Siskiyou County Office of Education

QSS

Management Guide

April 2023 Edition

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County Superintendent

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

QSS Management Guide
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General Information

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

References to the ***Enter*** Key:

Log on to QSS use ***only*** the enter key on alpha portion of key board
After entering system, use ***only*** the enter key on the numeric portion of key board

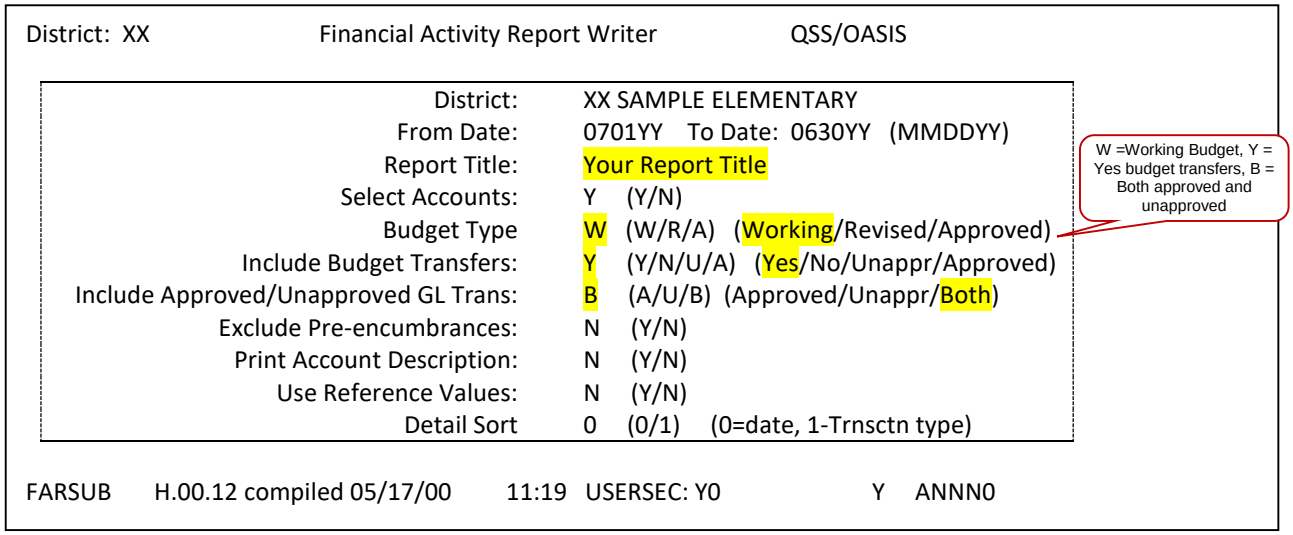
Year indicator

The QSS screens shown are meant to be generic (year is indicated with YY rather than a specific year)
Users will see the year resulting from by the log on year

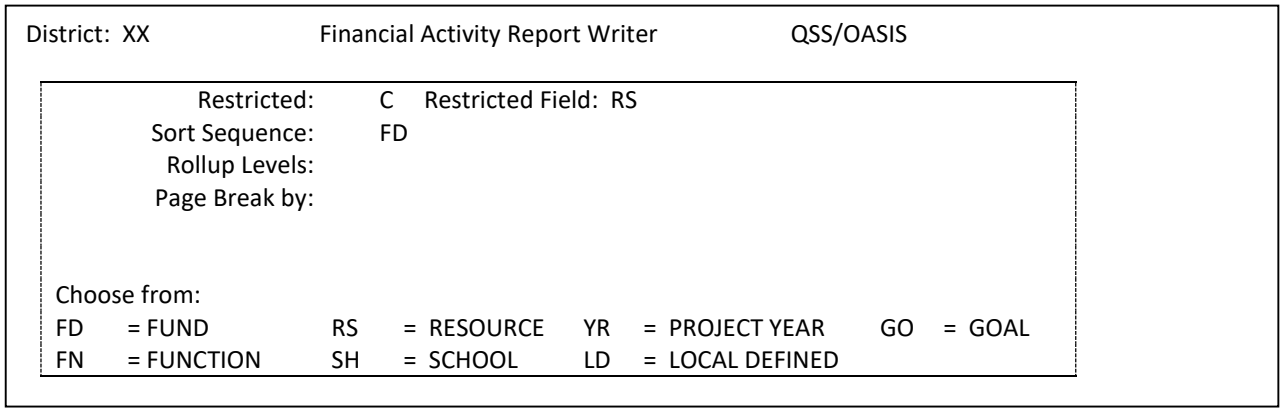
Financial Activity Report (FAR110)

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

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



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



H. Press Enter, F7 to continue to next screen

Financial Activity Report (FAR110) (Continued)

District: XX Financial Activity Report Writer QSS/OASIS

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

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

Field Range Field Range Field Range

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

District: XX Financial Activity Report Writer QSS/OASIS

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

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

Field Range Field Range Field Range

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

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

Financial Activity Report (FAR110) (Continued)

District: XX Financial Activity Report Writer QSS/OASIS

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

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

Travel/Supt.

Community Day School Supplies

Don't use two strings in one unsorted report

Field Range Field Range Field Range

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

District: XX Financial Activity Report Writer QSS/OASIS

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

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

FARSUB H.00.12 compiled 05/17/00 11:19 USERSEC: Y0 Y ANNN0

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

Financial Activity Report Sample (FAR110)

XX SAMPLE ELEMENTARY — FINANCIAL ACTIVITY REPORT — J82 — FAR110 H.00.09 01/31/YY PAGE 1

07/01/20YY TO 06/30/20YY — 0.0 % REMAINS IN FISCAL YEAR YY

UNAPPROVED GL TRANSACTIONS INCLUDED

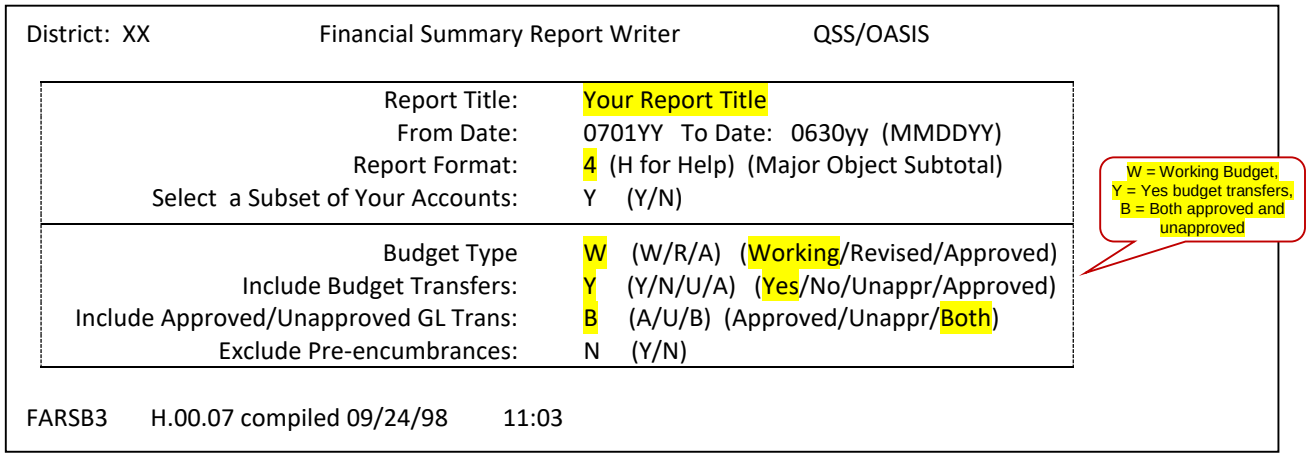
FUND :01 GENERAL FUND

FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	REFERENCE	DATE	DESC	WRK BUDGET	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
	4300		SUPPLIES											
					BALANCE FORWARD 07/01/20YY						0.00	0.00	0.00	0.00
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	BG-000000	07/01/YY	BUDGET	1,500.00			1,500.00
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	PO-00513	08/12/YY	OFFICE DEPOT			23.60	1,476.60
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	CM-0500YY	09/08/YY	OFFICE DEPOT		1,946.71 -		3,423.11
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	PO-005013	09/08/YY	OFFICE DEPOT		23.60		3,399.51
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	PO-00513	09/08/YY	OFFICE DEPOT			23.60 -	3,423.11
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	PO-005030	09/14/YY	OFFICE DEPOT			29.76	3,393.35
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	PO-005030	10/12/09	OFFICE DEPOT		29.76		3,363.59
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	PO-005030	10/12/09	OFFICE DEPOT			29.76 -	3,393.35
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	RC-002198	12/07/YY	SAMPLEA SCHOOL		17.81		3,375.54
						TOTAL ACTIVITY					1,500.00	1,875.54 -	0.00	
	****225.0%					ENDING BALANCE 06/30/20YY					1,500.00	-		
	****4000	TOTALS:									1,500.00	1,875.54 -		3,375.54
FUND	: 01					TOTALS (EXPENDITURE)					1.500.00	1,875.54-	0.00	3,3754.54
FUND	: 01					TOTALS (INCOME)					00	0.00	0.00	

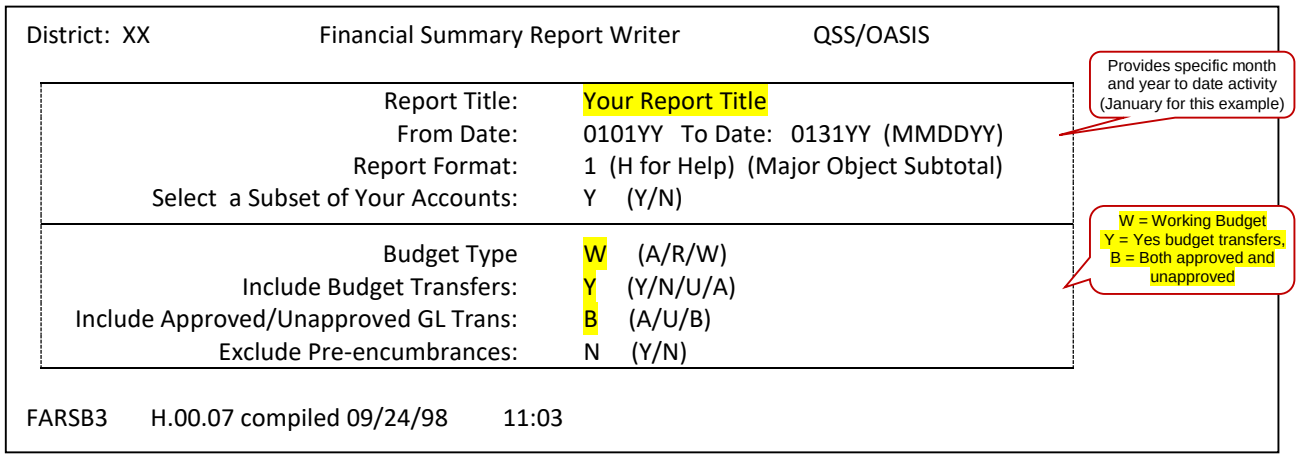
Financial Summary Report (FAR300)

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

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



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



Financial Summary Report (FAR300) (continued)

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

```
District: XX              Financial Summary Report Writer          QSS/OASIS

                Restricted:      C  Restricted Field:  RS

          Report Sort Levels:    FD  RS  (Enter RS in this position to sort by Resource)
        Report Rollup Levels:    (Leave blank to request entire fund or account string to be
                                 Identified in next step)
           Income Sort Levels:
         Income Rollup Levels:
           Summarize Income    OBJECT    to    digits

          Expense Sort Levels:
        Expense Rollup Levels:
           Summarize Expense   OBJECT    to    digits

Choose from:
FD   = FUND          RS   = RESOURCE    YR   = PROJECT YEAR        GO   = GOAL
FN   = FUNCTION      SH   = SCHOOL      LD   = LOCAL DEFIND
```

I. Press Enter, F7 to continue to next screen

```
District: XX              Financial Summary Report Writer          QSS/OASIS

          Title:                                  From: 0710YY     To: 0630YY        Format: 1
       Bud Type:   A   Incl Bud Tfrs: Y    GL Trans:  A    Pre Enc:  N     Restricted:  C  RS
         Report:   FD                                                        OBJECT
         Income:                                                               digits
        Expense:                                                               digits

Field Sort/Selection Items      FD    RESC    Y    OBJT    GOAL    FUNC    SCH    LOCAL

FD=FUND
RS=RESOURCE
YR=PROJECT YEAR
OB-OBJECT
GO=GOAL
FN=FUNCTION
SH=SCHOOL
LD=LOCAL DEFINED

Field          Range          Field          Range          Field          Range
```

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

Financial Summary Report (FAR300) (continued)

District: XX Financial Summary Report Writer QSS/OASIS

Title: From: 0710YY To: 0630YY Format: 1
Bud Type: A Incl Bud Tfrs: Y GL Trans: A Pre Enc: N Restricted: C RS
Report: FD OBJECT
Income: digits
Expense: digits

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

Field Range Field Range Field Range

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

District: XX Financial Summary Report Writer QSS/OASIS

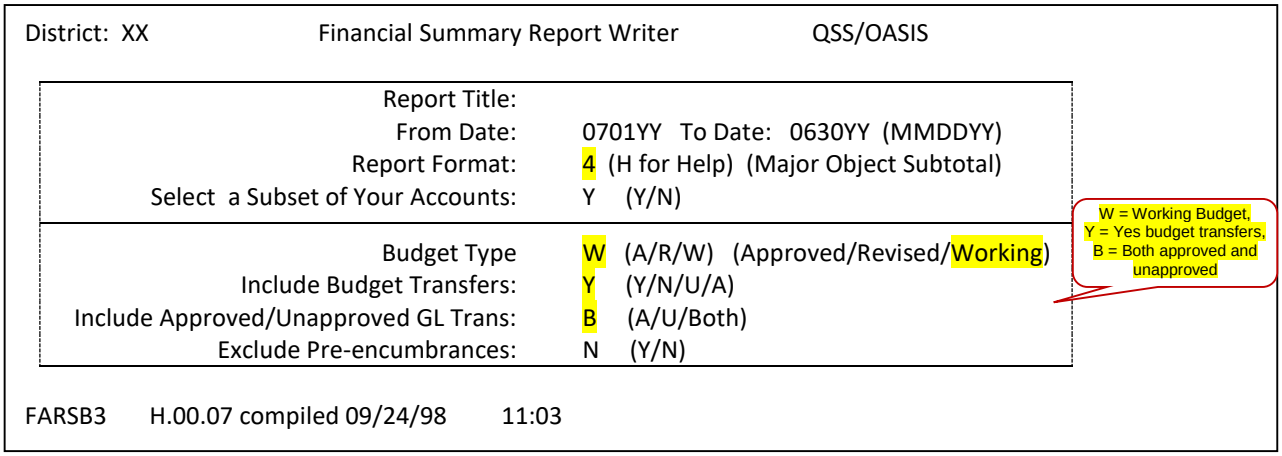
Title: From: 0710YY To: 0630YY Format: 1
Bud Type: A Incl Bud Tfrs: Y GL Trans: A Pre Enc: N Restricted: C RS
Report: FD OBJECT
Income: Examples: Typically one selection per report digits
Expense: digits

Field Sort/Selection Items	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	
	01-	????-	?-	5200-	????-	7150-	???-	????	Travel/Supt.
FD=FUND	??-	???? -	?-	???? -	???? -	???? -	???-	????	Or
RS=RESOURCE	01-	4040-	?-	???? -	???? -	???? -	???-	????	TLC –All activity
YR=PROJECT YEAR	??-	????-	?-	????-	????-	????-	???-	????	
OB-OBJECT	01-	???? -	?-	???? -	???? -	???? -	???-	????	Select sort by Resource on previous menu, enter o1 leave the remaining question marks yields Fund 01 by Resource
GO=GOAL	??-	????-	?-	????-	????-	????-	???-	????	
FN=FUNCTION	??-	???? -	?-	???? -	???? -	???? -	???-	????	
SH=SCHOOL	??-	???? -	?-	???? -	???? -	???? -	???-	????	
LD=LOCAL DEFINED	??-	???? -	?-	???? -	???? -	???? -	???-	????	

Field Range Field Range Field Range

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

Financial Summary Report (FAR300) (continued)



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

Financial Summary Report (FAR300)

```
SAMPLE  ELEMENTARY                        Financial Summary Report            J88     FAR300   H.00.09 01/31/YY PAGE     0

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

-------------------------------------------------------------------------------------------------------------------------------
```

Title I only

```
                Account classifications selected                              Field ranges selected
                FD RESC Y OBJT GOAL FUNC SCH LOCAL                            FI    RANGE
                -------------------------------------------                     ----------------------
          1.    ??-3010-?-????-????-????-???-?????
          2.      -    - -    -    -    -   -
          3.      -    - -    -    -    -   -
          4.      -    - -    -    -    -   -
          5.      -    - -    -    -    -   -
          6.      -    - -    -    -    -   -
          7.      -    - -    -    -    -   -
          8.      -    - -    -    -    -   -
          9.      -    - -    -    -    -   -
         10.      -    - -    -    -    -   -
```

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

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

XX SAMPLE ELEMENTARY Financial Summary Report J88 FAR300 H.00.09 01/31/YY PAGE 1

TITLE I 01/01/20YY - 01/31/20YY

FUND :01 GENERAL FUND

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

Beginning of year cash in Treasury

Prior Year deferred revenue

Current or year end cash in Treasury

Ending fund balance for period selected

Beginning fund balance

Current month revenue

Year-to-date revenue

Balance remaining

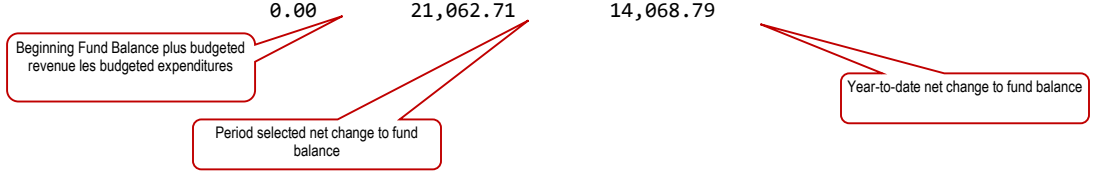
Current Month Expenditures

Year-to-date expenditures

Most current budget that is in approved status

FUND :01 GENERAL FUND

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



Financial Statement (GLD400)

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

```
District: XX            Request Financial Statement                          QSS/OASIS

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

Enter "Y" (Yes) to print resources separately

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

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

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

Enter "Y" (Yes) to print resources separately

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

Financial Statement Sample (GLD400)

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

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

FUND: 01 GENERAL FUND

EXPENDITURE DETAIL

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

FUND: 01 GENERAL FUND

EXPENDITURE DETAIL

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

FUND: 01 GENERAL FUND

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

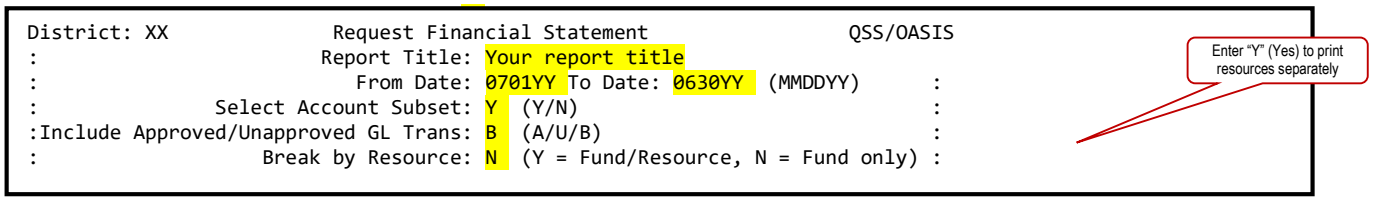
FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
	FUND RECONCILIATION			
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	531,010.69	7,270.53-	523,740.16
9130	REVOLVING CASH ACCOUNT	750.00	.00	750.00
9150	INVESTMENTS	337,741.09	1,246.70	338,987.79
9208	A/R SETUP EVEN YEARS	162,584.16	147,927.65-	14,656.51
9209	A/R SET-UP ODD YEARS	6,250.00	.00	6,250.00
9210	A/R POST		7,530.13-	7,530.13-
9330	PREPAID EXPENDITURES	7,360.53	5,857.47	13,218.00
9502	ACT. PAYABLE SETUP - EVEN YEAR	35,421.95-	25,947.74	9,474.21-
9508	USE TAX LIABILITY	7,293.30-	7,486.77	193.47
9509	ACCOUNTS PAYABLE SET UP-ODD YR	40,370.00-	9,945.00	30,425.00-
9510	ACCOUNTS PAYABLE CURRENT LIAB		7,395.21	7,395.21
9514	H & W PASS THROUGH		10,694.68-	10,694.68-
9610	DUE TO OTHER FUNDS	344,078.02-	.00	344,078.02-
9650	DEFERRED REVENUE	32,561.85-	32,561.85	.00
* NET YEAR TO DATE FUND BALANCE * *		585,971.35 *	82,982.25-*	502,989.10 *
9791	FUND BAL-BEGINNING BALANCE	585,971.35-	.00	585,971.35-
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	82,982.25-*	82,982.25-*

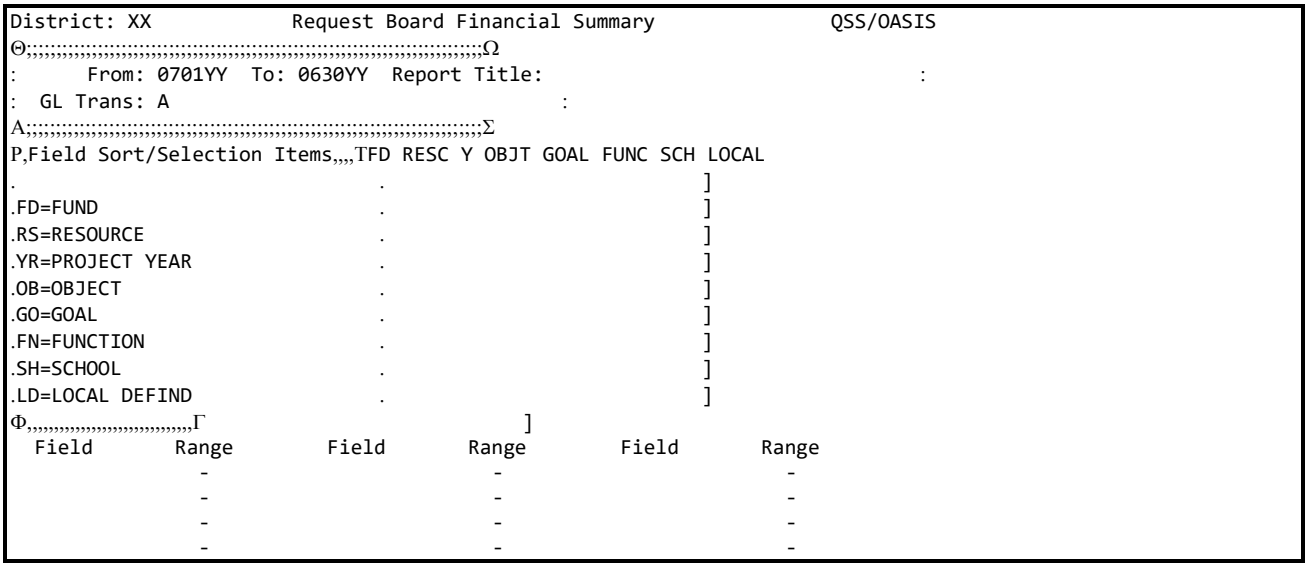
OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
	REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE						
A.	REVENUES	1,092,980.00	52,658.75	1,145,638.75	498,415.66	647,223.09	43.50
B.	EXPENDITURES	1,102,910.41	285,754.20	1,388,664.61	579,209.78	809,454.83	41.70
C.	EXCESS REVENUES (EXPENDITURES)	9,930.41-	233,095.45-	243,025.86-	80,794.12-	162,231.74-	33.24
D.	OTHER FINANCING SOURCES (USES)	24,921.00-	2,805.00	22,116.00-	2,188.13-	19,927.87-	9.89
E.	NET CHANGE IN FUND BALANCE	34,851.41-	230,290.45-	265,141.86-	82,982.25-	182,159.61-	31.29
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	585,971.35	.00	585,971.35	585,971.35	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	585,971.35	.00	585,971.35	585,971.35	.00	100.00
G.	ENDING BALANCE	551,119.94	230,290.45-	320,829.49	502,989.10	182,159.61-	156.77

Board Financial Summary Report (GLD500)

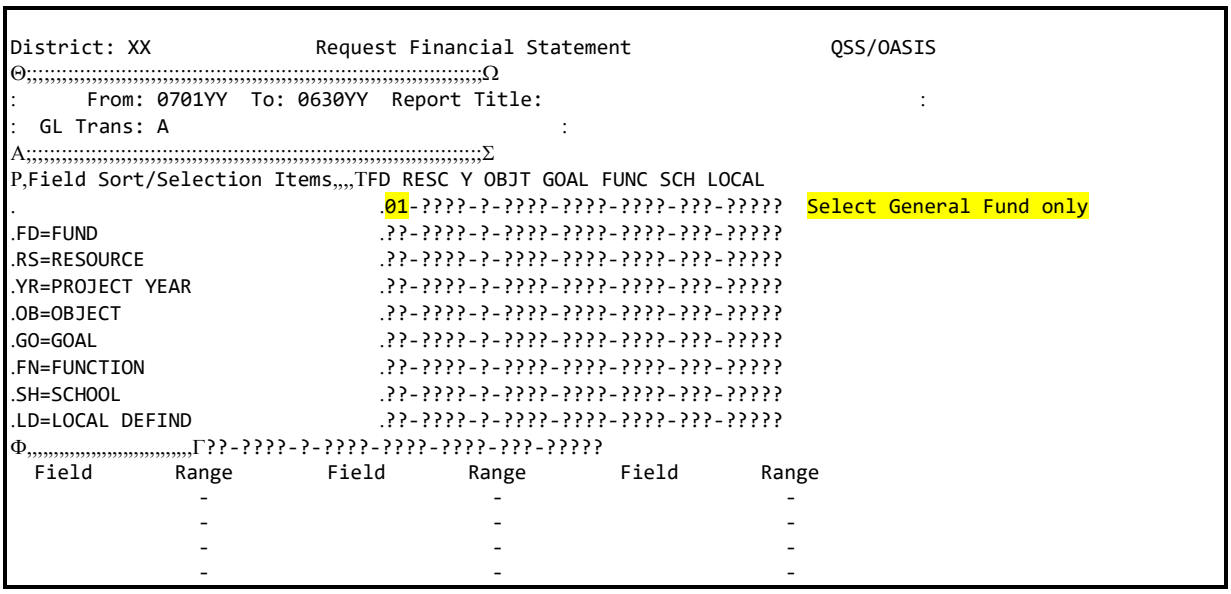
A. Turn on *Caps Lock*
B. Log On:
C. Password: (your alphanumeric password)
D. From the *Districts System* menu, select ***13. REP-Reports***
E. From the *District Reporting System* menu, select ***9. Request Board Financial Summary Report***
F. The initial screen



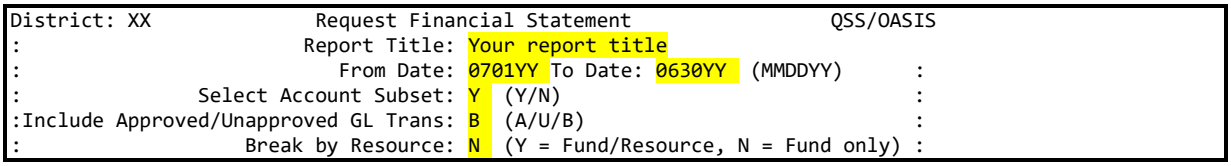
G. Press **Enter**, F7 to continue to next screen



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



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



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

Board Financial Summary Sample (GLD500)

XX SAMPLE ELEMENTARY BOARD FINANCIAL SUMMARY FOR PERIOD ENDING 06/30/20YY GLD500 J1966 01/27/YY PAGE 1

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
	REVENUE DETAIL						
	REVENUE LIMIT SOURCES :	713,994.00	180.90	714,174.90	318,883.09	395,291.81	44.65
	FEDERAL REVENUES :	155,239.00	32,217.42	187,456.42	97,713.60	89,742.82	52.12
	OTHER STATE REVENUES :	133,030.00	9,749.43	142,779.43	40,975.10	101,804.33	28.69
	OTHER LOCAL REVENUES :	90,717.00	10,511.00	101,228.00	40,760.48	60,467.52	40.26
*	TOTAL YEAR TO DATE REVENUES * *	1,092,980.00 *	52,658.75 *	1,145,638.75 *	498,332.27 *	647,306.48 *	43.49
	EXPENDITURE DETAIL						
	CERTIFICATED SALARIES :	511,419.86	41,949.96	553,369.82	256,183.75	297,186.07	46.29
	CLASSIFIED SALARIES :	155,199.17	5,896.30	161,095.47	72,638.80	88,456.67	45.09
	EMPLOYEE BENEFITS :	249,224.16	1,479.03	250,703.19	143,290.32	107,412.87	57.15
	BOOKS AND SUPPLIES :	52,580.00	3,905.15	56,485.15	22,607.53	33,877.62	40.02
	SERVICES, OTHER OPER. EXPENSE:	124,901.22	31,285.93	156,187.15	73,745.17	82,441.98	47.21
	CAPITAL OUTLAY :	.00	201,237.83	201,237.83	10,744.21	190,493.62	5.33
	OTHER OUTGOING :	9,586.00		9,586.00	.00	9,586.00	0.00
	DIRECT SUPPORT/INDIRECT COSTS:	.00		.00	.00	.00	NO BDGT
*	TOTAL YEAR TO DATE EXPENDITURES * *	1,102,910.41 *	285,754.20 *	1,388,664.61 *	579,209.78 *	809,454.83 *	41.70
	OTHER FINANCING SOURCES (USES)						
	INTERFUND TRANSFERS - IN :	4,359.00	2,805.00	7,164.00	.00	7,164.00	0.00
	INTERFUND TRANSFERS - OUT :	29,280.00-		29,280.00-	2,188.13-	27,091.87-	7.47
	CONTRIB.- RESTRICTED PROGRAMS:	.00		.00	.00	.00	NO BDGT
*	TOTAL YEAR TO DATE OTHER FINANCING *	24,921.00-*	2,805.00 *	22,116.00-*	2,188.13-*	19,927.87-*	9.89

FUND: 01 GENERAL FUND

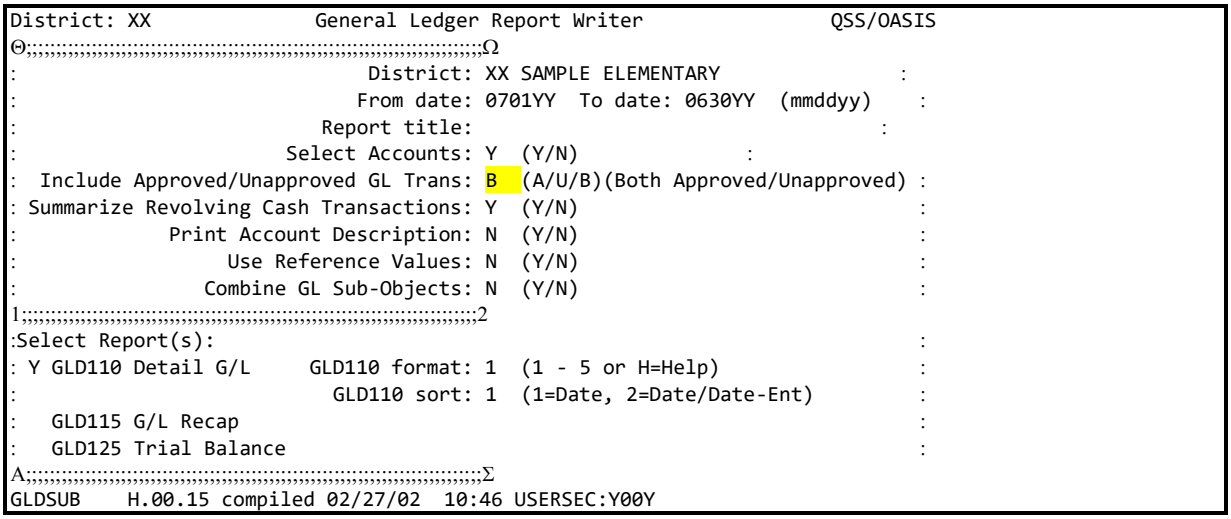
OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
	FUND RECONCILIATION			
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	531,010.69	7,353.92-	523,656.77
9130	REVOLVING CASH ACCOUNT	750.00	.00	750.00
9150	INVESTMENTS	337,741.09	1,246.70	338,987.79
9208	A/R SETUP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

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

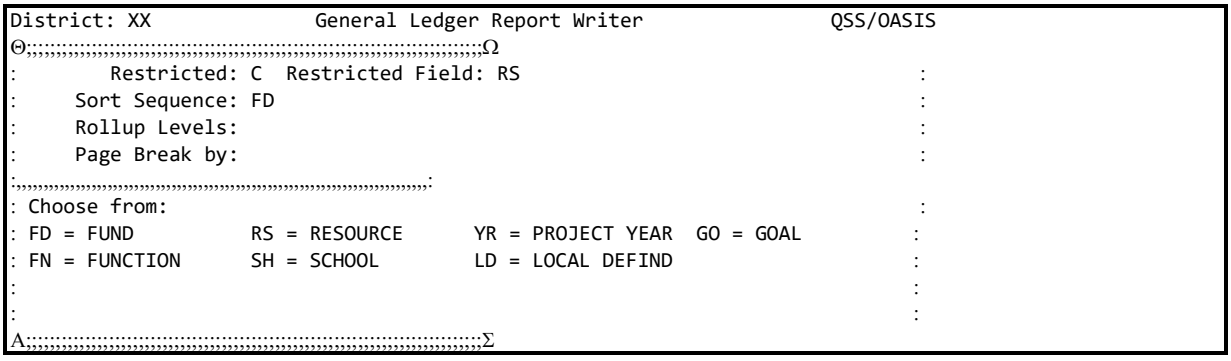
General Ledger Detail Report (GLDSUB)

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

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



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



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

```
District: XX              General Ledger Report Writer              QSS/OASIS

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

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

```
District: XX              General Ledger Report Writer              QSS/OASIS

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

I. Examples:

```
District: XX              General Ledger Report Writer               QSS/OASIS

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

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

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

K. Press F8 to exit to menu

L. Print (see *Print Spool Instructions*).

General Ledger Detail Sample (GLDSUB)

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

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

               DATE      REFERENCE VENDOR WARRANT   FD RESC Y OBJT GOAL FUNC SCH LOCAL                  DEBIT          CREDIT
                         TRANSACTION DESCRIPTION
-------------------------------------------------------------------------------------------------------------------------------
  9502     ACT. PAYABLE SETUP - EVEN YEAR
             BALANCE FORWARD 07/01/20YY                                                                   0.00           0.00
               07/01/20YY  BB-000000                 01-2430-0-9502-0000-0000-000-00000                   0.00         749.24
                           BEGINNING BALANCE
             TOTAL ACTIVITY                                                                               0.00         749.24
           ENDING BALANCE 06/30/20YY                                                                                    749.24

  9509     ACCOUNTS PAYABLE SET UP-ODD YR
             BALANCE FORWARD 07/01/20YY                                                                   0.00           0.00
               07/01/20YY  BB-000000                 01-2430-0-9509-0000-0000-000-00000                   0.00          97.05
                           BEGINNING BALANCE
             TOTAL ACTIVITY                                                                               0.00          97.05
           ENDING BALANCE 06/30/20YY                                                                                     97.05

  9510     ACCOUNTS PAYABLE CURRENT LIAB
             BALANCE FORWARD 07/01/20YY                                                                   0.00           0.00
               07/08/20YY  CL-040033  200081   276298 01-2430-0-5921-3550-1000-000-00000                   0.37           0.00
                           EDGE WIRELESS
               07/08/20YY  CL-040008   60000   276299 01-2430-0-5200-3550-1000-000-00000                  23.87           0.00
                           FLEET OF FOOT
               07/08/20YY  CL-040039   69300   276301 01-2430-0-5600-3550-8700-000-00000                 500.00           0.00
                           FIRE PROTECTION DISTRICT
               07/08/20YY  CL-040040   69300   276301 01-2430-0-5600-3550-8700-000-00000                 225.00           0.00
                           FIRE PROTECTION DISTRICT
             TOTAL ACTIVITY                                                                             749.24           0.00
           ENDING BALANCE 06/30/20YY                                                                    749.24

  9514     H & W          PASS THROUGH
             BALANCE FORWARD 07/01/20YY                                                                   0.00           0.00
               07/29/20YY  PY-072904                 01-2430-0-9514-0000-0000-000-00000                   0.00         670.00
                           BN-BEN    07/29/20YY
               08/30/20YY  PY-083004                 01-2430-0-9514-0000-0000-000-00000                   0.00         670.00
```

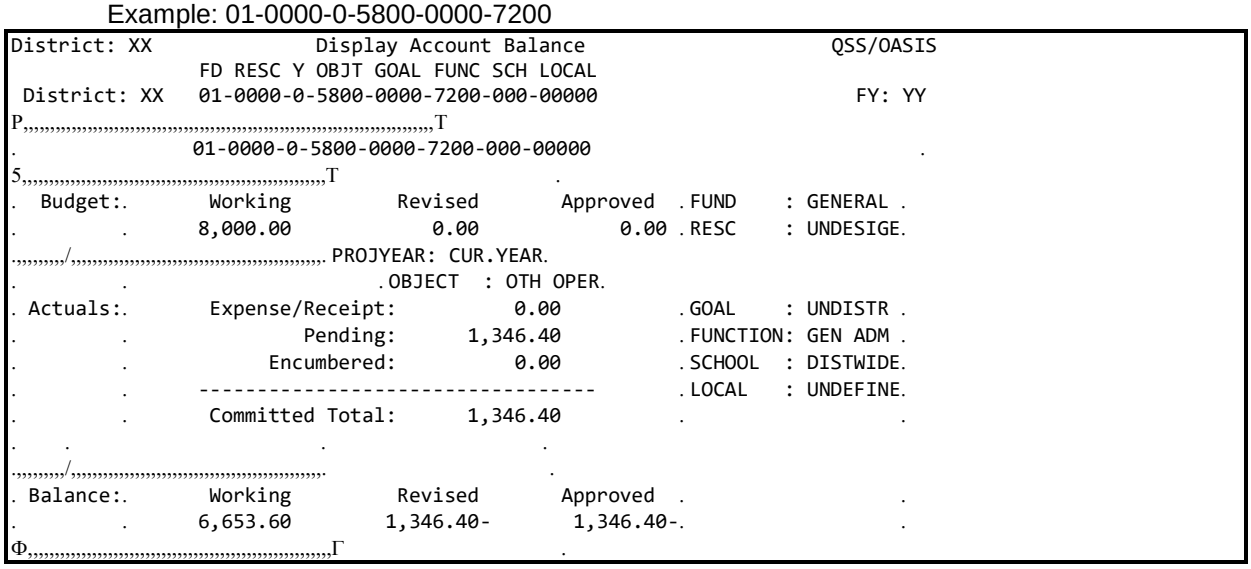
07/01/20YY TO 06/30/20YY
* UNAPPROVED TRANSACTIONS INCLUDED *

FUND :01 GENERAL FUND

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

Display Account Balance

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



Screen Descriptions:

Budget → ***Working*** reflects most up to date budget in the QSS system (including revisions not yet board approved)
Revised reflects most recent board-approved budget
Approved reflects the original July 1st adopted budget

Actuals → ***Expense/Receipt***: represents year to date cash expended or received
Pending: represents payments entered in the QSS system not yet processed
Encumbered: represents funds that have been committed for future expenditures through purchase orders and payroll encumbering
Committed Total: represents the total budget amount that has been received, spent, or reserved for future purchases (this amount is the sum of Expense/Receipt, Pending, and Encumbered)

Balance → For all three budgets, the ***Balance*** remaining is the ***Budget*** amount less the ***Committed Total*** (positive ***Balance*** means actual expenditures or receipts are less than the budget, negative ***Balance*** means actual expenditures or receipts exceed the budget)

G. To print, click on ***File*** of Reflections control bar, then click on ***Print***.

Note: To look up a group of accounts or search for an account string use the question mark (?) as a wildcard.

Example 1 → 01-????-?-5800-????-????-???-????? displays the account balance for Fund 01, Object 5800

Example 2 →13-????-?-2???-????-????-???-????? displays the account balance for Fund 13 Objects 2100-2900, Classified Salaries

Example 3 → 01-7250-0-????-????-????-???-????? displays the balance for Fund 01, Objects 1000-7999 for School Base Coordinated Program, Resource 7250

Example 4 →01-3010-0-8???-????-????-???-????? displays the revenues received for Title I (please note that this will also include Encroachment)

Wildcard Note: When using wildcards (?), scroll through each account string using the F6 key

H. F8 to exit to menu

Display Account Detail

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

```
District: XX              Display Account Detail                      QSS/OASIS

                District: XX SAMPLE ELEMENTARY

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

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

```
FD RESC Y OBJT GOAL FUNC SCH LOCAL
01-0000-0-5800-0000-7200-000-00000

Reference   Date      Wrk Budget        Rec/Exp     Encumbered        Balance
BG-000000 07/01/20YY  BUDGET
                        5,000.00            .00            .00       5,000.00
PV-010009 07/06/20YY  JIM KITCHEN    Ve:091111 Wr:00186334
                            .00       4,879.42            .00         120.58
  *** TOTALS:           5,000.00       4,879.42            .00         120.58
Press ENTER for next account:
```

Display Account Detail (continued)

I. Screen Descriptions:

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

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

Print Spool Instructions

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

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

General Ledger
Transaction Types

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

Table of Transaction Type Codes

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

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

Type	Explanation
JE	**Journal Entries.** This type represents journal entries created with Journal Maintenance (Fl02JE). This transaction allows you to adjust the revenues and expenses for subsidiary accounts. However, you cannot change the cash balance of balance sheet fields in the General Ledger. To adjust cash balances, create a cash transfer (FT transactions) with Cash Transfer Maintenance (F102TF).
LB	**Current Liability.**
PB	**Payroll Benefits.** This type represents benefit expenses associated with payroll processing.
PE	**Payroll Encumbering.** This type represents encumbrances of estimated payroll expenses. At the start of each year, some districts encumber payroll expenses for the entire year, then liquidate the amount of actual payroll expenses each time they issue payroll warrants.
PO	**Purchase Orders.** This type represents purchase orders encumbered and paid through the QSS/OASIS Accounts Payable System. Encumbrances are created through two programs: Requisition Entry for Pos (PXENCM) and Purchase Order Encumbering (POENCM). After the goods ordered are received, payments to vendors are recorded with Purchase Order Payments (POPYMT). Each PO can have many partial payments. For more information, see the QSS/OASIS Accounts Payable Manual.
PX	**Payroll Benefit.** This type represents benefit expenses associated with payroll processing.
PV	**Pay Voucher.** This type represents a transaction created with Pay Voucher Payments (PVPYMT). A pay voucher represents an expense that is made without first encumbering the budget, as is the case with a purchase order.
PY	**Payroll.** This type represents payroll expenses posted when a county updates the General Ledger at the end of a payroll run.
RC	**Revolving Cash Warrants.** This transaction reflects warrants issued to replenish the revolving cash, or petty cash, account. A revolving cash account is a separate checking account for immediate payment of small expenses that are not processed through the standard Accounts Payable processing. For more information, see the QSS/OASIS Accounts Payable Manual.
RQ	**Pre-Encumbrances.** This type represents purchase requisitions that have not been approved and given a purchase order number. A requisition is a request to purchase goods from a vendor. A requisition becomes a purchase order when it is assigned a PO number. For more information, see the discussion of Requisition Entry for Pos (PXENCM) in the QSS/OASIS Accounts Payable Manual.
RR	**Current Year Accounts Receivable Receipts.**
RV	**Reversal.** This type represents a reversal of a cancelled warrant, so that the warrant is reinstated.

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