

Siskiyou County Office of Education



Management Guide

April 2019 Edition



Kermith R. Walters
County Superintendent

You can download the QSS Management Guide from our website at:
<http://www.siskiyoucoe.net/Page/214>

QSS Management Guide

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General Information

QSS: Quintessential School Systems (QSS) financial software is used by the Siskiyou County Office of Education and K-12 school districts. Each district was trained in usage and received a series of manuals. The manuals are quite extensive and are not written specifically for Siskiyou County Schools. To assist districts, we have put together this manual to provide assistance specific to Siskiyou County's financial system.

References to the **Enter** Key:

Log on to QSS use **only** the enter key on alpha portion of key board

After entering system, use **only** the enter key on the numeric portion of key board

Year indicator

The QSS screens shown are meant to be generic (year is indicated with YY rather than a specific year)

Users will see the year resulting from by the log on year

Financial Activity Report (FAR110)

Use this report to review all transactions for a specific account string or line item (revenue and expenditure objects only). It is similar to the General Ledger detail Report (GLDSUB), however, this report cannot provide balance sheet Object numbers.

- A. Turn on Caps Lock
- B. Log On:
- C. Password: (your alphanumeric password)
- D. From the District Systems menu, select 13. **REP – Reports**
- E. From the District Reporting System menu, select 6. **Financial Activity Report**
- F. The initial screen:

District: XX	Financial Activity Report Writer	QSS/OASIS																						
<table style="width: 100%; border: 1px dashed black;"> <tr> <td style="width: 30%;">District:</td> <td>XX SAMPLE ELEMENTARY</td> </tr> <tr> <td>From Date:</td> <td>0701YY To Date: 0630YY (MMDDYY)</td> </tr> <tr> <td>Report Title:</td> <td>Your Report Title</td> </tr> <tr> <td>Select Accounts:</td> <td>Y (Y/N)</td> </tr> <tr> <td>Budget Type</td> <td>W (W/R/A) (Working/Revised/Approved)</td> </tr> <tr> <td>Include Budget Transfers:</td> <td>Y (Y/N/U/A) (Yes/No/Unappr/Approved)</td> </tr> <tr> <td>Include Approved/Unapproved GL Trans:</td> <td>B (A/U/B) (Approved/Unappr/Both)</td> </tr> <tr> <td>Exclude Pre-encumbrances:</td> <td>N (Y/N)</td> </tr> <tr> <td>Print Account Description:</td> <td>N (Y/N)</td> </tr> <tr> <td>Use Reference Values:</td> <td>N (Y/N)</td> </tr> <tr> <td>Detail Sort</td> <td>0 (0/1) (0=date, 1-Trnsctn type)</td> </tr> </table>			District:	XX SAMPLE ELEMENTARY	From Date:	0701YY To Date: 0630YY (MMDDYY)	Report Title:	Your Report Title	Select Accounts:	Y (Y/N)	Budget Type	W (W/R/A) (Working/Revised/Approved)	Include Budget Transfers:	Y (Y/N/U/A) (Yes/No/Unappr/Approved)	Include Approved/Unapproved GL Trans:	B (A/U/B) (Approved/Unappr/Both)	Exclude Pre-encumbrances:	N (Y/N)	Print Account Description:	N (Y/N)	Use Reference Values:	N (Y/N)	Detail Sort	0 (0/1) (0=date, 1-Trnsctn type)
District:	XX SAMPLE ELEMENTARY																							
From Date:	0701YY To Date: 0630YY (MMDDYY)																							
Report Title:	Your Report Title																							
Select Accounts:	Y (Y/N)																							
Budget Type	W (W/R/A) (Working/Revised/Approved)																							
Include Budget Transfers:	Y (Y/N/U/A) (Yes/No/Unappr/Approved)																							
Include Approved/Unapproved GL Trans:	B (A/U/B) (Approved/Unappr/Both)																							
Exclude Pre-encumbrances:	N (Y/N)																							
Print Account Description:	N (Y/N)																							
Use Reference Values:	N (Y/N)																							
Detail Sort	0 (0/1) (0=date, 1-Trnsctn type)																							
<div style="border: 1px solid red; border-radius: 5px; padding: 2px; font-size: small;"> W =Working Budget, Y = Yes budget transfers, B = Both approved and unapproved </div>																								
FARSUB H.00.12 compiled 05/17/00 11:19 USERSEC: Y0 Y ANNNO																								

G. Press Enter, F7 to continue to next screen:

District: XX	Financial Activity Report Writer	QSS/OASIS																												
<table style="width: 100%; border: 1px dashed black;"> <tr> <td style="width: 30%;">Restricted:</td> <td>C</td> <td>Restricted Field:</td> <td>RS</td> </tr> <tr> <td>Sort Sequence:</td> <td>FD</td> <td></td> <td></td> </tr> <tr> <td>Rollup Levels:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Page Break by:</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="padding-top: 10px;">Choose from:</td> </tr> <tr> <td>FD = FUND</td> <td>RS = RESOURCE</td> <td>YR = PROJECT YEAR</td> <td>GO = GOAL</td> </tr> <tr> <td>FN = FUNCTION</td> <td>SH = SCHOOL</td> <td>LD = LOCAL DEFINED</td> <td></td> </tr> </table>			Restricted:	C	Restricted Field:	RS	Sort Sequence:	FD			Rollup Levels:				Page Break by:				Choose from:				FD = FUND	RS = RESOURCE	YR = PROJECT YEAR	GO = GOAL	FN = FUNCTION	SH = SCHOOL	LD = LOCAL DEFINED	
Restricted:	C	Restricted Field:	RS																											
Sort Sequence:	FD																													
Rollup Levels:																														
Page Break by:																														
Choose from:																														
FD = FUND	RS = RESOURCE	YR = PROJECT YEAR	GO = GOAL																											
FN = FUNCTION	SH = SCHOOL	LD = LOCAL DEFINED																												

H. Press Enter, F7 to continue to next screen

Financial Activity Report (FAR110) (Continued)

District: XX		Financial Activity Report Writer				QSS/OASIS			
District: XX		From: 0710YY		To: 0630YY					
Budget: A		Bdgt Tfrs: A	GL Trans: A	Pre-enc: N	Desc: N	Ref: N	Sort: 0		
Sort Seq: FD							Restrict: C RS		
Rollup Lev:							Page break:		

Field Sort/Selection Items FD=FUND RS=RESOURCE YR=PROJECT YEAR OB=OBJECT GO=GOAL FN=FUNCTION SH=SCHOOL LD=LOCAL DEFINED	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL
Field	Range	Field	Range	Field	Range	Field	Range	Field

- I. Data can be entered at this point with no spaces, pressing Enter will complete the screen. Or, the screen appearance changes to all question marks (?) and dashes (-) after pressing the Enter key, requiring entry in specific fields

District: XX		Financial Activity Report Writer				QSS/OASIS			
District: XX		From: 0710YY		To: 0630YY					
Budget: A		Bdgt Tfrs: A	GL Trans: A	Pre-enc: N	Desc: N	Ref: N	Sort: 0		
Sort Seq: FD							Restrict: C RS		
Rollup Lev:							Page break:		

Field Sort/Selection Items FD=FUND RS=RESOURCE YR=PROJECT YEAR OB=OBJECT GO=GOAL FN=FUNCTION SH=SCHOOL LD=LOCAL DEFINED	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL
FD=FUND RS=RESOURCE YR=PROJECT YEAR OB=OBJECT GO=GOAL FN=FUNCTION SH=SCHOOL LD=LOCAL DEFINED	??-	???? -	?-	???? -	???? -	???? -	???	????
FD=FUND RS=RESOURCE YR=PROJECT YEAR OB=OBJECT GO=GOAL FN=FUNCTION SH=SCHOOL LD=LOCAL DEFINED	??-	???? -	?-	???? -	???? -	???? -	???	????
FD=FUND RS=RESOURCE YR=PROJECT YEAR OB=OBJECT GO=GOAL FN=FUNCTION SH=SCHOOL LD=LOCAL DEFINED	??-	???? -	?-	???? -	???? -	???? -	???	????
FD=FUND RS=RESOURCE YR=PROJECT YEAR OB=OBJECT GO=GOAL FN=FUNCTION SH=SCHOOL LD=LOCAL DEFINED	??-	???? -	?-	???? -	???? -	???? -	???	????
FD=FUND RS=RESOURCE YR=PROJECT YEAR OB=OBJECT GO=GOAL FN=FUNCTION SH=SCHOOL LD=LOCAL DEFINED	??-	???? -	?-	???? -	???? -	???? -	???	????
FD=FUND RS=RESOURCE YR=PROJECT YEAR OB=OBJECT GO=GOAL FN=FUNCTION SH=SCHOOL LD=LOCAL DEFINED	??-	???? -	?-	???? -	???? -	???? -	???	????
FD=FUND RS=RESOURCE YR=PROJECT YEAR OB=OBJECT GO=GOAL FN=FUNCTION SH=SCHOOL LD=LOCAL DEFINED	??-	???? -	?-	???? -	???? -	???? -	???	????
Field	Range	Field	Range	Field	Range	Field	Range	Field

Enter account string(s) or, leaving ??? in any position will extract all activity. Example: 01-1100-01-????-????-???? provides all Lottery transactions.

- J. Any field or combinations (Fund, Resource, Object, Goal, Function) can be entered replacing the question marks (see examples)

Financial Activity Report (FAR110) (Continued)

District: XX		Financial Activity Report Writer				QSS/OASIS			
District: XX		From: 0710YY		To: 0630YY					
Budget: A		Bdgt Tfrs: A	GL Trans: A	Pre-enc: N	Desc: N	Ref: N	Sort: 0		
Sort Seq: FD								Restrict: C RS	
Rollup Lev:								Page break:	

Field Sort/Selection Items	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL
FD=FUND	01-	???? -	?	5200-	???? -	7150-	???	???
RS=RESOURCE	??-	???? -	?	???? -	???? -	???? -	???	???
YR=PROJECT YEAR	01-	4040-	?	???? -	8650-	2410-	???	???
OB-OBJECT	??-	???? -	?	???? -	???? -	???? -	???	???
GO=GOAL	01-	2430-	?	43??-	???? -	???? -	???	???
FN=FUNCTION	??-	???? -	?	???? -	???? -	???? -	???	???
SH=SCHOOL	??-	???? -	?	???? -	???? -	???? -	???	???
LD=LOCAL DEFINED	??-	???? -	?	???? -	???? -	???? -	???	???

Field	Range	Field	Range	Field	Range
-------	-------	-------	-------	-------	-------

Travel/Supt.

