R. Reports Menu: 1. Posting Register

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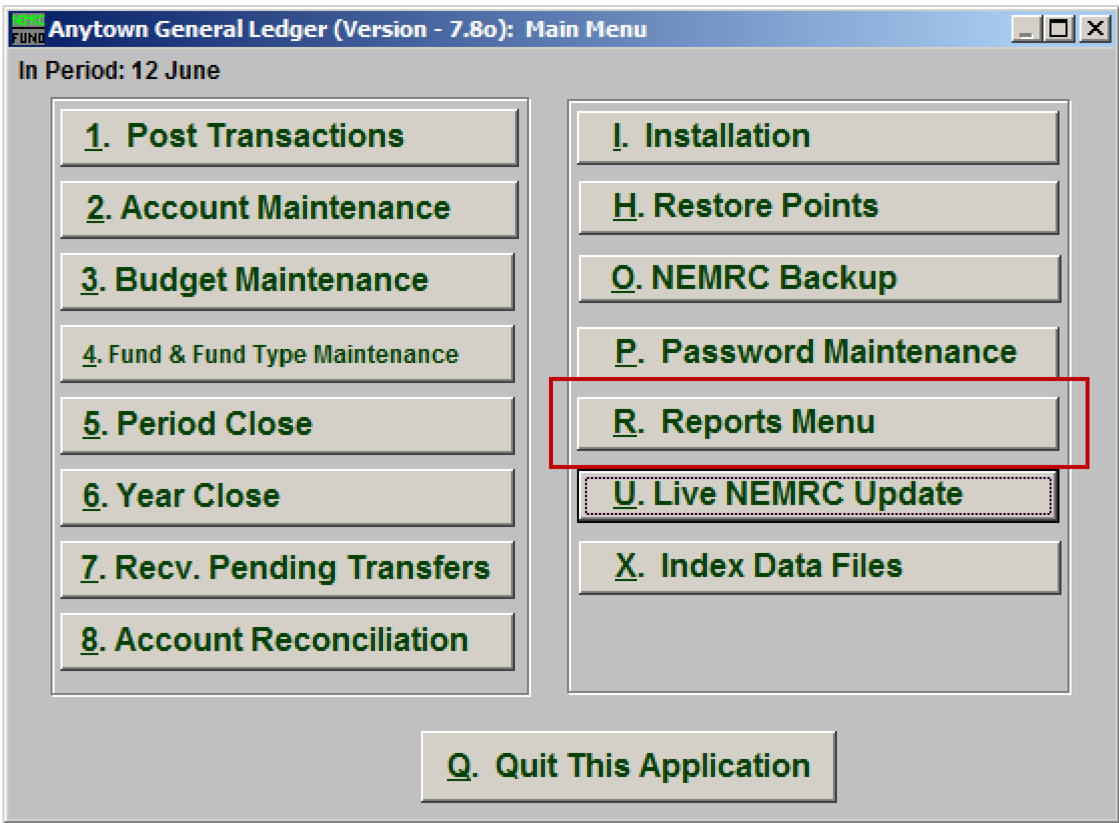
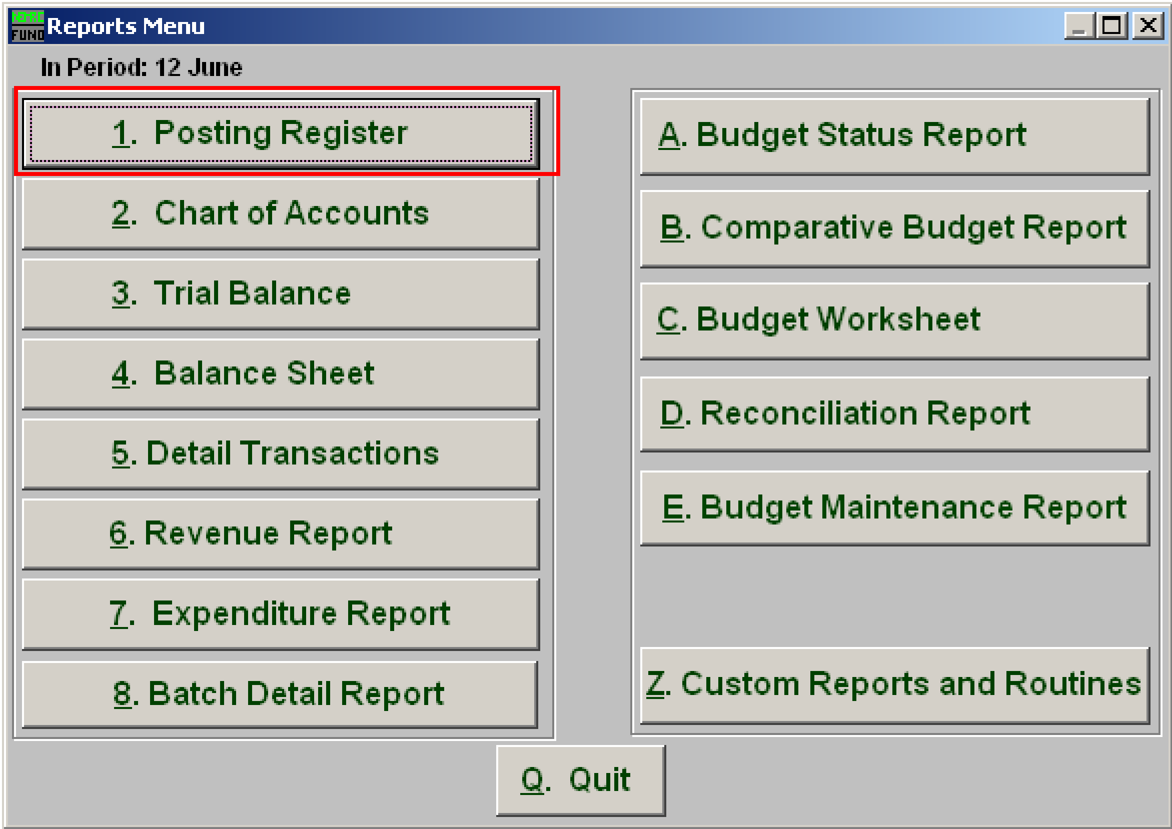


