

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**:

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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:

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Financial Activity Report (FAR 110)		FARSUB. JOBGLD			
Financial Summary Report (FAR300)		FARSB3.JOBGLD			
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Last modified by RA 12/4/2017



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:

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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:

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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:

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Sample of FAR300 in BUD-86 Format:

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Santa Clara County Office of Education

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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.

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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.

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Accounts Tab

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

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Districts Tab

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

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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:

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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:

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

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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:

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