# Welcome to Exploring the Palm Tree QCC Version of QSS



Palm Tree is the Icon that should be installed on your computer. If you don't have this Icon, then please know that EIT will be installing it for everyone that needs access to QSS Financial System.



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FINANCIAL ACTIVITY REPORT WRITER (FARSUB) WINDOW41

# INTRODUCTION

This manual will cover the following areas on the Palm Tree Menu:



Purpose: Helps you look up accounts by entering all or part of an account code string, or a sequence of account code strings.

The Account Lookup window allows you to look up accounts with a wild card search or an advanced search.

List the selected accounts and display a summary of their budgetary activity.

FINANCE JOB MENU; Finance Job Menu

Purpose: Helps you to pull various reports.

Financial Activity Report Writer window provides a detailed listing of financial activity by object.

Financial Summary Report Writer Window summarizes financial activity by object for any date range during the fiscal year.

PRINT MANAGER 👹	Print Manager (LSPOOL)
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Purpose: Helps you print out reports generated.

Reports submitted to be printed from the Finance Job Menu are listed and stored until deleted.

You can select from the list which reports to print out.

# Login & Password Instructions

Let us get started on exploring Palm Tree!!



On the Login Screen you will be prompted to enter your User Name and the Password. If you don't have your user name or password then a request should be sent to technology department.

Once you are logged in, the following screen will appear and from there we will select Account Lookup

# **ACCOUNT LOOKUP**

## Lookup Tab

Use this tab to do basic look-ups of accounts that match an entered account mask.



# Please click once and you will see the following account lookup screen.



MENU COMMAND	ICON	KEYBOARD	DESCRIPTION				
<u>O</u> ptions   <u>S</u> earch for Accounts	<b>ຈ</b>	F3	Start the search for accounts based on the account mask in the Lookup tab or the Advanced Search tab.				
<u>O</u> ptions   <u>R</u> eturn Account	0	F2	Paste the account selected in the Lookup tab into the window that you were using when you opened the GL Account Lookup window.				
<u>O</u> ptions   Grid <u>O</u> utput	#	SHIFT+F11	Export the accounts displayed in the Lookup tab into a grid. The grid allow you to save the accounts to a delimited file, PDF file, Word document, or Excel spreadsheet.				
<u>O</u> ptions   <u>F</u> irst Page	I	SHIFT+F5	Jump to the first page of accounts on the Lookup tab.				
<u>O</u> ptions   <u>P</u> revious Page	4	F5	Go to the previous page of accounts on the Lookup tab.				
<u>O</u> ptions   <u>N</u> ext Page		F6	Go to the next page of accounts on the Lookup tab.				
<u>O</u> ptions   <u>L</u> ast Page	<b>FI</b>	SHIFT+F6	Jump to the last page of accounts on the Lookup tab.				
Options   <u>C</u> ancel Execution		CTRL+F2	Stop the current search, report creation, or other process. This icon turns red while the process is going. You can click the icon to stop a process that is taking a long time.				
<u>O</u> ptions   <u>S</u> ave Preset		F9	Open a Preset Maintenance - Save dialog box that allows you to save the search as a preset.				
<u>Options   G</u> et Preset	2	F4	Open a Preset Maintenance - Retrieve dialog box that allows you to retrieve a preset for a saved search.				
<u>O</u> ptions   <u>A</u> ccount Maintenance	Ĩ	F7	Open a Account Maint window that allows you to add accounts and change the descriptive information for existing accounts.				
<u>O</u> ptions   <u>W</u> ildcard Search for Activity	*	F8	Create an Account Activity report for the entire set of accounts located by the current search.				
<u>O</u> ptions   Display Account <u>I</u> nfo	_	CTRL+A	Create an Account Summary report for the account in the Loo <u>k</u> up tab selected with the <u>upointer</u> .				
<u>O</u> ptions   Display Account A <u>c</u> tivity		CTRL+D	Create an Account Activity report for the account in the Lookup tab selected with the J pointer.				
<u>O</u> ptions   P <u>r</u> int Screen		F11	Print a graphic image of the current window on the default Windows printer for your PC.				

# All these lcons can be used only if they are displayed in color and not grayed out.

# **Searching for Accounts Using Lookup**

- In the Search by area, select how to search for account
- For the account search by single account mask please select Lookup.
- Enter your search criteria in the Account Search box. You can either enter the whole budget string or you could just enter only Fund, Resource, School and the Manager Code. This will display results for the entire resource and if you enter only enter entire budget string then results for only that budget string will be displayed.
- Once the account code / budget string is entered, click on the it up.

I GL Account Lookup	22 - HAYWARD USD	QSS/OASIS	
File Options Help+Video			
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Lookup     Advanced Search			
Search by         District         Year         Fd         Resc           ○ Account         ?         22         15         01.0000	Y Objt Sch Goal Func Mng Lo ?????.015.????.001.???	Show GL Columns to show GL View O All O Minimal	

## The following results will be displayed once you click on



#### Page **9** of **44**

CLAssauch asium						Check inform	boxes for dis ation or acco	splaying sumi ount details a v	mary and or		
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5398 Accts F	Read, 27 Accts	Qualified, 27 Ex	pense Accts								
	dvanced Search	1									
Search by Account Advanced	District ? 22 ▼	Year Fd Resc Expense S	Y Objt Sc ummary ar	nd Reve	Func Mn enue Sur	g Lo nmary for	Show	V Summary SI V Accounts GL V N Accounts Only	now GL Columns t iew C All C	oshow ard C GL Minimal	
Expense Sumn	nary	selected a	ccounts.								
Buc	dget:	24,153.66	24,415 00		24,416.00						
Exp	ense:	16,063.83	- < -								
Per	nding:	.00	•								
Encumb	pered:	2,491.10			Open ac	counts only		unt Infor	nation D	atail	
Total Comm	ited:	18,554.93								ctan	
Bala	ince:	5,598.73	5,861.07		5,861.07						
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2 01	.0000.0.1228	.015.1110.3140	0.001.000	0		28.50	28.50	.00	.00	28.50	
3 01	.0000.0.2225	.015.9306.820	0.001.000	0		.00	.00	.00	.00	.00	
4 01	.0000.0.2928	.015.1110.270	0.001.000	0		813.51	813.51	.00	.00	813.51	
5 01	.0000.0.3101	.015.1110.3140	0.001.000	0		2.53	2.53	.00	.00	2.53	
6 01	.0000.0.3202	.015.1110.270	0.001.000	0		95.76	95.76	.00	.00	95.76	i .
7 01	.0000.0.3302	.015.1110.270	0.001.000	0		49.22	49.22	.00	.00	49.22	2
	.0000.0.3311	.015.1110.3140	0.001.000	0		.41	.41	.00	.00	.41	
8 01											

## Selecting a View

~	Show Summary	🖂 Show GL
	Show Accounts	GL View
	Open Accounts O	nly

Check boxes on the Lookup tab for selecting Show Summary, Show Accounts or Open Accounts Only.

The Show Summary view displays a summary of expenses and revenues for the accounts you have selected.

Please see the results for the Show Summary view.

3	GL Account Lookup			22 - 1	HAYWARD USD	
Fi	le Options Help+Vide	0				
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25	5689 Accts Read, 27 Ac	cts Qualified, 27	Expense Accts			
	Lookup	ch				
	Search by Distri Account ? 22	ict Year Fd Re 15 01.00	sc Y Objt Sch G 00.?.???.015.?	oal Func Mng :	Lo ??? ▼	Show Summary Show GL Show Accounts GL View Open Accounts Only
	Expense Summary	Working	Revised	Approved		
	Budget:	24,153.66	24,416.00	24,416.00		
1	Expense:	16,356.27				
	Pending:	.00				
	Encumbered:	2,840.04				
	Total Commited:	19,196.31				
	Balance:	4,957.35	5,219.69	5,219.69		

#### The Expense Summary displays -

Budget: The year-to-date budget totals the accounts that you have selected

*Expense:* The total for actual expenses for accounts payable, payroll and other expenses posted to the general ledger.

**Pending:** Expenses that are set up to be paid.

**Encumbered:** Funds set aside for future payments against purchase orders. Most of the time we also encumber the projected cost of salaries and benefits for the balance of the fiscal year.

Total Committed: The total amount of funds already expensed and encumbered.

**Balance:** Difference between Budget and Total Committed.

## Summary View

Make sure all three boxes are checked. This is the standard screen that will display the summary and the balances in each column heading (mentioned above) for each account string.

•	Show Summary	
$\overline{\checkmark}$	Show Accounts	Gl
$\overline{\mathbf{v}}$	Open Accounts O	nly

Results of the Selection:

🦈 GL Account Lookup						22 - HAYWARD USD				QSS/OASIS		
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Look	kup   Advanced Se	arch										
Search	h by						E Sho	a Summaru 🗖 Si	how GL Columns t	o show		
Acc	ount Dis	trict Year Fol 1	Resc Y Objt Sch	Goal	Func Mn	g Lo	Sho	w Accounts GLN	iew   @ Standa	rd C GL		
C Adv	anced 1	• [15 ]01.	0000.9.9999.019		. ,,,,,,.00	1.777 -	IV Ope	n Accounts Only	CALC	Minimal		
Expens	se Summary	Working	Bevised		Approved							
	Budget	24 152 66	24.416.00		24.416.00							
	Europee	16 256 27	24,410.00		24,410.00							
	Pending:	.00										
	Encumbered:	2,840.04										
Total	I Commited:	19,196.31										
	Balance:	4,957.35	5,219.69		5,219,69							
1	Ed Beac X C	Batt Sch Goal	Fund Mad Lo	IST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance	
1	01.0000.0.1	128.015.1110	.1000.001.000	0		.00	.00	.00	.00	.00	.00	
2	01.0000.0.1	1228.015.1110	.3140.001.000	0		28.50	28.50	.00	.00	28.50	.0	
3	01.0000.0.2	2225.015.9306	.8200.001.000	0		.00	.00	.00	.00	.00	.0	
	01.0000.0.2	2928.015.1110	.2700.001.000	0		813.51	813.51	.00	.00	813.51	.0	
atad	01.0000.0.3	3101.015.1110	.3140.001.000	0		2.53	2.53	.00	.00	2.53	.00	
cieu _	01.0000.0.3	3202.015.1110	.2700.001.000	0		95.76	95.76	.00	.00	95.76	.00	
+	01.0000.0.3	3302.015.1110	.2700.001.000	0		49.22	49.22	.00	.00	49.22	.00	
uni	01.0000.0.3	3311.015.1110	.3140.001.000	0		.41	.41	.00	.00	.41	.0	
• 9	01.0000.0.3	3312.015.1110	.2700.001.000	0		11.51	11.51	.00	.00	11.51	.0	
10	01.0000.0.3	3322.015.1110	.2700.001.000	0		.00	.00	.00	.00	.00	.0	
11	01.0000.0.3	3501.015.1110	.3140.001.000	0		.01	.01	.00	.00	.01	.0	
12	01.0000.0.3	3502.015.1110	.2700.001.000	0		.41	.41	.00	.00	.41	.0	
13	01.0000.0.3	3601.015.1110	.3140.001.000	0		.55	.55	.00	.00	.55	.0	
14	01.0000.0.3	3602.015.1110	.2700.001.000	0		15.59	15.59	.00	.00	15.59	.0	
15	01.0000.0.3	3701.015.1110	.3140.001.000	0		.49	.49	.00	.00	.49	.0	
16	01.0000.0.3	\$702.015.1110	.2700.001.000	0		13.91	13.91	.00	.00	13.91	.0	
17	01.0000.0.3	3751.015.1110	.3140.001.000	0		.00	.00	.00	.00	.00	.0	
18	01.0000.0.3	310 016 1110	2700.001.000	0		7 905 00	.00 E 159 15	.00	2 431 14	7 590 20	306.7	
19	01.0000.0.4	1910 015 1195	1000 001 000			7,896.00	5,158.15	.00	2,431.14	7,589.29	306.7	
20	01.0000.0.4	1915 015 1110	2200 001 000	0		1,152,97	0,021.07	.00	208.90	6,630.77	708.4	
22	01 0000 0 4	400 015 0000	2700 001 000	0		1,152.87	444.43	.00	.00	444.43	1 351 1	
23	01.0000 0 5	5220.015.1110	.2700.001.000	0		767.05	.00	.00	.00	.00	767.0	
24	91,9999,9,8	5716.015.1135	. 1000 . 001 . 000	0		1.761.74	1.069.39	.00	.00	1.069.39	692.3	
25	01.0000.0.5	5825.015.1110	.1000.001.000	0		1,178.90	.00	.00	200.00	200.00	978.9	
26	01.0000.0.8	5870.015.1110	.2700.001.000	0		122.76	.00	.00	.00	.00	122.7	
27	01.0000.0.5	5910.015.1110	.2700.001.000	0		60.00	30.03	.00	.00	30.03	29.93	
						50.00	30.05	.00	.00	50.05	20.01	

By default, each page displays 100 accounts, but if needed to look at more accounts

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then you can use arrow keys on the menu bar.

The , pointer indicates the selected account. To select an account click it, or use the UP ARROW and DOWN ARROW keys to select an account.

On the selected account if you right click then you will be able to choose one of two items.

- Display Account Information.
- Display Account Activity

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Bal_Trusts		Balance:	4,957.35	5,219.69		5,219.69							
		Fd Resc Y Ob	jt Sch Goal	Func Mng Lo	ST	Pseudo	Working	Expe	ensed	Pending	Encumbered	Committed	Balance
	1	01.0000.0.11	28.015.1110	.1000.001.000	0		.00		.00	.00	.00	.00	.00
×	2	01.0000.0.12	28.015.1110	.3140.001.000	0		28.50		28.50	.00	.00	28.50	.00
12-13 Apr 23	▶ 3	01.0000.0.22	25.015.9306	8200 001 000	1		00		.00	.00	.00	.00	.00
Payrun	4	01.0000.0.29	28.015.1	Line: 3 Account: 01.0000	t: 01.0000.0.2225.015.9306.8200.001.000			813.51	.00	.00	813.51	.00	
	5	01.0000.0.31	01.015.1	Display Account Info					2.53	.00	.00	2.53	.00
	6	01.0000.0.32	02.015.1	Display Account Activity	y				95.76	.00	.00	95.76	.00
	7	01.0000.0.33	02.015.1	Maintain Account					49.22	.00	.00	49.22	.00
12-13 Feb 22	8	01.0000.0.33	11.015.1	Return Account					.41	.00	.00	.41	.00
Payrun	_		_		-			_					
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Results of the Display Account Information:

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File Views Page						
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				•	View: 3 of 3	Page: 1 of 1
Accou	Fd Resc Y Ob 01.0000.0.43 District: 22 unt status: Open R Fund: 01 Resource: 000 ProjYear: 0 Object: 43 Sch/Loc: 011 Goal: 11 Function: 277 Manager: 000 Local Op: 000	yt Sch Go 10.015.11 Year: 15 oll Flag: F GENERAL DO UNRESTR Undesign 10 MATERIA 5 CHERRYL 10 REGULAR 10 SCHOOL 1 Site Disc 0 General	al Func Mr 10.2700.00 FUND ICTED NATED SAND SUPF AND ELEMEN EDUCATION ADMINISTRA retionary	ng Lo D1.000 Descrip : PLIES NTARY N K-12 NTION	ption:	
		Working	Revised	Approv	/ed	
	Budget:	7,896.00	5,406.13	5,406	.13	
	Expense/Receipt: Pending: Encumbered:	5,158.15 0.00 2,431.14				
	Total Committed:	7,589.29				
	Balance:	306.71	-2,183.16	-2,183	.16	

If you right click and select Account Activity then you will be prompted with this message.

	.001	.00	.001	.001
🖏 Account A	Activity			23
Ed Read	Y Obit Sch 6	Soal Func Mng	Lo	
01 0000	0 4310 015 1	110 2700 001	000 -	
101.0000	.0.4510.015.1			
Budget T	ype A - Approved	-	Date 07/01/	2014 🔻
	Include	Budget Transfers: 🔽	ī	
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If you need to include Unapproved GL Transactions then just click that box and press OK

Following results will appear in the window:

P GLLookup	22 - HAYWARD USD		Qss	OASIS				
File Views Page								
	Great Lower L former (ATTA)							
							View: 5	
District: 22 Year: 15	Ac	count Activity					QS	
ACTDET. DATA.QSSUSER last updated SUN, MAR 1, 20	Fel Rear Y 01.0000,0. Descri Account status Profession Resource: Profession Status Start Date: 07/0 Budget Type: App 10, 10:22 PM	objt seh Geal Fune Ne 4310, 013, 1130, 2700, 00 Open Rel Flag: Pseud Open Rel Flag: Pseud Diso Contentionated Diso Creationated Diso Creationated Diso Creationated Diso Creationated Diso Creationary Octo School, abministra Octo General Unapor Oved Balant Unapor	ng Loo 21.000 Code: ULES ULES UTON UTON TON Ton Tanifari? Y oved BTs? Y	rg≎ N rg≎ V rg⊃ Y				
	Approved with BT's	Exp/Rec	Enc	Balar	ice			
Total:	7.896.00	5,158,15	2,431.14	306.	71			
	1 account(s)	and 42 detail record(s) se	lected.					
Reference Date	Description		Approved with BT's	Exp/Rec	Enc	Balance		
BG-000000 07/01/2014	BUDGET		5,406,13	0.00	0.00	5,406,13		
BT-500006 07/02/2014	ML xf fnc2700 to 1000 PR195945		-1,417.79	0.00	0.00	3,988.34		
PO-500269 07/11/2014	OFFICE DEPOT Ve: 036945		0.00	0.00	00.000,5	1,988.34		
PO-500269 07/11/2014	OFFICE DEPOT Ve: 036945		0.00	0.00 3	00.000.5	-11.66		
ST-041514 08/07/2014	ISSTORES ISSUE		0.00	240.99	0.00	-252.65		
BT-500170 08/12/2014	SC-Align to Actual		-262.34	0.00	0.00	-514.99		
81-500184 08/14/2014	SC - tif to cover PR#15192		-830.00	0.00	0.00	1,344.00		
PO-501077.09/11/2014	CARD FACTORY THE Vet 119217	and the second second second	0.00	0.00	61.02	1 441 20		
PO-500269 09/17/2014	OFFICE DEPOT 705239276001 Ve:	036945 Wr: 50431353	0.00	1,933.06	0.00	3.374.26		
PO-500269 09/17/2014	OFFICE DEPOT Ve: 036945 Wr: 50	431353	0,00	0.00 -	1.933.06	1,441.20		
PO 501161 09/19/2014	SCHOOL OUTFITTERS.COM Ve: 100	512	0.00	0.00	159.88	1,601.08		
PO-501162 09/19/2014	PALOS SPORTS Ve: 039055		0.00	0.00	111.74	-1,712.82		
PO-501077 09/22/2014	CARD FACTORY, THE 726 Ve: 1192	17 Wr: 50431398	0.00	61.01	0.00 -	-1,773.83		
PO-501077/09/22/2014	CARD FACTORY, THE Ve: 119217 W	/r: 50431398	0.00	0.00	-01.02	-1,712.81		
PO-501161 10/06/2014	SCHOOL OUTFITTERS ORD1647390	Ve: 106512 Wr: 5043165	3 0.00	159.88	150.80	1,8/2.69		
PO-501161 10/06/2014	OFFICE DEPOT 725230314003 Ve	010945 WP 50411787	0.00	10.57	0.00	1 723 38		
PO-501162 10/13/2014	PALOS SPORTS 182424-00 Ve: 039	055 Wr: 50431786	0.00	102.51	0.00	1.825.89		
PO-500269 10/13/2014	OFFICE DEPOT Ve: 036945 Wr: 50	431782	0.00	0.00	-10.57	1,815.32		
PO-501162 10/13/2014	PALOS SPORTS Ve: 039055 Wr: 50	431786	0.00	0.00	-111.74	1.703.58		

