

# **Quarterly Report Assistant (QRA) Quick Users Guide**

**Prepared by Office of Advisory Neighborhood Commissions  
and Office of the District of Columbia Auditor - 2013**

## Opening the QRA

When you open the QRA you will see this Welcome screen. You will be prompted at the top of the screen with a security warning. Click on "OPTIONS" and under the Macro section click on "Enable this Content" and under the Links section if prompted click on "Enable this Content". Click "Ok". A screen may pop up asking you to "Continue" or Edit Macros". Click "Continue". After you click on continue you will be taken to the Welcome Screen.

**Note:** Failing to enable the macros and links will not allow you to fully utilize the QRA.

## Entering data into the QRA

1. At the bottom of the Welcome Screen there are several tabs. You can go to different "pages" by clicking on the appropriate tab. You should begin by going to the Ledger page. The Ledger page is the entry point for each quarterly report. The QRA will use this information to calculate your quarterly report. Enter all of your expenses and income here. Include bank fees, checks, interest as well as quarterly D.C. government allocations.
2. Enter your ANC Number at the top of the Ledger Page, replacing the two question (??) marks. This will populate the entire worksheet where necessary.
3. Enter your opening balance. Effective 2<sup>nd</sup> quarter 2013 all ANCs must submit their quarterly reports of financial activity using the QRA. Since this is the first time this form will be used an opening balance must be established on the ledger page. Therefore your opening balance should be the ending balance shown on your 1<sup>st</sup> quarter 2013 quarterly report ending December 31, 2012 and submitted to the Auditor.

**Note:** The QRA is designed to cover two complete fiscal years. Although you are receiving the QRA after the completion of the first quarter, you'll get the most benefit from the QRA if you key in the first quarter transactions even if you have already done your 1st quarter report in the "old" way. You will now have the entire fiscal year in your spreadsheet and you'll be able to monitor your year to date expenses, and you'll be in a better position to project a budget for FY14. We recommend going this way.

However, if you prefer not to go over "plowed" ground, here is a "work-around" that you can use to get started with the 2nd quarter. In the line at the top of the ledger where it says "10/01/12 opening balance," please put instead your closing balance on December 31, 2012. The number that you put at the top of the ledger page will automatically show up as the "Balance Forward" for the 2<sup>nd</sup> quarter (January-March 2013)."

4. Leave the first column ("C") blank when you enter the data. When you receive your bank statement that shows that an entry (check/expense) has cleared the bank, type a "c" in that column. This will indicate that the item has cleared. It will also update the Reconciliation Balance.

5. Next, begin entering checks written during the quarter (January, February, or March 2013 for this report). All checks should be entered in sequential order. This should be entered in the column labeled chk#.

**Note:** If a check has been voided or skipped it must still be listed. In the date column enter “skipped” or “void”.

6. Enter the date the check was written numerically or alpha-numerically (i.e. 3/31/2013 or March 31, 2013). Entering the correct date is very important. The QRA is programmed to enter checks written during a specific quarter to populate the respective quarterly report summary, saving account form, and correctly reconcile your bank account.
7. Enter who the expenditure/disbursement is made payable to under the payee/payor column.
8. After all expenditures have been entered for the month, a review of your bank statement should be conducted for the month. For checks that have cleared enter a “C” in the first column of the worksheet.
9. From your bank statement enter all deposits shown on the bank statement. (1) Enter date of deposit, (2) Enter the source of deposit in payee/payor column, (3) enter the category from the drop down box, and (4) Enter the deposit amount in the receipt column. The drop box category will be one of four receipt categories: D AL (District Allotment), D In (Interest earned on Checking Account only), DO (Other Deposits), or DT (Transfer from Savings Account). (See appendix of QRA manual for category explanation).

**Note:** Enter a “C” in the first column of the worksheet for all deposit line entries.

10. From your bank statement enter all other debits shown for the month. This may include bank service fees, stop payments (see appendix of QRA manual for category explanation). (1) Enter date of debit, (2) Enter the source of the debit payee/payor column, (3) Enter the category from the drop down box, and (4) Enter the amount of the debit in disbursement column. (See appendix of QRA manual for category explanation).

