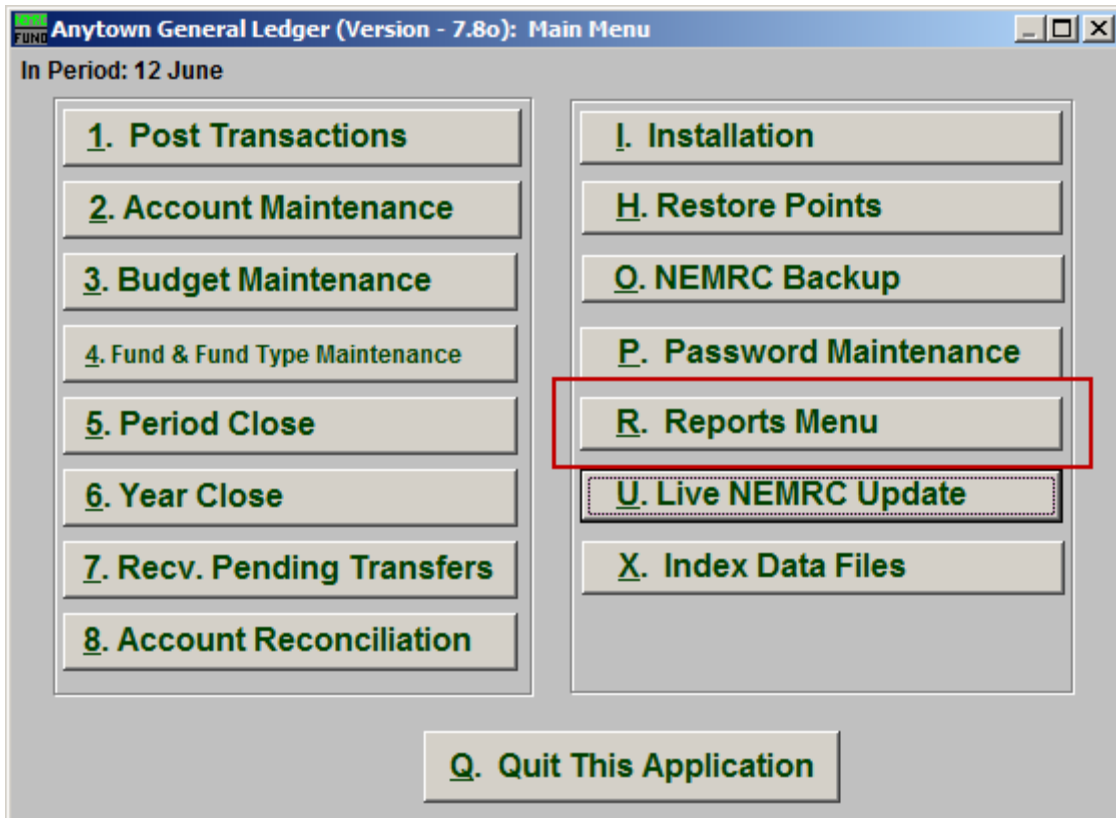


General Ledger

R. Reports Menu: 1. Posting Register

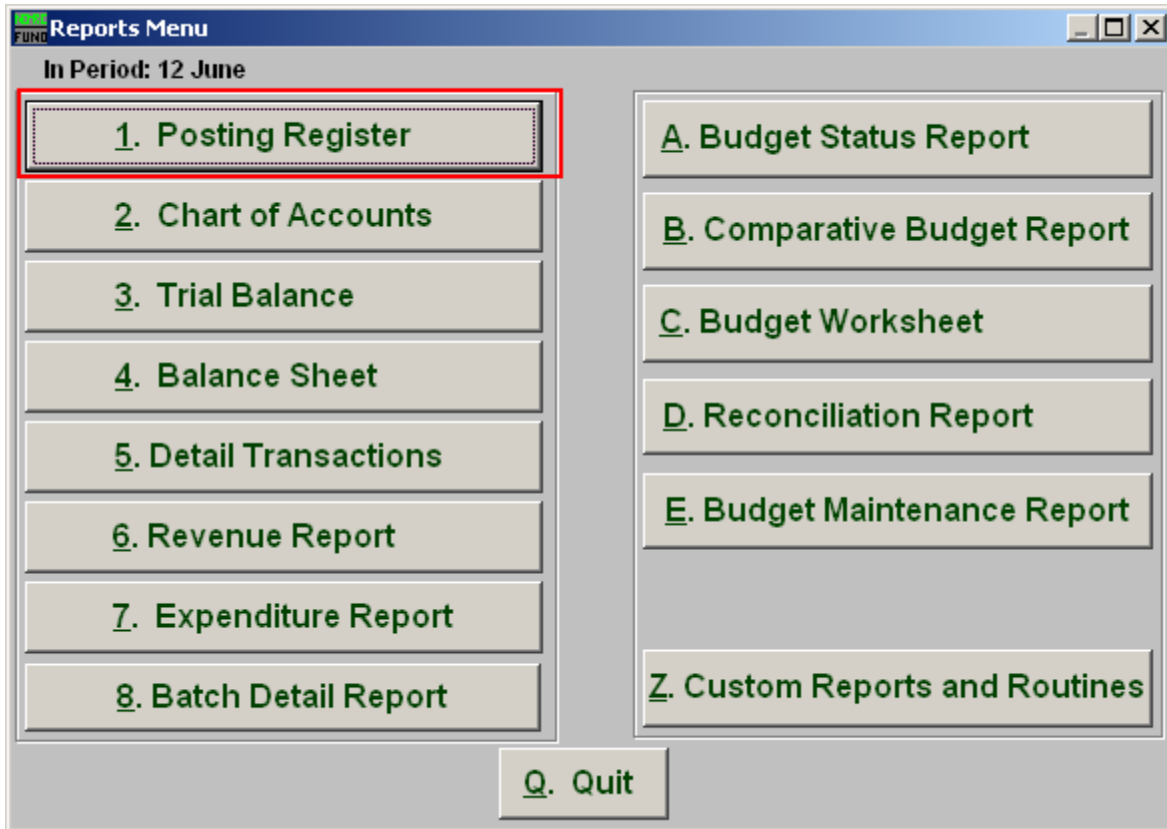
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

