The Financial Edge™

Reports Guide for Accounts Receivable

041813

FE-ReportsGuideforAccountsReceivable-041813

Contents

Reports Basics

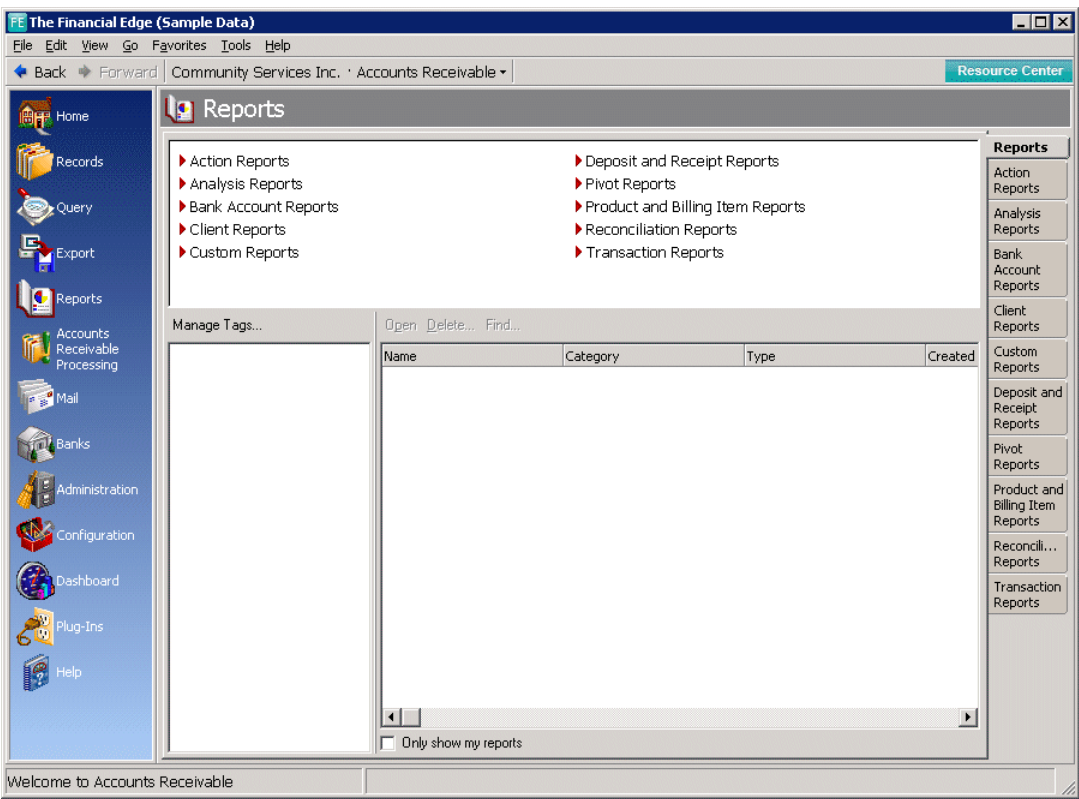
Note: Visit our website at www.blackbaud.com for the latest documentation and information.

Accounts Receivable includes many standard reports to help you produce and view information you need quickly and easily. Reports in ***Accounts Receivable*** are valuable tools for monitoring, evaluating, and distributing information about your billing and customer information.

This chapter explains the basics of *Reports*, including procedures for creating, printing, previewing, exporting, and sending reports as email. Each report is described in detail in the chapter for that report category, except for pivot reports which are discussed in the *Pivot Reports Guide* for ***The Financial Edge***.

Basic Reporting

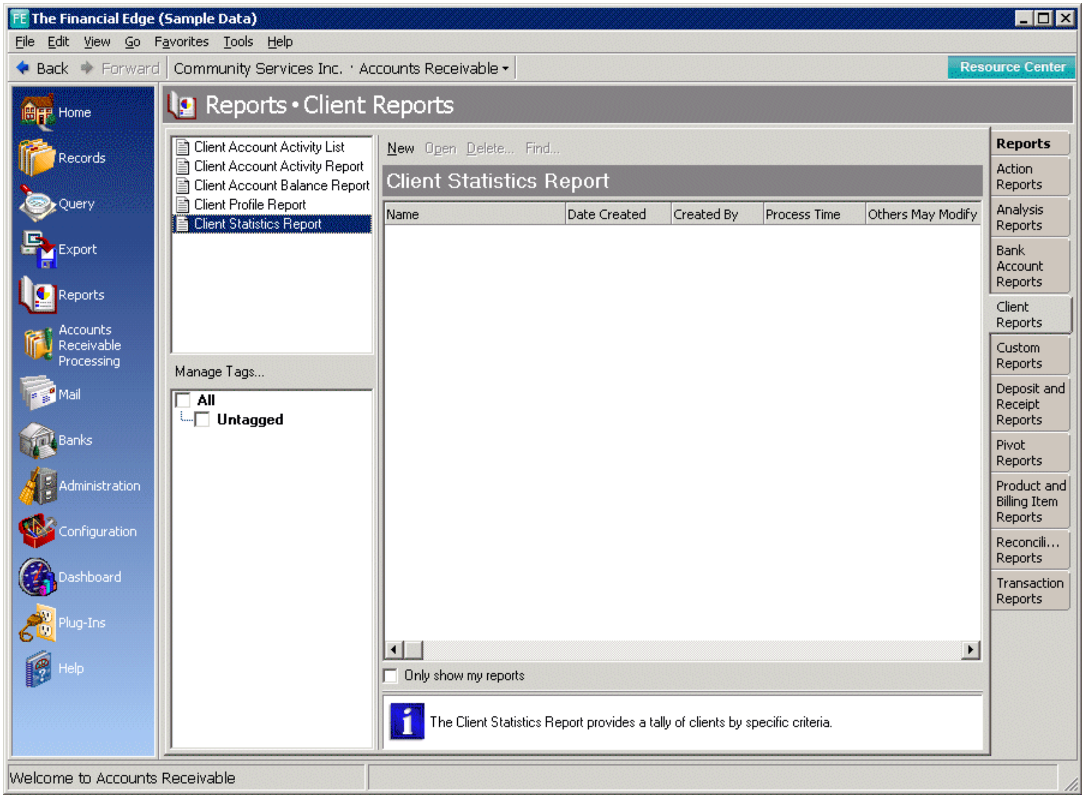
The Reports page is the central location for reporting in ***Accounts Receivable***. From the navigation bar, select *Reports* to access the Reports page. This page contains links to each report category. When you select a link, the program displays a list of the reports in that category.



Accessing Reports

Note: Report tabs appear so you can select other report categories. You can right-click to align the tabs on the left, right, top, or bottom. If tabs are hidden, select **View**, **Navigation Tabs** from the menu bar.

To select a report, click the link for the category of reports you need from the Reports page. For example, click **Client Reports**.



On the Client Reports page, select **Client Account Activity Report** from the list on the left. If any client account activity reports have been saved, they appear on the right of the screen. You can open one of the saved reports or create a new report. To open a saved report, select the report type and double-click the report in the frame on the right.

Manage Tags

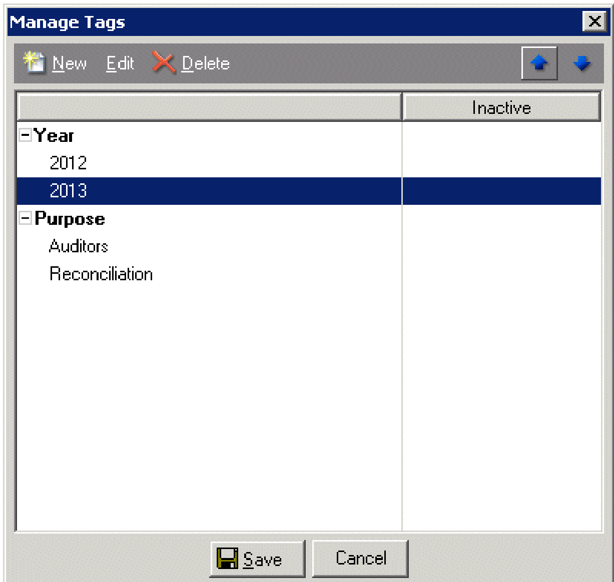
The Manage Tags feature allows you to better organize and filter your Financial Edge report parameters. For example, you can filter all of your saved report parameters by tags and categories, such as “Reconciliation” or “Fiscal Year 2012.” When you mark the checkbox to show a tag or category on a reports page, only the report parameters with that specific tag and category display.

To create and manage report parameter tags, simply select **Manage Tags** below the list of reports on any Reports page. You can create as many categories and tags as you need, and when necessary, mark tags inactive.

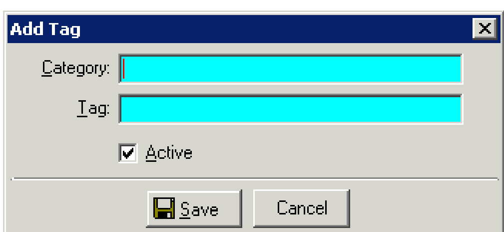
To tag a report parameter, simply right-click an existing parameter and select **Tags** from the menu. Every category and tag you have created in that module appear on the list.

Manage report tags

1. From *Reports*, select **Manage Tags**. The Manage Tags screen appears. From here, you can add new tags and categories, or edit and delete existing tags and categories. You can also use the arrows in the top right corner of the screen to move items up or down in the list.



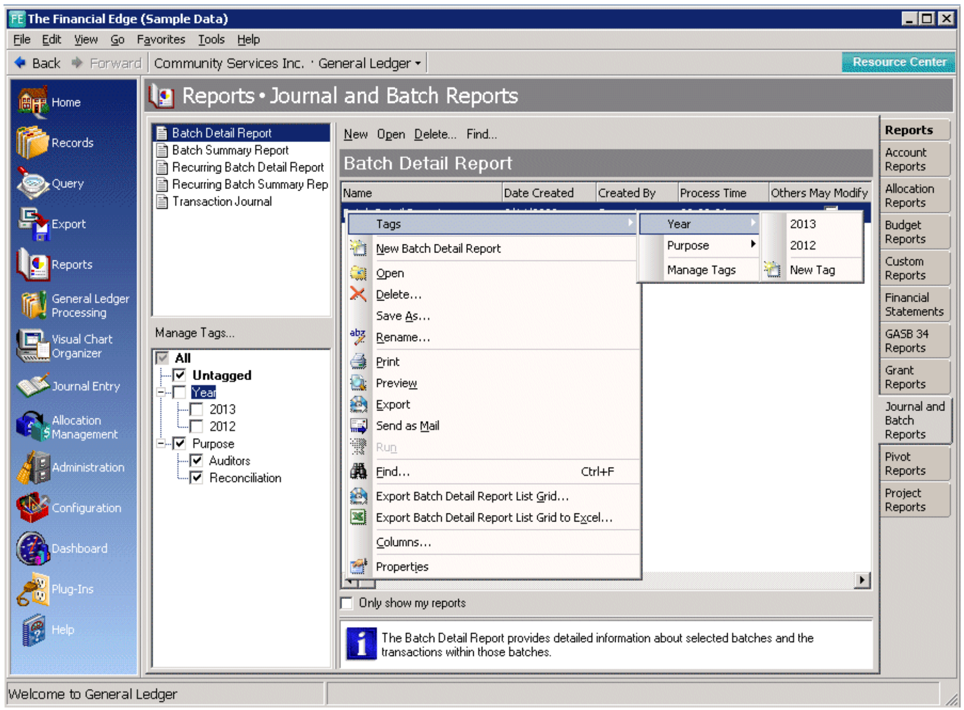
2. Select **New** to add a new tag and category. The Add Tag screen appears.



3. Enter a report category and name for the tag. If you want the tag to be active, mark the checkbox.
4. Select **Save**. You return to the Manage Tags screen.
5. You can also edit and delete tags, as well as organize your list of categories and tags. You can change the name or delete categories and tags at any time.
6. Once you have made your changes, select **Save**.

Tag a report parameter

1. To tag a report parameter, simply right-click an existing parameter and select **Tags** from the menu. Every active category and tag you have created in that module appear in the menu list.



2. Select the category and tag. You return to the Reports page.

Tabs

Whether you create a new report or open a saved report in ***Accounts Receivable***, a screen appears with tabs to specify how the report should look and the information included in the report. The reports include the General, Filters, and Format tabs. To navigate among a report's tabs, select the tab itself or use **Back** and **Next**. Once you learn to run one report, it is easy to run other reports because many of the tabs have similar features.

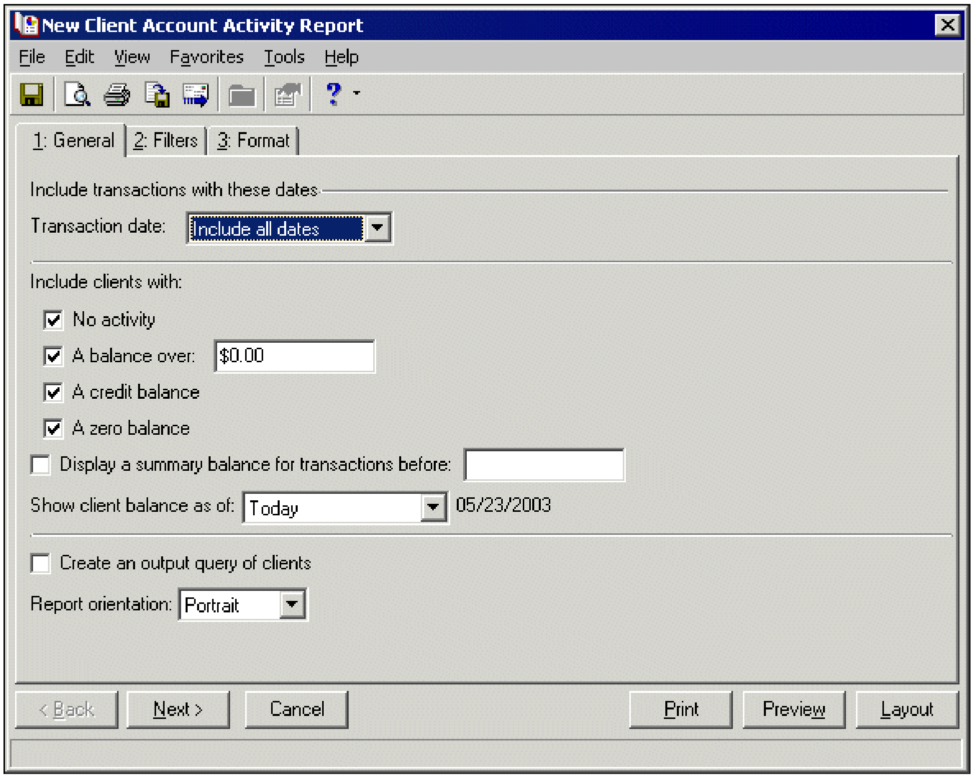
Reports in each category have common tabs with similar selections. Remember that records must satisfy all parameter settings you select for the report before they are included in the report. If you select to include clients with a zero balance on the General tab, this does not mean all clients with a zero balance appear on the report. A selected date range or a filter can eliminate some clients.

Note: Keep in mind that options, fields, and other selections vary from report to report.

Following are pictures of each tab in *Reports* in ***Accounts Receivable***. Keep in mind that options, fields, and other selections vary from report to report. See the chapter in this guide for the report category for more details about each report.

General Tab

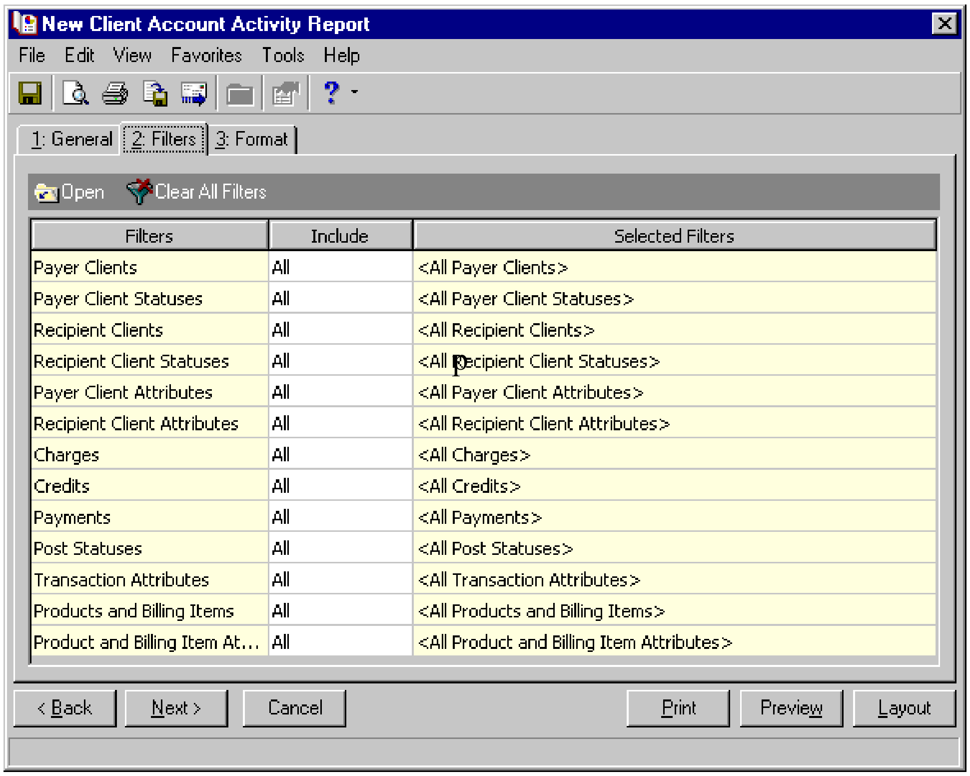
On the General tab, define parameters and select information to include in the report. All ***Accounts Receivables*** reports use the General tab. Typical selections on General tabs include setting date ranges, creating an output query of records included in the report, and setting the report orientation.



Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply a clients filter, only clients you select are included in the report.

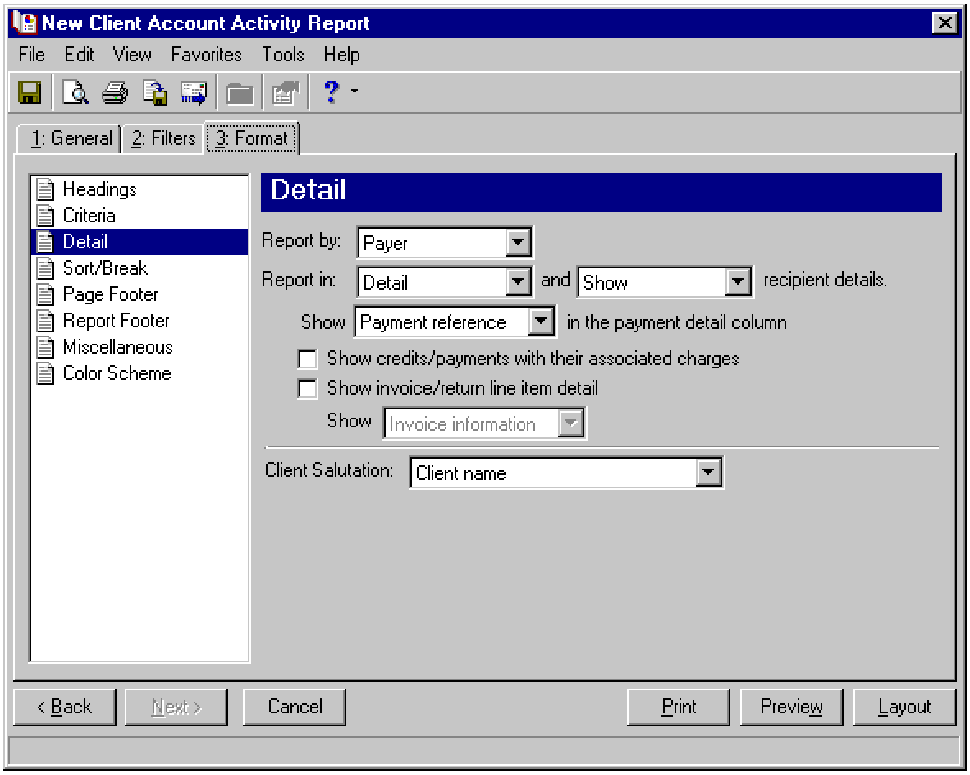
On the Filters tab, you include records based on selected criteria. For example, you can run a Client Account Activity Report and include only transactions with a post status of Not Yet Posted. Transactions with other post statuses, such as Posted or Do Not Post, do not appear on the report. All ***Accounts Receivable*** reports use the Filters tab except the Bank Register Report, which uses the **Filters** button found on the General tab. For more information about filtering criteria, see the *Program Basics Guide*.



Format Tab

On the Format tab, you designate the format of the report. Settings on this tab determine the appearance of the report. You can create headings, page footers, and report footers. You can select to include the list of report criteria on the report, select the format for displaying monetary amounts, select the font size, and select colors for the report. On some reports, you can select additional report details and order information on the report. All ***Accounts Receivable*** reports use the Format tab.

The list on the left of the screen displays formatting options for the report. When you select an item in the list, the right side of the screen changes to present selections for that section of the report. Formatting options can vary for each report. For information about formatting a specific report, read about the report in its respective chapter.



Report Categories

In ***Accounts Receivable***, reports are divided into categories: Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, and Transaction Reports.

Action Reports

- Action Listing
- Action Summary Report
- Actions by Association Report

Analysis Reports

- Aged Accounts Receivable Report
- Open Item Report
- Service and Sales Analysis Report
- Service and Sales Trend Analysis Report

Bank Account Reports

- Bank Profile Report
- Bank Reconciliation Report
- Bank Register Report

Client Reports

- Client Account Activity List
- Client Account Activity Report
- Client Account Balance Report
- Client Profile Report
- Client Statistics Report

Custom Reports

Deposit and Receipt Reports

- Cash Receipts Report
- Deposit List
- Deposit Report

> **Note:** Pivot reports are available in ***The Financial Edge*** only if you have Microsoft *Excel 2000* or *Excel XP* installed on your computer. For more information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Pivot Reports

Product and Billing Item Reports

- Product and Billing Item List
- Product and Billing Item Report

Reconciliation Reports

- Account Distribution Report
- Aged Accounts Receivable Report
- Open Item Report

Transaction Reports

- Account Distribution Report
- Invoice Report
- Project Distribution Report
- Recurring Invoice Report
- Sales Tax Report
- Transaction List
- Unapplied Credit Report

Reporting Procedures

> **Note:** You can use a variety of parameters to define the output for reports in ***Accounts Receivable***. Saving these parameters also makes future reporting easier.

The following procedures provide instructions for creating, printing, previewing, exporting, and sending reports as email. While these procedures are written specifically for client reports, you can use these same basic steps as a model for all reporting in ***Accounts Receivable***. For specific information about tabs, fields, options, and checkboxes for a particular report, see the chapter for that category of reports.

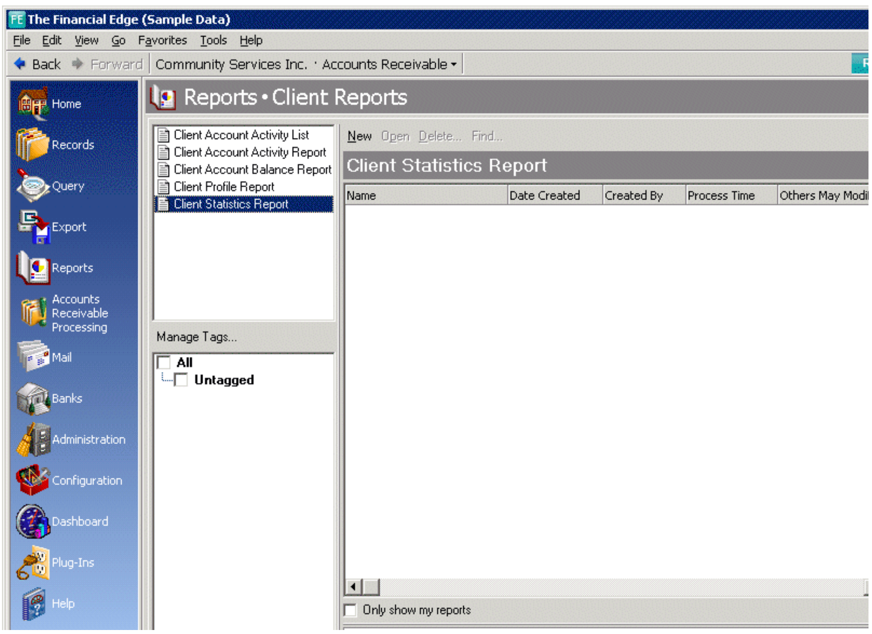
Creating Reports

Creating a report is a quick and easy process. For this procedure we focus on creating a Client Account Activity Report.

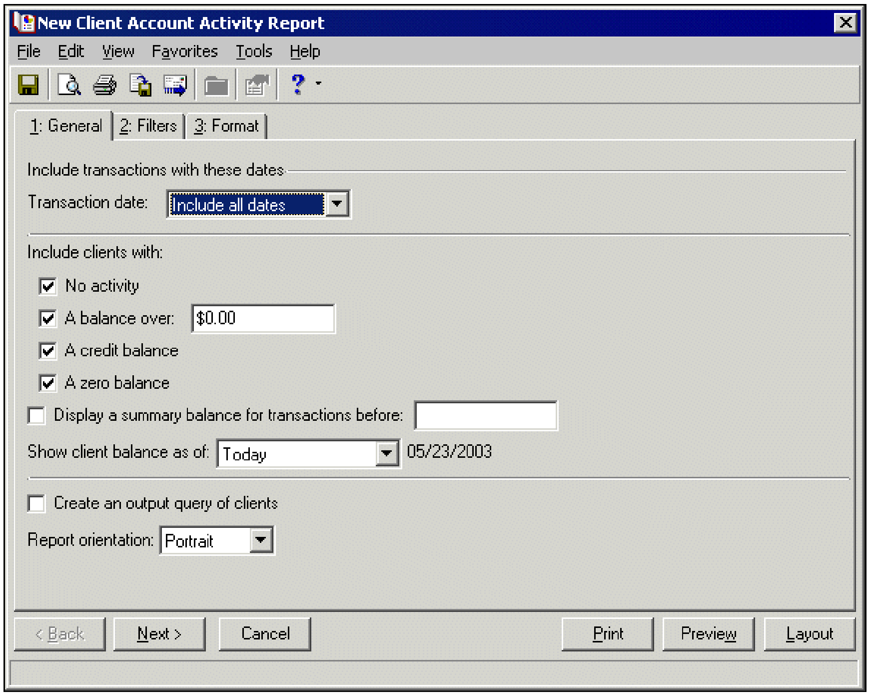
Creating a report in Accounts Receivable

Note: An action bar containing links for creating a new report, opening a report, and deleting a report appears above the list of reports. These links are common to all Reports pages.

1. From the Reports page, click **Client Reports**. The Client Reports page appears with a list of all client reports on the left.
2. In the list on the left, select **Client Account Activity Report**.



3. On the action bar, click **New**. The New Client Account Activity Report screen appears.

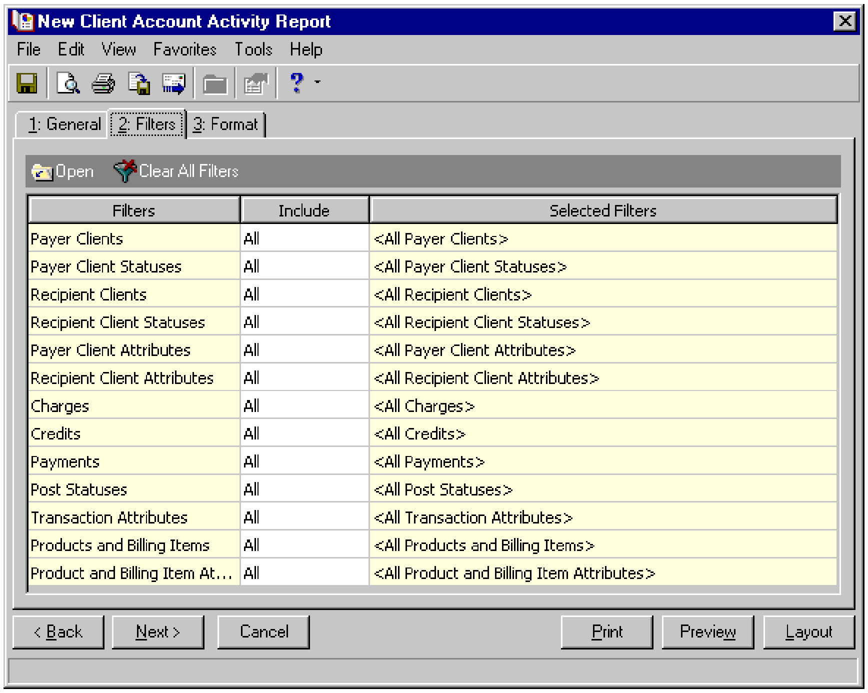


4. In the **Transaction date** field, select a date or date range for the transactions to include in the report.

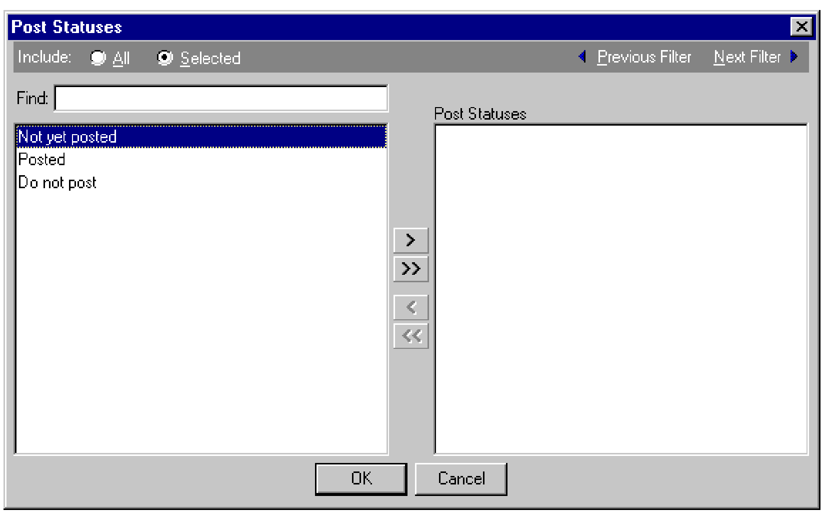
   If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including items with a transaction date in the future. If both fields are blank, all activity is included.

5. In the **Include clients with** frame, you can mark checkboxes to include clients with no activity; designate a minimum balance the client must have to be included; include clients with a credit balance; and include clients with a zero balance.
6. To include a summary balance on the report, mark **Display a summary balance for transactions before [ ]** and enter a date up to which to summarize transactions.
7. In the **Show client balance as of** field, enter the end date for reporting the client's balance.
8. To create a static query of the clients include in the report, mark **Create an output query of clients**.
9. In the **Report orientation** field, select "Portrait" for the report to appear vertically or "Landscape" for the report to appear horizontally.

10. Click **Next** or select the Filters tab.

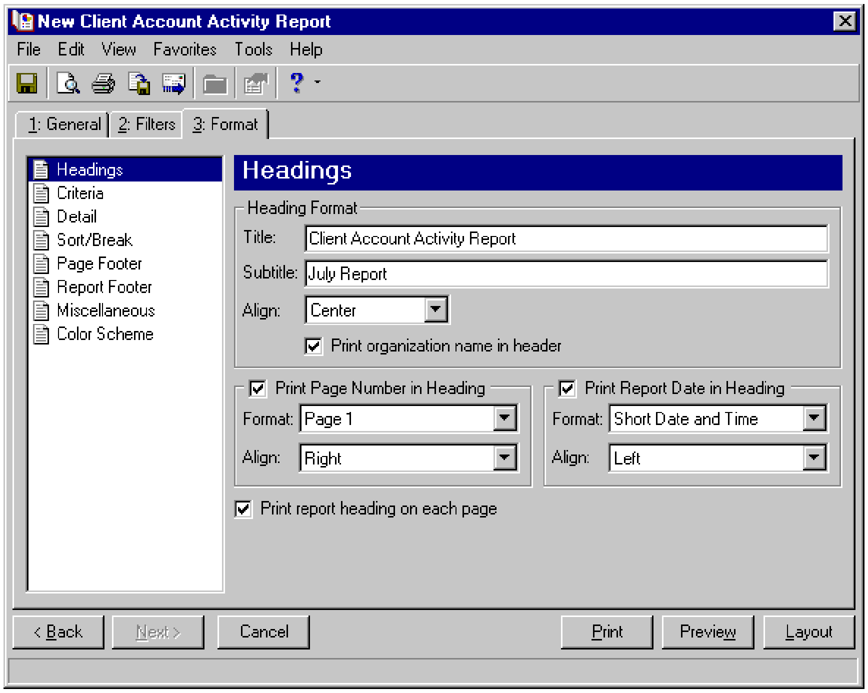


11. You can filter information appearing in the report. For example, you may want to include only post statuses of “Not Yet Posted”. In the **Include** column in the Post Statuses row, choose “Selected”. The Post Statuses screen appears.

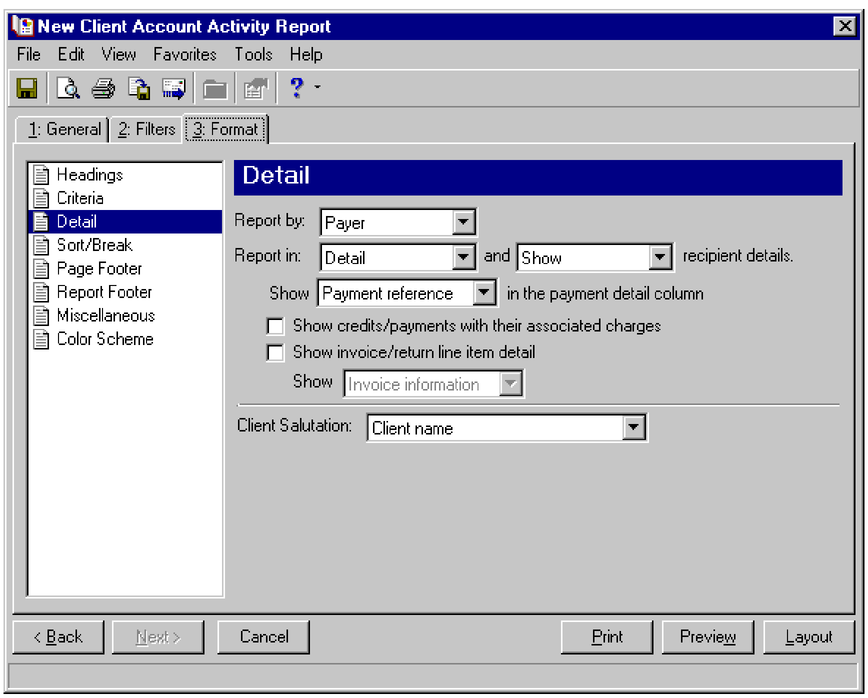


12. Select “Not yet posted” and click the right arrow to move it into the **Post Statuses** box. Only transactions with the post status of “Not yet posted” are included in the report. Click **OK** to return to the Filters tab.
13. When you finish selecting filters, click **Next** or select the Format tab. The Format tab appears. On the Format tab, the right side of the screen changes as you make selections in the list on the left.
14. From the list, select **Headings**. The program assigns a name in the **Title** field based on the record type; in this case, “Client Account Activity Report”. You can change this title.

15. In the **Subtitle** field, enter a subtitle for the report.



16. You can select other formatting options from the list on the left. For example, select **Detail**.



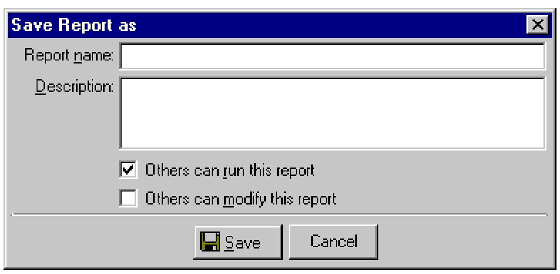
17. In the **Report by** field, select "Payer" or "Recipient".
18. In the **Report in** field, select "Detail" or "Summary" and whether to show or not show payer or recipient details.

Note: If you have the appropriate security rights, you can use credit card, bank account, and Social Security numbers to sort report data and to identify records included in the report. The Sort by option is hidden for any user without these rights. For more information, see the Security chapter of the *Administration Guide* for ***The Financial Edge***.

19. If you are reporting by payer, select to show the payment reference or payer information in the payment details.You can also mark a checkbox to include applied credits and payments immediately after their associated charges.
20. Invoices are summarized on the report. To show the invoices broken down to line item details instead, mark **Show invoice/return line item detail**. In the **Show** field, you can select for the line item description to be invoice information (invoice and line item number) or the billing item description.
21. In the **Client Salutation** field, select a client salutation to determine how client names appear on the report.

Note: Click **Preview** to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

22. When you finish making formatting selections, click **Preview** to preview your report. A message appears indicating the program is processing the report. The report preview screen appears.
23. When you are finished viewing the report, you can print the report and click the red **X** to close the report.
24. Click **Save** on the action bar to save the new report. The Save Report as screen appears.



25. In the **Report name** field, enter a descriptive name for the report. For example, “Recipient, detail by payer”.
26. In the **Description** field, you can enter more details about the report. For example, “Month-to-date”.
27. You can mark checkboxes to allow other users to run or modify the report.

Note: You can set an option to save selections made on report tabs when you close. In *Reports*, select **Tools**, **Options** and mark **Automatically save report parameters on close**.

28. Click **Save**. You return to the Client Reports page.

Printing Reports

You can print a hard copy of a saved report without opening the report. Your selections on the Format tab of the report determine the information that prints on the report and how it is formatted.

Note: The user who created the report controls the right of others to modify or run the report.

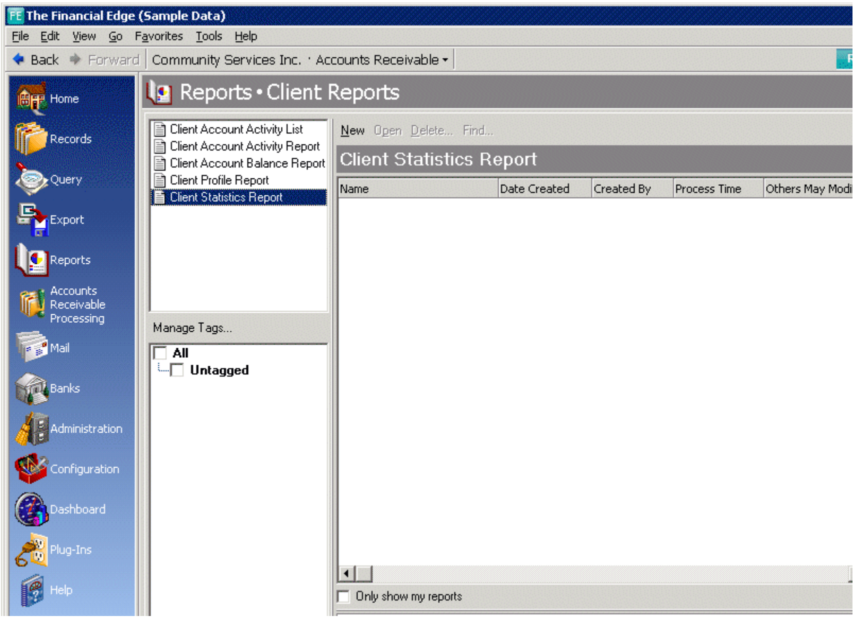
For this procedure, we focus on printing a Client Account Activity Report. For more information about setting up your printer, see “Setting Up Printers” in the Program Basics chapter of the *Program Basics Guide*.

- **Printing an Accounts Receivable report**

1. From the Reports page, click **Client Reports**. The Client Reports page appears. A list of all client reports appears on the left of the page.
2. In the list on the left, select **Client Account Activity Reports**. A list of saved client account activity reports appears in the grid on the right.

Note: You can set an option to print the report using the orientation defined either in Print Setup or on the report's General tab. In *Reports*, select **Tools**, **Options** and mark **As defined in Print Setup** or **As defined for the Report**.

3. In the grid on the right, select the report to print.



4. From the menu bar, select **File**, **Print**. A message appears indicating the report is printing. After the report prints, you return to the Client Reports page.

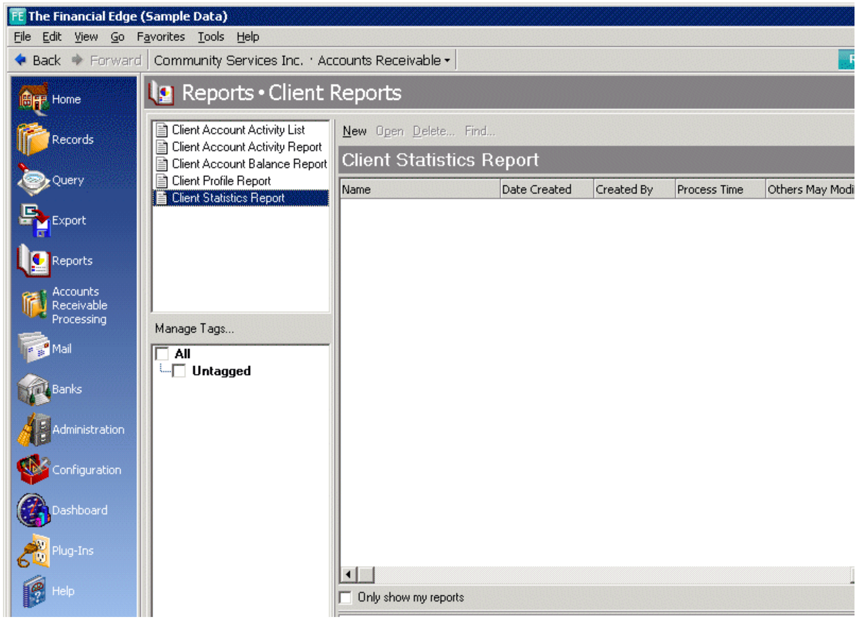
Previewing Reports

You can preview the format and information in a report without opening the report. We recommend previewing a report before printing or sending it to another person. By previewing, you can make sure you included the required information and that the report is formatted as you want it. For this procedure, we focus on previewing a Client Account Activity Report.

- **Previewing an Accounts Receivable report**

1. From the Reports page, click **Client Reports**. The Client Reports page appears. A list of all client reports appears on the left of the page.
2. In the list on the left, select **Client Account Activity Reports**. A list of saved client account activity reports appears in the grid on the right.

3. In the grid on the right, select the report to preview.



Note: You can set an option to maximize the preview window when you preview a report. In *Reports*, select **Tools**, **Options** and mark **Automatically maximize preview window**.

4. From the menu bar, select **File**, **Preview**. A message appears indicating the program is processing the report. The report preview screen appears.
5. When you are finished previewing the report, click the red **X** to close the screen. You return to the Client Reports page.

Exporting Reports

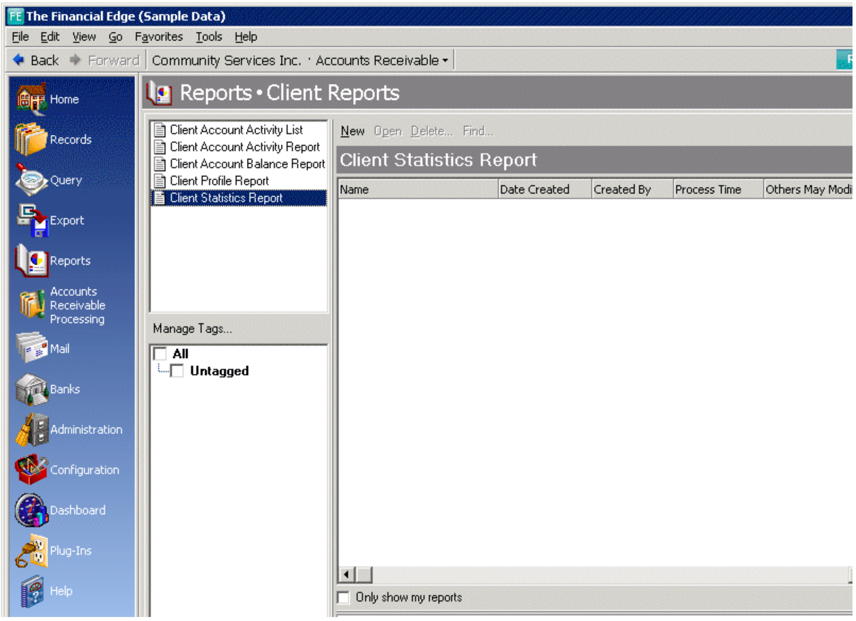
To use report information in another software application, for example, Microsoft *Excel* or *Crystal Reports*, you can export the report. When you export a report, you send report information from the database to another software application using a data file. You can export a report without opening the report.

For this procedure, we focus on exporting a Client Account Activity Report in spreadsheet format.

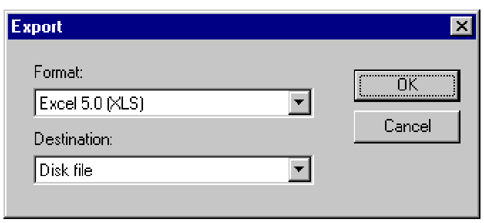
Exporting an Accounts Receivable report

1. From the Reports page, click **Client Reports**. The Client Reports page appears. A list of all client reports appears on the left of the page.
2. In the list on the left, select **Client Account Activity Reports**. A list of saved client account activity reports appears in the grid on the right.

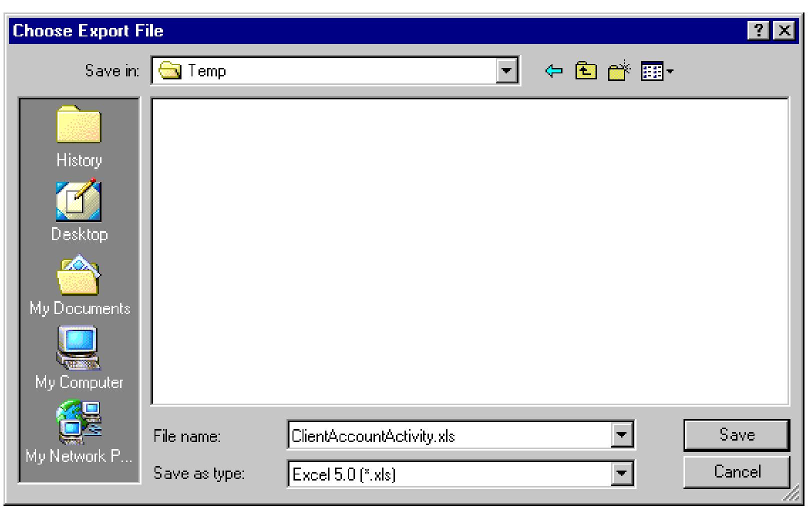
3. In the grid on the right, select the report to export.



4. From the menu bar, select **File**, **Export**. A message appears indicating the program is processing the report. When processing is complete, the Export screen appears.
5. In the **Format** field, select the file format. For this example, select “Excel 5.0 (XLS)”.
6. In the **Destination** field, select the file destination. For this example, select “Disk file”.



7. Click **OK**.
8. The Choose Export File screen appears. The program assigns a name in the **File name** field based on report type and system information. You can change this name.



9. Navigate to the folder in which to save the export file.
10. Click **Save**. A message appears indicating the program is exporting the data. Once the data has been exported to your file, you return to the Client Reports page.

Sending Reports as Email

Note: Sending report results by email can be particularly useful when an individual needs to quickly refer to report results but does not need to access or edit the report.

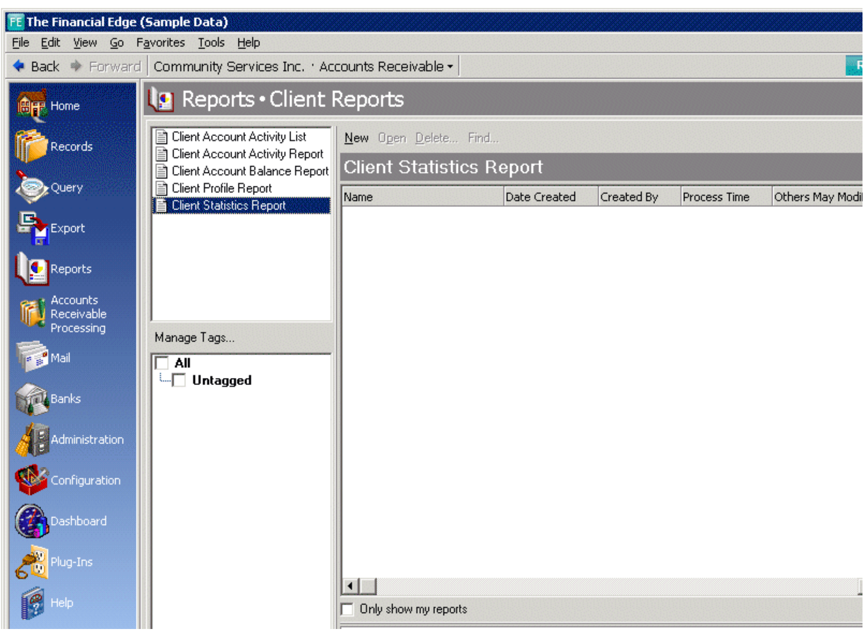
In ***Accounts Receivable***, you can share report information with other users through electronic mail. For example, you can send the results of a report to another user for further analysis or to use in other applications.

Before you can send a report to another user, you must first select a format (*dBase*, *Lotus 1-2-3*, Microsoft *Excel*) for the data file. The format determines the appearance of the report and the software applications in which you can open the data file.

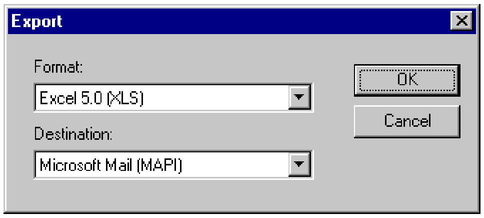
You can send report information by email without opening the report. For this procedure we focus on sending the Client Account Activity Report created in "Creating Reports" on page 10.

Sending an Accounts Receivable report as email

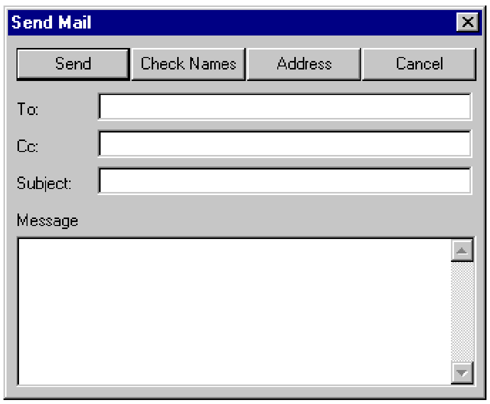
1. From the Reports page, click **Client Reports**. The Client Reports page appears. A list of all client reports appears on the left of the page.
2. In the list on the left, select **Client Account Activity Reports**. A list of saved client account activity reports appears in the grid on the right.
3. In the grid on the right, select the report to send in an email.



4. From the menu bar, select **File**, **Send as Mail**. A message appears indicating the program is processing the report. When processing is complete, the Export screen appears.



5. In the **Format** field, select the file format. For this example, select “Excel 5.0 (XLS)”.
6. In the **Destination** field, select “Microsoft Mail (MAPI)”.
7. Click **OK**. The Send Mail screen appears.



8. In the **To** field, enter an email address. For example, enter “cjones@internet.com”.
9. In the **Subject** field, enter “Client Account Activity Report”.
10. In the **Message** box, enter a message to the recipient. For example, “Here’s the activity report to date for this month.”
11. Click **Send**. The report is sent an attachment to your email message. You return to the Client Reports page.

Action Reports

Reporting categories in ***Accounts Receivable*** include Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Custom Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, and Transaction Reports. This chapter discusses Action Reports. For information about other report categories, see the chapter for that category. For information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Note: We recommend you read the documentation for ***The Financial Edge*** thoroughly. Information presented here provides you with basic information about action reports in ***Accounts Receivable***. Hands-on experience is the best way to learn, so we encourage you to try various options with your database.

Action Reports in ***Accounts Receivable*** include:

- Action Listing
- Action Summary Report
- Actions by Association Report

Action Listing

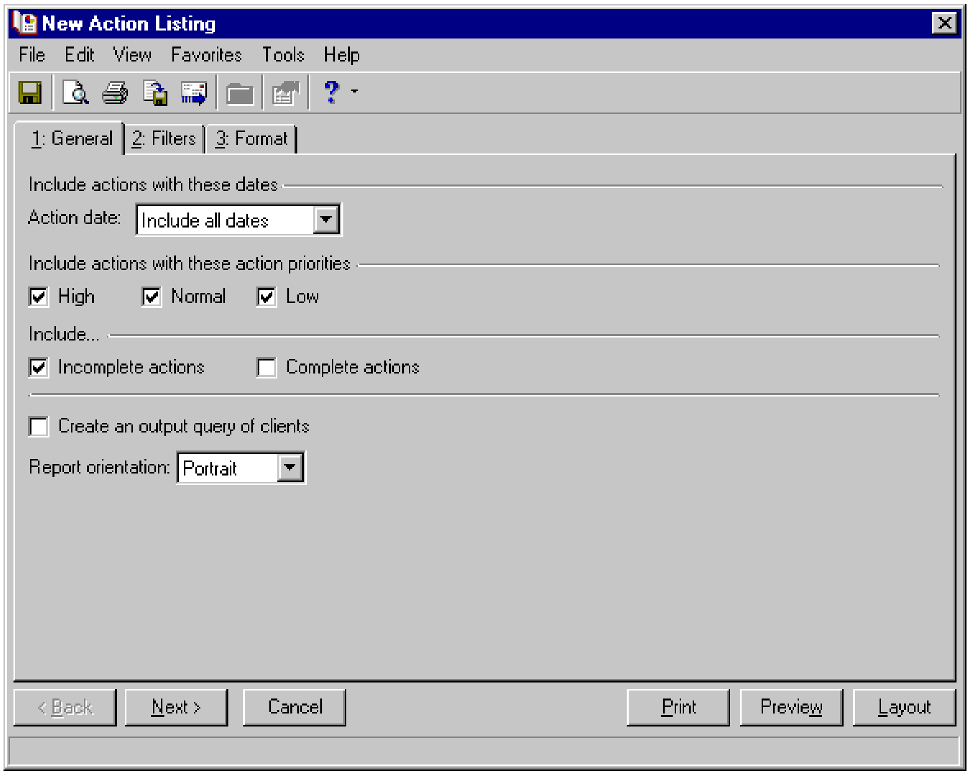
The Action Listing provides a list of details about actions you select. This report is useful for tracking upcoming actions, for example, you can run the Action Listing at the beginning of the month to see what actions are scheduled for that month.

Glossary: An action is a task or activity that needs to be completed for a client. Actions, for example, can include mailings, phone calls, and email messages.

The Action Listing has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Include actions with these dates. In the **Action date** field of the **Include actions with these dates** frame, select a date or date range for actions to include in the report. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

Include actions with these action priorities. You can mark **High**, **Normal**, and **Low** to include actions only with certain priorities. You can select one, two, or all three priorities.

Include Incomplete actions or Complete actions. You can mark checkboxes to include incomplete or complete actions, or both.

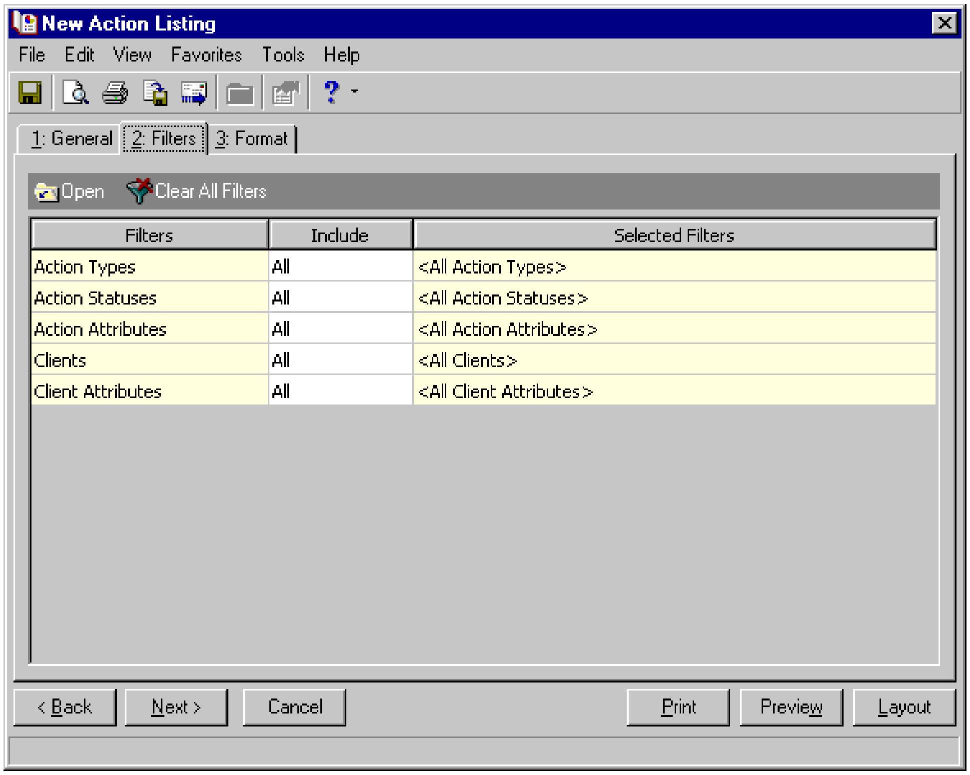
Create an output query of clients. If you mark **Create an output query of clients**, the program creates a query of the clients included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Action Statuses filter, only actions with the statuses you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

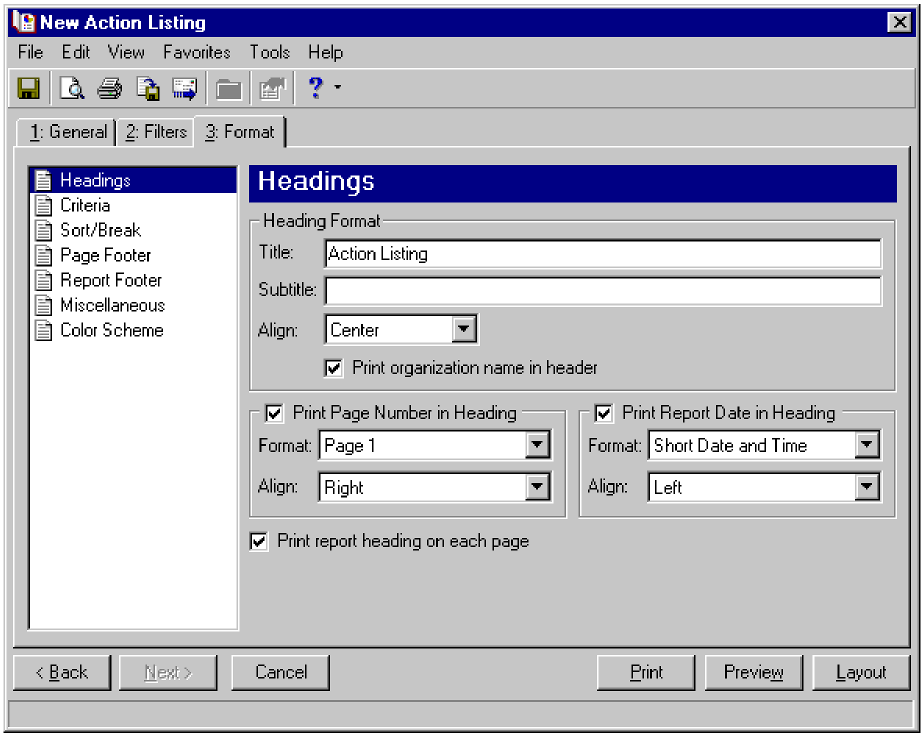
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Action Listing. When you select an item in the list, the right side of the screen displays selections for that section of the report.

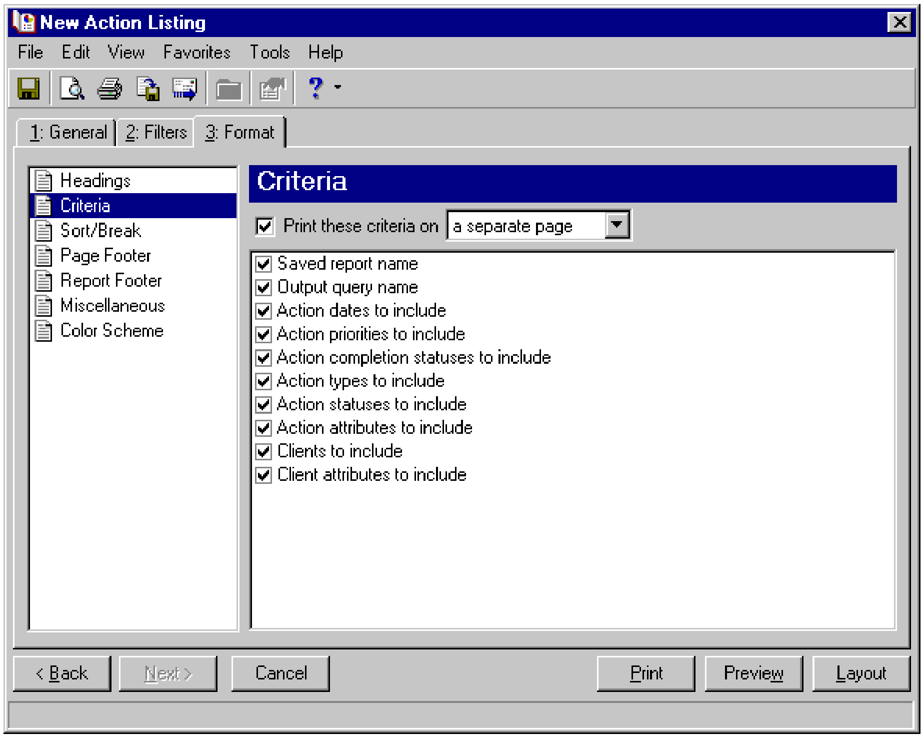
Note: The heading defaults to Action Listing in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



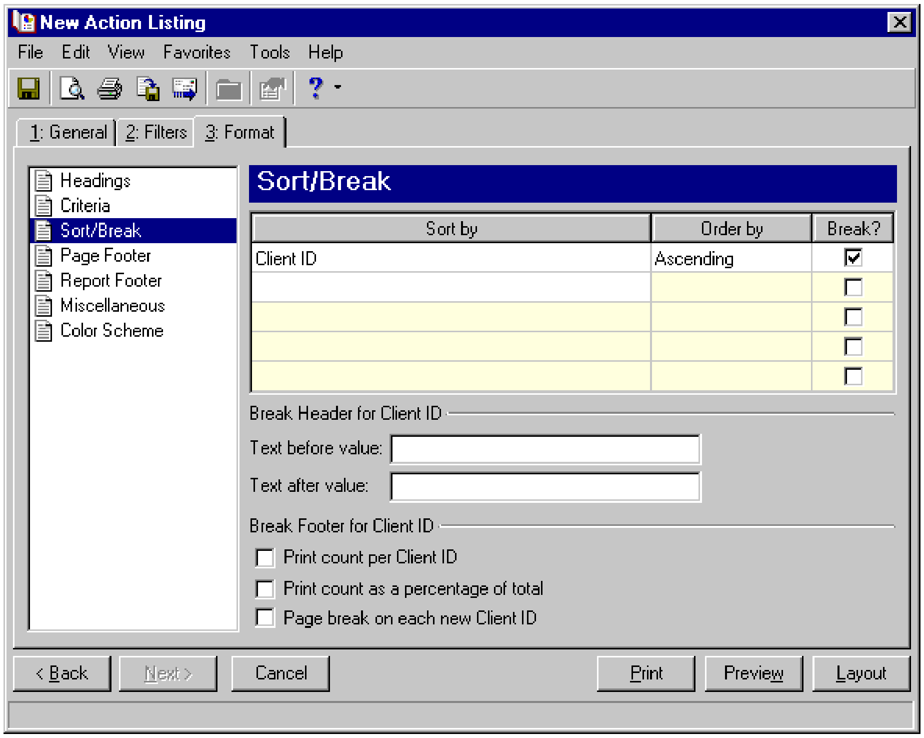
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

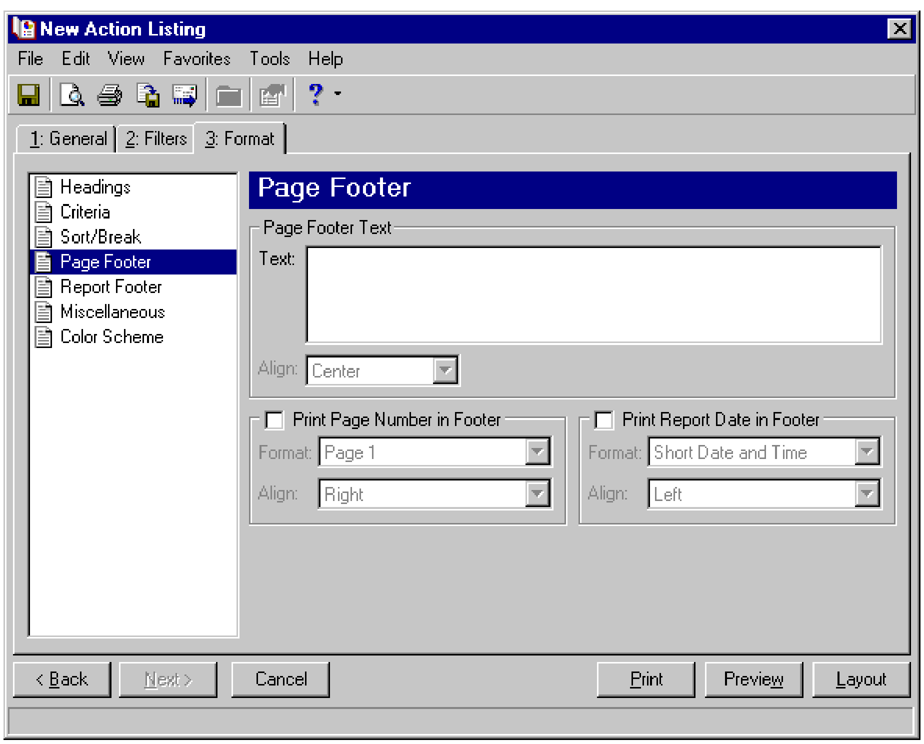
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

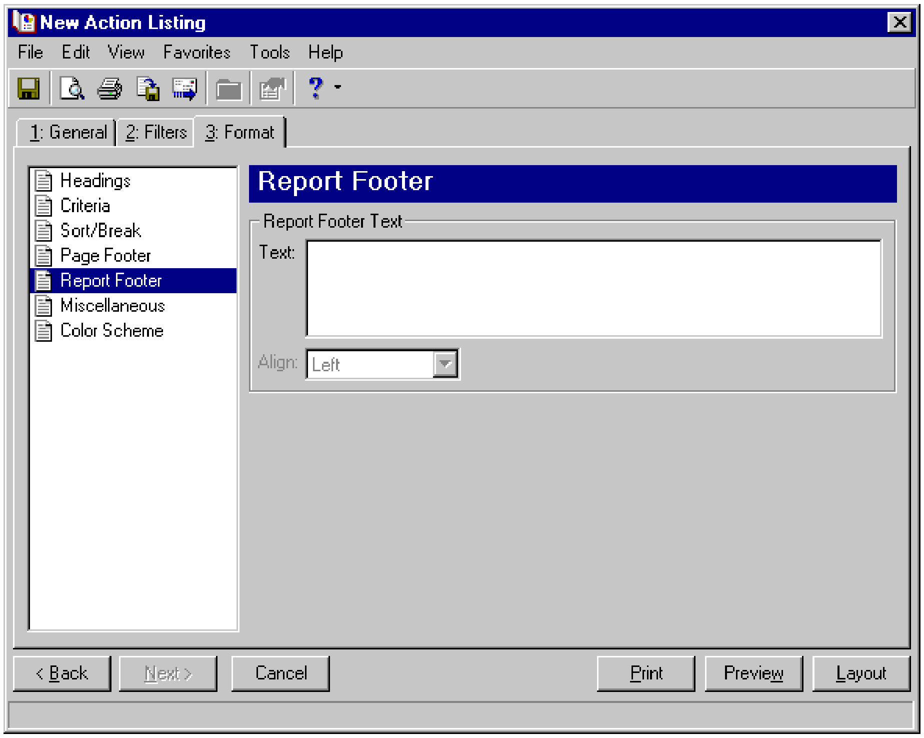
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



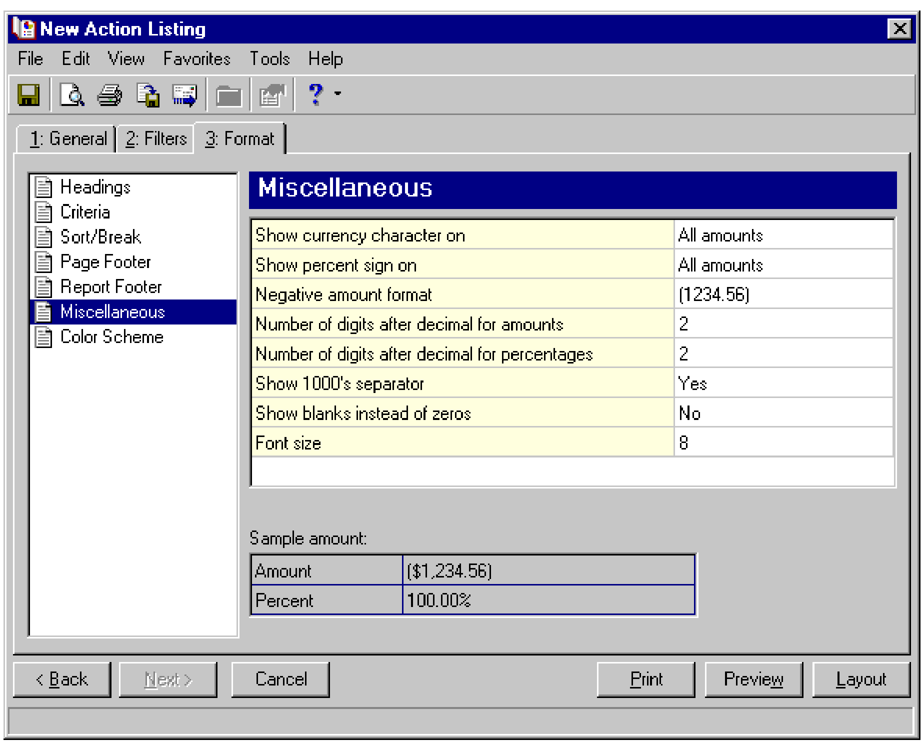
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



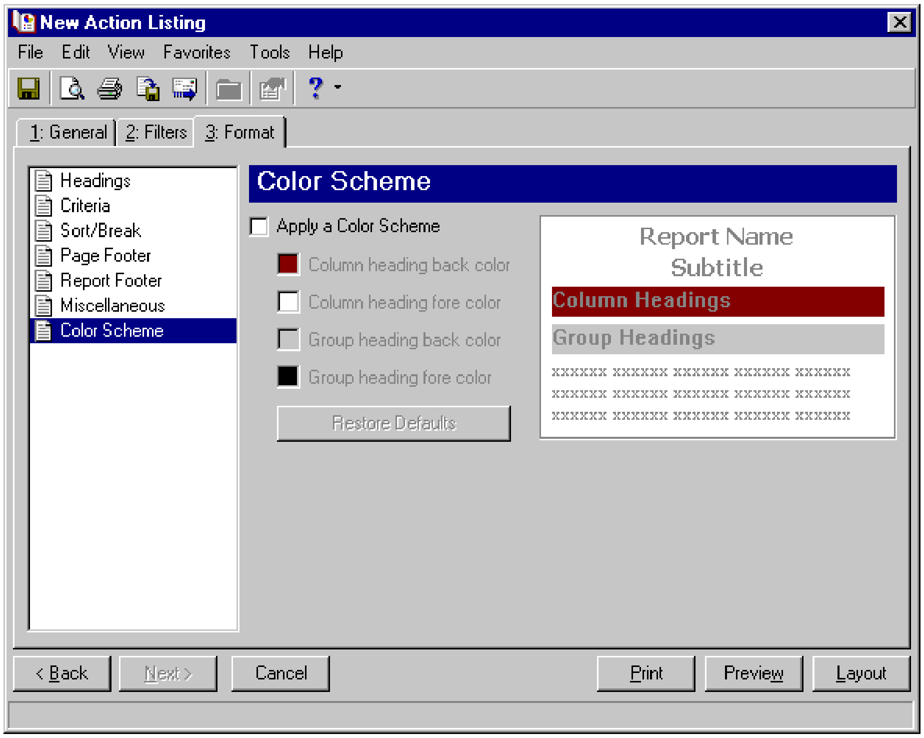
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Action Summary Report

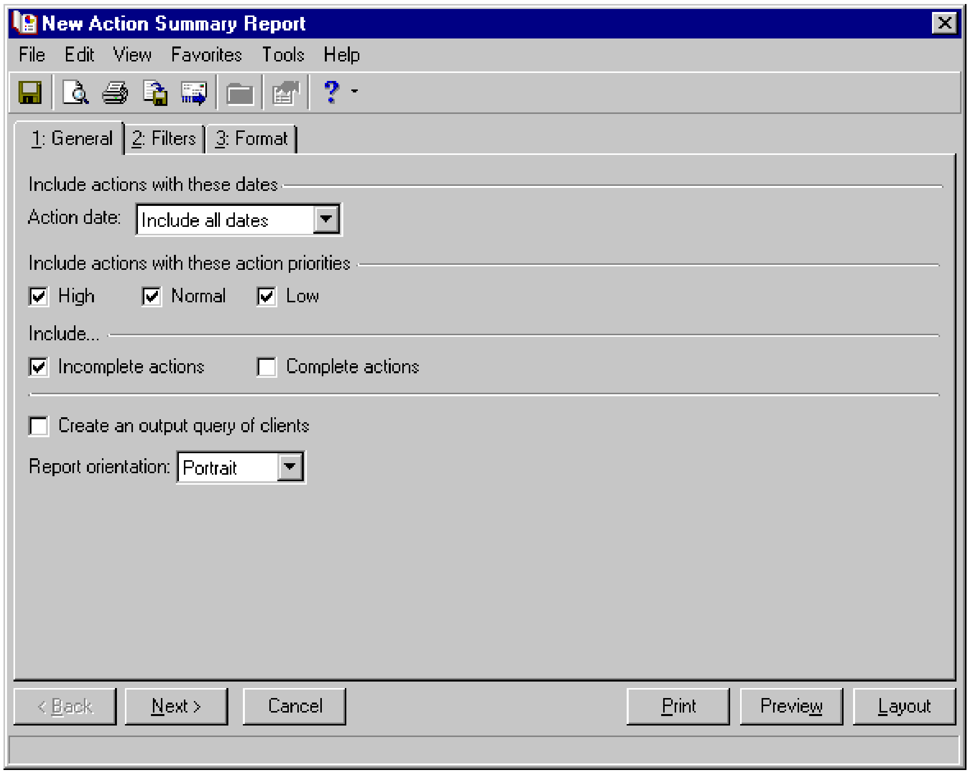
The Action Summary Report provides a count of actions by action type, action status, or the user assigned to the action. Because this report is a summary, client names do not appear.

Glossary: An action is a task or activity that needs to be completed for a client. Actions, for example, can include mailings, phone calls, and email messages.

The Action Summary Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see "Creating a report in Accounts Receivable" on page 10.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include actions with these dates. In the **Action date** field of the **Include actions with these dates** frame, select a date or date range for actions to include in the report. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

Include actions with these action priorities. You can mark **High**, **Normal**, and **Low** to include actions only with certain priorities. You can select one, two, or all three priorities.

Include Incomplete actions or Complete actions. You can mark checkboxes to include either incomplete or complete actions, or both.

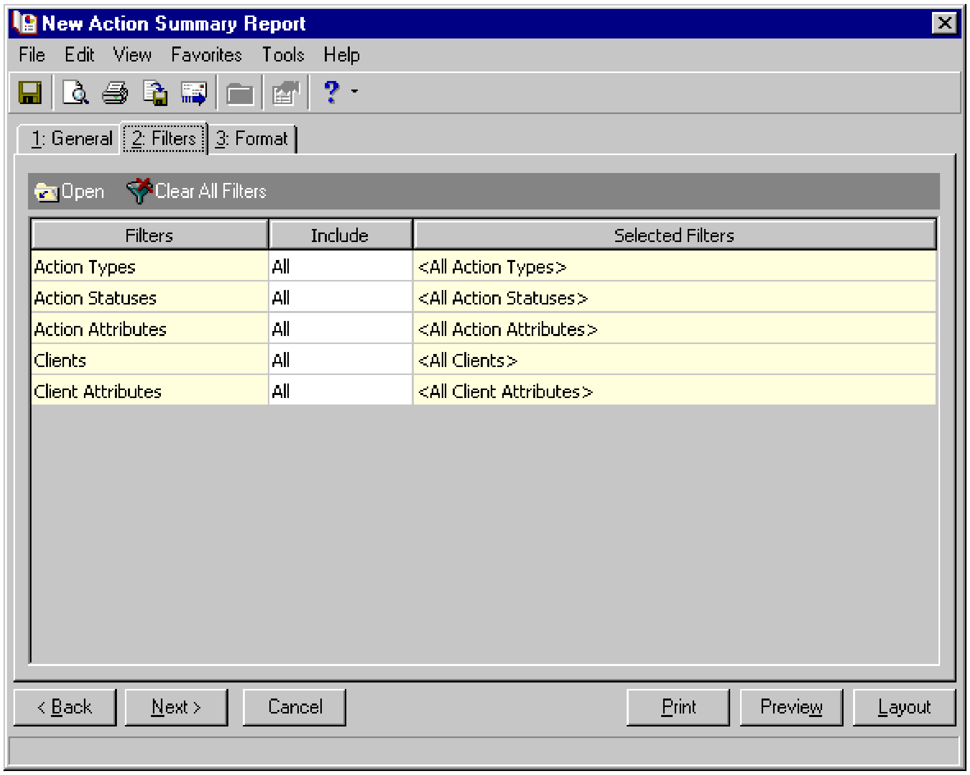
Create an output query of clients. If you mark **Create an output query of clients**, the program creates a query of the clients included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Action Statuses filter, only actions with the statuses you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

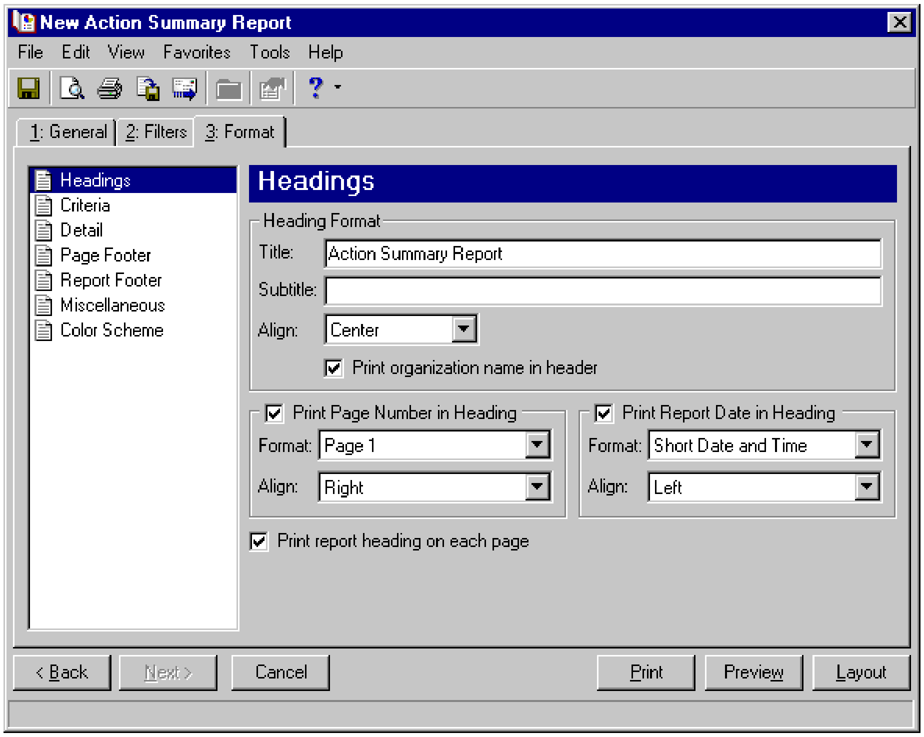
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Action Listing. When you select an item in the list, the right side of the screen displays selections for that section of the report.

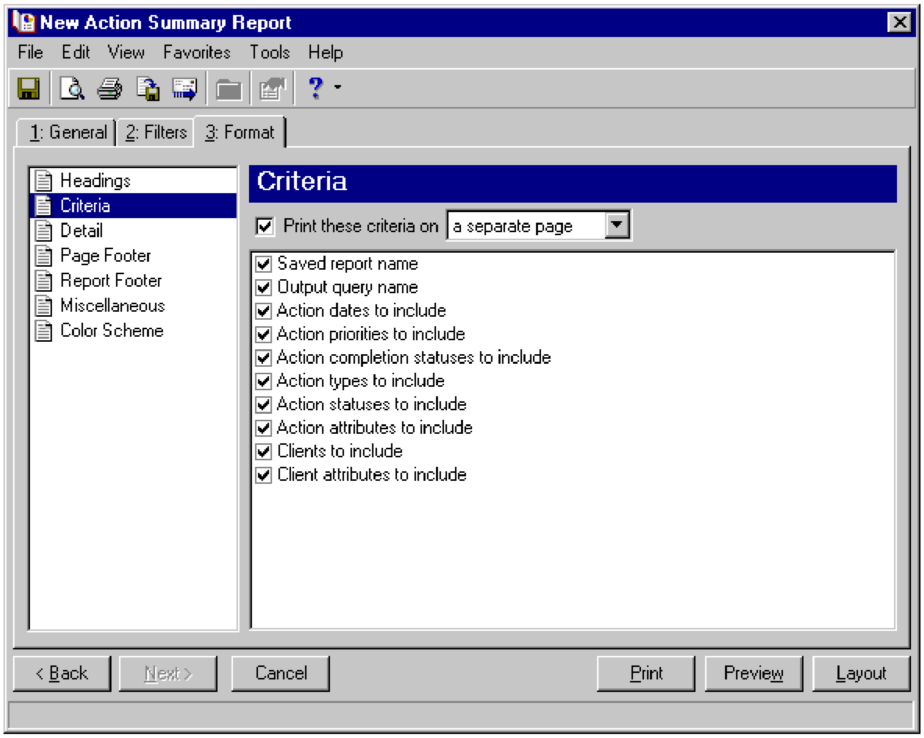
Note: The heading defaults to Action Summary Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

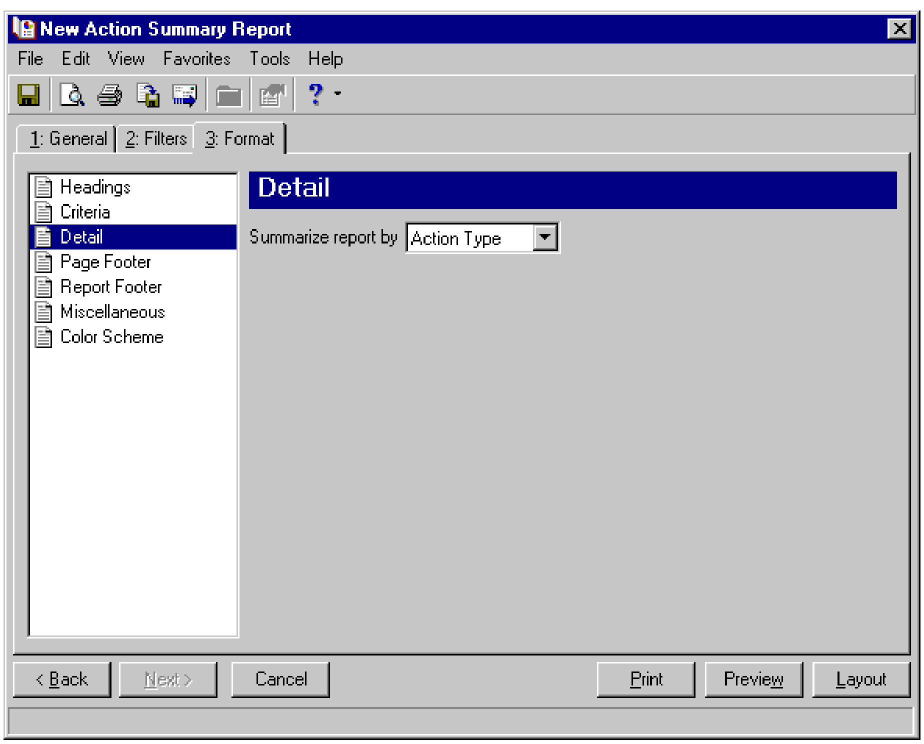


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

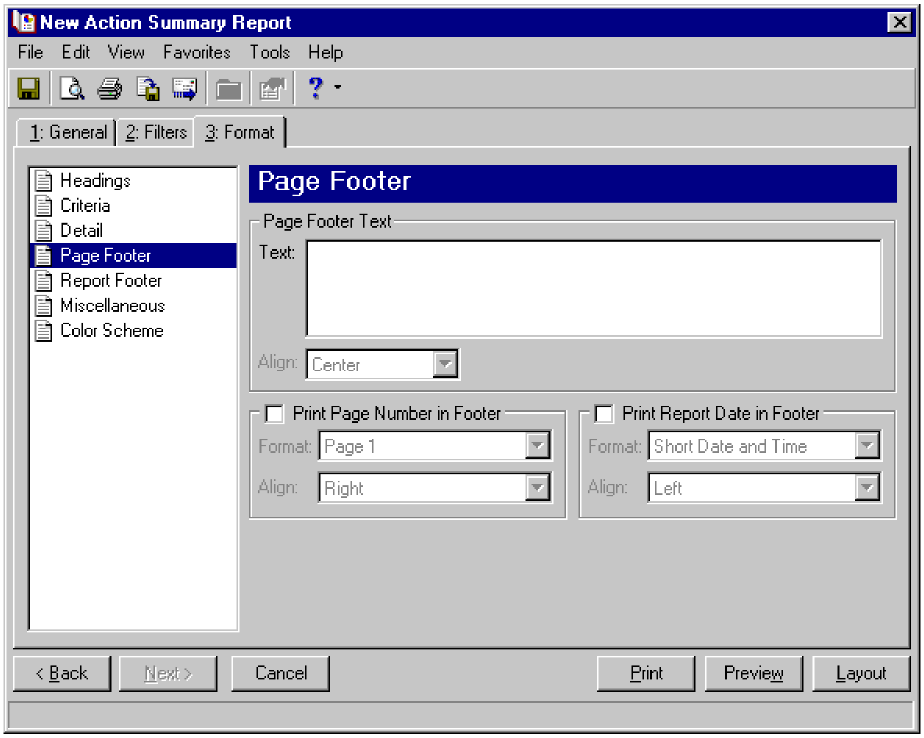
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



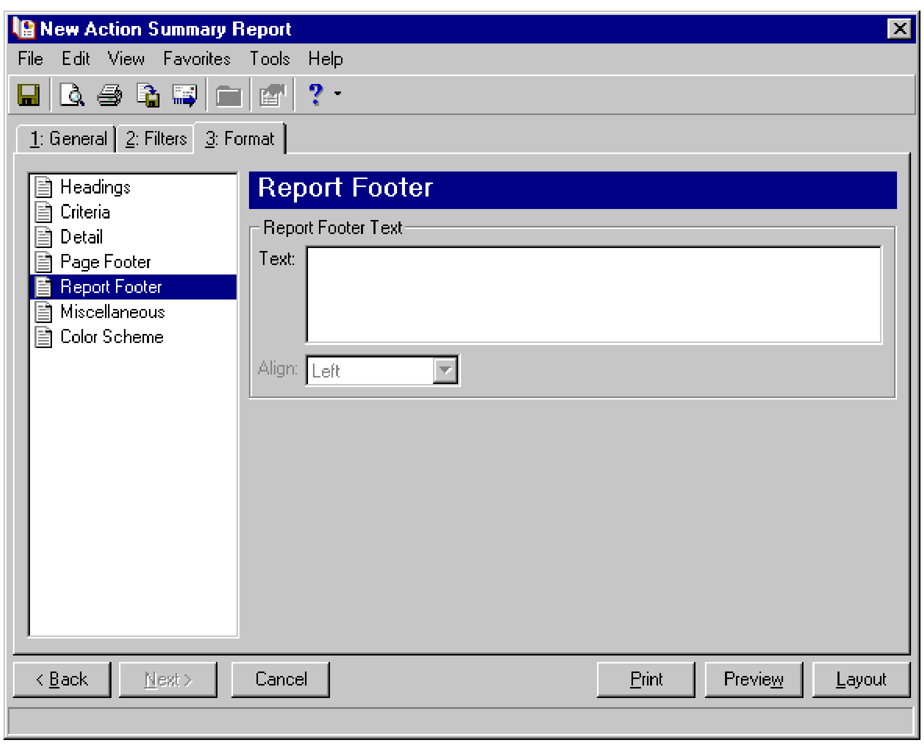
Detail. Use **Detail** to summarize the report by action type, action status, or to whom the action is assigned.



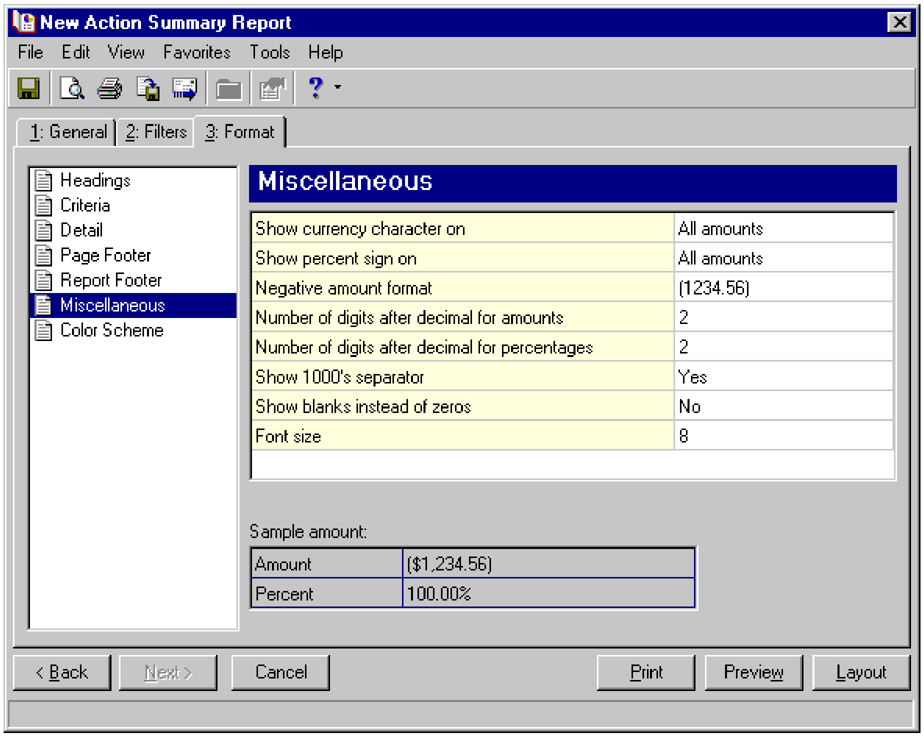
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



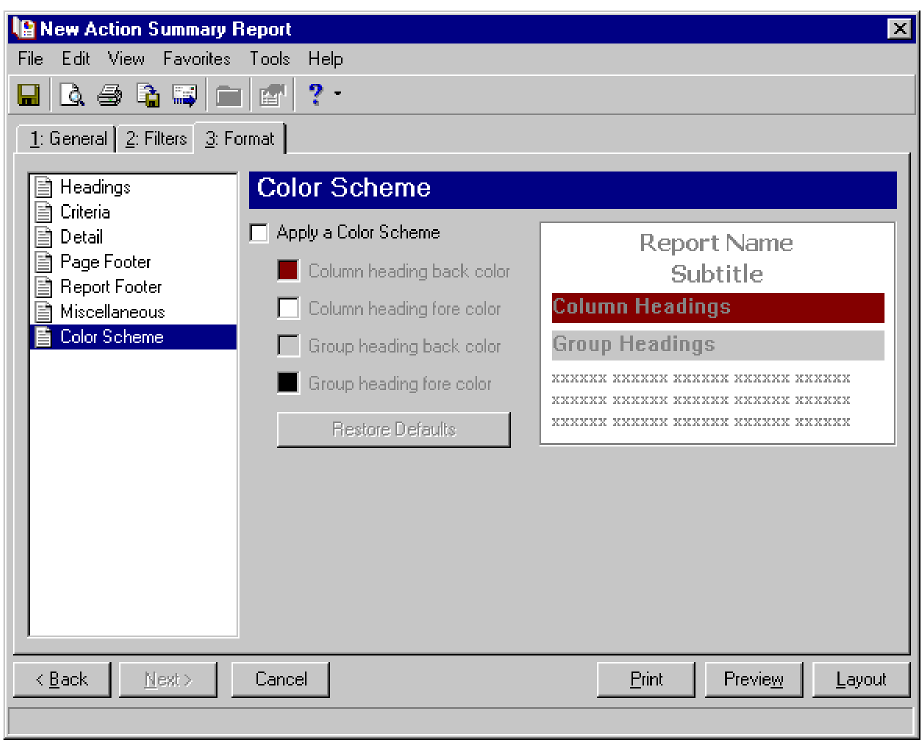
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Actions by Association Report

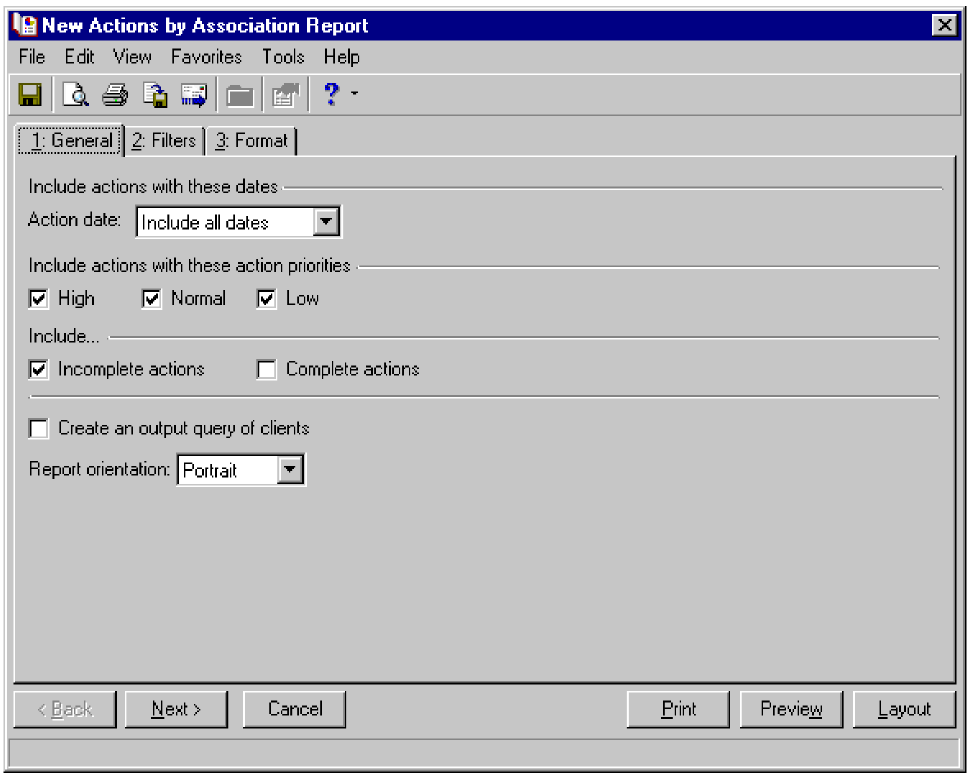
The Actions by Association Report lists action details by client association.

Glossary: An action is a task or activity that needs to be completed for a client. Actions, for example, can include mailings, phone calls, and email messages.

The Actions by Association Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see "Creating a report in Accounts Receivable" on page 10.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include actions with these dates. In the **Action date** field of the **Include actions with these dates** frame, select a date or date range for actions to include in the report. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

Include actions with these action priorities. You can mark **High**, **Normal**, and **Low** to include actions only with certain priorities. You can select one, two, or all three priorities.

Include Incomplete actions or Complete actions. You can mark checkboxes to include either incomplete or complete actions, or both.

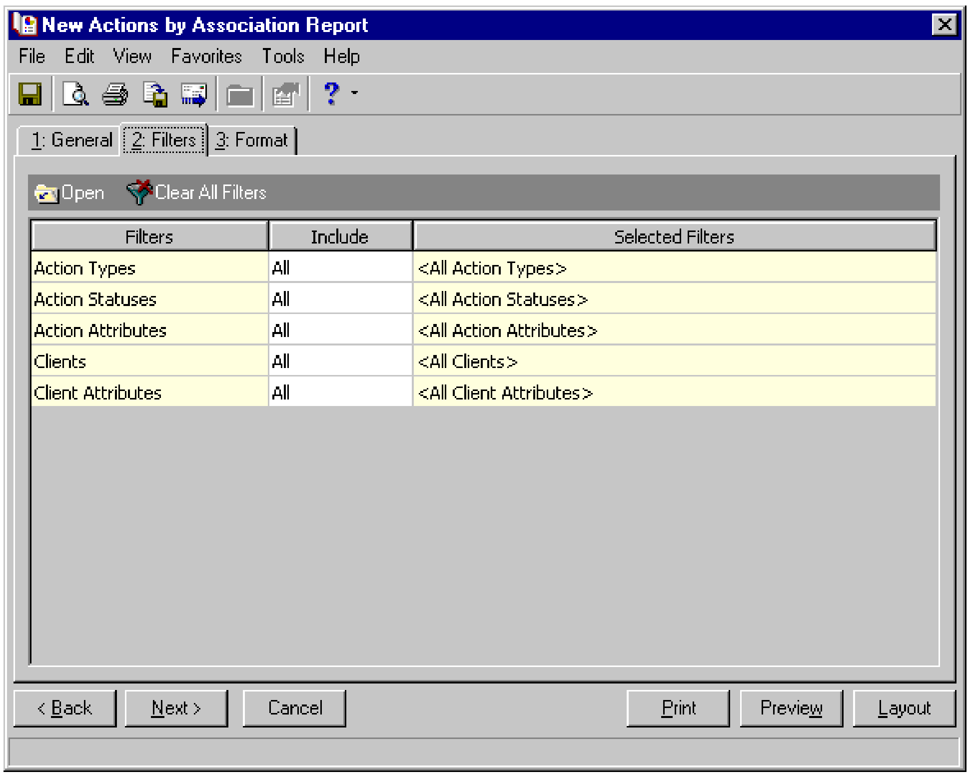
Create an output query of clients. If you mark **Create an output query of clients**, the program creates a query of the clients included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Action Statuses filter, only actions with the statuses you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the Program Basics chapter of the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

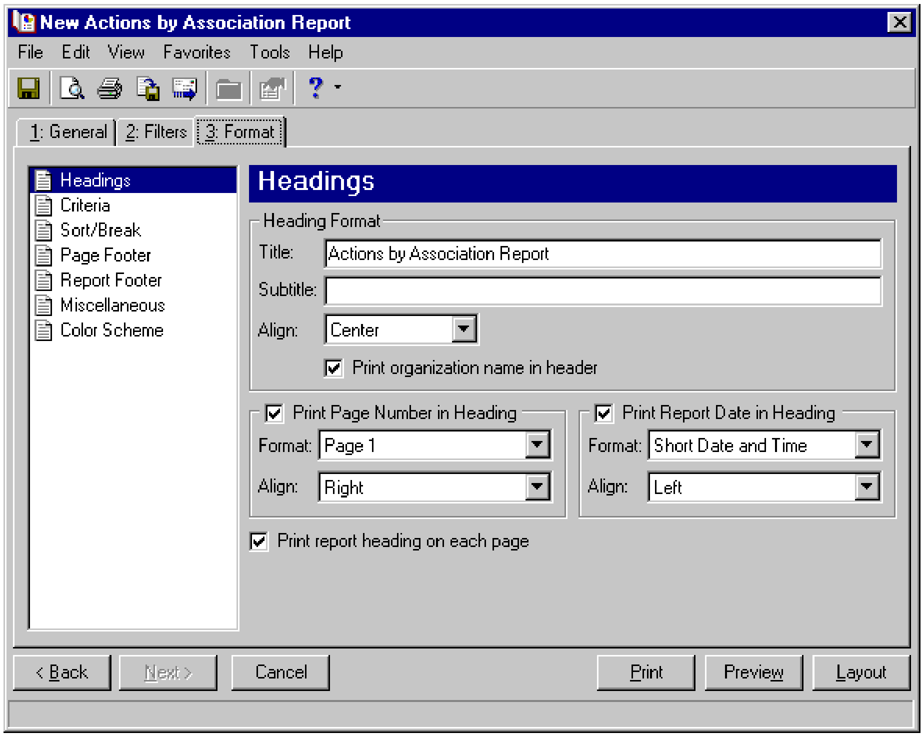
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Action Listing. When you select an item in the list, the right side of the screen displays selections for that section of the report.

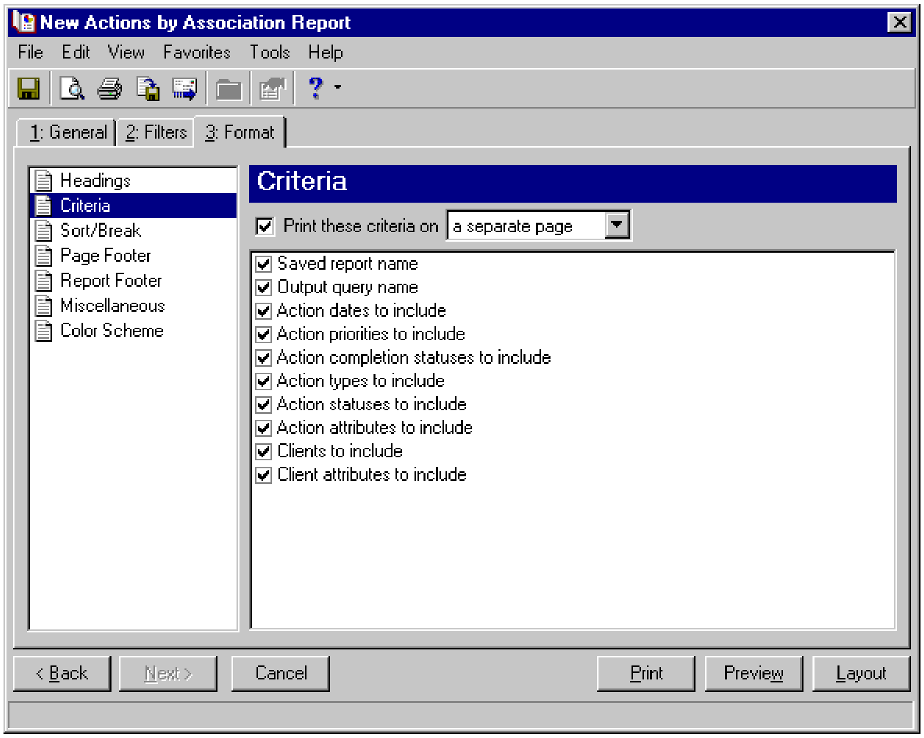
Note: The heading defaults to Actions by Association Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



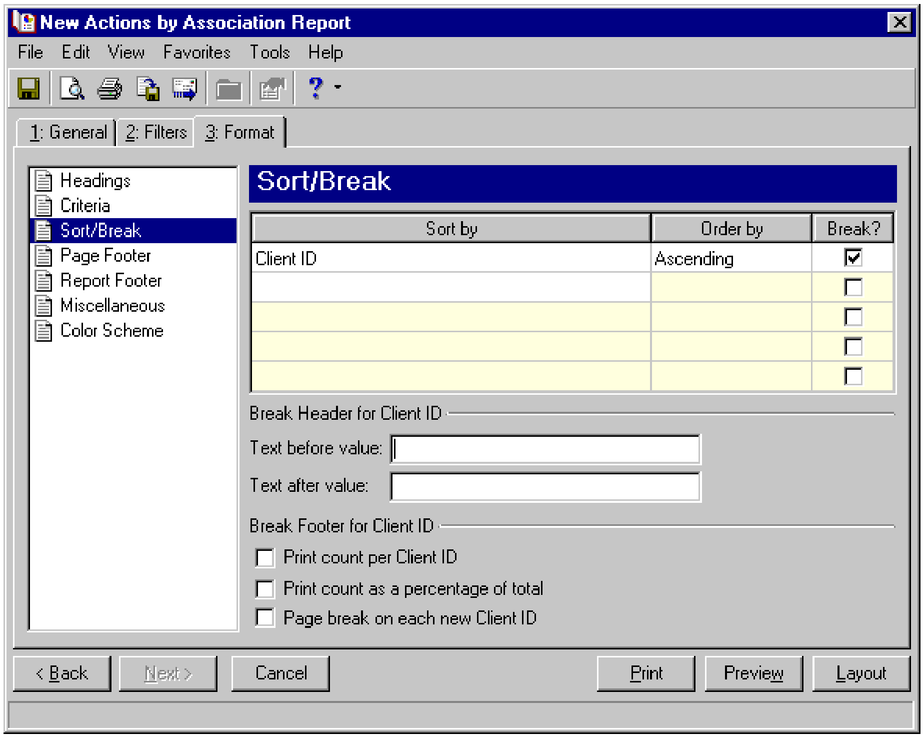
Sort/Break. Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

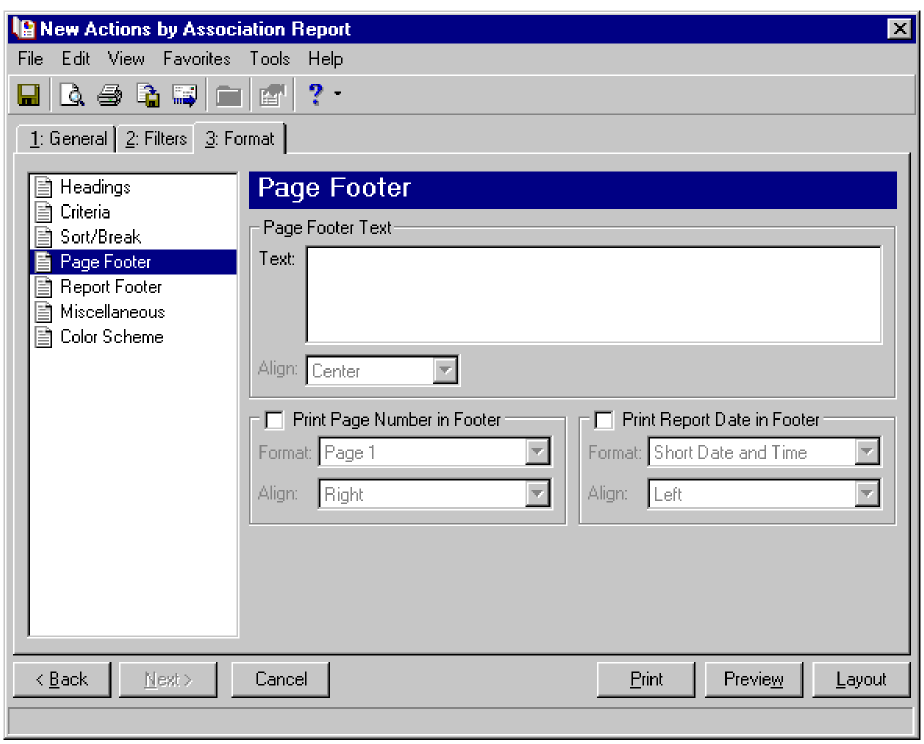
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

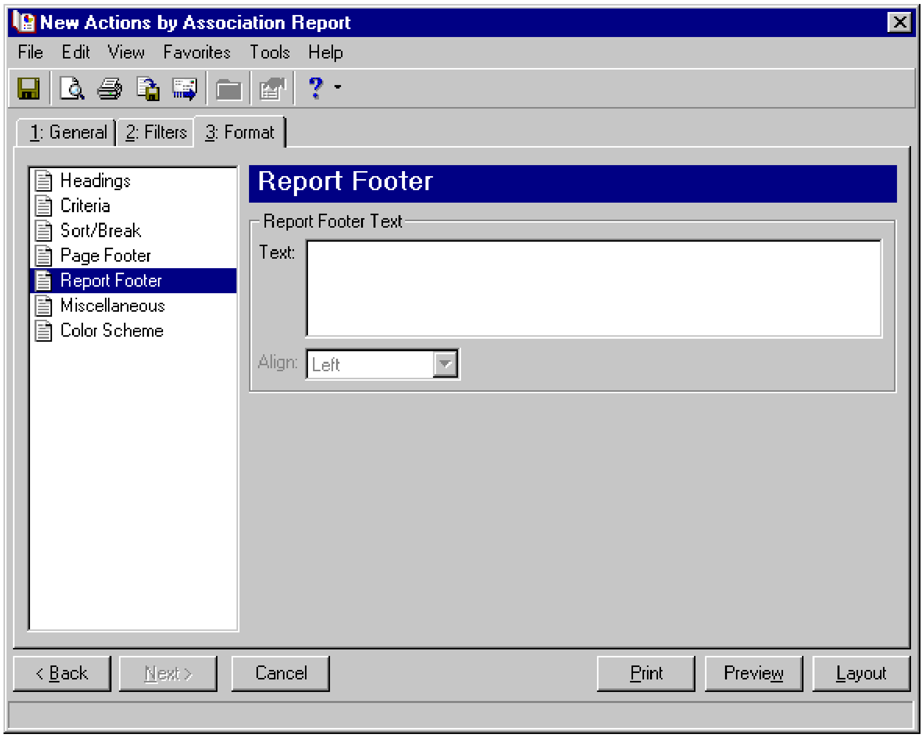
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



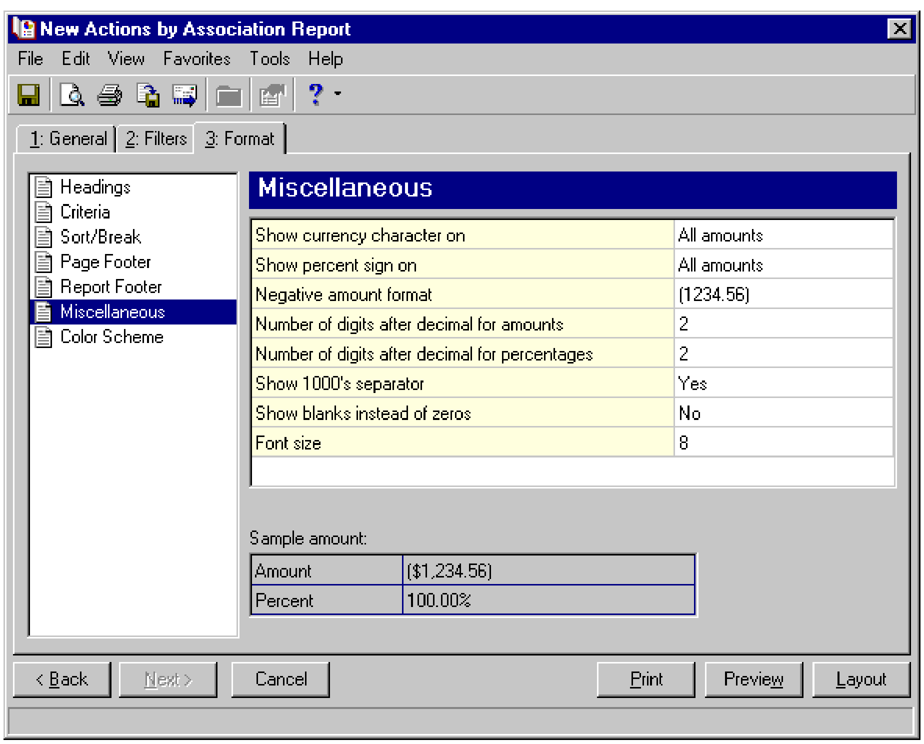
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



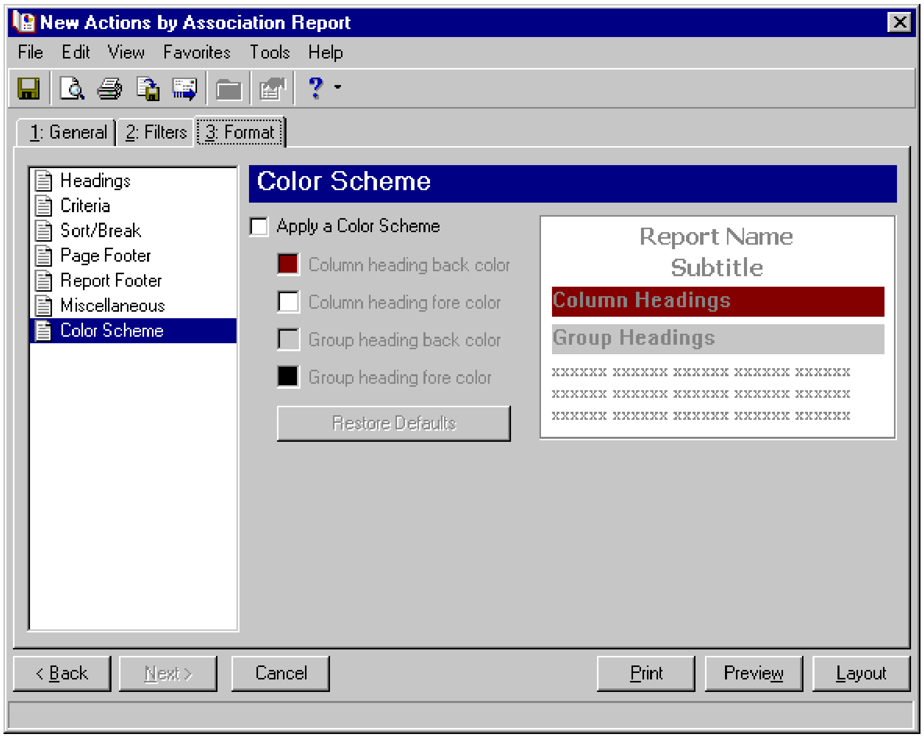
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Analysis Reports

Reporting categories in ***Accounts Receivable*** include Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, and Transaction Reports. This chapter discusses Analysis Reports. For information about other report categories, see the chapter for that category. For information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Note: We recommend you read the documentation for ***The Financial Edge*** thoroughly. Information presented here provides you with basic information about analysis reports in ***Accounts Receivable***. Hands-on experience is the best way to learn, so we encourage you to try various options with your database.

Analysis Reports in ***Accounts Receivable*** include:

- Aged Accounts Receivable Report
- Open Item Report
- Service and Sales Analysis Report
- Service and Sales Trend Analysis Report

The Aged Accounts Receivable Report and Open Item Report are versatile reports that offer your organization numerous reporting options. To understand the full capacity of these reports, see “Payer and Recipient Details” on page 61.

Aged Accounts Receivable Report

Use the Aged Accounts Receivable Report to list balances distributed in aging periods defined in *Configuration*. This report is useful in determining past due and current balances of clients.

The Aged Accounts Receivable Report is different than the Aged Accounts Payable Report. In ***Accounts Payable***, payments are included or excluded based on the “age as of date”. In ***Accounts Receivable***, charges, payments, and credits are included based on the transaction date filters. The “aging as of date” is independent of the transactions.

For example, you have a $200 charge dated 03/15/05 that has a $100 payment dated 04/15/05. In the report, if you include transactions through 03/31/05 and use an aging date of 03/31/05, the client has a balance of $200. If you include transactions through 04/15/05 and use an aging date of 03/31/05, the client has a balance of $100.00. The aging date only determines the aging bucket in which balances will fall; it is not used as a filter.

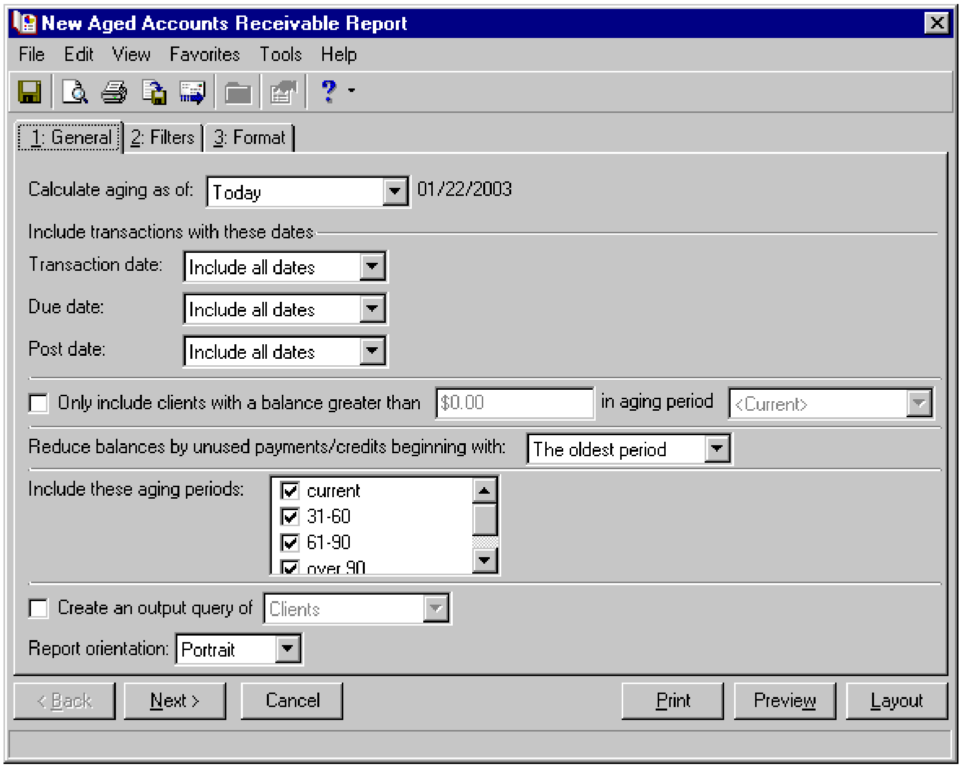
You can use this report whether you use a single-party billing system or third-party billing system. If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

- A payer is a person or organization responsible for paying a bill.
- A recipient is a person or organization that receives a product or service, or has its balance reduced by a payment or credit.

The Aged Accounts Receivable Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Calculate aging as of. In the **Calculate aging as of** field, select Today or select <Specific date> and enter a date.

Include transactions with these dates. In this frame, you can select a date or date range for the transactions to include in the report. Make your selections in the **Transaction date**, **Due date**, and **Post date** fields.

If you select <Specific range>, specify start and end dates. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date forward, including transactions with a date in the future, is included. If you leave both fields blank, all activity is included.

Only include clients with a balance greater than [ ] in aging period [ ]. You can limit clients to include in the report with a minimum balance in a specific aging period.

Reduce balances by unused payments/credits beginning with [ ]. You can select which aging period receives unapplied payments or credits first, either the oldest period or the most recent period.

Include these aging periods. Mark checkboxes to select the aging periods include. Aging periods are defined in *Configuration* in ***Accounts Receivable***.

Create an output query of [ ]. If you mark **Create an output query of**, select Clients or Charges. The program creates a query of the clients or charges included in the report. You can use the query later in other areas of ***Accounts Receivable***.

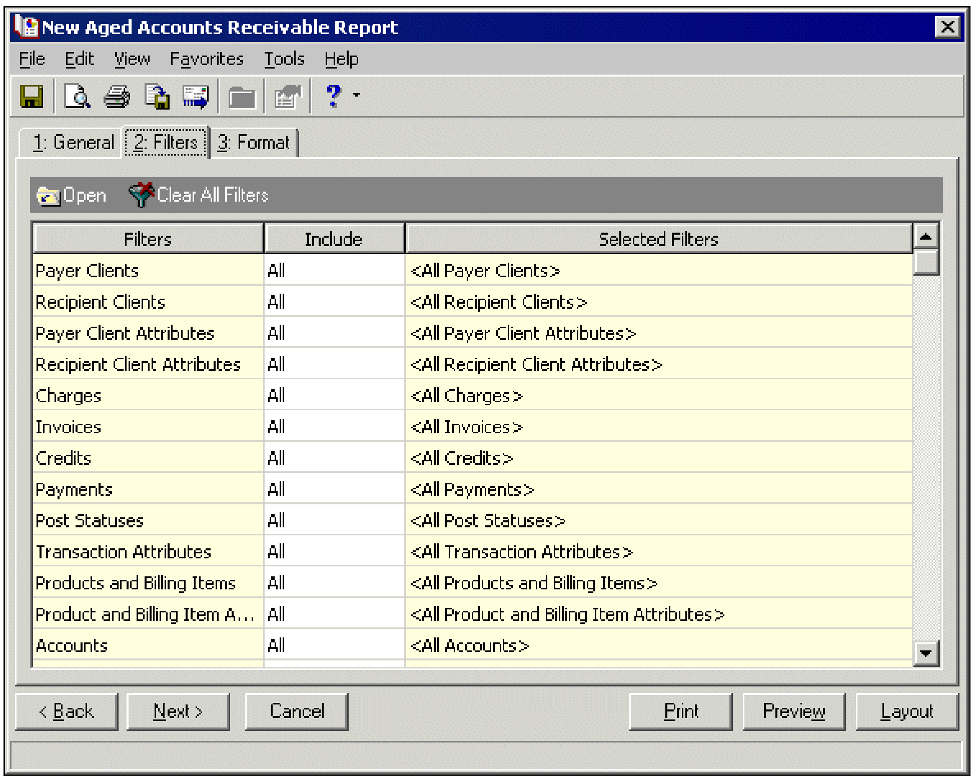
Report orientation. In this field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Post Statuses filter, only transactions with the post statuses you select appear on the report.

On the Filters tab, you can include information based on selected criteria such as clients, post statuses, and account attributes. For example, you can include the selected post status Not Yet Posted, and only unposted transactions appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.

On the Filters tab, you can filter by both payer and recipient clients. For example, if an organization, such as an insurance company, pays some portion of a bill for many clients, you can select the insurance company as the payer client and select the clients that are paid by the company as the recipient clients.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar to access the selection screen where you can select specific filters for the report.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

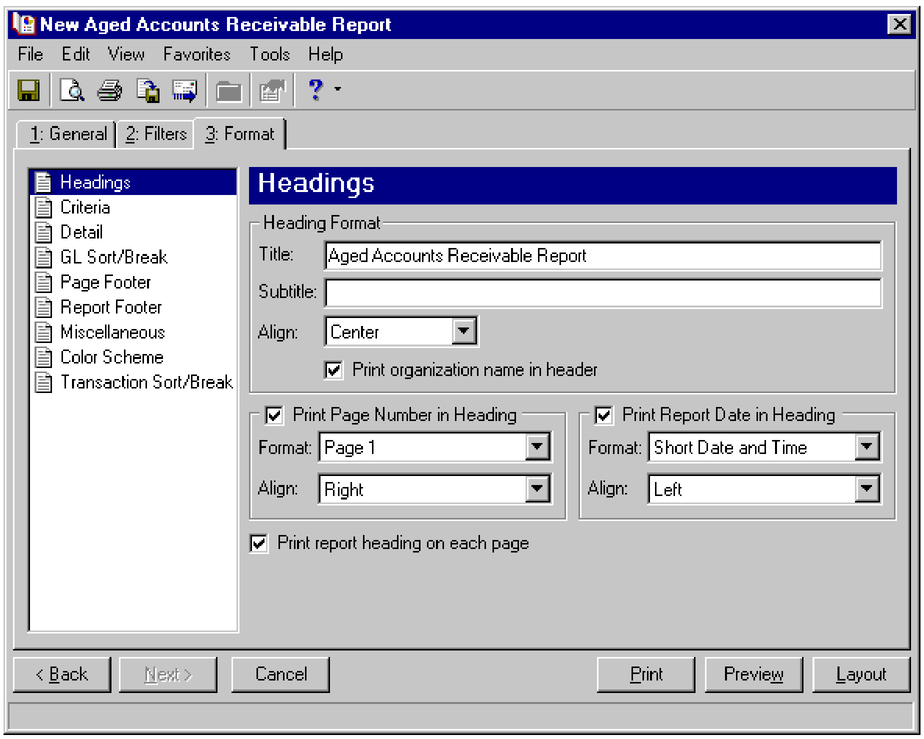
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how you want the report to appear. The list on the left of the screen displays formatting options for the Aged Accounts Receivable Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

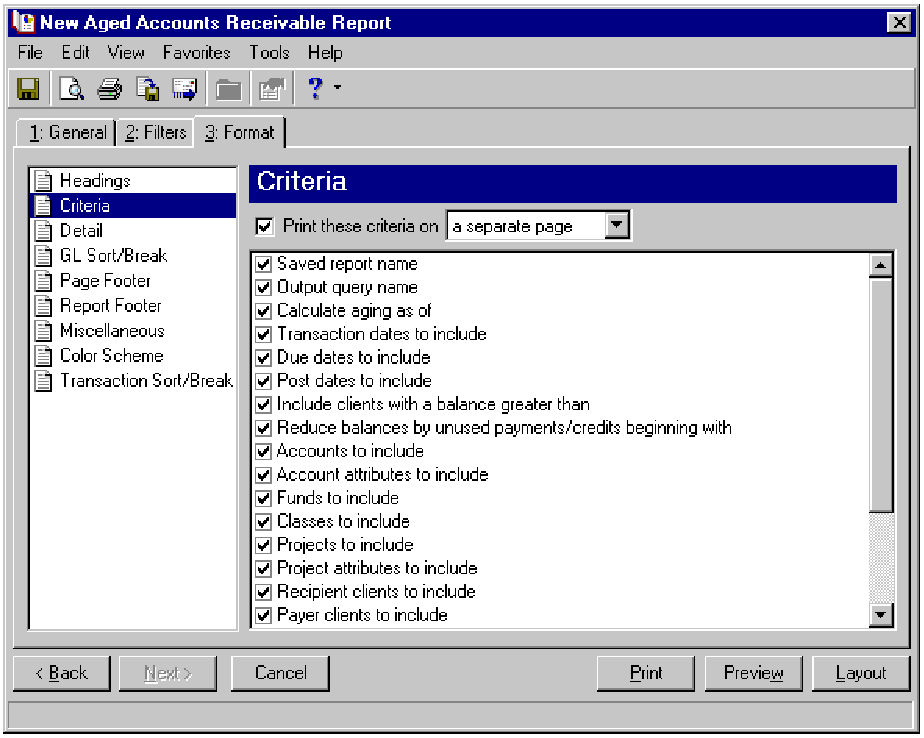
Note: The heading defaults to Aged Accounts Receivable Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



Note: The Detail panel is important in determining the output of the report. For more information about this panel, see "Aged Accounts Receivable Report Detail Panel" on page 62.

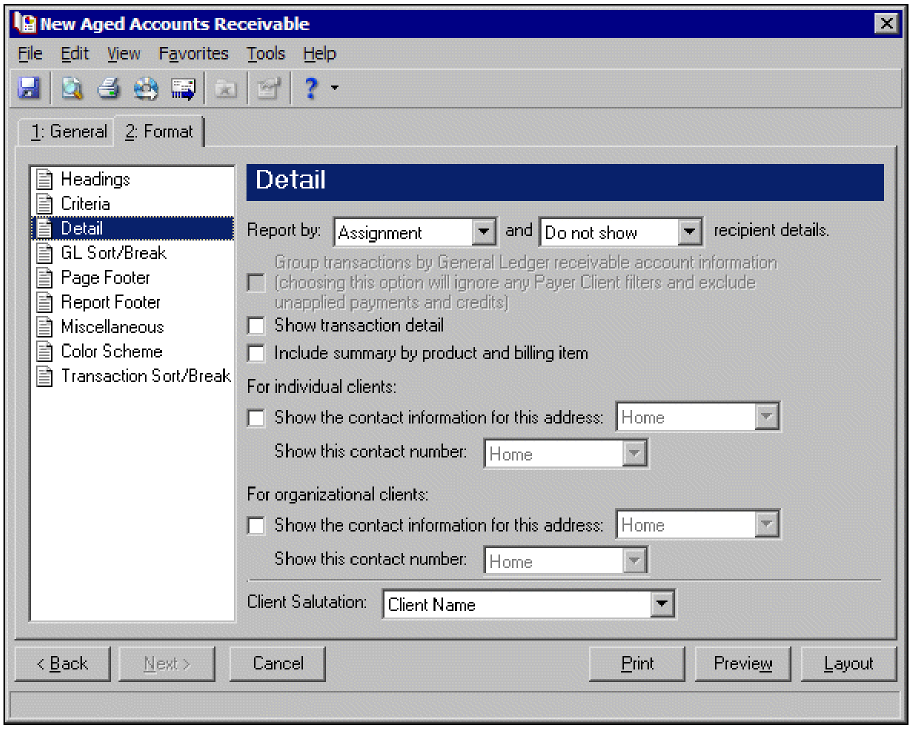
Detail. The Detail panel is significant to the output of the report. In the **Report by** field, you can select "Assignment" or "Ownership". You can then select to show or not show details. For more information about this panel, see "Aged Accounts Receivable Report Detail Panel" on page 62.

Mark **Show transaction detail** to list the transaction date, type, ID, due date, aging period and amount for each transaction that composes a client's balance.

Note: If you are using a single-party billing system, it does not matter whether you report by payer or recipient. To prevent useless lines in the report, do not show payer or recipient details.

To summarize aging by product and billing item, mark **Include summary by product and billing item**. This creates a chart on the last page of the report totaling the amount due for each product and billing item under the appropriate aging period.

For both individual and organization clients, you can select to include contact information and specify the address and number type to use. To determine how client names appear on the report, select a client salutation. Salutations are defined in *Configuration*.



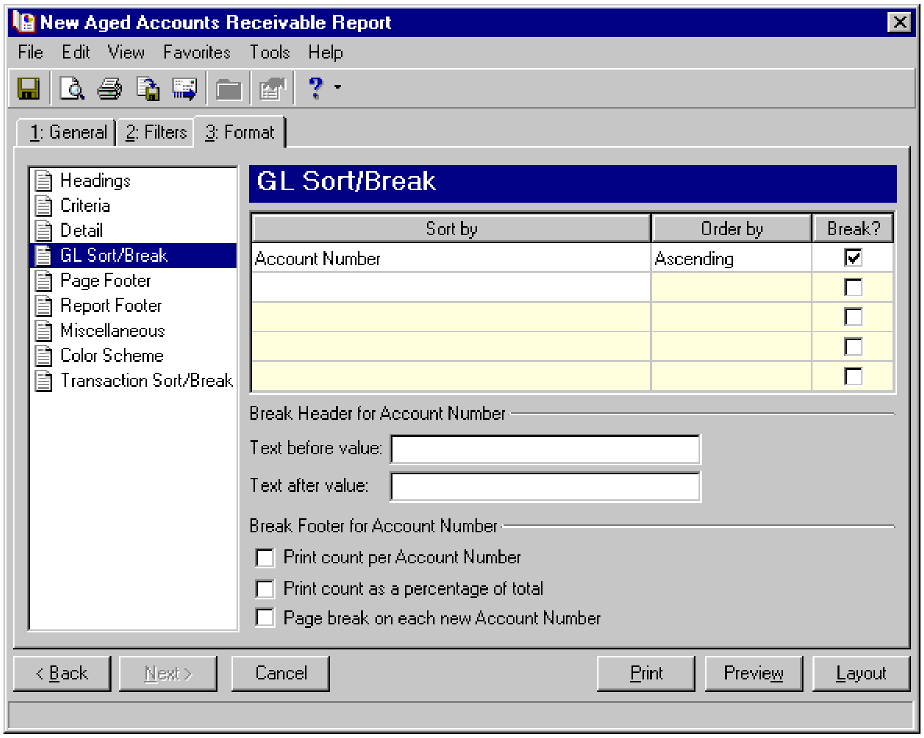
GL Sort/Break. Use **GL Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. The GL Sort/Break applies to the overall report and allows for easier reconciliation with ***General Ledger***, whereas the Transaction Sort/Break applies to each client section within the report.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

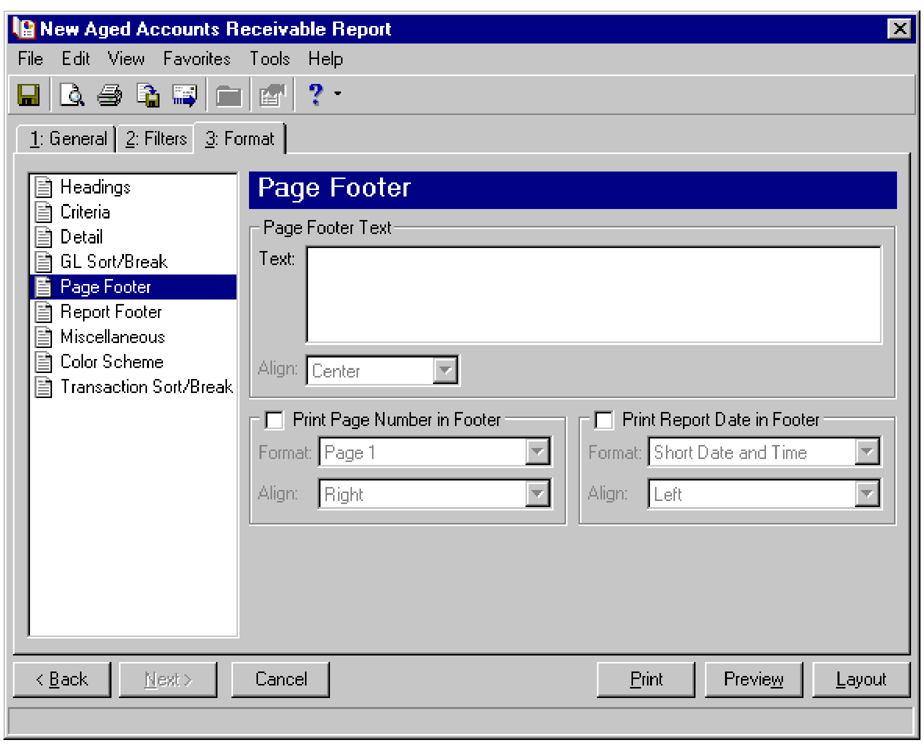
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

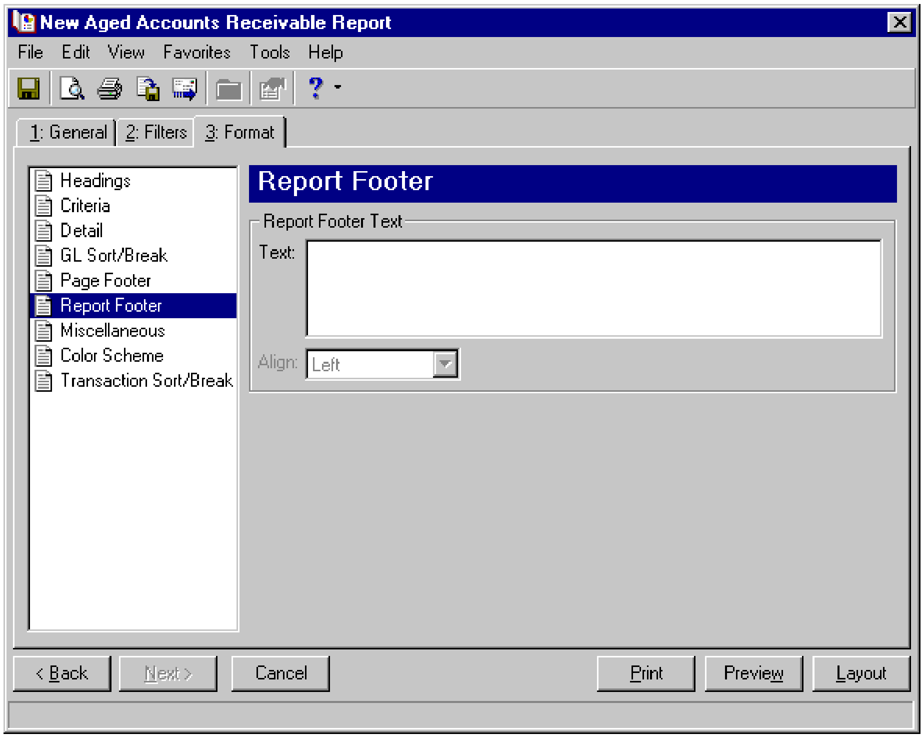
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



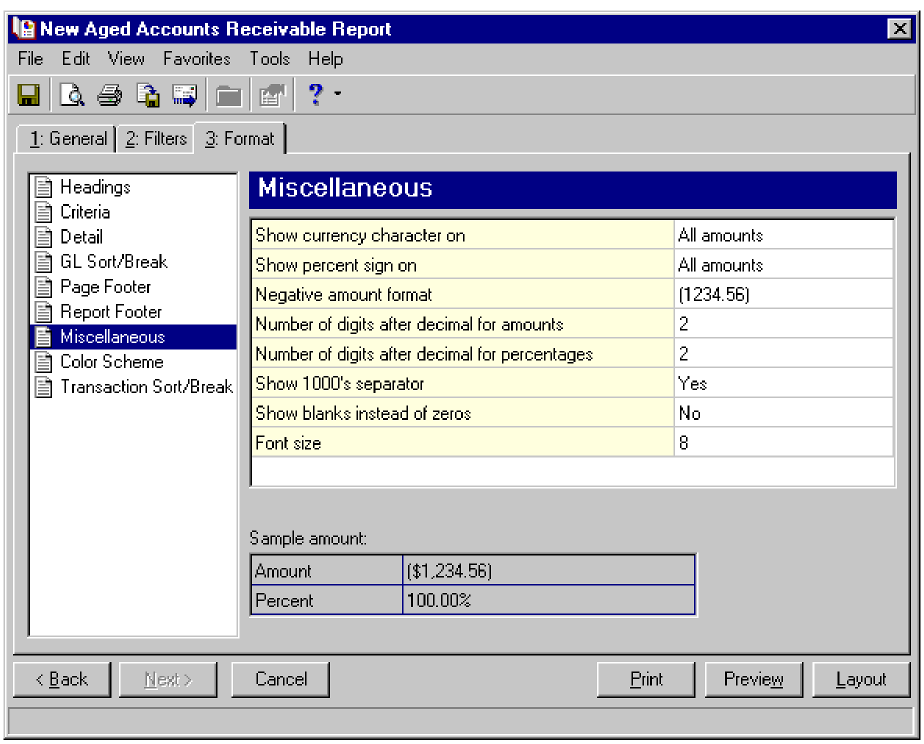
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



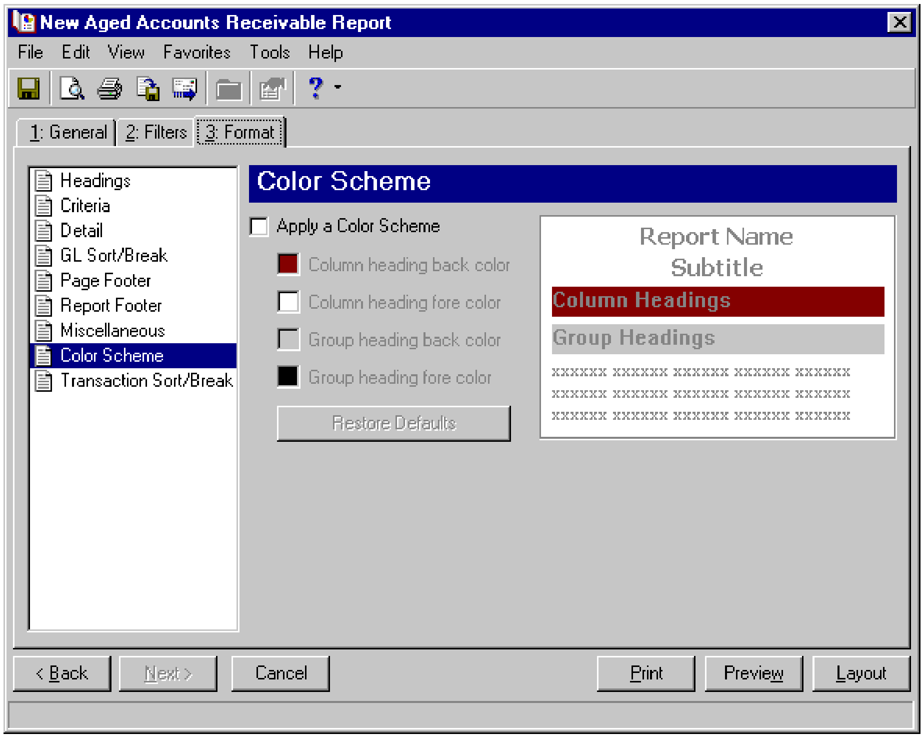
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Transaction Sort/Break. Use **Transaction Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. The Transaction Sort/Break applies to each client section within the report, whereas the GL Sort/Break applies to the overall report and allows for easier reconciliation with ***General Ledger***.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.

Open Item Report

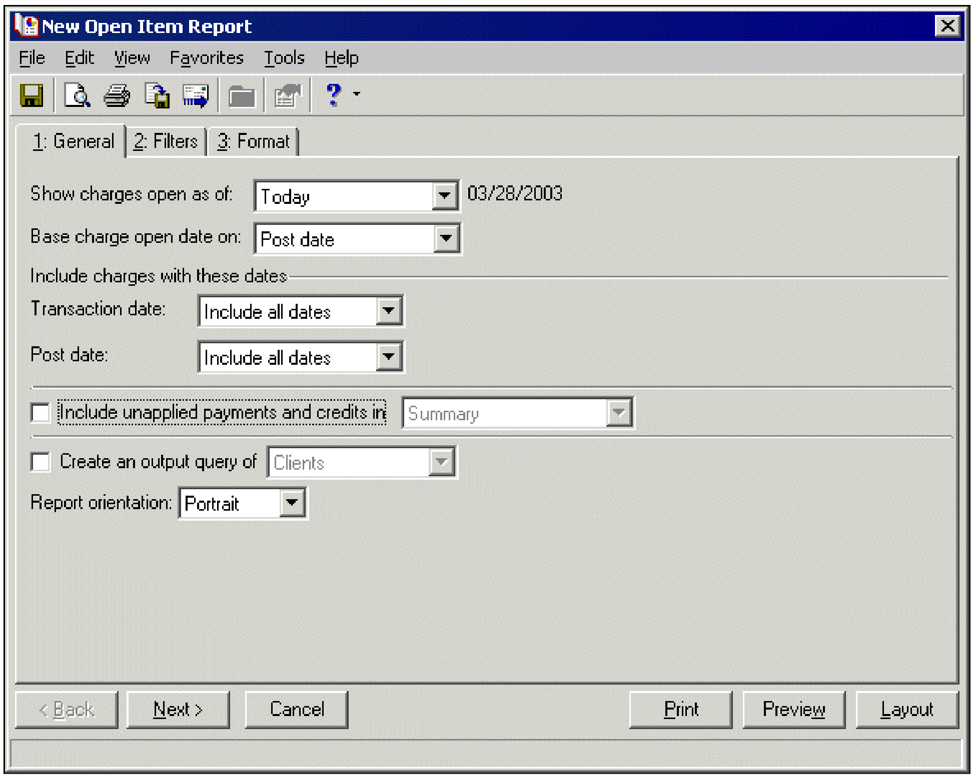
The Open Item Report lists charges that have not been completely paid and the amount remaining to be paid as of a selected date. This report is useful for reconciling to the general ledger.

To view activity for a specific date range, run an Account Activity report, which is designed to filter all activity for a specific date range. Keep in mind, the Open Item and Aged Accounts Receivable reports are designed to view the balance of your outstanding charges. The date ranges you select are for charges only—unapplied payments prior to the date range are included in your beginning balance.

The Open Item Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Show charges open as of. In the **Show charges open as of** field, specify a date for charges to include. Select Today, or select <Specific date> and enter a date. All charges open as of this date are included.

Base charge open date on. In the **Base charge open date on** field, select Transaction date or Post date to specify the date the charge is considered open.

Include charges with these dates. In this frame, you can select a date or date range for the charges to include in the report. Make your selections in the the **Transaction date** and **Post date** fields.

If you select <Specific range>, specify start and end dates. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date forward, including transactions with a date in the future, is included. If you leave both fields blank, all activity is included.

Include unapplied payments and credits in [ ]. You can mark this checkbox to include payments and credits that have not been applied to a charge. Select:

- Detail to show each payment and credit as an additional line item.

Summary to add the payments and credits and show a negative total in the balance column. The report displays payments and charges that are unapplied as of the date defined in the **Show Charges as of** field.

Create an output query of [ ]. If you mark **Create an output query of**, select Clients or Charges. The program creates a query of the clients or charges included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

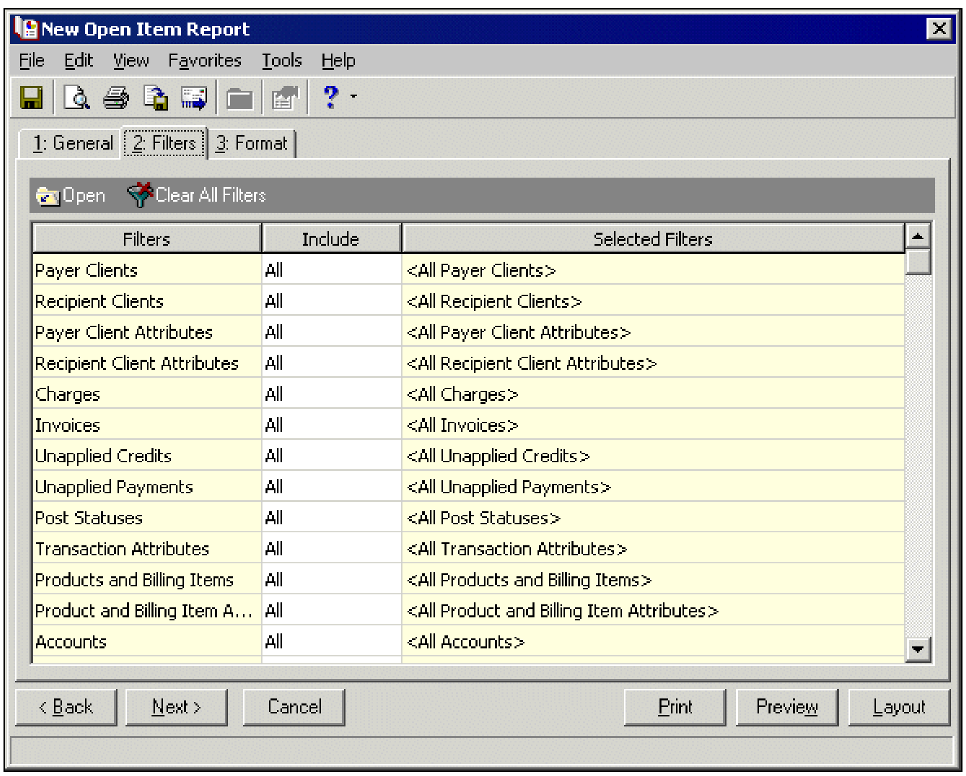
Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Post Statuses filter, only transactions with the post statuses you select appear on the report.

On the Filters tab, you can include information based on selected criteria such as payers, recipients, and post statuses. For example, you can include the post status Not yet posted, and only unposted transactions appear on the report. For more information about filtering, see the Program Basics chapter of the *Program Basics Guide*.

If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

- A payer is a person or organization responsible for paying a bill.
- A recipient is a person or organization that receives a product or service, or has its balance reduced by a payment or credit.

On the Filters tab, you can filter by both payer and recipient clients. For example, if an organization, such as an insurance company, pays a portion of the bill for many clients, you can select the insurance company as the payer client and select the clients that are paid by the company as the recipient clients.



Tip: You can double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar to access the selection screen where you can select specific filters for the report.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

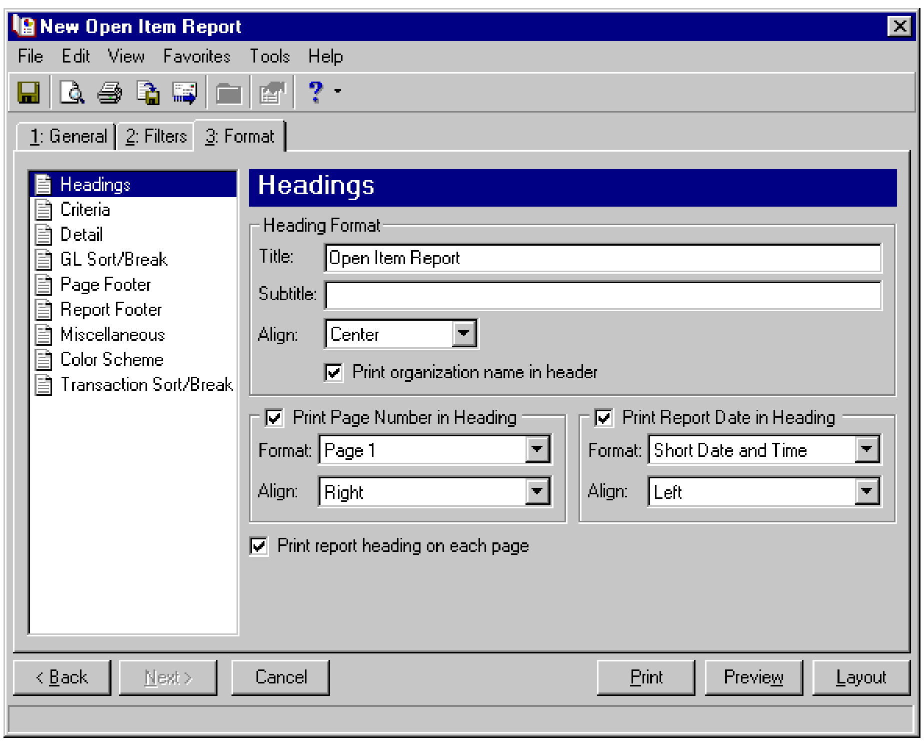
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how you want the report to appear.The list on the left of the screen displays formatting options for the Open Item Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

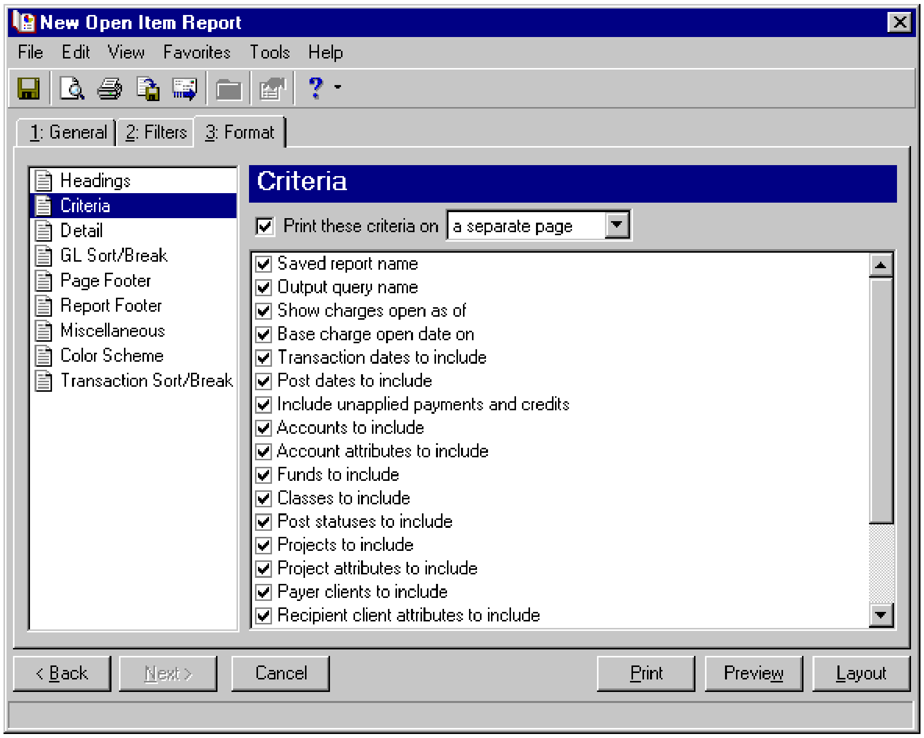
Note: The heading defaults to Open Item Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



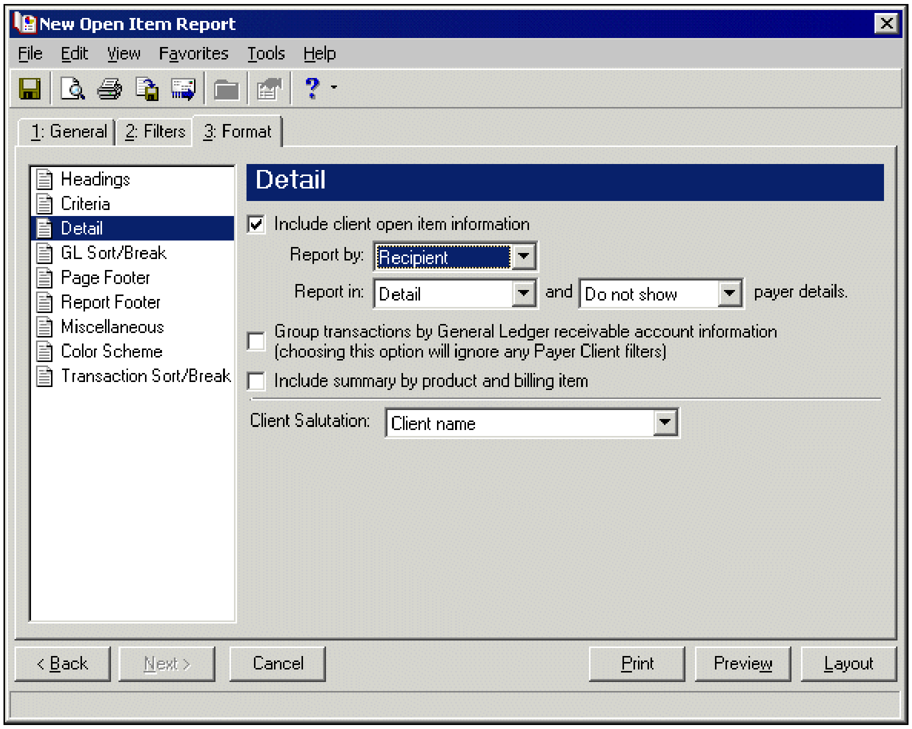
Note: If you are using a single-party billing system, it does not matter whether you report by payer or recipient. To prevent useless lines in the report, do not show payer or recipient details.

Detail. Use **Detail** to select details specific to the Open Item Report. If you mark **Include open item information**, you can select how to report open items. In the **Report by** field, you can select Payer or Recipient. In the **Report in** fields, you can select Detail or Summary and whether to show or not show payer or recipient details.

If you select to report by recipient and not to show payer details, and mark **Group transactions by General Ledger receivable account information**, the report gives a total for each receivable account and a grand total. This can be helpful when you reconcile if you have multiple receivable accounts.

Mark **Include summary by product and billing item** to summarize aging by product and billing item.

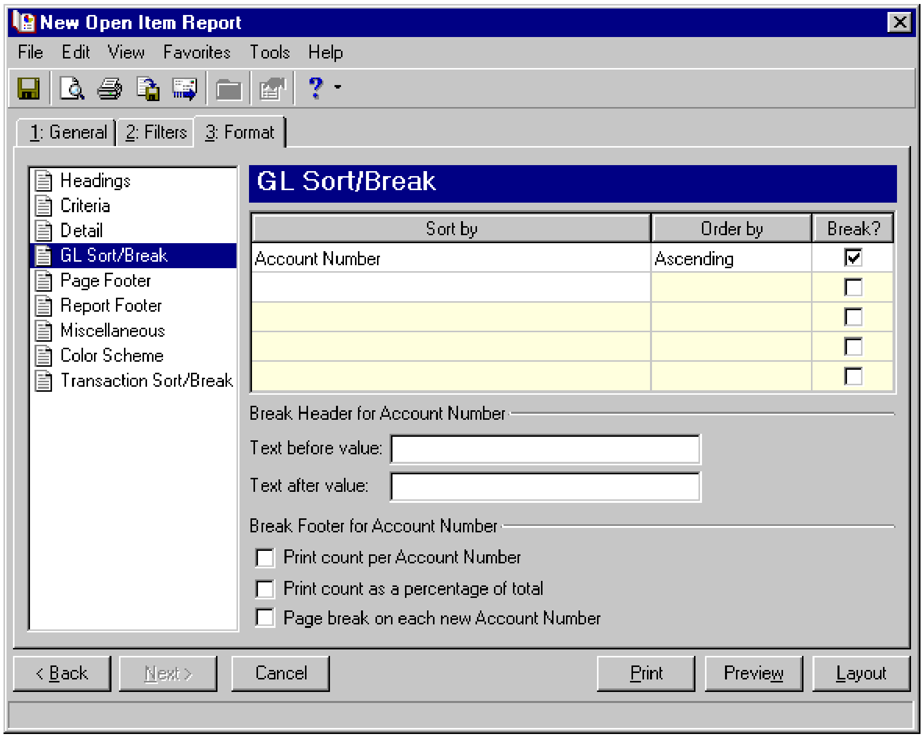
In the **Salutation** field, select how to display client names on the report. Salutations are defined in *Configuration*.



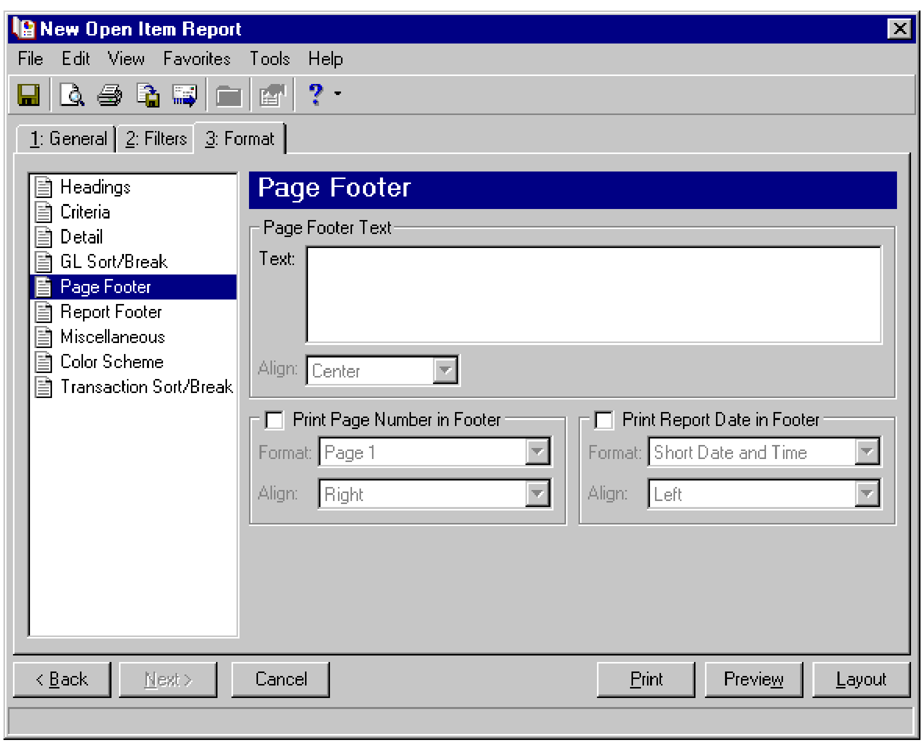
GL Sort/Break. Use **GL Sort/Break** to select the order that information appears on the report and where breaks fall between sets of information. When you select **GL Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

In the **Break Header for <Sort by category>** frame, to create breaks between the sections you have sorted by, you can mark the checkbox in the **Break?** column. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information that prints immediately before and after each break.

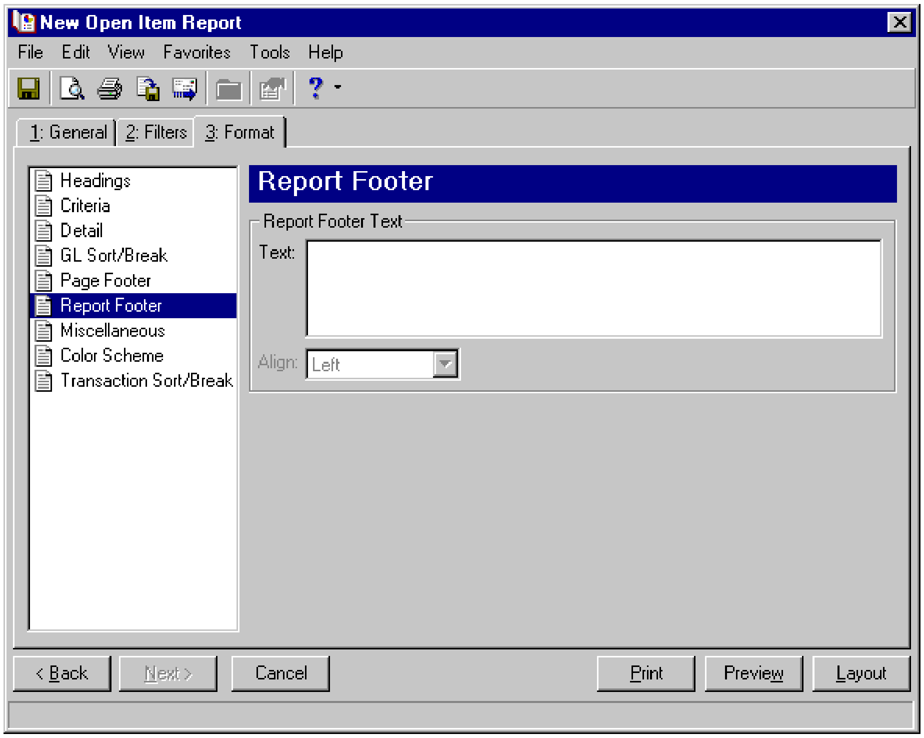
In the **Break Footer for <Sort by category>** frame, you can mark **Print count per <Sort by category>** or **Print count as percentage of total** to print the information in the footer. To start a new page for the highest level break, mark **Page break on each new <Sort by category>**.



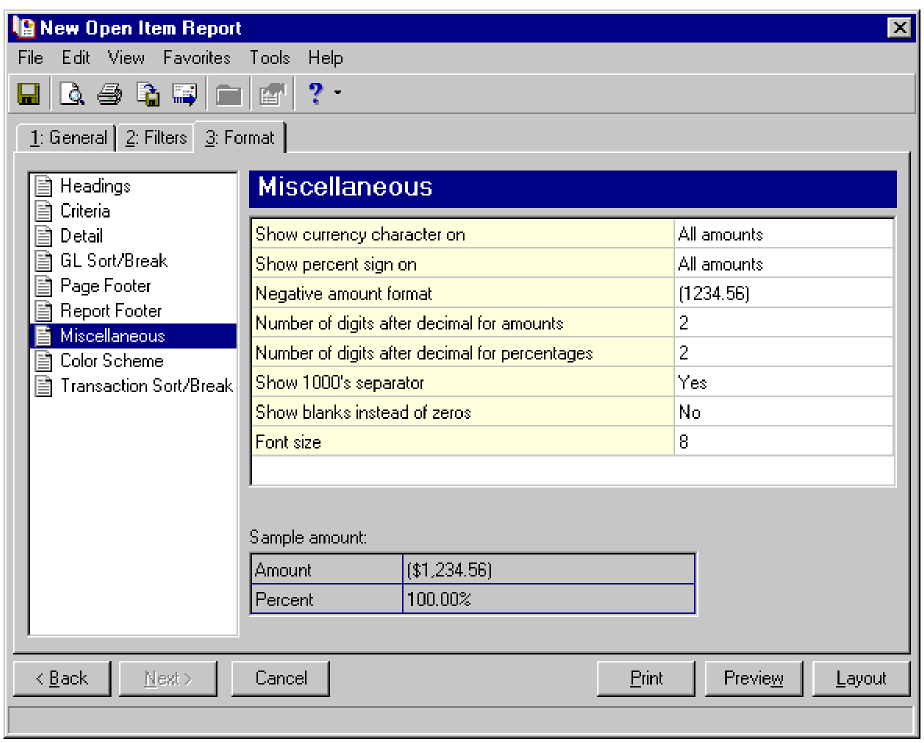
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



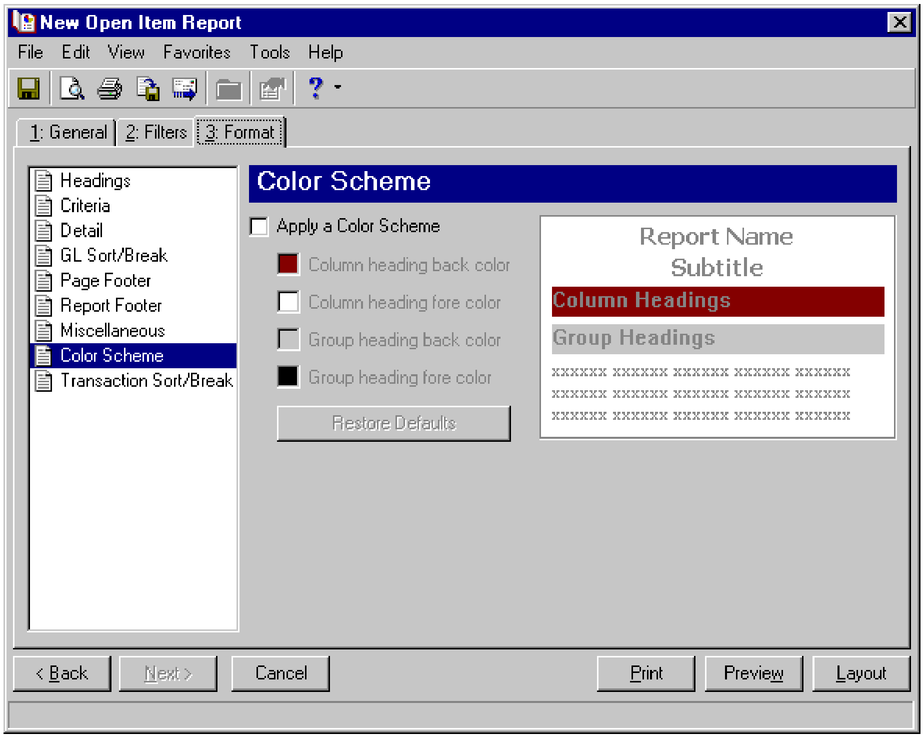
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



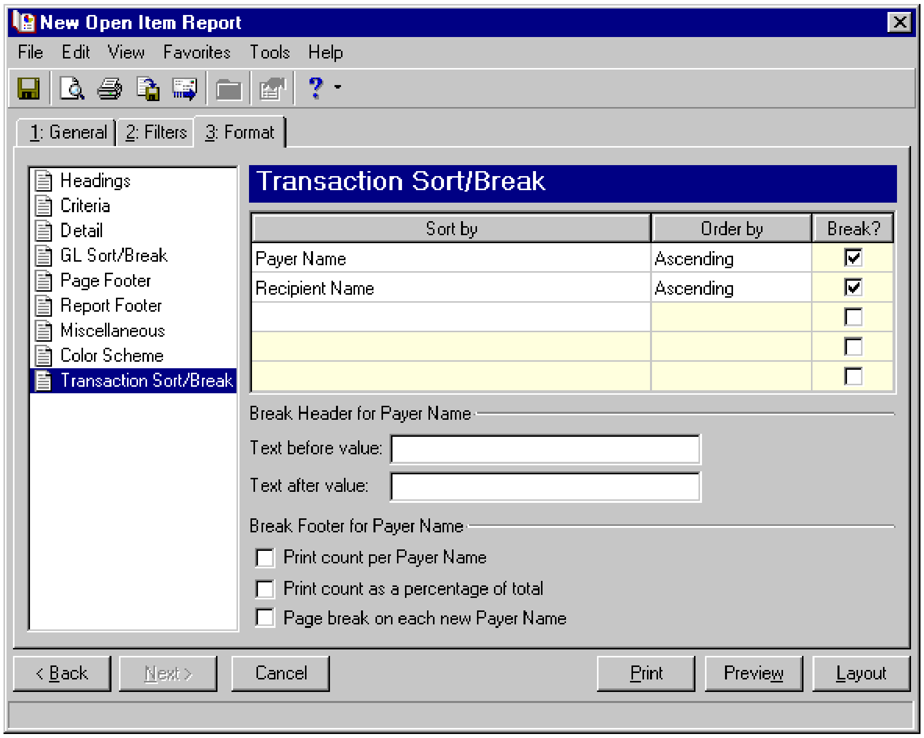
Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Transaction Sort/Break. Use **Transaction Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Transaction Sort/Break**, a grid displays categories you can sort in sections within the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To create breaks between the sections you have sorted by, you can mark the checkbox in the **Break?** column.

In the **Break Header for <Sort by category>** frame, in the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information that prints immediately before and after each break.

In the **Break Footer for <Sort by category>** frame, you can mark **Print count per <Sort by category>** or **Print count as percentage of total** to print the information in the footer. To start a new page for the highest level break, mark **Page break on each new <Sort by category>**.



Payer and Recipient Details

This section elaborates on the Detail panel on the Format tab of the Aged Accounts Receivable and Open Item reports. The Detail panel is a determining factor in the output of these reports. Hands-on experience is the best way to learn, so we encourage you to try various options with your database.

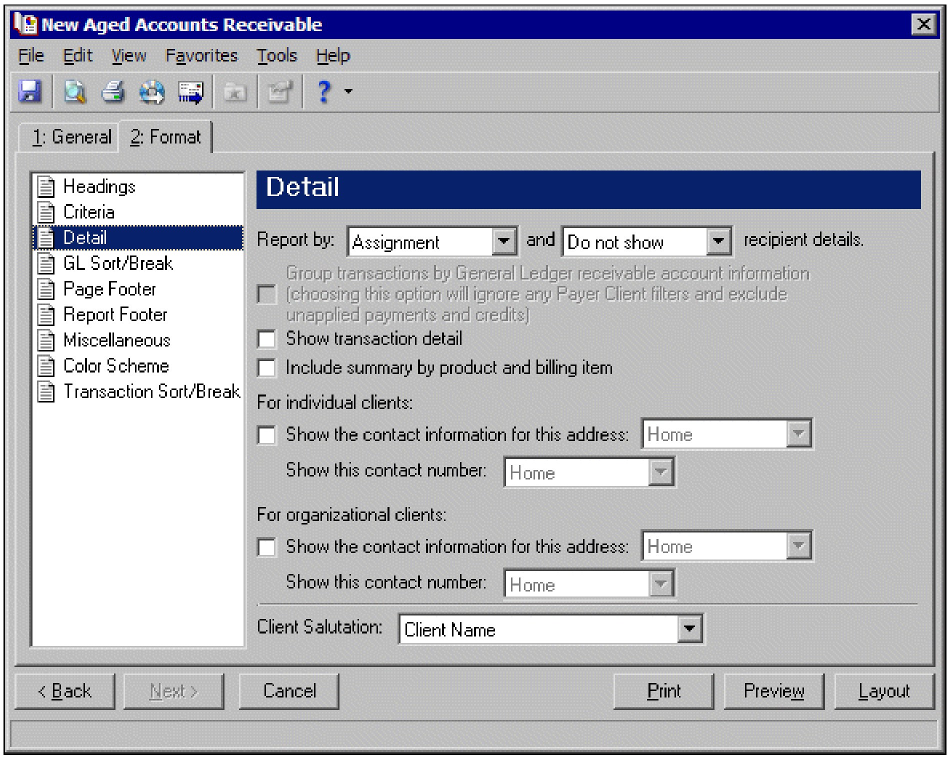
Note: If you are using a single-party billing system, it does not matter whether you report by payer or recipient. To prevent useless lines in the report, do not show payer or recipient details.

You can use these reports whether you use a single-party billing system or third-party billing system. If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

- A payer is a person or organization responsible for paying a bill.
- A recipient is a person or organization that receives a product or service, or has its balance reduced by a payment or credit.

Aged Accounts Receivable Report Detail Panel

The Detail panel of the Aged Accounts Receivable Report plays a key role in the output of the report. With this screen, you determine the quantity of information on the report. For more information about this report, see “Aged Accounts Receivable Report” on page 44.



In the **Report by** field, you select to group transactions by payer or recipient. Selecting Payer groups recipients who contribute to a payer’s balance. Selecting Recipient groups payers who make up a recipient’s balance.

By selecting Show or Do not show payer/recipient details, you decide the amount of detail you want to see. Show lists payers or recipients with their individual transaction information and balances. Do not show lists transactions without giving recipient or payer information.

Reporting by Payer

Reporting by payer lists payers’ balances broken into aging buckets. By selecting Show or Do not show, you determine the amount of information you want to see.

Show recipient details. Select Show recipient details to show payers’ balance broken down by recipients who make up the balance. If you want to see the clients who compose another’s balance, you must select Show.

When you select these field entries, the report will be formatted similar to this sample report:

Community Services Inc.
Aged Accounts Receivable Report

Page 1

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
City Youth Program						
City Youth Program	04/16/2003	*$0.00*	*$0.00*	*$0.00*	*$325.00*	*$325.00*
John Williams	04/16/2003	*($20.00)*	*$0.00*	*$0.00*	*$0.00*	*($20.00)*
Totals for City Youth Program:		*($20.00)*	*$0.00*	*$0.00*	*$325.00*	*$305.00*
	Grand Totals:	($20.00)	$0.00	$0.00	$325.00	$305.00

Do Not Show recipient details. Select Do not show recipient details to show payer's balance without regard to which recipients make up the balance.

When you select these field entries, the report will be formatted similar to this sample report:

Community Services Inc.
Aged Accounts Receivable Report

Page 1

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
City Youth Program	04/16/2003	*($20.00)*	*$0.00*	*$0.00*	*$325.00*	*$305.00*
	Grand Totals:	($20.00)	$0.00	$0.00	$325.00	$305.00

Reporting by Recipient

Reporting by recipient lists recipients' balances broken into aging buckets. By selecting Show or Do not show, you determine the amount of information you want to see.

Show payer details. Select Show payer details to show recipients' balance broken down by payers who make up the balance. To see the clients who compose a payer's balance, you must select Show.

When you select these field entries, the report will be formatted similar to this sample report:

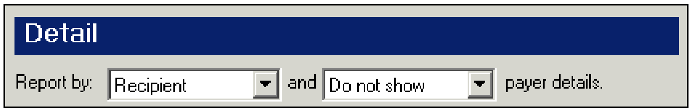
04/21/2003 10:25:24 AM

Community Services Inc.
Aged Accounts Receivable Report

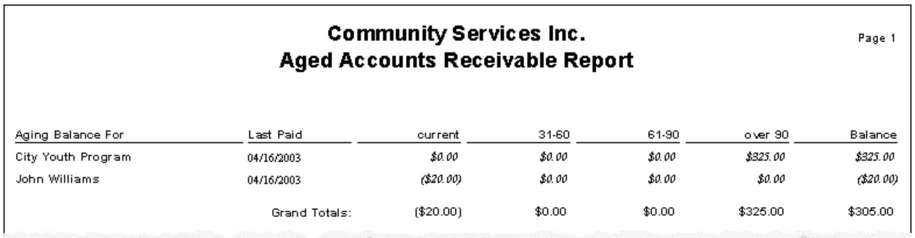
Page 1

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
City Youth Program						
City Youth Program	04/16/2003	*$0.00*	*$0.00*	*$0.00*	*$325.00*	*$325.00*
Totals for City Youth Program:		*$0.00*	*$0.00*	*$0.00*	*$325.00*	*$325.00*
John Williams						
City Youth Program	04/16/2003	*($20.00)*	*$0.00*	*$0.00*	*$0.00*	*($20.00)*
Totals for John Williams:		*($20.00)*	*$0.00*	*$0.00*	*$0.00*	*($20.00)*
	Grand Totals:	($20.00)	$0.00	$0.00	$325.00	$305.00

Do Not Show payer details. Select Do not show payer details to show a recipient's balance without regard to which payers make up the balance.



When you select these field entries, the report is formatted like this sample report:



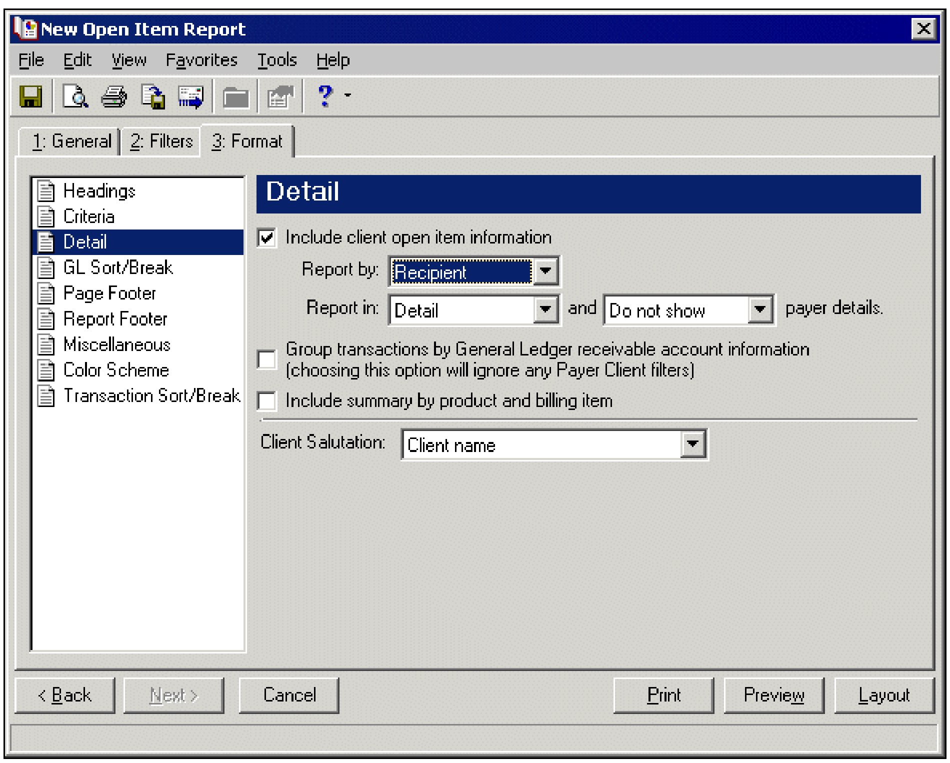
Community Services Inc.
Aged Accounts Receivable Report

Page 1

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
City Youth Program	04/16/2003	$0.00	$0.00	$0.00	$325.00	$325.00
John Williams	04/16/2003	($20.00)	$0.00	$0.00	$0.00	($20.00)
	Grand Totals:	($20.00)	$0.00	$0.00	$325.00	$305.00

Open Item Report Detail Panel

The Detail panel of the Open Item Report plays a key role in the output of the report. With this screen, you determine the quantity of information on the report. For more information about this report, see "Open Item Report" on page 52.



In the **Report by** field, select to group transactions by payer or recipient. Selecting Payer groups recipients who contribute to a payer's balance. Selecting Recipient groups payers who make up a recipient's balance.

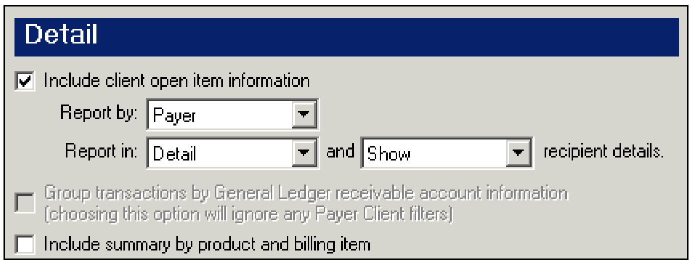
The **Report in** field determines the layout of the report. Detail lists individual transaction information. Summary creates a column for each transaction type charge, payment, and credit, and issues a total for each.

By selecting Show or Do not show payer/recipient details, you decide the amount of detail you want to see. Show lists payers or recipients with their individual transaction information and balances. Do not show lists transactions without giving recipient or payer information.

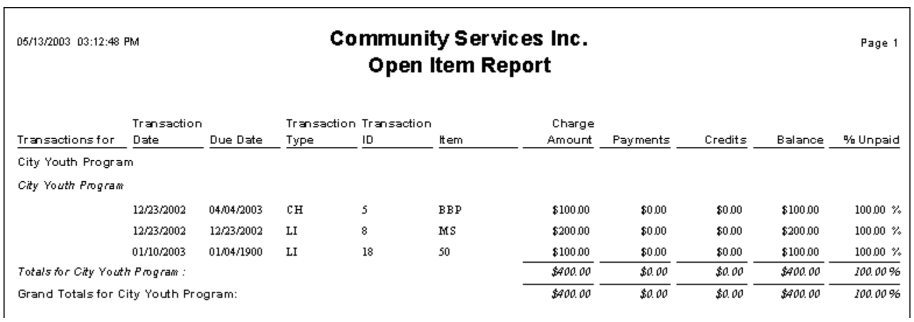
Reporting by Payer in Detail

Reporting by payer groups transaction by recipients that make up a payer's balance. Selecting to report in Detail lists individual transaction information. Use Show/Do not show functionality to determine the amount of information you want to see.

Show recipient details. Select Show recipient details to show payers' balance broken down by recipients who comprise the balance. To see clients who comprise a payer's balance, you must select Show.



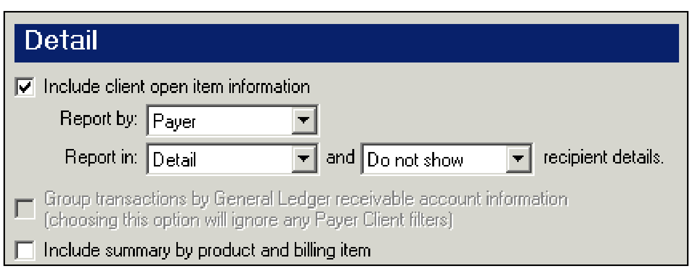
When you select these field entries, the report will be formatted similar to this sample report:



05/13/2003 03:12:48 PM — Community Services Inc. Open Item Report — Page 1

Transactions for	Transaction Date	Due Date	Transaction Type	Transaction ID	Item	Charge Amount	Payments	Credits	Balance	% Unpaid
City Youth Program										
City Youth Program										
	12/23/2002	04/04/2003	CH	5	BBP	$100.00	$0.00	$0.00	$100.00	100.00 %
	12/23/2002	12/23/2002	LI	8	MS	$200.00	$0.00	$0.00	$200.00	100.00 %
	01/10/2003	01/04/1900	LI	18	50	$100.00	$0.00	$0.00	$100.00	100.00 %
Totals for City Youth Program :						*$400.00*	*$0.00*	*$0.00*	*$400.00*	*100.00 %*
Grand Totals for City Youth Program:						*$400.00*	*$0.00*	*$0.00*	*$400.00*	*100.00 %*

Do Not Show recipient details. Select Do not show recipient details to show payers' balance without regard to which recipients make up the balance. Individual transactions appear on the report, but not recipient information.



When you select these field entries, the report will be formatted similar to this sample report:

05/13/2003 01:57:00 PM

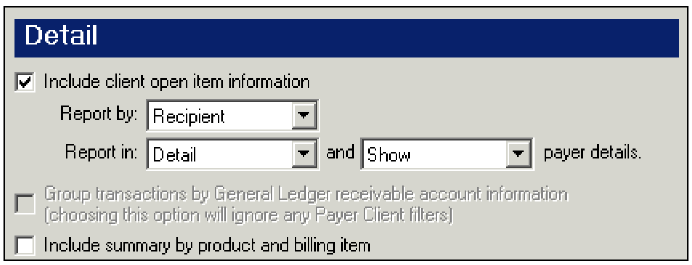
Community Services Inc.
Open Item Report

Page 1

Transactions for	Transaction Date	Due Date	Transaction Type	Transaction ID	Item	Charge Amount	Payments	Credits	Balance	% Unpaid
City Youth Program										
	05/08/2003	05/08/2003	CH	21	MS	$100.00	$75.00	$10.00	$15.00	15.00 %
	12/23/2002	04/04/2003	CH	5	BBP	$100.00	$0.00	$0.00	$100.00	100.00 %
	12/23/2002	12/23/2002	LI	8	MS	$200.00	$0.00	$0.00	$200.00	100.00 %
	01/10/2003	01/04/1900	LI	18	50	$100.00	$0.00	$0.00	$100.00	100.00 %
Grand Totals for City Youth Program:						*$500.00*	*$75.00*	*$10.00*	*$415.00*	*83.00 %*
					Grand Totals:	**$500.00**	**$75.00**	**$10.00**	**$415.00**	**83.00 %**

Reporting by Recipient in Detail

Show payer details. Select Show payer details to show recipients' balance broken down by payers who comprise the balance.



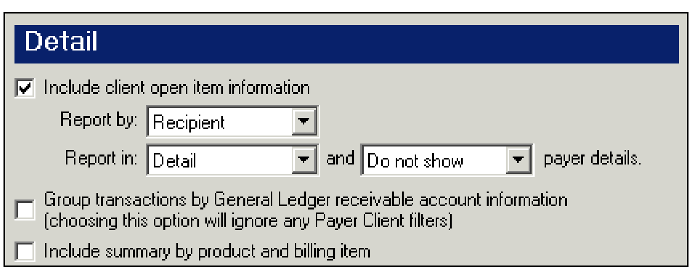
When you select these field entries, the report will be formatted similar to this sample report:

Community Services Inc.
Open Item Report

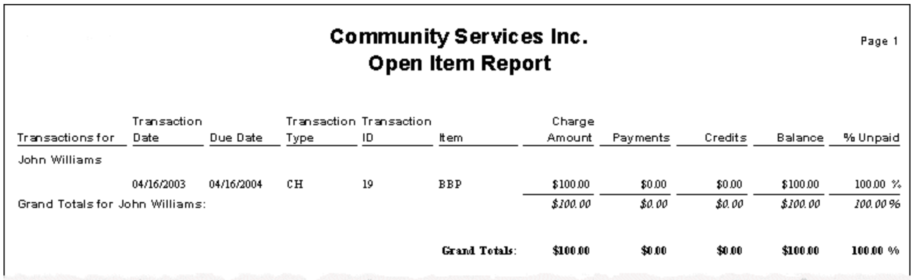
Page 1

Transactions for	Transaction Date	Due Date	Transaction Type	Transaction ID	Item	Charge Amount	Payments	Credits	Balance	% Unpaid
John Williams										
City Youth Program										
	04/16/2003	04/16/2004	CH	19	BBP	$100.00	$0.00	$0.00	$100.00	100.00 %
Totals for City Youth Program :						*$100.00*	*$0.00*	*$0.00*	*$100.00*	*100.00 %*
Grand Totals for John Williams:						*$100.00*	*$0.00*	*$0.00*	*$100.00*	*100.00 %*
					Grand Totals:	**$100.00**	**$0.00**	**$0.00**	**$100.00**	**100.00 %**

Do Not Show payer details. Select Do not show payer details to show recipients' balance without regard to which payers make up the balance.



When you select these field entries, the report will be formatted similar to this sample report:


Community Services Inc.
Open Item Report

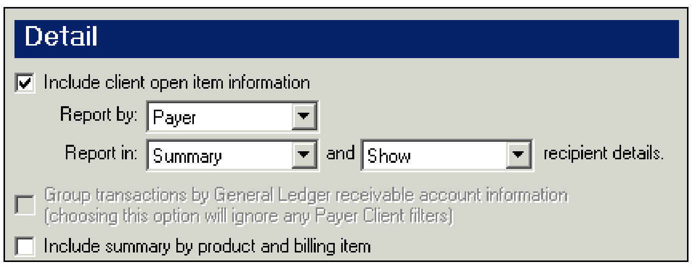
Page 1

Transactions for	Transaction Date	Due Date	Transaction Type	Transaction ID	Item	Charge Amount	Payments	Credits	Balance	% Unpaid
John Williams										
	04/16/2003	04/16/2004	CH	19	BBP	$100.00	$0.00	$0.00	$100.00	100.00 %
Grand Totals for John Williams:						$100.00	$0.00	$0.00	$100.00	100.00 %
					Grand Totals:	$100.00	$0.00	$0.00	$100.00	100.00 %

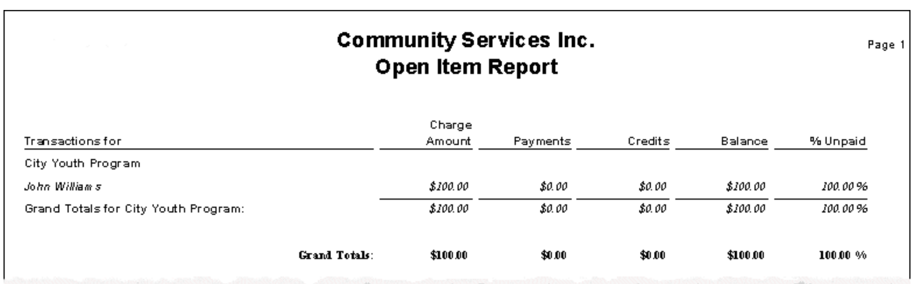
Reporting by Payer in Summary

Reporting by payer groups all recipients who make up a payer’s balance. Selecting to report in Summary shows a total for each transaction type. Use Show/Do not show functionality to determine the amount of information you want to see.

Show recipient details. Select Show recipient details to show payers’ balances broken down by recipients who comprise the balance. To see the clients who make up a payer’s balance, you must select Show.



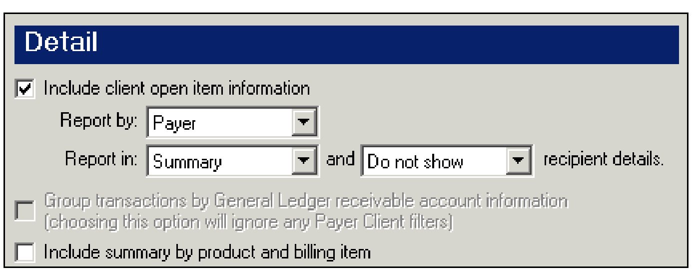
When you select these field entries, the report will be formatted similar to this sample report:


Community Services Inc.
Open Item Report

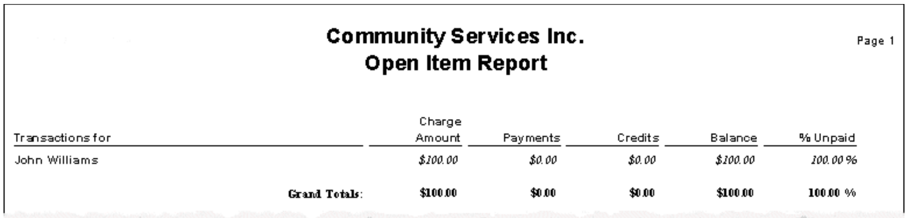
Page 1

Transactions for	Charge Amount	Payments	Credits	Balance	% Unpaid
City Youth Program					
John Williams	*$100.00*	*$0.00*	*$0.00*	*$100.00*	*100.00 %*
Grand Totals for City Youth Program:	$100.00	$0.00	$0.00	$100.00	100.00 %
Grand Totals:	$100.00	$0.00	$0.00	$100.00	100.00 %

Do Not Show recipient details. Select Do not show recipient details to show payers’ balances without regard to which recipients make up the balance.



When you select these field entries, the report will be formatted similar to this sample report:

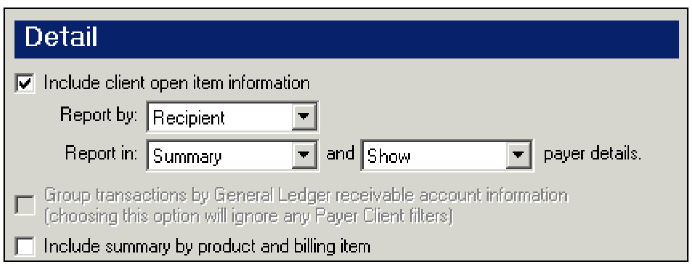

Community Services Inc.
Open Item Report
Page 1

Transactions for	Charge Amount	Payments	Credits	Balance	% Unpaid
John Williams	$100.00	$0.00	$0.00	$100.00	100.00 %
Grand Totals:	$100.00	$0.00	$0.00	$100.00	100.00 %

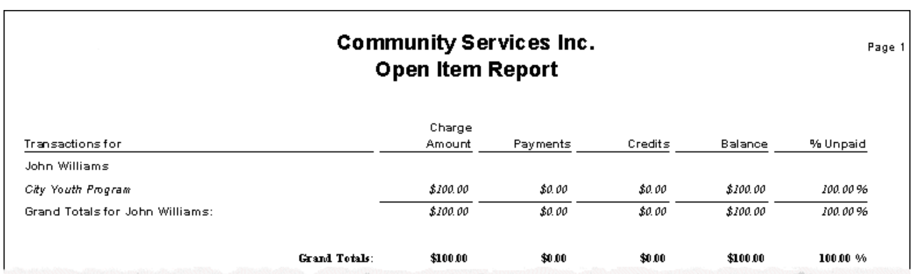
Reporting by Recipient in Summary

Reporting by recipient groups all payers who make up a recipient's balance. Selecting to report in Summary shows a total for each transaction type. Use Show/Do not show functionality to determine the amount of information you want to see.

Show payer details. Select Show payer details to show recipients' balances broken down by payers who comprise the balance.

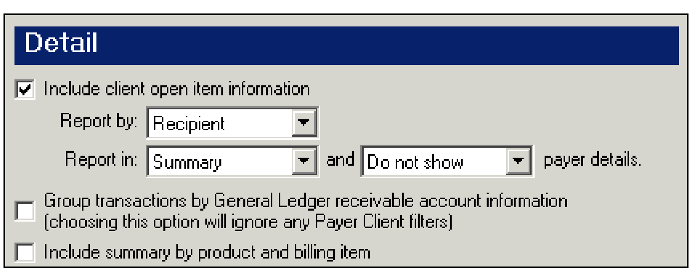


When you select these field entries, the report will be formatted similar to this sample report:

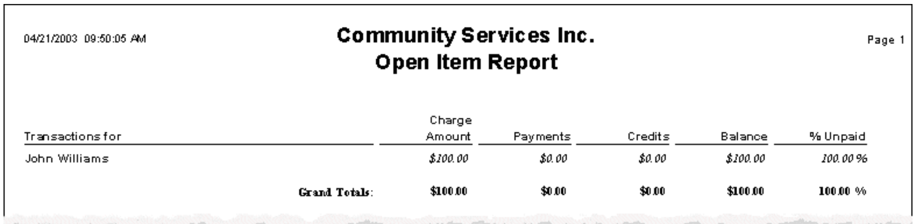

Community Services Inc.
Open Item Report
Page 1

Transactions for	Charge Amount	Payments	Credits	Balance	% Unpaid
John Williams					
City Youth Program	$100.00	$0.00	$0.00	$100.00	100.00 %
Grand Totals for John Williams:	$100.00	$0.00	$0.00	$100.00	100.00 %
Grand Totals:	$100.00	$0.00	$0.00	$100.00	100.00 %

Do Not Show payer details. Select Do not show payer details to show recipients' balances without regard to which payers make up the balance.



When you select these field entries, the report will be formatted similar to this sample report:


04/21/2003 09:50:05 AM — Community Services Inc. — Open Item Report — Page 1

Transactions for	Charge Amount	Payments	Credits	Balance	% Unpaid
John Williams	$100.00	$0.00	$0.00	$100.00	100.00 %
Grand Totals:	$100.00	$0.00	$0.00	$100.00	100.00 %

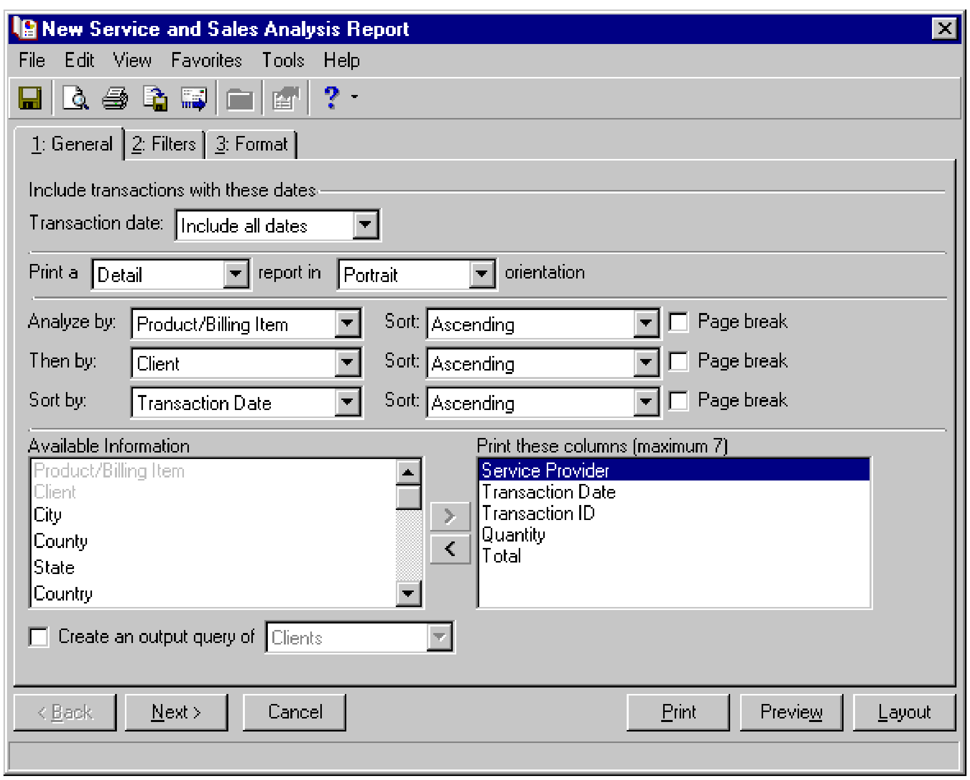
Service and Sales Analysis Report

The Service and Sales Analysis Report provides transaction information for clients and products. For example, use this report for an analysis of sales by specific products or client attributes.

The Service and Sales Analysis Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Include transactions with these dates. In the **Transaction date** field of the **Include transactions with these dates** frame, select a date or date range for the transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date is the future, is included. If both fields are blank, all activity is included.

Print a [ ] report in [ ] orientation. Select to create a either a Detail or Summary report, then select either a Portrait or Landscape orientation.

Analyze by. In the **Analyze by** field, select the primary analysis criteria. In the **Sort** field, select to sort the criteria in ascending or descending order. You can mark **Page break** to print each on a separate page.

Then by. In the **Then by** field, select the secondary analysis criteria. This is optional. In the **Sort** field, select to sort the criteria in ascending or descending order. You can mark **Page break** to print each on a separate page.

Sort by. If you are creating a detail report, in the **Sort by** field, you can select a sort criteria for the transaction detail. This is optional. In the **Sort** field, select to sort the criteria in ascending or descending order. You can mark **Page break** to print each on a separate page.

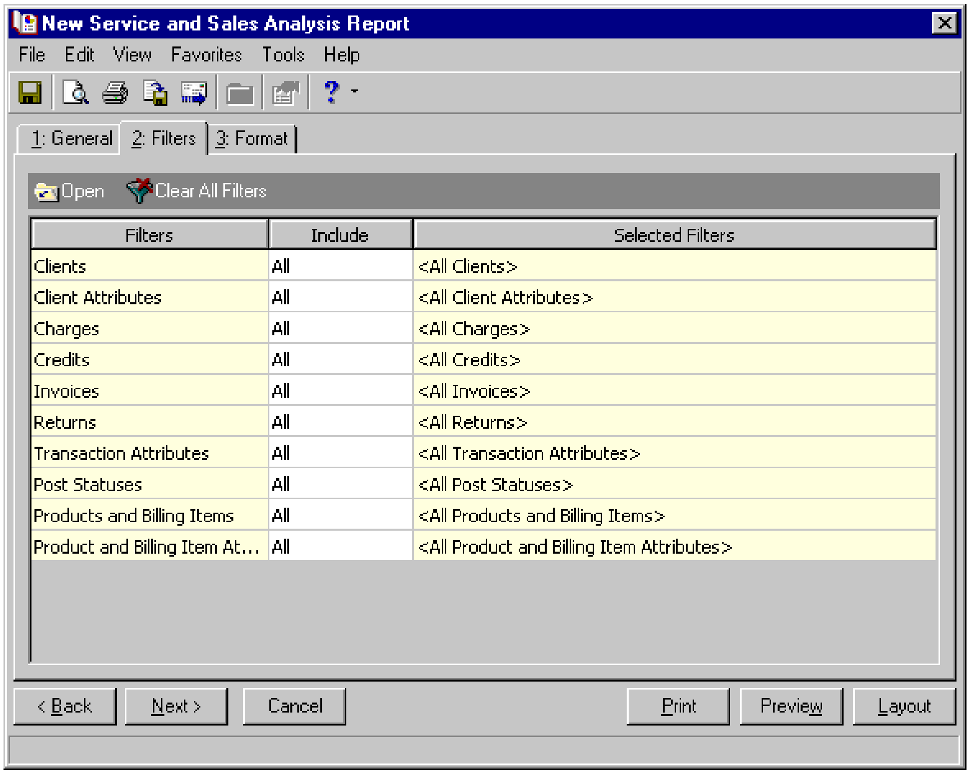
Available Information, Print these columns. You can include up to seven columns of information on the report. The available options change depending on if you have chosen to print the report in summary or detail. Use the right arrow to move a selected item from the **Available Information** box to the **Print these columns** box.

Create an output query of [ ]. If you mark **Create an output query of**, you can select for the program to create a query of the clients, charges, credits, or products and billing items included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Client Attributes filter, only clients with the selected attributes appear in the report.

