Reporting – Financial Modules

General Ledger Reports

1. GL Reports

2. Select the appropriate report
   a. General Ledger > Reports
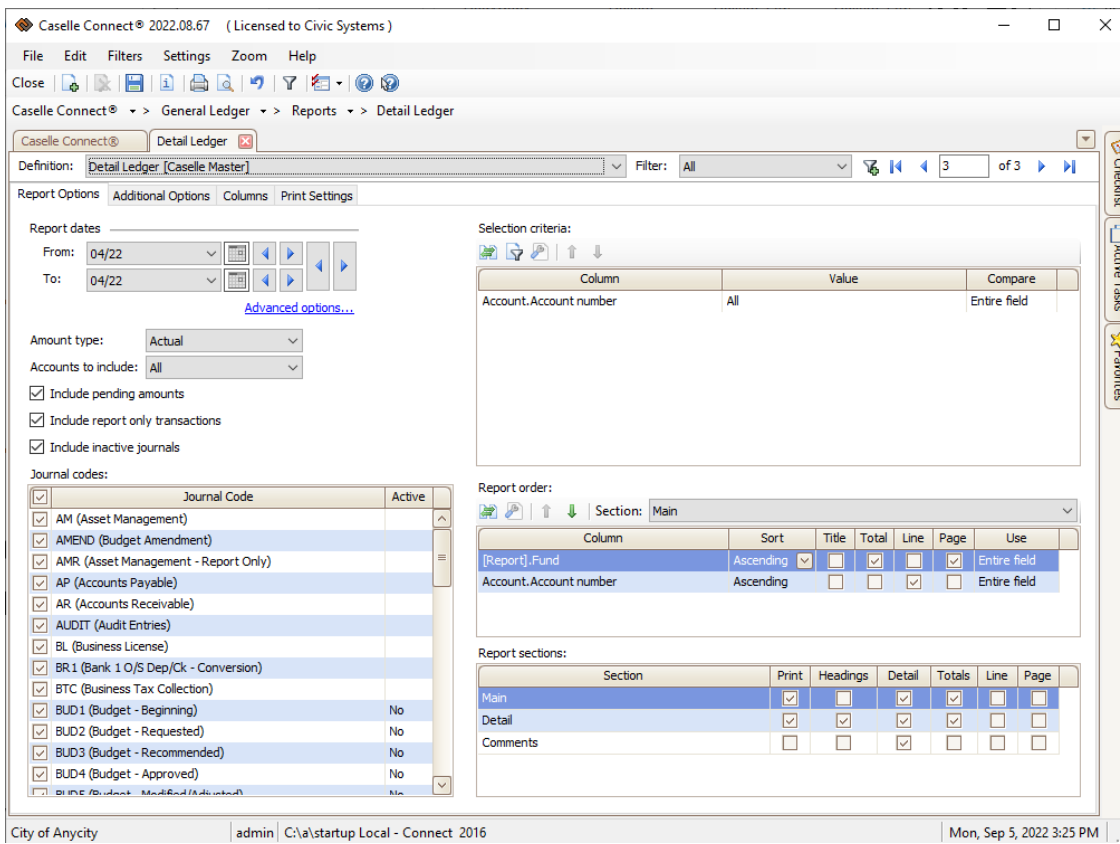

   i. Account Master List: lists account setup information (account numbers, titles, account type)

ii. Account Summary: lists the account beginning balance, total debits, total credits an ending balance for the time frame selected

iii. Allocation Detail Ledger: shows the transactions in the cash allocation accounts (useful when cash allocation report does not balance to help find non-CA journal entries)

iv. Average Daily Balance Ledger: shows daily and average balance for account(s) selected

v. Bank Reconciliation: shows the reconciliation of cash account(s) to bank statement(s) including adjustments and outstanding checks/deposits

vi. Budget by Levels Report: shows the budget and changes between budget levels for each account for the period selected

vii. Budget Journals: shows all budget entries for the selected period(s)

viii. Budget Review report: shows all budget entries for the fiscal year as of the period selected

ix. Budget Worksheet: a buildable report which can show the balances and budget amounts for multiple periods/years and can contain custom calculations.

x. Chart of Accounts Report: lists account setup information such as account numbers, titles, and account type

xi. Check List: shows cleared and/or outstanding checks listed on the bank reconciliation for the period selected

xii. Check Register: shows ALL cash disbursement (check) entries for the period (CD, CDA, CDP, CDPT)

xiii. Combined Detail Ledger: shows all transactions in the period(s) with separate columns for Budget, Encumbrance, Actual and balance

xiv. Combined Financial Report: will show summary amount combined funds by Fund type

xv. Deposit List: shows the cleared and/or outstanding deposits listed in the bank reconciliation for the selected period

xvi. Deposit Register: shows ALL deposit (summary) entries for the period (CR journal codes)

xvii. Detail Ledger: shows the transactions in an account(s) for the selected period(s). This includes descriptions from invoices, vendor names, and invoice descriptions.

xviii. Finance Worksheet: a buildable report which can show balances and budget amounts for multiple periods/years and can contain custom calculations.

xix. Financial Statement: reports that are customized for each account structure. Common reports include Cash Allocations, Balance Sheet, Revenue/Expense Comparison and Revenue/Expense Summary

xx. Journals: shows all transactions for the selected period(s) and journal code(s)

xxi. Receipt Register: shows ALL the receipt entries for the period (CR journal codes)

xxii. Trial Balance: shows the year-to-date balance of the accounts for the period selected

xxiii. Working Trial Balance: shows the year-to-date balance of accounts for the period selected and columns to manually record adjustments and adjusted balances

xxiv. Report Writer/Table Lists: these are buildable reports that allow users to create reports to pull lists of information that may not be available with a canned report (account list, list of transactions – no balances)

