



Cast & Crew

**PSL+**

# **Carbon Footprint Tracking**

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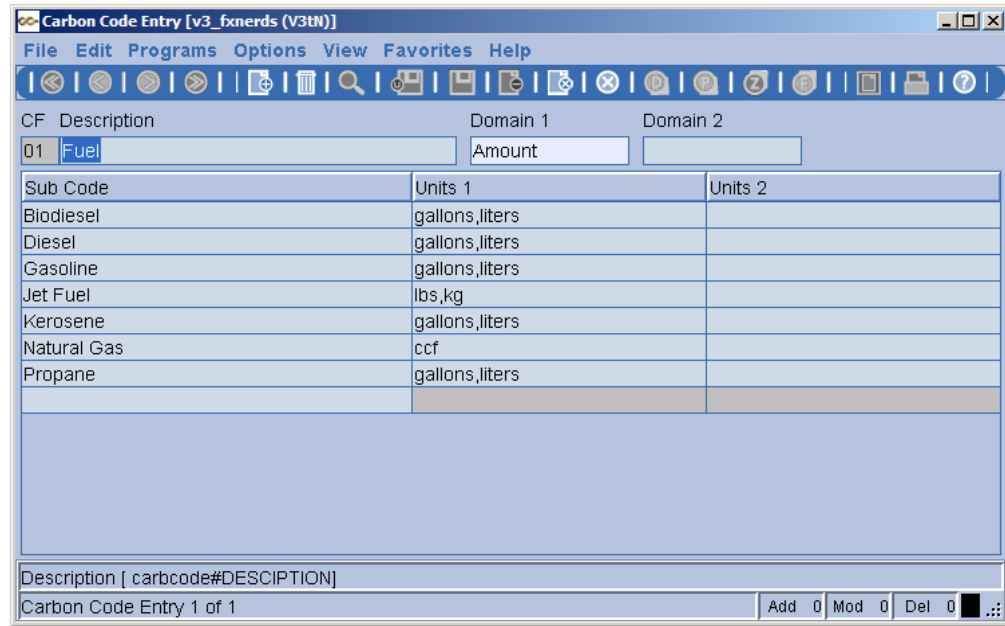
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# Carbon Footprint Code Setup

## CARBCODE - Carbon Code Entry Screen

The CARBCODE program will be accessible on the Setup Menu between Batch Maintenance and Control.

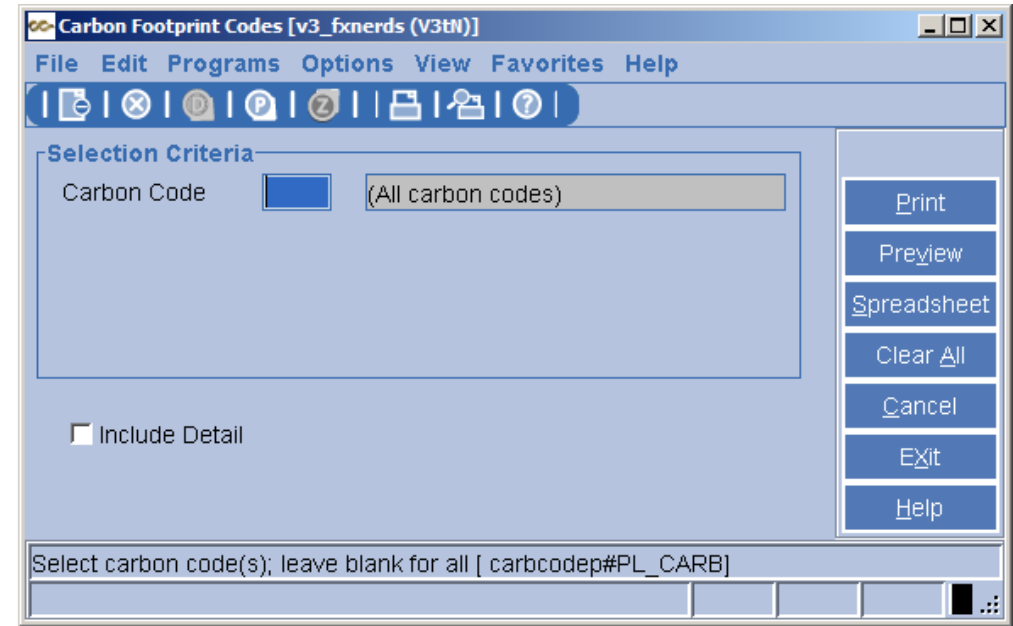
The screen below shows the default setup.



