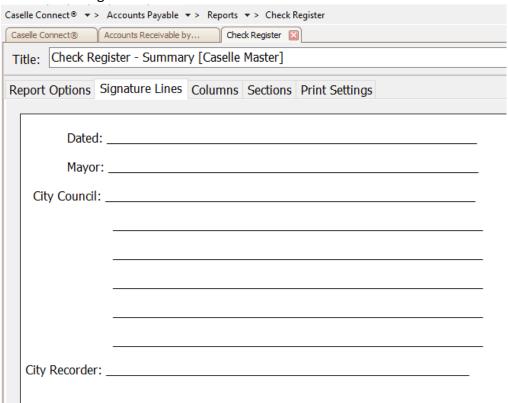# Reporting All Modules

Report Basics

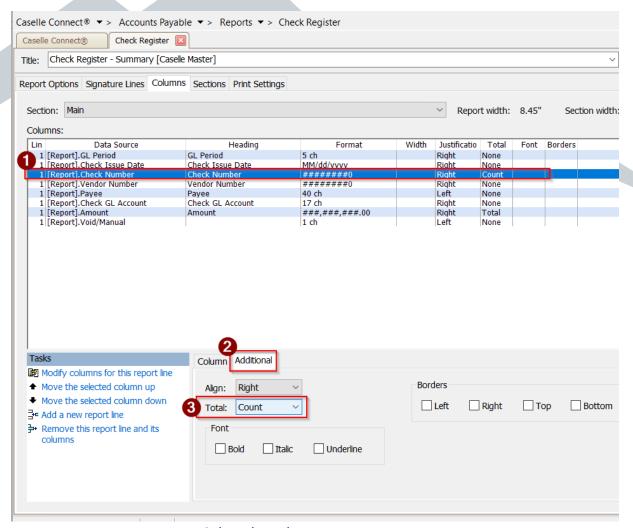1. Report Options Tab
2. Columns Tab
3. Sections/Additional Options Tab
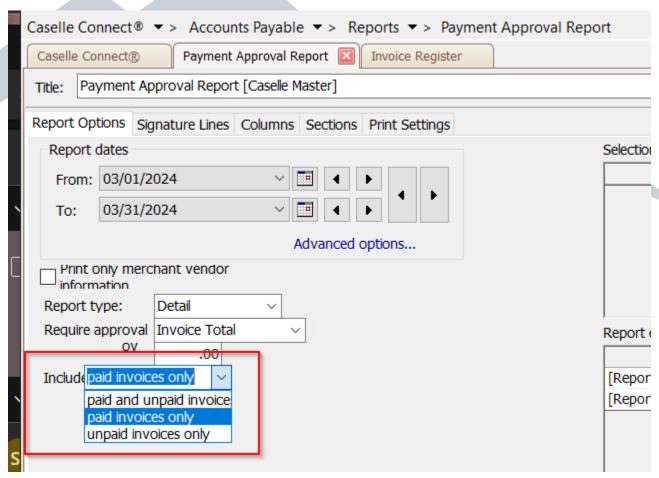4. Print Settings Tab

Accounts Payable

1. Accounts Payable > Reports
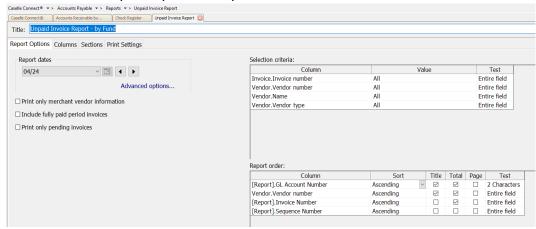   a. Check Register – Summary
      i. Signature Lines

