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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
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
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).


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. 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 banks 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
2. Key in the general ledger account you want to reconcile
3. Key in these figures from your bank statement.

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.
Click here next.

Click items that match items on your statement.

Notice your totals changing.

Click here next.

Click items that match items on your statement.

Notice your totals

BINGO
We matched the statement
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 you did. Yes, there are good answers, but every town is different....

Here are a couple of buttons to make your life easier.

---

### General Ledger

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Reconcile</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/1/01</td>
<td>interest</td>
<td>125.05</td>
<td>✓</td>
</tr>
<tr>
<td>02/1/01</td>
<td>Roads</td>
<td>7,526.30</td>
<td>✓</td>
</tr>
<tr>
<td>02/1/01</td>
<td>Del. Taxes</td>
<td>179.39</td>
<td>✓</td>
</tr>
<tr>
<td>03/1/01</td>
<td>Tax Rpts Dp # 14.0</td>
<td>1,368.96</td>
<td></td>
</tr>
<tr>
<td>03/1/01</td>
<td>del. taxes</td>
<td>2,400.00</td>
<td>✓</td>
</tr>
<tr>
<td>02/1/01</td>
<td>Roads</td>
<td>702.75</td>
<td></td>
</tr>
<tr>
<td>02/1/01</td>
<td>Benton History</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>02/1/01</td>
<td>del. taxes</td>
<td>2,454.32</td>
<td></td>
</tr>
<tr>
<td>03/1/01</td>
<td>Del. taxes</td>
<td>1,615.29</td>
<td></td>
</tr>
<tr>
<td>03/1/01</td>
<td>del. taxes</td>
<td>5,426.89</td>
<td></td>
</tr>
<tr>
<td>03/1/01</td>
<td>Property Taxes</td>
<td>106.00</td>
<td></td>
</tr>
<tr>
<td>01/1/01</td>
<td>#11 Refund from IRS</td>
<td>12.26</td>
<td></td>
</tr>
<tr>
<td>03/1/01</td>
<td>#12 Del Taxes/History</td>
<td>640.00</td>
<td></td>
</tr>
</tbody>
</table>

**Account Reconciliation**

<table>
<thead>
<tr>
<th>General</th>
<th>Checks</th>
<th>Deposits (Bank Credits)</th>
<th>Withdraws (Bank Debits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finish Later</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Summary:**

- **Banks Beginning Bal.:** 101,789.00
- **Cleared Checks:** 14, 7,994.17
- **Cleared Withdraws:** 0, 0.00
- **Total Debits:** 14, 7,994.17
- **Total Deposits:** 4, 6,630.74
- **Balance:** 104,425.57

**Difference In Balance:**

- **Minus Banks:** 104,425.57

---

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General Ledger

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.

<table>
<thead>
<tr>
<th>Bank</th>
<th>Check #</th>
<th>Start</th>
<th>Length</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter One Bank (CSV File)</td>
<td>9</td>
<td>0</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Chittenden Bank</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Peoples Heritage Bank</td>
<td>42</td>
<td>10</td>
<td>31</td>
<td>11</td>
</tr>
<tr>
<td>Northfield Savings Bank</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>VT National Bank (X-Change)</td>
<td>44</td>
<td>9</td>
<td>14</td>
<td>9</td>
</tr>
</tbody>
</table>

Your Bank

<table>
<thead>
<tr>
<th>Bank</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banks Beginning Bal</td>
<td>101,789.00</td>
</tr>
<tr>
<td>Cleared Checks</td>
<td>14</td>
</tr>
<tr>
<td>Cleared Withdraws</td>
<td>0</td>
</tr>
<tr>
<td>Total Debits</td>
<td>14</td>
</tr>
<tr>
<td>Adjust</td>
<td>7,994.17</td>
</tr>
<tr>
<td>Cleared Deposits</td>
<td>4</td>
</tr>
<tr>
<td>Balance: Yours</td>
<td>104,425.57</td>
</tr>
<tr>
<td>Minus Banks</td>
<td>104,425.57</td>
</tr>
</tbody>
</table>