There is also another way that you can get the activity report to be displayed:

If you would like to see the account activity for a specific account, do the following:

- 1. Move your curser to the account you would like to look at the activity for.
- 2. Click on the account
- 3. Then click on the **i**con in the top task bar

😚 GL Acc	count Looku	ıp			22	2 - HAYWARD USD				QSS/OASIS		• 🛛
File Opt	tions Help	+Video			-	1						
?	) 📰   🖪		🔒 🔌 🖺	*	co 🔢	2 🖹 🤌						
25398 Ad	cts Read,	27 Accts Qualified, 27 E	xpense Accts								Pa	ge: 1 of 1
🔍 Looku		ed Search										
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<ul> <li>Accou</li> </ul>	unt i	District Year Fd Res	c Y Objt Sch (	Goal	Func Mng	g Lo	l∕ sno	w summary [ si	now GL Standa	rd 🔿 GL		
C. Advar	nced ?	22 - 15 01.000	0.?.????.015.1	????	.???.00	1.??? 🔻	J✔ Sho	w Accounts		Minimal		
							✔ Upe	n Accounts Unly				
Expense	Summary	Working	Revised		Approved							
	Budget:	24,153.66	24,416.00		24,416.00							
	Expense:	16,063.83										
	Pending:	.00										
E	ncumbered:	2,491.10										
Total C	Commited:	18,554.93										
	Balance:	5,598.73	5,861.07		5,861.07							
1	Ed Reac	Y Obit Sch Goal Fu	nc Mna Lo	ST	Pseudo	Working	Expensed	Pendina	Encumbered	Committed	Balance	
18	01.0000	.0.3752.015.1110.270	00.001.000	0		.00	.00	.00	.00	.00	.00	
19	01.0000	.0.4310.015.1110.270	00.001.000	0		7,896.00	5,158.15	.00	2,000.78	7,158.93	737.07	
▶ 20	01.0000	.0.4310.015.1135.100	00.001.000	0		8,830.77	8,540.45	.00	290.32	8,830.77	.00	-
21	01.0000	.0.4315.015.1110.270	00.001.000	0		1,152.87	233.41	.00	.00	233.41	919.46	
22	01.0000	.0.4400.015.0000.270	00.001.000	0		1,351.17	.00	.00	.00	.00	1,351.17	
23	01.0000	.0.5220.015.1110.270	00.001.000	0		767.05	.00	.00	.00	.00	767.05	
24	01.0000	.0.5716.015.1135.100	00.001.000	0		1,761.74	1,069.39	.00	.00	1,069.39	692.35	
25	01.0000	.0.5825.015.1110.100	00.001.000	0		1,178.90	.00	.00	200.00	200.00	978.90	
26	01.0000	.0.5870.015.1110.270	00.001.000	0		122.76	.00	.00	.00	.00	122.76	
-												<b>T</b>

Once you click on the icon, the following screen will pop up asking for your selection. Please make sure all of the following selections are check marked.



Once everything is checked then press OK

Following results will be displayed for a specific account, which are the same results if the first option is used - right click and select Display Account Activity.

District: 22 Year: 15		,	Account Activity	/				QSS/OASIS
								Page 1 of 1
		Pd Reaco 01.0000. Des Account statu Fundi Projivasir Object: Sch/Loc: Goals Function: Manager: Local Op: Start Date: 0 Budget Type: A	Y Objf Soh Goal Func 0.4310.015.1135.1000 cription: 5: Open Roll Flag: Pse 0.1 GENERAL FUND 0.1 Undesignated 4310 MATERIALS AND SUU 1135 Elementary School 1135 Elementary School 1000 INSTRUCTION 001 Site Discretionary 000 General 7/01/2014 Include: Unapp proved Budy Una	Mag Lo .001.000 studo Code: PPLIES ENTARY nastruction roved GL Trx? Y get Transfers? Y pproved BT's? Y				
CTDET.DATA.QSSUSER last updat	ed TUE, FEB 10, 2015	5, 10:23 PM						
		Approved with BT's	Exp/Rec	Enc	Bi	alance		
	Total:	8,830.77	8,540.45 (s) and 25 detail record(s)	290.32 selected		0.00		
		1 decourt		bereeten.				
Re	ference Date	Description		Approved with BT	s Exp/Rec	Enc	Balance	
BG	-000000 07/01/2014	BUDGET		6,582,2	1 0.00	0.00	6.582.21	
BT	-500006 07/02/2014	ML xf fnc2700 to 1000 PR1959	945	1,417.7	9 0.00	0.00	8,000.00	
PO	-500024 07/03/2014	OFFICE DEPOT Ve: 036945		0.0	0.00	8,000.00	0.00	
BT	-500087 07/25/2014	Carryover from 2013-14		-262.3	4 0.00	0.00	-262.34	
BT	-500170 08/12/2014	SC-Align to Actual		262.3	4 0.00	0.00	0.00	
BT	-500184 08/14/2014	SC - trf to cover PR#15192		830.0	0.00	0.00	830.00	
PO	-500697 08/15/2014	PALOS SPORTS Ve: 039055	1 May 006045 May 504011	0.0	0.00	829.70	0.30	
PO	500024 09/03/2014	OFFICE DEPOT VA: 036945 W	r: 50431140	40 0.0	0.00	-1.305.71	0.30	
PO	-500024 09/17/2014	OFFICE DEPOT 70559359600	1 Ve: 036945 Wr: 504313	53 0.0	6.217.30	0.00	-6.217.00	
PO	-500024 09/17/2014	OFFICE DEPOT Ve: 036945 W	r: 50431353	0.0	0.00	-6,217.30	0.30	
PO	-500697 10/06/2014	PALOS SPORTS 177713-00 Ve	: 039055 Wr: 50431643	0.0	761.19	0.00	-760.89	
PO	-500697 10/06/2014	PALOS SPORTS Ve: 039055 W	r: 50431643	0.0	0.00	-829.70	68.81	
PO	-500024 10/15/2014	OFFICE DEPOT 70559464800	1 Ve: 036945 Wr: 504318	98 0.0	0 7.46	0.00	61.35	
PO	-500024 10/15/2014	OFFICE DEPOT Ve: 036945 W	r: 50431898	0.0	0.00	-7.46	68.81	
BT	-501154 10/31/2014	RB XFER OBJ 5825-4310 STE C	015	0.7	7 0.00	0.00	69.58	
11-	500131 10/31/2014	AK OCT-14 SALES/USE TAX	1 VA: 026045 Wr: 504220	26 0.0	09.58	0.00	-40.33	
PO	-500024 12/03/2014	OFFICE DEPOT Ve: 036945 W	r: 50432936	0.0	0,00	-40,23	0,00	
PO	-500024 01/12/2015	OFFICE DEPOT 73894583300	1 Ve: 036945 Wr: 505327	31 0.0	26.97	0.00	-26.97	
PO	-500024 01/12/2015	OFFICE DEPOT Ve: 036945 W	r: 50532731	0.0	0.00	-26.97	0.00	
PO	-500024 02/02/2015	OFFICE DEPOT 74111737000	1 Ve: 036945 Wr: 505332	71 0.0	70.45	0.00	-70.45	
PO	-500024 02/02/2015	OFFICE DEPOT 74354528600	1 Ve: 036945 Wr: 505332	76 0.0	41.56	0.00	-112.01	

To see details of a specific PO, click on the PO and the Purchase Order screen opens up and gives you details on the specific PO.

If you recently submitted a Budget Transfer, you would be able to see its details and whether or not it has been posted in the Account Activity screen as well.



Below are the results on the Purchase Order that we requested information on:



This is handy if you are in a situation where you have a vendor on the phone. You can look up when that vendor paid and give information such as the warrant number to the vendor by clicking on "View Payment Details".

