

## Common EduReports

### Financial Reports

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Accounts Lookup Report

 Budget Summary Report

Chart of Accounts Report

Financial Activity Report 

Financial Balances Report

Financial Transaction Report

# Components of Report Criteria

Shows full account code, will give you subtotal by Sort Options

Summary by Sort Options

Choose how the data should sort, the sort triggers the headers and sub totals. See Samples Below.

**Budget Summary Report** Go

Hide

▶ Report Parameters

- Report Type  Summary  Detail
- Budget Status  Adopted  Revised
- Include Accruals  Yes  No
- Negative Balance Only  Yes  No
- Include Budget Account Details  Yes  No
- From / To:  ...
- Include GL Status  Pended  Encumbered  PreEncumbered
- Sort  ...
- Page Break by
- Account Masking

▶ Report Criteria

• Fund	<input type="text"/>	<input type="checkbox"/>
• Resource	<input type="text"/>	<input type="checkbox"/>
• Year	<input type="text"/>	<input type="checkbox"/>
• Goal	<input type="text"/>	<input type="checkbox"/>
• Function	<input type="text"/>	<input type="checkbox"/>
• Object	<input type="text"/>	<input type="checkbox"/>
• School	<input type="text" value="100"/>	<input type="checkbox"/>
• Management	<input type="text" value="0515"/>	<input type="checkbox"/>

▶ Options

- Suppress Net Zero Accounts  Yes  No

Hide

By: Fund Resource Major Range Object

Fund	^	v	x
Resource	^	v	x
Major Range	^	v	x
Object	^	v	x

OK Cancel

Input account codes, less criteria will give you more data, more criteria will give you a more narrow result

## Summary by Object Code- Site Discretionary

**Budget Summary Report** Go

▶ Report Parameters Hide

- Report Type  Summary  Detail
- Budget Status  Adopted  Revised
- Include Accruals  Yes  No
- Negative Balance Only  Yes  No
- Include Budget Account Details  Yes  No
- From / To:  ...
- Include GL Status  Pended  Encumbered  PreEncumbered
- Sort  ...
- Page Break by  ▼
- Account Masking  ...

▶ Report Criteria Hide

- Fund
- Resource
- Year
- Goal
- Function
- Object
- School
- Management

Summary by Resource &  
Object

BEST NET CONSORTIUM  
 74 - Rialto Unified School District  
 Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)

