





- Access to google drive
 - Adding G Drive to Window Explorer
 - Adding Google Drive to Nextgen
 - Sharing with colleagues
 - Granting Permissions
 - Bookmark shared drives



- Before trying Google Drive, please consult with your CSFO and Technology Coordinator to see if this is right for your district



shelbyed.org bookmarks

Bookmarks bar

Tech Support

Treasury

Procurement

Research

State

Federal

Vendors

Drive

New

Priority

My Drive

Shared drives

Shared with me

Recent

Starred

Trash

Storage

20.07 GB used

My Drive

Name

007.Facilities & Maintenance

Bookkeeper Files

Pictures

Jun 6, 2022

One on One Notes

Aug 26, 2021

Meet Recordings

Aug 4, 2021

Daily Notes

Jul 18, 2021

McPherson Invoices

May 10, 2021

Planning and Strategy Notes

Oct 19, 2020

Audit Items

May 14, 2020

Settings

Get Drive for desktop

Keyboard shortcuts

Details

Activ

Today

You created an item

11:58 AM Feb 26

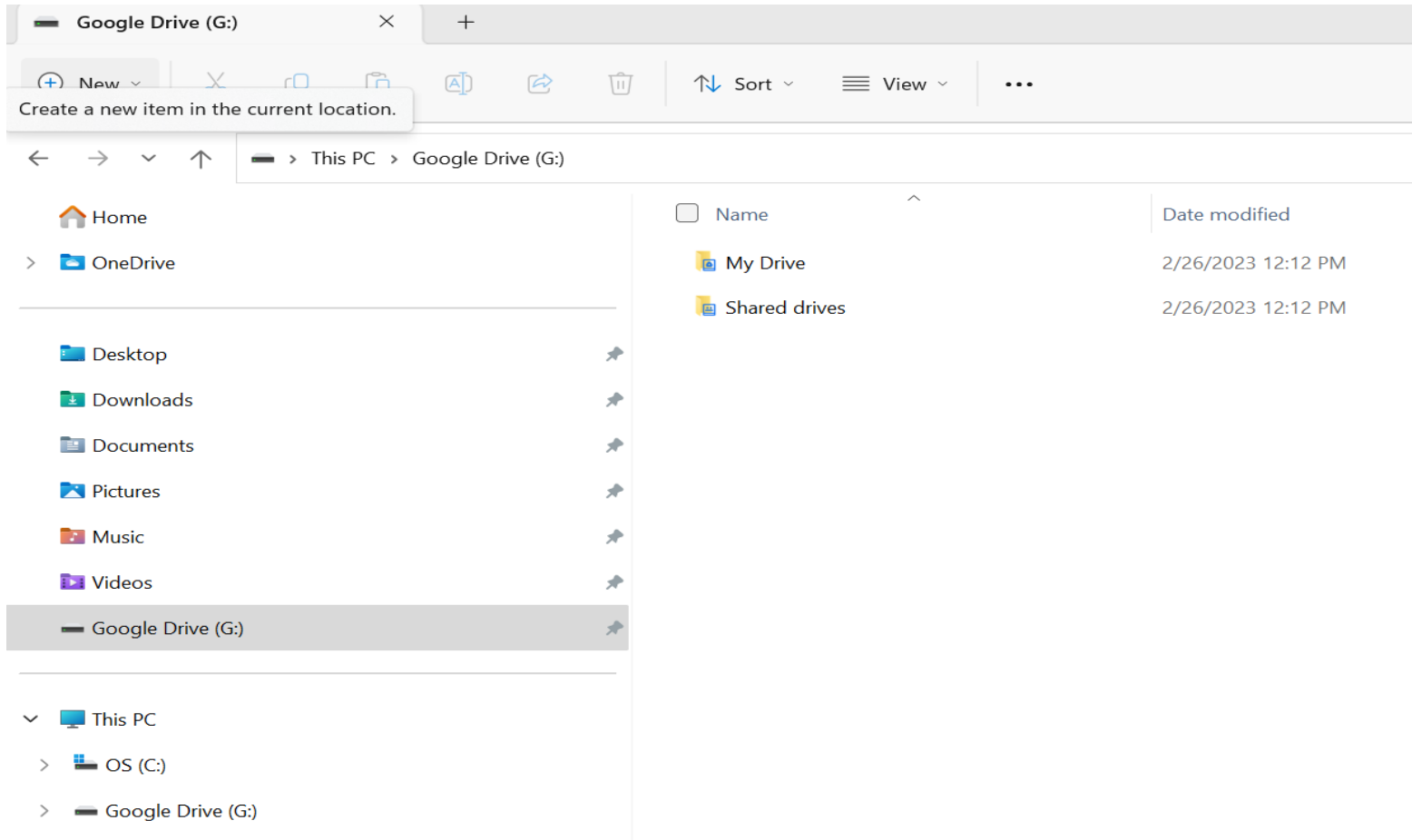
Untitled spreadsheet

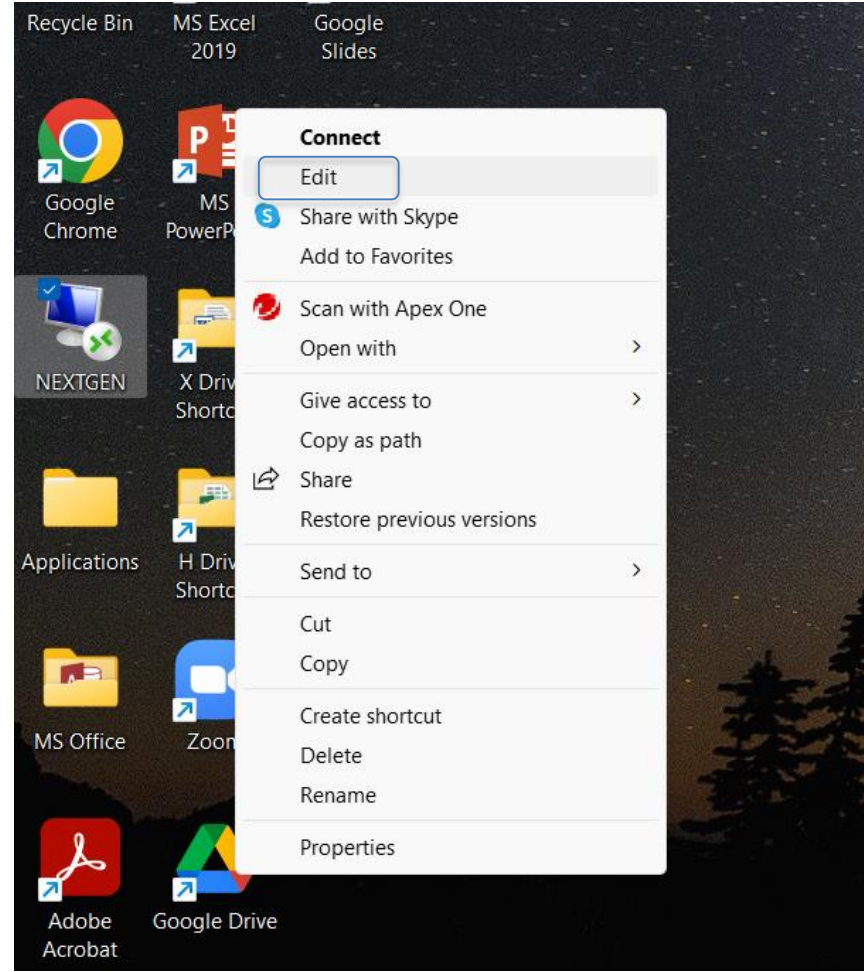
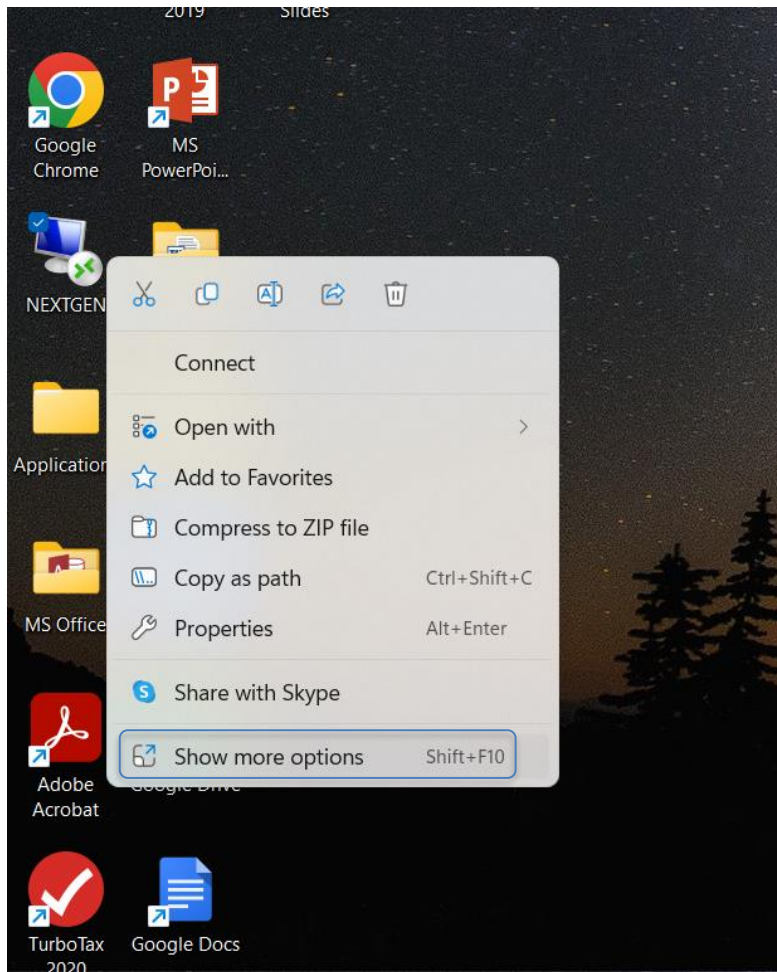
This month

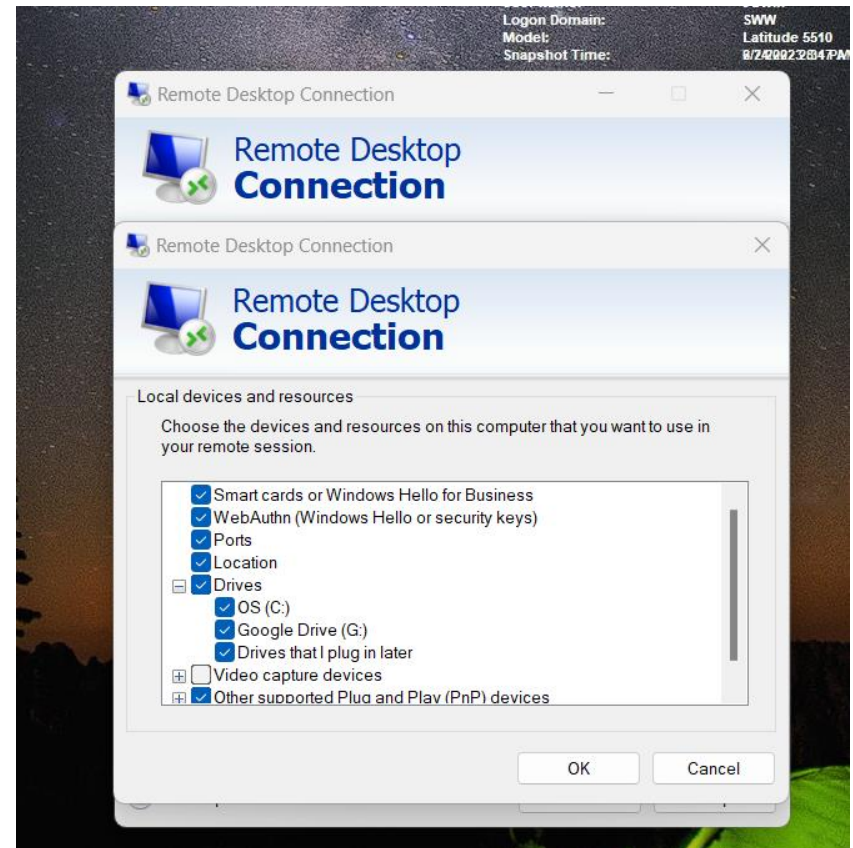
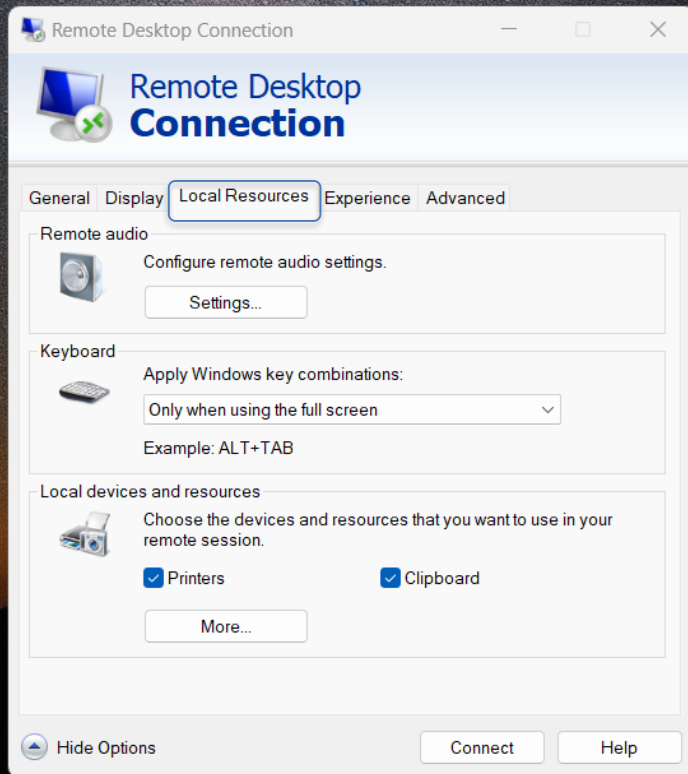
You moved an item to

