

# The**Financial**Edge™

Sample Reports Guide

## **091708**

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# General Ledger Reports

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# Chapter 1



# Account Reports

## Account Profile Report

The Account Profile Report provides a summary of your organization's accounts. You can view such information as activity, account attributes, defaults, budgets, and history of changes in the Account Profile Report.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include the following account information: **Attributes, Transaction codes, Notes**

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Account Codes (1030)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*





## Chart of Accounts Report

The Chart of Accounts Report lists general ledger accounts. This report displays additional general account information such as categories, attributes, active/inactive status, and segment values.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Use chart template (01) at level (4)**

**Include inactive accounts (Yes)**

**Report orientation:** (Landscape)

#### Filters tab

**Include:** Selected Funds (01)

**Include:** Selected Categories (Asset)

#### Columns tab

**New Columns:** Account Level, Class

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Chart of Accounts Report

	<u>Account Level</u>	<u>Class</u>
<b>Assets</b>		
Current Assets		
Cash & Cash Equivalents		
01-1000-00 Operating Cash Account	01-1000-00	01-1000-00
001-1040-00 Student Billing/AR	01-1030-00	01-1030-00
Cash 01-1050-00 Petty Cash	01-1040-00	01-1040-00
01-1199-00 Accounts Receivable	01-1050-00	01-1050-00
	01-1199-00	01-1199-00
Total Cash & Cash Equivalents		
Accounts Receivable		
01-1300-00 Grants Receivable	01-1300-00	01-1300-00
01-1400-00 Allowance for Doubtful Account	01-1400-00	01-1400-00
01-1450-00 Interest Receivable	01-1450-00	01-1450-00
01-1500-00 Advances	01-1500-00	01-1500-00
01-1550-00 Pledges Receivable	01-1550-00	01-1550-00
Total Accounts Receivable		
Total Current Assets		
Other Assets		
Fixed Assets		
01-1800-00 Land & Improvements	01-1800-00	01-1800-00
01-1810-00 Buildings	01-1810-00	01-1810-00
01-1840-00 Vehicles	01-1840-00	01-1840-00
01-1850-00 Equipment & Furniture	01-1850-00	01-1850-00
01-1870-00 Accumulated Depreciation	01-1870-00	01-1870-00
Total Fixed Assets		
Investments		
01-1910-00 Securities	01-1910-00	01-1910-00
01-1950-00 Long-Term Investments	01-1950-00	01-1950-00
Total Investments		
Total Other Assets		

## Chart Validation Report

The Chart Validation Report lists any missing or duplicate accounts for a chart template. We highly recommend you run this report before running financial statements to make sure the chart template includes the correct accounts. Chart templates are established in *Visual Chart Organizer*.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Use chart template (01)

Check for duplicate accounts (Yes)

Include separate section for each fund (Yes)

Report orientation: (Landscape)

#### Columns tab

New Columns: Account Level, Class

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Chart Validation Report****Fund 01 - Operating Fund****Missing Accounts**

Account Number	Description
01-1200-00	Tuition Receivable-Default
01-2500-00	Advance Deposits Payable-Default
01-2600-00	
01-4050-04	Tuition Revenue-Students
01-5300-04	Financial Aid-Students
01-5900-00	
01-8000-00	Realized Gains
01-8250-00	Realized Losses



## Fund Profile Report

The Fund Profile Report lists the characteristics of funds, the history of changes, and other fund-related information.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include these report sections: **Transaction requirements**, **History of changes**, **Interfund accounts**, **Notes**

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Funds (01)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Fund Profile Report

### Fund 01 - Operating Fund

*Net assets account:* 01-3000-00

*Beginning balance:* Beginning balances entered as of 01/01/2000 are locked.

### Transaction Requirements

*Class:* Preserve Details during Close; Require to Balance; Require on All Accounts; Default is Unrestricted Net Assets

*Projects:* Preserve Details during Close; Require on Income Statement Accounts; Default is 9999

*Transaction Code:* (Transaction Codes 1); Preserve Details during Close; Require on Income Statement Accounts; Default is None

(Transaction Codes 2); Preserve Details during Close; Require on Income Statement Accounts; Default is Spendable

*Segment:* (Department)

### History of Changes

Characteristic	Item Changed	New Setting	Changed On	Changed By
Projects	Net Assets Account	01-3000-00	01/09/2002	Supervisor
Projects	Preserve Details during Close	Checked	01/08/2002	Supervisor
Mission	Require on Accounts Specified	Income Statement Accounts	01/08/2002	Supervisor
Spendable/Non-Spendable	Require on Accounts Specified	Income Statement Accounts	01/08/2002	Supervisor

### Interfund Accounts

Single Account	Description
01-7000-03	Transfers-Program Services

## General Ledger Report

The General Ledger Report provides transaction activity by account for a range of accounting periods you select. Depending on the level of information you need, you can run this report in summary or detail.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include accounts from this chart template: **Template:** (<Include all accounts>)

Include account activity as of this date: **Date** (Include all dates)

**Include encumbrance transactions** (No)

**Exclude accounts with zero beginning balances and no activity** (Yes)

**Exclude accounts with no activity** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Accounts (01-1200-00)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** Show distribution for these characteristics: **Class**

**Show transaction total** (Yes)

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Trial Balance Report

The Trial Balance Report lists each account balance and indicates whether the total amount of debits equals the total amount of credits. You can use this report to reconcile accounts at the end of each accounting period.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Balance)

Include transactions with post dates in this range: **Date** (<Specific fiscal year>), **Fiscal year** (2002)

**Include only accounts from this chart template** [ ] (No)

**Exclude accounts with a zero beginning balance and no activity** (Yes)

**Exclude accounts with no activity** (Yes)

**Include these transaction types:** (Regular)

#### Filters tab

Include: Selected Funds (03)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show distribution by** (No distribution)

**Show account category totals** (Yes)

**Show worksheet adjustments column** (Yes)

**Show net change column** (Yes)

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc. Trial Balance Report

Account Number	Description	Beginning Balance	01/01/2002 to 12/31/2002		Net Change	Ending Balance	Worksheet Adjustments	
			Total Debits	Total Credits			Debits	Credits
03-1100-00	Cash	\$680,975.00	\$0.00	\$0.00	\$0.00	\$680,975.00		
03-1920-00	Investments	\$1,737,307.00	\$100,000.00	\$0.00	\$100,000.00	\$1,837,307.00		
03-3000-00	Net Assets	\$0.00	\$0.00	\$100,000.00	(\$100,000.00)	(\$100,000.00)		
03-4300-00	Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
03-4310-00	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
03-4320-00	Dividends	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
03-4330-00	Realized Gain/Loss	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
03-4340-00	Unrealized Gain/Loss	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
03-4350-00	Royalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
03-5820-00	Management Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
03-7000-00	Transfers-Default	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>GRAND TOTALS:</b>		\$2,418,282.00	\$100,000.00	\$100,000.00	\$0.00	\$2,418,282.00		
Account Category		Debit Balance		Credit Balance				
Total Assets		\$100,000.00						
Total Liabilities				\$0.00				
Total Net Assets				\$100,000.00				
Total Revenues				\$0.00				
Total Expenses		\$0.00						
Total Gifts				\$0.00				
Total Transfers		\$0.00						
Total Gains				\$0.00				
Total Losses		\$0.00						
Net Surplus/(Deficit)		\$0.00						

## Working Capital Schedule

The Working Capital Schedule identifies the working capital available to your organization for day-to-day activities. This report subtracts aggregate current liabilities from aggregate current assets.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Include accounts with a zero balance** (Yes)

**Include inactive accounts** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Funds (01)

#### Columns tab

No columns added

#### Multiple Column Headings tab

No multiple column headings selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

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**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Working Capital Schedule

		Previous Year	This Year	Change in Working Capital
<b>CURRENT ASSETS</b>				
01-1000-00	Operating Cash Account	\$595,355.65	\$4,303,241.13	\$3,707,885.48
01-1040-00	Student Billing/AR Cash	(\$18,960.01)	\$571,260.28	\$590,220.29
01-1050-00	Petty Cash	\$246,437.00	\$403,942.59	\$157,505.59
01-1200-00	Tuition Receivable-Default	\$0.00	\$220,985.00	\$220,985.00
01-1300-00	Grants Receivable	\$3,767.00	\$29,528.45	\$25,761.45
01-1400-00	Less: Allowance for Doubtful Account	\$0.00	\$992,895.00	\$992,895.00
01-1450-00	Interest Receivable	\$0.00	(\$2,305.00)	(\$2,305.00)
01-1500-00	Advances	\$0.00	\$13,975.00	\$13,975.00
01-1550-00	Pledges Receivable	\$4,394,277.48	\$8,788,554.96	\$4,394,277.48
01-1910-00	Securities	\$0.00	\$708,237.00	\$708,237.00
<b>TOTAL CURRENT ASSETS</b>		<b>\$205,300.00</b>	<b>\$596,050.00</b>	<b>\$390,750.00</b>
		<b>\$5,426,177.12</b>	<b>\$16,630,974.41</b>	<b>\$11,204,797.29</b>
<b>CURRENT LIABILITIES</b>				
01-2000-00	Accounts Payable			
01-2020-00	Accounts Payable Encumbrance-Default	\$5,808.50	\$2,897,679.20	\$2,891,870.70
01-2150-00	Federal Withholding Payable	\$0.00	\$952,837.00	\$952,837.00
01-2170-00	FICA Payable	\$0.00	\$27,890.00	\$27,890.00
01-2400-00	Grants Payable	\$0.00	\$14,922.00	\$14,922.00
01-2450-00	Accrued Interest	\$0.00	\$72,005.00	\$72,005.00
01-2500-00	Advance Deposits Payable-Default	\$4,394,277.48	\$8,811,544.96	\$4,417,267.48
		\$4,250.00	\$9,969.11	\$5,719.11
01-2975-00	Due to Other Funds	\$12,699.45	\$25,156.02	\$12,456.57
<b>TOTAL CURRENT LIABILITIES</b>		<b>\$25,000.00</b>	<b>\$916,225.00</b>	<b>\$891,225.00</b>
		<b>\$4,442,035.43</b>	<b>\$13,728,228.29</b>	<b>\$9,286,192.86</b>
<b>AVAILABLE WORKING CAPITAL</b>				
		<b>\$984,141.69</b>	<b>\$2,902,746.12</b>	<b>\$1,918,604.43</b>

# Allocation Reports

## Fee Schedule Profile

The Fee Schedule Profile provides management fee tables and calculation rules for investment accounts used to calculate investment fees. A fee schedule is a list of amounts or percentages applied against account balances to determine an amount or fee to calculate.

## Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

### General tab

**Report orientation:** (Landscape)

### Filters tab

No filters selected

### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Fee Schedule Profile

### Investments - Management Fee for Investments

*Fee amount:* Calculate the amount using the fee table

From	To	Fixed Amount	Investment Manager Fee (%)	Investment Management Fee (%)	Minimum Fee	Maximum Fee
\$0.00	\$100,000.00		5.00 %			
\$100,000.01			3.00 %			

*Divide the balance based on these ranges and apply all relevant fees to each portion of the balance:* Yes

*Post minimum fee to accounts associated with:* Fixed Amount

*Maximum fee:* No

## Pool Profile Report

The Pool Profile Report provides the allocation basis, pool accounts, and source and destination accounts used to calculate allocation amounts. An allocation pool is a set of entities used to determine relative balances used in the allocation process. Pools can consist of accounts, projects, classes, transactions codes, transactions attributes, account attributes, or project attributes.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include these pool sections: **Line items**

Include these line item sections: **Accounts, Filters**

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Pools (Investments)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Pool Profile Report

### Pool Investments - Investment Pool for Interest Income and Management Fees

*Basis:* Project  
*Details:* Define detail once for all line items

#### Line 1, 1003 - Everett Grant

Account Number	Account Description
03-1920-00	Investments

*Default fee schedule:* Investments - Management Fee for Investments

Distribution Type	Source Account	Destination Account
Indirect Allocation (Expense) - Fixed Amount Fee	03-5820-00	03-1920-00
Indirect Allocation (Expense) - Investment Management Fee	03-5820-00	03-1920-00
Indirect Allocation (Expense) - Investment Manager Fee	03-5820-00	03-1920-00
Indirect Allocation (Income) - Interest	03-1920-00	03-4310-00
Indirect Allocation (Income) - Royalties	03-1920-00	03-4350-00
Indirect Allocation (Income) - Dividends	03-1920-00	03-4320-00
Indirect Allocation (Income) - Realized Gains	03-1920-00	03-4330-00
Indirect Allocation (Income) - Unrealized Gains	03-1920-00	03-4340-00
Indirect Allocation (Misc.)	03-1920-00	03-4340-00

#### Line 2, 1006 - Lewis Grant

Account Number	Account Description
03-1920-00	Investments

*Default fee schedule:* Investments - Management Fee for Investments

Distribution Type	Source Account	Destination Account
Indirect Allocation (Expense) - Fixed Amount Fee	03-5820-00	03-1920-00
Indirect Allocation (Expense) - Investment Management Fee	03-5820-00	03-1920-00
Indirect Allocation (Expense) - Investment Manager Fee	03-5820-00	03-1920-00
Indirect Allocation (Income) - Interest	03-1920-00	03-4310-00
Indirect Allocation (Income) - Royalties	03-1920-00	03-4350-00
Indirect Allocation (Income) - Dividends	03-1920-00	03-4320-00
Indirect Allocation (Income) - Realized Gains	03-1920-00	03-4330-00
Indirect Allocation (Income) - Unrealized Gains	03-1920-00	03-4340-00
Indirect Allocation (Misc.)	03-1920-00	03-4340-00

#### Line 3, 1007 - Robertson Grant

Account Number	Account Description
03-1920-00	Investments

# Budget Reports

## Budget Adjustments Journal

The Budget Adjustments Journal lists adjustments to account and project budgets for a time period you select. It can include the dates adjustments were made and who made the adjustments.

You can include adjustments made on a certain date or within a date range, and you can select a budget scenario. You can filter this report in several ways.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Show budget adjustments for: **Scenario ID** (00)

Include adjustments in this date range: **Date** (Last fiscal year)

**Show:** (Account budgets)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc. Budget Adjustments Journal

Account Number	Period	Date Entered	Entered By	Adjustment
01-5100-03	1	02/14/2002	Supervisor	\$2,708.33
01-5100-03	2	02/14/2002	Supervisor	\$2,708.33
01-5100-03	3	02/14/2002	Supervisor	\$2,708.33
01-5100-03	4	02/14/2002	Supervisor	\$2,708.33
01-5100-03	5	02/14/2002	Supervisor	\$2,708.33
01-5100-03	6	02/14/2002	Supervisor	\$2,708.33
01-5100-03	7	02/14/2002	Supervisor	\$2,708.33
01-5100-03	8	02/14/2002	Supervisor	\$2,708.33
01-5100-03	9	02/14/2002	Supervisor	\$2,708.33
01-5100-03	10	02/14/2002	Supervisor	\$2,708.33
01-5100-03	11	02/14/2002	Supervisor	\$2,708.33
01-5100-03	12	02/14/2002	Supervisor	\$2,708.37
01-5100-02	9	02/14/2002	Supervisor	\$8,125.00
01-5100-02	10	02/14/2002	Supervisor	\$8,125.00
01-5100-02	11	02/14/2002	Supervisor	\$8,125.00
01-5100-02	12	02/14/2002	Supervisor	\$8,125.00
01-5150-02	9	02/14/2002	Supervisor	\$600.00
01-5150-02	10	02/14/2002	Supervisor	\$600.00
01-5150-02	11	02/14/2002	Supervisor	\$600.00
01-5150-02	12	02/14/2002	Supervisor	\$600.00
01-5250-02	9	02/14/2002	Supervisor	\$550.00
01-5250-02	11	02/14/2002	Supervisor	\$550.00
01-5490-02	9	02/14/2002	Supervisor	\$600.00
01-5490-02	11	02/14/2002	Supervisor	\$600.00
01-5100-01	1	02/19/2002	jeff	\$26,134.31
01-5100-01	2	02/19/2002	jeff	(\$11,433.33)
01-5100-01	3	02/19/2002	jeff	(\$13,865.69)
01-5100-01	4	02/19/2002	jeff	\$28,566.67
01-5100-01	5	02/19/2002	jeff	(\$13,867.15)
01-5100-01	6	02/19/2002	jeff	(\$11,433.33)
01-5100-01	7	02/19/2002	jeff	\$26,132.85
01-5100-01	8	02/19/2002	jeff	(\$11,433.33)
01-5100-01	9	02/19/2002	jeff	(\$13,867.15)
01-5100-01	10	02/19/2002	jeff	\$28,566.67
01-5100-01	11	02/19/2002	jeff	(\$13,867.15)
01-5100-01	12	02/19/2002	jeff	(\$11,433.37)

## Budget Adjustments Report

The Budget Adjustments Report lists adjustments to account and project budgets. This report includes original budget information with adjustments and final budget information.

You can select a budget scenario, include accounts and projects with no adjustments, and format the report. You can filter this report in several ways.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Show budget adjustments for: **Scenario ID** (00); **Fiscal year** (Last fiscal year)

**Show:** (Account budgets)

**Include accounts with no adjustments** (No)

**Report format:** (Detail)

**Totals:** (Annual)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Account Attributes (Budget Manager: Bill Smith)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Budget Adjustments Report

Date Entered	Entered By	Period	Amount	Reason
<b>01-5100-01 - Salaries-Administration</b>			\$151,800.00	Original Budget
06/07/2002	jeff	1	\$26,134.31	Test
06/07/2002	jeff	2	(\$11,433.33)	Test
06/07/2002	jeff	3	(\$13,865.69)	Test
06/07/2002	jeff	4	\$28,566.67	Test
06/07/2002	jeff	5	(\$13,867.15)	Test
06/07/2002	jeff	6	(\$11,433.33)	Test
06/07/2002	jeff	7	\$26,132.85	Test
06/07/2002	jeff	8	(\$11,433.33)	Test
06/07/2002	jeff	9	(\$13,867.15)	Test
06/07/2002	jeff	10	\$28,566.67	Test
06/07/2002	jeff	11	(\$13,867.15)	Test
06/07/2002	jeff	12	(\$11,433.37)	Test
			\$160,000.00	<i>Adjusted Budget</i>
<b>01-5100-02 - Salaries-Development</b>			\$304,275.00	Original Budget
06/07/2002	Supervisor	9	\$8,125.00	Employee Position Addition
06/07/2002	Supervisor	10	\$8,125.00	Employee Position Addition
06/07/2002	Supervisor	11	\$8,125.00	Employee Position Addition
06/07/2002	Supervisor	12	\$8,125.00	Employee Position Addition
			\$336,775.00	<i>Adjusted Budget</i>
<b>01-5100-03 - Salaries-Program Services</b>			\$216,980.00	Original Budget
06/07/2002	Supervisor	1	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	2	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	3	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	4	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	5	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	6	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	7	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	8	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	9	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	10	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	11	\$2,708.33	Employee Position Addition
06/07/2002	Supervisor	12	\$2,708.37	Employee Position Addition
			\$249,480.00	<i>Adjusted Budget</i>

## Budget Distribution Report

The Budget Distribution Report lists budget distributions for account and project budgets for a time period you select. You can include budget and account notes on this report. You can also include percentages and accounts with zero budgets.

You can select a budget scenario and include accounts with no zero budgets. You can filter this report in several ways.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Show budget details for: **Scenario ID:** (00)

Include budgets in this date range: **Date:** (Last fiscal year)

**Show:** (Account budgets)

**Include budget adjustments** (No)

**Include accounts with zero budgets** (No)

**Include budget notes** (No)

**Include account notes** (No)

**Include percentages** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Account Attributes (Budget Manager: Bill Smith)

Include: Selected Department(s) (01)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Budget Distribution Report

### 01-5100-01 - Salaries-Administration Expense

Fiscal Year	Period	Start Date	End Date	Budget Amount	% of fiscal year budget
2001	1	01/01/2001	01/31/2001	\$13,865.69	8.67 %
2001	2	02/01/2001	02/28/2001	\$11,433.33	7.15 %
2001	3	03/01/2001	03/31/2001	\$13,865.69	8.67 %
2001	4	04/01/2001	04/30/2001	\$11,433.33	7.15 %
2001	5	05/01/2001	05/31/2001	\$13,867.15	8.67 %
2001	6	06/01/2001	06/30/2001	\$11,433.33	7.15 %
2001	7	07/01/2001	07/31/2001	\$13,867.15	8.67 %
2001	8	08/01/2001	08/31/2001	\$11,433.33	7.15 %
2001	9	09/01/2001	09/30/2001	\$13,867.15	8.67 %
2001	10	10/01/2001	10/31/2001	\$11,433.33	7.15 %
2001	11	11/01/2001	11/30/2001	\$13,867.15	8.67 %
2001	12	12/01/2001	12/31/2001	\$11,433.37	7.15 %
				<hr/> \$151,800.00	<hr/> 94.88 %

### 01-5460-01 - Printing-Administration Expense

Fiscal Year	Period	Start Date	End Date	Budget Amount	% of fiscal year budget
2001	1	01/01/2001	01/31/2001	\$205.00	8.20 %
2001	2	02/01/2001	02/28/2001	\$183.33	7.33 %
2001	3	03/01/2001	03/31/2001	\$169.99	6.80 %
2001	4	04/01/2001	04/30/2001	\$215.25	8.61 %
2001	5	05/01/2001	05/31/2001	\$275.66	11.03 %
2001	6	06/01/2001	06/30/2001	\$175.49	7.02 %
2001	7	07/01/2001	07/31/2001	\$192.50	7.70 %
2001	8	08/01/2001	08/31/2001	\$183.33	7.33 %
2001	9	09/01/2001	09/30/2001	\$222.00	8.88 %
2001	10	10/01/2001	10/31/2001	\$200.51	8.02 %
2001	11	11/01/2001	11/30/2001	\$245.74	9.83 %
2001	12	12/01/2001	12/31/2001	\$231.20	9.25 %
				<hr/> \$2,500.00	<hr/> 100.00 %

# Financial Statements

## Balance Sheet

The Balance Sheet reflects your organization's financial position at a specific moment in time. It reports on balances for all asset, liability, and net asset accounts as of a specific date or as of the end of a selected fiscal period.

This sample balance sheet shows individual balances for each fund and totals for all three funds.

## Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

### General tab

**Use chart template (01) at level (2)**

**Include accounts with zero balances (Yes)**

**Include inactive accounts (Yes)**

**Report orientation:** (Landscape)

### Filters tab

No filters selected

### Columns tab

**Headings:** Operating, Temporarily Restricted, Endowed, Total

**Formula:** Account Number, Account Description, {Actual}, {Actual}, {Actual}, {Column 3} + {Column 4} + {Column 5}

### Multiple Column Headings tab

No multiple column headings selected

### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Indent totals when statement only contains one amount column (No)**

**Print change in net assets (No)**

**Print net assets for encumbrance on a separate line (No)**

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Balance Sheet

		Operating	Temporarily Restricted	Endowed	Total
<b>Assets</b>					
Current Assets					
Cash & Cash Equivalents					
01-1000-00	Operating Cash Account	\$3,812,196.92	\$0.00	\$0.00	\$3,812,196.92
01-1040-00	Student Billing/AR Cash	\$580,772.39	\$0.00	\$0.00	\$580,772.39
01-1050-00	Petty Cash	\$403,942.59	\$0.00	\$0.00	\$403,942.59
01-1200-00	Tuition Receivable-Default	\$220,985.00	\$0.00	\$0.00	\$220,985.00
02-1000-00	Operating Cash Account	\$13,046.45	\$0.00	\$0.00	\$13,046.45
02-1050-00	Petty Cash	\$0.00	\$1,250,765.00	\$0.00	\$1,250,765.00
02-1100-00	Savings	\$0.00	\$97,025.00	\$0.00	\$97,025.00
03-1100-00	Cash	\$0.00	\$209,875.00	\$0.00	\$209,875.00
		\$0.00	\$0.00	\$680,975.00	\$680,975.00
Total Cash & Cash Equivalents		\$5,030,943.35	\$1,557,665.00	\$680,975.00	\$7,269,583.35
Accounts Receivable					
01-1300-00	Grants Receivable	\$992,895.00	\$0.00	\$0.00	\$992,895.00
01-1400-00	Less: Allowance for Doubtful Account	(\$2,305.00)	\$0.00	\$0.00	(\$2,305.00)
01-1450-00	Interest Receivable	\$13,975.00	\$0.00	\$0.00	\$13,975.00
01-1500-00	Advances	\$4,394,277.48	\$0.00	\$0.00	\$4,394,277.48
01-1550-00	Pledges Receivable	\$708,237.00	\$0.00	\$0.00	\$708,237.00
02-1300-00	Grants Receivable	\$0.00	\$1,240,269.00	\$0.00	\$1,240,269.00
02-1400-00	Less: Allowance for Doubtful Account	\$0.00	(\$875.00)	\$0.00	(\$875.00)
02-1450-00	Interest Receivable	\$0.00	\$5,600.00	\$0.00	\$5,600.00
02-1500-00	Advances	\$0.00	\$1,050.00	\$0.00	\$1,050.00
02-1550-00	Pledges Receivable	\$0.00	\$1,109,500.00	\$0.00	\$1,109,500.00
02-1650-00	Deposits	\$0.00	\$27,890.00	\$0.00	\$27,890.00
Total Accounts Receivable		\$6,111,689.48	\$2,385,184.00	\$0.00	\$8,496,873.48
Total Current Assets		\$11,142,632.83	\$3,942,849.00	\$680,975.00	\$15,766,456.83
Other Assets					
Prepaid Expenses					

## Community Services Inc. Balance Sheet

	Operating	Temporarily Restricted	Endowed	Total
02-1700-00 Prepaid Expenses	\$0.00	\$9,500.00	\$0.00	\$9,500.00
Total Prepaid Expenses	\$0.00	\$9,500.00	\$0.00	\$9,500.00
<b>Fixed Assets</b>				
01-1800-00 Land & Improvements	\$1,255,680.00	\$0.00	\$0.00	\$1,255,680.00
01-1850-00 Equipment & Furniture	\$374,900.00	\$0.00	\$0.00	\$374,900.00
01-1870-00 Less: Accumulated Depreciation	\$73,799.95	\$0.00	\$0.00	\$73,799.95
02-1800-00 Land & Improvements	\$0.00	\$405,900.00	\$0.00	\$405,900.00
02-1850-00 Equipment & Furniture	\$0.00	\$72,500.00	\$0.00	\$72,500.00
02-1870-00 Less: Accumulated Depreciation	\$0.00	(\$8,700.00)	\$0.00	(\$8,700.00)
Total Fixed Assets	\$1,556,780.05	\$487,100.00	\$0.00	\$2,043,880.05
<b>Investments</b>				
01-1910-00 Securities	\$496,050.00	\$0.00	\$0.00	\$496,050.00
01-1950-00 Long-Term Investments	\$182,912.00	\$0.00	\$0.00	\$182,912.00
02-1910-00 Securities	\$0.00	\$457,025.00	\$0.00	\$457,025.00
02-1950-00 Long-Term Investments	\$0.00	\$278,900.00	\$0.00	\$278,900.00
03-1920-00 Investments	\$0.00	\$0.00	\$1,737,307.00	\$1,737,307.00
Total Investments	\$678,962.00	\$735,925.00	\$1,737,307.00	\$3,152,194.00
Total Other Assets	\$2,235,742.05	\$1,232,525.00	\$1,737,307.00	\$5,205,574.05
<b>Total Assets</b>	<b>\$13,378,374.88</b>	<b>\$5,175,374.00</b>	<b>\$2,418,282.00</b>	<b>\$20,972,030.88</b>
<b>Liabilities and Net Assets</b>				
<b>Liabilities</b>				
Accounts Payable Liabilities				
01-2000-00 Accounts Payable	\$2,900,815.20	\$0.00	\$0.00	\$2,900,815.20
01-2020-00 Accounts Payable Encumbrance-Default	\$952,837.00	\$0.00	\$0.00	\$952,837.00
02-2000-00 Accounts Payable	\$0.00	\$205,970.00	\$0.00	\$205,970.00
02-2020-00 Accounts Payable Encumbrance-Default	\$0.00	\$165,420.00	\$0.00	\$165,420.00

## Community Services Inc. Balance Sheet

	Operating	Temporarily Restricted	Endowed	Total
Total Accounts Payable Liabilities	\$3,853,652.20	\$371,390.00	\$0.00	\$4,225,042.20
	\$27,890.00	\$0.00	\$0.00	\$27,890.00
	\$14,922.00	\$0.00	\$0.00	\$14,922.00
	\$42,812.00	\$0.00	\$0.00	\$42,812.00
01-2400-00 Grants Payable	\$72,005.00	\$0.00	\$0.00	\$72,005.00
01-2450-00 Accrued Interest	\$4,417,267.48	\$0.00	\$0.00	\$4,417,267.48
01-2500-00 Advance Deposits Payable-Default	\$9,969.11	\$0.00	\$0.00	\$9,969.11
02-2400-00 Grants Payable	\$18,798.11	\$0.00	\$0.00	\$18,798.11
02-2450-00 Accrued Interest	\$0.00	\$1,278,450.00	\$0.00	\$1,278,450.00
	\$0.00	\$556,575.00	\$0.00	\$556,575.00
Total Other Liabilities	\$4,518,039.70	\$1,835,025.00	\$0.00	\$6,353,064.70
Due To - Due From Liabilities				
01-2975-00 Due to Other Funds	\$916,225.00	\$0.00	\$0.00	\$916,225.00
02-2975-00 Due to Other Funds	\$0.00	\$367,534.00	\$0.00	\$367,534.00
Total Due To - Due From Liabilities	\$916,225.00	\$367,534.00	\$0.00	\$1,283,759.00
Total Liabilities	\$9,330,728.90	\$2,573,949.00	\$0.00	\$11,904,677.90
Net Assets				
01-3000-00 Net Assets	\$4,200,063.22	\$0.00	\$0.00	\$4,200,063.22
02-3000-00 Net Assets	\$0.00	\$2,660,815.00	\$0.00	\$2,660,815.00
03-3000-00 Net Assets	\$0.00	\$0.00	\$2,418,662.00	\$2,418,662.00
Total Net Assets	\$4,200,063.22	\$2,660,815.00	\$2,418,662.00	\$9,279,540.22
<b>Total Liabilities and Net Assets</b>	<b>\$13,378,374.88</b>	<b>\$5,175,374.00</b>	<b>\$2,418,282.00</b>	<b>\$20,972,030.88</b>

## Balance Sheet

The Balance Sheet reflects your organization's financial position at a specific moment in time. It reports on balances for all asset, liability, and net asset accounts as of a specific date or as of the end of a selected fiscal period.