Community Day School Supplies

Don't use two strings in one unsorted report

K. F7 launches the report, the system automatically returns the first screen

District: XX		Financial Activity Report Writer				QSS/OASIS			
District:		XX SAMPLE ELEMENTARY							
From Date:		0701YY To Date: 0630YY (mmddy)							
Report Title:									
Select Accounts:		Y (Y/N)							
Budget Type		W (W/R/A) (Working/Revised/Approved)							
Include Budget Transfers:		Y (Y/N/U/A) (Yes/No/Unappr/Approved)							
Include Approved/Unapproved GL Trans:		B (A/U/B) (Approved/Unappr/Both)							
Exclude Pre-encumbrances:		N (Y/N)							
Print Account Description:		N (Y/N)							
Use Reference Values:		N (Y/N)							
Detail Sort		0 (0/1) (0=date, 1-Trnsctn type)							

W = Working Budget
 Y = Yes budget transfers.
 B = Both approved and unapproved

FARSUB H.00.12 compiled 05/17/00 11:19 USERSEC: Y0 Y ANNNO

- L. Press F8 to exit to menu
- M. Print (see *Print Spool Instructions*)

Financial Activity Report Sample (FAR110)

XX SAMPLE ELEMENTARY

FINANCIAL ACTIVITY REPORT

J82

FAR110

H.00.09 01/31/YY PAGE 1

07/01/20YY TO 06/30/20YY

0.0 % REMAINS IN FISCAL YEAR YY

UNAPPROVED GL TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND											WRK BUDGET	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE								
FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	REFERENCE	DATE	DESC												
4300 SUPPLIES																						
BALANCE FORWARD 07/01/20YY											0.00	0.00	0.00	0.00								
01	-	2430	-	0	-	4300	-	3550	-	1000	-	000	-	00000	BG-000000	07/01/YY	BUDGET	1,500.00			1,500.00	
01	-	2430	-	0	-	4300	-	3550	-	1000	-	000	-	00000	PO-00513	08/12/YY	OFFICE DEPOT			23.60	1,476.60	
01	-	2430	-	0	-	4300	-	3550	-	1000	-	000	-	00000	CM-0500YY	09/08/YY	OFFICE DEPOT		1,946.71	-	3,423.11	
01	-	2430	-	0	-	4300	-	3550	-	1000	-	000	-	00000	PO-005013	09/08/YY	OFFICE DEPOT		23.60		3,399.51	
01	-	2430	-	0	-	4300	-	3550	-	1000	-	000	-	00000	PO-00513	09/08/YY	OFFICE DEPOT			23.60	-	3,423.11
01	-	2430	-	0	-	4300	-	3550	-	1000	-	000	-	00000	PO-005030	09/14/YY	OFFICE DEPOT			29.76	-	3,393.35
01	-	2430	-	0	-	4300	-	3550	-	1000	-	000	-	00000	PO-005030	10/12/09	OFFICE DEPOT		29.76		3,363.59	
01	-	2430	-	0	-	4300	-	3550	-	1000	-	000	-	00000	PO-005030	10/12/09	OFFICE DEPOT			29.76	-	3,393.35
01	-	2430	-	0	-	4300	-	3550	-	1000	-	000	-	00000	RC-002198	12/07/YY	SAMPLEA SCHOOL		17.81		3,375.54	
TOTAL ACTIVITY											1,500.00	1,875.54	-	0.00								
ENDING BALANCE 06/30/20YY											1,500.00											
****225.0%																						
****4000 TOTALS:											1,500.00	1,875.54	-		3,375.54							
FUND	:	01									TOTALS (EXPENDITURE)	1,500.00	1,875.54	-	0.00	3,375.54						
FUND	:	01									TOTALS (INCOME)	00	0.00	0.00								

Financial Summary Report (FAR300)

This report is one of the most useful reports in the QSS system. Use this report to review activity for a specific account string, specific Resource, or for entire Funds. Sorting the General Fund by Resource provides an excellent report to monitor activity.

- A. Turn on Caps Lock
- B. Log On:
- C. Password: (your alphanumeric password)
- D. From the District Systems menu, select 13. **REP – Reports**
- E. From the District Reporting System menu, select 7. **Financial Summary Report**
- F. The initial screen:

District: XX	Financial Summary Report Writer	QSS/OASIS																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Report Title:</td> <td style="width: 30%;">Your Report Title</td> <td style="width: 40%;"></td> </tr> <tr> <td>From Date:</td> <td>0701YY</td> <td>To Date: 0630yy (MMDDYY)</td> </tr> <tr> <td>Report Format:</td> <td>4</td> <td>(H for Help) (Major Object Subtotal)</td> </tr> <tr> <td>Select a Subset of Your Accounts:</td> <td>Y</td> <td>(Y/N)</td> </tr> <tr> <td>Budget Type</td> <td>W</td> <td>(W/R/A) (Working/Revised/Approved)</td> </tr> <tr> <td>Include Budget Transfers:</td> <td>Y</td> <td>(Y/N/U/A) (Yes/No/Unappr/Approved)</td> </tr> <tr> <td>Include Approved/Unapproved GL Trans:</td> <td>B</td> <td>(A/U/B) (Approved/Unappr/Both)</td> </tr> <tr> <td>Exclude Pre-encumbrances:</td> <td>N</td> <td>(Y/N)</td> </tr> </table>			Report Title:	Your Report Title		From Date:	0701YY	To Date: 0630yy (MMDDYY)	Report Format:	4	(H for Help) (Major Object Subtotal)	Select a Subset of Your Accounts:	Y	(Y/N)	Budget Type	W	(W/R/A) (Working/Revised/Approved)	Include Budget Transfers:	Y	(Y/N/U/A) (Yes/No/Unappr/Approved)	Include Approved/Unapproved GL Trans:	B	(A/U/B) (Approved/Unappr/Both)	Exclude Pre-encumbrances:	N	(Y/N)
Report Title:	Your Report Title																									
From Date:	0701YY	To Date: 0630yy (MMDDYY)																								
Report Format:	4	(H for Help) (Major Object Subtotal)																								
Select a Subset of Your Accounts:	Y	(Y/N)																								
Budget Type	W	(W/R/A) (Working/Revised/Approved)																								
Include Budget Transfers:	Y	(Y/N/U/A) (Yes/No/Unappr/Approved)																								
Include Approved/Unapproved GL Trans:	B	(A/U/B) (Approved/Unappr/Both)																								
Exclude Pre-encumbrances:	N	(Y/N)																								
<div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> W = Working Budget, Y = Yes budget transfers, B = Both approved and unapproved </div>																										
<p>FARSB3 H.00.07 compiled 09/24/98 11:03</p>																										

- G. To isolate current month activity, enter the beginning and ending date of the particular month in the From and To fields (example used is January)

District: XX	Financial Summary Report Writer	QSS/OASIS																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Report Title:</td> <td style="width: 30%;">Your Report Title</td> <td style="width: 40%;"></td> </tr> <tr> <td>From Date:</td> <td>0101YY</td> <td>To Date: 0131YY (MMDDYY)</td> </tr> <tr> <td>Report Format:</td> <td>1</td> <td>(H for Help) (Major Object Subtotal)</td> </tr> <tr> <td>Select a Subset of Your Accounts:</td> <td>Y</td> <td>(Y/N)</td> </tr> <tr> <td>Budget Type</td> <td>W</td> <td>(A/R/W)</td> </tr> <tr> <td>Include Budget Transfers:</td> <td>Y</td> <td>(Y/N/U/A)</td> </tr> <tr> <td>Include Approved/Unapproved GL Trans:</td> <td>B</td> <td>(A/U/B)</td> </tr> <tr> <td>Exclude Pre-encumbrances:</td> <td>N</td> <td>(Y/N)</td> </tr> </table>			Report Title:	Your Report Title		From Date:	0101YY	To Date: 0131YY (MMDDYY)	Report Format:	1	(H for Help) (Major Object Subtotal)	Select a Subset of Your Accounts:	Y	(Y/N)	Budget Type	W	(A/R/W)	Include Budget Transfers:	Y	(Y/N/U/A)	Include Approved/Unapproved GL Trans:	B	(A/U/B)	Exclude Pre-encumbrances:	N	(Y/N)
Report Title:	Your Report Title																									
From Date:	0101YY	To Date: 0131YY (MMDDYY)																								
Report Format:	1	(H for Help) (Major Object Subtotal)																								
Select a Subset of Your Accounts:	Y	(Y/N)																								
Budget Type	W	(A/R/W)																								
Include Budget Transfers:	Y	(Y/N/U/A)																								
Include Approved/Unapproved GL Trans:	B	(A/U/B)																								
Exclude Pre-encumbrances:	N	(Y/N)																								
<div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Provides specific month and year to date activity (January for this example) </div>																										
<div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> W = Working Budget, Y = Yes budget transfers, B = Both approved and unapproved </div>																										
<p>FARSB3 H.00.07 compiled 09/24/98 11:03</p>																										

Financial Summary Report (FAR300) (continued)

H. Press **ENTER**, F7 to continue to next screen

District: XX	Financial Summary Report Writer	QSS/OASIS
Restricted: C Restricted Field: RS		
Report Sort Levels: FD RS (Enter RS in this position to sort by Resource)		
Report Rollup Levels: (Leave blank to request entire fund or account string to be identified in next step)		
Income Sort Levels:		
Income Rollup Levels:		
Summarize Income OBJECT to digits		
Expense Sort Levels:		
Expense Rollup Levels:		
Summarize Expense OBJECT to digits		
Choose from:		
FD = FUND	RS = RESOURCE	YR = PROJECT YEAR
FN = FUNCTION	SH = SCHOOL	LD = LOCAL DEFINED
GO = GOAL		

I. Press Enter, F7 to continue to next screen

District: XX	Financial Summary Report Writer	QSS/OASIS
Title:	From: 0710YY	To: 0630YY
Bud Type: A	Incl Bud Tfrs: Y	GL Trans: A
Report: FD	Pre Enc: N	Restricted: C RS
Income:		OBJECT
Expense:		digits
		digits
Field Sort/Selection Items	FD	RESC
	Y	OBJT
	GOAL	FUNC
	SCH	LOCAL
FD=FUND		
RS=RESOURCE		
YR=PROJECT YEAR		
OB-OBJECT		
GO=GOAL		
FN=FUNCTION		
SH=SCHOOL		
LD=LOCAL DEFINED		
Field	Range	Field
		Range

J. Data can be entered at this point with no spaces, pressing **Enter** will complete the screen. Or, the screen appearance changes to all question marks (?) and dashes (-) after pressing the **Enter** key, requiring entry in specific fields.

