



**HARRIS**  
School Solutions

# QSSUG

## Finance/Personnel Committee

*Financial Reports*  
*June 5, 2018*

# Overview

# Webinar Agenda

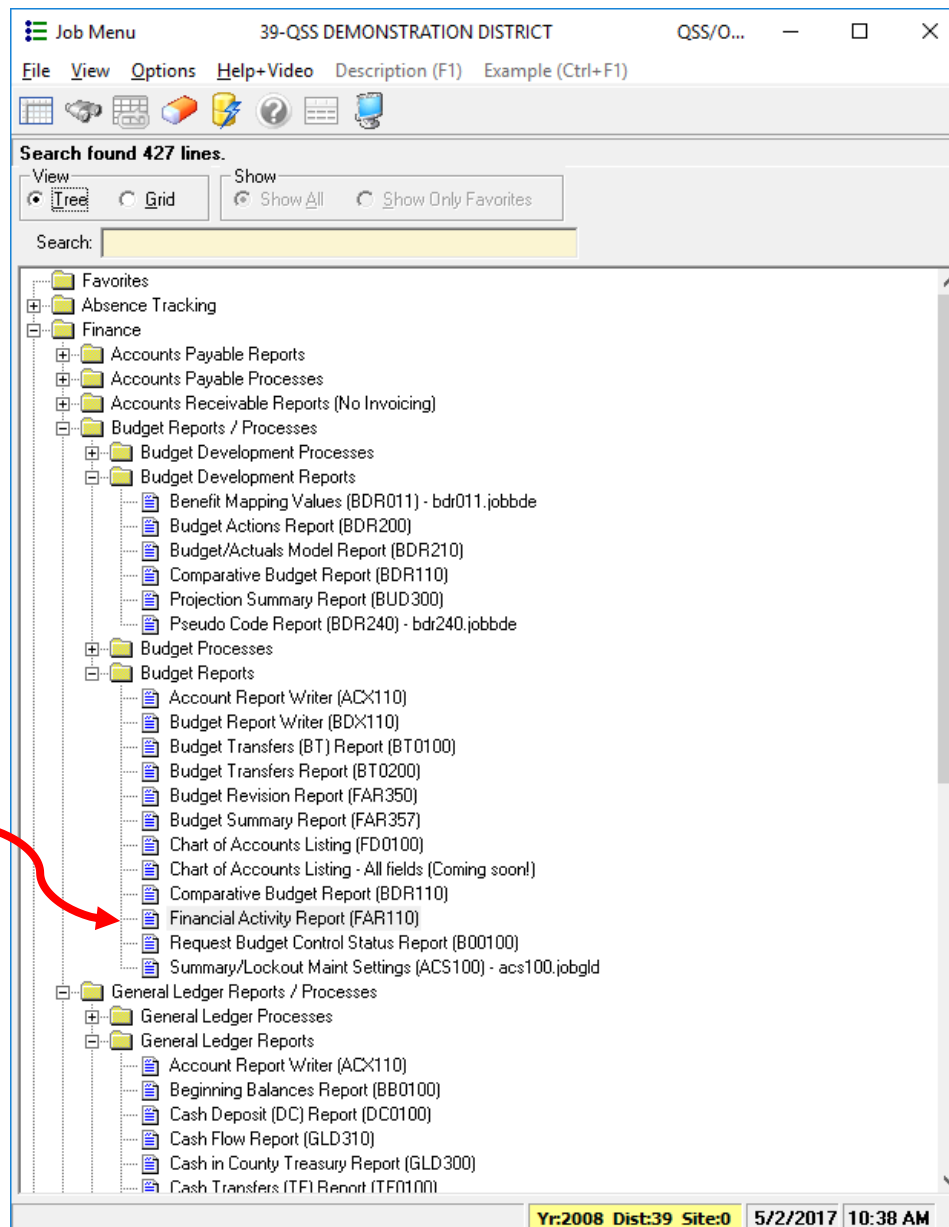
Understanding when and how to use the following reports:

- Budget Report Writer (BDX110)
- Budget Transfer Report (BT0200)
- Comparative Budget Report (BDR110)
- Financial Activity Report (FAR110)
- Cash Transfer Report (TF0100)
- General Ledger Report (GLD110/115/125)
- Financial Summary Report (FAR300)
- Financial Statement Report (GLD400)
- Summary Report by Resource (GLD320)

# Job Menu

# Job Menu – Tree View

Double Click to  
select an entry



# Job Menu – Grid View

**Job Menu** 39-QSS DEMONSTRATION DISTRICT QSS/O... — □ ×

File View Options Help+Video Description (F1) Example (Ctrl+F1)

Search found 427 lines.

View: ☐ Tree ☒ Grid Show: ☒ Show All ☐ Show Only Favorites

Search:

Job Title	JCL Name
Employee Deferred Pay History/Select DI (DED580)	DED580SD.DED580
Employee Payroll/Benefit Fact Sheet (PAY690)	HRS118.PAY690
Employee Vacation/Sick Leave Log Entries (ABT045)	HRS119.ABT045
Employee Voluntary Deduction History Report (PYS630)	HRS113.PYS630
Employee Voluntary Deduction Listing (PYS611)	HRS112.PYS611
Estimated Payables Transactions (PCL100)	PCL100.JOBGLD
Excess TSA Contributions (PYS850)	HRS102.PYS850
Extract / Print / Update Purchase Orders (logon site)	POPRTILS.JOBPOX
Extract / Print / Update Purchase Orders (site selection)	POPRTISS.JOBPOX
Extract PO Detail and Create CSV File	POXEXT.POXEXT
Extract/Print/Update PO Change Orders (Detail Format)	POX700.JOBPOX
Extract/Print/Update PO Change Orders (PO Format)	POX800.JOBPOX
Financial Activity Report (FAR110)	FARSUB.JOBGLD
Financial Encumbrance Report/Correction (FY1300)	FY1300.JOBSTR
Financial Statement (GLD400/500)	GLDSB45.JOBGLD
Financial Summary Report (FAR300)	FARSB3.JOBGLD

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# Job Menu – Grid View

Job Menu 39-QSS DEMONSTRATION DISTRICT QSS/O... - □ ×

File View Options Help+Video Description (F1) Example (Ctrl+F1)

Search found 427 lines.

View: ☐ Tree ☒ Grid Show: ☒ Show All ☐ Show Only Favorites

Search:

Job Title	JCL Name
Employee Deferred Pay History/Select DI (DED580)	DED580SD.DED580
Employee Payroll/Benefit Fact Sheet (PAY690)	HRS118.PAY690
Employee Vacation/Sick Leave Log Entries (ABT045)	HRS119.ABT045
Employee Voluntary Deduction History Report (PYS630)	HRS113.PYS630
Employee Voluntary Deduction Listing (PYS611)	HRS112.PYS611
Estimated Payables Transactions (PCL100)	PCL100.JOBGLD
Excess TSA Contributions (PYS850)	HRS102.PYS850
Extract / Print / Update Purchase Orders (logon site)	POPTILS.JOBPOX
Extract / Print / Update Purchase Orders (site selection)	POPTISS.JOBPOX
Extract PO Detail and Create CSV File	POXEXT.POXEXT
Extract/Print/Update PO Change Orders (Detail Format)	POX700.JOBPOX
Extract/Print/Update PO Change Orders (PO Format)	POX800.JOBPOX
Financial Activity	FARSUB.JOBGLD
Financial Encumb	FY1300.JOBSTR
Financial Statem	GLDSB45.JOBGLD
Financial Summa	FARSB3.JOBGLD

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Help in Requesting the Report

Double Click or Right Click

Load Job Screen  
Show Item on Tree View  
Add  
Report Description F1

# Job Menu – Report Description

The screenshot shows the QCC Document Reader application window. The title bar reads "QCC Document Reader". The menu bar includes "File", "Option", "Close Current", "Close All", "Help Main", and "Jump to Key...". The address bar shows "corefin". The toolbar contains icons for file operations (save, open, print, email, search), navigation (back, forward, home, stop), and display (zoom in, zoom out, zoom reset, zoom level 87.7%, full screen, print, download). The left sidebar has a "Bookmarks" section with a list of documents and chapters. The main content area displays the "Financial Activity Report Writer (FARSUB) Window" report.

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

The instructions for launching this report focus on the following areas:

- ◆ Purpose of Report
- ◆ Launching the Report
- ◆ Main Selection Tab
- ◆ Sorts/Rollups Tab
- ◆ Sample Financial Activity Report (FAR110)

**Purpose of Report**

The *Financial Activity Report Writer (FARSUB)* window allows you to create the Financial Activity Report (FAR110). This report provides a detailed listing of financial activity by object for subsidiary revenue and expense objects. By default, it lists every transaction that effects the budgets for revenue and expense accounts for the date range and accounts that you select. However, you can select the transaction types and transaction number ranges in the report.

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

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**NOTE:** This report can be very long. It lists *all* financial activity for the date range you select. At a large site, a report for the full year can be thousands of pages long.

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The report includes the following information for each object:



# Budget Report Writer (BDX110)

# Budget Report Writer (BDX110)

## *Budget Activity Report Writer (BDX110)*

The Budget Activity Report Writer (BDX110) is a basic tool for monitoring the status of an organization's budget. Through the many options offered on its launch screens this report can be tailored to suit a wide variety of purposes.

This report can be found on **Finance Reports/Processes** under **Budget Reports**. The line item for the Budget Activity Report Writer reads "Budget Report Writer (BDX110)".

### *Report Structure Summary*

The Budget Activity Report Writer summarizes financial activity for the subsidiary revenue (8000's) and expenditure (1000 - 7000's) accounts. It includes the following information for each account selected for reporting:

- Object or account string
- Budget (working, revised, or approved)
- Expenditures or receipts for the budget period on the report
- Year-to-Date expenditures or receipts
- Percentage of budget expended or received year-to-date
- Encumbrances outstanding
- Unencumbered balance of budget
- Percentage of budget that remains unencumbered

The following pages contain an explanation of how to complete the launch screens for the Budget Activity Report Writer (BDX110) followed by examples of various reports. These sample reports will be used to illustrate the flexibility of this particular report and how it can be customized to provide many different views of a site's budget.

# Budget Report Writer (BDX110)

Budget Report Writer (BDXSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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

### Budget Report Writer

District: 39 THE TRAIN USD

FY start: 07/01/2007 From date: 07/01/2007 To date: 06/30/2008

Report title:

Budget source: W - Working

Include budget transfers: N - No Budget Transfers

Include budget detail: ☐

Print budget warnings ONLY? ☐

Include Approved/Unapproved GL trans: A - Approved transactions only.

Exclude pre-encumbrances: ☐

Print account description: ☐

Print revenue sub totals: ☐

Use Reference Values: ☐








Detail line format: 1 - Object

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# Budget Report Writer (BDX110)

Budget Report Writer (BDXSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS — □ ×

File Options

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

	Reference Type	Low Value	High Value
1			
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19			
20			

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# Budget Report Writer (BDX110)

Budget Report Writer (BDXSUB)

File Options

Main Selection | Reference Types | **Sorts/Rollups** | A

Restricted/Unrestricted:

C - Combine Re

Restricted Field:

RS - Resource

39-QSS DEMONSTRATION DISTRICT

QSS/OASIS

Edit Report Sorts and Rollups

--- Sort Sequence ---	--- Rollup Level ---	--- Page Break ---
F3 - Fund	<input type="checkbox"/>	<input type="checkbox"/>
RS - Resource	<input type="checkbox"/>	<input checked="" type="checkbox"/>
YY - ProjYear	<input type="checkbox"/>	<input type="checkbox"/>
GO - Goal	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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# Budget Report Writer (BDX110)

Budget Report Writer (BDXSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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

Restricted/Unrestricted: C - Combine Restricted/Unrestricted

Restricted Field: RS - Resource

	Sort	Rollup	Page
▶ 1	F3 - Fund		
2	RS - Resource		✓
3	YY - ProjYear		
4	GO - Goal		
5			
6			
7			
8			
9			
10			

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# Budget Report Writer (BDX110)

Budget Report Writer (BDXSUB)
 39-QSS DEMONSTRATION DISTRICT
 QSS/OASIS
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□
×

File Options

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

Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Field	Range	
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# Budget Transfers Report (BT0200)



# Budget Transfers Report (BT0200)

## *Budget Transfer Report (BT2SUB) Window*

The instructions for this report focus on the following areas:

- ◆ Purpose of Report
- ◆ Launching the Report
- ◆ Main Selection Tab
- ◆ Sorts/Rollups Tab
- ◆ Sample Budget Transfer Transactions w/ Acct Sort & Select Report (BT0200)

### *Purpose of Report*

The *Budget Transfer Report (BT2SUB)* window is the launch program for the Budget Transfer Transactions w/ Acct Sort & Select Report (BT0200). This report provides a listing of selected budget transfers with their detail lines sorted by the account fields specified on the launch screens. For example, a report sorted by the fund and school fields will list the budget transfers and detail lines that effect the budget for each Fund/School combination (Fund 10/School 030, Fund 10/School 040, Fund 10/School 050, and so on).

The same transfer may be listed in several places in the report. Since each budget transfer can have up to 500 detail lines, a single budget transfer can effect many different account fields. For example, budget transfer 100343 may have some detail lines that effect the budget for Fund 10/School 030, other lines that effect Fund 10/School 040, and yet other lines that effect Fund 10/School 050. For each fund/school combination, the report lists only the applicable detail lines from that budget transfer.

For each budget transfer, the report includes a header line and as many detail lines as are needed. The header line includes the following information:

- ◆ Reference number
- ◆ Date
- ◆ Date entered
- ◆ Description
- ◆ Audit ID of the person who entered the transfer
- ◆ Audit ID of the person who approved the transfer and date of approval

The report includes the following information for each detail line:

- ◆ Line number
- ◆ Description for each line
- ◆ Financial account
- ◆ Debit or credit amount

The report lists total debits and credits for each sort item that you select on the launch screen.

# Budget Transfers Report (BT0200)

Budget Transfer Report (BT2SUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection | Sorts/Rollups | Accounts | Districts

### Budget Transfer Report

District: 39 THE TRAIN USD

Report Title:

From Date: 07/01/2007 to: 06/30/2008

Transfer # Range:  to:

Date Entered: / / to: / /

Sort By: 1 - Date

Report Type: 1 - Approved Only

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# Budget Transfers Report (BT0200)

Budget Transfer Report (BT2SUB)

39-QSS DEMONSTRATION DISTRICT








QSS/OASIS

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FileOptions



Main Selection

●

Sorts/Rollups

AccountsDistricts

Restricted/Unrestricted: C - Combine Restricted/Unrestricted

Restricted Field: RS - Resource

	Sort	Page
▶ 1	F3 - Fund	
2		
3		
4		
5		
6		
7		
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9		
10		

Default Usersec: Y0

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# Budget Transfers Report (BT0200)

Budget Transfer Report (BT2SUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection | Sorts/Rollups | **Accounts** | Districts

Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Field	Range	
											Low	High
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# Comparative Budget Report (BDR110)

# Comparative Budget Report (BDR110)

## *Comparative Budget Report Writer (BDR001) Window*

The instructions for this report focus on the following areas:

- ◆ Purpose of Report
- ◆ Launching the Report
- ◆ Main Selection Tab
- ◆ Additional Options Tab
- ◆ Sorts/Rollups Tab
- ◆ Sample Comparative Budget Report (BDR110)

### *Purpose of Report*

The *Comparative Budget Report Writer (BDR001)* window allows you to launch the Comparative Budget Report (BDR110). This report provides a summary of financial activity by object that can span two or more fiscal years. For prior years, the report covers the entire year. For the current fiscal year, the report includes year-to-date budget balances, expenses, and revenues.

The report includes up to seven columns of data about each object. There is no pre-set format. When designing this report, you can select any one of the following sources for each column: working budget, revised budget, approved budget, actual revenues and expenses, encumbrances, or a budget model from the QSS/OASIS Budget Development System. For each column, you can draw on financial records from any fiscal year for which there is data in the General Ledger database.

Once you design a report that you like, you can save it as a preset. Later on, you can retrieve the preset the next time you want the same report. You can use presets to create a library of report formats that you can use over and over again.

There are six detail line formats for the report:

- ◆ **Object.** This format summarizes financial activity by object. First, the report lists revenue objects, then it lists expense objects. The same pattern applies to the other four report formats that are organized around objects.
- ◆ **Object--significant fields only.** Under each object, this format breaks out financial activity by the account fields marked as significant for budgeting.
- ◆ **Object--all fields.** Under each object, this format breaks out financial activity for each financial account that includes the object.

# Comparative Budget Report (BDR110)

- ◆ **Object--detail sort item.** Under each object, this format breaks out financial activity by the detail sort item that you select on the launch screen. For example, the detail sort item is the resource field. Under each object, the report itemizes financial activity by resource code.
- ◆ **Summarize object.** This report format allows you to summarize objects by digits of significance from left to right. For example, a report summarizes objects to 2 digits of significance. Only the first two digits of the object are reported. Thus, the report summarizes financial activity for objects 80xx (8000 to 8099), 81xx (8100 to 8199), 11xx (1100 to 1199), and so on.
- ◆ **Summarize last sort item.** This report format allows you to summarize by any account field. If the last sort item is fund, the report summarizes financial activity by fund. If the last sort item is resource, the report summarizes activity by resource.

Here are two examples of what you can do with this report:

- ◆ **Budget versus actuals report.** The first three columns are based on budgets.
  - ◇ Column 1 contains the approved budget.
  - ◇ Column 2 contains the working budget.
  - ◇ Column 3 is a calculated column that shows the year-to-date budget changes (Column 1 less Column 2).
  - ◇ Column 4 is blank to provide a visual break.

Columns 5 and 6 are based on year-to-date actuals.

  - ◇ Column 5 reports year-to-date actuals.
  - ◇ Column 6 is a calculated column that reports the budget balance (working budget in Column 2 less year-to-date actuals in Column 5).
- ◆ **Multi-year budget comparison.** If you have several years of data in the general ledger, you can compare budgets across years.
  - ◇ Column 1 reports the working budget from two years ago.
  - ◇ Column 2 reports the working budget from one year ago.
  - ◇ Column 3 reports the approved budget for the current year.
  - ◇ Columns 4 and 5 are calculated columns that show changes in budgets. Column 4 shows the difference between the current year's budget and that of two years ago (Column 3 minus Column 1). Column 5 shows the difference between this year's and last year's budget (Column 3 minus Column 2).

# Comparative Budget Report (BDR110)

Comparative Budget Report Writer (BDR001)
39-QSS DEMONSTRATION DISTRICT
QSS/OASIS

File Options

Main Selection\* | Additional Options | Sorts/Rollups | Accounts | District(s)

### Comparative Budget Report

District: 39 THE TRAIN USD

Report Title:

Detail line format: 1 - Object

Account Status: B - Open and closed accounts (Recommended) Use Second Description: Never

Restricted field: RS - Resource

1 2 3 4 5 6 7

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
► Title1							
Title2	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Year	2005	2005	2006	2006	2007	2007	2008
Source	Dev M: 00	Dev M: 00	Dev M: 00	Dev M: 00	Dev M: 00	Dev M: 00	Dev M: 00
Bud/Act	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget
Detail	No	No	No	No	No	No	No
Zero amt	Blank	Blank	Blank	Blank	Blank	Blank	Blank
Rest/Unr	Both	Both	Both	Both	Both	Both	Both
Bud Tfr							
Bud TDate							
GL Trans							
GL TDate							
Hide	No	No	No	No	No	No	No

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# Comparative Budget Report (BDR110)

Comparative Budget Report Writer (BDR001)

39-QSS DEMONSTRATION DISTRICT

QSS/OASIS

FileOptions

Main Selection\*

Additional Q

District:

Report Title:

Detail line format:

Account Status:

Restricted field:

1234567

	Column 1
Title1	Webinar
Title2	Budget
Year	2008
Source	Dev M: 00
Bud/Act	Budget
Detail	No
Zero amt	\$0.00
Rest/Unr	Both
Bud Tfr	
Bud TDate	
GL Trans	
GL TDate	
Hide	No

Edit Column 1

FileOptions

Title1: Webinar

Title2: Budget

Year: 08

Source: D - Development budget

Model: 00

Adj By: %

Bud/Act: B - Budgets only

Detail: ☐

Print zero amts as: ☒ \$0.00 ☐ Blank ☐ Underlines

Restricted/Unrestricted: ☒ Both ☐ Restricted ☐ Unrestricted

Include budget transfers: N - None

Budget transfer cutoff: 06/30/2008

Include Approved/Unapproved GL trans: A - Approved transactions only

GL trans cutoff: 06/30/2008

Hide: ☐

Usersec: Y YYNY

\$GLOBAL N

Yr:2008 Dist:39 Site:0

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# Comparative Budget Report (BDR110)

Comparative Budget Report Writer (BDR001) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection\* ☒ Additional Options ☐ Sorts/Rollups ☐ Accounts ☐ District(s)

Year to standardize acct format on: 08

Suppress rpt lines with no values: ☒

Show pennies: ☐

Print 80 column mode: ☐

Lines per page: 63

Blank lines after details: 0 - Single spaced

Sort detail lines: 1 - Alphabetical order








Replace Fiscal Year field with:

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# Comparative Budget Report (BDR110)

Comparative Budget Report Writer (BDR001) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection\* | Additional Options | ☒ Sorts/Rollups | Accounts | District(s)

	Sort	Rollup	Page
▶ 1	F3 - Fund		
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# Comparative Budget Report (BDR110)







Comparative Budget Report Writer (BDR001)

39-QSS DEMONSTRATION DISTRICT

QSS/OASIS

File

Options



Main Selection\*

Additional Options

Sorts/Rollups

☒ Accounts

District(s)

End	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Field	Range	
											Low	High
L	???	???	??	???	??	???	???	???	???			
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L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
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Yr:2008

Dist:39

Site:0

5/2/2017

2:09 PM

# Financial Activity Report (FAR110)

# Financial Activity Report (FAR110)

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

The instructions for launching this report focus on the following areas:

- ◆ Purpose of Report
- ◆ Launching the Report
- ◆ Main Selection Tab
- ◆ Sorts/Rollups Tab
- ◆ Sample Financial Activity Report (FAR110)

### *Purpose of Report*

The *Financial Activity Report Writer (FARSUB)* window allows you to create the Financial Activity Report (FAR110). This report provides a detailed listing of financial activity by object for subsidiary revenue and expense objects. By default, it lists every transaction that effects the budgets for revenue and expense accounts for the date range and accounts that you select. However, you can select the transaction types and transaction number ranges in the report.

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

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**NOTE:** This report can be very long. It lists *all* financial activity for the date range you select. At a large site, a report for the full year can be thousands of pages long.

---

The report includes the following information for each object:

- ◆ Balance forward for:
  - ◇ Working, revised, or approved budget.
  - ◇ Monies received or expended.
  - ◇ Encumbrances.
  - ◇ Budget available at start of reporting period.
- ◆ Transactions for the object. For the date range that you select, the report lists every individual transaction for each account that effects the budget balance for the object.
- ◆ The ending balances for:
  - ◇ Percentage of budget remaining at the end of the reporting period.
  - ◇ Working, revised, or approved budget.

# Financial Activity Report (FAR110)

- ◇ Monies expended or received.
- ◇ Encumbrances.
- ◇ Balance remaining at the end of the reporting period.

There are two formats for this report. This option determines how much information is reported for individual transactions.

- ◆ Format 1 - Single line printed reports each transaction on a single line that includes the following:
  - ◇ Account
  - ◇ Reference number
  - ◇ Date
  - ◇ Abbreviated description of transaction
  - ◇ Budget balance
  - ◇ Expenditures or receipt
  - ◇ Encumbrance
  - ◇ Budget balance
- ◆ Format 2 - Two lines printed provides more information about each transaction.

The first line provides the following information:

- ◇ Account
- ◇ Reference number
- ◇ Date
- ◇ Budget balance
- ◇ Expenditures or receipt
- ◇ Encumbrance
- ◇ Budget balance

The second line provides the following information:

- ◇ Account description
- ◇ Full description of transaction
- ◇ Vendor number
- ◇ Warrant number

# Financial Activity Report (FAR110)

Financial Activity Report Writer (FARSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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

### Financial Activity Report Writer

District: 39 THE TRAIN USD

From date: 07/01/2007 To date: 06/30/2008

Report title:

Budget source: A - Approved

Include budget transfers: A - Approved transfers only

Include Approved/Unapproved GL trans: A - Approved transactions only.

Exclude pre-encumbrances: ☐

Print account description: ☐

Use reference values: ☐

Detail sort: 0 - Date

Detail line Format: 1 - Single line printed

1 = Single Line Printed Per Transaction  
The Vendor Number, Warrant Number and Account Description fields are omitted and Transaction Description is truncated (depending on acct size)

2 = Two Lines Printed For Transaction  
Includes the fields listed as omitted in format 1 and the Transaction Desc is not truncated.







Usersec: Y \$GLOBAL N Yr:2008 Dist:39 Site:0 5/2/2017 2:42 PM



# Financial Activity Report (FAR110)

Financial Activity Report Writer (FARSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection ☒ Reference Types ☐ Sorts/Rollups ☐ Accounts ☐ District(s)

	Reference Type	Low Value	High Value
1			
2			
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20			

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# Financial Activity Report (FAR110)

Financial Activity Report Writer (FARSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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

Restricted/Unrestricted: C - Combine Restricted/Unrestricted

Restricted Field: RS - Resource

	Sort	Rollup	Page
▶ 1	F3 - Fund		
2			
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10			

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# Cash Transfer Report (TF0100)

# Cash Transfer Report (TF0100)



## *Cash Transfer Report Windows*

The instructions focus on the following areas:

- ◆ Purpose of Report
- ◆ Launching the Report
- ◆ Main Selection Tab
- ◆ Sample Reports

### *Purpose of Report*

These instructions tell how to create transaction reports for the Cash Xfer (FI02TF/TV) subtab. The instructions for the following windows are identical:

- ◆ *Cash Transfer Report - TF (TFRQST)* window that opens when you click the  (Report [Ctrl+F11]) icon while maintaining a TF cash transfer on the Cash Xfer (FI02TF/TV) subtab. This window launches a Transfer Transactions (TF0100) report.
- ◆ *Cash Transfer Report - TV (TVRQST)* window that opens when you click the  (Report [Ctrl+F11]) icon while maintaining a TV cash transfer. This window launches a Transfer Transactions TV0100 report.

You can also open these windows from the *Job Menu* window.

The TF0100 and TV0100 reports have the same format. The only difference between them is that TF0100 lists only TF cash transfers and that TV0100 lists only TV cash transfers. Each site can decide how to use the different types, such as using TF transfers for transferring cash from one district to another and using TV transactions for transferring cash within the same district.

For each cash transfer, the report includes the following:

- ◆ A header line that lists the reference number, date, date entered, and approval date.
- ◆ One detail line for each account in the cash transfer. The minimum number of detail lines is 1, and the maximum is 500.

# Cash Transfer Report (TF0100)

Cash Transfer Report - TF (TFRQST) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS ...

File Options

Main Selection District(s)

**Cash Transfer Report - TF**

District: 39 THE TRAIN USD

Report Title:

Date range: / / - / /

Transfer # range: -

Date entered range: / / - / /

Report format: 1 - District Transfers

Sort by: ☒ Date ☐ Transfer # ☐ Date Entered

Report type: ☒ Approved ☐ Unapproved ☐ All

Default Usersec: YOY Yr:2008 Dist:39 Site:0 5/2/2017 2:48 PM

# General Ledger Reports (GLD110/115/125)

# General Ledger Reports (GLD110/115/125)

## *General Ledger Report Writer (GLDSUB) Window*

The instructions for launching this report focus on the following areas:

- ◆ Purpose of Report
- ◆ Launching the Report
- ◆ Main Selection Tab
- ◆ Sorts/Rollups Tab
- ◆ Sample Detailed General Ledger (GLD110)
- ◆ Sample General Ledger Recap Report (GLD115)
- ◆ Sample Trial Balance Report (GLD125)

### *Purpose of Report*

The *General Ledger Report Writer (GLDSUB)* window allows you to produce a variety of reports that break out financial activity by object. You can produce these reports for any range of dates within the current fiscal year. Some reports list only the general ledger objects, and other reports also include revenue and expense objects.

This report writer allows you to create the following reports:

- ◆ Detail GL (GLD110)
- ◆ GL Recap (GLD115)
- ◆ Trial Balance (GLD115)

### *Detail GL (GLD110)*

The Detailed General Ledger (GLD110) breaks out financial activity by object. The pattern for each object is the same: beginning balance at the start of the date range, financial transactions during the date range, and the ending balance. First, the report lists the general ledger objects; after that, it lists subsidiary revenue and expense objects (for report formats that include subsidiary objects). There are summaries of activity for each group of objects and for the entire report. This report can be hundreds of pages long, especially if you list the full detail of an entire year's worth of transactions for a large fund.

### *Report Formats*

When you launch this report, there are five choices of how to report the transactions for each object:

- ◆ **Format 1 - Detail including subsidiary ledgers** shows every transaction individually. For example, a purchase order has 25 encumbrances and partial payments. The report lists a separate detail line for every one of the transactions when it effects both a general ledger and a subsidiary object.



# General Ledger Reports (GLD110/115/125)

- ◆ **Format 2 - Detail without subsidiary ledgers** shows full detail only for the general ledger objects. It does not report the subsidiary revenue and expense objects. If a PO has 25 encumbrances and partial payments, the report itemizes only the transactions that effect the balance of GL objects.
- ◆ **Format 3 - Summarize, include sub. ledgers and collapse by Reference type** summarizes only the general ledger objects. For each object, the report summarizes activity for each reference type, such as PV for pay voucher, AP for Accounts Payable, or LB for liability payment. The report prints full detail for subsidiary objects.
- ◆ **Format 4 - Summarize, include sub. ledgers and collapse by Date within Type** summarizes only the general ledger objects. For each object, the report lists the activity for each day during the reporting period. The report prints full details for the subsidiary objects.
- ◆ **Format 5 - Summarize, include sub. ledgers and collapse by Reference number** summarizes only the general ledger objects. For each object, the report summarizes all transactions for a reference number. For example, purchase order 004832 has 25 individual payment transactions. Seven of the transactions effect the balance of Object 9110. All seven transactions are summarized into a single line for PO 004832.

## *Single- and Double-Line Format*

The *General Ledger Report Writer (GLDSUB)* window allows you to select whether to report each transaction on one or two detail lines in the **Lines per detail** box.

- ◆ If you select **1 - Line per detail**, each transaction is reported on a single line that includes the date, transaction type and number, description, vendor number, and warrant number. The description may be truncated to allow enough room for the vendor and warrant numbers.
- ◆ If you select **2 - Lines per detail**, each transaction is reported on a pair of lines. The first detail line reports the date, transaction type and number, vendor number, and account. The second detail line reports the transaction description and optional account description.

For a sample of these formats, see [page 9-266](#).

## *Balance Forward Options*

There are two ways for the report to show the balance forward for each object.

- ◆ By default, the report lists the balance forward for both the debit and credit columns.

# General Ledger Reports (GLD110/115/125)

- ◆ Your site can set up the report to show only a single balance forward amount for each object. If debits are greater than credits, the debit column shows the excess of debits over credits. If credits are greater than debits, the credit column shows the credit balance for the object.

For more information:

- ◆ See [page 9-266](#) for a sample of the two options.
- ◆ See [page 4-13](#) for instructions on using the GLD110 program option to select the format for the balance forward.

## *GL Recap GLD115*

The General Ledger Recap Report (GLD115) shows summarized financial activity for the reporting period you select. For each general ledger object, the report lists beginning balance, debits and credits for the reporting period, and the ending balance.

## *Trial Balance (GL125)*

The Trial Balance Report (GLD125) looks like a trial balance on an accounting worksheet. The report lists the total debits and credits posted to each object during the reporting period. For each sort group, the footers list the total debits and credits, so you can verify that the books are in balance.

# General Ledger Reports (GLD110/115/125)

General Ledger Report Writer (GLDSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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

### General Ledger Report Writer

District: 39 THE TRAIN USD

From date: 07/01/2007 To date: 06/30/2008

Report title:

Include Approved/Unapproved GL trans: A - Approved transactions only.

Summarize revolving cash transactions: ☒

Print account description: ☐

Use reference values: ☐

Combine GL sub-objects: ☐

Select reports:

Detail GL (GLD110): ☒ Settings:

Report format: 1 - Detail including subsidiary ledgers

Lines per detail: 1 - Line per detail Sort: 1 - Date

GL Recap (GLD115): ☐ GL Recap - Grouping: 0 - Combined

Trial Balance (GLD125): ☐

Usersec: Y010 \$USER DEA11 N Yr:2008 Dist:39 Site:0 5/2/2017 4:27 PM

# General Ledger Reports (GLD110/115/125)

General Ledger Report Writer (GLDSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection ☒ Reference Types ☐ Sorts/Rollups ☐ Accounts ☐ District(s)

	Reference Type	Low Value	High Value
1			
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19			

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# General Ledger Reports (GLD110/115/125)

General Ledger Report Writer (GLDSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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

Restricted/Unrestricted: C - Combine Restricted/Unrestricted

Restricted Field: RS - Resource

	Sort	Rollup	Page
▶ 1	F3 - Fund		
2			
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4			
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9			
10			

Usersec: Y010 \$USER DEA11 N Yr:2008 Dist:39 Site:0 5/2/2017 4:28 PM

# General Ledger Reports (GLD110/115/125)

General Ledger Report Writer (GLDSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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

Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Field	Range	
											Low	High
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			

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# Financial Summary Report (FAR300)

# Financial Summary Report (FAR300)

## *Financial Summary Report Writer (FARSB3) Window*

The instructions for launching this report focus on the following areas:

- ◆ Purpose of Report
- ◆ Launching the Report
- ◆ Main Selections Tab
- ◆ Sorts/Rollups Tab
- ◆ Sample Financial Summary Report (FAR300)

### *Purpose of Report*

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

There are four report formats. You can choose any one of the following each time you produce a Financial Summary Report (FAR300):

- ◆ **Format 1: BUD-86.** This format summarizes financial activity by object for the following:
  - ◇ Beginning balance
  - ◇ Current year revenues
  - ◇ Total beginning balance and revenue
  - ◇ Expenses
  - ◇ Ending balance
  - ◇ Fund balance (beginning balance + revenues - expenses)
- ◆ **Format 2: GL Summary Report.** This format summarizes financial activity by object for the following:
  - ◇ Assets
  - ◇ Liabilities
  - ◇ Fund balance
  - ◇ Budgetary accounts
  - ◇ Control accounts
  - ◇ Total for assets through control accounts
  - ◇ Current year revenue
  - ◇ Expense



# Financial Summary Report (FAR300)

- ◆ **Format 3: GL Summary with Expense Breakout.** This format summarizes financial activity by object for the following:
  - ◇ Assets
  - ◇ Liabilities
  - ◇ Fund balance
  - ◇ Budgetary accounts
  - ◇ Control accounts
  - ◇ Total for assets through control accounts
  - ◇ Current year revenue
  - ◇ Certificated payroll expense
  - ◇ Classified payroll expense
  - ◇ Employee benefits expense
  - ◇ Books and supplies expense
  - ◇ Services and other operations expense
  - ◇ Capital outlay
  - ◇ Other outgo
  - ◇ Total expense for certificated payroll through other outgo
  
- ◆ **Format 4: BUD-86 with Expense Breakout.** This format summarizes financial activity by object for the following:
  - ◇ Beginning balance
  - ◇ Current year revenue
  - ◇ Total beginning balance plus revenue
  - ◇ Certificated payroll expense
  - ◇ Classified payroll expense
  - ◇ Employee benefit expense
  - ◇ Books and supplies expense
  - ◇ Services and other operating expense
  - ◇ Capital outlay
  - ◇ Other outgo
  - ◇ Total expense for certificated payroll through other outgo
  - ◇ Ending balance
  - ◇ Fund balance (beginning balance + revenues - expenses)

The list of formats at your site may vary. The format of this report is controlled by format files that can be customized for different sites. For more information, see [page 4-7](#).

All of these report formats have the same detail line. For each object, the report presents the following information:

# Financial Summary Report (FAR300)

- ◆ Object and description
- ◆ Beginning balance (for general ledger control accounts) or budget
- ◆ Current activity for reporting period specified on launch screen
- ◆ Year to date activity
- ◆ Encumbrances
- ◆ Balance remaining
- ◆ Percentage used for expense accounts

This report allows you to select transactions by reference type. Each transaction has a reference type code and a transaction number, such as PO-004434 (purchase order 4434) or TC-113327 (travel claim number 113327). You can specify that only certain types of transactions, such as purchase orders, pay vouchers, or tax warrants be included in the report. For more information, see “Reference Types Tab” on [page 9-30](#).

# Financial Summary Report (FAR300)

## Control file CTFARSB3

---

\$QSS_DATA/data/CTFAR300	Report in 'BUD-86' format
\$QSS_DATA/data/CTGLREP	GL Summary report
\$QSS_DATA/data/CTGLEX	GL Summary with exp. breakout
\$QSS_DATA/data/CTB860BJ	'BUD-86' with expense breakout
:EOD	

Col. 1 - 30 = File name of report template  
31 - 60 = Description  
61 - 80 = Reserved

# Financial Summary Report (FAR300)

Control file CTFAR300

```
| BUD86 control file.  Template created 10/14/92.  Last edit: 05/03/03
109100      9499      9500      9699      Beginning balance
208000      8019
218020      8079      Revenue Limit - State Aid
228080      8099      Revenue Limit - Property Tax
238100      8299      Revenue Limit - Other
248300      8599      Federal Revenues
258600      8799      Other State Revenues
268800      8899      Other Local Revenues
278900      8929
288930      8999      Interfund Transfers In
301000      7999      All Other Financing Sources
409700      9799      Expense
                        Ending balance
:EOD
XYLLLLLLLLHHHHHHHLLLLLLLLHHHHHHHTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT
^^\_____/_____/_____/_____/_____/
|| ^Low   ^High  ^Lo   ^Hi   ^Section title
||  Object Object Object Object
||
||-----> Sub-section
|
|---> Section number
```

# Financial Summary Report (FAR300)

Financial Summary Report Writer (FARSB3)

39-QSS DEMONSTRATION DISTRICT

QSS/OASIS

File

Options

Main Selection

Reference Types

Sorts/Rollups

Accounts

District(s)

Financial Summary Report Writer

District: 39 THE TRAIN USD

From Date: 07/01/2007 To Date: 06/30/2008

Report Title:

	Report Format	Template	Last Updated
1	Report in 'BUD-86' format	\$QSS_DATA/data/CT	WED, JAN 09, 2008, 01:14 PM
2	GL Summary report	\$QSS_DATA/data/CT	WED, JAN 09, 2008, 01:14 PM
3	GL Summary with exp. breakout	\$QSS_DATA/data/CT	WED, JAN 09, 2008, 01:14 PM
4	'BUD-86' with expense breakout	\$QSS_DATA/data/CT	WED, JAN 09, 2008, 01:14 PM

Budget source: R - Revised

Include Budget Transfers: N - No Budget Transfers

Include Approved/Unapproved GL Trans: A - Approved transactions only.

Exclude Pre-Encumbrances:

Use Reference Values:

Default Usersec: YYRNANNO

Yr:2008 Dist:39 Site:0

5/2/2017

4:37 PM

# Financial Summary Report (FAR300)

Financial Summary Report Writer (FARSB3)

39-QSS DEMONSTRATION DISTRICT








QSS/OASIS

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□

×

FileOptions



Main Selection

☒ Reference Types

Sorts/Rollups

Accounts

District(s)

	Reference Type	Low Value	High Value
▶ 1			
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Default Usersec: YYRNANNO

Yr:2008 Dist:39 Site:0

5/2/2017

4:38 PM

# Financial Summary Report (FAR300)

Financial Summary Report Writer (FAR300) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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

Restricted/Unrestricted: C - Combine Restricted/Unrestricted  
 Restricted Field: RS - Resource

Summarize income OBJT to [ ] digits  
 Summarize expense OBJT to [ ] digits

	Sort	Rollup	Income	Rollup	Expense	Rollup
1	F3 - Fund					
2						
3						
4						
5						
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7						
8						
9						
10						

Default Usersec: YYRNANO Yr:2008 Dist:39 Site:0 5/2/2017 4:38 PM

# Financial Summary Report (FAR300)

Financial Summary Report Writer (FARSB3)

39-QSS DEMONSTRATION DISTRICT

QSS/OASIS

FileOptions

Main Selection

Reference Types

Sorts/Rollups

Accounts

District(s)

End	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Field	Range	
											Low	High
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			
L	???	???	??	???	??	???	???	???	???			

Default Usersec: YYRNANNO

Yr:2008

Dist:39

Site:0

5/2/2017

4:39 PM



# Financial Statement Report (GLD400)

# Financial Statement Report (GLD400)

## *Request Financial Statement (GLDSB45) Window*

The instructions for this window focus on the following areas:

- ◆ Purpose of Report
- ◆ Launching the Report
- ◆ Main Selection Tab
- ◆ Sample Financial Statement (GLD400)
- ◆ Sample Board Financial Summary (GLD500)7

### *Purpose of Report*

The discussion of the purpose focuses on the following areas:

- ◆ Reports Launched from the *Request Financial Statement (GLDSB45)* Window
- ◆ Purpose of the Financial Statement (GLD400)
- ◆ Purpose of the Board Financial Summary (GLD500)

### *Reports Launched from the Request Financial Report (GLDSB45) Window*

The *Request Financial Statement (GLDSB45)* window allows you to launch the following reports:

- ◆ Financial Statement (GLD400)
- ◆ Board Financial Summary (GLD500)

For these reports to provide accurate budgetary data, you must use budget transfers to make changes to the approved budget. You can create budget transfers with Budget Transfer Maintenance (BD0002) or Create Budget Transfers from BDEVOL to GLD-SYS (BTX110). You can also create budget transfers from Position Control with Create Budget Transfers / Proof Report (PPS710), as described in the *QSS/OASIS Position Control Manual*. Only approved budget transfers are used for creating this report.

These reports *do not* include budget changes made with General Ledger Detail Maintenance (GLDDET) or Working Budget Update (BGUPDT).

See [Chapter 5](#) for more information about maintaining budgets.

### *Purpose of the Financial Statement (GLD400)*

The Financial Statement (GLD400) summarizes year to date financial activity from the start of the fiscal year through the ending date that you select on the launch screen. It breaks out financial activity by fund or by fund and resource.

# Financial Statement Report (GLD400)

The report includes the following information for each fund or fund/resource combination:

- ◆ A summary for each subsidiary revenue and expense object. It includes the following:
  - ◇ Object number and description
  - ◇ Approved budget adopted at the start of the year
  - ◇ Year-to-date approved budget transfers
  - ◇ Budget as of the period end date for the report
  - ◇ Year-to-date income/expense total
  - ◇ Budget balance and percentage used as of period ending date
- ◆ A reconciliation of each fund or fund/resource combination in the general ledger. It includes the following:
  - ◇ Object number and description
  - ◇ Beginning balance for the year
  - ◇ Year-to-date activity
  - ◇ Ending balance for the period ending date
- ◆ A consolidated summary for the following areas:
  - ◇ Revenues
  - ◇ Expenditures
  - ◇ Excess revenues (expenditures)
  - ◇ Other financing sources (uses)
  - ◇ Fund balance
  - ◇ Ending balance

This report is similar to the Board Financial Summary (GLD500). On both the GLD400 and GLD500 reports, the fund reconciliation and consolidated summary are the same. The difference between the two reports is in the reporting of revenue and expense objects. GLD400 lists the financial activity for each individual revenue and expense object. However, GLD500 presents a high-level summary for groups of objects, such as certificated salaries or employee benefits.

The Financial Statement (GLD400) requires the control file CTGLD400.DATA. See [page 4-6](#) for more information.

# Financial Statement Report (GLD400)

## *Purpose of the Board Financial Summary (GLD500)*

The Board Financial Summary (GLD500) is a year-to-date summary for a fiscal year. The start date for the report is always the first day of the fiscal year. You can select the ending date for the reporting period on the launch screen. This report summarizes financial activity for each fund or for each fund/resource combination that you select on the launch screen. For this report to produce accurate results, you must use only budget transfers to make changes to the approved budget.

The report includes the following information for each fund or fund/resource combination.

- ◆ A high-level summary of revenues and expenditures that includes the following:
  - ◇ Description of summarized area (such as CERTIFICATED SALARIES or CAPITAL OUTLAY)
  - ◇ Adopted budget at the start of the year
  - ◇ Approved budget transfers up to ending date for report
  - ◇ Budget as of ending date for report
  - ◇ Year to date income or expenses as of the ending date
  - ◇ Budget balance as of the ending date
  - ◇ Budget percentage used
- ◆ A fund reconciliation for general ledger objects that includes the following:
  - ◇ Object number and description
  - ◇ Beginning balance for the year
  - ◇ Activity from the start of the year to the ending date for the report
  - ◇ Ending balance for the ending date
- ◆ A consolidated summary for the following areas:
  - ◇ Revenues
  - ◇ Expenditures
  - ◇ Excess revenues or expenditures
  - ◇ Other financing sources (uses)
  - ◇ Fund balance
- ◆ Balances as of the end date for the report

This report is similar to the Financial Statement (GLD400). On both the GLD400 and GLD500 reports, the fund reconciliation and consolidated summary are the same. The difference between the two reports is in the reporting of revenue and expense objects.

# Financial Statement Report (GLD400)

GLD400 lists the financial activity for each individual revenue and expense object. However, GLD500 presents a high-level summary for groups of objects, such as certificated salaries or employee benefits.

This report requires the control file CTGLD500.DATA. See [page 4-6](#) for more information.

# Financial Statement Report (GLD400)

Request Financial Statement (GLDSB45) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection Accounts District(s)

### Request Financial Statement

District: 39 THE TRAIN USD

From date: 07/01/2007 To date: 06/30/2008

Report title:

Include Approved/Unapproved GL trans: A - Approved transactions only.

Restricted field: RS - Resource

Break By Resource: ☐

Report: ☒ Request Financial Statement (GLD 400) ☐ Request Board Financial Statement (GLD500)

Default Usersec: Y0 Yr:2008 Dist:39 Site:0 5/2/2017 4:48 PM

# Financial Statement Report (GLD400)








Request Financial Statement (GLDSB45)

39-QSS DEMONSTRATION DISTRICT

QSS/OASIS

File









































Options



Main Selection

Accounts

District(s)

End	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Field	Range	
											Low	High
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Default Usersec: Y0

Yr:2008 Dist:39 Site:0

5/2/2017

4:48 PM

# Summary Report by Resource (GLD320)



# Summary Report by Resource (GLD320)

## *Request Resource Summary Report (GLSB32) Window*

The instructions for this window focus on the following areas:

- ◆ Purpose of Report
- ◆ Launching the Report
- ◆ Main Selection Tab
- ◆ Sorts/Rollups Tab
- ◆ Sample Resource Summary Report (GLD320)

### *Purpose of Report*

The *Request Resource Summary Report (GLSB32)* window allows you to launch the Resource Summary Report (GLD320). The start of the reporting period is always the first day of the fiscal year. The ending date can be any date within that same fiscal year.

This report provides a year-to-date summary of financial activity for the following categories of resources:

- ◆ Unrestricted (0000 - 1999 -- except for 1100)
- ◆ Unrestricted California lottery (1100)
- ◆ Revenue limit restricted (2000 - 2999)
- ◆ Federal restricted (3000 - 5999)
- ◆ State and local restricted (6000 - 9999)

For federal, state, and local restricted funding, the report breaks out financial activity by selected resources, such as Resource 3310, Special Ed: IDEA Preschool Local Entitlement or Resource 3395, Special Ed: Alternative Dispute Resolution.

There are two report formats: budgets and actuals.

- ◆ The budgets format lists the projected increase or decrease to the fund balance over the reporting period. For each resource or group of resources, the report lists beginning fund balance, budgeted income, budgeted expenses, and projected ending fund balance.
- ◆ The actuals format has two groups of detail lines for each resource or group of resources.
  - ◇ The first group summarizes income and expenses. It lists the starting fund balance, actual income, actual expenses, and ending fund balance.

# 66 Summary Report by Resource (GLD320)

- ◇ The second group summarizes financial activity for balance sheet accounts. It lists the net change to cash, accounts receivable, revolving cash, due from other funds, accounts payable, deferred revenues, and the resulting net increase or decrease to the balance sheet.

# Summary Report by Resource (GLD320)

Request Resource Summary Report (GLSB32) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection | Sorts/Rollups | Accounts | Districts

### Request Resource Summary Report

District: 39 THE TRAIN USD

From date: 07/01/2007 To date: 06/30/2008

Report title:

	Report Format	Template	Last Updated
1	Resource Summary Rpt - Actuals	\$QSS_DATA/data/CTGLD32A	WED, JAN 09, 2008, 01:14 PM
2	Resource Summary Rpt - Budgets	\$QSS_DATA/data/CTGLD32B	

Include Approved/Unapproved GL trans: A - Approved transactions only.

Apply Chart of Acct Ref Values: ☐

Budget Type: W - Working

Include Budget Tfrs: ☐

Col. Fields: RS

Show Pennies: ☒

Default Usersec: ANWNY0 Yr:2008 Dist:39 Site:0 5/2/2017 4:55 PM

# Summary Report by Resource (GLD320)

Request Resource Summary Report (GLSB32) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection | Sorts/Rollups | Accounts | Districts

### Request Resource Summary Report

District: 39 THE TRAIN USD

From date: 07/01/2007 To date: 06/30/2008

Report title:

	Report Format	Template	Last Updated
1	Resource Summary Rpt - Actuals	\$QSS_DATA/data/CTGLD32A	WED, JAN 09, 2008, 01:14 PM
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Include Approved/Unapproved GL trans: A - Approved transactions only.

Apply Chart of Acct Ref Values: ☐

Budget Type: W - Working

Include Budget Tfrs: ☐

Col. Fields: RS

Show Pennies: ☒

Default Usersec: ANWNY0 Yr:2008 Dist:39 Site:0 5/2/2017 4:55 PM

# Summary Report by Resource (GLD320)

Request Resource Summary Report (GLSB32) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection ☒ Sorts/Rollups ☐ Accounts ☐ Districts

	Sort	Rollup
▶ 1	F3 - Fund	
2		
3		
4		
5		
6		
7		
8		
9		
10		

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5/2/2017 4:56 PM

# Recording and Feedback

# Before We Finish – Don't Forget

- This webinar is being recorded for later viewing within QCC
- You can provide feedback using the “Give Feedback” link or email [HSSPSTeam@harriscomputer.com](mailto:HSSPSTeam@harriscomputer.com)



# Access the Video Library

The screenshot shows the QSS ControlCenter application window. The title bar reads "QSS ControlCenter 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS (0.0.0)". The menu bar includes File, View, District, Year, Messages, Window, News, and Help+Video. The Help+Video menu is open, displaying a list of options. The left pane shows a tree view of the application's structure, including Favorites, Go, Print Manager, System Admin, Finance, and AP/Purchasing. The status bar at the bottom indicates "Last Run: 05/01/2017 17:02:40".

**Help+Video Menu Options:**

- About QSSControlCenter...
- WWW.QSS.COM
- Documentation, Links and Feedback
- Record My Screen...
- Show Current Security Settings
- Video: List all available Videos**
- Video: List all available Videos for this program
- Video: Webinar: ACA Reporting by QSSUG Finance\_Personnel Committee (11/05/2015)
- Video: Webinar: Intro to Position Control (STD\_ENH)-by QSSUG Fin\_Per (10/07/2015)
- Video: Webinar: Payroll Overview by QSSUG Finance\_Personnel Committee
- Video: Webinar: Personnel Downloader (PDL) by QSSUG Finance\_Personnel (12/13/2016)
- Video: Webinar: Benefits Management Webinar by QSSUG Finance\_Personnel (01/19/2016)
- Video: QCC Help Plus Video Menu
- Video: QCC Information Portal
- Video: QCC HELP Documentation, Links and Feedback - quick tour
- Video: QCC HELP Documentation, Links and Feedback - Selecting PDF
- Video: QCC HELP Documentation, Links and Feedback - How to select screencast
- Video: QCC About Window
- Video: Logging in to QCC (QSS Control Center)
- Video: Introduction to QCC: Updating QCC - QSSAutoUp and Ctrl-M for manual updates
- Video: Select a Fiscal Year in the Control Center and how it affects the modules.
- Video: QCC File Menu: Customizing the QCC Window
- Video: QCC File Menu: Managing QCC - System Administration
- Video: QCC Favorites and Tree View menu display and the use of Favorites.
- Video: QCC Favorites - How to add, delete, organize and set to auto start.
- Video: Job Menu - How to use the Job Menu - IQCC-JM-1-0
- Video: Job Menu - Tree and Grid View Features - IQCC-JM-2-0
- Video: Job Menu - Launching Reports - IQCC-JM-3-0
- Video: QCC Change District Menu
- Doc: List all available Documents/Manuals
- Doc: List all available Documents/Manuals for this program

# Select Video to View

Video Content - HowTo, QuikTips 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Favorite Docs Help Show Latest Content Changes

Hide Menu Tree

**Documentation - Manuals, Guides, Video**

- All Documents
- Document Key Search
- Video 'How To' Library

**Latest information**

- QCC Information Portal
- QSS Website
- QCC Module Progress Report
- Development Change Tracking

**Feedback**

- Report Documentation/Link Problems
- Submit Feedback to QSS

**Customer Education - Seminars/Webinars**

- QSS
- QSSUG PSFA
- QSSUG Fin/Personnel
- Video Content - HowTo, QuikTips**
- User Security (Usersec) Information

Search Video Description and Keywords Only show videos for selected program(s)

Which Type of Videos to Include:

☐ HowTo ☐ QuikTip ☐ ? ☐ Demo ☒ Training

BDE: Budget Development  
 FIN: AR (Invoicing and Billing Management - RI, RP)  
 FIN: Purchase Orders / Requisitions  
 FIN: Purchasing Master Files  
 FIN: Vendor Lookup and Maintenance  
 HR: Absence Tracking  
 HR: Employee Maintenance  
 QCC: Print Manager and Report Downloader  
 QCC: QSS Control Center

Hide Column

- ☐ Type
- ☐ Video Desc
- ☐ Program Desc
- ☐ Update Date
- ☐ Time Index
- ☒ Program ID
- ☒ Security ID
- ☒ Video ID


Type	Video Description	Time Indexes	Program Description	Update Date
Training	Absence Tracking-sponsored by QSSUG Finance_Personnel Committee	Yes (13)		04/20/2017
Training	Beginning Stores-sponsored by QSSUG PSFA Committee	Yes (11)		03/28/2017
Training	Fiscal Year Transition(End User)-sponsored by QSSUG Finance Personnel Committee	Yes (16)		03/23/2017
Training	Advanced Budget Development-sponsored by QSSUG Finance Personnel Committee	Yes (11)		02/23/2017
Training	Purchasing Roundtable-sponsored by QSSUG PSFA Committee	Yes (11)		02/07/2017
Training	Invoicing and Billing Management (IBM)-sponsored by QSSUG FPC	Yes (10)		01/31/2017
Training	Print Manager-sponsored by QSSUG Finance_Personnel Committee	Yes (10)		01/24/2017
Training	Budget Development #2 2017 - Intermediate_Advanced Topics	Yes (10)		01/12/2017
Training	Budget Development #1 for 2017 - Basic Operations	Yes (7)		01/05/2017
Training	Webinar: Personnel Downloader (PDL) by QSSUG Finance_Personnel (12/13/2016)	Yes (10)	QCC: QSS Control Center	12/13/2016
Training	1099 for Tax Year 2016 - QSS-sponsored Webinar	Yes (14)		12/01/2016
Training	W2 for Tax Year 2016 - QSS-sponsored Webinar	Yes (17)		11/29/2016
Training	Introduction to HR Query_sponsored by QSSUG Finance_Personnel Committee	Yes (13)		11/17/2016
Training	Purchasing Roundtable-sponsored by PSFA Committee	Yes (10)		11/15/2016

Absence Tracking-sponsored by QSSUG Finance\_Personnel Committee ---

QSSUG Finance\_Personnel Committee-sponsored webinar presents an overview of the QSS\_OASIS Absence Tracking software. Topics include: a brief look at Absence Tracking master files, assigning employees to Leave Groups, recording and importing employee leave transactions, processing Leave Accruals, Reset and Balance Forward transactions, Absence Tracking reports, and using Personnel Downloader to download leave transactions. Content current as of March, 2017.

Yr: 2008 Dist: 39 Site: 0 GS: R 5/2/2017 9:52:40 AM

# Give Feedback

Date and Time (Pacific)	Workshop Title & Announcement Flyer Links	Sponsor, Workshop Type, Location	Presenter / Q/A for Webinars	QSSUG Member or HSS-sponsored Reg. Cost	QSSUG Non-Member Reg. Cost	Status (See Legend Below)
Tuesday June 5, 2018 10am-12 Noon	Financial Reports <a href="#">Download flyer</a>	QSSUG Fin-Per Webinar	Don Hemwall	\$0.00	\$250.00	Open
		<a href="#">Give Feedback</a>				