



Financial Position

INTRODUCTION

The Financial Position program is a flexible and easy to use financial reporting tool. The program will enable you to display balance sheet information as either a professionally formatted report or as an equally well-formatted Excel spreadsheet. You customize the report by selecting the year and period that you want to report on, and by selecting which funds to include in your report. You also have options such as whether or not to show long term liabilities or whether or not to show fixed assets in the host fund column. The program will produce a board report detailing the following information on all selected funds:

- Previous Period Ending Balance
- Current Period Actual Balance
- Current Period Accrual Balance
- Asset Summary
- Liability Summary
- Fund Balance Summary

USERS GUIDE

Logging On

When you start the Financial Position program you will see a login screen like the one shown in **Figure A**. Select a data source and type in your MUNIS® user id and password. Then hit the Enter key or click OK.

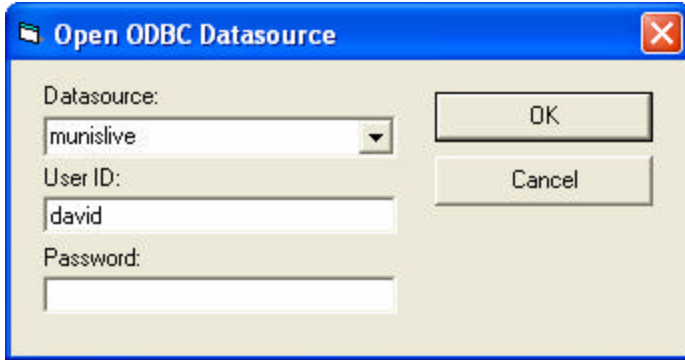


Figure A

After you have logged on successfully at least once previously, the application will remember your most recent data source and user id and will only require you to enter your password and click OK.

Creating Reports

After you have logged in, you will see the main application window that will look much like the one shown in **Figure B**. The window is divided into three sections that need to be completed to create a report.

These sections are labeled:

1. Report Period
2. Report Destination
3. Funds

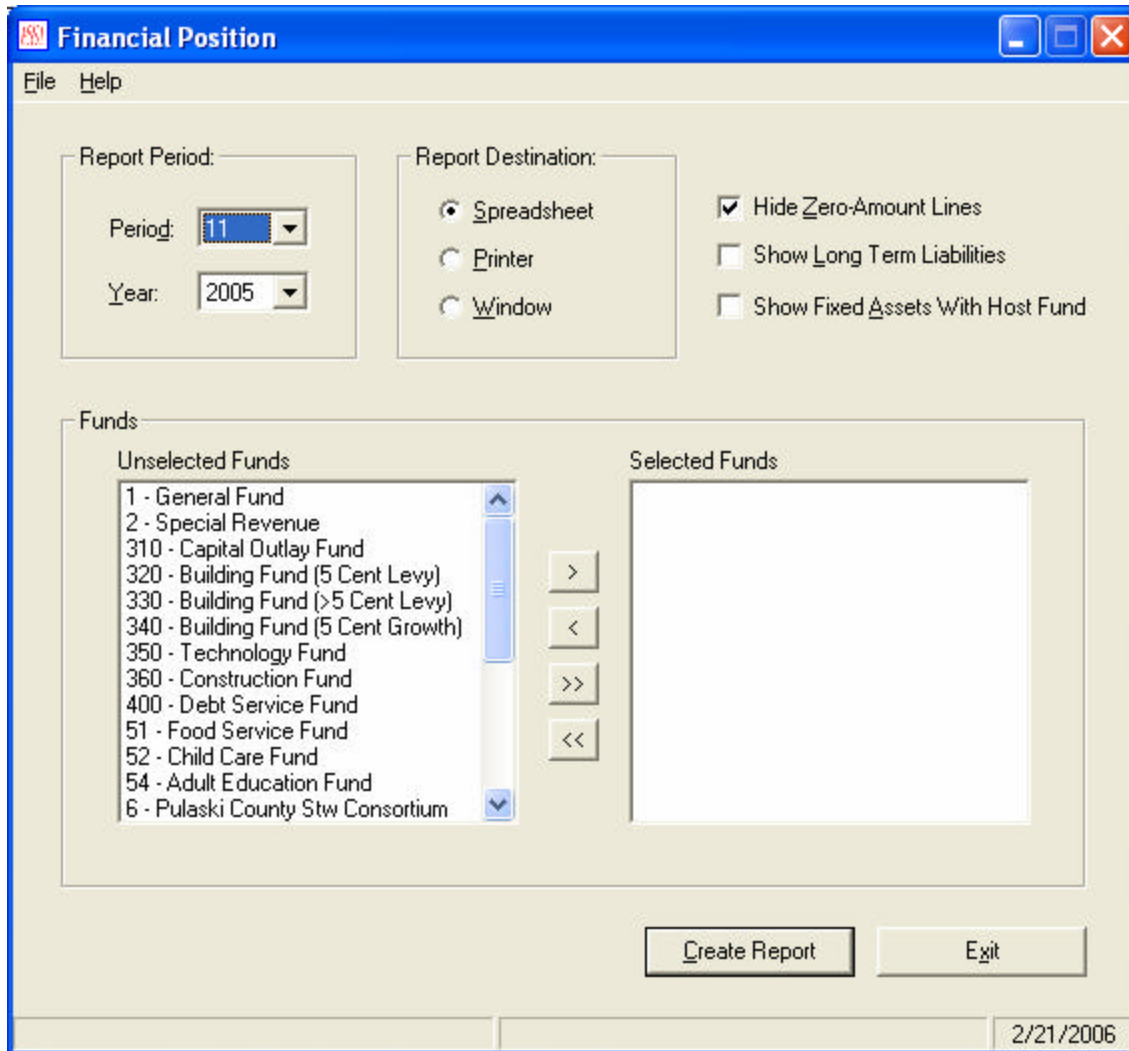
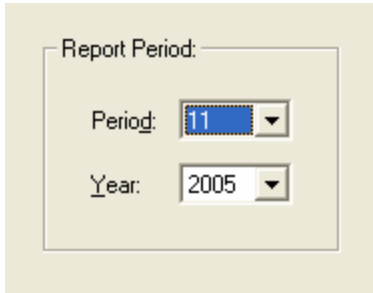


