

SMARTXL

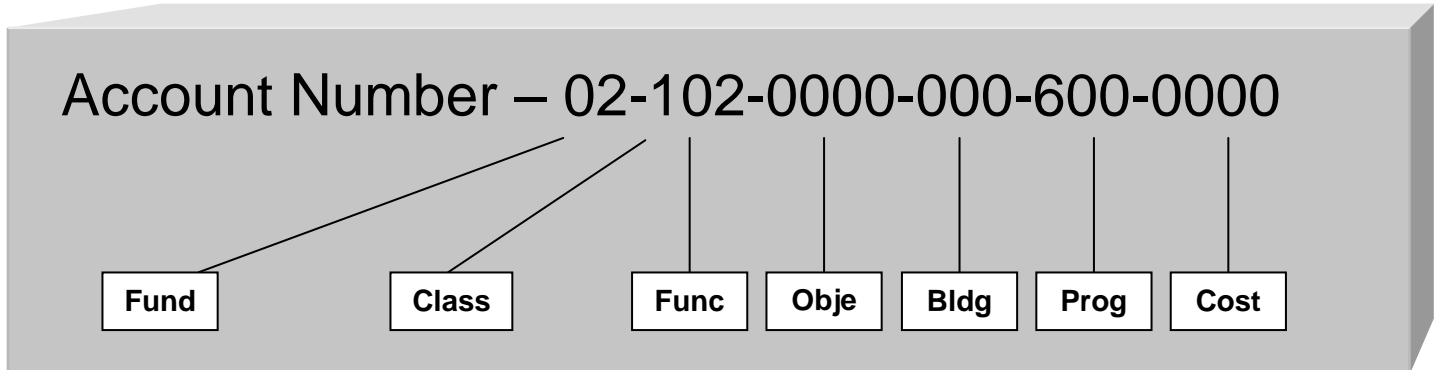
Simplified Management Analysis & Reporting Tool

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SMART Overview

Breakdown of the Account Number:



Components of the 19 digit account number:

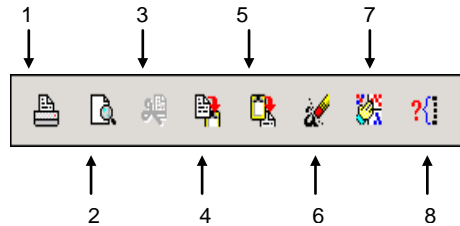
Fund	1 – General 2 – Spec Ed & Coop 3 –Debt 4 – Build & Site 5 – Trust 7 –Agency 9 – Fixed Assets & LT Debt	Function – Expense	1xx – Instruction 2xx – Support Services 3xx – Community Services 4xx – Transfers
Class	0 – Revenue 1 – Expense 2 – Asset or Liability	Object	1xxx – Salary (payroll only) 2xxx – Benefits 3xxx – Purchase Services 4xxx – Repair, rental 5xxx – Supplies & Materials 6xxx – Capital Outlay Fixed Asset Eqpt. 7xxx – Misc Expense 8xxx – Transfers
Function- Revenue	1xx – Local 3xx – State 4xx – Federal 5xx – Transfers		

Selection Query

The Selection Criteria is made up of six different tabs by which to run queries:

1. Query by Account Number (Selection Criteria)
2. Query by Invoice
3. Query by Journal Entry
4. Query by Purchase Order
5. Query by Requisition
6. Query by Employee

Transaction Analysis Menu Bar



<ol style="list-style-type: none">1. Print2. Print Preview3. Cut4. Copy5. Paste	<ol style="list-style-type: none">6. Clear Selection Criteria7. Modify Sort Order Future (Click on Column title to sort)8. Advanced Selection Criteria (FUTURE)
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Status:

Status: Active Inactive Frozen Prefrozer Fiscal Year: 2002 - 2003

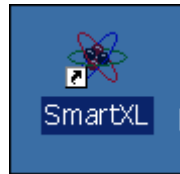
You can choose accounts by status:

- Active
- Inactive
- Frozen
- Prefrozen

Transaction Analysis

Starting the Program

From your Desktop choose the Icon



Security Login

Sign in with your Password and ID. You may choose to have the program remember you password.



Changing your password

After typing in your User ID and Password but **BEFORE** you click OK to start the program, click the key that is on the left of User. A menu will open up and you can change your password. Click update password and SMART will remember your new password



Opening Transaction Analysis

You can choose Transaction Analysis in Two ways.

1. Select Finance, then Select Transaction Analysis

2.  Click the icon

Selection Criteria

Query by Account

Account	Description	Resp/FC	YTD Budget	YTD Actual	YTD Encum	Req Reserve
10-130-5000-000-000-0000	DRIVER EDUCATION FEE	@@@G	(\$72,066.00)	(\$480.00)	\$0.00	\$0.00
11-111-5100-000-352-0000	TCHG SPLYS-ELEM/HOST	340 G	\$0.00	\$2,990.34	\$0.00	\$0.00
11-111-5100-013-352-0000	TCHG SPLYS/BECKER	BEC G	\$7,297.00	\$4,708.92	\$673.29	\$0.00
11-111-5100-023-352-0000	TCHG SPLYS/DUVALL	DUV G	\$8,095.00	\$6,811.80	\$0.00	\$0.00
11-111-5100-043-352-0000	TCHG SPLYS/HENRY FORD	HFD G	\$20,908.00	\$16,016.68	\$0.00	\$0.00
11-111-5100-053-352-0000	TCHG SPLYS/WM FORD	WFD G	\$10,000.00	\$15,377.06	\$421.95	\$0.00
11-111-5100-063-352-0000	TCHG SPLYS/HAIGH	HAG G	\$10,111.00	\$9,900.37	\$0.00	\$0.00
11-111-5100-073-352-0000	TCHG SPLYS/HOWARD	HWD G	\$5,283.00	\$136.63	\$0.00	\$0.00
11-111-5100-083-352-0000	TCHG SPLYS/HOWE	HOW G	\$5,000.00	\$6,363.45	\$0.00	\$0.00
11-111-5100-103-352-0000	TCHG SPLYS/LINDBERGH	LND G	\$7,945.00	\$7,415.24	\$113.95	\$0.00
11-111-5100-113-352-0000	TCHG SPLYS/LONG	LNG G	\$11,995.00	\$16,120.78	\$205.90	\$0.00
11-111-5100-143-352-0000	TCHG SPLYS/MCDONALD	MCD G	\$14,900.00	\$16,207.90	\$0.00	\$0.00
11-111-5100-153-352-0000	TCHG SPLYS/MILLER	MIL G	\$8,500.00	\$13,297.18	\$0.00	\$0.00
11-111-5100-163-352-0000	TCHG SPLYS/NOWLIN	NOW G	\$2,915.00	\$496.13	\$0.00	\$0.00
11-111-5100-173-352-0000	TCHG SPLYS/OAKMAN	OAK G	\$11,071.00	\$5,877.62	\$0.00	\$0.00
11-111-5100-213-352-0000	TCHG SPLYS/SNOW	SNO G	\$7,500.00	\$9,909.33	\$0.00	\$0.00
11-111-5100-233-352-0000	TCHG SPLYS/WHITMORE	WBO G	\$12,294.00	\$11,388.04	\$0.00	\$0.00
11-111-5100-293-352-0000	TCHG SPLYS/RIVER OAK	RVO G	\$1,000.00	\$638.94	\$0.00	\$0.00
11-111-5100-343-352-0000	TCHG SPLYS/LOWREY	LOW G	\$3,327.00	\$1,288.12	\$0.00	\$0.00
			\$8,010,569.00	\$6,430,441.48	\$60,561.27	\$0.00

Records can be selected by entering information in specific fields of the account number: Fund, Class, Function, Object, Building, Program, Cost, Responsibility, or by Alpha Fund Code. The “ * “ (asterisk) symbol can be entered as a wild card in any of the previous fields. The total number of characters in the field must be filled in (i.e. for the Function field with 3 characters, a search value of 2** can be entered). To select all account numbers just press ENTER with no selection information.

The following fields are shown: Account, Description, Responsibility, Alpha Fund Code, YTD Budget, YTD Actual, YTD Encumbrances, Requisition Reserve, Balance, Last Actual, and Begin Balance.

Selection Criteria tab – enter account number parameters and push [List] to view accounts meeting query requirements.

The Secondary tabs – Actual Detail, Budget Detail, Encumbrance Detail, Requisition Detail, and Payroll Detail – can only be viewed after a query has been run (Selection Criteria) and a specific record has been selected. Columns can be rearranged by dragging the column heading to the position desired.

Once a query is run (by Account, Invoice, Journal Entry, Purchase Order, Requisition or Employee), output is listed by order of account number. It can be sorted by any of the columns by clicking on the title of that column.

The fiscal year can be changed by using clicking on the drop down on the menu bar.

Query By Responsibility Code or Fund Name

Responsibility code
Alpha Fund Name

Fund Class Fung Obj Bldg Prog Cost Resp Fund

Status: Active Inactive Frozen Prefrozer Fiscal Year

By Account By Invoice By Journal Entry By Purchase Order By Requisition By Employee

Account	Description	Resp	FC	YTD Budget	YTD Actual	YTD Encum	Req Reserve
10-130-5000-000-000-0000	DRIVER EDUCATION FEE	@@@	G	(\$72,066.00)	(\$480.00)	\$0.00	\$0.00
11-111-5100-000-352-0000	TCHG SPLYS-ELEM/HOST	340	G	\$0.00	\$2,990.34	\$0.00	\$0.00
11-111-5100-013-352-0000	TCHG SPLYS/BECKER	BEC	G	\$7,297.00	\$4,708.92	\$673.29	\$0.00
11-111-5100-023-352-0000	TCHG SPLYS/DUVALL	DUV	G	\$8,095.00	\$6,811.80	\$0.00	\$0.00
11-111-5100-043-352-0000	TCHG SPLY/HENRY FORD	HFD	G	\$20,908.00	\$18,016.68	\$0.00	\$0.00
11-111-5100-053-352-0000	TCHG SPLYS/WM FORD	WFD	G	\$10,000.00	\$15,377.06	\$421.95	\$0.00
11-111-5100-063-352-0000	TCHG SPLYS/HAIGH	HAG	G	\$10,111.00	\$9,300.37	\$0.00	\$0.00
11-111-5100-073-352-0000	TCHG SPLYS/HOWARD	HWD	G	\$5,283.00	\$136.63	\$0.00	\$0.00
11-111-5100-083-352-0000	TCHG SPLYS/HOWE	HOW	G	\$5,000.00	\$6,363.45	\$0.00	\$0.00
11-111-5100-103-352-0000	TCHG SPLYS/LINDBERGH	LND	G	\$7,945.00	\$7,415.24	\$113.95	\$0.00
11-111-5100-113-352-0000	TCHG SPLYS/LONG	LNG	G	\$11,995.00	\$16,120.78	\$205.90	\$0.00
11-111-5100-143-352-0000	TCHG SPLYS/MCDONALD	MCD	G	\$14,900.00	\$16,207.90	\$0.00	\$0.00
11-111-5100-153-352-0000	TCHG SPLYS/MILLER	MIL	G	\$8,500.00	\$13,297.18	\$0.00	\$0.00
11-111-5100-163-352-0000	TCHG SPLYS/NOWLIN	NOW	G	\$2,915.00	\$496.13	\$0.00	\$0.00
11-111-5100-173-352-0000	TCHG SPLYS/OAKMAN	OAK	G	\$11,071.00	\$5,877.62	\$0.00	\$0.00
11-111-5100-213-352-0000	TCHG SPLYS/SNOW	SNO	G	\$7,500.00	\$9,909.33	\$0.00	\$0.00
11-111-5100-233-352-0000	TCHG SPLYS/WHITMORE	WBO	G	\$12,294.00	\$11,388.04	\$0.00	\$0.00
11-111-5100-293-352-0000	TCHG SPLYS/RIVER OAK	RVO	G	\$1,000.00	\$638.94	\$0.00	\$0.00
11-111-5100-343-352-0000	TCHG SPLYS/LOWREY	LOW	G	\$3,327.00	\$1,288.12	\$0.00	\$0.00
				\$8,010,569.00	\$6,430,441.48	\$60,561.27	\$0.00

Selection Criteria Actual Detail Budget Detail Encumbrance Detail Requisition Detail Payroll Detail

Records: ...

To select accounts by responsibility code, just type the responsibility code in the Resp field and you will only see those accounts.

To select by funds like General Fund, type "g" in the fund name.

