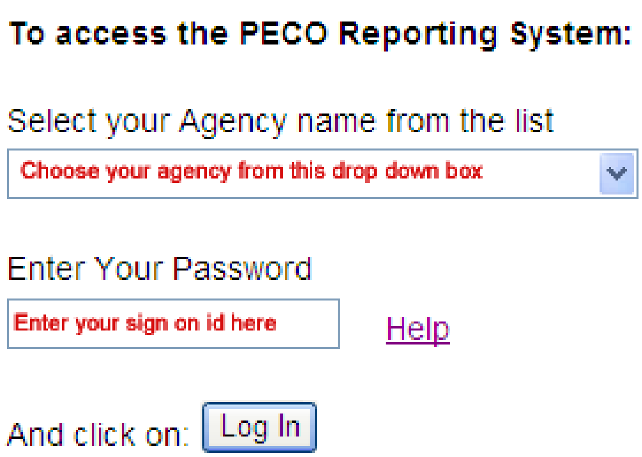
Welcome to the PECO Reporting System

This system will provide you with:

- The capability of obtaining information needed for the DOE Project Disbursement Report (form 442).
- The amount of your current draw request.
- Query capabilities for a variety of searches.

To access this information go to the sign on URL: http://doeweb-prd.doe.state.fl.us/eds/AgencyPECO/login.cfm

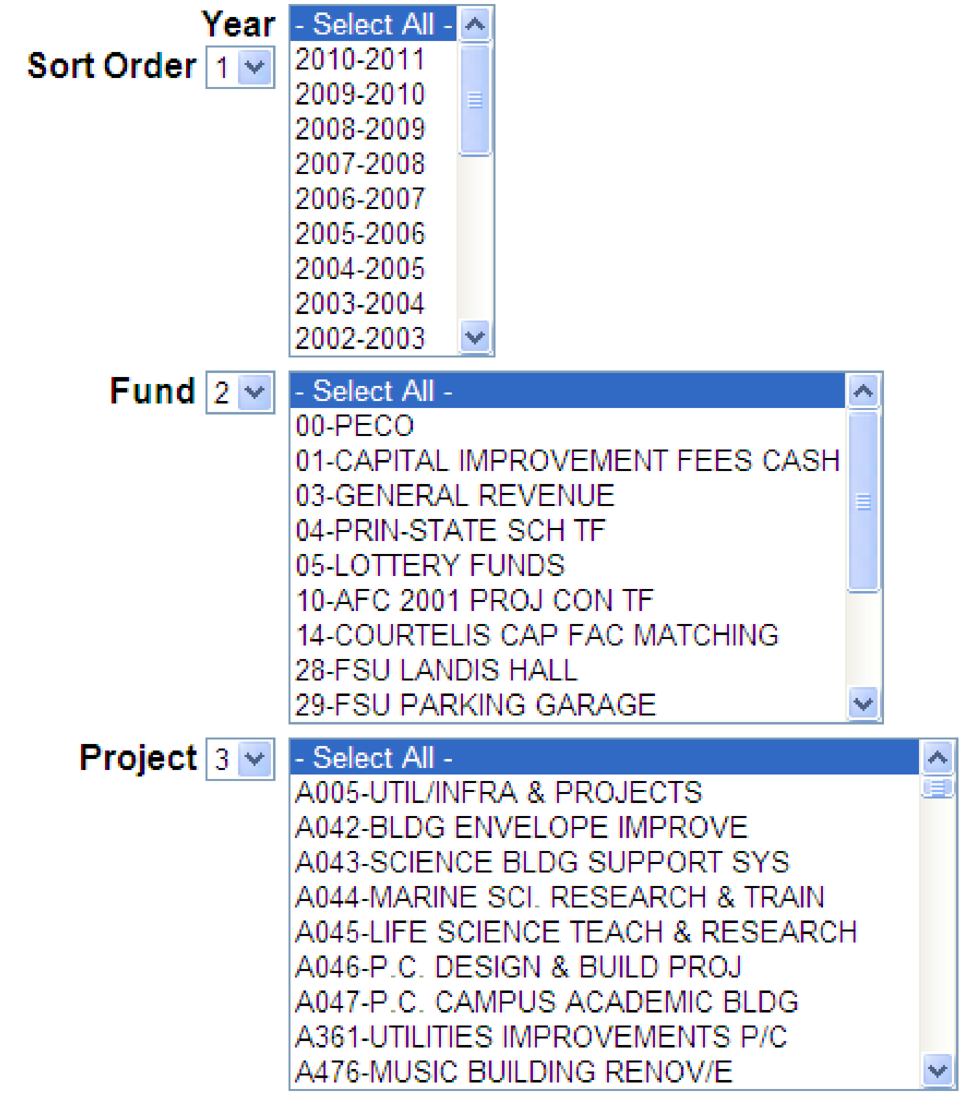
Here you will see the access page. The first box is a drop down which displays all of our user agencies. Press the down button on the right of the box and select from the choices offered. In the password box, enter the sign on identification (aka login id) you use when entering the northwest regional data center (NWRDC). It looks like DEXFB?? with the ?? representing alpha characters assigned to you. Next, click on the log in button.



