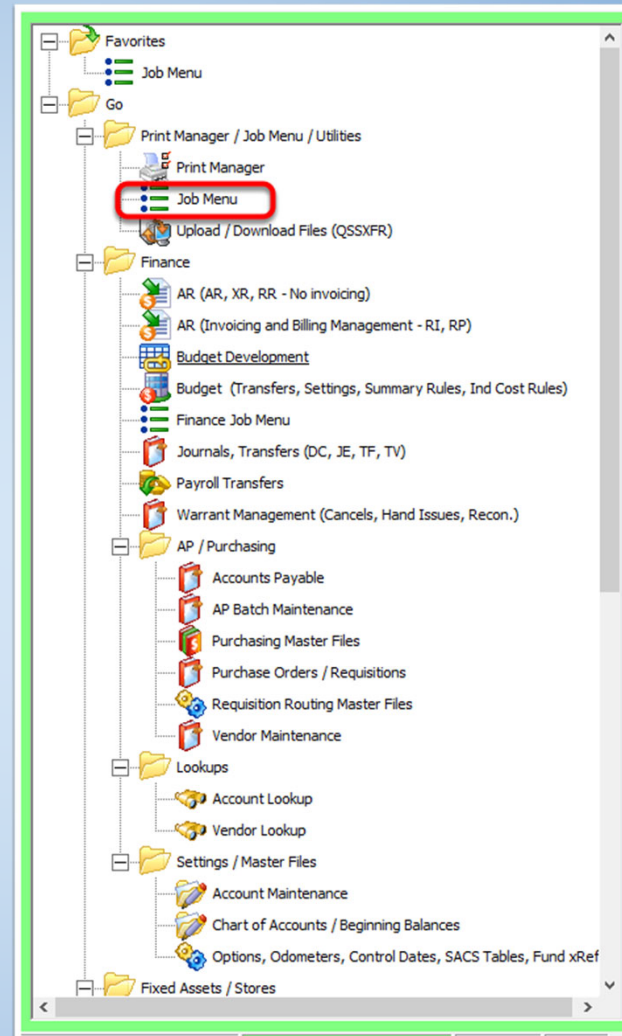




BUDGET AND GENERAL LEDGER

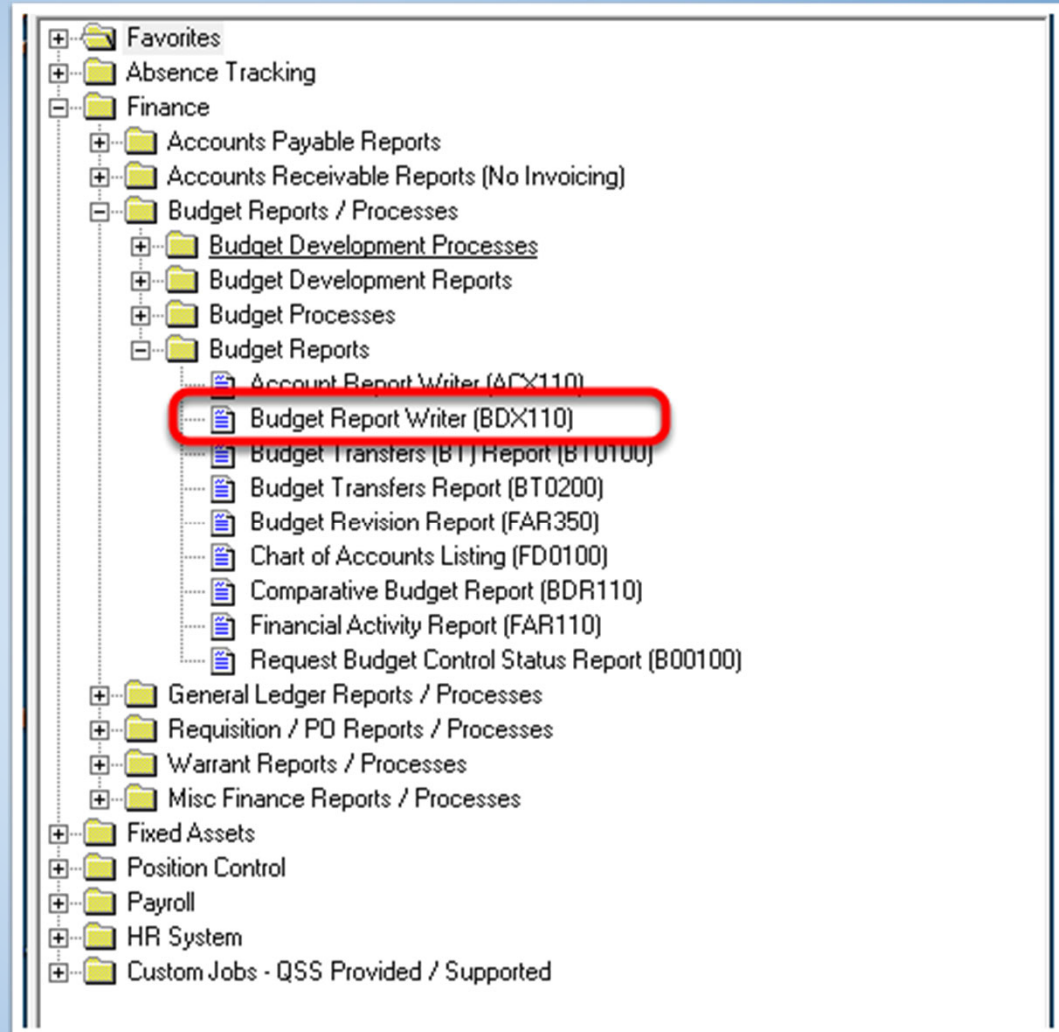
Budget Report

- From QSS main window, select Job Menu



- From the Job Menu,
Open the Finance>Budget Reports/Processes>Budget Reports Folder

Open the Budget Report Write (BDX110)



Budget Report Writer (BDXSUB) QSS/OASIS

File Options

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

Budget Report Writer

District: 72 SOUTH FORK UNION SCHOOL DIST

FY start: 07/01/2023 From date: 07/01/2023 To date: 06/30/2024

Report title: _____

Budget source: A - Approved

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

Usersec: Y21 WNNANNNN1N NNNNY Yr:2024 Dist:72 Site:0 3/20/2024 2:47 PM

Budget Report Writer (BDXSUB) QSS/OASIS

File Options

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

Budget Report Writer

District: 72 SOUTH FORK UNION SCHOOL DIST

FY start: 07/01/2023 From date: 07/01/2023 To date: 06/30/2024

Report title: _____

Budget source: A - Approved

Include budget transfers: A - Approved
W - Working
R - Revised

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

Usersec: Y21 WNNANNNN1N NNNNY Yr:2024 Dist:72 Site:0 3/20/2024 2:48 PM

Budget Report Writer (BDXSUB) QSS/OASIS

File Options

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

Budget Report Writer

District: 72 SOUTH FORK UNION SCHOOL DIST

FY start: 07/01/2023 From date: 07/01/2023 To date: 06/30/2024

Report title: _____

Budget source: A - Approved

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: A - Approved transactions only.

Print account description: B - Both approved and unapproved transactions.
U - Unapproved transactions only.

Print revenue sub totals:

Use Reference Values:

Detail line format: 1 - Object

Usersec: Y21 WNNANNNN1N NNNNY Yr:2024 Dist:72 Site:0 3/20/2024 2:49 PM

Budget Report Writer (BDXSUB) QSS/OASIS

File Options

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

Budget Report Writer

District: 72 SOUTH FORK UNION SCHOOL DIST

FY start: 07/01/2023 From date: 07/01/2023 To date: 06/30/2024

Report title: _____

Budget source: A - Approved

Include budget transfers: N - No Budget Transfers

Include budget detail: A - Approved transfers only
 Y - All Budget Transfers (approved and unapproved)
N - No Budget Transfers
 U - Unapproved transfers only

Print budget warnings ONLY? _____

Include Approved/Unapproved GL trans: _____

Exclude pre-encumbrances:

Print account description:

Print revenue sub totals:

Use Reference Values:

Detail line format: 1 - Object

Usersec: Y21 WNNANNNN1N NNNNY Yr:2024 Dist:72 Site:0 3/20/2024 2:48 PM

Budget Report Writer (BDXSUB) QSS/OASIS

File Options

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

Budget Report Writer

District: 72 SOUTH FORK UNION SCHOOL DIST

FY start: 07/01/2023 From date: 07/01/2023 To date: 06/30/2024

Report title: _____

Budget source: A - Approved

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

- 1 - Object
- 2 - Object, Significant fields only
- 3 - Object, All Fields
- 4 - Object, Detail Sort Item
- 5 - Summarize Object
- 6 - Summarize Last Sort Item
- 7 - Object, J41 Format
- 8 - Object, All Fields - Subtotal by Month

Usersec: Y21 WNNANNNN1N NNNNY Yr:2024 Dist:72 Site:0 3/20/2024 2:49 PM

- Reference Type allows to narrow down the type of financial processes within the report

The screenshot shows the 'Budget Report Writer (BDXSUB)' application window. The window title bar includes 'QSS/OASIS' and standard window controls. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for file operations and navigation. The main interface has tabs for 'Main Selection*', 'Reference Types*' (which is selected), 'Sorts/Rollups', 'Accounts', and 'District(s)'. The 'Reference Types*' tab displays a table with the following columns: 'Reference Type', 'Low Value', and 'High Value'. The table contains 20 rows, with the first row (row 1) containing the text 'BR - Budget Revision'. The status bar at the bottom of the window displays 'Usersec: Y21 WNNANNNN1N NNNNY', 'Yr:2024 Dist:72 Site:0', and the date and time '3/20/2024 2:51 PM'.

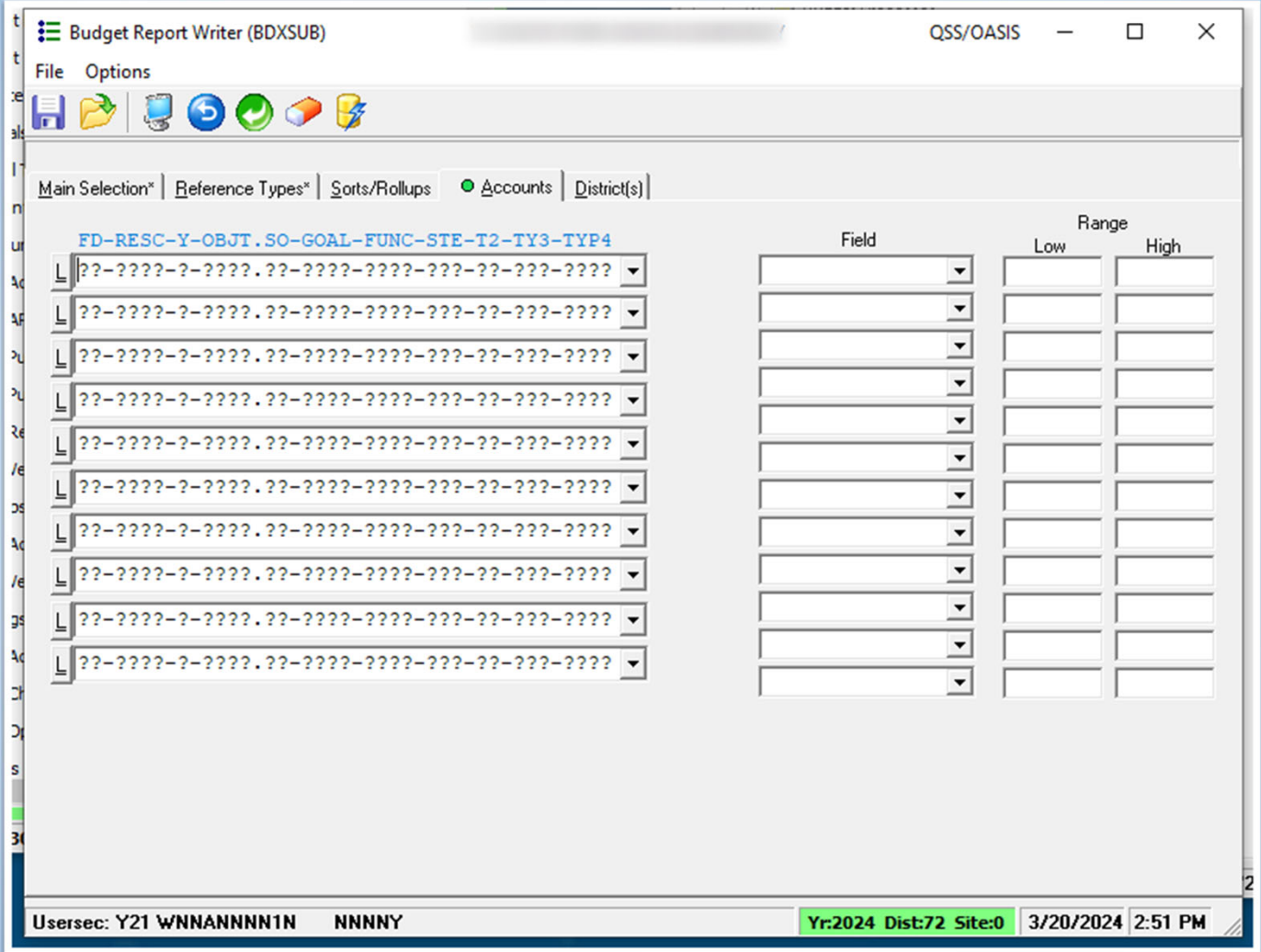
	Reference Type	Low Value	High Value
1	BR - Budget Revision		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

- Sort/Rollup Tab allows to filter the report by a SACS field. You can have one or multiple variations of sorting.

The screenshot shows the 'Budget Report Writer (BDXSUB)' application window. The 'Sorts/Rollups' tab is selected, showing a table with columns for 'Sort', 'Rollup', and 'Page'. The first row is highlighted in yellow and contains '1' in the 'Sort' column and 'FD - FUND' in the 'Rollup' column. Below the table, the status bar displays 'Usersec: Y21 WNNANNNN1N NNNNY', 'Yr:2024 Dist:72 Site:0', and the date/time '3/20/2024 2:51 PM'.

	Sort	Rollup	Page
▶ 1	FD - FUND		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

- Accounts tab allows you to filter within any of the SACS account code structure string by entering the account or part of the account string manually in each line or by Field and Ranges.



- Run the report with the date range as default

Change the report title to “Title I Budget Report Summary”

Leave the Detail line format as 1-Object

Budget Report Writer (BDXSUB) QSS/OASIS

File Options

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

Budget Report Writer

District: 72 SOUTH FORK UNION SCHOOL DIST

FY start: 07/01/2023 From date: 07/01/2023 To date: 06/30/2024

Report title: Title I Budget Report-Summary

Budget source: A - Approved

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

Usersec: Y21 WNNANNNN1N NNNNY Yr:2024 Dist:72 Site:0 3/20/2024 2:52 PM

• Click over to the Accounts Tab

First line change the Resource to “3010”

Submit the process by click on the thunderbolt icon

Budget Report Writer (BDXSUB) QSS/OASIS

File Options

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

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4

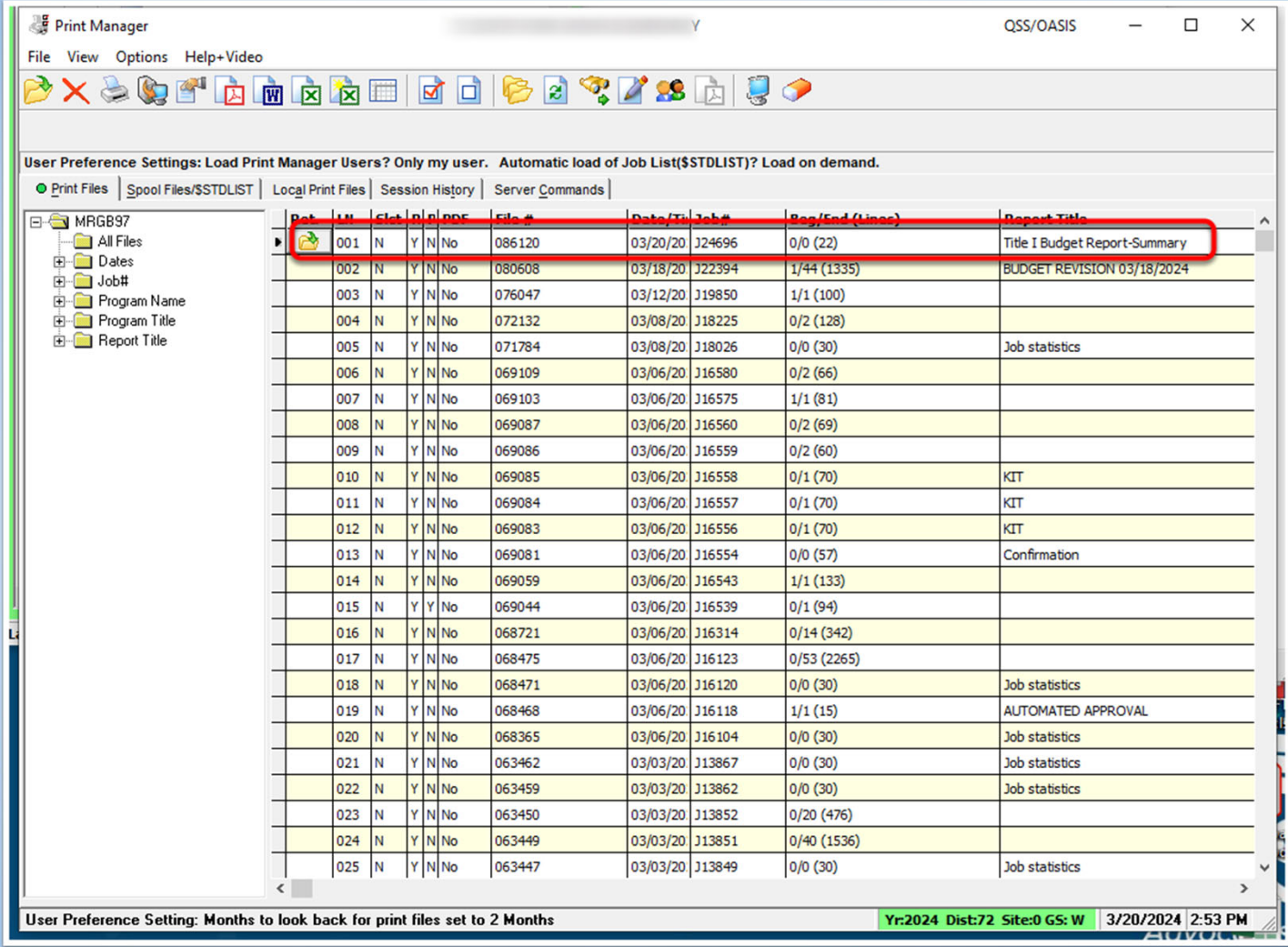
	Field	Range	
		Low	High
L	??-3010-?-????-??-????-????-??-??-????-????		
L	??-????-?-????-??-????-????-??-??-????-????		
L	??-????-?-????-??-????-????-??-??-????-????		
L	??-????-?-????-??-????-????-??-??-????-????		
L	??-????-?-????-??-????-????-??-??-????-????		
L	??-????-?-????-??-????-????-??-??-????-????		
L	??-????-?-????-??-????-????-??-??-????-????		
L	??-????-?-????-??-????-????-??-??-????-????		
L	??-????-?-????-??-????-????-??-??-????-????		
L	??-????-?-????-??-????-????-??-??-????-????		

Usersec: Y21 WNNANNNN1N NNNNY Yr:2024 Dist:72 Site:0 3/20/2024 2:52 PM

• Open up Print Manager

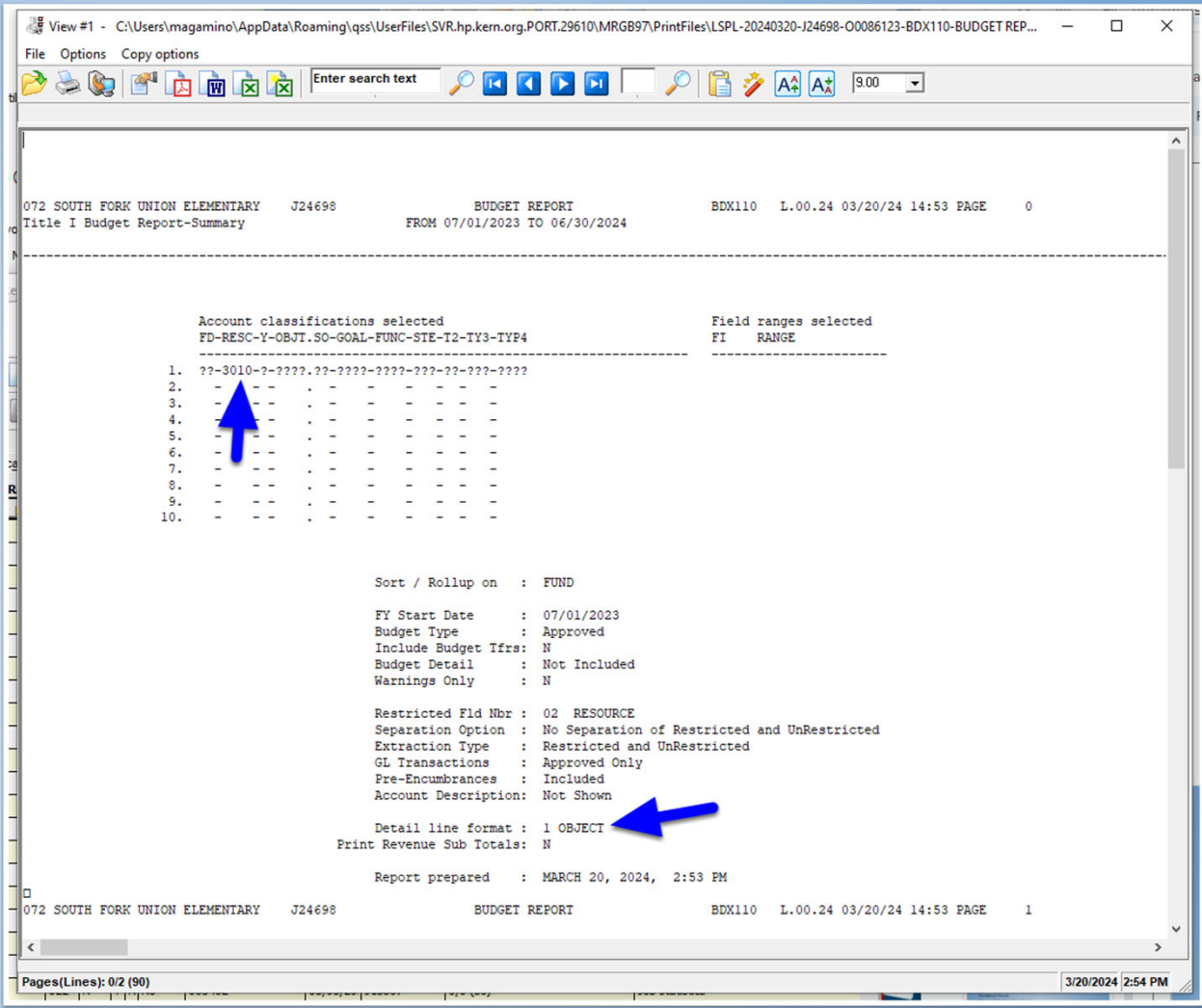
Look for the report name
or job number to find the
report that was generated

Click on the Open Folder
Icon on the left of that row



• First Summary Page shows the filters used

-Detail Line Format shows it is by Object



- Object Classification section will identify grouped Object codes that are in the budget along with a short Description of what the Object is for

View #1 - C:\Users\magamino\AppData\Roaming\qss\UserFiles\SVR.hp.kern.org.PORT.29610\MRG897\PrintFiles\LSPL-20240320-J24698-00086123-BDX110-BUDGET REPORT-Title I...

