



Office of Larry E. Reider
Kern County Superintendent of Schools

Educational Services Foundation

QSS Training

- General Ledger Report
- Board Financial Summary



General Ledger Report

- ✓ Provides you with a full list of all debits and credits that have hit the account within the time frame requested separated by object code

General Ledger

- ✓ Select General Ledger (3)
- ✓ Enter

WS92 DEFAULT.W92

File Edit Config Options Trouble Print Help

ENTER STOP BREAK PRNT SCR PRNT FF PRNT CLOSE HRESET SCREEN

District: 98 District Systems (Internal Business) Kern Co Schools
Year: 09

3 . . Select an option (H for help)

- > 1. APY - Accounts Payable
- 2. BDG - Budget
- 3. GLD - General Ledger
- 4. MNT - Maintenance
- 5. PAY - Payroll
- 6. PER - Personnel
- 7. PCL - Payables and Current Liabilities
- 8. ARS - Accounts Receivables
- 9. STR - Stores
- 10. FAS - Fixed Assets
- 11. SPL - Special Financial Menu
- 12. ECM - eCommerce
- 13. Transfer Imported Transactions to the HP
- 14. Post Imported GL Transactions to the Books
- 15. Change Back to District 98
- 16. Change to Another Year

First Menu Print Menu Explain Do Option Previous Menu Previous Option Next Option

NS/VT: hp.kern.org HP 3:27 NUM OVR 14:27 Fri Apr 03

Start TeleForm Monitor - [Stat... Novell GroupWise - Mailbox WS92 DEFAULT.W92 Microsoft PowerPoint - [...]

General Ledger

- ✓ Request Detailed General Ledger Reports (1)
- ✓ Enter

The screenshot shows a terminal window titled "WS92 DEFAULT.W92" with a menu for the "General Ledger System" for "District: 98" and "Year: 09". The menu options are:

- 1. Request Detailed General Ledger Reports
- 2. Request Cash in County Treasury Report
- 3. Inspect Account Balance
- 4. SACS Reporting System
- 5. Maintain General Ledger Transactions
- 6. Inspect Account Balance Detail
- 7. Sweep Account Balances

The first option is highlighted. The terminal window includes a top menu bar with "File Edit Config Options Trouble Print Help", a row of function keys (ENTER, STOP, BREAK, PRNT SCR, PRNT FF, PRNT CLOSE, HRESET, SCREEN), and a bottom row of navigation buttons (First Menu, Print Menu, Explain, Do Option, Previous Menu, Previous Option, Next Option). The system tray at the bottom shows the time as 14:30 on Fri Apr 03 and lists open applications like TeleForm Monitor, Novell GroupWise, and Microsoft PowerPoint.

General Ledger

- ✓Leave Defaults as is
- ✓Enter
- ✓Continue F7

WS92 DEFAULT.W92

File Edit Config Options Trouble Print Help

ENTER STOP BREAK PRNT SCR PRNT FF PRNT CLOSE HRESET SCREEN

District: 98 General Ledger Report Writer QSS/OASIS

Restricted: C Restricted Field: RE

Sort Sequence: FD

Rollup Levels: [12 empty boxes]

Page Break by: [1 empty box]

Choose from:

FD = FUND	SI = SITE	RE = RESOURCE	YR = PROJECT YEAR
SO = SUB-OBJECT	GO = GOAL	FN = FUNCTION	ST = SERVICE TYPE
DI = DISTRICT	SC = SCHOOL SITE		

Start Over [] [] [] [] [] [] Continue Return to Menu

NS/VT: hp.kern.org HP 3: 22 NUM OVR 14:50 Fri Apr 03

Start TeleForm Monitor - [Stat... Novell GroupWise - Mailbox WS92 DEFAULT.W92 Microsoft PowerPoint - [...]

