

REPORTS

The district recommends you review reports regularly, and a minimum of monthly, for the budgets your site is responsible for monitoring.

- **Description**

The basic reports are as follows:

APS GL FUNDS AVAILABLE SUMMARY (M52)

This report can be accessed in APS Financial End User. Provides account summary information according to report parameters entered. This report is formatted to show:

- Budget code
- Source/object description
- Budget/encumbrances/actuals/available

Report parameters:

- Period name - will provide information from July 1st to current date within the selected period. Defaults to current period.
- Primary sort - will create a **page break** on the account code segment selected.
- Secondary sort - will create a **sub total** on the account code segment selected.
- Low and High parameters - will determine which account(s) the report will include. Budget information for all valid accounts within these parameters will be included on the report.
- Budget name – will provide information for the budget year selected. Defaults to current budget year.

APS GL SCHOOL FUNDS AVAILABLE XML (M367)

This report can be accessed in APS Financial End User. Provides summary information for accounts common to schools and should be tracked throughout the year. This report is formatted to show:

- Budget code
- Program
- Source/object description
- Budget/encumbrances/actuals/available

Includes all of the following budgets

- PPA
- Other Fund 10 Instructional Programs – if applicable
- Extra Duty Pay
- District Substitutes

- District Instructional Materials
- Most Special Program Funds (Fund 17)

Report parameters:

- Period name - will provide information from July 01 to current date within the selected period. Defaults to current period.
- Location – enter your location code.
- Optional – enter your budget review officer (BRO) code.
- Budget name – will provide information for the budget year selected. Defaults to current budget year.
- Output defaults to pdf.

APS GL FUNDS AVAILABLE SUMMARY–PROJECT TO DATE (M349)

This report can be accessed in APS Financial End User. Provides the same basic information as APS GL Funds Available Summary, however, this report should be used for grants, some special programs and other instances where advised. See the [Grants](#) section of this manual.

APS GL TRANSACTION HISTORY DOWNLOAD XML (M367)

This report can be accessed in APS Financial End User, standard reports. Provides detailed transaction information according to report parameters entered. This report is formatted to show:

- Budget code
- Date of transaction
- Amount received or expended
- Category (invoice, deposit, journal, etc.)
- Reference number (invoice number, deposit number, etc.)
- Check number
- Vendor name
- Transaction description as entered into Oracle
- Monetary subtotal of debit and credit transactions according to report parameters used

Report parameters:

- Start and end date - will provide information within selected dates. Defaults to July 1st to June 30th of current year.
- Primary sort - will create a **page break** on the account code segment selected.
- Secondary sort - will create a **subtotal** on the account code segment selected.
- Low and High parameters - will determine which account(s) the report will include.
- Budget name –Defaults to current budget year.
- Yes and no toggles to limit the type of transactions viewed.

- Output is in Excel.

NOTE: *When running transaction history reports for activity accounts for Fund 17 and 74, always exclude object codes greater than 6711, which include fund balance, assets and reserves transactions that do not affect your daily balances; your site should never code transactions to these accounts.*

APS PO, REQUISITION & TRIP DETAILS (M220)

This report can be accessed in APS Financial End User, standard reports. Provides detailed information for open encumbrance amounts (open purchase orders, requisitions and transportation estimates) from the funds available summary reports.

- Budget code
- Reference (P.O. number, requisition number, or TRAK trip number)
- Vendor (supplier)
- Item description
- Creation date (date requisition created and funds reserved)
- Order status
- Quantity/unit
- Quantity received
- Quantity billed
- Unit price
- Amount

Report parameters:

- Low and High parameters - will determine which account(s) the report will include.
- Output can be set to pdf or Excel prior to submitting the report

APS ACTIVITY REVENUES AND EXPENDITURES

Fund 74 and 17(Board Subsidized programs) only.

This report can be accessed in APS Financial End User, financial reports. Provides summary of revenues, expenditures, encumbrances and balance available for all activity accounts at your location.

- Program number/name
- Balance prior years (balance available from prior year)
- Year to date revenues and expenditures
- Current balance
- Encumbrances
- Balance available

Report parameters:

- Report – enter your location code.

More helpful reports:

APS HR SALARY TRANSACTION HISTORY W/ ELEMENT NAMES (M187)

This report can be requested from the Division of Finance. Provides detailed information by employee name for specified salary accounts.

PRINTED REQUISITIONS REPORT

This report can be accessed in APS Requestor w/PO Summary. It allows a user to print a requisition for a specific requisition number or a range of requisition numbers.

NOTE: *If you have a question on a budget code, or if the amounts in the budget column on the Oracle funds available reports do not match the PPA budget amount, please contact Budget Services at 303-365-5812. For questions regarding running or interpreting reports, please contact the Accounting Department at 303-365-5810.*

Reports will need to be run for all accounts your site is responsible for monitoring. These may include:

- Activity accounts (Fund 17 and 74)
 - Student money: donations, club accounts, fees, etc.
 - Must be spent to benefit students
 - Accounts may not be overspent at year end
 - Carryover
- Athletic accounts (Fund 28)
 - K-8 and middle schools monitor supply accounts
 - High schools monitor all accounts
 - No carryover
- District instructional materials (Fund 10)
 - Provided by Division of Instruction
 - Accessible only by submitting a purchase requisition
 - No carryover
- Fund 10 Extra-duty pay
 - Set amount by school level
 - Accessible only by submitting a time reporting form
 - Used to compensate employees over and above regular salary (under certain circumstances):
 - translating
 - substitutes for absences not covered by the district
 - athletic supervision
 - Unused TE allocated here (if applicable)

- No carryover
- Grants
- PPA (Per Pupil Allocation – Fund 10)
 - Budget amount determined by student count and carryover
 - Carryover 5% of annual allocation maximum
- Most Fund 17 programs, including:
 - Facilities rental
 - District vending
 - Daycares

- **Procedure**

To run reports in Oracle:

- See Oracle help sheets on running: [Pupil Activity](#), [P & L Statement](#), [Deposit report](#), [Quick Code Listing](#), [Funds Available \(support site\)](#), [School Funds Available](#), [Previously Requested Report](#), [Standard Reports](#).

To view account information on-line:

- Navigate to Financial End User, Inquiry, General Ledger, Funds Available and enter the desired account parameters. This Oracle screen will show balances for budget, encumbered, actual and available, as well as display all accounts available in Oracle whether or not they carry a balance.