General Ledger

R. Reports Menu: 5. Detail Transactions

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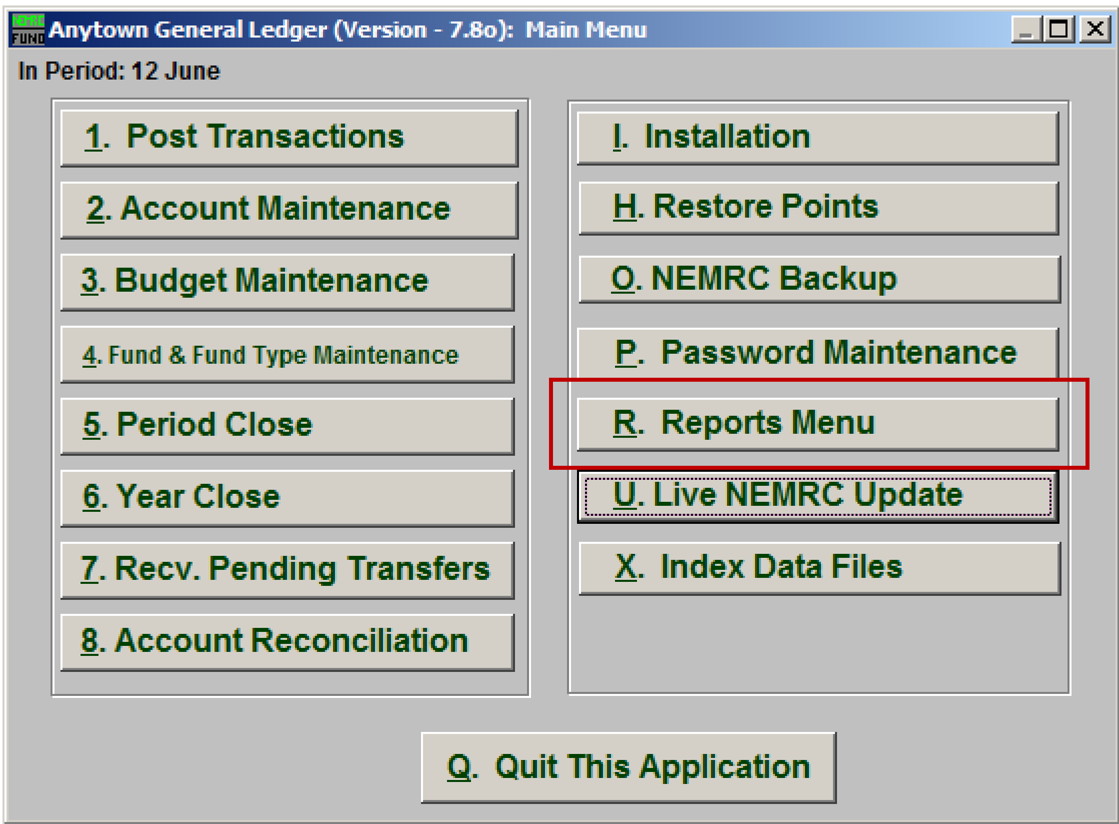
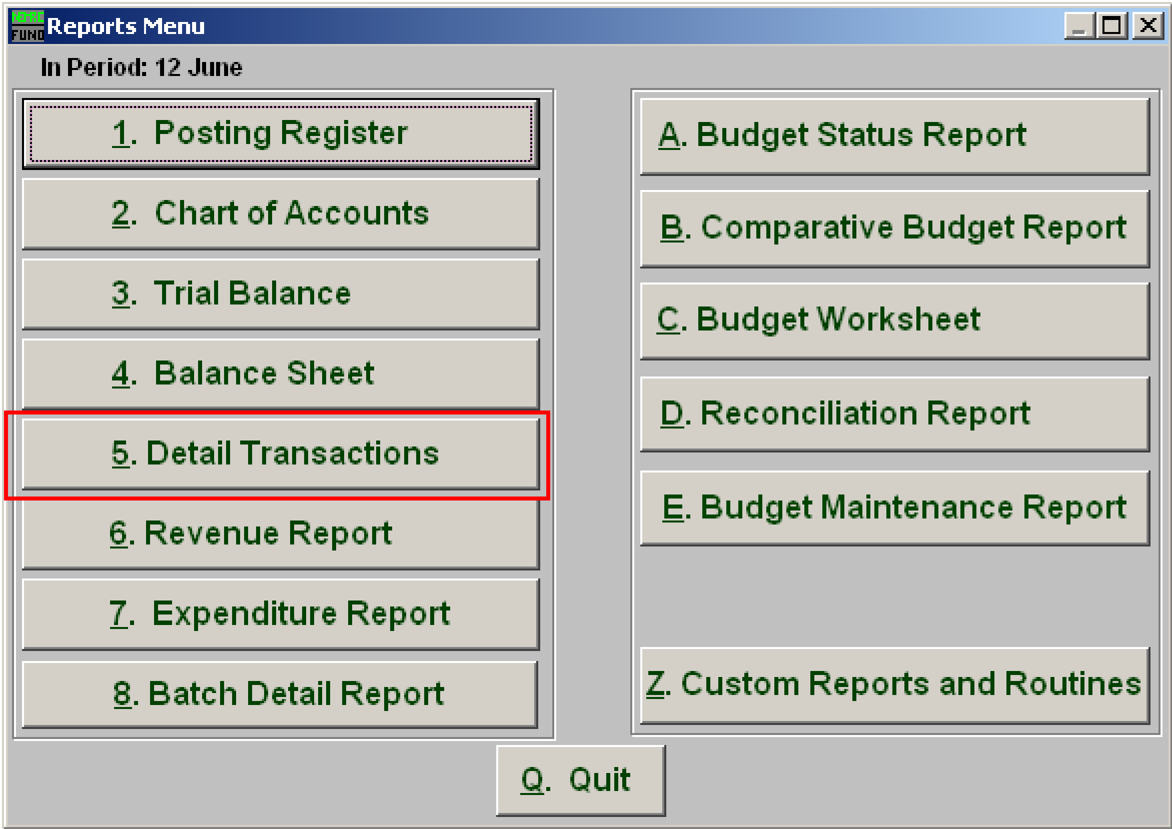


