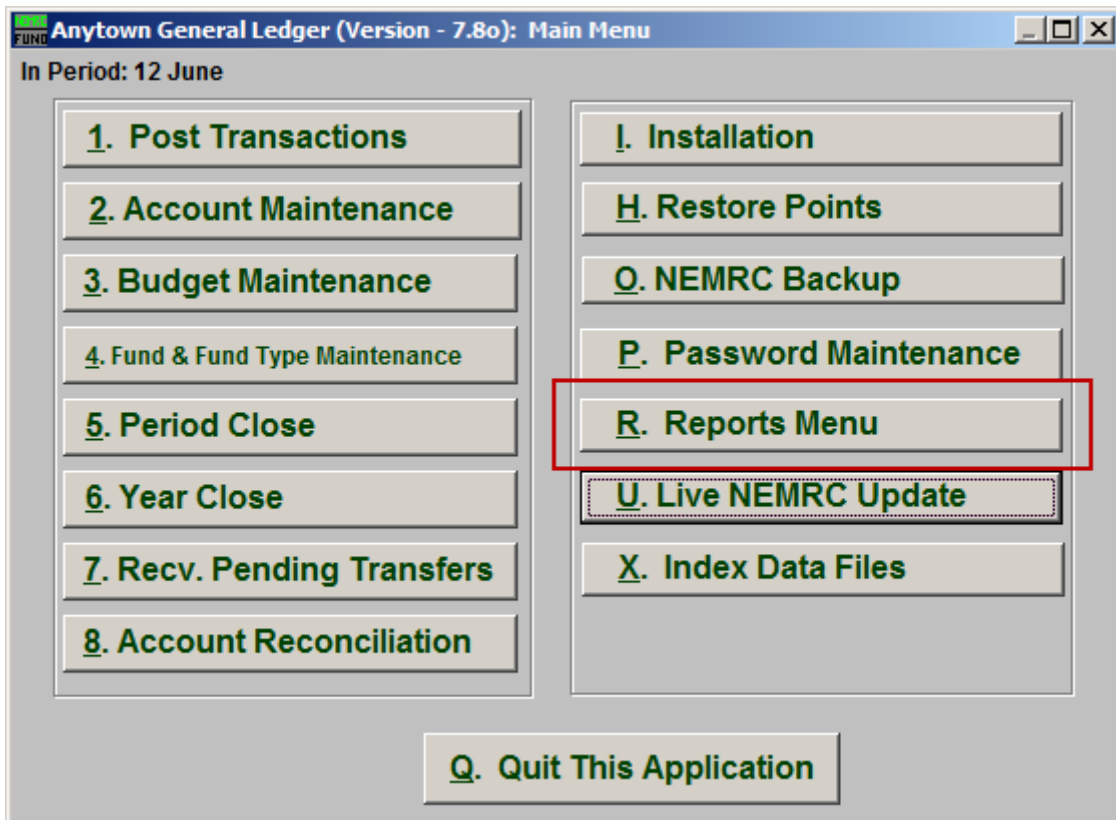


# General Ledger

## R. Reports Menu: 6. Revenue Report

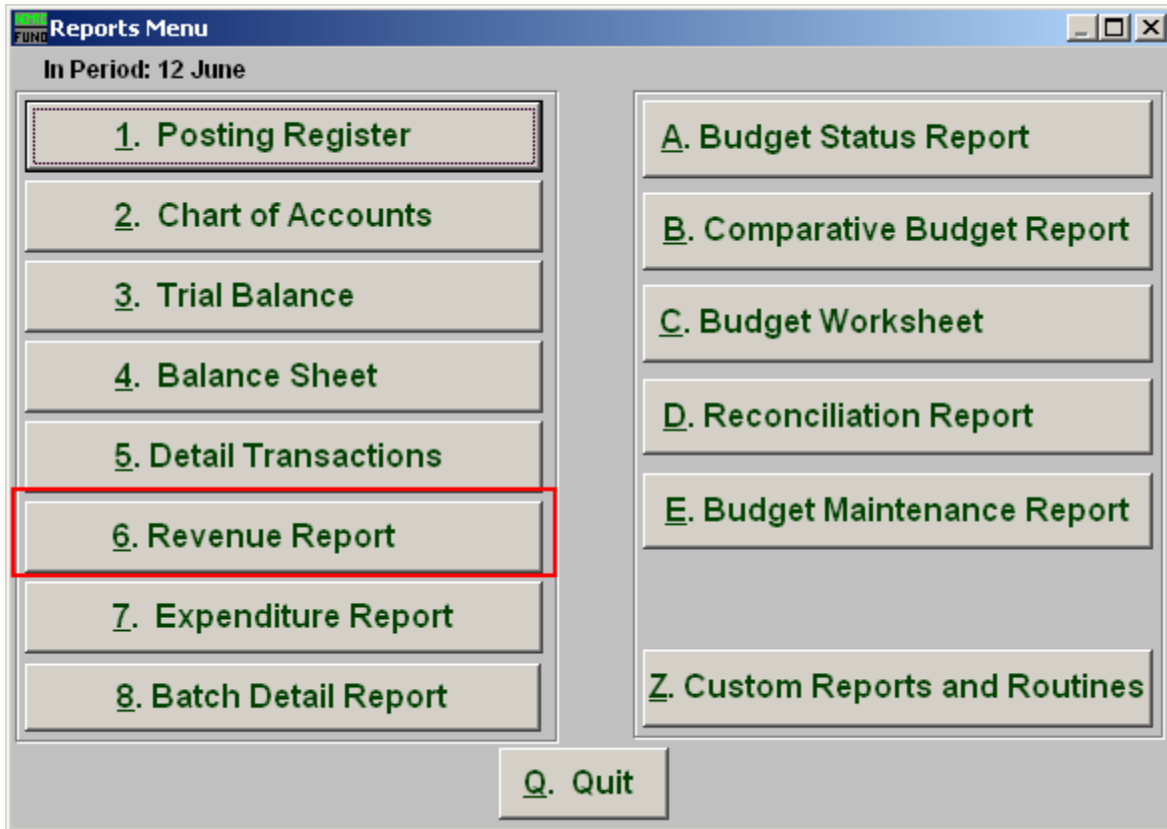
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

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Click on “6. Revenue Report” from the Reports Menu and the following window will appear:

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## Revenue Report

The “General” tab

The screenshot shows a dialog box titled "General Ledger Report Options" with a sub-tab "Revenues Report Options". The "General" tab is selected. It contains several options for generating the revenue report. The "Layout" section has three radio buttons: "Normal" (selected), "Combined", and "Combining". Below this are several options with "Yes/No" radio buttons, each with a red number next to it. At the bottom, there are buttons for "Preview", "Print", "Export", and "Cancel", each with a red number above it. A "Page Break After" section is also present with a "Fund" label and "Yes/No" radio buttons.

| Option  | Yes                                     | No                                  |
|---|---|-------------------------------------|
| Layout  | <input checked="" type="radio"/> Normal | <input type="radio"/> Combined      |
| Skip Header Accounts                          | <input type="radio"/> Yes               | <input checked="" type="radio"/> No |
| Suppress detail to header accounts            | <input type="radio"/> Yes               | <input checked="" type="radio"/> No |
| Suppress accounts with zero balance           | <input type="radio"/> Yes               | <input checked="" type="radio"/> No |
