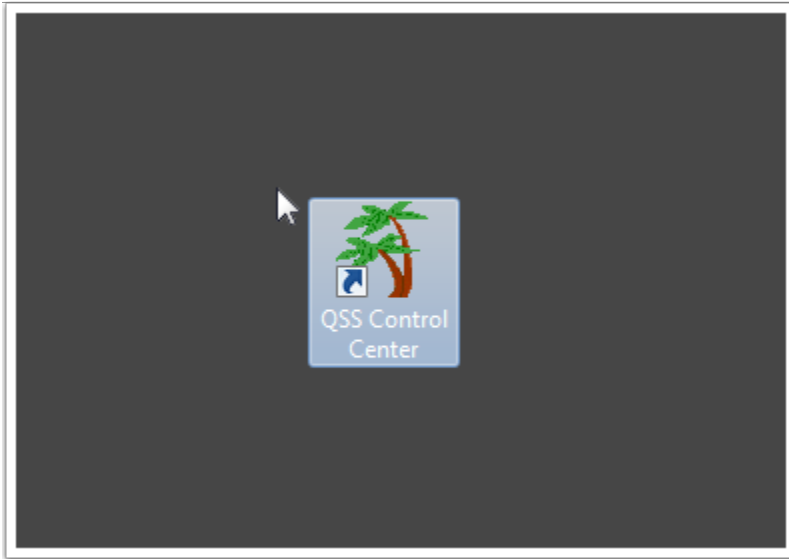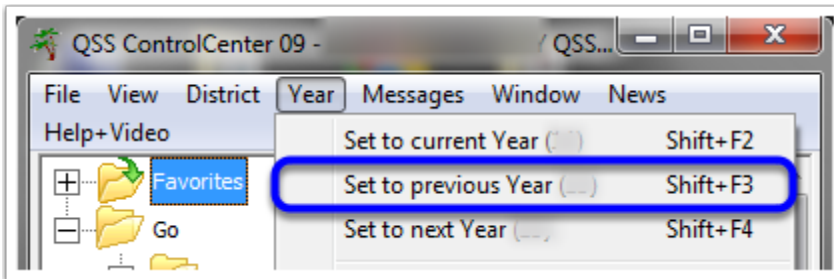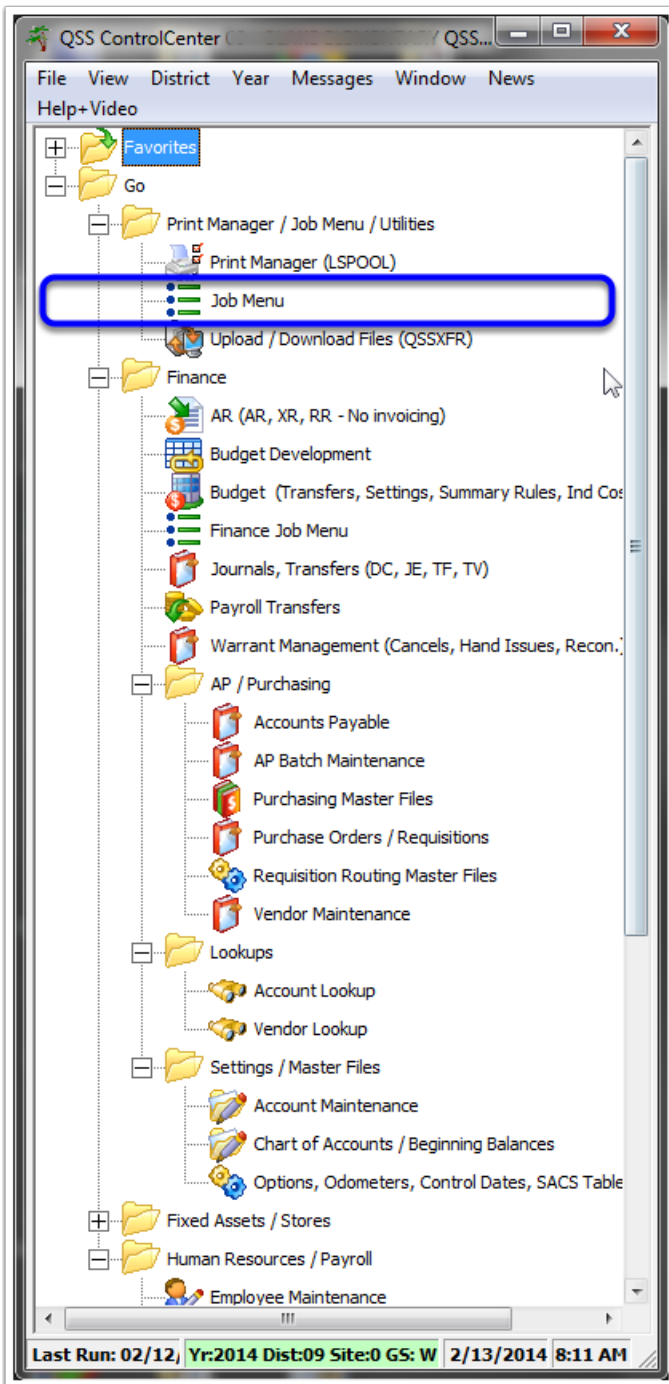