Figure B

In addition to the three sections that need to be completed, there are also three optional check boxes that allow the user to hide spreadsheet lines that are contain all zero amounts, show long term liabilities, or show fixed asset amounts with the host fund instead of displaying it's associated asset fund.

Report Period



Report Period:

Period: 11

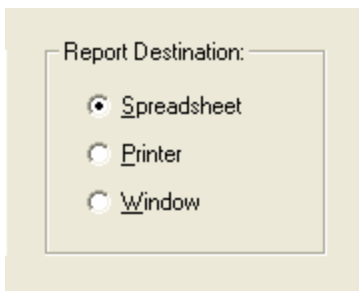
Year: 2005

Figure C

The Report Period section shown in **Figure C** is where you set the time period for your report. Select a period from the list of periods and select a year from the list of years. These lists will default to the current period and the current year.

Keyboard shortcut: Use your tab key to move between lists and use your up and down arrow keys to quickly scroll through the lists of periods and years.

Report Destination



Report Destination:

Spreadsheet

Printer

Window

Figure D

The Report Destination section shown in **Figure D** is where you select how you want to view your report. If you select the Spreadsheet option, the program will prompt you for a filename and will create a spreadsheet. If you select the Printer option, the report will be printed on your default printer. If you select the Window option, the report will be displayed in a preview window. To print from this preview window, click on the preview window's printer icon.