Prior Account (1022 Account conversion)

The screenshot shows a financial reporting window with a table of account data. The table has the following columns: YTC, Cum, Req Reserve, Balance, Last Actual, BeginBalance, and PriorAccount. The 'PriorAccount' column contains 10-digit account numbers. An arrow points to the 'PriorAccount' column header.

YTC	Cum	Req Reserve	Balance	Last Actual	BeginBalance	PriorAccount
	\$0.00	\$0.00	(\$12,737.06)	(\$25,849.44)	\$0.00	0051000110006300000
	\$0.00	\$0.00	(\$42,540.64)	\$1,000.00	\$0.00	0051000070006500000
	\$0.00	\$0.00	\$36,763.28	(\$397,993.86)	\$0.00	0051000030006500000
	\$0.00	\$0.00	(\$80,797.44)	(\$236,877.75)	\$0.00	0051000020006500000
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0051000002016010000
	\$0.00	\$0.00	\$2,400.00	(\$34,911.00)	\$0.00	0051000002006010000
	\$0.00	\$0.00	(\$6,000.00)	(\$460.00)	\$0.00	0051000001006010000
	(\$19,441.75)	\$0.00	\$9,441.75	(\$657.69)	\$0.00	0051000000006010000
	(\$53,650.00)	\$0.00	\$530.00	(\$61,650.00)	\$0.00	0019900020006500000
	(\$85,855.86)	\$0.00	\$45,855.86	(\$100,825.88)	\$0.00	0019900010006500000
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	(\$11,804.25)	\$0.00	\$3,804.25	(\$22,259.42)	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	(\$13,054.00)	\$0.00	\$0.00	(\$1,946.00)	(\$16,362.50)	\$0.00
	(\$36,908.03)	\$0.00	(\$13,091.97)	(\$87,492.05)	\$0.00	
	(\$36,267.86)	\$0.00	\$36,267.86	\$0.00	\$0.00	
	(\$6,797.39)	\$0.00	\$6,797.39	\$0.00	\$0.00	
	\$85,294.37	\$0.00	\$6,705.63	\$80,108.63	\$0.00	
	(\$2,415,887.34)	\$0.00	(\$11,787.46)	(\$2,838,468.20)	\$24,055,342.78	

In the Year 2002-2003 account numbers were converted to meet the state accounting guidelines. If you would like to see what accounts have changed:

Choose VIEW

Choose Prior Account

All of the (2,415,887.34) account numbers that were converted will be highlighted. Scroll to the right and you will be able to see the Prior Account number before the 1022 conversion. This account number will also be exported to the Excel report.

NOTE: You must choose the year 2002 – 2003 to see the accounts that were converted because that is the year the conversion occurred.

The Secondary tabs – Actual Detail

ZZ - Finance Transaction Analysis as of 05/14/2003 1:15:26 AM

File Edit View Format Data Help

11-223-5100-223-629-000 SPLYS/GRAPHICS

Beginning Balance: \$0.00

A/P Postings | Journal & Cash Receipts | Payroll & Fringe Postings | System Postings | Summary

ST	Trans #	Trans Date	Posted	Description	Amount	Vendor	PO #	Inv #	Check #
A	M93YV8D	04/28/2003	05/09/2003	SPLYS/GRAPHICS...	\$282.89	IKON OFFICE SOLUTIONS ...	43129	3729922	381627
A	M96@PE8	04/28/2003	05/09/2003	SPLYS/GRAPHICS...	\$821.88	KYOCERA MITA AMERICA	88339	27408	381661
A	M611758	04/07/2003	04/11/2003	SPLYS/GRAPHICS...	\$467.80	PREMIER BUSINESS PRO...	42021	41176B	380404
A	M61167@	03/29/2003	04/11/2003	SPLYS/GRAPHICS...	\$1,122.72	PREMIER BUSINESS PRO...	42021	41176A	380404
A	M6T719O	03/28/2003	04/11/2003	SPLYS/GRAPHICS...	\$35.80	IKON OFFICE SOLUTIONS ...	43129	3688118	380318
A	M6T836M	03/28/2003	04/11/2003	SPLYS/GRAPHICS...	\$1,517.00	GENERAL BINDING CORP ...	42020	2841178	380294
A	M69IUO6	03/27/2003	04/04/2003	SPLYS/GRAPHICS...	\$36.24	WJM PLASTICS INC PO BO...	42022	005187	380099
A	M6T2VZ9	03/26/2003	04/11/2003	SPLYS/GRAPHICS...	\$303.75	KYOCERA MITA AMERICA	88339	95315	380350
A	M4LNDIU	03/12/2003	03/14/2003	SPLYS/GRAPHICS...	\$397.30	XPEDX PAPER & GRAPHICS	19598	622193	379132
A	M4HWUDV	02/26/2003	03/14/2003	SPLYS/GRAPHICS...	\$490.59	KYOCERA MITA AMERICA	88339	64638	378991
A	M3#1SEM	02/26/2003	03/07/2003	SPLYS/GRAPHICS...	\$129.50	IKON OFFICE SOLUTIONS ...	43129	3643689	378442
A	M3VJH@8	02/20/2003	03/07/2003	SPLYS/GRAPHICS...	\$146.00	AWARDS PLUS	42017	3840	378341
A	M37T5@V	02/10/2003	02/28/2003	SPLYS/GRAPHICS...	\$332.95	CHARRETTE LLC	42016	1762586	377978
A	M2L4V16	02/10/2003	02/21/2003	SPLYS/GRAPHICS...	\$32.90	ACCU-CUT	42018	210855	377589
A	M2L5D21	02/05/2003	02/21/2003	SPLYS/GRAPHICS...	\$523.23	BRODER BROS	42019	0493200	377616
A	M2G1YWH	01/29/2003	02/21/2003	SPLYS/GRAPHICS...	\$856.86	KYOCERA MITA AMERICA	88339	36863	377717
A	M1GQ3HF	01/27/2003	02/07/2003	SPLYS/GRAPHICS...	\$331.84	IKON OFFICE SOLUTIONS ...	43129	3594947	377054
A	L\$5KRC5	12/31/2002	01/10/2003	SPLYS/GRAPHICS...	\$315.00	IKON OFFICE SOLUTIONS ...	43129	3559895	375346
A	L#MA27Z	12/17/2002	01/10/2003	SPLYS/GRAPHICS...	\$32.65	XPEDX PAPER & GRAPHICS	19598	569492	375534
A	L#MA31Y	12/02/2002	01/10/2003	SPLYS/GRAPHICS...	\$89.40	XPEDX PAPER & GRAPHICS	19598	558305	375534
					\$261.02				

Selection Criteria: Actual Detail | Budget Detail | Encumbrance Detail | Requisition Detail | Payroll Detail

Records: 85 1.2

Close List Help

To see the detail for 1 account:

Type the account number in the selection field or

OR

Select 1 account by moving your cursor to the account so it is highlighted and on the bottom right next to the Selection Criteria tab is the Actual Detail tab.

After selecting this tab you will see all the detail for one account number. The Amount column total is the same as the YTD ACT on the account number screen. Notice that the account name appears next to the account number to help you identify the account.

By Invoice

ZZ - Finance Transaction Analysis as of 05/14/2003 11:15:26 AM

File Edit View Format Data Help

Fund Class Func Obj Bldg Prog Cost Resp AlphaEC

Status: Active Inactive Frozen Prefrozer Fiscal Year: 2002 - 2003

By Account | **By Invoice** | By Journal Entry | By Purchase Order | By Requisition | By Employee

Purchase Order: Vendor: Invoice Date: Any Date

Entry Date	Account	Description	Vendor	Name	Amount	Check #	Inv #	PO #	P/C	Resp	FC	Check Date	Invoice D.	
08/28/2002	72-479-111...	A RUSSO MUS...	40742	MICHIGAN STATE ...	\$1,000.00	367943			00000	C	T	08/30/2002	08/26/2002	
02/24/2003	12-120-141...	A/R COMPANY...	40500	MICHIGAN REHABI...	\$1,000.00	378095			00000	C	HFC	X	02/28/2003	02/20/2002
08/08/2002	12-120-141...	A/R COMPANY...	40500	MICHIGAN REHABI...	\$1,845.87	366923			00000	C	HFC	X	08/09/2002	08/08/2002
08/08/2002	12-120-141...	A/R COMPANY...	40500	MICHIGAN REHABI...	\$275.00	366924			00000	C	HFC	X	08/09/2002	08/08/2002
09/11/2002	12-120-141...	A/R COMPANY...	26173	HFCC FOUNDATI...	\$1,866.99	368642			00000	C	HFC	X	09/13/2002	08/28/2002
10/02/2002	12-120-141...	A/R COMPANY...	55830	UAW DAIMLER CH...	\$1,250.00	370246			?????	C	HFC	X	10/04/2002	09/13/2002
10/17/2002	12-120-141...	A/R COMPANY...	40500	MICHIGAN REHABI...	\$369.00	370882			?????	C	HFC	X	10/18/2002	10/10/2002
10/22/2002	12-120-141...	A/R COMPANY...	MSC25	TUITION REIMB H...	\$258.00	371110	2886		?????	C	HFC	X	10/25/2002	02/26/2002
10/22/2002	12-120-141...	A/R COMPANY...	MSC25	TUITION REIMB H...	\$402.00	371111			?????	C	HFC	X	10/25/2002	10/17/2002
10/01/2002	12-120-141...	A/R FINANCIAL...	26169	HFCC FAP	\$2,090.00	369989			00000	C	HFC	X	10/04/2002	09/26/2002
11/25/2002	12-120-141...	A/R FINANCIAL...	26169	HFCC FAP	\$469.00	373779			00000	C	HFC	X	12/06/2002	11/15/2002
12/20/2002	12-120-141...	A/R FINANCIAL...	26169	HFCC FAP	\$5,431.00	374792			00000	C	HFC	X	12/20/2002	12/19/2002
01/16/2003	11-231-318...	ACCOUNTANT...	34306	KPMG LLP DEPT ...	\$20,000.00	375830	1081905		00000	C	000	G	01/16/2003	01/09/2002
09/12/2002	11-231-318...	ACCOUNTANT...	34306	KPMG LLP DEPT ...	\$50,000.00	368702	0967814		00000	C	000	G	09/13/2002	09/04/2002
02/24/2003	12-120-920...	ACCOUNTS R...	40500	MICHIGAN REHABI...	\$372.88	378095			00000	C	HFC	V	02/28/2003	02/20/2002
01/10/2003	12-461-000...	ACCRUED SA...	53640	STATE OF MICHIG...	\$12,159.75	375486			?????	C	HFC	V	01/10/2003	01/07/2002
01/24/2003	12-461-000...	ACCRUED SA...	53640	STATE OF MICHIG...	\$341.87	376372			?????	C	HFC	V	01/24/2003	01/23/2002

314,159.99

Selection Criteria

Records: 35879 435


Close List Help

Records can be selected by using the same criteria as searching by account. There are also other fields to use to run a detailed specific query: Purchase Order, Vendor, and Invoice Date Range.

Choose by Purchase Order number, Vendor number, or Invoice Date Range.

Invoice Date: When you click on the arrow, a calendar appears and a specific date can be selected. Or click on the field and type out the date.

Also, there are no wild card searches for Vendor. A Vendor Name can be done by clicking on

the  and a list of vendors will be displayed. Click on the vendor that you want and choose Select at the bottom of the screen. It will fill in the vendor number and bring you back to the above screen.

Invoice Screen Search criteria

The screenshot shows a software interface for searching invoices. At the top, there are several input fields for 'Fund', 'Class', 'Fung', 'Obj', 'Bldg', 'Prog', 'Cost', 'Resp', and 'AlphaEC'. Below these are checkboxes for 'Status' (Active, Inactive, Frozen) and a 'Prefrozer' checkbox, along with a 'Fiscal Year' dropdown menu set to '2002 - 2003'. A row of search criteria buttons includes 'By Account', 'By Invoice', 'By Journal Entry', 'By Purchase Order', 'By Requisition', and 'By Employee'. The 'By Invoice' button is selected. Below this, there are input fields for 'Purchase Order', 'Vendor', and 'Invoice Date', with a dropdown menu for 'Invoice Date' showing options: 'Invoice Date', 'Check Date', and 'Check No.'. The 'Any' dropdown is also visible. At the bottom, there is a 'Selection Criteria' section showing 'Records: 11261' and '35'. Three buttons are at the very bottom: 'Close', 'List', and 'Help'.