1:25 PM Feb 15

Inventory









Crystal Reports Viewer 9

95% 1 of 6

Preview

RUN DATE: 02/26
RUN TIME: 12:43

COST CENTER:001
CALERA HIGH SCH

0000 Default Activity

****TOTAL**** Default /

1001 TEXTBOOKS
1005 LOCKERS
1010 DRIVER EDUCATION
1015 PARKING

****TOTAL**** Fees

2010 ADE
2052 PIANO FUND
2055 SCHOOL STC
2099 STUDENT DE
2100 GENERAL FU

Choose export file

This PC > G on SNGFDGGB3

Organize ▾ New folder

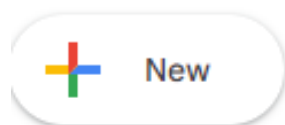
Name	Da
My Drive	2/
Shared drives	2/

File name: LSPRIN

Save as type: Portable Document Format (*.pdf)

Hide Folders

****TOTAL**** General



Priority



My Drive



Shared drives



Shared with me

My Drive ▾

Name



007.Facilities & Maintenance



Bookkeeper Files





Pictures





One on One Notes





 Drive


 New


 Priority


 My Drive


 Shared drives

 Shared with me

 Recent

 Starred

 Trash

 Storage

20.07 GB used

Search in Drive

Capital Projects ▾

Manage members

Email members

Shared drive settings

Change theme >

Rename

Search within Capital Projects

Hide shared drive

View trash

Delete shared drive ⓘ



Content managers can now share folders. [Learn more](#)



Manage members



Add people and groups



John Gwin (you)
jgwin@shelbyed.org

Manager ▼



Barbara Snyder
bsnyder@shelbyed.org

Content manager ▼



David Calhoun
dcalhoun@shelbyed.org

Content manager ▼



Lewis Brooks
l2brooks@shelbyed.org

Content manager ▼

Done



- Principal report
- Detail Activity Reports
- Inventory Reports
- Budget Analysis Reports
- Monthly Close Reports



- Folder for each fiscal year
- Folder for each month
 - Trial Balance
 - Monthly Financial Statements
 - Principal Report
 - LSA Export Report
 - Verification Report
 - Bank Reconciliation Report
 - Missing check report



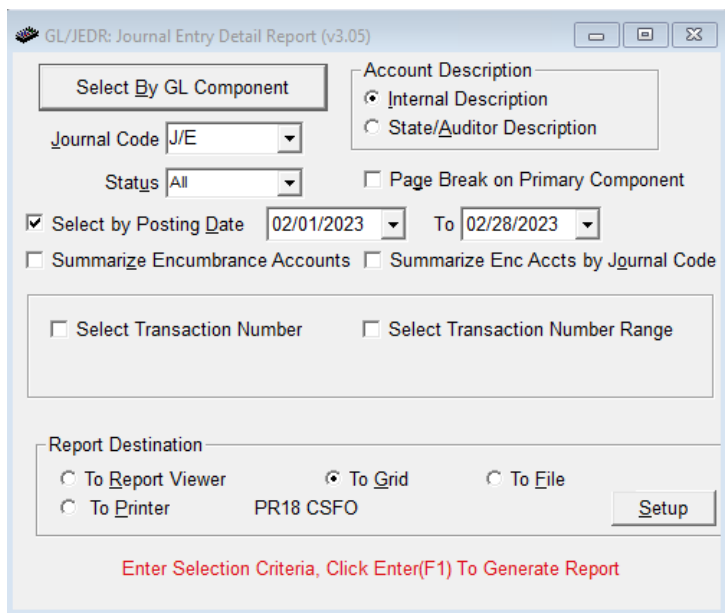
- Purchase Order Master Report
- Trial Balance to test for negatives
- Bank Statement
- NSF Report
- Journal Entries



- Tax Exempt Certificates
- Year End Instructions
- My School Bucks Instructions
- Registration Packets for approval
- Calendar Deadlines
- Accounting Manual
- LSA Chart of Accounts
- Blank Forms