The next screen is shown on the next page and consists of the following three drop down boxes:

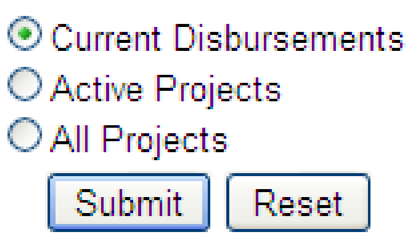
1. **Year** or the year of the appropriation.
2. **Fund** such as PECO, General Revenue, Lottery, etc.
3. **Project** which is an appropriation line item or an allocation. This is the finest level of detail.

Please note that these drop down boxes are populated with only your agencies data. Other agencies will not be able to see your data.



The default for each box is select all. You can narrow your search by selecting an individual item or a group of items with the shift and or cntrl keys on you key board. You can also change the sort order by changing the numbers in the drop down boxes next to the box title.

Located just below the **Project** box are three radio buttons that will help you further refine your search.



- **Current disbursements** can be used once you have entered your monthly report. This will be useful in verifying the amounts requested for your next draw. You will have access to this information until we close the monthly cycle in preparation for the electronic fund transfer. This will usually happen about the middle of the month. The next month's cycle is opened about the same time.

- **Active Projects** will display all projects that have not been fully expended at your agencies level as of the most recent report. This includes projects that have been updated but are not seeking a draw. You may find this useful at the beginning of the cycle before you enter your data, as it will show what the forthcoming 442 will look like. **Please note**: this shows the cumulative balances in **all** of the columns. Don't be alarmed if the local columns have information. This is the end result of last month's input. These columns will change after you have updated the system. If you are getting this report for the first time in the current cycle/month then just use the first three columns, Current Appropriation, Authorized Encumbrances, and Disbursement At Present. The Authorized Encumbrance field is subject to change anytime we process a form 352. The Disbursement to date will only change once the window is closed and the disbursement are approved and applied to the official record.

- **All Projects** refers to all of your data back to 1989. This is a catch all that will display the selected data regardless of its status. You may find this a great help in answering auditor, or legislative requests.

Once you click the Submit button the search results will appear in the

familiar 442 format with the addition of a column titled **Disbursement Approved For Next Month.**

To make this information more useful, you can convert the results to *Excel* format. The conversion button is located at the bottom of your search results. If you have a lot of data just hit Ctrl+End to get there quickly.

Create Spreadsheet

New Query

If you wish to launch another query click the New Query button and you will return to the previous page with the page defaulting to its original configuration.

Hope you find this new feature useful.

OEF staff.