When searching for invoices on the invoice screen you select use the following selection criteria:

1. Invoice Date
2. Check Date
3. Check Number

By Journal Entry

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File Edit View Format Data Help

Fund Class Func Obj Bldg Prog Cost Resp AlphaFC

Status: Active Inactive Frozen Prefrozer Fiscal Year: 2002 - 2003

By Account | By Invoice | **By Journal Entry** | By Purchase Order | By Requisition | By Employee

Source & Type Trans # Journal Date Any Date

Trans #	Account	Date	ST	Amount	Trans Desc	Resp	AlphaFC
DY2003	11-821-2151-531-000-0000	04/25/2003	P	\$3,091.03		HFC	X
DY2003	11-821-2161-598-000-0000	04/25/2003	P	\$1,944.02		HFC	X
DY2003	11-824-2108-598-000-0000	04/25/2003	P	\$250.00		HFC	X
DY2003	11-920-2108-598-000-0000	04/25/2003	P	\$1,188.03		HFC	V
DY2003	11-920-2127-540-000-0000	04/25/2003	P	\$7,485.00		HFC	V
DY2003	11-930-2127-547-000-0000	04/25/2003	P	\$8,888.53		HFC	V
DY2003	11-950-2107-544-000-0000	04/25/2003	P	\$4,705.20		HFC	V
DY2003	11-950-2108-598-000-0000	04/25/2003	P	\$185.40		HFC	V
DY2003	12-120-1800-000-000-0000	04/25/2003	P	\$1,629.50		000	G
DY2003	12-450-0400-000-000-0000	04/25/2003	P	(\$12,244.81)		@...	G
DY2003	12-450-1000-000-000-0000	04/25/2003	P	(\$250.00)		@...	G
DY2003	12-450-1204-000-000-0000	04/25/2003	P	(\$998.00)		@...	G
DY2003	12-450-1205-000-000-0000	04/25/2003	P	(\$4,502.99)		@...	G
DY2003	12-450-1500-000-000-0000	04/25/2003	P	(\$56.00)		@...	G
DY2003	12-450-2100-000-000-0000	04/25/2003	P	(\$470.33)		@...	G
DY2003	12-450-2160-000-000-0000	04/25/2003	P	(\$3,525.84)		@...	G
DY2003	12-450-2200-000-000-0000	04/25/2003	P	(\$4,093.00)		@...	G
DY2003	12-450-2210-000-000-0000	04/25/2003	P	(\$1,120.00)		@...	G
				(\$186,881,786.33)			

Selection Criteria

Records: 64696 45.9

Close List Help

Records can be selected using the same criteria as searching by account. There are other fields to use to run a detailed specific query: Transaction number, Transaction Date Range, Source & Type.

The following fields are shown: Transaction number, Account, Description, Date, Source, Amount, Transaction Description, Responsibility and, Alpha Fund Code.

Must enter the whole transaction number. There are no wildcard searches on the transaction number.

Choose by Transaction Number, Transaction Date Range, or Source & Type.

The Amount Total is shown at the bottom of the screen, along with the total number of records returned from the query.

By Purchase Order

ZZ - Finance Transaction Analysis as of 05/14/2003 1:15:26 AM

File Edit View Format Data Help

Fund Class Fung Obj Bldg Prog Cost Besp AlphaEC

Status: Active Inactive Frozen Prefrozer Fiscal Year: 2002 - 2003

By Account By Invoice By Journal Entry **By Purchase Order** By Requisition By Employee

PO # Vendor Status: All Date: Any Date

PO #	Date	Account	Vendor	Name	Rev Amount	YTD Payments	Balance
10668	01/26/2001	11-222-5300-363-627-0000	47265	PERMA-BOUND	\$4,735.80	\$3,899.63	\$836.1
10970	05/10/2002	11-261-5990-873-851-0000	37005	LOWER HURON CHEM&SP...	\$1,275.54	\$0.00	\$1,275.5
11295	03/23/2001	11-261-5990-744-888-0000	49646	REDFORD LOCK CO INC	\$1,518.00	\$0.00	\$1,518.0
11381	03/18/2003	11-261-5990-373-851-0000	24820	EXFIL	\$641.20	\$521.20	\$120.0
13611	11/12/2001	11-261-5990-023-851-0000	53845	STOTSBERY TYPEWRITE...	\$0.00	\$0.00	\$0.0
15247	05/24/2002	11-111-5200-073-355-0000	29651	HARCOURT INC	\$2,936.64	\$3,475.17	(\$538.5)
15248	05/24/2002	11-111-5200-073-355-0000	38760	THE MCGRAW-HILL COMP...	\$877.53	\$975.88	(\$98.3)
16130	12/07/2000	11-052-2291-501-000-0000	00550	ACADEMIC SUPERSTORE ...	\$12,905.75	\$0.00	\$12,905.7
17523	09/05/2002	61-742-2821-501-999-0059	13675	CISCO SYSTEMS	\$485.00	\$0.00	\$485.0
18505	01/11/2002	11-111-5100-363-352-0000	45685	OFFICEMAX DEPT 6011180...	\$120.89	\$0.00	\$120.8
18505	01/11/2002	11-111-5100-363-352-0000	45685	OFFICEMAX DEPT 6011180...	\$120.89	\$0.00	\$120.8
18630	01/11/2002	11-111-5100-363-352-0000	54040	SUNDANCE PUBL LLC	\$0.00	\$198.00	(\$198.0)
18751	10/10/2001	11-261-5990-383-851-0000	30560	HIGHSMITH COMPANY INC ...	\$197.70	\$0.00	\$197.7
18753	11/07/2001	11-261-5990-383-851-0000	38969	MCNAUGHTON-MCKAY ELE...	\$372.00	\$0.00	\$372.0
19238	03/15/2001	11-261-4900-744-855-0000	00071	ADT SECURITY SERVICES	\$9,141.00	\$5,972.00	\$3,169.0
19239	05/07/2001	11-261-4900-744-855-0000	00071	ADT SECURITY SERVICES	\$5,533.00	\$0.00	\$5,533.0
19242	05/07/2001	11-261-4900-744-855-0000	00071	ADT SECURITY SERVICES	\$4,872.00	\$2,448.00	\$2,424.0
					\$8,751,691.08		

Selection Criteria

Records: 1986 8.4

Close List Help

Sorted by Purchase Order number. Selection can be made by selecting various parts of the account number (Selection Criteria). The purchase order fields to run queries from are: Purchase Order, Vendor, Status, and Purchase Order Date Range.

The following fields are shown: Purchase Order number, Date, Account, Description, Vendor, Name, Revised Amount, YTD Payments (YTD ACT) Balance, Payments, Status, Responsibility, Alpha Fund Code, and Requisition number.

Information is automatically sorted by account number. Choose by Purchase Order, Vendor, Status or Purchase Order Date Range.

No wildcards can be entered. The entire Vendor number or Purchase Order Number must be entered to use those fields in query.

The Revised Amount Total is shown at the bottom of the screen, along with the total number of records returned from the query.

A specific purchase order can be entered and the detail information is displayed such as status, Purchase Order Amount, YTD Payments, and Remaining Balance.

By Requisition

(If the Electronic Requisition system is currently in use)

Req #	Department	Purpose	Req Total	Line	Account	
PATSYS2	Educational Serv...	airfare to conference/P...	\$163.00	0	11-221-3220-000-230-0000	WRKSH
SV00017	Educational Serv...	registration	\$800.00	0	11-221-3220-000-230-0000	WRKSH
PATSYST	Educational Serv...	conference registration ...	\$429.00	0	11-221-3220-000-230-0000	WRKSH
2246SES	Special Educatio...	HOTEL RESERVATIO...	\$200.00	0	11-221-3220-000-238-0000	WRKSH
2244SES	Special Educatio...	CONFERENCE FLIGH...	\$219.50	0	11-221-3220-000-238-0000	WRKSH
2245SES	Special Educatio...	REGISTRATION NAE...	\$115.00	0	11-221-3220-000-238-0000	WRKSH
KBS0055	Educational Serv...	Video Cassette	\$20.00	0	11-221-5100-000-230-0000	TEACHI
BG12001	Educational Serv...	Publication Order	\$100.00	0	11-221-5100-000-230-0000	TEACHI
JF00234	Educational Serv...	VIDEO SERIES ...	\$410.00	0	11-221-5100-000-230-0000	TEACHI
FF00401	Educational Serv...	PUBLICATION ...	\$32.95	0	11-221-5100-000-230-0000	TEACHI
2214SES	Special Educatio...	BROCHURES STORE ...	\$132.00	0	11-221-5100-000-238-0000	TEACHI
			\$1,157,624.40			

Selection can be made by selecting various parts of the account number (Selection Criteria). The Requisition fields that can be used to run queries: Department (a drop-down list), Status (a drop-down list), Requisition Date Range, Requisition Number, and Vendor.

The following fields are shown: Requisition Number, Dept Number, Purpose, Requisition Total, Line Number, Account, Account Description, Account Total, Requisition Date, Short, Position Description, Purchase Order, Vendor, Responsibility, Alpha Fund Code

Can search by Department or Status (both of which are drop-down menus), Requisition Date Range, Requisition Number or Vendor.

No wildcards can be entered. Need to know entire Vendor number or Requisition Number to use those fields in query.

The Requisition Total and the Account Total are shown at the bottom of the screen, along with the total number of records returned from the query.

By Employee

Account	Employee	Pay Date	Amount
11-221-1160-000-230-0000	TAYLOR, JOHN	7/13/2001	\$3,033.62
11-221-1160-000-230-0000	TAYLOR, JOHN	7/13/2001	\$57.69
11-221-1160-000-230-0000	TAYLOR, JOHN	7/27/2001	\$3,033.62
11-221-1160-000-230-0000	TAYLOR, JOHN	7/27/2001	\$399.13
11-221-1160-000-230-0000	TAYLOR, JOHN	8/10/2001	\$3,033.62
11-221-1160-000-230-0000	TAYLOR, JOHN	8/10/2001	\$57.69
11-221-1160-000-230-0000	TAYLOR, JOHN	8/24/2001	\$3,033.62
11-221-1160-000-230-0000	TAYLOR, JOHN	8/24/2001	\$57.69
11-221-1160-000-230-0000	JACKSON, ALANNA	9/21/2001	\$3,420.84
11-221-1160-000-230-0000	JACKSON, ALANNA	10/5/2001	\$3,420.84
			\$4,089,936.85

Selection can be made by selecting various parts of the account number (Selection Criteria). The Employee Information fields that can be used to run queries: Last Name, Social Security No.

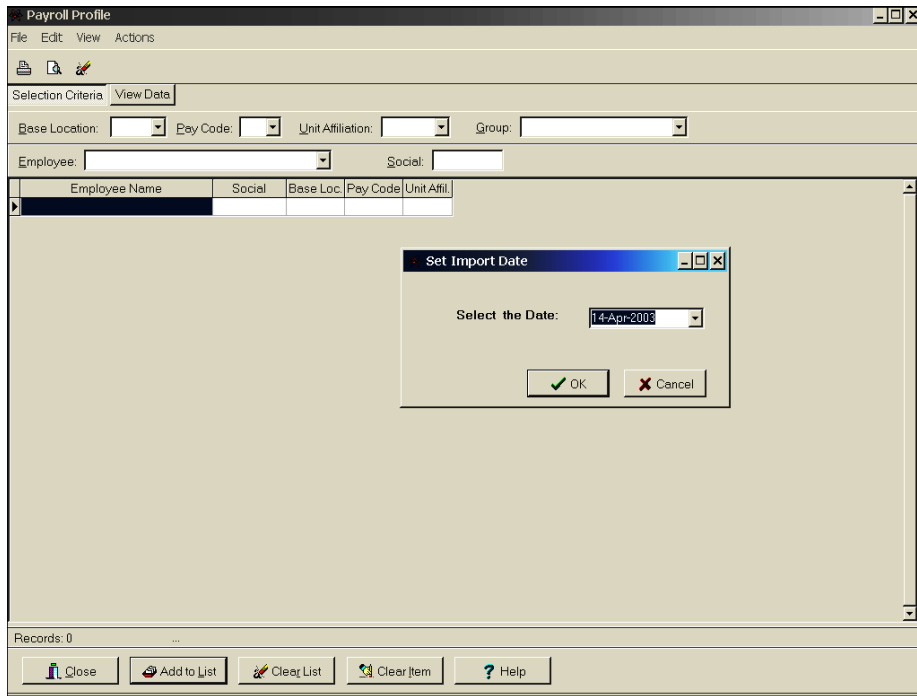
The following fields are shown: Account, Employee Name, Pay Date, and Amount.

Can select Employee by name from drop down menu. Only employees with access to payroll profile have access to social security numbers.

The Distribution Amount Total is shown at the bottom of the screen.

An account number must be selected and the *Actual Detail* tab must be selected in order to view employee information for one account number.

