

Trip Tracker – Finance

Reference guide for creating balance due reports

1. Go to Trip Tracker (by either clicking on the shortcut on your desktop or by going to the JCS website to the trips page www.boe.jeff.k12.wv.us/trips)
2. Logon by using your user name and password. If you do not have or do not know your user name and password, contact Larry Willingham at the Transportation Department to get one.
3. To acquire past monthly history trip information:
 - a) Go to “Reports”, but do not click, on the top right side of the screen
 - b) Slide down to “Accounting Reports”
 - c) Slide over to Balance Due (Aging) and click.
 - d) On the Query:
 - 1) Leave the first drop down blank
 - 2) On the drop down under Field Name click on “**Account Name**”
 - 3) On the drop down under Operator click on “**Is equal to**”
 - 4) On the Value drop down click on the account you want information.
 - 5) Click on “**add**”
 - 6) The information you entered will now be below the empty fields in blue and the fields you entered information in will now be blank.
 - 7) If only one account is requested, skip step 8 and 9
 - 8) If you are interested in receiving information on more than one account, click on the first field on the left and click on “**Or**”.
 - 9) Repeat steps 2-5
 - 10) In the blank empty fields, in the first drop down click on “**and**”
 - 11) Field Name = **Trip Date**
 - 12) Operator = **is greater than**
 - 13) Value = The day before the first day you are requesting information
 - 14) Click “Add”
 - 15) In the blank empty fields, in the first drop down click on “**and**”
 - 16) Field Name = **Trip Date**
 - 17) Operator = **is less than**
 - 18) Value = The day after the last day you are requesting information
4. You can create the Trip Account Balance report the same way as described above.
5. You can print your report by clicking on the print icon located at the upper left corner of the screen.
6. School system payments – The payment method will not change.
7. The reports query is capable of producing several different reports depending on the information you are looking for. It is suggested to log into Trip Tracker and review the different options in each parameter, then create the report that best fits your needs.