Financial Summary Report (FAR300) (continued)

District: XX		Financial Summary Report Writer				QSS/OASIS			
Title:		From: 0710YY		To: 0630YY		Format: 1			
Bud Type: A	Incl Bud Tfrs: Y	GL Trans: A	Pre Enc: N	Restricted: C RS					
Report: FD					OBJECT				
Income:							digits		
Expense:							digits		
Field Sort/Selection Items	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	
FD=FUND	??-	????-	?	????-	????-	????-	???	????	
RS=RESOURCE	??-	????-	?	????-	????-	????-	???	????	
YR=PROJECT YEAR	??-	????-	?	????-	????-	????-	???	????	
OB=OBJECT	??-	????-	?	????-	????-	????-	???	????	
GO=GOAL	??-	????-	?	????-	????	????-	???	????	
FN=FUNCTION	??-	????-	?	????-	????-	????-	???	????	
SH=SCHOOL	??-	????-	?	????-	????-	????-	???	????	
LD=LOCAL DEFINED	??-	????-	?	????-	????-	????-	???	????	
Field	Range	Field	Range	Field	Range	Field	Range		

K. Any field or combinations (Fund, Resource, Object, Goal, Function) can be entered replacing the question marks (see examples).

District: XX		Financial Summary Report Writer				QSS/OASIS			
Title:		From: 0710YY		To: 0630YY		Format: 1			
Bud Type: A	Incl Bud Tfrs: Y	GL Trans: A	Pre Enc: N	Restricted: C RS					
Report: FD					OBJECT				
Income:							digits		
Expense:							digits		
Field Sort/Selection Items	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	
FD=FUND	01-	????-	?	5200-	????-	7150-	???	????	Travel/Supt.
RS=RESOURCE	01-	4040-	?	????-	????-	????-	???	????	Or TLC -All activity
YR=PROJECT YEAR	??-	????-	?	????-	????-	????-	???	????	
OB=OBJECT	01-	????-	?	????-	????-	????-	???	????	Select sort by Resource on previous menu, enter o1 leave the remaining question marks yields Fund 01 by Resource
GO=GOAL	??-	????-	?	????-	????-	????-	???	????	
FN=FUNCTION	??-	????-	?	????-	????-	????-	???	????	
SH=SCHOOL	??-	????-	?	????-	????-	????-	???	????	
LD=LOCAL DEFINED	??-	????-	?	????-	????-	????-	???	????	
Field	Range	Field	Range	Field	Range	Field	Range		

L. F7 launches the report, the system automatically returns the first screen

Financial Summary Report (FAR300) (continued)

District: XX	Financial Summary Report Writer	QSS/OASIS																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Report Title:</td> <td colspan="2"></td> </tr> <tr> <td>From Date:</td> <td>0701YY</td> <td>To Date: 0630YY (MMDDYY)</td> </tr> <tr> <td>Report Format:</td> <td colspan="2">4 (H for Help) (Major Object Subtotal)</td> </tr> <tr> <td>Select a Subset of Your Accounts:</td> <td colspan="2">Y (Y/N)</td> </tr> <tr> <td>Budget Type:</td> <td>W</td> <td>(A/R/W) (Approved/Revised/Working)</td> </tr> <tr> <td>Include Budget Transfers:</td> <td>Y</td> <td>(Y/N/U/A)</td> </tr> <tr> <td>Include Approved/Unapproved GL Trans:</td> <td>B</td> <td>(A/U/Both)</td> </tr> <tr> <td>Exclude Pre-encumbrances:</td> <td>N</td> <td>(Y/N)</td> </tr> </table>			Report Title:			From Date:	0701YY	To Date: 0630YY (MMDDYY)	Report Format:	4 (H for Help) (Major Object Subtotal)		Select a Subset of Your Accounts:	Y (Y/N)		Budget Type:	W	(A/R/W) (Approved/Revised/Working)	Include Budget Transfers:	Y	(Y/N/U/A)	Include Approved/Unapproved GL Trans:	B	(A/U/Both)	Exclude Pre-encumbrances:	N	(Y/N)
Report Title:																										
From Date:	0701YY	To Date: 0630YY (MMDDYY)																								
Report Format:	4 (H for Help) (Major Object Subtotal)																									
Select a Subset of Your Accounts:	Y (Y/N)																									
Budget Type:	W	(A/R/W) (Approved/Revised/Working)																								
Include Budget Transfers:	Y	(Y/N/U/A)																								
Include Approved/Unapproved GL Trans:	B	(A/U/Both)																								
Exclude Pre-encumbrances:	N	(Y/N)																								
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> W = Working Budget, Y = Yes budget transfers, B = Both approved and unapproved </div>																										
FARSB3 H.00.07 compiled 09/24/98 11:03																										

- M. Press F8 to exit to menu
- N. Print (see *Print Spool Instructions*)

Financial Summary Report (FAR300)

SAMPLE ELEMENTARY

Financial Summary Report

J88

FAR300

H.00.09 01/31/YY PAGE

0

01/01/20YY - 01/31/20YY

Title I only

Account classifications selected
 FD RESC Y OBJT GOAL FUNC SCH LOCAL

Field ranges selected
 FI RANGE

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1. ??-3010-?-????-????-????-??-????
2. - - - - - - -
3. - - - - - - -
4. - - - - - - -
5. - - - - - - -
6. - - - - - - -
7. - - - - - - -
8. - - - - - - -
9. - - - - - - -
10. - - - - - - -
  
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W = Working Budget
 Y = Yes budget transfers
 B = Both approved and unapproved

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Primary sort/rollup levels: FD
Income summary level: 4
Expense summary level: 4
Data source: GLSTEX Standard Extract
Report template: CTB86OBJ.DATA.QSSUSER: MON, SEP 30, 2002, 2:25 PM
Budget type: W Approved/Revised/Working
Include budget transfers: Y
GL Transactions: B Approved and Unapproved
Exclude Pre-encumbrances: N
Use Reference Values: N
Restricted Fld Nbr: 02 RESOURCE
Separation Option: No Separation of Restricted and UnRestricted
Extraction Type: Restricted and UnRestricted
  
```

TITLE I

01/01/20YY - 01/31/20YY

FUND :01 GENERAL FUND

OBJECT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Beginning Balance						
9110 CASH IN COUNTY TREAS	25,528.03-	22,377.75	45,976.74	0.00	20,448.71	
9130 REVOLVING CASH ACCOUNT	0.00	99.12-	99.12-	0.00	99.12-	
9208 A/R SETUP EVEN YEARS	36,841.00	0.00	36,841.00-	0.00	0.00	
9511 STRS PASS THROUGH	0.00	0.00	0.00	0.00	0.00	
9512 PERS PASS THROUGH	0.00	0.00	0.00	0.00	0.00	
9513 OASDHI PASS THROUGH	0.00	0.00	0.00	0.00	0.00	
9514 H & W PASS THROUGH	0.00	1,215.92-	6,280.80-	0.00	6,280.80-	
9515 SUI PASS THROUGH	0.00	0.00	0.00	0.00	0.00	
9516 W/COMP PASS THROUGH	0.00	0.00	0.00	0.00	0.00	
9518 MEDICARE PASS THROUGH	0.00	0.00	0.00	0.00	0.00	
9650 DEFERRED REVENUE	11,312.97-	0.00	11,312.97	0.00	0.00	
TOTAL Beginning Balance	0.00	21,062.71	14,068.79	0.00	14,068.79	
Current year revenue						
8290 ALL OTHER FEDERAL REVENUES	72,548.97	24,244.00	35,556.97	0.00	36,992.00	49.0
TOTAL Current year revenue	72,548.97	24,244.00	35,556.97	0.00	36,992.00	
*TOTAL Beginning balance + Revenue	72,548.97	24,244.00	35,556.97		*	
Expense - Cert. Payroll						
1170 CERTIFICATED TEACHER SUBSTITUT	0.00	0.00	525.00	0.00	525.00-	N/A
TOTAL Expense - Cert. Payroll	0.00	0.00	525.00	0.00	525.00-	
Class. Payroll						
2100 INSTRUCTIONAL AIDE SALARIES	23,800.34	1,593.02	9,937.11	7,965.10	5,898.13	75.2
TOTAL Class. Payroll	23,800.34	1,593.02	9,937.11	7,965.10	5,898.13	
Employee Benefits						
3101 STRS CERTIFICATED	0.00	0.00	18.57	0.00	18.57-	N/A
3202 PERS CLASSIFIED	2,368.61	158.54	987.77	792.68	588.16	75.2
3301 SOCIAL SECURITY CERTIFICATED	0.00	0.00	18.60	0.00	18.60-	N/A
3302 SOCIAL SECURITY CLASSIFIED	1,475.63	95.23	601.93	476.12	397.58	73.1
3311 MEDICARE - CERTIFICATED	0.00	0.00	7.62	0.00	7.62-	N/A
3312 MEDICARE - CLASSIFIED	345.10	22.27	140.78	111.35	92.97	73.1
3402 HEALTH & WELFARE CLASSIFIED	10,270.57	1,158.76	6,052.16	4,331.12	112.71-	101.1
3501 UNEMPLOYMENT - CERTIFICATED	0.00	0.00	3.42	0.00	3.42-	N/A
3502 UNEMPLOYMENT - CLASSIFIED	154.70	9.98	63.11	49.91	41.68	73.1
3601 WORKERS COMP - CERTIFICATED	0.00	0.00	15.17	0.00	15.17-	N/A
3602 WORKERS COMP - CLASSIFIED	687.83	44.37	280.48	228.47	178.88	74.0
TOTAL Employee Benefits	15,302.44	1,489.15	8,189.61	5,989.65	1,123.18	

Beginning of year cash in Treasury

Prior Year deferred revenue

Beginning fund balance

Current month revenue

Year-to-date revenue

Current Month Expenditures

Year-to-date expenditures

Current or year end cash in Treasury

Ending fund balance for period selected

Balance remaining

Most current budget that is in approved status

FUND :01 GENERAL FUND

OBJECT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used

Books and Supplies						
4300 SUPPLIES	1.00	0.00	75.49	0.00	74.49	7549.0
TOTAL Books and Supplies	1.00	0.00	75.49	0.00	74.49	-
Services & Oth. Operating						
5200 TRAVEL & CONFERENCE	2,000.00	99.12	2,249.97	0.00	249.97	112.5
5800 PROFES'L/CONSULTG SVCS/OP EXP	27,448.19	0.00	511.00	0.00	26,937.19	1.9
TOTAL Services & Oth. Operating	29,448.19	99.12	2,760.97	0.00	26,687.22	
Other Outgo						
7310 TRANSFERS OF INDIRECT COSTS	3,997.00	0.00	0.00	0.00	3,997.00	0.0
TOTAL Other Outgo	3,997.00	0.00	0.00	0.00	3,997.00	
TOTAL Expense - Cert. Payroll : Other Out	72,548.97	3,181.29	21,488.18	13,954.75	37,106.04	
Ending balance						
9790 FUND BAL-UNDESIG/UNAPPROP	0.00				0.00	
TOTAL Ending balance	0.00				0.00	
**Fund balance	0.00	21,062.71	14,068.79			**

Beginning Fund Balance plus budgeted
revenue less budgeted expenditures

Period selected net change to fund
balance

Year-to-date net change to fund balance

Financial Statement (GLD400)

- A. Turn on *Caps Lock*
- B. Log On:
- C. Password: (your alphanumeric password)
- D. From the *Districts System* menu, select **13. REP-Reports**
- E. From the *District Reporting System* menu, select **8. Request Financial Statement**
- F. The initial screen:

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District: XX                Request Financial Statement                QSS/OASIS
Report Title: Your report title                :
From Date: 0701YY To Date: 0630YY (MMDDYY)    :
Select Account Subset: Y (Y/N)                :
Include Approved/Unapproved GL Trans: B (A/U/B) :
Break by Resource: N (Y = Fund/Resource, N = Fund only) :
```