Set Import Date



If you have void checks and you want to download the data from a previous date you can do this so void check information is reflected in the payroll profile.

Actual Detail

A/P Postings

ZZ - Finance Transaction Analysis as of 05/14/2003 1:15:26 AM

File Edit View Format Data Help

221-5200-221-267-0000 TEXTBOOKS/CURR REVU

A/P Postings | Journal & Cash Receipts | Payroll & Fringe Postings | System Postings | Summary

Trans	Posted	Description	Name	PO #	Invoice #	Check Number	Amount
02/21/2003	03/21/2003	TEXTBOOKS/CURR REVU...	HOUGHTON MIFFLIN P...	37876	2305089	379262	\$516.98
02/07/2003	03/28/2003	TEXTBOOKS/CURR REVU...	PEARSON EDUCATION	19917	0517528	379694	(\$479.70)
01/31/2003	02/07/2003	CHECK #375428 VOIDED	PEARSON EDUCATION	11896		375428	(\$4,241.48)
01/16/2003	01/16/2003	TEXTBOOKS/CURR REVU...	PEARSON EDUCATION	11896	6812962	375892	\$4,241.48
01/10/2003	01/10/2003	TEXTBOOKS/CURR REVU...	KENDALL/HUNT 4050 W...	00000		375358	\$6,197.38
01/10/2003	01/10/2003	TEXTBOOKS/CURR REVU...	PEARSON EDUCATION	11896	6812962	375428	\$4,241.48
12/20/2002	12/20/2002	TEXTBOOKS/CURR REVU...	LENTINE'S MUSIC INC	19932	1806540	374864	\$39.00
12/20/2002	12/20/2002	TEXTBOOKS/CURR REVU...	LENTINE'S MUSIC INC	19932	1806541	374864	\$3,540.00
12/20/2002	12/20/2002	TEXTBOOKS/CURR REVU...	LENTINE'S MUSIC INC	19932	1806542	374864	\$2,346.00
12/20/2002	12/20/2002	TEXTBOOKS/CURR REVU...	THE MCGRAW-HILL CO...	42306	E264515	374884	\$928.21
11/22/2002	11/22/2002	TEXTBOOKS/CURR REVU...	PEARSON EDUCATION	19924	6998654	373345	\$3,749.02
11/22/2002	11/22/2002	TEXTBOOKS/CURR REVU...	PEARSON EDUCATION	38575	7292644	373345	\$14,152.35
11/22/2002	11/22/2002	TEXTBOOKS/CURR REVU...	PEARSON EDUCATION	38575	7292645	373345	\$35,997.57
11/01/2002	11/01/2002	TEXTBOOKS/CURR REVU...	HOUGHTON MIFFLIN P...	42231	294234C	371556	\$288.51
11/01/2002	11/01/2002	TEXTBOOKS/CURR REVU...	HOUGHTON MIFFLIN P...	42232	294235C	371556	\$1,355.05
11/01/2002	11/01/2002	TEXTBOOKS/CURR REVU...	HOUGHTON MIFFLIN P...	42233	294238C	371556	\$860.25
11/01/2002	11/01/2002	TEXTBOOKS/CURR REVU...	HOUGHTON MIFFLIN P...	42234	294237C	371556	\$65.47
10/25/2002	10/25/2002	TEXTBOOKS/CURR REVU...	MICRO WAREHOUSE G...	19934	8150101	371262	\$4,323.61
10/25/2002	10/25/2002	TEXTBOOKS/CURR REVU...	MICRO WAREHOUSE G...	19934	8150102	371262	\$336.20
10/11/2002	10/11/2002	TEXTBOOKS/CURR REVU...	D & H DISTRIBUTING CO	19930	1573046	370393	\$7,959.60
09/27/2002	09/27/2002	TEXTBOOKS/CURR REVU...	D & H DISTRIBUTING CO	19926	1511149	369532	\$3,537.60
09/06/2002	09/06/2002	TEXTBOOKS/CURR REVU...	STECK-VAUGHN	23788	8055892	368313	\$26,175.97
							\$367,579.98

Selection Criteria | Actual Detail | Budget Detail | Encumbrance Detail | Requisition Detail | Payroll Detail

Records: 34 14

Close List Help

This screen shows the Transaction Date, posted Date, Description, Name, Purchase Order number, Invoice number, Check Number and Amount.

The Total Amount is shown at the bottom of the screen, along with the total number of records returned from the query.

Journal & Cash Receipts

ZZ - Finance Transaction Analysis as of 05/14/2003 1:15:26 AM

File Edit View Format Data Help

271-5730-744-729-3700 VEHICLE REPAIR PARTS

AP Postings Journal & Cash Receipts Payroll & Fringe Postings System Postings Summary

ST	Trans #	Trans	Description	Amount
ER	019155	02/14/2003	BLUE BIRD BODY/WARRANTY W...	(\$112.50)
ER	019132	01/31/2003	GALLAGHER BASSETT/INSURAN...	(\$1,344.78)
ER	019109	01/17/2003	TRI-COUNTY INTL TRUCKS/REF...	(\$188.10)
ER	018989	11/15/2002	MIDWEST TRANSIT/REIMB	(\$2,700.00)
ER	018894	09/26/2002	MIDWEST TRANSIT/REFUND	(\$700.00)
EJ	209-33	06/30/2002	REV OF JE # OPP-32 6/	(\$16.64)
EJ	209-33	06/30/2002	REV OF JE # OPP-32 6/	(\$48.94)
EJ	209-33	06/30/2002	REV OF JE # OPP-32 6/	(\$59.00)
EJ	209-33	06/30/2002	REV OF JE # OPP-32 6/	(\$70.80)
EJ	209-33	06/30/2002	REV OF JE # OPP-32 6/	(\$85.00)
EJ	209-33	06/30/2002	REV OF JE # OPP-32 6/	(\$135.78)
EJ	209-33	06/30/2002	REV OF JE # OPP-32 6/	(\$25.50)
				(\$5,487.04)

Selection Criteria Actual Detail Budget Detail Encumbrance Detail Requisition Detail Payroll Detail

Records: 12 0.3

Close List Help

This screen lists the journal entries and the cash receipts.

The fields are: Source and Type, Transaction number, Transaction, Description, Amount.

The Total Amount is shown at the bottom of the screen, along with the total number of records returned from the query.

Payroll & Fringe Postings

ST	Trans #	Trans	Description	Amount
P	IG2001	9/7/01		\$1,516.81
P	HX2001	8/24/01		\$4,608.12
P	HJ2001	8/10/01		\$4,608.12
P	G12001	7/27/01		\$5,120.28
P	GM2001	7/13/01		\$4,608.12

\$20,461.45

This screen lists the payroll and fringe postings for an account.

The fields are: Source and Type, Transaction number, Transaction date, Description, and Amount.

The Total Amount is shown at the bottom of the screen, along with the total number of records returned from the query.

Systems Postings

ZZ - Finance Transaction Analysis as of 05/14/2003 1:15:26 AM

File Edit View Format Data Help

402-0002-000-000-0000 ACCOUNTS PAYABLE

AP Postings Journal & Cash Receipts Payroll & Fringe Postings System Postings Summary

ST	Trans #	Trans	Description	Amount
AI	EL2003	05/12/2003	AP INTERFUND POSTING	\$199.50
AI	EL2003	05/12/2003	AP INTERFUND POSTING	(\$293.58)
AI	EL2003	05/12/2003	AP INTERFUND POSTING	\$1,155.88
AI	EI2003	05/08/2003	AP INTERFUND POSTING	\$17,535.43
AI	EH2003	05/08/2003	AP INTERFUND POSTING	(\$130.00)
AI	EH2003	05/08/2003	AP INTERFUND POSTING	(\$1,514.14)
AI	EH2003	05/08/2003	AP INTERFUND POSTING	(\$5,176.37)
AI	EG20...	05/07/2003	AP INTERFUND POSTING	(\$10,671.24)
AI	EG20...	05/07/2003	AP INTERFUND POSTING	(\$877.71)
AI	EG20...	05/07/2003	AP INTERFUND POSTING	(\$742.15)
AI	EE2003	05/05/2003	AP INTERFUND POSTING	(\$277.10)
AI	EE2003	05/05/2003	AP INTERFUND POSTING	(\$2,323.60)
AI	EB2003	05/02/2003	AP INTERFUND POSTING	(\$5,478.58)
AI	EB2003	05/02/2003	AP INTERFUND POSTING	(\$752.09)
AI	EB2003	05/02/2003	AP INTERFUND POSTING	\$16,855.28
AI	EA2003	05/01/2003	AP INTERFUND POSTING	\$10,878.50
AI	EA2003	05/01/2003	AP INTERFUND POSTING	(\$284.43)
AI	EA2003	05/01/2003	AP INTERFUND POSTING	(\$44.46)
AI	D42003	04/30/2003	AP INTERFUND POSTING	(\$185.48)
AI	D42003	04/30/2003	AP INTERFUND POSTING	(\$81.12)
AI	D42003	04/30/2003	AP INTERFUND POSTING	(\$891.00)
				(\$29,598.84)

Selection Criteria Actual Detail Budget Detail Encumbrance Detail Requisition Detail Payroll Detail

Records: 509 1.6

Close List Help

System Postings with a type of "I" (Interfund postings) are shown on this screen. The source can be:

- 'A' ACCOUNTS PAYABLE
- 'E' ACCOUNTS RECEIVABLE
- 'P' PAYROLL
- 'I' INVENTORY

Summary

ZZ - Finance Transaction Analysis as of 05/14/2003 1:15:26 AM

File Edit View Format Data Help

12-101-0210-000-000 CASH HFCC-TUITION

Beginning Balance \$645,867.34

A/P Postings Journal & Cash Receipts Payroll & Fringe Postings System Postings Summary

ST	Trans #	Trans Date	Posted	Description	Amount	Vendor	PO
EJ	030564	03/31/2003	04/07/2003	DET WATER & SEWERAGE-RENTAL	\$315.00		
EJ	030566	03/31/2003	04/07/2003	DET COMMUNITY HS-INVOICE 128	\$9,725.17		
EJ	030567	03/31/2003	04/07/2003	CORPORATE TRAINING	\$2,570.00		
EJ	030568	03/31/2003	04/07/2003	AMER ASSN COMM COLL-GRANT	\$12,500.00		
EJ	030569	03/31/2003	04/07/2003	STATE OF MICH-CHILD CARE	\$254.81		
EJ	030570	03/31/2003	04/07/2003	TRENTON PUBLIC SCHOOLS	\$45,460.00		
EJ	030572	03/31/2003	04/07/2003	FOUNDATION-REVOLVE CR CRD	\$100.00		
EJ	030573	03/31/2003	04/07/2003	HFCC - COIN ORDER	\$500.00		
EJ	030574	03/31/2003	04/07/2003	AMERICAN AXLE-INVOICE 3299	\$7,470.00		
EJ	030575	03/31/2003	04/07/2003	EDS UNIGRAPHICS - INV G2322	\$1,088.00		
EJ	030576	03/31/2003	04/07/2003	EDS UNIGRAPHICS-INV G2322	\$58,808.00		
EJ	030578	03/31/2003	04/07/2003	ED & INST COOP SVC-REFUND	\$249.75		
EJ	030579	03/31/2003	04/07/2003	RICOH	\$22,252.98		
EJ	303-11	03/31/2003	04/04/2003	HFCC CASH TRANSF/MARCH	(\$282,341.26)		
EJ	GR0304	03/24/2003	04/15/2003	03/03 GATEROOM REVENUE	\$2,089.10		
EJ	GR0303	03/04/2003	03/27/2003	03/03 GATEROOM REVENUE	\$1,728.50		
EJ	030492	02/28/2003	04/07/2003	02/03 COPY MACHINES	\$770.85		
EJ	030493	02/28/2003	04/07/2003	02/03 LIBRARY FINES	\$619.50		
EJ	030497	02/28/2003	04/07/2003	02/03 R/A BOOKSTORE	\$533.52		
					(\$6,022,203.62)		

Selection Criteria Actual Detail Budget Detail Encumbrance Detail Requisition Detail Payroll Detail

