

# General Ledger



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## General Ledger

### Procedures

#### General Ledger - Closing the Fiscal Year

1. After completing the closes in all other modules, you are now ready to close the fiscal year in the General Ledger
2. Backup and retire a pre-fiscal year close
3. Make sure you have updated your General Ledger software using Option U from the main menu
4. Choose option #6, Year Close

## General Ledger

### General Ledger - How to Mass Reconcile checks

**General Ledger-NEMRC**

File Edit Window Help

**Account Reconciliation**

General Checks Deposits (Bank Credits) Withdraws (Bank Debits)

Tool to Use ☒ Reconciliation ☐ Un-Reconciliation

Any New Service Charges and Interest Must Already be Posted

Account to Reconcile:  Browse

Beginning Bal. on Statement: 0.00 Edit

Ending Balance on Statement: 0.00

Statement Date:  Do not show transactions dated on or after:

**Diskette Reconciliation**

Bank	Check #	Start	Length	Amount
VT National Bank	18	8	26	10
Chittenden Bank	2	0	4	0
Peoples Heritage Bank	42	10	31	11
Northfield Savings Bank	2	0	3	0
VT National Bank (X-Change)	44	9	14	9

Your Bank:

**Save** Banks Beginning Bal. 0.00

**Finish Later** Cleared Checks 0 0.00

**Report** Cleared Withdraws 0 0.00

**Cancel** Total Debits 0 0.00 Adjust

Cleared Deposits 0 0.00 Adjust

Balance: Yours 0.00 Minus Banks 0.00 Difference in Balance 0.00

When you reconcile a checking account for the first time using the Nemrc Windows General Ledger it is suggested that you mass reconcile checks prior to the check date on the first returned item on your current bank statement. Using the mass reconciliation will allow you to reconcile all your older checks, older deposits and older withdraws in one process, instead of individually reconciling each older item.

**The following steps will guide you through this procedure:**

1. Using your current bank statement, find out the check date (not the cashed date) of the earliest check that has cleared on this statement. We will now refer to this as the [checkdate] in the following steps.
2. In the General Ledger, select option #8 Account Reconciliation
3. Enter the general ledger account number you will be reconciling

## General Ledger

4. In the box labeled "Do not show checks dated on or after", enter the [checkdate] (the earliest check that cleared on your bank statement).
5. In the box labeled "Beginning Bal. On Statement", leave it blank.
6. In the box labeled "Ending Bank on Statement", put the bank statement date you are working with, for example, 10/31/00.
7. Click on the checks tab, click the "Mark All" button.
8. Click on the deposits tab, click the "Mark All" button.
9. Click on the withdraw tab, click the "Mark All" button

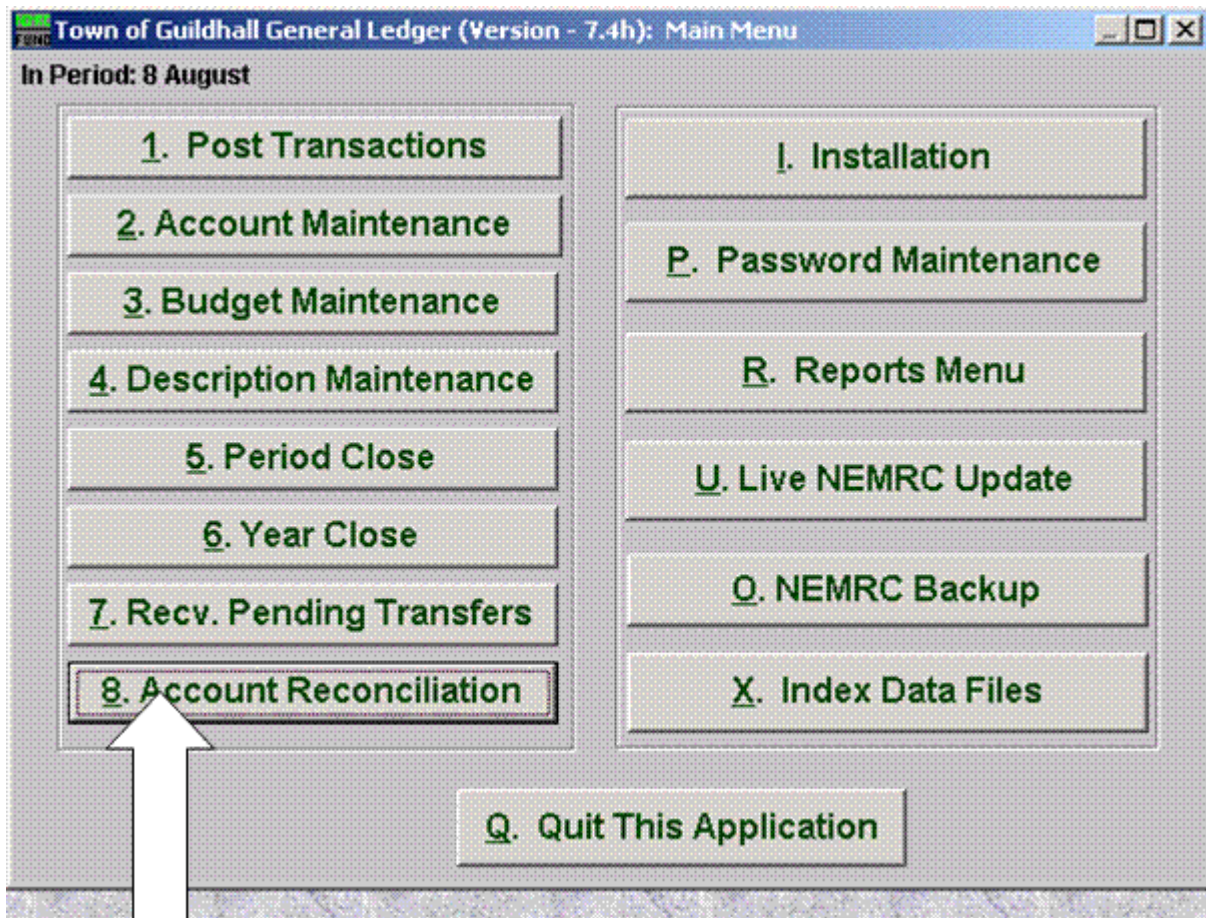
Steps 7,8, and 9 will mark all the checks, deposits and withdraws as reconciled using the date you entered in the field "Do not show checks dated on or after"

10. 10-Click the save button at the bottom of the screen. Clicking save will remove the reconciled checks, deposits and withdraws. Now you are ready to begin your first bank statement. You may edit the beginning and ending balances on the reconciliation screen.

## General Ledger

### General Ledger - Monthly Bank Reconciliation

Use this feature to reconcile a bank's beginning and ending balance on a statement to transactions in your general ledger and checks from Accounts Payable and Payroll. It can also help you get a jump start on reconciling your period ending balance.



1. Click on #8 Account Reconciliation on the General Ledger Main Menu

## General Ledger

**Account Reconciliation**

General    Checks    Deposits (Bank Credits)    Withdraws (Bank Debits)

Tool to Use    ☒ Reconciliation    ☐ Un-Reconciliation

Any New Service Charges and Interest Must Already be Posted

Account to Reconcile »  « **Find**

Beginning Bal. on Statement     0.00    **Edit**

Ending Balance on Statement     0.00

Statement Date   

Do not show transactions dated on or after:  / /

**Diskette Reconciliation**

Bank	Check #	Start	Length	Start	Length
Charter One Bank (File)	9	0	8	0	
Chittenden Bank	2	0	4	0	
Peoples Heritage Bank	42	10	31	11	
Northfield Savings	2	0	3	0	
VT National Bank (Range)	44	9	14	9	
<b>Your Bank</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Save**    **Finish Later**    **Report**    **Cancel**

Beginning Bal.		0.00			
Checks	0	0.00			
Withdraws	0	0.00			
Debits	0	0.00	<b>Adjust</b>	By: <input type="text"/> 0	<input type="text"/> 0.00 <b>Adj Reasons</b>
Deposits	0	0.00	<b>Adjust</b>	By: <input type="text"/> 0	<input type="text"/> 0.00
Balance: Yours	0.00	Minus Banks	0.00		<b>Difference In Balance</b>

2. Key in the general ledger account you want to reconcile

# General Ledger

**Account Reconciliation**

General | Checks | Deposits (Bank Credits) | Withdrawals (Bank Debits)

Tool to Use: ☒ Reconciliation ☐ Un-Reconciliation

Any New Service Charges and Interest Must Already be Posted

Account to Reconcile: 1-01-00.00 Find Checking Account

Beginning Bal. on Statement: 0.00 Edit

Ending Balance on Statement: 0.00

Statement Date: / / Do not show transactions dated on or after: / /

Diskette Reconciliation		Check #		Amount	
Bank		Start	Length	Start	Length
Charter One Bank (SV File)		0	8	0	0
Chittenden Bank		0	4	0	0
Peoples Heritage Bank		2	10	31	11
Northfield Savings Bank		0	3	0	0
VT National Bank (X-Change)		4	9	14	9

Your Bank

Beginning Bal. 0.00

Cleared Checks 0 0.00

Cleared Withdrawals 0 0.00

Total Debits 0 0.00 Adjust

Cleared Deposits 0 0.00 Adjust

Balance Yours 0.00 Minus Banks 0.00 Difference In Balance 0.00

Buttons: Save, Finish Later, Report, Cancel, Reconcile Diskette Now, Adjust, Adjust

3. Key in these figures from your bank statement.

**Account Reconciliation**

General | Checks | Deposits (Bank Credits) | Withdrawals (Bank Debits)

Tool to Use: ☒ Reconciliation ☐ Un-Reconciliation

Any New Service Charges and Interest Must Already be Posted

Account to Reconcile: 1-01-00.00 Find Checking Account

Beginning Bal. on Statement: 101,789.00 Edit

Ending Balance on Statement: 104,425.57

Statement Date: 12/31/2002 Do not show transactions dated on or after: / /

Diskette Reconciliation		Check #		Amount	
Bank		Start	Length	Start	Length
Charter One Bank (CSV File)		9	0	8	0
Chittenden Bank		2	0	4	0
Peoples Heritage Bank		42	10	31	11
Northfield Savings Bank		2	0	3	0
VT National Bank (X-Change)		44	9	14	9

Your Bank

Beginning Bal. 101,789.00

Cleared Checks 0 0.00

Cleared Withdrawals 0 0.00

Total Debits 0 0.00 Adjust

Cleared Deposits 0 0.00 Adjust

Balance Yours 101,789.00 Minus Banks 104,425.57 Difference -2636.57

Buttons: Save, Finish Later, Report, Cancel, Reconcile Diskette Now, Adjust, Adjust

These numbers will summarize the total checks, deposits and withdrawals you mark as cleared. They should match the ones in the summary section of your bank statement.

The goal! Make this number zero. This means your transactions match the banks.

# General Ledger

Click here next.

Click items that match items on your statement

Check #	Name	Date	Check Amount	Reconcile
1258	ROBERT DECKER	12/10/02	92.35	<input checked="" type="checkbox"/>
1259	VALERIE FOY	12/10/02	87.45	<input checked="" type="checkbox"/>
1260	CHERYL HAWKINS	12/10/02	100.82	<input checked="" type="checkbox"/>
1261	CEDAR ASHELEY KAPELEWSKI	12/10/02	0.00	<input checked="" type="checkbox"/>
1262	JOHN KLINEFELTER	12/10/02	0.93	<input checked="" type="checkbox"/>
1263	HELEN MARTIN	12/10/02	0.93	<input checked="" type="checkbox"/>
1264	ALFRED MCVETTY	12/10/02	0.00	<input checked="" type="checkbox"/>
1265	RAYMOND NEWTON	12/10/02	92.35	<input checked="" type="checkbox"/>
1267	BARBARA PEASLEE SMITH	12/10/02	0.00	<input checked="" type="checkbox"/>
1268	THOMAS ROGERS	12/10/02	310.15	<input checked="" type="checkbox"/>
1269	ALBERT TETREAU	12/10/02	173.47	<input checked="" type="checkbox"/>
1270	GERALDINE TETREAU	12/10/02	117.12	<input checked="" type="checkbox"/>
1455	TERI ANDERSON	07/03/02	300.95	<input type="checkbox"/>
1456	CEDAR ASHELEY KAPELEWSKI	07/03/02	309.89	<input type="checkbox"/>

Notice your totals changing.

Banks Beginning Bal.	101,789.00
Cleared Checks	14 7,994.17
Cleared Deposits	0 0.00
Total Debits	14 7,994.17
Cleared Deposits	0 0.00
Balance: Yours	93,794.83
Minus Banks	104,425.57
Difference	-10630.74

Click here next.

Click items that match items on your statement

Date	Description	Amount	Reconcile
02/13/01	Interest	125.05	<input checked="" type="checkbox"/>
02/13/01	Roads	7,926.30	<input checked="" type="checkbox"/>
02/13/01	Del. Taxes	179.39	<input checked="" type="checkbox"/>
02/13/01	Tax Rcpts Dp # 14.0	1,368.96	<input type="checkbox"/>
02/13/01	del. taxes	2,400.00	<input checked="" type="checkbox"/>
02/13/01	Roads	702.75	<input type="checkbox"/>
02/13/01	Benton History	10.00	<input type="checkbox"/>
02/13/01	del. taxes	2,454.32	<input type="checkbox"/>
02/13/01	del. taxes	1,615.29	<input type="checkbox"/>
02/13/01	del. taxes	5,426.89	<input type="checkbox"/>
03/01/01	Roads	512.84	<input type="checkbox"/>
03/01/01	Property Taxes	106.00	<input type="checkbox"/>
03/01/01	# 11 Refund from IRS	12.26	<input type="checkbox"/>
03/01/01	# 12 Del Taxes-History	840.00	<input type="checkbox"/>

Notice your totals

Banks Beginning Bal.	101,789.00
Cleared Checks	14 7,994.17
Cleared Withdrawals	0 0.00
Total Debits	14 7,994.17
Cleared Deposits	4 10,630.74
Balance: Yours	104,425.57
Minus Banks	104,425.57
Difference	In Balance

**BINGO**  
We matched the statement



# General Ledger

Once in balance, use this button to save the reconciliation and mark all transactions with a statement date.

Getting tired? Time to go home? not reconciled... Click here and pick up tomorrow.

Prints a keeper report to keep with your bank statement.

Never use the adjust buttons to make a statement balance unless you can justify to an auditor why your did. Yes, there are good answers, but every town is different....

Here are a couple of buttons to make your life easier

**Account Reconciliation**

General | Checks | Deposits (Bank Credits) | Withdraws (Bank Debits)

Date	Description	Amount	Reconcile
02/13/01	interest	125.05	<input checked="" type="checkbox"/>
02/13/01	Roads	7,926.30	<input checked="" type="checkbox"/>
02/13/01	Del. Taxes	179.39	<input checked="" type="checkbox"/>
02/13/01	Tax Rcpts Dp # 14.0	1,368.96	<input type="checkbox"/>
02/13/01	del. taxes	2,400.00	<input checked="" type="checkbox"/>
02/13/01	Roads	702.75	<input type="checkbox"/>
02/13/01	Benton History	10.00	<input type="checkbox"/>
02/13/01	del. taxes	2,454.32	<input type="checkbox"/>
02/13/01	del. taxes	1,615.29	<input type="checkbox"/>
02/13/01	del. taxes	5,426.89	<input type="checkbox"/>
03/01/01	Roads	512.84	<input type="checkbox"/>
03/01/01	Property Taxes	106.00	<input type="checkbox"/>
03/01/01	# 11 Refund from IRS	12.26	<input type="checkbox"/>
03/01/01	# 12 Del Taxes/History	840.00	<input type="checkbox"/>

Mark all  
Clear all

**Save**  
**Finish Later**  
**Report**  
**Cancel**

Banks Beginning Bal. 101,789.00  
Cleared Checks 14 7,994.17  
Cleared Withdraws 0 0.00  
Total Debits 14 7,994.17 Adjust  
Cleared Deposits 1 10,630.74 Adjust  
Balance: 104,425.57 Minus Banks 104,425.57

Difference  
**In Balance**

## General Ledger

You can find your credits to the checking account here.

There is unreconciliation, but be careful some have accidentally unreconciled everything!

**Got disk?** Some banks offer a way to get your monthly reconciled checks on disk, if so, this tool compares those checks to the ones in your system and marks them as reconciled. It works very nice. We have some popular formats here but normally you need support to help you out for the first run thru.

**Account Reconciliation**

Deposits (Bank Credits) | Withdrawals (Bank Debits)

Tool to Use: ☒ Reconciliation ☐ Un-Reconciliation

Any New Service Charges and Interest Must Already be Posted

Account to Reconcile: 1-01-00.00 « Find Checking Account

Beginning Bal. on Statement: 101,789.00 Edit

Ending Balance on Statement: 104,425.57

Statement Date: 12/31/2002

Do not show transactions dated on or after: //

**Diskette Reconciliation**

Bank	Check #		Amount	
	Start	Length	Start	Length
Charter One Bank (CSV File)	9	0	8	0
Chittenden Bank	2	0	4	0
Peoples Heritage Bank	42	10	31	11
Northfield Savings Bank	2	0	3	0
VT National Bank (X-Change)	44	9	14	9

Your Bank: [ ] [ ] [ ] [ ] **Reconcile Diskette Now**

	Save	Finish Later	Report	Cancel
Banks Beginning Bal.	101,789.00			
Cleared Checks	14	7,994.17		
Cleared Withdrawals	0	0.00		
Total Debits	14	7,994.17	Adjust	
Cleared Deposits	4	10,630.74	Adjust	
Balance: Yours	104,425.57	Minus Banks	104,425.57	

Difference In Balance

05/19/03

11:04 pm

Town of Guildhall General Ledger

Reconciliation Report

Account : 1-01-00.00

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Administrator

Last Months Balance	:	101,789.00
Minus Checks Cashed (14)	:	7,994.17

1256	12/10/02	BRIAN BARNES	554.10	1257	12/10/02	TIFFANY BENOIT	6,464.50
1258	12/10/02	ROBERT DECKER	92.35	1259	12/10/02	VALERIE FOY	87.45
1260	12/10/02	CHEYL HAWKINS	100.82	1261	12/10/02	CEDAR ASHLEY KAPELEWSKI	0.00
1262	12/10/02	JOHN KLINEFELTER	0.93	1263	12/10/02	HELEN MARTIN	0.93
1264	12/10/02	ALFRED MCVEITY	0.00	1265	12/10/02	RAYMOND NEWTON	92.35
1267	12/10/02	BARBARA PEASLEE SMITH	0.00	1266	12/10/02	THOMAS ROGERS	310.15
1269	12/10/02	ALBERT TETREAULT	173.47	1270	12/10/02	GERALDINE TETREAULT	117.12

Minus Any Withdrawals (0)	:	0.00
---------------------------	---	------

Total Debits (14)	:	7,994.17
-------------------	---	----------

Plus Any Deposits (4)	:	10,630.74
-----------------------	---	-----------

02/13/01 interest	125.05
-------------------	--------

02/13/01 Del. Taxes	179.39
---------------------	--------

02/13/01 Roads	7,926.30
----------------	----------

02/13/01 del. taxes	2,400.00
---------------------	----------

Your Reconciled Balance	:	104,425.57
-------------------------	---	------------

Bank Statement Balance	:	104,425.57
------------------------	---	------------

Difference : 0.00 \*\*\* Reconciled \*\*\*

Attach this report to your statement.  
Auditors love to see it.

## General Ledger

### ***Reconciling your period ending balance***

---

In this section we will describe a technique that works in matching a period/year end checking balance to a bank statement. It does work, but some times re-issued checks and void checks can throw in a wrinkle or two.

Period ending balance from G/L (balance sheet)	_____
+ Outstanding checks from reconciliation report	_____
- Deposits in transit from reconciliation report	_____
(+/-)Justifiable adjustments	_____
_____	
_____	
_____	
_____	
= Period ending balance in bank	_____
Banks ending balance (from statement)	_____
Difference (should be zero)	_____

The difference should be zero if not you must find out why. Use the difference and a detail transactions report for help. The first few times it may be difficult but with practice these explanations come easily.

[illegible]

## General Ledger

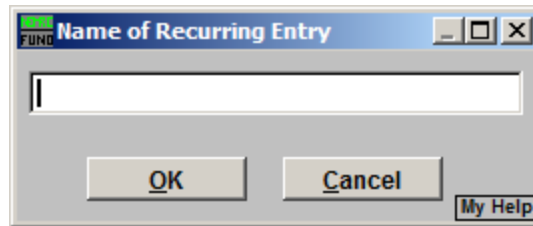
- 1. Posting Type: General OR Expenditure OR Revenue OR Encumbrance:** Choose the posting type that appropriately describes the type of posting you are doing. **Examples:** **General:** Reclassifying entry, an accounts payable invoice was incorrectly coded to the wrong expense account. **Expenditure:** Bank Service Charge, Expense that is not paid through Accounts Payable. **Revenue:** Interest Earnings, Recording Fees, Property Taxes. **Encumbrance:** Commonly used against expense accounts to show budget commitments or to reverse previous encumbrance entries.
- 2. Year: Current OR Previous:** Choose whether you would like to post the transaction to the current year or previous year. Most transactions should be posted to the current year. If you choose to post to last year it will only allow you to post to period 12. An example of last year posting would be, adjusting entries given to you by an auditor.
- 3. Period:** Choose the period that you would like to post this transaction for. If you have closed the month and you need to post to a previous period, select the period that it should be posted to. You can choose any period within the current year up to the current period, and only period 12 if you chose the previous year.
- 4. View Previous Transactions:** Click this button to view the first line of recent transactional postings made in the General Ledger. This helps determine if you might have already posted a transaction after being interrupted.
- 5. Select Recurring Entry:** Click this button to view and select from a recurring entries list. See the “Recurring Entry” section below for more information.
- 6. Date:** Enter the date of the transaction. It is important to enter the actual date of the transaction so that your period reports and your date reports will match. You should establish a policy about how dates are used during posting. This system reports by period without regard to the date used and can report by date as well. It is important to realize you can post a transaction with today’s date and apply it to last year period 12.
- 7. Reference:** The reference field will be automatically populated for General Type Postings. They are in sequential order and should be kept in a binder for reference. For the Revenue or Expenditure Type posting this field will be blank and you can leave it that way or put anything for a reference that makes sense to you. If you choose to use the reference field be consistent in your use. You should establish a policy about how this field should be used.
- 8. Description (F3 Memo):** Enter a brief description of your transaction. If you need more space use the F3 key to bring up a memo screen. This will allow you to type as much about this transaction as you want. Memo field information can be printed on detail transaction and posting register reports. If you leave this field empty then you will be required to enter something on each transaction line below.

## General Ledger

- 9. Account:** A balanced transaction is needed to post a transaction. You will need to credit and debit accounts in equal totals. You can either type in the account number or use the find key to look up the number to reference.
- 10. Account Name:** The account description will display in the column when an account is selected.
- 11. Debit:** Enter the amount of this transaction in this field if a debit is needed. A credit can not be entered in the same line.
- 12. Credit:** Enter the amount of this transaction in this field if a credit is needed. A debit can not be entered in the same line.
- 13. Description (F3 Memo):** If you left **7** empty then you will need to enter a brief description of your transaction. If you need more space, use the F3 key to bring up a memo screen. This will allow you to type as much about this transaction as you want. Memo field information can be printed on the “Detail Transaction” and “Posting Register” reports found in the Reports Menu.
- 14. Account Bal:** This will display the current balance for the account on the line you are working on for the period you are posting in.
- 15. Post Amount:** This will display the current posting amount for the account on the line you are working on.
- 16. New Balance:** This will display the resulting balance on the account you are working on if the posting is completed. This does not recognize posting for the same account on other lines.
- 17. Debit In Balance:** This field will display the total of all debit entries.
- 18. Credit In Balance:** This field will display the total of credit entries.
- 19. Add:** Click “Add” to add a new transaction line to this posting
- 20. Delete:** Select a line and click “Delete” to remove it from this posting.
- 21. Report:** Click “Report” to bring up the Report Output Options (see below). This allows you to preview, print, and save a report of this transaction.

## General Ledger

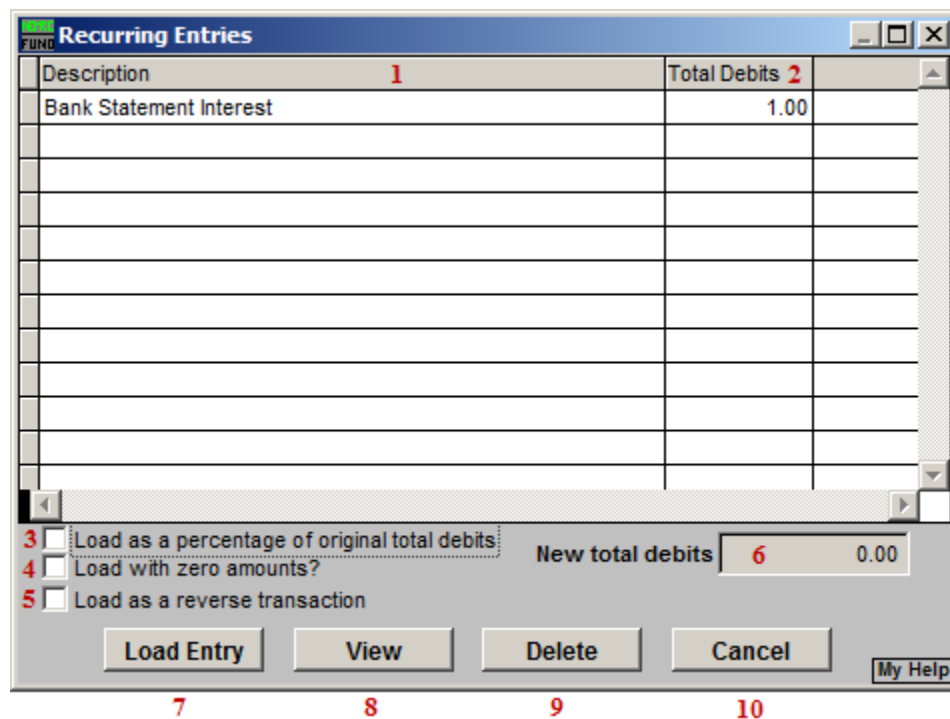
- 22. Save as Recurring Entry:** Check this box to save this as a recurring entry. After clicking “OK” the following window will appear. Enter the name for this recurring entry.



A dialog box titled "Name of Recurring Entry" with a text input field and buttons for "OK", "Cancel", and "My Help".

- 23. Do Not Post Entry:** Check this box to save this as a recurring entry, but NOT post this entry. This option is only available if you checked “Save as Recurring Entry.”
- 24. Reverse in Current Year:** Check this box to save a Reverse Entry in the current year when you post this entry. This option is only available if you selected “Previous” in item 2.
- 25. OK:** Click “OK” to save the transaction.
- 26. Cancel:** Click “Cancel” to cancel and return to the previous screen.

## Recurring Entries



A window titled "Recurring Entries" showing a table with columns "Description" and "Total Debits". The first row contains "Bank Statement Interest" and "1.00". Below the table are checkboxes for "Load as a percentage of original total debits", "Load with zero amounts?", and "Load as a reverse transaction". A "New total debits" field shows "0.00". Buttons for "Load Entry", "View", "Delete", and "Cancel" are at the bottom.

Description	Total Debits
Bank Statement Interest	1.00

3 ☐ Load as a percentage of original total debits  
4 ☐ Load with zero amounts?  
5 ☐ Load as a reverse transaction

New total debits 6 0.00

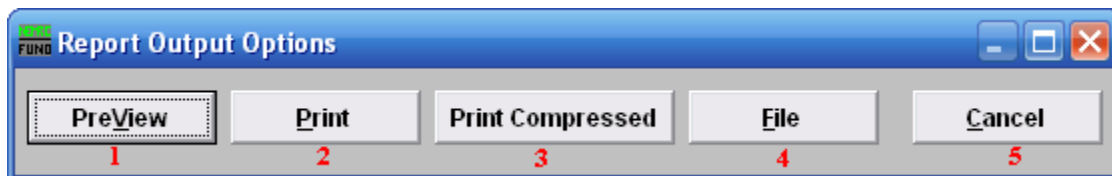
7 Load Entry 8 View 9 Delete 10 Cancel

- 1. Description:** The name entered when this recurring entry was first saved as a recurring entry.

## General Ledger

2. **Total Debits:** The total Debits of this entry.
3. **Load as a percentage of original total debits:** Check this box to have the system use the value in item 5 and calculate the new amounts for each line in the selected posting by their relative percentage of the original value.
4. **Load with zero amounts?:** Check this box to have this entry load with zero for all amounts.
5. **Load as a reverse transaction:** Check this box to have this entry load as a reverse transaction for what appears on this screen.
6. **New total debits:** Enter the total value of all debits if you plan to use in all lines in the same proportions as originally saved. This is used in conjunction with item 3.
7. **Load Entry:** Click this button to load the selected entry.
8. **View:** Click this button to view the selected entry.
9. **Delete:** Click this button to delete the selected entry.
10. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

### Report Output Options

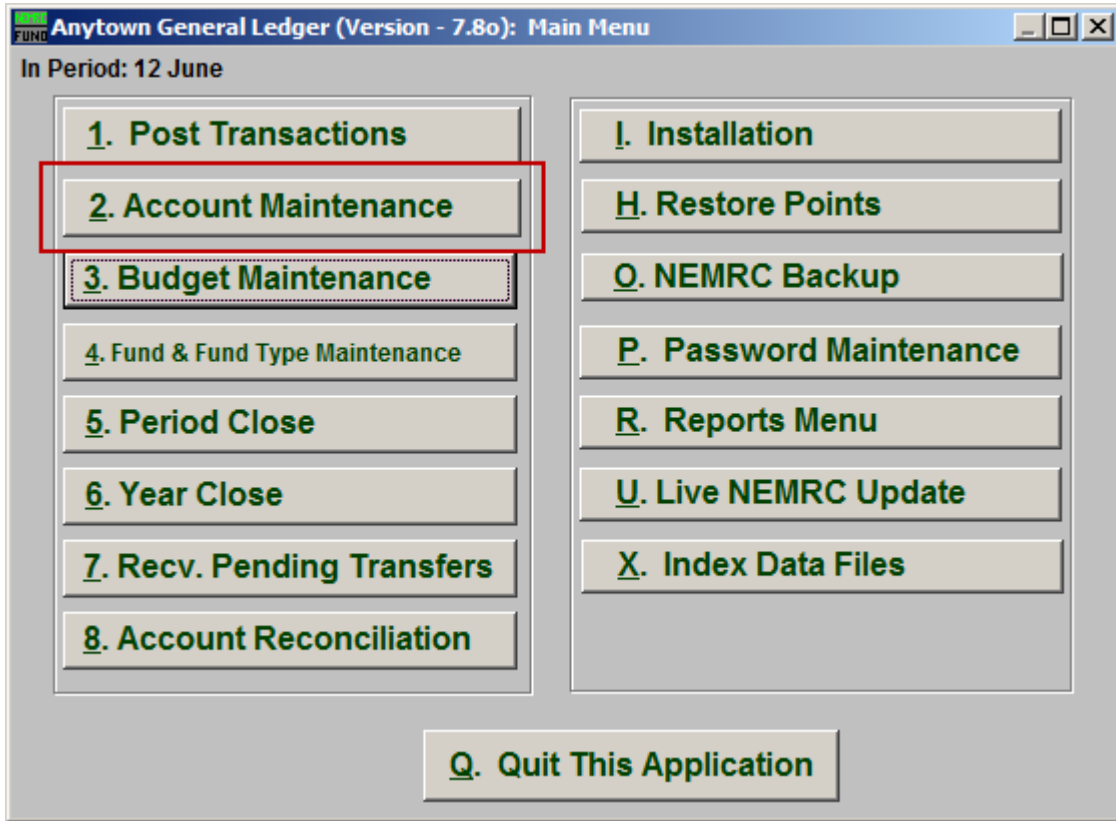


1. **PreView:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
2. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
3. **Print compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
4. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
5. **Cancel:** Click “Cancel” to cancel and return to the previous screen.



# General Ledger

## 2. Account Maintenance



Click on “2. Account Maintenance” from the Main Menu and the following window will appear:

# General Ledger

## Account Maintenance

**Account Maintenance: Anytown**

**Account Maintenance** **2 Mass Account Number Changing**

**Account Number:** 1 »  « Press F1 for Lookup

**New Account Number:**

**Account Group:**

**Account Description:**

**Posting Status:**

**Non-Lapsing Account:**

**Period-to-Date Activity:**

**Year-to-Date Balance:**

**Last Year's Balance:**

**Current Year's Budget:**

**Year-to-Date Encumbrance:**

**Cancel**

- 1. Account Number:** Enter the General Ledger account to add or edit to the system. You may also use the F1 function key to find an account from the lookup table. If you have a variable length structured chart of accounts then a message will appear with what types of accounts can be added or edited. Use the enter key to change the group selection when the variable length account number has been defined.
- 2. Mass Account Number Changing:** This is a tool which allows redefining or redesigning your chart of accounts. Contact NEMRC support for a discussion on your needs and guidance to proceed.

## General Ledger

**Account Maintenance: Anytown**

**Account Maintenance**

**Account Number:** » 515-00-0001-00.00 « Cash-CHIT 1-70-0537-5

**Account Group: 1** ☐ Asset ☐ Liability ☐ Fund Balance  
☐ Revenues ☒ Expenditures

**Account Description:** 2 Cash-CHIT 1-70-0537-5

**Posting Status:** 3 ☒ Allow ☐ Do not allow

**Non-Lapsing Account:** 4 ☐ Yes ☒ No

**Period-to-Date Activity:** 5 -159,329.04

**Year-to-Date Balance:** 6 503,825.57

**Last Year's Balance:** 7 811,304.95

**Current Year's Budget:** 8 0.00

**Year-to-Date Encumbrance:** 9 0.00

**Account Notes**

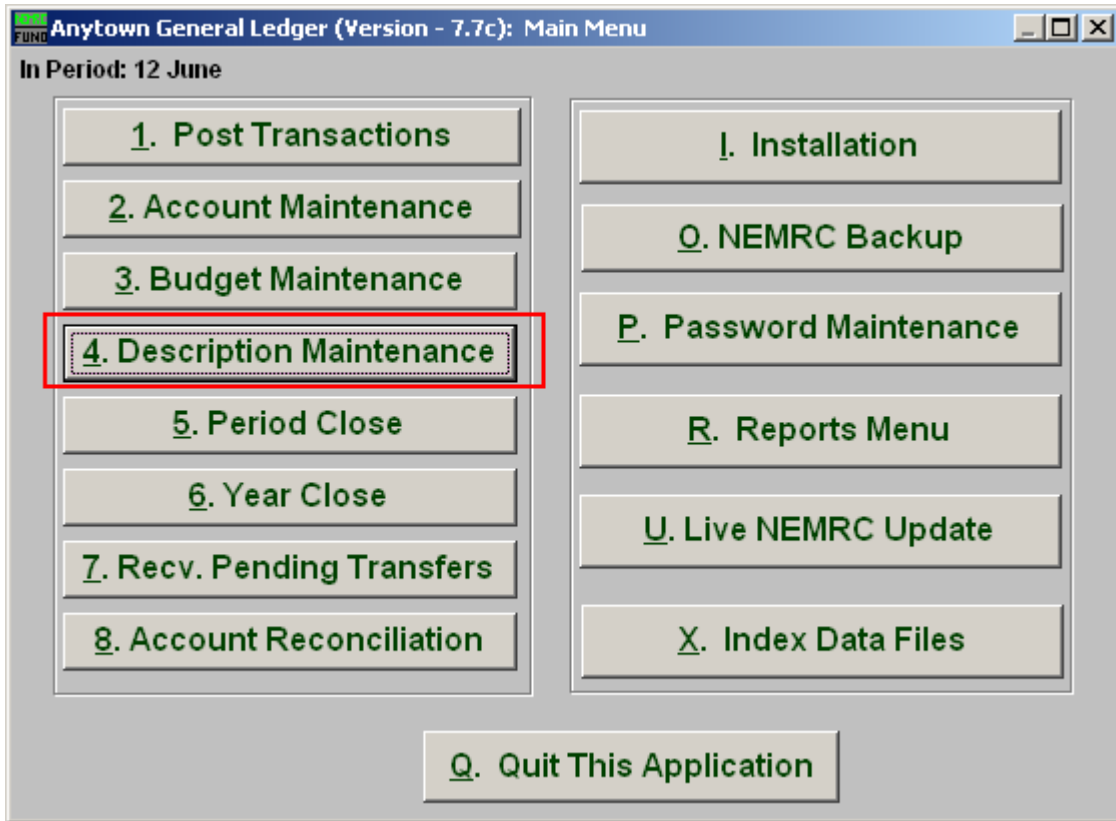
10

11 OK 12 Cancel

1. **Account Group:** Select what group this account is in.
2. **Account Description:** Enter the description to appear on reports for this account.
3. **Posting Status:** Select the option to allow or not allow postings to this account.
4. **Non-Lapsing Account:** Select “No” if the budget assigned to this account is not allowed to carry over the un-used portion. Select ‘Yes’ if it is allowed to carry over un-used budget amounts.
5. **Period-to-Date Activity:** This is this account’s Period-to-Date activity.
6. **Year-to-Date Balance:** This is this account’s Year-to-Date balance.
7. **Last Year’s Balance:** This is this account’s Last Year budget.
8. **Current Year’s Budget:** Enter this account’s Current Year budget.
9. **Year-to-Date Encumbrance:** This is this account’s Year-to-Date Encumbrance.
10. **Account Notes:** This is a user defined field.
11. **OK:** Click “OK” to save changes and return to the Main Menu.
12. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

## General Ledger

### 4. Description Maintenance



Click on “4. Description Maintenance” from the Main Menu and the following window will appear:

# General Ledger

## Description Maintenance

**Description Maintenance** 1 ☒ Fund Descriptions  
☐ Fund Type Descriptions

Value	Description	Type
515	GENERAL FUND - 15	1
516	EQUIPMENT FUND - 16	1
517	WATER FUND - 17	1
518	SEWER FUND - 18	1
520	DEVELOPMENT OFFICE - RDAG	2
521	PARENTING CENTER - 21	2
522	Fund 22	2
525	RURAL DEVELOPMENT ACTION	2
529	POLICE & FIRE GRANTS - 29	2
530	ASSET FORFEITURE FUND - 3	2

3 Add 4 Delete 5 Report 6 OK 7 Cancel

1. **Fund Descriptions OR Fund Type Descriptions:** Select between maintaining fund descriptions related to account numbers or fund types for defined funds for combined and combining reports.
2. **Selector:** Click on a line to edit values or delete the record.
3. **Add:** Click on this button to add a new line in the table.
4. **Delete:** Click this button to delete a selected line.
5. **Report:** Click “Report” to choose an output option, and the below window will appear.
6. **OK:** Click “OK” to save changes and return to the previous screen.
7. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

**Report Output Options**

1 PreView 2 Print 3 Print Compressed 4 File 5 Cancel

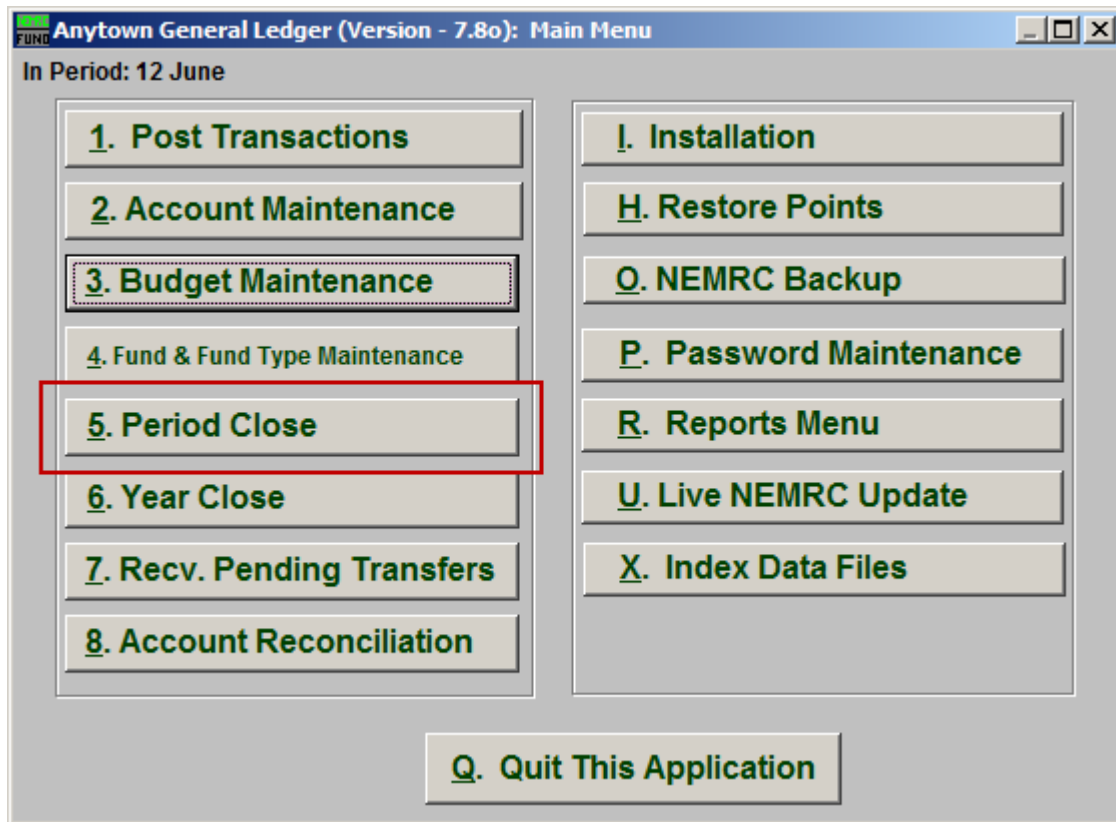
1. **PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

## General Ledger

2. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
3. **Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
4. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
5. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

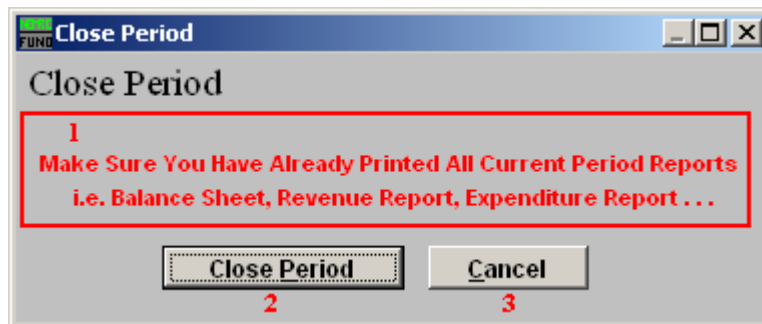
## General Ledger

### 5. Period Close



Click on “5. Period Close” from the Main Menu and the following window will appear:

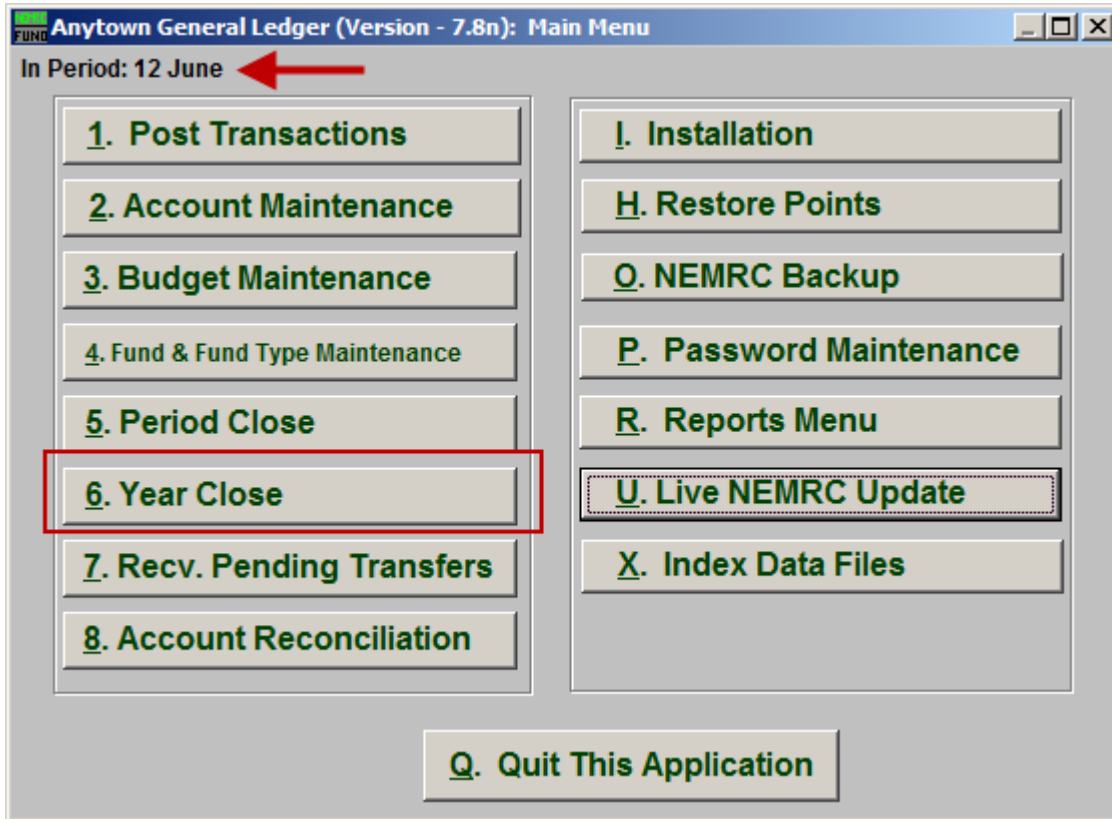
### Period Close



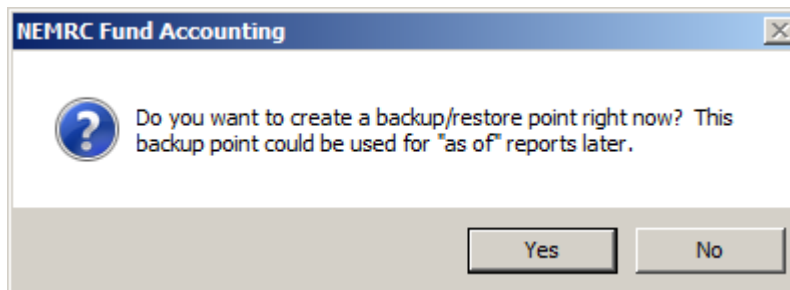
1. **Notice:** Read the notice. If you need to print a report, then choose “Cancel” and go to the “R. Reports Menu.” Reports can be printed for a prior period after closing.
2. **Close Period:** Click “Close Period” to close the period. This process will check the integrity of the transactions and report any concerns for review. This is not used when closing a fiscal year.
3. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

## General Ledger

### 6. Year Close



Make sure you are in Period 12, then click on “6. Year Close” from the Main Menu and the following window will appear:



You should choose “Yes” to create a restore point. It may take a few minutes, and you will be notified when the restore point was created successfully.

A check will be run for integrity. **If there are problems**, you will be given a choice of how to output a report of the problems. You will be returned to the Main Menu after outputting this report. These problems must be resolved prior to year close. **If there are no problems**, the following window will appear:



# General Ledger

## Year Close

**1** Date for Opening Entries: 07/01/2010

**2** ☒ Make next general journal number 20110001

**3** **Closing Will**

Zero out all revenue and expenditure accounts.  
Zero out all current year encumbrances.  
Move all current year budget amounts to last year.  
Move all next year budget amounts to current year and zero out next year.  
Make beginning balance postings for all balance sheet accounts.  
Move current year transactions to last year.  
Make next general journal number 20110001

**You Should Before Closing**

Store in a safe place a backup of your data, and reports an auditor may need

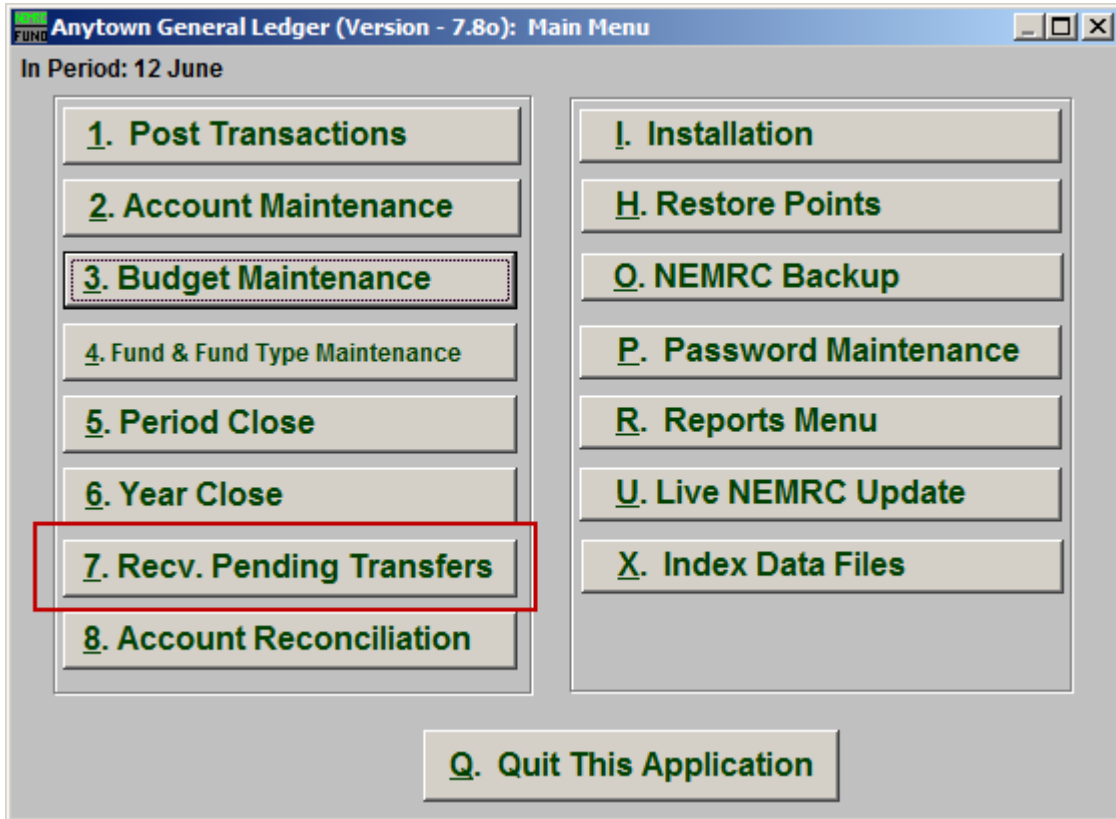
**4** Close Year **5** Cancel

My Help

- 1. Date for Opening Entries:** Enter the date for the system to assign for recording opening balances.
- 2. Make next general journal number...:** The system can automatically assign a starting point for the opening fiscal year journal entries.
- 3. Closing Will...:** After you make your choices for items **1**, **2** and **3**, read this section carefully. This tells you what closing will do.
- 4. Close Year:** Click “Close Year” to close this year.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.

## General Ledger

### 7. Recv. Pending Transfers



Click on “7. Recv. Pending Transfers” from the Main Menu and the following window will appear:

# General Ledger

## Recv. Pending Transfers

**NEMRC Fund Accounting**

**Receive from Other Modules**

Into Period: 1 July 1 ☐ Confirm Receive Use Space Bar to change.

Module	Description	Date	Receive Now
AP	Batch 938	08/29/06	<input type="checkbox"/> <span style="color: red;">2</span>
AP	Batch 939	08/29/06	<input type="checkbox"/>
AR	Batch # 118	06/05/07	<input type="checkbox"/>
AR	Batch # 119	06/06/07	<input type="checkbox"/>
TA	Batch # 651	01/06/08	<input type="checkbox"/>

3 ☐ Edit Descriptions

4 **Edit** 5 **View** 6 **Delete** 7 **OK** 8 **Cancel**

AP Batch 938

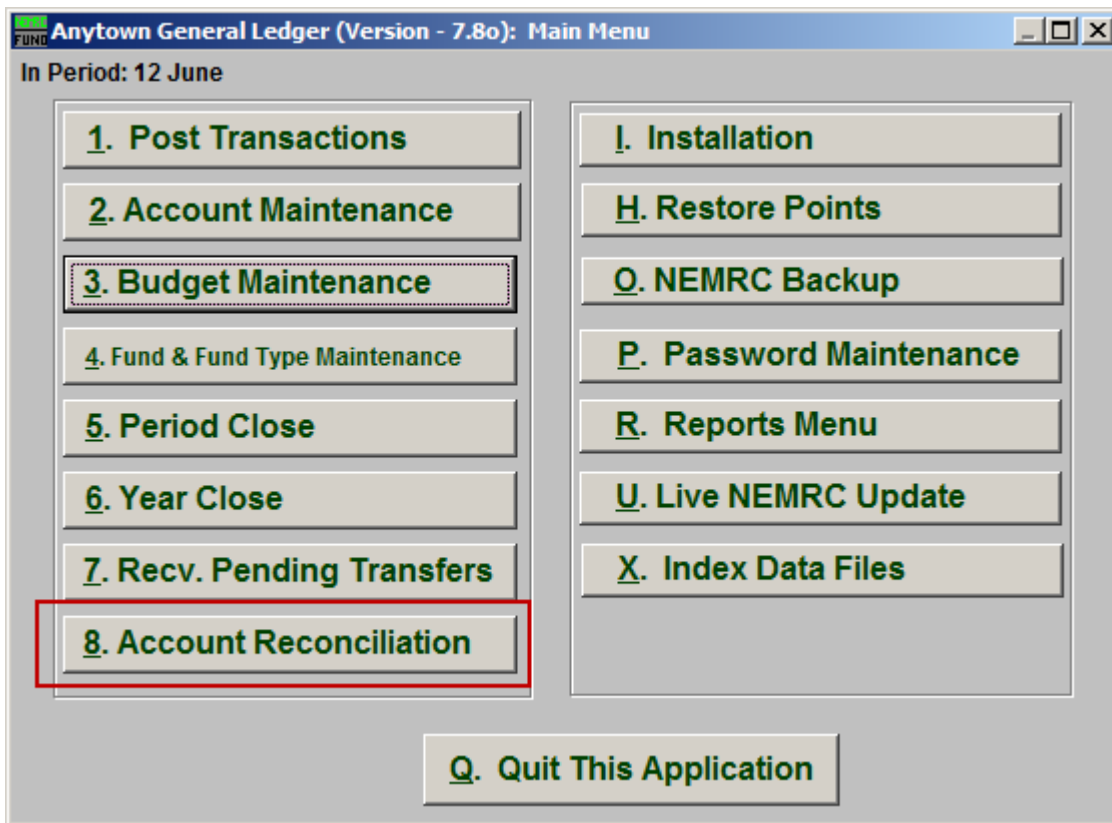
1. **Confirm Receive:** Check this box if you want the system to prompt you during receiving all postings to ensure you are posting the data to the correct period in the General Ledger.
2. **Receive Now:** Check off the box on each line shown in the table for batches you want to receive at this time.
3. **Edit Descriptions:** Click on a line in the table that you would like to change the description of and then click on this button to do so. This is helpful if you want a reminder of when you wish to receive this data during critical times, like year end.
4. **Edit:** Click “Edit” to edit the selected batch.
5. **View:** Click “View” to view the selected batch.
6. **Delete:** Click “Delete” to Delete the selected batch.
7. **OK:** Click “OK” to save changes and return to the previous screen.
8. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

## 8. Account Reconciliation

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The “Deposits (Bank Credits)” tab .....	33
The “Withdraws (Bank Debits)” tab .....	34



Click on “8. Account Reconciliation” from the Main Menu and the following window will appear:

# General Ledger

## Account Reconciliation

The “General” tab, Reconciliation

The screenshot shows the 'Account Reconciliation' window with the 'General' tab selected. The window has four tabs: General, Checks, Deposits (Bank Credits), and Withdrawals (Bank Debits). A red box highlights the 'Tool to Use' section with radio buttons for 'Reconciliation' (selected) and 'Un-Reconciliation'. Below this, a message states 'Any New Service Charges and Interest Must Already be Posted'. The 'Account to Reconcile' field is empty, with a 'Find' button next to it. The 'Beginning Bal. on Statement' and 'Ending Balance on Statement' fields both show 0.00, with an 'Edit' button next to the beginning balance. The 'Statement Date' field is empty. A 'Do not show transactions dated on or after' field is set to // 5. A 'Diskette Reconciliation' table is shown with columns for Bank, Check #, Start, Length, and Amount. The table lists five banks: Citizens Bank (CSV File), Chittenden Bank, Peoples Heritage Bank, Northfield Savings Bank, and VT National Bank (X-Change). Below the table is a 'Your Bank' section with four empty fields. A 'Reconcile Diskette How' button is to the right. On the left side, there are buttons for 'Save', 'Finish Later', 'Report', and 'Cancel'. The bottom section shows a summary of transactions: Banks Beginning Bal. (0.00), Cleared Checks (0.00), Cleared Withdrawals (0.00), Total Debits (0.00), Cleared Deposits (0.00), and Balance: Yours (0.00). It also shows 'Minus Banks' (0.00) and 'Difference' (0.00) with an 'In Balance' status. The 'Adjust ed By' field is set to 0.00. The 'Qty' and 'Amount' fields are also set to 0.00. The 'Adj Reasons' field is empty.

Bank	Check #	Start	Length	Amount
Citizens Bank (CSV File)	5	0	6	0
Chittenden Bank	2	0	4	0
Peoples Heritage Bank	42	10	31	11
Northfield Savings Bank	2	0	3	0
VT National Bank (X-Change)	44	9	14	9

	Qty	Amount
Banks Beginning Bal.		0.00
Cleared Checks	0	0.00
Cleared Withdrawals	0	0.00
Total Debits	0	0.00
Cleared Deposits	0	0.00
Balance: Yours		0.00
Minus Banks		0.00
Difference		0.00

- 1. Tool to Use:** If you want to Reconcile, click “Reconcile,” if you want to Un-Reconcile, click “Un-Reconcile,” and refer below to “Un-Reconciliation.”
- 2. Account to Reconcile:** Enter the General Ledger account number that represents the bank account you are reconciling or click the “Find” button to select from the look up table.
- 3. Beginning Bal. on Statement:** This value will carry forward from your last reconciliation. Click on the “Edit” button if you are entering this value for the first time.
- 4. Ending Balance on Statement:** Enter the ending balance as shown on the bank statement you are reconciling.
- 5. Do not show transactions dated on or after:** Enter a date here to eliminate any activities from showing that are beyond the one provided. **Use caution** as some activities required to reconcile may have been dated beyond the statement cut off which is commonly used here.
- 6. Statement Date:** Enter the statement date being reconciled.

## General Ledger

- 7. Diskette Reconciliation:** Enter the proper values for reading values from a file for reconciling checks.
- 8. Reconcile Diskette Now:** Click this button to begin reading the file from diskette to reconcile cashed checks.
- 9.** This area will display reconciliation values as you process through deposit, withdrawals and checks.
- 10. Qty:** If you need to force an adjustment to reconcile the statement that does not require a journal entry then you may use this area to record a quantity of items, amounts to adjust and with the adjustment button to define why the adjustment was made. This will print on the bottom of the reconciliation report.
- 11. Save:** Click this button to save to this computer. Refer to GENERAL FILE for more information.
- 12. Finish Later:** Click this button if you would like to save your work and finish reconciling at a later time.
- 13. Report:** Print or Preview the reconciliation report review and/or to store with your bank statement.
- 14. Cancel:** Click "Cancel" to cancel and return to the previous window.

# General Ledger

## The “General” tab, Un-Reconciliation

The screenshot shows the 'Account Reconciliation' window with the 'General' tab selected. The 'Tool to Use' section has 'Un-Reconciliation' selected. The 'Account to Reconcile' field is empty with a red '1' next to it, and a 'Find' button is to its right. The 'Statement Date' field is empty with a red '3' next to it. The 'Do not show transactions dated on or after:' field is empty with a red '2' next to it. At the bottom left, there are '4 Save' and '5 Cancel' buttons. At the bottom right, there is a table with columns 'Qty' and 'Amount', and a row for 'Total Debits' showing '0' and '0.00'. There are also 'Adjust' buttons and 'Adj Reasons' buttons.

Qty	Amount
0	0.00
0	0.00

- 1. Account to Reconcile:** Enter the General Ledger account number that represents the bank account you are reconciling or click the “Find” button to select from the look up table.
- 2. Do not show transactions dated on or after:** Enter a date here to eliminate any activities from showing that are beyond the one provided. **Use caution** as some activities required to reconcile may have been dated beyond the statement cut off which is commonly used here.
- 3. Statement Date:** Enter the statement date being reconciled.
- 4. Save:** Click this button to save to this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.

## General Ledger

## The “Checks” tab

[illegible]

- 1. Reconcile:** Review the check number detail lines with your bank statement and check off those checks that appear that have cleared on a statement.
- 2. Mark all:** Mark all checks as Reconciled.
- 3. Clear all:** Un-mark all checks.
- 4. Save:** Click this button to save to this computer. Refer to GENERAL FILE for more information.
- 5. Finish Later:** Click this button if you would like to save your work and finish reconciling at a later time.
- 6. Report:** Click this button to choose an output option for a report of what you've just done.
- 7. Cancel:** Click "Cancel" to cancel and return to the previous screen.



