



General Ledger Reports User's Guide

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Chapter 1: Introducing the General Ledger Reports

With General Ledger's powerful built-in Report Writer, you can create custom financial statements, budgeted statements of revenues and expenditures and many other reports. You can customize the set up of financial statements and reports, saving format setups for future use.

There are numerous report selections, allowing you to create customized reports that satisfy the reporting needs in your organization. The system's reporting gives you the flexibility you need, from specifying which columns appear, to sorting and totaling the information presented. You control the output, so you get just the reports you want.

The report writer is an extremely flexible reporting tool. The following are some of its many capabilities:

- Inclusive report dates can be chosen that are not limited to the current fiscal year and can even cross fiscal year boundaries.
- Reports can be printed that mimic a year-end closing, on any date you want.
- Flexibility to choose the columns you want included on your report.
- You can determine the order in which the columns appear on your report and the width of each column.
- You can determine how you want the report to be sorted and where to include subtotals.
- You can restrict the report for specific accounts or ranges of accounts.
- You can select the font to use for each section of the report.

Chapter 2: Report Setup Overview

The tabular format of the Report Setup form makes it easy to design custom reports. Additionally, the system provides default reports that can be used instead of designing new ones. Use the various tabs on this form to identify the columns in the report, decide the look of the report, filter data, designate report options, and much more.

Note: If you changed the size of a form or modified the columns in a table, you can restore any form back to its original system layout or re-size any form back to its original default size by right-clicking on the form and selecting Restore Form Layout or Resize Form. You can also access the Options>Customize Workstation Settings form by right-clicking on the form and selecting Customize Workstation.

Report Numbers

All reports with non-currency numbers follow the formatting set up in the computer's regional settings (Start>Settings>Control Panel>Regional Options or Regions). However, currency fields follow the settings entered by the Administrator from Organization>Currency Setup. User defined fields do not show commas, but use the regional decimal place.

Use the Currency Setup form to change the Report Decimal and Report Grouping Symbols. Use Regional Options to change all other decimal and grouping symbols (such as the period and comma), found throughout the system.

Report Buttons

The buttons at the top of the form access additional forms used to print, view, and copy the report. For more information, see ["Report Setup Buttons" \(page 22\)](#).

Default Reports

A default report is a predefined report which gives a "starting point" for either processing or modifying a report. Default reports can be easily identified, because they are always encased in "<" and ">." Click the "Report Name" drop-down list to see the default reports that are available.

The system also provides <Default> Financial Statement Formats. Click the "Financial Statement Format" drop-down list (if applicable) to see the default formats that are available.

Note: To see the predetermined criteria for each default report, click Print Report Setup .

The system does not allow changes to default reports, but a default report can be used to create new reports. If you make changes to a default report, just enter a new name in the Report Name box; then save the new report that is based on the default report. The default report retains its settings, while the new report contains your changes.

Setup Tab

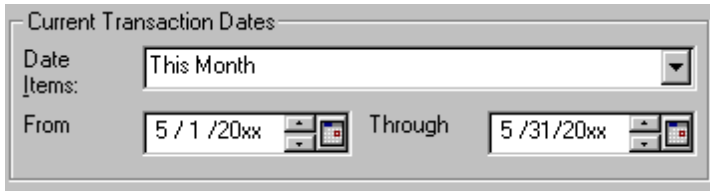
Access this tab using Reports>{Any Report}>Setup.

Use this tab to assign a Report Name and designate whether or not to include the report name on the actual report. The report name can be printed in the header or the footer of the report. The report name and header and footer information are displayed on the Setup tab of every report.

You can set up a new report, choose an existing report, or select a default report provided by the system.

- To create a new report (or modify an existing one), enter the report name, and then use the subsequent tabs to customize the report. We recommend limiting your report name to strictly alphabetic (A through Z) or numeric characters (0 through 9). You cannot use symbols, such as: | " ; [] % # ? in your report name.
- To use ["Default Reports"](#) (page 2), select one from the drop-down list.

Current Transaction Dates Group Box



The screenshot shows a window titled "Current Transaction Dates". Inside, there is a "Date Items:" label next to a drop-down menu currently showing "This Month". Below this, there are two date pickers. The first is labeled "From" and shows the date "5 / 1 /20xx". The second is labeled "Through" and shows the date "5 /31/20xx". Both date pickers have small calendar icons to their right.

If the tab includes the Current Transaction Dates group box, specify the date range of the data to include in the report.

- Select a valid report period from the *Date Items* drop-down list.
- If any date item except Custom is selected, the next time you access the report the system retains the date item while the opening and ending balances reflect the current dates.
- If Custom is selected, enter dates in the *From* and *Through* boxes.

Balance Dates Group Box

If the tab includes the Balance Dates group box, specify the date range of the data to include in the report. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date.

The *Current Reporting Year Begins* date defaults to the organization's Fiscal Year Begins date. (A Fiscal year-ends date was entered when the organization was created by the Administrator using the File>New Organization wizard.)

To produce a report based on a different fiscal year, the *Account Balances Begin* date displays the first day of the organization's fiscal year and the Current Reporting Year Begins date displays the first day of the different fiscal year.

Current Period Dates Group Box

If the tab includes the Current Period Dates group box, you can specify the reporting period for the report. You can select from standard reporting period choices using the drop-down list, or set the exact range by entering the date range in the Opening Balances and Ending Balances boxes. The Opening Balances date and the Ending Balances date determine what data prints on the report.

The *Opening Balances* date determines the date of the beginning balance for the report, as well as, the date to begin showing detail.

The *Ending Balances* date determines the date at which to discontinue showing detail or the date at which to show the ending balance.

Fields

Note: All possible fields are discussed below. Your report will not include every field identified.

Report Name: Enter a new report name or select an existing one from the drop-down list. The system displays the date and time the report was last modified (and saved) to the right of the Report Name box.

Print Name In Header, Footer, Do Not Print: You can choose to print the report name in the header, footer, or not at all.

Page Footer Included: Select this check box to include a page footer with the page number, date, and report name.

Date Items: Select a valid report period from the drop-down list: This Month, This Quarter, This Year, Last Month, Last Quarter, Last Year, or Custom. The system defaults to This Month.

- If you select any report period except Custom, the next time you access the report, the system retains the date item while the opening and ending balances reflect the current dates. The system calculates these dates using either the system date or the default reporting date. (The default reporting date is set up using the Options>Customize Workstation Settings>Reports tab.)
- If the date item is Custom, the system always retains the last date range entered in the From and Through or Opening and Ending Balances boxes.

From, Through: These dates determine the detail data included in the report. In the Through box, enter the end of the report date range. Essentially, this is the end date for the transaction or detail information.

Opening Balances, Ending Balances: These dates determine the data included in the report. In the Ending Balances box, enter the end of the report date range here. Essentially, this is the end date for the balances.

Account Balances Begin: Enter the date when you want the account balances to start for this report. Typically, you will enter the first day of your organization's open fiscal year. This date is the opening balances date.

The account balances begin date refers to the date entered as the Beginning Balances for the organization and/or the date following the fiscal year that was closed (Activities>Close Fiscal Year).

Current Reporting Year Begins: This date represents the beginning date for the Current Reporting Year. Normally, this date is the same as the Account Balances Begin Date. Furthermore, this date must be the same or later than the Account Balances Begin date. You do not have to close a fiscal year before printing reports for that year. Additionally, you do not have to close a year just ended before you can generate reports for the new year.

When creating a General Ledger or Financial Statement report where the Account Balances Begin date and Current Reporting Year Begins date differs, the system simulates a year-end close for the report. A

sentence displays at the bottom of the tab to indicate this (A Year-End Close will be simulated for this report).

Financial Statement Format: Select the financial statement format to include in this report. This is the Format Name that was assigned when the statement was set up using the Reports>Financial Statements>Create Statement Formats form. For the GASB Statement of Activities report, select the GASB statement format that was set up using the Reports>GASB Reporting>Create GASB Statement Formats.

When you created your chart of accounts (Maintain>Chart of Accounts Codes), if you selected a Designation Code (other than N/A), the system automatically updated <Default> formats (Reports>Financial Statements>Create Statement Formats) based on those account codes and their designations. This <Default>format is available for selection in this drop-down list on the following reports: Reports>Financial Statements>Balance Sheet, Combining Balance Sheet, Statement of Revenues and Expenditures, Combining Statement of Revenues and Expenditures, Statement of Revenues and Expenditures by Period, Statement of Financial Position, Statement of Activities, and Statement of Cash Flows.

A Year-End Close will be simulated for this report: This sentence displays at the bottom of the form when the Account Balances Begin date differs from the Current Reporting Year Begins date. It appears on the Setup tab of all General Ledger Analysis, Financial Statement, and Allocation Management Pre-Allocation reports, and only displays while the system is checking the balance dates. It indicates that the system will simulate a year-end close or cross year for this report. For more information, see "[Overview of Cross Year Reports](#)" (page 260).

- If the Current Reporting Year Begins date is before the Account Balances Begin date, the system performs a cross year report. If you print a report and it crosses the organization's fiscal year, the system ignores open balances.
- If the same date is used for both the Account Balances Begin and Current Reporting Year Begins, and the ending date crosses the organization's fiscal year beginning date, the system performs a cross year report, so totals are not doubled.
- This process produces a report based on a fiscal year range that is different than the organization's fiscal year, or produces an accurate current year report when a prior fiscal year is still open. Normally, a report's beginning balances and the current reporting amounts should be the same, as if the organization was set up on the fiscal year being reported, and the prior year being closed. However, this feature produces reports on any range of dates, instead of the organization's actual fiscal year, and as if the year-end closes had been performed.

- This feature allows you to process a report in a prior year. The fiscal year does not have to be closed, but the system "acts" like it is.

Tips:

- Create as many reports as needed. Be sure the report names are easily recognizable and relate to either how the reports are set up or who created them.
 - The system allows you to open this form multiple times, so more than one report can be set up and/or printed at the same time.
 - By default, the Clear Fields on Save option is selected on the Options>Customize Workstation Settings>Preferences tab. When you are running reports, you may want to clear this option. If you do not, each time you save the report, you will need to reselect the Report Name from the drop-down list on the Setup tab.
 - When processing very large reports, select the "Generate Large Reports to Disk Before Viewing or Printing" option using the Options>Customize Workstation Settings>Reports tab. The reports are temporarily stored until closed, instead of using up memory.
 - If you change printers, the orientation of your existing reports may need to be changed. For example, if you have a report setup with an orientation of landscape, and you install a new printer, the next time you run the report, you may need to reset the orientation from portrait back to landscape.
-

Content Tab

Access this tab using Reports>{Any Report}>Content.

Use this tab to determine what data to include in the report and to define the report layout. The Items by Page group box, which is *optional*, is used to divide data onto separate pages. The Report Body group box, which is *required*, is used to determine which columns appear on each page of the report.

Items by Page Group Box

Use the Items by Page group box to determine how the data is arranged *per page*. When an item is selected, the report starts a new page for each different item, and the item is printed in the header of each report page. To specify how to divide data, select an item in the Available Items box, and then click the Mover (>) to move the column to the Selected Items box.

Once an item is in the Selected Items box, you can specify how you want the item to Print in the header, as well as the Sort type of the report pages. The report might also allow you to show totals for the selected item and/or designate a print type of Page Break or Column. Each page in the report contains

corresponding data for just that type of item. If you select multiple items, each page of the report will contain data that fits the criteria of that combination of items. For example, if you printed a Distribution Code list, and wanted all active codes to appear on one page, and the inactive codes on another page, you would select Status in the Available Items box. Similarly, if you wanted each page to contain information for just one distribution code, you would select Distribution Code in the Available Items box.

Report Body Group Box

The Report Body group box is used to determine which columns, and ultimately their data, appear on each page of the report. To have a column appear in the report, select it in the Available Columns box, and then click the Mover (>) to move the column to the Selected Columns box.

The Available Columns box contains all columns that can be included in the report. Once a column is moved to the Selected Columns box, the column's sort type, heading, width, and wrap options can be changed. The report might also have an option to show repeated items in the column or show a total for numeric columns.


Please note that these two group boxes work closely in conjunction with one another. An item can be selected in the Items by Page group box or in the Report Body group box, but not in both. For example, if you move Status from the Available Items box to the Selected Items box, the system removes Status from the Available Columns box. To include Status as one of your columns, move Status from the Selected Items box back to the Available Items box. Then, the system displays Status as one of the available columns.



Fields

Note: All possible fields are discussed below. Your report will not include every field identified.



Depending on the report, these fields may be displayed in a different order.


Items by Page: This group box label will either display as Items by Page or Items by Page and Combining Column, depending on the type of report you are running. Descriptions of the Items by Page group box are as follows:

- **Available Items, Selected Items:** Select an item in the *Available Items* box, and then click Mover (>) to move the item to the *Selected Items* box. Once an item is in the Selected Items box, you can specify the sort type for the item (which determines the order of the report's pages), and choose how the item will print in the page headers. The report might also allow you to show totals for the selected item and/or designate a print type of Page Break or Column. The order that the items display in the Selected Items box is the order they will appear in the page headers of the report. To change the order of the items, select one, and use the Up/Down Mover  to move it. To expand either the Items by Page or

- Report Body mover box and hide the other, click Expand Group Box .
- **Sort:** You can choose to sort items in Ascending or Descending order, or not at all (None). The system sorts the items in the order they are listed in the Selected Items box. Consequently, the first item listed in the Selected Items box is the primary sort. The next item is sorted within the primary sort item. Use the Up/Down Mover  to change the order of items.
- **Show Total:** If this box is selected, the system displays a total for the column. It must be a numeric column such as Debit, Credit, Variance, or Percentage. You cannot Show Totals for a document number column such as Document Amount or Invoice Amount.
- **Print:** Select how you want the item to print in the page header. The drop-down list displays a list of options to choose from.
- **Type:** After you move an item to the Selected Items box, select a print type of Page Break or Column.
 - If *Page Break* is selected, the items (such as GL Code, Fund Code) print in the page heading while the columns (such as Current Year, YTD Change) you selected (in the Report Body), print as the column heading of the report. The system prints a separate page for each item.
 - If *Column* is selected, the items (such as GL Code, Fund Code) print in the column of the report, while the Columns selected (in the Report Body), print in the first column of the report. The columns print in the order they are listed and are slightly indented. Only one of the codes can have this type selected. If the report is a combining style financial statement or the Statement of Activities, the Column Totals tab becomes available after selecting this type.

Report Body: Descriptions of the Report Body group box are as follows:

- **Available Columns, Selected Columns:** The Available Columns box contains all columns that can be included in the report. Select a column in the *Available Columns* box, and then click Mover (>) to move the column to the *Selected Columns* box. Once a column is in the Selected Columns box, the column heading, sort type and width of the column can be changed. You can determine if you want to show repeated items in the column, show a total for numeric columns, or allow text to wrap within the column. The order the columns display in the Selected Columns box is the order in which they will appear on the report. To change the order of the columns, select one, and then use the Up/Down Mover  to move it. To expand either the Items by Page or Report Body mover box and hide the other, click Expand Group Box .
- **Sort:** You can sort each column in Ascending or Descending order, or not at all (None). On the report, the system prints the columns in the order that they are listed in the Selected Columns box. However,

- the location of the column, does not affect the sort order. The first column with a sort type of Asc or Desc, is the primary sort. The next column with a sort type of Asc or Desc is sorted within the primary sort. For example, if the first column has a sort type of None, and the last column has a sort type of Asc, the report is sorted by the last column. Use the Up/Down Mover  to change the order of the columns.
- **Show Total:** If this box is selected, the system displays a total for the column. It must be a numeric column such as Debit, Credit, Variance, or Percentage. You cannot Show Totals for a document number column such as Document Amount or Invoice Amount.
- **Width:** Use this box to specify the width for the selected column. The total width for the columns displays next to "Report Body" on the tab.
- **Wrap:** If this box is selected, the text automatically wraps within the column. The text "breaks" on the spaces between words, while numbers are considered to be one word, regardless of commas or periods. Consequently, text does not wrap within a single word, but only when there is a space between two words. If the column is not wide enough for the text or number, an ellipsis appears before or after the text or number, such as Feder... or ...,005.00. If this option is not selected, some text may be truncated, depending on the column width.
- **Repeat Columns:** If this box is selected, the system automatically repeats the report body title in the first column on subsequent pages. Note that the report body title is the only column that allows this option. It is available on all Financial Statement reports (Reports>Financial Statements). Statement Levels 1, 2 and 3 display as a repeated title (depending on the statement format and selected columns on the Report Body). Repeat Columns apply to both the Landscape and Portrait layout. These columns can be viewed in Print to Screen, Print Preview, and the actual printout. Repeated Columns also display in Export to XLS documents, as well as PDF documents.
- **Column Heading:** You can accept the default heading for each column of the report (the Selected Column name), or enter a new one here.
- **Show Repeats:** If this box is selected and the data for a column is identical for at least two consecutive rows, the system prints the data for each row. Otherwise, the duplicate data is printed only once. The box is disabled if this option is not available for a particular column.

For example, the table below represents columns and rows in a report. If the Show Repeats option is not selected for GL, Program, and Fund, then 11000 and 41001 will not print in the 2nd and 3rd rows, and 100 will not print in the 2nd row.

GL	Program	Fund	Amount
11000	41001	100	100.00
11000	41001	100	50.00
11000	41001	150	25.00

Tips:

- Next to "Report Body," the system displays the Total Width of all columns. This total includes the space between each of the columns (0.2"). The minimum column width you can enter for an individual column is 0.1", while the maximum is 7.0".
- If the report has a Column Totals tab, it works in conjunction with the Items by Page group box on the Content tab (combining style financial statements and the Statement of Activities will have this tab). When you move a code to the Selected Items and choose a Type of Column, the Column Totals tab becomes available. When this option is activated, any combination of codes can be subtotaled, and those subtotals can be printed in one column on the report.
- When using a date override custom column in a formula custom column, the date override column must be included as a column in the report body to make the formula column work properly.

Filter Tab

Access this tab using Reports>{Any Report}>Filter.

Use this tab to narrow down and more explicitly specify the data to include in the report.

Advanced Security Users

When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the Criteria 1 and 2 drop-down lists will only contain account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

Fields

Available Filter, Selected Filter: To filter data, select an item in the Available Filter column, and then click the Mover button (>) to move it to the Selected Filter column. Once an item is in the Selected column, set up its filtering criteria. Then, the report is limited to the data that falls within the designated filter criteria.

Compares To: Select an operator from the drop-down list, or accept the default operator. The operator compares the value in the Selected Filter column with the values in Criteria 1 (and Criteria 2, if applicable) to determine which records to include in the report.

Criteria 1: Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, use "%" to represent any number of characters.

For example, you want a report showing the Accounts Receivable offset account assignments. Since you only want information on A/R accounts and they all begin with "AR," you would complete the Reports>Lists>Offset Account Assignments>Filter tab as follows:

- *Selected Filter:* Transaction Source
- *Operator:* LIKE
- *Criteria 1:* AR%


This filter limits the report to only transaction source codes that begin with AR, while the rest of the code could have any characters.

Please note the results if you choose the Like operator and the following criteria:

Criteria	Result
%AR%	Returns data with a "AR" in any position
AR%	Returns data that begins with a "AR"
%AR	Returns data that ends with a "AR"

Criteria 2: Enter a value for the end of a range if the Compares To contains the Between or Not Between operators.

Tips:

- If you filter on an item that has not been selected in the Report Body on the Content tab, the data will not appear on the report.
- When printing a report, items are filtered in numeric/alphabetic order. Therefore, when selecting an item from the Criteria 1 or Criteria 2 drop-down lists, click the first heading with the  symbol next to it to put the items in numeric/alphabetic order. That way, you will not receive any unexpected results in the report.
- When filtering data, select [Operators](#) to determine which data to display. Also, view a list of [Filter Examples](#) that are useful throughout the system and examples of [How to Use Wildcards](#) characters with Like and Not Like.
- To filter on a Debit or Credit, you will need to press the dash key prior to entering a number to indicate a negative amount. Also, if **Option Summarize Amounts** is selected, the report may not return any information due to debits/credits are considered detailed amounts. This is only available in the filter for Unposted or Posted General Ledger Transactions reports.

Groups Tab

Access this tab using Reports>{Any Report}>Groups.

Use this tab to designate which Group Sets to use for this report. Before Group Sets can be designated, you must first create Report Groups using the Reports>Assign Report Groups form.

Using Report Groups in financial statements allows greater reporting flexibility. Groups provide an alternative way of reporting summarized accounting data. In order for groups to be applied to the report, select the group on the Content tab and on the Groups tab. Since these tabs are independent of each other, it does not matter if the group is set up first (using the Groups tab) or the column for the group is selected (using the Content tab) first. Filtering (using the Filter tab) on the group is optional as is Segment to Substitute for GL Segment (on the Options tab).

Fields

Available Segments, Selected Segments: In the Available Segments box, the system displays segments that have groups sets associated with them. To utilize group sets, first select an item in the Available Segments box, and then click the Mover (>) to move it to the Selected Segments box.

Group Set: Select the Group Sets to use for the designated segment. You can specify a Group Set for more than one segment.

Tips:

- A cross-year report can be created with balances outside the organization's fiscal year. However, a report with both groups and balances cannot be created outside the organization's fiscal year.
- When choosing to print a report using groups rather than individual account codes, only account codes included in the Group Set print on the report. Account codes not included in a group do not print on the report.
- If there is a Group Code with no accounts assigned (Reports>Assign Report Groups) to it, it will not display on this tab or in the reports.
- Any accounts not included in a Group Set will not be included in the report.
- Available Segments display only {Segment} Groups for which Group Sets have been created by the user. If no Group Sets for the {Segment} Group exist, the {Segment} Group will not display under Available Segment. Prior to selecting a {Segment} Group ensure that Group Sets are created for the {Segment} Group.

Column Totals Tab

Access this tab using Reports>{Any Report}>Column Totals.

Use this tab to subtotal any combination of codes and to print those subtotals in a column on the report. This tab is only available if a Type of *Column* was selected in the Items by Page group box on the Content tab. The Column Segment displays along with all codes associated with it.

The following financial reports contain the Column Totals tab:

- Statement of Activities
- Combining Balance Sheet
- Combining Statement of Cash Flows
- Combining Statement of Revenues and Expenditures

If you save a report with Column Totals, add a new segment code later (Maintain>Chart of Accounts Codes), and then re-open the existing report, you must click the Refresh button for the system to include the new segment on this tab.

Fields

Column Segment: The system displays the segment that was selected in the Items by Page group box. The segment was designated with a Type of *Column*.

Code: The system displays the codes associated with the column segment.

Title: The system displays the code's title.

Subtotal: Select this check box to subtotal certain columns on the report. The report subtotals the columns up to the last check mark. For example if the report needs to subtotal both 101 and 201, check the box for code 201 to print a subtotal column for both 101 and 201. If the box is not selected, the codes appear on the report as usual, with no subtotals.

Subtotal Title: Enter a title for the columns you want to subtotal.

For example, codes 01, 04, 05, and 06 are listed on the report. Select the Subtotal check box for code 04 and enter a title of Operating and State. Then select the Subtotal check box for code 06 and enter a title of Fed and Travis Co. The report will print a column titled Operating Fund that will be next to code 04 with the total of codes 01 and 04. Then a column titled Fed and Travis Co will be next to code 06 with the total of codes 05 and 06. Finally, the normal Total column will print with the total of all codes.

Tip: Initially the codes appear in numeric sequence; however, they can be moved to the order you want them to appear on the report. Simply highlight the entire row, and then drag the row to the appropriate place using the mouse.

Options Tab

Access this tab using Reports>{Any Report}>Options.

Use this tab to set up options for the report. Different reports have different options available. See each specific report for its individual preferences.

Multicurrency Users

The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Fields

The table below displays a list of all possible options and their descriptions. Your report will not include every option identified.

Options	Description
Age By Due Date or Age By Invoice Date	Select the date by which to age the transactions. To have them considered past due on the Due Date, select the Due Date option button. Otherwise, select the Invoice Date option.
Aging Date	This is the date to age the encumbrances or invoices. It is the actual date of the encumbrance, or the date the invoice should be paid. The Aging Date defaults to today's date when creating a report. However, once the report is saved, the next time it is opened, the aging date does not change to the current date. It is saved as the date the report was created (or whatever date was entered), and remains as that date until it is changed.
Budget Version ID	Select a budget version in which to base the budget amounts. Budget versions are created by the Administrator using Organization>Set Up Modules>Budget>Budget Versions. If the Budget module is not installed, "Revised" is the default budget version.
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Employer Amounts	Select this option to print employer amounts on the report.
Encumbrance Amounts	Select this option to have the EN (Encumbrance) and RV (Reserve for Encumbrance) accounts display in your format with the appropriate amounts. Whether the box is checked or not, this Encumbrance information is only available if you have set up the report format to include Encumbrance amounts. The report format setup is found at Reports>Financial Statements>Create Statement Format>Select Format tab.
Encumbrances as Expenditures	Select this option to include (when the box is checked) or exclude (when the box is not checked) the encumbrances as expenditures. This option

Options	Description
	is only available if the Encumbrances module is installed.
Equity Section	Select this option to include (when the box is checked) or exclude (when the box is not checked) the Equity Section on the printed report. Whether the box is checked or not, this Equity information is only available if you have set up the report format to include Equity. The report format setup is found at Reports>Financial Statements>Create Statement Format>Create Outline tab.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.
First Aging Period	Three different aging periods can be entered. The system uses this number and counts back from the Aging Date. The first aging period prints amounts with a date of <i>1 to the Aging Date</i> . If you enter 30 here, the report includes amounts that are from 1 to 30 days from the Aging Date.
Include GL Details	Select this option to display account codes and account totals on this report.
Only Revenue and Expense Type Codes	Clear this option to show all account types on the report (except Cash, AP, and AR); otherwise, the report displays only revenue and expense accounts.
Opening Entries in Detail	Select this option to include opening balances (system or user opening entries) in detail. This entry type was designated during transaction entry.
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined

Options	Description
	rate types—Daily Spot Rate and Monthly Average Rate. Custom rate types were created using Maintain>Multicurrency>Exchange Rate Types.
Replace total debits and credits with Balance	Select this option to shows the net amount for each segment where totals have been requested. Otherwise, the report displays the total debits and total credits for each segment.
Reporting Period	Select how to display the reporting period amounts—Monthly, Quarterly, or Yearly. This period is based on the dates selected for the Opening and Ending Balances on the Setup tab. The reporting period amounts display in the Reporting Period Amount column on the Content tab.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Second Aging Period	The second aging period includes amounts with a date of <i>First Aging Period plus 1 day to Second Aging Period</i> . If you enter 60 here, the report includes amounts that are from 31 to 60 days from the Aging Date.
Segment to Substitute for GL Segment	Select a segment to substitute for the General Ledger segment, or leave it at the default, None. The GL Code or GL Group Code must be selected in the Report Body in order to use this option. Selecting a group code is the same as filtering by group code on the entire report.
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Subtotal Detail by Calendar Month	Select this option to subtotal the detail by a calendar month. This subtotal always calculates according to calendar month end, (1-31) not the month end of the Fiscal Year. For instance, if the Fiscal Year-End is February 28, the system generates totals through the last calendar day of each month: 1-31, 2-28, 3-31, or 4-30. The system does not generate totals as of the 28th of each month: 1-28, 2-28, 3-28, or 4-28. In order for this option to work, the <i>Show Totals</i> check box must be selected for at least one column (on the Content tab).

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Columns When the Column is Zero for the Entire Report	<p>Select this option to suppress columns that have all zeros. Please note that this only applies to columns that have a zero value throughout the entire report.</p> <p>For example, suppose there is a page break on the report by "Fund" and the columnar segment is "Program." The column may be zero for a Program Code on the first page, but that same column may NOT be zero for the Fund on page two. Therefore, the column will not be suppressed at all because there are values associated with it somewhere in the report that are not zero.</p>
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.
Third Aging Period	The third aging period includes amounts with a date of <i>Second Aging Period plus 1 day to Third Aging Period</i> . If you enter 90 here, the report includes amounts from 61 to 90 days from the Aging Date.
Total Budget	Select the start and end date you want to use to calculate and print total budget amounts. This range can exceed a 12 month interval.
Total by Payroll	Select this option to total processing group information.
Unfavorable Balance Only	Select this option to report only accounts showing unfavorable balances. For example, if the budget for an expenditure type account is \$20,000 (USD) and the actual expenditures equal \$21,000 (USD), there would be an unfavorable balance of \$1,000 (USD). Revenue accounts are not shown.
Unposted Actual Amounts	Select this option to include unposted actual amounts. You can view how unposted transactions affect the detail balance information.
Unposted Transactions	Select this option to include unposted transaction sessions. You can view how unposted transactions affect the detail balance information.

Options	Description
	When this option is selected, "Unposted Transactions Included in Report" prints in the report header.
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type (A Year End Adjustments) was designated during transaction entry. The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.

Forecasting Tab

Access this tab using Reports>{Any Applicable Report}>Forecasting.

Use this tab to forecast actual amounts based on budget amounts or prior actual amounts. Actual amounts are for the same period prior year and budget amounts are for the period to be forecasted (by selecting a budget version as the basis). To use this tab, Actual needs to be selected as a column on the Content tab.

Fields

Based On: Select a value on which to base the forecast.

- Actual - Uses the actual amounts for the same period in conjunction with the multiplier value.
- {Budget - version name} - Uses the budget amounts for the period to be forecasted in conjunction with the multiplier value.

Start Date: Enter the start date for the forecasting period. It must be the first day of the month, quarter, or year (as it relates to the Reporting Period that was selected on the Options tab). And, it cannot be prior to the Opening Balances date on the Setup tab. The system uses the Ending Balances date on the Setup tab as the end date.

Multiplier: Enter the number to be applied against the "forecasted" amount, such as Actual multiplied by 1.5.

Layout Tab

Access this tab using Reports>{Any Report}>Layout.

Use this tab to change the font and page setup for a report. The Font Setup button allows you to change the font type, style, and size for the selected Page Section of the report. The Page Setup button allows you to change the report's paper size, source, orientation, and margin settings.

Fields


Font Setup Page Sections, Current Settings: Select a Page Section, and then click the Font Setup button to change its font type, style, or size. You can only select/change one item at a time. The system displays the current font, style, and size for each Page Section in the Current Settings column.

Page Setup: The system displays the paper size, source, orientation, and margin settings of the current report. Click the Page Setup button to change these settings.


Tips:

- By default, all reports print using the Arial font, but you can use this tab to change the font.
- Sometimes, there are too many columns to fit across one page. Consequently, *one* report might print on *two or more* physical pages.

Before you print a report, calculate how many *total* physical pages the report will print.

Do this by first clicking Print Preview . Then, at the lower right-hand corner of the actual report, notice the physical number of pages for the report. Move to the last page of the actual report to calculate the total number of pages. For example, if the last page of the actual report is 81:2, then you are on page 81 of 2 pages. Therefore, the total number of physical pages would be 81 pages times 2 pages for a total of 162 pages.

Keep in mind, the "Pages Processed" number on the Report Status form (which displays when the Print, Print Preview, or Print to Screen buttons are selected), is the number of pages of the report, not the physical number of pages that will print. For example, you might see 81 on the Report Status form, but there are actually 162 physical pages.

Additionally, if you click Print to Screen , you will see a page number at the lower right-hand corner of the actual report. This number is the number of pages of the report, not the physical number of pages that will print. For example, you might see 81 on the actual report, but there are actually 162 physical pages.

Security Tab

Access this tab using Reports>{Any Report}>Security.

Use this tab to lock a specific report so that other users cannot save their changes to it. The report can still be accessed; however, if changes are made, the report must be saved with another name. This new report then becomes associated with the other user.

Fields




Do Not Allow Changes to this Report: The user that selects this box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.












All unsecured reports (that do not have this check box selected), can be edited by any user with rights to that menu selection.

Tips:

- All users can print a report regardless of who secured it.
- The Report Name drop-down list on the Setup tab contains the user ID for the person who secured the report.
- While working with report security, consider selecting the following options on the Options>Customize Workstation Settings - Preferences Tab:
 - *Display Report Names with this User ID Only:* If this check box is selected, and a report has been secured by another user, the report will not display in the Report Name drop-down list on the Setup tab. However, it appears on the Find form.
 - *Default "Do Not Allow Changes to this Report" to Checked:* When creating a new report, if you always want the Do Not Allow Changes to this Report check box to be selected on the Reports>All Reports>Security tab, select this check box.

Report Setup Buttons

	Copy/Save As/Rename: Use this button to copy all parameters from an existing report to a new report, make changes to an existing report and save it as a new name, or rename an existing report.
	Print Report Setup: Use this button to print the settings for the currently selected report. The printout shows which items are selected for all tabs.
	Print Setup: Use this button to select a printer and set up printer information for this report.

	Print to Screen: Use this button to view the report before it is formatted for printing. This makes the data easy to review, but does not provide an exact representation of how it looks when sent to the printer.
	Print Preview: Use this button to view the report as it will actually print.
	Print: Use this button to print the report.
	Export: Use this button to export the report to one of several popular file formats. This button is available only if the Data Import/Export module is installed.
	Export to XLS: Use this button to export your active report data to a spreadsheet in a new or existing workbook. This button is only available if the Data Import/Export module is installed. (It is not available on every report.)
	Print to PDF File: Use this button to save the report as a PDF or attach multiple reports to an existing PDF file. This process creates a file that can be emailed.
	Email Report as PDF File: Use this button to email the report as a PDF file. The file is sent in an email and does NOT save to a directory. This button is available if your Administrator has set up SMTP Email using Organization>Organization Information>Email Setup tab.
	Scheduler: Use this button to schedule tasks to run automatically at designated times. This button is available only if the Scheduler module is installed.
	Assign Report Groups: Use this button to open the Reports>Assign Report Groups form where you can create Report Groups that summarize account balances on the reports or assign multiple account codes to a designation code/group code. This button is not available for every report.
	Drill Down: Use this button to drill down from report balances to individual debits and credits that make up the balance. This button is not available for every report.
	Chart Settings: Use this button to generate custom line, bar, column, or pie charts from reports. These charts reflect your actual data and can be displayed on The One Click Navigator <i>Charting</i> page. This button is not available for every report.




Custom Column Creation: Use this button to generate custom columns in the report. This button is not available for every report.





Financial Statement Formats: Use this button to open the Reports>Financial Statements>Create Statement Formats form where you can set up financial statement formats. Each time this button is selected a new Create Statement Formats form is opened. This button is not available for every report.

Copy/Save As/Rename

Access this form using Reports>{Any report}>  Copy/Save As/Rename.

Use this form to copy all parameters (from the report setup tabs) from an existing report to a new report, make changes to an existing report and save it as a new name, or rename an existing report.

Fields


Options Copy, Rename/Save As, Rename: The system displays report options of Copy and Rename or Save As and Rename. Copy and Rename appear if you select an existing report (without making changes) in the Report Name box and then select Copy/Save As/Rename . If you make changes to an existing report, and then select Copy/Save As/Rename , Save As and Rename appear in this group box.

