QSS/QCC

How to Print Reports

Account and Budget Analyst information:

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QSS is the program used to view and print your budgets and expenditures throughout the fiscal year. You can submit budget changes easily, review expenditures for accuracy, and make decisions on your spending in real time. This manual is designed as a basic guide and to provide instruction on how to accomplish what you want.

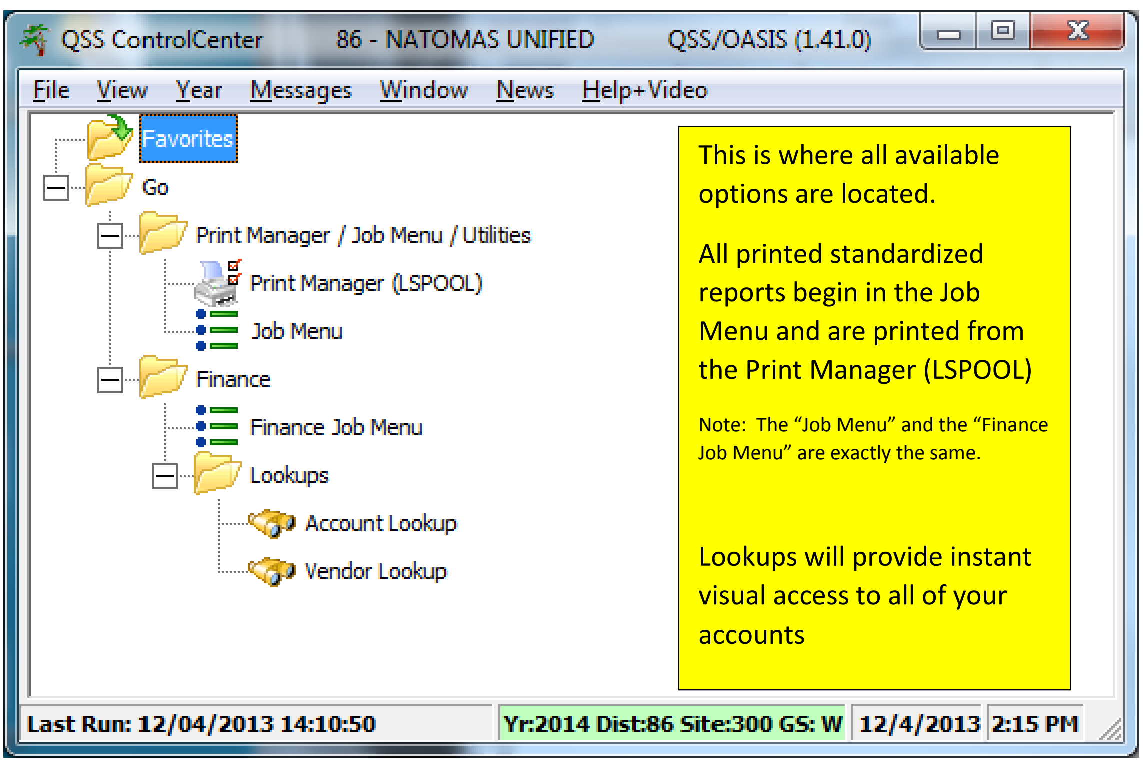
Keep in mind QSS provides visual access along with reports, but you cannot change anything in the accounting software. Any changes you would like to make should be submitted to your Account and Budget Analyst for review and incorporation. If you do not find the account code you are looking for, you may need to minimize some of the details you are using as a lookup or for your report.

An excellent resource can be found on the Financial Services web page: http://natomasunified.org/departments/business-services/financial-services/accounts-payable/. On this page you will find the SACS Account Coding Sheets which will help to guide you to the account you need for the good or services rendered. Also on this page you will find a "New QCC User" request form—if you do not currently have a log-on please complete this form and send it to your Account and Budget Analyst.

This reference book is designed to follow the QSS menu—starting with print manager and going down through the options.

Mostly: Go exploring! You cannot change or ruin anything—look at information, try marking different boxes when looking at your reports or lookups. Feel free to check out anything you see.

Here is your opening screen:



PRINT MANAGER AND JOB MENU

The print manager menu has two items, the “Print Manager (LSPOOL)” is where you actually print your report, the “Job Menu” is where you will generate the report you want printed. The following section contains instructions to generate the reports.

Generating reports

To generate reports, double click the “Job Menu”. There are four standardized reports available—double click on the report title you want:

Budget Report Writer (most common report)