- Journal Entry report for Cash
- Compare CR entries to deposits on bank Statement
- Balance Transfers



Prepared for the Journey



GL/JEDR: Journal Entry Detail Report (v3.05)

Select By GL Component

Journal Code: C/R

Status: All

Account Description:
☒ Internal Description
☐ State/Auditor Description

☐ Page Break on Primary Component

☒ Select by Posting Date: 02/01/2023 To 02/28/2023

☐ Summarize Encumbrance Accounts ☐ Summarize Enc Accts by Journal

☐ Select Transaction Number ☐ Select Transaction Number Range

Report Destination:
☐ To Report Viewer ☒ To Grid ☐ To File
☐ To Printer PR18 CSFO

Enter Selection Criteria, Click Enter(F1) To Generate Report

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 2023 Fiscal Period: February

Ending Fiscal Year: 2023 Ending Fiscal Period: February

Component Name	Sort Order	Beginning Value	Ending Value
Fund	2		zz

Component Contains: Fd

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

Component Name	Sort Order	From Value	To Value
Function	1	0111	0111



GL/BARP: Budget Analysis Report (v3.06)

Select By GL Component

Account Description
☒ Internal Description
☐ State/Auditor Description

☐ Double Space Report
☐ Page Break After Primary Component

Print Budget
☒ Variance ☐ Year to Date ☐ Next Year ☐ Next Year Worksheet
☐ Next Year Comparison ☐ Month to Date ☐ Show Equities

☐ Run GL Summary Report ☐ Include Contra Accounts
☐ Run Fund Function Summary Report ☐ Display Only Negative Values
☒ Display only GL Accounts with Budget Info

Select Components to Summarize (Sort Order Must Be Zero)
☒ Activity ☐ Function ☐ SFund ☐ SpecUse
☐ Fund ☐ Object ☐ Y...
☐ Class ☐ CCTR ☐ Program

Report Destination
☒ To Report Viewer ☐ To Grid ☐ To File
☐ To Printer PR18 CSFO

Enter Selection Criteria, Click Enter(F1) To Generate

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 2023 Fiscal Period: January
 Ending Fiscal Year: 2023 Ending Fiscal Period: January

Component Name	Sort Order	Beginning Value	Ending Value
Activity	1		zzzz

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

Component Name	Sort Order	From Value	To Value
ClFunObjPr	0	492100000000	492100000000
ClFunObjPr	0	599109209700	599109209700



RUN DATE: 2/27/2023
 RUN TIME: 04:44PM

MCAI BUDGETARY ACCOUNTING SYSTEM
 BUDGET ANALYSIS REPORT
 SHELBY COUNTY HIGH
 THRU FISCAL YEAR-PERIOD-MONTH: 2023-4-January

Page 1 of 1
 GLBARP

Description	2022	2022	2023	2023	2023	% OF	
<u>Acty-Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>YTD ACT</u>	<u>YTD ENC</u>	<u>BUD</u>	<u>VAR</u>
:							
*** REVENUES ***							
SOCCER TRANSFERS IN							
XXXX-12-4-9210-000-0090-7101-0-0000-0000	1,500.00	17,326.32	3,000.00	18,872.45	0.00	629.08	-15,872.45
JUNIOR CLASS,TRANSERS IN							
XXXX-32-4-9210-000-0090-7501-0-0000-0000	0.00	770.79	0.00	0.00	0.00	0.00	0.00
*** TOTAL REVENUES:	1,500.00	18,097.11	3,000.00	18,872.45	0.00	629.08	-15,872.45
*** EXPENDITURES ***							
ATHLETICS INTERNAL TRANSFER OUT							
XXXX-12-5-9910-920-0090-7101-0-9700-0000	1,500.00	8,055.60	3,000.00	18,082.45	0.00	536.08	-13,082.45
QUARTERBACK CLUB,TRANSFERS OUT							
XXXX-32-5-9910-920-0090-7501-0-9700-0000	0.00	10,041.51	0.00	2,790.00	0.00	0.00	-2,790.00
*** TOTAL EXPENDITURES:	1,500.00	18,097.11	3,000.00	18,872.45	0.00	629.08	-15,872.45
*** GRAND TOTALS ***							
TOTAL REVENUES:	1,500.00	18,097.11	3,000.00	18,872.45	0.00	629.08	-15,872.45
TOTAL EXPENDITURES:	1,500.00	18,097.11	3,000.00	18,872.45	0.00	629.08	-15,872.45
DIFFERENCE:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*** END OF REPORT ***