The setup screen for the carbon footprint code follows the same basic guidelines as other code setup screens. The code field is alpha numeric, 2 characters.

## CARBCODEP – Print List of Carbon Footprint Codes

The CARBCODE screen for generating a report of available Carbon Footprint codes is shown below.





# Transaction Entry with Carbon Footprinting

## Entry Screens apte/pcent/jete

Entry screens (apte, pcent and jete) include a 2 character alpha numeric CF field on the distribution line.

When the user presses F2 or right clicks in the field a picklist is displayed that contains the available selection choices (entered using CarbCode). The user can select one option from the list.

The default for the CF field is blank. The field is not-must-key. It is optional.

If a CF code is entered, a detail box is displayed by selecting "Detail" (F3) while on the distribution line. The detail box is also displayed automatically when attempting to leave a distribution line containing a CF code, or trying to "Update", if the detail has not already been filled in.

## Carbon Footprint Data Modifications

The following functionality is required:

1. Carbon Footprint information can be modified at all times. For example, if a transaction is posted, CF info remains modifiable.
2. When voiding an AP transaction, the CF information on the original transaction is deleted.
3. When voiding/reissuing a check, CF information is transferred over to the reissuing transaction.

The screenshot displays the PSL+ software interface for transaction entry. The window title bar shows navigation tabs: 0 - HOME, 1 - AP, 2 - P/O, 3 - J/E, 4 - CHECKS, 5 - PETTY CASH, 6 - PAYROLL, 7 - COST REPORT, 8 - BIBLE, 9 - TRIAL BALANCE. The menu bar includes File, Edit, Programs, Options, View, Favorites, and Help. The interface is divided into several sections:

- Reference Information:** Number 1757, Eff. Date 10/21/2006, Description Set Dressing Manufacturing / L, Status U Unposted.
- Batch Information:** Batch 061021, Production 030580, Company 001, Bank BA, Currency US.
- Vendor Information:** ID 000187, State Worked GA, Name Agnes Scott College, 141 East College Avenue, Decatur GA 30030.
- Invoice Information:** Number 128935681345301, Date 02/02/2002, Due Date 02/02/2002, Amount 0.00, Discount 0.00, Distrib 0.00.
- Check Information:** Combine 0, Hold checkbox, Number, Date, Amount 0.00.

At the bottom, a table shows the distribution line:

PO Number	Account	Sers	Locs	Sets	9	In	FF1	FF2	Description	Amount	CF	3rd
	142-23-09	01	0000	07					Set Dressing Manufacturing...	0.00	09	

Below the table, there is a status bar with "Free field code [ apte#FREE]" and "APV distribution 1 of 1". At the bottom right, there are buttons for "Add 0", "Mod 0", "Del 0", and a small icon.

# Carb Code Entry Screens

When using default codes for database setup (referenced on page 4), Carb Code Entry screens are displayed, allowing selection from picklists generated by PSL+ Support for subcodes and units. Users can add, modify, or delete codes. If no codes are added, Carbon footprint codes remain blank for personal additions. If you would like the default codes loaded, please contact [PSL+ Support](#).

## Code 01 - Fuel

Subcode	Type	Units
Biodiesel	Amount	gallons,liters
Diesel	Amount	gallons,liters
Gasoline	Amount	gallons,liters
Jet Fuel	Amount	lbs,kg
Kerosene	Amount	gallons,liters
Natural Gas	Amount	ccf
Propane	Amount	gallons,liters

## Code 02 - Utilities

Subcode	Type	Units
Electricity	Amount	kwh
Natural Gas	Amount	ccf

# Carb Code Entry Screens

## Code 03 – Air Travel

Subcode	Type	Units
Commercial (leg)	Distance	miles
	Fuel	gallons
Charter (leg)	Distance	miles
	Fuel	gallons

## Code 04 – Accommodation

Subcode	Type	Units
Hotel	Size	sq ft.
	Bedrooms	# bedrooms
Apartment	Size	sq ft.
	Bedrooms	# bedrooms
House	Size	sq ft.
	Bedrooms	# bedrooms

# Carb Code Entry Screens

## Code 05 – Shipping

Subcode	Type	Value	Units
Ground	Weight	400	lbs

Subcode	Type	Units
Air	Weight	lbs
Ground	Weight	lbs

## Code 06 – Vehicles

Subcode	Type	Value	Units
Non-hybrid	Distance	20000	miles
	Fuel	2.5	gallons

Subcode	Type	Units
Non-hybrid	Distance	miles
	Fuel	gallons
Hybrid	Distance	miles
	Fuel	gallons