Actual Paid  
to Date

Requisitions/  
POs not paid  
TRVs/ PSRs not  
encumbered

Remaining  
Balance

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 01 GENERAL FUND</b>								
<b>Resource 0011 SITE DISCRETIONARY FUND</b>								
<b>Expenditure</b>								
130	TEACHER SALARY X-DUTY/STRS	400.00	0.00	0.00	0.00%	-	400.00	100.00%
140	TEACHER SALARY SUB/STRS	1,410.00	725.00	725.00	51.42%	-	685.00	48.58%
2920	OTHER CLASS SALARIES - HOURLY	120.00	24.00	24.00	20.00%	-	96.00	80.00%
3101	STRS	303.00	74.40	74.40	24.55%	-	228.60	75.45%
3331	MEDICARE-CERT	27.00	10.51	10.51	38.93%	-	16.49	61.07%
3332	MEDICARE-CLASS	3.00	0.35	0.35	11.67%	-	2.65	88.33%
3351	ARS-RETIRE SYSTEM-CERT	0.00	10.87	10.87	100.00%	-	(10.87)	0.00%
3352	ARS-RETIRE SYSTEM-CLASS	5.00	0.90	0.90	18.00%	-	4.10	82.00%
3501	SUI-CERT	1.00	0.38	0.38	36.00%	-	0.64	64.00%
3502	SUI-CLASS	1.00	0.01	0.01	1.00%	-	0.99	99.00%
3601	WORKERS COMP-CERT	53.00	21.34	21.34	40.26%	-	31.66	59.74%
3602	WORKERS COMP-CLASS	4.00	0.71	0.71	17.75%	-	3.29	82.25%
4210	BOOKS	286.00	0.00	0.00	0.00%	-	286.00	100.00%
4310	MATERIALS & SUPPLIES	40,318.00	11,600.20	11,600.20	28.77%	9,236.68	19,481.12	48.32%
4401	NON CAPITAL INVENTORY EQUIP	8,835.00	0.00	0.00	0.00%	-	8,835.00	100.00%
4440	COMPUTER/TECH INVENTORY EQUIP	2,160.00	0.00	0.00	0.00%	594.78	1,565.22	72.46%
6630	MAINTENANCE CONTRACT	19,200.00	2,664.12	2,664.12	13.88%	-	16,535.88	86.12%
6712	PRINT CHARGES	3,300.00	908.61	908.61	27.53%	-	2,391.39	72.47%
6715	POSTAGE	1,872.00	425.36	425.36	22.72%	-	1,446.64	77.28%
6840	COMPUTER RELATED SERVICES	150.00	0.00	0.00	0.00%	-	150.00	100.00%
6880	OTHER ADMINISTRATIVE CHARGES	175.00	0.00	0.00	0.00%	-	175.00	100.00%
6886	STUDENT REWARDS	2,500.00	0.00	0.00	0.00%	-	2,500.00	100.00%
<b>Total Expenditure</b>		<b>81,123.00</b>	<b>16,466.74</b>	<b>16,466.74</b>		<b>9,831.46</b>	<b>54,824.80</b>	
<b>Total Resource 0011 SITE DISCRETIONARY FUND</b>		<b>81,123.00</b>	<b>16,466.74</b>	<b>16,466.74</b>		<b>9,831.46</b>	<b>54,824.80</b>	
<b>Total Fund 01 GENERAL FUND</b>		<b>81,123.00</b>	<b>16,466.74</b>	<b>16,466.74</b>		<b>9,831.46</b>	<b>54,824.80</b>	

Totals by Object

Total By Resource

**Budget Summary- Detailed Site Discretionary**

**Choose Detail**

Budget Summary Report Go

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▶ Report Parameters Hide

• Report Type  Summary  Detail

• Budget Status  Adopted  Revised

• Include Accruals  Yes  No

• Negative Balance Only  Yes  No

• Include Budget Account Details  Yes  No

• From / To:  ...

• Include GL Status  Pended  Encumbered  PreEncumbered

• Sort  ...

• Page Break by  ▼

• Account Masking  ...

▶ Report Criteria Hide

• Fund

• Resource

• Year

• Goal

• Function

• Object

• School

• Management

Anything highlighted in blue can be clicked on to get more detail

BEST NET CONSORTIUM  
 74 - Rialto Unified School District  
 Budget Summary Report - Detail (From: 7/1/2019 To: 6/30/2020)

Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 01 GENERAL FUND</b>														
<b>Resource 0011 SITE DISCRETIONARY FUND</b>														
<b>Expenditure</b>														
<b>Object 1130 TEACHER SALARY X-DUTY/STRS</b>														
01	0011	0	1110	1000	1130	100	0515	400.00	0.00	0.00	-	-	400.00	100.00%
<b>Total Object 1130 TEACHER SALARY X-DUT'</b>								400.00	0.00	0.00	-	-	400.00	
<b>Object 1140 TEACHER SALARY SUB/STRS</b>														
01	0011	0	0000	2140	1140	100	0515	310.00	145.00	145.00	46.77%	-	165.00	53.23%
01	0011	0	1110	1000	1140	100	0515	1,100.00	580.00	580.00	52.73%	-	520.00	47.27%
<b>Total Object 1140 TEACHER SALARY SUB/S'</b>								1,410.00	725.00	725.00	-	-	685.00	
<b>Object 2920 OTHER CLASS SALARIES - HOURLY</b>														
01	0011	0	8500	2495	2920	100	0515	120.00	24.00	24.00	20.00%	-	96.00	80.00%
<b>Total Object 2920 OTHER CLASS SALARIES</b>								120.00	24.00	24.00	-	-	96.00	
<b>Object 3101 STRS</b>														
01	0011	0	0000	2140	3101	100	0515	52.00	24.80	24.80	47.69%	-	27.20	52.31%
01	0011	0	1110	1000	3101	100	0515	251.00	49.60	49.60	19.76%	-	201.40	80.24%
<b>Total Object 3101 STRS</b>								303.00	74.40	74.40	-	-	228.60	
<b>Object 3331 MEDICARE-CERT</b>														
01	0011	0	0000	2140	3331	100	0515	5.00	2.10	2.10	42.00%	-	2.90	58.00%
01	0011	0	1110	1000	3331	100	0515	22.00	8.41	8.41	38.23%	-	13.59	61.77%
<b>Total Object 3331 MEDICARE-CERT</b>								27.00	10.51	10.51	-	-	16.49	
<b>Object 3332 MEDICARE-CLASS</b>														
01	0011	0	8500	2495	3332	100	0515	3.00	0.35	0.35	11.67%	-	2.65	88.33%
<b>Total Object 3332 MEDICARE-CLASS</b>								3.00	0.35	0.35	-	-	2.65	
<b>Object 3351 ARS-RETIRE SYSTEM-CERT</b>														
01	0011	0	1110	1000	3351	100	0515	0.00	10.87	10.87	100.00%	-	(10.87)	100.00%
<b>Total Object 3351 ARS-RETIRE SYSTEM-CER</b>								0.00	10.87	10.87	-	-	(10.87)	
<b>Object 3352 ARS-RETIRE SYSTEM-CLASS</b>														
01	0011	0	8500	2495	3352	100	0515	5.00	0.90	0.90	18.00%	-	4.10	82.00%
<b>Total Object 3352 ARS-RETIRE SYSTEM-CLA</b>								5.00	0.90	0.90	-	-	4.10	
<b>Object 3501 SUI-CERT</b>														
01	0011	0	0000	2140	3501	100	0515	0.00	0.07	0.07	100.00%	-	(0.07)	100.00%
01	0011	0	1110	1000	3501	100	0515	1.00	0.29	0.29	29.00%	-	0.71	71.00%
<b>Total Object 3501 SUI-CERT</b>								1.00	0.36	0.36	-	-	0.64	

## Financial Activity Report- Transaction Detail

Must be clicked to get the expenditure detail

Financial Activity Report Go

▶ Report Parameters Hide

• Report Type  Summary  Detail

• Budget Status  Adopted  Revised

• Running Balance  Yes  No

• Default Column Order  Yes  No

• Display Columns  Total Activity  Vendor #  Related Document  Warrant #

• From / To: 7/1/2019..6/30/2020 ...

• Include GL Status  Pended  Encumbered  PreEncumbered

• Sort Fund, Resource, Object ...

• Page Break by

▶ Report Criteria Hide

• Fund

• Resource 0011

• Year

• Goal

• Function

• Object 4310 x

• School 100

• Management 0515

• Reference

• Description/Vendor Name

• Vendor #

• Related Document

BEST NET CONSORTIUM  
 74 - Rialto Unified School District  
 Financial Activity Report - Detail (From: 7/1/2019 To: 6/30/2020)