Enter *Y* (Yes) to print resources separately

- G. Press **Enter**, F7 to continue to next screen
- H. Data can be entered at this point with no spaces, pressing **Enter** will complete the screen. Or, the screen appearance changes to all question marks (?) and dashes (-) after pressing the **Enter** key, requiring entry in specific fields

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District: XX                Request Financial Statement                QSS/OASIS
@.....;Ω
: From: 0701YY To: 0630YY Report Title:                :
: GL Trans: A                :
A.....Σ
P,Field Sort/Selection Items,,,TFD RESC Y OBJT GOAL FUNC SCH LOCAL
.                                01-????-?-????-????-????-????? This entry selects only
.FD=FUND                        .??-????-?-????-????-????-????? General Fund for example
.RS=RESOURCE                     .??-????-?-????-????-????-?????
.YR=PROJECT YEAR                 .??-????-?-????-????-????-?????
.OB=OBJECT                       .??-????-?-????-????-????-?????
.GO=GOAL                         .??-????-?-????-????-????-?????
.FN=FUNCTION                     .??-????-?-????-????-????-?????
.SH=SCHOOL                       .??-????-?-????-????-????-?????
.LD=LOCAL DEFINED                .??-????-?-????-????-????-?????
Φ.....Γ??-????-?-????-????-????-????-????-????-????-?????
Field      Range      Field      Range      Field      Range
-          -          -          -          -          -
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- I. F7 launches the report, the system automatically returns the first screen

