



# ELEMENTS of LOCAL SCHOOL ACCOUNTING I: UTILIZING REPORTS

Lynn Buch – March 2022

# OVERVIEW

- Making reports more informational and easier to understand.
- Tips and Tricks for utilizing reports.

# ACTIVITY NUMBERS

- Activity numbers are used in Local School Accounting to separate different pots of money within the school's financial books.
- Activity numbers are not imported into the Central Office books with monthly school financial imports.



WHAT'S IN A NAME?

WHERE WILL THAT ACTIVITY NUMBER SORT ON  
REPORTS?

WILL THE DESCRIPTION THAT SHOWS ON  
VARIOUS REPORTS BE USER FRIENDLY?

FISCAL PERIOD: September

COST CENTER: 00

	RECEIPTS <u>THIS MON</u>	RECEIPTS <u>TO DATE</u>	PAYMENTS <u>THIS MON</u>	PAYMENTS <u>TO DATE</u>	BALANCE OPERATION <u>PYATO DATE</u>	BALANCE BEGIN <u>OF YEAR</u>	BALANCE CURRENT <u>MTD</u>	<u>ENC</u>	<u>ACT</u>
0000 Default Activity Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
						0.00		0.00	
**TOTAL** Default Activity						0.00		0.00	
1111 VISA	0.00	41,558.62	12,457.22	41,558.62	0.00	0.00	0.00	0.00	0.00
		41,558.62	12,457.22	41,558.62	0.00			0.00	
2010 GENERAL - FEES	15,618.97	85,423.32	33,160.45	88,239.76	-2,816.44	46,499.79	43,683.35	0.00	43,683.35
2011 WEPAPRINTING	40.00	20,420.00	16,177.13	16,177.13	4,242.87	8,338.82	12,581.69	0.00	12,581.69
2015 CLASSROOM IMPROVEMENTS	0.00	0.00	0.00	1,477.97	-1,477.97	1,477.97	0.00	0.00	0.00
2016 TRANSFORMATIONS 2017	0.00	152,562.34	0.00	69,512.15	83,050.19	4.01	83,054.20	5,300.00	77,754.20
2020 LOCKER FEES	2.00	1,021.00	0.00	1,084.00	-63.00	11,855.08	11,792.08	0.00	11,792.08
2035 COFFEE BAR - NP	0.00	86.90	0.00	24.15	62.75	2,738.57	2,801.32	0.00	2,801.32
2050 MBHS HEALTH ROOM	0.00	192.50	0.00	15.00	177.50	15.00	192.50	0.00	192.50
2100 AUDITORIUM RENTAL FEES/EXPENS	0.00	5,000.00	1,097.30	2,779.92	2,220.08	14,082.26	16,302.34	0.00	16,302.34
2150 GUIDANCE WORKSHOPS	0.00	9,116.00	0.00	3,368.68	5,747.32	11,634.17	17,381.49	0.00	17,381.49
2151 GUIDANCE TESTING	4,260.00	140,025.00	9,003.21	129,242.08	10,782.92	28,201.11	38,984.03	91,070.00	-52,085.97
2152 GUIDANCE PURCHASES	1,990.00	6,245.00	2,878.67	6,888.68	-643.68	1,191.52	547.84	0.00	547.84
2200 LIBRARY	207.00	3,046.08	165.64	2,830.22	215.86	1,915.75	2,131.61	0.00	2,131.61
2222 FIELD TRIPS	0.00	26,858.00	0.00	26,858.00	0.00	0.00	0.00	0.00	0.00
2410 TECHNOLOGY/HS FUNDS	409.84	16,128.84	348.38	19,856.71	-3,727.87	12,787.42	9,059.55	0.00	9,059.55
2411 DIGITAL DEVICES	-14,210.00	0.00	0.00	73,220.00	-73,220.00	73,220.00	0.00	0.00	0.00
2415 TECHNOLOGYREPLACEMENTACCO	330.00	17,163.96	465.00	14,082.78	3,081.18	31,993.89	35,075.07	0.00	35,075.07
2420 COPIERS, P	0.00	0.00	-2,959.60	18,024.59	-18,024.59	25,875.00	7,850.41	0.00	7,850.41
2600 SUMMER SCHOOLSNACKS	321.67	1,891.91	1,039.89	1,039.89	852.02	1,644.38	2,496.40	0.00	2,496.40
2700 PARKING FEES/SECURITY	20.00	26,350.00	7,827.91	26,283.41	66.59	21,947.12	22,013.71	0.00	22,013.71
		511,530.85	69,203.98	501,005.12	10,525.73	295,421.86	305,947.59	96,370.00	209,577.59
3310 AMBASSADORS	15.00	375.00	817.95	2,144.32	-1,769.32	3,377.10	1,607.78	0.00	1,607.78
3320 AMERICAN FIELD SERVICE	0.00	0.00	0.00	0.00	0.00	0.31	0.31	0.00	0.31
3330 ART CLUB	0.00	835.00	0.00	1,350.99	-515.99	672.00	156.01	0.00	156.01
3350 CHESS CLUB	0.00	0.00	0.00	0.00	0.00	43.81	43.81	0.00	43.81
3360 CIRCLE OF FRIENDS	800.00	2,081.49	562.65	1,672.14	409.35	1,476.47	1,885.82	0.00	1,885.82
3370 CHORAL DONATION ACCOUNT	0.00	0.00	0.00	75.18	-75.18	1,496.60	1,421.42	0.00	1,421.42
3375 CLASS OF 2017	0.00	0.00	0.00	955.00	-955.00	955.00	0.00	0.00	0.00
3380 CHEERLEADERS	0.00	48,181.04	1,486.44	48,093.15	87.89	20,734.79	20,822.68	0.00	20,822.68
3381 CHEERLEADER BOOSTER	9,500.00	9,500.00	76.06	9,178.47	321.53	15,031.89	15,353.42	0.00	15,353.42
3382 CHEER SPONSORSHIPS	0.00	11,250.00	0.00	0.00	11,250.00	0.00	11,250.00	0.00	11,250.00
3383 CIVITAN CLUB	2,415.00	3,290.00	1,639.00	2,985.46	304.54	1,707.52	2,012.06	0.00	2,012.06
3390 DEBATE CLUB	2,350.00	5,213.00	417.24	4,499.46	713.54	2,403.78	3,117.32	0.00	3,117.32