Records: 694 1.7

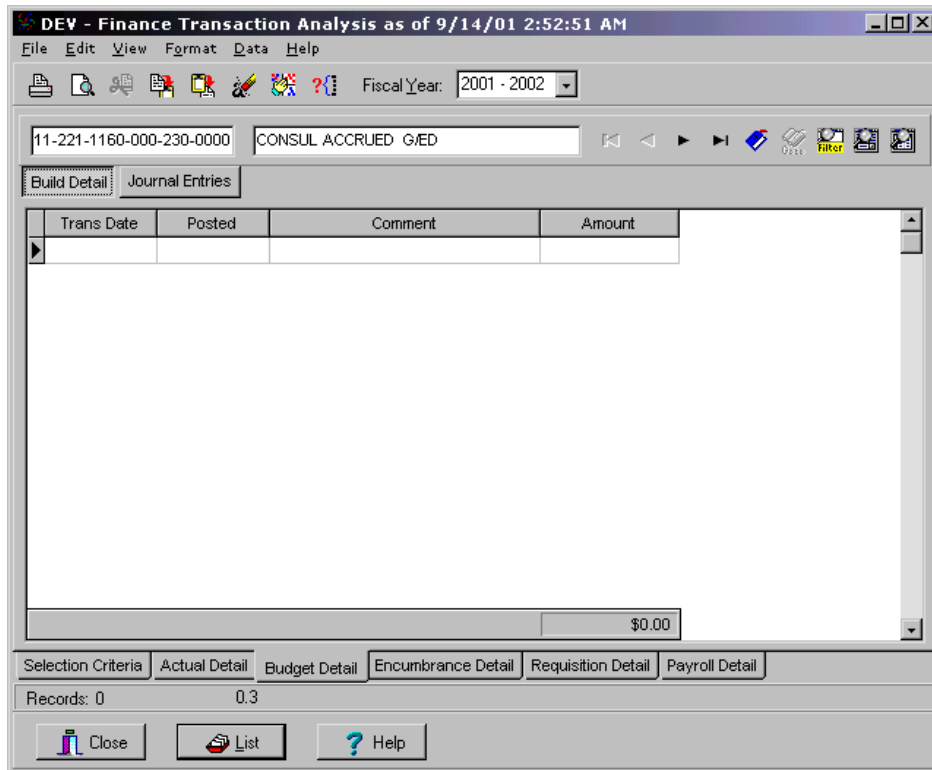
Close Help

This screen lists all of the detail for an account. Included are A/P Postings, Journal & Cash Receipts, Payroll & Fringe Postings and System Postings.

The listed fields are: Source and Type, Transaction number Transaction Date, Posted, Description, Amount, Vendor, Purchase Order, Invoice Number, and Check Number.

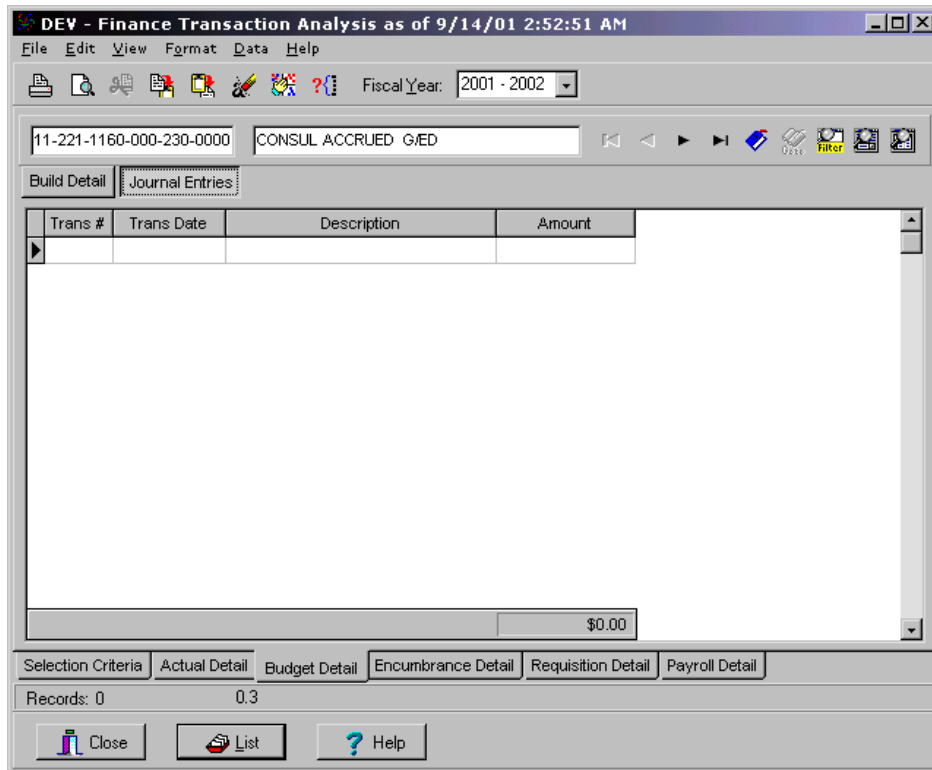
Budget Detail

Build Detail



The listed fields are: Transaction Date, Posted, Comment, and Amount.

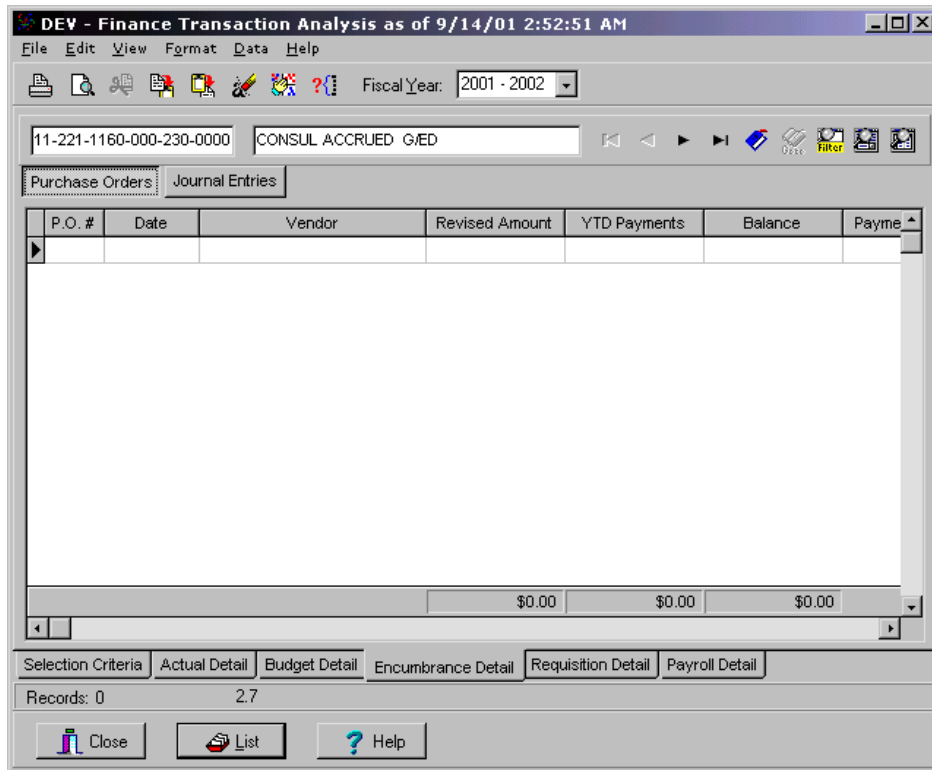
Journal Entries



The listed fields are: Transaction number, Transaction Date, Description, and Amount.

Encumbrance Details

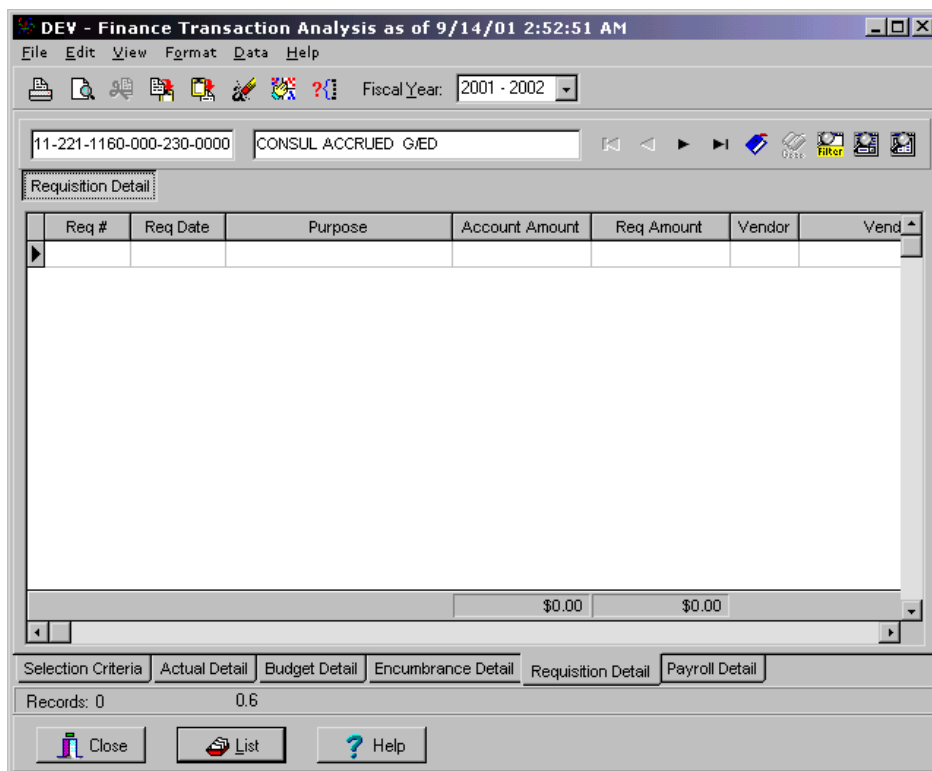
Purchase Orders



The listed fields are: Purchase Order number, Date, Vendor, Revised Amount, YTD Payments, Balance, Payments, and Status.

(Journal Entries – This option is currently not available)

Requisition Detail



The listed fields are: Requisition number, Requisition Date, Purpose, Account Amount, Requisition Amount, Vendor, Vendor Name, Purchase Order number, Status, and Description.

Payroll Detail

DEV - Finance Transaction Analysis as of 12/4/2002 11:44:20 AM

File Edit View Format Data Help

11-221-1160-000-230-0000 CONSUL ACCRUED G/ED

Pay Date: Between 7/1/2001 & 6/30/2002

Payroll Detail

Date	Employee	Check #	Amount	Position
11/16/2001	JACKSON, ALANNA		\$3,420.84	
11/16/2001	TAYLOR, JOHN		\$1,516.81	
11/2/2001	JACKSON, ALANNA		\$3,420.84	
11/2/2001	TAYLOR, JOHN		\$1,516.81	
10/19/2001	JACKSON, ALANNA		\$3,420.84	
10/19/2001	TAYLOR, JOHN		\$1,516.81	
10/5/2001	JACKSON, ALANNA		\$3,420.84	
10/5/2001	TAYLOR, JOHN		\$1,516.81	
9/21/2001	JACKSON, ALANNA		\$3,420.84	
9/21/2001	TAYLOR, JOHN		\$1,516.81	
9/7/2001	TAYLOR, JOHN		\$1,516.81	
8/24/2001	TAYLOR, JOHN		\$3,033.62	
			\$45,149.70	



Selection Criteria Actual Detail Budget Detail Encumbrance Detail Requisition Detail Payroll Detail

Records: 24 1.7

Close List Help

The listed fields are: Date, Employee, Check number, Amount, and Position.

Printing Data

- Click the Print button  (or on the menu, click **File | Print**) or use the Print Preview button  to view the report on the screen. If you then want to print the report click the print button.

