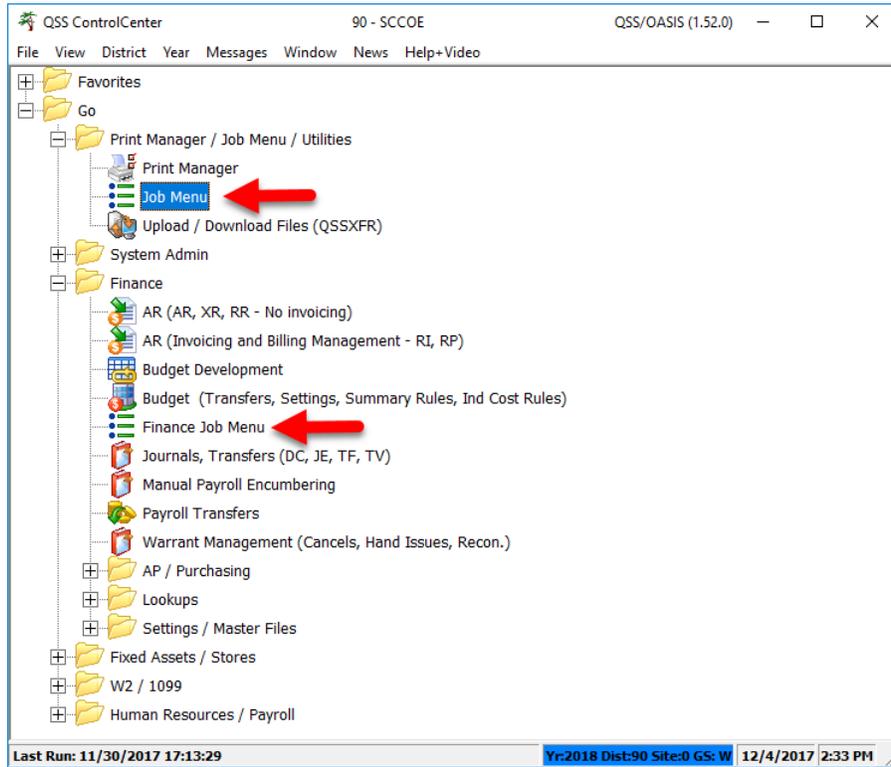


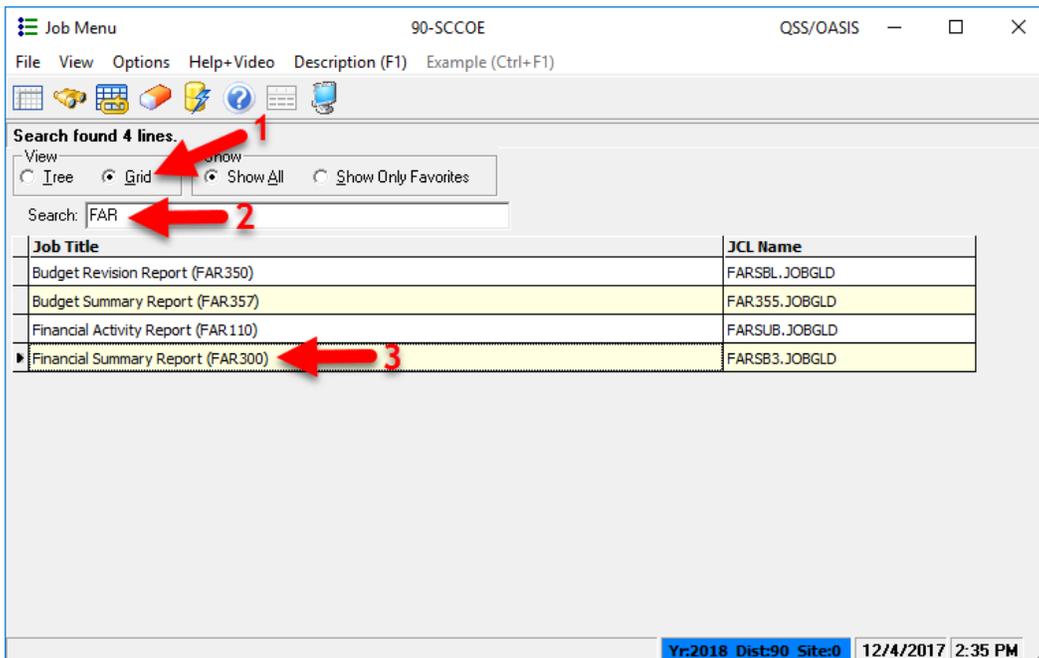
Quick Guide – Financial Summary Report (FAR300)