# General Ledger

The “Deposits (Bank Credits)” tab

**Account Reconciliation**

General | Checks | **Deposits (Bank Credits)** | Withdrawals (Bank Debits)

Date	Description	Amount	Reconcile
			1

Mark all  
Clear all

**Save** Banks Beginning Bal. 0.00  
**Finish Later** Cleared Checks 0 0.00  
Cleared Withdrawals 0 0.00  
**Report** Total Debits 0 0.00  
Cleared Deposits 0 0.00  
**Cancel** Balance: Yours 0.00 Minus Banks 0.00

Qty Amount  
Adjust ed By: 0 0.00  
Adjust ed By: 0 0.00  
Difference **In Balance**

- 1. Reconcile:** Review the Deposits with your bank statement and check off those Deposits that appear that have cleared on a statement
- 2. Mark all:** Mark all Deposits as Reconciled.
- 3. Clear all:** Un-mark all Deposits.

## General Ledger

The “Withdraws (Bank Debits)” tab

**Account Reconciliation**

General | Checks | Deposits (Bank Credits) | **Withdraws (Bank Debits)**

Date	Description	Amount	Reconcile
			1

Mark all 2  
Clear all 3

**Save** Banks Beginning Bal. 0.00  
**Finish Later** Cleared Checks 0 0.00  
Cleared Withdraws 0 0.00  
**Report** Total Debits 0 0.00  
**Cancel** Cleared Deposits 0 0.00  
Balance: Yours 0.00 Minus Banks 0.00

Qty Amount  
Adjust ed By: 0 0.00  
Adjust ed By: 0 0.00  
Difference In Balance

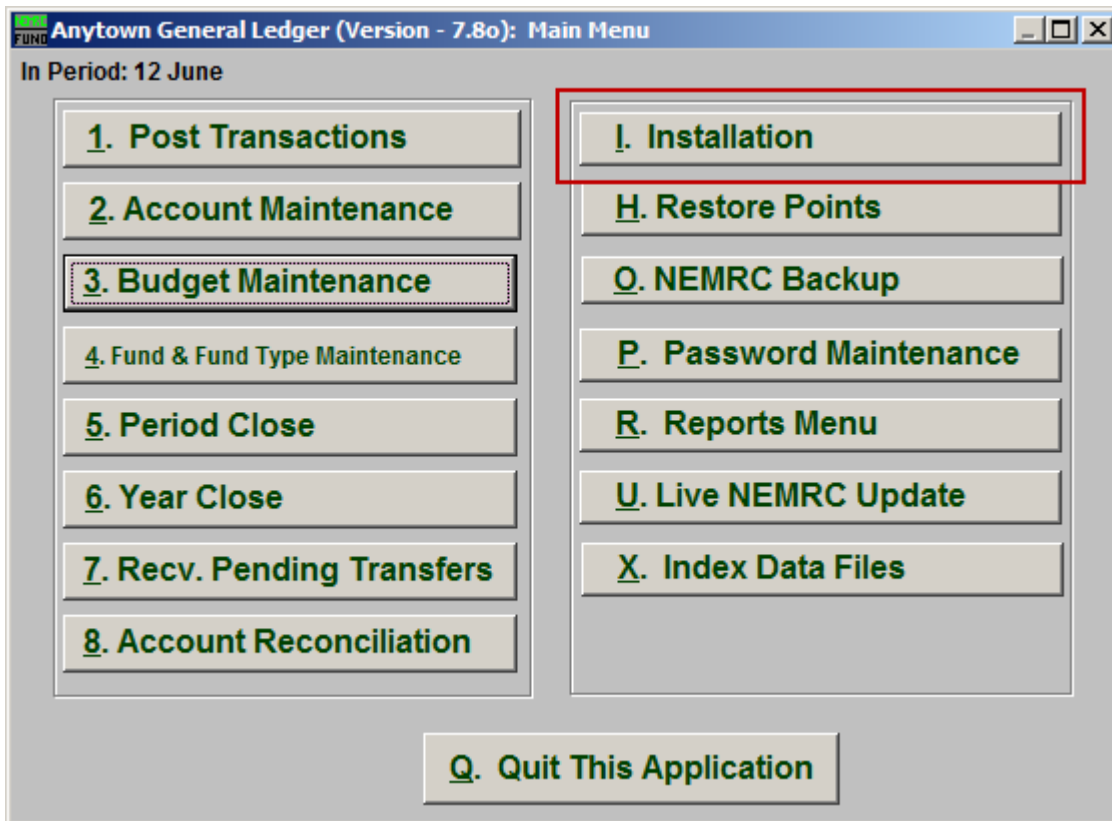
1. **Reconcile:** Review the Withdrawals with your bank statement and check off those Withdrawals that appear that have cleared on a statement.
2. **Mark all:** Mark all Withdrawals as Reconciled.
3. **Clear all:** Un-mark all Withdrawals.

# General Ledger

## I. Installation

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Click on “I. Installation” from the Main Menu and the following window will appear:

# General Ledger

## Installation

The “Options” tab

Options	Accounts	Control Accounts	Function Keys
<b>Check for Overspending Budget</b> 1	1 <input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Ask before accepting transfers</b> 2	2 <input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Allow out of balance Funds</b> 3	3 <input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>Report True Accounting Signs</b> 4	4 <input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>Use Encumbrances</b> 5	5 <input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Use One Encumbrance Account</b> 6	6 <input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Create Automatic Due To/From Entries</b> 7	7 <input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Last General Journal Number Used</b> 8	<input type="text" value="20060224"/>		
Make this number 0 if you want the next GJ number to be 1.			
<b>Posting Types Allowed:</b> 9	9 <input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/> Expenditure <input checked="" type="checkbox"/> General		
<div>10 OK 11 Cancel</div>			

- 1. Check for Overspending Budget:** This choice is available to warn the user of transaction postings that will take an account over budget.
- 2. Ask before accepting transfers:** Transfers from other modules such as Accounts Payable can automatically be posted to the General Ledger or be held until accepted by the users.
- 3. Allow out of balance Funds:** The option of allowing funds to post and report out of balance is not common. Review your choice with your CPA firm.
- 4. Report True Accounting Signs:** The balances of credits will show as negative when this option is set to “Yes.” When this is set to “No,” NEMRC will report all balances as positive unless the balance is opposite of expected.
- 5. Use Encumbrances:** Choose the option whether to use encumbrances. This option will be recognized by other modules.
- 6. Use One Encumbrance Account:** Decide if you are using one encumbrance account in the entire chart or an encumbrance account per fund. The best practice is to use one account per fund.

## General Ledger

- 7. Create Automatic Due To/From Entries:** NEMRC can automatically balance cross fund entries by defined accounts with this option set to “Yes.” The user would be required to post funds in balance if this option is set to “No.”
- 8. Last General Journal Number Used:** General Journal numbers are assigned by the system and you can set the value here to your choice. Posting will add one to this value during the next General Journal entry.
- 9. Posting Types Allowed:** Check off the options for posting types allowed in the Post Transactions Screen. The Posting Register Report offers reporting for each of these types separately.
- 10. OK:** Click “OK” to save changes and return to the previous screen.
- 11. 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 Options" with a sub-tab "Accounts". The window contains a table with six rows of account information. Each row has a red number (1-6), a description, a text input field with a value, a "Find" button, and a description. At the bottom are "OK" and "Cancel" buttons with red numbers 7 and 8 respectively.

General Ledger Options					
Options		Accounts	Control Accounts		Function Keys
<b>Fund Balance Account</b>	<b>1</b>	» 515-01-1800-00.00	« Find	General Fund Balance	
<b>Budgeted Fund Balance</b>	<b>2</b>	» 515-01-1800-00.00	« Find	General Fund Balance	
<b>Reserve for Encumbrance</b>	<b>3</b>	» 515-01-1800-00.00	« Find	General Fund Balance	
<b>Prior Year Reserve</b>	<b>4</b>	» - - - .	« Find		
<b>Due to other Funds</b>	<b>5</b>	» 515-00-0004-00.00	« Find	Due From/To Other Funds	
<b>Due from other Funds</b>	<b>6</b>	» 515-00-0004-00.00	« Find	Due From/To Other Funds	

7 OK 8 Cancel

It is important that all funds have the same account numbers defined for all accounts below except the digits representing the fund. The system will report if any defined accounts needed are missing. Accounts are set up in “2. Account Maintenance” from the Main Menu. The system will test for, and automatically activate/create standard accounts defined under the Account tab for all funds. If this is the case, the system will report on what it does.

- 1. Fund Balance Account:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 2. Budgeted Fund Balance:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 3. Reserve for Encumbrance:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 4. Prior Year Reserve:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 5. Due to other Funds:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 6. Due from other Funds:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 7. OK:** Click on “OK” to save and return to the previous screen.

## General Ledger

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

# General Ledger

## The “Function Keys” tab

The screenshot shows a window titled "General Ledger Options" with a tabbed interface. The "Function Keys" tab is selected and highlighted with a dashed border. A red box labeled "1" encloses the function key assignment area, which consists of two columns of text boxes. The left column contains labels F5, F6, F7, and F8. The right column contains labels F9, F10, F11, and F12. Each label is followed by an empty text box for input. At the bottom of the window, there are two buttons: "2 OK" and "3 Cancel".

Options	Accounts	Control Accounts	Function Keys
<b>1</b>			
F5		F9	
F6		F10	
F7		F11	
F8		F12	

**2 OK** **3 Cancel**

- 1. Function Keys:** These are used to set shortcuts for common phrases for easy use, and to save you from having to retype something multiple times. When a value is assigned from the point of the cursor placement the function key with the assignment can be used to populate fields.

Each of these fields are linked to the “Function Key” that is to its left. This means that when you hit the “F” key on the keyboard, the text you entered for that “Function Key” will appear.

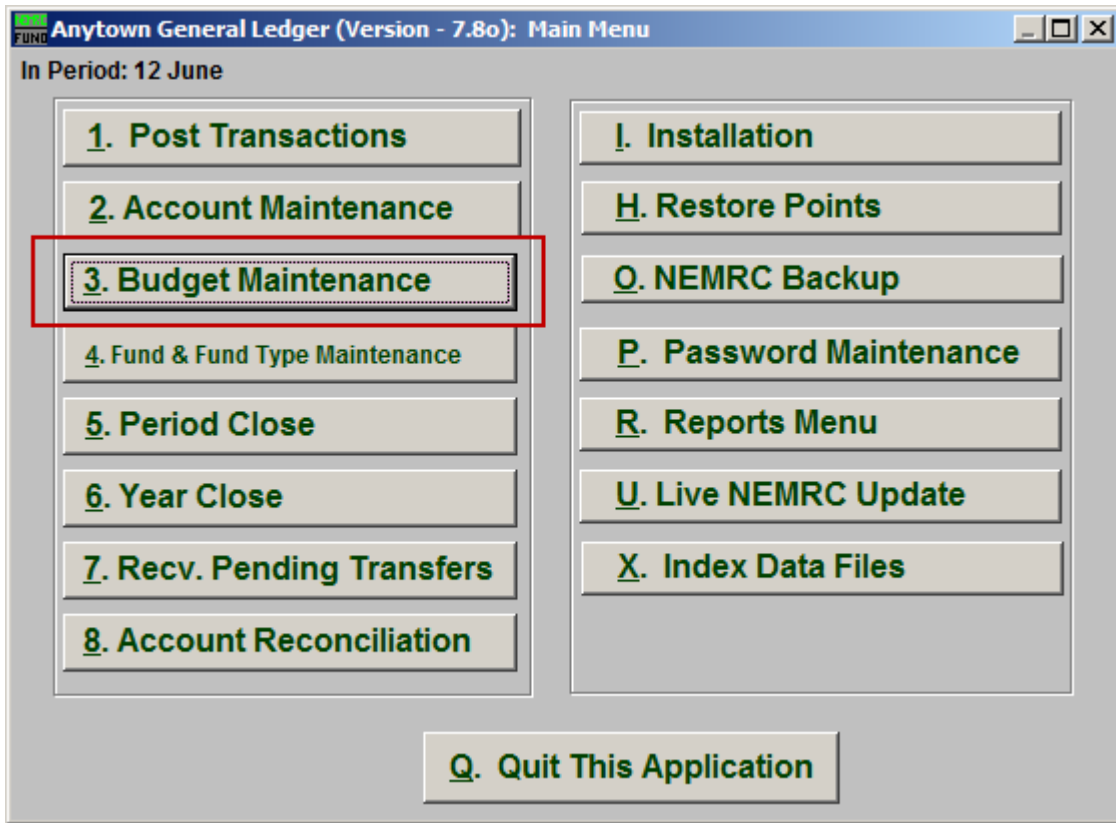
- 2. OK:** Click “OK” to save changes and return to the previous screen.
- 3. Cancel:** Click “Cancel” to cancel and return to the previous screen.



## General Ledger

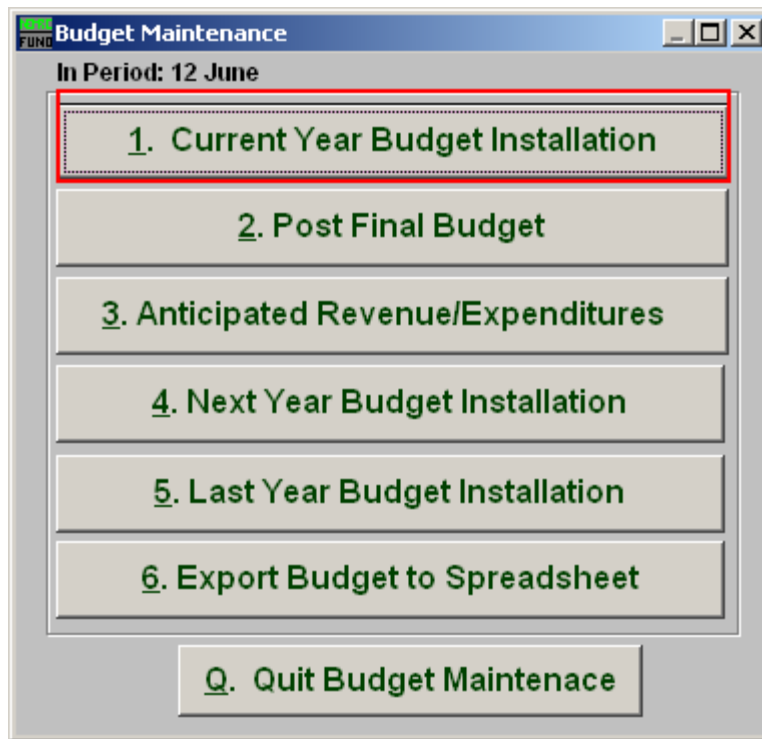
### Budget Maintenance

#### 3. Budget Maintenance: 1. Current Year Budget Installation



Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:

## General Ledger



Click on “1. Current Year Budget Installation” from the Budget Maintenance Menu and the following window will appear:

# General Ledger

## Current Year Budget Maintenance

The screenshot shows a software window titled "Budget Maintenance" with a sub-header "Current Year Budget Installation". At the top, there is a text field containing "515-00-0003-60.00" with a red "1" next to it, followed by a "Find" button and the text "Wilkinson Pension". Below this, there is a section labeled "Enter As" with a red "2" and a minus sign. This section contains a table with budget figures:

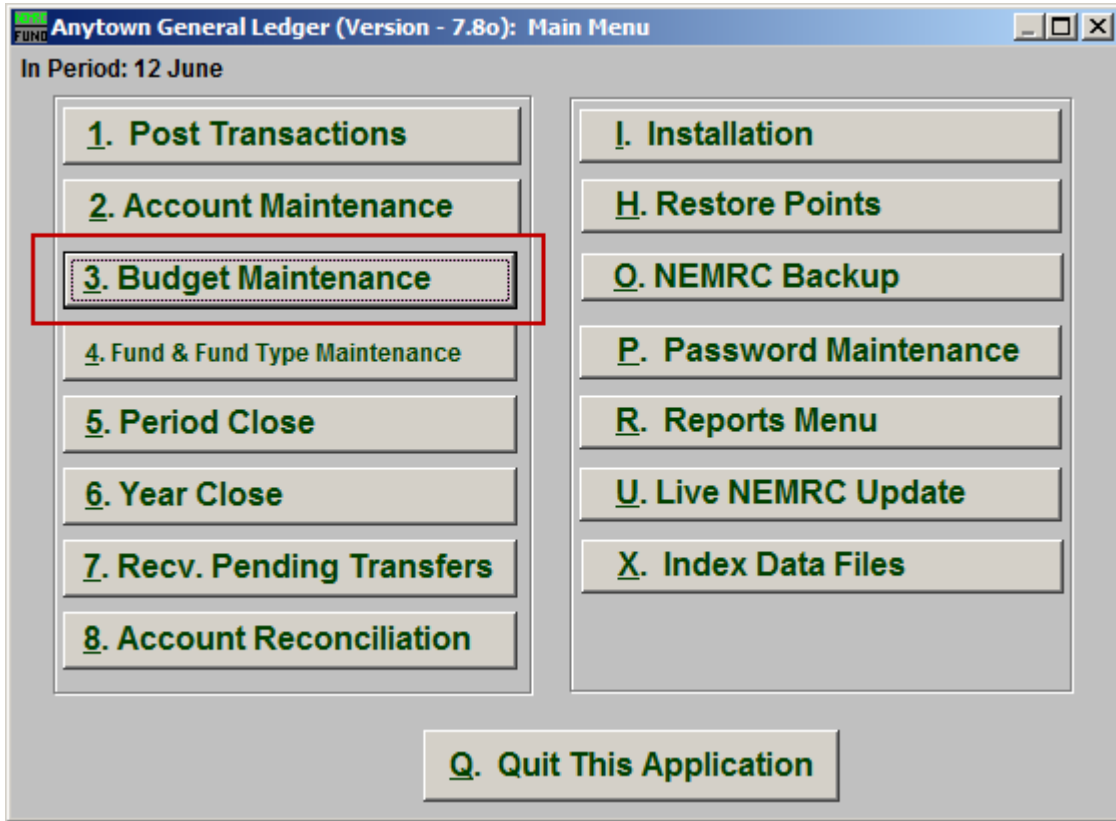
Enter As	Value
2 -	0.00
	0.00
	2,799.73
	0.00
	0.00
	0.00
	0.00
	0.00

To the right of the table is a "Budget Notes" section with a red "3" and a large text area. At the bottom of the window, there are four buttons: "<< Previous" with a red "4", "5 OK", "6 Cancel", and "7 Next >>".

1. **Account Number to Post:** Enter the account number to post the budget figure to or click "Find" to select from the lookup table.
2. **This Year Budget:** Enter the current year budget amount. Credit amounts post to expense accounts and debit amounts post to revenue accounts.
3. **Budget Notes:** This is an area where details about the budget amount for this account can be entered. Various reports have an option to show these notes.
4. **Previous:** Click this button to save the present value and bring up the account that by number appears before the one shown.
5. **OK:** Click "OK" to save changes and return to the previous screen.
6. **Cancel:** Click "Cancel" to cancel and return to the previous screen.
7. **Next:** Click this button to save the present value and bring up the account that by number appears after the one shown.

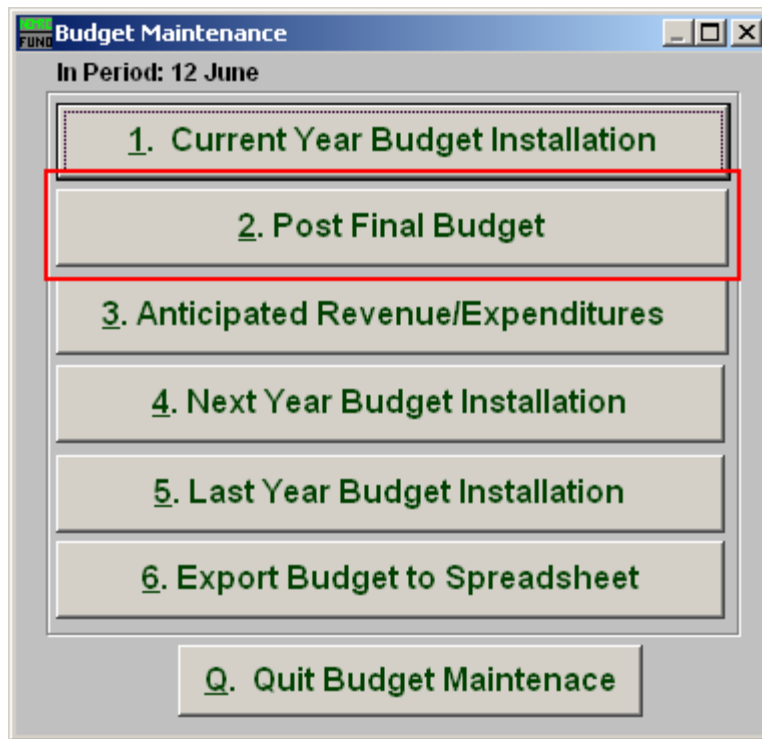
## General Ledger

### 3. Budget Maintenance: 2. Post Final Budget



Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:

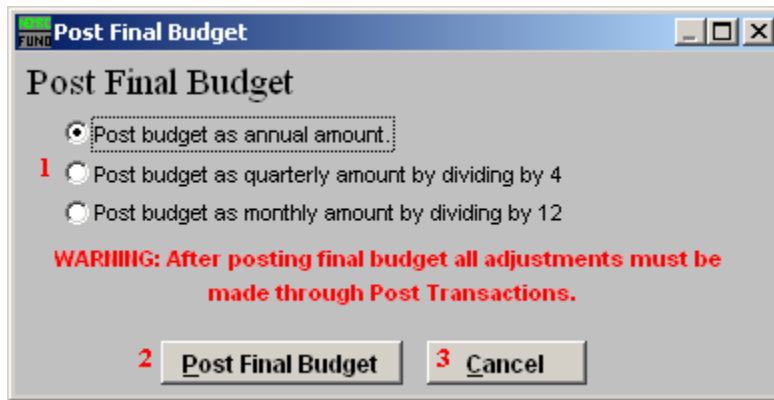
## General Ledger



Click on “2. Post Final Budget” from the Budget Maintenance Menu and the following window will appear:

## General Ledger

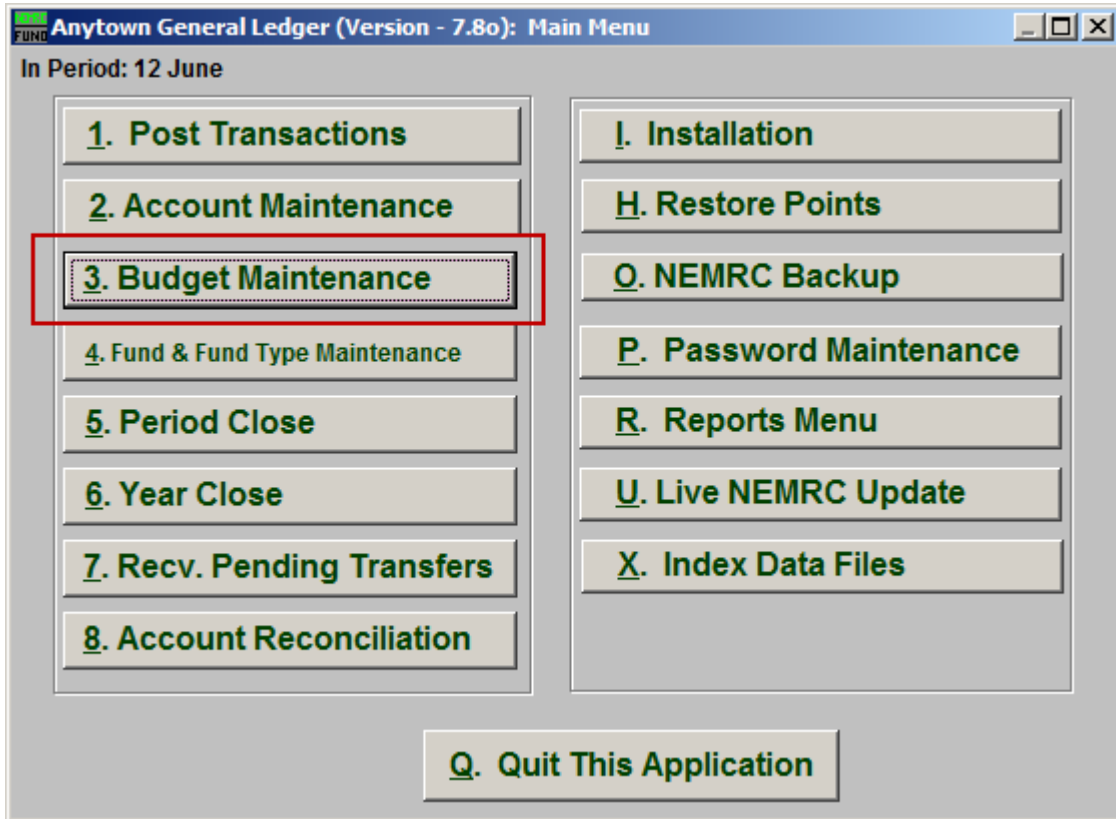
### Post Final Budget



- 1. Post budget as...:** Select the option which fits your budgeting and reporting policies.
- 2. Post Final Budget:** Click this button to record budgetary transactions in the system. Any budget adjustments must be performed by posting budget transactions from “1. Post Transactions” on the Main Menu.
- 3. Cancel:** Click “Cancel” to cancel and return to the previous screen.

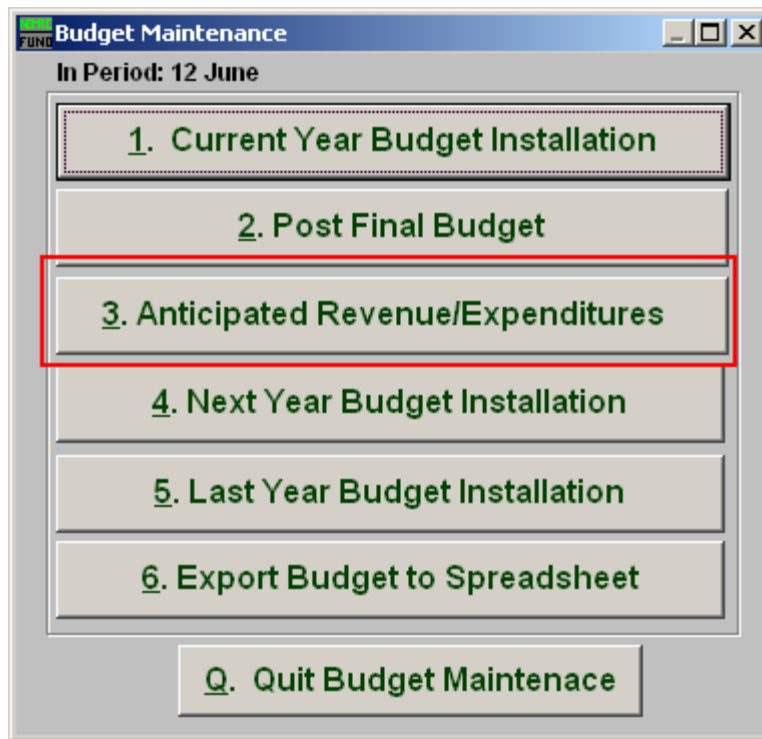
## General Ledger

### 3. Budget Maintenance: 3. Anticipated Revenue/Expenditures



Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:

## General Ledger



Click on “3. Anticipated Revenue/Expenditures” from the Budget Maintenance Menu and the following window will appear:



# General Ledger

## Anticipated Revenue/Expenditures

**Budget Maintenance**

**Anticipated Revenue/Expenditures**

» 515-00-0003-60.00 1 « Find Wilkinson Pension

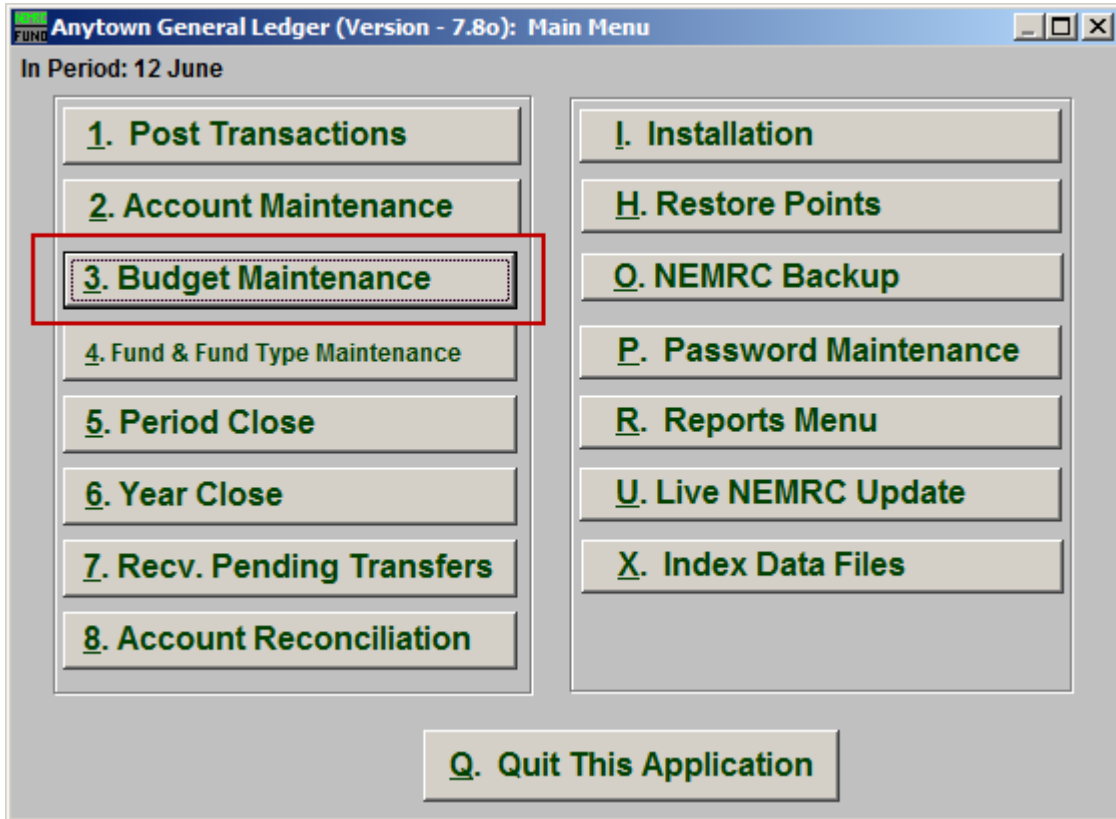
	Enter As	Budget Notes
This Year Adjusted Budget	0.00	2
This Year Final Budget	0.00	
Year-to-Date Actual	2,799.73	
Next Year Budget	0.00	
Last Year Budget	0.00	
Last Year Actual	0.00	
Last Year Unused Budget	0.00	
Anticipated 3	3 + 0.00	

<< Previous 4      5 OK      6 Cancel      7 Next >>

1. **Account Number to Post:** Enter the budget account number to post anticipation amounts to or click the find button to select from a table.
2. **Budget Notes:** This is a free form area to review or enter notes on the budget details about this account. This can help determine anticipated values during entry.
3. **Anticipated:** Enter the amount of additional revenue/expense expected for the balance of the fiscal year. These values will appear on the Budget Worksheet Report.
4. **Previous:** Click this button to save the present value and bring up the account that by number appears before the one shown.
5. **OK:** Click “OK” to save changes and return to the previous screen.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.
7. **Next:** Click this button to save the present value and bring up the account that by number appears after the one shown.

