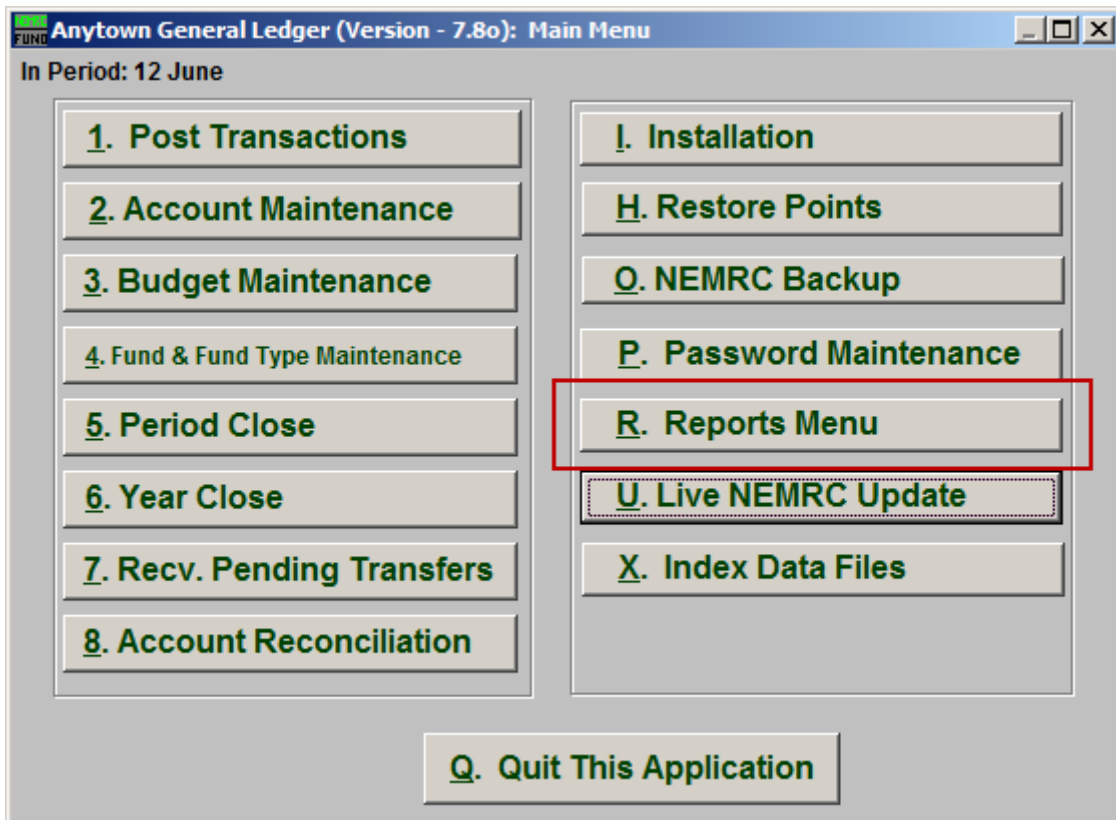


# General Ledger

## R. Reports Menu: 5. Detail Transactions

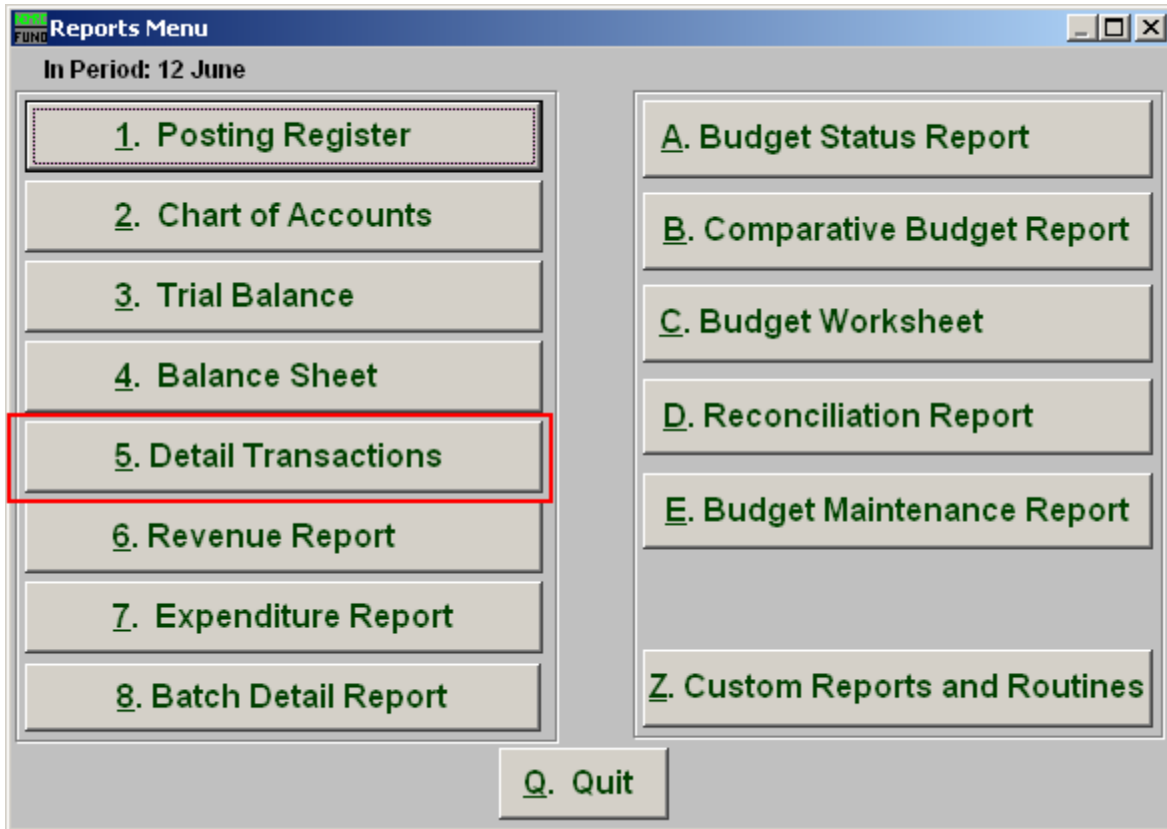
### Table of Contents

Detail Transactions .....	3
The “Transaction Options” tab .....	3
The “Output” tab .....	5
The “Accounts” tab .....	6
The “More Accounts” tab .....	8



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

## General Ledger



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

# General Ledger

## Detail Transactions

The “Transaction Options” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Transaction Options' tab selected. The dialog is titled 'Detail Transactions Report'. It contains several sections for configuring the report. At the top, there are tabs for 'Transaction Options', 'Output', 'Accounts', and 'More Accounts'. The 'Transaction Options' section includes a 'Year' dropdown set to 'Current', 'Range Information' with radio buttons for 'Period' (selected), 'Date', and 'Batch', and 'Start' and 'End' dropdowns both set to '12'. Below this is the 'Include Previous Balances' section with radio buttons for 'Yes' (selected) and 'No'. To the right is the 'Types' section with checkboxes for 'General', 'Expenditure', 'Revenue', 'Budget', 'Encumbrance', and 'Beginning Bal.', all of which are checked. At the bottom right is the 'Amounts' section with two input fields for a range, both set to '0.00', and a checkbox for 'Use absolute value' which is unchecked. On the left, there is a 'FoxPro Filter Expression' section with 'New', 'Edit', and 'Delete' buttons, and a dropdown menu. At the bottom of the dialog are four buttons: 'Preview', 'Print', 'File', and 'Cancel'.

General Ledger Report Options

Detail Transactions Report

Transaction Options | Output | Accounts | More Accounts

1 Year: Current

2 Range Information: ☒ Period ☐ Date ☐ Batch

3 Start: 12 to End: 12

Include Previous Balances 4: ☒ Yes ☐ No

5 Modules: ☒ GL ☒ UB ☒ TA ☒ AP ☒ AR ☒ AS ☒ PR ☒ CR

6 Types: ☒ General ☒ Expenditure ☒ Revenue ☒ Budget ☒ Encumbrance ☒ Beginning Bal.

7 Amounts: 0.00 to 0.00 ☐ Use absolute value

8

9 FoxPro Filter Expression New Edit Delete

10 Preview 11 Print 12 File 13 Cancel

1. **Year:** Select from either Current or Last Year to have the report be for.
2. **Range Information:** Select Period, Date OR Batch.
3. **Start to End:** Depending what you selected for Range, enter the corresponding number OR date.
4. **Include Previous Balances:** Select “Yes” if you would like previous balance to appear on the report.
5. **Modules:** Select the Modules you would like the report to include.
6. **Types:** Select the Types of transactions you would like the report to include.
7. **Amounts:** The option is available to restrict the report to posting amounts in a value range. This is helpful when trying to locate a specific amount for a transaction.

