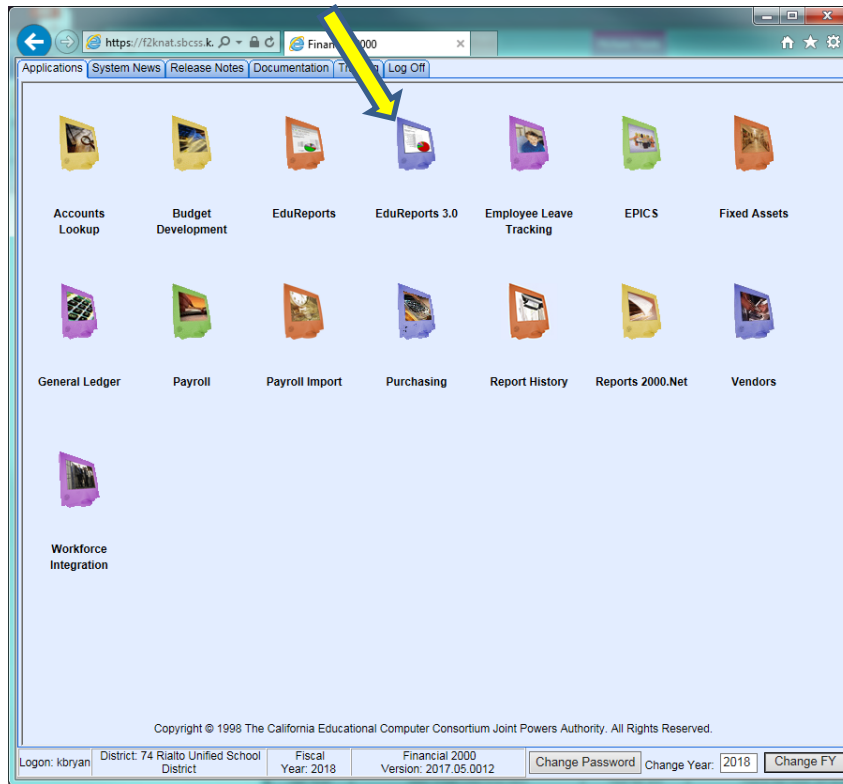


ACCOUNTS LOOKUP – BUDGET TRANSFERS

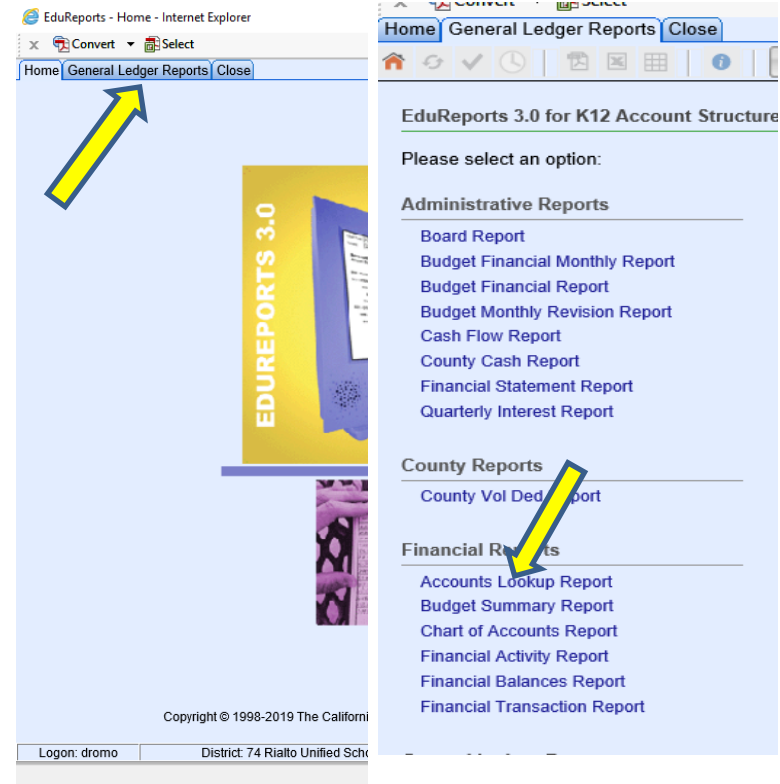
Step 1

Select EduReports 3.0



Step 2

Select General Ledger Reports, then click on Accounts Lookup Report



Step 3
Set report parameters and click "Go"