| Suppress account numbers                      | <input type="radio"/> Yes               | <input checked="" type="radio"/> No |
| Include Account Notes                         | <input type="radio"/> Yes               | <input checked="" type="radio"/> No |
| Suppress non-postable accounts w/zero balance | <input checked="" type="radio"/> Yes    | <input type="radio"/> No            |
| Show Budget of Selected Period?               | <input type="radio"/> Yes               | <input checked="" type="radio"/> No |

Page Break After: Fund ☐ Yes ☒ No

Buttons: Preview, Print, Export, Cancel

- 1. Layout: Normal:** Reports each fund separately. **Combined:** Reports all funds of the same type on the same page. **Combining:** Reports all types in totals on the same page.
- 2. Skip Header Accounts:** Header accounts are defined by incomplete account numbers. The system determines a sub-total on all accounts that match what has been defined in the header account. Selecting “Yes” removes the sub-totals.
- 3. Suppress detail to header accounts:** Selecting “Yes” will cause the system to report on header accounts defined and all accounts without header accounts defined.
- 4. Suppress accounts with zero balance:** You can choose to remove from reporting an account when it has a value of zero in both last year and this year for budget, actual and encumbrance.
- 5. Suppress account numbers:** You can choose to remove the General Ledger account number from reporting so that only the account description is shown on the report.