General Ledger



Click on “1. Posting Register” from the Reports Menu and the following window will appear:

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Posting Register

The “Transaction Options” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Transaction Options' tab selected. The dialog is titled 'Posting Register Report'. It contains several sections for configuring the report:

- 1 Year:** A dropdown menu set to 'Current'.
- 2 Range Information:** Radio buttons for 'Period' (selected), 'Date', 'General Journal', and 'Batch'.
- 3 Start:** A numeric spinner set to 12.
- 3 End:** A numeric spinner set to 12.
- Include Transaction Entry Memos:** Radio buttons for 'Yes' (4) and 'No' (selected).
- 5 Order:** Radio buttons for 'Date' (selected) and 'Entry'.
- 7 Types:** A list of account types with checkboxes: General, Expenditure, Revenue, Budget, Encumbrance, and Beginning Bal. (all checked).
- 6 Modules:** A list of modules with checkboxes: GL, UB, TA, AP, AR, AS, PR, and CR (all checked).
- 8 During Posting Year:** Checkboxes for 'Made as Current Year', 'Carry from Previous Year', and 'Made as Previous Year' (all checked).
- 9 Amounts:** Two numeric input fields, both set to 0.00, with a 'to' label between them.
- 11 Use absolute value:** An unchecked checkbox.
- 10 FoxPro Filter Expression:** A text box containing '10' and buttons for 'New', 'Edit', and 'Delete'.
- 12 Preview:** A button.
- 13 Print:** A button.
- 14 File:** A button.
- 15 Cancel:** A button.
- My Help:** A button in the bottom right corner.

1. **Year:** With the drop down arrow, select “Current” or “Last Year.”
2. **Range Information:** Select what you would like to use as a Range to print this report.
3. **Start to End:** Depending on what you selected for “Range Information” enter in the corresponding start and end values here.
4. **Include Transaction Entry Memos:** Select “Yes” if you want any memos that were entered in “Posting Transactions” to appear in the report.
5. **Order:** Data can be presented in date or entry order.
6. **Modules:** Select the “Modules” you want the report to include.
7. **Types:** Select the “Types” of accounts you want the report to include.

General Ledger

- 8. During Posting Year:** These options will test conditions of postings for reporting. Made as a current year entry will test that it does not appear in the last year transactions file. Carried from previous year will test that the entry is a result of a posting made to the previous year and the system created an automatic entry to the current year as needed. Made as a previous year will test that the entry was a prior year posting with no required entry made in the current transaction file.
- 9. Amounts:** The option is available to restrict the report to posting amounts in a value range. This is helpful when trying to locate a specific amount for a transaction.
- 10. Use absolute value:** Check this box if you are unsure about the transaction amounts posting as a credit or debit values to ensure reporting both occurrences.
- 11. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.
- 12. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 13. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 14. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 15. Cancel:** Click “Cancel” to cancel and return to the previous screen.

General Ledger

The “Output” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Posting Register Report". The window has three tabs: "Transaction Options", "Output" (which is selected), and "Accounts". The "Output" tab contains two input fields: "1 Path" with a "Browse" button and a text box containing "M:\NEMRC", and "2 File Name" with a text box containing "POST_REG". At the bottom of the window, there are four buttons: "3 Preview", "4 Print", "5 File", and "6 Cancel".

1. **Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.
2. **File Name:** Type in the name that this report will be saved as.
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
4. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
5. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

General Ledger

The “Accounts” tab

The screenshot shows a software window titled "General Ledger Report Options" with a sub-header "Posting Register Report". It has three tabs: "Transaction Options", "Output", and "Accounts" (which is selected). The "Accounts" tab contains two input fields for "Account Range" and "To", each with a "Find" button. Below these fields is a note: "When selecting accounts in a posting register you will get all Postings with the account in question." At the bottom, there are four buttons: "Preview", "Print", "File", and "Cancel". Red numbers 1 through 6 are placed above the corresponding fields and buttons to indicate the sequence of steps.

1. **Account Range:** Enter in the Account you want the report to start with or click on the “Find” button and select from the menu.
2. **To:** Enter in the Account you want the report to end with or click on the “Find” button and select from the menu.
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
4. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
5. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.