# Carb Code Entry Screens

## Code 07 – Waste

Subcode	Type	Value	Units
Recycling	Bin Size	100	cu ft
	Bin Count	4	# of bins

Subcode	Type	Units
Construction	Bin Size	cu ft
	Bin Count	cu ft
Recycling	Bin Size	# of bins
	Bin Count	# of bins

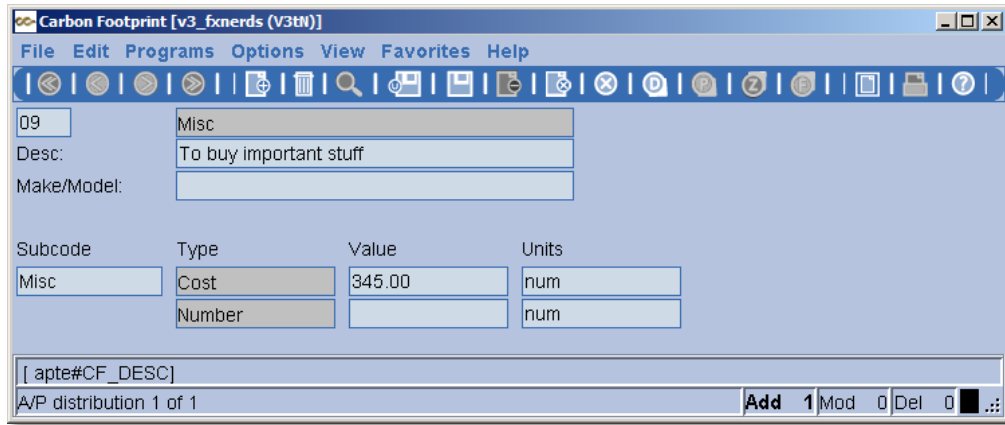
## Code 08 – Generators

Subcode	Type	Value	Units
Electrical	Fuel	100	gallons
	Size	30000	kw

Subcode	Type	Units
Electrical	Fuel	Gallons
	Size	Kw

# Carb Code Entry Screens

## Code 09 – Misc

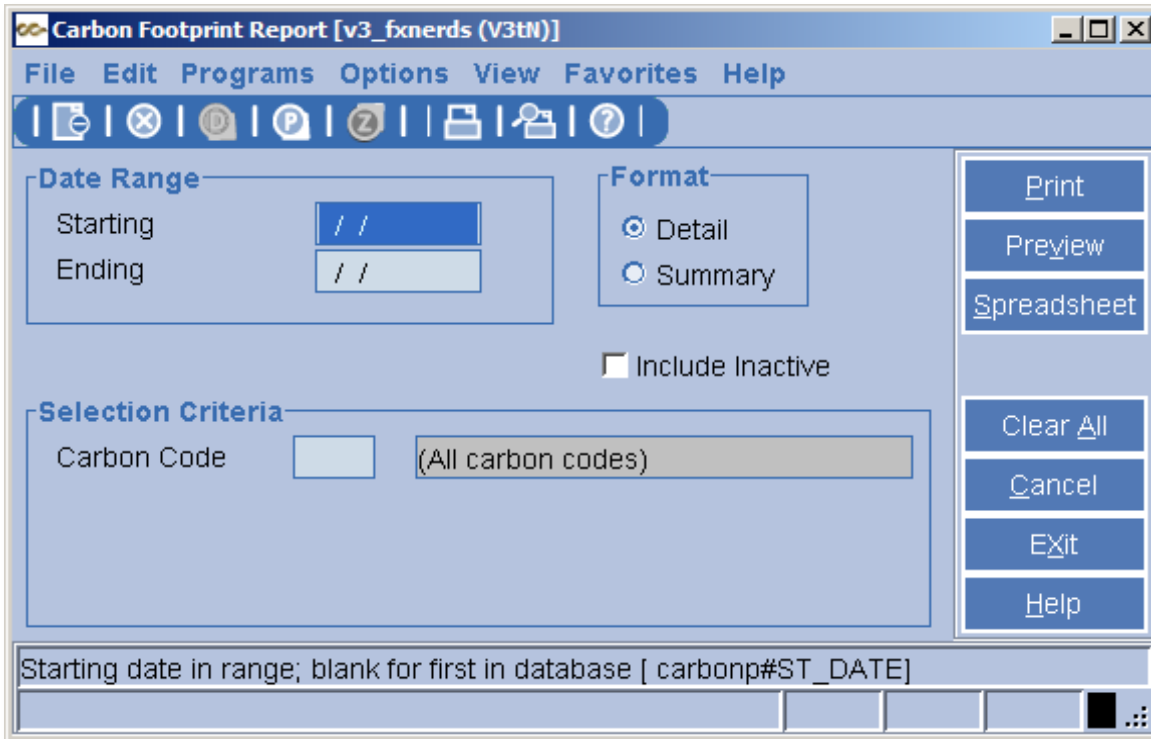


Subcode	Type	Units
Misc	Cost	num
Misc	Number	num

# CARBONP – Carbon Footprint Report

This report will generate all transactions with a Carbon Footprint code.

The Carbon Footprint Report screen is shown here:



The screenshot shows a software window titled "Carbon Footprint Report [v3\_fxnerds (V3TN)]". The window has a menu bar with "File", "Edit", "Programs", "Options", "View", "Favorites", and "Help". Below the menu bar is a toolbar with icons for file operations. The main area is divided into several sections:

- Date Range:** Two input fields for "Starting" and "Ending" dates, both containing " / /".
- Format:** Two radio buttons: "Detail" (selected) and "Summary".
- Include Inactive:** A checkbox that is currently unchecked.
- Selection Criteria:** A label "Carbon Code" followed by a text input field containing "(All carbon codes)".
- Buttons:** A vertical stack of buttons on the right side: "Print", "Preview", "Spreadsheet", "Clear All", "Cancel", "Exit", and "Help".
- Status Bar:** At the bottom, it displays "Starting date in range; blank for first in database [ carbonp#ST\_DATE]".

The screen allows for the following:

1. Selecting a Date Range.
2. Selecting a detail or summary report. Refer to examples on the following pages.
3. A picklist for selecting some or all of the carbon codes. Leaving the field blank selects all codes.
