PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

6/14/2016	Section J: Financial Reporting and Closing

[Topic 1A: Budget Master and Revenue Master Reports, V2.8]

Revision History

Date	Version	Description	Author
6/14/2016	2.8	16.02.00 – Reorganize *Topic 1: Monthly/Annual/Fiscal Report Processing* to make finding reports easier.	D. Ochala
03/02/2016	2.7	16.01.00 – Update logo and footers.	S. Scrivens
08/14/2014	2.6	14.02.00 – Added documentation for excluding accounts with zero budget activity when printing the *Budget Master: Account Activity Summary List* report.	D. Ochala
04/10/2014	2.5	14.01.00 – Added documentation for excluding accounts with zero budget activity when printing the *Budget Master: Account Activity Detail List* report.	D. Ochala
04/01/2013	2.4	13.01.00 – Added information for creating .csv export files when running the *Account Activity Detail List* for both the Budget Master and the Revenue Master.	D. Ochala
10/11/2011	2.3	11.03.00 – Added documentation for account range selection options when printing budget and revenue reports.	D. Ochala
07/06/2010	2.2	10.02.00 – Added information for creating .csv export files when running the *Account Activity Summary List* for both the Budget Master and the Revenue Master.	D. Ochala
09/28/2008	2.1	08.03.00 – Added *Revenue Account Activity Detail List* prior year receivables and prior year closing adjustments and current closing adjustments information, and screenshot example.	C. W. Jones
3/24/2008	2.0	08.01.00 – Added *Revenue Summary of Activity* prior year receivable information.	C. W. Jones

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Overview

Budget Account Master Report Processing:

- Budget Account Master Report: The *Budget Account Master Report* lists school district and system account activity by individual account activity, or in summary format.

- Budget Chart of Accounts: The *Budget Chart of Accounts* lists school district and system budget accounts.

- Create Budget Master Export File: The *Budget Master Account Activity Detail (or Summary) List* allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the Budget Master data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- Detail Monthly Estimated vs. Actual Expenses Report: The *Detail Monthly Estimated vs. Actual Expenses Report* lists anticipated monthly expenses and actual monthly expenses for comparison. Print the results by individual account detail or in account summary format.

Revenue Account Master Report Processing:

- Revenue Account Master Report: The *Revenue Account Master Report* lists account activity by individual account activity, or in summary activity format. When printed in summary format, PCGenesis includes prior year accounts receivable information closed within the current year. This information corresponds to both the *Revenue Inquiry* screen and the *General Ledger* where appropriate.

- Revenue Account Detail and Summary of Activity Reports: These reports provide revenue account activity in either detail or summary format. When generated in detail format PCGenesis also provides prior year receivable, and prior year and current year closing adjustment information.

- Revenue Chart of Accounts: The *Revenue Chart of Accounts* lists school district or system revenue accounts.

- Create Revenue Master Export File: The *Revenue Master Account Activity Detail (or Summary) List* allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the Revenue Master data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- Detail Monthly Estimated vs. Actual Expenses Report: The *Detail Monthly Estimated vs. Actual Expenses Report* lists anticipated monthly expenses and actual monthly expenses for comparison. Print the results by individual account detail or in account summary format.
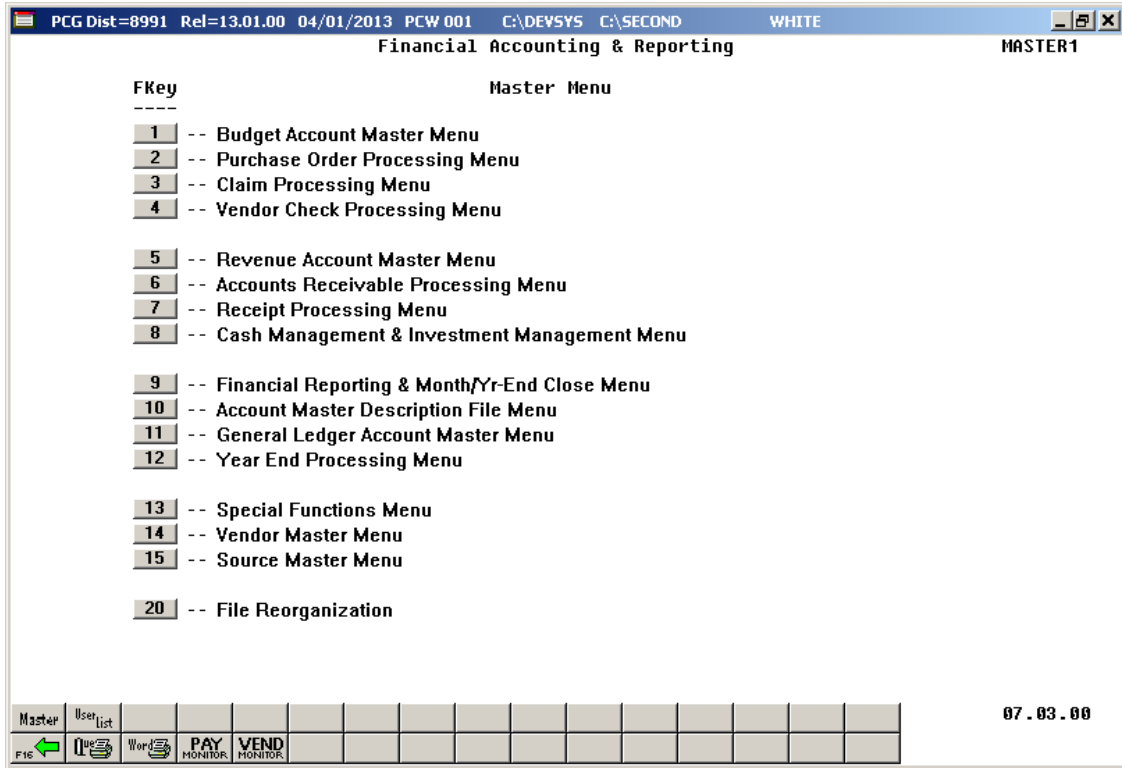
- Revenue vs. Expense Cash Flow Summary Report: The *Revenue vs. Expense Cash Flow Summary Report* allows for a comparison of revenue to its cash flow expenditures by overall summary.

Screen Print: The screen print feature allows the user to obtain a screen print of the account selection options on various report screens. The screen print feature is available on Budget Master/Revenue Master report screens which have the (**F17** – Print Screen) button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Procedure A: Budget Account Master Report Processing

A1. Printing the Budget Account Master Report by Detail or Summary Account Activity

Step	Action
1	Select ⬛ **9** (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select ___3___ (**F3 -** Budget & Revenue Account Master Reports Menu).

The following screen displays:
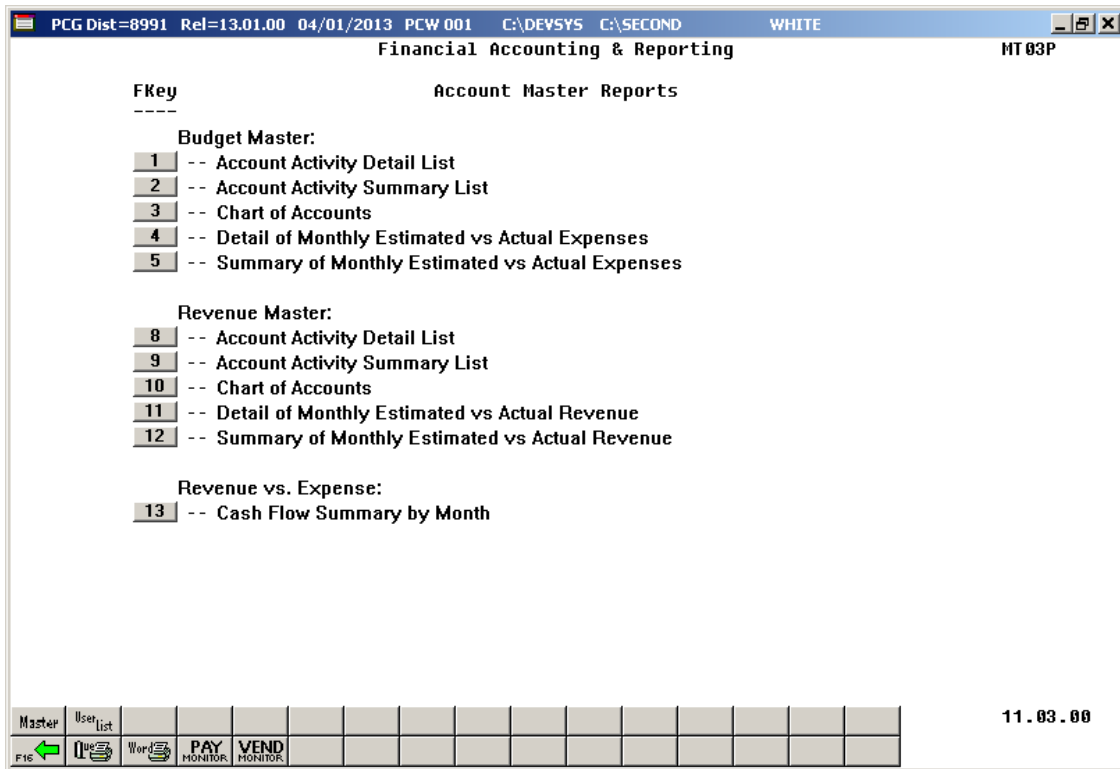
Step	Action
3	**For Detail account activity:** Select _1_ (**F1 -** Budget Master: Account Activity Detail List). **For Summary account activity:** Select _2_ (**F2 -** Budget Master: Account Activity Summary List).

For **F1 -** *Budget Master: Account Activity Detail List* selections, the following screen displays:

```
PCG Dist=8991 Rel=14.02.01 08/14/2014 PCW 001 SV C:\DEVSYS C:\SECOND        WHITE            _ |8|X|
                                                                                      ACCT0330
                              Budget Detail by Account
                                                        F10 to Enable Range Options
               Select a specific account number or
                enter partial selection criteria:         Optional  Optional  Optional
                                                    Include - Range  Exclude - Range
                 (XX      = All Years    )          XX    - XX       XX     - XX
                 (XXX     = All Funds    )          XXX   - XXX      XXX    - XXX
                 (X       = All Fiscal   )          X     - X        X      - X
                 (XXXX    = All Programs )          XXXX  - XXXX     XXXX   - XXXX
                 (XXXX    = All Functions)          XXXX  - XXXX     XXXX   - XXXX
                 (XXXXX   = All Objects  )          XXXXX - XXXXX    XXXXX  - XXXXX
                 (XXXX    = All Facilities)         XXXX  - XXXX     XXXX   - XXXX
                 (X       = All Buildings )         X     - X        X      - X
                 (XXXXXX = All Additional)          XXXXXX - XXXXXX  XXXXXX - XXXXXX
                                                        Optional  Optional  Optional

                                                        F10 to Enable Range Options

               Enter Sequence to be Printed: A      (A = Account Number)
                                                    (P = Program)
                                                    (F = Function)
                                                    (O = Object)
                                                    (Y = Facility & Bldg)

               Enter 'X' next to account exclusions: _  Non-Expenditure (In-and-Out Items)
                                                     _  Expenditure     (Actual Expenses)

           Exclude Accounts with Zero Budget & Activity? N  N=No, Y=Yes


  ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit     F1 = Select Multiple Accounts
 ENTER✓  F1                                          F10                            14.02.00
 F16◄    🖶
```

For **F2 -** *Budget Master: Account Activity Summary List* selections, the following screen displays:

```
PCG Dist=8991 Rel=14.02.01 08/14/2014 PCW 001 SV C:\DEVSYS C:\SECOND        WHITE            _ |8|X|
                                                                                      ACCT0300
                              Budget Summary by Account
                                                        F10 to Enable Range Options
               Select a specific account number or
                enter partial selection criteria:         Optional  Optional  Optional
                                                    Include - Range  Exclude - Range
                 (XX      = All Years    )          XX    - XX       XX     - XX
                 (XXX     = All Funds    )          XXX   - XXX      XXX    - XXX
                 (X       = All Fiscal   )          X     - X        X      - X
                 (XXXX    = All Programs )          XXXX  - XXXX     XXXX   - XXXX
                 (XXXX    = All Functions)          XXXX  - XXXX     XXXX   - XXXX
                 (XXXXX   = All Objects  )          XXXXX - XXXXX    XXXXX  - XXXXX
                 (XXXX    = All Facilities)         XXXX  - XXXX     XXXX   - XXXX
                 (X       = All Buildings )         X     - X        X      - X
                 (XXXXXX = All Additionals)         XXXXXX - XXXXXX  XXXXXX - XXXXXX
                                                        Optional  Optional  Optional

                                                        F10 to Enable Range Options

               Enter Sequence to be Printed: A      (A = Account Number)
                                                    (P = Program)
                                                    (F = Function)
                                                    (O = Object)
                                                    (Y = Facility/Building)

               Enter 'X' next to account exclusions: _  Non-Expenditure (In-and-Out Items)
                                                     _  Expenditure     (Actual Expenses)

           Exclude Accounts with Zero Budget & Activity? N  N=No, Y=Yes


  ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit     F1=Select Multiple Accounts
 ENTER✓  F1                                          F10                            14.02.00
 F16◄    🖶
```

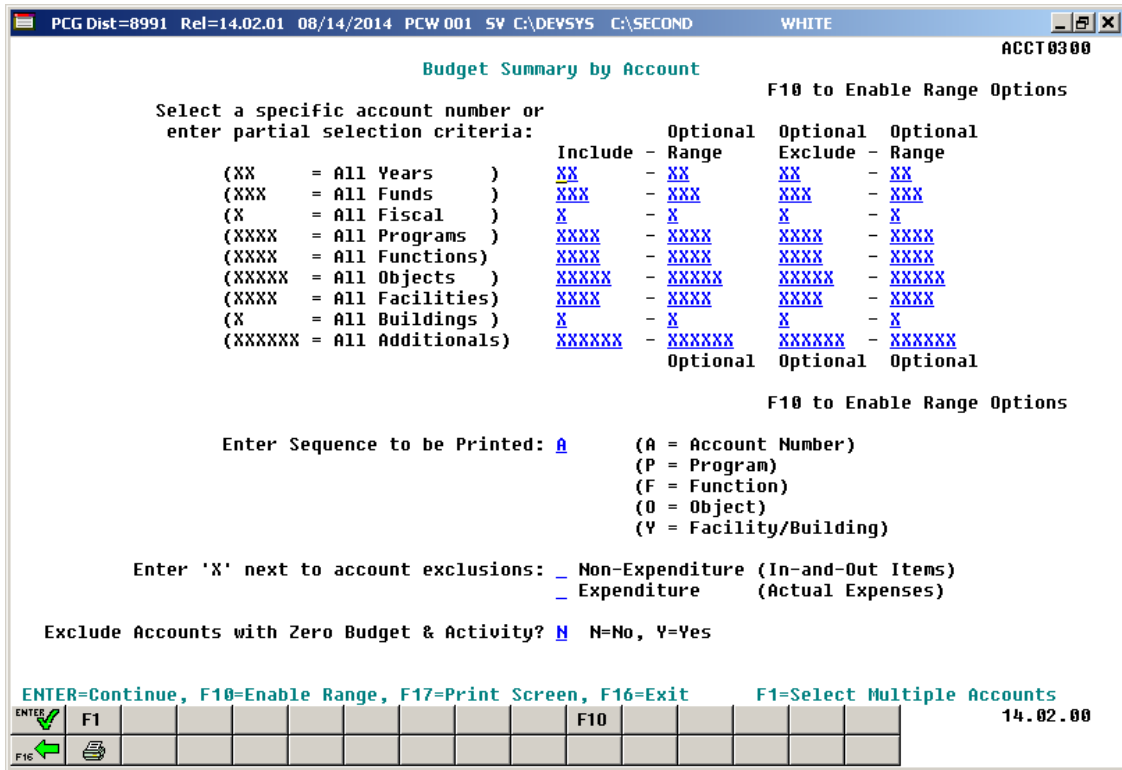| Step	Action
4	**For all account activity:** Leave the **Select a Specific Account Number or Enter Partial Selection Criteria** fields blank.
	For a specific budget account's activity: Make the appropriate entries within the **Select a Specific Account Number or Enter Partial Selection Criteria** field(s). Enter a complete or partial account number. The specified accounts will be included in the budget report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the report results. An X in a specified account position indicates that all values match. For example, if a program code is specified as 31XX, only accounts with program code values of 3100 thru 3199 will be included in the budget report results.
	For a range of budget accounts' activity: Select **F10** (**F10** - Enable Range), and proceed to *Step 12*.
	For multiple budget accounts' activity: Select **F1** (**F1** - Select Multiple Accounts), and proceed to *Step 20.*
5	Enter **A** (Account Number), **P** (Program Code), **F** (Function Code), **O** (Object Code) or **Y** (Facility and Building Code) in the **Sequence** field to define the sort criteria.
6	**To exclude specific expenditure or non-expenditure account activity:** On the *Budget Detail/Summary by Account* screen, enter **X** in the **Non-Expenditure (In-and-Out Items)** or the **Expenditure (Actual Expenses)** field(s).
7	**To exclude accounts with zero activity:** On the *Budget Detail/Summary by Account* screen, to exclude accounts with zero activity, enter **Y** in the **Exclude accounts with zero budget & activity?** field. To print <u>all</u> accounts regardless of whether or not there is any activity, enter **N** in the in the **Exclude accounts with zero budget & activity?** field.
	Entering Y in this field will create shorter reports and require less paper for printing.
8	Select **ENTER** (**Enter**).
9	If desired, select 🖨 (**F17** – Print Screen) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
10	Select **ENTER** (**Enter**).
	"Processing Request" and/or "Budget Master Report being created" briefly display where appropriate.
11	Proceed to *Step 25*.