Difference: 0.00

Last Month's Balance : 101,789.00
Minus Checks Cashed (14) : 7,994.17

554.10 12/10/02 DRIAN BARNEY 554.10 12/10/02 TIFANY BENNET 6,184.50
1257 12/10/02 ROBERT DECKER 1259 12/10/02 VALENE FOG 87.45
1261 12/10/02 CHERYL HANCOCK 1263 12/10/02 CEDAR ASHERLY HARRISWITZ 0.00
0.93 12/10/02 JOHN KLINFELTER 1263 12/10/02 HELEN MARTIN 0.93
0.00 12/10/02 ALFRED LOVETTE 1265 12/10/02 RAYMOND NEWTON 92.35
0.00 12/10/02 BARBARA PEALES SMITH 1266 12/10/02 THOMAS ROGERS 110.15
173.47 12/10/02 ALBERT TETREault 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
02/13/03 interest : 125.05
02/13/03 Roads : 7,926.30
02/13/03 Del. Taxes : 179.39
02/13/03 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.
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.

<table>
<thead>
<tr>
<th>Period ending balance from G/L (balance sheet)</th>
<th>+ Outstanding checks from reconciliation report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Deposits in transit from reconciliation report</td>
</tr>
<tr>
<td></td>
<td>(+-) Justifiable adjustments</td>
</tr>
</tbody>
</table>

______________________________
______________________________
______________________________
______________________________

= 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.
Main Menu

1. Post Transactions

Click on “1. Post Transactions” from the Main Menu and the following window will appear:

Post Transactions
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.
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 cannot be entered in the same line.

12. **Credit:** Enter the amount of this transaction in this field if a credit is needed. A debit cannot 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.
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.

![Name of Recurring Entry]

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**

![Recurring Entries]

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.
2. Account Maintenance

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

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

---

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.
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.
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:
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.
7. Recv. Pending Transfers

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

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The “Withdraws (Bank Debits)” tab ............................................................................................. 34

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

The “General” tab, Reconciliation

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.
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.
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.
The “Checks” tab

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.
The “Deposits (Bank Credits)” tab

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

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.
I. Installation

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

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.
The “Accounts” tab

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.
8. **Cancel:** Click on “Cancel” to cancel and return to the previous screen.
The “Function Keys” tab

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.
Budget Maintenance


Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:
Click on “1. Current Year Budget Installation” from the Budget Maintenance Menu and the following window will appear:
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.

Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:
Click on “2. Post Final Budget” from the Budget Maintenance Menu and the following window will appear:
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.
3. Budget Maintenance: 3. Anticipated Revenue/Expenditures

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

Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:
Click on “4. Next Year Budget Installation” from the Budget Maintenance Menu and the following window will appear:
General Ledger
Next 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. **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.
3. Budget Maintenance: 5. Last Year Budget Installation

Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:
Click on “5. Last Year Budget Installation” from the Budget Maintenance Menu and the following window will appear:
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.

Click on “3. Budget Maintenance” from the Main Menu and the following window will appear:
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.
Click on “R. Reports Menu” from the Main Menu and the following window will appear:
Click on “1. Posting Register” from the Reports Menu and the following window will appear:
The “Transaction Options” tab

1. **Year**: With the drop down arrow, select “Current” or “Last Year.”

2. **Range Information**: Select what you would like to use as a Range to print this report.

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

4. **Include Transaction Entry Memos**: Select “Yes” if you want any memos that were entered in “Posting Transactions” to appear in the report.

5. **Order**: Data can be presented in date or entry order.

6. **Modules**: Select the “Modules” you want the report to include.

