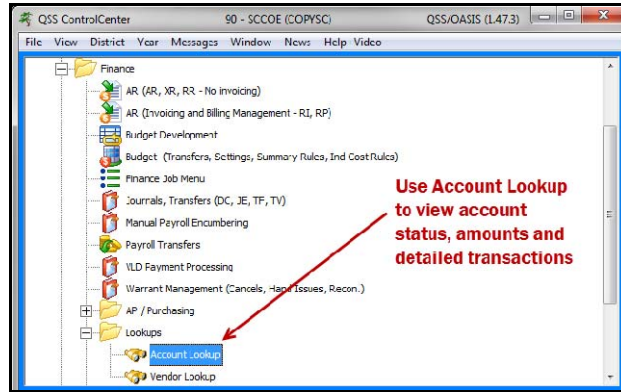


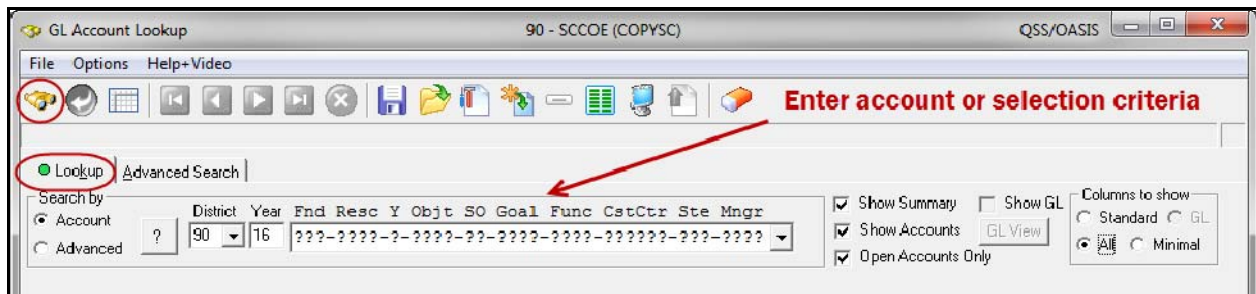
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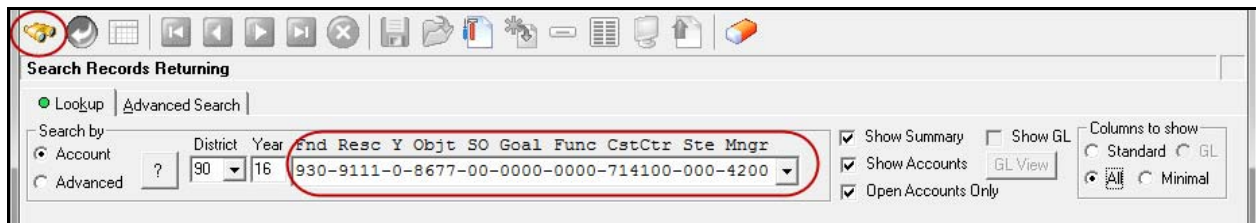
Use **QCC Account Lookup** option to view account detail or maintain account status.



(You can use this option to look up a single account or enter a search filter to verify the total count of accounts that meet the selection criteria.)



In the example above, we have selected only “open” accounts and “all” columns to display the rollover flag column.



Basic Lookup: Enter a specific account number or use the wild cards to filter for a group of accounts, then click on the search icon (binoculars).

Pseudo Codes: If your district uses pseudo-codes, you can use the “/” key on the numeric keypad to change to pseudo-code entry mode and enter the pseudo-code to display the full account code.

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Summarized account information displays:

The screenshot shows the 'Lookup' tab selected in the 'Advanced Search' window. The search criteria are: District 90, Year 16, and Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr 930-9111-0-8677-00-0000-0000-714100-000-4200. The interface displays a summary table and a detailed data table.

Revenue Summary			
	Working	Revised	Approved
Budget:	74,000.00	74,000.00	74,000.00
Receipt:	23,364.00		
Pending:	.00		
Encumbered:	.00		
Total Committed:	23,364.00		
Balance:	50,636.00	50,636.00	50,636.00

	Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	ST	Pseudo	Working	Expensed	Pending	Enc	Committed	Balance	Revised	Approved	RollFlag
▶ 1	930-9111-0-8677-00-0000-0000-714100-000-4200	O	FP	74,000.00	23,364.00	.00	.00	23,364.00	50,636.00	74,000.00	74,000.00	Y

Select the **Display Account Activity** icon to show the fiscal year transactions for this account.

The screenshot shows the software's toolbar with various icons. A red circle highlights the 'Display account activity' icon, which is a green document with a magnifying glass. A red arrow points from the text 'Display account activity' to this icon. Below the toolbar, the 'Lookup' tab is visible with the same search criteria as in the previous screenshot.

The launch screen for **Account Activity** allows you to make selections to the activity you wish to display.