File Options Copy options

Enter search text

9.00

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE	%
8290 ALL OTHER FEDERAL REVENUES	142,982.00	243,209.00	243,209.00	100.0	0.00	100,227.00-	.0
TOTAL: 8xxx	142,982.00	243,209.00	243,209.00	100.0	0.00	100,227.00-	.0
1100 CERTIFICATED TEACHERS SALARIES	4,186.00	2,869.10	2,869.10	68.5	0.00	1,316.90	31.4
1300 CERTIFICATED SUPERV & ADM SAL	17,843.00	28,426.19	28,426.19	100.0	0.00	10,583.19-	.0
TOTAL: 1xxx	22,029.00	31,295.29	31,295.29	100.0	0.00	9,266.29-	.0
2100 INSTRUCTIONAL AIDE SALARIES	56,651.00	2,087.79-	2,087.79-	.0	0.00	58,738.79	100.0
2900 OTHER CLASSIFIED SALARIES	0.00	93.00	93.00	100.0	0.00	93.00-	.0
TOTAL: 2xxx	56,651.00	1,994.79-	1,994.79-	.0	0.00	58,645.79	100.0
3101 STRS CERTIFICATED	3,488.00	6,013.44	6,013.44	100.0	0.00	2,525.44-	.0
3202 PERS CLASSIFIED	8,664.00	798.95-	798.95-	.0	0.00	9,462.95	100.0
3302 SOCIAL SECURITY CLASSIFIED	2,345.00	203.81	203.81	8.6	0.00	2,141.19	91.3
3311 MEDICARE CERTIFICATED	300.00	452.72	452.72	100.0	0.00	152.72-	.0
3312 MEDICARE CLASSIFIED	548.00	28.91-	28.91-	.0	0.00	576.91	100.0
3322 CLASSIFIED DEFINED BENEFITS	0.00	24.99	24.99	100.0	0.00	24.99-	.0
3401 HEALTH & WELFARE CERTIFICATED	9.00	4,545.45	4,545.45	100.0	0.00	4,536.45-	.0
3402 HEALTH & WELFARE CLASSIFIED	154.00	16.65	16.65	10.8	0.00	137.35	89.1
3501 UNEMPLOYMENT - CERTIFICATED	102.00	15.59	15.59	15.2	0.00	86.41	84.7
3502 UNEMPLOYMENT - CLASSIFIED	190.00	1.00-	1.00-	.0	0.00	191.00	100.0
3601 WORKERS COMP - CERTIFICATED	351.00	278.99	278.99	79.4	0.00	72.01	20.5
3602 WORKERS COMP - CLASSIFIED	643.00	17.83-	17.83-	.0	0.00	660.83	100.0
TOTAL: 3xxx	16,794.00	10,704.95	10,704.95	63.7	0.00	6,089.05	36.2
4100 TEXTBOOKS	28,432.00	0.00	0.00	.0	0.00	28,432.00	100.0
4200 BOOKS OTHER THAN TEXTBOOKS	4,100.00	8,982.08	8,982.08	100.0	0.00	4,882.08-	.0
4300 SUPPLIES	3,611.00	3,862.80	3,862.80	100.0	0.00	251.80-	.0
4400 NON-CAPITALIZED EQUIPMENT	0.00	34,447.86	34,447.86	100.0	0.00	34,447.86-	.0
TOTAL: 4xxx	36,143.00	47,292.74	47,292.74	100.0	0.00	11,149.74-	.0
5200 TRAVEL & CONFERENCE	1,100.00	0.00	0.00	.0	0.00	1,100.00	100.0
5800 PROFES'L/CONSULIG SVCS/OP EXP	10,765.00	5,504.86	5,504.86	51.1	0.00	5,260.14	48.8
TOTAL: 5xxx	11,865.00	5,504.86	5,504.86	46.3	0.00	6,360.14	53.6
TOTAL: 1xxx - 5xxx	143,482.00	92,803.05	92,803.05	64.6	0.00	50,678.95	35.3
01 FUND TOTALS (INCOME)	142,982.00	243,209.00	243,209.00	100.0	0.00	100,227.00-	.0

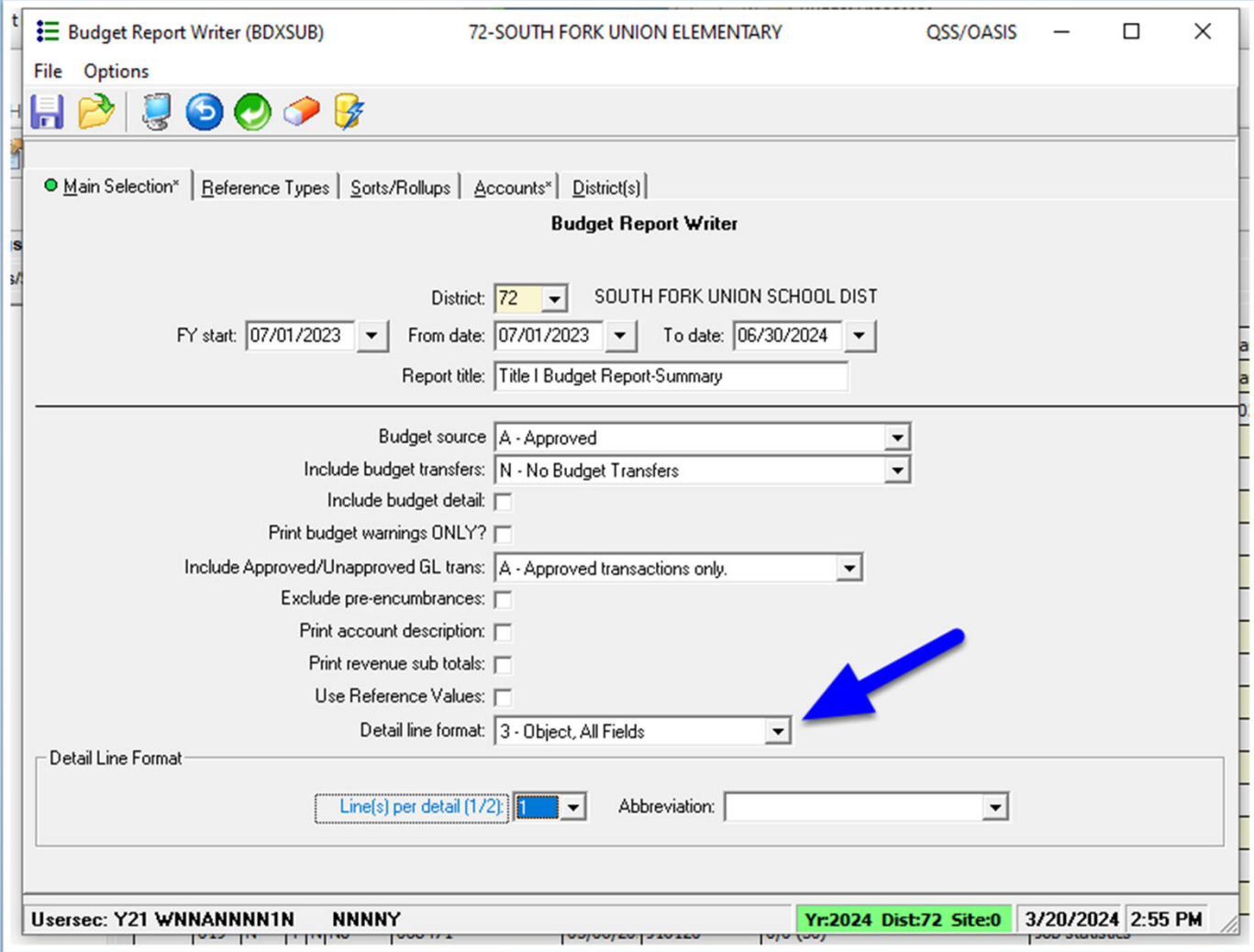
072 SOUTH FORK UNION ELEMENTARY J24698 BUDGET REPORT BDX110 L.00.24 03/20/24 14:53 PAGE 2

Title I Budget Report-Summary FROM 07/01/2023 TO 06/30/2024

FUND :01 GENERAL FUND Summary

Pages(Lines): 0/2 (90) 3/20/2024 2:54 PM

- In this similar example as before, we are changing the Detail Line Format from 1 to 3 - Objects, All fields



-Detail Line Format no shows it is by Object, All Fields

View #1 - C:\Users\magamino\AppData\Roaming\qss\UserFiles\SVR.hp.kern.org.PORT.29610\MRGB97\PrintFiles\LSPL-20240320-J24701-00086126-BDX110-BUDGET REPORT-Title I... - [X]

File Options Copy options

Enter search text [9.00]

072 SOUTH FORK UNION ELEMENTARY J24701 BUDGET REPORT BDX110 L.00.24 03/20/24 14:55 PAGE 0
Title I Budget Report-Summary FROM 07/01/2023 TO 06/30/2024

Account classifications selected Field ranges selected
FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 FI RANGE

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

Sort / Rollup on : FUND

FY Start Date : 07/01/2023
Budget Type : Approved
Include Budget Tfrs: N
Budget Detail : Not Included
Warnings Only : N

Restricted Fld Nbr : 02 RESOURCE
Separation Option : No Separation of Restricted and UnRestricted
Extraction Type : Restricted and UnRestricted
GL Transactions : Approved Only
Pre-Encumbrances : Included
Account Description: Not Shown


Detail line format : 3 OBJECT ,ALL FIELDS
1 Line(s) per detail

Print Revenue Sub Totals: N

Report prepared : MARCH 20, 2024, 2:55 PM

072 SOUTH FORK UNION ELEMENTARY J24701 BUDGET REPORT BDX110 L.00.24 03/20/24 14:55 PAGE 1

Pages(Lines): 0/6 (259) 3/20/2024 2:55 PM



- Object Classification section will identify each individual object code within each major object section.

- Provides more granular detail of all budget lines available in the budget

View #1 - C:\Users\magamino\AppData\Roaming\qss\UserFiles\SVR.hp.kern.org.PORT.29610\MRQB97\PrintFiles\LSPL-20240320-J24701-00086126-BDX110-BUDGET REPORT-Title I...

File Options Copy options Enter search text 9.00

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	APPROVED BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE	%
8290 ALL OTHER FEDERAL REVENUES							
01-3010-0-8290.00-0000-0000-000-000-0000	142,982.00	243,209.00	243,209.00	100.0	0.00	100,227.00-	.0
TOTAL: 8290	142,982.00	243,209.00	243,209.00	100.0	0.00	100,227.00-	.0
TOTAL: 8xxx	142,982.00	243,209.00	243,209.00	100.0	0.00	100,227.00-	.0
1100 CERTIFICATED TEACHERS SALARIES							
01-3010-0-1100.00-1110-1000-002-00-000-0000	0.00	946.50	946.50	100.0	0.00	946.50-	.0
01-3010-0-1100.00-1110-1000-003-00-000-0000	2,438.00	1,482.60	1,482.60	60.8	0.00	955.40	39.1
01-3010-0-1100.01-1110-1000-002-00-000-0000	874.00	0.00	0.00	.0	0.00	874.00	100.0
01-3010-0-1100.01-1110-1000-003-00-000-0000	874.00	440.00	440.00	50.3	0.00	434.00	49.6
TOTAL: 1100	4,186.00	2,869.10	2,869.10	68.5	0.00	1,316.90	31.4
1300 CERTIFICATED SUPERV & ADM SAL							
01-3010-0-1300.00-0000-2100-000-00-000-0000	0.00	9,543.12	9,543.12	100.0	0.00	9,543.12-	.0
01-3010-0-1300.00-0000-2700-000-00-000-0000	0.00	9,543.10	9,543.10	100.0	0.00	9,543.10-	.0
01-3010-0-1300.00-1110-2100-000-00-000-0000	12,185.00	8,041.18	8,041.18	65.9	0.00	4,143.82	34.0
01-3010-0-1300.00-1110-2140-000-00-000-0000	5,658.00	1,298.79	1,298.79	22.9	0.00	4,359.21	77.0
TOTAL: 1300	17,843.00	28,426.19	28,426.19	100.0	0.00	10,583.19-	.0
TOTAL: 1xxx	22,029.00	31,295.29	31,295.29	100.0	0.00	9,266.29-	.0
2100 INSTRUCTIONAL AIDE SALARIES							
01-3010-0-2100.00-1110-1000-002-00-000-0000	26,816.00	3,051.93-	3,051.93-	.0	0.00	29,867.93	100.0
01-3010-0-2100.00-1110-1000-003-00-000-0000	12,835.00	0.00	0.00	.0	0.00	12,835.00	100.0
01-3010-0-2100.01-1110-1000-002-00-000-0000	12,000.00	0.00	0.00	.0	0.00	12,000.00	100.0
01-3010-0-2100.01-1110-1000-003-00-000-0000	5,000.00	964.14	964.14	19.2	0.00	4,035.86	80.7
TOTAL: 2100	56,651.00	2,087.79-	2,087.79-	.0	0.00	58,738.79	100.0
2900 OTHER CLASSIFIED SALARIES							
01-3010-0-2900.01-1110-1000-002-00-000-0000	0.00	46.50	46.50	100.0	0.00	46.50-	.0
01-3010-0-2900.01-1110-1000-003-00-000-0000	0.00	46.50	46.50	100.0	0.00	46.50-	.0
TOTAL: 2900	0.00	93.00	93.00	100.0	0.00	93.00-	.0
TOTAL: 2xxx	56,651.00	1,994.79-	1,994.79-	.0	0.00	58,645.79	100.0
3101 SIRS CERTIFICATED							
01-3010-0-3101.00-0000-2100-000-00-000-0000	0.00	1,822.74	1,822.74	100.0	0.00	1,822.74-	.0
01-3010-0-3101.00-0000-2700-000-00-000-0000	0.00	1,822.74	1,822.74	100.0	0.00	1,822.74-	.0
01-3010-0-3101.00-1110-1000-002-00-000-0000	0.00	180.79	180.79	100.0	0.00	180.79-	.0
072 SOUTH FORK UNION ELEMENTARY J24701	BUDGET REPORT		BDX110	L.00.24	03/20/24	14:55	PAGE 2
Title I Budget Report-Summary	FROM 07/01/2023 TO 06/30/2024						
FUND :01 GENERAL FUND							
Pages(Lines): 0/6 (259)	3/20/2024 2:55 PM						

- Budget Report Activity

1. Run a budget report
2. Use the Detail Line Format #3
3. Filter the report to show item in resource “3010”

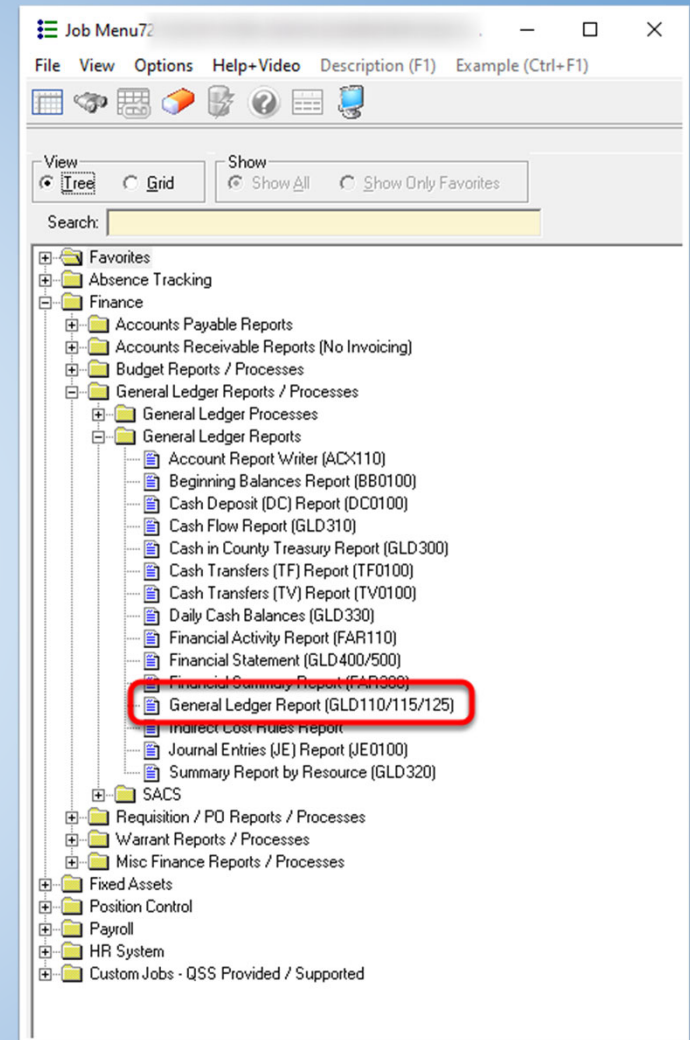


ANY QUESTIONS?

General Ledger Report

- From the Job Menu,
Open the Finance>General Ledger Reports/Processes>General Ledger Reports Folder

- Open the General Ledger Report (GLD110)



General Ledger Report Writer (GLDSUB) QSS/OASIS

File Options

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

General Ledger Report Writer

District: 72

From date: 07/01/2023 To date: 06/30/2024

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: Y1001 \$DIST 97 N Yr:2024 Dist:72 Site:0 3/21/2024 9:18 AM

Lele Branon Budget This 3/21/2024 to Matthew Hughes; Maxx Garris; Jonathan Medina; John P...

- In this example, we are filtering for every account like that is in Fund 01 and includes any Object code in the 6000 series

General Ledger Report Writer (GLDSUB) QSS/OASIS

File Options

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

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4

Field	Range	
	Low	High
01-????-?-6???.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		
??-????-?-????.??-????-????-????-??-????-????		

Usersec: Y1001 \$DIST 97 N Yr:2024 Dist:72 Site:0 3/21/2024 9:19 AM

Lele Branson Budget Thu 3/21/2024 TO Matthew Hughes, Maxx Garris, Jonathan Medina, John He

Print Manager QSS/OASIS

File View Options Help+Video

User Preference Settings: Load Print Manager Users? Only my user. Automatic load of Job List(\$STDLIST)? Load on demand.

Print Files | Pool Files/\$STDLIST | Local Print Files | Session History | Server Commands

Ret	LN	Cl	D	P	PDF	File #	Date/Ti	Job#	Rep/End (Lines)	Report Title
	001	N	Y	N	No	086486	03/21/20	J24967	0/2 (83)	Equipment
	002	N	Y	N	No	086485	03/21/20	J24966	0/2 (83)	
	003	N	Y	N	No	086126	03/20/20	J24701	0/6 (259)	Title I Budget Report-Summary
	004	N	Y	N	No	086123	03/20/20	J24698	0/2 (90)	Title I Budget Report-Summary
	005	N	Y	N	No	086120	03/20/20	J24696	0/0 (22)	Title I Budget Report-Summary
	006	N	Y	N	No	080608	03/18/20	J22394	1/44 (1335)	BUDGET REVISION 03/18/2024
	007	N	Y	N	No	076047	03/12/20	J19850	1/1 (100)	
	008	N	Y	N	No	072132	03/08/20	J18225	0/2 (128)	
	009	N	Y	N	No	071784	03/08/20	J18026	0/0 (30)	Job statistics
	010	N	Y	N	No	069109	03/06/20	J16580	0/2 (66)	
	011	N	Y	N	No	069103	03/06/20	J16575	1/1 (81)	
	012	N	Y	N	No	069087	03/06/20	J16560	0/2 (69)	
	013	N	Y	N	No	069086	03/06/20	J16559	0/2 (60)	
	014	N	Y	N	No	069085	03/06/20	J16558	0/1 (70)	KIT
	015	N	Y	N	No	069084	03/06/20	J16557	0/1 (70)	KIT
	016	N	Y	N	No	069083	03/06/20	J16556	0/1 (70)	KIT
	017	N	Y	N	No	069081	03/06/20	J16554	0/0 (57)	Confirmation
	018	N	Y	N	No	069059	03/06/20	J16543	1/1 (133)	
	019	N	Y	Y	No	069044	03/06/20	J16539	0/1 (94)	
	020	N	Y	N	No	068721	03/06/20	J16314	0/14 (342)	
	021	N	Y	N	No	068475	03/06/20	J16123	0/53 (2265)	
	022	N	Y	N	No	068471	03/06/20	J16120	0/0 (30)	Job statistics
	023	N	Y	N	No	068468	03/06/20	J16118	1/1 (15)	AUTOMATED APPROVAL
	024	N	Y	N	No	068365	03/06/20	J16104	0/0 (30)	Job statistics
	025	N	Y	N	No	063462	03/03/20	J13867	0/0 (30)	Job statistics

User Preference Setting: Months to look back for print files set to 2 Months

Yr:2024 Dist:72 Site:0 GS: W 3/21/2024 9:20 AM

- First Summary Page shows the filters used

- Filter shows Fund 01 and everything included in 6000 object codes

The screenshot shows a software window titled "View #1 - C:\Users\magamino\AppData\Roaming\qss\UserFiles\SVR.hp.kern.org.PORT.29610\MRGB97\PrintFiles\LSPL-20240321-J24967-00086486-GLD110-DETAILED GENERAL LE...". The window contains a report header and a table of account classifications.

Report Header:

072 : J24967 DETAILED GENERAL LEDGER GLD110 L.00.10 03/21/24 09:20 PAGE 0
Equipment 07/01/2023 TO 06/30/2024

Account classifications selected: FD-RESC-Y-OBJT.SO-GOAL-FUNC-SITE-T2-TY3-TYP4

Field ranges selected: FI RANGE

	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
	01-????-?-6???.??-????-????-??-??-????									
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-

Sort / Rollup on : FUND
Restricted Fld Nbr : 02 RESOURCE
Separation Option : No Separation of Restricted and UnRestricted
Extraction Type : Restricted and UnRestricted
GL Transactions : Approved Only
Account Description: Not Shown
Detail line format : 1 Line(s) per detail
Report prepared : 03/21/2024 09:20:19

Report Header (Page 1):

072 : J24967 DETAILED GENERAL LEDGER GLD110 L.00.10 03/21/24 09:20 PAGE 1
Equipment 07/01/2023 TO 06/30/2024

FUND	:01	GENERAL FUND				
DATE	REFERENCE	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SITE-T2-TY3-TYP4	TRANS DESC	VENDOR WARRANT	DEBIT	CREDIT
6170			LAND IMPROVEMENTS			

Pages(Lines): 0/2 (83) 3/21/2024 9:20 AM

- Reference shows transaction type and number.

