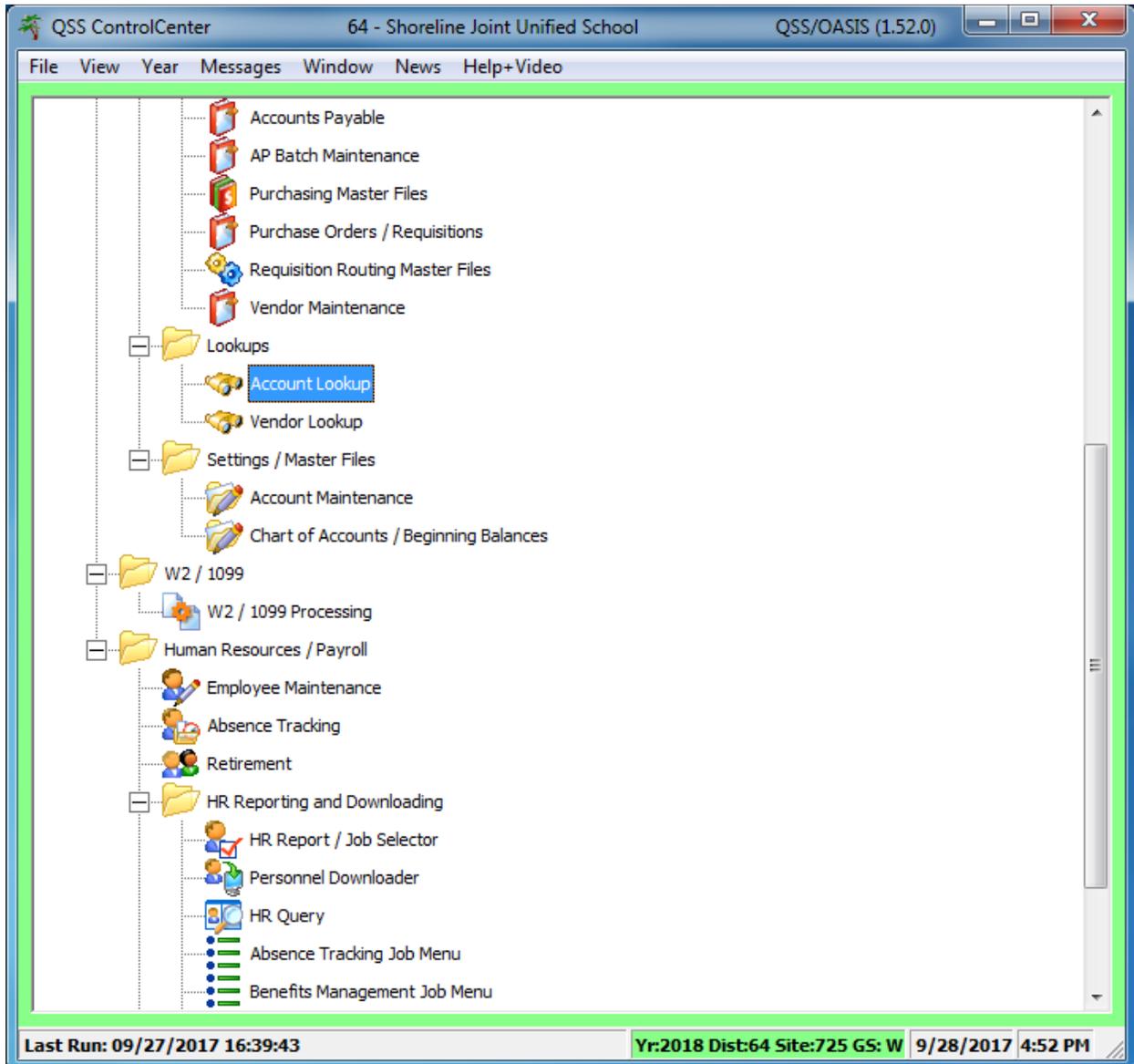


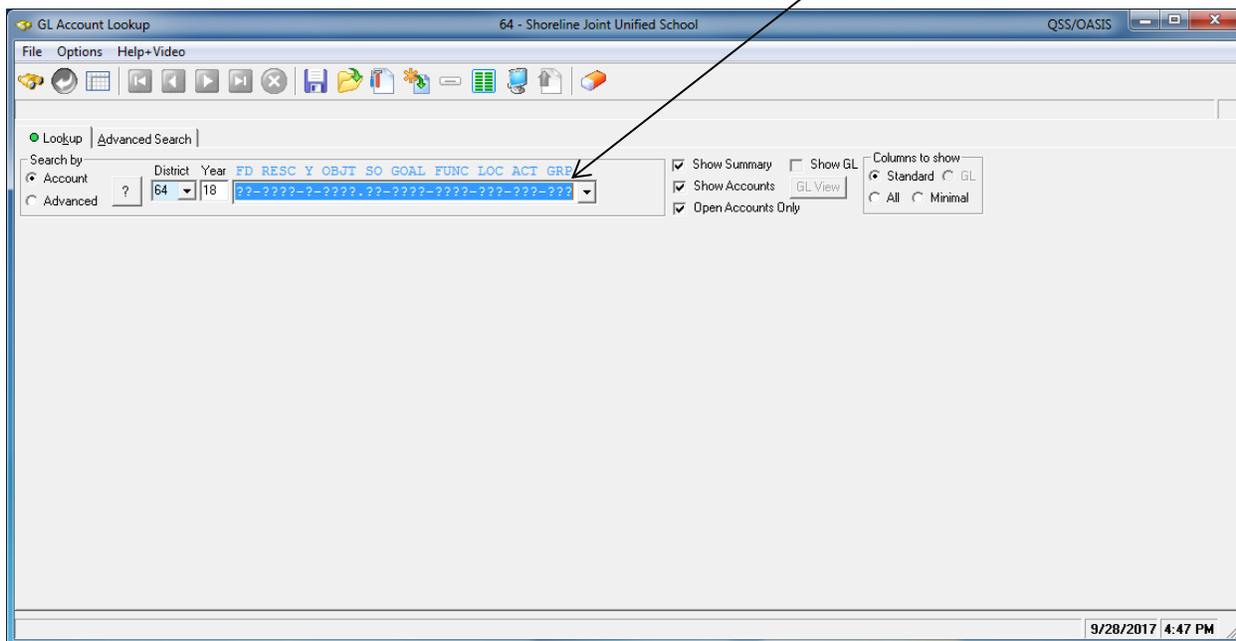
Account lookup Instructions (Looking at Account Activity)