      ii. Columns – Adding an option to count records

1. Select the column you want to count
2. Go to the "Additional" tab within the columns tab
3. Select "Count"

  b. Payment Approval Report

     i. Report Dates – Pulls invoices based on input date for the invoice

     ii. Include – You have 3 options

        1. Paid and Unpaid Invoices – Pulls all invoices in the input date range entered above.

        2. Paid Invoices – Pulls invoices inputted in the date range and were paid in that same date range.

        3. Unpaid Invoices – Pulls invoices inputted in the date range and weren't paid in that date range.

c. Unpaid Invoice Report - How to setup a "by Fund" unpaid invoice report. This is useful for audit and balancing monthly to your accounts payable accounts.
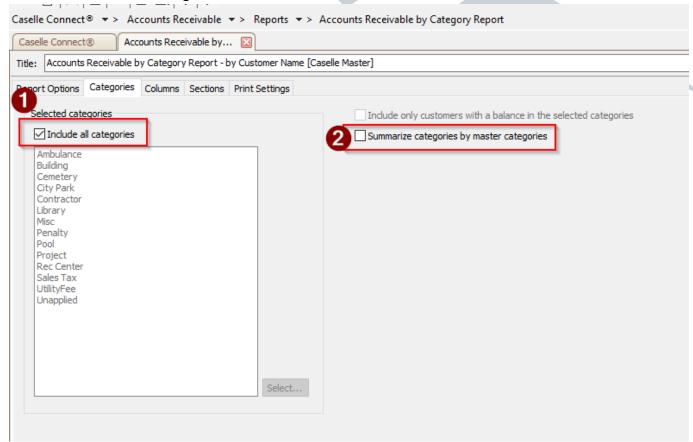
     i. Report Options - Report Order

        1. Check mark Title, Total, and change to Characters under Test

     ii. Sections – Uncheck the Detail box to have a summary report for each fund.

d. Report Writer
   i. Report Options
      1. Tables
      2. Selection Criteria
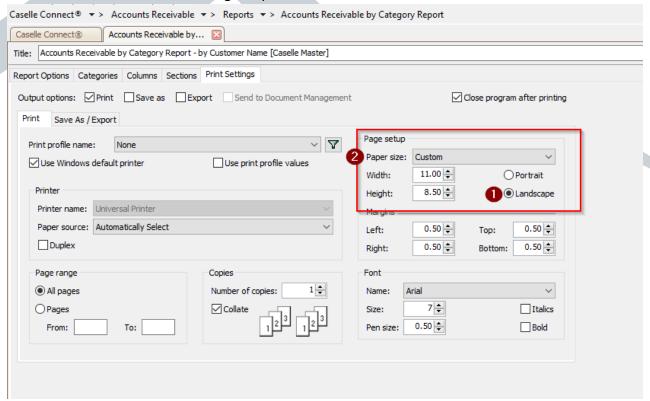   3. Report Order
      4. Report Sections

Accounts Receivable

1. Accounts Receivable > Reports
    a. Accounts Receivable by Category Report *(Utility Management: AR by Service)* –
       Used to reconcile accounts receivable balances to the general ledger.
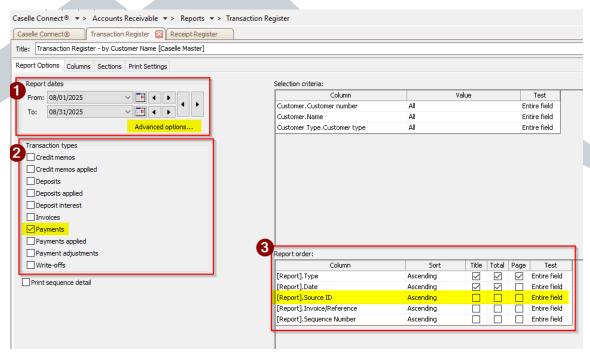   i. Categories

1. Include all categories
2. Summarize categories by master categories – Often used to group categories together by the account receivable account they hit.

1. Change to Landscape for a nicer print if you have a lot of Categories/Master Categories
2. Change Paper Size to Custom for exporting, then you can adjust the width to 100 inches.

b. Transaction Register *(AR, BL, UM)* - A great use of this report is for digging into the details of why your cash clearing account doesn't balance. You can use it to balance against your CR Receipt Register.