- Account string lists the entire account code

- Short description (usually Vendor name)

- If a check was cut it will display a Warrant #

View #1 - C:\Users\magamino\AppData\Roaming\qss\UserFiles\SVR.hp.kern.org.PORT.29610\MRGB97\PrintFiles\LSPL-20240321-J24967-00086486-GLD110-DETAILED GENERAL LE...

File Options Copy options

Enter search text

9.00

072 J24967 DETAILED GENERAL LEDGER GLD110 L.00.10 03/21/24 09:20 PAGE 1
Equipment 07/01/2023 TO 06/30/2024

DATE	REFERENCE	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	TRANS DESC	VENDOR WARRANT	DEBIT	CREDIT
6170 LAND IMPROVEMENTS						
BALANCE FORWARD 07/01/2023					0.00	0.00
02/23/24	FV-240706	01-2600-0-6170.00-0000-8500-003-00-000-0000	LAUREL AG AND WATER,	1928 44992251	25,977.13	0.00
TOTAL ACTIVITY					25,977.13	0.00
ENDING BALANCE 06/30/2024					25,977.13	
6200 BUILDINGS & IMPROVEMNT OF BLDG						
BALANCE FORWARD 07/01/2023					0.00	0.00
10/13/23	FV-240255	01-3213-0-6200.00-0000-8500-003-00-000-0000	SCARCHITECT, INC.	1914 44953721	3,231.25	0.00
11/14/23	FV-240350	01-3213-0-6200.00-0000-8500-003-00-000-0000	SCARCHITECT, INC.	1914 44962508	1,723.75	0.00
12/15/23	FV-240435	01-3213-0-6200.00-0000-8500-003-00-000-0000	NOBLE CONSTRUCTION,	1783 44972658	3,068.50	0.00
02/13/24	FV-240631	01-3213-0-6200.00-0000-8500-003-00-000-0000	SCARCHITECT, INC.	1914 44988449	695.00	0.00
03/18/24	FV-240770	01-3213-0-6200.00-0000-8500-003-00-000-0000	SCARCHITECT, INC.	1914 44998628	261.60	0.00
03/18/24	FV-240771	01-3213-0-6200.00-0000-8500-003-00-000-0000	SCARCHITECT, INC.	1914 44998628	261.60	0.00
03/18/24	FV-240772	01-3213-0-6200.00-0000-8500-003-00-000-0000	SCARCHITECT, INC.	1914 44998628	2,413.75	0.00
03/18/24	FV-240773	01-3213-0-6200.00-0000-8500-003-00-000-0000	SCARCHITECT, INC.	1914 44998628	4,357.50	0.00
TOTAL ACTIVITY					16,012.95	0.00
ENDING BALANCE 06/30/2024					16,012.95	
6400 EQUIPMENT						
BALANCE FORWARD 07/01/2023					0.00	0.00
08/25/23	PO-240014	01-7032-0-6400.00-0000-3700-003-00-000-0000	KATOM RESTAURANT SUP	1677 44939185	4,461.92	0.00
09/22/23	PO-240026	01-7032-0-6400.00-0000-3700-003-00-000-0000	RESTAURANT SUPPLY, L	1900 44947594	4,180.07	0.00
02/13/24	PO-240057	01-7032-0-6400.00-0000-3700-003-00-000-0000	KATOM RESTAURANT SUP	1677 44988443	5,772.50	0.00
TOTAL ACTIVITY					14,414.49	0.00
ENDING BALANCE 06/30/2024					14,414.49	
FUND : 01 TOTALS (EXPENDITURE)					56,404.57	0.00
TOTALS (EXPENDITURE BALANCE)					56,404.57	

- General Ledger Report Activity

1. Run a ledger report
2. Use the default settings
3. Filter the report to show item in Fund “01”
4. Filter the report to show item in Object “6???”



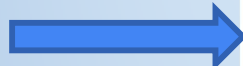
ANY QUESTIONS?

Cash Transfers

Cash Transfers

What is a Cash transfer?

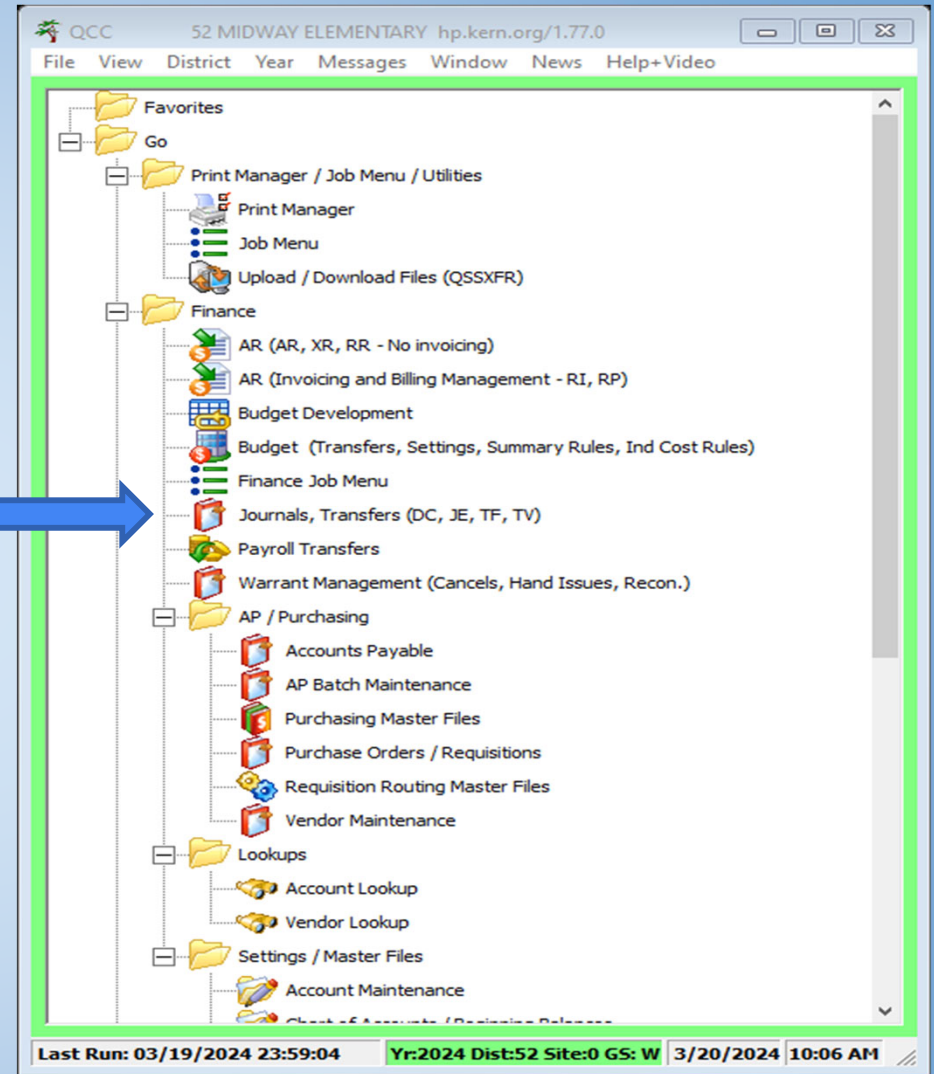
- Moves an expense from one account to another



052 MIDWAY ELEMENTARY		J21243		DETAILED GENERAL LEDGER		GLD110 L.00.10 03/14/24 14:25 PAGE 3	
4300				07/01/2023 TO 06/30/2024			
FUND :01		GENERAL FUND		RESOURCE:0000		NO REPORTING REQUIREMENT	
DATE	REFERENCE	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	TRANS	DESC	VENDOR WARRANT	DEBIT	CREDIT
4300	SUPPLIES						
12/13/23	PV-240112	01-0000-0-4300.00-1110-1000-000-00-000-0000		US BANK CORPORATE PY	3599 44971985	21.20	0.00
12/19/23	PV-240121	01-0000-0-4300.00-0000-3600-000-00-000-0000		COOPERS PETROLEUM	42 90115500	416.50	0.00
12/19/23	PV-240120	01-0000-0-4300.00-0000-3600-000-00-000-0000		MIDWAY REVOLVING FUN	103 44973482	39.30	0.00
12/19/23	PV-240120	01-0000-0-4300.00-1110-1000-000-00-000-0000		MIDWAY REVOLVING FUN	103 44973482	69.59	0.00
12/19/23	PV-240117	01-0000-0-4300.00-1110-1000-000-00-000-0000		OFFICE DEPOT	1024 44973483	33.75	0.00
12/19/23	PV-240117	01-0000-0-4300.00-1110-1000-000-00-000-0000		OFFICE DEPOT	1024 44973483	25.63	0.00
01/05/24	PV-240127	01-0000-0-4300.00-0000-3600-000-00-000-0000		TAFT CITY SCHOOL DIS	240 44978119	235.39	0.00
01/05/24	PV-240127	01-0000-0-4300.00-0000-3600-000-00-000-0000		TAFT CITY SCHOOL DIS	240 44978119	2,241.26	0.00
01/05/24	PV-240131	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44978120	28.13	0.00
01/05/24	PV-240131	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44978120	59.69	0.00
01/05/24	PV-240131	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44978120	34.96	0.00
01/05/24	PV-240131	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44978120	20.98	0.00
01/05/24	PV-240131	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44978120	85.81	0.00
01/26/24	PV-240144	01-0000-0-4300.00-0000-3600-000-00-000-0000		COOPERS PETROLEUM	42 90116587	754.62	0.00
01/26/24	PV-240132	01-0000-0-4300.00-0000-8100-000-00-000-0000		COOPERS TRUE VALUE H	38 44984572	203.10	0.00
01/26/24	PV-240135	01-0000-0-4300.00-1110-1000-000-00-000-0000		OFFICE DEPOT	1024 44984575	129.54	0.00
01/26/24	PV-240143	01-0000-0-4300.00-0000-3600-000-00-000-0000		TAFT CITY SCHOOL DIS	240 44984578	743.12	0.00
02/01/24	PV-240145	01-0000-0-4300.00-1110-1000-000-00-000-0000		AMERICAN BUSINESS MA	3391 44985923	81.19	0.00
02/01/24	PV-240147	01-0000-0-4300.00-1110-1000-000-00-000-0000		OFFICE DEPOT	1024 44985925	96.61	0.00
02/01/24	PV-240148	01-0000-0-4300.00-1110-1000-000-00-000-0000		PITNEY BOWES PURCHAS	3487 44985926	503.50	0.00
02/01/24	PV-240151	01-0000-0-4300.00-0000-3600-000-00-000-0000		TAFT CITY SCHOOL DIS	240 44985929	299.29	0.00
02/14/24	PV-240153	01-0000-0-4300.00-0000-8100-000-00-000-0000		A.P.I. Plumbing & Po	5 44988827	43.30	0.00
02/14/24	PV-240152	01-0000-0-4300.00-0000-8100-000-00-000-0000		C & P Sanitary Suppl	2503 44988828	569.64	0.00
02/14/24	PV-240154	01-0000-0-4300.00-0000-8100-000-00-000-0000		COOPERS TRUE VALUE H	38 44988829	145.00	0.00
02/14/24	PV-240155	01-0000-0-4300.00-0000-8100-000-00-000-0000		KERN ELECTRIC DISTRI	3277 90117253	166.05	0.00
02/14/24	PV-240156	01-0000-0-4300.00-1110-1000-000-00-000-0000		OFFICE DEPOT	1024 44988830	108.55	0.00
02/14/24	PV-240160	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44988833	62.22	0.00
02/14/24	PV-240160	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44988833	45.41	0.00
02/20/24	PV-240164	01-0000-0-4300.00-0000-3600-000-00-000-0000		COOPERS PETROLEUM	42 90117434	795.28	0.00
03/06/24	PV-240175	01-0000-0-4300.00-1110-1000-000-00-000-0000		AMERICAN BUSINESS MA	3391 44995724	15.00	0.00
03/06/24	PV-240168	01-0000-0-4300.00-1110-1000-000-00-000-0000		OFFICE DEPOT	1024 44995725	25.96	0.00
03/06/24	PV-240168	01-0000-0-4300.00-1110-1000-000-00-000-0000		OFFICE DEPOT	1024 44995725	59.57	0.00
03/06/24	PV-240174	01-0000-0-4300.00-0000-3600-000-00-000-0000		TAFT CITY SCHOOL DIS	240 44995729	458.49	0.00
03/06/24	PV-240173	01-0000-0-4300.00-0000-3600-000-00-000-0000		US BANK CORPORATE PY	3599 44995730	54.60	0.00
03/06/24	PV-240173	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44995730	110.76	0.00
03/06/24	PV-240173	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44995730	56.27	0.00
03/06/24	PV-240173	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44995730	381.58	0.00
03/06/24	PV-240173	01-0000-0-4300.00-0000-8100-000-00-000-0000		US BANK CORPORATE PY	3599 44995730	424.71	0.00

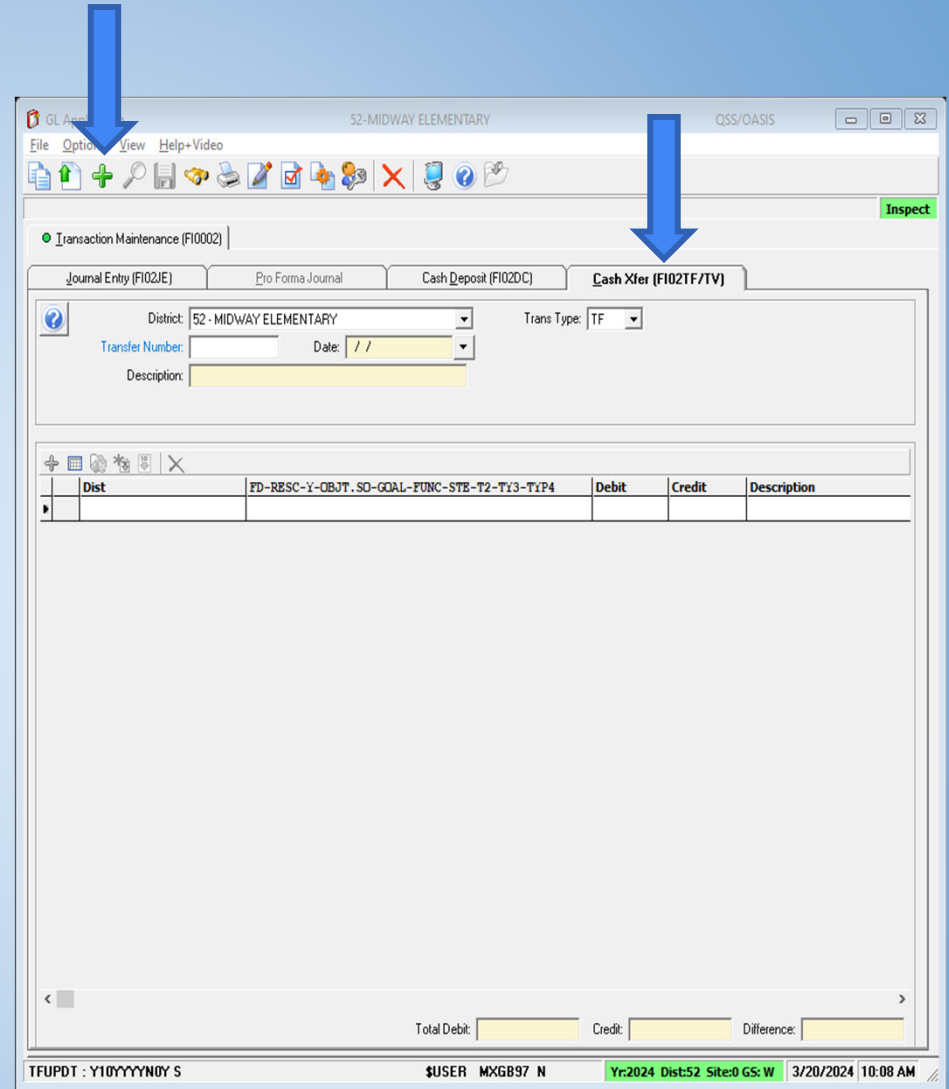
Cash Transfers

QSS Main Menu



Cash Transfers

- Make sure you use the Cash Transfer Tab
- Click on the green plus sign to add a transfer it will put in a date.



Cash Transfers

- Make it the date that you want the transfer to be effective.
- Enter a description then hit tab and the next screen pops up.

GL Application 52-MIDWAY ELEMENTARY QSS/OASIS

File Options View Help+Video

Transaction Maintenance (F10002)

Journal Entry (F102JE) Pro Forma Journal Cash Deposit (F102DC) **Cash Xfer (F102TF/TV)**

District: 52 - MIDWAY ELEMENTARY Trans Type: TF

Transfer Number: *New Date: 03/20/2024

Description: Correct Resource - Office Dep

Dist	FD-RESC-Y-OBJT, SO-GOAL-FUNC-ST8-T2-T13-T1P4	Debit	Credit	Description
52				


Total Debit: Credit: Difference:

TFUPDT : Y10YYYYN0Y S \$USER MXGB97 N Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 10:11 AM

Cash Transfers

GL Application - Cash Transfer 52-MIDWAY ELEMENTARY QSS/OASIS

File Options



Add

FD-RESC-Y-OBJT .SO-GOAL-FUNC-STE-T2-TY3-TYP4

Line: 1 District: 52 L - - - . - - - -00-000-0000

Debit: Credit:

Description:

Working Revised Approved

Budget: _____

Expense: _____

Pending: _____

Encumbered: _____

Total Committed: _____

Balance: _____

TFUPDT : Y10YYYYN0Y S **Yr:2024 Dist:52 Site:0 GS: W** 3/20/2024 10:11 AM

Cash Transfers

- Enter account lines
 - Credit to Decrease Expense
 - Debit to Increase Expense
- Put in a description – if needed
- Hit enter to move to next account line

GL Application - Cash Transfer 52-MIDWAY ELEMENTARY QSS/OASIS

File Options

Line: 1 District: 52

FD-RESC-Y-OBJT . SO-GOAL-FUNC-STE-T2-TY3-TYP4
01-0000-0-4300.00-1110-1000-000-00-000-0000

Debit: Credit: \$108.55

Description: Office Depot - PV 240156

	Working	Revised	Approved
Budget:	6,025.00	6,525.00	6,525.00
Expense:	3,028.55		
Pending:	.00		
Encumbered:	.00		
Total Committed:	3,028.55		
Balance:	2,996.45	3,496.45	3,496.45

TFUPDT : Y10YYYYN0Y S Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 10:16 AM

Cash Transfers

- Enter remaining entries
- Reminder
 - Credit to Decrease Expense
 - Debit to Increase Expense
- Click the green back arrow and it will take you back to the previous screen.



GL Application - Cash Transfer 52-MIDWAY ELEMENTARY QSS/OASIS

File Options

Change

FD-RESC-Y-OBJT.S0-GOAL-FUNC-STE-T2-TY3-TYP4

Line: 2 District: 52 L 01-1100-0-4300.00-1110-1000-000-00-000-0000

Debit: \$108.55 Credit:

Description: Office Depot - FV 240156

	Working	Revised	Approved
Budget:	350.00	350.00	350.00
Expense:	.00		
Pending:	.00		
Encumbered:	.00		
Total Committed:	.00		
Balance:	350.00	350.00	350.00

TFUPDT : Y10YYYYN0Y S Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 1:08 PM

Cash Transfers

- Your debits and credits must balance to zero or you will not be able to save the transfer.
- Once all are entered, hit the save icon and it will provide you with a transfer number

Transaction Maintenance (F10002)

Journal Entry (F102JE) | Pro Forma Journal | Cash Deposit (F102DC) | **Cash Xfer (F102TF/TV)**

District: 52 - MIDWAY ELEMENTARY | Trans Type: TF
Transfer Number: *New | Date: 03/20/2024
Description: Correct Resource - Office Dep

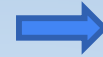
Dist	FD-RESC-Y-OBJT. SO-GOAL-FUNC-STE-T2-TY3-TYP4	Debit	Credit	Description
52	01-0000-0-4300.00-1110-1000-000-00-000-0000		108.55	Office Depot - PV 2401
2 52	01-1100-0-4300.00-1110-1000-000-00-000-0000	108.55		Office Depot - PV 2401

Total Debit: 108.55 | Credit: 108.55 | Difference: 0.00

TFUPDT : Y10YYYYN0Y S | \$USER MXGB97 N | Yr:2024 Dist:52 Site:0 GS: W | 3/20/2024 1:12 PM

Cash Transfers

- If not automatically approved, you will now need to approve TF



Updated Successfully (GL Transaction) Inspect

Transaction Maintenance (F10002)

Journal Entry (F102JE) | Pro Forma Journal | Cash Deposit (F102DC) | **Cash Xfer (F102TF/TV)**

District: 52 - MIDWAY ELEMENTARY | Trans Type: TF

Transfer Number: 240006 | Date: 03/20/2024

Description: Correct Resource - Office Dep

Unapproved ----- Updated 3/20/2024 at 1:14:57 PM by MXGB

Dist	Description	Debit	Credit	Description
52	01-0000-0-4300.00-1110-1000-00-000-0000		108.55	Office Depot - PV 240156
2 52	01-1100-0-4300.00-1110-1000-00-000-0000	108.55		Office Depot - PV 240156

Total Debit: 108.55 | Credit: 108.55 | Difference: 0.00

TFUPDT : Y10YYYYN0Y S \$USER MXGB97 N Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 1:15 PM

Cash Transfers

- To Approve – Go to Options
- Approval Maintenance

Application 52-MIDWAY ELEMENTARY QSS/OASIS

File Options View Help+Video

- Copy Ctrl+F7
- Change Ctrl+F9
- Add Ctrl+F6
- Inspect Ctrl+F5
- Save F9
- Search F3
- Report Shift+F11
- InstaPrint Ctrl+F11
- Approval Maintenance F4
- Process F2
- Override Password F5
- Delete Ctrl+F8
- Print Screen F11
- Add Detail Row Shift+Ctrl+F6
- Output Detail Grid Shift+Ctrl+F11
- Reverse Debits and Credits Shift+Ctrl+F4
- Auto Add Rows Shift+Ctrl+F7
- Import Row Data Shift+Ctrl+F8
- Delete Detail Row Shift+Ctrl+F9

Deposit (F1020C) Cash Xfer (F1021F/TV)

Trans Type: TF


57 PM by MXGB

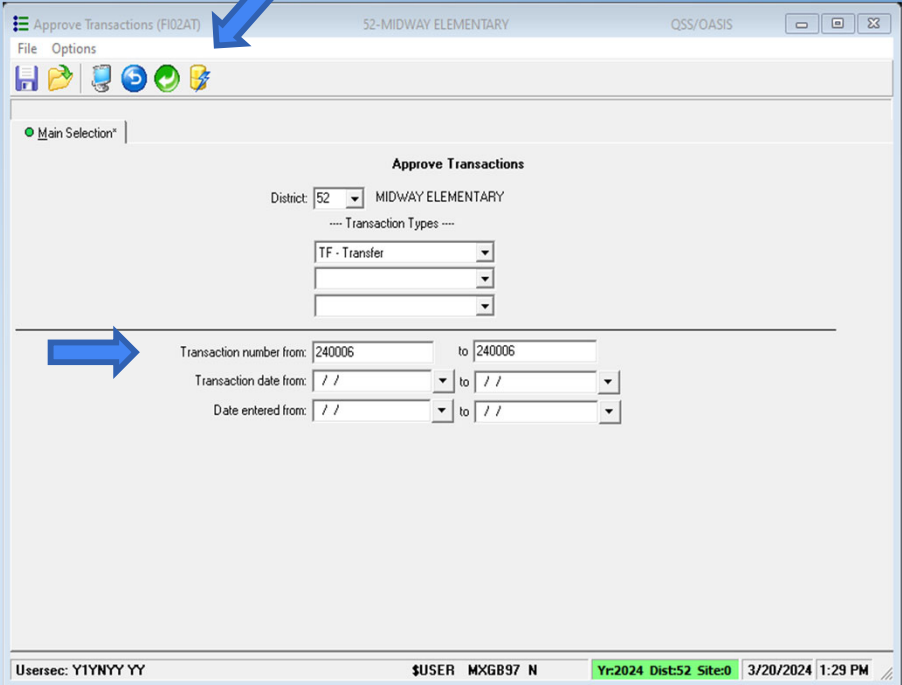
2-TY3-TYP4	Debit	Credit	Description
0-000-0000		108.55	Office Depot - PV 240156
0-000-0000	108.55		Office Depot - PV 240156

Total Debit: 108.55 Credit: 108.55 Difference: 0.00

TFUPDT : Y10YYYYN0Y S \$USER MXGB97 N Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 1:15 PM

Cash Transfers

- New window will open
- Transfer Number will be shown
- Hit the “submit job” button 
- Cash Transfer is now **Complete**



Approve Transactions (FI02AT) 52-MIDWAY ELEMENTARY QSS/OASIS

File Options

Main Selection*

Approve Transactions

District: 52 MIDWAY ELEMENTARY

Transaction Types ---

TF - Transfer

Transaction number from: 240006 to 240006

Transaction date from: / / to / /

Date entered from: / / to / /

Usersec: Y1YNYY YY \$USER MXGB97 N Yr:2024 Dist:52 Site:0 3/20/2024 1:29 PM

Cash Transfer Activity

1. Transfer \$1 from 01-0000-0-4300.00-0000-1110-1000-000-00-000-0000
2. Transfer to 01-0000-0-4300.00-0000-**0000-3600**-000-000-00-000-0000
3. Approve Transfer
4. Run GL report to verify
5. Repeat steps to reverse cash transfer



Budget Transfers

Budget Transfers

What is a Budget Transfer?