7. **Types**: Select the “Types” of accounts you want the report to include.
8. **During Posting Year:** These options will test conditions of postings for reporting. Made as a current year entry will test that it does not appear in the last year transactions file. Carried from previous year will test that the entry is a result of a posting made to the previous year and the system created an automatic entry to the current year as needed. Made as a previous year will test that the entry was a prior year posting with no required entry made in the current transaction file.

9. **Amounts:** The option is available to restrict the report to posting amounts in a value range. This is helpful when trying to locate a specific amount for a transaction.

10. **Use absolute value:** Check this box if you are unsure about the transaction amounts posting as a credit or debit values to ensure reporting both occurrences.

11. **FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.

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

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

14. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

15. **Cancel:** Click “Cancel” to cancel and return to the previous screen.
The “Output” tab

1. **Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name:** Type in the name that this report will be saved as.

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

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

5. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.
The “Accounts” tab

1. **Account Range**: Enter in the Account you want the report to start with or click on the “Find” button and select from the menu.

2. **To**: Enter in the Account you want the report to end with or click on the “Find” button and select from the menu.

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

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

5. **File**: Click this button to save on this computer. Refer to GENERAL FILE for more information.

6. **Cancel**: Click “Cancel” to cancel and return to the previous screen.
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:
Click on “2. Chart of Accounts” from the Reports Menu and the following window will appear:
The “Output” tab

1. **Path**: Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name**: Type in the name that this report will be saved as.

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

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

5. **File**: Click this button to save on this computer. Refer to GENERAL FILE for more information.

6. **Cancel**: Click “Cancel” to cancel and return to the previous screen.
The “Accounts” tab

1. **Account 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.
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.
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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Click on “R. Reports Menu” from the Main Menu and the following window will appear:
Click on “3. Trial Balance” from the Reports Menu and the following window will appear:
Trial Balance

The “General” tab

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.
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.
The “Accounts” tab

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.
The “Export Options” tab

1. **Path**: Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name**: Type in the name that this report will be saved as.

3. **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.
The “Period” tab

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

Balance Sheet

The “General” tab

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.
The “Accounts” tab

1. **Specify Fund Range**: This option appears for all charts of accounts. Type in a beginning and ending fund number range to further restrict the reporting if desired.

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.
### The “Export Options” tab

![Image of Export Options window]

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<th>Export in Excel Format OR in Text Format</th>
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<tbody>
<tr>
<td>Preview</td>
<td>Print</td>
<td>Export</td>
<td>Cancel</td>
</tr>
</tbody>
</table>

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.
The “Period” tab

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.
Click on “R. Reports Menu” from the Main Menu and the following window will appear:
Click on “5. Detail Transactions” from the Reports Menu and the following window will appear:
The “Transaction Options” tab

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.
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.
The “Output” tab

1. **Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name:** Type in the name that this report will be saved as

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

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

5. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.
The “Accounts” tab

1. **Account 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.
The “More Accounts” tab

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

2. **Specify Group Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

3. **Specify Department Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

4. **Specify Object Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

5. **Specify Sub-Object Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

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

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Click on “R. Reports Menu” from the Main Menu and the following window will appear:
Click on “6. Revenue Report” from the Reports Menu and the following window will appear:
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.
The “Accounts” tab

<table>
<thead>
<tr>
<th>Revenues Report Options</th>
<th>Accounts</th>
<th>Export Options</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify Fund Range: Blank for All</td>
<td>1</td>
<td>« Find to »</td>
<td>« Find</td>
</tr>
<tr>
<td>Specify Group Range: Blank for All</td>
<td>2</td>
<td>to</td>
<td></td>
</tr>
<tr>
<td>Specify Department Range: Blank for All</td>
<td>3</td>
<td>to</td>
<td></td>
</tr>
<tr>
<td>Specify Object Range: Blank for All</td>
<td>4</td>
<td>to</td>
<td></td>
</tr>
<tr>
<td>Specify Sub-Object Range: Blank for All</td>
<td>5</td>
<td>to</td>
<td></td>
</tr>
</tbody>
</table>

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

2. **Specify Group Range**: Enter a beginning and ending value range to further restrict the reporting, if desired.

3. **Specify Department Range**: Enter a beginning and ending value range to further restrict the reporting, if desired.

4. **Specify Object Range**: Enter a beginning and ending value range to further restrict the reporting, if desired.

5. **Specify Sub-Object Range**: Enter a beginning and ending value range to further restrict the reporting, if desired.

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

8. **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.
The “Export Options” tab

1. **Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name:** Type in the name that this report will be saved as.

3. **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.
The “Period” tab

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

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

2. **Specify Group Range:** Enter a beginning and ending value range to further restrict the reporting if desired.

3. **Specify Department Range:** Enter a beginning and ending value range to further restrict the reporting if desired.

4. **Specify Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired.

5. **Specify Sub-Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired.

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

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.
The “Period” tab

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

Batch Detail Report

The “Transaction Options” tab

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

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

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

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

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

1. **Path**: Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name**: Type in the name that this report will be saved as.

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

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

5. **File**: Click this button to save on this computer. Refer to GENERAL FILE for more information.

6. **Cancel**: Click “Cancel” to cancel and return to the previous screen.
### General Ledger

**The “Accounts” tab**

<table>
<thead>
<tr>
<th>Transaction Options</th>
<th>Output</th>
<th>Accounts</th>
<th>More Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Asset</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Liability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Fund Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Postable Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Non Postable Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

7. **Print**: Click this button to print. Refer to GENERAL PRINTING for more information.
8. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.
General Ledger

The “More Accounts” tab

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

2. **Specify Group Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

3. **Specify Department Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

4. **Specify Object Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

5. **Specify Sub-Object Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

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

7. **Print**: Click this button to print. Refer to GENERAL PRINTING for more information.
8. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

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

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

Budget Status Report

The “General” tab

<table>
<thead>
<tr>
<th>Report Groups</th>
<th>Budget Status</th>
<th>Skip Header Accounts</th>
<th>Suppress detail to header accounts</th>
<th>Suppress accounts with zero balance</th>
<th>Suppress account numbers</th>
<th>Include Budget Notes</th>
<th>Include Account Notes</th>
<th>Suppress non-postable accounts w/zero balance</th>
<th>Break Out Encumbrances?</th>
<th>Show Budget Balance?</th>
<th>Show Adjusted Budget Figures?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes 3</td>
<td>Yes 4</td>
<td>Yes 5</td>
<td>Yes 6</td>
<td>Yes 7</td>
<td>Yes 8</td>
<td>Yes 10</td>
<td>Yes 11</td>
<td>Yes 12</td>
</tr>
</tbody>
</table>

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 w/o 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 that 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.
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.
The “Accounts” tab

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

2. **Specify Group Range:** Enter a beginning and ending value range to further restrict the reporting if desired.

3. **Specify Department Range:** Enter a beginning and ending value range to further restrict the reporting if desired.

4. **Specify Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired.

5. **Specify Sub-Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired.

6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
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.
The “Export Options” tab

1. **Path**: Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name**: Type in the name that this report will be saved as.

3. **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.
The “Period” tab

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

The “General” tab

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.
The “Accounts” tab

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

2. **Specify Group Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

3. **Specify Department Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

4. **Specify Object Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

5. **Specify Sub-Object Range**: Enter a beginning and ending value range to further restrict the reporting if desired.

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

8. **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.
The “Export Options” tab

1. **Path**: Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name**: Type in the name that this report will be saved as.

3. **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.
R. Reports Menu: C. Budget Worksheet

Click on “R. Reports Menu” from the Main Menu and the following window will appear:
Click on “C. Budget Worksheet” from the Reports Menu and the following window will appear:
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.
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.
The “Accounts” tab

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

2. **Specify Group Range:** Enter a beginning and ending value range to further restrict the reporting, if desired.

3. **Specify Department Range:** Enter a beginning and ending value range to further restrict the reporting, if desired.

4. **Specify Object Range:** Enter a beginning and ending value range to further restrict the reporting, if desired.

5. **Specify Sub-Object Range:** Enter a beginning and ending value range to further restrict the reporting, if desired.

6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
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.
The “Export Options” tab

1. **Path**: Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name**: Type in the name that this report will be saved as.

3. **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.
R. Reports Menu: D. Reconciliation Report

Click on “R. Reports Menu” from the Main Menu and the following window will appear:
Click on “D. Reconciliation Report” from the Reports Menu and the following window will appear:
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.
Click on “R. Reports Menu” from the Main Menu and the following window will appear:
Click on “E. Budget Maintenance Report” from the Reports Menu and the following window will appear:
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.
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.
The “Accounts” tab

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.
The “Export Options” tab

1. **Path**: Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.

2. **File Name**: Type in the name that this report will be saved as.

3. **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.
## Custom Reports

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<th>Description</th>
<th>Select</th>
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<td>Expenditure Worksheet for Schools</td>
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<td>VTBRIS Comparative Budget</td>
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<td>Fund, Category, Dept, Object, Sub-Object</td>
<td>Acct, LY Bud, LY Actual, Cur Bud, Rec/Spent to Date, NY Bud, % Change</td>
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<tr>
<td>Glcus72</td>
<td>VTHIGH Budget Status</td>
<td>Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N</td>
<td>Fund, Category, Dept, Acct, Object, Sub-Object</td>
<td>Acct, Bud, Actual, % of Bud, Bal</td>
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## General Ledger

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<tr>
<th>Glcus73 VTARSU Budget Worksheet</th>
<th># Y/N</th>
<th>Rev/Exp/Both, Pg Break after Fund, Pg Break after Program Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N</th>
<th>Fund</th>
<th>Acct, Orig Bud, Adjusted Bud, Anticipated, Projected Bal, Encumbered, YTD Actual</th>
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<tbody>
<tr>
<td>Glcus74 VTSTAC Revenue &amp; Expenditure</td>
<td># of Copies, Period, Fund, Category, Dept, Acct, Object, Sub-Object</td>
<td>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</td>
<td>Acct, Desc, Bud, YTD, Unexpended</td>
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<td>Glcus75 NJSOME Expenditures</td>
<td>Period, Fund, Category, Dept, Acct, Object, Sub-Object</td>
<td>Cur or Prev yr, Pg Break after Acct Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N</td>
<td>Acct, Bud, Outstanding Encumbrances, Expenditures, Unencumbered Bal, Grouped by Acct</td>
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<td>Glcus76 NMCIMA Budget</td>
<td>Period, Fund, Category, Dept, Acct, Object, Sub-Object</td>
<td>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</td>
<td>Acct, Approved Bud, YTD Budget Adjustment, Adjusted Bud, This Quarter, Prior Quarter, YTD Bal, Available Bal</td>
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<tr>
<td>Glcus77 VTDORS Budget Variance</td>
<td>Fund, Program, Group, Function, Object, Sub-Object</td>
<td>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</td>
<td>Acct, Des, Cur Bud, Cur Actual, This Period, Projected Variance %</td>
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<tr>
<td>Glcus78 Consolidated Budget Status</td>
<td>Fund, Function</td>
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<td>Acct, Desc, Orig Budget, Enc/Acc, Exp/Rec, Bal, % Exp/Rec</td>
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<td>Glcus79 Comparative Budget</td>
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<td>Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N</td>
<td>Fund, Category, Dept, Acct, Object, Sub-Object</td>
<td>Acct, Cur Bud, Next Year Bud</td>
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<th>Display Parameters</th>
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<td>VTLAMO Budget</td>
<td>Ind or All Funds, Print 79% Y/N</td>
<td>Entity, Heading Line</td>
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<td>Line Item, LY Exp, Cur Bud, Proposed Bud, No Inactive Accts</td>
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<td>Glcus81</td>
<td>Revenue &amp; Expenditure</td>
<td>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</td>
<td>Period, Fund, Category, Dept, Acct, Object, Sub-Object</td>
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<td>Acct, Bud, Last Yr Pd, Expenditures, Unencumbered Bal, Cur Yr Pd</td>
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<td>Glcus82</td>
<td>VTSTAC Transaction</td>
<td>Cur or Prev yr, Assets, Liabilities, Rev, Exp, All Accts, Range, Single Acct, Transaction Type, Date or Period</td>
<td>Modules, Dates or Periods</td>
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<td>Acct, YTD Posting Amt, Desc, Date, From Module, Desc, Ref, Debit/Credit, Totals</td>
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<td>Glcus83</td>
<td>Expenditure Grouped by Project</td>
<td>Cur or Prev Yr, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N</td>
<td>Period, Fund, Program, Group, Function, Object, Sub-Object</td>
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<td>Acct, Bud, Outstanding Encumbrances, Expenditures, Unencumbered Bal</td>
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<td>Glcus84</td>
<td>Due To/From Balances</td>
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<td>Acct #, Acct Desc, Acct Bal, Total</td>
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<td>Glcus85</td>
<td>Budget Status</td>
<td>Cur or Prev Yr, Rev/Exp/Both, Pg Break after Fund Y/N, Skip Header Y/N, Suppress Detail, 0 Bal, Acct # Y/N</td>
<td>Fund, Category, Dept, Acct, Object, Sub-Object</td>
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<td>Acct, Budget, Actual, Bal</td>
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<tr>
<td>Glcus86</td>
<td>CAGUST Revenue &amp; Expenditure</td>
<td>Rev or Exp, Cur or Prev Yr, Pg Break after Fund Y/N</td>
<td>Fund, Category, Dept, Acct, Object, Sub-Object</td>
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<td>Acct, Desc, Exp for Yr by Month, YTD Total, Budget, Remainder</td>
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<td>Glcus86a</td>
<td>VTJAYT Monthly Expense &amp; Revenue</td>
<td>Rev or Exp, Cur or Prev Yr, Pg Break after Fund Y/N</td>
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<td>Acct, Desc, Exp for Yr by Month, YTD Total, Budget, Remainder</td>
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<td>Glcus87</td>
<td>VTREAD</td>
<td>Normal/</td>
<td>Period, Fund</td>
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<td>Balance Sheet</td>
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</tbody>
</table>

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| Glcus88 | VTCONS  
Budget/Expense  
Comparison | Combined/Combing, Cur or Prev Yr, No Comp 
Cur/Prev Yr, Skip Header Y/N, 
Suppress Detail, 0 Bal, Acct # Y/N | Function, Object, Sub-  
Object, Sch, Desc, 
Budget, Exp, Bal, Prev  
EYTD, Subtotal on 
Object | Balance Sheet |
|---------|-------------------------|---------------------------------|------------------------|-----------------|
| 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 | Period |
| Glcus90 | VTMONT  
Budget Export | Type of Spreadsheet, Cur or Prev Yr | 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 | Spreadsheet |
| Glcus91 | VTMONT  
Revenue & Expenditure Export | Cur or Prev Yr, Skip Header Y/N,  
Suppress Detail, 0 Bal, Acct # Y/N | Acct, Desc, Est  
Rev/Exp, Applied For,  
Rec/Spent to Date,  
Uncoll/Unencumbered,  
Cur Yr Pd | Period, Fund,  
Category, Dept, Acct,  
Object, Sub-Object, Dept  
Name |
| 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 | Acct, Bud, Projected  
Bud, Outstanding  
Encumbrances,  
Expenditures,  
Unencumbered Bal | Period, Fund,  
Category, Dept, Acct,  
Object, Sub-Object |
| Glcus93 | VTBFAC  
Detailed | Assets, Liabilities, Rev, Exp, All | Acct #, Desc, Date,  
From Module, Desc, | |
| Glcus94 | VTWNES Expenditure | 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 |
| 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 | | |