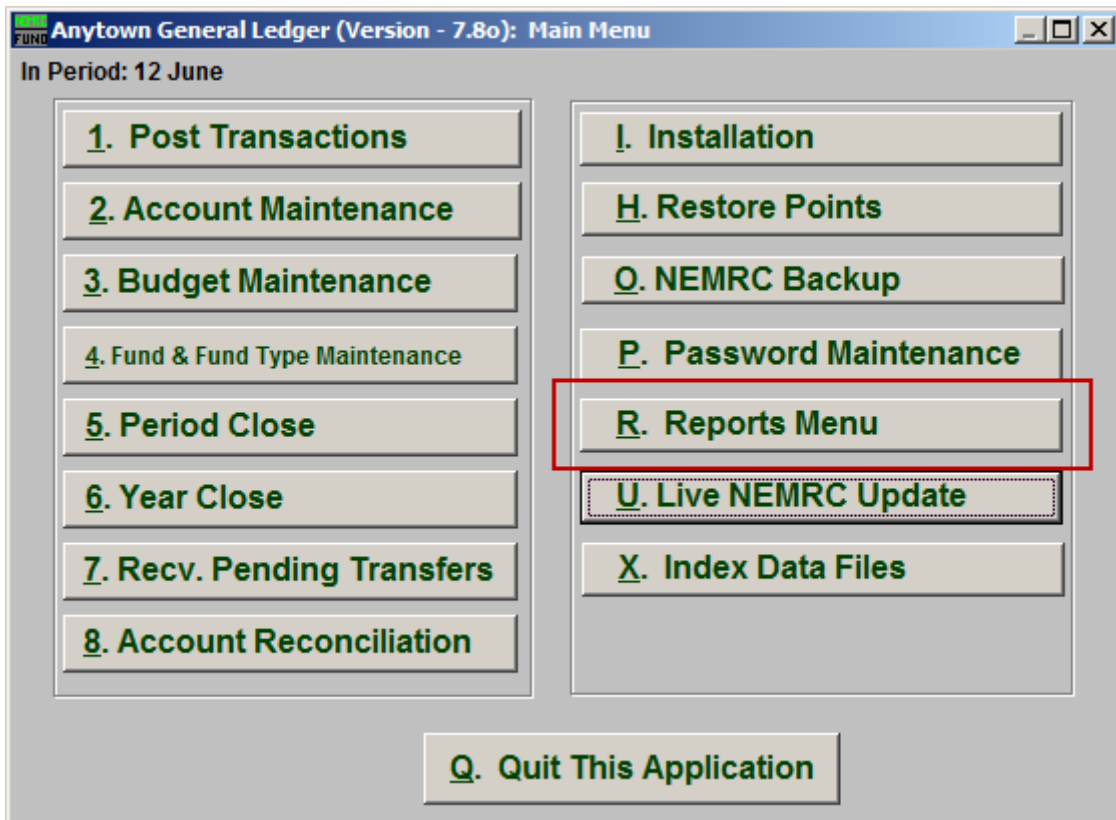


General Ledger

R. Reports Menu: 8. Batch Detail Report

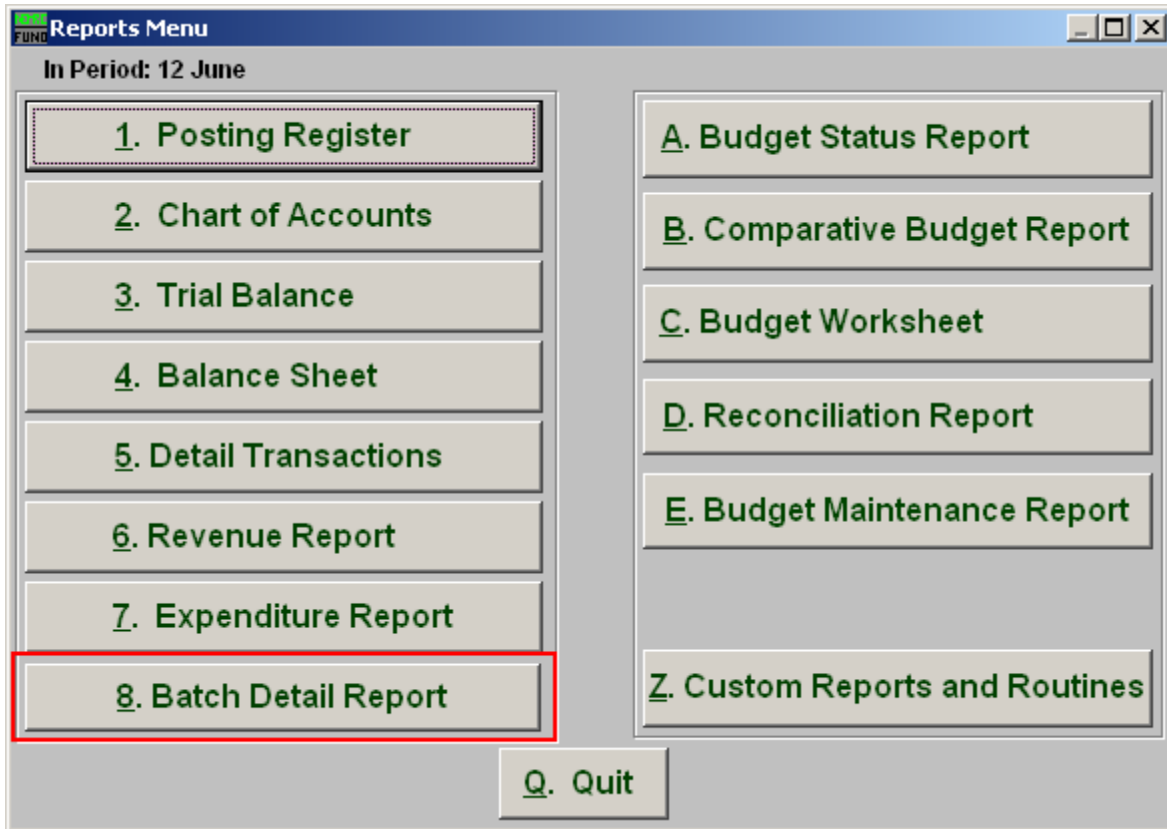
Table of Contents

Batch Detail Report.....	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 “8. Batch Detail Report” from the Reports Menu and the following window will appear:

General Ledger

Batch Detail Report

The “Transaction Options” tab

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

- 1 Year:** A dropdown menu currently showing 'Current'.
- 2 Range Information:** Three radio buttons: 'Period' (selected), 'Date', and 'Batch'.
- 3 Start:** A numeric input field with the value '12'.
- End:** A numeric input field with the value '12'.
- Order:** Two radio buttons: 'Account' (selected) and 'Batch'.
- 5 Modules:** A list box containing 'AP' and 'PR', both of which are checked.

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

- 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.

General Ledger

The “Output” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Batch Detail Report". The window has four tabs: "Transaction Options", "Output" (which is selected and highlighted with a dotted border), "Accounts", and "More Accounts". Inside 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 "BATCHDET". 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:

- Transaction Options:** A list of checkboxes for account types: Asset, Liability, Fund Balance, Revenues, Expenditures, Postable Accounts, and Non Postable Accounts. Red boxes highlight the first three and the last two, with red numbers 1 and 4 next to them.