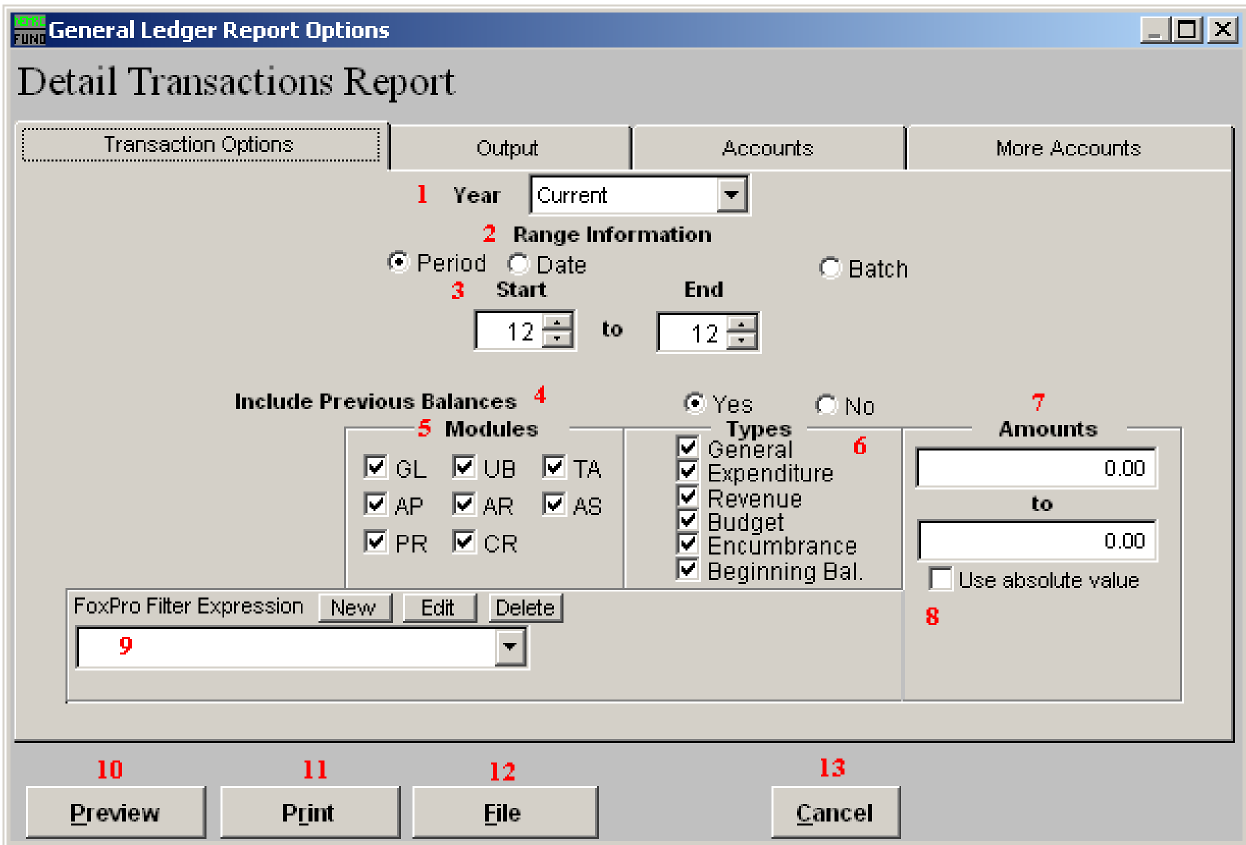
Click on "R. Reports Menu" from the Main Menu and the following window will appear:



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

Detail Transactions

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.

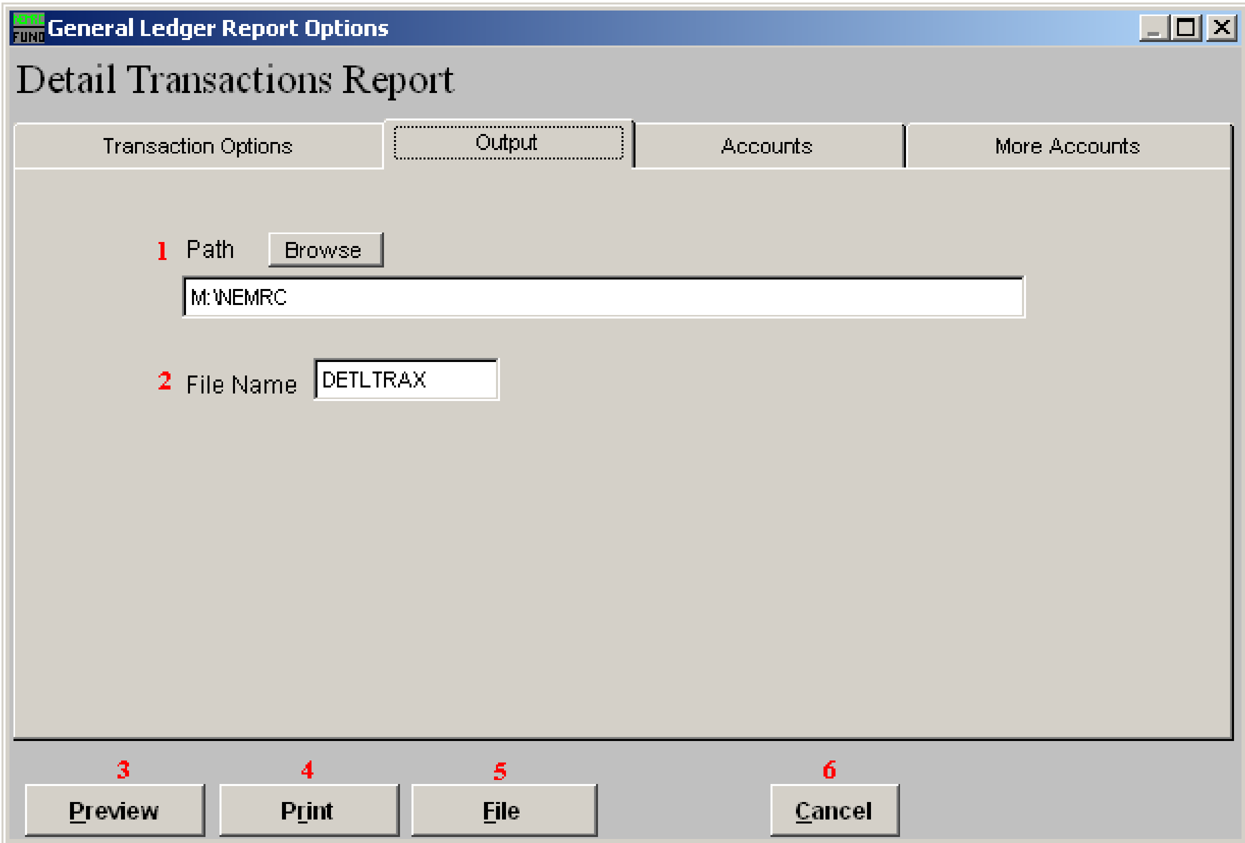
10. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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

