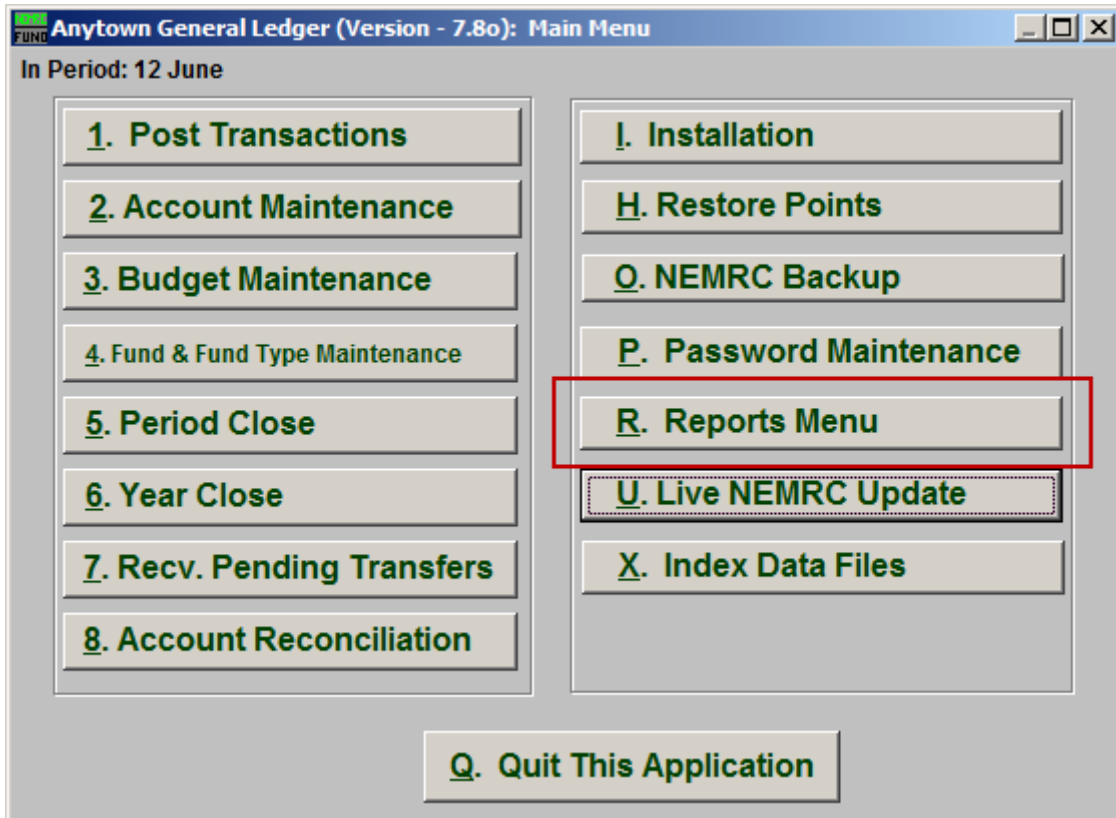


General Ledger

R. Reports Menu: 2. Chart of Accounts

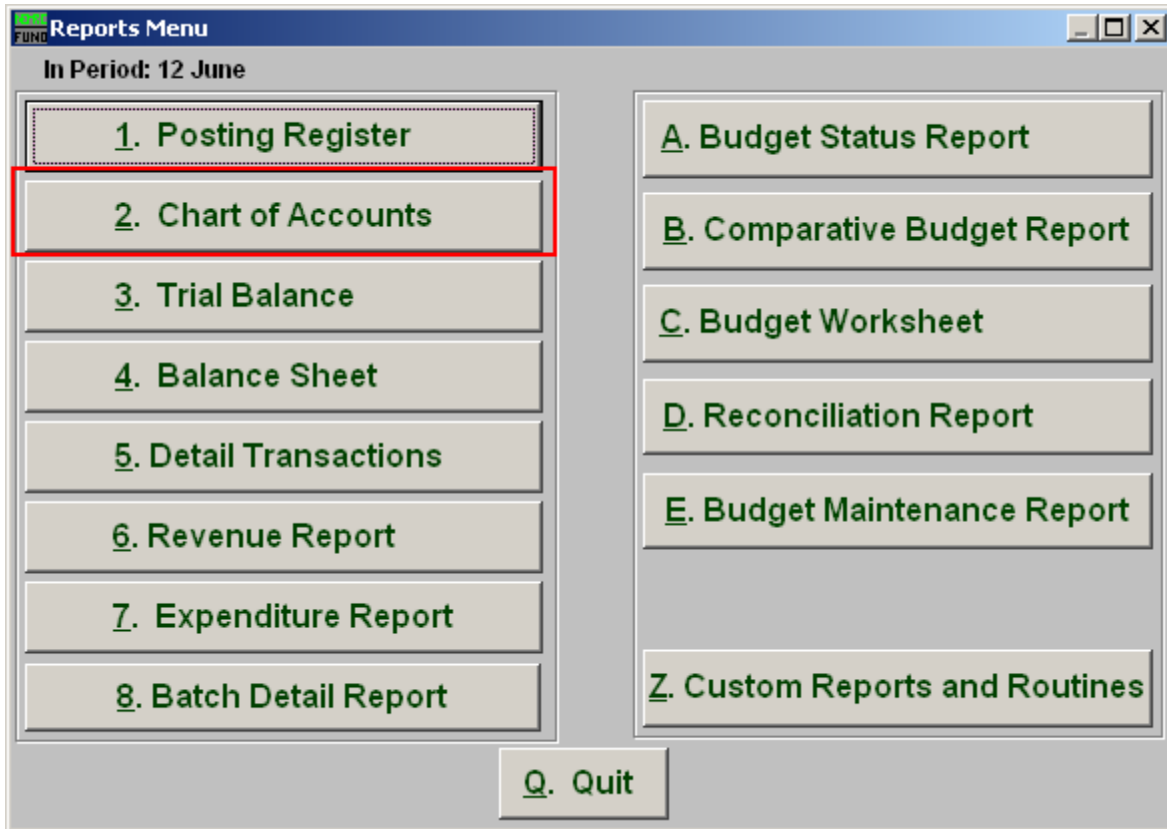
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

General Ledger



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

General Ledger

Chart of Accounts

The “Output” tab

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

1. **Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.
2. **File Name:** Type in the name that this report will be saved as.
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
4. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
5. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

General Ledger

The “Accounts” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Accounts' tab selected. The dialog has four tabs: 'Transaction Options', 'Output', 'Accounts', and 'More Accounts'. The 'Accounts' tab contains several options and fields, numbered 1 through 7. A red box highlights the 'Transaction Options' section, which includes checkboxes for 'Asset', 'Liability', 'Fund Balance', 'Revenues', 'Expenditures', 'Postable Accounts', and 'Non Postable Accounts'. Another red box highlights the 'Postable Accounts' and 'Non Postable Accounts' options, with a red '5' next to them. Other options include 'Break on Fund' (radio buttons for Yes/No), 'Include Account Notes' (radio buttons for Yes/No), 'Specify Fund (Blank for all)' (text field and 'Find' button), 'Year' (dropdown menu), and 'Single Account' (text field and 'Find' button). At the bottom, there are buttons for 'Preview', 'Print', 'File', and 'Cancel', numbered 8 through 11.

Transaction Options	Output	Accounts	More Accounts
<input checked="" type="checkbox"/> Asset <input checked="" type="checkbox"/> Liability <input checked="" type="checkbox"/> Fund Balance <input checked="" type="checkbox"/> Revenues <input checked="" type="checkbox"/> Expenditures <input checked="" type="checkbox"/> Postable Accounts <input checked="" type="checkbox"/> Non