General Ledger

✓ Report will say "Working..." at the bottom of page once sent

WS92 DEFAULT.W92

File Edit Config Options Trouble Print Help

ENTER STOP BREAK PRNT SCR PRNT FF PRNT CLOSE HRESET SCREEN

District: 98 General Ledger Report Writer QSS/OASIS

District: 98 KERN COUNTY SUPT OF SCHOOLS From date: 070108 To date: 063009

Report type: 1 Detailed G/L Detail Sorted by Date

App/Unapp GL Trans: A Summarize RC: Y Acct Desc: N Refs: N SO: N

Sort Levels: FD Restricted: C RE

Rollup Levels: Page break:

Field Sort/Selection Items

FD=FUND SI=SITE RE=RESOURCE YR=PROJECT YEAR OB=OBJECT SO=SUB-OBJECT GO=GOAL FN=FUNCTION

ST=SERVICE TYPE DI=DISTRICT SC=SCHOOL SITE

FD-STE-RESC-Y-OBJT. SO-GOAL-FUNC-ST-DIST-SCH

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Field Range Field Range Field Range

#J12921

Working...

Start Over Save Preset Launch Job Return to Menu

NS/VT: hp.kern.org HP 24: 1 NUM OVR 15:00 Fri Apr 03

Start TeleForm Monitor - [Stat... Novell GroupWise - Mailbox WS92 DEFAULT.W92 Microsoft PowerPoint - [...]

General Ledger

✓When General Ledger Report is ready to print it will show on the Local/Remote Print Spooler Screen

The screenshot shows a terminal window titled "WS92 DEFAULT.W92" with a menu bar (File, Edit, Config, Options, Trouble, Print, Help) and a row of function keys (ENTER, STOP, BREAK, PRNT SCR, PRNT FF, PRNT CLOSE, HRESET, SCREEN). The main display area has a dark blue background with white text. At the top, it says "District: 98", "Local/Remote Print Spooler", and "QSS/OASIS". Below that, "Option (H for help):" is followed by a cursor, and "File:" and "Job:" are followed by empty input boxes. A table of report entries is displayed:

File Report	Titles	Created	Job	Pages Lines
>982357 GLD110	DETAILED GENERAL LEDGER			0/4
	General Ed Services	04/03/09 3:32 PM	J12965	134

At the bottom of the terminal window, a status bar reads "LSPPOOL version H. 00. 10 compiled 05/28/04". Below this is a row of control buttons: Start Over, Re-read Files, Up Pointer, Down Pointer, Previous Page, Next Page, Select Unselect, and Return to Menu. The Windows taskbar at the bottom shows the system tray with "NS/VT: hp.kern.org", "HP", "3:33", "NUM", "OVR", and "15:33 Fri Apr 03". The taskbar also includes icons for Start, Internet Explorer, and several open applications: TeleForm Monitor, Novell GroupWise - Mailbox, Microsoft PowerPoint, and the active window WS92 DEFAULT.W92.



Board Financial Summary

- ✓ Provides you with total income and expenses and an ending balance for a particular resource

Board Financial Summary

- ✓Select Budget (2)
- ✓Enter

The screenshot shows a terminal window titled "WS92 DEFAULT.W92" with a menu of options. The menu is displayed on a blue background with white text. The options are numbered 1 through 16. Option 1, "APY - Accounts Payable", is highlighted with a white background. The terminal also shows the district and year information at the top left and a set of control buttons at the bottom.

District: 98 District Systems (Internal Business) Kern Co Schools
Year: 09

2...Select an option (H for help)

- > 1. APY - Accounts Payable
- 2. BDG - Budget
- 3. GLD - General Ledger
- 4. MNT - Maintenance
- 5. PAY - Payroll
- 6. PER - Personnel
- 7. PCL - Payables and Current Liabilities
- 8. ARS - Accounts Receivables
- 9. STR - Stores
- 10. FAS - Fixed Assets
- 11. SPL - Special Financial Menu
- 12. ECM - eCommerce
- 13. Transfer Imported Transactions to the HP
- 14. Post Imported GL Transactions to the Books
- 15. Change Back to District 98
- 16. Change to Another Year

Buttons at the bottom of the terminal window: First Menu, Print Menu, Explain, Do Option, Previous Menu, Previous Option, Next Option.