For **Step 4**- F10 (**F10** - Enable Range) selections, the following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ▣ PCG Dist=8991 Rel=14.02.01 08/14/2014 PCW 001 SV C:\DEVSYS C:\SECOND     WHITE      _ ▣ ✗ │
│                                                                            ACCT0300 │
│                          Budget Summary by Account                                 │
│                                                        F10 to Enable Range Options │
│             Select a specific account number or                                    │
│              enter partial selection criteria:        Optional  Optional  Optional │
│                                                      Include - Range   Exclude - Range │
│                  (XX    = All Years   )     XX    - XX       XX    - XX             │
│                  (XXX   = All Funds   )     XXX   - XXX      XXX   - XXX            │
│                  (X     = All Fiscal  )     X     - X        X     - X             │
│                  (XXXX  = All Programs )    XXXX  - XXXX     XXXX  - XXXX           │
│                  (XXXX  = All Functions)    XXXX  - XXXX     XXXX  - XXXX           │
│                  (XXXXX = All Objects  )    XXXXX - XXXXX    XXXXX - XXXXX          │
│                  (XXXX  = All Facilities)   XXXX  - XXXX     XXXX  - XXXX           │
│                  (X     = All Buildings )   X     - X        X     - X             │
│                  (XXXXXX = All Additionals) XXXXXX - XXXXXX  XXXXXX - XXXXXX        │
│                                                      Optional  Optional  Optional  │
│                                                                                    │
│                                                        F10 to Enable Range Options │
│                                                                                    │
│             Enter Sequence to be Printed: A      (A = Account Number)              │
│                                                  (P = Program)                     │
│                                                  (F = Function)                    │
│                                                  (O = Object)                      │
│                                                  (Y = Facility/Building)           │
│                                                                                    │
│         Enter 'X' next to account exclusions: _ Non-Expenditure (In-and-Out Items) │
│                                               _ Expenditure    (Actual Expenses)   │
│                                                                                    │
│      Exclude Accounts with Zero Budget & Activity? N  N=No, Y=Yes                   │
│                                                                                    │
│                                                                                    │
│   ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit    F1=Select Multiple Accounts │
│  ENTER✓  F1 │  │  │  │  │  │ F10 │  │  │  │            14.02.00                    │
│  F16◄   🖶  │  │  │  │  │  │    │  │  │  │                                         │
└──────────────────────────────────────────────────────────────────────────────┘
```

Although the screenshot examples display Budget summary account results, the steps also apply to Budget detail account activity results.
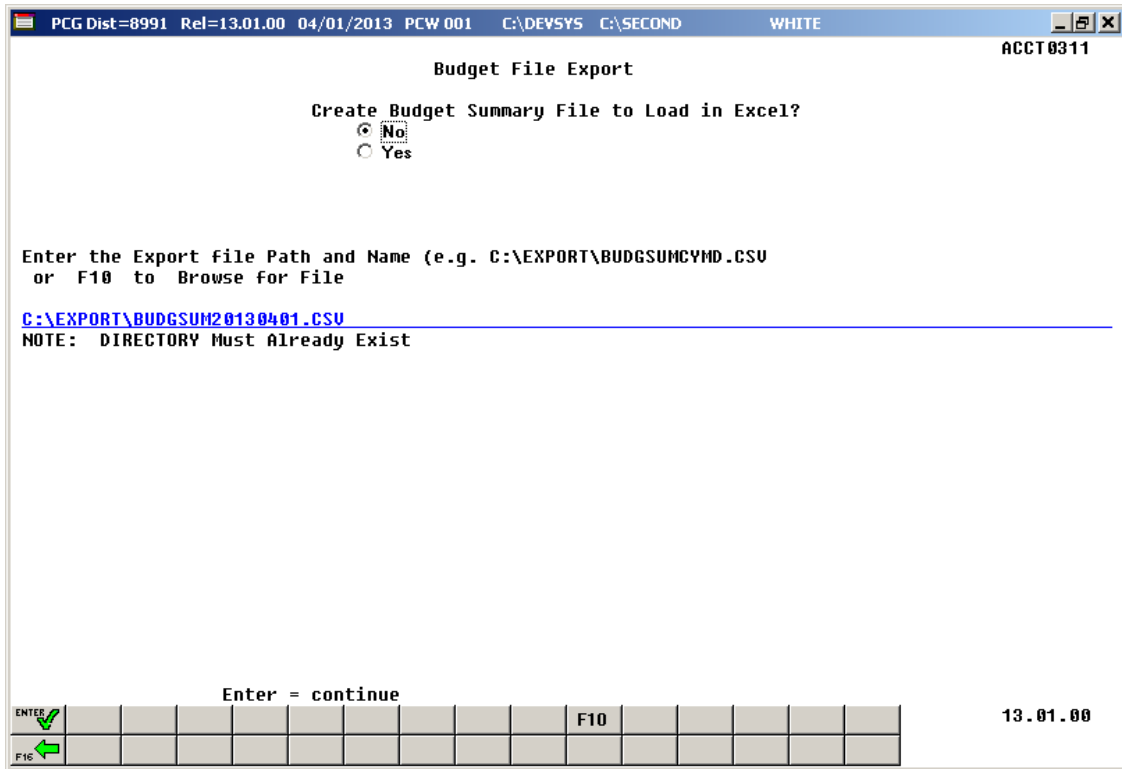
Step	Action
12	**For an optional <u>include</u> range of accounts:** Make the appropriate entries within the **Optional Include - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** include account range fields. The specified range of accounts will be included in the budget report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the budget report results. An X in a specified account position indicates that all values match. For example, if a program code include range is specified as 31XX – 35XX, only accounts with program code values of 3100 thru 3599 will be included in the budget report results.

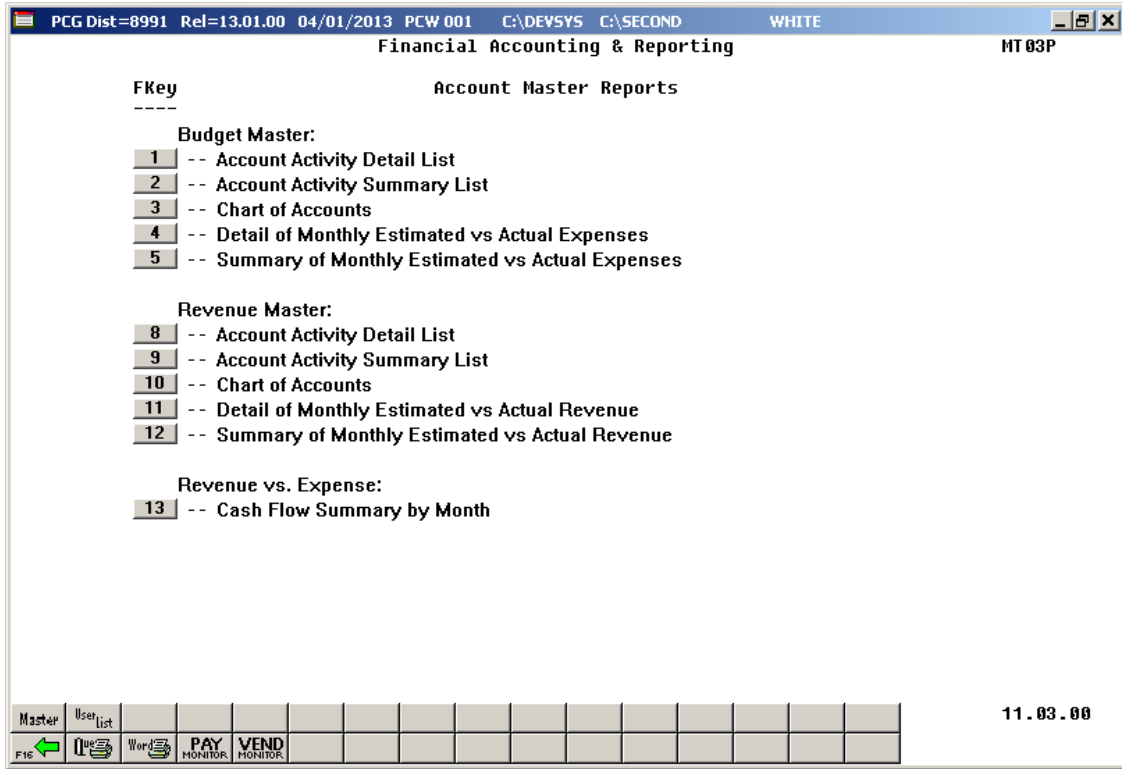| Step	Action
13	**For an optional <u>exclude</u> range of accounts:** Make the appropriate entries within the **Optional Exclude - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** exclude account range fields. The specified range of accounts will be excluded from the budget report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be excluded. An X in a specified account position indicates that all values match. For example, if a program code exclude range is specified as 32XX – 33XX, only accounts with program code values of 3200 thru 3399 will be excluded from the budget report results.
	For example, if the account years specified in the <u>include</u> range are entered as 09 – 12, but the account years specified in the <u>exclude</u> range are entered as 10 – XX, the account years printed on the report will be 09, 11, and 12. This same logic applies to each piece of the budget account specified: Year, Fund, Fiscal, Program, Function, Object, Facility, Building, and Additional.
14	Enter **A** (Account Number), **P** (Program Code), **F** (Function Code), **O** (Object Code) or **Y** (Facility and Building Code) in the **Sequence** field to define the sort criteria.
15	**To exclude specific expenditure or non-expenditure account activity:** On the *Budget Detail/Summary by Account* screen, enter **X** in the **Non-Expenditure (In-and-Out Items)** or the **Expenditure (Actual Expenses)** field(s).
16	Select (**Enter**).
17	If desired, select (**F17** – Print Screen) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
18	Select (**Enter**). *"Processing Request" and/or "Budget Master Report being created" briefly display where appropriate.*
19	Proceed to *Step 25*.

For **Step 4**- F1 (**F1** - Select Multiple Accounts) selections, the following screen displays:

```
PCG Dist=8991 Rel=13.01.00 04/01/2013 PCW 001   C:\DEVSYS  C:\SECOND      WHITE        _ |&| X|
                                                                                      ACCT0300

                 Enter random Account Numbers, and sequence to be printed:


          Yr Fnd F Prgm Fnct Objct Fcty B Addt'l   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l

             __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __
          00 __ __ _ ___ ___ ____ __ _ __        00 __ __ _ ___ ___ ____ __ _ __

          Sequence: A (A=Acct #, P=Program, F=Function, O=Object, Y=Fcty & Bldg)




          ENTER=Continue, F16=Exit, F17=Print Screen
   ENTER   F1                                        F10                          12.03.00
   F16
```

Step	Action
20	Enter the account information for up to thirty-four (34) accounts in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** fields.
21	Enter **A** (Account Number), **P** (Program Code), **F** (Function Code), **O** (Object Code) or **Y** (Facility and Building Code) in the **Sequence** field to define the sort criteria.
22	Select ENTER (**Enter**).
23	If desired, select (**F17** – Print Screen) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
24	Select ENTER (**Enter**). *"Processing Request" and/or "Budget Master Report being created" briefly display where appropriate.*

The following screen displays:

Although the screenshot examples display Budget summary account results, the steps also apply to Budget detail account activity results.

Step	Action
25	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create Budget Summary File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
26	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
27	**If creating an export file:** Enter **C:\EXPORT\BUDSUMccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
28	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN BUDGET CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 25 to enter the correct information.* *"Processing Request" and/or "Budget Master Report being created" briefly displays where appropriate.*

The following screen displays:

Step	Action
29	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word icon] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
30	Select ![F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu*.

A1.1. Budget Account Master Report (Detail) Account Activity Report – Example

```
REPORT DATE: 04-08-2014  TIME: 13:50          BUDGET MASTER FILE - DETAIL OF ACTIVITY                              PAGE    2
PROGRAM:    ACCT0340                              * SEQUENCED BY ACCOUNT *

                                    ** 14-402-0-1750-1000-11000-0195-1-000000 **

------------------------------------------------------ BUDGET MASTER ------------------------------------------------------

ACCOUNT NAME                            ORIGINAL        BUDG-AMOUNT        STATUS
TEACHER                                126,402.00       126,402.00          A

---------------------------------------------------------- CLAIMS ----------------------------------------------------------
                                                                                                                CK #/
VENDOR-SEQ  VENDOR NAME                   DATE     CLAIM AMT     PAID      AMT PAID  DESCRIPTION         PO #    STATUS
000003 1217 VENDOR 000003                07-31-13  10,014.18   07-31-13   10,014.18  PAYROLL                     PAID
000633 8231 VENDOR 000633                07-31-13  10,014.18-                   .00  STUFF                       CANCPY
                                                                                    10 AND 11 MONTH EMPLOYEES
000003 1192 VENDOR 000003                08-30-13  10,014.18   08-30-13   10,014.18  PAYROLL                     PAID
000633 8234 VENDOR 000633                08-31-13  10,014.18-                   .00  STUFF                       CANCPY
                                                                                    10 MONTH EMPLOYEES
000003 1166 VENDOR 000003                09-30-13  10,533.50   09-30-13   10,533.50  PAYROLL                     PAID
000003 1132 VENDOR 000003                10-31-13  10,533.50   10-31-13   10,533.50  PAYROLL                     PAID
000003 1102 VENDOR 000003                11-29-13  10,533.50   11-29-13   10,533.50  PAYROLL                     PAID
000003 1071 VENDOR 000003                12-19-13  10,533.50   12-19-13   10,533.50  PAYROLL                     PAID
000003 1045 VENDOR 000003                01-31-14  10,533.50   01-31-14   10,533.50  PAYROLL                     PAID
000003 1017 VENDOR 000003                02-28-14  10,533.50   02-28-14   10,533.50  PAYROLL                     PAID
000003 0990 VENDOR 000003                03-31-14  10,533.50   03-31-14   10,533.50  PAYROLL                     PAID

------------------------------------------------------ ACCOUNT TOTALS ------------------------------------------------------

** TOTALS **   CLAIMS:      73,734.50    PAID:      93,762.86    CLAIMS OPEN:         .00     PO'S OPEN:          .00

            PRIOR YEAR CANCELLED CLAIMS:       20,028.36-

** ACCOUNT BALANCE **      52,667.50
```

A1.2. Budget Account Master Report (Summary) Account Activity – Example

```
REPORT DATE: 04-08-2014  TIME: 13:51        BUDGET MASTER FILE - SUMMARY OF ACTIVITY                                      Page   1
PROGRAM:    ACCT0311                              * SEQUENCED BY ACCOUNT *

YR FND F PRGM FNCT OBJCT FCTY B ADDT'L
                              ORIGINAL      BUDG-AMOUNT       DISBURSED        CLAIMS*      OPEN P.O.'S       BALANCE

14-402-0-1750-1000-11000-0100-1-000000
   TEACHER                                                    5,473.50       5,473.50-

14-402-0-1750-1000-11000-0195-1-000000
   TEACHER                      126,402.00     126,402.00     93,762.86      20,028.36-                      52,667.50

        ** OBJECT 11000  TOTAL   126,402.00     126,402.00     99,236.36      25,501.86-                      52,667.50

14-402-0-1750-1000-14000-0100-1-000000
   Para                          28,935.00      28,935.00     21,407.19       4,528.44-                      12,056.25

14-402-0-1750-1000-14000-0195-1-000000
   Para                          29,890.00      29,890.00     22,184.38       4,749.06-                      12,454.68

        ** OBJECT 14000  TOTAL    58,825.00      58,825.00     43,591.57       9,277.50-                      24,510.93

14-402-0-1750-1000-19900-8010-0-000000
   FoCUS SCHOOL                   20,520.00      20,520.00     11,060.00                                       9,460.00

14-402-0-1750-1000-21000-0100-1-000000
   GHI                            15,192.00      15,192.00      6,659.60       2,486.20-                      11,018.60

14-402-0-1750-1000-21000-0195-1-000000
   GHI                            22,680.00      22,680.00     15,120.00       1,890.00-                       9,450.00

14-402-0-1750-1000-21000-8010-0-000000
   S/HEALTH SUM    INSTRUCTION

        ** OBJECT 21000  TOTAL    37,872.00      37,872.00     21,779.60       4,376.20-                      20,468.60

REPORT DATE: 04-08-2014  TIME: 13:51        BUDGET MASTER FILE - SUMMARY OF ACTIVITY                                      Page  13
PROGRAM:    ACCT0311                              * SEQUENCED BY ACCOUNT *

YR FND F PRGM FNCT OBJCT FCTY B ADDT'L
                              ORIGINAL      BUDG-AMOUNT       DISBURSED        CLAIMS*      OPEN P.O.'S       BALANCE

