

Escape Fiscal Reports Drill Down

Many Fiscal Reports have Drill Down links to get more detail. This is also available in the Fiscal Accounts search.

Example Fiscal02 Account Summary by Object-Balance:

This report shows account balances for any accounts. The purpose of these reports is to allow the user to review current or period account balances without transaction details. However, if you want to see more detail for a specific account, you can click on the Blue Underline link that takes you to the **Fiscal03 – Account Transaction Detail by Object-Balance**. Furthermore, if you need detail on Payroll Expense, click on the Blue Underline link and that will take you to the **Pay10 – Labor Distribution Detail to see employee names**.

[Go to Finance – Reports – Fiscal – Fiscal02](#)

Request	Report
Request	
1 - Report	
Report Number	Fiscal02
Description	Account Summary by Object-Balance
Report Sample	Fiscal02
Report Favorite ID	
2 - User Options	
Fiscal Year	2022 {2021/2022}
Account Period	12 {June}
Unposted JEs?	No - Do NOT include unposted JE
3 - Account Selection	
Assets and Liabilities?	No - Do Not Include
Restricted?	Yes - Include restricted accounts
Fund	
Resource	
Year	
Goal	
Function	
Object	1100 {Teachers' Salaries - Regular}
School	
Management	

Not sure about a report? Everyone report has a Report Sample

Example Fiscal02 Account Summary by Object-Balance:

- Click on Blue Underline to get more detail, this will open the **Fiscal03**

Fiscal02a		Account Summary by Object-Balance				
Balances through June (12)						Fiscal Year 2021/22
FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General Fund						
01-0000-0-1110-1000-1100-000-1	NTV Teachers' Salar,Instructi	8,450.00	8,450.00	4,609.20	3,841.00	.20-
01-0000-0-1110-1000-1100-600-0100	Teachers' Salar,Instructi	608,491.00	610,991.00	316,136.50	316,136.50	21,282.00-
01-0199-0-1110-1000-1100-600-0100	Teachers' Salar,Instructi	11,408.00	41,408.00	22,040.76	19,421.86	54.62-
01-1400-0-1110-1000-1100-600-0100	Teachers' Salar,Instructi	22,134.00	22,134.00			22,134.00
01-3310-0-5770-1120-1100-000-0000	Teachers' Salar,Spec Ed-r	12,593.00	12,593.00			12,593.00
01-6500-0-5770-1120-1100-000-0000	Teachers' Salar,Spec Ed-r	33,874.00	47,874.00	23,727.60	23,727.60	418.80
01-7425-0-1110-1000-1100-000-0000	Teachers' Salar,Instructi		1,600.00		1,581.84	18.16
Total for Org 001 and Fund General Fund		696,950.00	745,050.00	366,514.06	364,708.80	13,827.14

Example Fiscal03 Account Transaction Detail by Object-Balance:

- Click on Blue Underline in Expenditure amount to get more detail, this will open the **Pay10** to see employee information
- Click on the Blue Underline in the Journal # this will open the Journal Entry

Fiscal03a		Account Transaction Detail by Object-Balance							
Detail for Dates 07/01/2021 through 06/30/2022						Fiscal Year 2021/22			
Reff#	Pay To Name	Journal #	Description	Trans Date	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General Fund									
	01-0000-0-1110-1000-1100-600-0100		Teachers' Salar,Instructi						
		BA22-00001	Approve Budget,OB22-01,Fund 01	07/01/21	608,491.00	608,491.00			608,491.00
		PR22-00006	08/31/21 Regular Payroll (Earning: 08/31/21	08/31/21				63,227.30	545,263.70
		BR22-00002	Update new positions and open er	09/07/21		2,500.00			547,763.70
		PR22-00011	09/30/21 Regular Payroll (Earning: 09/30/21	09/30/21				63,227.30	484,536.40
		PR22-00016	10/29/21 Regular Payroll (Earning: 10/29/21	10/29/21				63,227.30	421,309.10
		PR22-00021	11/30/21 Regular Payroll (Earning: 11/30/21	11/30/21				63,227.30	358,081.80
		PR22-00026	12/29/21 Regular Payroll (Earning: 12/29/21	12/29/21				63,227.30	294,854.50
		PR22-00030	Salary Encumbrance between 01/01/2022	01/10/22			316,136.50		21,282.00-
			Account Total	06/30/22	608,491.00	610,991.00	316,136.50	316,136.50	
Total for Org 001 and Fund General Fund					608,491.00	610,991.00	316,136.50	316,136.50	21,282.00-

Example Pay10 Labor Distribution Detail:

The Pay10 will provide employee detail by name

Pay10a				Labor Distribution Detail		
Pay Date 12/29/2021				Fiscal Year 2021/22		
Employee	(ID)SSN4	Pay Date	Pay Cycle/ Period	Source	Amount	
01-0000-0-1110-1000-1100-600-0100 Teachers' Salar,Instruction,Regular Educati,Elementary Educ						
Smith, A	(000079)	12/29/2021	CE0A/#5	9-13 TEACH	9,970.00	
				TICH	100.00	
				Subtotal for Employee	<u>10,070.00</u>	
Smith, B	(000162)	12/29/2021	CE0A/#5	8-13 TEACH	7,989.50	
Smith, C	(000054)	12/29/2021	CE0A/#5	5-16 TEACH	8,484.20	
Smith, D	(000138)	12/29/2021	CE0A/#5	4-13 TEACH	10,465.00	
Smith, E	(000176)	12/29/2021	CE0A/#5	6-14 TEACH	8,814.60	
				MASTER	85.00	
				Subtotal for Employee	<u>8,899.60</u>	
Smith, F	(000145)	12/29/2021	CE0A/#5	7-13 TEACH	9,309.80	
				MASTER	85.00	
				TICH	100.00	
				Subtotal for Employee	<u>9,494.80</u>	
Smith, G	(000238)	12/29/2021	CE0A/#5	11-14 TEACH	7,824.20	
				Total for Account	<u>63,227.30</u>	
				Total for Org 001	<u>63,227.30</u>	