## Account lookup Instructions (Looking at Account Activity)

## Step 1: Select Account Lookup



Step 2: Enter account number. Leave	???s as wild cards	Enter account info	
Site Account Lookup         File       Options         Help+Video         Image: Comparison of the temperature of the temperature of temperatur	64 - Shoreline Joint United School ⇒  □  □  □  □  □  □  □  □	QSS/OASIS C	
Lookup Advanced Search     Search by     District Year FD RESC Y OBJT SO GOAL FT     Account     Advanced     P 64      18     22-2222-2-22222-22	Image: Show Summary         Image: Show Summary </td <td>Columns to show GL View Only Columns to show C Standard C GL C All C Minimal</td> <td>,</td>	Columns to show GL View Only Columns to show C Standard C GL C All C Minimal	,
		9/28/2017	4:47 PM

Step 3: Type in only data that you are looking for. The example below shows materials and supplies search (object 4300) for site 107. The remaining is left as a wildcard to bring up everything related to object 4300, site 107.

		GL Acco	unt Lookup				6	i4 - Shoreline Joint I	Unified School				QSS/OASIS	- 0 X
	Fi	le Optio	ons Help+Vid	leo			_							
	<	P 🕗			3 🔒 🖻 🚺	*	- 1	🧶 🛐 🥏						
	10	Accts F	Read, 10 Acct	s Qualified, 10 Ex	pense Accts									Page: 1 of 1
		Lookup	Advanced Se	arch										
		Search by	Di-		AND TT SO C	037 E		ACT CDD	Show	Summary 🖂 Sh	ow GL	show		
Selecting		i Account Advanc	it ? 64	▼ 18 ??-??	???-?-4300.??-?	???-?	???-107	-???-??? -	Show	Accounts GL Vi	C All C	l C GL Minimal		
Facilities	E	Expense S	ummary	Working	Revised		Approved			-				
			Budget:	38,305.00	38,305.00		38,305.00							
	-		Expense:	21,014.74										
$\sim$			Pending:	.00										
	$\rightarrow$	Enc	cumbered:	44,677.11										
		Total Co	ommited:	65,691.85										
		B	Balance:	-27,386.85	-27,386.85		27,386.85							
			FD RESC Y C	BJT SO GOAL FU	INC LOC ACT GRP	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance	
	•	1	01-0000-0-4	1300.00-0000-81	L10-107-000-000	0		6,000.00	5,434.67	.00	10,520.53	15,955.20	-9,955.20	
	_	2	01-0000-0-4	1300.00-0000-82	200-107-000-000	0		5,000.00	3,332.02	.00	8,204.53	11,536.55	-6,536.55	5
	_	3	01-0000-0-4	1300.00-1110-27	700-107-107-000	0		300.00	.00	.00	.00	.00	300.00	
	_	4	01-0000-0-4	1300.00-1430-10	020-107-104-000	0		.00	110.32	.00	.00	110.32	-110.32	2
	_	5	01-1100-0-4	1300.00-0000-27	700-107-000-000	0		1,500.00	747.47	.00	500.00	1,247.47	252.53	3
	_	6	01-1100-0-4	4300.00-1110-10	010-107-000-000	0		10,000.00	.00	.00	4,188.20	4,188.20	5,811.80	)
	_	7	01-3010-0-4	1300.00-8100-50	000-107-000-000	0		.00	.00	.00	55.29	55.29	-55.29	
	_	8	01-6500-0-4	1300.00-5770-11	100-107-000-000	0		1.00	-115.80	.00	1,278.59	1,162.79	-1,161.79	•
	_	9	01-9040-0-4	1300.00-1110-10	010-107-000-000	0		15,504.00	757.36	.00	5,809.80	6,567.16	8,936.84	1
	_	10	14-0000-0-4	1300.00-0000-82	200-107-119-000	0		.00	10,748.70	.00	14, 120. 17	24,868.87	-24,868.87	7
	E												9/28/2	017 4:48 PM

Step 4: Click on OK

E	3. Account Activity
	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP 01-0000-0-4300.00-0000-8200-107-000-000
	Budget Type R - Revised   Date 07/01/2017
	Include Budget Transfers: 🔽
	Include Unapproved Budget Transfers: 🥅
	Include Unapproved GL Transactions: 🕅
	Ascending Date Order: 🔽
	OK Cancel
	Select OK

Step 6: You can use same advanced procedure as vendors to get excel output, step 6.

ile Views Page	I D D 📂 🖉								
	🔹 💽 🖻 💆 🌽								
		7 💌 🔺 🕨 📖	$\otimes$						
			-				Vie	w: 1 of 1	Page: 1 of
District: 064	4 Year: 2018	l	Account Activity				(	qss/	OASIS
								Pa	ge 1 of
/var/opt/qss/data	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP 01-0000-0-4300.00-0000-8200-107-000-000 Description:         Account status: Open Roll Flag: Pseudo Code: FUND: 01 GENERAL FUND RESOURCE: 0000 NO REPORTING REQUIREMENTS PROJ YR: 0 PROJECT YEAR OBJECT: 4300 MATERIALS & SUPPLIES SUB-OBJT: 00 NO SB GOAL: 0000 UNDISTRIBUTED FUNCTION: 8200 OPERATIONS SCHOOL: 107 TOMALES ELEMENTARY SCHOOL DIST 1: 000 None DIST 2: 000 None         Start Date: 07/01/2017 Include: Unapproved GL Trx? N Budget Type: Revised       Budget Transfers? Y Unapproved BT's? N								
		Revised	Exp/Rec	Enc		Balance			
	Total:	5,000.00	2,440.16	9,128.54	-	6,568.70	)		
		1 account	t(s) and 7 detail record(s) select	ed.					
	Reference Date	Description		Revised	Exp/Rec	Enc	Balance		
	BG-000000 07/01/20	17 BUDGET		5,000.00	0.00	0.00	5,000.00		
	PO-180006 07/01/20	17 VERITIV Ve: 003292(064/	18)	0.00	0.00	5,500.00	-1,500.00		
	PO-180321 08/14/20	17 HILLYARD Ve: 003576(064	4/18)	0.00	0.00	320.04	-5.964.73		
	PO-180370 08/24/20	17 BUCK'S SAW SERVICE Ve:	070079(064/18)	0.00	0.00	603.97	-6,568.70		
	PO-180006 09/22/20	17 VERITIV 631-31043473 Ve	e: 003292(064/18) Wr: 2017436	4 0.00	2,440.16	0.00	-9,008.86		
	PO-180006 09/22/20: Total:	1/VERITIV Ve: 003292(064/)	18) Wr: 201/4364	0.00	0.00	2,440.16	-6,568./0		
				5,000.00	2, 740.10 9	120.04	0,000.70		
Femplate: acctdet (	L.00.03)								
Senerated: 09/28/7	2017 at 4:49:06 PM								