Funds

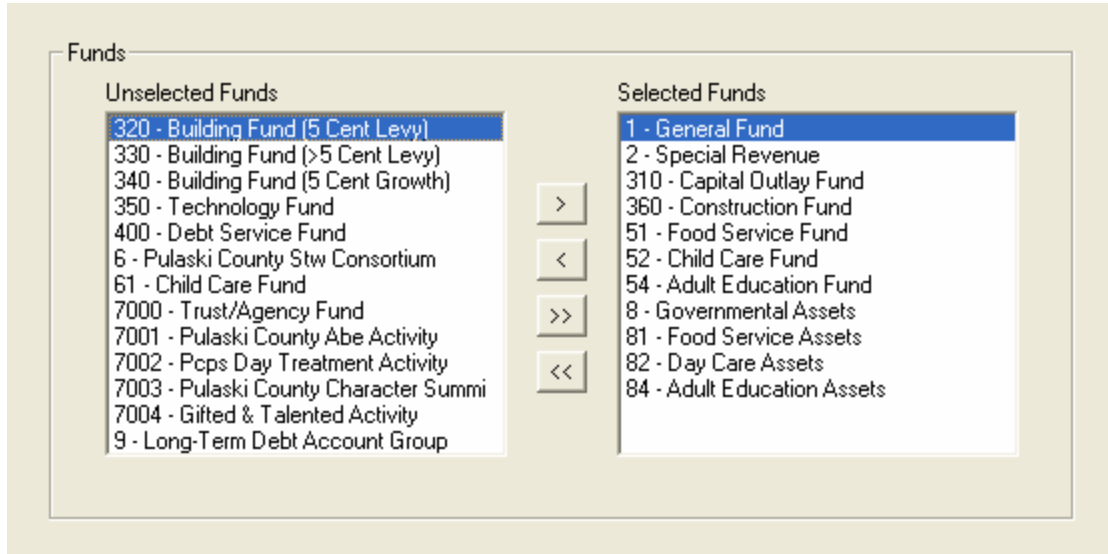


Figure E

The Funds section shown in **Figure E** is where you choose which funds to include in your report. You include funds by moving them from the “Unselected Funds” list on the left to the “Selected Funds” list on the right. You move funds from one list to the other by highlighting the fund and then clicking on the button that points to the other list or by simply double-clicking on the fund.

In the example shown in **Figure E**, funds 1, 2, 310, 360, 51, 52, 54, 8, 81, 82, and 84 have been selected. The other funds on the “Unselected Funds” list will not be included in the report. Using this same example shown in **Figure E**, to select fund 320 click on the “>” button or just double-click on fund 320. You can also move all funds from one list to the other by just clicking on button labeled “>>” or “<<”.

Options

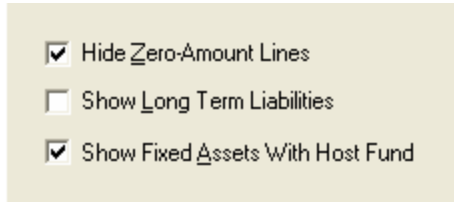


Figure F

If you check the **Hide Zero-Amount Lines** box shown in **Figure F**, then horizontal lines on your spreadsheet that contain all zero dollar amounts will be hidden. This option only applies to spreadsheet reports (see Figure D). If you decide, after you have created your spreadsheet, that you want to show one or more of the hidden lines, just select the rows surrounding the hidden row, right-click and select Unhide.

If you check the **Show Long Term Liabilities** box, then the report will include a “Long Term Liabilities” line in the Liability Summary section of the report. In the example shown in **Figure F**, this box is unchecked so the Liability Summary section will show a “Payables” line and an “Other Current Liabilities” line, but not a “Long Term Liabilities” line.

If you check the **Show Fixed Assets With Host Fund** box shown in **Figure F**, then the assets dollar amounts will shown on the “Fixed Assets” line and the “Investment in Government Assets” line of the host fund column instead of showing the associated asset fund column. For example, if you select fund 51 (see Figure E), then the fixed asset amount and government asset amount from fund 81, will be moved to fund 51 instead of showing fund 81.

Create the Report

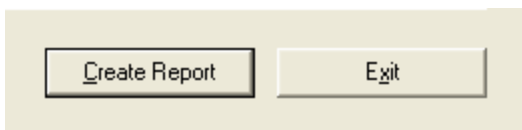


Figure G

After you have selected your report’s period, destination, funds, and options, click on the Create Report button, as shown in **Figure G**. The status bar at the bottom of the program window will show you the program’s progress as it processes data to complete your report.



Object Codes

The following is a list of the object codes from the current chart of accounts associated with the report categories shown on the Financial Position Report:

Cash:	6100 to 6103, 6105 to 6109
Petty Cash:	6104
Investments:	6110 to 6111
Unamortized Premiums/Discounts:	6112 to 6113
Receivables:	6114, 6120 to 6169
Inventory:	6170 to 6179
Other Assets:	6180 to 6199
Fixed Assets:	6200 to 6299
Revenues Control	6302
Retirement of Long Term Debt	6304
Payables:	7400 to 7489
Other Current Liabilities:	7490 to 7499
Long Term Liabilities:	7500 to 7599
Expenditures Control	7602
Investments in Government Assets:	8710 to 8739
Encumbrances:	8753 to 8755
Reserved/Restricted:	8751, 8756 to 8769
Unreserved:	8740, 8770 to 8779

Sample Reports Section

The first sample is a one-page window-previewed report showing selected funds and showing fixed assets in the host fund column.

The second example is a two-page spreadsheet showing all funds with asset funds shown separately. The spreadsheet lines that contain all zero amounts are hidden.