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- 6. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered during Account Maintenance.
- 7. Suppress non-postable accounts w/zero balance:** You can have the system remove from reporting inactive accounts that have zero like in item **4**. This option stops the inactive accounts from reporting. Item **4** would stop all zero balance accounts from reporting.
- 8. Show Budget of Selected Period?:** The options to show the budget figure for the selected period by dividing the total budget by twelve.
- 9. Page Break After:** Click to choose when a new page is started. The option for page breaks depends on the design for your chart of accounts.
- 10. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 11. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 12. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 13. Cancel:** Click “Cancel” to cancel and return to the previous screen.

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The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Revenues Report Options". The "Accounts" tab is selected. It contains five rows of input fields for specifying ranges, each with a red number (1-5) to its left. The first row has a "Find" button. The bottom of the window has four buttons: "Preview", "Print", "Export", and "Cancel", each with a red number (6-9) above it.

| General   | Accounts | Export Options | Period               |
|---|----------|----------------|----------------------|
| Specify Fund Range. Blank for All <b>1</b> » <input type="text"/> « <b>Find</b> to » <input type="text"/> « <b>Find</b> |          |                |                      |
| Specify Group Range. Blank for All <b>2</b> <input type="text"/>  |          | to             | <input type="text"/> |
| Specify Department Range. Blank for All <b>3</b> <input type="text"/>   |          | to             | <input type="text"/> |
| Specify Object Range. Blank for All <b>4</b> <input type="text"/>   |          | to             | <input type="text"/> |
| Specify Sub-Object Range. Blank for All <b>5</b> <input type="text"/>   |          | to             | <input type="text"/> |
| <b>6</b> <b>Preview</b> <b>7</b> <b>Print</b> <b>8</b> <b>Export</b> <b>9</b> <b>Cancel</b>                             |          |                |                      |

- 1. Specify Fund Range:** This option appears for all charts of accounts. Type in a beginning and ending fund number range to further restrict the reporting, if desired. Items **2** through **5** will vary according to the design and descriptions for your chart of accounts definitions.
- 2. Specify Group Range:** Enter a beginning and ending value range to further restrict the reporting, if desired.
- 3. Specify Department Range:** Enter a beginning and ending value range to further restrict the reporting, if desired.
- 4. Specify Object Range:** Enter a beginning and ending value range to further restrict the reporting, if desired.
- 5. Specify Sub-Object Range:** Enter a beginning and ending value range to further restrict the reporting, if desired.

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6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
7. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
8. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

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The “Export Options” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Export Options' tab selected. The dialog has four tabs: 'General', 'Accounts', 'Export Options', and 'Period'. The 'Export Options' tab contains the following elements:

- 1 Path:** A text field containing 'M:\NEMRC' and a 'Browse' button.
- 2 File Name:** An empty text field.
- 3 Export in Excel Format OR in Text Format:** Two radio buttons. The 'Export in Text Format' option is selected.
- 4 Preview:** A button at the bottom left.
- 5 Print:** A button at the bottom center-left.
- 6 Export:** A button at the bottom center-right.
- 7 Cancel:** A button at the bottom right.

- 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. Export in Excel Format OR in Text Format:** Click to choose whether this report will be exported in an Excel Format or in a Text Format.
- 4. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 5. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 6. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous screen.

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The “Period” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Revenues Report Options". The "Period" tab is selected. It contains a "Year" dropdown menu (labeled 1) set to "Current". Below it are two checkboxes: "Show Quarter" (checked, labeled 2) and "Show Quarter Budget" (unchecked, labeled 4). To the right of the "Show Quarter" checkbox is a "Quarter" dropdown menu (labeled 3) set to "4". At the bottom of the window are four buttons: "Preview" (labeled 5), "Print" (labeled 6), "Export" (labeled 7), and "Cancel" (labeled 8).

1. **Year:** Select the year for reporting from the drop down list provided. This list includes as many years as possible stored in the system.
2. **Show Quarter:** The option to report quarterly budgets will divide the total budget by four and calculate the expenses for the three month period chosen.
3. **Quarter:** When item two or four is selected then the quarter to calculate has to be selected.
4. **Show Quarter Budget:** A column can be added to the report that reflects the quarterly budget value.
5. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
6. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
7. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.



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- 8. Cancel:** Click “Cancel” to cancel and return to the previous screen.