From Name: Either enter an existing report name, or select one from the drop-down list.

To Name: Enter a unique report name for the new report. The Drop-Down Lookup opens a list of existing reports. None of the names in the list can be used for the new report. We recommend limiting your report name to strictly alphabetic (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Do Not Allow Changes to this Report: Select this check box to secure the report so that other users cannot save changes to it. The new report will include the current User ID as the creator. You can set up a default for this check box on the Options>Customize Workstation Settings>Reports tab.

Print to PDF File

Access this feature while running reports using Reports>{Any report}>  Print to PDF File.

Use this form to save a report as a PDF (portable document format) file or attach multiple reports to an existing PDF file. Once the report has been saved as a PDF, it can be attached and sent electronically. You must have a program installed, such as the Adobe® Reader®. To install Adobe Reader, you can download it for free from <http://www.adobe.com/>.

Troubleshooting

- Printing to PDF causes program to crash when using the following Operating System: Windows 7, SP 1 with Office 2010. See [Reconfigure MIP Accounting Internal Driver to Use a Local Port](#) for more information.


Nonprofit Online Users

PDF files can be saved locally through a mapped drive using the \\TS Client\<drive letter> directory structure. They are saved to the local computer from within the remote application session. However, the PDF file does not automatically open. For specific instructions on how to save a file to your local computer, see [article 4126 in the Knowledgebase](#). See [Nonprofit Online](#).

Scheduler Users




Use Reports>Report Binder>Print to PDF File  to save a group of reports as a PDF file.

Fields


File Name: Enter the path and file name for the PDF file. When the system is installed, a default directory is created: <Server Name>:\ MIP Share\Report PDF Files. This is the default location for all saved PDF files. You can use Browse  to change the path or to select an existing PDF file.

Append to File: Select this check box to append the report to an existing PDF file. The report data is entered in after all the other files, in the existing PDF file.

Tips:

- The default PDF name is the same as the report name.
 - A printer driver is provided to create PDF files. If you uninstall the printer driver while the product is still installed, Print to PDF File  becomes disabled.
 - To email a report in PDF, click Email Report as PDF File  while on the Report Setup form. However, the SMTP Connection information must be set up and tested by the Administrator before attempting (Organization>Organization Information>Email Setup tab).
 - If you want to send five reports to your manager in a single PDF file:
 - Click Print to PDF File  and save the first report as Overview.pdf.
 - For the remaining four reports, select the Append to File check box and browse to Overview.pdf to append each report to it. Now you have one PDF file instead of five separate documents.
-

Email Report as PDF File

Access this feature while running reports using Reports>{Any report}>  Email Report as PDF File.

Use this button to email the report as a PDF (portable document format) file.

An email form opens and attaches the PDF file in an email. The file does NOT save to a directory. The system automatically uses the report name as the PDF filename.

Enter an email address in the From, To, Cc, and Bcc fields. To enter multiple email addresses, separate each address with a semicolon (;) and a space.

Click the Send button to begin email the report using your SMTP Connection.

Important!

We recommend that the SMTP Connection information be set up and tested by the Administrator before creating an email template (Organization>Organization Information>Email Setup tab). See [Configuring SMTP](#).

Nonprofit Online Users

The PDF is created and attached to a blank email. This is an email client that is housed on the remote application server. Therefore, you will need to enter the full email addresses of the desired recipients. See [Nonprofit Online](#).

Fields

From: Enter the email address from where the email is being sent. (This is required to email.) For example, you might want to enter your company's email address; if you have rights to monitor it. The system displays the email address for the active user, if available. (User Credentials Email address was entered using Options>User Preferences or by the Administrator on the Security>Maintain Users form.

To: Enter an email address of the person you want to receive this report.

Note: If you are entering multiple email addresses, each address must be separated with a semi-colon and a space. Example, you@email.com; me@email.com.


Cc, Bcc: To send emails to another email address, enter that email address here. (The email address entered displays on the email being sent; however, the Bcc email address will not display on the email.)

Subject: The system automatically uses the report name as the subject line.

Attached: The system attached the selected report in a PDF (portable document format) file to the email. The file does NOT save to a directory. The system automatically uses the report name as the PDF filename.

Message: Enter a message or accept the default. The system automatically uses "Please note the attached document." as the message.

Tips:

- To save a report as a PDF file, select Print to PDF File  while on the Report Setup form.
- You must have a program installed, such as the Adobe® Reader®. To install Adobe Reader, you can download it for free from <http://www.adobe.com/>.

Drill Down

Access this feature while running reports using Reports>{Any applicable drill down report}>



Drill Down.

Use this form to view report data from the report balances level, down to the individual debits and credits that make up the balance. This helps you quickly identify supporting data related to numbers on a report.

This feature is based on the report setup criteria that was entered on the Report Setup form. (Columns were selected on the Content tab.) Initially, the organization and grouping of data is the same as the printed report. However, columns can be rearranged.

Note: All column headings are dynamic according to what was selected on the Content tab.

More...

You can click the plus (+) sign next to an item to expand the outline and view underlying data. When an item has been expanded, the plus (+) sign becomes a minus (-) sign. To collapse an item, simply click the minus sign. Even though a plus (+) sign appears next to an item, it does not necessarily mean that item is expandable; see Level 5.



Account Level Security allows you to define the account codes and related amounts a user can view in a report. It is available for Level 1 (Balances), Level 2 (General Ledger), and Level 5 (Transaction Detail) of the Drill Down form. Level 5 is always available, while Level 2 only appears when the GL

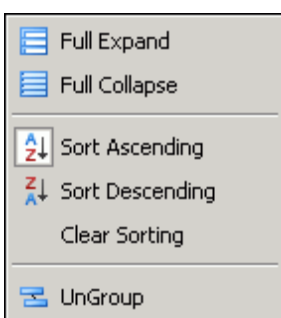
account is not in Level 1. Account Level Security is applied indirectly to Level 3 (Numeric Columns) and Level 4 (Document Detail) from the other levels. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report only prints and displays account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, they can view all account codes.

Multicurrency Users

If a non-functional Currency is selected on the Options tab, this button is not available for selection.

Tips:

- You cannot drill down on all columns.
- Section Totals for financial statements (Create Statement Formats>Create Outline tab), do not appear in the drill down.
- Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
- Use the following keys to navigate around the form:
 - Right Arrow - Expand a section
 - Left Arrow - Collapse a section
 - Up/Down Arrows - Navigate from one section to the next
- You can find specific transactions by amount using the "Custom" filter on numeric data columns.
- You can click on any column heading to sort it. The column on which items are sorted has  (ascending order) or  (descending order) in the column heading. You can also drag and drop the column headings to re-arrange them.
- There are several options that can be implemented by right-clicking. The following will appear when you right-click on a Level 1 column heading that has been grouped.



The *Full Expand* opens all of the rows on the form and *Full Collapse* closes all of the rows on the forms into the first grouping; *Sort Ascending* or *Sort Descending* can be applied to any column and use *Clear Sorting* to any column that Sort Ascending or Sort Descending has been applied. Use the *Group By This Column* and *UnGroup* to organize how the report data is displayed.

- For financial statements, you are not limited to just analyzing revenue and expense data. To drill down on your entire Trial Balance, follow these steps:
 - a. Create a Financial Statement Format (Reports>Financial Statements>Create Statement Formats):
 - Statement of Financial Position - with a Statement Type of S/P, and one section with the Section Account Categories set as Net Assets.
 - Balance Sheet - with a Statement Type of B/S, and one section with the Section Account Categories set as Current YTD Net Income.
 - Statement of Revenues and Expenditures - with a Statement Type of R/E, and one section with the Section Account Categories set as Revenue.
 - b. Assign all General Ledger accounts to that section on the Assign Accounts tab.
 - c. Create a new report that uses the newly created format:
 - Reports>Financial Statements>Statement of Financial Position
 - Reports>Financial Statements>Balance Sheet
 - Reports>Financial Statements>Statement of Revenues and Expenditures
 - d. Set up the report and begin analyzing.

Drill Down Levels

The following table describes the levels that are supported by ["Drill Down"](#) (page 28):

Level 1: Balances

Heading: These headings are determined by the Report Body columns and Items by Page items selected on the Report Setup>Content tab, as well as any options chosen on the Options tab.

Detail: These are the columns and Items by Page items.

This level controls the grouping (see below).

Level 2: General Ledger

The system displays headings for GL Code/Title along with columns selected on the Content tab.

This level only appears if:

- GL Code is *not* included in Level 1.

–AND/OR–

- Print Detail is *not* selected (on the Reports>Financial Statements>Create Statement Formats>Assign Accounts tab) for the GL Account Code of the Section Title.

–AND/OR–

- "Segment selected at report time" is selected as the "Print Balances For" option on the Assign Accounts tab, and "Segment to Substitute for GL Segment" is selected on the Options tab of the current report.

–AND/OR–

- If pseudo close is active and you are in the Fund Balance section of the report.

Level 3: Numeric Columns

Period and Amount always display as the two column headings in this level. The numeric column headings (which were selected on the Content tab *and* displayed as column headings in Level 1) appear as the rows in this level.

For example, if Current Period Actual and Current Year Actual were selected as columns on the Content tab, these two columns display as column headings in Level 1 and rows in Level 3.

Level 4: Document Detail

The following session and document fields display as the columns headings in this level:

Transaction Source, Session ID, Document Number, Document Date, Document Description, Document Amount, Source/ID, Effective Date, and Applied Amount.

Level 5: Transaction Detail

The following transaction fields always display as the columns in this level: {Segment Name}, Debit, Credit, Applied Amount, Entry Type, Effective Date, and Transaction Description.

Drill Down Sections

The following sections describe the Group Panel, Group Header, and Group Footer, which are components of the "Drill Down" (page 28). Use the "Filter" section to find out how data can be filtered. The "Magnify on Focus" section describes how to zoom in and zoom out on data.

A) Group Panel

Use the group panel, at the top of this form, to reorganize how the report data is displayed. The combinations are unlimited. You can drag and drop column headings to group by that column heading or right-click on the column heading and select Group By This Column. To ungroup, right-click on the column heading and select UnGroup or drag and drop them back to their original position.



B) Group Header

The first column heading of the Group Panel displays as the Group Header.

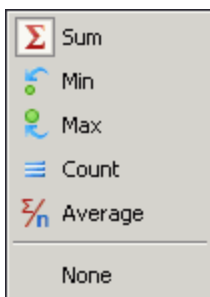


C) Group Footer

The group's subtotal displays as a Group Footer labeled "Total" at the bottom of the group.



There are several options that can be implemented by right-clicking. The following will display when you right-click on a "Total" column.




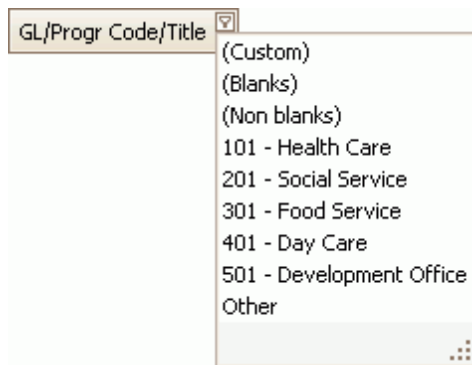
The *Sum* adds all values for each subset; *Min* or *Max* displays the minimum or maximum value for each subset; *Count* displays the number of records that make up the total amount; *Average* displays the

average value for each subset by dividing the total amount by the number of records; and *None* removes the total for each subset.

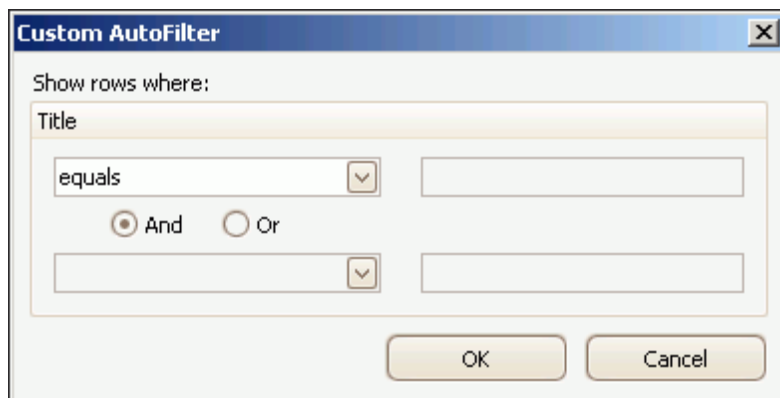
Note: Use the Reset button to return the drill down window to the original layout. Any sorting or filtering will be lost.

D) Filter

Hover the mouse over a Group Header on any column to display the  filter button. Click the filter button to display the drop-down list next to any column heading to filter by: Custom, Blanks, Non blanks, or Any value in the column.



To specify a condition or combination of conditions that will limit the data displayed, select "Custom" from the drop-down list, and then the Custom AutoFilter form displays.



Use this form to filter on: Equals, Does Not Equal, Is Greater Than, Is Greater Than Or Equal To, Is Less Than, Is Less Than Or Equal To, Blanks, Non Blanks, Like, and/or Not Like.

No matter how you filter, only the filtered items will appear under the heading. Once a filter has been applied, the filter criteria will be shown in the bottom left-hand corner of the section level where it was applied. Click the X to turn the filter off and display all items again.



E) Magnify on Focus

This button is displayed on all levels, except Level 1 and any group level. Click it to focus on only one level, making it easier to view that level's information.

It helps you take a closer look at document details. It can be used to view the data that makes up your balances—individual debits and credits of a document. To return to the previous view, click the X located next to the column heading level.

Drill Down Buttons





	Print: Use this button to preview the current view of the data exactly as it is shown on the screen and to further customize the report print out. The system prints the full contents of an expanded level. The paper layout defaults to landscape.
	Reset: Use this button to return the drill down window to the original layout. Any sorting or filtering will be lost.
	Collapse: Use this button to close any sections that have been expanded.

Chart Settings - Setup Tab

Access this feature while running reports using Reports>{Any applicable report}>  Chart Settings.

Use this form to generate custom line, bar, column, or pie charts from reports by using your actual data. These charts are easy to set up and offer many options to choose from, such as color, rounding, and highlighting.

Fields

Chart Name: Enter a name for the chart or select one from the drop-down list. This name is associated with the chart settings and does not display on the chart. We recommend limiting your chart name to strictly alphabetic (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Chart Type: Select a chart type from the drop-down list. You can choose from line chart, 2D and 3D bar charts, 2D and 3D column charts, and 2D and 3D pie charts.

Chart Title: Enter a title for the chart. This appears as the heading on the chart.

Labels

- **Category:** Enter an axis label to display on the chart.
- **Value:** Enter an axis label to display on the chart.

The following table shows where the system displays the Category and Value Labels based on the Chart Type selected:

Chart Type	Category	Value
Line	Bottom	Left
Column 2D	Bottom	Left
Column 3D	Bottom	Left
Bar 2D	Left	Bottom
Bar 3D	Left	Bottom
Pie 2D	N/A	N/A
Pie 3D	N/A	N/A

- **Category Names:** Select this check box to display the G/L Account titles on the chart. This applies to bar, column, and line charts only. If the box is not selected, you can still mouse over the chart to view the label information, also called Tool Tips.
- **Switch Legend/Categories:** Select this check box to group the displayed data by report columns or clear to display by G/L Account titles.
- **Orientation:** Enter a number between 0 and 360 degrees, indicating the angle of the placement for the category labels on the chart. This is available when the Category Names check box is selected.

Options

- **Rounding:** Select Whole Numbers, Thousands, or Millions from the drop-down list. The system rounds the amounts according to your selection.
- **Highlight Slice #, Line #, Bar #, Column #:** Enter the number of the Category Name you want to emphasize on the chart. The number corresponds to the order in which the Category Names are displayed. Before viewing your chart, it is not intuitive what category corresponds to what Slice #, Line #, Bar #, or Column #. Usually, you may want to leave this value at 0 until you are satisfied with the chart you have created.

Note: When using Highlight, pie charts display a wedge separated from the overall pie, line charts display larger plots on the chart, and bar and column charts are outlined in Red. Consequently, the Chart Color red is not recommended for line, bar, or column charts when highlighting is utilized.

- **Show:** Select a show type from the drop-down list to reduce the displayed results, showing only the most significant data. Options include All Results, Only Top Result, and Top 2 Results through Top 10 Results.
- **Show Legend:** Select this check box to display the chart legend.
- **Show Slice Values, Line Values, Bar Values, Column Values:** Select this check box to display numeric values on the chart.
- **Combine Remainder as "Other":** This check box is available if you select any result other than Show: All Results. The system groups all remaining results into the category of "Other" and displays it on the chart.
- **Disable Tool Tips:** Select this check box to disable the label information that displays when you mouse over it.

Financial Statement Options

- **Statement Level:** Select a statement level title from the drop-down list to display in the format or outline. Choose from No Level Titles, displaying basic title information, or Levels (1 - 3), which details more title information. The title information was created when you set up the format (Reports>Financial Statements>Create Statement Formats>Create Outline tab). This option is only available with Financial Statement reports.
- **Format:** Select a report format to use in the chart if utilizing statement level titles.

Tips:







- Changes made to the Report Setup form, after the Chart Settings feature is active, must be saved, to be reflected on the chart.
- If negative values exist in the report and the pie chart type was selected, the system displays a standard 2D bar chart. Negative values cannot be represented on pie charts. However, they can be represented on line, bar, and column charts.
- To view the pie chart of a report that has more than one column, use the , , , and  buttons. Pie charts can only graph one column of data at a time. Consequently, the first page will chart the first column of the report, while the second page will chart the second column. When all columns in the first page (except for % and Change columns) have been displayed, paging proceeds to the first column on the second page, and so on. Therefore, if the data is broken down into five pages and the data contains four columns, 20 pie charts will be produced. All charts paginate according to the items in the Items by Page group box on the Contents tab.
- Click Print to Screen  to view the chart based on your settings.
- For easy access to all charts on The One Click Navigator, utilize the *Charting* function>Process Manager>Charts tab. To select a chart for display on the Navigator window, go to the *Charting* function>Process Manager>Charts tab. Select the item, right-click, and then select Run. The Chart displays on the Task Window. To modify the chart settings, select the item, right-click, and then select Edit.
- Charts follow the currency formatting of the report.

Chart Settings - Colors Tab


Access this feature while running reports using Reports>{Any applicable report}>  Chart Settings.


Use this tab to select colors to be used in the chart.

- Double-click the colors individually to move them from the Available Items to the Selected Items and vice versa.

- When the Highlight option is selected on the Setup tab, the Chart Color red is not recommended for line, bar, or column charts. Pie charts display a wedge separated from the overall pie, line charts display larger plots on the chart, and bar and column charts are outlined in red.

Fields

Chart Colors Available Items, Selected Items: Select the colors that you want to use in your chart, and then click the Mover (>) to move them to the Selected Items box. Use the Up/Down Mover  to position the colors in the order to be used.

Note: Click Print to Screen  to view the chart based on your settings.


Custom Columns

Use this form to create additional reporting columns that are not available as existing pre-defined columns. You can create a custom column:

- With a date range that is different than the report date range. Alternatively, you can override the report date range and use a relative period, that is either based on Opening Balances or Current Reporting Year Begins.
- That calculates values based on the amounts from existing pre-defined columns, other custom columns, and user defined fields (UDFs).
- With variances that are otherwise not available, ratios based on actual amounts and UDF units, or variances that take budget version amounts into consideration.

Note: You cannot access this form until the report setup has been saved.

Custom Columns - Custom Column Tab

Access this feature by opening an existing report (Reports>{Any applicable report}>  Custom Columns) or by saving a new one.

Use this tab to enter a name, heading, and description for a custom column.

Note: You cannot access this form until the report setup has been saved.

Advanced Security Users

When account level security is activated for the organization by the Administrator (Security>Set Up Account Level Segments) and enabled for the user (Security>Set Up Account Level Security), it is active for custom columns.

Multicurrency Users

The Currency, Rate Type, Rate, and Exchange Rate Override options are available on the Options tab. Custom columns follow the formatting of the currency selected. If a currency of None is selected, the column follows the organization's functional currency.

Fields

Name: Enter the name of the custom column. We recommend limiting your name to strictly alphabetic (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Column Heading: Select the default name or enter a new one. You can also change the column heading on the Report Setup>Content tab.

Description: Enter any comments about the column and its use in the report.

Column Type: If you select Date Override, the Date Override tab becomes available. Likewise, if you select Formula, the Formula Editor tab is available.


- **Date Override:** Select this option to override report dates with your own fixed dates or relative dates. This feature is not available on all reports.
- **Formula:** Select this option to base the custom column on a formula that you set up. You can select from a list of available columns that are based on report type, and use the arithmetic operators on the Formula Editor tab.

Modified By: The system displays the login name of the user that made the latest changes to the column, and the date it was last updated.

Tips:

- The functional currency was determined when the organization was created by the Administrator (File>New Organization>Functional Currency panel).
- Custom columns are not available for every report.
- Custom columns only apply to the Report Name for which they were created. However, if you copy a report with custom columns to a new report, the custom columns are available in the new report.
- To use custom columns in a <default> report, you must first copy the report to a new name, and save it before you can create custom columns.
- Your custom columns cannot be selected in the Items by Page group box on the Report Setup>Content tab or Filters on the Report Setup>Filter tab.
- Dates and actual text cannot be entered in a calculated column.
- You must be assigned Process Records rights, by the Administrator, in order to create custom columns (Security>Set Up Organization Menus).
- If you add custom columns to an existing report that has the "Do Not Allow Changes to this Report" check box selected on the Security tab, you cannot save your changes. You must make a copy of the report before adding custom columns.

Custom Columns - Date Override Tab

Access this feature by opening an existing report (Reports>{Any applicable report}> Custom Columns) or by saving a new one.

Use this tab to override the report date for a custom column.

- For Fixed Dates, the system displays the Opening Balances/From and Ending Balances/Through dates from the Report Setup>Setup tab. Enter a new date range to override that report date. The custom column is based on the date range entered here, while the other columns of the report are based on the dates from the Report Setup>Setup tab. This provides the flexibility to create any date range parameters for a custom column.
- For Rolling Dates, you can select a relative date on which to base the custom column. This relative starting date accommodates the basic requirements of comparing current periods with prior months and years.

Note: You must select the Date Override option on the Custom Column tab in order to use this tab.

More...

Custom columns that use Rolling Dates report on a calendar month, calendar quarter, or fiscal year; beginning on the first day and ending on the last day of the month, quarter, or fiscal year. Therefore, if the Opening Balances/From and Ending Balances/Through dates on the Setup tab are anything other than the first day/last day of a month, quarter, or fiscal year, you should use fixed dates instead. Fixed Dates can be used to create a custom column that uses comparable period dates.

Fields

Column Information: These selections change depending on which report you are running.

- **Based On:** Select the column type that is being used for Date Override, such as Actual, Budget, Encumbrances, Current Period Balance, Expenses, Payment, Charges, or {User Defined Field Name}.
- **Detail:** Select the detail for the Based On column, such as Actual, {Budget Version Name}, Encumbrances, Expenses Payments, Charges, {User Defined Field Name}, or Current Period Balance.
 - If you selected a {Budget Version Name}, you need to know the From and To dates covered by that version. The system only displays current period, not year-to-date or total budget versions.
 - If you created a transaction line type UDF as a number or currency, or a Budget transaction line type UDF as a number, the system displays it here.
 - If you selected encumbrances, you must select Encumbrances as Expenditures on the Report Setup>Options tab.

Fixed Dates: Select this option button to change the date range for this column alone.

- **From, Through:** This is the date range from the Opening Balances/From and Ending Balances/Through dates (Setup tab) or the Total Budget Dates (Options tab). Select new dates to perform a date override.

Rolling Dates: Select this option to have the date override automatically roll based on changing current period dates. This relative date is based on dates entered on the Setup tab.

- **Relative To:** Select the relative beginning date for the custom column, such as Opening Balances, Current Reporting Year Begins, or From.
 - Opening Balances - The system uses the Opening Balances date from the Setup tab. Select this if creating rolling dates for the periods month or quarter.


- **Current Reporting Year Begins** - The system uses the Current Reporting Year Begins date from the Setup tab. Select this if the custom column report dates roll when the report year changes.
- **From** - The system uses the From date on the Setup tab.
- **Periods:** Select the time frame of the roll back—Month, Quarter, Year, or Year to Date. This determines the reporting period of the custom column. By default, the system uses your computer's system date.
 - **Month** - This period is based on the calendar month and represents the first to last day of the month. It applies to the Opening Balances date and Current Reporting Year Begins date on the Setup tab.
 - **Quarter** - This period is based on the calendar quarter and represents the first to last day of the quarter: January, February, March; April, May, June; July, August, September; or October, November, December. It applies to the Opening Balances date and Current Reporting Year Begins date on the Setup tab.
 - **Year** - This period is based on the organization's fiscal year. The duration of the custom column is 12 months. It applies to the Current Reporting Year Begins date on the Setup tab.
 - **Year to Date** - This period is relative to both the Current Reporting Year Begins date and the Ending Balances date on the Setup tab. It applies to the period from the Current Reporting Year Begins date through Ending Balances date. Consequently, this time frame does not necessarily fit the month, quarter, or year period.
- **Rollback:** Enter the number of months, quarters, or years in which to roll back. The maximum rollback period is 6 years, 72 months, or 24 quarters.
- **Period Reported On Report From, To:** The system displays the custom column's report period.

Display Dates in Column Heading: Select this check box to display the dates calculated here in the custom column's heading.

Tips:

- If available, you can base the column on user defined fields (UDFs). However, the Administrator must have previously created fields using Organization>Set Up User Defined Fields.
 - Not all reports with custom columns have the date override feature.
 - When using a date override custom column in a formula custom column, the date override column must be included as a column in the report body to make the formula column work properly.
-

Custom Columns - Formula Editor Tab

Access this feature by opening an existing report (Reports>{Any applicable report}> Custom Columns) or by saving a new one.

Use this tab to build a formula for a custom column. You can move a column from the Available Columns box to the Formula box or enter the column name in brackets. The arithmetic operators multiply (*), divide (/), add (+), and subtract (-) are available for your formula, along with open and close parentheses. You can also choose to display the data as a percent, calculate as a variance, and determine the number of decimal places.

Note: You must select the Formula option on the Custom Columns tab in order to use this tab.

More...

Columns selected in the Formula box are available in the Available Columns box to allow you to select the column more than once. You can display the values of a custom column in another column by creating formula custom columns and only selecting that specific column in the formula box. The newly created column has a new name, but the column heading can be edited to be the same as the original column. After the custom column is saved, you can select it on the Report Setup>Content tab.

Fields

Available Columns: Select a column and then click the Mover (>) to move it to the Formula box. These columns change depending on which report you are running. Depending on the report, available columns include pre-defined columns, budget version columns, user defined fields, and other custom columns.

Formula Box: The system displays columns moved from the Available Columns box. You can also enter the column name in the Formula box as long as it is enclosed in brackets. The only characters that are allowed outside the brackets are:

- Numeric characters: 0 to 9
- Decimal point: .
- Mathematical operators: +, -, /, * (See ["Arithmetic Operators" \(page 46\)](#))
- Open and close parentheses: () (See ["Arithmetic Operators" \(page 46\)](#))


Options

- **Formula Results As Percent:** Select this check box if you want the system to automatically display the data as a percent. Otherwise, the system displays the data as a decimal number. A basic formula would be: $[Actual] / [Budget]$.
- **Calculate as Budget Variance:** Select this check box to calculate budget variances. You should set up your formula so that budget data is on the left side of the equation, while actual data is on the right. This option is not available for all reports with custom columns.
To use this option to compare the period differences with actual data, set up your formula so that prior actual data is on the left side of the equation, while current actual data is on the right ($[Prior Year Actual] - [Current Year Actual]$). This will produce a column where a decrease in revenues will display as a negative amount and a decrease in expenditures will display as a positive amount.
- **Decimal Places:** Select the number of decimal places. If Formula Results As Percent is selected, only two or four decimal places are allowed; otherwise, you can enter up to five decimal places.

Tips:

- *Division by Zero:* If you create a formula where Column 1 is divided by column 2, and column 2 has rows with zero amounts, the system generates a zero amount. Using these same columns, if you create a formula that uses division and also addition (or subtraction), the value is still zero.
- When calculating percentages, create the quotient, for example, $[Actual]/[Budget]$. The system changes the quotient to a percent; 0.0525 is displayed as 5.25%.
- The order of operations is multiplication (*) and division (/), and then addition (+) and subtraction (-).
- If you selected rounding to a whole number (Report Setup>Options tab) for this report, the system applies rounding to all columns with amounts, including custom columns. Therefore, even if you enter a number of decimal places for a custom column, the system reports all custom column amounts or numbers rounded to a whole number.
- If the column is created as a percentage, the system does not calculate a total or subtotal for that column. The system displays 0%.
- When using a date override custom column in a formula custom column, the date override column must be included as a column in the report body to make the formula column work properly.

Setting Up Budget Variance Columns

You can use Reports>Report Setup>  Custom Columns to set up any variance columns that are not pre-defined by the system.

- Select the "Calculate as Budget Variance" check box.
- Set up the formula with budget data on the left side of the equation and actual data on the right side.
- To compare the period differences with actual data:
 - Set up the formula with prior actual data on the left side of the equation and current actual data is on the right side.

$$([Prior\ Year\ Actual] - [Current\ Year\ Actual])$$

This will produce a column where a decrease in revenues will display as a negative amount and a decrease in expenditures will display as a positive amount.

The following are examples of Budget Variance and Budget Variance Percent:

Custom Column Name	Formula	Options	
Current Period Original Budget Variance Percent	$([Current\ Period\ Budget - Original] - [Current\ Period\ Actual]) / [Current\ Period\ Budget - Original]$	Calculate Budget Variance	x
	-or- Using previously created custom column "Current Period Original Budget Variance" in the formula: $[Current\ Period\ Original\ Budget\ Variance] / [Current\ Period\ Budget - Original]$	Formula Result Percent Decimal Places	x 2
Total Original Budget Remaining	$[Total\ Budget - Original] - [Current\ Year\ Actual]$	Calculate Budget Variance Formula Result Percent Decimal Places	x 2
YTD Budget Percent	$[YTD\ Budget - Original] + [YTD\ Budget - Revised] - [YTD\ Actual] /$	Calculate Budget Variance	x
	$[YTD\ Budget - Original] + [YTD\ Budget - Revised]$	Formula Result Percent Decimal Places	x

Arithmetic Operators

Below is a list of arithmetic operators available in the system and the order in which Custom Columns perform operations in formulas:

1. Parentheses ()
2. Multiply *
3. Divide /
4. Add +
5. Subtract -

When two operators in an expression have the same operator, the system reads them left to right based on their position in the expression. Parentheses override the defined precedence of the operators in an expression. Everything within the parentheses is evaluated first to create a single value before that value is used by an operator outside of the parentheses. If an expression has nested parentheses, the most deeply nested expression is evaluated first.

Chapter 3: Lists

Chart of Accounts List

Access this report using Reports>Lists>Chart of Accounts.

Use this report to print a list of account codes currently set up for each segment, along with any grant information, user defined fields, designation codes, 990 line numbers, check number assignments, and required account assignments associated with the codes. These codes were entered using Maintain>Chart of Accounts Codes.

Additional items, columns, and filters are available if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box on the Content tab. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

The functional currency was determined when the organization was created by the Administrator (File>New Organization>Functional Currency panel).

Grant Administration Users

Additional columns and filters are available to track grant information (Maintain>Chart of Accounts Codes - Grant Administration Tab and Chart of Accounts Codes - Grantor Information Tab).

Multicurrency Users

The Currency and Currency Description columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.

- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Segment Sequence	Designates the order of your segments. The Administrator can change the segment sequence using the Organization>Organization Information>Segments tab.
Segment Name	The name assigned to the segment. The report shows a segment name, such as Fund or GL.
Account Code	The account code, such as 201, 05, or 45001.
Account Title	The actual title assigned to the account code. The report prints the account title, such as Housing or Service Fees.
Account Short Title	Usually the first 15 characters of the Account Title. The report prints an account short title, such as Housing or Svc Fees.
Status	The status of the segment—Active, Inactive, or Discontinued. The report prints A, I, or D.
Account Type	Different types of General Ledger accounts. Valid account types include the following: Cash, Accounts Receivable-Customers, Accounts Receivable, Pledges Receivable, Interfund Receivable, Fixed Assets, Other Assets, Accounts Payable-Vendor, Accounts Payable, Interfund Payable, Other Liabilities, Net Assets/Equity, Revenues, Expenses/Expenditure, Interfund Transfers, and 3rd Party Inventory. The report shows CSH, AR, ARO, PLO, IFR, FAO, OA, AP, APO, IFP, OL, NAE, REV, EXP, IFT, or INV.
Designation Code	The code used to determine how to generate default financial statements formats and totals for the 990 Worksheet and to group for dashboards. Examples of designation codes include: CCE (Cash and Equivalents), STI (Short-term Investments), and any designation codes you create using the Reports>Assign Report Groups form.
Designation Description	The description for the designation code.
Form 990EZ Line Number	If Form 990EZ is selected by the Administrator, for the IRS Tax

Column	Description
	Form Preference on the Organization>Organization Information form, then this is the IRS Form 990EZ line number associated with an account code, such as 1Pt I (Contributions, gifts, grants, and similar amounts received) and 3 Pt I (Membership dues and assessments). Since the IRS Form 990EZ is a US Government report, this column is blank if the organization's functional currency is not USD (US Dollar).
Form 990 Line Number	If Form 990 is selected by the Administrator, for the IRS Tax Form Preference on the Organization>Organization Information form, then this is the IRS Full Form 990 line number associated with an account code, such as 1aPt VIII (Federated campaigns) and 4 Pt IX (Benefits paid to or for members). Since the IRS Form 990 is a US Government report, this column is blank if the organization's functional currency is not USD (US Dollar).
Last Check Number	The last check number assigned to a General Ledger cash type account.
Currency	The currency type associated with General Ledger cash accounts, such as USD, MXN, or CAD.
Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Required Account Assignments	Non-balancing or restriction type segments (except for Net Assets/Equity–NAE account types) required for balance sheet accounts, such as Sub Acct 1 and Restriction.
Stage	The stage of the grant—Pre-award, Post-award, or Close-out. This was selected on the Grant Administration tab.
Account Number	The account number assigned to your grant.
Project Director	The project director in your organization.
Award Type	An internal classification, such as Demonstration or Federal.
Notification Date	The date that your organization was informed that you were being awarded this grant.