EduReports - General Ledger Reports - Internet Explorer

Home General Ledger Reports Close

Accounts Lookup Report Go

Report Parameters Hide

- Fiscal Year 2020

Report Criteria Hide

- Fund
- Resource 3010
- Year
- Goal
- Function
- Object
- School 100
- Management 0015

Options Hide

- Suppress Net Zero Accounts Yes No

Reset

Step 4
View results and click on the Excel icon to export

Home General Ledger Reports Close

BEST NE CONSORTIUM
74 - Rialto Unified School District
Accounts Lookup Report - Summary (Fiscal Year 2020)

Account	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
Expenditure				
01-3010-0-0000-2140-1130-100-0015	2,500.00	0.00	0.00	2,500.00
01-3010-0-0000-2140-1140-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-2920-100-0015	1,645.00	765.14	0.00	879.86
01-3010-0-0000-2140-3101-100-0015	410.00	0.00	0.00	410.00
01-3010-0-0000-2140-3202-100-0015	261.00	99.25	0.00	161.75
01-3010-0-0000-2140-3312-100-0015	72.00	31.20	0.00	40.80
01-3010-0-0000-2140-3331-100-0015	35.00	0.00	0.00	35.00
01-3010-0-0000-2140-3332-100-0015	3.00	11.10	0.00	(8.10)
01-3010-0-0000-2140-3352-100-0015	6.00	9.81	0.00	(3.81)
01-3010-0-0000-2140-3501-100-0015	1.00	0.00	0.00	1.00
01-3010-0-0000-2140-3502-100-0015	3.00	0.38	0.00	2.62
01-3010-0-0000-2140-3601-100-0015	70.00	0.00	0.00	70.00
01-3010-0-0000-2140-3602-100-0015	53.00	22.54	0.00	30.46
01-3010-0-0000-2140-3702-100-0015	26.00	0.00	0.00	26.00
01-3010-0-0000-2140-4210-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-4310-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5200-100-0015	473.00	0.00	0.00	473.00
01-3010-0-0000-2140-5299-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5810-100-0015	0.00	0.00	0.00	0.00

Step 5

After choosing Excel, select "Open" in pop up window

The screenshot shows an Internet Explorer browser window displaying a report titled "BEST NET CONSOLIDATED 74 - Rialto Unified School District Accounts Lookup Report - Summary (Fiscal Year 2020)". The report is a table with columns for "Account" and "Revised Budget". A yellow arrow points to the "Excel" icon in the browser's toolbar. A second yellow arrow points to the "Open" button in a file download dialog box that is open over the report. The dialog box asks "What do you want to do with compAccountsLookupReport.xlsx?" and lists "Open", "Save", and "Save as" options. The "Open" option is highlighted with a yellow arrow.

Account	Revised Budget
Expenditure	
01-3010-0-0000-2140-1130-100-0015	2,500.00
01-3010-0-0000-2140-1140-100-0015	0.00
01-3010-0-0000-2140-2920-100-0015	1,645.00
01-3010-0-0000-2140-3101-100-0015	410.00
01-3010-0-0000-2140-3202-100-0015	261.00
01-3010-0-0000-2140-3312-100-0015	72.00
01-3010-0-0000-2140-3331-100-0015	35.00
01-3010-0-0000-2140-3332-100-0015	3.00
01-3010-0-0000-2140-3352-100-0015	6.00
01-3010-0-0000-2140-3501-100-0015	1.00
01-3010-0-0000-2140-3502-100-0015	3.00
01-3010-0-0000-2140-3601-100-0015	70.00
01-3010-0-0000-2140-3602-100-0015	53.00
01-3010-0-0000-2140-3702-100-0015	26.00
01-3010-0-0000-2140-4210-100-0015	0.00
01-3010-0-0000-2140-4310-100-0015	0.00
01-3010-0-0000-2140-5200-100-0015	473.00
01-3010-0-0000-2140-5299-100-0015	0.00
01-3010-0-0000-2140-5810-100-0015	0.00
01-3010-0-0000-2140-5840-100-0015	0.00
01-3010-0-0000-2420-2230-100-0015	330.00
01-3010-0-0000-2420-2240-100-0015	130.00

Step 6
Use this to create
your budget transfer!



compAccountsLookupReport[1] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View DYMOLabel Acrobat

Clipboard Font Alignment Number Styles Cells Editing

A1 BEST NET CONSORTIUM

Account	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
Expenditure				
01-3010-0-0000-2140-1130-100-0015	2,500.00	-	-	2,500.00
01-3010-0-0000-2140-1140-100-0015	-	-	-	-
01-3010-0-0000-2140-2920-100-0015	1,645.00	765.14	-	879.86
01-3010-0-0000-2140-3101-100-0015	410.00	-	-	410.00
01-3010-0-0000-2140-3202-100-0015	261.00	99.25	-	161.75
01-3010-0-0000-2140-3312-100-0015	72.00	31.20	-	40.80
01-3010-0-0000-2140-3331-100-0015	35.00	-	-	35.00
01-3010-0-0000-2140-3332-100-0015	3.00	11.10	-	(8.10)
01-3010-0-0000-2140-3352-100-0015	6.00	9.81	-	(3.81)
01-3010-0-0000-2140-3501-100-0015	1.00	-	-	1.00
01-3010-0-0000-2140-3502-100-0015	3.00	0.38	-	2.62
01-3010-0-0000-2140-3601-100-0015	70.00	-	-	70.00
01-3010-0-0000-2140-3602-100-0015	53.00	22.54	-	30.46
01-3010-0-0000-2140-3702-100-0015	26.00	-	-	26.00
01-3010-0-0000-2140-4210-100-0015	-	-	-	-
01-3010-0-0000-2140-4310-100-0015	-	-	-	-
01-3010-0-0000-2140-5200-100-0015	473.00	-	-	473.00
01-3010-0-0000-2140-5299-100-0015	-	-	-	-
01-3010-0-0000-2140-5810-100-0015	-	-	-	-
01-3010-0-0000-2140-5840-100-0015	-	-	-	-
01-3010-0-0000-2420-2230-100-0015	330.00	-	-	330.00
01-3010-0-0000-2420-2240-100-0015	130.00	-	-	130.00
01-3010-0-0000-2420-3202-100-0015	83.00	-	-	83.00
01-3010-0-0000-2420-3312-100-0015	29.00	-	-	29.00
01-3010-0-0000-2420-3332-100-0015	7.00	-	-	7.00
01-3010-0-0000-2420-3502-100-0015	-	-	-	-
01-3010-0-0000-2420-3602-100-0015	14.00	-	-	14.00
01-3010-0-0000-2420-5200-100-0015	-	-	-	-
01-3010-0-0000-2495-1930-100-0015	2,040.00	-	-	2,040.00
01-3010-0-0000-2495-2220-100-0015	120.00	-	-	120.00
01-3010-0-0000-2495-2433-100-0015	795.00	-	-	795.00

Sheet1 100%

Example of Balanced Budget Transfer - Processed

Step 8

Copy account information from Step 6 to Budget Transfer Form, and enter budget decreases and increases

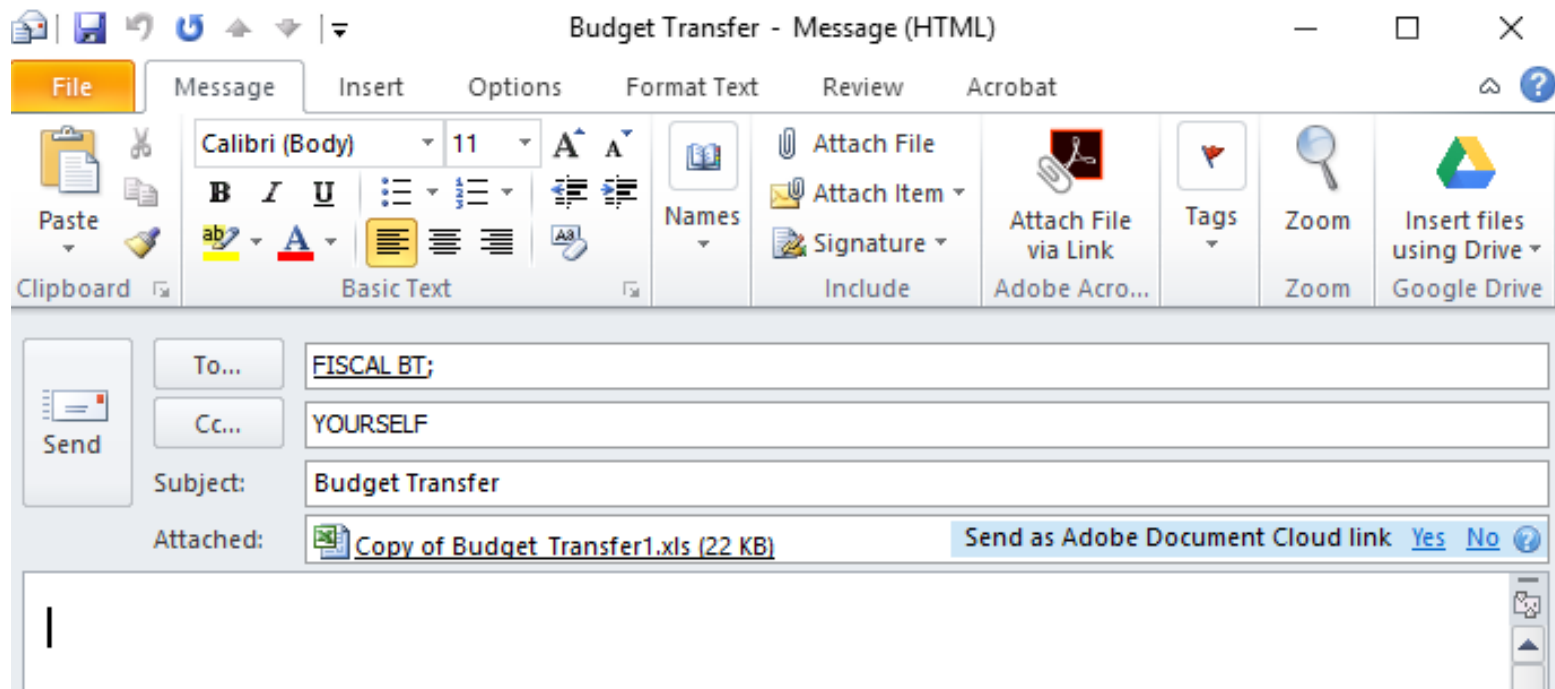
	A	B	C	D	E	F	G	H	I	J
1	PASTE HERE								COLUMN MUST	
2									NET TO ZERO	
3										
4									\$ -	
5										
6	01	3010	0	0000	2140	1130	100	0015	-1000	
7	01	3010	0	0000	2140	1140	100	0015	1000	
8										

Example of Un - Balanced Budget Transfer- Rejected

	A	B	C	D	E	F	G	H	I	J
1	PASTE HERE								COLUMN MUST	
2									NET TO ZERO	
3										
4									\$ 500.00	
5										
6	01	3010	0	0000	2140	1130	100	0015	-500	
7	01	3010	0	0000	2140	1140	100	0015	1000	

Step 9

E-mail Balanced Budget Transfer to
FISCALBT@rialto.k12.ca.us



****Budget transfers are posted at the end of the next business day by the Fiscal Services.**

Advanced: A more refined search using a range of objects

Step 1

Select Object “range” and click “Go”

