Siskiyou County Office of Education

QCC

Report Directory
&
Essential Information

July 2020 Edition

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County Superintendent

QSS Report Directory
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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

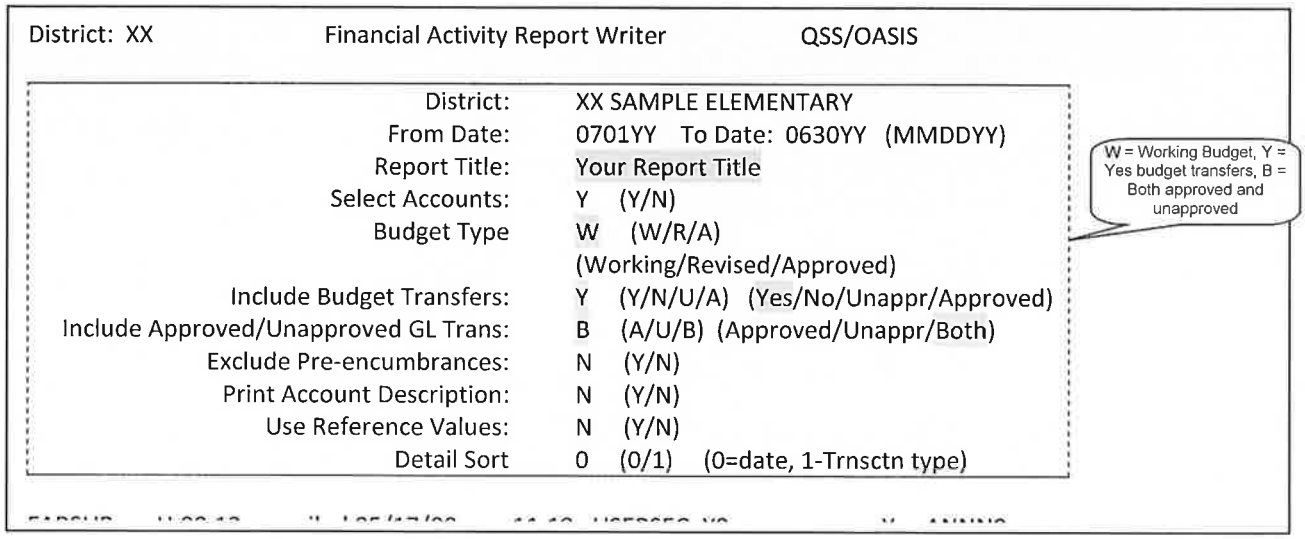
Year indicator

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

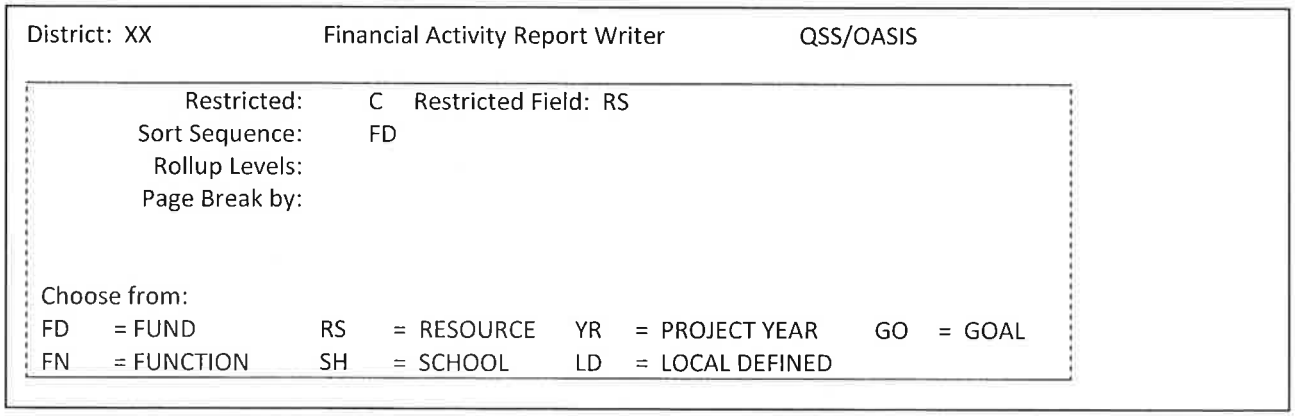
Financial Activity Report (FAR110)

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 7. ***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	??-	???? -	?-	???? -	???? -	???? -	???-	????

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

Field Range Field Range Field Range

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 Or TLC-All

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

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

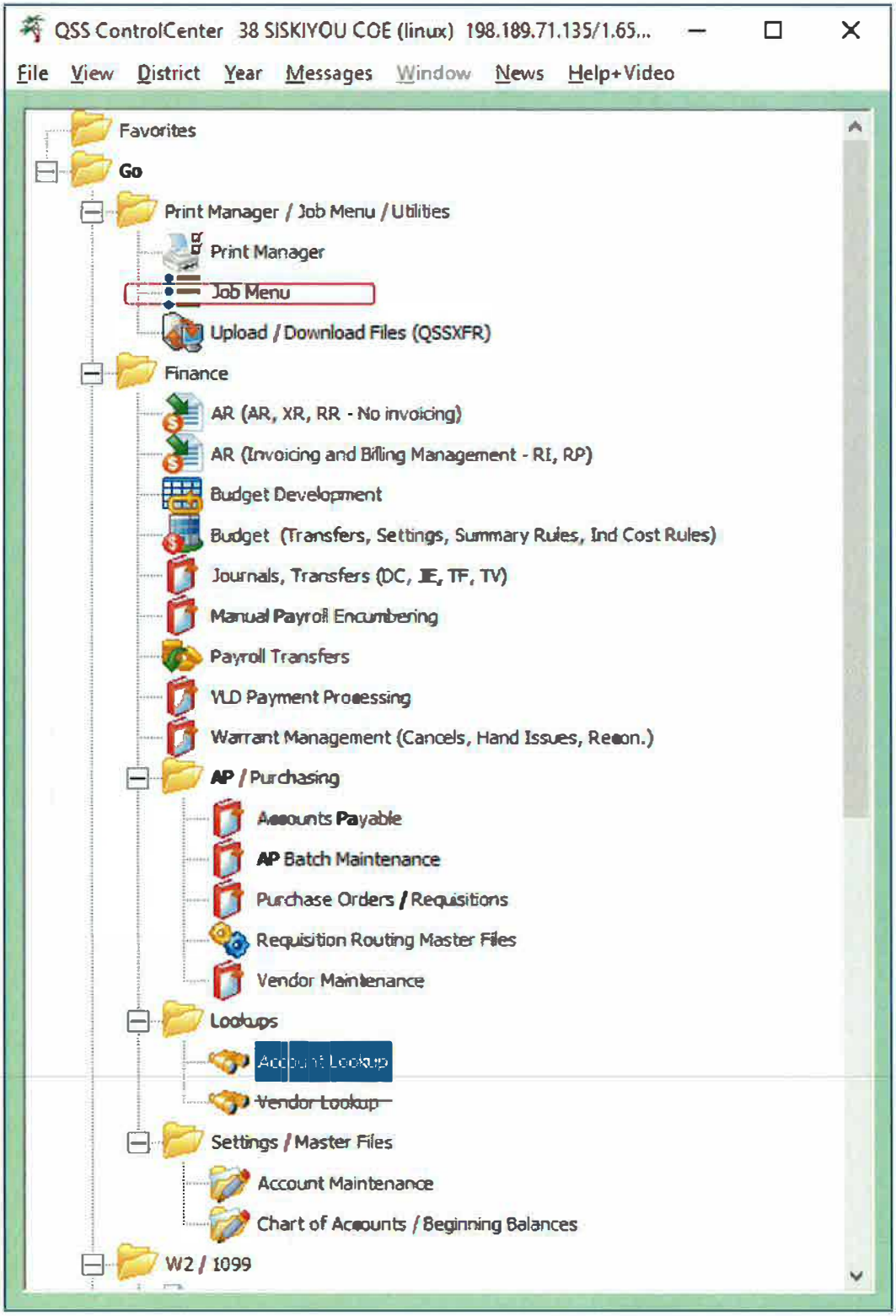
07/01/20YY TO 06/30/20YY — 0.0 % REMAINS IN FISCAL YEAR YY

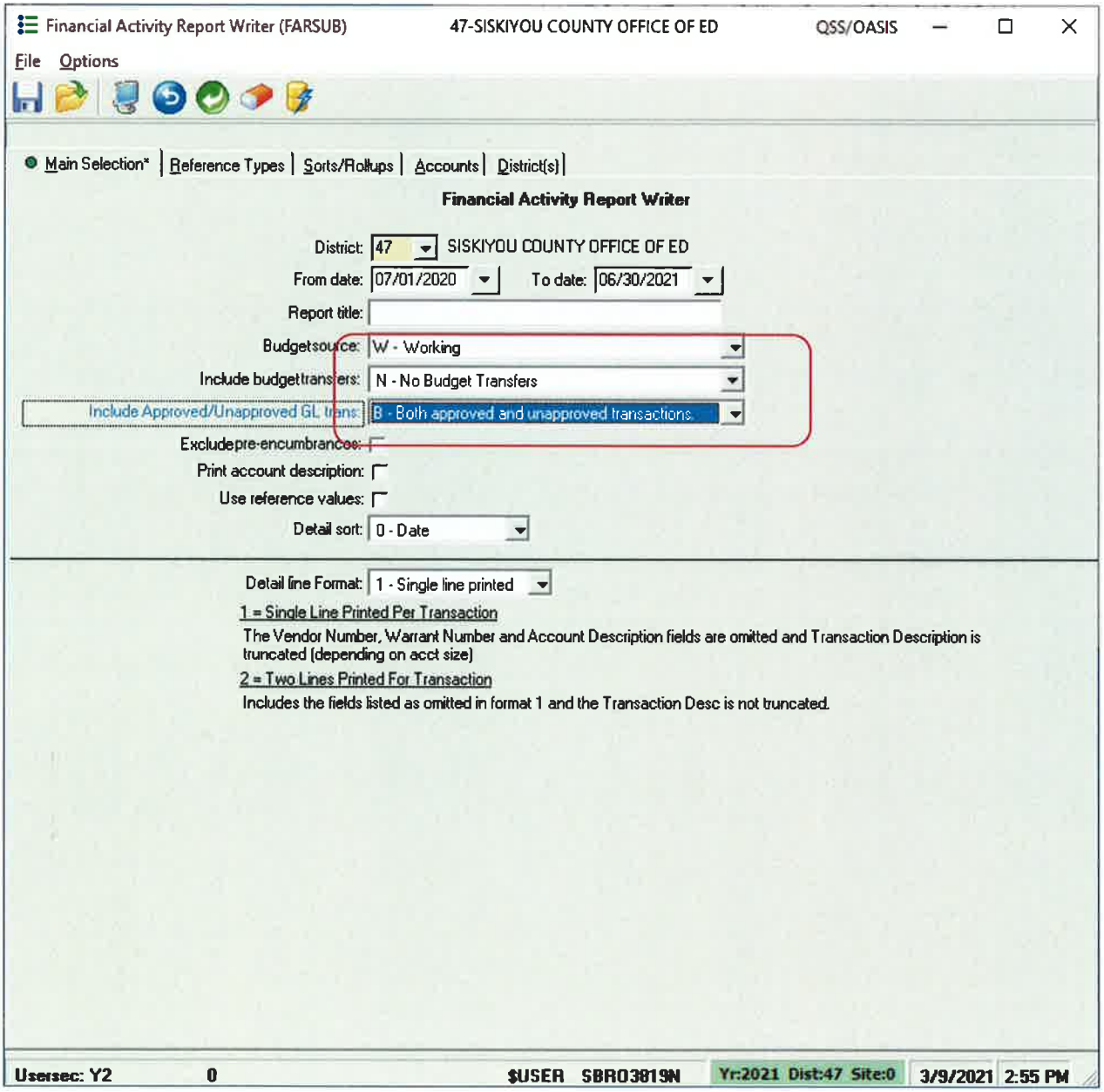
UNAPPROVED GL TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND

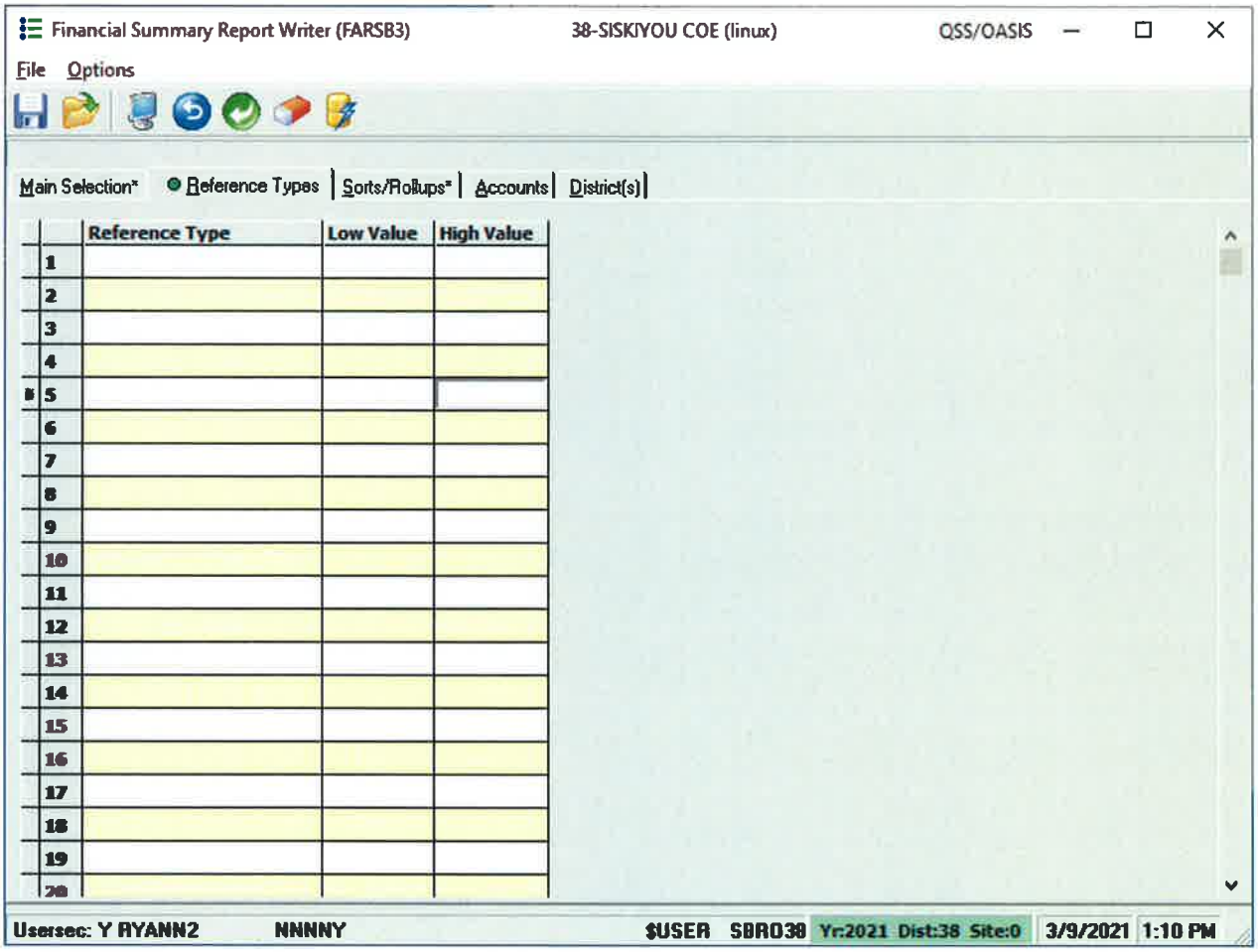
FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	REFERENCE	DATE	DESC	WRK BUDGET	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
	4300		SUPPLIES											
					BALANCE FORWARD 07/01/20YY						0.00	0.00	0.00	0.00
01 -	2430 -	0 -	4300 -	3550 -	1000 -	000 -	00000	BG-000000	07/01/YY	BUDGET	1,500.00			1,500.00
01 -	2430 -	0 -	4300 -	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	

Instructions for Running a FAR 110 Report

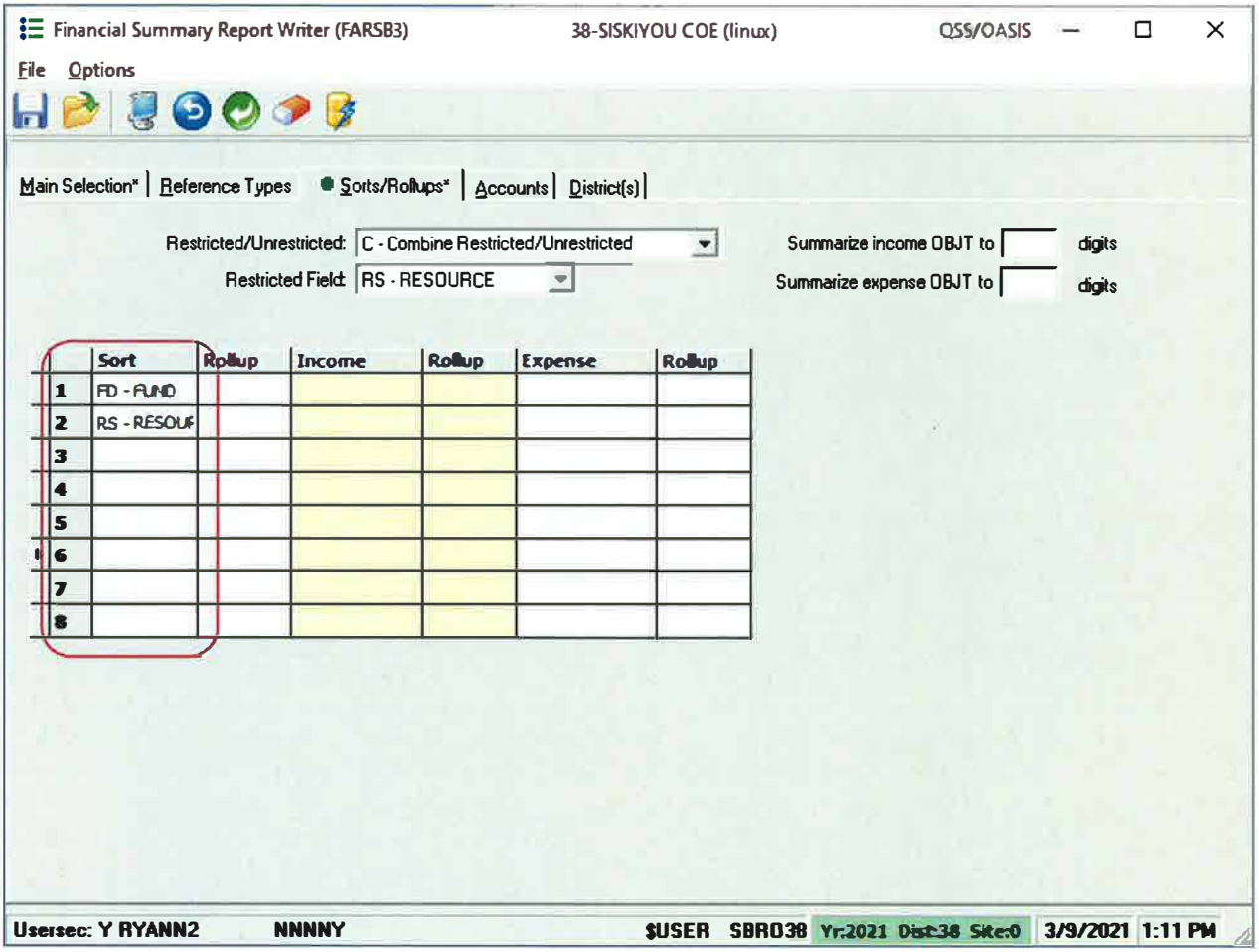




Make sure to change to W, N B as shown above.

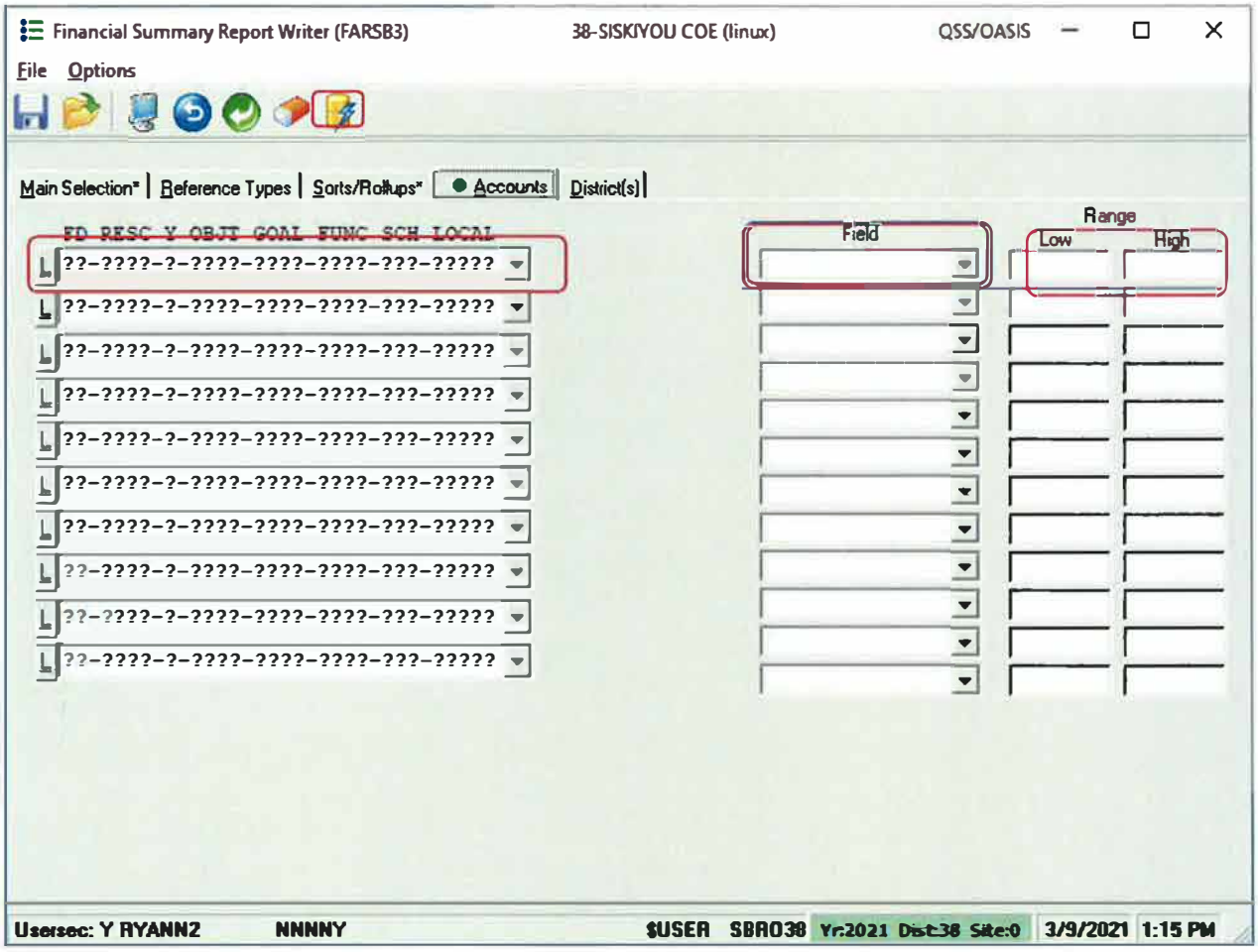

Financial Summary Report Writer (FARSB3)
38-SISKIYOU COE (linux)
QSS/OASIS
File
Options
Main Selection*
Reference Types
Sorts/Rollups*
Accounts
District(s)
Reference Type
Low Value
High Value
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
Usersec: Y RYANN2
NNNNY
$USER
SBRD38
Yr:2021 Dist:38 Site:0
3/9/2021
1:10 PM

Leave Blank



You can change the way this report is sorted.

The example above is sorted by Fund and then by Resource. Double click on any line between 1 and 8 to see your options to either change or leave blank.



Key in your account string or any Fund, Resource, Object, Goal or Function.

If you want the report by Field, use the drop down menu and select from those options.

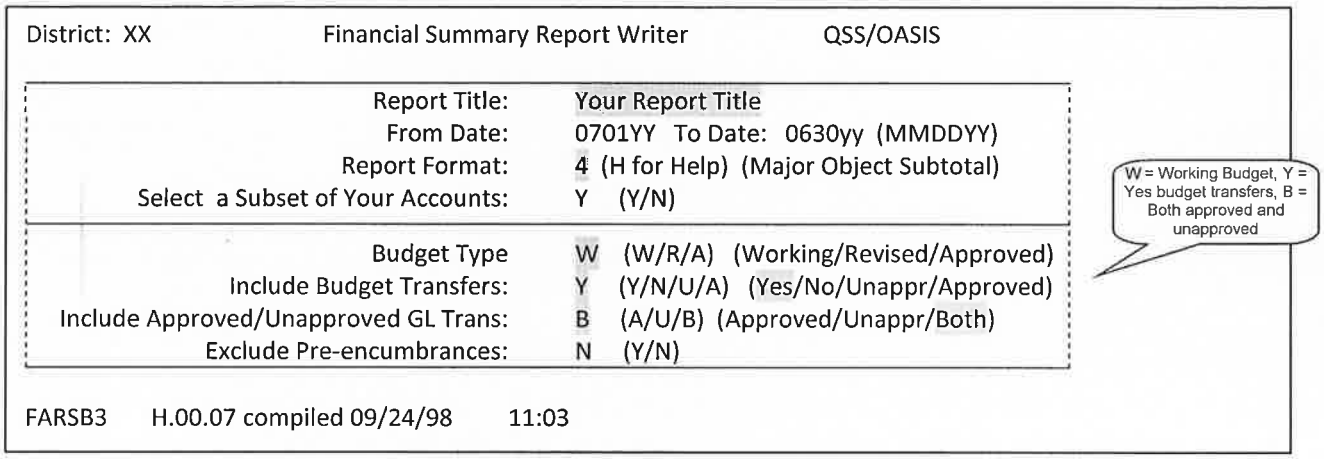
To show a range, put in the field (ie Object, Resource, etc.) from lowest to highest.

When complete, click on the Lightening Bolt to get your report.

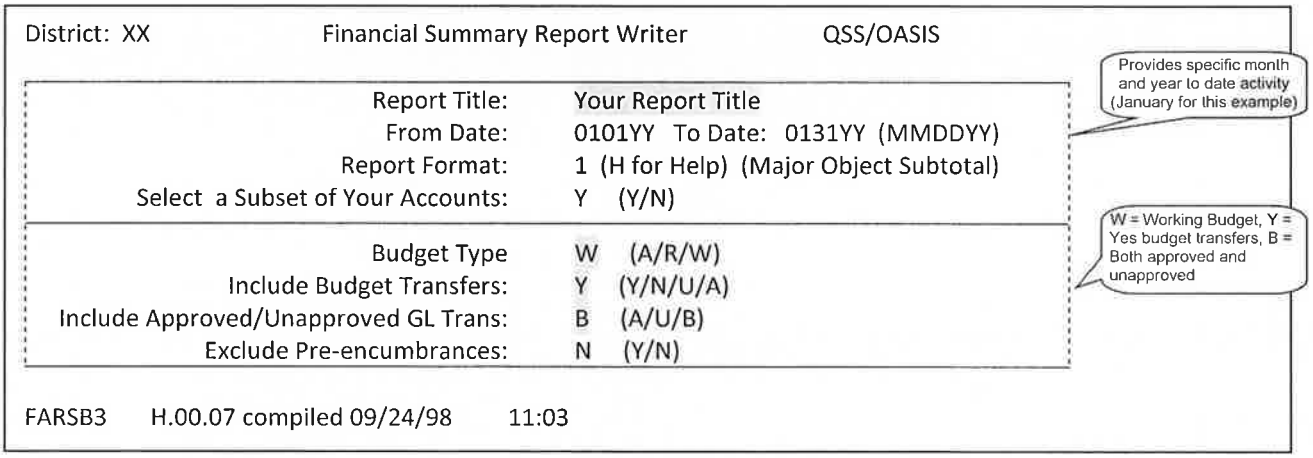
Financial Summary Report (FAR300)

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:

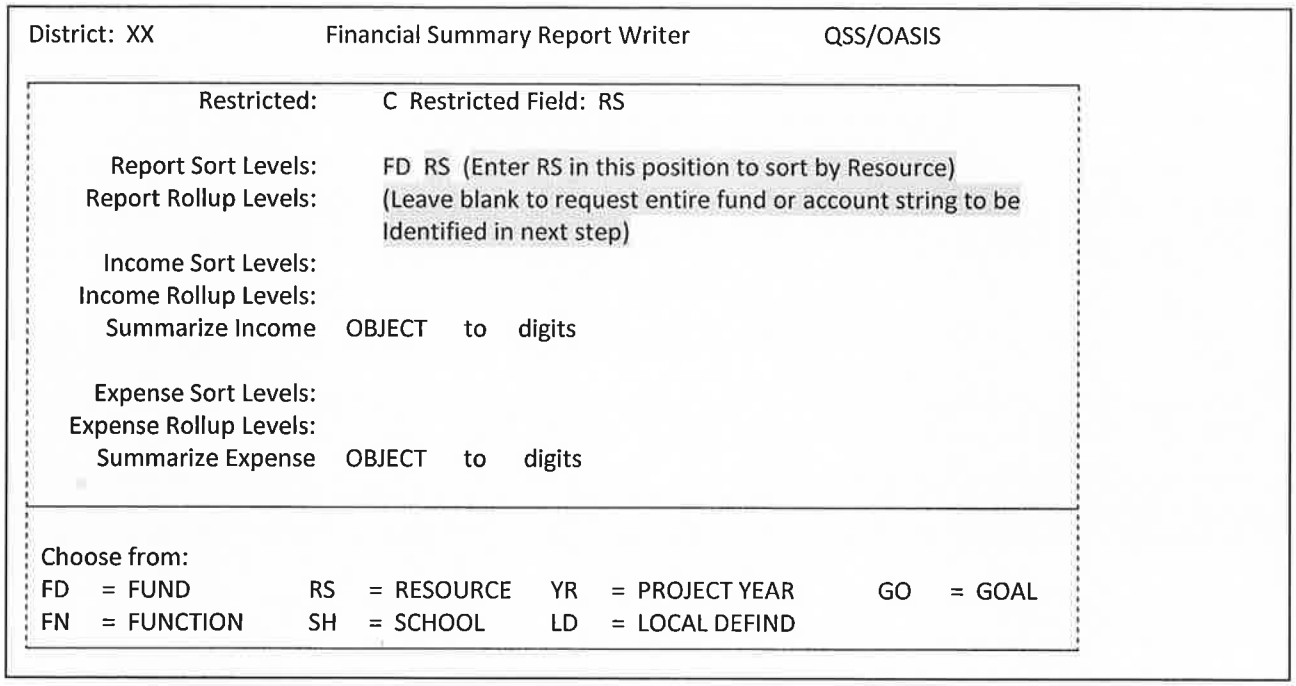


G. To isolate current month activity, enter the beginning and ending date of the particular month in the From and To fields (example used is January)

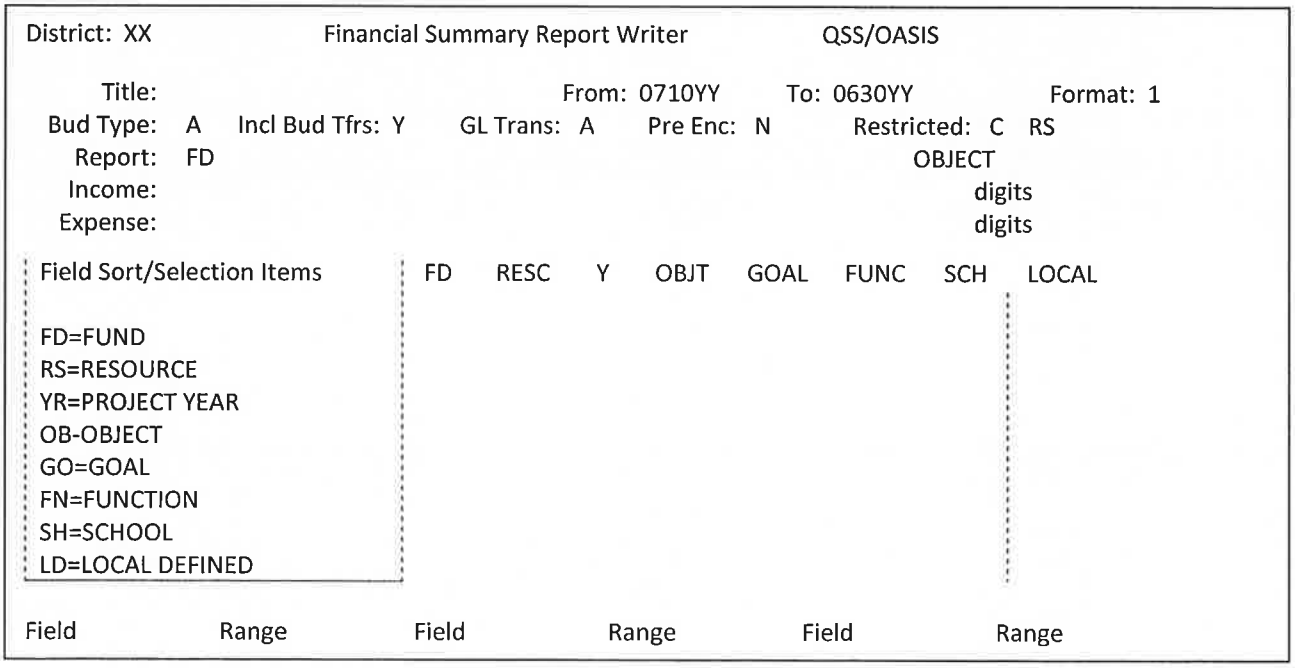


Financial Summary Report (FAR300) (continued)

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



I. Press Enter, F7 to continue to next screen



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-	???-	????
FD=FUND	??-	???? -	?-	???? -	???? -	???? -	???-	????
RS=RESOURCE	01-	3010	?-	???? -	???? -	???? -	???-	????
YR=PROJECT YEAR	??-	????-	?-	????-	????-	????-	???-	????
OB-OBJECT	01-	???? -	?-	???? -	???? -	???? -	???-	????
GO=GOAL	??-	????-	?-	????-	????-	????-	???-	????
FN=FUNCTION	??-	???? -	?-	???? -	???? -	???? -	???-	????
SH=SCHOOL	??-	???? -	?-	???? -	???? -	???? -	???-	????
LD=LOCAL DEFINED	??-	???? -	?-	???? -	???? -	???? -	???-	????

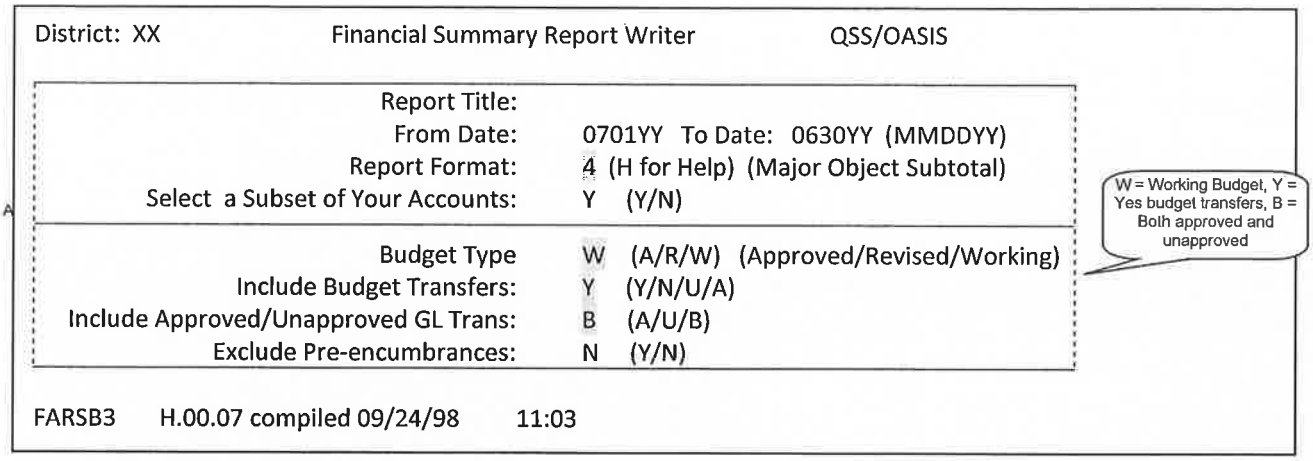
Field Range Field Range Field Range

Travel/Supt.
Or
Title I–All activity

Select sort by Resource on previous menu, enter 01 leave the remaining question marks yields Fund 01 by Resource

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
FD RESC Y OBJT GOAL FUNC SCH LOCAL

1.	??-3010-?-????-????-????-???-?????
2.	- - - - - - -
3.	- - - - - - -
4.	- - - - - - -
5.	- - - - - - -
6.	- - - - - - -
7.	- - - - - - -
8.	- - - - - - -
9.	- - - - - - -
10.	- - - - - - -

Field ranges selected
FI RANGE

W =Working
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: CTB860BJ.DATA.QSYUSER:  MON, SEP 30, 2002,  2:25 PM
              Budget type: W 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
```

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 TREASURY		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

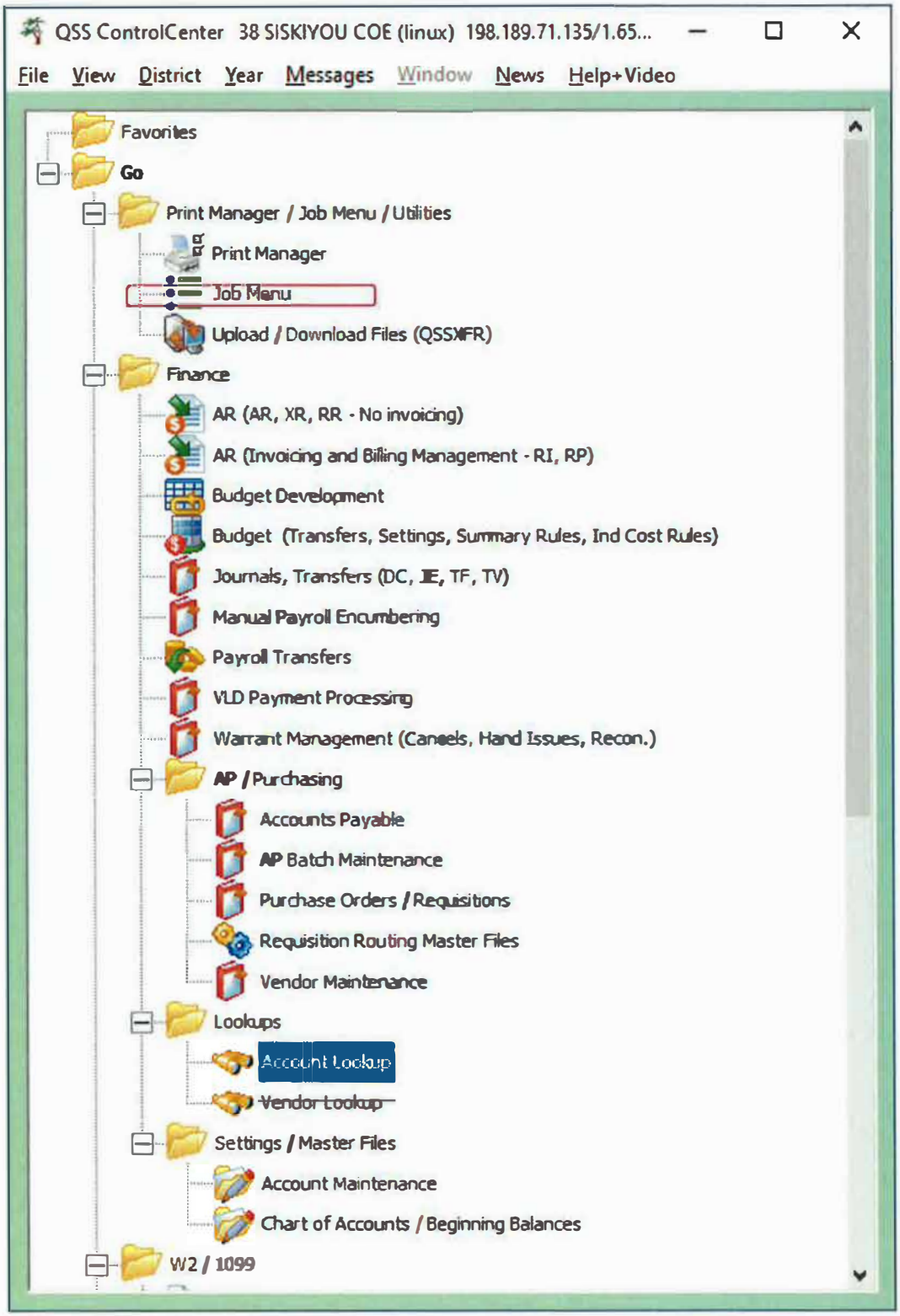
Year-to-date expenditures

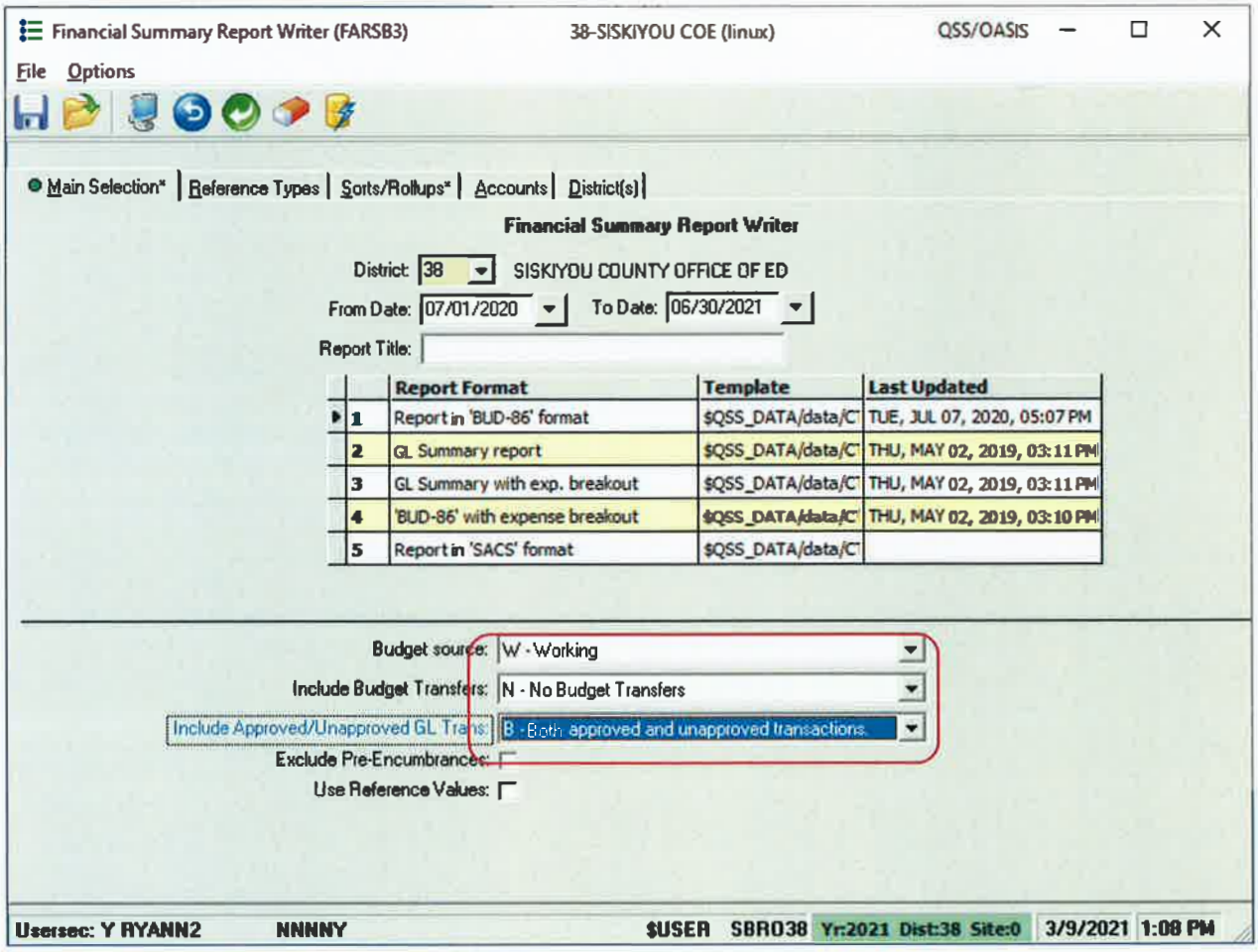
FUND :01 GENERAL FUND

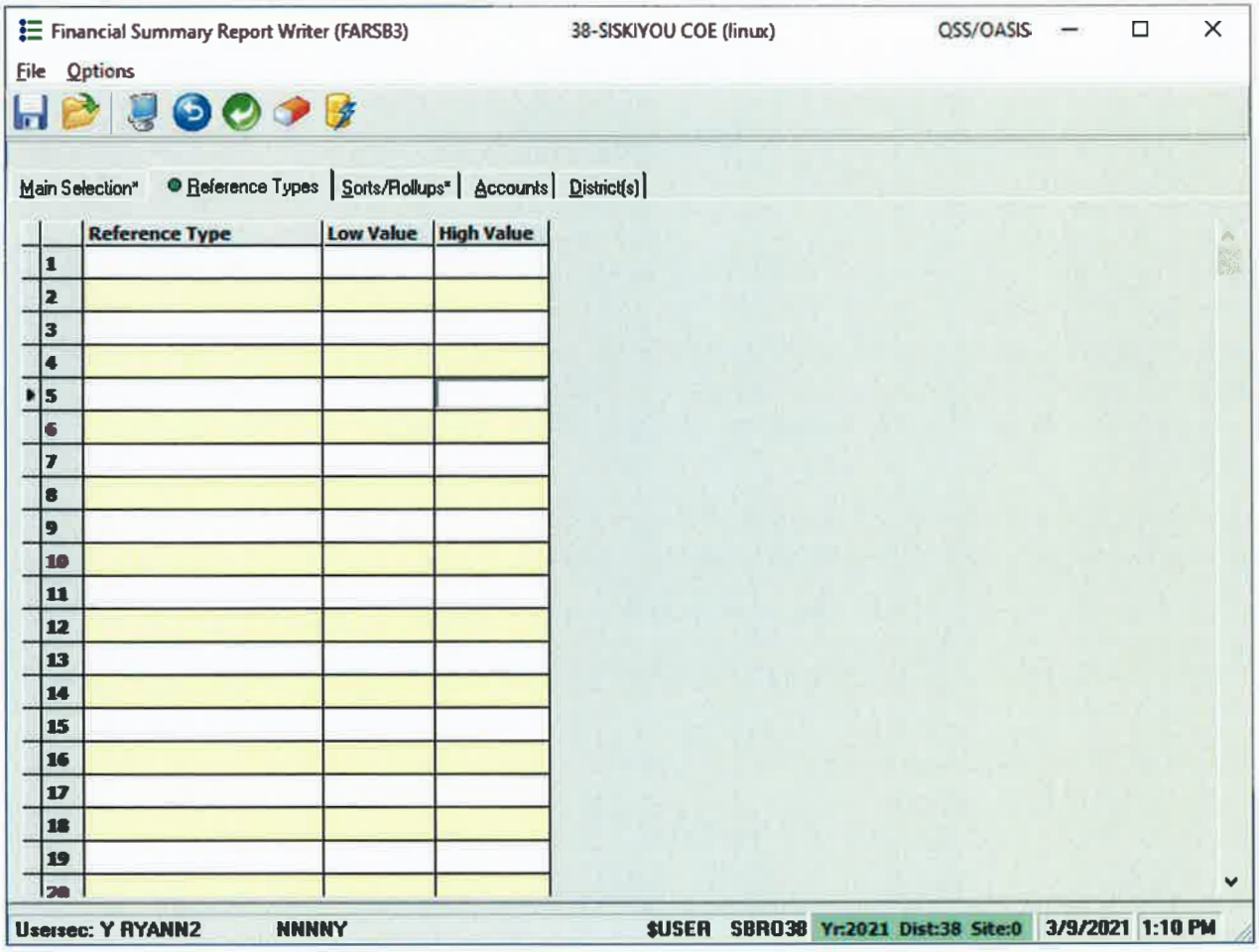
OBJECT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Books and Supplies						
4300 SUPPLIES	1.00	0.00	75.49	0.00	74.49-	7549.0
TOTAL Books and Supplies	1.00	0.00	75.49	0.00	74.49-	
Services & Oth. Operating						
5200 TRAVEL & CONFERENCE	2,000.00	99.12	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			**



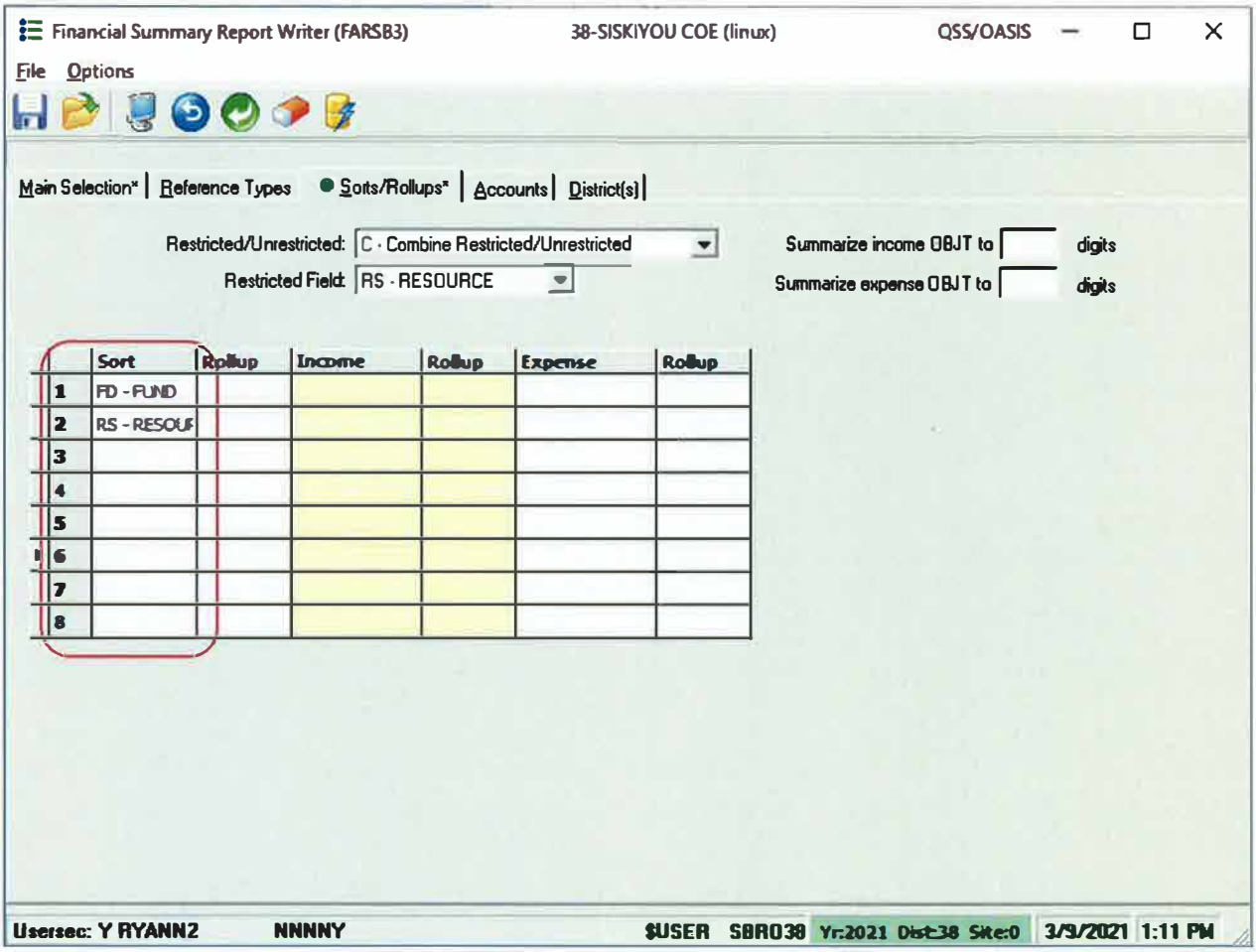
Instructions for Running a FAR 300 Report




Financial Summary Report Writer (FARSB3)
38-SISKIYOU COE (linux)
QSS/OASIS
File Options
Main Selection* | Reference Types | Sorts/Rollups* | Accounts | District(s)
Financial Summary Report Writer
District: 38 SISKIYOU COUNTY OFFICE OF ED
From Date: 07/01/2020 To Date: 06/30/2021
Report Title:
Report Format | Template | Last Updated
1 Report in 'BUD-86' format | $QSS_DATA/data/C | TUE, JUL 07, 2020, 05:07 PM
2 GL Summary report | $QSS_DATA/data/C | THU, MAY 02, 2019, 03:11 PM
3 GL Summary with exp. breakout | $QSS_DATA/data/C | THU, MAY 02, 2019, 03:11 PM
4 'BUD-86' with expense breakout | $QSS_DATA/data/C | THU, MAY 02, 2019, 03:10 PM
5 Report in 'SACS' format | $QSS_DATA/data/C
Budget source: W - Working
Include Budget Transfers: N - No Budget Transfers
Include Approved/Unapproved GL Trans: B - Both approved and unapproved transactions
Exclude Pre-Encumbrances:
Use Reference Values:
Usersec: Y RYANN2 NNNNY $USER SBR038 Yr:2021 Dist:38 Site:0 3/9/2021 1:08 PM

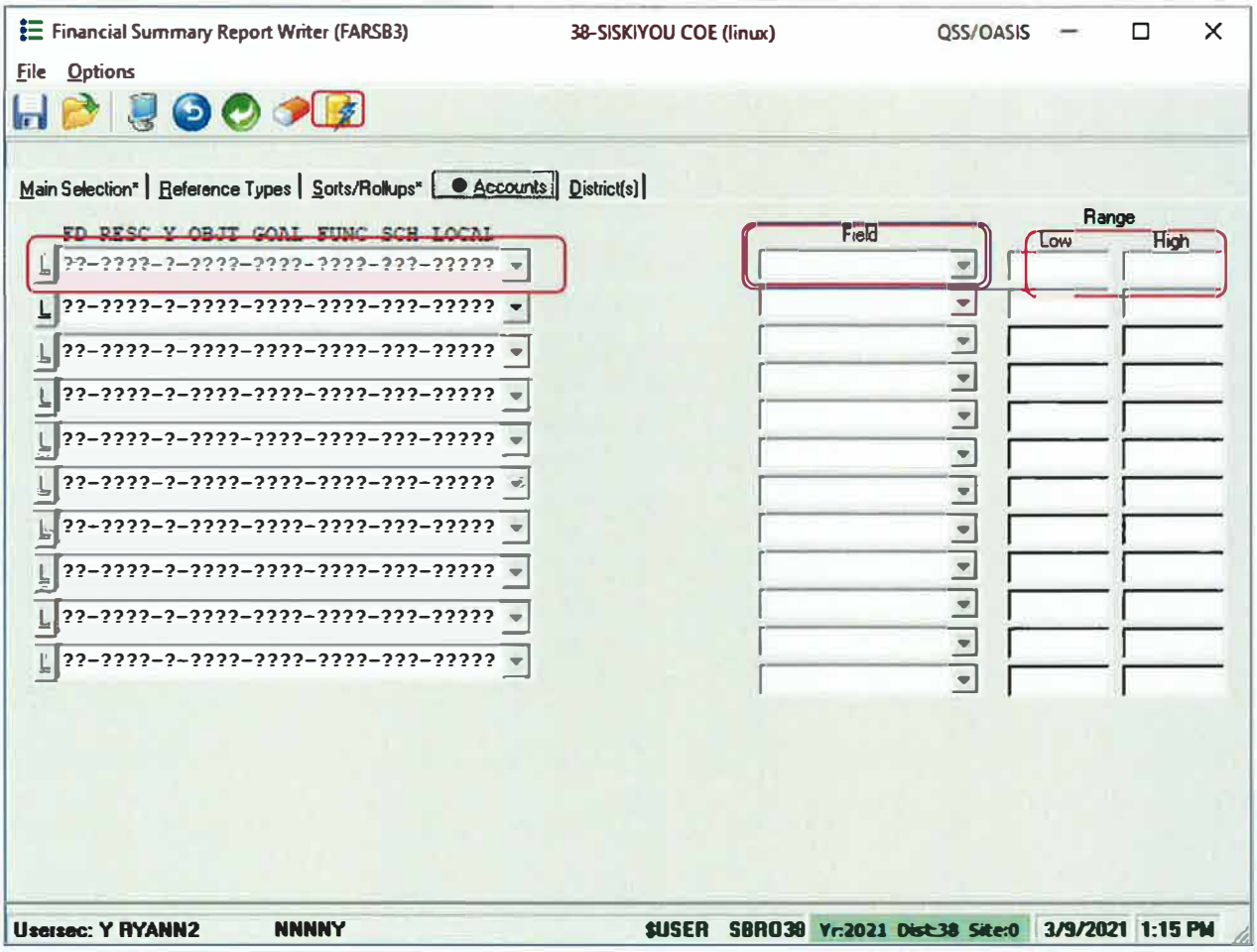

Financial Summary Report Writer (FARSB3)
38-SISKIYOU COE (linux)
QSS/OASIS
File Options
Main Selection*
Reference Types
Sorts/Rollups*
Accounts
District(s)
Reference Type
Low Value
High Value
Usersec: Y RYANN2
NNNNY
$USER SBR038
Yr:2021 Dist:38 Site:0
3/9/2021 1:10 PM

Leave Blank



You can change the way this report is sorted on this page.

The example above is sorted by Fund, then Resource. Double click on any line between 1 and 8 to see your options to either change or leave blank.



Key in your account string or Fund, Resource, Object, Goal or Function.

If you want this report by Field, use the drop down menu and select from those options.

To show a range, put in the field (ie Object, Resource, etc.) from lowest to highest.

When complete, click on the Lightening Bolt to get your report.

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

     From: 0701YY  To: 0630YY  Report Title:
  GL Trans: A

 Field Sort/Selection Items      FD 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 DEFIND                 ??-????-?-????-????-????-???-?????
                                 ??-????-?-????-????-????-???-?????
  Field       Range       Field       Range       Field       Range
                -                       -                       -
```

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

REVENUE DETAIL

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
LCFF 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 LCFF 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

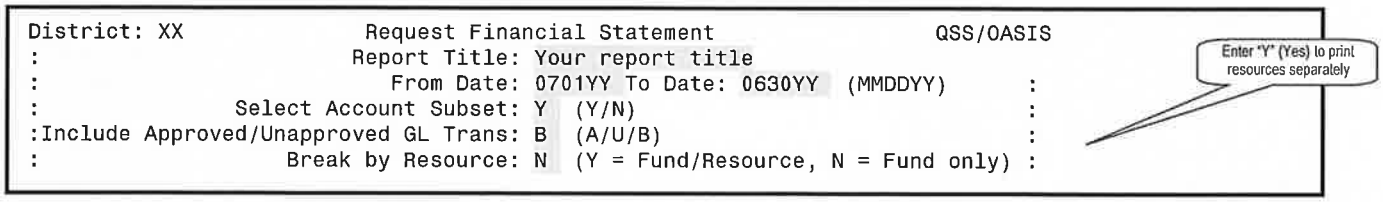
FUND: 01 GENERAL FUND

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-*

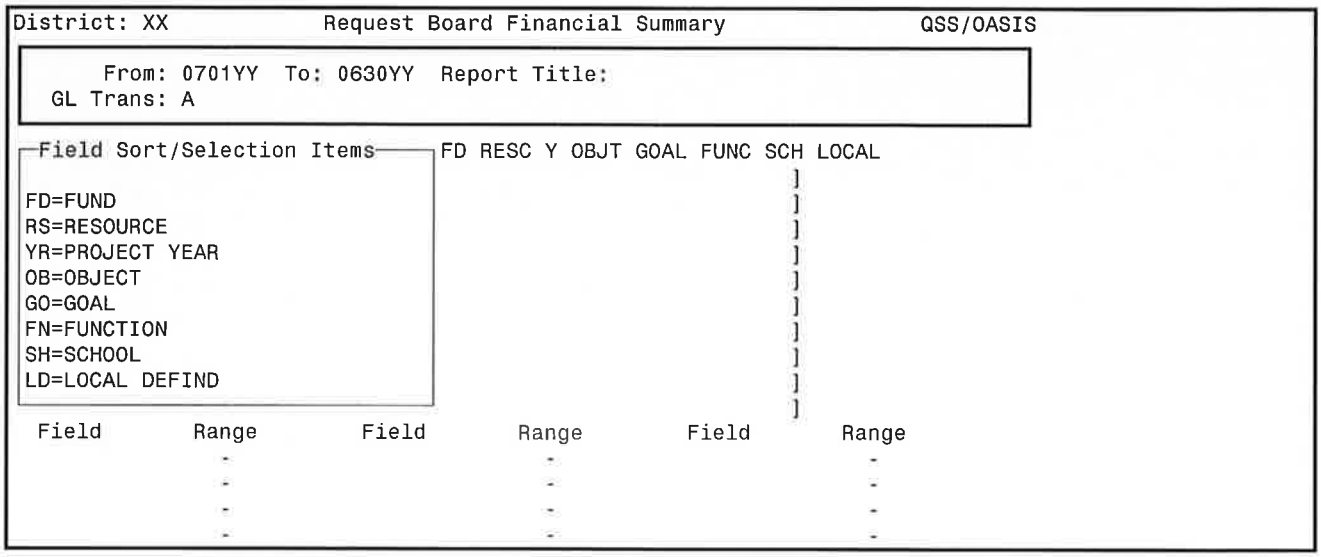
OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
	REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE						
A.	REVENUES	1,092,980.00	52,658.75	1,145,638.75	498,415.66	647,223.09	43.50
B.	EXPENDITURES	1,102,910.41	285,754.20	1,388,664.61	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(-)

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

     From: 0701YY  To: 0630YY  Report Title:
  GL Trans: A

┌Field Sort/Selection Items──┐FD RESC Y OBJT GOAL FUNC SCH LOCAL
                             │01-????-?-????-????-????-???-?????  Select General Fund only
FD=FUND                      │??-????-?-????-????-????-???-?????
RS=RESOURCE                  │??-????-?-????-????-????-???-?????
YR=PROJECT YEAR              │??-????-?-????-????-????-???-?????
OB=OBJECT                    │??-????-?-????-????-????-???-?????
GO=GOAL                      │??-????-?-????-????-????-???-?????
FN=FUNCTION                  │??-????-?-????-????-????-???-?????
SH=SCHOOL                    │??-????-?-????-????-????-???-?????
LD=LOCAL DEFIND              │??-????-?-????-????-????-???-?????
                             │??-????-?-????-????-????-???-?????
  Field       Range        Field       Range        Field       Range
                -                         -                        -
                -                         -                        -
                -                         -                        -
                -                         -                        -
```

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) :
```

J. Press F8 to exit to menu

K. 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					
	LCFF 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

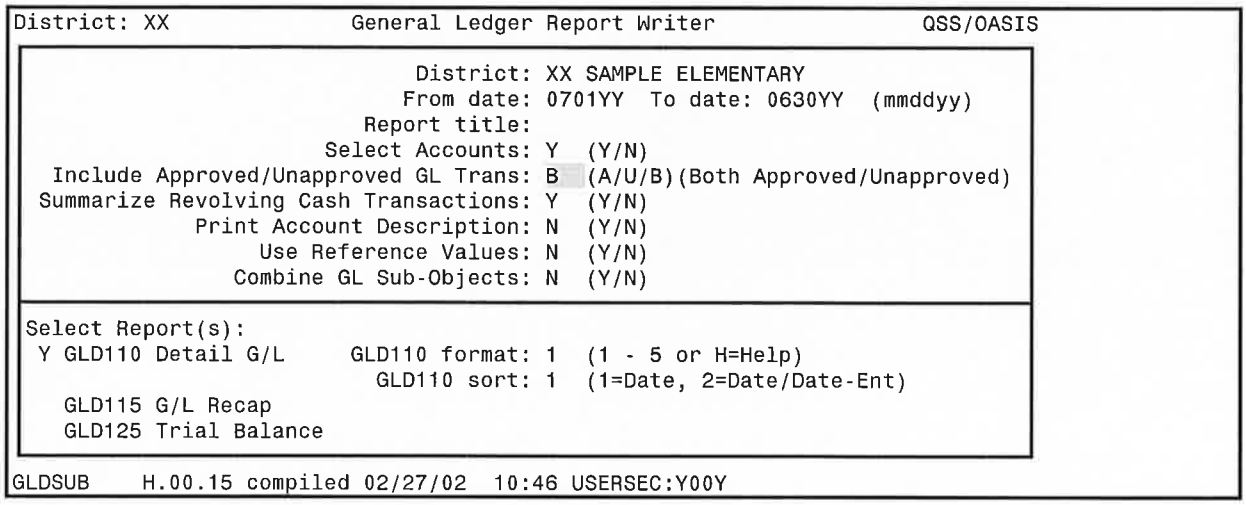
OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
	FUND RECONCILIATION			
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	531,010.69	7,353.92-	523,656.77
9130	REVOLVING CASH ACCOUNT	750.00	.00	750.00
9150	INVESTMENTS	337,741.09	1,246.70	338,987.79
9208	A/R SETUP 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

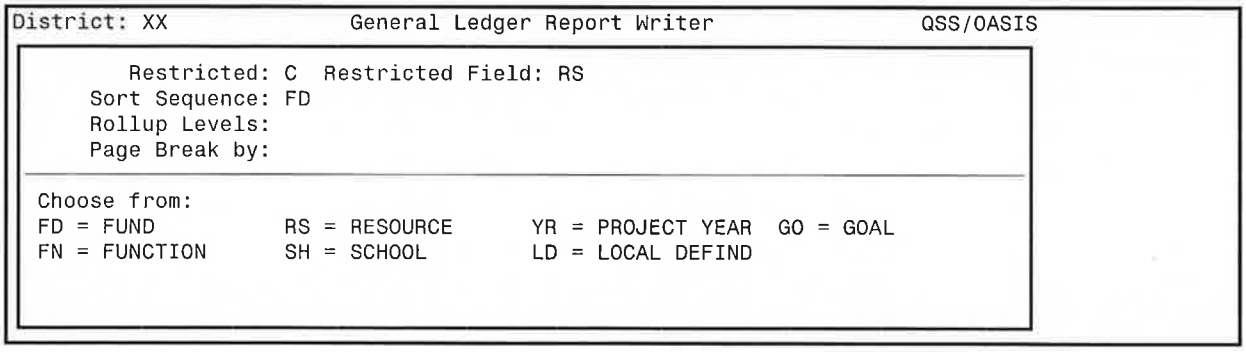
General Ledger Detail Report (GLDSUB)

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:
 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 DEFIND                                          ]
                                                          ]
  Field       Range        Field       Range        Field       Range
                -                        -                        -
                -                        -                        -
                -                        -                        -
                -                        -                        -
```

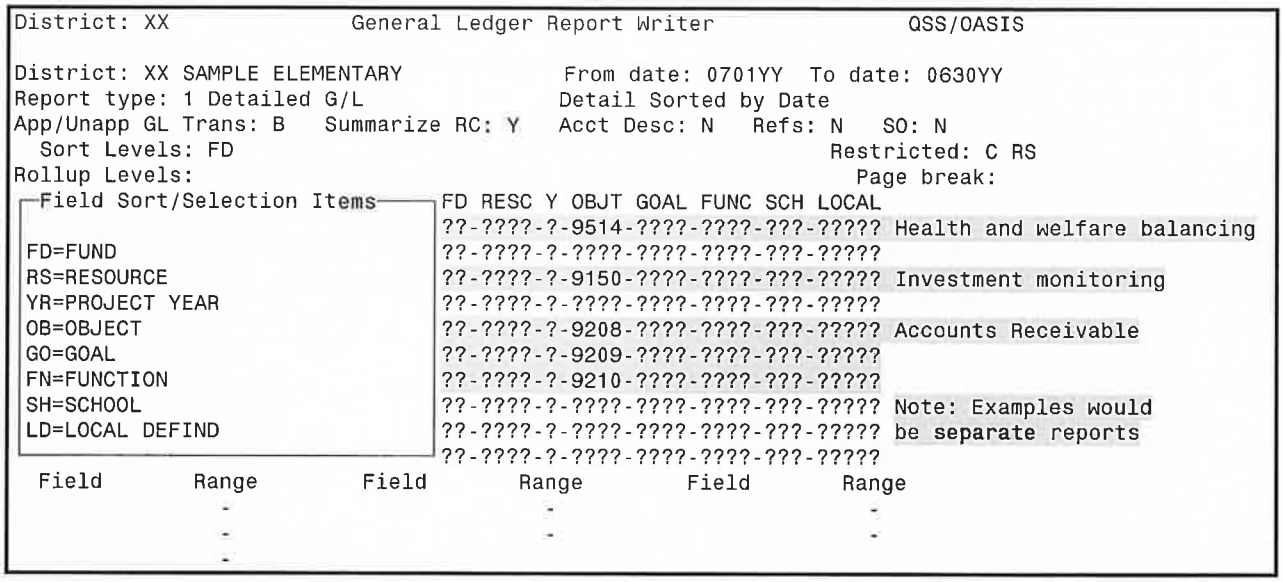
H. Data can be entered at this point with no spaces, pressing ***Enter*** will complete the screen. Or, pressing ***Enter*** before any data is entered causes the screen appearance to change to all question marks (?) and dashes(-)

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

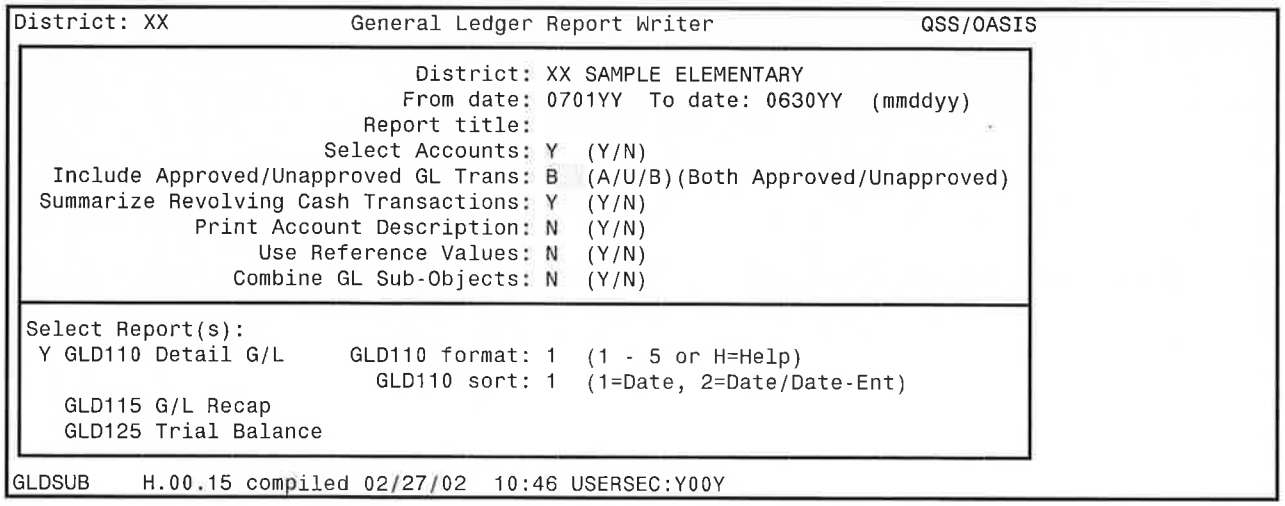
District: XX SAMPLE ELEMENTARY              From date: 0701YY  To date: 0630YY
Report type: 1 Detailed G/L                Detail Sorted by Date
App/Unapp GL Trans: B   Summarize RC: Y   Acct Desc: N   Refs: N   SO: N
  Sort Levels: FD                                          Restricted: C RS
Rollup Levels:                                               Page break:
 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 DEFIND                 ??-????-?-????-????-????-???-?????
                                 ??-????-?-????-????-????-???-?????
  Field       Range        Field       Range        Field       Range
                -                        -                        -
                -                        -                        -
```

General Ledger Detail Report (GLDSUB) (continued)

I. Examples:



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



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 TRANSACTION DESCRIPTION	FD RESC Y OBJT GOAL FUNC SCH LOCAL	DEBIT	CREDIT
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

Payroll Prelist Reports

Use this report to audit the payroll entered into QSS.

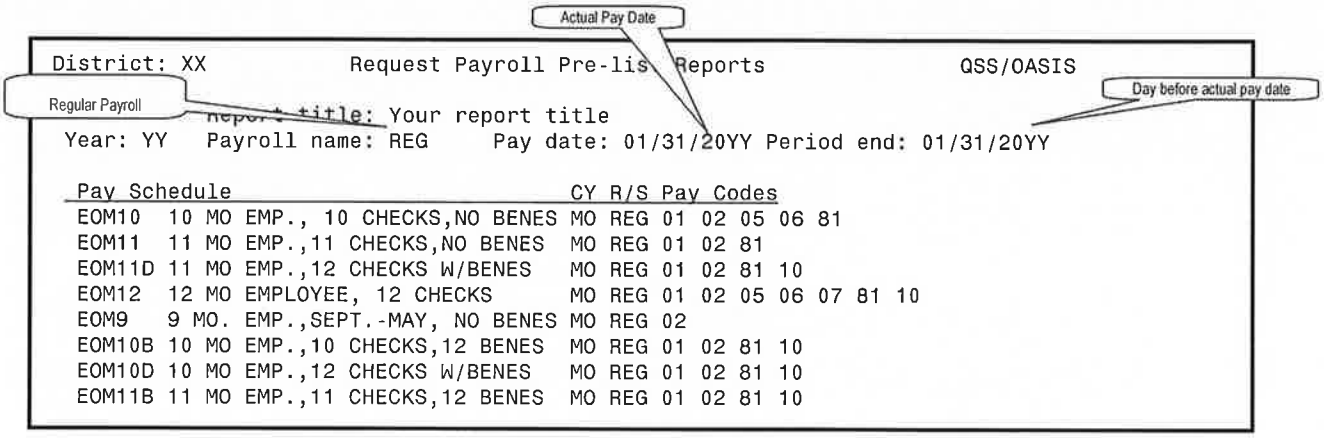
A. Turn on *Caps Lock*
B. Log On:
C. Password: (your alphanumeric password)
D. From the *District Systems* menu, select ***9. Payroll***
E. From *Payroll System* menu, select ***2. Payroll Reports***
F. From *Payroll Reports Info* menu, select ***1. Request Payroll Prelist Report***
G. The initial screen:

```
District: XX          Request Payroll Pre-list Reports              QSS/OASIS

           Report title:
Year:      Payroll name:         Pay date:           Period end:

 Pay Schedule                              CY R/S Pay Codes
```

H. Screen example for Regular (REG) Payroll



I. Screen example for Supplemental (10th of the month) Payroll

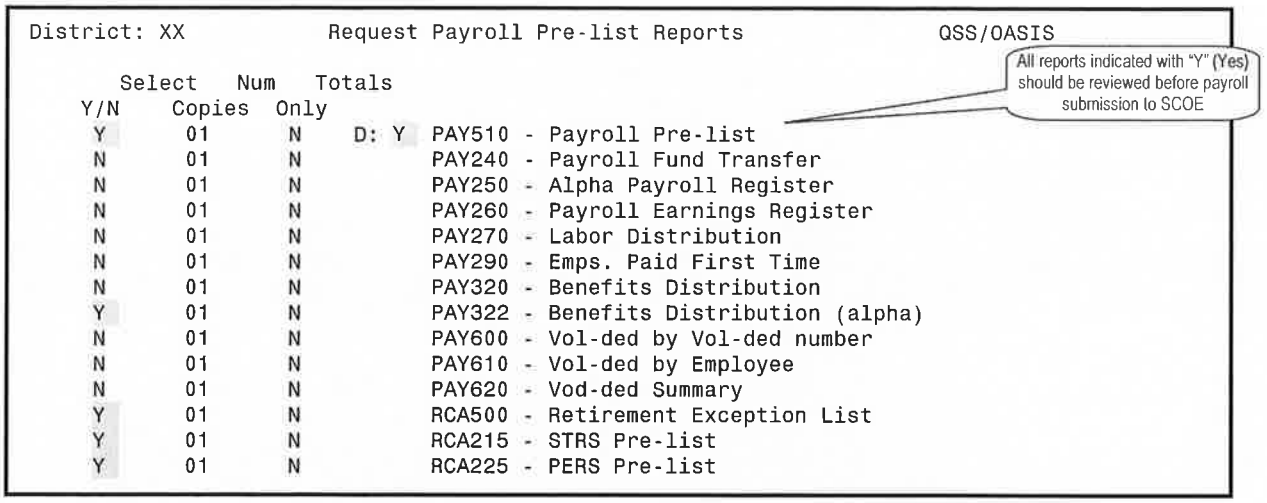
```
District: XX          Request Payroll Pre-list Reports              QSS/OASIS

           Report title: Your report title
Year: YY   Payroll name: SUPP     Pay date: 02/10/20YY Period end: 02/28/20YY

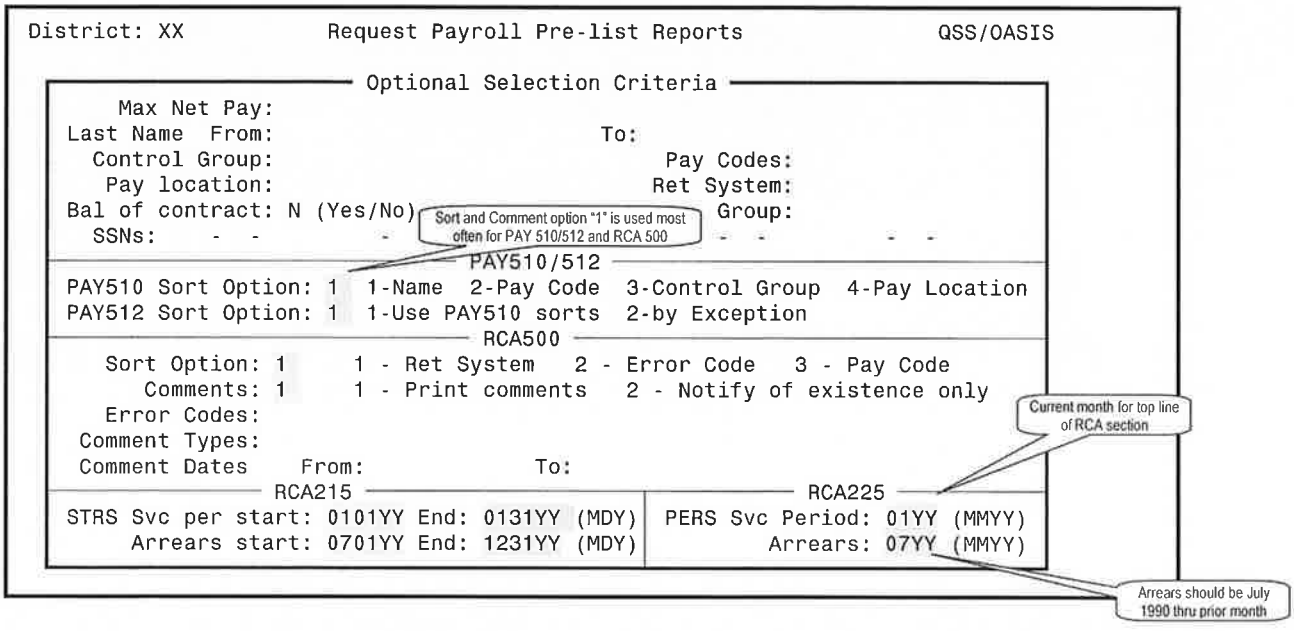
 Pay Schedule                              CY R/S Pay Codes
SUPMNT 10TH OF MONTH SUPPLEMENTAL    MO SUP 01 02 03 04 05 06 81 10
```

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

Payroll Prelist Reports (continued)



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



L. Press ***Enter***, F7 to launch the report
M. The system automatically returns to the menu
N. Print (see *Print Spool Instructions*)

Payroll Audit Prelist Sample (PAY510)

XX SAMPLE ELEMENTARY PAYROLL AUDIT PRELIST J902 PAY510 H.00.11 02/18/YY PAGE 0

PAYNAME: REG PAY DATE: 01/31/20YY END DATE: 01/31/20YY

PAYROLL DATA YEAR: YY
PAY NAME: REG

RUN TYPE: PRE-LIST

DATE PAID: 01/31/20YY

CHECK SORT: REGULAR

CANCEL APD: NO
IGNORE SPECIAL TAX: NO

MAXIMUM NET PAY:

LAST NAME:

CONTROL GROUP:

PAY LOCATION:

PAY CODE:

RETIREMENT SYSTEM:

BALANCE OF CONTRACT ONLY: NO

SSN:

DISTRICTS SELECTED: XX

SCHEDULE	CYCLE	CLASS	TYPE	PERIOD END	PAYROLL#	LAST	PAID	WORKED	UC	PAY CODES
EOM10	MO	REG	PAY	01/30/20YY	07	NO	10	10	YES	01 02 05 06 81
EOM11	MO	REG	PAY	01/30/20YY	07	NO	11	11	YES	01 02 81
EOM11D	MO	REG	PAY	01/30/20YY	07	NO	12	11	YES	01 02 81 10
EOM12	MO	REG	PAY	01/30/20YY	07	NO	12	12	YES	01 02 05 06 07 81 10
EOM9	MO	REG	PAY	01/30/20YY	07	NO	09	09	YES	02
EOM10B	MO	REG	PAY	01/30/20YY	07	NO	10	10	YES	01 02 81 10
EOM10D	MO	REG	PAY	01/30/20YY	07	NO	12	10	YES	01 02 81 10
EOM11B	MO	REG	PAY	01/30/20YY	07	NO	11	11	YES	01 02 81 10

```
XX SAMPLE ELEMENTARY                          PAYROLL AUDIT PRELIST                    J902    PAY510   H.00.11 02/18/YY PAGE     1
                                  PAYNAME: REG                                          PAY DATE: 01/31/20YY  END DATE: 01/31/20YY
SOC-SEC-NO   ----------NAME----------  ---------------------------------W4 INFO----------------------------------------------------
    POSIT.      RATE  RTS   UNITS  EXT-GROSS  TYPE ST-DED PY-SCH #P  B/E    RET-BASE  R-CODE  RET-ADJ WSC  START    END  S B F USER
-------------------------------------------------------------------------------------------------------------------------------------
111-11-1111 APPLE GREEN                          PL:0001 PC:02 EI:* CG:     RS:02        FM:M-00 SM:M-00  AS: 00 TC:05    AP:00 HTF:12

 01 000000     13.75  H    140.00   1,925.00  NML  TFPX   EOM10B/10 **-**      13.75  08-4-1 1.000000                  1   0

    01  50.00 % 01-6500-0-2100-5770-1120-000-00000              SBT:___    F:  4,427.49   E:   962.50   A:      .00   G:   962.50 *
    02  50.00 % 01-6500-0-2100-5001-1120-000-00000              SBT:___    F:  4,427.51   E:   962.50   A:      .00   G:   962.50 *
                                                                 TOTAL   F:  8,855.00   E: 1,925.00   A:      .00   G: 1,925.00 *

IG     .00 NT     .00 TS     .00 RS     .00 TG 1925.00 FT  127.92 AF     .00 ST   22.98 AS     .00 OG 1925.00 OA  119.35 OR     .00
MG 1925.00 MC   27.91 MD     .00 MR     .00 SB     .00 SD     .00 EI     .00 RG 1925.00 RT  134.75 RR     .00 PD     .00 NP 1492.09

  DEDUCTION     DS S  EMPLOYEE   EMPLOYER  T   BALANCE     LIMIT    DEDUCTION     DS S  EMPLOYEE   EMPLOYER  T   BALANCE     LIMIT
  5070 WESTLIFE 12        0.00      11.18
-------------------------------------------------------------------------------------------------------------------------------------
222-22-2222 BLUE BRIGHT                          PL:0001 PC:02 EI:* CG:     RS:01        FM:M-01 SM:M-01  AS: 00 TC:05    AP:00 HTF:12

 01 000000      9.00  H    117.00   1,053.00  NML  TMR    EOM10B/10 **-**       9.00 54-4-9 1.000000                  1   0

    01  50.00 % 01-6500-0-2100-5770-1120-000-00000              SBT:___    F:  2,445.00   E:   526.50   A:      .00   G:   526.50 *
    02  50.00 % 01-7250-0-2100-1150-1000-000-00000              SBT:___    F:  2,445.00   E:   526.50   A:      .00   G:   526.50 *

 02 000000     90.00  D       .50      45.00  NML  TMSX   EOM10 /10 **-** 16,200.00  54-0-1 1.000000                  1   0

    01 100.00 % 01-0000-0-1170-1150-1000-000-00000              SBT:___    F:     90.00   E:    45.00   A:      .00   G:    45.00 *
                                                                 TOTAL   F:  4,980.00   E: 1,098.00   A:      .00   G: 1,098.00 *

IG     .00 NT     .00 TS     .00 RS     .00 TG 1098.00 FT   16.47 AF     .00 ST    1.26 AS     .00 OG 1053.00 OA   65.29 OR     .00
MG 1098.00 MC   15.92 MD     .00 MR     .00 SB     .00 SD     .00 EI     .00 RG 1098.00 RT   77.31 RR     .00 PD  104.75 NP  817.00

  DEDUCTION     DS S  EMPLOYEE   EMPLOYER  T   BALANCE     LIMIT    DEDUCTION     DS S  EMPLOYEE   EMPLOYER  T   BALANCE     LIMIT
  5020 BLUE CR. 12        0.00     314.25                          5130 VISION   12        0.00      19.86
  5030 CA DENTL 12        0.00      73.63                          5020 BLUE CR. 10      104.75       0.00
-------------------------------------------------------------------------------------------------------------------------------------
333-33-3333 UMBER BURNT                          PL:0001 PC:01 EI:* CG:     RS:01        FM:M-07 SM:M-07  AS: 00 TC:05    AP:00 HTF:12

 01 000000  5,000.00  L      1.00   5,000.00  NML  TMSX   EOM12 /12 **-**  5,000.00  57-1-1 1.000000                  1   0

    01  30.00 % 01-0000-0-2300-0000-7200-000-00000              SBT:___    F: 10,500.00   E: 1,500.00   A:      .00   G: 1,500.00 *
    02  70.00 % 01-0000-0-2300-0000-2700-000-00000              SBT:___    F: 24,500.00   E: 3,500.00   A:      .00   G: 3,500.00 *
                                                                 TOTAL   F: 35,000.00   E: 5,000.00   A:      .00   G: 5,000.00 *

IG     .00 NT     .00 TS     .00 RS     .00 TG 5000.00 FT  309.17 AF     .00 ST   83.30 AS     .00 OG     .00 OA     .00 OR     .00
MG 5000.00 MC   72.50 MD     .00 MR     .00 SB     .00 SD     .00 EI     .00 RG 5000.00 RT  400.00 RR     .00 PD   33.48 NP 4101.55

  DEDUCTION     DS S  EMPLOYEE   EMPLOYER  T   BALANCE     LIMIT    DEDUCTION     DS S  EMPLOYEE   EMPLOYER  T   BALANCE     LIMIT
  5020 BLUE CR. 12        0.00   1,116.00                          5030 CA DENTL 12        0.00      73.63
```

Employer Paid Benefit Distribution Sample (PAY 322)

XX SAMPLE ELEMENTARY — EMPLOYER PAID BENEFIT DISTRIBUTION BY ALPHA — J902 PAY322 H.00.02 02/18/YY PAGE 1

FOR PAYROLL DATED 01/31/20YY

FD RESC Y OBJT GOAL FUNC SCH LOCAL	GROSS	0.08250 STRS	0.09952 PERS	0.06200 OASDI	H & W	0.00650 SUI	0.03210 WORKCOMP	0.01450 MEDI	
111-11-1111 APPLE GREEN									
01-6500-0-2100-5001-1120-000-00000	962.50	.00	95.79	59.68	5.59	6.26	30.90	13.96	.00
01-6500-0-2100-5770-1120-000-00000	962.50	.00	95.79	59.68	5.59	6.26	30.90	13.96	.00
TOTAL EMPLOYEE	1925.00	.00	191.58	119.36	11.18	12.52	61.80	27.92	.00
222-22-2222 BLUE BRIGHT									
01-0000-0-1170-1150-1000-000-00000	45.00	3.71	.00	.00	16.70	.29	1.44	.65	.00
01-6500-0-2100-5770-1120-000-00000	526.50	.00	52.40	32.64	195.52	3.42	16.90	7.63	.00
01-7250-0-2100-1150-1000-000-00000	526.50	.00	52.40	32.64	195.52	3.42	16.90	7.63	.00
TOTAL EMPLOYEE	1098.00	3.71	104.80	65.28	407.74	7.13	35.24	15.91	.00
333-33-3333 UMBER BURNT									
01-0000-0-1300-0000-2700-000-00000	2500.00	288.75	.00	.00	854.47	22.75	112.35	50.75	.00
01-0000-0-1300-0000-7200-000-00000	1500.00	123.75	.00	.00	366.20	9.75	48.15	21.75	.00
TOTAL EMPLOYEE	4000.00	412.50	.00	.00	1220.67	32.50	160.50	72.50	.00
TOTAL DISTRICT	7023.00	416.21	296.00	.00	1639.59	52.15	257.54	116.33	

Pre-Payroll Retirement Exception List Sample (RCA 500)

XX SAMPLE ELEMENTARY PRE-PAYROLL RETIREMENT EXCEPTION LIST J247 RCA500 H.00.02 03/03/YY PAGE 1

FOR PAYROLL DATED 01/31/20YY
RET SYSTEM: 01

This is a notice that the employee is set up under a retirement system in the districts/funds listed (not necessarily an error),. Check to make sure they are set up under retirement in your district

SOC SEC NO	EMPLOYEE NAME	ERROR MESSAGE/COMMENT
111-11-1111	APPLE GREEN	002 Retirement Control also exists for DI/Ret Sys: 30/01 38/01 01/01
222-22-2222	BLUE BRIGHT	002 Retirement Control also exists for DI/Ret Sys: 36/01 38/01
333-33-3333	UMBER BURNT	002 Retirement Control also exists for DI/Ret Sys: 38/01

FOR PAYROLL DATED 01/31/20YY
DISTRICT TOTALS BY ERROR CODE

CODE	ERROR MESSAGE	COUNT
001	Retirement Control record not found	0
002	Retirement Control also exists for DI/Ret Sys:	3
003	Ret System inconsistent with employee control	0
004	Temporary override of control record	0
110	Pay line doesn't match acceptable payroll data	0
111	Stat Ded Profile not valid for AC/PC/CC	0
112	Adj Gross exceeds control Earnings	0
113	Ret Base exceeds STRS maximum pay rate	0
114	Ret Base exceeds PERS maximum pay rate	0
120	Payline shows adjustment (dock)	0
200	Employee meets/exceeds accumulator limits for:	0
210	Employee exceeds rate limit for:	0
300	Employee exceeds STRS control hours	0
310	Employee exceeds PERS control hours	0

TOTAL EMPLOYEES WITH ERRORS: 3
TOTAL EMPLOYEES WITH NO ERRORS: 0

State Teachers' Retirement System – Report of Retirement Contributions Sample (RCA 215)

STATE TEACHERS' RETIREMENT SYSTEM - REPORT OF RETIREMENT CONTRIBUTIONS ***PRELIST***

SOC SEC NO.	LAST	NAME FIRST	INIT	M C	A C	PAY RATE	P C	EARNINGS	CONTRIBUTIONS RATE	C	AMOUNT	EMPLOYER RATE	AMOUNT	SERVICE PERIOD BEG	END	EMP CDE	UNIT CDE
111-11-11114	APPLE	GREEN		1	57	5000.00	1	5000.00	08.00	1	400.00			01/01/20YY	01/31/20YY	0047	0XX
222-22-2222	BLUE	BRIGHT		1	57	2800.00	3	2800.00	08.00	1	224.00			01/01/20YY	01/31/20YY	0047	0XX
333-33-3333	UMBER	BURNT		1	57	3112.90	3	3112.90	08.00	1	249.03			01/01/20YY	01/31/20YY	0047	0XX

COUNT	YEAR		TOTAL EARNINGS	CREDITABLE EARNINGS	MEMBER CONTRIB-----(EPMC)		DI CONTRIB	CO.	DIST	PAGE
3	0000	PAGE-TOTALS	10912.90	10912.90	873.03	.00		47	XX	1
3		DISTRICT TOTALS	10912.90	10912.90	873.03	.00	900.31			

*** FINAL TOTALS ***	
*** TOTAL COUNT	3
*** TOTAL EARNINGS	$10,912.90
*** CREDITABLE EARNINGS	$10,912.90
*** MEMBER CONTRIBUTIONS	$873.03
*** MEMBER (EPMC) CONTRIB.	$.00
*** DISTRICT CONTRIBUTIONS	$900.31

Payroll Listing for Public Employees' Retirement (RCA 225)

S T A T E O F C A L I F O R N I A ***PRELIST***

PAYROLL LISTING FOR PUBLIC EMPLOYEES' RETIREMENT SYSTEM

EMPLOYER CODE XXXX DATE PRINTED 03/03/YY
CURRENT SERVICE PERIOD 99-99-0

SOCIAL SECURITY NUMBER	MEMBER NAME LAST	F M	COVER GROUP	SERVICE PERIOD MO YR T	P / C	PAY RATE	MEMBER EARNING	CONTRIBUTION RATE CC	AMOUNT	SURV CNTB AMT.	WORK UNIT SCHD CODE	EMPLOYER PAID CONT CODE	CONTRIB AMOUNT
111-11-1111	APPLE GREEN		600YY	01 YY 0	01	2083.330	2083.33	0700 01	145.83		173 0XX		

	EARNINGS	MEMBER NORMAL	ADDITIONAL CONTRIBUTION	SURVIVOR CONTRIBUTN	EMPLYR PAID CONTRIBUTIONS
UNIT 035 TOTAL	2083.33	145.83	0.00	0.00	0.00

EMPLOYER CODE/NAME XXXX	EARNINGS	MEMBER NORMAL	ADDITIONAL CONTRIBUTION	SURVIVOR CONTRIBUTN	EMPLYR PAID CONTRIBUTIONS
PAGE 001 PAGE TOTAL	2083.33	145.83	0.00	0.00	0.00

EMPLOYER CODE XXXX SUMMARY OF PAYROLL DATE PRINTED 03/03/YY
CURRENT SERVICE PERIOD 99-99-0 FNL TOTALS

MEMBER CONTRIBUTIONS

NORMAL	145.83	
ADDITIONAL	0.00	
SUB TOTAL NORMAL & ADDTL		145.83
SURVIVOR		0.00
TOTAL MEMBER		145.83

EMPLOYER CONTRIBUTIONS

DISTRICT PAID CONTRIBUTIONS			0.00
COVERAGE GROUP	RATE	TOTAL EARNINGS	CONTRIBUTION
60001	0.09952	0.00	0.00
60002	0.09952	0.00	0.00
60004	0.09952	2,083.33	207.33
TOTAL EARNINGS		2,083.33	
TOTAL EMPLOYER CONTRIBUTIONS			207.33
TOTAL EMPLOYER AND MEMBER			353.16

Payroll Non-Paid Benefit Prelist Reports

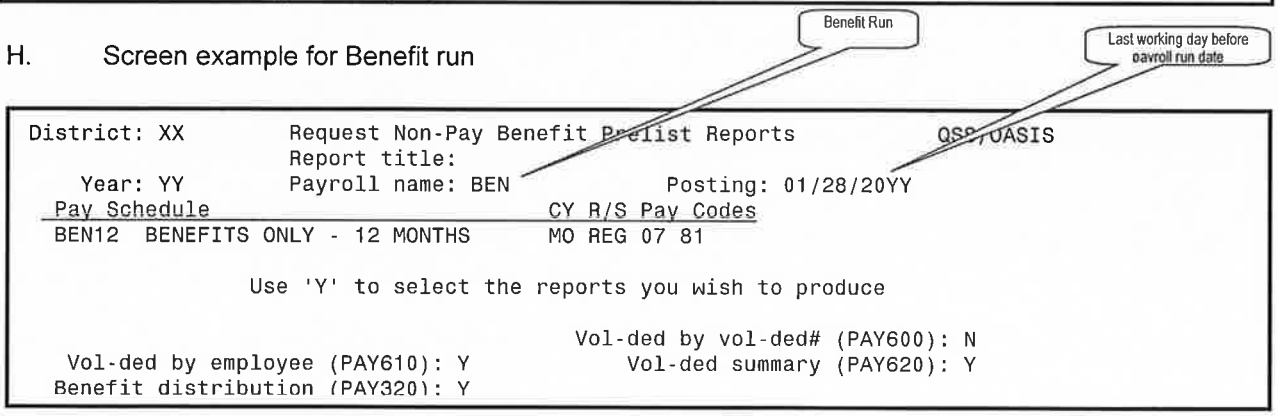
Use this report to audit the benefits of individuals not receiving a pay check.

A. Turn on *Caps Lock*
B. Log On:
C. Password: (your alphanumeric password)
D. From the *District Systems* menu, select ***9. Payroll***
E. From *Payroll System* menu, select ***2. Payroll Reports***
F. From *Payroll Reports Info* menu, select ***2. Request Non-paid Benefits Prelist Report***
G. The initial screen:

```
District: XX        Request Non-Pay Benefit Prelist Reports          QSS/OASIS

                    Report title:
   Year:            Payroll name:                Posting:
BENSUB    H.00.00 compiled 02/24/98  06:23
```

H. Screen example for Benefit run



I. Press **Enter**, to continue to next screen

```
District: XX        Request Non-Pay Benefit Prelist Reports          QSS/OASIS
                          Sort option: 1  (BEN510 report only)
     Choose from:    1 - Last Name        3 - Control Group
                     2 - Pay Code         4 - Pay Location

                       Optional Selection Criteria
                       From last name:
                         To last name:
            Control Group:
             Pay location:
                Pay Codes:
        Retirement system:
                          Social Security Numbers
```

J. Press ***Enter*** to launch the report
J. The system automatically returns to the menu
K. Print (see *Print Spool Instructions*)

Payroll Non-Paid Benefit Prelist Report Sample (PAY610)

XX SAMPLE ELEMENTARY — EMPLOYEE PAY DEDUCTION LISTING — J241 PAY610 H.00.04 03/03/YY PAGE 2

PAYNAME: BEN — 81 RETIREES - SACS DISTRICTS — PAY DATE:01/28/20YY END DATE:01/28/20YY

SSN	EMPLOYEE NAME	DS	DEDUCTION	EMPLOYEE	EMPLOYER	BALANCE	TYPE	S	LIMIT
111-11-1111	APPLE GREEN	12	5021 HW - BLUE CROSS (EMPLOYER PD)	0.00	287.00	0.00			0.00
			*EMPLOYEE TOTAL:	0.00	287.00				
222-22-2222	BLUE BRIGHT	12	5021 HW - BLUE CROSS (EMPLOYER PD)	0.00	287.00	0.00			0.00
			*EMPLOYEE TOTAL:	0.00	287.00				
333-33-3333	UMBER BURNT	12	5021 HW - BLUE CROSS (EMPLOYER PD)	0.00	574.00	0.00			0.00
		12	5031 HW - CAL. DENTAL (EMPLOYER PD)	0.00	78.30	0.00			0.00
		12	5131 HW - VISION INS. (EMPLOYER PD)	0.00	24.29	0.00			0.00
			*EMPLOYEE TOTAL:	0.00	676.59				
			**PAY CODE TOTAL:	0.00	1,250.59				
			***DISTRICT TOTAL:	0.00	1,250.59				

Payroll Non-Paid Benefit Vendor Deduction Recap Sample (PAY620)

XX SAMPLE ELEMENTARY VENDOR DEDUCTION RECAP J281 PAY620 H.00.03 03/03/YY PAGE 1

FOR PAYROLL DATED: 01/28/20YY

CODE	VENDOR	EMPLOYEE	EMPLOYER	TOTAL
5021	HW - BLUE CROSS (EMPLOYER PD)	.00	2,498.00	2,498.00
5031	HW - CAL. DENTAL (EMPLOYER PD)	.00	469.80	469.80
5131	HW - VISION INS. (EMPLOYER PD)	.00	72.87	72.87
	DISTRICT TOTALS:	.00	3,040.67	3,040.67

AUTHORIZED FOR PAYMENT

_____ _____

DISTRICT OFFICIAL DATE

Payroll Non-Paid Benefit Employer Paid Benefit District Sample (PAY320)

XX
SAMPLE ELEMENTARY PAYROLL EMPLOYER-PAID BENEFIT DISTRIBUTION J241 PAY320 H.00.08 03/03/YY PAGE 1
FUND : 01 GENERAL FUND FOR PAYROLL DATED 01/28/20YY
PROJYEAR: 0 CURRENT YEAR

(SORT SEQUENCE: FD YR OB GO RS FN)

			GROSS	H & W						
FD RESC Y OBJT GOAL FUNC SCH LOCAL										
01-0000-0-1100-1110-1000-000-00000										
111-11-1111	APPLE GREEN	1.00 *	287.00	.00	.00	.00	.00	.00	.00	.00
222-22-2222	BLUE BRIGHT	1.00 *	287.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL ACCOUNT CLASS	.00	.00	.00	.00	.00	.00	.00	.00	.00
	(*IMPUTED)	2.00	574.00	.00	.00	.00	.00	.00	.00	.00
	(REGULAR + *IMPUTED)	***	574.00	.00	.00	.00	.00	.00	.00	.00
FD RESC Y OBJT GOAL FUNC SCH LOCAL										
01-0000-0-2300-0000-7110-000-00000										
333-33-3333	BURNT UMBER	1.00 *	575.59	.00	.00	.00	.00	.00	.00	.00
	TOTAL ACCOUNT CLASS	.00	.00	.00	.00	.00	.00	.00	.00	.00
	(*IMPUTED)	1.00	575.59	.00	.00	.00	.00	.00	.00	.00
	(REGULAR + *IMPUTED)	***	575.59	.00	.00	.00	.00	.00	.00	.00
	PROJYEAR	.00	.00	.00	.00	.00	.00	.00	.00	.00
	(*IMPUTED)	3.00	1149.59	.00	.00	.00	.00	.00	.00	.00
	(REGULAR + *IMPUTED)	***	1149.59	.00	.00	.00	.00	.00	.00	.00
	FUND	.00	.00	.00	.00	.00	.00	.00	.00	.00
	(*IMPUTED)	3.00	1149.59	.00	.00	.00	.00	.00	.00	.00
	(REGULAR + *IMPUTED)	***	1149.59	.00	.00	.00	.00	.00	.00	.00
	TOTAL DISTRICT	.00	.00	.00	.00	.00	.00	.00	.00	.00
	(*IMPUTED)	3.00	1149.59	.00	.00	.00	.00	.00	.00	.00
	(REGULAR + *IMPUTED)	***	1149.59	.00	.00	.00	.00	.00	.00	.00
	REG	.00	.00	.00	.00	.00	.00	.00	.00	.00
	*IMP	3.00	1149.59	.00	.00	.00	.00	.00	.00	.00
	TOTAL	3.00	1149.59	.00	.00	.00	.00	.00	.00	.00
GRAND TOTALS	REG	.00		.00		.00		.00		.00
			.00		.00		.00		.00	
	*IMP	3.00		.00		.00		.00		.00
			1149.59		.00		.00		.00	
	TOTAL	3.00		.00		.00		.00		.00
			1149.59		.00		.00		.00	

Employer Paid Benefit History Report (PAY328)

Use this report to review employer paid benefits history. Very useful in balancing the health and welfare deductions that are posted to objects 3400s, 3700s and 9514.

A. Turn on *Caps Lock*
B. Log On:
C. Password: (your alphanumeric password)
D. From the *District Systems* menu, select ***9. Payroll***
E. From *Payroll System* menu, select ***2. Payroll Reports***
F. From *Payroll Reports Info* menu, select ***15. Request Employer Paid Benefit History Report (PAY328)***
G. The initial screen:

```
District: XX    Request History Report from Benefit History Files     QSS/OASIS

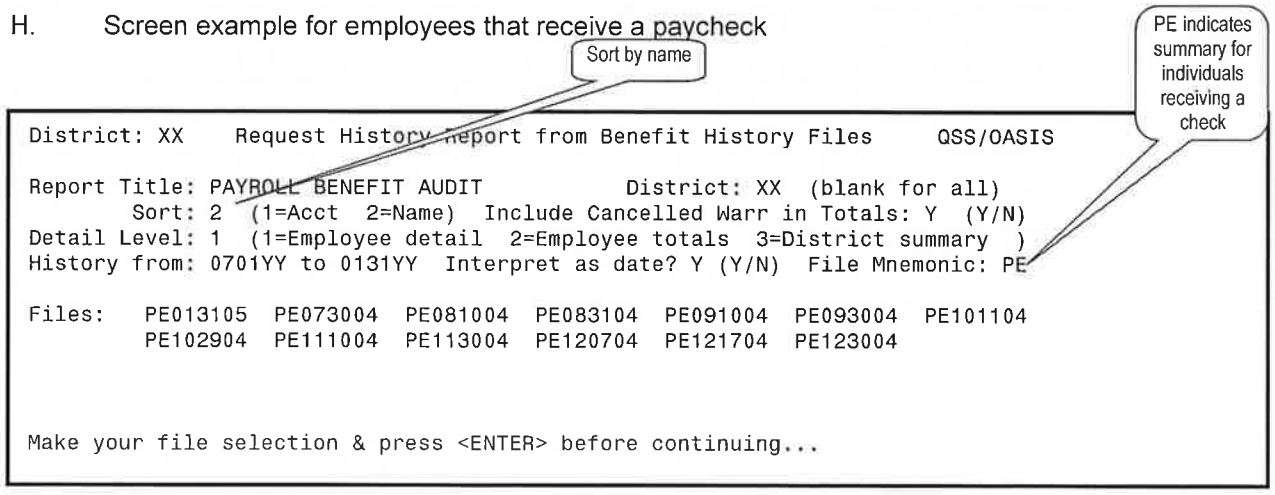
Report Title:                                District: XX (blank for all)
       Sort: 1  (1=Acct  2=Name)  Include Cancelled Warr in Totals: Y  (Y/N)
Detail Level: 1  (1=Employee detail  2=Employee totals  3=District summary  )
History from:       to         Interpret as date? Y (Y/N)  File Mnemonic: PE

Files:




BNRQST    H.00.03 compiled 10/17/03  14:43 Page 1 of 2
```

H. Screen example for employees that receive a paycheck



I. Screen example for employees that receive benefits only (including employees that receive benefits during the summer, but no paycheck)

Employer Paid Benefit History Report (PAY328)

```
District: XX    Request History Report from Benefit History Files     QSS/OASIS

Report Title: PAYROLL BENEFIT AUDIT          District: XX  (blank for all)
        Sort: 2  (1=Acct  2=Name)  Include Cancelled Warr in Totals: Y  (Y/N)
Detail Level: 1  (1=Employee detail  2=Employee totals  3=District summary  )
History from: 0701YY to 0131YY  Interpret as date? Y (Y/N)  File Mnemonic: BN

Files:   BN012805  BN072904  BN083004  BN092904  BN102804  BN112904  BN121604
```

BN indicates summary for individuals receiving benefits only

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

```
District: XX    Request History Report from Benefit History Files     QSS/OASIS

Report Title: PAYROLL BENEFIT AUDIT          District: XX (blank for all)
        Sort: 2  (1=Acct  2=Name)  Include Cancelled Warr in Totals: Y  (Y/N)
Detail Level: 1  (1=Employee detail  2=Employee totals  3=District summary  )
History from: 0701YY to 0131YY  Interpret as date? Y (Y/N)  File Mnemonic: PE (or BN)

    SSN Mask: 0  (0=no mask, 1-9 for mask)
District/SSN:   /   -  -       /   -  -       /   -  -       /   -  -
                /   -  -

                  FD RESC Y OBJT GOAL FUNC SCH LOCAL
               1. ??-????-?-????-????-????-???-?????
               2. ??-????-?-????-????-????-???-?????
               3. ??-????-?-????-????-????-???-?????
               4. ??-????-?-????-????-????-???-?????
               5. ??-????-?-????-????-????-???-?????
               6. ??-????-?-????-????-????-???-?????
               7. ??-????-?-????-????-????-???-?????
               8. ??-????-?-????-????-????-???-?????
               9. ??-????-?-????-????-????-???-?????
              10. ??-????-?-????-????-????-???-?????

BNRQST    H.00.03 compiled 10/17/03  14:43 Page 2 of 2
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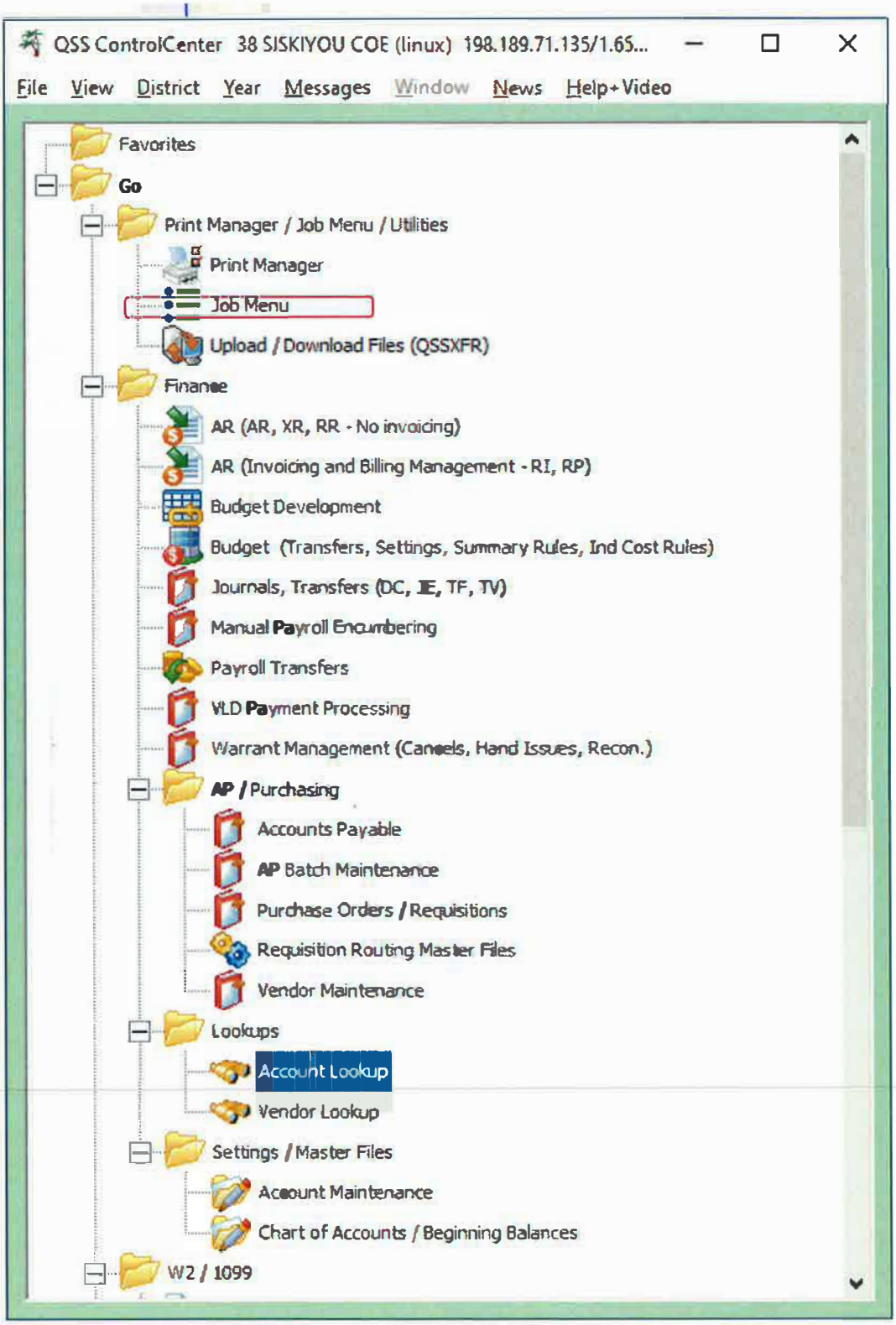
K. No entries needed on this screen
L. Press ***Enter***, F7 to launch the report
M. The system automatically returns to the menu
N. Print (see *Print Spool Instructions*)

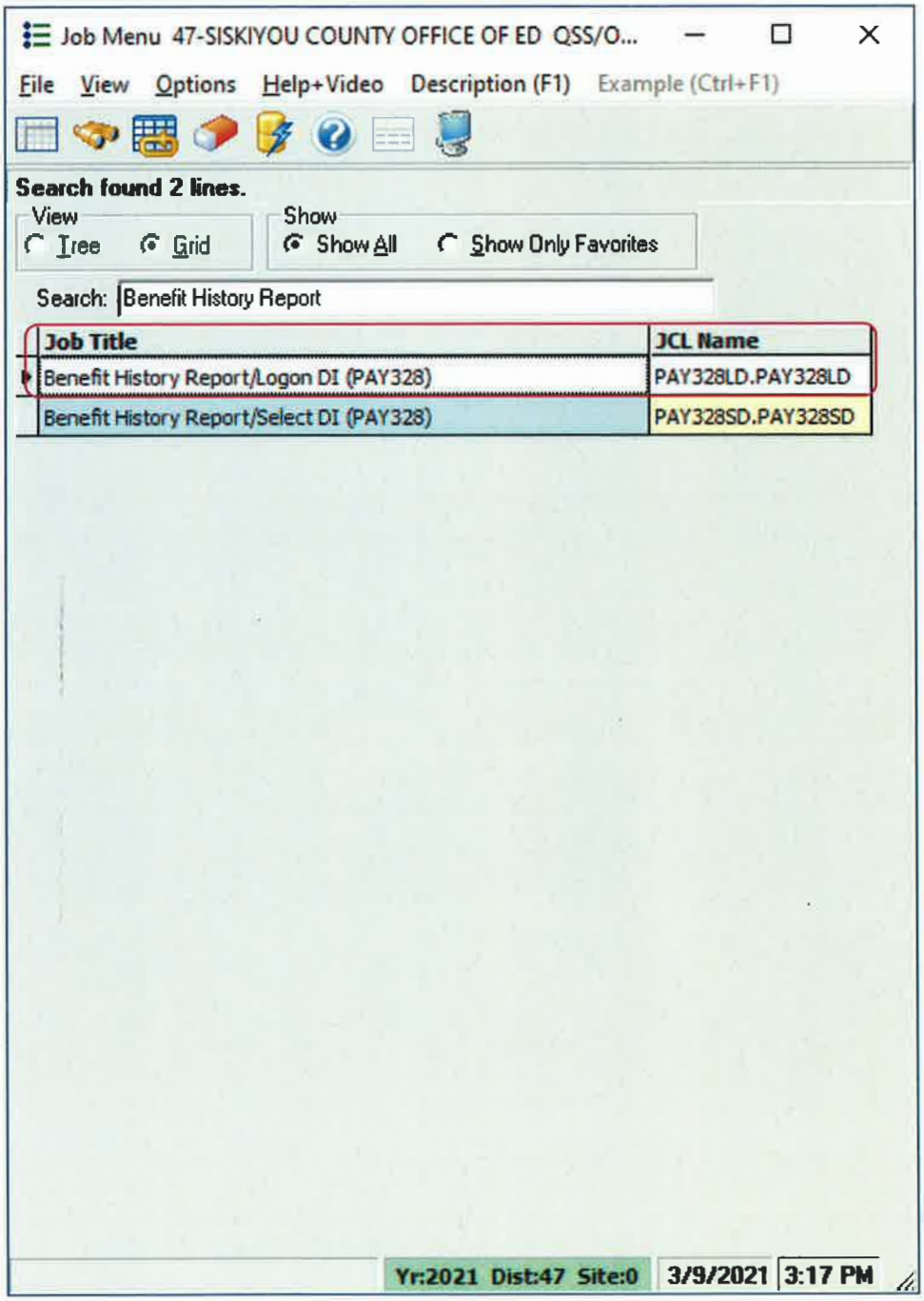
Employer Paid Benefit History Report Sample (PAY328)

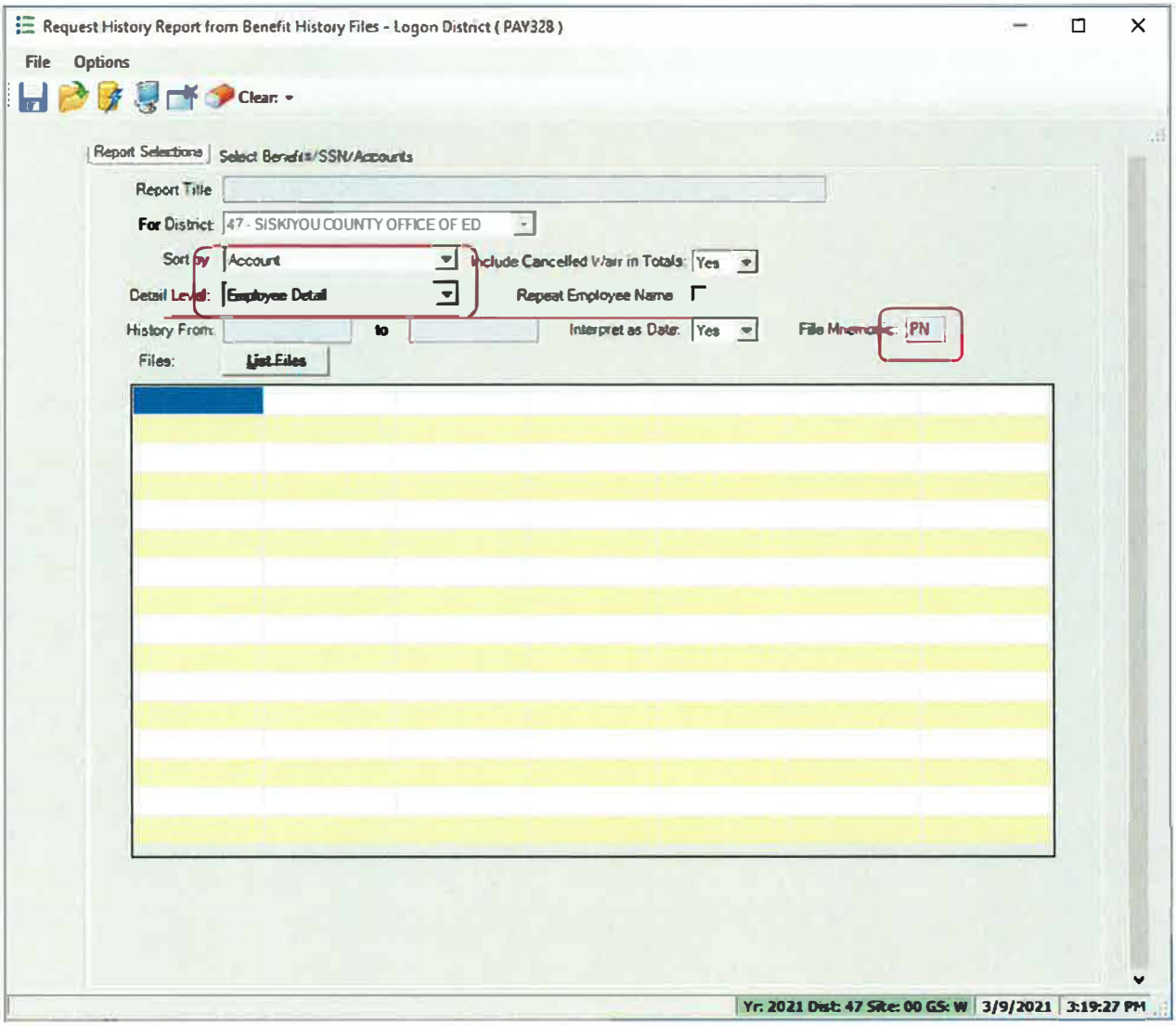
XX SAMPLE ELEMENTARY — EMPLOYER-PAID BENEFIT HISTORY REPORT — J261 PAY328 H.00.03 03/03/YY PAGE 1

SOC SEC NUM	EMPLOYEE NAME	GROSS+BEN	GROSS	DATE PD STRS	PER END PERS	WR / APD	OASDI	MEDI	H & W	SUI	WORKCOMP
111-11-1111	APPLE GREEN			09/30/20YY	09/30/20YY	00000000					
		1881.72	1540.00	.00	153.26	.00	95.48	22.34	11.18	10.02	49.44
				10/29/20YY	10/31/20YY	00000000					
		2700.05	2213.75	.00	220.32	.00	137.26	32.10	11.18	14.38	71.06
				11/30/20YY	11/30/20YY	00000000					
		2232.41	1828.75	.00	182.00	.00	113.38	26.52	11.18	11.88	58.70
				12/17/20YY	12/31/20YY	00000000					
		1881.69	1540.00	.00	153.26	.00	95.49	22.32	11.18	10.00	49.44
				01/31/20YY	01/31/20YY	00000000					
		2583.14	2117.50	.00	210.74	.00	131.28	30.70	11.18	13.76	67.98
	TOTAL EMPLOYEE	11279.01	9240.00	.00	919.58	.00	572.89	133.98	55.90	60.04	296.62
222-22-2222	BLUE BRIGHT			09/30/20YY	09/30/20YY	00000000					
		1020.28	840.00	.00	83.60	.00	52.08	12.18	.00	5.46	26.96
				10/29/20YY	10/31/20YY	00000000					
		1545.17	1278.00	7.43	118.22	.00	73.66	18.52	.00	8.31	41.03
				11/30/20YY	11/30/20YY	00000000					
		1653.94	1026.00	.00	102.10	.00	63.62	14.88	407.74	6.66	32.94
				12/17/20YY	12/31/20YY	00000000					
		1194.82	648.00	.00	64.48	.00	40.18	9.40	407.74	4.22	20.80
				01/31/20YY	01/31/20YY	00000000					
		3244.58	2438.00	.00	118.22	.00	151.16	35.34	407.74	15.85	78.27
	TOTAL EMPLOYEE	8658.79	6230.00	7.43	486.62	.00	380.70	90.32	1223.22	40.50	200.00
333-33-3333	UMBER BURNT			01/31/20YY	01/31/20YY	00000000					
		557.55	500.00	.00	.00	.00	31.00	7.25	.00	3.25	16.05
444-44-4444	RED ROBIN			10/29/20YY	10/31/20YY	00000000					
		100.37	90.00	.00	.00	.00	5.58	1.31	.00	.59	2.89
				12/17/20YY	12/31/20YY	00000000					
		100.37	90.00	.00	.00	.00	5.58	1.31	.00	.59	2.89
				01/31/20YY	01/31/2005	00000000					
		200.72	180.00	.00	.00	.00	11.16	2.61	.00	1.17	5.78
	TOTAL EMPLOYEE	401.46	360.00	.00	.00	.00	22.32	5.23	.00	2.35	11.56
XX SAMPLE ELEMENTARY		20896.81	16330.00	7.43	1406.20	.00	975.91	236.78	1279.12	106.14	524.25

Instructions For Running a PAY 328 Report




Job Menu 47-SISKIYOU COUNTY OFFICE OF ED QSS/O...
File View Options Help+Video Description (F1) Example (Ctrl+F1)
Search found 2 lines.
View
Tree
Grid
Show
Show All
Show Only Favorites
Search: Benefit History Report
Job Title
JCL Name
Benefit History Report/Logon DI (PAY328)
PAY328LD.PAY328LD
Benefit History Report/Select DI (PAY328)
PAY328SD.PAY328SD
Yr:2021 Dist:47 Site:0
3/9/2021
3:17 PM



This report can be sorted by Account or Name.

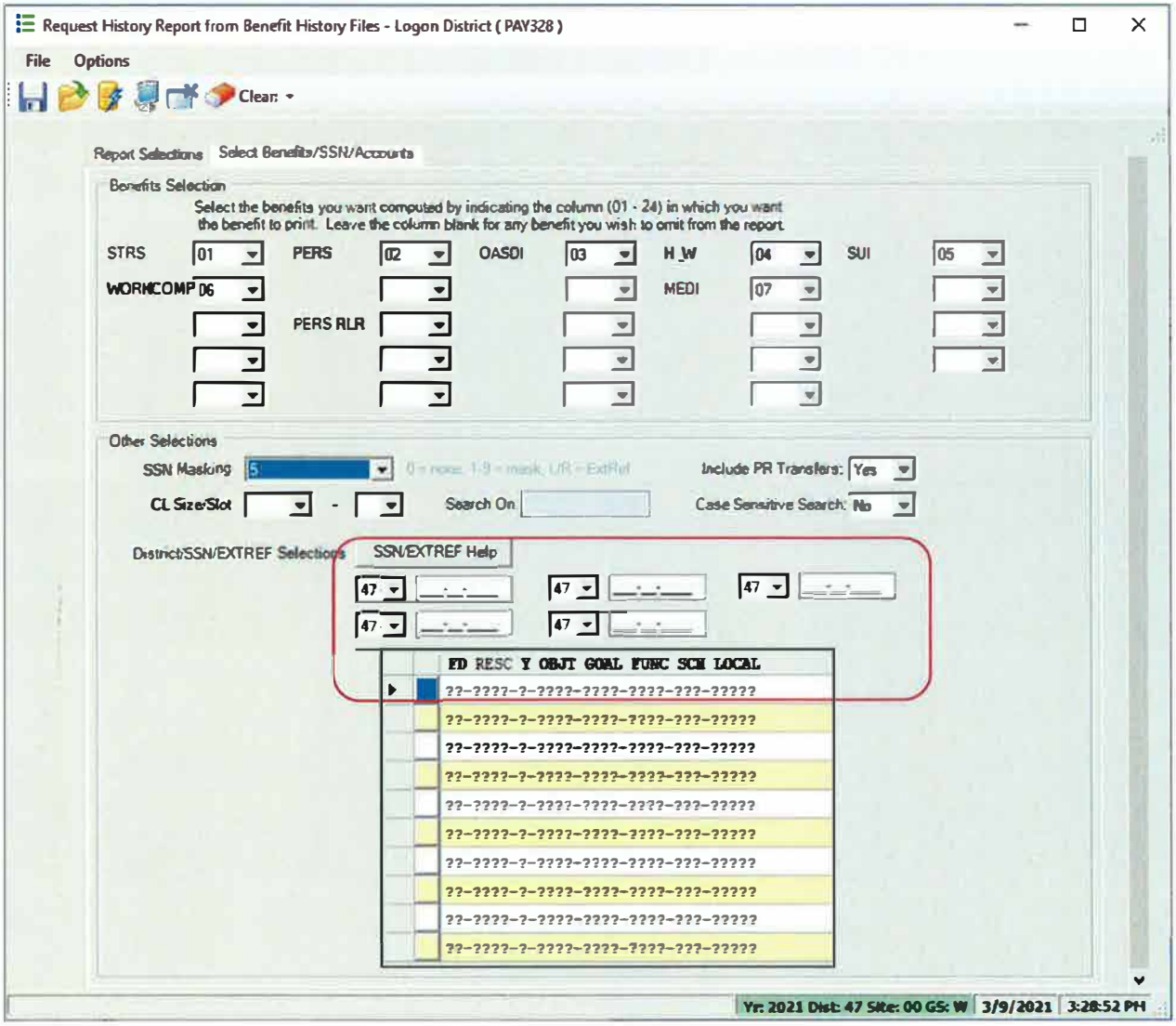
The Detail Level can be Employee Detail, Employee Totals or District Summary.

In the *Include Canceled Warrants in Totals*, change Yes to No.

PN is for Regular Payroll; BN is for Benefit Runs.

Fill in the dates and click List Files.

Payroll Periods will appear in the yellow box.



Use the drop down arrows in each Benefit Selection to number how you would like to see the benefits on the report. DO NOT use Pers RLR (no longer effective).

Mask the SSN's, again use the drop down arrow.

You can run this report by either the SSN or Account String.

Cash Deposit

Posting a Cash Deposit

A. Turn on *Caps Lock*
B. Log On:
C. Password: (your alphanumeric password)
D. From *District Systems* menu, ***select 6. GLD - General Ledger***
E. From General Ledger System, select ***1. Maintain Gen Ledger Transactions***
F. From General Ledger Transaction Maintenance screen, select ***F6 Deposits (DC)***
G. From Cash Deposit Maintenance screen, select ***F5 Add Deposit***

```
District: XX                    Add Cash Deposit                        QSS/OASIS
    Year: YY

                                  District: XX SAMPLE ELEMENTARY
                            Deposit Number: 010000
                                 Copy From:
                                      Year: 01
                                      Date: 0714YY
                               Description: REFUND TRANS COSTS
```

H. From *Add Cash Deposit* screen (shown above), enter the following:
   - ***Deposit Number***: Automatically entered, system odometer assigns the number
   - ***Copy From***: Leave blank or copy existing deposit from current or prior year
   - ***Year***: Change only if copying an existing deposit from a prior year

I. Press ***Enter***, the Date and Description fields will then display
J. In the two additional fields that display, enter the following:
   - ***Date***: Posting date of transaction automatically entered
   - ***Description***: Description of Deposit (Example: Refund Trans Costs)

K. Press ***Enter***

```
District: XX                    Add Cash Deposit                        QSS/OASIS
 Deposit No: XX YY 0Y0000  Date: 06/30/20YY  SALMON RV VILLAGE

 Ln   FD RESC Y OBJT GOAL FUNC SCH LOCAL                    Amount      AR
  1.  01-0000-0-4300-0000-7200-000-00000                       220.83    N
              Desc: SALMON RVR RESTORATION COUNCIL
 ------------------------------------------------------------lines omitted-------------------------
  8.                                                                     N
              Desc:
                                    Page total:                220.83
Go to line:                        Deposit total:               220.83
```

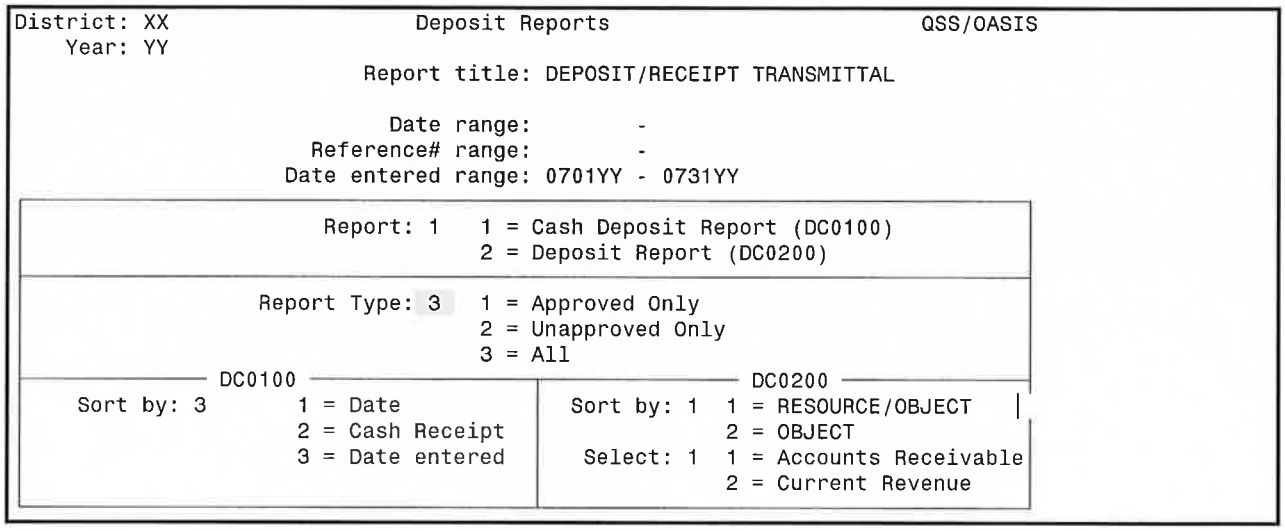
L. From the above screen displayed, enter the following:
   - ***Account string***: Enter ***account string(s)*** to post deposit amount
   - ***Desc***: Enter description of line item (Example: Name of Payor)
   - ***Amount***: Enter ***amount*** (full amount to one account string, or partial amounts to various account strings) (Rebates are also a positive amount, as shown above)
   - ***AR***: If deposit is an accounts receivable from prior year, enter ***Y***

M. Press ***Enter***, then ***F7 Continue*** to update. This returns the *Cash Deposit Maintenance* screen.
N. To Exit, select ***F8 Return to menu***.
NOTE: To change or inspect a cash deposit, from the Cash Deposit Maintenance screen, select ***F6 Inspect Deposit***, or ***F7 Change Deposit***. You may only change a deposit before it is approved.

Cash Deposit (continued)

Printing a Cash Deposit Report

A. Turn on *Caps Lock*
B. Log On:
C. Password: (your alphanumeric password)
D. From *District Systems* menu, select ***6. GLD - General Ledger***
E. From *General Ledger System*, select ***1. Maintain Gen Ledger Transactions***
F. From the *Maintain General Leger Transactions*, select ***F4 Reports***
G. From the *Financial Report Selection* menu, select ***7. Deposit Reports***
H. Press ***Enter***, then select ***F7 Continue***



I. From the *Deposit Reports* screen shown above, enter the following data:
- ***Report title***: Title you wish to label the report (Example: ***Deposit/Receipt Transmittal***)
- ***Date range***: Leave blank to select all cash deposits
- ***Reference # range***: Leave blank to select all cash deposit numbers within the date entered range
- ***Date entered range***: Enter ***Dates*** you entered cash deposit data to be submitted to County Office
- ***Report***: Enter ***1 = Cash Deposit Report*** to list the cash deposits by deposit number
- ***Report Type***: Enter ***3 = All*** to select approved and unapproved cash deposits Press ***Enter***
- ***Sort by***: Enter ***3 = Date Entered*** to sort by the entry date.

J. F7 launches the report, the system automatically returns to the *Cash Deposit Maintenance* screen
K. Press F8 to exit to menu
L. Print (see Print Spool Instructions)
M. Submit printout with deposit to the County Office for approval

Note: After the cash deposit has reached approval status by the County Office, it will post as an ***Expense/Receipt*** for year-to-date financial activity.

Cash Deposit Sample

```
XX SAMPLE ELEMENTARY                                DEPOSIT TRANSACTIONS                J1964
DC0100   H.00.03 01/27/YY  PAGE    1

                                    Date last used from: 00/00/0000 To 99/99/9999
                                Transaction Number from: 0Y0000     To 0Y0000
                                      Date entered from: 00/00/0000 To 99/99/9999

                                                APPROVED AND UNAPPROVED TRANSACTIONS
NUMBER      DATE        ENTERED    DESCRIPTION
       LN. DETAIL DESCR                        FD RESC Y OBJT GOAL FUNC SCH LOCAL
             AMOUNT        A/R
-------------------------------------------------------------------------------------------------

0Y0000  07/16/20YY  07/16/20YY  JULY DEPOSIT                          ENTERED BY: AAAA   APPROVED:
07/20/20YY   BBBB
        1. KITCHEN - JULY VISION            01-0000-0-3702-0000-7110-000-00000
             31.77         N
        2. KOFFEE DEVELOPER FEE             25-0000-0-8681-0000-0000-000-00000
             898.00
           TOTAL AMOUNT
             929.77 *

                                                                                DISTRICT TOTAL
             929.77 **

                                                                                   GRAND TOTAL
             929.77 ***



     Press the <ENTER> key to continue:
```

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

```
District: XX              Display Account Balance                    QSS/OASIS
                FD RESC Y OBJT GOAL FUNC SCH LOCAL
 District: XX   01-0000-0-5800-0000-7200-000-00000                    FY: YY

                01-0000-0-5800-0000-7200-000-00000

 Budget:        Working          Revised          Approved     FUND    : GENERAL
                8,000.00            0.00              0.00     RESC    : UNDESIGE
                                                               PROJYEAR: CUR.YEAR
 Actuals:       Expense/Receipt:          0.00                  OBJECT  : OTH OPER
                        Pending:      1,346.40                  GOAL    : UNDISTR
                    Encumbered:           0.00                  FUNCTION: GEN ADM
                ---------------------------------               SCHOOL  : DISTWIDE
                Committed Total:      1,346.40                  LOCAL   : UNDEFINE

 Balance:       Working          Revised          Approved
                6,653.60         1,346.40-         1,346.40-
```

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: *Rev Budget* *Apprvd W/BT*	Headings indicate which budget is being reported, and amount budgeted
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.

Budget Process

Before beginning the budgeting process, consider compiling the following information:

- Budget Development Check List
- Attendance and enrollment information
  - 3rd prior year to 2nd subsequent year
  - Attendance: Include current year and budget year by grade level
- Budget Report (most recent)
- Capital Assets
  - Spread sheet from most recent audit
  - Printout of current year additions
  - Back for disposals
- Ending Fund Balance Information for prior and out years
  - Restricted
  - Unrestricted
  - Economic Uncertainty requirement and actual for 3rd prior to 2nd subsequent year
  - Special Funds (budget and out years only)
- Enrollment for budget and out years by grade level
- Interim Report (most recent)
- Health and welfare cap information
- Long-term Debt
  - Spread sheet from most recent audit
  - Printout of current year payments and/or additions
- Revenue
  - Current year detail
  - Budget year detail
- Local Control Funding Formula
  - Be sure budget, Local Control Funding Formula and RL all have the same PERS reduction
  - Be sure budget, Local Control Funding Formula and RL all have the same Property Taxes

Budget Process (continued)

The QSS accounting system provides a great deal of flexibility that can result in more than one way to request reports or extract information. This information is **general** guidelines only. See the official QSS *Budget Development Manual* for complete information. ***Note: The System Manager must open a budget model 00 to open account strings for each district before budgeting begins.***

A. Turn on *Caps Lock*
B. Log On: (Budgeting: Log on to subsequent year; Interims: Log on to current year)
C. Password: (your alphanumeric password)
D. From the *District Systems* menu, select ***4. Budget Development System***
E. From the *Budget Development System* menu, select ***1. Budget Development Module***
   - Please see the *QSS Budget Development Module Function Key (F Key) Summary* in this guide.

F. Open Budget Model
   - F4 Model Control
   - F5 Budget Models (Open model 01 as a blank model and 00 or another for your data)
   - Name the model (July 1st Budget, 1st Interim, 2nd Interim, etc.)
   - F4 Cycle Model Status to *Open*
   - F8 Back to Menu
   - A predetermined method of keeping track of budget models is recommended
   - Always preserve the integrity of the July 1 budget, locking is recommended

G. Update Benefit Mapping ***(Only for districts NOT using Position Control)***
   - F3 Next Keys
   - F3 Next Keys
   - F4 Benefit Maps
   - F5 Column/Account Mapping (press enter again to see data entry fields)
     Change year to budget year

Line	Col	Fd	Resc	Y	Objt	Goal	Func	Sch	Local
1	01	??	????	?	1???	????	????	???	?????
2	02	??	????	?	2???	????	????	???	?????

   - F6 Row Object Mapping (press enter again to see data entry fields)
     Change year to budget year

Row	Object	Description	Object Mask	Object Number
1	STRS Cert	00003101	00003101	
2	STRS Class	00003102	00003102	
3	PERS Cert	00003201	00003201	
4	PERS Class	00003202	00003202	
5	OASDI Cert	00003301	00003301	
6	OASDI Class	00003302	00003302	
7	SUI Cert	00003501	00003501	
8	SUI Class	00003502	00003502	
9	W/C Cert	00003601	00003601	
10	W/C Class	00003602	00003602	
11	Medi Cert	00003311	00003311	
12	Medi Class	00003312	00003312	
13	PERS RLR Cert	00003801	00003801	
14	PERS RLR Class	00003802	00003802	

   - F7 Row Amounts (Map benefit amount to row and column) (press enter to see data entry fields)

The following screen will be displayed (use F4 *Page Row Forward* key to see all lines):

Budget Process (continued)

Note: Be sure to use the correct benefit rates, these are for example only.

```
District: XX            Map benefit amount to row & column            QSS/OASIS
    Year: 20YY
                            District: XX    Year: YY
                                                                 Page:  1 of  9
      -------- Column   1 -----------        -------- Column   2 -----------
      ----- New ----   ----- Old ----        ----- New ----   ----- Old ----
Row   D/P Dollar/Pct   D/P Dollar/Pct        D/P Dollar/Pct   D/P Dollar/Pct
 1     P      8.2500    P      8.2500
 2
 3
 4                                            P      9.9520    P      9.9520
 5
 6                                            P      6.2000    P      6.2000
 7     P       .6500    P       .6500
 8                                            P       .6500    P       .6500
 9     P      4.5903    P      4.5903
10                                            P      4.5903    P      4.5903
11     P      1.4500    P      1.4500
12                                            P      1.4500    P      1.4500
13
14                                            P      3.0680    P      3.0680
20
```

- **Column 1** is certificated benefits, **Column 2** is classified benefits (be sure to use **new** rates instead of those listed here which are prior year rates)
- Note: Caution, the benefit mapping *report* will show the old rate in column 1 and the new rate in column 2.

H. Select F4, *Next Keys* until there is access F5, *Budget Actuals*

I. Select F5, *Budget Actuals*

J. The screen initially looks like this

```
District: XX          Budget Expense/Revenue Development              QSS/OASIS
    Year: 20YY
                                  FD RESC Y OBJT GOAL FUNC SCH LOCAL
Dist: 01  Year: YY   Model: 00                        00000000
                         Status:          Pseudo:
                           Desc:
                     State Code:
                  Actuals Model:         Actuals:
                    Go to Line :
Ln# S Current Budget     Enter Amount A       Fte Description


                                                              Page   0 of   0
Yr Ml Account number                                   Total Amount        Fte

                                                              Page   1 of   1
BDE001    H.00.25 compiled 07/17/03  17:04:16 O:YAAAHCYANN NYYYYYYYYYY-YF
```

Budget Process (continued)

K. Completed screen example:

```
District: XX          Budget Expense/Revenue Development              QSS/OASIS
    Year: 20YY
                                  FD RESC Y OBJT GOAL FUNC SCH LOCAL
Dist: XX  Year: YY    Model: XX   01-6500-0-7142-5001-9200-000-00000
 Current Working           Status: O       Pseudo:
        7,360.00             Desc:
                          State Code:
Affect of Change  Actuals Model:          Actuals:
            0.00    Go to Line : 001
Ln# S Current Budget    Enter Amount A       Fte Description
  1 O         450.00                            NON PUB BILLBACK
  2 O       5,683.00                            TRANSPORTATION BILLBACK
  3 O         570.00                            PROGRAM BILLBACK
  4 O         657.00                            SHARED COST BILLBACK

            7,360.00 UC                                      Page   1 of   1
Yr Ml Account number                                  Total Amount       Fte
                                                                    Page   1 of   1
```

L. Budget Entry

- *Shift, Tab* to go back a field (or to enter the correct Budget Model on first entry)
- Enter the account string to add/modify
- Use *Tab* key to move through fields
- *Enter* key after data is complete
- Use F6 Line Backward, or F7 Line Forward to view all entries if there are more than five lines of detail for the account string
- Descriptions entered in lower screen will print when detail reports are requested
- Deleting a data entry error:
  Enter amount as negative and use "ALT K" to delete remaining data, or
  Enter "D" for delete in column 2
- Multiple entries for the same account string, be sure to enter on next lines to preserve detail
- Enter payroll lines
- Enter each individual by program (calculate FTEs manually)
  Example: 6 hour/day person into two programs at 45% and 55%

6 divided by		8hrs	=	75% employee
.75	x	45%	=	33.75 FTE to program 1
.75	x	55%	=	41.25 FTE to program 2

- Enter 3401/3402s (calculate by program manually)
- After all account lines are entered, update the benefits
- F3 Next Keys
- F3 Next Keys
- F4 Benefit Maps
- F3 Recalculate Benefits

M. Select F7 *Comparative Budget Report* . To use a report format used by COE, select F3 Presets. Select *Meeting Report,* F7 to use this preset. This report can be used to check the data entry, pencil in revenues, Ending Fund Balance, Deferred Revenue. (Caution: Use Budgeted EFB and Deferred or you won't balance in SACS software.)

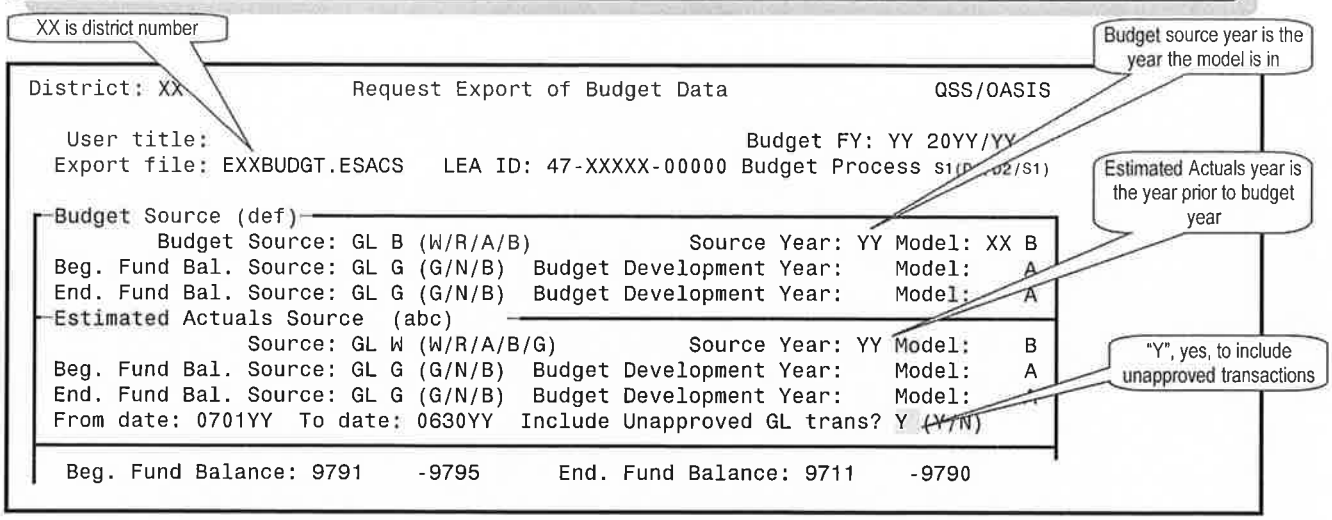
- Use this report to compare with current year payroll to note changes that need to be addressed in the Payroll system July 1st or check for errors
- Run "Payroll Edit List" out of Payroll reports (shows payroll coding for current year)

N. Comparisons:
- Payroll/benefits to calculated payroll
- Payroll/benefits to most recent current year activity
- Determine need to enter negative adjustments for individuals not members of PERS
- Enter negative adjustment for PERS Reduction in federal programs

O. Other Information
- Add in estimated revenue
- Add in as separate detail line for estimated Deferred Revenue
- Develop list of estimated carryover
- Review report sorted by Resource
- Special reserves
  - Use P-2 ending balance as beginning balance
  - Enter revenue and expenditures based on district's intentions
  - Cafeteria Fund Process
    - Budget payroll in Fund 13
    - Estimate transfer out from General to Cafeteria to support salaries
    - Use Fund 13 total salaries, benefits, and other expenses less estimated revenue to calculate transfer.
- PERS Reduction-eliminate in federal programs
  - Enter detail line as negative adjustment
- Enter Carryover in budget model using object 9110
- Print Projection Report (You can't see 9110 in Comp Bud Report)
- Calculate and enter Encroachment (net to zero)
- Calculate and enter Indirect Costs (net to zero)
- Insure transfers in equal transfers out
- Account for additions or subtractions from 3801 and 3802 in Object 8092
- Account for 3801 and 3802 in Cafeteria, Adult Ed funds, etc., in Fund 01Object 8092
- Rerun Reports (Projection and Comparative Budget Reports)
- Audit
- Make corrections as needed

P. Extracting Data for State SACS Software
- From *District Systems* menu, select ***3. Budget***
- From *Budget* menu, select ***7. SACS Export Menu***
- From *SACS Export* menu, select ***1. Request Export of Budget Data***

Budget Process (continued)



- Accept all defaults on the next screen
- F7 to launch
- This file takes several minutes to build
- Check the print the confirmation out of the print spool that the process is complete

Q. From the *SACS Export Menu*, select ***4. Download the export file***

```
QSS File Transfer Utility - Download from HP to PC

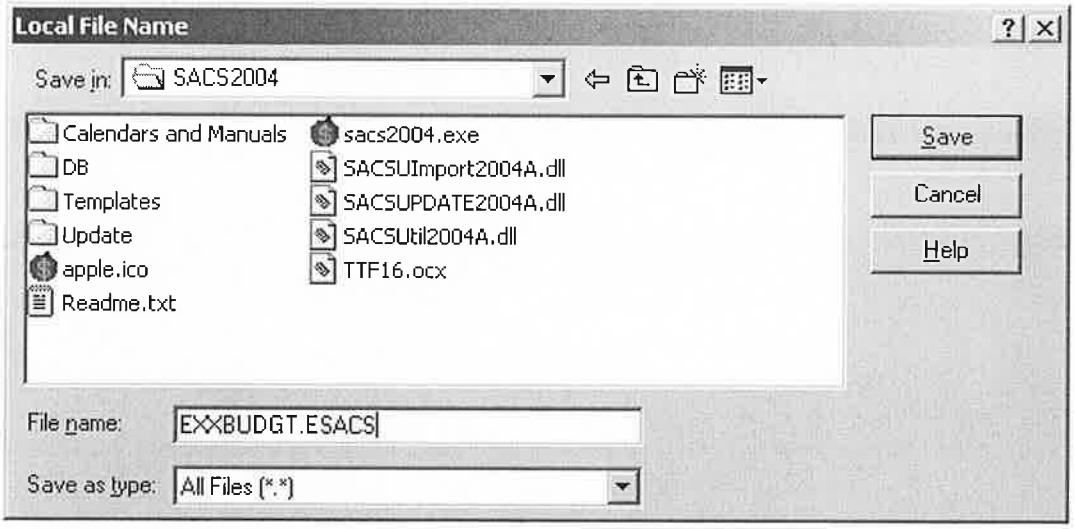
              HP file name: FILENAME          (The name entered in the previous step
                                              EXXBUDGT.ESACS)

              PC file name: {}

     Purge existing PC file: Y   Y = Yes, N = No (Replaces previous versions)

           Transfer method: A   A = Ascii, B = Binary, L = Labels
```

- Change the "N" to a "Y" to replace any previous versions/attempts
- Select F7 to accept
- Next screen takes you to the files on your hard drive
- Browse hard drive to locate the directory you want to save the file in
- We recommend browsing to find the *SACS20XX* directory (where the 20XX is the year is the beginning year for the budget)



- Name the file the same name you entered using menu item 1. Request Export of Budget Values E (district number) BUDGT.ESACS).
- Save the file
- F8 to exit to menu

R. State SACS Software (***do not expect this to be done only one time, it usually takes several***)

- See the State's *SACS Software User Guide* and *SACS Instruction Manual* for complete information
- Select *Edit Preferences*
  - Select Budget Reporting Period
- Select *File*
- Import
- Browse your hard drive to find the file, if you save to the *SACSYYYY* directory, it should be the first one that comes up when you click *Browse*
- Check box to:
  - Delete only those forms or
  - *Delete all data*
  - We typically select *Delete only those forms*, see the State's *SACS Software User Guide* and *SACS Instruction Manual* for more information
- ***Important Note: You can access the SACS Software Users Guide for any Form, Supplemental or Criteria and Standards item using the F1 key. The display will be for the Form, Supplemental or Criteria/Standard you are currently working in***
- Open Fund 01
- Verify against your QSS printouts that you have extracted the correct data for both years
- Run Technical Review and review through Import and General Ledger checks (the other checks aren't reviewed until all Supplementals and Criteria and Standards are complete.
- Designate Components of Ending Balance
- Reopen Fund 01 and Save (check the ending balance area to check your designations)
- Complete and Save (when applicable) all Funds and Supplementals that apply to your district (Suggested Order: A, RL, SIAB, SIAA, L, DEBT, CEB, CEA, ASSET) (See also ***Data Processing Sequence*** under the ***Reporting Processes and Requirements*** in the ***SACS Software Users Guide***)

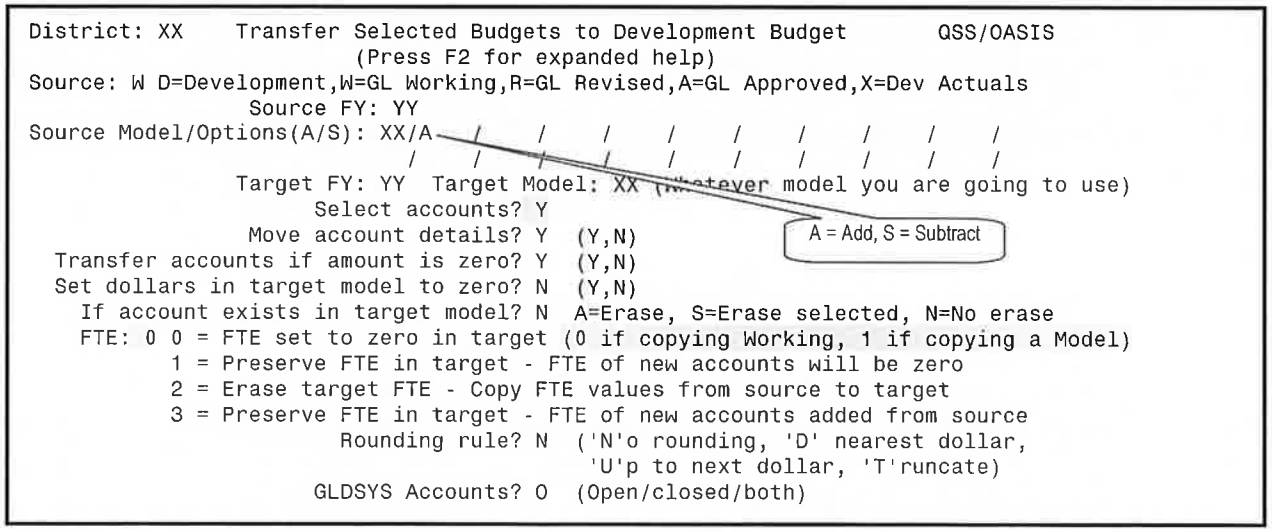
Budget Process (continued)

- Multi Year Projection
  - Designate Economic Uncertainties in Section D
  - ADA Section F 2
- Finalize your assumptions
- Criteria and Standards
- Certifications
  - CB, CC
- Re-Run Technical Review Check List
- Make necessary adjustments in QSS
- Re-export/import as necessary
- Print/reprint as necessary
- Finalize Budget Assumptions/Narrative
- Create budget packet

Interim Reports

The QSS accounting system provides a great deal of flexibility that can result in more than one way to request reports or extract information. This information is **general** guidelines only. See the official QSS *Budget Development Manual* for complete information.

A. Turn on *Caps Lock*
B. Log On: (Budgeting: Log on to subsequent year; Interims: Log on to current year)
C. Password: (your alphanumeric password)
D. From *District Systems* menu, select ***4. Budget Development***
E. From *Budget Development* menu, select ***1. Budget Development Module (BDE000)***
F. F keys provide the following Budget Development options (see *QSS Budget Development Module Function Key (F Key) Summary* section):
G. Complete a QSS budget model with your projected year end budget. Refer to the Budget section for more detailed instructions
   - ***Important Options:***
   - **Model 50:** Beginning balances can be copied from Model 50 to include in Interim Models. Balance sheet objects don't show in Comparative Budget reports, but are included in Projection Reports. Copy Model 50, ***Objects 9000-9699 only*** to prevent 9791 from being doubled. Compare Budget Projection Report to prior year ending balances to verify.
   - **P-1 Using Adopted Model: If no budget revisions have been processed**, copy the adopted model to preserve the detail entered during budget development. Copy adopted model (Objects **1000-8999** to prevent doubling projected ending balances entered during budget preparation) to a new model, add all Interim changes. ***If budget revisions have been processed, proceed to P-1 or P-2 Using Working budget (next).***
   - **P-1 or P-2 Using Working Budget:** Copy working budget to a new model and add all Interim changes (drawback is detail entered in the original budget model isn't available). Copying the Working Budget requires a special step needed to prevent benefits from doubling (see below)



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

Interim Reports (continued)

```
District: XX     Transfer Selected Budgets to Development Budget      QSS/OASIS

         Source: W GL working
      Source FY: YY    Source Model:       Target FY: YY    Target Model: XX
 Select accounts: Y    Set $ to zero: N    Erase target accts: N
  Transfer if $0: Y   Eliminate dups: 0     FTE rule :     Rounding:

                    FD RESC Y OBJT GOAL FUNC SCH LOCAL

                1.  ??-????-?-1???-????-????-???-?????
                2.  ??-????-?-2???-????-????-???-?????
                3.  ??-????-?-34??-????-????-???-?????
                4.  ??-????-?-37??-????-????-???-?????
                5.  ??-????-?-39??-????-????-???-?????
                6.  ??-????-?-4???-????-????-???-?????
                7.  ??-????-?-5???-????-????-???-?????
                8.  ??-????-?-6???-????-????-???-?????
                9.  ??-????-?-7???-????-????-???-?????
               10.  ??-????-?-8???-????-????-???-?????
```

I. Caution: Do not delete budget lines in *Budget Actions*, to zero out, enter zero to allow for comparison process between model and working to be accurate

J. Update the model with changes

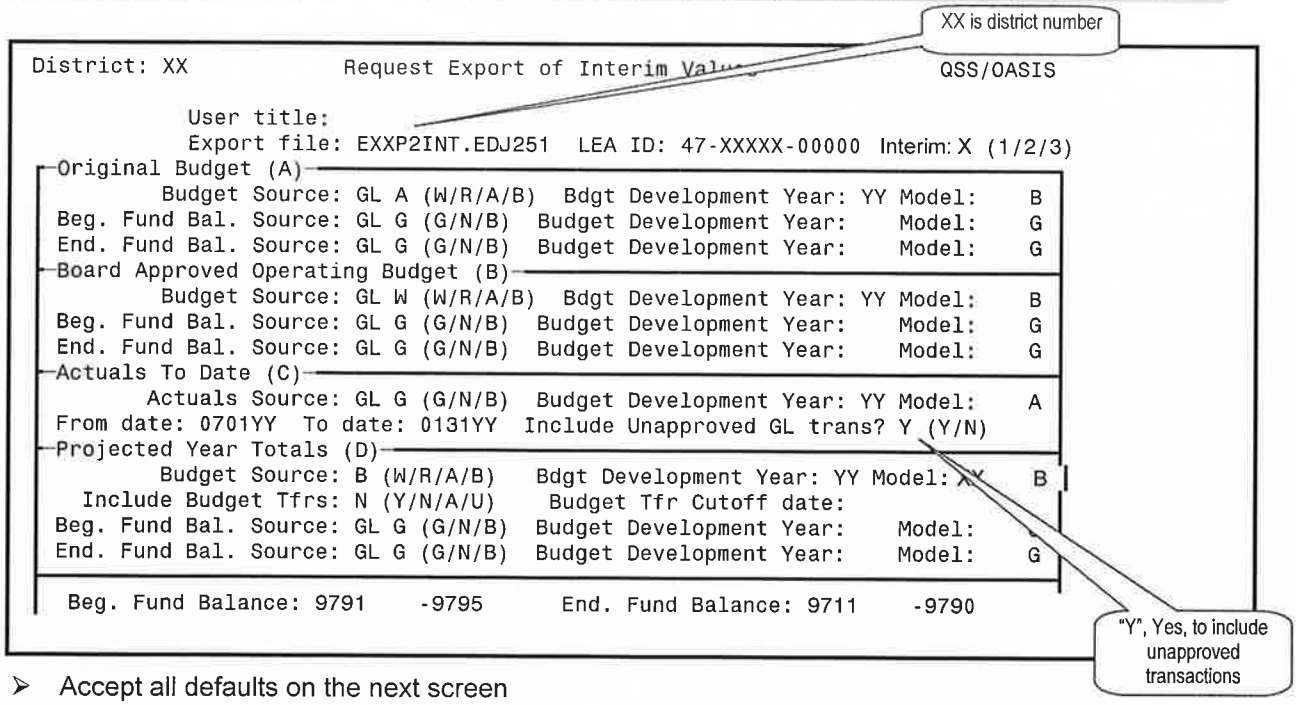
K. Update rates that may have changed since budgeting (Workers Compensation)

L. Balance programs, encroachments, PERS 8092 and 3801/3802, transfers in and out, and inter and intra fund transfers

M. Reports within Budget Development: To mirror the format of the Interim Report, run Budget Development Comparative Report
   - Change column 1 source to "D" for Development, change the model (M) to your original approved Model;
   - Change column 2 source to the model number of your revised budget model (if you have one)
   - Change column 3 source to YTD actual (G)
   - Change column 4 source to the model number of your projected budget

N. Extracting data for State SACS software
   - From *District Systems* menu, select ***3. Budget***
   - From *Budget* menu, select ***7. SACS Export Menu***
   - From *SACS Export* menu, select ***3. Request Export of Interim Values***
   - Enter the correct budget models or general ledger that represent:
     - Column A "Original Budget" for the Interim Report (QSS pre-slugged with "A")
     - Column B "Board Approved Operating Budget" for the Interim Report (QSS pre-slugged with "R")
     - Column C "Actuals to Date" form the Interim Report (QSS uses two different codes, depending on the process you are in, "G" for General Ledger, or "A" for Actuals)
     - Column D "Projected Budget" for the Interim Report (QSS budget model)
   - **Note: Print this screen before selecting F7, to continue**, it is what we use to trouble shoot problems.
   - Example:

Interim Reports (continued)



- Accept all defaults on the next screen
- F7 to launch
- This file takes several minutes to build
- Check the print the confirmation out of the print spool that the process is complete

O. From the *SACS Export Menu*, select ***4. Download the export file***

```
QSS File Transfer Utility - Download from HP to PC

              HP file name: FILENAME          (The name entered in the previous step
                                              EXXP1INT.EDJ251)

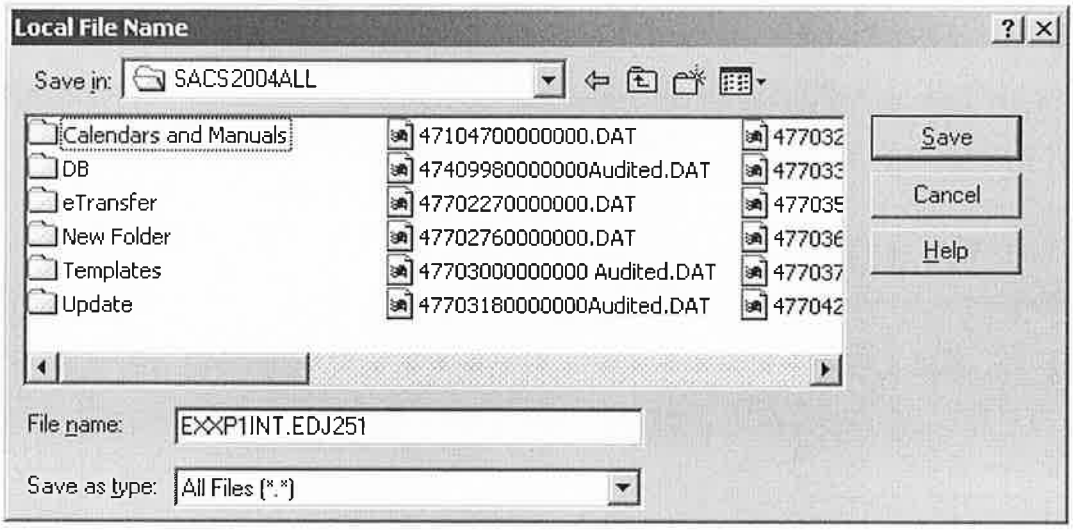
              PC file name: {}

    Purge existing PC file: Y   Y = Yes, N = No (Replaces previous versions)

           Transfer method: A   A = Ascii, B = Binary, L = Labels
```

- Enter the file name entered in the previous step (EXXP1INT.EDJ251)
- Change the "N" to a "Y" to replace any previous versions/attempts
- Press enter, F7 to continue to next screen

- Next screen takes you to the files on your hard drive
- Browse hard drive to locate the directory you want to save the file in
- We recommend browsing to find the *SACS20XXALL* directory (where the 20XX is the year is the for the unaudited actuals you just finished)



- Name the file the same name you entered using menu item 3 Request Export of Interim Values E(district number)P1INT.EDJ251 or E(district number) P2INT.EDJ251 (P1 and P2 reflecting the first or second period interim).
- Save the file

P. State SACS Software

- See the State's *SACS Software User Guide* and *SACS Instruction Manual* for complete information
- P-1 Interim only, SACS200X ***(not ALL)***
  - Export original budget data to create a file to transfer to SACS200XALL
- P-1 Interim only, SACS200XALL
  - Select *Edit Preferences*
  - Select *Single Budget* option
  - Import file created above
- Select *Edit Preferences*
  - Select correct Interim reporting period
- Select *File*
- Import
- Browse your hard drive to find the file, if you save to the *SACSYYYYALL* directory, it should be the first one that comes up when you click *Browse*
- Check box to:
  - *Delete only those forms or*
  - *Delete all data*
  - We typically select *Delete all data*, see the State's *SACS Software User Guide* and *SACS Instruction Manual* for more information
- Open Fund 01
- Verify against your QSS printouts that you have extracted the correct data
- Complete all Funds and Supplementals that apply to your district

- Multi Year Projections
  - Be sure to enter reserve in Section E
  - Recommended percentage in Section F
  - Print/reprint as necessary

Q. Interim Report Packet

- Interim Report documentation should include a written narrative that includes assumptions for the budget and subsequent two years (can be included on form MYP as well), updated 4 years of Local Control Funding Formula and Revenue Projections
- Any supplemental documentation your Board/Superintendent finds useful
- After Board approval, submit to County Office
  - P-1 Interim - December 15th
  - P-2 Interim - March 15th

R. Budget Revisions

- Budget revisions, budget revision report and cover page should be separate

Interim Budget Revision Reports

A. Complete a QSS and SACS processes
B. From *District System* menu select ***3. Budget***
C. From *Budget* menu, select ***14. Create Budget Transfers from BEDVOL to GLDSYS*** (Process will compare your budget model to the working budget in QSS and create transfers to achieve your new model.) (Menu option **12. Create Budget Transfers from Projections** is used in limited situations only.)

```
District: XX         Create Budget Transfers / Proof Report          QSS/OASIS

              Budget Development Year: YY
             Budget Development Model: XX (Your projected budget model)
                  General Ledger Year: YY  (Current logon year)
                         Report Title:
     Select a subset of your accounts? N  ('Y'es or 'N'o)
                           Run mode: 2  1 = Proof Report Only
                                        2 = Create BT's and Proof Report
                       Rounding rule: 0  0 = None, 1 = round up, 2 = truncate
                  Difference threshold:       %
                         Posting date: 0127YY
                   Posting description:
           Maximum detail lines per BT: 250
              Approved/Unapproved flag: U  A = Approved, U = Unapproved
   Separate BT per balance sheet combo: N  Y = Yes, N = No
                 Create balanced BT's: Y  Y = Yes - one per bal. sheet, N = No
         Object to balance transaction: 9790     FUND BAL-UNDESIG/UNAPPROP

         Create missing accounts in GL: Y  ('Y'es or 'N'o)

Zero GL accounts not found in Budget Development: Y  ('Y'es or 'N'o)

BTXSUB    H.00.05 compiled 01/28/02  15:39
```

- On line 2 enter your projection model number
- Be sure to leave "Run Mode" as 1 - Proof Report Only
- Press Enter
- F7 Continue
- Launch Report

D. Submit the report with Board approval to the COE
- **Be sure to include your budget model number**
- COE will update your budget

Interim Budget Development Module
Function Key (F Key) Summary

F keys provide the following Budget Development options. Budget Development Module F Keys are listed below. See the official QSS *Budget Development Manual* for complete information.

Function Key Hierarchy:

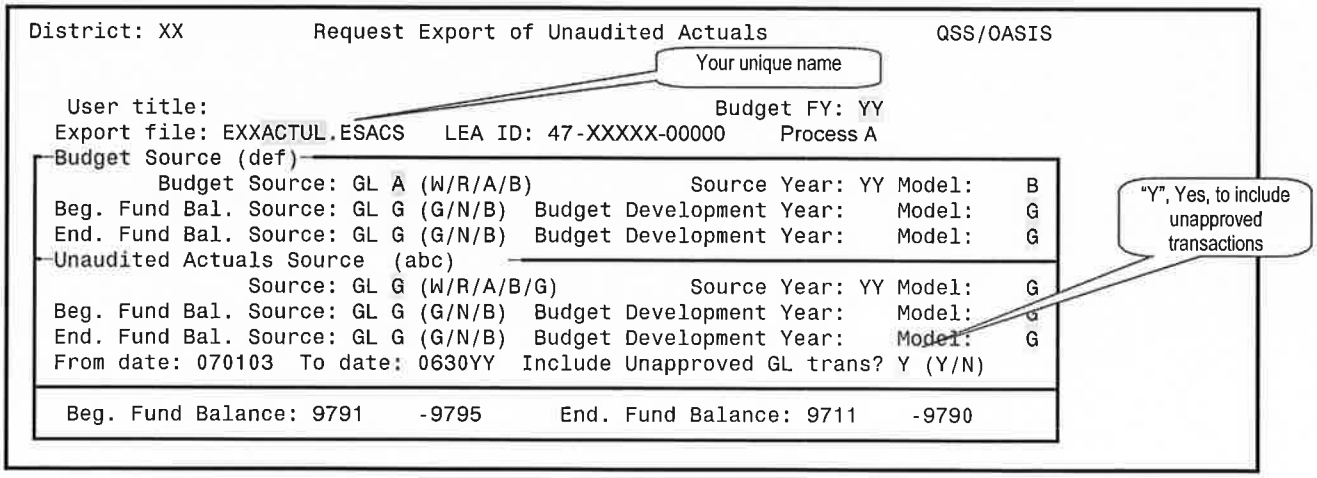
F1 Report Screen (rarely used)
F2 Help Screen
F3 Next Keys: Processes found in the next two levels of F keys:
- F1 Percent Adjustment
- F2 Help
- F3 Next Keys
  - •F1 Account Field Mapping Maintenance (Acct Fld MapMaint)
  - •F2 Help
  - •F3 Next Keys (takes you back to the first set)
  - •F4 Benefit Maps
  - •F5 Transfer End Balances to Budget Development (TFR End Bals 2 Dev)
  - •F6 Transfer Beginning Balances to General Ledger (TFR Beg Bals 2 GL)
  - •F7 Blank
  - •F8 Return to Menu
- F4 Resynchronize Models (Resynch Models)
- F5 Transfer to Budget Development (TFR to Bud Dev)
- F6 Transfer to General Ledger (TFR to Gen Ledg)
- F7 Transfer to Development to Actual (TFR to Dev Actl)
- F8 Return to Menu
- F4 Model Control
  - •F1 Start Over
  - •F2 Help
  - •F3 Blank
  - •F4 Blank
  - •F5 Budget Models
  - •F6 Actual Models
  - •F7 Blank
  - •F8 Return to Menu
- F5 Budget/Actuals (enter budget line account strings and amounts)
- F6 Budget Actions (rarely used)
- F7 Comparative Budget Report
- F8 Return to Menu

Unaudited Actual Export Sample

Unaudited Actual exports are basically the same as those for Budget or Interim.

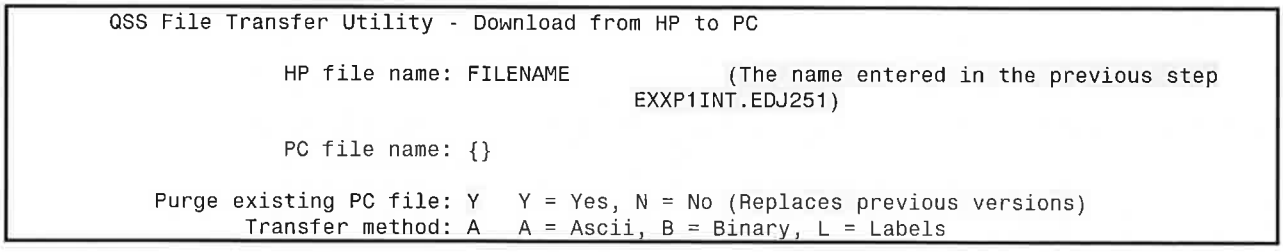
A. Turn on *Caps Lock*
B. Log On: (Budgeting: Log on to subsequent year; Interims: Log on to current year)
C. Password: (your alphanumeric password)
D. Extracting data for State SACS software
   - From *District Systems* menu, select ***3. Budget***
   - From *Budget* menu, select ***7. SACS Export Menu***
   - From *SACS Export* menu, select ***2. Request Export of Unaudited Actual Values***
   - Enter the correct sources for the data

Note: Print this screen before selecting F7, to continue, it is what we use to trouble shoot problems.

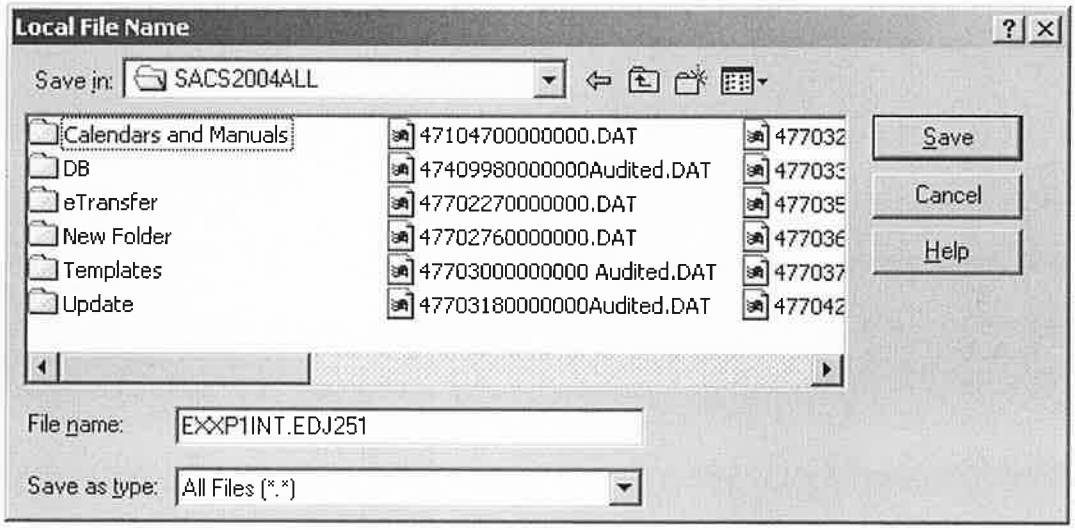


   - Accept all defaults on the next screen
   - F7 to launch
   - Browse to find the *SACS20XXALL* directory (XX being the year fiscal year just completed, 2003/04 software would be used for the 2004/05 Interims)
   - This file takes several minutes to build
   - Check the print the confirmation out of the print spool that the process is complete

E. From the *SACS Export Menu*, select **4. Download the export file**



- Change the "N" to a "Y" to replace any previous versions/attempts
- Select F7 to accept
- Next screen takes you to the files on your hard drive
- Browse hard drive to locate the directory you want to save the file in
- We recommend browsing to find the *SACS20XXALL* directory (where the 20XX is the year is the for the unaudited actuals you just finished)



- Name the file the same name you entered using menu item 3 Request Export of Interim Values E(district number)P1INT.EDJ251 or E(district number) P2INT.EDJ251 (P1 and P2 reflecting the first or second period interim).
- Save the file

F. State SACS Software

- See the State's *SACS Software User Guide* and *SACS Instruction Manual* for complete information
- Select *Edit Preferences*
  - Select correct Interim reporting period
- Select *File*
- Import
- Browse your hard drive to find the file, if you save to the *SACSYYYYALL* directory, it should be the first one that comes up when you click *Browse*
- Check box to:
  - *Delete only those forms or*
  - *Delete all data*
  - We typically select *Delete all data*, see the State's *SACS Software User Guide* and *SACS Instruction Manual* for more information
- Open Fund 01
- Verify against your QSS printouts that you have extracted the correct data
- Complete all Funds and Supplementals that apply to your district
- Run Technical Review Check List
- Make QSS corrections as needed
- Re-export/import as necessary
- See separate GASB 34 instructions for that process
- Print/reprint as needed

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

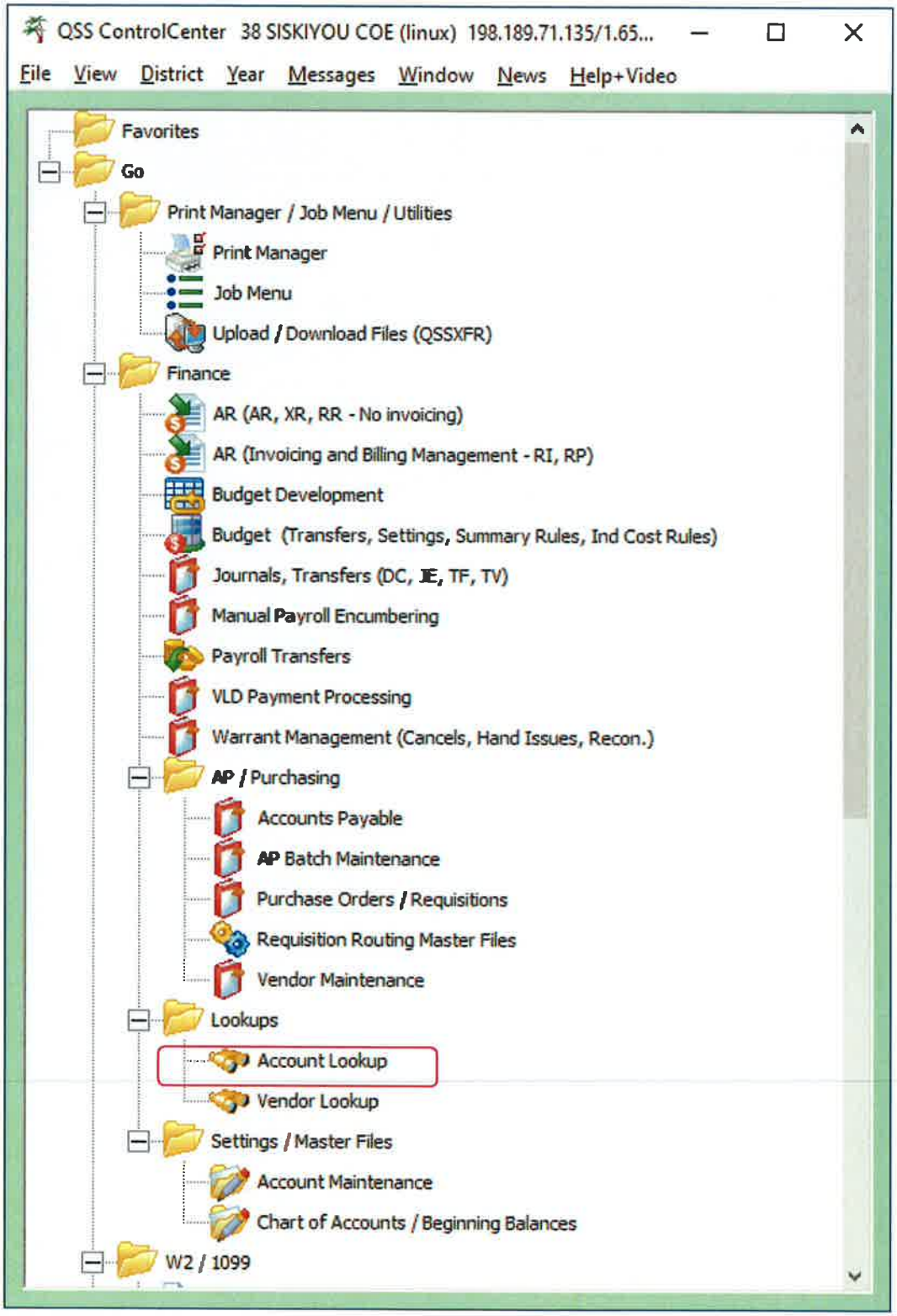
Type	Explanation
AA	**Accounts Payable**. This type represents summarized postings to the G/L that are produced when a district updates the G/L after an Accounts Payable warrant production run. These postings update the control objects for cash and expenses in the G/L.
AB	**Approved Budget**. This type 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.

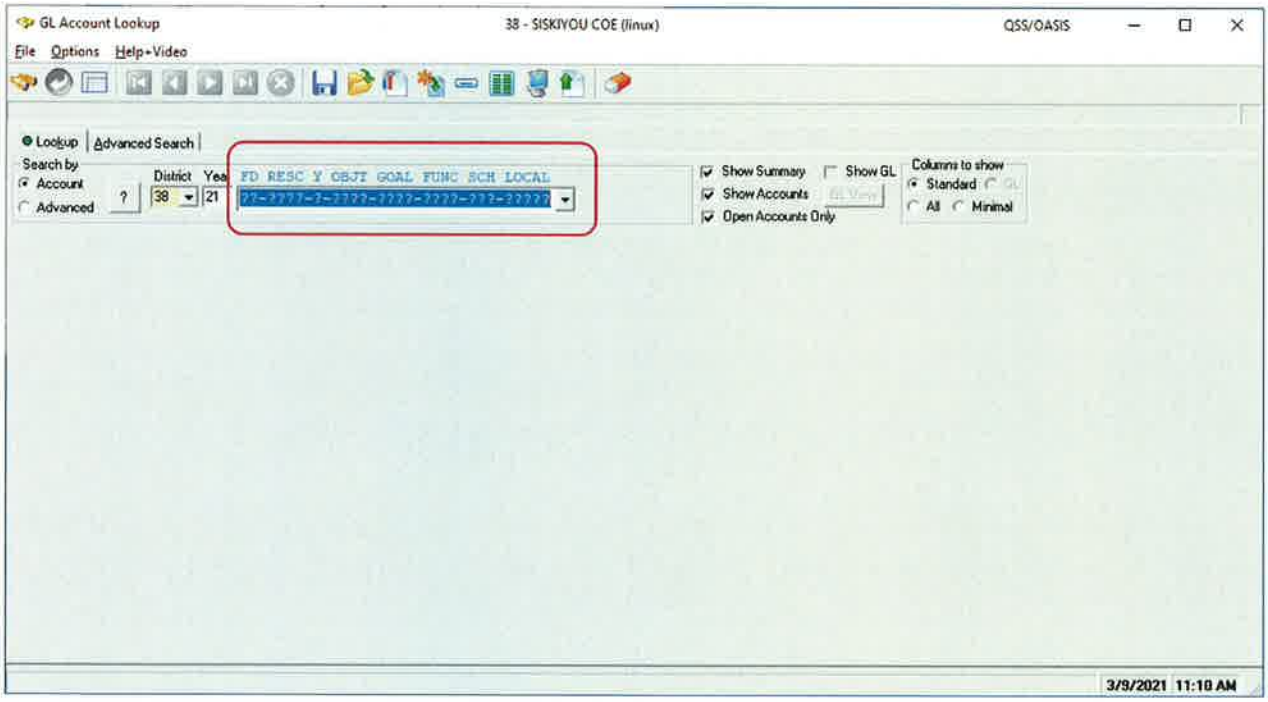
Type	Explanation
CCW	**CSSF Cancelled Warrants.** This type represents cancelled warrants issued from CSSF district. The same transaction type is used for both machine-produced and hand warrants. At many districts, you can tell the difference between the types of warrants by their series numbers. CSSF 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 (FI02JE). 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.

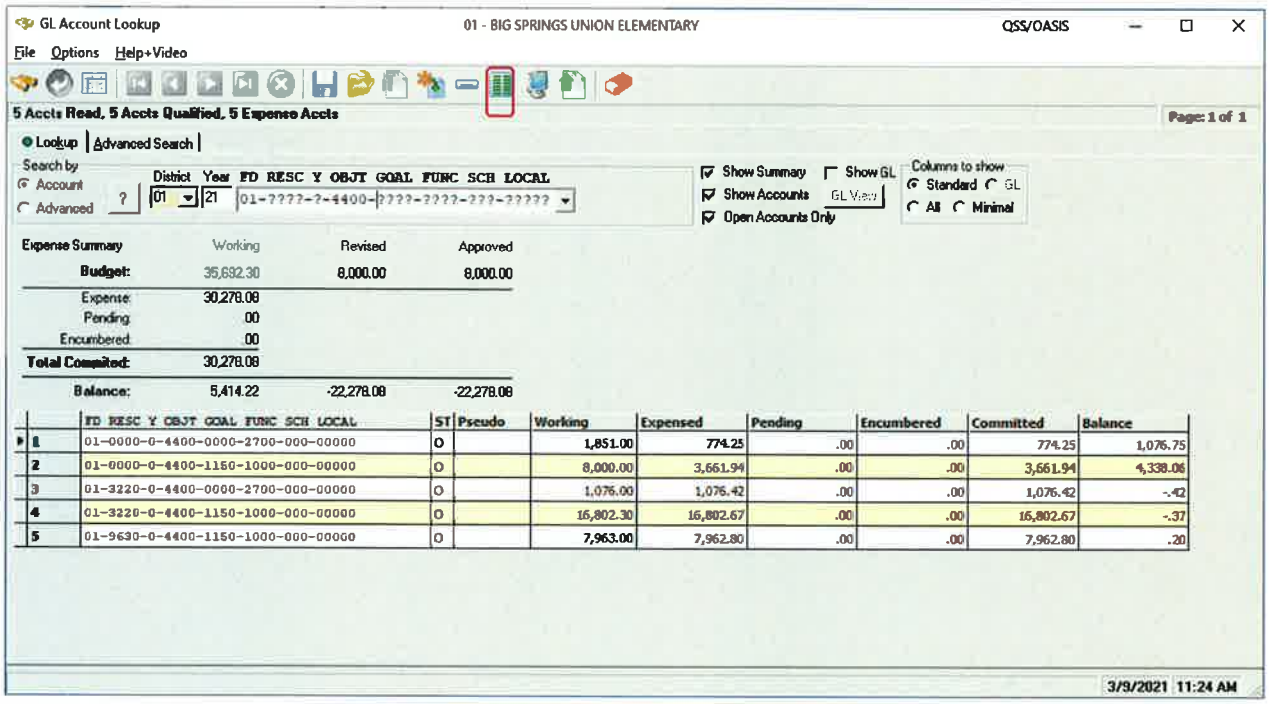
Type	Explanation
RW	**Redeemed Warrant.** A warrant that is recorded as redeemed, or cashed, with the warrant subsystem of the Financial System.
ST	**Stores.** This type represents transactions for the QSS/OASIS Stores System, which allows a district to keep track of the value of a supplies inventory 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 effect 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.

Account Lookup

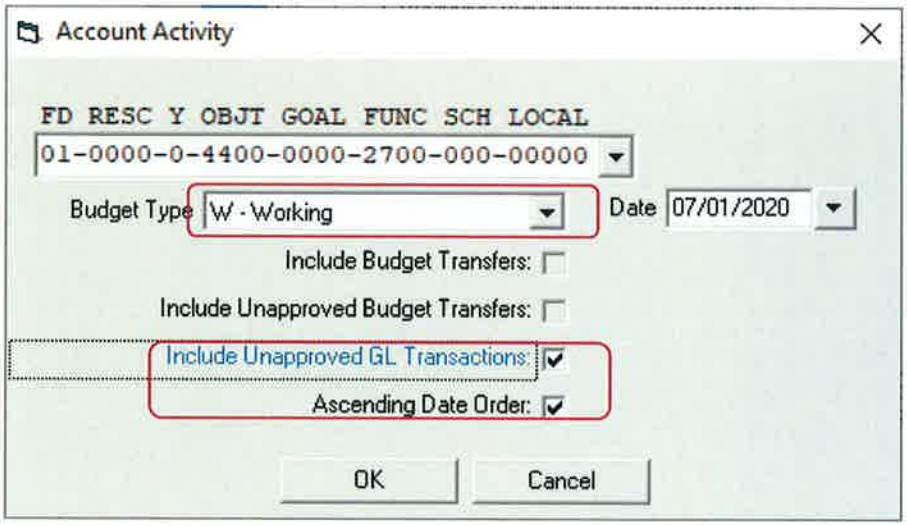




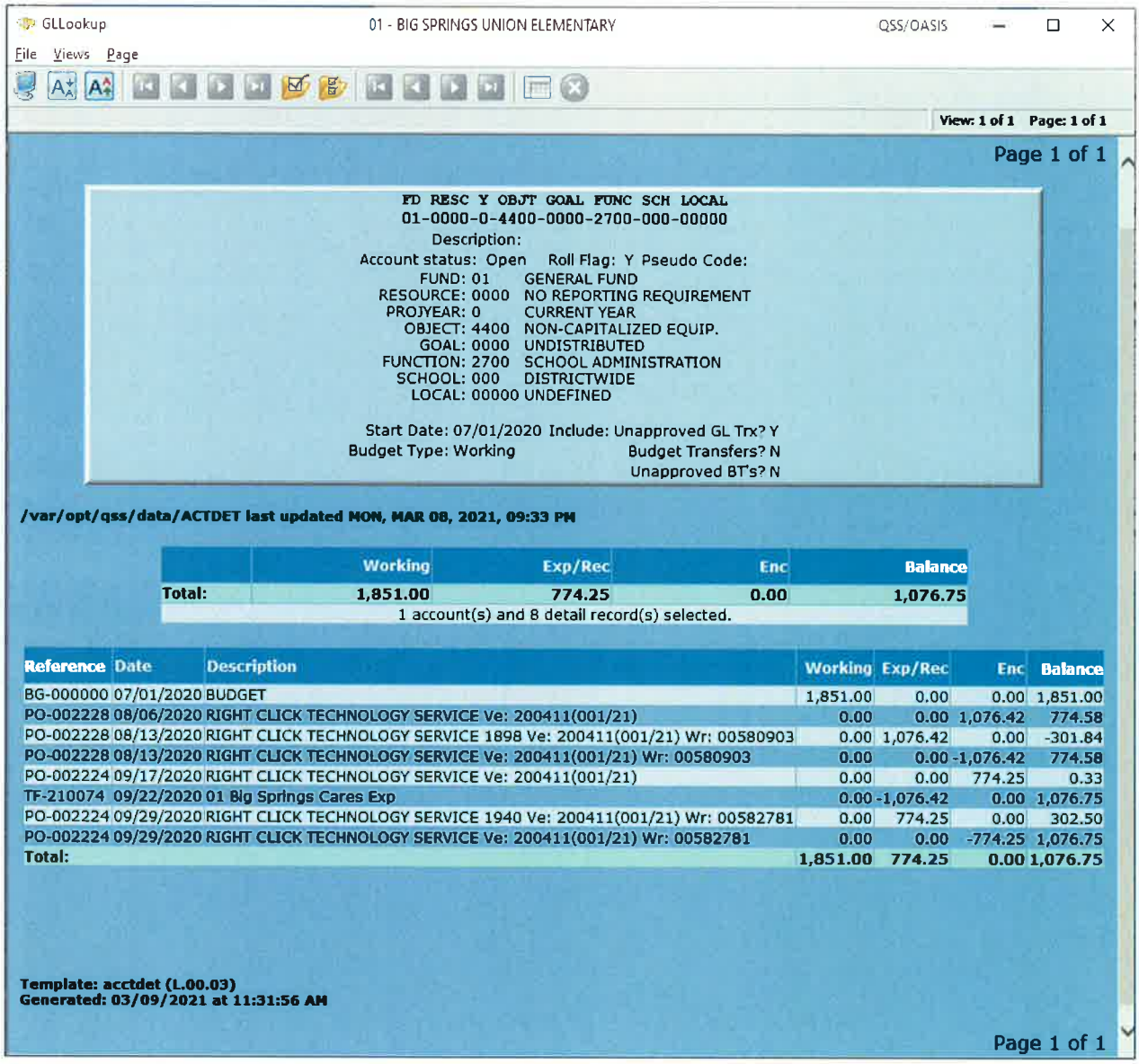
Key in account string and click on the binoculars to bring up account.



After you have entered account string, click on binoculars and this screen should appear. In this case, object 5800 has 5 lines. Move the arrow to the line you want to see detail of and click on the icon circled in red.



Complete these little box as above and hit ok.



GLLookup 01 - BIG SPRINGS UNION ELEMENTARY QSS/OASIS

File Views Page

View: 1 of 1 Page: 1 of 1

Page 1 of 1

FD RESC Y OBJT GOAL FUNC SCH LOCAL
01-0000-0-4400-0000-2700-000-00000
Description:
Account status: Open Roll Flag: Y Pseudo Code:
FUND: 01 GENERAL FUND
RESOURCE: 0000 NO REPORTING REQUIREMENT
PROJYEAR: 0 CURRENT YEAR
OBJECT: 4400 NON-CAPITALIZED EQUIP.
GOAL: 0000 UNDISTRIBUTED
FUNCTION: 2700 SCHOOL ADMINISTRATION
SCHOOL: 000 DISTRICTWIDE
LOCAL: 00000 UNDEFINED

Start Date: 07/01/2020 Include: Unapproved GL Trx? Y
Budget Type: Working Budget Transfers? N
Unapproved BT's? N

/var/opt/qss/data/ACTDET last updated MON, MAR 08, 2021, 09:33 PM

	Working	Exp/Rec	Enc	Balance
Total:	1,851.00	774.25	0.00	1,076.75

1 account(s) and 8 detail record(s) selected.

Reference	Date	Description	Working	Exp/Rec	Enc	Balance
BG-000000	07/01/2020	BUDGET	1,851.00	0.00	0.00	1,851.00
PO-002228	08/06/2020	RIGHT CLICK TECHNOLOGY SERVICE Ve: 200411(001/21)	0.00	0.00	1,076.42	774.58
PO-002228	08/13/2020	RIGHT CLICK TECHNOLOGY SERVICE 1898 Ve: 200411(001/21) Wr: 00580903	0.00	1,076.42	0.00	-301.84
PO-002228	08/13/2020	RIGHT CLICK TECHNOLOGY SERVICE Ve: 200411(001/21) Wr: 00580903	0.00	0.00	-1,076.42	774.58
PO-002224	09/17/2020	RIGHT CLICK TECHNOLOGY SERVICE Ve: 200411(001/21)	0.00	0.00	774.25	0.33
TF-210074	09/22/2020	01 Big Springs Cares Exp	0.00	-1,076.42	0.00	1,076.75
PO-002224	09/29/2020	RIGHT CLICK TECHNOLOGY SERVICE 1940 Ve: 200411(001/21) Wr: 00582781	0.00	774.25	0.00	302.50
PO-002224	09/29/2020	RIGHT CLICK TECHNOLOGY SERVICE Ve: 200411(001/21) Wr: 00582781	0.00	0.00	-774.25	1,076.75
Total:			1,851.00	774.25	0.00	1,076.75

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All year to date data is included

First column = budgeted amount

Second column = year to date activity

Third column – Activity by Purchase Order

Far right column = balance between budgeted amount and year to date activity