6020	BASEBALL - BUDGET	202.50	125,259.66	2,016.80	109,130.11	16,129.55	0.00	16,129.55	0.00	16,129.55
6022	BASEBALL CONCESSIONS	0.00	377.05	0.00	377.05	0.00	0.00	0.00	0.00	0.00
6024	DUGOUT CLUB	0.00	27,806.00	-4.00	39,842.38	-12,036.38	27,384.83	15,348.45	0.00	15,348.45
6025	SUMMER BASEBALL CAMPS	32.77	10,512.77	5,215.41	10,603.72	-90.95	90.95	0.00	0.00	0.00
6029	DIAMOND DOLLS	0.00	9,620.00	0.00	5,484.11	4,135.89	0.00	4,135.89	0.00	4,135.89
6030	BOYS BASKETBALL - BUDGET	0.00	21,785.58	1,911.72	18,901.21	2,884.37	7,395.14	10,279.51	0.00	10,279.51
6031	BOYS BASKETBALL-REIMBURSABLE	2,200.00	3,367.15	1,050.00	2,008.30	1,358.85	16.15	1,375.00	6,000.00	-4,625.00
6032	BASKETBALL CONCESSIONS	0.00	1,670.15	0.00	1,670.15	0.00	0.00	0.00	0.00	0.00
6033	BOYS BASKETBALL SUMMER	0.00	8,760.00	0.00	8,889.91	-129.91	307.43	177.52	0.00	177.52
6040	GIRLS BASKETBALL-BUDGET	200.00	24,981.70	-133.00	22,034.06	2,947.64	7,043.56	9,991.20	0.00	9,991.20
6041	GIRLS BASKETBALL-REIMBURSABLE	0.00	550.00	0.00	3,093.06	-2,543.06	2,543.06	0.00	0.00	0.00
6042	GIRLS BASKETBALL CONCESSIONS	0.00	167.83	0.00	208.03	-40.20	40.20	0.00	0.00	0.00
6043	BOYS & GIRLS BASKETBALL BOOSTER	7,000.00	47,440.00	1,345.76	52,705.92	-5,265.92	11,725.56	6,459.64	0.00	6,459.64
6044	GIRLS SUMMER BASKETBALL CAMP	0.00	2,230.00	2,199.76	2,199.76	30.24	0.00	30.24	0.00	30.24
6045	SUMMER BASKETBALL CAMP	16,625.00	27,575.00	22,573.67	40,807.75	-13,232.75	25,525.72	12,292.97	0.00	12,292.97
6046	BASKETBALL SPONSORSHIPS	10,300.00	32,700.00	0.00	28,247.50	4,452.50	6,300.00	10,752.50	0.00	10,752.50
6050	FOOTBALL - BUDGET	0.00	66,971.00	29,103.95	89,548.42	-22,577.42	40,313.35	17,735.93	5,000.00	12,735.93
6051	FOOTBALL-REIMBURSABLE	3,481.61	33,181.61	32,271.61	33,181.61	0.00	0.00	0.00	5,750.00	-5,750.00
6052	FOOTBALL PLAYOFF SPECIAL ACCT	0.00	19,978.98	0.00	13,317.00	6,661.98	13,603.50	20,265.48	0.00	20,265.48
6053	FOOTBALL BOOSTERS	2,275.00	34,746.50	7,898.19	43,152.44	-8,405.94	25,304.95	16,899.01	11,000.00	5,899.01
6054	300 CLUB	250.00	5,125.00	2,051.90	2,051.90	3,073.10	0.00	3,073.10	0.00	3,073.10
6055	FOOTBALL-9TH REIMBURSABLE	0.00	12,760.00	12,098.50	13,052.63	-292.63	9,237.20	8,944.57	0.00	8,944.57
6056	MOMENTUM SPORTS TRAINING CAM	0.00	2,050.00	2,032.54	2,032.54	17.46	0.00	17.46	0.00	17.46
6057	FOOTBALL SPONSORSHIPS	5,000.00	23,750.00	0.00	0.00	23,750.00	0.00	23,750.00	0.00	23,750.00
6070	BOYS GOLF - BUDGET	280.95	13,228.69	814.72	13,775.09	-546.40	546.40	0.00	0.00	0.00
6080	GIRLS GOLF - BUDGET	0.00	17,416.06	2,927.62	16,343.68	1,072.38	0.00	1,072.38	0.00	1,072.38
6081	GIRLS GOLF - REIMBURABLE	0.00	7,516.90	0.00	8,021.70	-504.80	504.80	0.00	0.00	0.00

Table 1

Activity	Description
6102	1st GR-AGENDA-ODD FY
6103	1st GR-CONSUMABLES-ODD FY
6104	1st GR-CURR ENHAN-ODD FY
6105	1st GR-HEADPHONES-ODD FY
6106	1st GR-CULTURAL ARTS-ODD FY
6121	1st GR-SUPPLY PACK-EVEN FY
6122	1st GR-AGENDA-EVEN FY
6123	1st GR-CONSUMABLES-EVEN FY
6124	1st GR-CURR ENHAN-EVEN FY
6125	1st GR-HEADPHONES-EVEN FY
6126	1st GR-CULTURAL ARTS-EVEN FY
6127	1st GR-SUPPLY PACK-ODD FY

# SPECIAL USE CODES AND GENERAL LEDGER DESCRIPTIONS

## **Special Use Codes**

- Can be used to differentiate funds within the same activity.
- Can be used to make balance sheet accounts clearer.

## **Adding Specific Descriptions**

- Changing the General Ledger description to make account coding more user friendly.



## EXAMPLES OF UTILIZING SPECIAL USE CODES

- Book Fair – one in fall and one in spring
- Theatre/Drama/Show Choir Productions
- Differentiate between various fundraisers within an activity

Acty-Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec

**Select by Acct #**

No Account Selected

Select by ASN

Effective Date

10/01/20

- 09/30/20

Internal Description

State/Auditor Desc.