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District: XX                Request Financial Statement                QSS/OASIS
Report Title: Your report title                :
From Date: 0701YY To Date: 0630YY (MMDDYY)    :
Select Account Subset: Y (Y/N)                :
Include Approved/Unapproved GL Trans: B (A/U/B) :
Break by Resource: N (Y = Fund/Resource, N = Fund only) :
```

Enter *Y* (Yes) to print resources separately

- J. Press F8 to exit to menu
- K. Print (see *Print Spool Instructions*)

Financial Statement Sample (GLD400)

XX SAMPLE ELEMENTARY FINANCIAL STATEMENT FOR PERIOD ENDING 06/30/20YY GLD400 J96 01/31/YY PAGE 1
 FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
REVENUE LIMIT SOURCES :							
8011	REV LIMIT STATE AID-CURR YEAR	538,112.70		538,112.70	265,045.00	273,067.70	49.25
8021	HOME OWNERS EXEMPTION	2,000.00		2,000.00	.00	2,000.00	0.00
8022	TIMBER YIELD TAX	50.00		50.00	.00	50.00	0.00
8041	SECURED TAX ROLL	120,000.00		120,000.00	48,477.37	71,522.63	40.39
8042	UNSECURED ROLL TAXES	7,000.00		7,000.00	3,131.77	3,868.23	44.73
8044	SUPPLEMENTAL TAXES	2,800.00		2,800.00	402.93	2,397.07	14.39
8045	EDUC REV AUGMENTATION FUND	40,000.00		40,000.00	.00	40,000.00	0.00
8092	PERS REDUCTION TRANSFER	4,031.30	180.90	4,212.20	1,826.02	2,386.18	43.35
TOTAL REVENUE LIMIT SOURCES :		713,994.00	180.90	714,174.90	318,883.09	395,291.81	44.65
FEDERAL REVENUES :							
8260	FOREST RESERVE FUNDS	61,736.00	8,614.00	70,350.00	70,350.18	.18-	100.00
8290	ALL OTHER FEDERAL REVENUES	93,503.00	23,603.42	117,106.42	27,363.42	89,743.00	23.36
TOTAL FEDERAL REVENUES :		155,239.00	32,217.42	187,456.42	97,713.60	89,742.82	52.12
OTHER STATE REVENUES :							
8311	OTHER STATE APPORT-CURR YEAR	31,225.00		31,225.00	12,371.00	18,854.00	39.61
8434	CLASS SIZE REDUCTION, K-3	55,680.00		55,680.00	.00	55,680.00	0.00
8550	MANDATED COST REIMBURSEMENTS	508.00	4,370.00	4,878.00	5,046.68	168.68-	103.45
8560	STATE LOTTERY REVENUE	15,860.00		15,860.00	397.01-	16,257.01	0.00
8590	ALL OTHER STATE REVENUES	29,757.00	5,379.43	35,136.43	23,954.43	11,182.00	68.17
TOTAL OTHER STATE REVENUES :		133,030.00	9,749.43	142,779.43	40,975.10	101,804.33	28.69
OTHER LOCAL REVENUES :							
8660	INTEREST	4,005.00		4,005.00	2,176.35	1,828.65	54.34
8677	INTERAGENCY SERV BETWN LEA'S	34,072.00	17,072.00-	17,000.00	.00	17,000.00	0.00
8699	ALL OTHER LOCAL REVENUES	.00	27,583.00	27,583.00	20,769.92	6,813.08	75.29
8792	TF OF APPORT FROM COE	52,640.00		52,640.00	17,897.60	34,742.40	34.00
TOTAL OTHER LOCAL REVENUES :		90,717.00	10,511.00	101,228.00	40,843.87	60,384.13	40.34
* TOTAL YEAR TO DATE REVENUES		* * 1,092,980.00 *	52,658.75 *	1,145,638.75 *	498,415.66 *	647,223.09 *	43.50

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
CERTIFICATED SALARIES :							
1100	CERTIFICATED TEACHERS SALARIES	433,112.71	29,895.64	463,008.35	204,162.87	258,845.48	44.09
1170	CERTIFICATED TEACHER SUBSTITUT	6,210.00	150.00	6,360.00	4,687.50	1,672.50	73.70
1200	CERT PUPIL SUPPORT SALARY	505.00	5.05	510.05	.00	510.05	0.00
1300	CERTIFICATED SUPERV & ADM SAL	68,592.15	11,899.27	80,491.42	44,333.38	36,158.04	55.07
1380	CERT SUPERV & ADMIN SUM SCHOOL	3,000.00		3,000.00	3,000.00	.00	100.00
TOTAL CERTIFICATED SALARIES :		511,419.86	41,949.96	553,369.82	256,183.75	297,186.07	46.29
CLASSIFIED SALARIES :							
2100	INSTRUCTIONAL AIDE SALARIES	58,753.07	4,386.55-	54,366.52	21,344.69	33,021.83	39.26
2170	INSTRUCTIONAL AIDE SUBSTITUTE	1,250.00		1,250.00	332.10	917.90	26.56
2200	CLASSIFIED SUPPORT SALARIES	41,132.30	7,539.61	48,671.91	24,319.65	24,352.26	49.96
2270	CLASSIFIED SUPPORT SUBSTITUTE	1,500.00		1,500.00	.00	1,500.00	0.00
2400	CLERICAL/TECHNICAL/OFFICE SAL	41,426.86	2,743.24	44,170.10	22,740.60	21,429.50	51.48
2900	OTHER CLASSIFIED SALARIES	11,136.94		11,136.94	3,901.76	7,235.18	35.03
TOTAL CLASSIFIED SALARIES :		155,199.17	5,896.30	161,095.47	72,638.80	88,456.67	45.09
EMPLOYEE BENEFITS :							
3101	STRS CERTIFICATED	42,192.17	3,460.86	45,653.03	22,626.87	23,026.16	49.56
3202	PERS CLASSIFIED	15,445.44	586.79	16,032.23	6,320.44	9,711.79	39.42
3301	SOCIAL SECURITY CERTIFICATED	.00		.00	153.46	153.46-	NO BDGT
3302	SOCIAL SECURITY CLASSIFIED	9,622.37	365.56	9,987.93	4,292.12	5,695.81	42.97
3311	MEDICARE - CERTIFICATED	7,415.63	608.28	8,023.91	3,330.49	4,693.42	41.50
3312	MEDICARE - CLASSIFIED	2,250.41	85.48	2,335.89	1,003.81	1,332.08	42.97
3401	HEALTH & WELFARE CERTIFICATED	86,143.42	1,217.64-	84,925.78	54,134.90	30,790.88	63.74
3402	HEALTH & WELFARE CLASSIFIED	46,290.06		46,290.06	32,884.64	13,405.42	71.04
3501	UNEMPLOYMENT - CERTIFICATED	3,324.26	272.68	3,596.94	1,639.83	1,957.11	45.58
3502	UNEMPLOYMENT - CLASSIFIED	1,008.77	38.34	1,047.11	450.04	597.07	42.97
3601	WORKERS COMP - CERTIFICATED	14,780.05	1,212.37	15,992.42	7,288.22	8,704.20	45.57
3602	WORKERS COMP - CLASSIFIED	4,485.28	170.41	4,655.69	2,000.04	2,655.65	42.95
3701	RETIREE BENEFITS CERTIFICATED	11,682.00	4,517.00-	7,165.00	4,704.77	2,460.23	65.66
3702	RETIREE BENEFITS CLASSIFIED	.00		.00	31.77	31.77-	NO BDGT
3802	PERS REDUCTION CLASSIFIED	4,031.30	180.90	4,212.20	1,643.92	2,568.28	39.02
3901	OTHER BENEFITS CERTIFICATED	553.00	232.00	785.00	785.00	.00	100.00
TOTAL EMPLOYEE BENEFITS :		249,224.16	1,479.03	250,703.19	143,290.32	107,412.87	57.15
BOOKS AND SUPPLIES :							
4100	APPRVD TEXTBKS/CORE CURRICULA	6,699.00	533.98	7,232.98	6,739.14	493.84	93.17
4300	SUPPLIES	29,596.00	5,344.17	34,940.17	11,262.26	23,677.91	32.23
4341	GAS, OIL LUBE, ETC	2,500.00	2,000.00-	500.00	.00	500.00	0.00

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
BOOKS AND SUPPLIES :							
4342	DIESEL FUEL	2,500.00		2,500.00	1,855.74	644.26	74.22
4343	TIRES AND ACCESSORIES	500.00	27.00	527.00	526.41	.59	99.88
4350	OFFICE SUPPLIES	3,285.00		3,285.00	2,223.98	1,061.02	67.70
4400	NON-CAPITALIZED EQUIP.	7,500.00		7,500.00	.00	7,500.00	0.00
TOTAL BOOKS AND SUPPLIES :		52,580.00	3,905.15	56,485.15	22,607.53	33,877.62	40.02
SERVICES, OTHER OPER. EXPENSE:							
5200	TRAVEL & CONFERENCE	5,920.00	5,652.00	11,572.00	6,496.62	5,075.38	56.14
5230	MILEAGE	330.00		330.00	.00	330.00	0.00
5300	DUES & MEMBERSHIPS	1,250.00		1,250.00	1,190.00	60.00	95.20
5400	INSURANCE	12,750.00	858.00	13,608.00	13,607.95	.05	99.99
5500	OPERATION & HOUSEKEEPING SERV	2,500.00	13.00	2,513.00	1,539.68	973.32	61.26
5520	ELECTRICITY	21,000.00		21,000.00	8,144.22	12,855.78	38.78
5530	WATER&/OR SEWAGE	1,500.00		1,500.00	360.80	1,139.20	24.05
5550	DISPOSAL/GARBAGE REMOVAL	300.00		300.00	.00	300.00	0.00
5600	RENTALS, LEASES & REPAIRS,N.C.	17,100.00	41.00	17,141.00	12,002.23	5,138.77	70.02
5800	PROFES'L/CONSULTG SVCS/OP EXP	57,901.22	24,721.93	82,623.15	26,076.76	56,546.39	31.56
5921	COMMUNICATION - CELL PHONE SVC	1,150.00		1,150.00	718.14	431.86	62.44
5922	COMMUNICATION - TELEPHONE SVCS	2,200.00		2,200.00	3,086.57	886.57	140.29
5931	COMMUNICATION-UPS/NON GOODS	1,000.00		1,000.00	522.20	477.80	52.22
TOTAL SERVICES, OTHER OPER. EXPENSE:		124,901.22	31,285.93	156,187.15	73,745.17	82,441.98	47.21
CAPITAL OUTLAY :							
6200	BUILDINGS & IMPROVEMNTS OF BLD	.00	188,237.83	188,237.83	10,744.21	177,493.62	5.70
6400	EQUIPMENT	.00	13,000.00	13,000.00	.00	13,000.00	0.00
TOTAL CAPITAL OUTLAY :		.00	201,237.83	201,237.83	10,744.21	190,493.62	5.33
OTHER OUTGOING :							
7142	OTH TUIT,EXC CST PMT TO COE	9,586.00		9,586.00	.00	9,586.00	0.00
TOTAL OTHER OUTGOING :		9,586.00	.00	9,586.00	.00	9,586.00	0.00
DIRECT SUPPORT/INDIRECT COSTS:							
TOTAL DIRECT SUPPORT/INDIRECT COSTS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES * *		1,102,910.41 *	285,754.20 *	1,388,664.61 *	579,209.78 *	809,454.83 *	41.70

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
OTHER FINANCING SOURCES (USES)							
INTERFUND TRANSFERS - IN :							
8919	OTHER AUTH INTERFUND TF IN	4,359.00	2,805.00	7,164.00	.00	7,164.00	0.00
TOTAL INTERFUND TRANSFERS - IN :		4,359.00	2,805.00	7,164.00	.00	7,164.00	0.00
INTERFUND TRANSFERS - OUT :							
7615	INT-FD TF GEN, SPRES, BLDG TO DM	9,280.00-		9,280.00-	.00	9,280.00-	0.00
7616	INT-FD TF FR GENERAL TO CAFE	20,000.00-		20,000.00-	2,188.13-	17,811.87-	10.94
TOTAL INTERFUND TRANSFERS - OUT :		29,280.00-	.00	29,280.00-	2,188.13-	27,091.87-	7.47
CONTRIB.- RESTRICTED PROGRAMS:							
TOTAL CONTRIB.- RESTRICTED PROGRAMS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING *		24,921.00-*	2,805.00 *	22,116.00-*	2,188.13-*	19,927.87-*	9.89

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE			

FUND RECONCILIATION							
ASSETS AND LIABILITIES :							
9110	CASH IN COUNTY TREASURY	531,010.69	7,270.53-	523,740.16			
9130	REVOLVING CASH ACCOUNT	750.00	.00	750.00			
9150	INVESTMENTS	337,741.09	1,246.70	338,987.79			
9208	A/R SETUP EVEN YEARS	162,584.16	147,927.65-	14,656.51			
9209	A/R SET-UP ODD YEARS	6,250.00	.00	6,250.00			
9210	A/R POST		7,530.13-	7,530.13-			
9330	PREPAID EXPENDITURES	7,360.53	5,857.47	13,218.00			
9502	ACT. PAYABLE SETUP - EVEN YEAR	35,421.95-	25,947.74	9,474.21-			
9508	USE TAX LIABILITY	7,293.30-	7,486.77	193.47			
9509	ACCOUNTS PAYABLE SET UP-ODD YR	40,370.00-	9,945.00	30,425.00-			
9510	ACCOUNTS PAYABLE CURRENT LIAB		7,395.21	7,395.21			
9514	H & W PASS THROUGH		10,694.68-	10,694.68-			
9610	DUE TO OTHER FUNDS	344,078.02-	.00	344,078.02-			
9650	DEFERRED REVENUE	32,561.85-	32,561.85	.00			

* NET YEAR TO DATE FUND BALANCE	* *	585,971.35 *	82,982.25-*	502,989.10 *			
9791	FUND BAL-BEGINNING BALANCE	585,971.35-	.00	585,971.35-			

* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	82,982.25-*	82,982.25-*			

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	1,092,980.00	52,658.75	1,145,638.75	498,415.66	647,223.09	43.50
B.	EXPENDITURES	1,102,910.41	285,754.20	1,388,664.61	579,209.78	809,454.83	41.70

C.	EXCESS REVENUES (EXPENDITURES)	9,930.41-	233,095.45-	243,025.86-	80,794.12-	162,231.74-	33.24

D.	OTHER FINANCING SOURCES (USES)	24,921.00-	2,805.00	22,116.00-	2,188.13-	19,927.87-	9.89

E.	NET CHANGE IN FUND BALANCE	34,851.41-	230,290.45-	265,141.86-	82,982.25-	182,159.61-	31.29

F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	585,971.35	.00	585,971.35	585,971.35	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT

	ADJUSTED BEGINNING BALANCE	585,971.35	.00	585,971.35	585,971.35	.00	100.00

G.	ENDING BALANCE	551,119.94	230,290.45-	320,829.49	502,989.10	182,159.61-	156.77

Board Financial Summary Report (GLD500)

- A. Turn on *Caps Lock*
- B. Log On:
- C. Password: (your alphanumeric password)
- D. From the *Districts System* menu, select **13. REP-Reports**
- E. From the *District Reporting System* menu, select **9. Request Board Financial Summary Report**
- F. The initial screen

District: XX	Request Financial Statement	QSS/OASIS	
:	Report Title: Your report title	:	
:	From Date: 0701YY To Date: 0630YY (MMDDYY)	:	
:	Select Account Subset: Y (Y/N)	:	
:	Include Approved/Unapproved GL Trans: B (A/U/B)	:	
:	Break by Resource: N (Y = Fund/Resource, N = Fund only)	:	

Enter 'Y' (Yes) to print resources separately

- G. Press **Enter**, F7 to continue to next screen

District: XX	Request Board Financial Summary	QSS/OASIS			
⊙.....Ω					
:	From: 0701YY To: 0630YY	Report Title:	:		
:	GL Trans: A	:			
A.....Σ					
P,Field Sort/Selection Items,,,,TFD RESC Y OBJT GOAL FUNC SCH LOCAL					
.	.	.]		
.FD=FUND	.	.]		
.RS=RESOURCE	.	.]		
.YR=PROJECT YEAR	.	.]		
.OB=OBJECT	.	.]		
.GO=GOAL	.	.]		
.FN=FUNCTION	.	.]		
.SH=SCHOOL	.	.]		
.LD=LOCAL DEFIND	.	.]		
Φ.....Γ]					
Field	Range	Field	Range	Field	Range
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

- H. Data can be entered at this point with no spaces, pressing **Enter** will complete the screen. Or, pressing **Enter** before any data is entered causes the screen appearance to change to all question marks (?) and dashes(-)

Board Financial Summary Report (GLD500) (continued)

```

District: XX                Request Financial Statement                QSS/OASIS
Θ:.....Ω
:      From: 0701YY To: 0630YY Report Title:                :
:  GL Trans: A                :
A:.....Σ
P,Field Sort/Selection Items,,,TFD RESC Y OBJT GOAL FUNC SCH LOCAL
.                                .01-????-?-????-????-????-????-????? Select General Fund only
.FD=FUND                        .?-????-?-????-????-????-????-?????
.RS=RESOURCE                    .?-????-?-????-????-????-????-?????
.YR=PROJECT YEAR                .?-????-?-????-????-????-????-?????
.OB=OBJECT                      .?-????-?-????-????-????-????-?????
.GO=GOAL                        .?-????-?-????-????-????-????-?????
.FN=FUNCTION                    .?-????-?-????-????-????-????-?????
.SH=SCHOOL                      .?-????-?-????-????-????-????-?????
.LD=LOCAL DEFIND                .?-????-?-????-????-????-????-?????
Φ:.....Γ??-????-?-????-????-????-????-?????
  Field      Range      Field      Range      Field      Range
  -          -          -          -          -          -
  -          -          -          -          -          -
  -          -          -          -          -          -
  -          -          -          -          -          -
  
```

I. F7 launches the report, the system automatically returns the first screen

