R. Reports Menu: 2. Chart of Accounts

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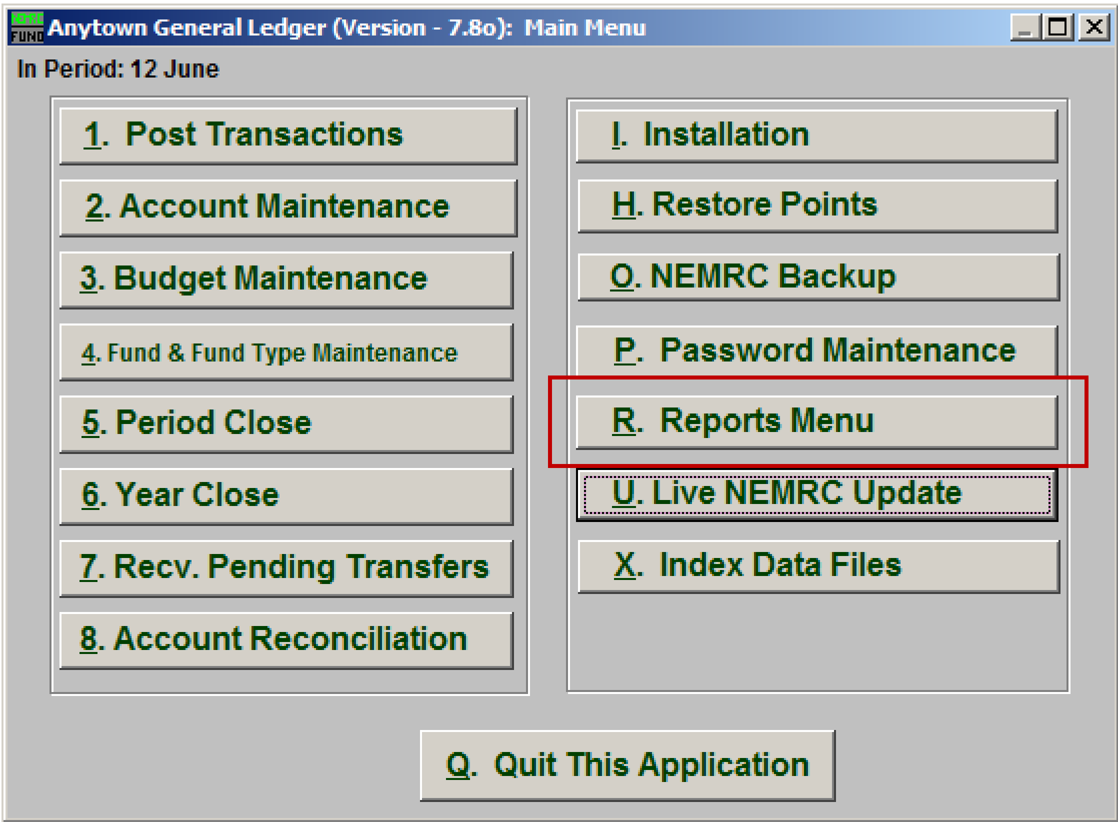
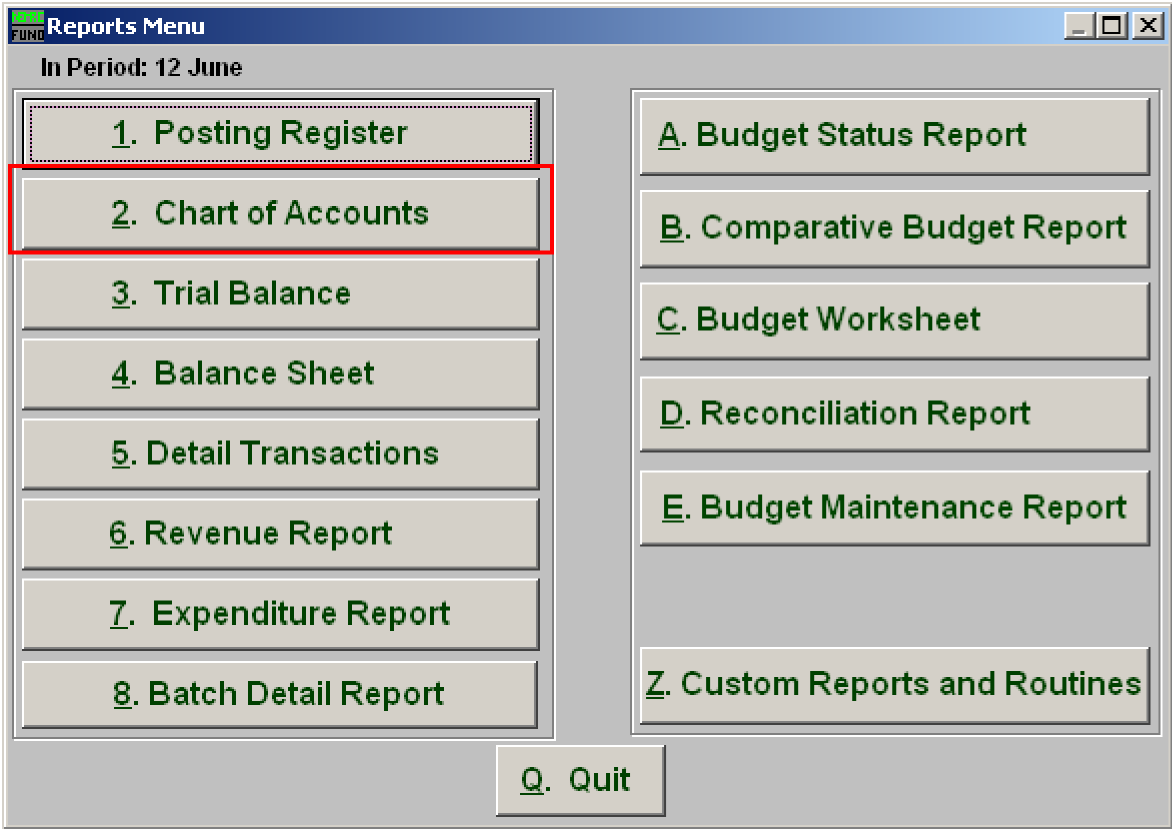