Paid Req/ PO

Transaction Reference Vendor Name

Effective Date	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Running Balance	Reference	Description/ Vendor Name	Related Document
<b>Fund 01 GENERAL FUND</b>															
<b>Resource 0011 SITE DISCRETIONARY FUND</b>															
<b>Expenditure</b>															
<b>Object 4310 MATERIALS &amp; SUPPLIES</b>															
07/01/2019	01	0011	0	1110	1000	4310	100	0515	14,103.00			14,103.00	BGR20190522	Tentative Roll 05/22/19 21:24 PM	
07/01/2019	01	0011	0	1110	1000	4310	100	0515	4.00			14,107.00	BGR20190523	Tentative Roll 05/23/19 17:02 PM	
07/01/2019	01	0011	0	1110	1000	4310	100	0515			1,500.00	12,607.00	PO200282	OFFICE SOLUTIONS BUSINESS	
07/01/2019	01	0011	0	1110	1000	4310	100	0515			4,500.00	8,107.00	PO200283	SOUTHWEST SCHOOL & OFFICE	
07/01/2019	01	0011	0	1110	1000	4310	100	0515			3,000.00	5,107.00	PO200284	SOUTHWEST SCHOOL & OFFICE	PO= Purchase Order
07/08/2019	01	0011	0	1110	1000	4310	100	0515			(30.32)	5,137.32	CM200003	SOUTHWEST SCHOOL & OFFICE	
07/09/2019	01	0011	0	1110	1000	4310	100	0515				5,137.32	CM200003	SOUTHWEST SCHOOL & OFFICE	
07/10/2019	01	0011	0	1110	1000	4310	100	0515		30.32		5,107.00	AR190011	CM# 200003	
07/10/2019	01	0011	0	1110	1000	4310	100	0515		(30.32)	30.32	5,107.00	CM200003	SOUTHWEST SCHOOL & OFFICE	
07/29/2019	01	0011	0	1110	1000	4310	100	0515			806.10	4,300.90	RQS002133		
07/30/2019	01	0011	0	1110	1000	4310	100	0515			(806.10)	5,107.00	RQS002133		
07/30/2019	01	0011	0	1110	1000	4310	100	0515		840.85		4,266.15	ST002133	STORES ISSUES	
08/16/2019	01	0011	0	1110	1000	4310	100	0515			22.80	4,243.35	RQS002748		
08/26/2019	01	0011	0	1110	1000	4310	100	0515			(22.80)	4,266.15	RQS002748		
08/26/2019	01	0011	0	1110	1000	4310	100	0515		22.80		4,243.35	ST002748	STORES ISSUES	ST= Stores/ Warehouse
09/18/2019	01	0011	0	1110	1000	4310	100	0515		12.37		4,230.98	ST003530	STORES ISSUES	
09/27/2019	01	0011	0	1110	1000	4310	100	0515				4,230.98	PO200283	SOUTHWEST SCHOOL & OFFICE	
09/30/2019	01	0011	0	1110	1000	4310	100	0515		4,167.03	(4,167.03)	4,230.98	PO200283	SOUTHWEST SCHOOL & OFFICE	
10/04/2019	01	0011	0	1110	1000	4310	100	0515			407.05	3,823.93	RQ004126	BEST BUY BUSINESS ADVANTAGE	
10/07/2019	01	0011	0	1110	1000	4310	100	0515			969.75	2,854.18	RQ004090	TROXELL COMMUNICATIONS INC	RQ= Approved Requisition
10/08/2019	01	0011	0	1110	1000	4310	100	0515			969.75	1,884.43	PO202880	TROXELL COMMUNICATIONS INC	
10/08/2019	01	0011	0	1110	1000	4310	100	0515			(969.75)	2,854.18	RQ004090	TROXELL COMMUNICATIONS INC	
10/11/2019	01	0011	0	1110	1000	4310	100	0515				2,854.18	PO200282	OFFICE SOLUTIONS BUSINESS	
10/14/2019	01	0011	0	1110	1000	4310	100	0515		659.47	(659.47)	2,854.18	PO200282	OFFICE SOLUTIONS BUSINESS	
10/16/2019	01	0011	0	1110	1000	4310	100	0515				2,854.18	PO200283	SOUTHWEST SCHOOL & OFFICE	
10/17/2019	01	0011	0	1110	1000	4310	100	0515		28.86	(28.86)	2,854.18	PO200283	SOUTHWEST SCHOOL & OFFICE	
<b>Total Object 4310 MATERIALS &amp; SUPPLIES</b>									14,107.00	5,731.38	5,521.44	2,854.18			
<b>Total Expenditure</b>									14,107.00	5,731.38	5,521.44	2,854.18			
<b>Total Resource 0011 SITE DISCRETIONARY FUND</b>									14,107.00	5,731.38	5,521.44	2,854.18			
<b>Total Fund 01 GENERAL FUND</b>									14,107.00	5,731.38	5,521.44	2,854.18			