This sample balance sheet shows actual balances for each asset, liability, and net asset account that was active or did not have a zero balance in 2001.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Use chart template (01) at level (4)**

**Include accounts with zero balances (No)**

**Include inactive accounts (No)**

**Create an output query of accounts (No)**

**Report orientation:** (Landscape)

#### Columns tab

Headings: Actual

Formula: Account Number, Account Description, {Actual}

#### Multiple Column Headings tab

No multiple column headings selected

#### Format tab

**Headings. Subtitle** (For FY2001)

**Criteria. Criteria** is left with the default selections for this sample report.

**Detail. Indent totals when statement only contains one amount column (No)**

**Print change in net assets (No)**

**Print net assets for encumbrance on a separate line (No)**

**Sort. Sort** is left with the default selections for this sample report.

**Page Footer. Page Footer** is left with the default selections for this sample report.

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme. Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Balance Sheet**  
For FY2001

<b>Assets</b>	<b>Actual</b>
<b>Current Assets</b>	
Cash & Cash Equivalents	
01-1000-00 Operating Cash Account	\$3,812,196.92
01-1040-00 Student Billing/AR Cash	\$580,772.39
01-1050-00 Petty Cash	\$403,942.59
01-1200-00 Tuition Receivable-Default	\$220,985.00
02-1000-00 Operating Cash Account	\$13,046.45
02-1050-00 Petty Cash	\$1,250,765.00
02-1100-00 Savings	\$97,025.00
03-1100-00 Cash	\$209,875.00
	\$680,975.00
Total Cash & Cash Equivalents	\$7,269,583.35
<b>Accounts Receivable</b>	
01-1300-00 Grants Receivable	\$992,895.00
01-1400-00 Less: Allowance for Doubtful Account	(\$2,305.00)
01-1450-00 Interest Receivable	\$13,975.00
01-1500-00 Advances	\$4,394,277.48
01-1550-00 Pledges Receivable	\$708,237.00
02-1300-00 Grants Receivable	\$1,240,269.00
02-1400-00 Less: Allowance for Doubtful Account	(\$875.00)
02-1450-00 Interest Receivable	\$5,600.00
02-1500-00 Advances	\$1,050.00
02-1550-00 Pledges Receivable	\$1,109,500.00
02-1650-00 Deposits	\$27,890.00
Total Accounts Receivable	\$8,496,873.48
Total Current Assets	\$15,766,456.83
<b>Other Assets</b>	

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**Community Services Inc.**  
**Balance Sheet**  
For FY2001

Page 2

	<u>Actual</u>
Prepaid Expenses	
02-1700-00    Prepaid Expenses	\$9,500.00
Total Prepaid Expenses	<u>\$9,500.00</u>
Fixed Assets	
01-1800-00    Land & Improvements	\$1,255,680.00
01-1850-00    Equipment & Furniture	\$374,900.00
01-1870-00    Less: Accumulated Depreciation	\$73,799.95
02-1800-00    Land & Improvements	\$405,900.00
02-1850-00    Equipment & Furniture	\$72,500.00
02-1870-00    Less: Accumulated Depreciation	(\$8,700.00)
Total Fixed Assets	<u>\$2,043,880.05</u>
Investments	
01-1910-00    Securities	\$496,050.00
01-1950-00    Long-Term Investments	\$182,912.00
02-1910-00    Securities	\$457,025.00
02-1950-00    Long-Term Investments	\$278,900.00
03-1920-00    Investments	\$1,737,307.00
Total Investments	<u>\$3,152,194.00</u>
Total Other Assets	<u>\$5,205,574.05</u>
<b>Total Assets</b>	<b><u>\$20,972,030.88</u></b>
<b>Liabilities and Net Assets</b>	
Liabilities	
Accounts Payable Liabilities	
01-2000-00    Accounts Payable	\$2,900,815.20
01-2020-00    Accounts Payable Encumbrance-Default	\$952,837.00
02-2000-00    Accounts Payable	\$205,970.00



**Community Services Inc.**  
**Balance Sheet**  
For FY2001

	<u>Actual</u>
02-2020-00 Accounts Payable Encumbrance-Default	\$165,420.00
Total Accounts Payable Liabilities	<u>\$4,225,042.20</u>
 Other Liabilities	 \$27,890.00
	<u>\$14,922.00</u>
	<u>\$42,812.00</u>
 01-2400-00 Grants Payable	 \$72,005.00
01-2450-00 Accrued Interest	\$4,417,267.48
01-2500-00 Advance Deposits Payable-Default	\$9,969.11
02-2400-00 Grants Payable	\$18,798.11
02-2450-00 Accrued Interest	\$1,278,450.00
	<u>\$556,575.00</u>
Total Other Liabilities	<u>\$6,353,064.70</u>
 Due To - Due From Liabilities	
01-2975-00 Due to Other Funds	\$916,225.00
02-2975-00 Due to Other Funds	\$367,534.00
Total Due To - Due From Liabilities	<u>\$1,283,759.00</u>
 Total Liabilities	<u>\$11,904,677.90</u>
 Net Assets	
01-3000-00 Net Assets	\$4,200,063.22
02-3000-00 Net Assets	\$2,660,815.00
03-3000-00 Net Assets	\$2,418,662.00
Total Net Assets	<u>\$9,279,540.22</u>
 <b>Total Liabilities and Net Assets</b>	 <b><u>\$20,972,030.88</u></b>

## Income Statement

The Income Statement provides a summary of your organization's financial activity over a time period you select. It is a traditional accounting report providing information about all revenue, expense, gift, transfer, loss, and gain accounts over a specified period of time.

This sample income statement is divided into separate statements for each selected department. Each statement compares actual and budgeted balances for expense and revenue accounts by department.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Use chart template (01) at level (2)

Include accounts with no activity (Yes)

Include inactive accounts (Yes)

Report orientation: (Landscape)

#### Filters tab

Include: Selected Departments (01, 02, 03)

#### Columns tab

Headings: Actual, Budget, Variance

Formula: Account Number, Account Description, {Actual}, {Original Budget [00]}, {Column 4} - {Column 3}

#### Multiple Column Headings tab

No multiple column headings selected

#### Format tab

Headings. Subtitle (by Department)

Criteria. Criteria is left with the default selections for this sample report.

Detail. Detail is left with the default selections for this sample report.

Sort. Print a separate statement for each (Department)

Sort by (Fund), Order by (Ascending), Action (Mask)

Page Footer. Page Footer is left with the default selections for this sample report.

Report Footer. Report Footer is left with the default selections for this sample report.

Miscellaneous. Miscellaneous is left with the default selections for this sample report.

Color Scheme. Color Scheme is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Income Statement**  
by Department

		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>01 - Administration</b>				
<b>Revenues</b>				
**4100-01	Grant Revenue-Administration	\$139,715.00	\$0.00	(\$139,715.00)
**4150-01	Contributions-Administration	\$72,710.00	\$0.00	(\$72,710.00)
**4200-01	Satisfaction of Program Restri-Administration	\$3,960.00	\$0.00	(\$3,960.00)
**4900-01	Miscellaneous Income-Administration	\$21,950.00	\$0.00	(\$21,950.00)
<b>Total Revenues</b>		<b>\$238,335.00</b>	<b>\$0.00</b>	<b>(\$238,335.00)</b>
<b>Expenses</b>				
<b>Office Expenses</b>				
**5200-01	Office Supplies-Administration	\$974.73	\$9,500.00	\$8,525.27
01-5250-01	Computers-Administration	\$3,900.00	\$12,225.00	\$8,325.00
02-5270-01	Computer Expenses-Administration	\$80.00	\$0.00	(\$80.00)
**5280-01	Equipment & Furniture-Administration	\$1,072.00	\$12,725.00	\$11,653.00
<b>Total Office Expenses</b>		<b>\$6,026.73</b>	<b>\$34,450.00</b>	<b>\$28,423.27</b>
<b>Operational Expenses</b>				
01-5620-01	Utilities Overhead-Administration	\$6,000.00	\$0.00	(\$6,000.00)
**5650-01	Telephone-Administration	\$1,692.00	\$1,980.00	\$288.00
**5670-01	Security-Administration	\$2,193.32	\$2,100.00	(\$93.32)
<b>Total Operational Expenses</b>		<b>\$9,885.32</b>	<b>\$4,080.00</b>	<b>(\$5,805.32)</b>
<b>Total Expenses</b>		<b>\$93,356.87</b>	<b>\$205,555.00</b>	<b>\$112,198.13</b>

**Community Services Inc.**  
**Income Statement**  
 by Department

		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>02 - Development</b>				
<b>Revenues</b>				
**_4100-02	Grant Revenue-Development	\$4,289,180.00	\$0.00	(\$4,289,180.00)
**_4150-02	Contributions-Development	\$831,710.00	\$0.00	(\$831,710.00)
**_4200-02	Satisfaction of Program Restri-Development	\$6,673.00	\$0.00	(\$6,673.00)
**_4900-02	Miscellaneous Income-Development	\$66,580.00	\$0.00	(\$66,580.00)
<b>Total Revenues</b>		<b><u>\$5,194,143.00</u></b>	<b><u>\$0.00</u></b>	<b><u>(\$5,194,143.00)</u></b>
<b>Expenses</b>				
<b>Office Expenses</b>				
**_5200-02	Office Supplies-Development	\$3,095.73	\$19,875.00	\$16,779.27
01-5250-02	Computers-Development	\$6,425.00	\$16,250.00	\$9,825.00
02-5270-02	Computer Expenses-Development	\$400.00	\$0.00	(\$400.00)
**_5280-02	Equipment & Furniture-Development	\$6,868.00	\$12,725.00	\$5,857.00
<b>Total Office Expenses</b>		<b><u>\$16,788.73</u></b>	<b><u>\$48,850.00</u></b>	<b><u>\$32,061.27</u></b>
<b>Operational Expenses</b>				
01-5620-02	Utilities Overhead-Development	\$9,300.00	\$0.00	(\$9,300.00)
**_5650-02	Telephone-Development	\$1,623.00	\$4,800.00	\$3,177.00
**_5670-02	Security-Development	\$2,113.32	\$2,100.00	(\$13.32)
<b>Total Operational Expenses</b>		<b><u>\$13,036.32</u></b>	<b><u>\$6,900.00</u></b>	<b><u>(\$6,136.32)</u></b>
<b>Total Expenses</b>		<b><u>\$187,383.94</u></b>	<b><u>\$393,750.00</u></b>	<b><u>\$206,366.06</u></b>

**Community Services Inc.**  
**Income Statement**  
by Department

		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>03 - Program Services</b>				
<b>Revenues</b>				
**4100-03	Grant Revenue-Program Services	\$1,011,880.00	\$0.00	(\$1,011,880.00)
**4150-03	Contributions-Program Services	\$182,640.00	\$0.00	(\$182,640.00)
**4200-03	Satisfaction of Program Restri-Program Services	\$4,580.00	\$0.00	(\$4,580.00)
**4900-03	Miscellaneous Income-Program Services	\$30,195.00	\$0.00	(\$30,195.00)
<b>Total Revenues</b>		<b>\$1,229,295.00</b>	<b>\$0.00</b>	<b>(\$1,229,295.00)</b>
<b>Expenses</b>				
<b>Office Expenses</b>				
**5200-03	Office Supplies-Program Services	\$1,925.75	\$2,000.00	\$74.25
01-5250-03	Computers-Program Services	\$4,492.00	\$9,700.00	\$5,208.00
02-5270-03	Computer Expenses-Program Services	\$80.00	\$0.00	(\$80.00)
**5280-03	Equipment & Furniture-Program Services	\$1,064.00	\$2,675.00	\$1,611.00
<b>Total Office Expenses</b>		<b>\$7,561.75</b>	<b>\$14,375.00</b>	<b>\$6,813.25</b>
<b>Operational Expenses</b>				
01-5620-03	Utilities Overhead-Program Services	\$7,275.00	\$0.00	(\$7,275.00)
**5650-03	Telephone-Program Services	\$974.00	\$800.00	(\$174.00)
**5670-03	Security-Program Services	\$1,603.36	\$2,100.00	\$496.64
<b>Total Operational Expenses</b>		<b>\$9,852.36</b>	<b>\$2,900.00</b>	<b>(\$6,952.36)</b>
<b>Total Expenses</b>		<b>\$121,738.90</b>	<b>\$258,980.00</b>	<b>\$137,241.10</b>

## Income Statement

The Income Statement provides a summary of your organization's financial activity over a time period you select. It is a traditional accounting report providing information about all revenue, expense, gift, transfer, loss, and gain accounts over a specified period of time.

This sample income statement shows revenue and expense account balances by selected projects.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Use chart template (01) at level (2)

Include accounts with no activity (Yes)

Include inactive accounts (Yes)

Report orientation: (Landscape)

#### Filters tab

Include Selected Funds (01, 02, 03)

Include Selected Departments (01, 02, 03)

#### Columns tab

Headings: Annabelle Johnson, CTM Enterprises, Everett, Hugo, L&M Grocery

Formula: Account Number, Account Description, {Actual}, {Actual}, {Actual}, {Actual}, {Actual}

#### Multiple Column Headings tab

No multiple column headings selected

#### Format tab

Heading. Subtitle (by Project)

Criteria. Criteria is left with the default selections for this sample report.

Detail. Indent totals when statement only contains one amount column (No)

Print change in net assets at the end of the report (No)

Print total net surplus/(deficit) (No)

Print net assets for encumbrance on a separate line (No)

Sort. Sort by (Fund), Order by (Ascending), Action (Mask)

Page Footer. Page Footer is left with the default selections for this sample report.

Report Footer. Report Footer is left with the default selections for this sample report.

Miscellaneous. Miscellaneous is left with the default selections for this sample report.

Color Scheme. Color Scheme is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Income Statement**  
 by Project

		<b>Annabelle Johnson</b>	<b>CTM Enterprises</b>	<b>Everett</b>	<b>Hugo</b>	<b>L&amp;M Grocery</b>
<b>Revenues</b>						
**4100-01	Grant Revenue-Administration	\$15,617.50	\$29,665.00	\$20,203.75	\$13,896.25	\$11,395.00
**4100-02	Grant Revenue-Development	\$947,346.40	\$776,983.60	\$594,639.20	\$1,049,076.80	\$760,043.00
**4150-01	Contributions-Administration	\$6,460.80	\$15,842.20	\$10,081.40	\$4,320.60	\$3,600.50
**4150-02	Contributions-Development	\$178,158.00	\$54,032.00	\$34,384.00	\$89,736.00	\$137,280.00
**4200-01	Satisfaction of Program Restri-Administration	\$491.60	\$829.40	\$527.80	\$226.20	\$188.50
**4200-02	Satisfaction of Program Restri-Development	\$653.44	\$1,439.46	\$916.02	\$392.58	\$327.15
**4900-01	Miscellaneous Income-Administration	\$3,343.00	\$4,554.50	\$3,776.50	\$2,998.50	\$2,901.25
**4900-02	Miscellaneous Income-Development	\$11,524.00	\$13,582.00	\$12,126.00	\$10,670.00	\$10,488.00
<b>Total Revenues</b>		<b>\$1,163,594.74</b>	<b>\$896,928.16</b>	<b>\$676,654.67</b>	<b>\$1,171,316.93</b>	<b>\$926,223.40</b>

**Expenses**

## Office Expenses

**5200-01	Office Supplies-Administration	\$106.97	\$67.90	\$143.66	\$33.95	\$50.93
**5200-02	Office Supplies-Development	\$657.23	\$229.00	\$336.98	\$114.50	\$171.77
01-5250-01	Computers-Administration	\$155.98	\$384.00	\$460.80	\$192.00	\$288.02
01-5250-02	Computers-Development	\$453.09	\$612.50	\$735.00	\$306.25	\$459.41
02-5270-01	Computer Expenses-Administration	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00
02-5270-02	Computer Expenses-Development	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00

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**Community Services Inc.**  
**Income Statement**  
 by Project

Page 2

		<b>Annabelle Johnson</b>	<b>CTM Enterprises</b>	<b>Everett</b>	<b>Hugo</b>	<b>L&amp;M Grocery</b>
**5280-01	Equipment & Furniture-Administration	\$446.05	\$64.20	\$77.04	\$32.10	\$48.15
**5280-02	Equipment & Furniture-Development	\$5,339.20	\$156.80	\$188.16	\$78.40	\$117.60
Total Office Expenses		\$7,638.52	\$1,514.40	\$1,941.64	\$757.20	\$1,135.88
Marketing Expenses						
**5420-01	Postage-Administration	\$150.55	\$2.20	\$2.64	\$1.10	\$1.65
**5420-02	Postage-Development	\$6,203.45	\$13.80	\$16.56	\$6.90	\$10.35
**5460-01	Printing-Administration	\$1,022.39	\$191.43	\$134.28	\$140.45	\$158.50
**5460-02	Printing-Development	\$4,745.84	\$181.00	\$220.18	\$202.33	\$154.44
**5480-01	Advertising-Administration	\$1,483.34	\$0.00	\$0.00	\$0.00	\$0.00
**5480-02	Advertising-Development	\$756.64	\$611.13	\$273.36	\$113.90	\$171.16
**5490-01	Training-Administration	\$1,316.71	\$67.20	\$80.64	\$33.60	\$50.49
**5490-02	Training-Development	\$939.16	\$157.50	\$189.00	\$78.75	\$118.34
Total Marketing Expenses		\$16,618.08	\$1,224.26	\$916.66	\$577.03	\$664.93
Travel Expenses						
**5550-01	Travel & Meetings-Administration	\$2,117.68	\$875.40	\$1,050.48	\$437.70	\$657.72
**5550-02	Travel & Meetings-Development	\$1,497.51	\$1,196.50	\$1,435.80	\$598.25	\$898.99
**5580-01	Repairs & Maintenance-Administration	\$5,217.90	\$72.00	\$86.40	\$36.00	\$54.10
**5580-02	Repairs & Maintenance-Development	\$1,231.23	\$125.60	\$150.72	\$62.80	\$94.37
**5590-01	Transportation-Administration	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
**5590-02	Transportation-Development	\$819.87	\$79.90	\$95.88	\$39.95	\$60.03
Total Travel Expenses		\$10,984.19	\$2,349.40	\$2,819.28	\$1,174.70	\$1,765.21
Operational Expenses						
01-5620-01	Utilities Overhead-Administration	\$539.27	\$560.00	\$672.00	\$280.00	\$420.73
01-5620-02	Utilities Overhead-Development	\$523.83	\$900.00	\$1,080.00	\$450.00	\$676.17
**5650-01	Telephone-Administration	\$188.35	\$154.20	\$185.04	\$77.10	\$115.85
**5650-02	Telephone-Development	\$527.93	\$112.30	\$134.76	\$56.15	\$84.37
**5670-01	Security-Administration	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00
**5670-02	Security-Development	\$620.00	\$0.00	\$0.00	\$0.00	\$0.00



**Community Services Inc.**  
**Income Statement**  
by Project

		<b>Annabelle Johnson</b>	<b>CTM Enterprises</b>	<b>Everett</b>	<b>Hugo</b>	<b>L&amp;M Grocery</b>
** -5680-01	Electricity-Administration	\$142.68	\$292.20	\$350.64	\$146.10	\$219.52
** -5680-02	Electricity-Development	\$979.82	\$320.90	\$385.08	\$160.45	\$241.08
** -5700-01	Water-Administration	\$153.01	\$52.30	\$62.76	\$26.15	\$39.29
** -5700-02	Water-Development	\$1,016.69	\$67.10	\$80.52	\$33.55	\$50.41
** -5730-01	Gas-Administration	\$561.79	\$87.60	\$105.12	\$43.80	\$65.81
** -5730-02	Gas-Development	\$729.23	\$117.50	\$141.00	\$58.75	\$88.27
Total Operational Expenses		\$6,682.60	\$2,664.10	\$3,196.92	\$1,332.05	\$2,001.50
Investment Expenses						
** -5800-01	Interest Expense-Administration	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00
** -5800-02	Interest Expense-Development	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00
** -5810-01	Professional Fees-Administration	\$102.44	\$50.00	\$60.00	\$25.00	\$37.56
** -5810-02	Professional Fees-Development	\$609.76	\$200.00	\$240.00	\$100.00	\$150.24
Total Investment Expenses		\$2,212.20	\$250.00	\$300.00	\$125.00	\$187.80
Other Expenses						
** -5870-01	Dues and Subscriptions-Administration	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00
** -5870-02	Dues and Subscriptions-Development	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00
** -5880-01	Entertainment-Administration	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
** -5880-02	Entertainment-Development	\$6,734.30	\$539.80	\$647.76	\$269.90	\$405.50
** -5890-01	Bank Charges-Administration	\$905.60	\$22.50	\$27.00	\$11.25	\$16.90
** -5890-02	Bank Charges-Development	\$114.08	\$16.40	\$19.68	\$8.20	\$12.32
** -5895-01	Miscellaneous Expenses-Administration	\$1,205.47	\$22.00	\$26.40	\$11.00	\$16.53
** -5895-02	Miscellaneous Expenses-Development	\$150.44	\$42.00	\$50.40	\$21.00	\$31.56
Total Other Expenses		\$10,429.89	\$642.70	\$771.24	\$321.35	\$482.81
<b>Total Expenses</b>		<b>\$80,189.68</b>	<b>\$24,254.51</b>	<b>\$26,028.83</b>	<b>\$18,713.38</b>	<b>\$21,256.03</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$1,083,405.06</b>	<b>\$872,673.65</b>	<b>\$650,625.84</b>	<b>\$1,152,603.55</b>	<b>\$904,967.37</b>

## Income Statement

The Income Statement provides a summary of your organization's financial activity over a time period you select. It is a traditional accounting report providing information about all revenue, expense, gift, transfer, loss, and gain accounts over a specified period of time.

This sample income statement shows revenue and expense account balances by selected transaction codes.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Use chart template (01) at level (4)

Include accounts with no activity (Yes)

Include inactive accounts (Yes)

Report orientation: (Landscape)

#### Filters tab

Include Selected Funds (01, 02, 03);

Include Selected Departments (02)

#### Columns tab

Headings: Youth Services, Soup Kitchen, Emergency Relief, Homeless

Formula: Account Number, Account Description, {Actual}, {Actual}, {Actual}, {Actual}

#### Multiple Column Headings tab

No multiple column headings selected

#### Format tab

Headings. Subtitle (by Transaction Code)

**Criteria.** Criteria is left with the default selections for this sample report.

**Detail. Indent totals when statement only contains one amount column** (No)

**Print change in net assets at the end of the report** (Yes)

**Print total net surplus/(deficit)** (No)

**Print net assets for encumbrance on a separate line** (No)

**Sort.** Sort by (Fund), Order by (Ascending), Action (<None>)

**Page Footer.** Page Footer is left with the default selections for this sample report.

**Report Footer.** Report Footer is left with the default selections for this sample report.

**Miscellaneous.** Miscellaneous is left with the default selections for this sample report.

**Color Scheme.** Color Scheme is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Income Statement**  
by Transaction Code

		<b>Youth Services</b>	<b>Soup Kitchen</b>	<b>Emergency Relief</b>	<b>Homeless</b>
<b>Revenues</b>					
01-4100-02	Grant Revenue-Development	\$82,335.40	\$68,016.20	\$114,553.60	\$32,718.20
01-4150-02	Contributions-Development	\$320,488.00	\$171,664.00	\$203,592.00	\$22,154.00
01-4200-02	Satisfaction of Program Restri-Development	\$1,504.89	\$1,243.17	\$2,093.76	\$658.87
01-4900-02	Miscellaneous Income-Development	\$4,186.00	\$3,458.00	\$5,824.00	\$1,728.00
02-4100-02	Grant Revenue-Development	\$0.00	\$0.00	\$0.00	\$400.00
02-4150-02	Contributions-Development	\$0.00	\$0.00	\$0.00	\$60.00
02-4200-02	Satisfaction of Program Restri-Development	\$0.00	\$0.00	\$0.00	\$60.00
02-4900-02	Miscellaneous Income-Development	\$0.00	\$0.00	\$0.00	\$400.00
<b>Total Revenues</b>		<b>\$408,514.29</b>	<b>\$244,381.37</b>	<b>\$326,063.36</b>	<b>\$58,179.07</b>

**Expenses**

## Office Expenses

01-5200-02	Office Supplies-Development	\$503.80	\$526.70	\$687.00	\$720.60
01-5250-02	Computers-Development	\$1,347.50	\$1,408.75	\$1,837.50	\$1,157.50
01-5280-02	Equipment & Furniture-Development	\$344.96	\$360.64	\$470.40	\$3,219.52
02-5200-02	Office Supplies-Development	\$0.00	\$0.00	\$0.00	\$200.00
02-5270-02	Computer Expenses-Development	\$0.00	\$0.00	\$0.00	\$400.00
02-5280-02	Equipment & Furniture-Development	\$0.00	\$0.00	\$0.00	\$2,300.00



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**Community Services Inc.**  
**Income Statement**  
by Transaction Code