On the Filters tab, you can include information based on selected criteria such as client attributes and post statuses. For example, you can include selected client attributes, and only clients with the selected attributes appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar to access the selection screen where you can select specific filters for the report.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

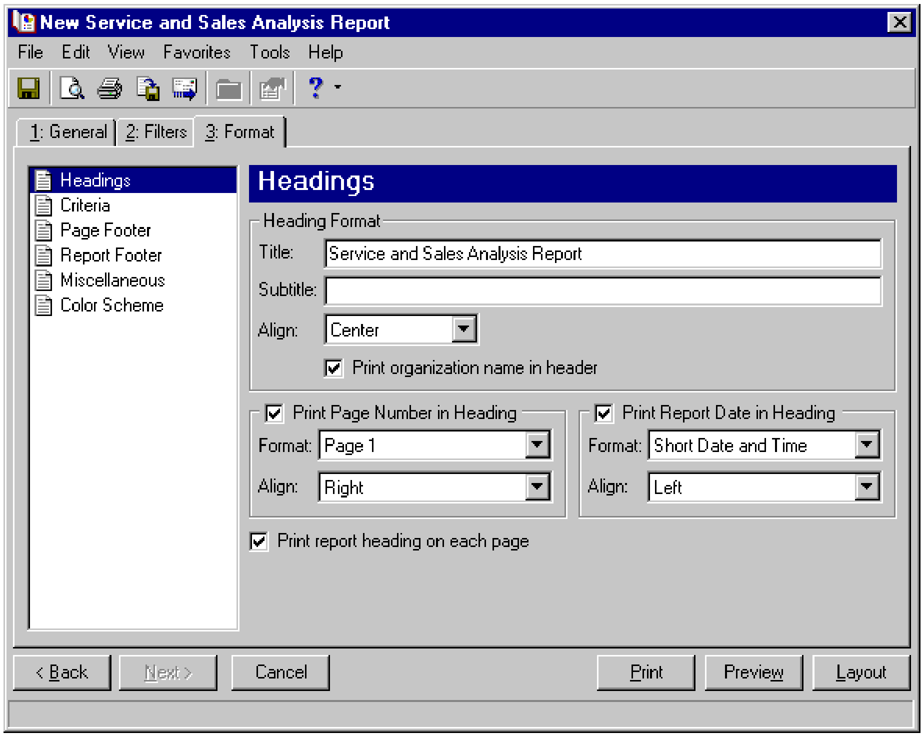
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how you want the report to appear.The list on the left of the screen displays formatting options for the Service and Sales Analysis Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

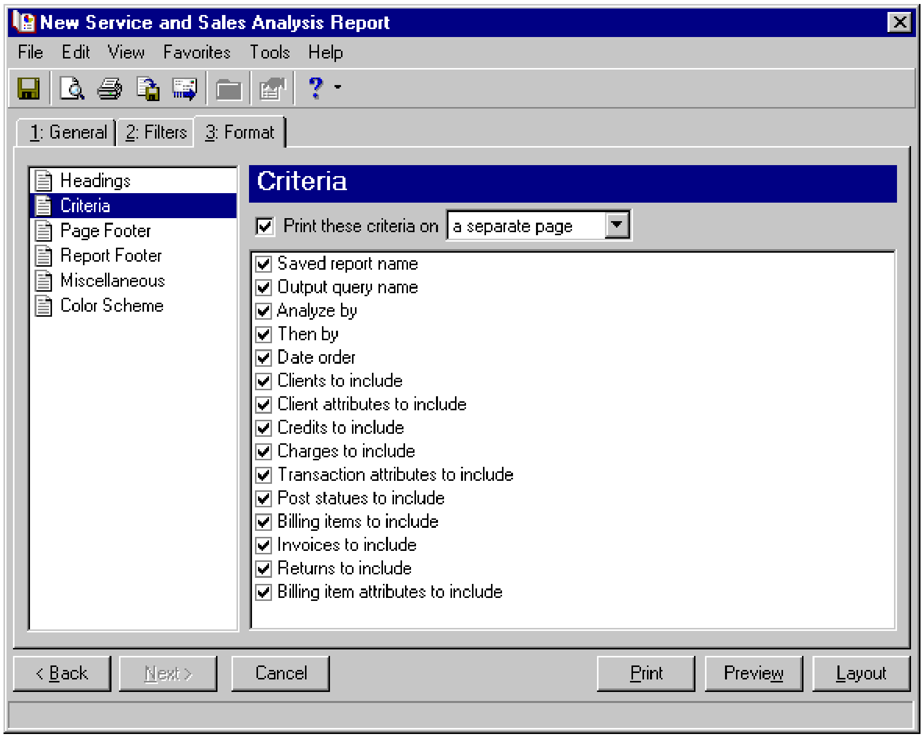
Note: The heading defaults to Service and Sales Analysis Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization’s name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

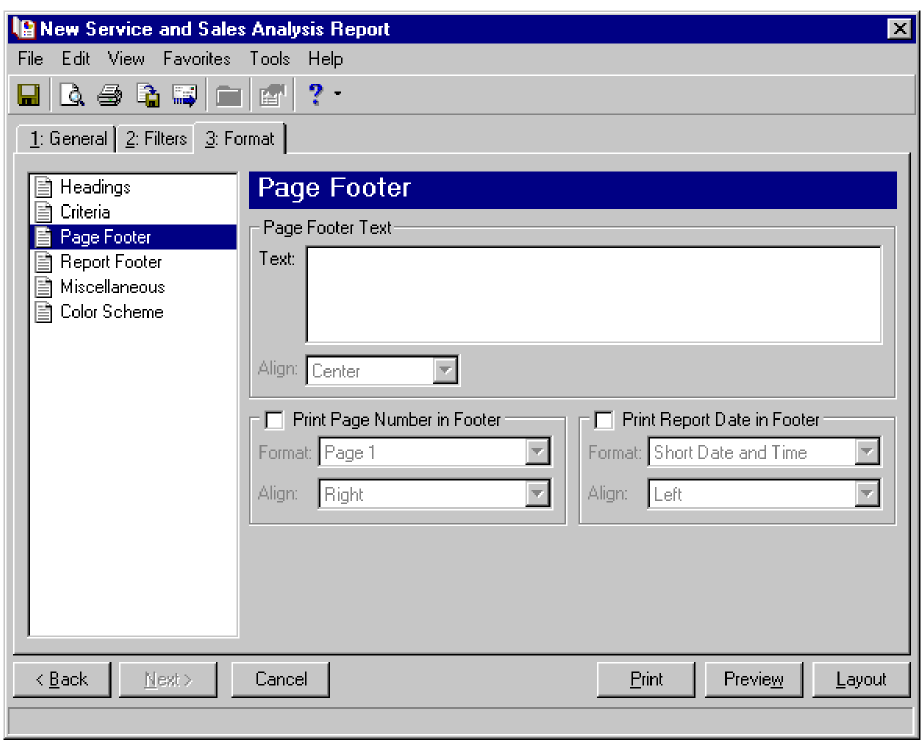


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

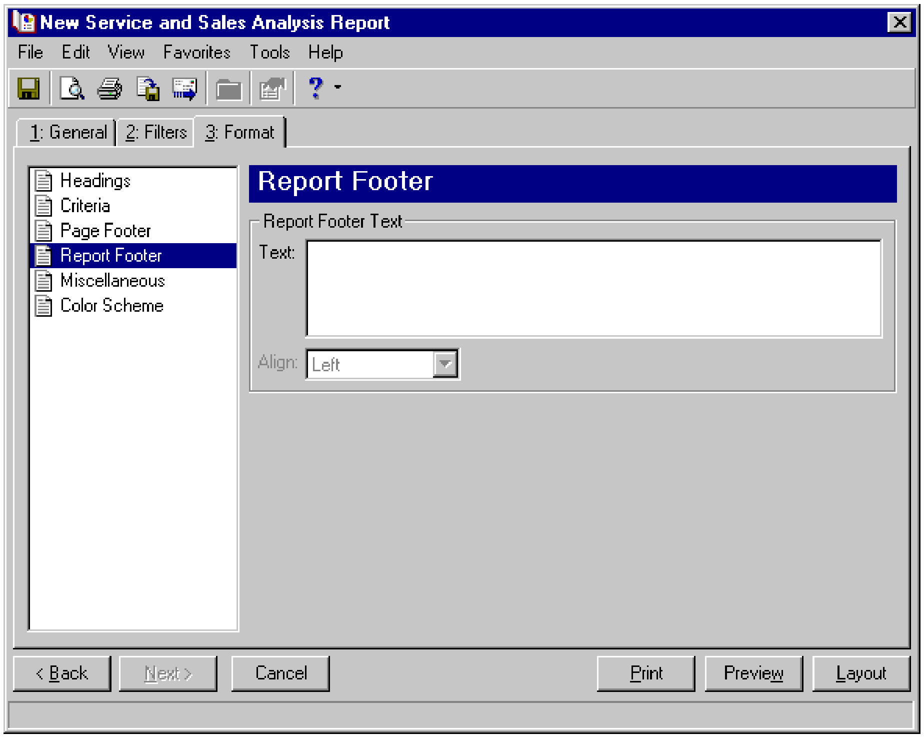
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



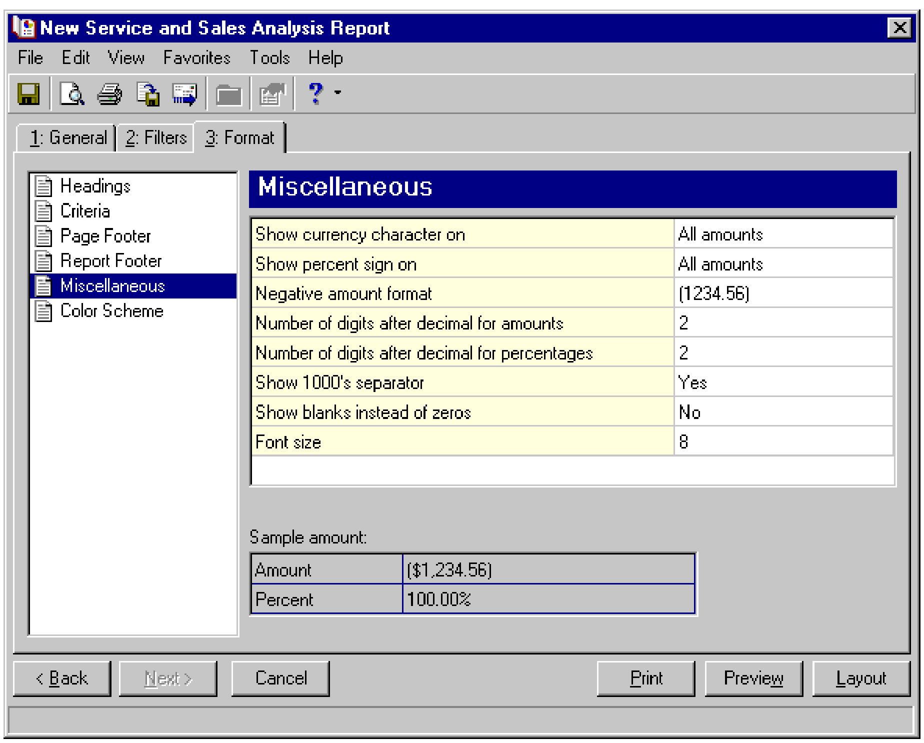
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



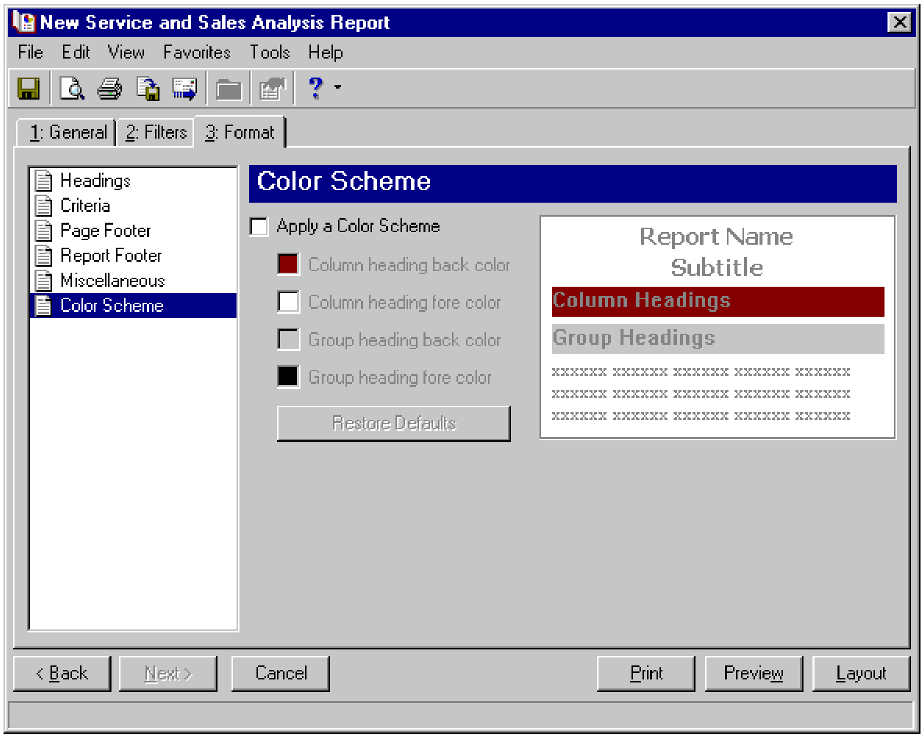
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



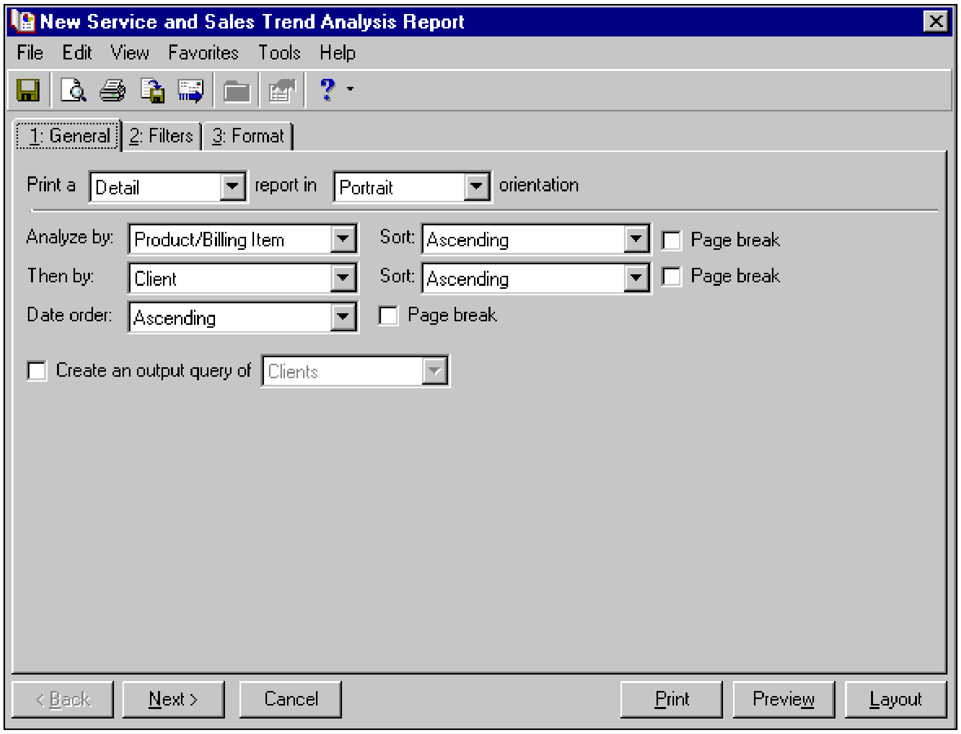
Service and Sales Trend Analysis Report

The Service and Sales Trend Analysis Report provides a comparison of transaction data. This report is useful to compare sales data for different time periods. You can break down the data by product or client criteria. For example, you can create a report to show the quantity and amount of sales for this month, last month, and month before, and break down each month by product and the gender of the client buying the product.

The Service and Sales Trend Analysis Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Sending an Accounts Receivable report as email” on page 18.

General Tab

On the General tab, define parameters and select information to include in the report.



Print a [ ] report in [ ] orientation. Select to create a either a Detail or Summary report, then select either a Portrait or Landscape orientation. If you select to create a Detail report, the dates you select in Detail on the Format tab appear in the report. If you select to create a Summary report, no time period is specified. For more information about the Format tab, see "Format Tab" on page 77.

Analyze by. In the **Analyze by** field, select the primary analysis criteria. In the **Sort** field, select to sort the criteria in ascending or descending order. You can mark **Page break** to print each on a separate page.

Then by. In the **Then by** field, select the secondary analysis criteria. This is optional. In the **Sort** field, select to sort the criteria in ascending or descending order. You can mark **Page break** to print each on a separate page.

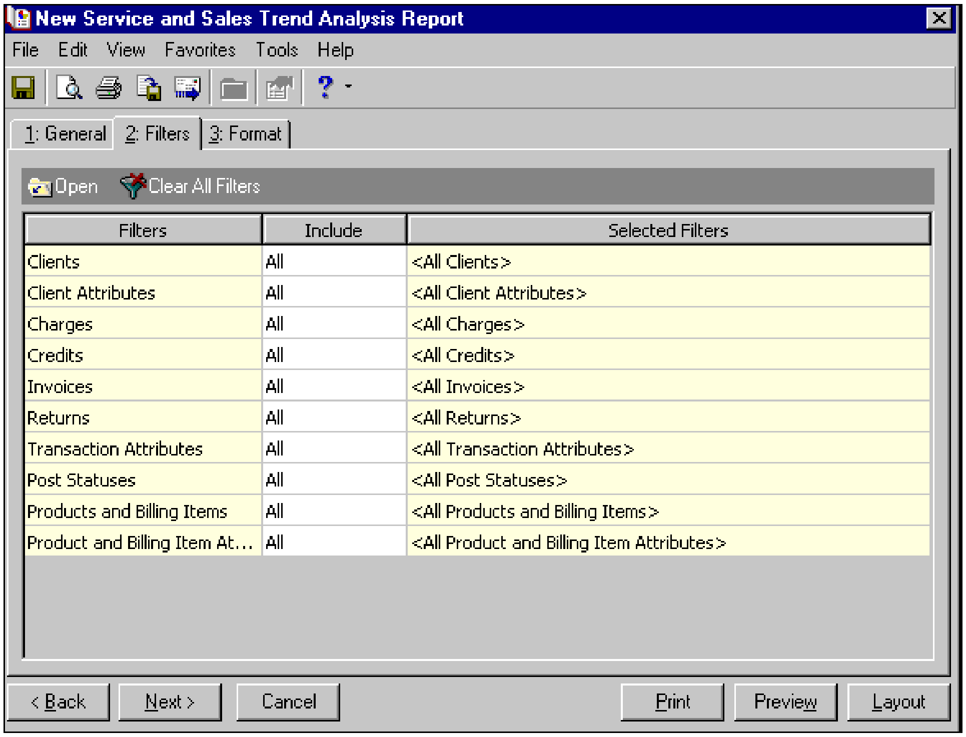
Date order. If you are creating a Detail report, the dates you select in Detail on the Format tab appear in the report. In the **Date order** field, select to sort the date ranges in ascending or descending order. For more information about the Format tab, see "Format Tab" on page 77. You can mark **Page break** to print each on a separate page.

Create an output query of [ ]. If you mark **Create an output query of**, you can select for the program to create a query of the clients, charges, credits, or products and billing items included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Client Attributes filter, only clients with the attributes you select appear in the report.

On the Filters tab, you can include information based on selected criteria such as client attributes and post statuses. For example, you can include selected client attributes, and only clients with the selected attributes appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar to access the selection screen where you can select specific filters for the report.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

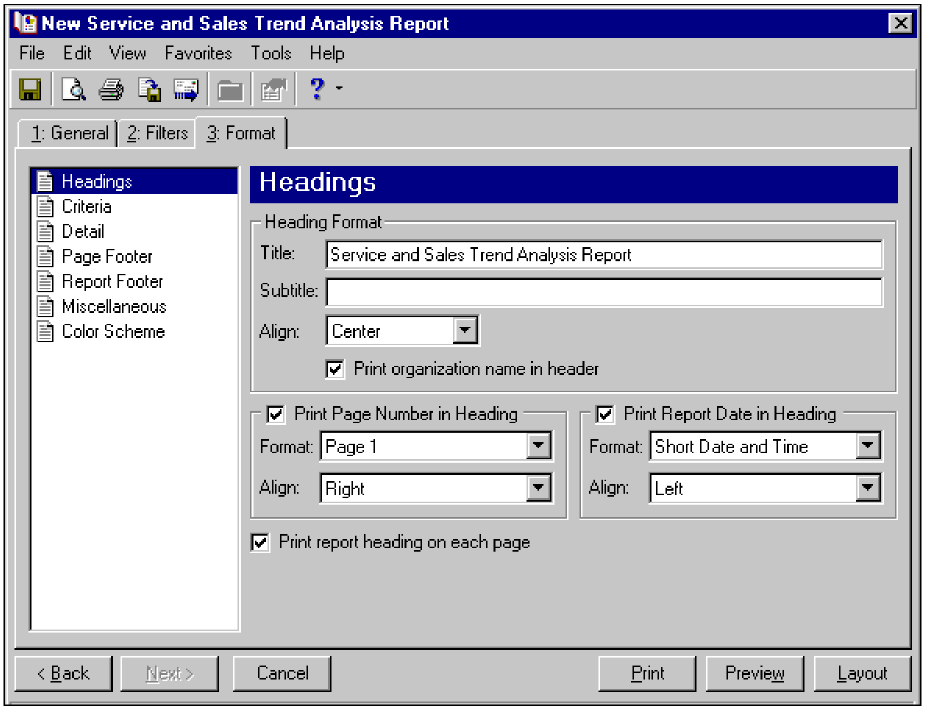
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how you want the report to appear.The list on the left of the screen displays formatting options for the Service and Sales Trend analysis Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

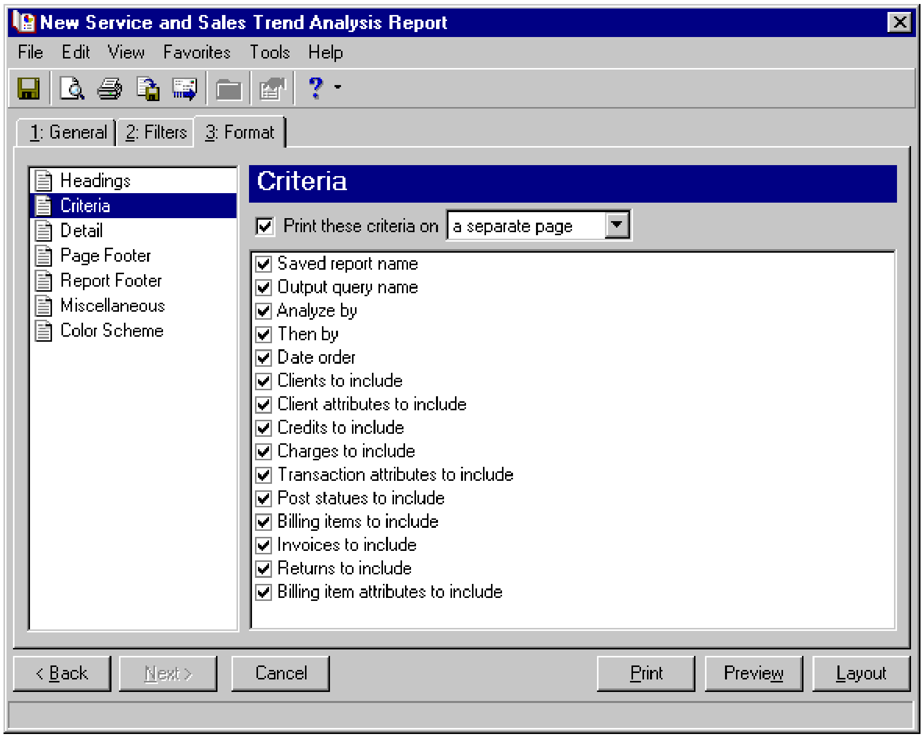
Note: The heading defaults to Service and Sales Trend Analysis Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

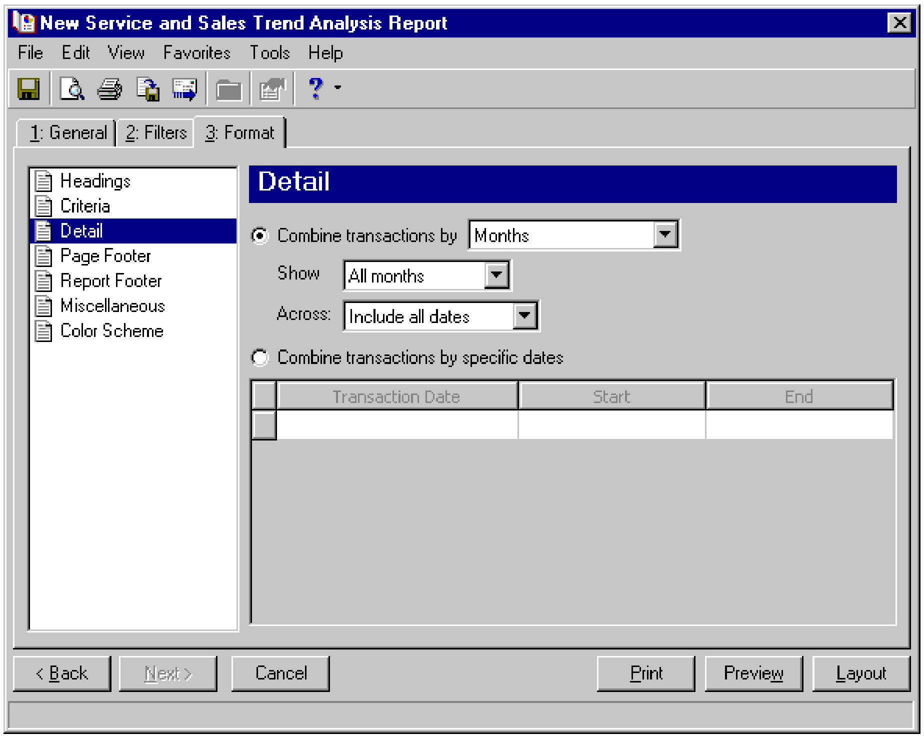


Detail. Use **Detail** to select the dates of the transactions to analyze in the report. You can select a general time period or enter specific dates.

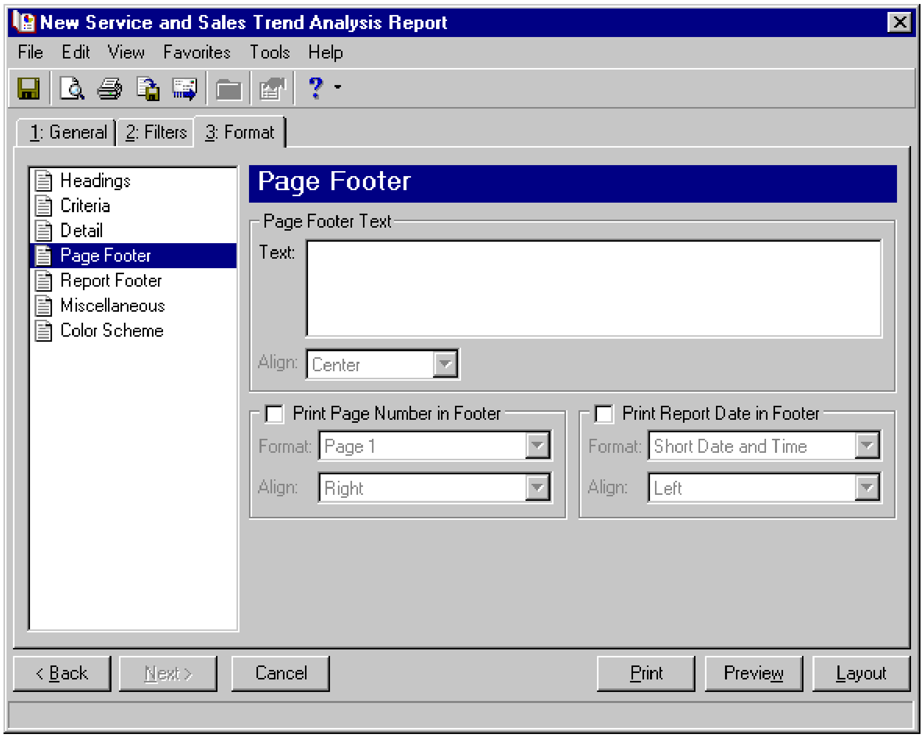
Note: The dates you select in **Detail** on the Format tab control the dates included in the report. Dates only appear on the report if you select to create a Detail report on the General tab.

Use the **Combine transactions by [ ]** option to select a general time period to include in the report, including Months, Quarters, and Years. In the **Show** field, you can further define the time period to include based upon your Months, Quarters, or Years selection. All selections are general time periods, such as Month-to-date, so you can rerun this report for current information without having to enter specific dates each time you run the report. In the **Across** field, you can include all dates or enter a specific date range.

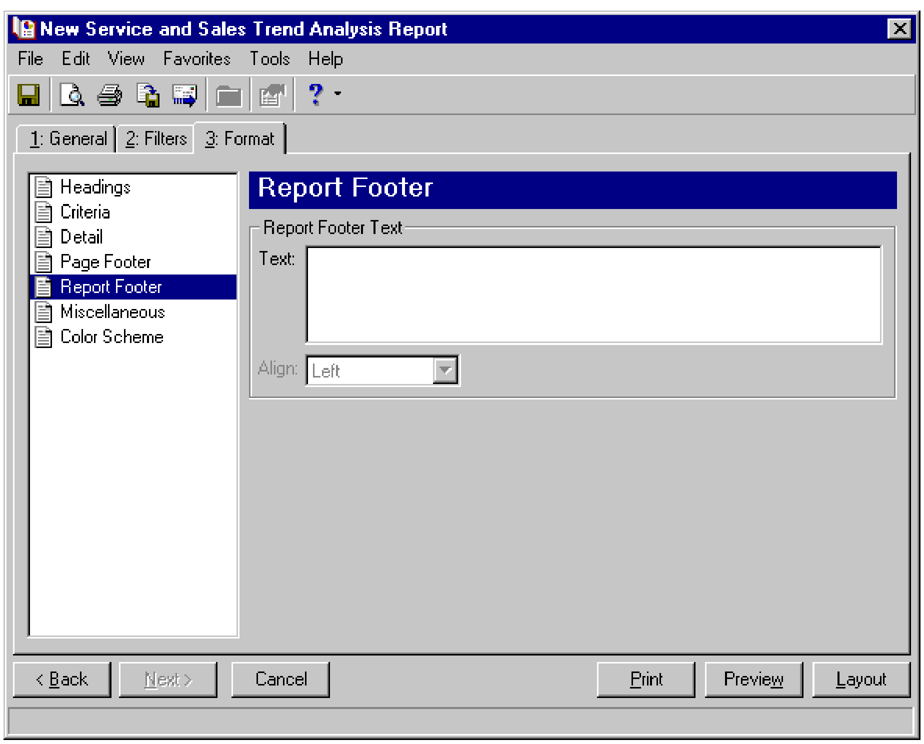
Use the **Combine transactions by specific dates** option to enter specific dates to include in the report. In the **Transaction Date** column, select a general time period, such as Month-to-date. If you select <Specific range>, you can modify the start and end dates of the **Start** and **End** columns.



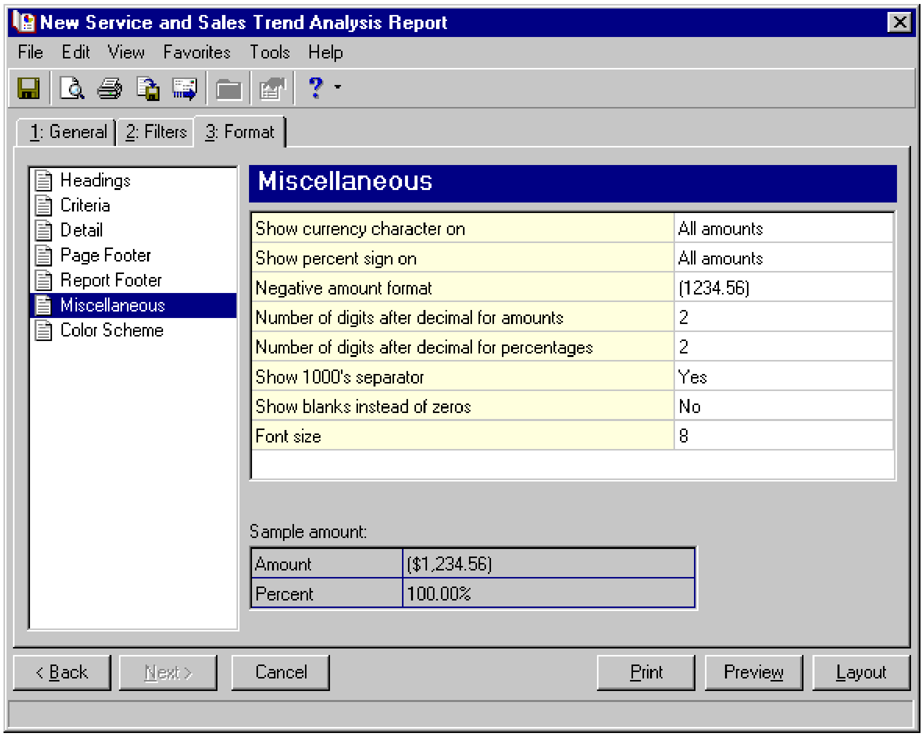
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



. **Report Footer.** Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.

Bank Account Reports

Reporting categories in ***Accounts Receivable*** include Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, and Transaction Reports. This chapter discusses Bank Account Reports. For information about other report categories, see the chapter for that category. For information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Note: We recommend you read the documentation for ***The Financial Edge*** thoroughly. Information presented here provides you with basic information about bank account reports in ***Accounts Receivable***. Hands-on experience is the best way to learn, so we encourage you to try various options with your database.

Bank Account Reports in ***Accounts Receivable*** include:

- Bank Profile Report
- Bank Reconciliation Report
- Bank Register Report

Bank Profile Report

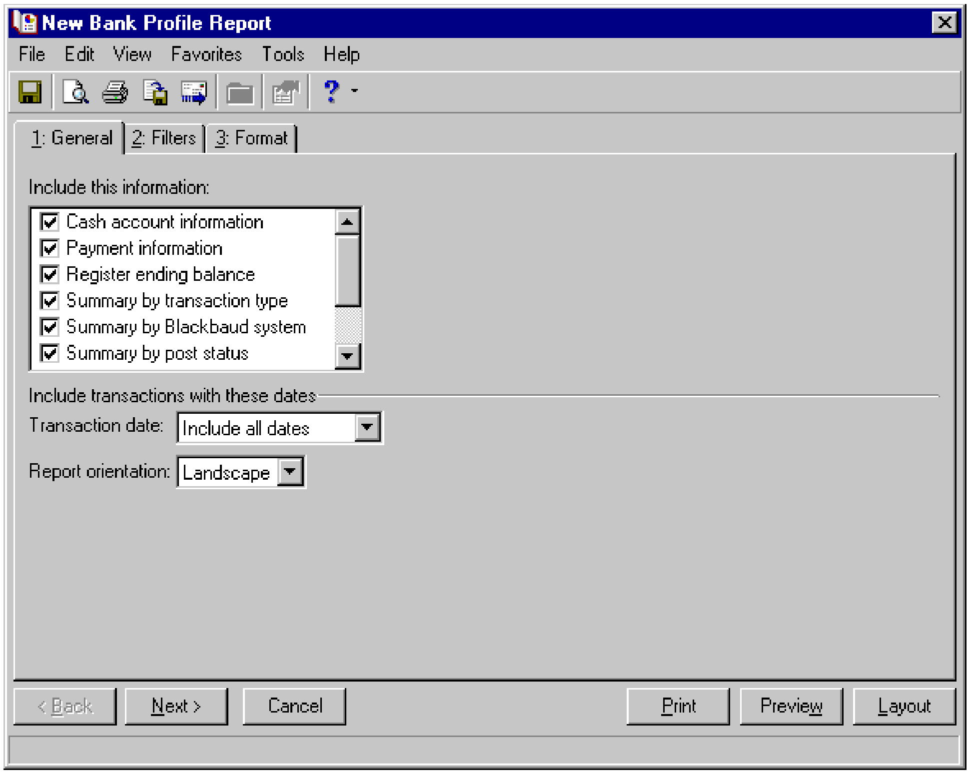
The Bank Profile Report presents a summary profile of each designated bank. It provides basic bank account information including account number, routing number, and address information. This report shows the total debits and credits associated with each account. Adjustment transactions can also be included to further facilitate the reconciliation process.

The Bank Profile Report has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

Glossary: A parameter is any field, option, or filter that narrows information in a report and determines the appearance of the report’s output. By specifying parameters, you customize the output results of your report. For example, you can apply filters, create a header and footer, or choose a color scheme for the report’s results.

On the General tab, define parameters and select information to include in the report.



Include this information. Mark the checkboxes in this box to select bank information to include in the report. Some options are available only if you have the optional module *Cash Management*.

Include transactions with these dates. In the **Transaction date** field of the **Include transactions with these dates** frame, select a date or date range for the transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

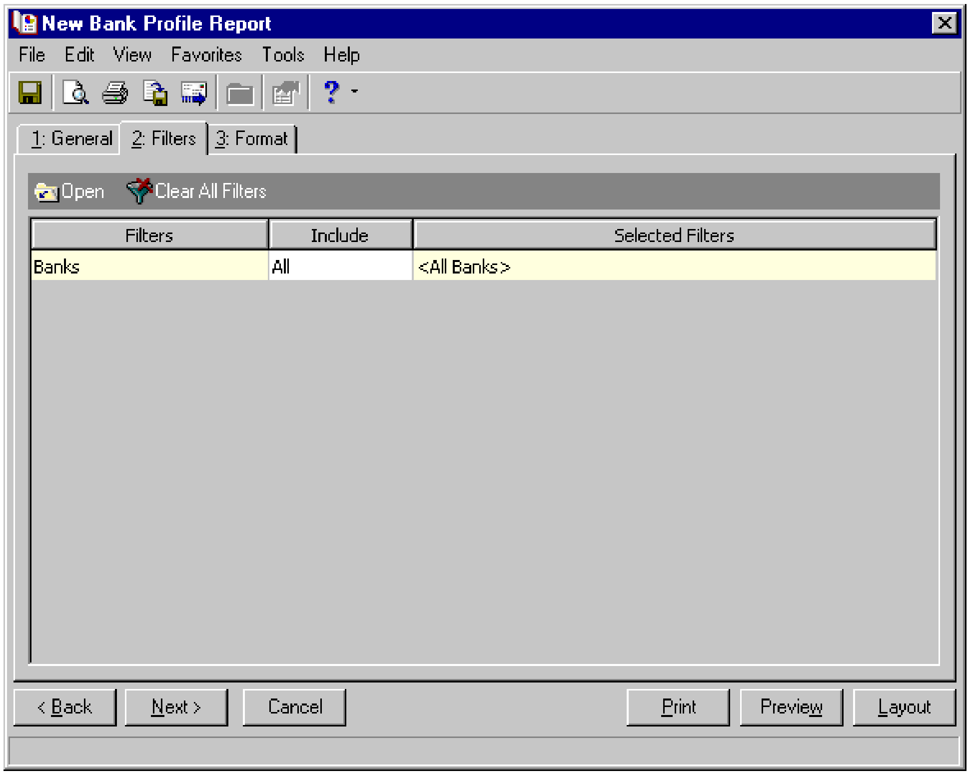
Note: Click **Preview** to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Banks filter, only the banks you select are included in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Once you highlight a filter in the grid, click **Open** to access the Selected <Filter> screen on which you select specific filters.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the available filters for this report. You cannot edit this column.

Include. In the **Include** column, if you choose Selected, the Selected <Filter> screen appears for you to designate specific filters.

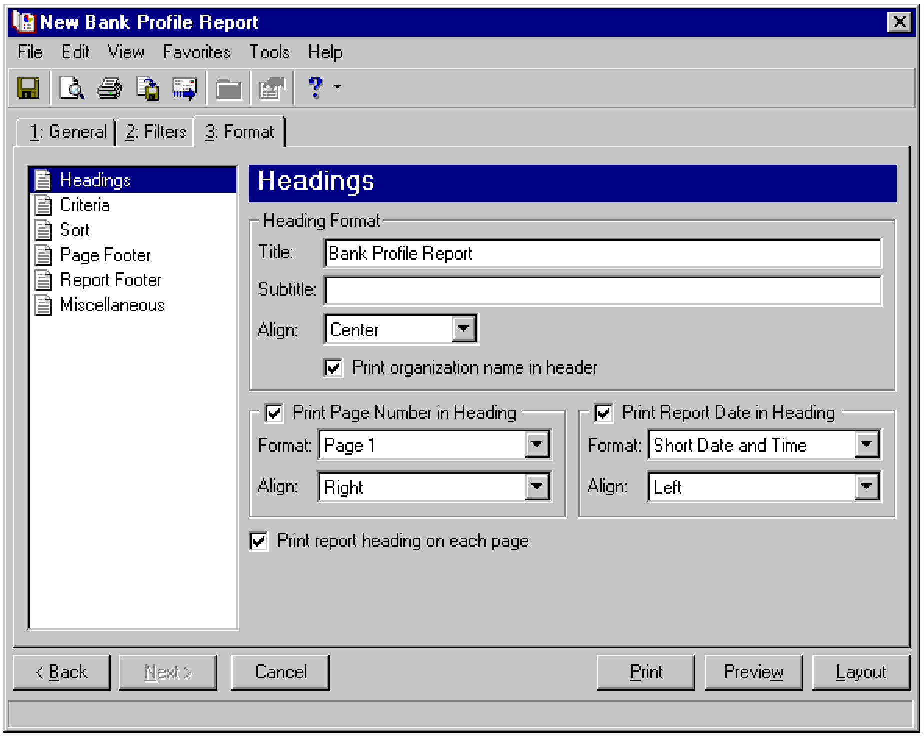
Selected Filters. After you have selected specific filters, they appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how you want the report to appear.The list on the left of the screen displays formatting options for the Bank Profile Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

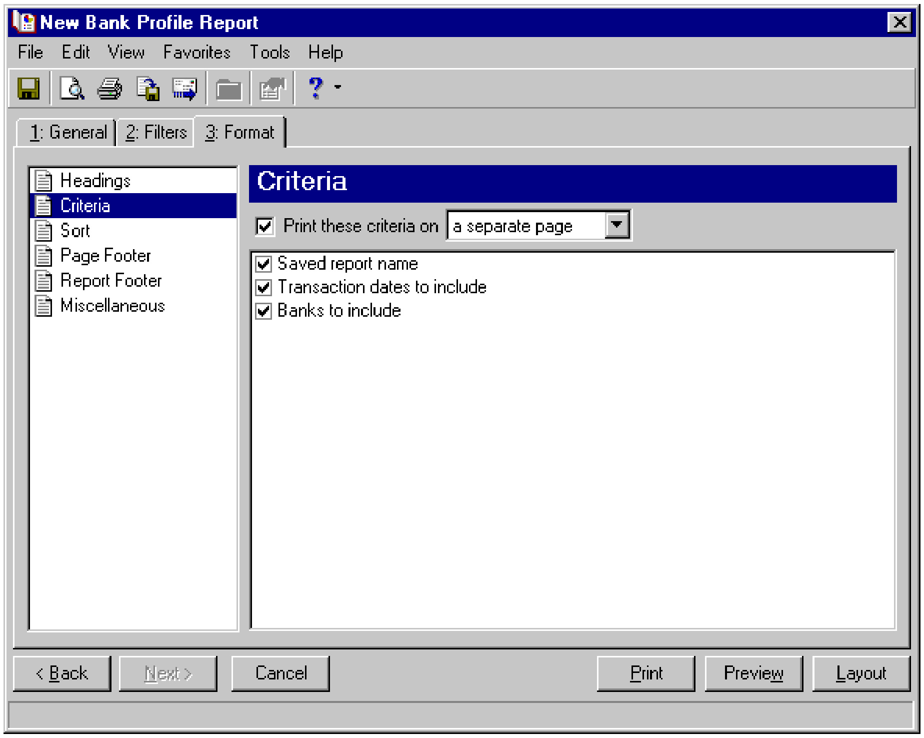
> **Note:** The heading defaults to Bank Profile Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



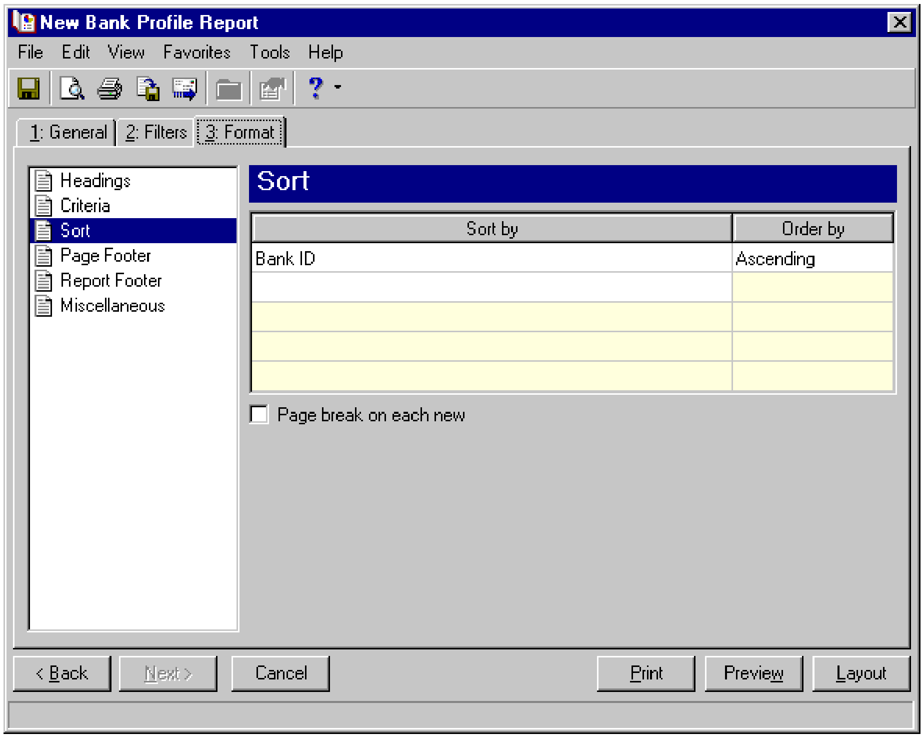
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selections print in the criteria section of the report.

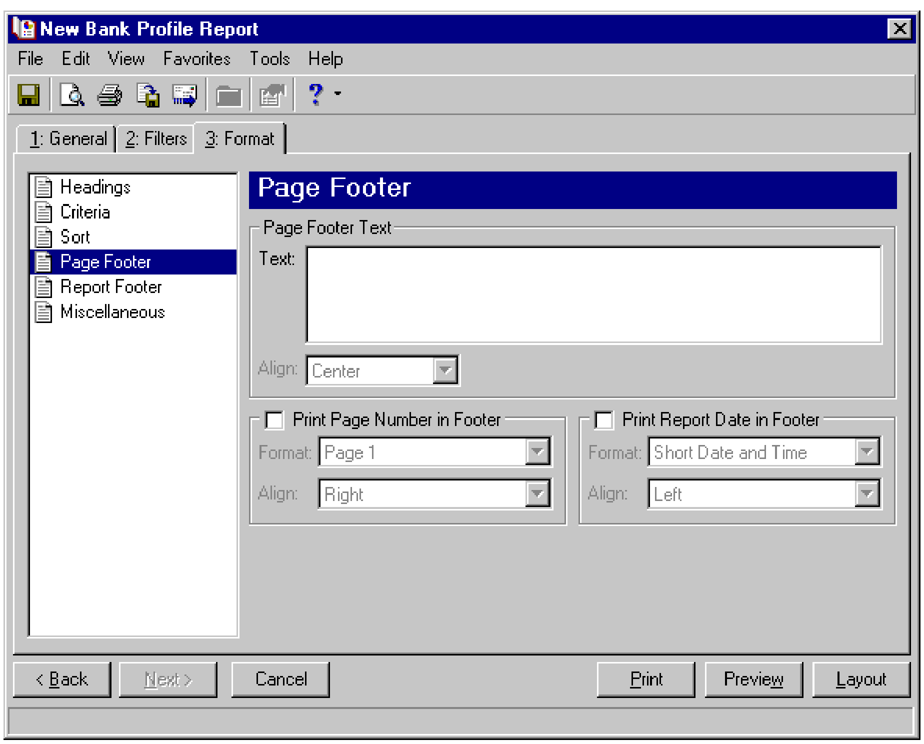


Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid appears so you can sort categories. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To start the selected sorting category on a new page, mark **Page break on each new**.

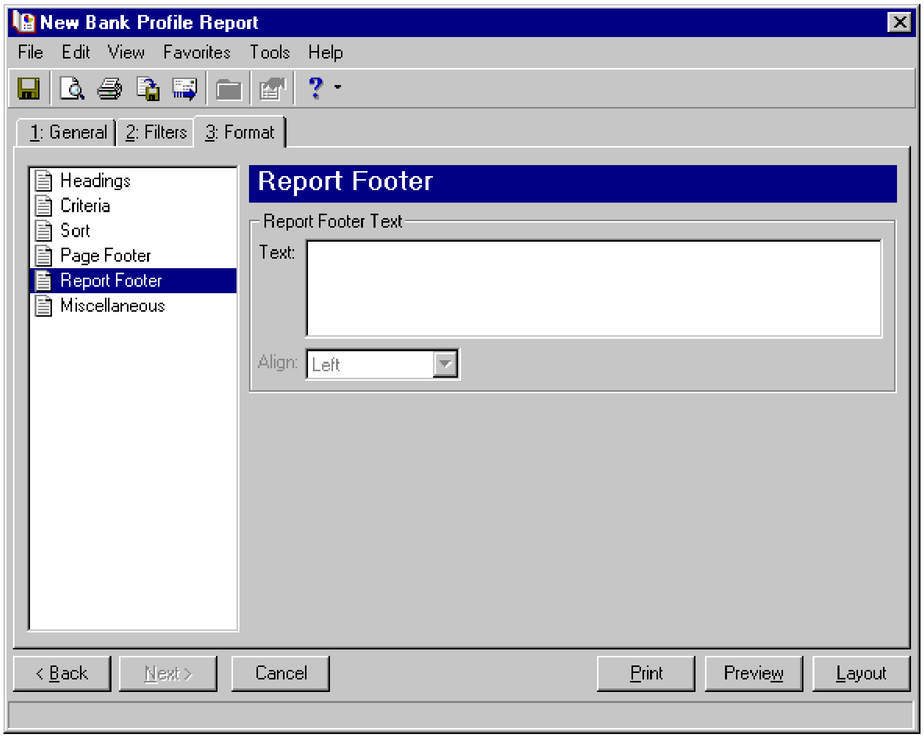
If you make no selections in the **Sort by** column in the grid, the program sorts by the bank ID in ascending order.



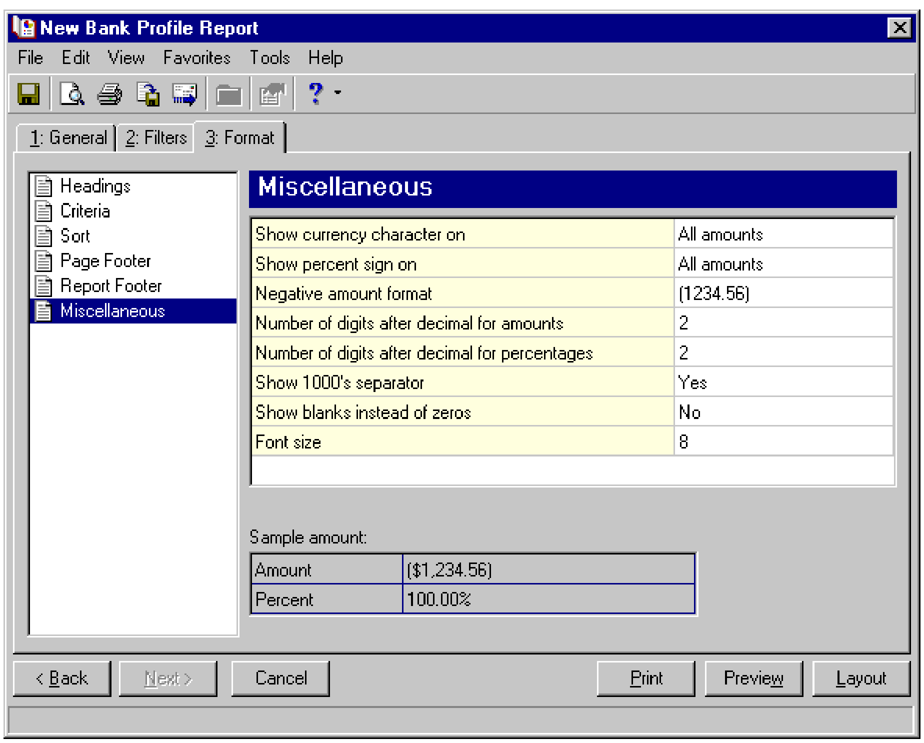
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and to set the font size.



Bank Reconciliation Report

Note: You can run the Bank Reconciliation Report from *Reports* and from *Banks*.

The Bank Reconciliation Report provides details of the reconciliation of the bank register with the bank statement. In addition, this report lists all transactions included in the reconciliation process and all adjustments (such as fees, interest earned, voided checks) recorded in the register at the date of reconciliation.

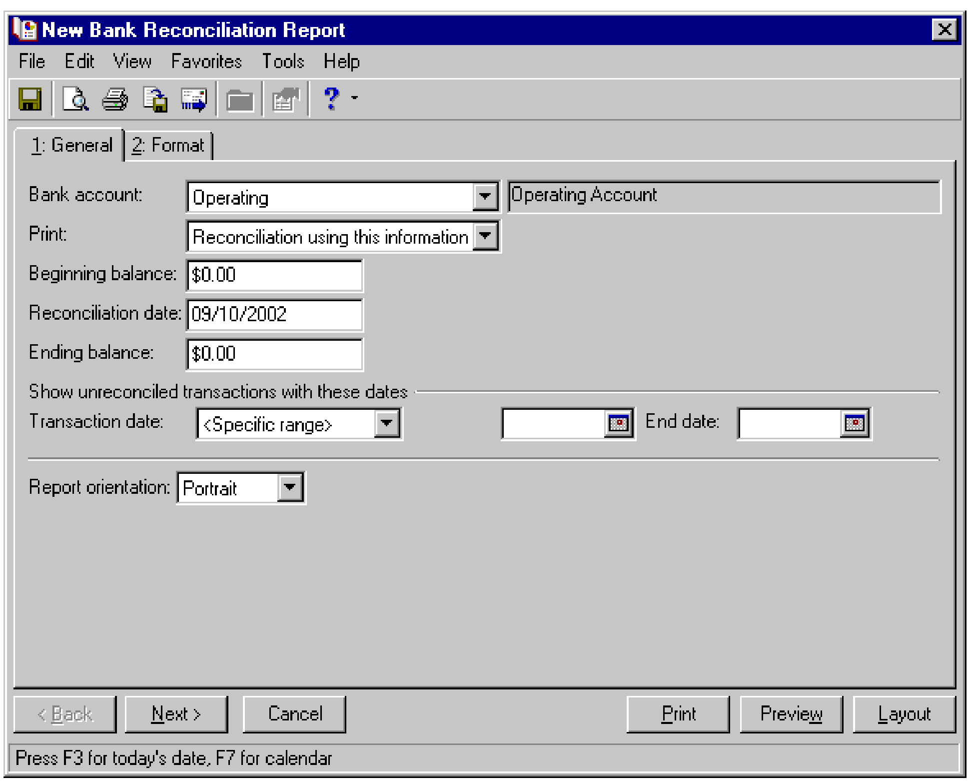
The Bank Reconciliation Report provides a way of trouble-shooting issues before you receive your bank statement. From this report, you can print reconciliations from previous months, or a pre-reconciliation. With the pre-reconciliation report, you can print a computer balance of the current account without actually reconciling the account. This is similar to the transaction register you use to manually balance a personal checking account until your bank account statement arrives.

The Bank Reconciliation Report has tabs on which you set parameters: General and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

Glossary: A parameter is any field, option, or filter that narrows information in a report and determines the appearance of the report’s output. By specifying parameters, you customize the output results of your report. For example, you can apply filters, create a header and footer, or choose a color scheme for the report’s results.

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Bank account. In the **Bank account** field, you can select the bank account to be included in the report.

Note: When creating a pre-reconciliation report in *Banks*, use the statement date from the Bank Account Reconciliation screen in the **Reconciliation date** field. In *Reports*, use one month from the last reconciliation date.

Print. In the **Print** field, select “Last completed reconciliation,” “Reconciliation using this information,” or “Historical Reconciliation.” To review the most recent reconciliation, select Last completed reconciliation. To create a pre-reconciliation report, select Reconciliation using this information. When you select this option, you must enter information in additional fields.

If you select “Historical Reconciliation,” a drop-down menu appears and you can choose a historical reconciliation from the list.

Beginning balance. The **Beginning balance** field is enabled only if you select Reconciliation using this information in the **Print** field and the account has not been reconciled before. After you reconcile once, the ending balance from the most recent reconciliation appears in the **Beginning balance** field and cannot be edited.

Reconciliation date. The **Reconciliation date** field is enabled only if you select Reconciliation using this information in the **Print** field. Enter the date of reconciliation.

Note: For a pre-reconciliation report, use the ending balance from the Bank Account Reconciliation screen in *Banks* in the **Ending balance** field.

Ending balance. The **Ending balance** field is enabled only if you select Reconciliation using this information in the **Print** field. Enter the ending balance in this field.

Show unreconciled transactions with these dates. In the **Transaction date** field of the **Show unreconciled transactions with these dates** frame, select a date or date range for unreconciled transactions to include in the report.

If you select <Specific range>, specify start and end dates. If the **Start date** field is left blank, all activity is included up to the end date. If the **End date** field is left blank, all activity from the start date forward, including transactions with a date in the future, is included. If you leave both fields blank, all activity is included.

Note: Click **Preview** to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

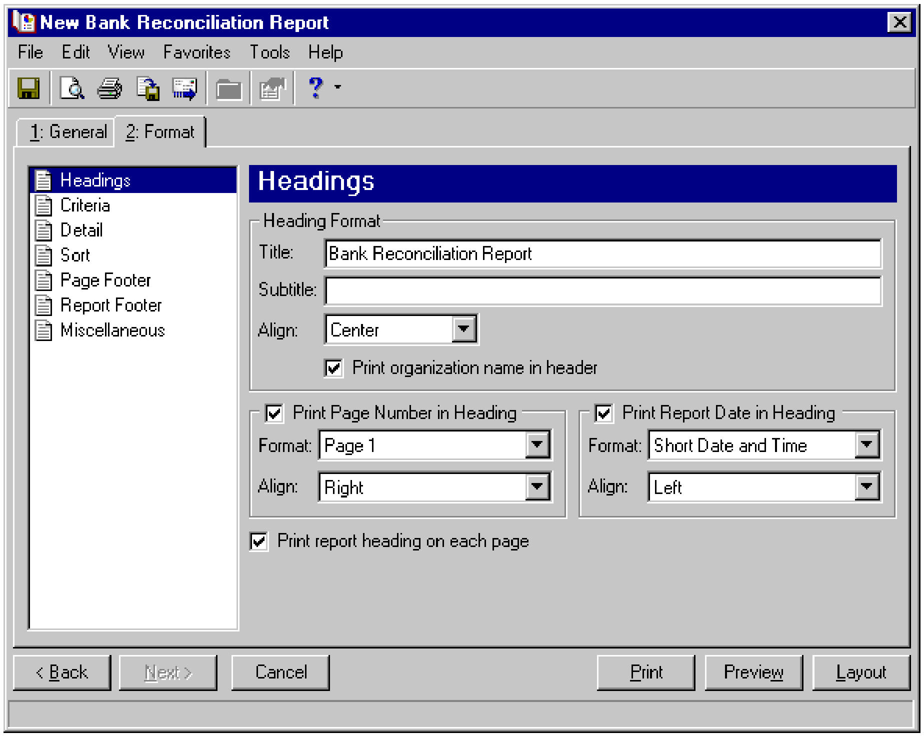
Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Format Tab

On the Format tab, you select how you want the report to appear.The list on the left of the screen displays formatting options for the Bank Reconciliation Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

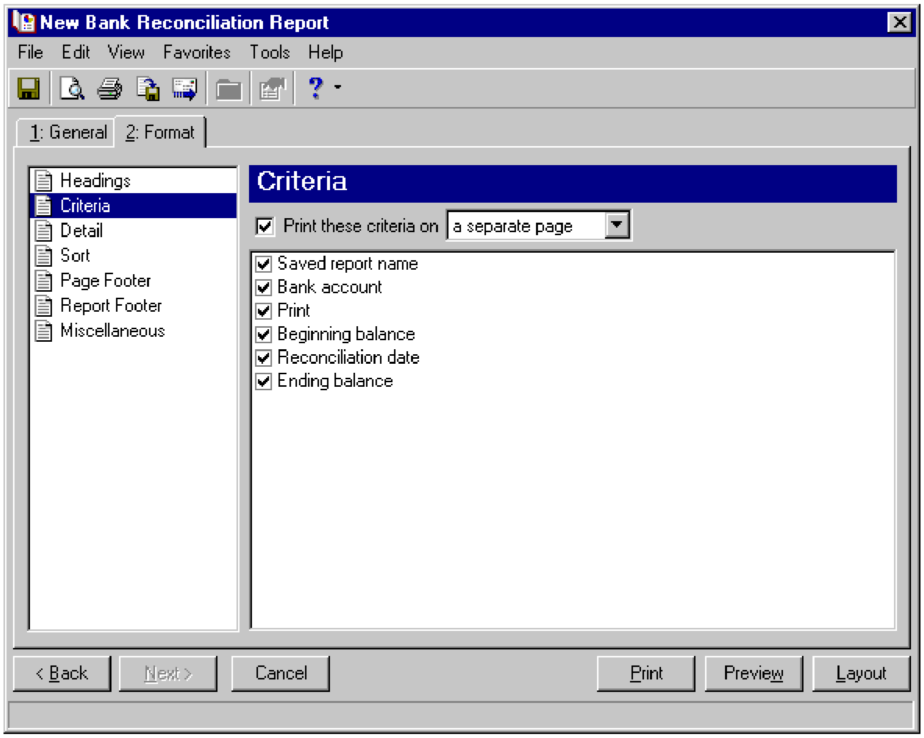
Note: The heading defaults to Bank Reconciliation Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

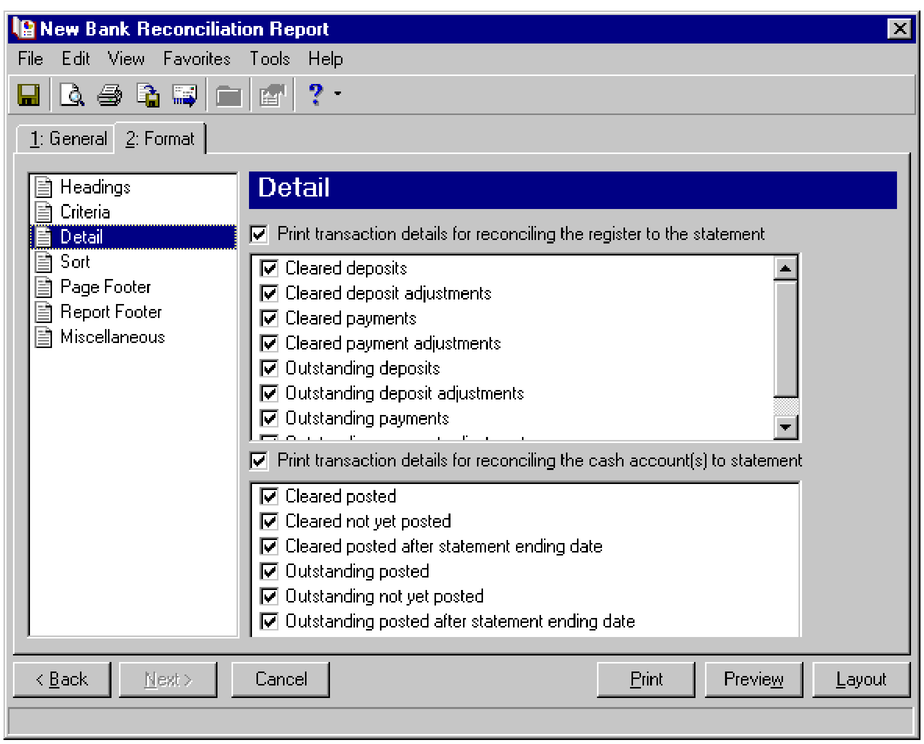


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

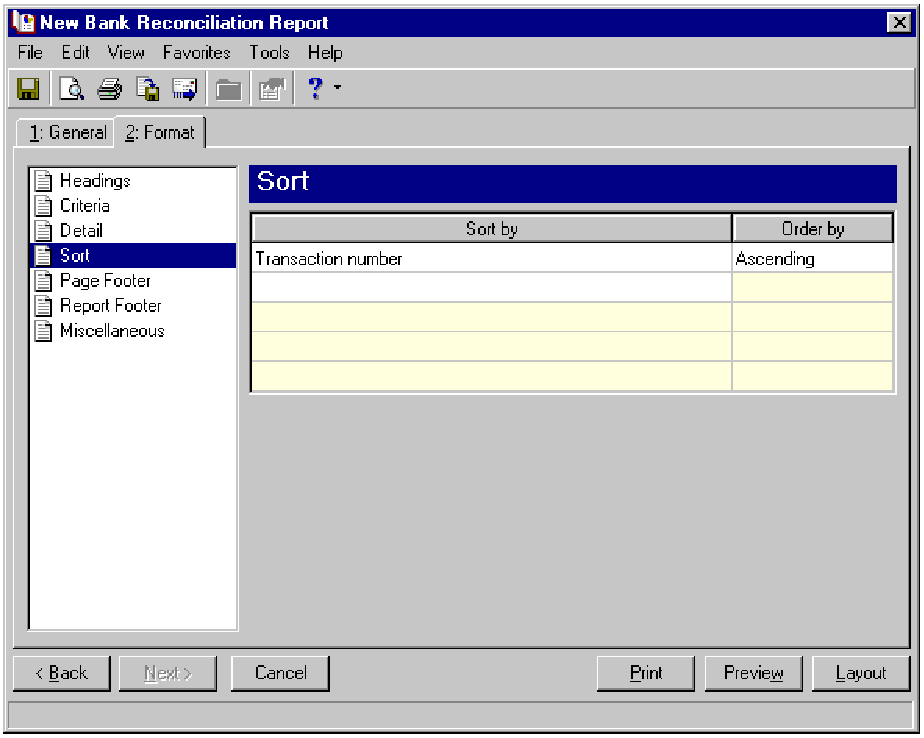
Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selections print in the criteria section of the report.



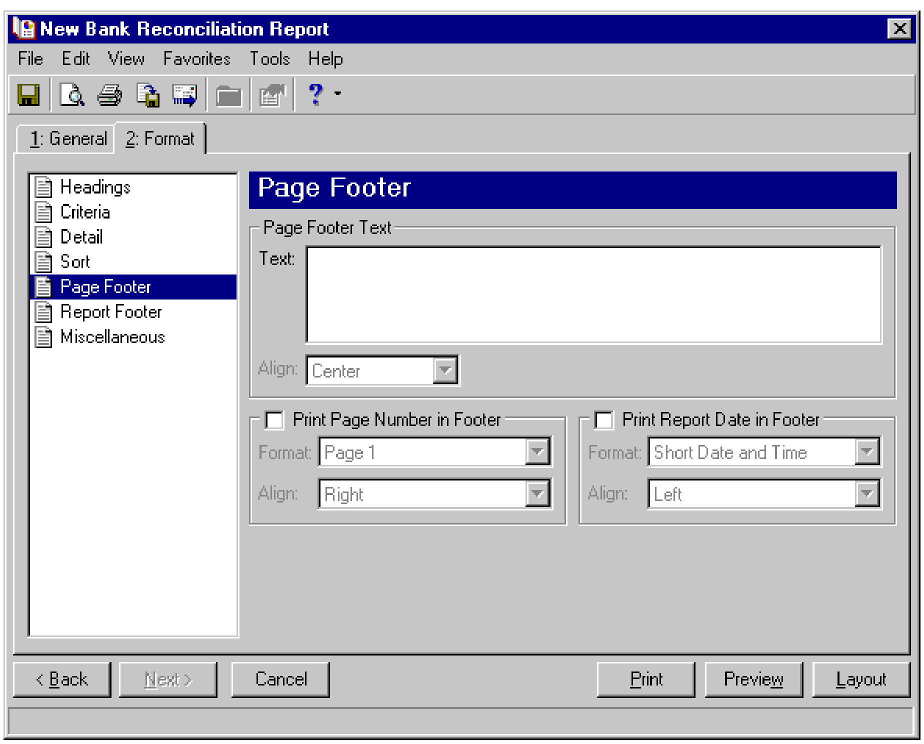
Detail. Use **Detail** to select details specific to the Bank Reconciliation Report. You can mark checkboxes to print transaction details for reconciling the bank register and cash accounts to the statement.



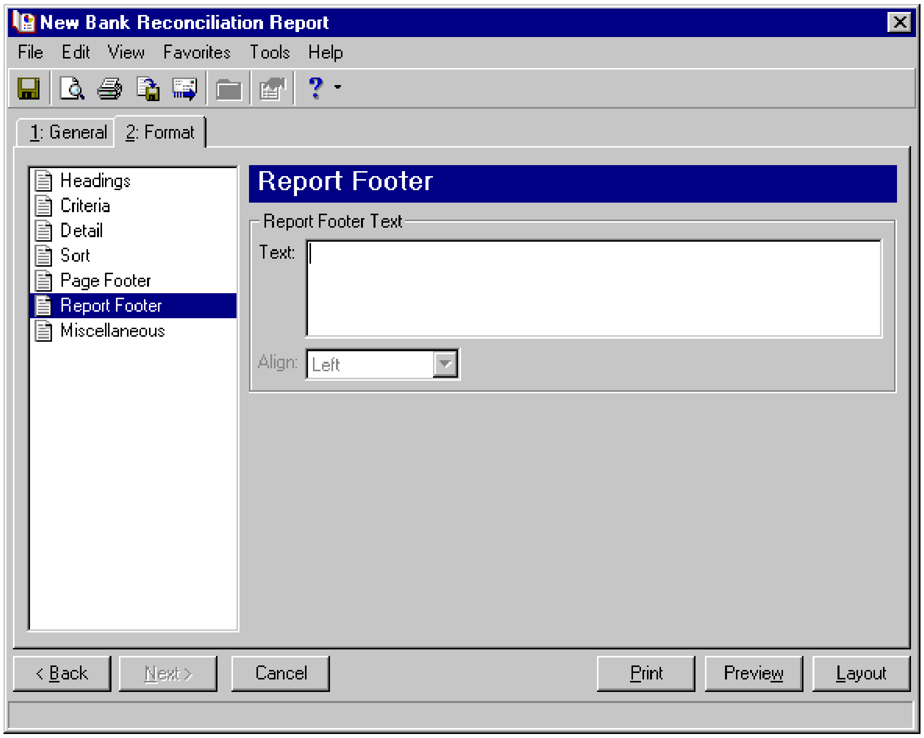
Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid appears so you can sort categories. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.



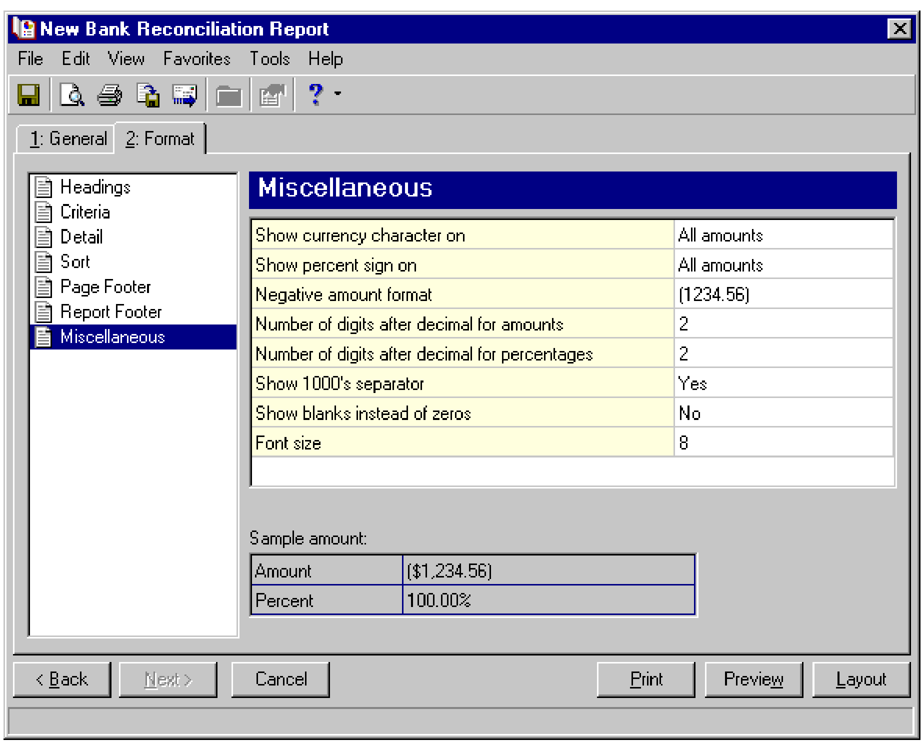
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and to set the font size.



Bank Register Report

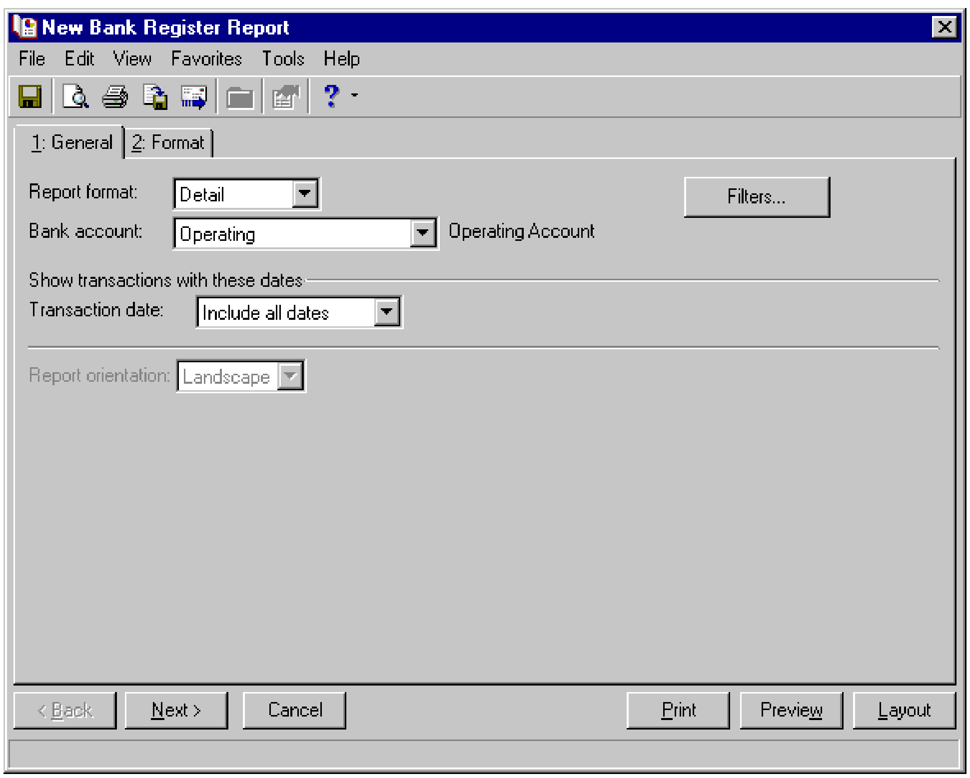
The Bank Register Report presents transactions in the register of a bank account. This report provides a summary statement or can be filtered to display specific information. For example, you can filter the report to display only outstanding deposits posted to ***Accounts Receivable***. In summary format, the report only gives a grand total for each transaction type. In detail format, the report lists each item and gives a grand total.

The Bank Register Report has tabs on which you set parameters: General tab and Format tab. To move between the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. You can filter bank transactions by clicking the **Filters** button found on the General tab. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

Glossary: A parameter is any field, option, or filter that narrows information in a report and determines the appearance of the report’s output. By specifying parameters, you customize the output results of your report. For example, you can apply filters, create a header and footer, or choose a color scheme for the report’s results.

On the General tab, define parameters and select information to include in the report. The Bank Register Report does not have a Filters tab; you can filter bank transactions for this report by clicking the **Filters** button found on the General tab.



Report format. In the **Report format** field, select Detail or Summary. Detail lists each transaction as a separate item. Summary gives a total amount for each transaction type.

Bank account. In the **Bank account** field, select the bank account to include in the report.

Show transactions with these dates. In the **Transaction date** field of the **Show transactions with these dates** frame, select a specific date or date range for transactions to include in the report.

Note: Click **Preview** to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Report orientation. If you create the report in summary format, select Portrait or Landscape. If you create the report in detail format, the report print in Landscape.

Note: The filters function for the Bank Register Report differs from all other reports. Click the **Filters** button on the General tab to filter bank transactions.

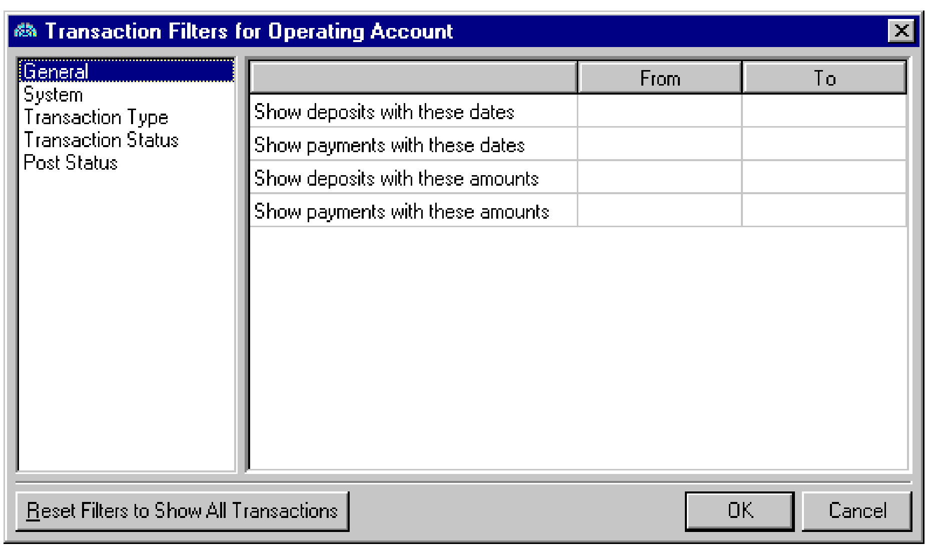
Filters button. The filters function for the Bank Register Report differs from all other reports. When you click the **Filters** button, the Transaction Filters for Bank Name screen appears. Five filter options (General, System, Transaction Type, Transaction Status, and Post Status) are found in a list on the left side of the screen.

Filters Button

Note: The **Filters** button for the Bank Register Report is very similar to the **Filters** button found on the bank register screen for a bank account.

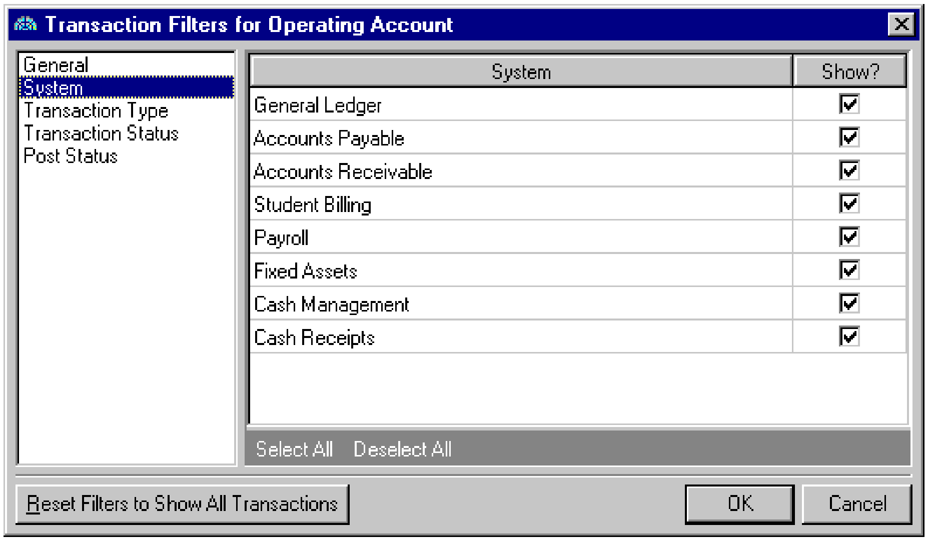
When you click **Filters**, the Transactions Filters for Student Billing & Accounts Receivable screen appears. The list on the left of the screen displays filters for the report. When you select an item in the list, the right side of the screen displays selections for that filter.

General. Use **General** to establish date and amount ranges for payments and deposits. When you click in a column, you can select dates from a calendar or enter amounts using a calculator.



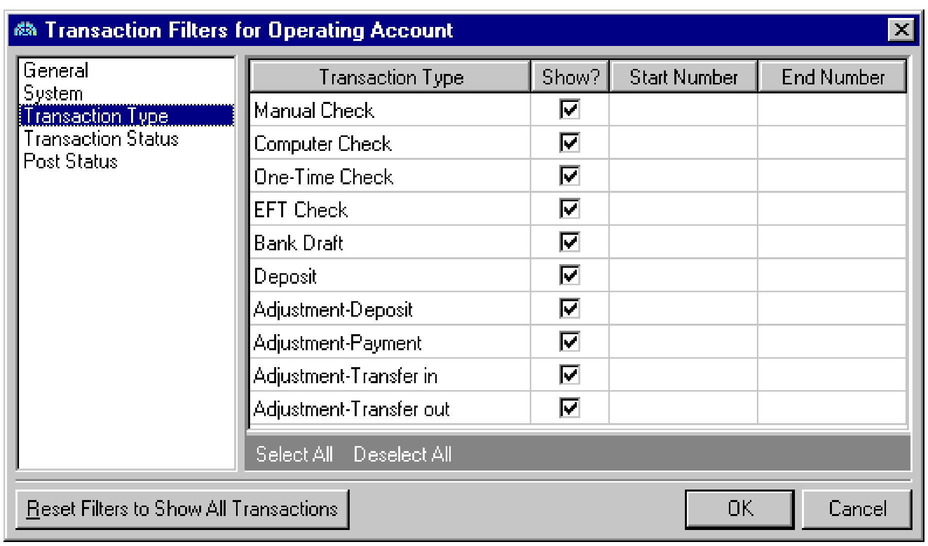
Note: To reset all filters on the Transaction Filters screen to show all, click **Reset Filters to Show All Transactions**.

System. Use **System** to select which Blackbaud programs to include in the report. In the **Show?** column, mark checkboxes for the programs to include.

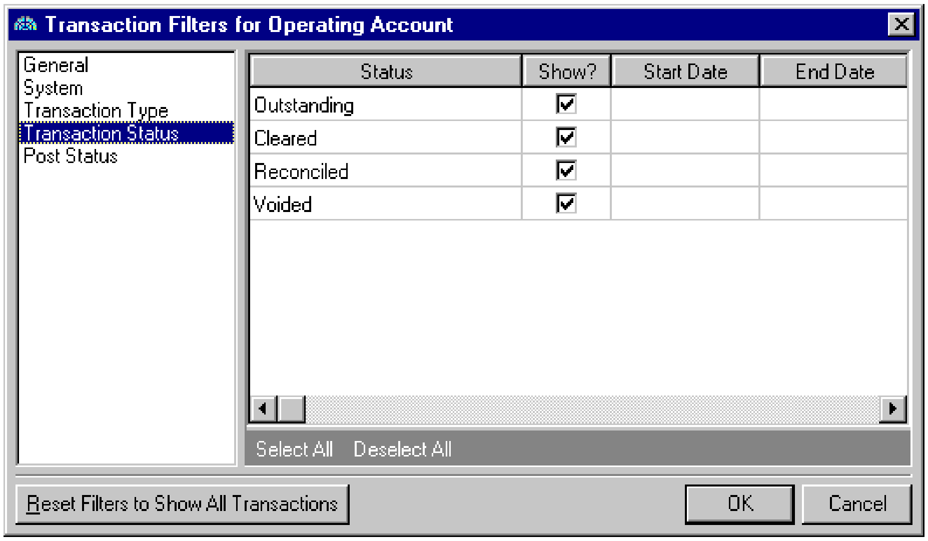


Note: To quickly mark or unmark all checkboxes, click **Select All** or **Deselect All**.

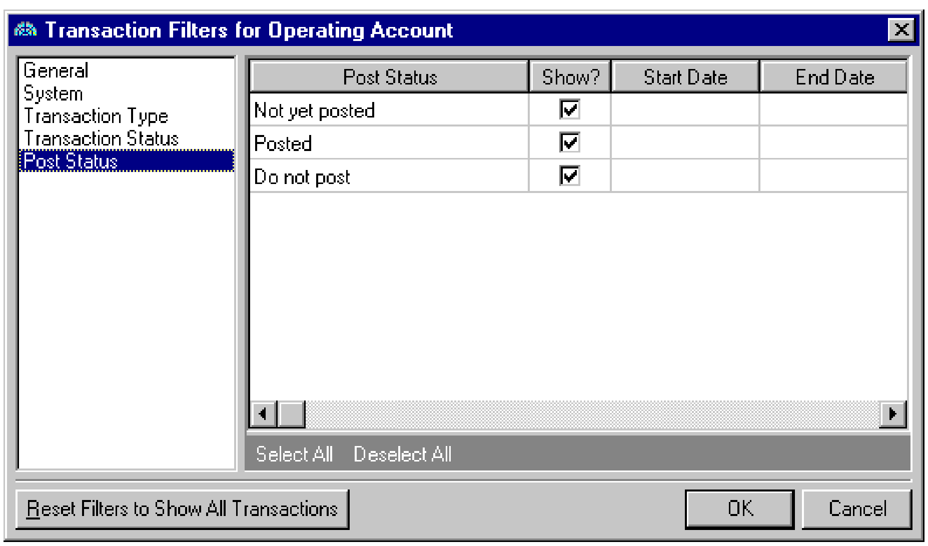
Transaction Type. Use **Transaction Type** to select transaction types to include in the report. In the **Show?** column, mark checkboxes for the transaction types to include. In the **Start Number** and **End Number** columns, enter beginning and ending transaction numbers.



Transaction Status. Use **Transaction Status** to select which bank register transaction statuses to include in the report. In the **Show?** column, mark checkboxes for the transaction statuses to include. In the **Start Date** and **End Date** columns, enter beginning and ending dates, or click the fields to select dates from a calendar.



Post Status. Use **Post Status** to select post statuses to include in the report. In the **Show?** column, mark checkboxes for the post statuses to include. In the **Start Date** and **End Date** columns, enter beginning and ending dates, or click the fields to select dates from a calendar.

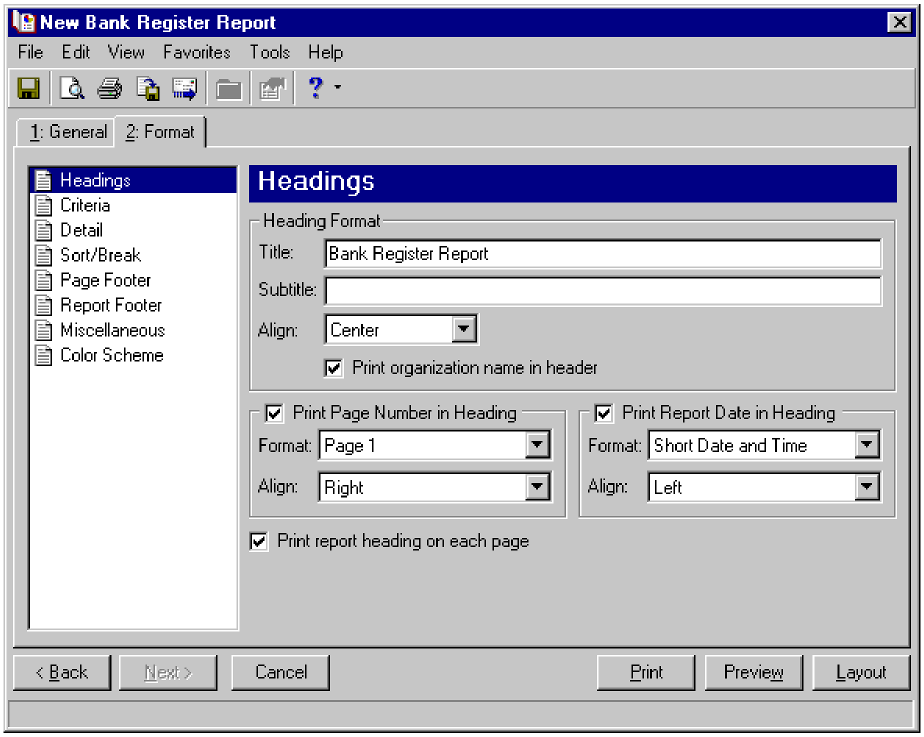


Format Tab

On the Format tab, you select how you want the report to appear.The list on the left of the screen displays formatting options for the Bank Register Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

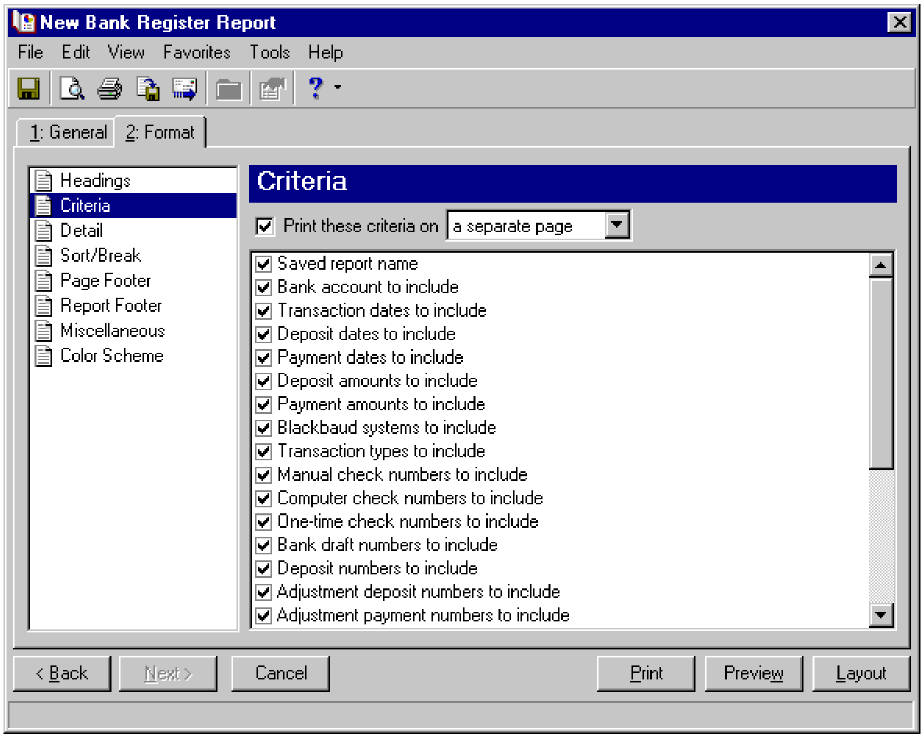
Note: The heading defaults to Bank Register Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading and whether to include the heading on every page of the report.

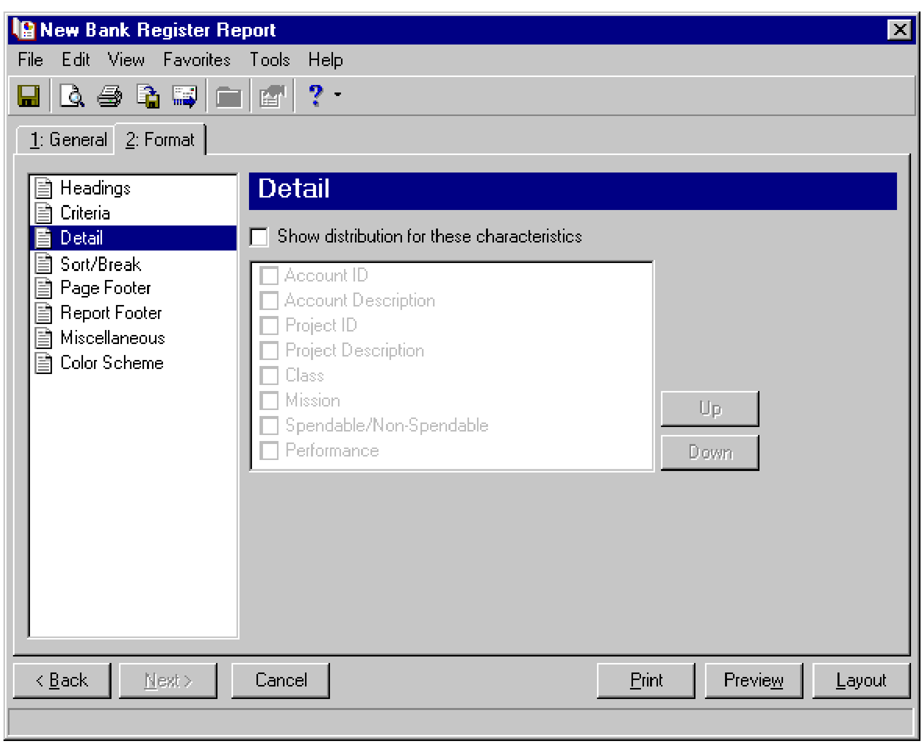


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selections print in the criteria section of the report.



Detail. Use **Detail** to select details specific to the Bank Register Report. Mark the checkboxes to show distribution by transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



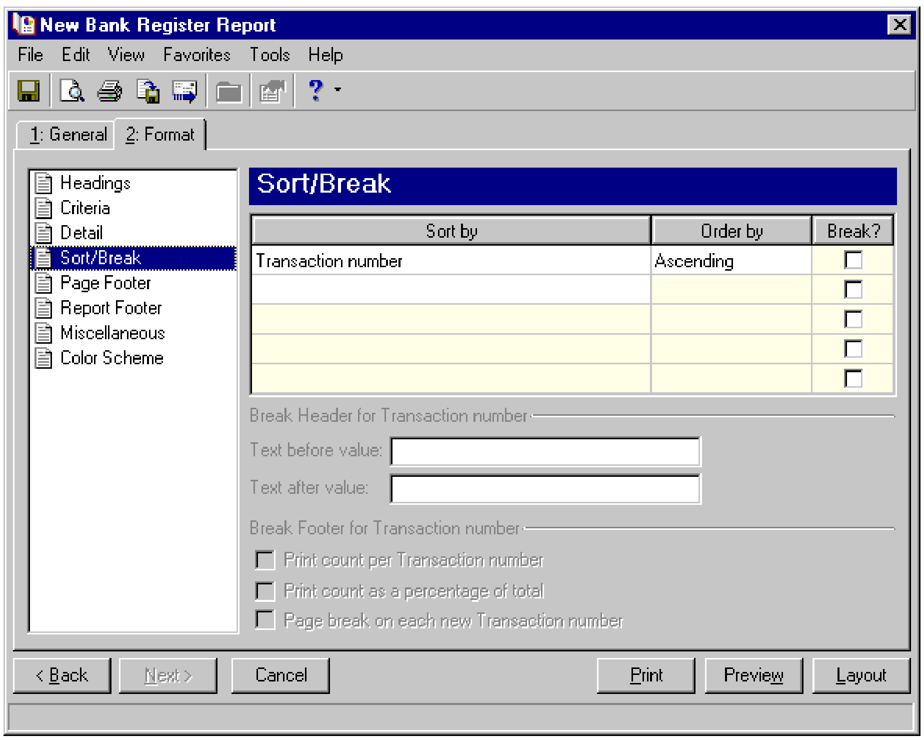
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

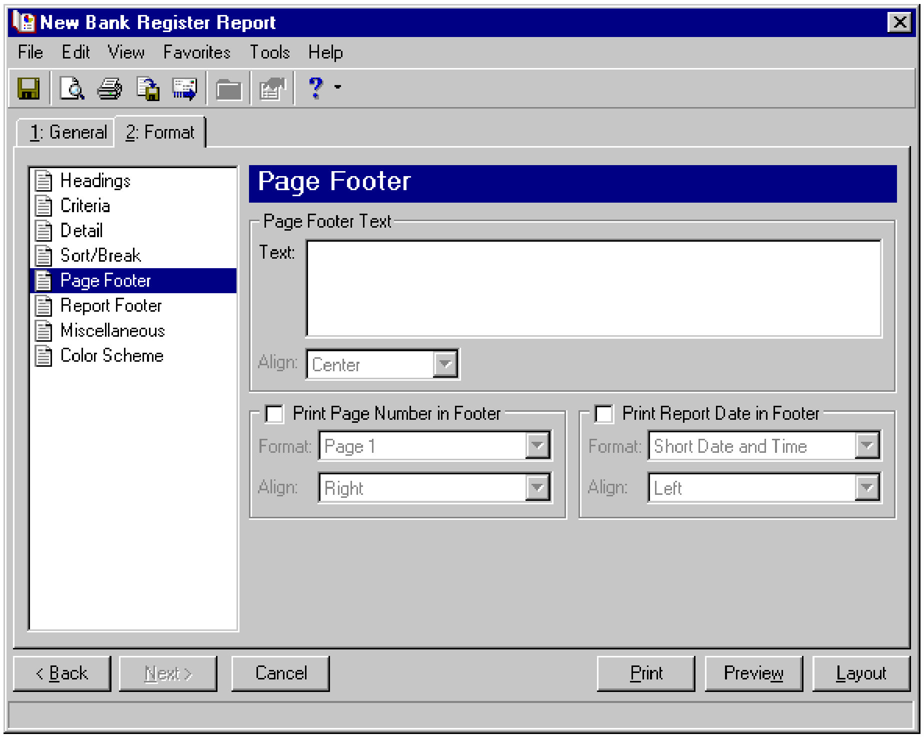
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

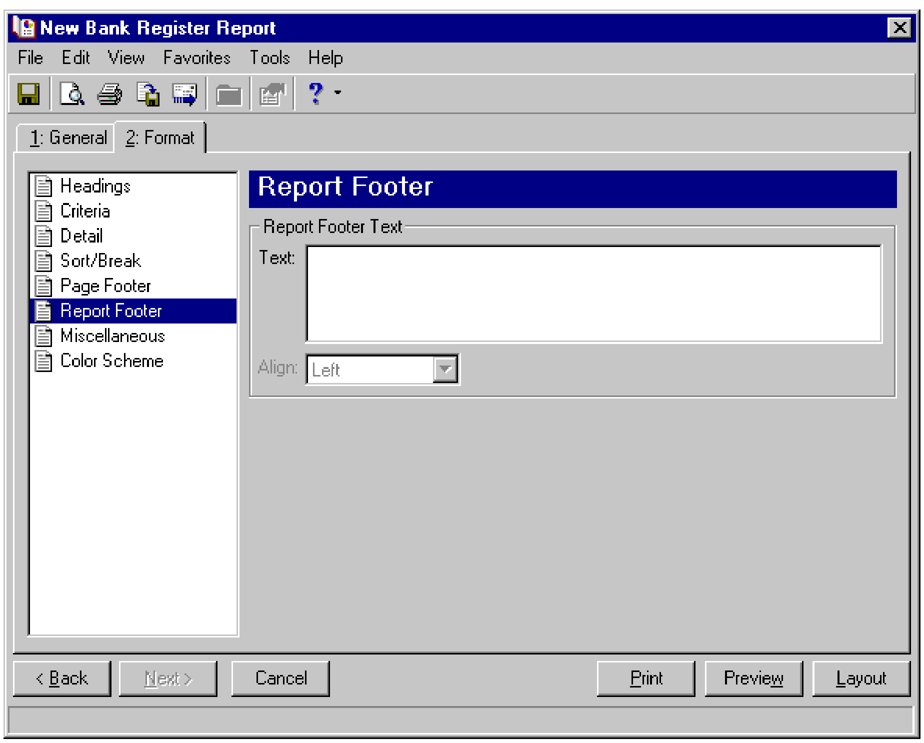
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



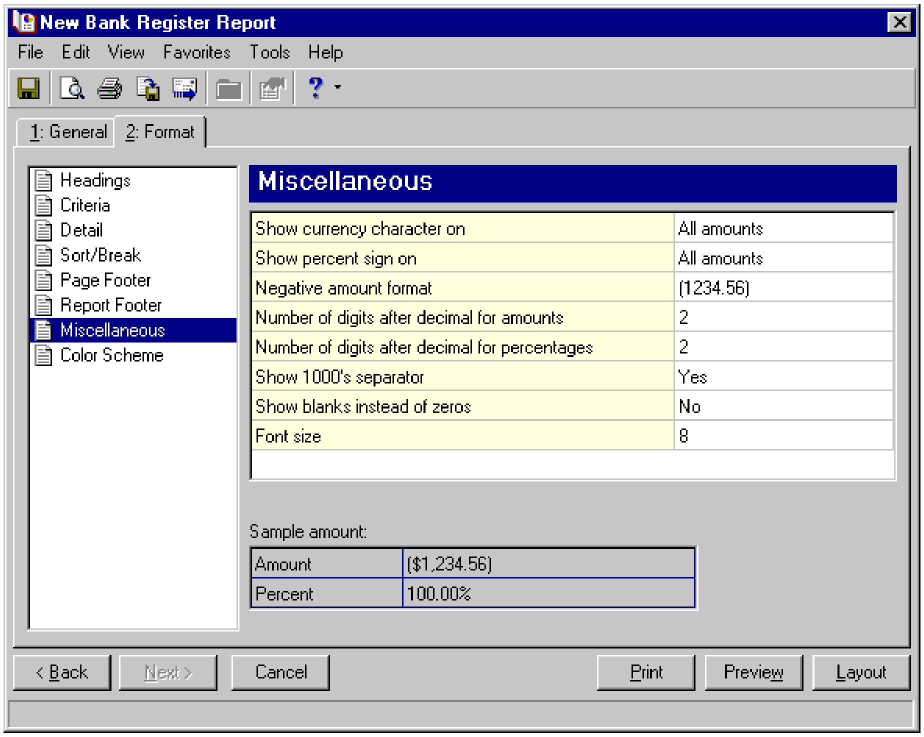
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and to set the font size.



Color Scheme. You can apply a color scheme to the column heading and group heading of the report. When you click in the color box next to the selection, a Color screen appears from which you can select a standard color or define a custom color. If you leave **Apply a Color Scheme** checkbox unmarked, the report prints in black.

Client Reports

Reporting categories in ***Accounts Receivable*** include Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, and Transaction Reports. This chapter discusses Client Reports. For information about other report categories, see the chapter for that category. For information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Note: We recommend you read the documentation for ***The Financial Edge*** thoroughly. Information presented here provides you with basic information about client reports in ***Accounts Receivable***. Hands-on experience is the best way to learn, so we encourage you to try various options with your database.

Client Reports in ***Accounts Receivable*** include:

- Client Account Activity List
- Client Account Activity Report
- Client Account Balance Report
- Client Profile Report
- Client Statistics Report

The Client Account Activity Report and Client Account Balance Report are versatile reports that offer your organization numerous reporting options. To understand the full capacity of these reports, see “Payer and Recipient Detail” on page 132.

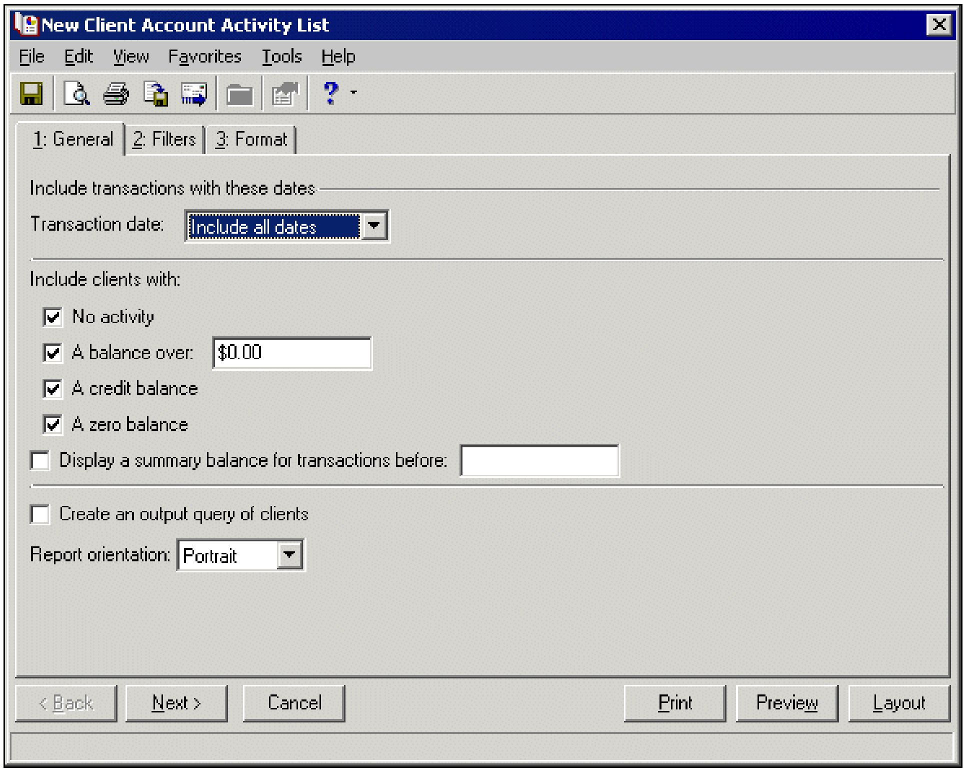
Client Account Activity List

The Client Account Activity List is designed to match the Activity tab of a client record when no filters are applied. The report lists all activity generated by a client, as well as any activity for which a client is responsible.

The Client Account Activity Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look.For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Transaction date. In the **Transaction date** field, select a date or date range for the transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Include clients with [ ]. You can select to include clients with no activity. You can designate a minimum balance the client must have to be included; all clients with balances less than or equal to the amount you enter are excluded. You can also select to include clients with a credit balance or a zero balance.

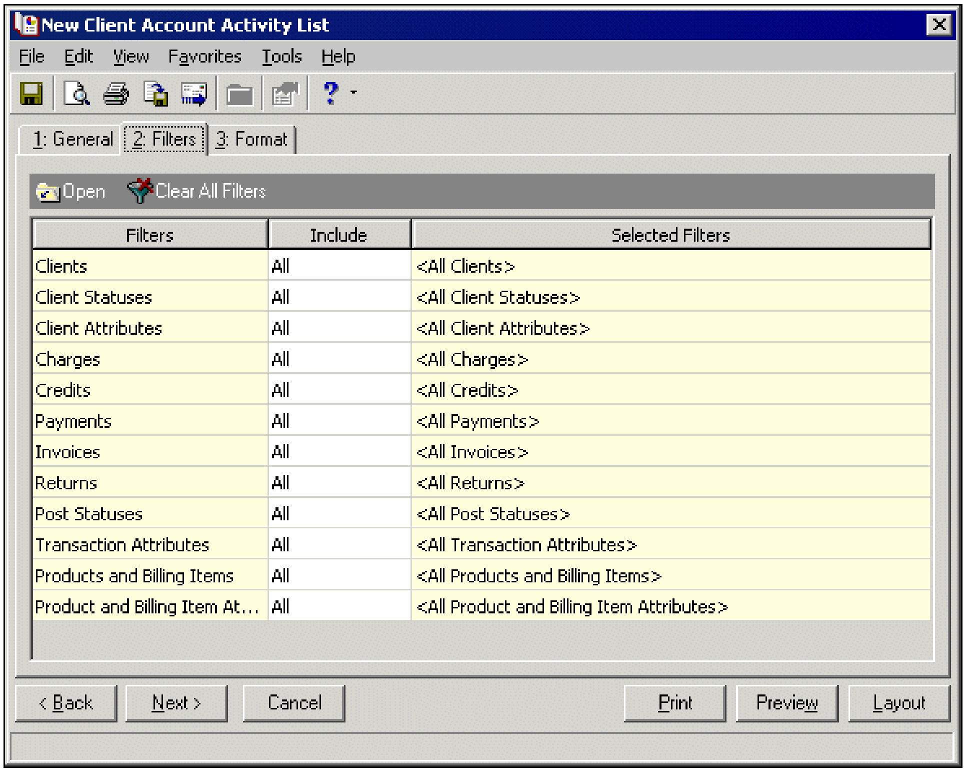
Display a summary balance for transactions before [ ]. To include a summary balance on the report, mark the checkbox and enter a date up to which to summarize transactions.

Create an output query of clients. If you mark **Create an output query of clients**, the program creates a query of clients included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

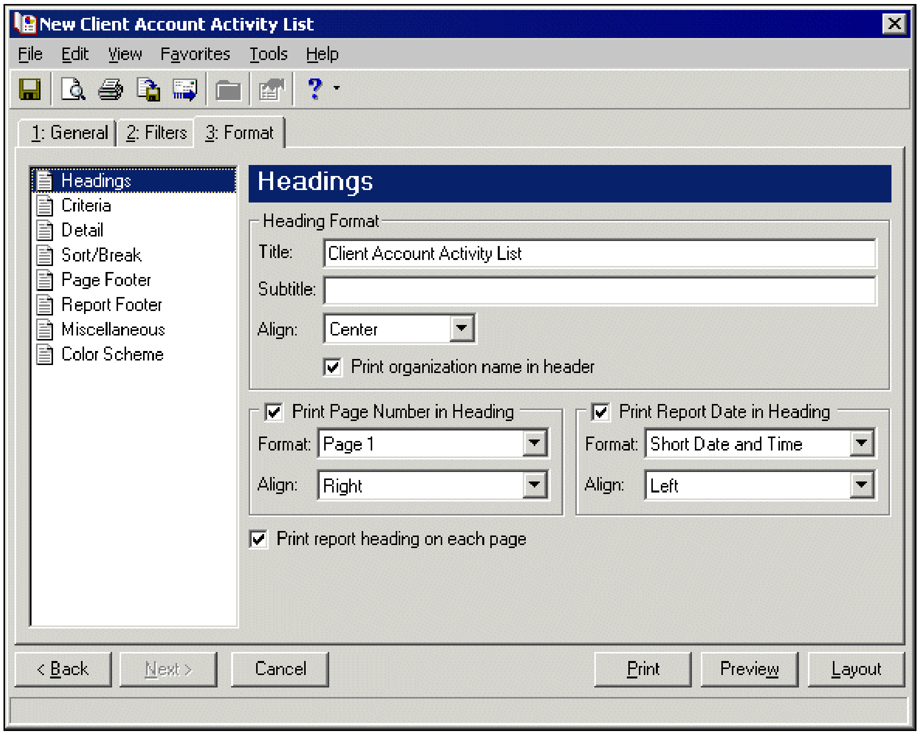
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

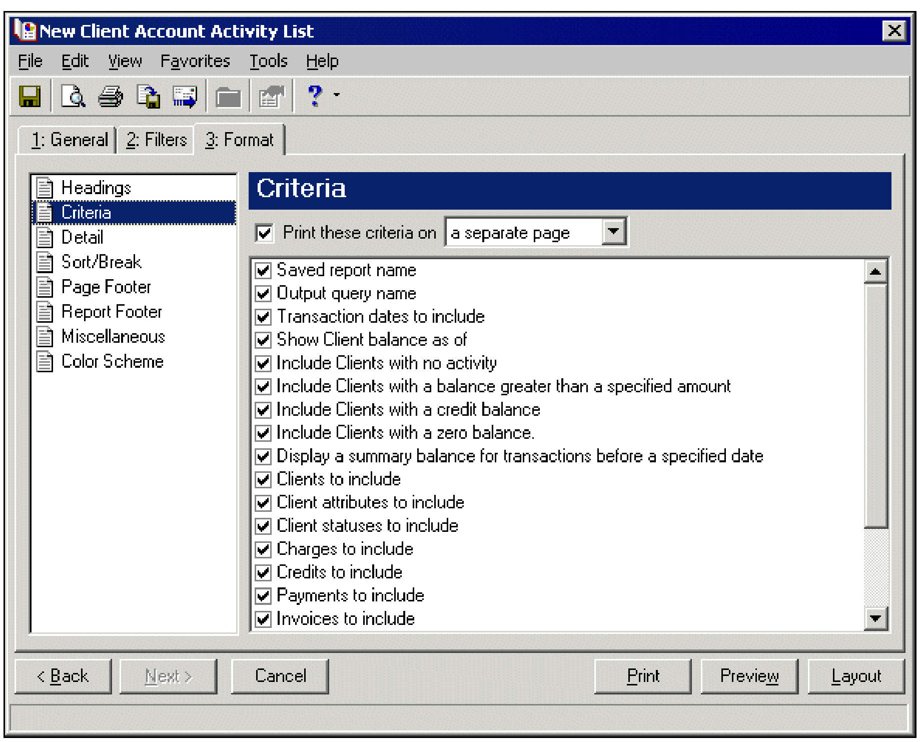
On the Format tab, you specify how the report looks. A description of each formatting option is provided.

