

**Fiscal Data Escape Reports**  
*Medical Admin Activities (MAA) - Salary/Benefits - Reports #1 - #4*  
**Fiscal54**

**Escape > Finance > Reports > Fiscal > Medical Admin Activities (MAA) - Salary/Benefits**

By running this report, you will capture all the data needed for Reports 1-4. You will need to change the starting and end date for each quarter. Once you verify all of the information below matches your escape, hit "GO" in the top left corner to generate your Q1-Q4 reports. You will have a total of 4 reports for this section.

**Request Report**

**1 - Report**

|                    |   |
|--------------------|---|
| Report Number      | Fiscal54  |
| Description        | Medical Admin Activities (MAA) - Salary/Benefit |
| Report Sample      | Fiscal54  |
| Report Favorite ID |   |

**2 - User Options**

|                |                        |
|----------------|------------------------|
| Org            |                        |
| Online/Offline | Online                 |
| Fiscal Year    | 2021 {2020/2021}       |
| Starting Date  | 7/1/2020               |
| Ending Date    | 9/30/2020              |
| UnPosted JEs?  | No - Do Not Include    |
| SACS?          | No - Use District code |

**3 - Account Selection**

|                         |                                    |
|-------------------------|------------------------------------|
| Assets and Liabilities? | No - Do Not Include                |
| Restricted Accts?       | Yes - Include Restricted Accounts  |
| Fund                    |                                    |
| Resource                | 0000-2999,5640,6000-9999           |
| Yr                      |                                    |
| Object                  | 1000-2999,3000-3999                |
| Sub Object              |                                    |
| Goal                    |                                    |
| Function                | 1000-2699,2700,2800-6999,7000-9999 |
| Budget Resp             |                                    |
| School                  |                                    |
| DD1                     |                                    |
| DD2                     |                                    |

**4 - Account Sort/Group Options**

|              |  |
|--------------|--|
| Sort/Group 1 |  |
| Sort/Group 2 |  |
| Sort/Group 3 |  |
| Sort/Group 4 |  |
| Sort/Group 5 |  |

**General**

|                    |           |
|--------------------|-----------|
| Report Status      | Completed |
| Comment            |           |
| Distribution Group |           |

**UnPosted JEs?**  
Only balanced Journal Entries will be included in any event.

**Sort Option**

a) Total Claiming Unit Salaries and Benefits Summary

x) Go/Excel - Defined in Request

Activity for 07/01/2020 through 09/30/2020

Fiscal Year 2020/21

| Resources 0000-2999, 5640, 6000-9999                      | Salaries<br>(Object 1000-2999) | Benefits<br>(Object 3000-3999) |
|---|--------------------------------|--------------------------------|
| Functions 1000-2699, 2800-6999, 7200-9999 (MBT 36A & 36B) | 2,906,487.88                   | 1,159,960.12                   |
| Functions 2700, 7000-7199 (MBT 40A & 40B)                 | 624,715.06                     | 205,243.62                     |
| Total for Org 005 - EXAMPLE SCHOOL                        | 2,906,487.88                   | 1,159,960.12                   |
|   | 624,715.06                     | 205,243.62                     |
|   | 3,531,202.94                   | 1,365,203.74                   |

# EXAMPLE

**Fiscal Data Escape Reports**  
*Account Component Summary – Activity Change – Report #5*  
**Fiscal18**

**Escape > Finance > Reports > Fiscal > Account Component Summary – Activiy Change**

Reports # 5 – All Revenues will have a total of 24 reports. You will run the following reports for each quarter – Federal Reserves 8100-8299, LCFF Source Revenues 8010-8099, Other State Revenues 8300-8599, Other Local Revenues 8600-8799, Other Financial Sources 8910-8979, Contributions to Restricted Programs 8980-8999.

Enter the starting/end date for each quarter, the specific object code and comment for each specific revenue report. Then hit “GO” in the top left corner to generate each report.