PSST COUNTY DISTRICT PUBLIC SCHOOLS

Financial Position Report

Period: 4 Fiscal Year: 2006

	Fund 0 All Funds	Fund 1 Gen Fund	Fund 2 Spec Rev	Fund 360 Constr Fnd	Fund 51 Food Serv	Fund 52 Day Care	Fund 54 Adult Ed	Fund 9 LT Debt
Previous Period Ending Balance	\$41,286,920	\$7,350,363	(\$320,518)	\$5,809,003	\$527,362	\$63,983	\$2,178	(\$33,830,164)
+ Revenues	\$4,640,153	\$3,002,483	\$1,223,286	\$0	\$413,725	\$0	\$660	\$0
- Expenditures	\$4,725,194	\$3,327,690	\$854,232	\$259,111	\$269,952	\$12,992	\$1,139	\$0
Current Period Actual Balance	\$41,201,880	\$7,025,155	\$48,536	\$5,549,892	\$671,134	\$50,992	\$1,699	(\$33,830,164)
Current Period Cash Balance	\$13,535,125	\$7,056,560	\$206,961	\$5,550,316	\$665,836	\$53,232	\$2,219	\$0
+ Receivables	\$512,920	\$47,944	\$23,018	\$0	(\$209,761)	\$0	\$0	\$651,720
+ Unamortized Premiums/Discounts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
- Payables	\$954,326	\$381,527	\$196,680	\$424	(\$213)	\$2,241	\$520	\$373,147
- Encumbrances	\$1,927,548	\$452,800	\$582,905	\$875,913	\$9,472	\$6,040	\$419	\$0
- Reserved/Restricted Funds	\$7,094,546	\$0	\$0	\$7,094,546	\$0	\$0	\$0	\$0
Current Period Accrual Balance	\$4,071,625	\$6,270,177	(\$549,606)	(\$2,420,567)	\$446,817	\$44,952	\$1,280	\$278,573
Asset Summary								
Cash	\$13,535,125	\$7,056,560	\$206,961	\$5,550,316	\$665,836	\$53,232	\$2,219	\$0
Petty Cash	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Receivables	\$512,920	\$47,944	\$23,018	\$0	(\$209,761)	\$0	\$0	\$651,720
Inventory	\$659,611	\$470,222	\$0	\$0	\$189,389	\$0	\$0	\$0
Fixed Assets	\$61,459,688	\$56,377,014	\$0	\$0	\$5,082,674	\$0	\$0	\$0
Retirement of Long Term Debt	\$4,980,763	\$0	\$0	\$0	\$0	\$0	\$0	\$4,980,763
Other Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Liability Summary								
Payables	\$954,326	\$381,527	\$196,680	\$424	(\$213)	\$2,241	\$520	\$373,147
Other Current Liabilities	\$1,968,050	\$168,050	\$0	\$0	\$0	\$0	\$0	\$1,800,000
Long Term Liabilities	\$37,289,500	\$0	\$0	\$0	\$0	\$0	\$0	\$37,289,500
Fund Balance Summary								
Reserved/Restricted Fund Balance	\$7,094,546	\$0	\$0	\$7,094,546	\$0	\$0	\$0	\$0
Investment in Government Assets	\$28,713,690	\$56,991,246	\$0	\$0	\$5,143,108	\$0	\$0	(\$33,420,664)
Unreserved Fund Balance	(\$280,510)	\$6,080	\$0	\$122,909	\$0	\$0	\$0	(\$409,500)
Revenues Control	\$19,566,420	\$16,132,173	\$2,027,455	\$0	\$1,325,510	\$78,443	\$2,838	\$0
Expenditures Control	\$14,157,913	\$9,113,105	\$1,994,156	\$1,667,563	\$679,832	\$27,452	\$1,139	\$0

PSST County Public Schools
Financial Position Report
 Period: 4 Fiscal Year: 2006