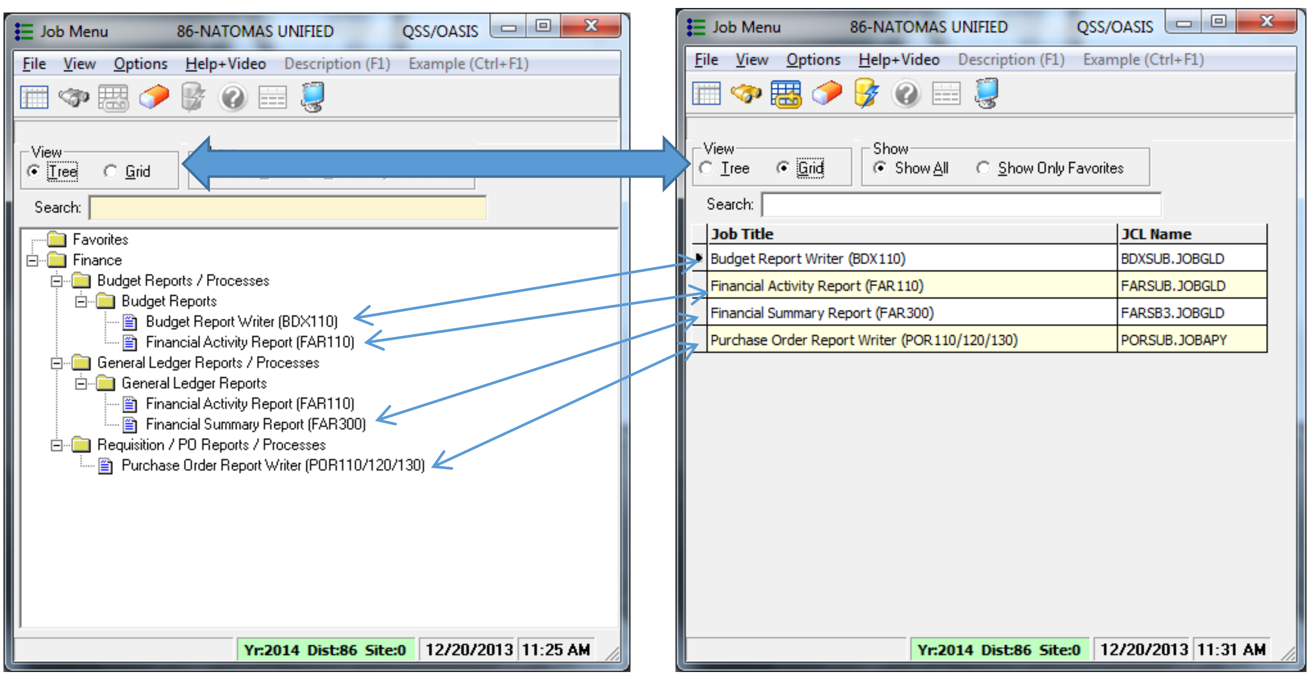
Financial Activity Report

Financial Summary Report (rarely used in sites and departments—no instructions provided)

Purchase Order Report Writer

The job menu offers two different views. To switch views click on the button indicated by the arrow:

Tree view: Grid view:

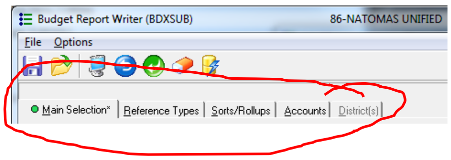


To access the report you want to generate, double click the report title.

BUDGET REPORT WRITER

The Budget Report Writer is the most common report printed. This report will provide summarized budget, expenditure, purchase order and budget balance information by resource and object within each resource. The following recommended settings will provide a general report for each resource available to your site/department which will include as many pending transactions as possible.

Recommended settings for the Budget Report Writer are selected through five main tabs.

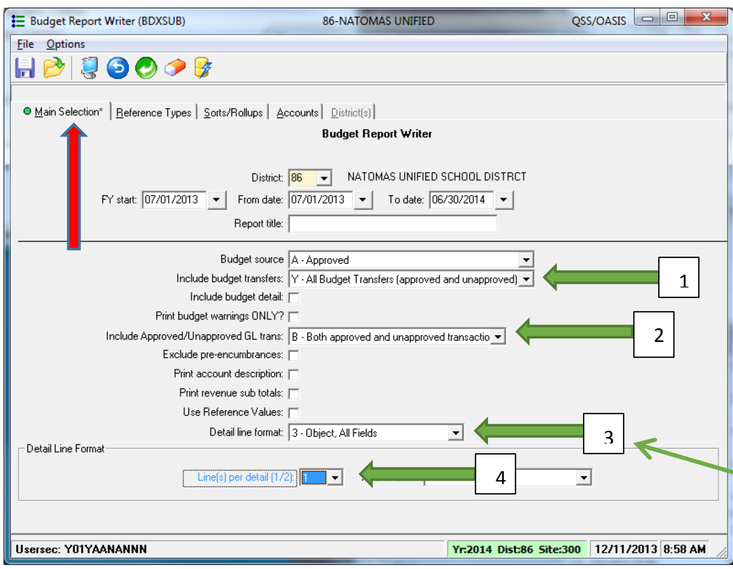


Please note: The tab "Reference Types" is not used for these reports.

Main Selection tab (Click tab)

Use the drop-down arrows to change the settings to the indicated information:

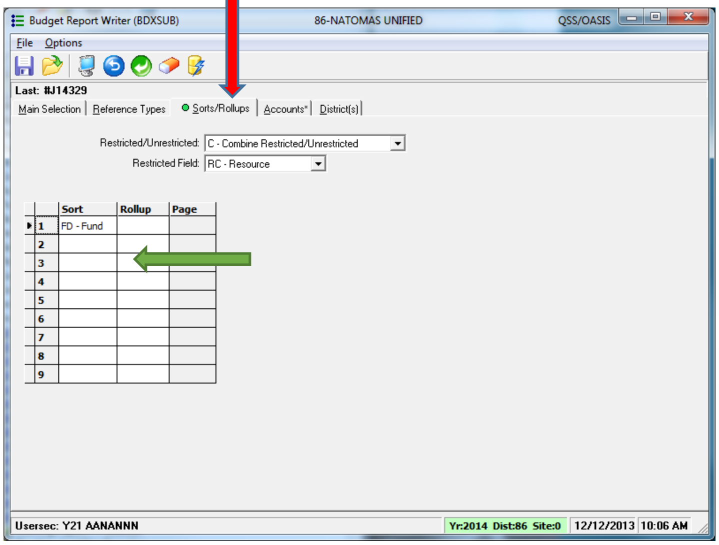
1. Include budget transfers—select (Y),
2. Include approved/unapproved GL trans—select (B),
3. Detail line format—select (3),
4. Lines per detail—select (1)