Following results will display one you click View Payment Details.

District: 22 Year: 15				P.O.	Payment D	etails					QSS/OASIS Page 1 of 1
					Purchase Orden 500024					1	
	PO # 500024 Date: 07/03/20: Duse # iption: INSTR MAT	14 Г	RQ # 195945 Paid: 02/02/2 tores Ord: 000000	195945         Printed: 07/03/2014           02/02/2015         Buyer: CG			ı				
		Submitt S PO	Status: Y Type:	v	<b>endor No:</b> 036945	S	hipping Loc: 00	18			
		Vendor: 2 C E f	22-036945 DFFICE DEPOT BUSINESS SERVIC 5700 AUTO MALL I REMONT, CA 945	ES DIVISIO PARKWAY 39	Ship to: DN	0018 CHERRYLAND 585 WILLOW HAYWARD, C	ELEMENTARY S / AVENUE A 94541-2424	CHOOL			
_	- Sta	t Date Entered	Invoice No	Payment	Liq Date Pa	id Warrant	Batch Hold U	1099	Disc Balance	>	
	01	01.000	0.0.4310.0	)15.11	35.1000.0	01.000	8,000.00	0 8,0	9 00.00		
	1 P	08/06/2014	723313769001	1,305.71	1,305.71 09/03/2	014 5043114	0 0106 N	N	6,694.29		
	2 P	08/19/2014	705593596001	6,217.30	6,217.30 09/17/2	014 5043135	3 01,32 N	N	476.99		
	3 P	08/27/2014	705594648001	7.46	7.46 10/15/2	014 5043189	8 0182 N	N	469.53	$\backslash$	
	4 P	10/09/2014	734372484001	40.23	40.23 12/03/2	014 5043293	60271 N	N	429.30		
	5 P	11/06/2014	738945833001	26.97	26.97 01/12/2	015 5053273	1 0322 N	N	402.33		
	6 P	11/18/2014	74111/3/0001	/0.45	0.45 02/02/2	15 5053327	1 0359 N	N	331.88		
	7.P	12/02/2014	743343280001 Total:	7 709 68	7 709 68	15 5055527	00300	IN	290.32		
				Vi	ew Purchase O	rder	\ \				

You can see the invoice number, payment, date paid, warrant and balance.

# **Searching for Accounts Using Advanced Search**

This tab allows you to enter a series of account masks and field ranges to define your search, or to make additional selections.

make additional selections.

Account Selection Subtab for Advanced Search.

To define an Advanced Search then make sure Advanced Search box is checked.

Figure shown below illustrates the Advanced Search tab with the Account Selection sub-tab

selected. This sub-tab allows you to define up to 10 account masks.



Enter your search criteria on each line as shown in example below.

Account Lookup	22 - HAYWARD USD	QSS/OASIS	
File Options Help+Video			
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			Page: 1 of 1
Loo <u>k</u> up <ul> <li>Advanced Search</li> </ul>			
District: 22, Year: 15			
Account Selection	Additional Selection		
Fd Resc Y Objt Sch Goal Fu	and Mng Lo Exclude?		
01.0000.?.????.015.????.?	???.001.??? 🔻 🗖		
01.0480.?.???.015.????.?	222.222.222 -		
01.0795.?.????.015.????.?	???.360.??? 🔻 🗆		
01.3010.?.????.015.????.?	???.360.??? 🗸 🗖		
01.9408.?.???.015.????.?	222.222.222 -		
01.9412.?.????.015.????.?	222.222.222 🔻 🗖		
01.9365.?.????.015.????.?	222.222.222 -		
??.???.?.????.???.???	222.222.222 -		
??.???.?.????.???.???	222.222.222 -		
??.???.?.????.???.???	222.222.222 🗸 🗖		



Click on the Account Lookup Icon in the top task bar.

Following results will be displayed on the Account Lookup Window.

U	~ COIR	uno ac a				_			Second 220	olContor		0,220	SIC (1 44 2)	
🧇 GL Ad	count Looki	ıp					2	2 - HAYWARD USD				QSS/OASIS		
File Op	ptions Help	+Video												
🗇 🥑	) 🔳 🛙	] 💽 💽 🗖	8	🖻 🗓	•	<b>b</b> =	•	I 🖓 👔						
25690 A	ccts Read,	129 Accts Qualitie	ed, 127 Exp	ense Accl	s, 2 R	leven	ue Accts		4 D				P	age: 1 of 2
• Loo <u>k</u>	up Advance	ed Search							lessage B	ar				
_ Search	by	Dista Vere ma		01-1-0-		-1 5			Sho	w Summary 🥅 S	how GL Columns t	o show		
C Acco	ount 2	22 - 15 22	2222 2	00jt 50	2 22	ar r	222 22	1g LO	Sho	w Accounts GL	View Standa	rd C GL		
Adva	anced								🔽 Ope	en Accounts Only		Minimal		
Expense	e Summary	Working	, \	Revised		A	pproved	Revenue Summary	Wor	king F	Revised	Approved		
	Budget:	234,221.73	3 2	17,468.65		217	7,468.65	Budget:	6,48	9.16	.00	.00		
	Expense:	141,551.67	7					Receipt	6,48	9.16				
	Pending:	.00	ן נ	$\backslash$				Pending	:	.00				
E	Encumbered:	65,872.08	3	$\mathbf{A}$				Encumbered	:	.00				
Total	Commited:	207,423.75	5	$\langle \rangle$				Total Committed:	6,48	9.16				
	Balance:	26,797.98	3	10,044,90		10	),044.90	Balance:		.00 -6	,489.16	-6,489.16		
	Fd Reso	Y Objt Sch Goa	al Func Ma	g Lo		ST P	seudo	Working	Expensed	Pending	Encumbered	Committed	Balance	
▶ 1	01.0000	.0.1128.015.11	10.1000.00	1.000		0		.00	.00	.00	.00	.00	.0	0
2	01.0000	.0.1228.015.11	10.3140.00	1.000		0		28.50	28.50	.00	.00	28.50	.0	0
3	01.0000	.0.2225.015.93	06.8200.00	1.000	$\mathbf{\Lambda}$	0		.00	.00	.00	.00	.00	.0	0
4	01.0000	.0.2928.015.11	10.2700.00	1.000		0		813.51	813.51	00	.00	813.51	.0	0
5	01.0000	.0.3101.015.11	10.3140.00	1.000		0		2.53	2.53	.00	.00	2.53	.0	0
6	01.0000	.0.3202.015.11	10.2700.00	1.000		Q		95.76	95.76	.00	.00	95.76	.0	0
7	01.0000	.0.3302.015.11	10.2700.00			0		49.22	49.22	.00	.00	49.22	.0	0
8	01.0000	.0.3311.015.11	10.3140.00	1.000		0		.41	.41	00	.00	.41	.0	<del>,</del> 00
								· · · · · · · · · · · · · · · · · · ·						
													3/2/2015	7:20 PM

As mentioned earlier, up to 100 accounts can be displayed by default per page on the account lookup window. You can scroll down to see other accounts and if the search results are displaying more than 100 accounts then you can use the arrow keys to go to the next page

which will display accounts from 101.

On the message bar it shows the total number of accounts that met the search criteria, out of which 127 are expense accounts and 2 are revenue accounts.

<b>•</b> • •	• · · · ·
Crid	Output
GIIU	Oulpul

The Grid Output window displays the contents of the grid that was active when you open the window. It allows you to save the contents of the grid as a text file, print the grid, or save it as a PDF, Word, or Excel file.

Following commands are displayed when Grid Output is selected from the Account Lookup Screen:



From the box below, you can select Current Page, All Pages or Cancel. Most of the time, we select All Pages.

yed.	Revenue Summa	rv Workina	Revis
3	Grid Output		Σ3
	Do you want to Current Page	output current page or all pages?	

Once the Grid Output option selected the following screen will appear:

	🕕 Grid O	utput								
	File Opt	ions								
K	<b>i</b>									
		Fd Resc Y Objt Sch Goal Func Mng Lo	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
	101	01.0795.0.3752.015.1110.2495.360.000	0		368.50	221.10	.00	147.40	368.50	.00
	102	01.0795.0.4200.015.1110.1000.360.000	0		7,800.00	1,442.78	.00	6,242.24	7,685.02	114.98
	103	01.0795.0.4310.015.1110.1000.360.000	0		8,179.35	6,074.52	.00	2,010.24	8,084.76	94.59
	104	01.0795.0.4310.015.1110.2495.360.000	0		.00	.00	.00	.00	.00	.00
	105	01.0795.0.4315.015.1110.2495.360.000	0		600.00	588.72	.00	.00	588.72	11.28
	106	01.0795.0.4420.015.1110.1000.360.000	0		3,000.00	.00	.00	.00	.00	3,000.00

From here we can pick any of the commands shown above and convert files into a desired software.