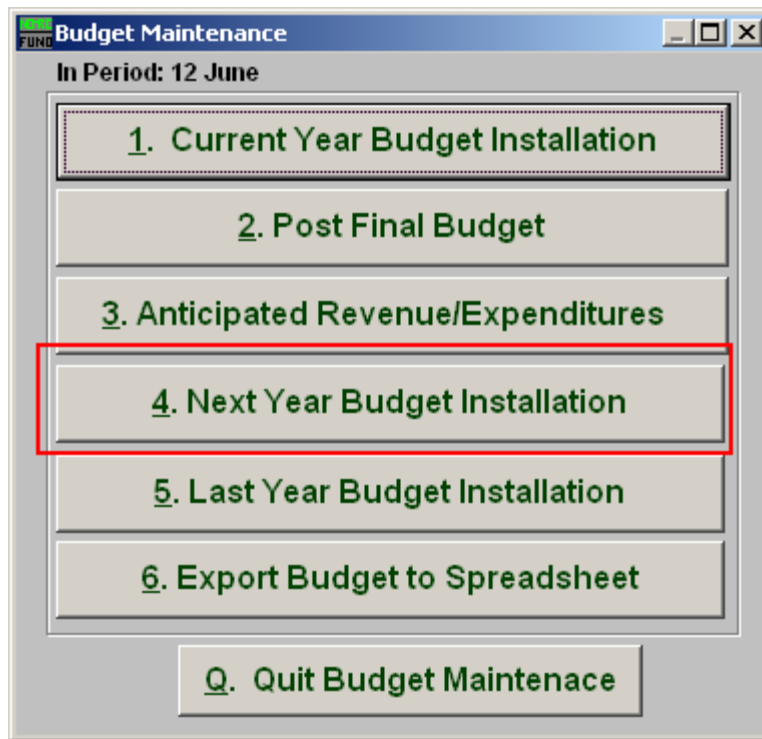
## General Ledger

### 3. Budget Maintenance: 4. Next Year Budget Installation



Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:

## General Ledger



Click on “4. Next Year Budget Installation” from the Budget Maintenance Menu and the following window will appear:

# General Ledger

## Next Year Budget Installation

**Budget Maintenance**

**Next Year Budget Installation**

» 515-00-0003-60.00 1 « Find Wilkinson Pension

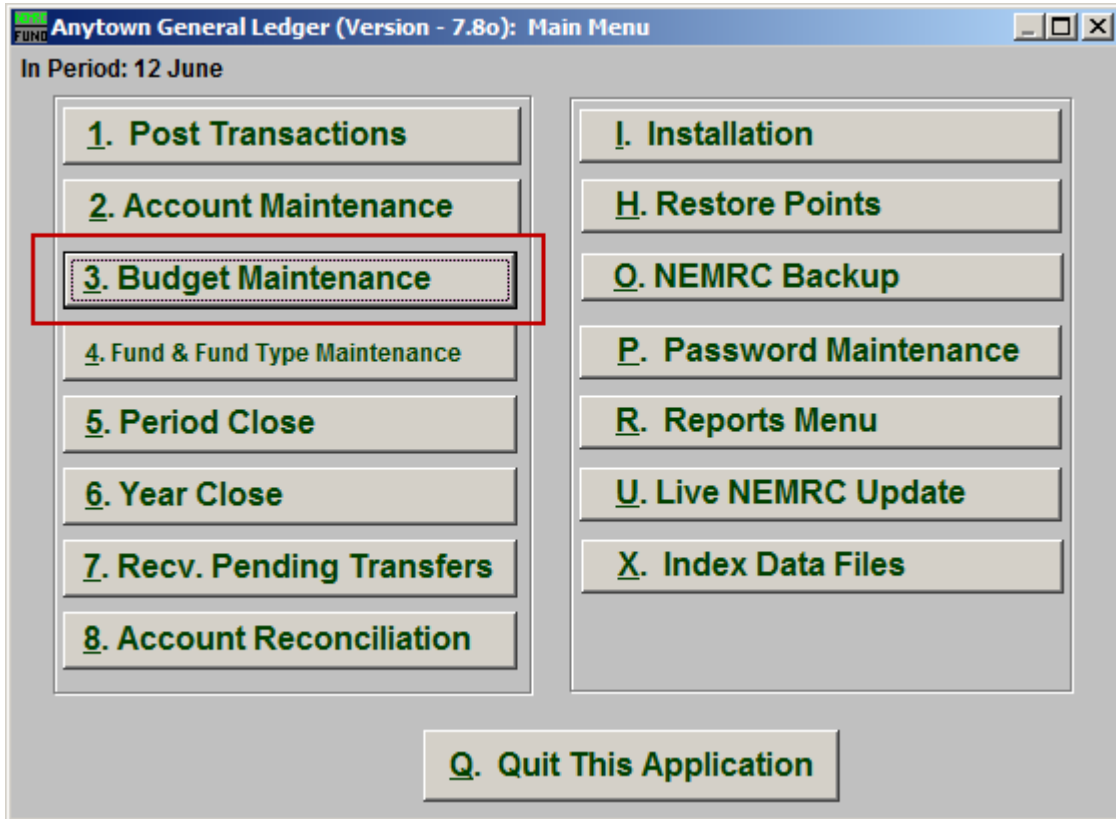
	Enter As	Budget Notes
This Year Adjusted Budget	0.00	2
This Year Final Budget	0.00	
Year-to-Date Actual	2,799.73	
Next Year Budget 3	3 - 0.00	
Last Year Budget	0.00	
Last Year Actual	0.00	
Last Year Unused Budget	0.00	
Anticipated	0.00	

<< Previous 4      5 OK      6 Cancel      7 Next >>

- 1. Account Number to Post:** Enter the budget account number to post anticipation amounts to or click the find button to select from a table.
- 2. Budget Notes:** This is a free form area to review or enter notes on the budget details about this account. This can help determine anticipated values during entry.
- 3. Next Year Budget:** Enter the amount for next year's budget on this account. Revenue accounts typically post a debit budget and expense accounts a credit budget figure.
- 4. Previous:** Click this button to save the present value and bring up the account that by number appears before the one shown.
- 5. OK:** Click "OK" to save changes and return to the previous screen.
- 6. Cancel:** Click "Cancel" to cancel and return to the previous screen.
- 7. Next:** Click this button to save the present value and bring up the account that by number appears after the one shown.

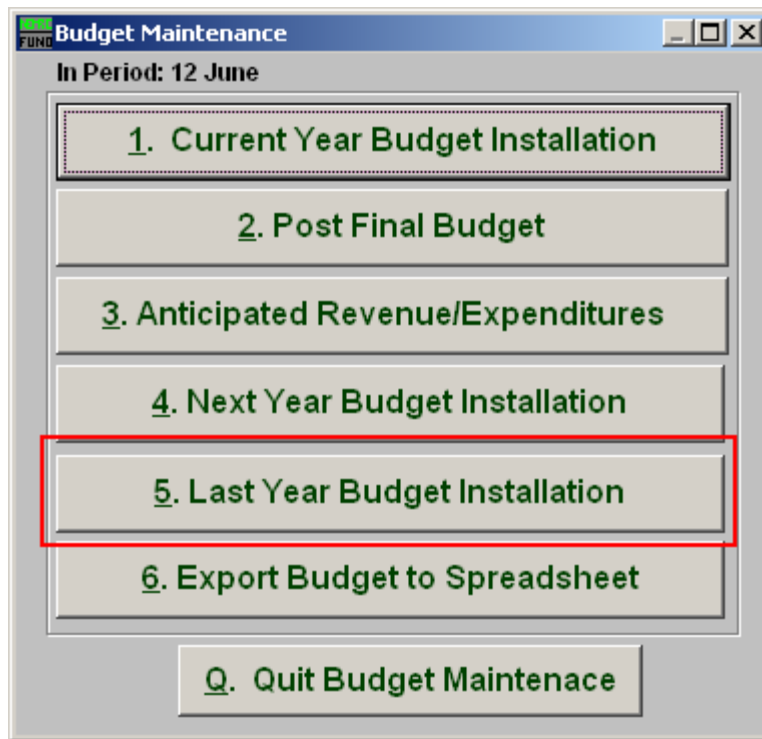
## General Ledger

### 3. Budget Maintenance: 5. Last Year Budget Installation



Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:

## General Ledger



Click on “5. Last Year Budget Installation” from the Budget Maintenance Menu and the following window will appear:

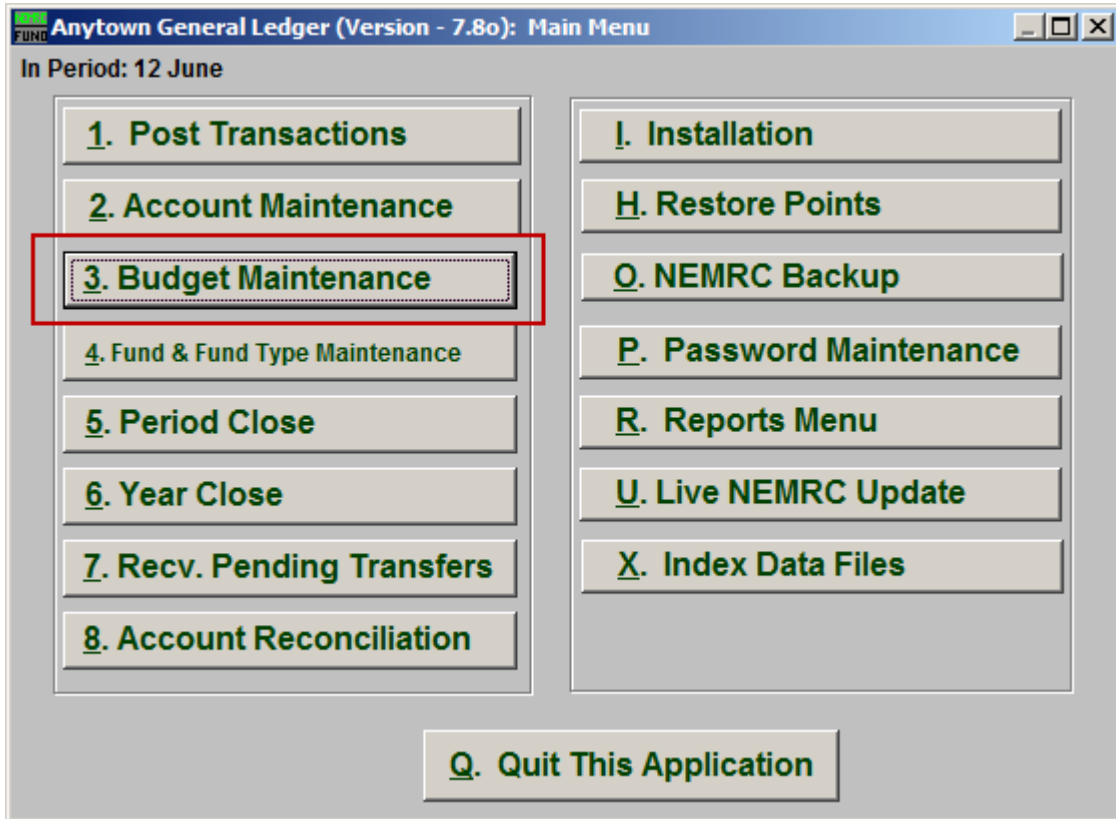
## General Ledger

### Last Year Budget Installation

- 1. Account Number to Post:** Enter the budget account number to post anticipation amounts to or click the find button to select from a table.
- 2. Budget Notes:** This is a free form area to review or enter notes on the budget details about this account. This can help determine anticipated values during entry.
- 3. Last Year Budget:** Enter the amount for last year's budget on this account. Revenue accounts typically post a debit budget and expense accounts a credit budget figure.
- 4. Previous:** Click this button to save the present value and bring up the account that by number appears before the one shown.
- 5. OK:** Click "OK" to save changes and return to the previous screen.
- 6. Cancel:** Click "Cancel" to cancel and return to the previous screen.
- 7. Next:** Click this button to save the present value and bring up the account that by number appears after the one shown.

## General Ledger

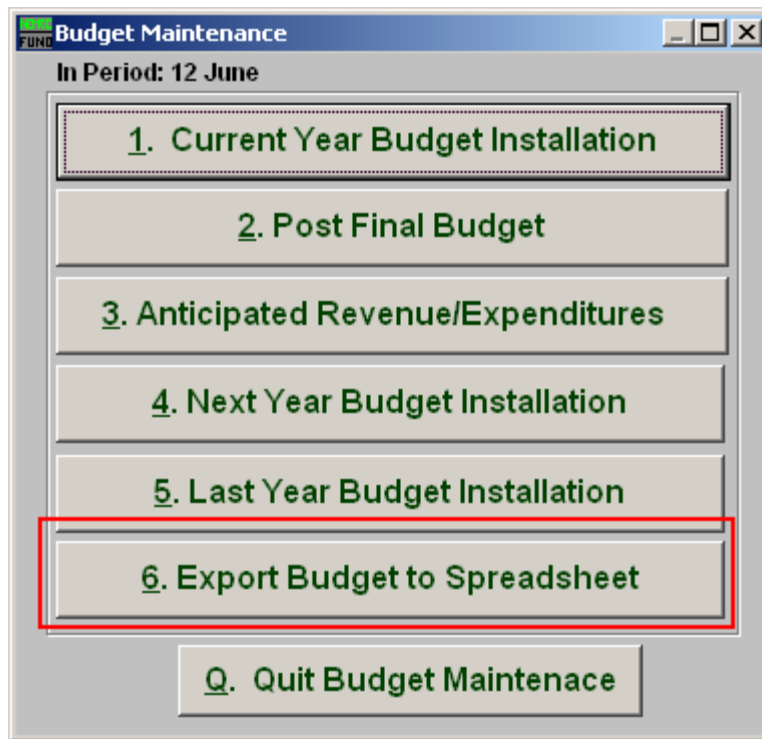
### 3. Budget Maintenance: 6. Export Budget to Spreadsheet



Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:



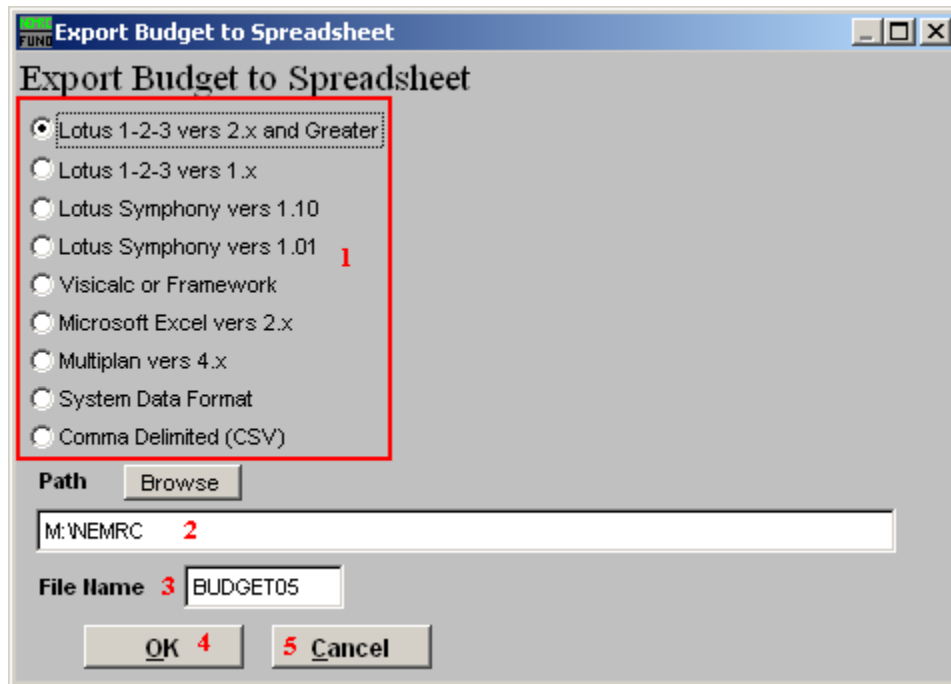
## General Ledger



Click on “6. Export Budget to Spreadsheet” from the Budget Maintenance Menu and the following window will appear:

# General Ledger

## Export Budget to Spreadsheet



- 1. Type of Spreadsheet:** Select one of the types of files to be created.
- 2. 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.
- 3. File Name:** Type in the name that this file will be saved as.
- 4. OK:** Click "OK" to save the spreadsheet and return to the previous screen.
- 5. Cancel:** Click "Cancel" to cancel and return to the previous screen.

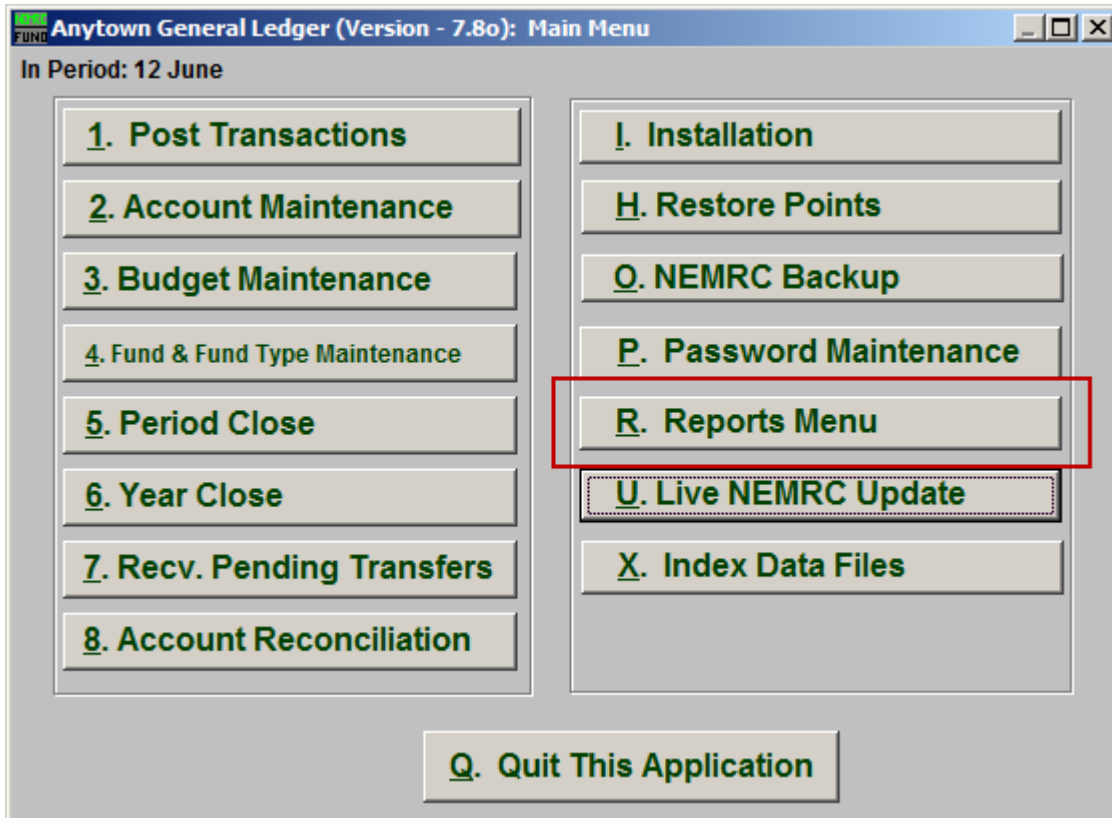
# General Ledger

## Reports

### R. Reports Menu: 1. Posting Register

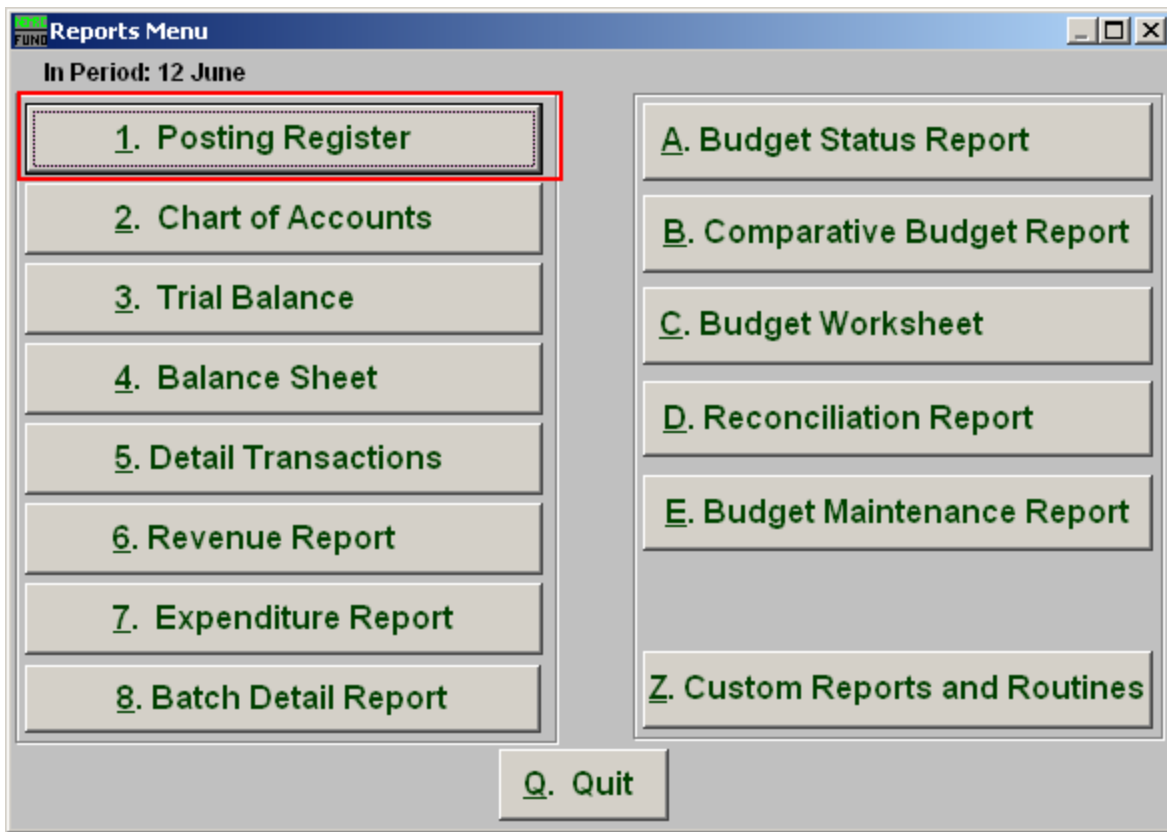
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The “Output” tab .....	63
The “Accounts” tab .....	64



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:

# General Ledger

## 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. At the top, there are tabs for 'Transaction Options', 'Output', and 'Accounts'. The 'Transaction Options' tab is active. Below the tabs, there are several numbered fields and sections. 1. 'Year' is a dropdown menu set to 'Current'. 2. 'Range Information' has three radio buttons: 'Period' (selected), 'Date', and 'General Journal'. There is also a 'Batch' radio button. 3. 'Start' and 'End' are numeric input fields, both set to '12'. 4. 'Include Transaction Entry Memos' has two radio buttons: 'Yes' (selected) and 'No'. 5. 'Order' has two radio buttons: 'Date' (selected) and 'Entry'. 6. 'Modules' is a section with checkboxes for GL, UB, TA, AP, AR, AS, PR, and CR. 7. 'Types' is a section with checkboxes for General, Expenditure, Revenue, Budget, Encumbrance, and Beginning Bal. 8. 'During Posting Year' has three checkboxes: 'Made as Current Year' (selected), 'Carry from Previous Year', and 'Made as Previous Year'. 9. 'Amounts' is a section with two numeric input fields, both set to '0.00'. 10. 'FoxPro Filter Expression' is a text input field with a dropdown arrow. 11. 'Use absolute value' is a checkbox. 12. 'Preview' button. 13. 'Print' button. 14. 'File' button. 15. 'Cancel' button. A 'My Help' button is also present 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 window titled "General Ledger Report Options" with a sub-header "Posting Register Report". It has three tabs: "Transaction Options", "Output", and "Accounts", with "Accounts" being the active tab. The main area contains two input fields for "Account Range" and "To", each with a "Find" button. Below these is a note: "When selecting accounts in a posting register you will get all Postings with the account in question." At the bottom are four buttons: "Preview", "Print", "File", and "Cancel".

General Ledger Report Options

Posting Register Report

Transaction Options    Output    Accounts

Account Range 1 »  « Find

To 2 »  « Find

When selecting accounts in a posting register you will get all Postings with the account in question.

3 Preview    4 Print    5 File    6 Cancel

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.

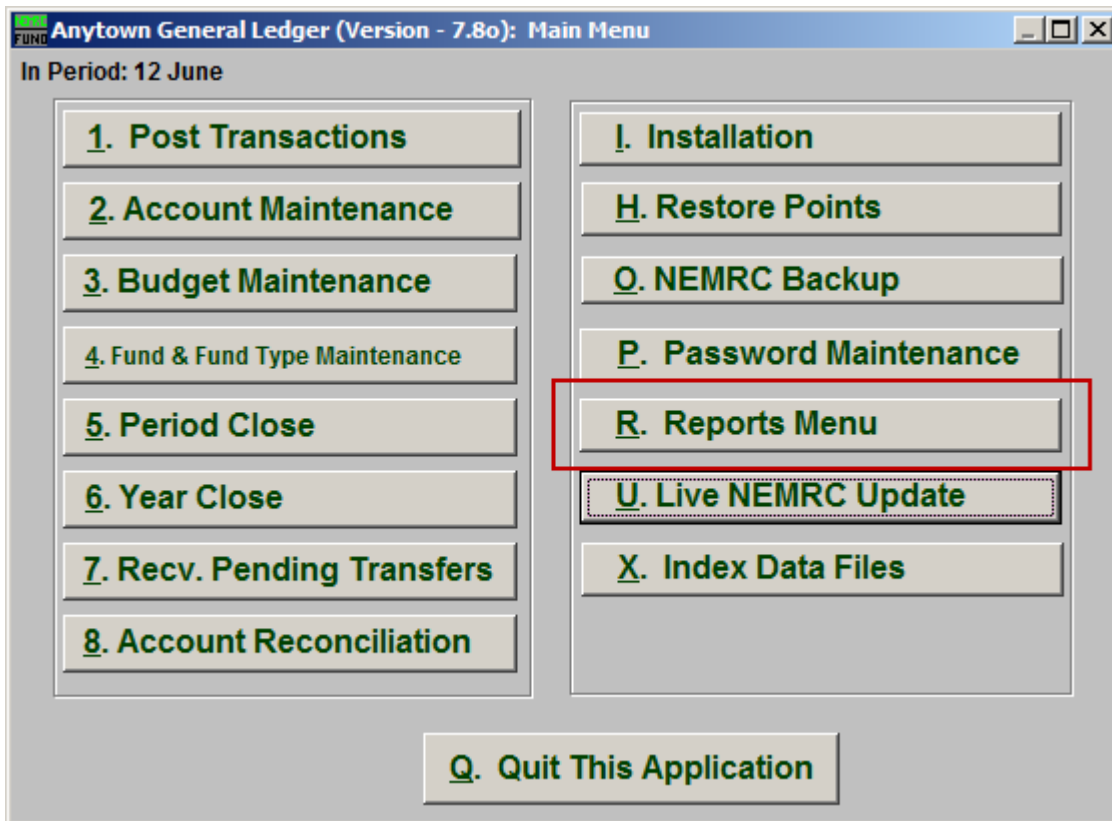


## General Ledger

### R. Reports Menu: 2. Chart of Accounts

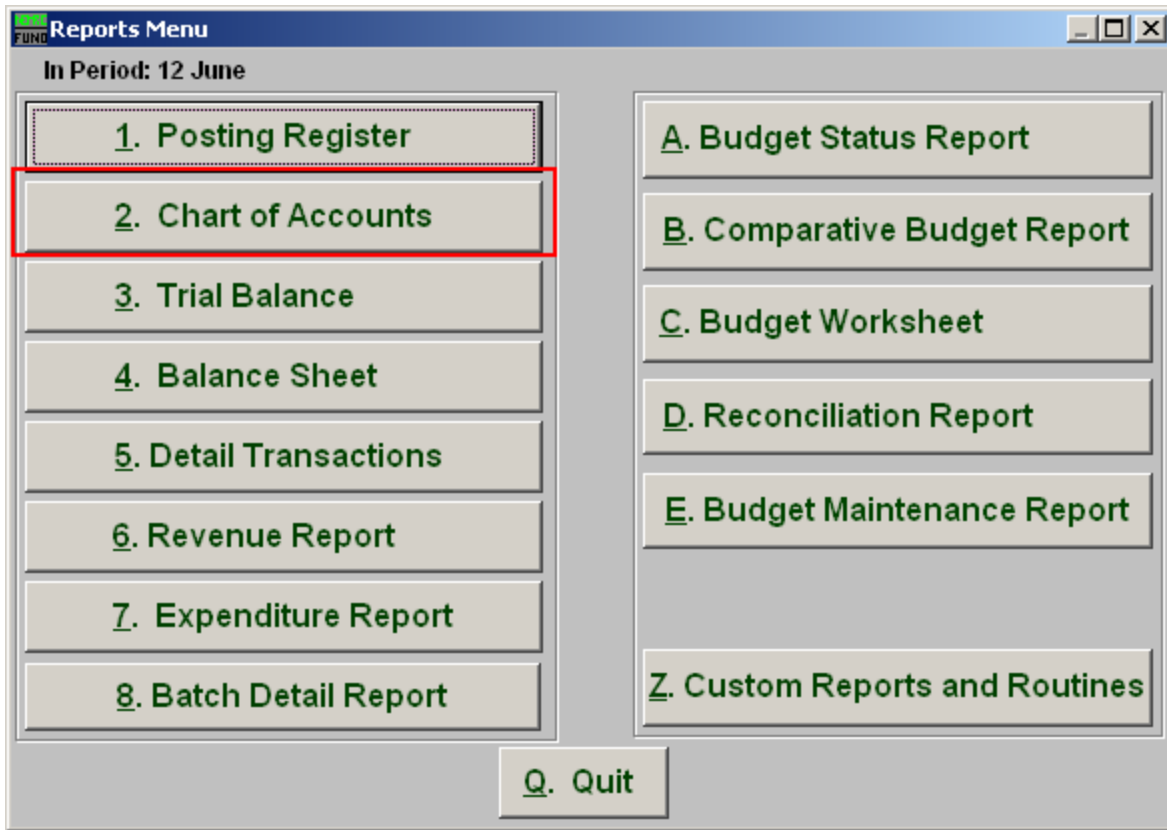
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## General Ledger



Click on “2. Chart of Accounts” from the Reports Menu and the following window will appear:

# General Ledger

## Chart of Accounts

The “Output” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Chart of Accounts". The window has four tabs: "Transaction Options", "Output" (which is selected and highlighted with a dashed border), "Accounts", and "More Accounts". Below the tabs, there are two main input sections. The first section is labeled "1 Path" and contains a "Browse" button and a text field with the value "M:\NEMRC". The second section is labeled "2 File Name" and contains a text field with the value "CHART". At the bottom of the window, there are four buttons: "3 Preview", "4 Print", "5 File", and "6 Cancel". Each button is numbered with a red number above it.

