

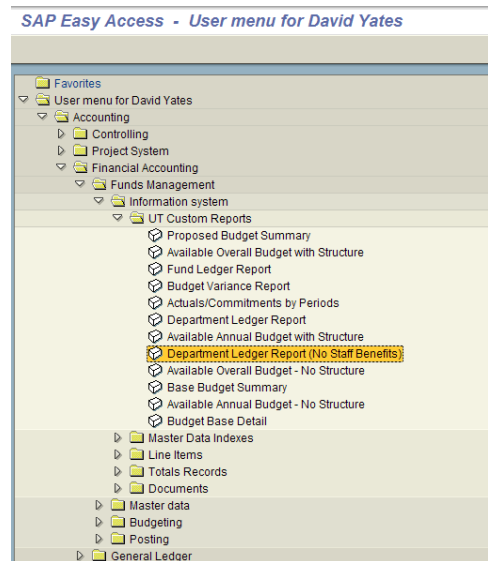
Account Balances Cheat Sheet

Log in procedure for Account Balances:

1. Double click on the SAP Logon Pad
2. Double click on **1 IRIS FI Production**
3. Client = 300 (defaults to this value)
4. User = Your supplied User ID for IRIS
5. Password = Your IRIS password
6. Press **ENTER** key

Steps: E Accounts

- (1) Type **ZE_LEDGER** in shortcut field and press **ENTER**. Or navigate menu to the **Department Ledger Report (No Staff Benefits)** (see right).



- (2) Enter the **E account number** in the **Single Fund Selection** area.

In the Smoky Mountain District, county account numbers are E125715XXX where XXX is replaced by your county number. Anderson is 001, Blount is 002, etc.

- (3) Enter the **current Fiscal year** in the **Fiscal year** field in the Report Definition area.

- (4) Enter the **Posting period** in the **Posting period** field in the Report Definition area.

NOTE: The posting period refers to the month information has been posted.

- | | |
|---------------|--------------|
| 1 - July | 7 - January |
| 2 - August | 8 - February |
| 3 - September | 9 - March |
| 4 - October | 10 - April |
| 5 - November | 11 - May |
| 6 - December | 12 - June |

- (5) Click on **Execute** (clock icon) to view your report.



- (6) Click the **Print Ledger** button to print your report.

Steps: R Accounts

- (1) Type **ZDEPT_LEDGER** in shortcut field and press **ENTER**. Or navigate menu to the **Department Ledger Report** (see below).
- (2) Enter the **R account number** in the **Single Fund Selection** area.
- (3) Enter the **current Fiscal year** in the **Fiscal year** field in the Report Definition area.
- (4) Enter the **Posting period** in the **Posting period** field in the Report Definition area.
NOTE: The posting period refers to the month information has been posted.

1 - July	7 - January
2 - August	8 - February
3 - September	9 - March
4 - October	10 - April
5 - November	11 - May
6 - December	12 - June

- (5) Click on **Execute** (clock icon) to view your report.



- (6) Click the **Print Ledger** button to print your report.

SAP Easy Access - User menu for David Yates

- Favorites
 - User menu for David Yates
 - Accounting
 - Controlling
 - Project System
 - Financial Accounting
 - Funds Management
 - Information system
 - UT Custom Reports
 - Proposed Budget Summary
 - Available Overall Budget with Structure
 - Fund Ledger Report
 - Budget Variance Report
 - Actuals/Commitments by Periods
 - Department Ledger Report**
 - Available Annual Budget with Structure
 - Department Ledger Report (No Staff Benefits)
 - Available Overall Budget - No Structure
 - Base Budget Summary
 - Available Annual Budget - No Structure
 - Budget Base Detail
 - Master Data Indexes
 - Line Items
 - Totals Records
 - Documents

Departmental Ledger Report

Single Fund Selection

Fund: r122041

Multiple Fund Selection

Fund: _____ to _____

Funds center: _____ to _____

Funds application: _____ to _____

Business area: _____ to _____

Report Definition

Fiscal year: 2002

Posting period: 06

Budget Version: 0

Number of Sub Total Levels: 4

Printer Options

Printer: Local

Print Immediately

Delete after printing

New spool request