Adjusts amounts to specific account lines

052 MIDWAY ELEMENTARY		J24588		BUDGET REPORT		BDX110 L.00.24 03/20/24 13:54 PAGE 1	
Example				FROM 07/01/2023 TO 06/30/2024			
FUND :01		GENERAL FUND					
FD-RESC-Y-OBJT.S0-GOAL-FUNC-STR-T2-TY3-TYP4				EXPENDED/RECEIVED		UNENCUMBERED	
		WORKING BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE %
4300	SUPPLIES						
01-0000-0-4300.00-0000-2700-000-00-000-0000		525.00	0.00	0.00	.0	0.00	525.00 100.0
01-0000-0-4300.00-0000-3600-000-00-000-0000		20,300.00	19,064.62	19,064.62	93.9	0.00	1,235.38 6.0
01-0000-0-4300.00-0000-7200-000-00-000-0000		150.00	118.00	118.00	78.6	0.00	32.00 21.3
01-0000-0-4300.00-0000-8100-000-00-000-0000		9,625.00	8,338.67	8,338.67	86.6	0.00	1,286.33 13.3
01-0000-0-4300.00-0000-8100-000-00-205-0000		2,000.00	169.77	169.77	8.4	0.00	1,830.23 91.5
01-0000-0-4300.00-0000-8200-000-00-000-0000		970.00	791.33	791.33	81.5	0.00	178.67 18.4
01-0000-0-4300.00-1110-1000-000-00-000-0000		6,025.00	3,028.55	3,028.55	50.2	0.00	2,996.45 49.7
01-0000-0-4300.00-1110-1000-000-00-202-0000		125.00	0.00	0.00	.0	0.00	125.00 100.0
01-0000-0-4300.00-1110-1000-000-00-203-0000		3,000.00	0.00	0.00	.0	0.00	3,000.00 100.0
01-0000-0-4300.00-1110-1000-000-00-207-0000		500.00	0.00	0.00	.0	0.00	500.00 100.0
01-0000-0-4300.00-1110-1000-000-00-302-0000		5,000.00	0.00	0.00	.0	0.00	5,000.00 100.0
01-0000-0-4300.00-8100-5000-000-00-000-0000		951.00	0.00	0.00	.0	0.00	951.00 100.0
TOTAL: 4300		49,171.00	31,510.94	31,510.94	64.0	0.00	17,660.06 35.9
TOTAL: 4xxx		49,171.00	31,510.94	31,510.94	64.0	0.00	17,660.06 35.9
TOTAL: 1xxx - 5xxx		49,171.00	31,510.94	31,510.94	64.0	0.00	17,660.06 35.9
6170	LAND IMPROVEMENTS						
01-0000-0-6170.00-0000-8500-000-00-206-0000		10,000.00	0.00	0.00	.0	0.00	10,000.00 100.0
TOTAL: 6170		10,000.00	0.00	0.00	.0	0.00	10,000.00 100.0
6400	EQUIPMENT						
01-0000-0-6400.00-0000-8100-000-00-000-0000		5,000.00	0.00	0.00	.0	0.00	5,000.00 100.0
TOTAL: 6400		5,000.00	0.00	0.00	.0	0.00	5,000.00 100.0
TOTAL: 6xxx		15,000.00	0.00	0.00	.0	0.00	15,000.00 100.0
TOTAL: 1xxx - 6xxx		64,171.00	31,510.94	31,510.94	49.1	0.00	32,660.06 50.8

Budget Transfers

What is a Budget Transfer?

Adjusts amounts to specific account lines

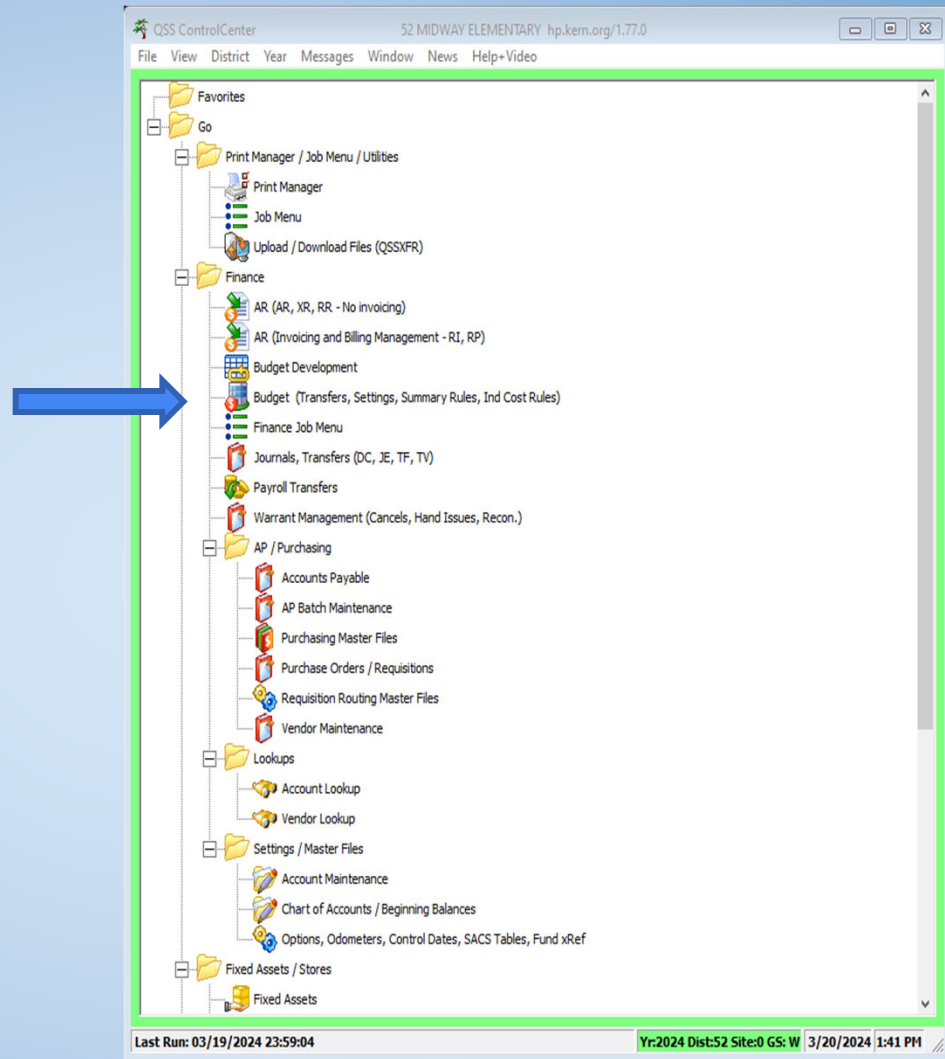
In this example we want to increase the Equipment budget (6400) and decrease the Supply (4300) Budget

052 MIDWAY ELEMENTARY		J24588		BUDGET REPORT		BDX110 L.00.24 03/20/24 13:54 PAGE 1	
Example				FROM 07/01/2023 TO 06/30/2024			
FUND :01		GENERAL FUND					
FD-RESC-Y-OBJT.S0-GOAL-FUNC-STR-T2-TY3-TYP4				EXPENDED/RECEIVED			
		WORKING BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE %

4300	SUPPLIES						
01-0000-0-4300.00-0000-2700-000-00-000-0000		525.00	0.00	0.00	.0	0.00	525.00 100.0
01-0000-0-4300.00-0000-3600-000-00-000-0000		20,300.00	19,064.62	19,064.62	93.9	0.00	1,235.38 6.0
01-0000-0-4300.00-0000-7200-000-00-000-0000		150.00	118.00	118.00	78.6	0.00	32.00 21.3
01-0000-0-4300.00-0000-8100-000-00-000-0000		9,625.00	8,338.67	8,338.67	86.6	0.00	1,286.33 13.3
01-0000-0-4300.00-0000-8100-000-00-205-0000		2,000.00	169.77	169.77	8.4	0.00	1,830.23 91.5
01-0000-0-4300.00-0000-8200-000-00-000-0000		970.00	791.33	791.33	81.5	0.00	178.67 18.4
01-0000-0-4300.00-1110-1000-000-00-000-0000		6,025.00	3,028.55	3,028.55	50.2	0.00	2,996.45 49.7
01-0000-0-4300.00-1110-1000-000-00-202-0000		125.00	0.00	0.00	.0	0.00	125.00 100.0
01-0000-0-4300.00-1110-1000-000-00-203-0000		3,000.00	0.00	0.00	.0	0.00	3,000.00 100.0
01-0000-0-4300.00-1110-1000-000-00-207-0000		500.00	0.00	0.00	.0	0.00	500.00 100.0
01-0000-0-4300.00-1110-1000-000-00-302-0000		5,000.00	0.00	0.00	.0	0.00	5,000.00 100.0
01-0000-0-4300.00-8100-5000-000-00-000-0000		951.00	0.00	0.00	.0	0.00	951.00 100.0
TOTAL: 4300		49,171.00	31,510.94	31,510.94	64.0	0.00	17,660.06 35.9
TOTAL: 4xxx		49,171.00	31,510.94	31,510.94	64.0	0.00	17,660.06 35.9
TOTAL: 1xxx - 5xxx		49,171.00	31,510.94	31,510.94	64.0	0.00	17,660.06 35.9
6170	LAND IMPROVEMENTS						
01-0000-0-6170.00-0000-8500-000-00-206-0000		10,000.00	0.00	0.00	.0	0.00	10,000.00 100.0
TOTAL: 6170		10,000.00	0.00	0.00	.0	0.00	10,000.00 100.0
6400	EQUIPMENT						
01-0000-0-6400.00-0000-8100-000-00-000-0000		5,000.00	0.00	0.00	.0	0.00	5,000.00 100.0
TOTAL: 6400		5,000.00	0.00	0.00	.0	0.00	5,000.00 100.0
TOTAL: 6xxx		15,000.00	0.00	0.00	.0	0.00	15,000.00 100.0
TOTAL: 1xxx - 6xxx		64,171.00	31,510.94	31,510.94	49.1	0.00	32,660.06 50.8

Budget Transfers

- Select Budget (Transfers, Settings, Summary Rules, Ind Cost rules)
- New window will open



Budget Transfers

- Make sure you use the Budget Transfer Tab
- Click on the green plus sign to add a transfer it will put in a date.

The screenshot shows the 'Budget Transfers (BD02BT)' window. The interface includes a menu bar (File, Options, Help+Video), a toolbar with various icons, and a main area with a form and a table. The form contains fields for District (52 - MIDWAY ELEMENTARY), Transfer Number, Date, and Description. The table below has columns for Debit, Credit, Description, and Working Budget. At the bottom, there are fields for Total Debit, Credit, and Difference. The status bar at the bottom displays 'BTUPDT : Y10YYYY, BD2FLD : Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 2:09 PM'.

	FD-RBSC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	Debit	Credit	Description	Working Budget	B
▶ 1						

Budget Transfers

- Enter a description
- Click on the green plus sign to open Budget entry window

Budget Maintenance 52-MIDWAY ELEMENTARY QSS/OASIS

File Options Help+Video

Maintain Budget Settings Acct Summ./Bdgt Blck (ACS010) Indirect Costs (GLIC50)

Budget Transfers (BD02BT) Update Working Budget (BGUPDT) Budget Detail Records (GLDDET)

District: 52 - MIDWAY ELEMENTARY

Transfer Number: *New Date: 03/20/2024

Description: Move 4300 to 6400 / RE: 0000

	FD-RBSC-Y-OBJT .SO-GOAL-FUNC-STE-T2-TY3-TYP4	Debit	Credit	Description	Working Budget	B
▶ 1						

Total Debit: Credit: Difference:

BTUPDT : Y10YYYYY, BD2FLD : Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 2:14 PM

Budget Transfers

- Enter account number, amount, and description

Budget Entry 52-MIDWAY ELEMENTARY QSS/OASIS

File Options

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4

Line: 1

Debit: Credit:

Description:

Working Revised Approved

Budget:

Expense:

Pending:

Encumbered:

Total Committed:

Balance:

GL Posting Detail: None Processed:

BTUPDT : Y10YYYYY Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 2:17 PM

Budget Transfers

- Enter account number, amount, and description
- Enter Amount
 - Credit to Increase Budget
 - Debit to Decrease Budget

Budget Entry 52-MIDWAY ELEMENTARY QSS/OASIS

File Options

FD-RESC-Y-OBJT . SO-GOAL-FUNC-STE-T2-TY3-TYP4

Line: 1 01-0000-0-4300.00-0000-3600-000-00-000-0000

Debit: \$5,000.00 Credit:

Description: Increase Equip / 6400

	Working	Revised	Approved
Budget:	20,300.00	11,800.00	11,800.00
Expense:	19,064.62		
Pending:	.00		
Encumbered:	.00		
Total Committed:	19,064.62		
Balance:	1,235.38	-7,264.62	-7,264.62

GL Posting Detail: None Processed:

BTUPDT : Y10YYYYY Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 2:22 PM

Budget Transfers

- Enter next budget entry
- Enter Amount
 - Credit to Increase Budget
 - Debit to Decrease Budget
- Click the green return arrow when all entries are complete.

FD-RESC-Y-OBJT . SO-GOAL-FUNC-STE-T2-TY3-TYP4

Line: 2 01-0000-0-6400.00-0000-8100-000-00-000-0000

Debit: Credit: \$5,000.00

Description: Increase Equip / 6400

	Working	Revised	Approved
Budget:	5,000.00	5,000.00	5,000.00
Expense:	.00		
Pending:	.00		
Encumbered:	.00		
Total Committed:	.00		
Balance:	5,000.00	5,000.00	5,000.00

GL Posting Detail: None Processed:

BTUPDT : Y10YYYYY Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 2:32 PM

Budget Transfers

- Your debits and credits must balance to zero or you will not be able to save the transfer.
- Once all are entered, checked and balanced you will hit the save icon and it will provide you with a transfer number

Budget Maintenance 52-MIDWAY ELEMENTARY QSS/OASIS

File Options Help+Web

Maintain Budget Settings Acct Summ./Bdgt Blck (ACS010) Indirect Costs (GLIC50)

Budget Transfers (BD02BT) Update Working Budget (BGUPDT) Budget Detail Records (GLDDET)

District: 52-MIDWAY ELEMENTARY
Transfer Number: *New* Date: 03/20/2024
Description: Move 4300 to 6400 / RE: 0000

	FD-RESC-Y-OBJT, SO-GOAL-FUNC-STE-T2-TY13-TYP4	Debit	Credit	Description	Working Budget	B
1	01-0000-0-4300.00-0000-3600-000-00-000-0000	5,000.00		Increase Equip / 6400	20,300.00	
2	01-0000-0-6400.00-0000-8100-000-00-000-0000		5,000.00	Increase Equip / 6400	5,000.00	

Total Debit: 5,000.00 Credit: 5,000.00 Difference: 0.00

BTUPDT : Y10YYYY, BD2FLD : Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 2:34 PM

Budget Transfers

- Your debits and credits must balance to zero
- Once all are entered, checked, and balanced you will hit the save icon and it will provide you with a transfer number
- Budget Transfer is **Complete**

Budget Maintenance 52-MIDWAY ELEMENTARY QSS/OASIS

File Options Help+Video

Maintain Budget Settings Acct Summ./Bdgt Blck (ACS010) Indirect Costs (GLIC50)

Budget Transfers (BD02BT) Update Working Budget (BGUPDT) Budget Detail Records (GLDDET)

District: 52 - MIDWAY ELEMENTARY

Transfer Number: 240050 Date: 03/20/2024

Description: Move 4300 to 6400 / RE: 0000

Approved 3/20/2024 at 2:39:03 PM by MxGB ----- Updated 3/20/2024 at 2:39:03 PM by MxGB

	FD-RBSC-Y-OBJT. SO-GOAL-FUNC-STE-T2-TY3-TYP4	Debit	Credit	Description	Working Budget	B
1	01-0000-0-4300.00-0000-3600-000-00-000-0000	5,000.00		Increase Equip / 6400	15,300.00	
2	01-0000-0-6400.00-0000-8100-000-00-000-0000		5,000.00	Increase Equip / 6400	10,000.00	

Total Debit: 5,000.00 Credit: 5,000.00 Difference: 0.00

BTUPDT : Y10YYYY, BD2FLD : Yr:2024 Dist:52 Site:0 GS: W 3/20/2024 2:40 PM

Budget Transfers

Updated Budget Report

In this example

- Equipment budget (6400) Increased by \$5,000
- Supply budget (4300) decrease by \$5,000

052 MIDWAY ELEMENTARY J24685 BUDGET REPORT BDX110 L.00.24 03/20/24 14:41 PAGE 1

Example FROM 07/01/2023 TO 06/30/2024

FUND :01 GENERAL FUND

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4

	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE	%
4300 SUPPLIES							
01-0000-0-4300.00-0000-2700-000-00-000-0000	525.00	0.00	0.00	.0	0.00	525.00	100.0
01-0000-0-4300.00-0000-3600-000-00-000-0000	15,300.00	19,064.62	19,064.62	100.0	0.00	3,764.62-	.0
01-0000-0-4300.00-0000-7200-000-00-000-0000	150.00	118.00	118.00	78.6	0.00	32.00	21.3
01-0000-0-4300.00-0000-8100-000-00-000-0000	9,625.00	8,338.67	8,338.67	86.6	0.00	1,286.33	13.3
01-0000-0-4300.00-0000-8100-000-00-205-0000	2,000.00	169.77	169.77	8.4	0.00	1,830.23	91.5
01-0000-0-4300.00-0000-8200-000-00-000-0000	970.00	791.33	791.33	81.5	0.00	178.67	18.4
01-0000-0-4300.00-1110-1000-000-00-000-0000	6,025.00	3,028.55	3,028.55	50.2	0.00	2,996.45	49.7
01-0000-0-4300.00-1110-1000-000-00-202-0000	125.00	0.00	0.00	.0	0.00	125.00	100.0
01-0000-0-4300.00-1110-1000-000-00-203-0000	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
01-0000-0-4300.00-1110-1000-000-00-207-0000	500.00	0.00	0.00	.0	0.00	500.00	100.0
01-0000-0-4300.00-1110-1000-000-00-302-0000	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
01-0000-0-4300.00-8100-5000-000-00-000-0000	951.00	0.00	0.00	.0	0.00	951.00	100.0
TOTAL: 4300	44,171.00	31,510.94	31,510.94	71.3	0.00	12,660.06	28.6
TOTAL: 4XXX	44,171.00	31,510.94	31,510.94	71.3	0.00	12,660.06	28.6
TOTAL: 1XXX - 5XXX	44,171.00	31,510.94	31,510.94	71.3	0.00	12,660.06	28.6
6170 LAND IMPROVEMENTS							
01-0000-0-6170.00-0000-8500-000-00-206-0000	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0
TOTAL: 6170	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0
6400 EQUIPMENT							
01-0000-0-6400.00-0000-8100-000-00-000-0000	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0
TOTAL: 6400	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0
TOTAL: 6XXX	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
TOTAL: 1XXX - 6XXX	64,171.00	31,510.94	31,510.94	49.1	0.00	32,660.06	50.8

Budget Transfer Activity

1. Transfer \$1 from 01-0000-0-4300.00-0000-1110-1000-000-00-000-0000
2. Transfer to 01-0000-0-4300.00-0000-**0000-3600**-000-000-00-000-0000
3. Approve Transfer
4. Run GL report to verify
5. Repeat steps to reverse cash transfer



Break Time!





BUDGET DEVELOPMENT 101

WHAT IS A BUDGET?

Budgets provide a description of school districts program plans for the upcoming year. This includes an estimate of restricted and unrestricted revenue and the districts plan for spending those funds which are the expenditures. The State of California largely controls school districts revenues followed by the Federal Government.

BUDGET PROCESS

On or before July 1 of each year, Education Code Section 42127 requires districts to accomplish the following:

1. Hold a public hearing conducted in accordance with Education Code Section 42103 on the budget to be adopted for the subsequent fiscal year. The budget to be adopted shall be prepared in accordance with Section 42126. The agenda for that hearing shall be posted at least 72 hours prior to the public hearing and shall include the location where the budget will be available for public inspection.
2. Adopt a budget. Not later than five days after that adoption or by July 1, whichever occurs first, the governing board of the school district shall file that budget with the county superintendent of schools. That budget and supporting data shall be maintained made available for public review.
3. On or before September 15, the county superintendent of schools shall approve, conditionally approve, or disapprove the adopted budget for each school district. For the 2014-15 fiscal year and each fiscal year thereafter, the county superintendent of schools shall disapprove a budget if the county superintendent of schools determines that the budget does not include the expenditures necessary to implement a local control and accountability plan or an annual update to the local control and accountability plan approved by the county superintendent of schools.
4. 45- Day Budget Revision- Not later than 45 days after the Governor signs the annual Budget Act, the District shall make available for the public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act.