The screenshot displays a software interface for configuring a report. On the left is a navigation menu with 'Finance' selected. The main area shows a configuration table with sections for Report, User Options, Account Selection, Sort/Group Options, and General. A 'Sort Option' panel on the right is set to 'a) Defined in Request'. Red arrows point to the 'Request' tab and the 'Sort Option' dropdown. Yellow arrows point to the 'Object' field (8100-8299) and the 'Comment' field (Federal Revenue).

| Request                               |   |
|---------------------------------------|---|
| <b>1 - Report</b>                     |   |
| Report Number                         | Fiscal18  |
| Description                           | Account Component Summary-Activity Change                         |
| Report Sample                         | Fiscal18  |
| Report Favorite ID                    |   |
| <b>2 - User Options</b>               |   |
| Org                                   |   |
| Online/Offline                        | Online  |
| Fiscal Year                           | 2021 {2020/2021}  |
| Starting Date                         | 7/1/2020  |
| Ending Date                           | 9/30/2020   |
| Unposted JEs?                         | No - Do Not Include unposted JE                                   |
| Assets and Liabilities?               | No - Do Not Include Assets and Liabilities                        |
| Restricted Accts?                     | Yes - Include Restricted Accounts                                 |
| <b>3 - Account Selection</b>          |   |
| Fund                                  |   |
| Resource                              |   |
| Yr                                    |   |
| Object                                | 8100-8299   |
| Sub Object                            |   |
| Goal                                  |   |
| Function                              |   |
| Budget Resp                           |   |
| School                                |   |
| DD1                                   |   |
| DD2                                   |   |
| <b>4 - Account Sort/Group Options</b> |   |
| SACS?                                 | No - use the District component value                             |
| Sort/Group 1                          |   |
| Page Break?                           | No forced page breaks when the Major Sort/Group Component changes |
| Sort/Group 2                          |   |
| Sort/Group 3                          |   |
| Sort/Group 4                          |   |
| Sort/Group 5                          |   |
| Obj Digits                            | 0 {Full Object}   |
| <b>General</b>                        |   |
| Report Status                         | Completed   |
| Comment                               | Federal Revenue   |
| Distribution Group                    |   |

Activity for 07/01/2020 through 09/30/2020

Fiscal Year 2020/21

| Description                                   | Adopted Budget      | Revised Budget      | Revenue             | Net Change to Balance |
|---|---------------------|---------------------|---------------------|-----------------------|
|   | 7,728,036.00        | 9,843,143.00        | 1,219,254.29        | 8,623,888.71          |
| <b>Total for Org 005 and Revenue accounts</b> | <b>7,728,036.00</b> | <b>9,843,143.00</b> | <b>1,219,254.29</b> | <b>8,623,888.71</b>   |

**EXAMPLE**

Activity for 07/01/2020 through 09/30/2020

Fiscal Year 2020/21

| Description                                   | Adopted Budget      | Revised Budget      | Revenue             | Net Change to Balance |
|---|---------------------|---------------------|---------------------|-----------------------|
|   | 9,458,827.00        | 9,458,827.00        | 1,814,540.00        | 7,644,287.00          |
| <b>Total for Org 005 and Revenue accounts</b> | <b>9,458,827.00</b> | <b>9,458,827.00</b> | <b>1,814,540.00</b> | <b>7,644,287.00</b>   |

**EXAMPLE**

Activity for 07/01/2020 through 09/30/2020

Fiscal Year 2020/21

| Description                                   | Adopted Budget       | Revised Budget       | Revenue             | Net Change to Balance |
|---|----------------------|----------------------|---------------------|-----------------------|
|   | 17,268,136.00        | 17,846,918.00        | 3,765,884.86        | 14,081,033.14         |
| <b>Total for Org 005 and Revenue accounts</b> | <b>17,268,136.00</b> | <b>17,846,918.00</b> | <b>3,765,884.86</b> | <b>14,081,033.14</b>  |

**EXAMPLE**

Activity for 07/01/2020 through 09/30/2020

Fiscal Year 2020/21

| Description                                   | Adopted Budget       | Revised Budget       | Revenue          | Net Change to Balance |
|---|----------------------|----------------------|------------------|-----------------------|
|   | 14,925,023.00        | 14,298,314.00        | 80,236.23        | 14,218,077.77         |
| <b>Total for Org 005 and Revenue accounts</b> | <b>14,925,023.00</b> | <b>14,298,314.00</b> | <b>80,236.23</b> | <b>14,218,077.77</b>  |