**Note:** Enter a “C” in the first column of the worksheet for all debits shown on bank statement.

11. When you have entered all of the quarter’s expenses and income, click on the bottom tab that corresponds to the quarter you are reporting. Click on the “Yellow Lightning Bolt” Compute Report icon and the QRA will compute the quarterly report and take you to the updated Summary of Receipts and Disbursements Page (Page 1 of the quarterly report).
12. Next, compute the Expenditure/Check Listing Form. Click on the red “Expenditures” icon button. This will take you to page 2 of the quarterly report the expenditure/checking listing form.
13. Complete the expenditure page by filling in the appropriate information under “purpose” and “date approved.” See red arrows next page. (Remember, if this is a

recurring item, such as rent, you may indicate “budget.” Otherwise, put in the date of the meeting at which the expenditure was approved).

**Note:** You will have to enter the date alpha numerically (i.e. January 1, 2013). **Do not enter the date numerically.**

14. Next, compute the Income Summary Form. Click on the green “Income” icon button. This will take you to page 3 of the quarterly report or the income page.
15. Enter an “X” in box if your ANC has no Savings Account.
16. Enter your balance forward. This will be the ending balance on your savings account form shown on your 1<sup>st</sup> quarter 2013 quarterly report submitted to the Auditor.

**Note:** You must enter this amount on the **1<sup>st</sup> quarter Income savings Form**. You will not be able to enter this in any other quarter because the field is locked and automatically calculates based on the amount entered in the 1<sup>st</sup> Quarter.

17. The rest of the Income form will self-populate from any entries made in the ledger.
18. Once you have completed the Income Form click on the “Yellow Lightning Bolt” Compute Report icon and the QRA will compute the quarterly report and take you back to the updated Summary of Receipts and Disbursements Page (Page 1 of the quarterly report).
19. You are now ready to print. Click on the brown printer icon which will bring page numbers into the yellow box. You’ll have to click on each icon for each page you want to print.

- Page 1- Summary of Receipts and Disbursement
- Page 2- Expenditure/Check listing
- Page 3- Income Form (checking and savings accounts)

**Note:** You must print page 1- Summary of Receipts and Disbursement. This must be signed by the respective officers and mailed to the Auditor’s office or hand delivered. We must have original signatures on this form. The other forms are optional if you want to print and send.

20. Save your QRA. **THIS FILE MUST BE SAVED AS AN EXCEL MACRO ENABLED WORKBOOK.** (Saves the workbook in the xml based and macro-enabled file format.

### **Submitting QRA and Supporting Documentation**

1. Submit a copy of your entire QRA to the Auditor at [ancoperations@dc.gov](mailto:ancoperations@dc.gov). Your form must be submitted electronically.
2. You must the Summary of Receipts and Disbursements Form signed by the respective officers via mail or hand delivered to our office. We must have original signatures. Please indicate ATTN: ANC Operations on all mail correspondence.

3. You are required to submit adequate supporting documentation for each of the checks/expenditure listed on your quarterly report. This includes receipts, invoices, and associated grant applications, grantee statements of use, grantee receipts, and meeting minutes documenting the approval of the grant or expenditure. Each piece of supporting documentation for checks/expenditure should contain the number of the check the expenditure relates to. A cover sheet for each check is recommended and we have provided a supporting documentation form for your use, or you may use a form established by your ANC if you have one. We also recommend using the miscellaneous expense reimbursement form discussed at the orientation if your ANC has not already created one.

Along with your supporting documentation you must submit copies of:

- all bank statements (checking and savings);
- front and back of cancelled checks;
- meeting minutes for all meeting held during the quarter;
- any deposit slips;
- petty cash receipts; and
- any contracts executed during the quarter.

Supporting documentation can be submitted to the Auditor electronically in PDF format to at [ancoperations@dc.gov](mailto:ancoperations@dc.gov) or via mail or hand delivered to our office. It is preferable that you submit supporting documentation electronically with your QRA submission.