Column	Description
Grant Period Start Date	The start date for the grant, such as 10/01/2003.
Grant Period End Date	The end date for the grant, such as 09/30/2004.
Extended Date	The date to which the grant has been extended, such as 12/31/2004.
Projected Award Amount	The amount of the grant.
Payment Method	The payment method—Advanced Payment or Reimbursement.
Cost Sharing Percentage	The percentage of the Projected Award Amount that your organization will incur, such as 50%.
Indirect Cost Rate	The percentage of the Projected Award Amount that the grantor will reimburse you, such as 16%.
Next Reporting Date	The next date a report is due to the grantor.
Last Reporting Date	The last date you submitted a report to the grantor.
Audit Required	A designation of Yes or No, depending on if the "Audit Required" box was selected on the Grant Administration tab.
Grant Sponsor	The agency that issued the grant to you, such as Department of Health and Human Services. This was entered on the Grantor Information tab.
Grantor ID	The ID assigned to the grant by the grantor.
Grant Official	The name of the person that administers the business aspects of the grant.
Position	The Grant Official's job title within the agency, such as Health Services Grant Administrator.
Voice Number	The person's voice telephone number.
Fax Number	The agency's fax number.
Address	The agency's street or post office address.
City	The city where the agency is located.

Column	Description
State/Prov.	The state or province where the agency is located.
Postal Code	The zip code or postal code for the designated city and state.
Country	The country where the agency is located.
Email	The email address for the Grant Official.
Program Official	The name of the person with specialized knowledge in the area related to the grant.
Customer ID	The ID assigned to the Customer, such as ABC Health.
Customer Name	The customer's name, such as ABC Home Health Services.
{User Defined Field} - {Segment Name} Code	A segment type user defined field and its data. There is a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Offset Account Assignments List

Access this report using Reports>Lists>Offset Account Assignments.

Use this report to print a list of the transaction entry offset account assignments. Offset account assignments were set up using Maintain>Offset Account Assignments.

Multicurrency Users

The Entry Currency and Currency Description columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Report Criteria

Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Transaction Source	The transaction type assigned to the offset account assignment, such as APC, API, APM, ARB, ARC, ARM, ARP, CD, CR, IAM, or JV. If this item is selected, the report starts a new page for each type. The report prints the transaction type in the heading of the report.
{Fund Segment Name} Entry Code	The code assigned to the Fund transaction entry account. This is only available if the organization has a fund segment. The report shows a code, such as 01 (Operating Fund) or 04 (State Fund).
{GL Segment Name} Entry Code	The code assigned to the General Ledger transaction entry account. The report shows a code, such as 20000 or 51001.
Entry Currency	The currency type associated with the invoice, such as USD,

Column	Description
	MXN, or CAD.
Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
{Fund Segment Name} Offset Code	The code assigned to the Fund automatic offset account. This is only available if the organization has a fund segment. The report shows a code, such as 05 (Federal Fund) or 04 (State Fund).
{GL Segment Name} Offset Code	The code assigned to the General Ledger automatic offset account. The report shows a code, such as 12001 (Investments) or 11001 (Cash in Checking).
{Fund Segment Name} Entry Interfund	The entry interfund code assigned to the Fund segment for the transaction entry fund. This is only available if the organization has a fund segment. The report shows an account number, such as 24001 or 14001.
{Fund Segment Name} Offset Interfund	The offset interfund code assigned to the Fund segment for the offset entry fund. This is only available if the organization has a fund segment. The report shows an account number, such as 24001 or 14001.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Distribution Codes List

Access this report using Reports>Lists>Distribution Codes or Reports>Requisitions>Distribution Codes.

Use this report to obtain a list of distribution codes. These codes were entered using Maintain>Distribution Codes.

Electronic Requisitions Users

To view this report in Requisitions, security rights must be granted for Reports>Requisitions and set up by the Administrator using Security>Set Up Organization Menus.

Multicurrency Users

The Currency and Currency Description columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Report Criteria

Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Distribution Code	Distribution Codes are pre-defined assignments which allow you to specify, in advance, what funds, general ledger accounts, and other segments you want to use to allocate transaction amounts during transaction entry. The report shows the code's name, such as ALLOC, PROF, or RENT.
Status	The status of the code—Active, Inactive, or Discontinued. The report shows A, I, or D.

Column	Description
Distribution Description	A description of the distribution code. The report shows the code's description, such as Allocation, Professional Services, or Rent Expense.
Currency	The currency type associated with the distribution code, such as USD, MXN, CAD, or ANY.
Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Apply To	How you want the distribution codes applied—either to Accounting only (A), both Accounting and Payroll (B), or Payroll (P).
Entry Order	The order that the transactions were entered. This column allows you to have more control over the order the records print on the report.
{Segment Name} Code	The code assigned to the segment. The report shows a code, such as 01, 05, or 04. There is one column for each segment.
Units	The unit value assigned to a line item of the distribution code. The report shows a number, such as 0.00 or 2.00.
Amount	The monetary amount assigned to a line item of the distribution code. The report shows an amount, such as 0.00 or 23.62.
Percent	The percentage assigned to a line item of the distribution code. The report shows a percentage, such as 40.0000% or 6.0000%.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Closing Account Assignments List

Access this report using Reports>Lists>Closing Account Assignments.

Use this report to print a list of closing account assignments. This report not only prints the closing account assignments that have been set up, but it also displays the General Ledger revenue, expense, and interfund transfer accounts which *do not* have closing account assignments. Closing account assignments were set up using Maintain>Closing Account Assignments.

Report Criteria

Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Fund Code	The fund code for the account to be closed. The report shows 01, 04, 05, for example.
Fund Title	The fund title for the account to be closed. The report shows Operating Fund, State Fund, Federal Fund, for example.
Fund Short Title	Usually the first 15 characters of the Fund Title. The report prints the fund title, such as Fed Fund or State Fund.
Account To Close Code	The code assigned to the Revenue, Expenditure, or Interfund type account to be closed. The report shows 40001, 51060, for example.
Account To Close Title	The title for the General Ledger account to be closed. The report shows State Revenue, Worker's Comp Expenses, for example.
Account To Close Short Title	An abbreviation of the Account To Close Title, such as State Rev and WC Exp.

Column	Description
Account Type	The account type, such as REV (Revenues) or EXP (Expenditures).
GL Closing Account Code	The code assigned to the Revenue, Expenditure, or Interfund type account to close into.
GL Closing Account Title	The title for the account to close into. The report shows the title, such as Net Assets.
GL Closing Account Short Title	An abbreviation of the Closing Account Title—Net Asst, for example.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Account Code Combinations List

Access this report using Reports>Lists>Account Code Combinations.

Use this report to print a list of the account combinations that were set up using Maintain>Account Code Combinations.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
{Segment Name} Code	The code assigned to the account. The report prints the account code, such as 01, 999, or 301. The system displays one column for each code.
{Segment Name} Title	The actual title assigned to the account code. The report shows the account title, such as Operating Fund or Management and General.
{Segment Name} Short Title	Usually the first 15 characters of the account title. The report shows an abbreviated title, such as Operating Fund or Mgmt & General.


Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Attachments List

Access this report using Reports>Lists>Attachments.

Use this report to print saved attachment information. Attachments were created throughout the system using Manage Attachments .

For more information about setting up attachments, see [How Do I Set Up Attachments?](#)

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Type	The type assigned to the attachment when it was saved, either Linked or Encrypted.
Main Category	The "Main" level category. The report shows the account title, such as Vendors or Cash Receipts.
Selected Category	The folder in which the attachment was saved.
Level Attached	Represented as level numbers: 1, 2, 3, and 4.
ID	The ID assigned to the Vendor, Customer, or Employee; or the session for Grant segments.
Document Number	The document number (during Transaction Entry), segment code (for Grant segments), or blank (for Vendor, Customer, or Employee).
Name	The attachment's name.
Original Pathname	The physical location of the attachment.
Attached By	The user ID who attached the document.
Date	The date the attachment was saved.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Grants List

Access this report using Reports>Lists>Grants.

Use this report to print any grant information entered on the Maintain>Chart of Accounts Codes - Grant Administration Tab and Chart of Accounts Codes - Grantor Information Tab. Note that this is a fixed-format report, making it easier and quicker for you to run. All grant information for each account code prints on one page.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine the order that the data prints on the report. You cannot customize the columns in the report; the system has already determined them. The Report Body group box is used to select the sort order (ascending or descending) of the columns. Selecting columns in the Report Body has no bearing on what appears on the report; the columns are for sorting purposes only.

Below is a list of the Available Columns to sort on. Keep in mind, that the report includes additional columns; these are the only ones that have sorting capabilities.

- Award Number
- Stage
- Project Director
- Grant Sponsor
- Grantor ID
- Grant Official
- Program Official
- Grant Period Start Date
- Grant Period End Date
- Extended Date
- Next Reporting Date
- Last Reporting Date
- Audit Required
- Notification Date

Filter

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Security

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- If data was entered in any user defined fields, it prints at the bottom of each page of this report. Depending on how many fields were created (Maintain>Chart of Accounts Codes>User Defined Fields tab), the report may flow over onto the next page.
- Depending on how many lines were used when the address was created (Maintain>Chart of Accounts Codes>Grantor Information tab), the report may flow over onto the next page.

Email Templates List

Access this report using Reports>Lists>Email Templates.

Use this report to print email template information. Email templates were created for Accounts Receivable Billing Invoices and Customer Statements, as well as Payroll/Direct Deposit Employee Vouchers.

Report Criteria

Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Process Type	The process type selected for the email template, such as A/R Invoice or Customer Statement. This is the type of form associated to this email template.
Process Template	The process template is the type of email being composed. <Default> is the generic or standard email format that can be sent to any customer who want their statements or invoices emailed. Process Templates can also be customized based on process type and even each individual customer.
Email Routing From	The From email address entered on the email template.
Email Routing Cc	The Cc email address entered on the email template. The Cc email address displays on the email.
Email Routing Bcc	The Bcc email address entered on the email template for the process type selected. The Bcc email address does not display on the email.
Email Content Subject	The subject line entered on the email template for the process type selected.
Email Content Message	The message included in the email for the process type selected.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tip: Be sure to have the Administrator set up proper security for the Reports>Lists>Email Template using Security>Set Up Organization Menus. (For Accounting, select the type and ID, expand Accounting>Reports>List and highlight Email Templates, and then check the Rights for this folder. For Payroll, select the type and ID, expand Accounting>Reports>Payroll>Lists and highlight Email Templates, and then check the Rights for this folder.)

Chapter 4: Check/Voucher Register

Check/Voucher Register

Access this report using Reports>Check/Voucher Register.

Use this report to print a list of posted checks and/or vouchers. This report:

- Assists in reconciling your bank accounts and may be required at year-end by auditors.
- Contains the Chart Settings feature, which allows you to generate custom line, bar, column, or pie charts from reports. For more information, see ["Chart Settings - Setup Tab" \(page 35\)](#).
- Contains additional items, columns, and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields Only user defined fields with a field type of *String*, *Editable Drop-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box on the Content tab. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

The data that appears on this report was set up using:

- Activities>Check Writing>Write Checks
- Maintain>Accounts Payable>Vendors
- Transactions>Accounts Payable>Enter Manual A/P Checks
- Activities>Payroll>Transfer to Accounting

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Electronic Funds Transfer for A/P Users

Note: Additional columns and filters are available to help track electronic payments to your vendors.

Multicurrency Users

The Source Document Amount, Source Currency, and Source Currency Description columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). "Source" currency columns follow the formatting of the source currency, while other currency columns follow the functional currency.

Report Criteria

Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

- Current Transaction Dates are also required to specify the date range for the data included in the report.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Document Number	The number associated with the document.
Document Date	The date of the document.
ID	The Vendor ID or Employee ID assigned.
Class	The vendor or employee class (Maintain>Accounts Payable>Vendors or Maintain>Payroll>Employee Information).
Type	The vendor or employee type (Maintain>Accounts Payable>Vendors or Maintain>Payroll>Employee Information).
Source	A source of Vendor, Employee, or Payroll Processing Group. The report shows V, E, or P.
Name	The name printed on the checks or vouchers.

Column	Description
Payee	The payee information that was entered on the Write Checks form.
Payee Address	The address of the payee.
Vendor Tax ID Number	The Tax ID for the vendor associated with this document. Note that if Vendor Tax ID Type <i>Social Security Number (S)</i> was selected, only the last four digits of the number display. To view the entire social security number, you must have been granted Display Sensitive Data rights for Maintain>Accounts Payable>Vendors. These rights are granted by the Administrator using Security>Set Up Organization Menus form.
Issue 1099	A designation of Yes or No. Yes indicates this vendor receives a 1099 form, and No indicates the vendor does not receive one.
Document Description	The description entered for the designated document.
Document Amount	For functional currency, the document amount entered during transaction entry. For non-functional currency, the Source Document Amount times the Exchange Rate.
Source Document Amount	For non-functional currency, the document amount entered during transaction entry.
Matching Document Number	The number assigned to the related document.
Matching Document Date	The date assigned to the related document.
Session ID	The session ID assigned to this batch of documents.
Transaction Source	The document's transaction type, such as APC, APS, APV, BD, CD, CDS, CL, ENC, ENL, PRC, PRS, PRV, or VCK. The report prints the transaction type in the heading of the report.
Payment Type	The payment type associated with the document—either Check or Voucher.
EFT Status	The status of the electronic funds transfer. The system displays "Sent" if the file has been created and sent.

Column	Description
	<p>The system displays "Created" if the file has been created but not sent.</p> <p>Or, this column is blank if there is no electronic funds transfer for this document.</p>
Cleared Status	The status of the document—Outstanding, Cleared, or Voided. The report prints OS, CL, or V.
{Segment Name} Code	The code assigned to the segment. The report shows a segment code—01, 201, 11001, for example. The report prints one column for each segment, such as Fund Code or GL Code.
{Segment Name} Title	The actual title assigned to the segment. The report prints the title, such as Operating Fund, Housing, or Cash in Checking.
{Segment Name} Short Title	Usually the first 15 characters of the Account Title. The report prints an abbreviated title, such as Oper Fund, Housing, or Cash.
Effective Date	The document's effective date.
Entry Type	The entry type chosen during transaction entry—Normal, End of Year Adjustment, Adjust Opening Balance, or Beginning Balance. The system prints an N, A, AO, or UO. In order to include transactions for End of Year Adjustment and Beginning Balance, these options must be selected using the Options tab.
Transaction Description	The transaction description of the document.
Source Currency	The currency type assigned to the session, such as USD, CAD, EUR, GBP, or MXN. Currencies were created and activated by the Administrator using the Organization>Currency Setup form.
Source Currency Description	The description associated with the currency, such as US Dollar, Canadian Dollar, or Euro.
Transaction Amount	The amount entered for the transaction document.
Source Transaction Amount	For non-functional currency, the amount entered for the transaction document.

Column	Description
Spoiled	A designation of Yes or No depending on if the check was recorded as spoiled (Activities>Check Writing>Check Spoilage).
Check Address Code	The vendor's check address code, such as Main or Austin Office.
{User Defined Field} - Vendors	A vendor type user defined field and its data. There is a separate column for each field that was created by the Administrator using Organization>Set Up User Defined Fields.
{User Defined Field} - Transaction Documents	A transaction documents type user defined field and its data. There is a separate column for each field.
{User Defined Field} - {Segment Name} Code	A segment type user defined field and its data. There is a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- To print totals for each account code combination, select the Show Totals box on the Content tab.
 - The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
 - To print spoiled checks, filter on Spoiled = Yes and select the following columns, which relate to check spoilage: Document Number, Document Date, Document Description, and {Segment Name} Code.
-

Chapter 5: Journals

Cash Journal

Access this report using Reports>Journals>Cash Journal.

Use this report to print the posted detail information for cash type general ledger accounts. This report:

- Includes any cash type transaction that occurred during the date range you specify.
- Provides an audit trail of your receipts, disbursements, and adjustments to help you control cash flow.
- Contains additional items, columns, and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box on the Content tab. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Electronic Funds Transfer for A/P Users

Additional columns and filters are available to help track electronic payments to your vendors.

Multicurrency Users

The Source Document Amount, Source Currency, Source Currency Description, Exchange Rate, Source Deposits, Source Disbursements, and Source Adjustments columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). "Source" currency columns follow the formatting of the source currency, while other currency

columns follow the functional currency.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

- Current Transaction Dates are also required to specify the date range for the data included in the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Document Number	The number assigned to a document during transaction entry.
Document Date	The date associated with the document.
Document Description	The description associated with the document.
Deposit Number	The deposit number from the cash receipt.
Document Amount	For functional currency, the document amount entered during transaction entry, such as the check or invoice amount. For non-functional currency, the Source Document Amount times the Exchange Rate.
Source Document Amount	For non-functional currency, the document amount entered during transaction entry.
Matching Document Number	The number assigned to the related document.
Payment Type	The payment type associated with the document—either Check or Voucher.
EFT Status	The status of the electronic funds transfer. The system displays "Sent" if the file has been created and sent.

Column	Description
	<p>The system displays "Created" if the file has been created but not sent.</p> <p>Or, this column is blank if there is no electronic funds transfer for this document.</p>
Cleared Status	The status of the document—Outstanding, Cleared, or Voided. The report prints OS, CL, or V.
ID	The Vendor ID, Customer ID, or Employee ID assigned.
Name	The name printed on checks/vouchers.
Payee/Recipient Name	The name of the recipient or payee.
Vendor Tax ID Number	The Tax ID for the vendor associated with this document. Note that if Vendor Tax ID Type <i>Social Security Number</i> (S) was selected, only the last four digits of the number display. To view the entire social security number, you must have been granted Display Sensitive Data rights for Maintain>Accounts Payable>Vendors. These rights are granted by the Administrator using Security>Set Up Organization Menus form.
Class	The vendor, customer, or employee class (Maintain>Accounts Payable>Vendors, Maintain>Accounts Receivable>Customers, or Maintain>Payroll>Employee Information).
Type	The vendor, customer, or employee type (Maintain>Accounts Payable>Vendors, Maintain>Accounts Receivable>Customers, or Maintain>Payroll>Employee Information).
Source	A source of Customer, Vendor, Employee, or Processing Group. The report shows C, V, E, or P in the heading.
1099 Type-Box	The form type-box number designated for the 1099 form, such as NEC-01, MISC-15, DIV-01a, INT-01, R-09b, or W2G-01. This was set up on the Maintain>Accounts Payable>Vendors>1099 Information tab.
1099 Address	The Vendor, Customer, or Employee Address.

Column	Description
1099 City	The Vendor, Customer, or Employee City.
1099 State	The Vendor, Customer, or Employee State.
1099 Postal Code	The Vendor, Customer, or Employee Postal Code.
1099 Country	The Vendor, Customer, or Employee Country.
{Segment Name} Code	The code assigned to the segment. The report prints the account code, such as 201, 05, or 45001. The system displays one column for each of these code types, such as Fund Code and GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title and GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code type, such as Fund Short Title.
{Segment Name} Group Code	The code name assigned. The report prints a column for each group code, such as Fund Group Code.
{Segment Name} Group Title	The title associated with the group code above. The report prints one column for each group segment.
{Segment Name} Group Short Title	The short title for the group title above (15 characters or less). The report shows one column for each group segment, such as Fund Group Short Title.
Effective Date	The line item effective date assigned during transaction entry.
Transaction Source	The document's transaction type, such as APC, API, APM, APS, APV, ARB, ARM, ARP, ARC, ARS, BD, CD, CDS, CL, CR, CRS, ENC, ENL, JV, JVA, JVD, PRC, PRS, PRV, or VCK.
Session ID	The session ID assigned to this batch of documents.
Entry Type	The entry type chosen during transaction entry—Normal, End of Year Adjustment, Adjust Opening Balances, or Beginning Balance. The system prints an N, A, AO, or UO.

Column	Description
Transaction Description	The description entered on the transaction entry form.
Deposits	The amount deposited for this document. For functional currency, this data was entered using the Transactions>Enter Cash Receipts form. For non-functional currency, the system calculates this amount by multiplying the Source Deposits times the Exchange Rate.
Disbursements	The amount paid to a vendor. For functional currency, this data was entered using the Transactions>Enter Cash Disbursements form. For non-functional currency, the system calculates this amount by multiplying the Source Disbursements times the Exchange Rate.
Adjustments	For functional currency, these adjustments were made using the Transactions>Enter Journal Vouchers form and Activities>Revalue Multicurrency forms. For non-functional currency, the system calculates this amount by multiplying the Source Adjustments times the Exchange Rate.
1099 Adjustment Amount	The amount of the 1099 adjustment.
Documents Attached	The number of attached documents. To reduce duplication, select Summarize Amounts on the Options tab.
Payment Method	The form of payment selected on the Receipt Writing form using Activities>Receipt Writing or Enter A/R Receipts form using Transactions>Accounts Receivable>Enter A/R Receipts.
Source Currency	The source currency type of the transaction, such as USD, MXN, or CAD.
Source Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Exchange Rate	The exchange rate associated with the transaction. Exchange rates were entered using the Maintain>Multicurrency>Exchange Rates form. This is only used with non-functional currency sessions.

Column	Description
Source Deposits	The amount deposited for this document. This data was entered using the Transactions>Enter Cash Receipts form.
Source Disbursements	The amount paid to a vendor. This data was entered using the Transactions>Enter Cash Disbursements form.
Source Adjustments	Any adjustment made using the Transactions>Enter Journal Vouchers form.
{User Defined Field} - Vendors	A vendor type user defined field and its data. There is a separate column for each field that was created by the Administrator using Organization>Set Up User Defined Fields.
{User Defined Field} - Customers	A customer type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Documents	A transaction documents type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Lines	A transaction lines type user defined field and its data. There is a separate column for each field.
{User Defined Field} - {Segment Name} Code	A segment type user defined field and its data. There is a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Opening Entries in Detail	Select this option to include opening balances (system or user opening entries) in detail. This entry type was designated during transaction entry.
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- Only General Ledger Cash Account Types display on this report.
- To print a total at each account combination level, select the Show Total box on the Content tab.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Revenue Journal

Access this report using Reports>Journals>Revenue Journal.

Use this report to print the posted detail information for revenue type general ledger accounts. You can view and reconcile revenues received by your organization according to the entry source—General Ledger receipts, receipts on Accounts Receivable, or Adjustments.

Additional items, columns, and filters are available if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of

String, Editable Drop-Down List, Non-Editable Drop-Down List, Date, or Yes/No are available in the Items by Page group box on the Content tab. Also, if you have a transaction line type user defined field and it has a field type of *Currency or Number*, the system automatically totals the column in the report. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes. If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Accounts Receivable Reporting Users

Additional columns are available to help track billing information.

Multicurrency Users

The Source Document Amount, Source Currency, Source Currency Description, Exchange Rate, Source General Ledger Revenues, Source Account Receivable Revenues, and Source Account Payable Revenues columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). "Source" currency columns follow the formatting of the source currency, while other currency columns follow the functional currency.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

- Current Transaction Dates are also required to specify the date range for the data included in the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.

- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Document Number	The number assigned to a document during transaction entry.
Document Date	The date associated with the document.
Document Description	The description associated with the document.
Deposit Number	The deposit number from your cash receipt.
Document Amount	For functional currency, the document amount entered during transaction entry, such as the check or invoice amount. For non-functional currency, the Source Document Amount times the Exchange Rate.
Source Document Amount	For non-functional currency, the document amount entered during transaction entry.
Matching Document Number	The number assigned to the related document.
Class	Used to limit or sort a range of Customer or Vendor IDs. You can assign it to different IDs so that they can be grouped together. The report shows any class you have set up—Offsup, Rent, Util, for example.
Type	Used as a second-level sort for Class. You can use it to limit or sort a range of Vendor or Customer IDs. The report shows any types you have set up—furniture or computers, for example.
ID	The Vendor ID, Customer ID, or Employee ID assigned.
Name	The name printed on checks/vouchers.
Payee/Recipient Name	The name of the recipient or payee.
Source	A source of Customer, Vendor, Employee, or Processing Group. The report shows C, V, E, or P in the heading.
{Segment Name} Code	The code assigned to the segment. The report prints the account code, such as 201, 05, or 45001. The system displays one column for each of these code types, such as Fund Code or

Column	Description
	GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code type, such as Fund Short Title.
{Segment Name} Group Code	The code name assigned. The report prints a column for each group code, such as Fund Group Code.
{Segment Name} Group Title	The title associated with the group code above. The report prints one column for each group segment.
{Segment Name} Group Short Title	The short title for the group title above (15 characters or less). The report shows one column for each group segment, such as Fund Group Short Title.
Effective Date	The line item effective date assigned during transaction entry.
Transaction Source	The document's transaction type, such as APC, API, APM, APS, APV, ARB, ARM, ARP, ARC, ARS, BD, CL, CD, CDS, CR, CRS, ENC, ENL, JV, JVA, JVD, PRC, PRS, PRV, or VCK.
Session ID	The session ID assigned to this batch of documents.
Entry Type	The entry type chosen during transaction entry—Normal, End of Year Adjustment, Adjust Opening Balances, or Beginning Balance. The system prints an N, A, AO, or UO.
Transaction Description	The description entered on the transaction entry form.
General Ledger Revenues	All revenues for general ledger accounts. For functional currency, this data was entered using the Transactions>Enter Cash Receipts, Enter Cash Disbursements, Enter Journal Vouchers; Activities>Check Writing>Write Checks, Void Checks/Vouchers/Invoices; Activities>Payroll>Enter Manual Checks, Print/Email Checks and Vouchers, or Void Checks forms. For non-functional currency, the system calculates this

Column	Description
	amount by multiplying the Source General Ledger Revenues times the Exchange Rate.
Account Receivable Revenues	All revenues for accounts receivable accounts. For functional currency, this data was entered using the Transactions>Accounts Receivable>Enter A/R Invoices, Enter A/R Receipts, Enter A/R Credits; or Edit A/R Invoices forms. For non-functional currency, the system calculates this amount by multiplying the Source Accounts Receivable Revenues times the Exchange Rate.
Account Payable Revenues	All revenues for accounts payable accounts. For functional currency, this data was entered using the Transactions>Accounts Payable>Enter A/P Invoices, Enter Manual A/P Checks, Enter A/P Credits; Edit Pay Selected A/P Invoices; or Activities>Check Writing>Void Checks/Vouchers/Invoices forms. For non-functional currency, the system calculates this amount by multiplying the Source Accounts Payable Revenues times the Exchange Rate.
Payment Method	The form of payment selected on the Receipt Writing form using Activities>Receipt Writing or Enter A/R Receipts form using Transactions>Accounts Receivable>Enter A/R Receipts.
Source Currency	The source currency type of the transaction, such as USD, MXN, or CAD.
Source Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Exchange Rate	The exchange rate associated with the transaction. Exchange rates were entered using the Maintain>Multicurrency>Exchange Rates form. This is only used with non-functional currency sessions.
Source General Ledger Revenues	All revenues for general ledger accounts. This data was entered using the Transactions>Enter Cash Receipts, Enter Cash Disbursements, Enter Journal Vouchers; Activities>Check

Column	Description
	Writing>Write Checks, Void Checks/Vouchers/Invoices; Activities>Payroll>Enter Manual Checks, Print/Email Checks and Vouchers, or Void Checks forms.
Source Account Receivable Revenues	All revenues for accounts receivable accounts. This data was entered using the Transactions>Accounts Receivable>Enter A/R Invoices, Enter A/R Receipts, Enter A/R Credits; or Edit A/R Invoices forms.
Source Account Payable Revenues	All revenues for accounts payable accounts. This data was entered using the Transactions>Accounts Payable>Enter A/P Invoices, Enter Manual A/P Checks, Enter A/P Credits; Edit Pay Selected A/P Invoices; or Activities>Check Writing>Void Checks/Vouchers/Invoices forms.
Billing Contact Title	The title for the billing contact person, such as Ms. or Mr.
Billing Contact Name	The name of the billing contact.
Billing Contact Position	The billing contact's position, such as Sales Rep or Owner.
Billing Contact Email	The email address for the billing contact.
Billing Voice Number	The billing contact's voice telephone number.
Billing Fax Number	The billing contact's fax number.
Billing Address	The street or post office address of the billing contact.
Billing City	The city of the contact.
Billing State/Prov.	The state or province of the contact.
Billing Postal Code	The ZIP or postal code.
Billing Country	The country of the contact.
{User Defined Field} - Vendors	A vendor type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Customers	A customer type user defined field and its data. There is a separate column for each field.

Column	Description
{User Defined Field} - Transaction Documents	A transaction documents type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Lines	A transaction lines type user defined field and its data. There is a separate column for each field.
{User Defined Field} - {Segment Name} Code	A segment type user defined field and its data. There is a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value. This option only works with transaction line type user defined fields with a field type of <i>currency</i> .

Layout Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- Only General Ledger Cash Account Types display on this report.
- This report has three numeric columns (depending on if the Accounts Payable and Accounts Receivable modules are installed)—General Ledger Revenues, Accounts Payable Revenues, and Accounts Receivable Revenues. If you select only one numeric column on the Content tab (such as General Ledger Revenues), the report might contain zero amounts for General Ledger Revenues. This is because the report is designed to print all cash transactions. Therefore, the records related to Accounts Payable Revenues/Accounts Receivable Revenues are included in the report data with a zero amount. Select the Suppress Lines with All Zeros option to remove this amount from the report.
- To print a total at each account combination level, select the Show Total box on the Content tab.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Expenditure Journal

Access this report using Reports>Journals>Expenditure Journal.

Use this report to print the posted detail information for expenditure type general ledger accounts. You can view and reconcile expenses received by your organization according to the entry source—General Ledger expenses, disbursements for Accounts Payable, or Adjustments.

Additional items, columns, and filters are available if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box on the Content tab. Also, if you have a transaction line type user defined field and it has a field type of *Currency* or *Number*, the system automatically totals the column in the report. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

Accounts Payable Users

The Account Payable Expenditures column is only available if the Accounts Payable module has been installed and added by the Administrator (Organization>Add a Module).

Accounts Receivable Users

The Account Receivable Expenditures column is only available if the Accounts Payable module has been installed and added by the Administrator (Organization>Add a Module).

Advanced Security Users

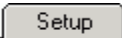
Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

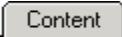
Multicurrency Users

The Source Document Amount, Source Currency, Source Currency Description, Exchange Rate, Source General Ledger Expenditures, Source Account Receivable Expenditures, and Source Account Payable Expenditures columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). "Source" currency columns follow the formatting of the source currency, while other currency columns follow the functional currency.

Report Criteria

 Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

- Current Transaction Dates are also required to specify the date range for the data included in the report.

 Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Document Number	The number assigned to a document during transaction entry.
Document Date	The date associated with the document.
Document Description	The description associated with the document.
Document Amount	For functional currency, the document amount entered during transaction entry, such as the check or invoice amount. For non-functional currency, the Source Document Amount times the Exchange Rate.
Source Document Amount	For non-functional currency, the document amount entered during transaction entry.
Matching Document Number	The number assigned to the related document.
Class	Used to limit or sort a range of Customer or Vendor IDs. You can assign it to different IDs so that they can be grouped together. The report shows any class you have set up—Offsup, Rent, Util, for example.
Type	Used as a second-level sort for Class. You can use it to limit or sort a range of Vendor or Customer IDs. The report shows any types you have set up—furniture or computers, for example.
ID	The Vendor ID, Customer ID, or Employee ID assigned.
Name	The name printed on checks/vouchers.
Payee/Recipient Name	The name of the recipient or payee.
Vendor Tax ID Number	The Tax ID for the vendor associated with this document. Note that if Vendor Tax ID Type <i>Social Security Number (S)</i> was selected, only the last four digits of the number display. To view the entire social security number, you must have been granted Display Sensitive Data rights for Maintain>Accounts Payable>Vendors. These rights are granted by the Administrator using Security>Set Up Organization Menus form.
Source	A source of Customer, Vendor, Employee, or Payroll Processing

Column	Description
	Group. The report shows C, V, E, or P in the heading.
{Segment Name} Code	The code assigned to the segment. The report prints the account code, such as 201, 05, or 45001. The system displays one column for each of these code types, such as Fund Code, GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code type, such as Fund Short Title.
{Segment Name} Group Code	The code name assigned. The report prints a column for each group code, such as Fund Group Code.
{Segment Name} Group Title	The title associated with the group code above. The report prints one column for each group segment.
{Segment Name} Group Short Title	The short title for the group title above (15 characters or less). The report shows one column for each group segment, such as Fund Group Short Title.
Effective Date	The line item effective date assigned during transaction entry.
Transaction Source	The document's transaction type, such as APC, API, APM, APS, APV, ARB, ARM, ARP, ARC, ARS, BD, CL, CD, CDS, CR, CRS, ENC, ENL, JV, JVA, JVD, PRC, PRS, PRV, or VCK.
Session ID	The session ID assigned to this batch of documents.
Entry Type	The entry type chosen during transaction entry—Normal, End of Year Adjustment, Adjust Opening Balances, or Beginning Balance. The system prints an N, A, AO, or UO.
Transaction Description	The description entered on the transaction entry form.
General Ledger Expenditures	Any general ledger expenses. For functional currency, this data was entered using the Transactions>Enter Cash Receipts,

Column	Description
	Enter Cash Disbursements, Enter Journal Vouchers; Activities>Check Writing>Write Checks, Void Checks/Vouchers/Invoices; Activities>Payroll>Enter Manual Checks, Print/Email Checks and Vouchers, or Void Checks forms. For non-functional currency, the system calculates this amount by multiplying the Source General Ledger Expenditures times the Exchange Rate.
Account Payable Expenditures	Any accounts payable expenses. For functional currency, this data was entered using the Transactions>Accounts Payable>Enter A/P Invoices, Enter Manual A/P Checks, Enter A/P Credits; Edit Pay Selected A/P Invoices; or Activities>Check Writing>Void Checks/Vouchers/Invoices forms. For non-functional currency, the system calculates this amount by multiplying the Source Accounts Payable Expenditures times the Exchange Rate.
Account Receivable Expenditures	Any accounts receivable expenses. For functional currency, this data was entered using the Transactions>Accounts Receivable>Enter A/R Invoices, Enter A/R Receipts, Enter A/R Credits; or Edit A/R Invoices forms. For non-functional currency, the system calculates this amount by multiplying the Source Accounts Receivable Expenditures times the Exchange Rate.
Source Currency	The source currency type of the transaction, such as USD, MXN, or CAD.
Source Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Exchange Rate	The exchange rate associated with the transaction. Exchange rates were entered using the Maintain>Multicurrency>Exchange Rates form. This is only used with non-functional currency sessions.
Source General Ledger Expenditures	Any general ledger expenses. This data was entered using the Transactions>Enter Cash Receipts, Enter Cash Disbursements, Enter Journal Vouchers; Activities>Check Writing>Write

Column	Description
	Checks, Void Checks/Vouchers/Invoices; Activities>Payroll>Enter Manual Checks, Print/Email Checks and Vouchers, or Void Checks forms.
Source Account Payable Expenditures	Any accounts payable expenses. This data was entered using the Transactions>Accounts Payable>Enter A/P Invoices, Enter Manual A/P Checks, Enter A/P Credits; Edit Pay Selected A/P Invoices; or Activities>Check Writing>Void Checks/Vouchers/Invoices forms.
Source Account Receivable Expenditures	Any accounts receivable expenses. This data was entered using the Transactions>Accounts Receivable>Enter A/R Invoices, Enter A/R Receipts, Enter A/R Credits; or Edit A/R Invoices forms.
{User Defined Field} - Vendors	A vendor type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Customers	A customer type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Documents	A transaction documents type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Lines	A transaction lines type user defined field and its data. There is a separate column for each field.
{User Defined Field} - {Segment Name} Code	A segment type user defined field and its data. There is a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. In order for groups to be applied to the report, the group must be selected on the Contents and Groups tabs.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value. This option only works with transaction line type user defined fields with a field type of <i>currency</i> .