Default Account Type

Group

State Alias

Created By

Date Created

Status

Inactivated By

on

Select Access Mode (Default is by Account Number)

# Change Cash Trial Balance(Class/Function 1-0115)

GL/TBAL: Trial Balance Report (v3.01)

Select By GL Component

☒ Suppress Zero Lines  
☐ Run GL Summary Report  
☐ Run Fund Function Summary Report

Select Components to Summarize (Sort Order)

☐ Activity ☐ Function  
☐ Fund ☐ Object  
☐ Class ☐ CCTR

Function Summary Selection  
☒ Do Not Print ☐ Print With Summary  
Report Destination

Account Description  
☒ Internal Description ☐ Select by Group

Group ... Description

**Enter Account Selection Criteria**

Accept Selection Criteria

Beginning Fiscal Year: 20  
Ending Fiscal Year: 20  
Beginning Fiscal Period: Beginning Balance  
Ending Fiscal Period: February

Component Name: ClassFunc Sort Order: 1 Beginning Value: 10115 Ending Value: 10115 Add Item

Component Contains: C-Func  
Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
ClassFunc	1	10115	10115

RUN DATE: 08/15/09  
RUN TIME: 08:15AM

MCAI BUDGETARY ACCOUNTING SYSTEM  
JOURNAL SUMMARY TRIAL BALANCE REPORT  
FISCAL PERIOD/YEAR: 0/2009 THRU

Actv-Fd-C-Func-Obj-CCTR-SFnd-Y-Prgr-Spec  
0000-12-1-0115-000-0050-7101-0-0000-6022  
0000-12-1-0115-000-0050-7101-0-0000-6400

DESC	ASN	TYPE
CHANGE CASH-BASEBALL CONCESSIONS	100025	D
CHANGE CASH-GATE RECEIPTS	100009	D

Special Use Code used here is the same as the activity number that utilizes this change cash for ease in generating a report for just this activity.

Description has been changed to include name of activity for ease in reading report.

# RECEIPT MODULE SETUP

- Be consistent when setting up Revenue Types for ease in research.

## Revenue Types

- ☒ 0000-0115 / CHANGE CASH-GENERAL HIGH S
- ☒ 0000-3800 / CHANGE CASH-BAND
- ☒ 0000-3900 / SUPPLY STORE SEED
- ☒ 0000-6020 / BASEBALL SEED
- ☒ 0000-6022 / CHANGE CASH-BASEBALL CONC
- ☒ 0000-6030 / CHANGE CASH-BOYS BASKETBA
- ☒ 0000-6032 / CHANGE CASH-B-BSKTBLL CONC
- ☒ 0000-6040 / CHANGE CASH-GIRLS BASKETBA
- ☒ 0000-6042 / CHANGE CASH-G-BSKTBLL CONC
- ☒ 0000-6090 / BOYS SOCCER SEED
- ☒ 0000-6100 / GIRLS SOCCER SEED
- ☒ 0000-6110 / SOFTBALL SEED
- ☒ 0000-6140 / TRACK SEED
- ☒ 0000-6150 / CHANGE CASH-VOLLEYBALL
- ☒ 0000-6152 / CHANGE CASH-VOLLEYBALL CO
- ☒ 0000-6160 / CHANGE CASH-WRESTLING
- ☒ 0000-6400 / CHANGE CASH-GATE RECEIPTS

# RECEIPT ENTRY

**Be consistent when entering names for individuals.**

- Examples:
  - Mary Sample
  - Sample, Mary

# REVENUE TYPE REPORT

☐ Page Break on Revenue Type

Cost Center

Station ID

☐ Use Date Range    Receipt Date  Thru

**Payer Search Criteria**

☐ Payer Name    ☐ Payer Id

☐ Begins With    ☐ Contains

**Report Order**

☒ Payer Name

☐ Receipt Number

**Receipt Status**

☐ Open/Voided

☒ Open Only

☐ Voided Only

**GL Posted Status**

☒ Posted/Not Posted

☐ Posted

☐ Not Posted

**Report Destination**

☒ To Report Viewer    ☐ To Grid    ☐ To File

☐ To Printer    HP LaserJet 1022 (redirected)

# MY PET PEEVE

- Reports are easier to read and look more professional if entries are made in all caps.

C/R	030-0034118205	07/13/2017	Read Natalie Ed	1.00	C	Natalie Edith Read-GENERAL SERVICES - Seniors - Ge
C/R	030-0034142906	07/13/2017	Clark Charles	1.00	C	Charles Harrison Clark-GENERAL SERVICES - Seniors
C/R	030-0034146638	07/13/2017	Howell Caroline	1.00	C	Caroline Grace Howell-GENERAL SERVICES - Seniors -
C/R	030-0034152902	07/13/2017	Morris Charles	1.00	C	Charles Zachary Morris-GENERAL SERVICES - Seniors
C/R	030-0034157309	07/13/2017	Gray Charles	1.00	C	Charles Gray-GENERAL SERVICES - Seniors - General
C/R	030-0034161429	07/13/2017	seton alex	1.00	C	alex seton-GENERAL SERVICES - Seniors - General S
C/R	030-0034165605	07/13/2017	Neal Warner Sho	1.00	C	Warner Shook Neal-GENERAL SERVICES - Seniors - Ge
C/R	030-0034174337	07/13/2017	Wilensky Marsha	1.00	C	Marshall Harris Wilensky-GENERAL SERVICES - Senio
C/R	030-0034180567	07/13/2017	Shiflet Aaron T	1.00	C	Aaron Tate Shiflet-GENERAL SERVICES - Seniors - Ge
C/R	030-0034186172	07/13/2017	Haberstroh Jame	1.00	C	James Louis Haberstroh-GENERAL SERVICES - Seniors

C/R	0050-75596	08/21/2017	PLATT, ANSLEY	40.00	C	GENERAL-SCHEDULE CHANGE
C/R	0050-75597	08/21/2017	HALL, IAN	40.00	C	GENERAL-SCHEDULE CHANGE
C/R	0050-75598	08/21/2017	ROWE, LILLY	40.00	C	GENERAL-SCHEDULE CHANGE
C/R	0050-75599	08/21/2017	ALLEN, MARY LEE	40.00	C	GENERAL-SCHEDULE CHANGE
C/R	0050-75600	08/21/2017	SULLIVAN, SAM	40.00	C	GENERAL-SCHEDULE CHANGE
C/R	0050-75601	08/21/2017	SMITH, JUSTICE	40.00	C	GENERAL-SCHEDULE CHANGE
C/R	0050-75602	08/21/2017	CLEGG, ANNE CAR	40.00	C	GENERAL-SCHEDULE CHANGE
C/R	0050-75603	08/21/2017	TEW, ELLIE	40.00	C	GENERAL-SCHEDULE CHANGE

# INVOICE ENTRY

Travel Advances –

· ADV-ATL

· BAL-ATL

## Invoice by Vendor Report

ADV-COSN15	03/12/2015	H15-500369	0001	2458	35799	03/12/2015	2410-12-5-2215-383-0050-7101-0-1500-0004	84.00
	INVOICE TOTALS:	FW AMT:	0.00	PAID FW:	0.00	INVOICE TOTAL :		84.00
BAL-CHARLEST	09/30/2015	A15-500233	0001	2504	36667	09/30/2015	6200-12-5-1100-311-0050-7101-0-1500-0000	35.00
	INVOICE TOTALS:	FW AMT:	0.00	PAID FW:	0.00	INVOICE TOTAL :		35.00
BAL-COSN14	09/30/2015	H15-500369	0001	2504	36667	09/30/2015	2410-12-5-2215-383-0050-7101-0-1500-0004	1.00



# SAVING REPORT CRITERIA

- Setup and Generate Report.