Report1 - AnalysisSelectLedger

1 of 7+ Total:3268 100% 3268 of 3268



Preview

12:10:16PM 7/21/00

Woodhaven
Select Ledger Report

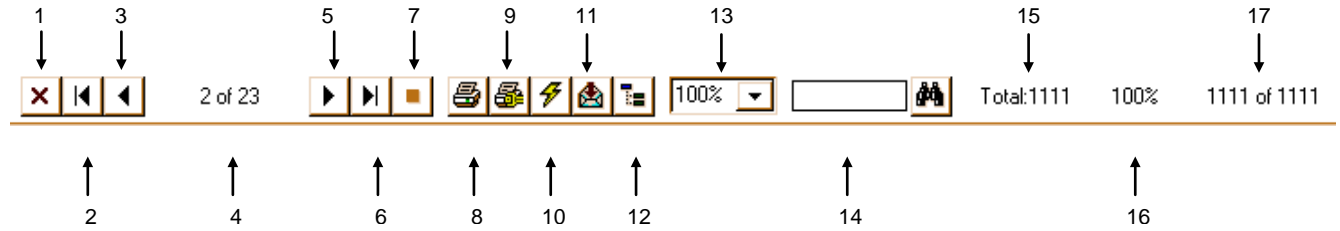
Page 1 of 63

Account	Description	Responsibility	T. Budgeted	YTD Actual	YTD Encum	Req Res	Rem. Balance
10-111-0000-000-000-0001	CURRENT TAX-WD CITY	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-111-0000-000-000-0002	CURRENT TAX-BR TWP	ADM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-111-0000-000-000-0003	CURRENT TAX-F R	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-111-0000-000-000-0004	CURRENT TAX-HURON	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-111-0000-000-000-0005	CURRENT TAX-ROMULUS	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-111-0000-000-000-0006	CURR TAX-ND ENH IFT	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-118-0000-000-000-0000	TRAILER PARK TAX	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-119-0000-000-000-0000	INTEREST ON DELQ TAX	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-119-0002-000-000-0000	COLLECT-DELINQ TAXES	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-119-0003-000-000-0000	COLLECT-PRYR TAXES	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-131-0000-000-000-0000	REG LOCAL TUITION	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-132-0000-000-000-0000	ADULT ED TUITION	ADC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-132-0100-000-000-0000	ADULT ED ENRICH-TUIT	ADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-132-0300-000-000-0000	VOLLEYBALL REGISTRTRN	ADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-132-0400-000-000-0000	BOOK DEPOSITS-ADED	ADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-132-0500-000-000-0000	FORD PROG CURR	ADF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-132-0230-000-000-0000	FORD PROG CURR YR	ADF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-132-0400-000-000-0000	COMM ED SWIM CLUB	ADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-132-0700-000-000-0000	YOUTH ENRICH TUITION	ADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-133-0000-000-000-0000	SUMMER SCH TUITION	SUM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-140-0000-000-000-0000	FIELD TRIP	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-150-0000-000-000-0000	INTEREST ON INVESTMT	ADM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-150-0001-000-000-0000	INT-SCHOOL FUND	ADM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-150-0002-000-000-0000	INT GF CHECKING	ADM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-150-0004-000-000-0000	INTEREST-PIA	ADM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-150-0005-000-000-0000	INT-TAX COLLECTION	ADM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-150-0006-000-000-0000	INT-TAX NOTE	ADM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-150-0007-000-000-0000	INT-PAYROLL ACCT	ADM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-150-0009-000-000-0000	INT-GEN TRUST-BANK I	ADM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-191-0000-000-000-0000	BUILDING RENTAL	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-191-0001-000-000-0000	FARM LAND RENTAL	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-192-0000-000-000-0000	CONTRIBUTIONS LOCAL	@@@	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Click the Print button  to print the report. If changes need to be made to the setup of the printer, press the print setup button  and make the necessary changes.

The functions for all of the buttons on the Print Navigation Bar are listed on the next page.



Print Navigation Bar

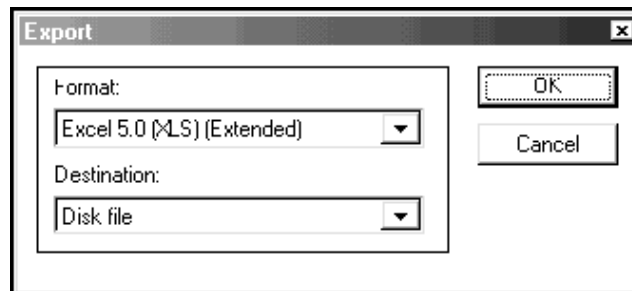


<ol style="list-style-type: none"> 1. Close Print Screen 2. Go to First Page 3. Go to Previous Page 4. Page X of Y 5. Go to Next Page 6. Go to Last Page 7. Cancel reading record 8. Print 9. Print Setup 	<ol style="list-style-type: none"> 10. Refresh data 11. Export 12. Toggle group tree 13. Change zoom 14. Find 15. Total records 16. View Magnification 17. Record X of Y
--	--

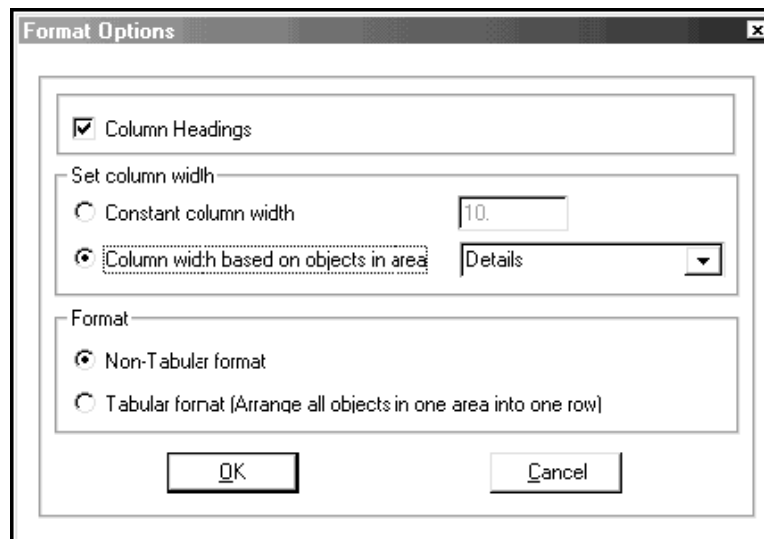
Exporting Data to an Excel Spreadsheet

Once the report data has been selected from the Selection Criteria, the data can be exported to an Excel spreadsheet.

1. Click the Print preview button  (or on the menu, click **File | Print Preview**). A print preview of the report will come up on the screen.
2. Click the Export button  on the menu bar and the Export box will appear.
3. Select **Excel 5.0 (Extended)** under *Format*; select **Disk File** under *Destination* via a drop-down menu. Choosing the Excel 5.0 Extended option will allow you to select specific exporting options.



4. The Format Options settings should be the same as those shown below.

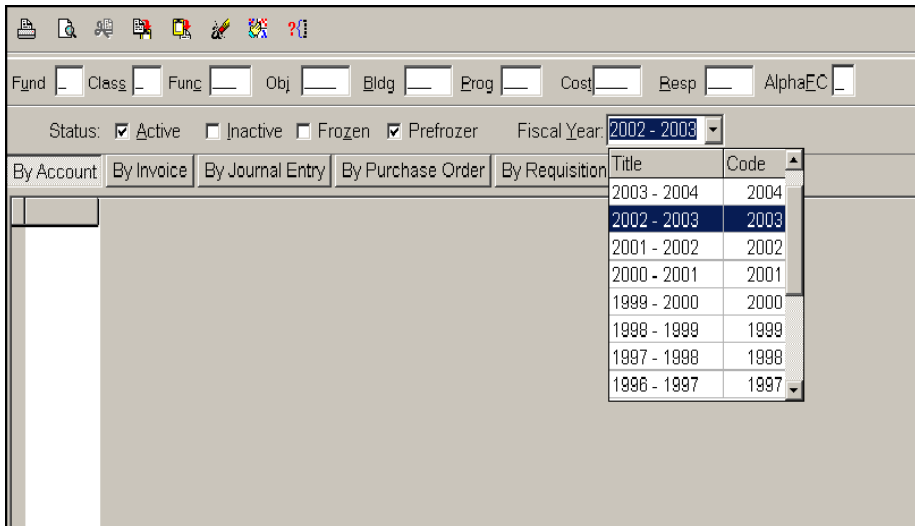


5. Once the records have been exported, a dialog box will appear, showing you the record count. The file can now be opened in Microsoft Excel under the path.
6. Choose the path and filename where the file should be saved.

Managing Previous Year Data

The SMART application provides a way to store up to five (5) years worth of information in the database.

1. To view a different year's data, just use the fiscal year drop-down on the menu bar.



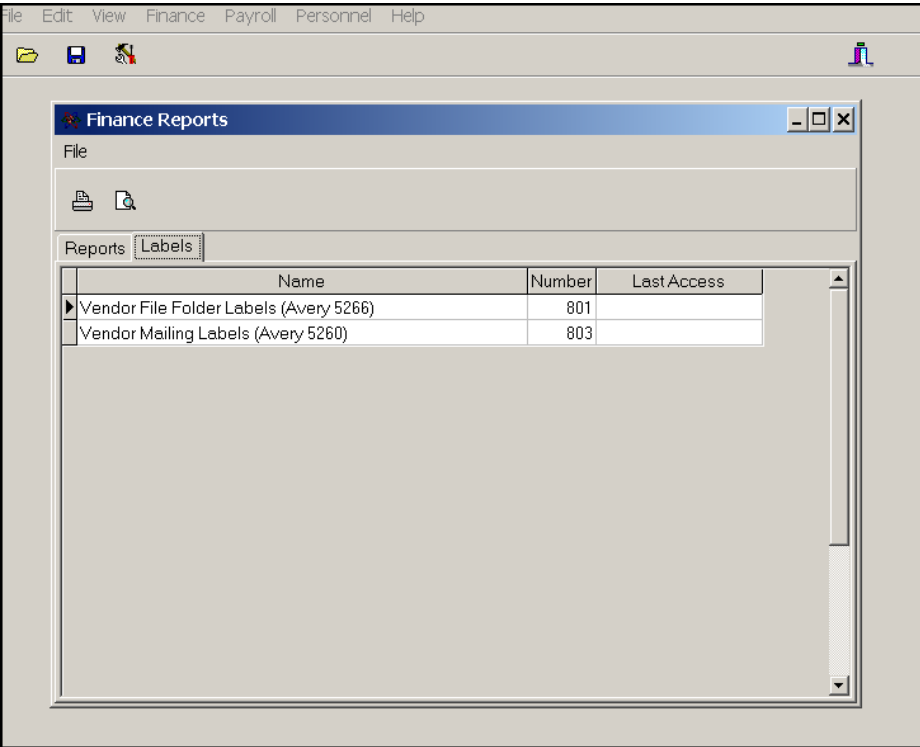
2. The years that are available to your district are displayed on the fiscal year drop-down menu. Choose the year of the data you want displayed.

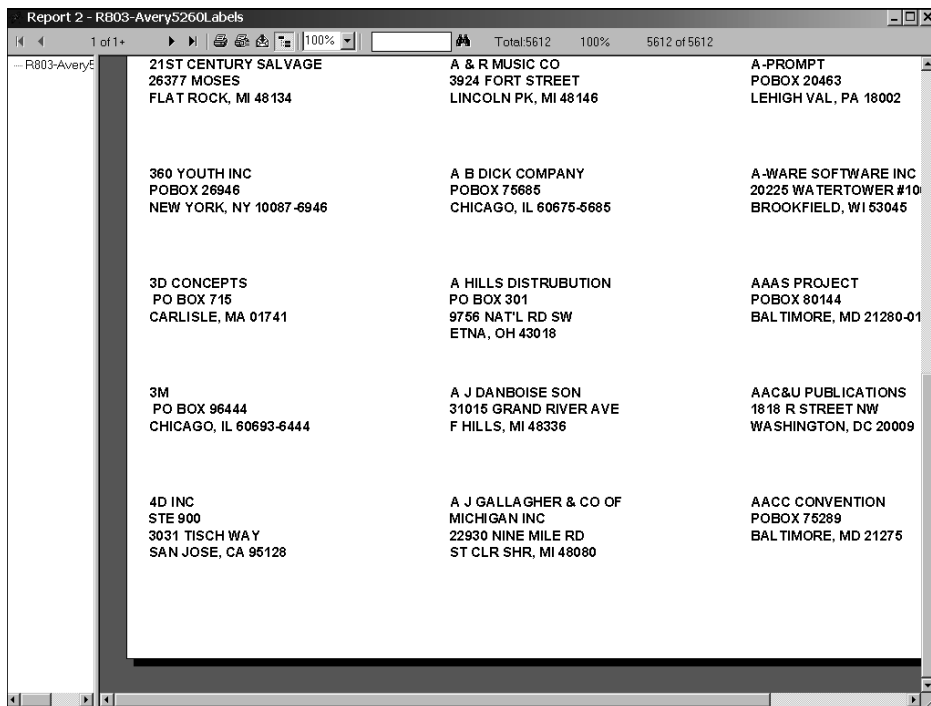
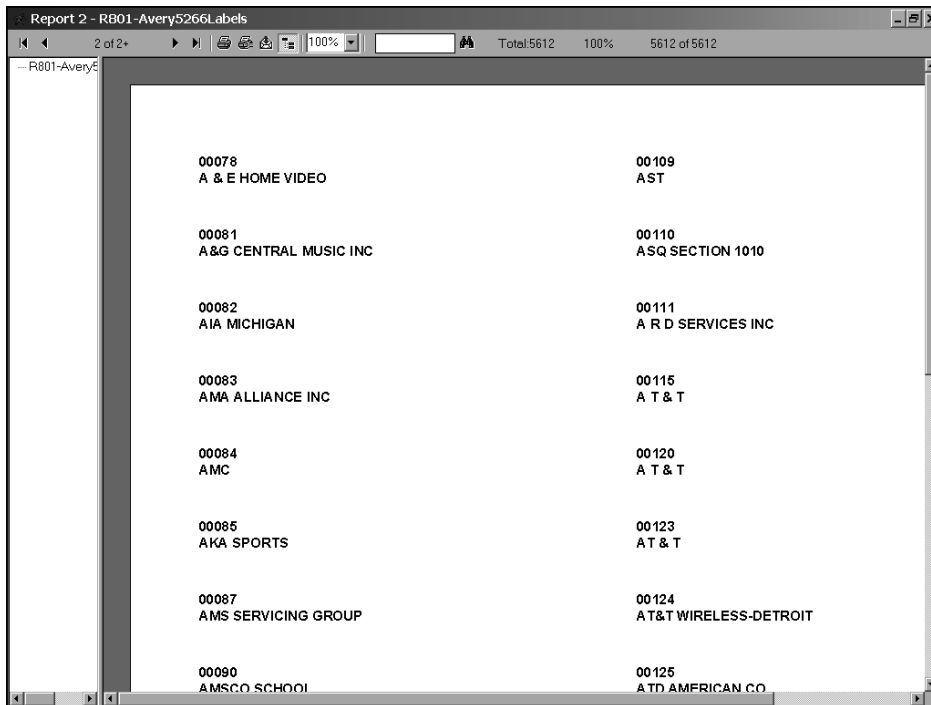
Vendor Labels

Labels are available of active vendors for mailing or for file folders.

