

Using EduReports

#1 – Inquire

- Chart of Accounts
- Transactions – Financial and Payroll
- Balances – Revenue, Expenditure and GL

#2 – Report and Selection Criteria

- Function Buttons (=, > & ?) and Wildcards (see below)
- Dropdowns and free entry fields
- Browse, Print, Download, Chart or Save
- Tip #1: Adobe Acrobat must be installed on PC to Print
- TIP #2: Adobe SVG Viewer must be installed to use the Chart feature. Additional optional software Visio 2003 will allow manipulation of the chart.
- Tip #3: Large inquiries cannot be displayed due to web browser limitations. Download or print these large inquiries.
- Hide Menus for a fuller screen view
- Drilldown for complete detail, including GL entries (drilldown available for underlined displays)

#3 - Transactions Types Legend (displays in alphabetical order on Transaction Returns):

- B = Budget Transactions (BG = Beginning Balance, BT = Budget Transfer)
- A = Actuals (PO, PV, ST, JE, JV, TF, PY, others)
- E = Encumbrances, PO, PE (Payroll) and RE (revenue)
- G = General Ledger, the 9xxx entries on drilldowns

#4 – Inquiry and Selection Wildcards Legend

- = (equal sign) toggles with ?, will allow free-field entry
- ? toggles with the = sign, displays field with dropdown for selection
- <>Increases/decreases field size and allows free-form entry and the use of wildcards

Wildcards and Syntax:

- ? For single character, example: an object search 4?19 or 3??2
- *For everything after or before, example: a resource search 1* will return all resources beginning with 1, i.e, resource 1100, 1200, 1300, etc.
- Syntax, for a Fund search: 01-04,15,64-99 For Funds 01 through 04, Fund 15 and All Funds from 64 to end.

Reference	Description
AB	Adopted/Approved Budget
AC	APY Cancel Warrant
AH	APY Hand Warrant
AR	Accounts Receivable
BG	Budget or Beginning Balance
BL	Benefit Liability
BT	Budget Transfer
CA	County Adjustment
CL	Current Liability
CM	Credit Memo
CO	Warrant Un-cancel
DC	District Cash Receipt
EP	Estimated Payable
ER	Estimated Receivable
JE	Journal Entry
JV	Journal Voucher
MV	Miscellaneous Vendor APY Payment
PB	Payroll Benefit
PC	Payroll Cancel Warrant
PE	Payroll Encumbrance
PH	Payroll Hand Warrant
PL	Payroll Liability
PO	Purchase Order Encumbrance or Payment
PV	Pay Voucher APY Payment
PY	Payroll
RB	Revised Budget
RE	Revenue Encumbrance
ST	Stores
TC	Travel Claims APY Payment
TF	Cash Transfer (County or District)
VP	Voluntary Deduction Payment