
EXTERNAL CASH FLOW REPORT (ACC-W037)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction discusses how to prepare a cash flow report for external reporting used in TRAN financing.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Accounting Services Supervisor

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Accounting Services

4.0 DEFINITIONS:

- 4.1 Escape: Financial Software
- 4.2 SCOE: Sacramento County Office of Education
- 4.3 Financial Advisors: External Firm assisting with financing
- 4.4 TRAN: Short term borrowing option referred to as Tax Revenue Anticipation Notes
- 4.5 Fiscal Year: July 1 – June 30

5.0 WORK INSTRUCTION:

- 5.1 Using Escape, run a detailed cash report on object code “9110” as follows:
 - 5.1.1 Log in to Escape module
 - 5.1.2 Access the General Ledger Module
 - 5.1.2.1 Select “Journal Entries”
 - 5.1.2.2 Select “Review/Post JE’s”
 - 5.1.3 Retrieve the Object Detail Report

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d. TRAN Proceeds

Disbursements Proceeds