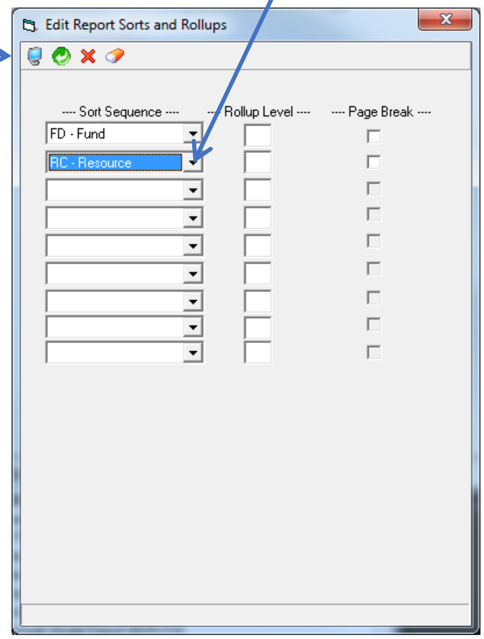


There are other options you can choose when printing this report, try some of the other detail line formats—there may be a different format that you prefer. Again, experiment—you cannot harm the program!

Sorts/Rollups tab (Click Tab)

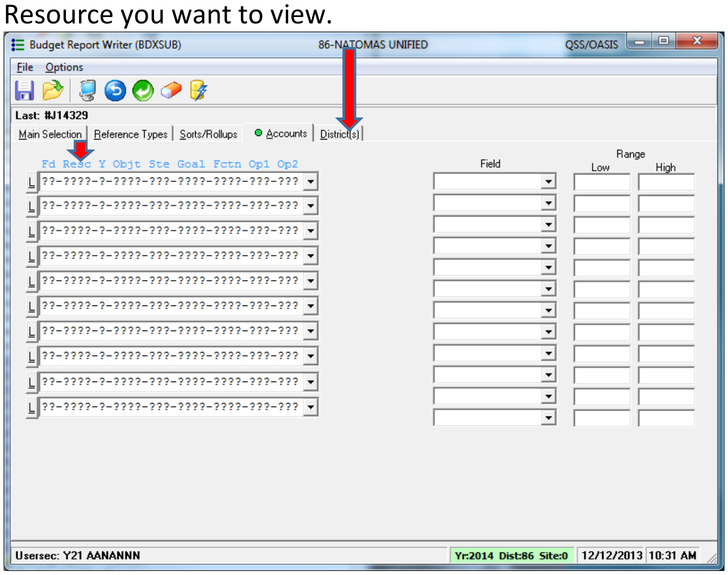
Click in the sort column and a second box will pop up—use the drop-down arrow and select “Resource”. To save this setting for the report click the button with the white arrow inside a green circle 





Accounts tab (Click Tab)

To print a report which includes all accounts available for your site/department leave this screen with the defaults. The other recommended selection for this report would be a specific resource—replace the four question marks with the Resource you want to view.



When you have selected the criteria for your report you will need to generate the report by selecting the “Submit Job”  icon. Confirmation that you have generated the report will be this box:

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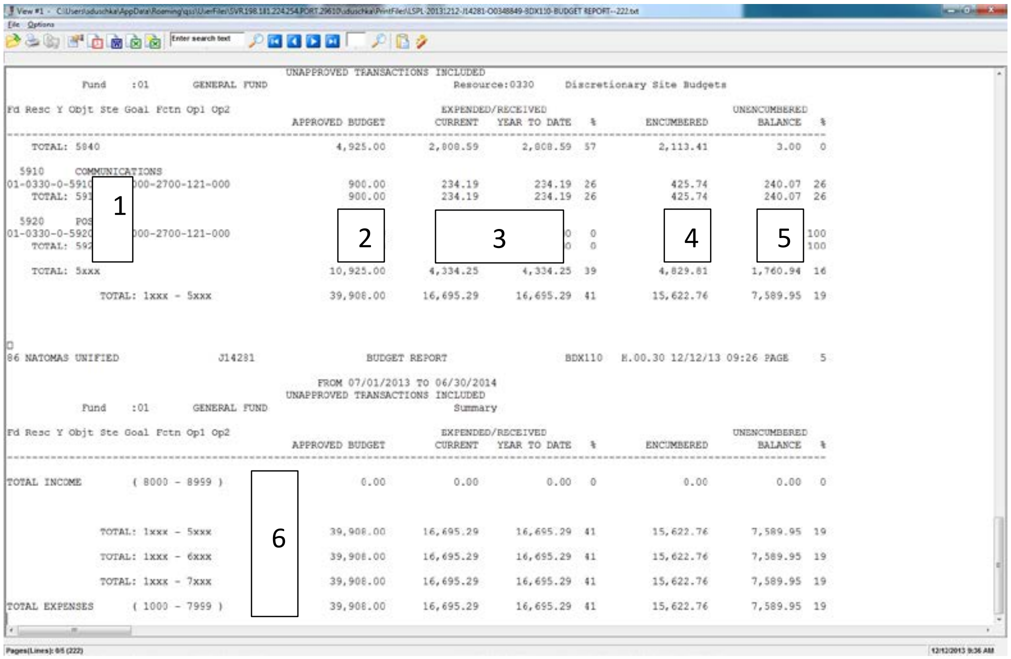
It is sometimes helpful to note this job number, or the time and date you generate the report.