```

District: XX                Request Financial Statement                QSS/OASIS
:      Report Title: Your report title
:      From Date: 0701YY To Date: 0630YY (MMDDYY)        :
:      Select Account Subset: Y (Y/N)                    :
:Include Approved/Unapproved GL Trans: B (A/U/B)        :
:      Break by Resource: N (Y = Fund/Resource, N = Fund only) :
  
```

- K. Press F8 to exit to menu
- L. Print (see *Print Spool Instructions*)

Board Financial Summary Sample (GLD500)

XX SAMPLE ELEMENTARY

BOARD FINANCIAL SUMMARY FOR PERIOD ENDING 06/30/20YY

GLD500

J1966

01/27/YY PAGE 1

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED

REVENUE DETAIL							
	REVENUE LIMIT SOURCES :	713,994.00	180.90	714,174.90	318,883.09	395,291.81	44.65
	FEDERAL REVENUES :	155,239.00	32,217.42	187,456.42	97,713.60	89,742.82	52.12
	OTHER STATE REVENUES :	133,030.00	9,749.43	142,779.43	40,975.10	101,804.33	28.69
	OTHER LOCAL REVENUES :	90,717.00	10,511.00	101,228.00	40,760.48	60,467.52	40.26

* TOTAL YEAR TO DATE REVENUES	* * *	1,092,980.00 *	52,658.75 *	1,145,638.75 *	498,332.27 *	647,306.48 *	43.49

EXPENDITURE DETAIL							
	CERTIFICATED SALARIES :	511,419.86	41,949.96	553,369.82	256,183.75	297,186.07	46.29
	CLASSIFIED SALARIES :	155,199.17	5,896.30	161,095.47	72,638.80	88,456.67	45.09
	EMPLOYEE BENEFITS :	249,224.16	1,479.03	250,703.19	143,290.32	107,412.87	57.15
	BOOKS AND SUPPLIES :	52,580.00	3,905.15	56,485.15	22,607.53	33,877.62	40.02
	SERVICES, OTHER OPER. EXPENSE:	124,901.22	31,285.93	156,187.15	73,745.17	82,441.98	47.21
	CAPITAL OUTLAY :	.00	201,237.83	201,237.83	10,744.21	190,493.62	5.33
	OTHER OUTGOING :	9,586.00		9,586.00	.00	9,586.00	0.00
	DIRECT SUPPORT/INDIRECT COSTS:	.00		.00	.00	.00	NO BDGT

* TOTAL YEAR TO DATE EXPENDITURES	* * *	1,102,910.41 *	285,754.20 *	1,388,664.61 *	579,209.78 *	809,454.83 *	41.70

OTHER FINANCING SOURCES (USES)							
	INTERFUND TRANSFERS - IN :	4,359.00	2,805.00	7,164.00	.00	7,164.00	0.00
	INTERFUND TRANSFERS - OUT :	29,280.00-		29,280.00-	2,188.13-	27,091.87-	7.47
	CONTRIB.- RESTRICTED PROGRAMS:	.00		.00	.00	.00	NO BDGT

* TOTAL YEAR TO DATE OTHER FINANCING	*	24,921.00-*	2,805.00 *	22,116.00-*	2,188.13-*	19,927.87-*	9.89

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	531,010.69	7,353.92-	523,656.77
9130	REVOLVING CASH ACCOUNT	750.00	.00	750.00
9150	INVESTMENTS	337,741.09	1,246.70	338,987.79
9208	A/R SETUP EVEN YEARS	162,584.16	147,927.65-	14,656.51
9209	A/R SET-UP ODD YEARS	6,250.00	.00	6,250.00
9210	A/R POST		7,530.13-	7,530.13-
9330	PREPAID EXPENDITURES	7,360.53	5,857.47	13,218.00
9502	ACT. PAYABLE SETUP - EVEN YEAR	35,421.95-	25,947.74	9,474.21-
9508	USE TAX LIABILITY	7,293.30-	7,486.77	193.47
9509	ACCOUNTS PAYABLE SET UP-ODD YR	40,370.00-	9,945.00	30,425.00-
9510	ACCOUNTS PAYABLE CURRENT LIAB		7,395.21	7,395.21
9514	H & W PASS THROUGH		10,694.68-	10,694.68-
9610	DUE TO OTHER FUNDS	344,078.02-	.00	344,078.02-
9650	DEFERRED REVENUE	32,561.85-	32,561.85	.00
* NET YEAR TO DATE FUND BALANCE	* *	585,971.35 *	83,065.64-*	502,905.71 *
9791	FUND BAL-BEGINNING BALANCE	585,971.35-	.00	585,971.35-
* EXCESS REVENUES/(EXPENDITURES)	* *	.00 *	83,065.64-*	83,065.64-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	1,092,980.00	52,658.75	1,145,638.75	498,332.27	647,306.48	43.49
B.	EXPENDITURES	1,102,910.41	285,754.20	1,388,664.61	579,209.78	809,454.83	41.70
C.	EXCESS REVENUES (EXPENDITURES)	9,930.41-	233,095.45-	243,025.86-	80,877.51-	162,148.35-	33.27
D.	OTHER FINANCING SOURCES (USES)	24,921.00-	2,805.00	22,116.00-	2,188.13-	19,927.87-	9.89
E.	NET CHANGE IN FUND BALANCE	34,851.41-	230,290.45-	265,141.86-	83,065.64-	182,076.22-	31.32
F. FUND BALANCE :							
	BEGINNING BALANCE (9791)	585,971.35	.00	585,971.35	585,971.35	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	585,971.35	.00	585,971.35	585,971.35	.00	100.00
G.	ENDING BALANCE	551,119.94	230,290.45-	320,829.49	502,905.71	182,076.22-	156.75

General Ledger Detail Report (GLDSUB)

General Ledger Detail reports are used to review Balance Sheet Objects Numbers. For example, this report is necessary for the balancing of the Health and Welfare Deductions Object 9514, Accounts Receivable and Payable clearing, and Investment monitoring.

- A. Turn on *Caps Lock*
- B. Log On:
- C. Password: (your alphanumeric password)
- D. From the *District Systems* menu, select **6. General Ledger Reports**
- E. From the *General Ledger Report* menu, select **12. General Ledger Report Writer**

```

District: XX          General Ledger Report Writer          QSS/OASIS
@:.....Ω
:          District: XX SAMPLE ELEMENTARY          :
:          From date: 0701YY To date: 0630YY (mddy) :
:          Report title:          :
:          Select Accounts: Y (Y/N)          :
: Include Approved/Unapproved GL Trans: B (A/U/B)(Both Approved/Unapproved) :
: Summarize Revolving Cash Transactions: Y (Y/N) :
:          Print Account Description: N (Y/N) :
:          Use Reference Values: N (Y/N) :
:          Combine GL Sub-Objects: N (Y/N) :
1:.....2
:Select Report(s):          :
: Y GLD110 Detail G/L          GLD110 format: 1 (1 - 5 or H=Help) :
:          GLD110 sort: 1 (1=Date, 2=Date/Date-Ent) :
:          GLD115 G/L Recap          :
:          GLD125 Trial Balance          :
A:.....Σ
GLDSUB H.00.15 compiled 02/27/02 10:46 USERSEC:Y00Y
  
```

- F. Press **Enter**, F7 to continue to next screen

```

District: XX          General Ledger Report Writer          QSS/OASIS
@:.....Ω
:          Restricted: C Restricted Field: RS          :
:          Sort Sequence: FD          :
:          Rollup Levels:          :
:          Page Break by:          :
:.....:
: Choose from:          :
: FD = FUND          RS = RESOURCE          YR = PROJECT YEAR          GO = GOAL          :
: FN = FUNCTION          SH = SCHOOL          LD = LOCAL DEFINE          :
:          :          :          :
:          :          :          :
A:.....Σ
  
```

- G. Press **Enter**, F7 to continue to next screen

General Ledger Detail Report (GLDSUB) (continued)

```

District: XX                      General Ledger Report Writer                      QSS/OASIS
District: XX SAMPLE ELEMENTARY    From date: 0701YY To date: 0630YY
Report type: 1 Detailed G/L        Detail Sorted by Date
App/Unapp GL Trans: B Summarize RC: Y Acct Desc: N Refs: N SO: N
Sort Levels: FD                      Restricted: C RS
Rollup Levels:                        Page break:
P,Field Sort/Selection Items,,,TFD RESC Y OBJT GOAL FUNC SCH LOCAL
.                                     .                                     ]
.FD=FUND                             .                                     ]
.RS=RESOURCE                          .                                     ]
.YR=PROJECT YEAR                      .                                     ]
.OB=OBJECT                             .                                     ]
.GO=GOAL                              .                                     ]
.FN=FUNCTION                           .                                     ]
.SH=SCHOOL                             .                                     ]
.LD=LOCAL DEFIND                      .                                     ]
Φ,,,,,,,,,,,,,,,,,,,,,Γ               ]
Field      Range      Field      Range      Field      Range
-          -          -          -          -          -
-          -          -          -          -          -
-          -          -          -          -          -

```

H. Data can be entered at this point with no spaces, pressing **Enter** will complete the screen. Or, pressing **Enter** before any data is entered causes the screen appearance to change to all question marks (?) and dashes(-)

```

District: XX                      General Ledger Report Writer                      QSS/OASIS
District: XX SAMPLE ELEMENTARY    From date: 0701YY To date: 0630YY
Report type: 1 Detailed G/L        Detail Sorted by Date
App/Unapp GL Trans: B Summarize RC: Y Acct Desc: N Refs: N SO: N
Sort Levels: FD                      Restricted: C RS
Rollup Levels:                        Page break:
P,Field Sort/Selection Items,,,TFD RESC Y OBJT GOAL FUNC SCH LOCAL
.                                     .??-????-?-????-????-????-??-????
.FD=FUND                             .??-????-?-????-????-????-??-????
.RS=RESOURCE                          .??-????-?-????-????-????-??-????
.YR=PROJECT YEAR                      .??-????-?-????-????-????-??-????
.OB=OBJECT                             .??-????-?-????-????-????-??-????
.GO=GOAL                              .??-????-?-????-????-????-??-????
.FN=FUNCTION                           .??-????-?-????-????-????-??-????
.SH=SCHOOL                             .??-????-?-????-????-????-??-????
.LD=LOCAL DEFIND                      .??-????-?-????-????-????-??-????
Φ,,,,,,,,,,,,,,,,,,,,,Γ??-????-?-????-????-????-??-????
Field      Range      Field      Range      Field      Range
-          -          -          -          -          -
-          -          -          -          -          -

```

General Ledger Detail Report (GLDSUB) (continued)

I. Examples:

```

District: XX                General Ledger Report Writer                QSS/OASIS
District: XX SAMPLE ELEMENTARY        From date: 0701YY To date: 0630YY
Report type: 1 Detailed G/L           Detail Sorted by Date
App/Unapp GL Trans: B Summarize RC: Y Acct Desc: N Refs: N SO: N
Sort Levels: FD                               Restricted: C RS
Rollup Levels:                               Page break:
P,Field Sort/Selection Items,,,TFD RESC Y OBJT GOAL FUNC SCH LOCAL
.                                     ??-????-?-9514-????-????-????-???? Health and welfare balancing
.FD=FUND                                ??-????-?-????-????-????-????-????
.RS=RESOURCE                            ??-????-?-9150-????-????-????-???? Investment monitoring
.YR=PROJECT YEAR                        ??-????-?-????-????-????-????-????
.OB=OBJECT                              ??-????-?-9208-????-????-????-???? Accounts Receivable
.GO=GOAL                                ??-????-?-9209-????-????-????-????
.FN=FUNCTION                            ??-????-?-9210-????-????-????-????
.SH=SCHOOL                              ??-????-?-????-????-????-????-???? Note: Examples would
.LD=LOCAL DEFIND                        ??-????-?-????-????-????-????-???? be separate reports
Φ,,,,,Γ??-????-?-????-????-????-????-????
Field      Range      Field      Range      Field      Range
-          -          -          -          -          -
-          -          -          -          -          -
  
```

J. F7 launches the report, the system automatically returns the first screen