	All Funds	Gen Fund	Spec Rev	Cap Outlay	BF NIK	Constr Fnd	Food Serv	Day Care
Previous Period Ending Balance	\$41,374,956	\$7,350,363	(\$320,518)	\$393,680	(\$329,676)	\$5,809,003	\$527,362	\$63,983
+ Revenues	\$4,640,976	\$3,002,483	\$1,223,286	\$0	\$0	\$0	\$413,725	\$0
- Expenditures	\$4,782,946	\$3,327,690	\$854,232	\$0	\$57,506	\$259,111	\$269,952	\$12,992
Current Period Actual Balance	\$41,232,985	\$7,025,155	\$48,536	\$393,680	(\$387,182)	\$5,549,892	\$671,134	\$50,992
Current Period Cash Balance	\$13,566,478	\$7,056,560	\$206,961	\$393,680	(\$387,182)	\$5,550,316	\$665,836	\$53,232
+ Receivables	\$512,920	\$47,944	\$23,018	\$0	\$0	\$0	(\$209,761)	\$0
- Payables	\$954,572	\$381,527	\$196,680	\$0	\$0	\$424	(\$213)	\$2,241
- Encumbrances	\$1,927,623	\$452,800	\$582,905	\$0	\$0	\$875,913	\$9,472	\$6,040
- Reserved/Restricted Funds	\$7,094,546	\$0	\$0	\$0	\$0	\$7,094,546	\$0	\$0
Current Period Accrual Balance	\$4,102,656	\$6,270,177	(\$549,606)	\$393,680	(\$387,182)	(\$2,420,567)	\$446,817	\$44,952
Asset Summary								
Cash	\$13,566,478	\$7,056,560	\$206,961	\$393,680	(\$387,182)	\$5,550,316	\$665,836	\$53,232
Receivables	\$512,920	\$47,944	\$23,018	\$0	\$0	\$0	(\$209,761)	\$0
Inventory	\$659,611	\$470,222	\$0	\$0	\$0	\$0	\$189,389	\$0
Fixed Assets	\$61,459,688	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retirement of Long Term Debt	\$4,980,763	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Liability Summary								
Payables	\$954,572	\$381,527	\$196,680	\$0	\$0	\$424	(\$213)	\$2,241
Other Current Liabilities	\$1,968,050	\$168,050	\$0	\$0	\$0	\$0	\$0	\$0
Long Term Liabilities	\$37,289,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Summary								
Reserved/Restricted Fund Balance	\$7,094,546	\$0	\$0	\$0	\$0	\$7,094,546	\$0	\$0
Investment in Government Assets	\$28,713,690	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unreserved Fund Balance	(\$280,510)	\$6,080	\$0	\$0	\$0	\$122,909	\$0	\$0
Revenues Control	\$20,543,796	\$16,132,173	\$2,027,455	\$393,680	\$558,618	\$0	\$1,325,510	\$78,443
Expenditures Control	\$15,104,184	\$9,113,105	\$1,994,156	\$0	\$945,800	\$1,667,563	\$679,832	\$27,452

First page of two page spreadsheet sample

PSST County Public Schools
Financial Position Report
 Period: 4 Fiscal Year: 2006

	Other Fnds	Adult Ed	Gov Assets	FS Assets	LT Debt
Previous Period Ending Balance	\$24,032	\$2,178	\$56,581,875	\$5,102,837	(\$33,830,164)
+ Revenues	\$823	\$660	\$0	\$0	\$0
- Expenditures	\$247	\$1,139	\$78	\$0	\$0
Current Period Actual Balance	\$24,607	\$1,699	\$56,581,798	\$5,102,837	(\$33,830,164)
Current Period Cash Balance	\$24,854	\$2,219	\$0	\$0	\$0
+ Receivables	\$0	\$0	\$0	\$0	\$651,720
- Payables	\$247	\$520	\$0	\$0	\$373,147
- Encumbrances	\$75	\$419	\$0	\$0	\$0
- Reserved/Restricted Funds	\$0	\$0	\$0	\$0	\$0
Current Period Accrual Balance	\$24,532	\$1,280	\$0	\$0	\$278,573
Asset Summary					
Cash	\$24,854	\$2,219	\$0	\$0	\$0
Receivables	\$0	\$0	\$0	\$0	\$651,720
Inventory	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$56,377,014	\$5,082,674	\$0
Retirement of Long Term Debt	\$0	\$0	\$0	\$0	\$4,980,763
Liability Summary					
Payables	\$247	\$520	\$0	\$0	\$373,147
Other Current Liabilities	\$0	\$0	\$0	\$0	\$1,800,000
Long Term Liabilities	\$0	\$0	\$0	\$0	\$37,289,500
Fund Balance Summary					
Reserved/Restricted Fund Balance	\$0	\$0	\$0	\$0	\$0
Investment in Government Assets	\$0	\$0	\$56,991,246	\$5,143,108	(\$33,420,664)
Unreserved Fund Balance	\$0	\$0	\$0	\$0	(\$409,500)
Revenues Control	\$25,079	\$2,838	\$0	\$0	\$0
Expenditures Control	\$471	\$1,139	\$614,232	\$60,434	\$0

Second page of two page spreadsheet sample