Sample Budget Report



Using the recommended settings, the budget report shows:

1. Account description, account number
2. Approved budget to date
3. Current expenditures and Year to Date Expenditures (actual payments made) these amounts will be the same unless you identify a time period of less than the full fiscal year (default).
4. The balance of all purchase orders within the account code line.
5. The budget balance—a negative indicates an account that will need a budget increase.
6. The last page shows a summary of the detailed items in the report—all 8XXX's are revenue accounts, 1XXX through 7999 are expenditure accounts. Note: This summary page will combine all accounts from all resources listed in the report.

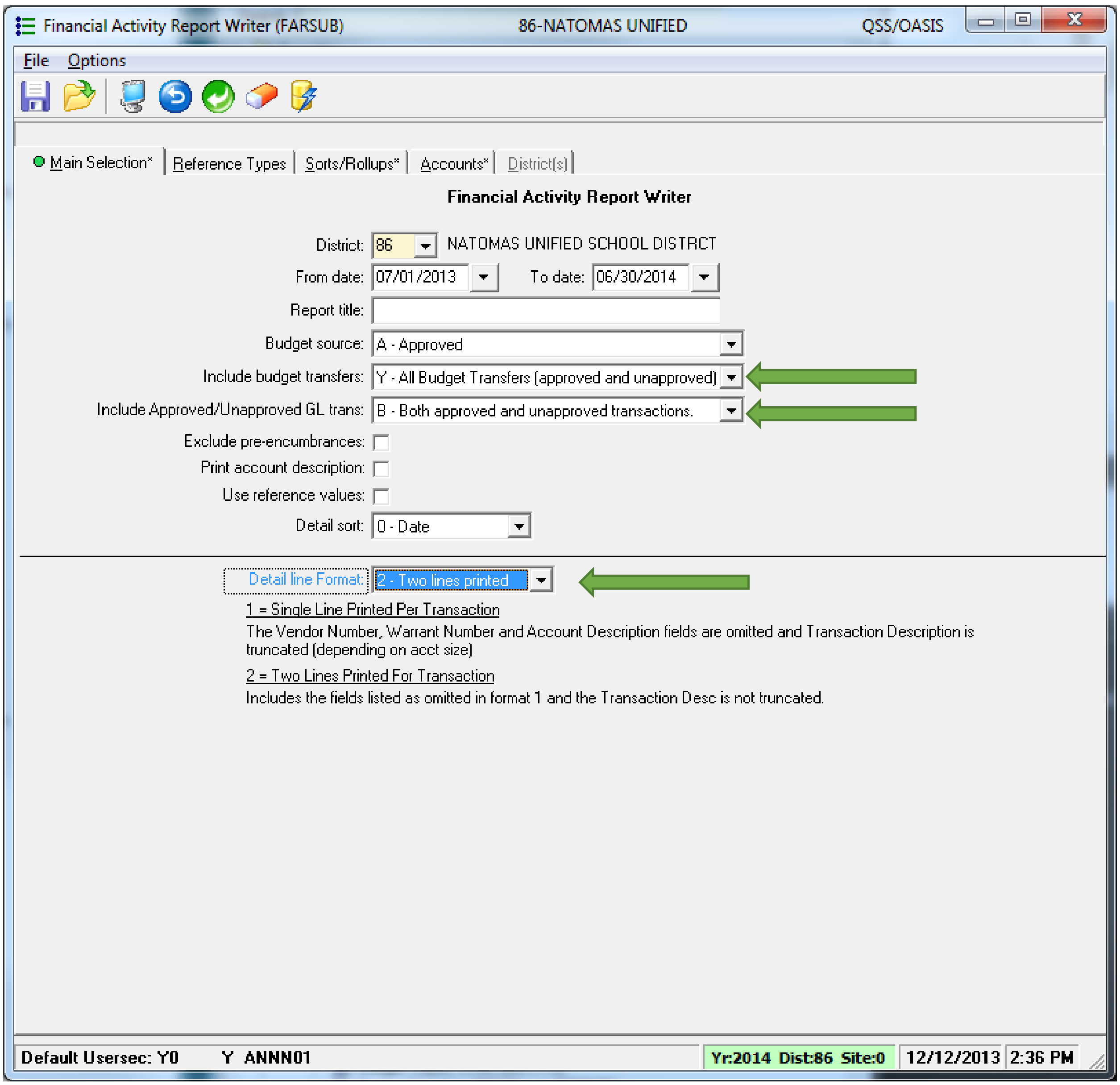
Financial Activity Report

Many of the selections for the Financial Activity Report Writer are the same as the selections for the Budget Report Writer. The main difference is the level of detail in the Financial Activity Report—for this report it is recommended that account code limitations be used. This report will generate a report of all activity—budget adjustments, invoices paid, credit memorandums issued, payroll checks issued. If all accounts are used this will be a very lengthy report.

Main Selection tab

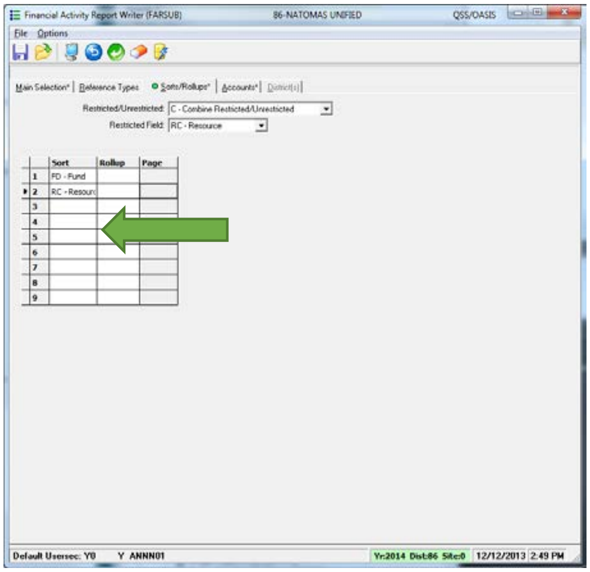
Use the down arrows to change the settings to the indicated information:

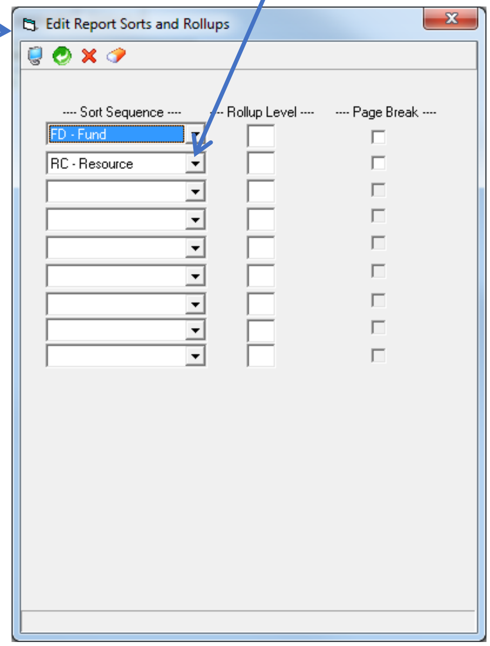
1. Include budget transfers (Y),
2. Include approved/unapproved GL trans (B),
3. Detail line format (2) and



Sorts/Rollups tab

Click in the sort column and a second box will pop up—use the down arrow and select “Resource”. To save this setting for the report click the button with the white arrow inside a green circle 



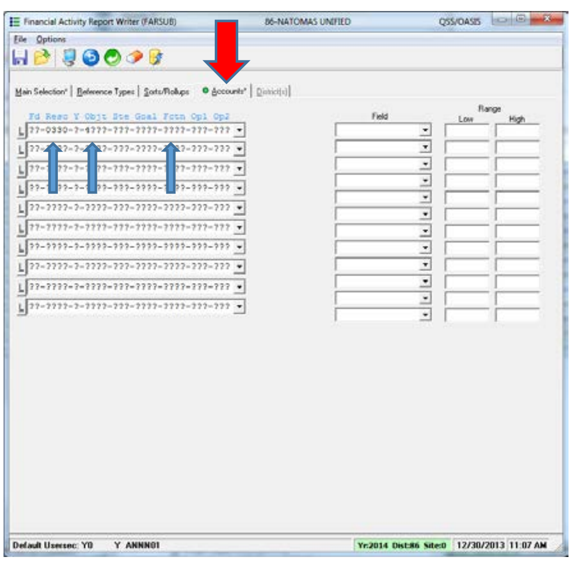


Accounts tab

It is recommended that you limit the detail, this can be a very long report if you print detail for all of your accounts. Some questions you may want to explore prior to running this report:

- Do you want detail for the full resource?
- What resource, or object code?
- What specific accounts do you want detail for?

Make your account selections based on the answer to these questions, or leave it blank to run a report for all accounts.



When you have selected the criteria for your report you will need to generate the report by selecting the “Submit Job”  icon. Confirmation that you have generated the report will be this box:

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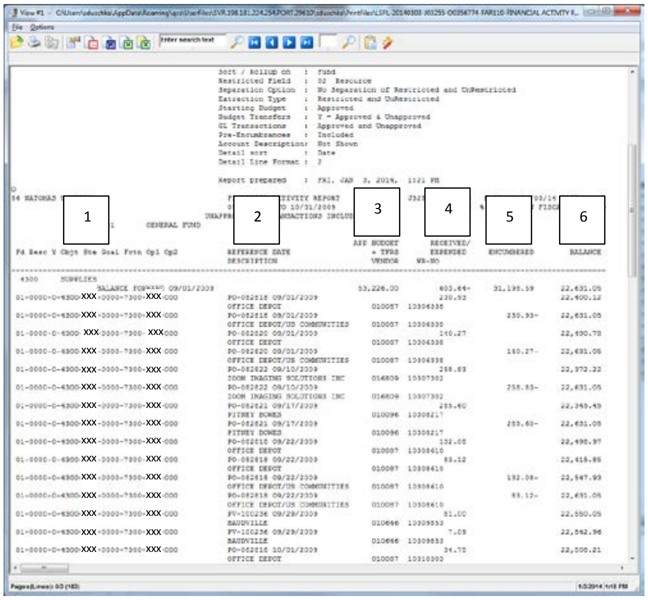
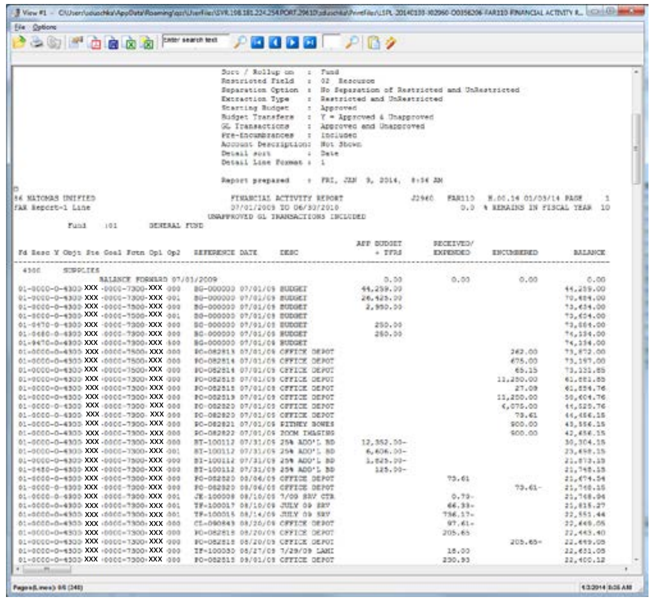
It is sometimes helpful to note this job number, or the time and date you generate the report.