Taskbar at the bottom: NS/VT: hp.kern.org | HP | 3:26 | NUM | OVR | 15:23 Fri Apr 03

Windows taskbar: Start | TeleForm Monitor - [Stat... | Novell GroupWise - Mailbox | Microsoft PowerPoint - [... | WS92 DEFAULT.W92 | 3:23 PM

Board Financial Summary

- ✓ Financial Board Summary (6)
- ✓ Enter

WS92 DEFAULT.W92

File Edit Config Options Trouble Print Help

ENTER STOP BREAK PRNT SCR PRNT FF PRNT CLOSE HRESET SCREEN

District: 98 Budget Systems Kern Co Schools
Year: 09

6 ...Select an option (H for help)

> 1.	Update Working Budget	BGUPDT
2.	Request Budget Report Writer	BDXSUB
3.	Budget Development System	MENU
4.	Financial Activity Report	FARSUB
5.	SACS Financial Reporting System	MENU
6.	Financial Board Summary	GLD500
7.	Budget Transfers	BD0002
8.	Budget Sweeper	BTTF00
9.	Financial Statement	GLD400
10.	Update Working Budget via Detail	GLDDET
11.	"Fast" Budget Report Writer	BDF110
12.	Financial Summary Report	FAR300
13.	Create Budget Transfers from Bdg Dev	BTX110
14.	Create Budget Transfers from Pos Control (Sal/Ben)	

First Menu Print Menu Explain Do Option Previous Menu Previous Option Next Option

NS/VT: hp.kern.org IHP 3:26 NUM OVR 15:24 Fri Apr 03

Start TeleForm Monitor - [Stat... Novell GroupWise - Mailbox Microsoft PowerPoint - [... WS92 DEFAULT.W92 3:24 PM

Board Financial Summary

- ✓ Report Title- your choice of title used to identify the report
- ✓ Dates automatically default to 7/1-6/30. You can change the dates to any time period within fiscal year you are working in
- ✓ Leave the rest of the defaults as is
- ✓ Enter
- ✓ Continue F7

WS92 DEFAULT.W92

File Edit Config Options Trouble Print Help

ENTER STOP BREAK PRNT SCR PRNT FF PRNT CLOSE HRESET SCREEN

District: 98 Request Board Financial Summary QSS/OASIS

Report Title: General Ed Services

From Date: 070108 To Date: 063009 (MMDDYY)

Select Account Subset: Y (Y/N)

Include Approved/Unapproved GL Trans: A (A/U/B)

Break by Resource: N (Y = Fund/Resource, N = Fund only)

GLDSB5 H. 00. 00 compiled 08/14/98 20:45 Option: 0000

Start Over Help Obtain Preset Continue Return to Menu

NS/VT: hp.kern.org HP 3: 60 NUM OVR 15:25 Fri Apr 03

Start TeleForm Monitor - [Stat... Novell GroupWise - Mailbox Microsoft PowerPoint - [...] WS92 DEFAULT.W92 3:25 PM

Board Financial Summary

✓Enter

WS92 DEFAULT.W92

File Edit Config Options Trouble Print Help

ENTER STOP BREAK PRNT SCR PRNT FF PRNT CLOSE HRESET SCREEN

District: 98 Request Board Financial Summary QSS/OASIS

From: 070108 To: 063009 Report Title: General Ed Services
 GL Trans: A

Field Sort/Selection Items

FD=FUND ST=SERVICE TYPE
 SI=SITE DI=DISTRICT
 RE=RESOURCE SC=SCHOOL SITE
 YR=PROJECT YEAR
 OB=OBJECT
 SO=SUB-OBJECT
 GO=GOAL
 FN=FUNCTION

FD-STE-RESC-Y-OBJT. SO-GOAL-FUNC-ST-DIST-SCH
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Field	Range	Field	Range	Field	Range