i. Report Options

1. Report dates > Advanced options…
2. Transaction Types
3. Report order – Add [Report}.Source ID and move to under date if you want it to be in the same order as your CR receipt register.
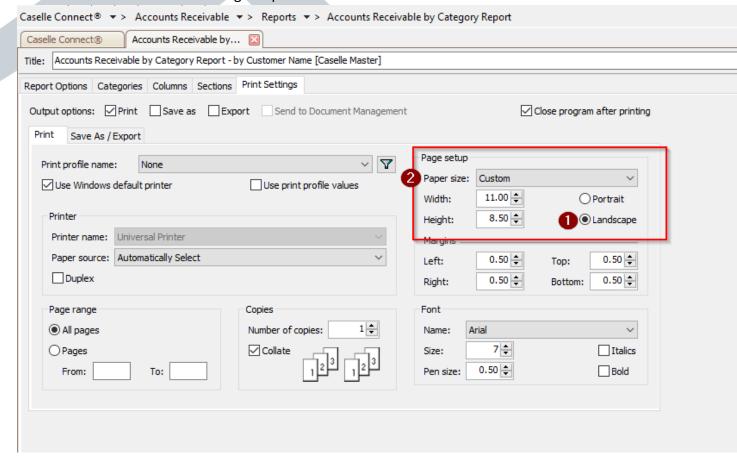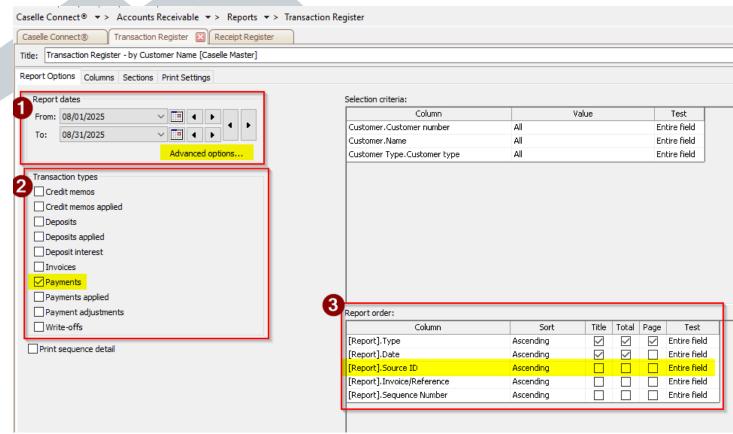
ii. Columns
1. Add Source ID as a column

Cash Receipting

1. Accounts Receivable > Reports
   a. Accounts Receivable by Category Report *(Utility Management: AR by Service)* –
      Used to reconcile accounts receivable balances to the general ledger.
      i. Categories

1. Include all categories
2. Summarize categories by master categories – Often used to group
   categories together by the account receivable account they hit.

ii.   Print Settings – options

1. Change to Landscape for a nicer print if you have a lot of Categories/Master Categories
2. Change Paper Size to Custom for exporting, then you can adjust the width to 100 inches.

b. Transaction Register *(AR, BL, UM)* - A great use of this report is for digging into the details of why your cash clearing account doesn't balance. You can use it to balance against your CR Receipt Register.

i.   Report Options
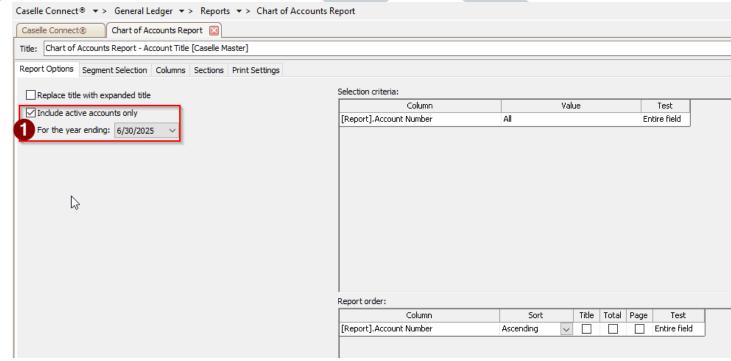
1. Report dates > Advanced options…
2. Transaction Types
3. Report order – Add [Report}.Source ID and move to under date if you want it to be in the same order as your CR receipt register.

    ii. Columns
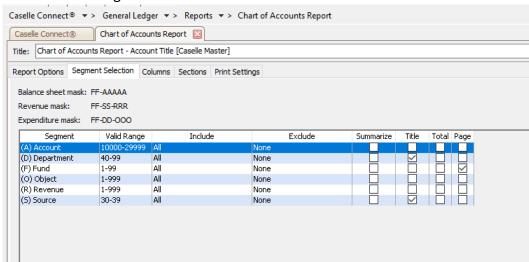   1. Add Source ID as a column

General Ledger

1 General Ledger > Reports
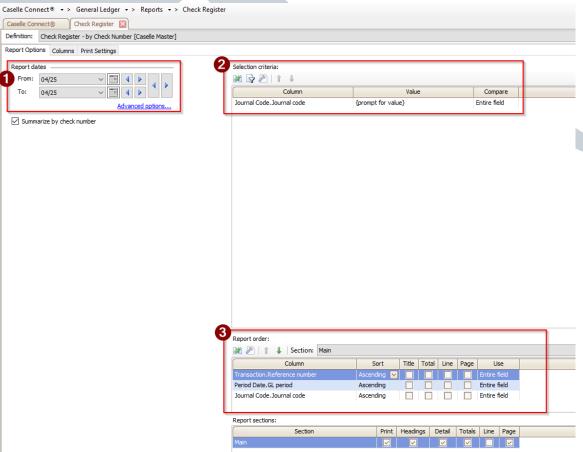   a. Chart of Accounts Report
        i. Report Options