14-402-0-1770-2300-30010-8010-0-000000
   AUDIT COST

        ** PROGRAM 1770  TOTAL     60,000.00      61,466.00     12,756.95                                      48,709.05

    ****** GRAND      TOTAL      736,835.00     738,301.00    488,955.34      71,328.63-                     320,674.29
*Net of claims entered, paid, and cancelled in current fiscal year for account.
```
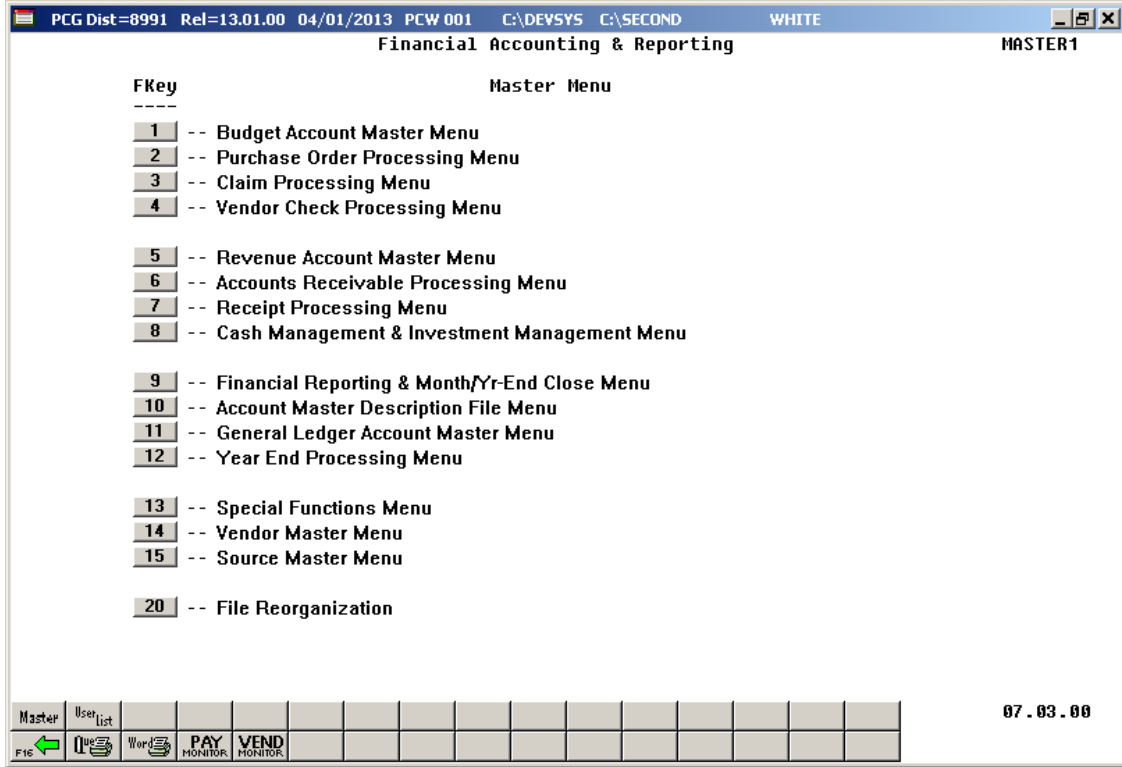
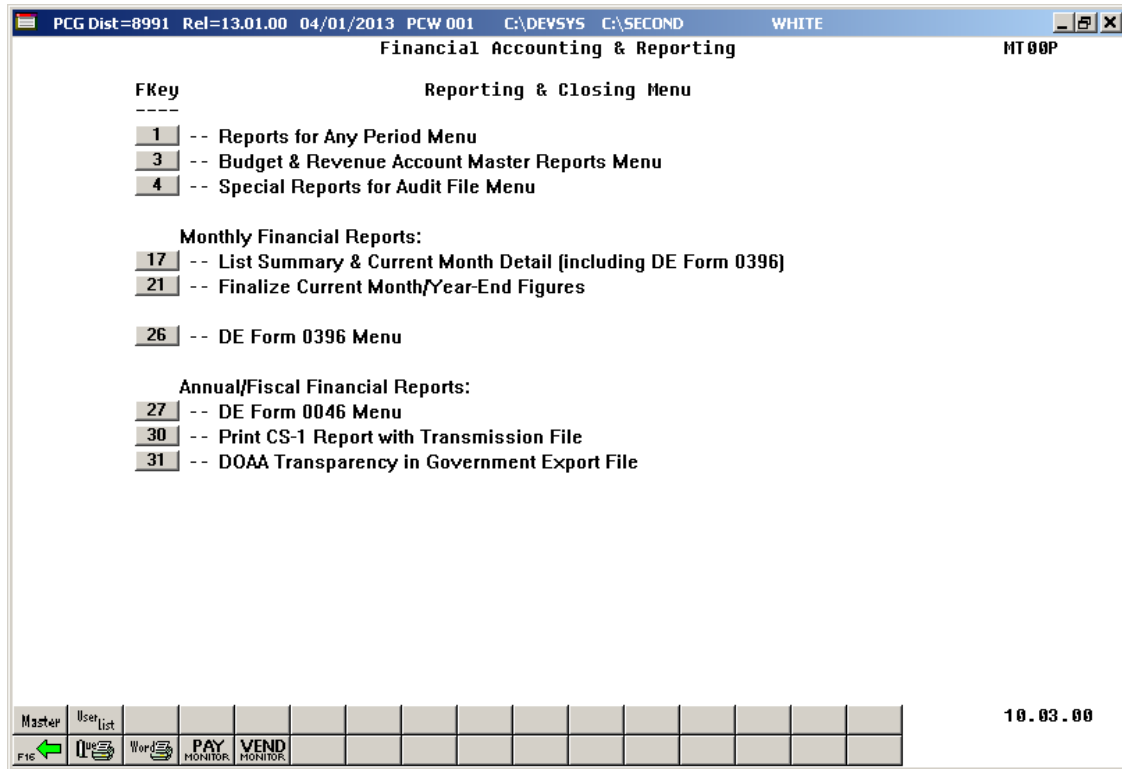# *A2. Printing the Budget Master Chart of Accounts*

Refer to *Financial Accounting and Reporting (FAR) System Operations Guide, Section A: Budget Account Master Processing* for instructions on printing the Budget Master Chart of Accounts.

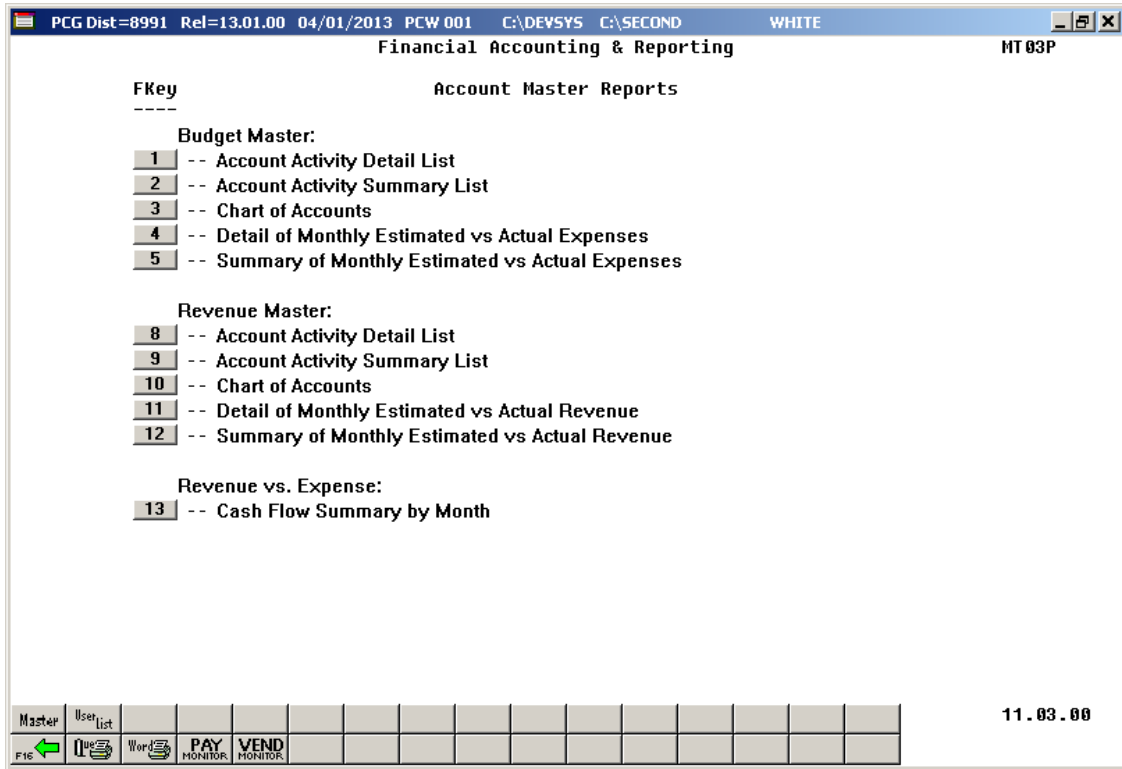# *A3. Printing the Budget Detail/Summary of Monthly Estimated vs. Actual Expenses Report*

Step	Action
1	Select **9** (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select ⬚**3** (**F3 -** Budget & Revenue Account Master Reports Menu).

The following screen displays:

Step	Action
3	**For Detail account activity:** Select ⬜4⬜ (**F4 -** Budget Master: Detail of Monthly Estimated vs Actual Expenses).
	For Summary account activity: Select ⬜5⬜ (**F5 -** Budget Master: Summary of Monthly Estimated vs Actual Expenses).

The following screen displays:
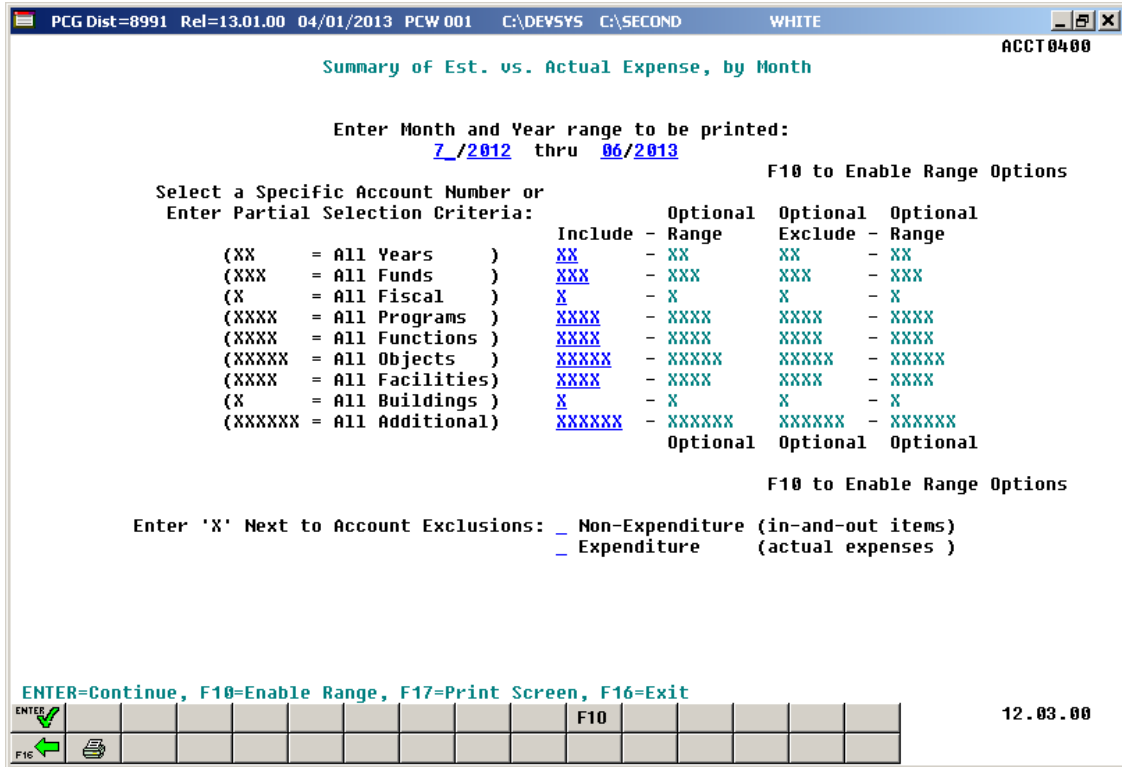
Although the screenshot examples display Monthly Estimated vs. Actual Expenses summary account results, these steps also apply to Monthly Estimated vs. Actual Expenses detail account activity results.

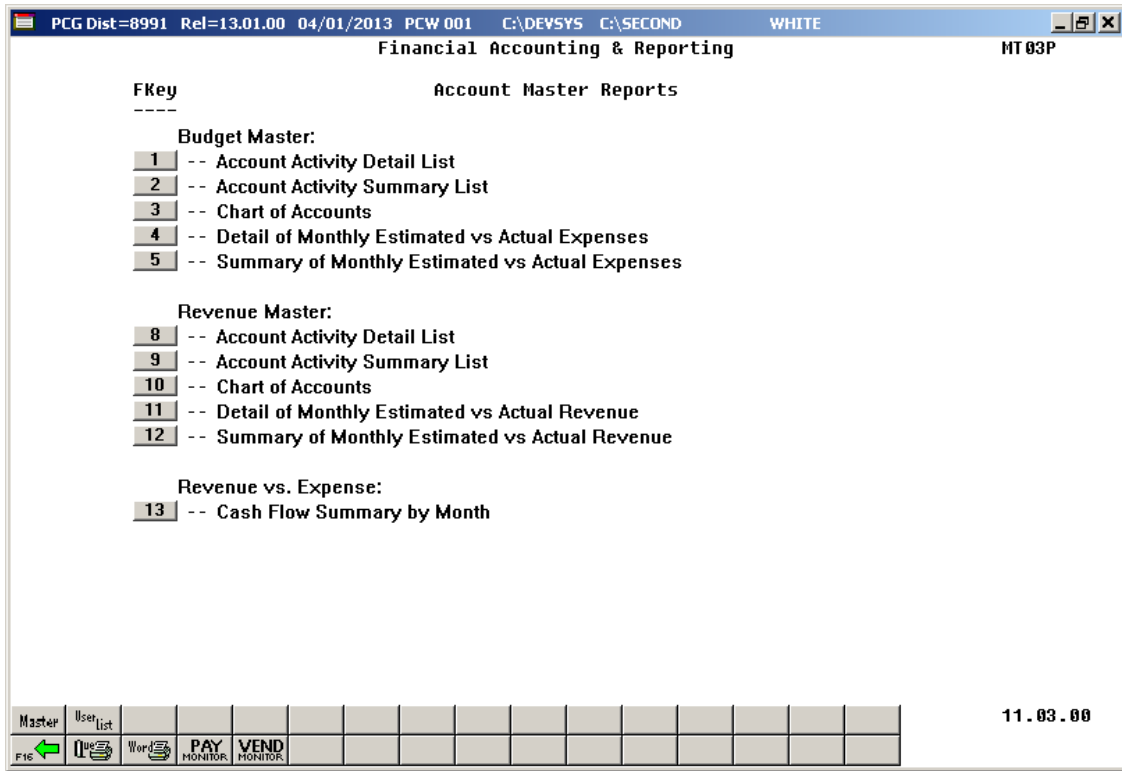| Step	Action
4	Enter the date range (MM YY) in the **Enter Month and Year range to be printed MM YY thru MM YY** fields.
5	**For all account activity:** Leave the **Select a Specific Account Number or Enter Partial Selection Criteria** fields blank. **For a specific budget account's activity:** Make the appropriate entries within the **Select a Specific Account Number or Enter Partial Selection Criteria** field(s). Enter a complete or partial account number. The specified accounts will be included in the expense report results. Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the report results. An X in a specified account position indicates that all values match. For example, if a program code is specified as 31XX, only accounts with program code values of 3100 thru 3199 will be included in the expense report results. **For a range of budget accounts' activity:** Select **F10** (**F10** - Enable Range), and proceed to *Step 11*.
6	**To exclude specific expenditure or non-expenditure account activity:** Enter **X** in the **Non-Expenditure (In-and-Out Items)** or in the **Expenditure (Actual Expenses)** field(s).

Step	Action
7	Select (**Enter**).
8	If desired, select printer (**F17 – Print Screen**) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
9	Select (**Enter**). *"Processing Request" and/or "Creating Summary (Detail) Report, by Month" briefly display where appropriate.*
10	Proceed to *Step 17*.

For **Step 5**- [F10] (**F10** - Enable Range) selections, the following screen displays:

```
 PCG Dist=8991  Rel=13.01.00  04/01/2013  PCW 001    C:\DEVSYS  C:\SECOND        WHITE            _ |□| X|
                                                                                             ACCT0400
                         Summary of Est. vs. Actual Expense, by Month