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- Only General Ledger Expense Account Types display on this report.
- This report has three numeric columns (depending on if the Accounts Payable and Accounts Receivable modules are installed)—General Ledger Expenditures, Accounts Payable Expenditures, and Accounts Receivable Expenditures. If you select only one numeric column on the Content tab (such as General Ledger Expenditures), the report might contain zero amounts for General Ledger Expenditures. This is because the report is designed to print all cash transactions. Therefore, the records related to Accounts Payable Expenditures/Accounts Receivable Expenditures are included in the report data with a zero amount. Select the Suppress Lines with All Zeros option to remove this amount from the report.
- To print a total at each account combination level, select the Show Total box on the Content tab.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Chapter 6: Transactions

Unposted General Ledger Transactions

Access this report using Reports>Transaction Reports>Unposted General Ledger Transactions.

Use this report to print accounting entries that have been entered, but *not* yet posted. It is a good idea to print and review unposted entries for accuracy prior to posting.

Additional items, columns, and filters are available if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box on the Content tab. Also, if you have a transaction line type user defined field and it has a field type of *Currency* or *Number*, the system automatically totals the column in the report. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Multicurrency Users

The Session Currency, Session Currency Description, Source Document Amount, Source Currency, Source Currency Description, Exchange Rate, Source Debit, Source Credit, Invoice/Credit Currency, Invoice/Credit Currency Description, Invoice/Credit Exchange Rate, Invoice/Credit Debit, and Invoice/Credit Credit columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). "Source" currency columns follow the formatting of the source currency, while other currency columns follow the functional currency.

Report Criteria

Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Transaction Source	The document's transaction type, such as APC, API, APM, APR, APS, APV, ARB, ARC, ARM, ARP, ARR, ARS, ARV, BD, BDH, CD, CDS, CR, CRS, CL, CSR, ENC, ENH, ENL, IAA, IAB, IAC, IAF, IAM, IAR, IAS, IVR, JV, JVA, JVD, JVH, PRC, PRS, PRV, or VCK.
Session Status	The status of the session—Batch-To Post or Batch-To Suspend.
Session Currency	The currency type assigned to the session, such as USD, CAD, EUR, GBP, or MXN. Currencies were created and activated by the Administrator using the Organization>Currency Setup form.
Session Currency Description	The description associated with the currency, such as US Dollar, Canadian Dollar, or Euro.
Session ID	The session ID assigned to this batch of documents.
Session Date	The date of the session.
Session Description	The description of the session.
Session Last Updated Date/Time	The last date and time the session was saved.
Document Entry Order	The order the documents were saved. The system displays the date and time.
Document Number	The document number that was entered on the transaction entry form.

Column	Description
Document Date	The date of the document, such as check date, invoice date, or voucher date.
Due Date	The invoice date specified on the Transactions>Accounts Payable>Enter A/P Invoices or Transactions>Accounts Receivable>Enter A/R Invoices transaction entry forms.
Document Description	The description for the designated document.
Reversed Invoice	A designation of Yes or No, determining whether the A/P invoice/credit has been automatically reversed in the system using the Reverse Invoice check box on the Activities>Check Writing>Void Checks/Vouchers/Invoices form. This only applies if the Accounts Payable module is installed and the Allow Appending Entries to Reversed Invoices check box is selected on the Organization>Set Up Modules>Accounts Payable form.
Reversed Invoice Date	If the Accounts Payable module is installed, the date the invoice was reversed during transaction entry using the Reverse Invoice check box on the Activities>Check Writing>Void Checks/Vouchers/Invoices.
Deposit Number	The deposit number for the receipt.
Document Amount	For functional currency, the document amount entered during transaction entry, such as the check or invoice amount. For non-functional currency, the Source Document Amount times the Exchange Rate.
Source Document Amount	For non-functional currency, the document amount entered during transaction entry.
Fully Liquidate Encumbrance	A designation of Y (Yes) or N (No), depending on if you have chosen to fully liquidate the encumbrance during transaction entry. This only applies if the Encumbrance module is installed.
Matching Transaction Source	The transaction source assigned to the related document.
Matching Session ID	The session ID assigned to related document.

Column	Description
Matching Document Number	The number assigned to the related document.
ID	If the Accounts Payable, Accounts Receivable Reporting, or Payroll modules are installed, this is the Vendor ID, Customer ID, or Employee ID assigned.
Name	The name on checks/vouchers. If the Accounts Payable or Accounts Receivable Reporting modules are installed, this information was set up using the Maintain>Accounts Payable>Vendors or Maintain>Accounts Receivable>Customers forms.
Source	A source of Customer, Vendor, Employee, or Payroll Processing Group. The report shows C, V, E, or P.
Credit Type	The credit type of Applied Credit, Prepayment, or On Account displays. This was selected on the Transactions>Accounts Receivable>Enter A/R Credits and Transactions>Accounts Payable>Enter A/P Credits forms.
Check Address Code	The vendor's check address code, such as Main or Austin Office.
Document Created By User	The user ID who created the document.
Document Created on Computer	The computer in which the document was created.
Document Created Date/Time	The date and time the document was created.
Document Modified By User	The user ID who modified the document.
Document Modified on Computer	The computer in which the document was modified.
Document Modified Date/Time	The date and time the document was modified.

Column	Description
Effective Date	The line item's effective date.
Entry Type	The entry type chosen during transaction entry—Normal, End of Year Adjustment, Adjust Opening Balance, or Beginning Balance. The system prints an N, A, AO, or UO.
Transaction Entry Order	The order that transactions were entered. This column allows you to have more control over the order the records print on the report.
Transaction Description	The description entered for the transaction line item.
1099 Type-Box	The form type-box number designated for the 1099 form, such as NEC-01, MISC-15, DIV-01a, INT-01, R-09b, or W2G-01. This was set up on the Maintain>Accounts Payable>Vendors>1099 Information tab.
{Segment Name} Code	The code assigned to the segment. The report shows a segment code—01, 201, 11001, for example. The report prints one column for each segment, such as Fund Code or GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code type, such as Fund Short Title.
Debit	For functional currency, the debit amount entered during transaction entry. For non-functional currency, the Source Debit times the Exchange Rate.
Credit	For functional currency, the debit amount entered during transaction entry. For non-functional currency, the Source Credit times the Exchange Rate.
Source Currency	The source currency type associated with the transaction, such as USD, MXN, or CAD.
Source Currency	The description associated with the currency, such as US

Column	Description
Description	Dollar, Mexican Peso, or Canadian Dollar.
Exchange Rate	The exchange rate associated with the transaction. Exchange rates were entered using the Maintain>Multicurrency>Exchange Rates form. This is only used with non-functional currency sessions.
Source Debit	The debit amount entered during transaction entry.
Source Credit	The credit amount entered during transaction entry.
Invoice/Credit Currency	The currency type, such as USD, MXN, or CAD, assigned to Accounts Payable or Accounts Receivable transaction lines.
Invoice/Credit Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Invoice/Credit Exchange Rate	The exchange rate associated with the invoice or credit.
Invoice/Credit Debit	The invoice or credit debit amount used in Accounts Payable or Accounts Receivable transaction lines.
Invoice/Credit Credit	The invoice or credit credited amount used in Accounts Payable or Accounts Receivable transaction lines.
Attachments	A designation of Yes or No, depending on if there are any attachments.
Documents Attached	The number of attached documents. To reduce duplication, select Summarize Amounts on the Options tab.
Payment Method	The form of payment selected on the Receipt Writing form using Activities>Receipt Writing or Enter A/R Receipts form using Transactions>Accounts Receivable>Enter A/R Receipts.
{User Defined Field} - Vendors	A vendor type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Customers	A customer type user defined field and its data. There is a separate column for each field.

Column	Description
{User Defined Field} - Transaction Documents	A transaction documents type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Lines	A transaction lines type user defined field and its data. There is a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- To print a total at each account combination level, select the Show Total box on the Content tab.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
- To filter on a Debit or Credit, you will need to press the dash key prior to entering a number to indicate a negative amount. Also, if **Option Summarize Amounts** is selected, the report may not return any information due to debits/credits are considered detailed amounts.

Posted General Ledger Transactions

Access this report using Reports>Transactions>Posted General Ledger Transactions.

Use this report to print accounting entries that have been *posted*. This report:

- Provides an audit trail for internal use and for auditors.
- Contains additional items, columns, and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box on the Content tab. Also, if you have a transaction line type user defined field and it has a field type of *Currency* or *Number*, the system automatically totals the column in the report. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.
- Contains the "[Custom Columns](#)" (page 39) feature, which allows you to create report columns that are not provided by the system. These columns can be set up with custom formulas.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Electronic Funds Transfer for A/P Users

Additional columns and filters are available to help track electronic payments to your vendors.

Multicurrency Users

The Session Currency, Session Currency Description, Source Document Amount, Source Currency, Source Currency Description, Exchange Rate, Source Debit, Source Credit, Invoice/Credit Currency, Invoice/Credit Currency Description, Invoice/Credit Exchange Rate, Invoice/Credit Debit, and Invoice/Credit Credit columns are only available if the Multicurrency module has been installed and

added by the Administrator (Organization>Add a Module). "Source" currency columns follow the formatting of the source currency, while other currency columns follow the functional currency.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Transaction Source	The document's transaction type, such as APC, API, APM, APR, APS, APV, ARB, ARC, ARM, ARP, ARR, ARS, ARV, BD, BDH, CD, CDS, CR, CRS, CL, CSR, ENC, ENH, ENL, IAA, IAB, IAC, IAF, IAM, IAR, IAS, IVR, JV, JVA, JVD, JVH, PRC, PRS, PRV, or VCK.
Session ID	The session ID assigned to this batch of documents. This ID was set up when the Cash Disbursement, Cash Receipt, or other transaction was entered. The report prints a session ID.
Session Date	The date of the session.
Session Description	The description of the session.
Session Status	The status of the session—Batch-To Post (BP) or Online Posting (OL).
Session Currency	The currency type assigned to the session, such as USD, CAD, EUR, GBP, or MXN. Currencies were created and activated by the Administrator using the Organization>Currency Setup form.
Session Currency Description	The description associated with the currency, such as US Dollar, Canadian Dollar, or Euro.
Session Last Updated	The last date and time the session was saved.

Column	Description
Date/Time	
Posted Date	The date the session was posted.
Posted by User	The user ID that posted the session.
Document Entry Order	The order the documents were posted. The system displays the date and time.
Document Number	The document number that was entered on the transaction entry form.
Document Date	The date of the document, such as check date, invoice date, or voucher date.
Due Date	The invoice date specified on the Transactions>Accounts Payable>Enter A/P Invoices or Transactions>Accounts Receivable>Enter A/R Invoices transaction entry forms.
Document Description	The description for the designated document.
Reversed Invoice	A designation of Yes or No, determining whether the A/P invoice/credit has been automatically reversed in the system using the Reverse Invoice check box on the Activities>Check Writing>Void Checks/Vouchers/Invoices form. This only applies if the Accounts Payable module is installed and the Allow Appending Entries to Reversed Invoices check box is selected on the Organization>Set Up Modules>Accounts Payable form.
Reversed Invoice Date	If the Accounts Payable module is installed, the date the invoice was reversed during transaction entry using the Reverse Invoice check box on the Activities>Check Writing>Void Checks/Vouchers/Invoices.
Deposit Number	The deposit number for the receipt.
Document Amount	For functional currency, the document amount entered during transaction entry, such as the check or invoice amount. For non-functional currency, the Source Document Amount times the Exchange Rate.

Column	Description
Source Document Amount	For non-functional currency, the document amount entered during transaction entry.
Matching Transaction Source	The transaction source assigned to the related document.
Matching Session ID	The session ID assigned to the related document.
Matching Document Number	The number assigned to the related document.
ID	If the Accounts Payable, Accounts Receivable Reporting, or Payroll modules are installed, this is the Vendor ID, Customer ID, or Employee ID assigned.
Name	The name assigned when the vendor/customer was created using the Maintain>Accounts Payable>Vendors or Maintain>Accounts Receivable>Customers forms.
Payment Type	The payment type associated with the document—either Check or Voucher.
Source	A source of Customer, Vendor, Employee, or Payroll Processing Group. The report shows C, V, E, or P.
Credit Type	The credit type of Applied Credit, Prepayment, or On Account displays. This was selected on the Transactions>Accounts Receivable>Enter A/R Credits and Transactions>Accounts Payable>Enter A/P Credits forms.
Check Address	The check address for this vendor. This address was set up using the Maintain>Vendor>Address>Check Address form.
Check Address Code	The vendor's check address code, such as Main or Austin Office.
Document Created By User	The user ID who created the document.
Document Created on Computer	The computer in which the document was created.
Document Created	The date and time the document was created.

Column	Description
Date/Time	
Document Modified By User	The user ID who modified the document.
Document Modified on Computer	The computer in which the document was modified.
Document Modified Date/Time	The date and time the document was modified.
Effective Date	The line item's effective date.
Transaction Entry Type	The entry type chosen during transaction entry—Normal, End of Year Adjustment, Adjust Opening Balance, or Beginning Balance. The system prints an N, A, AO, or UO.
Transaction Entry Order	The order that transactions were entered. This column allows you to have more control over the order the records print on the report.
Transaction Description	The description entered for the transaction line item.
1099 Type-Box	The form type-box number designated for the 1099 form, such as NEC-01, MISC-15, DIV-01a, INT-01, R-09b, or W2G-01. This was set up on the Maintain>Accounts Payable>Vendors>1099 Information tab.
{Segment Name} Code	The code assigned to the segment. The report shows a segment code—01, 201, 11001, for example. The report prints one column for each segment, such as Fund Code or GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code type, such as Fund Short Title.
Account Type	The account type for General Ledger type segment codes.

Column	Description
Designation Code	Vendor, Customer, or Employee designation code.
Designation Code Description	The description entered for the designation code.
Debit	For functional currency, the debit amount entered during transaction entry. For non-functional currency, the Source Debit times the Exchange Rate.
Credit	For functional currency, the debit amount entered during transaction entry. For non-functional currency, the Source Credit times the Exchange Rate.
Source Currency	The source currency type associated with the transaction, such as USD, MXN, or CAD.
Source Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Exchange Rate	The exchange rate associated with the transaction. Exchange rates were entered using the Maintain>Multicurrency>Exchange Rates form. This is only used with non-functional currency sessions.
Source Debit	The debit amount entered during transaction entry.
Source Credit	The credit amount entered during transaction entry.
Invoice/Credit Currency	The currency type, such as USD, MXN, or CAD, assigned to Accounts Payable or Accounts Receivable transaction lines.
Invoice/Credit Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Invoice/Credit Exchange Rate	The exchange rate associated with the invoice or credit.
Invoice/Credit Debit	The invoice or credit debit amount used in Accounts Payable or Accounts Receivable transaction lines.
Invoice/Credit Credit	The invoice or credit credited amount used in Accounts Payable or Accounts Receivable transaction lines.

Column	Description
Attachments	A designation of Yes or No, depending on if there are any attachments.
Documents Attached	The number of attached documents. To reduce duplication, select Summarize Amounts on the Options tab.
Payment Method	The form of payment selected on the Receipt Writing form using Activities>Receipt Writing or Enter A/R Receipts form using Transactions>Accounts Receivable>Enter A/R Receipts.
{User Defined Field} - Vendors	A vendor type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Customers	A customer type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Documents	A transaction documents type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Lines	A transaction lines type user defined field and its data. There is a separate column for each field.
{Custom Column}	A custom column that was created.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

Layout Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- To print a total at each account combination level, select the Show Total box on the Content tab.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
- To filter on a Debit or Credit, you will need to press the dash key prior to entering a number to indicate a negative amount. Also, if *Option Summarize Amounts* is selected, the report may not return any information due to debits/credits are considered detailed amounts.

Unposted Budget Transactions

Access this report using Reports>Budget>Unposted Budget Transactions.

Use this report to review budget entries that have been transferred from the budget worksheet, but have *not yet been posted* (Activities>Manage Sessions>Post Transactions). It is a good idea to print and review unposted budget transactions for accuracy prior to posting.

- Use the Budget Version column to differentiate between Budget Versions. Budget Versions were created by the Administrator using Organization>Set Up Modules>Budget>Budget Versions and selected in the Budget Worksheet Wizard using Activities>Budget Worksheet.
- Additional columns are available for user defined fields with a Transaction Line type, Field type of number, and a Transaction Source of BD (Organization>Set Up User Defined Fields). User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.
- Currency columns follow the formatting of the organization's functional currency.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Report Criteria

Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Session Status	The status of the session—Batch-To Post or Batch-To Suspend.
Session ID	The session ID assigned to this batch of documents (Transactions>Enter Budget).
Session Date	The date of the session.
Session Description	The description of the session.
Session Last Updated Date/Time	The last date and time the session was saved.
Document Entry Order	The order the documents were saved. The system displays the date and time.
Document Number	The document number of the budget transaction entry document.
Document Date	The date of the budget transaction entry document.
Document Description	The description of the budget transaction entry document.
Document Created By User	The user ID who created the document.
Document Created on Computer	The computer in which the document was created.

Column	Description
Document Created Date/Time	The date and time the document was created.
Document Modified By User	The user ID who modified the document.
Document Modified on Computer	The computer in which the document was modified.
Document Modified Date/Time	The date and time the document was modified.
Effective Date	The line item's effective date.
Transaction Entry Order	The order transactions were entered. This column allows you to have more control over the order the records print on the report.
Transaction Description	The description entered for the transaction line item.
{Segment Name} Code	The code assigned to the segment. The report shows a segment code—01, 201, 11001, for example. The report prints one column for each segment, such as Fund Code or GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code type, such as Fund Short Title.
Budget Version	The budget version selected in the Budget Worksheet.
Increase	The increase amount entered during transaction entry.
Decrease	The decrease amount entered during transaction entry.
Attachments	A designation of Yes or No, depending on if there are any attachments.

Column	Description
Documents Attached	The number of attached documents. To reduce duplication, select Summarize Amounts on the Options tab.
{User Defined Field} - Transaction Line	A transaction line type user defined field and its data. There is a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- To print totals for each account code combination, select the Show Total box on the Content tab.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Posted Budget Transactions

Access this report using Reports>Budget>Posted Budget Transactions.

Use this report to review budget entries that have been transferred from the budget worksheet and have been posted. This provides an audit trail for internal use and for auditors.

- Use the Budget Version column to differentiate between Budget Versions. Budget Versions were created by the Administrator using Organization>Set Up Modules>Budget>Budget Versions and

- selected in the Budget Worksheet Wizard using Activities>Budget Worksheet.
- Additional columns are available for user defined fields with are a Transaction Line type, Field type of number, and a Transaction Source of BD (Organization>Set Up User Defined Fields). User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.
- Currency columns follow the formatting of the organization's functional currency.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Session ID	The session ID assigned to this batch of documents (Transactions>Enter Budget).
Session Date	The date of the session. The report prints the date entered on the Enter Budget Session form.
Session Description	The description of the session.
Session Status	The status of the session—Batch-To Post (BP) or Online Posting

Column	Description
	(OL).
Session Last Updated Date/Time	The last date and time the session was saved.
Posted Date	The date the session was posted.
Posted By User	The user ID that posted the session.
Document Entry Order	The order the documents were posted. The system displays the date and time.
Document Number	The document number of the budget transaction entry document.
Document Date	The date of the budget transaction entry document.
Document Description	The description of the budget transaction entry document.
Document Created By User	The user ID who created the document.
Document Created on Computer	The computer in which the document was created.
Document Created Date/Time	The date and time the document was created.
Document Modified By User	The user ID who modified the document.
Document Modified on Computer	The computer in which the document was modified.
Document Modified Date/Time	The date and time the document was modified.
Effective Date	The line item's effective date.
Transaction Entry Order	This is the order that transactions were entered. This column allows you to have more control over the order the records print on the report.
Transaction Description	The description entered for the transaction line item.

Column	Description
{Segment Name} Code	The code assigned to the segment. The report shows a segment code—01, 201, 11001, for example. The report prints one column for each segment, such as Fund Code or GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code type, such as Fund Short Title.
Budget Version	The budget version selected in the Budget Worksheet.
Increase	The increase amount entered during transaction entry.
Decrease	The decrease amount entered during transaction entry.
Attachments	A designation of Yes or No, depending on if there are any attachments.
Documents Attached	The number of attached documents. To reduce duplication, select Summarize Amounts on the Options tab.
{User Defined Field} - Transaction Line	A transaction line type user defined field and its data. There is a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

Layout Use this tab to change the font and page setup for a report.

Security



Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- To print totals for each account code combination, select the Show Total box on the Content tab.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Memorize/Recurring Transactions

Access this report using Reports>Transaction Reports>Memorize/Recurring Transactions.

Use this report to print the transactions memorized on any of the transaction entry forms (using Memorize Document  or Memorize/Recurring Document ). The report is used to review transactions before they are posted.

Additional items, columns, and filters are available if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box on the Content tab. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Transaction Source	The document's transaction type, such as API, ARB, BD, CD, CR, ENC, ENL, or JV.
Memorize ID	The name (ID) assigned to the memorized document.
Document Number	The document number that was entered on the transaction entry form.
Document Date	The date of the document, such as check date or invoice date.
Due Date	The date the document is due.
Document Description	The description for the designated document.
Deposit Number	The deposit number for the receipt.
Document Amount	The amount of the document, such as check or invoice amount.
ID	If the Accounts Payable, Accounts Receivable Reporting, or Payroll modules are installed, this is the Vendor ID, Customer ID, or Employee ID assigned.
Name	The name on checks. If the Accounts Payable or Accounts Receivable Reporting modules are installed, this information was set up using the Maintain>Accounts Payable>Vendors or Maintain>Accounts Receivable>Customers forms.
Source	A source of Customer, Vendor, Employee, or Payroll Processing Group. The report shows C, V, E, or P.

Column	Description
Effective Date	The line item's effective date.
Entry Type	The entry type chosen during transaction entry—Normal, End of Year Adjustment, Adjust Opening Balance, or Beginning Balance. The system prints an N, A, AO, or UO.
Entry Order	The order that transactions were entered. This column allows you to have more control over the order the records print on the report.
Transaction Description	The description entered for the transaction line item.
1099 Type-Box	The form type-box number designated for the 1099 form, such as NEC-01, MISC-15, DIV-01a, INT-01, R-09b, or W2G-01. This was set up on the Maintain>Accounts Payable>Vendors>1099 Information tab.
Percentage	A designation of either Yes or No, depending on if the memorized transaction is based on percentages. This option was selected on the Memorize/Recurring Document form.
{Segment Name} Code	The code assigned to the segment. The report shows a segment code—01, 201, 11001, for example. The report prints one column for each segment, such as Fund Code or GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code type, such as Fund Short Title.
Debit	The debit amount entered during transaction entry.
Credit	The credit amount entered during transaction entry.
Debit Percent	If the transaction is based on percentages, this is the percentage for the debit.
Credit Percent	If the transaction is based on percentages, this is the

Column	Description
	percentage for the credit.
Recurring	A designation of either Yes or No, depending on if the Recurring Entry check box is selected.
First Transaction Date	The first transaction date for the document.
Frequency	The frequency of the recurring transaction.
Ending Transaction Date	The ending transaction date for the document.
No Ending Date	A designation of either Yes or No, depending on if the No Ending Date check box is selected.
{User Defined Field} - Transaction Documents	A transaction documents type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Lines	A transaction lines type user defined field and its data. There is a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- Totals can be printed for the applicable items selected in Item by Page or Report Body by checking the Show Total check box.
 - The transactions may be summarized by checking Summarize Amounts on the Options tab.
 - Currency columns follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
-

Chapter 7: Ledgers

Standard General Ledger

Access this report using Reports>General Ledger Analysis>Standard General Ledger.

Use this report to print the general ledger. It contains the opening balance and complete detail for any report range and account codes selected.

- This report prints in a stair-step format: all the account codes are in one column, all the account titles in another column, and all the account short titles in yet another column if selected.
- Since the general ledger is basic to your accounting records and is a must for auditors, you will want to print an archive copy each month after all adjustments are entered and posted of either the Standard General Ledger or the Expanded General Ledger (depending on the presentation style preferred).

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Electronic Funds Transfer for A/P Users

Additional columns and filters are available to help track electronic payments to your vendors.

Multicurrency Users

The Session Currency, Session Currency Description, Source Currency, Source Currency Description, Exchange Rate, Source Debit, Source Credit, Invoice Currency, Invoice Currency Description, Invoice Debit, and Invoice Credit columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). "Source" currency columns follow the formatting of the source currency, while other currency columns follow the functional currency.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates and Current Transaction Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be run for closed years and cross years at the same time.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Account Code	The actual account code, plus the Group Code you selected on the Groups tab. The report prints the account code, such as 201, 05, or 45001. One column displays for each code type, such as Fund Code or GL Code.
Account Title (plus Group Code selected from Group Sets)	The title associated with each code above, plus the Group Title you selected on the Groups tab. The system prints one column for each code type, such as Fund Title or GL Title.
Account Short Title (plus Group Code selected from Group Sets)	The short title for the title above (15 characters or less), plus the Groups Short Title you selected on the Groups tab.
Session ID	The Session ID assigned to the batch of documents.
Session Date	The date of the session.
Session Currency	The currency type assigned to the session, such as USD, CAD, EUR, GBP, or MXN. Currencies were created and activated by the Administrator using the Organization>Currency Setup form.
Session Currency	The description associated with the currency, such as US

Column	Description
Description	Dollar, Canadian Dollar, or Euro.
Document Number	The document number that was entered on the transaction entry form.
Document Date	The date of the document.
Document Description	The description of the document.
Reversed Invoice	A designation of Yes or No, determining whether the A/P invoice/credit has been automatically reversed in the system using the Reverse Invoice check box on the Activities>Check Writing>Void Checks/Vouchers/Invoices form. This only applies if the Accounts Payable module is installed and the Allow Appending Entries to Reversed Invoices check box is selected on the Organization>Set Up Modules>Accounts Payable form.
Reversed Invoice Date	If the Accounts Payable module is installed, the date the invoice was reversed during transaction entry using the Reverse Invoice check box on the Activities>Check Writing>Void Checks/Vouchers/Invoices.
ID	If the Accounts Payable, Accounts Receivable Reporting, or Payroll modules are installed, this is the Vendor ID, Customer ID, or Employee ID assigned.
Name	This is the name on checks/vouchers. If the Accounts Payable or Accounts Receivable Reporting modules are installed, this information was set up using the Maintain>Accounts Payable>Vendors or Maintain>Accounts Receivable>Customers forms.
Payment Type	The payment type associated with the document—either Check or Voucher.
Source	A source of Customer, Vendor, Employee, or Processing Group. The report shows C, V, E, or P.
Effective Date	The line item's effective date.
Entry Type	The entry type chosen during transaction entry—Normal, End of

Column	Description
	Year Adjustment, Adjust Opening Balances, or Beginning Balance. The system prints an N, A, AO, or UO.
Transaction Description	The description entered for the transaction line item.
Debit	For functional currency, the debit amount entered during transaction entry. For non-functional currency, the Source Debit times the Exchange Rate.
Credit	For functional currency, the debit amount entered during transaction entry. For non-functional currency, the Source Credit times the Exchange Rate.
Check Address Code	The vendor's check address code, such as Main or Austin Office.
Source Currency	The source currency type associated with the transaction, such as USD, MXN, or CAD.
Source Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Exchange Rate	The exchange rate associated with the transaction. Exchange rates were entered using the Maintain>Multicurrency>Exchange Rates form. This is only used with non-functional currency sessions.
Source Debit	The debit amount entered during transaction entry.
Source Credit	The credit amount entered during transaction entry.
Invoice Currency	The currency type, such as USD, MXN, or CAD, assigned to Accounts Payable or Accounts Receivable transaction lines.
Invoice Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Invoice Debit	The invoice debit amount used in Accounts Payable or Accounts Receivable transaction lines.
Invoice Credit	The invoice credit amount used in Accounts Payable or Accounts Receivable transaction lines.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Opening Entries in Detail	Select this option to include opening balances (system or user opening entries) in detail. This entry type was designated during transaction entry.
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	Select this option, along with the <i>Summarize Amounts</i> option, so that documents with zero amounts do not print. If the debit and credit on the same line nets to zero then it is suppressed. For example, there is a GL code with a debit of \$100 (USD) and a credit of \$100 (USD) and it is on the same line with no other entries. The GL code will not appear on the report.
Subtotal Detail by Calendar Month	Select this option to subtotal the detail by a calendar month. This subtotal always calculates according to calendar month end, (1-31) not the month end of the Fiscal Year.

Layout Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- A cross year report can be created with balances outside the organization's fiscal year (Setup tab). However, this report cannot be generated with groups and balances outside the organization's fiscal year.
- When the organization was set up by the Administrator using the File>New Organization wizard, a fiscal year-ends was designated for it. Ideally, at the end of the organization's fiscal year, the year should be closed using the Activities>Close Fiscal Year form. When a fiscal year is closed, the balances are carried forward to the new year.
- Use balances for Assets, Liabilities, and Net Assets. Revenue and Expense accounts always have a zero balance at the beginning of the year. When an organization's fiscal year is closed, the balance sheet account is carried forward to the new year, but new net assets balances are calculated based on the prior year.
- To print totals for each account code combination, select the Show Totals box on the Content tab.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Expanded General Ledger

Access this report using Reports>General Ledger Analysis>Expanded General Ledger.

Use this report to print your general ledger. It contains opening balance and complete detail for any report range selected and for all account codes selected.

- The Expanded General Ledger report displays each account segment in its own column. In addition, it allows you to select transaction information columns (such as Transaction Source or Transaction Description) that are not available on the Standard General Ledger.
- Since the General Ledger is basic to your accounting records and is a must for auditors, you will want to print an archive copy each month after all adjustments are entered and posted of either the Standard General Ledger or the Expanded General Ledger (depending on the presentation style preferred).
- This report also contains additional items, columns, and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box on the Content tab. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Electronic Funds Transfer for A/P Users

Additional columns and filters are available to help track electronic payments to your vendors.

Multicurrency Users

The Session Currency, Session Currency Description, Source Document Amount, Source Currency, Source Currency Description, Exchange Rate, Source Debit, Source Credit, Invoice Currency, Invoice

Currency Description, Invoice Debit, and Invoice Credit columns are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). "Source" currency columns follow the formatting of the source currency, while other currency columns follow the functional currency.

Report Criteria

Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates and Current Transaction Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be run for closed years and cross years at the same time.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
{Segment Name} Code	The code assigned to the segment. The report prints the account code, such as 201, 05, or 45001. The system displays one column for each of these code types, such as Fund Code or GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code types, such as Fund Short Title.
{Segment Name} Group Code	The group code assigned to the segment. The report prints a column for each group code, such as Fund Group Code.

Column	Description
{Segment Name} Group Title	The title associated with the group code above. The report prints one column for each group segment.
{Segment Name} Group Short Title	The short title for the group title above (15 characters or less). The report shows one column for each group segment, such as Fund Group Short Title.
Transaction Source	The document's transaction type, such as APC, API, APM, APR, APS, APV, ARB, ARC, ARM, ARP, ARR, ARS, ARV, BD, BDH, CD, CDS, CR, CRS, CL, CSR, ENC, ENH, ENL, IAR, IAA, IVR, IAM, IAS, IAF, IAC, IAB, JV, JVA, JVD, JVH, PRC, PRS, PRV, or VCK.
Session ID	The Session ID assigned to the batch of documents.
Session Date	The date of the session.
Session Description	The description for the session above.
Session Currency	The currency type assigned to the session, such as USD, CAD, EUR, GBP, or MXN. Currencies were created and activated by the Administrator using the Organization>Currency Setup form.
Session Currency Description	The description associated with the currency, such as US Dollar, Canadian Dollar, or Euro.
Document Number	The document number that was entered on the transaction entry form.
Document Date	The date of the document.
Due Date	The invoice date specified on the Transactions>Accounts Payable>Enter A/P Invoices or Transactions>Accounts Receivable>Enter A/R Invoices transaction entry forms.
Document Description	The description of the document.
Reversed Invoice	A designation of Yes or No, determining whether the A/P invoice/credit has been automatically reversed in the system using the Reverse Invoice check box on the Activities>Check Writing>Void Checks/Vouchers/Invoices form. This only applies

Column	Description
	if the Accounts Payable module is installed and the Allow Appending Entries to Reversed Invoices check box is selected on the Organization>Set Up Modules>Accounts Payable form.
Reversed Invoice Date	If the Accounts Payable module is installed, the date the invoice was reversed during transaction entry using the Reverse Invoice check box on the Activities>Check Writing>Void Checks/Vouchers/Invoices.
Deposit Number	The deposit number from the cash receipt, if applicable.
Document Amount	For functional currency, the document amount entered during transaction entry, such as the check or invoice amount. For non-functional currency, the Source Document Amount times the Exchange Rate.
Source Document Amount	For non-functional currency, the document amount entered during transaction entry.
Matching Document Number	The number assigned to the related document.
ID	If the Accounts Payable, Accounts Receivable Reporting, or Payroll modules are installed, this is the Vendor ID, Customer ID, or Employee ID assigned.
Name	The name on checks. If the Accounts Payable or Accounts Receivable Reporting modules are installed, this information was set up using the Maintain>Accounts Payable>Vendors or Maintain>Accounts Receivable>Customers forms.
Payment Type	The payment type associated with the document—either Check or Voucher.
Source	A source of Customer, Vendor, Employee, or Payroll Processing Group. The report shows C, V, E, or P.
Effective Date	The line item's effective date.
Entry Type	The entry type chosen during transaction entry—Normal, End of

Column	Description
	Year Adjustment, Adjust Opening Balances, or Beginning Balance. The system prints an N, A, AO, or UO. For opening balances in Detail, the system prints System Opening Balances (SO).
Transaction Description	The description entered for the transaction line item.
Posted	Yes or No displays in this column depending on if the detail transaction was posted or unposted.
Debit	For functional currency, the debit amount entered during transaction entry. For non-functional currency, the Source Debit times the Exchange Rate.
Credit	For functional currency, the debit amount entered during transaction entry. For non-functional currency, the Source Credit times the Exchange Rate.
Source Currency	The source currency type associated with the transaction, such as USD, MXN, or CAD.
Source Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Exchange Rate	The exchange rate associated with the transaction. Exchange rates were entered using the Maintain>Multicurrency>Exchange Rates form. This is only used with non-functional currency sessions.
Source Debit	The debit amount entered during transaction entry.
Source Credit	The credit amount entered during transaction entry.
Invoice Currency	The currency type, such as USD, MXN, or CAD, assigned to Accounts Payable or Accounts Receivable transaction lines.
Invoice Currency Description	The description associated with the currency, such as US Dollar, Mexican Peso, or Canadian Dollar.
Invoice Debit	The invoice debit amount used in Accounts Payable or Accounts Receivable transaction lines.