# Attachment #2 Downloading Prior Year Cash Flow Report #2 for Excel
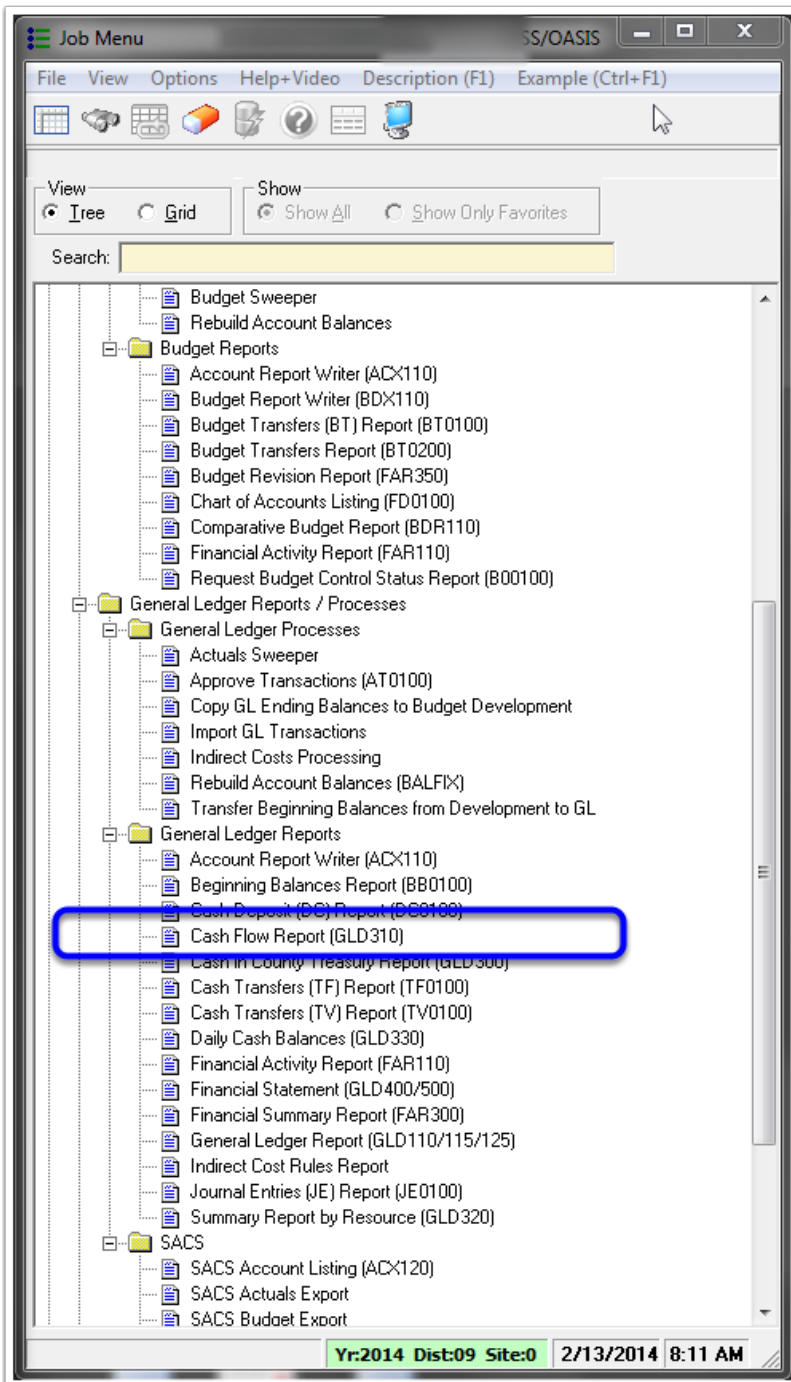