To print Labels choose

- 1) Finance
- 2) Reports
- 3) Click on Labels tab
- 4) Choose Vendor File Folder Labels (Avery 5266) or
- 5) Choose Vendor Mailing Labels (Avery 5260)
- 6) Double click, or choose view to see the print preview



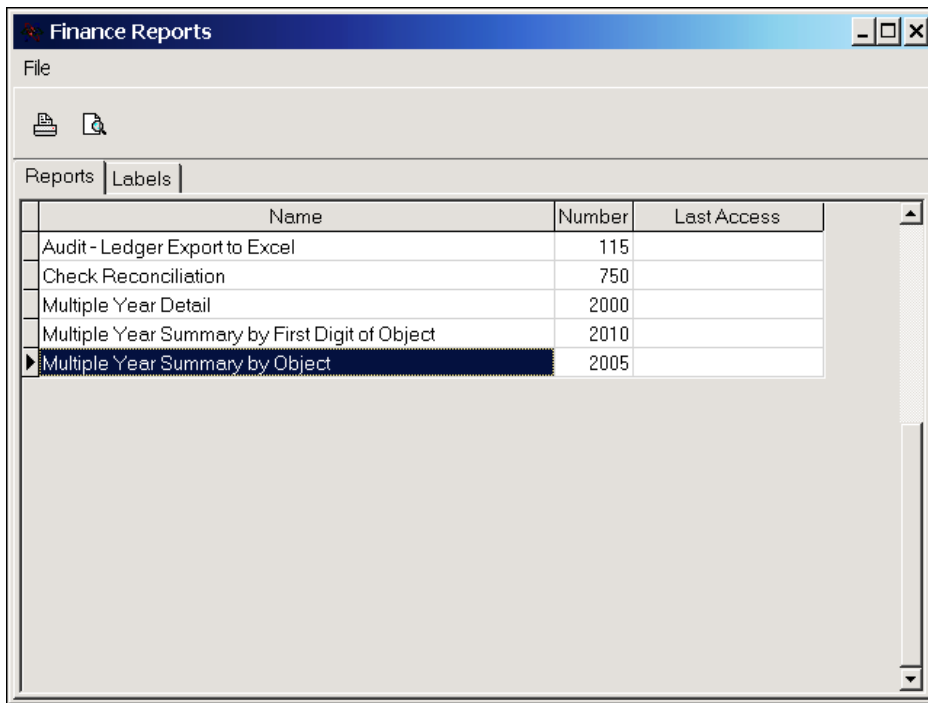


After labels are loaded in the printer press the print Icon button to print your labels.

Reports

There are various reports that are available thru SMART. From the Main Menu Choose:

1. Finance
2. Reports

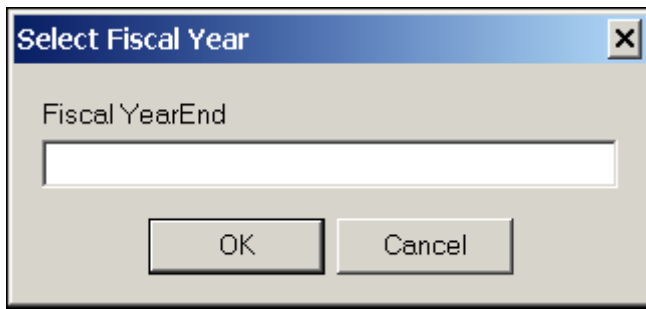


The screenshot shows a window titled "Finance Reports" with a menu bar containing "File". Below the menu bar are two icons: a printer and a magnifying glass. There are two tabs: "Reports" (selected) and "Labels". The main area contains a table with three columns: "Name", "Number", and "Last Access". The table lists five reports, with "Multiple Year Summary by Object" selected.

Name	Number	Last Access
Audit - Ledger Export to Excel	115	
Check Reconciliation	750	
Multiple Year Detail	2000	
Multiple Year Summary by First Digit of Object	2010	
Multiple Year Summary by Object	2005	

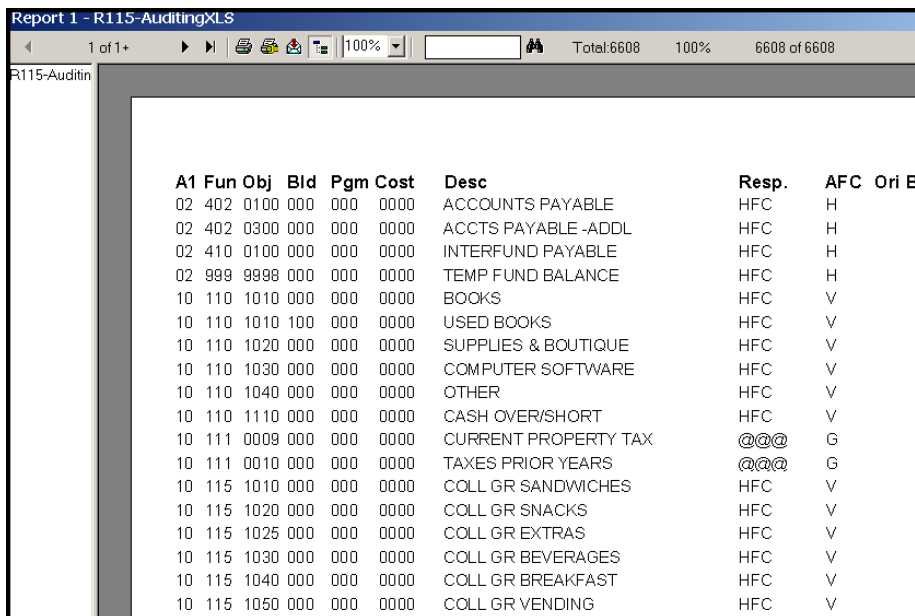
Audit - Ledger Export to Excel – Report 115

This report will give you all the accounts from your ledger so you export the accounts necessary for you to prepare your audit to excel. When selecting this report it will ask you for the year.



A dialog box titled "Select Fiscal Year" with a close button (X) in the top right corner. It contains a text input field labeled "Fiscal YearEnd" and two buttons at the bottom: "OK" and "Cancel".


A report will be generated



A screenshot of a report window titled "Report 1 - R115-AuditingXLS". The window shows a table of ledger data with columns: A1, Fun, Obj, Bld, Pgm, Cost, Desc, Resp., AFC, Ori, Bu. The data includes various account types like ACCOUNTS PAYABLE, INTERFUND PAYABLE, and COLL GR SANDWICHES.

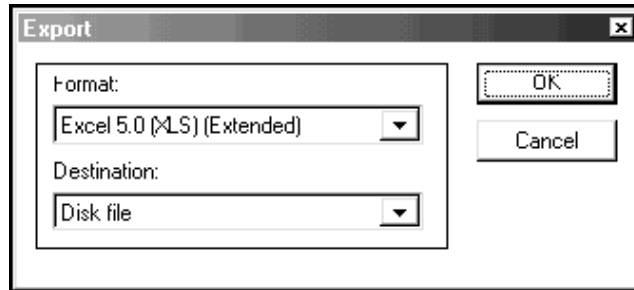
A1	Fun	Obj	Bld	Pgm	Cost	Desc	Resp.	AFC	Ori	Bu
02	402	0100	000	000	0000	ACCOUNTS PAYABLE	HFC	H		
02	402	0300	000	000	0000	ACCTS PAYABLE -ADDL	HFC	H		
02	410	0100	000	000	0000	INTERFUND PAYABLE	HFC	H		
02	999	9998	000	000	0000	TEMP FUND BALANCE	HFC	H		
10	110	1010	000	000	0000	BOOKS	HFC	V		
10	110	1010	100	000	0000	USED BOOKS	HFC	V		
10	110	1020	000	000	0000	SUPPLIES & BOUTIQUE	HFC	V		
10	110	1030	000	000	0000	COMPUTER SOFTWARE	HFC	V		
10	110	1040	000	000	0000	OTHER	HFC	V		
10	110	1110	000	000	0000	CASH OVER/SHORT	HFC	V		
10	111	0009	000	000	0000	CURRENT PROPERTY TAX	@@@	G		
10	111	0010	000	000	0000	TAXES PRIOR YEARS	@@@	G		
10	115	1010	000	000	0000	COLL GR SANDWICHES	HFC	V		
10	115	1020	000	000	0000	COLL GR SNACKS	HFC	V		
10	115	1025	000	000	0000	COLL GR EXTRAS	HFC	V		
10	115	1030	000	000	0000	COLL GR BEVERAGES	HFC	V		
10	115	1040	000	000	0000	COLL GR BREAKFAST	HFC	V		
10	115	1050	000	000	0000	COLL GR VENDING	HFC	V		

Once the report data has been selected from the Selection Criteria, the data can be exported to an Excel spreadsheet.

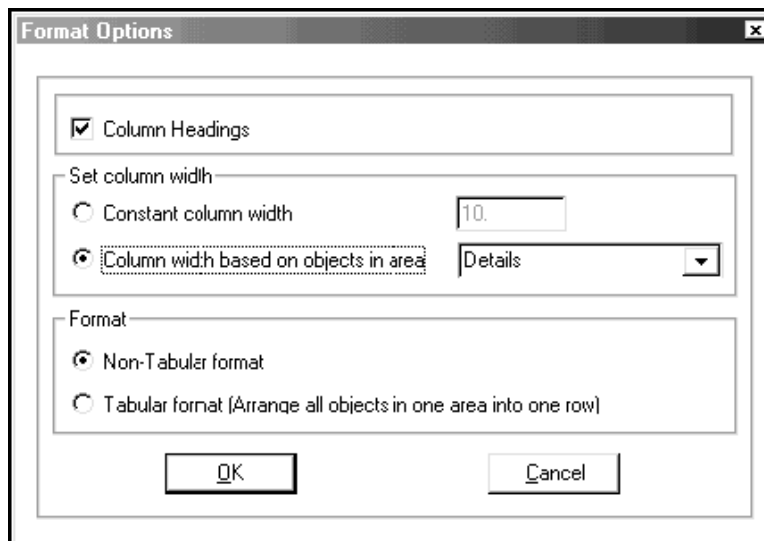
Click the Print preview button  on the menu, click **File | Print Preview**). A print preview of the report will come up on the screen.

Click the Export button  the menu bar and the Export box will appear.

Select **Excel 5.0 (Extended)** under *Format*, select **Disk File** under *Destination* via a drop-down menu. Choosing the Excel 5.0 Extended option will allow you to select specific exporting options.



The Format Options settings should be the same as those shown below.



Once the records have been exported, a dialog box will appear, showing you the record count. The file can now be opened in Microsoft Excel under the path.

