GL Reporting

General Ledger Reports

1. GL Reports

2. Select the appropriate report
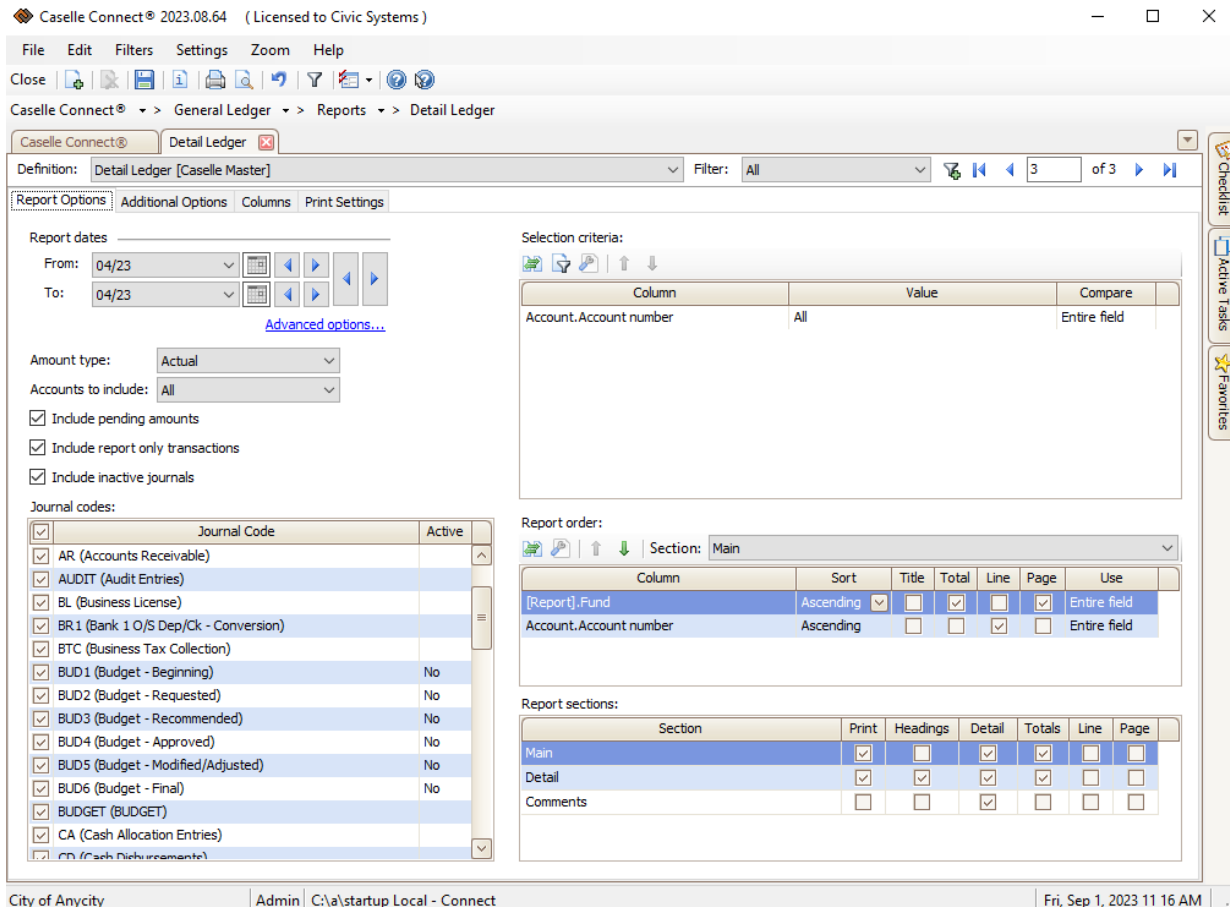   a. General Ledger > Reports
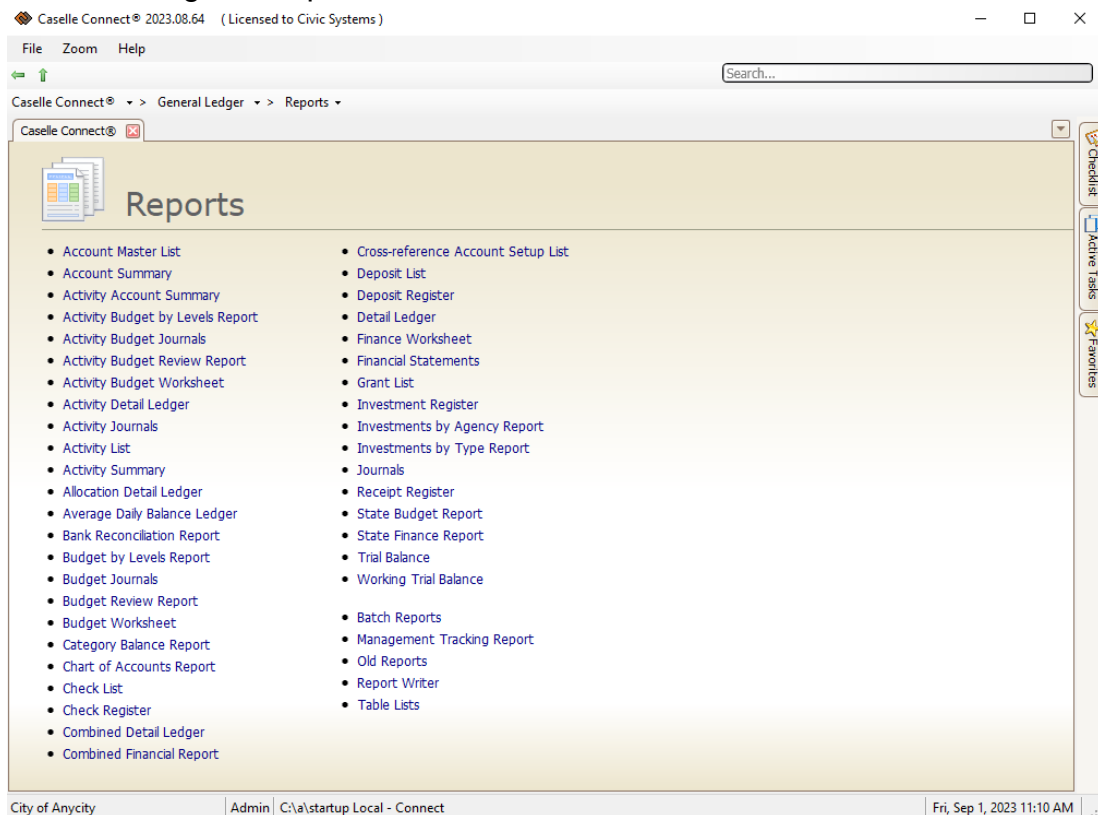
i. Account Master List: lists account setup information (account numbers, titles, account type)
ii. Account Summary: lists the account beginning balance, total debits, total credits an ending balance for the time frame selected
iii. Allocation Detail Ledger: shows the transactions in the cash allocation 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 Include inactive journals.
3. Journal Code
   a. Select or de-select the appropriate journal codes.
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