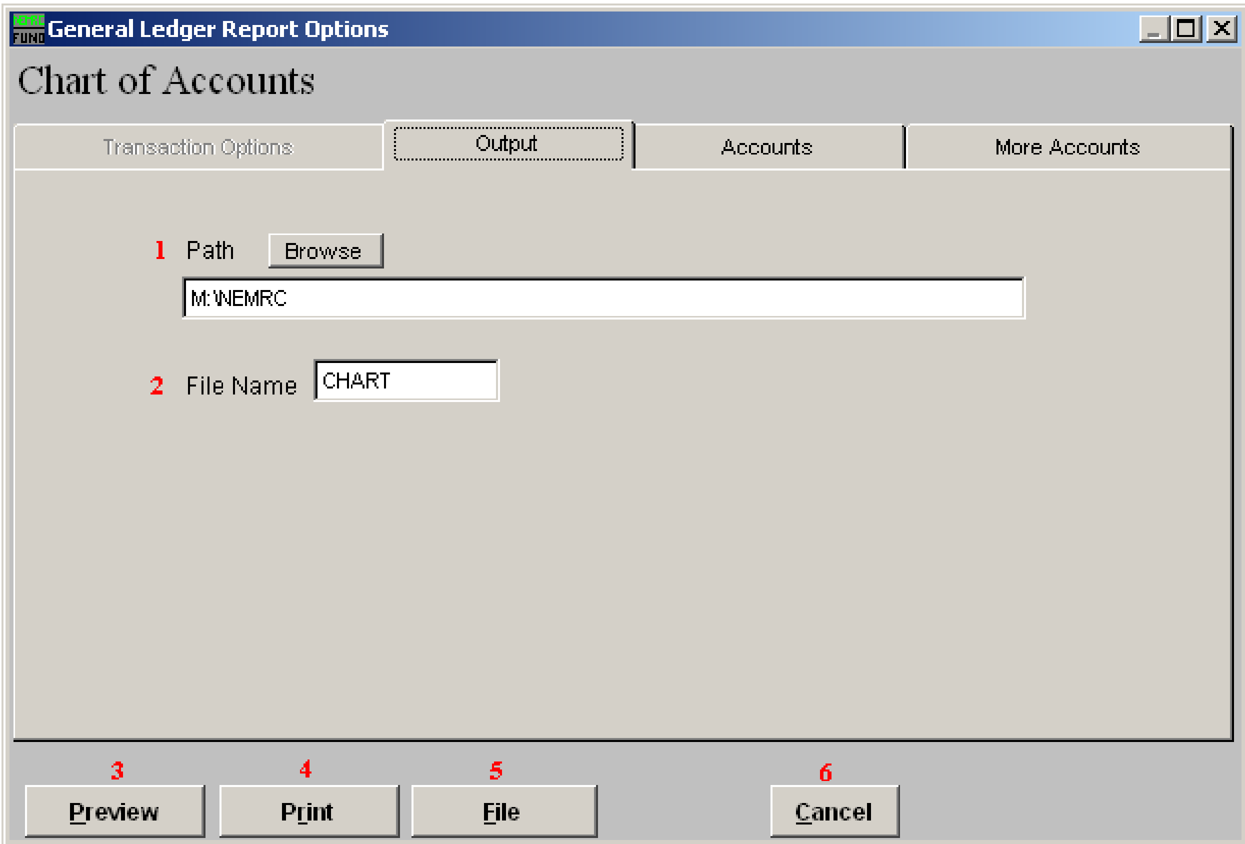
Click on "R. Reports Menu" from the Main Menu and the following window will appear:



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

Chart of Accounts

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.

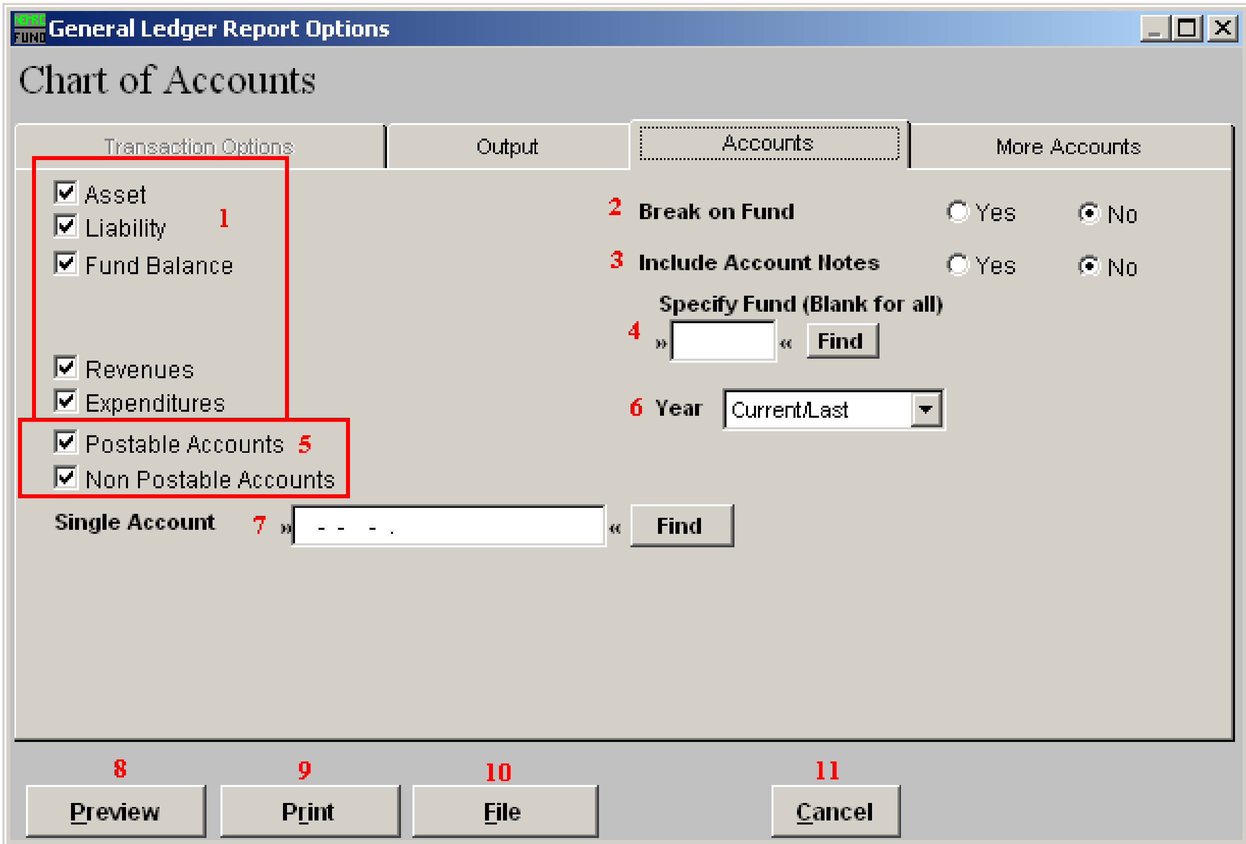
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

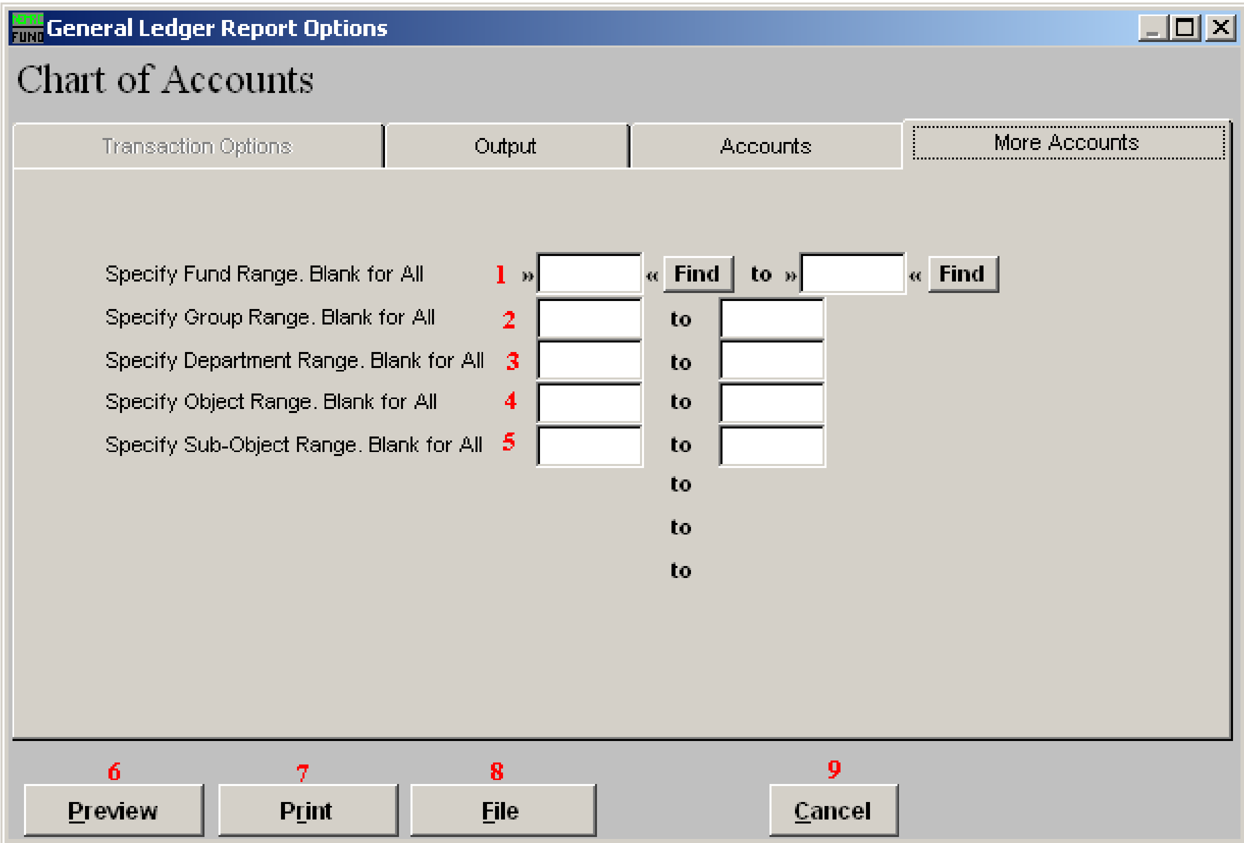
8. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

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.