Microsoft Excel - auditing.xls

File Edit View Insert Format Tools Data Window Help

A5 = 02

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4	A1	Fun Obj	Bld	Pgm	Cost	Desc	Resp.	AFC	Ori Budget	True Budget	YTD Act	
5	02	402 0100	000	000	0000	ACCOUNTS PAYABLE	HFC	H	0.00	0.00	(14,726.50)	
6	02	402 0300	000	000	0000	ACCTS PAYABLE -ADDL	HFC	H	0.00	0.00	(55,871.24)	
7	02	410 0100	000	000	0000	INTERFUND PAYABLE	HFC	H	0.00	0.00	71,583.79	
8	02	999 9998	000	000	0000	TEMP FUND BALANCE	HFC	H	0.00	0.00	(89,591.91)	
9	10	110 1010	000	000	0000	BOOKS	HFC	V	0.00	0.00	(3,140,418.22)	
10	10	110 1010	100	000	0000	USED BOOKS	HFC	V	0.00	0.00	(1,043,368.83)	
11	10	110 1020	000	000	0000	SUPPLIES & BOUTIQUE	HFC	V	0.00	0.00	(633,930.74)	
12	10	110 1030	000	000	0000	COMPUTER SOFTWARE	HFC	V	0.00	0.00	(52,932.54)	
13	10	110 1040	000	000	0000	OTHER	HFC	V	0.00	0.00	(4,014.62)	
14	10	110 1110	000	000	0000	CASH OVER/SHORT	HFC	V	0.00	0.00	(6,818.49)	
15	10	111 0009	000	000	0000	CURRENT PROPERTY TAX	@@@	G	0.00	-53,828,431.00	(53,834,292.85)	
16	10	111 0010	000	000	0000	TAXES PRIOR YEARS	@@@	G	0.00	-110,000.00	(109,844.29)	
17	10	115 1010	000	000	0000	COLL GR SANDWICHES	HFC	V	0.00	0.00	(55,377.90)	

You can open the excel file and do any calculations necessary.

Check Reconciliation – Report 750

Check Date: From 04/01/2002 To 04/30/2002

Check Number From [] To []

OK Cancel

Today: 10/15/2003

When you select Check Reconciliation you can select by check date of check number. The Check Date has a drop down menu that takes you to a calendar to choose the date.

Report 1 - R750-CheckReconciliation

1 of 32 Total:1776 100% 1776 of 1776

R750-Checkl

10/15/2003 8:36:36AM

ZZ Test (DB) (Apps2) Rpt 750

Check Reconciliation Report

CheckNum	CheckDate	Amount	Vendor No.	VendorSearchName
350920	04/05/2002	\$-400.00	05547	BEI ASSOCIATES INC ARCHITECTS & EN
356143	04/05/2002	\$-175.00	55535	TRAVEL TECHNOLOGY GROUP
356476	04/05/2002	\$-619.98	26185	HENRY FORD ELEMENTARY
357217	04/05/2002	\$-2,150.00	30770	HOLLY CEMENT CO INC
357278	04/05/2002	\$-104.88	37730	MALECKI MUSIC INC
357386	04/05/2002	\$-1,753.36	53630	STATE OF MICHIGAN DEPT OF MNGMNT
357936	04/05/2002	\$-50.00	MSC13	MISC SERVICES

Multiple Year Detail – Report 1000

Report 2000 Options

General Fund Code AccountClass Function Object

Selected Year

First: 2002

Second: 2003

Month Range

Begin: Jul

End: Jun

OK Cancel

Select the years and the month range

Report 2000 Options

General Fund Code AccountClass Function Object

Available Selected

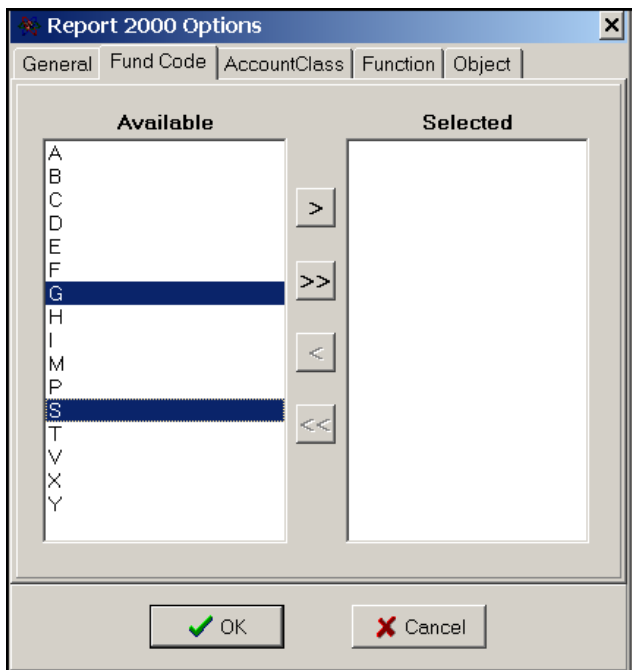
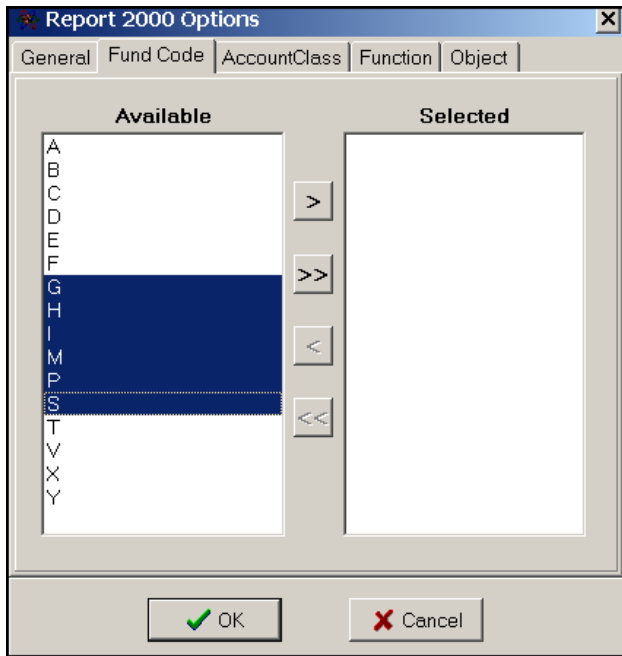
A
B
C
D
E
F
G
H
I
M
P
S
T
V
X
Y

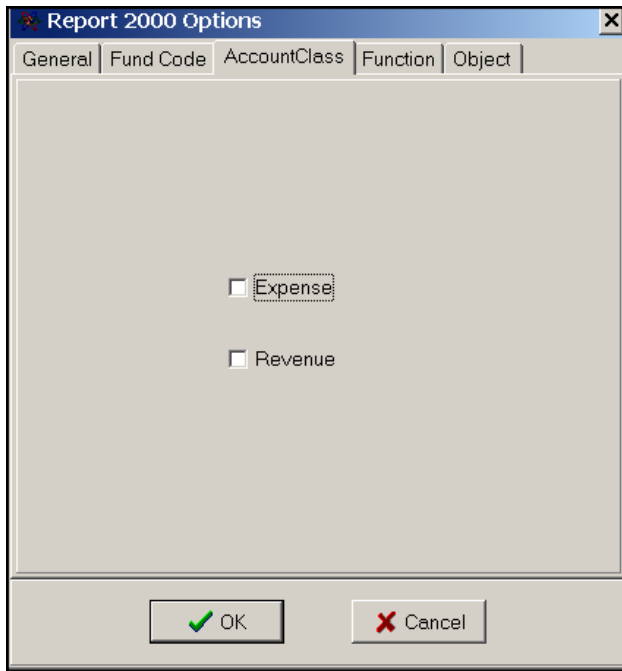
> >> < <<

OK Cancel

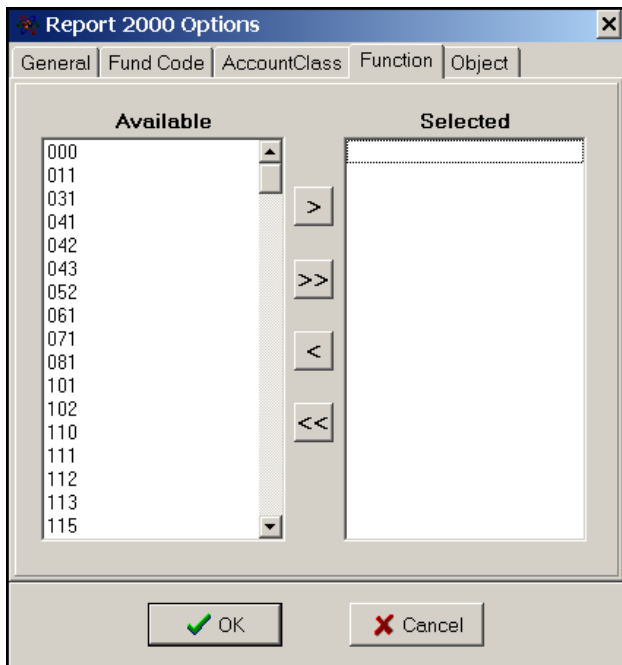
You can select one fund code by double clicking that fund letter or by highlighting the fund and pressing the “>” to move to the selected side of the box. To select all accounts press the “>>”

(the add all button) and all the accounts will move to the selected side. You can highlight contiguous funds by selecting a range and then clicking the add all button or you can select no contiguous by holding the control key and selecting different funds.

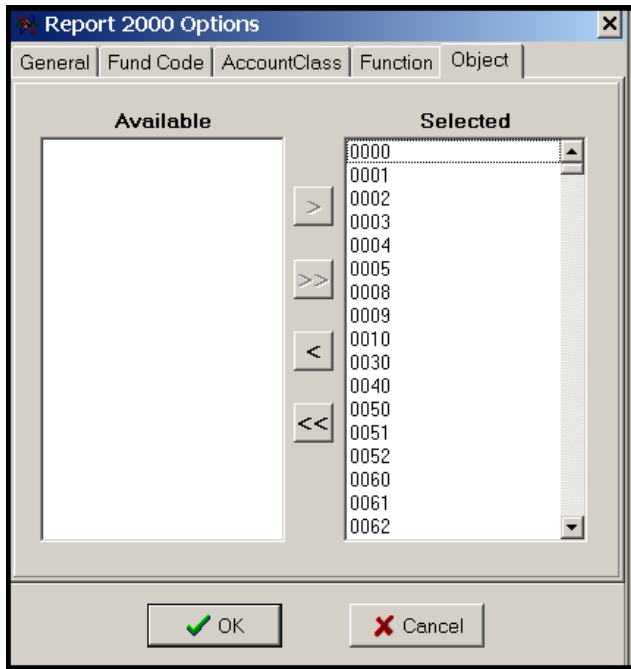




You can select expense accounts or revenues or both



You can select all or some functions



You can select all object codes by pressing the select all button
 To remove object codes press the remove 1 or all button "<" for one or "<<" to remove all the selected object codes. After all the screens are filled in, press the OK button and you will see the following report:

Report 1 - R2000-BudActDetailComparison

1 of 2 | Total:35 | 100% | 35 of 35

Rpt 2000 Page 1 of 2

ZZ Test (DB) (Apps2)
Budget/Actual Detail Comparison Report
 Report for 2001 to 2002

Object Code	First Year			Second Year			Bud % Chg	Act % Chg	Alpha Fund Code	Acct Class
	Budget	Actual	Budget %	Budget	Actual	Budget %				
3210	\$4,500.00	\$0.00	0.0	\$590.00	\$0.00	0.0	-86.9	0.0	G	1
3210	0.00	0.00	0.0	0.00	39.90	0.0	0.0	0.0	G	1
3210	0.00	56.38	0.0	0.00	0.00	0.0	0.0	-100.0	G	1
3210	0.00	29.87	0.0	0.00	0.00	0.0	0.0	-100.0	G	1
3210	0.00	56.24	0.0	0.00	442.21	0.0	0.0	686.3	G	1
3210	0.00	48.89	0.0	0.00	0.00	0.0	0.0	-100.0	G	1
3210	0.00	338.92	0.0	0.00	0.00	0.0	0.0	-100.0	G	1
3210	0.00	208.66	0.0	0.00	0.00	0.0	0.0	-100.0	G	1
3210	0.00	95.73	0.0	0.00	236.51	0.0	0.0	147.1	G	1
3210	0.00	0.00	0.0	0.00	122.93	0.0	0.0	0.0	G	1
3210	0.00	6.76	0.0	0.00	0.00	0.0	0.0	-100.0	G	1
3210	0.00	0.00	0.0	0.00	33.55	0.0	0.0	0.0	G	1
	\$4,500.00	\$841.45		\$590.00	\$875.10					
3220	11,400.00	395.00	3.5	0.00	0.00	0.0	-100.0	-100.0	G	1
3220	0.00	3,718.36	0.0	0.00	699.34	0.0	0.0	-81.2	G	1