Headings. You can enter a maximum of 60 characters in each of the Title and Subtitle fields. The title and subtitle appear at the top of the report. You can select the heading alignment and if your organization's name appears in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



Criteria. Use **Criteria** to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

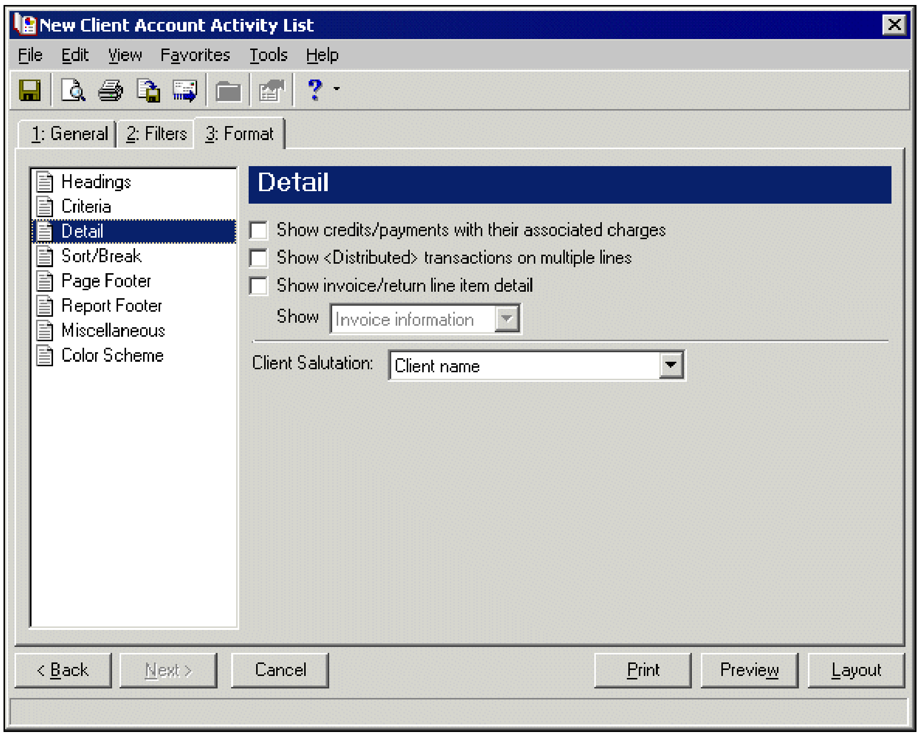


Detail. Use **Detail** to make the report match the client’s Activity tab. To make the report like the Activity tab, mark the same checkboxes that are marked on the clients’ records.

To list payments with the charges to which the payments and credits were applied, mark **Show credits/payments with their associated charges**.

If transactions are distributed to multiple clients, you can mark **Show <Distributed> transactions on multiple lines** to break the distributions into separate lines.

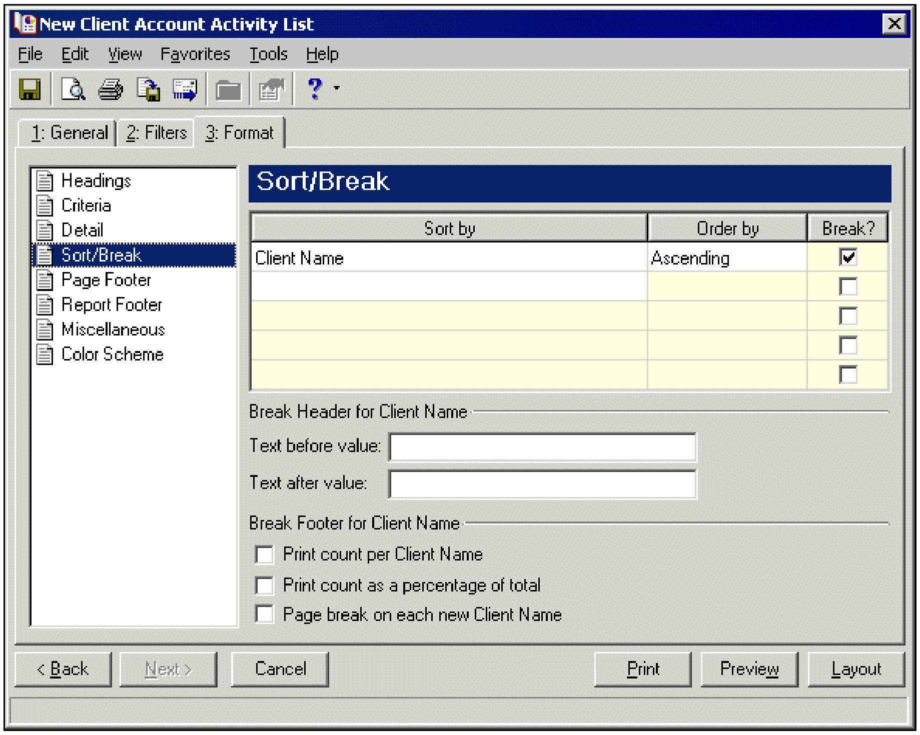
To break invoices into line items, mark **Show invoice/line item detail**. With this box marked, line items are treated like charges. In the **Show** field**,** select whether you see the invoice information or billing item description for the line item.



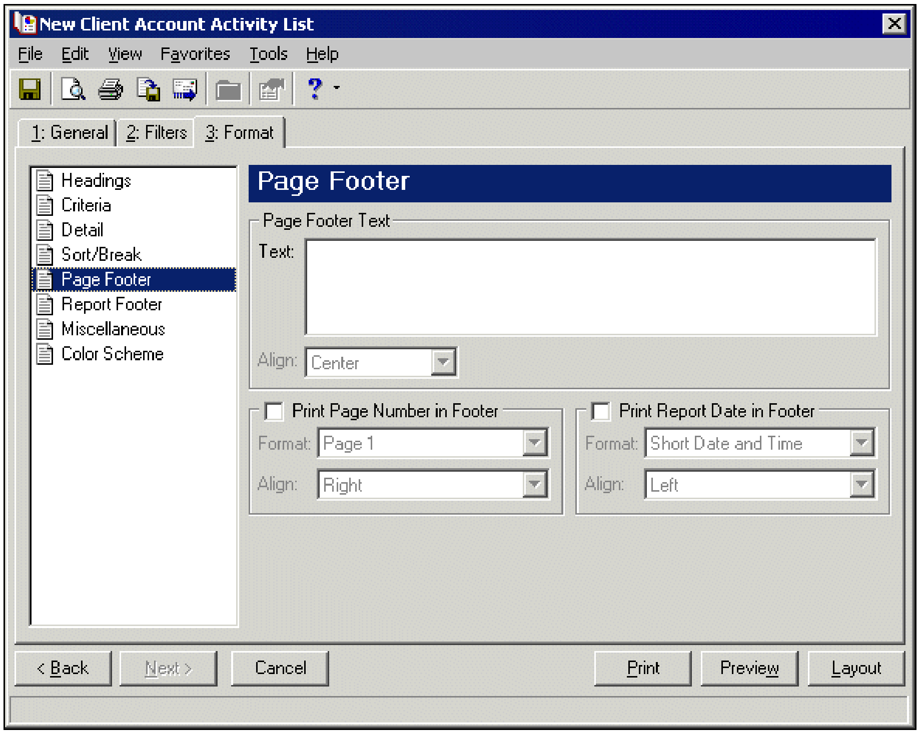
Sort/Break. Use **Sort/Break** to select the order in which information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column in the grid, the program sorts by the entire requisition number in ascending order.

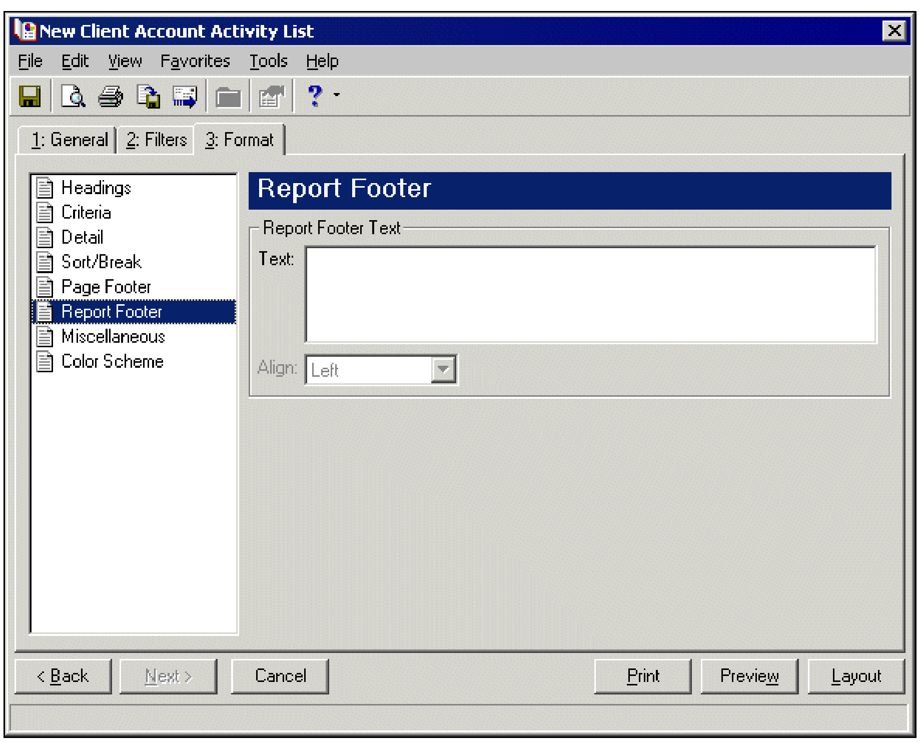
You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per Client Name** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new Client Name**, a new page starts for the highest level break.



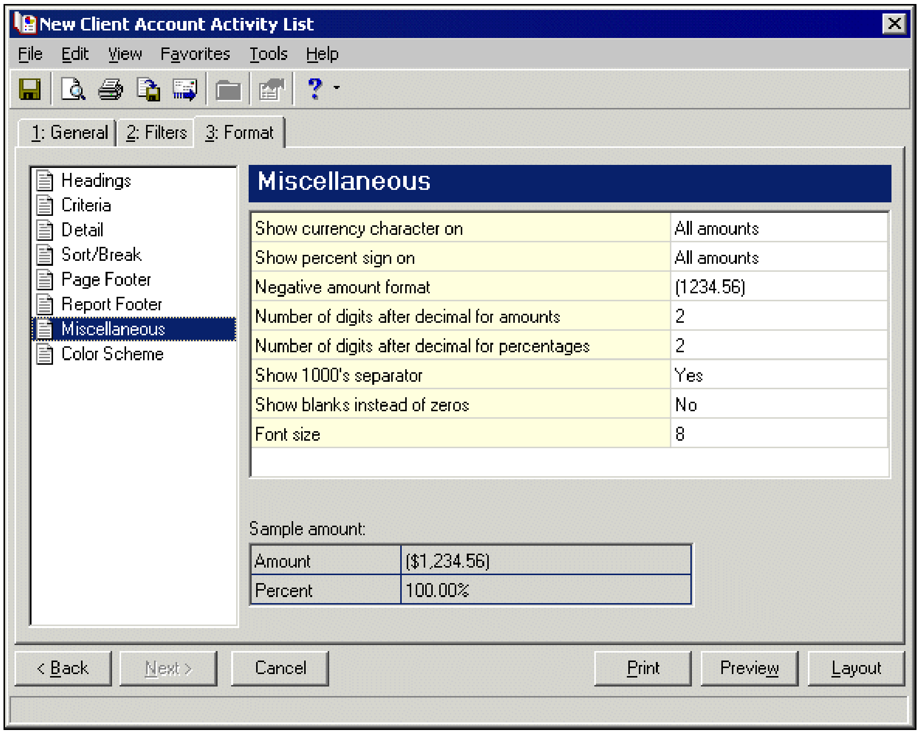
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field to print as the page footer. You can select the alignment of the footer and to include other options, such as the page number and date.



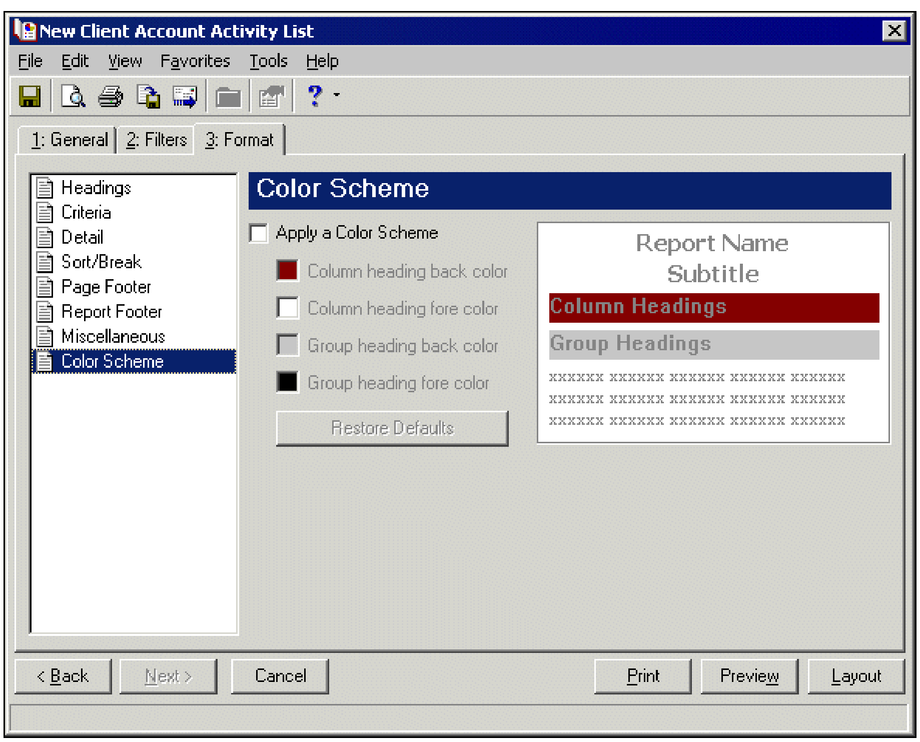
Report Footer. Use **Report Footer** enter a maximum of 254 characters in the **Text** field and select the footer alignment. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify the font size and how numbers appear on the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears. You can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Client Account Activity Report

Use the Client Account Activity Report to list transactions for specific clients. The Client Account Activity Report is a versatile report you can use to report on charges generated by clients and who is responsible for the charges. You can also run the report for charges for which clients are responsible, and who generated the charges. Many filters are available for you to customize the output of a report.

You can use this report whether you use a single-party billing system or third-party billing system. If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

- A payer is a client, either an individual or an organization, who is responsible for paying a bill.
- A recipient is a client who receives a product or service or who has their balance reduced by a payment or credit.

The following scenarios present common uses of the Client Account Activity Report:

Using payer and recipient client filters. On the Filters tab, you can filter by both payer and recipient clients. If an organization pays some portion of a bill for multiple clients, you can select the insurance company as the payer client and select the clients that are paid by the company as the recipient clients.

Using a single-party billing system. In a single-party billing system, charges incurred by a client are paid by a client. In this case, it does not matter whether you report by payer or recipient in **Detail** on the Format tab. However, to show payments along with the charges to which they were applied, report by payer and mark **Show credits/payments with their associated charges**.

Also in **Detail** on the Format tab, you should select to report in detail, but do not select to show payer or recipient details because that adds useless lines to the report.

Reporting on a single client. You can generate the report for a single client. For example, you can create the report for a client calling in to dispute a charge or get an update on his activity.

To see all charges for which the client is responsible, on the Filters tab, select the client in the **Payer Clients** row.

If the client is only interested in charges generated by specified clients, select those clients in the **Recipient Clients** row. Otherwise, include all recipient clients.

In **Detail** on the Format tab, select to report by payer, in detail, and show recipient details. The report shows every charge for which the client is responsible, and which client generated those charges. To also show all payments and credits owned by the client, and who was the beneficiary of those payments, mark **Show credits/payments with their associated charges**.

Making the report look like a statement. Statements are also versatile, but this example is for a common statement setup to show only charges that are directly assigned to the statement recipient. To match this on the Client Account Activity Report, on the Filters tab, select the statement recipient in the **Payer Clients** row. In **Detail** on the Format tab, select to report by payer, in detail, and show recipient details. If you show all charges on a statement, you can match the report results more consistently to the statement if you do not show recipient details.

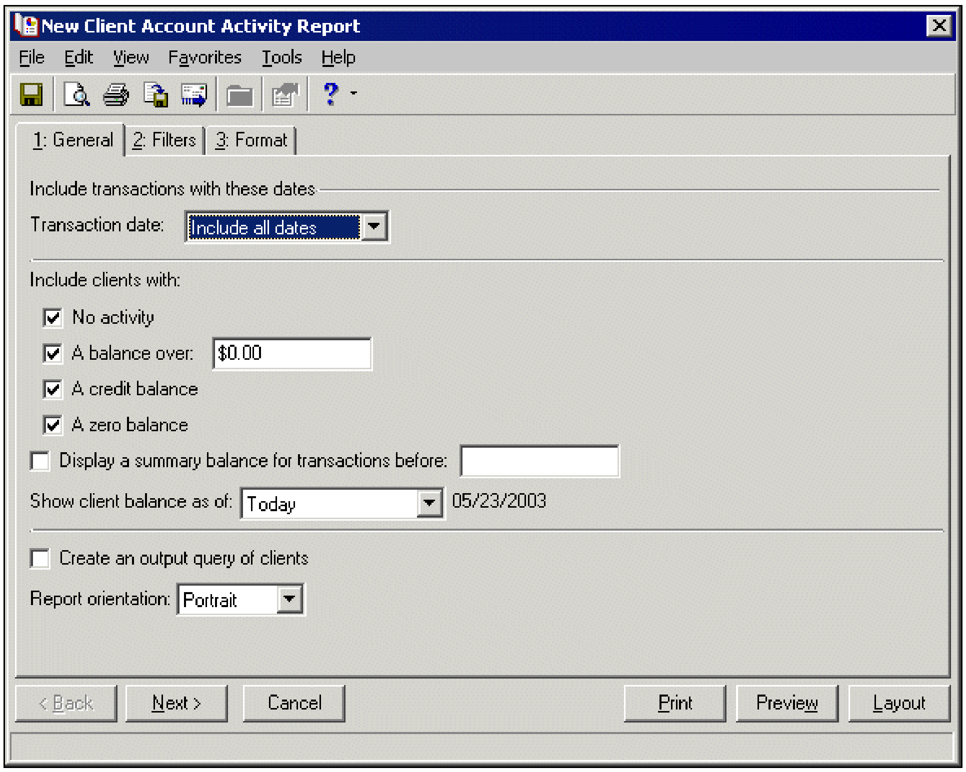
Making the report look like the Activity tab of a client record. If you have certain clients designated as payers only and certain clients designated as recipients only, in **Detail** on the Format tab, report by recipient, in detail. To match the **Show <Distributed> transactions on multiple rows** setting on the Activity tab, select to show payer details on the report.

If certain clients are both the payers of their own charges and other clients charges, the only way to get the activity to match up on a transaction-for-transaction basis is to run the report including the clients as both payers and recipients. To run a report to match the Activity tab or a client record, regardless of whether the client is a payer or recipient, use the Client Account Activity List. For more information, see “Client Account Activity List” on page 108.

The Client Account Activity Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see "Creating a report in Accounts Receivable" on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Transaction date. In the **Transaction date** field, select a date or date range for the transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Include clients with [ ]. You can select to include clients with no activity. You can designate a minimum balance the client must have to be included; all clients with balances less than or equal to the amount you enter are excluded. You can also select to include clients with a credit balance or a zero balance.

Display a summary balance for transactions before [ ]. To include a summary balance on the report, mark the checkbox and enter a date up to which to summarize transactions.

Show client balance as of [ ]. To include the client's balance amount, mark **Show client balance as of** and enter the end date for reporting the balance.

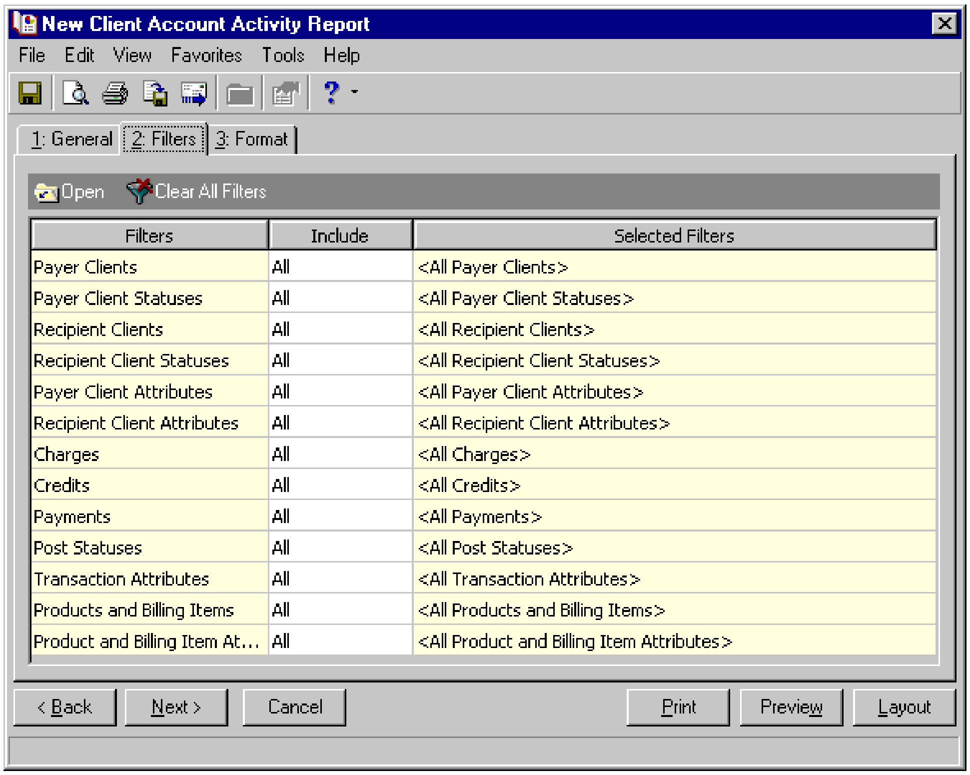
Create an output query of clients. If you mark **Create an output query of clients**, the program creates a query of clients included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Client Attributes filter, only clients with the attributes you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

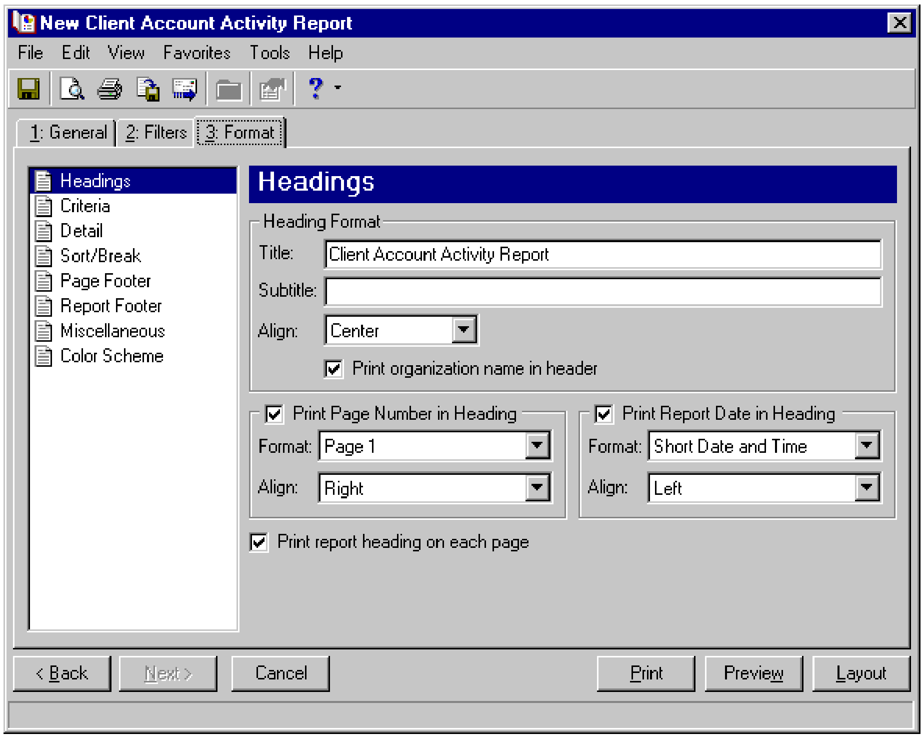
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

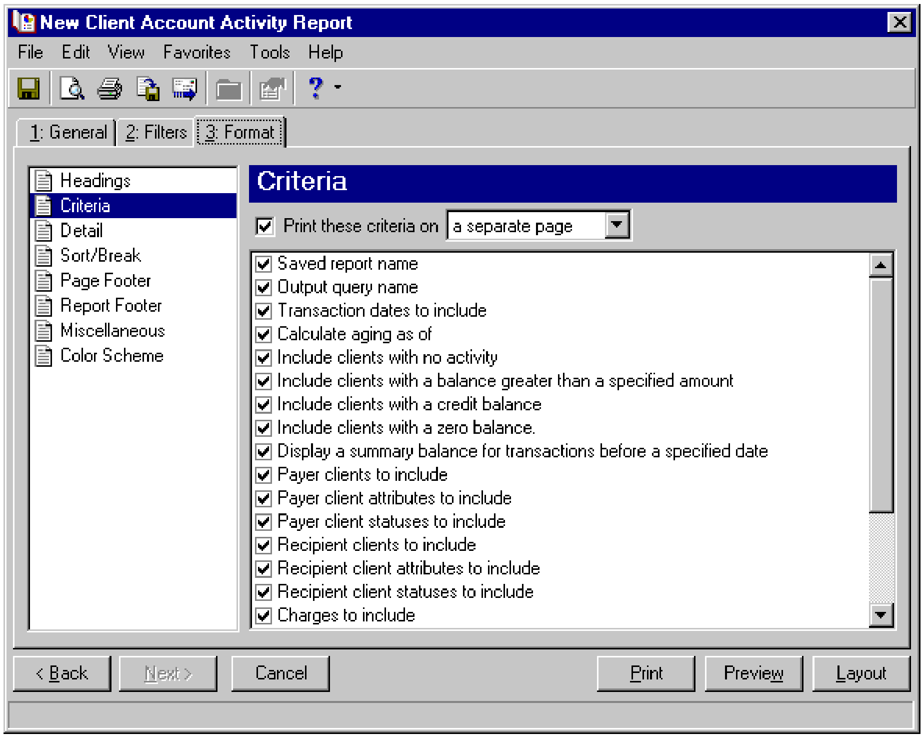
Note: The heading defaults to Client Account Activity Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization’s name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.



Note: The Detail panel is important in determining the output of the report. For more information about this panel, see "Client Account Activity Report Detail Panel" on page 133.

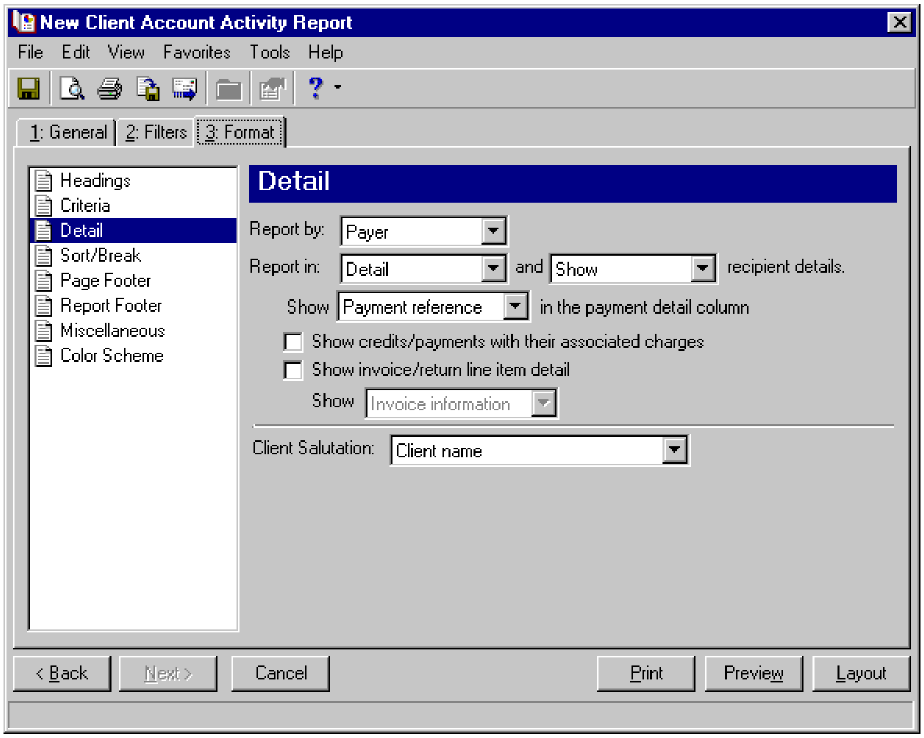
Detail. The **Detail** panel is significant to the output of the report. In the **Report by** field, you can select Payer or Recipient. If you select payer, you can report in detail or summary and show or not show recipient detail. If you select recipient, you can report in detail or summary and show or not show payer detail.

For more information about the Detail panel, see "Client Account Activity Report Detail Panel" on page 133.

Reporting by payer also allows you to mark **Show payments/credits with their associated charges**.

Invoices are summarized on the report. To show the invoices broken down to line item details instead, mark **Show invoice/return line item detail**. In the **Show** field, you can select for the line item description to be invoice information (invoice and line item number) or the billing item description.

To determine how client names appear on the report, select a client salutation. Salutations are defined in *Configuration*.



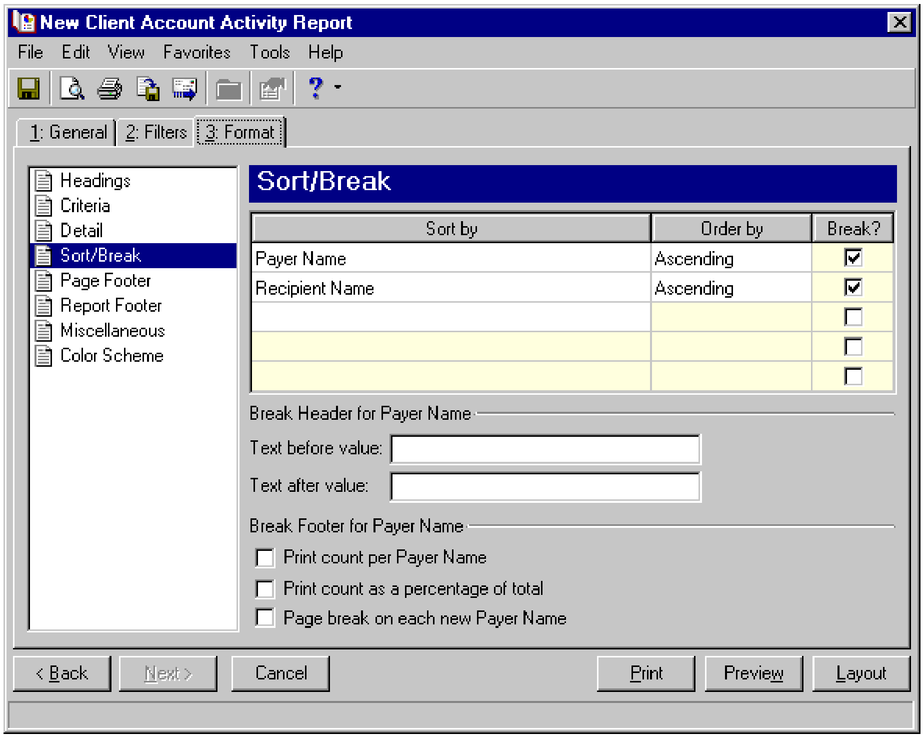
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

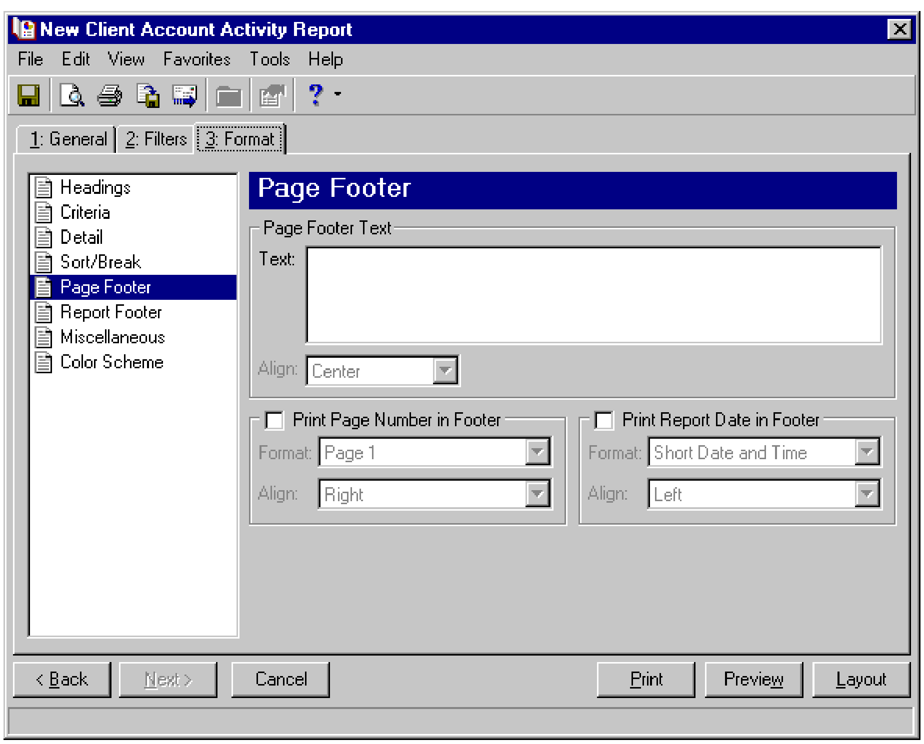
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

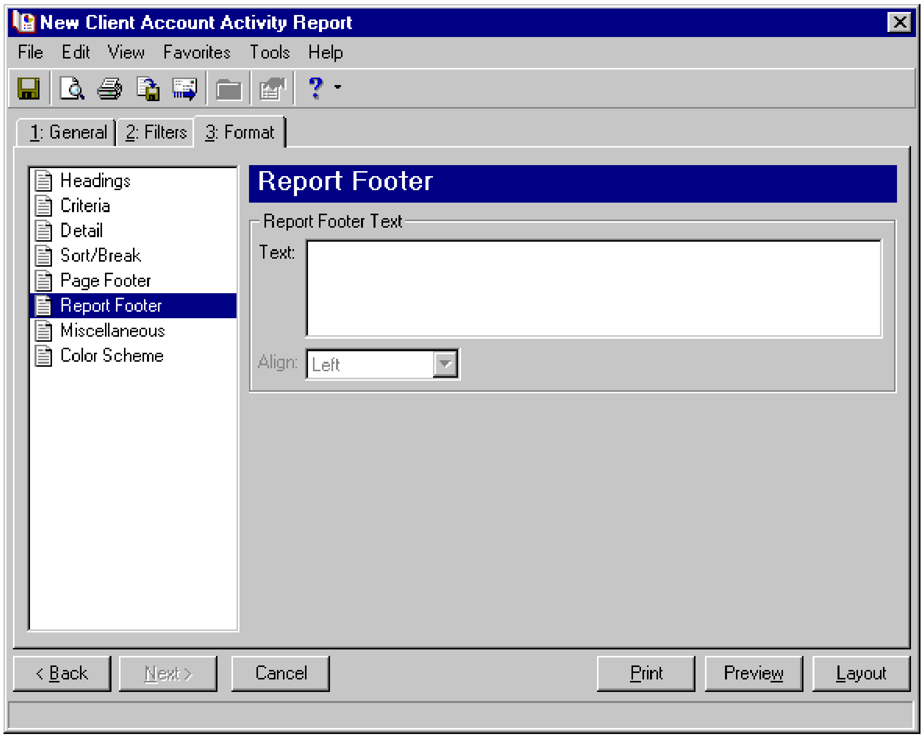
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



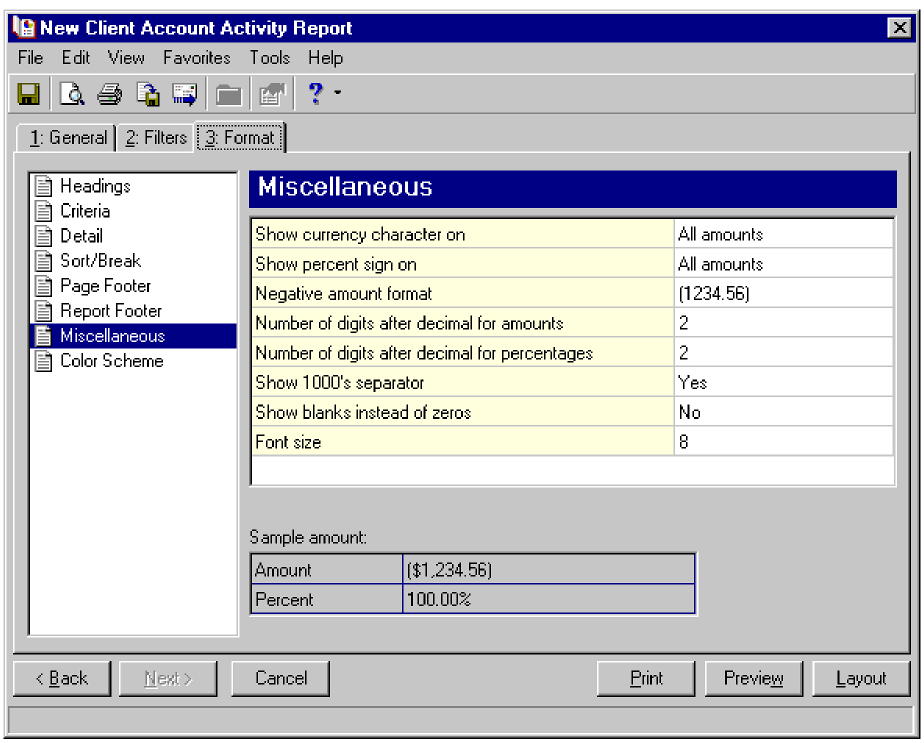
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



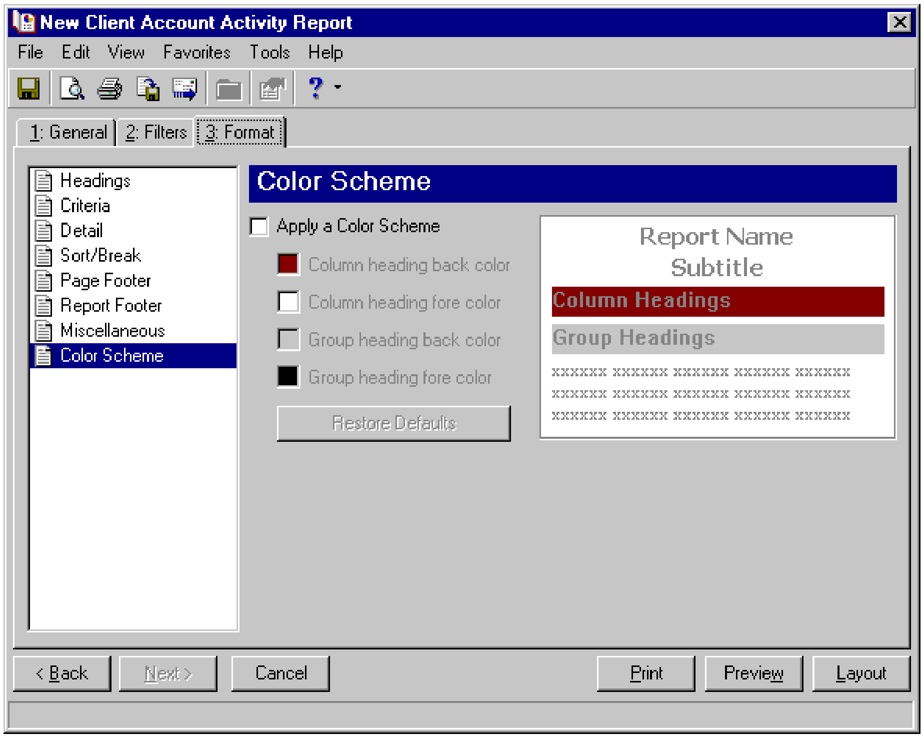
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Client Account Balance Report

Use the Client Account Balance Report to list account balances for specific clients.

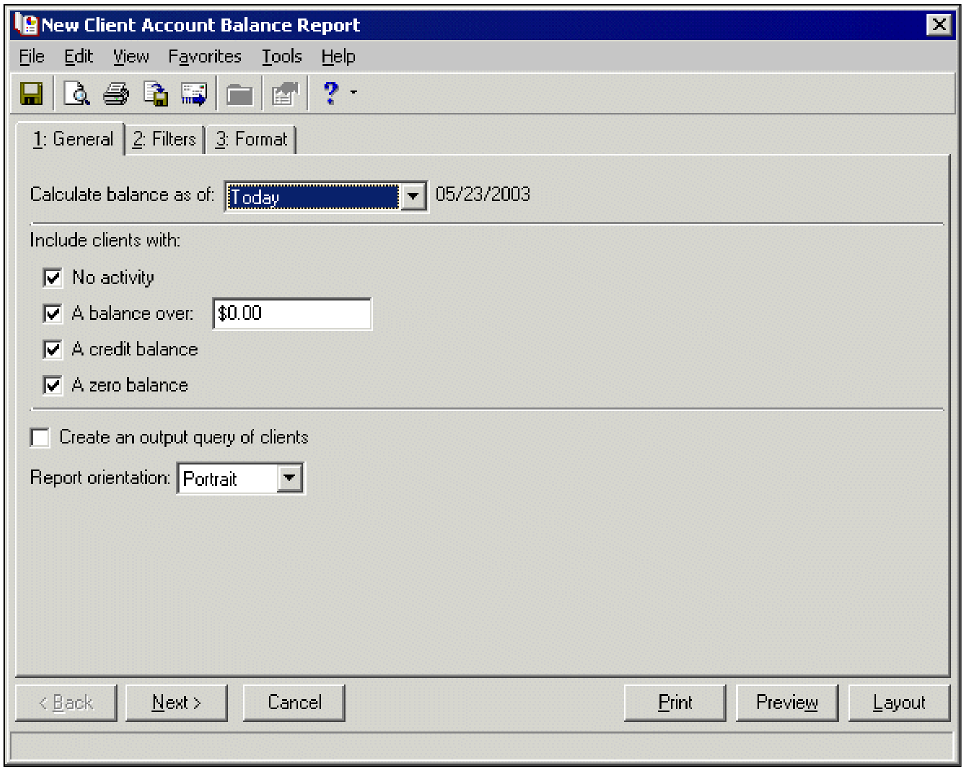
You can use this report whether you use a single-party billing system or third-party billing system. If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

- A payer is a client, either an individual or an organization, who is responsible for paying a bill.
- A recipient is a client who receives a product or service or who has their balance reduced by a payment or credit.

The Client Account Balance Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Calculate balance as of [ ]. Select the date up to which to calculate account balances. You can select Today or select <Specific date> and enter the date.

Include clients with [ ]. You can select to include clients with no activity. You can designate a minimum balance the client must have to be included; all clients with balances less than or equal to the amount you enter are excluded. You can also select to include clients with a credit balance or a zero balance.

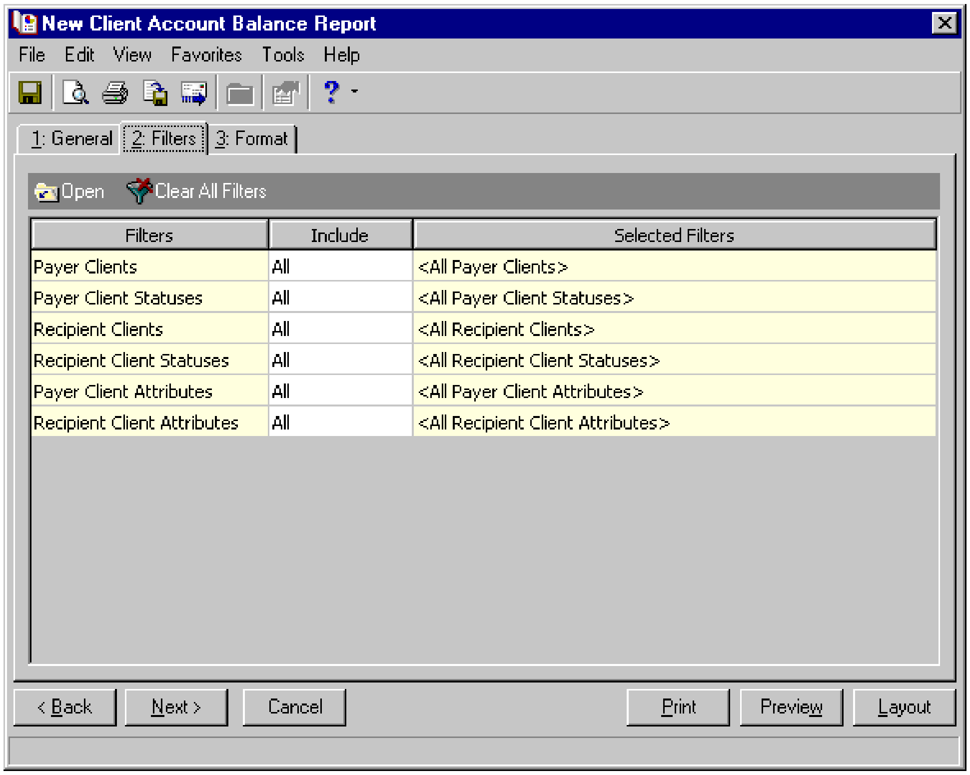
Create an output query of clients. If you mark **Create an output query of clients**, the program creates a query of clients included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Client Attributes filter, only clients with the attributes you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

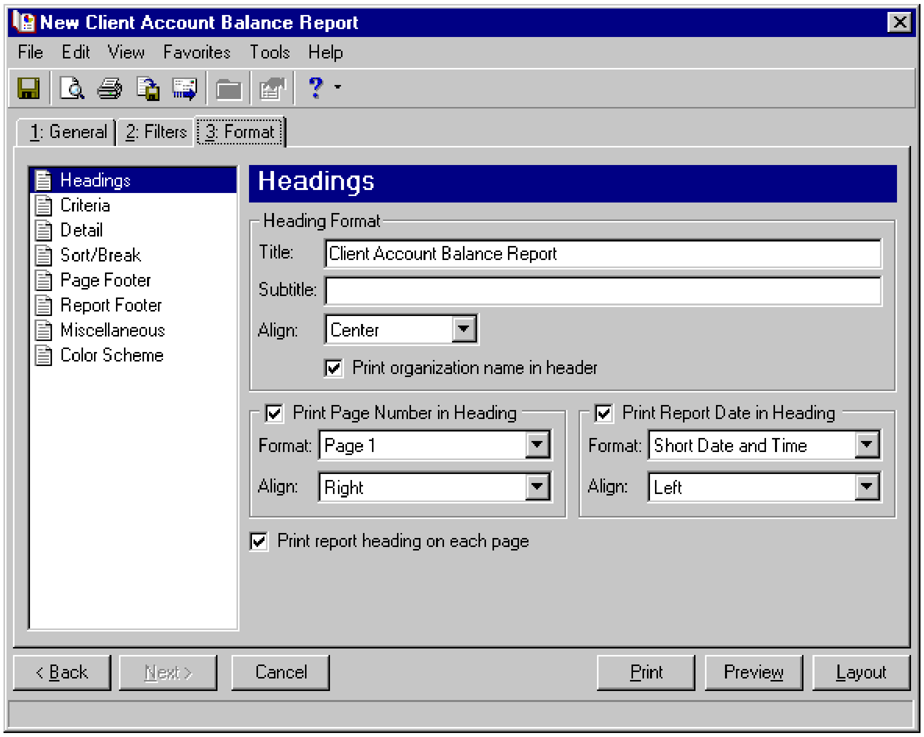
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

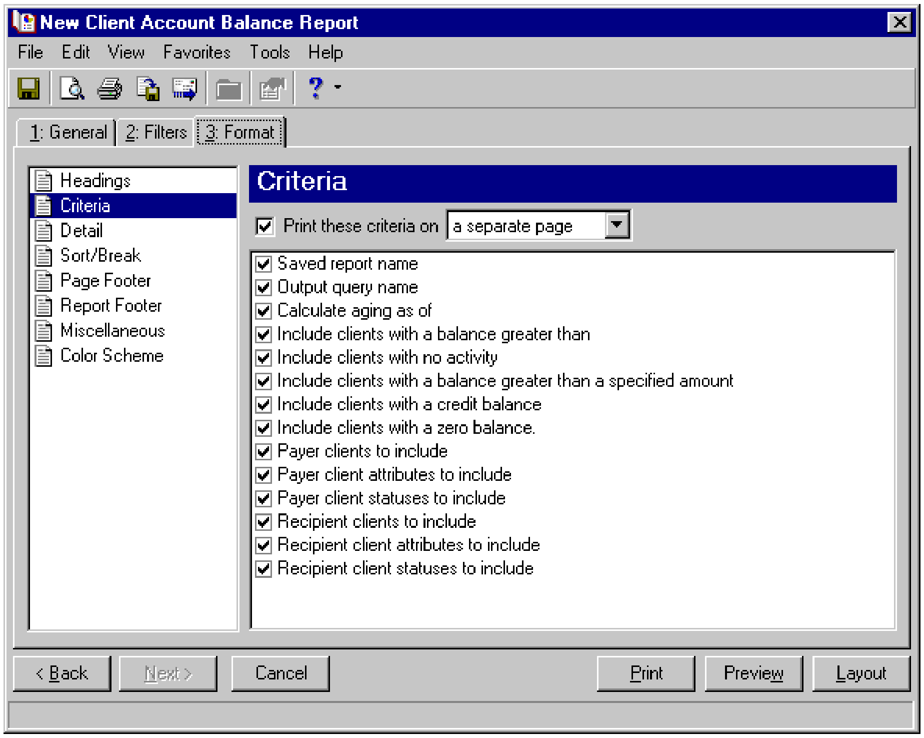
Note: The heading defaults to Client Account Balance Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.

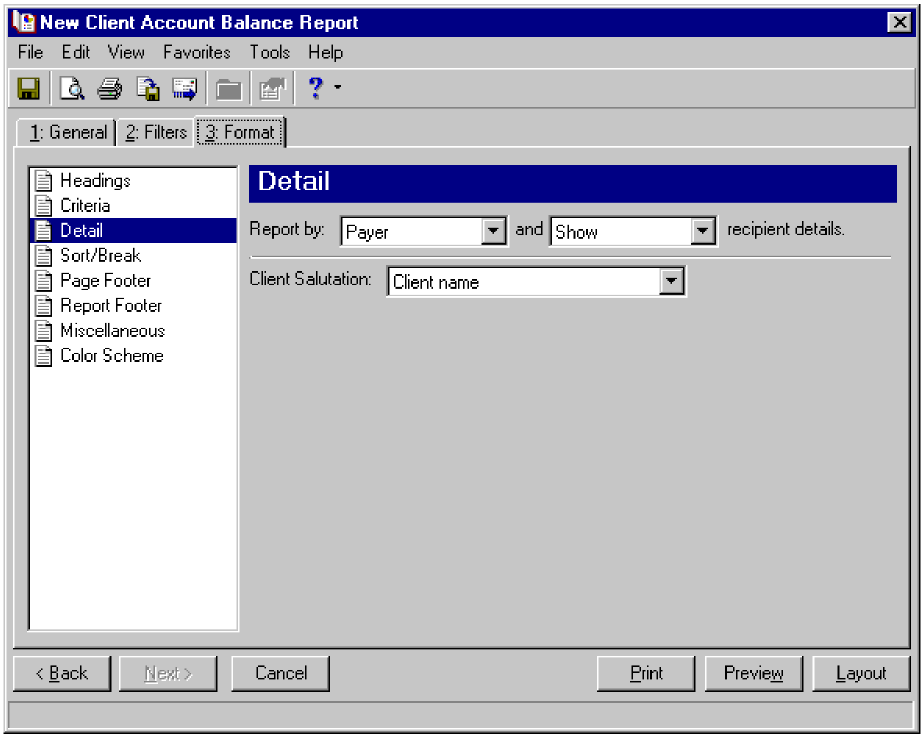


Note: The Detail panel is important in determining the output of the report. For more information about this panel, see “Client Account Balance Report Detail Panel” on page 139.

Detail. The **Detail** panel is significant to the output of the report. In the **Report by** field, you can select Payer or Recipient. You can then select to show or not show payer or recipient details.

For more information about payer and recipient details, see “Client Account Balance Report Detail Panel” on page 139.

To determine how client names appear on the report, select a client salutation. Salutations are defined in *Configuration*.



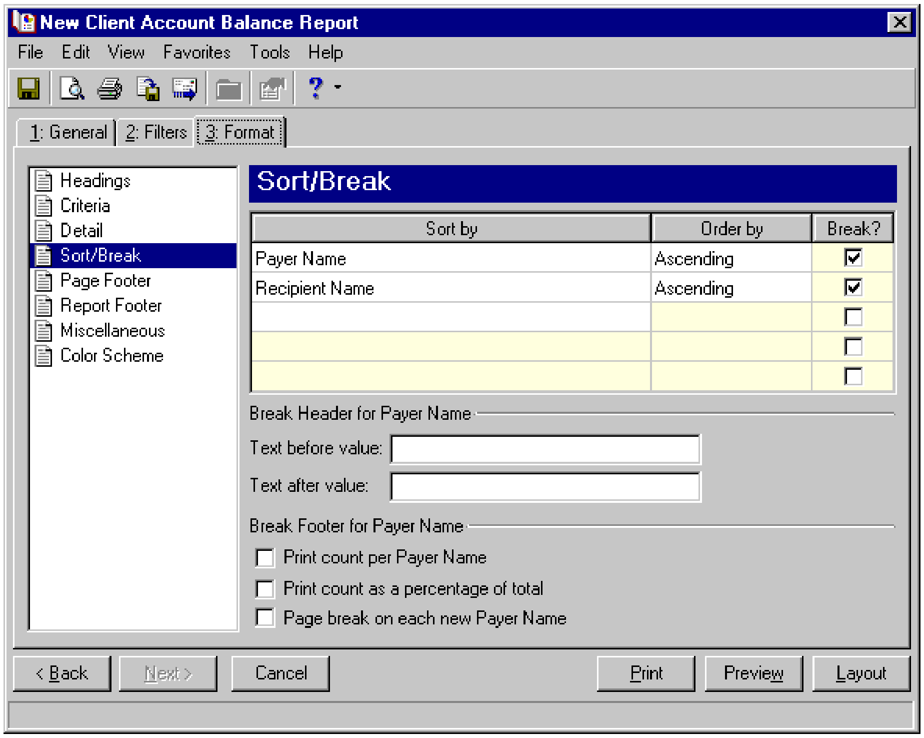
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

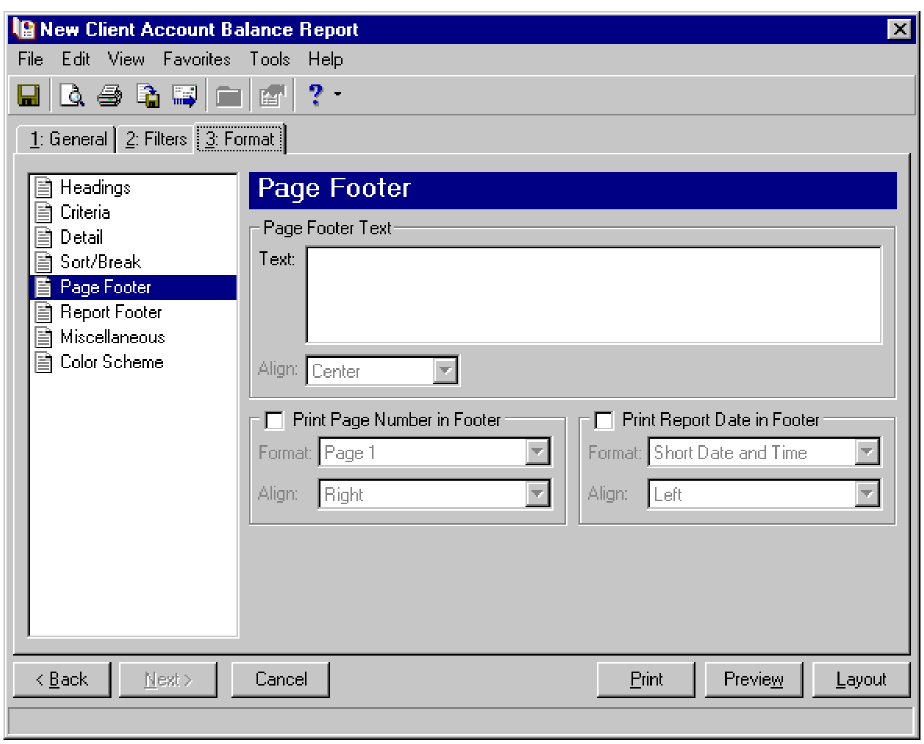
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

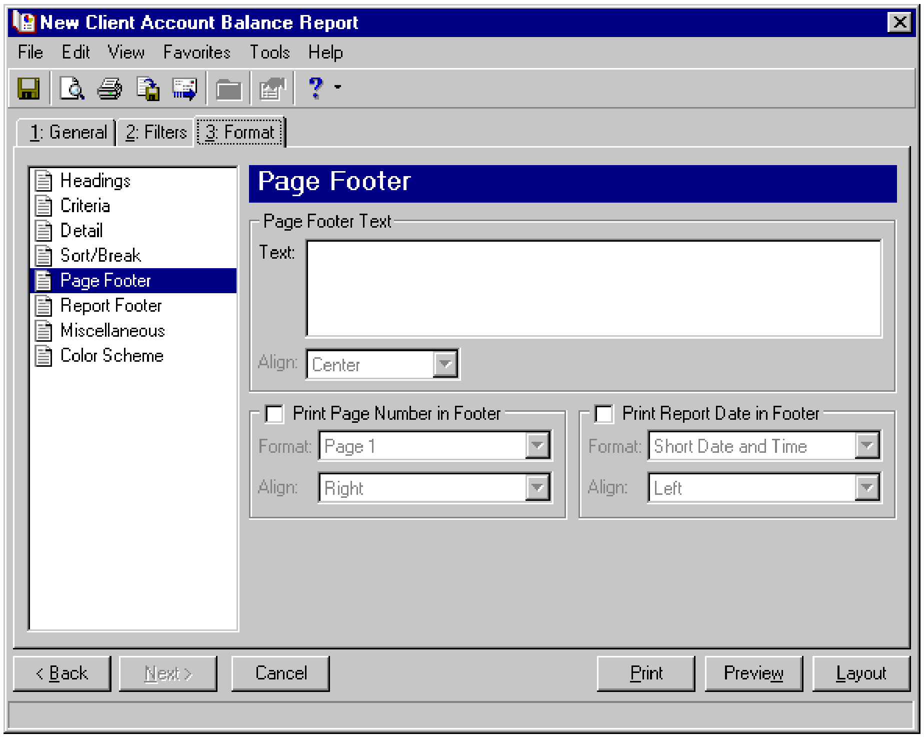
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



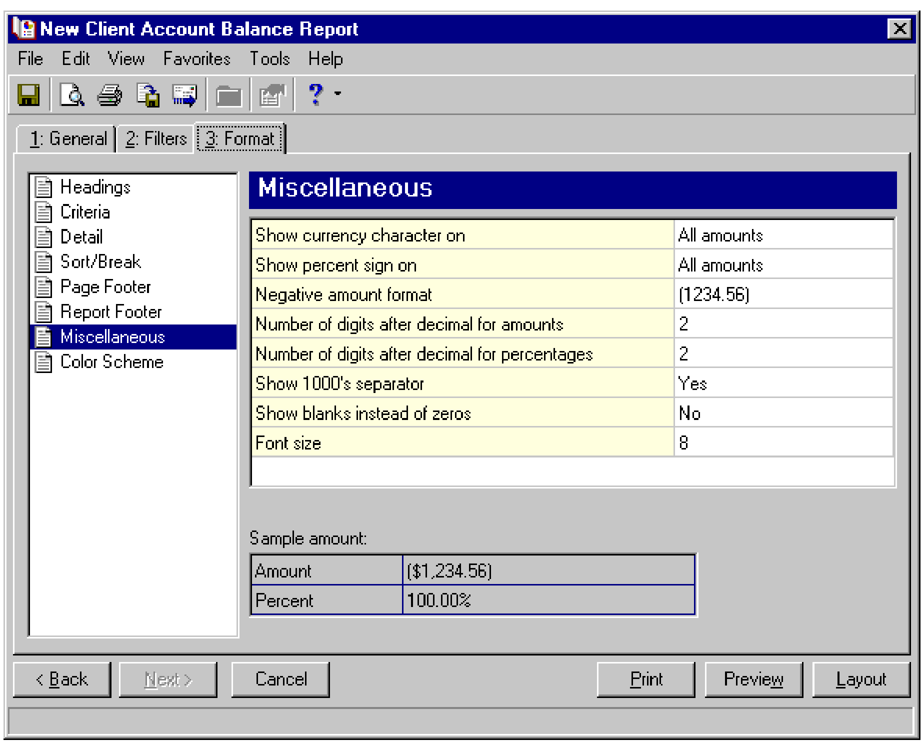
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



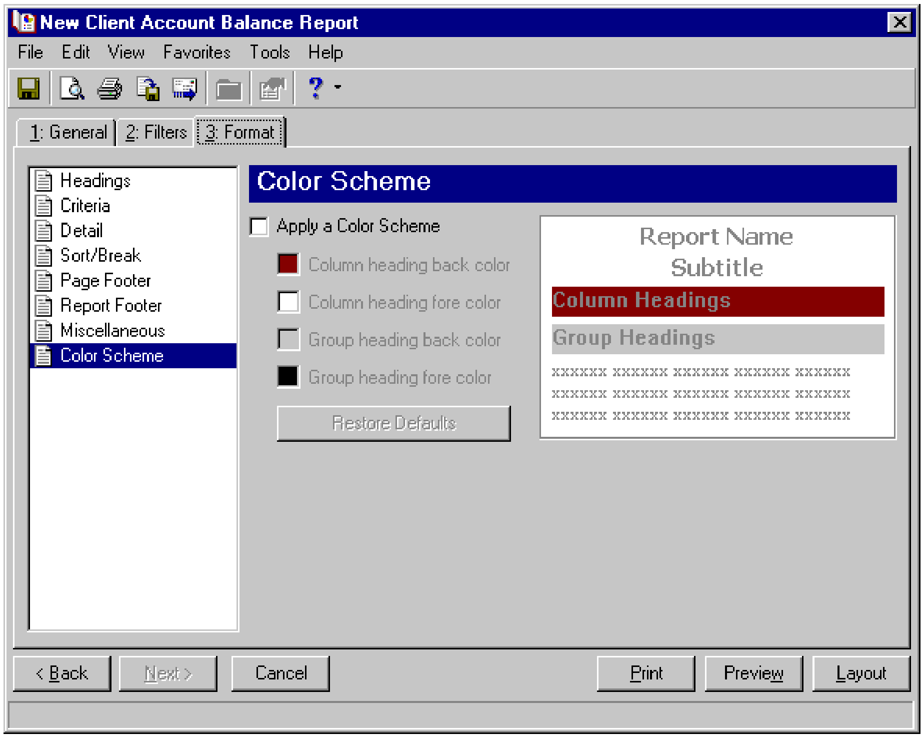
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Payer and Recipient Detail

This section elaborates on the Detail panel on the Format tab of the Client Account Activity and Client Account Balance reports. The Detail panel is a determining factor in the output of these reports. Hands-on experience is the best way to learn, so we encourage you to try various options with your database.

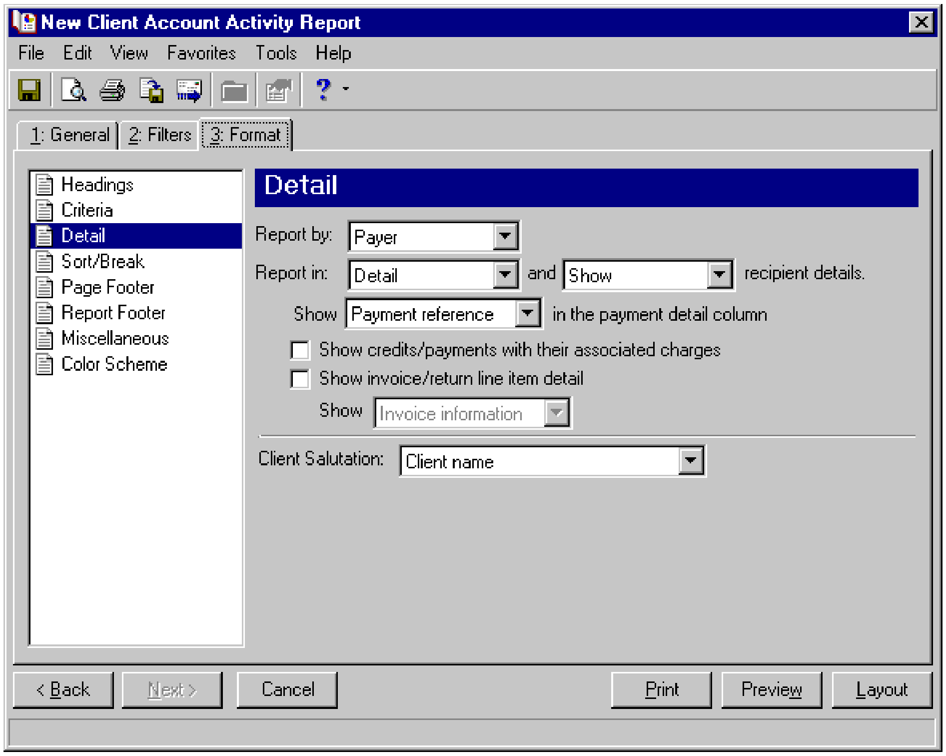
Note: If you are using a single-party billing system, it does not matter whether you report by payer or recipient. To prevent useless lines in the report, do not show payer or recipient details.

You can use these reports whether you use a single-party billing system or third-party billing system. If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

- A payer is a client, either an individual or an organization, who is responsible for paying a bill.
- A recipient is a client who receives a product or service or who has their balance reduced by a payment or credit.

Client Account Activity Report Detail Panel

The Detail panel of the Client Account Activity Report plays a key role in the output of the report. With this screen, you determine the grouping and quantity of information appearing on the report. For more information about this report, see "Client Account Activity Report" on page 116.



In the **Report by** field, select to group transactions by payer or recipient. Selecting Payer groups recipients who contribute to a payer's balance. Selecting Recipient groups all payers who make up a recipient's balance.

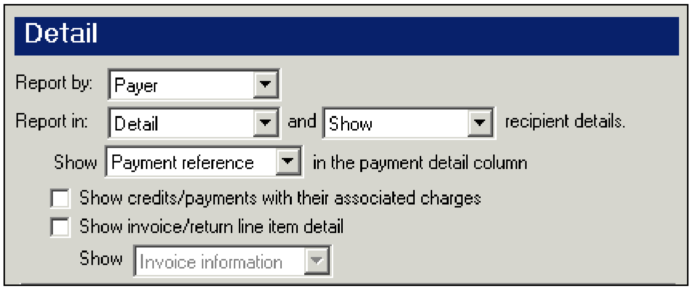
The **Report in** field determines the layout of the report. Detail lists individual transaction information. Summary creates a column for each transaction type charge, payment, and credit, and issues a total for each.

By selecting Show or Do not show payer/recipient details, you decide the amount of detail you want to see. Show lists payers or recipients with their individual transaction information and balances. Do not show lists transactions without giving recipient or payer information.

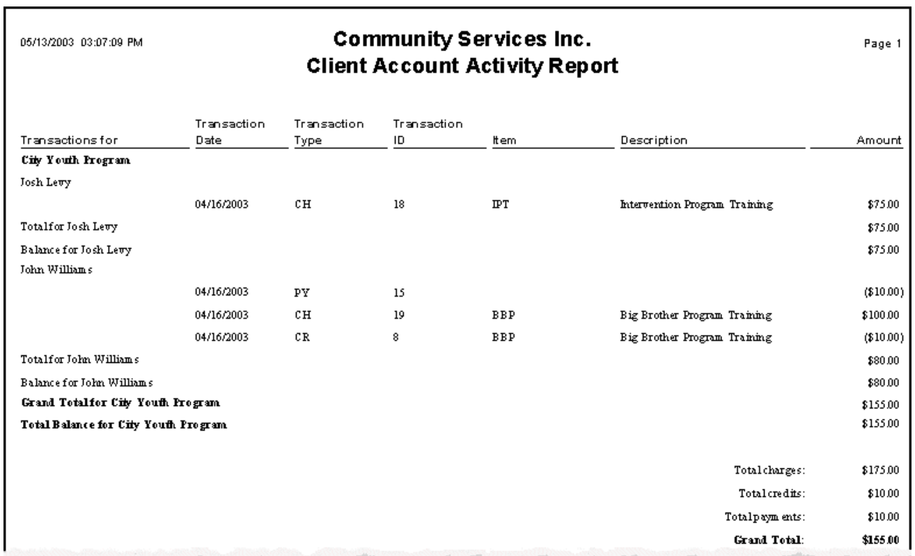
Reporting by Payer in Detail

Reporting by payer groups all recipients who make up a payer's balance. Selecting to report in Detail lists individual transaction that make up a payer's balance. Use Show or Do not show to determine the amount of information you want to see.

Show recipient details. Select Show recipient details to see which recipients' transactions create a payer balance. By selecting Show, the report lists each recipient with their individual transaction information and balances. To see the clients who compose another's balance, you must select Show.



When you select these field entries, the report will be formatted similar to this sample report:



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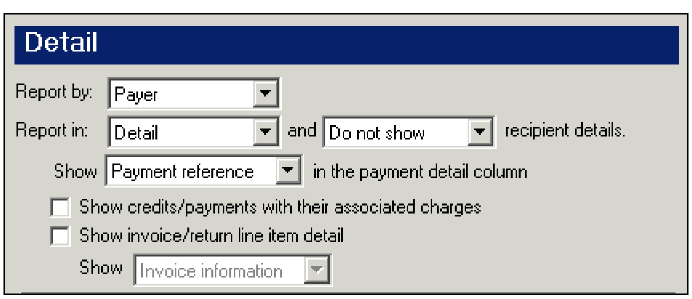
Community Services Inc.
Client Account Activity Report

Page 1

Transactions for	Transaction Date	Transaction Type	Transaction ID	Item	Description	Amount
City Youth Program						
Josh Levy						
	04/16/2003	CH	18	IPT	Intervention Program Training	$75.00
Total for Josh Levy						$75.00
Balance for Josh Levy						$75.00
John Williams						
	04/16/2003	PY	15			($10.00)
	04/16/2003	CH	19	BBP	Big Brother Program Training	$100.00
	04/16/2003	CR	8	BBP	Big Brother Program Training	($10.00)
Total for John Williams						$80.00
Balance for John Williams						$80.00
Grand Total for City Youth Program						$155.00
Total Balance for City Youth Program						$155.00
					Total charges:	$175.00
					Total credits:	$10.00
					Total payments:	$10.00
					Grand Total:	**$155.00**

Do Not Show recipient details. Select Do not show recipient details to see a payer's information without regard to which recipients comprise the balance. Individual transactions appear on the report, but not recipient information.



When you select these field entries, the report will be formatted similar to this sample report:

Community Services Inc.
Client Account Activity Report

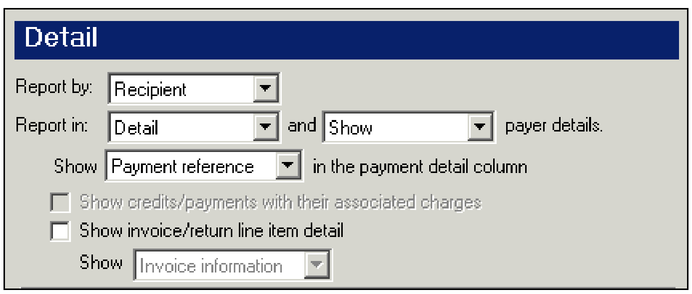
Page 1

Transactions for	Transaction Date	Transaction Type	Transaction ID	Item	Description	Amount
City Youth Program						
	04/16/2003	PY	15			($10.00)
	04/16/2003	CH	19	BBP	Big Brother Program Training	$100.00
	04/16/2003	CR	8	BBP	Big Brother Program Training	($10.00)
Total for City Youth Program						$80.00
Balance for City Youth Program						$70.00
					Total charges:	$100.00
					Total credits:	$10.00
					Total payments:	$10.00
					Grand Total:	**$80.00**

Reporting by Recipient in Detail

Reporting by recipient groups all payers who make up a recipient's balance. Selecting to report in Detail lists individual transaction information. Use Show/Do not show functionality to determine the amount of information that you want to see.

Show payer details. Select Show payer detail to see which payers' transactions create a recipient balance. By selecting this option, the report lists each payer with their individual transaction information and balances. You must select Show to see the clients who compose another's balance.



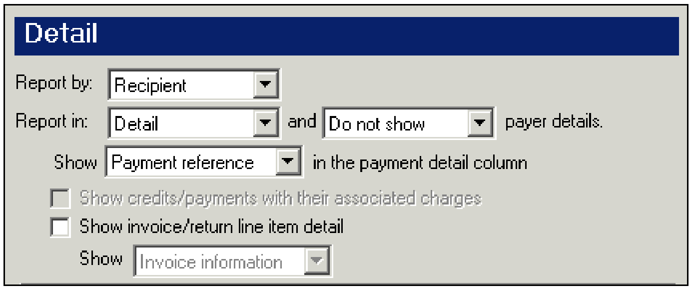
When you select these field entries, the report will be formatted similar to this sample report:

Community Services Inc.
Client Account Activity Report

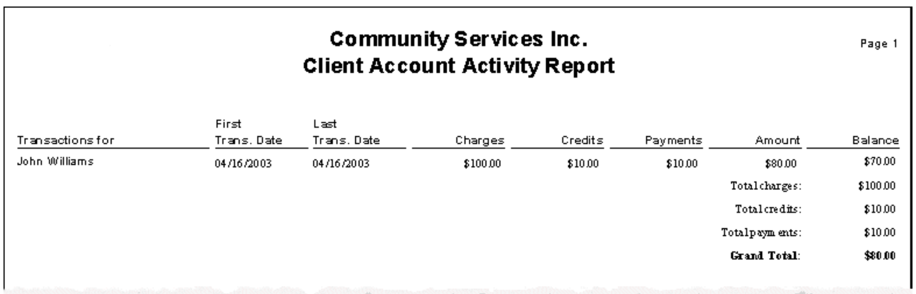
Page 1

Transactions for	Transaction Date	Transaction Type	Transaction ID	Item	Description	Amount
John Williams						
City Youth Program						
	04/16/2003	PY	15			($10.00)
	04/16/2003	CH	19	BBP	Big Brother Program Training	$100.00
	04/16/2003	CR	8	BBP	Big Brother Program Training	($10.00)
Total for City Youth Program						$80.00
Balance for City Youth Program						$70.00
Grand Total for John Williams						$80.00
Total Balance for John Williams						$70.00
					Total charges:	$100.00
					Total credits:	$10.00
					Total payments:	$10.00
					Grand Total:	**$80.00**

Do Not Show payer details. Select Do not show recipient details to see a payer's information without regard to which recipients comprise the balance. Individual transactions appear on the report, but not payer information.



When you select these field entries, the report will be formatted similar to this sample report:


Community Services Inc.
Client Account Activity Report

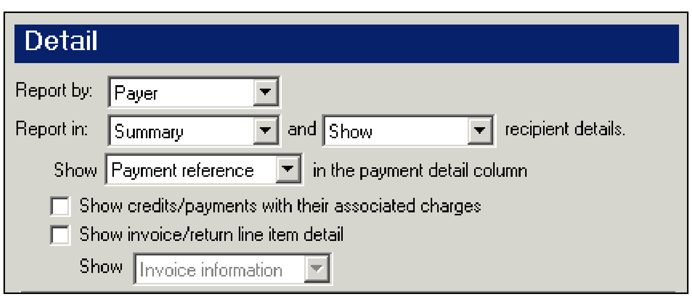
Page 1

Transactions for	First Trans. Date	Last Trans. Date	Charges	Credits	Payments	Amount	Balance
John Williams	04/16/2003	04/16/2003	$100.00	$10.00	$10.00	$80.00	$70.00
						Total charges:	$100.00
						Total credits:	$10.00
						Total payments:	$10.00
						Grand Total:	**$80.00**

Reporting by Payer in Summary

Reporting by payer groups all recipients who make up a payer's balance. Selecting to report in Summary creates a column for each transaction type, charge, credit and payment, and issues a total for each. Use Show/Do not show functionality to determine the amount of information you want to see.

Show recipient details. Select Show recipient detail to see which recipients' transactions create a payer balance. By selecting this option, the report lists each recipient with their total amount for each transaction type. To see the clients who compose another's balance, you must select Show.



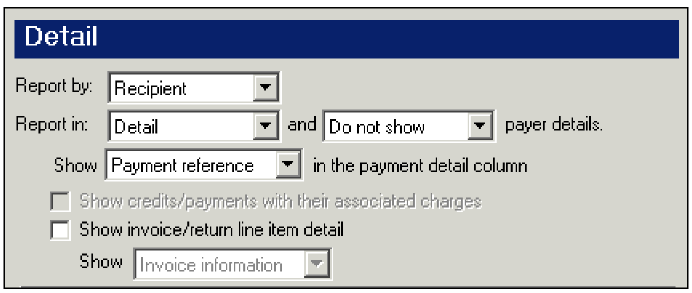
When you select these field entries, the report will be formatted similar to this sample report:

Community Services Inc.
Client Account Activity Report

Page 1

Transactions for	First Trans. Date	Last Trans. Date	Charges	Credits	Payments	Amount	Balance
City Youth Program							
John Williams	04/16/2003	04/16/2003	$100.00	$10.00	$10.00	$80.00	$70.00
Grand Total for City Youth Program						$80.00	$70.00
						Total charges:	$100.00
						Total credits:	$10.00
						Total payments:	$10.00
						Grand Total:	**$80.00**

Do Not Show recipient details. Select Do not show recipient details to see a payer's information without regard to which recipients comprise the balance. Totals for the transaction types appear on the report, but not recipient information.



When you select these field entries, the report will be formatted similar to this sample report:

Community Services Inc.
Client Account Activity Report

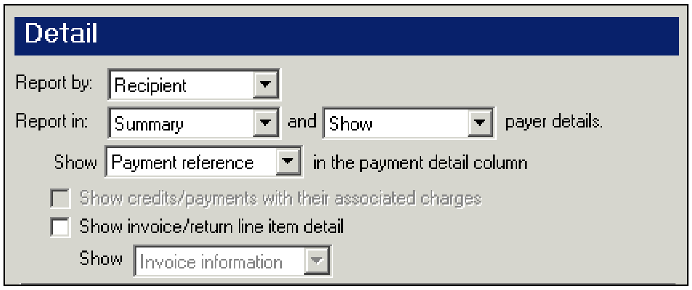
Page 1

Transactions for	First Trans. Date	Last Trans. Date	Charges	Credits	Payments	Amount	Balance
John Williams	04/16/2003	04/16/2003	$100.00	$10.00	$10.00	$80.00	$70.00
						Total charges:	$100.00
						Total credits:	$10.00
						Total payments:	$10.00
						Grand Total:	**$80.00**

Reporting by Recipient in Summary

Reporting by recipient groups all payers who make up a recipient's balance. Selecting to report in Summary creates a column for each transaction type, charge, credit and payment, and issues a total for each. Use Show/Do not show functionality to determine the amount of information you want to see.

Show payer details. Select Show payer detail to see which payers' transactions create a recipient balance. By selecting this option, the report lists each payer with their balances. To see the clients who compose another's balance, you must select Show.



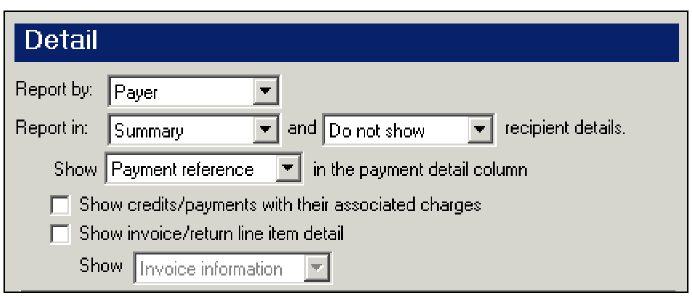
When you select these field entries, the report will be formatted similar to this sample report:


Community Services Inc.
Client Account Activity Report

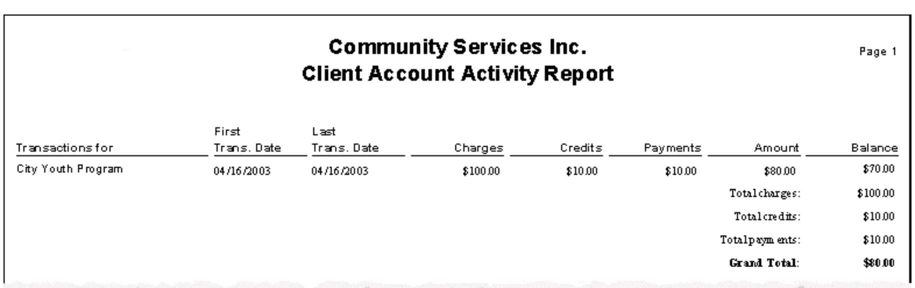
Page 1

Transactions for	First Trans. Date	Last Trans. Date	Charges	Credits	Payments	Amount	Balance
City Youth Program							
John Williams	04/16/2003	04/16/2003	$100.00	$10.00	$10.00	$80.00	$70.00
Grand Total for City Youth Program						$80.00	$70.00
						Total charges:	$100.00
						Total credits:	$10.00
						Total payments:	$10.00
						Grand Total:	**$80.00**

Do Not Show payer details. Select Do not show payer details to see a recipient's information without regard to which payers comprise the balance. Totals for the transaction types appear on the report, but not payer information.



When you select these field entries, the report will be formatted similar to this sample report:

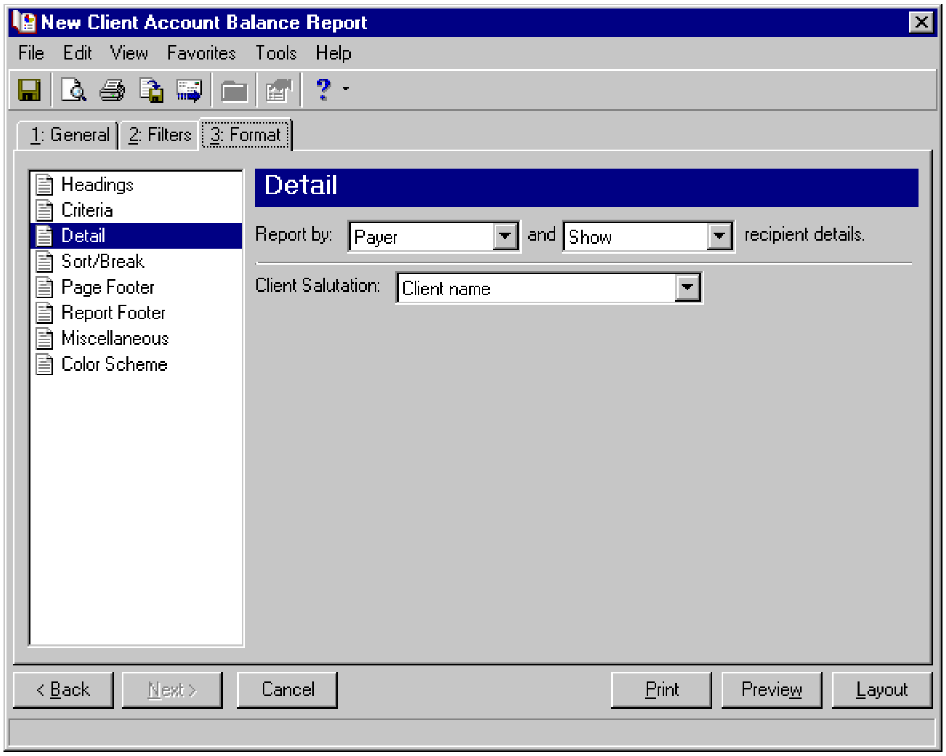

Community Services Inc.
Client Account Activity Report

Page 1

Transactions for	First Trans. Date	Last Trans. Date	Charges	Credits	Payments	Amount	Balance
City Youth Program	04/16/2003	04/16/2003	$100.00	$10.00	$10.00	$80.00	$70.00
						Total charges:	$100.00
						Total credits:	$10.00
						Total payments:	$10.00
						Grand Total:	**$80.00**

Client Account Balance Report Detail Panel

The Detail panel of the Client Account Balance Report plays a key role in the output of the report. With this screen, you determine the grouping and quantity of information appearing on the report. For more information about this report, see “Client Account Balance Report” on page 124.



In the **Report by** field, select to group transactions by payer or recipient. Selecting Payer groups recipients who contribute to a payer’s balance. Selecting Recipient groups payers who make up a recipient’s balance.

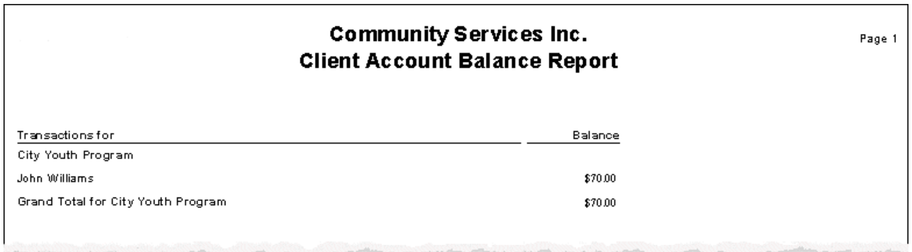
By selecting Show or Do not show payer/recipient details, you decide the amount of detail you want to see. Show lists payers or recipients with their individual transaction information and balances. Do not show lists transactions without giving recipient or payer information.

Reporting by Payer

Reporting by payer groups all recipients who make up a payer’s balance. Use Show/Do not show functionality to determine the amount of information you want to see.

Show. Select Show recipient details to show payers balance broken down by recipients who comprise the balance.

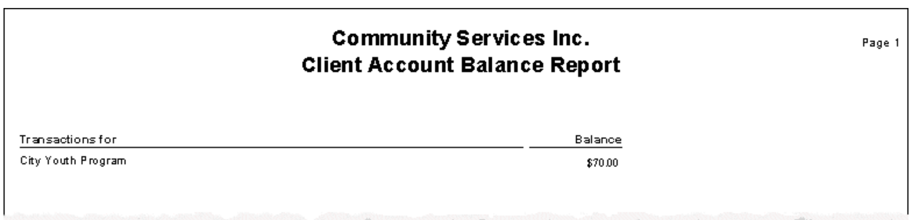
When you select these field entries, the report will be formatted similar to this sample report:


Community Services Inc.
Client Account Balance Report
Page 1

Transactions for	Balance
City Youth Program	
John Williams	$70.00
Grand Total for City Youth Program	$70.00

Do Not Show. Select Do not show recipient details to show payers balance without regard to which recipients make up the balance.

When you select these field entries, the report will be formatted similar to this sample report:


Community Services Inc.
Client Account Balance Report
Page 1

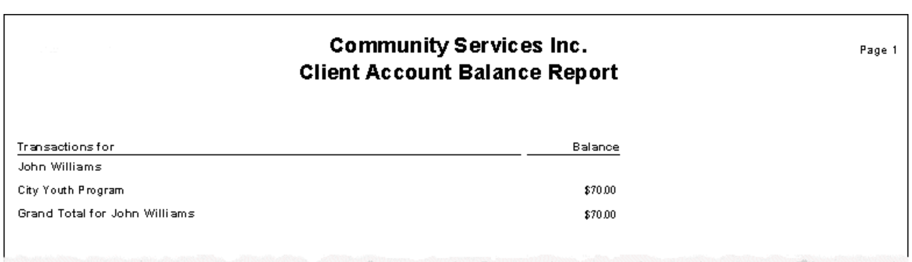
Transactions for	Balance
City Youth Program	$70.00

Reporting by Recipient

Reporting by recipient groups all payers who make up a recipient's balance. Use Show/Do not show functionality to determine the amount of information you want to see.

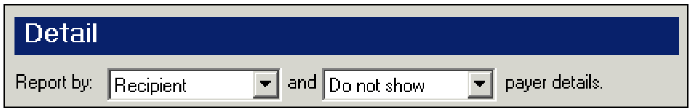
Show. Select Show recipient details to show payers? balance broken down by recipients who comprise the balance.

When you select these field entries, the report will be formatted similar to this sample report:

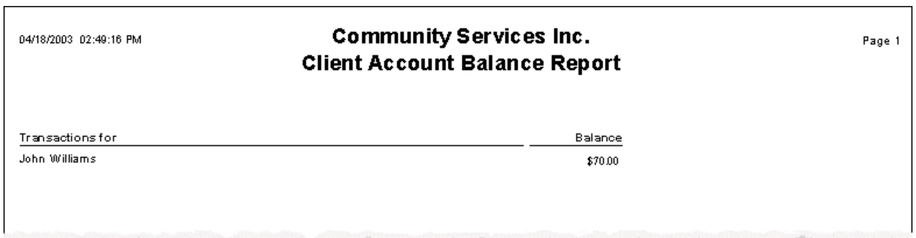

Community Services Inc.
Client Account Balance Report
Page 1

Transactions for	Balance
John Williams	
City Youth Program	$70.00
Grand Total for John Williams	$70.00

Do Not Show. Select Do not show recipient details to show a payer’s balance without regard to which recipients make up the balance.



When you select these field entries, the report will be formatted similar to this sample report:


04/18/2003 02:49:16 PM

Community Services Inc.
Client Account Balance Report

Page 1

Transactions for	Balance
John Williams	$70.00

Client Profile Report

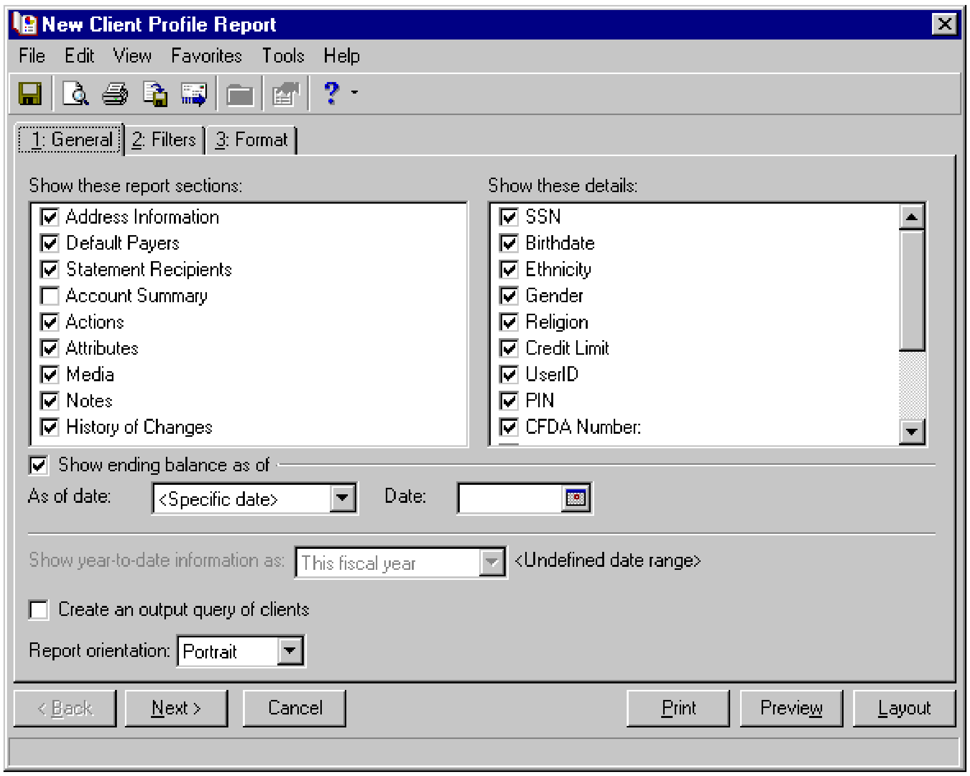
Note: You can run the Client Profile Report from *Reports* or from a client record in *Records*.

The Client Profile Report provides detailed information about clients. You select the information to include from client records. The report is useful to quickly review information about clients without navigating through numerous records.

The Client Profile Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Show these report sections. Mark the checkboxes in this box to select client information to include in the report. Each checkbox corresponds to a tab on the client record. Each section you add appears in the report with a separate header.

Show these details. Mark the checkboxes in this box to select personal information about clients in the report.

Show ending balance as of []. To show the client's balance amount, mark this option. In the **As of date** field, select Today or <Specific date> to specify the date for reporting ending balance. If you select <Specific date>, in the **Date** field, enter the date for which you want an ending balance.

Show year-to-date information as []. If you include Account Summary information in the report, you can mark this checkbox and select to display year-to-date information by fiscal year, calendar year, or beginning on a date you specify.

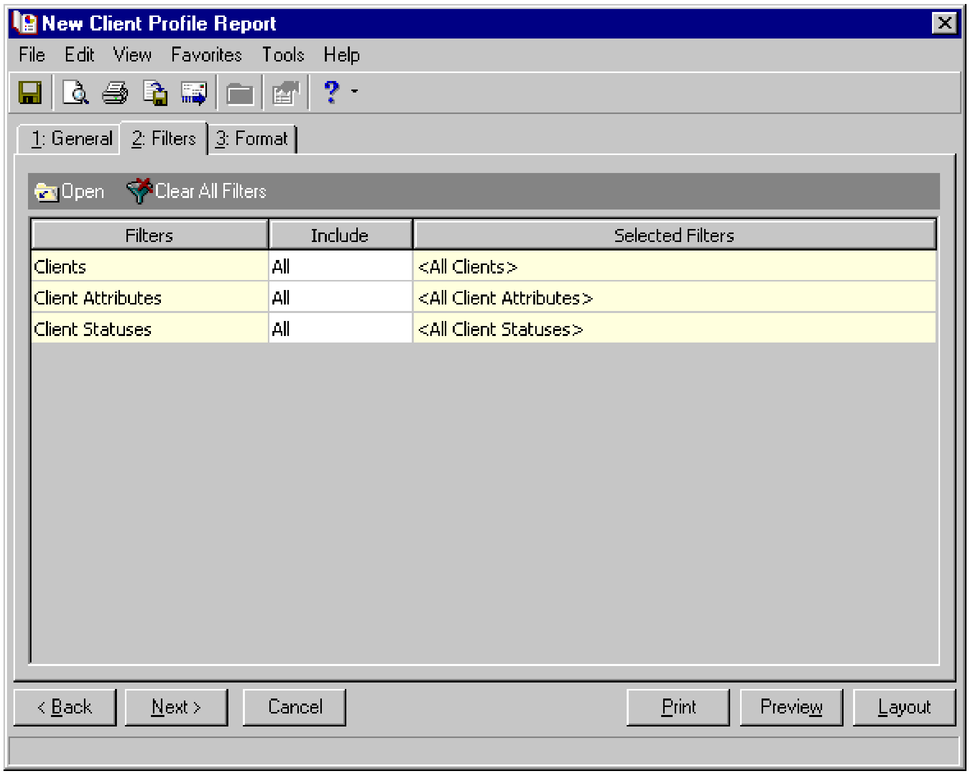
Create an output query of clients. If you mark this checkbox, the program creates a query of the clients included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In this field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Client Attributes filter, only clients with the attributes you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar to access the selection screen where you can select specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

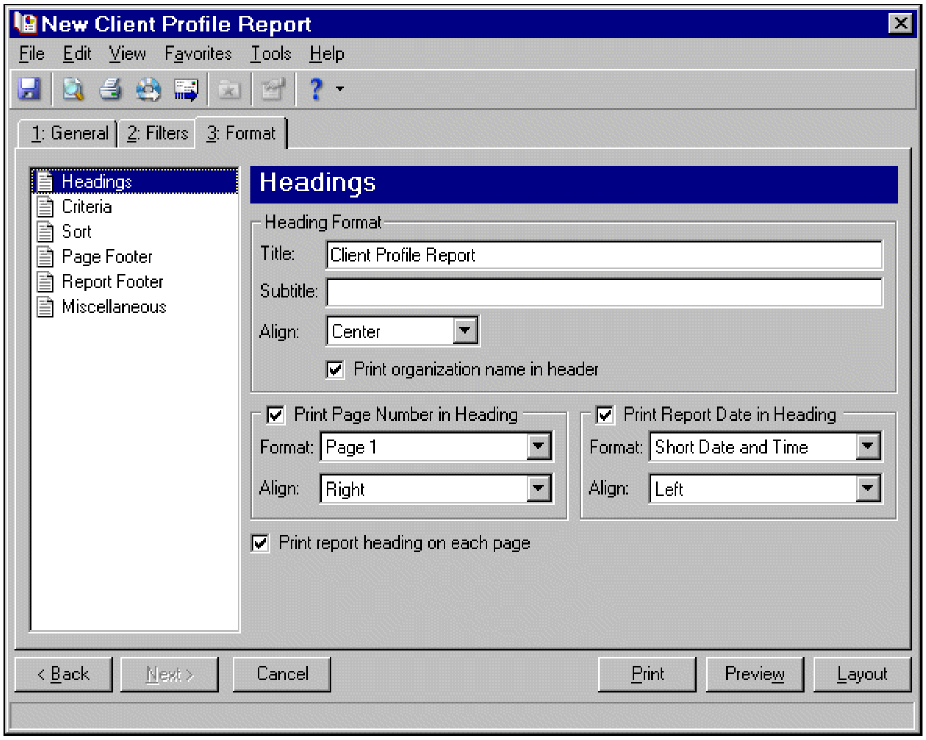
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Client Profile Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

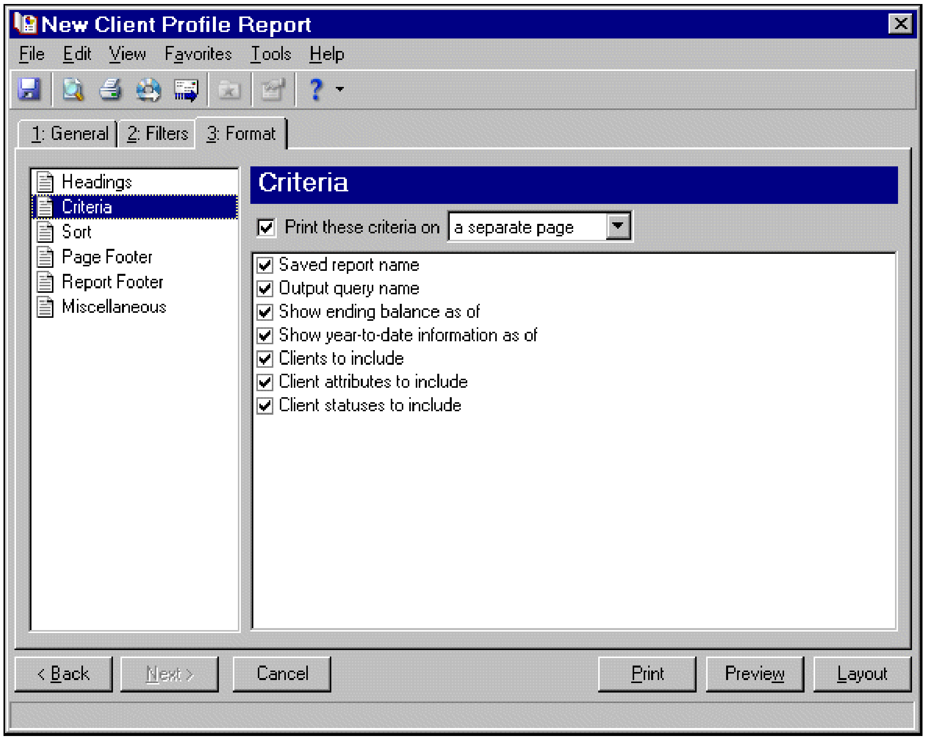
Note: The heading defaults to Client Profile Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization’s name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

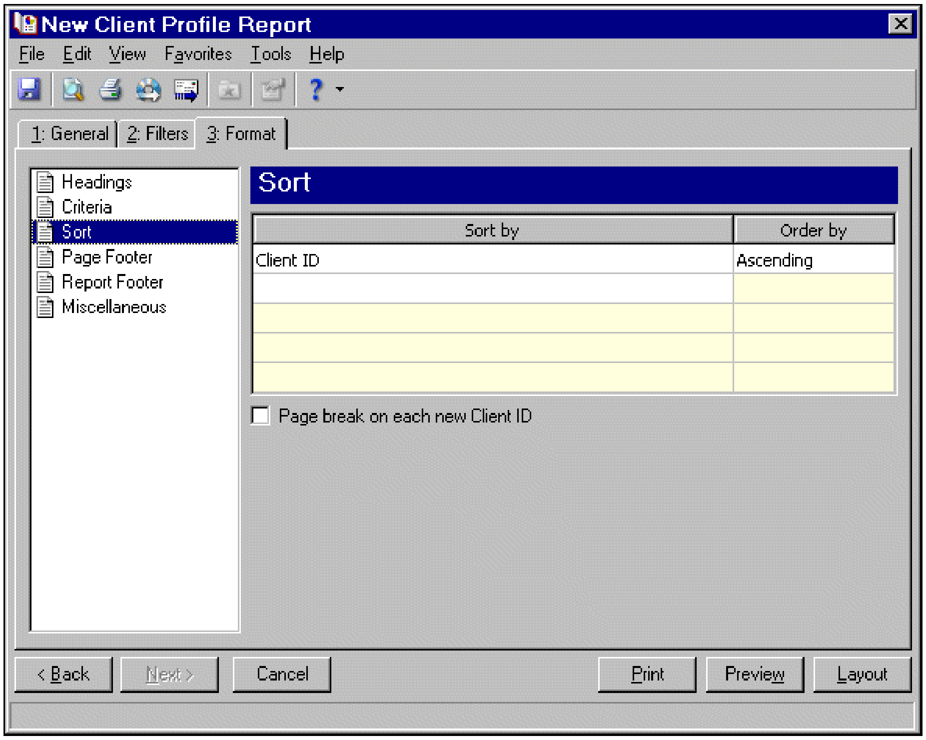
Criteria. Use **Criteria** to print data to help you remember the criteria you use to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



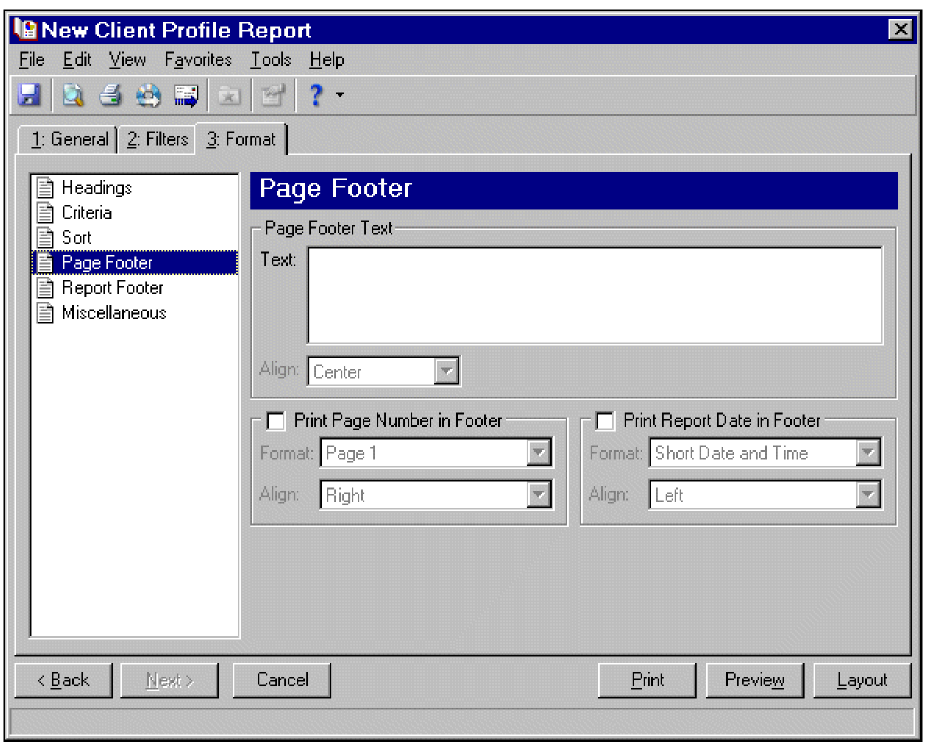
Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort**, you can sort within categories in the grid on the right. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

To print each category selected in the **Sort by** column on its own page, mark **Page break on each new**.