## General Ledger

- 8. Use absolute value:** Check this box if you are unsure about the transaction amounts posting as a credit or debit values to ensure reporting both occurrences.
- 9. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.
- 10. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 11. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 12. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 13. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# General Ledger

The “Output” tab

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

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

# General Ledger

The “Accounts” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Accounts' tab selected. The dialog is divided into four sections: 'Transaction Options', 'Output', 'Accounts', and 'More Accounts'. The 'Accounts' section contains several options and fields, some of which are highlighted with red boxes and numbered 1 through 6. At the bottom, there are buttons for 'Preview', 'Print', 'File', and 'Cancel', each with a red number (8, 9, 10, and 11 respectively).

**General Ledger Report Options**

**Detail Transactions Report**

**Transaction Options**

- ☒ Asset
- ☒ Liability **1**
- ☒ Fund Balance
- ☒ Revenues
- ☒ Expenditures
- ☒ Postable Accounts **6**
- ☒ Non Postable Accounts

**Accounts**

- 2 Break on Fund** ☐ Yes ☒ No
- 3 Break on Group** ☐ Yes ☒ No
- 4 Include Account Notes** ☐ Yes ☒ No
- 5 Specify Fund (Blank for all)**  
»  « **Find**

**Account Range 7** »  « **Find**  
To  
»  « **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 a page break between funds.
- 3. Break on Group:** Select “Yes” if you want a page break between the second components of your account structure. This is dependant on the design of your chart of accounts.
- 4. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 5. Specify Fund:** Type the Fund number you would like the report be for OR leave blank for all.
- 6. Postable Accounts, Non Postable Accounts:** Select the option to include accounts that are presently active (postable) and/or inactive (non-postable). You must select at least one of these two choices.

## General Ledger

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

# General Ledger

The “More Accounts” tab

**General Ledger Report Options**

**Detail Transactions Report**

Transaction Options    Output    Accounts    **More Accounts**

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

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

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

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

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

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

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



## General Ledger

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