Page 2

	<b>Youth Services</b>	<b>Soup Kitchen</b>	<b>Emergency Relief</b>	<b>Homeless</b>
Total Office Expenses	\$2,196.26	\$2,296.09	\$2,994.90	\$7,997.62
Marketing Expenses				
01-5420-02 Postage-Development	\$30.36	\$31.74	\$41.40	\$3,019.32
01-5460-02 Printing-Development	\$638.69	\$509.19	\$482.30	\$4,647.78
01-5480-02 Advertising-Development	\$501.16	\$523.94	\$683.40	\$618.92
01-5490-02 Training-Development	\$346.50	\$362.25	\$472.50	\$620.50
02-5420-02 Postage-Development	\$0.00	\$0.00	\$0.00	\$3,200.00
02-5460-02 Printing-Development	\$0.00	\$0.00	\$0.00	\$300.00
02-5480-02 Advertising-Development	\$0.00	\$0.00	\$0.00	\$400.00
02-5490-02 Training-Development	\$0.00	\$0.00	\$0.00	\$500.00
Total Marketing Expenses	\$1,516.71	\$1,427.12	\$1,679.60	\$13,306.52
Travel Expenses				
01-5550-02 Travel & Meetings-Development	\$2,632.30	\$2,751.95	\$3,589.50	\$2,275.10
01-5580-02 Repairs & Maintenance-Development	\$276.32	\$288.88	\$376.80	\$875.84
01-5590-02 Transportation-Development	\$175.78	\$183.77	\$239.70	\$611.86
02-5550-02 Travel & Meetings-Development	\$0.00	\$0.00	\$0.00	\$600.00
02-5580-02 Repairs & Maintenance-Development	\$0.00	\$0.00	\$0.00	\$500.00
02-5590-02 Transportation-Development	\$0.00	\$0.00	\$0.00	\$300.00
Total Travel Expenses	\$3,084.40	\$3,224.60	\$4,206.00	\$5,162.80
Operational Expenses				
01-5620-02 Utilities Overhead-Development	\$1,980.00	\$2,070.00	\$2,700.00	\$1,560.00
01-5650-02 Telephone-Development	\$247.06	\$258.29	\$336.90	\$357.22
01-5670-02 Security-Development	\$0.00	\$0.00	\$0.00	\$600.00
01-5680-02 Electricity-Development	\$705.98	\$738.07	\$962.70	\$849.26
01-5700-02 Water-Development	\$147.62	\$154.33	\$201.30	\$593.94
01-5730-02 Gas-Development	\$258.50	\$270.25	\$352.50	\$464.50
02-5650-02 Telephone-Development	\$0.00	\$0.00	\$0.00	\$300.00
02-5670-02 Security-Development	\$0.00	\$0.00	\$0.00	\$20.00

**Community Services Inc.**  
**Income Statement**  
 by Transaction Code

	<b>Youth Services</b>	<b>Soup Kitchen</b>	<b>Emergency Relief</b>	<b>Homeless</b>
02-5680-02 Electricity-Development	\$0.00	\$0.00	\$0.00	\$500.00
02-5700-02 Water-Development	\$0.00	\$0.00	\$0.00	\$500.00
02-5730-02 Gas-Development	\$0.00	\$0.00	\$0.00	\$400.00
<b>Total Operational Expenses</b>	<b>\$3,339.16</b>	<b>\$3,490.94</b>	<b>\$4,553.40</b>	<b>\$6,144.92</b>
<b>Investment Expenses</b>				
01-5800-02 Interest Expense-Development	\$0.00	\$0.00	\$0.00	\$500.00
01-5810-02 Professional Fees-Development	\$440.00	\$460.00	\$600.00	\$780.00
02-5800-02 Interest Expense-Development	\$0.00	\$0.00	\$0.00	\$300.00
02-5810-02 Professional Fees-Development	\$0.00	\$0.00	\$0.00	\$60.00
<b>Total Investment Expenses</b>	<b>\$440.00</b>	<b>\$460.00</b>	<b>\$600.00</b>	<b>\$1,640.00</b>
<b>Other Expenses</b>				
01-5870-02 Dues and Subscriptions-Development	\$0.00	\$0.00	\$0.00	\$30.00
01-5880-02 Entertainment-Development	\$1,187.56	\$1,241.54	\$1,619.40	\$1,355.72
01-5890-02 Bank Charges-Development	\$36.08	\$37.72	\$49.20	\$72.96
01-5895-02 Miscellaneous Expenses-Development	\$92.40	\$96.60	\$126.00	\$128.80
02-5870-02 Dues and Subscriptions-Development	\$0.00	\$0.00	\$0.00	\$40.00
02-5880-02 Entertainment-Development	\$0.00	\$0.00	\$0.00	\$6,000.00
02-5890-02 Bank Charges-Development	\$0.00	\$0.00	\$0.00	\$60.00
02-5895-02 Miscellaneous Expenses-Development	\$0.00	\$0.00	\$0.00	\$70.00
<b>Total Other Expenses</b>	<b>\$1,316.04</b>	<b>\$1,375.86</b>	<b>\$1,794.60</b>	<b>\$7,757.48</b>
<b>Total Expenses</b>	<b>\$52,086.63</b>	<b>\$40,443.40</b>	<b>\$45,150.40</b>	<b>\$66,905.56</b>
<b>BEGINNING NET ASSETS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$356,427.66</b>	<b>\$203,937.97</b>	<b>\$280,912.96</b>	<b>(\$8,726.49)</b>
<b>ENDING NET ASSETS</b>	<b>\$356,427.66</b>	<b>\$203,937.97</b>	<b>\$280,912.96</b>	<b>(\$8,726.49)</b>

## Statement of Activities

The Statement of Activities report provides a view of your organization's performance for a specific reporting period. This is a profit-loss statement that you can use to produce an FAS 117 report. The Statement of Activities reports on your organization's revenue, gifts, expenses, transfers, and reclassifications. This report displays the changes in total net assets, unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Use chart template (01) at level (4)**

**Include accounts with no activity (No)**

**Report orientation:** (Landscape)

#### Filters tab

**Include:** Selected Range of Accounts (01-4100-01 to 01-4150-03)

#### Columns tab

**Headings:** Unrestricted, Temporarily Restricted, Permanently Restricted, Total

**Formula:** Account Number, Account Description, {Actual}, {Actual}, {Actual}, {Column 3} + {Column 4} + {Column 5}

#### Multiple Column Headings tab

No multiple column headings selected

#### Format tab

**Headings. Subtitle** (August 2001)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail. Indent totals when statement only contains one amount column** (No)

**Print change in net assets at the end of the report** (No)

**Print total net surplus/(deficit)** (No)

**Print net assets for encumbrance on a separate line** (No)

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc. Statement of Activities

		Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>Revenues</b>					
01-4100-01	Grant Revenue-Administration	\$65,715.00	\$40,237.50	\$22,837.50	\$128,790.00
01-4100-02	Grant Revenue-Development	\$1,885,351.60	\$132,452.60	\$75,175.80	\$2,092,980.00
01-4100-03	Grant Revenue-Program Services	\$387,911.90	\$103,209.65	\$58,578.45	\$549,700.00
01-4150-00	Contributions-Default	\$200.00	\$0.00	\$0.00	\$200.00
01-4150-01	Contributions-Administration	\$30,644.20	\$26,643.70	\$15,122.10	\$72,410.00
01-4150-02	Contributions-Development	\$689,202.00	\$90,872.00	\$51,576.00	\$831,650.00
01-4150-03	Contributions-Program Services	\$76,729.00	\$67,506.50	\$38,314.50	\$182,550.00
<b>Total Revenues</b>		<b>\$3,135,753.70</b>	<b>\$460,921.95</b>	<b>\$261,604.35</b>	<b>\$3,858,280.00</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$3,135,753.70</b>	<b>\$460,921.95</b>	<b>\$261,604.35</b>	<b>\$3,858,280.00</b>

## Statement of Cash Flows

The Statement of Cash Flows reports on the flow of cash and cash equivalents in and out of your organization. This report provides information about the sources and uses of cash flow during a time period you select. The Statement of Cash Flows provides information about operating, investing, and financing activities. Each balance sheet account has a cash flow code that determines the section of the report in which the account appears.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Include accounts with no activity** (No)

**Include inactive accounts** (No)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Funds (02)

#### Columns tab

Headings: Actual

Formula: Account Number, Account Description, {Actual}

#### Multiple Column Headings tab

**Heading** (Fund 02), **Start Column** (Column 1), **End Column** (Column 3), **Align** (Center)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



# Community Services Inc. Statement of Cash Flows

Fund 02		Actual
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
NET SURPLUS/(DEFICIT) FOR PERIOD		\$2,601,425.00
ADJUSTMENTS TO RECONCILE NET INCOME TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		
02-1300-00	Increase in Grants Receivable	(\$1,240,269.00)
02-1400-00	Increase in Allowance for Doubtful Account	(\$875.00)
02-1450-00	Increase in Interest Receivable	(\$5,600.00)
02-1500-00	Increase in Advances	(\$1,050.00)
02-1550-00	Increase in Pledges Receivable	(\$1,109,500.00)
02-1650-00	Increase in Deposits	(\$27,890.00)
02-1700-00	Increase in Prepaid Expenses	(\$9,500.00)
02-1870-00	Increase in Accumulated Depreciation	(\$8,700.00)
02-1950-00	Increase in Long-Term Investments	(\$278,900.00)
02-2000-00	Increase in Accounts Payable	\$205,970.00
02-2020-00	Increase in Accounts Payable Encumbrance-Default	\$165,420.00
02-2400-00	Increase in Grants Payable	\$1,278,450.00
02-2450-00	Increase in Accrued Interest	\$556,575.00
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		\$2,125,556.00
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
02-1800-00	Land & Improvements	(\$405,900.00)
02-1850-00	Equipment & Furniture	(\$72,500.00)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES		(\$478,400.00)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
02-2975-00	Due to Other Funds	\$367,534.00
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES		(\$367,534.00)
NET INCREASE/(DECREASE) IN CASH		\$2,014,690.00
CASH AND CASH EQUIVALENTS AS OF 12/31/2001		\$2,014,690.00

## Statement of Financial Position

The Statement of Financial Position provides the financial position of your organization at a particular moment in time. This report displays information about total assets, total liabilities, unrestricted net assets, temporarily restricted net assets, permanently restricted net assets, and total net assets. You can use this report for FAS 117 reporting.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Use chart template (01) at level (4)

Include accounts with zero balances (No)

Include inactive accounts (No)

Report orientation: (Landscape)

#### Filters tab

Include: Selected Funds (03)

#### Columns tab

Headings: Unrestricted, Temporarily Restricted, Permanently Restricted

Formula: Account Number, Account Description, {Actual}

### Multiple Column Headings

No multiple column headings selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Statement of Financial Position**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>
<b>Assets</b>			
Current Assets			
Cash & Cash Equivalents			
03-1100-00 Cash	\$0.00	\$0.00	\$680,975.00
Total Cash & Cash Equivalents	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$680,975.00</u>
Total Current Assets	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$680,975.00</u>
Other Assets			
Investments			
03-1920-00 Investments	\$0.00	\$0.00	\$1,737,307.00
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,737,307.00</u>
Total Other Assets	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,737,307.00</u>
<b>Total Assets</b>	<u><b>\$0.00</b></u>	<u><b>\$0.00</b></u>	<u><b>\$2,418,282.00</b></u>

## Statement of Functional Expenses

The Statement of Functional Expenses report provides functional expense information over a specified period of time. For this report, you can select the chart template the report is based on. All expense accounts used by the selected chart template will appear in the report, but you can determine the level of detail displayed in the report for each account. You can also use the Columns tab to define comparative columns and the figures that define those columns.

This report can help you meet FASB Statement Number 117 requirements by providing the additional information about expenses (but not losses) reported by functional classification, such as major classes of program services and supporting activities.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Use chart template (01) at level (4)**

**Include accounts with no activity (No)**

**Include inactive accounts (No)**

**Report orientation:** (Landscape)

#### Filters tab

Filters: Selected Accounts (01-5100-01 to 01-5670-03), Selected Categories (Expense), and Selected Departments (01)

#### Multiple Column Headings tab

No multiple column headings selected

#### Columns tab

Headings: Account Number, Account Description, Actual

Formula: Account Number, Account Description, { Actual }

#### Format tab

**Headings. Subtitle** (Administration)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Statement of Functional Expenses**  
Administration

Account Number	Account Description	Actual
<b>Expenses</b>		
Office Expenses	Office Supplies-Administration	
	Computers-Administration	
01-5200-01	Equipment & Furniture-Administration	\$924.73
01-5250-01		\$3,900.00
01-5280-01		\$672.00
Total Office Expenses		<u>\$5,496.73</u>
Marketing Expenses	Postage-Administration	
	Printing-Administration	
01-5420-01	Advertising-Administration	\$102.00
01-5460-01	Training-Administration	\$2,396.07
01-5480-01		\$883.34
01-5490-01		\$1,272.00
Total Marketing Expenses		<u>\$4,653.41</u>
Travel Expenses	Travel & Meetings-Administration	
	Repairs & Maintenance-Administration	
01-5550-01	Transportation-Administration	\$9,654.00
01-5580-01		\$2,920.00
01-5590-01		\$50.00
Total Travel Expenses		<u>\$12,624.00</u>
Operational Expenses	Utilities Overhead-Administration	
	Telephone-Administration	
01-5620-01	Security-Administration	\$6,000.00
01-5650-01		\$1,612.00
01-5670-01		\$1,793.32

# Journal and Batch Reports

## Batch Detail Report

The Batch Detail Report provides detailed information about selected batches and transactions within those batches. This report can include the batch number, batch description, number of transactions, balance, status, date posted, who created and posted the batch, and batch notes. Transaction information includes transaction number, account number, account description, journal, journal reference, transaction date, transaction debit or credit amount, and transaction distribution details.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include batches created on these dates: **Creation date** (Include all dates)

Include batches with these statuses: **Open** (Yes), **Pending Approval** (Yes), **Approved** (Yes), **Posted** (Yes)

Include batches with these post dates: **Post date** (Include all dates)

Include batches last changed on these dates: **Change date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Batches (1)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail. Show distribution for these characteristics: Project ID, Class**

**Show transaction total** (Yes)

**Show batch header** (Yes)

**Show details for control accounts** (No)

**Summarize account details by source transaction** (Yes)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Batch Detail Report

Batch number: 1  
 Description: BB - 1  
 Transactions: 7  
 Balance: \$0.00  
 Status: Posted  
 Date posted: 01/10/2002  
 Posted by: Supervisor  
 Created on: 01/10/2002  
 Created by: Supervisor  
 Last changed on: 01/10/2002  
 Notes:

Trans.	Account Number	Account Description	Journal	Reference	Date	Debit Amount	Credit Amount
1 (R)	01-1000-00	Operating Cash Account	Journal Entry	BB for project	12/01/2000	\$15,100.00	
		<u>Project ID</u>		<u>Class</u>			
		1006		Unrestricted Net Assets		\$15,100.00	
2 (R)	01-1910-00	Securities	Journal Entry	BB for project	12/01/2000	\$120,300.00	
		<u>Project ID</u>		<u>Class</u>			
		1006		Unrestricted Net Assets		\$120,300.00	
3 (R)	01-2975-00	Due to Other Funds	Journal Entry	BB for project	12/01/2000		\$25,000.00
		<u>Project ID</u>		<u>Class</u>			
		1006		Unrestricted Net Assets		\$0.00	\$25,000.00
4 (R)	01-3000-00	Net Assets	Journal Entry	BB for project	12/01/2000		\$110,400.00
		<u>Project ID</u>		<u>Class</u>			
		1006		Unrestricted Net Assets		\$0.00	\$110,400.00
5 (R)	01-4100-03	Grant Revenue-Program Services	Journal Entry	BB for project	12/01/2000		\$60,000.00
		<u>Project ID</u>		<u>Class</u>			
		1006		Unrestricted Net Assets		\$0.00	\$60,000.00
6 (R)	01-1910-00	Securities	Journal Entry	BB for project	12/01/2000	\$85,000.00	
		<u>Project ID</u>		<u>Class</u>			
		1006		Unrestricted Net Assets		\$85,000.00	
7 (R)	01-4150-02	Contributions-Development	Journal Entry	BB for project	12/01/2000		\$25,000.00
		<u>Project ID</u>		<u>Class</u>			
		1006		Unrestricted Net Assets		\$0.00	\$25,000.00
Totals for Batch 1.						\$220,400.00	\$220,400.00

## Batch Summary Report

The Batch Summary Report lists summary information for each batch. The information is displayed in a single line format. This report includes the batch header and status information.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include batches created on these dates: **Creation date** (Last Fiscal Year)

Include batches with these statuses: **Open** (No), **Pending Approval** (No), **Approved** (No), **Posted** (Yes), **Deleted** (No)

Include batches with these post dates: **Post date** (Include all dates)

Include batches last changes on these dates: **Change date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Batch Summary Report

Batch	Description	Trans.	Total Debits	Total Credits	Balance	Status	Date Posted	Posted By	Created On	Created By
1	BB - 1	7	\$220,400.00	\$220,400.00	\$0.00	Posted	01/10/2002	Supervisor	01/10/2002	Supervisor
2	Lewis JE	6	\$185,000.00	\$185,000.00	\$0.00	Posted	01/10/2002	Supervisor	01/10/2002	Supervisor
3	Accounts Payable - 01/10/2002	222	\$69,078.00	\$69,078.00	\$0.00	Posted	01/10/2002	Supervisor	01/10/2002	Supervisor
4	Cash Management - 01/10/2002	2	\$25,000.00	\$25,000.00	\$0.00	Posted	01/10/2002	Supervisor	01/10/2002	Supervisor
5	Investments	2	\$100,000.00	\$100,000.00	\$0.00	Posted	01/11/2002	Supervisor	01/11/2002	Supervisor
6	Accounts Payable - 01/11/2002	2	\$1,000.00	\$1,000.00	\$0.00	Posted	01/11/2002	Supervisor	01/11/2002	Supervisor
7	Membership Dues	2	\$75,000.00	\$75,000.00	\$0.00	Posted	01/15/2002	Supervisor	01/15/2002	Supervisor
8	Reverse of batch 7-Membership	2	\$75,000.00	\$75,000.00	\$0.00	Posted	01/16/2001	ryan	01/16/2002	ryan
9	Membership Dues	8	\$252,000.00	\$252,000.00	\$0.00	Posted	01/16/2001	ryan	01/16/2002	ryan
10	Operation Cash	8	\$252,000.00	\$252,000.00	\$0.00	Posted	01/16/2001	ryan	01/16/2002	ryan
11	Membership Dues - 2002	8	\$252,000.00	\$252,000.00	\$0.00	Posted	01/16/2001	ryan	01/16/2002	ryan
12	Development - 01/16/2002	8	\$586,000.00	\$586,000.00	\$0.00	Posted	01/16/2001	ryan	01/16/2002	ryan
13	Accounts Payable - 01/17/2002	450	\$21,854.16	\$21,854.16	\$0.00	Posted	01/17/2002	Supervisor	01/17/2002	Supervisor
14	BB-2	24	\$6,568,914.00	\$6,568,914.00	\$0.00	Posted	01/25/2002	Supervisor	01/25/2002	Supervisor
15	BB-3	24	\$5,175,374.00	\$5,175,374.00	\$0.00	Posted	01/25/2002	Supervisor	01/25/2002	Supervisor
16	BB-4	8	\$2,418,282.00	\$2,418,282.00	\$0.00	Posted	01/25/2002	Supervisor	01/25/2002	Supervisor
17	BB-5	2	\$10,350.00	\$10,350.00	\$0.00	Posted	01/27/2002	Supervisor	01/27/2002	Supervisor
18	Operation Cash	8	\$252,000.00	\$252,000.00	\$0.00	Posted	01/27/2002	Supervisor	01/27/2002	Supervisor
19	BB99	191	\$143,540.00	\$143,540.00	\$0.00	Posted	01/27/2002	Supervisor	01/27/2002	Supervisor
20	BB-6	14	\$1,299,108.00	\$1,299,108.00	\$0.00	Posted	01/27/2002	Supervisor	01/27/2002	Supervisor
21	BB-7	74	\$809,454.00	\$809,454.00	\$0.00	Posted	01/27/2002	Supervisor	01/27/2002	Supervisor
22	Accounts Payable - 01/28/2002	216	\$20,229.40	\$20,229.40	\$0.00	Posted	01/28/2002	Supervisor	01/28/2002	Supervisor
23	Overhead Allocation	4	\$980.00	\$980.00	\$0.00	Posted	05/23/2002	Supervisor	02/11/2002	Supervisor
25	Project Allocation JE 02/01	4	\$4,394,277.48	\$4,394,277.48	\$0.00	Posted	02/14/2002	Supervisor	02/14/2002	Supervisor
26	Student Billing - 02/18/2002	45	\$352,650.00	\$352,650.00	\$0.00	Posted	02/18/2002	Supervisor	02/18/2002	Supervisor
27	Student Billing - 02/18/2002	50	\$59,670.00	\$59,670.00	\$0.00	Posted	02/18/2002	Supervisor	02/18/2002	Supervisor
28	Student Billing - 02/18/2002	25	\$31,080.00	\$31,080.00	\$0.00	Posted	02/18/2002	Supervisor	02/18/2002	Supervisor
29	Student Billing - 02/18/2002	51	\$51,491.00	\$51,491.00	\$0.00	Posted	02/18/2002	Supervisor	02/18/2002	Supervisor
30	Student Billing - 02/19/2002	517	\$47,260.72	\$47,260.72	\$0.00	Posted	02/19/2002	Supervisor	02/19/2002	Supervisor
31	Copied from batch 25-Project A	172	\$15,870.02	\$15,870.02	\$0.00	Posted	02/19/2002	Supervisor	02/19/2002	Supervisor
32	Copied from batch 23-Overhead	92	\$338,272.63	\$338,272.63	\$0.00	Posted	02/19/2002	Supervisor	02/19/2002	Supervisor
35		4	\$4,394,277.48	\$4,394,277.48	\$0.00	Posted	05/23/2002	Supervisor	05/23/2002	Supervisor
36		4	\$980.00	\$980.00	\$0.00	Posted	05/23/2002	Supervisor	05/23/2002	Supervisor

## Recurring Batch Detail Report

The Recurring Batch Detail Report provides detailed information about recurring batches and the transactions within those batches. This report helps you check transaction detail information.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include batches created on these dates: **Creation date** (Include all dates)

Include batches last used on these dates: **Date used** (Include all dates)

Include batches last changed on these dates: **Change date** (Include all dates)

**Include these batch types:** (Recurring Amount and Recurring Fixed Percent)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Batches (PYAC, PYDT)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Recurring Batch Summary Report

The Recurring Batch Summary Report lists summary information for each recurring batch. The information is displayed in a single line format.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include batches created on these dates: **Creation date** (<Specific range>), **Start date** (01/01/2002), **End date** (12/31/2002)

Include batches last used on these dates: **Date used** (Include all dates)

Include batches last changed on these dates: **Change date** (Include all dates)

**Include these batch types:** (Recurring Amount and Recurring Fixed Percent)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Transaction Journal

The Transaction Journal lists the debits and credits entered directly from *Journal Entry* or posted from other Blackbaud programs.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include transactions with these dates: **Date** (Include all dates)

**Include these transaction types:** (Regular and Encumbrance)

**Report orientation:** (Landscape)

#### Filters tab

Include Selected Batches (1)

#### Format tab

**Headings. Subtitle** (Batch 1 Projects)

**Criteria. Criteria** is left with the default selections for this sample report.

**Detail. Show distribution for these characteristics: Project Description**

**Show characteristic as a column in the main report body** (No)

**Show transaction total** (No)

**Sort/Break. Sort/Break** is left with the default selections for this sample report.

**Page Footer. Page Footer** is left with the default selections for this sample report.

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme. Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Transaction Journal**  
Batch 1 Projects

Date	Transaction	Journal	Reference		Debit Amount	Credit Amount
<b>01-1000-00 - Operating Cash Account</b>						
12/01/2000	1-1 (R)	Journal Entry	BB for project			
				<b>Project Description</b>		
				Lewis Grant	\$15,100.00	
				<i>Totals for 01-1000-00 - Operating Cash Account</i>	<u>\$15,100.00</u>	<u>\$0.00</u>
<b>01-1910-00 - Securities</b>						
12/01/2000	1-2 (R)	Journal Entry	BB for project			
				<b>Project Description</b>		
				Lewis Grant	\$120,300.00	
12/01/2000	1-6 (R)	Journal Entry	BB for project			
				<b>Project Description</b>		
				Lewis Grant	\$85,000.00	
				<i>Totals for 01-1910-00 - Securities</i>	<u>\$205,300.00</u>	<u>\$0.00</u>
<b>01-2975-00 - Due to Other Funds</b>						
12/01/2000	1-3 (R)	Journal Entry	BB for project			
				<b>Project Description</b>		
				Lewis Grant		\$25,000.00
				<i>Totals for 01-2975-00 - Due to Other Funds</i>	<u>\$0.00</u>	<u>\$25,000.00</u>
<b>01-3000-00 - Net Assets</b>						
12/01/2000	1-4 (R)	Journal Entry	BB for project			
				<b>Project Description</b>		
				Lewis Grant		\$110,400.00
				<i>Totals for 01-3000-00 - Net Assets</i>	<u>\$0.00</u>	<u>\$110,400.00</u>
<b>01-4100-03 - Grant Revenue-Program Services</b>						
12/01/2000	1-5 (R)	Journal Entry	BB for project			
				<b>Project Description</b>		
				Lewis Grant		\$60,000.00
				<i>Totals for 01-4100-03 - Grant Revenue-Program Services</i>	<u>\$0.00</u>	<u>\$60,000.00</u>
<b>01-4150-02 - Contributions-Development</b>						

# Project Reports

## Project Activity Report

The Project Activity Report lists project activity for a time period you select. This report can be in a summary or detail format.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report type:** (Summary)

**Date:** (Last fiscal year)

**Exclude projects with zero beginning balance and no activity** (Yes)

**Exclude projects with no activity** (Yes)

**Exclude projects with a zero beginning balance and no activity** (Yes)

**Exclude projects with no activity** (Yes)

**Include these transaction types:** (Regular)

**Report orientation:** (Landscape)

#### Filters tab

Include Selected Projects (1001 to 1005)

#### Format tab

**Headings. Subtitle** (Summary Format)

**Criteria. Criteria** is left with the default selections for this sample report.

**Sort/Break. Sort/Break** is left with the default selections for this sample report.

**Page Footer. Page Footer Text** (Page Footer Information)

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme. Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*



**Community Services Inc.**  
**Project Activity Report**  
Summary Format

Project ID	Project Description	Beginning Balance	Adjustments	Net Change	Ending Balance
1001	Annabelle Johnson Endowment	\$0.00	\$0.00	\$1,707,949.61	\$1,707,949.61
1002	CTM Enterprises Endowment	\$0.00	\$0.00	\$1,681,401.19	\$1,681,401.19
1003	Everett Grant	\$0.00	\$0.00	\$1,299,638.14	\$1,299,638.14
1004	Hugo Endowment	\$0.00	\$0.00	\$1,983,041.16	\$1,983,041.16
1005	L&M Grocery Endowment	\$0.00	\$0.00	\$1,372,930.38	\$1,372,930.38
<b>Totals:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,044,960.48</b>	<b>\$8,044,960.48</b>

Report Footer Information

Page Footer Information

## Project Budget vs. Actual Report

The Project Budget vs. Actual Report provides budget information and reports the actual activity of selected projects and accounts.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Show budget details for: **Scenario ID** (01)

Include budgets in this date range: **Date** (Calendar year-to-date)

**Include balance sheet accounts** (No)

**Include these transaction types:** (Regular)

**Report orientation:** (Landscape)

#### Filters tab

Include Selected Accounts (01-5100-01 to 01-5590-03)

Include Selected Projects (1001 to 1005)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Project Budget vs. Actual Report

Account Number	Account Description	Budget Amount	Actual Amount	Difference	Variance
<b>1001 - Annabelle Johnson Endowment</b>					
01-5100-02	Salaries-Development	\$0.00	\$0.00	\$0.00	0.00 %
01-5250-03	Computers-Program Services	\$0.00	\$1,245.00	(\$1,245.00)	0.00 %
01-5460-01	Printing-Administration	\$0.00	\$48.46	(\$48.46)	0.00 %
01-5460-02	Printing-Development	\$0.00	\$54.52	(\$54.52)	0.00 %
01-5460-03	Printing-Program Services	\$0.00	\$72.70	(\$72.70)	0.00 %
<b>1002 - CTM Enterprises Endowment</b>					
01-5460-01	Printing-Administration	\$0.00	\$72.70	(\$72.70)	0.00 %
01-5460-02	Printing-Development	\$0.00	\$54.52	(\$54.52)	0.00 %
01-5460-03	Printing-Program Services	\$0.00	\$54.53	(\$54.53)	0.00 %
<b>1003 - Everett Grant</b>					
01-5200-01	Office Supplies-Administration	\$0.00	(\$62.18)	\$62.18	0.00 %
01-5200-02	Office Supplies-Development	\$0.00	(\$62.18)	\$62.18	0.00 %
01-5200-03	Office Supplies-Program Services	\$0.00	(\$62.19)	\$62.19	0.00 %
01-5460-01	Printing-Administration	\$0.00	\$48.46	(\$48.46)	0.00 %
01-5460-02	Printing-Development	\$0.00	\$66.64	(\$66.64)	0.00 %
01-5460-03	Printing-Program Services	\$0.00	\$36.35	(\$36.35)	0.00 %
<b>1004 - Hugo Endowment</b>					
01-5460-01	Printing-Administration	\$0.00	\$54.52	(\$54.52)	0.00 %
01-5460-02	Printing-Development	\$0.00	\$72.70	(\$72.70)	0.00 %
01-5460-03	Printing-Program Services	\$0.00	\$78.76	(\$78.76)	0.00 %
<b>1005 - L&amp;M Grocery Endowment</b>					
01-5460-01	Printing-Administration	\$0.00	\$60.59	(\$60.59)	0.00 %
01-5460-02	Printing-Development	\$0.00	\$48.46	(\$48.46)	0.00 %
01-5460-03	Printing-Program Services	\$0.00	\$60.59	(\$60.59)	0.00 %
<b>Grand Totals:</b>		<b>\$0.00</b>	<b>\$1,942.95</b>	<b>(\$1,942.95)</b>	<b>0.00 %</b>