OPTION MENU COMMAND	COMM AND S	AND ICON SHORTCUT	PURPOSE
Count Pages		CTRL+F2	Count the number of pages required to print the contents of the data grid with the Print command.
P <u>r</u> int	١	CTRL+F3	Print the columns selected in the Settings dialog box on the default Windows printer for your PC.
Create <u>F</u> ile	÷	CTRL+F4	Create a text file that contains the columns selected in the Settings dialog box. You can choose the delimiter that separates the data in each column.
Create PDF	L.	CTRL+F8	Create a PDF file that contains the columns that you have selected in the Settings dialog box.
Open in Word	W	CTRL+F7	Open a Microsoft Word document that con- tains the columns that you have selected in the Settings dialog box.
Open in E <u>x</u> cel	×	CTRL+F5	Open a spreadsheet in Microsoft Excel that contains the columns that you have selected in the Settings dialog box.
Open with Excel <u>W</u> izard		CTRL+F6	Import the columns selected in the Settings dialog box into Excel using the Text Import Wizard. The wizard allows you to specify the data format for each column in the spread- sheet and select which columns to import.

Most of the time we like to download files into excel file, in that case we will select excel logo

Following screen will appear and from here we can make our selection based upon what we would like to view

Settings		
Print Grid Lines	Columns to Exclude	Export as Text 'Override'
Tab  Orientation  Portrait  C Landscape	Fd Resc Y Objt Sch Goa ST Pseudo Working Expensed Pending	Fd Resc Y Objt Sch Goz ST Pseudo Working Expensed Pending
	Select All Clear All Continue Cano	

- Make your selections in the setting dialog box.
   Press continue to run the command.

Settings		
Delimiter	Columns to Exclude	Export as Text 'Override'
Tab ▼ Orientation	Fd Resc Y Objt Sch Goa ST Pseudo Working Expensed Pending	Fd Resc Y Objt Sch Goa ST Pseudo Working Expensed Pending
	Select All Clear All	cel

Once you hit continue, the following screen will be displayed. The data that was pulled from QCC has been converted into Excel File that can be sorted, modified and saved to suit our needs.

×∎		~ <i>(</i> ? ~ :	-			0	ut201503021	9	
F	ILE HO	OME IN	ISERT P/	AGE LAYOUT	FORM	ULAS D	ATA RE	ΕV	
	<b>a a</b>	Calibri	_ 11		- =	22.	G	ie	
		Calibri	* 11	* A A				\$	
Pa	ste 💉	в <u>г</u> <u></u>	- <u> </u>	🐎 - 🗛 ·	- = = :	≡ €≣ →≣		- 8	
Clip	pboard 🕞		Font		rs A	lignment	<b>F</b> 24	N	
				C					
A	A1 • : X   Fd Resc Y Objt Sch Goal Func Mng Lo								
	A	в	С	D	E	F	G		
1	Fd Resc Y	ST	Working	Expensed	Encumber	Committe	Balance		
2	01.0795.0.	0	368.5	221.1	147.4	368.5	0		
з	01.0795.0.	0	7,800.00	1,442.78	6,242.24	7,685.02	114.98		
4	01.0795.0.	0	8,179.35	6,074.52	2,010.24	8,084.76	94.59		
5	01.0795.0.	0	0	0	0	0	0		
6	01.0795.0.	0	600	588.72	0	588.72	11.28		
7	01.0795.0.	0	3,000.00	0	0	0	3,000.00		
8	01.0795.0.	0	1,793.19	0	0	0	1,793.19		
9	01.0795.0.	0	24,999.04	24,999.04	0	24,999.04	0		
10	01.0795.0.	0	50	0	0	0	50		
11	01.0795.0.	0	250	250	0	250	0		
12	01.0795.0.	0	0	0	0	0	0		
13	01.9365.0.	0	90	0	0	0	90		
14	01.9365.0.	0	0	0	0	0	0	Г	
15	01.9408.0.	0	2,000.00	273	0	273	1,727.00		
16	01.9408.0.	0	3.96	3.96	0	3.96	0	Γ	
17	01.9408.0.	0	10.23	10.23	0	10.23	0	Γ	
18	01.9408.0.	0	0.14	0.14	0	0.14	0		
19	01.9408.0.	0	5.23	5.23	0	5.23	0		

Save the file in EXCEL format on your hard drive with a recognizable file name.

## **Overview of Presets**

#### What Presets Do

Presets allow you to save and recall snapshots of searches that you define in the *GL Account Lookup* window, and report parameters for launching financial reports. Thus, for example, once you have figured out the right combination of parameters for the *General Ledger Report Writer (GLDSUB)* window - such as account masks, field ranges, and reference types - you can save a snapshot of the report window as a preset.

The next time you want to run that report with the same parameters, you can retrieve the preset. The report window pre-fills with the saved parameters, and you can make any needed changes to the data range or other parameters before launching the report. Your site can create a library of presets that you can use over and over again.



Saving Preset saves time of entering the search criteria over and over again.

- Once all the search criteria has been entered, press the save button unterest on the menu Bar.
- 2. One you hit enter, then the following screen will be displayed.

<b>5</b> , 1	🕽 Preset Maintenance - Save 🛛 🔀							
File	File Options							
	🔒 🍡 🗙 🔳 🍔							
						Cate	gory	
		Name			*Glo	bal Category(Bl	ank)	-
						Allow A	ccess	
	De	escription			Only	your 'U'ser ID		-
_	LN	Name	DI	Cat	Description	Audit ID	Date	Level
Þ	001	015 CHERRYLAND	22		GL SITE EXTRACT	RKBA	02/02/2015	U
	002	330 HAYWARD HIGH	22		GL SITE EXTRACT	RKBA	02/02/2015	U

- 3. Give the name to the file that you would like the preset to be saved under.
- 4. Enter the Description that will describe the file name.
- 5. Click the save button on the top, which will save the preset.

0	aving Boxes for naming and categorizing the preset										
Name CHERRYLAND Description ACCOUNT LOOK UP							×G	Category Silobal Category(Blank)  Allow Access nly your 'U'ser ID			
		LN	Name		DI	Cat	Description	udit ID Date Level			
	×	001	015 CHE	RRYLAND	22		GL SITE EXTRACT	KBA 02/02/2015 U			
		002	330 HAY		22						
	Grid of Presets that have already been saved. Double-click any column heading										
	to sort in ascending order.										

This will save your Preset as shown below.

_											
٦,	3. Preset Maintenance - Retrieve										
Fi	File Options										
 	🗟 🌬 🗙 📰 🍔										
	Only list this Category       "All Categories   Search										
	Ln	Name	DI	Cat	Description	User ID	Date	Level			
	001	015 CHERRYLAND	22		GL SITE EXTRACT	RKBA	02/02/2015	U			
	002	330 HAYWARD HIGH	22		GL SITE EXTRACT	02/02/2015	U				
	003	CHERRYLAND	22		ACCOUNT LOOKUP RKBA 02/11/2015 U						
-											

If you are on the blank Advanced Search Screen as shown below then follow the steps below to retrieve the presets:

File       Options       Help+Video         Image: Construction of preset       Image: Construction of preset         Loogup       Advanced Search         District:       22, Year:       15         Account Selection       Additional Selection         Fd       Resc Y Objt Sch Goal Func Mng Lo       Exclude?         ?2.2222.2222.2222.2222.2222.2222.2222.	SP GL Account Lookup	22 - HAYWARD USD
Image:	File Options Help+Video	
Cancelled retrieval of preset         Loogup       Advanced Search         District: 22, Year: 15       Account Selection         Additional Selection       Additional Selection         Fd Resc Y Objt Sch Goal Func Mng Lo       Exclude?         72.2222.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.222       7	🧇 🕗 📰   🖸 🖬 🖬 🐼 😓 📂 🍋 🍫	) III 🍔 🐑 🖉
Loogup       ● Advanced Search         District: 22, Year: 15       Account Selection       Additional Selection         Fd Resc Y Objt Sch Goal Func Mng Lo       Exclude?         ??.????.?????????????????????????????	Cancelled retrieval of preset	
District: 22, Year: 15          Account Selection       Additional Selection         Fd Resc Y Objt Sch Goal Func Mng Lo       Exclude?         72.2222.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.2222.222       7         72.2222.2222.2222.2222.2222.2222.222       7	Lookup 🔍 🔍 Advanced Search	
Account Selection         Additional Selection           Fd Resc Y Objt Sch Goal Func Mng Lo         Exclude?           ??.????.?????????????????????????????	District: 22, Year: 15	
Fd Resc Y Objt Sch Goal Func Mng Lo       Exclude?         ??.??????.???.???.???.???.???.???	Account Selection	Additional Selection
??.???.?.???.???.???.???.???.???.???         ??.????.?.????.???.???.???.???.???         ??.????.?.????.???.????.???.???         ??.???.?.???.???.???.???.???.???         ??.????.?.???.???.???.???.???         ??.????.?.???.???.???.???.???         ??.????.?.???.???.???.???.???         ??.????.?.????.???.???.???.???         ??.????.???.???.????.???.???	Fd Resc Y Objt Sch Goal Func Mng Lo	Exclude?
??.????.?????????????????????????????	22.2222.2.2222.222.2222.2222.2222.2222	■ □
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??.???.?.???.???.???.???.???.???       ??.???.?.???.???.???.???.???	22.2222.2.2222.2222.2222.2222.2222.2222	
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	22.2222.2.2222.222.2222.2222.2222.222	
22.2222.2.2222.2222.2222.2222.2222.2222.2222	22.2222.2.2222.2222.2222.2222.2222.222	
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3.	3. Preset Maintenance - Retrieve 🔀										
File	ile Options										
	al 🌬 🗙 📰 🍔										
_		Only list this Ca	atego	ry			_				
•	All Ca	tegories			✓ Search						
	Ln	Name	DI	Cat	Description	User ID	Date	Level			
	001	015 CHERRYLAND	22		GL SITE EXTRACT	RKBA	02/02/2015	U			
	002	330 HAYWARD HIGI	22		GL SITE EXTRACT	RKBA	02/02/2015	U			
Þ	003 CHERRYLAND 22 ACCOUNT LOOKUP RKBA 02/11/2015 U										
	Retrieve Preset										

Retrieve Preset
Retrieve Preset for Line:3 Name:CHERRYLAND?
OK Cancel

2. Click on the preset that you would like to retrieve

	that you v			
003 CHERRYLAND	22	ACCOUNT LOOKUP	RKBA	02/11/2015 U
Click on icon				
Click OK in the pop	) up box.			
Retrieve Preset		×		
Retrieve Preset for Lir	ne:3 Name:C	HERRYLAND?		
$\leq$	ОК	Cancel		

Results will be displayed in the following screen.

3. 4.



🕉 GL Account Lookup	22 - HAYWARD USD
File Options Help+Video	
🧇 🕗 📰   🖸 🚺 🖸 🖸 🛞   🔚 📂 🚺 🇞	📼 🏢 🌷 🖺 🗇
Preset CHERRYLAND retrieved	
Loo <u>k</u> up • <u>A</u> dvanced Search	
District: 22, Year: 15	
Account Selection	Additional Selection
Fd Resc Y Objt Sch Goal Func Mng Lo	Exclude?
01.0000.?.???.015.????.001.???	
01.0480.?.???.015.????.???.???	• •
01.0795.?.???.015.????.360.???	•
01.3010.?.???.015.????.360.???	•
01.9408.?.???.015.????.???.???	•
01.9412.?.???.015.????.???.???	•
01.9365.?.???.015.????.???.???	• •
??.???.?.???.???.???.???.???.???	• •
22.2222.2.2222.222.2222.2222.2222.	• •
??.???.?.???.???.???.???.???.???	

Once Advanced Search accounts masks are loaded then click on the search icon on the top

task bar

The following results will be displayed similar to what we did before when we entered our search criteria in the advanced search window:

🧇 GL Acco	ount Looku	ıp			2	2 - HAYWARD USD				QSS/OASIS		
File Opti	ions Help	+Video										
🧇 🕗 📰 🛛 🖸 🖸 🔽 😒 📙 📂 🖺 🦄 📼 🎚 🌷 🎦 🗇												
25398 Accts Read, 180 Accts Qualified, 178 Expense Accts, 2 Revenue Accts Page: 1 of 2											ge: 1 of 2	
• Loo <u>k</u> up	● Lookup   Advanced Search											
- Search by		Disting Very Ref. R	V Obit Cab	C 1	Tree Ma	- 7-	🔽 Sho	w Summary 🗖 S	how GL   <sup>Columns b</sup>	o show		
C Accour	nt n		esc i Objt Scr	GOAL	Func Mn	g LO		w Accounts GLN	/iew Standa	rd C GL		
Advance	ed					· · · · · ·		n Accounts Only		Minimal		
							, , , , , , , , , , , , , , , ,					
Expense 3	Summary	Working	Hevised		Approved	Revenue Summary	Wor	king H	levised	Approved		
	Budget:	379,195.57	363,401.65		363,401.65	Budget	: 5,530	D.00	.00	.00		
	Expense:	196,246.95				Receip	t 5,530	0.00				
	Pending:	.00				Pending	r.	.00				
En	cumbered:	134,826.59				Encumbered	t:	.00				
Total Co	ommited:	331,073.54				Total Committed	: 5,530	D. 00				
	Balance:	48,122.03	32,328.11		32,328.11	Balance	:	.00 -5,	530.00	-5,530.00		
	Fd Resc	Y Objt Sch Goal	Func Mng Lo	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance	
18	01.0000	.0.3752.015.1110	2700.001.000	0		.00	.00	.00	.00	.00	.00	
19	01.0000	.0.4310.015.1110.	.2700.001.000	0		7,896.00	5,158.15	.00	2,000.78	7,158.93	737.07	
20	01.0000	.0.4310.015.1135.	1000.001.000	0		8,830.77	8,540.45	.00	290.32	8,830.77	.00	
21	01.0000	.0.4315.015.1110.	.2700.001.000	0		1,152.87	233.41	.00	.00	233.41	919.46	
22	01.0000	.0.4400.015.0000	.2700.001.000	0		1,351.17	.00	.00	.00	.00	1,351.17	
23	01.0000	.0.5220.015.1110.	.2700.001.000	0		767.05	.00	.00	.00	.00	767.05	
24	01.0000	.0.5716.015.1135.	1000.001.000	0		1,761.74	1,069.39	.00	.00	1,069.39	692.35	
25	01.0000	.0.5825.015.1110.	1000.001.000	0		1,178.90	.00	.00	200.00	200.00	978.90	
26	01.0000	.0.5870.015.1110	.2700.001.000	0		122.76	.00	.00	.00	.00	122.76	-

From this point you can export the data into an Excel file just like we did in our previous example.

# Finance Job Menu

**Purpose:** The Finance Job menu displays the reports and processes that you can launch from QCC.

The Finance Job menu contains a series of folders for selecting reports and processes. Each folder is a category of financial reports, such as Budget Reports/Processes, General Ledger Reports/Processes. After you open a folder, it displays additional folders and the names of reports that you can launch.

### Selecting a Report from the Tree View

## **Financial Summary Report:**

#### **Purpose of Report**

The *Financial Summary Report Writer (FARSB3)* window allows you to launch four different formats of the Financial Summary Report (FAR300). This report summarizes financial activity by object. You can produce this report for any date range during the current fiscal year. The report includes financial activity for the reporting period and year-to-date. It also includes the percentage of budget spent for expense accounts.

#### Launching the Report

These instructions focus on the specific information for launching the Financial Summary Report (FAR300) from the *Financial Summary Report Writer (FARSB3)* window

There are two operations in launching a report:

- 1. Opening the report window.
- 2. Filling in the report window and launching the report.

#### Opening the report window

1. On the main menu click the Finance Job Menu



2. On the next screen that pops up after you click Finance Job Menu Select Financial Summary Report Financial Summary Report (FAR300) and double click to launch Financial Summary Report Window

\Xi Job Menu	22-HAYWAR	D USD	QSS/OASIS	
File View Options	Help+Video	Description (F1)	Example (Ctr	I+F1)
📰 🧇 🖽 🥏	<b>B</b> 0 <b>E</b>	1 🤤		
View ● <u>I</u> ree O <u>G</u> rid	Show Show All	C Show Only F	Favorites	
Search:				
<ul> <li>Finance</li> <li>Accounts Pa</li> <li>Budget Repr</li> <li>Budget I</li> &lt;</ul>	yable Reports orts / Processes ) evelopment Rep Processes Reports ount Report Write get Report Writer get Transfers (BT) get Transfers (BT) get Revision Repo get Revision Repo t of Accounts List parative Budget P ncial Activity Rep ger Reports / Pro- Ledger Reports Ledger Reports Ledger Reports Ledger Reports Dunt Report Write nning Balances R ncial Activity Rep ncial Summary Re eral Ledger Report mary Report by R / PO Reports / Pro-	orts r (AC×110) (BD×110) ) Report (BT0100) ort (BT0200) ort (FAR350) ort (FAR357) ting (FD0100) Report (BDR110) ort (FAR110) cesses s r (AC×110) Report (BB0100) ort (FAR110) eport (FAR300) rt (GLD110/115/129 esource (GLD320) ocesses friter (POR110/120/	5)	

3. Select the date range for the report within the current fiscal year from drop down.

From Date: 07/01/2014 💌 To Date: 06/30/2015 💌

By defaul t the date range will be from the beginning of the school year to the end of the school year. You can change it by using the drop down arrow.

4. Type an optional title up to 30 characters long that prints in the heading of every

page of the report.

5. Select Budget Source to show on the report, Include Budget Transfers, Include Approved/Unapproved GL Trans. Shown below is the default screen.

Budget source: R - Revised	•
Include Budget Transfers: N - No Budget Transfers	▼
Include Approved/Unapproved GL Trans: A - Approved transactions of	only. 💌
Exclude Pre-Encumbrances: 🔽	
Use Reference Values: 🥅	

6. Change the selection using drop down to A(A-Approved), Y(Y-All Budget Transfers(approved and unapproved)and B(B-Both approved and unapproved transaction). We use this selection the most to generate the appropriate report.