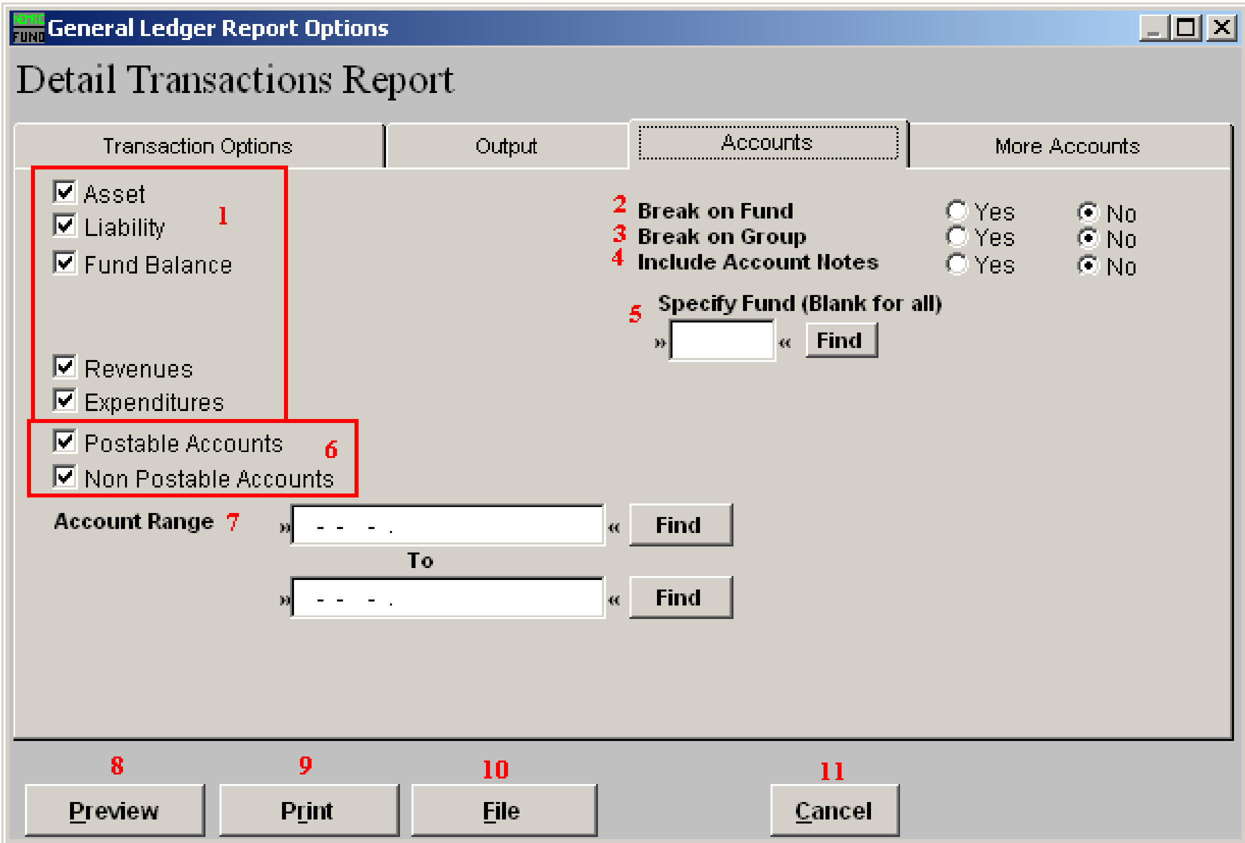
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

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.