## Project Detail Report

The Project Detail Report can be printed in summary or detail format. In detail format, the report provides general ledger account level balance and transaction detail information for projects within a selected date range. The summary format provides general ledger account activity at the transaction level. Both the summary and detail formats provide beginning balance, net change, and ending balance amounts for a project.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report type:** (Summary)

Include project activity in this date range: **Date** (Include all dates)

**Include projects with zero beginning balances and no activity** (Yes)

**Include projects with no activity** (Yes)

**Include these transaction types:** (Regular)

**Report orientation:** (Landscape)

#### Filters tab

Include Selected Projects (1010)

#### Format tab

**Headings. Subtitle** (Summary Format)

**Criteria. Criteria** is left with the default selections for this sample report.

**Detail. Detail** is left with the default selections for this sample report.

**Sort. Sort** is left with the default selections for this sample report.

**Page Footer. Page Footer** is left with the default selections for this sample report.

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme. Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Project Detail Report**  
 Summary Format

Account Number	Account Description	Beginning Balance	Net Change	Ending Balance
<b>1010 - Wilson Endowment</b>				
		\$0.00	\$0.00	\$0.00
01-1000-00	Operating Cash Account	\$148,523.50	\$0.00	\$148,523.50
01-1300-00	Grants Receivable	\$53,387.30	\$0.00	\$53,387.30
01-2000-00	Accounts Payable	\$38,746.80	\$0.00	\$38,746.80
01-5680-00	Electricity-Default	(\$98.00)	\$0.00	(\$98.00)
01-5200-01	Office Supplies-Administration	(\$12.02)	\$0.00	(\$12.02)
01-5460-01	Printing-Administration	\$48.48	\$0.00	\$48.48
01-5680-01	Electricity-Administration	\$24.50	\$0.00	\$24.50
01-5200-02	Office Supplies-Development	(\$12.02)	\$0.00	(\$12.02)
01-5460-02	Printing-Development	\$72.71	\$0.00	\$72.71
01-5680-02	Electricity-Development	\$24.50	\$0.00	\$24.50
01-5200-03	Office Supplies-Program Services	(\$12.02)	\$0.00	(\$12.02)
01-5460-03	Printing-Program Services	\$54.54	\$0.00	\$54.54
01-5680-03	Electricity-Program Services	\$49.00	\$0.00	\$49.00
03-1920-00	Investments	\$38,000.00	\$0.00	\$38,000.00
03-3000-00	Net Assets	\$38,000.00	\$0.00	\$38,000.00
01-2020-00	Accounts Payable Encumbrance-Default	\$9,315.60	\$0.00	\$9,315.60
01-4190-00	Individuals-Default	\$0.46	\$0.00	\$0.46

## Project Profile Report

The Project Profile Report displays a summary of the information in a project record. This report can be printed for a single project or for multiple projects. You can create the Project Profile Report from both *Reports* and *Projects*.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include the following project information: **Attributes, Activity, History of Changes**

**Fiscal years:** 2002

**Budget scenario:** (Main Operating Budget)

**Type:** (Regular)

**Show balance sheet accounts** (No)

#### Filters tab

Include Selected Projects (1001)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Project Profile Report

### Project 1001 - Annabelle Johnson Endowment

*Project ID:* 1001  
*Project Description:* Annabelle Johnson Endowment  
*Type:* Endowment  
*Status:* In Progress  
*Start Date:* 01/15/2002  
*End Date:*

*Active/Inactive:* Active  
*Prevent posting date:*  
*Created by:* Supervisor  
*Created on:* 01/16/2002  
*Last changed by:* ryan  
*Last changed on:* 02/18/2002

### Attributes

Type	Description	Short Description	Date	Comment
Application Date	01/01/2000			
Endowment Manager	Bob Wilson			

### Activity

#### Income Statement Accounts

Category	Actual	Budget	Fav/Unfav	%Used
Beginning Balance	\$0.00			
Revenues	\$0.34	\$0.00	\$0.34	0.00 %
Expenses	\$1,420.68	\$0.00	(\$1,420.68)	0.00 %
Gifts	\$0.00	\$0.00	\$0.00	0.00 %
Transfers	\$0.00	\$0.00	\$0.00	0.00 %
Gains	\$0.00	\$0.00	\$0.00	0.00 %
Losses	\$0.00	\$0.00	\$0.00	0.00 %
Net Surplus/Deficit	(\$1,420.34)			
Ending Balance	(\$1,420.34)			

### History of Changes

Item Changed	Previous Setting	New Setting	Date changed	Changed by
Project ID	0001	1001	02/11/2002	ryan
Project ID	Annabelle	0001	01/22/2002	Supervisor





# Accounts Payable Reports

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## Chapter 2

# Bank Account Reports

## Bank Profile Report

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

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include this information: **Cash account information, Payment information, Register ending balance, Summary by transaction type, Summary by Blackbaud system, Summary by adjustment category**

Include transactions with these dates: **Transaction date** (<Specific range>), **Start date** (8/15/2001), **End date** (9/30/2001)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Banks (Baybank Checking Account)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Blackbaud Sample School Bank Profile

### BAYBANK-CHK - Baybank Bank

<i>Description:</i>	Baybank Checking Account	<i>Address:</i>	1234 Main Street
<i>Account Type:</i>	Checking		Charleston, SC 29465
<i>Account Number:</i>	1234567		
<i>Routing Number:</i>	21345678		
<i>Account Status:</i>	Open		
<i>Minimum Balance:</i>	\$ 1,000.00		
<i>Interfund Set:</i>			
<i>Ending Register Balance</i>	(\$76,790.10)		

### Cash Account Information

<u>System</u>	<u>Account Setup</u>	<u>Track Cash In...</u>	<u>Default Cash Account</u>
Accounts Payable	Define cash account(s)	One Fund	01-11120-00
Cash Management	Does not use this bank account		

### Payment Information

By default, print transactions to this printer: \\NTPRNTSRV\HP\_RAD7

<u>System</u>	<u>Transaction Type</u>	<u>Allow?</u>	<u>Numbering</u>	<u>Next Number</u>	<u>Maximum Amount</u>
Accounts Payable	Computer Check	Yes	Start with	1007	\$ 100,000.00
Accounts Payable	Electronic Funds Transfer	Yes	Same range as	Accounts Payable Computer Che	\$ 100,000.00
Accounts Payable	Manual Check	Yes	Same range as	Accounts Payable Computer Che	\$ 100,000.00
Accounts Payable	One-Time Check	Yes	Same range as	Accounts Payable Computer Che	\$ 100,000.00
Accounts Payable	Bank Draft	Yes	Same range as	Accounts Payable Computer Che	\$ 100,000.00
Cash Management	Adjustment	Yes	Start with	1	\$ 999,999,999.99

### Transaction Summary by Transaction Type

<u>System</u>	<u>Transaction Type</u>	<u>Transaction Coun</u>	<u>Balance Increase</u>	<u>Balance Decrease</u>
Accounts Payable	Computer Check	6	\$0.00	\$76,440.10
Accounts Payable	One-Time Check	1	\$0.00	\$350.00
		7	\$0.00	\$76,790.10

### Transaction Summary by Blackbaud System

<u>Blackbaud System</u>	<u>Payment Count</u>	<u>Total Payments</u>	<u>Deposit Count</u>	<u>Total Deposits</u>
Accounts Payable	7	\$76,790.10	0	\$0.00
	7	\$76,790.10	0	\$0.00

## 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 includes total deposits, total payments, and grand totals. The amounts for each type of check are also listed.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

**Bank account:** (Operating)

Show transactions with these dates: **Transaction date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters button

No filters selected

#### Format tab

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show distribution for these characteristics:** **Account ID,**  
**Project ID, Class**

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc. Bank Register Report

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Balance	Status	Post Date
1	Cash Management	Adjustment-Deposit	01/01/2002	Beginning Cash Balance	\$15,100.00	\$0.00	\$3,015,100.00	Outstanding	01/01/2002
<b>Account ID</b>		<b>Project ID</b>		<b>Class</b>		<b>Debit Amount</b>		<b>Credit Amount</b>	
01-1910-00		<No Project>		Unrestricted Net Assets		\$0.00		\$15,100.00	
01-1000-00		<No Project>		Unrestricted Net Assets		\$15,100.00		\$0.00	
2	Cash Management	Adjustment-Deposit	01/01/2002	Beginning Cash Balance	\$25,000.00	\$0.00	\$3,040,100.00	Outstanding	01/01/2002
<b>Account ID</b>		<b>Project ID</b>		<b>Class</b>		<b>Debit Amount</b>		<b>Credit Amount</b>	
01-1910-00		<No Project>		Unrestricted Net Assets		\$0.00		\$25,000.00	
01-1000-00		<No Project>		Unrestricted Net Assets		\$25,000.00		\$0.00	
3	Cash Management	Adjustment-Deposit	01/15/2002	Membership Dues	\$75,000.00	\$0.00	\$3,115,100.00	Outstanding	01/01/2002
<b>Account ID</b>		<b>Project ID</b>		<b>Class</b>		<b>Debit Amount</b>		<b>Credit Amount</b>	
01-1000-00		2001M		Unrestricted Net Assets		\$25,750.00		\$0.00	
01-1000-00		2000M		Unrestricted Net Assets		\$22,000.00		\$0.00	
01-1000-00		2002M		Unrestricted Net Assets		\$27,250.00		\$0.00	
4	Cash Management	Adjustment-Paymen	01/01/2002	Membership Dues	\$0.00	\$75,000.00	\$3,040,100.00	Outstanding	01/01/2002
<b>Account ID</b>		<b>Project ID</b>		<b>Class</b>		<b>Debit Amount</b>		<b>Credit Amount</b>	
01-1000-00		2001M		Unrestricted Net Assets		\$0.00		\$25,750.00	
01-1000-00		2002M		Unrestricted Net Assets		\$0.00		\$27,250.00	
01-1000-00		2000M		Unrestricted Net Assets		\$0.00		\$22,000.00	
5	Cash Management	Adjustment-Paymen	01/01/2002	Membership Dues	\$0.00	\$75,000.00	\$2,965,100.00	Outstanding	01/01/2002
<b>Account ID</b>		<b>Project ID</b>		<b>Class</b>		<b>Debit Amount</b>		<b>Credit Amount</b>	
01-1000-00		2001M		Unrestricted Net Assets		\$0.00		\$25,749.98	
01-1000-00		2000M		Unrestricted Net Assets		\$0.00		\$21,999.97	
01-1000-00		2002M		Unrestricted Net Assets		\$0.00		\$27,250.05	
6	Cash Management	Adjustment-Paymen	01/01/2002	Membership Dues	\$0.00	\$75,000.00	\$2,890,100.00	Outstanding	01/01/2002
<b>Account ID</b>		<b>Project ID</b>		<b>Class</b>		<b>Debit Amount</b>		<b>Credit Amount</b>	
01-1000-00		2001M		Unrestricted Net Assets		\$0.00		\$25,749.98	
01-1000-00		2000M		Unrestricted Net Assets		\$0.00		\$21,999.97	
01-1000-00		2002M		Unrestricted Net Assets		\$0.00		\$27,250.05	
7	Cash Management	Adjustment-Paymen	01/01/2002	Membership Dues	\$0.00	\$50,000.00	\$2,840,100.00	Outstanding	01/01/2002

## Bank Reconciliation Report

The Bank Reconciliation Report presents the “Adjusted Statement Balance”, or the ending statement balance plus deposits in transit less outstanding disbursements. 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. You can run the Bank Reconciliation Report from *Reports* and from *Banks*.

The Bank Reconciliation Report provides a way of trouble-shooting issues before you receive your bank statement. From this report, you can print the last completed reconciliation 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 is made up of three parts: Reconciliation of Register to Statement, Outstanding Transaction Details, and Reconciliation of Cash Accounts to Statement. Each of the parts of this report appears on a separate page. The report sample below is the Reconciliation of Register to Statement section. A sample of the Reconciliation to Cash Account(s) to Statement section is provided on page 80. This report sample does not include transaction details.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Bank account:** (SB & AR)

**Print:** (Last completed reconciliation)

**Report orientation:** (Landscape)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Detail.** **Print transaction details for reconciling the register to the statement** (No)

**Print transaction details for reconciling the cash account(s) to statement** (No)

**Sort.** **Sort by** (Transaction Number), **Order by** (Ascending)

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **\*Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Bank Reconciliation Report****Reconciliation of Register to Statement**

Bank register cleared beginning balance 05/13/2003:	\$0.00
Add: Cleared deposits:	\$0.00
Add: Cleared deposit adjustments:	\$406,202.59
Subtract: Cleared payments:	\$0.00
Subtract: Cleared payment adjustments:	\$0.00
Adjusted bank register balance:	<u>\$406,202.59</u>
Bank register ending balance:	\$812,405.18
Subtract: Outstanding deposits:	\$406,202.59
Subtract: Outstanding deposit adjustments:	\$0.00
Add: Outstanding payments:	\$0.00
Add: Outstanding payment adjustments:	\$0.00
Adjusted bank register balance:	<u>\$406,202.59</u>
Bank statement ending balance 05/13/2003:	<u>\$406,202.59</u>
Out of balance by:	\$0.00

**Summary Count and Amount for Deposits and Payments**

All Cleared Deposits:	1	\$406,202.59
All Cleared Payments:	0	\$0.00

## Bank Reconciliation Report

This is a sample of the Reconciliation of Cash Account(s) to Statement section of the Bank Reconciliation Report. You can use this section to identify timing discrepancies and outstanding transactions in cash accounts affecting the cash balance, but not accounted for in the period reconciliation.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Bank account:** (SB & AR)

**Print:** (Last completed reconciliation)

**Report Orientation:** (Landscape)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Print transaction details for reconciling the register to the statement:** (No)

**Print transaction details for reconciling the cash account(s) to statement:** (No)

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



**Community Services Inc.  
Bank Reconciliation Report****Reconciliation of Cash Account(s) to Statement**

Cash accounts tied to this Bank account:

01-1050-00

01-1050-00 Petty Cash \$220,985.00

01-1040-00

01-1040-00 Student Billing/AR Cash \$404,164.59

Cash account(s) ending balance 05/13/2003:

\$625,149.59

Add: Cleared not yet posted deposits:

\$0.00

Add: Cleared not yet posted deposit adjustments:

\$406,202.59

Subtract: Cleared not yet posted payments:

\$0.00

Subtract: Cleared not yet posted payment adjustments:

\$0.00

Adjusted Cash account(s) balance:

---

\$1,031,352.18

Bank statement ending balance 05/13/2003:

\$406,202.59

Add: Outstanding posted deposits:

\$404,164.59

Add: Outstanding posted deposit adjustments:

\$0.00

Subtract: Outstanding posted payments:

\$0.00

Subtract: Outstanding posted payment adjustments:

---

\$0.00

Adjusted Bank statement balance:

\$810,367.18

Out of balance by:

(\$220,985.00)

# Invoice Reports

## Account Distribution Report

The Account Distribution Report provides distribution details for transactions contained in or produced by *Accounts Payable*. The detail report lists all transactions and associated debits and credits by account number. The summary report shows the total debits and credits associated with each account. Adjustment transactions can also be included to further facilitate the reconciliation process.

The major use of this report is to reconcile *Accounts Payable* with the general ledger. The effects of *Accounts Payable* transactions on the general ledger are illustrated by the report, which promotes the reconciliation of the system. The report is also useful in reporting the distribution of one or more invoices for reconciliation purposes.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

Include transactions with these dates: **Transaction date** (This fiscal period)

Include transactions with these dates: **Post date** (This fiscal period)

**Include adjustment transactions** (No)

**Include one-time checks** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Vendors (Bill Johnson Automobile Sales, Inc.)

#### Format tab

**Headings. Subtitle** (Automotive)

**Criteria. Criteria** is left with the default selections for this sample report.

**Detail. Show distribution for these characteristics: Class**

**Show characteristic as a column in the main report body** (Yes)

**Grand Totals. Grand Totals** is left with the default selections for this sample report.

**Sort/Break. Sort/Break** is left with the default selections for this sample report.

**Page Footer. Page Footer Text** (Page Footer)

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme. Apply a color scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Account Distribution Report**  
Automotive

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount	Class
<b>01-1000-00, Operating Cash Account</b>										
01/10/2002	1011	Payment	3-038	Jimmy Rogers	Jimmy Rogers-One-T	Posted	01/10/2002	\$0.00	\$100.00	Unrestricted Net
01/31/2002	1005	Payment	3-146	Bill Johnson Automobile Sale	Bill Johnson Automob-	Posted	01/31/2002	\$0.00	\$212.00	Unrestricted Net
02/15/2002	1041	Payment		Ms. Elizabeth Johnson	Unposted Accounts P	Not yet posted	02/28/2002	\$0.00	\$166.67	Unrestricted Net
02/15/2002	1041	Payment		Ms. Elizabeth Johnson	Unposted Accounts P	Not yet posted	02/28/2002	\$0.00	\$166.67	Unrestricted Net
02/15/2002	1041	Payment		Ms. Elizabeth Johnson	Unposted Accounts P	Not yet posted	02/28/2002	\$0.00	\$166.66	Unrestricted Net
01/28/2002	1041	Payment		Mr. John Doe	Unposted Accounts P	Not yet posted	01/28/2002	\$0.00	\$220.00	Unrestricted Net
<b>Totals for 01-1000-00, Operating Cash Account.</b>								<b>\$0.00</b>	<b>\$1,032.00</b>	
<b>01-1840-00, Vehicles</b>										
05/20/2002	4	Purchase Order		Bill Johnson Automobile Sale	Unposted Accounts P	Not yet posted	05/20/2002	\$6,600.00	\$0.00	Unrestricted Net
05/20/2002	4	Receipt		Bill Johnson Automobile Sale	Unposted Accounts P	Not yet posted	05/20/2002	\$0.00	\$6,600.00	Unrestricted Net
05/20/2002	5	Purchase Order		Bill Johnson Automobile Sale	Unposted Accounts P	Not yet posted	05/20/2002	\$5,500.00	\$0.00	Unrestricted Net
<b>Totals for 01-1840-00, Vehicles.</b>								<b>\$12,100.00</b>	<b>\$6,600.00</b>	
<b>01-2000-00, Accounts Payable</b>										
01/06/2002		Invoice	3-036	Bill Johnson Automobile Sale	Bill Johnson Automob	Posted	01/06/2002	\$0.00	\$212.00	Unrestricted Net
01/31/2002	1005	Payment	3-145	Bill Johnson Automobile Sale	Bill Johnson Automob-	Posted	01/31/2002	\$212.00	\$0.00	Unrestricted Net
<b>Totals for 01-2000-00, Accounts Payable.</b>								<b>\$212.00</b>	<b>\$212.00</b>	
<b>01-2020-00, Accounts Payable Encumbrance-Default</b>										
05/20/2002	4	Purchase Order		Bill Johnson Automobile Sale	Unposted Accounts P	Not yet posted	05/20/2002	\$0.00	\$6,600.00	Unrestricted Net
05/20/2002	4	Receipt		Bill Johnson Automobile Sale	Unposted Accounts P	Not yet posted	05/20/2002	\$6,600.00	\$0.00	Unrestricted Net
05/20/2002	5	Purchase Order		Bill Johnson Automobile Sale	Unposted Accounts P	Not yet posted	05/20/2002	\$0.00	\$5,500.00	Unrestricted Net
<b>Totals for 01-2020-00, Accounts Payable Encumbrance-Default</b>								<b>\$6,600.00</b>	<b>\$12,100.00</b>	
<b>01-5100-02, Salaries-Development</b>										
01/28/2002	1041	Payment		Mr. John Doe	Unposted Accounts P	Not yet posted	01/28/2002	\$220.00	\$0.00	Unrestricted Net
<b>Totals for 01-5100-02, Salaries-Development.</b>								<b>\$220.00</b>	<b>\$0.00</b>	
<b>01-5590-01, Transportation-Administration</b>										
01/06/2002		Invoice	3-035	Bill Johnson Automobile Sale	Bill Johnson Automob	Posted	01/06/2002	\$212.00	\$0.00	Unrestricted Net
<b>Totals for 01-5590-01, Transportation-Administration.</b>								<b>\$212.00</b>	<b>\$0.00</b>	
<b>01-5810-01, Professional Fees-Administration</b>										
02/15/2002	1041	Payment		Ms. Elizabeth Johnson	Unposted Accounts P	Not yet posted	02/28/2002	\$166.67	\$0.00	Unrestricted Net
<b>Totals for 01-5810-01, Professional Fees-Administration.</b>								<b>\$166.67</b>	<b>\$0.00</b>	
<b>01-5810-02, Professional Fees-Development</b>										

## Aged Accounts Payable

The Aged Accounts Payable Report provides a time line representation of the age of each invoice in your system. It provides a calculation of how much money you owe vendors, as well as a list of open invoices and credit memos associated with the selected vendors. This report is useful as a weekly or monthly report to ensure that your invoices are being paid in a timely manner.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

**Calculate discounts as of:** (Today)

**Include invoice discounts** (Yes); **Calculate discounts as of** (Today)

Include transactions with these dates: **Transaction date** (Include all dates); **Post date** (<Selected Range>), **Start date** (01/01/2003), **End date** (03/31/2003); **Invoice due date** (Include all dates)

**Include invoices with discounts that expire in the 'Due date range'** (No)

**Include unapplied credit memo amounts** (Yes)

#### Filters tab

No filters selected

#### Format tab

**Headings. Subtitle** (Q1 & Q2 2002)

**Criteria. Criteria** is left with the default selections for this sample report.

**Detail. Detail** is left with the default selections for this sample report.

**Sort/Break . Sort/Break** is left with the default selections for this sample report.

**Page Footer. Page Footer** is left with the default selections for this sample report.

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme . Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Aged Accounts Payable Report**  
 Q1 & Q2 2002

Vendor Name	Trans. No.	Description	Current	31-60	61-90	> 90	Credits	Net Due
<b>Amato Business Systems</b>								
Amato Business Systems	3423	Office Chairs	\$0.00	\$0.00	\$0.00	\$448.95	\$0.00	\$448.95
Amato Business Systems	374832	Dell Laptop	\$0.00	\$0.00	\$0.00	\$1,245.00	\$0.00	\$1,245.00
<i>Totals for Amato Business Systems</i>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,693.95</u>	<u>\$0.00</u>	<u>\$1,693.95</u>
<b>Auto Express</b>								
Auto Express	543	Vehicle Repair	\$0.00	\$0.00	\$0.00	\$620.25	\$0.00	\$620.25
<i>Totals for Auto Express.</i>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$620.25</u>	<u>\$0.00</u>	<u>\$620.25</u>
<b>Bakker &amp; Associates</b>								
Bakker & Associates	43421	Professional Consulting Fees	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
<i>Totals for Bakker &amp; Associates</i>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,500.00</u>	<u>\$0.00</u>	<u>\$1,500.00</u>
<b>GRAND TOTALS:</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,814.20</b>	<b>\$0.00</b>	<b>\$3,814.20</b>
<b>A total of 4 transaction(s) listed</b>								

## Cash Requirements Report

The Cash Requirements Report calculates and displays the amount of cash required to satisfy the obligations of your organization on a specified date. The detail report provides a listing of open invoices and credit memos by invoice due date. The summary report provides the total of all open invoices and credit memos, discounts and net amount due for each due date. You can include discount calculations in the report, as well as invoices you want to generate before a specific date.

The report is useful in managing the cash flow of an organization as it calculates the required cash needed within a specific range of dates or as of a specific date.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Show invoices open as of:** (Today)

**Base invoice open date on:** (Post date)

**Include invoices scheduled to be generated** (Yes)

**Calculate discounts as of:** (Today)

Include invoices with these dates: **Invoice date** (Include all dates); **Post date** (Include all dates); **Due date** (Include all dates)

**Include invoices with discounts that expire in the 'Due date' range** (Yes)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break .** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Blackbaud Sample School Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<b>ADS Security Systems</b>								
ADS Security Systems	10/05/2001	09/05/2001	7897-001	Monthly Security Fee	\$120.00	\$2.40	09/15/2001	\$120.00
				<i>Totals for ADS Security Systems:</i>	<i>\$120.00</i>	<i>\$2.40</i>		<i>\$120.00</i>
<b>AlphaGraphics</b>								
AlphaGraphics	07/01/2001	06/01/2001	34344	Marketing Materials	\$860.10	\$0.00		\$860.10
				<i>Totals for AlphaGraphics:</i>	<i>\$860.10</i>	<i>\$0.00</i>		<i>\$860.10</i>
<b>Bell Telephones</b>								
Bell Telephones	04/01/2001	03/01/2001		Monthly Phone Bill	\$260.00	\$0.00		\$260.00
				<i>Totals for Bell Telephones:</i>	<i>\$260.00</i>	<i>\$0.00</i>		<i>\$260.00</i>
<b>Office Supplies Inc.</b>								
Office Supplies Inc.	10/01/2001	09/01/2001	7849	Office Supplies	\$204.35	\$0.00		\$204.35
				<i>Totals for Office Supplies Inc.:</i>	<i>\$204.35</i>	<i>\$0.00</i>		<i>\$204.35</i>
				<b>GRAND TOTALS:</b>	<b>\$1,444.45</b>	<b>\$2.40</b>		<b>\$1,444.45</b>

## Credit Memo Report

The Credit Memo Report provides a detailed list of vendors' credit memo activity. It profiles the amount used for each vendor and the amount of credit outstanding per vendor record.

The report is useful as a check to determine all total outstanding credit memos issued to date that you need to apply before paying vendor invoices.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include credit memos with these dates: **Credit memo date** (Include all dates); **Post date** (Include all dates).

**Include fully applied credit memos** (Yes)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break .** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



**Blackbaud Sample School  
Credit Memo Report**

<b>Vendor Name</b>	<b>Credit Memo Number</b>	<b>Credit Memo Date</b>	<b>Description</b>	<b>Post Status</b>	<b>Post Date</b>	<b>Credit Memo Amount</b>	<b>Ending Credit Balance</b>
<b>ADS Security Systems</b>							
ADS Security Systems		08/01/2001	Overcharge in July	Not yet posted	08/01/2001	\$25.00	\$25.00
<i>Totals for ADS Security Systems:</i>						<u>\$25.00</u>	<u>\$25.00</u>
<b>Russellson Janitorial Service</b>							
Russellson Janitorial Service	8798	09/01/2001	Bad Supplies	Not yet posted	09/01/2001	\$50.00	\$0.00
<i>Totals for Russellson Janitorial Service:</i>						<u>\$50.00</u>	<u>\$0.00</u>
<b>GRAND TOTALS:</b>						<b>\$75.00</b>	<b>\$25.00</b>
<b>A total of 2 credit memo(s) listed</b>							

## Hold Payment Report

The Hold Payment Report lists all invoices that are marked as “hold payment” on the Invoice record. This report includes all standard invoice information, including the balance due. You can use this report to provide a list of invoices left “on hold” past designated due dates. You can also use it to prompt you before releasing an invoice for payment after meeting certain criteria.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include invoices with these due dates: **Due date** (This fiscal period); **Post date** (Include all dates).

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break .** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Blackbaud Sample School  
Hold Payment Report**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Balance</u>	<u>Due Date</u>	<u>Potential Discount</u>	<u>Discount Expires On</u>	<u>Net Amount Due</u>
<b>ADS Security Systems</b>								
ADS Security Systems	7897-001	09/05/2001	Monthly Security Fee	\$120.00	10/05/2001	\$2.40	09/15/2001	\$120.00
			<i>Totals for ADS Security Systems:</i>	<i>\$120.00</i>		<i>\$2.40</i>		<i>\$120.00</i>
<b>Bell Telephones</b>								
Bell Telephones		03/01/2001	Monthly Phone Bill	\$260.00	04/01/2001	\$0.00		\$260.00
			<i>Totals for Bell Telephones:</i>	<i>\$260.00</i>		<i>\$0.00</i>		<i>\$260.00</i>

## Invoice Expense Allocation Report

The Invoice Expense Allocation Report includes vendor expense distribution for accounts and transaction characteristics. This report provides detailed debit information for invoices associated with selected vendors. The data on the report is drawn from the Distribution tab of the invoice record.