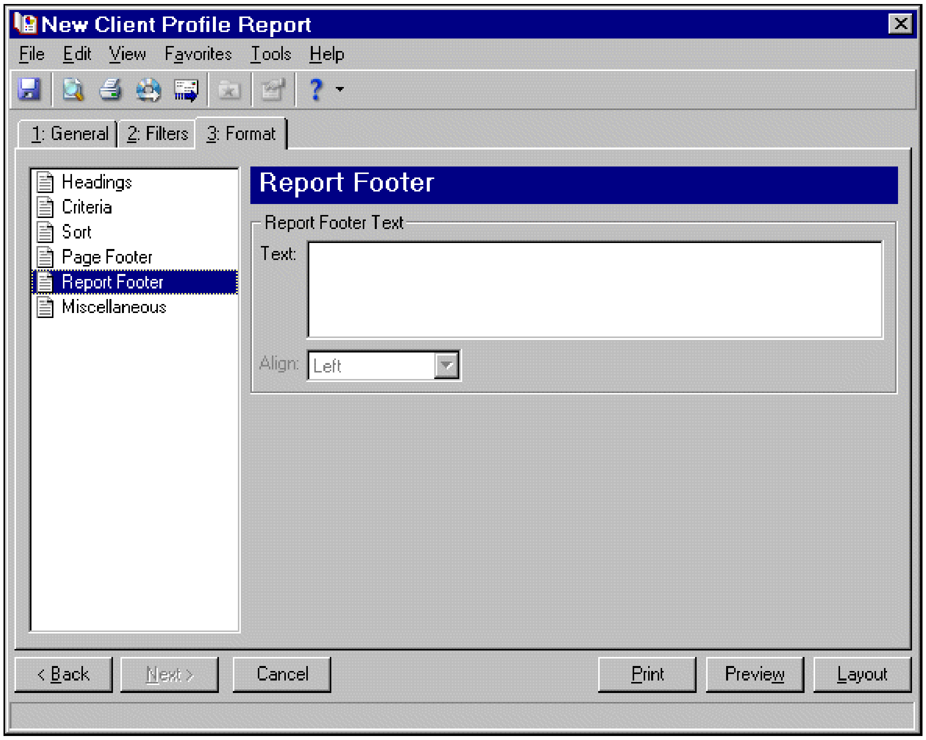
If you make no selections in the **Sort by** column in the grid, the program sorts by the employee name in ascending order.



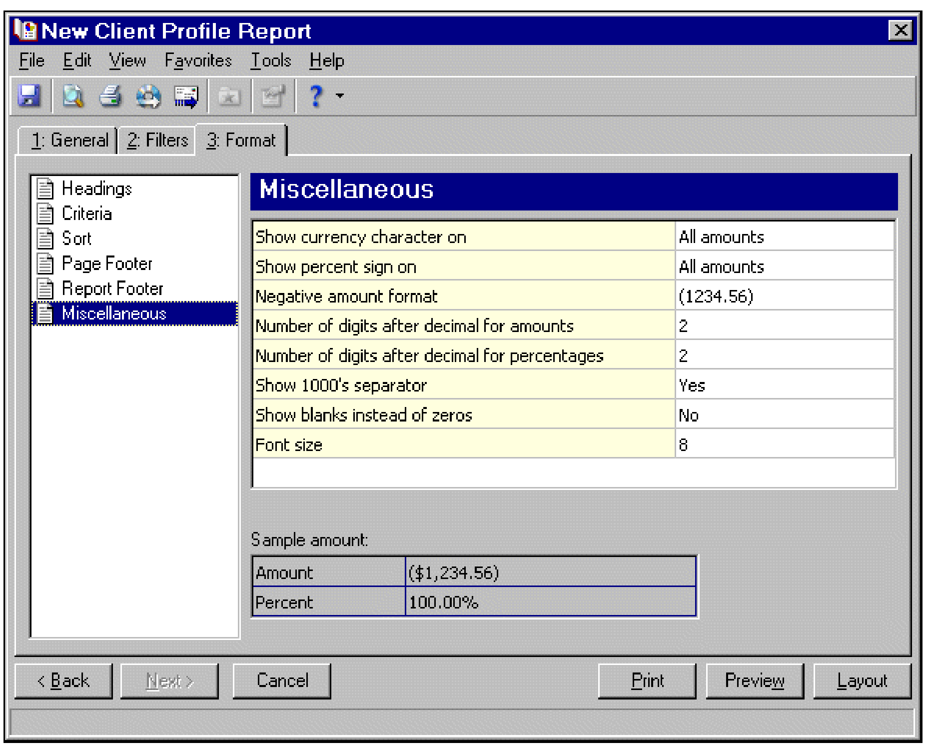
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



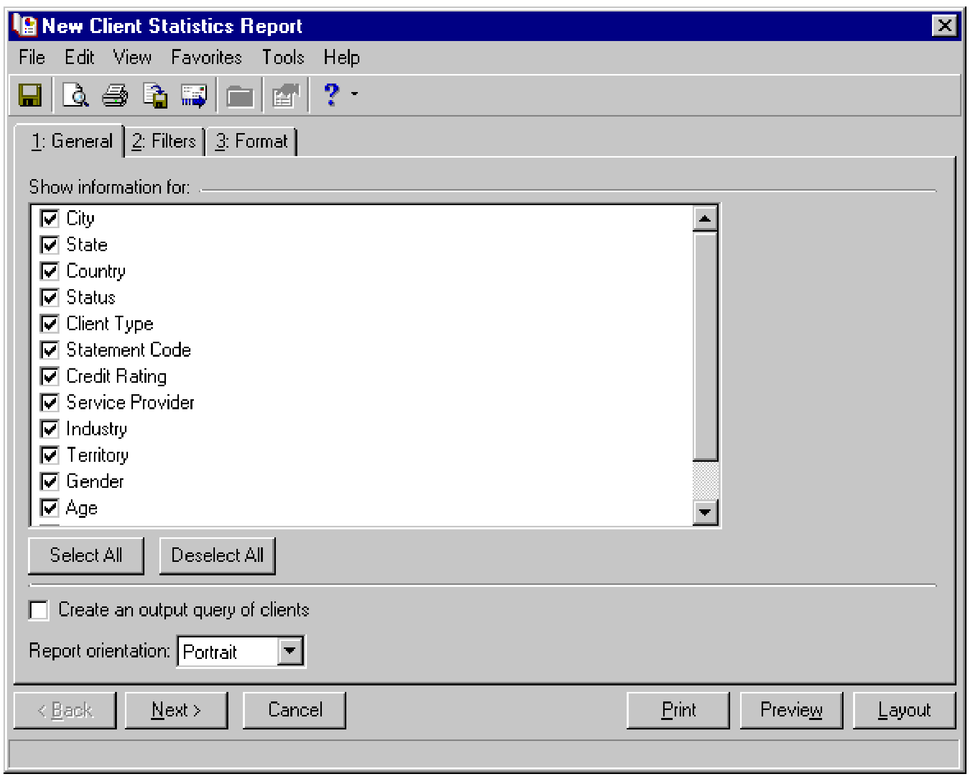
Client Statistics Report

The Client Statistics Report provides a tally of clients by criteria you select. This report is useful to find out what percentage of clients share certain characteristics.

The Client Statistics Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Show information for. Mark checkboxes in this box to select client information to include in the report.

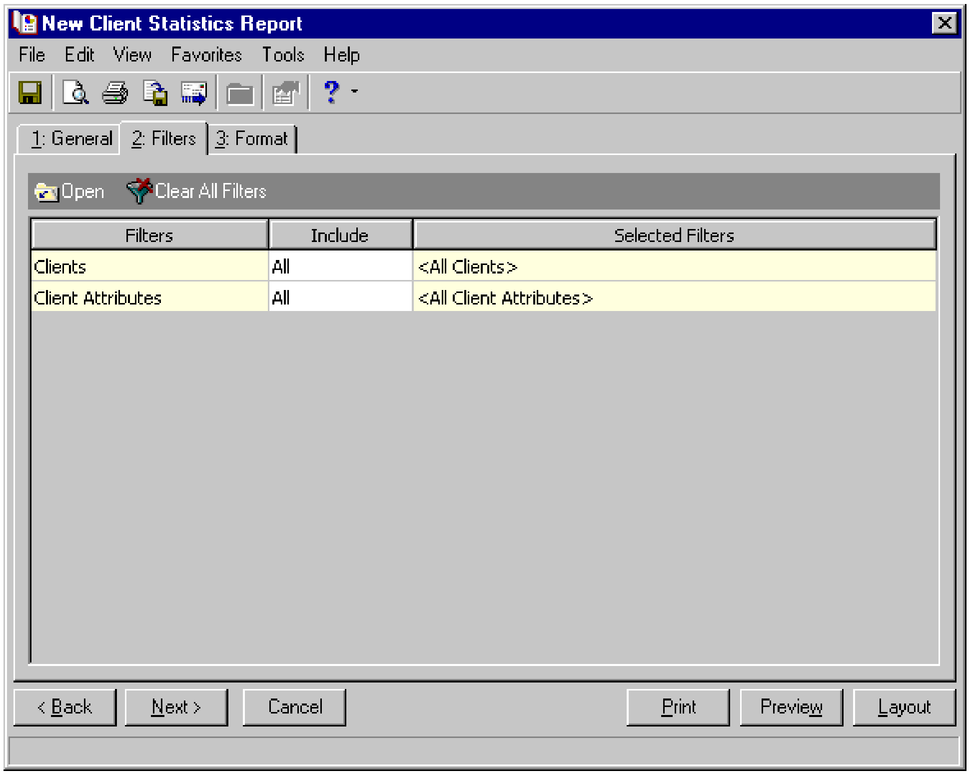
Create an output query of clients. If you mark **Create an output query of clients**, the program creates a query of the clients included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Client Attributes filter, only clients with the attributes you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

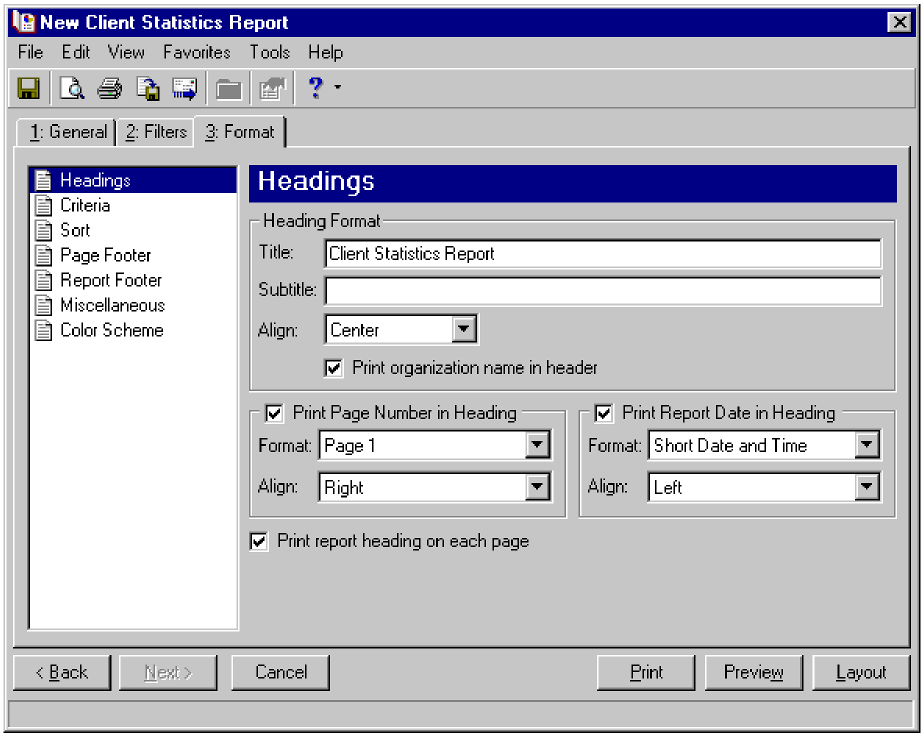
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Client Statistics Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

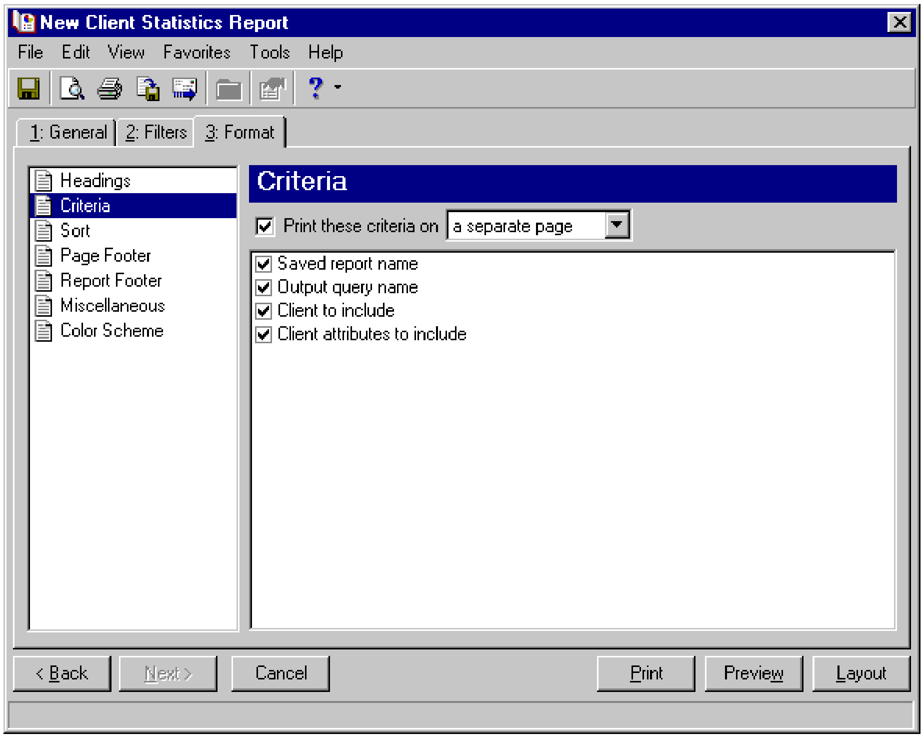
Note: The heading defaults to Client Statistics Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

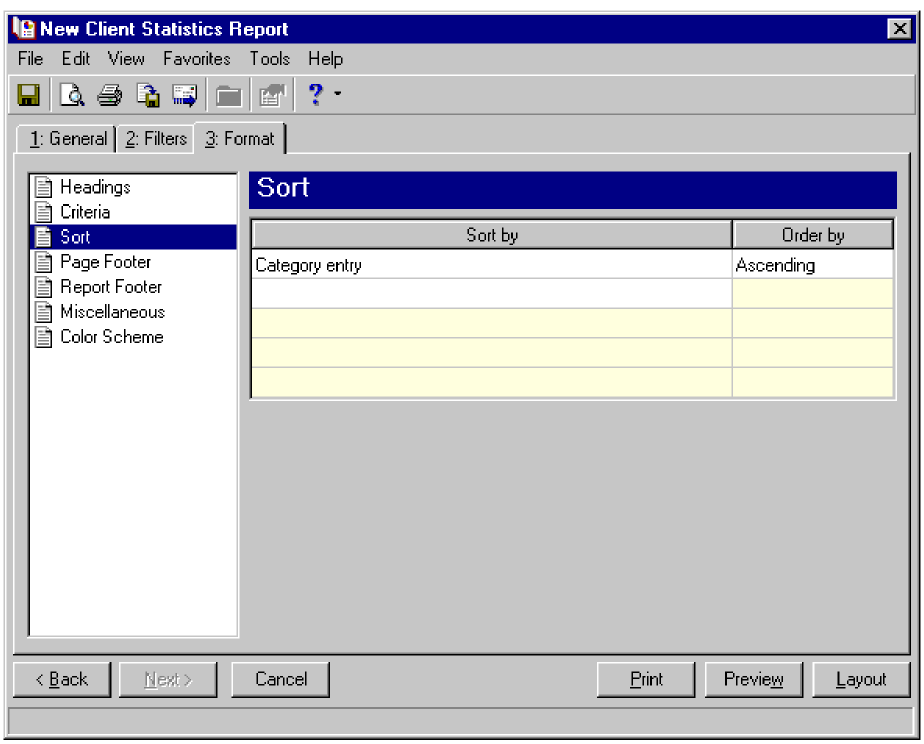


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

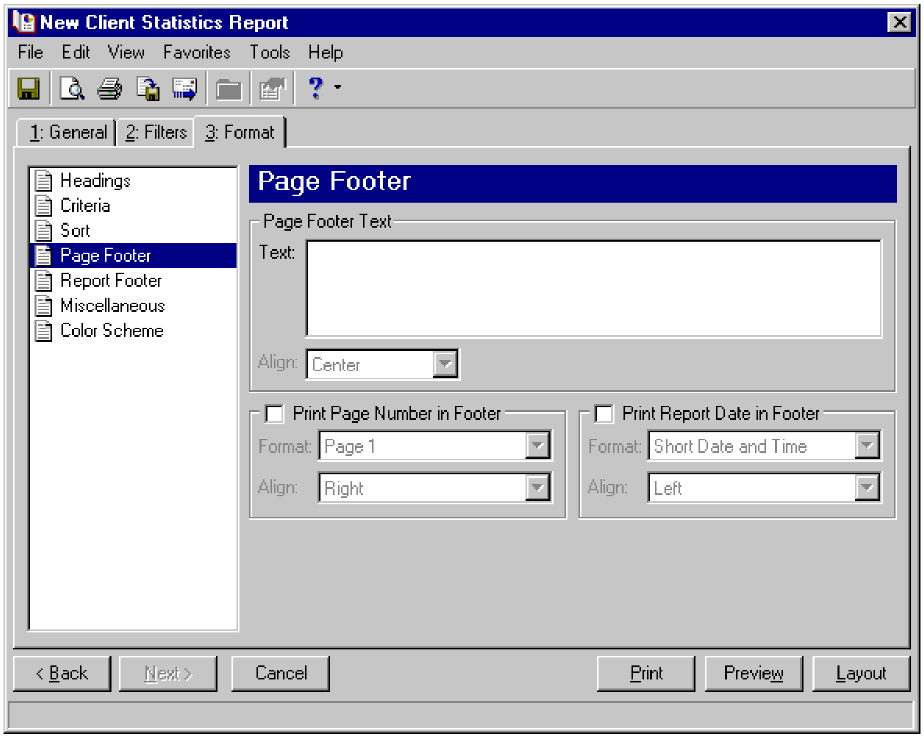
Criteria. Use **Criteria** to print data to help you remember the criteria you use to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



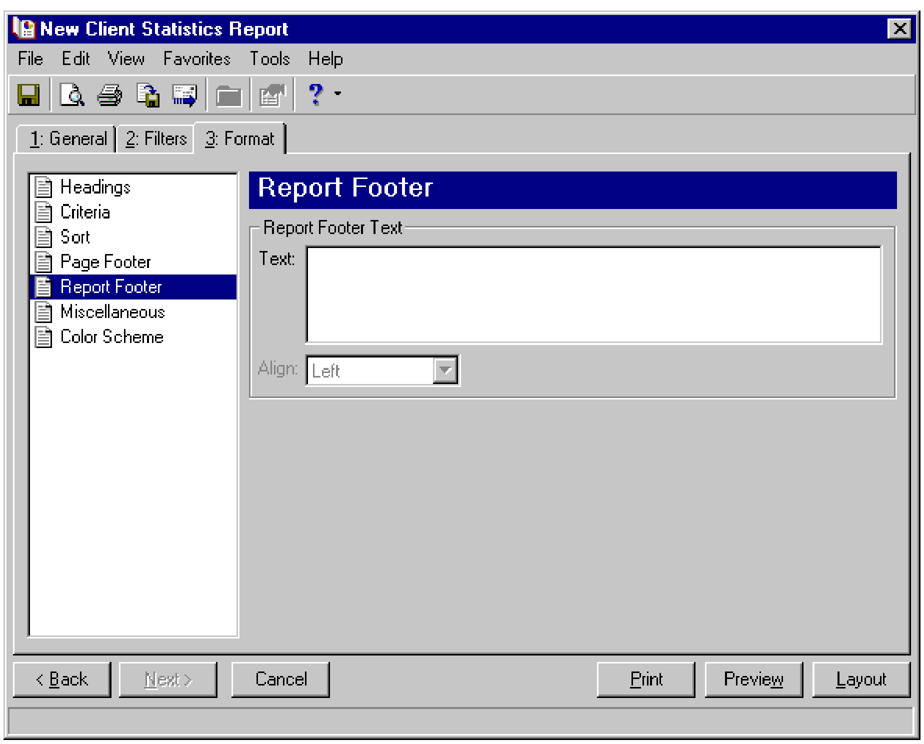
Sort. Use **Sort** to select the order for information to appear on the report. To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.



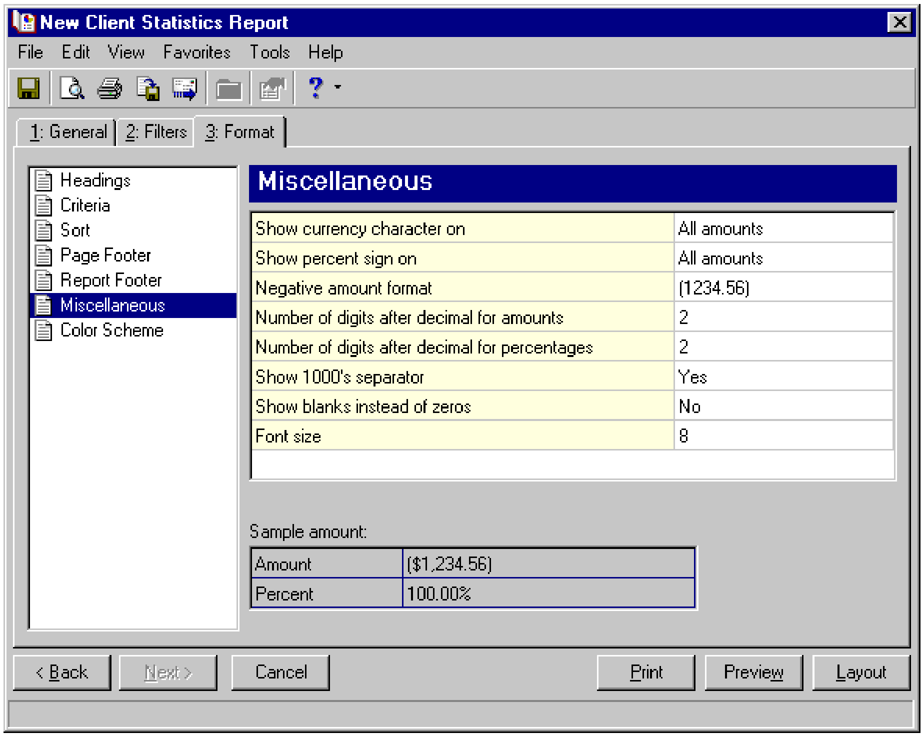
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



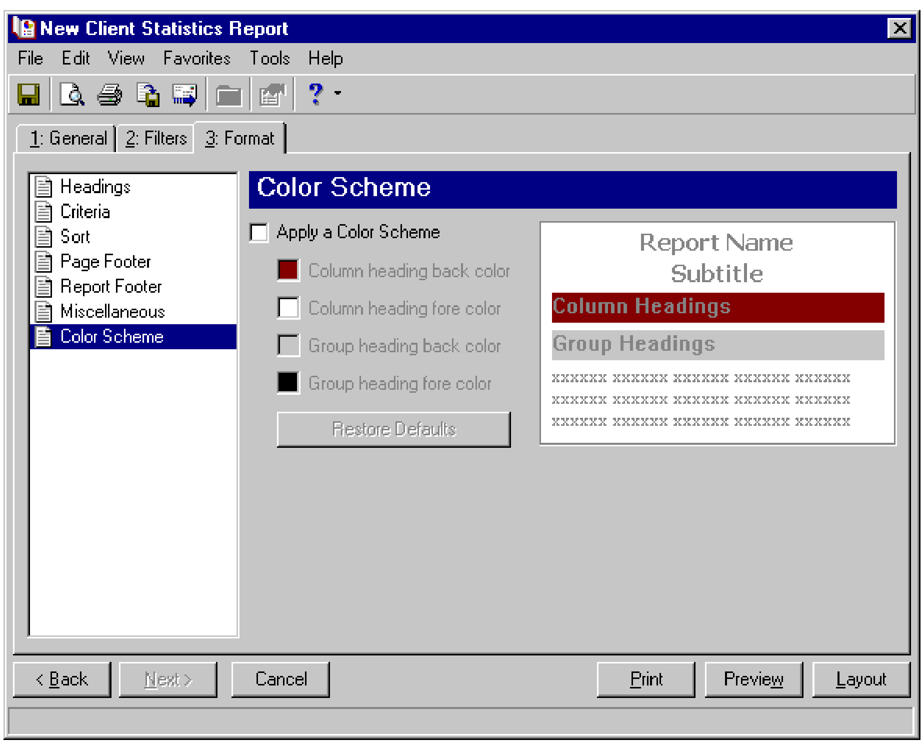
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Custom Reports

Reporting categories in ***Accounts Receivable*** include Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, and Transaction Reports. This chapter discusses Custom Reports. For information about other report categories, see the chapter for that category. For information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Custom Reports make it easy for you to access and share reports you create using *Crystal Reports*. Using Custom Reports, you can link a Crystal report file with an ***Accounts Receivable*** export file and then save the linked report in your ***Financial Edge*** database. Once the files are linked, you and other ***Financial Edge*** users can easily view or print custom Crystal reports directly from ***Accounts Receivable*** without having to open *Crystal Reports*.

The Financial Edge includes one license for *Crystal Reports XI*. Clients creating custom reports using *Export* in ***The Financial Edge*** with *Crystal Reports* will need a license for each person creating custom reports. In addition, each license is associated with a particular product, which means if one person is reporting for both ***The Financial Edge*** and ***The Raiser's Edge***, that individual needs two *Crystal Reports XI* licenses. For information about purchasing additional *Crystal Reports XI* licenses, send an email request to solutions@blackbaud.com or contact your account representative.

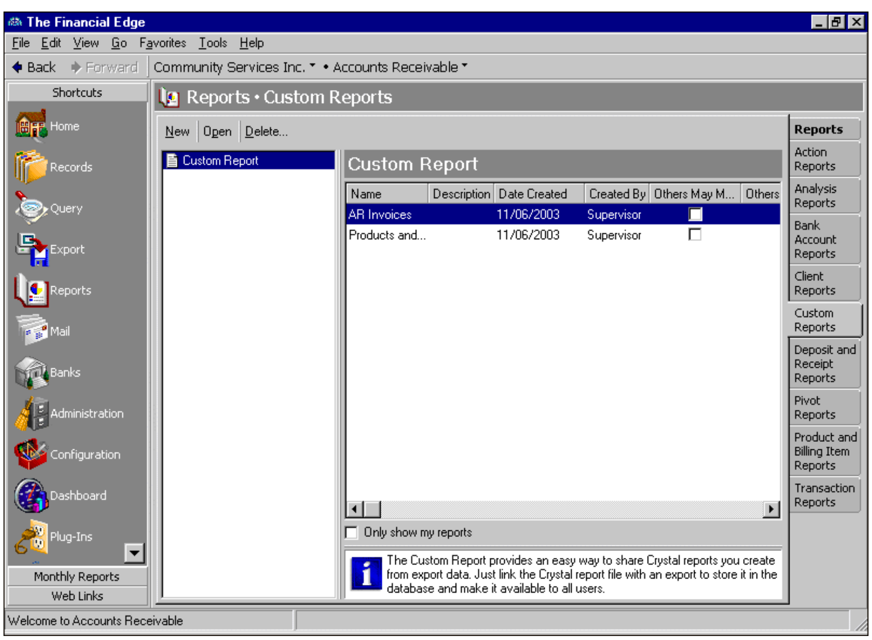
Creating Custom Reports

When setting up the Crystal report and the export file, it is important to remember that you can add as many or as few fields as you want to the Crystal report as long as those fields are also contained in the export file. You can add additional fields to the export file that are not included in the Crystal report, but you cannot add fields to the Crystal report that are not included in the export file.

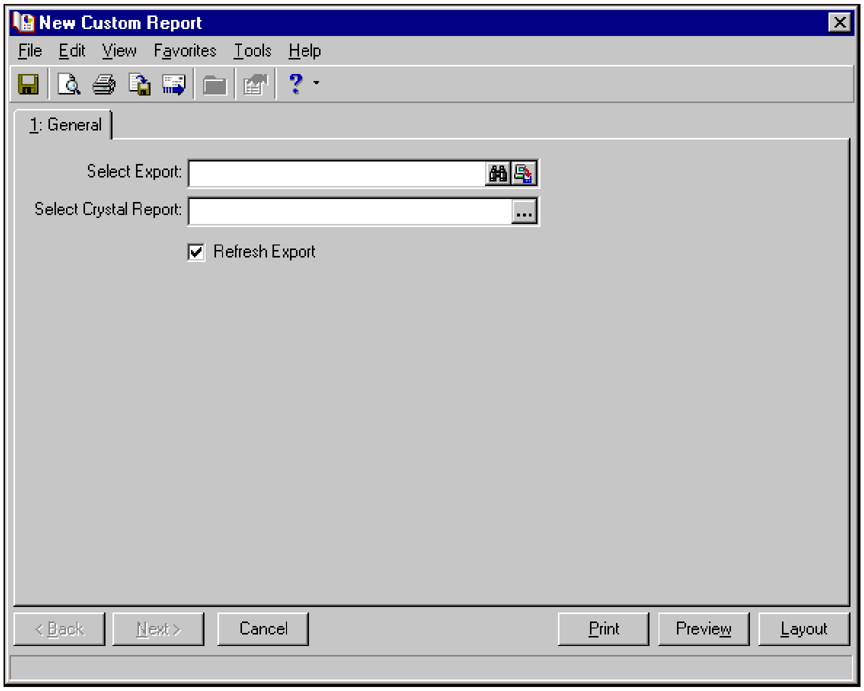
Make sure to format the export file in one of these *.MDB formats: Blackbaud Report Writer Database, Microsoft Access 2.x Database, Microsoft Access 95 Database, Microsoft Access 97 Database, or Microsoft Access 2000 Database. For more information about creating export files, see the *Export Guide*. For more information about creating Crystal reports, see the *Crystal Reports* help file.

Creating a custom report

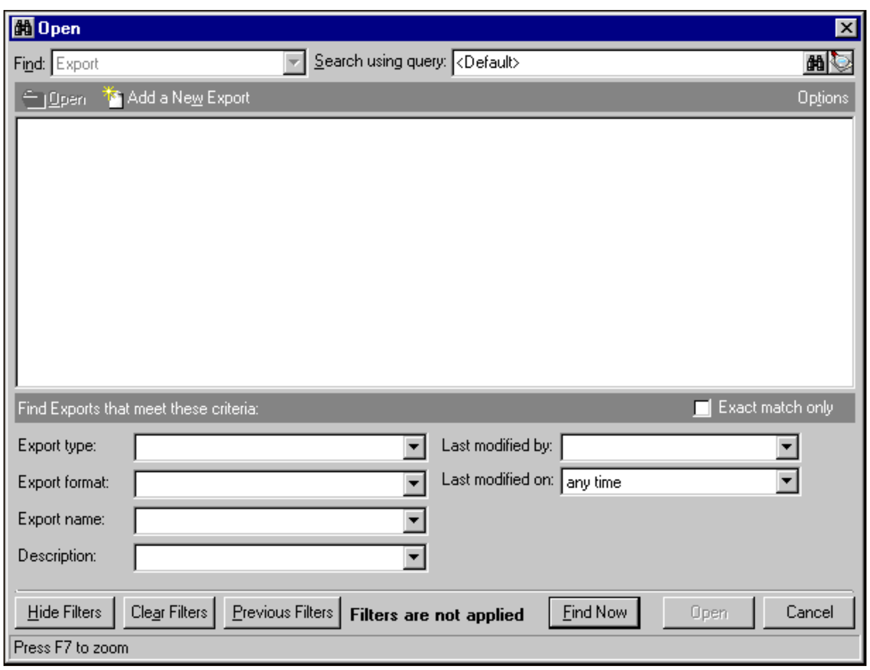
1. From the ***Accounts Receivable*** Reports page, click **Custom Reports**. The Custom Reports page appears.



2. Click **New**. The Custom Report screen appears.



3. In the **Select Export** field, click the binoculars to locate the export file you want to use as a data source for your custom report. The Open screen appears.



Note: Only exports in saved in a Microsoft *Access* database file format (*.MDB) appear on the Open screen.

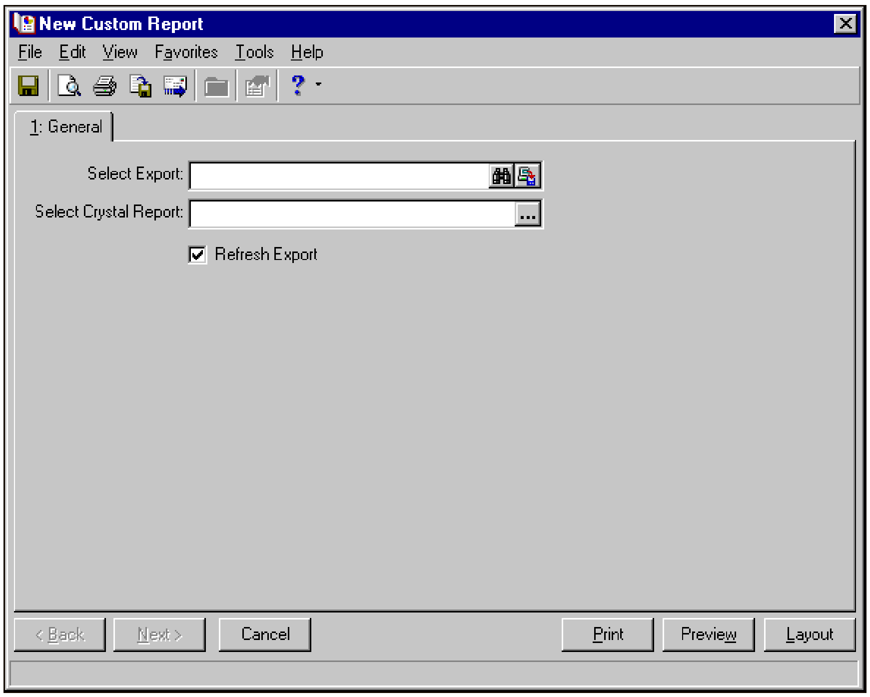
4. From this screen you can select an existing export file or create a new export file.

   - To select a file, select the file name and click **Open**. You return to the Custom Report screen and the selected export file name appears in the **Select Export** field.

Note: Make sure to format the export file in one of these *.MDB formats: Blackbaud Report Writer Database, Microsoft Access 2.x Database, Microsoft Access 95 Database, Microsoft Access 97 Database, or Microsoft Access 2000 Database.

- To create a new export file, click **Add New**. The Create a New Export screen appears where you can create an export file to use with **Custom Reports**. After you create and save your export file, you return to the Custom Report screen and the selected export file name appears in the **Select Export** field. For more information about creating export files, see the *Export Guide*.

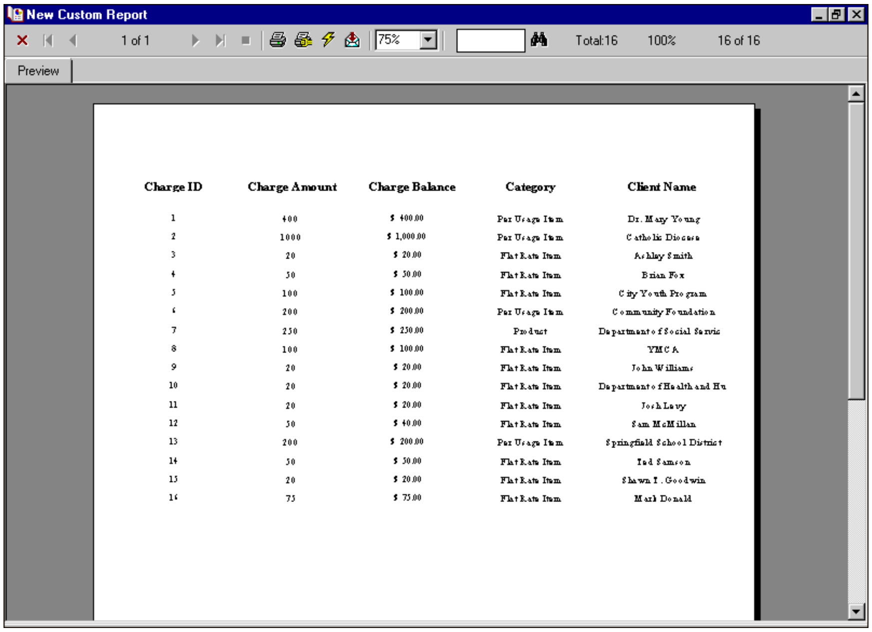
5. In the **Select Crystal Report** field, browse to the Crystal report file you want to link to the selected export file. The Open screen appears.
6. Select the Crystal report and click **Open**. You return to the Custom Report screen and the selected report name appears in the **Select Crystal Report** field.



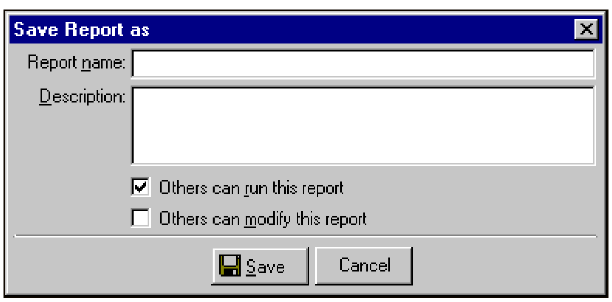
Note: If you selected the **Save Data with Report** option when you created the Crystal report, this option has no effect when the report is run from ***The Financial Edge*** — the program simply ignores it. If you want to make the custom report “static” (the data does not update each time the report is run) you should unmark the **Refresh Export** option.

7. To automatically refresh the export file every time you view the report, mark **Refresh Export**. If you do not mark this checkbox, when you run the report the program checks to see if the export file is saved on your machine. If it is, the program uses the existing export file and will not update the data each time you run the report. If the export file is not saved to your machine, the program generates a new export file and includes current data from the database.

8. Click **Preview** to view a copy of the report on your screen before printing.



9. A copy of the report appears on your screen. If the report is okay, click the **Print** button at the top of the preview screen to print the report.
10. To save the report parameter file, click **File**, **Save** from the menu bar. The Save report as screen appears.



11. Enter a **Report name** and a **Description**. You can also mark options to allow other users to run or modify this report.
12. Click **Save**. You return to the Custom Reports screen.
13. To return to the Reports page, select **File**, **Close** from the menu bar.

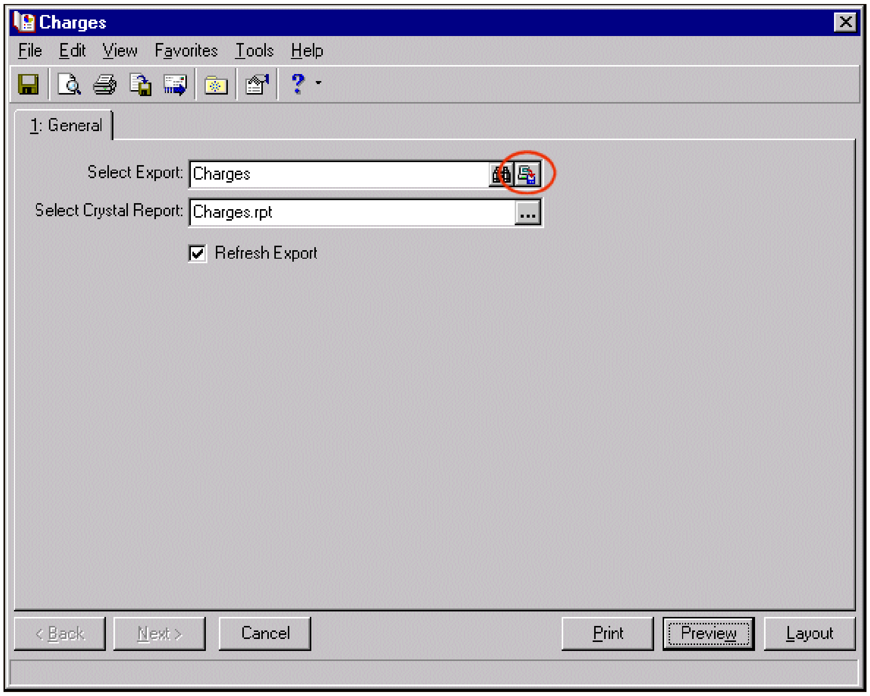
Editing an Export for a Custom Report

Warning: You cannot delete fields from an export file if the export is linked with a Custom Report. The **Remove** button is disabled in *Export*. You also cannot delete an export file linked with a Custom Report. If you try, an error message appears.

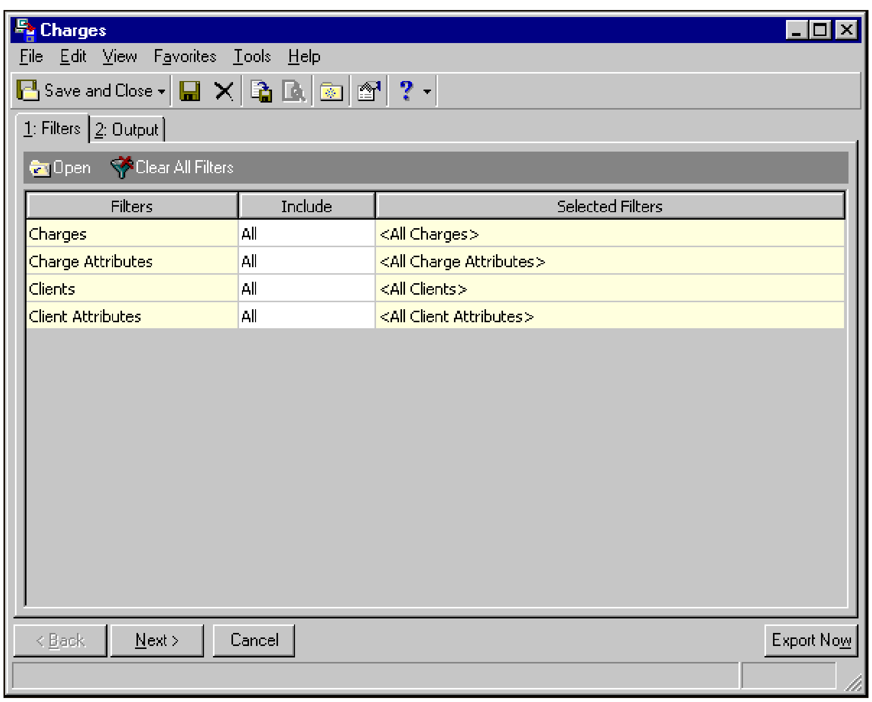
You can edit an export file directly from the Custom Reports screen by clicking the **Click to edit export** button. You can add additional fields to the export file that are not included in the Crystal report, but you cannot add fields to the Crystal report that are not included in the export file. Each time you run a saved Custom Report, ***The Financial Edge*** checks to make sure the fields selected for the Crystal report are still included in the export file.

Editing an export file from an open Custom Report

1. Open the saved Custom Report you want to edit. The report opens displaying the General tab.



2. In the **Select Export** field, click the **Click to edit export** button next to the binoculars. The export file appears, displaying the Filters tab.



3. Make any necessary changes on the Filters and Output tabs, and click **Save and Close**. You return to the Custom Report screen.

4. Click **Print** to print the report or save and close the updated report.

Deposit and Receipt Reports

Reporting categories in ***Accounts Receivable*** include Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Custom Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, and Transaction Reports. This chapter discusses Deposit and Receipt Reports. For information about other report categories, see the chapter for that category. For information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Note: We recommend you read the documentation for ***The Financial Edge*** thoroughly. Information presented here provides you with basic information about deposit and receipt reports in ***Accounts Receivable***. Hands-on experience is the best way to learn, so we encourage you to try various options with your database.

Deposit and Receipt Reports in ***Accounts Receivable*** include:

- Cash Receipts Report
- Deposit List
- Deposit Report

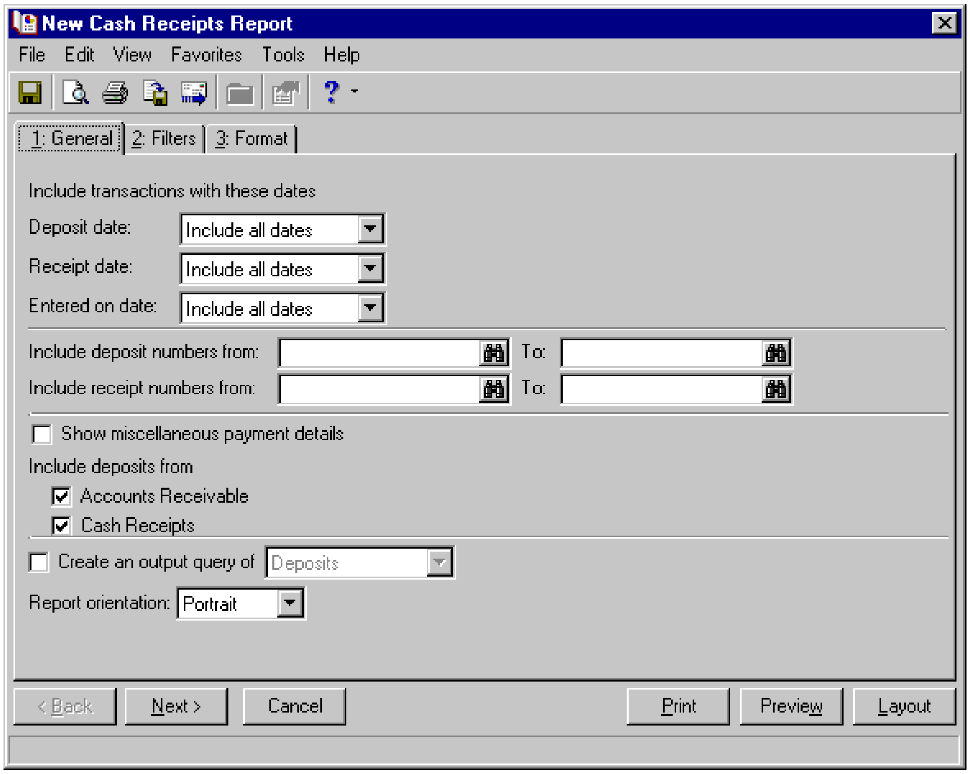
Cash Receipts Report

The Cash Receipts Report lists all cash receipts activity over a specified period of time.

The Cash Receipts Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see "Creating a report in Accounts Receivable" on page 10.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include transactions with these dates. In this frame, you can select a date or date range for the transactions to include in the report. Make your selections in the **Deposit date**, **Receipt date**, and **Entered on date** fields.

If you select <Specific range>, specify start and end dates. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date forward, including transactions with a date in the future, is included. If you leave both fields blank, all activity is included.

Include deposit numbers from [ ] To [ ]. You can enter a range of deposit numbers to include in the report. If you leave both fields blank, the report includes all deposit numbers.

Include receipt numbers from [ ] To [ ]. In the **Include receipt numbers from [ ] to [ ]** field, enter a range of receipt numbers to include in the report. If you leave both fields blank, the report includes all receipt numbers.

Show miscellaneous payment details. Mark this checkbox to separate payments into separate lines for ***Accounts Receivable*** and ***Cash Receipts*** components. This option appears only if you have ***Cash Receipts*** installed.

Include deposits from [ ]. Mark the checkbox for each accounts receivable program whose deposits you want to include in the report. This only appears if you have both ***Accounts Receivable*** and ***Cash Receipts*** installed.

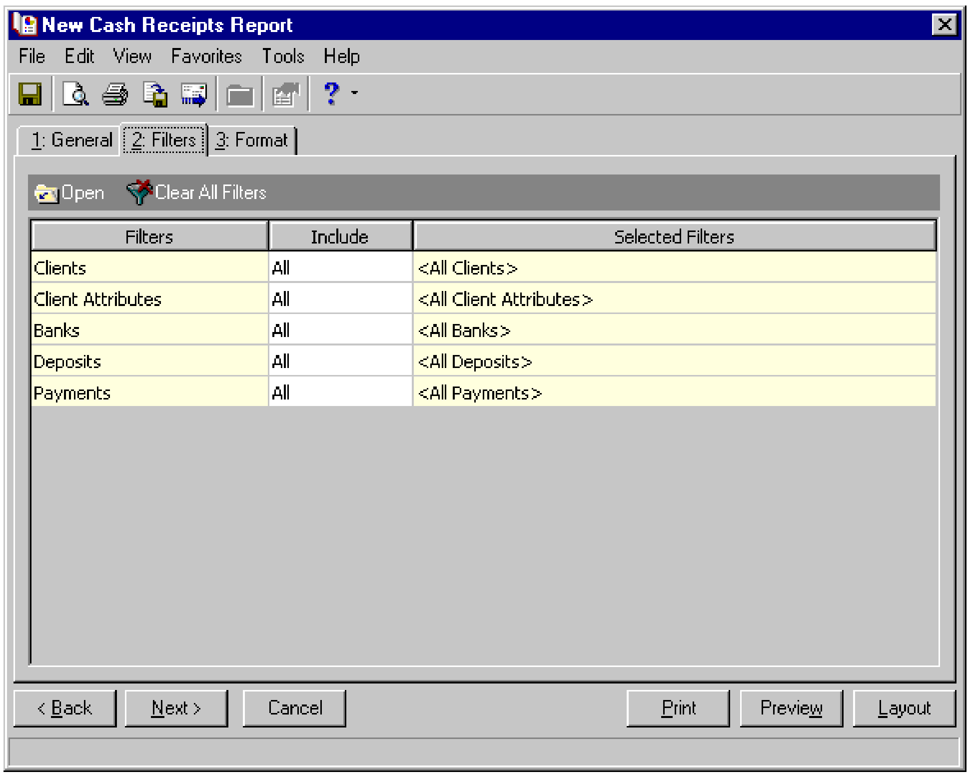
Create an output query of [ ]. If you mark **Create an output query of**, select Deposits or Payments. The program creates a query of the deposits or payments included in the report. You can use the query later in other areas of the program.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Post Statuses filter, only deposits with the post statuses you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

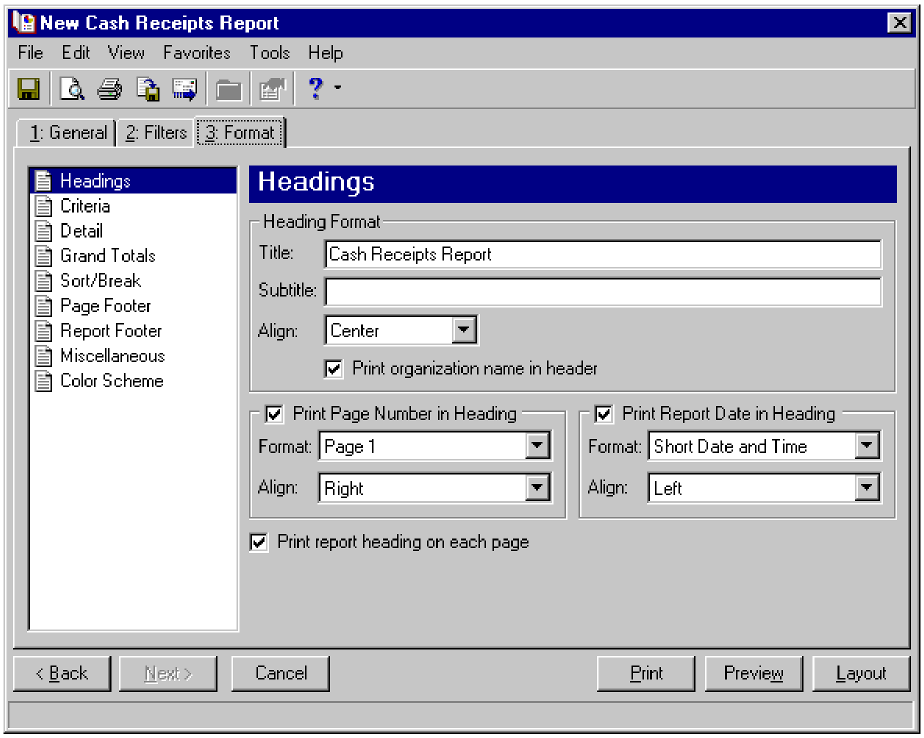
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Cash Receipts Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

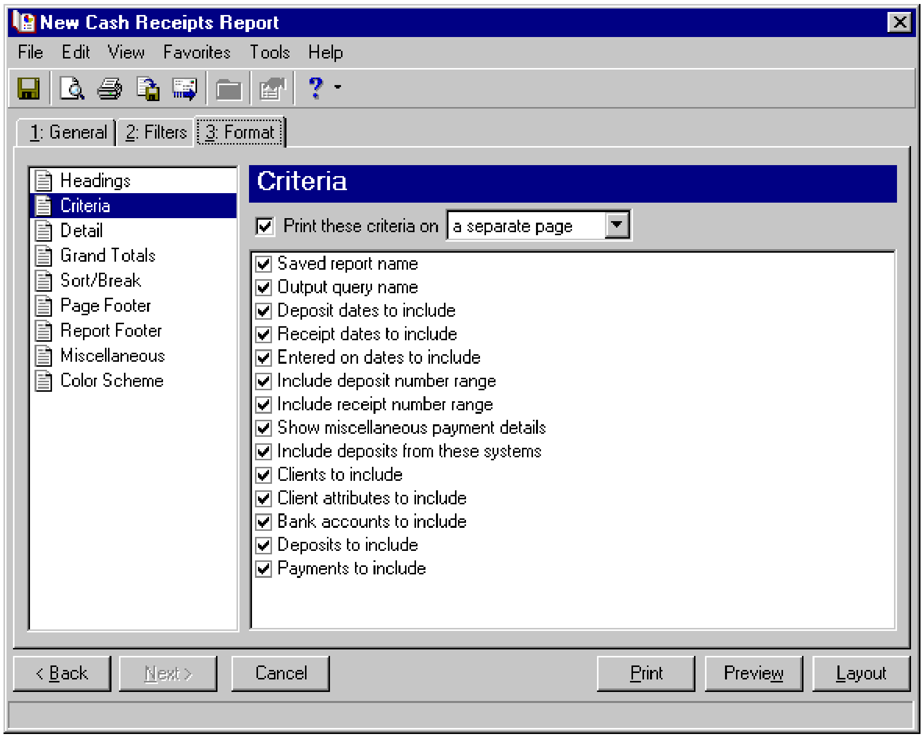
Note: The heading defaults to Cash Receipts Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



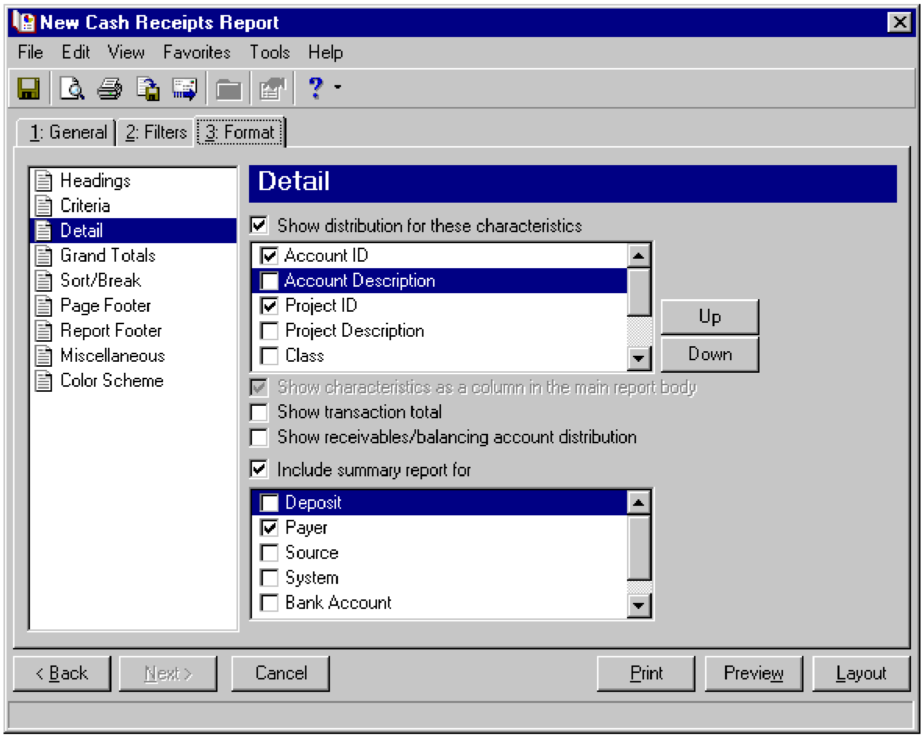
Detail. Use **Detail** to select details specific to the Cash Receipts Report. You can mark checkboxes to show distributions by transaction characteristic. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.

If you select one characteristic, you can select to show it as a separate column in the report. If you do not mark the **Show characteristic as a column in the main body**, the program creates additional lines in the report. If you select more than one characteristic, an additional line is created with each characteristic as a column.

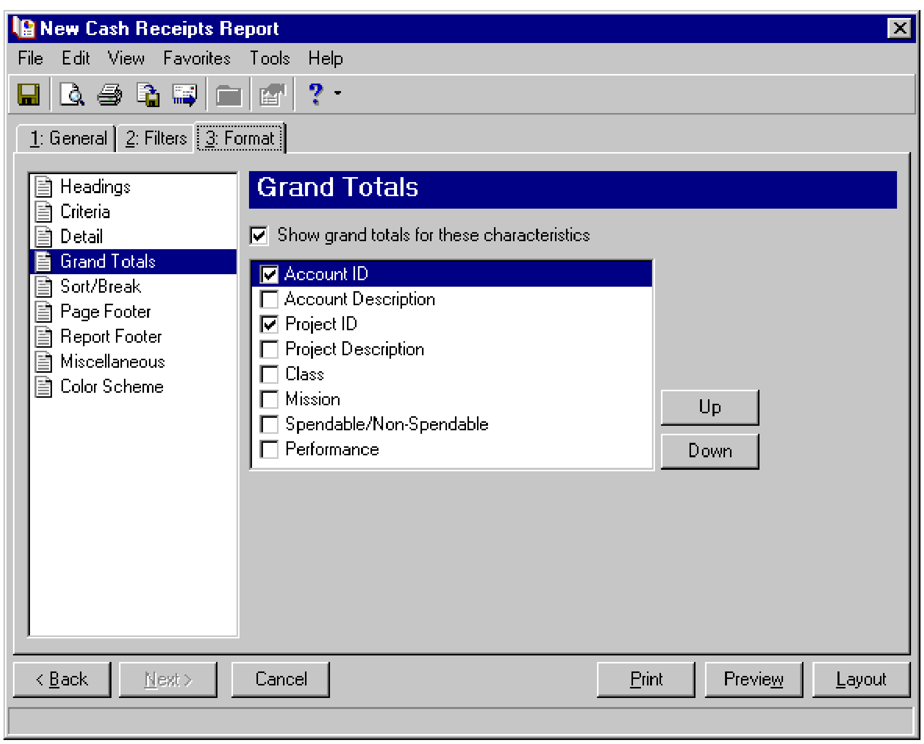
If you select multiple characteristics, you can show the balancing account distribution. Mark **Show receivables/balancing account distribution** to see the corresponding debit and credit transactions for each receipt.

If you mark **Show transaction total**, the program prints an additional column for each receipt total.

To summarize transactions, mark **Include summary report for** and mark the checkboxes for each item to report on. A separate section is created at the end of the report.



Grand Totals. Use **Grand Totals** to select combined totals for transaction characteristics. You can mark checkboxes to show totals by transaction characteristic. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear. A section appears at the end of the report with the grand total information.



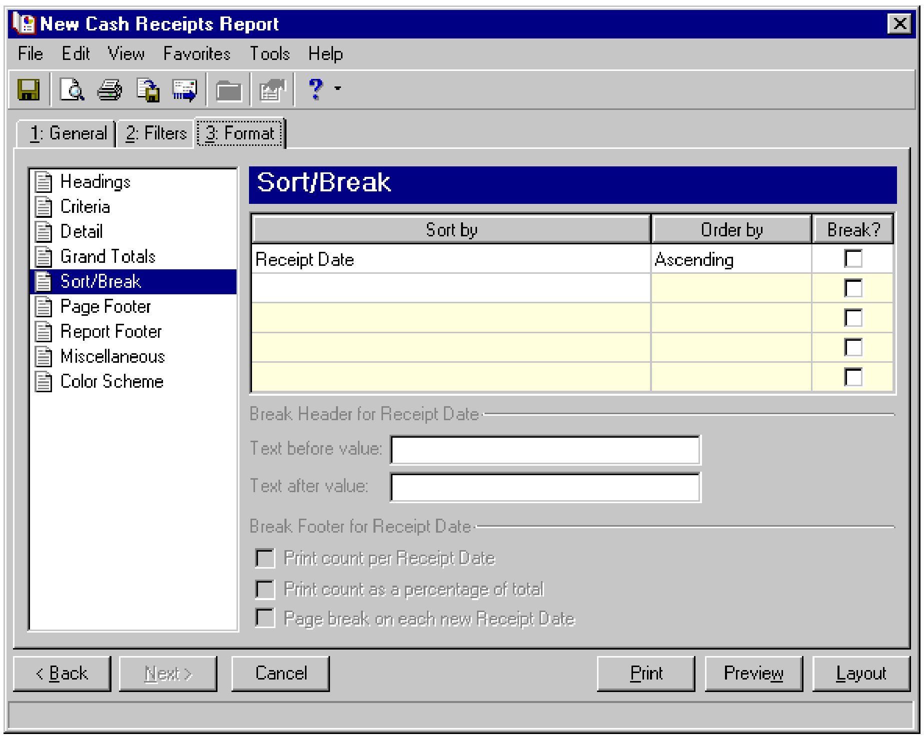
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

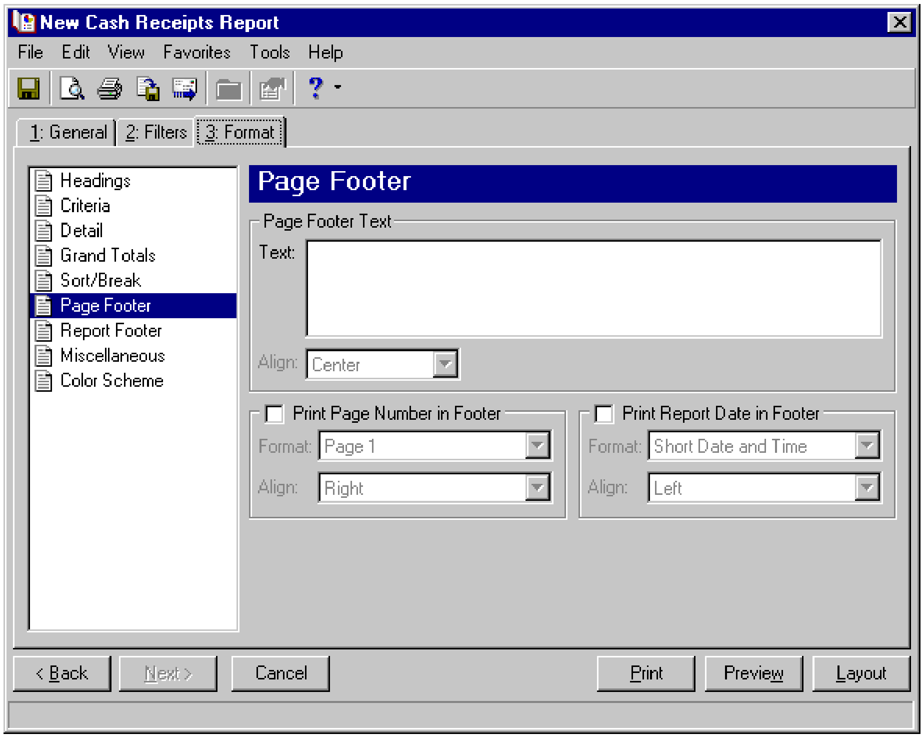
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

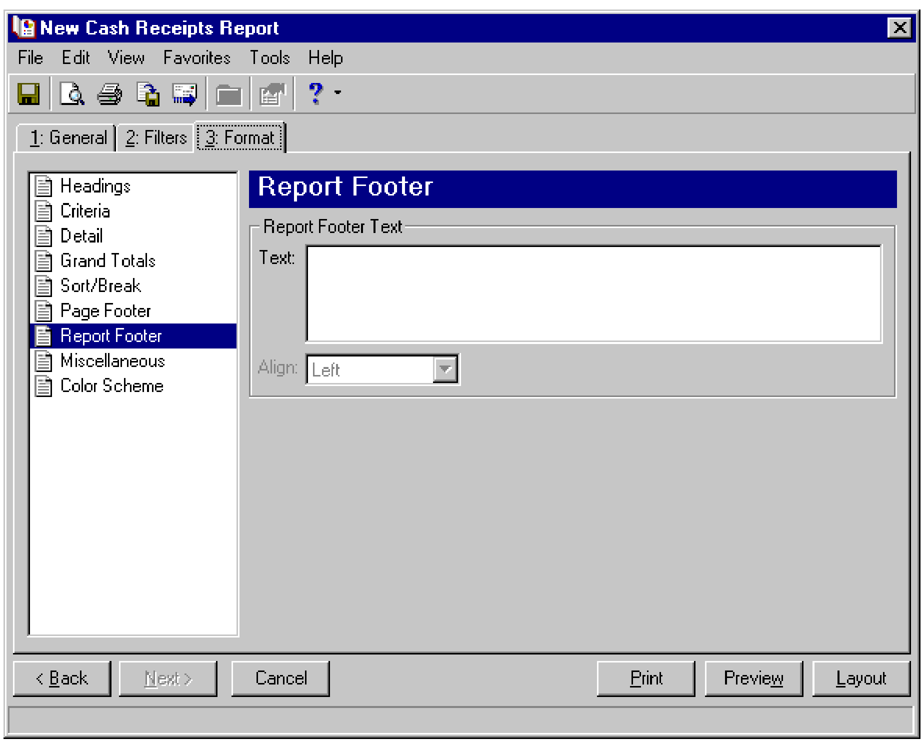
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



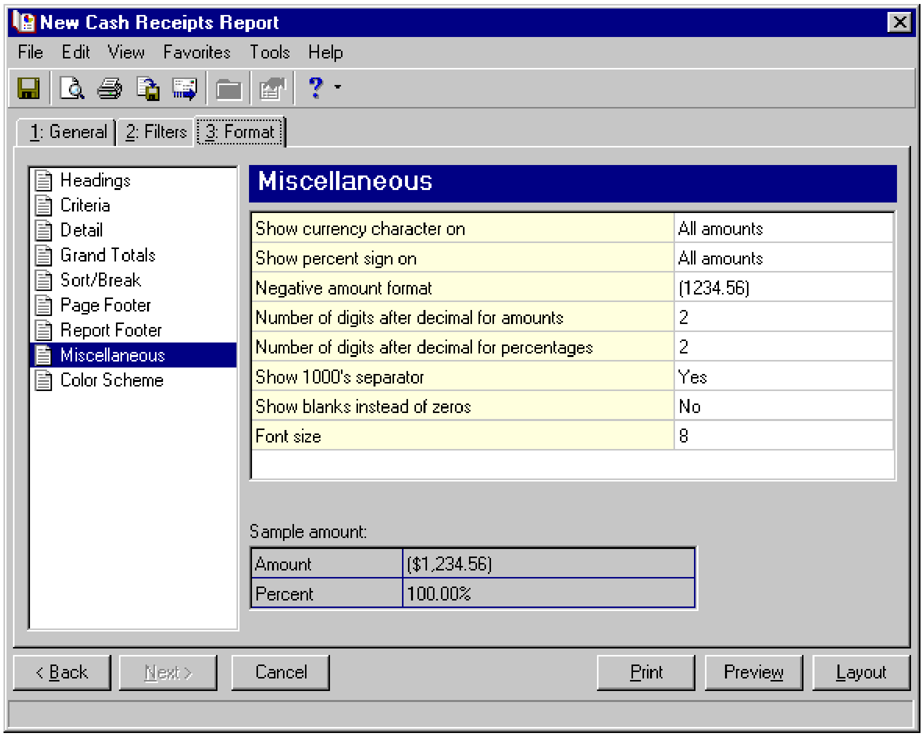
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



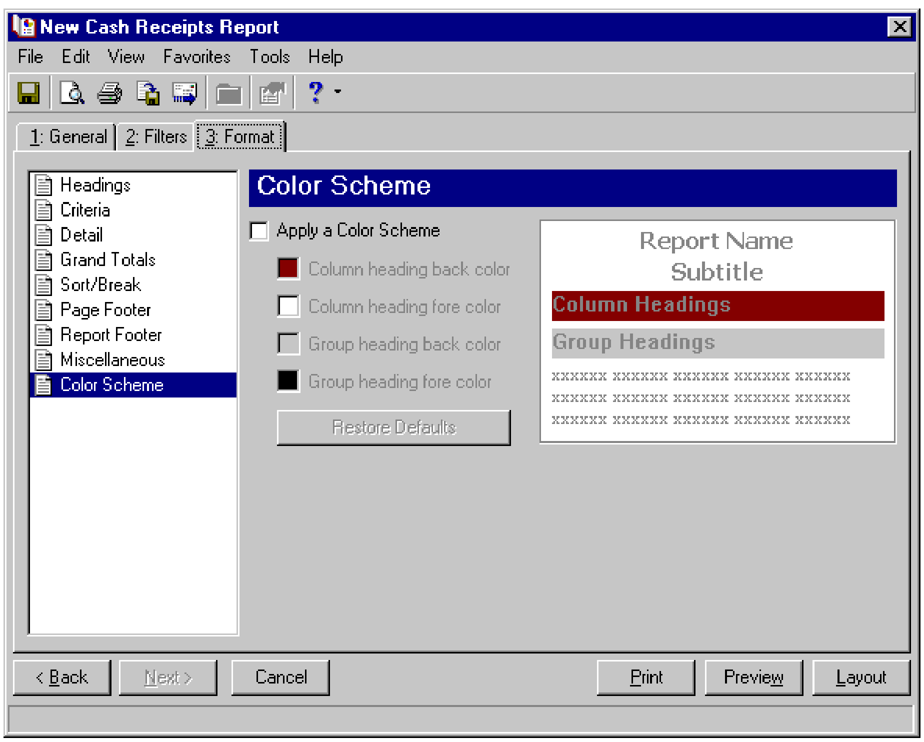
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



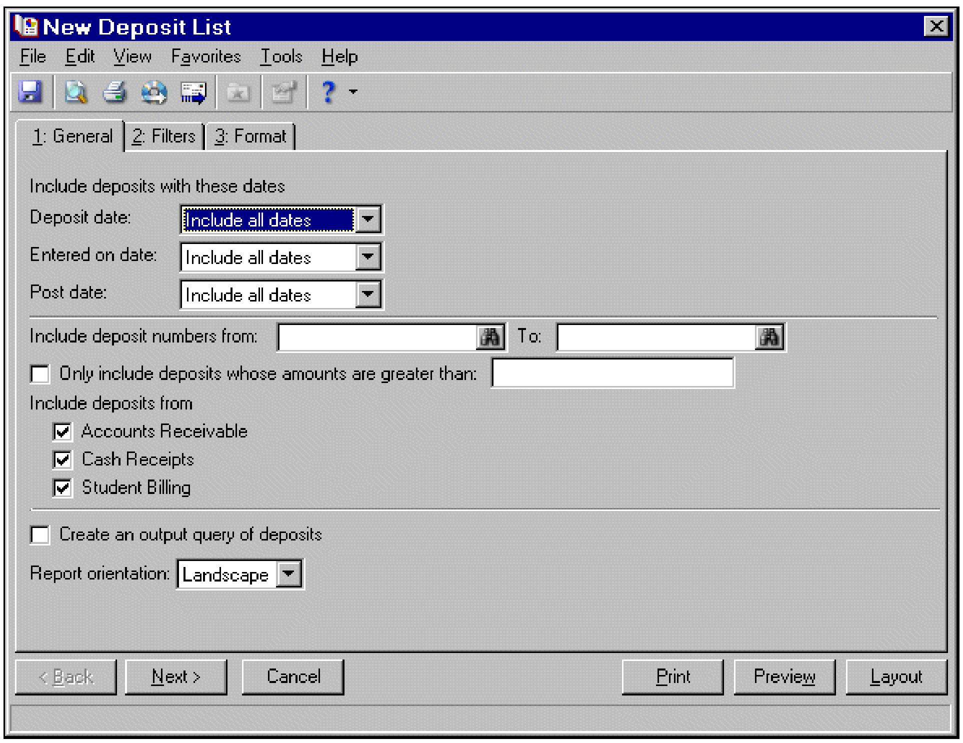
Deposit List

The Deposit List displays summarized information for deposits you select.

The Deposit List has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating Reports” on page 10.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include deposits with these dates. In this frame, you can select a date or date range for the deposits to include in the report. Make your selections in the the **Deposit date**, **Entered on date**, and **Post date** fields.

If you select <Specific range>, specify start and end dates. If you leave the Start date field blank, all activity is included up to the end date. If you leave the End date field blank, all activity from the start date forward, including transactions with a date in the future, is included. If you leave both fields blank, all activity is included.

Include deposit numbers from [ ] To [ ]. You can enter a range of deposit numbers to include in the report. If you leave both fields blank, the report includes all deposit numbers.

Only include deposits whose amounts are greater than [ ]. You can mark this checkbox to enter a minimum deposit amount for deposits to include in the report. Deposits less than or equal to the amount you enter are excluded.

Include deposits from. Mark the checkbox for each program whose deposits you want to include in the report.

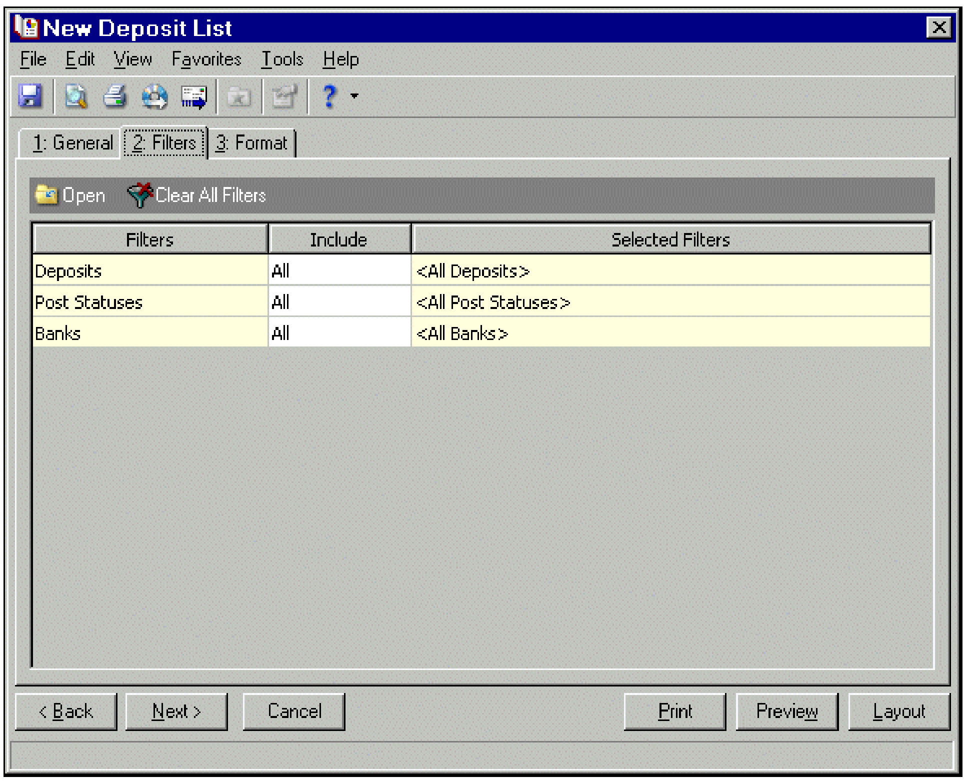
Create an output query of deposits. If you mark **Create an output query of deposits**, the program creates a query of the deposits included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Post Statuses filter, only deposits with the post statuses you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

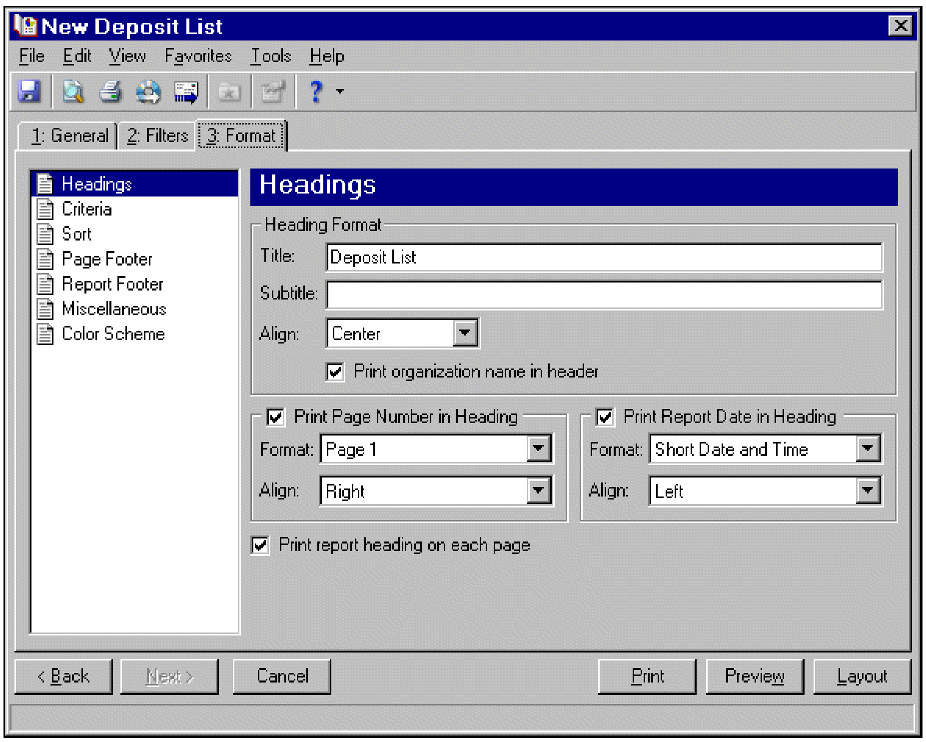
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Deposit List. When you select an item in the list, the right side of the screen displays selections for that section of the report.

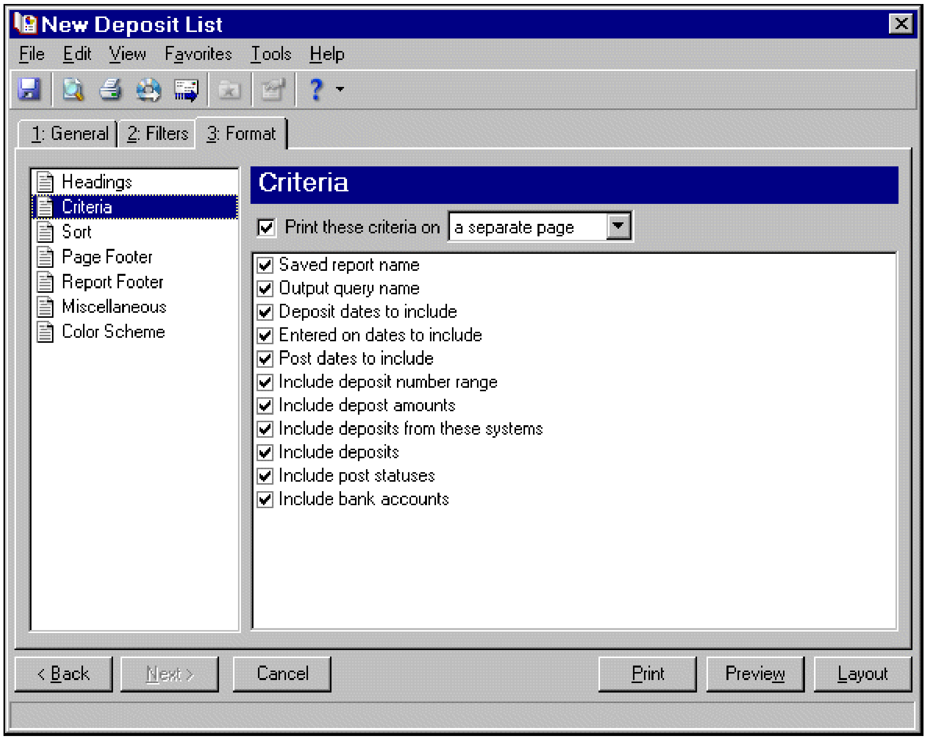
Note: The heading defaults to Deposit List in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



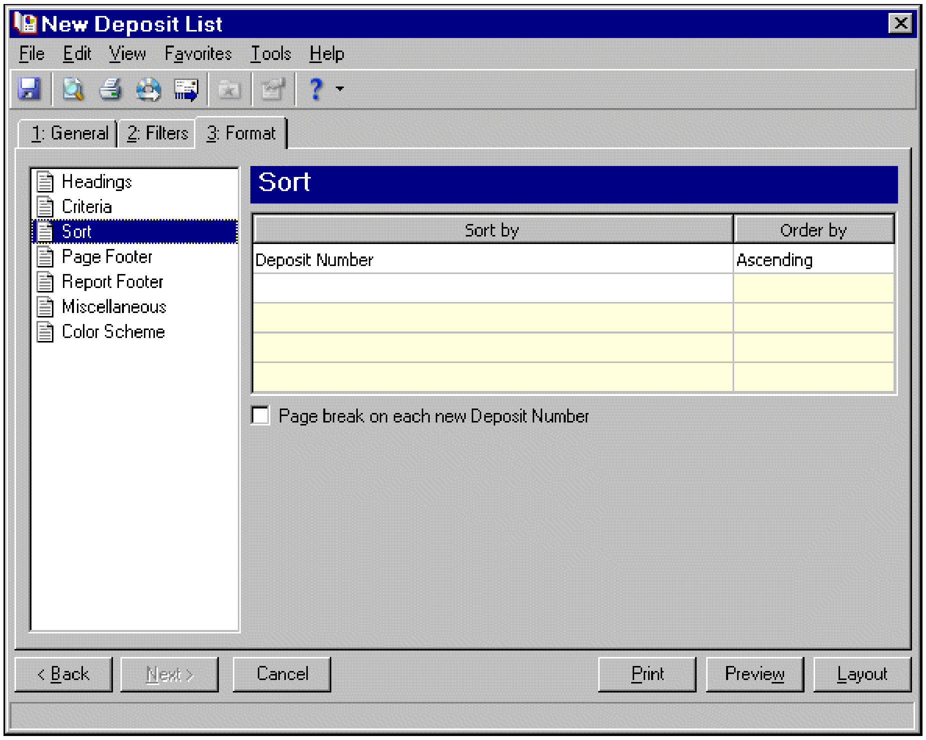
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

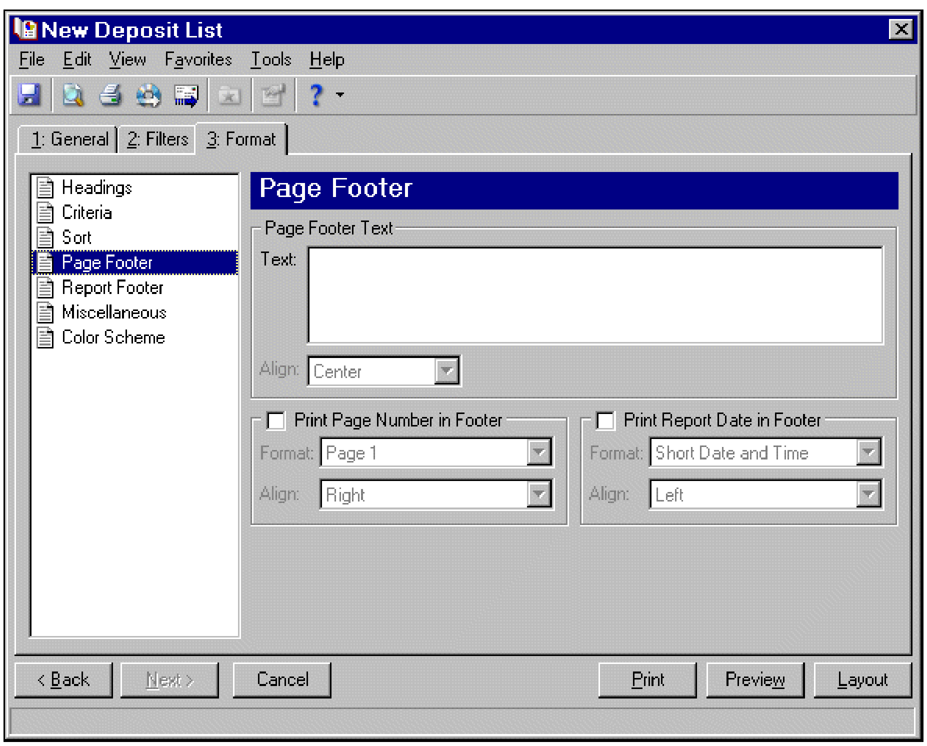


Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort**, you can sort within categories in the grid on the right. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

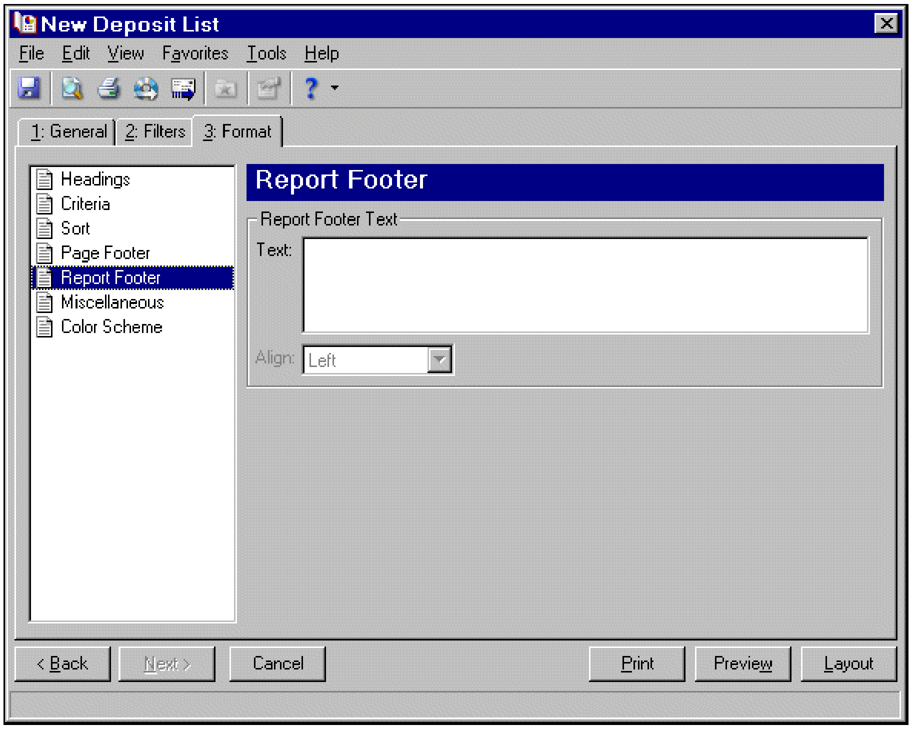
To print each category selected in the **Sort by** column on its own page, mark **Page break on each new**.



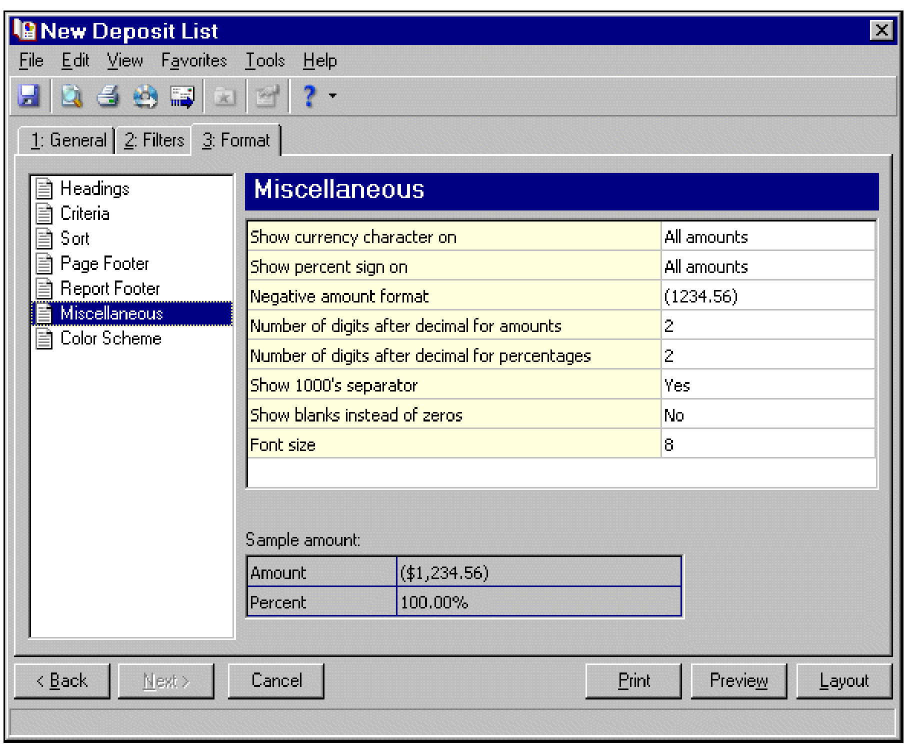
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



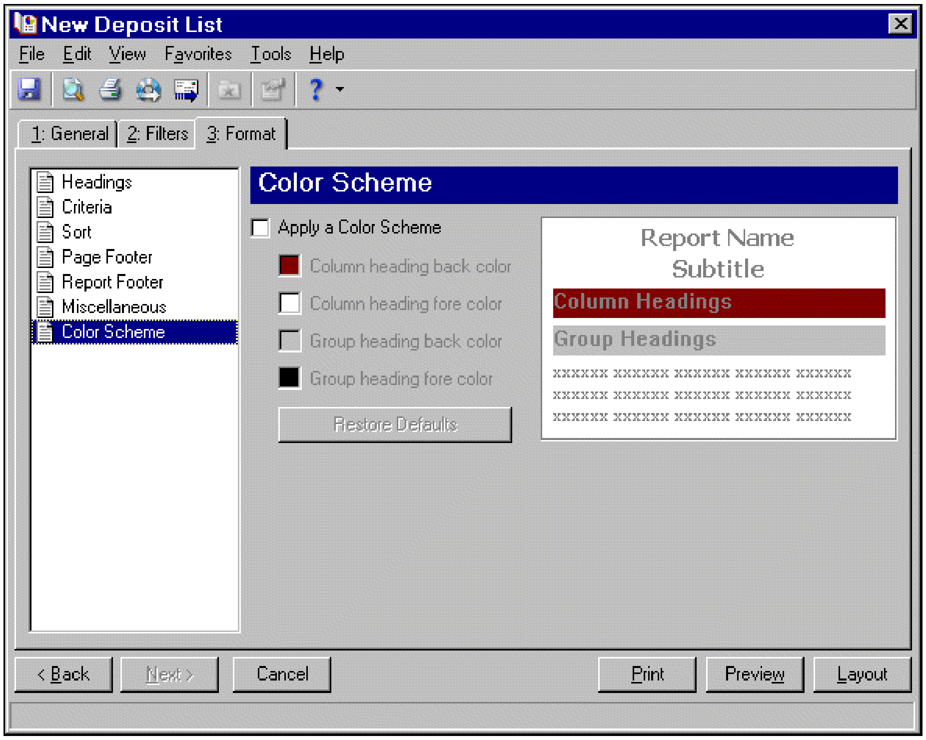
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



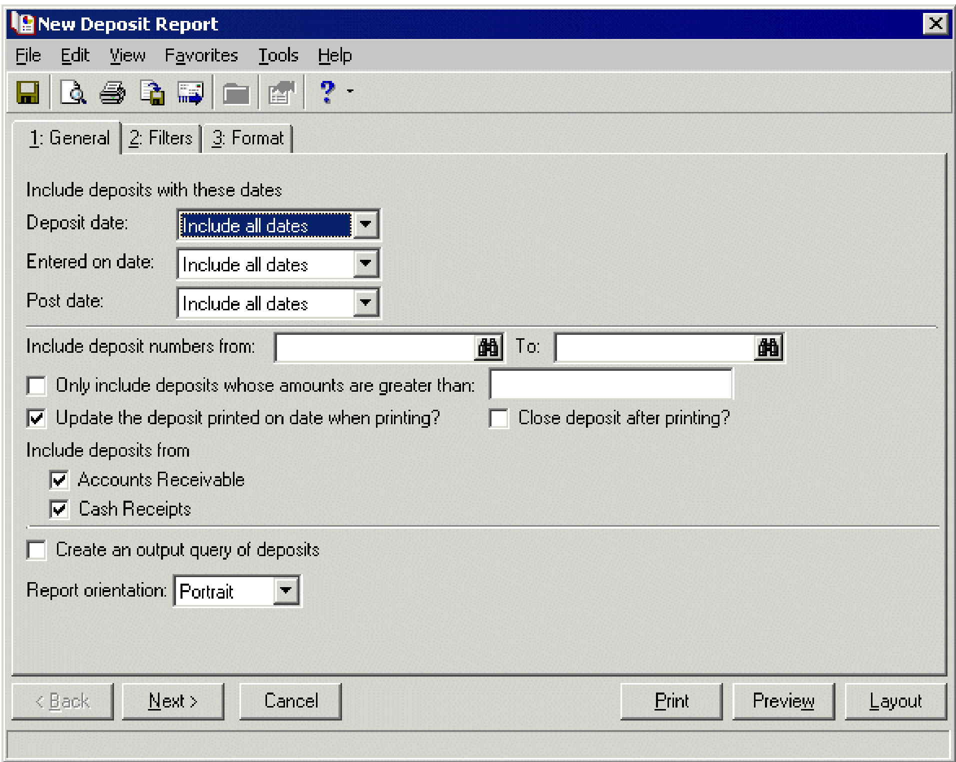
Deposit Report

The Deposit Report includes detailed information about a selection of deposits, including payment detail and bank information.

The Deposit Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include deposits with these dates. In this frame, you can select a date or date range for the deposits to include in the report. Make your selections in the the **Deposit date**, **Entered on date**, and **Post date** fields.

If you select <Specific range>, specify start and end dates. If you leave the Start date field blank, all activity is included up to the end date. If you leave the End date field blank, all activity from the start date forward, including transactions with a date in the future, is included. If you leave both fields blank, all activity is included.

Include deposit numbers from [ ] To [ ]. You can enter a range of deposit numbers to include in the report. If you leave both fields blank, the report includes all deposit numbers.

Only include deposits whose amounts are greater than [ ]. You can mark this checkbox to enter a minimum deposit amount for deposits to include in the report. All deposits less than or equal to the amount you enter are excluded.

Update the deposit printed on date when printing? Mark the checkbox to update the **Deposit ticket printed on** field on the deposit record with the date the report is printed.

Close deposit after printing. Mark the checkbox to change the status of the deposit to Closed after the Deposit Report is printed.

Include deposits from. Mark the checkbox for each accounts receivable program whose deposits you want to include in the report. This only appears if you have both ***Accounts Receivable*** and ***Cash Receipts*** installed.