The 'Account Activity' dialog box is shown. It contains the following fields and options:

- Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr: 930-9111-0-8677-00-0000-0000-714100-000-4200
- Budget Type: A - Approved
- Date: 07/01/2015
- Include Budget Transfers:
- Include Unapproved Budget Transfers:
- Include Unapproved GL Transactions:
- Ascending Date Order:
- Buttons: OK, Cancel

Budget Type: Approved, Working or Revised

Include Budget Transfers: Applies only when Approved Budget is selected

Include Unapproved GL Transactions: Can be selected with any Budget Type

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Account Lookup – Account Information

District: 090 Year: 2016 Account Activity QSS/OASIS
Page 1 of 1

Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr
930-9111-0-8677-00-0000-0000-714100-000-4200

Description:
Account status: Open Roll Flag: Y Pseudo Code: FP
Fund: 930 CONTRACT SERVICES
Resource: 9111 Applicant Fingerprint Svcs
ProjYear: 0 NOT APPLICABLE
Object: 8677 INTERAGENCY SERV BET LEAS
SubObjt: 00 INTERAGENCY SERV BET LEAS
Goal: 0000 UNDISTRIBUTED
Function: 0000 UNDEFINED
CostCent: 714100 APPLICANT FINGER PRINT L.SCAN
Site: 000 UNDEFINED
Manager: 4200 Kristin Olson, Director CPS

Start Date: 07/01/2015 Include: Unapproved GL Trx? N
Budget Type: Approved Budget Transfers? Y
Unapproved BT's? Y

/var/opt/qss/copysc/data/ACTDE last updated TUE, JAN 05, 2016, 11:06 PM

	Approved with BT's	Exp/Rec	Enc	Balance
Total:	74,000.00	20,848.00	0.00	53,152.00

1 account(s) and 99 detail record(s) selected.

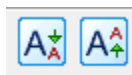
Reference	Date	Description	Approved with BT's	Exp/Rec	Enc	Balance
BG-000000	07/01/2015	BUDGET	74,000.00	0.00	0.00	74,000.00
RP-160210	07/04/2015	062515 \$74759.18 LH	0.00	750.00	0.00	73,250.00
RP-160209	07/13/2015	071315 \$51274.89 VP	0.00	225.00	0.00	73,025.00
RP-160400	07/20/2015	072015 \$42217.08 LH	0.00	150.00	0.00	72,875.00
RP-160397	07/21/2015	072115 \$173,795.91 LH	0.00	125.00	0.00	72,750.00
TF-600011	07/22/2015	DC500605 AR Reverse FY14-15DepositAccruals	0.00	-750.00	0.00	73,500.00
TF-600011	07/22/2015	DC600015 AR Reverse FY14-15DepositAccruals	0.00	-225.00	0.00	73,725.00
RP-160401	07/23/2015	072315 \$ 124684.03 VP	0.00	300.00	0.00	73,425.00

Account detail screen does not display “live” data. It displays the transactions from a nightly archived file (ACTDET). The last update of this file is displayed on the Account Activity screen.

Icons at the top of the screen provide the following options:



Screen Print



Adjust Fonts



Scroll Pages



Close current screen



Close all open detail screens



Grid output all transactions (can be exported into Excel)

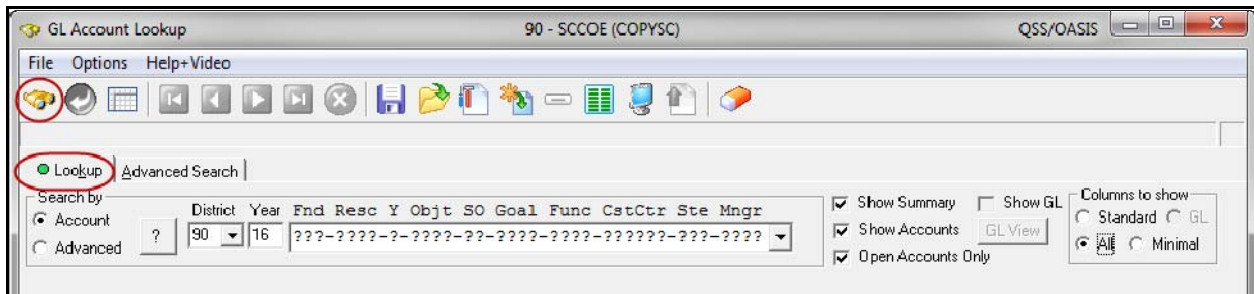
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If you move your cursor over the transaction Reference numbers on the Account Activity screen, any transaction that highlights in yellow can be used to drill down to the transaction detail.