Logon to QCC

Change the year to Prior Year.

Select Job Menu

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

Define date from 11/01/PY to 06/30/PY (or 02/01/PY to 06/30/PY for 2nd Interim). The spreadsheet will be using this report ro create percentages for months in the future. Choose Report Template #1. Check the box to create comma delimited files.
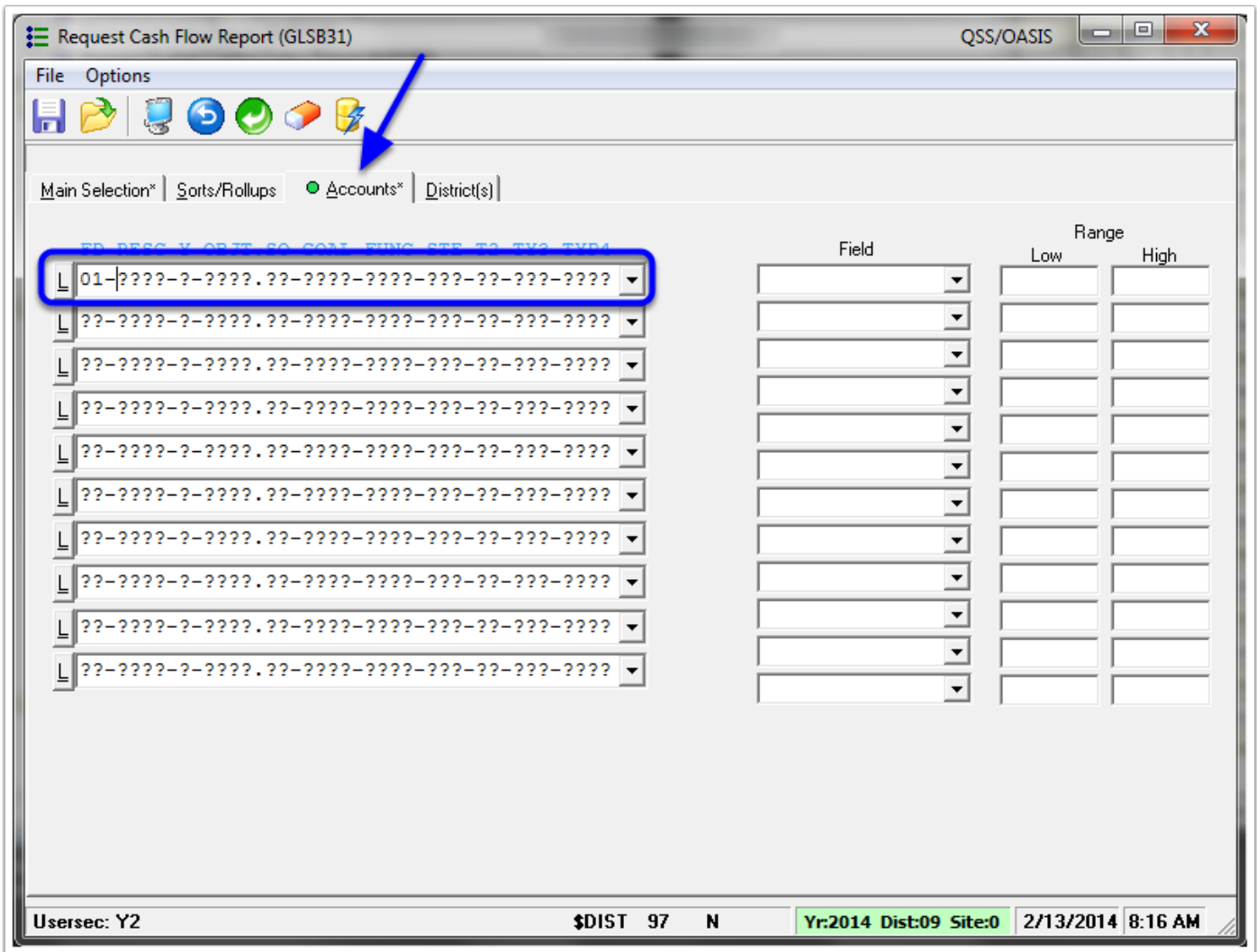
On the Accounts tab indicate Fund 01 and launch the report.
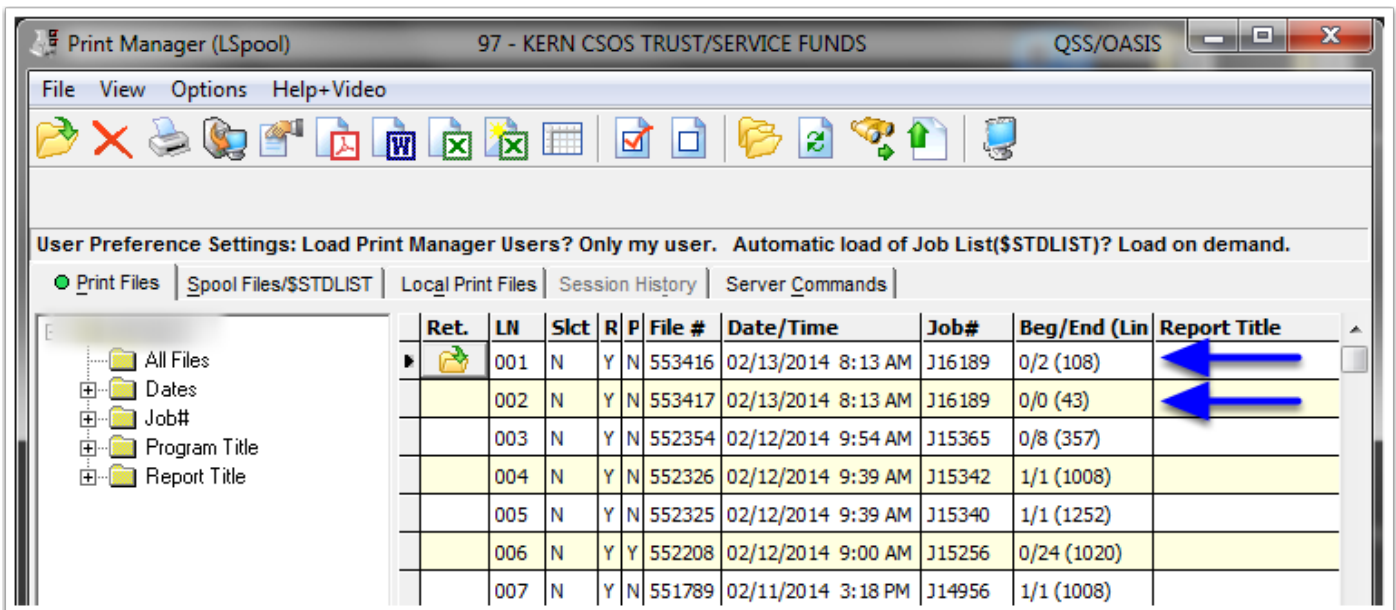
When you go into your print screen, you will see that it has created two reports. One is a regular cash flow report that you can print. The second is the comma-delimited file to be opened with the Excel spreadsheet export utility.

```
                    Primary sort/rollup levels: FD

                        Data source: GLSTEX Standard Extract

                    Report template: CTGLD31K.DATA.QSSUSER:  WED, JAN 15, 2003,  9:23 AM

                    Include App/UnApp GL trans: A

                        Output file: Comma delimited

                    Report prepared: THU, FEB 13, 2014,  8:13 AM

                J16189              Cash Flow Report            GLD310   H.00.07 02/13/14 08:13 PAGE     1


         FUND   :01      GENERAL FUND
                                                                                        Totals/Final
       July    August  September   October   November  December   January  February   March     April    May      June
     -----------------------------------------------------------------------------------------------------------------
A. BEGINNING CASH.............9110                                                                        144,763.79
     144,764   191,367   186,840   184,268   179,336   179,336   179,336   179,336   179,336   179,336   179,336   179,336

B. RECEIPTS
     Revenue Limit
       Property Tax.............8020-8079                                                                   6,272.67
         213       250     2,911     2,899         0         0         0         0         0         0         0         0
       State Aid.................8010-8019                                                                 25,518.00
       3,625     3,625    11,744     6,524         0         0         0         0         0         0         0         0
       Other.....................8080-8099                                                                     0.00
           0         0         0         0         0         0         0         0         0         0         0         0
     Federal Revenues...........8100-8299                                                                  44,035.53
      43,917         0         0       119         0         0         0         0         0         0         0         0
     Other State Revenues.......8300-8599                                                                   3,344.40
           0         0       600     2,744         0         0         0         0         0         0         0         0
     Other Local Revenues.......8600-8799                                                                     810.61
           0       111       300       400         0         0         0         0         0         0         0         0
     Interfund Transfers In......8910-8929                                                                  7,000.00
           0         0         0     7,000         0         0         0         0         0         0         0         0
     All Other Financing Sources.8931-8979                                                                     0.00
           0         0         0         0         0         0         0         0         0         0         0         0
   TOTAL RECEIPTS
```