                          Enter Month and Year range to be printed:
                                 7_/2012   thru   06/2013
                                                      F10 to Enable Range Options
                   Select a Specific Account Number or
                   Enter Partial Selection Criteria:          Optional  Optional  Optional
                                                       Include – Range    Exclude – Range
                       (XX     = All Years      )       XX      – XX       XX      – XX
                       (XXX    = All Funds       )      XXX     – XXX      XXX     – XXX
                       (X      = All Fiscal      )      X       – X        X       – X
                       (XXXX   = All Programs   )       XXXX    – XXXX     XXXX    – XXXX
                       (XXXX   = All Functions  )       XXXX    – XXXX     XXXX    – XXXX
                       (XXXXX  = All Objects     )      XXXXX   – XXXXX    XXXXX   – XXXXX
                       (XXXX   = All Facilities)        XXXX    – XXXX     XXXX    – XXXX
                       (X      = All Buildings  )       X       – X        X       – X
                       (XXXXXX = All Additional)        XXXXXX  – XXXXXX   XXXXXX  – XXXXXX
                                                       Optional  Optional  Optional

                                                           F10 to Enable Range Options

                 Enter 'X' Next to Account Exclusions: _ Non-Expenditure  (in-and-out items)
                                                       _ Expenditure      (actual expenses )




      ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit
      ENTER ✓ |    |    |    |    |    |    |  F10  |    |    |    |    |    |          12.03.00
      F16 ←|  🖨 |    |    |    |    |    |    |    |    |    |    |    |
```

Step	Action
11	**For an optional <u>include</u> range of accounts:** Make the appropriate entries within the **Optional Include - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** include account range fields. The specified range of accounts will be included in the expense report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the budget report results. An X in a specified account position indicates that all values match. For example, if a program code include range is specified as 31XX – 35XX, only accounts with program code values of 3100 thru 3599 will be included in the budget report results.
12	**For an optional <u>exclude</u> range of accounts:** Make the appropriate entries within the **Optional Exclude - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** exclude account range fields. The specified range of accounts will be excluded from the expense report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be excluded. An X in a specified account position indicates that all values match. For example, if a program code exclude range is specified as 32XX – 33XX, only accounts with program code values of 3200 thru 3399 will be excluded from the expense report results.
	For example, if the account years specified in the <u>include</u> range are entered as 09 – 12, but the account years specified in the <u>exclude</u> range are entered as 10 – XX, the account years printed on the report will be 09, 11, and 12. This same logic applies to each piece of the budget account specified: Year, Fund, Fiscal, Program, Function, Object, Facility, Building, and Additional.
13	**To exclude specific expenditure or non-expenditure account activity:** On the *Budget Detail/Summary by Account* screen, enter **X** in the **Non-Expenditure (In-and-Out Items)** or the **Expenditure (Actual Expenses)** field(s).
14	Select ![ENTER] (**Enter**).
15	If desired, select ![printer] (**F17 – Print Screen**) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
16	Select ![ENTER] (**Enter**).
	"Processing Request" and/or "Creating Summary (Detail) Report, by Month" briefly display where appropriate.

The following screen displays:

Step	Action
17	**To print the report via the Uqueue Print Manager:** Select [Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select [Word icon] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
18	Select [F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select [Master icon] (**Master**) to return to the *Business Applications Master Menu*.

A3.1. Budgeted vs. Actual Expenditures (Detail) Report – Example

The final page of the report lists monthly and yearly budget, expenditure, and variance totals.

```
REPORT DATE: 08-14-2014  TIME: 10:08        BUDGETED VS. ACTUAL EXPENDITURES                      PAGE    11
                                                    INCLUDE                              EXCLUDE
                 ACCOUNT SELECTION MASK = XX-415-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
                                          XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
MAY, 2015

                                                                                                      ACTUAL
                   ACCOUNT                   DESCRIPTION                 BUDGETED        EXPENDED       VARIANCE
     15-415-0-1784-2210-11300-8010-0-000000  SUBSTITUTE
     15-415-0-1784-2210-11600-8010-0-000000  STIPENDS
     15-415-0-1784-2210-19100-8010-0-000000  OTHER MANAGEMENT SALARIES
     15-415-0-1784-2210-21000-8010-0-000000  S/HEALTH SUM   EX SUP SER INST
     15-415-0-1784-2210-22000-8010-0-000000  FICA/MED SUM   EX SUP SER INST
     15-415-0-1784-2210-23000-8010-0-000000  TRS SUMMARY    EX SUP SER INST
     15-415-0-1784-2210-30000-8010-0-000000  PURCHASED SERVICES
     15-415-0-1784-2210-58000-8010-0-000000  TRAVEL
     15-415-0-1784-2210-61000-8010-0-000000  SUPPLIES
     15-415-0-1784-2210-64200-8010-0-000000  BOOKS
     15-415-0-1784-2210-81000-8010-0-000000  DUES AND FEES

                        *** TOTAL FOR MONTH

REPORT DATE: 08-14-2014  TIME: 10:08        BUDGETED VS. ACTUAL EXPENDITURES                      PAGE    12
                                                    INCLUDE                              EXCLUDE
                 ACCOUNT SELECTION MASK = XX-415-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
                                          XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
JUN, 2015

                                                                                                      ACTUAL
                   ACCOUNT                   DESCRIPTION                 BUDGETED        EXPENDED       VARIANCE
     15-415-0-1784-2210-11300-8010-0-000000  SUBSTITUTE
     15-415-0-1784-2210-11600-8010-0-000000  STIPENDS
     15-415-0-1784-2210-19100-8010-0-000000  OTHER MANAGEMENT SALARIES
     15-415-0-1784-2210-21000-8010-0-000000  S/HEALTH SUM   EX SUP SER INST
     15-415-0-1784-2210-22000-8010-0-000000  FICA/MED SUM   EX SUP SER INST
     15-415-0-1784-2210-23000-8010-0-000000  TRS SUMMARY    EX SUP SER INST
     15-415-0-1784-2210-30000-8010-0-000000  PURCHASED SERVICES
     15-415-0-1784-2210-58000-8010-0-000000  TRAVEL
     15-415-0-1784-2210-61000-8010-0-000000  SUPPLIES
     15-415-0-1784-2210-64200-8010-0-000000  BOOKS
     15-415-0-1784-2210-81000-8010-0-000000  DUES AND FEES

                        *** TOTAL FOR MONTH

                        *** TOTAL FOR YEAR                              2,076.44        2,076.44-
```
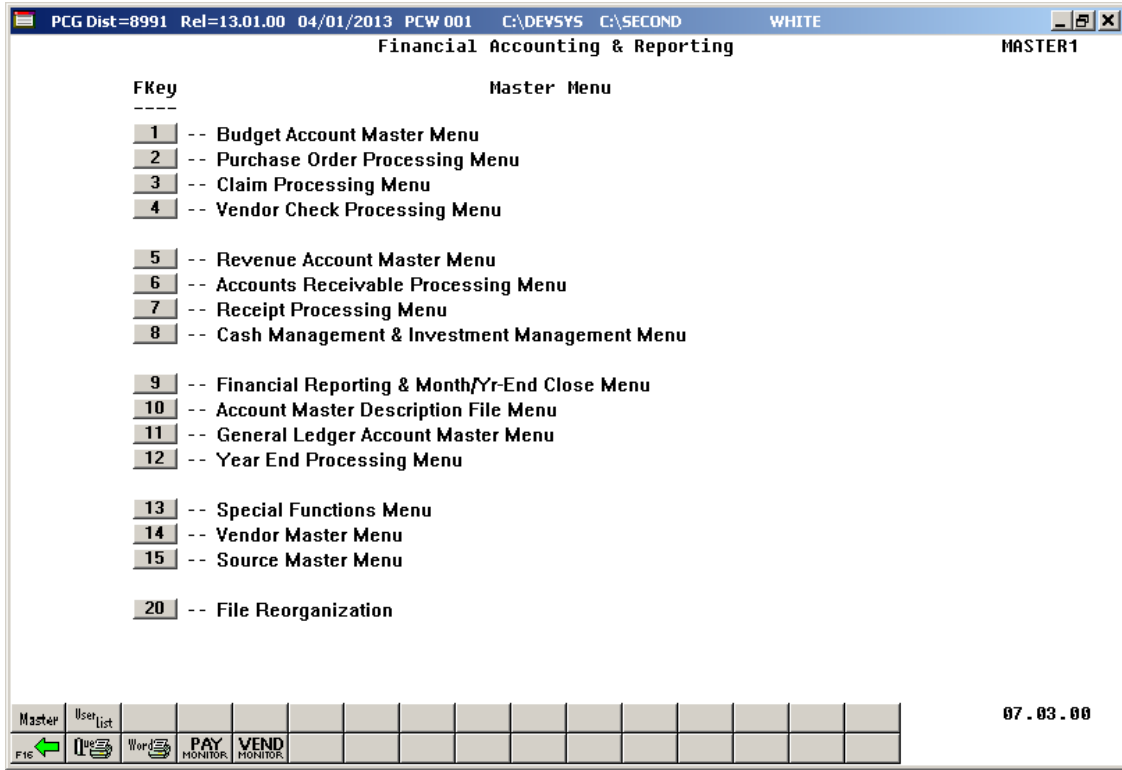
A3.2. Budgeted vs. Actual Expenditures (Summary) Report – Example

```
REPORT DATE: 08-14-2014  TIME: 10:31              BUDGETED VS. ACTUAL EXPENDITURES                                    PAGE    1
                                                           INCLUDE                                    EXCLUDE
          ACCOUNT SELECTION MASK = XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
                                   XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX


                                                             ACTUAL
                        2013/2014          BUDGETED         EXPENDED            VARIANCE
                          JUL            1,459,671.03     1,354,547.27         105,123.76
                          AUG            1,487,375.13     1,687,290.91         199,915.78-
                          SEP            1,487,372.64     1,607,230.57         119,857.93-
                          OCT            1,488,187.45     1,668,351.43         180,163.98-
                          NOV            1,487,372.82     1,443,350.56          44,022.26
                          DEC            1,459,328.22     1,418,275.29          41,052.93
                          JAN            1,464,051.99     1,459,825.59           4,226.40
                          FEB            1,487,375.90     2,371,101.58         883,725.68-
                          MAR            1,487,370.31     1,955,888.51         468,518.20-
                          APR            1,571,926.73     2,470,925.58         898,998.85-
                          MAY            1,487,370.53     1,388,151.96          99,218.57
                          JUN            1,487,375.29     1,358,786.25         128,589.04

                                        17,854,778.04    20,183,725.50       2,328,947.46-
```

Procedure B: Revenue Account Master Report Processing

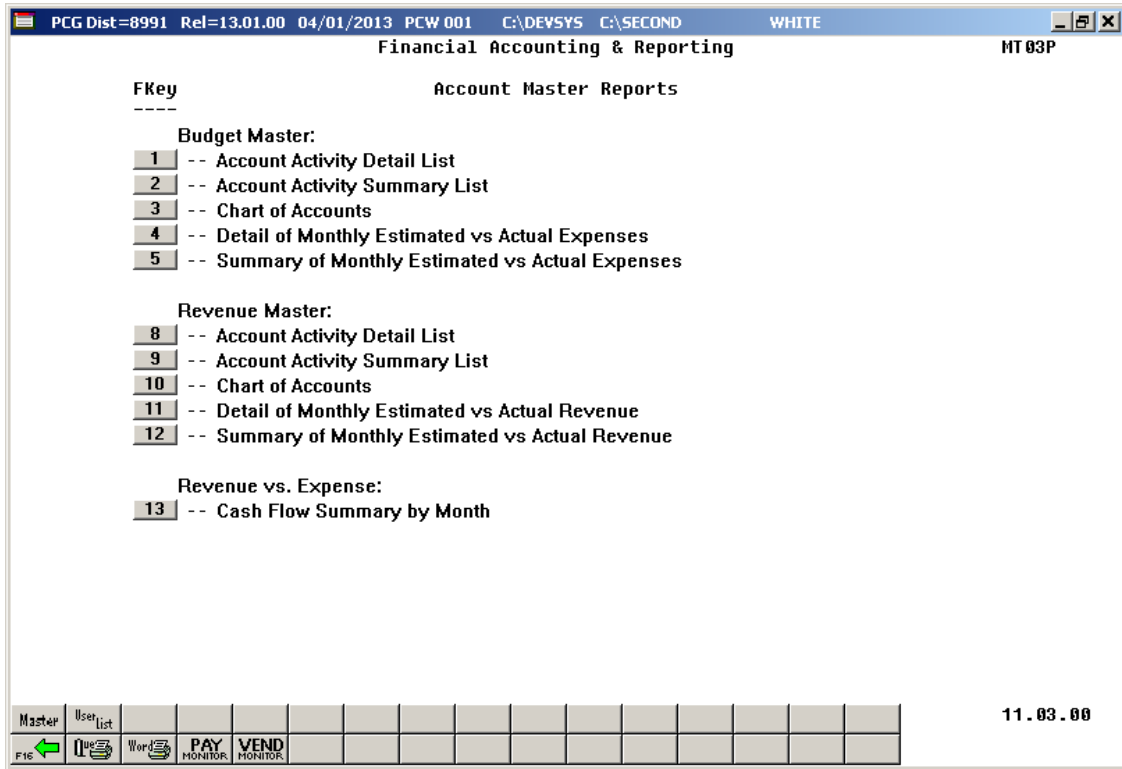## *B1. Printing the Revenue Account Master Report by Detail or Summary Account Activity*

Step	Action
1	Select ⏹ **9** (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

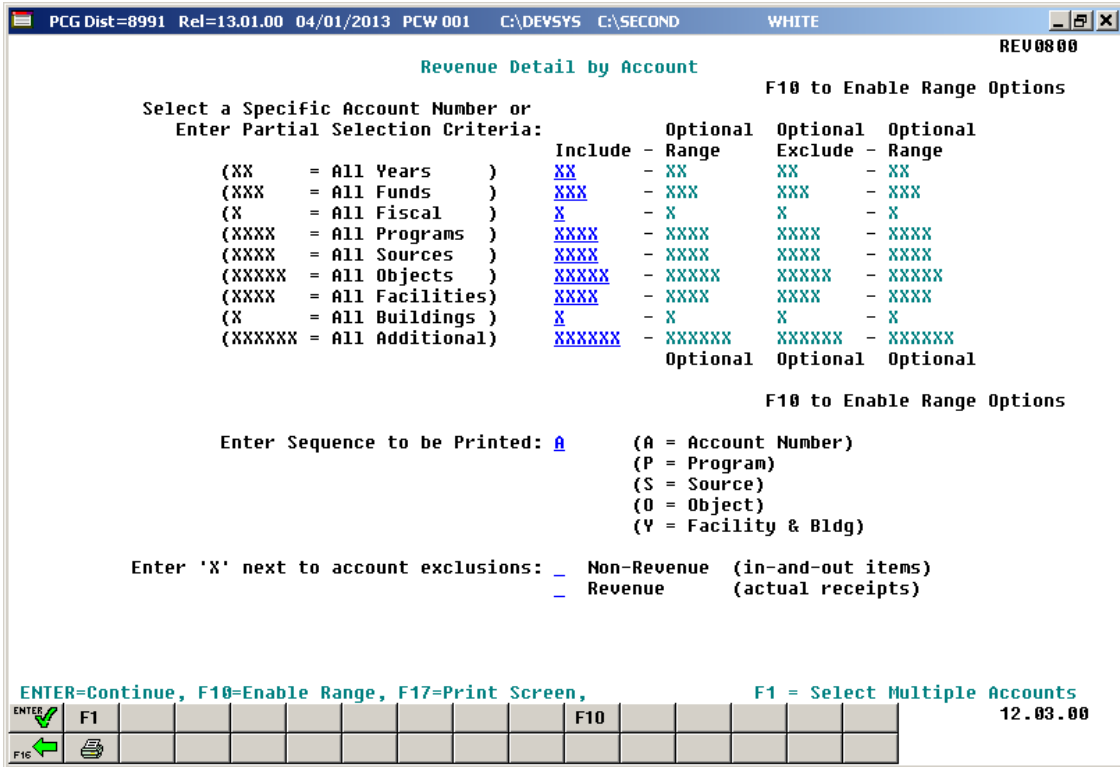The following screen displays:

Step	Action
2	Select ___3___ (**F3 -** Budget & Revenue Account Master Reports Menu).

The following screen displays:

Step	Action
3	**For Detail account activity:** Select [8] (**F8 -** Revenue Master: Account Activity Detail List). **For Summary account activity:** Select [9] (**F9 -** Revenue Master: Account Activity Summary List).

For **Step 3-** [8] (**F8 -** Account Activity Detail List**)** selections, the following screen displays:

For **Step 3-** [9] (**F9 -** Account Activity Summary List**)** selections, the following screen displays:

Step	Action
4	**For all account activity:** Leave the **Select a Specific Account Number or Enter Partial Selection Criteria** fields blank.
	For a specific revenue account's activity: Make the appropriate entries within the **Select a Specific Account Number or Enter Partial Selection Criteria** field(s). Enter a complete or partial account number. The specified accounts will be included in the revenue report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the report results. An X in a specified account position indicates that all values match. For example, if a program code is specified as 31XX, only accounts with program code values of 3100 thru 3199 will be included in the revenue report results.
	For a range of revenue accounts' activity: Select ▭ **F10** (**F10** - Enable Range), and proceed to *Step 11*.
	For multiple revenue accounts' activity: Select ▭ **F1** (**F1** - Select Multiple Accounts), and proceed to *Step 19*.
5	Enter **A** (Account Number), **P** (Program Code), **S** (Source Code) or **Y** (Facility and Building Code) in the **Sequence** field to define the sort criteria.
6	**To exclude specific revenue or non-revenue account activity:** On the *Revenue Detail/Summary by Account* screen, enter **X** within either the **Non-Revenue (In-and-Out Items)** or the **Revenue (Actual Receipts)** field(s).
7	Select ▭ (**Enter**).
8	If desired, select ▭ (**F17** – Print Screen) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
9	Select ▭ (**Enter**).
	"Processing Request" and/or "Printing Revenue Detail (Summary) Report" briefly display where appropriate.
10	Proceed to *Step 24*.

For **Step 4**- F10 (**F10** - Enable Range) selections, the following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────────┐
│ ☰  PCG Dist=8991 Rel=14.02.01 08/14/2014 PCW 001 SV C:\DEVSYS  C:\SECOND    WHITE        _ �ð ×│
│                                                                              ACCT0300 │
│                               Revenue Summary by Account                              │
│                                                          F10 to Enable Range Options  │
│                 Select a specific account number or                                   │
│                 enter partial selection criteria:        Optional  Optional  Optional │
│                                                     Include - Range  Exclude - Range  │
│                        (XX     = All Years    )     XX    - XX      XX    - XX         │
│                        (XXX    = All Funds    )     XXX   - XXX     XXX   - XXX        │
│                        (X      = All Fiscal   )     X     - X       X     - X          │
│                        (XXXX   = All Programs )     XXXX  - XXXX    XXXX  - XXXX       │
│                        (XXXX   = All Sources)       XXXX  - XXXX    XXXX  - XXXX       │
│                        (XXXXX  = All Objects  )     XXXXX - XXXXX   XXXXX - XXXXX      │
│                        (XXXX   = All Facilities)    XXXX  - XXXX    XXXX  - XXXX       │
│                        (X      = All Buildings )    X     - X       X     - X          │
│                        (XXXXXX = All Additionals)   XXXXXX - XXXXXX XXXXXX - XXXXXX    │
│                                                     Optional  Optional  Optional      │
│                                                                                       │
│                                                          F10 to Enable Range Options  │
│                                                                                       │
│              Enter Sequence to be Printed: A      (A = Account Number)                 │
│                                                   (P = Program)                        │
│                                                   (S = Source)                         │
│                                                   (O = Object)                         │
│                                                   (Y = Facility/Building)              │
│                                                                                        │
│           Enter 'X' next to account exclusions: _ Non-Revenue (in-and-out items)      │
│                                                 _ Revenue    (actual receipts)        │
│                                                                                        │
│                                                                                        │
│  ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit    F1=Select Multiple Accounts │
│  ENTER✓  F1  │  │  │  │  │  │ F10 │  │  │  │                          14.02.00         │
│  F16⇐  🖨  │  │  │  │  │  │  │  │  │  │                                                 │
└─────────────────────────────────────────────────────────────────────────────────┘
```