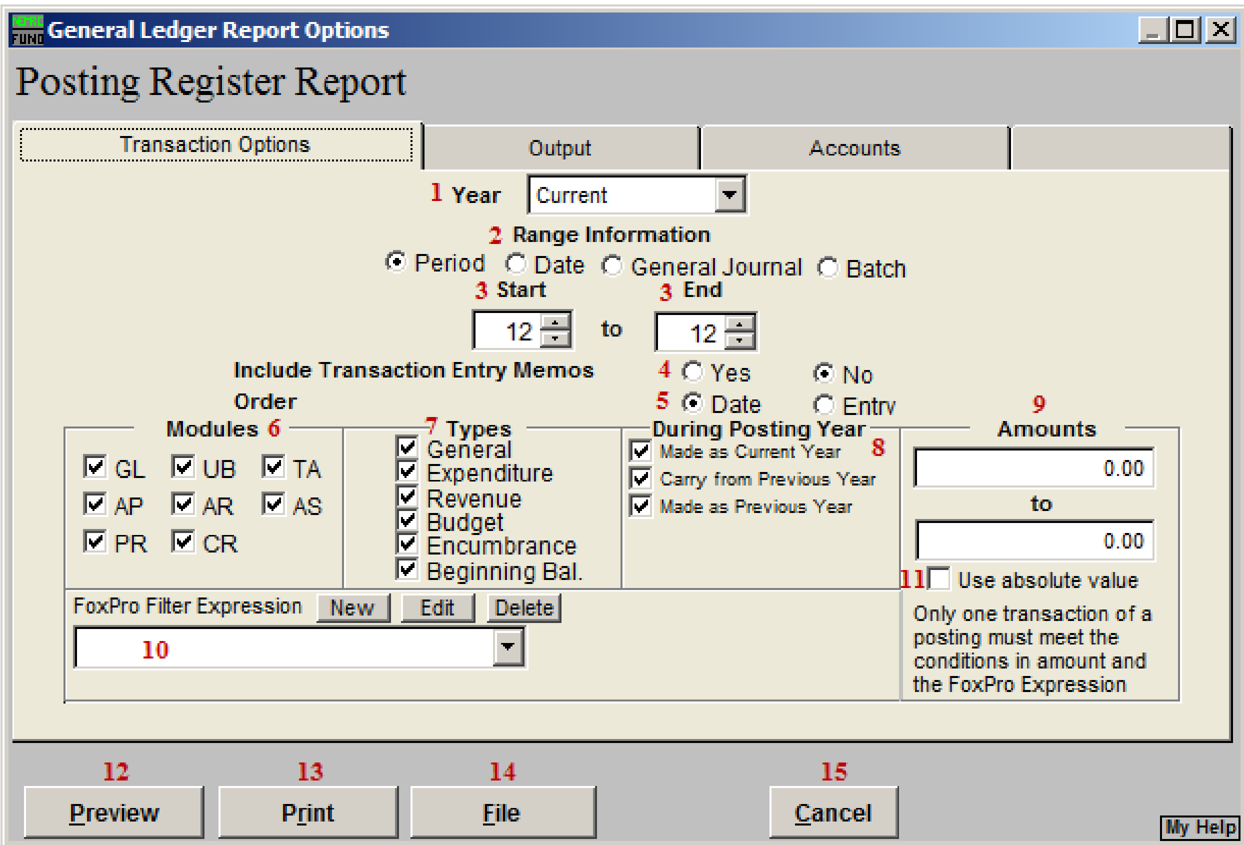
Click on “R. Reports Menu” from the Main Menu and the following window will appear:



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

Posting Register

The "Transaction Options" tab



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.

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.

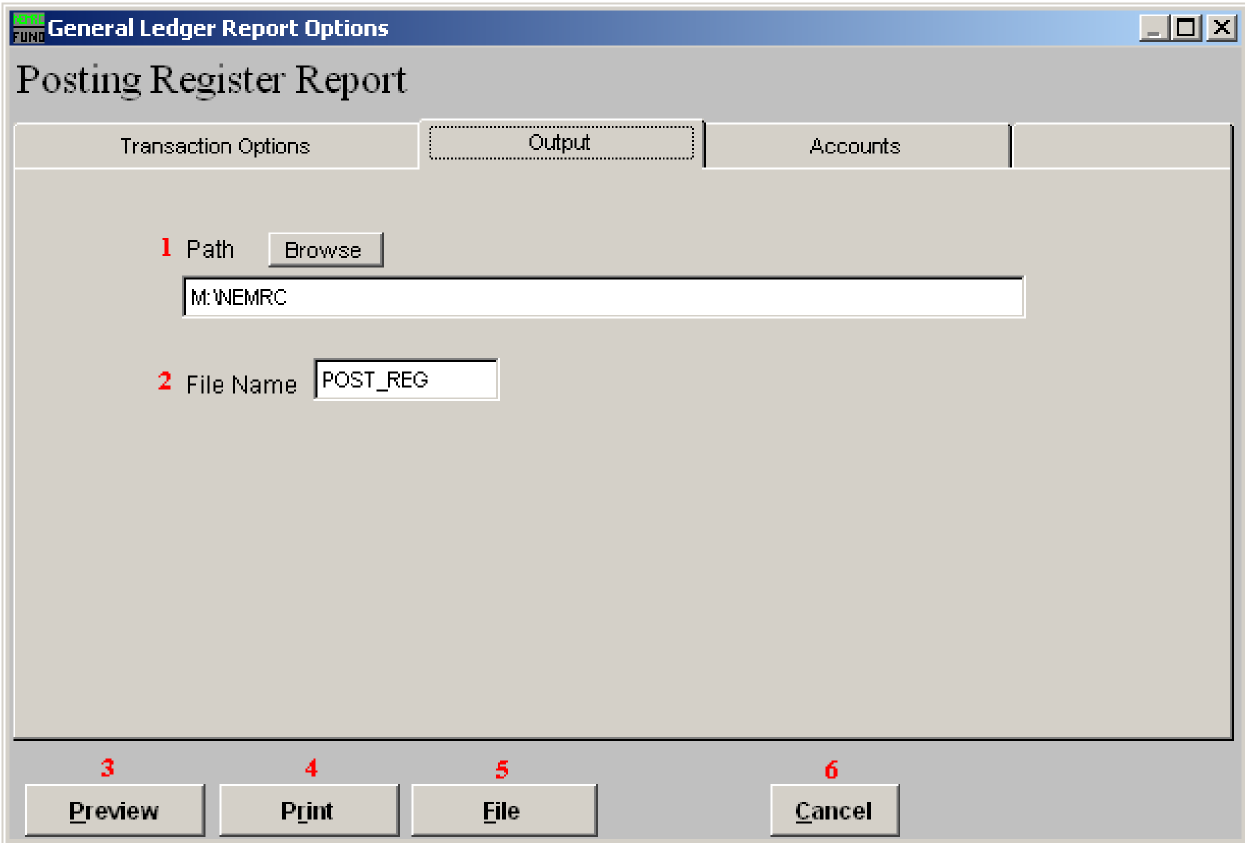
12. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