Column	Description
Invoice Credit	The invoice credit amount used in Accounts Payable or Accounts Receivable transaction lines.
Check Address Code	The vendor's check address code, such as Main or Austin Office.
Payment Method	The form of payment selected on the Receipt Writing form using Activities>Receipt Writing or Enter A/R Receipts form using Transactions>Accounts Receivable>Enter A/R Receipts.
{User Defined Field} - Vendors	A vendor type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Customers	A customer type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Documents	A transaction documents type user defined field and its data. There is a separate column for each field.
{User Defined Field} - Transaction Lines	A transaction lines type user defined field and its data. There is a separate column for each field.

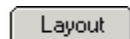
Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Opening Entries in Detail	Select this option to include opening balances (system or user opening entries) in detail. This entry type was designated during transaction entry.
Unposted Transactions	<p>Select this option to include unposted transaction sessions, except for sessions related to transaction sources ENC (Encumbrances), ENL (Encumbrance Liquidations), and BD (Budget). You can view how unposted transactions affect the detail balance information.</p> <p>Additionally, you can filter for specific unposted session IDs and transaction sources using the Filter tab.</p>
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	<p>Select this option, along with the <i>Summarize Amounts</i> option, so that documents with zero amounts do not print. If the debit and credit on the same line nets to zero then it is suppressed. For example, there is a GL code with a debit of \$100 (USD) and a credit of \$100 (USD) and it is on the same line with no other entries. The GL code will not appear on the report.</p> <p>This option only works with transaction line type user defined fields with a field type of <i>currency</i>.</p>
Subtotal Detail by Calendar Month	Select this option to subtotal the detail by a calendar month. This subtotal always calculates according to calendar month end, (1-31) not the month end of the Fiscal Year.



Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it.

The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- Sessions with a status of Batch-to-Suspend are not included in this report. However, if you select the "Include Unposted Transactions" check box on the Option tab, sessions with a status of Batch-to-Post are included.
 - A cross year report can be created with balances outside the organization's fiscal year (Setup tab). However, this report cannot be generated with groups and balances outside the organization's fiscal year.
 - When the organization was set up by the Administrator using the File>New Organization wizard, a fiscal year-ends was designated for it. Ideally, at the end of the organization's fiscal year, the year should be closed using the Activities>Close Fiscal Year form. When a fiscal year is closed, the balances are carried forward to the new year.
 - Use balances for Assets, Liabilities, and Net Assets. Revenue and Expense accounts always have a zero balance at the beginning of the year. When an organization's fiscal year is closed, the balance sheet account is carried forward to the new year, but new net assets balances are calculated based on the prior year.
 - To print totals for each account code combination, select the Show Totals box on the Content tab.
 - The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
-

Chapter 8: Trial Balances

Normal Trial Balance

Access this report using Reports>General Ledger Analysis>Normal Trial Balance.

Use this report to print a trial balance. It prints in a stair-step format: all the account codes are in one column, all the account titles in another column, and all the account short titles in yet another column if selected. Since a trial balance shows account balances at a specific point in time, it is useful as a quick reference or analytical tool.

- The "Drill Down" (page 28) feature, which allows you to view report data from the report balances level, down to the individual debits and credits that make up the balance. It is based on the report setup criteria that was entered for this report. However, Drill Down does not offer report totals, such as, "Show Totals Fund Code," but report totals like these are available in the printed report.

Advanced Security Users

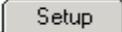
Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Data Import/Export Users

If you decide to export data from this report, the system exports the Account Titles; they appear after the selected columns.

Report Criteria

 Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be run for closed years and cross years at the same time.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
{Segment Name} Code	The code assigned to the segment. The report prints the account code, such as 201, 05, or 45001. The system displays one column for each of these code types, such as Fund Code or GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code types, such as Fund Short Title.
{Segment Name} Group Code	The group code assigned to the segment. The report prints the group code in the heading.
{Segment Name} Group Title	The title associated with the group code above. The report prints one column for each group segment.
{Segment Name} Group Short Title	The short title for the group title above (15 characters or less). The report shows one column for each group segment, such as Fund Group Short Title.
Account Code	The actual account code, plus the Group Code you selected on the Groups tab. The report prints the account code, such as 201,

Column	Description
	05, or 45001. One column displays for each code type, such as Fund Code or GL Code.
Account Title (plus Group Code selected from Group Sets)	The title associated with each code above, plus the Group Title you selected on the Groups tab. The system prints one column for each code type, such as Fund Title or GL Title.
Account Short Title (plus Group Code selected from Group Sets)	The short title for the title above (15 characters or less), plus the Groups Short Title you selected on the Groups tab.
Designation Code	The code used to determine how to generate default financial statements formats and totals for the 990 Worksheet and to group for dashboards. Examples of designation codes include: CCE (Cash and Equivalents), STI (Short-term Investments), and any designation codes you create using the Reports>Assign Report Groups form.
Designation Code Description	The description for the designation code.
Debit Balance	The debit balance from transaction entry.
Credit Balance	The credit balance from transaction entry.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Unposted Transactions	Select this option to include unposted transaction sessions, except for sessions related to transaction sources ENC (Encumbrances), ENL (Encumbrance Liquidations), and BD (Budget). You can view how unposted transactions affect the detail balance information. Additionally, you can filter for specific unposted session IDs and transaction sources using the Filter tab. "Unposted Transactions Included in Report" appears in the report title to indicate that the trial balance includes both posted and unposted transactions.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.
Replace total debits and credits with Balance	Select this option to shows the net amount for each segment where totals have been requested. Otherwise, the report displays the total debits and total credits for each segment.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- Sessions with a status of Batch-to-Suspend are not included in this report. However, if you select the Include Unposted Transactions check box on the Option tab, sessions with a status of Batch-to-Post are included.
- A cross year report can be created with balances outside the organization's fiscal year (Setup tab). However, this report cannot be generated with groups and balances outside the organization's fiscal year.
- Use balances for Assets, Liabilities, and Net Assets. Revenue and Expense accounts always have a zero balance at the beginning of the year. When an organization's fiscal year is closed, the balance sheet account is carried forward to the new year, but new net assets balances are calculated based on the prior year.
- To print totals for each account code combination, select the Show Totals box on the Content tab.
- Currency columns follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Comparative Trial Balance

Access this report using Reports>General Ledger Analysis>Comparative Trial Balance.

Use this report to print a trial balance with comparative information representing the beginning year balance, beginning report period balance, and the current balance. It prints in a stair-step format: all the account codes are in one column, all the account titles in another column, and all the account short titles in yet another column if selected. Since a trial balance shows account balances at a specific point in time, it is useful as a quick reference or analytical tool.

Additional items and filters are available if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, or *Non-Editable Drop-Down List* are available in the Items by Page group box on the Content tab and are listed as an available filter.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up

Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be run for closed years and cross years at the same time.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Account Code	The code and group code assigned to the segment. The report prints the account code, such as 201, 05, or 45001. The system displays one column for each of these code types, such as Fund Code or GL Code.
Account Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
Account Short Title	The short title for the title above (15 characters or less). The system displays one column for each code types, such as Fund Short Title.

Column	Description
Begin Year Balance	The balance from the Account Balances Begin date through the day before the Current Reporting Year Begins date.
Begin Report Period Balance	The balance from the Account Balances Begin date through the day before the Report Begins date.
Current Balance	The balance from the Account Balances Begin date through (and including) the Report Ends date.
Net PTD Change	The monetary difference between the Begin Report Period Balance and the Current Balance.
Net PTD % Change	The percentage difference between the Begin Report Period Balance and the Current Balance.
Net YTD Change	The monetary difference between the Begin Year Balance and the Current Balance.
Net YTD % Change	The percentage difference between the Begin Year Balance and the Current Balance.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value. This option only works with transaction line type user defined fields with a field type of <i>currency</i> .

Layout

Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- Use balances for Assets, Liabilities, and Net Assets. Revenue and Expense accounts always have a zero balance at the beginning of the year. When an organization's fiscal year is closed, the balance sheet account is carried forward to the new year, but new net assets balances are calculated based on the prior year.
- When any option from the Date Items drop-down list (except Custom) is selected, report dates are automatically adjusted each time the report is processed. For example, choose a Report Date of This Month and process the report on 10/15/20xx; you get a report with the month of October. If the report is processed on 11/15/20xx, you get a report with the month of November. In other words, you do not have to return to this tab each month to change the Current Period Dates.
- If Custom is chosen as the Date Item, you are required to enter the dates MM/DD/YYYY through MM/DD/YYYY on this tab. These Opening and Ending Balances dates do not change each time the report is processed.
- To print totals for each account code combination, select the Show Totals box on the Content tab.
- Currency columns follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Working Trial Balance

Access this report using Reports>General Ledger Analysis>Working Trial Balance.

Use this report to print a trial balance with four additional columns available for writing in manual adjustments. It prints in a stair-step format: all the account codes are in one column, all the account titles in another column, and all the account short titles in yet another column if selected. Since a trial balance shows account balances at a specific point in time, it is useful as a quick reference or analytical tool. You can also print trial balances that show comparative amounts with differences for review purposes.

Advanced Security Users

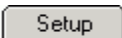
Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Data Import/Export Users

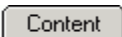
If you decide to export data from this report, the system exports the Account Titles; they appear after the selected columns.

Report Criteria

 Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be run for closed years and cross years at the same time.

 Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
{Segment Name} Code	The code assigned to the segment. The report prints the account code, such as 201, 05, or 45001. The system displays one column for each of these code types, such as Fund Code or GL Code.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title or GL Title.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code types, such as Fund Short Title.
{Segment Name} Group Code	The group code assigned to the segment. The report prints the group code in the heading.
{Segment Name} Group Title	The title associated with the group code above. The report prints one column for each group segment.
{Segment Name} Group Short Title	The short title for the group title above (15 characters or less). The report shows one column for each group segment, such as Fund Group Short Title.
Account Code	The actual account code, plus the Group Code you selected on the Groups tab. The report prints the account code, such as, 201, 05, 45001. One column displays for each code type, such as Fund Code or GL Code.
Account Title (plus Group Code selected from Group Sets)	The title associated with each code above, plus the Group Title you selected on the Groups tab. The system prints one column for each code type, such as Fund Title or GL Title.
Account Short Title (plus Group Code selected from Group Sets)	The short title for the title above (15 characters or less), plus the Groups Short Title you selected on the Groups tab.

Column	Description
Debit Balance	The debit balance from transaction entry.
Credit Balance	The credit balance from transaction entry.
Adjusting Debit	This is available so you can manually write debit adjustments to the trial balance.
Adjusting Credit	This is available so you can manually write credit adjustments to the trial balance.
Adjusted Debit Balance	This is available so you can manually write debit adjustments to the trial balance.
Adjusted Credit Balance	This is available so you can manually write credit adjustments to the trial balance.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.

Options	Description
Replace total debits and credits with Balance	Select this option to shows the net amount for each segment where totals have been requested. Otherwise, the report displays the total debits and total credits for each segment.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- A cross year report can be created with balances outside the organization's fiscal year (Setup tab). However, this report cannot be generated with groups and balances outside the organization's fiscal year.
- To print totals for each account code combination, select the Show Totals box on the Content tab.
- Currency columns follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Chapter 9: Report Groups

Assign Report Groups

Access this report using Reports>Assign Report Groups.

Use this form to create Report Groups that summarize account balances on the reports, to assign multiple account codes to a designation code/group code, or to assign 990 Line Number Codes to applicable segment codes using established system group set codes. Assign or group the accounts under report group titles. Later, when printing a report, if you specify to print using Groups, the account balances appear summarized next to the report group title. You can create Groups for any or the entire chart of account segments. However, use the established system group set codes to assign your 990 Line Number codes.

Each Report Group must belong to a Group Set, and you can have as many Group Sets as needed. Within each Group Set, account codes can be grouped differently, which allows you the flexibility to deal with multiple report formats. When you print reports and you choose to print by Groups, you specify for which segments you want to use groups and the Group Set for each segment (using the Groups tab). The report then shows, for each Group in the Report Set, a summarized total of the balances of the accounts you included in the Report Group. If there are account codes not included in a group, they do not print on the report.

For instructions for assigning the Form 990 Group Set Codes, see the ["Assign Report Groups Example" \(page 144\)](#).

Fields

Segment: Select an existing segment using the drop-down list. You can make a new selection only if there are not any pending changes to a Group Set or Group Code.

Group Set Name: Enter the name of the Group Set, or select one using the drop-down list. You can make a new selection only if there are not any pending changes to a Group Set or Group Code. We recommend limiting the name to strictly alphabetic (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

- If the Administrator assigned a function of FND (Fund), PGM (program) or RES (restrictions) to a segment (File>New Organization>Account Segments panel or Organization>Organization Information>Segments tab), or have selected the GL segment, the system automatically creates a

- Group Set Name of <Designation>.
- If the Administrator selected *Form 990EZ* as your **IRS Tax Form Preference** (File>New Organization>Account Segments panel or Organization>Organization Information>Segments tab) and have selected the GL segment, the system automatically creates a Group Set Name of <990EZ>.
- If the Administrator selected *Form 990* as your **IRS Tax Form Preference** (File>New Organization>Account Segments panel or Organization>Organization Information>Segments tab) and have selected the GL or PGM segment, the system automatically creates the Group Set Names of <990 Part IX>, <990 Part VIII>, and <990 Part X>.

Group: Use this section to create and/or select the report group's code and title.

- **Group Code:** Enter or select a Group Code to represent the report group you are creating or editing (a space cannot be used in the code's name). Please note that the maximum length of the Group Code is designated by the length of the longest segment for the organization. (The Segment length, which cannot be changed, was entered by the Administrator using the File>New Organization wizard.)

If you selected the <Designation> Group Set Names, the system displays the designations available for the function assigned to the segment. For <Designation> group sets the field length is 3. Unlike the other <Designation> Group sets, the FND (Fund) Group Set does not have pre-defined group codes. You will need to define these group codes before fund codes can be assigned.

- If the selected segment was assigned a function of PGM, you can select a designation of Program Expenses, Fundraising Expenses, or Management & General Expenses.
- If the selected segment was assigned a function of RES, you can select a designation of FAS 117: Unrestricted, Temporarily Restricted, or Permanently Restricted or ASC 958: Unrestricted (Funds without Donor Restrictions) and Restricted (Funds with Donor Restrictions).
- If the selected segment was assigned a function of FND, you can select a designation of N/A or any designation codes you create.
- The General Ledger segment function is pre-defined in the system and cannot be associated with another segment. The list of designation codes available for selection are consistent with the functional classifications prescribed for 990 reporting.

Note: Use the Maintain>Chart of Accounts Codes>Setup tab to assign one of the available designations to account codes one at a time.

- **Group Title:** Enter a Group Title, if you are creating a Group Code. You can also change the Group Title for an existing Group Code. For designation codes, the system displays the code description associated with the selected designation/group code.
- **Short Title:** The Short Title displays the first 15 characters of the Group Title. The Short Title can be changed. At report printing time, choose to print the Group Title or the Short Title for the groups.

Accounts Available, Selected: All related codes for the segment selected display in the Available box, except those already assigned to a group in this group set. The Selected box displays segment codes that are included in the group. The segments display in the order in which they appear in the group.

Tips:

- If you want all your account codes to print on a report when using Report Groups, they must all be assigned to a Report Group.
 - Group Codes without accounts assigned, will not display on the report setup form (Reports>{Any report with groups}>Groups Tab).
 - You can assign a <Blank> code to a report group. This will allow you to print a report with a group code selected, which will print all of the assigned account codes including the <Blank>.
-

Assign Report Groups Example

To create a Group Code used in reporting

Suppose you have four different General Ledger expense accounts for a particular report—rather than seeing individual balances for the four accounts, you want to see one total on the report called Personnel Costs.

After selecting General Ledger as the Segment for the groups, you designate a Group Set Name called "Summary Grant." You then enter a Group Code ("500" for example), and provide the Group Title "Personnel Costs." Using the Mover button, you move the ten General Ledger accounts to include in this group.

You can also choose to create other General Ledger account groupings using a different Group Code, within the same Group Set Name.

To create Group Codes for the 990 Worksheet - Part VIII report

Suppose you want to assign General Ledger segment codes to 990 Line Numbers for the Form 990 Part VIII Worksheet report—rather than assigning them by each individual General Ledger segment code.

1. Select *Form 990* as your **IRS Tax Form Preference** with Administrative user rights, use Organization>Organization Information.
2. Open Reports>Assign Report Groups. And begin creating your report groups.
 - a. After selecting GL as the Segment for the group and designating the default <990 Part VIII> as the Group Set Name. You then select from the list of available Group Codes ("1a Pt VIII" for example), the system displays the Group Title "Federated campaigns," and you can edit the Short Title. Using the Mover button, you move the General Ledger accounts that are to be included in this group.
 - b. Continue assigning the other General Ledger account groupings using a different Group Code, within the same Group Set Name.
3. Once complete, you can verify your Form 990 Line Number assignments using the Chart of Accounts List report (Reports>Lists>Chart of Accounts).

To create Program Service Revenue Group Codes for the 990 Worksheet - Part IX report

Suppose you want to assign Program segment codes to 990 Line Numbers for the Form 990 Part IX Worksheet report—specifically to identify Program Service transactions such as Pt IX: Col B.

1. As the Administrator, select *Form 990* as your **IRS Tax Form Preference** using Organization>Organization Information.
2. Open Reports>Assign Report Groups. And begin creating your report groups.
 - a. After selecting PGM as the Segment for the groups and designating the default <990 Part IX> as the Group Set Name. You then select from the list of available Group Codes ("Pt IX: Col B" for example), the system displays the Group Title "Program Services," and you can edit the Short Title. Using the Mover button, you move the General Ledger accounts that are to be included in this group.
 - b. Continue assigning the other Program account groupings using a different Group Code, within the same Group Set Name.
3. Be sure to select the Option "Include GL Details" for the Reports>990 Worksheets>Part IX report.

To create Group Codes for the 990 Worksheet - Part X report

Suppose you want to assign General Ledger segment codes to 990 Line Numbers for the Form 990 Part X Worksheet report—rather than assigning them by each individual General Ledger segment code.

1. As the Administrator, select *Form 990* as your **IRS Tax Form Preference** using Organization>Organization Information.
2. Open Reports>Assign Report Groups. And begin creating your report groups.
 - a. After selecting GL as the Segment for the group and designating the default <990 Part X> as the Group Set Name. You then select from the list of available Group Codes ("1Pt X" for example), the system displays the Group Title "Cash - non-interest bearing," and you can edit the Short Title. Using the Mover button, you move the General Ledger accounts that are to be included in this group.
 - b. Continue assigning the other General Ledger account groupings using a different Group Code, within the same Group Set Name.
3. Once complete, you can verify your Form 990 Line Number assignments using the Chart of Accounts List report (Reports>Lists>Chart of Accounts).
4. Be sure to select the Option "Include GL Details" for the Reports>990 Worksheets>Part X report.

Assign Report Groups Buttons



Print to Screen: Use this button to view the report before it is formatted for printing. This makes the data easy to review, but does not provide an exact representation of how it looks when you send it to your printer.



Print Preview: Use this button to view the report as it will actually print.



Print: Use this button to print the selected report.



Print Setup: Use this button to select a printer and set up printer information for this report.



Chart of Accounts Codes: Use this button to open the Maintain>Chart of Accounts form where you can enter your organization's chart of accounts information by segment.

Report Groups List

Access this report using Reports>Lists>Report Groups.

Use this report to print a list of report sets and their respective group assignments. Report Groups provide an alternate way of reporting summarized accounting data. Each Report Group must belong to a Group Set; each Group Set can contain as many Report Groups as needed. Accounts were assigned or grouped using Reports>Assign Report Groups.

Report Criteria

Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Segment	The segments contained in the report, such as GL, Fund, or Grant.
Group Set Name	The name used to group codes together into one category.
Group Code	The code which represents the report group that was created.
Group Title	The title for the Group Code.
Group Short Title	The short title for the Group Title.
Code	The accounts assigned to the designated Group Code.
Title	The title assigned to the account code.

Filter

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout

Use this tab to change the font and page setup for a report.



Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Chapter 10: Financial Statements

Overview of the Create Statement Formats Process

Use the ["Create Statement Formats" \(page 153\)](#) form to prepare financial statements as one of the following types:

- Statement of Financial Position
- Statement of Activities
- Balance Sheet
- Statement of Revenues and Expenditures
- Statement of Cash Flows

To format a financial statement, specify the titles that you want to appear on the statement, and then, if appropriate, assign the general ledger accounts to include in that title or set of titles. This process is much like creating an outline for each statement. You can have up to three sections (or levels) of titles in the format or outline.

Below is an example of the beginning of a format, with sample balance sheet titles.

1st First Level Section Title (Assets)

1st Second Level Section Title (Current Assets)

1st Third Level Section Title (Cash)

2nd Third Level Section Title (A/R)

2nd First Level Section Title (Liabilities)

1st Second Level Section Title (Current Liabilities)

You can create as many different formats as needed.

The Financial Statement formatting process uses four tabs.

- On the ["Select Format Tab" \(page 151\)](#), select the type of Financial Statement format you want to work on, the name of the format, and the title to print in the heading of the statement.
- On the ["Create Outline Tab" \(page 151\)](#), create an outline of the statement. The outline may contain up to three levels of Sections.

- On the "[Assign Accounts Tab](#)" ([page 152](#)), select the general ledger accounts whose balances appear in the highlighted Section on the outline.
- On the "[Create Totals Tab](#)" ([page 152](#)), create special totaling Sections for first level Sections, if necessary.

Note: When you click the Save or Undo button, changes are saved or discarded for ALL tabs.

Expedite the formatting process by sketching an outline ahead of time. You should also have an idea where each general ledger account fits in the outline. To get started, look at current financial statements and determine the section levels. Highlight all of the first level Sections with one color of marker, the second level of Sections with another color marker, and so on. (Typically, first level Sections are not indented, second level Sections are indented once, and third level Sections are indented twice.) Note where you want the accounts and their balances to appear, and determine whether you want the account title to print. Finally, mark any changes to the statements.

Example

Suppose you want to create a financial statement for the Statement of Financial Position. You have sketched the following outline on paper for the statement.

```

ASSETS
  CURRENT ASSETS
    CASH
    ACCOUNTS RECEIVABLE
  FIXED ASSETS
  OTHER ASSETS
LIABILITIES
  CURRENT LIABILITIES
  LONG-TERM LIABILITIES
  DEFERRED REVENUE
NET ASSETS
  UNRESTRICTED
  TEMPORARILY RESTRICTED
  PERMANENTLY RESTRICTED


```

The following steps you through of how to reproduce the Assets section of this outline using the Create Statement Formats form:


Select Format Tab




1. On the Select Format tab, select S/P (Statement of Financial Position) as the Statement Type.
2. Enter a Format Name description such as Quarterly Report, and either accept Statement of Financial Position as the Statement Title, or change it to what you want to print on the statement.


Create Outline Tab

3. Next, click the Create Outline tab. This is where you reproduce the outline sketch shown above.
4. Start by setting up the first Section. Click Add Same Level . The system displays the Section Options form. (This form automatically appears when first level Sections are added.)
5. On the Section Options form, enter the Title for the first Section of the statement outline, which is Assets. (You can also specify the attributes for the Title using this form.)
6. Under Specify Section Type, select "Other." For Specify Section Account Categories, select "Asset".
7. Accept the default for all other options, and click OK to return to the outline.

Note: If you create a first level Section Title that represents a total of other first level Section Titles, such as Total Liabilities or Net Assets, you should select "Total" for Specify Section Type. All other first Section Titles should be specified as "Other". You can edit these choices again at any time by

selecting the first Section Title and clicking Section Options .

8. Since second and third Section Titles have been defined under Assets in the statement outline, click Add Lower Level  on this form. Looking at the statement outline, you can see that you are creating a new section beneath Assets.
9. Enter Current Assets as the Section Title, and press Tab.
10. Since there is a third Section (or a Section beneath Current Assets), use Add Lower Level . Enter Cash as the title.
11. You are still positioned at Cash, a third level Section, and you now need to add another third level Section Title. Click Add Same Level , and enter Accounts Receivable.

12. The next Title, Fixed Assets, is back at the second Section level. Click Current Assets to select that Section level, and then click Add Same Level . Enter Fixed Assets as the title.
13. Continue this process to complete the remainder of the statement outline.

Assign Accounts Tab

After completing the statement outline, assign specific general ledger accounts to the appropriate Section Titles. To do this, first click the Section Title to assign general ledger accounts (on the Create Outline tab). Then, use the Assign Accounts tab to assign General Ledger accounts.

14. In the statement outline, click Cash to select it, and then click the Assign Accounts tab.
15. Use the Mover (>) to select the general ledger accounts to appear beneath the Title—Cash when you print the financial statement. Each general ledger account may be assigned to only one Section Title. Previously selected general ledger accounts, do not appear in the list.
16. To include the actual account code title and amount balance on the printed financial statement, move the general ledger account to the Selected Items, and then click the Print Detail box. If you want the account balance to be combined with the other account balances assigned to this Section, and the total amount to appear next to the Section Title, do not select the Print Detail box for all the accounts.
17. After assigning general ledger accounts to Cash, click the Create Outline tab, and select the next Title to assign accounts (in this case, Accounts Receivable). Click the Assign Accounts tab once again and assign general ledger accounts to this title.

Create Totals Tab

You do not need to tell the system to provide totals of each Section when you print the financial statement. However, if you want totals of any combination of first Sections, you must use the Create Totals tab.

For example, for the Statement of Financial Position, you may want a Section called Total Liabilities and Net Assets.

18. To create this total, create it as a first level Section Title on the Create Outline tab, and indicate "Total" for Specify Section Type on the Section Options form.
19. Then, in the statement outline, click this new Title to select it, and click the Create Totals tab.
20. Use the Mover (>) to choose which first level Section Titles to include in the total. Since this is a total Section, general ledger accounts cannot be assigned to it.

This completes our example of formatting the Statement of Financial Position. Use the same procedure to complete formats for all the other Statement Types.

Create Statement Formats

Create Statement Formats - Select Format Tab

Access this tab using Reports>Financial Statements>Create Statement Formats.

Use this tab to specify the type of financial statement, the name of the format, and the title of the statement.

If a statement format has already been created, select the Statement Type and Format Name, and then you can print it. Keep in mind, a format cannot be printed until it has been saved.

Important! Certain requirements must be followed for the Financial Statement Format when running the Statement of Activities and any Statement of Revenues and Expenditures type report. This will ensure that the Fund Balance/Net Assets section totals correctly. See "[Requirements for the Financial Statement Format](#)" (page 168) for specific information about these requirements.

Statement Type: Select a valid Statement Type from the drop-down list. Choose from one of the following:

- S/P (Statement of Financial Position)
- S/A (Statement of Activities)
- B/S (Balance Sheet)
- R/E (Statement of Revenues and Expenditures)
- C/F (Statement of Cash Flow)



Format Name: Enter a new format name, or select an existing one from the drop-down list. (The Format Name is different from the Statement Title. The Format Name describes and identifies the format outline, while the Statement Title prints on the actual statement.) We recommend limiting your report name to strictly alphabetic (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

When you created your chart of accounts (Maintain>Chart of Accounts Codes), if you selected a Designation Code (other than N/A), the system automatically updated <Default> formats based on those account codes and their designations. (For more information on how designation codes affect financial statement formats, see [Designation Codes and How They Apply to Statement Formats](#).) The drop-down list displays this predefined, account-specific <Default> format. You can copy the <Default> format to

make changes to the Section Titles; however, you must do so after the chart of account codes are saved with the designation. Additionally, this <Default>format is available for selection in the Financial Statement Format field on the Reports>Financial Statements>Statement of Financial Position, Statement of Activities, Balance Sheet, Combining Balance Sheet, Statement of Revenues and Expenditures, Combining Statement of Revenues and Expenditures, Statement of Revenues and Expenditures by Period, and Statement of Cash Flows>Setup tabs.

Statement Title: Enter the name to appear on the actual statement.

Include Encumbrance Accounts: Select this check box to include an Encumbrance (EN) and/or Reserve for Encumbrances (RV) section in the format. These accounts will reflect the net of the encumbrance subledger—EN is the debit, (normally in the Unrestricted fund Balance section), while RV is the credit (normally in the Restricted fund Balance section). You must select a Statement Type of B/S or S/P and have the Encumbrances module installed for this check box to be available.

Tip: To ensure that you have not missed an account, use Print  or Print Preview  to view the statement format.

Create Statement Formats - Create Outline Tab



Access this tab using Reports>Financial Statements>Create Statement Formats.

Use this tab to create the format outline, including Section Titles. The Statement Outline displays the structure of the financial statement as you design it. In order to begin this process, click Add Same Level



Fields

Section Title: Select or change an existing Section by selecting the Section Title in the Statement Outline. Then, edit the Section Title box to correct a misspelling in the Title, for instance.

To create a new Section, use Add Same Level  or Add Lower Level . When a first level Section is added, the Section Options form automatically appears so you can enter additional information. For second and third level Sections, simply enter the name of the Section.

Statement Outline: The Statement Outline displays the structure of the financial statement as you design it. All of the Section Titles are shown.

The Section in the Statement Outline determines if the last two tabs are available.

- The Assign Accounts tab is only available if the selected Section is at the lowest level and can have accounts assigned to it.
- The Create Totals tab is only available if *Total* is the section type. (This was set up on the Section Options form.)

Tips:

- Use the Assign Accounts tab to assign accounts to the sections created on this tab.
 - The outline can contain up to three levels (one section and two subsections).
 - To expand or collapse any Section of the statement outline, click the (+) or (-) sign.
-

Create Statement Formats - Assign Accounts Tab

Access this tab using Reports>Financial Statements>Create Statement Formats.

Use this tab to assign specific general ledger accounts to the Section Title selected on the Create Outline tab. Each general ledger account may be selected for only one Section Title.

This tab is only available if the selected Section is at the lowest level and can have accounts assigned to it.

Note: The statement format must be assigned at least one General Ledger account code in order to run any Reports>Financial Statements or Allocation Management reports.

Encumbrance Users

If you have selected a Statement Type of B/S or S/P and selected the Include Encumbrance Accounts check box on the Select Format tab, the RV and EN accounts are available for selection. These two accounts—EN for Encumbrance and RV for Reserve for Encumbrances—reflect the net of the encumbrance subledger; EN is the debit, (typically used in the Unrestricted fund Balance section), while RV is the credit (typically used in the Temporarily Restricted fund Balance section).

Fields

Section Title: The system displays the Section title (the selected Section on the Create Outline tab). To assign accounts to a different Section, return to the Create Outline tab and select that Section.

Print Balance for GL Account, Segment selected at report time: Indicate to use the balances from the general ledger segment or another segment. (Other segments are indicated later, when printing this

statement.) If you choose to print balances for a segment selected at report time, you determine the segment at the time the report is printed.

As an example of segment substitution, assume you have a segment called Program, and for the Statement of Activities you want to print total Expenses and Losses for each Program rather than for each specific general ledger account. If you selected "Segment selected at report time," and select the Print Detail check box for the selected accounts, you have the choice of printing either general ledger accounts or any other segment of your choice. When you actually print the report, choose to substitute Programs on the Options tab, and select the general ledger account code on the Contents tab. You can see totals by Program for these general ledger accounts on the financial statement. Regardless of your choice, associated general ledger accounts must be formatted. Remember, this choice is made for each individual Section as general ledger accounts are assigned.

GL Accounts Available Items, Selected Items: Select the general ledger-type account to be assigned, and then click the Mover (>) to move it to the Selected Items box. Only unassigned general ledger accounts display in the Available Items list. Accounts that have already been assigned to other Sections in the current financial statement format are not available.

Print Detail: Select this check box to print the selected account title and balance on its own line. Leave the box unchecked, so that the account title does not print and the balance accumulates within the Section as follows:

- If *all* the assigned accounts in a Section do not have the Print Detail box selected, then the balances of all accounts accumulate into one total with the Section Title.
- If *some* assigned accounts in a Section have the Print Detail box selected while others do not, then the balances of those accounts that do not have the detail boxes selected accumulate into one total. They display at the end of the Section with a title of "Other" Section Title.

Using Segment Substitution

The following is an example of using segment substitution when setting up statement formats (Reports>Financial Statements>Create Statement Formats).

In the "Print Balance for" group box, normally you want to print the general ledger account codes and titles on the financial statements for the current Section Title. However, in some cases, you might want to print accounts and titles from some other segment in the chart of accounts.

Let's say, for a Statement of Activities and a Statement of Financial Position, you want to print (by section) a balance for a segment you select when you print the report. Although only your CPA can

interpret ASC 958 (FAS 117 superseded) for you, you can use the "Segment selected at report time" option to help produce ASC 958 (FAS 117 superseded)-compliant financial statements.

Depending on the statement you are printing and the interpretation of ASC 958 (FAS 117 superseded), the section of the statement for which you want to substitute a different account segment varies. In our example, let's have the system substitute segments for the following sections:

Statement	Section	Segment to Substitute
Statement of Financial Position	Net Assets Section	Restrictions
Statement of Activities	Expenses and Losses	Function or Program

Complete the following steps in order to set up the segment substitution:

1. Since you are assigning accounts to a specific section of the financial statement, specify to "Print Balance for the Segment selected at report time." This specifies that the section have a segment substitution.
2. To use segment substitutions when printing a financial statement, select the "Print Detail" check box.
3. Specify which segment to substitute when you are printing your financial statements. Use "Segment to Substitute for GL Segment" on the Options tab.
4. Select "General Ledger" in the Report Body section of the Contents tab to complete the substitution process.

The "Segment to Substitute for GL Segment" option is available on the following reports:

Reports>


- Allocations Management>
 - Pre-Allocation Statement of Revenues and Expenditures
- Financial Statements>
 - Statement of Financial Position
 - Statement of Activities
 - Balance Sheet
 - Combining Balance Sheet

- Statement of Revenues and Expenditures
 - Combining Statement of Revenues and Expenditures
 - Statement of Revenues and Expenditures by Period

Create Statement Formats - Create Totals Tab

Access this tab using Reports>Financial Statements>Create Statement Formats.

Use this tab to combine multiple first level Section Titles into one total. Although totals are automatically provided for all Sections in the statement outline, you can combine totals for multiple first level Section Titles.

Access this tab by selecting a "Total" as the section type on the Create Outline tab. "Total" is designated using the Section Options form. To view the Section Options form again, select any first level Section Title using the Create Outline tab, and then click Section Options .

Fields

Total Title: This is the title of the combined Sections.

Financial Statement Section Titles Available Items, Selected Items: Select the Sections to combine into one total, and then click the Mover button (>>) to move them to the Selected Items box. Only first level Sections not previously included in a Total are available.

Create Statement Format Buttons













Copy: Use this button to copy a financial statement format.