GL/TBAL: Trial Balance Report (v3.01)

Select By GL Component

☒ Suppress Zero Lines

☐ Run GL Summary Report

☐ Run Fund Function Summary Report

Select Components to Summarize (Sort Order)

☐ Activity ☐ Function ☐ Fund ☐ Object ☐ Class ☐ CCTR

Function Summary Selection

☒ Do Not Print ☐ Print With Summary

Report Destination

☐ To Printer BOE\_ACCOPIE ☒ To Report Viewer

Account Description

☒ Internal Description ☐ Select by Group

Group ... Description

Enter Account Selection Criteria

Accept Selection Criteria

Beginning Fiscal Year: 2009 Beginning Fiscal Period: Beginning Balance

Ending Fiscal Year: 2009 Ending Fiscal Period: August

Component Name: Activity Sort Order: 3 Beginning Value: Ending Value: zzzz Add Item

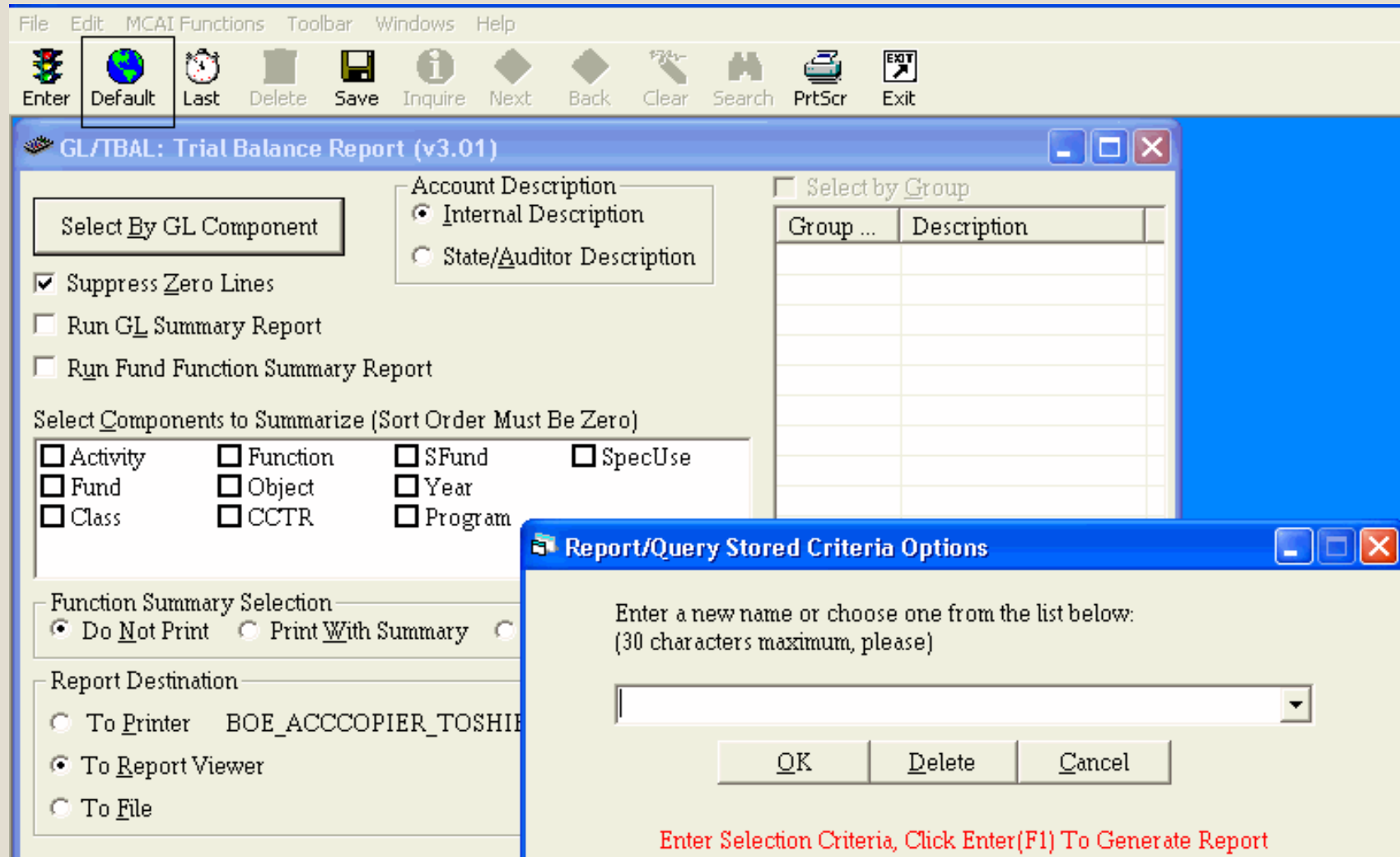
Component Contains: Acty

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
SFund	1		zzzz
ClassFunct	2	10131	10131
ClassFunct	2	20251	20251



- Recalling a saved report



# • Recalling a saved report

File Edit MCAI Functions Toolbar Windows Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

### GL/TBAL: Trial Balance Report (v3.01)

Select By GL Component

☒ Suppress Zero Lines

☐ Run GL Summary Report

☐ Run Fund Function Summary Report

Select Components to Summarize (Sort Order Must Be Zero)

☐ Activity ☐ Function ☐ SFund ☐ SpecUse

☐ Fund ☐ Object ☐ Year

☐ Class ☐ CCTR ☐ Program

Function Summary Selection

☒ Do Not Print ☐ Print With Summary ☐

Report Destination

☐ To Printer BOE\_ACCCOPIER\_TOSHIE

☒ To Report Viewer

☐ To File

Account Description

☒ Internal Description

☐ State/Auditor Description

☐ Select by Group

Group ...	Description

### Report/Query Stored Criteria Options

Enter a new name or choose one from the list below:  
(30 characters maximum, please)

LAST RUN

MONTHLY - CHANGE & PETTY CASH

MONTHLY CASH ACCOUNT - TB

MONTHLY ENCUMBRANCES-TB

MONTHLY PAYABLES

Click on "Down" arrow

Click on the report from the list

# GL/TBAL: Trial Balance Report (v3.01)

Select By GL Component

Account Description

☒ Internal Description

☐ Select by Group

Group ...