4. Printing inactive codes along with the active ones. These are codes that are available but have not yet been used.
5. Generation of either a pdf or a spreadsheet report.

# CARBONP – Carbon Footprint Report

Carbonp Summary PDF Report Layout:

10/28/2008		REVENGE OF THE NERDS		Page 1	
1:08 pm		— Carbon Footprint Summary Report —		[carbonp]	
Date Range: All dates					
Including: 01,02,03,04					
Format: Summary					
<b>01 Fuel</b>					
Subcode	Detail Value	Detail Units			
Biodiesel	25	gallons			
Biodiesel	10	gallons			
Subcode	Detail Value	Detail Units			
Diesel	45	liters			
Subcode	Detail Value	Detail Units			
Gasoline	100	gallons			
Subcode	Detail Value	Detail Units			
Jet Fuel	.25	lbs			
<b>02 Utilities</b>					
Subcode	Detail Value	Detail Units			
Electricity	200	kwh			
<b>03 Air Travel</b>					
Subcode	Detail Value	Detail Units			
Charter (leg)	800	miles			
	50	gallons			
<b>04 Accomodation</b>					
Subcode	Detail Value	Detail Units			
Apartment	35	sq ft.			
	4	# bedrooms			
Apartment	800	sq ft.			
	2	# bedrooms			
Subcode	Detail Value	Detail Units			
Hotel	1200	sq ft.			
	3	# bedrooms			
— End of Carbon Footprint Summary Report —					

# CARBONP – Carbon Footprint Report

## Carbonp Detail PDF Report Layout

Date Range: All dates  
 Including: 01,02,03,04  
 Format: Detail

### 01 Fuel

<u>Subcode</u>	<u>Ref #</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Description</u>	<u>Green Description</u>	<u>Vehicle Make/Model</u>	<u>Detail Value</u>	<u>Detail Units</u>
Biodiesel	1754	10/21/2006	148-14-03	0.00	Assistant Art Director	for go cart	home made abc4	25	gallons
Biodiesel	1755	10/21/2006	362-50-01	0.00	Sound Editing Rooms	fuel for projectors		10	gallons
Diesel	1759	10/21/2006	149-21-03	0.00	SPFX Labor	Tractor		45	liters
Gasoline	1754	10/21/2006	190-11-02	0.00	Guarantee Write-Off	tent heater		100	gallons
Jet Fuel	1754	10/21/2006	147-43-01	0.00	Misc. Parking	model airplane fuel	hasbro	.25	lbs