HOW TO PREPARE FOR BUDGET DEVELOPMENT

Become familiar with the districts revenue and expenses:

Examples of revenue and expenses:

1.Revenue Information

- LCFF Sources (Calculator)
- Federal
- Other Local
- Property Taxes
- Other State

Examples of revenue streams that will be within a category above:

- Special Ed Funding unrestricted
- Mandated Block Grant
- Title I
- Lottery - restricted and

2.Expenditure Information

- Budget Committee (Planning) (Object 7142)
- One-time expenses
- Special Ed Transportation and bill back
- Textbook adoption
- Step and column increases
- Retiree benefits
- New positions
- LCAP expenditures

INFORMATION TO GATHER BEFORE YOU BEGIN

Planning Considerations

- Kern COE Common Message Dashboard
- Enrollment Trends
- Unduplicated Pupil Trends (PERS)
- Workers Comp Rate
- Health and Welfare Rates
- Minimum wage
- School Services of California
- Average Daily Attendance
- Retirement Systems (STRS and Unemployment Insurance
- Consumer Price Index

EXAMPLE OF PLANNING CONSIDERATIONS TEMPLATE

	23/24	24/25	25/26
Statutory COLA (LCFF Revenue Sources)	8.22%	3.94%	3.29%
STRS Employer Rates	19.10%	19.10%	19.10%
PERS Employer Rates	26.68%	27.70%	28.30%
State Unemployment Insurance	0.05%	0.05%	0.05%
Estimated Revenue Based on P-2 ADA	170.29	170.29	170.29
Enrollment	183	183	183
Unduplicated Pupil Count (LCFF Calculator)	168	168	168
Lottery - Unrestricted per ADA	\$ 170.00	\$ 170.00	\$ 170.00
Lottery - Restricted per ADA	\$ 67.00	\$ 67.00	\$ 67.00
Consumer Price Index	3.54%	3.02%	2.64%
Reserve CAP	5%	5%	5%

OPEN MODELS IN THE FINANCIAL SYSTEM

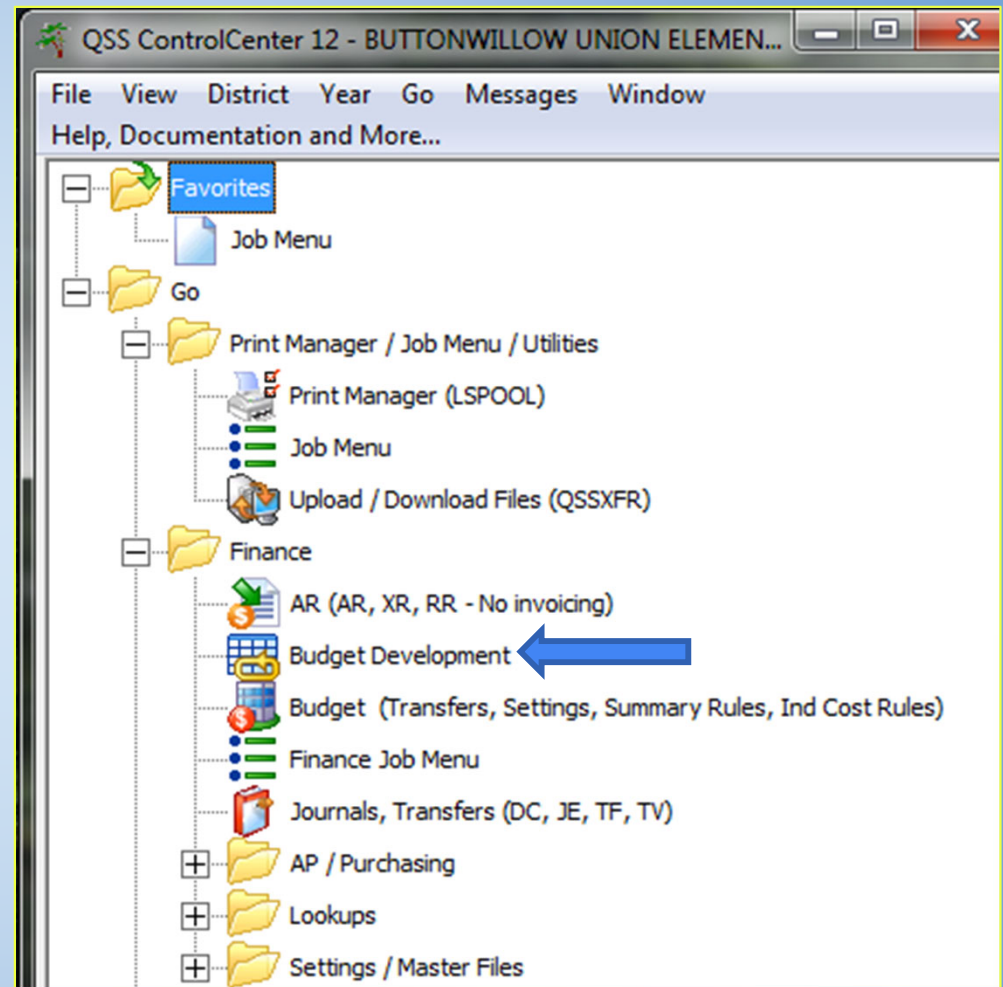
Opening Models

The QCC Budget Development module contains 99 budget models in each fiscal year that can be utilized to construct your budget. Work is performed in Open budget models. Locking a budget model secures that model from accidental changes being made. Models that are no longer useful can be closed.

Budget Development is a branch within the Finance module. Budget Development models are used to create budget scenarios without actually changing data in the financial system. For July 1, two models will be created – a budget model and an estimated actuals model.

HOT LAB TIME!

>All work within the Budget Development module is done within a model. Opening a budget model is therefore the first step in building a budget.



>To open a model, click on the Models tab.

>Use the drop-down list to select the year you will be working in.

>Click the “change” icon.

>Select the specific model that you wish to work with by clicking on it in the grid displayed on the screen.

>Use the drop-down list to change the status of the selected model to open.

>Type directly on the grid to change the description of the chosen model, then click the save icon.

The screenshot shows the 'Budget Development' application window for '13 - CALIENTE UNION ELEMENTARY' in 'QSS/OASIS' mode. The 'Models' tab is selected in the navigation bar. The 'Setup' section shows 'District: 13', 'Year: 2025', and 'Model: 00 - July 1 Budget 24.25'. The 'Models' grid contains the following data:

Model#	Description	Status	Audit ID	Audit Date
00	July 1 Budget 24.25	Open	GXAB	3/19/2024 4:08:39 PM
01		Closed		
02		Closed		
03		Closed		
04		Closed		
05		Closed		
06		Closed		
07		Closed		
08		Closed		

ADDING BUDGET DATA INTO MODEL

At this point, there are no accounts or amounts in your model.

At the beginning of every fiscal year, you may choose to roll your account strings with zero budget amounts and build a new budget for the new year. It is a fresh start if you begin your budget with zero dollars and build your budget for the new year.

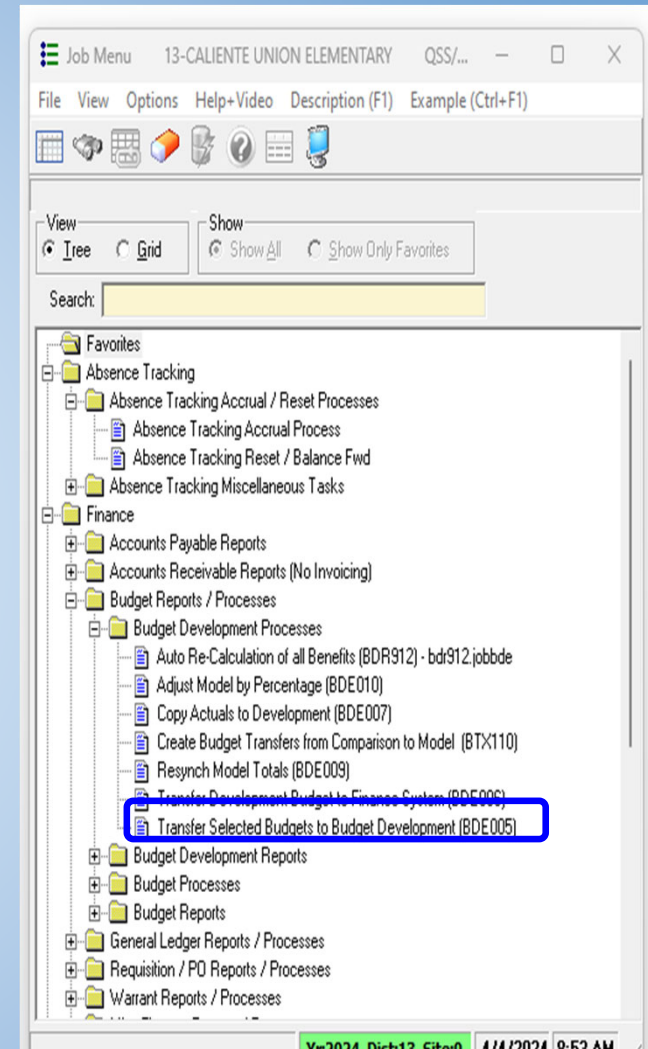
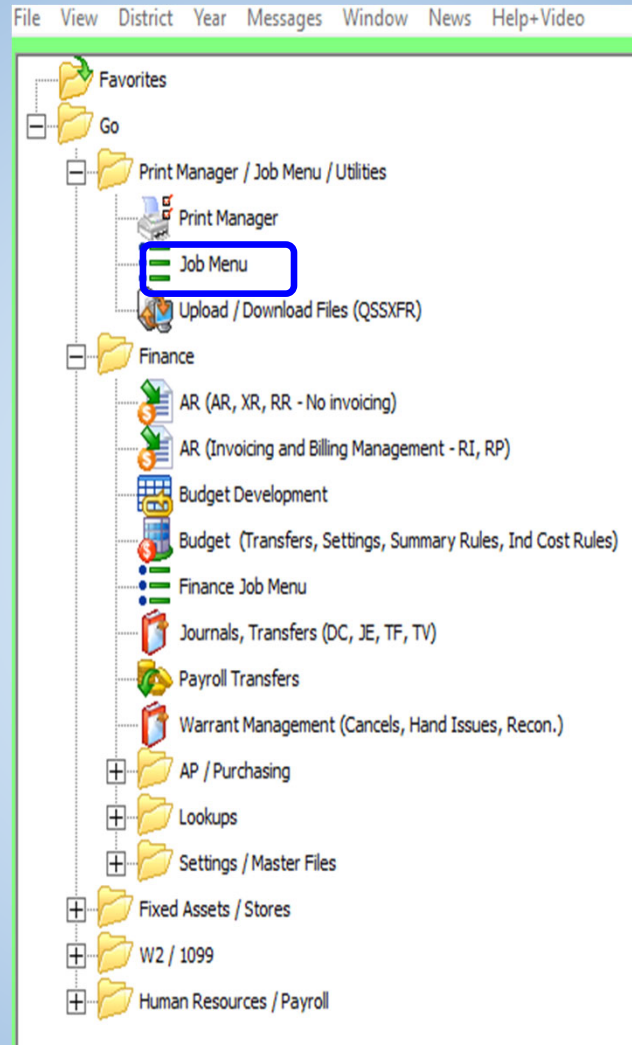
or

Accounts and budget amounts can be moved in from other sources such as the working budget, revised budget, approved budget, or from another budget development model.

For this example:

The current year working budget is a logical source of information to roll into your model as a starting point for your next year's budget.

- >Select Job Menu
- >Open Finance Folder
- >Open Budget Development Processes
- >Select Transfer Selected Budgets Menu. (BDE005)



>Enter your source fiscal year

>Use the drop-down list to select the source of the data to be transferred to the target year and model.

>Enter the target fiscal year

>Use the drop-down list to select the target budget development model.

>Select Account Detail

>Select zero if zero base budget

>The other parameters may stay as it is pre-populated unless you purposely want the model to have a particular outcome.

Transfer Selected Budgets to Budget Development (BDE005) 13-CALIENTE UNION ELEMENTARY QSS/OASIS

File Options

Main Selection* Accounts

Transfer Selected Budgets to Budget Development

District: 13 CALIENTE UNION ELEMENTARY

Source FY: 24 Source: W - Working

Target FY: 25 Target Model: 00 - July 1 Budget 24.25

Move account details: This is the option for zero based budget

Transfer accounts if amt is zero:

Set dollars in target model to zero: This is the option for zero based budget

If acct exists in target model: N - No erase

FTE: 0 - FTE set to zero in target

Rounding rule: N - No rounding

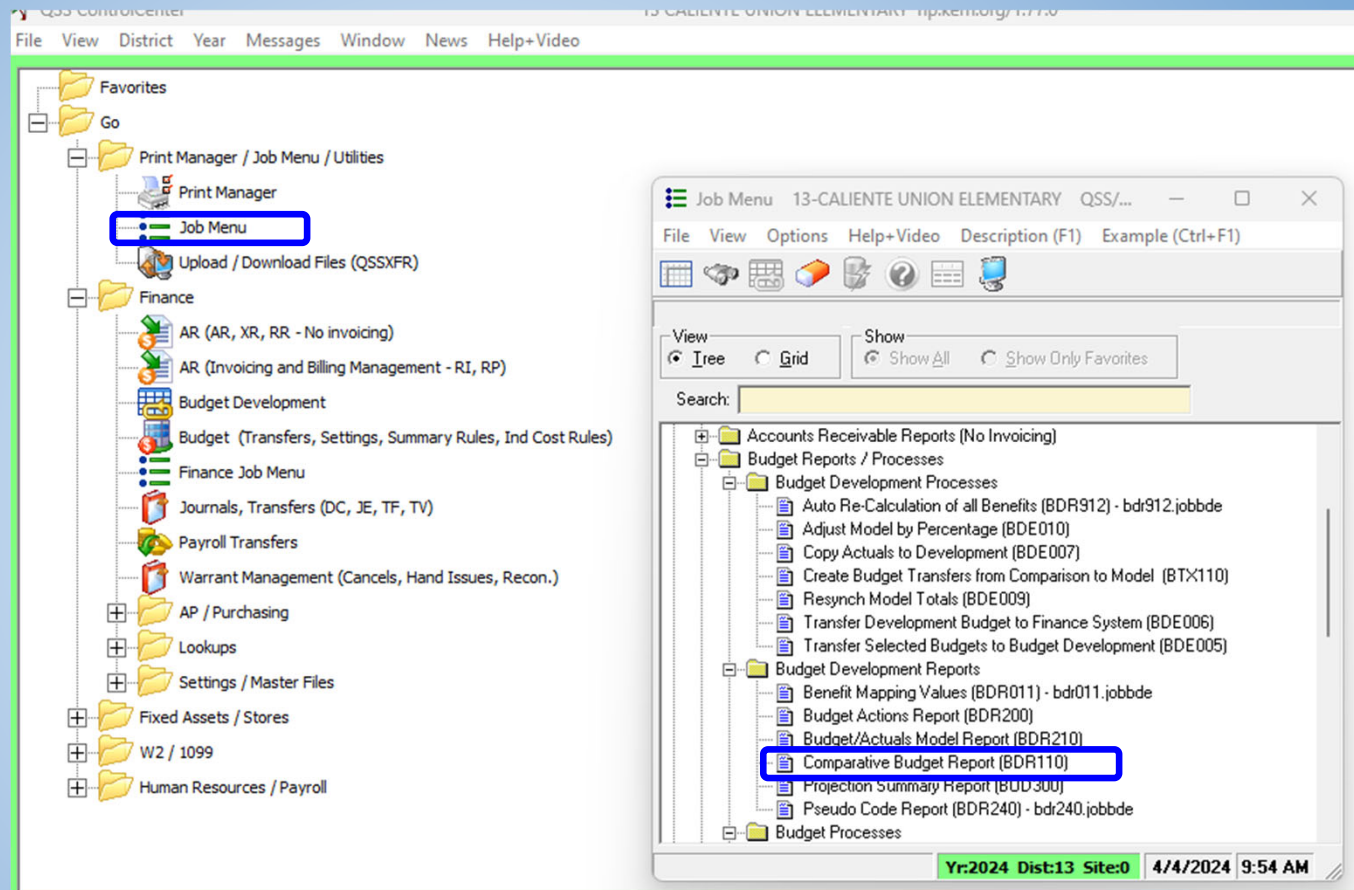
GLDSYS Accounts: 0 - Open

Usersec: YA \$DIST 97 N Yr:2024 Dist:13 Site:0 4/4/2024 9:40 AM

Run a comparative budget report to verify that the accounts and amounts transferred correctly.

COMPARATIVE BUDGET REPORT

- > Select Job Menu
- > Open the Finance Folder
- > Open Budget Development Reports
- > Select Comparative Budget Report (BDR110)



COMPARATIVE BUDGET REPORT

- > Title Report
- > Select the format
- > Open Field 1

Comparative Budget Report Writer (BDR001) 13-CALIENTE UNION ELEMENTARY QSS/O...

File Options

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

Comparative Budget Report

District: 13 CALIENTE UNION ELEMENTARY

Report Title: Budget Roll Over 24.25

Detail line format: 3 - Object, All Fields Abbreviation:

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

Restricted field: RE - RESOURCE

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
► Title1							
Title2	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Year	2021	2021	2022	2022	2023	2023	2024
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

Usersec: Y2 BY \$DIST 97 N Yr:2024 Dist:13 Site:0 4/4/2024 10:02 AM

COMPARATIVE BUDGET REPORT

- > Title the first column using Title 1 and if needed Title 2
- > Insert the year you are wanting the information from
- > Select the source from the drop down menu. For this example it is the “Working Budget”
- > Select from the Bud/Act drop down menu, B-Budgets only
- > Save

Edit Column 1

File Options

Title1: Working

Title2: Budget

Year: 24

Source: W - Working 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: 06/30/2024

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

GL trans cutoff: 06/30/2024

Hide:

COMPARATIVE BUDGET REPORT

- > Select the blue arrow for the next field
- > Title Field 2 according to the data that you are requesting
- > Input the Fiscal Year you are wanting to roll the information to
- > Select the source from the drop down menu. "Development Budget. Model 00 will automatically pre-populate since already opened our model.
- > Select for Bud/Act B-Budgets Only
- > Save

Edit Column 2

File Options

Title1: Budget

Title2: Model

Year: 25

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: 06/30/2025

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

GL trans cutoff: 06/30/2025

Hide:

>Be sure to hide the rest of the columns. This will allow your report to provide the information requested from the first and second field completed.

> Once you have hid them all, select the green arrow for the information to populate for the report.

File Options

Title1:

Title2: Budget

Year: 22

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: 06/30/2022

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

GL trans cutoff: 06/30/2022


Hide:

>Once you have selected the green arrow you will taken back to the original page of the report.

>Hit the SHAZAM button

Comparative Budget Report Writer (BDR001) 13-CALIENTE UNION ELEMENTARY QSS/O... - □ ×

File Options



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

Comparative Budget Report


District: 13 CALIENTE UNION ELEMENTARY

Report Title: Budget Roll Over 24.25

Detail line format: 3 - Object, All Fields Abbreviation: []

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

Restricted field: RE - RESOURCE



	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
▶ Title1	Working	Budget					
Title2	Budget	Model	Budget	Actual	Budget	Actual	Budget
Year	2024	2025	2022	2022	2023	2023	2024
Source	Working	Dev M: 00	Dev M: 00	Dev M: 00	Dev M: 00	Dev M: 00	Dev M: 00
Bud/Act	Budget	Budget	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	None						
Bud TDate							
GL Trans							
GL TDate							
Hide	No	No	Yes	No	No	No	No

Usersec: Y2 BY \$DIST 97 N Yr:2024 Dist:13 Site:0 4/4/2024 10:23 AM

>Select Job Menu

>Open the folder with the report that was generated

The screenshot shows the Print Manager application window. On the left is a file explorer tree with the following structure:

- Favorites
- Go
- Print Manager / Job Menu / Utilities
 - Print Manager
 - Job Menu** (highlighted with a blue box)
 - Upload / Download Files (QSSXFR)
- Finance
 - AR (AR, XR, RR - No Invoicing)
 - AR (Invoicing and Billing Management - RI, RP)
 - Budget Development
 - Budget (Transfers, Settings, Summary Rules, Ind Cost Rules)
 - Finance Job Menu
 - Journals, Transfers (DC, JE, TF, TV)
 - Payroll Transfers
 - Warrant Management (Cancels, Hand Issues, Recon.)
- AP / Purchasing
- Lookups
- Settings / Master Files
- Fixed Assets / Stores
- W2 / 1099
- Human Resources / Payroll

The main window displays the 'Print Manager' interface for '13 CALIENTE UNION ELEMENTARY'. It includes a menu bar (File, View, Options, Help+Video) and a toolbar. Below the toolbar, there are tabs for 'Print Files', 'Spool Files/\$STDLIST', 'Local Print Files', 'Session History', and 'Server Commands'. The 'Print Files' tab is active, showing a table of print jobs. A blue arrow points from the 'All Files' folder in the left pane to the first row of the table.

	Ret.	LII	Sk	R	P	PDF	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Program Title	Program	Us
+		001	N	Y	N	No	099554	04/04/2024 10:25 AM	J31765	0/13 (791)	Budget Roll Over 24.25	COMPARATIVE BUDGET REPOR	BDR110	Gx
		002	N	Y	Y	No	095886	04/02/2024 02:16 PM	J30049	0/25 (1310)		DETAILED GENERAL LEDGER	GLD110	Gx
		003	N	Y	N	No	094709	04/01/2024 03:30 PM	J29496	0/63 (2257)		CASH IN COUNTY TREASURY	GLD300	Gx

At the bottom of the window, there is a status bar with the text: 'User Preference Setting: Months to look back for print files set to 13 Months' and a green box containing 'Yr:2024 Dist:13 Site:0 GS: W 4/4/2024 10:27 AM'.