Samples of Financial Activity Report in both one and two line formats:

2 Line:



1 Line:



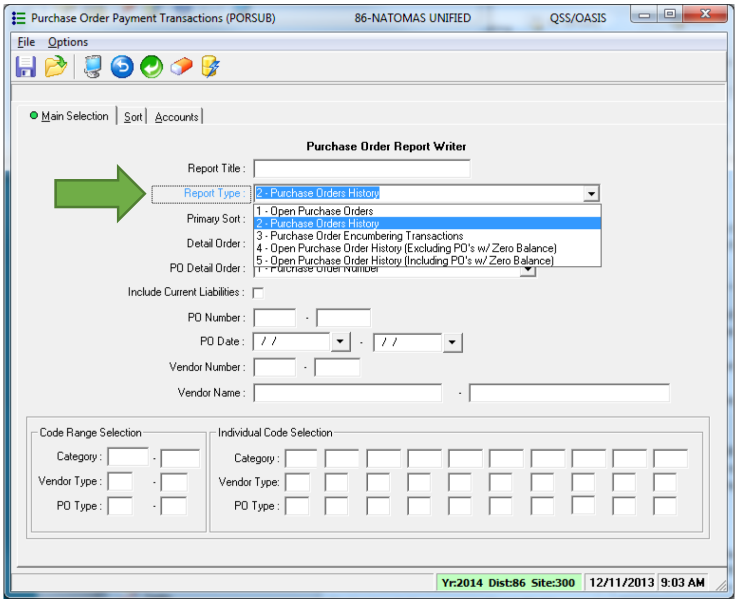
Using the recommended settings, the Financial Activity report shows:

1. Account description, account number
2. Reference, date and description
3. Approved budget and any transfers to date, (in 2 line report—vendor number)
4. Actual revenues and expenditures (in 2 line report—warrant number)
5. Encumbered—this is the detail of all purchase order payments
6. The budget balance—the running totals for the account (by object code)

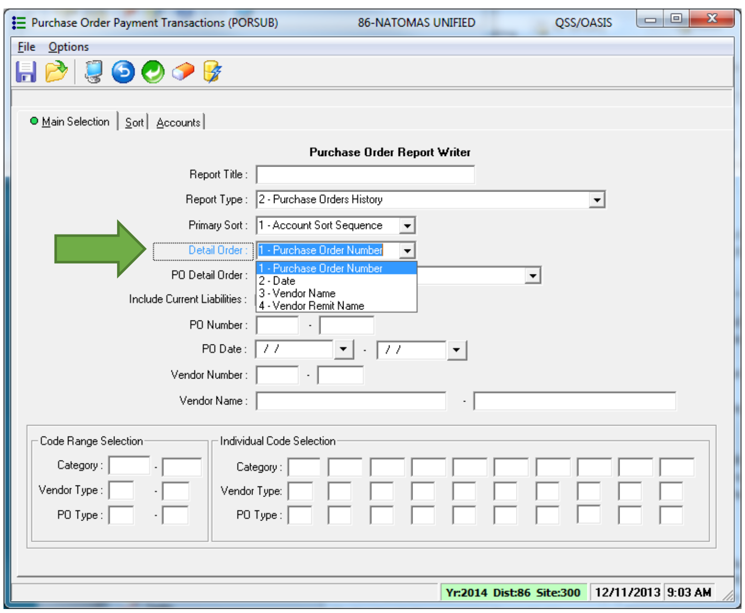
Purchase Order Report Writer

There are several options available to run a purchase order report under "Report Type":

1. Open Purchase Orders—shows only the balance of each PO
2. Purchase Order History—shows all payments and activity for each PO
3. Purchase Order Encumbering Transactions—shows only the original PO amount (Not recommended)
4. Open Purchase Order History (Excluding zero balance)—Shows all payments and activity for PO with a balance
5. ~~Open Purchase Order History (Including zero balance)—~~This option does not work

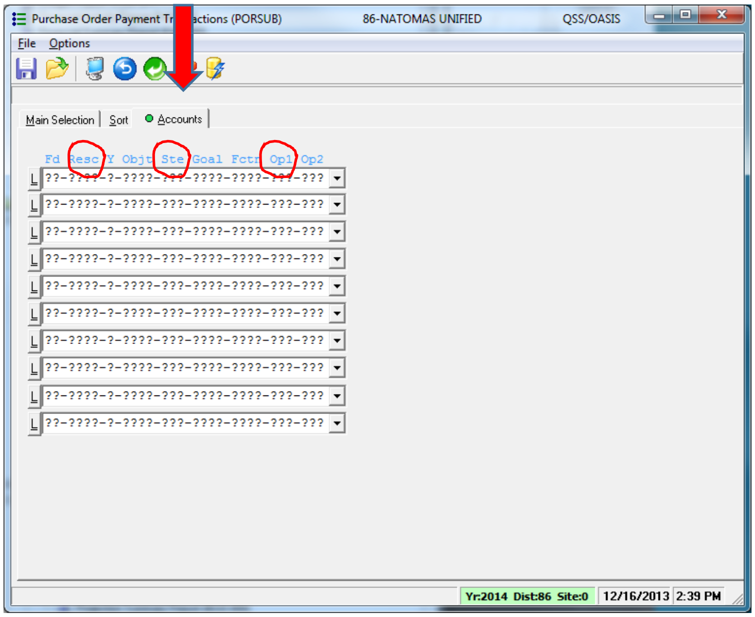


Select how you want the purchase orders listed with the drop-down arrow for Detail Order.



