

FISCWEB INSTRUCTIONS

<http://www.hccanet.org/>

Select the following:

Financial Services

Accounting

Fiscweb

New Richmond EV

(Your cost center)

(Your username and password)

Select the first item: **Budget Summary Report by Fund-SCC-Func-Obj/Acct In**
order to see your current fund balance.

You have access to all selections on your page. All reports give a variety of information which is updated every evening. For example, your morning balances will be reflective of all of the previous day's deposits, encumbrances and expenditures.

Please let us know if you have any questions.

NREVSD Treasurer's Office Staff

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