FUND :01 GENERAL FUND		2023-2024 Working Budget	2024-2025 Budget Model
8011	State Aid		
01-0000-0-8011.00-0000-0000-000-00-000-0000		512,818	512,818
	TOTAL:	512,818	512,818
8012	EPA Entitlement		
01-1400-0-8012.00-0000-0000-000-00-000-0000		218,202	218,202
	TOTAL:	218,202	218,202
8021	HOME OWNERS EXEMPTION		
01-0000-0-8021.00-0000-0000-000-00-000-0000		1,650	1,650
	TOTAL:	1,650	1,650
8041	SECURED TAX ROLLS		
01-0000-0-8041.00-0000-0000-000-00-000-0000		293,189	293,189
	TOTAL:	293,189	293,189
8042	UNSECURED ROLL TAXES		
01-0000-0-8042.00-0000-0000-000-00-000-0000		29,695	29,695
	TOTAL:	29,695	29,695
8044	SUPPLEMENTAL TAXES		
01-0000-0-8044.00-0000-0000-000-00-000-0000		2,743	2,743
	TOTAL:	2,743	2,743
8045	EDUC REV AUGMENTATION FUND		
01-0000-0-8045.00-0000-0000-000-00-000-0000		31,854-	31,854-
	TOTAL:	31,854-	31,854-
8096	CHARTER IN LIEU PROPERTY TAX		
01-0000-0-8096.00-0000-0000-000-00-000-0000		27,260-	27,260-
	TOTAL:	27,260-	27,260-
8181	SPEC EDUC-ENT PER UDC		
01-3310-0-8181.00-5001-0000-000-00-000-0000		2,361	2,361
	TOTAL:	2,361	2,361
8182	SPEC ED-DISCRETIONARY GRANTS		
01-3315-0-8182.00-5001-0000-000-00-000-0000		88	88
	TOTAL:	88	88
8290	ALL OTHER FEDERAL REVENUES		
01-3010-0-8290.00-0000-0000-000-00-000-0000		22,502	22,502
01-3010-0-8290.00-0000-0000-000-02-000-0000		6,396	6,396
01-3182-0-8290.00-0000-0000-000-00-000-0000		341,246	341,246
01-3214-0-8290.00-0000-0000-000-00-000-0000		15,512	15,512
01-4035-0-8290.00-0000-0000-000-00-000-0000		3,195	3,195
01-4035-0-8290.00-0000-0000-000-02-000-0000		856	856
01-4127-0-8290.00-0000-0000-000-00-000-0000		10,000	10,000
01-5801-0-8290.00-0000-0000-000-00-000-0000		18,011	18,011
	TOTAL:	417,718	417,718
8319	Prior Year - State Apport		

This is an example of how the reports generates.

MAKING CHANGES TO THE MODEL

Now that all the account codes have been verified and entered into the models, you may need to make adjustments to accounts and amounts for the budget year.

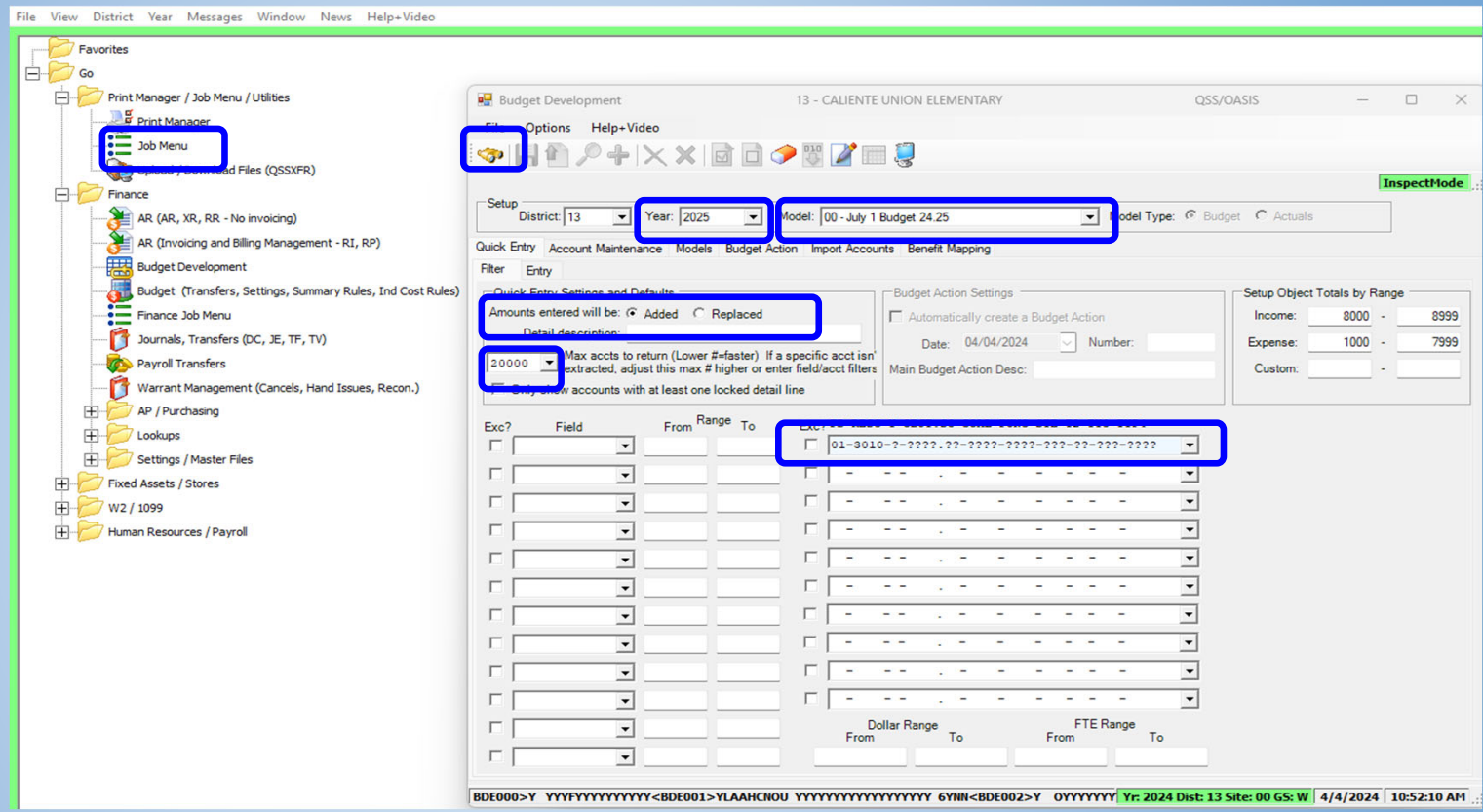
>On the main screen, choose Budget Development.

> In the setup area, make sure you have selected the correct year and model.

> The Quick Entry tab allows you to change the budget amounts for accounts in a budget model. After you click the tab label, the Filter subtab allows you to select budget accounts by up to 10 account masks and up to 12 field ranges.

>You may also select the amounts will be entered as “Added” or Replaced

>In the example, Fund 01 and Resource 3010 are selected. Click the search icon. The Entry subtab displays the accounts that match the search criteria.



Once changes are finalized, run a comparative budget report to ensure all changes are accurate.

>Select the green arrow to make changes to the model.

>You may now begin adding your changes.

Please keep in mind that depending on the parameter you chose whether “Added” or “Replaced” will make difference in the number calculation.

>Resources need to be balanced when making changes.

> You may select “Custom total shows difference”. This will provide you the difference between revenue and expenses.

>Once you are done making your changes, save and go on to the next resource.

Budget Development 13 - CALIENTE UNION ELEMENTARY QSS/OASIS

File Options Help+Video

InspectMode

Setup District: 13 Year: 2025 Model: 00 - July 1 Budget 24.25 Model Type: Budget Actuals

Quick Entry Account Maintenance Models Budget Action Import Accounts Benefit Mapping

Filter Entry

	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STIE-T2-TY3-TYP4 /	Amount	Replace Amount	Adjusted Amount	FTE	Replace FTE	Adjusted FTE	Delete Acct
1	01-3010-0-1100.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	600.00		<input type="checkbox"/>		<input type="checkbox"/>
2	01-3010-0-1100.99-1110-1000-000-00-000-0000		<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
3	01-3010-0-2100.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	23,998.15		<input type="checkbox"/>		<input type="checkbox"/>
4	01-3010-0-3101.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	200.00		<input type="checkbox"/>		<input type="checkbox"/>
5	01-3010-0-3202.00-1110-1000-000-00-000-0000		<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
6	01-3010-0-3302.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	1,474.96		<input type="checkbox"/>		<input type="checkbox"/>
7	01-3010-0-3311.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	15.00		<input type="checkbox"/>		<input type="checkbox"/>
8	01-3010-0-3312.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	174.00		<input type="checkbox"/>		<input type="checkbox"/>
9	01-3010-0-3402.00-1110-1000-000-00-000-0000		<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
10	01-3010-0-3501.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	1.00		<input type="checkbox"/>		<input type="checkbox"/>
11	01-3010-0-3502.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	59.00		<input type="checkbox"/>		<input type="checkbox"/>
12	01-3010-0-3601.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	25.00		<input type="checkbox"/>		<input type="checkbox"/>
13	01-3010-0-3602.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	349.40		<input type="checkbox"/>		<input type="checkbox"/>
14	01-3010-0-4300.00-0000-7200-000-00-000-0000		<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
15	01-3010-0-4300.00-1110-1000-000-00-000-0000		<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
16	01-3010-0-5800.00-0000-7200-000-00-000-0000		<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
17	01-3010-0-5800.00-0000-8100-000-00-000-0000		<input type="checkbox"/>	195.00		<input type="checkbox"/>		<input type="checkbox"/>
18	01-3010-0-5800.00-1110-1000-000-00-000-0000		<input type="checkbox"/>	657.77		<input type="checkbox"/>		<input type="checkbox"/>

Lines: 23 Show: Amounts Income/Expense/DIFF \$28,897.96 \$28,897.96 \$0.00 FTE Org. Chg. New: 0.0000 0.0000 0.0000
Inc/Exp/Diff Custom total shows difference between Income and Expense

BDE000>Y YYYYYYYYYYYY<BDE001>YLAHCNOU YYYYYYYYYYYYYYYY 6YNN<BDE002>Y OYYYYYYY Yr: 2024 Dist: 13 Site: 00 GS: W 4/4/2024 11:00:37 AM

EXPORTING TO SACS

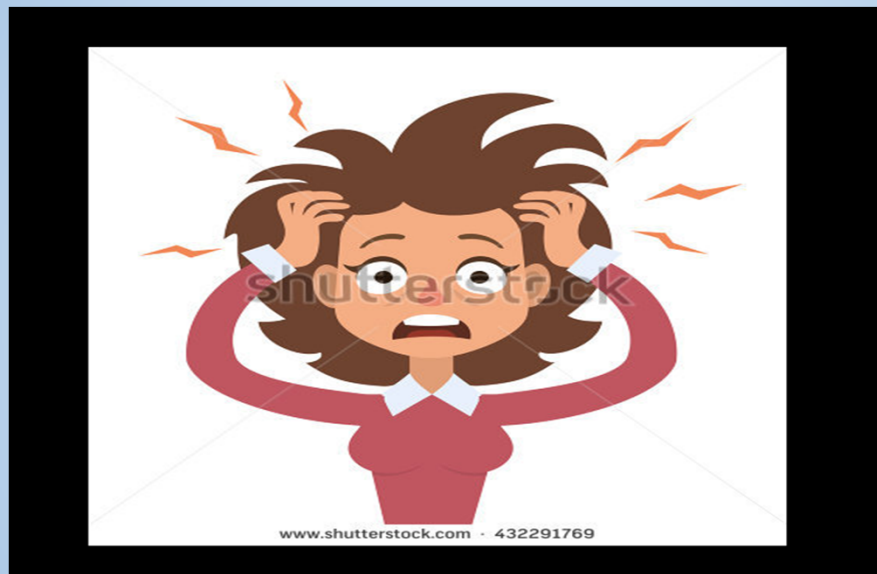
Once you are satisfied with your models, you will need to transfer the information to the SACS software.

From the Job Menu, select SACS Budget Export under SACS on the General Ledger Reports/Processes menu.

SACS Budget Forms training will be on May 2, 2024

Refer to the handout for step by step process

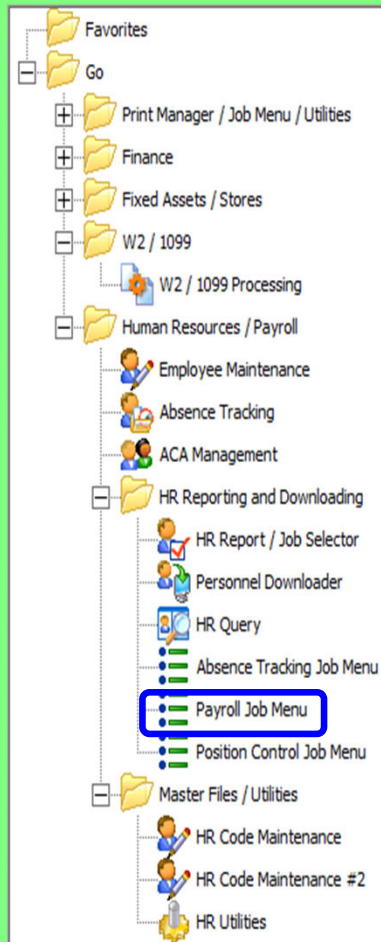
WHAT DID I SIGN UP FOR?



QUESTIONS?

REQUESTED REPORTS

BENEFIT HISTORY REPORT - PAYROLL PAY328



Job Menu97-KERN CSOS TRUST/SERVICE FUNDSQSS/O...

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

View: Tree Grid Show: Show All Show Only Favorites

Search:

Job Title	JCL Name
Employee Voluntary Deduction Listing (PYS611)	HRS112.PYS611
Employee Payroll/Benefit Fact Sheet (PAY690)	HRS118.PAY690
PPACA Analysis Report and CSV File (ACA100)	ACA100.ACA100
PPACA Class Summary Report (ACA200)	ACA200.ACA200
Load Payline Data from STD Position CTL (PL0400)	HRS515.PL0400
Mass Change Employee Deductions/Logon DI (DEDCSB)	DEDCSBLD.DEDCSBLI
Mass Change Employee Deductions/Select DI (DEDCSB)	DEDCSBSD.DEDCSBSI
Deduction Number Mass Change/Logon DI (DEDCSD)	DEDCSOLD.DEDCSOLDI
Deduction Number Mass Change/Select DI (DEDCSD)	DEDCSOSD.DEDCSOSDI
Benefit History Report/Select DI (PAY328)	PAY328SD.PAY328SD
Payroll History Report/Select DI (PAY830)	PAY830SD.PAY830SD
Payroll History Report/Select DI (PAY832)	PAY832SD.PAY833SD
Payroll History Report/Select DI (PAY833)	PAY833SD.PAY833SD

Yr:2024 Dist:97 Site:0 4/2/2024 9:41 AM

>Input report title

>Select Sort by from the drop down menu

>Select Detail level from the drop down menu

>Input the date range

>Select "List Files"

> You will see the payroll files populate

>Select the second tab -in red

Request History Report from Benefit History Files - Select District (PAY328)

File Options

Report Selections: Select Benefits/SSN/Accounts

Report Title: Titel I Resource 3010

For District: 13 - CALIENTE UNION ELEMENTARY

Sort by: Account

Detail Level: Employee Detail

History From: 01/01/24 to 01/31/24

Include Cancelled Warr in Totals: Yes

Repeat Employee Name: No

Interpret as Date: Yes

File Mnemonic: PN

List Files

PN20240103	PN20240104	PN20240108	PN20240122	PN20240123	PN20240124

This will be selected once the fields have been filled out for the first tab.

Now you should be on the second tab.

>Number each benefit in number sequence.

>It is important to mask the social security of employees unless it is required for a specific purpose.

>You may input social security if you are looking one or a handful of individuals.

>For this example - 01-3010 was chosen.

>Hit the SHAZAM button to generate your report.

Request History Report from Benefit History Files - Select District (PAY328)

File Options

Select the benefits you want computed by indicating the column (01 - 24) in which you want the benefit to print. Leave the column blank for any benefit you wish to omit from the report.

STRS 01 PERS 02 OASDI 03 H/W 04 SUI 05
WCOMP 06 STRS B/O 07 PERS B/O 08 MEDICARE 09 10
OPEBMISC 11 PERS RLR 12 SISC DBP 13 14 15 16 17 18 19 20 21 22 23 24

Other Selections

SSN Masking 9 0 = none, 1-9 = mask, LR = ExtRef Include PR Transfers: Yes
CL Size/Slot - Search On: Case Sensitive Search: No

District/SSN/EXTREF Selections SSN/EXTREF Help

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4
01-3010-?-????-??-????-????-??-??-????
??-????-?-????-??-????-????-??-??-????
??-????-?-????-??-????-????-??-??-????
??-????-?-????-??-????-????-??-??-????
??-????-?-????-??-????-????-??-??-????
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??-????-?-????-??-????-????-??-??-????
??-????-?-????-??-????-????-??-??-????

Yr: 2024 Dist: 13 Site: 00 GS: R 4/4/2024 11:23:26 AM

The report is generated with the social security hidden, employee name, gross and gross + benefits.

013 CALIENTE UNION ELEMENTARY EMPLOYER-PAID BENEFIT HISTORY REPORT J31867 PAY328 L.00.25 04/04/24 PAGE 1
 Title I Resource 3010 PAYROLL TRANSFERS INCLUDED
 FUND : 01 GENERAL FUND
 RESOURCE: 3010 IASA-TL I BSC GR LOW INC/NEGLE

(SORT SEQUENCE: PD RE OB SO GO FN SI T2 T3 T4 YR)
 PD-RESC-Y-OBJT-SS-COM-EMG-COM
 REFERENCE EMPLOYEE NAME DATE PD PER END WR / APD
 GROSS+ BEN GROSS STRS PERS OASDI H/W SUI WCOMP STRS B/O PERS B/O
 MEDICARE OPEBMISC PERS RLR

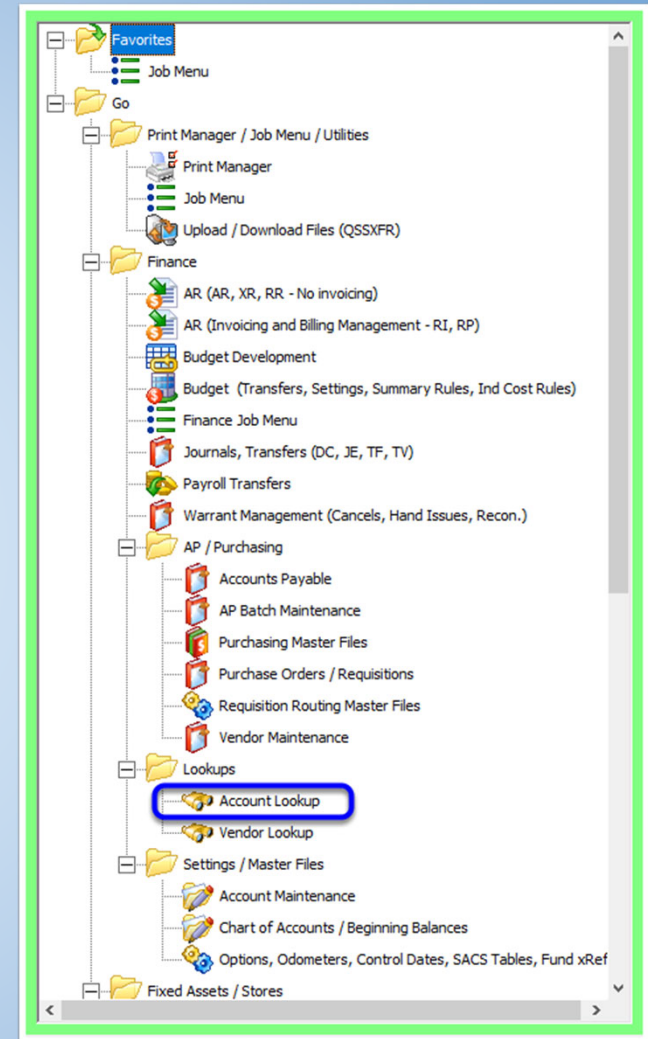
REFERENCE	EMPLOYEE NAME GROSS+BEN	GROSS	DATE PD STRS	PER END PERS	WR / APD OASDI	H/W PERS RLR	SUI	WCOMP	STRS B/O	PERS B/O
01-3010-0-1100-00-1110-1000-000-00-000-0000			01/31/2024	01/31/2024	62088508					
	102.69	83.33	15.92	.00	.00	.00	.04	2.20	.00	.00
			1.20	.00	.00	.00	.00	.00	.00	.00
RESOURCE	102.69	83.33	15.92	.00	.00	.00	.04	2.20	.00	.00
			1.20	.00	.00	.00	.00	.00	.00	.00
FUND	102.69	83.33	15.92	.00	.00	.00	.04	2.20	.00	.00
			1.20	.00	.00	.00	.00	.00	.00	.00
013 CALIENTE UNION ELEMENTAR		83.33	15.92	.00	.00	.00	.04	2.20	.00	.00
			1.20	.00	.00	.00	.00	.00	.00	.00

QUESTIONS?