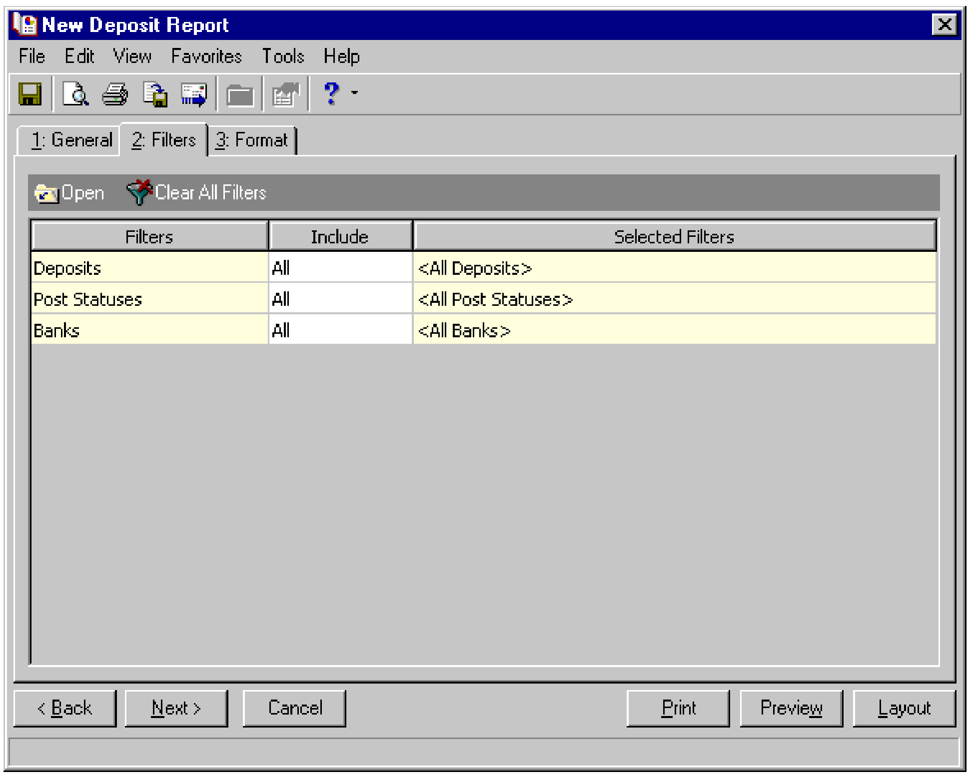
Create an output query of deposits. If you mark **Create an output query of deposits**, the program creates a query of the deposits included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. Select Portrait for the report to appear vertically or Landscape for the report to appear horizontally.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Post Statuses filter, only deposits with the post statuses you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

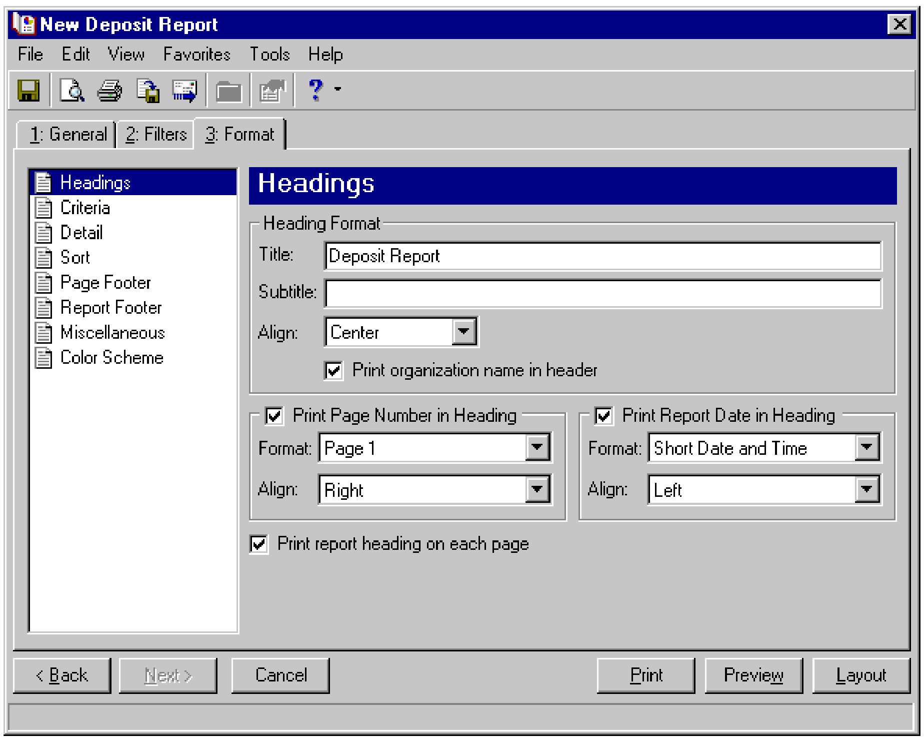
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Deposit Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

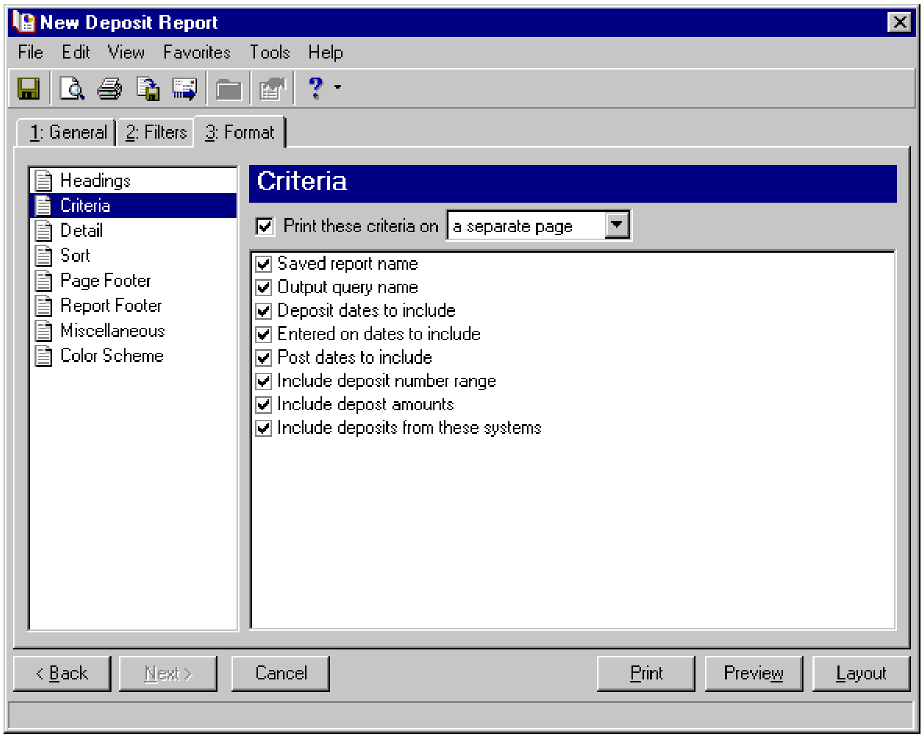
Note: The heading defaults to Deposit Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

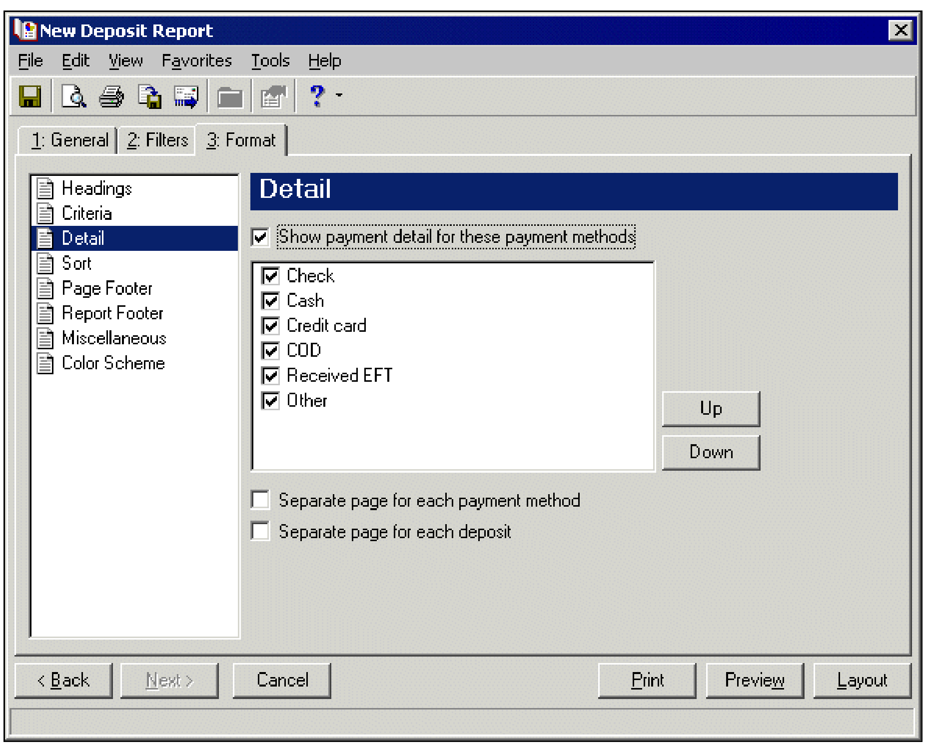


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

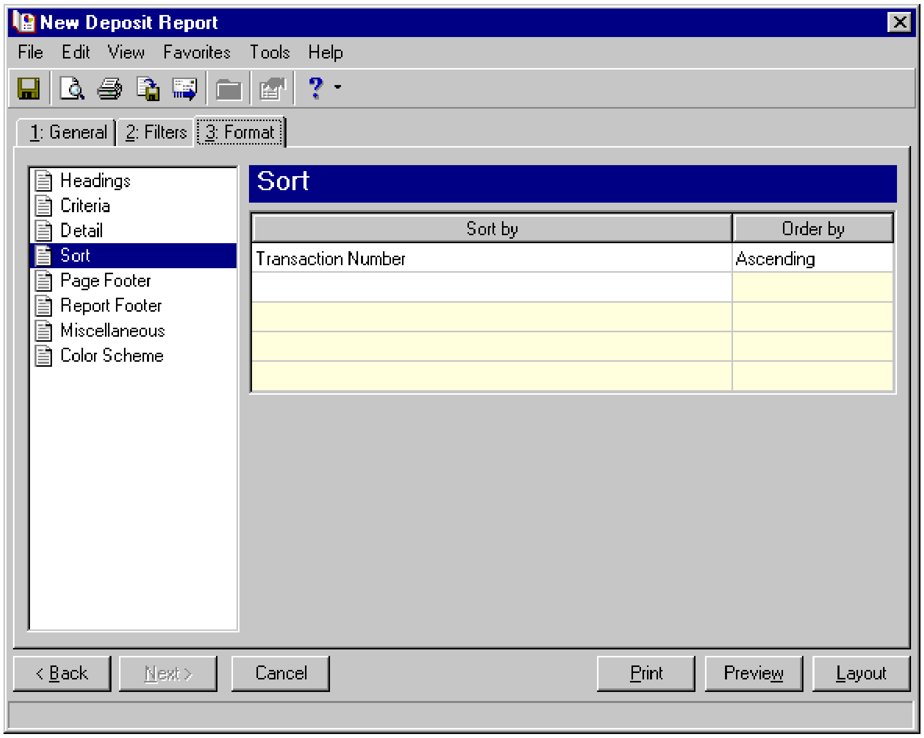
Criteria. Use **Criteria** to print data to help you remember the criteria you use to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report



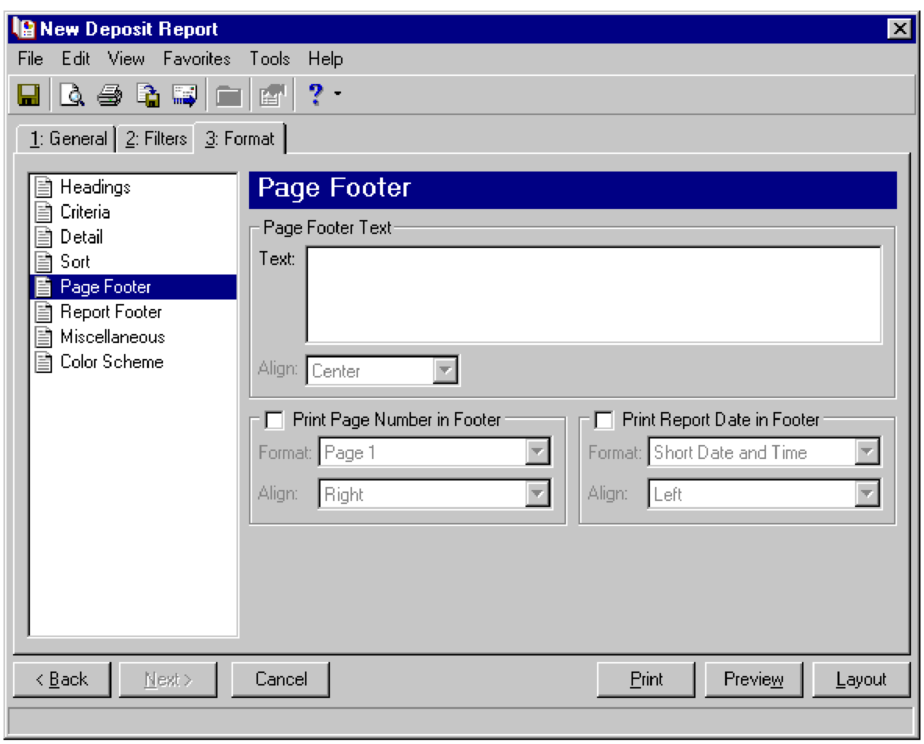
Detail. Use **Detail** to select and order payment methods for which to print details on the report. You can also select to print separate pages for each payment method and deposit.



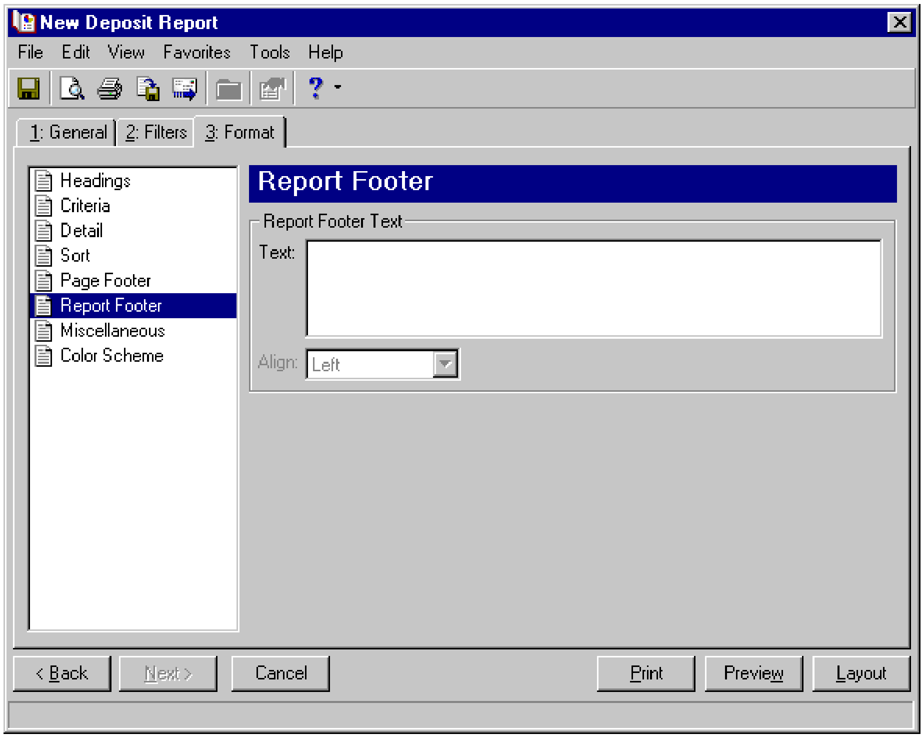
Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort**, you can sort within categories in the grid on the right. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.



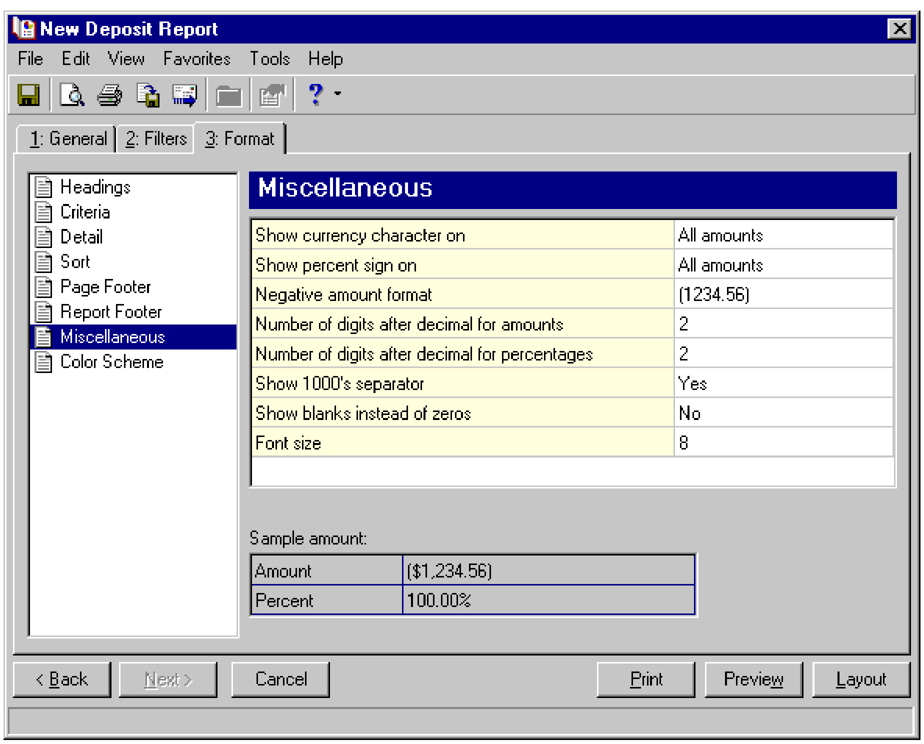
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



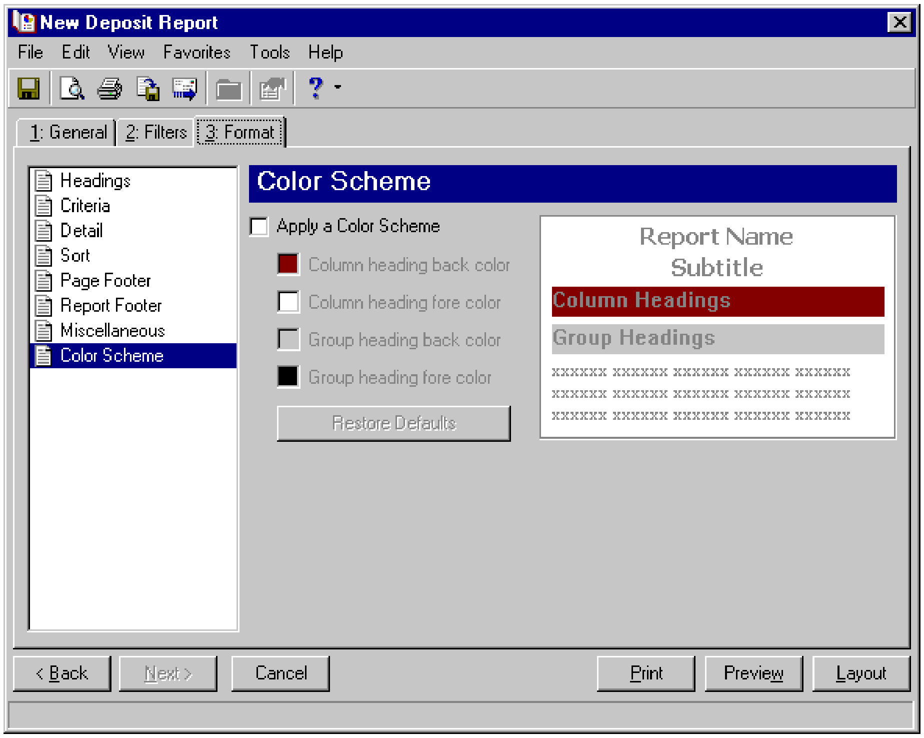
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Product and Billing Item Reports

Reporting categories in ***Accounts Receivable*** include Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Custom Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, and Transaction Reports. This chapter discusses Product and Billing Item Reports. For information about other report categories, see the chapter for that category. For information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Note: We recommend you read the documentation for ***The Financial Edge*** thoroughly. Information presented here provides you with basic information about product and billing item reports in ***Accounts Receivable***. Hands-on experience is the best way to learn, so we encourage you to try various options with your database.

Product and Billing Item Reports in ***Accounts Receivable*** include:

- Product and Billing Item List
- Product and Billing Item Report

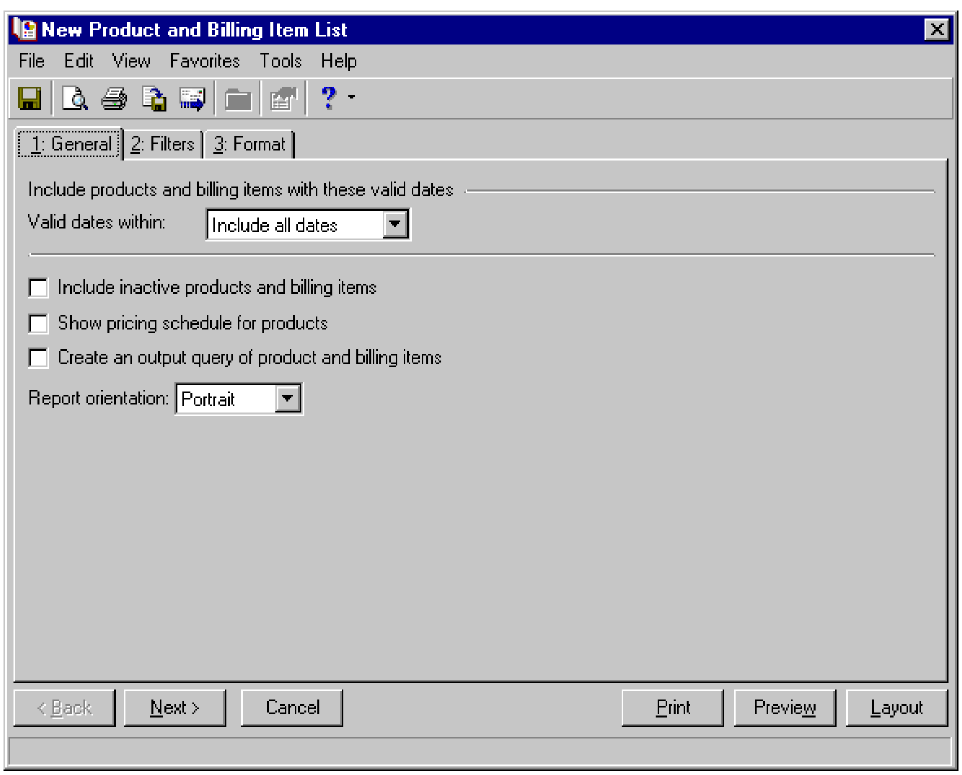
Product and Billing Item List

The Product and Billing Item List provides a summarized list of products and billing items.

The Product and Billing Item List has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include products and billing items with these valid dates. In this frame, you can select a date or date range for the products and billing items to include in the report. Make your selection in the **Valid dates within** field.

If you select <Specific range>, specify start and end dates. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Include inactive products and billing items. You can include products and billing items with a status of Inactive.

Show pricing schedule for products. You can mark **Show pricing schedule for products** to include the pricing schedule for each product.

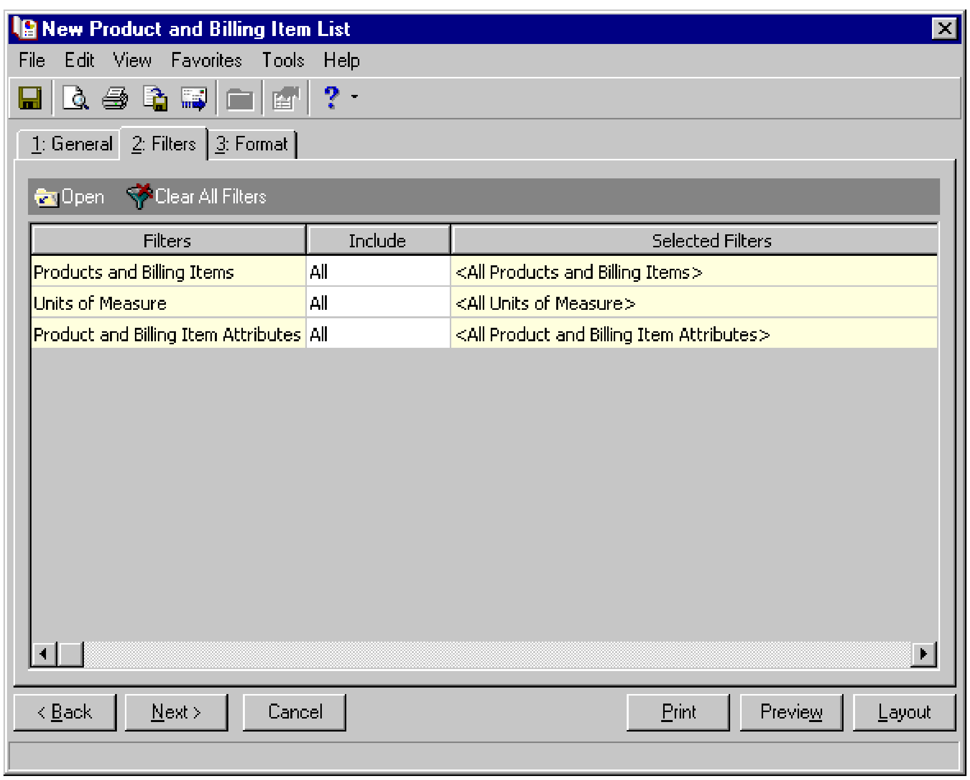
Create an output query of products and billing items. If you mark **Create an output query of products and billing items**, the program creates a query of the products and billing items in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. n the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Product and Billing Items filter, only the products and billing items you select are included in the report.

On the Filters tab, you can filter the records appearing on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar to access the selection screen where you can select specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

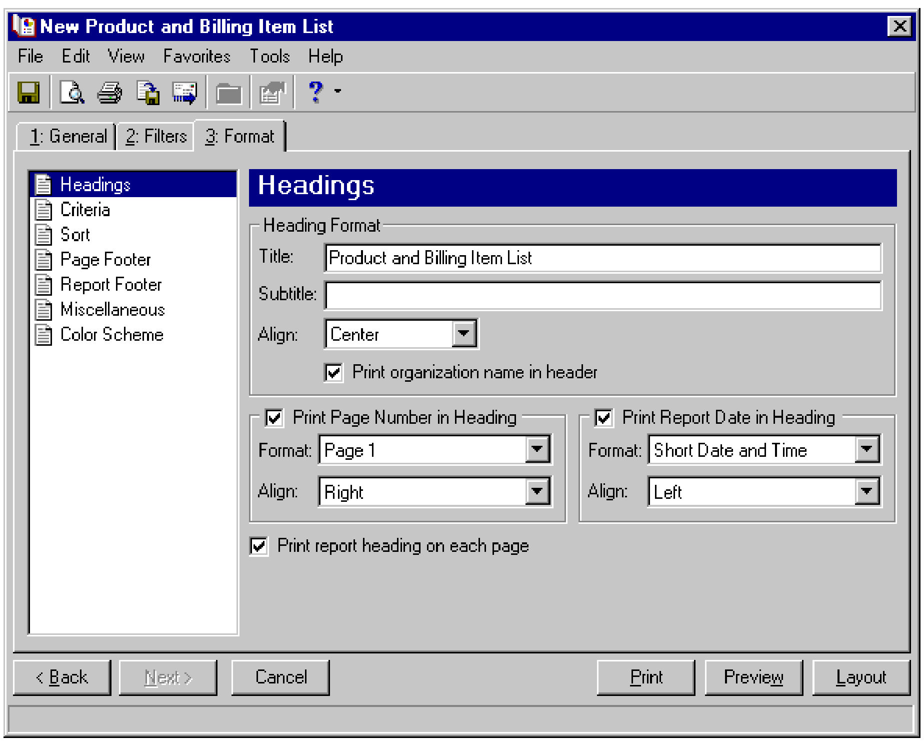
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Product and Billing Item List. When you select an item in the list, the right side of the screen displays selections for that section of the report.

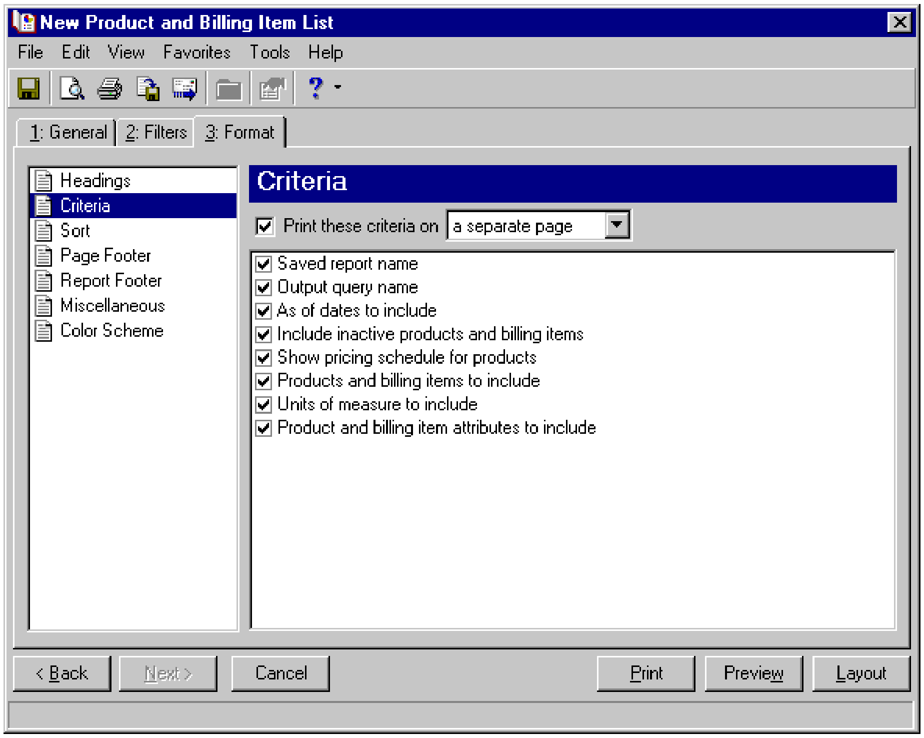
> **Note:** The heading defaults to Product and Billing Item List in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



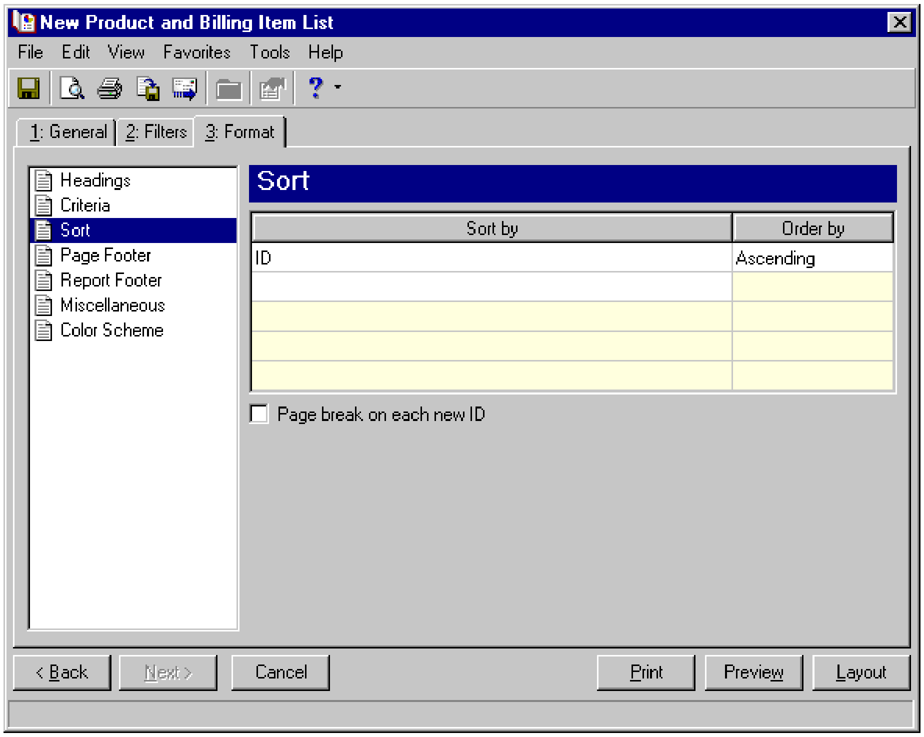
> **Note:** The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you use to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

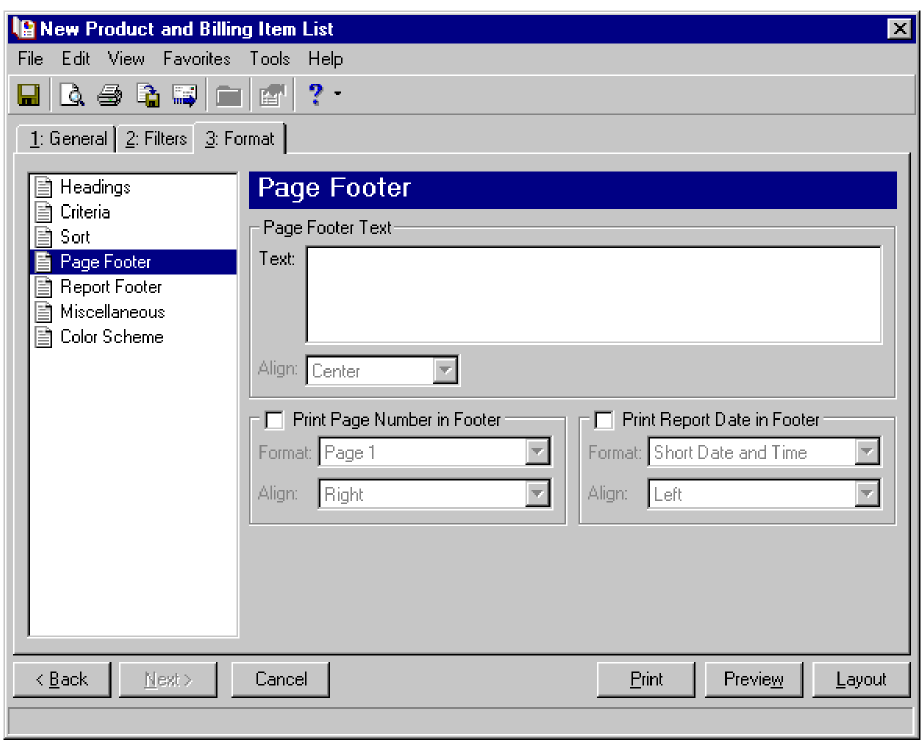


Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort**, you can sort within categories in the grid on the right. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

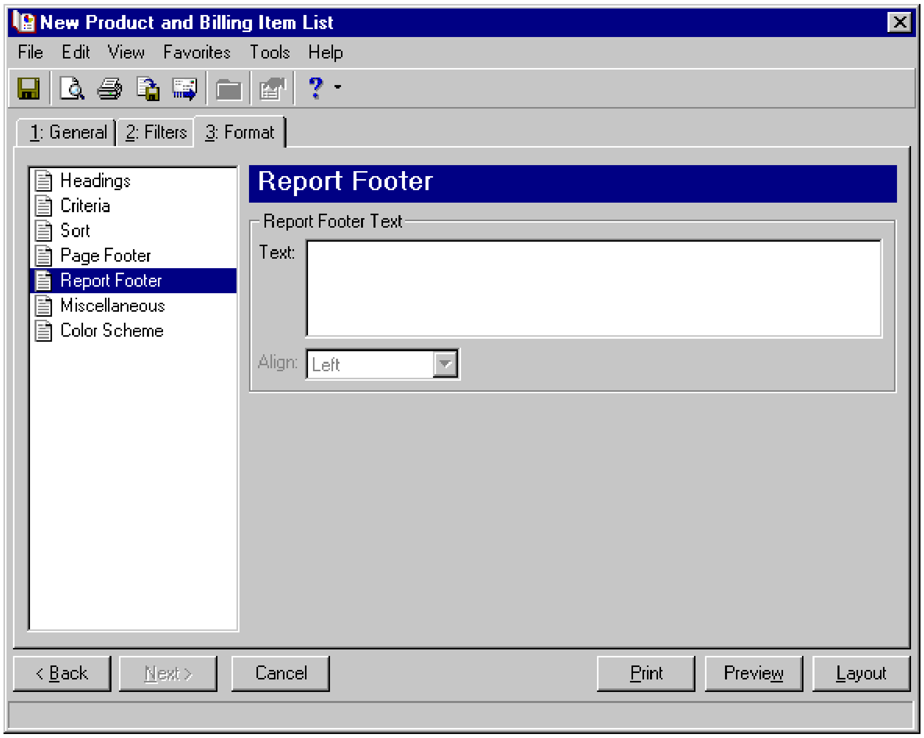
To print each category selected in the **Sort by** column on its own page, mark **Page break on each new**.



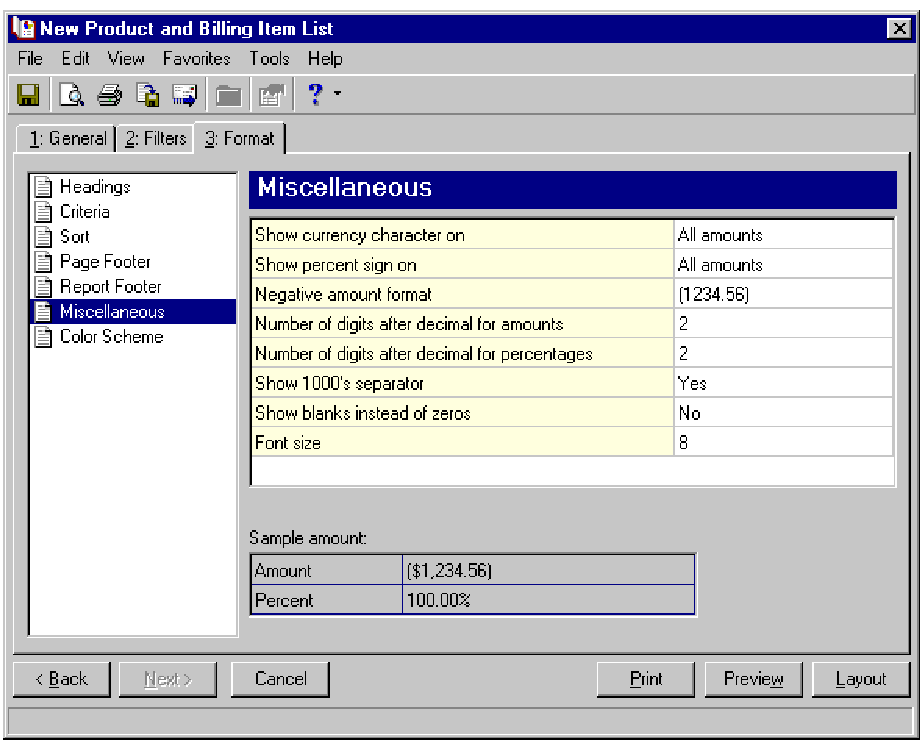
Page Footer. You can enter a maximum of 254 characters in the page footer. You can include other options, such as the page number and date.



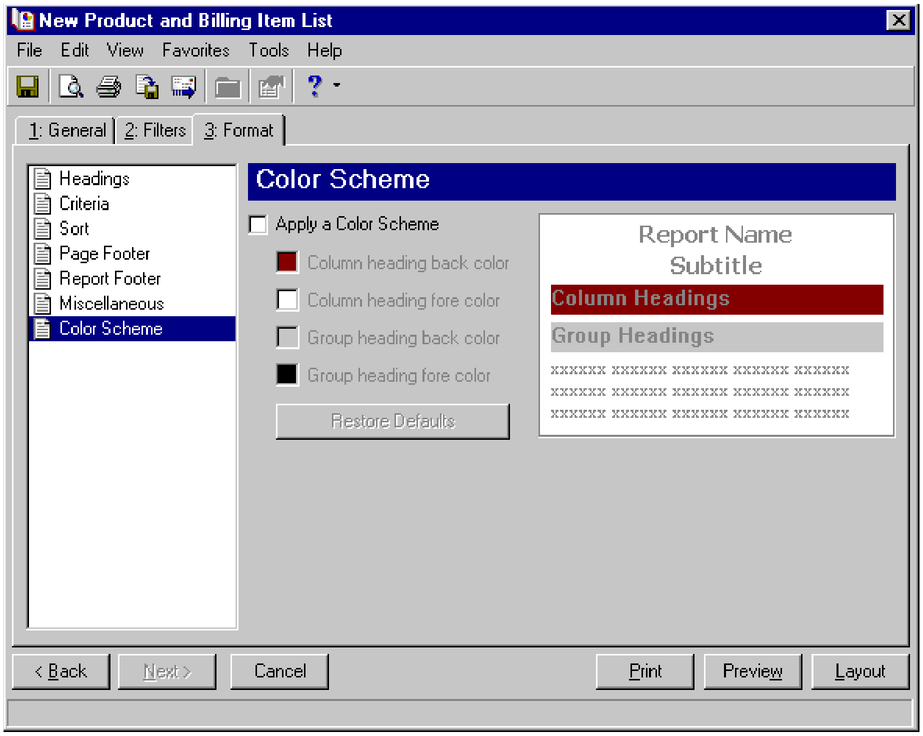
Report Footer. You can enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



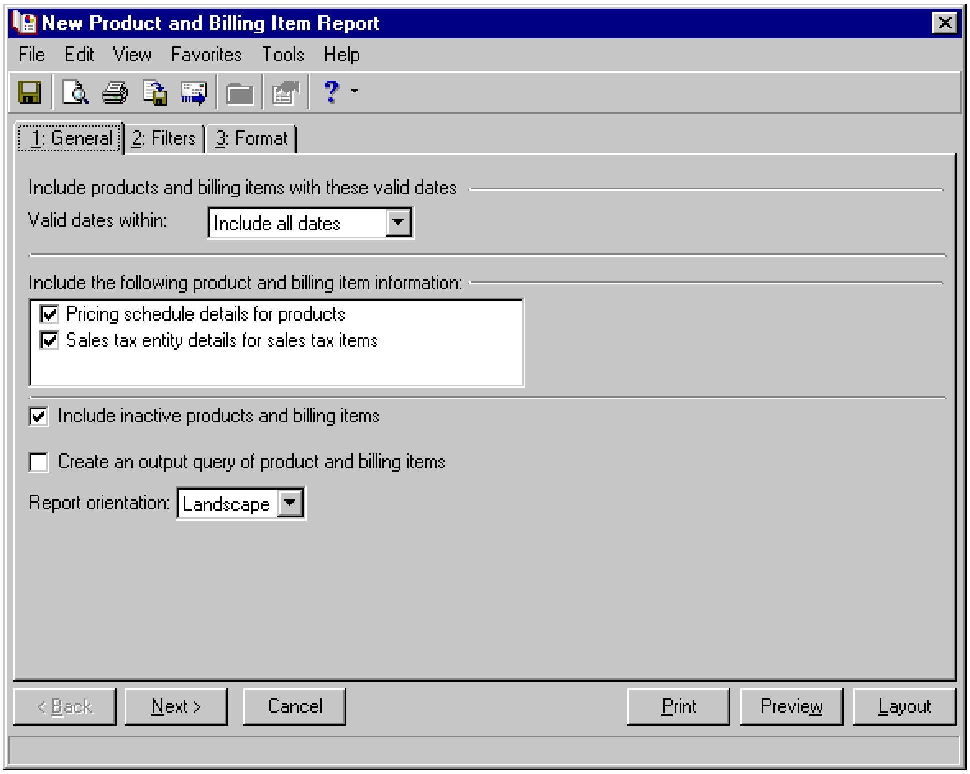
Product and Billing Item Report

The Product and Billing Item Report provides detailed information about products and billing items.

The Product and Billing Item Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include products and billing items with these valid dates. In this field, select a date or date range for products and billing items to include in the report. These are the dates from the product or billing item record.

If you select <Specific range>, you can specify start and end dates. The product or billing item's date must fall within this range. If you select Today, Yesterday, Tomorrow, or <Specific date>, the product or billing item's start date must be on or after the selected date. The field name changes to **Valid dates on or after**.

Include the following product and billing item information. You can include pricing and sales tax information by marking checkboxes:

- **Pricing schedule details for products**
- **Sales tax entity details for sales tax items**

Include inactive products and billing items. You can include products and billing items with a status of Inactive.

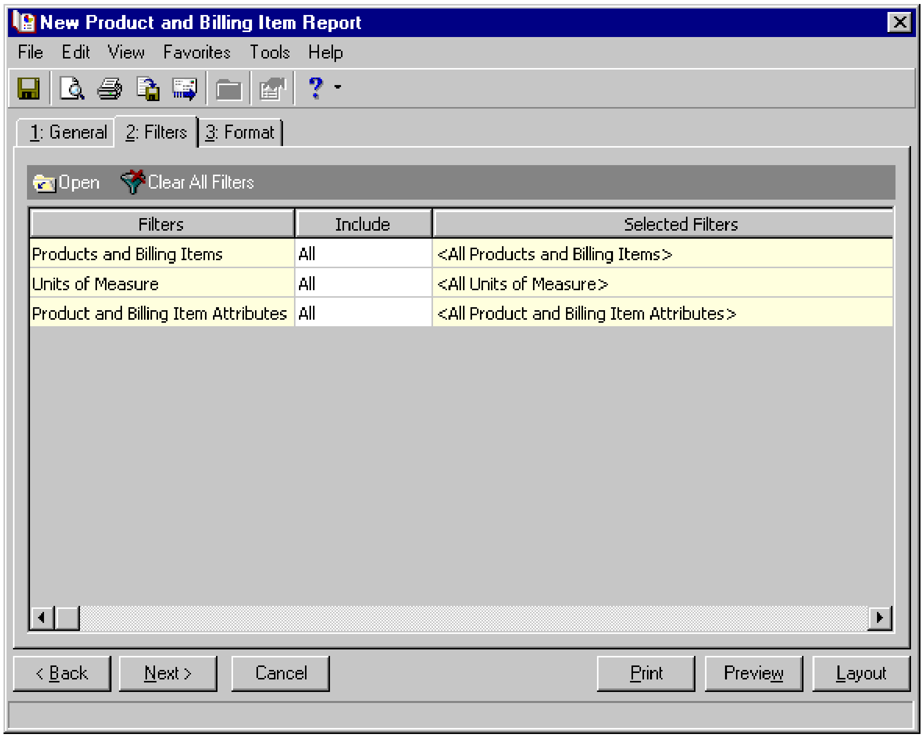
Create an output query of products and billing items. If you mark this checkbox, the program creates a query of the products and billing items included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Product and Billing Items filter, only the products and billing items you select are included in the report.

On the Filters tab, you can filter the records appearing on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar to access the selection screen where you can select specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

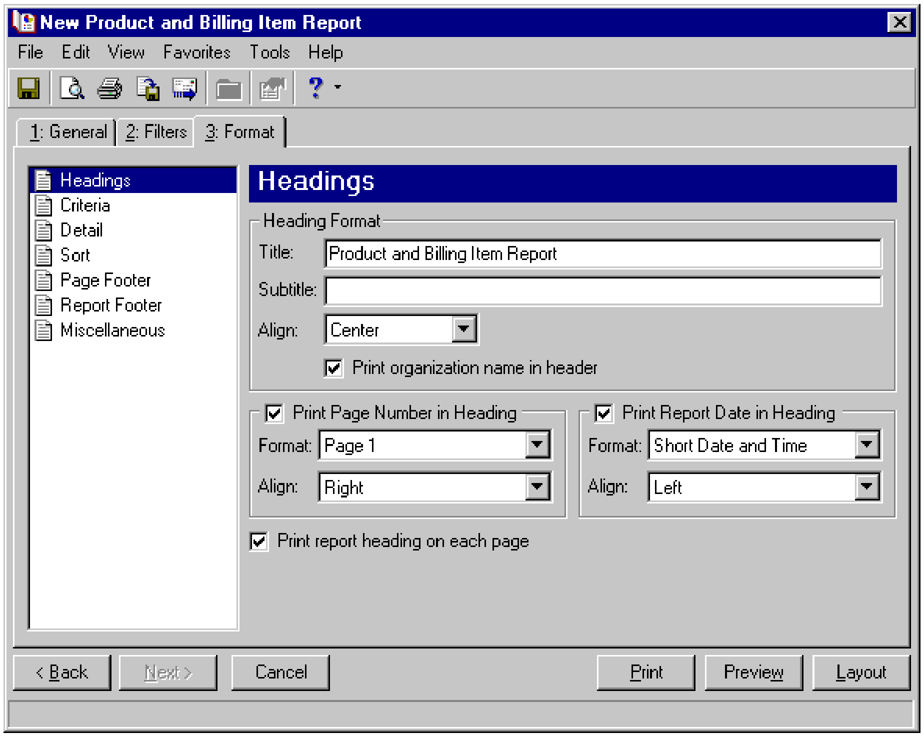
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the Product and Billing Item Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

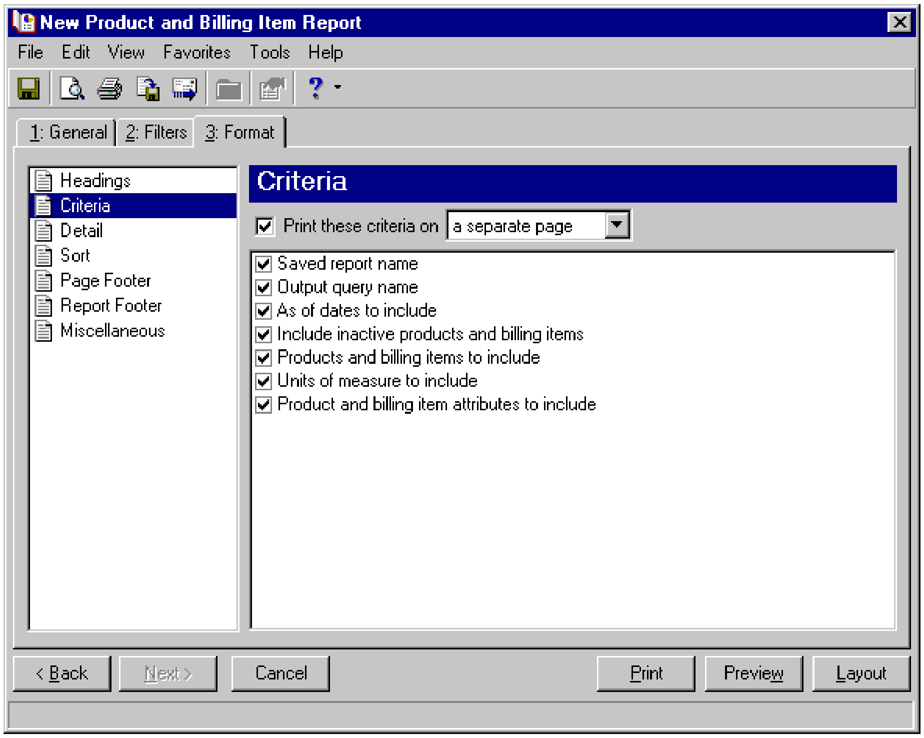
Note: The heading defaults to Product and Billing Item Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

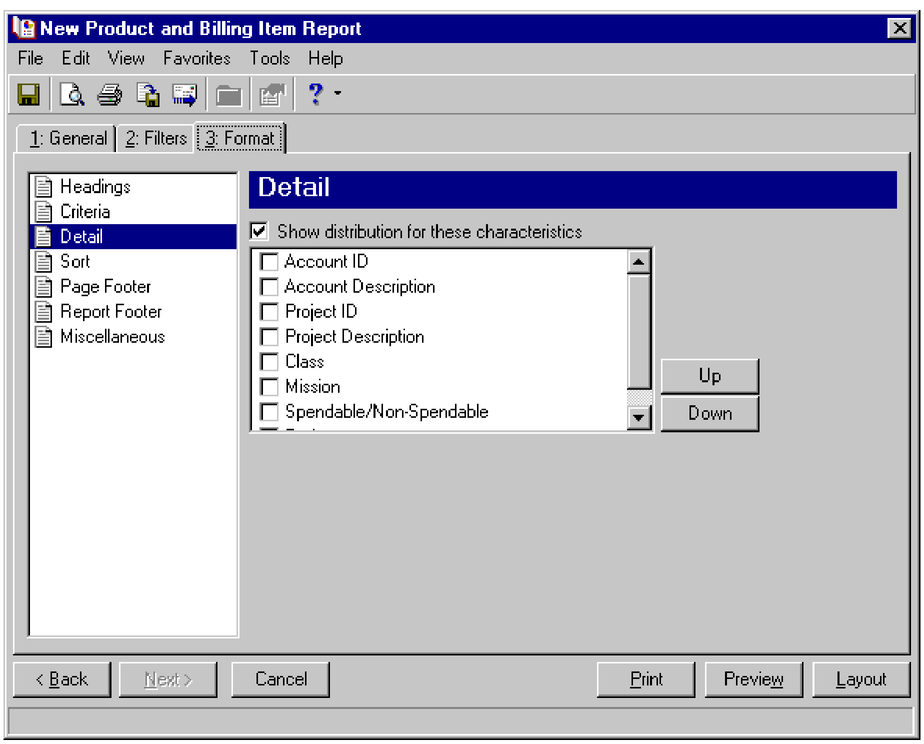


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

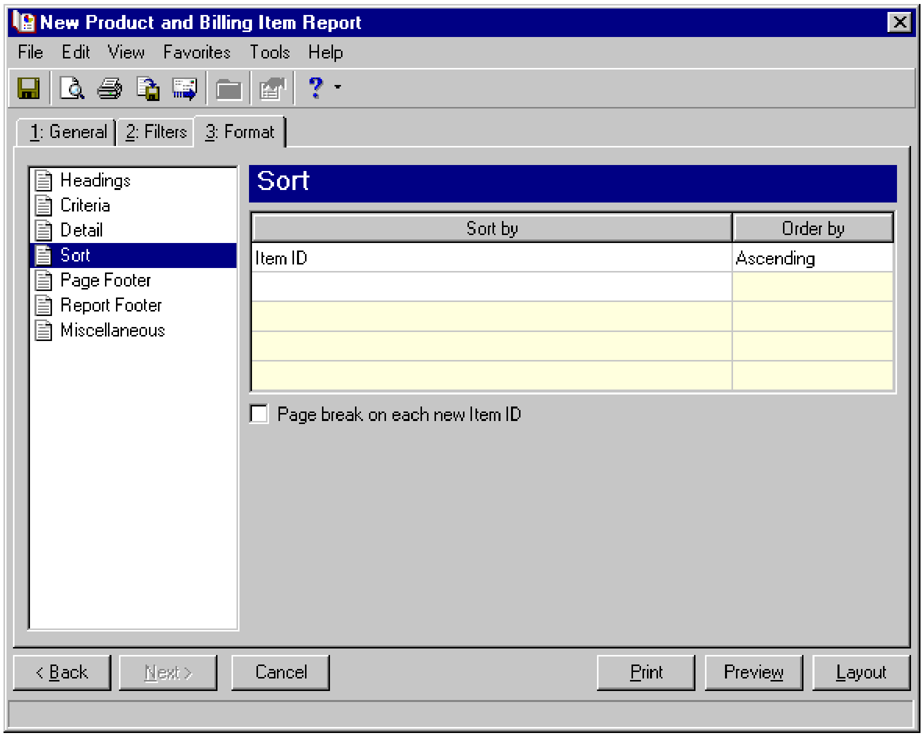
Criteria. Use **Criteria** to print data to help you remember the criteria you use to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



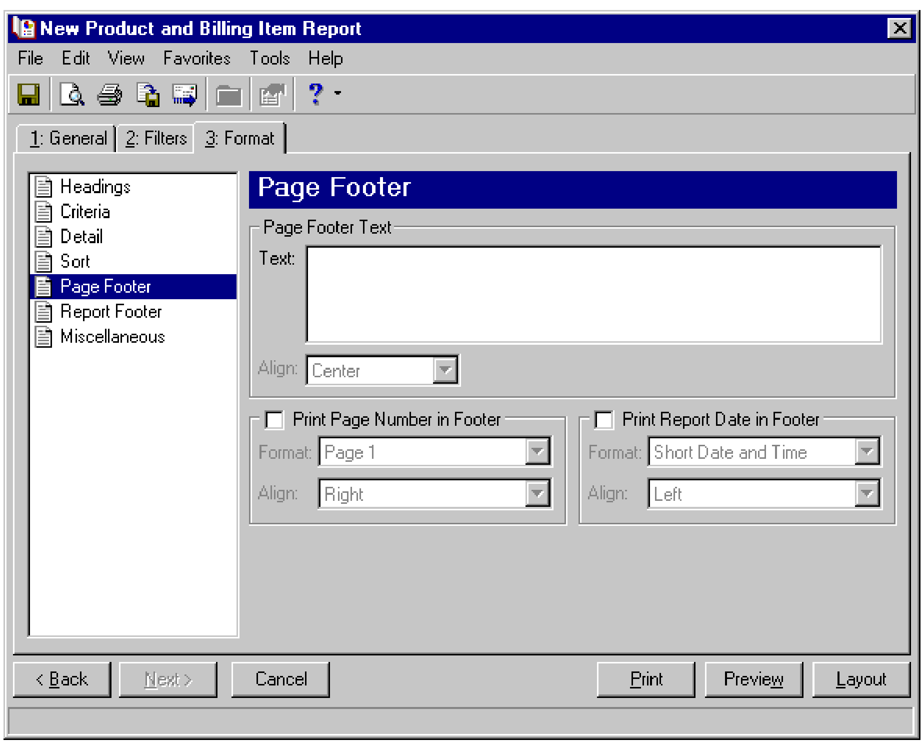
Detail. Use **Detail** to select details specific to the Product and Billing Item Report. Mark the checkboxes to show distribution by transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



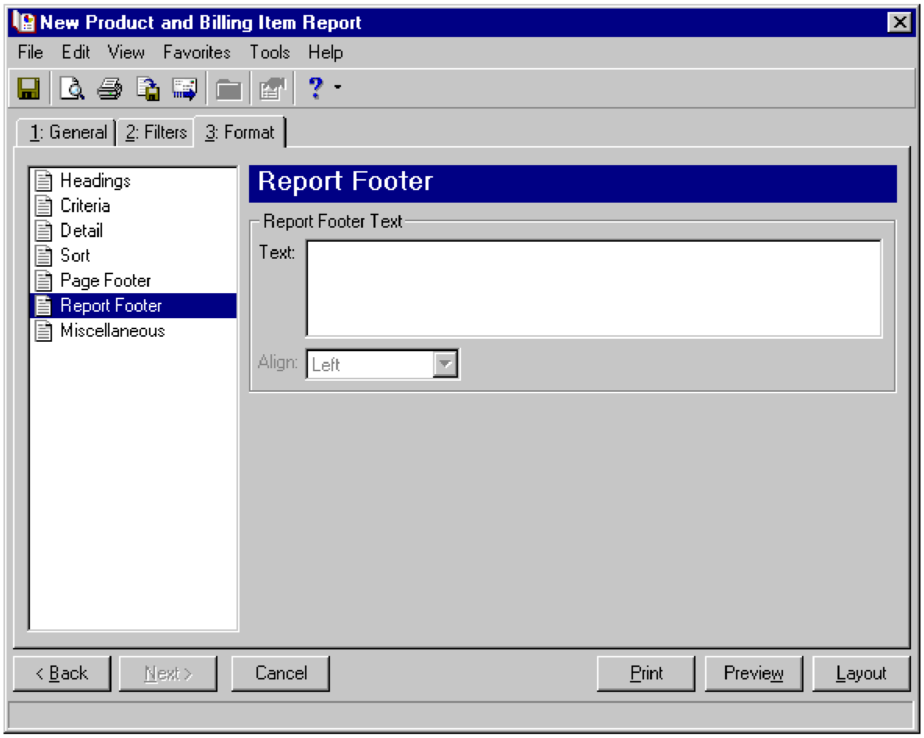
Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort**, you can sort within categories in the grid on the right. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To print each category selected in the **Sort by** column on its own page, mark **Page break on each new**.



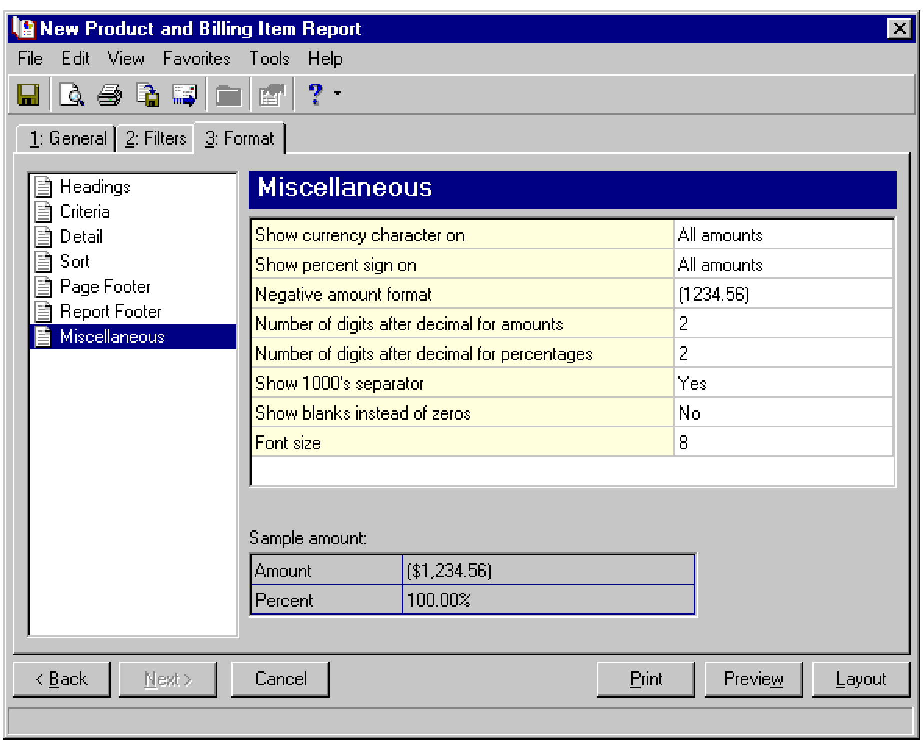
Page Footer. You can enter a maximum of 254 characters in the page footer. You can include other options, such as the page number and date.



Report Footer. You can enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Reconciliation Reports

Reporting categories in ***Accounts Receivable*** include Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, Reconciliation Reports, and Transaction Reports. This chapter discusses Reconciliation Reports. For information about other report categories, see the chapter for that category. For information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Note: We recommend you reconcile your subsidiary ledger transactions monthly.

Accounts Receivable Reconciliation Reports are designed to help you reconcile your accounts receivable subledger transactions with your general ledger. These reports have predefined defaults to help you identify the transactions that are part of your subledger balance. Some transactions may prevent these reports from balancing to your general ledger. You can use these reports to determine if transactions have posted properly, and which subsidiary ledger transactions are causing a difference in your general ledger balance.

The ***Accounts Receivable*** Reconciliation Reports (Account Distribution Report, Aged Accounts Receivable Report, and Open Item Report) are similar to the analysis and transaction reports with the same names, however the reconciliation reports have predefined defaults to help you identify the transactions that are part of your subledger balance.

Note: For more detailed information about reconciling subsidiary ledger transactions, please see the *Subsidiary Ledger Reconciliation Guide*.

For the Reconciliation Reports category, you can create these reports:

- Account Distribution Report
- Aged Accounts Receivable Report
- Open Item Report

Account Distribution Report

The Account Distribution Report for reconciliation is similar to the transaction report with the same name, however this report has predefined defaults to help you identify the transactions that are part of your subledger activity.

Note: This report is designed to help you with your reconciliation process. However, if you need additional date and filtering options for this report, see “Account Distribution Report” on page 228.

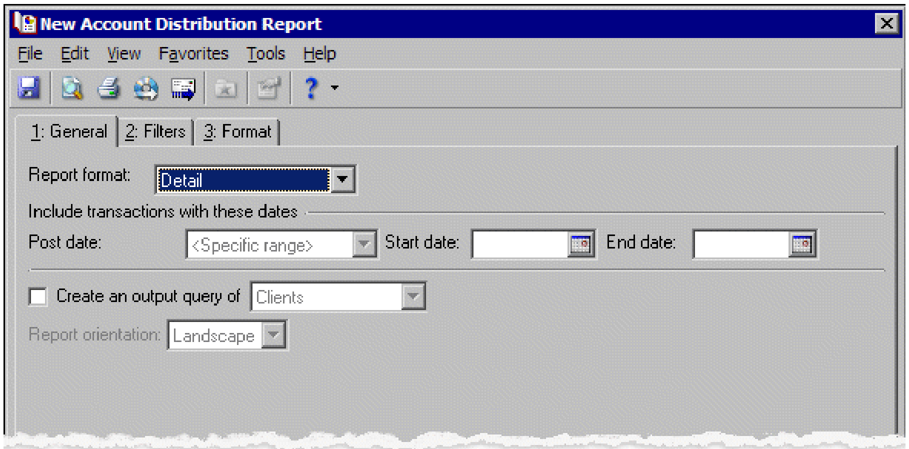
The Account Distribution Report lists debit and credit amounts, created by ***Accounts Receivable*** transactions and adjustments, for accounts.

If you void payments from clients and create bank adjustments, they will not appear in the Account Distribution Report. To find adjustment amounts that are part of your reconciliation, you can run a GL General Ledger Report and filter for the journal code used when posting cash management adjustments. You can also run the Bank Register Report and filter on cash management adjustments.

The Account Distribution Report has three tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Report format. In the **Report format** field, select “Detail” or “Summary”. The detail account format can be more useful than the summary account format for locating differences.

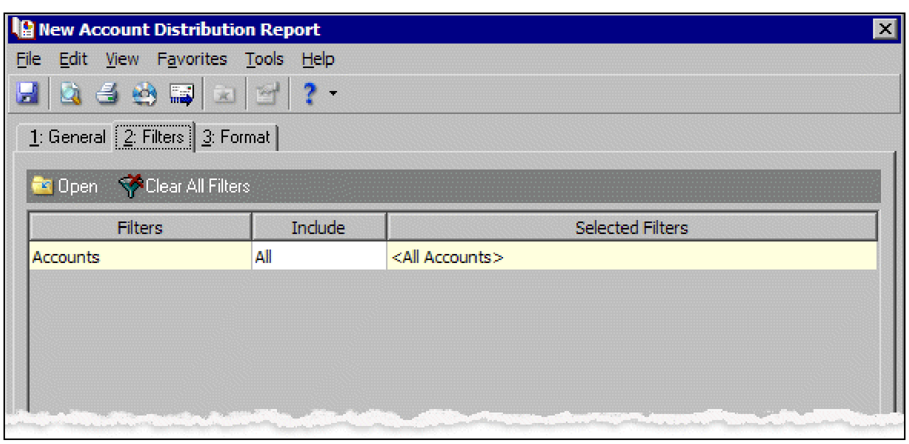
Include transactions with these dates. Specify a start date and an end date for the posted transactions you want to include in the report. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Create an output query of [ ]. If you mark **Create an output query of**, you can select for the program to create a query of the included accounts, clients, charges, credits, invoices, returns, refunds, or payments. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. If you create the report in summary format, you can select Portrait or Landscape. If you create the report in detail format, the report prints in Landscape.

Filters Tab

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the Filtering Criteria chapter in the *Program Basics Guide*.



Open. You can click this button to access the Selected Accounts screen on which you select specific accounts to include in the report.

Clear All Filters. Click this button to remove all previously selected accounts from the report.

Filters column. This column lists the available filters for this report. You cannot edit this column.

Include column. In the **Include** column, select “All” or “Selected”. If you choose “Selected,” the Selected Accounts screen opens for you to designate specific accounts.

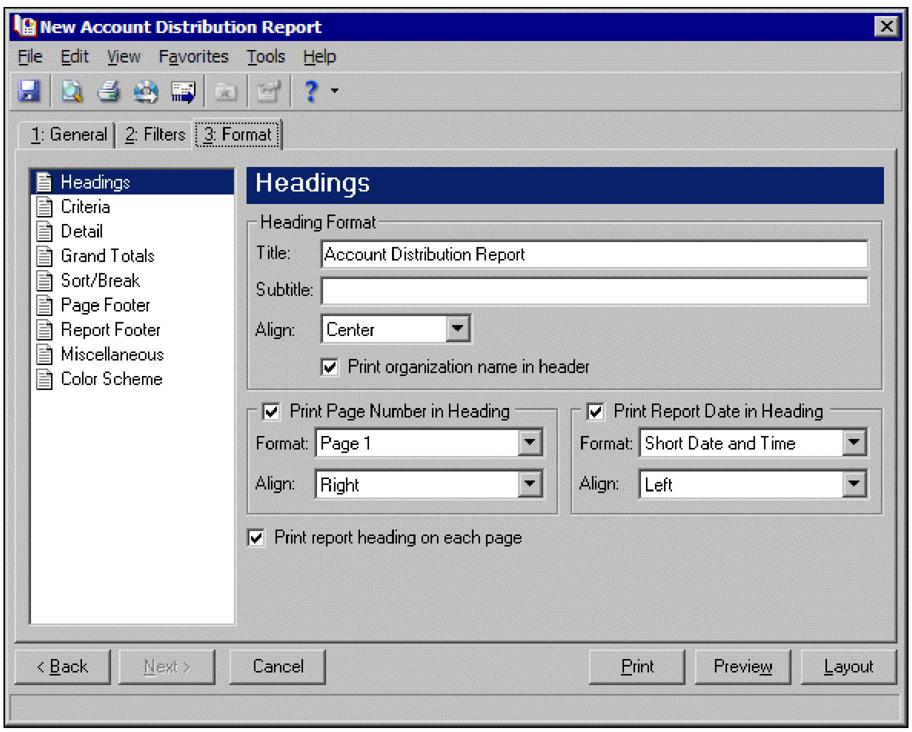
Selected Filters column. After you have selected specific accounts, they appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

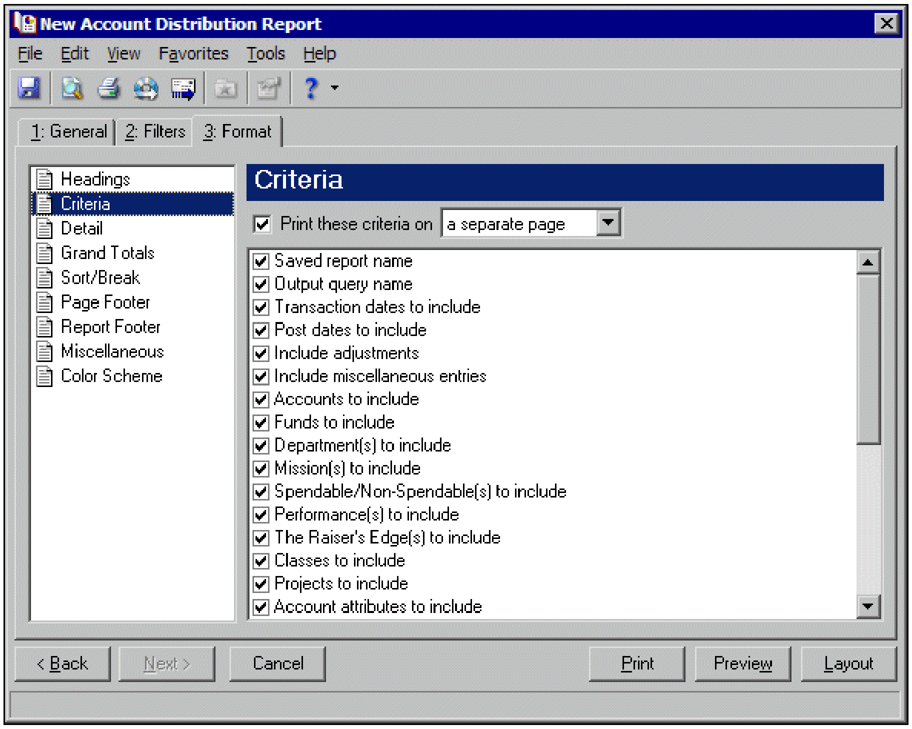
Note: The heading defaults to Account Distribution Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization’s name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

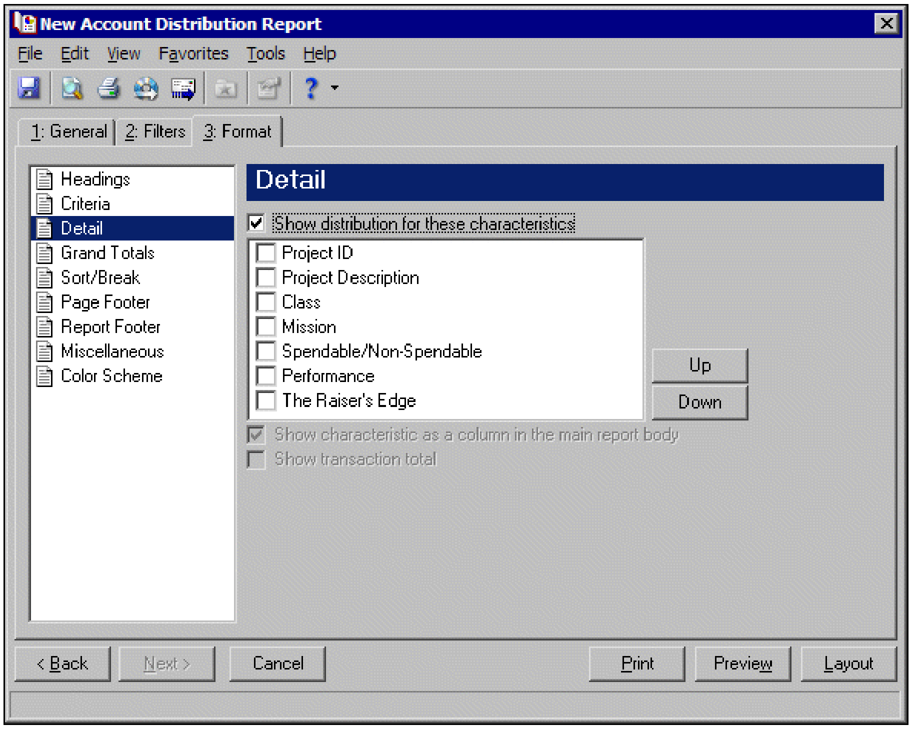


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

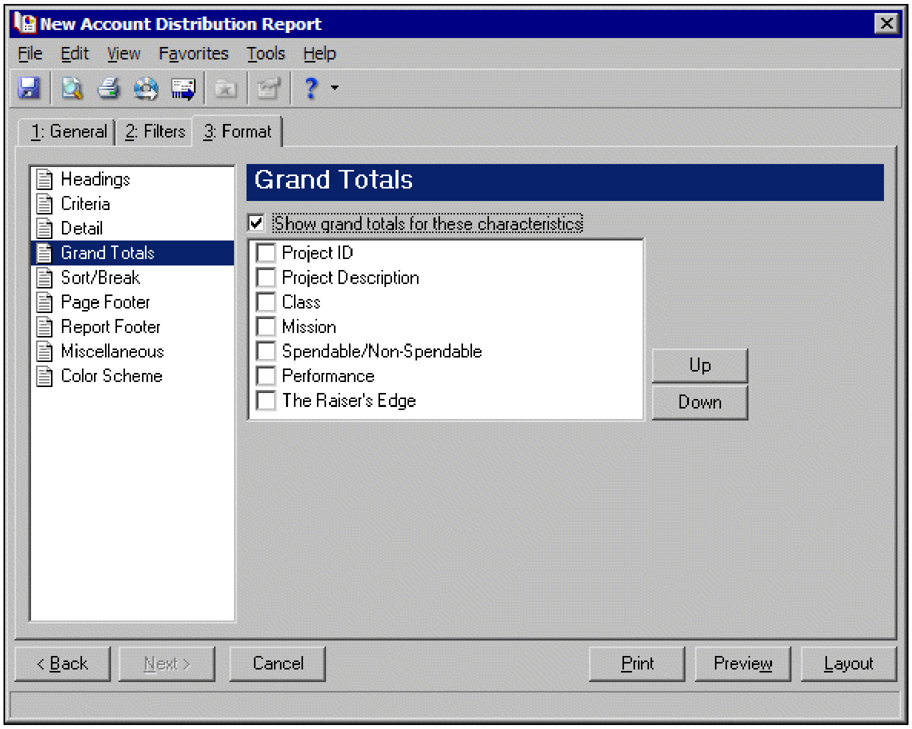
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



Detail. Use **Detail** to select details specific to the Account Distribution report. If you mark **Show distribution for these characteristics**, you can select the characteristics to include. If you choose one characteristic, you can mark **Show characteristic as a column in the main report body**. The marked characteristic appears as a separate column on the report. If you choose multiple characteristics, you can choose **Show transaction total**. This prints the debit or credit total for each line item.



Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear. You can use the **Up** and **Down** buttons to order the characteristics to appear on the report.



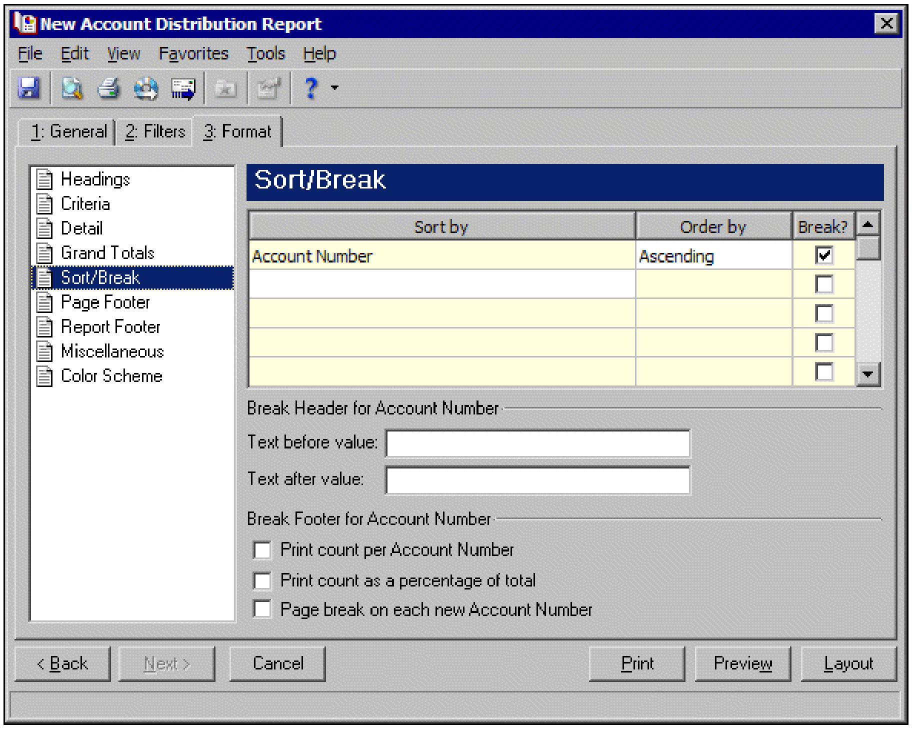
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

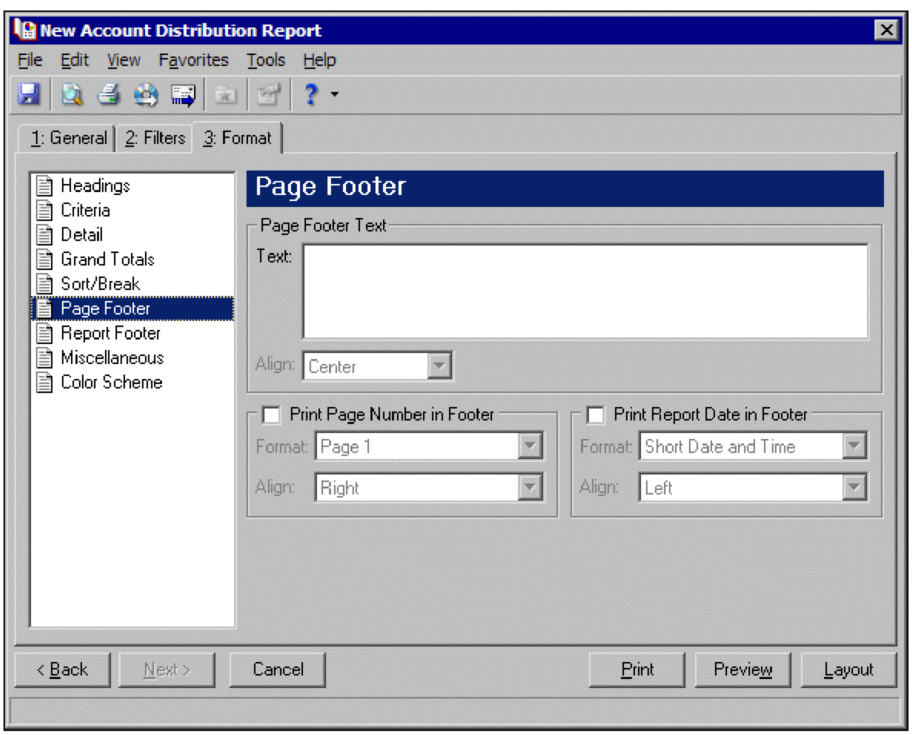
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

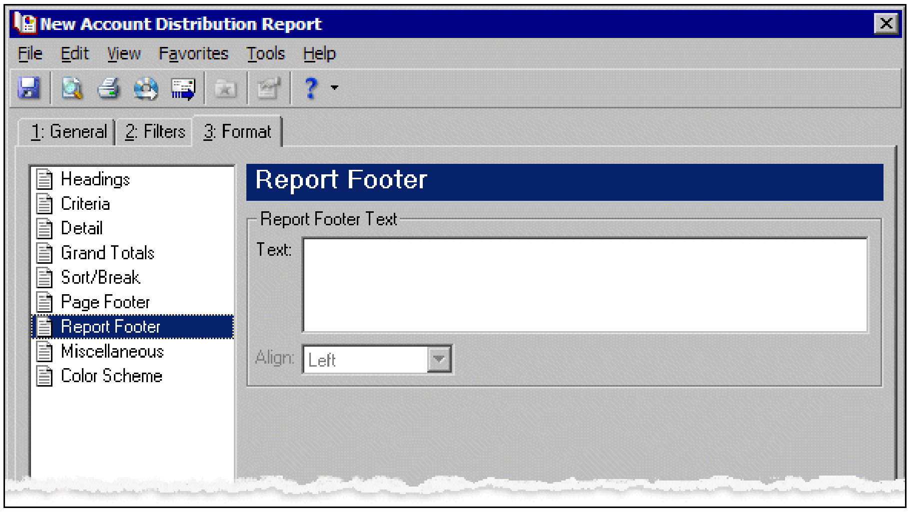
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



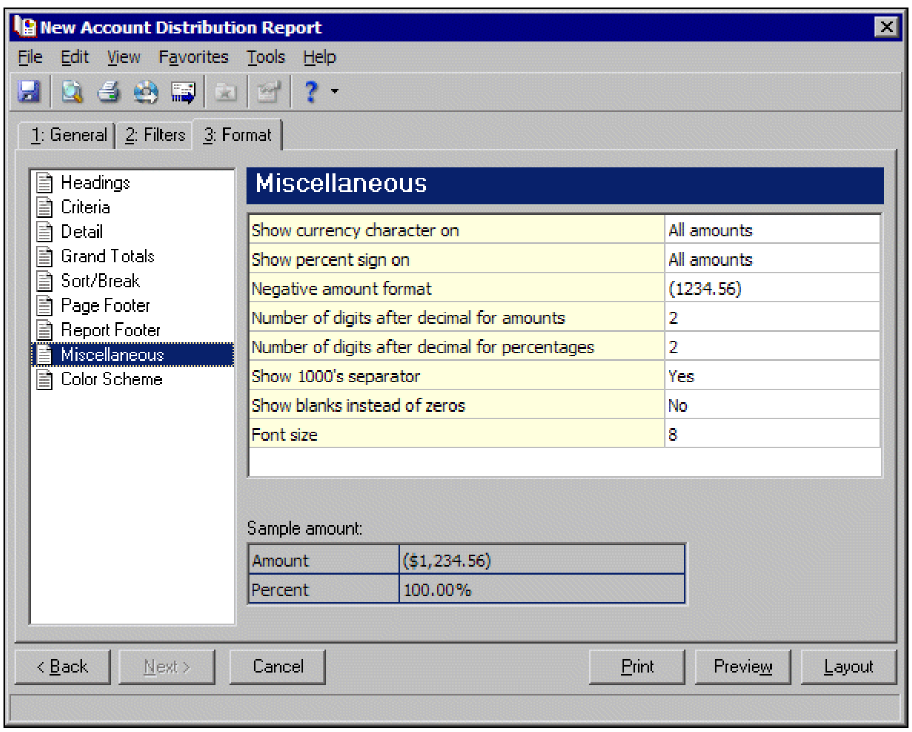
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



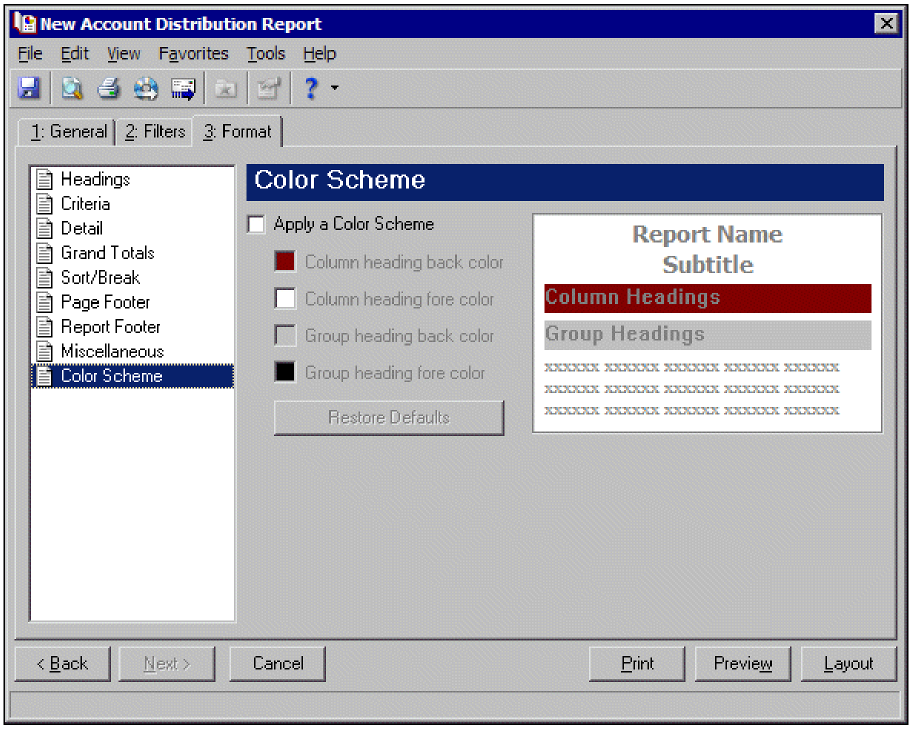
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Aged Accounts Receivable Report

Note: This report is designed to help you with your reconciliation process. However, if you need additional date and filtering options for this report, see “Aged Accounts Receivable Report” on page 44.

The Aged Accounts Receivable Report for reconciliation is similar to the analysis report with the same name, however this report has predefined defaults to help you identify the transactions that are part of your subledger balance.

Use the Aged Accounts Receivable Report to list balances distributed in aging periods defined in *Configuration*. This report is useful in determining past due and current balances of clients.

The Aged Accounts Receivable Report is different than the Aged Accounts Payable Report. In ***Accounts Payable***, payments are included or excluded based on the “age as of date”. In ***Accounts Receivable***, charges, payments, and credits are included based on the transaction date filters. The “aging as of date” is independent of the transactions.

You can use this report whether you use a single-party billing system or third-party billing system. If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

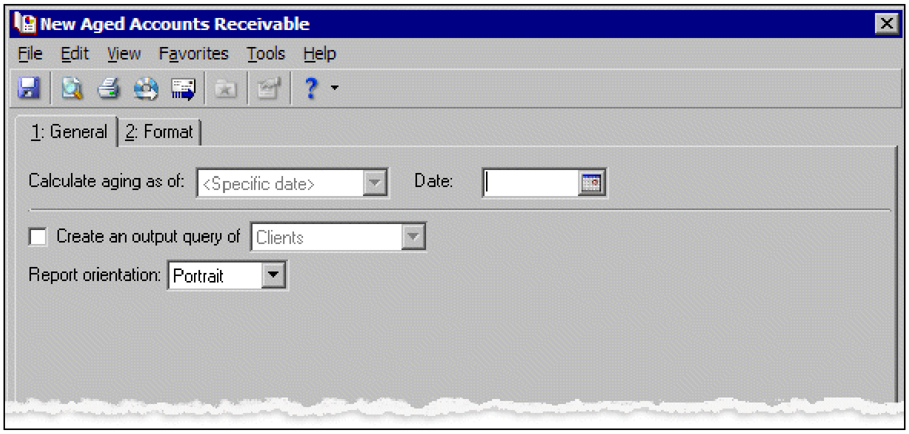
Note: We recommend you reconcile your subsidiary ledger transactions monthly.

- A payer is a person or organization responsible for paying a bill.
- A recipient is a person or organization that receives a product or service, or has its balance reduced by a payment or credit.

The Aged Accounts Receivable Report has two tabs on which you set parameters: General and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see "Creating a report in Accounts Receivable" on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Calculate aging as of. In the **Calculate aging as of** field, enter a specific date for the aging period.

Create an output query of [ ]. If you mark **Create an output query of**, select Clients or Charges. The program creates a query of clients or charges included in the report. You can use the query later in other areas of ***Accounts Receivable***.

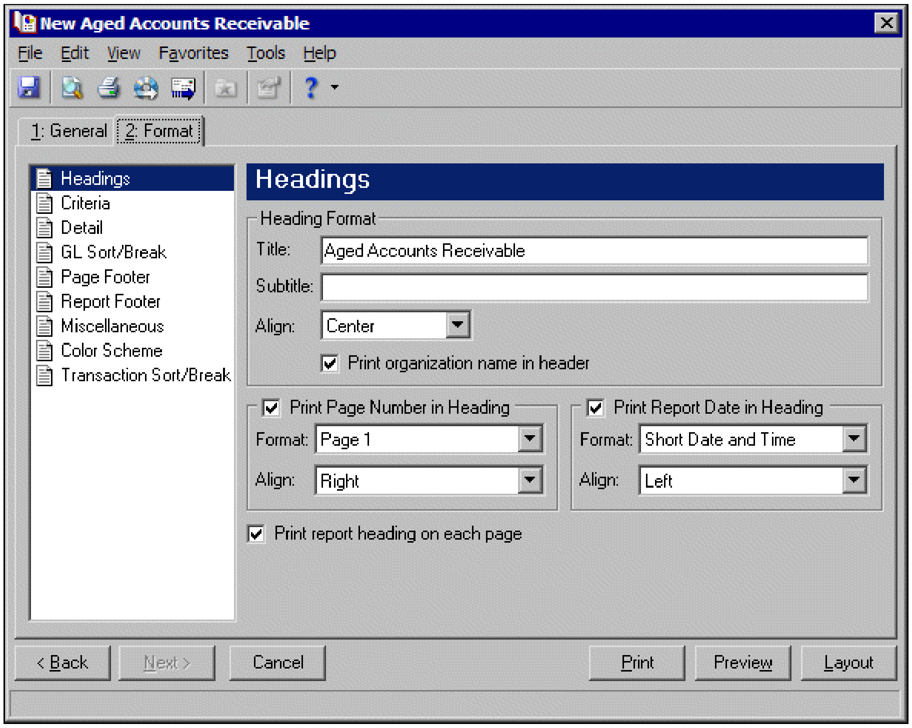
Report orientation. In this field, you can select to print the report in Portrait or Landscape format.

Format Tab

On the Format tab, you specify appearance settings for the report. The list on the left of the screen displays formatting options for the Aged Accounts Receivable Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

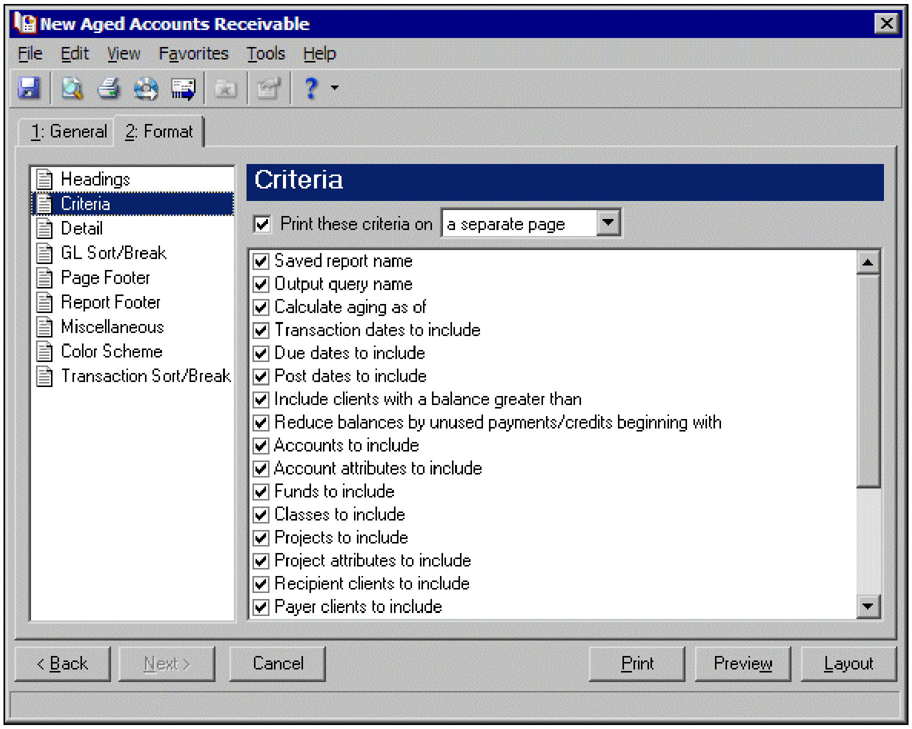
Note: The heading defaults to Aged Accounts Receivable Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



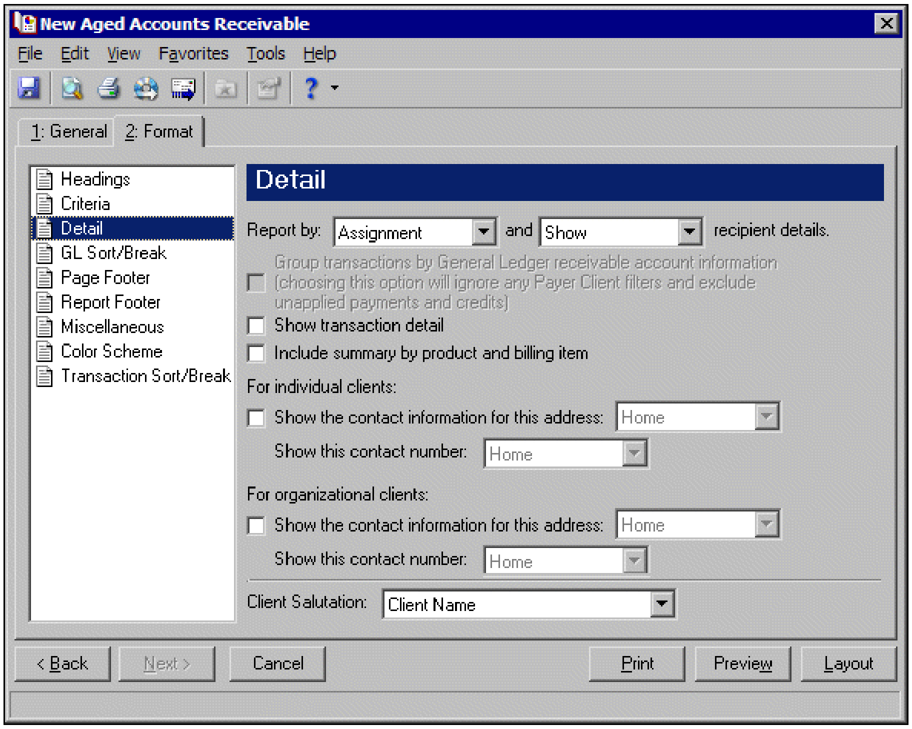
Detail. The Detail panel is significant to the output of the report. In the **Report by** field, you can select "Assignment" or "Ownership". You can then select to show or not show details.

Mark **Show transaction detail** to list the transaction date, type, ID, due date, aging period and amount for each transaction that composes a client's balance.

Note: If you are using a single-party billing system, it does not matter whether you report by payer or recipient. To prevent extra lines in the report, do not show payer or recipient details.

To summarize aging by product and billing item, mark **Include summary by product and billing item**. This creates a chart on the last page of the report totaling the amount due for each product and billing item under the appropriate aging period.

For both individual and organization clients, you can select to include contact information and specify the address and number type to use. To determine how client names appear on the report, select a client salutation. Salutations are defined in *Configuration*.



GL Sort/Break. This formatting option is available only if you selected the **Group transactions by General Ledger receivable account information** option on the Detail screen.

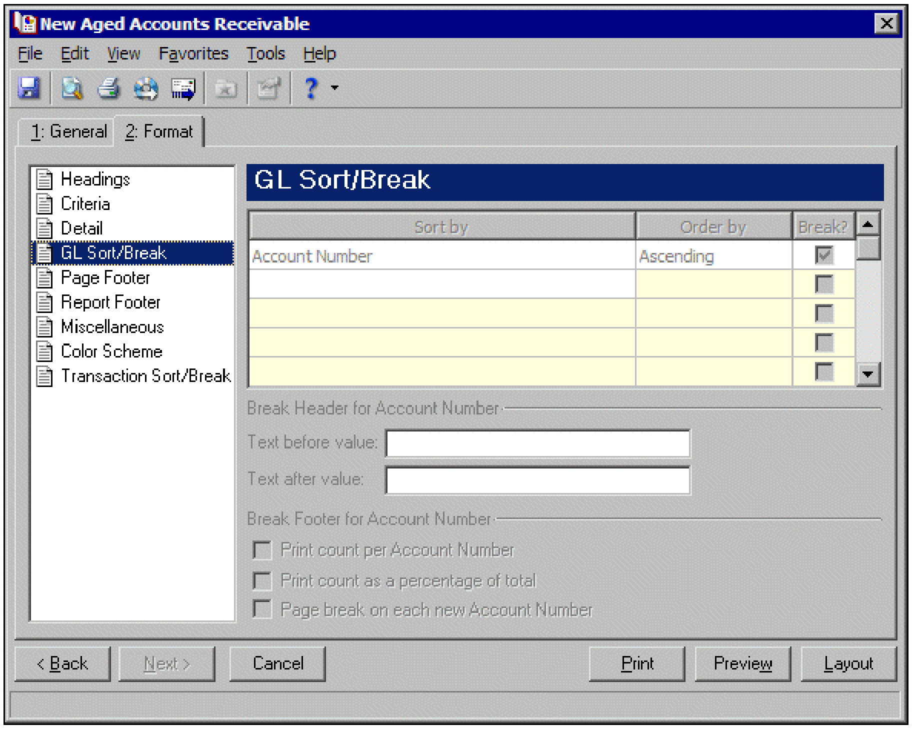
Use **GL Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. The GL Sort/Break applies to the overall report and allows for easier reconciliation with ***General Ledger***, whereas the Transaction Sort/Break applies to each client section within the report.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

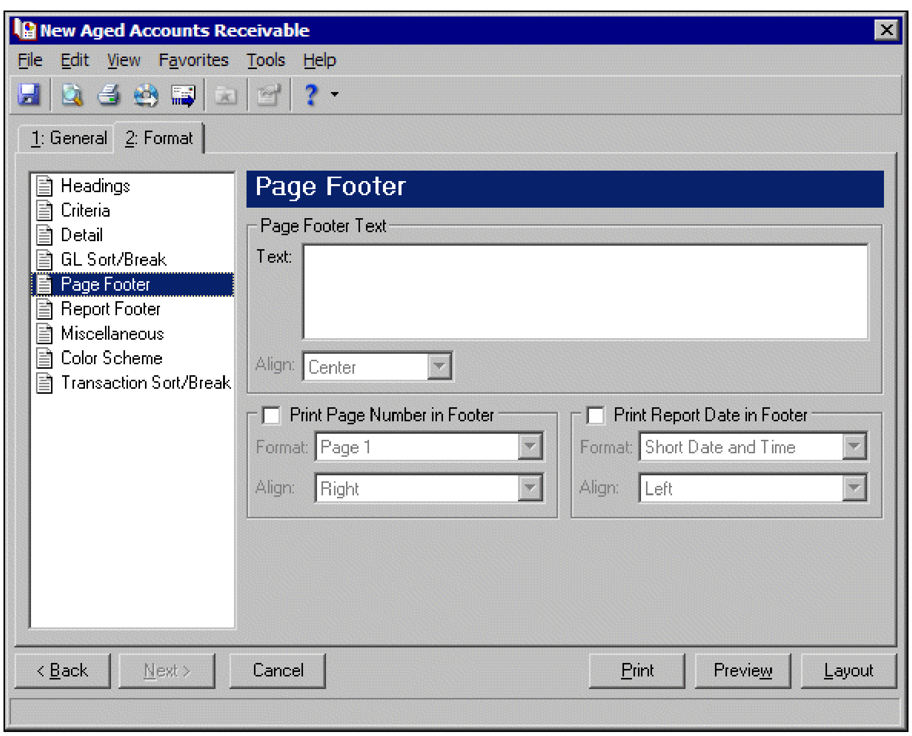
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

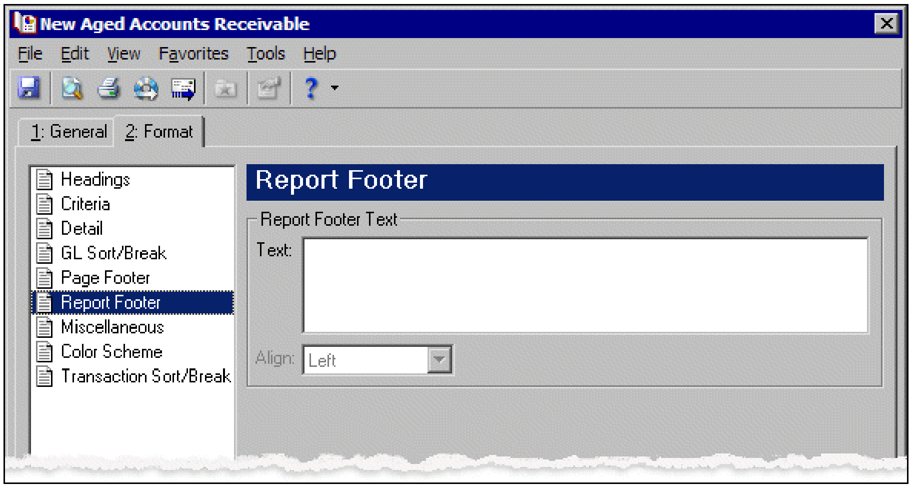
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



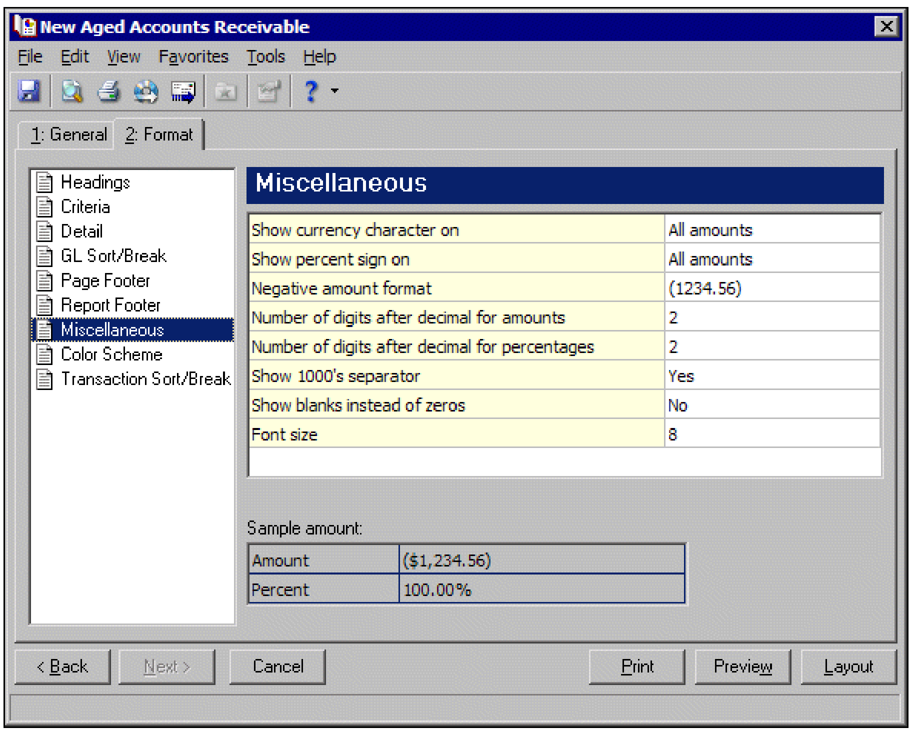
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



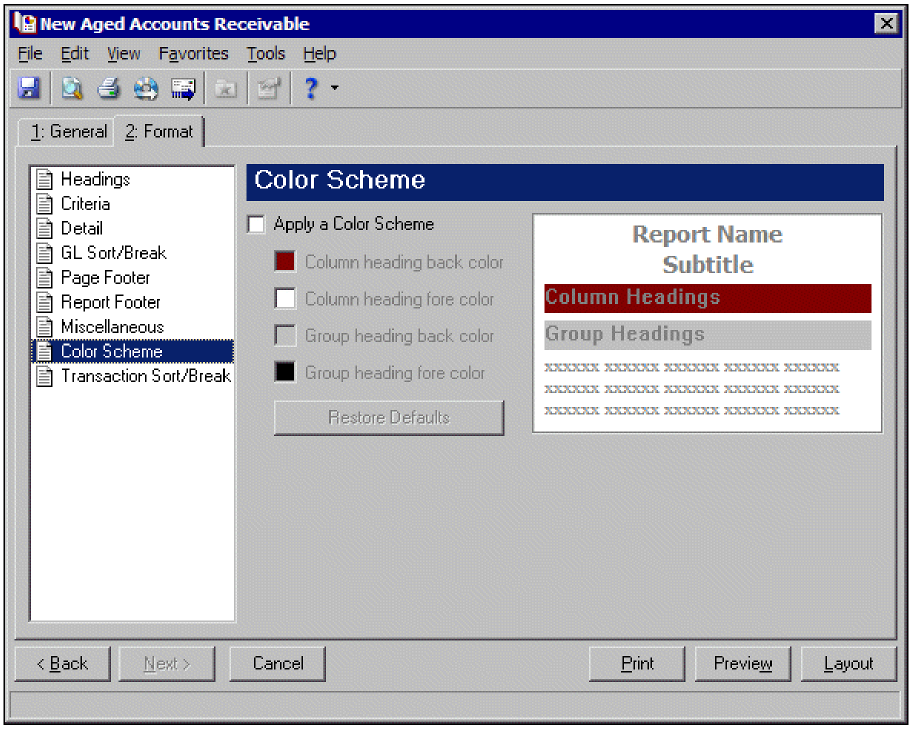
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



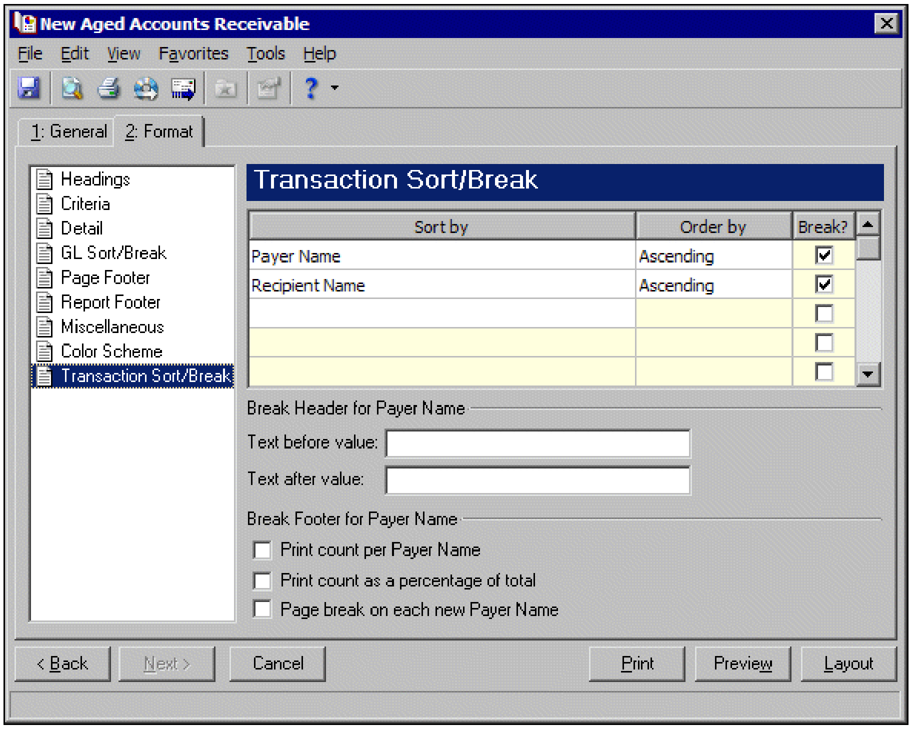
Transaction Sort/Break. Use **Transaction Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. The Transaction Sort/Break applies to each client section within the report, whereas the GL Sort/Break applies to the overall report and allows for easier reconciliation with ***General Ledger***.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



Open Item Report

Note: This report is designed to help you with your reconciliation process. However, if you need additional date and filtering options for this report, see “Open Item Report” on page 52.