Add Same Level: Use this button to add another Section to the same level. When you click this button for first level sections, the system automatically displays the Section Options form. Use the Section Options form to define the properties for the section you are adding. When you click this button for second or third level Sections, the Section Title box is selected and the words <New Section> display. You can then enter a new name.



Add Lower Level: Use this button to add another second or third level Section. You can only have up to three sections.

	Section Options: Use this button to define properties for the first level Section.
	Delete Section: Use this button to remove the selected Section (including all lower level Sections and account assignments).
	Move Up: Use this button to move the selected Section up one place from its current location. When a Section is moved, it stays at the same level. A Section cannot be moved to another level; it must be deleted and recreated.
	Move Down: Use this button to move the selected Section down one place from its current location. When a Section is moved, it stays at the same level. A Section cannot be moved to another level; it must be deleted and recreated.
	Select All: Use this button to select all items.
	Deselect All: Use this button to clear all items.
	Print to Screen: Use this button to view the report before it is formatted for printing. This makes the data easy to review, but does not provide an exact representation of how it looks when sent to the printer.
	Print Preview: Use this button to view the report as it actually prints.
	Print: Use this button to print the selected report.
	Print Setup: Use this button to select a printer and set up printer information for this report.

Copy Formats

Access this form using Reports>Financial Statements>Create Statement Formats>  Copy.

Use this form to copy a financial statement format. This process produces an exact duplicate of the original financial statement format.

Fields

Copy Format From Statement Type, Name: The statement type and format name are dynamic depending upon what was chosen on the Select Format tab.

To This New Format Statement Type, Name: Enter the name for the new financial statement format to be created. Format names must be unique within each statement type.

Section Options

Access this form using Reports>Financial Statements>Create Statement Formats>
Section Options.



Use this form to define the properties for a first level Section when creating statement formats. This form automatically appears when you create any new first level Section Title. Please note the following:

- You cannot select an option in the Specify Section Type group box when there are assignments for totals or General Ledger accounts.
- You cannot select an option in the Specify Section Account Categories group box when the Begin/Changes Fund Balance or Begin/Changes Net Asset first level section title has assignments.

Fields

Section Title: Either accept the Section Title entered previously, if any, or enter a new name for the first level Section.

Specify Section Type Total, Other: Specify whether the Section is used for a total or not. If you select Total for a Section, use the Create Totals tab to combine multiple first level Section Titles into one total.

Position on Page Left Justify, Center: Specify whether the Section Title is left justified or centered on the page.

Specify Section Account Categories Revenue, Begin Net Asset, Expense, Changes Net Asset: If this is not a Total Section, specify the type of account to appear in this Section. The Statement Type determines the Section Account Categories. The table below lists the Section Account Categories for each type of financial statement:

Statement Type	Section Account Categories
Statement of Financial Position	Asset Liability Net Asset Liability and Net Asset
Statement of Revenues and Expenditures	Revenue Expense Begin Fund Balance Changes Fund Balance
Statement of Cash Flow	Financing Investing Operating Cash
Balance Sheet	Asset Liability Fund Balance Liability and Fund Balance
Statement of Activities	Revenue Expense Begin Net Asset Changes Net Asset

Total Underline Single, Double, None: Specify whether the Section subtotal appears with a single underline, a double underline, or no underline.

Financial Statement Format List

Access this report using Reports>Lists>Financial Statement Format.

Use this report to print a list of financial statement formats. This report not only prints each format's account assignments, it also prints the accounts which are not assigned in each format.

Statement formats were created using Reports>Financial Statements>Create Statement Formats. The Create Statement Formats form was used to prepare the financial statements as one of the following types:

- Statement of Financial Position
- Statement of Activities
- Balance Sheet
- Statement of Revenues and Expenditures
- Statement of Cash Flows

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Statement Type	The statement type selected using the Reports>Financial Statements>Create Statement Formats form. Valid statement types are S/P, R/E, C/F, B/S, and S/A (Statement of Financial Position, Statement of Revenues and Expenditures, Statement of Cash Flows, Balance Sheet, and Statement of Activities).
Format Name	The format name, such as Monthly Board Report.

Column	Description
Statement Title	The statement title, such as Balance Sheet.
Section Title 1	The first level section title.
Section Title 2	The second level section title.
Section Title 3	The third level section title.
Account Code	The account code assigned to the section title, such as 11000.
Account Title	The title of the account code, such as Payroll Cash Account.
Account Type	The account type for General Ledger type segment codes.
Print Detail	A designation of Y (Yes) or N (No), depending on if the "Print Detail" box was selected on the Create Statement Formats>Assign Accounts tab.
Segment Substitution	A designation of Y (Yes) or N (No), depending on if the "Segment selected at report time" option was selected on the Assign Accounts tab.
Position on Page	A designation of L (Left) or C (Center), depending on which option was selected on the Create Statement Formats>Create Outline>Section Options form.
Section Account Category	<p>The system prints an A, L, FB, FL, R, E, CF, F, I, O, or C (Asset, Liability, Fund Balance or Net Asset, Liability and Fund Balance, Revenue, Expense, Changes Fund Balance or Net Asset, Financing, Investing, Operating, or Cash), depending on which section account category was selected on the Section Options form and which financial statement type was selected on the Select Format tab.</p> <p>For more information about the account categories for each type of financial statement, see the Create Statement Formats>"Section Options" (page 160) topic.</p>
Section Type	A designation of A (All Others) or T (Total), depending on which section type was selected on the Section Options form.

Column	Description
Create Totals from Section	The section title selected on the Create Totals tab.
Total Underline	A designation of S (Single), D (Double), or N (None), depending on which option was selected on the Section Options form.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Chapter 11: Quick Financial Statements

Quick Balance Sheet

Access this report using Reports>Quick Financial Statements>Balance Sheet.

This report is a pre-formatted balance sheet that contains balances for the general ledger segment. The general ledger accounts are automatically assigned to the appropriate section based on account type.

This report includes data beginning with the last open fiscal year begins date through the current System date or the Default Reporting Date, if one was set up (Options>Customize Workstation Settings - Reports Tab). If the previous fiscal year has not been closed (Activities>Close Fiscal Year), this report includes data from current and prior years.

Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Quick Statement of Revenues and Expenditures

Access this report using Reports>Quick Financial Statements>Statement of Revenues and Expenditures.

This report is a pre-formatted statement of revenues and expenditures that contains balances for your general ledger revenue and expenditure account balances. The general ledger accounts are automatically assigned to the appropriate section based on account type.

This report includes data beginning with the last open fiscal year begins date through the current System date or the Default Reporting Date, if one was set up (Options>Customize Workstation Settings - Reports Tab). If the previous fiscal year has not been closed (Activities>Close Fiscal Year), this report includes data from current and prior years.

Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Advanced Security User

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Quick Statement of Cash Flows

Access this report using Reports>Quick Financial Statements>Statement of Cash Flows.

This report is a pre-formatted statement of cash flows that follows the indirect method. The general ledger accounts are automatically assigned to the appropriate section based on account type.

This report includes data beginning with the last open fiscal year begins date through the current System date or the Default Reporting Date, if one was set up (Options>Customize Workstation Settings -

Reports Tab). If the previous fiscal year has not been closed (Activities>Close Fiscal Year), this report includes data from current and prior years.

Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Chapter 12: Advanced Financial Statements

Requirements for the Financial Statement Format

There are certain Financial Statement Format requirements that must be followed when running the Statement of Activities and *any* Statement of Revenues and Expenditures type report. This will ensure that the Fund Balance/Net Assets section totals correctly. The requirements are outlined below:

- When printing the report with the Option "Include Equity Section" *not* selected, the Net Revenues over Expenditures (Net Income) total cannot have a Section Type "Total" and Section Account Category "Changes Fund Balance" or "Changes Net Assets." HINT The best Section Account Category for this total is "Revenue."
- When printing the report with the Option "Include Equity Section" *selected*, the Ending Fund Balance/Net Assets total must have a Section Type "Total" and Section Account Category of "Fund Balance." HINT The best Section Account Category for this total is "Fund Balance."

We recommend setting up the Financial Statement Format the following way:

Section Title	Section Type	Section Account Category
Revenues	Other	Revenue
Expenditures	Other	Expense
Net Revenues/ Expenditures	Other	Revenue
Beginning Fund Balance/Net Asset	Other	Fund Balance/Net Asset
Changes in Fund Balance/Net Asset (if desired)	Other	Changes Fund Balance/Net Asset
Ending Fund Balance/Net Asset	Total	Fund Balance/Net Asset

Statement of Financial Position

Access this report using Reports>Financial Statements>Statement of Financial Position.

Use this report to print the ASC 958 (FAS 117 superseded) balance sheet equivalent. To produce ASC 958 (FAS 117 superseded) compliant reports use the Segment Substitution feature to report the Net

Asset section by Restriction (on the Options tab). To use this report the statement of financial position must first be set up using Reports>Financial Statements>Create Statement Formats.

- The "Drill Down" (page 28) feature, which allows you to view report data from the report balances level, down to the individual debits and credits that make up the balance. It is based on the financial statement formatting (Reports>Financial Statements>Create Statement Formats) and report setup criteria that was entered for this report. However, Drill Down does not offer report totals, such as, "Total Assets" and "Total Liabilities and Equity," for example but report totals like these are available in the printed report.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.


Encumbrances Users

You can include the EN (Encumbrance) and RV (Reserve for Encumbrance) accounts in your format by selecting the "Encumbrance Amounts" check box on the Options tab.

Multicurrency Users

The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Report Criteria

 Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

Use the Financial Statement Format box to select the financial statement to include in this report. And, the Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Financial Statement Section Titles	The financial statement level Section Titles that were set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. This column always prints on the report.
Account Code	The actual code assigned to the account. The report prints the account code, such as 201, 05, or 45001.
Title	The actual title assigned to the account code. The report prints the title, such as Housing, Federal Fund, or Service Fees.
Beginning Year Balance	The balance at the beginning of the current reporting year.
Beginning Period Balance	The balance at the beginning of the period before the current period amounts.
Current Period Balance	The balance for the current period. This period was designated in the Current Period Dates group box on the Setup tab. It is calculated by taking the debits minus the credits when the G/L Account Code's section account category is equal to Assets. Otherwise, calculate by taking the credits minus the debits.
Current Year Balance	The balance for the current year through the Ending Balances date from the Setup tab. It is calculated by taking the debits minus the credits when the G/L Account Code's section account category is equal to Assets. Otherwise, calculate by taking the credits minus the debits.
Prior Year	The balance from the prior year for the same time frame in

Column	Description
	comparison to the current year. Current year is defined as the time between the Current Reporting Year Begins date and the Ending Balances date. If these dates cover more than twelve months, the prior year amounts will also have the same number of months, but will be one year back.
Current Period Change	The monetary increase or decrease between the current balance and the balance at the beginning of the period.
Current Period % Change	The percentage increase or decrease between the current balance and the balance at the beginning of the period.
YTD Change	The monetary increase or decrease between the current year balance and the balance at the beginning of the year.
YTD % Change	The percentage increase or decrease between the current year balance and the balance at the beginning of the year.
Current Year Change	The monetary increase or decrease between the current year balance and the prior year balance for the same time frame.
Current Year % Change	The percentage increase or decrease between the current year balance and the prior year balance for the same time frame.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab, Filter tab, or Segment to Substitute for GL Segment on the Options tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Options Use this tab to set up any Available Options for the report.

Options	Description
Segment to Substitute for GL Segment	Select a segment to substitute for the General Ledger segment, or leave it at the default, None. The GL Code or GL Group Code must be selected in the Report Body in order to use this option. Selecting a group code is the same as filtering by group code on the entire report.
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Encumbrance Amounts	Select this option to have the EN (Encumbrance) and RV (Reserve for Encumbrance) accounts display in your format with the appropriate amounts. Whether the box is checked or not, this Encumbrance information is only available if you have set up the report format to include Encumbrance amounts (Reports>Financial Statements>Create Statement Format>Select Format tab).
Unposted Transactions	Select this option to include unposted transaction sessions. You can view how unposted transactions affect the detail balance information. When this option is selected, "Unposted Transactions Included in Report" prints in the report header.
Year End Adjustments	Select this option to mark the entry type as A (Year End Adjustments). The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Suppress Lines with All Zeros	Select this option to suppress any activity lines and Show Totals in the financial statement that net to a zero value. Totaling lines, as designated by the Financial Statement Format, will not be suppressed even if they net to a zero value. If it is not selected, every line prints, even if it has a zero value.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.

Options	Description
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined rate types—Daily Spot Rate and Monthly Average Rate.
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.



Layout

Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

- This report contains the print detail option that allows you to define (using the Reports>Financial Statements>Create Statement Formats form) whether a general ledger account prints in detail or not.
- This report prints all the Account Codes in one column and all the Account Titles in another column. Additionally, the Title column is required.
- This report always contains the Financial Statement Section Titles column. This column is the financial statement level Section Title that was set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. One to three sections (or levels) could have been set up in the

- outline. However, set the report options (using the Options tab) to three levels for all levels to appear on the report.
- In the Report Body group box, similar columns are grouped together and identified with a heading preceded by a collapsed  or expanded symbol . A collapsed symbol indicates the columns that belong to the heading are hidden. Click the collapsed symbol to expand the heading to see the columns contained within it. Likewise, an expanded symbol indicates the columns below it belong to that heading. For example, when you see Account Code with a symbol next to it, this means that Account Code is a heading and that every code name under it (such as GL Code, Fund Code) stays with the heading when it is moved to the Selected box.

Use the Mover buttons to move one item under a heading. However, if an item is moved from under one heading and then a different item is moved from another heading, the system keeps the items parallel. For example, move Fund Code from the Title heading. Then, move GL Code from the Account Code heading. The system automatically moves Fund Code from the Title heading and GL Code from the Account Code heading.

Since this report contains this feature, the line header is built in. Therefore, an item is printed one time per unique value. Each column, directly related to the item selected, prints in the line header on the same line.

Statement of Activities

Access this report using Reports>Financial Statements>Statement of Activities.

Use this report to print the ASC 958 (FAS 117 superseded) statement of revenues, expenditures, and changes in net assets equivalent. To produce ASC 958 (FAS 117 superseded) compliant reports use the Segment Substitution feature to report the Expense section by Functional Category (on the Options tab). This report contains:

- Segment columns, which allow you to produce a comparative report by segment code. Assign a Type of *Column* (on the Contents tab) to one of the segments. Then, use the Column Totals tab to subtotal any combination of codes and to print those subtotals in a column on the report.
- The "[Drill Down](#)" (page 28) feature, which allows you to view report data from the report balances level, down to the individual debits and credits that make up the balance. It is based on the financial statement formatting (Reports>Financial Statements>Create Statement Formats) and report setup criteria that was entered for this report. However, Drill Down does not offer report totals, such as, "Total Revenue," "Total Expenditures," and "Ending Net Assets," for example but report totals like these are available in the printed report.

Important! Certain requirements must be followed for the Financial Statement Format when running the Statement of Activities and any Statement of Revenues and Expenditures type report. (The statement of activities was set up using Reports>Financial Statements>Create Statement Formats.) This will ensure that the Fund Balance/Net Assets section totals correctly. See ["Requirements for the Financial Statement Format"](#) (page 168) for specific information about these requirements.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Multicurrency Users

The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

Use the Financial Statement Format box to select the financial statement to include in this report. And, the Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Financial Statement Section Titles	The financial statement level Section Titles that were set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. This column always prints on the report.
Title	The Financial Statement Level Titles, Account Titles, and Group Titles, which depend on the selected financial statement levels, account codes, and group codes. The column title does not print on the report.
Account Code	The actual code assigned to the account. The report prints the account code, such as 201, 05, or 45001.
Account Amount	Calculated by taking the debits minus the credits when the GL Account Code's Section Account Category is Expenditure. Otherwise, it is calculated by taking the credits minus the debits. If you select a segment with a Type of <i>Column</i> in the Items by Page group box, the system prints a column for Actual, Budget, and Variance. The Budget column displays the budget figures based on the Budget Version selected on the Options tab.
Total	The amount for all the segment columns. The system sums the debits minus the credits when the GL Account Code's Section Account Category is an Expenditure. Otherwise, it is calculated by taking the credits minus the debits. If you select a segment with a Type of <i>Column</i> in the Items by Page group box, the system prints a column for Actual, Budget, and Variance. The Budget column displays the budget figures based on the Budget Version selected on the Options tab.

 Filter

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab, Filter tab, or Segment to Substitute for GL Segment on the Options tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Column Totals Use this tab to subtotal any combination of codes and to print those subtotals in a column on the report. This tab is only available if a Type of *Column* was selected in the Items by Page group box on the Contents tab.

Options Use this tab to set up any Available Options for the report.

Options	Description
Segment to Substitute for GL Segment	Select a segment to substitute for the General Ledger segment, or leave it at the default, None. The GL Code or GL Group Code must be selected in the Report Body in order to use this option. Selecting a group code is the same as filtering by group code on the entire report.
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Budget Version ID	Select a budget version in which to base the budget amounts. Budget versions are created by the Administrator using Organization>Set Up Modules>Budget>Budget Versions.
Equity Section	Select this option to include (when the box is checked) or exclude (when the box is not checked) the Equity Section on the printed report. Whether the box is checked or not, this Equity information is only available if you have set up the report format to include Equity. The report format setup is found at

Options	Description
	Reports>Financial Statements>Create Statement Format>Create Outline tab.
Encumbrances as Expenditures	Select this option to include (when the box is checked) or exclude (when the box is not checked) the encumbrances as expenditures. This option is only available if the Encumbrances module is installed.
Year End Adjustments	Select this option to mark the entry type as A (Year End Adjustments). The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Suppress Columns When the Column is Zero for the Entire Report	<p>Select this option to suppress columns that have all zeros. Please note that this only applies to columns that have a zero value throughout the entire report.</p> <p>For example, suppose there is a page break on the report by "Fund" and the columnar segment is "Program." The column may be zero for a Program Code on the first page, but that same column may NOT be zero for the Fund on page two. Therefore, the column will not be suppressed at all because there are values associated with it somewhere in the report that are not zero.</p>
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined rate types—Daily Spot Rate and Monthly Average



Options	Description
	Rate.
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it.

The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- You must select at least one numeric column in order to print, print preview, or print to screen.
- This report contains the print detail option that allows you to define (using the Reports>Financial Statements>Create Statement Formats form) whether a general ledger account prints in detail or not.
- When any option from the Date Items drop-down list (except Custom) is selected, report dates are automatically adjusted each time the report is processed. For example, choose a Report Date of This Month and process the report on 10/15/20xx, you get a report with the month of October. If the report is processed on 11/15/20xx, you get a report with the month of November. In other words, you do not have to return to this tab each month to change the Current Period Dates.
- If Custom is chosen as the Date Item, you are required to enter the dates MM/DD/YYYY through MM/DD/YYYY on this tab. These Opening and Ending Balances dates do not change each time the report is processed.
- This report prints all Account Codes in one column and all Account Titles in another column. Additionally, the Title column is required.
- Use segment columns to produce a comparative report by segment code. The system allows up to 100 separate segment columns for each, such as Fund and Department.
- The report always contains the Financial Statement Section Titles column. This column is the financial statement level Section Title that was set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. One to three sections (or levels) could have been set up in the outline. However, set the report options (using the Options tab) to three levels for all levels to appear on the report.
- In the Report Body group box, similar columns are grouped together and identified with a heading preceded by a collapsed  or expanded symbol . A collapsed symbol indicates the columns that belong to the heading are hidden. Click the collapsed symbol to expand the heading to see the columns contained within it. Likewise, an expanded symbol indicates the columns below it belong to that heading. For example, when you see Account Code with a symbol next to it, this means that Account Code is a heading and that every code name under it (such as GL Code, Fund Code) stays with the heading when it is moved to the Selected box.

Use the Mover buttons to move one item under a heading. However, if an item is moved from under one heading and then a different item is moved from another heading, the system keeps the items parallel. For example, move Fund Code from the Title heading. Then, move GL Code from the Account Code heading.

The system automatically moves Fund Code from the Title heading and GL Code from the Account Code heading.

Since this report contains this feature, the line header is built in. Therefore, an item is printed one time per unique value. Each column, directly related to the item selected, prints in the line header on the same line.

Balance Sheet

Access this report using Reports>Financial Statements>Balance Sheet.

Use this report to view a standard balance sheet. This report can be used to comply with ASC 958 (FAS 117 superseded)/GASB if the Segment Substitution feature is used to report the Net Asset section by Restriction (on the Options tab). To use this report a balance sheet must first be set up using Reports>Financial Statements>Create Statement Formats. This report contains:

- Additional items and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, or *Non-Editable Drop-Down List* are available in the Items by Page group box on the Content tab and are listed as an available filter.
- The "[Drill Down](#)" (page 28) feature, which allows you to view report data from the report balances level, down to the individual debits and credits that make up the balance. It is based on the financial statement formatting (Reports>Financial Statements>Create Statement Formats) and report setup criteria that was entered for this report. However, Drill Down does not offer report totals, such as, "Total Assets" and "Total Liabilities and Equity," for example but report totals like these are available in the printed report.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Encumbrances Users

You can include the EN (Encumbrance) and RV (Reserve for Encumbrance) accounts in your format by selecting the "Encumbrance Amounts" check box on the Options tab.

Multicurrency Users

The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). Translated amounts do not apply to user defined fields.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

Use the Financial Statement Format box to select the financial statement to include in this report. And, the Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Financial Statement Section Titles	The financial statement level Section Titles that were set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. This column always prints on the report.
Title	The actual title assigned to the account code. The report prints the title, such as Housing, Federal Fund, or Service Fees.

Column	Description
Account Code	The actual code assigned to the account. The report prints the account code, such as 201, 05, or 45001.
Beginning Year Balance	The balance at the beginning of the current reporting year.
Beginning Period Balance	The balance at the beginning of the period before the current period amounts.
Current Period Balance	The balance for the current period. This period was designated in the Current Period Dates group box on the Setup tab. It is calculated by taking the debits minus the credits when the G/L Account Code's section account category is equal to Assets. Otherwise, calculated by taking the credits minus the debits.
Current Year	The balance for the current year through the Ending Balances date from the Setup tab. It is calculated by taking the debits minus the credits when the G/L Account Code's section account category is equal to Assets. Otherwise, calculated by taking the credits minus the debits.
Prior Year	The balance from the prior year for the same time frame in comparison to the current year. Current year is defined as the time between the Current Reporting Year Begins date and the Ending Balances date. If these dates cover more than twelve months, the prior year amounts will also have the same number of months, but will be one year back.
Current Period Change	The monetary increase or decrease between the current balance and the balance at the beginning of the period.
Current Period % Change	The percentage increase or decrease between the current balance and the balance at the beginning of the period.
YTD Change	The monetary amount increase or decrease between the current year balance and the balance at the beginning of the year.
YTD % Change	The percentage increase or decrease between the current year balance and the balance at the beginning of the year.

Column	Description
Current Year Change	The monetary increase or decrease between the current year balance and the prior year balance for the same time frame.
Current Year % Change	The percentage increase or decrease between the current year balance and the prior year balance for the same time frame.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab, Filter tab, or Segment to Substitute for GL Segment on the Options tab.

Options Use this tab to set up any Available Options for the report.

Options	Description
Segment to Substitute for GL Segment	Select a segment to substitute for the General Ledger segment, or leave it at the default, None. The GL Code or GL Group Code must be selected in the Report Body in order to use this option. Selecting a group code is the same as filtering by group code on the entire report.
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Encumbrance Amounts	Select this option to have the EN (Encumbrance) and RV (Reserve for Encumbrance) accounts display in your format with the appropriate amounts. Whether the box is checked or not, this Encumbrance information is only available if you have set up the report format to include Encumbrance amounts (Reports>Financial Statements>Create Statement



Options	Description
	Format>Select Format tab).
Unposted Transactions	Select this option to include unposted transaction sessions. You can view how unposted transactions affect the detail balance information. When this option is selected, "Unposted Transactions Included in Report" prints in the report header.
Year End Adjustments	Select this option to mark the entry type as A (Year End Adjustments). The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Suppress Lines with All Zeros	Select this option to suppress any activity lines and Show Totals in the financial statement that net to a zero value. Totaling lines, as designated by the Financial Statement Format, will not be suppressed even if they net to a zero value. If it is not selected, every line prints, even if it has a zero value.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined rate types—Daily Spot Rate and Monthly Average Rate.

Options	Description
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- A cross year report can be created with balances outside the organization's fiscal year (Setup tab). However, this report cannot be generated with groups and balances outside the organization's fiscal year.
- Use balances for Assets, Liabilities, and Net Assets. Revenue and Expense accounts always have a zero balance at the beginning of the year. When an organization's fiscal year is closed, the balance sheet account is carried forward to the new year, but new net assets balances are calculated based on the prior year.
- In the Report Body group box, similar columns are grouped together and identified with a heading preceded by a collapsed  or expanded symbol . A collapsed symbol indicates the columns that belong to the heading are hidden. Click the collapsed symbol to expand the heading to see the columns contained within it. Likewise, an expanded symbol indicates the columns below it belong to that heading. For example, when you see Account Code with a symbol next to it, this means that Account Code is a heading and that every code name under it (such as GL Code, Fund Code) stays with the heading when it is moved to the Selected box.

Use the Mover buttons to move one item under a heading. However, if an item is moved from under one heading and then a different item is moved from another heading, the system keeps the items parallel. For example, move Fund Code from the Title heading. Then, move GL Code from the Account Code heading. The system automatically moves Fund Code from the Title heading and GL Code from the Account Code heading.

Since this report contains this feature, the line header is built in. Therefore, an item is printed one time per unique value. Each column, directly related to the item selected, prints in the line header on the same line.

Combining Balance Sheet

Access this report using Reports>Financial Statements>Combining Balance Sheet.

Use this report to view the balance sheet with a selected segment in columnar format across the page, for example, you can print the balance sheet for the grant segment with Grant amounts listed side by side in columnar format. The Combining Balance Sheet:

- Can be used to comply with ASC 958 (FAS 117 superseded)/GASB if the Segment Substitution feature is used to report the Net Asset section by Restriction (on the Options tab).

- Contains Segment columns, which allow you to produce a comparative report by segment code. Assign a Type of *Column* (on the Contents tab) to one of the segments. Then, use the Column Totals tab to subtotal any combination of codes and to print those subtotals in a column on the report.

To use this report, a balance sheet must first be set up using Reports>Financial Statements>Create Statement Formats.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

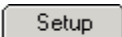
Encumbrances Users

You can include the EN (Encumbrance) and RV (Reserve for Encumbrance) accounts in your format by selecting the "Encumbrance Amounts" check box on the Options tab.

Multicurrency Users

The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Report Criteria

 Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

Use the Financial Statement Format box to select the financial statement to include in this report. And, the Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Financial Statement Section Titles	The financial statement level Section Titles that were set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. This column always prints on the report.
Title	The Financial Statement Level Titles, Account Titles, and Group Titles, which depend on the selected financial statement levels, account codes, and group codes. The column title does not print on the report.
Account Code	The actual code assigned to the account. The report prints the account code, such as 201, 05, or 45001.
Account Amount	Calculated by taking the debits minus the credits when the GL Account Code's Section Account Category is Asset. Otherwise, it is calculated by taking the credits minus the debits. The report includes segment columns when the segment is designated as <i>Column</i> for the Type in the Items by Page group box.
Total	The amount for all the segment columns. The system sums the debits minus the credits when the GL Account Code's Section Account Category is an Asset. Otherwise, it is calculated by taking the credits minus the debits.

Filter

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab, Filter tab, or Segment to Substitute for GL Segment on the Options tab.

ColumnTotals Use this tab to subtotal any combination of codes and to print those subtotals in a column on the report. This tab is only available if a Type of *Column* was selected in the Items by Page group box on the Contents tab.

Options Use this tab to set up any Available Options for the report.

Options	Description
Segment to Substitute for GL Segment	Select a segment to substitute for the General Ledger segment, or leave it at the default, None. The GL Code or GL Group Code must be selected in the Report Body in order to use this option. Selecting a group code is the same as filtering by group code on the entire report.
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Encumbrance Amounts	Select this option to have the EN (Encumbrance) and RV (Reserve for Encumbrance) accounts display in your format with the appropriate amounts. Whether the box is checked or not, this Encumbrance information is only available if you have set up the report format to include Encumbrance amounts (Reports>Financial Statements>Create Statement Format>Select Format tab).
Year End Adjustments	Select this option to mark the entry type as A (Year End Adjustments). The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Suppress Columns When the	Select this option to suppress columns that have all zeros.

Options	Description
Column is Zero for the Entire Report	Please note that this only applies to columns that have a <i>zero</i> value throughout the entire report.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined rate types—Daily Spot Rate and Monthly Average Rate.
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.

Layout

Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it.

The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- A cross year report can be created with balances outside the organization's fiscal year (Setup tab). However, this report cannot be generated with groups and balances outside the organization's fiscal year.
 - This report contains the print detail option that allows you to define (using the Reports>Financial Statements>Create Statement Formats form) whether a general ledger account prints in detail or not.
 - When the organization was set up by the Administrator using the File>New Organization wizard, a fiscal year-ends was designated for it. Ideally, at the end of the organization's fiscal year, the year should be closed using the Activities>Close Fiscal Year form. When a fiscal year is closed, the balances are carried forward to the new year.
 - Use balances for Assets, Liabilities, and Net Assets. Revenue and Expense accounts always have a zero balance at the beginning of the year. When an organization's fiscal year is closed, the balance sheet account is carried forward to the new year, but new net assets balances are calculated based on the prior year.
 - This report prints all Account Codes in one column and all Account Titles in another column. Additionally, the Title column is required.
 - Use segment columns to produce a comparative report by segment code. The system allows up to 100 separate segment columns for each, such as Fund and Department.
 - This report always contains the Financial Statement Section Titles column. This column is the financial statement level Section Title that was set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
-

Statement of Revenues and Expenditures

Access this report using Reports>Financial Statements>Statement of Revenues and Expenditures.

Use this report to view the standard statement of revenues and expenditures with budget to actual comparisons. This report is used to view your current budget position with previous years. It contains:

- Additional items and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, or *Non-Editable Drop-Down List* are available in the Items by Page group box on the Content tab and are listed as an available filter.

- The ["Drill Down" \(page 28\)](#) feature, which allows you to view report data from the report balances level, down to the individual debits and credits that make up the balance. It is based on the financial statement formatting (Reports>Financial Statements>Create Statement Formats) and report setup criteria that was entered for this report. However, Drill Down does not offer report totals, such as "Total Revenue," "Total Expenditures," and "Net Revenue Over Expenditures," for example but report totals like these are available in the printed report.
- The Chart Settings feature, which allows you to generate custom line, bar, column, or pie charts from reports. See ["Chart Settings - Setup Tab" \(page 35\)](#).
- The ["Custom Columns" \(page 39\)](#) feature, which allows you to create report columns that are not provided by the system. These columns can be set up to override report dates or create custom formulas. Budget variance and percentage columns must be set up using custom columns.

Important! Certain requirements must be followed for the Financial Statement Format when running the Statement of Activities and any Statement of Revenues and Expenditures type report. (The statement of revenues and expenditures was set up using Reports>Financial Statements>Create Statement Formats.) This will ensure that the Fund Balance/Net Assets section totals correctly. See ["Requirements for the Financial Statement Format" \(page 168\)](#) for specific information about these requirements.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Budget Users

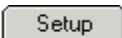
Budget amounts are calculated by taking the Decreases minus Increases when the G/L Account Code's account type is one of the following: EXP, ARO, PLO, IFR, FAO, OA, IFT, REV, APO, IFP, OL, or NAE, and when the Section Account Category (Financial Statement Format) is equal to one of the following: Revenue, Expense, Fund Balance, and Change Fund Balance. Otherwise, it is calculated by taking the Increases minus Decreases.

Select a Budget Version (on the Options tab) in which to base the budget amounts. Budget Versions were created by the Administrator using Organization>Set Up Modules>Budget>Budget Versions.

Multicurrency Users

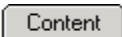
The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). Translated amounts do not apply to custom columns or user defined fields.

Report Criteria

 Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

Use the Financial Statement Format box to select the financial statement to include in this report. And, the Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time.

 Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined. Columns that use a period of Opening Balances Date through Ending Balances Date, or Current Reporting Year Begins Date through Ending Balances Date, use the dates specified on the Setup tab of the report. However, if a column uses the Total Budget Dates, this range was assigned on the Options tab of the report.

Column	Description
Financial Statement Section Titles	The financial statement level Section Titles that were set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. This column always prints on the report.
Title	The actual title assigned to the account code. The report prints the title, such as Housing, Federal Fund, or Service Fees.
Account Code	The actual code assigned to the account. The report prints the account code, such as 201, 05, or 45001.
Beginning Period Actual	The actual amounts for the current reporting period. The reporting period was designated using the Opening Balances date and Ending Balances date on the Setup tab.
Current Period Actual	Calculated by taking the debits minus the credits when the G/L Account Code's Section Account Category is Expenditures. Otherwise, calculated by taking the credits minus the debits.
Prior Year Current Period Actual	Calculated by taking the debits minus the credits when the G/L Account Code's Section Account Category is Fund Balance. Otherwise, calculated by taking the credits minus the debits.
Current Period Change	The monetary increase or decrease between the current balance and the balance at the beginning of the period.
Current Period % Change	The percentage increase or decrease between the current balance and the balance at the beginning of the period.
Current Year Actual	Calculated by taking the debits minus the credits when the G/L Account Code's Section Account Category is Expenditures. Otherwise, calculated by taking the credits minus the debits. This amount is based on the organization's fiscal year.
Prior Year Actual	Calculated by taking the debits minus the credits when the G/L Account Code's Section Account Category is Expenditures. Otherwise, calculated by taking the credits minus the debits. This amount is based on the organization's prior year. Prior year actual only builds totals up through the current period end month for the previous year.

Column	Description
Current Year Change	The monetary increase or decrease between the current year balance and the prior year balance for the same time frame.
Current Year % Change	The percentage increase or decrease between the current year balance and the prior year balance for the same time frame.
Current Period Budget - {Budget Version Display Name}	Calculated by taking the net amount of budget decreases and increases for the period Opening Balances Date through the Ending Balances Date for the specified Budget Version.
Current Period Budget Variance - {Budget Version Display Name}	This is the expense and revenue variance for the calculation between the Current Period Actual amounts and the Current Period Original Budget amounts.
YTD Budget - {Budget Version Display Name}	Calculated by taking the net amount of budget decreases and increases for the period Current Reporting Year Begins Date through the Ending Balances Date of the current year for the specified Budget Version.
YTD Budget Variance - {Budget Version Display Name}	This is the expense and revenue variance for the calculation between the Current Year Actual amounts and the YTD Original Budget amounts.
Total Budget - {Budget Version Display Name}	Calculated by taking the net amount of decreases and increases for the period Total Budget From date through the Total Budget Through date for the specified Budget Version.
Total Budget Variance - {Budget Version Display Name}	This is the expense and revenue variance for the calculation between the Current Year Actual amount and the Total Original Budget amounts.
Percent Total Budget Remaining - {Budget Version Display Name}	This amount, which is represented using a percentage, is calculated by taking the Total Original Budget less the Current Year Actual, and then dividing the result by the Total Original Budget.
{Custom Column}	A custom column that was created.



Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab, Filter tab, or Segment to Substitute for GL Segment on the Options tab.

Options Use this tab to set up any Available Options for the report.

Options	Description
Segment to Substitute for GL Segment	Select a segment to substitute for the General Ledger segment, or leave it at the default, None. The GL Code or GL Group Code must be selected in the Report Body in order to use this option. Selecting a group code is the same as filtering by group code on the entire report.
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Total Budget	Select the start and end date you want to use to calculate and print total budget amounts. This range can exceed a 12 month interval.
Equity Section	Select this option to include (when the box is checked) or exclude (when the box is not checked) the Equity Section on the printed report. Whether the box is checked or not, this Equity information is only available if you have set up the report format to include Equity. The report format setup is found at Reports>Financial Statements>Create Statement Format>Create Outline tab.
Encumbrances as Expenditures	Select this option to include (when the box is checked) or exclude (when the box is not checked) the encumbrances as expenditures. This option is only available if the Encumbrances module is installed.
Year End Adjustments	Select this option to mark the entry type as A (Year End

Options	Description
	Adjustments). The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Unposted Transactions	Select this option to include all unposted transactions.
Suppress Lines with All Zeros	Select this option to suppress any activity lines and Show Totals in the financial statement that net to a zero value. Totaling lines, as designated by the Financial Statement Format, will not be suppressed even if they net to a zero value. If it is not selected, every line prints, even if it has a zero value..
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined rate types—Daily Spot Rate and Monthly Average Rate.
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.

Layout

Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it.

The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- If you selected rounding to a whole number (Report Setup>Options tab) for this report, the system applies rounding to all columns with amounts, including custom columns. Therefore, even if you enter a number of decimal places for a custom column, the system reports all custom column amounts or numbers rounded to a whole number.
- A cross year report can be created with balances outside the organization's fiscal year (Setup tab). However, this report cannot be generated with groups and balances outside the organization's fiscal year.
- This report prints all Account Codes in one column and all Account Titles in another column. Additionally, the Title column is required.
- This report always contains the Financial Statement Section Titles column. This column is the financial statement level Section Title that was set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. One to three sections (or levels) could have been set up in the outline. However, set the report options (using the Options tab) to three levels for all levels to appear on the report.

Combining Statement of Revenues and Expenditures

Access this report using Reports>Financial Statements>Combining Statement of Revenues and Expenditures.

Use this report to view the statement of revenues and expenditures with a selected segment in columnar format across the page. For example, this report can be used to print the statement of revenues and expenditures for the department segment with Department amounts listed side by side in columnar format. This report contains:

- The Segment columns, which allow you to produce a comparative report by segment code. Assign a Type of *Column* (on the Contents tab) to one of the segments. Then, use the Column Totals tab to subtotal any combination of codes and to print those subtotals in a column on the report.

- The Chart Settings feature, which allows you to generate custom line, bar, column, or pie charts from reports. See ["Chart Settings - Setup Tab" \(page 35\)](#).

Important! Certain requirements must be followed for the Financial Statement Format when running the Statement of Activities and *any* Statement of Revenues and Expenditures type report. (The statement of revenues and expenditures was set up using Reports>Financial Statements>Create Statement Formats.) This will ensure that the Fund Balance/Net Assets section totals correctly. See ["Requirements for the Financial Statement Format" \(page 168\)](#) for specific information about these requirements.

Advanced Security Users

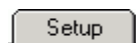
Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Multicurrency Users

The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Report Criteria



Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

Use the Financial Statement Format box to select the financial statement to include in this report. And, the Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time.

Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Financial Statement Section Titles	The financial statement level Section Titles that were set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. This column always prints on the report.
Title	The Financial Statement Level Titles, Account Titles, and Group Titles, which depend on the selected financial statement levels, account codes, and group codes. The column title does not print on the report.
Account Code	The actual code assigned to the account. The report prints the account code, such as 201, 05, or 45001.
Account Amount	Calculated by taking the debits minus the credits when the GL Account Code's Section Account Category is Expenditure. Otherwise, it is calculated by taking the credits minus the debits. The report includes segment columns when the segment is designated as <i>Column</i> for the Type in the Items by Page group box.
Total	The amount for all the segment columns. The system sums the debits minus the credits when the GL Account Code's Section Account Category is an Expenditure. Otherwise, it is calculated by taking the credits minus the debits.

Filter

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups

Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the

report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab, Filter tab, or Segment to Substitute for GL Segment on the Options tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Column Totals Use this tab to subtotal any combination of codes and to print those subtotals in a column on the report. This tab is only available if a Type of *Column* was selected in the Items by Page group box on the Contents tab.

Options Use this tab to set up any Available Options for the report.

Options	Description
Segment to Substitute for GL Segment	Select a segment to substitute for the General Ledger segment, or leave it at the default, None. The GL Code or GL Group Code must be selected in the Report Body in order to use this option. Selecting a group code is the same as filtering by group code on the entire report
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Equity Section	Select this option to include (when the box is checked) or exclude (when the box is not checked) the Equity Section on the printed report. Whether the box is checked or not, this Equity information is only available if you have set up the report format to include Equity. The report format setup is found at Reports>Financial Statements>Create Statement Format>Create Outline tab.
Encumbrances as Expenditures	Select this option to include (when the box is checked) or exclude (when the box is not checked) the encumbrances as expenditures. This option is only available if the Encumbrances module is installed.



Options	Description
Year End Adjustments	Select this option to mark the entry type as A (Year End Adjustments). The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Suppress Columns When the Column is Zero for the Entire Report	<p>Select this option to suppress columns that have all zeros. Please note that this only applies to columns that have a zero value throughout the entire report.</p> <p>For example, suppose there is a page break on the report by "Fund" and the columnar segment is "Program." The column may be zero for a Program Code on the first page, but that same column may NOT be zero for the Fund on page two. Therefore, the column will not be suppressed at all because there are values associated with it somewhere in the report that are not zero.</p>
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined rate types—Daily Spot Rate and Monthly Average Rate.

Options	Description
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- A cross year report can be created with balances outside the organization's fiscal year (Setup tab). However, this report cannot be generated with groups and balances outside the organization's fiscal year.
- This report contains the print detail option that allows you to define (using the Reports>Financial Statements>Create Statement Formats form) whether a general ledger account prints in detail or not.
- When the organization was set up by the Administrator using the File>New Organization wizard, a fiscal year-ends was designated for it. Ideally, at the end of the organization's fiscal year, the year should be closed using the Activities>Close Fiscal Year form. When a fiscal year is closed, the balances are carried forward to the new year.
- Use balances for Assets, Liabilities, and Net Assets. Revenue and Expense accounts always have a zero balance at the beginning of the year. When an organization's fiscal year is closed, the balance sheet account is carried forward to the new year, but new net assets balances are calculated based on the prior year.
- When any option from the Date Items drop-down list (except Custom) is selected, report dates are automatically adjusted each time the report is processed. For example, choose a Report Date of This Month and process the report on 10/15/20xx; you get a report with the month of October. If the report is processed on 11/15/20xx, you get a report with the month of November. In other words, you do not have to return to this tab each month to change the Current Period Dates.
- If Custom is chosen as the Date Item, you are required to enter the dates MM/DD/YYYY through MM/DD/YYYY on this tab. These Opening and Ending Balances dates do not change each time the report is processed.
- This report prints all Account Codes in one column and all Account Titles in another column. Additionally, the Title column is required.
- Use segment columns to produce a comparative report by segment code. The system allows up to 100 separate segment columns for each, such as Fund and Department.
- The report always contains the Financial Statement Section Titles column. This column is the financial statement level Section Title that was set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
- In the Report Body group box, similar columns are grouped together and identified with a heading preceded by a collapsed  or expanded symbol . A collapsed symbol indicates the columns that

- belong to the heading are hidden. Click the collapsed symbol to expand the heading to see the columns contained within it. Likewise, an expanded symbol indicates the columns below it belong to that heading. For example, when you see Account Code with a symbol next to it, this means that Account Code is a heading and that every code name under it (such as GL Code, Fund Code) stays with the heading when it is moved to the Selected box.

Use the Mover buttons to move one item under a heading. However, if an item is moved from under one heading and then a different item is moved from another heading, the system keeps the items parallel. For example, move Fund Code from the Title heading. Then, move GL Code from the Account Code heading. The system automatically moves Fund Code from the Title heading and GL Code from the Account Code heading.

Since this report contains this feature, the line header is built in. Therefore, an item is printed one time per unique value. Each column, directly related to the item selected, prints in the line header on the same line.

Statement of Revenues and Expenditures by Period

Access this report using Reports>Financial Statements>Statement of Revenues and Expenditures by Period.

Use this report to view or print the posted balance information for any account combination desired. You can view the statement of revenues and expenditures with periods in columnar format across the page. The reporting periods can be viewed as monthly, quarterly, or yearly as defined on the Options tab. This report contains:

- The Chart Settings feature, which allows you to generate custom line, bar, column, or pie charts from reports. See ["Chart Settings - Setup Tab" \(page 35\)](#).
- The ["Custom Columns" \(page 39\)](#) feature, which allows you to create report columns that are not provided by the system. The columns in this report can be set up to use rolling dates, but cannot use a fixed report date. You can also create a column with custom formulas. Budget variance columns must be set up using custom columns.

Important! Certain requirements must be followed for the Financial Statement Format when running the Statement of Activities and *any* Statement of Revenues and Expenditures type report. (The statement of revenues and expenditures was set up using Reports>Financial Statements>Create Statement Formats.) This will ensure that the Fund Balance/Net Assets section totals correctly. See ["Requirements for the Financial Statement Format" \(page 168\)](#) for specific information about these requirements.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Multicurrency Users

The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module). Translated amounts do not apply to custom columns.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.


Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

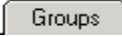
Use the Financial Statement Format box to select the financial statement to include in this report. And, the Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Financial Statement Section Titles	The financial statement level Section Titles that were set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. This column always prints on the report.
Title	The actual title assigned to the account code. The report prints the title, such as Housing, Federal Fund, or Service Fees.
Account Code	The actual code assigned to the account. The report prints the account code, such as 201, 05, or 45001.
Period Amount	A "by-period" column, which includes amounts for each actual and budget version. This amount is based on the dates entered for the Opening and Ending Balances on the Setup tab. It is also calculated by the reporting period selected on the Options tab—Monthly, Quarterly, or Yearly. For example, if <i>Actual and Budget - Original</i> was selected as the Period Amount, <i>1/1/15 through 12/31/15</i> was selected as the dates for the Opening and Ending Balances, and <i>Monthly</i> as the reporting period, the system prints 12 separate columns displaying for those months, and two columns displaying the reporting period amounts for each month.
Total	The sum of each Period Amount column.
{Custom Column}	A custom column that was created.

 Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

 Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab, Filter tab, or Segment to Substitute for GL Segment on the Options tab.

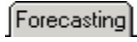
If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

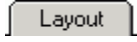
Options

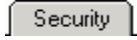
Use this tab to set up any Available Options for the report.

Options	Description
Segment to Substitute for GL Segment	Select a segment to substitute for the General Ledger segment, or leave it at the default, None. The GL Code or GL Group Code must be selected in the Report Body in order to use this option. Selecting a group code is the same as filtering by group code on the entire report.
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Reporting Period	Select how to display the reporting period amounts—Monthly, Quarterly, or Yearly. This period is based on the dates selected for the Opening and Ending Balances on the Setup tab. The reporting period amounts display in the Reporting Period Amount column on the Content tab.
Equity Section	Select this option to include (when the box is checked) or exclude (when the box is not checked) the Equity Section on the printed report. Whether the box is checked or not, this Equity information is only available if you have set up the report format to include Equity. The report format setup is found at Reports>Financial Statements>Create Statement Format>Create Outline tab.
Encumbrances as Expenditures	Select this option to include (when the box is checked) or exclude (when the box is not checked) the encumbrances as expenditures. This option is only available if the Encumbrances module is installed.
Year End Adjustments	Select this option to mark the entry type as A (Year End Adjustments). The entry is posted to the last day of the fiscal



Options	Description
	year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Suppress Lines with All Zeros	Select this option to suppress any activity lines and Show Totals in the financial statement that net to a zero value. Totaling lines, as designated by the Financial Statement Format, will not be suppressed even if they net to a zero value. If it is not selected, every line prints, even if it has a zero value.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined rate types—Daily Spot Rate and Monthly Average Rate. Custom rate types were created using Maintain>Multicurrency>Exchange Rate Types.
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.

 **Forecasting** Use this tab to forecast actual amounts based on budget amounts or prior actual amounts. To use this tab, *Actual* needs to be selected as a column on the Content tab.

 **Layout** Use this tab to change the font and page setup for a report.

 **Security** Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- If you selected rounding to a whole number (Report Setup>Options tab) for this report, the system applies rounding to all columns with amounts, including custom columns. Therefore, even if you enter a number of decimal places for a custom column, the system reports all custom column amounts or numbers rounded to a whole number.
- When any option from the Date Items drop-down list (except Custom) is selected, report dates are automatically adjusted each time the report is processed. For example, choose a Report Date of This Month and process the report on 10/15/20xx; you get a report with the month of October. If the report is processed on 11/15/20xx, you get a report with the month of November. In other words, you do not have to return to this tab each month to change the Current Period Dates.
- If Custom is chosen as the Date Item, you are required to enter the dates MM/DD/YYYY through MM/DD/YYYY on this tab. These Opening and Ending Balances dates do not change each time the report is processed.
- This report prints all the Account Codes in one column and all the Account Titles in another column. Additionally, the Title column is required.
- This report always contains the Financial Statement Section Titles column. This column is the financial statement level Section Title that was set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. One to three sections (or levels) could have been set up in the outline. However, set the report options (using the Options tab) to three levels for all levels to appear on the report.
- In the Report Body group box, similar columns are grouped together and identified with a heading preceded by a collapsed  or expanded symbol . A collapsed symbol indicates the columns that belong to the heading are hidden. Click the collapsed symbol to expand the heading to see the columns contained within it. Likewise, an expanded symbol indicates the columns below it belong to that heading. For example, when you see Account Code with a symbol next to it, this means that Account Code is a heading and that every code name under it (such as GL Code, Fund Code) stays with the heading when it is moved to the Selected box.

Use the Mover buttons to move one item under a heading. However, if an item is moved from under one heading and then a different item is moved from another heading, the system keeps the items parallel. For example, move Fund Code from the Title heading. Then, move GL Code from the Account Code heading. The system automatically moves Fund Code from the Title heading and GL Code from the Account Code heading.

Since this report contains this feature, the line header is built in. Therefore, an item is printed one time per unique value. Each column, directly related to the item selected, prints in the line header on the same line.

Statement of Cash Flows

Access this report using Reports>Financial Statements>Statement of Cash Flows.

Use this report to produce a statement of cash flows. The purpose of a statement of cash flows is to provide relevant information about the cash receipts and cash disbursements during a period and whether they stem from operating, investing, or financing activities.

To use this report the statement of cash flows must first be set up using Reports>Financial Statements>Create Statement Formats. This format is where you will design the statement format to follow, either the direct or indirect method of reporting cash flows.

Advanced Security Users

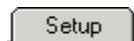
Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Multicurrency Users

The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Report Criteria

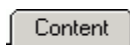


Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances

for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

Use the Financial Statement Format box to select the financial statement to include in this report. And, the Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time.

 Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Financial Statement Section Titles	The financial statement level Section Titles that were set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. This column always prints on the report.
Account Code	The actual code assigned to the account. The report prints the account code, such as 201, 05, or 45001.
Title	The actual title assigned to the account code. The report prints the title, such as Housing, Federal Fund, or Service Fees.
Current Period	The actual amounts received or expended for the current reporting period, which is between the Opening Balances date and the Ending Balances date (on the Setup tab).
Prior Year Current Period	The actual amounts received or expended for the prior year current reporting period, which is between the Prior Year Opening Balances date and the Prior Year Ending Balances date.
Current Year	The actual amount received or expended for the current fiscal year through the end of the report, which is between the Current Report Year Begins date and the Ending Balances Date (on the Setup tab).
Prior Year	The actual amounts received or expended for the prior fiscal

Column	Description
	year through the prior year-end of the report, which is between the Prior Year Current Report Year Begins date and the Prior Year Ending Balances date.
Current Period Change	The monetary increase or decrease between the current balance and the balance at the beginning of the period.
Current Period % Change	The percentage increase or decrease between the current balance and the balance at the beginning of the period.
Current Year Change	The monetary increase or decrease between the current year balance and the prior year balance for the same time frame.
Current Year % Change	The percentage increase or decrease between the current year balance and the prior year balance for the same time frame.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

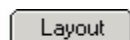
Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Options Use this tab to set up any Available Options for the report.

Options	Description
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Year End Adjustments	Select this option to mark the entry type as A (Year End

Options	Description
	Adjustments). The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Suppress Lines with All Zeros	Select this option to suppress any activity lines and Show Totals in the financial statement that net to a zero value. Totaling lines, as designated by the Financial Statement Format, will not be suppressed even if they net to a zero value. If it is not selected, every line prints, even if it has a zero value.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined rate types—Daily Spot Rate and Monthly Average Rate.
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.





Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- When any option from the Date Items drop-down list (except Custom) is selected, report dates are automatically adjusted each time the report is processed. For example, choose a Report Date of This Month and process the report on 10/15/20xx; you get a report with the month of October. If the report is processed on 11/15/20xx, you get a report with the month of November. In other words, you do not have to return to this tab each month to change the Current Period Dates.
- If Custom is chosen as the Date Item, you are required to enter the dates MM/DD/YYYY through MM/DD/YYYY on this tab. These Opening and Ending Balances dates do not change each time the report is processed.
- In the Report Body group box, similar columns are grouped together and identified with a heading preceded by a collapsed  or expanded symbol . A collapsed symbol indicates the columns that belong to the heading are hidden. Click the collapsed symbol to expand the heading to see the columns contained within it. Likewise, an expanded symbol indicates the columns below it belong to that heading. For example, when you see Account Code with a symbol next to it, this means that Account Code is a heading and that every code name under it (such as GL Code, Fund Code) stays with the heading when it is moved to the Selected box.

Use the Mover buttons to move one item under a heading. However, if an item is moved from under one heading and then a different item is moved from another heading, the system keeps the items parallel. For example, move Fund Code from the Title heading. Then, move GL Code from the Account Code heading. The system automatically moves Fund Code from the Title heading and GL Code from the Account Code heading.

Since this report contains this feature, the line header is built in. Therefore, an item is printed one time per unique value. Each column, directly related to the item selected, prints in the line header on the same line.

Combining Statement of Cash Flows

Access this report using Reports>Financial Statements>Combining Statement of Cash Flows.

Use this report to produce a statement of cash flows with the addition of totaling all Segment columns. The Segment columns allow you to produce a comparative report by segment code. Therefore, you need

to assign a Type of *Column* (on the Contents tab) to one of the segments. Then, use the Column Totals tab to subtotal any combination of codes and to print those subtotals in a column on the report.

To use this report the statement of cash flows must first be set up using Reports>Financial Statements>Create Statement Formats.

Advanced Security Users

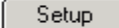
Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Multicurrency Users

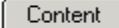
The Currency, Rate Type, Rate, and Exchange Rate Override options are only available if the Multicurrency module has been installed and added by the Administrator (Organization>Add a Module).

Report Criteria

 Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

Use the Financial Statement Format box to select the financial statement to include in this report. And, the Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time.

 Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.

- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Financial Statement Section Titles	The report prints the financial statement level Section Titles that were set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab. This column always prints on the report.
Title	The report prints Financial Statement Level Titles, Account Titles, and Group Titles depending on the selected financial statement levels, account codes, and group codes. The column title does not print on the report.
Account Code	The actual account code assigned to the account. The report prints the account code, such as 201, 05, or 45001.
Account Amount	Calculated by taking the debits minus the credits when the G/L Account Code's Section Account Category is Asset. Otherwise, this amount is calculated by taking the credits minus the debits. The report includes segment columns when the segment is designated as <i>Column</i> for the Type in the Items by Page group box.
Total	The amount for all segment columns. The system sums the debits minus the credits when the G/L Account Code's Section Account Category is an Asset. Otherwise, it is calculated by taking the credits minus the debits.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

If the report is printed using groups rather than individual account codes, only account codes included in the groups created for this Group Set print on the report. If there are account codes not included in a group, they do not print on the report.

Column Totals Use this tab to subtotal any combination of codes and to print those subtotals in a column on the report. This tab is only available if a Type of Column was selected in the Items by Page group box on the Contents tab.

Options Use this tab to set up any Available Options for the report.



Options	Description
Statement Level	Select this option to determine the statement level to print to. These levels (1-3) were created when the section titles were entered using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
Year End Adjustments	Select this option to mark the entry type as A (Year End Adjustments). The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Suppress Columns When the Column is Zero for the Entire Report	<p>Select this option to suppress columns that have all zeros. Please note that this only applies to columns that have a zero value throughout the entire report.</p> <p>For example, suppose there is a page break on the report by "Fund" and the columnar segment is "Program." The column may be zero for a Program Code on the first page, but that same column may NOT be zero for the Fund on page two. Therefore, the column will not be suppressed at all because there are values associated with it somewhere in the report that are not zero.</p>
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Currency	Select a non-functional currency type from the drop-down list to translate the financial statement to another currency that was

Options	Description
	previously set up by the Administrator (Organization>Currency Setup). Alternatively, select None to run the report in the functional currency.
Rate Type	Select an existing exchange rate type from the drop-down list. The system lists any custom types you created, along with two predefined rate types—Daily Spot Rate and Monthly Average Rate.
Rate	The system displays the exchange rate for the selected currency based on the rate type and report Ending Balances. This was entered on the Maintain>Multicurrency>Exchange Rates form. The system multiplies the Rate times the functional amount of the financial statement to translate the statement into the selected currency.
Exchange Rate Override	Enter the exchange rate of the currency selected. This overrides the Rate displayed. The system multiplies this new rate times the functional amount of the financial statement to translate the statement into the selected currency.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- When any option from the Date Items drop-down list (except Custom) is selected, report dates are automatically adjusted each time the report is processed. For example, choose a Report Date of This Month and process the report on 10/15/20xx; you get a report with the month of October. If the report is processed on 11/15/20xx, you get a report with the month of November. In other words, you do not have to return to this tab each month to change the Current Period Dates.
 - If Custom is chosen as the Date Item, you are required to enter the dates MM/DD/YYYY through MM/DD/YYYY on this tab. These Opening and Ending Balances dates do not change each time the report is processed.
 - In the Report Body group box, similar columns are grouped together and identified with a heading preceded by a collapsed  or expanded symbol . A collapsed symbol indicates the columns that belong to the heading are hidden. Click the collapsed symbol to expand the heading to see the columns contained within it. Likewise, an expanded symbol indicates the columns below it belong to that heading. For example, when you see Account Code with a symbol next to it, this means that Account Code is a heading and that every code name under it (such as GL Code, Fund Code) stays with the heading when it is moved to the Selected box.
 - This report prints all Account Codes in one column and all Account Titles in another column. Additionally, the Title column is required.
 - Use segment columns to produce a comparative report by segment code. The system allows up to 100 separate segment columns for each, such as Fund and Department.
 - This report always contains the Financial Statement Section Titles column. This column is the financial statement level Section Title that was set up using the Reports>Financial Statements>Create Statement Formats>Create Outline tab.
-

Chapter 13: GASB Reporting

Create GASB Statement Formats

Use this form to format the data requirements for the Governmental Accounting Standards Board (GASB) reporting. You will select the format, assign source codes, and assign the G/L accounts needed to produce the statement.

Create GASB Statement Formats - Select Format Tab

Access this tab using Reports>GASB Reporting>Create GASB Statement Formats. It is only available if the GASB Reporting module is installed and the organization's functional currency is USD (US Dollar).

Use this tab to assign the Format Name and the Statement Title for the GASB statement format.

Fields

Format Name: Enter a new format name, or select an existing one using the drop-down list. (The Format Name is different from the Statement Title. The Format Name describes and identifies the statement format, while the Statement Title prints on the actual statement.) We recommend limiting your report name to strictly alphabetic (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Statement Title: Enter the statement name, as it should appear in the header of the actual statement. The system defaults to *Statement of Activities*.

Tips:

- After a GASB statement format is created, print the statement using the Reports>Financial Statements>GASB Statement of Activities. For specific examples of the actual statement, see [Examples of the GASB Statement of Activities](#), later in this chapter.
 - The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
-

Create GASB Statement Formats - Assign Source Codes Tab

Access this tab using Reports>GASB Reporting>Create GASB Statement Formats. It is only available if the GASB Reporting module is installed and the organization's functional currency is USD (US Dollar).

Use this tab to assign the Source Segment, Function/Program, and Source Codes to the current GASB statement format. The Source Segment, that is selected, determines the Source Codes that display on this tab and ultimately print on the actual report. Basically, you are assigning the titles that will print on the left side of the report.

More...

Once a Source Code has been moved to the Selected Codes box for a designated Function/Program, it is not available for another Function/Program. For example, select Fund as the Source Segment, GA (Government Activities) as the Function/Program, and then move code 01 (General Fund) to the Selected Codes box. Now, change the Function/Program to CU (Component Units); code 01 is no longer available for selection.

Note: The information on this tab relates to the Title One Label <Summarize GL Accounts into the Source Segment Titles>, and does not print on the report unless it is selected on the Assign GL Accounts tab.

Fields

Source Segment: Select the source segment to associate with this format. This segment determines the Source Codes that display on this tab. (Segments were set up by the Administrator when the organization was created using the File>New Organization wizard.)

Function/Program: Select one of the following functions/programs. After it has been selected, the Source Codes display in the Available Codes box.

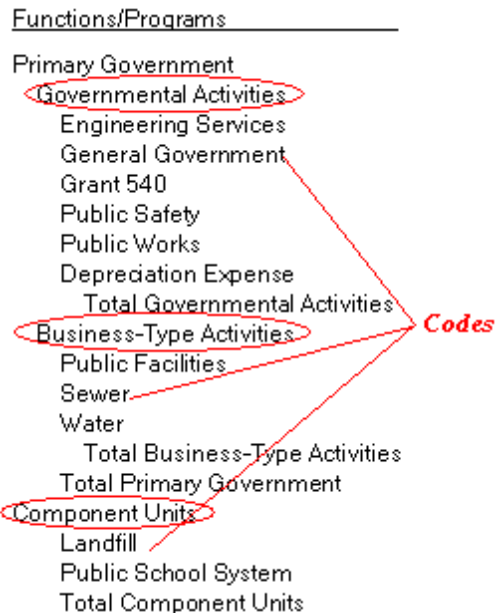
- GA - Government Activities
- BA - Business-Type Activities
- CU - Component Units

Source Codes Available Items, Selected Items: Select the source code to be assigned, and then click the Mover (>) to move it to the Selected Codes box.

Only unassigned codes display in the Available Codes box. Codes that have already been assigned to another Function/Program for the current statement format do not display in the Available Codes box. (Codes for each segment were set up using Maintain>Chart of Accounts Codes.)

Note: The Functions/Programs section consists of the rows that the Source Code/GL Account titles are displayed under on the actual statement. GL Accounts are assigned on the last tab, Assign GL Accounts tab.

The following outline shows how the codes display in the Functions/Programs section on the actual statement (this section is on the left side of the report). The three items circled are the pre-defined Functions/Programs, and the items listed under them are the assigned Source Code titles and/or GL Account titles.



Tips:

- Only one Source Segment per GASB statement format is allowed.
- When a new Source Segment is selected, the system refreshes this tab by removing all the selected codes; therefore, the Source Codes would need to be reassigned.
- If a nonbalancing or restriction-type segment is selected as the Source Segment, any entries that do not have the source segment assigned (for non revenue or expense accounts), will be included in the governmental activities.

Create GASB Statement Formats - Assign GL Accounts Tab

Access this tab using Reports>GASB Reporting>Create GASB Statement Formats. It is only available if the GASB Reporting module is installed and the organization's functional currency is USD (US Dollar).

Use this tab to assign specific General Ledger accounts to the current GASB statement format. Select the pre-defined Columns to assign Title Labels and GL Accounts to them. You are assigning the GL Accounts that will print under each column on the report.

More...

Once a GL Account has been moved to the Selected Codes box for a designated Column, it is not available for another Column. The only exception is the Indirect Expenses Allocation (IE) column. An account assigned to another Column can also be assigned to the IE column. For example, if the GL Account 50001 is assigned to the Expenses (DE) column, it can also be assigned to the IE column. However, this account cannot be assigned to any of the other columns.

Fields

Columns: Select a pre-defined column using the drop-down list. After a column is selected, assign the title labels, title one order (if applicable), and GL accounts for each column. These columns print across the top of the actual statement. Choose from the following columns:

- DE - Expenses
- IE - Indirect Expenses Allocation*
- CS - Charges for Services
- OG - Operating Grants and Contributions
- CG - Capital Grants and Contributions
- GA/BA/CU - Governmental Activities/Business-Type Activities/Component Units

*The IE column only reports JVA (Journal Vouchers - Allocation Management) entries. If the Allocation Management module is not installed, the report does not contain any information in this column. Also note that the IE column only reports on the source codes selected under the Function/Program GA (Governmental Activities) from the Assign Source Codes tab.

Please note that when printing the statement, the Column GA/BA/CU appears as three separate column titles (Governmental Activities, Business-Type Activities, and Component Units). An assigned GL Account will use the assigned Source Code (from the Assign Source Codes tab) to determine which columns (GA, BA, or CU) the GL amount will appear under in the General Revenues section on the statement.

Title One Label: If one of the first five columns is selected (DE, IE, CS, OG, CG), choose a pre-defined title label using the drop-down list.

- The pre-defined title labels of Primary Government and Component Units display in the Functions/Programs section on the actual statement. The Title Two Labels and assigned GL Account titles print below them.
- If <Summarize GL Accounts into the Source Segment Titles> is selected, the assigned GL Accounts are summarized to the Source Code level and the Source Code title prints (for example, Fund title or Department title). The GL Account titles and the < > signs do not print on the actual statement. These amounts are included in the Functions/Programs section (Governmental Activities, Business-Type Activities, and Component Units).

If the last Column is selected (GA/BA/CU), enter a title label of your own or select from one of the pre-defined title labels (General Revenues, Transfers, or Net Assets - Beginning). These title labels appear in the General Revenues section on the statement. Keep in mind, the General Revenues section reports in the Columns labeled GA, BA, and CU. These columns are different than the rows labeled GA, BA, and CU in the Functions/Programs section on the statement.

Title One Order: Enter an order number (0-99) if the Column GA/BA/CU is selected. The numbers entered here determine the order of the rows (Title One Labels) in the General Revenues section on the statement.

Title Two Label: If Primary Government was chosen as a Title One Label for the Columns DE, CS, OG, and CG, choose a pre-defined Title Two Label using the drop-down list. These title labels (Governmental Activities and Business-Type Activities) display in the Functions/Programs section on the statement, just below the Title One Labels.

(Optional) If the Column GA/BA/CU is selected, enter a title label of your own. These title labels appear in the General Revenues section on the statement.

GL Accounts Available Items, Selected Items: Select the GL account to be assigned, and then click the Mover (>) to move it to the Selected Codes box.

Only unassigned General Ledger accounts display in the Available Codes box. Accounts that have already been assigned to another Column for the current statement format do not display in the Available

Codes box. The only exception is the Indirect Expenses Allocation (IE) column. An account assigned to another Column can also be assigned to the IE column.

Note: For the GA/BA/CU Column, the GL accounts are not available for selection until a Title One Label has been entered.

If there is an assigned GL Account in the General Revenues section (the second section of the statement), and the record contains an unassigned Source Code, the GL amount will not appear on the statement. Also, an assigned GL Account that has a blank Source Segment (a Source Segment is not assigned to the GL Account) will appear in the Governmental Activities (GA) column in the General Revenues section.

Tips:

- A GL Account must be assigned to at least one Column in order to save a GASB statement format.
- After a GASB statement format is created, print the statement using the Reports>Financial Statements>GASB Statement of Activities.

The Columns print across the top of the statement, while the title labels and GL account titles print in the rows of the Functions/Programs and General Revenues sections. The Functions/Programs is the first section of the report, and the General Revenues is the second section. For specific examples of the actual statement, see ["Examples of the GASB Statement of Activities" \(page 228\)](#).

Examples of the GASB Statement of Activities

The ["GASB Statement of Activities" \(page 233\)](#) prints column heading labels that are pre-defined—meaning they cannot be changed. The rows are separated into two sections:

- Functions/Programs is the first section. It includes two parts—Primary Government (Governmental Activities and Business-Type Activities) and Component Units; they are pre-defined title labels. The source code titles and GL account titles that are assigned on the Assign Source Codes and Assign GL Accounts tabs appear under these pre-defined title labels.
- General Revenues is the second section. It contains user defined title labels which were set up on the Assign GL Accounts tab. Labels are only assigned if the GA/BA/CU Column is selected.

Column Heading Labels

The pre-defined Column Heading Labels (which are circled in the example below) print across the top of the statement, just below the header.

Social Service Agency Statement of Activities From 1/1/20xx Through 12/31/20xx		
Unrestricted	Temporarily Restricted	Permanently Restricted

Functions/Programs Section

The following example displays how the Title 1 and Title 2 Labels, Source Code Titles, and GL Account Titles display in the Functions/Programs section on the statement. The system prints the Totals for each Title 1 and Title 2.

<u>Functions/Programs</u>	
Primary Government	<i>Title 1</i>
Governmental Activities	<i>Title 2</i>
Engineering Services	<i>Source Code Title</i>
General Government	<i>Source Code Title</i>
Grant 540	<i>Source Code Title</i>
Public Safety	<i>Source Code Title</i>
Public Works	<i>Source Code Title</i>
Depreciation Expense	<i>GL Account Title</i>
Total Governmental Activities	
Business-Type Activities	<i>Title 2</i>
Public Facilities	<i>Source Code Title</i>
Sewer	<i>Source Code Title</i>
Water	<i>Source Code Title</i>
Total Business-Type Activities	
Total Primary Government	
Component Units	<i>Title 1</i>
Landfill	<i>Source Code Title</i>
Public School System	<i>Source Code Title</i>
Total Component Units	

General Revenues Section

The General Revenues section appears at the bottom of the statement. The Title 1s, Title 2s, and GL Account Titles are identified in the example below. The system prints the Totals for each Title 1 and Title 2. Net Assets - Ending automatically prints on the statement.