This report is useful for reviewing which expense accounts are affected when you post invoices to **General Ledger**. In addition, the report can summarize the total activity for each **General Ledger** expense account and the project.

You can base this report on vendors or invoices. The report can include all records, selected records, or one record.

### Report Parameters

Although reports in **The Financial Edge** have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include transactions with these dates: **Invoice date** (Include all dates); **Post date** (Include all dates)

#### Filters tab

Include: Selected Vendors (AlphaGraphics)

#### Format tab

**Headings.** Subtitle (AlphaGraphics), **Align** (Left)

**Print report date in heading** (No)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** Show distribution for these characteristics: **Project ID**

**Show characteristic as a column in the main report body** (No)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break .** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Invoice Expense Allocation Report**  
AlphaGraphics

Page 1

Vendor Name	Transaction Date	Description				
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount
<b>AlphaGraphics</b> AlphaGraphics 69-44134541	11/05/2001	Credit for Overpayment		01-5460-02	Printing-Development	\$99.50
	C889	Credit memo	Applied			
				<b>Project ID</b>	<b>Amount</b>	
				1001	(\$8.96)	
				1002	(\$8.96)	
				1003	(\$10.95)	
				1004	(\$11.94)	
				1005	(\$7.96)	
				1006	(\$11.94)	
				1007	(\$8.96)	
				1008	(\$10.95)	
				1009	(\$6.97)	
				1010	(\$11.91)	
	11/05/2001	Credit for Overpayment		01-5460-01	Printing-Administration	\$99.50
	C889	Credit memo	Applied			
				<b>Project ID</b>	<b>Amount</b>	
				1001	(\$7.96)	
				1002	(\$11.94)	
				1003	(\$7.96)	
				1004	(\$8.96)	
				1005	(\$9.95)	
				1006	(\$13.93)	
				1007	(\$13.93)	
				1008	(\$4.98)	
				1009	(\$11.94)	
				1010	(\$7.95)	
	11/05/2001	Credit for Overpayment		01-5460-03	Printing-Program Services	\$99.50
	C889	Credit memo	Applied			
				<b>Project ID</b>	<b>Amount</b>	
				1001	(\$11.94)	
				1002	(\$8.96)	
				1003	(\$5.97)	
				1004	(\$12.94)	
				1005	(\$9.95)	
				1006	(\$11.94)	
				1007	(\$7.96)	

## Invoice Generation Report

The Invoice Generation Report is divided into two parts: invoices that have already been generated from recurring invoices and invoices that are scheduled to be generated from recurring invoices within specified date parameters. The report is useful when determining if you have inadvertently omitted invoices during the normal generation process performed by the organization. Also, it is a quick way to assess how much the organization spends with a particular vendor for recurring invoices.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Include generated invoices with these dates** (Yes): **Invoice Date** (Include all dates); **Due Date** (Include all dates)

**Include invoices scheduled to be generated with these dates** (Yes): **Invoice Date** (<Specific Range>), **Start date** (6/12/2001), **End date** (8/01/2001); **Due date** (Include all dates)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break .** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Apply Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

# Blackbaud Sample School Invoice Generation Report

Page 1

Vendor Name	Invoice Number	Invoice Date	Schedule Status	PO Number	Invoice Amount	Due Date	Potential Discount	Discount Expires On	Net Amount
<b>ADS Security Systems</b>									
ADS Security Systems	7897	09/05/2001	Generated		\$120.00	10/05/2001	\$2.40	09/15/2001	\$120.00
ADS Security Systems	7897	10/05/2001	Scheduled		\$120.00	11/04/2001	\$2.40	10/15/2001	\$117.60
ADS Security Systems	7897	11/05/2001	Scheduled		\$120.00	12/05/2001	\$2.40	11/15/2001	\$117.60
ADS Security Systems	7897	12/05/2001	Scheduled		\$120.00	01/04/2002	\$2.40	12/15/2001	\$117.60
ADS Security Systems	7897	01/05/2002	Scheduled		\$120.00	02/04/2002	\$2.40	01/15/2002	\$117.60
ADS Security Systems	7897	02/05/2002	Scheduled		\$120.00	03/07/2002	\$2.40	02/15/2002	\$117.60
ADS Security Systems	7897	03/05/2002	Scheduled		\$120.00	04/04/2002	\$2.40	03/15/2002	\$117.60
ADS Security Systems	7897	04/05/2002	Scheduled		\$120.00	05/05/2002	\$2.40	04/15/2002	\$117.60
ADS Security Systems	7897	05/05/2002	Scheduled		\$120.00	06/04/2002	\$2.40	05/15/2002	\$117.60
ADS Security Systems	7897	06/05/2002	Scheduled		\$120.00	07/05/2002	\$2.40	06/15/2002	\$117.60
ADS Security Systems	7897	07/05/2002	Scheduled		\$120.00	08/04/2002	\$2.40	07/15/2002	\$117.60
ADS Security Systems	7897	08/05/2002	Scheduled		\$120.00	09/04/2002	\$2.40	08/15/2002	\$117.60
ADS Security Systems	7897	09/05/2002	Scheduled		\$120.00	10/05/2002	\$2.40	09/15/2002	\$117.60
ADS Security Systems	7897	10/05/2002	Scheduled		\$120.00	11/04/2002	\$2.40	10/15/2002	\$117.60
ADS Security Systems	7897	11/05/2002	Scheduled		\$120.00	12/05/2002	\$2.40	11/15/2002	\$117.60
ADS Security Systems	7897	12/05/2002	Scheduled		\$120.00	01/04/2003	\$2.40	12/15/2002	\$117.60
ADS Security Systems	7897	01/05/2003	Scheduled		\$120.00	02/04/2003	\$2.40	01/15/2003	\$117.60
ADS Security Systems	7897	02/05/2003	Scheduled		\$120.00	03/07/2003	\$2.40	02/15/2003	\$117.60
ADS Security Systems	7897	03/05/2003	Scheduled		\$120.00	04/04/2003	\$2.40	03/15/2003	\$117.60
ADS Security Systems	7897	04/05/2003	Scheduled		\$120.00	05/05/2003	\$2.40	04/15/2003	\$117.60
ADS Security Systems	7897	05/05/2003	Scheduled		\$120.00	06/04/2003	\$2.40	05/15/2003	\$117.60
ADS Security Systems	7897	06/05/2003	Scheduled		\$120.00	07/05/2003	\$2.40	06/15/2003	\$117.60
ADS Security Systems	7897	07/05/2003	Scheduled		\$120.00	08/04/2003	\$2.40	07/15/2003	\$117.60
ADS Security Systems	7897	08/05/2003	Scheduled		\$120.00	09/04/2003	\$2.40	08/15/2003	\$117.60
<b>Totals for ADS Security Systems:</b>					<b>\$2,880.00</b>		<b>\$57.60</b>		<b>\$2,824.80</b>
<b>Southern Utilities</b>									
Southern Utilities	12254	09/01/2001	Generated		\$125.00	09/01/2001	\$0.00		\$125.00
<b>Totals for Southern Utilities:</b>					<b>\$125.00</b>		<b>\$0.00</b>		<b>\$125.00</b>

Invoice Generation Report

## Invoice History

The Invoice History Report lists invoices and their balances according to the application of payments, credit memos, and adjustments over a specified date range.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include invoices with these dates: **Invoice date** (Include all dates), **Due date** (Include all dates).

#### Filters tab

No filters selected

#### Format tab

**Headings.** Heading Format: **Align** (Left)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Details** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break .** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Blackbaud Sample School Invoice History

Page 1

10/05/2001 01:33:32 PM

Vendor Name	Transaction Date	Transaction Number	Transaction Type	Description	Transaction Amount	Post Date	Invoice Balance
<b>ADS Security Systems</b>							
ADS Security Systems	09/05/2001	7897-001	Invoice	Monthly Security Fee	\$120.00	09/05/2001	\$120.00
						<i>Totals for ADS Security Systems:</i>	<i>\$120.00</i>
<b>AlphaGraphics</b>							
AlphaGraphics	06/01/2001	34344	Invoice	Marketing Materials	\$860.10	06/01/2001	\$860.10
						<i>Totals for AlphaGraphics:</i>	<i>\$860.10</i>
<b>Bell Telephones</b>							
Bell Telephones	03/01/2001		Invoice	Monthly Phone Bill	\$260.00	03/01/2001	\$260.00
						<i>Totals for Bell Telephones:</i>	<i>\$260.00</i>
<b>Bill Johnson Automobile Sales Inc.</b>							
Bill Johnson Automobile Sales Inc.	08/20/2001	45645	Invoice	New Trucks	\$75,000.00	08/20/2001	\$75,000.00
Bill Johnson Automobile Sales Inc.	08/20/2001	1000	Payment		(\$75,000.00)	08/20/2001	\$0.00
						<i>Totals for Bill Johnson Automobile Sales Inc.:</i>	<i>\$0.00</i>
<b>Office Supplies Inc.</b>							
Office Supplies Inc.	09/01/2001	7849	Invoice	Office Supplies	\$204.35	09/01/2001	\$204.35
						<i>Totals for Office Supplies Inc.:</i>	<i>\$204.35</i>
<b>Russellson Janitorial Service</b>							
Russellson Janitorial Service	08/20/2001	123	Invoice	supplies	\$125.00	08/20/2001	\$125.00
Russellson Janitorial Service	08/20/2001	1001	Payment		(\$75.00)	08/20/2001	\$50.00
Russellson Janitorial Service	09/01/2001	8798	Credit Memo	Bad Supplies	(\$50.00)	09/01/2001	\$0.00
						<i>Totals for Russellson Janitorial Service:</i>	<i>\$0.00</i>
<b>Southern Utilities</b>							
Southern Utilities	09/01/2001	12254-001	Invoice	Monthly Electricity Bill	\$0.00	09/01/2001	\$0.00
Southern Utilities	08/20/2001	1002	Payment		(\$125.00)	08/20/2001	(\$125.00)
						<i>Totals for Southern Utilities:</i>	<i>(\$125.00)</i>

## Open Invoice Report

The Open Invoice Report lists invoices and credit memos that are unpaid on a specified date. You can reconcile the value of open invoices listed on this report to your general ledger accounts payable summary account.

You can run this report weekly or monthly to determine the outstanding invoices and credit memos in **Accounts Payable**. You can also use it to determine outstanding items for a particular vendor or group of vendors.

### Report Parameters

#### General tab

**Report format:** (Detail)

**Show invoices open as of:** (Today)

**Base invoice open date on:** (Post Date)

**Calculate discounts as of:** (Today)

**Base invoice aging on:** (Post Date)

Include transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates); **Due date** (<Specific Range>), **Start date** (06/12/2001), **End date** (08/01/2001)

**Include invoices with discounts that expire in the 'Due date' range** (No)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Blackbaud Sample School Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
<b>ADS Security Systems</b>									
ADS Security Systems	7897-001	09/05/2001	09/05/2001	\$120.00	\$2.40	09/15/2001	\$120.00	10/05/2001	30
<i>Totals for ADS Security Systems:</i>				<u>\$120.00</u>	<u>\$2.40</u>		<u>\$120.00</u>		
<b>AlphaGraphics</b>									
AlphaGraphics	34344	06/01/2001	06/01/2001	\$860.10	\$0.00		\$860.10	07/01/2001	126
<i>Totals for AlphaGraphics:</i>				<u>\$860.10</u>	<u>\$0.00</u>		<u>\$860.10</u>		
<b>Bell Telephones</b>									
Bell Telephones		03/01/2001	03/01/2001	\$260.00	\$0.00		\$260.00	04/01/2001	218
<i>Totals for Bell Telephones:</i>				<u>\$260.00</u>	<u>\$0.00</u>		<u>\$260.00</u>		
<b>Office Supplies Inc.</b>									
Office Supplies Inc.	7849	09/01/2001	09/01/2001	\$204.35	\$0.00		\$204.35	10/01/2001	34
<i>Totals for Office Supplies Inc.:</i>				<u>\$204.35</u>	<u>\$0.00</u>		<u>\$204.35</u>		
<b>GRAND TOTALS:</b>				<b>\$1,444.45</b>	<b>\$2.40</b>		<b>\$1,444.45</b>		
								Open Invoices	

## Project Distribution Report

The Project Distribution Report provides lists all debits and credits associated with each project in either detail or summary format. The report can include all records, selected records, or one record.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Summary)

Include transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

**Include adjustment transactions** (No)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Blackbaud Sample School  
Project Distribution Report**

Transaction Date	Transaction Number	Transaction Type	Vendor/Payee	Journal Reference	Post Date	Posted?	Debit Amt	Credit Amt
<b>Band, Band</b>								
12/11/2001		Credit Memo	ADS Security Systems	Accounts Payable		No	\$0.00	\$600.00
<i>Totals for Band, Band:</i>							<u>\$0.00</u>	<u>\$600.00</u>

## Recurring Invoice Report

The Recurring Invoice Report lists all recurring invoices whose next scheduled invoice date falls within the specified date range. You should generate this report whenever you need detailed information regarding recurring invoices.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include recurring invoices created on these dates: **Created on** (Include all dates)

#### Filters tab

No filters selected

#### Format tab

**Headings.** Heading Format: **Align** (Right)

**Print page number in heading** (Yes), **Align** (Right)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

**Blackbaud Sample School  
Recurring Invoice Report**

Page 1

Vendor Name	Invoice Number	Recurring Invoice Frequency	PO Number	Invoice Amount	Due Days	Discount Days	Discount Percent	Net Amount
<b>ADS Security Systems</b>								
ADS Security Systems	7897	Generate this invoice once per month on the 5th of the month.		\$120.00	30	10	2.00 %	\$117.60
<b>Southern Utilities</b>								
Southern Utilities	12254	Generate this invoice once per month on the 1st of the month.		\$125.00	0	0	0.00 %	\$125.00

**A total of 2 recurring invoice(s) listed**

Recurring Invoices

## Transaction Register

The Transaction Register provides a summary of *Accounts Payable* transactions during a specified date range. This report provides a method for reconciling *Accounts Payable* to the general ledger, and provides a detailed listing of invoice transactions, credit memo transactions, and the associated general ledger distributions.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include transactions with these dates: **Transaction date** (Include all dates), **Post Date** (Include all dates)

Include invoices with these due dates: **Due date** (Include all dates)

**Include invoices whose discounts will expire in the 'Due date' range** (No)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Blackbaud Sample School Transaction Register

Transaction Date	Created On	Post Status	Post Date	Transaction Number	Transaction Type	Description	Discount Amount	Transaction Amount
<b>ADS Security Systems</b>								
08/01/2001	08/20/2001	Not yet posted	08/01/2001		Credit Memo	Overcharge in July		(\$25.00)
09/05/2001	08/20/2001	Not yet posted	09/05/2001	7897-001	Invoice	Monthly Security Fee	\$0.00	\$120.00
<i>Totals for ADS Security Systems:</i>							<u>\$0.00</u>	<u>\$95.00</u>
<b>AlphaGraphics</b>								
06/01/2001	08/20/2001	Not yet posted	06/01/2001	34344	Invoice	Marketing Materials	\$0.00	\$860.10
<i>Totals for AlphaGraphics:</i>							<u>\$0.00</u>	<u>\$860.10</u>
<b>Bell Telephones</b>								
03/01/2001	08/20/2001	Not yet posted	03/01/2001		Invoice	Monthly Phone Bill	\$0.00	\$260.00
<i>Totals for Bell Telephones:</i>							<u>\$0.00</u>	<u>\$260.00</u>
<b>Bill Johnson Automobile Sales Inc.</b>								
08/20/2001	08/20/2001	Not yet posted	08/20/2001	1000	Check			(\$75,000.00)
08/20/2001	08/20/2001	Not yet posted	08/20/2001	45645	Invoice	New Trucks	\$0.00	\$75,000.00
<i>Totals for Bill Johnson Automobile Sales Inc.:</i>							<u>\$0.00</u>	<u>\$0.00</u>
<b>Office Supplies Inc.</b>								
09/01/2001	08/20/2001	Not yet posted	09/01/2001	7849	Invoice	Office Supplies	\$0.00	\$204.35
<i>Totals for Office Supplies Inc.:</i>							<u>\$0.00</u>	<u>\$204.35</u>
<b>Russellson Janitorial Service</b>								
08/20/2001	08/20/2001	Not yet posted	08/20/2001	1001	Check			(\$75.00)
08/20/2001	08/20/2001	Not yet posted	08/20/2001	123	Invoice	supplies	\$0.00	\$125.00
09/01/2001	08/20/2001	Not yet posted	09/01/2001	8798	Credit Memo	Bad Supplies		(\$50.00)
<i>Totals for Russellson Janitorial Service:</i>							<u>\$0.00</u>	<u>\$0.00</u>
<b>Southern Utilities</b>								
08/20/2001	08/20/2001	Not yet posted	08/20/2001	1002	Check			(\$125.00)
09/01/2001	08/20/2001	Not yet posted	09/01/2001	12254-001	Invoice	Monthly Electricity Bill	\$0.00	\$125.00
<i>Totals for Southern Utilities:</i>							<u>\$0.00</u>	<u>\$0.00</u>
<b>A total of 7 invoice(s) listed:</b>								<b>\$76,694.45</b>
<b>A total of 3 payment(s) listed:</b>								<b>(\$75,200.00)</b>
<b>A total of 2 credit memo(s) listed:</b>								<b>(\$75.00)</b>
<b>GRAND TOTALS:</b>								<b>\$1,419.45</b>

# Purchase Order Reports

## Anticipated Deliveries

The Anticipated Deliveries Report is based on the **Promised date** field for each line item in a purchase order record. This report presents detailed information about line items to be received as of a specific date. All line items with no values in the **Promised date** field are excluded from the report.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include line items with these promised dates: **Promised Date** (<Specific range>), **Start date** (08/01/2001), **End date** (9/30/2001)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Blackbaud Sample School  
Anticipated Deliveries**

Ship Type	PO Number	PO Date	Vendor Name								
Promised	Line Item Num	Required	Line Item Description	Product ID	Unit Cost	Unit Type	Ordered	Received	Due	Extended Due	
Regular	1515651	08/14/2001	Main Course Catering								
09/03/2001	1		Labor Day picnic	Labor Day picnic	\$350.00		1.00	0.00	1.00	\$350.00	
Regular	565465	09/22/2001	CareerTrack								
10/10/2001	1		staff development	staff developmer	\$150.00		2.00	0.00	2.00	\$300.00	
Regular	626516	09/13/2001	Bell Telephones								
10/25/2001	1		cell phones	cell phones	\$45.00		3.00	0.00	3.00	\$135.00	
A total of 3 purchase order(s) listed								GRAND TOTAL:		\$785.00	
A total of 3 line item(s) listed											

## Blanket Purchase Orders

The Blanket Purchase Orders Report is a management report intended to present summary blanket purchase order information for a specified period of time. This report includes beginning purchase order balances for the blanket and reduces the balance for every blanket line item used in regular purchase orders.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Summary)

Include blanket purchase orders with these dates: **Purchase Order date** (Include all dates); **Expiration date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Vendors (ADS Security Systems, Palmetto Coffee Break, Russellson Janitorial Services, and AlphaGraphics)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Blackbaud Sample School Blanket Purchase Orders

<u>Blanket PO Number</u>	<u>Blanket PO Date</u>	<u>Vendor Name</u>	<u>Expiration Date</u>	<u>Ship Type</u>	<u>Terms</u>	<u>FOB</u>	<u>Buyer</u>	<u>Department</u>	<u>Beginning PO Amount</u>
56465	09/01/2001	ADS Security Systems	09/01/2002	Regular					\$2,400.00

<u>Line Item Number</u>	<u>Product ID</u>	<u>Line Item Description</u>	<u>Vendor PartNumb</u>	<u>Unit Cost</u>	<u>Unit Type</u>	<u>Beginning Quantity</u>	<u>Quantity Ordered</u>	<u>Quantity Remaining</u>
1	Security system	Security system		\$200.00	Months	12.00	0.00	12.00
<i>Total number of line items: 1</i>								

65465	09/17/2001	Palmetto Coffee Break	09/17/2002	Regular					\$360.00
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<u>Line Item Number</u>	<u>Product ID</u>	<u>Line Item Description</u>	<u>Vendor PartNumb</u>	<u>Unit Cost</u>	<u>Unit Type</u>	<u>Beginning Quantity</u>	<u>Quantity Ordered</u>	<u>Quantity Remaining</u>
1	Coffee Supplies	Coffee Supplies		\$30.00	Case	12.00	0.00	12.00
<i>Total number of line items: 1</i>								

74654	09/01/2001	Russellson Janitorial Service	09/01/2002	Regular					\$11,440.00
-------	------------	-------------------------------	------------	---------	--	--	--	--	-------------

<u>Line Item Number</u>	<u>Product ID</u>	<u>Line Item Description</u>	<u>Vendor PartNumb</u>	<u>Unit Cost</u>	<u>Unit Type</u>	<u>Beginning Quantity</u>	<u>Quantity Ordered</u>	<u>Quantity Remaining</u>
1	cleaning service	cleaning service		\$220.00	Weeks	52.00	0.00	52.00
<i>Total number of line items: 1</i>								

556516	09/10/2001	AlphaGraphics	03/10/2002	Regular					\$180.00
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<u>Line Item Number</u>	<u>Product ID</u>	<u>Line Item Description</u>	<u>Vendor PartNumb</u>	<u>Unit Cost</u>	<u>Unit Type</u>	<u>Beginning Quantity</u>	<u>Quantity Ordered</u>	<u>Quantity Remaining</u>
1		monthly newsletter		\$30.00	Case	6.00	0.00	6.00
<i>Total number of line items: 1</i>								

## Encumbrance Report

An encumbrance is an item an organization has ordered but not yet paid for. The Encumbrance Report presents outstanding debts on purchase orders. This report presents the purchase order details, extended cost information, as well as grand totals for the detail definitions in the report.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include purchase orders with these dates: **Purchase Order date** (Include all dates)

Include line items with these post dates: **Post Date** (<Specific range>), **Start date** (10/12/2001), **End date** (blank)

**Include PO's whose encumbrance post balance is zero** (No)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Details** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Blackbaud Sample School  
Encumbrance Report**

<u>Vendor</u>	<u>PO Number</u>	<u>PO Date</u>	<u>Line Item Numbe</u>	<u>Product ID</u>	<u>Description</u>	<u>Enc. Post Balance</u>
<b>ADS Security Systems</b>						
ADS Security Systems	54321	10/12/2001	1	security system	monthly maintenance fees	\$1,200.00
<i>Totals for ADS Security Systems:</i>						<i>\$1,200.00</i>
<b>AlphaGraphics</b>						
AlphaGraphics	54320	10/12/2001	1	monthly newsmette	monthly newsletter	\$1,650.00
<i>Totals for AlphaGraphics:</i>						<i>\$1,650.00</i>
<b>Auto Express</b>						
Auto Express	54325	10/12/2001	1	tires	tires for maintenance trucks	\$400.00
<i>Totals for Auto Express:</i>						<i>\$400.00</i>

## Open Purchase Orders

The Open Purchase Orders Report presents all line items in terms of their respective regular or blanket purchase orders. This report presents extended cost information as well as subtotals for the detail definitions in the report.

The Open Purchase Orders Report and the Anticipated Deliveries Report are essentially the same and present equal values given the same filtering criteria. The single difference is the Anticipated Deliveries Report's use of the **Date promised** field in the line item.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

Include purchase orders with these dates: **Purchase Order date** (<Specific range>), **Start date** (09/01/2001), **End Date** (10/31/2001)

**Report orientation:** (Landscape)

#### Filters tab

Include: Regular PO Line Item Statuses (Not Receipted)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Blackbaud Sample School Open Purchase Orders

<u>PO Number</u> <u>Line Item Number</u>	<u>Ship Type</u> <u>Promised</u>	<u>PO Date</u> <u>Required</u>	<u>Vendor Name</u> <u>Description</u>	<u>Product ID</u>	<u>Unit Cost</u>	<u>Unit Type</u>	<u>Ordered</u>	<u>Received</u>	<u>Due</u>	<u>Extended Due</u>
56465 1	Regular 10/15/2001	09/01/2001	ADS Security Systems Security system	Security system	\$200.00	Months	12.00	0.00	12.00	\$2,400.00
65465 1	Regular	09/17/2001	Palmetto Coffee Break Coffee Supplies	Coffee Supplies	\$30.00	Case	12.00	0.00	12.00	\$360.00
74654 1	Regular 09/28/2001	09/01/2001	Russellson Janitorial Servi cleaning service	cleaning service	\$220.00	Weeks	52.00	0.00	52.00	\$11,440.00
556516 1	Regular	09/10/2001	AlphaGraphics monthly newsletter		\$30.00	Case	6.00	0.00	6.00	\$180.00
565465 1	Regular 10/10/2001	09/22/2001	CareerTrack staff development	staff developmen	\$150.00		2.00	0.00	2.00	\$300.00
626516 1	Regular 10/25/2001	09/13/2001	Bell Telephones cell phones	cell phones	\$45.00		3.00	0.00	3.00	\$135.00
<b>GRAND TOTAL:</b>										<b>\$14,815.00</b>

**A total of 6 purchase order(s) listed**

**A total of 6 line item(s) listed**

## Overdue Shipments Report

The Overdue Shipments Report lists all purchase orders that have not been filled by the vendor's promised date as recorded on the purchase order.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Include Items overdue as of:** (Today)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

### Format

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Blackbaud Sample School  
Overdue Shipments Report**

<u>Ship Type</u> <u>Promised</u>	<u>PO No.</u> <u>Line Item No.</u>	<u>PO Date</u> <u>Required</u>	<u>Vendor Name</u> <u>Description</u>	<u>Vendor Contact</u> <u>Product ID</u>	<u>Vendor Part No.</u>	<u>Unit Cost</u>	<u>Phone Number</u> <u>Unit Type</u>	<u>Ordered</u>	<u>Received</u>	<u>Due</u>	<u>Overdue</u>
<b>08/20/2001</b>											
Regular 08/20/2001	789846 1	08/12/2001	Office Supplies Inc. Pencils	John Brown Pencils		\$10.00	800-468-8996 Case	3.00	0.00	3.00	28 days
<b>09/01/2001</b>											
Regular 09/01/2001	5154 1	09/10/2001	Twin Bridges Printing printing calendars	Heather Crossover printing calendars			800-468-8996 Case	3.00	0.00	3.00	16 days

## Product List Report

The Product List Report is a simple listing of all products and related product information defined in *Accounts Payable Records*. This report includes information such as the Product ID, Product Description, Receiving Location, and AP unit cost.

