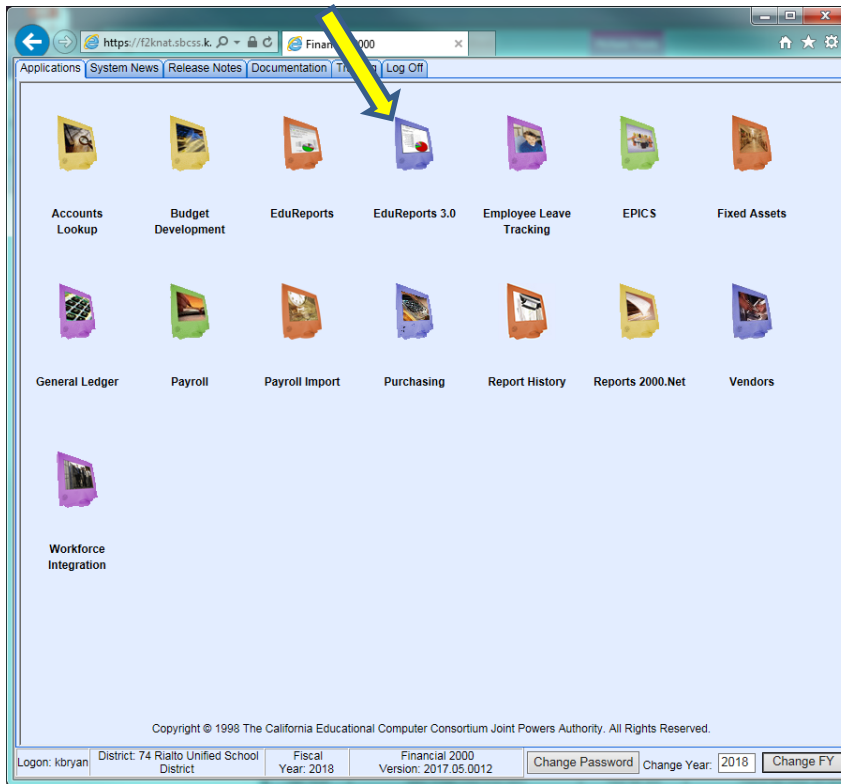# ACCOUNTS LOOKUP – BUDGET TRANSFERS
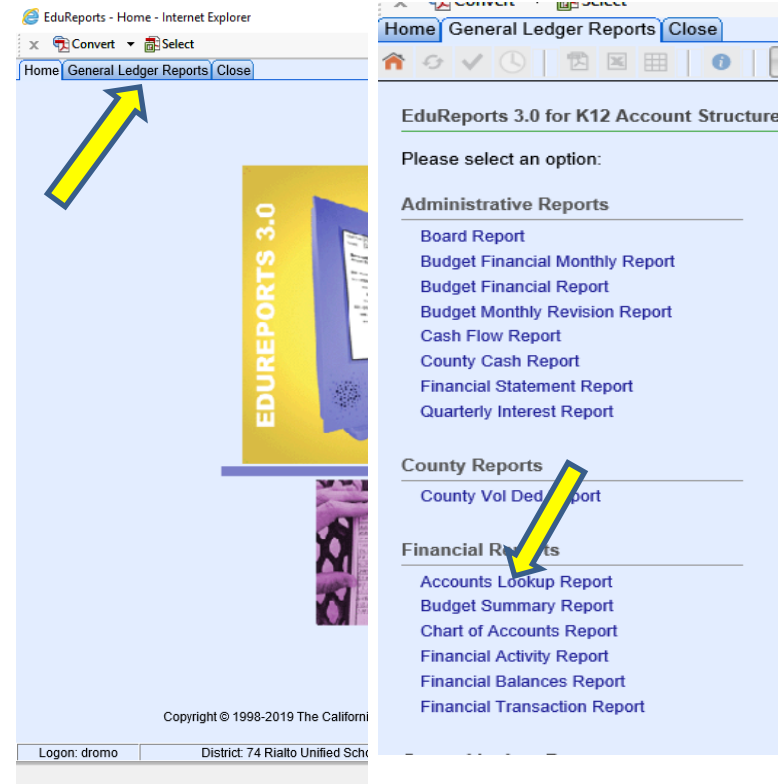
Step 1

Select EduReports 3.0

Step 2

Select General Ledger Reports, then click on Accounts Lookup Report

Step 3

Set report parameters and click "Go"

Step 4

View results and click on the Excel icon to export

Convert | Select

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

Home | General Ledger Reports | Close

BEST NETWORK 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

Step 6
Use this to create your budget transfer!