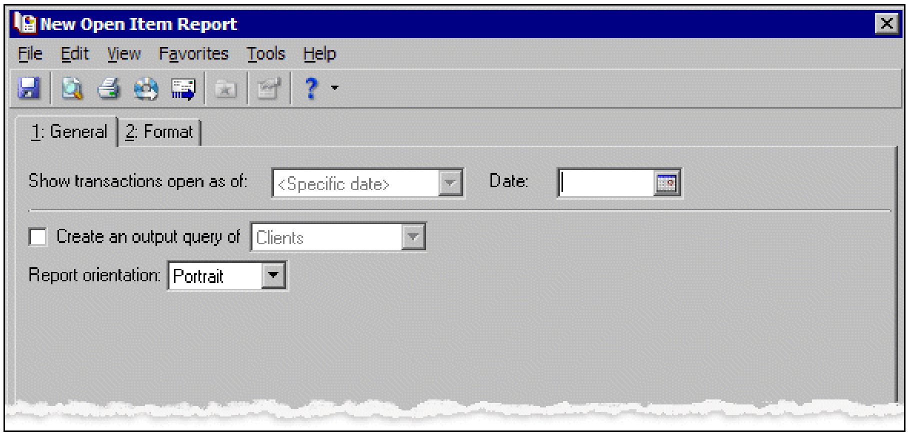
The Open Item Report for reconciliation is similar to the analysis report with the same name, however this report has predefined defaults to help you identify the transactions that are part of your subledger balance.

The Open Item Report lists charges that have not been completely paid and the amount remaining to be paid as of a selected date. This report is useful for reconciling to the general ledger.

The Open Item Report has two tabs on which you set parameters: General and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Show transactions open as of. In the **Show transactions open as of** field, specify a date for charges to include. All charges open as of this date are included.

Create an output query of [ ]. If you mark **Create an output query of**, select Clients or Charges. The program creates a query of the clients or charges included in the report. You can use the query later in other areas of ***Accounts Receivable***.

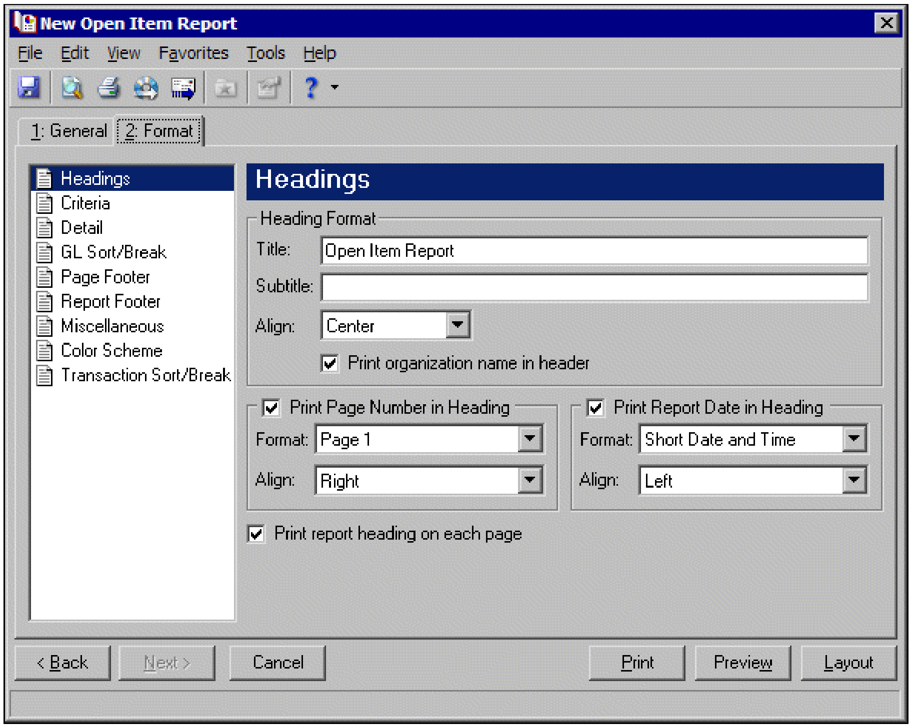
Report orientation. In the **Report orientation** field, select “Portrait” or “Landscape”.

Format Tab

On the Format tab, you select how you want the report to appear. The list on the left of the screen displays formatting options for the Open Item Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

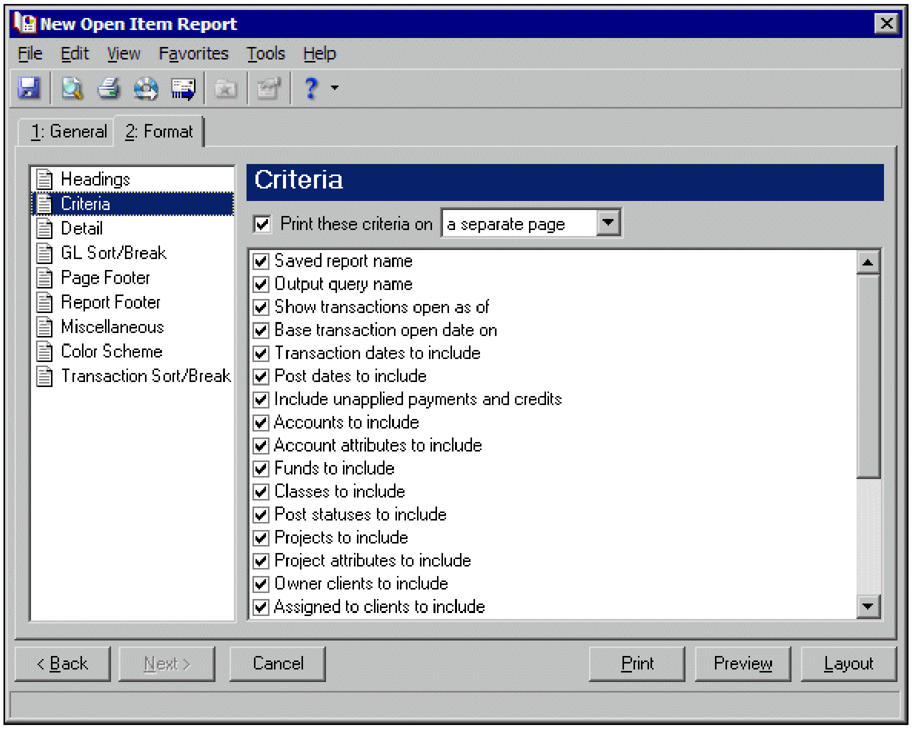
Note: The heading defaults to Open Item Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



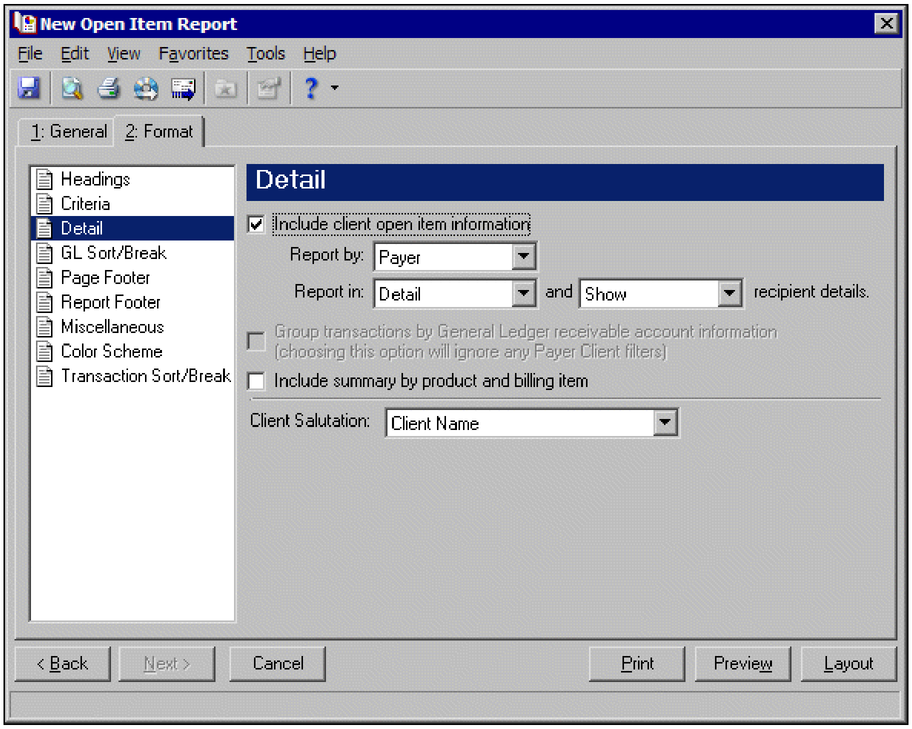
Note: If you are using a single-party billing system, it does not matter whether you report by payer or recipient. To prevent useless lines in the report, do not show payer or recipient details.

Detail. Use **Detail** to select details specific to the Open Item Report. If you mark **Include open item information**, you can select how to report open items. In the **Report by** field, you can select Payer or Recipient. In the **Report in** fields, you can select Detail or Summary and whether to show or not show payer or recipient details.

If you select to report by recipient and not to show payer details, and mark **Group transactions by General Ledger receivable account information**, the report gives a total for each receivable account and a grand total. This can be helpful when you reconcile if you have multiple receivable accounts.

Mark **Include summary by product and billing item** to summarize aging by product and billing item.

In the **Salutation** field, select how to display client names on the report. Salutations are defined in *Configuration*.

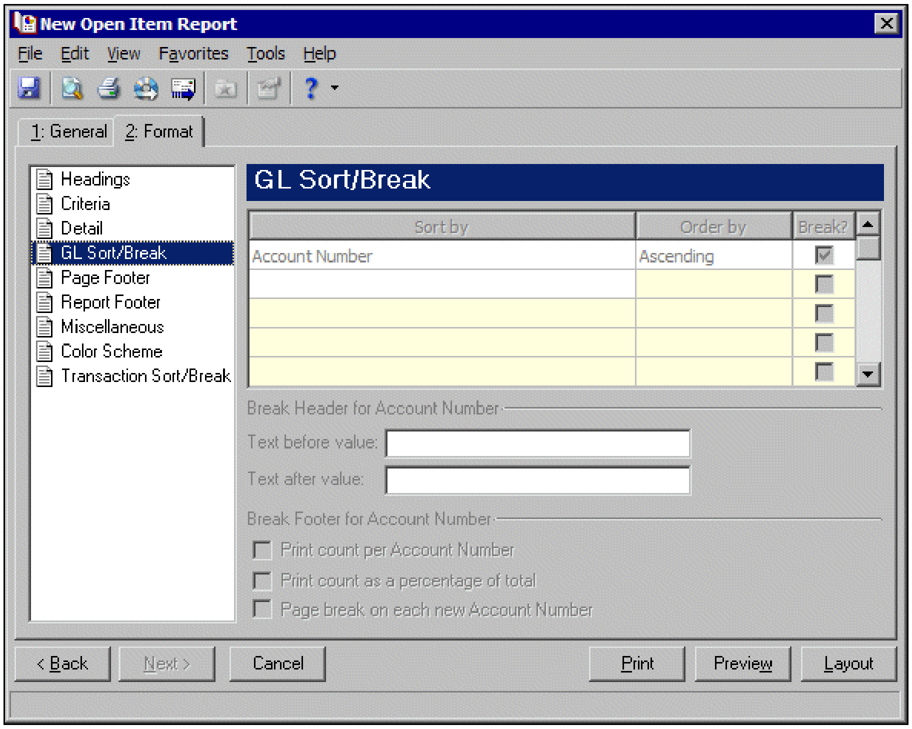


GL Sort/Break. This formatting option is available only if you selected the **Group transactions by General Ledger receivable account information** option on the Detail screen.

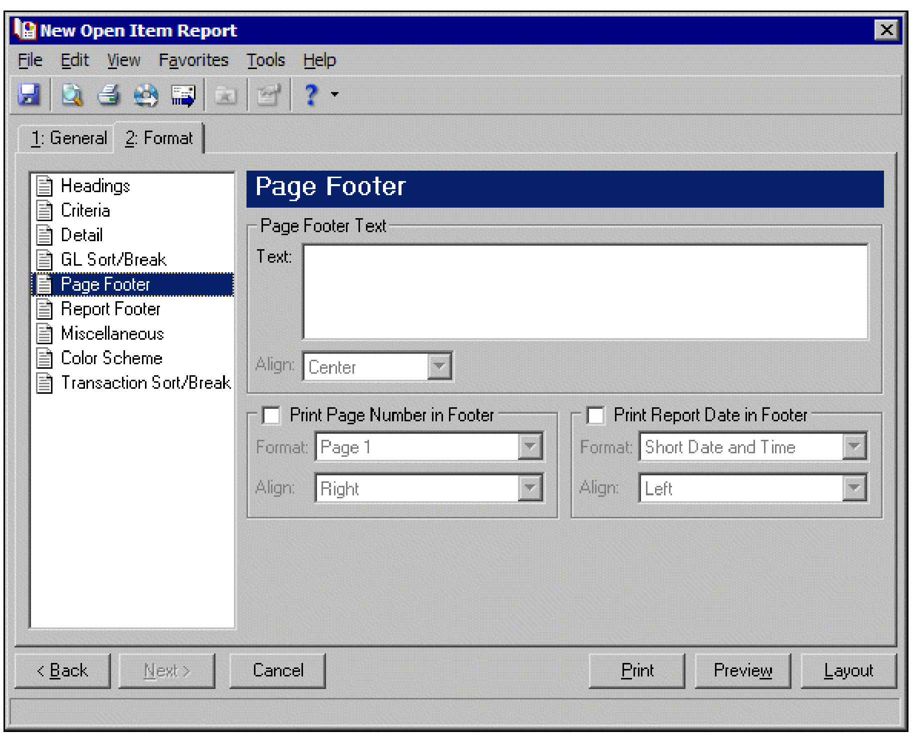
Use **GL Sort/Break** to select the order that information appears on the report and where breaks fall between sets of information. When you select **GL Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

In the **Break Header for <Sort by category>** frame, to create breaks between the sections you have sorted by, you can mark the checkbox in the **Break?** column. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information that prints immediately before and after each break.

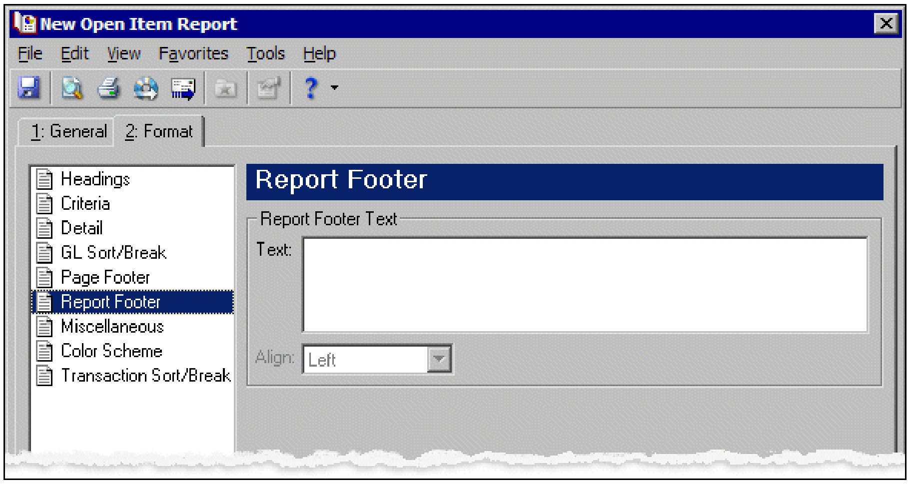
In the **Break Footer for <Sort by category>** frame, you can mark **Print count per <Sort by category>** or **Print count as percentage of total** to print the information in the footer. To start a new page for the highest level break, mark **Page break on each new <Sort by category>**.



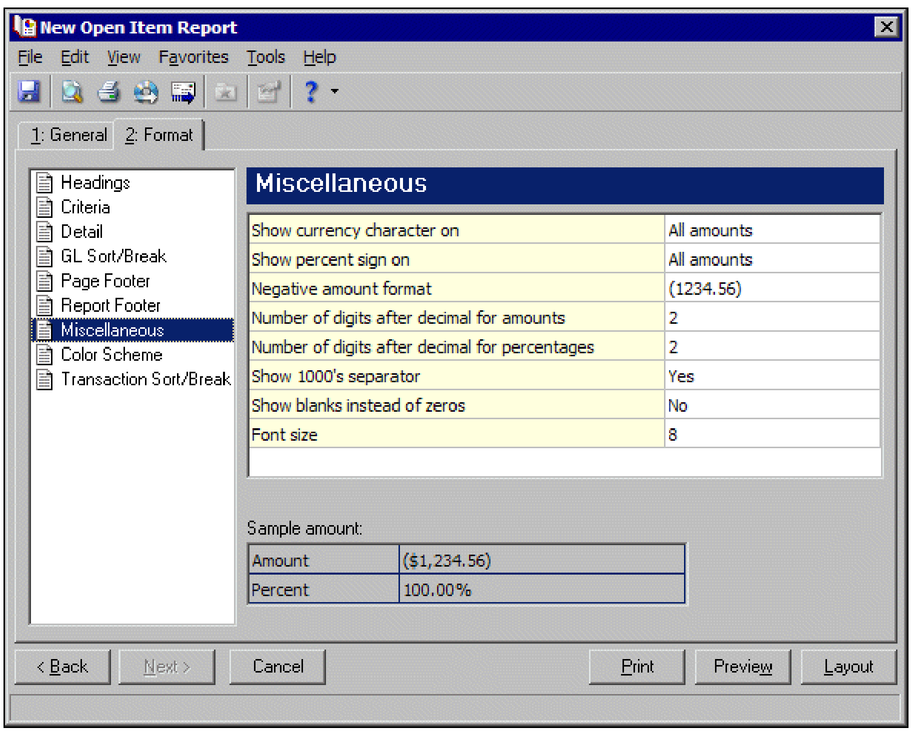
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



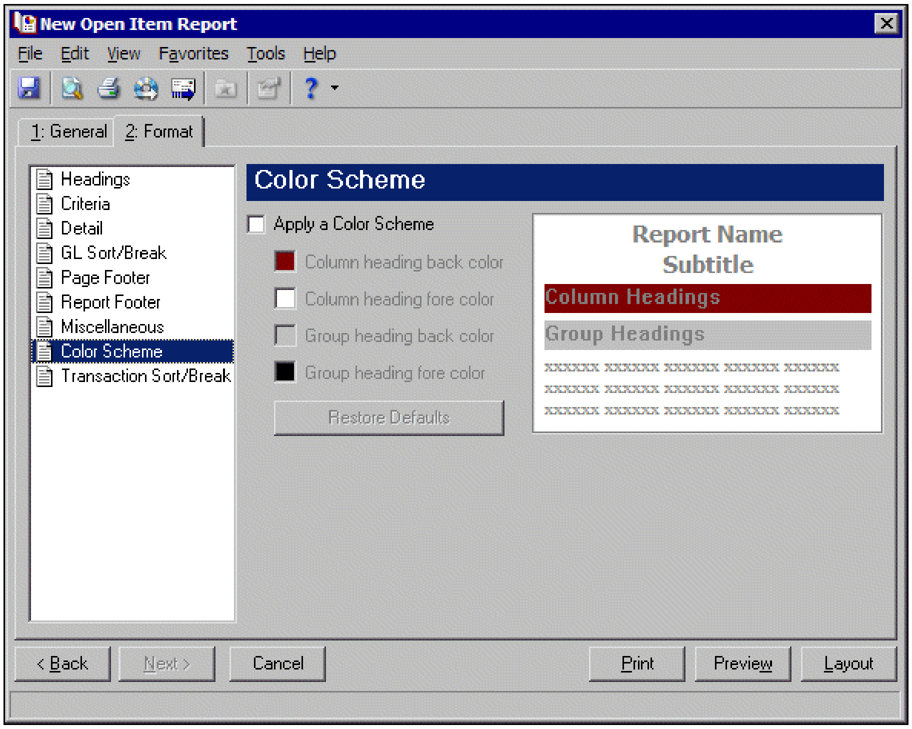
Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



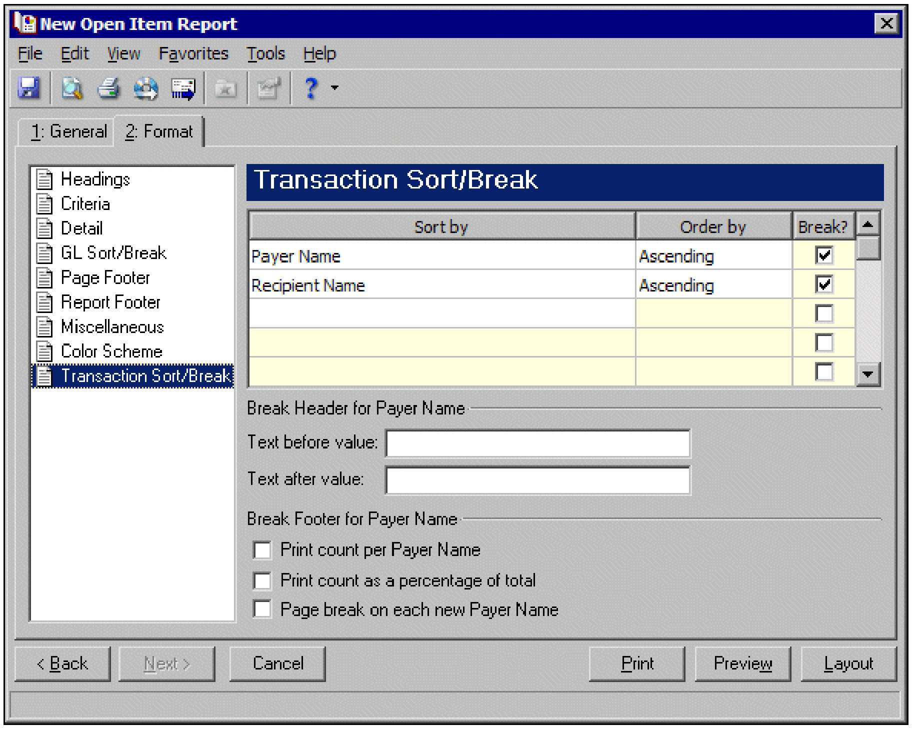
Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Transaction Sort/Break. Use **Transaction Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Transaction Sort/Break**, a grid displays categories you can sort in sections within the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To create breaks between the sections you have sorted by, you can mark the checkbox in the **Break?** column.

In the **Break Header for <Sort by category>** frame, in the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information that prints immediately before and after each break.

In the **Break Footer for <Sort by category>** frame, you can mark **Print count per <Sort by category>** or **Print count as percentage of total** to print the information in the footer. To start a new page for the highest level break, mark **Page break on each new <Sort by category>**.



Transaction Reports

Reporting categories in ***Accounts Receivable*** include Action Reports, Analysis Reports, Bank Account Reports, Client Reports, Deposit and Receipt Reports, Pivot Reports, Product and Billing Item Reports, and Transaction Reports. This chapter discusses Transaction Reports. For information about other report categories, see the chapter for that category. For information about Pivot Reports, see the *Pivot Reports Guide* for ***The Financial Edge***.

Note: We recommend you read the documentation for ***The Financial Edge*** thoroughly. Information presented here provides you with basic information about transaction reports in ***Accounts Receivable***. Hands-on experience is the best way to learn, so we encourage you to try various options with your database.

Transaction Reports in ***Accounts Receivable*** include:

- Account Distribution Report
- Invoice Report
- Project Distribution Report
- Recurring Invoice Report
- Sales Tax Report
- Transaction List
- Unapplied Credit Report

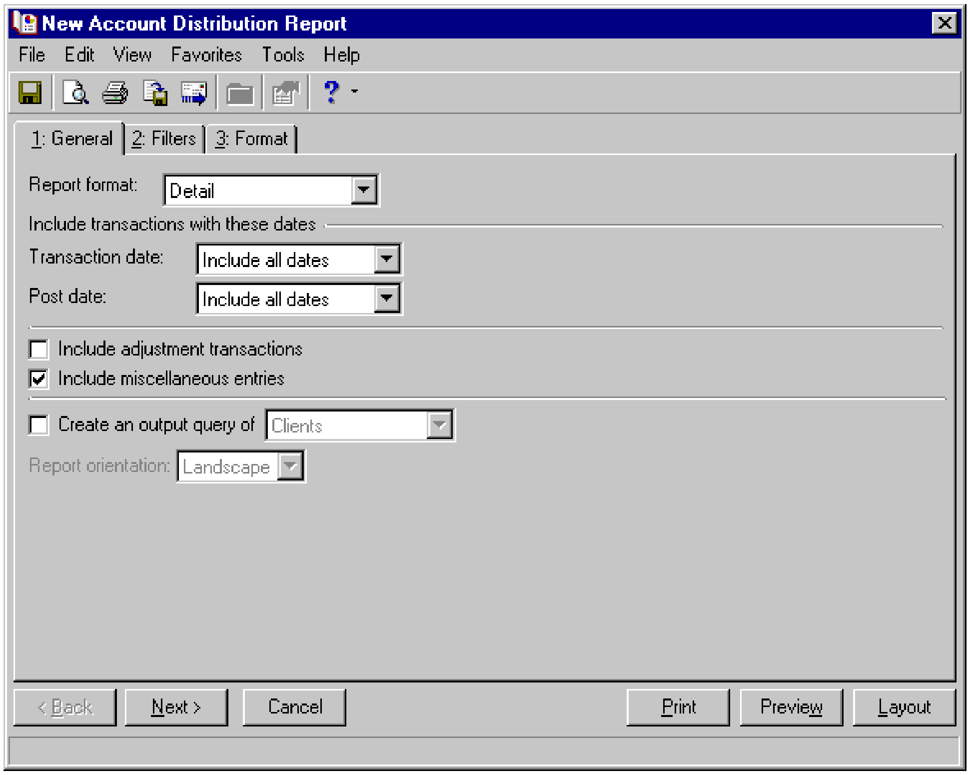
Account Distribution Report

The Account Distribution Report lists debit and credit amounts, created by ***Accounts Receivable*** transactions and adjustments, for accounts.

The Account Distribution Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Report format. In the **Report format** field, select Detail or Summary.

Transaction date. In the **Transaction date** field, select a date or date range for the transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Post date. In the **Post date** field, select a date or date range of post dates of transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a post date in the future, is included. If both fields are blank, all activity is included.

Include adjustment transactions. You can include adjustment transactions.

Include miscellaneous entries. You can include miscellaneous entries.

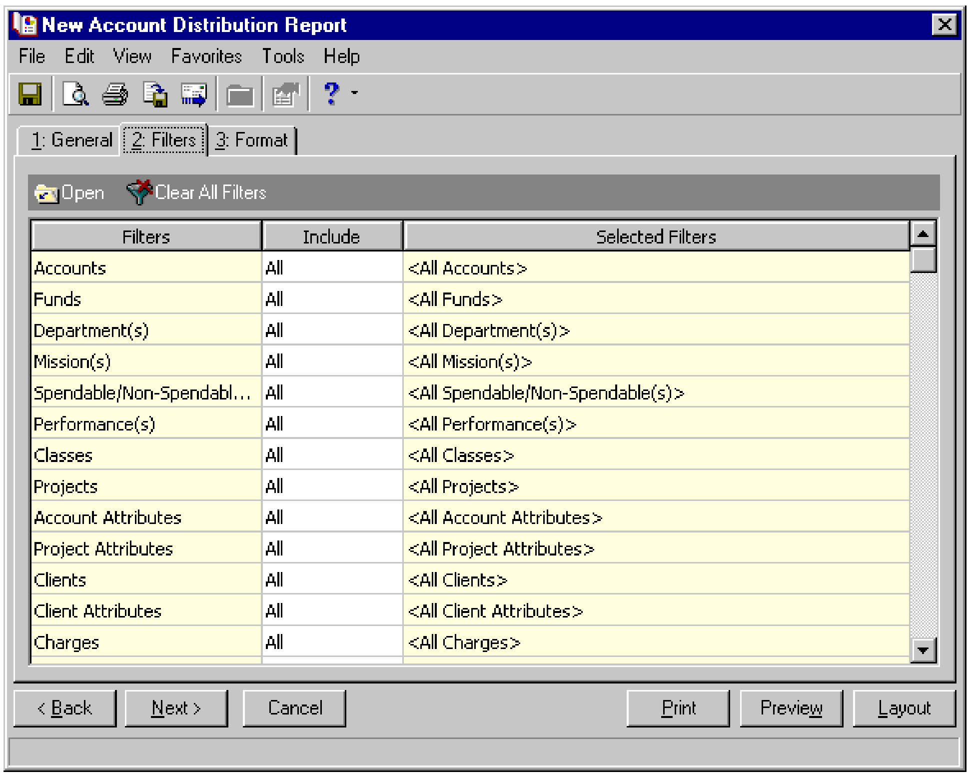
Create an output query of []. If you mark **Create an output query of**, you can select for the program to create a query of the included accounts, clients, charges, credits, invoices, returns, refunds, or payments. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. If you create the report in summary format, you can select Portrait or Landscape. If you create the report in detail format, the report print in Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Funds filter, only transactions in the selected funds appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the Filtering Criteria chapter in the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

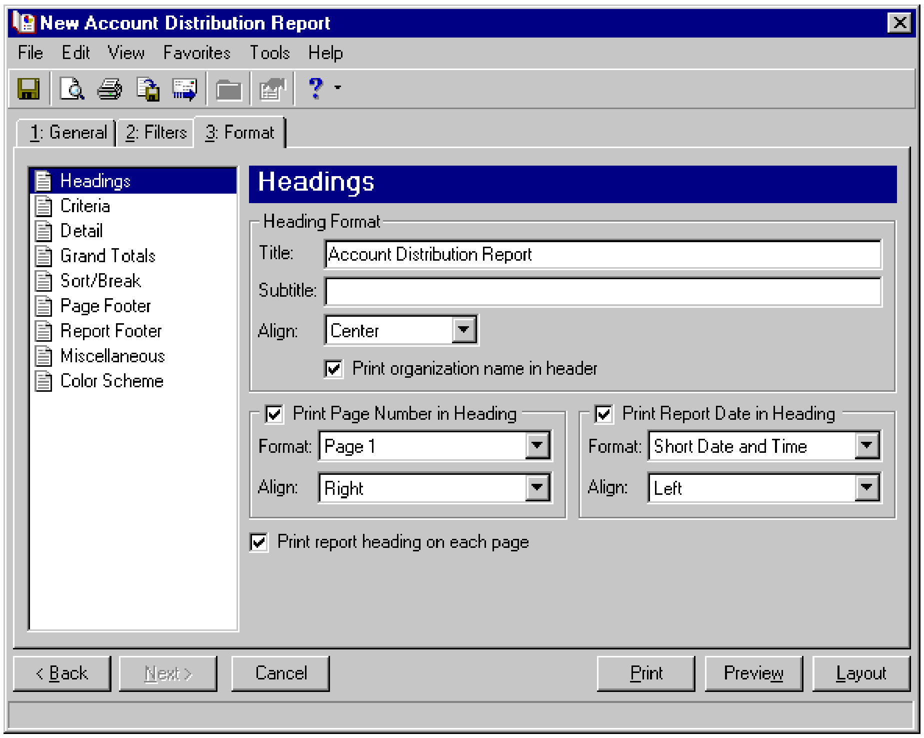
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

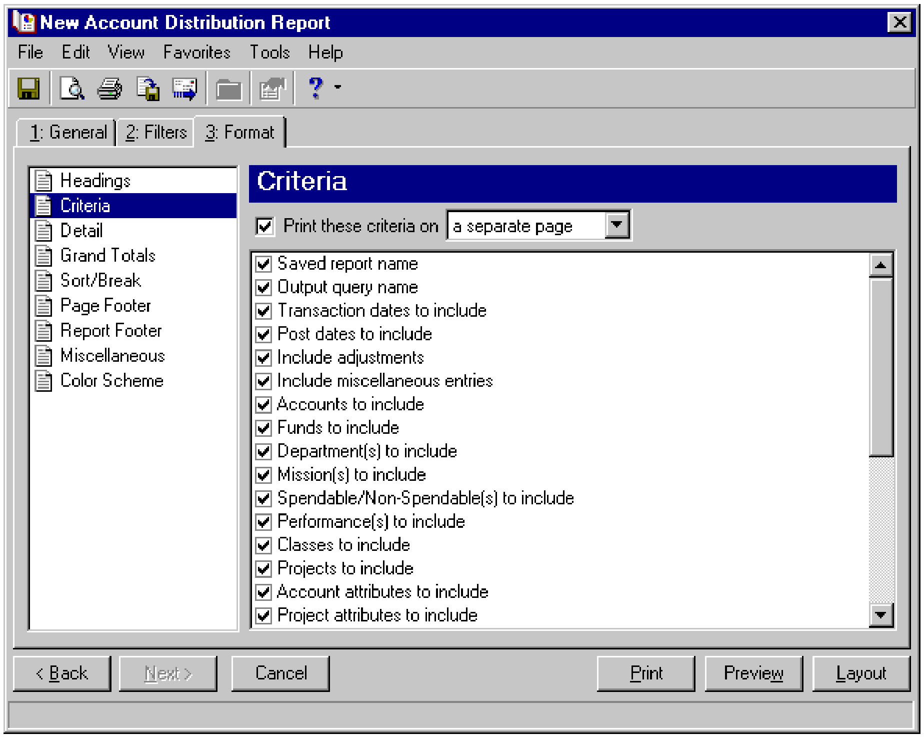
Note: The heading defaults to Account Distribution Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

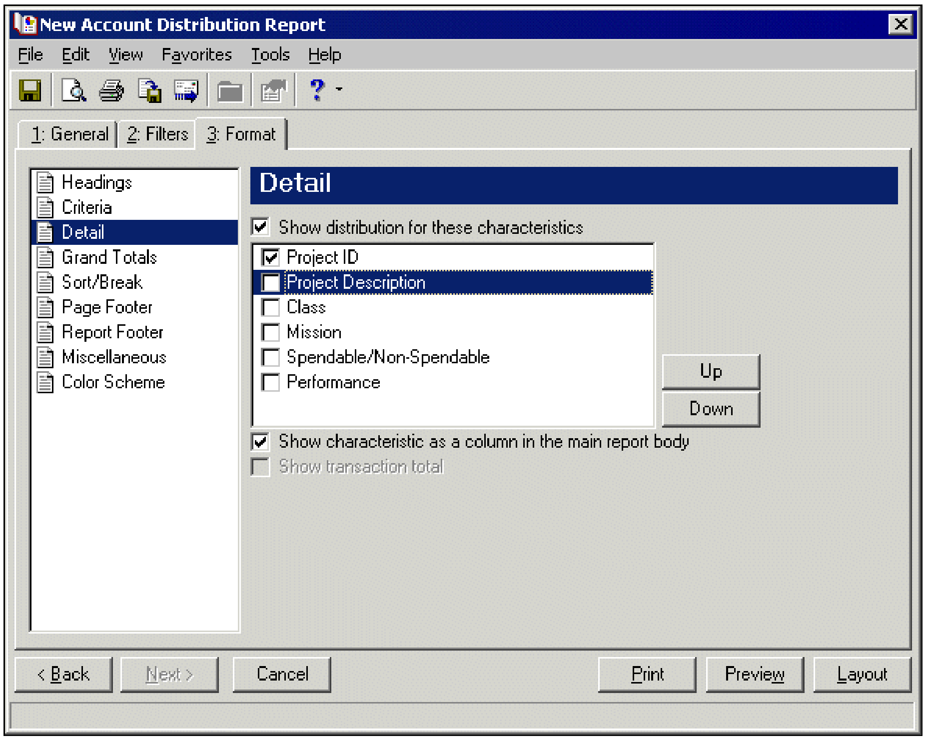


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

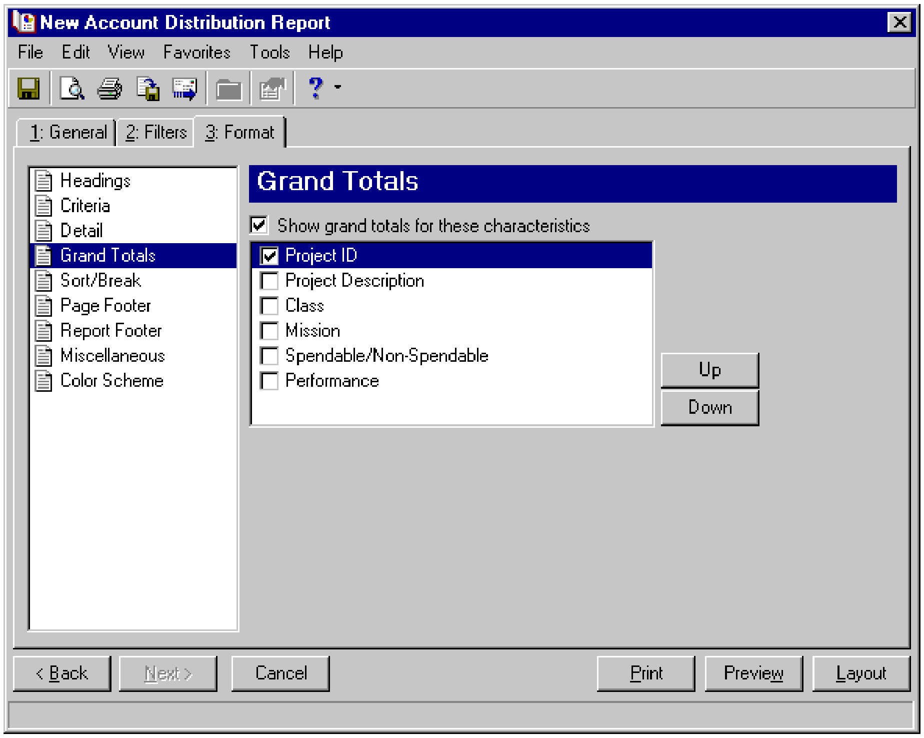
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



Detail. Use **Detail** to select details specific to the Account Distribution report. If you mark **Show distribution for these characteristics**, you can select the characteristics to include. If you choose one characteristic, you can mark **Show characteristic as a column in the main report body**. The marked characteristic appears as a separate column on the report. If you choose multiple characteristics, you can choose **Show transaction total**. This prints the debit or credit total for each line item.



Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear. You can use the **Up** and **Down** buttons to order the characteristics to appear on the report.



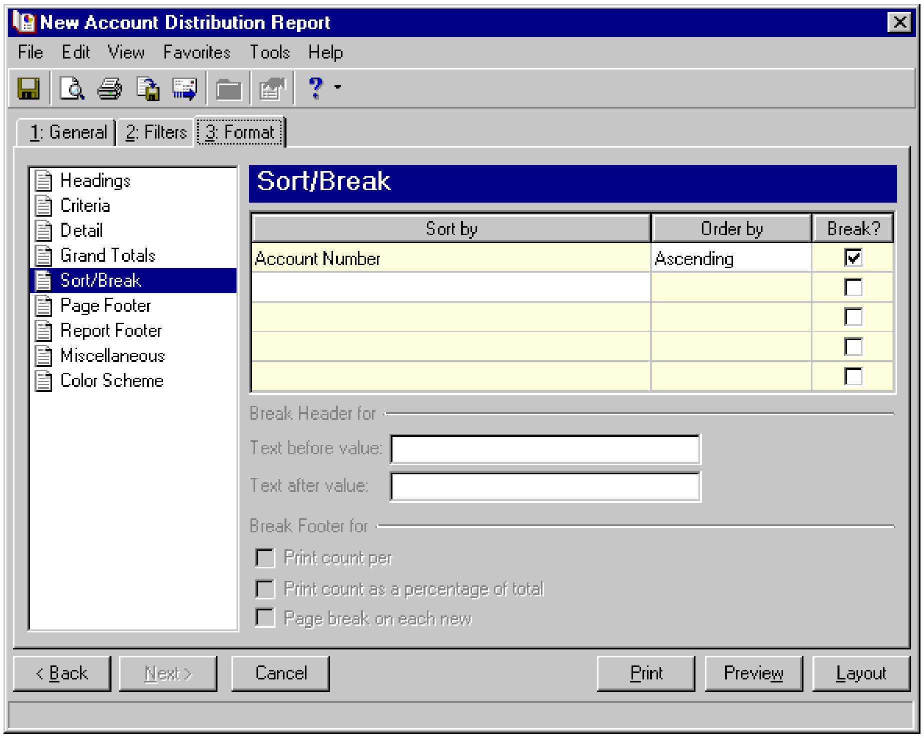
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

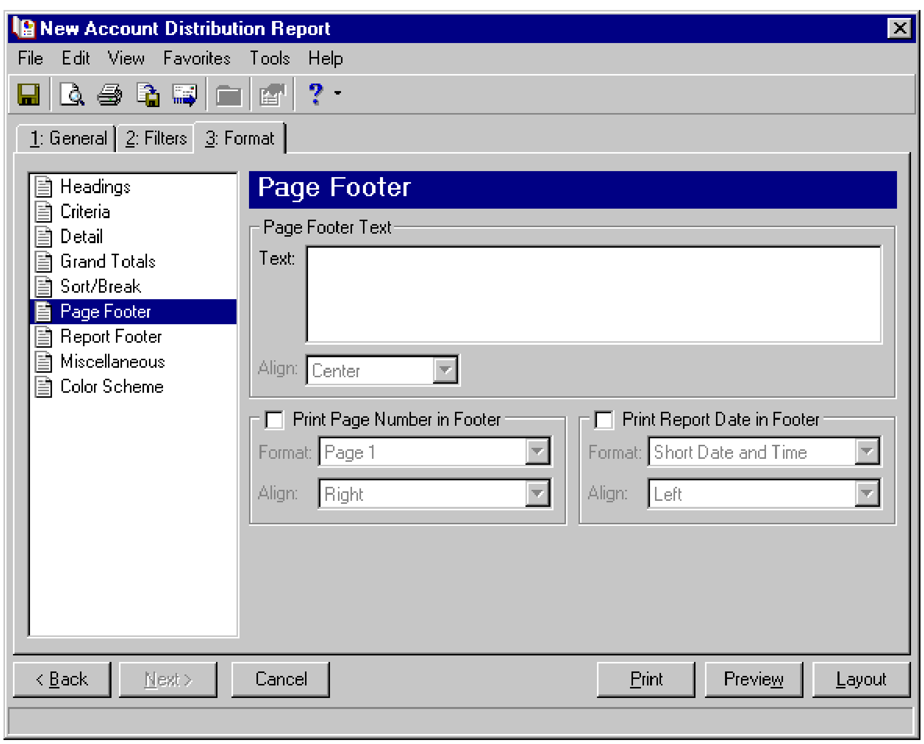
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

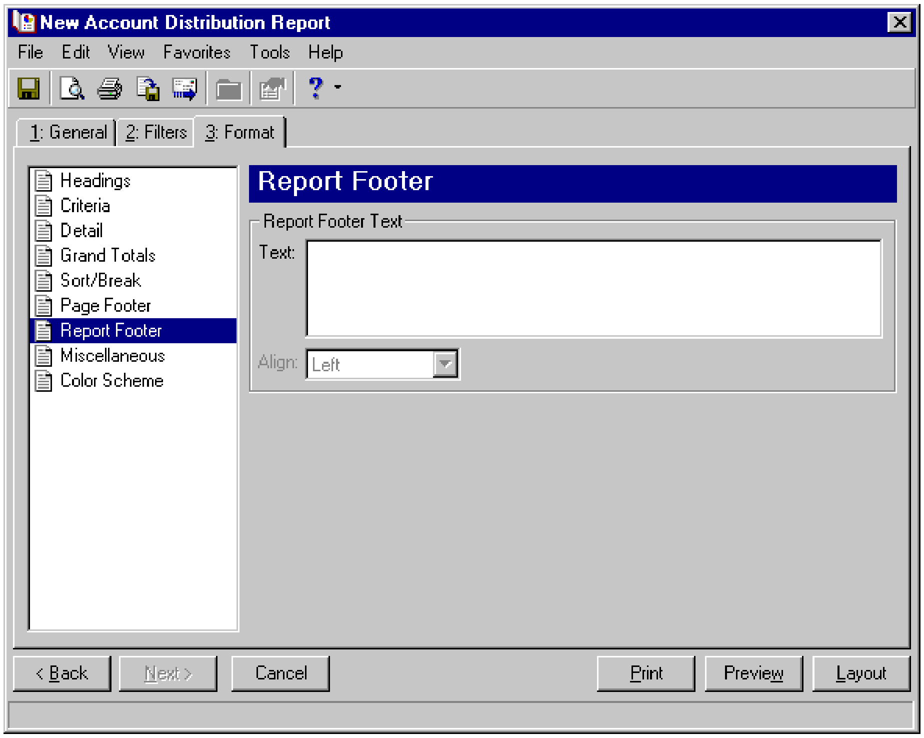
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



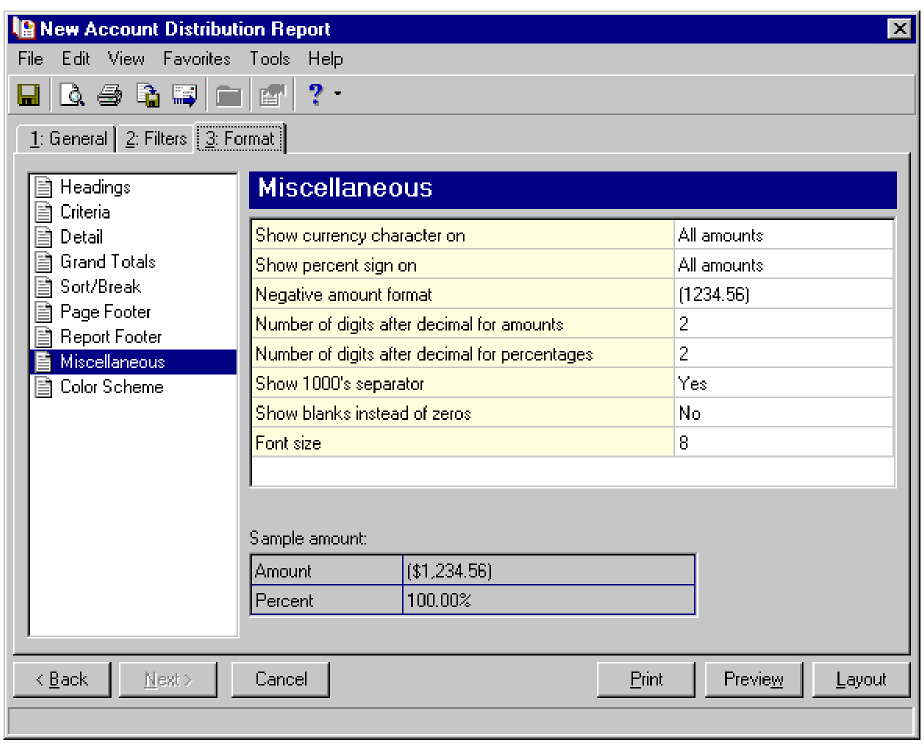
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



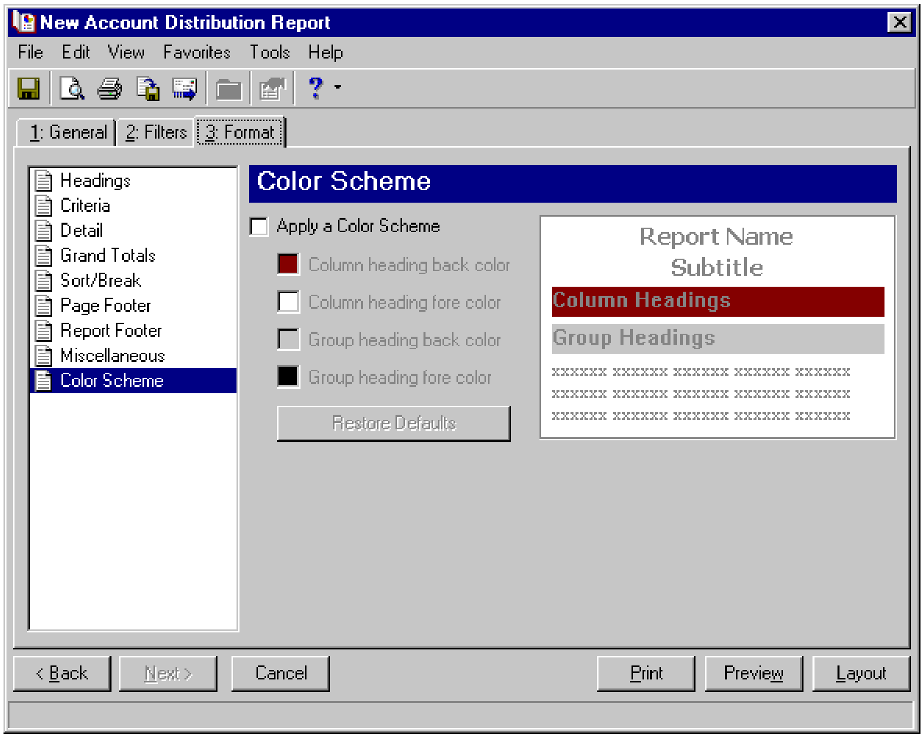
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



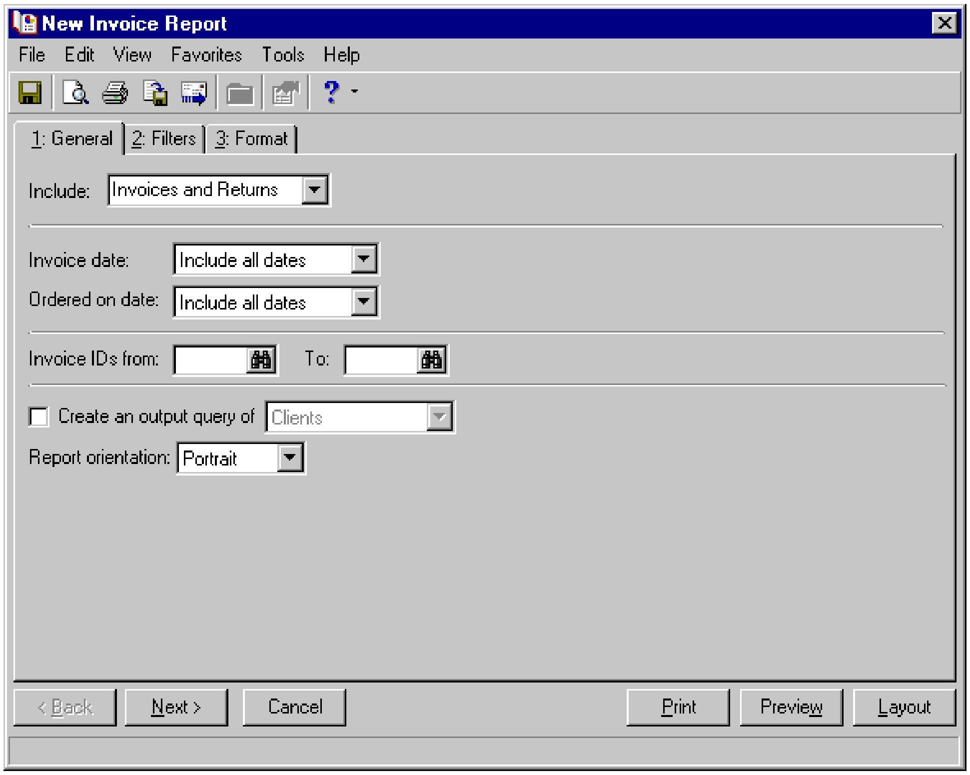
Invoice Report

Use the Invoice Report to list invoice and return information.

The Invoice Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see "Creating a report in Accounts Receivable" on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Include. In the **Include** field, select to include invoices or returns, or invoices and returns in the report.

Invoice or Return date. In the **Invoice date** or **Return date** field (depending on your selection in the **Include** field), select a date or date range for the invoices or returns to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Ordered on or Returned on date. In the **Ordered on date** or **Returned on date** field (depending on your selection in the **Include** field), select a date or date range for the invoices or returns to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Invoice or Return IDs from [ ] to [ ]. In the **Invoice IDs from [ ] to [ ]** or **Return IDs from [ ] to [ ]** field (depending on your selection in the **Include** field), you can enter a range of invoice or return numbers to include.

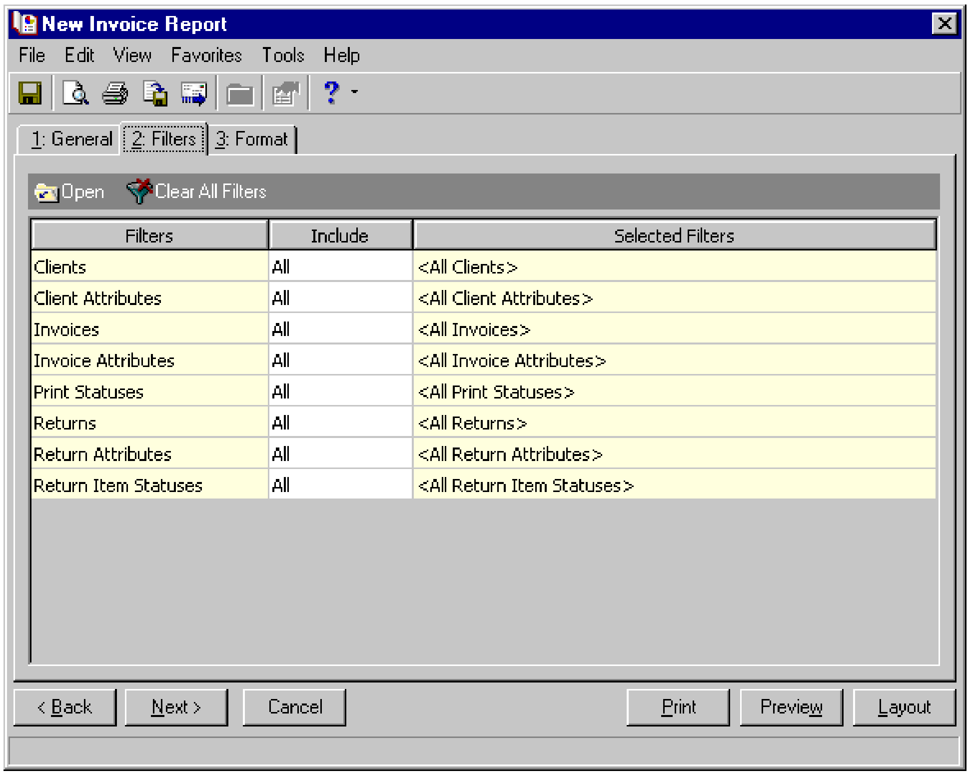
Create an output query of [ ]. If you mark **Create an output query of**, you can select for the program to create a query of clients, invoices, or returns to include in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Client Attributes filter, only clients with the selected attributes appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the Filtering Criteria chapter in the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

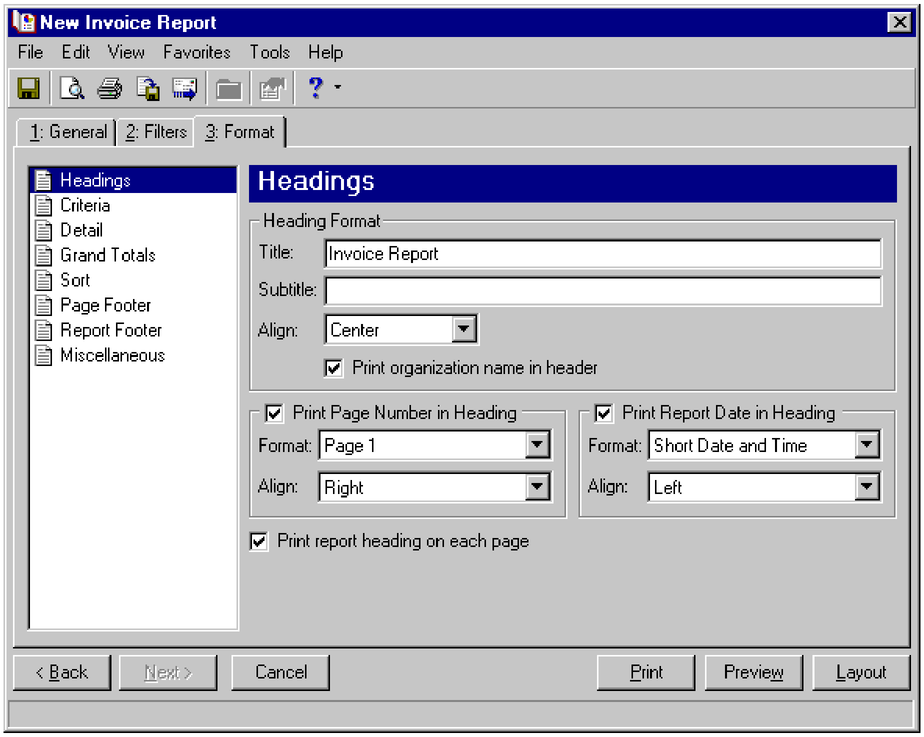
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

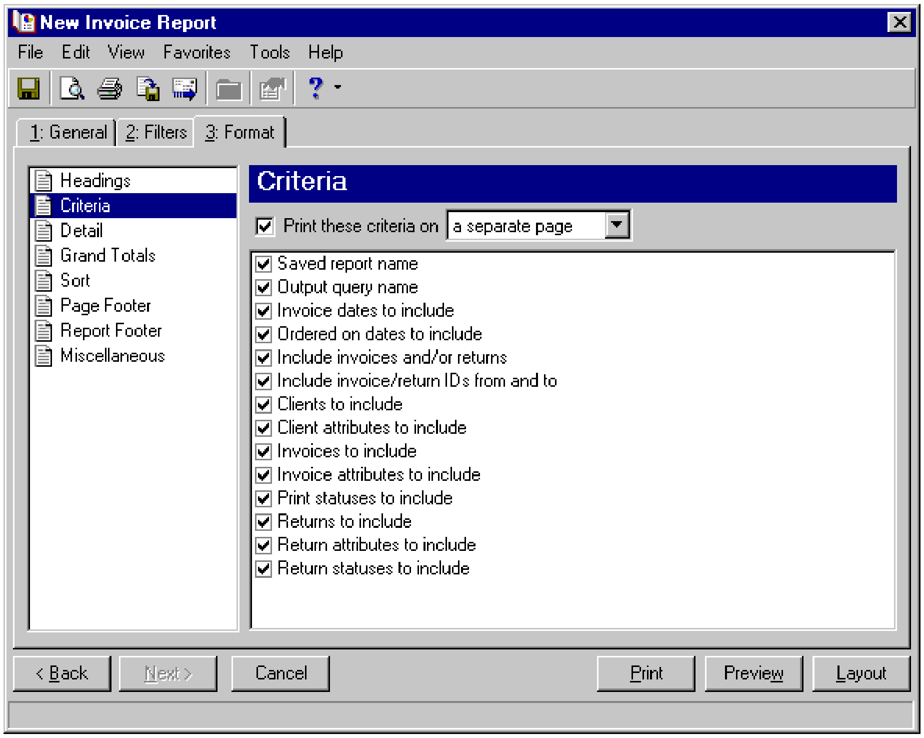
Note: The heading defaults to Invoice Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

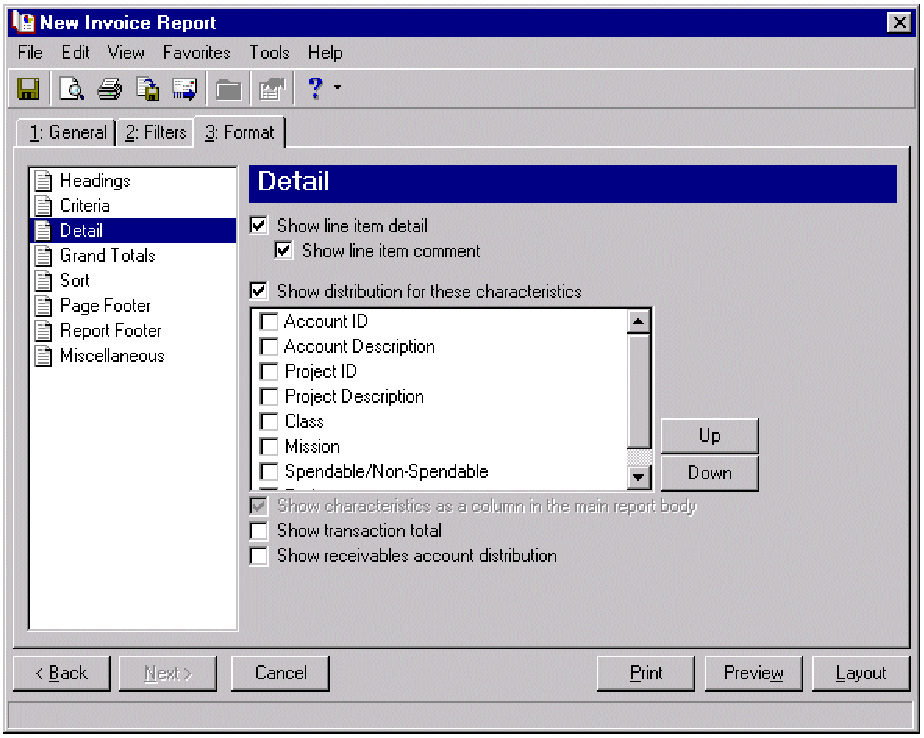
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



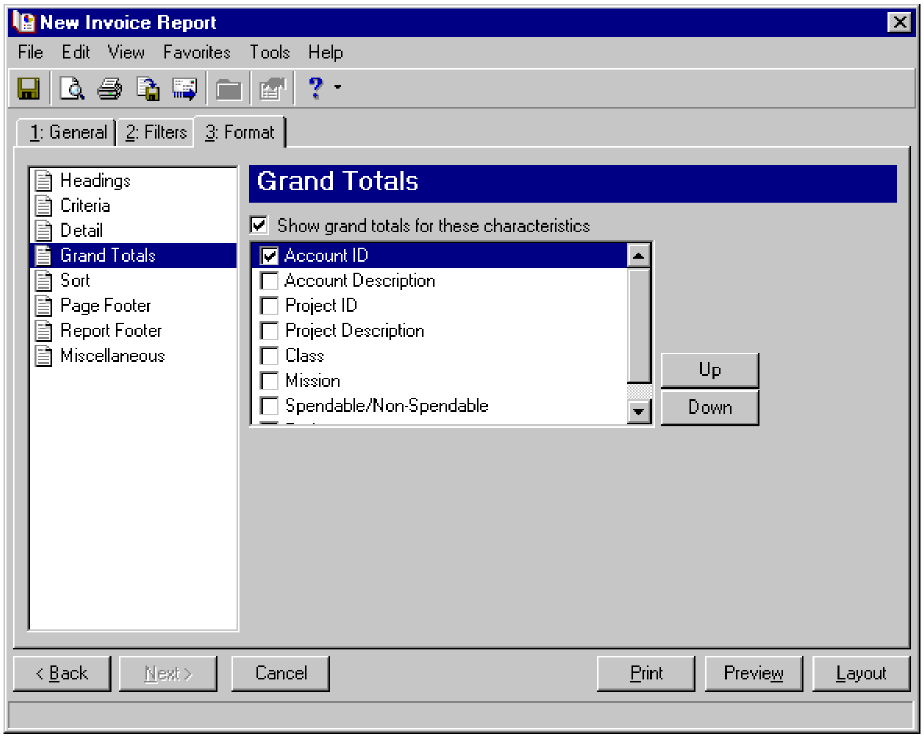
Detail. Use **Detail** to show information specific to the Invoice Report.

Mark **Show line item detail** to see the description, unit of measure and quantity of each line item. If you choose to show the line item detail, you can mark **Show line item comment**. This prints the comment defined on the line item.

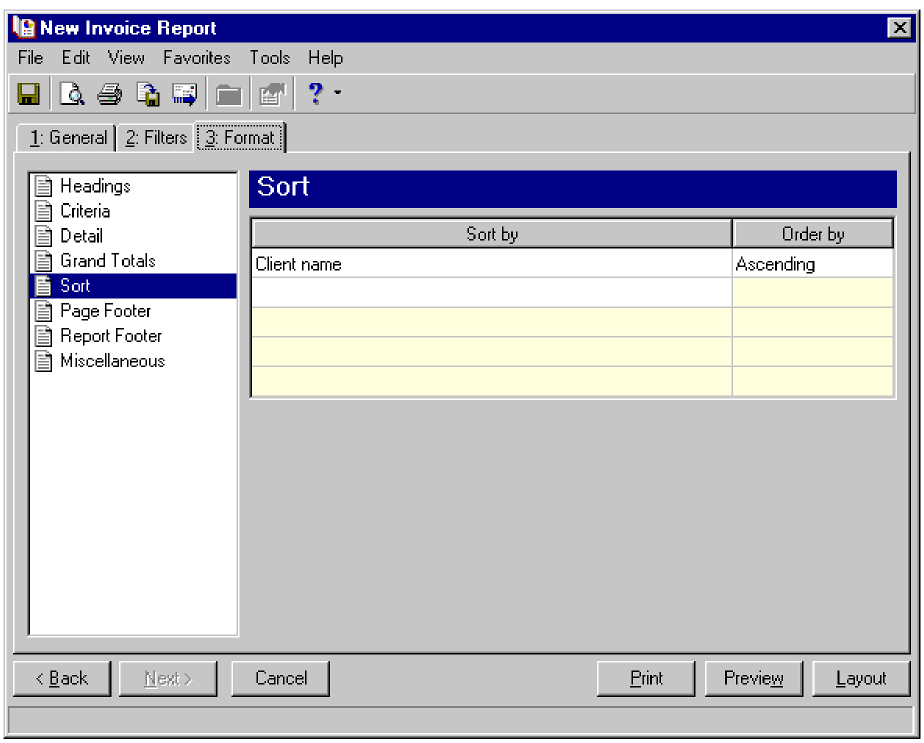
If you have chosen to show line item detail, you can mark **Show distribution for these characteristics**. If you choose one characteristic, you can mark **Show characteristic as a column in the main report body**. The marked characteristic appears as a separate column on the report. If you choose multiple characteristics, you can choose **Show transaction total** and **Show receivables account distribution**. Show transaction total prints the total for each line item. Show receivables account distribution prints the debit and credit distributions for each line item.



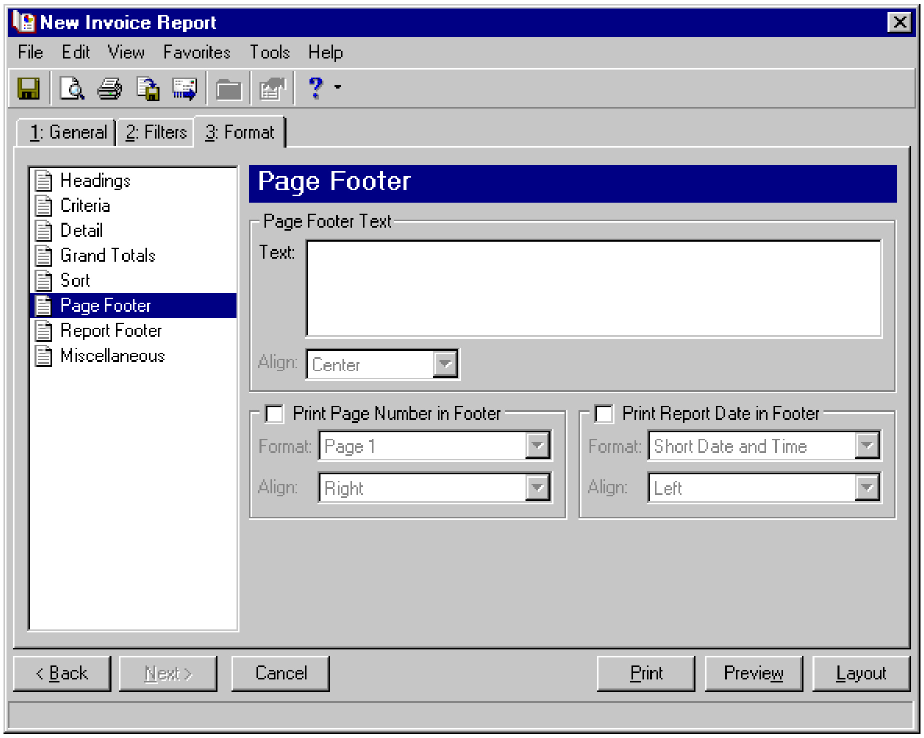
Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



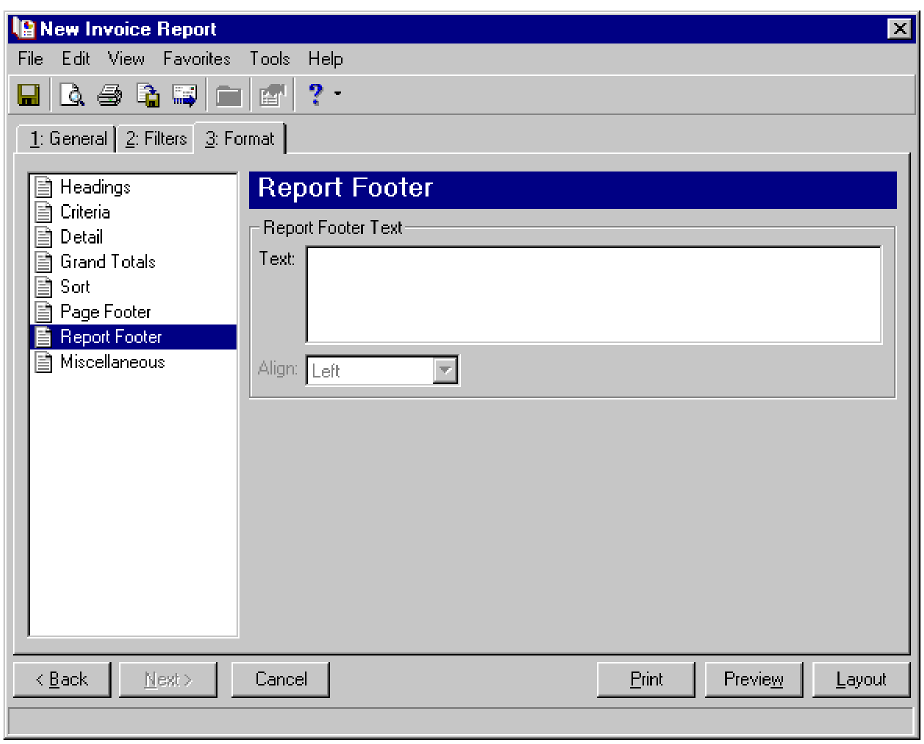
Sort. Use **Sort** to select the order for information to appear on the report. You can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.



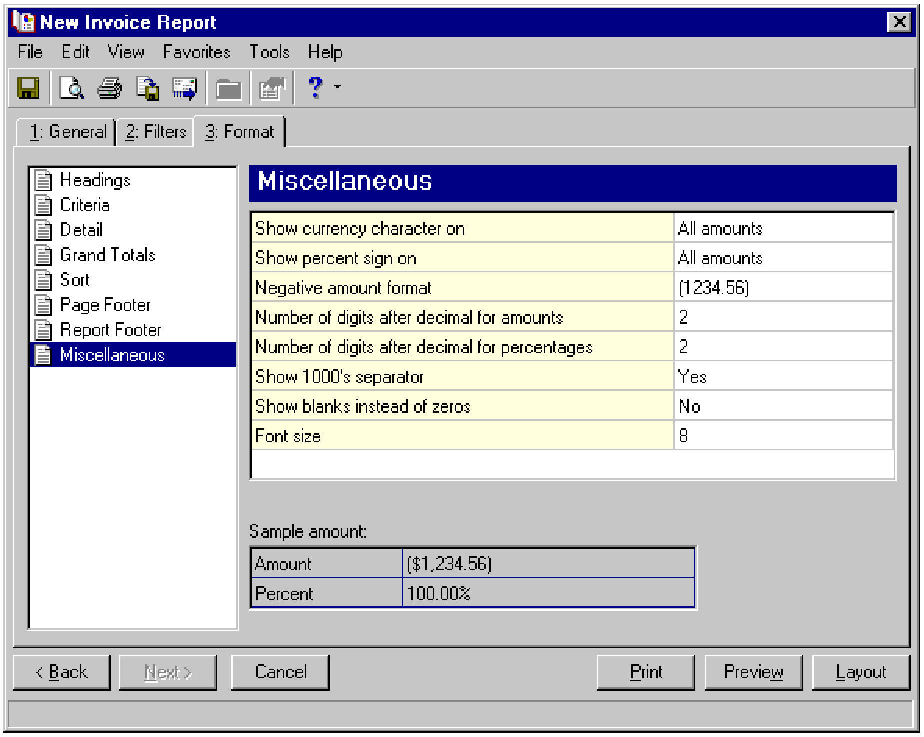
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



Report Footer. You can enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



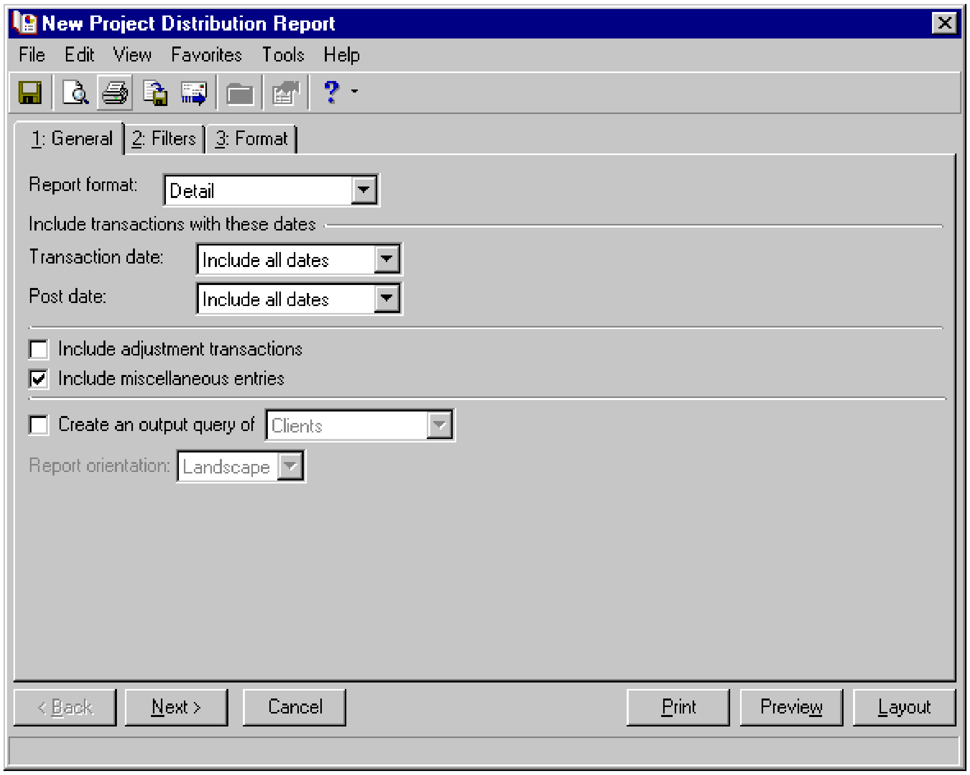
Project Distribution Report

Use the Project Distribution Report to list debit and credit amounts, created by ***Accounts Receivable*** transactions and adjustments, for projects.

The Project Distribution Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Report format. In the **Report format** field, select Detail or Summary.

Transaction date. In the **Transaction date** field, select a date or date range for the transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Post date. In the **Post date** field, select a date or date range of post dates of transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Include adjustment transactions. You can include adjustment transactions.

Include miscellaneous entries. You can include miscellaneous entries.

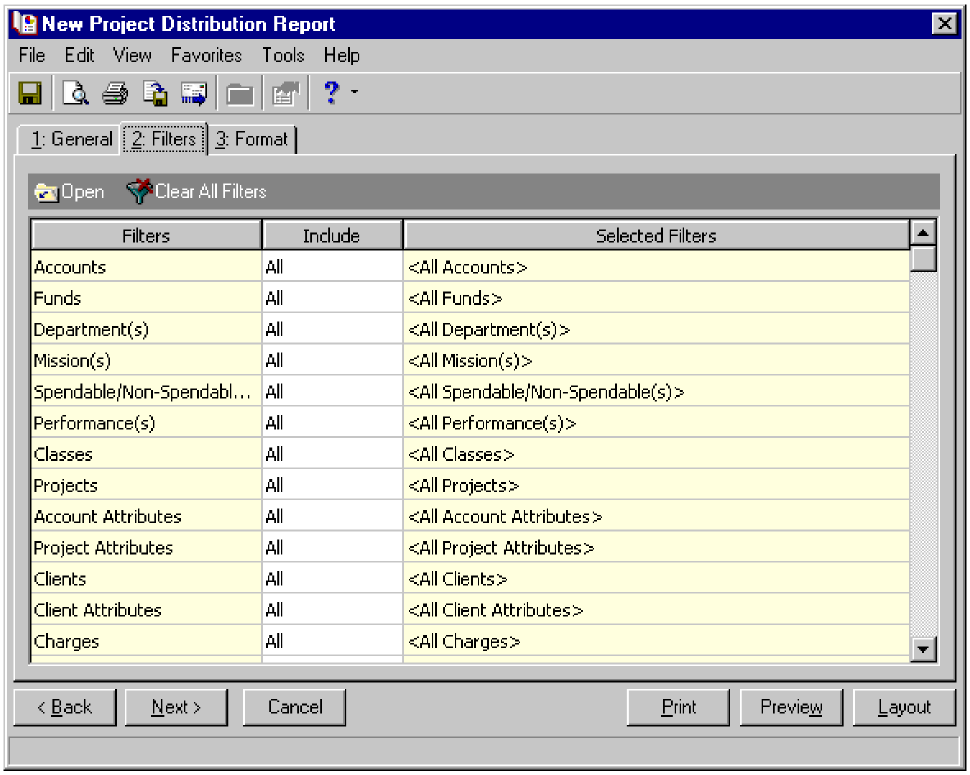
Create an output query of [ ]. If you mark **Create an output query of**, you can select for the program to create a query of the included projects, clients, charges, credits, invoices, returns, refunds, or payments. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. If you create the report in summary format, you can select Portrait or Landscape. If you create the report in detail format, the report prints in Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Funds filter, only transactions in the selected funds appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the Filtering Criteria chapter in the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

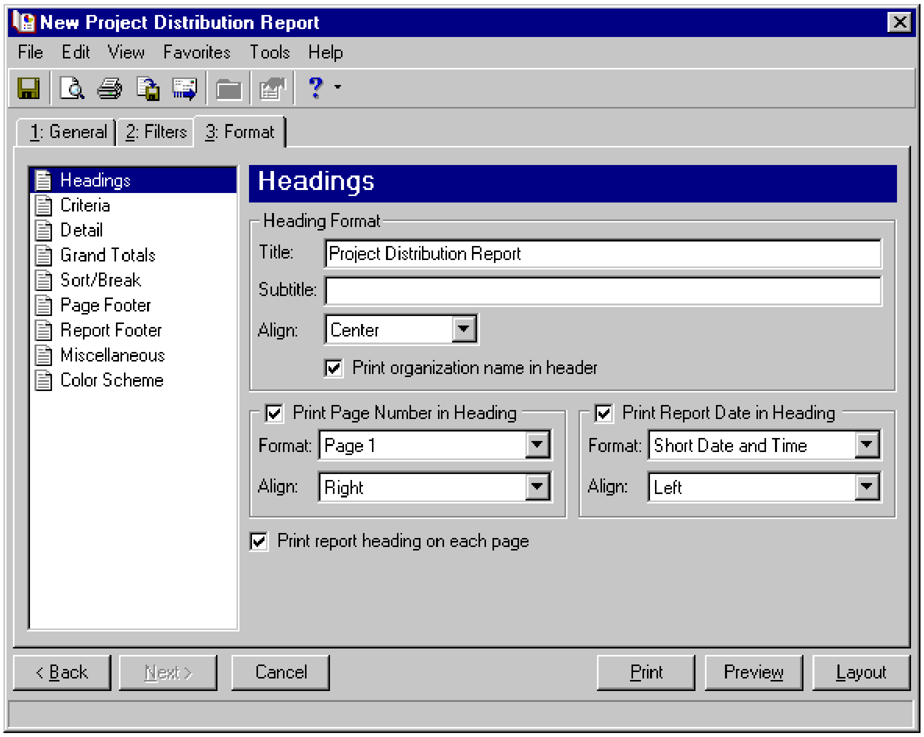
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

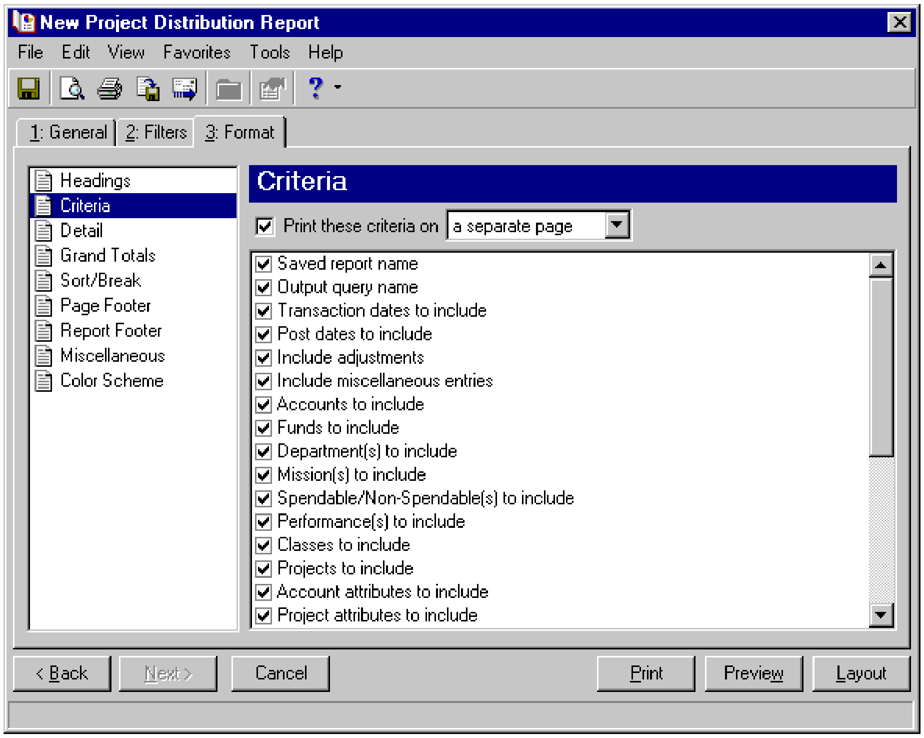
Note: The heading defaults to Project Distribution Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

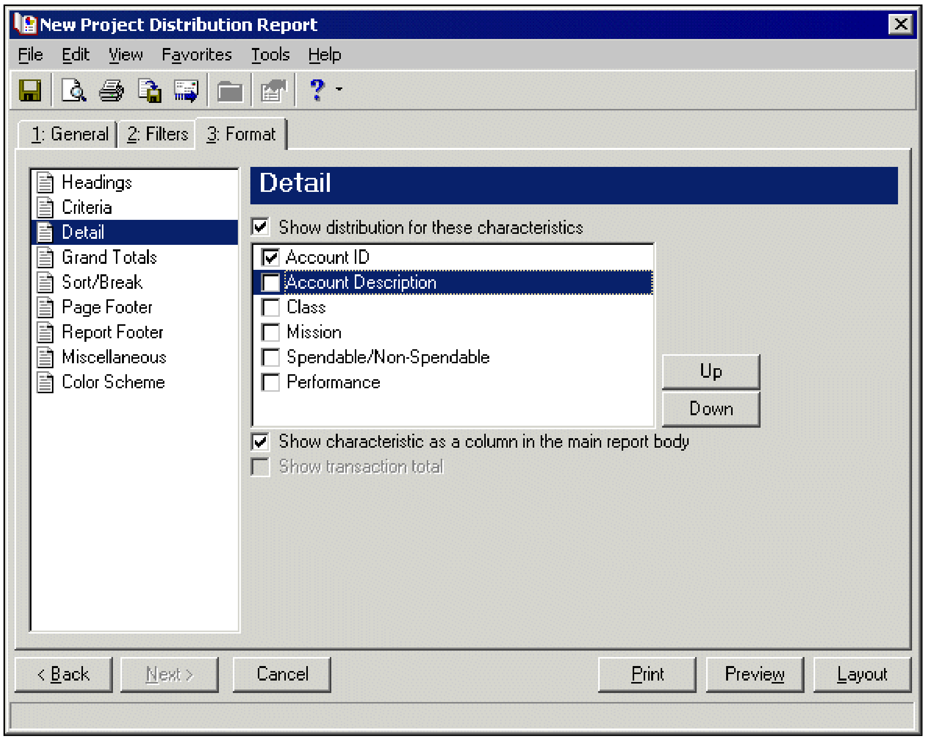


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

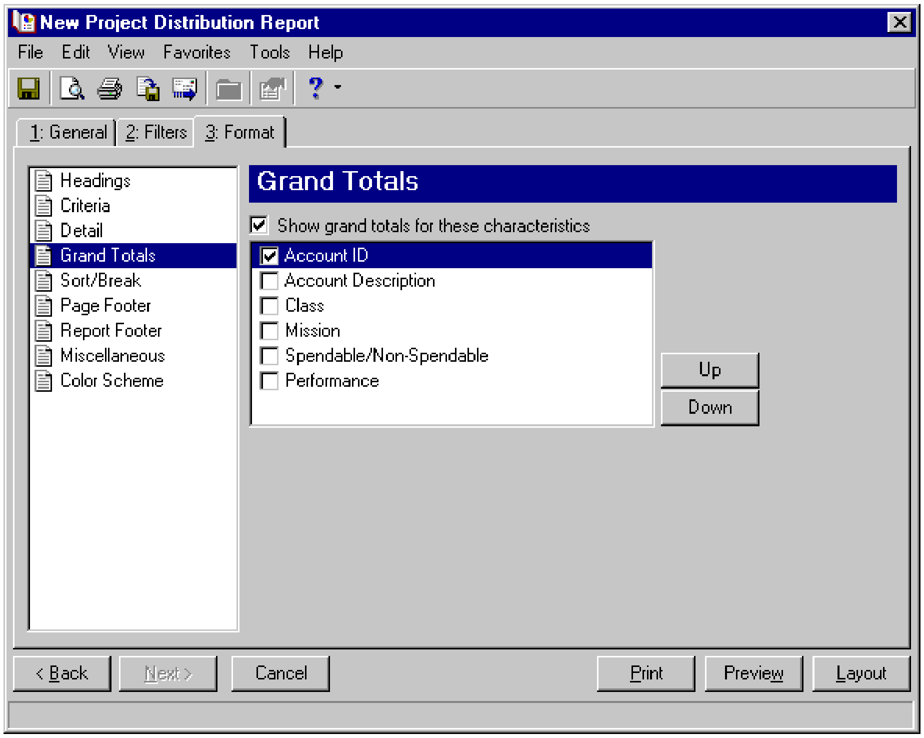
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



Detail. Use **Detail** to select transaction characteristics for which to show distribution information. Mark **Show distribution for these characteristics** to view distributions. If you choose one characteristic, you can mark **Show characteristic as a column in the main report body**. The marked characteristic appears as a separate column on the report. If you choose multiple characteristics, you can choose **Show transaction total**. Show transaction total prints a separate line containing each selected characteristic showing the debit or credit amount.



Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear. You can use the **Up** and **Down** buttons to order the characteristics to appear on the report.



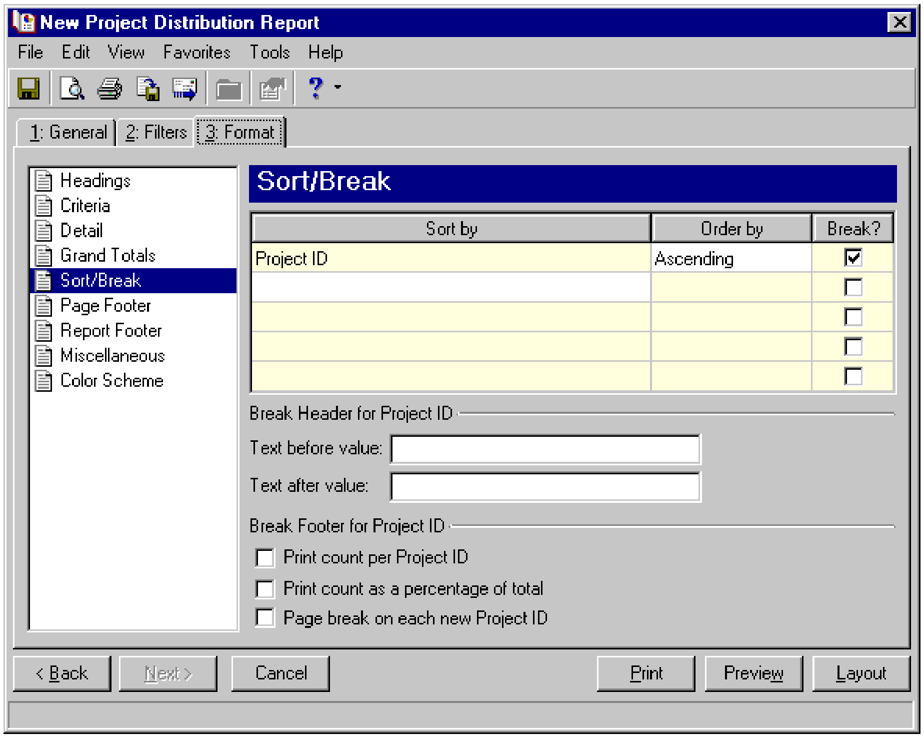
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

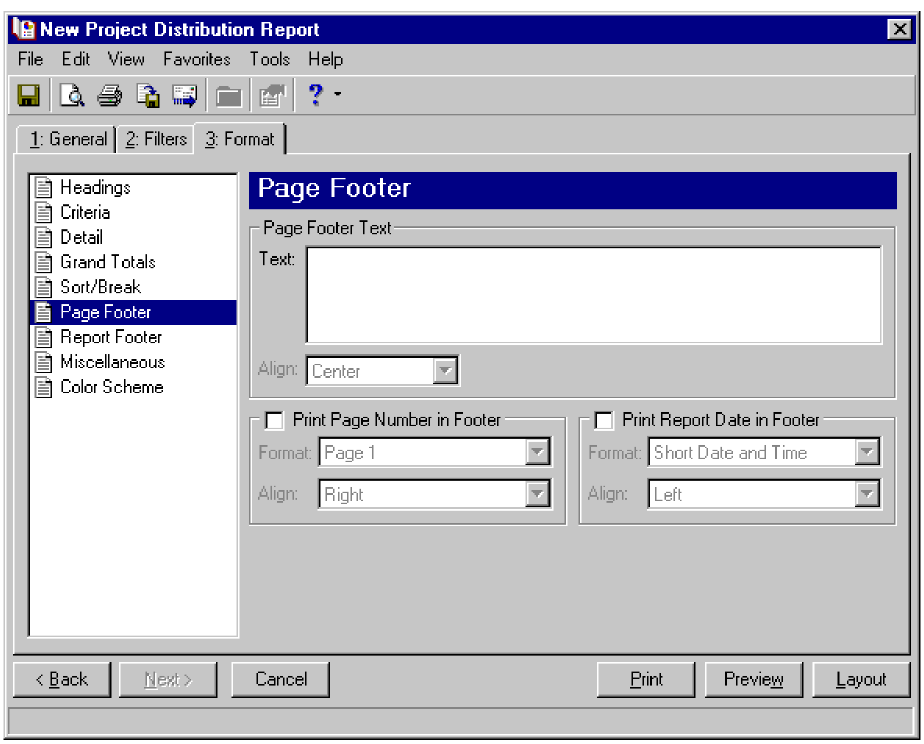
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

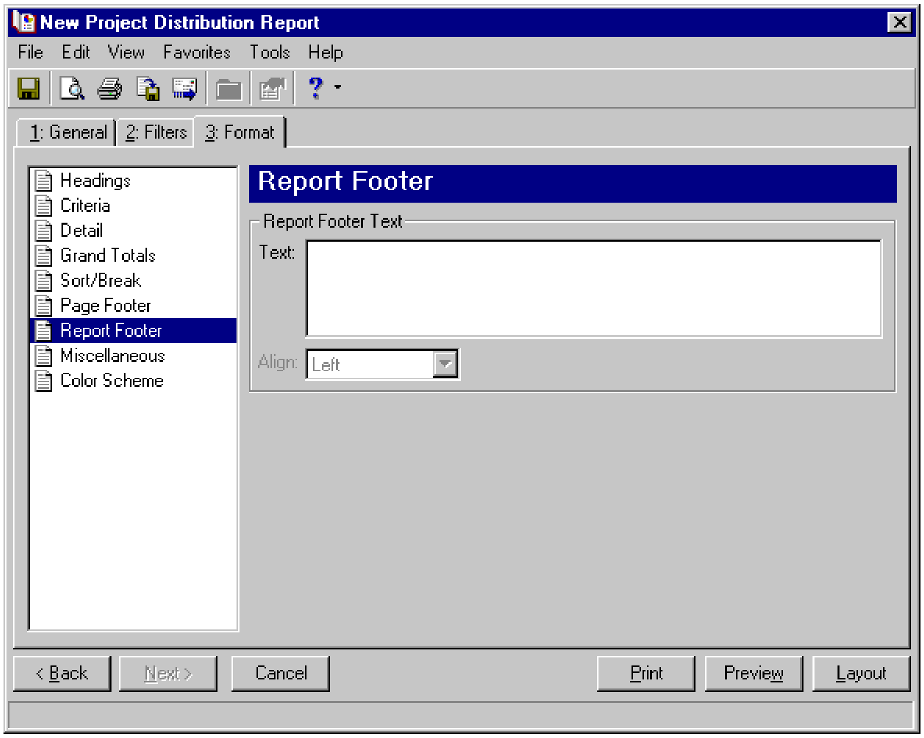
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



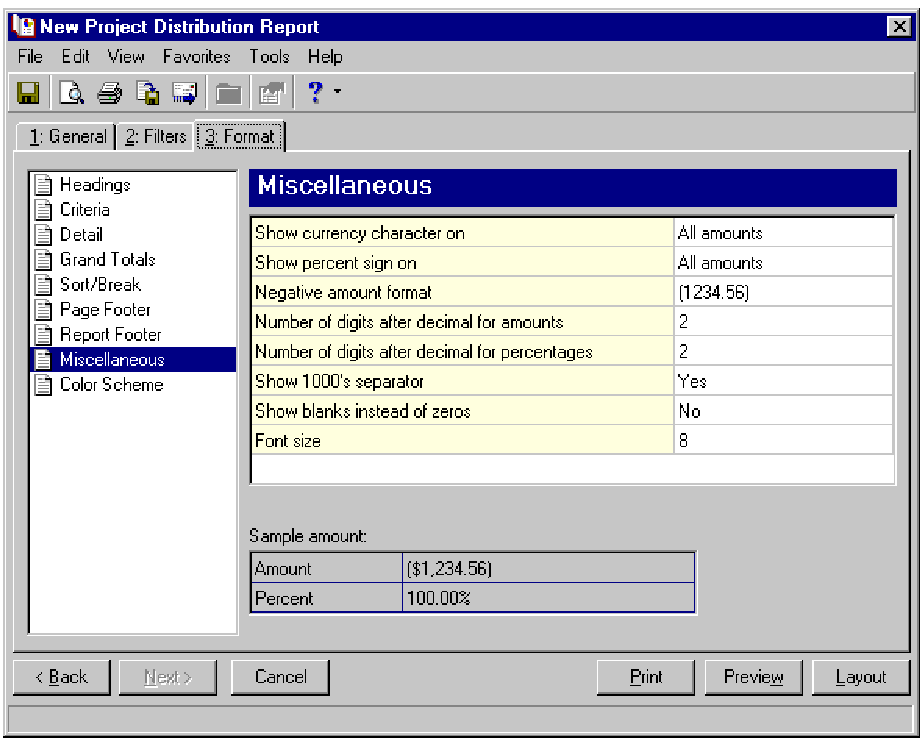
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



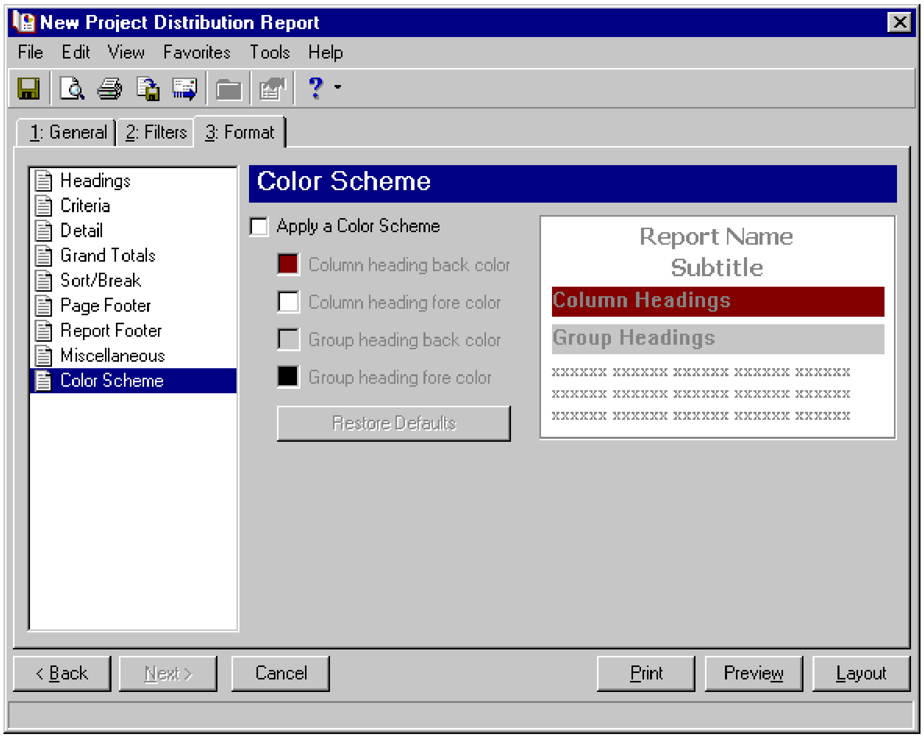
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



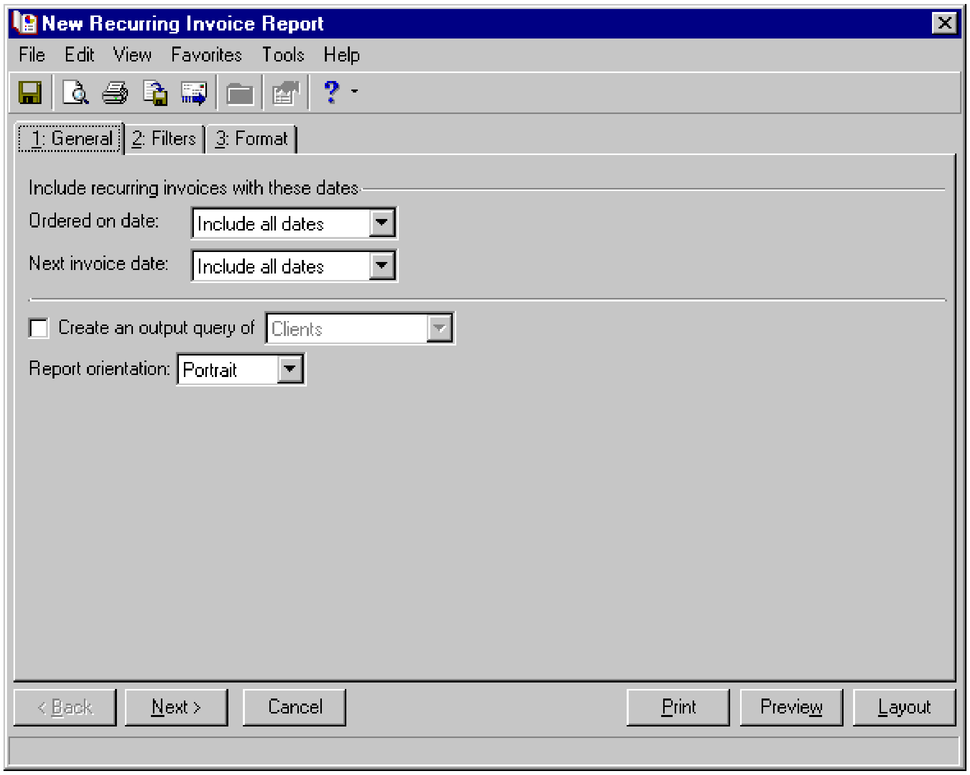
Recurring Invoice Report

Use the Recurring Invoice Report to list information about recurring invoices.

The Recurring Invoice Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see "Creating a report in Accounts Receivable" on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Ordered on date. In the **Ordered on date** field, select a date or date range for invoices to include based on the invoice order dates.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with an order on date in the future, is included. If both fields are blank, all activity is included.

Next invoice date. In the **Next invoice date** field, select a date or date range for invoices to include based on when the next invoice is scheduled.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a next invoice date in the future, is included. If both fields are blank, all activity is included.