The **Financial Summary Report (FAR300)** is a report that summarizes financial activity by object. Use the **Financial Summary Report Writer (FARSB3)** to create a **Financial Summary Report (FAR300)**.

The Financial Summary Report Writer can be found under the **Job Menu** or **Finance Job Menu**:



Select **Grid** under **View** to enable the Search bar¹. Enter **FAR** in the search bar² to find the **Financial Summary Report (FAR300)** Job and *double-click* to launch the **Financial Summary Report Writer (FARSB3)**³:



Main Selection Tab

The **Main Selection** tab allows you to title the report, select the date range, the report format, and other major report options.

To select the **Report Format** click it in the Report Format table. The ► symbol to the left of the Report Format name indicates the selected format. In the image below, the “Report in ‘BUD-86’ format” is the selected format:

Financial Summary Report Writer (FAR300) 90-SCCOE QSS/OASIS

File Options

Main Selection | Reference Types | Sorts/Rollups* | Accounts* | District(s)

Financial Summary Report Writer

District: 90 SANTA CLARA COUNTY OFF OF EDU

From Date: 07/01/2017 To Date: 06/30/2018

Report Title:

	Report Format	Template	Last Updated
► 1	Report in 'BUD-86' format	\$QSS_DATA/data/C	THU, OCT 24, 2013, 11:22 AM
2	GL Summary report	\$QSS_DATA/data/C	THU, OCT 24, 2013, 11:50 AM
3	GL Summary with exp. breakout	\$QSS_DATA/data/C	THU, OCT 24, 2013, 11:53 AM
4	'BUD-86' with expense breakout	\$QSS_DATA/data/C	WED, JAN 09, 2008, 01:14 PM
5	Payroll Journal	\$QSS_DATA/data/C	THU, OCT 24, 2013, 01:02 PM

Budget source: W - Working

Include Budget Transfers: U - Unapproved transfers only

Include Approved/Unapproved GL Trans: A - Approved transactions only.

Exclude Pre-Encumbrances:

Use Reference Values:

Usersec: Y 2 [11.02.11LGC PER SR#56275] \$DIST 92 Yr:2018 Dist:90 Site:0 12/4/2017 3:20 PM

FAR300 Report Formats

The two most common format types are the **Report in ‘BUD-86’ Format** and **GL Summary Report**.

The **BUD-86 Format** summarizes financial activity by object for the following:

- Beginning balance
- Current year revenues
- Total beginning balance and revenue
- Expenses
- Ending balance
- Fund balance (beginning balance + revenues - expenses)

The **GL Summary Report Format** summarizes financial activity by object for the following:

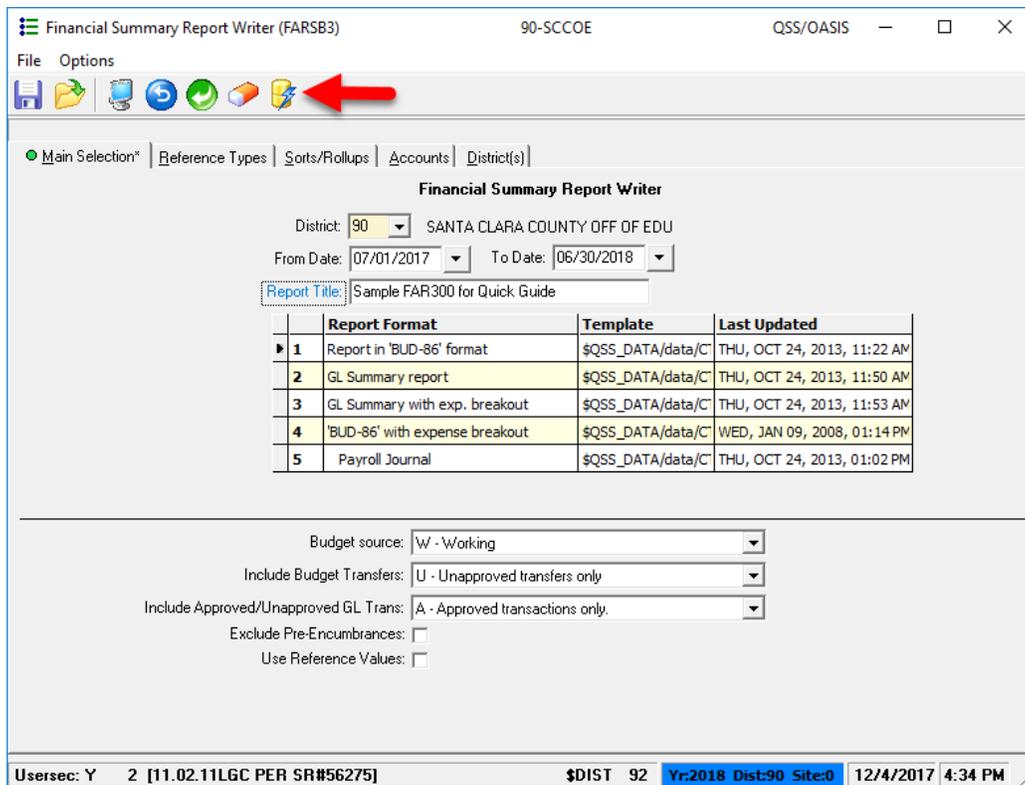
- Assets
- Liabilities
- Fund balance

- Budgetary accounts
- Control accounts
- Total for assets through control accounts
- Current year revenue
- Expense

The **expense breakout formats** are summarized similar to their corresponding titles, but show the itemized expense lines.

The **Payroll Journal format** summarizes by object type similar to the BUD-86 format but does a breakout of all payroll expenses.

After selecting the format type, you may complete the additional options in the Main Selection Tab, select another tab, or run the report. To run the report, click the lightning bolt icon:



The report will be created in your Print Manager (LSPOOL) with the report title you provided, to open it, double-click it (or single-click the folder icon) in the Print Manager list:

Print Manager 90 - SCCOE QSS/OASI

File View Options Help+Video

User Preference Settings: Load Print Manager Users? Only my user. Automatic load of Job List(\$STDLIST)? Load on demand.

Print Files | Spool Files/\$STDLIST | Local Print Files | Session History | Server Commands

Ret.	LN	Slct	R	P	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Program Title	Program	User	PFile
	001	N	Y	N	155514	12/04/2017 04:36 PM	J33731	0/59 (2712)	Sample FAR300 for Quick Guide	Financial Summary Report	FAR300	RALDOVER	Exists

User Preference Setting: Months to look back for print files set to 2 Months

Yr:2018 Dist:90 Site:0 GS: W 12/4/2017 4:37 PM

Sample of FAR300 in BUD-86 Format:

View #1 - C:\Users\raldo\AppData\Roaming\qss\UserFiles\SVR.qccp.sccoe.org.PORT.29610\RALDOVER\PrintFiles\LSPL-20171204-J33731-...

