

LOCAL SCHOOL ACCOUNTING
UTILIZING REPORTS

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MOUNTAIN BROOK CITY SCHOOLS

OVERVIEW

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

ACTIVITY ACCOUNTS

- Activity numbers are used in Local School Accounting to separate different pots of money within the school's financial books.

| 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-EVEN FY |

Adding Specific Descriptions

Special Use Codes

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

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

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

Enter Account Selection Criteria

Component Name: 1 0115

Component Object Name: CHASB CASH WATERALL CONCESSIONS

Start Order: 1

Ending Value: 0013

RUN DATE: 10/9/2009
RUN TIME: 09:13:54

MCAS BUDGETARY ACCOUNTING SYSTEM
JOURNAL SUMMARY TRIAL BALANCE REPORT
FISCAL PERIOD YEAR 2009 THROUGH 2009

| Acte F.F. C. Funn Obj C.C. STAF T. Proj. Sess | BELC | ALN | T.SFE |
|---|---------------------------------|--------|-------|
| 0000-12-1-0115-000-000-7101-0-0000-0033 | CHASB CASH WATERALL CONCESSIONS | 100025 | D |
| 0000-12-1-0115-000-000-7101-0-0000-0034 | CHASB CASH WATER RECEIPTS | 100009 | D |

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

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

WAYS TO USE SPECIAL USE CODES

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

RECEIPT MODULE SETUP

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

RECEIPT ENTRY

Be consistent when entering names for individuals.

Examples:

Mary Sample

Sample, Mary

INVOICE ENTRY

- Travel Advances -
 - ADV-ATL
 - BAL-ATL

Invoice by Vendor Report

| | | | | | | | | |
|---------------------|-----------------|------------|------|---------|-------|----------------|--|-------|
| ADV-COSMIS | 03/10/2015 | H15-500389 | 0001 | 2458 | 35799 | 03/10/2015 | 2410-12-8-2215-303-4056-7101-0-1500-0004 | 84.00 |
| | INVOICE TOTALS: | FW AMT: | 0.00 | PAD FW: | 0.00 | INVOICE TOTAL: | | 84.00 |
| BAL-CHARLEST | 09/09/2015 | H15-500233 | 0001 | 2504 | 36887 | 09/09/2015 | 8200-12-8-1100-311-4056-7101-0-1500-0001 | 35.00 |
| | INVOICE TOTALS: | FW AMT: | 0.00 | PAD FW: | 0.00 | INVOICE TOTAL: | | 35.00 |
| BAL-COSMIS | 09/09/2015 | H15-500389 | 0001 | 2504 | 36887 | 09/09/2015 | 2410-12-8-2215-303-4056-7101-0-1500-0004 | 1.00 |

ACTIVITY STATUS SUMMARY

- Excellent "snapshot" to get information quickly.
- LSA Reports menu.

| | | | |
|-------------------------|-----------|-------------------|-----------|
| 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 |



MY PET PEEVE

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

| | | | | | | | |
|----|---------------|------------|------------------|-------|---|------------------------|-------------------------------------|
| CR | 030-003410200 | 07/13/2017 | Reed Roberts E | 1.00 | C | Wade Farm Reas | GENERAL SERVICES - Seneca - Ga |
| CR | 030-003410200 | 07/13/2017 | Clark Charles | 1.00 | C | Charles Warren Camp | GENERAL SERVICES - Seneca |
| CR | 030-003410400 | 07/13/2017 | Harrel Caroline | 1.00 | C | Caroline Strick Pines | GENERAL SERVICES - Seneca |
| CR | 030-003410200 | 07/13/2017 | Warne Charles | 1.00 | C | Charles Anthony Warne | GENERAL SERVICES - Seneca |
| CR | 030-003410700 | 07/13/2017 | Daly Charles | 1.00 | C | Charles Gray | GENERAL SERVICES - Seneca - General |
| CR | 030-003410400 | 07/13/2017 | Walter Alan | 1.00 | C | Alan Walter | GENERAL SERVICES - Seneca - General |
| CR | 030-003410800 | 07/13/2017 | Neal Walter Stu | 1.00 | C | Walter Stuart Neal | GENERAL SERVICES - Seneca - Ga |
| CR | 030-003410200 | 07/13/2017 | Winters Barbara | 1.00 | C | Barbara Marie Winters | GENERAL SERVICES - Seneca |
| CR | 030-003410800 | 07/13/2017 | Wilder Karen T | 1.00 | C | Karen Tate Wilder | GENERAL SERVICES - Seneca - Ga |
| CR | 030-003410610 | 07/13/2017 | Wallerpton James | 1.00 | C | James Louis Wallerpton | GENERAL SERVICES - Seneca |
| | | | | | | | |
| CR | 0050-75006 | 08/21/2017 | FLATT, ANSLEY | 40.00 | C | | GENERAL-SCHEDULE CHANGE |
| CR | 0050-75007 | 08/21/2017 | HALL, IAN | 40.00 | C | | GENERAL-SCHEDULE CHANGE |
| CR | 0050-75008 | 08/21/2017 | ROWE, LILLY | 40.00 | C | | GENERAL-SCHEDULE CHANGE |
| CR | 0050-75009 | 08/21/2017 | ALLLEN, HARVELEE | 40.00 | C | | GENERAL-SCHEDULE CHANGE |
| CR | 0050-75000 | 08/21/2017 | SULLIVAN, SAM | 40.00 | C | | GENERAL-SCHEDULE CHANGE |
| CR | 0050-75001 | 08/21/2017 | SMITH, JUSTICE | 40.00 | C | | GENERAL-SCHEDULE CHANGE |
| CR | 0050-75002 | 08/21/2017 | CLUGG, ANNE CAR | 40.00 | C | | GENERAL-SCHEDULE CHANGE |
| CR | 0050-75003 | 08/21/2017 | TEW, ELLIE | 40.00 | C | | GENERAL-SCHEDULE CHANGE |



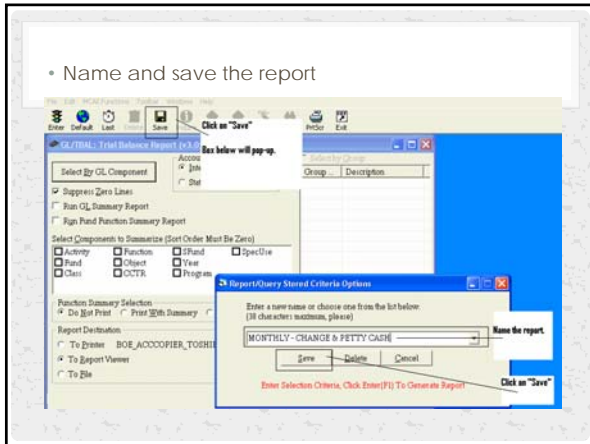
SAVING REPORT CRITERIA

- Set up and Generate Report

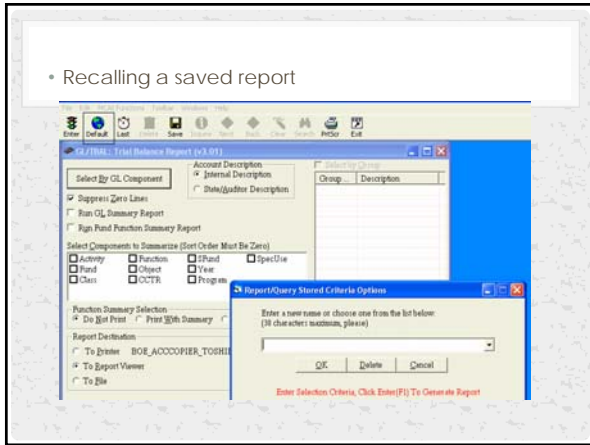
| Component Name | Sort Order | From Value | To Value |
|----------------|------------|------------|----------|
| IFund | 1 | | 2222 |
| Class:Fund | 2 | 0011 | 0011 |
| Class:Fund | 2 | 2051 | 2051 |

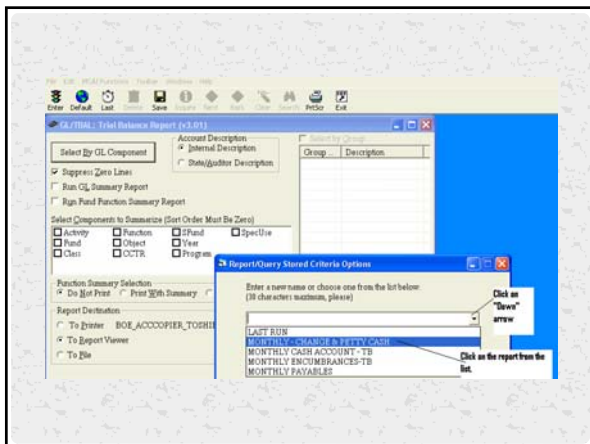


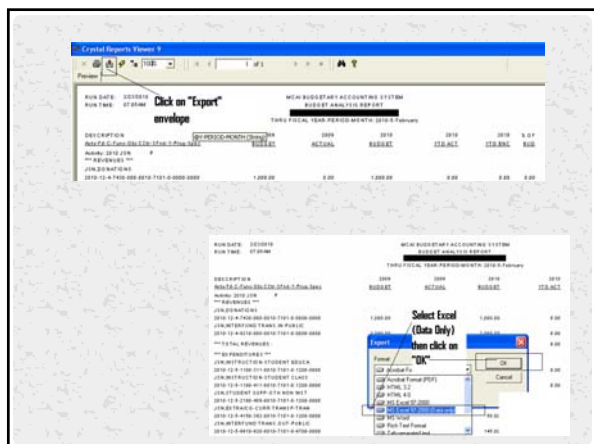
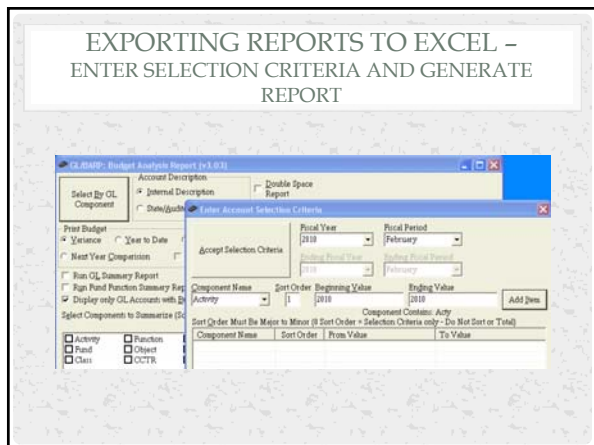
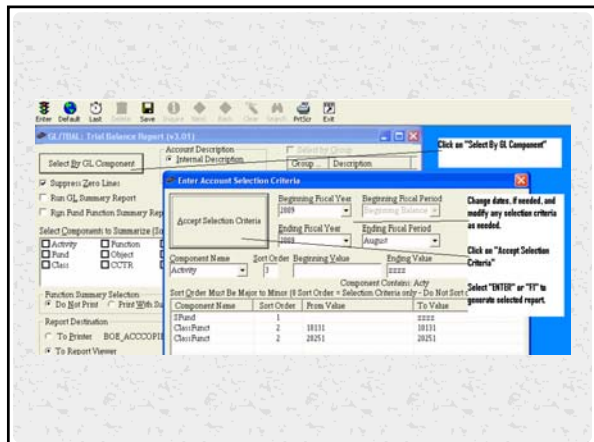
- Name and save the report

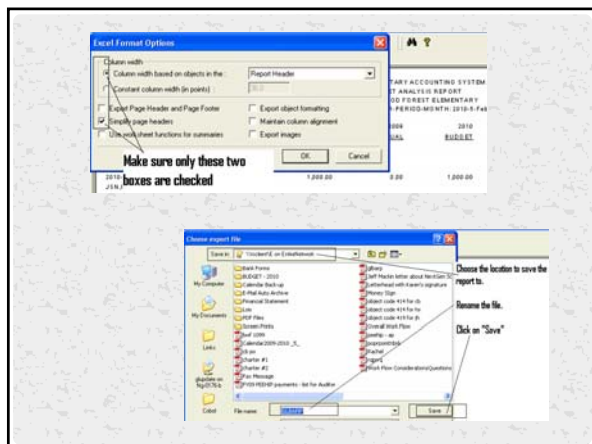


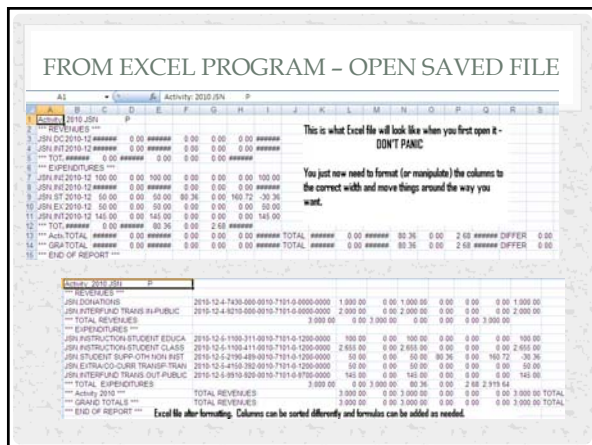
- Recalling a saved report

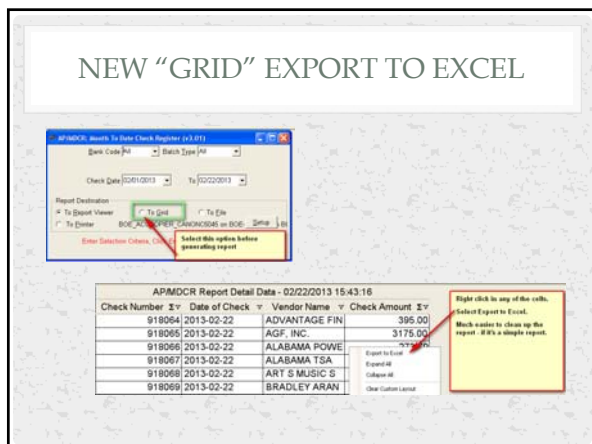












EXPORTING REPORTS AS PDF TO ATTACH TO E-MAIL

SUGGEST SAVING THIS TO A DISK USED SOLELY FOR THE PURPOSE OF SAVINGS 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, 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.