

Fiscal54 Salary/Benefits Reports (#1 & #2)

Navigate to Escape → Finance → Reports → Fiscal → Fiscal54

Select the appropriate **Fiscal Year** from the Fiscal Year field. Update the **Starting Date** and **Ending Date** for the quarter you are reporting. Verify the remaining report settings, including: **Object, Resource, Functions**. Click "Go" to generate the report. Repeat Steps 3–5 for each remaining quarter by updating only the **Starting Date** and **Ending Date**. You will generate four reports in total—one for each quarter (Q1-Q4).

Activities
All Orgs
Quick Start here

Finance
Reports
Fiscal
My Reports
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HR / Payroll
Online Resources

All Orgs Finance - Reports - Fiscal

List Request/Report
Go Go/Export Clear Prev Next Close Favorites

Request Report

Request

1 - Report
Report Number
Description
Report Sample
Report Favorite ID

2 - User Options
Org
Online/Offline
Fiscal Year
Starting Date
Ending Date
UnPosted JEs?
SACS?

3 - Account Selection
Assets and Liabilities?
Restricted Accts?
Fund
Resource
Yr
Object
Sub Object
Goal
Function
Budget Resp
School
DD1

4 - Account Sort/Group Options
Sort/Group 1
Sort/Group 2
Sort/Group 3
Sort/Group 4
Sort/Group 5

General
Report Status
Comment
Distribution Group

Sort Option
☒ a) Total Claiming Unit Salaries and Benefits Summary
☐ x) Go/Excel - Defined in Request

DD2
Enter (or look up) the District Custom Component 4 to limit account amounts included, wildcard entries allowed.

Activity for 07/01/2025 through 09/30/2025

Fiscal Year 2025/26

Resources 0000-2999, 6000-9999**Salaries
(Object 1000-2999)****Benefits
(Object 3000-3999)**

Functions 1000-2699, 2800-6999, 7200-9999 (MBT 36A & 36B)

4,438,225.11

1,978,996.02

Functions 2700, 7000-7199 (MBT 40A & 40B)

Total for Org 005 - Example School**4,438,225.11****1,978,996.02****.00****0.00****4,438,225.11****1,978,996.02**

Example

Fiscal54 Salary/Benefits Reports (#3 & #4)

Navigate to Escape → Finance → Reports → Fiscal → Fiscal54

Select the appropriate **Fiscal Year** from the Fiscal Year field. Update the **Starting Date** and **Ending Date** for the quarter you are reporting. Verify the remaining report settings, including: **Object, Resource, Functions**. Click "Go" to generate the report. Repeat Steps 3–5 for each remaining quarter by updating only the **Starting Date** and **Ending Date**. You will generate four reports in total—one for each quarter (Q1-Q4).

Activity for 07/01/2025 through 09/30/2025

Fiscal Year 2025/26

Resources 0000-2999, 6000-9999**Salaries
(Object 1000-2999)****Benefits
(Object 3000-3999)**

Functions 1000-2699, 2800-6999, 7200-9999 (MBT 36A & 36B)

Functions 2700, 7000-7199 (MBT 40A & 40B)

Total for Org 005 - Example School

758,982.53

289,515.65

.00

.00

758,982.53

289,515.65

758,982.53

289,515.65

Example

All Revenues Report #5

Escape → Finance → Reports → Fiscal 18

Change the **starting date**, **ending date** and **specific object range**. All Revenues will have a total of **24 reports**. You will run the following reports for each quarter (Q1-Q4) – Federal Revenues 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. Then hit “GO” in the top left corner to generate each report.

File Action Activity Help

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All Orgs
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Finance
Reports
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All Orgs Finance - Reports - Fiscal

List Request/Report
Go Go/Export Clear Prev Next Close Favorites

Request Report

Request

1 - Report
Report Number
Description
Report Sample
Report Favorite ID

2 - User Options
Org
Online/Offline
Fiscal Year
Starting Date
Ending Date
Unposted JEs?
Assets and Liabilities?
Restricted Accts?

3 - Account Selection
Fund
Resource
Yr
Object
Sub Object
Goal
Function
Budget Resp
School
DD1
DD2

4 - Account Sort/Group Options
SACS?
Sort/Group 1
Page Break?
Sort/Group 2
Sort/Group 3
Sort/Group 4
Sort/Group 5
Obj Digits

General
Report Status
Comment
Distribution Group

Sort Option
a) Defined in Request

Function
Enter (or look up) the Function to limit the report, wildcard entries allowed.

Activity for 07/01/2025 through 09/30/2025

Fiscal Year 2025/26

Description	Adopted Budget	Revised Budget	Revenue	Net Change to Balance
	8,535,805.00	8,957,319.00	162,153.75	8,795,165.25
Total for Org 005 and Revenue accounts	<u>8,535,805.00</u>	<u>8,957,319.00</u>	<u>162,153.75</u>	<u>8,795,165.25</u>

Example

Activity for 07/01/2025 through 09/30/2025				Fiscal Year 2025/26
Description	Adopted Budget	Revised Budget	Revenue	Net Change to Balance
	12,099,350.00	12,099,350.00	1,853,832.40	10,245,517.60
Total for Org 005 and Revenue accounts	12,099,350.00	12,099,350.00	1,853,832.40	10,245,517.60

Example

Activity for 07/01/2025 through 09/30/2025				Fiscal Year 2025/26
Description	Adopted Budget	Revised Budget	Revenue	Net Change to Balance
	23,263,354.00	23,284,972.00	4,982,591.64	18,302,380.36
Total for Org 005 and Revenue accounts	23,263,354.00	23,284,972.00	4,982,591.64	18,302,380.36