General Revenues	<i>Title 1</i>
Taxes	<i>Title 2</i>
Payment from City of Austin	<i>GL Account Title</i>
Property Taxes, Debt Service	<i>GL Account Title</i>
Property Taxes, General Purpose	<i>GL Account Title</i>
Total Taxes	<i>Title 2</i>
Investment Earnings	<i>GL Account Title</i>
Total General Revenues	
Transfers	<i>Title 1</i>
Due From Other Funds	<i>GL Account Title</i>
Due To Other Funds	<i>GL Account Title</i>
Total Transfers	
Net Assets - Beginning	<i>Title 1</i>
Fund Balance	<i>Title 2</i>
Net Assets	<i>GL Account Title</i>
Restricted for Debt Service	<i>GL Account Title</i>
Total Fund Balance	
Total Net Assets - Beginning	
Net Assets - Ending	

Copy GASB Formats

Access this form using Reports>GASB Reporting>Create GASB Statement Formats>



Copy. It is only available if the GASB Reporting module is installed and the organization's functional currency is USD (US Dollar).

Use this form to copy a GASB statement format. This process produces an exact duplicate of the original GASB statement format. For more information, see ["Create GASB Statement Formats" \(page 223\)](#).

Fields

Copy From Name: Enter an existing GASB format to copy, or select one from the drop-down list.

Copy To Name: Enter the name for the new GASB format to be created. The Drop-Down Lookup displays existing format names that are already in use and cannot be used again.

GASB Financial Statement Format List

Access this report using Reports>Lists>GASB Financial Statement Format. It is only available if the GASB Reporting module is installed and the organization's functional currency is USD (US Dollar).

Use this report to print a list of GASB financial statement formats. Statement formats were created using Reports>GASB Reporting>Create GASB Statement Formats.

The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Format Name	The format name designated on the Create GASB Statement Formats>Select Format tab, such as GASB Format 1.
Statement Title	The statement title associated with the format name, such as Statement of Activities.
Source Segment	The source segment designated on the Assign Source Codes tab, such as Fund.
Function/Program	The function/program associated with the source segment—GA (Government Activities), BA (Business-Type Activities), or CU (Component Units).
Source Code	The source code selected on the Assign Source Codes tab, such as 500.

Column	Description
Columns	The columns selected on the Assign GL Accounts tab: DE (Expenses) IE (Indirect Expenses Allocation) CS (Charges for Services) OG (Operating Grants and Contributions) CG (Capital Grants and Contributions) GA (Governmental Activities) BA (Business-Type Activities) CU (Component Units)
Title One Label	The title one label associated with each column.
Title One Order	The order (if applicable) associated with the title one label.
Title Two Label	The title two label (if applicable) associated with the title one label.
GL Code	The GL code associated with each column and title label, such as 40001.
GL Title	The title associated with the GL code, such as Property Taxes.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

GASB Statement of Activities

Access this report using Reports>GASB Reporting>GASB Statement of Activities. It is only available if the GASB Reporting module is installed and the organization's functional currency is USD (US Dollar).

Use this fixed-format report to print posted balance data. This report produces compliant Governmental Accounting Standards Board (GASB) reports. It formats the Statement of Activities so that function/program specific revenues and expenditures print across the page in pre-defined columns, while non-specific revenues are printed in the bottom section of the report. Please note that this report prints in a legal-landscape format.

The report consists of:

- Nine pre-defined columns, which cannot be changed: Expenses, Indirect Expenses Allocation, Charges for Services, Operating Grants and Contributions, Capital Grants and Contributions, Governmental Activities, Business-Type Activities, Total, and Component Units.
- Two row sections: the *Functions/Programs section* (which includes the Primary Government and Component Units) prints on the left of the statement, and the General Revenues section prints at the bottom of the statement. (After General Revenues, the report totals the Net Assets - Ending amount.)

To use this report GASB Statement Formats must first be set up using Reports>Financial Statements>Create GASB Statement Formats.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

Use the Financial Statement Format box to select the GASB statement format to include in this report. The GASB formats that display in this drop-down list were created using the Reports>Financial Statements>Create GASB Statement Formats form.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time. It allows the current fiscal year's reports to be accurate when the prior year is still open.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected on the Filter tab.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year End Adjustments	Select this option to mark the entry type as A (Year End Adjustments). The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.

Security

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- If an IFT-type GL account (interfund transfer) is assigned to the GASB Statement of Activities, the N (Normal) and A (End of Year Adjustments) entry types are used to determine the activity for the account.
- If a nonbalancing or restriction-type segment is selected for the source segment on the Reports>Financial Statements>Create GASB Statement Formats>Assign Source Codes tab, any entries that do not have the source segment assigned (for non revenue or expense accounts), will be included in the governmental activities.
- When any option from the Date Items drop-down list (except Custom) is selected, report dates are automatically adjusted each time the report is processed. For example, choose a Report Date of This Month and process the report on 10/15/20xx; you get a report with the month of October. If the report is processed on 11/15/20xx, you get a report with the month of November. In other words, you do not have to return to this tab each month to change the Current Period Dates.
- If Custom is chosen as the Date Item, enter the dates MM/DD/YYYY through MM/DD/YYYY on this tab. These Opening and Ending Balances dates do not change each time the report is processed.
- Report groups are only processed for the Source Segments (such as Grants) in the Functions/Programs section (Governmental Activities, Business-Type Activities, and Component Units) of the report, which is the part that is substituting the Grant segment for the GL segment. Therefore, report groups are not processed for the General Revenues section or any other individual GL accounts formatted to the report.
- Only one group set can be selected for this report.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Chapter 14: 990 Worksheets

990 Worksheets - Part I

Access this report using Reports>990 Worksheets>Part I. It is only available if the Form 990 was selected by the Administrator and the organization's functional currency is USD (US Dollar) on Organization>Organization Information>Organization tab and you must have at least three named segments which includes Function assignments of PGM and RES on the Segments tab.

Use this report to help when completing the Form 990 Summary, Part I. The intent of the report is to mimic very closely the actual Part I - Summary section of the Form 990 Return of Organizations Exempt From Income Tax. This is a fixed report which prints in a letter-portrait format with margins set to .25. You cannot customize the columns in the report; the system has already determined them.

You must have previously assigned a Form 990 Line Number to each account. The primary way of assigning Form 990 Line numbers is using the Reports>Assign Report Groups form for the <990 Part VIII>, <990 Part IX>, and <990 Part X> Group Sets or you can make assignments using the Maintain>Chart of Accounts Codes form.

Also, select the Include GL Details check box on the Options tab to include account codes and account totals on the report.

The report consists of:

- Sixteen pre-defined rows, which cannot be changed: 8 Contributions and grants, 9 Program service revenue, 10 Investment Income, 11 Other revenue, 12 Total revenue, 13 Grants and similar amounts paid, 14 Benefits paid to or for members, 15 Salaries, other compensation, employee benefits, 16a Professional fundraising fees, 16b Total fundraising expenses, 17 Other expenses, 18 Total expenses, 19 Revenues less expenses, 20 Total assets, 21 Total liabilities, and 22 Net assets or fund balances.
- Two column sections: the Prior Year/ Current Year section (which includes the Revenue and Expenses) prints to the right of the statement, and the Beginning of Year/End of Year section (which includes the Net Assets or Fund Balances) also prints to the right of the statement. (After Revenue and Expenses, the report totals the Net Assets.)

Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Data Consolidation Users

For Consolidated organizations, the minimum segment count is four named segments.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time. It allows the current fiscal year's reports to be accurate when the prior year is still open.

Note: The period of time between the Current Reporting Year Begins Date and the Ending Balance Date cannot exceed one year. Also, the Opening Balances Date should always match the Current Reporting Year for this report.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year End Adjustments	Select this option to include year-end adjustments on the report. This entry type (A Year End Adjustments) was designated during transaction entry. The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Include GL Details	Select this option to print, in ascending order, the GL codes and their titles that have been assigned to each of the 990 Line Numbers. The amounts, for each line, display in their respective columns to the right and totals follow below the last row of detail. Note that when Substitute Program Group Set is selected, the Group Code and their PGM assigned segment codes display instead of the GL codes and their titles.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Program Service Revenue: Substitute Program Group Set	If a Program Group Set was selected in the 990 Worksheet Part VIII, select it here in order to use the same program groups when calculating the Total Revenue. Also select the Include GL Details check box to display the GL Codes and their titles. Program Group Sets were created using Reports>Assign Report Groups and selecting the {PGM type} segment.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be deselected by any user other than the user that locked the report.

Tips:

- Use the 990 Worksheet Part VIII, Part IX, and Part X reports to compare with this summary of the 990 Worksheet.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

990 Worksheets - Part VIII

Access this report using Reports>990 Worksheets>Part VIII. It is only available if the Form 990 was selected by the Administrator and the organization's functional currency is USD (US Dollar) on Organization>Organization Information>Organization tab and you must have at least three named segments which include Function assignments of PGM and RES on the Segments tab.

Use this report to help when completing the Form 990 Statement of Revenue, Part VIII. The intent of the report is to mimic very closely the actual Part VIII - Statement of Revenue section of the Form 990 Return of Organizations Exempt From Income Tax. This is a fixed report which prints in a letter-portrait format with margins set to .25. You cannot customize the columns in the report; the system has already determined them.

You must have previously assigned a Form 990 Line Number to each account. The primary way of assigning Form 990 Line numbers is using the Reports>Assign Report Groups form for the <990 Part VIII> Group Set or you can make assignments using the Maintain>Chart of Accounts Codes form.

Also, select the Include GL Details check box on the Options tab to include account codes and account totals on the report.

More...

The system utilizes the PGM segment assignment made by the Administrator on the Organization>Organization Information>Segments tab to identify the segment that will define the program services. Only the PGM assigned segment codes with a 990 Line Number Assignment of Part IX: Col B (Program Services) and the GL codes with a 990 Line Number Assignment of 2, Col B Pt VIII, 2, Col C Pt VIII, and 2, Col D Pt VIII will be considered in the transaction pool for the Program Service Revenue section of this report. By default the report will rank the PGM assigned segment codes based on the Total Revenue for each in descending order. However, you can group several PGM assigned segment codes into a single Line 2 item by using the Substitute Program Group Set option.

The report consists of:

- Twelve pre-defined rows, which cannot be changed: 1a Federated campaigns, 1b Memberships, 1c Fundraising events, 1d Related organizations, 1e Government grants (contributions), 1f All other contributions, gifts, grants, and similar amounts not included above, 1g Noncash contributions included in lines 1a-1f, 1h Total. Add lines 1a-1f, 2a Program Service Revenue, 2b Program Service Revenue, 2c Program Service Revenue, 2d Program Service Revenue, 2e Program Service

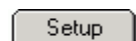
- Revenue, 2F All other program service revenue, 2g Total. Add lines 2a - 2f, 3 Investment income (including dividends, interest and other similar amounts), 4 Income from investment of tax-exempt bond proceeds, 5 Royalties, 6a Gross Rents, 6b Less: rental expenses, 6c Rental income or (loss), 6d Net rental income or (loss), 7a Gross amount from sales of assets other than inventory, 7b Less: cost or other basis and sales expenses, 7c Gain or (loss), 7d Net gain or (loss), 8a Gross income from fundraising events not including contributions on line 1c, 8b Less: direct expenses, 8c Net income or (loss) from fundraising events, 9a Gross income from gaming activities, 9b Less: direct expenses, 9c Net income or (loss) from gaming activities, 10a Gross sales of inventory, less returns and allowances, 10b Less: cost of goods sold, 10c Net income or (loss) from sales of inventory, 11a Miscellaneous Revenue, 11b Miscellaneous Revenue, 11c Miscellaneous Revenue, 11d All other revenue, 11e Total. Add lines 11a - 11d, 12 Total Revenue. Add lines 1h, 2g, 3, 4, 5, 6d, 7d, 8c, 9c, 10c, 11e.
- Additional columns are included to assign Business Codes to the programs listed under the Program Service Revenue and revenue lines listed under Miscellaneous Revenue (assignments can be made on the Options tab).
- Four column sections: (A) Total Revenue, (B) Related or Exempt Function Revenue, (C) Unrelated Business Revenue, and (D) Revenue Excluded from Tax under sections 512, 513, or 514.

Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Report Criteria



Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances

for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time. It allows the current fiscal year's reports to be accurate when the prior year is still open.

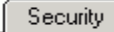
Note: The period of time between the Current Reporting Year Begins Date and the Ending Balance Date cannot exceed one year. Also, the Opening Balances Date should always match the Current Reporting Year for this report.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year End Adjustments	Select this option to include year-end adjustments on the report. This entry type (A Year End Adjustments) was designated during transaction entry. The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Include GL Details	Select this option to print, in ascending order, the GL codes and their titles that have been assigned to each of the 990 Line Numbers. The amounts, for each line, display in their respective columns to the right and totals follow below the last row of detail. Note that in the Program Service Revenue section when Substitute Program Group Set is selected, the Group Code and their PGM assigned segment codes display instead of the GL codes and their titles.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.
Program Service Revenue: Substitute Program Group Set	Select a Program Group Set from the available drop-down list. Once a Program Group Set has been substituted, the Group Codes replace the PGM assigned segment codes and are

Options	Description
	ranked by Total Revenue in descending order. Program Group Sets were created using Reports>Assign Report Groups and selecting the {PGM type} segment.
Program Service Revenue: Program Override	By default the report will rank the PGM assigned segment codes or group codes (if a Program Group Set has been substituted) based on the Total Revenue for each, in descending order. However, you can redefine the order or even exclude certain codes from the top 5 ranking, by selecting codes from the Program Override drop-down list for each of the Line 2 items. Note that all codes not listed in the top 5 ranking will be included in Line 2f - All other program service revenue.
Program Service Revenue: Business Code	Select a business code for Lines 2a - 2e Program Service Revenue. See " Codes for Unrelated Business Activity " (page 243) for a list of available business codes.
Miscellaneous Revenue: Business Code	Select a business code for Lines 11a - 11c Miscellaneous Revenue. See " Codes for Unrelated Business Activity " (page 243) for a list of available business codes.

 Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be deselected by any user other than the user that locked the report.

Tips:

- Remember, only the PGM assigned segment codes whose 990 line number assignment is Part IX: Col B (Program Services) are included in the Program Services Revenue section of this report.
- To create a comparable detail-style revenue report without the Line 2 Program Service Revenue, use the Reports>General Ledger Analysis>Comparative Trial Balance report. First, set up the report using the same Balances Dates and Current Period Dates as the 990 Worksheet Part VIII report; on the Content Tab, select these available columns: Account Code ({GL Type} Group Code, {GL Type} Code), and Current Balance; on the Groups Tab, select {GL Type} Group Selected Segments and select the Group Set <990 Part VIII>; on the Filter Tab, select {GL Type} Group Code “not like” 2%, and on the Options Tab, select the Include GL Details check box.

Then, to create a comparable detail-style report for the Line 2 Program Service Revenue, use the Reports>General Ledger Analysis>Comparative Trial Balance report. Set up the report using the same Balances Dates and Current Period Dates as the 990 Worksheet Part VIII report; on the Content Tab, select these available columns: Account Code ({GL Type} Group Code, {PGM Type} Group Code, {GL Type} Code), Current Balance; on the Groups Tab, select {GL Type} Group Selected Segments and select the Group Set <990 Part VIII> and select {PGM Type} Group Selected Segments and select the Group Set <990 Part IX>; and on the Filter Tab, select {GL Type} Group Code “like” 2% and {PGM Type} Group Code “=” Pt IX Col B.

For a comparable summary-style report, on the Content Tab, remove the Account Code ({GL Type} Code).

- This report uses the Form 990 Line Number codes assigned in the Reports>Assign Report Groups <990 Part VIII> Group Set to output the data and correlates directly to the financial information presented in Part VIII of that form. Since all of the 990 Group Sets associated with the GL segments have the same load list, it is easy to identify the GL codes that have not be assigned.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Codes for Unrelated Business Activity

The following table contains the 990 Worksheet Part VIII Business Codes. These numbers can be assigned to Lines 2a through 2e Program Service Revenue and 11a through 11c Miscellaneous Revenue using the Reports>990 Worksheets>Part VIII>Options tab.

Business Code	Description
110000	Agriculture, forestry, hunting, and fishing
111000	Crop production
211110	Oil and gas extraction
212000	Mining (except oil and gas)
221000	Utilities
230000	Construction
236000	Construction of buildings
310000	Manufacturing
323100	Printing and related support activities
339110	Medical equipment and supplies manufacturing
423000	Merchant wholesalers, non-durable goods
424000	Merchant wholesalers, durable goods
441100	Automobile dealers Specialty food stores
442000	Furniture and home furnishings stores
443120	Computer and software stores
444100	Building materials and supplies dealers
445100	Grocery stores
445200	Specialty food stores
446110	Pharmacies and drug stores
446199	All other health and personal care stores
448000	Clothing and clothing accessories stores
451110	Sporting goods stores
451211	Book stores

Business Code	Description
452000	General merchandise stores
453000	Miscellaneous store retailers
453220	Gift, novelty, and souvenir stores
453310	Used merchandise stores
454110	Electronic shopping and mail-order houses
480000	Transportation
485000	Transit and ground passenger transportation
493000	Warehousing and storage
511110	Newspaper publishers (except Internet)
511120	Periodical publishers (except Internet)
511130	Book publishers (except Internet)
511140	Directory and mailing list publishers (except Internet)
511190	Other publishers (except Internet)
512000	Motion picture and sound recording industries
515100	Radio and television broadcasting (except Internet)
517000	Telecommunications (including paging, cellular, satellite, cable, other telecommunications, and internet service providers)
518210	Data Processing, Hosting, and Related Services
519100	Other information services (including news syndicates and libraries, Internet publishing and broadcasting)
522100	Depository credit inter-mediation (including commercial banking, savings institutions, and credit unions)
522200	No depository credit inter-mediation (including credit card issuing and sales financing)

Business Code	Description
523000	Securities, commodity contracts, and other financial investments and related activities
524113	Direct life insurance carriers
524114	Direct health and medical insurance carriers
524126	Direct property and casualty insurance carriers
524292	Third-party administration of insurance and pension funds
524298	All other insurance-related activities
525100	Insurance and employee benefit funds
525920	Trusts, estates, and agency accounts
525990	Other financial vehicles (including mortgage REITs)
531110	Lessors of residential buildings and dwellings (including equity REITs)
531120	Lessors of nonresidential buildings (except mini warehouses) (including equity REITs)
531190	Lessors of other real estate property (including equity REITs)
531310	Real estate property managers
531390	Other activities related to real estate
532000	Rental and leasing services
532420	Office machinery and equipment rental and leasing
533110	Advertising and related services
541100	Legal services
541200	Accounting, tax preparation, bookkeeping, and payroll service
541300	Architectural, engineering, and related services
541380	Testing laboratories

Business Code	Description
541511	Custom computer programming services
541519	Other computer-related services
541610	Management consulting services
541700	Scientific research and development services
541800	Advertising and related services
541860	Direct mail advertising
541900	Other professional, scientific, and technical services
551111	Offices of bank holding companies
551112	Offices of other holding companies
561000	Administrative and support services
561300	Employment services
561439	Other business service centers (including copy shops)
561499	All other business support services
561500	Travel arrangement and reservation services
561520	Tour operators
561700	Services to buildings and dwellings
562000	Waste management and remediation services (sanitary services)
611600	Other schools and instruction which should select a code to describe their unrelated activities
611710	Educational support services
621110	Offices of physicians
621300	Offices of other health practitioners

Business Code	Description
621400	Outpatient care centers
621500	Medical and diagnostic laboratories
621610	Home health care services
621910	Ambulance services
621990	All other ambulatory health care services
623000	Nursing and residential care facilities
623990	Other residential care facilities
624100	Individual and family services
624200	Community food and housing, and emergency and other relief services
624310	Vocational rehabilitation services
624410	Child day care services
711110	Theater companies and dinner theaters
711120	Dance companies
711130	Musical groups and artists
711190	Other performing art companies
711210	Spectator sports (including sports clubs and racetracks)
711300	Promoters of performing arts, sports, and similar events
713110	Amusement and theme parks
713200	Gambling industries
713910	Golf courses and country clubs
713940	Fitness and recreational sports centers
713990	All other amusement and recreation industries

Business Code	Description
721000	Accommodation
721110	Hotels (except casino hotels) and motels
721210	RV (recreational vehicle) parks and recreational
721310	Rooming and boarding houses
722100	Full-service restaurants
722210	Limited-service eating places
722320	Caterers
722410	Drinking places (alcoholic beverages)
811000	Repair and maintenance
812300	Dry cleaning and laundry services
812900	Other personal services
812930	Parking lots and garages
900000	Unrelated debt-financed activities other than rental of real estate
900001	Investment activities of section 501(c)(7), (9), or (17) organizations
900002	Rental of personal property
900003	Passive income activities with controlled organizations
900004	Exploited exempt activities
None	Leave Default Report Value

990 Worksheets - Part IX

Access this report using Reports>990 Worksheets>Part IX. It is only available if the Form 990 was selected by the Administrator and the organization's functional currency is USD (US Dollar) on Organization>Organization Information>Organization tab and you must have at least three named Segments which includes Function assignments of PGM on the Segments tab.

Use this report to help when completing the Form 990 Statement of Functional Expenses, Part IX. The intent of the report is to mimic very closely the actual Part IX - Statement of Functional Expenses section of the Form 990 Return of Organizations Exempt From Income Tax. This is a fixed report which prints in a letter-portrait format with margins set to .25. You cannot customize the columns in the report; the system has already determined them.

You must have previously assigned a Form 990 Line Number to each account. The primary way of assigning Form 990 Line numbers is using the Reports>Assign Report Groups form for the <990 Part IX> Group Set or you can make assignments using the Maintain>Chart of Accounts Codes form.

Also, select the Include GL Details check box on the Options tab to include account codes and account totals on the report.

The report consists of:

- Twenty six pre-defined rows, which cannot be changed: 1 Grants and other assistance to governments and organizations in the U.S., 2 Grants and other assistance to individuals in the U.S., 3 Grants and other assistance to governments, organizations and individuals outside the U.S., 4 Benefits paid to or for members, 5 Compensation of current officers, directors, trustees, and key employees, 6 Compensation not included above, to disqualified persons, 7 Other salaries and wages, 8 Pension plan contributions, 9 Other employee benefits, 10 Payroll taxes, 11a Management, 11b Legal, 11c Accounting, 11d Lobbying, 11e Professional fundraising expenses, 11f Investment management fees, 11g Other, 12 Advertizing and promotion, 13 Office expenses, 14 Information technology, 15 Royalties, 16 Occupancy, 17 Travel, 18 Payments of travel or entertainment expenses for any Federal, state, or local public officials, 19 Conferences, conventions, and meetings, 20 Interest, 21 Payments to affiliates, 22 Depreciation, depletion, and amortization, 23 Insurance, 24a Other expenses, 24b Other expenses, 24c Other expenses, 24d Other expenses, 24e Other expenses, f All other expenses, 25 Total functional expenses. Add lines 1-24f, and 26 Joint costs reported in column (B).
- Four column sections: (A) Total expenses, (B) Program service expenses, (C) Management and general expenses, and (D) Fundraising expenses.

Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time. It allows the current fiscal year's reports to be accurate when the prior year is still open.

Note: The period of time between the Current Reporting Year Begins Date and the Ending Balance Date cannot exceed one year. Also, the Opening Balances Date should always match the Current Reporting Year for this report.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type (A Year End Adjustments) was designated during transaction entry. The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Include GL Details	Select this option to print, in ascending order, the GL codes and their titles that have been assigned to each of the 990 Line Numbers. The amounts, for each line, display in their respective columns to the right and totals follow below the last row of detail.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be deselected by any user other than the user that locked the report.

Tips:

- To create a comparable expense detail-style report, use the Reports>General Ledger Analysis>Normal Trial Balance report. Set up the report using the same Balances Dates and Current Period Dates as the 990 Worksheet Part IX report; on the Content Tab, select these available columns: Account Code ({GL Type} Group Code, {PGM Type} Group Code, {GL Type} Code), Debit Balance, and Credit Balance; on the Groups Tab, select {GL Type} Group and {PGM Type} Group Selected Segments and select the Group Set <990 Part IX> for both.

For a summary-style report, on the Content Tab, remove the Account Code ({GL Type} Code).

- This report uses the Form 990 Line Number codes assigned in the Reports>Assign Report Groups <990 Part IX> Group Set to output the data and correlates directly to the financial information presented in Part IX of that form. Since all of the 990 Group Sets associated with the GL segments have the same load list, it is easy to identify the GL codes that have not be assigned.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

990 Worksheets - Part X

Access this report using Reports>990 Worksheets>Part X. It is only available if the Form 990 was selected by the Administrator and the organization's functional currency is USD (US Dollar) on Organization>Organization Information>Organization tab and you must have at least three named segments which includes Function assignments of PGM and RES on the Segments tab.

Use this report to help when completing the Form 990 Balance Sheet, Part X. The intent of the report is to mimic very closely the actual Part X - Balance Sheet section of the Form 990 Return of Organizations Exempt From Income Tax. This is a fixed report which prints in a letter-portrait format with margins set to .25. You cannot customize the columns in the report; the system has already determined them.

You must have previously assigned a Form 990 Line Number to each account. The primary way of assigning Form 990 Line numbers is using the Reports>Assign Report Groups form for the <990 Part X> Group Set or you can make assignments using the Maintain>Chart of Accounts Codes form.

Also, select the Include GL Details check box on the Options tab to include account codes and account totals on the report.

The report consists of:

Three sections containing 34 pre-defined rows, which cannot be changed:

- **Assets:** 1 Cash - non-interest bearing, 2 Savings and temporary cash inventories, 3 Pledges and grants receivable, net, 4 Accounts receivable, net, 5 Receivables from current and former officers, directors, trustees, key employees or other related parties, 6 Receivables from other disqualified persons, 7 Notes and loans receivable, net, 8 Inventories for sale or use, 9 Prepaid expenses and deferred charges, 10a Land, buildings, and equipment: cost basis, 10b Less accumulated depreciation, 10c Net land, buildings, and equipment, 11 Investments - publicly traded securities, 12 Investments - other securities, 13 Investments - program-related, 14 Intangible assets, 15 Other assets, 16 Total assets. Add lines 1 through 15 (must equal line 34),
- **Liabilities:** 17 Accounts payable and accrued expenses, 18 Grants payable, 19 Deferred revenue, 20 Tax-exempt bond liabilities, 21 Escrow account liability, 22 Payable to officers, directors, trustees, key employees, highest paid employees and disqualified persons, 23 Secured mortgages and notes payable to unrelated third parties, 24 Unsecured notes and loans payable, 25 Other liabilities, 26 Total liabilities. Add lines 17 through 25,

- **Net Assets or Fund Balances:**

- ASC 958 (SFAS 117 superseded) Organizations - line 27-29, 33, and 34 apply: 27 Unrestricted net assets, 28 Temporarily restricted net assets, 29 Permanently restricted net assets. As of December 15, 2017, ASC 958 modified or eliminated the distinctions between temporarily restricted and permanently restricted assets. All funds without donor-imposed restrictions must be classified as unrestricted, regardless of the existence of any board designations or appropriations. Line 28, Temporarily Restricted Net Assets, can be used to show the balance per books of net assets with donor-imposed restrictions that may require resources to be used after a specified date (time restrictions), or used for a specified purpose (purpose restrictions), or both. Organizations may also opt to leave Line 28 blank and report all net assets subject to donor-imposed restrictions on Line 29.
- ASC 958 (Non-SFAS 117 superseded) Organizations - line 30-34 apply: 30 Capital stock or trust principal, or current funds, 31 Paid-in or capital surplus, or land, building, or equipment fund, 32 Retained Earnings, endowment, accumulate income, or other fundsNon-SFAS 117 Organizations - line 30-34 apply: 30 Capital stock or trust principal, or current funds, 31 Paid-in or capital surplus, or land, building, or equipment fund, 32 Retained Earnings, endowment, accumulate income, or other funds
- 33 Total net assets or fund balances, 34 Total liabilities and net assets/fund balances.

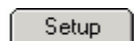
Two column sections: (A) Beginning of Year and (B) End of Year.

Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Report Criteria



Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date. Additionally, Current Period Dates are also required to specify the reporting period for this report.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be processed for closed years and cross-years at the same time. It allows the current fiscal year's reports to be accurate when the prior year is still open.

Note: The period of time between the Current Reporting Year Begins Date and the Ending Balance Date cannot exceed one year. Also, the Opening Balances Date should always match the Current Reporting Year for this report.

Filter

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options

Use this tab to set up any Available Options for the report.

Options	Description
Year-End Adjustments	Select this option to include year-end adjustments on the report. This entry type (A Year End Adjustments) was designated during transaction entry. The entry is posted to the last day of the fiscal year. It allows the user to make year-end adjustments and print reports including or excluding an adjustment.
Include GL Details	Select this option to print, in ascending order, the GL codes and their titles that have been assigned to each of the 990 Line Numbers. The amounts, for each line, display in their respective columns to the right and totals follow below the last row of detail.
Rounding	Select this option to round the amounts to the nearest whole number when printing the report. Select "None" to not round the amounts.

Security

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be deselected by any user other than the user that locked the report.

Tips:

- To create a comparable assets and liabilities detail-style report without restrictions, use the Reports>General Ledger Analysis>Comparative Trial Balance report. Set up the report using the same Balances Dates and Current Period Dates as the 990 Worksheet Part X report; on the Content Tab, select these available columns: Account Code ({GL Type} Group Code, {GL Type} Code), Begin Year Balance, and Current Balance; on the Groups Tab, select {GL Type} Group Selected Segments and select the Group Set <990 Part X>; and on the Filter Tab, select GL Group Code "<>" 27, 28, 29 Part X. As of December 15, 2017, ASC 958 modified or eliminated the distinctions between temporarily restricted and permanently restricted assets. All funds without donor-imposed restrictions must be classified as unrestricted, regardless of the existence of any board designations or appropriations. Line 28, Temporarily Restricted Net Assets, can be used to show the balance per books of net assets with donor-imposed restrictions that may require resources to be used after a specified date (time restrictions), or used for a specified purpose (purpose restrictions), or both. Organizations may also opt to leave Line 28 blank and report all net assets subject to donor-imposed restrictions on Line 29.

Then to create a comparable restrictions detail-style report, use the Reports>General Ledger Analysis>Comparative Trial Balance report. Set up the report using the same Balances Dates and Current Period Dates as the 990 Worksheet Part X report; on the Content Tab, select these available columns: Account Code ({GL Type} Group Code, {RES Type} Group Code, {GL Type} Code), Begin Year Balance, and Current Balance; on the Groups Tab, select {GL Type} Group and {RES Type} Group Selected Segments and select the Group Set <990 Part X> for both; and on the Filter Tab, select GL Group Code "=" 27, 28, 29 Part X. As of December 15, 2017, ASC 958 modified or eliminated the distinctions between temporarily restricted and permanently restricted assets. All funds without donor-imposed restrictions must be classified as unrestricted, regardless of the existence of any board designations or appropriations. Line 28, Temporarily Restricted Net Assets, can be used to show the balance per books of net assets with donor-imposed restrictions that may require resources to be used after a specified date (time restrictions), or used for a specified purpose (purpose restrictions), or both. Organizations may also opt to leave Line 28 blank and report all net assets subject to donor-imposed restrictions on Line 29. For a summary-style report, on the Content Tab, remove the Account Code ({GL Type} Code).

- This report uses the Form 990 Line Number codes assigned in the Reports>Assign Report Groups <990 Part X> Group Set to output the data and correlates directly to the financial information presented in Part X of that form. Since all of the 990 Group Sets associated with the GL segments have the same load list, it is easy to identify the GL codes that have not be assigned.
 - The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
-

990EZ Worksheet

Access this report using Reports>990 Worksheet. It is only available if the organization's functional currency is USD (US Dollar).

Use this report to collect amounts to transfer to the IRS Form 990EZ. This report consists of 990 or 990EZ line number codes, function columns, line numbers, part numbers, account numbers, amounts, and ending balances. The report name and available columns are based on your IRS Tax Form Preference Form 990 version (Form 990EZ) selection by the Administrator on the Organization>Organization Information form.

This report does not replicate the actual IRS Form 990 or Form 990EZ. However, it does provide a simple listing of the line numbers and the amounts. When account codes are selected, a detailed report prints, including account totals. The current year amounts are separated by each account code and totaled for each 990 line number and column, where applicable.

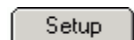
You must have previously assigned a Form 990 Line Number to each account using the Maintain>Chart of Accounts Codes form. Otherwise, the report will not balance.

Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Report Criteria



Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the date range for the data included in the report by entering Balances Dates and Current Transaction Dates. The Account Balances Begin date and Current Reporting Year Begins date are used to obtain the beginning balances for the Opening Balances date.

The Cross Year Reporting feature (A Year-End Close will be simulated for this report) allows reports to be run for closed years and cross years at the same time.

Content Use this tab to determine what data to include in the report and to define the report layout. Note that all possible columns are discussed below. Your report may not include every field identified.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Line Number Code	Displays the IRS Form 990EZ Line Number.
Program Function	Displays the program function part and column.
Restriction Function	Displays the restriction function part and line number.
Line Number	Displays the 990 line number without alphabetic characters.
Part Number	Displays the 990 part number.
{Segment Name} Code	The code assigned to the segment. The report prints the account code, such as 201, 05, or 45001. The system displays one column for each of these code types. This code must be selected in order to run a detailed report including account totals.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types.
{Segment Name} Short Title	The short title for the title above (15 characters or less). The system displays one column for each code types.
Amount	The total amount for the line number.
Ending Balance	These totals come from balances using the Current Transaction Dates From and Through date range. The Ending Balance only pertains to Line Numbers 27.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options

Use this tab to set up any Available Options for the report.

Options	Description
Year End Adjustments	Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry.
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.

Layout

Use this tab to change the font and page setup for a report.

Security

Use this tab to secure the active report so that other users cannot save their changes to it.

The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be deselected by any user other than the user that locked the report.

Tips:

- To determine if all account numbers are assigned to a 990 line number, run this report with the Print Unassigned Accounts item selected on the Filter tab.
- You can separate line numbers and part numbers using this report. This allows you to sort and filter on these numbers independently. When there are multiple lines and parts, the system takes the first line and the first part. When there are sections attached to numbers, such as 1a, 1b, or 1c, the alpha letters are removed.
- The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Chapter 15: Cross Year Reporting

Overview of Cross Year Reports

The Cross Year Reporting feature allows reports to be run for any date range. Therefore, you are not restricted to running reports only within the organization's current fiscal year.

Pseudo Close is a term used to describe the calculation of balances, when necessary, for dates outside the organization's current fiscal year.

"A Year-End Close will be simulated for this report" appears on the Setup tab of all General Ledger Analysis, Allocation Management Pre-Allocation, and Financial Statement reports while the system is checking the balance dates. This sentence remains on the Setup tab if the Pseudo Close is necessary to generate the correct balances on the report.

The Pseudo Close process calculates balances for a report that is based on a fiscal year range that is different than the organization's fiscal year, or produces an accurate current year report when a prior fiscal year(s) is still open. Normally, a report's beginning balances and the current reporting amounts should be the same, as if the organization was set up on the fiscal year being reported, and the prior year being closed. However, this feature produces reports on any range of dates, instead of the organization's actual fiscal year, and as if the year-end closes had been performed.

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