Although the screenshot examples display Revenue summary account results, the steps also apply to Revenue detail account activity results.
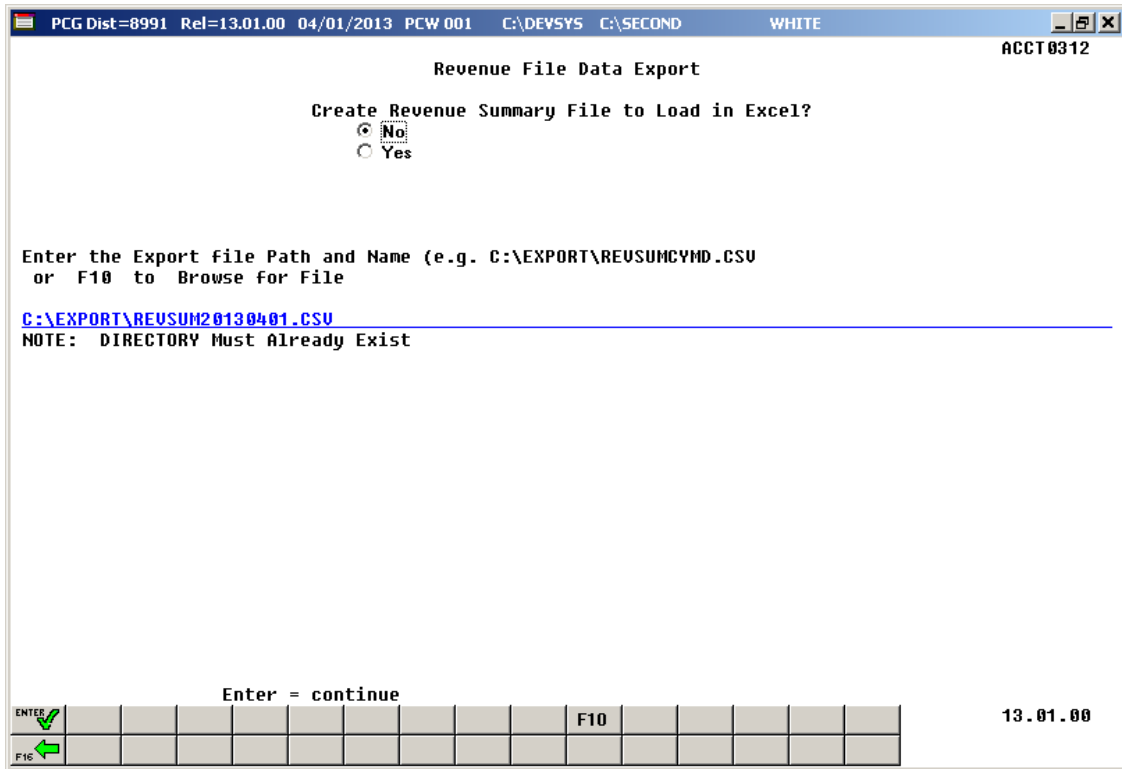
Step	Action
11	**For an optional <u>include</u> range of accounts:** Make the appropriate entries within the **Optional Include - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** include account range fields. The specified range of accounts will be included in the revenue report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the revenue report results. An X in a specified account position indicates that all values match. For example, if a program code include range is specified as 31XX – 35XX, only accounts with program code values of 3100 thru 3599 will be included in the revenue report results.

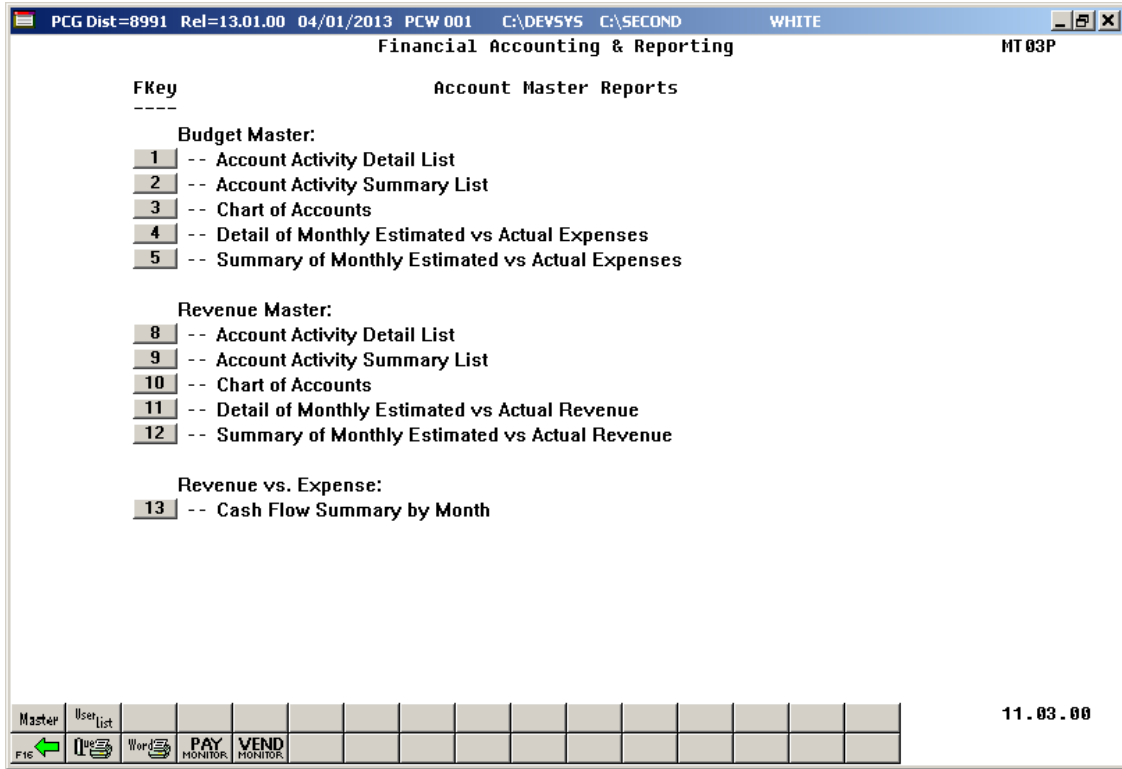| Step	Action
12	**For an optional <u>exclude</u> range of accounts:** Make the appropriate entries within the **Optional Exclude - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** exclude account range fields. The specified range of accounts will be excluded from the revenue report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be excluded. An X in a specified account position indicates that all values match. For example, if a program code exclude range is specified as 32XX – 33XX, only accounts with program code values of 3200 thru 3399 will be excluded from the revenue report results.
	For example, if the account years specified in the <u>include</u> range are entered as 09 – 12, but the account years specified in the <u>exclude</u> range are entered as 10 – XX, the account years printed on the report will be 09, 11, and 12. This same logic applies to each piece of the revenue account specified: Year, Fund, Fiscal, Program, Source, Object, Facility, Building, and Additional.
13	Enter **A** (Account Number), **P** (Program Code), **S** (Source Code), **O** (Object Code) or **Y** (Facility and Building Code) in the **Sequence** field to define the sort criteria.
14	**To exclude specific revenue or non-revenue account activity:** On the *Revenue Detail/Summary by Account* screen, enter **X** within either the **Non-Revenue (In-and-Out Items)** or the **Revenue (Actual Receipts)** field(s).
15	Select ^{ENTER}✓ (**Enter**).
16	If desired, select 🖨 (**F17** – Print Screen) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
17	Select ^{ENTER}✓ (**Enter**). *"Processing Request" and/or "Printing Revenue Detail (Summary) Report" briefly display where appropriate.*
18	Proceed to *Step 24*.

For **Step 4**- F1 (**F1** - Select Multiple Accounts) selections, the following screen displays:

Step	Action
19	Enter the account information for up to thirty-four (34) accounts in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** fields.
20	Enter **A** (Account Number), **P** (Program Code), **S** (Source Code), **O** (Object Code) or **Y** (Facility and Building Code) in the **Sequence** field to define the sort criteria.
21	Select ENTER ✓ (**Enter**).
22	If desired, select 🖨 (**F17** – Print Screen) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
23	Select ENTER ✓ (**Enter**). *"Processing Request" and/or "Printing Revenue Detail (Summary) Report" briefly display where appropriate.*

The following screen displays:

Although the screenshot examples display Revenue summary account results, the steps also apply to Revenue detail account activity results.

Step	Action
24	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create Revenue Summary File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
25	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
26	**If creating an export file:** Enter **C:\EXPORT\REVSUMccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
27	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN REVENUE CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 24 to enter the correct information.* *"Processing Request" and/or "Printing Revenue Detail (Summary) Report" briefly displays where appropriate.*

The following screen displays:

Step	Action
28	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**).
	To print the report via Microsoft® Word: Select (**MS WORD**).
	Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
29	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select (**Master**) to return to the *Business Applications Master Menu*.

B1.1. Revenue Account Master Report (Detail) Account Activity – Example

```
=================================================Page Break==========================================================
REPORT DATE: 09-05-2008  TIME: 08:45          REVENUE MASTER FILE - DETAIL OF ACTIVITY                         PAGE    1
                                               * SEQUENCED BY ACCOUNT *                       Report ID: REV0800/REV0810


                                          ** 08-100-0-1011-3120-00000-0000-0-000000 **



--------------------------------------------- REVENUE MASTER ---------------------------------------------

                          ORIGINAL        CURRENT
                         REVENUE EST     REVENUE EST          STATUS
ACCOUNT NAME
QBE GRANTS-KINDERGARTEN   1,915,311.00    2,076,574.00            A


-------------------------------- CASH RECEIPTS AND RECEIPTS AGAINST CURRENT YEAR RECEIVABLES ------------------------------

SOURCE-SEQ        RECEIVED FROM           DATE      RCPT #    BANK       AMOUNT       REASON              STATUS
-------------------------------- CASH RECEIPTS AND RECEIPTS AGAINST CURRENT YEAR RECEIVABLES ------------------------------


SOURCE-SEQ        RECEIVED FROM           DATE      RCPT #    BANK       AMOUNT       REASON              STATUS
000002 0000    SOURCE    000002          07-31-07  003838    BK03        4,344.50    RECEIPT   00003838  DEPOSITED
000002 0000    SOURCE    000002          08-31-07  004100    BK03        4,341.50    RECEIPT   00004100  DEPOSITED
000002 0000    SOURCE    000002          09-28-07  004173    BK03      159,609.00    RECEIPT   00004173  DEPOSITED
000002 0000    SOURCE    000002          10-31-07  004208    BK03      159,609.00    RECEIPT   00004208  DEPOSITED
000002 0000    SOURCE    000002          11-20-07  004322    BK03      159,609.00    RECEIPT   00004322  DEPOSITED
000002 0000    SOURCE    000002          12-18-07  004399    BK03      159,609.00    RECEIPT   00004399  DEPOSITED
000002 0000    SOURCE    000002          01-31-08  004544    BK03      159,609.00    RECEIPT   00004544  DEPOSITED
000002 0000    SOURCE    000002          02-29-08  004606    BK03      159,609.00    RECEIPT   00004606  DEPOSITED
000002 0000    SOURCE    000002          03-31-08  004663    BK03      159,609.00    RECEIPT   00004663  DEPOSITED
000002 0000    SOURCE    000002          04-30-08  004717    BK03      213,364.00    RECEIPT   00004717  DEPOSITED
000002 0000    SOURCE    000002          05-30-08  004802    BK03      213,363.00    RECEIPT   00004802  DEPOSITED
000002 0000    SOURCE    000002          06-30-08  004881    BK03      213,363.00    RECEIPT   00004881  DEPOSITED
-------------------------------------------- RECEIPTS AGAINST PRIOR YEAR RECEIVABLES --------------------------------------

SOURCE-SEQ        RECEIVED FROM           DATE      RCPT #    BANK       AMOUNT       REASON              STATUS
000002 8913    SOURCE    000002          07-31-07  003833    BK03      155,267.50    RECEIPT   00003833  DEPOSITED
000002 8913    SOURCE    000002          08-31-07  004096    BK03      155,267.50    RECEIPT   00004096  DEPOSITED


-------------------------------------------------- ACCOUNT TOTALS --------------------------------------------------
** TOTALS **   OPEN A/R:          .00   RECEIPTS:   2,076,574.00   PRIOR YR:      310,535.00-
                                                                   TOTALS:     1,766,039.00   BALANCE:      310,535.00
```

In addition to displaying revenue account detail of and summary activity, the reports display prior year receivable, and prior year and current closing year adjustment information where appropriate.