### Report Parameters

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Blackbaud Sample School Product List Report

<u>Product ID</u>	<u>Product Description</u>	<u>Product Type</u>	<u>Receiving Location</u>	<u>Unit of Measure</u>	<u>Unit Cost</u>	<u>Appear on new line item</u>
air fare	air fare	AP			\$0.00	Allow
attorney fees	attorney fees	AP			\$0.00	Allow
cell phones	cell phones	AP			\$0.00	Allow
cleaning service	cleaning service	AP			\$0.00	Allow
Coffee Supplies	Coffee Supplies	AP		Case	\$0.00	Allow
Computers	800 mhz computers	AP	Information Technology	Each	\$1,500.00	Allow
Copier paper	reams of 10	AP	Administration	Box	\$100.00	Allow
copier repairs	copier repairs	AP			\$0.00	Allow
Desk	Desk and Chair Combination	AP		Each	\$25.00	Allow
flower delivery	flower delivery	AP			\$0.00	Allow
Labor Day picnic	Labor Day picnic	AP			\$0.00	Allow
landscaping service	landscaping service	AP			\$0.00	Allow
monthly newsletter	monthly newsletter	AP		Case	\$0.00	Allow
Pencils	Pencils	AP		Case	\$10.00	Allow
pens	black, ball-point	AP			\$0.00	Allow
pest control	pest control	AP		Months	\$75.00	Allow
Pickup Truck	Pickup Truck	AP	Maintenance		\$0.00	Allow
printing calendars	printing calendars	AP			\$0.00	Allow
Projectors	Overhead Projectors	AP		Each	\$500.00	Allow
Security system	Security system	AP			\$0.00	Allow
staff development	staff development	AP			\$0.00	Allow
toner	toner for fax machine	AP		Box	\$0.00	Allow

Total of 22 product(s) listed

## Product Profile Report

The Product Profile Report presents biographical and summary information for any product or collection of products defined in *Records* for **Accounts Payable**. The summary section of the report includes transactional information for purchase orders, receipts, line items, invoices, and requisition information, if available.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include the following product information: **Summary Information**

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Products (landscaping service, pest control)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Sort.** **Sort/** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Blackbaud Sample School  
Product Profile****Product landscaping service - landscaping service**

*System:* Accounts Payable *Accounts Payable Unit Cost:* \$ 230.00  
*Unit of Measure:* Weeks *Receiving Location:* Maintenance  
*Status:* Allow on new line items

**Summary Information****Accounts Payable**

<i>Last PO date/number:</i> 09/25/2001	51654	<i>YTD Line Items:</i>	\$ 0.00
<i>Last Line Item date/amount:</i> 09/25/2001	\$ 0.00	<i>YTD Receipts:</i>	\$ 0.00
<i>Last Receipt date/amount:</i>	\$ 0.00	<i>YTD Cancellations:</i>	\$ 0.00
<i>Last Requisition date/amount:</i>	\$ 0.00		

**Product pest control - pest control**

*System:* Accounts Payable *Accounts Payable Unit Cost:* \$ 75.00  
*Unit of Measure:* Months *Receiving Location:* Maintenance  
*Status:* Allow on new line items

**Summary Information****Accounts Payable**

<i>Last PO date/number:</i> 09/25/2001	564654	<i>YTD Line Items:</i>	\$ 450.00
<i>Last Line Item date/amount:</i> 09/25/2001	\$ 450.00	<i>YTD Receipts:</i>	\$ 0.00
<i>Last Receipt date/amount:</i>	\$ 0.00	<i>YTD Cancellations:</i>	\$ 0.00
<i>Last Requisition date/amount:</i>	\$ 0.00		

## Purchase Order Detail Report

The Purchase Order Detail Report presents regular and blanket purchase order detail and subordinate line item detail for a specified period of time. You can select to include all distribution information for each purchase order line item in the report. All totals are presented in terms of transaction totals and are not considerate of outstanding balances. The option to include a summary for each combination of transactional characteristics at the end of the report is available.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include purchase orders with these dates: **Purchase Order date** (Include all dates)

Include purchase orders that have line items with these dates: **Promised date** (Include all dates); **Required date** (Include all dates)

**Show:** (All line items)

**Show linked requisition line items** (No)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Purchase Orders (PO# 5154 and Blanket PO# 74654)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Blackbaud Sample School Purchase Order Detail Report

**Regular PO # 5154 for Twin Bridges Printing**

*Ship to:* 123 Main Street  
Boston, MA 56454

*Attention:*  
*Comments:*

*Purchase Order Date:* 09/10/2001

*Order Status:* Unprinted purchase order

*Blanket Expiration Date:*

*Ship via:*

*FOB:*

*Confirm to:*

*Buyer:*

*Department:*

*Terms:*

Line Item # Type	Required Promised	Vendor Part # Product ID	Description	Requisition #	Quantity	Unit Type	Unit Cost	Extended Cost
1 Regular	09/01/2001	printing calendars	printing calendars		3.00	Case	\$0.00	\$0.00
<i>1 line item(s) listed. Purchase Order total.</i>								<b>\$0.00</b>

**Blanket PO # 74654 for Russellson Janitorial Service**

*Ship to:* 123 Main Street  
Boston, MA 56454

*Attention:*  
*Comments:*

*Purchase Order Date:* 09/01/2001

*Order Status:* Unprinted purchase order

*Blanket Expiration Date:* 09/01/2002

*Ship via:*

*FOB:*

*Confirm to:*

*Buyer:*

*Department:*

*Terms:*

Line Item # Type	Required Promised	Vendor Part # Product ID	Description	Requisition #	Quantity	Unit Type	Unit Cost	Extended Cost
1 Regular	09/28/2001	cleaning service	cleaning service		52.00	Weeks	\$220.00	\$11,440.00
<i>1 line item(s) listed. Purchase Order total.</i>								<b>\$11,440.00</b>

## Purchase Order History Report

The Purchase Order History Report provides a complete history of selected purchase orders, including all line items and receipts.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include Purchase Orders with these dates: **Date** (<Specific range>), **Start date** (9/10/2001), **End date** (9/15/2001)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Blackbaud Sample School Purchase Order History Report

PO Number	PO Date	Type	Status	Vendor Name	Buyer	Terms	PO Total		
09/10/2001									
556516	09/10/2001	Blanket	Unprinted purchase order	AlphaGraphics			\$180.00		
Line Item No. Receipt No.	Requisition No. Receipt Date	Vendor Part No. Received By	Product ID	Line Item Description Receipt Description	Required Location	Promised	Unit Type Receipt Type	Qty Ordered Qty Received	Quoted Cost Actual Cost
1				monthly newsletter			Case	6.00	\$30.00
09/10/2001									
5154	09/10/2001	Regular	Unprinted purchase order	Twin Bridges Printing					\$0.00
Line Item No. Receipt No.	Requisition No. Receipt Date	Vendor Part No. Received By	Product ID	Line Item Description Receipt Description	Required Location	Promised	Unit Type Receipt Type	Qty Ordered Qty Received	Quoted Cost Actual Cost
1	2165465		printing calen	printing calendars		09/01/2001	Case	3.00	
09/13/2001									
626516	09/13/2001	Regular	Unprinted purchase order	Bell Telephones					\$135.00
Line Item No. Receipt No.	Requisition No. Receipt Date	Vendor Part No. Received By	Product ID	Line Item Description Receipt Description	Required Location	Promised	Unit Type Receipt Type	Qty Ordered Qty Received	Quoted Cost Actual Cost
1			cell phones	cell phones		10/25/2001		3.00	\$45.00
09/15/2001									
546546	09/15/2001	Regular	Unprinted purchase order	Express Shipping					\$65.00
Line Item No. Receipt No.	Requisition No. Receipt Date	Vendor Part No. Received By	Product ID	Line Item Description Receipt Description	Required Location	Promised	Unit Type Receipt Type	Qty Ordered Qty Received	Quoted Cost Actual Cost
1			shipping char	shipping charges				1.00	\$65.00
09/15/2001									
546516	09/15/2001	Regular	Unprinted purchase order	Party Rent-All					\$187.50
Line Item No. Receipt No.	Requisition No. Receipt Date	Vendor Part No. Received By	Product ID	Line Item Description Receipt Description	Required Location	Promised	Unit Type Receipt Type	Qty Ordered Qty Received	Quoted Cost Actual Cost
1			chair rentals	chair rentals				150.00	\$1.25
09/15/2001									
69556	09/15/2001	Regular	Unprinted purchase order	Party Rent-All					
09/15/2001									
564561	09/15/2001	Regular	Unprinted purchase order	Express Shipping					

## Purchase Order Register

The Purchase Order Register summarizes the detail items found in the Purchase Order Detail Report. This report presents total purchase order information in conjunction with status, terms, and buyer information. Information is presented in a list format in which you specify purchase order criteria and date ranges. The Purchase Order Register presents all totals in terms of transaction totals and does not consider outstanding balances.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include purchase orders with these dates: **Purchase Order date** (<Specific range>), **Start date** (9/01/2001), **End date** (09/15/2001)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Blackbaud Sample School  
Purchase Order Register**

Type	PO Date	PO Number	Vendor Name	PO Status	Ship Via	FOB	Terms	Buyer	Confirm To	PO Total
Regular	09/10/2001	5154	Twin Bridges Printing	Unprinted purchase order						\$0.00
Blanket	09/01/2001	56465	ADS Security Systems	Unprinted purchase order						\$2,400.00
Blanket	09/01/2001	74654	Russellson Janitorial Service	Unprinted purchase order						\$11,440.00
Blanket	09/10/2001	556516	AlphaGraphics	Unprinted purchase order						\$180.00
Regular	09/13/2001	626516	Bell Telephones	Unprinted purchase order						\$135.00
GRAND TOTAL:										<b>\$14,155.00</b>

## Receipt Report

The Receipt Report presents extended cost information versus actual cost information for line items received. This is an activity-based report and compares the line item extended cost to the receipt amount for each line item receipted in *Accounts Payable*.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

Include receipts with these dates: **Receipt date** (<Specific range>), **Start date** (10/12/2001), **End date** (blank)

**Include only receipts that have no associated invoices** (No)

**Print serial numbers** (No)

**Show receipt line item information** (No)

**Show requisition delivered to information sorted by [ ] order by [ ]** (No)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Blackbaud Sample School Receipt Report

<u>Receipt Number</u>	<u>Receipt Date</u>	<u>PO Number</u>	<u>Receipt Description</u>	<u>PO Date</u>	<u>Vendor Name</u>	<u>Received by</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Received Extended Cost</u>
2	10/12/2001	65435	computers	07/12/2001	Hard Drive Computers	Mark Adams			\$3,000.00
<u>Receipt Type</u>	<u>Line Item Number</u>	<u>Line Item Description</u>	<u>Product ID</u>	<u>Vendor Part Number</u>	<u>Location</u>	<u>Unit Type Serial #</u>	<u>Quantity Ordered/ Received</u>	<u>Original Cost Unit Cost</u>	<u>Received Extended Cost</u>
Receive	1	800 mhz computers	Computers		Information Technoloq	Each	2.00 2.00	\$1,500.00 \$1,500.00	\$3,000.00
4	10/12/2001	54320	newsletter for October	10/12/2001	AlphaGraphics	Duane Johnson			\$150.00
<u>Receipt Type</u>	<u>Line Item Number</u>	<u>Line Item Description</u>	<u>Product ID</u>	<u>Vendor Part Number</u>	<u>Location</u>	<u>Unit Type Serial #</u>	<u>Quantity Ordered/ Received</u>	<u>Original Cost Unit Cost</u>	<u>Received Extended Cost</u>
Receive	1	monthly newsletter	monthly newsletter			Box	12.00 1.00	\$150.00 \$150.00	\$150.00
5	10/12/2001	54325	tires	10/12/2001	Auto Express	Ron Rivers			\$400.00
<u>Receipt Type</u>	<u>Line Item Number</u>	<u>Line Item Description</u>	<u>Product ID</u>	<u>Vendor Part Number</u>	<u>Location</u>	<u>Unit Type Serial #</u>	<u>Quantity Ordered/ Received</u>	<u>Original Cost Unit Cost</u>	<u>Received Extended Cost</u>
Receive	1	tires for maintenance trucks	tires				8.00 4.00	\$100.00 \$100.00	\$400.00
<b>Grand Total:</b>									<b>\$3,550.00</b>

## Requisition Detail Report

The Requisition Detail Report lists subordinate line item detail for a specified requisitions and periods of time. All totals are presented in terms of transaction totals and are not considerate of outstanding balances.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

### General Tab

Include requisitions with these dates: **Submitted on** (Include all dates); **Date Needed** (Include all dates)

**Include line items with a total amount between [ ] and [ ]** (No)

**Show purchase order line item detail** (No)

**Report orientation:** (Landscape)

### Filters Tab

No filters selected

### Format Tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Requisition Detail Report

Requisition # Line Item #	Vendor Approval Status	Product ID Description	Unit of Measure	Quantity	Unit Cost	Total Amount
<b>Requisition 2</b>						
2	Office Supplies Inc.	CPLG	Box	10.00	\$57.00	\$570.00
1	Pending	Copier Paper - Legal				
2	Office Supplies Inc.	LP811	Case	3.00	\$32.00	\$96.00
2	Pending	Legal Pad (8 1/2 x 11)				
<i>Totals for 2:</i>						<u>\$666.00</u>
<b>Requisition 3</b>						
3	Palmetto Coffee Break	BW	Pallet	10.00	\$70.00	\$700.00
1	Pending	Bottled Water				
3	Main Course Catering	CV	Pallet	1.00	\$115.00	\$115.00
2	Pending	Canned Vegetables				
3	Office Supplies Inc.	PN	Box	2.00	\$15.50	\$31.00
3	Pending	Post It Notes				
<i>Totals for 3:</i>						<u>\$846.00</u>
<b>Requisition 4</b>						
4	Amato Business Systems	DM41DT	Each	1.00	\$1,150.00	\$1,150.00
1	Pending	Dell Deminsion 4100 - Desktop				
<i>Totals for 4:</i>						<u>\$1,150.00</u>

## Requisition Profile Report

The Requisition Profile Report presents biographical and summary information for specified requisitions and subordinate line item detail for a specified period of time. You can select to include distribution information for each requisition line item in the report. All totals are presented in terms of transaction totals and are not considerate of outstanding balances.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

Include these report sections: **Line Item Detail**, **Attributes**, **History of changes**

Include requisitions with these dates: **Submitted on** (Include all dates); **Date needed** (Include all dates)

**Include requisitions with a total amount between [ ] and [ ]** (No)

**Report orientation:** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Requisition Profile Report

### Requisition #2

Submitted by: Supervisor  
Submitted on: 05/06/2003  
Department:  
Description: test2

Owner: Supervisor  
Waiting for: Supervisor  
Date needed: 05/08/2003

Status: Open  
Deliver to: Cynthia Bell  
Ship to: 3 1/2 Broad St.  
Charleston, SC 29403

### History of Changes

Item Changed	Previous Setting	New Setting	Date changed	Changed by
Status	Shopping	Open	05/08/2003	Supervisor

### Line Items

Line Item #	Vendor	Product ID	Unit of Measure	Quantity	Unit Cost	Total Amount
Approval Status		Description				
1	Office Supplies Inc.	CPLG	Box	10.00	\$57.00	\$570.00
Pending		Copier Paper - Legal				
2	Office Supplies Inc.	LP811	Case	3.00	\$32.00	\$96.00
Pending		Legal Pad (8 1/2 x 11)				

### Requisition #3

Submitted by: Supervisor  
Submitted on: 05/06/2003  
Department:  
Description:

Owner: Supervisor  
Waiting for: Supervisor  
Date needed: 05/30/2003

Status: Open  
Deliver to:  
Ship to: 3 1/2 Broad St.  
Charleston, SC 29403

### History of Changes

Item Changed	Previous Setting	New Setting	Date changed	Changed by
Status	Shopping	Open	05/01/2003	Supervisor

### Line Items

Line Item #	Vendor	Product ID	Unit of Measure	Quantity	Unit Cost	Total Amount
Approval Status		Description				
1	Palmetto Coffee Break	BW	Pallet	10.00	\$70.00	\$700.00
Pending		Bottled Water				
2	Main Course Catering	CV	Pallet	1.00	\$115.00	\$115.00
Pending		Canned Vegetables				

# Vendor Reports

## 1099 Activity Report

This activity-based report provides summary information of payments made against invoices with assigned 1099 boxes. The information is summarized by individual box and by vendor over a specified duration of time.

### Report Parameters

#### General tab

Calculate 1099 activity for these dates: **Date** (This calendar year)

**Include vendors with 1099 activity that are not marked as 1099 vendors** (Yes)

**Include vendors with activity below 1099 box minimums** (Yes)

**Include vendors with zero activity** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings. Print report date in heading** (Yes): **Format** (Short date), **Align** (Left)

**Criteria. Print these criteria on** (the first page): **Saved report name**, **Include activity for these dates**, **Vendors to include**, **Vendor attributes to include**

**Detail. Detail** is left with the default selections for this sample report.

**Sort. Sort** is left with the default selections for this sample report.

**Page Footer. Page Footer** is left with the default selections for this sample report.

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme. Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Blackbaud Sample School 1099 Activity Report

Report name: 1099 Activity Report

Include these activity dates: This calendar year (01/01/2001 to 12/31/2001)

Include vendors marked as 1099 vendor.

Include all Vendors

Include all Vendor Attributes

		Box 1	Box 2	Box 3	Box 4	Box 5	Box 6
Vendor Name	Vendor ID	Box 7	Box 8	Box 10	Box 13	Box 14	Box 16
David Case	36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Deborah Sampson	43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Karl Johns	41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$6,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rogers' Pools	68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTALS:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A total of 4 vendor(s) listed		\$8,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Cash Disbursement Journals

This report presents all payments, including adjustments and fees, generated from the bank account(s). It reports on all outflows of cash for a specified period of time. Transactions may be presented in a summary format or with distribution details.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include payments with these dates: **Payment date** (Include all dates); **Post date** (Include all dates)

**Show invoice detail for each payment** (No)

**Show account summary** (No)

**Show voided payments** (No)

#### Filters tab

Include: Selected Vendors (8, Bell Telephones)

#### Format tab

**Headings. Subtitle** (Bell Telephones)

**Criteria. Criteria** is left with the default selections for this sample report.

**Sort/Break. Sort/Break** is left with the default selections for this sample report.

**Page Footer. Page Footer** is left with the default selections for this sample report.

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme. Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

09/19/2001

# Blackbaud Sample School Cash Disbursement Journals Bell Telephones

Page 1

Report name: Cash Disbursement Journals  
Include all payment dates  
Include all Banks  
Include all Transaction Types  
Include all Post Statuses  
Include these Vendors: 8  
Include all Payment Statuses

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Credit Amount	Debit Amount
Bell Telephones	Computer Check 2064	01/19/2001	01/19/2001 Not yet posted	\$214.23	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$214.23 \$0.00	\$0.00 \$214.23
Bell Telephones	Computer Check 2151	02/19/2001	02/19/2001 Not yet posted	\$174.65	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$174.65 \$0.00	\$0.00 \$174.65
Bell Telephones	Computer Check 2256	03/19/2001	03/19/2001 Not yet posted	\$223.78	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$223.78 \$0.00	\$0.00 \$223.78
Bell Telephones	Computer Check 2341	04/19/2001	04/19/2001 Not yet posted	\$182.14	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$182.14 \$0.00	\$0.00 \$182.14
Bell Telephones	Computer Check 2425	05/24/2001	05/24/2001 Not yet posted	\$211.62	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$211.62 \$0.00	\$0.00 \$211.62
Bell Telephones	Computer Check 2514	06/20/2001	06/20/2001 Not yet posted	\$194.50	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$194.50 \$0.00	\$0.00 \$194.50
Bell Telephones	Computer Check 2598	07/24/2001	07/24/2001 Not yet posted	\$226.54	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$226.54 \$0.00	\$0.00 \$226.54
Bell Telephones	Computer Check 2688	08/24/2001	08/24/2001 Not yet posted	\$180.00	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$180.00 \$0.00	\$0.00 \$180.00
Bell Telephones	Computer Check 2762	09/24/2001	09/24/2001 Not yet posted	\$178.34	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$178.34 \$0.00	\$0.00 \$178.34
<b>Grand Totals:</b>				\$1,785.80			\$1,785.80	\$1,785.80
A total of 9 payment(s) listed								

## Vendor Activity Report

The Vendor Activity Report presents regular transactions generated in **Accounts Payable** over a specified period of time. Each vendor is shown with a beginning balance as of the first date in the specified date range and with a summary ending balance as of the last date in the specified date range.

Because the Vendor Activity Report uses vendor balances, this report ties directly to the Open Invoice Report and Aged Accounts Payable Report. The total vendor balance should equal the sum of all open invoices.

### Report Parameters

#### General tab

Include payments with these dates: **Transaction date** (Calendar year-to-date); **Post date** (Include all dates)

**Show unapplied balances for credit memos** (Yes)

**Include vendors with no activity in the specified range** (No)

#### Filters tab

Include: Selected Vendors (8, Bell Telephones)

#### Format tab

**Headings. Subtitle** (Bell Telephones)

**Criteria. Criteria** is left with the default selections for this sample report.

**Sort/Break. Sort/Break** is left with the default selections for this sample report.

**Page Footer. Page Footer** is left with the default selections for this sample report.

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme. Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



# Blackbaud Sample School Vendor Activity Report Bell Telephones

Report name: Vendor Activity Report  
 Include these transaction dates: Calendar year to date (01/01/2001 to 09/19/2001)  
 Include all Post Statuses  
 Include all post dates  
 Include these Vendors: 8  
 Include all Invoices  
 Include all Credit Memos  
 Include all Vendor Attributes  
 Include all Invoice Attributes  
 Include all Credit Memo Attributes

	Transaction #	Transaction	Post Date	Transaction	Discount Amount			Payment		Transaction
Date	Description	Type	Due Date	Amount	Discount Taken	Payment Type	Payment #	Date	Amount Paid	Balance
Bell Telephones										
01/14/2001	1385 phone charges	Invoice	01/24/2001 01/24/2001	\$214.23	\$0.00	Computer Check	2064	01/19/2001	\$214.23	\$0.00
02/14/2001	1420 phone charges	Invoice	02/24/2001 02/24/2001	\$174.65	\$0.00	Computer Check	2151	02/19/2001	\$174.65	\$0.00
03/14/2001	1545-001 phone charges	Invoice	03/14/2001 03/14/2001	\$223.78	\$0.00	Computer Check	2256	03/19/2001	\$223.78	\$0.00
04/14/2001	1545-002 phone charges	Invoice	04/14/2001 04/14/2001	\$182.14	\$0.00	Computer Check	2341	04/19/2001	\$182.14	\$0.00
05/14/2001	1545-003 phone charges	Invoice	05/14/2001 05/24/2001	\$211.62	\$0.00	Computer Check	2425	05/24/2001	\$211.62	\$0.00
06/14/2001	1545-004 phone charges	Invoice	06/14/2001 06/14/2001	\$194.50	\$0.00	Computer Check	2514	06/20/2001	\$194.50	\$0.00
07/14/2001	1545-005 phone charges	Invoice	07/14/2001 07/14/2001	\$226.54	\$0.00	Computer Check	2598	07/24/2001	\$226.54	\$0.00
08/14/2001	1545-006 phone charges	Invoice	08/24/2001 08/24/2001	\$180.00	\$0.00	Computer Check	2688	08/24/2001	\$180.00	\$0.00
09/14/2001	1545-007 phone charges	Invoice	09/24/2001 09/24/2001	\$178.34	\$0.00	Computer Check	2762	09/24/2001	\$178.34	\$0.00
Totals for Bell Telephones:				\$1,785.80	\$0.00				\$1,785.80	\$0.00
GRAND TOTALS:				\$1,785.80	\$0.00				\$1,785.80	\$0.00
A total of 9 transaction(s) listed										

## Vendor Profile

The Vendor Profile reports biographical and summary transactional information for any vendor or collection of vendors in your *Accounts Payable* database.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include the following vendor information: **Summary information, Attributes, Vendor bank information, Notes, Actions, Media, 1099 information**

Show ending balance as of this date: **As of date** (<Specific date>), **Date** (06/30/2001)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Vendors (41, Karl Johns)

#### Format tab

**Headings. Subtitle** (Karl Johns)

**Criteria. Criteria** is left with the default selections for this sample report.

**Detail. Detail** is left with the default selections for this sample report.

**Sort. Sort** is left with the default selections for this sample report.

**Page Footer. Page Footer** is left with the default selections for this sample report.

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

# Blackbaud Sample School Vendor Profile

Karl Johns

Page 1

Report name: Vendor Profile  
Include balances as of this date: 06/30/2001  
Include these Vendors: 41  
Include all Vendor Attributes

## Karl Johns Vendor ID 41

728 James Drive  
Charleston, SC 29412

Ending Balance, 06/30/2001: \$0.00

Cellular: (800) 468-8996

Vendor status: Active  
Payment options: One payment per invoice  
Default invoice address: No  
Default 1099 address: No  
Default PO address: No

Payment method: Check  
Credit limit?/amount: No  
Terms:  
Customer number:  
1099 vendor: Yes

## Summary Information

Prior year total invoice activity:	\$6,850.00	YTD invoices:	1
Average days to pay:	15	YTD purchases:	\$6,850.00
Last payment date/amount:	03/24/2001 \$6,850.00	YTD payments:	\$6,850.00
Last invoice date/amount:	03/09/2001 \$6,850.00	YTD discounts taken:	\$0.00
Last credit memo date/amount:	\$0.00	YTD discounts lost:	\$0.00
Last PO date/amount:	\$0.00	YTD credit memos:	\$0.00
		YTD credit memos applied:	\$0.00

## 1099 Information

### Default Information

Box	State	Percentage
7-Nonemployee compensation		100.00 %

### 2001 Actual Information

Box	State	Amount
7-Nonemployee compensation		\$0.00
7-Nonemployee compensation	SC	\$6,850.00

09/19/2001 10:22:33 AM

## Vendor Year-to-Date Analysis

The Vendor Year to Date Analysis reports on all purchases, payments, credit memos, and discounts in summary by vendor. The year to date analysis is conducted for the calendar year, beginning in January, not the fiscal year. You can establish the end date for the analysis on the General tab of the report parameter screen.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Calculate vendor year to date totals as of:** (Today)

**Include vendors with no activity in this date range** (No)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Blackbaud Sample School Vendor Year to Date Analysis Report

Page 1

Vendor Name	Number of Transactions	Prior Year Balance	YTD Purchases	YTD Payments	YTD Credits	YTD Discounts	Current Balance
<b>ADS Security Systems</b>							
ADS Securiv Svstems	2	\$0.00	\$120.00	\$0.00	\$25.00	\$0.00	\$95.00
<b>AlphaGraphics</b>							
AlphaGraphics	1	\$0.00	\$860.10	\$0.00	\$0.00	\$0.00	\$860.10
<b>Bell Telephones</b>							
Bell Telephones	9	\$0.00	\$1,785.80	\$1,607.46	\$0.00	\$0.00	\$178.34
<b>Bill Johnson Automobile Sales Inc.</b>							
Bill Johnson Automobile Sales Inc.	1	\$0.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00
<b>David Case</b>							
David Case	1	\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00
<b>Karl Johns</b>							
Karl Johns	1	\$0.00	\$6,850.00	\$6,850.00	\$0.00	\$0.00	\$0.00
<b>Office Supplies Inc.</b>							
Office Supplies Inc.	1	\$0.00	\$204.35	\$0.00	\$0.00	\$0.00	\$204.35
<b>Rogers' Pools</b>							
Rogers' Pools	10	\$0.00	\$2,400.00	\$1,680.00	\$0.00	\$0.00	\$720.00
<b>Russellson Janitorial Service</b>							
Russellson Janitorial Service	2	\$0.00	\$125.00	\$75.00	\$50.00	\$0.00	\$0.00
<b>Southern Utilities</b>							
Southern Utilities	3	\$0.00	\$558.46	\$558.46	\$0.00	\$0.00	\$0.00
<b>Twin Bridges Printing</b>							
Twin Bridges Printing	1	\$0.00	\$648.29	\$648.29	\$0.00	\$0.00	\$0.00
<b>Grand Totals:</b>		<b>\$0.00</b>	<b>\$88,702.00</b>	<b>\$86,569.21</b>	<b>\$75.00</b>	<b>\$0.00</b>	<b>\$2,057.79</b>
<b>A total of 11 vendor(s) listed</b>							

09/17/2001 10:40:00 AM



# Accounts Receivable Reports

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## Chapter 3

# Action Reports

## Action Listing

The Action Listing provides a list of details about selected actions. 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.

## Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

### General tab

Include actions with these dates: **Action date** (Today)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include actions with these action completion statuses: **Incomplete** (Yes), **Complete** (No)

**Report orientation:** (Landscape)

### Filters tab

No filters selected

### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



**Community Services Inc.**  
**Action Listing**  
Maintenance for 2002

Action Date/Time	Action Type	Status	Priority	Completed?	Assigned to	Associated with
06/30/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 4, 4 - Multimedia Equipm
06/13/2002 <i>Description:</i>	Maintenance	Not started	Low	No	jeff	Associated with: Asset No. 5, 5 - Slide Projector
03/08/2002 <i>Description:</i>	Maintenance	Completed	Normal	No	barton	Associated with: Asset No. 9, 9 - Video Camera
07/31/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 10, 10 - Miller House
12/02/2002 <i>Description:</i>	Visual Survey	Not started	Normal	No	barton	Associated with: Asset No. 12, 15 - Keene Building
01/15/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	kostas	Associated with: Asset No. 13, 16 - Asphalt Paving
05/14/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 15, 18 - 435 Clements Fer
09/29/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	ryan	Associated with: Asset No. 46, 64 - 3 Overhead Projec
10/09/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	kostas	Associated with: Asset No. 50, 75 - Video Camera
09/13/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 63, 40 - Slide Projector
01/31/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	barton	Associated with: Asset No. 74, 72 - Floor Covering

**11 action(s) listed.**

## 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

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include actions with these dates: **Action date** (Today)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include actions with these action completion statuses: **Incomplete** (Yes), **Complete** (No)

**Report Orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Summarize report by** (Action Type)

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Action Summary Report

Action Type	Count
Follow up call	2
GRAND TOTAL: 1 action type(s) listed.	2

## Actions by Association Report

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

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include actions with these dates: **Action date** (Today)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include actions with these action completion statuses: **Incomplete** (Yes), **Complete** (No)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Actions by Association Report**

Associated with	Action Date/Time		Action Type	Status	Priority	Completed?	Assigned to
<b>02</b> Client City Youth Program, 02 <i>Description: Contact client to check on satisfaction with recently purchased services.</i>	05/09/2003	10:30:00AM	Follow up call	Incomplete	Normal	No	Lindsey
<b>03</b> Client Catholic Diocese, 03 <i>Description: Follow up with client for satisfaction with recently purchased services.</i>	05/09/2003	10:00:00AM	Follow up call	Incomplete	Normal	No	Lindsey

**2 action(s) listed.**

# Analysis Reports

## 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.

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.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Calculate aging as of (Specific Date), Date: (03/31/2003)

Include transactions with these dates: **Transaction date** (Include all dates); **Due date** (Include all dates); **Post date** (<Specific Range>), **Start date** (01/01/2003), **End date** (03/31/2003)

**Only include all clients with a balance greater than [ ] in aging period [ ]** (No)

**Reduce balances by unused payments/credits beginning with:** (The oldest period)

Include these aging periods: **current** (Yes), **31-60** (Yes), **61-90** (Yes), **90 and over** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected post statuses (Not yet posted)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail. Report by (Payer) and (Show) recipient details**

**Show transaction detail** (Yes)

**Include summary by product and billing item** (Yes)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**GL Sort/Break.** **GL Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

**Transaction Sort/Break.** **Transaction Sort/Break** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Aged Accounts Receivable Report

<u>Aging Balance For</u>	<u>Client ID</u>	<u>current</u>	<u>31-60</u>	<u>61-90</u>	<u>over 90</u>	<u>Balance</u>
Convention & Visitor's Center	07					
Convention & Visitor's Center	07					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>	
01/10/2003	CR	3		NA	(\$25.00)	
Convention & Visitor's Center			(\$25.00)	\$0.00	\$0.00	(\$25.00)
<b>Totals for Convention &amp; Visitor's Center:</b>			(\$25.00)	\$0.00	\$0.00	(\$25.00)
Department of Health and Human Services	09					
Department of Health and Human Services	09					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>	
01/24/2003	REF	4		61-90	\$7.00	
Department of Health and Human Services			\$0.00	\$0.00	\$7.00	\$7.00
Brian Fox	17					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>	
01/24/2003	PY	11		NA	(\$50.00)	
Brian Fox			(\$50.00)	\$0.00	\$0.00	(\$50.00)
<b>Totals for Department of Health and Human S</b>			(\$50.00)	\$0.00	\$7.00	(\$43.00)
Department of Social Services	10					
Department of Social Services	10					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>	
01/16/2003	PY	4		NA	(\$34.00)	
Department of Social Services			(\$34.00)	\$0.00	\$0.00	(\$34.00)
<b>Totals for Department of Social Services:</b>			(\$34.00)	\$0.00	\$0.00	(\$34.00)
Mark Donald	19					
Mark Donald	19					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>	
01/06/2003	CH	16	03/12/2003	61-90	\$75.00	
Mark Donald			\$0.00	\$0.00	\$75.00	\$75.00
<b>Totals for Mark Donald:</b>			\$0.00	\$0.00	\$75.00	\$75.00
Shawn T. Goodwin	11					
Shawn T. Goodwin	11					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>	

## 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 given date. This report is useful for reconciling to general ledger.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Show Charges open as of: (<Specific Date>), **Date** (03/31/2003)

**Base charge open date on:** (Transaction date)

Include charges with these dates: **Transaction Date** (Include all dates); **Post date** (Specific Range), **Start date** (01/01/2003), **End date** (03/31/2003)

**Include unapplied payments and credits in** (Detail)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Report by** (Recipient)

**Report in** (Detail) **and** (Show) **payer details**

**Include summary by product and billing item** (No)

**GL Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

**Transaction Sort/Break.** **Transaction Sort/Break** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Open Item Report

Transactions for	Transaction Date	Due Date	Transaction Type	Transaction ID	Item	Charge Amount	Payments	Credits	Balance	% Unpaid
<b>Catholic Diocese</b>										
<i>Catholic Diocese</i>										
	01/16/2003		PY	5	<No value spec	\$0.00	\$125.00	\$0.00	(\$125.00)	
<i>Totals for Catholic Diocese:</i>						<u>\$0.00</u>	<u>\$125.00</u>	<u>\$0.00</u>	<u>(\$125.00)</u>	
<b>Grand Totals for Catholic Diocese:</b>						<u>\$0.00</u>	<u>\$125.00</u>	<u>\$0.00</u>	<u>(\$125.00)</u>	
<b>City Youth Program</b>										
<i>City Youth Program</i>										
	01/16/2003		PY	1	<No value spec	\$0.00	\$200.00	\$0.00	(\$200.00)	
<i>Totals for City Youth Program:</i>						<u>\$0.00</u>	<u>\$200.00</u>	<u>\$0.00</u>	<u>(\$200.00)</u>	
<b>Grand Totals for City Youth Program:</b>						<u>\$0.00</u>	<u>\$200.00</u>	<u>\$0.00</u>	<u>(\$200.00)</u>	
<b>Community Foundation</b>										
<i>Community Foundation</i>										
	01/16/2003		PY	9	<No value spec	\$0.00	\$13.00	\$0.00	(\$13.00)	
<i>Totals for Community Foundation:</i>						<u>\$0.00</u>	<u>\$13.00</u>	<u>\$0.00</u>	<u>(\$13.00)</u>	
<b>Grand Totals for Community Foundation:</b>						<u>\$0.00</u>	<u>\$13.00</u>	<u>\$0.00</u>	<u>(\$13.00)</u>	
<b>Convention &amp; Visitor's Center</b>										
<i>Convention &amp; Visitor's Center</i>										
	01/10/2003		CR	3	50	\$0.00	\$0.00	\$25.00	(\$25.00)	
<i>Totals for Convention &amp; Visitor's Center:</i>						<u>\$0.00</u>	<u>\$0.00</u>	<u>\$25.00</u>	<u>(\$25.00)</u>	
<b>Grand Totals for Convention &amp; Visitor's Center:</b>						<u>\$0.00</u>	<u>\$0.00</u>	<u>\$25.00</u>	<u>(\$25.00)</u>	
<b>Department of Health and Human Services</b>										
<i>Department of Health and Human Services</i>										
	01/24/2003		REF	4	RF	\$7.00	\$0.00	\$0.00	\$7.00	100.00%
<i>Totals for Department of Health and Human Services:</i>						<u>\$7.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7.00</u>	<u>100.00%</u>
<b>Grand Totals for Department of Health and Human Services:</b>						<u>\$7.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7.00</u>	<u>100.00%</u>
<b>Department of Social Services</b>										
<i>Department of Social Services</i>										
	01/16/2003		PY	4	<No value spec	\$0.00	\$34.00	\$0.00	(\$34.00)	
<i>Totals for Department of Social Services:</i>						<u>\$0.00</u>	<u>\$34.00</u>	<u>\$0.00</u>	<u>(\$34.00)</u>	
<b>Grand Totals for Department of Social Services:</b>						<u>\$0.00</u>	<u>\$34.00</u>	<u>\$0.00</u>	<u>(\$34.00)</u>	

## Service and Sales Analysis Report

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

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include transactions with these dates: **Transaction date** (Include all dates)

**Print a (Detail) report in** (Landscape) **orientation**

**Analyze by:** (State), **Sort:** (Ascending), **Page break** (No)

**Then by:** (Client), **Sort:** (Ascending), **Page break** (No)

**Sort by:** (None)

Print these columns: City, Transaction Date, Transaction Type, Transaction Date, Quantity and Extended Amount

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc. Service and Sales Analysis Report

City	Transaction Date	Transaction Type	Transaction ID	Quantity	Extended Amount
<b>Alabama</b>					
<i>Ted Samson</i>					
Leeds	01/06/2003	CH	14	1.00	\$50.00
Leeds	01/06/2003	LI	14	1.00	\$50.00
<i>Total for Ted Samson</i>				2.00	\$100.00
<b>Total for Alabama</b>				2.00	\$100.00
<b>Maryland</b>					
<i>Department of Health and Human Services</i>					
Greenville	01/24/2003	REF	4	0.00	\$7.00
<i>Total for Department of Health and Human Services</i>				0.00	\$7.00
<i>Department of Social Services</i>					
Greenville	01/24/2003	REF	1	0.00	\$10.00
Greenville	01/24/2003	REF	3	0.00	\$32.00
<i>Total for Department of Social Services</i>				0.00	\$42.00
<i>Greenville Chamber of Commerce</i>					
Greenville	01/15/2003	LI	21	4.00	\$500.00
Greenville	01/10/2003	CR	2	(1.00)	(\$200.00)
Greenville	01/15/2003	RLI	6	(1.00)	(\$125.00)
<i>Total for Greenville Chamber of Commerce</i>				2.00	\$175.00
<i>Mrs. Martha Masters</i>					
Mills	01/06/2003	LI	16	5.00	\$50.00
Mills	01/24/2003	REF	5	0.00	\$10.00
<i>Total for Mrs. Martha Masters</i>				5.00	\$60.00
<i>Museum of Natural History</i>					
Washington	01/24/2003	REF	2	0.00	\$4.50
Washington	01/10/2003	CR	1	(1.00)	(\$200.00)
<i>Total for Museum of Natural History</i>				(1.00)	(\$195.50)
<i>YMCA</i>					
Greenville	01/10/2003	LI	19	4.00	\$400.00
<i>Total for YMCA</i>				4.00	\$400.00
<b>Total for Maryland</b>				10.00	\$488.50
<b>North Carolina</b>					
<i>Convention &amp; Visitor's Center</i>					
Asheville	01/10/2003	CR	3	(1.00)	(\$25.00)

## 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 two 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.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Print a (Detail) report in (Landscape) orientation**

**Analyze by:** (Client), **Sort:** (Ascending), **Page break** (No)

**Then by:** (Product/Billing Item), **Sort:** (Ascending), **Page break** (No)

**Date Order:** (Ascending), **Page break** (No)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Combine transactions by** (Years), **Show** (All months), **Across** (Include all dates)

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Service and Sales Trend Analysis Report**

Start Date	End Date	Quantity Sold	Quantity Returned	Discount Amount	Net Amount
<b>Ashley Smith</b>					
<i>PC</i>					
01/01/2002	12/31/2002	2	0	\$0.00	\$40.00
01/01/2003	12/31/2003	0	0	\$0.00	\$0.00
<i>Total for PC</i>		2	0	\$0.00	\$40.00
<b>Total for Ashley Smith</b>		2	0	\$0.00	\$40.00
<b>Brian Fox</b>					
<i>ADT</i>					
01/01/2002	12/31/2002	2	0	\$0.00	\$100.00
01/01/2003	12/31/2003	0	0	\$0.00	\$0.00
<i>Total for ADT</i>		2	0	\$0.00	\$100.00
<b>Total for Brian Fox</b>		2	0	\$0.00	\$100.00
<b>Catholic Diocese</b>					
<i>MS</i>					
01/01/2002	12/31/2002	10	2	\$0.00	\$1,600.00
01/01/2003	12/31/2003	1	0	\$0.00	\$200.00
<i>Total for MS</i>		11	2	\$0.00	\$1,800.00
<b>Total for Catholic Diocese</b>		11	2	\$0.00	\$1,800.00
<b>City Youth Program</b>					
<i>50</i>					
01/01/2002	12/31/2002	0	0	\$0.00	\$0.00
01/01/2003	12/31/2003	2	0	\$0.00	\$100.00
<i>Total for 50</i>		2	0	\$0.00	\$100.00
<i>BBP</i>					
01/01/2002	12/31/2002	1	0	\$0.00	\$100.00
01/01/2003	12/31/2003	0	1	\$0.00	(\$10.00)
<i>Total for BBP</i>		1	1	\$0.00	\$90.00
<i>MS</i>					
01/01/2002	12/31/2002	1	0	\$0.00	\$200.00
01/01/2003	12/31/2003	0	0	\$0.00	\$0.00
<i>Total for MS</i>		1	0	\$0.00	\$200.00
<b>Total for City Youth Program</b>		4	1	\$0.00	\$390.00
<b>Community Foundation</b>					

# Bank Account Reports

## 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.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include this information: **Cash account information, Payment information, Register ending balance, Summary by post status, Summary by adjustment category**

Include transactions with these dates: **Transaction date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected banks (SB & AR)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Bank Profile Report

**SB & AR - First Union Bank**

<i>Description:</i>	Student Billing & Accounts Receivable	<i>Address:</i>
<i>Account Type:</i>	Checking	
<i>Account Number:</i>	6200422	
<i>Routing Code:</i>	211371191	
<i>Account Status:</i>	Open	
<i>Minimum Balance:</i>	\$0.00	
<i>Interfund Set:</i>		
<i>Ending Register Balance:</i>	\$406,155.59	

**Cash Account Information**

<u>System</u>	<u>Account Setup</u>	<u>Track Cash In...</u>	<u>Default Cash Account</u>
Accounts Payable	Does not use this bank account		
Cash Management	Define cash account(s)	One Fund	01-1040-00

**Payment Information**

<u>System</u>	<u>Transaction Type</u>	<u>Allow?</u>	<u>Numbering</u>	<u>Next Number</u>	<u>Maximum Amount</u>
Accounts Payable	Computer Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Electronic Funds Transfer	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Manual Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	One-Time Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Bank Draft	Yes	Start with	1	\$999,999,999.99
Cash Management	Adjustment	Yes	Start with	1	\$999,999,999.99

**Transaction Summary by Post Status**

<u>Post Status</u>	<u>Payment Count</u>	<u>Total Payments</u>	<u>Deposit Count</u>	<u>Total Deposits</u>
Not yet posted	0	\$0.00	3	\$1,265.00
Posted	0	\$0.00	14	\$404,890.59
	0	\$0.00	17	\$406,155.59

## Bank Reconciliation Report

The Bank Reconciliation Report presents the “Adjusted Statement Balance”, or the ending statement balance plus deposits in transit less outstanding disbursements. 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. You can run the Bank Reconciliation Report from *Reports* and from *Banks*.

The Bank Reconciliation Report provides a way of trouble-shooting issues before you receive your bank statement. From this report, you can print the last completed reconciliation 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 is made up of three parts: Reconciliation of Register to Statement, Outstanding Transaction Details, and Reconciliation of Cash Accounts to Statement. Each of the parts of this report appears on a separate page. The report sample below is the Reconciliation of Register to Statement section.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Bank account:** (SB & AR)

**Print:** (Last completed reconciliation)

**Report orientation:** (Landscape)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Detail.** **Print transaction details for reconciling the register to the statement** (No)

**Print transaction details for reconciling the cash account(s) to statement** (No)

**Sort.** **Sort by** (Transaction Number), **Order by** (Ascending)

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **\*Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



**Community Services Inc.**  
**Bank Pre-Reconciliation Report**

**Pre-Reconciliation of Register to Statement**

Bank register cleared beginning balance :	\$6,224,000.00
Add: Cleared deposits:	\$0.00
Add: Cleared deposit adjustments:	\$0.00
Subtract: Cleared payments:	\$0.00
Subtract: Cleared payment adjustments:	\$0.00
Adjusted bank register balance:	<u>\$6,224,000.00</u>
Bank register ending balance:	\$6,629,192.59
Subtract: Outstanding deposits:	\$405,192.59
Subtract: Outstanding deposit adjustments:	\$0.00
Add: Outstanding payments:	\$0.00
Add: Outstanding payment adjustments:	\$0.00
Adjusted bank register balance:	<u>\$6,224,000.00</u>
Bank statement ending balance 12/31/2002:	<u>\$6,224,000.00</u>
Out of balance by:	\$0.00

## Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	0	\$0.00
All Cleared Payments:	0	\$0.00

## 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. 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.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

**Include bank account:** (SB & AR)

Show transactions with these dates: **Transaction date** (Include all dates)

**Report orientation:** Landscape

#### Filters Button

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** Show distribution for these characteristics: Account ID, Project ID, Class

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Bank Register Report

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Balance	Status	Post Date
1	Student Billing	Deposit	07/28/2000	Student Billing Deposit 1	\$166,650.00	\$0.00	\$166,650.00	Outstanding	07/28/2000
1	Accounts Receivable	Deposit	02/20/2002	Accounts Receivable Deposit 1	\$500.00	\$0.00	\$167,150.00	Outstanding	02/20/2002
1	Cash Receipts	Deposit	02/21/2002	Miscellaneous Cash Receipts Deposit 1	\$750.00	\$0.00	\$167,900.00	Outstanding	02/21/2002
2	Student Billing	Deposit	09/28/2000	Student Billing Deposit 2	\$15,270.00	\$0.00	\$183,170.00	Outstanding	09/28/2000
2	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 2	\$463.00	\$0.00	\$183,633.00	Outstanding	01/30/2003
3	Student Billing	Deposit	10/28/2000	Student Billing Deposit 3	\$16,280.00	\$0.00	\$199,913.00	Outstanding	10/28/2000
3	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 3	\$185.00	\$0.00	\$200,098.00	Outstanding	05/07/2003
4	Student Billing	Deposit	03/31/2001	Student Billing Deposit 4	\$3,750.00	\$0.00	\$203,848.00	Outstanding	03/31/2001
4	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 4	\$50.00	\$0.00	\$203,898.00	Outstanding	05/05/2003
5	Student Billing	Deposit	03/31/2001	Student Billing Deposit 5	\$39,787.00	\$0.00	\$243,685.00	Outstanding	03/31/2001
5	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 5	\$200.00	\$0.00	\$243,885.00	Outstanding	07/06/2003
6	Student Billing	Deposit	04/30/2001	Student Billing Deposit 6	\$4,700.00	\$0.00	\$248,585.00	Outstanding	04/30/2001
6	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 6	\$25.00	\$0.00	\$248,610.00	Outstanding	05/01/2003
7	Student Billing	Deposit	07/25/2001	Student Billing Deposit 7	\$142,375.00	\$0.00	\$390,985.00	Outstanding	07/25/2001
7	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 7	\$25.00	\$0.00	\$391,010.00	Outstanding	05/01/2003
8	Student Billing	Deposit	12/31/2001	Student Billing Deposit 8	\$15,130.59	\$0.00	\$406,140.59	Outstanding	12/31/2001
8	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 8	\$15.00	\$0.00	\$406,155.59	Outstanding	05/01/2003
Grand Totals:					\$406,155.59	\$0.00			

# Client Reports

## 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.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include transaction with these dates: **Transaction date** (Specific Range), **Start date** (01/01/2003), **End date** (03/31/2003)

Include Clients with: **No activity** (No), **A balance over** [ ] (No), **A credit balance** (Yes), **A zero balance** (Yes)

**Display a summary balance for transactions before** [ ] (No)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Client Account Activity List

Transactions for	Transaction Date	Transaction Type	Transaction ID	Item	Description	Owner/ Recipient	Payer	Amount	Remaining
Catholic Diocese									
	01/16/2003	PY	5			Catholic Diocese	Catholic Diocese	(\$125.00)	\$0.00
Activity Totals for Catholic Diocese								(\$125.00)	
Total Account Balance for Catholic Diocese								(\$125.00)	
City Youth Program									
	01/16/2003	PY	1			City Youth Program	<Distributed>	(\$200.00)	\$0.00
Activity Totals for City Youth Program								(\$200.00)	
Total Account Balance for City Youth Program								(\$200.00)	
Community Foundation									
	01/16/2003	PY	9			Community Foundation	Community Foundation	(\$13.00)	(\$13.00)
Activity Totals for Community Foundation								(\$13.00)	
Total Account Balance for Community Foundation								(\$13.00)	
Convention & Visitor's Center									
	01/10/2003	CR	3	50	Just Say No T-Shirt	Convention & Visitor's C	Convention & Visitor's C	(\$25.00)	(\$25.00)
Activity Totals for Convention & Visitor's Center								(\$25.00)	
Total Account Balance for Convention & Visitor's Center								(\$25.00)	
Department of Health and Human Services									
	01/24/2003	PY	11			Brian Fox	Department of Health a	(\$50.00)	(\$50.00)
	01/24/2003	REF	4	RF	Refund of Overpayment	Department of Health a	Department of Health a	\$7.00	\$7.00
Activity Totals for Department of Health and Human Services								(\$43.00)	
Total Account Balance for Department of Health and Human Services								(\$43.00)	
Department of Social Services									
	01/24/2003	REF	1	RF	Refund of Overpayment	Department of Social Se	Department of Social Se	\$10.00	\$0.00
	01/24/2003	REF	3	RF	Refund of Overpayment	Department of Social Se	Department of Social Se	\$32.00	\$0.00
	01/16/2003	PY	4			Department of Social Se	<Distributed>	(\$76.00)	(\$34.00)
Activity Totals for Department of Social Services								(\$34.00)	
Total Account Balance for Department of Social Services								(\$34.00)	
Mark Donald									

## 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.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include transactions with these dates: **Transaction date** (Include all dates)

Include Clients with: **No activity** (No), **A balance over [ ]** (No), **A credit balance** (No), **A zero balance** (No)

**Display a summary balance for transactions before [ ]** (No)

**Show client balance as of:** (Today)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Report by** (Recipient)

**Report in** (Detail) **and** (Show) **recipient details**

**Show payments/credits with their associated charges** (No)

**Show invoice/return line item detail** (Yes); **Show** (Billing description)

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Client Account Activity Report

Transactions for	Transaction Date	Transaction Type	Transaction ID	Item	Description	Amount
<b>Catholic Diocese</b>						
Catholic Diocese						
	12/23/2002	CH	2	MS	Meeting Space	\$1,000.00
	12/23/2002	LI	4	MS	Meeting Space	\$1,000.00
	12/23/2002	RLI	4	MS	Meeting Space	(\$400.00)
	01/16/2003	PY	5			(\$125.00)
Total for Catholic Diocese						\$1,475.00
Balance for Catholic Diocese						\$1,475.00
<b>Grand Total for Catholic Diocese</b>						\$1,475.00
<b>Total Balance for Catholic Diocese</b>						\$1,475.00
<b>City Youth Program</b>						
City Youth Program						
	01/16/2003	PY	1			(\$200.00)
	01/10/2003	LI	18	50	Just Say No T-Shirt	\$100.00
	12/23/2002	CH	5	BBP	Big Brother Program Training	\$100.00
	12/23/2002	LI	8	MS	Meeting Space	\$200.00
Total for City Youth Program						\$200.00
Balance for City Youth Program						\$200.00
<b>Grand Total for City Youth Program</b>						\$200.00
<b>Total Balance for City Youth Program</b>						\$200.00
<b>Community Foundation</b>						
Community Foundation						
	12/23/2002	LI	11	MS	Meeting Space	\$200.00
	12/23/2002	CH	6	MS	Meeting Space	\$200.00
	01/16/2003	PY	9			(\$13.00)
Total for Community Foundation						\$387.00
Balance for Community Foundation						\$387.00
<b>Grand Total for Community Foundation</b>						\$387.00
<b>Total Balance for Community Foundation</b>						\$387.00
<b>Department of Health and Human Services</b>						
Department of Health and Human Services						
	12/23/2002	CH	10	PC	Patient Counseling	\$20.00
	01/24/2003	REF	4	RF	Refund of Overpayment	\$7.00
	12/30/2002	LI	5	PC	Patient Counseling	\$20.00
Total for Department of Health and Human Services						\$47.00
Balance for Department of Health and Human Services						\$47.00
<b>Grand Total for Department of Health and Human Services</b>						\$47.00
<b>Total Balance for Department of Health and Human Services</b>						\$47.00

## 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.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Calculate balance as of:** (Today)

Include Clients with: **No activity** (No), **A balance over** (100.00), **A credit balance** (Yes), **A zero balance** (No)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Report by** (Recipient) **and** (Show) **payer details**

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



**Community Services Inc.  
Client Account Balance Report**

<b>Transactions for</b>	<b>Balance</b>
<b>Catholic Diocese</b>	
Catholic Diocese	\$1,575.00
City Youth Program	\$100.00
<b>Grand Total for Catholic Diocese</b>	<b>\$1,675.00</b>
<b>City Youth Program</b>	
City Youth Program	\$150.00
John Williams	(\$20.00)
<b>Grand Total for City Youth Program</b>	<b>\$130.00</b>
<b>Community Foundation</b>	
Community Foundation	\$387.00
<b>Grand Total for Community Foundation</b>	<b>\$387.00</b>
<b>Convention &amp; Visitor's Center</b>	
Convention & Visitor's Center	(\$25.00)
<b>Grand Total for Convention &amp; Visitor's Center</b>	<b>(\$25.00)</b>
<b>Department of Social Services</b>	
Department of Social Services	\$456.00
<b>Grand Total for Department of Social Services</b>	<b>\$456.00</b>
<b>Greenville Chamber of Commerce</b>	
Greenville Chamber of Commerce	\$175.00
<b>Grand Total for Greenville Chamber of Commerce</b>	<b>\$175.00</b>
<b>Josh Levy</b>	
Catholic Diocese	\$100.00
City Youth Program	\$75.00
Department of Health and Human Services	\$50.00
Josh Levy	\$40.00
<b>Grand Total for Josh Levy</b>	<b>\$265.00</b>
<b>Museum of Natural History</b>	

## Client Profile Report

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 crucial information about clients without navigating through numerous records.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include these report sections: **Address Information, Default Payers, Statement Recipients, Actions, Attributes**

Show these details: **Birth date, Credit Limit, Last payment amount, Account Balance**

**Show ending balance as of (Yes): As of date (<Specific Date>), Date (03/31/03)**

**Show year-to-date information as of:** (This fiscal year)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Client Profile Report****Dr. Mary Young****Ending Balance as of 03/31/2003: \$400.00**

*Client type:* Individual  
*Client subtype:*  
*Status:* Active  
*Date added:* 12/23/2002 10:20:53AM  
*Tax ID/Exemption Number:*  
*SSN:* <Hidden>  
*Birthdate:*  
*Ethnicity:* <Hidden>  
*Religion:* <Hidden>  
*Gender:* <Hidden>  
  
*Asses finance charges:* No  
*Freight on board:*  
*Default shipping method:*

*Formal salutation:*  
*Informal salutation:*  
*Salutation 1:*  
*Salutation 2:*  
  
*Credit limit of:*  
*Credit rating ID:*  
*Send dunning letter:* No  
*Statement code:*  
*Service Provider:*  
*Default term discount days:*  
*Default term discount percent:*  
*Trade discount:*  
  
*User ID:* <Hidden>  
*PIN:* <Hidden>

*Statement comment:***Address Information**

*Address:* 8 Palms St.  
Springfield, MD 85855  
United States

*Default bill to:* Yes  
*Default ship to:* Yes  
*Type:*  
*Description:* <Client address>  
*Primary:* Yes

**Default Payers**

Payer	Client ID	Relationship	Percent Paid
Dr. Mary Young		N/A	100.00%

**Statement Recipients**

Send statements to	Show Charges	Send a copy to	Show Amount due on copies
Dr. Mary Young	All Charges		

## 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.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Show information for: **City, State, Country, Status, Client Type, Statement Code, Credit Rating, Age**

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Client Statistics Report

Category: City	Clients	Percent of Total
<No value specified>	1	4.76%
Asheville	1	4.76%
Birmingham	1	4.76%
Greenville	5	23.81%
Leeds	1	4.76%
Mills	1	4.76%
Springfield	7	33.33%
Springfiled	1	4.76%
Washington	1	4.76%
Wilksville	2	9.52%
<b>Total:</b>	<b>21</b>	<b>100.00%</b>

Category: State	Clients	Percent of Total
<No value specified>	1	4.76%
AL	2	9.52%
MD	7	33.33%
NC	1	4.76%
VA	8	38.10%
WV	2	9.52%
<b>Total:</b>	<b>21</b>	<b>100.00%</b>

Category: Country	Clients	Percent of Total
United States	21	100.00%
<b>Total:</b>	<b>21</b>	<b>100.00%</b>

Category: Status	Clients	Percent of Total
Active	21	100.00%
<b>Total:</b>	<b>21</b>	<b>100.00%</b>