You will need to supply some key account information on the Accounts tab (if not, you will have a report that is several hundred pages):

1. Site number or Responsibility code—you must supply this information
2. If you are in a centralized department-consider using function/goal combinations
3. Resource—consider using this information



When you have selected the criteria for your report you will need to generate the report by selecting the "Submit Job"  icon. Confirmation that you have generated the report will be this box:

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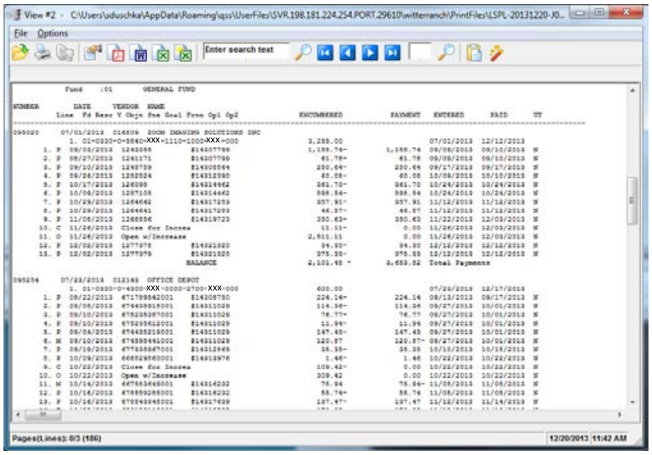
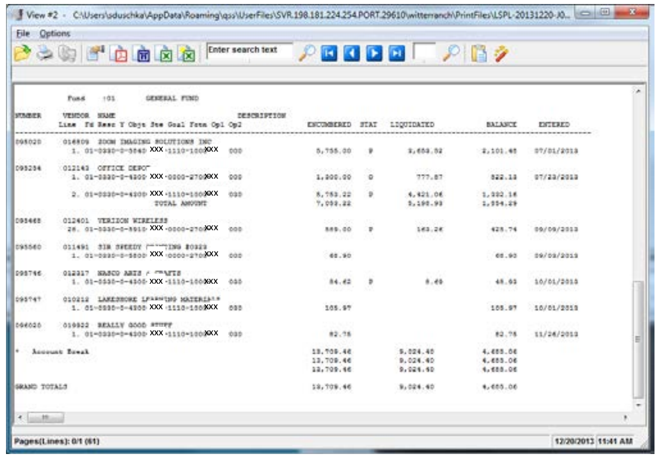
It is sometimes helpful to note this job number, or the time and date you generate the report.

Sample Purchase Order reports:

Purchase order with history



Open Purchase orders



Using the recommended settings, the Purchase Order reports show:

Purchase Order History:

1. Purchase order number
2. Date Purchase Order originated
3. Vendor number and name
4. Account number
5. Activity by purchase order line number
    a. Encumbered (increased or decreased)
    b. Payments
    c. Date payment was entered
    d. Date payment was made

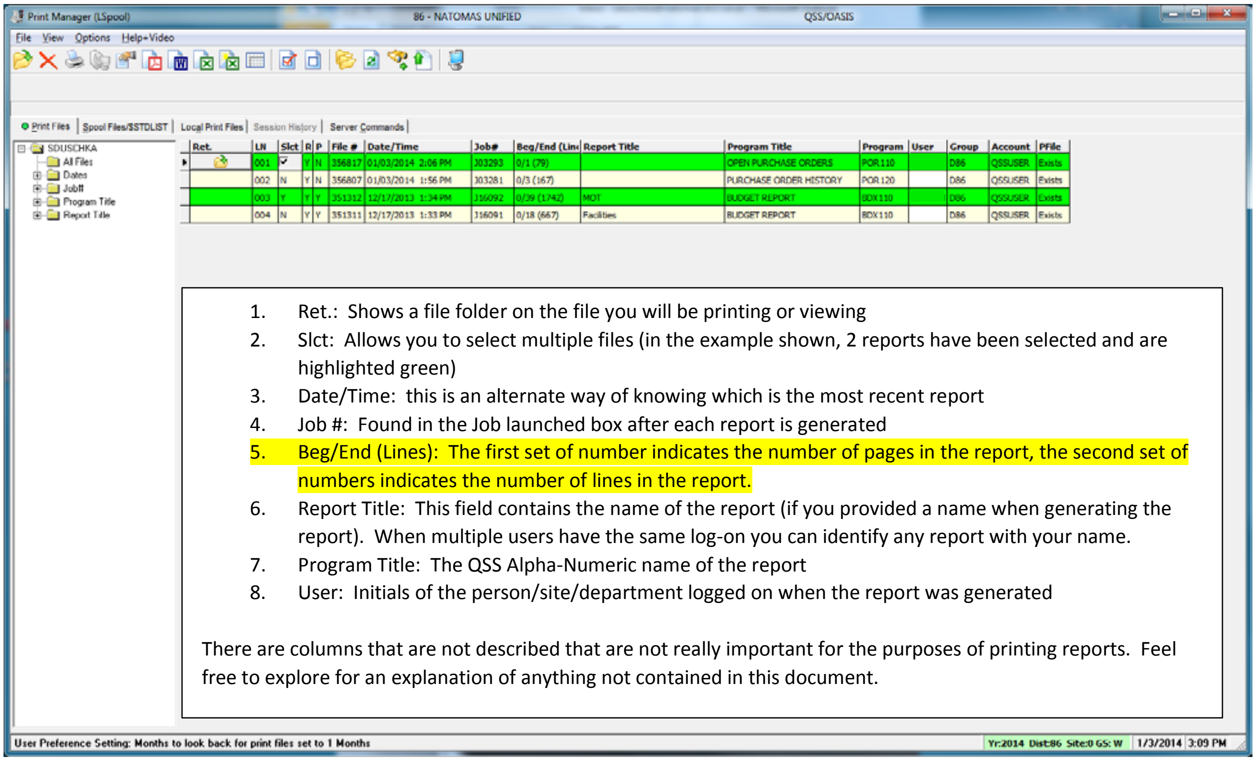
Open Purchase Order report

1. Purchase order number
2. Vendor number and name
3. Total Purchase order amount to date (includes all increases and decreases)
4. Status (most common):
    a. O-Open,
    b. P-Partial payment
    c. F-Final payment
5. Liquidated: Total paid to date
6. Balance: Total balance of purchase order
7. Date purchase order originated