File Options Copy options

Enter search text

090 J33721 Financial Summary Report FAR300 L.00.05 12/04/17 16:36 PAGE 0

Sample FAR300 for Quick Guide 07/01/2017 - 06/30/2018

Account classifications selected

Ln	Fnd	Resc	Y	Objc	SO	Goal	Func	Cst	Ctr	Ste	Mngz
1.	-	-	-	-	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-	-	-

Field ranges selected

FF	RANGE

Primary sort/rollup levels: FD
Income summary level: 4
Expense summary level: 4

Data source: GLSTEX Standard Extract
Report template: /var/opt/qss/sc/data/CTFAR300: 10/24/2013 11:22:18
Budget type: W Working
Include budget transfers: U
GL Transactions: A Approved Only
Exclude Pre-encumbrances: N
Use Reference Values: N
Restricted Fld Nbr: 02 Resource
Separation Option: No Separation of Restricted and UnRestricted
Extraction Type: Restricted and UnRestricted

Report prepared: 12/04/2017 16:36:04

090 J33721 Financial Summary Report FAR300 L.00.05 12/04/17 16:36 PAGE 1

Sample FAR300 for Quick Guide 07/01/2017 - 06/30/2018

Fund :100 Special Revenue Fund

Object	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	#used
Beginning balance						
9110 CASH IN COUNTY TREASURY	2,309,748.92	1,979,000.98-	1,979,000.98-	0.00	324,747.95	
9202 ACCTS REC - SPEC EDUCATION	149,921.00	0.00	0.00	0.00	149,921.00	
9209 AR YEAR END ACCRUALS	2,171,174.57	2,171,174.57-	2,171,174.57-	0.00	0.00	
9290 DUE FROM GRANTOR GOVERNMT	98,146.92	98,146.92-	98,146.92-	0.00	0.00	
9210 DUE FROM OTHER FUNDS	66,462,970.03	66,462,970.03-	66,462,970.03-	0.00	0.00	
9515 ACCTS PAYABLE-SPECIAL ED	2,587,632.07-	2,587,380.39	2,587,380.39	0.00	252.68-	
9590 DUE TO GRANTOR GOVERNMENT	193,522.00-	0.00	0.00	0.00	193,522.00-	
9610 DUE TO OTHER FUNDS	68,399,805.58-	68,399,805.58	68,399,805.58	0.00	0.00	
TOTAL Beginning balance	0.20	274,893.47	274,893.47	0.00	274,893.67	
Current year revenue						
9097 PROPERTY TAXES TRANSFER	0.00	0.00	0.00	0.00	0.00	N/A
9297 PASS THROUGH REV FR FED SR	32,960,432.00	4,846,905.00	4,846,905.00	0.00	29,113,528.00	14.2

Pages(Lines): 0/59 (2712) 12/4/2017 4:39 PM

The top page indicates all your selection criteria. The financial summary report is then detailed by object according to your selection criteria. If you would like to refine your search criteria, please explore the other tabs.

Reference Types Tab

The **Reference Types Tab** allows you to select reference types and numbers for transactions to be included in the report.

Financial Summary Report Writer (FAR300) 90-SCCOE QSS/OASIS

File Options

Last: 33731

Main Selection* Reference Types | Sorts/Rollups | Accounts | District(s)

	Reference Type	Low Value	High Value
1			
2	AB - Approved Budget		
3	AP - Accts. Payable		
4	AR - A/R Received		
5	BB - Beginning Balance		
6	BG - Budget		
	BN - Payroll Benefits		
	BR - Budget Revision		
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Usersec: Y 2 [11.02.11LGC PER SR#56275] \$DIST 92 Yr:2018 Dist:90 Site:0 12/4/2017 4:41 PM

Sorts/Rollups Tab

The **Sorts/Rollups Tab** allows you to select the fields for sorting the report, page breaks, and rollups for income and expense objects.

Financial Summary Report Writer (FARSB3) 90-SCCOE QSS/OASIS

File Options

Main Selection* | Reference Types | **Sorts/Rollups** | Accounts | District(s)

Restricted/Unrestricted: C - Combine Restricted/Unrestricted Summarize income OBJT to [] digits
 Restricted Field: RE - Resource Summarize expense OBJT to [] digits

	Sort	Rollup	Income	Rollup	Expense	Rollup
1	FD - Fund					
2						
3						
4						
5						
6						
7						
8						
9						
10						

Usersec: Y 2 [11.02.11LGC PER SR#56275] \$DIST 92 Yr:2018 Dist:90 Site:0 12/4/2017 4:42 PM

Accounts Tab

The **Accounts Tab** allows you to select the accounts to include on the report by accounts masks and field ranges.