The final page of the report lists warning messages where applicable, receipt, open accounts receivable, and grand totals, as well as the overall account balance where appropriate.

```
============================================ FINAL    TOTALS =============================================
** TOTALS **   OPEN A/R:     95,819.99   RECEIPTS:   96,742,632.14   PRIOR YR:    9,244,834.01-
                                                                     TOTALS:    87,593,618.12   BALANCE:   10,569,076.86-
```

B1.2. Revenue Account Master Report (Summary) Account Activity – Example

```
ACCT0312-20140814-1016                         REVENUE MASTER FILE                                      Page   9
                                             * SEQUENCED BY ACCOUNT *

YR FND F PRGM SRCE OBJCT FCTY B ADDT'L
                      ORIGINAL        CURRENT      OPEN ACCTS.                      BALANCE        EXCESS     PR YR RCVBL
                      REVENUE EST     REVENUE EST  RECEIVABLE       RECEIPTS       UNCOLLECTED    COLLECTED   CLSD CUR YR

14-408-0-1847-4520-00000-0000-0-000000  RURAL & LOW INCOME
                                        12,988.47                  19,302.39                       256.62      6,057.30-

14-409-0-1847-4520-00000-0000-0-000000  TITLE VI RURAL
                      40,000.00         40,000.00                  5,648.00       34,352.00

14-414-0-1784-4520-00000-0000-0-000000  TITLE II-A IMPROV TCHR QUALITY
                                        20,372.88                  38,541.10                     3,810.18     14,358.04-

14-414-0-1789-4520-00000-0000-0-000000  TITLE II ADV PLACEMENT
                                                                   345.00                          345.00

   ** FUND/FISC 414-0  TOTAL
                                        20,372.88                  38,886.10                     4,155.18     14,358.04-

14-415-0-1784-4520-00000-0000-0-000000  TITLE II
                                        94,887.00                  16,233.00       78,654.00

14-536-0-2720-3995-00000-0000-0-000000  FAMILY CONNECTIONS
                                                                   33,184.42                    22,189.18     10,995.24-

14-560-0-1540-3400-00000-0000-0-000000  PRE-KG LOTTERY FUNDS
                      441,849.00        441,849.82                 383,814.37      58,035.45
```
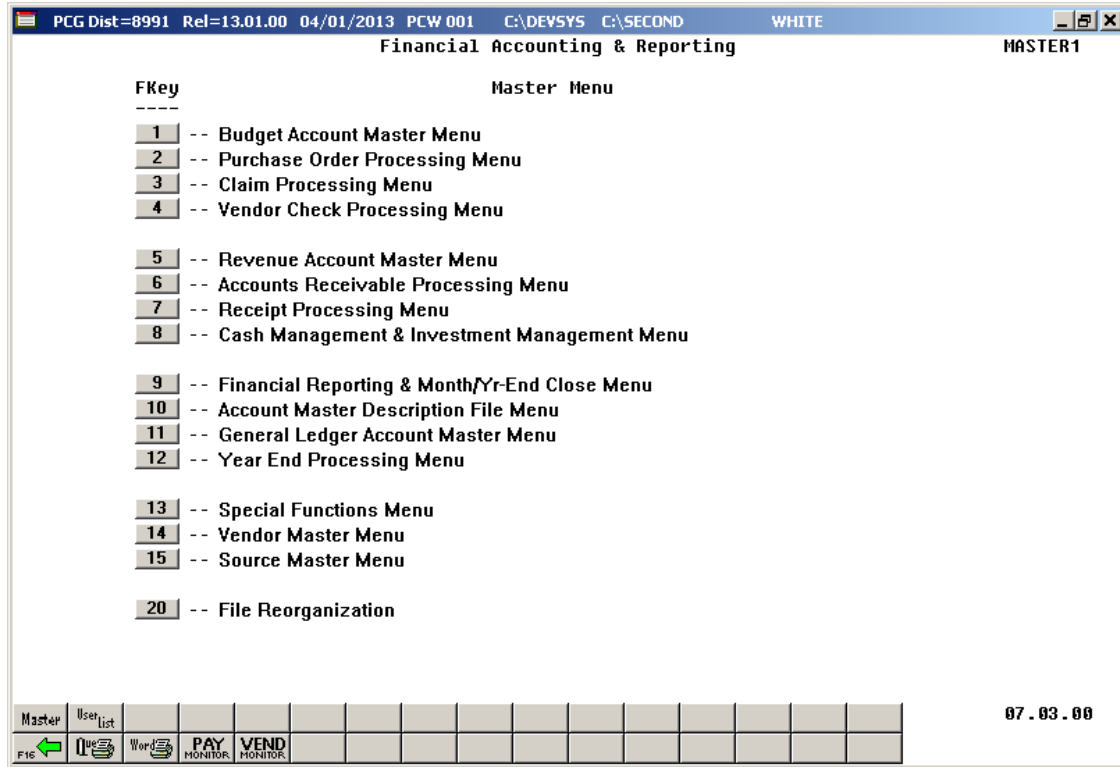
```
ACCT0312-20140814-1016                         REVENUE MASTER FILE                                      Page  12
                                             * SEQUENCED BY ACCOUNT *

YR FND F PRGM SRCE OBJCT FCTY B ADDT'L
                      ORIGINAL        CURRENT      OPEN ACCTS.                      BALANCE        EXCESS     PR YR RCVBL
                      REVENUE EST     REVENUE EST  RECEIVABLE       RECEIPTS       UNCOLLECTED    COLLECTED   CLSD CUR YR

14-705-0-9990-1210-00000-0000-0-000000  CONSESSION SALES

14-705-0-9990-1215-00000-0000-0-000000  CLUB DUES AND FEES

14-705-0-9990-1220-00000-0000-0-000000  DONATIONS

14-705-0-9990-1225-00000-0000-0-000000  FUND RAISING MISC

14-705-0-9990-1995-00000-0000-0-000000  MISC

14-705-0-9990-5200-00000-0000-0-000000  TRANSFERS FROM ANOTHER FUND

   ****** GRAND      TOTAL
                      15,938,573.25    17,424,209.68              17,979,941.43    4,782,627.03   5,043,034.75   295,324.03-
```

Where appropriate, PCGenesis also displays prior year accounts receivable information for accounts closed during the current year. This information corresponds with both the "Revenue Inquiry" screen and the General Ledger.

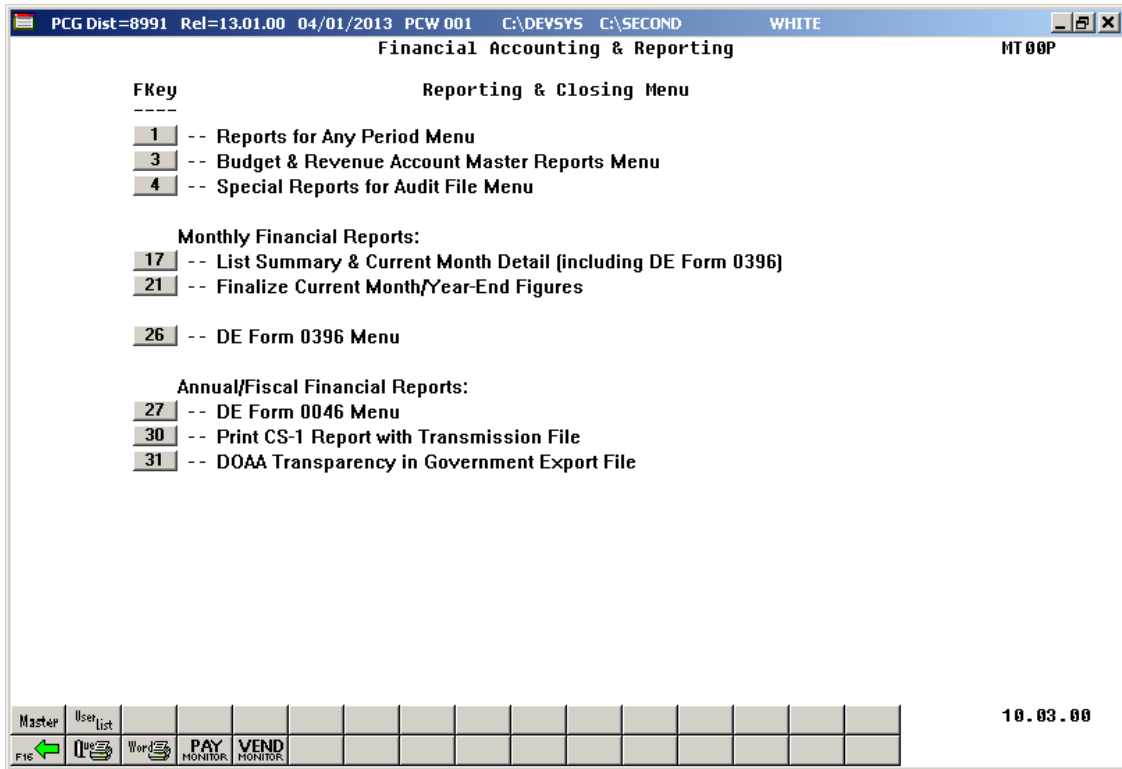# *B2. Printing the Revenue Master Chart of Accounts*

Refer to *Financial Accounting and Reporting (FAR) System Operations Guide, Section F: Revenue Account Master Processing* for instructions.

B3. Printing the Revenue Detail/Summary of Monthly Estimated vs. Actual Expenses Report
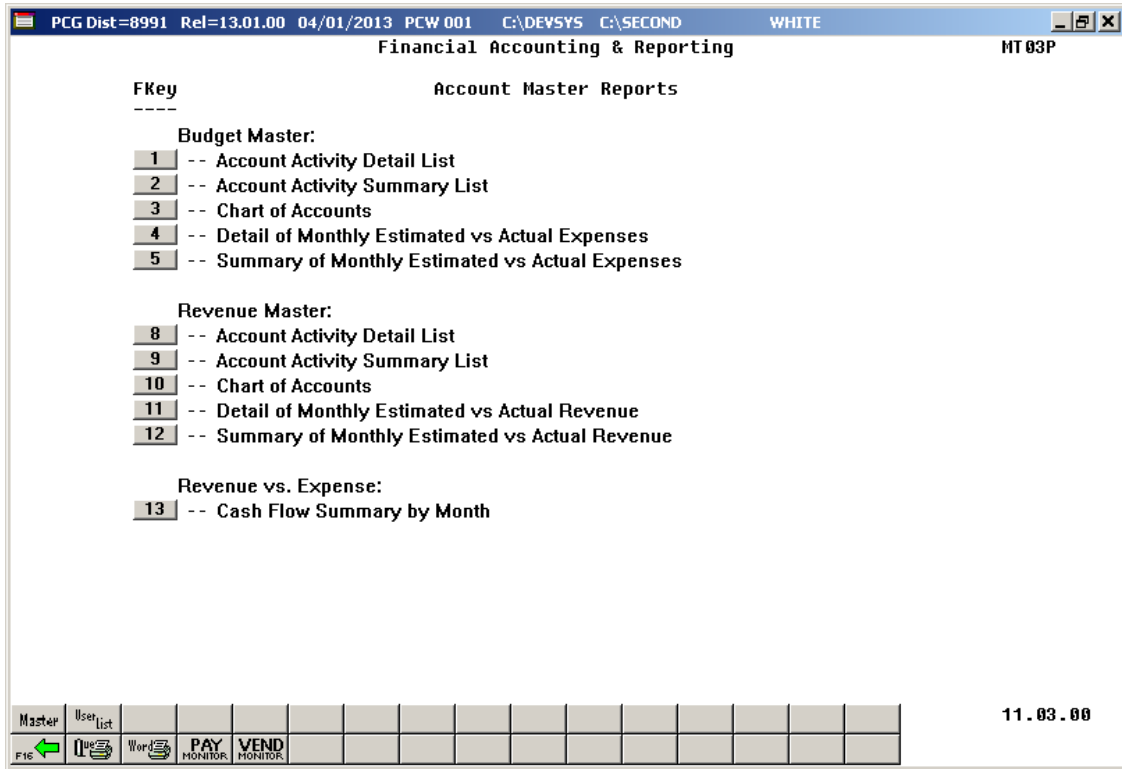

Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select ___3___ (**F3 -** Budget & Revenue Account Master Reports Menu).

The following screen displays:

Step	Action
3	**For detail account activity:** Select ⬚**11** (**F11 -** Revenue Master: Detail of Monthly Estimated vs Actual Revenue).
	For summary account activity: Select ⬚**12** (**F12 -** Revenue Master: Summary of Monthly Estimated vs Actual Revenue).

The following screen displays:
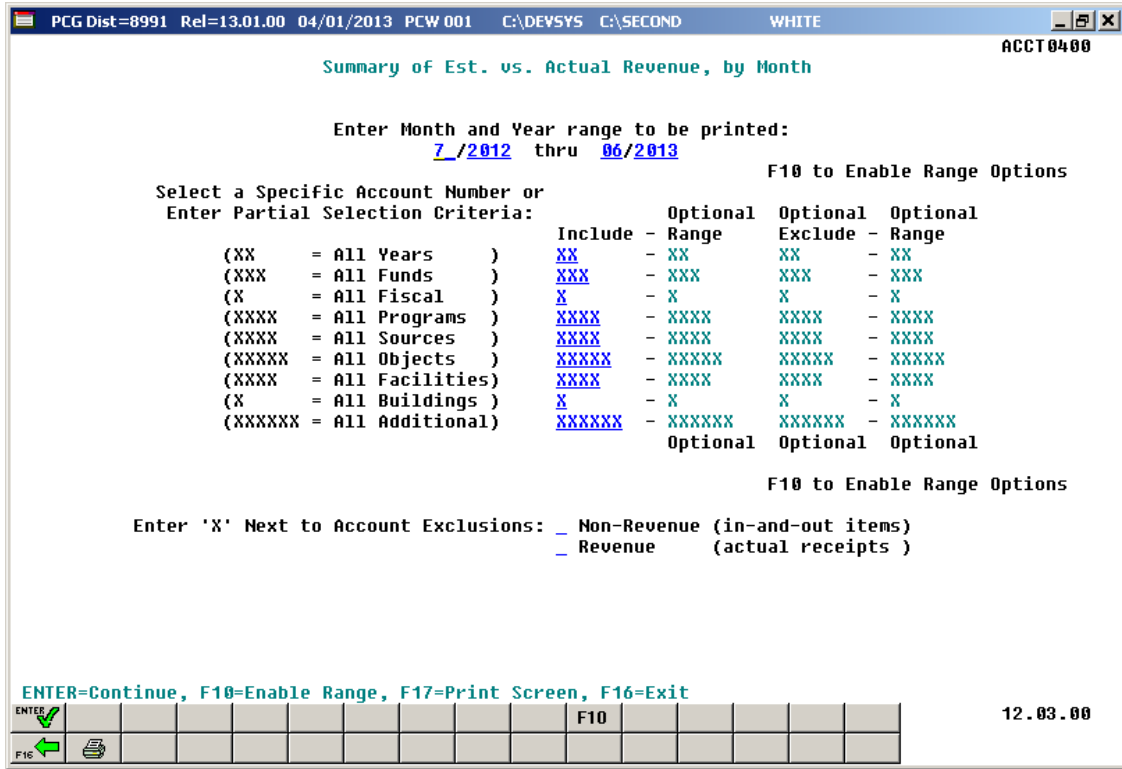
Although the screenshot examples display Monthly Estimated vs. Actual Revenue summary account results, the steps also apply to Monthly Estimated vs. Actual Revenue detail account activity results.

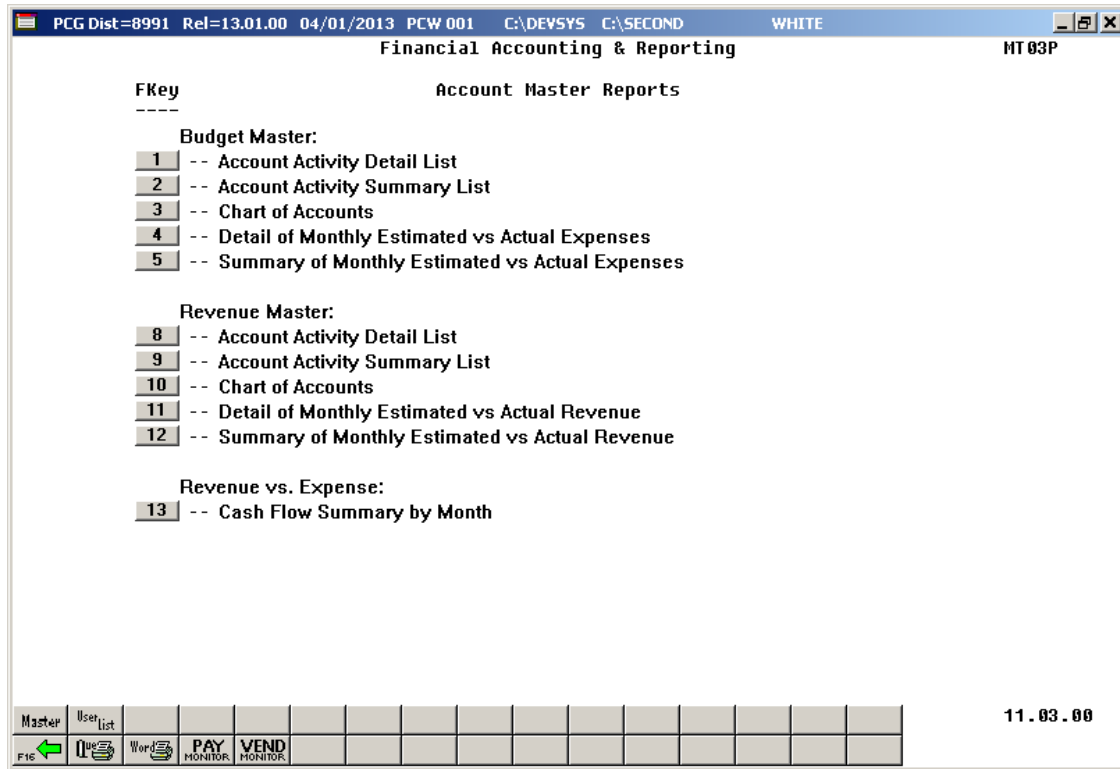| Step	Action
4	Enter the date range (MM YY) in the **Enter Month and Year range to be printed MM YY thru MM YY** fields.
5	**For all account activity:** Leave the **Select a Specific Account Number or Enter Partial Selection Criteria** fields blank. **For a specific revenue account's activity:** Make the appropriate entries within the **Select a Specific Account Number or Enter Partial Selection Criteria** field(s). Enter a complete or partial account number. The specified accounts will be included in the revenue report results. Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the report results. An X in a specified account position indicates that all values match. For example, if a program code is specified as 31XX, only accounts with program code values of 3100 thru 3199 will be included in the revenue report results. **For a range of revenue accounts' activity:** Select F10 (**F10** - Enable Range), and proceed to *Step 11*.