**EXAMPLE**

Activity for 07/01/2020 through 09/30/2020

Fiscal Year 2020/21

| Description                                   | Adopted Budget    | Revised Budget    | Revenue    | Net Change to Balance |
|---|-------------------|-------------------|------------|-----------------------|
|   | 879,336.00        | 614,490.00        |            | 614,490.00            |
| <b>Total for Org 005 and Revenue accounts</b> | <b>879,336.00</b> | <b>614,490.00</b> | <b>.00</b> | <b>614,490.00</b>     |

**EXAMPLE**



Activity for 07/01/2020 through 09/30/2020

Fiscal Year 2020/21

| Description                            | Adopted<br>Budget | Revised<br>Budget | Revenue    | Net Change<br>to Balance |
|--|-------------------|-------------------|------------|--------------------------|
| Total for Org 005 and Revenue accounts | <u>.00</u>        | <u>.00</u>        | <u>.00</u> | <u>.00</u>               |

**EXAMPLE**

**Fiscal Data Escape Reports**  
*Medical Admin Activities (MAA) – Other Cost – Report # 6*  
**Fiscal55**

Escape > Finance > Reports > Fiscal > Medical Admin Activities (MAA) – Other Cost

Report #6 – For your last report you will need to change the Fiscal Year, Starting & End date for each quarter and you must make sure your Resource & Function match what is listed below - then hit “GO” on the top left to generate your reports. You will have a total of 4 reports for this section.

**Finance**  
 Reports  
 Fiscal  
 My Reports  
 Report Favorites  
**HR / Payroll**  
**Online Resources**

Request Report

**Request**

|                                       |   |
|---------------------------------------|---|
| <b>1 - Report</b>                     |   |
| Report Number                         | Fiscal55                                    |
| Description                           | Medical Admin Activities (MAA) - Other Cost |
| Report Sample                         | Fiscal55                                    |
| Report Favorite ID                    |   |
| <b>2 - User Options</b>               |   |
| Org                                   |   |
| Online/Offline                        | Online                                      |
| Fiscal Year                           | 2021 {2020/2021}                            |
| Starting Date                         | 7/1/2020                                    |
| Ending Date                           | 9/30/2020                                   |
| UnPosted JEs?                         | No - Do Not Include                         |
| <b>3 - Account Selection</b>          |   |
| Assets and Liabilities?               | No - Do Not Include                         |
| Restricted Accts?                     | Yes - Include Restricted Accounts           |
| Fund                                  |   |
| Resource                              | 0000-2999,5640-5649,6000-9999               |
| Yr                                    |   |
| Object                                | 4000-5999                                   |
| Sub Object                            |   |
| Goal                                  |   |
| Function                              | 2700-2799,7000-7119,7130-7189               |
| Budget Resp                           |   |
| School                                |   |
| DD1                                   |   |
| DD2                                   |   |
| <b>4 - Account Sort/Group Options</b> |   |
| Sort/Group 1                          |   |
| Sort/Group 2                          |   |
| Sort/Group 3                          |   |
| Sort/Group 4                          |   |
| Sort/Group 5                          |   |
| <b>General</b>                        |   |
| Report Status                         | Completed                                   |
| Comment                               |   |
| Distribution Group                    |   |

**Sort Option**

a) Claiming Units Other Cost Summary  
 x) Go/Excel - Defined in Request

**DD1**  
 Enter (or look up) the custom component 3 on which to report.

Activity for 07/01/2020 through 09/30/2020, Resources 0000-2999, 5640-5649, 6000-9999