- 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 the 'General Ledger Report Options' dialog box with the 'Accounts' tab selected. The dialog has four tabs: 'Transaction Options', 'Output', 'Accounts', and 'More Accounts'. The 'Accounts' tab contains several options and fields, numbered 1 through 7 in red. At the bottom, there are four buttons: 'Preview' (8), 'Print' (9), 'File' (10), and 'Cancel' (11).

**Transaction Options:**

- ☒ Asset
- ☒ Liability
- ☒ Fund Balance
- ☒ Revenues
- ☒ Expenditures
- ☒ Postable Accounts
- ☒ Non Postable Accounts

**Accounts:**

- 2 Break on Fund:** ☐ Yes ☒ No
- 3 Include Account Notes:** ☐ Yes ☒ No
- 4 Specify Fund (Blank for all):** »  « **Find**
- 6 Year:**  ▼
- 7 Single Account:** »  « **Find**

**Buttons:**

- 8 Preview**
- 9 Print**
- 10 File**
- 11 Cancel**

- 1. Account types:** 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 want to list each fund separately.
- 3. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 4. Specify Fund:** Type the Fund number you would like the report be for OR leave blank for all.
- 5. 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.
- 6. Year:** Select a specific year from the drop down list if you are looking for a listing prior to the current chart of accounts.
- 7. Single Account:** Enter the specific account you are trying to report if desired. When selecting a single account you will get the current and last year balances by period.

## General Ledger

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

# General Ledger

The “More Accounts” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Chart of Accounts' tab selected. The dialog has four tabs: 'Transaction Options', 'Output', 'Accounts', and 'More Accounts'. The 'More Accounts' tab is active and contains five rows of input fields for specifying ranges. Each row has a red number (1-5) to its left. Row 1 is for 'Specify Fund Range' and includes 'Find' and 'to' buttons. Rows 2-5 are for 'Specify Group Range', 'Specify Department Range', 'Specify Object Range', and 'Specify Sub-Object Range' respectively, each with a 'to' button. At the bottom, there are four buttons: 'Preview' (labeled 6), 'Print' (labeled 7), 'File' (labeled 8), and 'Cancel' (labeled 9).

Transaction Options	Output	Accounts	More Accounts
Chart of Accounts			
Specify Fund Range. Blank for All	1 »	« Find to »	« Find
Specify Group Range. Blank for All	2	to	
Specify Department Range. Blank for All	3	to	
Specify Object Range. Blank for All	4	to	
Specify Sub-Object Range. Blank for All	5	to	

6 Preview 7 Print 8 File 9 Cancel

- 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.

## General Ledger

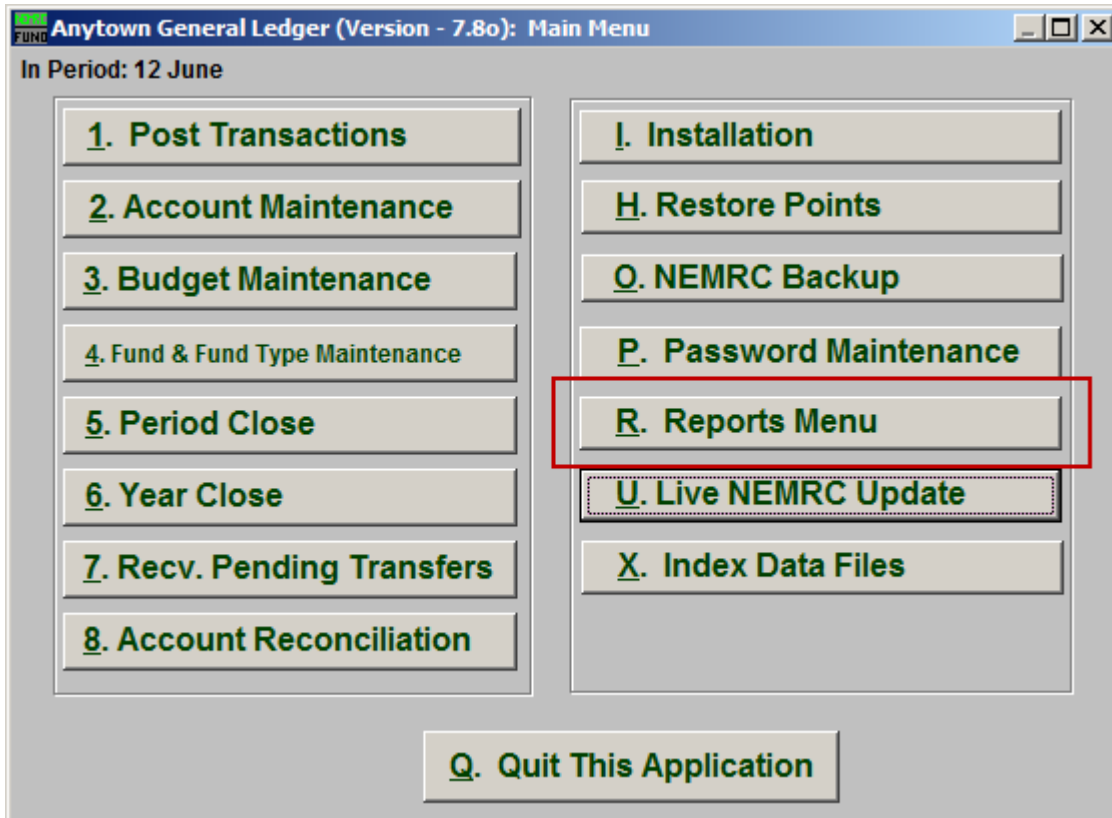
7. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
8. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

## R. Reports Menu: 3. Trial Balance

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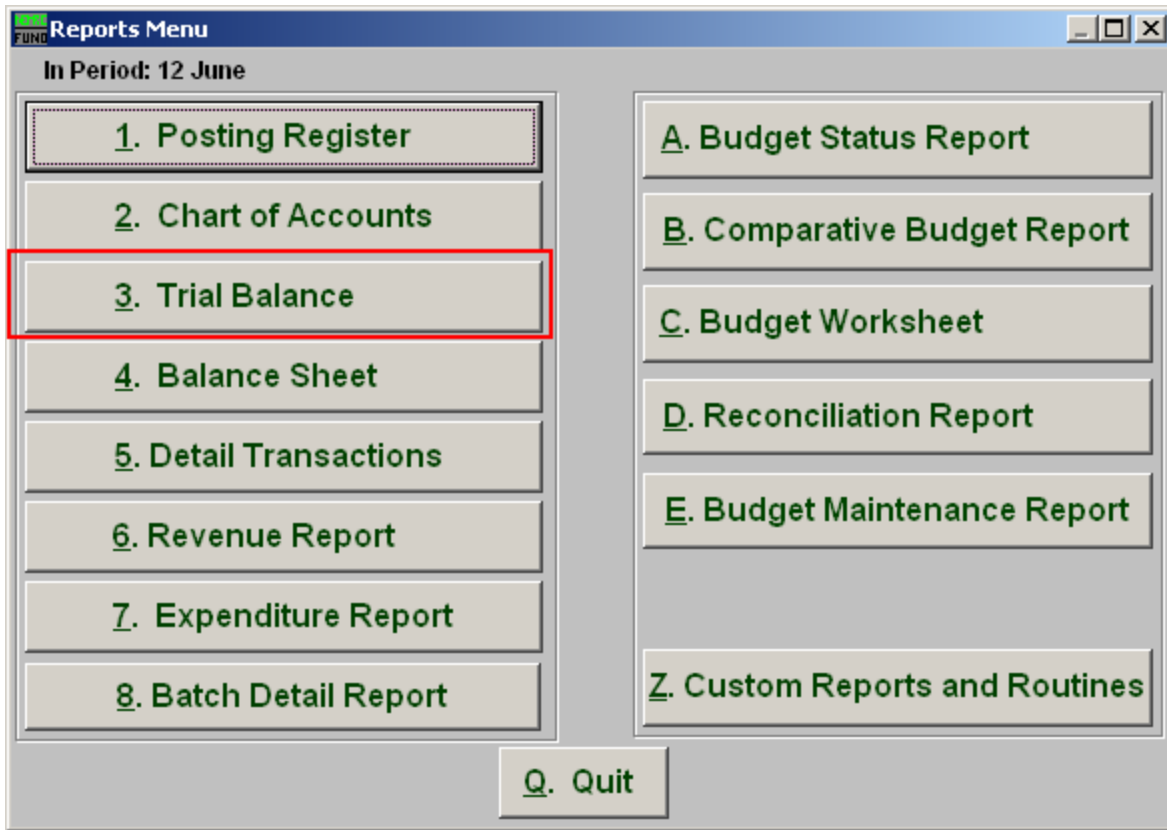
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:



## General Ledger



Click on “3. Trial Balance” from the Reports Menu and the following window will appear:

# General Ledger

## Trial Balance

The “General” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Trial Balance Report Options". The window has four tabs: "General", "Accounts", "Export Options", and "Period". The "General" tab is active. It contains a "Layout" section with three radio buttons: "Normal" (selected), "Combined", and "Combining". Below this are several options, each with a "Yes" and "No" radio button. The options are: "Trial Balance Worksheet" (Yes 2, No selected), "Skip Header Accounts" (Yes 3, No selected), "Suppress detail to header accounts" (Yes 4, No selected), "Suppress accounts with zero balance" (Yes 5, No selected), "Suppress account numbers" (Yes 6, No selected), "Include Account Notes" (Yes 7, No selected), "Suppress non-postable accounts w/zero balance" (Yes 8, No selected), and "Page Break after Groups" (Yes 9, No selected). At the bottom are four buttons: "Preview" (10), "Print" (11), "Export" (12), and "Cancel" (13).

- 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. Trial Balance Worksheet:** Data output is broken out in columns by budget, debit encumbrance, credit encumbrance, debit actual, credit actual when this option is selected.
- 3. 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.
- 4. Suppress detail to header accounts:** Selecting “Yes” will cause the system to report on header accounts defined and all accounts without header accounts defined.
- 5. 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.

## General Ledger

- 6. Suppress accounts numbers:** You can choose to remove the General Ledger account number from reporting so that only the account description is shown on the report.
- 7. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 8. 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.
- 9. Page Break After Groups:** Click “Yes” if you want a new page started after each Group. 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.

# General Ledger

The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Trial Balance Report Options". The "Accounts" tab is selected. The window contains a section for "Specify Fund Range. Blank for All" with a red number 1 pointing to the first input field. This is followed by a right arrow, a "Find" button, the word "to", another right arrow, a second input field, and a second "Find" button. At the bottom, there are four buttons: "Preview" (with a red number 2), "Print" (with a red number 3), "Export" (with a red number 4), and "Cancel" (with a red number 5).

1. **Specify Fund Range:** Type in the General Ledger Account Number you wish to have the report start with and end with.
2. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
3. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
4. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
5. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Export Options” tab

**General Ledger Report Options**

**Trial Balance Report Options**

General Accounts **Export Options** Period

1 Path

M:\NEMRC

2 File Name

3 ☐ Export in Excel Format  
☒ Export in Text Format

4  5  6  7

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.

# General Ledger

The “Period” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Trial Balance Report Options". The window has four tabs: "General", "Accounts", "Export Options", and "Period". The "Period" tab is selected and highlighted with a dashed border. Inside the "Period" tab, there are two fields: "Year" with a red "1" next to it and a dropdown menu showing "Current"; and "Period" with a red "2" next to it and a dropdown menu showing "12". At the bottom of the window, there are four buttons: "Preview" (with a red "3" above it), "Print" (with a red "4" above it), "Export" (with a red "5" above it), and "Cancel" (with a red "6" above it).

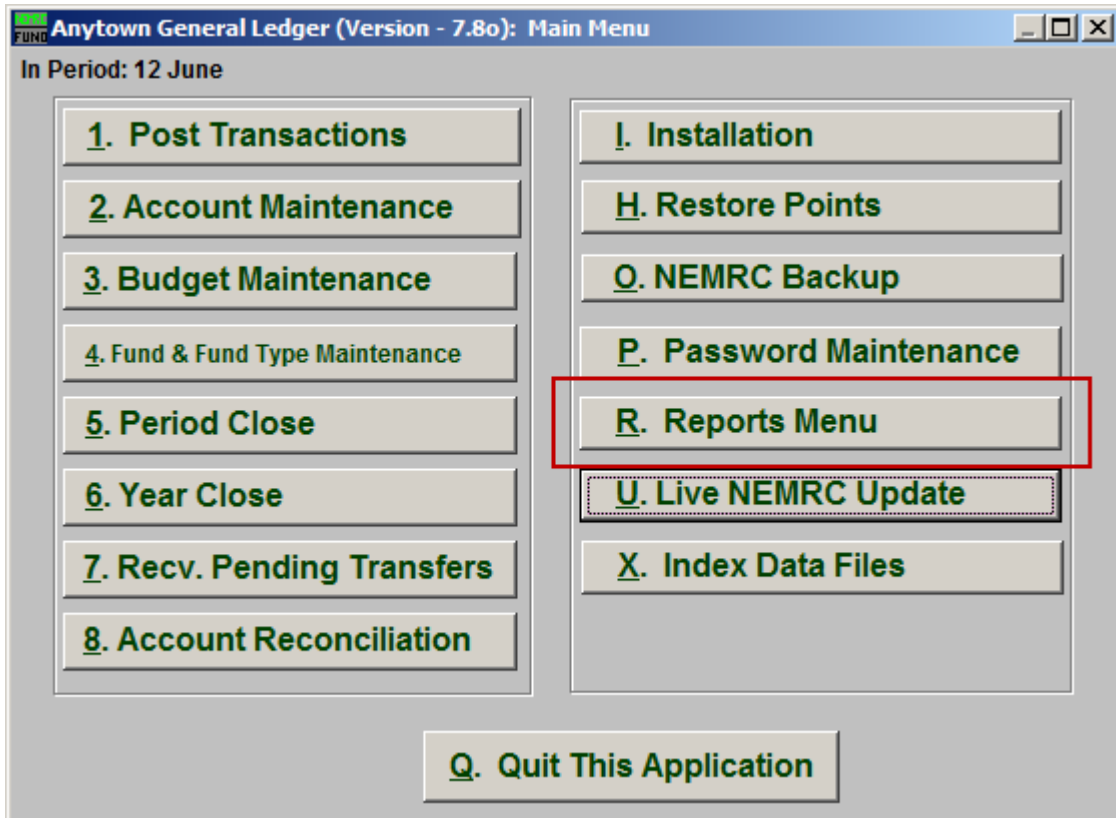
1. **Year:** Select from the drop down menu the “Year” you would like the report to be for.
2. **Period:** Select from the drop down menu the “Period” you would like the report to be for.
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
4. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
5. **Export:** 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

## R. Reports Menu: 4. Balance Sheet

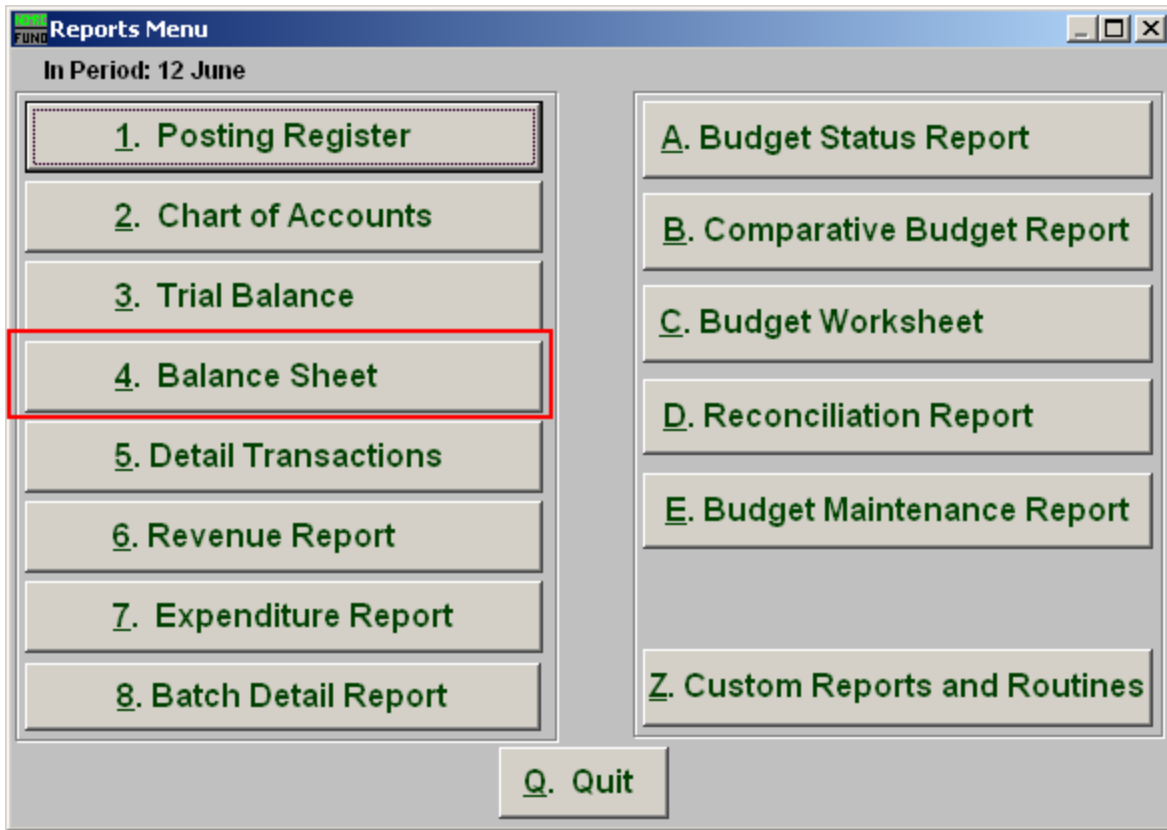
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## General Ledger



Click on “4. Balance Sheet” from the Reports Menu and the following window will appear:



# General Ledger

## Balance Sheet

The “General” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Balance Sheet Report Options". The window has four tabs: "General", "Accounts", "Export Options", and "Period". The "General" tab is selected. Under the "Layout" section, there are three radio buttons: "Normal" (selected), "Combined", and "Combining". Below this, there are seven options, each with a "Yes" radio button, a "No" radio button, and a red number: "Skip Header Accounts" (Yes 2, No selected), "Suppress detail to header accounts" (Yes 3, No selected), "Suppress accounts with zero balance" (Yes 4, No selected), "Suppress account numbers" (Yes 5, No selected), "Include Account Notes" (Yes 6, No selected), and "Suppress non-postable accounts w/zero balance" (Yes 7, No selected). At the bottom, there are four buttons: "Preview" (labeled 8), "Print" (labeled 9), "Export" (labeled 10), and "Cancel" (labeled 11).

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.

## General Ledger

- 6. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 7. Suppress non-postable accounts with 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. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 9. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 10. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Balance Sheet Report Options". The "Accounts" tab is selected. The window contains a section for "Specify Fund Range. Blank for All" with a red number 1 pointing to the first input field. The input fields are separated by "to" and "Find" buttons. At the bottom, there are five buttons: "Preview" (labeled with red 2), "Print" (labeled with red 3), "Export" (labeled with red 4), and "Cancel" (labeled with red 5).

- 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.
- 2. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 3. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 4. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Export Options” tab

**General Ledger Report Options**

**Balance Sheet Report Options**

General Accounts **Export Options** Period

1 Path  M:\NEMRC

2 File Name

3 ☐ Export in Excel Format  
☒ Export in Text Format

4  5  6  7

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.

## General Ledger

The “Period” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Balance Sheet Report Options". It features four tabs: "General", "Accounts", "Export Options", and "Period". The "Period" tab is active. Inside the tab, there are two fields: "Year" with a red number "1" next to it and a dropdown menu showing "Current"; and "Period" with a red number "2" next to it and a dropdown menu showing "12". At the bottom of the window, there are four buttons: "Preview" (with a red number "3" above it), "Print" (with a red number "4" above it), "Export" (with a red number "5" above it), and "Cancel" (with a red number "6" above it).

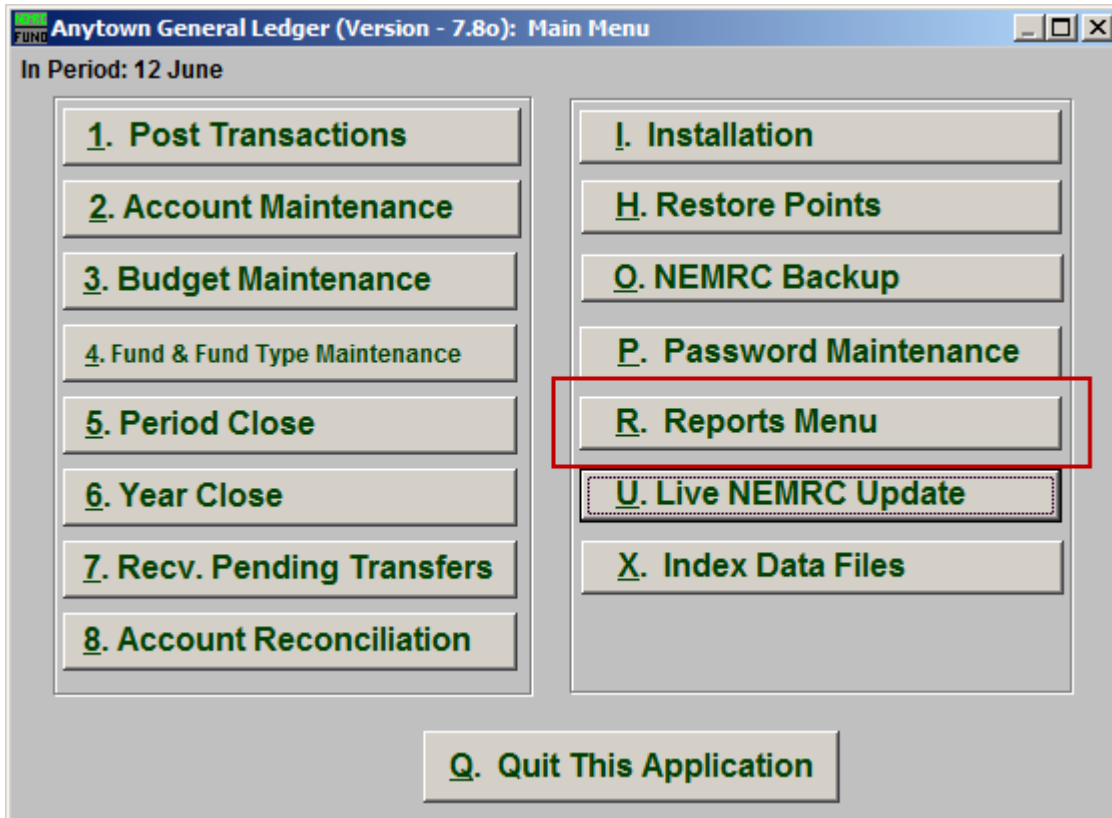
- 1. Year:** Select the year for reporting from the drop down list provided. This list includes as many years as possible stored in the system.
- 2. Period:** Type the Period you want the report be for or select from the drop down arrow.
- 3. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 4. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 5. Export:** 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

## R. Reports Menu: 5. Detail Transactions

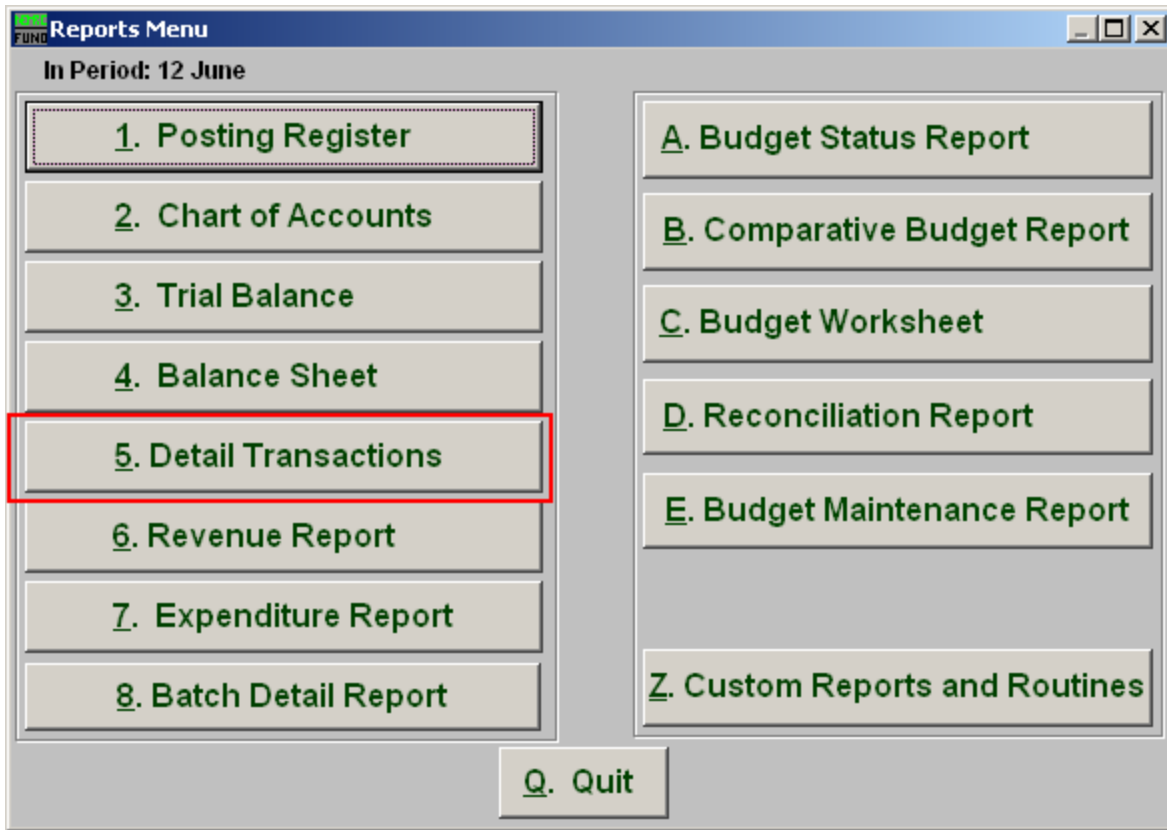
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## General Ledger



Click on “5. Detail Transactions” from the Reports Menu and the following window will appear:

# General Ledger

## Detail Transactions

The “Transaction Options” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Transaction Options' tab selected. The dialog is titled 'Detail Transactions Report'. It contains several sections for configuring the report. At the top, there are tabs for 'Transaction Options', 'Output', 'Accounts', and 'More Accounts'. The 'Transaction Options' tab is active. It includes a 'Year' dropdown set to 'Current' (labeled 1). Below this is 'Range Information' (labeled 2) with radio buttons for 'Period' (selected), 'Date', and 'Batch'. The 'Start' (labeled 3) and 'End' fields are both set to '12'. There is an 'Include Previous Balances' section (labeled 4) with 'Yes' selected. A 'Modules' section (labeled 5) has checkboxes for GL, UB, TA, AP, AR, AS, PR, and CR, all of which are checked. A 'Types' section (labeled 6) has checkboxes for General, Expenditure, Revenue, Budget, Encumbrance, and Beginning Bal., all of which are checked. An 'Amounts' section (labeled 7) has two input fields for values, both set to '0.00', with a 'to' label between them. A checkbox for 'Use absolute value' is present (labeled 8). At the bottom, there is a 'FoxPro Filter Expression' section (labeled 9) with 'New', 'Edit', and 'Delete' buttons. The bottom of the dialog has buttons for 'Preview' (labeled 10), 'Print' (labeled 11), 'File' (labeled 12), and 'Cancel' (labeled 13).

- 1. Year:** Select from either Current or Last Year to have the report be for.
- 2. Range Information:** Select Period, Date OR Batch.
- 3. Start to End:** Depending what you selected for Range, enter the corresponding number OR date.
- 4. Include Previous Balances:** Select “Yes” if you would like previous balance to appear on the report.
- 5. Modules:** Select the Modules you would like the report to include.
- 6. Types:** Select the Types of transactions you would like the report to include.
- 7. 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.



## General Ledger

- 8. 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.
- 9. 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.
- 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. File:** 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.

# General Ledger

The “Output” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Detail Transactions Report". The "Output" tab is selected, showing fields for "Path" (with a "Browse" button) and "File Name" (containing "DETLTRAX"). At the bottom are buttons for "Preview", "Print", "File", and "Cancel". Red numbers 1 through 6 are placed next to the Path field, File Name field, Preview button, Print button, File button, and Cancel button respectively.

- 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 the 'General Ledger Report Options' dialog box with the 'Accounts' tab selected. The dialog is titled 'Detail Transactions Report'. It has four tabs: 'Transaction Options', 'Output', 'Accounts' (selected), and 'More Accounts'. The 'Accounts' tab contains several options and fields:

- Transaction Options:** A list of checkboxes on the left. A red box labeled '1' highlights 'Asset', 'Liability', and 'Fund Balance'. Another red box labeled '6' highlights 'Postable Accounts' and 'Non Postable Accounts'.
- Break on Fund:** A radio button option labeled '2' with 'Yes' and 'No' choices. 'No' is selected.
- Break on Group:** A radio button option labeled '3' with 'Yes' and 'No' choices. 'No' is selected.
- Include Account Notes:** A radio button option labeled '4' with 'Yes' and 'No' choices. 'No' is selected.
- Specify Fund (Blank for all):** A text field labeled '5' with a 'Find' button next to it.
- Account Range:** Two text fields labeled '7' with 'Find' buttons. The first field is for the start date and the second for the end date, separated by 'To'.

At the bottom of the dialog are four buttons: 'Preview' (labeled '8'), 'Print' (labeled '9'), 'File' (labeled '10'), and 'Cancel' (labeled '11').