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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

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

Period Amounts	04/23 04/30/2023	03/23 03/31/2023	02/23 02/28/2023	01/23 01/31/2023	12/22 12/31/2022	11/22 11/30/2022	10/22 10/31/2022	04/22 04/30/2022
Debits	29,826.29	110,497.83	140,308.18	111,200.34	371,570.78	148,057.35	158,587.99	152,767.58
Credits	(20,205.53)	(408,576.76)	(135,604.07)	(143,920.16)	(305,738.23)	(145,522.55)	(212,448.93)	(142,292.04)
YTD Balance	(155,480.26)	(165,101.02)	132,977.91	128,273.80	160,993.62	95,161.07	92,626.27	274,182.94

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

Account Inquiry - Detail
Period: 04/23
Account: 01-10200 Cash - Checking 1st State Bank

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Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
*			03/31/2023 (03/23) Balance	.00	.00	(165,101.02)
04/09/2023	CDP	92001.000	PAYROLL TRANS FOR 4/4/2023 PAY PERIOD	.00	(19,324.53)	(184,425.55)
04/10/2023	CDA	95001.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(270.00)	(184,695.55)
04/11/2023	CDA	95002.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(450.00)	(185,145.55)
04/12/2023	CDA	95003.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(1.00)	(185,146.55)
04/14/2023*	CR	2.0001	Check - 1ST STATE BANK - A	475.00	.00	(184,671.55)
04/15/2023	CR	1.0001	DEPOSIT	2,637.28	.00	(182,034.27)
04/16/2023	CR	3.0001	DEPOSIT	5,846.58	.00	(176,187.69)
04/18/2023	CDA	95004.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(160.00)	(176,347.69)
04/19/2023	CR	4.0001	DEPOSIT	10,658.36	.00	(165,689.33)
04/24/2023	CR	5.0001	DEPOSIT	8,477.22	.00	(157,212.11)
04/26/2023	CR	6.0001	DEPOSIT	745.22	.00	(156,466.89)
04/27/2023	CR	7.0001	DEPOSIT	587.15	.00	(155,879.74)
04/28/2023	CR	8.0001	DEPOSIT	399.48	.00	(155,480.26)
*			04/30/2023 (04/23) Period Totals ***	29,826.29	(20,205.53)	(155,480.26)

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

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Payroll Transaction Details
Account: 01-10200 Cash - Checking 1st State Bank

Pay Period End Date	Employee Number	Employee Name	Check Number	Check Issue Date	Amount
04/04/2023	30	Austin, George	13670	04/09/2023	(937.57)
04/04/2023	90	Black, Lane	13682	04/09/2023	(947.19)
04/04/2023	75	Brown, Shawn A	13679	04/09/2023	(987.18)
04/04/2023	110	Carter, Darrin	13686	04/09/2023	(115.44)
04/04/2023	65	Curtis, Amber	13677	04/09/2023	(1,067.45)
04/04/2023	80	Dickens, Amy	13680	04/09/2023	(746.24)
04/04/2023	85	Ellison, Ray	13681	04/09/2023	(1,260.40)
04/04/2023	115	Gardner, Edward	13687	04/09/2023	(115.44)
04/04/2023	50	Gilson, Marvin	13674	04/09/2023	(657.41)
04/04/2023	55	Gordon, Natalie C	13675	04/09/2023	(792.70)
04/04/2023	95	Granger, Benjami	13683	04/09/2023	(1,003.22)
04/04/2023	130	Harrison, Jason	13690	04/09/2023	(115.44)
04/04/2023	45	Hobson, Maurice	13673	04/09/2023	(943.44)
04/04/2023	25	Johnson, Douglas	13669	04/09/2023	(1,121.59)
04/04/2023	125	Johnson, Kelly H	13689	04/09/2023	(115.44)
04/04/2023	60	McNeil, Annie	13676	04/09/2023	(250.73)
04/04/2023	15	Morris, Sharon	13667	04/09/2023	(658.82)
04/04/2023	105	Price, Gordon	13685	04/09/2023	(1,369.86)
04/04/2023	70	Rayburn, Susie	13678	04/09/2023	(443.28)
04/04/2023	40	Roberts, Dale B	13672	04/09/2023	(969.34)
04/04/2023	35	Slade, Randy L	13671	04/09/2023	(2,314.37)
04/04/2023	5	Smith, Jacob S	13666	04/09/2023	(851.64)
04/04/2023	20	Spencer, Annette	13668	04/09/2023	(732.28)
04/04/2023	100	Watson, Lamont	13684	04/09/2023	(461.75)
04/04/2023	120	Wilson, Samuel	13688	04/09/2023	(346.31)
					(19,324.53)