

## Escape Tips: Search and Report Data Links

Every report has a Report Sample link to view prior to running the report. The Fiscal02 has the ability to “Drill down” to more details using the links in the report.

001 - ABC Finance - Reports - Fiscal

List Request/Report

Go Go/Export Clear Prev Next Close Favorites

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 2023 (2022/2023)

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 1,3\*\*1

School

Management

4 - Account Sort/Group Options

Fund Fund

Sort/Group 1 Resource

Sort/Group 2

Sort/Group 3

Sort/Group 4

Object Object

Object Digits 4 (Subtotal when the object changes)

Page Break Level {No forced page breaks}

Create Favorites  
and Schedule  
Reports

Example Report Criteria:  
Certificated Salaries &  
Benefits using Wildcards

Object Codes: 1,3\*\*1

### Accounts:

### Range:

- Use dot dot (..)
- Contiguous use a dash (4300-4500)
- Non-Contiguous use comma (43,45)

### Wildcard:

- Use asterisk (1,3\*\*1) (2,3\*\*2)
- Use % that Included (Sm%th)

**Example Fiscal02 for Classified Salaries and Benefits:**

001 - ABC Finance - Reports - Fiscal

List Request/Report

Go Go/Export Clear Prev Next Close Favorites

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	2023 {2022/2023}
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	
<b>Object</b>	<b>2,3**2</b>
School	
Management	

**4 - Account Sort/Group Options**

Fund	Fund
<b>Sort/Group 1</b>	<b>Resource</b>
Sort/Group 2	
Sort/Group 3	
Sort/Group 4	
Object	Object
Object Digits	4 {Subtotal when the object changes}
Page Break Level	{No forced page breaks}

**Example Report Criteria:  
Classified Salaries &  
Benefits using Wildcards  
Object Codes: 2,3\*\*2**

**Example Fiscal02 for Classified Salaries and Benefits:**

The Blue underline is a link to the account details, click here to “Drill down”, this will be come the Fiscal03 Account Transaction Detail by Object-Balance.

Fiscal02a		Account Summary by Object-Balance				
Balances through June (12)		Fiscal Year 2022/23				
FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General Fund, Resource 0000 - Unrestricted/no</b>						
<a href="#">01-0000-0-1110-1000-2100-600-0100</a>	Instructional A,Instructi	45,707.00	45,707.00	41,182.37	2,760.84	1,763.79
	<b>Total for Object 2100</b>	<b>45,707.00</b>	<b>45,707.00</b>	<b>41,182.37</b>	<b>2,760.84</b>	<b>1,763.79</b>
<a href="#">01-0000-0-1110-1000-2140-600-0100</a>	IA - Sick Leave,Instructi	3,500.00	3,500.00		211.67	3,288.33
	<b>Total for Object 2140</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>.00</b>	<b>211.67</b>	<b>3,288.33</b>
<a href="#">01-0000-0-0000-3600-2200-000-7230</a>	Classified Supp,Pupil Tra	23,106.00	23,106.00	19,513.20	2,301.78	1,291.02
<a href="#">01-0000-0-0000-3600-2200-000-BUS</a>	Classified Supp,Pupil Tra	4,500.00	4,500.00		209.06	4,290.94
<a href="#">01-0000-0-0000-8100-2200-600-7200</a>	Classified Supp,Plant Mai	41,354.00	41,354.00	34,461.90	6,722.40	169.70
<a href="#">01-0000-0-0000-8200-2200-600-7300</a>	Classified Supp,Operation	72,022.00	72,022.00	54,882.57	17,772.29	632.86-
<a href="#">01-0000-0-1110-2420-2200-600-0510</a>	Classified Supp,Instrnl M	7,776.00	7,776.00	7,287.68	798.16	309.84-
	<b>Total for Object 2200</b>	<b>148,758.00</b>	<b>148,758.00</b>	<b>116,145.35</b>	<b>27,803.69</b>	<b>4,808.96</b>
<a href="#">01-0000-0-0000-8200-2220-600-7300</a>	Cust Hourly,Operations,Un	4,000.00	4,000.00		3,440.35	559.65
	<b>Total for Object 2220</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>.00</b>	<b>3,440.35</b>	<b>559.65</b>
<a href="#">01-0000-0-0000-8100-2230-600-7200</a>	Overtime,Plant Maintenanc	3,000.00	3,000.00		1,174.74	1,825.26
<a href="#">01-0000-0-0000-8200-2230-600-7300</a>	Overtime,Operations,Undis	1,000.00	1,000.00		2,834.92	1,834.92-
	<b>Total for Object 2230</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>.00</b>	<b>4,009.66</b>	<b>9.66-</b>
<a href="#">01-0000-0-1110-2700-2400-600-5300</a>	Clerical & Offi,School Ad	96,928.00	96,928.00	80,773.30	16,154.66	.04
	<b>Total for Object 2400</b>	<b>96,928.00</b>	<b>96,928.00</b>	<b>80,773.30</b>	<b>16,154.66</b>	<b>.04</b>
<a href="#">01-0000-0-1110-2700-2420-600-5300</a>	Clerical Hourly,School Ad	26,972.00	26,972.00	24,261.90	2,710.10	
	<b>Total for Object 2420</b>	<b>26,972.00</b>	<b>26,972.00</b>	<b>24,261.90</b>	<b>2,710.10</b>	<b>.00</b>
<a href="#">01-0000-0-1110-2700-2430-600-5300</a>	Office Overtime,School Ad	1,500.00	1,500.00		881.58	618.42
	<b>Total for Object 2430</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>.00</b>	<b>881.58</b>	<b>618.42</b>
<a href="#">01-0000-0-1110-2700-2440-600-5300</a>	Office Sub,School Adminis	3,000.00	3,000.00		214.55	2,785.45
	<b>Total for Object 2440</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>.00</b>	<b>214.55</b>	<b>2,785.45</b>
<a href="#">01-0000-0-1110-1000-2901-600-0100</a>	Band,Instruction,Regular	10,296.00	10,296.00	9,266.40	1,029.60	
	<b>Total for Object 2901</b>	<b>10,296.00</b>	<b>10,296.00</b>	<b>9,266.40</b>	<b>1,029.60</b>	<b>.00</b>
<a href="#">01-0000-0-1110-1000-2902-600-0510</a>	Art,Instruction,Regular E	21,060.00	21,060.00		1,365.00	19,695.00
	<b>Total for Object 2902</b>	<b>21,060.00</b>	<b>21,060.00</b>	<b>.00</b>	<b>1,365.00</b>	<b>19,695.00</b>
<a href="#">01-0000-0-1110-1000-2907-300-0111</a>	PE,Instruction,Regular Ed	21,861.00	21,861.00	20,525.01	1,642.20	306.21-
	<b>Total for Object 2907</b>	<b>21,861.00</b>	<b>21,861.00</b>	<b>20,525.01</b>	<b>1,642.20</b>	<b>306.21-</b>
<a href="#">01-0000-0-1110-3110-2911-000-6100</a>	Counseling,Guidance & Cou	27,360.00	27,360.00	24,624.00	4,351.00	1,615.00-
	<b>Total for Object 2911</b>	<b>27,360.00</b>	<b>27,360.00</b>	<b>24,624.00</b>	<b>4,351.00</b>	<b>1,615.00-</b>
<a href="#">01-0000-0-0000-3600-3202-000-7230</a>	PERS,Pupil Transport,Undi	5,481.00	5,481.00	4,950.47	552.21	21.68-
<a href="#">01-0000-0-0000-3600-3202-000-BUS</a>	PERS,Pupil Transport,Undi				10.64	10.64-