Printing generated reports:

Once you have generated any report you will need to go to the "Print Manager (LSPOOL)" screen. Some reports generate much slower than others, the budget report is one of the slowest reports. To ensure you are printing the latest report, you can make a note of the Job Launched number as you generate reports.

The Print Manager (LSPOOL) screen provides information on the report(s) you have generated. The information inside the Print Manager box references some of the common information provided.

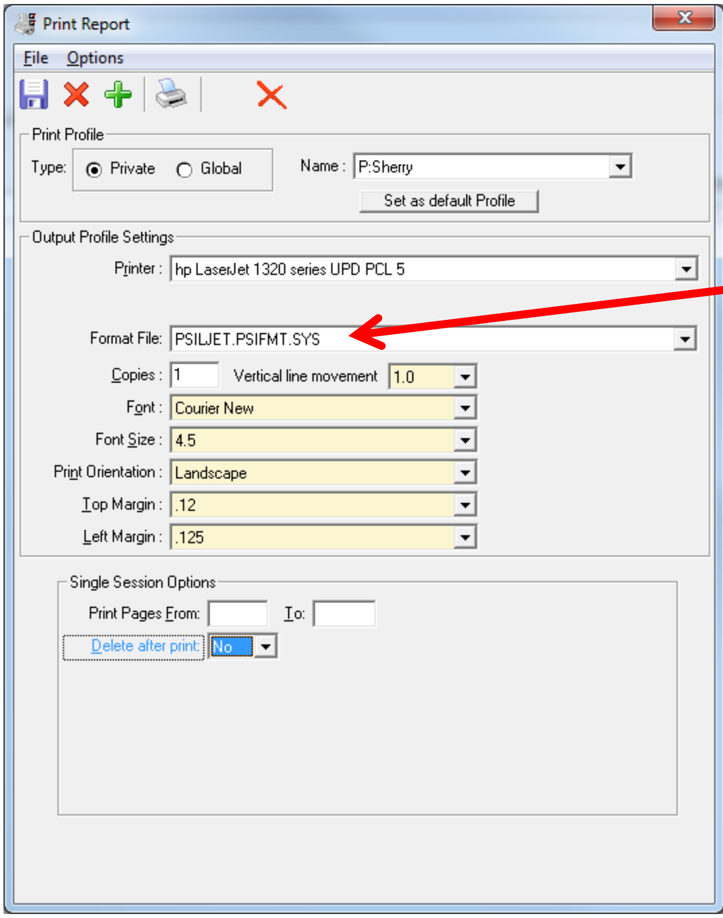


1. Ret.: Shows a file folder on the file you will be printing or viewing
2. Slct: Allows you to select multiple files (in the example shown, 2 reports have been selected and are highlighted green)
3. Date/Time: this is an alternate way of knowing which is the most recent report
4. Job #: Found in the Job launched box after each report is generated
5. Beg/End (Lines): The first set of number indicates the number of pages in the report, the second set of numbers indicates the number of lines in the report.
6. Report Title: This field contains the name of the report (if you provided a name when generating the report). When multiple users have the same log-on you can identify any report with your name.
7. Program Title: The QSS Alpha-Numeric name of the report
8. User: Initials of the person/site/department logged on when the report was generated

There are columns that are not described that are not really important for the purposes of printing reports. Feel free to explore for an explanation of anything not contained in this document.

At this time you have several options:

- Print the report on paper
  - Click the printer icon
  - A new box will pop up, make sure the correct printer is selected, click on the printer icon in the new box—the report will be sent to the printer and the file will be deleted.

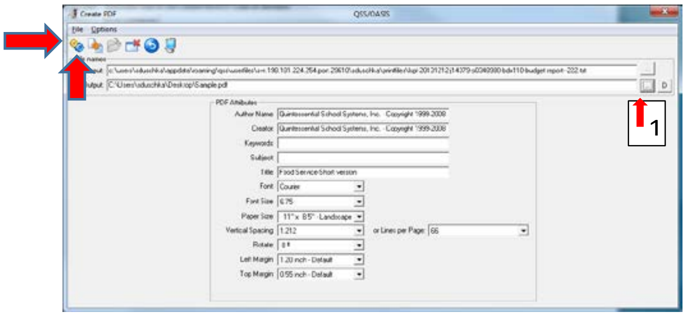


Confirm the "Format File:" is:

PSILJET.PSIFMT.SYS

If not, use the dropdown box to change to this information.

- Print the report to a PDF file
    - Click on the Create PDF icon
    - Click the button (#1) to select a location and name to save the file, then click Okay
    - This will bring you back to the screen above, click the gears to generate the PDF file—the original file will <u>not</u> be deleted.



- Open the report in Microsoft Word
    - Click on the Microsoft button—will <u>not</u> delete the original file.
- Convert the report to an Excel file (not recommended)