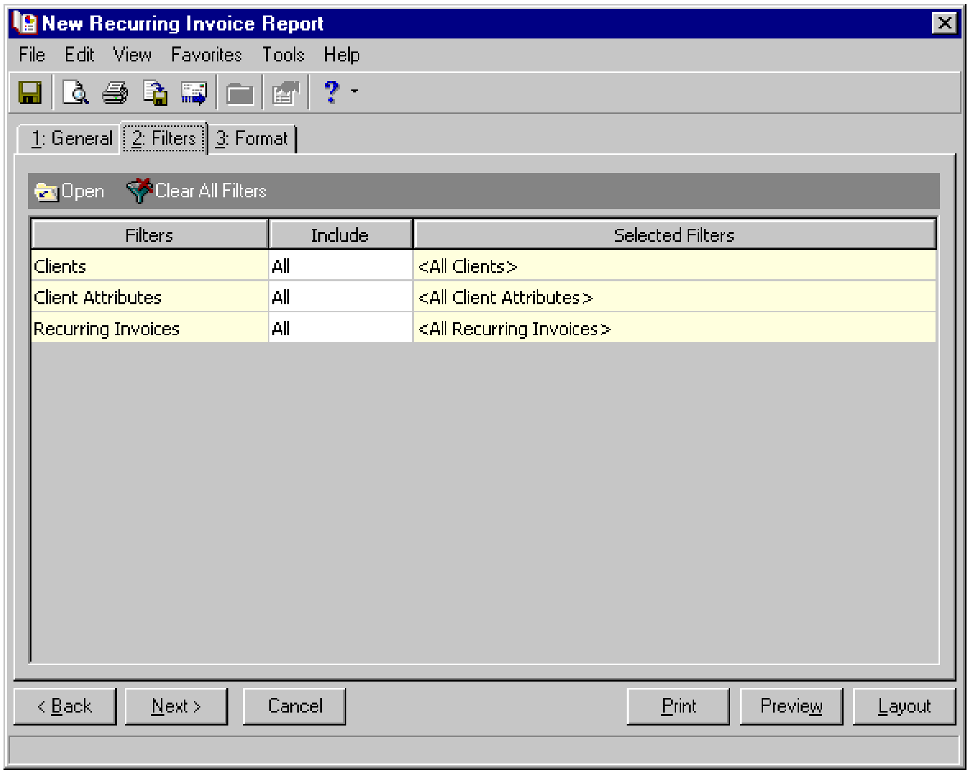
Create an output query of [ ]. If you mark **Create an output query of**, you can select for the program to create a query of clients or recurring invoices to include in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Client Attributes filter, only clients with the selected attributes appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the Filtering Criteria chapter in the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

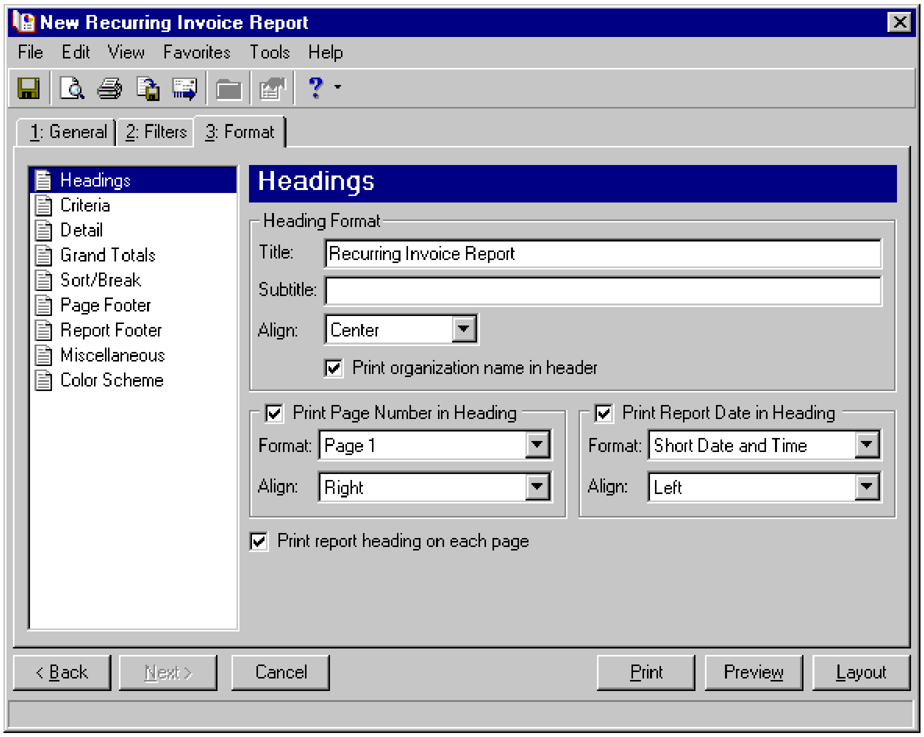
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

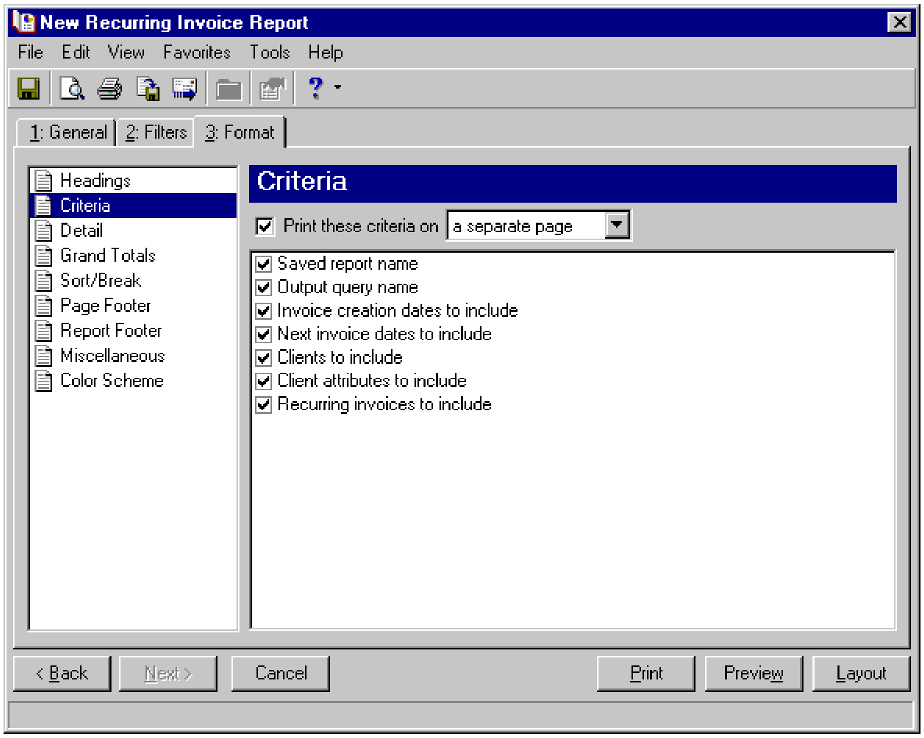
Note: The heading defaults to Recurring Invoice Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



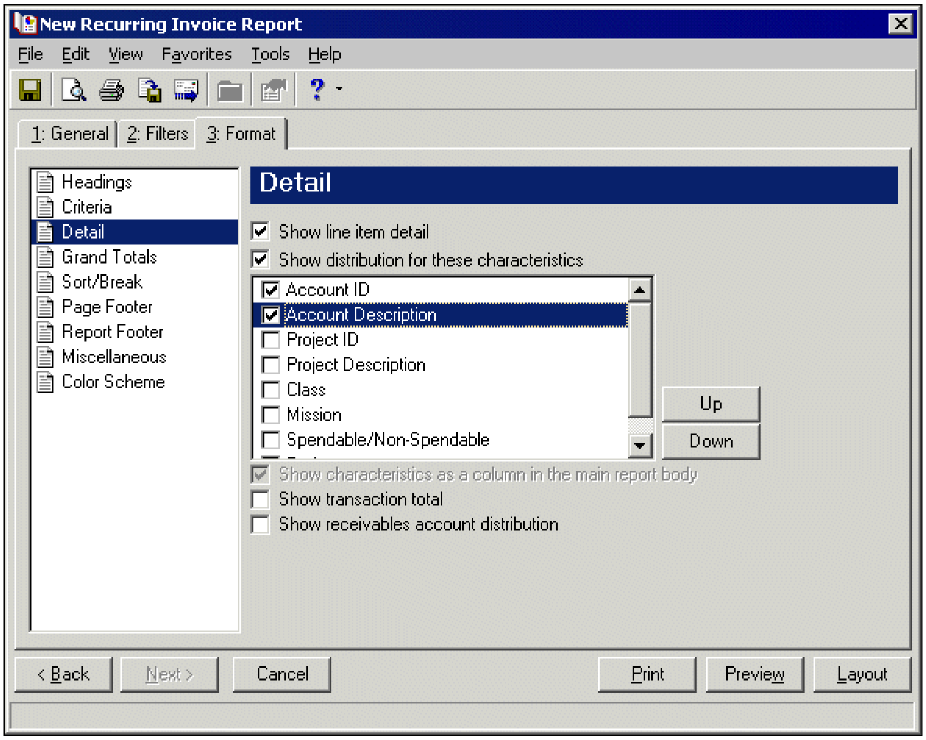
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

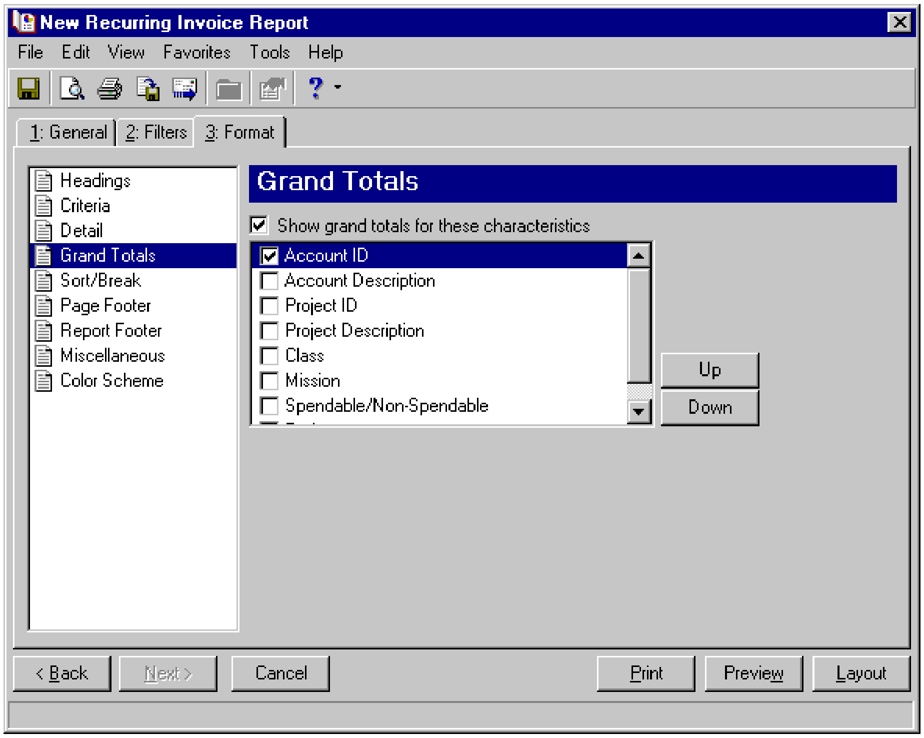


Detail. Use **Detail** to select detail specific to this report. Mark **Show line item** detail to see category, item name, description, unit of measure, quantity, unit price, discount and amount information about the recurring invoice.

If you choose to show line item detail, you can mark **Show distribution for these characteristics**. If you choose one characteristic, you can mark **Show characteristic as a column in the main report body**. The marked characteristic appears as a separate column on the report. If you choose multiple characteristics, you can choose **Show transaction total**. Show transaction total prints an additional line containing each selected characteristic with the debit or credit amount.



Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



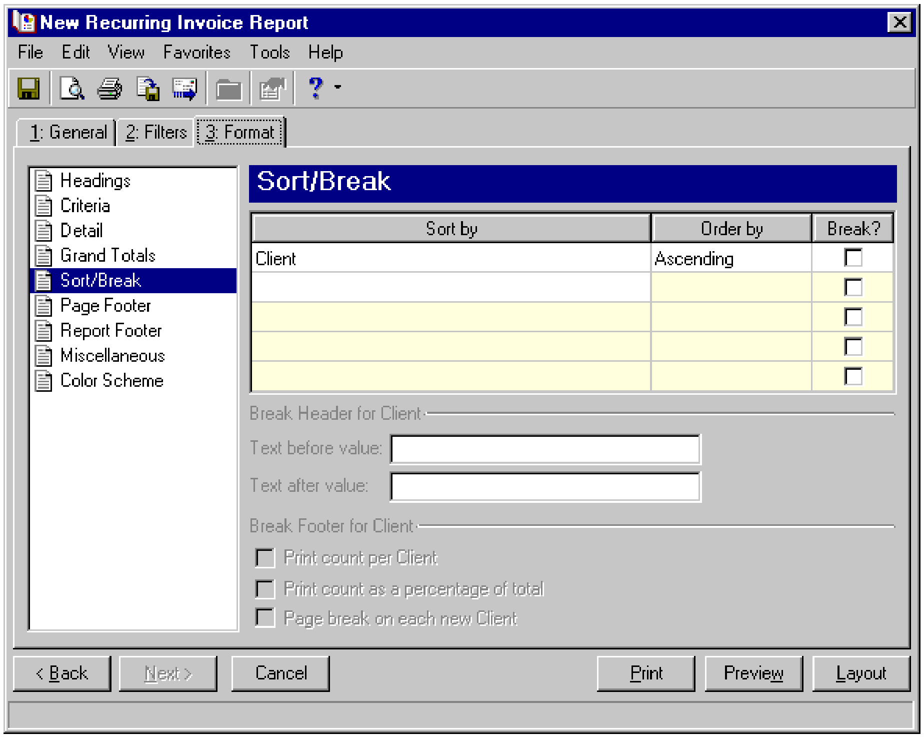
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

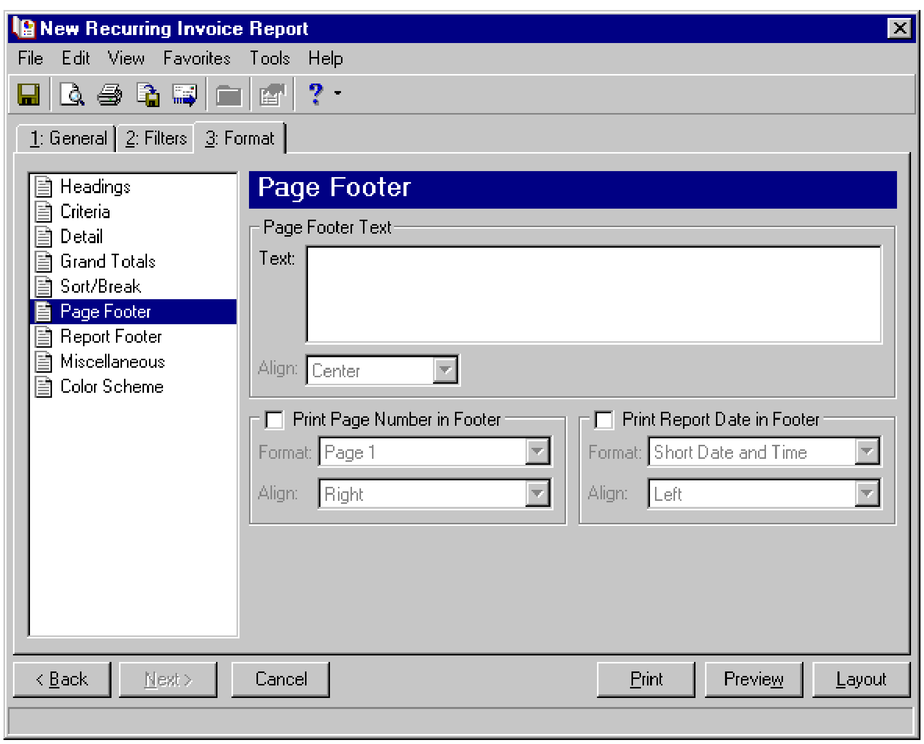
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

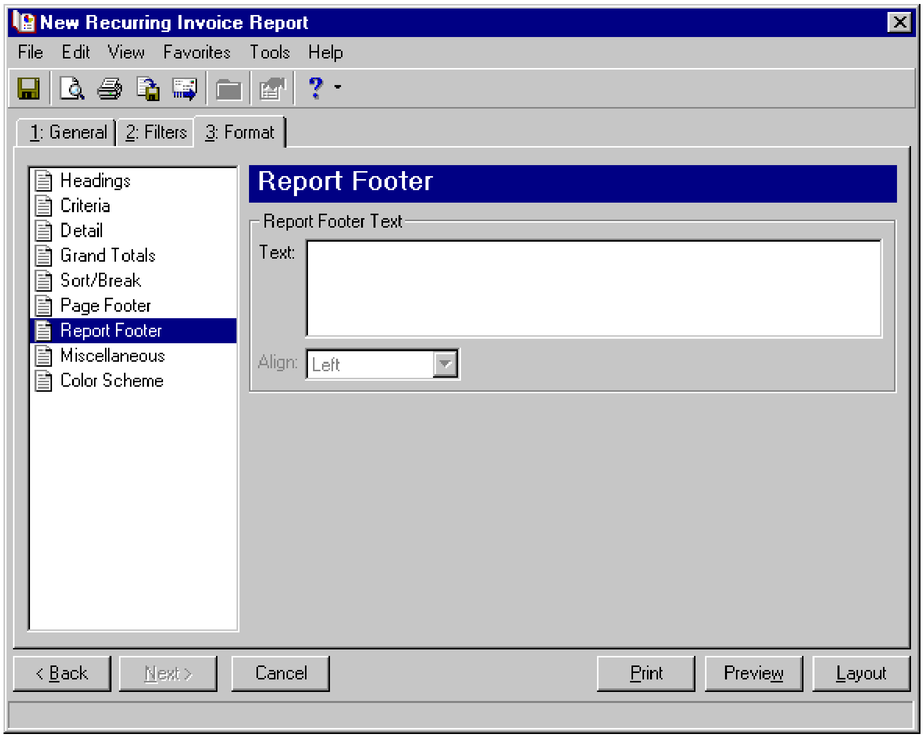
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



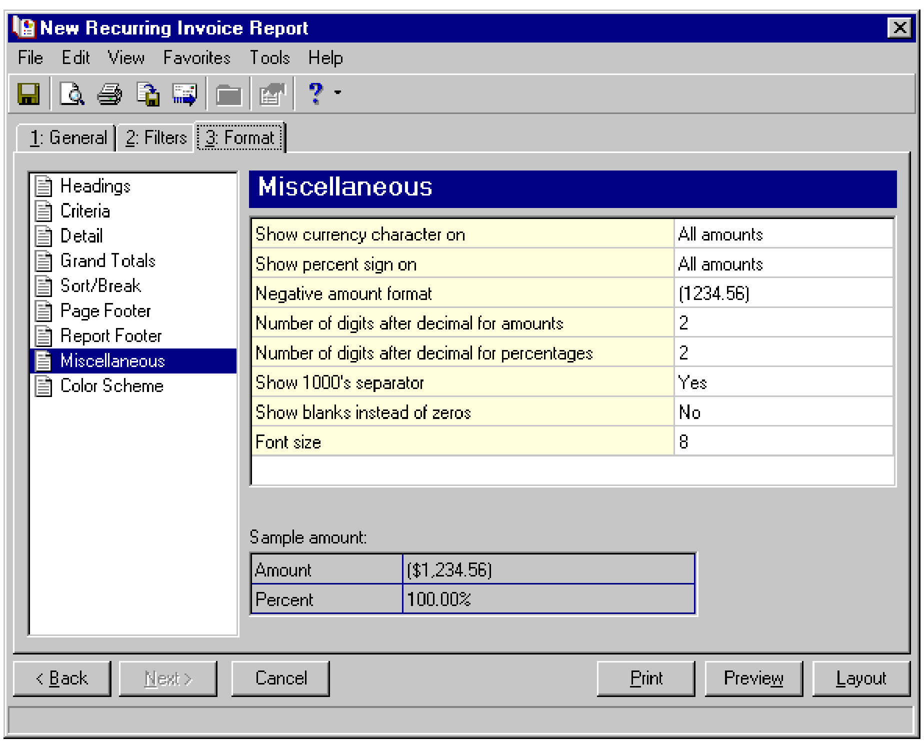
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



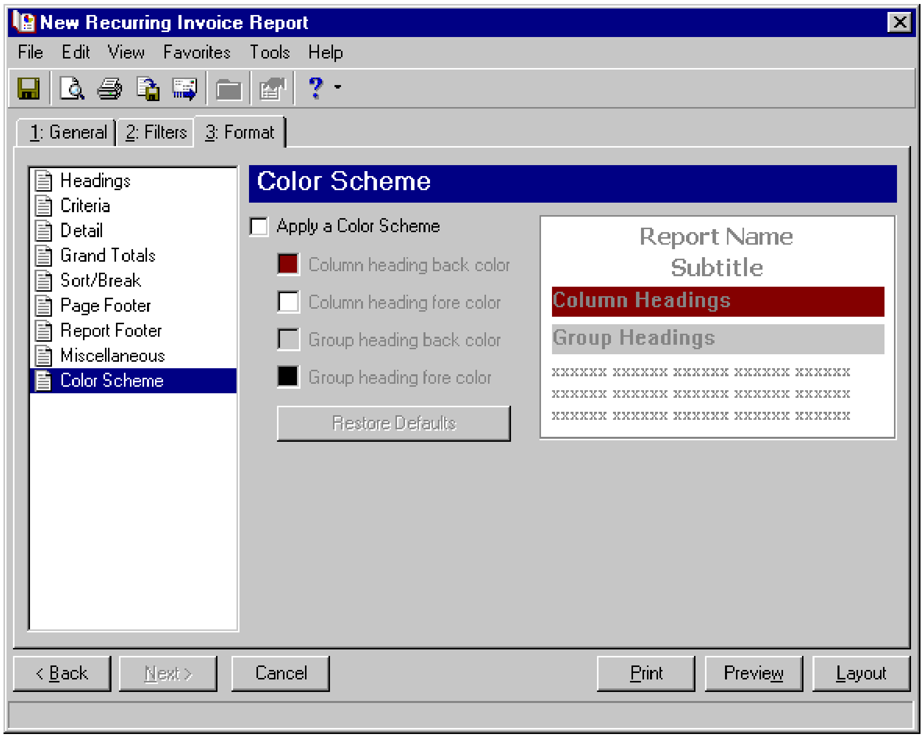
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



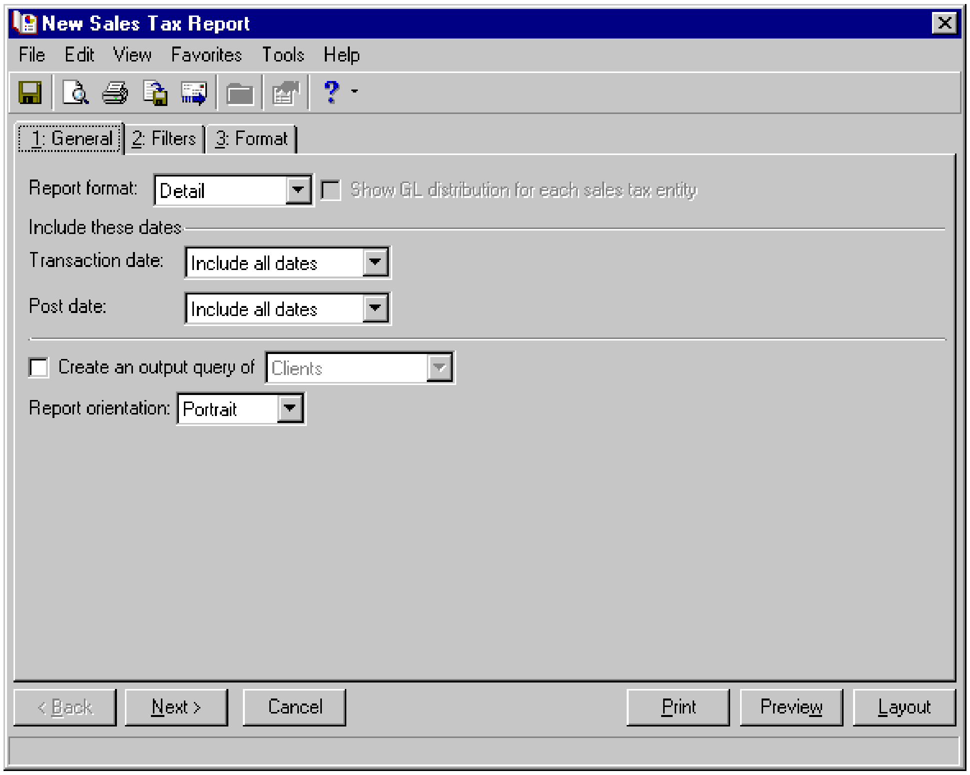
Sales Tax Report

The Sales Tax Report provides detailed or summarized information about sales tax transactions. This report can be useful for auditing purposes to show the source and destination of all sales taxes.

The Sales Tax Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Report format. In the **Report format** field, select Detail or Summary. If you select Detail, the report shows every transaction that incurred sales tax. If you select Summary, the report shows only the amount of sales tax that is owed to each sales tax entity.

Show GL distribution to each sales tax entity. If you select Summary in the **Report format** field, you can select to include a summary of the GL distribution.

Transaction date. In the **Transaction date** field, select a date or date range for the transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Post date. In the **Post date** field, select a date or date range of post dates of transactions to include in the report.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a post date in the future, is included. If both fields are blank, all activity is included.

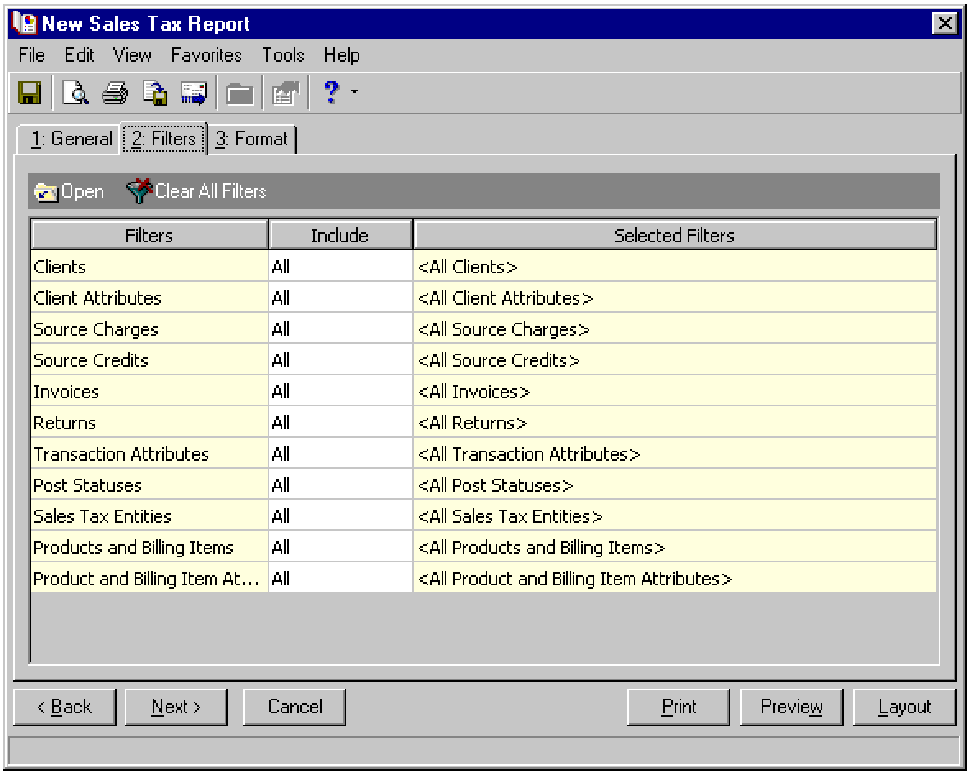
Create an output query of [ ]. In **Create an output query of** field, you can select for the program to create a query of the clients, charges, credits, or products and billing items included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Client Attributes filter, only clients with the attributes you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the Filtering Criteria chapter in the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

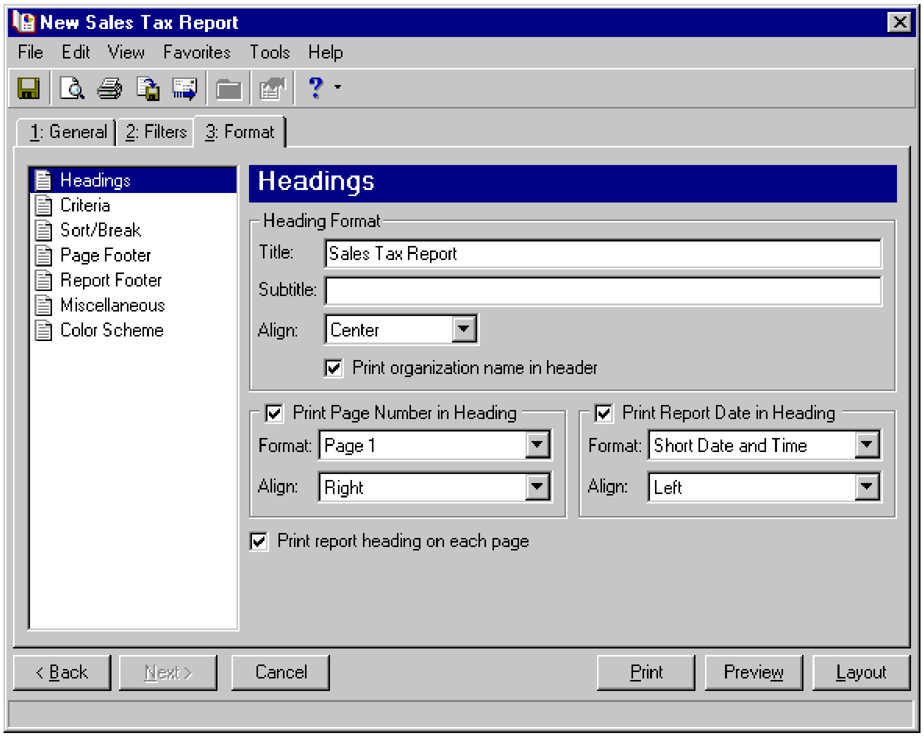
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

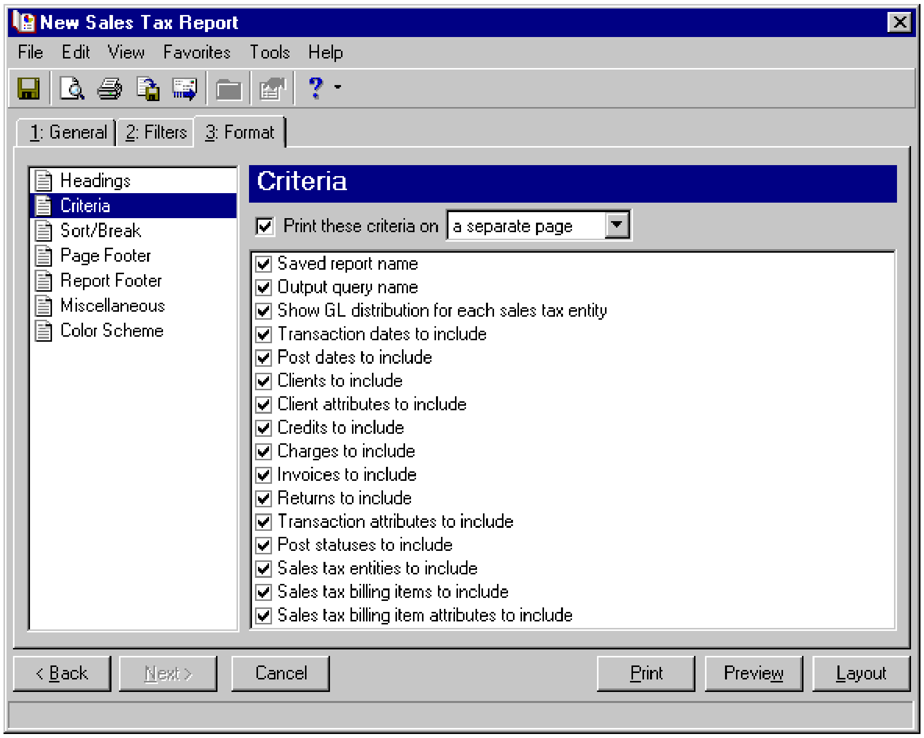
Note: The heading defaults to Sales Tax Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



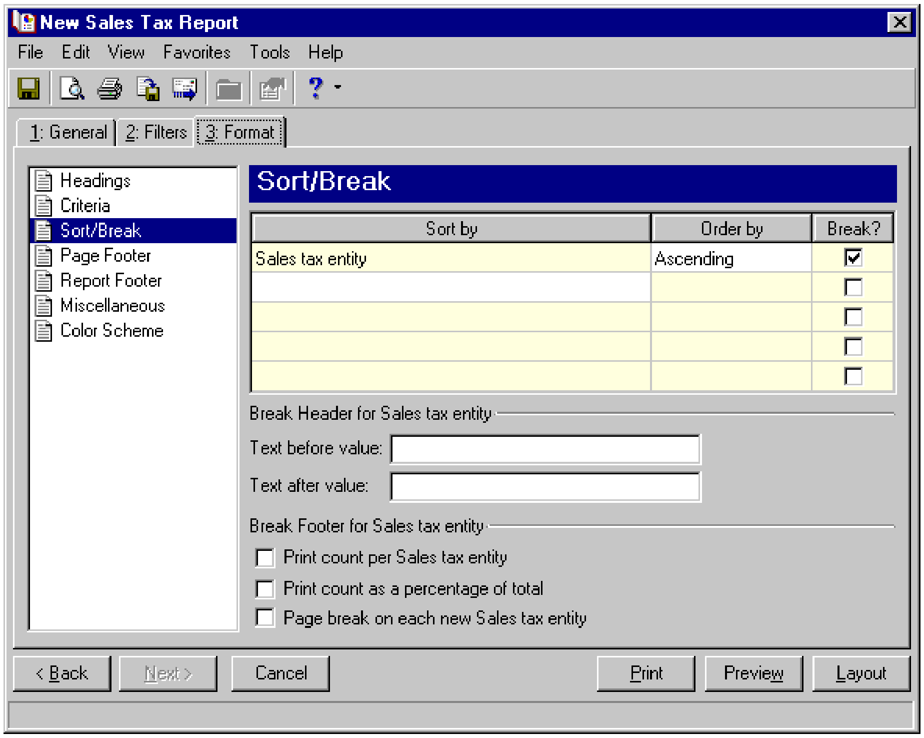
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

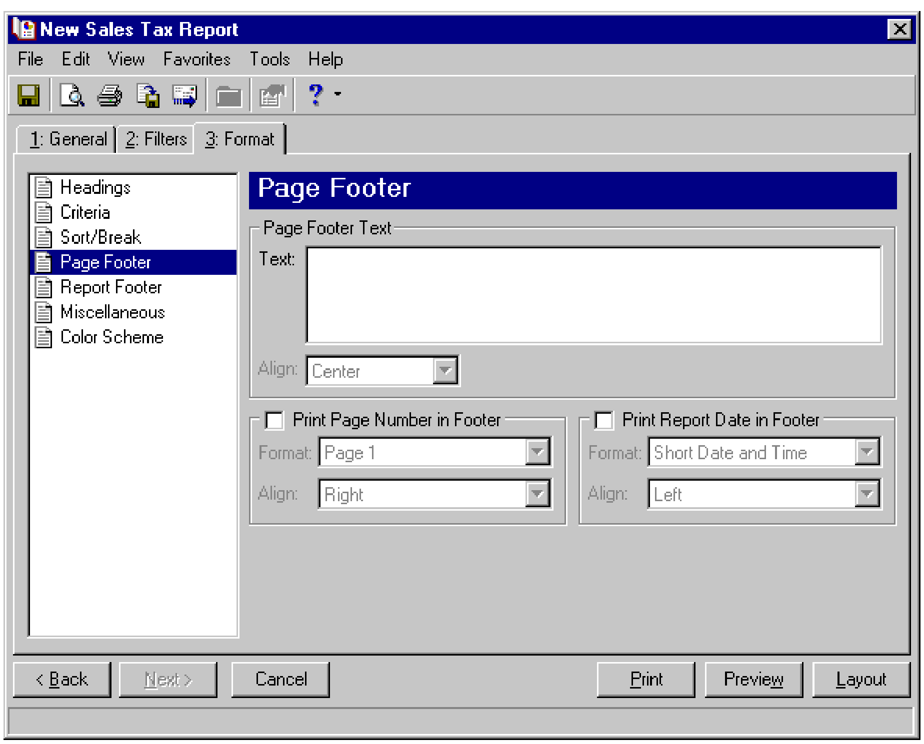
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

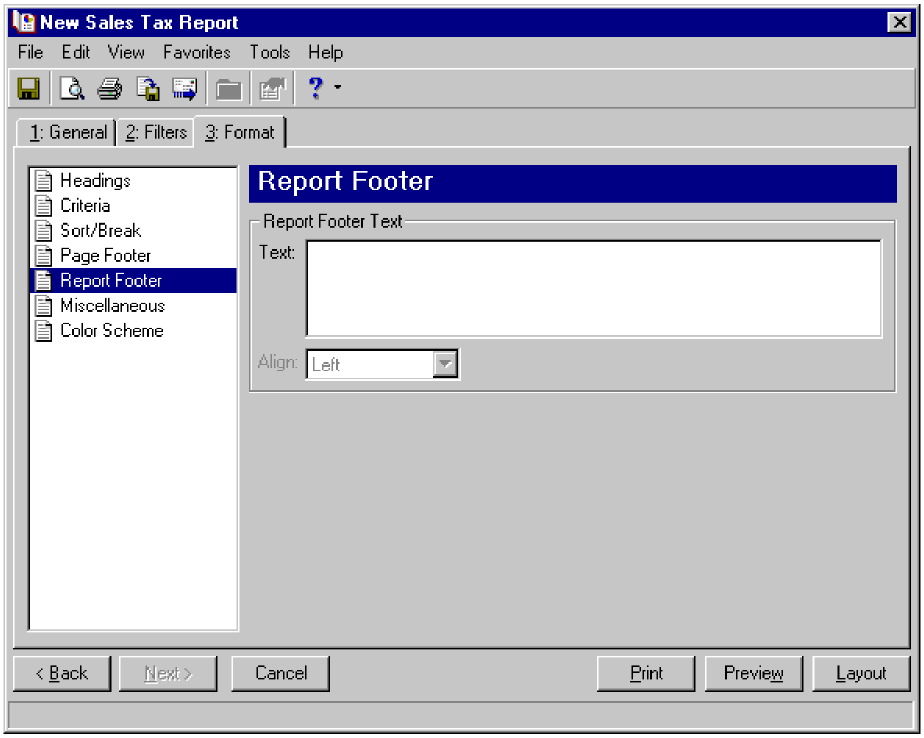
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



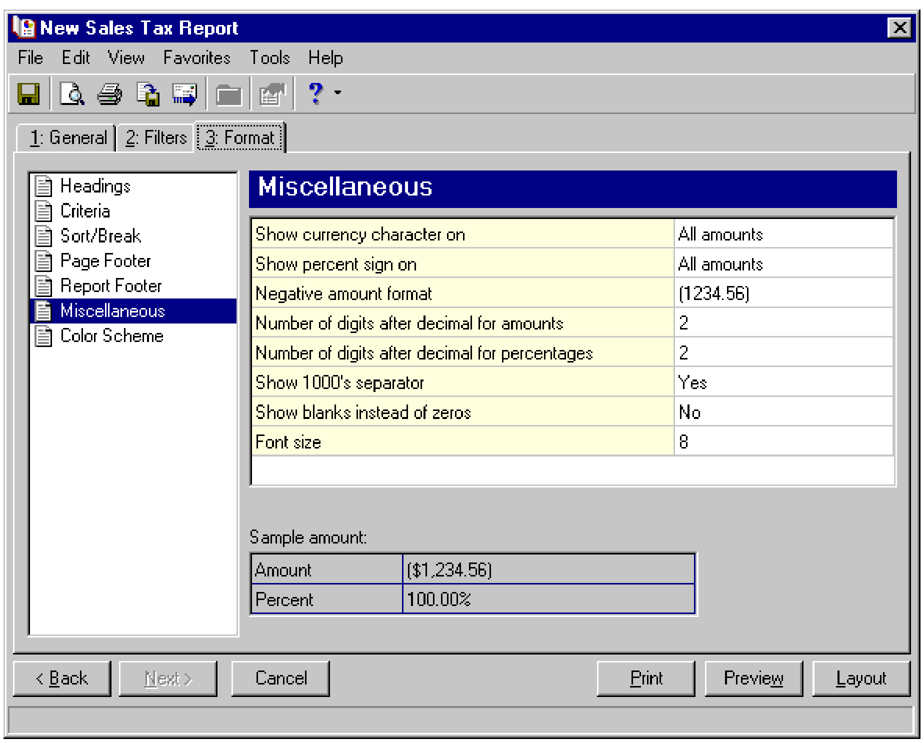
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



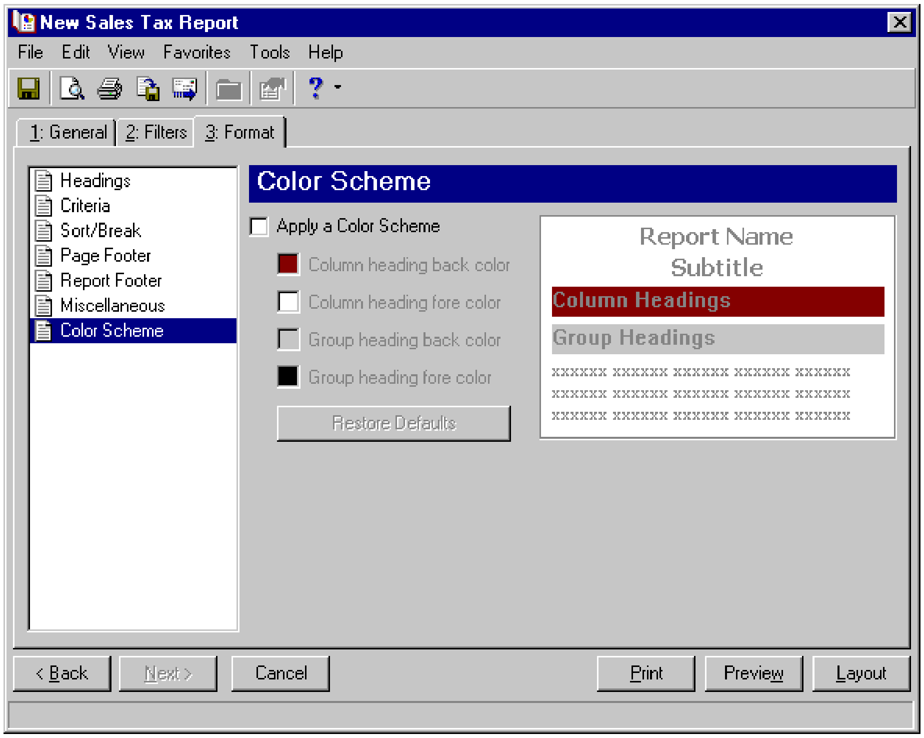
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



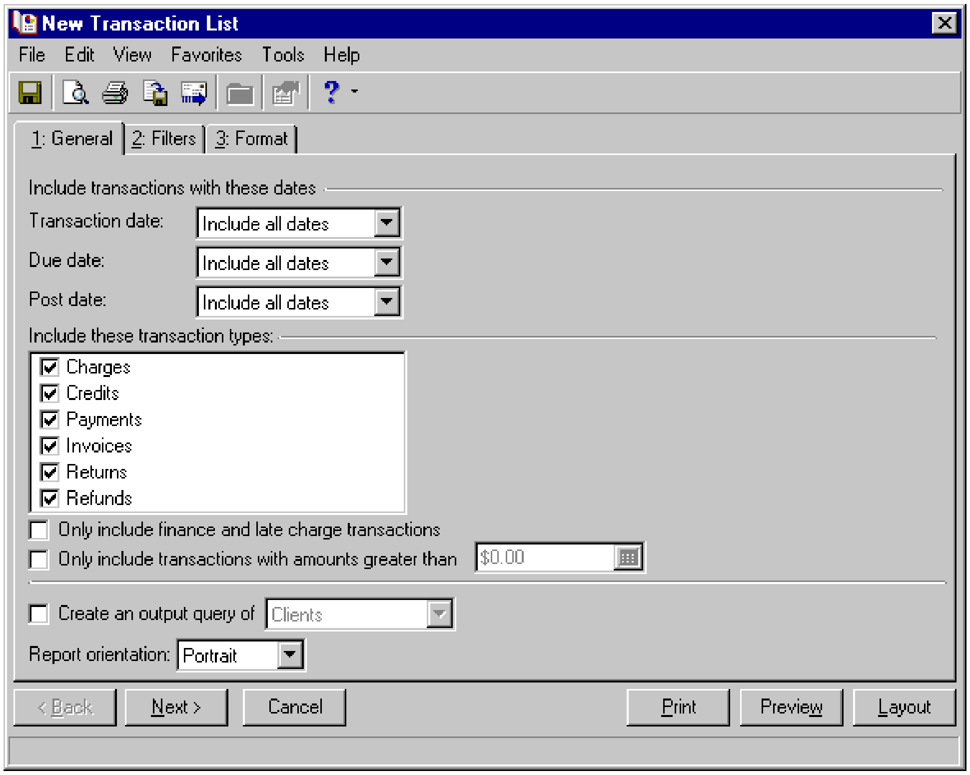
Transaction List

The Transaction List report provides a list of transactions for selected clients, over a selected period of time.

The Transaction List has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see "Creating a report in Accounts Receivable" on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Include transactions with these dates. In this frame, you can select a date or date range for the transactions to include in the report. Make your selections in the **Transaction date**, **Due date**, and **Post dates** fields.

Note: Due dates apply only to charges and invoice line items.

If you select <Specific range>, specify start and end dates. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

Include these transaction types. In this frame, you can select specific transactions to include in the report. Mark the checkboxes for the transaction types to include in the report.

Note: You can use the Transaction List as a finance and late charge report.

You can mark **Only include finance and late charge transactions** to include only the transactions with finance or late charge billing items. You can mark **Only include transactions whose amounts are greater than [ ]** and designate a minimum amount to include. All transactions less than or equal to the amount you enter are excluded from the report.

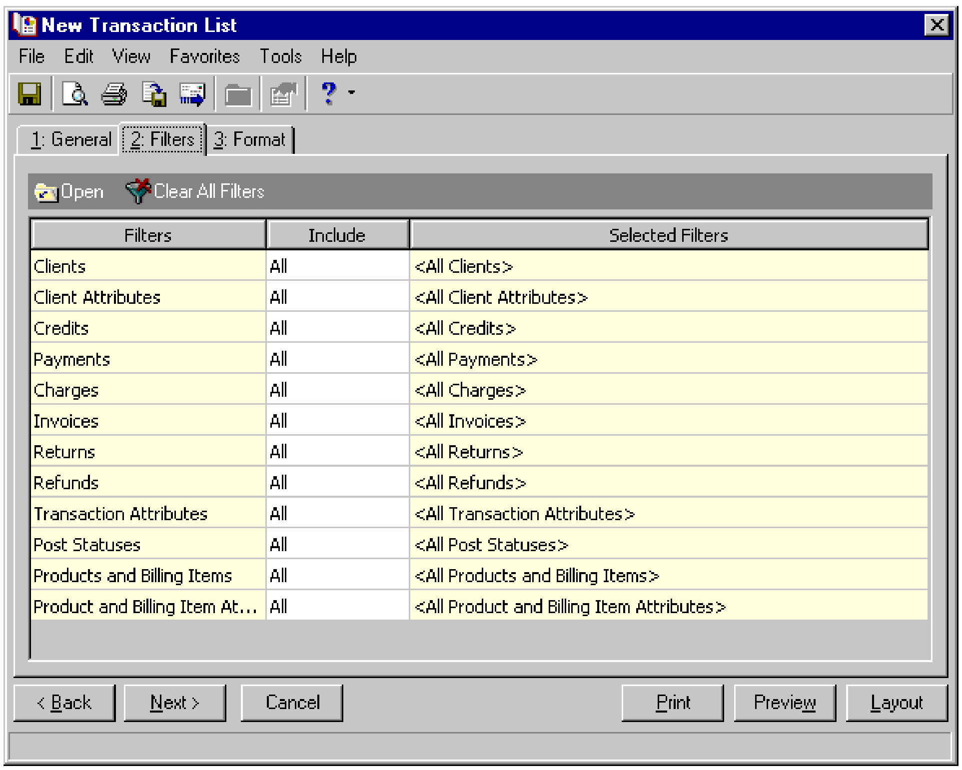
Create an output query of [ ]. If you mark **Create an output query of**, the program creates a query of clients, charges, credits, invoices, returns, refunds, or payments included in the report. You can use the query later in other areas of ***Accounts Receivable***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Credits filter, only credits you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the Filtering Criteria chapter in the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

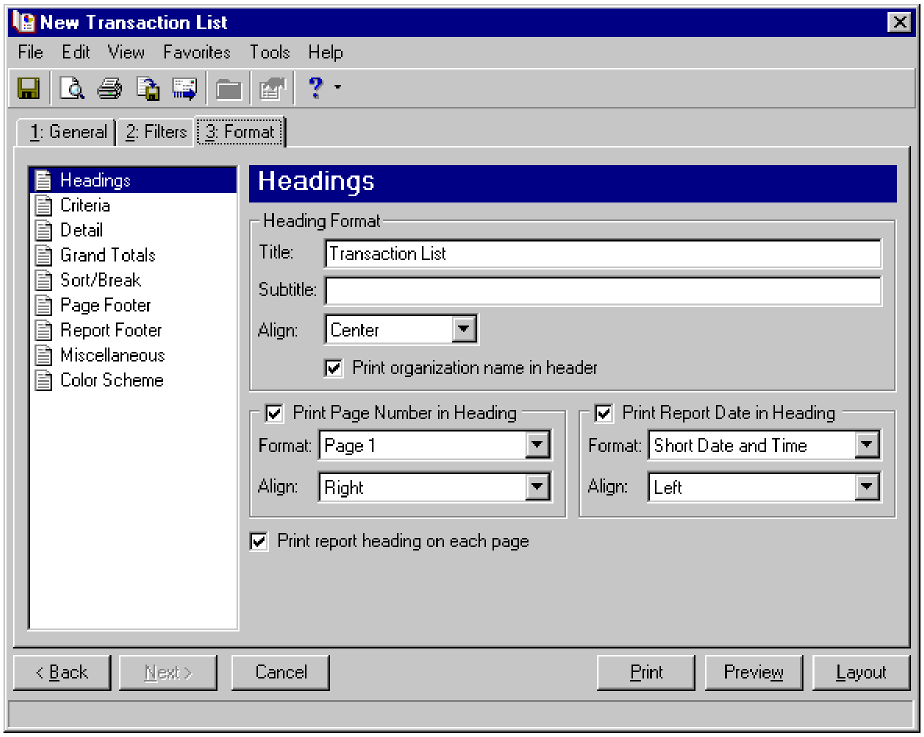
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

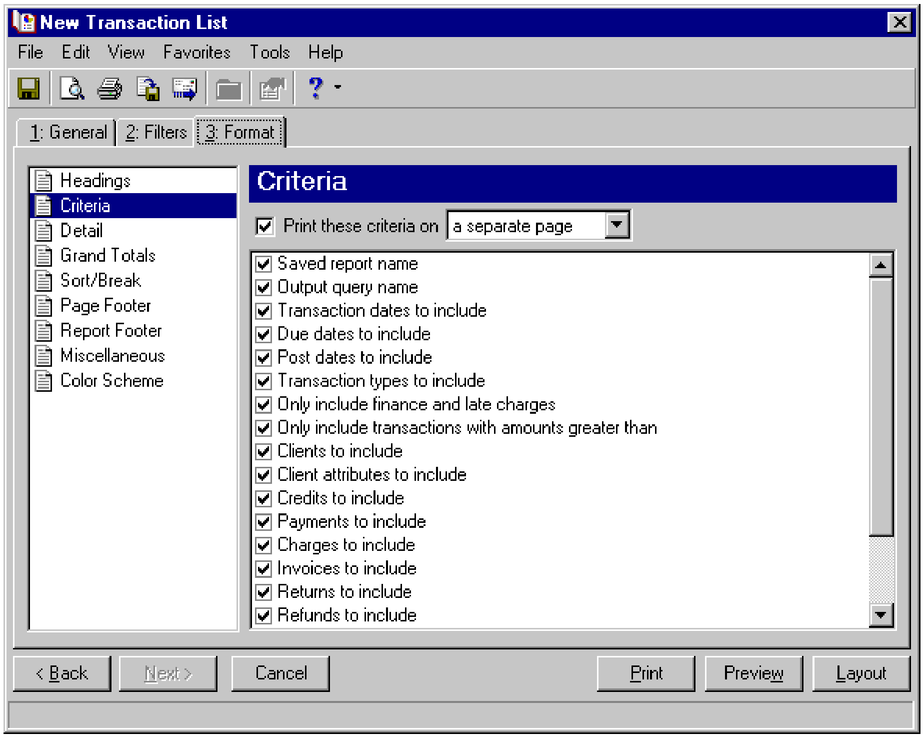
Note: The heading defaults to Transaction List in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

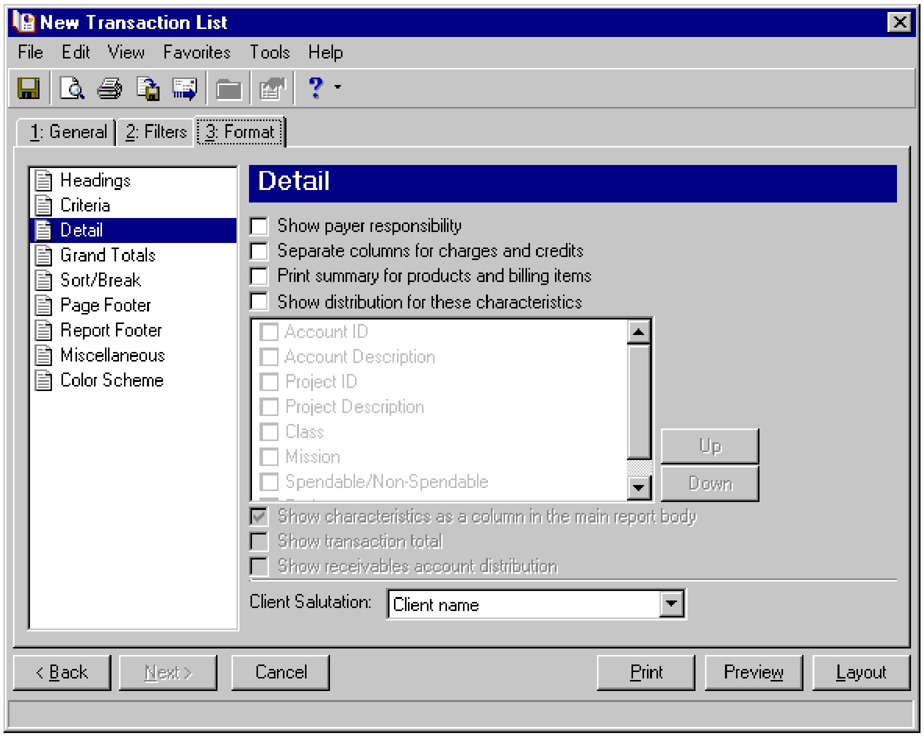


Detail. Use **Detail** to select details specific to the Transaction List.

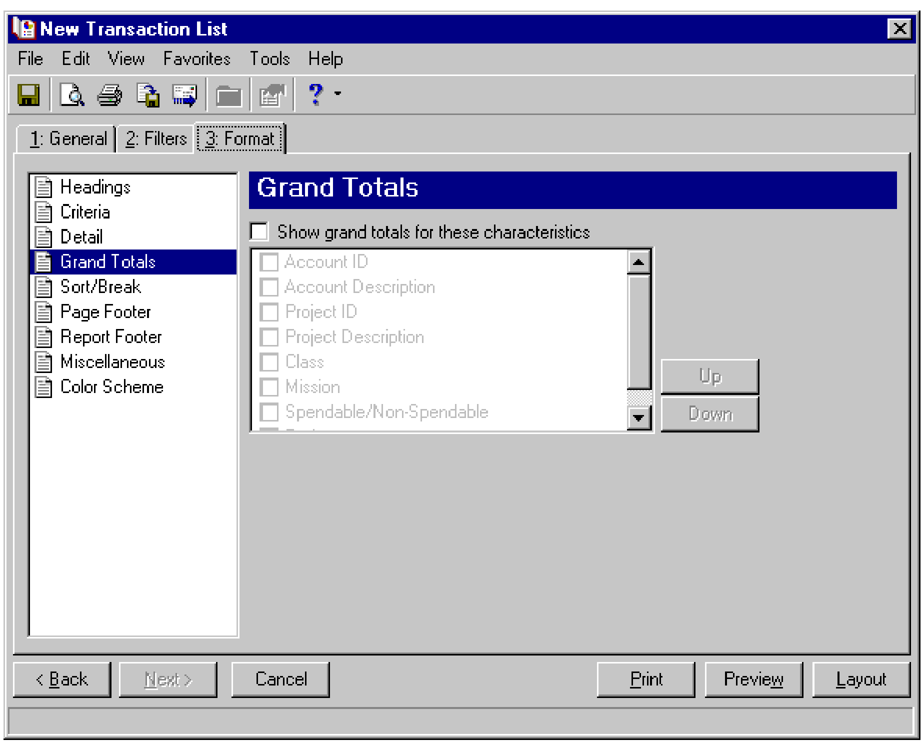
To show payer information for each client instead of summary information, mark **Show payer responsibility**. If you mark **Show payer responsibility**, you can select to **Separate columns for charges and credits**. Marking this prints separate columns instead of one column with charges as positive amounts and credits as negative amounts. To include a summary of charges and credits associated with each billing item, you can mark **Print summary for products and billing items**. If you mark this option, a chart prints at the end of the report listing each billing item and the number of transactions associated with it.

If you mark **Show distribution for these characteristics**, you can select the characteristics to include. If you choose one characteristic, you can mark **Show characteristic as a column in the main report body**. The marked characteristic appears as a separate column on the report. If you choose multiple characteristics, you can choose **Show transaction total** and **Show receivables account distribution**. Show transaction total prints the total for each line item. Show receivables account distribution prints the debit and credit distributions for each line item.

In the **Client Salutation** field, select how to display client names on the report. Salutations are defined in *Configuration*.



Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear. You can use the **Up** and **Down** buttons to order the characteristics to appear on the report.



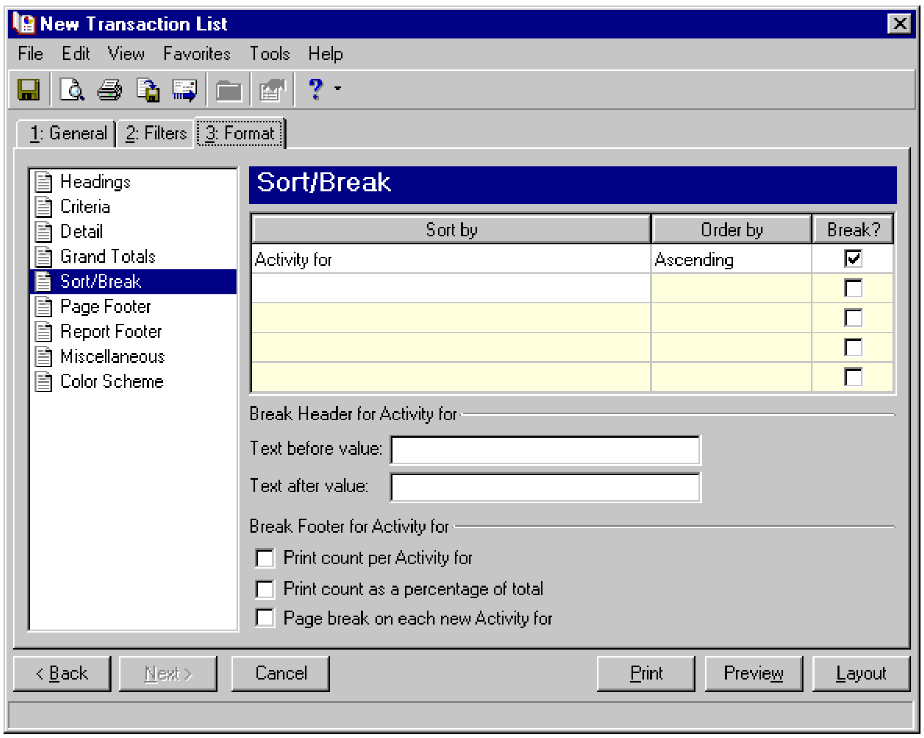
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

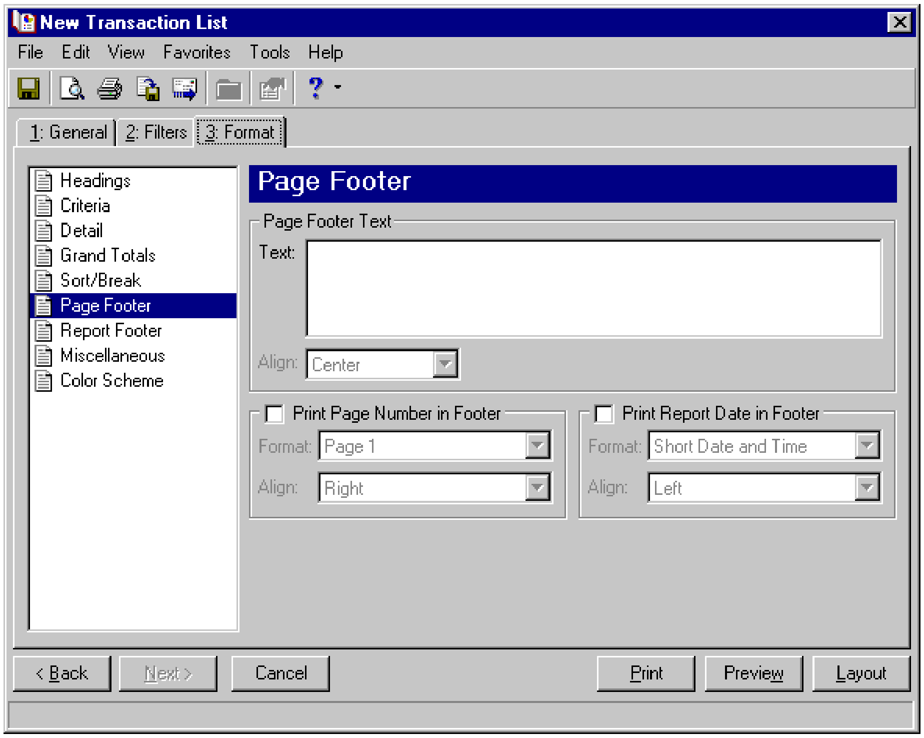
To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

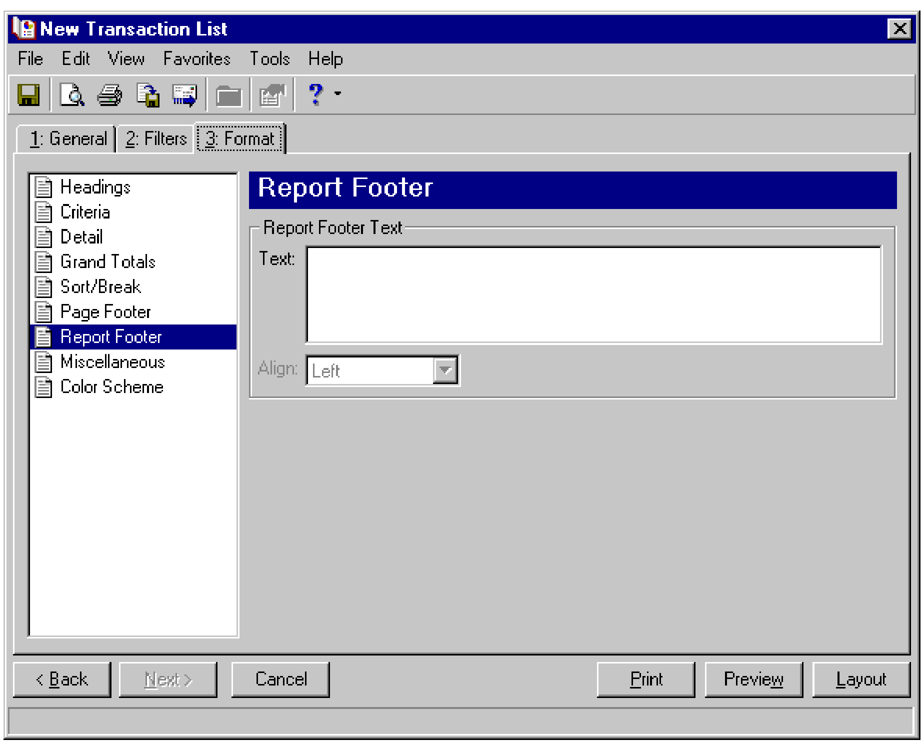
To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.



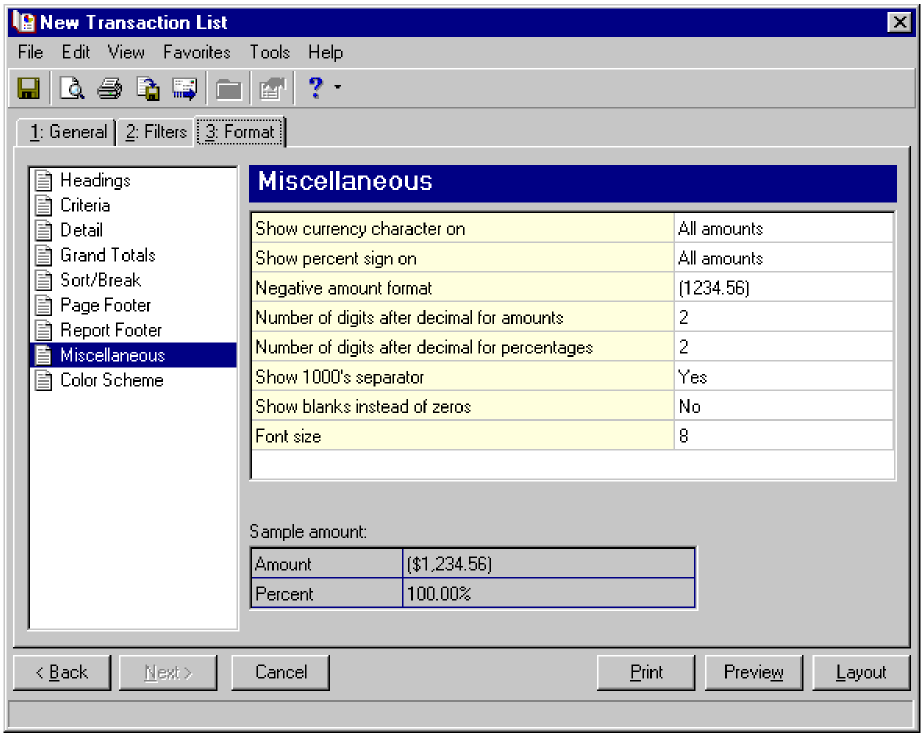
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



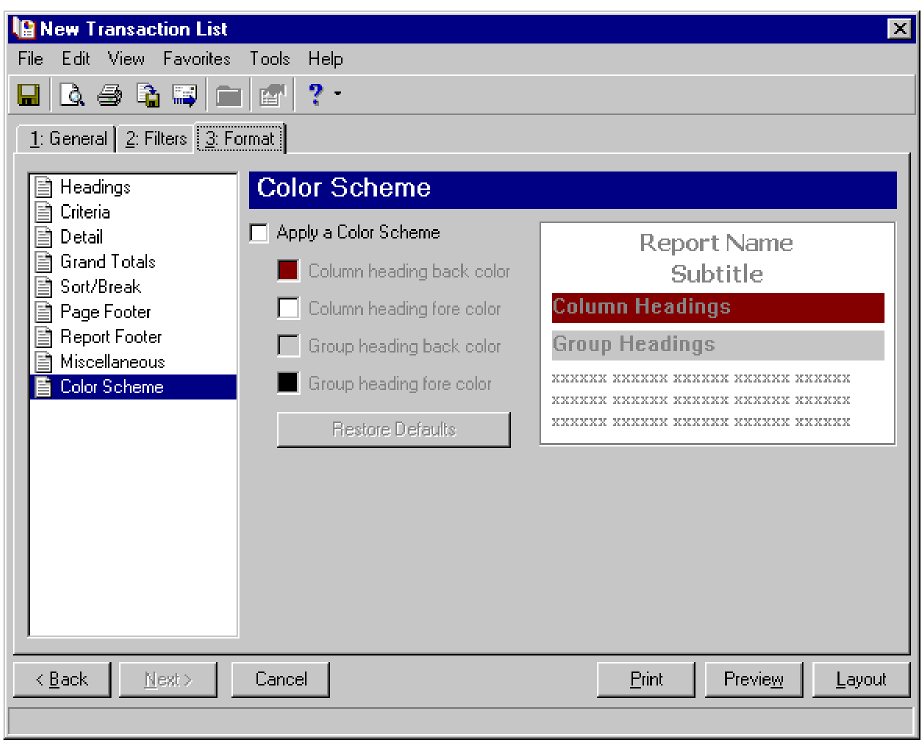
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



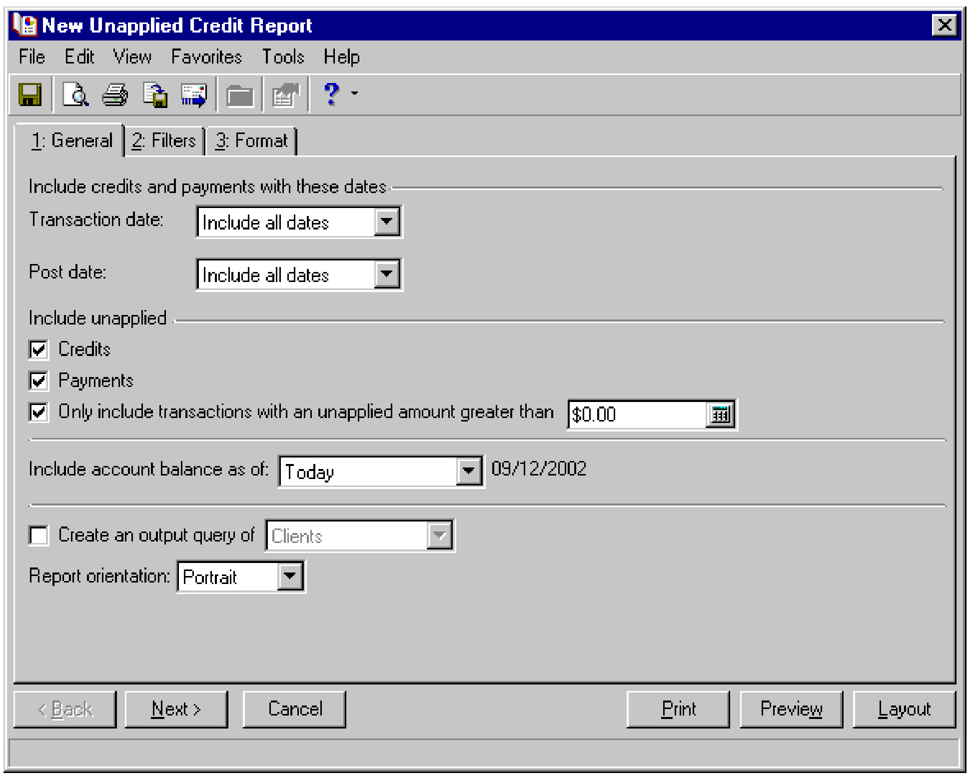
Unapplied Credit Report

The Unapplied Credit Report provides a list of payments and credits that have not been applied to a charge.

The Unapplied Credit Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see "Creating a report in Accounts Receivable" on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Include credits and payments with these dates. In this frame, you can select a date or date range for unapplied credit transactions to include in the report. Make your selection in the **Transaction date** and **Post date** fields.

If you select <Specific range>, specify start and end dates. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date forward, including transactions with a date in the future, is included. If you leave both fields blank, all activity is included.

Include unapplied. In this frame, mark **Credits**, **Payments**, or **Only include transactions with an unapplied amount greater than [ ]** and enter the minimum amount to include. All unapplied amounts less than or equal to the amount you enter are excluded from the report.

Include account balance as of [ ]. You can calculate the account balance up to a date you specify in the **Include balance as of [ ]** field.

Create an output query of clients. If you mark **Create an output query of clients**, the program creates a query of clients included in the report. You can use the query later in other areas of ***Student Billing***.

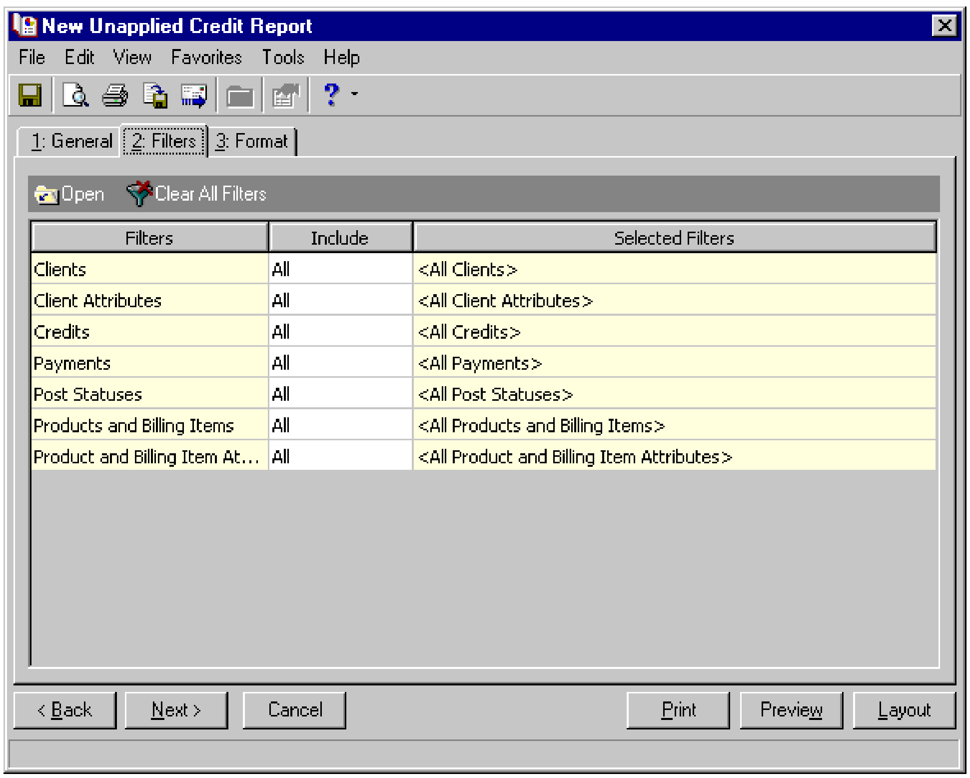
Note: Click **Preview** to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Credits filter, only credits you select appear in the report.

On the Filters tab, you can filter the records appearing in the report. For more information about filtering, see the Filtering Criteria chapter in the *Program Basics Guide*.



Tip: You can double-click a filter in the grid to open the selection screen.

Open. Select a filter in the grid and click **Open** on the action bar to access the selection screen where you can select specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Post statuses filter, only post statuses you select appear in the report.

Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

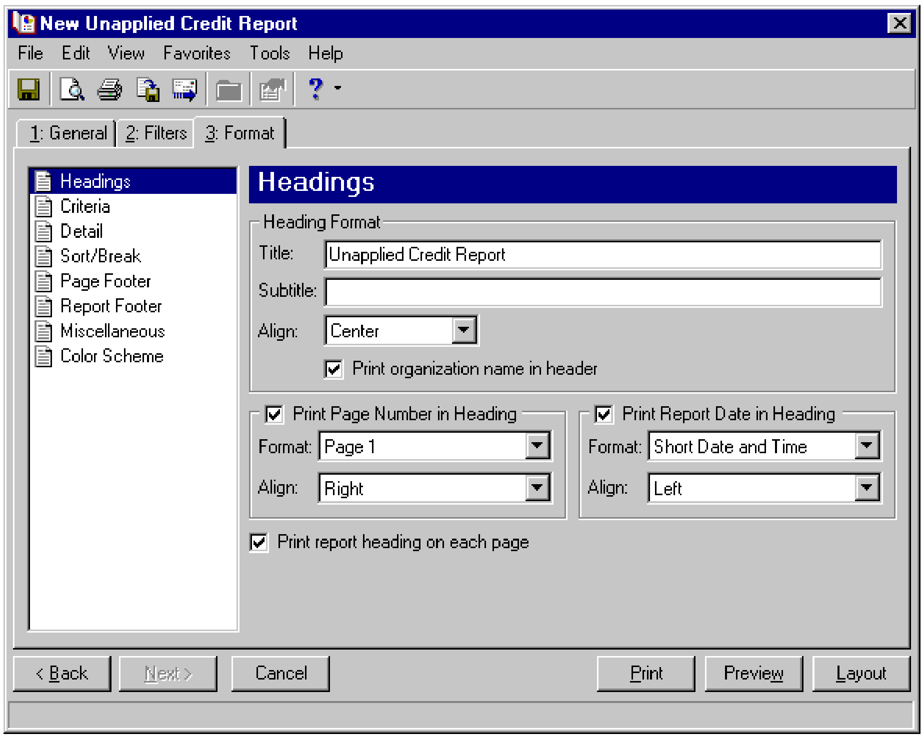
Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Format Tab

On the Format tab, you specify how the report looks. A description of each formatting option is provided.

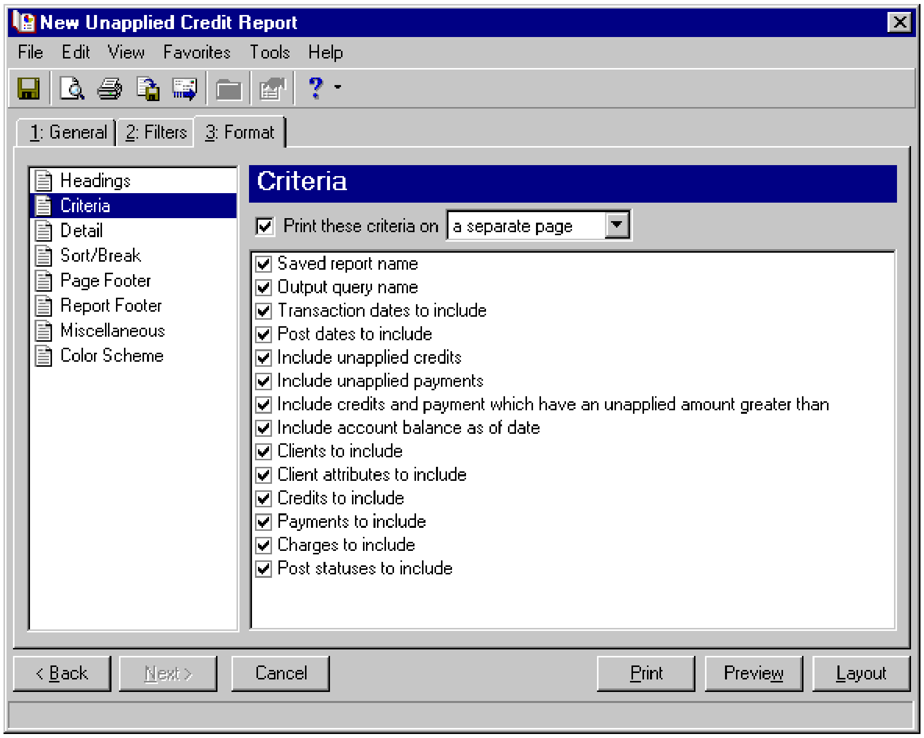
Note: The heading defaults to Unapplied Credit Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print on the report.

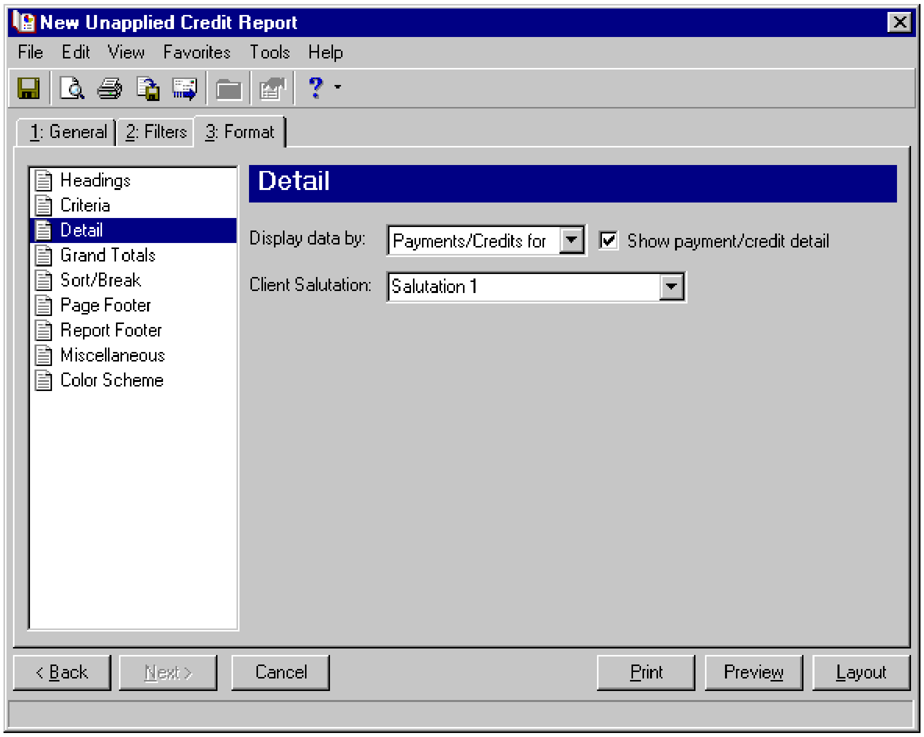
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



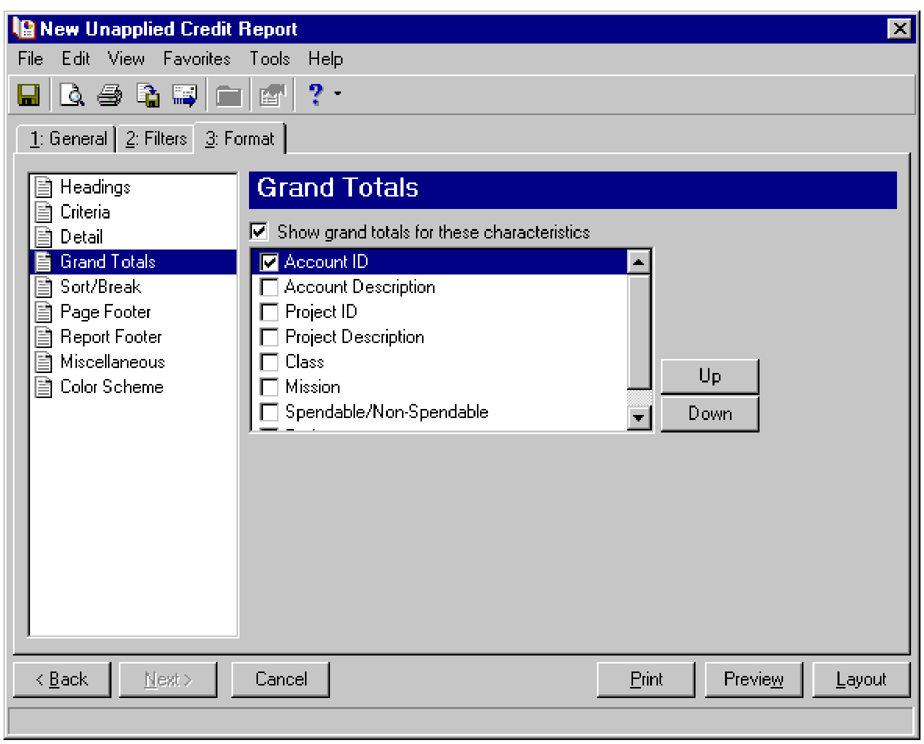
Detail. Use **Detail** to select details specific to the Unapplied Credit Report.

In the **Display data by** field, you which data to appear in the first column of the report. You can select Payments/Credits or Payments/Credits by. You can mark **Show payment/credit detail** to include details of payments and credits.

In the **Client Salutation** field, select how to display client names on the report. Salutations are defined in *Configuration*.



Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear. You can use the **Up** and **Down** buttons to order the characteristics to appear on the report.



Note: To have one line per transaction on the report, do not select any sorting categories or options in the sort grid.

Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information.

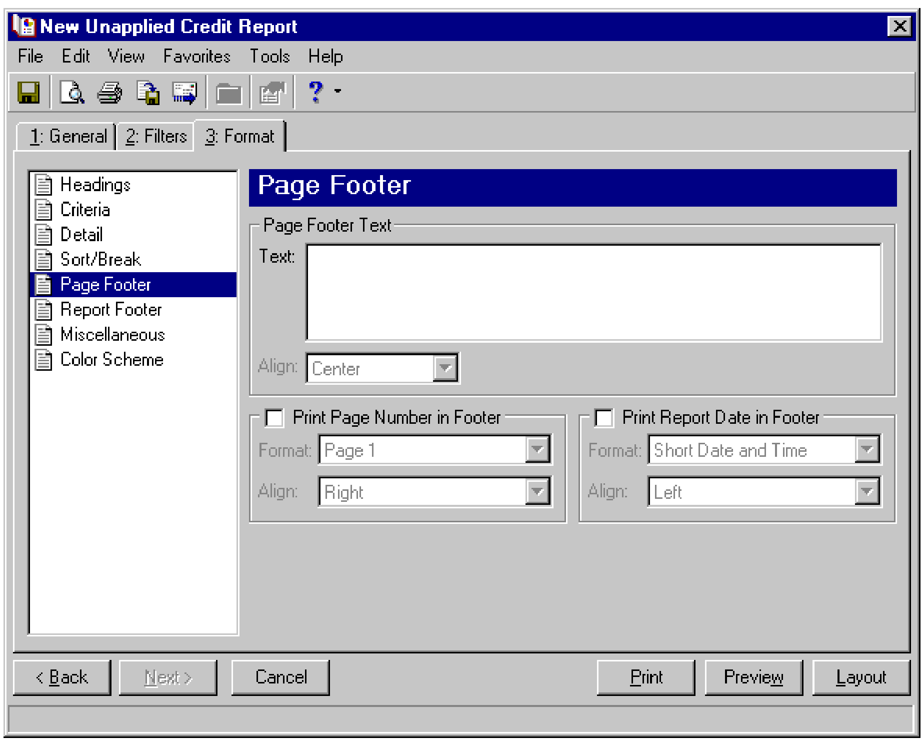
To order the information, you can select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category.

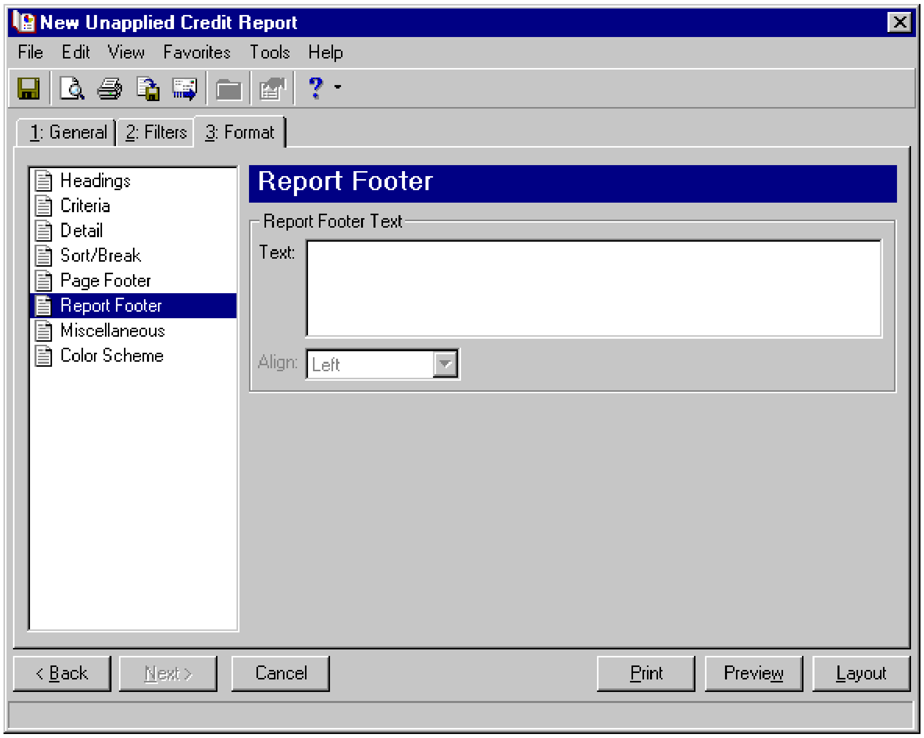
In the **Text before value** and **Text after value** fields, you can enter up to 30 characters to print directly before and after the value for the selected sorting category.

To print the number or percentage for the selected category in the footer, mark **Print count per** or **Print count as a percentage of total** for the selected sorting category. To start the selected sorting category on a new page, mark **Page break on each new**.

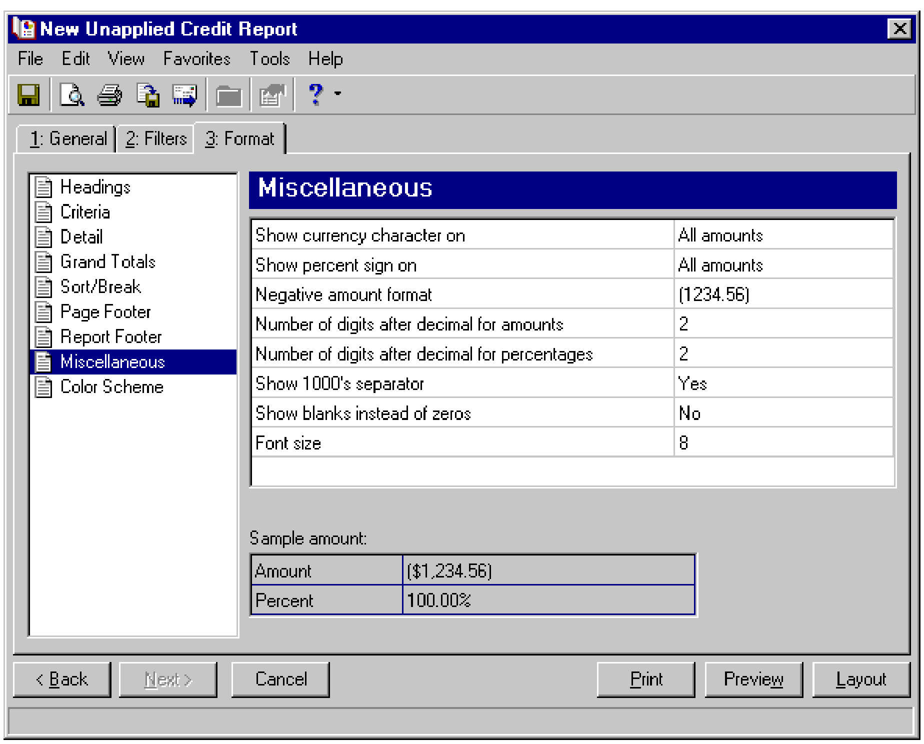
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



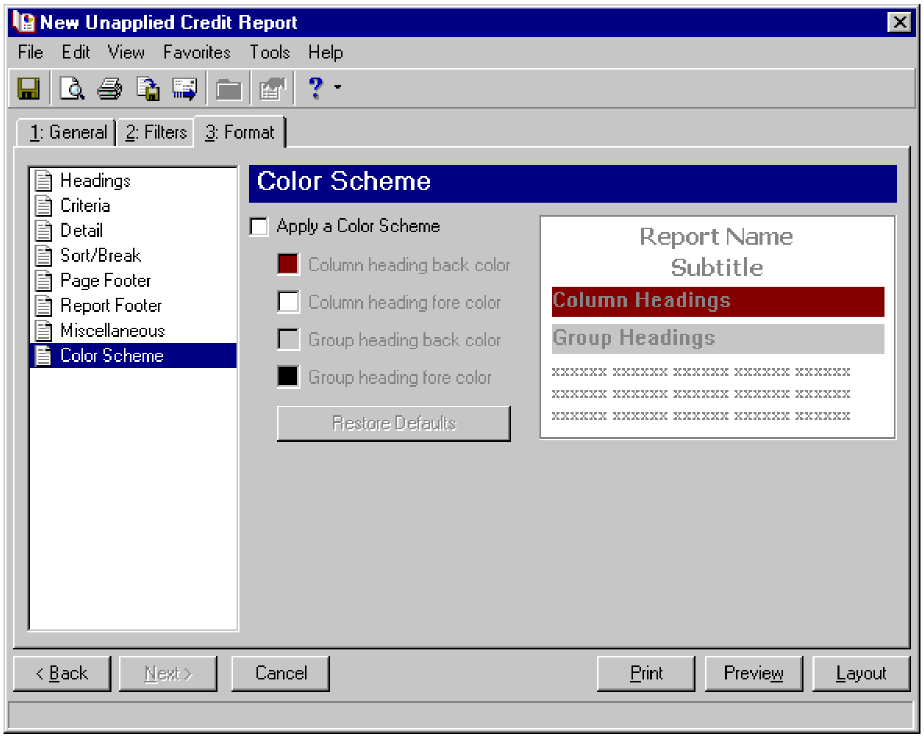
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and set the font size.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



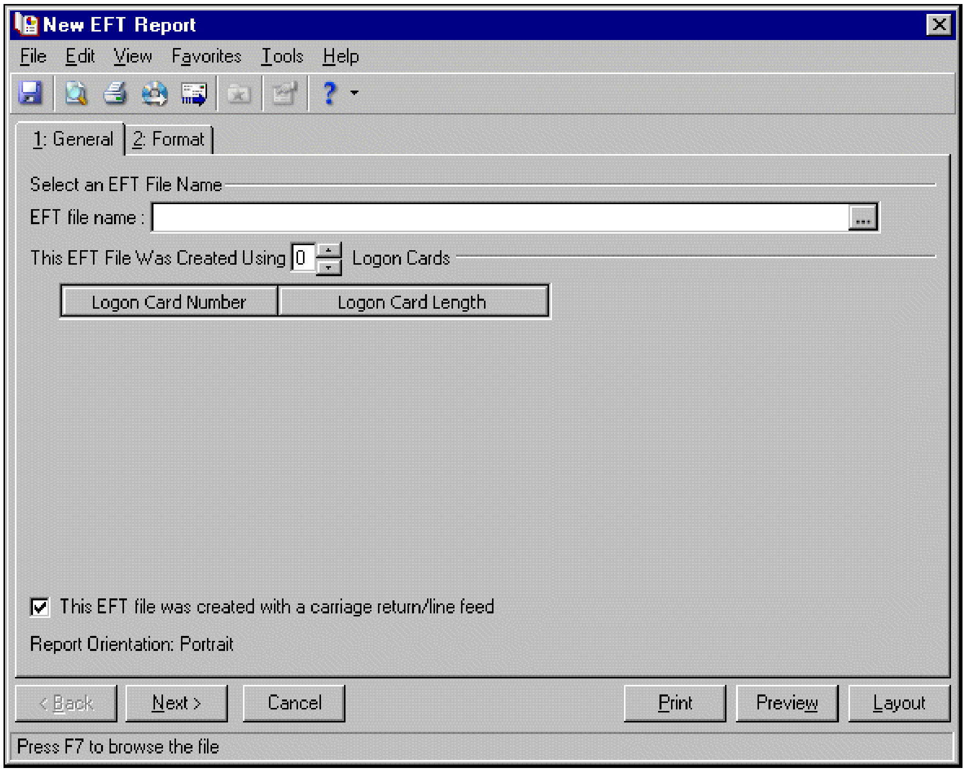
EFT Report

The EFT Report provides a detailed view of any EFT files created from ***Accounts Receivable***. You can use this report to review and archive payroll EFT transactions for your school.

The EFT Report has tabs on which you set parameters: General and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a report in Accounts Receivable” on page 10.

General Tab

On the General tab, define parameters and select information to include in the report.



Select an EFT File Name. In the **Select an EFT File Name** frame, enter the name of the EFT file or click the binoculars to search for the file to include in the report.

Note: Click **Preview** at any time to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

This EFT File Was Created Using [ ] Logon Cards. If logon cards were used to create the EFT file, in this field, select the number of cards.

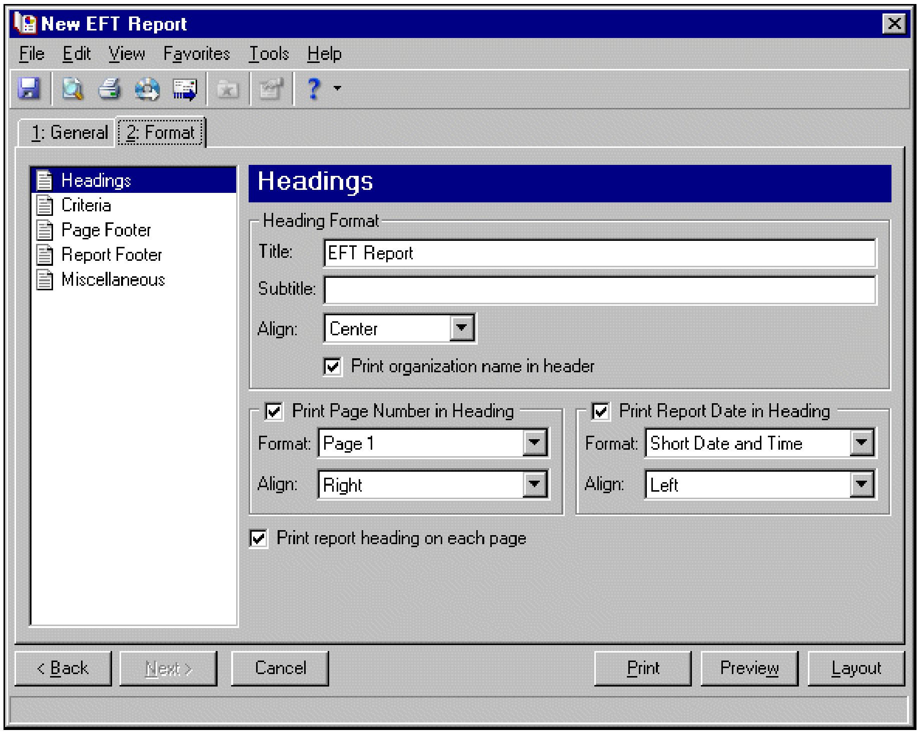
This EFT file was created using a carriage return/line feed. If the EFT file was created using a carriage return or line feed, mark the checkbox.

Format Tab

On the Format tab, you select how the report will look. The list on the left of the screen displays formatting options for the EFT Report. When you select an item in the list, the right side of the screen displays selections for that section of the report.

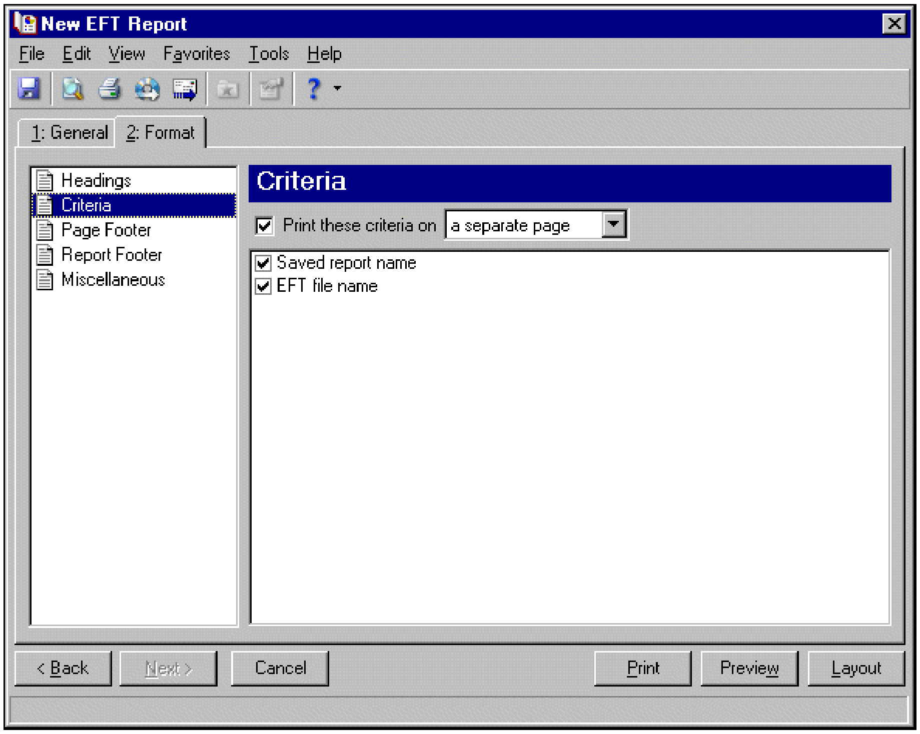
Note: The heading defaults to EFT Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how to align the heading and whether to include your organization's name in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

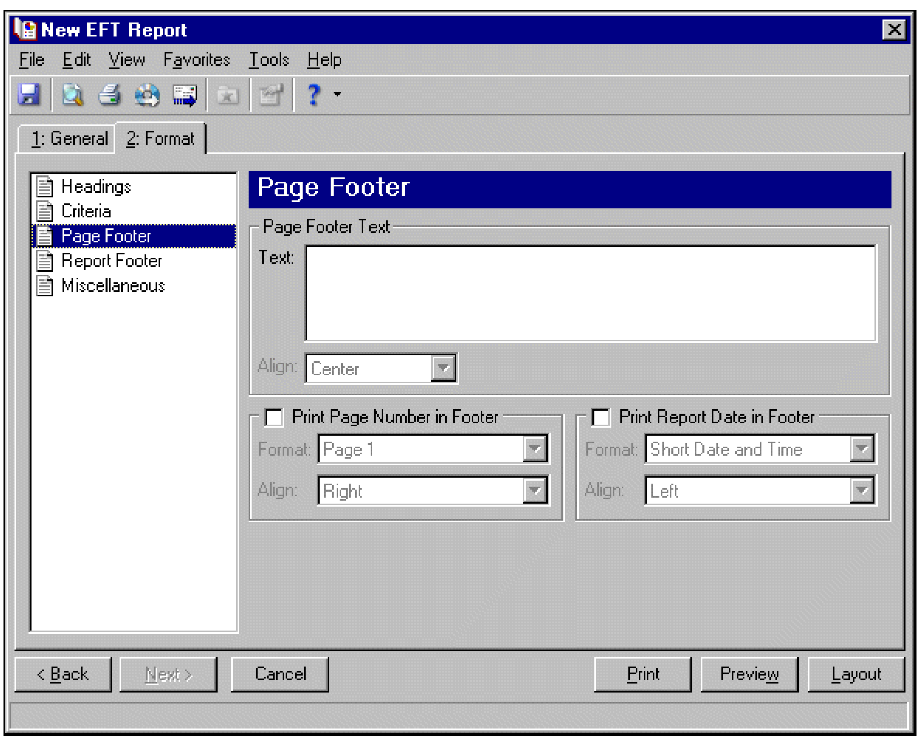


Note: The program automatically selects all criteria. Unmark the checkbox for any criteria that should not print on the report.

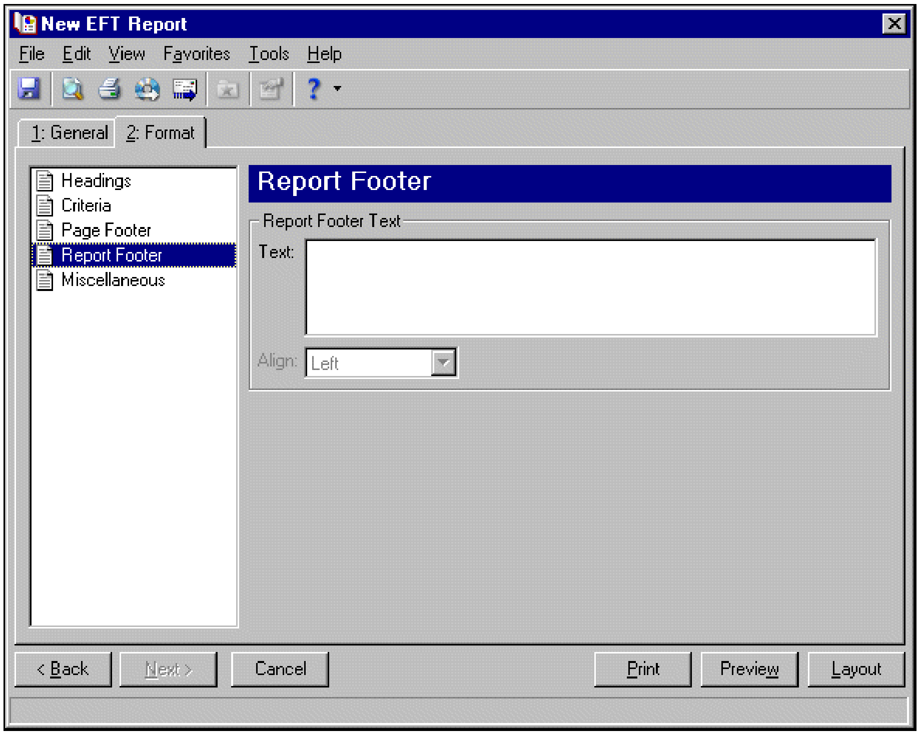
Criteria. Use **Criteria** to print data to help you remember the criteria you use to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



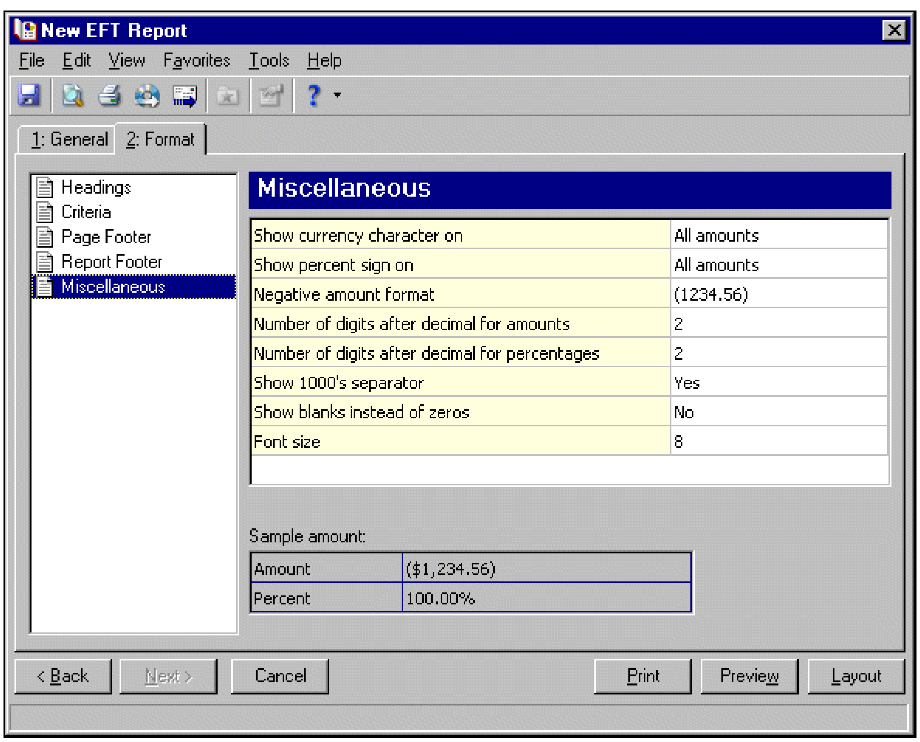
Page Footer. Use **Page Footer** to enter a maximum of 254 characters in the page footer and select how to align the text. You can include the page number and date in the footer.



Report Footer. Use **Report Footer** to enter a maximum of 254 characters in the report footer and select how to align the text. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how numbers appear on the report and to set the font size.



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