Account Lookup

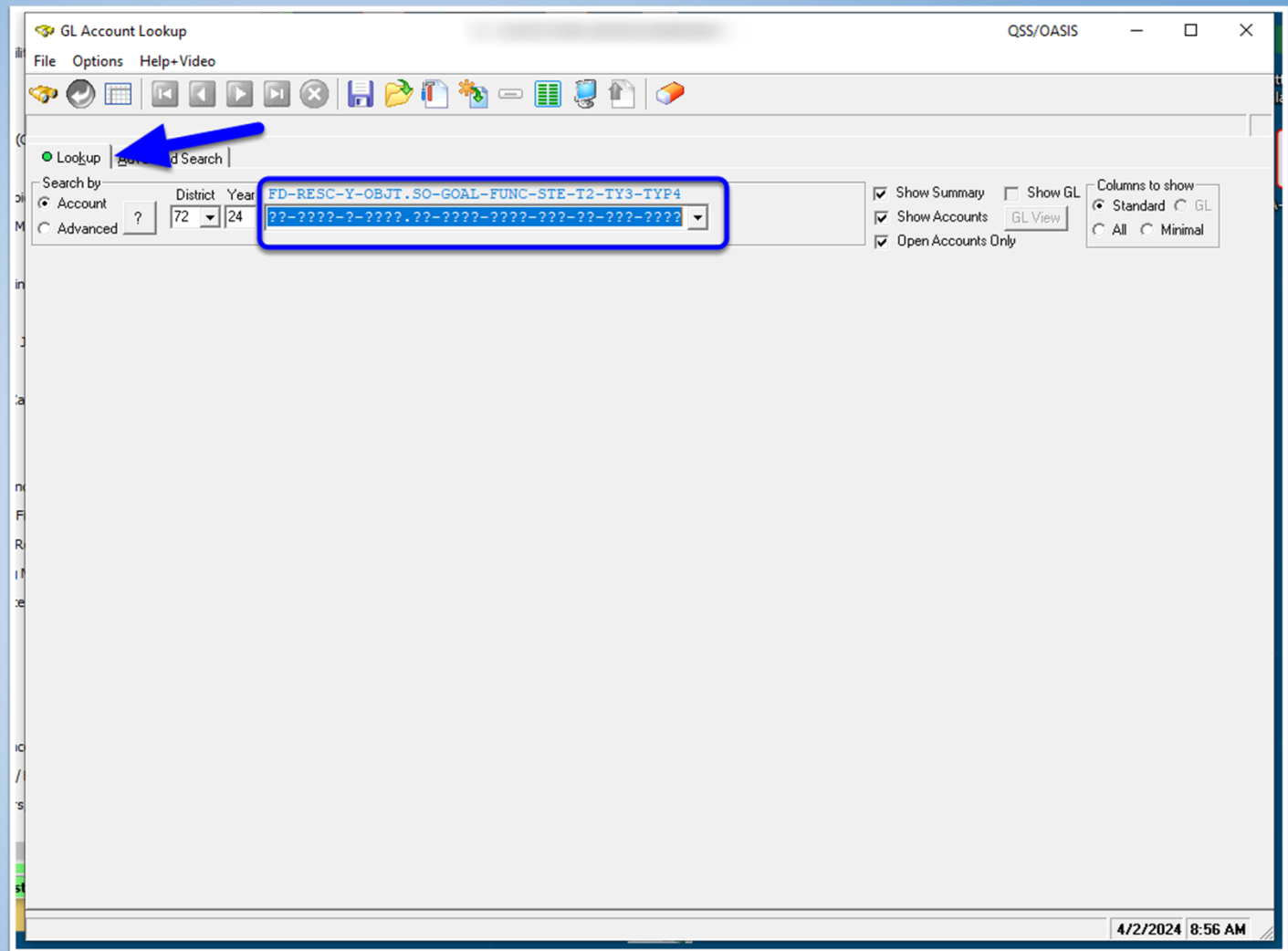
• From the Main Menu,
Open the Finance>Lookups

Open Account Lookup

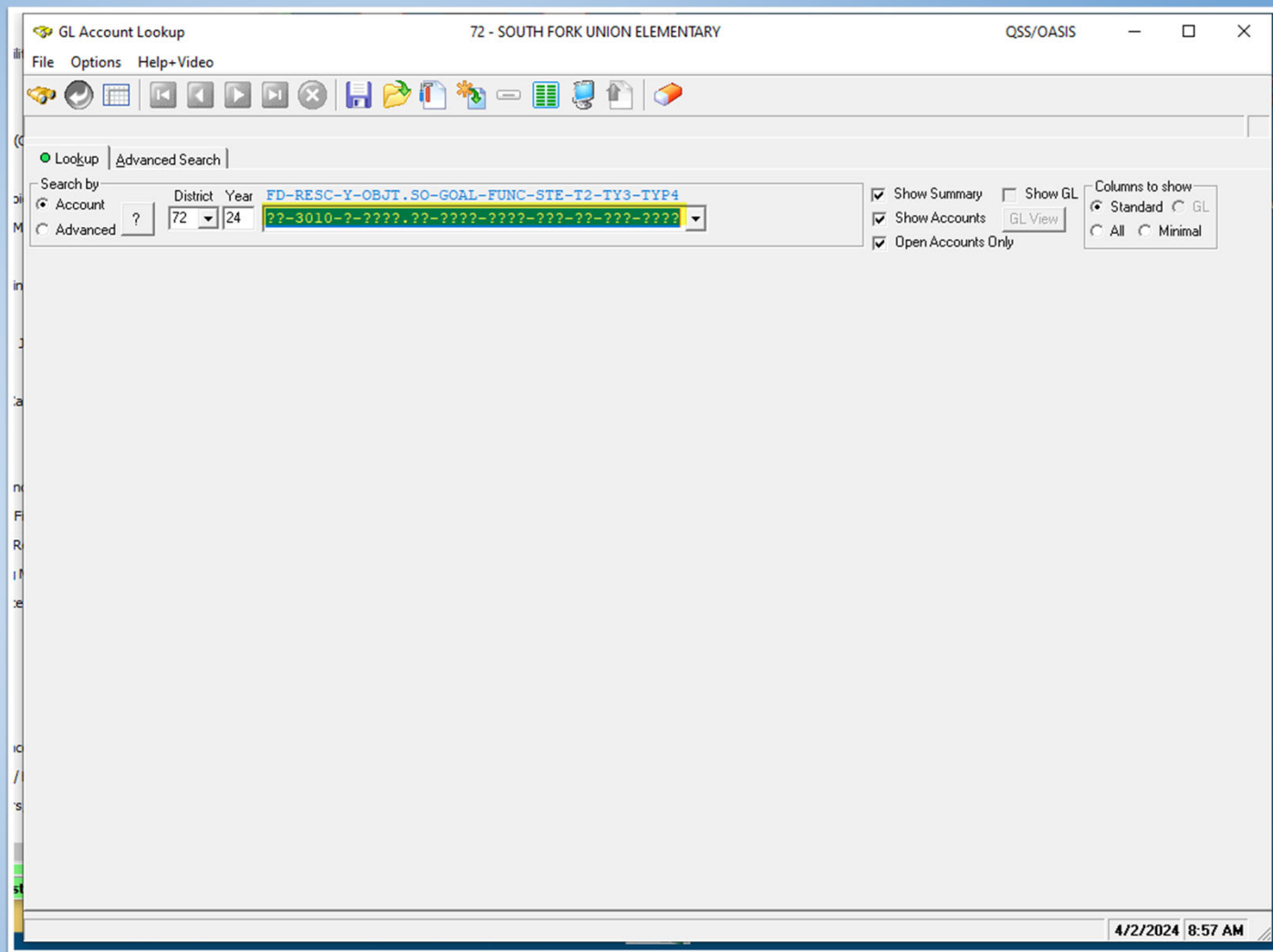


- Lookup tab is the default setting

- Here you can filter by one single account code string



- This example shows filtering all account codes within the “3010: resource



- Results displayed give a quick glance at overall expense and revenue (if applicable) balances

- We see all account codes budget balances within the 3010 resource

GL Account Lookup QSS/OASIS

File Options Help+Video

122 Accts Read, 122 Accts Qualified, 102 Expense Accts, 1 Revenue Accts, 19 GL Accts Page: 1 of 2

Lookup | Advanced Search |

Search by Account District Year **FD-RESC-Y-OBJT . SO-GOAL-FUNC-STE-T2-TY3-TYP4**

Account ? 72 24 ??-3010-?-???? . ??-????-????-??-??-????

Show Summary Show GL Columns to show: Standard GL
 Show Accounts GL View All Minimal
 Open Accounts Only

Expense Summary				Revenue Summary			
	Working	Revised	Approved		Working	Revised	Approved
Budget:	142,982.00	143,482.00	143,482.00	Budget:	142,982.00	142,982.00	142,982.00
Expense:	93,004.98			Receipt:	243,209.00		
Pending:	.00			Pending:	.00		
Encumbered:	.00			Encumbered:	.00		
Total Committed:	93,004.98			Total Committed:	243,209.00		
Balance:	49,977.02	50,477.02	50,477.02	Balance:	-100,227.00	-100,227.00	-100,227.00

	FD-RESC-Y-OBJT . SO-GOAL-FUNC-STE-T2-TY3-TYP4	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	01-3010-0-1100.00-1110-1000-002-00-000-00000	O		.00	946.50	.00	.00	946.50	-946
2	01-3010-0-1100.00-1110-1000-003-00-000-00000	O		2,438.00	1,482.60	.00	.00	1,482.60	955
3	01-3010-0-1100.01-1110-1000-002-00-000-00000	O		874.00	.00	.00	.00	.00	874
4	01-3010-0-1100.01-1110-1000-003-00-000-00000	O		874.00	440.00	.00	.00	440.00	434
5	01-3010-0-1200.00-1110-3140-002-00-000-00000	O		.00	.00	.00	.00	.00	.00
6	01-3010-0-1200.00-1110-3140-003-00-000-00000	O		.00	.00	.00	.00	.00	.00
7	01-3010-0-1300.00-0000-2100-000-000-00000	O		.00	9,543.12	.00	.00	9,543.12	-9,543
8	01-3010-0-1300.00-0000-2700-000-000-00000	O		.00	9,543.10	.00	.00	9,543.10	-9,543
9	01-3010-0-1300.00-1110-2100-000-000-00000	O		11,685.00	8,041.18	.00	.00	8,041.18	3,643
10	01-3010-0-1300.00-1110-2140-000-000-00000	O		5,658.00	1,298.79	.00	.00	1,298.79	4,359
11	01-3010-0-2100.00-1110-1000-002-00-000-00000	O		26,816.00	-3,051.93	.00	.00	-3,051.93	29,867
12	01-3010-0-2100.00-1110-1000-003-00-000-00000	O		12,835.00	.00	.00	.00	.00	12,835
13	01-3010-0-2100.01-1110-1000-002-00-000-00000	O		12,000.00	.00	.00	.00	.00	12,000
14	01-3010-0-2100.01-1110-1000-003-00-000-00000	O		5,000.00	964.14	.00	.00	964.14	4,035
15	01-3010-0-2900.01-1110-1000-002-00-000-00000	O		.00	46.50	.00	.00	46.50	-46
16	01-3010-0-2900.01-1110-1000-003-00-000-00000	O		.00	46.50	.00	.00	46.50	-46

4/2/2024 8:57 AM

- Another example filtering everything in Fund 01 and Object “4???”

GL Account Lookup QSS/OASIS

File Options Help+Video

134 Accts Read, 134 Accts Qualified, 134 Expense Accts Page: 1 of 2

Lookup Advanced Search

Search by: Account District Year **FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4**

Account ? District 72 Year 24 **01-????-?-4???.??-????-????-??-??-??-???**

Show Summary Show GL Columns to show: Standard GL
 Show Accounts All Minimal
 Open Accounts Only

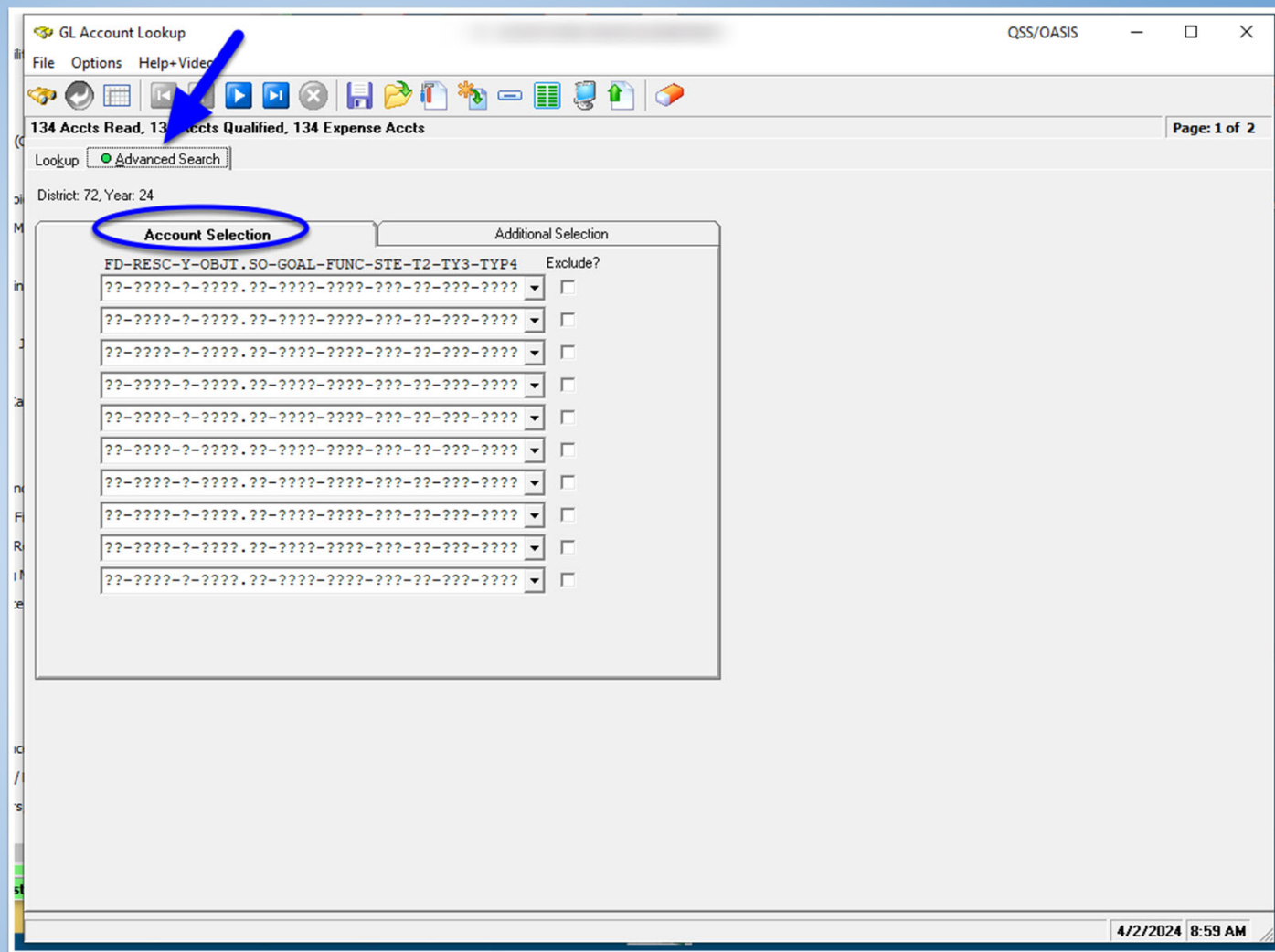
Expense Summary		Working	Revised	Approved
Budget:		603,351.00	275,851.00	275,851.00
Expense:		325,789.27		
Pending:		.00		
Encumbered:		13,244.64		
Total Committed:		339,033.91		
Balance:		264,317.09	-63,182.91	-63,182.91

	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	01-0000-0-4100.00-1110-1000-002-00-000-0000	O		3,000.00	.00	.00	.00	.00	3,000
2	01-0000-0-4100.00-1110-1000-003-00-000-0000	O		3,000.00	.00	.00	.00	.00	3,000
3	01-0000-0-4200.00-1110-1000-003-00-000-0000	O		4,000.00	.00	.00	.00	.00	4,000
4	01-0000-0-4300.00-0000-0000-0000-04-000-0011	O		.00	.00	.00	.00	.00	.00
5	01-0000-0-4300.00-0000-2700-002-00-000-0000	O		2,000.00	1,541.82	.00	.00	1,541.82	458
6	01-0000-0-4300.00-0000-2700-003-00-000-0000	O		2,000.00	1,253.84	.00	.00	1,253.84	746
7	01-0000-0-4300.00-0000-7100-000-00-000-0000	O		200.00	73.04	.00	.00	73.04	126
8	01-0000-0-4300.00-0000-7200-000-00-000-0000	O		8,000.00	9,368.14	.00	.00	9,368.14	-1,368
9	01-0000-0-4300.00-0000-7700-000-00-000-0000	O		1,500.00	101.84	.00	.00	101.84	1,398
10	01-0000-0-4300.00-0000-8100-000-00-000-0000	O		17,000.00	25,519.29	.00	.00	25,519.29	-8,519
11	01-0000-0-4300.00-0000-8100-000-65-000-0000	O		500.00	921.56	.00	.00	921.56	-421
12	01-0000-0-4300.00-0000-8100-002-00-000-0000	O		9,000.00	5,771.47	.00	.00	5,771.47	3,228
13	01-0000-0-4300.00-0000-8100-002-11-000-0000	O		50.00	.00	.00	.00	.00	50
14	01-0000-0-4300.00-0000-8100-003-00-000-0000	O		9,000.00	28,131.76	.00	.00	28,131.76	-19,131
15	01-0000-0-4300.00-1110-1000-000-74-000-0000	O		.00	196.29	.00	.00	196.29	-196
16	01-0000-0-4300.00-1110-1000-002-00-000-0000	O		7,000.00	5,422.18	.00	.00	5,422.18	1,577

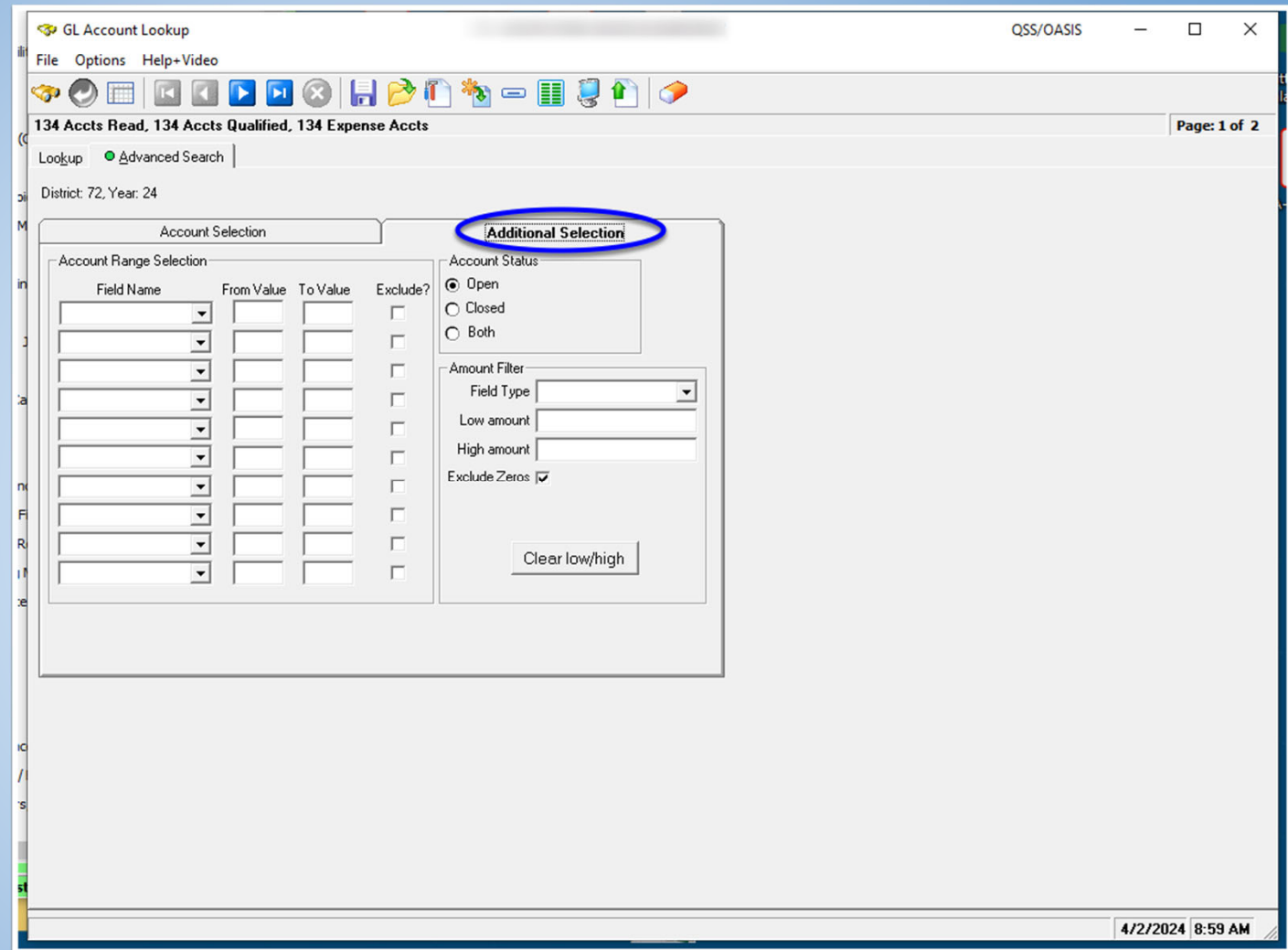
4/2/2024 8:58 AM

- The Advanced Search tab provides more flexibility for filtering

- Account Selection you can have multiple account string searches

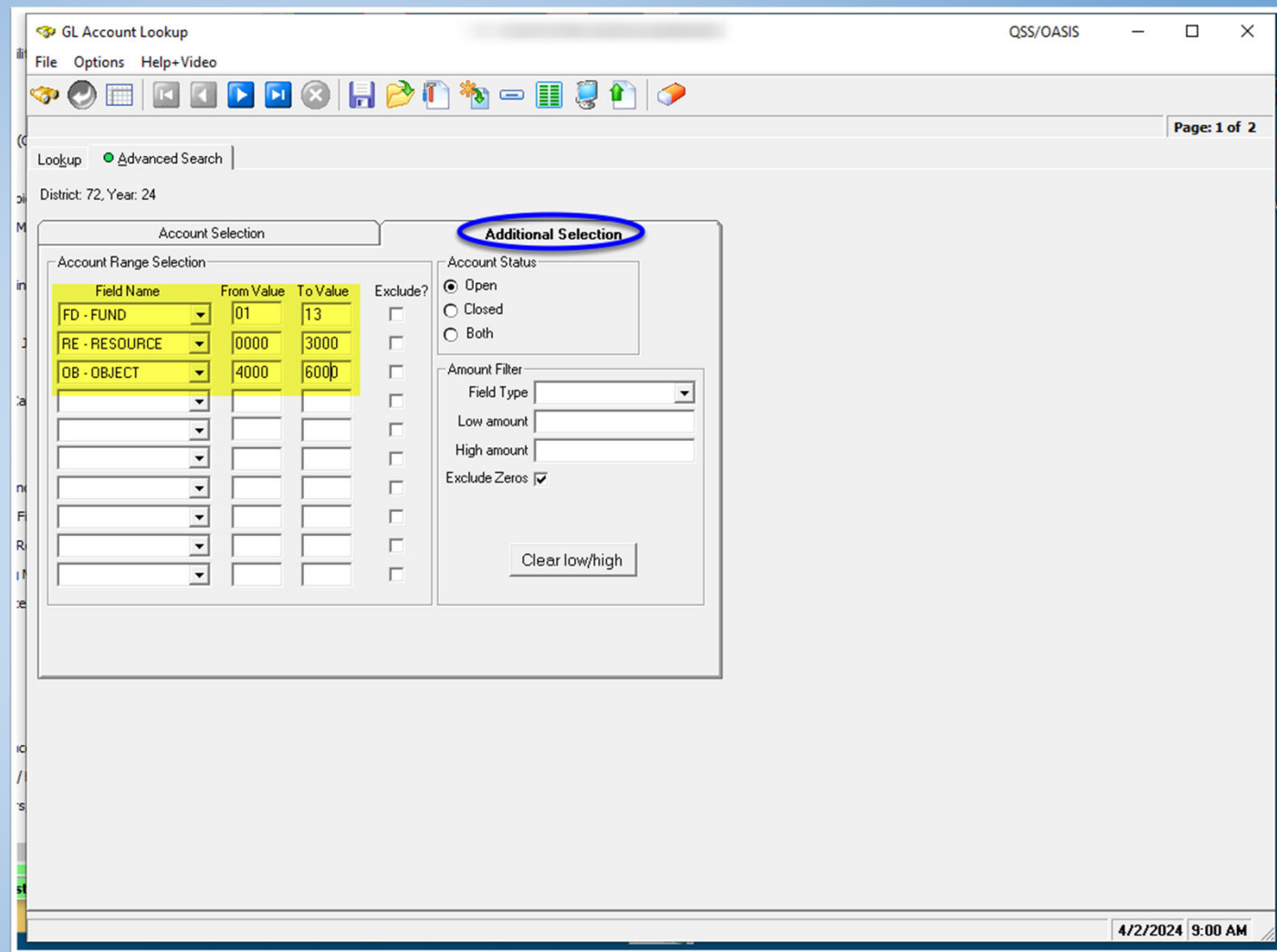


- Additional Selection allows you to filter account code ranges by account code type



- In this example, we are filtering accounts in Funds 01 through 13, Resource 0000 through 3000 and Object 4000 through 6000

