Account Component Reports

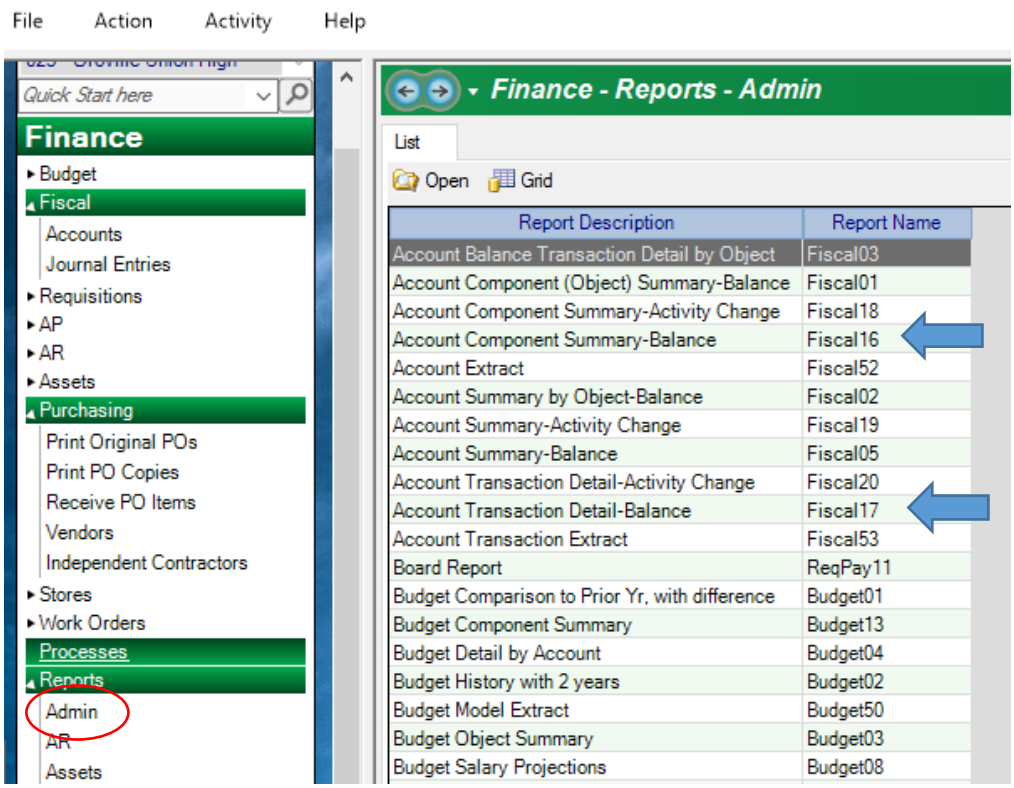
From the activity tree, select:

Finance

>Reports

>>Admin

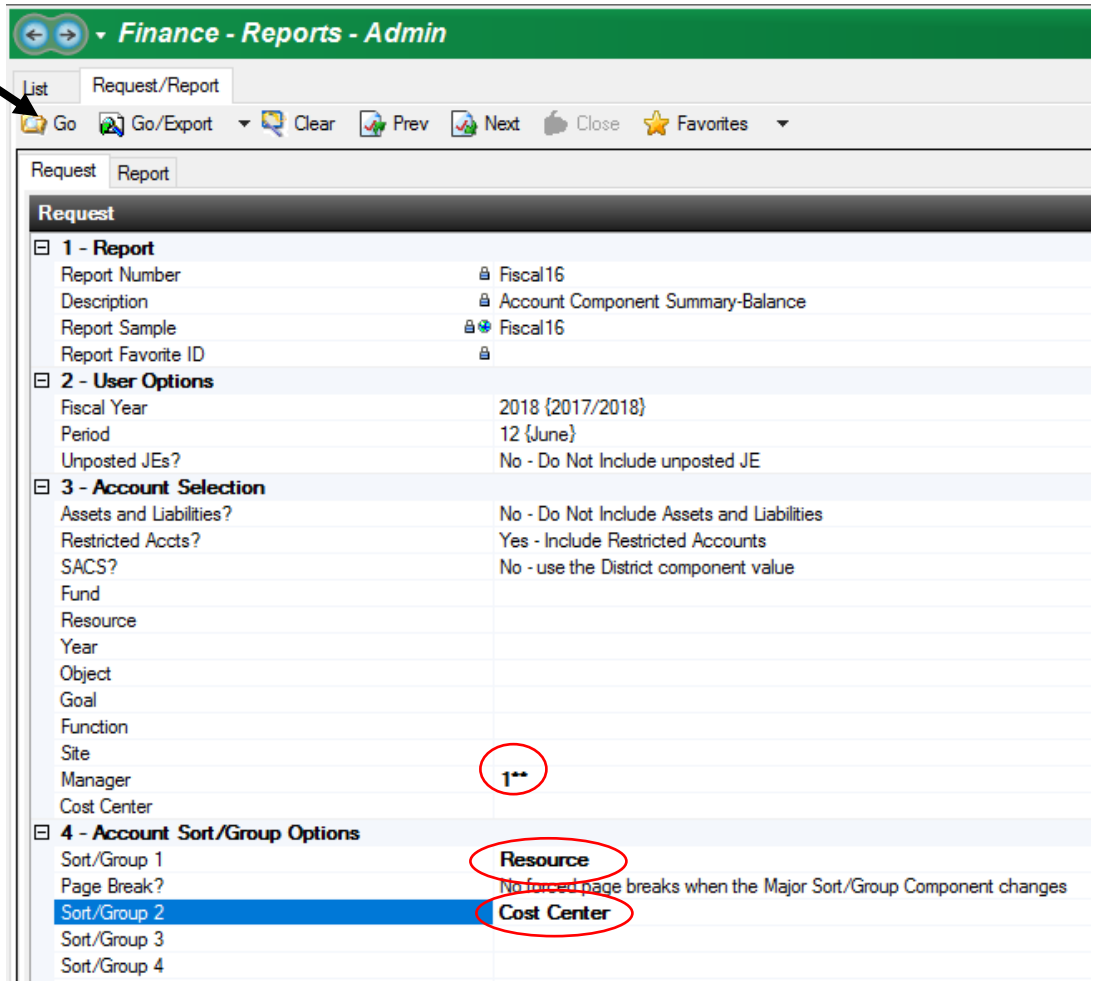
A list of reports will be generated. While there are many reports, we will be using the Account Component Summary- Balance (Fiscal16) and the Account Transaction Detail-Balance (Fiscal 17) reports in this example, which may be helpful in assisting you in monitoring your budgets.



Start by opening or double-clicking the Account Component Summary-Balance Fiscal16 report. A Request screen will be generated which can be used to define the accounts you want to look at. For this example, enter your manager code in the Account Selection section of the screen.

Next, sort first by Resource and then by Cost Center in the Account Sort section. In this example, 1** is used as the manager code to generate a report for all of the cost centers that the Las Plumas Principal oversees. The "*" can be used as a wildcard instead of typing in all of the codes individually. Some managers only oversee one cost center, so the use of the wildcards may not always be necessary. The Request screens can be used to search and combine accounts and their components in many different ways. The example used will generate a report of all of the resources and cost centers that a manager controls.

Click on Go.



The report is generated, grouping the budgets by Resource and Cost Center for a summary review of budget balances.

Fiscal16a **Account Component Summary-Balance**

Balances through June						Fiscal Year 2017/18
Cost Center	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Resource **0000 - UnRestrRsrc**						
0000	Unspecified		286.00			286.00
0003	SiteAdministration	11,427.00	19,294.00	1,655.44		17,638.56
1000	GeneralInstruction	44,005.00	57,605.00	1,636.14		55,968.86
1103	Art	2,000.00	2,000.00	752.10		1,247.90
1104	Drama		300.00			300.00
1105	English	2,000.00	2,000.00			2,000.00
1106	ForeignLanguage	1,500.00	1,500.00			1,500.00
1108	Math	2,000.00	2,000.00			2,000.00
1109	Music	700.00	700.00	85.43		614.57
1110	PhyscialEducation	1,000.00	1,000.00			1,000.00
1111	Science	5,000.00	5,000.00			5,000.00
1112	SocialStudies	2,000.00	2,000.00			2,000.00
1123	Photography	550.00	550.00			550.00
1500	Agriculture	4,149.00	10,113.00			10,113.00
1501	AgricultureMechanics		998.00			998.00
1502	HomeEconomics	2,400.00	2,400.00			2,400.00
1503	CaféClass		80.00			80.00
1504	IndustrialTechnology	2,000.00	4,713.00			4,713.00
2002	Library	500.00	1,043.00			1,043.00
2003	Counseling	3,000.00	3,000.00	72.39		2,927.61
2004	Attendance	3,000.00	3,000.00	150.00		2,850.00
2005	CampusSupervision	800.00	1,223.00	200.00		1,023.00
3004	Custodial&Operations	500.00	2,900.00			2,900.00
4002	Athletics	2,000.00	2,000.00			2,000.00
	Total for Resource 0000 and Expense accounts	**90,531.00**	**125,705.00**	**4,551.50**	**.00**	**121,153.50**
Resource **0005 - SupConcetration**						
1103	Art	4,000.00	4,000.00			4,000.00
1500	Agriculture	14,000.00	11,527.00			11,527.00
4002	Athletics	8,500.00	33,467.00	664.14		32,802.86
	Total for Resource 0005 and Expense accounts	**26,500.00**	**48,994.00**	**664.14**	**.00**	**48,329.86**
Resource **1100 - LotteryUnrestr**						
2000	Technology	13,320.00	25,883.00	344.36		25,538.64
4002	Athletics	6,390.00				

There are times when more detail is required and the Account Transaction Detail-Balance Report Fiscal17 can be useful for this. Open or double-click the Fiscal17 report. Insert the same search criteria used above on the Request screen. The report generated will provide detail for the specified accounts. In this example, the detail for the LP Admin budget is displayed.

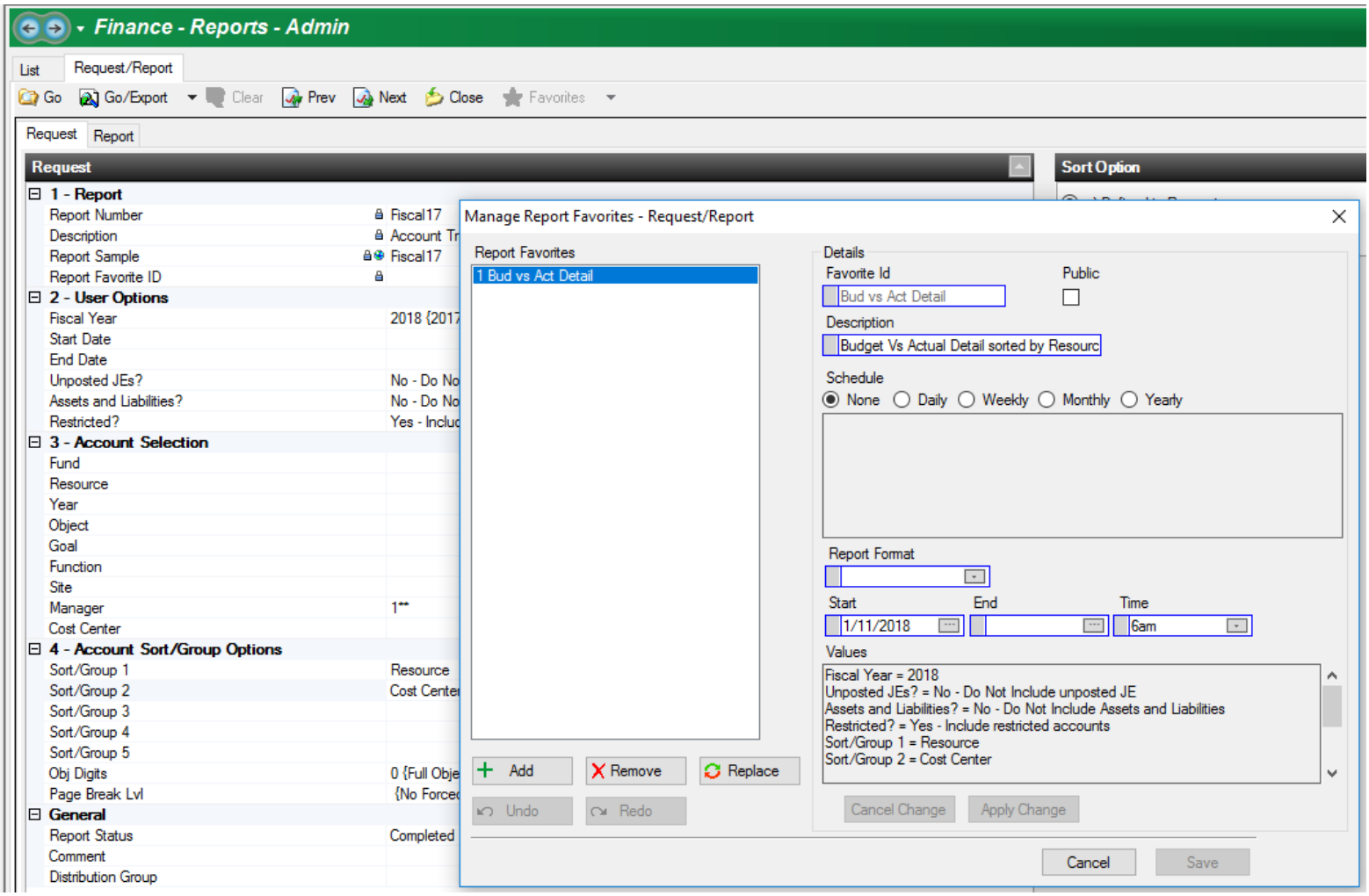
Detail for Dates 07/01/2017 to 06/30/2018 — **Fiscal Year 2017/18**

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Resource **0000 - UnRestrRsrc**, Cost Center **0000 - Unspecified**									
01-0000-0-4300-1110-1000-00-100-0000 UnRestrRsrc,MaterialSuppi									
		BR18-00002	2018 1i Budget Revisions	10/30/17		286.00			286.00
			Total for Cost Center 0000 and Expense accounts		**.00**	**286.00**	**.00**	**.00**	**286.00**
Resource **0000 - UnRestrRsrc**, Cost Center **0003 - SiteAdmin**									
01-0000-0-4300-0000-2700-01-100-0003 UnRestrRsrc,MaterialSuppi									
		BA18-00002	Original Budget Import From IFAS	07/01/17	1,427.00	1,427.00			1,427.00
		BR18-00002	2018 1i Budget Revisions	10/30/17		7,867.00			9,294.00
PO18-00012	Office Depot	EN18-00001	supplies	01/03/18			59.37		9,234.63
PO18-00021	Jostens//announcement	EN18-00031	Diploma Covers	01/04/18			1,596.07		7,638.56
PO18-00012	Office Depot	EN18-00046	supplies	01/05/18			59.37-		7,697.93
PO18-00012	Office Depot	EN18-00047	supplies	01/05/18			59.37		7,638.56
PO18-00021	Jostens//announcement	EN18-00096	Diploma Covers	01/05/18			1,596.07-		9,234.63
PO18-00021	Jostens//announcement	EN18-00106	Diploma Covers	01/05/18			1,596.07		7,638.56
			Account Total	06/30/18	1,427.00	9,294.00	1,655.44	.00	
01-0000-0-5200-0000-2700-01-100-0003 UnRestrRsrc,TravlConferen									
		BA18-00002	Original Budget Import From IFAS	07/01/17	5,000.00	5,000.00			5,000.00
01-0000-0-5900-0000-2700-01-100-0003 UnRestrRsrc,Communicaiton									
		BA18-00002	Original Budget Import From IFAS	07/01/17	5,000.00	5,000.00			5,000.00
			Total for Cost Center 0003 and Expense accounts		**11,427.00**	**19,294.00**	**1,655.44**	**.00**	**17,638.56**

Saving Report Favorites

Reports that are used often can be saved in Report Favorites. On the Reports Request screen, input the report parameters you wish to save. Click on the Favorites drop-down box and select Manage. The Manage Reports Favorites screen will appear. From here, click the Add button. Change the name of the favorite and click the Apply Change button to save the new name.

Click Save.



Your saved reports can be accessed from the activity tree by clicking on Report Favorites and then clicking Go. A list of your saved favorite reports will be generated from which you can choose from and avoid having to access the report through the reports menu.

