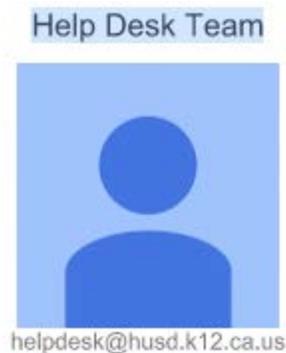


# Welcome to Exploring the Palm Tree QCC Version of QSS



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.

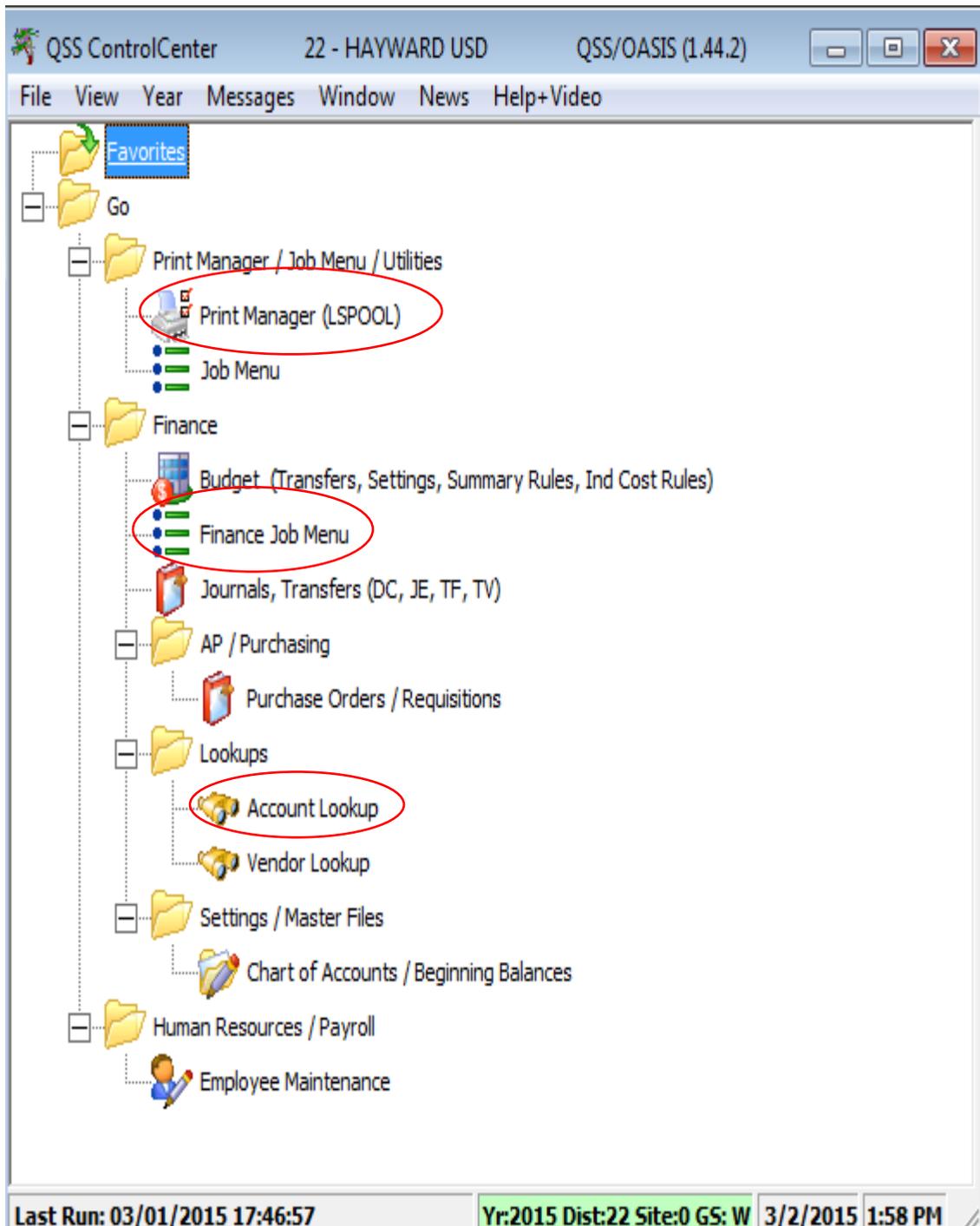


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# INTRODUCTION

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



ACCOUNT LOOKUP:  Account Lookup

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)

Purpose: Helps you print out reports generated.

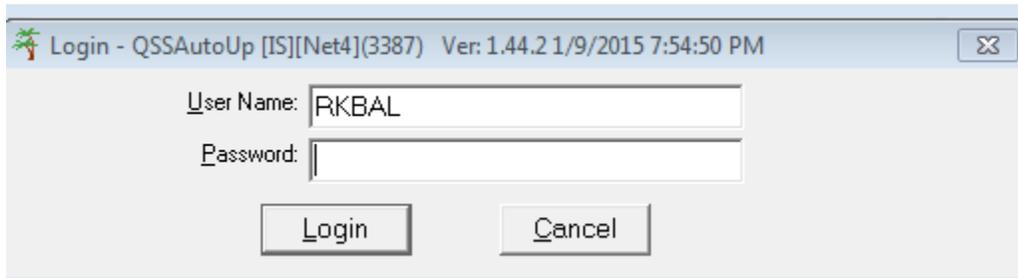
Reports submitted to be printed from the Finance Job Menu are listed and stored until deleted.

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

## ***Login & Password Instructions***

*Let us get started on exploring Palm Tree!!*

Double click on the  icon to get to the login screen:



The screenshot shows a Windows-style dialog box titled "Login - QSSAutoUp [IS][Net4](3387) Ver: 1.44.2 1/9/2015 7:54:50 PM". It contains two text input fields: "User Name:" with the text "RKBAL" and "Password:" which is empty. Below the fields are two buttons: "Login" and "Cancel".

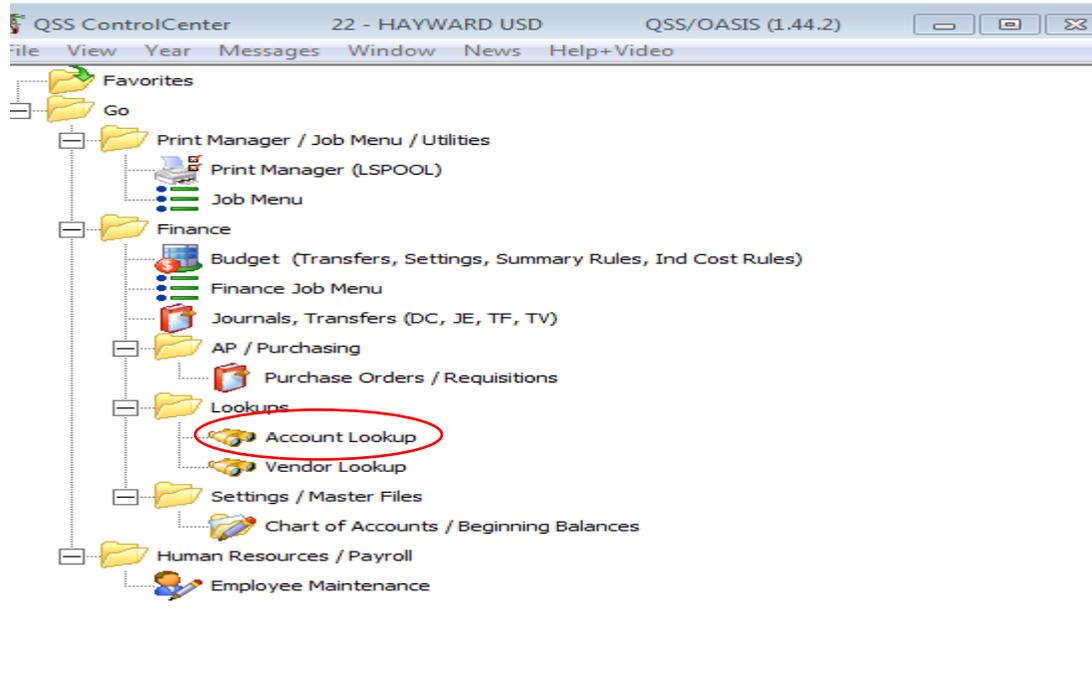
On the Login Screen you will be prompted to enter your User Name and the Password. If you don't have your user name or password then a request should be sent to technology department.

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.

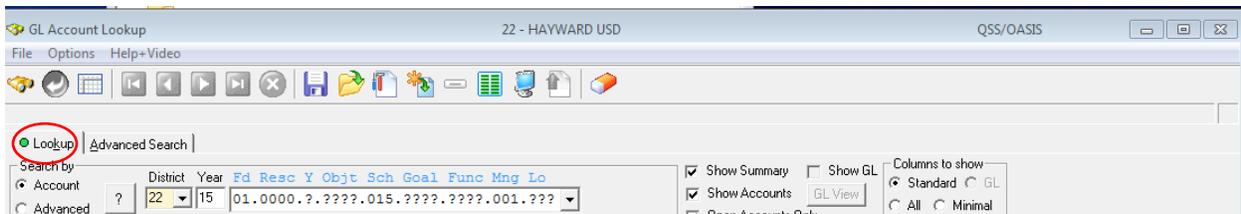
The screenshot shows the 'GL Account Lookup' screen. The title bar contains 'GL Account Lookup', '22 - HAYWARD USD', and 'QSS/OASIS'. The menu bar includes 'Options' and 'Help+Video'. A tool bar with various icons is circled in red. Below the tool bar, the 'Search by' dropdown is set to 'Account', and the search mask is '?? .???? .? .???? .??? .???? .???? .??? .???'. A 'Show Summary' checkbox is checked. A callout box points to the tool bar with the text: 'Tool Bar: Description of all icons on the tool bar is shown below.' Another callout box points to the search options with the text: 'Account Search by Account or Advanced options'. A third callout box points to the checkboxes with the text: 'By default all these boxes should be checked, if they are not checked by default then please check them.'

MENU COMMAND	ICON	KEYBOARD	DESCRIPTION
<u>O</u> ptions   <u>S</u> earch for Accounts		F3	Start the search for accounts based on the account mask in the <u>L</u> ookup tab or the <u>A</u> dvanced Search tab.
<u>O</u> ptions   <u>R</u> eturn Account		F2	Paste the account selected in the <u>L</u> ookup tab into the window that you were using when you opened the <i>GL Account Lookup</i> window.
<u>O</u> ptions   <u>G</u> rid <u>O</u> utput		SHIFT+F11	Export the accounts displayed in the <u>L</u> ookup 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		SHIFT+F5	Jump to the first page of accounts on the <u>L</u> ookup tab.
<u>O</u> ptions   <u>P</u> revious Page		F5	Go to the previous page of accounts on the <u>L</u> ookup tab.
<u>O</u> ptions   <u>N</u> ext Page		F6	Go to the next page of accounts on the <u>L</u> ookup tab.
<u>O</u> ptions   <u>L</u> ast Page		SHIFT+F6	Jump to the last page of accounts on the <u>L</u> ookup tab.
<u>O</u> ptions   <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 <i>Preset Maintenance - Save</i> dialog box that allows you to save the search as a preset.
<u>O</u> ptions   <u>G</u> et Preset		F4	Open a <i>Preset Maintenance - Retrieve</i> dialog box that allows you to retrieve a preset for a saved search.
<u>O</u> ptions   <u>A</u> ccount Maintenance		F7	Open a <i>Account Maint</i> 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   <u>D</u> isplay Account <u>I</u> nfo		CTRL+A	Create an Account Summary report for the account in the <u>L</u> ookup tab selected with the <u>m</u> pointer.
<u>O</u> ptions   <u>D</u> isplay Account <u>A</u> ctivity		CTRL+D	Create an Account Activity report for the account in the <u>L</u> ookup tab selected with the <u>m</u> pointer.
<u>O</u> ptions   <u>P</u> rint Screen		F11	Print a graphic image of the current window on the default Windows printer for your PC.

**All these Icons 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  icon to look it up.



The following results will be displayed once you click on the  icon.

Check boxes for displaying summary information or account details and/or open accounts only.

Expense Summary and Revenue Summary for selected accounts.

Open accounts only

Account Information Detail

	Fd	Resc	Y	Objt	Sch	Goal	Func	Mng	Lo	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	01	0000	0	1128	015	1110	1000	001	000	O			.00	.00	.00	.00	.00
2	01	0000	0	1228	015	1110	3140	001	000	O		28.50	28.50	.00	.00	28.50	.00
3	01	0000	0	2228	015	9306	8200	001	000	O		.00	.00	.00	.00	.00	.00
4	01	0000	0	2928	015	1110	2700	001	000	O		813.51	813.51	.00	.00	813.51	.00
5	01	0000	0	3101	015	1110	3140	001	000	O		2.53	2.53	.00	.00	2.53	.00
6	01	0000	0	3202	015	1110	2700	001	000	O		95.76	95.76	.00	.00	95.76	.00
7	01	0000	0	3302	015	1110	2700	001	000	O		49.22	49.22	.00	.00	49.22	.00
8	01	0000	0	3311	015	1110	3140	001	000	O		.41	.41	.00	.00	.41	.00
9	01	0000	0	3312	015	1110	2700	001	000	O		11.51	11.51	.00	.00	11.51	.00

## Selecting a View

Show Summary     Show GL  
 Show Accounts      
 Open Accounts Only

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.

Expense Summary

	Working	Revised	Approved
<b>Budget:</b>	24,153.66	24,416.00	24,416.00
Expense:	16,356.27		
Pending:	.00		
Encumbered:	2,840.04		
<b>Total Committed:</b>	19,196.31		
<b>Balance:</b>	4,957.35	5,219.69	5,219.69

Show Summary     Show GL  
 Show Accounts      
 Open Accounts Only

**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   
 Show Accounts   
 Open Accounts Only

Results of the Selection:

GL Account Lookup 22 - HAYWARD USD QSS/OASIS

File Options Help+Video

25689 Accts Read. 27 Accts Qualified. 27 Expense Accts

Lookup | Advanced Search

Search by: Account (Advanced) District: 22 Year: 15 Fd Recs: 01.0000.2.???? Objt: 015.???? Func: 001.??? Mng: Lo

Expense Summary: Working: 24,153.66 Revised: 24,416.00 Approved: 24,416.00

Expense: 16,356.27 Pending: .00 Encumbered: 2,840.04 Total Committed: 19,196.31

Balance: 4,957.35 5,219.69 5,219.69

	Fd	Recs	Y	Objt	Sch	Goal	Func	Mng	Lo	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	01.0000.0.1128.015.1110.1000.001.000	O										.00	.00	.00	.00	.00	.00
2	01.0000.0.1228.015.1110.3140.001.000	O										28.50	28.50	.00	.00	28.50	.00
3	01.0000.0.2225.015.9306.8200.001.000	O										.00	.00	.00	.00	.00	.00
4	01.0000.0.2928.015.1110.2700.001.000	O										813.51	813.51	.00	.00	813.51	.00
5	01.0000.0.3101.015.1110.3140.001.000	O										2.53	2.53	.00	.00	2.53	.00
6	01.0000.0.3202.015.1110.2700.001.000	O										95.76	95.76	.00	.00	95.76	.00
7	01.0000.0.3302.015.1110.2700.001.000	O										49.22	49.22	.00	.00	49.22	.00
8	01.0000.0.3311.015.1110.3140.001.000	O										.41	.41	.00	.00	.41	.00
9	01.0000.0.3312.015.1110.2700.001.000	O										11.51	11.51	.00	.00	11.51	.00
10	01.0000.0.3322.015.1110.2700.001.000	O										.00	.00	.00	.00	.00	.00
11	01.0000.0.3601.015.1110.3140.001.000	O										.01	.01	.00	.00	.01	.00
12	01.0000.0.3602.015.1110.2700.001.000	O										.41	.41	.00	.00	.41	.00
13	01.0000.0.3601.015.1110.3140.001.000	O										.55	.55	.00	.00	.55	.00
14	01.0000.0.3602.015.1110.2700.001.000	O										15.59	15.59	.00	.00	15.59	.00
15	01.0000.0.3701.015.1110.3140.001.000	O										.49	.49	.00	.00	.49	.00
16	01.0000.0.3702.015.1110.2700.001.000	O										13.91	13.91	.00	.00	13.91	.00
17	01.0000.0.3751.015.1110.3140.001.000	O										.00	.00	.00	.00	.00	.00
18	01.0000.0.3928.015.1110.2700.001.000	O										.00	.00	.00	.00	.00	.00
19	01.0000.0.4310.015.1110.2700.001.000	O										7,896.00	5,158.15	.00	2,431.14	7,589.29	306.71
20	01.0000.0.4310.015.1136.1000.001.000	O										8,830.77	8,621.87	.00	208.90	8,830.77	.00
21	01.0000.0.4315.015.1110.2700.001.000	O										1,152.87	444.43	.00	.00	444.43	708.44
22	01.0000.0.4400.015.0000.2700.001.000	O										1,351.17	.00	.00	.00	.00	1,351.17
23	01.0000.0.5220.015.1110.2700.001.000	O										767.05	.00	.00	.00	.00	767.05
24	01.0000.0.5716.015.1136.1000.001.000	O										1,761.74	1,069.39	.00	.00	1,069.39	692.35
25	01.0000.0.5828.015.1110.1000.001.000	O										1,178.90	.00	.00	200.00	200.00	978.90
26	01.0000.0.5870.015.1110.2700.001.000	O										122.76	.00	.00	.00	.00	122.76
27	01.0000.0.5910.015.1110.2700.001.000	O										60.00	30.03	.00	.00	30.03	29.97

Selected account

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

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

Bal\_Trusts

1 view summary

Balance: 4,957.35 5,219.69 5,219.69

	Fd	Recs	Y	Objt	Sch	Goal	Func	Mng	Lo	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	01.0000.0.1128.015.1110.1000.001.000	O										.00	.00	.00	.00	.00	.00
2	01.0000.0.1228.015.1110.3140.001.000	O										28.50	28.50	.00	.00	28.50	.00
3	01.0000.0.2225.015.9306.8200.001.000	O										.00	.00	.00	.00	.00	.00
4	01.0000.0.2928.015.1110.2700.001.000	O										813.51	813.51	.00	.00	813.51	.00
5	01.0000.0.3101.015.1110.3140.001.000	O										2.53	2.53	.00	.00	2.53	.00
6	01.0000.0.3202.015.1110.2700.001.000	O										95.76	95.76	.00	.00	95.76	.00
7	01.0000.0.3302.015.1110.2700.001.000	O										49.22	49.22	.00	.00	49.22	.00
8	01.0000.0.3311.015.1110.3140.001.000	O										.41	.41	.00	.00	.41	.00

Line 3 Account: 01.0000.0.2225.015.9306.8200.001.000

- Display Account Info
- Display Account Activity
- Maintain Account
- Return Account

Results of the Display Account Information:

	Working	Revised	Approved
<b>Budget:</b>	<b>7,896.00</b>	<b>5,406.13</b>	<b>5,406.13</b>
Expense/Receipt:	5,158.15		
Pending:	0.00		
Encumbered:	2,431.14		
<b>Total Committed:</b>	<b>7,589.29</b>		
<b>Balance:</b>	<b>306.71</b>	<b>-2,183.16</b>	<b>-2,183.16</b>

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

If you need to include Unapproved GL Transactions then just click that box and press OK

Following results will appear in the window:

GLLookup 22 - HAYWARD USD QSS/OASS

District: 22 Year: 15 Account Activity

Pl Bacc Y Obj6 Sub Goal Fimo Mng Lo  
 01.0000.0.4310.015.1110.2700.001.000  
 Description:  
 Account status: Open Fund: 01 GENERAL FUND Pseudo Code:  
 ProjYear: 0 Undesignated Roll Flag:  
 Resource: 0000 UNRESTRICTED  
 SchLoc: 015 CHERYLAND ELEMENTARY  
 Object: 4310 MATERIALS AND SUPPLIES  
 Goal: 1110 REGULAR EDUCATION K-12  
 Function: 2700 SCHOOL ADMINISTRATION  
 Manager: 001 Site Discretionary  
 Local Op: 000 General

Start Date: 07/01/2014 Include: Unapproved GL Trs? N  
 Budget Type: Approved Budget Transfers? Y  
 Unapproved BT's? Y

ACTDET.DATA.QSSUSER last updated SUN, MAR 1, 2015, 10:22 PM

	Approved with BT's	Exp/Rec	Enc	Balance
<b>Total:</b>	<b>7,896.00</b>	<b>5,158.15</b>	<b>2,431.14</b>	<b>306.71</b>

1 account(e) and 43 detail record(e) selected.

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 of Rec 2700 to 1000 PR105945	-1,417.29	0.00	0.00	3,988.84	
PO-500269	07/11/2014	OFFICE DEPOT Ve: 036945	0.00	0.00	2,000.00	1,988.84	
PO-500269	07/11/2014	OFFICE DEPOT Ve: 036945	0.00	0.00	2,000.00	-11.66	
ST-041514	09/07/2014	ISSUERS 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	
BT-500184	08/14/2014	SC - bf to cover PR# 15102	-830.00	0.00	0.00	-1,344.99	
ST-041519	09/02/2014	ISSUERS ISSUE	0.00	35.19	0.00	-1,380.18	
PO-501077	09/11/2014	CARD FACTORY, THE Ve: 119217	0.00	0.00	61.02	-1,441.20	
PO-500269	09/17/2014	OFFICE DEPOT Ve: 036945 Wr: 50431353	0.00	1,933.06	0.00	-3,374.26	
PO-500269	09/17/2014	OFFICE DEPOT Ve: 036945 Wr: 50431353	0.00	0.00	-1,933.06	-1,441.20	
PO-501161	09/19/2014	SCHOOL OUTFITTERS.COM Ve: 106512	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: 119217 Wr: 50431398	0.00	61.01	0.00	-1,773.83	
PO-501077	09/22/2014	CARD FACTORY, THE Ve: 119217 Wr: 50431398	0.00	0.00	0.00	-61.02	-1,712.81
PO-501161	10/06/2014	SCHOOL OUTFITTERS ORD1647396 Ve: 106512 Wr: 50431653	0.00	159.88	0.00	-1,872.69	
PO-501161	10/06/2014	SCHOOL OUTFITTERS.COM Ve: 106512 Wr: 50431653	0.00	0.00	-159.88	-1,712.81	
PO-500269	10/13/2014	OFFICE DEPOT Ve: 036945 Wr: 50431782	0.00	10.37	0.00	-1,723.18	
PO-501162	10/13/2014	PALOS SPORTS 182424-00 Ve: 039055 Wr: 50431786	0.00	102.51	0.00	-1,825.69	
PO-500269	10/13/2014	OFFICE DEPOT Ve: 036945 Wr: 50431782	0.00	0.00	-10.37	-1,815.32	
PO-501162	10/13/2014	PALOS SPORTS Ve: 039055 Wr: 50431786	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 cursor to the account you would like to look at the activity for.
2. Click on the account



3. Then click on the  icon in the top task bar

Expense Summary

	Working	Revised	Approved
<b>Budget:</b>	24,153.66	24,416.00	24,416.00
Expense:	16,063.83		
Pending:	.00		
Encumbered:	2,491.10		
<b>Total Committed:</b>	18,554.93		
<b>Balance:</b>	5,598.73	5,861.07	5,861.07

	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

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

Fd Resrc Y Objt Sch Goal Func Mng Lo  
 01.0000.0.4310.015.1135.1000.001.000

Description:  
 Account status: Open Roll Flag: Pseudo Code:  
 Fund: 01 GENERAL FUND  
 Resource: 0000 UNRESTRICTED  
 ProjYear: 0 Undesignated  
 Object: 4310 MATERIALS AND SUPPLIES  
 Sch/Lo: 015 CHERYLAND ELEMENTARY  
 Goal: 1135 Elementary School Instruction  
 Function: 1000 INSTRUCTION  
 Manager: 001 Site Discretionary  
 Local Op: 000 General

Start Date: 07/01/2014 Include: Unapproved GL Trx? Y  
 Budget Type: Approved Budget Transfers? Y  
 Unapproved BTs? Y

CTDET.DATA.QSSUSER last updated TUE, FEB 10, 2015, 10:23 PM

	Approved with BT's	Exp/Rec	Enc	Balance
<b>Total:</b>	<b>8,830.77</b>	<b>8,540.45</b>	<b>290.32</b>	<b>0.00</b>

1 account(s) and 25 detail record(s) selected.

Reference	Date	Description	Approved with BT's	Exp/Rec	Enc	Balance
BG-000000	07/01/2014	BUDGET		6,582.21	0.00	0.00 6,582.21
BT-500006	07/02/2014	ML xf fnc2700 to 1000 PR195945		1,417.79	0.00	0.00 8,000.00
PO-500024	07/03/2014	OFFICE DEPOT Ve: 036945		0.00	0.00	8,000.00 0.00
BT-500087	07/25/2014	Carryover from 2013-14		-262.34	0.00	0.00 -262.34
BT-500170	08/12/2014	SC-Align to Actual		262.34	0.00	0.00 0.00
BT-500184	08/14/2014	SC - bfr to cover PR# 15192		830.00	0.00	0.00 830.00
PO-500697	08/15/2014	PALOS SPORTS Ve: 039055		0.00	0.00	829.70 0.30
PO-500024	09/03/2014	OFFICE DEPOT 723313769001 Ve: 036945 Wr: 50431140		0.00	1,305.71	0.00 -1,305.41
PO-500024	09/03/2014	OFFICE DEPOT Ve: 036945 Wr: 50431140		0.00	0.00	-1,305.71 0.30
PO-500024	09/17/2014	OFFICE DEPOT 705593596001 Ve: 036945 Wr: 50431353		0.00	6,217.30	0.00 -6,217.00
PO-500024	09/17/2014	OFFICE DEPOT Ve: 036945 Wr: 50431353		0.00	0.00	-6,217.30 0.30
PO-500697	10/06/2014	PALOS SPORTS 177713.00 Ve: 039055 Wr: 50431643		0.00	761.19	0.00 -760.89
PO-500697	10/06/2014	PALOS SPORTS Ve: 039055 Wr: 50431643		0.00	0.00	-829.70 68.81
PO-500024	10/15/2014	OFFICE DEPOT 705594648001 Ve: 036945 Wr: 50431898		0.00	7.46	0.00 61.35
PO-500024	10/15/2014	OFFICE DEPOT Ve: 036945 Wr: 50431898		0.00	0.00	-7.46 68.81
BT-501154	10/31/2014	RB XFER OBJ 5825-4310 STE 015		0.77	0.00	0.00 69.58
TF-500131	10/31/2014	AK OCT-14 SALES/USE TAX		0.00	69.58	0.00 0.00
PO-500024	12/03/2014	OFFICE DEPOT 734372484001 Ve: 036945 Wr: 50432936		0.00	40.23	0.00 -40.23
PO-500024	12/03/2014	OFFICE DEPOT Ve: 036945 Wr: 50432936		0.00	0.00	-40.23 0.00
PO-500024	01/12/2015	OFFICE DEPOT 738945833001 Ve: 036945 Wr: 50532731		0.00	26.97	0.00 -26.97
PO-500024	01/12/2015	OFFICE DEPOT Ve: 036945 Wr: 50532731		0.00	0.00	-26.97 0.00
PO-500024	02/02/2015	OFFICE DEPOT 741117370001 Ve: 036945 Wr: 50533271		0.00	70.45	0.00 -70.45
PO-500024	02/02/2015	OFFICE DEPOT Ve: 036945 Wr: 50533271		0.00	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.

District: 22 Year: 15

Account Activity

QSS/OASIS

Page 1 of 1

Pd Resc Y Objt Sch Goal Func Mng Lo  
 01.0000.0.4310.015.1135.1000.001.000  
 Description:  
 Account status: Open Roll Flag: Pseudo Code:  
 Fund: 01 GENERAL FUND  
 Resource: 0000 UNRESTRICTED  
 ProjYear: 0 Undesignated  
 Object: 4310 MATERIALS AND SUPPLIES  
 Sch/Loc: 015 CHERRYLAND ELEMENTARY  
 Goal: 1135 Elementary School Instruction  
 Function: 1000 INSTRUCTION  
 Manager: 001 Site Discretionary  
 Local Op: 000 General  
  
 Start Date: 07/01/2014 Include: Unapproved GL Trx? Y  
 Budget Type: Approved Budget Transfers? Y  
 Unapproved BT's? Y

CTDET.DATA.QSSUSER last updated TUE, FEB 10, 2015, 10:23 PM

Click here to get the details on the PO

	Approved with BT's	Exp/Rec	Enc	Balance
<b>Total:</b>	<b>8,830.77</b>	<b>8,540.45</b>	<b>290.32</b>	<b>0.00</b>

1 account(s) and 25 detail record(s) selected.

Date	Description	Approved with BT's	Exp/Rec	Enc	Balance
BG-000000 07/01/2014	BUDGET	6,582.21	0.00	0.00	6,582.21
BT-500006 07/02/2014	ML xf fnc2700 to 1000 PR195945	1,417.79	0.00	0.00	8,000.00
PO-500024 07/03/2014	OFFICE DEPOT Ve: 036945	0.00	0.00	8,000.00	0.00
BT-500087 07/25/2014	Carryover from 2013-14	-262.34	0.00	0.00	-262.34
BT-500170 08/12/2014	SC-Align to Actual	262.34	0.00	0.00	0.00
BT-500184 08/14/2014	SC - trf to cover PR#15192	830.00	0.00	0.00	830.00
PO-500697 08/15/2014	PALOS SPORTS Ve: 039055	0.00	0.00	829.70	0.30
PO-500024 09/03/2014	OFFICE DEPOT 723313769001 Ve: 036945 Wr: 50431140	0.00	1,305.71	0.00	-1,305.41
PO-500024 09/03/2014	OFFICE DEPOT Ve: 036945 Wr: 50431140	0.00	0.00	-1,305.71	0.30
PO-500024 09/17/2014	OFFICE DEPOT 705593596001 Ve: 036945 Wr: 50431353	0.00	6,217.30	0.00	-6,217.00
PO-500024 09/17/2014	OFFICE DEPOT Ve: 036945 Wr: 50431353	0.00	0.00	-6,217.30	0.30
PO-500697 10/06/2014	PALOS SPORTS 177713-00 Ve: 039055 Wr: 50431643	0.00	761.19	0.00	-760.89
PO-500697 10/06/2014	PALOS SPORTS Ve: 039055 Wr: 50431643	0.00	0.00	-829.70	68.81
PO-500024 10/15/2014	OFFICE DEPOT 705594648001 Ve: 036945 Wr: 50431898	0.00	7.46	0.00	61.35
PO-500024 10/15/2014	OFFICE DEPOT Ve: 036945 Wr: 50431898	0.00	0.00	-7.46	68.81
BT-501154 10/31/2014	RB XFER OBJ 5825-4310 STE 015	0.77	0.00	0.00	69.58
TF-500131 10/31/2014	AK OCT-14 SALES/USE TAX	0.00	69.58	0.00	0.00
PO-500024 12/03/2014	OFFICE DEPOT 734372484001 Ve: 036945 Wr: 50432936	0.00	40.23	0.00	-40.23
PO-500024 12/03/2014	OFFICE DEPOT Ve: 036945 Wr: 50432936	0.00	0.00	-40.23	0.00
PO-500024 01/12/2015	OFFICE DEPOT 738945833001 Ve: 036945 Wr: 50532731	0.00	26.97	0.00	-26.97
PO-500024 01/12/2015	OFFICE DEPOT Ve: 036945 Wr: 50532731	0.00	0.00	-26.97	0.00
PO-500024 02/02/2015	OFFICE DEPOT 741117370001 Ve: 036945 Wr: 50533271	0.00	70.45	0.00	-70.45
PO-500024 02/02/2015	OFFICE DEPOT 743545286001 Ve: 036945 Wr: 50533276	0.00	41.56	0.00	-112.01

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

**District: 22 Year: 15** **Purchase Order** **QSS/OASIS**  
Page 1 of 1

**PO # RQ # Type**  
500024 195945

**Vendor:** 22-036945  
OFFICE DEPOT  
BUSINESS SERVICES DIVISION  
6700 AUTO MALL PARKWAY  
FREMONT, CA 94539

**Ship to:** 0018  
CHERRYLAND ELEMENTARY SCHOOL  
585 WILLOW AVENUE  
HAYWARD, CA 94541-2424

**Date:** 07/03/2014 **Site:** 0015  
**Printed:** 07/03/2014 **Warehouse:**  
**Paid:** 02/02/2015 **Stores Ord:**  
**Deliver By:** **Buyer:** CG  
**Status:** Y **Conf Order:**  
**Released:** Y

**Submitted by** ROBERTA **Terms** NET 30 **FOB** DEST

Ln	Split	Quantity	Unit	Unit Cost	Extended	Tax	Total	Stock No	FA
01	N	1	LOT	8,000.00	8,000.00	N	8,000.00		
BLANKET PURCHASE ORDER									
FOR MATERIALS & SUPPLIES AS NEEDED									
FOR SCHOOL YR 2014-2015									
INSTRUCTIONAL MATERIALS,									
CHERRYLAND SCH									
C.O ROBERTA									
				01.0000.0.4310.015.1135.1000.001.000	8,000.00	720.00	8,720.00	100.0000%	
				<b>Extended/Tax/Total: 8,000.00</b>		<b>0.00</b>	<b>8,000.00</b>		

Ln	Id	Resc	Y	Objt	Sch	Deal	Func	Mng	Lo	Amount	Status
01	01	0000	0	4310	015	1135	1000	001	000	8,000.00	P
<b>Total: 8,000.00</b>											

Last Updated: 00/00/0000 00:00 By: MPHJ

View Payment Details

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 Details** **QSS/OASIS**  
Page 1 of 1

**Purchase Order**  
500024

**PO #** 500024 **RQ #** 195945 **Printed:** 07/03/2014

**Date:** 07/03/2014 **Paid:** 02/02/2015 **Buyer:** CG

**Warehouse #** **Description:** INSTR MAT **Stores Ord:** 000000 **Shipping Loc:** 0018

**Submitted by:** ROBERTA **Vendor No:** 036945

**Status:** Y **PO Type:**

**Vendor:** 22-036945 **Ship to:** 0018  
OFFICE DEPOT  
BUSINESS SERVICES DIVISION  
6700 AUTO MALL PARKWAY  
FREMONT, CA 94539  
CHERRYLAND ELEMENTARY SCHOOL  
585 WILLOW AVENUE  
HAYWARD, CA 94541-2424

Ln	Stat	Date Entered	Invoice No	Payment	Liq	Date Paid	Warrant	Batch	Hold	UT	1099	Disc	Balance
<b>01</b>	<b>01</b>	<b>01.0000.0.4310.015.1135.1000.001.000</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>P</b>								
1P	08/06/2014	723813769001	1,305.71	1,305.71	09/03/2014	50431140	0106	N	N				6,694.29
2P	08/19/2014	705593596001	6,217.30	6,217.30	09/17/2014	50431353	0132	N	N				476.99
3P	08/27/2014	705594648001	7.46	7.46	10/15/2014	50431898	0182	N	N				469.53
4P	10/09/2014	734372484001	40.23	40.23	12/03/2014	50432936	0271	N	N				429.30
5P	11/06/2014	738945833001	26.97	26.97	01/12/2015	50532731	0322	N	N				402.33
6P	11/18/2014	741117370001	70.45	70.45	02/02/2015	50533271	0359	N	N				331.88
7P	12/02/2014	743545286001	41.56	41.56	02/02/2015	50533276	0360	N	N				290.32
				<b>Total: 7,709.68</b>	<b>7,709.68</b>								

View Purchase Order

View Receipt Details

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

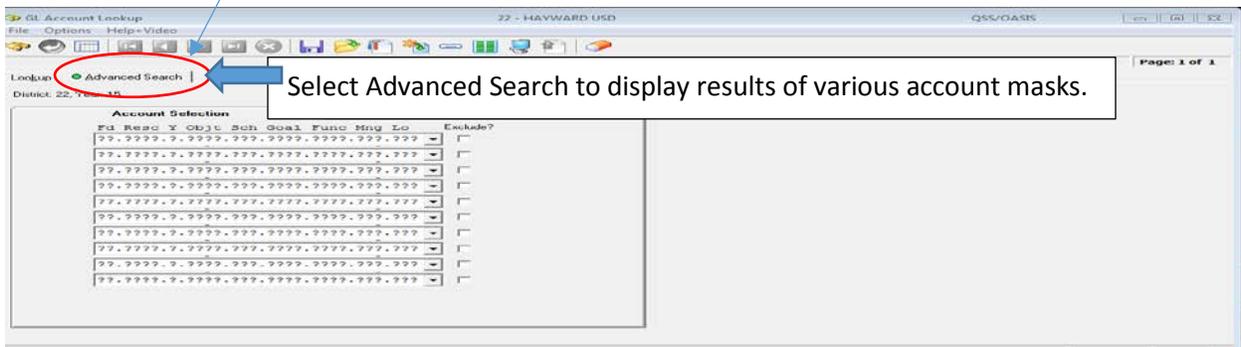
# Searching for Accounts Using Advanced Search

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

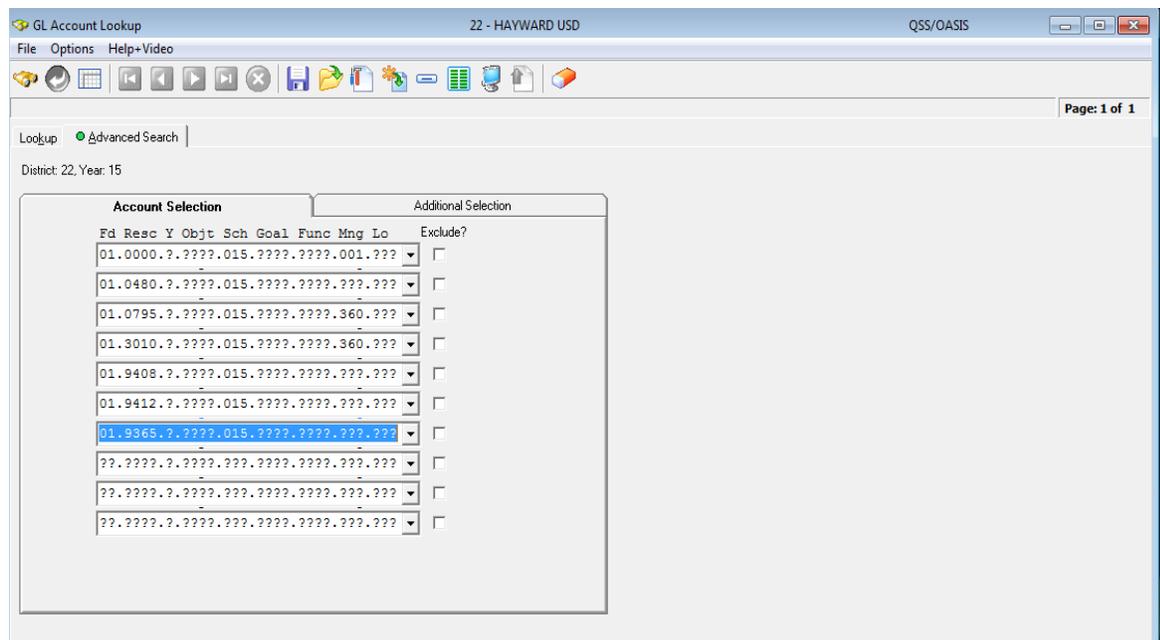
*Account Selection Subtab for Advanced Search.*

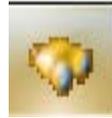
*To define an Advanced Search then make sure Advanced Search box is checked.*

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.**





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

Following results will be displayed on the Account Lookup Window.

The screenshot shows the 'GL Account Lookup' window for '22 - HAYWARD USD'. The search criteria are: District 22, Year 15, and a complex alphanumeric search string. The window displays a 'Message Bar' at the top right indicating '25690 Accts Read, 129 Accts Qualified, 127 Expense Accts, 2 Revenue Accts'. Below this are summary tables for Expense and Revenue, and a main grid of account data with columns for Fd, Resc, Y, Objt, Sch, Goal, Func, Mng, Lo, ST, Pseudo, Working, Expensed, Pending, Encumbered, Committed, and Balance.

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.

## Grid Output

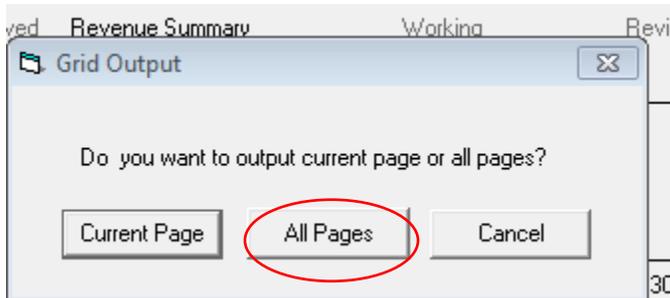


The Grid Output window displays the contents of the grid that was active when you open the window. It allows you to save the contents of the grid as a text file, print the grid, or save it as a PDF, Word, or Excel file.

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.



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

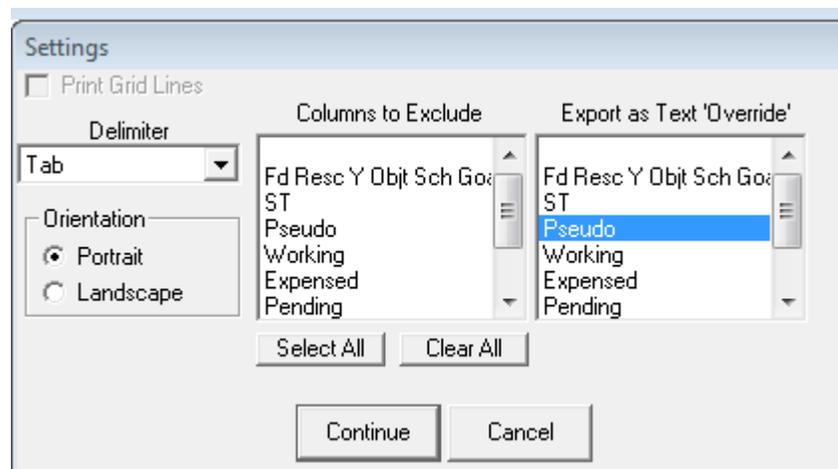
	Fd Resc	Y	Obj	Sch	Goal	Func	Mng	Lo	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
101	01.0795.0.3752.015.1110.2495.360.000								0		368.50	221.10	.00	147.40	368.50	.00
102	01.0795.0.4200.015.1110.1000.360.000								0		7,800.00	1,442.78	.00	6,242.24	7,685.02	114.98
103	01.0795.0.4310.015.1110.1000.360.000								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.

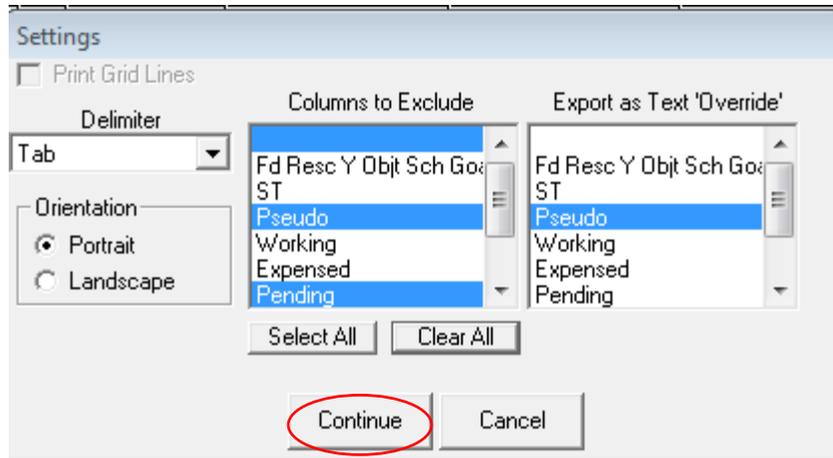
OPTION MENU COMMAND	COMMAND AND SHORTCUT	PURPOSE
Count <u>P</u> ages	 CTRL+F2	Count the number of pages required to print the contents of the data grid with the Print... command.
<u>P</u> rint...	 CTRL+F3	Print the columns selected in the <i>Settings</i> dialog box on the default Windows printer for your PC.
Create <u>F</u> ile...	 CTRL+F4	Create a text file that contains the columns selected in the <i>Settings</i> dialog box. You can choose the delimiter that separates the data in each column.
Create <u>P</u> DF...	 CTRL+F8	Create a PDF file that contains the columns that you have selected in the <i>Settings</i> dialog box.
<u>O</u> pen in Word...	 CTRL+F7	Open a Microsoft Word document that contains the columns that you have selected in the <i>Settings</i> dialog box.
<u>O</u> pen in <u>E</u> xcel...	 CTRL+F5	Open a spreadsheet in Microsoft Excel that contains the columns that you have selected in the <i>Settings</i> dialog box.
<u>O</u> pen with Excel <u>W</u> izard...	 CTRL+F6	Import the columns selected in the <i>Settings</i> dialog box into Excel using the Text Import Wizard. The wizard allows you to specify the data format for each column in the spreadsheet 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



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



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.

	A	B	C	D	E	F	G
1	Fd Resc Y	ST	Working	Expensed	Encumber	Committe	Balance
2	01.0795.0.	O	368.5	221.1	147.4	368.5	0
3	01.0795.0.	O	7,800.00	1,442.78	6,242.24	7,685.02	114.98
4	01.0795.0.	O	8,179.35	6,074.52	2,010.24	8,084.76	94.59
5	01.0795.0.	O	0	0	0	0	0
6	01.0795.0.	O	600	588.72	0	588.72	11.28
7	01.0795.0.	O	3,000.00	0	0	0	3,000.00
8	01.0795.0.	O	1,793.19	0	0	0	1,793.19
9	01.0795.0.	O	24,999.04	24,999.04	0	24,999.04	0
10	01.0795.0.	O	50	0	0	0	50
11	01.0795.0.	O	250	250	0	250	0
12	01.0795.0.	O	0	0	0	0	0
13	01.9365.0.	O	90	0	0	0	90
14	01.9365.0.	O	0	0	0	0	0
15	01.9408.0.	O	2,000.00	273	0	273	1,727.00
16	01.9408.0.	O	3.96	3.96	0	3.96	0
17	01.9408.0.	O	10.23	10.23	0	10.23	0
18	01.9408.0.	O	0.14	0.14	0	0.14	0
19	01.9408.0.	O	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.

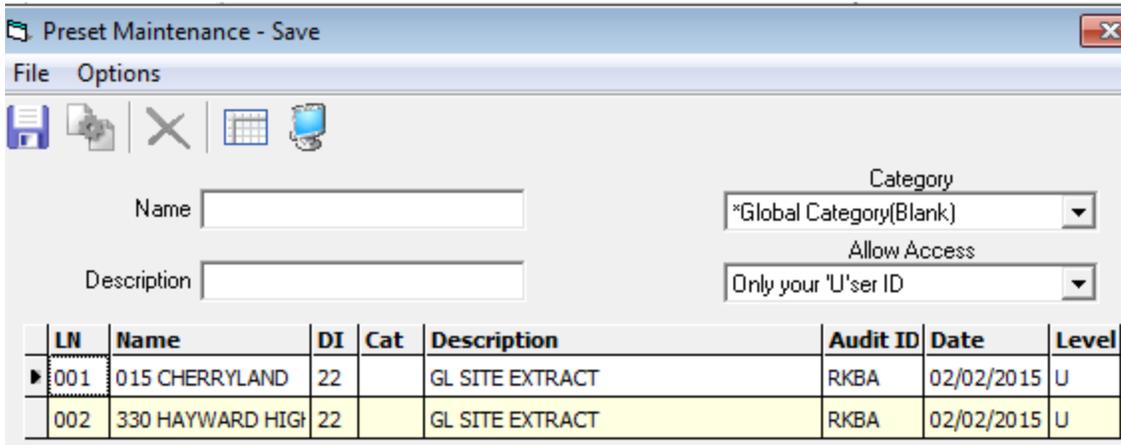
Saving Preset saves time of entering the search criteria over and over again.

The screenshot shows the 'GL Account Lookup' window for '22 - HAYWARD USD'. The window title bar includes 'File', 'Options', and 'Help+Video' menus. Below the title bar is a toolbar with various icons. A message bar at the top reads 'Cancelled saving of preset'. The main area is divided into 'Lookup' and 'Advanced Search' tabs. The 'Advanced Search' tab is active, showing 'District: 22, Year: 15'. The main content area is split into two sections: 'Account Selection' and 'Additional Selection'. The 'Account Selection' section contains a table with columns: Fd, Resc, Y, Objt, Sch, Goal, Func, Mng, Lo, and Exclude?. The table lists several account masks with corresponding 'Exclude?' checkboxes.

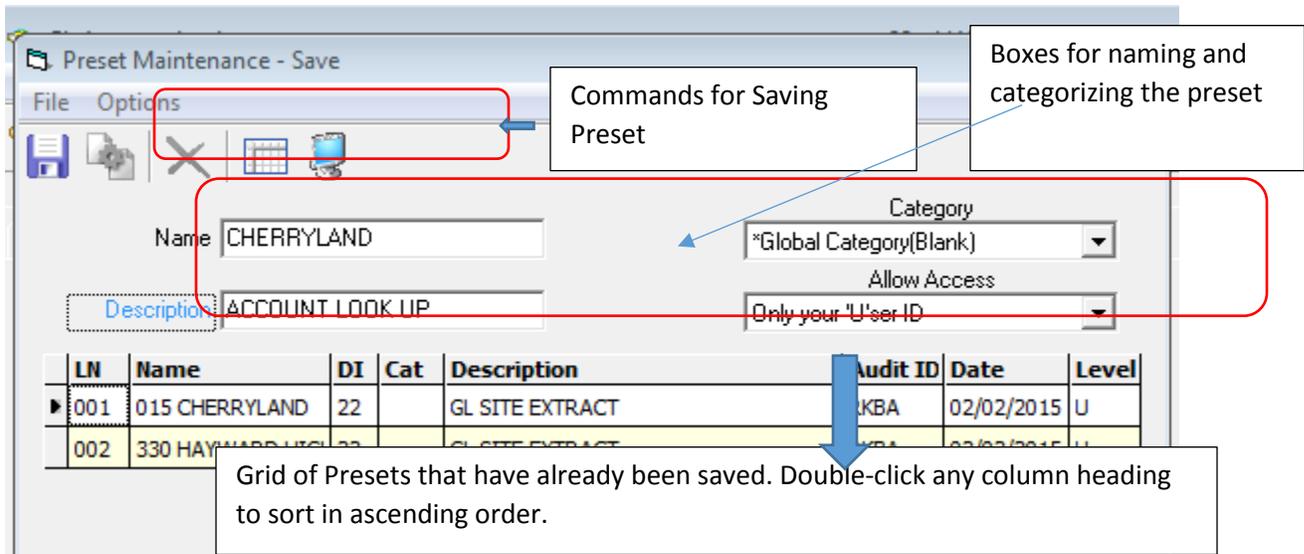
Fd	Resc	Y	Objt	Sch	Goal	Func	Mng	Lo	Exclude?
??	.0000	.?	????	.015	????	????	.001	???	<input type="checkbox"/>
01	.0480	.?	????	.015	????	????	???	???	<input type="checkbox"/>
??	.0795	.?	????	.015	????	????	.360	???	<input type="checkbox"/>
??	.3010	.?	????	.015	????	????	.360	???	<input type="checkbox"/>
??	.9408	.?	????	???	????	????	???	???	<input type="checkbox"/>
??	.9412	.?	????	???	????	????	???	???	<input type="checkbox"/>
??	.9365	.?	????	???	????	????	???	???	<input type="checkbox"/>
??	????	.?	????	???	????	????	???	???	<input type="checkbox"/>
??	????	.?	????	???	????	????	???	???	<input type="checkbox"/>
??	????	.?	????	???	????	????	???	???	<input type="checkbox"/>



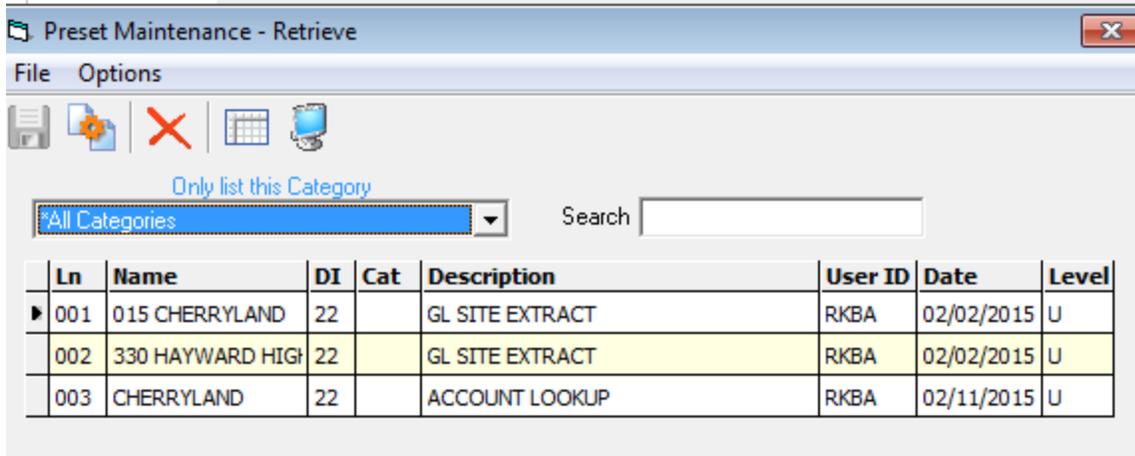
1. Once all the search criteria has been entered, press the save button  on the menu Bar.
2. One you hit enter, then the following screen will be displayed.



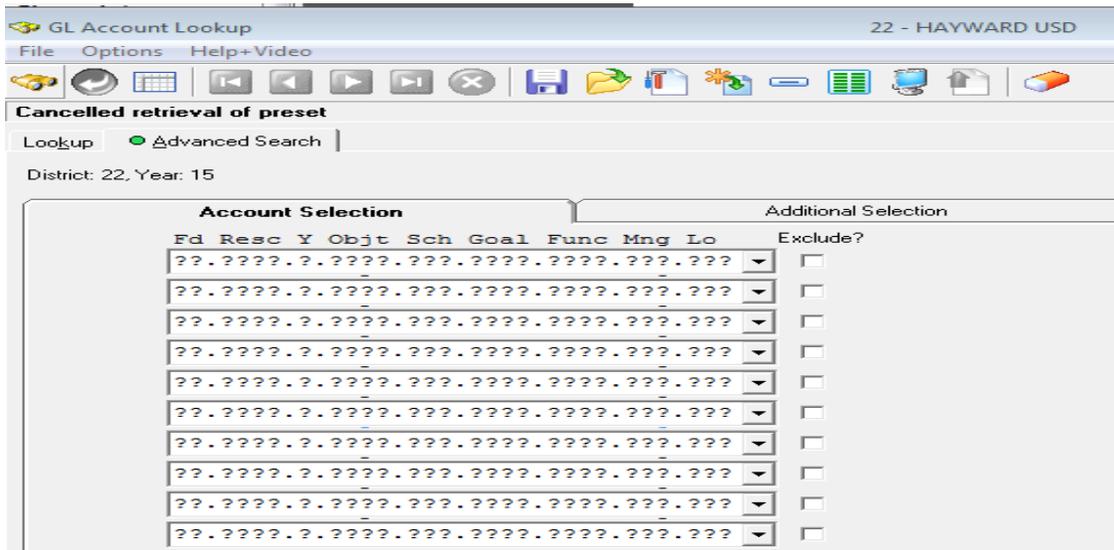
3. Give the name to the file that you would like the preset to be saved under.
4. Enter the Description that will describe the file name.
5. Click the save button on the top, which will save the preset.



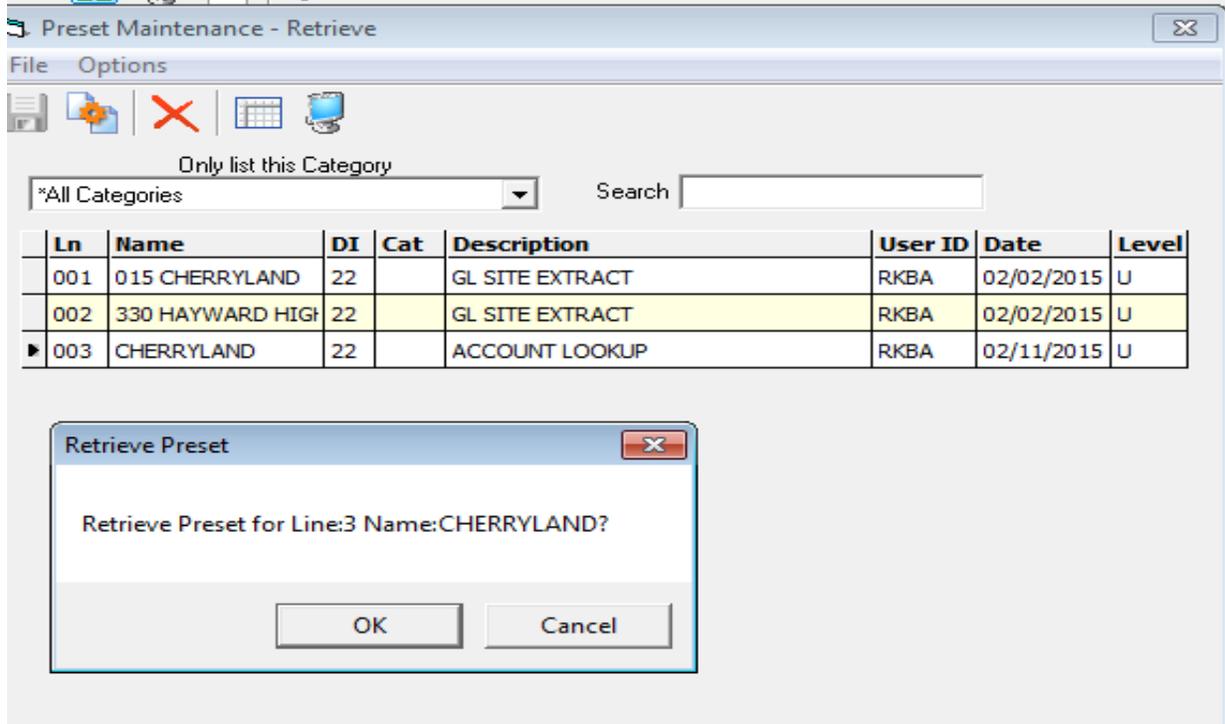
This will save your Preset as shown below.



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



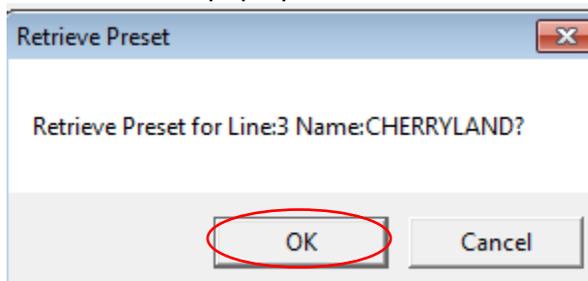
1. Click on the  icon



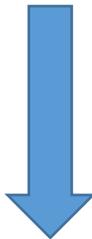
- Click on the preset that you would like to retrieve.

003	CHERRYLAND	22		ACCOUNT LOOKUP	RKBA	02/11/2015	U
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- Click on  icon
- Click OK in the pop up box.



Results will be displayed in the following screen.



GL Account Lookup 22 - HAYWARD USD

File Options Help+Video

**Preset CHERRYLAND retrieved**

Lookup  Advanced Search

District: 22, Year: 15

Account Selection										Additional Selection
Fd	Resc	Y	Objt	Sch	Goal	Func	Mng	Lo		Exclude?
01.0000	?.????	.015	????	????	????	.001	???			<input type="checkbox"/>
01.0480	?.????	.015	????	????	????	???	???			<input type="checkbox"/>
01.0795	?.????	.015	????	????	????	.360	???			<input type="checkbox"/>
01.3010	?.????	.015	????	????	????	.360	???			<input type="checkbox"/>
01.9408	?.????	.015	????	????	????	???	???			<input type="checkbox"/>
01.9412	?.????	.015	????	????	????	???	???			<input type="checkbox"/>
01.9365	?.????	.015	????	????	????	???	???			<input type="checkbox"/>
??	????	.?	????	???	????	????	???	???		<input type="checkbox"/>
??	????	?.	????	???	????	????	???	???		<input type="checkbox"/>
??	????	?.	????	???	????	????	???	???		<input type="checkbox"/>

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 Account Lookup 22 - HAYWARD USD QSS/OASIS

File Options Help+Video

25398 Accts Read, 180 Accts Qualified, 178 Expense Accts, 2 Revenue Accts Page: 1 of 2

Lookup | Advanced Search

Search by:  Account  Advanced

District: 22 Year: 15 Fd Resc Y Objt Sch Goal Func Mng Lo: ??,????,?,????,???,????,????,???,???

Show Summary  Show GL  Standard  GL

Show Accounts   All  Minimal

Open Accounts Only

Expense Summary				Revenue Summary			
	Working	Revised	Approved	Working	Revised	Approved	
<b>Budget:</b>	379,195.57	363,401.65	363,401.65	<b>Budget:</b>	5,530.00	.00	.00
Expense:	196,246.95			Receipt:	5,530.00		
Pending:	.00			Pending:	.00		
Encumbered:	134,826.59			Encumbered:	.00		
<b>Total Committed:</b>	331,073.54			<b>Total Committed:</b>	5,530.00		
<b>Balance:</b>	48,122.03	32,328.11	32,328.11	<b>Balance:</b>	.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	O		.00	.00	.00	.00	.00	.00
19	01.0000.0.4310.015.1110.2700.001.000	O		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	O		8,830.77	8,540.45	.00	290.32	8,830.77	.00
21	01.0000.0.4315.015.1110.2700.001.000	O		1,152.87	233.41	.00	.00	233.41	919.46
22	01.0000.0.4400.015.0000.2700.001.000	O		1,351.17	.00	.00	.00	.00	1,351.17
23	01.0000.0.5220.015.1110.2700.001.000	O		767.05	.00	.00	.00	.00	767.05
24	01.0000.0.5716.015.1135.1000.001.000	O		1,761.74	1,069.39	.00	.00	1,069.39	692.35
25	01.0000.0.5825.015.1110.1000.001.000	O		1,178.90	.00	.00	200.00	200.00	978.90
26	01.0000.0.5870.015.1110.2700.001.000	O		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*

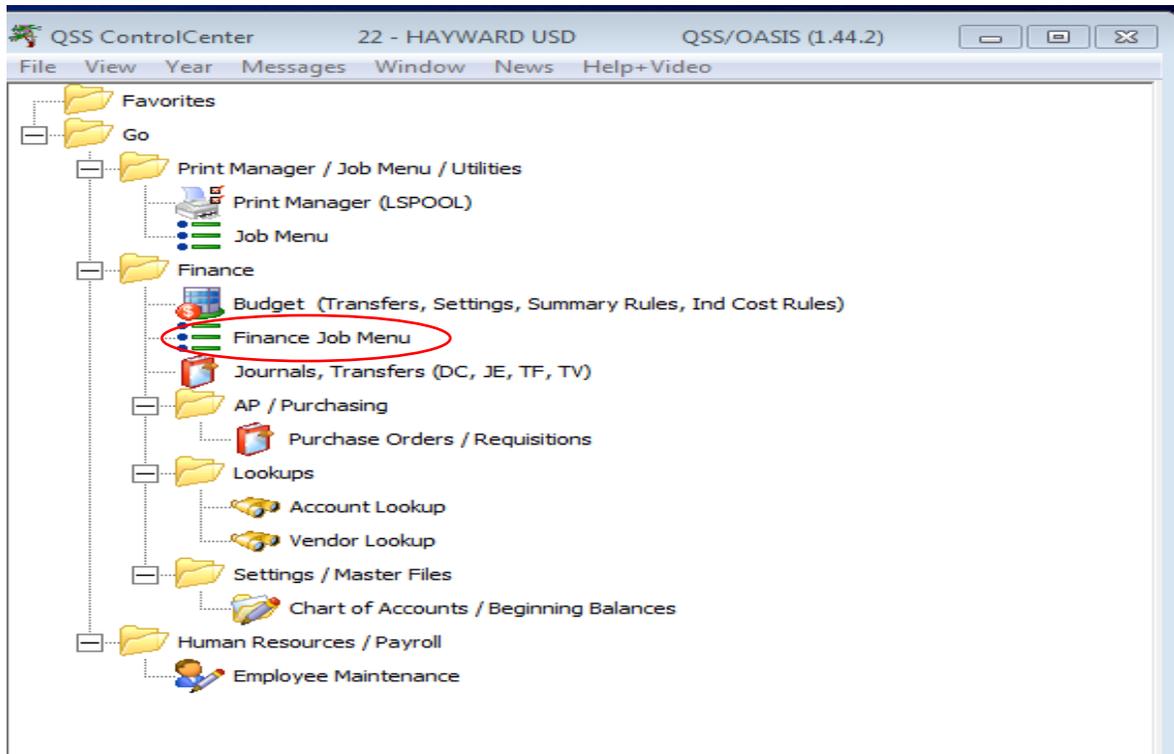
These instructions focus on the specific information for launching the Financial Summary Report (FAR300) from the *Financial Summary Report Writer (FARSB3)* window

There are two operations in launching a report:

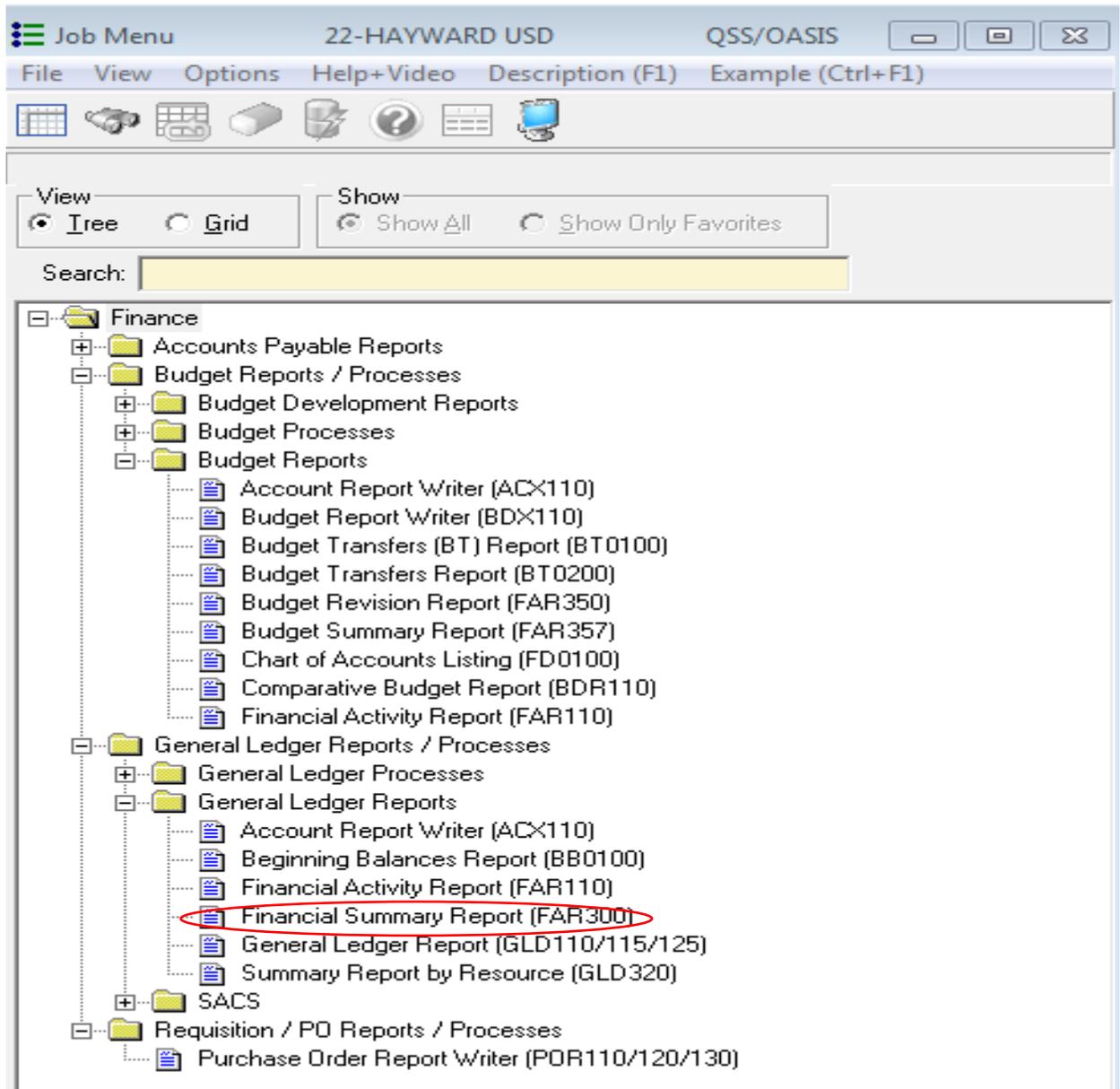
1. Opening the report window.
2. Filling in the report window and launching the report.

## Opening the report window

1. On the main menu click the Finance Job Menu  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



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 default 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.

Report Title:

- 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 only.

Exclude Pre-Encumbrances:

Use Reference Values:

- 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.

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:

Use Reference Values:

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

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

Financial Summary Report Writer (FARSB3) 22-HAYWARD USD QSS/OASIS

File Options

Main Selection\* | Reference Types | Sorts/Rollups | Accounts | District(s)

**Financial Summary Report Writer**

District: 22 HAYWARD UNIFIED SCHOOL DIST.

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

Report Title: Cheryland Summary Report

	Report Format	Template	Last Updated
1	GL Hayward summary report	CTGLHAY.DATA	TUE, JUL 22, 2003, 8:05 AM
2	GL Summary - Exp breakout	CTGLEXP.DATA	FRI, MAR 19, 1999, 4:43 PM
3	Payroll Journal	CTPAYJNL.DATA	FRI, MAR 19, 1999, 4:43 PM
4	Stores Journal	CTSTRJNL.DATA	FRI, MAR 19, 1999, 4:43 PM

Budget source: A - Approved

Include Budget Transfers: Y - All Budget Transfers (approved and unapproved)

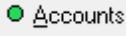
Include Approved/Unapproved GL Trans: B - Both approved and unapproved transactions.

Exclude Pre-Encumbrances:

Use Reference Values:

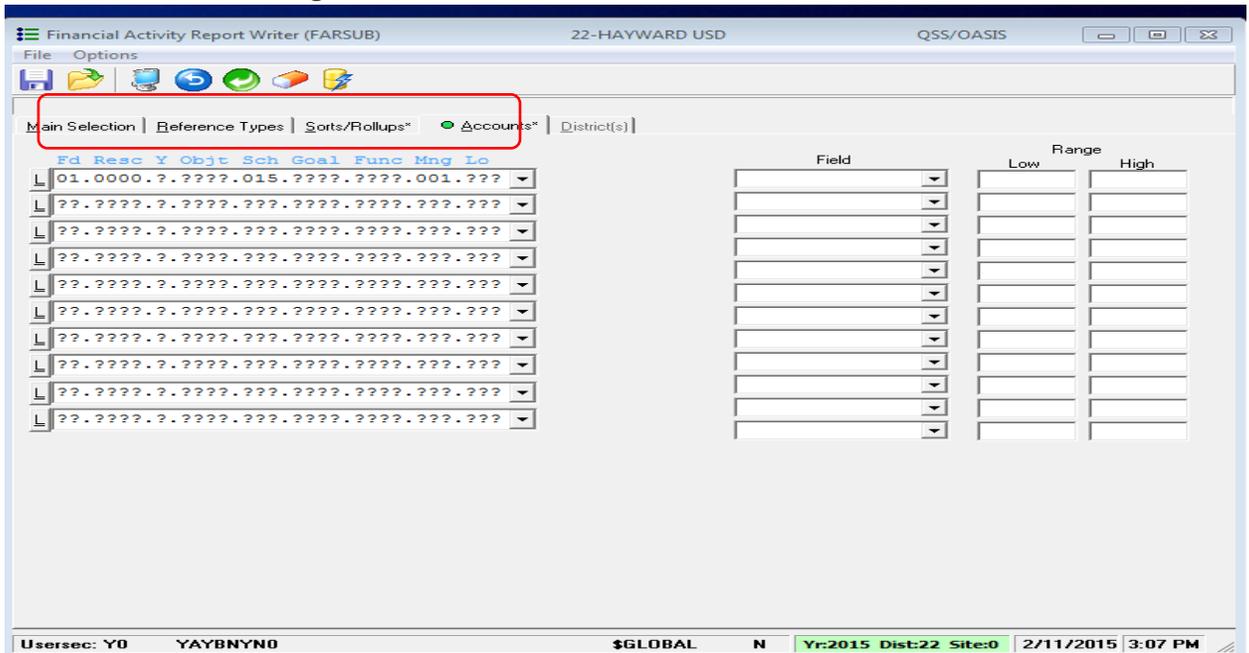
Default Usersec: YYRNANO Yr:2015 Dist:22 Site:0 3/3/2015 9:45 AM

# Filling In The Report Window and Launching The Report

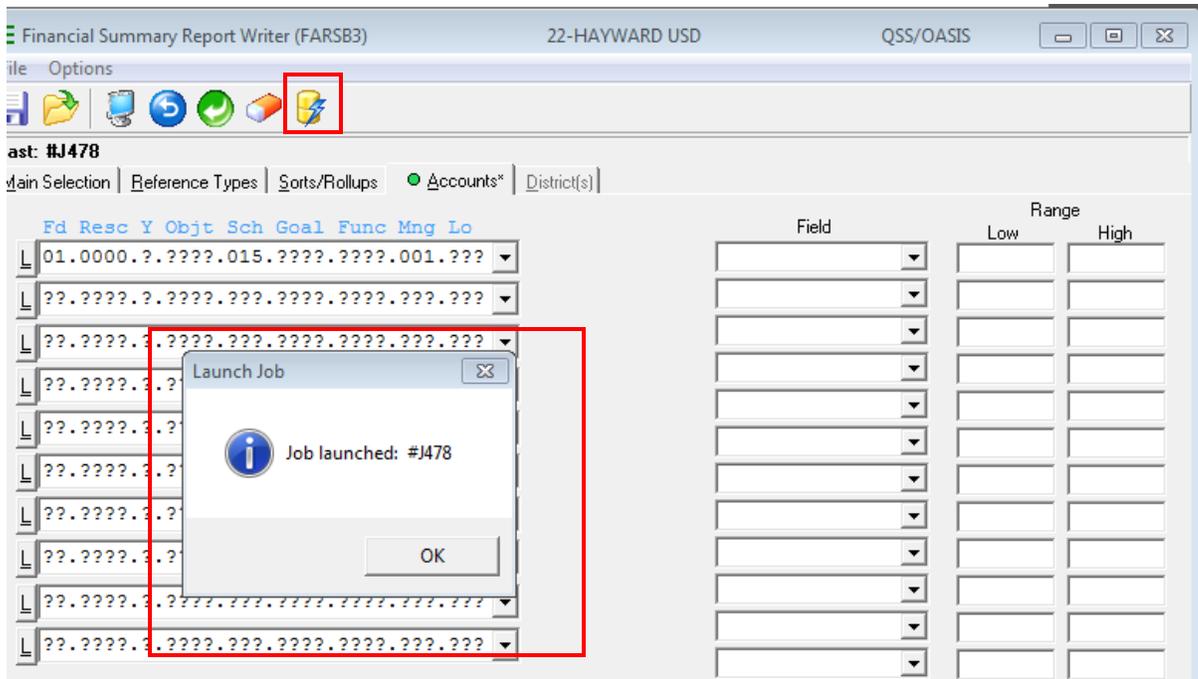
1. Click on the Accounts on your menu bar 



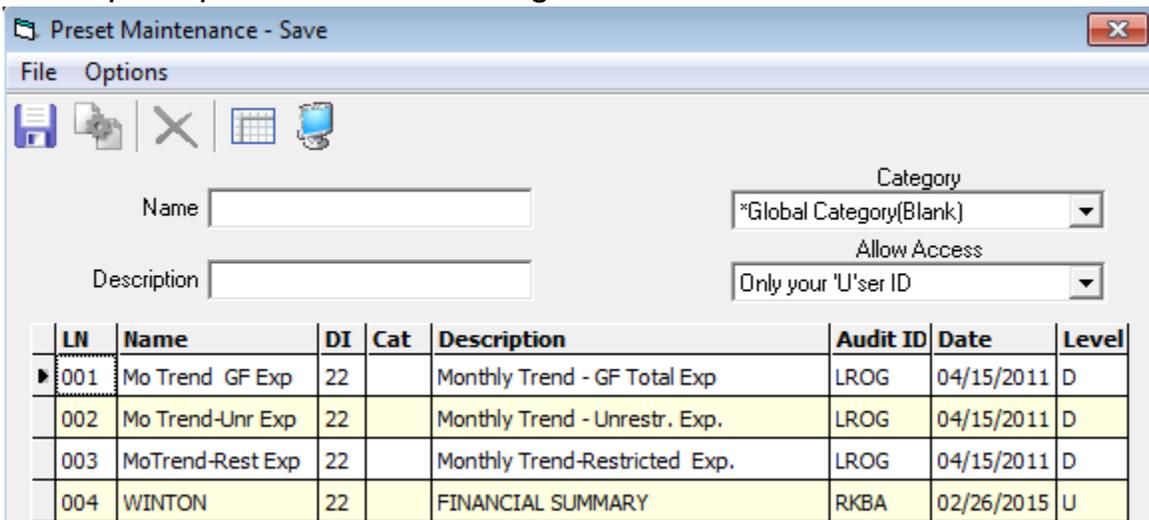
2. On the screen enter the search criteria, either the full or part of the account code string:



3. Click on the Submit Job icon  You will get a message saying "Job launched". Click OK and the dialog box Job Launched will disappear.



4. If you would like to save the parameters you entered on then you can do so by clicking on the save button  and then enter Name and Description press Save button again 



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:

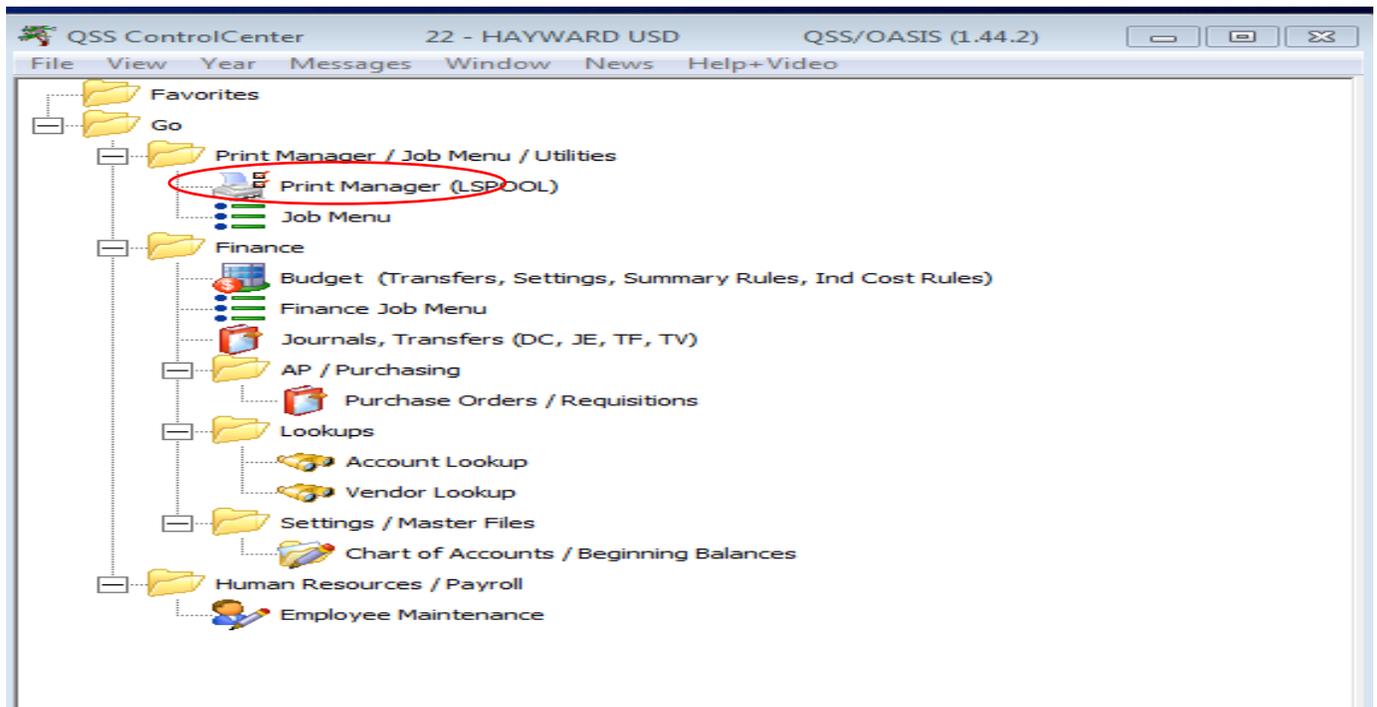


## Print Manager/ Job Menu/ Utilities

**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 (LSPPOOL)



- 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

User Preference Settings: Load Print Manager Users? Only my user. Automatic load of Job List(\$STDLIST)? Load on demand.

Ret.	LN	Slct	R	P	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Prog
	001	N	Y	N	332587	02/11/2015 3:16	J15191	0/6 (328)	CHERRYLAND	FINAN
	002	N	Y	N	332586	02/11/2015 3:12	J15190	0/6 (338)		FINAN
	003	N	Y	Y	332507	02/11/2015 10:21	J15122	0/3 (79)	9011	Finan
	004	N	Y	N	332458	02/10/2015 5:23	J15057	0/4 (184)	HAYWARD HIGH OPEN PO REF	OPEN
	005	N	Y	N	332457	02/10/2015 5:19	J15056	0/3 (166)	HAYWARD HIGH OPEN PO REF	OPEN
	006	N	Y	Y	332433	02/10/2015 2:33	J15032	0/2 (110)	9408-0000-1110-1367	FINAN
	007	N	Y	Y	332432	02/10/2015 2:33	J15031	0/2 (119)	9408-0000-1110-1120	FINAN
	008	N	Y	Y	332431	02/10/2015 2:32	J15030	0/1 (71)	9408-1346-1147	FINAN
	009	N	Y	Y	332320	02/07/2015 5:44	J14894	0/2 (72)	11-5601	Finan
	010	N	Y	Y	332319	02/07/2015 5:43	J14893	0/2 (65)	0000-280-001	Finan
	011	N	Y	Y	332318	02/07/2015 5:42	J14892	0/1 (48)	0795-910	Finan
	012	N	Y	Y	332317	02/07/2015 5:42	J14891	0/3 (94)	11-3913	Finan
	013	N	Y	Y	332312	02/07/2015 5:01	J14886	0/3 (109)	11-0400	Finan
	014	N	Y	N	332311	02/07/2015 4:55	J14885	0/3 (89)	11-0401	Finan
	015	N	Y	Y	332310	02/07/2015 4:55	J14884	0/3 (89)	11-3913	Finan
	016	N	Y	Y	332309	02/07/2015 4:50	J14883	0/3 (93)	11-3913	Finan
	017	N	Y	Y	332308	02/07/2015 4:46	J14882	0/3 (106)	11-5811	Finan
	018	N	Y	Y	332306	02/07/2015 2:33	J14880	0/2 (99)	RS 0392	Finan

User Preference Setting: Months to look back for print files set to 1 Months Yr:2015 Dist:22 Site:0 GS: W 2/11/2015 3:12 PM

- Once you double click on the folder

001	N	Y	N	332587	02/11/2015 3:16	J15191	0/6 (328)	CHERRYLAND
-----	---	---	---	--------	-----------------	--------	-----------	------------

then following screen will

appear:

12 HAYWARD USD FINANCIAL ACTIVITY REPORT J15190 FAR110 H.00.14 02/11/15 PAGE 0  
07/01/2014 TO 06/30/2015 0.0 \* REMAINS IN FISCAL YEAR 15

Account classifications selected										Field ranges selected	
Fd	Resc	Y	Objt	Sch	Goal	Func	Mng	Lo	Hi	FI	RANGE
1.	01.0000.7.7777.015.7777.7777.001.777										
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

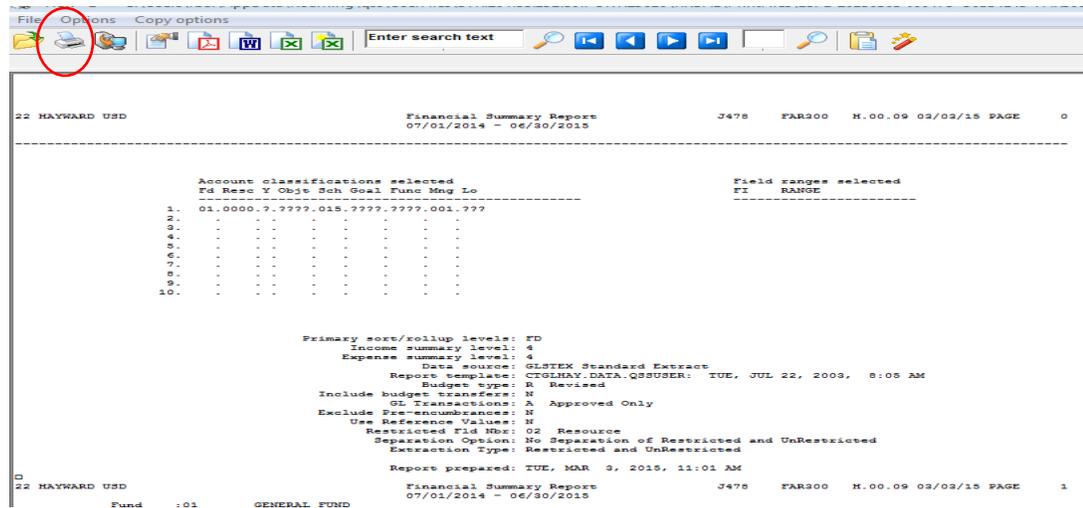
Sort / Rollup on : Fund Resource  
 Restricted Field : G2 Resource  
 Separation Option : No Separation of Restricted and Unrestricted  
 Extraction Type : Restricted and Unrestricted  
 Starting Budget : Approved  
 Budget Transfers : Y = Approved & Unapproved  
 GL Transactions : Approved and Unapproved  
 Pre-Encumbrances : Included  
 Account Description: Shown  
 Detail sort : Date  
 Detail Line Format : 1  
 Report prepared : WED, FEB 11, 2015, 3:12 PM

12 HAYWARD USD FINANCIAL ACTIVITY REPORT J15190 FAR110 H.00.14 02/11/15 PAGE 1  
07/01/2014 TO 06/30/2015 0.0 \* REMAINS IN FISCAL YEAR 15

UNAPPROVED GL TRANSACTIONS INCLUDED

Fund	Objt	Sch	Goal	Func	Mng	Lo	Hi	REFERENCE DATE	DESC	APP BUDGET	RECEIVED/EXPENDED	ENCUMBERED	BALANCE
1228	CERTIF PUPIL SUPPORT HOURLY							07/01/2014	BALANCE FORWARD	0.00	0.00	0.00	0.00
01.0000.0.1228.015.1110.3140.001.000								07/01/14 BUDGET					0.00
01.0000.0.1228.015.1110.3140.001.000								10/31/14 RE ALIGN TO		28.50			28.50
01.0000.0.1228.015.1110.3140.001.000								10/31/14 PY-EDM 10		28.50	28.50	0.00	0.00
*** 0.0%	ENDING BALANCE	06/30/2015								28.50	28.50	0.00	0.00
***1000 TOTALS:										28.50	28.50	0.00	0.00
2928	OTHER CLASSIFIED HOURLY							07/01/2014	BALANCE FORWARD	0.00	0.00	0.00	0.00
01.0000.0.2928.015.1110.2700.001.000								07/01/14 BUDGET		216.00			216.00
01.0000.0.2928.015.1110.2700.001.000								09/30/14 MN-Align to		597.51			813.51
01.0000.0.2928.015.1110.2700.001.000								09/30/14 PY-EDM 09		813.51	813.51	0.00	0.00
*** 0.0%	ENDING BALANCE	06/30/2015								813.51	813.51	0.00	0.00
***2000 TOTALS:										813.51	813.51	0.00	0.00

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



22 HAYWARD USD Financial Summary Report J478 FAR200 H.00.09 03/02/15 PAGE 0  
07/01/2014 - 06/30/2015

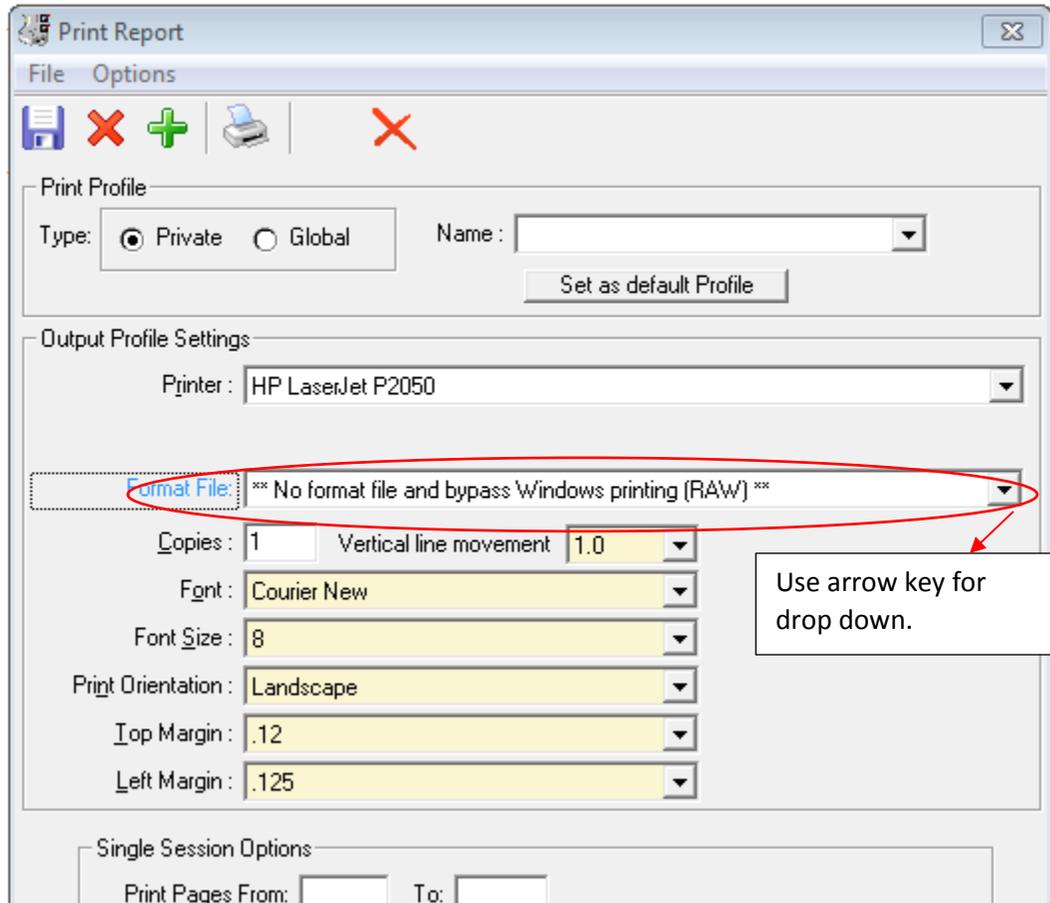
Account classifications selected										Field ranges selected	
Fd	Resc	Y	Objt	Sch	Goal	Func	Mng	Lo	Hi	FI	RANGE
1.	01.0000.7.7777.015.7777.7777.001.777										
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

Primary sort/rollup levels: FD  
 Income summary level: 4  
 Expense summary level: 4  
 Data source: GLSTEX Standard Extract  
 Report template: C:\GLSTEX.DM3.QBSUSER: TUE, JUL 22, 2009, 8:08 AM  
 Budget type: R Revised  
 Include budget transfers: N  
 GL Transactions: A Approved Only  
 Exclude Pre-encumbrances: N  
 Use Reference Values: N  
 Restricted Fld Msk: G2 Resource  
 Separation Option: No Separation of Restricted and Unrestricted  
 Extraction Type: Restricted and Unrestricted  
 Report prepared: TUE, MAR 3, 2015, 11:01 AM

22 HAYWARD USD Financial Summary Report J478 FAR200 H.00.09 03/02/15 PAGE 1  
07/01/2014 - 06/30/2015

Fund	Objt	Sch	Goal	Func	Mng	Lo	Hi
01							

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



- Click Print  icon again to print the report.

### Sample of the Account Summary Report

12 HAYWARD USD FINANCIAL ACTIVITY REPORT J15190 FAR110 H.00.14 02/11/15 PAGE 0  
 07/01/2014 TO 06/30/2015 0.0 \* REMAINS IN FISCAL YEAR 15

Account classifications selected										Field ranges selected	
Fd	Resc	Y	Objt	Sch	Goal	Func	Mng	Lo		FI	RANGE
1.	01.0000	?	????	015	????	????	001	???			
2.	-	-	-	-	-	-	-	-			
3.	-	-	-	-	-	-	-	-			
4.	-	-	-	-	-	-	-	-			
5.	-	-	-	-	-	-	-	-			
6.	-	-	-	-	-	-	-	-			
7.	-	-	-	-	-	-	-	-			
8.	-	-	-	-	-	-	-	-			
9.	-	-	-	-	-	-	-	-			
10.	-	-	-	-	-	-	-	-			

Sort / Rollup on : Fund  
 Resource  
 Restricted Field : 02 Resource  
 Separation Option : No Separation of Restricted and UnRestricted  
 Extraction Type : Restricted and UnRestricted  
 Starting Budget : Approved  
 Budget Transfers : Y = Approved & Unapproved  
 GL Transactions : Approved and Unapproved  
 Pre-Encumbrances : Included  
 Account Description: Shown  
 Detail sort : Date  
 Detail Line Format : 1

Report prepared : WED, FEB 11, 2015, 2:12 PM

12 HAYWARD USD FINANCIAL ACTIVITY REPORT J15190 FAR110 H.00.14 02/11/15 PAGE 1  
 07/01/2014 TO 06/30/2015 0.0 \* REMAINS IN FISCAL YEAR 15

UNAPPROVED GL TRANSACTIONS INCLUDED

Fund	Resc	Y	Objt	Sch	Goal	Func	Mng	Lo	REFERENCE DATE	DESC	APP BUDGET + TFRS	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
01														
GENERAL FUND Resource:0000 UNRESTRICTED														
1228										CERTIF PUPIL SUPPORT HOURLY				
										BALANCE FORWARD 07/01/2014	0.00	0.00	0.00	0.00
01.0000.0.1228.015.1110.3140.001.000									07/01/14	BUDGET				0.00
01.0000.0.1228.015.1110.3140.001.000									10/31/14	RB ALIGN TO	28.50			28.50
01.0000.0.1228.015.1110.3140.001.000									10/31/14	PY-EOM 10		28.50		0.00
										TOTAL ACTIVITY	28.50	28.50	0.00	
***	0.0%								06/30/2015	ENDING BALANCE	28.50	28.50	0.00	0.00
***1000 TOTALS:											28.50	28.50	0.00	0.00
2928										OTHER CLASSIFIED HOURLY				
										BALANCE FORWARD 07/01/2014	0.00	0.00	0.00	0.00
01.0000.0.2928.015.1110.2700.001.000									07/01/14	BUDGET	216.00			216.00
01.0000.0.2928.015.1110.2700.001.000									09/30/14	MN-align to	597.51			813.51
01.0000.0.2928.015.1110.2700.001.000									09/30/14	PY-EOM 09		813.51		0.00
										TOTAL ACTIVITY	813.51	813.51	0.00	
***	0.0%								06/30/2015	ENDING BALANCE	813.51	813.51	0.00	0.00
***2000 TOTALS:											813.51	813.51	0.00	0.00

## 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.

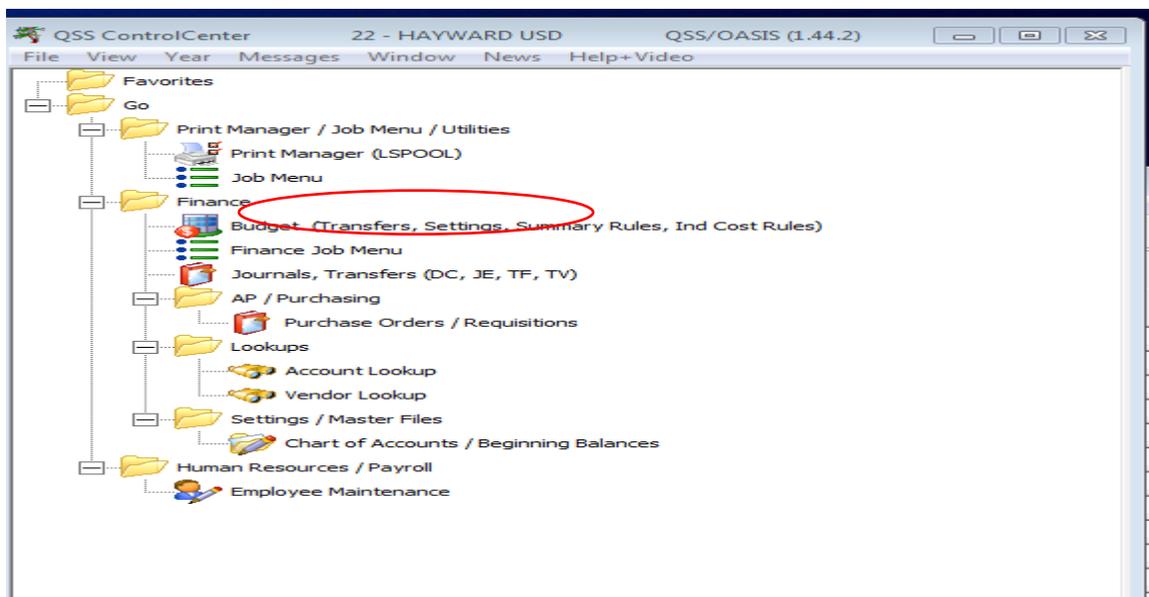
The report is organized like an income statement. It begins with the revenue objects, listing the detailed transactions for each object. Then it lists all transactions associated with each of the expense objects. The report concludes with a summary page that presents totals for revenues and expenses.

The report includes the following information for each object:

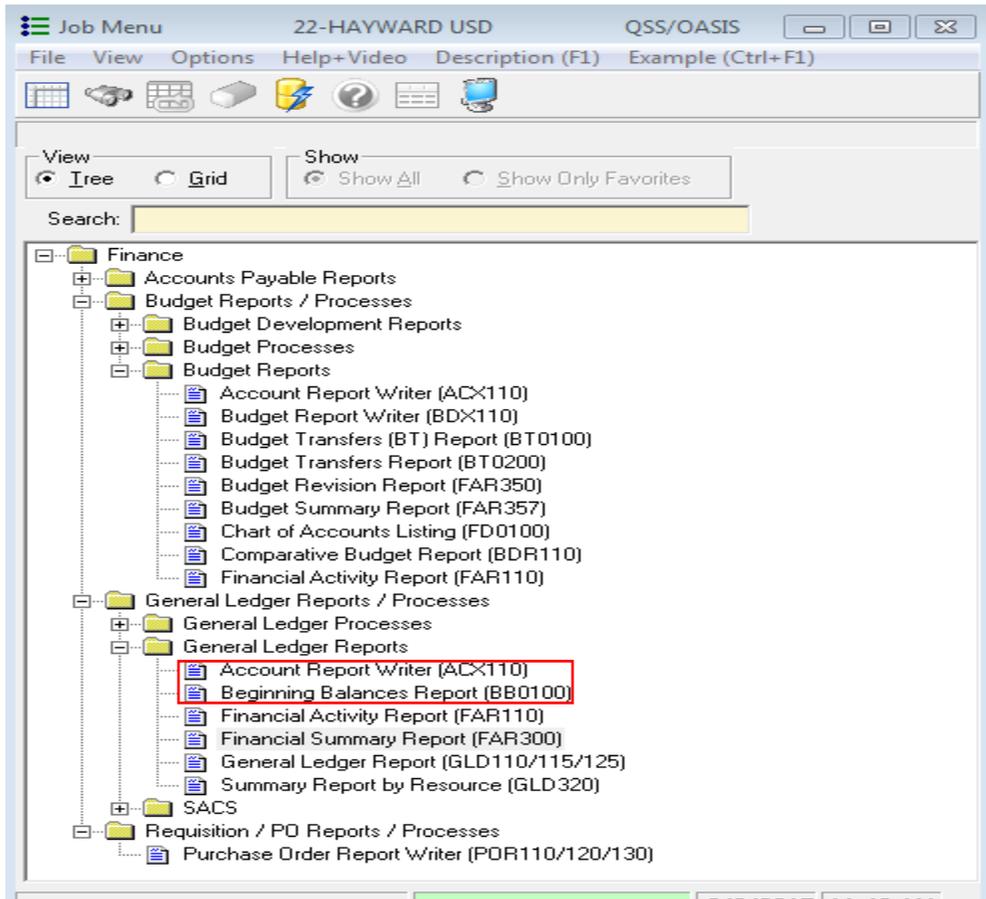
- Balance forward at the start of report date range
- A detailed listing of each transaction that includes the following: financial account, reference number, date, description, dollar amount, and resulting budget balance
- Ending balance as of the final date in the report range

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

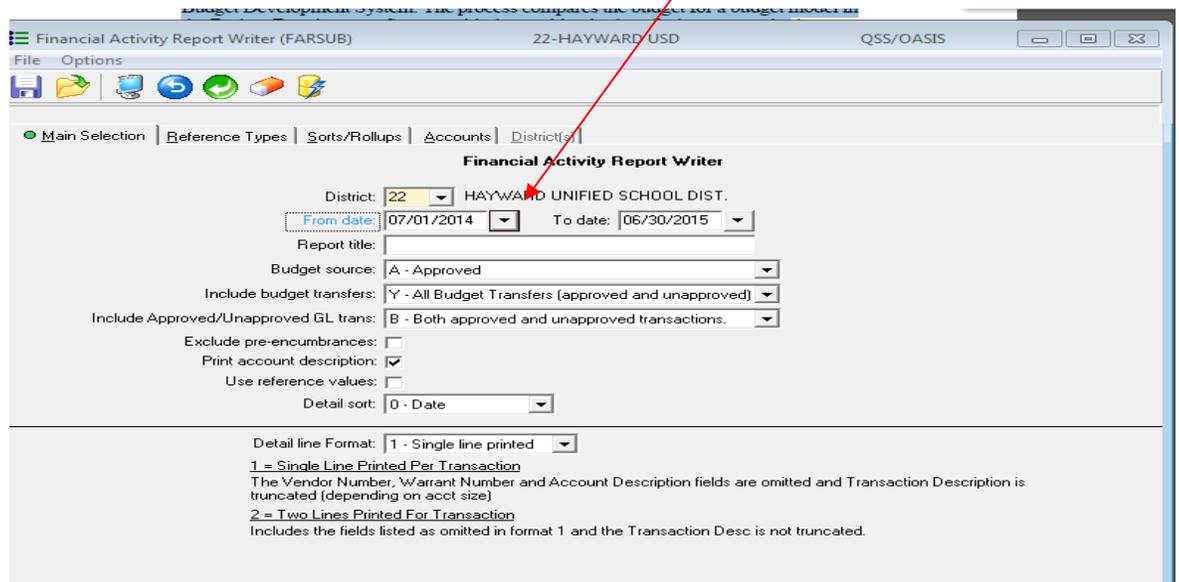
1. Go Main Menu and click on  Finance Job Menu



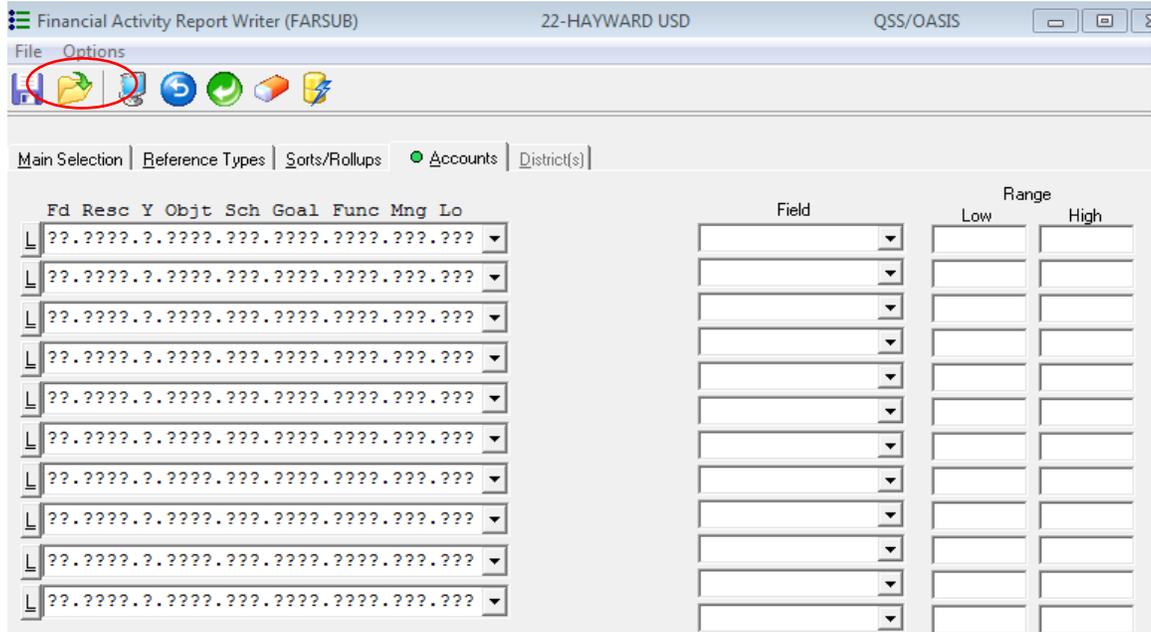
- Click on the Financial Activity Report in General Ledger Reports folder.



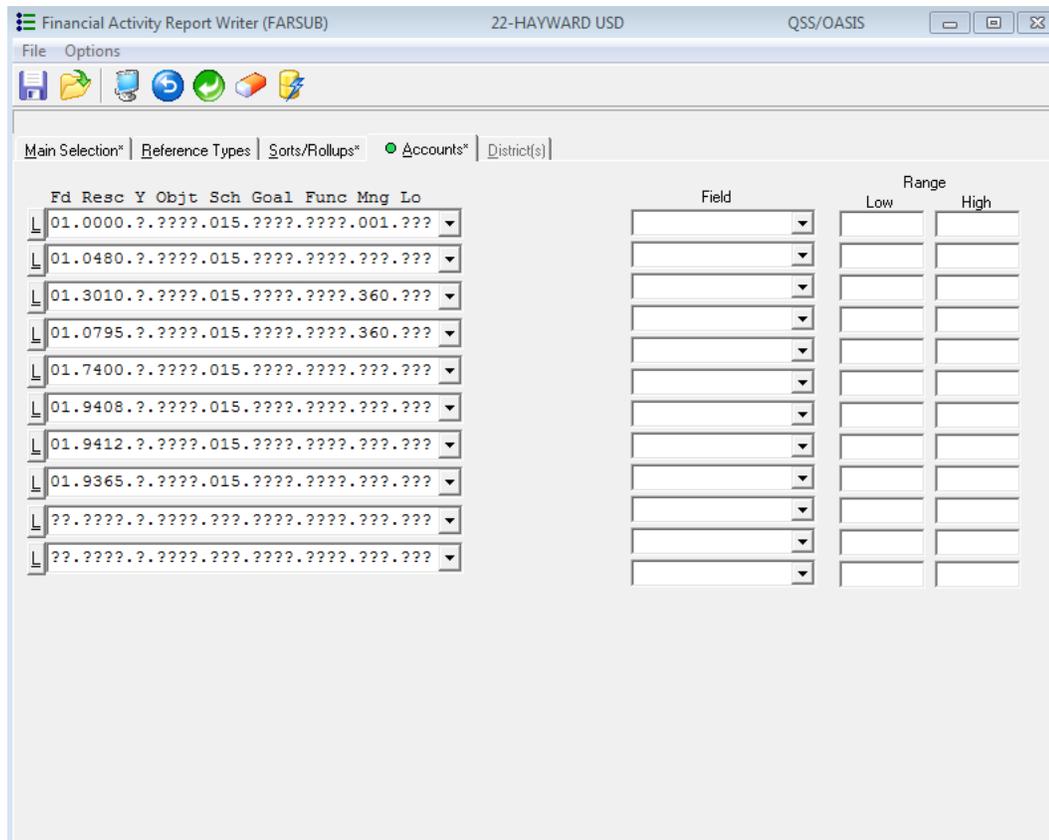
- On the Financial Activity Report Writer, please select date using drop down and the report title.



- 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.



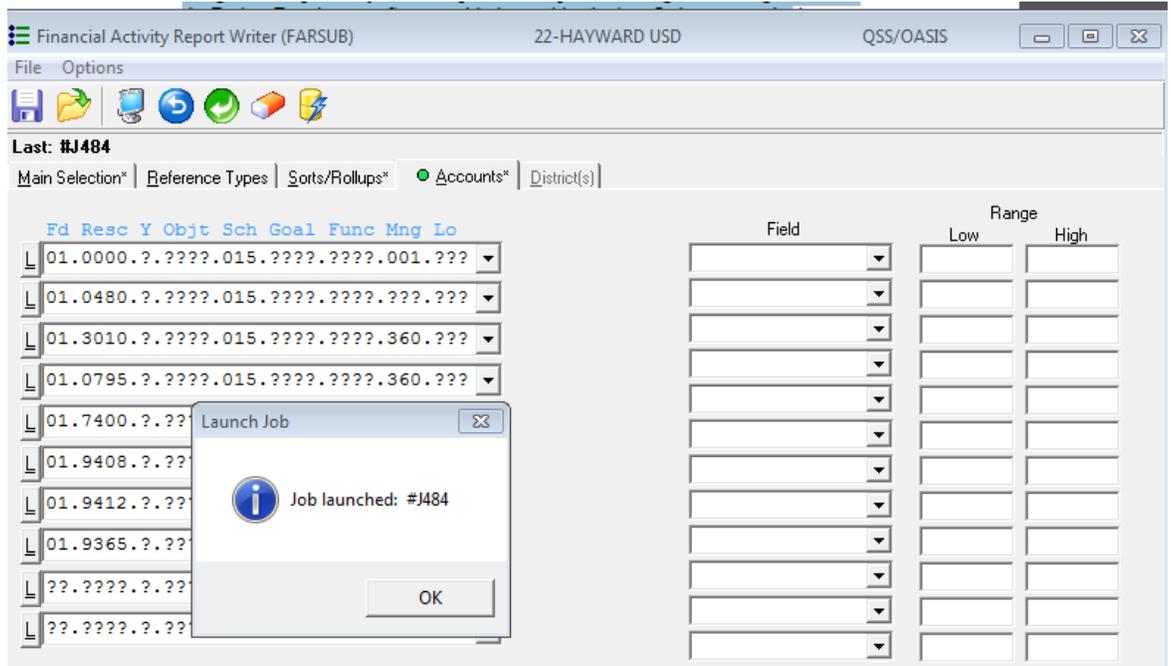
- Enter the account masks or use the preset that were saved previously.



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.



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: