

QSS/QCC

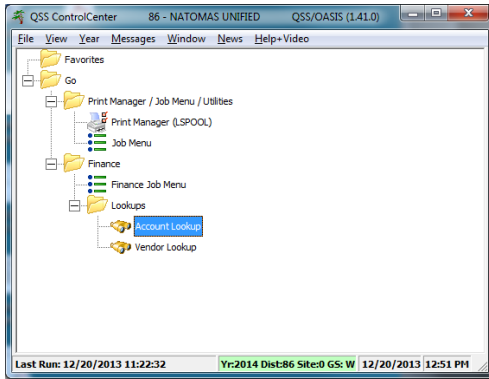
Account Lookups

Account and Budget Analyst information:

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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.

The screenshot shows the 'GL Account Lookup' application window. The title bar reads '86 - NATOMAS UNIFIED QSS/OASIS'. The menu bar includes 'File', 'Options', and 'Help+Video'. The main window displays search criteria and summary statistics. A red box highlights the settings area, which includes checkboxes for 'Show Summary', 'Show Accounts', and 'Open Accounts Only', and a 'Columns to show' dropdown menu. A yellow box with the text 'Do not change these settings' is overlaid on the settings area. The summary statistics are as follows:

Expense Summary	Working	Revised	Approved
Budget: 1	29,243.00	29,243.00	23,300.00
Expense:	6,756.02		
Pending: 2	78.31		
Encumbered:	10,143.89		
Total Committed:	16,978.22		
Balance: 3	12,264.78	12,264.78	6,321.78

The detailed table below shows the account data:

	Fd	Resc	Y	Objt	Ste	Goal	Fctn	Op1	Op2	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	01	0330	0	1103	XXX	1110	1000	XXX	103	O		.00	.00	.00	.00	.00	.00
2	01	0330	0	1104	XXX	1110	1000	XXX	000	O		.00	.00	.00	.00	.00	.00
3	01	0330	0	1104	XXX	1110	1000	XXX	104	O		890.00	120.00	.00	.00	120.00	770.00
4	01	0330	0	2905	XXX	1110	1000	XXX	000	O		.00	.00	.00	.00	.00	.00
5	01	0330	0	2905	XXX	1110	1000	XXX	203	O		3.00	173.96	.00	.00	173.96	-170.96
6	01	0330	0	3101	XXX	1110	1000	XXX	000	O		.00	.00	.00	.00	.00	.00
7	01	0330	0	3101	XXX	1110	1000	XXX	104	O		161.00	.00	.00	.00	.00	161.00
8	01	0330	0	3202	XXX	1110	1000	XXX	000	O		.00	.00	.00	.00	.00	.00
9	01	0330	0	3202	XXX	1110	1000	XXX	203	O		1.00	.00	.00	.00	.00	1.00
10	01	0330	0	3302	XXX	1110	1000	XXX	000	O		.00	.00	.00	.00	.00	.00
11	01	0330	0	3302	XXX	1110	1000	XXX	203	O		1.00	10.79	.00	.00	10.79	-9.79
12	01	0330	0	3311	XXX	1110	1000	XXX	000	O		.00	.00	.00	.00	.00	.00
13	01	0330	0	3311	XXX	1110	1000	XXX	104	O		74.00	1.74	.00	.00	1.74	72.26
14	01	0330	0	3312	XXX	1110	1000	XXX	000	O		.00	.00	.00	.00	.00	.00
15	01	0330	0	3312	XXX	1110	1000	XXX	203	O		13.00	2.52	.00	.00	2.52	10.48
16	01	0330	0	3501	XXX	1110	1000	XXX	000	O		.00	.00	.00	.00	.00	.00

The status bar at the bottom right indicates '12/30/2013 1:38 PM'.


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

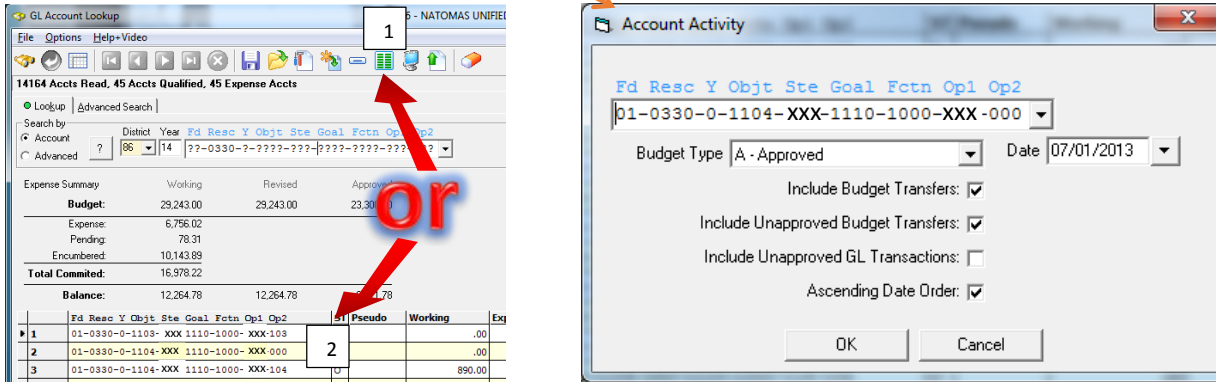
6. Pending: Payments waiting for check printing
7. Encumbered: Purchase order totals by account line
8. Committed: Total of actual expenses, pending expenses, and purchase orders by account line
9. Balance: Budget balance after committed payments by account line

View detail from “Account Lookup”

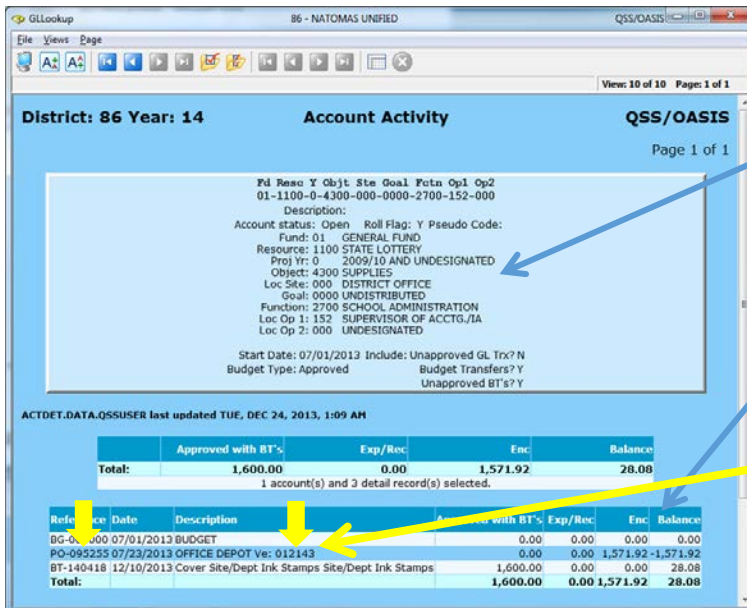
There are two methods to view detail for any account line in your account lookup:

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”



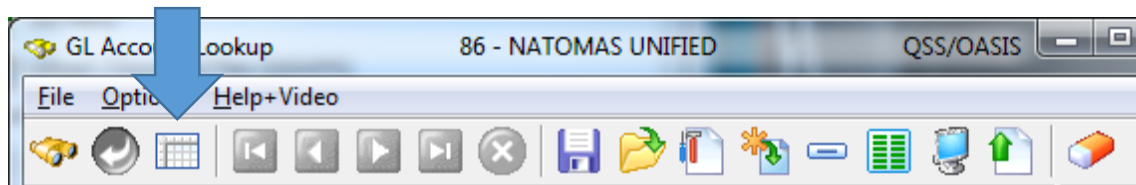
This is an example of the information you will see with detail:




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:

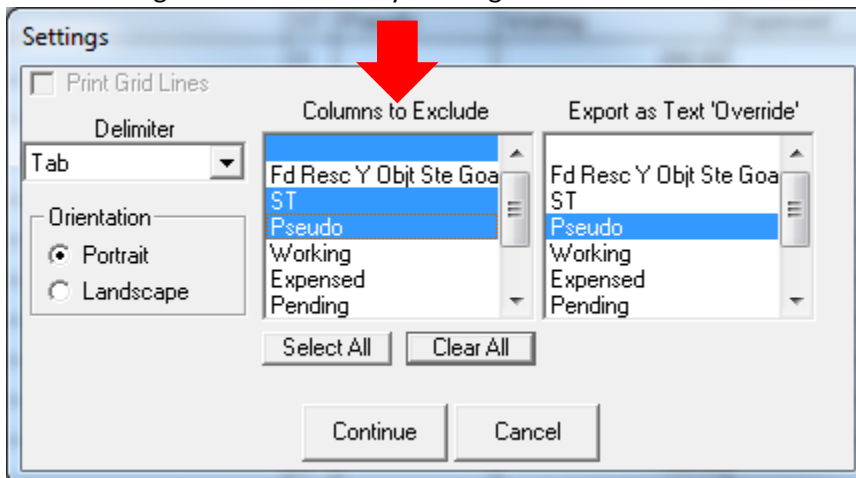


1. The first step to export the information to Excel is to “see” the information in “Grid” format. To do this click on the icon that resembles a miniature spreadsheet:  This will send the information into a table type format:

	Fd Resc Y Objt Ste	Goa	Op1	Op2	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance	
1	01-0000-0-4300			152-000	0			20,794.00	5,775.45	.00	2,751.83	8,527.28	12,266.72
2	01-0000-0-4300			152-000	0			.00	.00	.00	.00	.00	.00
3	01-0000-0-4320			152-000	0			250.00	.00	.00	.00	.00	250.00
4	01-0000-0-4340			152-000	0			.00	.00	.00	.00	.00	.00

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:

	Fd Resc Y	Working	Expensed	Pending	Encumber	Committed	Balance	Adj.
2	01-0000-0-	20,794.00	5,775.45	0	2,751.83	8,527.28	12,266.72	(66.00)
3	01-0000-0-	0	0	0	0	0	0	66.00
4	01-0000-0-	250	0	0	0	0	250	
5	01-0000-0-	0	0	0	0	0	0	

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:

Vendor Lookup - 86 - NATOMAS UNIFIED

10434 Records Read, 5 Records Matched. Showing 7 rows including 5 Vendors and 2 Additional Addresses.

Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type	Phone Number	Fax No
OFFICE DEPOT	86 - 012143	A	ATTN: SANDY MARCEL ACT # 230456			
OFFICE DEPOT	86 - 012	A	Line 1 Vendor Number: 86 - 012143			
OFFICE DEPOTAS COMPANIES	86 - 0104		Show Vendor Addresses			
OFFICE MAX	86 - 011		Show Commodities		(916) 979-9003	
OFFICE OF PUBLIC SCHOOL	86 - 0105		Display Vendor Info		(916) 376-1771	
OFFICE OF PUBLIC SCHOOL	86 - 01059/01	A	Maintain Vendor			
OFFICE OF PUBLIC SCHOOL	86 - 01059/01	A	Return Vendor			
STATE ALLOCATION BOARD	86 - 01059/01	A	OFFICE OF PUBLIC SCHOOL CONSTRUCTION 707 3RD STREET WEST SACRAMENTO, CA			
OFFICE RELIEF	86 - 014065	A	516 MCCORMICK STREET SAN LEANDRO, CA		(877) 919-1190	(510) 333-1111

12/11/2013 9:20 AM

Vendor Lookup - 86 - NATOMAS UNIFIED

Vendor #/Addr: 86 - 012143

Status: Active

Include additional addresses: Include commodity codes:

Contact Information

Name: _____ Real Name: _____
 Address: _____ Real address: _____
 City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Vendor Number: _____ Contact: _____ Phone: _____ Fax: _____

1000
 Yes No All Name: _____ Prefix: _____ Tax ID: _____ SSN: _____

Use Tax: A All Use tax 1: _____ Use tax 2: _____ Term: _____

Account Number: _____ Rating: _____ Mfg Flag: _____ Category: _____
 Comment: _____ Type: _____ Revolving Cash Object: _____

12/11/2013 9:16 AM

Vendor Information - 86 - NATOMAS UNIFIED

Vendor: 86-018809 ZOOM IMAGING SOLUTIONS INC

Vendor Name/Address: ZOOM IMAGING SOLUTIONS INC, 1901 ARENA BLVD, SACRAMENTO, CA 95834

Phone: (916) 451-9132 Fax: (916) 451-9132

Contact: Comment: _____

1000 Name: Present: Tax ID: SSN: _____

Use Tax: Present: Tax Rate: Object: _____

Acct Number: Rating: Mfg Flag: _____

Type: Categories: _____

Terms: Shipments: _____

Transaction Type: Vendor/Addr Number: Account Number: _____

Contact 1: Contact 2: Contact 3: _____

Comments: _____

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Vendor Activity - 86 - NATOMAS UNIFIED

Vendor Number: 86889 - ZOOM IMAGING SOLUTIONS INC

Balance Date: 07/01/2013

Transaction Types

Transaction Type	Encumbrance	Posting	Payment
Cash/Check	0.00	0.00	0.00
Payroll/Check	4,768.72	0.00	4,768.72
Accounts Payable	0.00	0.00	0.00
Purchase Order/Accounts Payable	58,802.31	0.00	58,264.64
Travel/Check	0.00	0.00	424.84
Travel/Check	0.00	0.00	0.00
Revolving Cash	0.00	0.00	0.00
Vendor Total	63,571.03	0.00	63,458.36

12/11/2013 11:52:59 AM

Purchase Order information (from Vendor Activity):

Purchase Order - 86 - NATOMAS UNIFIED

District: 86 Year: 14

Vendor: 86-018809 ZOOM IMAGING SOLUTIONS INC

Ship To: 0001 NATOMAS UNIFIED EDUCATION CENTER 1901 ARENA BLVD SACRAMENTO CA 95834

Date: 07/01/2013 Rate: 0.000

Printed: 07/01/2013 Warehouse: 00

Public: 12/12/2013 Shipment Order: _____

Deliver By: Status: 1 Conf Order: 00

Released: N

Description	Submitted by	Terms	PO Control/Status	POB
FRS405	Submitted by: _____	Terms: _____	PO Control/Status: _____	POB: _____

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P.O. Payment Details - 86 - NATOMAS UNIFIED

District: 86 Year: 14

Purchase Order: 000002

PO # 018809 Item: 01010013

Warehouse # 00 Ship To: 0001

Submitted by: FREDWARDS

Vendor: 86-018809

Vendor Name: ZOOM IMAGING SOLUTIONS INC

Ship To: 0001 NATOMAS UNIFIED EDUCATION CENTER 1901 ARENA BLVD SACRAMENTO CA 95834

PO #	Item	Quantity	Unit	Price	Amount	Line Total	Invoice	Balance	Invoice #	Invoice Date	Balance
01	01-0000-0-5600-000-0000-7300-152-000				6,076.00	18,876.00	P				

12/11/2013 11:55:59 AM