Financial Summary Report Writer (FARSB3) 90-SCCOE QSS/OASIS

File Options

Main Selection* | Reference Types | **Sorts/Rollups** | Accounts | District(s)

Restricted/Unrestricted: C - Combine Restricted/Unrestricted Summarize income OBJT to digits
 Restricted Field: RE - Resource Summarize expense OBJT to digits

	Sort	Rollup	Income	Rollup	Expense	Rollup
▶ 1	FD - Fund					
2						
3						
4						
5						
6						
7						
8						
9						
10						

Usersec: Y 2 [11.02.11LGC PER SR#56275] \$DIST 92 Yr:2018 Dist:90 Site:0 12/4/2017 4:42 PM

Districts Tab

The **Districts Tab** allows you to run the report across multiple districts (for multi-district users only).

Financial Summary Report Writer (FAR300) 90-SCCOE QSS/OASIS

File Options

Cancelled saving of preset

Main Selection* Reference Types Sorts/Rollups Accounts **District(s)**

District 90 only

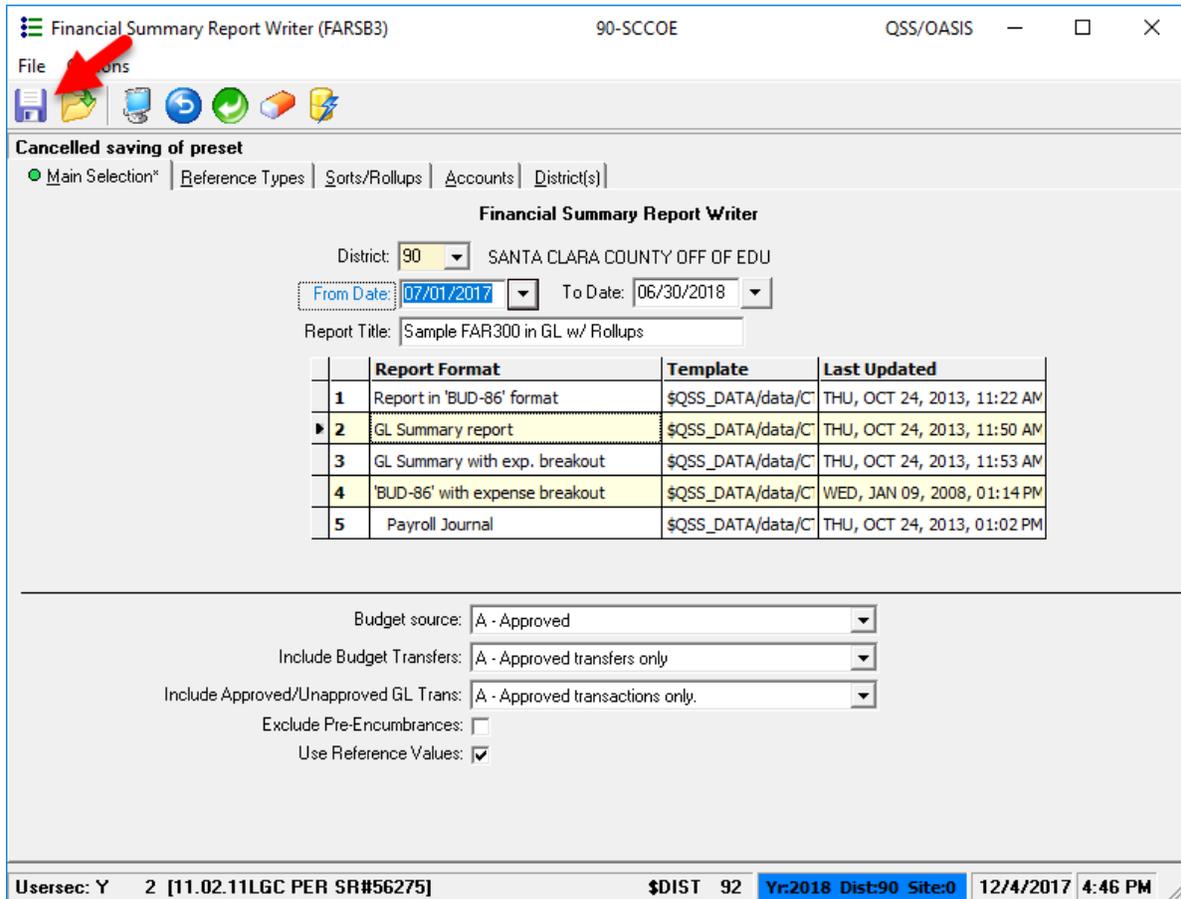
List of Available Districts	Selected Districts
00 - Special Global District	90 - SANTA CLARA COUNTY OFF OF EDU
04 - ALUM ROCK UNION SCHOOL DIST.	
05 - VOICES CBL ACADEMY (84)	
06 - VOICES CBL ACADEMY (28)	
07 - BERRYESSA SD	
08 - CAMBRIAN SD	
09 - CAMPBELL ELEMENTARY	
10 - CUPERTINO UNION SCHOOL DIST.	
12 - EVERGREEN SD	
13 - FRANKLIN MCKINLEY	
17 - LAKESIDE ELEM	
19 - LOMA PRIETA SD	
20 - LOS ALTOS SD	
21 - LOS GATOS ELEM	
22 - LUTHER BURBANK	
25 - MONTEBELLO ELEM	
26 - MORELAND SD	
28 - MOUNT PLEASANT SD	
29 - MOUNTAIN VIEW WHISMAN SD	
30 - OAK GROVE SD	
31 - ORCHARD SD	