Excel — compAccountsLookupReport[1] - Microsoft Excel

Cell A1: BEST NET CONSORTIUM

	B	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
1	BEST NET CONSORTIUM				
2	74 - Rialto Unified School District				
3	Accounts Lookup Report - Summary (Fiscal Year 2020)				
4					
5	Account	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
6	Expenditure				
7	01-3010-0-0000-2140-1130-100-0015	2,500.00	-	-	2,500.00
8	01-3010-0-0000-2140-1140-100-0015	-	-	-	-
9	01-3010-0-0000-2140-2920-100-0015	1,645.00	765.14	-	879.86
10	01-3010-0-0000-2140-3101-100-0015	410.00	-	-	410.00
11	01-3010-0-0000-2140-3202-100-0015	261.00	99.25	-	161.75
12	01-3010-0-0000-2140-3312-100-0015	72.00	31.20	-	40.80
13	01-3010-0-0000-2140-3331-100-0015	35.00	-	-	35.00
14	01-3010-0-0000-2140-3332-100-0015	3.00	11.10	-	(8.10)
15	01-3010-0-0000-2140-3352-100-0015	6.00	9.81	-	(3.81)
16	01-3010-0-0000-2140-3501-100-0015	1.00	-	-	1.00
17	01-3010-0-0000-2140-3502-100-0015	3.00	0.38	-	2.62
18	01-3010-0-0000-2140-3601-100-0015	70.00	-	-	70.00
19	01-3010-0-0000-2140-3602-100-0015	53.00	22.54	-	30.46
20	01-3010-0-0000-2140-3702-100-0015	26.00	-	-	26.00
21	01-3010-0-0000-2140-4210-100-0015	-	-	-	-
22	01-3010-0-0000-2140-4310-100-0015	-	-	-	-
23	01-3010-0-0000-2140-5200-100-0015	473.00	-	-	473.00
24	01-3010-0-0000-2140-5299-100-0015	-	-	-	-
25	01-3010-0-0000-2140-5810-100-0015	-	-	-	-
26	01-3010-0-0000-2140-5840-100-0015	-	-	-	-
27	01-3010-0-0000-2420-2230-100-0015	330.00	-	-	330.00
28	01-3010-0-0000-2420-2240-100-0015	130.00	-	-	130.00
29	01-3010-0-0000-2420-3202-100-0015	83.00	-	-	83.00
30	01-3010-0-0000-2420-3312-100-0015	29.00	-	-	29.00
31	01-3010-0-0000-2420-3332-100-0015	7.00	-	-	7.00
32	01-3010-0-0000-2420-3502-100-0015	-	-	-	-
33	01-3010-0-0000-2420-3602-100-0015	14.00	-	-	14.00
34	01-3010-0-0000-2420-5200-100-0015	-	-	-	-
35	01-3010-0-0000-2495-1930-100-0015	2,040.00	-	-	2,040.00
36	01-3010-0-0000-2495-2220-100-0015	120.00	-	-	120.00
37	01-3010-0-0000-2495-2433-100-0015	795.00			795.00

Sheet1 — Ready — 100%

Step 7

Go to the Fiscal Services webpage, Fiscal Forms Menu, open "Budget Transfer Form", and save to your documents

Example of Balanced Budget Transfer - Processed

Step 8

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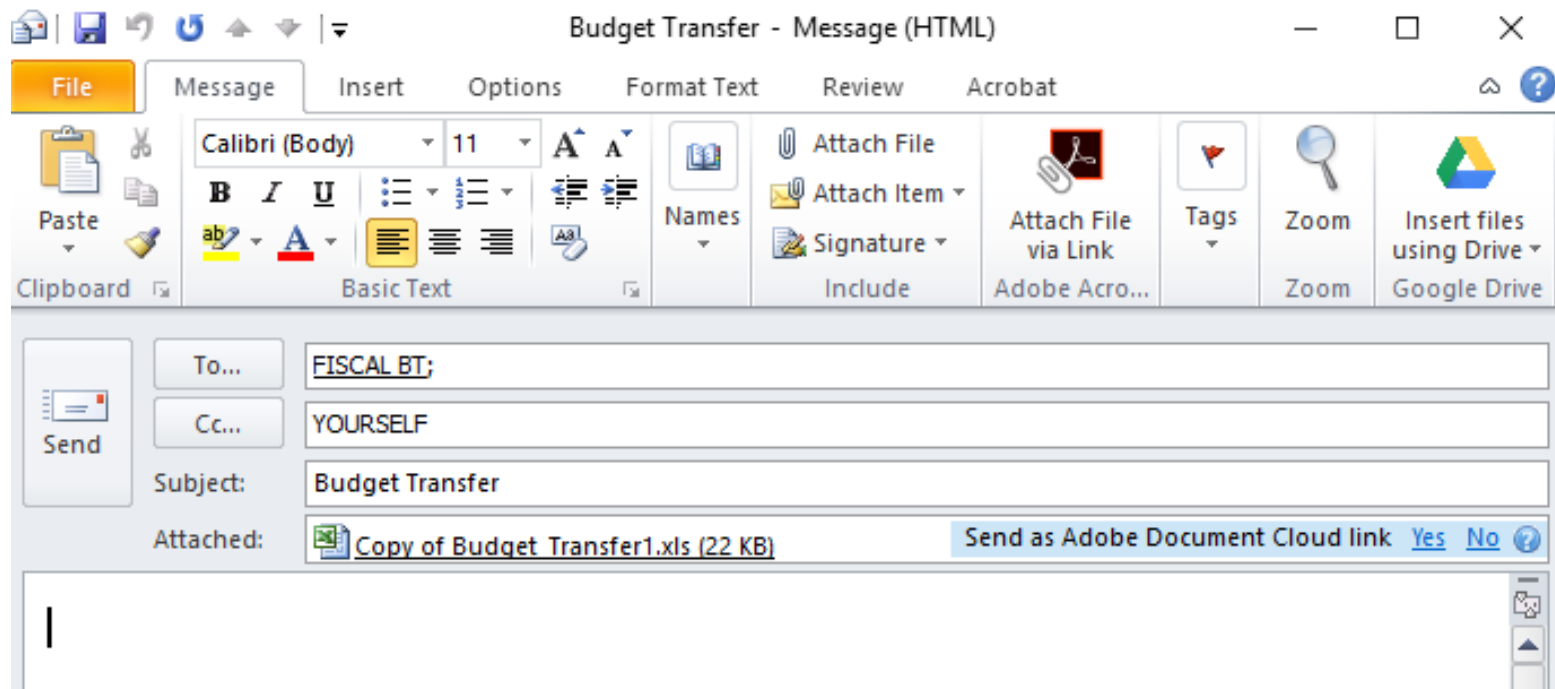

Example of Un - Balanced Budget Transfer- Rejected

Step 9

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

Budget Transfer - Message (HTML)

File	Message	Insert	Options	Format Text	Review	Acrobat

Calibri (Body) 11

B I U

Paste

Clipboard | Basic Text | Names | Include | Adobe Acro... | Zoom | Google Drive

Attach File
Attach Item
Signature

Attach File via Link

Tags

Zoom

Insert files using Drive

Send

To... FISCAL BT;

Cc... YOURSELF

Subject: Budget Transfer

Attached: Copy of Budget_Transfer1.xls (22 KB)   Send as Adobe Document Cloud link Yes No

**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)

| 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   4***,5***
  • School   100
  • Management   0015

▸ Options   Hide
  • Suppress Net Zero Accounts   ○ Yes ● No

➡ Reset

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.
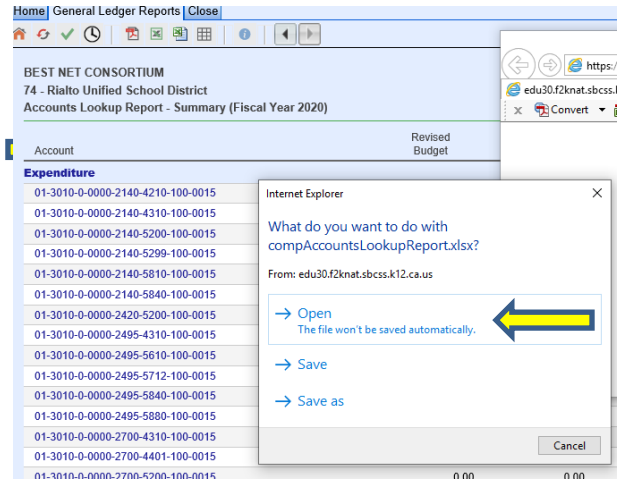
Step 2

View results and click on the Excel icon to export

Home | General Ledger Reports | Close

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

Account	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
Expenditure				
01-3010-0-0000-2140-4210-100-0015	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!