This is the regular Cash Flow report to print.

File   Options

Enter search text

```
                    J16189              Cash Flow Report            GLD310   H.00.07 02/13/14 08:13

   FUND   :01      GENERAL FUND
" ","July","August","September","October","November","December","January","February","March","April","May","June","Total"
"A. BEGINNING CASH...........9110    ",    144763.79,   191367.46,   186839.95,   184267.84,   179335.82,   179335.82,   179335.82,   179335.82,   179335

"B. RECEIPTS                          "
"  Revenue Limit                      "
"    Property Tax.............8020-8079",     212.54,      249.80,     2910.95,     2899.38,       0.00,        0.00,        0.00,        0.00,        0
"    State Aid................8010-8019",    3625.00,     3625.00,    11744.00,     6524.00,       0.00,        0.00,        0.00,        0.00,        0
"    Other...................8080-8099",       0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0
"  Federal Revenues..........8100-8299",   43916.53,        0.00,        0.00,      119.00,        0.00,        0.00,        0.00,        0.00,        0
"  Other State Revenues.......8300-8599",      0.00,        0.00,      600.00,     2744.40,        0.00,        0.00,        0.00,        0.00,        0
"  Other Local Revenues.......8600-8799",      0.00,      110.51,      300.00,      400.10,        0.00,        0.00,        0.00,        0.00,        0
"  Interfund Transfers In......8910-8929",     0.00,        0.00,        0.00,     7000.00,        0.00,        0.00,        0.00,        0.00,        0
"  All Other Financing Sources.8931-8979",     0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0
"    TOTAL RECEIPTS                    ",   47754.07,     3985.31,    15554.95,    19686.88,        0.00,        0.00,        0.00,        0.00,        0
"                                      "
"C. DISBURSEMENTS                      "
"  Certificated Salaries.......1000-1999",     0.00,     4489.00,     5239.00,     4609.00,        0.00,        0.00,        0.00,        0.00,        0
"  Classified Salaries........2000-2999",   1553.16,     1786.02,     2542.26,     2842.42,        0.00,        0.00,        0.00,        0.00,        0
"  Employee Benefits..........3000-3999",   1759.63,     2287.70,     2520.20,     2503.11,        0.00,        0.00,        0.00,        0.00,        0
"  Supplies ..................4000-4999",   1211.33,     1289.14,     2877.10,      751.36,        0.00,        0.00,        0.00,        0.00,        0
"  Services ..................5000-5999",   3755.22,     2468.79,     4290.74,     4240.45,        0.00,        0.00,        0.00,        0.00,        0
"  Capital Outlays............6000-6599",      0.00,        0.00,        0.00,     6942.92,        0.00,        0.00,        0.00,        0.00,        0
"  Other Outgo................7000-7599",      0.00,        0.00,      289.95,     2120.54,        0.00,        0.00,        0.00,        0.00,        0
"  Interfund Transfers Out.....7600-7629",     0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0
"  All Other Financing Uses....7630-7699",     0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0
"  Trans......................9640    ",       0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0
"    TOTAL DISBURSMENTS                ",    8279.34,    12320.65,    17759.25,    24009.80,        0.00,        0.00,        0.00,        0.00,        0

"NET INCREASE/DECREASE (B - C)         ",   39474.73,    -8335.34,    -2204.30,    -4322.92,        0.00,        0.00,        0.00,        0.00,        0

"D. PRIOR YEAR TRANSACTIONS            "
"  Accounts Receivable.........9120-9499",  13183.62,     4407.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0
"  Accounts Payable............9500-9630",   1308.15,      599.17,      367.81,      609.10,        0.00,        0.00,        0.00,        0.00,        0
"  Deferred Revenue............9650    ",    4746.53,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0.00,        0
"    TOTAL PRIOR YEAR TRANSACTIONS     ",    7128.94,     3807.83,     -367.81,     -609.10,        0.00,        0.00,        0.00,        0.00,        0

"E. NET INCREASE/DECREASE (B - C + D)  ",   46603.67,    -4527.51,    -2572.11,    -4932.02,        0.00,        0.00,        0.00,        0.00,        0

"F. ENDING CASH (A + E)                ",  191367.46,   186839.95,   184267.84,   179335.82,   179335.82,   179335.82,   179335.82,   179335.82,   179335
```