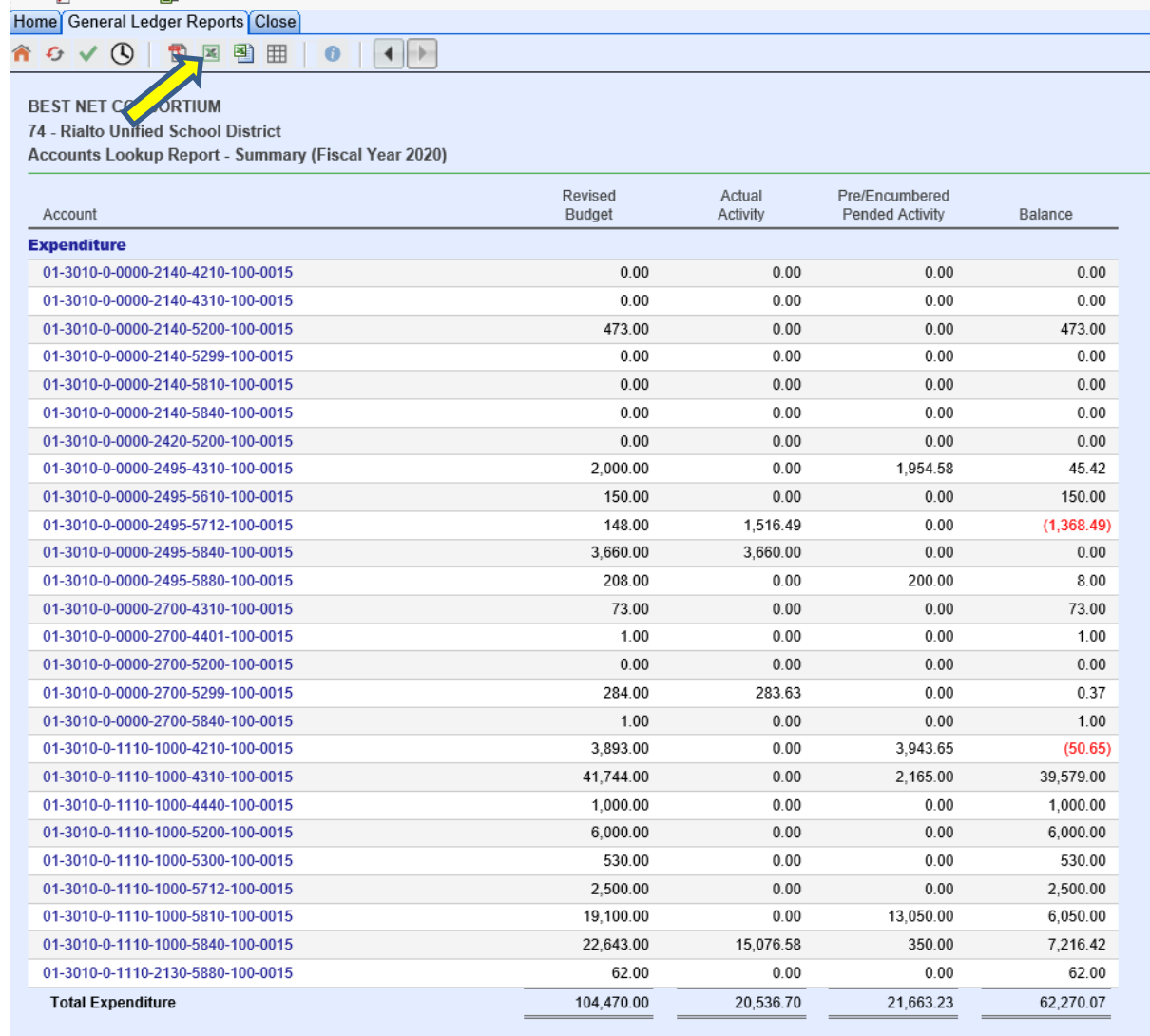
(this example will give you all accounts in the 4000’s & 5000’s)

The screenshot shows the 'Accounts Lookup Report' interface. At the top, there are tabs for 'Home', 'General Ledger Reports', and 'Close'. Below the tabs is a navigation bar with icons for home, refresh, checkmark, clock, print, email, print, grid, and help. The main content area is titled 'Accounts Lookup Report' and has a 'Go' button with a green arrow icon on the right. Below the title, there are three sections: 'Report Parameters', 'Report Criteria', and 'Options'. The 'Report Parameters' section has a 'Fiscal Year' dropdown menu set to '2020'. The 'Report Criteria' section has several input fields: 'Fund' (empty), 'Resource' (3010), 'Year' (empty), 'Goal' (empty), 'Function' (empty), 'Object' (4***,5***), 'School' (100), and 'Management' (0015). The 'Options' section has a 'Suppress Net Zero Accounts' checkbox with 'Yes' and 'No' radio buttons, where 'No' is selected. There is a 'Reset' button at the bottom left. Yellow arrows point to the 'Go' button, the 'Fiscal Year' dropdown, the 'Resource' field, and the 'Object' field.

Tip - The asterisk (*) gives the command to bring up anything after a digit. For example, if you want to display all teacher salaries, the object range would be 11**. This will bring up objects 1110, 1120, 1130, 1140, and 1150.

Step 2

View results and click on the Excel icon to export

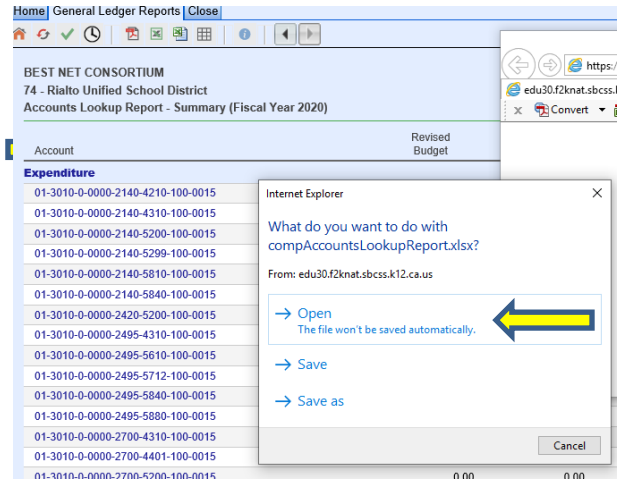


The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'General Ledger Reports', and 'Close'. Below the navigation bar is a toolbar with various icons, including a yellow arrow pointing to the Excel icon. The main content area displays the following information:

BEST NET CORPORATION
74 - Rialto Unified School District
Accounts Lookup Report - Summary (Fiscal Year 2020)

Account	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
Expenditure				
01-3010-0-0000-2140-4210-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-4310-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5200-100-0015	473.00	0.00	0.00	473.00
01-3010-0-0000-2140-5299-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5810-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5840-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2420-5200-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2495-4310-100-0015	2,000.00	0.00	1,954.58	45.42
01-3010-0-0000-2495-5610-100-0015	150.00	0.00	0.00	150.00
01-3010-0-0000-2495-5712-100-0015	148.00	1,516.49	0.00	(1,368.49)
01-3010-0-0000-2495-5840-100-0015	3,660.00	3,660.00	0.00	0.00
01-3010-0-0000-2495-5880-100-0015	208.00	0.00	200.00	8.00
01-3010-0-0000-2700-4310-100-0015	73.00	0.00	0.00	73.00
01-3010-0-0000-2700-4401-100-0015	1.00	0.00	0.00	1.00
01-3010-0-0000-2700-5200-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2700-5299-100-0015	284.00	283.63	0.00	0.37
01-3010-0-0000-2700-5840-100-0015	1.00	0.00	0.00	1.00
01-3010-0-1110-1000-4210-100-0015	3,893.00	0.00	3,943.65	(50.65)
01-3010-0-1110-1000-4310-100-0015	41,744.00	0.00	2,165.00	39,579.00
01-3010-0-1110-1000-4440-100-0015	1,000.00	0.00	0.00	1,000.00
01-3010-0-1110-1000-5200-100-0015	6,000.00	0.00	0.00	6,000.00
01-3010-0-1110-1000-5300-100-0015	530.00	0.00	0.00	530.00
01-3010-0-1110-1000-5712-100-0015	2,500.00	0.00	0.00	2,500.00
01-3010-0-1110-1000-5810-100-0015	19,100.00	0.00	13,050.00	6,050.00
01-3010-0-1110-1000-5840-100-0015	22,643.00	15,076.58	350.00	7,216.42
01-3010-0-1110-2130-5880-100-0015	62.00	0.00	0.00	62.00
Total Expenditure	104,470.00	20,536.70	21,663.23	62,270.07

Step 3
 Select "Open" in pop up window



Step 4
 Use this to create your Budget Transfer!

The screenshot shows the Excel spreadsheet with the following data:

Account	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
01-3010-0-0000-2140-4210-100-0015	-	-	-	-
01-3010-0-0000-2140-4310-100-0015	-	-	-	-
01-3010-0-0000-2140-5200-100-0015	473.00	-	-	473.00
01-3010-0-0000-2140-5299-100-0015	-	-	-	-
01-3010-0-0000-2140-5810-100-0015	-	-	-	-
01-3010-0-0000-2140-5840-100-0015	-	-	-	-
01-3010-0-0000-2420-5200-100-0015	-	-	-	-
01-3010-0-0000-2495-4310-100-0015	2,000.00	-	1,954.58	45.42
01-3010-0-0000-2495-5610-100-0015	150.00	-	-	150.00
01-3010-0-0000-2495-5712-100-0015	148.00	1,516.49	-	(1,368.49)
01-3010-0-0000-2495-5840-100-0015	3,660.00	3,660.00	-	-
01-3010-0-0000-2495-5880-100-0015	208.00	-	200.00	8.00
01-3010-0-0000-2700-4310-100-0015	73.00	-	-	73.00
01-3010-0-0000-2700-4401-100-0015	1.00	-	-	1.00
01-3010-0-0000-2700-5200-100-0015	-	-	-	-
01-3010-0-0000-2700-5299-100-0015	284.00	283.63	-	0.37