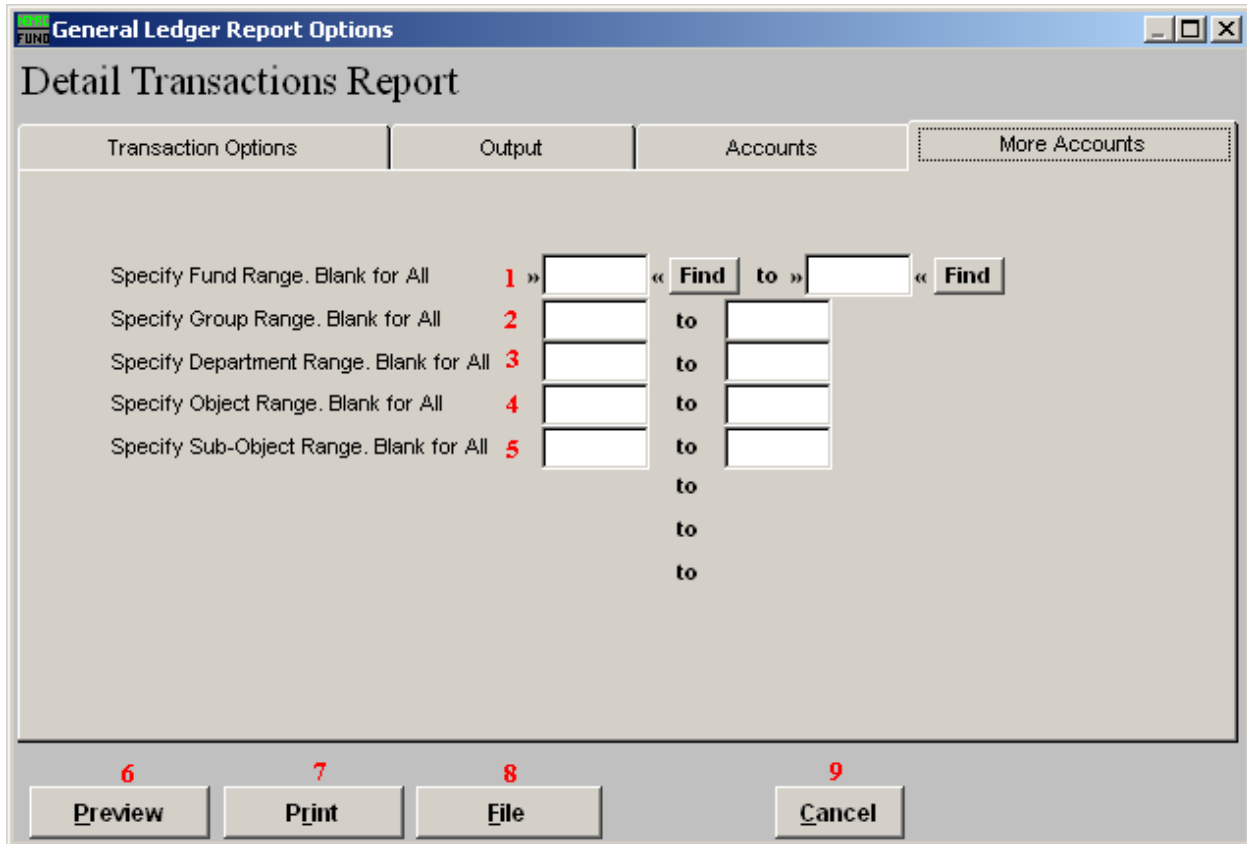
- 1. Account Types:** You can select some or all account types to report detail postings for. The types available are dependant on the design of your chart of accounts.
- 2. Break on Fund:** Select “Yes” if you want a page break between funds.
- 3. Break on Group:** Select “Yes” if you want a page break between the second components of your account structure. This is dependant on the design of your chart of accounts.
- 4. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 5. Specify Fund:** Type the Fund number you would like the report be for OR leave blank for all.
- 6. 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.

## General Ledger

- 7. Account Range:** Enter a starting TO ending account number if you want to restrict the report to a specific range of numbers. You can use the “Find” button to select each account point.
- 8. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 9. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 10. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “More Accounts” tab



**General Ledger Report Options**

**Detail Transactions Report**

Transaction Options    Output    Accounts    **More Accounts**

Specify Fund Range. Blank for All **1** »  « **Find** to »  « **Find**

Specify Group Range. Blank for All **2**  to

Specify Department Range. Blank for All **3**  to

Specify Object Range. Blank for All **4**  to

Specify Sub-Object Range. Blank for All **5**  to

**6** **Preview**    **7** **Print**    **8** **File**    **9** **Cancel**

- 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.

## General Ledger

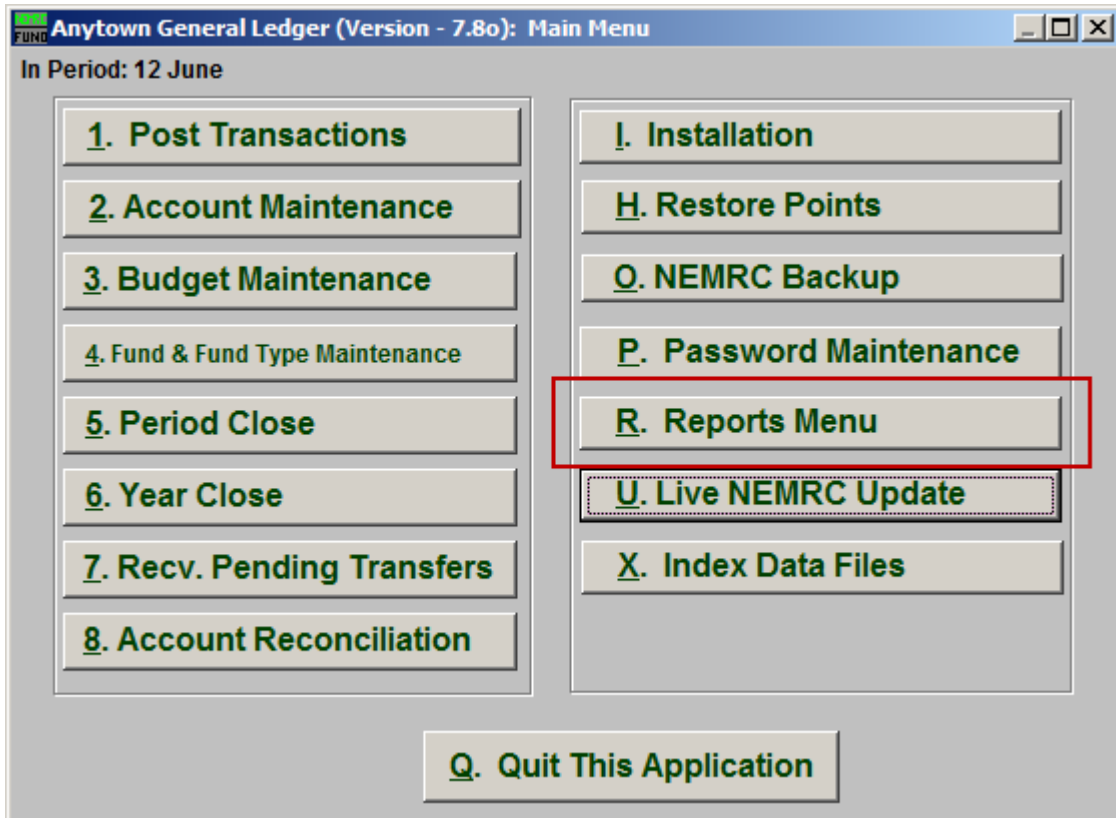
7. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
8. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

## R. Reports Menu: 6. Revenue Report

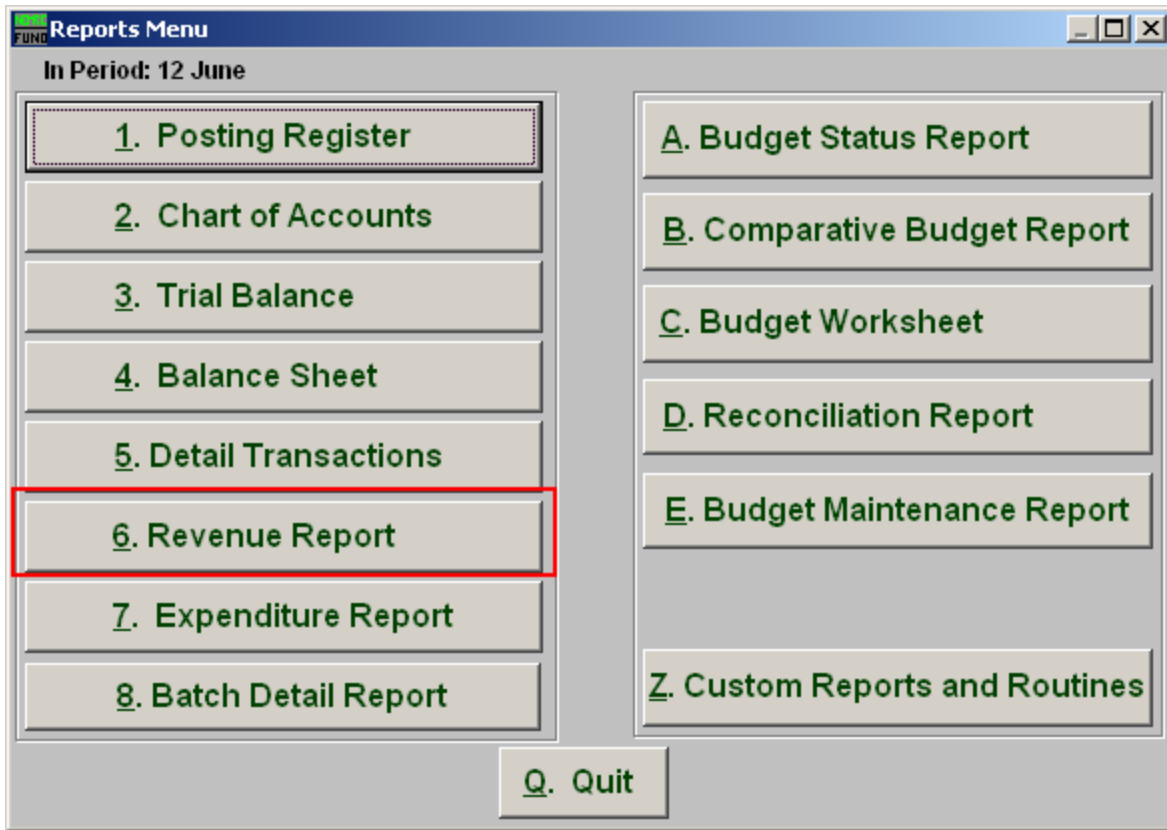
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## General Ledger



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



# General Ledger

## Revenue Report

The “General” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Revenues Report Options' tab selected. The 'General' sub-tab is active. The 'Layout' section has three radio buttons: 'Normal' (selected), 'Combined', and 'Combining'. Below this are several options with 'Yes' and 'No' radio buttons, each with a red number next to the 'No' option: 'Skip Header Accounts' (2), 'Suppress detail to header accounts' (3), 'Suppress accounts with zero balance' (4), 'Suppress account numbers' (5), 'Include Account Notes' (6), 'Suppress non-postable accounts w/zero balance' (7), and 'Show Budget of Selected Period?' (8). At the bottom, there is a 'Fund' text box and a 'Page Break After' section with 'Yes' and 'No' radio buttons (9). The bottom of the dialog has four buttons: 'Preview' (10), 'Print' (11), 'Export' (12), and 'Cancel' (13).

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.

## General Ledger

- 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.

# General Ledger

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 four rows of input fields for specifying ranges: Fund, Group, Department, Object, and Sub-Object. Each row has a red number (1-5) next to the label. The first row has "Find" and "to" buttons. The bottom of the window has four buttons: "Preview" (6), "Print" (7), "Export" (8), and "Cancel" (9).

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

- 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.

## General Ledger

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.

# General Ledger

The “Export Options” tab

**General Ledger Report Options**

**Revenues Report Options**

General Accounts **Export Options** Period

1 Path

2 File Name

3 ☐ Export in Excel Format  
☒ Export in Text Format

4  5  6  7

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.

# General Ledger

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" (labeled 2, checked) and "Show Quarter Budget" (labeled 4, unchecked). To the right of the "Show Quarter" checkbox is a "Quarter" dropdown menu (labeled 3) set to "4". At the bottom are four buttons: "Preview" (labeled 5), "Print" (labeled 6), "Export" (labeled 7), and "Cancel" (labeled 8).

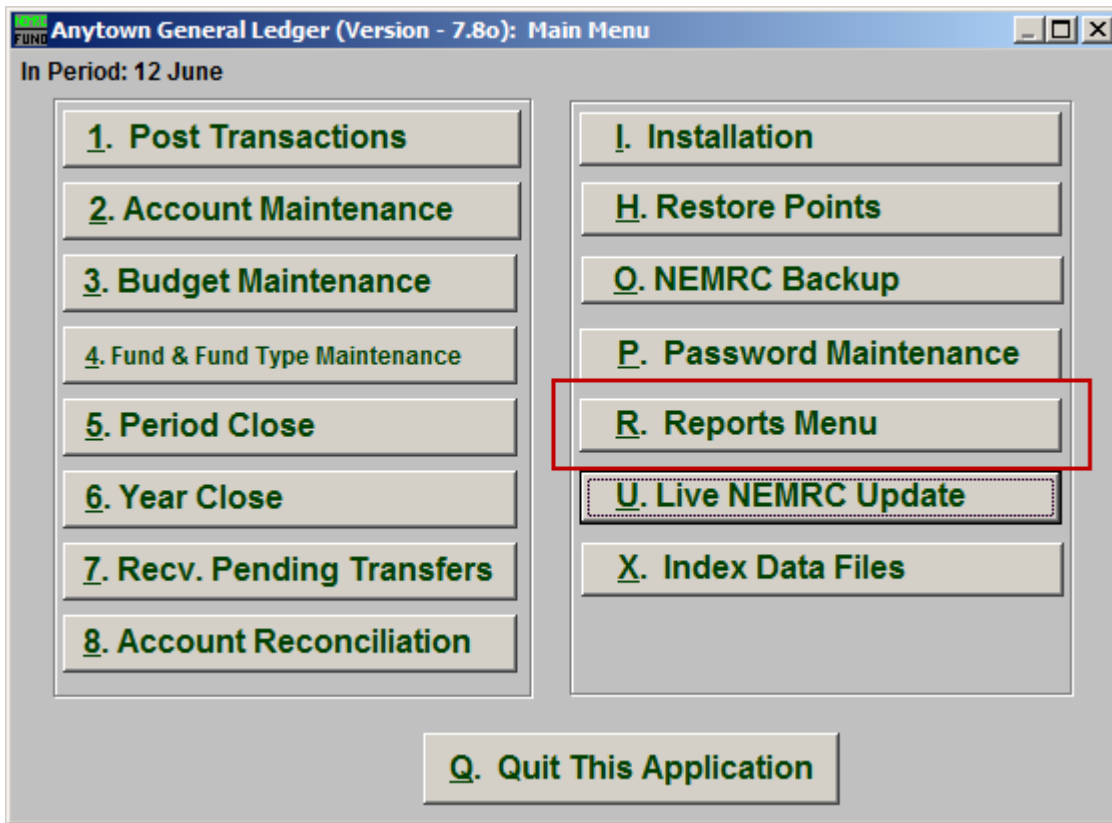
1. **Year:** Select the year for reporting from the drop down list provided. This list includes as many years as possible stored in the system.
2. **Show Quarter:** The option to report quarterly budgets will divide the total budget by four and calculate the expenses for the three month period chosen.
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.
8. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

## R. Reports Menu: 7. Expenditure Report

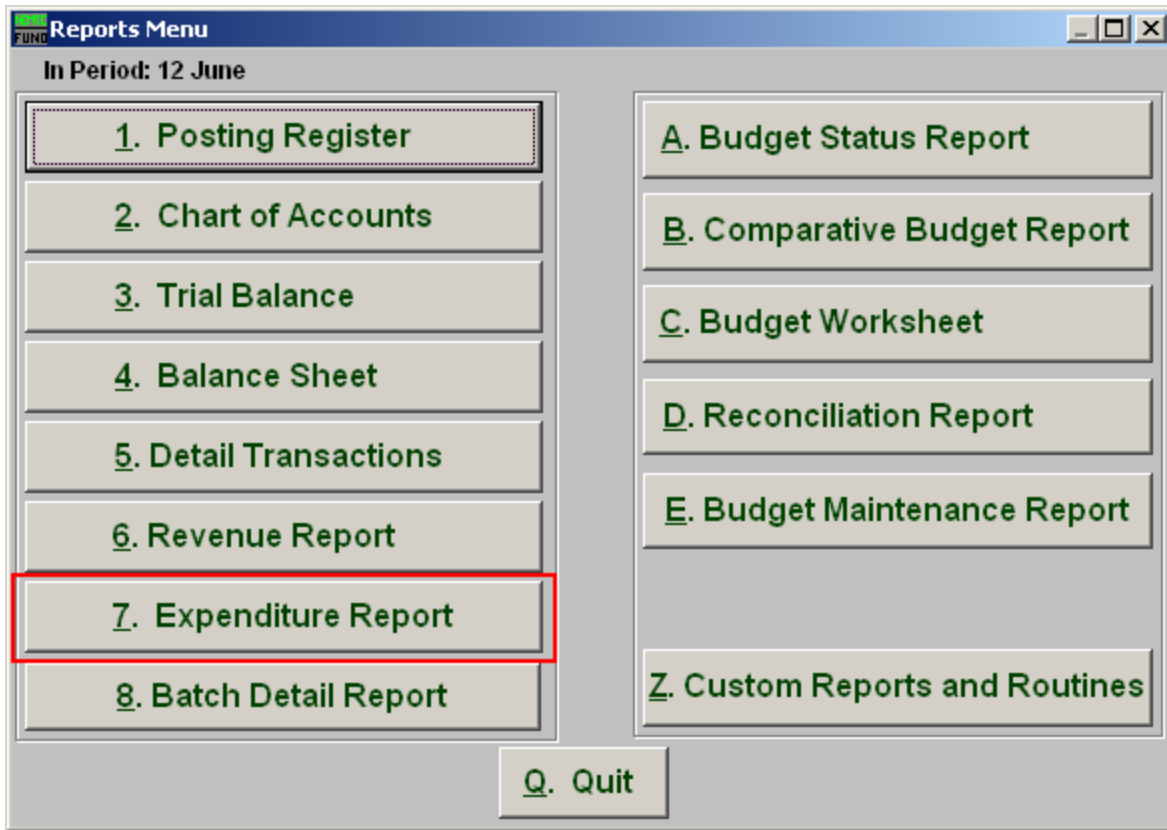
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## General Ledger



Click on “7. Expenditure Report” from the Reports Menu and the following window will appear:



# General Ledger

## Expenditure Report

The “General” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Expenditures Report Options' tab selected. The 'General' sub-tab is active. The 'Layout' section has three radio buttons: 'Normal' (selected and labeled with a red '1'), 'Combined', and 'Combining'. Below this are five options with radio buttons for 'Yes' and 'No', each labeled with a red number: 'Skip Header Accounts' (labeled with a red '2'), 'Suppress detail to header accounts' (labeled with a red '3'), 'Suppress accounts with zero balance' (labeled with a red '4'), 'Suppress account numbers' (labeled with a red '5'), and 'Include Account Notes' (labeled with a red '6'). Below these are two more options: 'Suppress non-postable accounts w/zero balance' (labeled with a red '7') and 'Show Budget of Selected Period?' (labeled with a red '8'). At the bottom, there is a 'Fund' text box and a 'Page Break After' section with 'Yes' and 'No' radio buttons (labeled with a red '9'). At the very bottom are four buttons: 'Preview' (labeled with a red '10'), 'Print' (labeled with a red '11'), 'Export' (labeled with a red '12'), and 'Cancel' (labeled with a red '13').

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

## General Ledger

- 6. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in 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.

# General Ledger

The “Accounts” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Accounts' tab selected. The dialog has four tabs: 'General', 'Accounts', 'Export Options', and 'Period'. The 'Accounts' tab contains five rows of input fields for specifying ranges, each with a red number (1-5) to its left. The first row is 'Specify Fund Range. Blank for All' with a red '1'. The next four rows are 'Specify Group Range. Blank for All' (red '2'), 'Specify Department Range. Blank for All' (red '3'), 'Specify Object Range. Blank for All' (red '4'), and 'Specify Sub-Object Range. Blank for All' (red '5'). Each row has two input boxes separated by a 'to' label, and a 'Find' button to the right of each box. At the bottom of the dialog are four buttons: 'Preview' (red '6'), 'Print' (red '7'), 'Export' (red '8'), and 'Cancel' (red '9').

- 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.

## General Ledger

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.

# General Ledger

The “Export Options” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Expenditures Report Options". The window has four tabs: "General", "Accounts", "Export Options" (which is active and highlighted with a dashed border), and "Period". The "Export Options" section 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. "Export in Text Format" is selected.
- 4 Preview:** A button.
- 5 Print:** A button.
- 6 Export:** A button.
- 7 Cancel:** A button.

- 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.

# General Ledger

The “Period” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Expenditures Report Options". The window has four tabs: "General", "Accounts", "Export Options", and "Period". The "Period" tab is active. It contains a "Year" dropdown menu with "Current" selected, a "Show Quarter" checkbox which is checked, a "Show Quarter Budget" checkbox which is unchecked, and a "Quarter" spinner box set to "4". At the bottom, there are four buttons: "Preview", "Print", "Export", and "Cancel". Red numbers 1 through 8 are placed near the corresponding UI elements for reference.

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.

## General Ledger

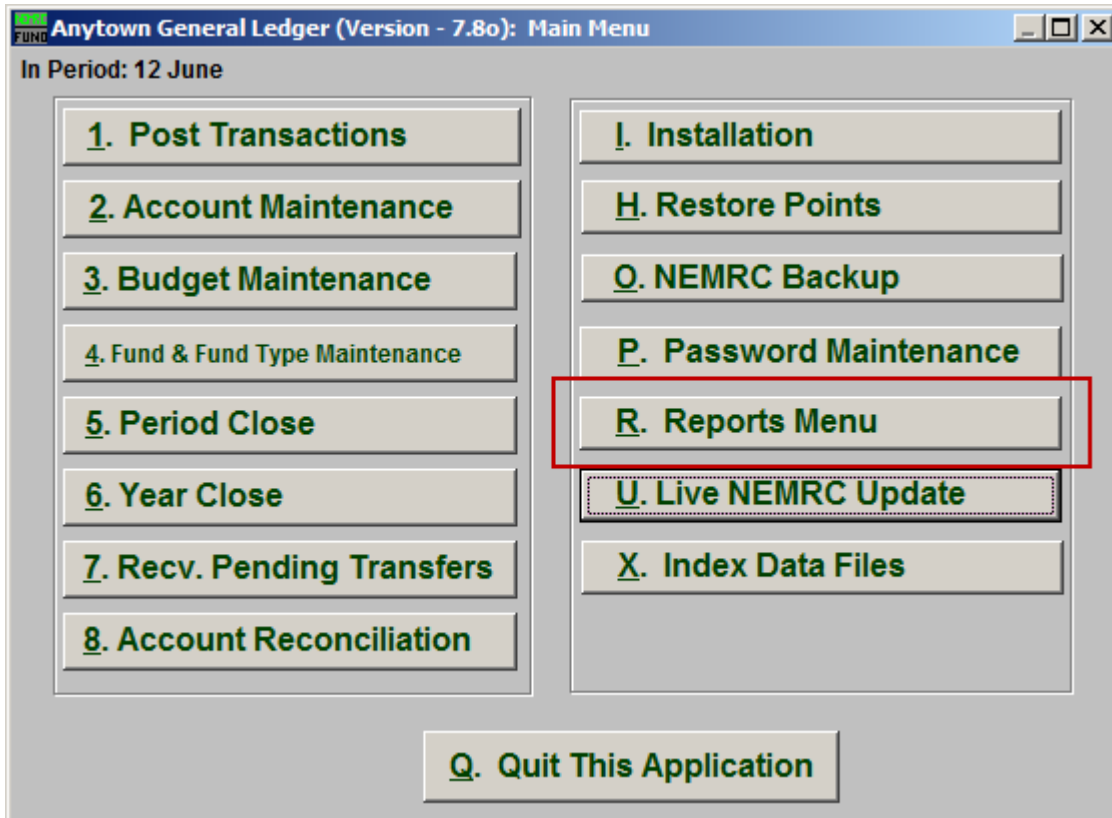
8. **Cancel:** Click “Cancel” to cancel and return to the previous screen..

## General Ledger

### R. Reports Menu: 8. Batch Detail Report

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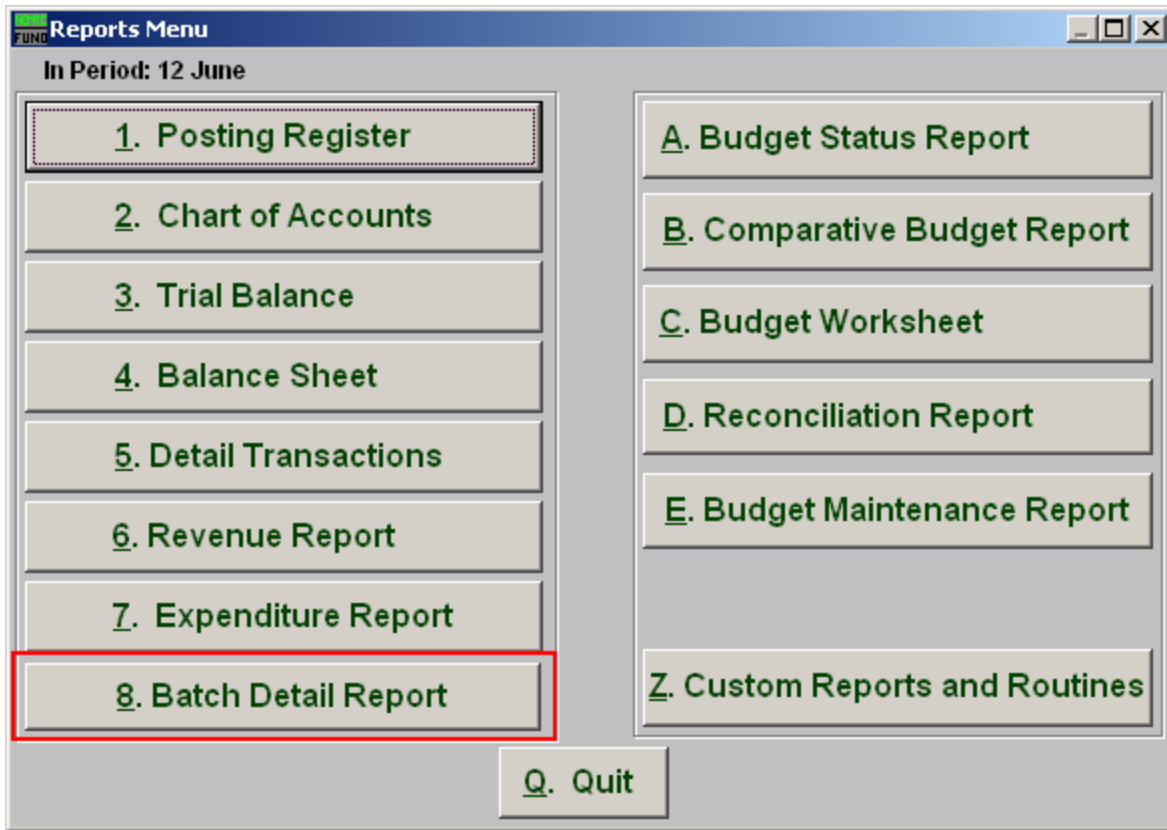
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:



## General Ledger



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

# General Ledger

## Batch Detail Report

The “Transaction Options” tab

The screenshot shows a software window titled "General Ledger Report Options" with a sub-tab "Batch Detail Report". The window has four tabs: "Transaction Options" (selected), "Output", "Accounts", and "More Accounts". The "Transaction Options" tab contains several fields and controls:

- 1 Year:** A dropdown menu currently showing "Current".
- 2 Range Information:** Three radio buttons: "Period" (selected), "Date", and "Batch".
- 3 Start to End:** Two numeric input fields. The "Start" field contains "12" and the "End" field contains "12", separated by a "to" label.
- 4 Order:** Two radio buttons: "Account" (selected) and "Batch".
- 5 Modules:** A list box containing two items, "AP" and "PR", both of which are checked.

At the bottom of the window, there are four buttons: "Preview" (labeled 6), "Print" (labeled 7), "File" (labeled 8), and "Cancel" (labeled 9).

- 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.

## General Ledger

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.

# General Ledger

The “Output” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Batch Detail Report". The window has four tabs: "Transaction Options", "Output" (which is selected and highlighted with a dashed border), "Accounts", and "More Accounts". Inside the "Output" tab, there are two main input areas. The first is labeled "1 Path" and includes a "Browse" button and a text field containing "M:\NEMRC". The second is labeled "2 File Name" and includes a text field containing "BATCHDET". At the bottom of the window, there are four buttons: "3 Preview", "4 Print", "5 File", and "6 Cancel". Each button is numbered with a red number above it.

- 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 the 'General Ledger Report Options' dialog box with the 'Batch Detail Report' title. It has four tabs: 'Transaction Options', 'Output', 'Accounts' (selected), and 'More Accounts'. Under 'Transaction Options', there are checkboxes for 'Asset', 'Liability', 'Fund Balance', 'Revenues', 'Expenditures', 'Postable Accounts', and 'Non Postable Accounts'. To the right, there are radio buttons for 'Break on Fund' and 'Break on Group', each with 'Yes' and 'No' options. At the bottom, there are buttons for 'Preview', 'Print', 'File', and 'Cancel'. Red numbers 1 through 9 are placed next to specific elements: 1 next to 'Liability', 2 next to 'Break on Fund', 3 next to 'Break on Group', 4 next to 'Postable Accounts', 5 next to 'Account Range', 6 next to 'Preview', 7 next to 'Print', 8 next to 'File', and 9 next to 'Cancel'.

- 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.

## General Ledger

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.

# General Ledger

The “More Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Batch Detail Report". The window has four tabs: "Transaction Options", "Output", "Accounts", and "More Accounts". The "More Accounts" tab is selected. Inside the window, there are five rows of input fields for specifying ranges. Each row has a red number (1-5) to its left. Row 1: "Specify Fund Range. Blank for All" followed by a red "1", a double arrow "»", an empty text box, a double arrow "«", a "Find" button, a "to" label, another empty text box, and another "Find" button. Rows 2-5: "Specify Group Range. Blank for All" (red "2"), "Specify Department Range. Blank for All" (red "3"), "Specify Object Range. Blank for All" (red "4"), and "Specify Sub-Object Range. Blank for All" (red "5"). Each of these rows has an empty text box followed by a "to" label and another empty text box. At the bottom of the window, there are four buttons: "Preview" (red "6"), "Print" (red "7"), "File" (red "8"), and "Cancel" (red "9").

- 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.

## General Ledger

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.

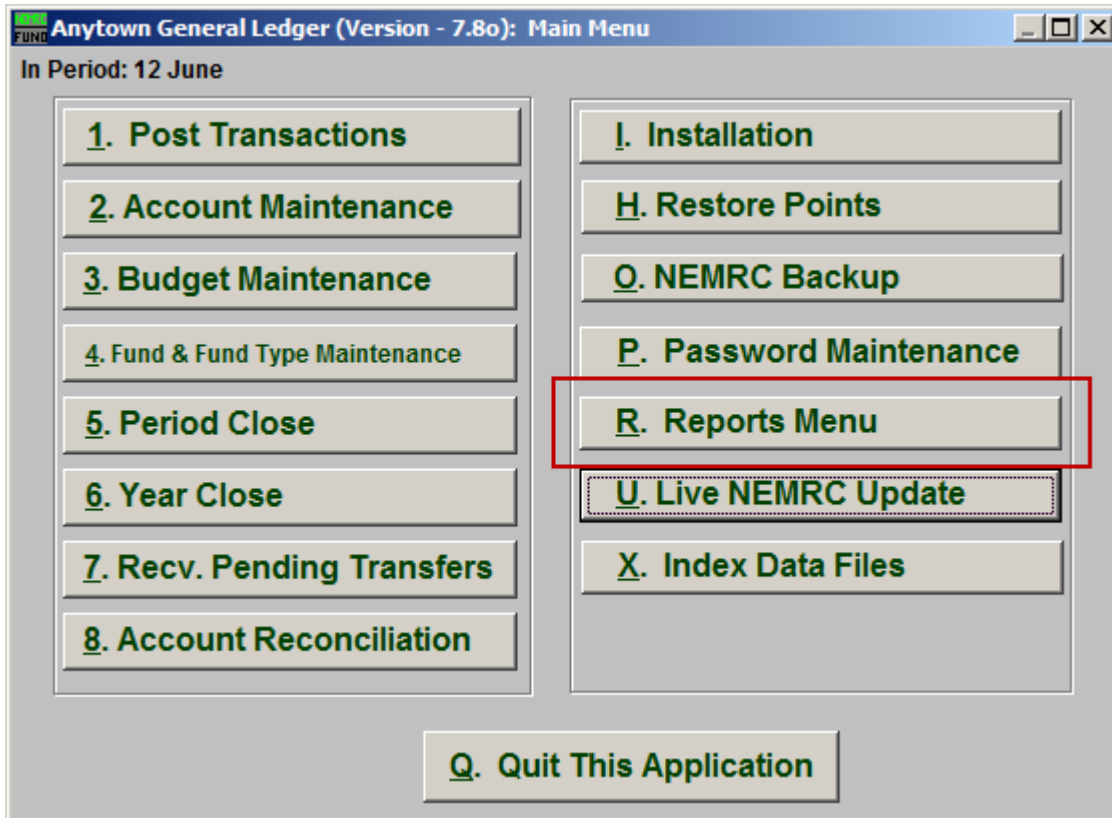


## General Ledger

### R. Reports Menu: A. Budget Status Report

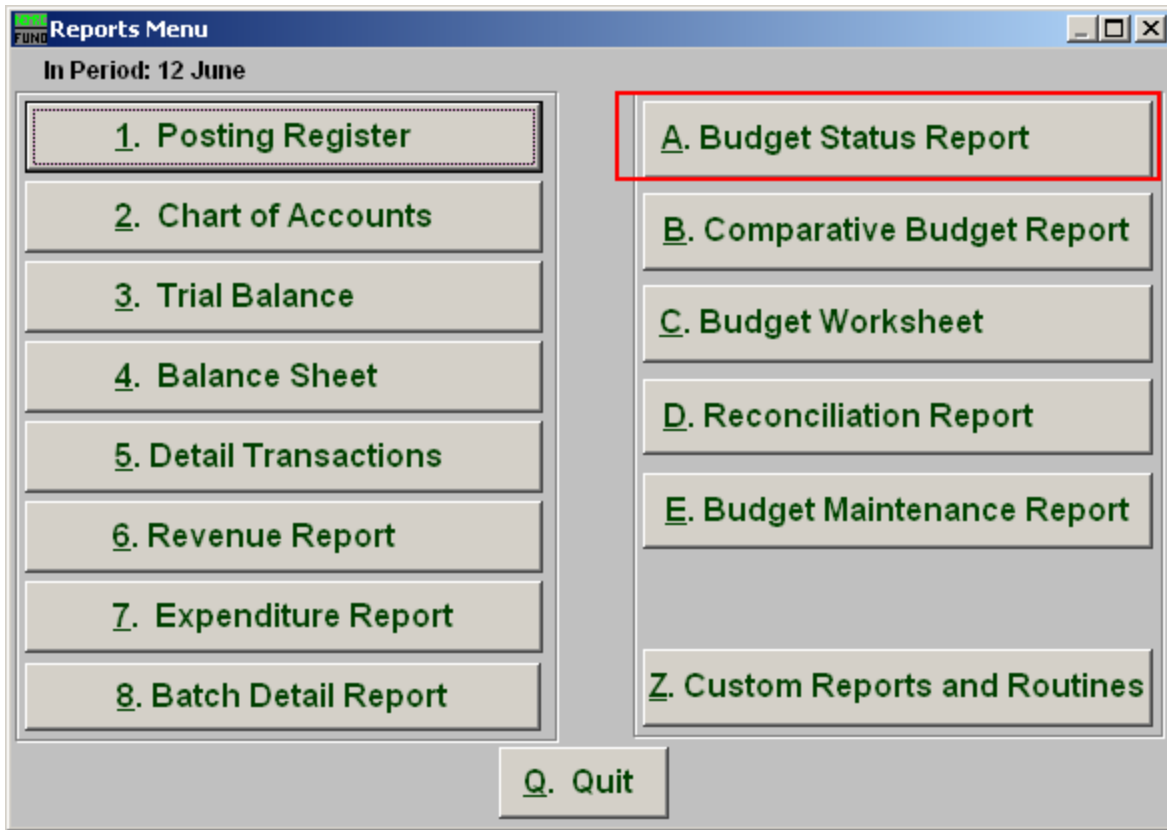
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## General Ledger



Click on “A. Budget Status Report” from the Reports Menu and the following window will appear:

# General Ledger

## Budget Status Report

The “General” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Budget Status Report Options' tab selected. The 'General' sub-tab is active. The options are as follows:

- 1 Report Groups:** ☒ Revenues, ☐ Expenditures, ☐ Both
- 2 Budget Status:** ☒ Normal, ☐ Expense w/o Budget, ☐ 100% Unused, ☐ Over Budget
- 3 Skip Header Accounts:** ☐ Yes, ☒ No
- 4 Suppress detail to header accounts:** ☐ Yes, ☒ No
- 5 Suppress accounts with zero balance:** ☐ Yes, ☒ No
- 6 Suppress account numbers:** ☐ Yes, ☒ No
- 7 Include Budget Notes:** ☐ Yes, ☒ No
- 8 Include Account Notes:** ☐ Yes, ☒ No
- 9 Suppress non-postable accounts w/zero balance:** ☒ Yes, ☐ No
- 10 Break Out Encumbrances?:** ☐ Yes, ☒ No
- 11 Show Budget Balance?:** ☐ Yes, ☒ No
- 12 Show Adjusted Budget Figures?:** ☐ Yes, ☒ No
- 13 Page Break After:** Fund (text box), ☐ Yes, ☒ No

At the bottom, there are buttons for **14 Preview**, **15 Print**, **16 Export**, and **17 Cancel**.

- 1. Report Groups:** Select whether you want the report to show Revenues, Expenditures or Both. The option of both is dependant on the design of your chart of accounts.
- 2. Budget Status:** **Normal:** Shows all accounts based on the options below. **Expense with out budget:** Restricts the reporting to options below plus only accounts with actual balances not equal to zero and no budget figure. **100% used:** Restricts the report to where budget matches the actual and the balance equals zero. **Over budget:** Will report only accounts the have exceeded the budget amount allocated.
- 3. Skip Header Accounts:** Header accounts are defined by incomplete account numbers that the system determines you want all like accounts match what has been defined to sub-total upon. Selecting “Yes” removes the sub-totals.
- 4. Suppress detail to header accounts:** Selecting “Yes” will cause the system to report on header accounts defined and all accounts without header accounts defined.

## General Ledger

- 5. 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.
- 6. 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.
- 7. Include Budget Notes:** Choose “Yes” to have this report include Budget Notes that can be entered during Budget Maintenance.
- 8. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 9. 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.
- 10. Break Out Encumbrances?:** The encumbrance balance will be reported separately if this option is yes. The encumbrance value will be combined with the actual balance when this option is set to no.
- 11. Show Budget Balance?:** This option allows reporting the remaining balance on each account.
- 12. Show Adjusted Budget Figures?:** The report can include the original budget and the adjustment value along with the final budget value on the report. This is useful if you post final budget and perform budget adjustments formally.
- 13. 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.
- 14. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 15. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 16. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 17. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Accounts” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Accounts' tab selected. The dialog has four tabs: 'General', 'Accounts', 'Export Options', and 'Period'. The 'Accounts' tab contains five rows of input fields for specifying ranges. Each row has a red number (1-5) to its left. Row 1 has two 'Find' buttons. Row 2 has a 'to' label. Rows 3, 4, and 5 also have 'to' labels. At the bottom, there are four buttons: 'Preview' (labeled 6), 'Print' (labeled 7), 'Export' (labeled 8), and 'Cancel' (labeled 9).

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

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.

## General Ledger

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.

# General Ledger

The “Export Options” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Budget Status Report Options". The "Export Options" sub-tab is selected. It contains four numbered red annotations: 1. "Path" with a "Browse" button and a text field containing "M:\NEMRC". 2. "File Name" with an empty text field. 3. "Export in Excel OR Text Format" with two radio buttons: "Export in Excel Format" (unselected) and "Export in Text Format" (selected). 4. "Preview" button. At the bottom are three buttons: "Print", "Export", and "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. **Export in Excel OR 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.

# General Ledger

The “Period” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Budget Status Report Options". It features four tabs: "General", "Accounts", "Export Options", and "Period". The "Period" tab is active. Inside the tab, there are two input fields: "Year" with a dropdown menu showing "Current" (labeled with a red 1) and "Period" with a numeric spinner showing "12" (labeled with a red 2). At the bottom of the window, there are four buttons: "Preview" (labeled with a red 3), "Print" (labeled with a red 4), "Export" (labeled with a red 5), and "Cancel" (labeled with a red 6).

1. **Year:** Type the year you want the report be for or select from the drop down arrow.
2. **Period:** Type the Period you want the report be for or select from the drop down arrow.
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. **Export:** 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.

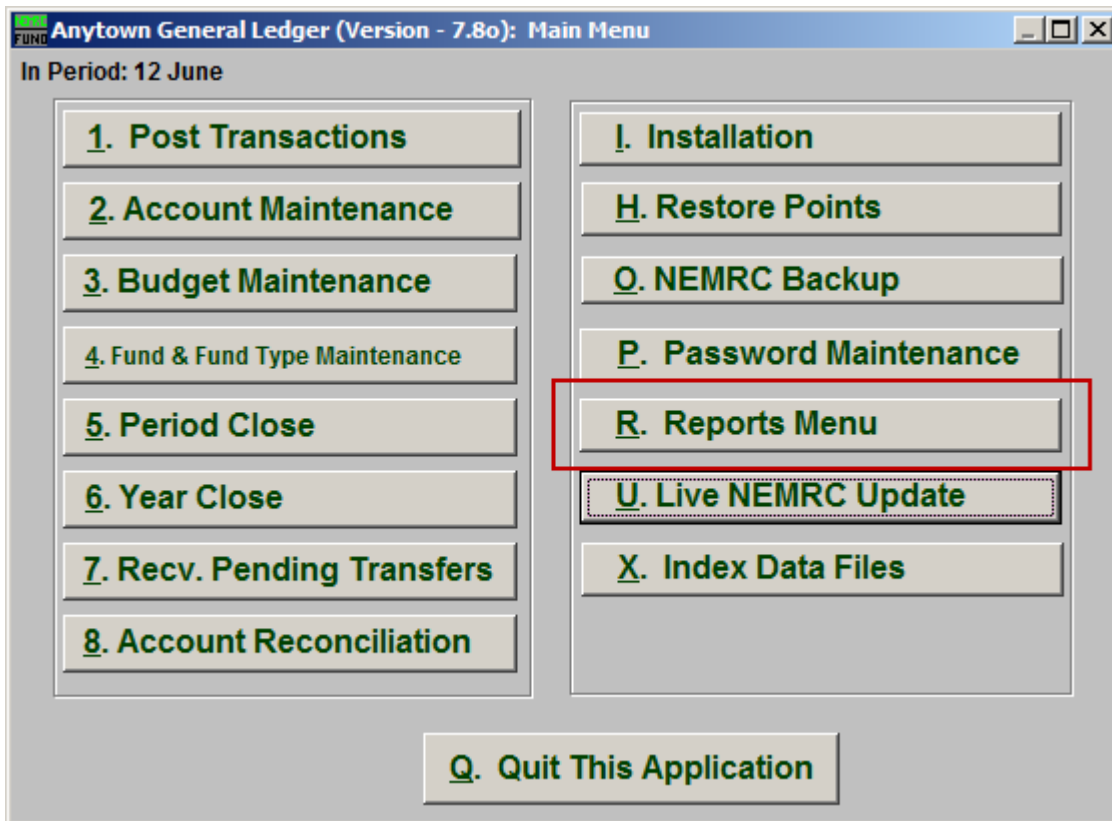


## General Ledger

### R. Reports Menu: B. Comparative Budget Report

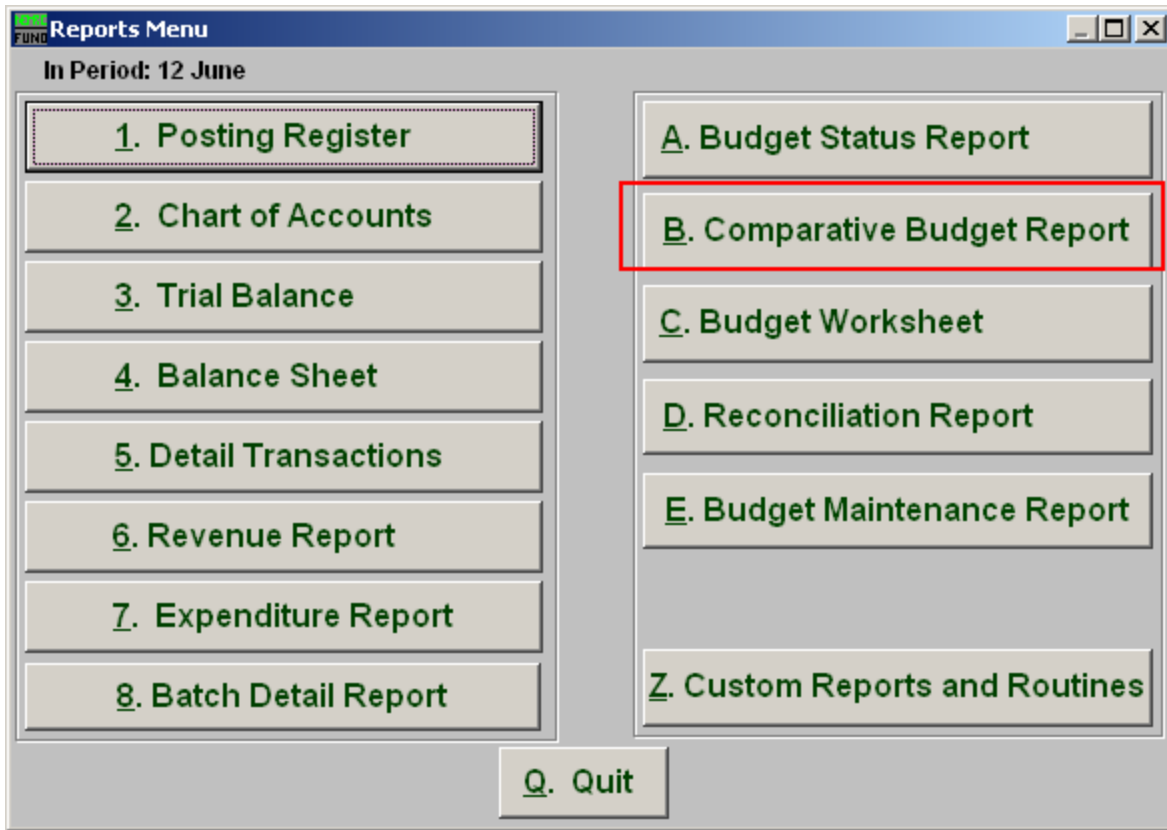
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## General Ledger



Click on “B. Comparative Budget Report” from the Reports Menu and the following window will appear:

# General Ledger

## Comparative Budget Report

The “General” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'General' tab selected. The dialog has three tabs: 'General', 'Accounts', and 'Export Options'. The 'General' tab contains various options for generating a Comparative Budget Report. Red numbers 1 through 16 are placed next to specific options to correspond with the numbered list below. At the bottom are buttons for 'Preview', 'Print', 'Export', and 'Cancel'.

Option Number	Option Text	Selected
1	Report Groups	Revenues
2	Use two line format?	No
3	Skip Header Accounts	No
4	Suppress detail to header accounts	No
5	Suppress accounts with zero balance	No
6	Suppress the following	Nothing
7	Include Budget Notes	No
8	Include Account Notes	No
9	Suppress non-postable accounts w/zero balance	Yes
10	Show next year budget as a blank line?	No
11	Show budget change as?	%
12	Page Break After	No

Buttons: 13 Preview, 14 Print, 15 Export, 16 Cancel

- 1. Report Groups:** Select the group of budget accounts to report. Depending on your chart of accounts definition you may not see an option for both.
- 2. Use two line format?:** The two line format allows for current year actual or anticipated values to be added to the report by placing the account number on a line above the description and values.
- 3. Skip Header Accounts:** Header accounts are defined by incomplete account numbers that the system determines you want all like accounts match what has been defined to sub-total upon. Selecting “Yes” removes the sub-totals.
- 4. Suppress detail to header accounts:** Selecting “Yes” will cause the system to report on header accounts defined and all accounts without header accounts defined.
- 5. 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.

## General Ledger

- 6. Suppress the following:** You can include the current year actual or anticipated balances by suppressing the account number or description if you do not use the two line form.
- 7. Include Budget Notes:** Choose “Yes” to have this report include Budget Notes that can be entered during Budget Maintenance.
- 8. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 9. Suppress non-postable accounts w/zero balance:** You can have the system remove from reporting inactive accounts that have zero like in item **5**. This option stops the inactive accounts from reporting. Item **5** would stop all zero balance accounts from reporting.
- 10. Show next year budget as a blank line?:** Selecting this option will replace the next year budget from reporting and replace it with an empty line. This can be used in budget preparation.
- 11. Show budget change as:** The change in budget can be represented as a percent or dollar value.
- 12. 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.
- 13. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 14. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 15. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 16. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Comparative Budget Report Options". It has three tabs: "General", "Accounts" (which is selected), and "Export Options". The "Accounts" tab contains five rows of input fields for specifying ranges. Each row has a red number (1-5) to its left. The first row is for "Specify Fund Range" and includes "Find" and "to" buttons. The other four rows are for "Specify Group Range", "Specify Department Range", "Specify Object Range", and "Specify Sub-Object Range". At the bottom of the window are four buttons: "Preview" (labeled 6), "Print" (labeled 7), "Export" (labeled 8), and "Cancel" (labeled 9).

Field Label	Field 1	Field 2	Field 3	Field 4
Specify Fund Range. Blank for All	1	»	« Find	to » Find
Specify Group Range. Blank for All	2		to	
Specify Department Range. Blank for All	3		to	
Specify Object Range. Blank for All	4		to	
Specify Sub-Object Range. Blank for All	5		to	

Buttons at the bottom: 6 Preview, 7 Print, 8 Export, 9 Cancel

- 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.

## General Ledger

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.

# General Ledger

The “Export Options” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Comparative Budget Report Options". It features three tabs: "General", "Accounts", and "Export Options". The "Export Options" tab is selected. Inside this tab, there is a "Path" label with a "Browse" button next to it, followed by a text box containing "M:\NEMRC". Below this is a "File Name" label with an empty text box. Further down are two radio buttons: "Export in Excel Format" (unselected) and "Export in Text Format" (selected). At the bottom of the window are four buttons: "Preview", "Print", "Export", and "Cancel". Red numbers 1 through 7 are placed next to the corresponding fields and buttons for reference.

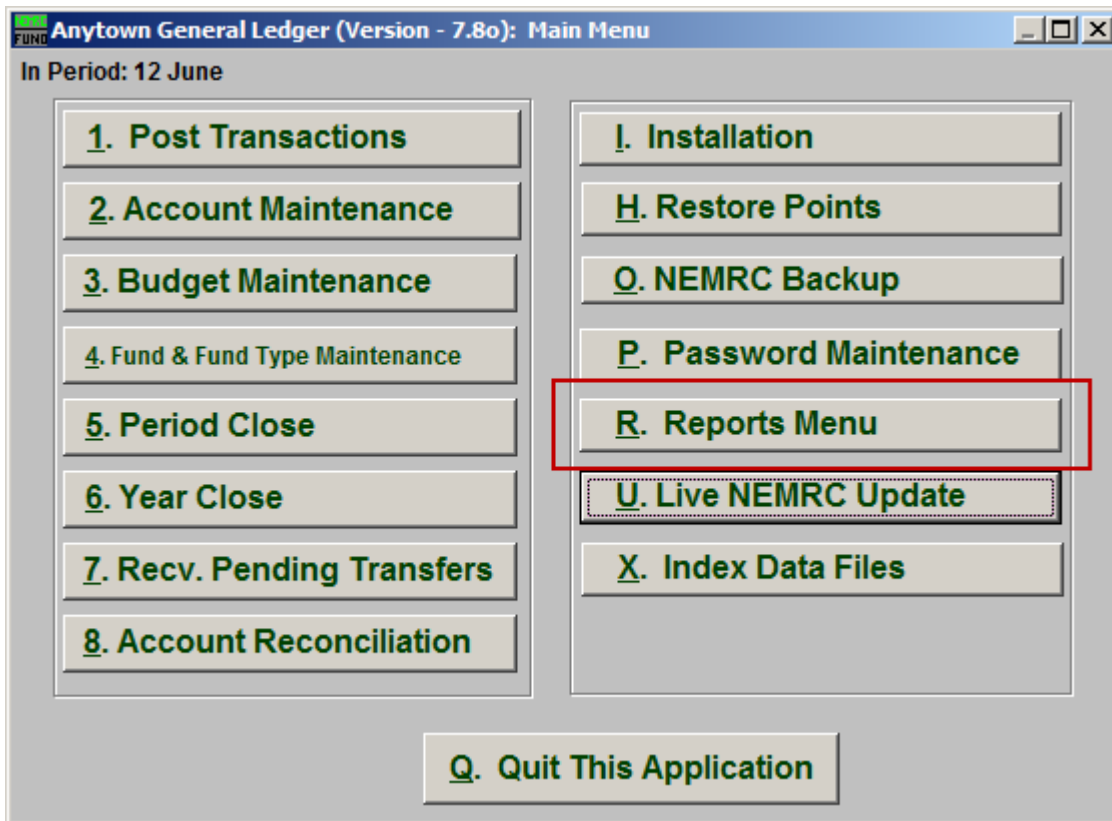
1. **Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.
2. **File Name:** Type in the name that this report will be saved as.
3. **Export in Excel OR Text Format:** Click to choose whether this report will be exported 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.

## General Ledger

### R. Reports Menu: C. Budget Worksheet

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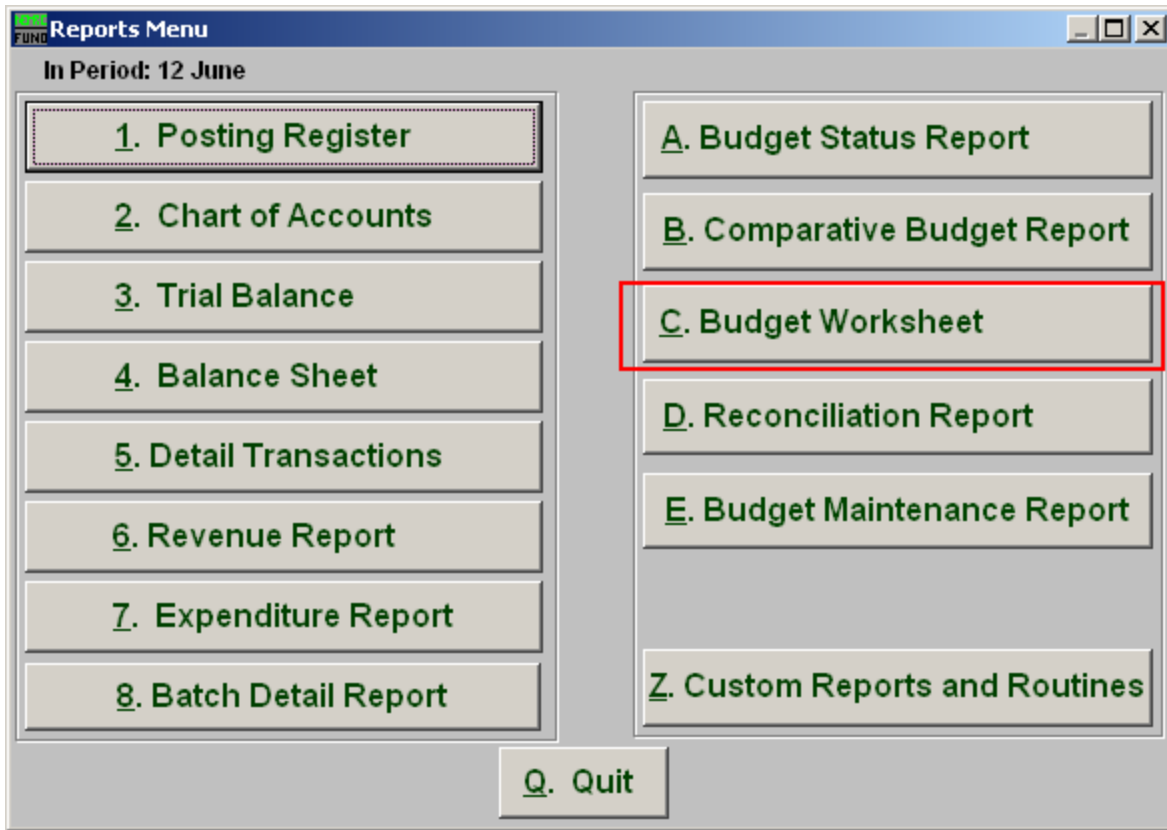
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:



## General Ledger



Click on “C. Budget Worksheet” from the Reports Menu and the following window will appear:

# General Ledger

## Comparative Budget Report

The “General” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Budget Worksheet Report Options". The window has three tabs: "General", "Accounts", and "Export Options". The "General" tab is selected. It contains several options for report generation:

- Report Groups 1**: Radio buttons for ☒ Revenues, ☐ Expenditures, and ☐ Both.
- Skip Header Accounts 2**: Radio buttons for ☐ Yes and ☒ No.
- Suppress detail to header accounts 3**: Radio buttons for ☐ Yes and ☒ No.
- Suppress accounts with zero balance 4**: Radio buttons for ☐ Yes and ☒ No.
- Suppress account numbers 5**: Radio buttons for ☐ Yes and ☒ No.
- Include Budget Notes 6**: Radio buttons for ☐ Yes and ☒ No.
- Include Account Notes 7**: Radio buttons for ☐ Yes and ☒ No.
- Suppress non-postable accounts w/zero balance 8**: Radio buttons for ☒ Yes and ☐ No.

Below these options is a section for **Page Break After 9** with a text box labeled "Fund" and radio buttons for ☐ Yes and ☒ No.

At the bottom are four buttons: **10 Preview**, **11 Print**, **12 Export**, and **13 Cancel**.

- 1. Report Groups:** Select the group of budget accounts to report. Depending on your chart of accounts definition you may not see an option for both.
- 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.

## General Ledger

- 6. Include Budget Notes:** Choose “Yes” to have this report include Budget Notes that can be entered during Budget Maintenance.
- 7. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 8. 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.
- 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.

# General Ledger

The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Budget Worksheet 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 two input fields, each with a "Find" button. The other four rows have two input fields each, with a "to" label between them. At the bottom, there are four buttons: "Preview" (labeled 6), "Print" (labeled 7), "Export" (labeled 8), and "Cancel" (labeled 9).

General	Accounts	Export Options
Specify Fund Range. Blank for All 1 » <input type="text"/> « Find to » <input type="text"/> « Find		
Specify Group Range. Blank for All 2 <input type="text"/> to <input type="text"/>		
Specify Department Range. Blank for All 3 <input type="text"/> to <input type="text"/>		
Specify Object Range. Blank for All 4 <input type="text"/> to <input type="text"/>		
Specify Sub-Object Range. Blank for All 5 <input type="text"/> to <input type="text"/>		

6 Preview 7 Print 8 Export 9 Cancel

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.

## General Ledger

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.

# General Ledger

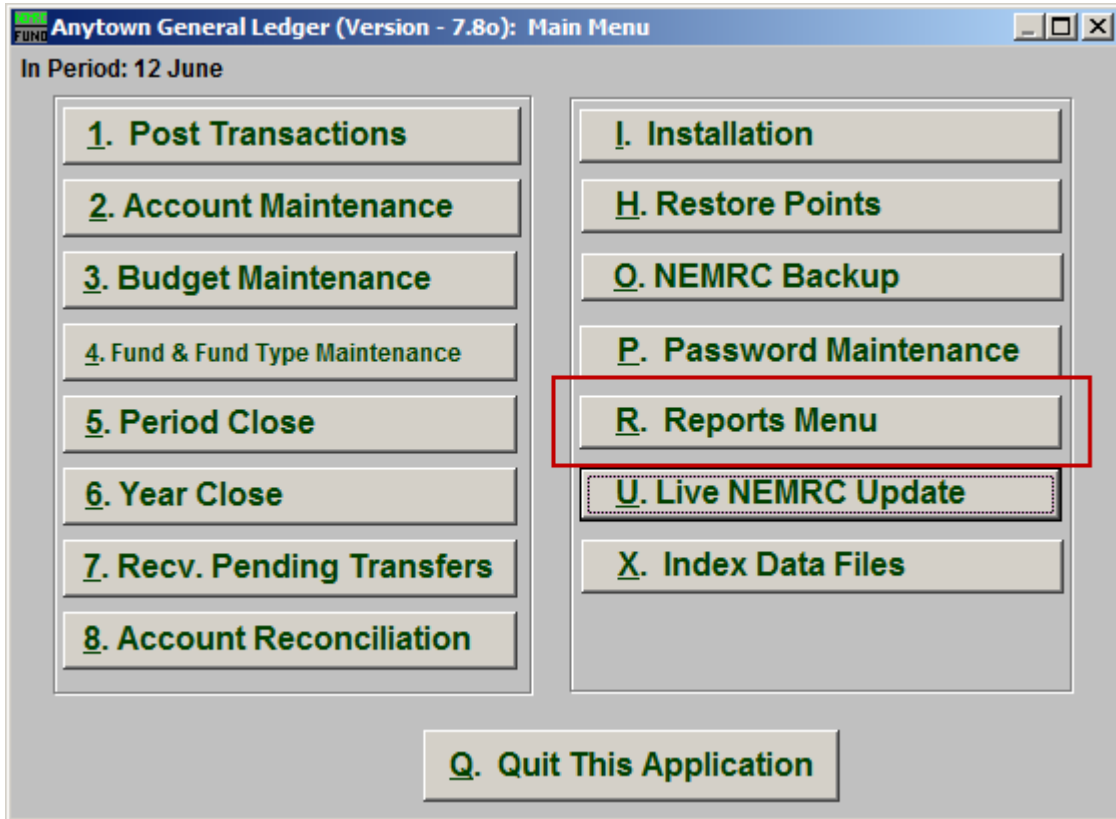
The “Export Options” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Budget Worksheet Report Options". It features three tabs: "General", "Accounts", and "Export Options". The "Export Options" tab is selected. Inside this tab, there is a "Path" label with a "Browse" button next to it, followed by a text box containing "M:\NEMRC". Below this is a "File Name" label with an empty text box. Further down are two radio buttons: "Export in Excel Format" (unselected) and "Export in Text Format" (selected). At the bottom of the window are four buttons: "Preview", "Print", "Export", and "Cancel". Red numbers 1 through 7 are used as callouts: 1 points to the Path label, 2 to the File Name label, 3 to the radio buttons, 4 to the Preview button, 5 to the Print button, 6 to the Export button, and 7 to the Cancel button.

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 OR 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.

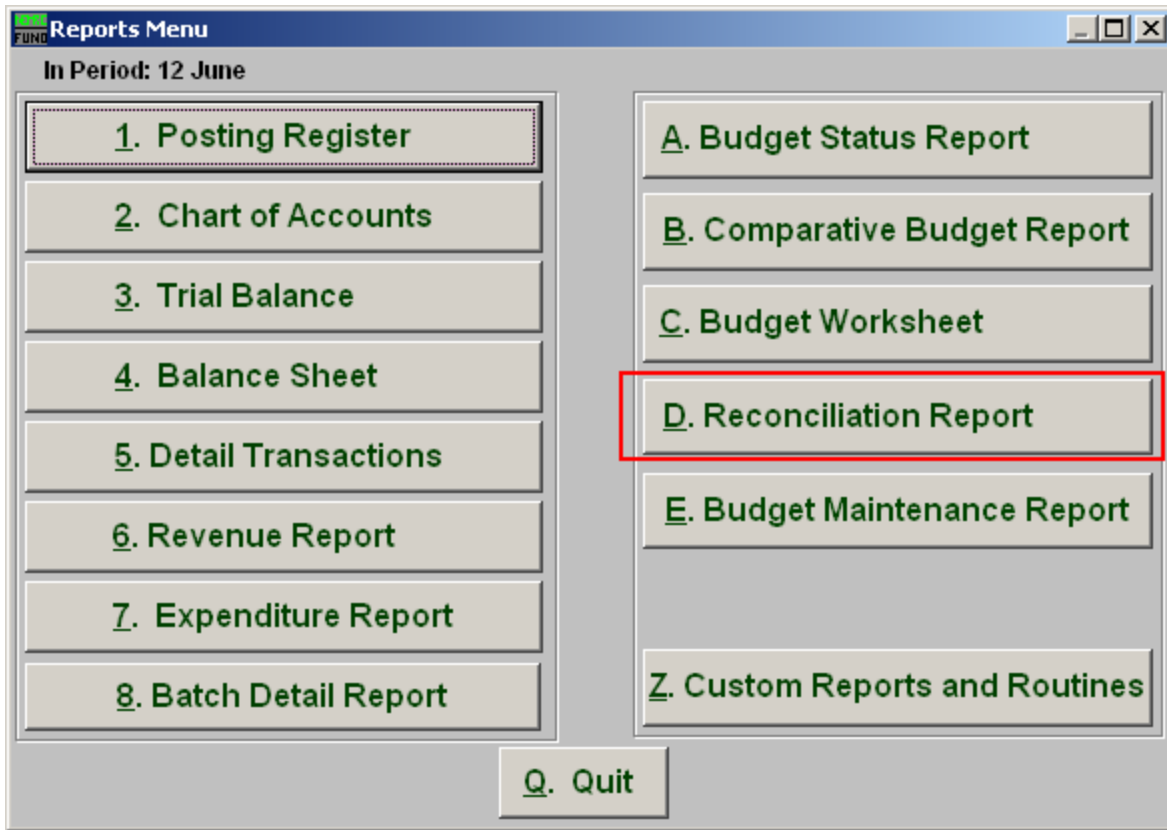
## General Ledger

### R. Reports Menu: D. Reconciliation Report



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

## General Ledger



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



## General Ledger Reconciliation Report

The screenshot shows a window titled "Account Reconciliation Report" with a standard Windows title bar (minimize, maximize, close buttons). Inside the window, there are two input fields: "Account" and "Statement Date". The "Account" field contains "1" and has a "Find" button to its right. The "Statement Date" field contains "1 / 1" and has a "Preview" button below it. To the right of the "Statement Date" field is a "Print" button. To the right of the "Print" button is a "Cancel" button. Red numbers 1 through 5 are placed above the respective fields and buttons to indicate the sequence of steps for using the dialog.

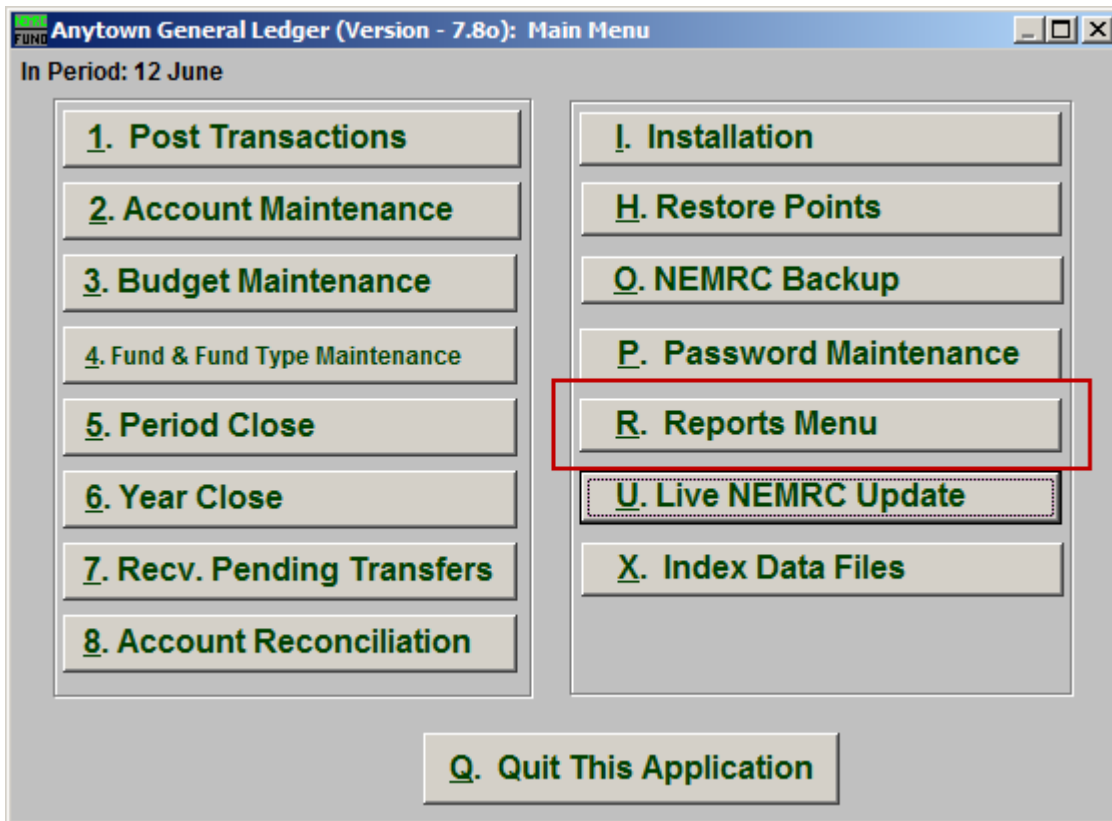
- 1. Account:** Enter the General Ledger account number that was reconciled or click “Find” and select from there.
- 2. Statement Date:** Enter the statement date for the collection of items reconciled on that date.
- 3. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 4. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.

## General Ledger

### R. Reports Menu: E. Budget Maintenance Report

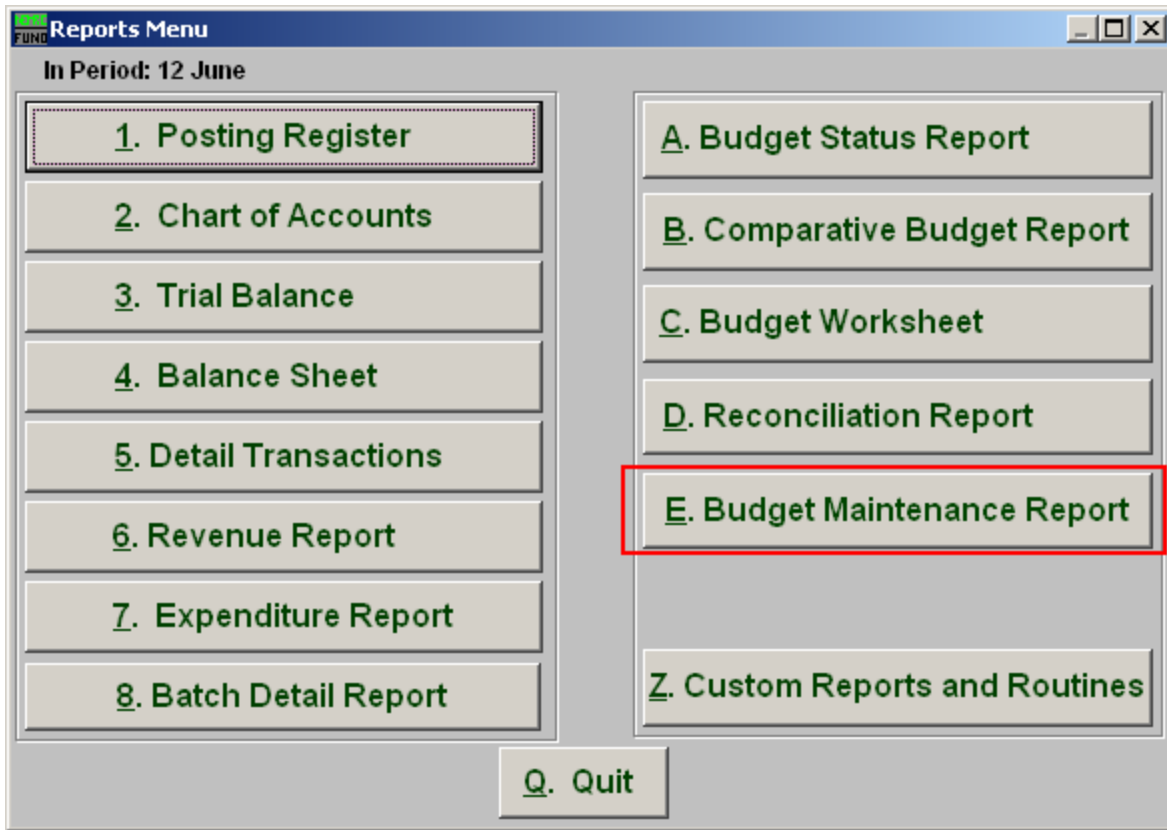
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## General Ledger



Click on “E. Budget Maintenance Report” from the Reports Menu and the following window will appear:

# General Ledger

## Budget Maintenance Report

The “General” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Budget Maintenance Report Options". It has three tabs: "General" (selected), "Accounts", and "Export Options".

**Report Groups** 1: ☒ Revenues, ☐ Expenditures, ☐ Both

**Skip Header Accounts** ☐ Yes 2, ☒ No

**Suppress detail to header accounts** ☐ Yes 3, ☒ No

**Suppress accounts with zero balance** ☐ Yes 4, ☒ No

**Suppress account numbers** ☐ Yes 5, ☒ No

**Include Budget Notes** ☐ Yes 6, ☒ No

**Include Account Notes** ☐ Yes 7, ☒ No

**Suppress non-postable accounts w/zero balance** ☒ Yes 8, ☐ No

**Page Break After** 9:

Fund	<input type="radio"/> Yes, <input checked="" type="radio"/> No
Group	<input type="radio"/> Yes, <input checked="" type="radio"/> No
Department	<input type="radio"/> Yes, <input checked="" type="radio"/> No

Buttons at the bottom: 10 Preview, 11 Print, 12 Export, 13 Cancel

- 1. Report Groups:** Select the group of budget accounts to report. Depending on your chart of accounts definition you may not see an option for both.
- 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.

## General Ledger

- 6. Include Budget Notes:** Choose “Yes” to have this report include Budget Notes that can be entered during budget maintenance.
- 7. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in account maintenance.
- 8. 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.
- 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.

## General Ledger

The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Budget Maintenance Report Options". The "Accounts" tab is selected. It contains five rows of input fields for specifying ranges: Fund, Group, Department, Object, and Sub-Object. Each row has a red number (1-5) and a "Find" button. At the bottom, there are buttons for "Preview", "Print", "Export", and "Cancel", each with a red number (6-9) above it.

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

- 10. 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.
- 11. Specify Group Range:** Enter a beginning and ending value range to further restrict the reporting if desired.
- 12. Specify Department Range:** Enter a beginning and ending value range to further restrict the reporting if desired
- 13. Specify Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired
- 14. Specify Sub-Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired
- 15. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

## General Ledger

- 16. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 17. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 18. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Export Options” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Budget Maintenance Report Options". It features three tabs: "General", "Accounts", and "Export Options". The "Export Options" tab is selected. Inside this tab, there is a "Path" label with a "Browse" button next to it, followed by a text box containing "M:\NEMRC". Below this is a "File Name" label with an empty text box. Further down are two radio buttons: "Export in Excel Format" (unselected) and "Export in Text Format" (selected). At the bottom of the window are four buttons: "Preview", "Print", "Export", and "Cancel". Red numbers 1 through 7 are used as callouts: 1 points to the Path label, 2 to the File Name label, 3 to the radio buttons, 4 to the Preview button, 5 to the Print button, 6 to the Export button, and 7 to the Cancel button.

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.



## General Ledger

### Custom Reports

File Name	Description	Select	Input	Output
Glcus00	Expenditure	Cur or Pre Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period Sub-Object, Fund, Category, Acct, Object	Acct, Budget, Expenditures, Unencumbered Bal, % of Budget Expended
Glcus05	Last Year Expenditures	Individual or All Funds, Print 79% Y/N	Entity #, Fund, Heading Line	Line Item, Last Yr Expense, Cur Yr Bud, Proposed Bud
Glcus06	VTSTOT Expenditure	Cur or Pre Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Range, Category, Dept, Acct, Object, Sub-Object	Acct, Bud, Cur Yr, Period, Expenditure, % of Bud Expended, Unemcumbered Balance
Glcus07	VT School Status		Fund, Program, Last or Cur Yr Values	Revenue Code, Total Revenue
Glcus10	Budget Report			
Glcus11	VTHINE Budget Status			
Glcus13	Expenditure	Cur or Pre Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dept, Acct, Object, Sub Object	Acct, Original Bud, Adjusted Bud, \$\$ Spent this Month, \$\$ Spent to Date, \$\$ Left
Glcus15	Special Trial Balance	Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N		Acct, Desc, Bud, Bal
Glcus16	Expenditure Worksheet for Schools		Fiscal Yr, # of Accts per page	Acct, FY, LY Bud, LY Actual, Cur Bud, Space for NY Bud and Comments
Glcus17	VTRAND Budget Worksheet			
Glcus18	Old Budget Report	Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N		
Glcus19	Budget Status	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0		

## General Ledger

		Bal, Acct # Y/N		
Glcus20	Comparative Expenditure		Fund	Dept Name & #, Current Bud, YTD Expend, % of Bud Expended, Prev Yr % of Bud Expended
Glcus21	VTRSWS Budget	Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N		
Glcus22	Budget at Period Close			
Glcus23	Revenue & Expenditure	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dep, Acct, Object, Sub-Object	Acct, Est Rev & Exp, Rec/Spent to date, %Bud Rec/Exp to Date, Uncollected/ Unspent, Period Collected/Spent
Glcus24	Budget	Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N		
Glcus25	Budget	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N		
Glcus26	Budget	Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N		
Glcus27	Trial Balance	Normal, Combined or Combining		
Glcus28	VTTTHET Budget	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N		
Glcus29	Trial Balance for Dept	Cur or Prev Yr, Trial Bal Worksheet Y/N	Period	
Glcus30	Revenue & Expenditure	Page Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period	
Glcus31	VTTTHET Comp Budget	Rev/Exp/Both, Page Break after Fund Y/N, Skip Header Y/N,		

## General Ledger

		Suppress Detail, 0 Bal, Acct # Y/N		
Glcus32	VTSVSU Expense			
Glcus33	Expenditures Statement		Fund	Purpose of Approp, Bud Exp to Date, Obligations to Date, Committed to Date, Bal to Date
Glcus34	Comparative Budget Worksheet	Rev/Exp/Both, Page Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category	Acct, LY Bud, LY Actual, Cur Bud, Space for Next Yr Bud
Glcus35	North Dakota School Report		Co# & Name, Dist # & Name, Dist Type, Dept Code, Header Dates, #'s & % of Students & Activities	
Glcus36	VTSVSU Activity Acct Ledger	Cur or Prev Yr	Beg & Ending G/L Period, Acct #'s	
Glcus37	VTWNES Budget	Skip Header Y/N, Suppress Detail, 0 Bal, Acct# Y/N	Fund, Program, Group, Function, Object, Sub-Object	Acct Desc, Orig Bud, Adjusted Bud, Encumbered, YTD Actual, Anticipated, Projected Bal, Creates Lotus Spreadsheet
Glcus38	Checking Acct Reconciliation			
Glcus39	VTRSWS Expenditure	Cur or Prev Yr, Pg Break after Dept Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dept, Acct, Object, Sub-Object	
Glcus40	VTMILT Expenditure	Cur or Prev Yr	Period, Fund, Category, Dept, Acct, Object, Sub-Object	

## General Ledger

Glcus41	Custom Report Generator			
Glcus42	Selected Sub-Object	Cur or Prev Yr, Date or Period	Sub-Object, Beg & End Date or Period	
Glcus43	VTFWSU	Copy Existing Headers Y/N	Group, Section, Description	
Glcus44	Year to Date Account Log for Iowa Chart of Accts			
Glcus44a	Iowa Chart of Accounts			
Glcus45	Trial Balance	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund	Acct Desc, Bud/Est Revenue, Applied For, Rec/Exp to Date, Uncollected/ Unencumbered, MTD
Glcus46	VTROCK Auditor Report			
Glcus47	VTROCK Auditor Report			
Glcus48	Revenue & Expenditure	Rev or Exp, Normal/ Combined or Combining, Cur or Prev Yr, Pg Break after Dept Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dept, Acct, Object, Sub-Object	Est Rev/Bud, Received/ Expended, % Rec/Exp, Uncollected/ Unencumbered Bal, Rec/Exp Period
Glcus49	Budget Worksheet	Rev/Exp/ Both, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub-Object	Acct Desc, Orig Bud, Adjusted Bud, YTD Actual, Place for Proposed Bud
Glcus49a	Budget Worksheet	Rev/Exp/ Both, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub-Object	Acct Desc, Cur Bud, YTD Actual, Space for Dept Proposal, Manager Recommend, Select Approval
Glcus50	VTARLT Budget Status	Incl NY Bud Proposed Y/N, Cur	Fund, Category,	Acct, Cur Bud, Cur Exp, Cur, Inc, Cur Actual, NY

## General Ledger

		or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Dept, Acct, Object, Sub-Object	Bud (if answered Y)
Glcus51	Expenditure	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Sub-Object, Fund, Dept, Acct, Object	Acct, Bud, Expenditure, Unencumbered Bal, Cur Per Exp, % Bud Spent
Glcus51a	Revenue	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Sub-Object, Fund, Dept, Acct, Object	Acct, Bud, Rev, Uncollected Bal, Cur Per Rec, % Bud Received
Glcus51b	Expenditure	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Sub-Object, Fund, Dept, Acct, Object	Acct, Bud, Cur Period, YTD Exp, Unencumbered Bal, % of Bud Spent
Glcus51c	Revenue	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Sub-Object, Fund, Dept, Acct, Object	Acct, Bud, Cur Period, YTD Rec, Uncollected Bal, % Bud Received
Glcus52	Revenue	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Sub-Object, Fund, Dept, Acct, Object	Acct, Bud, Rev, Unencumbered, Cur Per, % Received
Glcus53	Balance Sheet	Normal/ Combined/ Combining, Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Date, Period	Assets (positive), Liabilities (negative), Fund Balance
Glcus54	Comparative Budget	Rev/Exp/Both, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub-Object	Acct, LY Actual, Cur Yr Bud, Revised Bud, Next Yr Budget
Glcus55	Expenditure	Normal Combined/ Combining, Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dept, Acct, Object, Sub-Object	Acct, Budget, Outstanding Encumbrances, Expenditures, Unencumbered Bal, % Expended
Glcus56	Comparative Budget	Include Object Detail Y/N		LY Bud, LY Actual, FY Bud, YTD Committed,

## General Ledger

				Anticipated, Total FY, Variance, NY Budget, % Change, Subtotal on Object
Glcus57	VTWCSU Budget Report	Rev/Exp/Both, Pg Break after Program Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund Program, Group, Function, Object, Sub-Object	Acct, Orig Bud, Adjusted Bud, Projected Actual, Variance, Encumbered, YTD Actual, Variance
Glcus58	VTWCSU Comparative Budget	Rev/Exp/Both, Pg Break after Program Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Program, Group, Function, Object, Sub-Object	Acct, LY Bud, LY Actual, CurBud, NY Bud
Glcus59	Budget Status By Program		Program	Acct, Orig Bud, Cur Bud, Enc/Acc, Exp/ Rec, Bal, % Exp/Rec, Total on Programs
Glcus60	VTFWSU Status Report		Fund, Function	Acct, Orig Bud, Cur Bud, Enc/Acc, Exp/Rec, Bal, % Exp/Rec
Glcus60a	VTFWSU Budget Status by Group		Fund, Function	Acct, Orig Bud, Enc/Acc, Exp/ Rec, Bal, % Exp/Rec, Totaled on Group
Glcus60b	Consolidated Budget Status		Fund, Function	Acct, Desc, Orig Bud, Enc/Acc, Exp/Rec Bal, % Exp/Rec
Glcus61	Posting Register	Cur/Prev Yr	Reference Range, Desc Range, Memo Search Word, Dates	Acct/Desc, Date, From Module, Transaction Desc, Ref, Debit/Credit
Glcus62	Revenue & Expense	Rev/Exp/Both, Pg Break after Program Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Rev or Exp, Period, Fund, Category, Dept, Acct, Object, Sub-Object	Creates Lotus Spreadsheet in NEMRC Dir Acct, Desc, Cur Bud, YTD Actual, Encumbered, Bud Bal
Glcus63	Budget Status Worksheet	Rev/Exp/Both, Skip Header Y/N, Suppress Detail, 0	Fund, Category, Dept, Acct,	Acct, Orig Bud, Adjusted Bud, Encumbered, YTD Actual, Anticipated,

## General Ledger

		Bal, Acct # Y/N	Object, Sub-Object	Projected Bal
Glcus64	Budget Worksheet	Rev/Exp/Both, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub-Object	Creates Lotus Spreadsheet in NEMRC Dir Acct, Desc, LY Bud, LY Actual, Cur Bud, Anticipated, NY Bud, % Budget
Glcus65	Budget Transfer System	Enter Request, Del Request, Request Report, Approve Request, Reset, Exit		
Glcus66	CAREB Balance Sheet	Cur or Last Yr	Period	Acct, Desc, Bal, Subtotal by Object & Group
Glcus67	CAREDB Revenue & Expenditure	Cur or Last Yr	Period	Acct, Desc, Bal, Subtotal by Object & Group
Glcus68	CAREDB Expenditure	Cur or Last Yr	Period	Acct, Desc, Bal, Subtotal by Dept
Glcus69	VTSHL Budget Status	Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub-Object	Acct, Bud, Actual, % of Bud, Yr to Date Last Yr
Glcus70	VTFLET Comparative Budget	Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub-Object	Acct, LY Bud, LY Actual, % of Bud Used, Cur Bud, FY % Change
Glcus71	VTBRIS Comparative Budget	Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Object, Sub-Object	Acct, LY Bud, LY Actual, Cur Bud, Rec/Spent to Date, NY Bud, % Change
Glcus72	VTHIGH Budget Status	Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct	Fund, Category, Dept, Acct, Object, Sub-Object	Acct, Bud, Actual, % of Bud, Bal

## General Ledger

		# Y/N		
Glcus73	VTARSU Budget Worksheet	Rev/Exp/Both, Pg Break after Fund, Pg Break after Program Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund	Acct, Orig Bud, Adjusted Bud, Anticipated, Projected Bal, Encumbered, YTD Actual
Glcus74	VTSTAC Revenue & Expenditure	Rev or Exp, Pg Break after Fund Y/N, Pg Break after Dept Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	# of Copies, Period, Fund, Category, Dept, Acct, Object, Sub- Object	Acct, Desc, Bud, YTD, Unexpended
Glcus75	NJSOME Expenditures	Cur or Prev yr, Pg Break after Acct Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dept, Acct, Object, Sub- Object	Acct, Bud, Outstanding Encumbrances, Expenditures, Unencumbered Bal, Grouped by Acct
Glcus76	NMCIMA Budget	Rev or Exp, Pg Break after Fund Y/N, Pg Break after Dept Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dept, Acct, Object, Sub- Object	Acct, Approved Bud, YTD Budget Adjustment, Adjusted Bud, This Quarter, Prior Quarter, YTD Bal, Available Bal
Glcus77	VTDORS Budget Variance	Rev or Exp, Pg Break after Fund Y/N, Pg Break after Program Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Program, Group, Function, Object, Sub- Object	Acct, Des, Cur Bud, Cur Actual, This Period, Projected Variance %
Glcus78	Consolidated Budget Status		Fund, Function	Acct, Desc, Orig Budget, Enc/Acc, Exp/Rec, Bal, % Exp/ Rec
Glcus79	Comparative Budget	Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub- Object	Acct, Cur Bud, Next Year Bud



## General Ledger

Glcus80	VTLAMO Bucget	Ind or All Funds, Print 79% Y/N	Entity, Heading Line	Line Item, LY Exp, Cur Bud, Proposed Bud, No Inactive Accts
Glcus81	Revenue & Expenditure	Rev or Exp, Incl Acct Notes Y/N, Pg Break after Fund Y/N, Pg Break after Dept Y/N, Skip Header Y/N, SupprDetail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dept, Acct, Object, Sub- Object	Acct, Bud, Last Yr Pd, Expenditures, Unencumbered Bal, Cur Yr Pd
Glcus82	VTSTAC Detail Transaction	Cur or Prev yr, Assets, Liabilities, Rev, Exp, All Accts, Range, Single Acct, Transaction Type, Date or Period	Modules, Dates or Periods	Acct, YTD Posting Amt, Desc, Date, From Module, Desc, Ref, Debit/Credit, Totals
Glcus83	Expenditure Grouped by Project	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Program, Group, Function, Object, Sub- Object	Acct, Bud, Outstanding Encumbrances, Expenditures, Unencumbered Bal
Glcus84	Due To/From Balances			Acct #, Acct Desc, Acct Bal, Total
Glcus85	Budget Status	Cur or Prev Yr, Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub- Object	Acct, Budget, Actual, Bal
Glcus86	CAGUST Revenue & Expenditure	Rev or Exp, Cur or Prev Yr, Pg Break after Fund Y/N	Fund, Category, Dept, Acct, Object, Sub- Object	Acct, Desc, Exp for Yr by Month, YTD Total, Budget, Remainder
Glcus86a	VTJAYT Monthly Expense & Revenue	Rev or Exp, Cur or Prev Yr, Pg Break after Fund Y/N	Fund, Category, Dept, Acct, Object, Sub- Object	Acct, Desc, Exp for Yr by Month, YTD Total, Budget, Remainder
Glcus87	VTREAD	Normal/	Period, Fund	Balance Sheet

## General Ledger

	Balance Sheet	Combined/ Combining, Cur or Prev Yr, No Comp Cur/ Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N		
Glcus88	VTCONS Budget/ Expense Comparison	Suppress Bal Y/N, Suppress Acct #'s Y/N, Cur or Prev Yr, Subtotal on Fund/Dept Y/N, Subtotal on Function Y/N	Period	Function, Object, Sub- Object, Sch, Desc, Budget, Exp, Bal, Prev EYTD, Subtotal on Object
Glcus89	VTBRAD Comparative Budget	Cur or Prev Yr, Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub- Object	Acct, LY Bud, LY Actual, Current Bud
Glcus90	VTMONT Budget Export	Type of Spreadsheet, Cur or Prev Yr	Spreadsheet Name, Period	Exports to Spreadsheet in NEMRC Dir, Acct, Desc, Per Bal, YTD Enc, LY Bal, Adjusted Bud, Unused Bud, Cur Yr Final Bud, NY Bud, Anticipated Rev/Exp
Glcus91	VTMONT Revenue & Expenditure Export	Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dept, Acct, Object, Sub- Object, Dept Name	Acct, Desc, Est Rev/Exp, Applied For, Rec/Spent to Date, Uncoll/ Unencumbered, Cur Yr Pd
Glcus92	VTONSU Special Revenue & Expenditure	Rev or Exp, Cur or Prev Yr, Incl Acct Notes Y/N, Pg Break after Fund Y/N, Pg Break after Dept Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Period, Fund, Category, Dept, Acct, Object, Sub- Object	Acct, Bud, Projected Bud, Outstanding Encumbrances, Expenditures, Unencumbered Bal
Glcus93	VTBFAC Detailed	Assets, Liabilities, Rev, Exp, All	Modules, Beg & End Dates or	Acct #, Desc, Date, From Module, Desc,

## General Ledger

	Transaction	Accts, Range of Accts, Single Acct, Transaction Types, Date or Period	Periods	Ref, Bud Debit/Credit, Enc Debit/ Credit, Acct Debit/Credit, LY Unused Bud, Bud, Encum, YTD Posting, Unexpended Bal, Pg Break on Subs
Glcus94	VTWNES Expenditure	Cur or Prev Yr		
Glcus95	VTMONT Budget Maint	Cur Yr Bud, Anticipated Rev/Exp, NY Bud, LY Bud	Enter Acct #	Enter Figures by choosing each Acct #
Glcus96	VTSVSU Budget Worksheet	Rev/Exp/Both, Incl Bud Entry Memos Y/N, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N	Fund, Category, Dept, Acct, Object, Sub- Object	Acct Desc, Orig Bud, Adjusted Bud, YTD Actual, Anticipated, Projected Bal
Glcus97	VTWNES Comparative Budget Report	Show Budget Notes Y/N		
Glcus97a	VTWNES Comparative Budget Report	Show Budget Notes Y/N		
Glcus98	VTWNES Comparative Budget Export	Ready to Create Spreadsheet		
Glcus98a	VTWNES Comparative Budget Export			