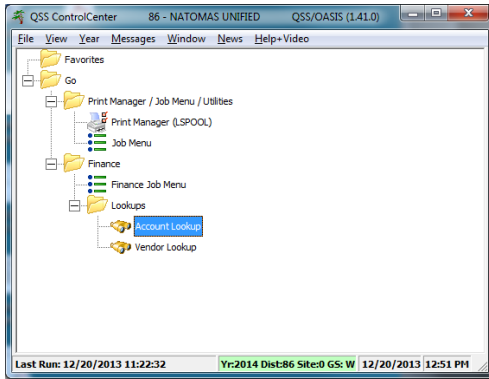# QSS/QCC

Account Lookups

Account and Budget Analyst information:

Elaine Light: elight@natomasunified.org – 916-561-5284

May Saechao: msaechao@natomasunified.org – 916-567-5485

Account Lookup:

Account Lookup is a great tool to review whether an account exists, has budgeted money or needs a budget adjustment. There is only one caution when using this option to lookup account information—all entries (i.e.: payments, budget adjustments, payroll, etc.) post overnight, so if it was entered today you will not see it in the balance until tomorrow. Following is a screen print from an account lookup:

Type in the information you want to review (i.e. Fd, or Resc, site or program) then press enter or click on the binoculars to retrieve your information.

Once you have retrieved the information you will see:
1. A summary of all accounts requested in the Lookup
2. Summary of actual expenditures to date
3. Balance of budget vs expenditures and purchase orders
4. Working: Budget by account line
5. Expensed: Actual payments by account line

6. Pending: Payments waiting for check printing
7. Encumbered: Purchase order totals by account line
8. Committed: Total of actual expenses, pending expenses, and purchase orders by account line
9. Balance: Budget balance after committed payments by account line
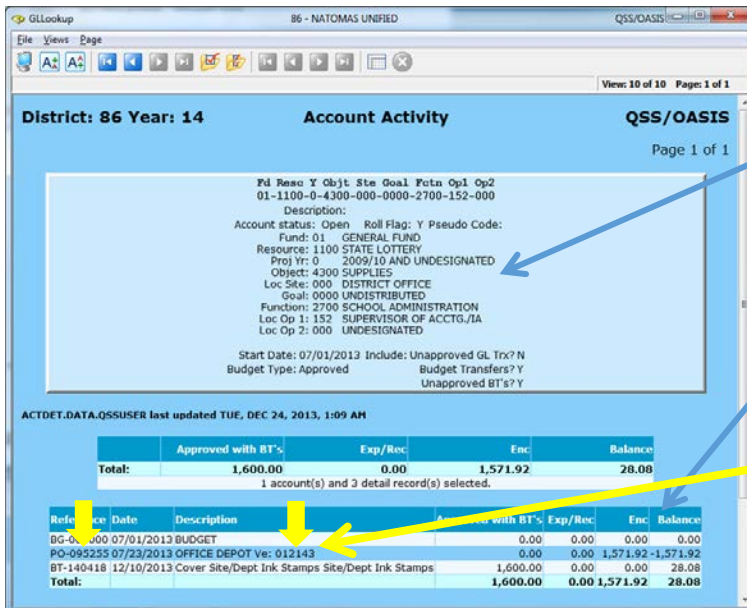
View detail from "Account Lookup"

There are two methods to view detail for any account line in your account lookup:

1. Click this icon ▤ --*OR*
2. Right click on the account code you want, then left click "Display Account Activity"

Whichever method you choose, when the following screen comes up, click "OK"
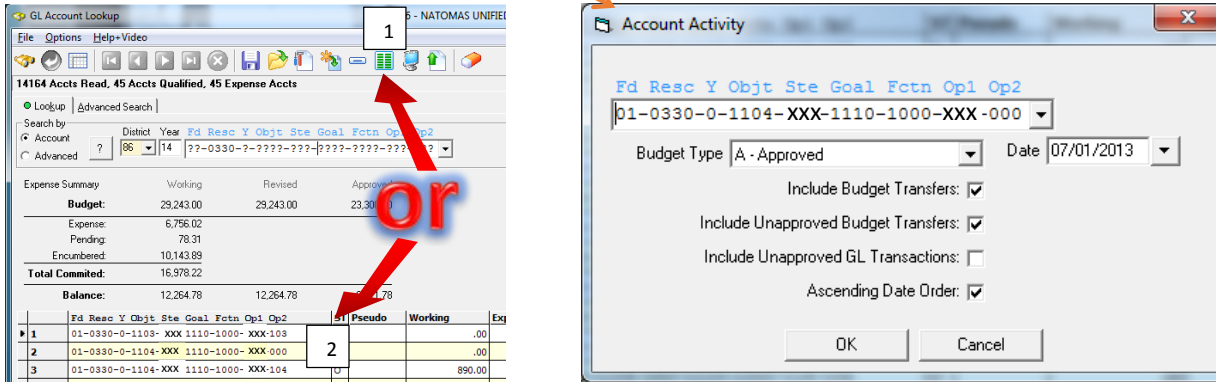
This is an example of the information you will see with detail:

1. A full description of the full account code by each part
2. Detail of all activity
   a. budget adjustments,
   b. Exp/Rec: payments
   c. Enc: purchase orders
   d. Balance
3. When you hover with your mouse over some areas in any of the lookup screens, the information will be highlighted yellow—when this happens you can click on the highlighted information and see the activity for that vendor, reference number, account number, etc.

Exporting Account Lookup information to Excel

When you use the Account Lookup function you will see the following icons at the top of the screen:
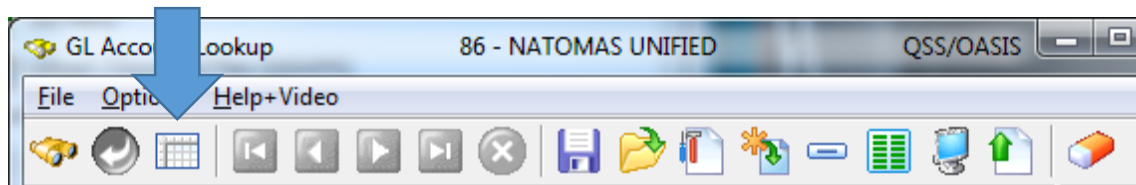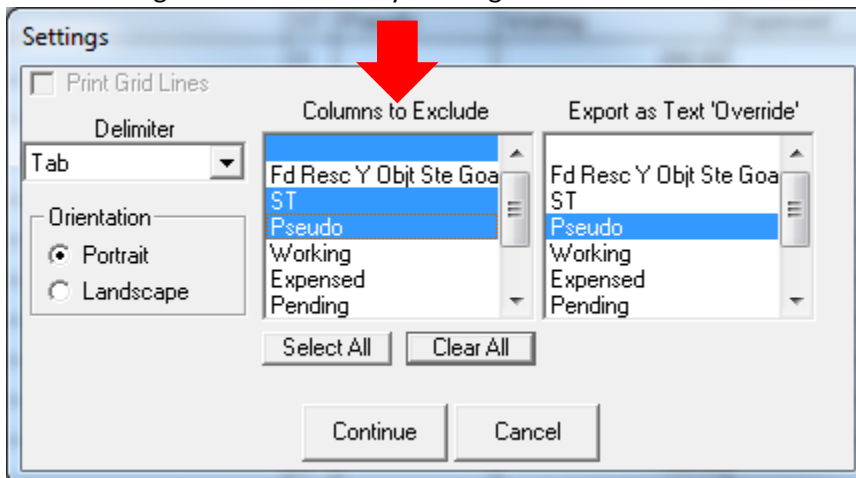

1. The first step to export the information to Excel is to "see" the information in "Grid" format. To do this click on the icon that resembles a miniature spreadsheet: ⊞ This will send the information into a table type format:

1. There are two Excel icons available ⊠ ⊠ which have different functions:

   a. ⊠ This icon will be the one you use when you import information from a lookup into Excel. This will import directly into columns and rows (do not use the other Excel icon).

   b. The following is the next screen you will get:

   You can highlight the indicated items in the first column to exclude the information from exporting into your Excel worksheet, or you can leave them and just click "Continue".

   c. Your information will export to an Excel spreadsheet and will look similar to this example:

   At this time you can resize your columns so you can see the full account code and use the first blank column to indicate any revisions you want to make. This example tells your Account and Budget Analyst to reduce the account on line 2 and increase the account on line 3 by $66.00.

Appendix A—Examples of some of the available Lookups

Vendor lookup:

Purchase Order information (from Vendor Activity):