Description

Click on "Select By GL Component"

☒ Suppress Zero Lines

☐ Run GL Summary Report

☐ Run Fund Function Summary Report

Select Components to Summarize (Sort Order)

☐ Activity

☐ Function

☐ Fund

☐ Object

☐ Class

☐ CCTR

Function Summary Selection

☒ Do Not Print

☐ Print With Summary

Report Destination

☐ To Printer

BOE\_ACCCOPIE

☒ To Report Viewer

## Enter Account Selection Criteria

Accept Selection Criteria

Beginning Fiscal Year

2011

Beginning Fiscal Period

Beginning Balance

Ending Fiscal Year

2011

Ending Fiscal Period

August

Change dates, if needed, and modify any selection criteria as needed.

Component Name

Sort Order

Beginning Value

Ending Value

Activity

3

zzzz

Click on "Accept Selection Criteria"

Component Contains: Acty

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort)

Select "ENTER" or "F1" to generate selected report.

Component Name	Sort Order	From Value	To Value
SFund	1		zzzz
ClassFunct	2	10131	10131
ClassFunct	2	20251	20251

# EXPORTING RESULTS TO EXCEL

## ENTER SELECTION CRITERIA AND GENERATE REPORT

GL/BARP: Budget Analysis Report (v3.03)

Select By GL Component

Account Description

☒ Internal Description ☐ State/Audit

☐ Double Space Report

Print Budget

☒ Variance ☐ Year to Date

☐ Next Year Comparison

☐ Run GL Summary Report

☐ Run Fund Function Summary Report

☒ Display only GL Accounts with Budget

Select Components to Summarize (Select All)

☐ Activity ☐ Function

☐ Fund ☐ Object

☐ Class ☐ CCTR

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 20 Fiscal Period: February

Ending Fiscal Year: 2010 Ending Fiscal Period: February

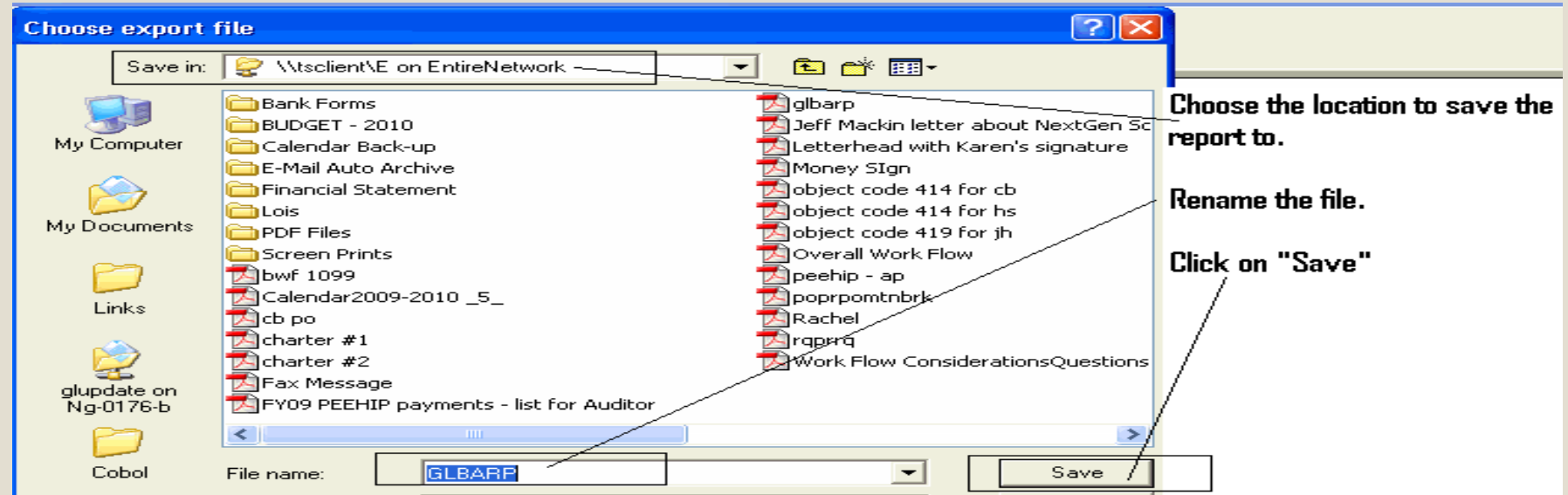
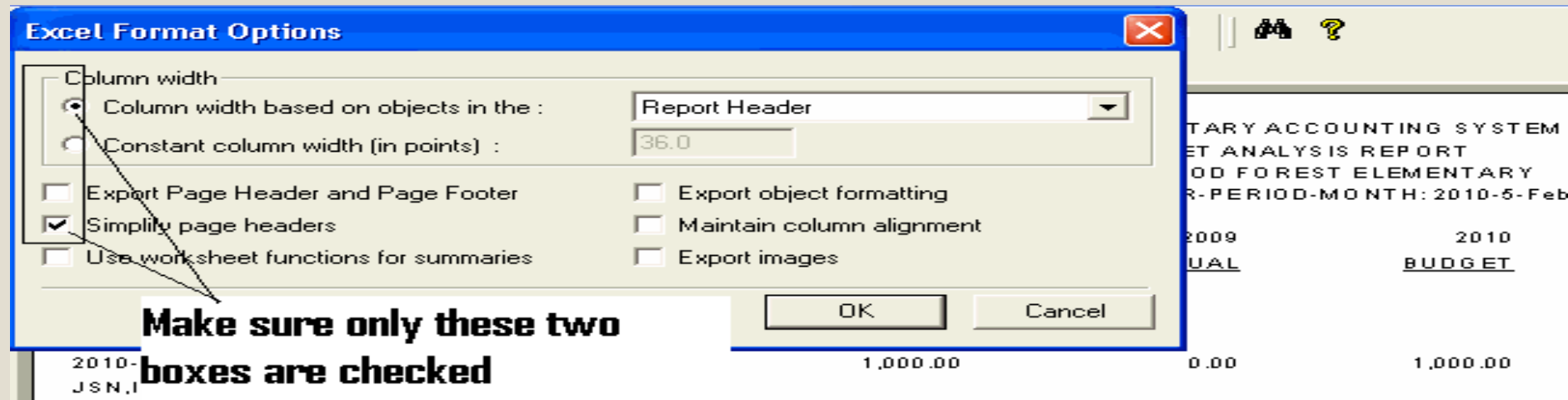
Component Name: Activity Sort Order: 1 Beginning Value: 2010 Ending Value: 2010 Add Item