Report Options

1. Report dates
   a. Allow the selection of a date format or date range. Clicking Advanced options… allows users to select Custom GL Period, GL Period, GL Quarterly Period, GL Yearly Period, or Prompt for GL Period.
2. Other criteria
   a. Some reports will give other options similar to Account type; Amounts to include (All, With a zero balance, With activity, With balances, With balances and activity, With balances or activity); and the ability to include pending amounts, report only transactions and/or inactive journals.
3. Journal Code

a. Select or de-select the appropriate journal codes. This is an enhancement from the "old reports" where selection criteria were added to limit results based on the Journal Code by adding the field Journal Code.Journal Code

4. Selection criteria
    a. Use this to narrow data output (account number, transaction date, etc.)
        i. Use the Compare field to narrow by segments of a GL account number
            1. Entire field
            2. Character range
            3. Characters

5. Report order
    a. Controls the order (sorting) of the report and also can customize with Titles, Totals, Line and Page breaks based on fields used here.

6. Report sections
    a. Moved from own tab previously in "old reports". Allows for filtering of report segments and information.

Additional Options

1. Segment selection
    a. The top portion on the Additional Options tab detail the segment structure of your municipality. Each segment is designated by a different character and the number of

characters correlate with the number of characters in the chart of accounts, unique to each municipality. *Note:* not all reports will allow segment selections.

   i.   F = Fund
   ii. A = Account
   iii. S = Source
   iv. R = Revenue
   v.   D = Department
   vi. C = Cost category
   vii. O = Object
   viii. T = Type

b.   Enter specifics or a range of data to narrow results in the Selection criteria field to limit to a specific segment.

   i.   To eliminate a type of account, choose None in the Selection criteria field in the highest segment unique to the type of account (i.e. the 'D' segment to eliminate all expenditures in the example illustrated)

Columns

1. Section
   a. Some reports will have multiple sections. Select the various sections to edit by using the drop down.
2. Columns
   a. Reveals which fields/columns appear on the report and how the fields are formatted.

Print Settings

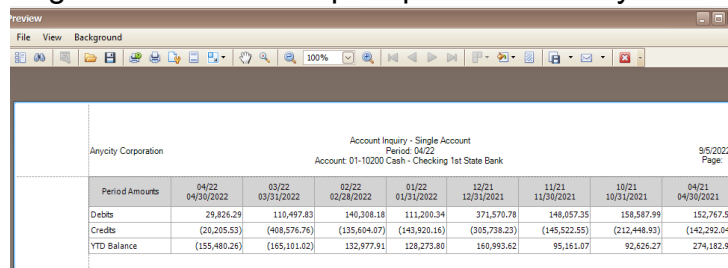

1. Output options
   a. Print
   b. Save as (.pdf)
   c. Export (.csv for Excel)
      i. click on the Export tab
      ii. click on the Browse button at the end of the Field name field
      iii. select the location to save the file, end the name with ".csv"
      iv. click Save
      v. click Print Preview to create the export.
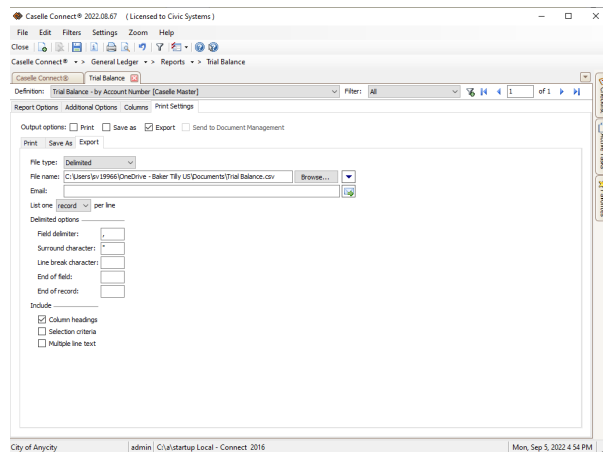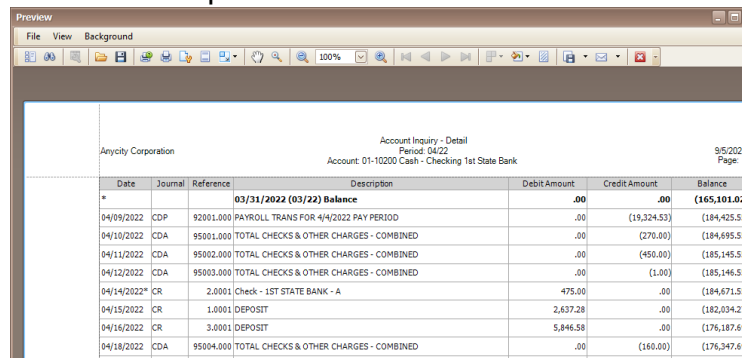

Print from screen instead of reports

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1. Account Inquiry
   a. Use the printer icon at the top of the screen to print a grid of the data.
      i. Single Account tab will print period summary data

      ii. Detail tab will print transaction detail for the selected period(s)

   b. Drill down on detail
      i. look for the underscore on the journal or amount
         a. Journal will drill down to the entire journal for the period
         b. Amount will drill down to the module and detail that makes the amount

Financial Statements

1. Funds
   a. Financial Statement Definition

      i. Flow
         1. /Loop F

   b. Segment Selection
      i. (F) Fund segment