Usersec: Y 2 [11.02.11LGC PER SR#56275] \$DIST 92 Yr:2018 Dist:90 Site:0 12/4/2017 4:43 PM

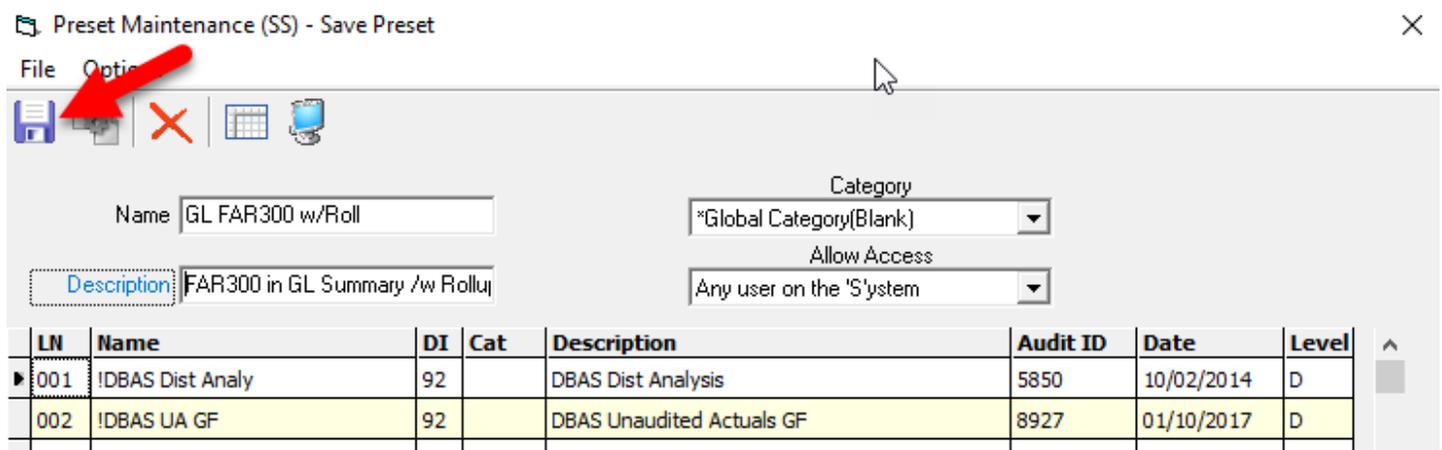
Saving Presets

If you commonly use the same or similar settings when running the report, you can save configuration settings so that you do not have to reselect the selection criteria over and over again.