- This will only provide the account codes that fall within this search criteria



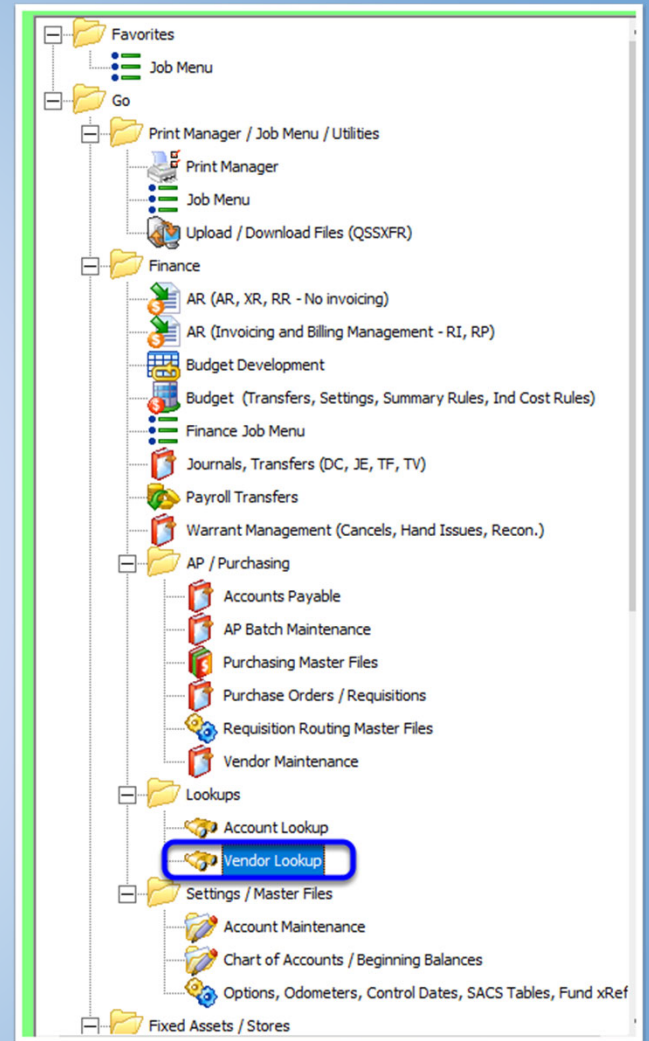
- Account Lookup Activity

1. Open Account Lookup
2. Try searching for any accounts using the different filtering methods

Vendor Lookup

• From the Main Menu,
Open the Finance>Lookups

Open Vendor Lookup



Vendor Lookup QSS/OASIS

File Options Help+Video

Page: 1 of 1

Vendor Lookup | IIN Lookup | Commodity Lookup | Employee Lookup | Results

District: 72 | Date: / / | Status: Active Inactive Both

Include additional addresses | Include commodity codes

Contact Information	Additional Information
Name: <input type="text"/> <input type="checkbox"/> Search remit/addl add? Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Remit Name: <input type="text"/> Remit Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
Vendor Number: <input type="text"/> Contact: <input type="text"/> Phone: (<input type="text"/>) <input type="text"/> Fax: (<input type="text"/>) <input type="text"/>	
1099: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All Name: <input type="text"/> Preset: <input type="text"/> Tax ID: <input type="text"/> SSN: <input type="text"/>	
Use Tax: <input type="text"/> A - All <input type="text"/> Use tax 1: <input type="text"/> Use tax 2: <input type="text"/> Terms: <input type="text"/>	
Account Number: <input type="text"/> Rating: <input type="text"/> Msg Flag: <input type="text"/> Category: <input type="text"/> Comment: <input type="text"/> Type: <input type="text"/> Revolving Cash Object: <input type="text"/>	

4/2/2024 9:20 AM

- Under the Contact Information tab, you can search for vendors by using any of the available fields

- The more information provided, the better it will narrow down vendors

- In this example we're looking for Vendors that have the word "Home"

The screenshot shows the 'Vendor Lookup' application window. The 'Name' field in the 'Contact Information' section is highlighted in yellow and contains the text 'Home'. A blue arrow points to this field. The interface includes various search filters like District, Date, and Status, and several input fields for vendor details.

- These are all the Vendors available that include “Home”

Vendor Lookup

QSS/OASIS

File Options Help+Video

5 Records Read, 5 Records Matched. Showing 5 rows including 5 Vendors and 0 Additional Addresses. Page: 1 of 1

Vendor Lookup | TIN Lookup | Commodity Lookup | Employee Lookup | Results

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type/TIN	Phone Number	Fax Number
1	HOMEWORK ASSIGNMENT JOURNAL	72 - 000307	A	PO BOX 415047 MIAMI, FL 33141	TIN: N	(800) 741-4201	(954) 973-8111
2	MOBILE HOME CARE	72 - 001045	A	4705 LAKE ISABELLA BLVD. LAKE ISABELLA, CA 93240	TIN: Y	(760) 379-8732	
3	RON'S MOBILE HOME SERVICE INC	72 - 000646	A	PO BOX 10903 BAKERSEFIELD, CA 93389	RON SMITH TIN: N	(805) 587-0920	
4	THE HOME DEPOT PRO	72 - 001750	A	PO BOX 742440 LOS ANGELES, CA	TIN: N	(866) 412-6726	(877) 712-6726
5	THOMEY, ANNETTE	72 - 000351	A	2609 BOBCAT LAKE ISABELLA, CA 93240	TIN: N	(760) 379-4282	

4/2/2024 9:20 AM

- In this example, we're searching for vendors that include "1234" in the address

The screenshot shows a web application window titled "Vendor Lookup" with a menu bar (File, Options, Help+Video) and a toolbar. The main content area has tabs for "Vendor Lookup", "TIN Lookup", "Commodity Lookup", "Employee Lookup", and "Results". Below the tabs are search filters: "District: 72", "Date: / /", "Status: Active (selected), Inactive, Both", "Include additional addresses" (checked), and "Include commodity codes" (checked). The form is divided into two sections: "Contact Information" and "Additional Information". In the "Contact Information" section, the "Address" field contains "1234" and is highlighted in yellow with a blue arrow pointing to it. Other fields include "Name", "City", "State", "Zip", "Vendor Number", "Contact", "Phone", and "Fax". The "Additional Information" section includes "Remit Name", "Remit Address", "City", "State", and "Zip". Below these are radio buttons for "1099" (Yes, No, All), "Name", "Preset", "Tax ID", and "SSN". At the bottom, there are fields for "Use Tax" (A - All), "Use tax 1", "Use tax 2", "Terms", "Account Number", "Rating", "Msg Flag", "Category", "Comment", "Type", and "Revolving Cash Object". The bottom right corner shows the date and time: "4/2/2024 9:21 AM".

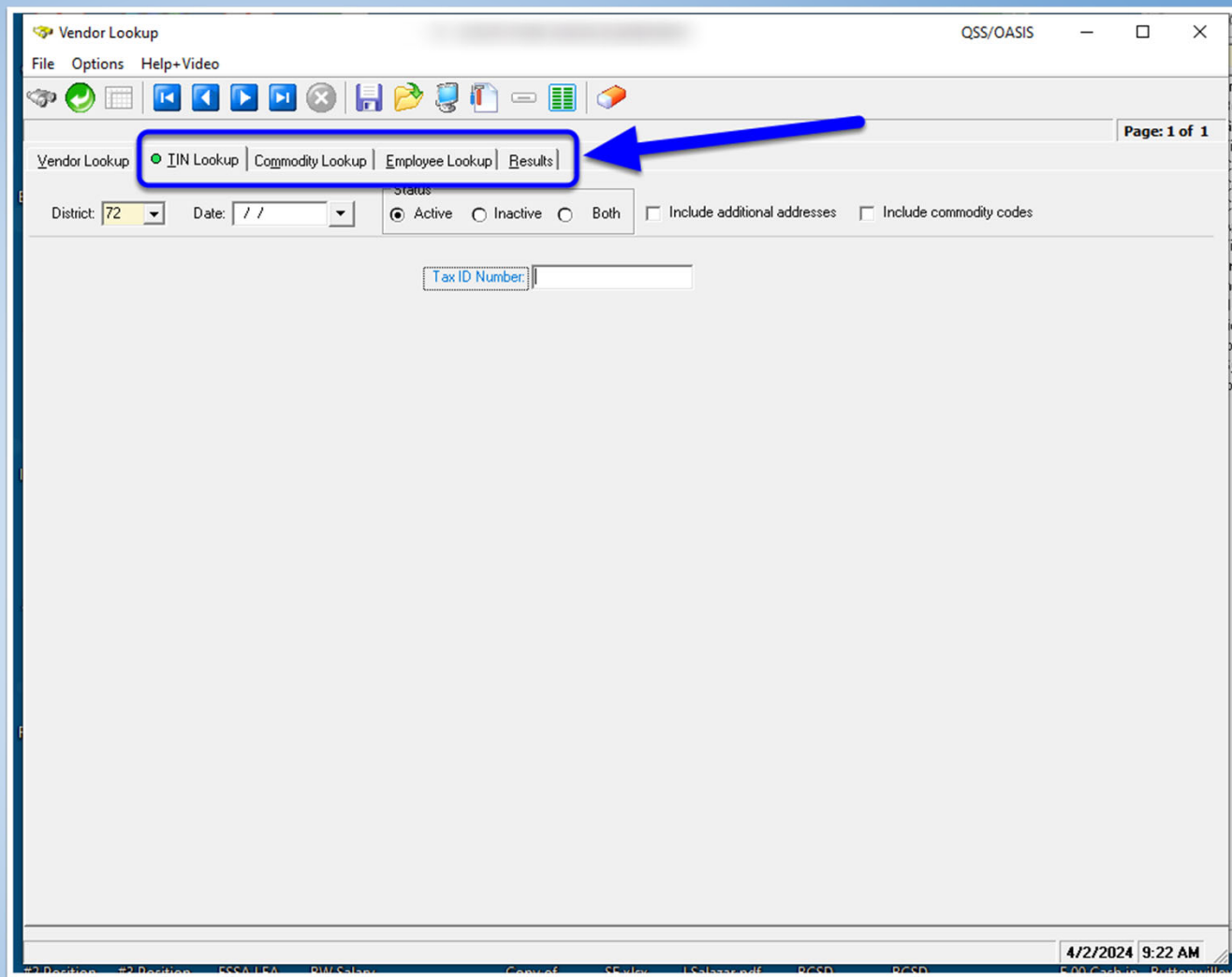
- The result displayed shows us the vendor with “1234” in the address

The screenshot shows a web application window titled "Vendor Lookup" with a menu bar (File, Options, Help+Video) and a toolbar. Below the toolbar, a status bar indicates "1 Records Read, 1 Records Matched. Showing 1 row including 1 Vendor and 0 Additional Addresses." and "Page: 1 of 1". A navigation bar contains links for "Vendor Lookup", "TIN Lookup", "Commodity Lookup", "Employee Lookup", and "Results".

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type/TIN	Phone Number	Fax Number
1	NATIONAL SCHOOL IMPROVEMENT	72 - 000901	A	P.O. BOX 1234 ISSAQUAH, WA 98027	TIN: N	(206) 222-6071	

The table is displayed in a scrollable area with a horizontal scrollbar at the bottom. The status bar at the very bottom of the window shows the date and time: "4/2/2024 9:21 AM".

- You can also look up vendors by Tax ID number on the TIN Lookup tab and a few other ways in the remaining tabs.



- We can also get more information from a vendor by selecting it in the results page, then clicking the hammer icon (Vendor Maintenance) at the top

The screenshot shows the 'Vendor Lookup' application window. The title bar includes 'Vendor Lookup' and 'QSS/OASIS'. The menu bar has 'File', 'Options', and 'Help+Video'. The toolbar contains various icons, with a blue arrow pointing to the hammer icon. Below the toolbar, there are tabs for 'Vendor Lookup', 'IIN Lookup', 'Commodity Lookup', 'Employee Lookup', and 'Results'. The 'Results' tab is active, displaying a table with the following data:

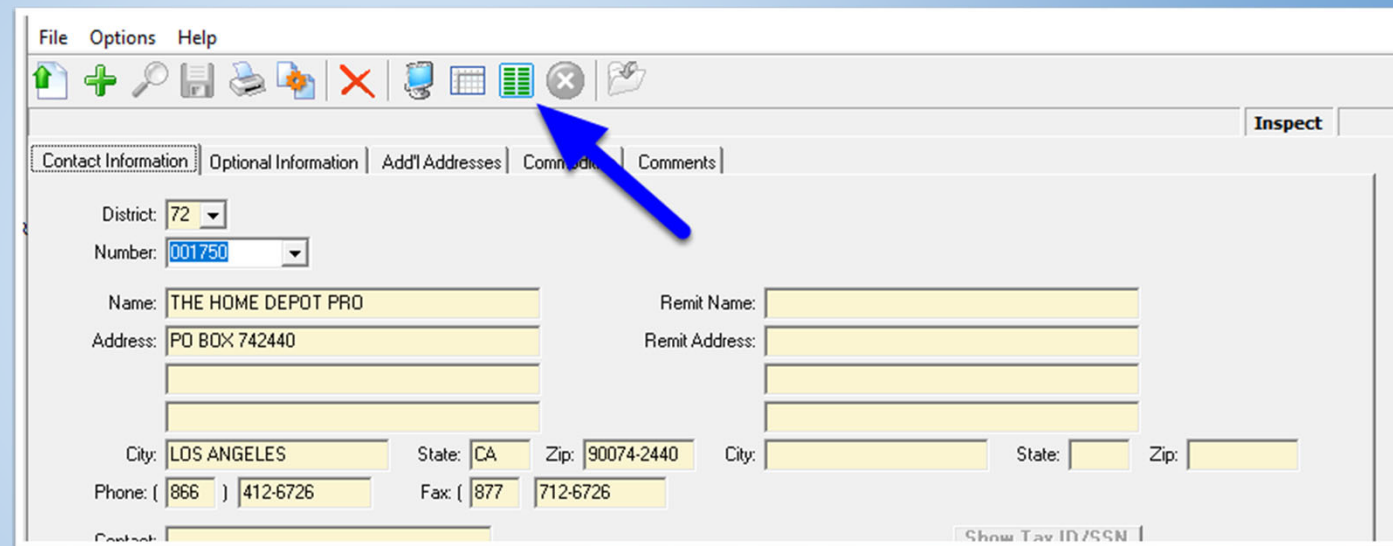
	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type/TIN	Phone Number	Fax Number
1	HOMEWORK ASSIGNMENT JOURNAL	72 - 000307	A	PO BOX 415047 MIAMI, FL 33141	TIN: N	(800) 741-4201	(954) 973-8111
2	MOBILE HOME CARE	72 - 001045	A	4705 LAKE ISABELLA BLVD. LAKE ISABELLA, CA 93240	TIN: Y	(760) 379-8732	
3	RON'S MOBILE HOME SERVICE INC	72 - 000646	A	PO BOX 10903 BAKERSFIELD, CA 93389	RON SMITH TIN: N	(805) 587-0920	
4	THE HOME DEPOT PRO	72 - 001750	A	PO BOX 742440 LOS ANGELES, CA	TIN: N	(866) 412-6726	(877) 712-6726
5	THOMEY, ANNETTE	72 - 000351	A	2609 BOBCAT LAKE ISABELLA, CA 93240	TIN: N	(760) 379-4282	

The status bar at the bottom right shows the date '4/2/2024' and time '9:22 AM'. The taskbar at the very bottom lists several open applications including '#2 Desktop', 'FSSA LSA', 'RM Salary', 'Convof', 'SS User', 'LSales.pdf', 'RCSD', 'RCSD', and 'ERP Codem - Ritzwillow'.

- From the Vendor Maintenance screen, you can see all the information related to that vendor and information can be updated from this screen

The screenshot displays the 'Vendor Maintenance' application window. The title bar shows 'Vendor Maintenance' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', and 'Help'. The toolbar contains icons for home, add, search, save, print, delete, refresh, and help. The main window has several tabs: 'Contact Information', 'Optional Information', 'Add'l Addresses', 'Commodities', and 'Comments'. The 'Contact Information' tab is active, showing a form for a vendor named 'THE HOME DEPOT PRO'. The form includes fields for District (72), Number (001750), Name, Address (PO BOX 742440), City (LOS ANGELES), State (CA), Zip (90074-2440), Phone (866-412-6726), Fax (877-712-6726), and Contact. There are also fields for Remit Name and Remit Address. A 'Show Tax ID/SSN' button is present. Below the contact information, there are fields for '1099: N - No', Name (HOME DEPOT PRO INSTITUTIONAL), Preset, Tax ID, and SSN (000-00-0000). Further down, there are fields for 'Use Tax Preset: N - No', Use Tax 1 (9526%), and Use Tax 2. The bottom section includes 'Acct Number', Rating, 'Msg Flag', 'Category', 'Type', 'Revolving Cash Object', 'Terms' (00), 'Shipping %' (00), 'Comments', 'Sales Permit/User Tax ID', and 'Expiration Date'. At the bottom of the form, it shows 'Last edit: 03/07/2022 at 09:45:35 by CLH' and 'Last paid: 03/27/2024'. The status bar at the bottom of the window displays 'VEUPDT: WWW WWWX10EE', '\$GLOBAL', 'N', 'Yr:2024 Dist:72 Site:0 GS: W', '4/2/2024', and '9:22 AM'.

- Click on the Vendor Activity icon on the top to open vendor activity information



The screenshot shows a software application window with a menu bar (File, Options, Help) and a toolbar. The toolbar contains several icons, including a green grid icon representing Vendor Activity, which is highlighted by a blue arrow. Below the toolbar is a tabbed interface with tabs for Contact Information, Optional Information, Add'l Addresses, Com... (likely Commodity), and Comments. The Contact Information tab is active, displaying the following fields:

District:	72				
Number:	001750				
Name:	THE HOME DEPOT PRO			Remit Name:	
Address:	PO BOX 742440			Remit Address:	
City:	LOS ANGELES	State:	CA	Zip:	90074-2440
Phone:	(866) 412-6726	Fax:	(877) 712-6726	City:	
				State:	
				Zip:	

At the bottom right of the form, there is a button labeled "Show Tax ID/SSN".

- You will have a few filtering options before the information is displayed or leave as is to display all of the activity for the vendor

Vendor Activity

Vendor Number: 001750

Beginning Date: 07/01/2023

Ending Date: 06/30/2024

Clear

Ascending Date Order:

Transaction Types:

- CM - Credit Memo
- CW - Cancelled warrant
- CL - Established payables/payment
- HW - Hand warrant
- LB - Liability payment
- PO - Purchase orders/payments
- PV - Pay Voucher
- RC - Revolving cash
- TC - Travel Claim
- RQ - Pre-Requisition

Reference Number:

PO Acct Line #:

Invoice Number:

OK Cancel

- Vendor Activity will display transactions that have been made within the parameters set in the previous screen.

- Account and detail information displayed at the bottom

File Views Page

View: 1 of 1 Page: 1 of 1

District: 072 **Vendor Activity** **QSS/OASIS**
Page 1 of 1

Vendor Number: 001750 - THE HOME DEPOT PRO
Beginning Date: 07/01/2023 Ending Date: 06/30/2024
Transaction Types: -
Reference Number: 000000
PO Acct Line: 0
Invoice Number: -

/var/opt/qss/data/VENDET last updated THU, APR 04, 2024, 01:50 AM

Transaction Type	Encumbered Balance	Pending Payment	Payment
Canceled Warrants			0.00
Credit Memo		0.00	-85.26
Est Payables/Payments	-199.01	0.00	199.01
Hand Warrants			0.00
Liability Payments		0.00	0.00
Purchase Orders/Payments	0.00	0.00	0.00
Pay Vouchers		0.00	11,952.96
Travel Claims		0.00	0.00
Revolving cash		0.00	0.00
Req enc	0.00		
Vendor Total	-199.01	0.00	12,066.71

1 vendor(s) and 61 detail record(s) selected.

Entered	Reference	Paid	Warrant	Enc	Amount	FD-RESC-Y-OBJT.S0-GOAL-FUNC-STE-T2-TY3-TYP4	Invoice No
07/13/2023	CL-230012	07/18/2023	90109516 O	-199.01	199.01	01-0000-0-4300.00-0000-8100-000-00-000-0000	752739417
08/06/2023	PV-240037	08/18/2023	90110729 O		1,295.70	01-0000-0-4300.00-0000-8100-000-00-000-0000	755840105
09/11/2023	PV-240086	09/15/2023	90111745 O		27.80	01-0000-0-4300.00-0000-8100-002-00-000-0000	762056141
09/11/2023	PV-240086	09/15/2023	90111745 O		27.80	01-0000-0-4300.00-0000-8100-003-00-000-0000	762056141
09/11/2023	PV-240102	09/15/2023	90111745 O		682.70	01-0000-0-4300.00-0000-8100-000-00-000-0000	760680884
09/11/2023	PV-240103	09/15/2023	90111745 O		316.98	01-0000-0-4300.00-0000-8100-000-00-000-0000	760855163
09/11/2023	PV-240104	09/15/2023	90111745 O		98.75	01-0000-0-4300.00-0000-8100-000-00-000-0000	760855171
09/11/2023	PV-240105	09/15/2023	90111745 O		46.91	01-0000-0-4300.00-0000-8100-002-00-000-0000	760855189
09/11/2023	PV-240105	09/15/2023	90111745 O		46.92	01-0000-0-4300.00-0000-8100-003-00-000-0000	760855189
09/11/2023	PV-240110	09/15/2023	90111748 O		69.06	13-5310-0-4300.00-0000-3700-002-00-000-0000	759477789
09/11/2023	PV-240110	09/15/2023	90111748 O		69.06	13-5310-0-4300.00-0000-3700-003-00-000-0000	759477789
09/11/2023	PV-240111	09/15/2023	90111745 O		119.64	01-0000-0-4300.00-0000-8100-002-00-000-0000	759477771

- Vendor Lookup Activity

1. Open Vendor Lookup
2. Try searching for any Vendors using the different filtering methods



ANY QUESTIONS?

Please share some feedback!!

<https://forms.gle/KZLHHegeFqFewuKe6>



RESOURCES

- FCMAT- <https://www.fcmat.org>
- FCMAT Projection Pro - <https://www.fcmat.org/projection-pro>
- Property tax Information [FINAL J-29 FYE 22-23 edited for website.xlsx \(kern.org\)](#)
- Workers comp rate - <https://kern.org/finance/district-advisory-services/funding-information/>
- Dashboard information- <https://kern.org/finance/district-advisory-services/tools-resources/>
- Special Education Funding - <https://kern.org/finance/district-advisory-services/special-education/>
- School Services Dartboard- <https://www.sscal.com/> or [Dartboard \(kern.org\)](#)
- CDE Budget Criteria - <https://www.cde.ca.gov/fg/fi/ss/distbudgetcsfy2223.asp>
- SACS QUERY - <https://www2.cde.ca.gov/sacsquery/querybyresource.asp>
- California School Accounting Manual- <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>

Please reach out with any questions you may have!
Thank you for joining us!



Griselda Aceves
graceves@kern.org
(661) 636-4185



Marcos Gamino
magamino@kern.org
(661) 636-4285



Maxx Garris
magarris@kern.org
(661) 636-4219