Step 1: Select Account Lookup



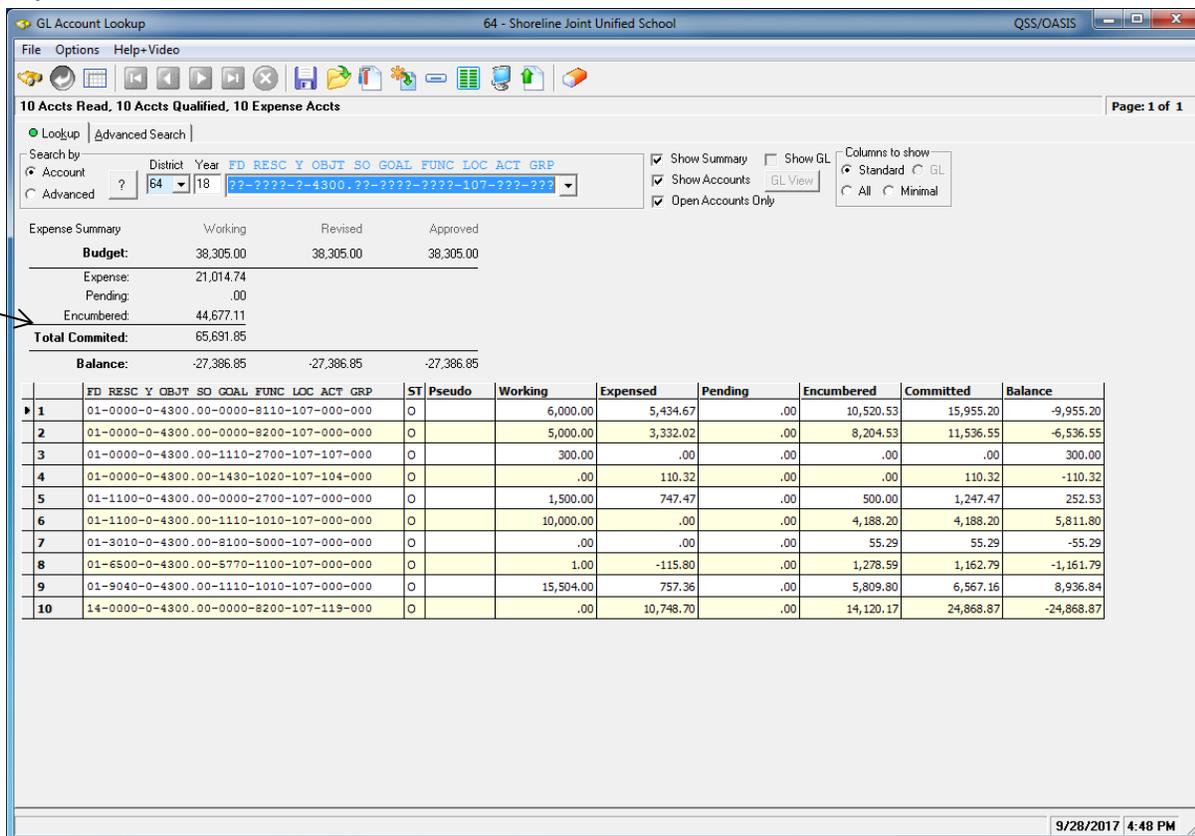
Enter account info

Step 2: Enter account number. Leave ???s as wild cards



Step 3: Type in only data that you are looking for. The example below shows materials and supplies search (object 4300) for site 107. The remaining is left as a wildcard to bring up everything related to object 4300, site 107.

Selecting Facilities



Step 4: Click on OK

Account Activity

FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP

01-0000-0-4300.00-0000-8200-107-000-000

Budget Type R - Revised Date 07/01/2017

Include Budget Transfers:

Include Unapproved Budget Transfers:

Include Unapproved GL Transactions:

Ascending Date Order:

OK Cancel

Select OK

Step 6: You can use same advanced procedure as vendors to get excel output, step 6.

GLLookup 64 - Shoreline Joint Unified School QSS/OAS...

File Views Page

View: 1 of 1 Page: 1 of 1

District: 064 Year: 2018 Account Activity QSS/OASIS

Page 1 of 1

FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP
 01-0000-0-4300.00-0000-8200-107-000-000

Description:
 Account status: Open Roll Flag: Pseudo Code:
 FUND: 01 GENERAL FUND
 RESOURCE: 0000 NO REPORTING REQUIREMENTS
 PROJ YR: 0 PROJECT YEAR
 OBJECT: 4300 MATERIALS & SUPPLIES
 SUB-OBJT: 00 NO SB
 GOAL: 0000 UNDISTRIBUTED
 FUNCTION: 8200 OPERATIONS
 SCHOOL: 107 TOMALES ELEMENTARY SCHOOL
 DIST 1: 000 None
 DIST 2: 000 None

Start Date: 07/01/2017 Include: Unapproved GL Trx? N
 Budget Type: Revised Budget Transfers? Y
 Unapproved BT's? N

/var/opt/qss/data/ACTDET last updated THU, SEP 28, 2017, 03:02 AM

	Revised	Exp/Rec	Enc	Balance
Total:	5,000.00	2,440.16	9,128.54	-6,568.70

1 account(s) and 7 detail record(s) selected.

Reference	Date	Description	Revised	Exp/Rec	Enc	Balance
BG-000000	07/01/2017	BUDGET	5,000.00	0.00	0.00	5,000.00
PO-180006	07/01/2017	VERITIV Ve: 003292(064/18)	0.00	0.00	6,500.00	-1,500.00
PO-180177	07/17/2017	JETMULCH INC. Ve: 071163(064/18)	0.00	0.00	4,144.69	-5,644.69
PO-180321	08/14/2017	HILLYARD Ve: 003576(064/18)	0.00	0.00	320.04	-5,964.73
PO-180370	08/24/2017	BUCK'S SAW SERVICE Ve: 070079(064/18)	0.00	0.00	603.97	-6,568.70
PO-180006	09/22/2017	VERITIV 631-31043473 Ve: 003292(064/18) Wr: 20174364	0.00	2,440.16	0.00	-9,008.86
PO-180006	09/22/2017	VERITIV Ve: 003292(064/18) Wr: 20174364	0.00	0.00	-2,440.16	-6,568.70
Total:			5,000.00	2,440.16	9,128.54	-6,568.70

Template: acctdet (L.00.03)
 Generated: 09/28/2017 at 4:49:06 PM