Example

Activity for 07/01/2025 through 09/30/2025				Fiscal Year 2025/26
Description	Adopted Budget	Revised Budget	Revenue	Net Change to Balance
	24,088,435.00	24,552,734.00	1,608,995.51	22,943,738.49
Total for Org 005 and Revenue accounts	24,088,435.00	24,552,734.00	1,608,995.51	22,943,738.49

Example

Activity for 07/01/2025 through 09/30/2025

Fiscal Year 2025/26

Description	Adopted Budget	Revised Budget	Revenue	Net Change to Balance
	1,984,036.00	4,392,036.00		4,392,036.00
Total for Org 005 and Revenue accounts	<u>1,984,036.00</u>	<u>4,392,036.00</u>	<u>.00</u>	<u>4,392,036.00</u>

Example

Activity for 07/01/2025 through 09/30/2025

Fiscal Year 2025/26

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

Example

Other Administrative Costs/ Report # 6

Go to Finance → Reports → Fiscal → Fiscal55

Report #6 – For your last report you will need to change the **Fiscal Year**, **Starting Date** & **End date** for each quarter - (Q1-Q4). You must make sure your **Object**, **Resource** & **Function** match what is listed below - then hit “GO” on the top left to generate your reports. You will generate four reports in total—one for each quarter (Q1-Q4).

Activity for 07/01/2025 through 09/30/2025, Resources 0000-2999, 6000-9999

Fiscal Year 2025/26

	Resource	Function	Object	
	0002	7101	5800	5,950.00
	0027	7101	5701	3.40
	0150	7110	4300	408.63
	0150	7110	5200	7,906.83
	0150	7110	5300	11,141.56
	0150	7110	5777	369.00
	0150	7110	5800	156.20
	0151	7150	4300	1,184.21
	0151	7150	5200	4,564.45
	0151	7150	5300	34,753.51
	0151	7150	5603	1,522.35
	0151	7150	5701	162.45
	0151	7150	5777	984.00
	0151	7150	5800	82,193.42
	0151	7150	5805	8,652.58
	0151	7150	5900	2.96
	0151	7150	5901	149.34
	0155	2700	4300	314.18
	0155	2700	5200	2,144.81
	0155	2700	5220	181.65
	0155	2700	5300	1,345.28
	0155	2700	5701	355.85
	0155	2700	5704	12.40
	0155	2700	5721	104.00
	0155	2700	5777	984.00
	0155	2700	5800	1,500.00
	0155	2700	5901	76.02
	6500	2700	4300	1,238.36
	6500	2700	5701	430.71
	6500	2700	5721	2,508.49
	6500	2700	5777	1,152.00
	6500	2700	5901	284.24

Selection Filtered by User Permissions, (Online/Offline = N, UnPosted JE's? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 4000-5999,
Resource = 0000-2999,6000-9999, Function = 2700-2799,7000-7119,7130-7189)

Activity for 07/01/2025 through 09/30/2025, Resources 0000-2999, 6000-9999

Fiscal Year 2025/26

Resource	Function	Object	
9639	2700	4300	1,009.71
Total for Org 005 - Example School			<u>173,746.59</u>

Example

Quarterly Time Survey Participant Salary & Benefits

Go to HR/Payroll → Reports → Payroll → Pay52

Select the appropriate **Fiscal Year** from the Fiscal Year field and update the **Starting Date** and **Ending Date** to reflect the quarter you are reporting. Verify all remaining report settings, including the **Object, Resource, and Functions**, to ensure the information is correct. In the **Employee ID(s)** field, you can enter up to **40 employee ID numbers** at one time, separating each ID with a comma. Under the Sort Option, select “**Go/Excel, defined in Request**”, then select **Go/Excel** to generate the report in Excel format. Repeat these steps as needed until all employees have been captured for the quarter. This process must be completed for each fiscal quarter, (Q1-Q4) using the appropriate dates and employee information for each reporting period.

The screenshot displays the 'HR / Payroll - Reports - Payroll' interface. The left sidebar shows a navigation menu with 'Activities', 'Finance', 'HR / Payroll', and 'Online Resources'. The 'HR / Payroll' section is expanded, showing 'Reports', 'Payroll', 'My Reports', and 'Report Favorites'. The main content area is titled 'All Orgs HR / Payroll - Reports - Payroll' and features a 'Request/Report' tab. The 'Request' tab is active, showing a form with the following sections:

- 1 - Report**
 - Report Number: Pay52
 - Description: Medical Administrative Activities Extract
 - Report Sample: Pay52
 - Report Favorite ID: Pay52
- 2 - User Options**
 - Org: Online
 - Online Status: Online
 - Fiscal Year: 2026 {2025/2026}
 - Starting Pay Date: 7/1/2025
 - Ending Pay Date: 9/30/2025
 - Starting Prd End Date
 - Ending Prd End Date
 - Employee Id: **You can run up to 40 employee ID #'s at one time. (place a comma between employees)**
 - Employee Id(s)
 - Pay Schedule Type(s)
 - Pay Cycle(s)
 - Pay Period(s)
- 3 - Account Selection**
 - Fund: 0000-2999,5640,6000-9999
 - Resource: 1000-2999,3000-3999
 - Yr
 - Object
 - 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

On the right side, the 'Sort Option' section shows two radio buttons: 'a) By Account Components, defined in Request' (unselected) and 'x) Go/Excel, defined in Request' (selected).