Component Contains: Activity

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value







# FROM EXCEL PROGRAM – OPEN SAVED FILE

A1		fx		Activity: 2010 JSN		P													
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Activity: 2010 JSN			P															
2	*** REVENUES ***																		
3	JSN,DC 2010-12	#####		0.00	#####	0.00	0.00	0.00	#####										
4	JSN,INT 2010-12	#####		0.00	#####	0.00	0.00	0.00	#####										
5	*** TOT, #####		0.00	#####	0.00	0.00	0.00	#####											
6	*** EXPENDITURES ***																		
7	JSN,INS 2010-12	100.00		0.00	100.00	0.00	0.00	0.00	100.00										
8	JSN,INS 2010-12	#####		0.00	#####	0.00	0.00	0.00	#####										
9	JSN,ST 2010-12	50.00		0.00	50.00	80.36	0.00	160.72	-30.36										
10	JSN,EX 2010-12	50.00		0.00	50.00	0.00	0.00	0.00	50.00										
11	JSN,INT 2010-12	145.00		0.00	145.00	0.00	0.00	0.00	145.00										
12	*** TOT, #####		0.00	#####	80.36	0.00	2.68	#####											
13	*** Activ TOTAL	#####		0.00	#####	0.00	0.00	0.00	#####	TOTAL	#####	0.00	#####	80.36	0.00	2.68	#####	DIFFER	0.00
14	*** GRATOTAL	#####		0.00	#####	0.00	0.00	0.00	#####	TOTAL	#####	0.00	#####	80.36	0.00	2.68	#####	DIFFER	0.00
15	*** END OF REPORT ***																		

This is what Excel file will look like when you first open it -  
**DON'T PANIC**

You just now need to format (or manipulate) the columns to  
the correct width and move things around the way you  
want.

Activity: 2010 JSN		P																	
*** REVENUES ***																			
JSN,DONATIONS	2010-12-4-7430-000-0010-7101-0-0000-0000	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00									
JSN,INTERFUND TRANS.IN-PUBLIC	2010-12-4-9210-000-0010-7101-0-0000-0000	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00									
*** TOTAL REVENUES:	3,000.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00										
*** EXPENDITURES ***																			
JSN,INSTRUCTION-STUDENT EDUCA	2010-12-5-1100-311-0010-7101-0-1200-0000	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00									
JSN,INSTRUCTION-STUDENT CLASS	2010-12-5-1100-411-0010-7101-0-1200-0000	2,655.00	0.00	2,655.00	0.00	0.00	0.00	0.00	0.00	2,655.00									
JSN,STUDENT SUPP-OTH NON INST	2010-12-5-2190-489-0010-7101-0-1200-0000	50.00	0.00	50.00	80.36	0.00	160.72	-30.36											
JSN,EXTRA/CO-CURR TRANSP-TRAN	2010-12-5-4150-392-0010-7101-0-1200-0000	50.00	0.00	50.00	0.00	0.00	0.00	50.00											
JSN,INTERFUND TRANS.OUT-PUBLIC	2010-12-5-9910-920-0010-7101-0-9700-0000	145.00	0.00	145.00	0.00	0.00	0.00	145.00											
*** TOTAL EXPENDITURES:	3,000.00	0.00	3,000.00	80.36	0.00	2.68	2,919.64												
*** Activity 2010 ***	TOTAL REVENUES:	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	TOTAL										
*** GRAND TOTALS ***	TOTAL REVENUES:	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	TOTAL										
*** END OF REPORT ***																			

Excel file after formatting. Columns can be sorted differently and formulas can be added as needed.

Excel file after formatting. Columns can be sorted differently and formulas can be added as needed.

# “GRID” EXPORT TO EXCEL

AP/MDCR: Month To Date Check Register (v3.01)

Bank Code  Batch Type

Check Date  To

Report Destination

☒ To Report Viewer ☐ **To Grid** ☐ To File

☐ To Printer

BOE\_ACC COPIER\_CANONC5045 on BOE-  BOE

Enter Selection Criteria, Click Enter

Select this option before generating report

AP/MDCR Report Detail Data - 02/22/2013 15:43:16							
Check Number	Σ▽	Date of Check	▽	Vendor Name	▽	Check Amount	Σ▽
918064		2013-02-22		ADVANTAGE FIN		395.00	
918065		2013-02-22		AGF, INC.		3175.00	
918066		2013-02-22		ALABAMA POWE		272.70	
918067		2013-02-22		ALABAMA TSA			
918068		2013-02-22		ART S MUSIC S			
918069		2013-02-22		BRADLEY ARAN			