Postable Accounts		2 Break on Fund <input type="radio"/> Yes <input checked="" type="radio"/> No 3 Include Account Notes <input type="radio"/> Yes <input checked="" type="radio"/> No 4 Specify Fund (Blank for all) » <input type="text"/> « Find 6 Year <input type="text" value="Current/Last"/> 7 Single Account » <input type="text" value="-- --"/> « Find	

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

- 1. Account types:** You can select some or all account types to report detail postings for. The types available are dependant on the design of your chart of accounts.
- 2. Break on Fund:** Select “Yes” if you want to list each fund separately.
- 3. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 4. Specify Fund:** Type the Fund number you would like the report be for OR leave blank for all.
- 5. Postable Accounts, Non Postable Accounts:** Select the option to include accounts that are presently active (postable) and/or inactive (non-postable). You must select at least one of these two choices.
- 6. Year:** Select a specific year from the drop down list if you are looking for a listing prior to the current chart of accounts.
- 7. Single Account:** Enter the specific account you are trying to report if desired. When selecting a single account you will get the current and last year balances by period.

General Ledger

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

General Ledger

The “More Accounts” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Chart of Accounts' tab selected. The dialog has four tabs: 'Transaction Options', 'Output', 'Accounts', and 'More Accounts'. The 'More Accounts' tab is active and contains the following fields and buttons:

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

At the bottom of the dialog, there are four buttons: 6 Preview, 7 Print, 8 File, and 9 Cancel.

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

General Ledger

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