Step	Action
6	**To exclude specific revenue or non-revenue account activity:** On the *Revenue Detail/Summary by Account* screen, enter **X** within either the **Non-Revenue (In-and-Out Items)** or the **Revenue (Actual Receipts)** field(s).
7	Select ^{ENTER}✓ (**Enter**).
8	If desired, select 🖨 (**F17** – Print Screen) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
9	Select ^{ENTER}✓ (**Enter**). *"Processing Request" and/or "Creating Summary (Detail) Report, by Month" briefly display where appropriate.*
10	Proceed to *Step 17*.

For **Step 5**- F10 (**F10** - Enable Range) selections, the following screen displays:

Step	Action
11	**For an optional <u>include</u> range of accounts:** Make the appropriate entries within the **Optional Include - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** include account range fields. The specified range of accounts will be included in the revenue report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the revenue report results. An X in a specified account position indicates that all values match. For example, if a program code include range is specified as 31XX – 35XX, only accounts with program code values of 3100 thru 3599 will be included in the revenue report results.
12	**For an optional <u>exclude</u> range of accounts:** Make the appropriate entries within the **Optional Exclude - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** exclude account range fields. The specified range of accounts will be excluded from the revenue report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be excluded. An X in a specified account position indicates that all values match. For example, if a program code exclude range is specified as 32XX – 33XX, only accounts with program code values of 3200 thru 3399 will be excluded from the revenue report results.
	For example, if the account years specified in the <u>include</u> range are entered as 09 – 12, but the account years specified in the <u>exclude</u> range are entered as 10 – XX, the account years printed on the report will be 09, 11, and 12. This same logic applies to each piece of the revenue account specified: Year, Fund, Fiscal, Program, Source, Object, Facility, Building, and Additional.
13	**To exclude specific revenue or non-revenue account activity:** On the *Revenue Detail/Summary by Account* screen, enter **X** within either the **Non-Revenue (In-and-Out Items)** or the **Revenue (Actual Receipts)** field(s).
14	Select ![ENTER] (**Enter**).
15	If desired, select ![printer] (**F17** – Print Screen) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
16	Select ![ENTER] (**Enter**).
	"Processing Request" and/or "Creating Summary (Detail) Report, by Month" briefly display where appropriate.

The following screen displays:

Step	Action
17	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![MS Word icon] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
18	Select ![F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu*.

B3.1. Revenue Monthly Estimated vs. Actual Expenses (Detail) Report – Example

The final page of the report lists monthly and yearly estimated and actual revenue, and variance totals.

```
REPORT DATE: 08-14-2014  TIME: 10:23            ESTIMATED VS. ACTUAL REVENUE                                PAGE     47
                                                        INCLUDE                                   EXCLUDE
                   ACCOUNT SELECTION MASK = XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
                                            XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
JUN, 2014

                                                               ESTIMATED            ACTUAL
              ACCOUNT               DESCRIPTION                  REVENUE            REVENUE          VARIANCE

   14-100-0-9990-4820-00000-0000-0-000000  IMPACT AID FUNDS            963.23                         963.23
   14-100-0-9990-5200-00000-0000-0-000000  TRANSFER FROM ANOTHER FUND
   14-100-0-9990-5995-00000-0000-0-000000  REVENUE CLEARING ACCOUNT
   14-199-0-9990-9000-00000-0000-0-000000  TOTAL EXPENSES PAYROLL CLEAR                   280,317.49   280,317.49-
   14-200-0-9990-5200-00000-0000-0-000000  INCOMING TRANSFER        70,083.37                       70,083.37
   14-301-0-9990-5200-00000-0000-0-000000  TRANSFERS IN
   14-313-0-9990-1130-00000-0000-0-000000  SPLOST II REVENUE        45,000.00                       45,000.00
   14-313-0-9990-1500-00000-0000-0-000000  INTEREST ON SPLOST FUNDS     83.37                           83.37
   14-402-0-1750-4520-00000-0000-0-000000  TITLE I                  44,824.65                       44,824.65
   14-403-0-1750-4520-00000-0000-0-000000  TITLE I                  19,353.77                       19,353.77
   14-403-0-1762-4520-00000-0000-0-000000  TITLE I-C MIGRANT
   14-404-0-2820-4520-00000-0000-0-000000  FEDERAL PRESCHOOL         1,825.88                        1,825.88
   14-404-0-2824-4520-00000-0000-0-000000  TITLE VI B               25,607.87                       25,607.87
   14-406-0-3315-4520-00000-0000-0-000000  VOC PROGRAM IMPROVEMENT   1,500.00                        1,500.00
   14-408-0-1847-4520-00000-0000-0-000000  RURAL & LOW INCOME
   14-409-0-1847-4520-00000-0000-0-000000  TITLE VI RURAL            3,333.37                        3,333.37
   14-414-0-1784-4520-00000-0000-0-000000  TITLE II-A IMPROV TCHR QUALITY 1,697.74                    1,697.74
   14-414-0-1789-4520-00000-0000-0-000000  TITLE II ADV PLACEMENT
   14-415-0-1784-4520-00000-0000-0-000000  TITLE II                  7,907.25                        7,907.25
   14-536-0-2720-3995-00000-0000-0-000000  FAMILY CONNECTIONS
   14-560-0-1540-3400-00000-0000-0-000000  PRE-KG LOTTERY FUNDS     36,820.75                       36,820.75
   14-600-0-9990-1500-00000-0000-0-000000  EARNINGS FROM INVESTMENTS   175.00                          175.00
   14-600-0-9990-1995-00000-0000-0-000000  MISC REVENUE
   14-600-0-9990-3510-00000-0000-0-000000  STATE NUTRITION GRANTS    2,218.00                        2,218.00
   14-600-0-9990-4510-00000-0000-0-000000  FEDERAL LUNCH  SIA ISI
   14-600-0-9990-4521-00000-0000-0-000000  GRANT FUNDS
   14-600-0-9990-5200-00000-0000-0-000000  TRANSFERS FROM OTHER FUNDS 5,153.75                        5,153.75
   14-601-0-9990-1611-00000-0000-0-000000  SALES - STUDENT LUNCHES   4,583.34                        4,583.34
```
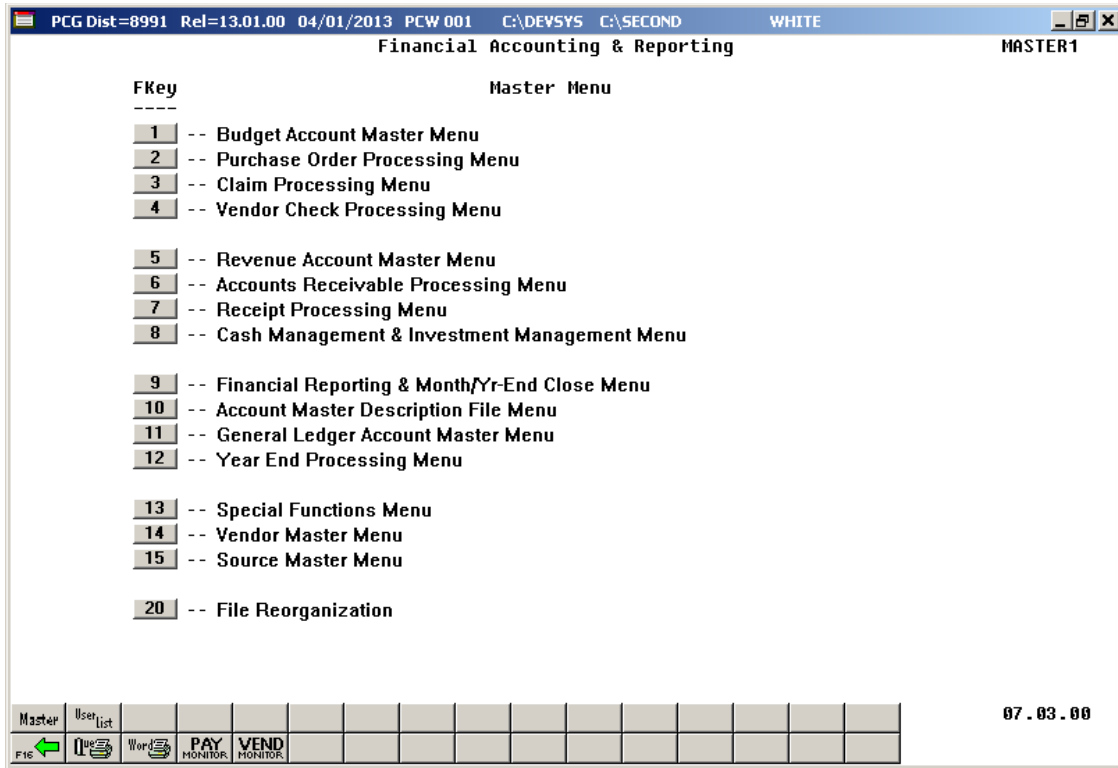
```
REPORT DATE: 08-14-2014  TIME: 10:23            ESTIMATED VS. ACTUAL REVENUE                                PAGE     48
                                                        INCLUDE                                   EXCLUDE
                   ACCOUNT SELECTION MASK = XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
                                            XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
JUN, 2014

                                                               ESTIMATED            ACTUAL
              ACCOUNT               DESCRIPTION                  REVENUE            REVENUE          VARIANCE

   14-603-0-9990-4511-00000-0000-0-000000  FEDERAL-BREAKFAST         5,083.34                        5,083.34
   14-603-0-9990-4513-00000-0000-0-000000  FEDERAL REIMBURSEMENT SNACKS
   14-603-0-9990-4900-00000-0000-0-000000  REV ASSOC. WITH USDA COMMOD
   14-603-0-9990-5300-00000-0000-0-000000  SALE OF ASSETS
   14-693-0-9990-1995-00000-0000-0-000000  OTHER LOCAL REV (CANNING PLANT  250.00                       250.00
   14-693-0-9990-5200-00000-0000-0-000000  TRANSFER
   14-705-0-9990-1210-00000-0000-0-000000  CONSESSION SALES
   14-705-0-9990-1215-00000-0000-0-000000  CLUB DUES AND FEES
   14-705-0-9990-1220-00000-0000-0-000000  DONATIONS
   14-705-0-9990-1225-00000-0000-0-000000  FUND RAISING MISC
   14-705-0-9990-1995-00000-0000-0-000000  MISC
   14-705-0-9990-5200-00000-0000-0-000000  TRANSFERS FROM ANOTHER FUND

              *** TOTAL FOR MONTH            1,451,105.92          280,317.49     1,170,788.43

              *** TOTAL FOR YEAR           17,424,209.68       17,684,617.40       260,407.72-
```

B3.2. Revenue Monthly Estimated vs. Actual Expenses (Summary) Report – Example

The final page of the report provides estimated and actual revenue, and variance totals.

```
REPORT DATE: 08-14-2014  TIME: 10:28            ESTIMATED VS. ACTUAL REVENUE                                        PAGE    1
                                                       INCLUDE                                        EXCLUDE
              ACCOUNT SELECTION MASK = XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
                                       XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX


                                       ESTIMATED          ACTUAL
                      2013/2014         REVENUE           REVENUE           VARIANCE
                         JUL          1,462,047.16      1,000,938.24        461,108.92
                         AUG          1,451,105.81      1,232,648.61        218,457.20
                         SEP          1,451,105.67      1,391,922.67         59,183.00
                         OCT          1,451,105.67      1,229,378.85        221,726.82
                         NOV          1,451,105.67      1,416,092.83         35,012.84
                         DEC          1,451,105.67      1,670,869.31        219,763.64-
                         JAN          1,451,105.49      1,195,556.15        255,549.34
                         FEB          1,451,105.81      4,069,957.93      2,618,852.12-
                         MAR          1,451,105.50      2,412,098.78        960,993.28-
                         APR          1,451,105.81      1,498,108.60         47,002.79-
                         MAY          1,451,105.50        286,727.94      1,164,377.56
                         JUN          1,451,105.92        280,317.49      1,170,788.43

                                     17,424,209.68     17,684,617.40        260,407.72-
```
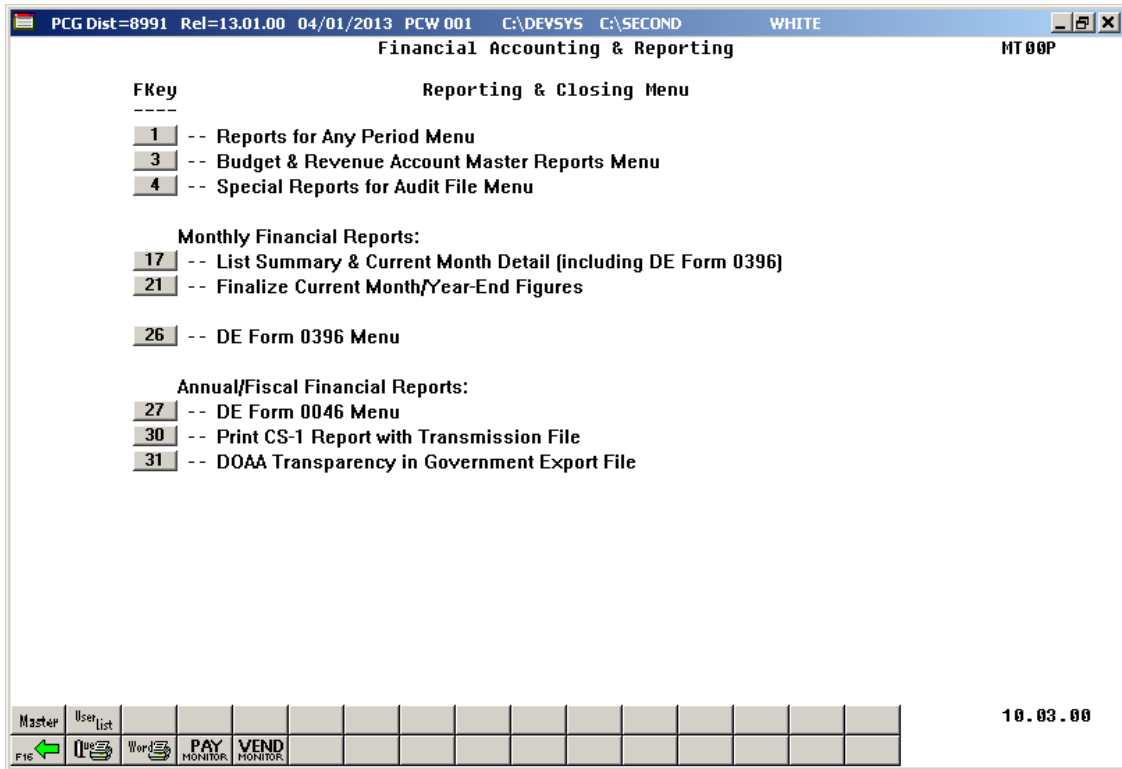
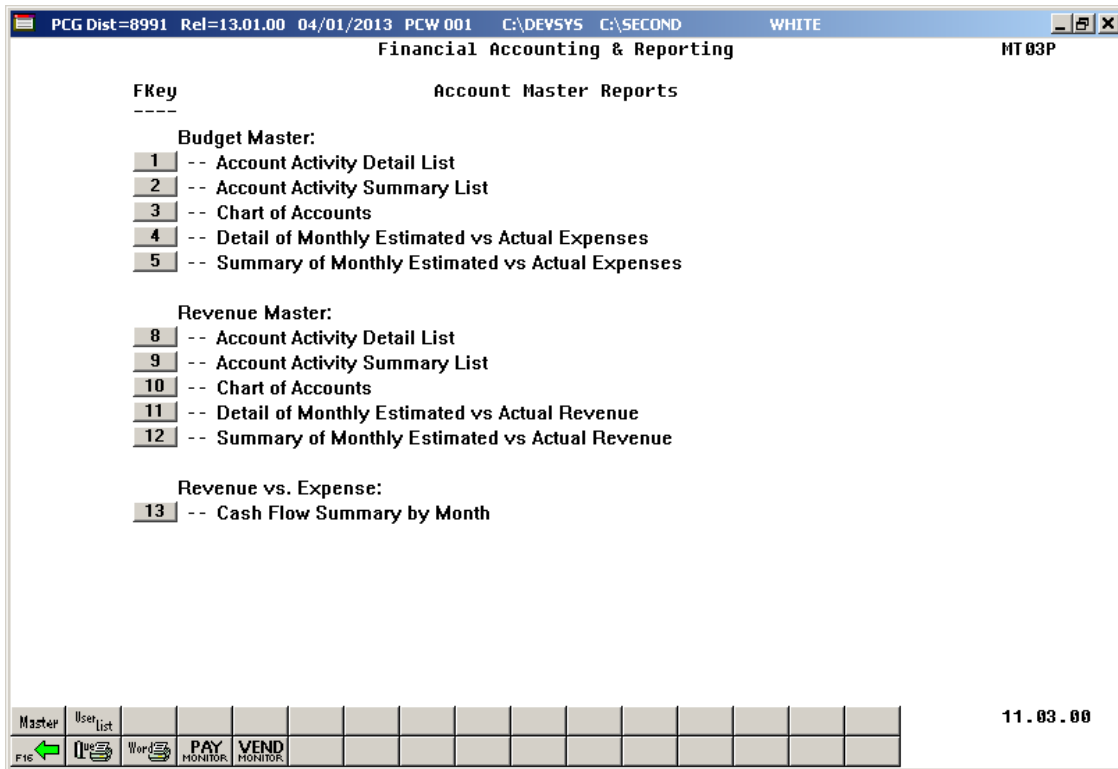# *Procedure C: Printing the Revenue vs. Expense Cash Flow Summary by Month Report*

Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
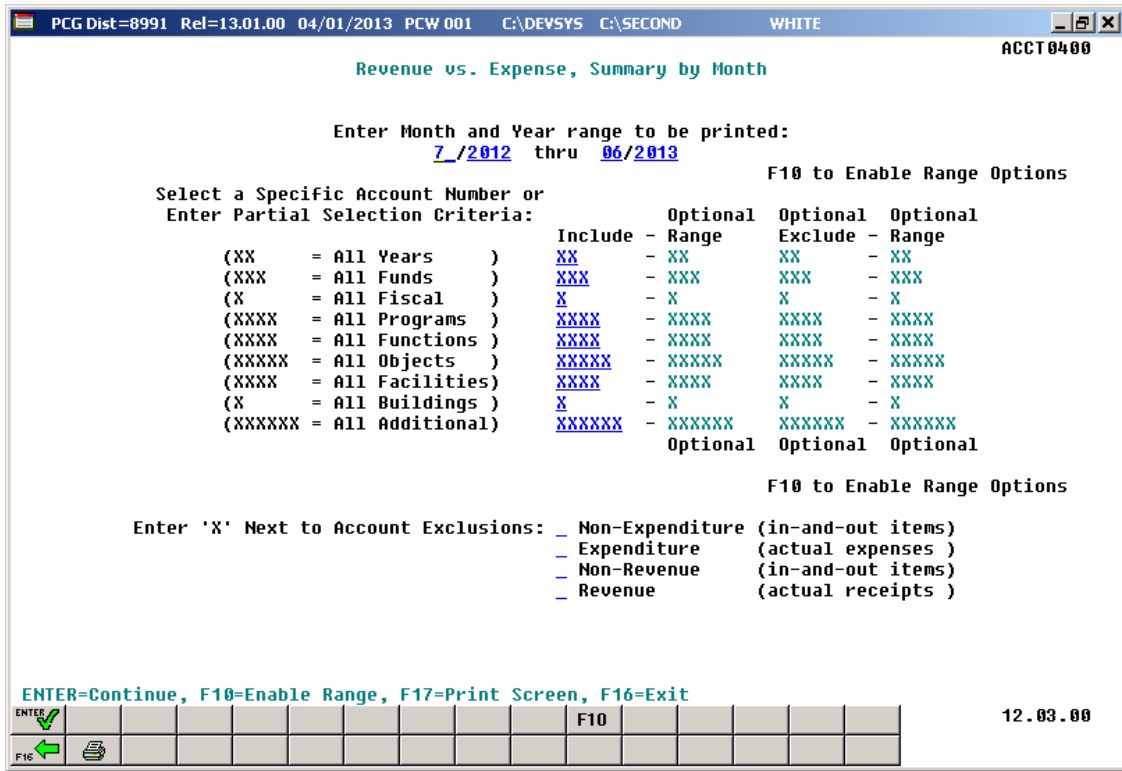

Step	Action
2	Select ⬚ **3** (**F3 -** Budget & Revenue Account Master Reports Menu).

The following screen displays:

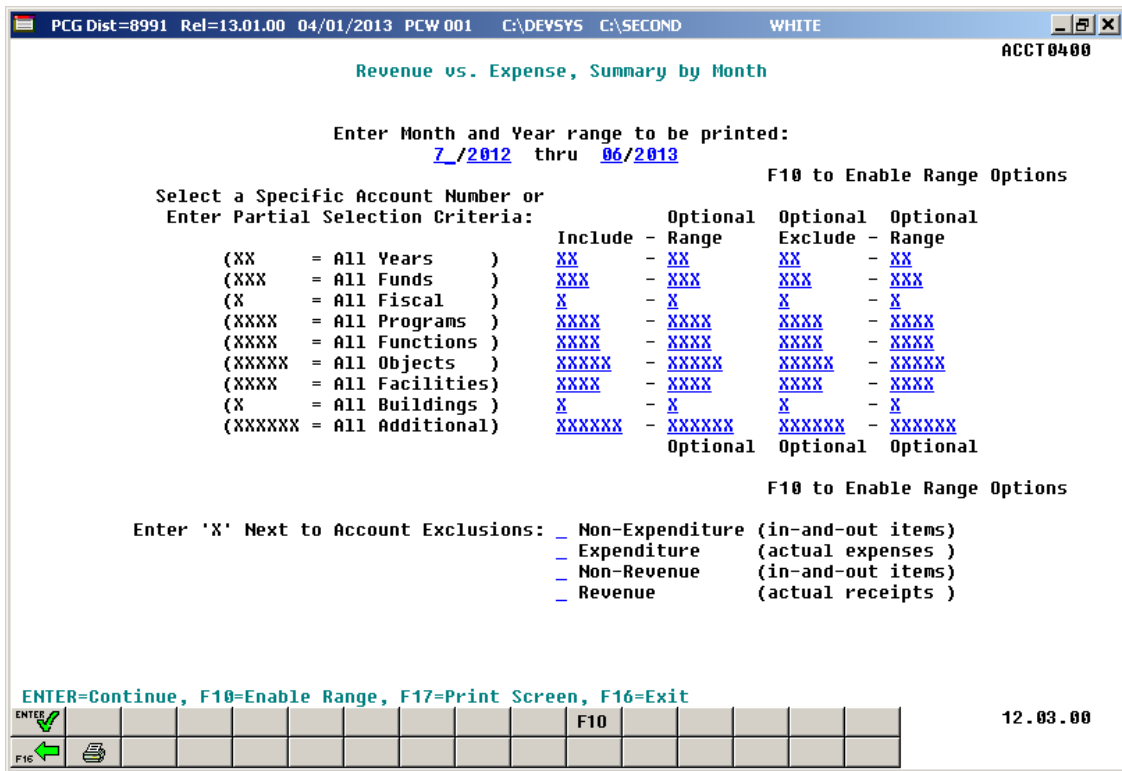| Step	Action
3	Select **13** (**F13** - Revenue vs. Expense: Cash Flow Summary by Month).

The following screen displays:

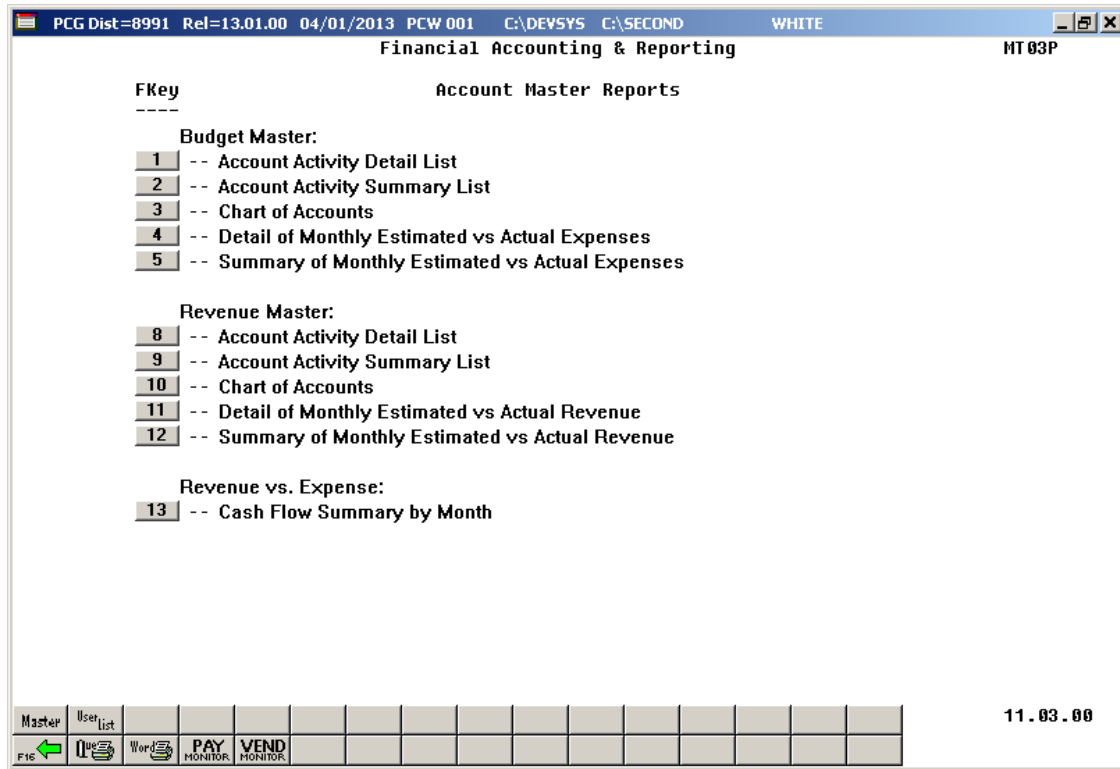| Step	Action
4	Enter the date range (MM YY) in the **Enter Month and Year range to be printed MM YY thru MM YY** fields.
5	**For all account activity:** Leave the **Select a Specific Account Number or Enter Partial Selection Criteria** fields blank.
	For a specific account's activity: Make the appropriate entries within the **Select a Specific Account Number or Enter Partial Selection Criteria** field(s). Enter a complete or partial account number. The specified accounts will be included in the cash flow report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the report results. An X in a specified account position indicates that all values match. For example, if a program code is specified as 31XX, only accounts with program code values of 3100 thru 3199 will be included in the cash flow report results.
	For a range of accounts' activity: Select **F10** (F10 - Enable Range), and proceed to *Step 12*.
6	**To exclude specific expenditure or non-expenditure account activity:** Enter **X** in the **Non-Expenditure (In-and-Out Items)** or in the **Expenditure (Actual Expenses)** field(s).

Step	Action
7	**To exclude specific revenue or non-revenue account activity:** Enter **X** within either the **Non-Revenue (In-and-Out Items)** or the **Revenue (Actual Receipts)** field(s).
8	Select (**Enter**).
9	If desired, select (**F17** – Print Screen) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
10	Select (**Enter**). *"Processing Request" briefly display where appropriate.*
11	Proceed to *Step 19*.

For **Step 5**- (**F10** - Enable Range) selections, the following screen displays:

```
PCG Dist=8991 Rel=13.01.00 04/01/2013 PCW 001   C:\DEVSYS  C:\SECOND        WHITE            _|□|X|
                                                                                          ACCT0400
                              Revenue vs. Expense, Summary by Month


                      Enter Month and Year range to be printed:
                               7_/2012   thru   06/2013
                                                          F10 to Enable Range Options
                   Select a Specific Account Number or
                   Enter Partial Selection Criteria:        Optional  Optional  Optional
                                                        Include - Range   Exclude - Range
                       (XX     = All Years     )        XX    - XX      XX     - XX
                       (XXX    = All Funds      )       XXX   - XXX     XXX    - XXX
                       (X      = All Fiscal     )       X     - X       X      - X
                       (XXXX   = All Programs  )        XXXX  - XXXX    XXXX   - XXXX
                       (XXXX   = All Functions )        XXXX  - XXXX    XXXX   - XXXX
                       (XXXXX  = All Objects    )       XXXXX - XXXXX   XXXXX  - XXXXX
                       (XXXX   = All Facilities)        XXXX  - XXXX    XXXX   - XXXX
                       (X      = All Buildings )        X     - X       X      - X
                       (XXXXXX = All Additional)        XXXXXX - XXXXXX  XXXXXX - XXXXXX
                                                          Optional  Optional  Optional

                                                          F10 to Enable Range Options

            Enter 'X' Next to Account Exclusions: _ Non-Expenditure (in-and-out items)
                                                  _ Expenditure    (actual expenses )
                                                  _ Non-Revenue    (in-and-out items)
                                                  _ Revenue        (actual receipts )



    ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit
  ENTER✓|    |    |    |    |    |    |    |F10 |    |    |    |    |    |    |      12.03.00
  F16←|🖨|    |    |    |    |    |    |    |    |    |    |    |    |
```

Step	Action
12	**For an optional <u>include</u> range of accounts:** Make the appropriate entries within the **Optional Include - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** include account range fields. The specified range of accounts will be included in the cash flow report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be included in the cash flow report results. An X in a specified account position indicates that all values match. For example, if a program code include range is specified as 31XX – 35XX, only accounts with program code values of 3100 thru 3599 will be included in the cash flow report results.
13	**For an optional <u>exclude</u> range of accounts:** Make the appropriate entries within the **Optional Exclude - Range** field(s). Enter a complete or partial account numbers in the **from** and **to** exclude account range fields. The specified range of accounts will be excluded from the cash flow report results.
	Valid values for each character position are **0 – 9**, or **X**. When 0 – 9 is entered in a character position, the account must contain the specified digit in the specified account position in order to be excluded. An X in a specified account position indicates that all values match. For example, if a program code exclude range is specified as 32XX – 33XX, only accounts with program code values of 3200 thru 3399 will be excluded from the cash flow report results.
	For example, if the account years specified in the <u>include</u> range are entered as 09 – 12, but the account years specified in the <u>exclude</u> range are entered as 10 – XX, the account years printed on the report will be 09, 11, and 12. This same logic applies to each piece of the account specified: Year, Fund, Fiscal, Program, Function, Object, Facility, Building, and Additional.
14	**To <u>exclude</u> specific expenditure or non-expenditure account activity:** Enter **X** in the **Non-Expenditure (In-and-Out Items)** or the **Expenditure (Actual Expenses)** field(s).
15	**To <u>exclude</u> specific revenue or non-revenue account activity:** Enter **X** within either the **Non-Revenue (In-and-Out Items)** or the **Revenue (Actual Receipts)** field(s).
16	Select (**Enter**).
17	If desired, select (**F17 – Print Screen**) to obtain a screen print of the account selection options screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
18	Select (**Enter**).
	"Processing Request" briefly display where appropriate.

The following screen displays:

Step	Action
19	**To print the report via the Uqueue Print Manager:** Select [icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select [icon] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
20	Select [icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select [icon] (**Master**) to return to the *Business Applications Master Menu*.

C1. Revenue vs. Expense Cash Flow Summary by Month Report – Example

The final page of the report lists estimate and actual revenue, budgeted, actual expended, estimated cash and actual cash flow, and variance totals.

```
REPORT DATE: 08-14-2014  TIME: 10:33            MONTHLY CASH FLOW - REVENUE VS. EXPENDITURES                          PAGE    1
                                                               INCLUDE                           EXCLUDE
               ACCOUNT SELECTION MASK = XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX
                                        XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX  XX-XXX-X-XXXX-XXXX-XXXXX-XXXX-X-XXXXXX


                    ESTIMATED        ACTUAL                            ACTUAL       ESTIMATED        ACTUAL
      2013/2014      REVENUE         REVENUE        BUDGETED          EXPENDED      CASH FLOW       CASH FLOW       VARIANCE

         JUL      1,462,047.16    1,000,938.24    1,459,671.03    1,354,547.27        2,376.13     353,609.03-     355,985.16-
         AUG      1,451,105.81    1,232,648.61    1,487,375.13    1,687,290.91       36,269.32-    454,642.30-     418,372.98-
         SEP      1,451,105.67    1,391,922.67    1,487,372.64    1,607,230.57       36,266.97-    215,307.90-     179,040.93-
         OCT      1,451,105.67    1,229,378.85    1,488,187.45    1,668,351.43       37,081.78-    438,972.58-     401,890.80-
         NOV      1,451,105.67    1,416,092.83    1,487,372.82    1,443,350.56       36,267.15-     27,257.73-       9,009.42
         DEC      1,451,105.67    1,670,869.31    1,459,328.22    1,418,275.29        8,222.55-    252,594.02       260,816.57
         JAN      1,451,105.49    1,195,556.15    1,464,051.99    1,459,825.59       12,946.50-    264,269.44-     251,322.94-
         FEB      1,451,105.81    4,069,957.93    1,487,375.90    2,371,101.58       36,270.09-  1,698,856.35     1,735,126.44
         MAR      1,451,105.50    2,412,098.78    1,487,370.31    1,955,888.51       36,264.81-    456,210.27       492,475.08
         APR      1,451,105.81    1,498,108.60    1,571,926.73    2,470,925.58      120,820.92-    972,816.98-     851,996.06-
         MAY      1,451,105.50      286,727.94    1,487,370.53    1,388,151.96       36,265.03-  1,101,424.02-   1,065,158.99-
         JUN      1,451,105.92      280,317.49    1,487,375.29    1,358,786.25       36,269.37-  1,078,468.76-   1,042,199.39-

                 17,424,209.68   17,684,617.40   17,854,778.04   20,183,725.50      430,568.36-  2,499,108.10-   2,068,539.74-
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