Export to Excel

Expand All

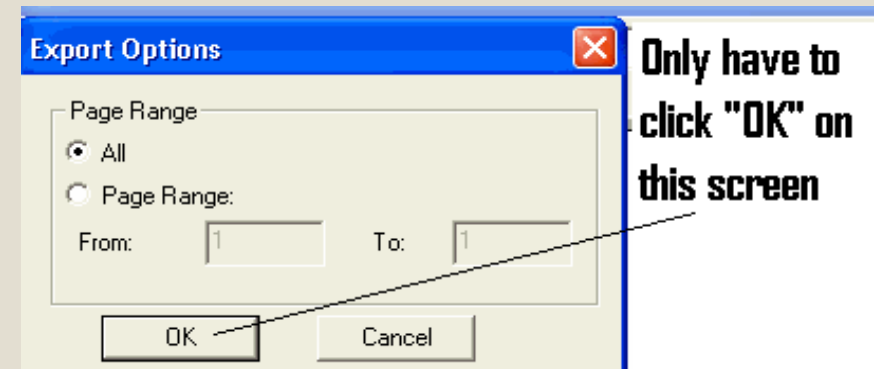
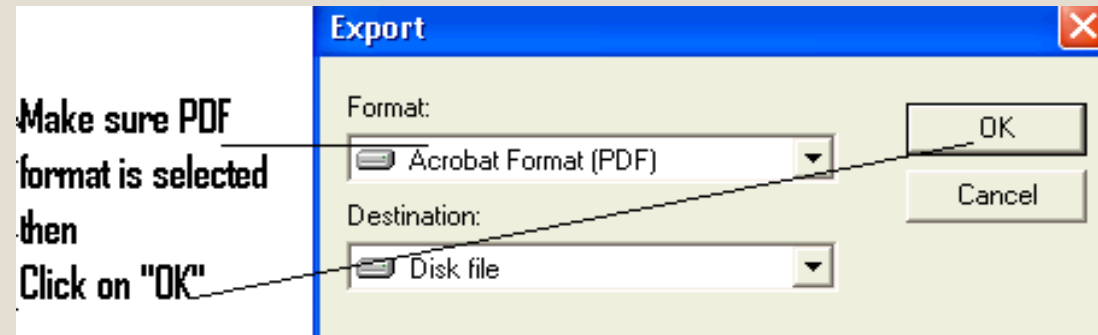
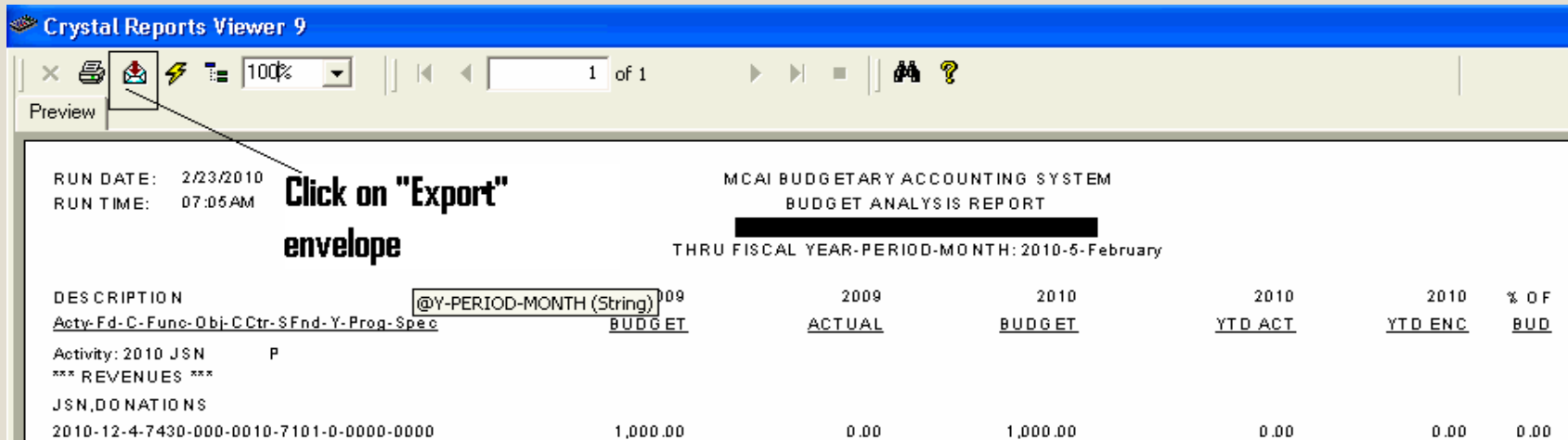
Collapse All

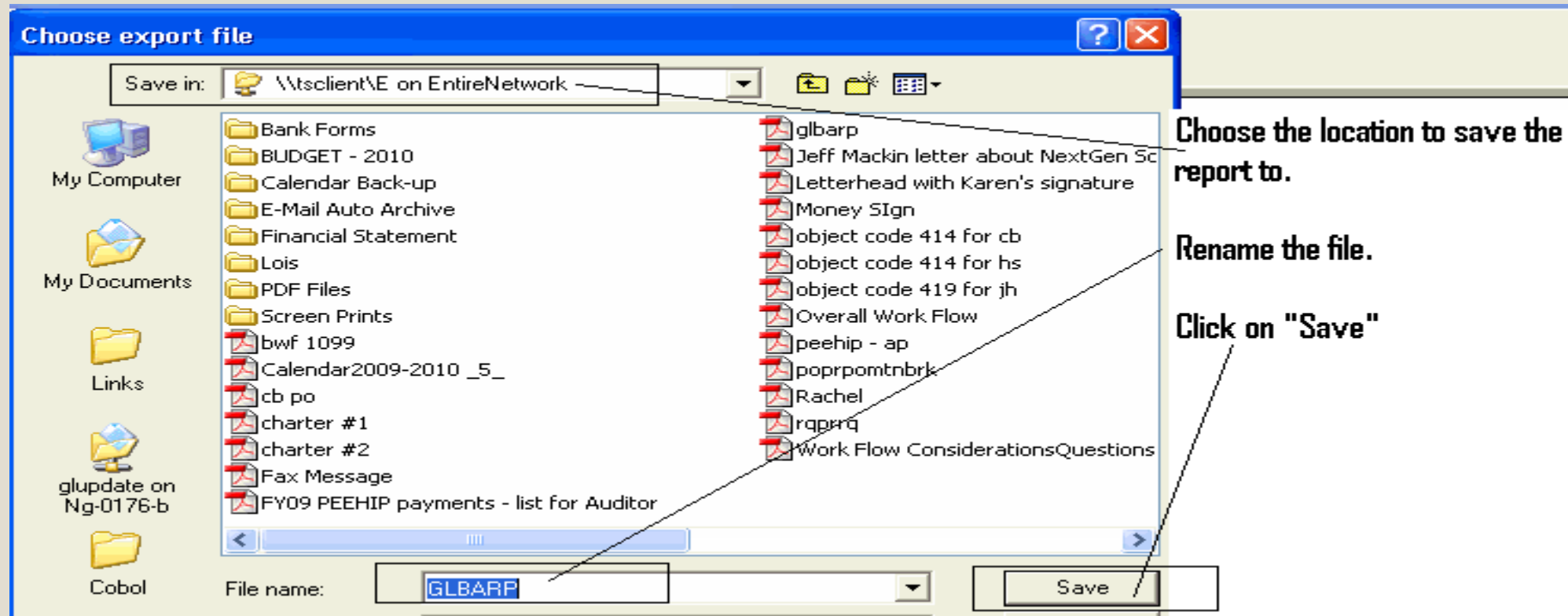
Clear Custom Layout

Export to Excel  
Expand All  
Collapse All  
Clear Custom Layout

Right click in any of the cells.  
Select Export to Excel.  
Much easier to clean up the report - if it's a simple report.

# EXPORTING REPORTS AS PDF TO ATTACH TO EMAIL







SUGGEST SAVING THIS TO A DISK USED SOLELY FOR THE PURPOSE OF SAVING FILES TO ATTACH TO E-MAILS. THIS KEEPS YOU FROM HAVING TO CLEAN THEM OFF OF YOUR HARD DRIVE.

- Now, go to your e-mail and attach this file just like you would any other e-mail attachment.