The "Output" tab



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.

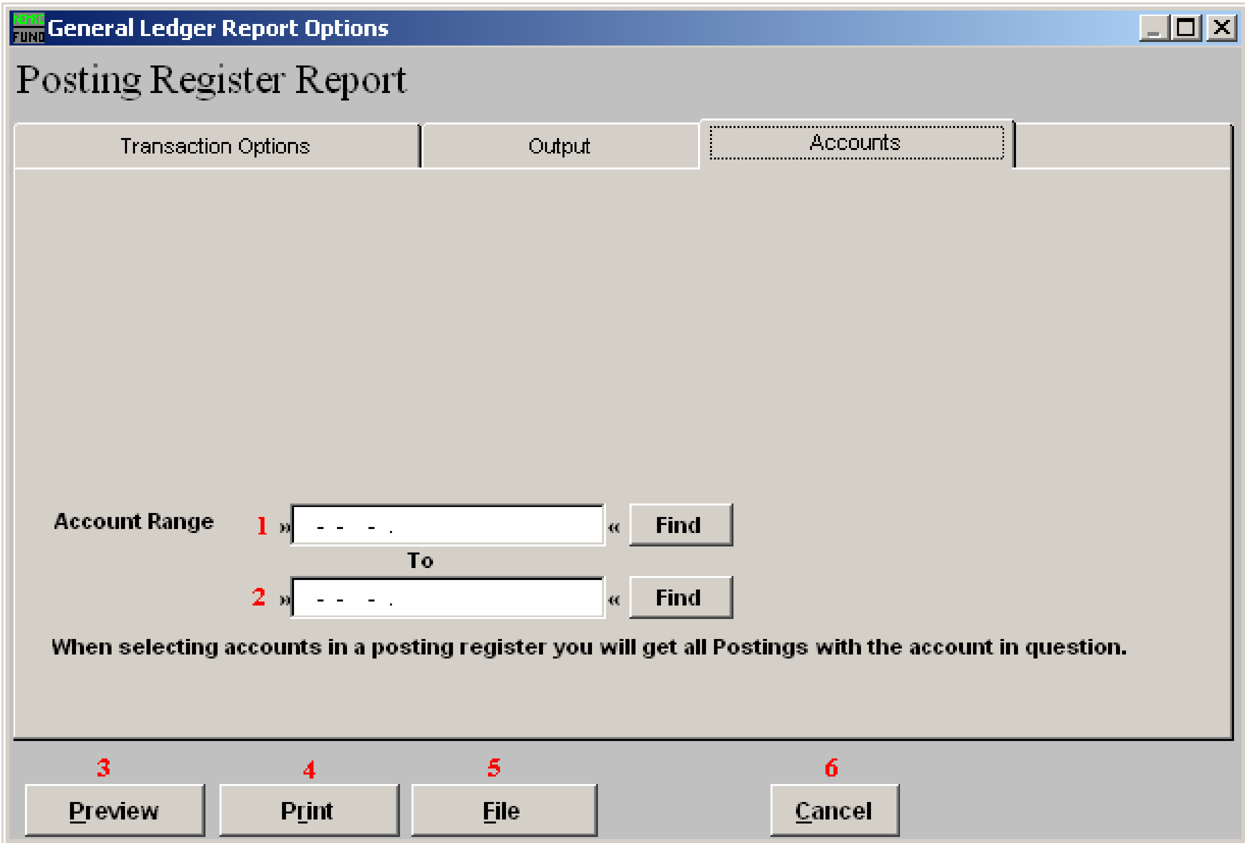
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

The "Accounts" tab



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.