- Break on Fund:** A radio button option with 'Yes' and 'No' choices. A red number 2 is next to it.
- Break on Group:** A radio button option with 'Yes' and 'No' choices. A red number 3 is next to it.
- Account Range:** Two input fields for 'From' and 'To' account numbers, each with a 'Find' button. A red number 5 is next to the 'From' field.

At the bottom of the dialog are four buttons: 'Preview' (with red number 6), 'Print' (with red number 7), 'File' (with red number 8), and 'Cancel' (with red number 9).

- 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.

General Ledger

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

The screenshot shows a software window titled "General Ledger Report Options" with a sub-tab "Batch Detail Report". The window has four tabs: "Transaction Options", "Output", "Accounts", and "More Accounts". The "More Accounts" tab is active. It contains five rows of input fields for specifying ranges, each with a red number (1-5) and a "Find" button. The first row is for "Specify Fund Range" and has two "Find" buttons. The other four rows are for "Specify Group Range", "Specify Department Range", "Specify Object Range", and "Specify Sub-Object Range", each with one "Find" button. At the bottom, there are four buttons: "Preview" (labeled 6), "Print" (labeled 7), "File" (labeled 8), and "Cancel" (labeled 9).

Transaction Options	Output	Accounts	More Accounts
Batch Detail Report			
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.