Ln	Dist	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Debit	Credit	Description
1	090	930	9125	0	9120	00	0000	0000	0000	0000	0000	0.00	17,104.05	DC500610 AR
2	090	930	9125	0	8677	00	0000	0000	544080	000	3300	17,104.05	0.00	DC500610 AR
3	090	676	0000	0	9120	00	0000	0000	0000	0000	0000	0.00	546.48	DC500606 AR
4	090	800	0000	0	9209	00	0000	0000	0000	0000	0000	546.48	0.00	DC500606 AR
5	090	676	0000	0	9209	00	0000	0000	0000	0000	0000	0.00	546.48	DC500606 AR
6	090	676	0000	0	8699	00	0000	6000	716210	000	4100	546.48	0.00	DC500606 AR
7	090	800	0000	0	9120	00	0000	0000	0000	0000	0000	0.00	2,639.30	DC500606 AR
8	090	800	0000	0	8639	00	0000	7200	718030	000	2300	338.80	0.00	DC500606 AR
9	090	800	0000	0	8689	00	0000	7200	756070	000	2300	1,200.00	0.00	DC500606 AR
10	090	800	0000	0	8699	20	0000	7200	830000	000	4100	442.50	0.00	DC500606 AR
11	090	800	0000	0	8699	22	0000	7200	830000	000	4100	658.00	0.00	DC500606 AR
12	090	930	9125	0	9120	00	0000	0000	0000	0000	0000	0.00	1,255.00	DC500606 AR
13	090	930	9125	0	8677	00	0000	0000	544080	000	3300	1,255.00	0.00	DC500606 AR
14	090	676	0000	0	9120	00	0000	0000	0000	0000	0000	0.00	767.37	DC500605 AR
15	090	800	0000	0	9209	00	0000	0000	0000	0000	0000	767.37	0.00	DC500605 AR
16	090	676	0000	0	9209	00	0000	0000	0000	0000	0000	0.00	767.37	DC500605 AR
17	090	676	0000	0	8699	00	0000	6000	716210	000	4100	767.37	0.00	DC500605 AR
18	090	800	0000	0	9120	00	0000	0000	0000	0000	0000	0.00	811.93	DC500605 AR
19	090	800	0000	0	8639	00	0000	7200	718030	000	2300	75.93	0.00	DC500605 AR
20	090	800	0000	0	8699	21	0000	7200	830000	000	4100	407.00	0.00	DC500605 AR
21	090	800	0000	0	8699	22	0000	7200	830000	000	4100	329.00	0.00	DC500605 AR
22	090	801	0000	0	9120	00	0000	0000	0000	0000	0000	0.00	1.00	DC500605 AR
23	090	801	0000	0	8699	00	0000	8500	801010	000	2300	1.00	0.00	DC500605 AR
24	090	920	0242	0	9120	00	0000	0000	0000	0000	0000	0.00	1,572.79	DC500605 AR
25	090	920	0242	0	8699	00	3500	0000	113512	000	5200	1,572.79	0.00	DC500605 AR
26	090	930	9111	0	9120	00	0000	0000	0000	0000	0000	0.00	750.00	DC500605 AR
27	090	930	9111	0	8677	00	0000	0000	714100	000	4200	750.00	0.00	DC500605 AR
28	090	930	9125	0	9120	00	0000	0000	0000	0000	0000	0.00	2,680.00	DC500605 AR
29	090	930	9125	0	8677	00	0000	0000	544080	000	3300	2,680.00	0.00	DC500605 AR

You can also select a group of accounts using the wildcard selection option.



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Select the **Advanced Search** tab, and the Account Selection tab in that option to enter your group selection (the default is to include the selection, but you can also choose to exclude the selection), and then click on the **Search** icon (binoculars).

When the **Advanced Search** screen displays, enter the selection criteria desired and then click on the **Search** (binoculars) icon at the top of the screen. (In our example, we have selected all accounts that have an object that begins with 43??.)

9 Accts Read, 9 Accts Qualified, 9 Expense Accts Page: 1 of 1

Lookup **Advanced Search**

Search by: Account Advanced

District: 90 Year: 16

Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr: Exclude?

Show Summary Show GL Standard GL

Show Accounts GL View All Minimal

Open Accounts Only

Expense Summary				Working	Revised	Approved
Budget:		.00	.00	.00		
Expense:		.00				
Pending:		.00				
Encumbered:		.00				
Total Committed:		.00				
Balance:		.00	.00	.00		

	Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	800-0000-0-4310-00-8600-2100-400020-000-5100	O	400020431000	.00	.00	.00	.00	.00	.00
2	800-0000-0-4310-00-8600-7200-400010-000-5100	O	400010431000	.00	.00	.00	.00	.00	.00
3	889-0561-0-4310-00-3100-1000-455120-000-5200	O		.00	.00	.00	.00	.00	.00
4	889-0561-0-4310-00-3100-2100-676088-000-5200	O		.00	.00	.00	.00	.00	.00
5	889-0561-0-4310-00-3100-3900-676088-000-5200	O		.00	.00	.00	.00	.00	.00

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You can also use the **Additional Selection** tab in the **Advanced Search** options:

Field Name	From Value	To Value	Exclude?
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Account Status

Open
 Closed
 Both

Amount Filter

Field Type:

Low amount:

High amount:

Exclude Zeros:

Clear low/high

(After selecting a group of accounts, you can click on the account you wish to view for Account Detail and drill down transactions, similar to the steps used in the single account selection.)

Additional icons in the Account Lookup with give you the following options:



Save or Retrieve Presets



Account Maintenance



Wild Card Search for Account Activity



Account Summary



Mass Change Accounts



Clear Selection Criteria

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Account Lookup – Account Information