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

025601Excel.xls - Microsoft Excel

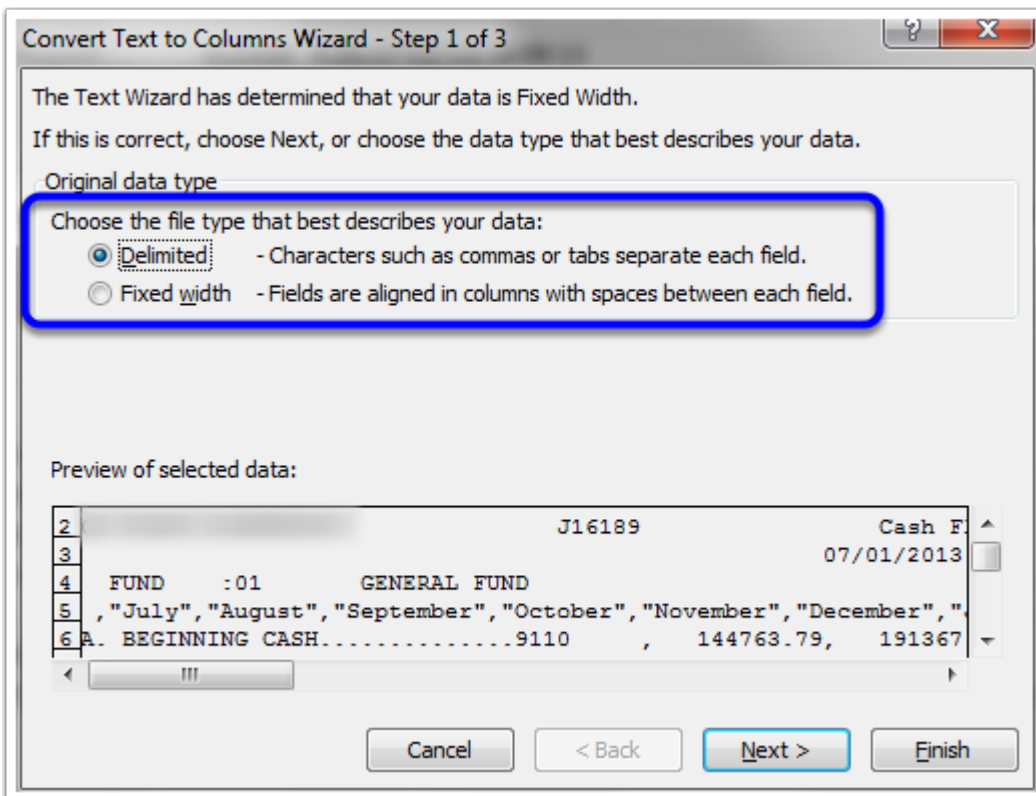|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																			
2			J16189		Cash Flow Report		GLD310 H.00.07 02/13/14 08:13												
3																			
4	FUND :01 GENERAL FUND																		
5	,"July","August","September","October","November","December","January","February","March","April","May","June","Total"																		
6	A. BEGINNING CASH..............9110 , 144763.79, 191367.46, 186839.95, 184267.84, 179335.82, 179335.82, 179335.82, 179335.82, 179335.82, 179335.82, 179335.82, 144763.79																		
7																			
8	B. RECEIPTS																		
9	Revenue Limit																		
10	Property Tax.............8020-8079, 212.54, 249.80, 2910.95, 2899.38, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 6272.67																		
11	State Aid................8010-8019, 3625.00, 3625.00, 11744.00, 6524.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 25518.00																		
12	Other....................8080-8099, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00																		
13	Federal Revenues............8100-8299, 43916.53, 0.00, 0.00, 119.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 44035.53																		
14	Other State Revenues........8300-8599, 0.00, 0.00, 600.00, 2744.40, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 3344.40																		
15	Other Local Revenues........8600-8799, 0.00, 110.51, 300.00, 400.10, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 810.61																		
16	Interfund Transfers In....8910-8929, 0.00, 0.00, 0.00, 7000.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 7000.00																		
17	All Other Financing Sources.8931-8979, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00																		
18	TOTAL RECEIPTS , 47754.07, 3985.31, 15554.95, 19686.88, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 86981.21																		
19																			
20	C. DISBURSEMENTS																		
21	Certificated Salaries.......1000-1999, 0.00, 4489.00, 5239.00, 4609.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 14337.00																		
22	Classified Salaries.........2000-2999, 1553.16, 1786.02, 2542.26, 2842.42, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 8723.86																		
23	Employee Benefits...........3000-3999, 1759.63, 2287.70, 2520.20, 2503.11, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 9070.64																		
24	Supplies 4000-4999, 1211.33, 1289.14, 2877.10, 751.36, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 6128.93																		
25	Services 5000-5999, 3755.22, 2468.79, 4290.74, 4240.45, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 14755.20																		

025601Excel

Import c:\users\magamino\appdata\roaming\qss\userfiles\svr.hp.kern.org.port.29610\mrgb97\printfiles\025601excel.xls into Excel.
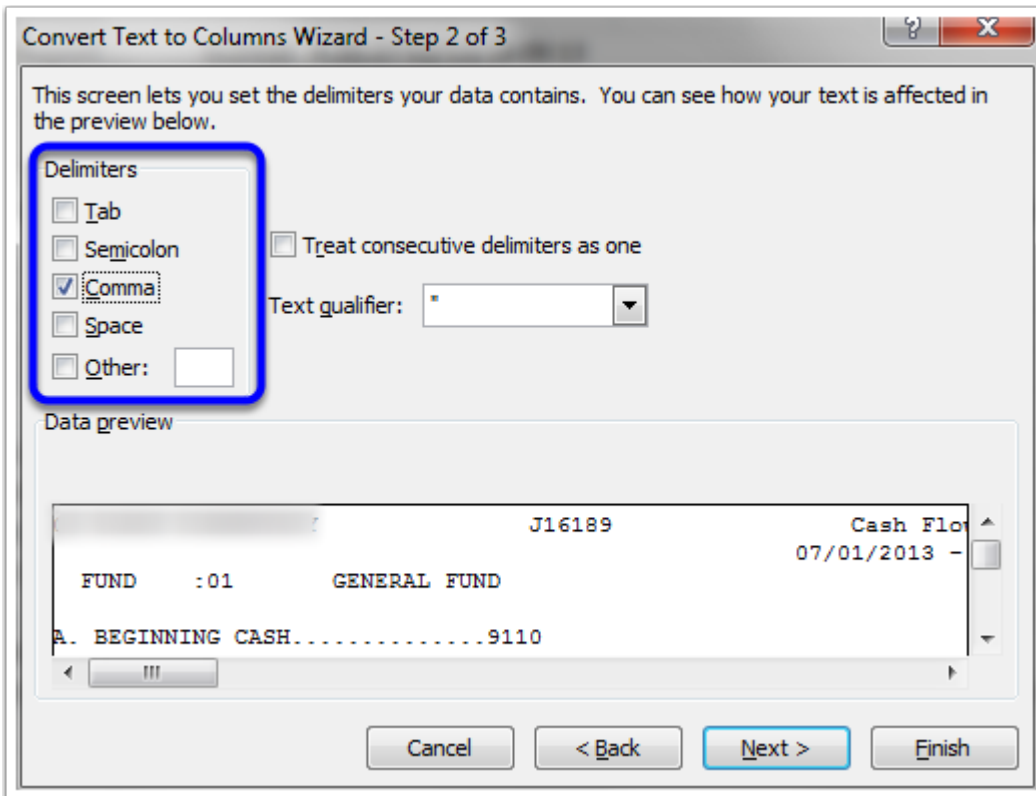
Now the cash flow data is in Excel.
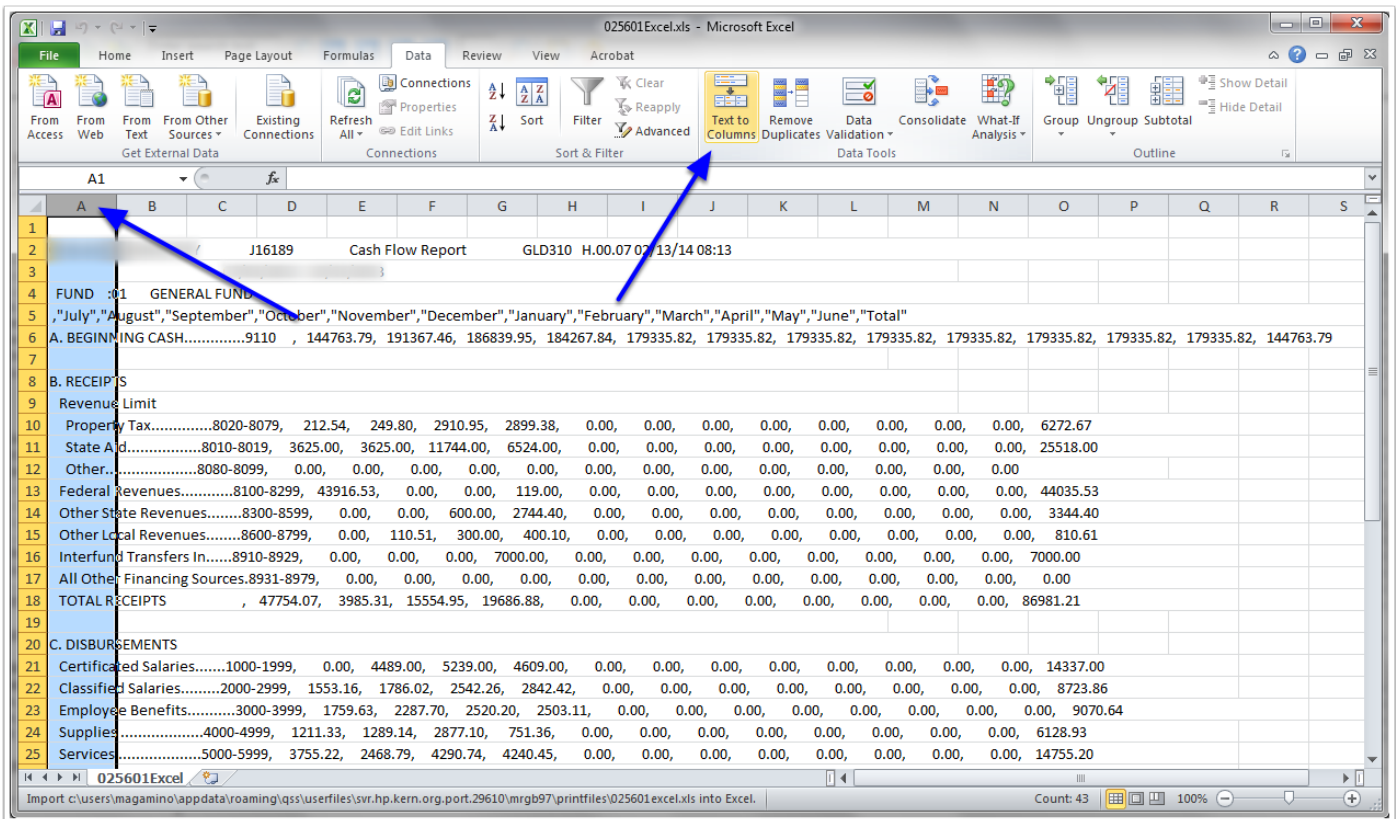
Click on the A Column to select all cells in that column. Then click on the Text to Columns icon.
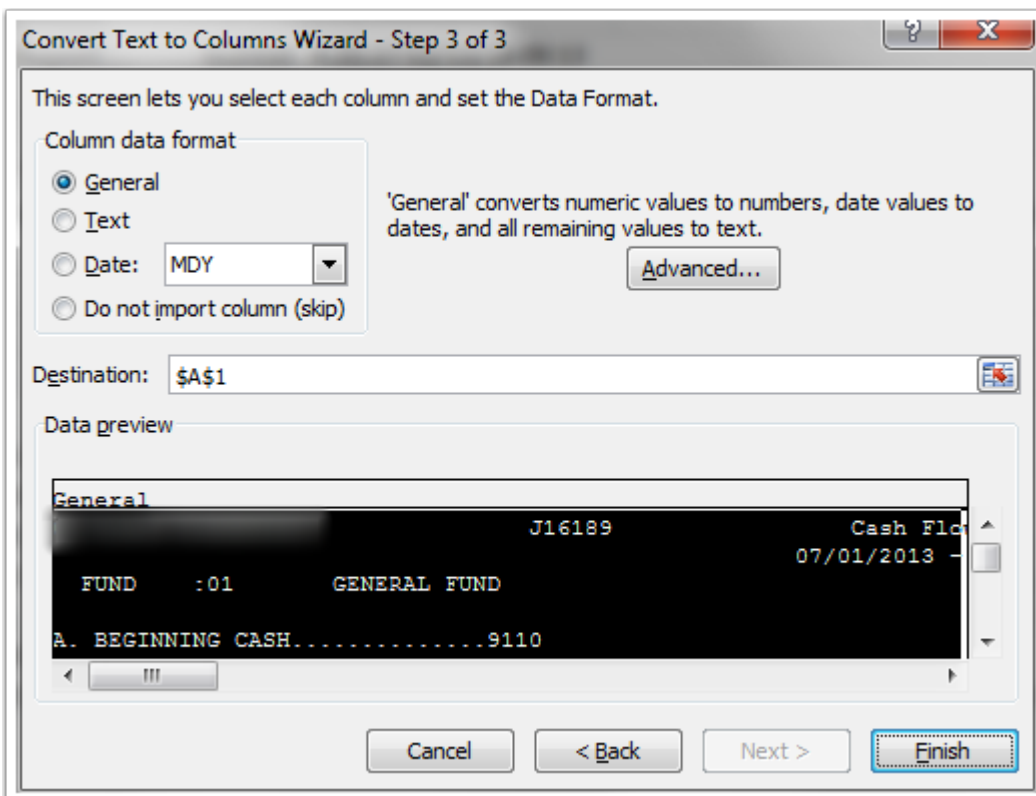

Choose the Delimited option and click Next.

Choose the Comma option and click Next.

Click Finish

Save the file as Prior Year Cash Flow.