Start Over Save Preset Launch Job Return to Menu

NS/VT: hp.kern.org HP 7:34 NUM OVR 15:26 Fri Apr 03

Start TeleForm Monitor - [Stat... Novell GroupWise - Mailbox Microsoft PowerPoint - [...] WS92 DEFAULT.W92 3:26 PM

Board Financial Summary

- ✓ Enter FUND 60, your resource code
- ✓ For more specific inquiries you can also enter object code and district code (if applicable)
- ✓ Enter
- ✓ Launch Job F7

WS92 DEFAULT.W92

File Edit Config Options Trouble Print Help

ENTER STOP BREAK PRNT SCR PRNT FF PRNT CLOSE HRESET SCREEN

District: 98 Request Board Financial Summary QSS/OASIS

From: 070108 To: 063009 Report Title: General Ed Services

GL Trans: A

Field Sort/Selection Items

FD=FUND ST=SERVICE TYPE
 SI=SITE DI=DISTRICT
 RE=RESOURCE SC=SCHOOL SITE
 YR=PROJECT YEAR
 OB=OBJECT
 SO=SUB-OBJECT
 GO=GOAL
 FN=FUNCTION

Field	Range	Field	Range	Field	Range

Start Over Save Preset Launch Job Return to Menu

NS/VT: hp.kern.org HP 7: 45 NUM OVR 15:27 Fri Apr 03

Start TeleForm Monitor - [Stat... Novell GroupWise - Mailbox Microsoft PowerPoint - [...] WS92 DEFAULT.W92 3:27 PM

Board Financial Summary

✓ Report will say "Working..." at the bottom of page once sent

WS92 DEFAULT.W92

File Edit Config Options Trouble Print Help

ENTER STOP BREAK PRNT SCR PRNT FF PRNT CLOSE HRESET SCREEN

District: 98 Request Board Financial Summary QSS/OASIS

From: 070108 To: 063009 Report Title: General Ed Services
GL Trans: A

Field Sort/Selection Items

FD=FUND ST=SERVICE TYPE
SI=SITE DI=DISTRICT
RE=RESOURCE SC=SCHOOL SITE
YR=PROJECT YEAR
OB=OBJECT
SO=SUB-OBJECT
GO=GOAL
FN=FUNCTION

FD-STE-RESC-Y-OBJT. SO-GOAL-FUNC-ST-DIST-SCH
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Field	Range	Field	Range	Field	Range

#J12960

Working...

Start Over Save Preset Launch Job Return to Menu

NS/VT: hp.kern.org HP 24: 1 NUM OVR 15:28 Fri Apr 03

Start TeleForm Monitor - [Stat... Novell GroupWise - Mailbox Microsoft PowerPoint - [...] WS92 DEFAULT.W92 3:28 PM

Board Financial Summary

✓When General Ledger Report is ready to print it will show on the Local/Remote Print Spooler Screen

The screenshot shows a window titled "WS92 DEFAULT.W92" with a menu bar (File, Edit, Config, Options, Trouble, Print, Help) and a toolbar with buttons for ENTER, STOP, BREAK, PRNT SCR, PRNT FF, PRNT CLOSE, HRESET, and SCREEN. The main display area is blue and contains the following text:

District: 98 Local/Remote Print Spooler QSS/OASIS

Option (H for help): File: Job:

File Report	Titles	Created	Job	Pages Lines
>982355	GLD500	BOARD FINANCIAL SUMMARY FOR PERIOD ENDING 06/30/09		1/2
	General Ed Services	04/03/09 3:29 PM	J12960	61

LSPPOOL version H. 00. 10 compiled 05/28/04

At the bottom of the window is a control panel with buttons: Start Over, Re-read Files, Up Pointer, Down Pointer, Previous Page, Next Page, Select Unselect, and Return to Menu.

The Windows taskbar at the bottom shows the Start button, system tray (NS/VT: hp.kern.org, HP, 3:33, NUM, OVR, 15:29 Fri Apr 03), and open applications (TeleForm Monitor, Novell GroupWise, Microsoft PowerPoint, WS92 DEFAULT.W92).