Selection Grouped by Account Type, Filtered by User Permissions and (Org = 1, Online/Offline = N, Fiscal Year = 2023, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Object = 2,3\*\*2, Object Digits = 4, Page Break Level = )

ESCAPE ONLINE

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001 - ABC

Generated for Tracy Lehmann (TLEHMANN), Sep 21 2022 9:31AM

The Account Link will open the Fiscal03 for more detail:

There is a link to the Journal Entry and Expenditure. The link to the Expenditure will open the Pay10 to see employee detail.

Fiscal03a

Account Transaction Detail by  
Object-Balance

Detail for Dates 07/01/2022 through 06/30/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Date	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General Fund</b>									
01-0000-0-1110-1000-2100-600-0100 Instructional A,Instructi									
		TB23-00001	Tentative Budget,OB23-01,Fund 0	07/01/22	45,707.00	45,707.00			45,707.00
		PR23-00006	08/31/22 Regular Payroll (Earning: 08/31/22					2,760.84	42,946.16
		PR23-00010	Salary Encumbrance between 09/09/22	09/09/22			41,182.37		1,763.79
			Account Total	06/30/23	45,707.00	45,707.00	41,182.37	2,760.84	
			<b>Total for Org 001 and Fund General Fund</b>		<b>45,707.00</b>	<b>45,707.00</b>	<b>41,182.37</b>	<b>2,760.84</b>	<b>1,763.79</b>

Pay10a

Labor Distribution Detail

Pay Date 08/31/2022

Fiscal Year 2022/23

Employee	(ID)SSN4	Pay Date	Pay Cycle/ Period	Source	Amount
01-0000-0-1110-1000-2100-600-0100 Instructional A,Instruction,Regular Educati,Elementary Educ					
Mouse, Minnie	(000152)	08/31/2022	CL1A/#1	18-22 INSTAIDE	419.76
				VACA	21.84
				Subtotal for Employee	441.60
Mouse, Mickey	(000053)	08/31/2022	CL1A/#1	12-19 AUXPROG	809.93
				VACA	42.14
				Subtotal for Employee	852.07
Duck, Donald	(000065)	08/31/2022	CL1A/#1	16-14 INSTAIDE	558.90
				VACA	52.34
				Subtotal for Employee	611.24
Duck, Daffy	(000248)	08/31/2022	CL1A/#1	50-15 INSTAIDE	813.60
				VACA	42.33
				Subtotal for Employee	855.93
				<b>Total for Account</b>	<b>2,760.84</b>
				<b>Total for Org 001</b>	<b>2,760.84</b>