Fiscal Year 2020/21

| Resource | Function | Object |           |
|----------|----------|--------|-----------|
| 0002     | 7101     | 5800   | 5,950.00  |
| 0150     | 7110     | 5200   | 149.00    |
| 0150     | 7110     | 5300   | 8,662.00  |
| 0150     | 7110     | 5777   | 392.43    |
| 0150     | 7110     | 5800   | 3,478.34  |
| 0150     | 7110     | 5805   | 9,169.12  |
| 0150     | 7110     | 5900   | 1.00      |
| 0150     | 7190     | 5806   | 18,000.00 |
| 0151     | 7150     | 4300   | 187.87    |
| 0151     | 7150     | 5300   | 22,594.00 |
| 0151     | 7150     | 5400   | 779.33    |
| 0151     | 7150     | 5603   | 990.59    |
| 0151     | 7150     | 5701   | 133.15    |
| 0151     | 7150     | 5777   | 184.87    |
| 0151     | 7150     | 5800   | 19.97     |
| 0151     | 7150     | 5805   | 1,076.51  |
| 0151     | 7150     | 5900   | 220.41    |
| 0155     | 2700     | 4300   | 527.73    |
| 0155     | 2700     | 5200   | 137.50    |
| 0155     | 2700     | 5300   | 500.00    |
| 0155     | 2700     | 5701   | 433.15    |
| 0155     | 2700     | 5777   | 1,236.10  |
| 0155     | 2700     | 5800   | 1,000.00  |
| 0155     | 2700     | 5900   | 159.64    |
| 6500     | 2700     | 4300   | 396.09    |
| 6500     | 2700     | 5600   | 1,081.06  |
| 6500     | 2700     | 5701   | 1.73      |
| 6500     | 2700     | 5777   | 674.88    |
| 6500     | 2700     | 5800   | 79.00     |
| 6500     | 2700     | 5900   | 257.34    |
| 6510     | 2700     | 5804   | 25.00     |
| 7804     | 2700     | 5400   | 1,558.66  |

EXAMPLE

Activity for 07/01/2020 through 09/30/2020, Resources 0000-2999, 5640-5649, 6000-9999

Fiscal Year 2020/21

| Resource                           | Function | Object           |
|------------------------------------|----------|------------------|
| Total for Org 005 - EXAMPLE SCHOOL |          |                  |
|                                    |          | <u>80,986.49</u> |

**EXAMPLE**

## Quarterly Time Survey Participant Salary & Benefits - Pay52 Report

Activities

All Orgs

Quick Start here

**Finance**

**HR / Payroll**

Reports

Payroll

My Reports

Report Favorites

**Online Resources**

All Orgs **HR / Payroll - Reports - Payroll**

List Request/Report

Go Go/Export Clear Prev Next Close Favorites

Request Report **Excel Data**

**Request**

1 - Report

|                    |   |
|--------------------|---|
| Report Number      | Pay52                                     |
| Description        | Medical Administrative Activities Extract |
| Report Sample      | Pay52                                     |
| Report Favorite ID |   |

2 - User Options

|                       |                  |
|-----------------------|------------------|
| Org                   | Online           |
| Online Status         | 2022 (2021/2022) |
| Fiscal Year           | 10/1/2021        |
| Starting Pay Date     | 12/31/2021       |
| Ending Pay Date       |                  |
| Starting Prd End Date |                  |
| Ending Prd End Date   |                  |
| Employee Id           |                  |
| Employee Id(s)        |                  |
| Pay Schedule Type(s)  |                  |
| Pay Cycle(s)          |                  |
| Pay Period(s)         |                  |

3 - Account Selection

|             |   |
|-------------|---|
| Fund        |   |
| Resource    | 0000-2999.5640.6000-9999  |
| Yr          |   |
| Object      | 1000-2999.3000-3999   |
| Sub Object  |   |
| Goal        |   |
| Function    | 0000-7119.7121-7189.7191-7199.7601-7699.7701-8099.8401-8699.8701-9999 |
| Budget Resp |   |
| School      |   |
| DD1         |   |
| DD2         |   |

4 - Account Sort Options

|        |  |
|--------|--|
| Sort 1 |  |
| Sort 2 |  |
| Sort 3 |  |
| Sort 4 |  |

General

Report Status

Comment

Distribution Group

Sort Option

a) By Account Components, defined in Request

x) Go/Excel, defined in Request

You can run up to 40 employee ID #'s at one time. (place a comma between employees)