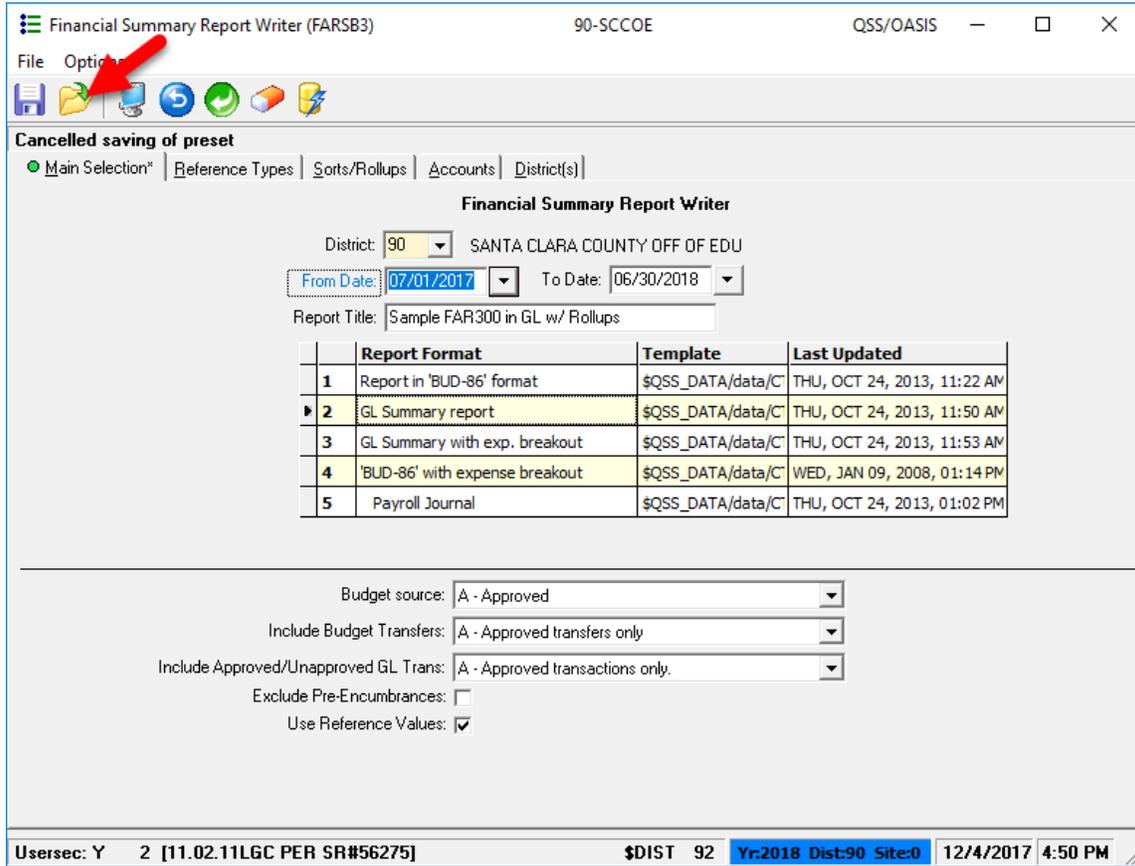
Once you have selected your criteria to your liking, click the “save” or disk icon in the upper left corner:



You will be brought to the Preset Maintenance window. Give the preset a name and description, then click the “save” or disk icon in the upper left corner:



Your preset will be saved in the Preset Maintenance window. To access it, from the Financial Summary Report Writer menu, click the Folder icon:



You will be brought to the Preset Maintenance load window where you can load your preset by finding it in the Search bar and clicking the “gear” icon. Once your preset is loaded, you can modify the settings or run the report as normal by clicking the lightning bolt icon:

