R. Reports Menu: 8. Batch Detail Report

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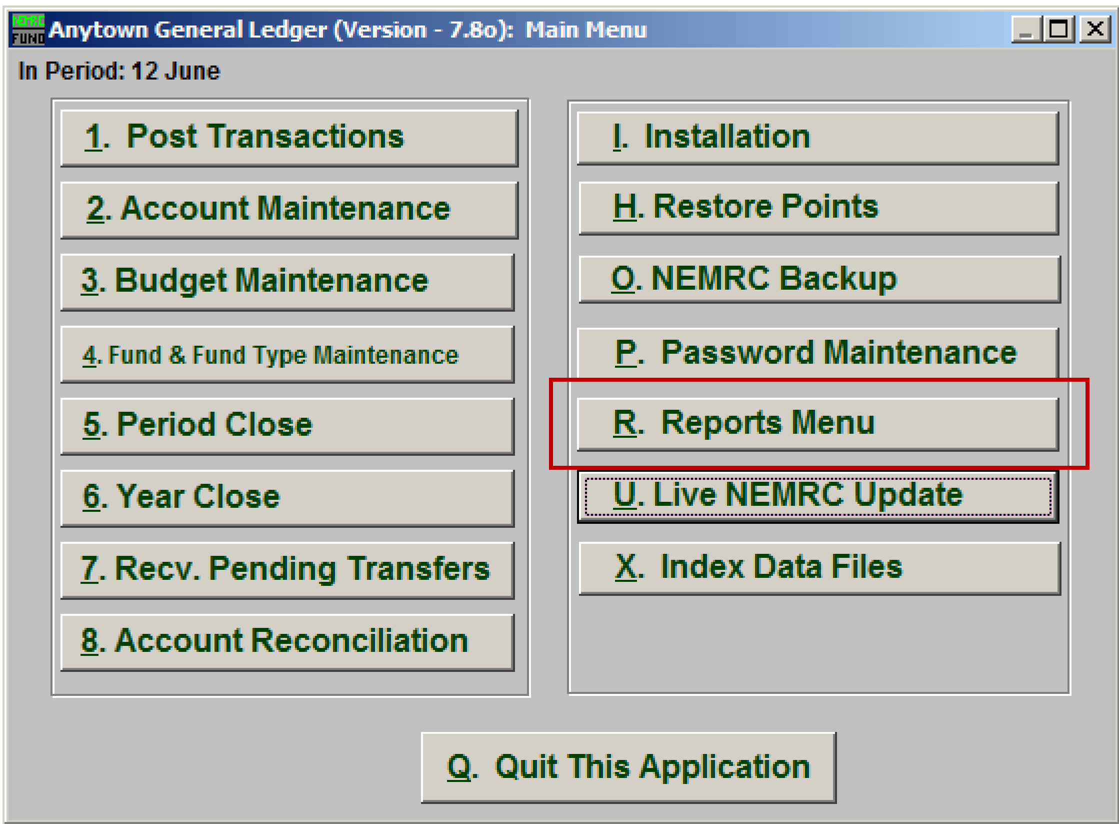
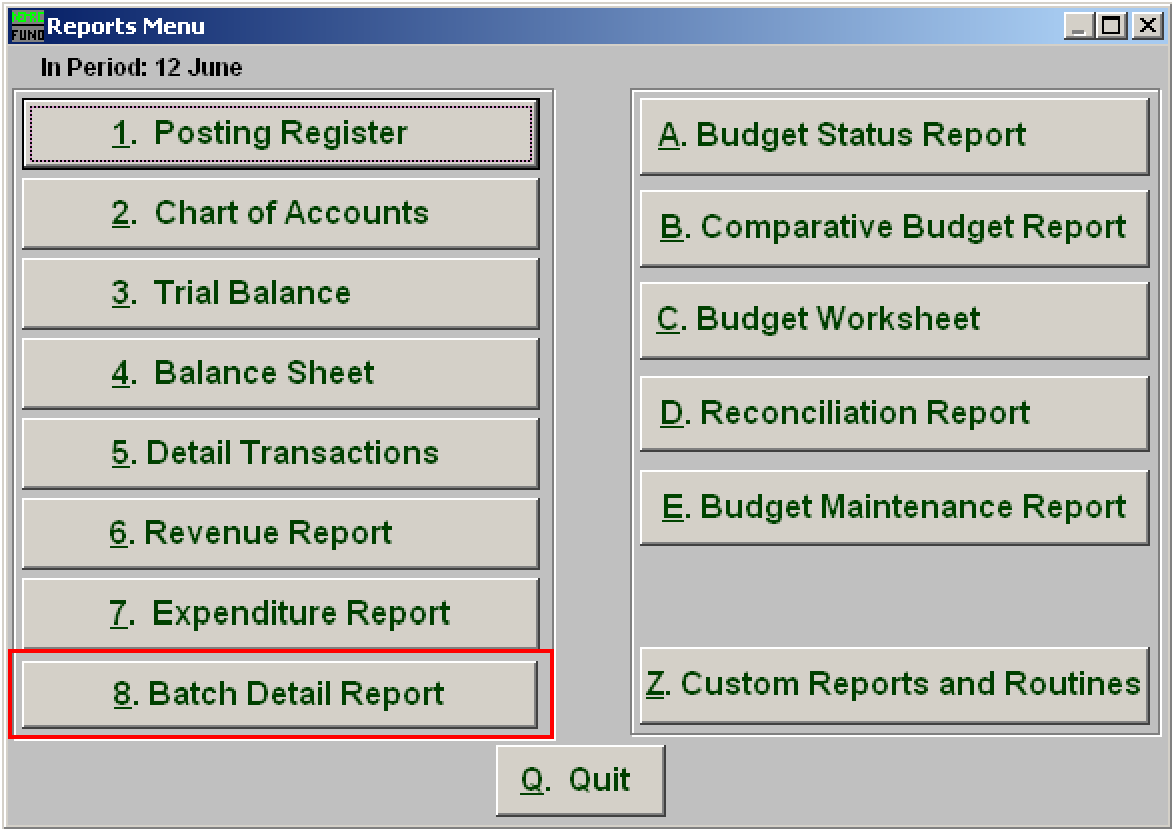


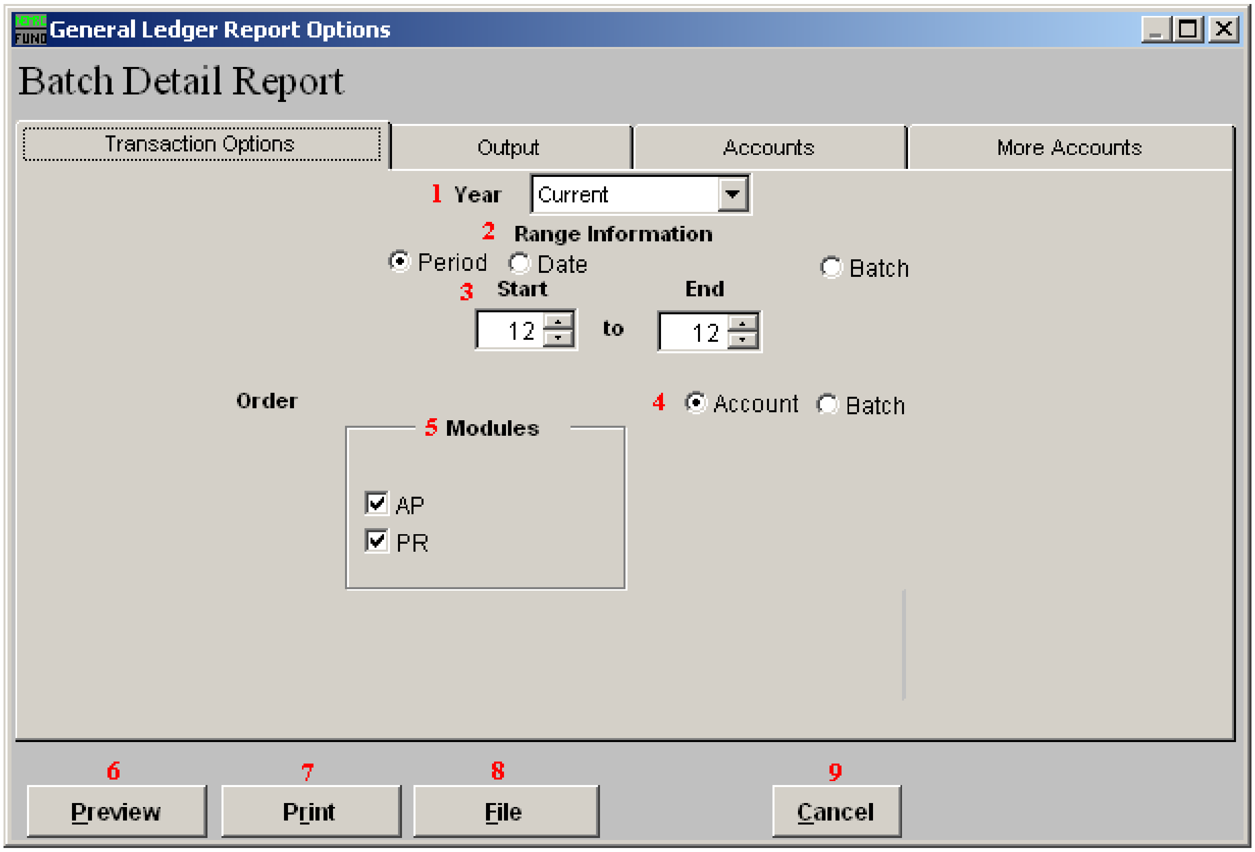
Click on "R. Reports Menu" from the Main Menu and the following window will appear:



Click on "8. Batch Detail Report" from the Reports Menu and the following window will appear:

Batch Detail Report

The "Transaction Options" tab



1. **Year:** Type in the Year you want the report be for OR click on the arrow and select from the table.

2. **Range Information:** This report can draw information based on a fiscal period, transaction date or batch number range.

3. **Start to End:** Depending on what you selected for "Range Information" enter in the corresponding start and end values here.

4. **Order Account OR Batch:** Selected data can be organized by the reference account as the primary sort or retain the information group by the given module and batch number assigned by the system.

5. **Modules:** Select one or both of the modules to collect the detail information from regarding your choices from above.

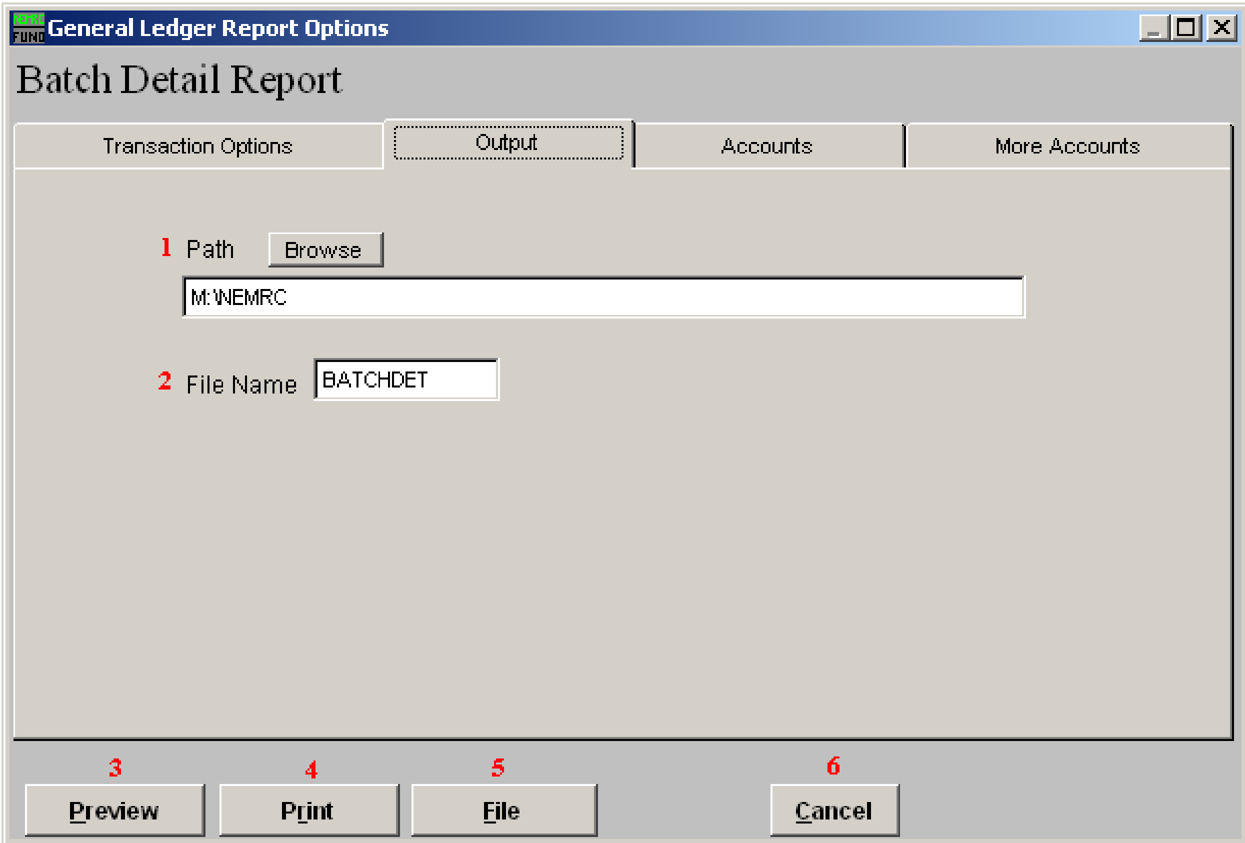
6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

7. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

8. **File:** 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.

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.

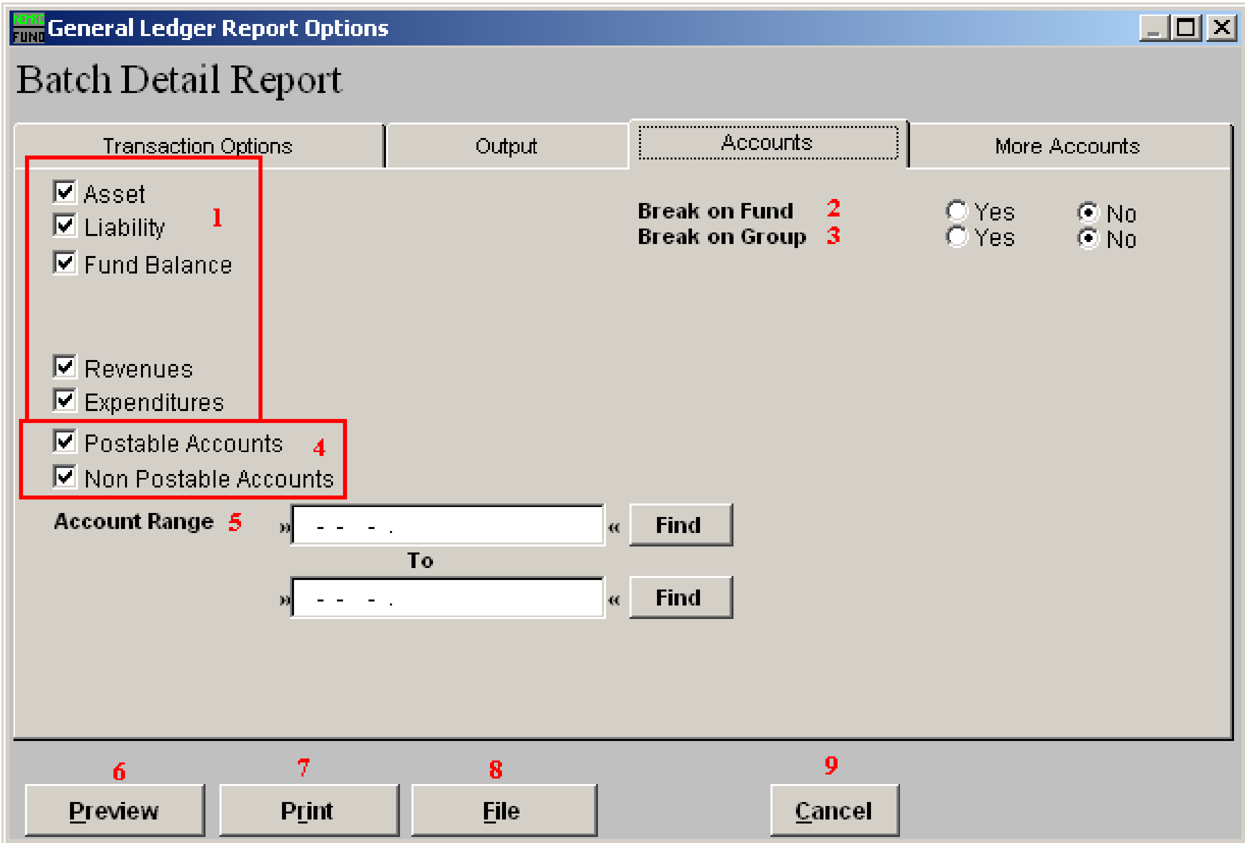
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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 type selection:** You can select some or all account types to report detail postings for. The types available are dependant on the design of your chart of accounts.

2. **Break on Fund:** Select “Yes” if you would like a space between Fund accounts.

3. **Break on Group:** Select “Yes” if you would like a space between Group accounts.

4. **Postable Accounts, Non Postable Accounts:** Select the option to include accounts that are presently active (postable) and/or inactive (non-postable). You must select at least one of these two choices.

5. **Account Range:** Type in the Account you want to start with TO the account you want to end with OR click “Find” and select from the table.

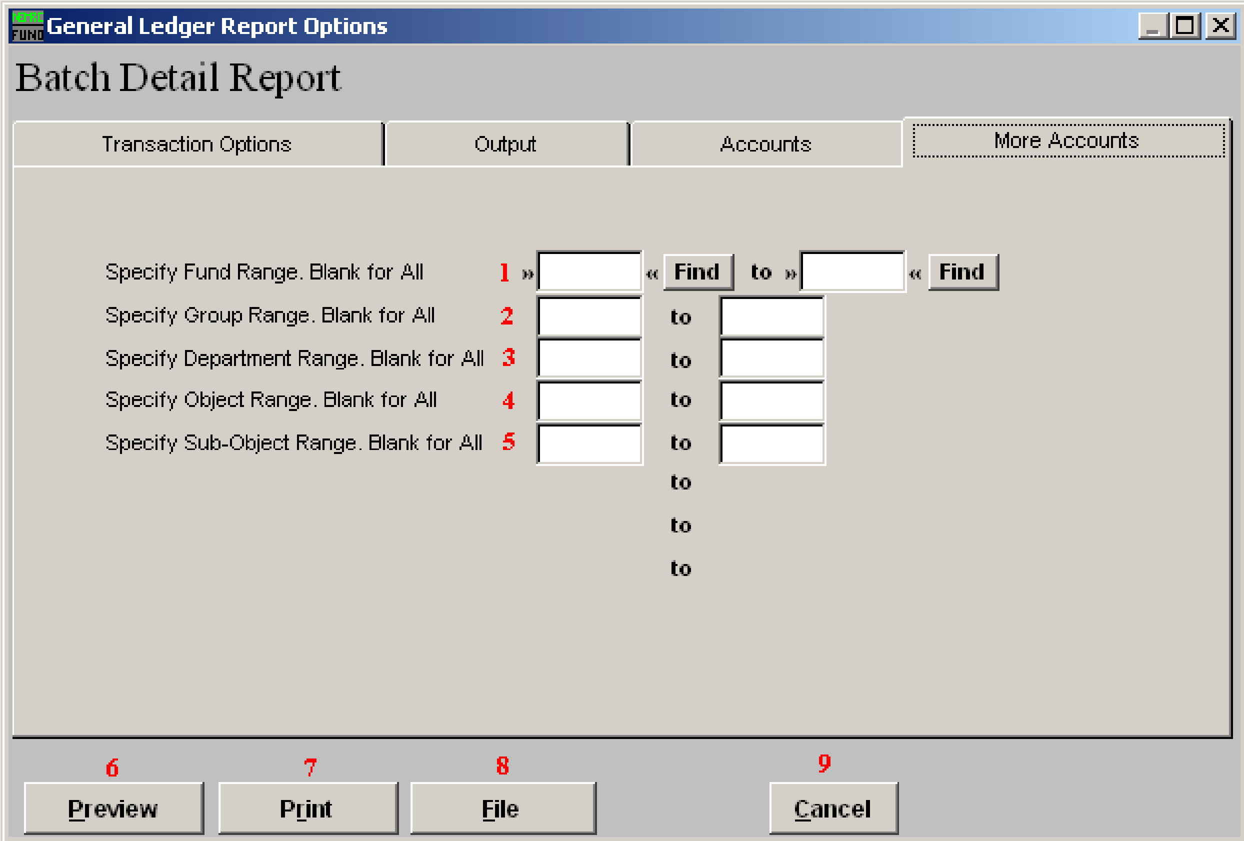
6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

7. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

8. **File:** 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.

The “More Accounts” tab



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.

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. **File:** 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.