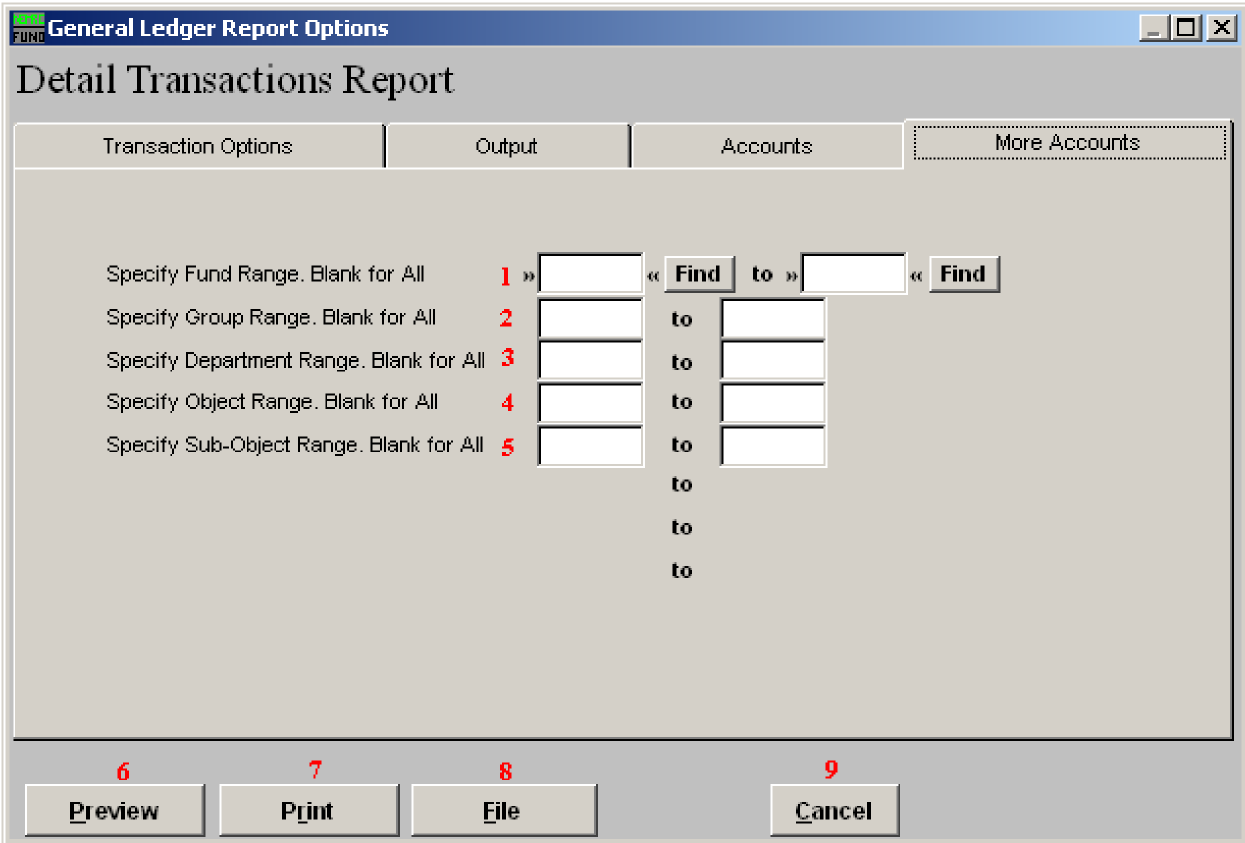
8. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

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.