```

District: XX                General Ledger Report Writer                QSS/OASIS
Ω,,,,,Ω
:                               District: XX SAMPLE ELEMENTARY        :
:                               From date: 0701YY To date: 0630YY (mmddyy) :
:                               Report title:                               :
:                               Select Accounts: Y (Y/N)                   :
: Include Approved/Unapproved GL Trans: B (A/U/B)(Both Approved/Unapproved) :
: Summarize Revolving Cash Transactions: Y (Y/N)                           :
: Print Account Description: N (Y/N)                                       :
: Use Reference Values: N (Y/N)                                             :
: Combine GL Sub-Objects: N (Y/N)                                           :
I,,,,,2
:Select Report(s):
: Y GLD110 Detail G/L      GLD110 format: 1 (1 - 5 or H=Help)
:                               GLD110 sort: 1 (1=Date, 2=Date/Date-Ent)
: GLD115 G/L Recap
: GLD125 Trial Balance
A,,,,,Σ
GLDSUB H.00.15 compiled 02/27/02 10:46 USERSEC:Y00Y
  
```

- K. Press F8 to exit to menu
- L. Print (see *Print Spool Instructions*).

General Ledger Detail Sample (GLDSUB)

XX SAMPLE ELEMENTARY DETAILED GENERAL LEDGER J1963 GLD110 H.00.16 01/27/YY PAGE 1

07/01/20YY TO 06/30/20YY
* UNAPPROVED TRANSACTIONS INCLUDED *

FUND :01 GENERAL FUND	DATE	REFERENCE VENDOR WARRANT	FD RESC Y OBJT GOAL FUNC SCH LOCAL	DEBIT	CREDIT	
		TRANSACTION DESCRIPTION				
<hr style="border-top: 1px dashed #000;"/>						
9502	ACT. PAYABLE SETUP - EVEN YEAR					
	BALANCE FORWARD 07/01/20YY			0.00	0.00	
	07/01/20YY BB-000000		01-2430-0-9502-0000-0000-000-00000	0.00	749.24	
	BEGINNING BALANCE					
	TOTAL ACTIVITY			0.00	749.24	
	ENDING BALANCE 06/30/20YY				749.24	
9509	ACCOUNTS PAYABLE SET UP-ODD YR					
	BALANCE FORWARD 07/01/20YY			0.00	0.00	
	07/01/20YY BB-000000		01-2430-0-9509-0000-0000-000-00000	0.00	97.05	
	BEGINNING BALANCE					
	TOTAL ACTIVITY			0.00	97.05	
	ENDING BALANCE 06/30/20YY				97.05	
9510	ACCOUNTS PAYABLE CURRENT LIAB					
	BALANCE FORWARD 07/01/20YY			0.00	0.00	
	07/08/20YY CL-040033 200081 276298		01-2430-0-5921-3550-1000-000-00000	0.37	0.00	
	EDGE WIRELESS					
	07/08/20YY CL-040008 60000 276299		01-2430-0-5200-3550-1000-000-00000	23.87	0.00	
	FLEET OF FOOT					
	07/08/20YY CL-040039 69300 276301		01-2430-0-5600-3550-8700-000-00000	500.00	0.00	
	FIRE PROTECTION DISTRICT					
	07/08/20YY CL-040040 69300 276301		01-2430-0-5600-3550-8700-000-00000	225.00	0.00	
	FIRE PROTECTION DISTRICT					
	TOTAL ACTIVITY			749.24	0.00	
	ENDING BALANCE 06/30/20YY			749.24		
9514	H & W PASS THROUGH					
	BALANCE FORWARD 07/01/20YY			0.00	0.00	
	07/29/20YY PY-072904		01-2430-0-9514-0000-0000-000-00000	0.00	670.00	
	BN-BEN 07/29/20YY					
	08/30/20YY PY-083004		01-2430-0-9514-0000-0000-000-00000	0.00	670.00	

07/01/20YY TO 06/30/20YY
 * UNAPPROVED TRANSACTIONS INCLUDED *

FUND	:01	GENERAL FUND	DATE	REFERENCE VENDOR WARRANT	FD RESC Y OBJT GOAL FUNC SCH LOCAL	DEBIT	CREDIT
				TRANSACTION DESCRIPTION			
9514	H & W	PASS THROUGH					
		BN-BEN	08/30/20YY				
	09/30/20YY	PY-093004		01-2430-0-9514-0000-0000-000-00000	0.00	670.00	
		BN-REG	09/30/20YY				
	10/29/20YY	PY-102904		01-2430-0-9514-0000-0000-000-00000	0.00	581.47	
		BN-REG	10/29/20YY				
	10/29/20YY	PY-102904		01-2430-0-9514-0000-0000-000-00000	0.00	27.56	
		PY-REG	10/29/YY				
	11/30/20YY	PY-113004		01-2430-0-9514-0000-0000-000-00000	0.00	201.99	
		BN-REG	11/30/20YY				
	11/30/20YY	PY-113004		01-2430-0-9514-0000-0000-000-00000	0.00	27.56	
		PY-REG	11/30/YY				
	12/17/20YY	PY-121704		01-2430-0-9514-0000-0000-000-00000	0.00	205.74	
		BN-REG	12/17/20YY				
	12/17/20YY	PY-121704		01-2430-0-9514-0000-0000-000-00000	0.00	27.56	
		PY-REG	12/17/YY				
	01/31/20YY	PY-013105		01-2430-0-9514-0000-0000-000-00000	0.00	266.22	
		BN-REG	01/31/20YY				
	01/31/20YY	PY-013105		01-2430-0-9514-0000-0000-000-00000	0.00	27.56	
		PY-REG	01/31/YY				
		TOTAL ACTIVITY			0.00	3,375.66	
		ENDING BALANCE 06/30/20YY				3,375.66	

Display Account Balance

- A. Turn on *Caps Lock*
- B. Log On:
- C. Password: (your alphanumeric password)
- D. From *District Systems* menu, select **3. BDG - Budget**
- E. From *Budget System* menu, select **1. Display Account Balance**
- F. From the *Display Account Balance* screen, enter the account string you wish to view
Example: 01-0000-0-5800-0000-7200

District: XX	Display Account Balance	QSS/OASIS
	FD RESC Y OBJT GOAL FUNC SCH LOCAL	
District: XX	01-0000-0-5800-0000-7200-000-00000	FY: YY
PT	
.	01-0000-0-5800-0000-7200-000-00000	.
5T	
. Budget:.	Working Revised Approved .FUND	: GENERAL .
.	8,000.00 0.00 0.00 .RESC	: UNDESIGE.
...../.....	PROJYEAR: CUR.YEAR.	
.	.OBJECT : OTH OPER.	
. Actuals:.	Expense/Receipt: 0.00	.GOAL : UNDISTR .
.	Pending: 1,346.40	.FUNCTION: GEN ADM .
.	Encumbered: 0.00	.SCHOOL : DISTWIDE.
.	-----	.LOCAL : UNDEFINE.
.	Committed Total: 1,346.40	.
...../.....		
. Balance:.	Working Revised Approved .	.
.	6,653.60 1,346.40- 1,346.40-	.
ΦΓ	

Screen Descriptions:

- Budget → **Working** reflects most up to date budget in the QSS system (including revisions not yet board approved)
Revised reflects most recent board-approved budget
Approved reflects the original July 1st adopted budget
- Actuals → **Expense/Receipt:** represents year to date cash expended or received
Pending: represents payments entered in the QSS system not yet processed
Encumbered: represents funds that have been committed for future expenditures through purchase orders and payroll encumbering
Committed Total: represents the total budget amount that has been received, spent, or reserved for future purchases (this amount is the sum of Expense/Receipt, Pending, and Encumbered)
- Balance → For all three budgets, the **Balance** remaining is the **Budget** amount less the **Committed Total** (positive **Balance** means actual expenditures or receipts are less than the budget, negative **Balance** means actual expenditures or receipts exceed the budget)

- G. To print, click on **File** of Reflections control bar, then click on **Print**.
Note: To look up a group of accounts or search for an account string use the question mark (?) as a wildcard.
Example 1 → 01-????-?-5800-????-????-????-???? displays the account balance for Fund 01, Object 5800
Example 2 → 13-????-?-2????-????-????-????-???? displays the account balance for Fund 13 Objects 2100-2900, Classified Salaries
Example 3 → 01-7250-0-????-????-????-????-???? displays the balance for Fund 01, Objects 1000-7999 for School Base Coordinated Program, Resource 7250
Example 4 → 01-3010-0-8????-????-????-????-???? displays the revenues received for Title I (please note that this will also include Encroachment)
Wildcard Note: When using wildcards (?), scroll through each account string using the **F6** key

H. F8 to exit to menu

Display Account Detail

- A. Turn on *Caps Lock*
- B. Log On:
- C. Password: (your alphanumeric password)
- D. From *District Systems* menu, select **3. BDG - Budget**
- E. From *Budget System* menu, select **2. Display Account Details**
- F. From *Display Account Detail* screen as shown below, enter in the following fields:
 - **Account:** account string you wish to view (Example: 01-0000-0-5800-0000-7200)
 - **Display detail from:** date to list transactions detail from (Example: 07-01-YY for current year detail)
 - **Budget Type:** enter budget type (W=working, R=revised, A=approved)
 - **Include Unapproved Trans:** enter *Y* to include all transactions, *N* to include approved transactions only
 - **Display detail on:** enter *T* for on-line viewing, *S* for the print spooler

District: XX	Display Account Detail	QSS/OASIS
District: XX SAMPLE ELEMENTARY		
	FD RESC Y OBJT GOAL FUNC SCH LOCAL	FY
Account:	01-0000-0-5800-0000-7200-000-00000	YY
Display detail from:	0701YY	
Budget Type:	W (W/R/A)	
Include Unapproved Trans:	Y (Y/N)	
Display detail on:	T	
	T = Terminal screen.	
	L = Local printer connected to terminal.	
	S = Print Spooler.	

- G. When finished, press **enter**
- H. Account detail will display as follows:

FD RESC Y OBJT GOAL FUNC SCH LOCAL						
01-0000-0-5800-0000-7200-000-00000						
Reference	Date	Wrk Budget	Rec/Exp	Encumbered	Balance	
BG-000000	07/01/20YY	BUDGET				
		5,000.00	.00	.00	5,000.00	
PV-010009	07/06/20YY	JIM KITCHEN	Ve:091111	Wr:00186334		
		.00	4,879.42	.00	120.58	
*** TOTALS:		5,000.00	4,879.42	.00	120.58	
Press ENTER for next account:						

Display Account Detail (continued)

I. Screen Descriptions:

- Reference:* Transaction type code and related number (PO=purchase order, PV=pay voucher, PY=payroll *See Appendix H for complete listing*)
- Date:* Transaction date for posting to the Financial System
- Vendor Name:* In the example, the vendor name for the pay voucher is *Jim Kitchen*
- Ve:* Vendor number from the vendor master file
- Wr:* Warrant number for payment
- Wrk Budget:* Headings indicate which budget is being reported, and amount budgeted
- Rev Budget*
- Apprvd W/BT*
- Rec/Exp:* The amount of cash received or expended
- Encumbered:* The amount of the encumbrance
- Balance:* Remaining balance after subtracting the encumbrance or actual receipts/expenses from the available budget

- J. To print screen, select **File** from the Reflections control bar, then select **Print**
- K. To exit, press **Enter** to return to the first screen
- L. F8 to exit to menu

Print Spool Instructions

Print Spool is QSS Financial Software's method to access reports generated.

- A. Turn on *Caps Lock*
- B. Log On:
- C. Password: (your alphanumeric password)
- D. From any system menu, enter "**P**" (for Print) in the *Select an option* box
- E. Report generating can take several minutes, the F2 key is used to update the screen as it rereads the files being generated.
- F. Status of your print job can be checked by entering a "**J**" in the *Option* box
- G. Once the requested report has been generated, the most commonly used options are:
 - B Browse (scroll through the report)
 - P Print
 - D Delete (**Note: Reports should be deleted on a daily basis**)
- H. For more Print Spool options, enter "**H**" (help) in the *Option* box.

General Ledger Transaction Types

The following table explains the 2-character transaction type codes used on financial reports. Each journal entry, budget transfer, cash deposit, and other such transaction has a 2-character transaction type. For example a cash deposit has a transaction type of **DC**. Thus, DC-900434 is a cash deposit number 900434.

Table of Transaction Type Codes

<u>Type</u>	<u>Explanation</u>
AA	Accounts Payable. This type represents summarized postings to the G/L that are produced when a district updates the G/L after an Accounts Payable warrant production run. These postings update the control objects for cash and expenses in the G/L.
AB	Approved Budget. This type represents the budget created when you use Transfer Working Budget to Revised/Approved (BGRQST) to roll the working budget into the approved budget at the start of the fiscal year.
AR	Accounts Receivable Received. This type represents receipts against receivables against receivables.
BB	Beginning Balances. This type represents starting balances for a fiscal year set up with Update Beginning Balances (BBUPDT).
BG	Budgets. These transactions represent appropriations and estimated revenues. These transactions come from a variety of sources, such as budgets copied from the Budget Development System into the working budget with Transfer Development Budget to Financial System (BDE006). Other sources are budgets entered directly in the working budget with Working Budget Update (BGUPDT) and General Ledger Detail Maintenance (GLDDDET).
BR	Budget Revisions. This type represents budget revisions approved by the governing board. These transactions are created when a district uses Transfer Working Budget to Revised/Approved (BFRQST) to roll from the working budget to the revised budget.
BT	Budget Transfers. These transactions represent adjustments to the budget made with budget transfers after the working budget is approved. You can enter transfers with Budget Transfer Maintenance (BD0002). Also there are two programs for automatic production of budget transfers: Create Budget Transfers from BDEVOL to GLDSYS (BTX110) and Create Budget Transfers from SAL/BEN Projections (PPS710).
B	Conversion. This transaction type is created when accounts are created by a data conversion process that takes financial accounts from another computerized financial system and places that information in the General Ledger database.

<u>Type</u>	<u>Explanation</u>
CCW	CSSF Cancelled Warrants. This type represents cancelled warrants issued from CSSF district. The same transaction type is used for both machine-produced and hand warrants. At many districts, you can tell the difference between the types of warrants by their series numbers. CSSF stands for County School Services Fund, which is a clearing fund that a county uses for consolidating liabilities from one or more districts and for disbursing payments.
CHW	CSSF Hand Warrants. This transaction represents hand warrants paid from a CSSF district. A hand warrant is written out by hand or filled out on a typewriter. Later on, the warrant is recorded in the General Ledger database when you use an on-line program to transcribe the information on the warrant into the computerized records. There are two types of hand warrants: Payroll and accounts payable.
CL	Current Liability Payment.
CM	Credit Memo. This transaction represents a credit memo that reduces the amount of money that a district owes to a vendor. These transactions are created with Credit Memo (CRMEMO).
CN	Conversion. This transaction type represents an entry placed by QSS/Oasis in the General Ledger database by a data conversion.
CT	Conversion. This transaction type represents an entry placed by QSS/Oasis in the General Ledger database by a data conversion.
CW	Cancelled Warrants. This type represents hand warrants, payroll warrants, or A/P warrants that were issued from a fund other than the CSSF district, then cancelled.
DC	District Cash Receipts. This type represents cash receipts entered with Cash Deposit Maintenance (F102DC). When a district records these receipts, it records only the revenue accounts for credits in the transaction. The program automatically summarizes the cash transactions for the balance sheet account fields and creates the offsetting debits to cash.
EP	Estimated Payables. This type represents Payables from the prior fiscal year that were not created with purchase orders. Non-encumbered transactions (pay vouchers and travel claims) are usually set up and paid in the same fiscal year. When these payments are carried over to the next fiscal year, they become estimated payables. For more information, see the discussion of end-of-year processing for payables in the QSS/OASIS Accounts Payable Manual.
ER	Expected Accounts Receivable.
HW	Hand Warrants. This type represents payroll and A/P hand warrants paid from any district other than the CSSF district. A hand warrant is a warrant that is written out by hand or filled in with a typewriter. Later on, the warrant is recorded in the General Ledger database with an on-line program.

<u>Type</u>	<u>Explanation</u>
JE	Journal Entries. This type represents journal entries created with Journal Maintenance (F102JE). This transaction allows you to adjust the revenues and expenses for subsidiary accounts. However, you cannot change the cash balance of balance sheet fields in the General Ledger. To adjust cash balances, create a cash transfer (FT transactions) with Cash Transfer Maintenance (F102TF).
LB	Current Liability.
PB	Payroll Benefits. This type represents benefit expenses associated with payroll processing.
PE	Payroll Encumbering. This type represents encumbrances of estimated payroll expenses. At the start of each year, some districts encumber payroll expenses for the entire year, then liquidate the amount of actual payroll expenses each time they issue payroll warrants.
PO	Purchase Orders. This type represents purchase orders encumbered and paid through the QSS/OASIS Accounts Payable System. Encumbrances are created through two programs: Requisition Entry for Pos (PXENCM) and Purchase Order Encumbering (POENCM). After the goods ordered are received, payments to vendors are recorded with Purchase Order Payments (POPYMT). Each PO can have many partial payments. For more information, see the QSS/OASIS Accounts Payable Manual.
PX	Payroll Benefit. This type represents benefit expenses associated with payroll processing.
PV	Pay Voucher. This type represents a transaction created with Pay Voucher Payments (PVPYMT). A pay voucher represents an expense that is made without first encumbering the budget, as is the case with a purchase order.
PY	Payroll. This type represents payroll expenses posted when a county updates the General Ledger at the end of a payroll run.
RC	Revolving Cash Warrants. This transaction reflects warrants issued to replenish the revolving cash, or petty cash, account. A revolving cash account is a separate checking account for immediate payment of small expenses that are not processed through the standard Accounts Payable processing. For more information, see the QSS/OASIS Accounts Payable Manual.
RQ	Pre-Encumbrances. This type represents purchase requisitions that have not been approved and given a purchase order number. A requisition is a request to purchase goods from a vendor. A requisition becomes a purchase order when it is assigned a PO number. For more information, see the discussion of Requisition Entry for Pos (PXENCM) in the QSS/OASIS Accounts Payable Manual.
RR	Current Year Accounts Receivable Receipts.
RV	Reversal. This type represents a reversal of a cancelled warrant, so that the warrant is reinstated.

Type	<u>Explanation</u>
RW	Redeemed Warrant. A warrant that is recorded as redeemed, or cashed, with the warrant subsystem of the Financial System.
ST	Stores. This type represents transactions for the QSS/OASIS Stores System, which allows a district to keep track of the value of a supplies inventory in a district warehouse. The value of these goods increase when the warehouse receives a shipment. The value decreases when supplies are issued to sites to fulfill stores requisitions. See the Stores Manual for more information.
TC	Travel Claim. This type represents reimbursement of travel expenses paid through the accounts Payable System. These transactions are created with Travel Claims (TCPYMT).
TF	Transfers. This type represents transfers of cash created with Cash Transfer Maintenance (F102TF). This transaction allows you to transfer cash between balance sheet fields, such funds, objects, and resources. If a transaction does not affect the cash balance, use Journal Maintenance (F102JE) to create a journal entry (type JE) to adjust revenues and expenses in the subsidiary accounts.
TW	Tax Warrant. This type represents payments for payroll expenses paid through the Vol-Ded Warrant System. A district can use this system to issue payments for income taxes, retirement, health and welfare benefits, and other such payroll benefit expenses.
XR	Received A/R. This type represents receipts against accounts receivable.