### 02 Utilities

<u>Subcode</u>	<u>Ref #</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Description</u>	<u>Green Description</u>	<u>Vehicle Make/Model</u>	<u>Detail Value</u>	<u>Detail Units</u>
Electricity	1757	10/21/2006	150-42-60	0.00	Location Expenses	Set lighting		200	kwh

### 03 Air Travel

<u>Subcode</u>	<u>Ref #</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Description</u>	<u>Green Description</u>	<u>Vehicle Make/Model</u>	<u>Detail Value</u>	<u>Detail Units</u>
Charter (leg)	1757	10/21/2006	144-75-50	0.00	Rentals	Fly around and look at sights	Beechcraft Baron B-55	800	miles
								50	gallons

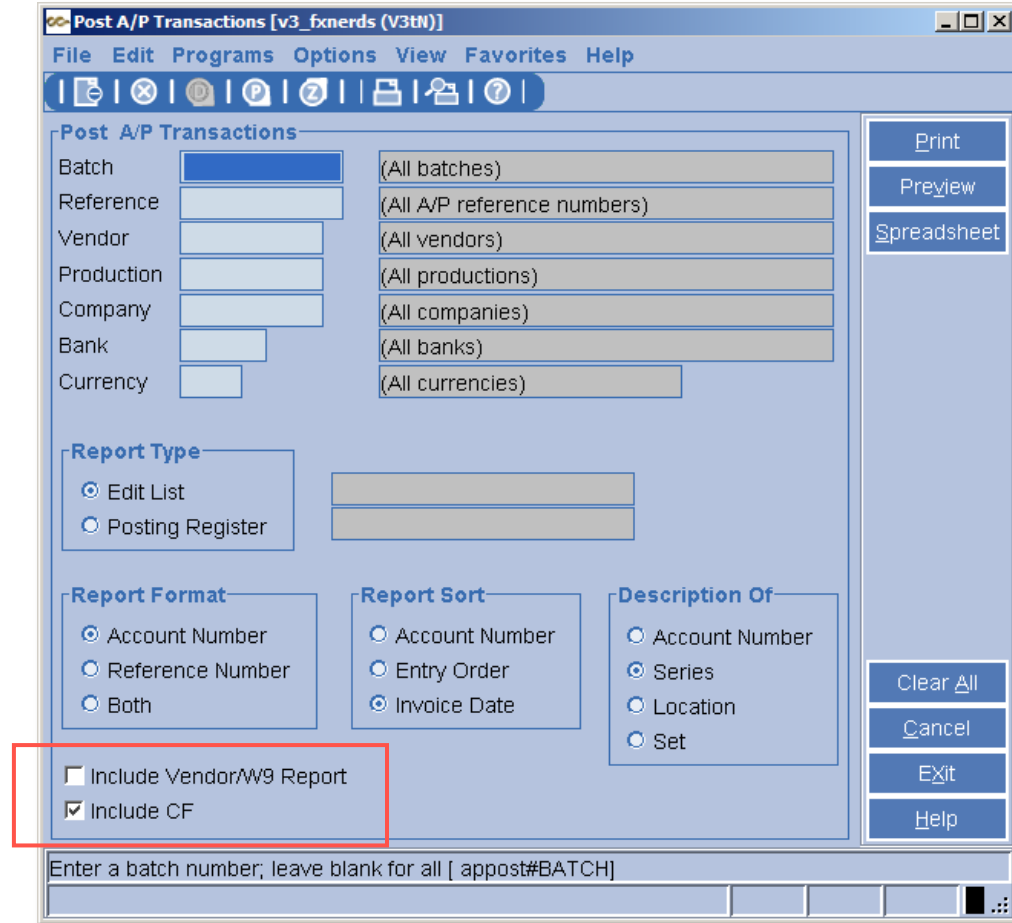
### 04 Accommodation

<u>Subcode</u>	<u>Ref #</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Description</u>	<u>Green Description</u>	<u>Vehicle Make/Model</u>	<u>Detail Value</u>	<u>Detail Units</u>
Apartment	1754	10/21/2006	159-50-11	0.00	Construction Stage	on site accomodations		35	sq ft.
Apartment	1756	10/21/2006	149-14-11	0.00	Construction Coord	Apartment for nite shoot		800	sq ft.
								4	# bedrooms
								2	# bedrooms
Hotel	1757	10/21/2006	146-19-05	0.00	Audio Playback Oper	Vacation Perk		1200	sq ft.
								3	# bedrooms

# Posting Program – Carbon Footprint Reports

Posting programs (apost, jepost, and pcpst) include the option for printing a Carbon Footprint report in addition to the regular posting report.

