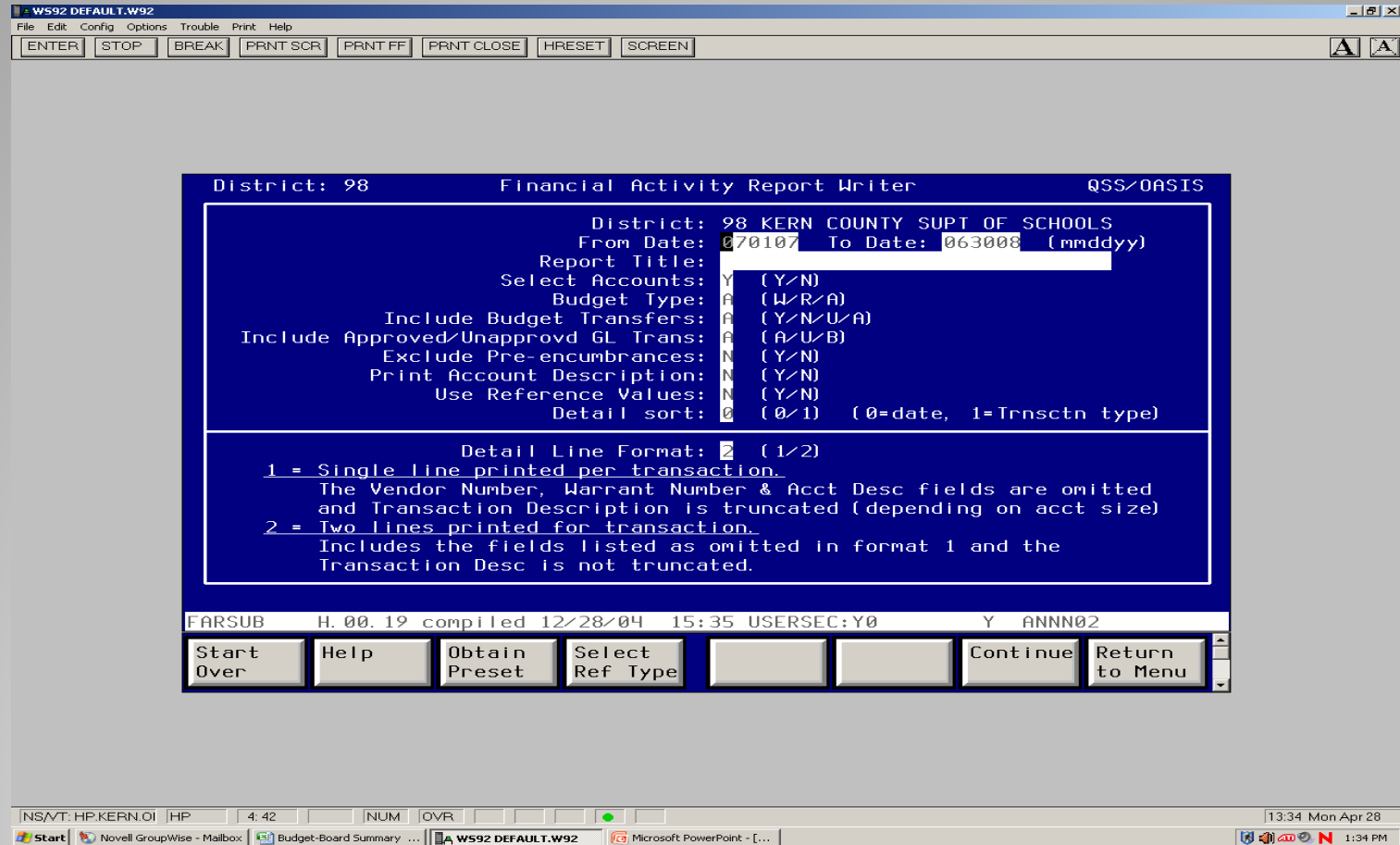


Office of Larry E. Reider
Kern County Superintendent of Schools

Internal Business Services

QSS Training – Financial Activity Report

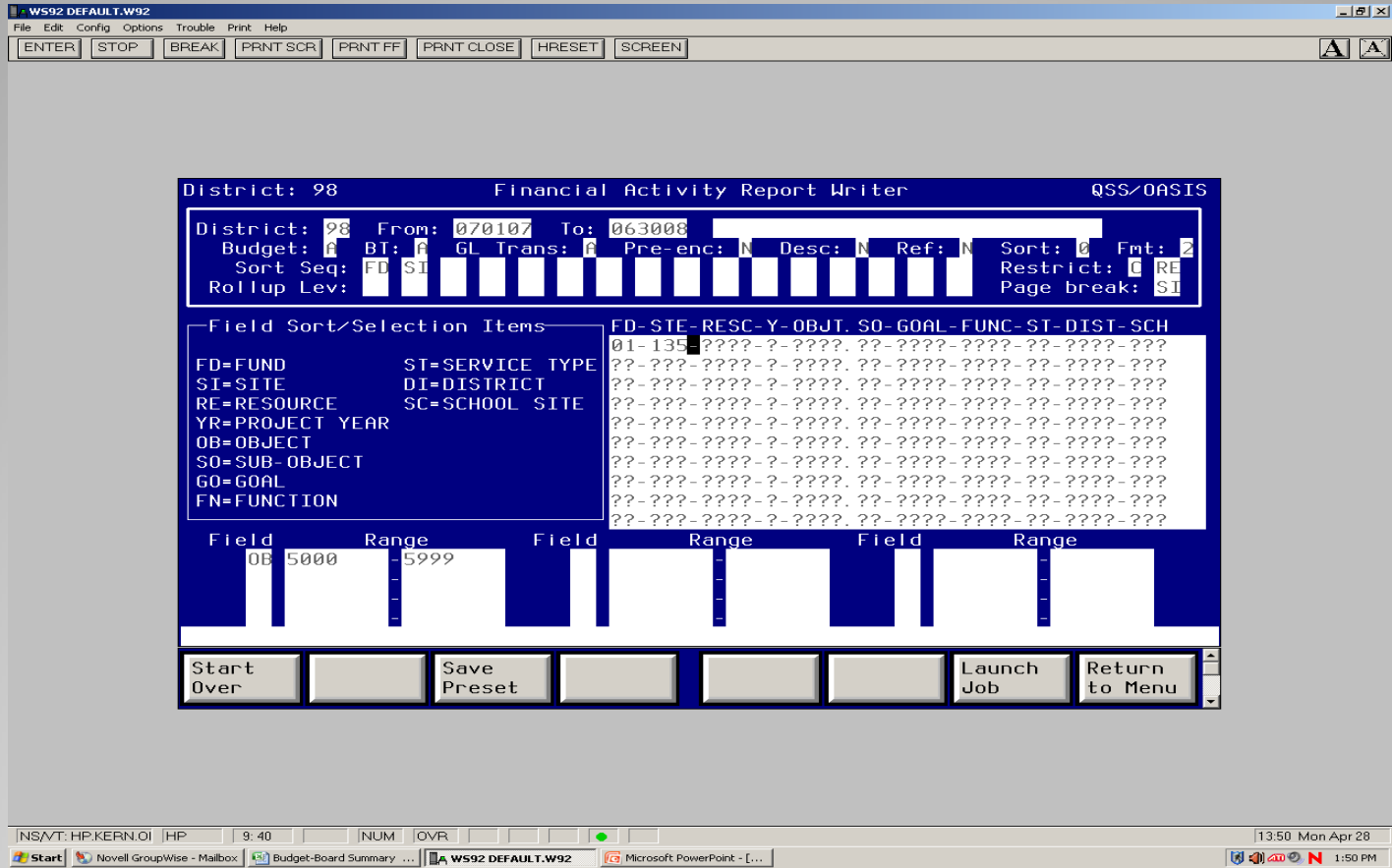


Dates default to 7/1 – 6/30 of the current fiscal year. You can change to any range of dates within the fiscal year that you want to see activity for.

Report Title = Your name or some way to identify your report.

The rest of the defaults can be left as they are.

Enter then F7 (continue)



For activity of a particular site(s) - enter the FD (fund) and STE (site #s). Enter and F7 (launch job).

If you want to look at the detail of activity for a group of object codes for example you would enter down in the bottom area the field (OB) and then the range of object codes you are wanting to look at activity on. Above the box in a listing of all of the different field sort selections you have. Enter and F7 (launch job).