Or, if you have Microsoft Outlook, you can find the file in Adobe, right click on the file name, select “Send to” then “Mail Recipient”. The file will automatically be attached to an e-mail. All you have to do is enter the e-mail address you want it sent to.

 Send	From ▾	STEPHENSONL1@MTNBROOK.K12.AL.US
	To...	
	Cc...	
	Bcc...	
	Subject:	Emailing: 2012 Reporting Package
Attached:	 <u>2012 Reporting Package.pdf (582 KB)</u>	

Your message is ready to be sent with the following file or link attachments:

2012 Reporting Package

# Start an audit folder for each school year

- Football schedule change – put note or copy of new schedule in the folder.
- Had to meet with a teacher(s) numerous times to review procedures
  - put a note or copy of documentation of discussion in the folder.
- Hopefully this folder will be empty – but if not, you probably have everything at your fingertips to answer questions the auditors may have without having to dig, or remember, what happened.

# START A MONTHLY TICKLER FILE OR NOTEBOOK WITH TABBED MONTHS

- Copies of PO's for upcoming trips
- Copies of PO's for delivery, cancellation or re-issue
- Copies of Athletic Schedules
- Copies of Registration Forms
- Copies of E-mails containing trip information



# BONUS TIME SAVERS



# ACTIVITY STATUS SUMMARY

- Excellent “snapshot” to get information quickly.
- LSA Reports menu.

LS/ACST: Activity Status Summary (v3.05)

Cost Center: 0050 HIGH SCHOOL

Activity: 2010 GEN-FEES B

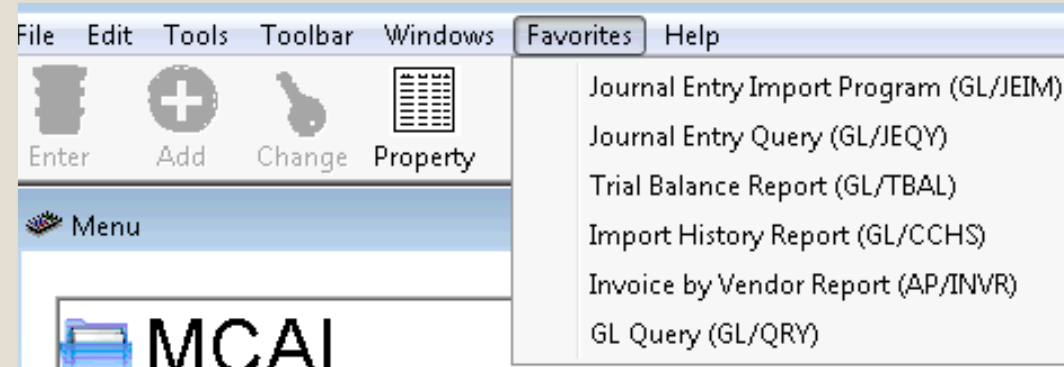
Fiscal Year: 2018 Fiscal Period: October Thru: October

☐ Show Detail

Summary

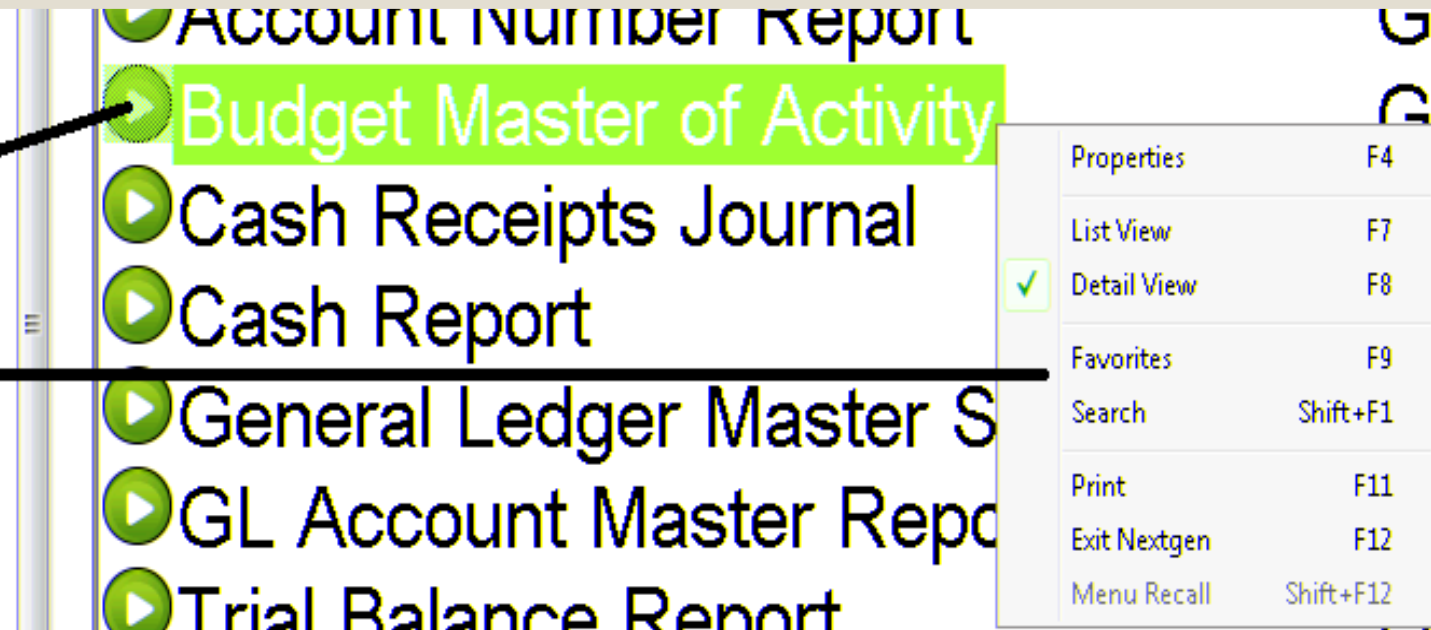
Total Beginning Balance	43,683.35	Cash Balance	43,689.35
Total Revenues	6.00	Encumbrances	17,607.35
Total Expenditures	0.00	Available Balance	26,082.00

# SAVING FREQUENTLY USED TRANSACTIONS TO FAVORITES



First select the transaction you want to add to your favorites list with one click. Once the transaction is highlighted - right click on the highlighted name.

In the drop down box click on favorites. The transaction will now be available when clicking on Favorites in the toolbar.



Any Questions?



◦ [lbuch@homewood.k12.al.us](mailto:lbuch@homewood.k12.al.us)



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