    1. Checkmark this box if you only want to see active accounts, you can then specify for which fiscal year you want the accounts to have been active in.
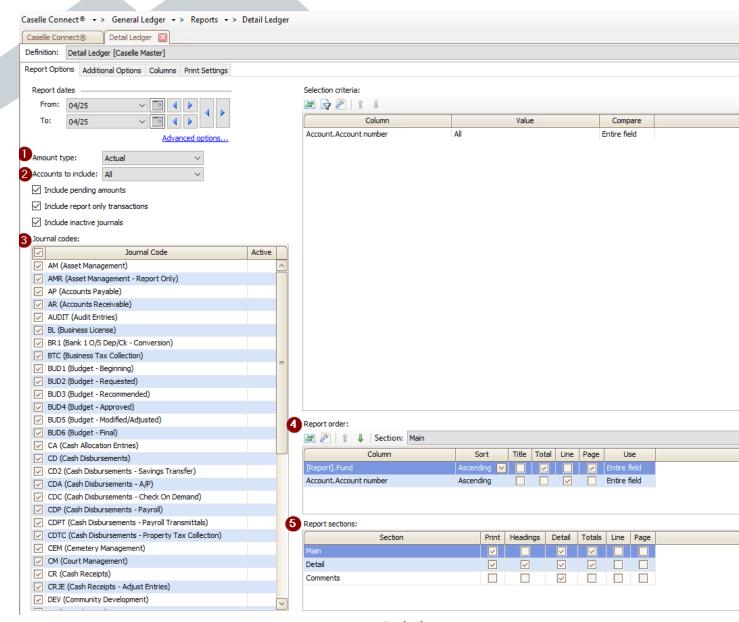   ii. Segment Selection

    1. You can specify a specific fund and/or a department that you would like to view/print.
    b. Check Register

i. Report Options

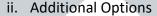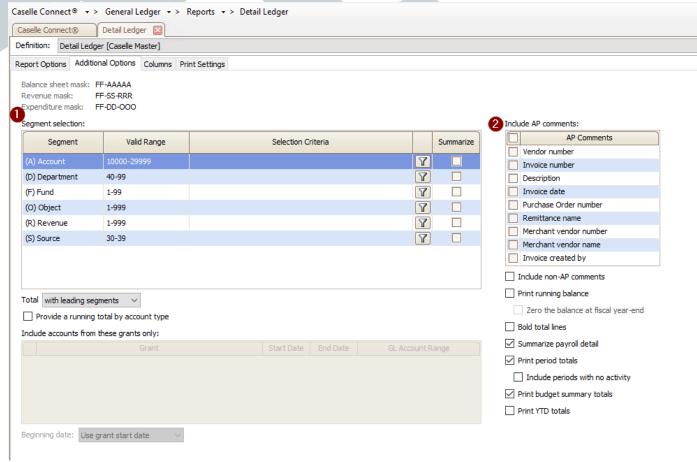1. Report dates – based off of GL period
2. Selection criteria
   a. Specify Journal code(s) you want to include
3. Report order – reference number is equal to the check number
   ii. Print Settings
c. Detail Ledger

1. Amount type, Amounts to include
2. Include pending amounts, report-only transactions, inactive journals
3. Journal codes
4. Report order
5. Report sections

ii. Additional Options

1. Segment selection
2. Include AP comments
   d. Financial Statements
      i. Cash Allocation Report
      ii. Balance Sheet
      iii. Revenue and Expenditure Comparison
      iv. Revenue/Expenditure Fund Summary
   e. Journals
   f. Trial Balance
      i. Report Options
      ii. Additional Options
      iii. Columns
      iv. Print Settings
   g. Report Writer
      i. Detail Ledger – export
         1. Report Options
            a. Tables

a. Column (Report Wizard ⚡)
   1. Journal code.Journal code
   2. Transaction.Reference number
   3. Period date.GL period
   4. Account.Formatted account number
   5. Transaction.Description
   6. Transaction.Amount
b. Selection criteria
   a. Period date.GL period
c. Report order
   a. Account.Account number
   b. Transaction.Date
d. Report sections

2. Columns
3. Print Settings
   a. Print
      a. Page Setup
         1. Paper size: Custom
         2. Width: 100.00
         3. Height: 8.5
         4. Landscape
   b. Export
      a. Comma delimited format (.csv)