	$\sim$	
Budget source:	Α-	Approved 🔹
Include Budget Transfers:	Y	All Budget Transfers (approved and unapproved) 💌
Include Approved/Unapproved GL Trans:	В -	Both approved and unapproved transactions.
Exclude Pre-Encumbrances:	Υ	
Use Reference Values:		

- 7. You don't need to check on next two boxes which are
  - a. Exlude Pre-Encumbrances
  - b. Use Reference Value

Make sure your screen has the following options and looks like the one below:

- Pavorites				
E Financial Summary Report Writer (FARSB3)	22-HAYWARE	USD	QSS/OASIS	
File Options				
🔚 📂 🥃 😳 🥏 🍃				
Main Selection* Beference Types Sorts/Rollups	Accounts District(s)			
	Financial Summary Re	port Writer		
District: 22	HAYWARD UNIFIED SC	HOOL DIST.		
From Date: 07/0	11/2014 🔻 To Date: 06/	30/2015 👻		
Report Title: Cher	ryland Summary Report			
Report	Format	Template	Last Updated	
I GL Hayw	ard summary report	CTGLHAY.DATA	TUE, JUL 22, 2003, 8:	05 AM
2 GL Summ	ary - Exp breakout	CTGLEXP.DATA	FRI, MAR 19, 1999, 4	:43 PM
3 Payroll J	ournal	CTPAYJNL.DATA	FRI, MAR 19, 1999, 4	:43 PM
4 Stores J	ournal	CTSTRJNL.DATA	FRI, MAR 19, 1999, 4	:43 PM
	[· · ·			
Budget sou	rce: A - Approved			
Include Budget Transf	ers:  Y - All Budget Transfers (a	proved and unappro	ved) 💌	
Include Approved/Unapproved GL Tra	ans: B - Both approved and un	approved transactions	. 💌	
Exclude Pre-Encumbran	ces:			
Use Reference Val	ues: 🔽			
Default Usersec: YYRNANN0		Yr:20	15 Dist:22 Site:0	3/3/2015 9:45 AM

# Filling In The Report Window and Launching The Report

1. Click on the Accounts on your menu bar • Accounts

Main Selection Reference Types Sorts/Rollups

2. On the screen enter the search criteria, either the full or part of the account code string:

Financial Activity Report Writer (FARSUB)	22-HAYWARD USD		QSS/OA	SIS 🗲	
File Options					
Main Selection Beference Types Sorts/Rollups* • Account	s* District(s)			_	
Fd Resc Y Objt Sch Goal Func Mng Lo			Field	Low	High
	- -			[-	
L 23.333.3.333.333.333.333.333.333.333.33	-				
L ??.???.?.???.???.???.???.???.	-		<u> </u>	[-	
L ??.????.?.???.???.????.????.???	-] i				
L ??.????.?.????.???.???.???.???.???	-				
	<u>-</u>				
L 22.2222.2.2222.222.2222.2222.2222.222				[-	
L 25.3555.5555555555555555555555555555555	-				
		1	-		
Usersec: Y0 YAYBNYN0	\$GLOBAL	N	Yr:2015 Dist:22 Site	:0 2/11/201	5 3:07 PM
			,	,	,,

3. Click on the Submit Job icon <sup>5</sup>You will get a message saying "Job launched". Click OK and the dialog box Job Launched will disaapear.

Financial Summary Report Writer (FARSB3)	22-HAYWARD USD	QSS/OASIS	
ile Options			
i 🖻 🥘 🕗 🧇 🚱			
ast: #J478			
dain Selection Beference Types Sorts/Rollups ● Accounts	District(s)		
Fd Resc Y Objt Sch Goal Func Mng Lo	Fiel	d Low	Range High
L01.0000.?.????.015.????.???.001.???	<u> </u>	<u> </u>	
L ??.????.?.????.???.???.????.???	• I	<b>▼</b>	
L ??.???	-	<b>•</b>	
Launch Job		<b>•</b>	
		-	
		i	— i I
L ??.???.1.?			
1 22.2222.2.2			
L ??.????.3.?			
L ??.????.?.?	-		
		<u> </u>	
<u> </u>		<b>•</b>	

4. If you would like to save the parameters you entered on then you can

(=1

do so by clicking on the save button and t	hen enter Name and
--	--------------------

Description	press Save button again	

5.1	Preset	Maintenance - Sav	e					×	
File	e Op	tions							
H		) 🗙 💷 🌷							
	Category								
		Name			*Globa	Category(Bla	ank)	-	
						Allow A	ccess		
	De	escription			Only ye	ur 'U'ser ID		-	
	LN	Name	DI	Cat	Description	Audit ID	Date	Level	
E	001	Mo Trend GF Exp	22		Monthly Trend - GF Total Exp	LROG	04/15/2011	D	
	002	Mo Trend-Unr Exp	22		Monthly Trend - Unrestr. Exp.	LROG	04/15/2011	D	
	003	MoTrend-Rest Exp	22		Monthly Trend-Restricted Exp.	LROG	04/15/2011	D	
	004	WINTON	22		FINANCIAL SUMMARY	RKBA	02/26/2015	U	

5. Retrieve Pre-sets – Once you saved your presets then you will not need to enter your search criteria again. To retrieve a preset, do the following:

a. Click on the folder on the menu bar of Financial Summary Report Writer.

Financial Summary Report Writer (FARSB3)	22-HAYWARD USD	QSS/OASIS	
File Option			
Cancelled saving of preset Main Selection Beference Types Sorts/Bollups Account	ts* District(s)		
Fd Resc Y Objt Sch Goal Func Mng Lo         L       01.0000.?.????.015.????.????.001.???         L       ??.????.?????????????????????????????	Fie		Range         High           Image         Image           Image         Image
L 22.2222.2.2222.2222.2222.2222.2222.22			

b. Select your desired the preset from the list that will be shown



### Print Manager/ Job Menu/ Utilities

**Purpose:** After the report is launched, a dialog box displays a job number. You will need this job number to locate the report in Print Manager.

#### Steps to Print report in Print Manger:

1. Go back to the Main Menu and click on



📲 Print Manager (LSPOOL)

2. Select the report that you just launched. Use can use the scroll button or arrow keys to navigate to get to the report that your would like to print.

Print Manager (LSpool) 22 - HAYWARD USD QSS/OASIS 🗖 🗎 🔀														
ile View Options Help+Video														
X >> (a) A (a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c														
	Bar													
er Preference Settings: Load Print Manager Users? Only my user. Automatic load of Job List(\$STDLIST)? Load on demand.														
<u>Print Files</u> Spool Files/\$STDLIST Local Print Files Session History Server Commands														
🔄 RKBAL 🛛 🔤 Ret. 🛛 LN 🛛 Sict 🛛 P File # Date/Time 🔄 Job# 🔤 Beg/End (Lines) Report Title Prog														
All Files	,		001	N	Y	N 3	32587	02/11/2015 3:16	J15191	0/6 (328)	CHERRY	LAND	FINA	
i±… 🚞 Dates	-		002	N	Y	N 3	32586	02/11/2015 3:12	J15190	0/6 (338)			FINAM	
ut			003	Ν	Y	Y 3	32507	02/11/2015 10:2:	J15122	0/3 (79)	9011		Finan	
⊞ Report Title	-		004	N	Y	N 3	32458	02/10/2015 5:23	J15057	0/4 (184)	HAYWAF	RD HIGH OPEN PO REP	OPEN	
			005	Ν	Y	N 3	32457	02/10/2015 5:19	J15056	0/3 (166)	HAYWAF	RD HIGH OPEN PO REI	OPEN	
			006	N	Y	Y 3	32433	02/10/2015 2:33	J15032	0/2 (110)	9408-00	00-1110-1367	FINAM	
	-		007	N	Y	Y 3	32432	02/10/2015 2:33	J15031	0/2 (119)	9408-00	00-1110-1120	FINAM	
			800	N	Y	Y 3	32431	02/10/2015 2:32	J15030	0/1 (71)	9408-13	46-1147	FINAM	
	-		009	N	Y	Y 3	32320	02/07/2015 5:44	J14894	0/2 (72)	11-5601		Finan	
			010	N	Y	Y 3	32319	02/07/2015 5:43	J14893	0/2 (65)	0000-28	0-001	Finan	
			011	N	Y	Y 3	32318	02/07/2015 5:42	J14892	0/1 (48)	0795-91	0	Finan	
			012	N	Y	Y 3	32317	02/07/2015 5:42	J14891	0/3 (94)	11-3913		Finan	
			013	N	Y	Y 3	32312	02/07/2015 5:01	J14886	0/3 (109)	11-0400		Finan	
			014	Ν	Y	N 3	32311	02/07/2015 4:55	J14885	0/3 (89)	11-0401		Finan	
			015	Ν	Y	Y 3	32310	02/07/2015 4:55	J14884	0/3 (89)	11-3913		Finan	
			016	N	Y	Y 3	32309	02/07/2015 4:50	J14883	0/3 (93)	11-3913		Finan	
			017	Ν	Y	Y 3	32308	02/07/2015 4:46	J14882	0/3 (106)	11-5811		Finan	
			018	N	Y	Y 3	32306	02/07/2015 2:33	J14880	0/2 (99)	RS 0392		Finan	
	•	(											•	
User Preference Setting: Months t	o I	look back	c for	print	file	s se	et to 1	Months		Yr:2015 Dist:22 Sit	e:0 GS: W	2/11/2015 3:1:	2 PM	

#### 3. Once you double click on the folder

 Openant
 V
 N
 332587
 02/11/2015
 3:16
 J15191
 0/6 (328)
 CHERRYLAND
 then following screen will

appear:

2 HAYWARD USD		FINANCIAL ACTIVID 07/01/2014 TO 06/	Y REPORT 30/2015		J15190 FAR110 0.0	H.00.14 02/11 8 REMAINS IN 1	1/15 PAGE ( FISCAL YEAR 15
	Account classific Fd Resc Y Objt Sc	rations selected ch Goal Func Mng Lo			Field ranges FI RANGE	selected	
1. 2. 3.	01.0000.?.????.01	15.????.???.001.???					
4. 5. 6. 7. 8. 9.							
		Sort / Rollup on Restricted Field Separation Option Extraction Type Starting Budget Budget Transfers GI Transactions Pre-Thoumbrances Account Description Detail sort Detail Line Tormat	: Fund Resource : 02 Resource : No Separation : Restricted ar : Approved : Y = Approved : Approved and : Included : Shown : Date : 1	of Res d UnRes & Unapp Unappro	tricted and UnP tricted roved ved	estricted	
1		Report prepared	: WED, FEB 11,	2015,	3:12 PM		
2 HAYWARD USD		FINANCIAL ACTIVIT 07/01/2014 TO 06/ UNAPPROVED GL TRANSACT	Y REPORT 30/2015 TIONS INCLUDED		J15190 FAR110 0.0	H.00.14 02/13 % REMAINS IN 1	1/15 PAGE 1 FISCAL YEAR 15
Fund : Fd Resc Y Objt Sch (	oul GENERAL FU	REFERENCE DATE DESC	Kesource: APP E	SUDGET	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
1228 CERTIF PUE	PIL SUPPORT HOURLY						
Bž	ALANCE FORWARD 07/01	1/2014		0.00	0.00	0.00	0.00
01.0000.0.1228.015.1	1110.3140.001.000	BG-000000 07/01/14 BUDGET		28 50			0.00
01.0000.0.1228.015.1	1110.3140.001.000	PY-103114 10/31/14 RB AL	GN 10	20.50	28,50		28.50
7	TOTAL ACTIVITY			28.50	28.50	0.00	1.00
0.0% E	ENDING BALANCE 06/30	0/2015		28.50	28.50	0.00	0.00
***1000 TOTALS:				28.50	28.50	0.00	0.00
2928 OTHER CLAS	SSIFIED HOURLY						
ВА	ALANCE FORWARD 07/01	1/2014		0.00	0.00	0.00	0.00
u1.u000.0.2928.015.1 01.0000.0.2928.015.1	1110.2700.001.000	BU-UUUUUU 07/01/14 BUDGET BT-500478 09/20/14 MN-314		16.00			216.00
01.0000.0.2928.015.1	1110.2700.001.000	PY-093014 09/30/14 PY-EOM	1 09		813.51		0.00
Т	TOTAL ACTIVITY		8	813.51	813.51	0.00	
0.0% E	ENDING BALANCE 06/30	0/2015	e	13.51	813.51	0.00	0.00
***2000 TOTALS:				13.51	813.51	0.00	0.00
4 111							

4. The report is ready to view. If you would like to print the report, click on the screen of the report that you pulled to view.

File Options	Сору о	ptions								
	<b>*</b>		छे।	<b>ž</b> i 🕻	2	inter	searc	h text	P 🖬 🚺 🖿 🦳 🔎 🖺 🌮	
22 HAYWARD USD						÷	Finan 07/01,	7121 Summe 2014 - 0	nary Report J478 FAR200 H.00.09 02/02/15 PAGE 16/30/2015	0
		Accou Fd Re	int cla isc Y O	ssifi bjt 3	cation ch Goa	s sei 1 Fui	lected	i 7 Lo	Field ranges selected FI PANOC	
	1.	01.00	00.7.7	222.0	15.777	2.22	??.00			
	2.		2.2		-	2	1	1		
	4.	-		-	-	-	-	-		
1	5.			-	-	-	-	-		
1		-		-	-	-	-	-		
1						- C	1.1	2		
1	9.	-		-	-	-	-	-		
	10.	-		-	-	-	-	-		
				Pris	mary s	ort/:	rolluj	) levels:	ED	
1					Expe	nse :		ry level:	· 1	
					-		Data	source	GLSTEX Standard Extract	
						Rep	Bude	semplate:	P Revised	
				I	nclude	bud	get t:	ansfers	27	
				_		GL	Tran	actions:	A Approved Only	
				E	Noiude	Pet	encu	Values	24 57	
					R	estr	icted	Fld Nbr:	02 Resource	
1					1	Separ	ratio	Option:	No Separation of Restricted and UnRestricted	
1						Ext	bract:	ton Type:	Restricted and UnRestricted	
						Rep	port 1	prepared:	TUE, MAR 3, 2015, 11:01 AM	
22 HAYWARD USD							Finand	ial Summ	mary Report J478 FAR300 H.00.09 03/03/15 PAGE	2
-	-						07/01,	2014 - 0	06/30/2015	

5. Now the report is ready to print. Please click LaserJet landscape from the drop down for Format.

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File Options	
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Print Profile	
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Cimat File: ] ** No format file and bypass Windows printing (RAW) **	
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6. Click Print icon again to print the report.

2 HAYWARD USD		FINANCIAL ACTIVITY 07/01/2014 TO 06/3	REPORT 0/2015	J15190 FAR110 0.0	H.00.14 02/11/: % REMAINS IN FI:	15 PAGE 0 SCAL YEAR 15
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) 12 HAYWARD USD		FINANCIAL ACTIVITY 07/01/2014 TO 06/3	WED, FEB 11, 2015, REPORT 0/2015	3:12 PM J15190 FAR110 0.0	H.00.14 02/11/ * REMAINS IN FI	15 PAGE 1 SCAL YEAR 15
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### Sample of the Account Summary Report

## **Financial Activity Report Writer (FARSUB) Window**

The *Financial Activity Report Writer (FARSUB)* window allows you to launch the Financial Activity Report (FAR110). This report provides a detailed listing of financial activity by object for subsidiary revenue and expense objects.

You can produce this report for any date range during the current fiscal year.

The report is organized like an income statement. It begins with the revenue objects, listing the detailed transactions for each object. Then it lists all transactions associated with each of the expense objects. The report concludes with a summary page that presents

totals for revenues and expenses.

The report includes the following information for each object:

Balance forward at the start of report date range

☐A detailed listing of each transaction that includes the following: financial account, reference number, date, description, dollar amount, and resulting budget balance ☐Ending balance as of the final date in the report range

## Steps to launch Financial Activity Report from Main Menu:



1. Go Main Menu and click on Finance Job Menu

- 🗄 Job Menu 22-HAYWARD USD QSS/OASIS - - × File View Options Help+Video Description (F1) Example (Ctrl+F1) 🏢 🖘 🔜 🧼 左 🕜 🔜 View Show ◯ <u>G</u>rid 💿 Show All C Show Only Favorites Search: 🖃 💼 Finance 🗄 🖓 🧰 Accounts Payable Reports 🚊 💼 Budget Reports / Processes E-Budget Development Reports E Budget Processes 🗄 📲 Budget Reports Account Report Writer (ACX110) Budget Report Writer (BD×110) Budget Transfers (BT) Report (BT0100) Budget Transfers Report (BT0200) Budget Revision Report (FAR350) Budget Summary Report (FAR357) Chart of Accounts Listing (FD0100) Comparative Budget Report (BDR110) Financial Activity Report (FAR110) General Ledger Reports / Processes 🗄 💼 General Ledger Processes 🚊 🔲 General Ledger Reports 📋 Account Report Writer (ACX110) Beginning Balances Report (BB0100) Financial Activity Report (FAR110) Financial Summary Report (FAR300) General Ledger Report (GLD110/115/125) Summary Report by Resource (GLD320) É... 🚞 SACS 🗄 💼 Requisition / PO Reports / Processes Purchase Order Report Writer (POR110/120/130)
- 2. Click on the Financial Activity Report in General Ledger Reports folder.

3. On the Financial Activity Report Writer, please select date using drop down and the report title.

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Financial Activity Report Writer (FARSUB)	22-HAYWARD USD	QSS/OASIS				
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<u>Main Selection</u> <u>Reference Types</u> <u>Sorts/Rollups</u> <u>Accounts</u> <u>District(s)</u>						
Financial Activity Report Writer						
District:	22 - HAYWARD UNIFIED SCHOOL DIST.					
From date:	07/01/2014  To date: 06/30/2015					
Report title:						
Budget source:	A - Approved					
Include budget transfers:	Y - All Budget Transfers (approved and unapproved) 💌					
Include Approved/Unapproved GL trans:	B - Both approved and unapproved transactions.					
Exclude pre-encumbrances:						
Print account description: 🔽						
Use reference values:						
Detail sort:	0 - Date					
Detail line Format:	1 - Single line printed 💌					
1 = Single Line Printed Per Transaction						
The Vendor Number, Warrant Number and Account Description fields are omitted and Transaction Description is truncated (demonstring are not evice).						
2 = Two Lines Printed For Transaction						
Includes the fields listed as omitted in format 1 and the Transaction Desc is not truncated.						

4. To Select Accounts, enter Accounts that you would like to pull in the search window. If you have presets then retrieve them for the folder.

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5. Enter the account masks or use the preset that were saved previously.

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File Options			
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- 6. Launch the report using the launch icon
- 7. Once the report is launched the following message box will be displayed. Click OK and then close the window.

Financial Activity Report Writer (FARSUB) 22-	HAYWARD USD QSS	S/OASIS
File Options		
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Last: #J484		
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8. Go to Print Manager and Print the launched report. These steps are similar to what we followed for launching the financial summary report.

Sample of Financial Activity Report is shown below: