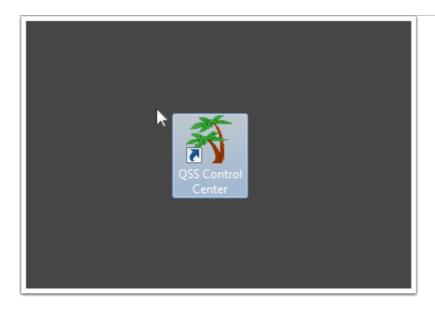
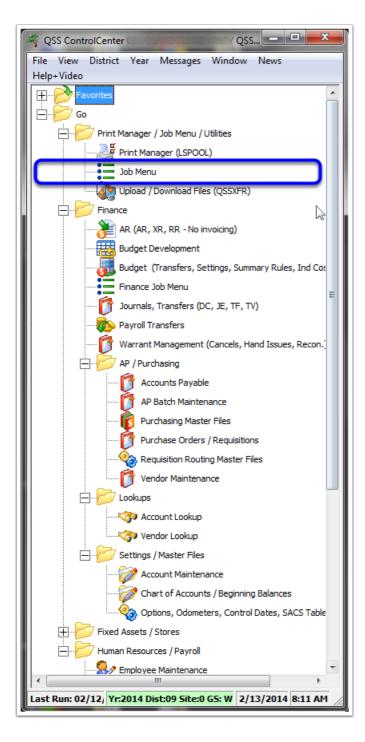
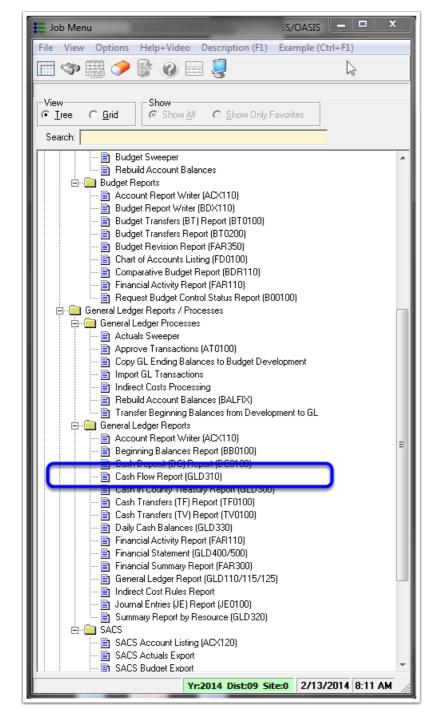
Attachment #1 Downloading Current Year Cash Flow Report #1 for Excel



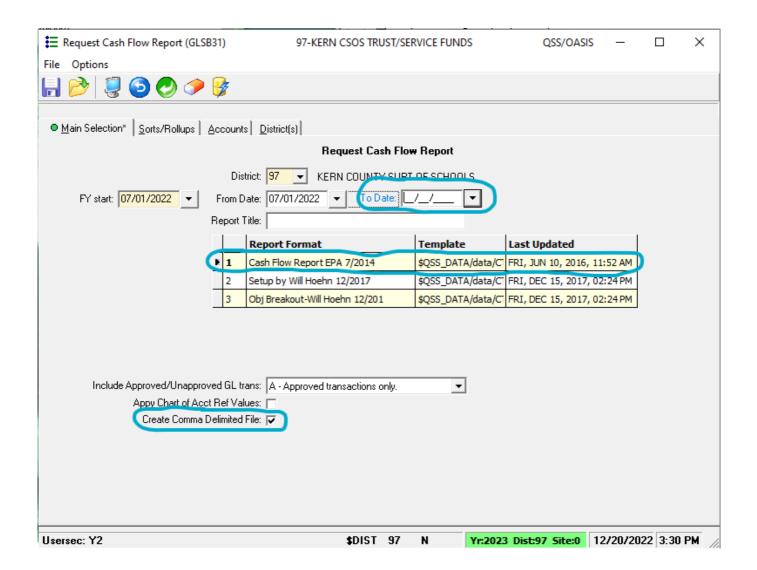
Logon to QCC



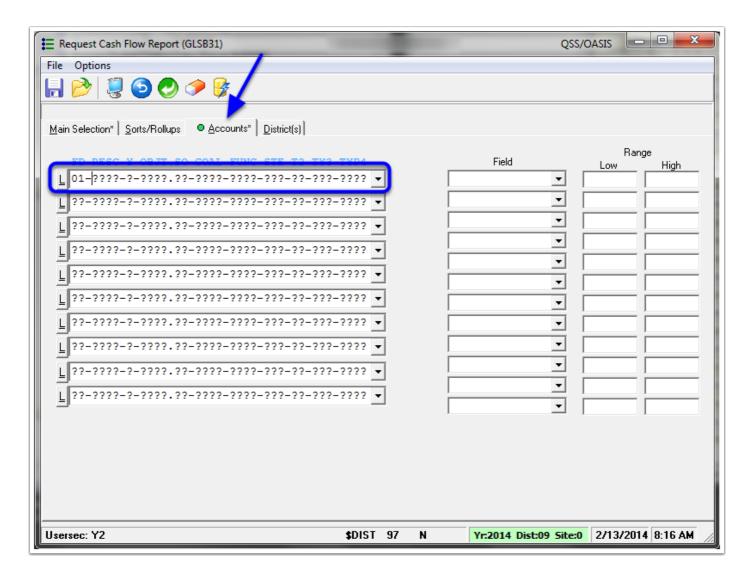
Select Job Menu



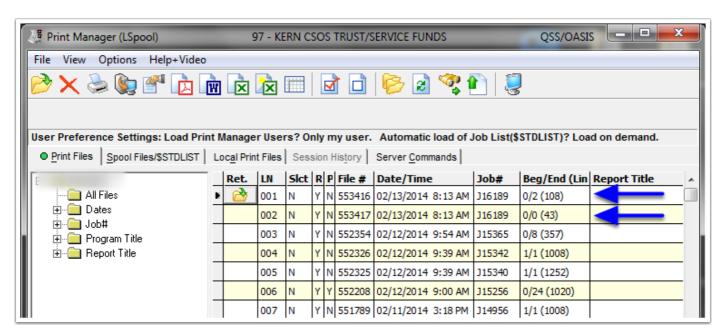
Under General Ledger Reports, open Cash Flow Report (GLD310)



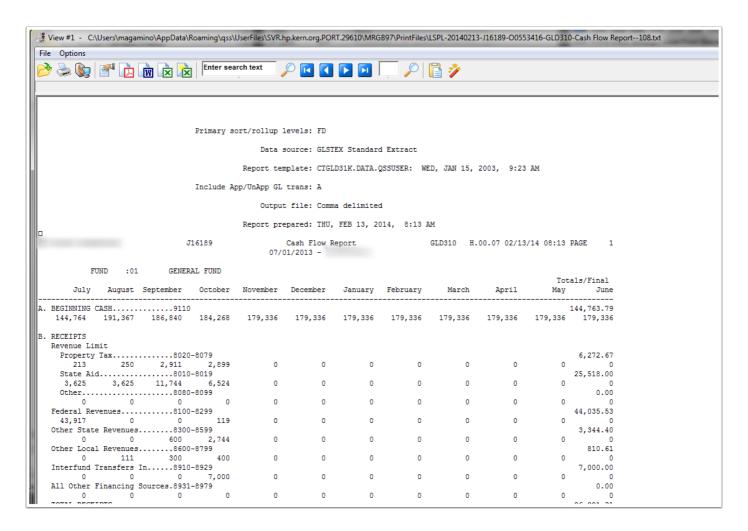
Define date from 07/01/CY to 10/31/CY (or 07/01/CY to 01/31/CY for 2nd Interim). Be sure that this office has reconciled cash so you are working with numbers that will not change. Choose Report Template #1. Check the box to create comma delimited files.



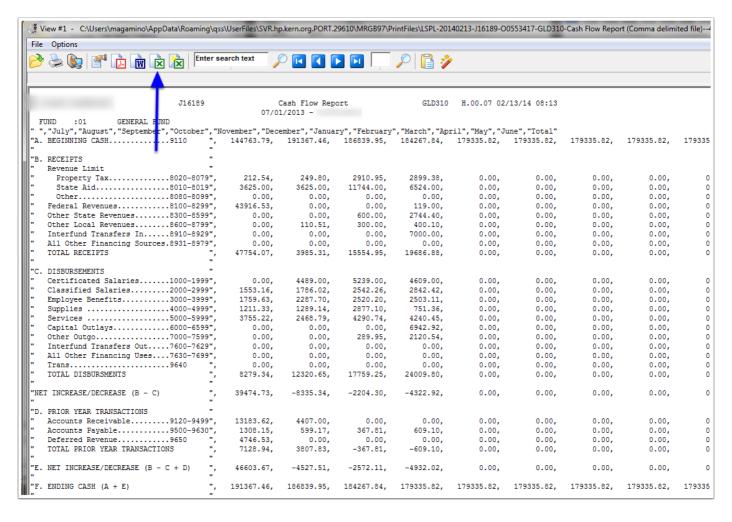
On the Accounts tab indicate Fund 01 and launch the report.



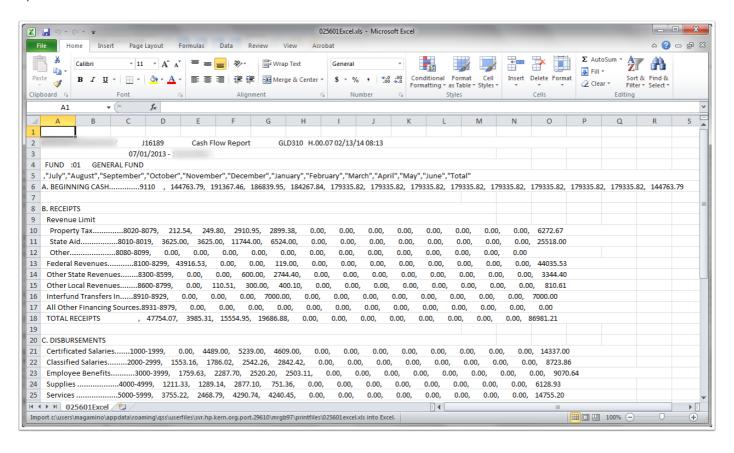
When you go into your print screen, you will see that it has created two reports. One is a regular cash flow report that you can print. The second is the comma-delimited file to be opened with the Excel spreadsheet export utility.



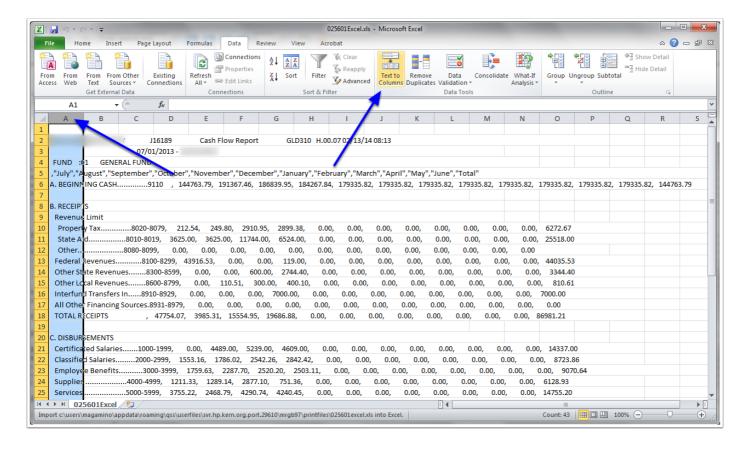
This is the regular Cash Flow report to print.



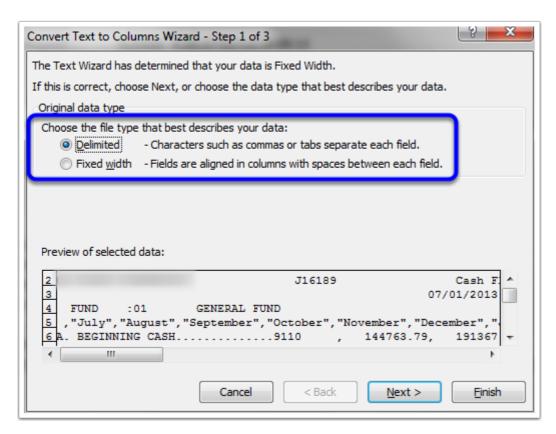
This is the comma delimited file. Click on the Excel icon on the left to export this into an Excel spreadsheet.



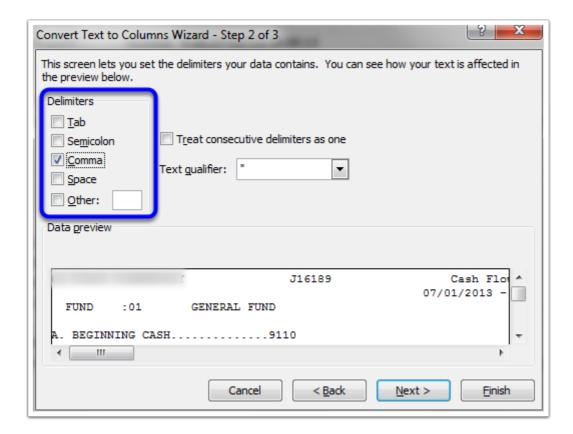
Now the cash flow data is in Excel.



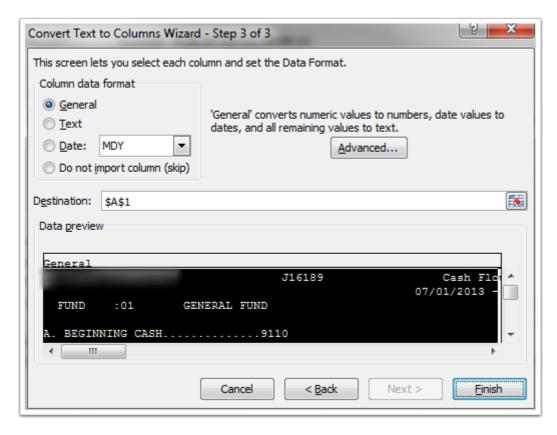
Click on the A Column to select all cells in that column. Then click on the Text to Columns icon.



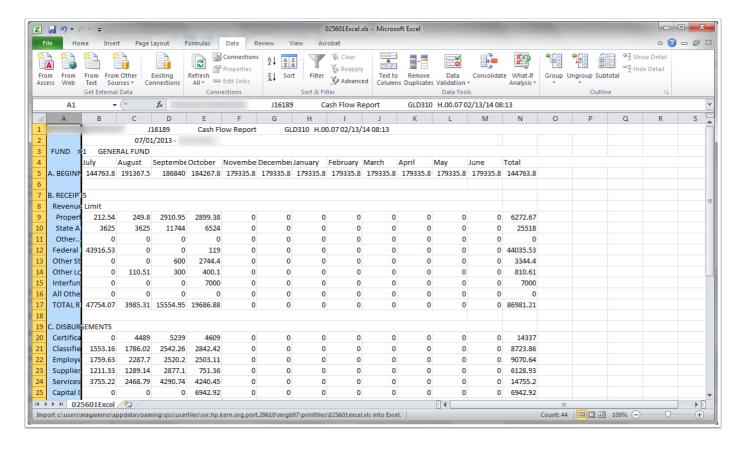
Choose the Delimited option and click Next.



Choose the Comma option and click Next.



Click Finish



Save the file as Current Year Cash Flow.