If you would like the “Include CF” to be selected by default, please contact [PSL+ Support](#) to enable.



# Posting Program – Carbon Footprint Reports

## Posting Programs PDF Report Layout

Carbon Footprint Codes:

- 01 Fuel
- 02 Utilities
- 03 Air Travel
- 04 Accomodation
- 05 Shipping
- 06 Vehicles
- 07 Waste
- 08 Generators
- 09 Misc

Ref #	Date	Account	Amount	Description	Code	CF Subcode	CF Description	CF Make/Model	Detail Value	Detail Units
	1754 10/21/06	149-14-11	0.00	Construction Coordinator	04	Apartment	Apartment for overnight photog	Vintage 1912 remodeled structu	800	sq ft.
									2	# bedrooms
	1755 10/21/06	244-47-01	0.00	Car Allowances	08	Electrical		Chevy Swamp Monster	24	gallons
	1756 10/21/06	123-10-01	0.00	Electric Fixture Manufacturing	08	Electrical	To run wind machine		100	gallons
									30000	kw
	1756 10/21/06	141-16-60	345.90	Loss & Damages	07	Recycling	Haul away explosion debris		500	cu ft
									20	# of bins
	1756 10/21/06	141-15-94	0.00	Greens	06	Non-hybrid	Test new vehicle	Cyberdyne VX-7	20000	miles
									2.5	gallons
	1756 10/21/06	145-16-40	0.00	Purchases	05	Ground	Ship props		400	lbs
	1756 10/21/06	146-19-05	0.00	Audio Playback Operator	04	Hotel	Vacation Perk			
	1756 10/21/06	150-42-60	0.00	Location Expenses	02	Electricity	Set Lighting		200	kwh
	1756 10/21/06	144-75-50	0.00	Rentals	03	Charter (leg)	Fly around to look at sights	Beechcraft: Baron B-55	100	gallons
	1756 10/21/06	142-23-05	0.00	Swing Gang	09	Misc	To buy important stuff		345.00	num
	1757 10/21/06	142-23-09	0.00	Set Dressing Manufacturing / L	09	Misc	Install bird feeder		400.00	num
	1758 10/21/06	150-42-60	0.00	Location Expenses	03	Commercial (leg)				

# Posting Program – Carbon Footprint Reports

## Posting Programs Spreadsheet Layout

Ref #	Date	Account	Amount	Description	Code	CF Subcode	CF Description	CF Make/Model	Detail A Value	Detail A Units	Detail B Value	Detail B Units
1754	10/21/06	149-14-11	0.00	Construction Coordinator	04	Apartment	Apartment for overnight photog	Vintage 1912 remodeled structu	800	sq ft.	2	# bedrooms
1755	10/21/06	244-47-01	0.00	Car Allowances	08	Electrical		Chevy Swamp Monster	24	gallons		kw
1756	10/21/06	123-10-01	0.00	Electric Fixture Manufacturing	08	Electrical	To run wind machine		100	gallons	30000	kw
1756	10/21/06	141-16-60	345.90	Loss & Damages	07	Recycling	Haul away explosion debris		500	cu ft	20	# of bins
1756	10/21/06	141-15-94	0.00	Greens	06	Non-hybrid	Test new vehicle	Cyberdyne VX-7	20000	miles	2.5	gallons
1756	10/21/06	145-16-40	0.00	Purchases	05	Ground	Ship props		400	lbs		
1756	10/21/06	146-19-05	0.00	Audio Playback Operator	04	Hotel	Vacation Perk					
1756	10/21/06	150-42-60	0.00	Location Expenses	02	Electricity	Set Lighting		200	kwh		
1756	10/21/06	144-75-50	0.00	Rentals	03	Charter (leg)	Fly around to look at sights	Beechcraft: Baron B-55		miles	100	gallons
1756	10/21/06	142-23-05	0.00	Swing Gang	09	Misc	To buy important stuff		345.00	num		num
1757	10/21/06	142-23-09	0.00	Set Dressing Manufacturing / L	09	Misc	Install bird feeder		400.00	num		num
1758	10/21/06	150-42-60	0.00	Location Expenses	03	Commercial (leg)						



Thank You.