Category: Client Type	Clients	Percent of Total
<No value specified>	17	80.95%
Health/Human Services	4	19.05%
<b>Total:</b>	<b>21</b>	<b>100.00%</b>

# Deposit and Receipt Reports

## Cash Receipts Report

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

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include transactions with these dates: **Deposit date** (Include all dates), **Receipt date** (Include all dates), **Entered on date** (Include all dates)

**Show miscellaneous payment details** (No)

**Include deposit numbers from:** (blank) **to** (blank)

**Include receipt numbers from:** (blank) **to** (blank)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show distribution for these characteristics: Account ID**

**Show characteristics as a column in the main body** (Yes)

**Show transaction total** (Yes)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Cash Receipts Report

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount	Account ID
Credit Card		1	5	01/16/2003		AR	City Youth Program	\$25.00	01-1199-00
Credit Card		1	5	01/16/2003		AR	City Youth Program	\$75.00	01-1199-00
Credit Card		1	5	01/16/2003		AR	City Youth Program	\$100.00	01-1199-00
Cash		3	4	01/16/2003		AR	Mrs. Martha Masters	\$15.00	01-1199-00
Cash		3	4	01/16/2003		AR	Mrs. Martha Masters	\$10.00	01-1199-00
Check		4	2	01/16/2003	Mail	AR	Department of Social Services	\$34.00	01-1040-00
Check		4	2	01/16/2003	Mail	AR	Department of Social Services	\$10.00	01-1199-00
Check		4	2	01/16/2003	Mail	AR	Department of Social Services	\$32.00	01-1199-00
Cash		5	3	01/16/2003	Mail	AR	Catholic Diocese	\$25.00	01-1040-00
Cash		5	3	01/16/2003	Mail	AR	Catholic Diocese	\$100.00	01-1199-00
Cash		7	3	01/16/2003	Mail	AR	Museum of Natural History	\$47.00	01-1040-00
Check		8	2	01/16/2003	Mail	AR	Ashley Smith	\$75.00	01-1040-00
Cash		9	3	01/16/2003		AR	Community Foundation	\$13.00	01-1199-00
Check		11	2	01/24/2003		AR	Department of Health and Human S	\$50.00	01-1199-00
Check		13	2	04/16/2003	Mail	AR	City Youth Program	\$50.00	01-1040-00
Check		14	2	04/16/2003		AR	John Williams	\$50.00	01-1040-00
Check		15	2	04/16/2003		AR	City Youth Program	\$10.00	01-1040-00
Cash		16	6	05/01/2003		AR	Josh Levy	\$25.00	01-1199-00
Cash		17	7	05/01/2003	Mail	AR	Josh Levy	\$20.00	01-1199-00
Cash		17	7	05/01/2003	Mail	AR	Josh Levy	\$5.00	01-1199-00
Cash		18	8	05/01/2003		AR	Josh Levy	\$10.00	01-1199-00
Cash		19	8	05/01/2003	Mail	AR	Josh Levy	\$5.00	01-1199-00
<b>Grand Total:</b>								<b>\$786.00</b>	

## Deposit List

The Deposit List displays summarized information about a selection of deposits.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include deposits with these dates: **Deposit date** (Include all dates), **Entered on date** (Include all dates), **Post date** (Include all dates)

**Include deposit numbers from** (blank) **to** (blank)

**Only include deposits whose amounts are greater than [ ]** (No)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



# Community Services Inc. Deposit List

Deposit Number	Deposit ID	System	Deposit Date	Bank Account	Description	Date Entered	Entered by	Deposit Status	Projected Receipts	Projected Deposit Total	Receipt Count	Total Deposit
1		AR	02/20/2002		Walk for Life 2002	02/20/2002	Supervisor	Open	0	\$0.00	0	\$0.00
1		CR	02/21/2002		Miscellaneous Receipts	02/21/2002	Supervisor	Open	0	\$0.00	0	\$0.00
2		AR	01/16/2003	6200422	Medicare Deposits for Ja	01/16/2003	Supervisor	Open	0	\$1,000.00	6	\$311.00
3		AR	01/16/2003	6200422	Receivables/Receipts for J	01/16/2003	Supervisor	Open	2	\$575.00	3	\$185.00
4		AR	01/16/2003	6200422	Medicaid Deposits	01/16/2003	Supervisor	Open	0	\$95.00	1	\$25.00
5		AR	01/16/2003	6200422	Receivables for February 1	01/16/2003	Supervisor	Open	0	\$1,500.00	1	\$200.00
6		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	1	\$25.00
7		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	1	\$25.00
8		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	2	\$15.00
GRAND TOTALS:											15	\$786.00

## Deposit Report

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

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include deposits with these dates: **Deposit date** (Include all dates), **Entered on date** (Include all dates), **Post date** (Include all dates)

**Include deposit numbers from** (blank) **to** (blank)

**Only include deposits whose amounts are greater than [ ]** (No)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected bank (SB & AR)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show payment detail for these payment methods:** **Check, Cash, Credit card**

**Separate page for each payment method** (No)

**Separate page for each deposit** (No)

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Deposit Report

<b>Deposit Number:</b> 2	<b>Deposit Date:</b> 01/16/2003
<i>Entered by:</i> Supervisor Community Services Inc.	<i>Bank information:</i> First Union Bank
<i>Date entered:</i> 01/16/2003	<i>Account number:</i> 6200422
<i>Description:</i> Medicare Deposits for January	<i>Routing Number:</i> 211371191
<i>Deposit status:</i> Open	
<i>Number of receipts:</i> 6	

<i>Cash:</i> \$0.00	<i>Bills:</i> \$0.00
	<i>Coins:</i> \$0.00
<i>Checks:</i> \$311.00	<i>Check Count:</i> 6
<i>Credit Card:</i> \$0.00	<i>Credit Card Count:</i> 0
<i>COD:</i> \$0.00	<i>COD Count:</i> 0
<i>EFT:</i> \$0.00	<i>EFT Count:</i> 0
<i>Other:</i> \$0.00	<i>Other Count:</i> 0
<i>Total Deposited:</i> \$311.00	

## Check

Transaction	Payment For	Check Number	Date	Amount
1	Anonymous donation	333	01/24/2003	\$25.00
4	Department of Social Services	5567	01/16/2003	\$76.00
8	Ashley Smith	9887	01/16/2003	\$75.00
11	Department of Health and Human Services	333	01/24/2003	\$50.00
13	City Youth Program	101	04/16/2003	\$50.00
14	John Williams	1001	04/16/2003	\$50.00
15	City Youth Program	200	04/16/2003	\$10.00
<i>Total for Checks:</i>				<i>\$336.00</i>

<b>Deposit Number:</b> 3	<b>Deposit Date:</b> 01/16/2003
<i>Entered by:</i> Supervisor Community Services Inc.	<i>Bank information:</i> First Union Bank
<i>Date entered:</i> 01/16/2003	<i>Account number:</i> 6200422
<i>Description:</i> Receivables/Receipts for January	<i>Routing Number:</i> 211371191
<i>Deposit status:</i> Open	
<i>Number of receipts:</i> 3	

# Product and Billing Item Reports

## Product and Billing Item List

The Product and Billing Item List provides a summary list of products and billing items.

### Report Parameter

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include products and billing items with these valid dates: **Valid dates within** (Include all dates)

**Include inactive products and billing items** (No)

**Show pricing schedule for products** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Product and Billing Item List

Type	ID	Description	Unit of Measure	Quantity	Unit Price	Extended Amount	Status	Valid from	Valid to
Product	50	Just Say No T-Shirt			\$50.00		Active		
			<b>Effective Date</b>	<b>Description</b>			<b>Min. Quantity</b>	<b>Max. Quantity</b>	<b>Unit Price</b>
			03/14/2003	Box			0.000	20.000	\$50.00
Flat Rate	ADT	Alcohol & Drug Treatment				\$50.00	Active		
Flat Rate	BBP	Big Brother Program Training				\$100.00	Active		
Flat Rate	IPT	Intervention Program Training				\$75.00	Active		
Per Usage	MS	Meeting Space	Day	1.000	\$200.00	\$200.00	Active		
Flat Rate	PC	Patient Counseling				\$20.00	Active		
Refund	RF	Refund of Overpayment					Active		
Product	Video	Drug Awareness Video	Each		<multiple>		Active		
			<b>Effective Date</b>	<b>Description</b>			<b>Min. Quantity</b>	<b>Max. Quantity</b>	<b>Unit Price</b>
			12/23/2002	Price based on quantity			0.000	10.000	\$10.00
							10.001	20.000	\$9.00

## Product and Billing Item Report

The Product and Billing Item Report provides a list of products and billing items.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include products and billing items with these valid dates: **Valid dates within** (Include all dates)

Include the following product and billing item information: **Include pricing schedule details for products** (Yes), **Include sales tax entity details for sales tax items** (Yes)

**Include inactive products and billing items** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show distribution for these characteristics:** **Account ID, Project ID, Class**

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Product and Billing Item Report****50****Just Say No T-Shirt**

Type:	Product	Subject to finance and late charges:	No	Unit of measure:	
Status:	Active	Subject to terms discount:	Yes	Unit price decimals:	2
Allow user to edit:	Yes	Subject to trade discount:	Yes	Quantity decimals:	3
Service Provider:		Subject to sales tax:	No		
		Default sales tax:			

Account ID	Project ID	Class	Debit Percent	Credit Percent
01-4900-02	1007	Unrestricted Net Assets	0.00%	100.00%
01-1199-00	<No Project>	Unrestricted Net Assets	100.00%	0.00%

**Pricing Schedule**

Effective Date	Description	Min. Quantity	Max. Quantity	Unit Price
03/14/2003	Box	0.000	20.000	\$50.00

**Comment/Notes**

Comment:

Notes:

**ADT****Alcohol & Drug Treatment**

Type:	Flat Rate	Subject to finance and late charges:	No
Status:	Active	Subject to terms discount:	No
Valid dates:	Any date	Subject to sales tax:	No
Service Provider:		Default sales tax:	
Allow user to edit:	Yes	Extended amount:	\$50.00

Account ID	Project ID	Class	Debit Percent	Credit Percent
01-4900-03	1005	Unrestricted Net Assets	0.00%	100.00%
01-1199-00	<No Project>	Unrestricted Net Assets	100.00%	0.00%

**Comment/Notes**

Comment:

Notes:

**BBP****Big Brother Program Training**

# Transaction Reports

## Account Distribution Report

The Account Distribution Report lists debit and credit amounts, created by *Accounts Receivable* transactions and adjustments, for accounts.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

Include transaction with these dates: **Transaction date** (Include all dates), **Post date** (Include all dates)

**Include adjustment transactions** (No)

**Include miscellaneous entries** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show distribution for these characteristics: Project ID**

**Show characteristics as a column in the report** (Yes)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Account Distribution Report

Transaction Date	AR Trans. Number	Transaction Type	GL Trans. Number	Client	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount	Project ID
<b>01-1000-00, Operating Cash Account</b>										
01/10/2003	1	Credit	39-065	Museum of Natural History	Museum of Natural Hi-Credi	Posted	01/10/2003	\$0.00	\$195.50	<No Project>
12/23/2002	3	Charge Application		Department of Social Services		Do not post	12/23/2002	\$10.00	\$0.00	<No Project>
12/23/2002	3	Charge Application		Department of Social Services		Do not post	12/23/2002	\$0.00	\$10.00	<No Project>
01/10/2003	2	Credit	39-089	Greenville Chamber of Commer	Greenville Chamber o-Credit-	Posted	01/10/2003	\$0.00	\$200.00	<No Project>
01/15/2003	20	Charge Application		Springfield School District		Do not post	01/15/2003	\$100.00	\$0.00	<No Project>
01/15/2003	20	Charge Application		Springfield School District		Do not post	01/15/2003	\$0.00	\$100.00	<No Project>
01/10/2003	3	Credit	39-067	Convention & Visitor's Center	Convention & Visitor-Credit-3	Posted	01/10/2003	\$0.00	\$25.00	<No Project>
01/06/2003	17	Charge Application		Mark Donald		Do not post	01/06/2003	\$75.00	\$0.00	<No Project>
01/06/2003	17	Charge Application		Mark Donald		Do not post	01/06/2003	\$0.00	\$75.00	<No Project>
01/10/2003	4	Credit	39-069	Josh Levy	Levy Josh-Credit-4	Posted	01/10/2003	\$0.00	\$5.00	<No Project>
12/23/2002	4	Charge Application		Catholic Diocese		Do not post	12/23/2002	\$400.00	\$0.00	<No Project>
12/23/2002	4	Charge Application		Catholic Diocese		Do not post	12/23/2002	\$0.00	\$400.00	<No Project>
01/10/2003	5	Credit	39-071	John Williams	Williams John-Credit-5	Posted	01/10/2003	\$0.00	\$10.00	<No Project>
12/23/2002	9	Charge Application		Dr. Mary Young		Do not post	12/23/2002	\$200.00	\$0.00	<No Project>
12/23/2002	9	Charge Application		Dr. Mary Young		Do not post	12/23/2002	\$0.00	\$200.00	<No Project>
12/23/2002	1	Return Line Item	39-073	Department of Social Services	Department of Social-Return L	Posted	12/23/2002	\$0.00	\$10.00	<No Project>
12/23/2002	12	Charge Application		Sam McMillan		Do not post	01/15/2003	\$10.00	\$0.00	<No Project>
12/23/2002	12	Charge Application		Sam McMillan		Do not post	01/15/2003	\$0.00	\$10.00	<No Project>
01/15/2003	2	Return Line Item	39-077	Springfield School District	Springfield School D-Return L	Posted	01/15/2003	\$0.00	\$100.00	<No Project>
01/15/2003	21	Charge Application		Greenville Chamber of Commer		Do not post	01/10/2003	\$200.00	\$0.00	<No Project>
01/15/2003	21	Charge Application		Greenville Chamber of Commer		Do not post	01/10/2003	\$0.00	\$200.00	<No Project>
01/06/2003	3	Return Line Item	39-079	Mark Donald	Donald Mark-Return Line Ite	Posted	01/06/2003	\$0.00	\$75.00	<No Project>
01/15/2003	21	Charge Application		Greenville Chamber of Commer		Do not post	01/15/2003	\$125.00	\$0.00	<No Project>
01/15/2003	21	Charge Application		Greenville Chamber of Commer		Do not post	01/15/2003	\$0.00	\$125.00	<No Project>
12/23/2002	4	Return Line Item	39-081	Catholic Diocese	Catholic Diocese-Return Line I	Posted	12/23/2002	\$0.00	\$400.00	<No Project>
12/23/2002	10	Charge	39-025	Department of Health and Hum	Department of Health-Charge-	Posted	12/23/2002	\$20.00	\$0.00	<No Project>
12/23/2002	5	Return Line Item	39-083	Dr. Mary Young	Young Mary-Return Line Ite	Posted	12/23/2002	\$0.00	\$200.00	<No Project>
01/24/2003	2	Charge Application		Museum of Natural History		Do not post	01/10/2003	\$4.50	\$0.00	<No Project>
01/15/2003	6	Credit	39-085	Sam McMillan	McMillan Sam-Credit-6	Posted	01/15/2003	\$0.00	\$10.00	<No Project>
12/23/2002	1	Invoice Line Item	39-027	Ashley Smith	Smith Ashley-Invoice Line It	Posted	12/23/2002	\$20.00	\$0.00	<No Project>
12/23/2002	2	Invoice Line Item	39-029	Brian Fox	Fox Brian-Invoice Line Item-2	Posted	12/23/2002	\$50.00	\$0.00	<No Project>
01/15/2003	6	Return Line Item	39-091	Greenville Chamber of Commer	Greenville Chamber o-Return L	Posted	01/15/2003	\$0.00	\$125.00	<No Project>
12/23/2002	3	Invoice Line Item	39-031	Department of Social Services	Department of Social-Invoice L	Posted	12/23/2002	\$250.00	\$0.00	<No Project>
12/23/2002	4	Invoice Line Item	39-033	Catholic Diocese	Catholic Diocese-Invoice Line I	Posted	12/23/2002	\$1,000.00	\$0.00	<No Project>
12/30/2002	5	Invoice Line Item		Department of Health and Hum		Do not post		\$20.00	\$0.00	<No Project>
12/23/2002	6	Invoice Line Item	39-035	Josh Levy	Levy Josh-Invoice Line Item-5	Posted	12/23/2002	\$20.00	\$0.00	<No Project>
12/23/2002	7	Invoice Line Item	39-037	YMCA	YMCA-Invoice Line Item-6-7	Posted	12/23/2002	\$100.00	\$0.00	<No Project>
05/01/2003	20	Charge Application	43-3	Josh Levy	Levy Josh-Charge-20	Posted	01/10/2003	\$5.00	\$0.00	<No Project>
12/23/2002	8	Invoice Line Item	39-039	City Youth Program	City Youth Program-Invoice L	Posted	12/23/2002	\$200.00	\$0.00	<No Project>
12/23/2002	9	Invoice Line Item	39-041	Dr. Mary Young	Young Mary-Invoice Line Ite	Posted	12/23/2002	\$200.00	\$0.00	<No Project>
12/23/2002	10	Invoice Line Item	39-043	John Williams	Williams John-Invoice Line I	Posted	12/23/2002	\$20.00	\$0.00	<No Project>

## Invoice Report

Use the Invoice Report to list invoice and return information.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Include:** (Invoices and Returns)

**Invoice date** (Specific Range), **Start date** (01/01/2003), **End date** (03/31/2003)

**Ordered on date** (Include all dates)

**Include IDs from** (blank) **to** (blank)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show line item detail** (Yes)

**Show line item comment** (Yes)

**Show distribution for these characteristics:** **Account ID**

**Show characteristic as a column in the main report body** (No)

**Show transaction total** (Yes)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc. Invoice Report

**Invoice ID: 16**

<i>Client name:</i> Greenville Chamber of Commerce	<i>On hold:</i> No	<i>Subtotal:</i> \$500.00
<i>Client ID:</i> 06	<i>Shipped via:</i>	<i>Discount:</i> \$0.00
<i>Invoice date:</i> 01/15/2003	<i>Freight on board:</i>	<i>Sales tax:</i> \$0.00
<i>Client P.O.:</i>	<i>Due date:</i> 01/15/2003	<i>Total due:</i> \$500.00
<i>Ordered by:</i>	<i>Terms ID:</i>	
<i>Ordered on:</i> 01/15/2003	<i>Discount expires:</i>	
<i>Print status:</i> Not yet printed	<i>Discount percent:</i> 0.00%	
<i>Invoice to:</i> 56 Main St. Greenville, MD 66575	<i>Ship to:</i> 56 Main St. Greenville, MD 66575	

Statement comment:

Invoice comment:

Line Item	Product/ Billing Item	Description	Service Provider	Dates of Service		Unit of Measure	Quantity	Unit Cost	Terms Apply	Trade Discount	Extended Amount	Sales Tax
1	50	Just Say No T-Shirt		From	To	Box	4.000	\$125.00	No	\$0.00	\$500.00	\$0.00
<b>Account ID</b>											<b>Debit Amount</b>	<b>Credit Amount</b>
01-4900-02												\$500.00

**Return ID: 6**

<i>Client name:</i> Greenville Chamber of Commerce	<i>Reversal of:</i> 16	<i>Subtotal:</i> \$125.00
<i>Client ID:</i> 06	<i>Item status:</i>	<i>Discount:</i> \$0.00
<i>Return date:</i> 01/15/2003	<i>Bill to:</i> 56 Main St.	<i>Sales tax:</i> \$0.00
<i>Client P.O.:</i>	Greenville, MD 66575	<i>Total due:</i> \$125.00
<i>Returned by:</i>		
<i>Returned on:</i> 01/15/2003		
<i>Print status:</i> Not yet printed		

Statement comment:

Return comment:

Line Item	Product/ Billing Item	Description	Service Provider	Dates of Service		Unit of Measure	Quantity	Unit Cost	Trade Discount	Extended Amount	Sales Tax
1	50	Just Say No T-Shirt		From	To	Box	1.000	\$125.00	\$0.00	\$125.00	\$0.00
<i>Comment:</i>											
<u>Account ID</u>									<u>Debit Amount</u>	<u>Credit Amount</u>	
01-4900-02									\$125.00	\$0.00	

Comment:

## Project Distribution Report

Use the Project Distribution Report to list debit and credit amounts, created by **Accounts Receivable** transactions and adjustments, for projects.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

Include transactions with these dates: **Transaction date** (<Specific Range>), **Start date** (01/01/2003), **End date** (03/31/2003); **Post date** (Include all dates)

**Include adjustment transactions** (Yes)

**Include miscellaneous entries** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** Show distribution for these characteristics: **Account ID, Class**  
**Show transaction total** (Yes)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Project Distribution Report

Transaction Date	AR Trans. Number	Transaction Type	GL Trans. Number	Client	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1001, Annabelle Johnson Endowment									
01/24/2003	11	Payment	39-102	Department of Health and Human S	Department of Health-Payment-11	Posted	01/30/2003	\$0.00	\$50.00
Account ID				Class				Debit Amount	Credit Amount
01-1199-00				Unrestricted Net Assets					\$50.00
Totals for 1001, Annabelle Johnson Endowment								\$0.00	\$50.00
1002, CTM Enterprises Endowment									
01/06/2003	3	Return Line Item	39-078	Mark Donald	Donald Mark-Return Line Item-3-3	Posted	01/06/2003	\$75.00	\$0.00
Account ID				Class				Debit Amount	Credit Amount
01-4900-03				Unrestricted Net Assets				\$75.00	
01/06/2003	16	Charge	39-060	Mark Donald	Donald Mark-Charge-16	Posted	01/06/2003	\$0.00	\$75.00
Account ID				Class				Debit Amount	Credit Amount
01-4900-03				Unrestricted Net Assets					\$75.00
01/06/2003	17	Invoice Line Item	39-062	Mark Donald	Donald Mark-Invoice Line Item-14	Posted	01/06/2003	\$0.00	\$75.00
Account ID				Class				Debit Amount	Credit Amount
01-4900-03				Unrestricted Net Assets					\$75.00
Totals for 1002, CTM Enterprises Endowment								\$75.00	\$150.00
1003, Everett Grant									
01/10/2003	4	Credit	39-068	Josh Levy	Levy Josh-Credit-4	Posted	01/10/2003	\$5.00	\$0.00
Account ID				Class				Debit Amount	Credit Amount
01-4900-03				Unrestricted Net Assets				\$5.00	
01/10/2003	5	Credit	39-070	John Williams	Williams John-Credit-5	Posted	01/10/2003	\$10.00	\$0.00
Account ID				Class				Debit Amount	Credit Amount
01-4900-03				Unrestricted Net Assets				\$10.00	
01/24/2003	1	Payment	39-002	Department of Health and Human S	Department of Health-Payment-11	Posted	01/30/2003	\$0.00	\$25.00
Account ID				Class				Debit Amount	Credit Amount
01-4900-02				Unrestricted Net Assets					\$25.00
01/06/2003	15	Charge	39-056	Shawn T. Goodwin	Goodwin Shawn T.-Charge-15	Posted	01/06/2003	\$0.00	\$20.00
Account ID				Class				Debit Amount	Credit Amount
01-4900-03				Unrestricted Net Assets					\$20.00

## 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.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

Include transactions with these dates: **Transaction date** (Include all dates), **Post date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Sales Tax Report**

Date	Sales Tax Transaction ID	Sales Tax Billing Item	Sales Tax Amount	Client	Type	Source ID	Source Product/ Billing Item	Source Amount
<b>SC</b>								
05/12/2003	23	SC	\$0.60	Mark Donald	CH	24	Hot Dogs	\$10.00
05/12/2003	25	SC	\$0.12	Josh Levy	CH	26	6Coke	\$1.99
05/12/2003	27	SC	\$0.12	Mrs. Martha Masters	CH	28	6Sprite	\$1.99
05/12/2003	29	SC	\$0.12	Ashley Smith	CH	30	6Sprite	\$1.99
		<i>Totals for SC.</i>	<u>\$0.96</u>					<u>\$15.97</u>
		<b>Sales Tax Grand Total:</b>	<b>\$0.96</b>					

## Recurring Invoice Report

Use the Recurring Invoice Report to list information about recurring invoices.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include recurring invoices with these dates: **Ordered on date** (Include all dates); **Next invoice date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show line item detail** (Yes)

**Show distribution for these characteristics:** **Account ID**

**Show characteristics as a column in the main report body** (Yes)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Recurring Invoice Report

Client	Recurring Invoice		Next Invoice Date	Last Invoice Date	Total		Invoices	Invoices
		Frequency			Amount	Invoices	Generated	Remaining
City Youth Program	4	Monthly	01/10/2003		\$100.00	6	0	6
	Item Name	Description	Unit of Measure	Quantity	Unit Price	Discount	Amount	Account ID
Category								
Product	50	Just Say No T-Shirt	Case	2	\$50.00	\$0.00	\$100.00	01-4900-02
Department of Health and Human Services	1	Monthly	12/23/2002		\$20.00	12	0	12
	Item Name	Description	Unit of Measure	Quantity	Unit Price	Discount	Amount	Account ID
Category								
Flat Rate Item	PC	Patient Counseling		1	\$0.00	\$0.00	\$20.00	01-4900-03
Mrs. Martha Masters	3	Monthly	01/06/2003		\$50.00	12	0	12
	Item Name	Description	Unit of Measure	Quantity	Unit Price	Discount	Amount	Account ID
Category								
Product	Video	Drug Awareness Video	Each	5	\$10.00	\$0.00	\$50.00	01-4900-02
Sam McMillan	2	Monthly	12/23/2002		\$50.00	4	0	4
	Item Name	Description	Unit of Measure	Quantity	Unit Price	Discount	Amount	Account ID
Category								
Flat Rate Item	ADT	Alcohol & Drug Treatment		1	\$0.00	\$0.00	\$50.00	01-4900-03
YMCA	5	Monthly	01/10/2003		\$400.00	4	0	4
	Item Name	Description	Unit of Measure	Quantity	Unit Price	Discount	Amount	Account ID
Category								
Product	50	Just Say No T-Shirt	Case	4	\$100.00	\$0.00	\$400.00	01-4900-02

## Transaction List

Use the Transaction List for flexible reporting of transaction information.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include these transactions with these dates: **Transaction date** (<Specific Range>), **Start date** (01/01/2003), **End date** (03/31/2003); **Due date** (Include all dates); **Post date** (Include all dates)

Transaction types to include: **Charges, Credits, Payments**

**Include only finance and late charge transactions** (No)

**Only include transactions with amounts greater than [ ]** (No)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show payer responsibility** (Yes)

**Separate columns for charges and credits** (No)

**Print summary for products and billing items** (No)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Transaction List

Activity For	Payer	Transaction Date	Post Status	Post Date	Type	Transaction ID	Product/Item	Description	Transaction Amount
<b>Catholic Diocese</b>									
Catholic Diocese	Catholic Diocese	01/16/2003	Posted	05/07/2003	PY	5			(\$125.00)
								<i>Totals for Catholic Diocese</i>	(\$125.00)
<b>City Youth Program</b>									
City Youth Program	City Youth Program	01/16/2003	Posted	07/06/2003	PY	1			(\$200.00)
								<i>Totals for City Youth Program</i>	(\$200.00)
<b>Community Foundation</b>									
Community Foundation	Community Foundation	01/16/2003	Posted	05/07/2003	PY	9			(\$13.00)
								<i>Totals for Community Foundation</i>	(\$13.00)
<b>Convention &amp; Visitor's Center</b>									
Convention & Visitor's Cente	Convention & Visitor's Cente	01/10/2003	Posted	01/10/2003	CR	3	50	Just Say No T-Shirt	(\$25.00)
								<i>Totals for Convention &amp; Visitor's Center</i>	(\$25.00)
<b>Department of Health and Human Services</b>									
Department of Health and Hu	Brian Fox	01/24/2003	Posted	01/30/2003	PY	11			(\$50.00)
								<i>Totals for Department of Health and Human Services</i>	(\$50.00)
<b>Department of Social Services</b>									
Department of Social Services	Department of Social Services	01/16/2003	Posted	01/30/2003	PY	4			(\$76.00)
								<i>Totals for Department of Social Services</i>	(\$76.00)
<b>Mark Donald</b>									
Mark Donald	Mark Donald	01/06/2003	Posted	01/06/2003	CH	16	IPT	Intervention Program Trainin	\$75.00
								<i>Totals for Mark Donald</i>	\$75.00
<b>Shawn T. Goodwin</b>									
Shawn T. Goodwin	Shawn T. Goodwin	01/06/2003	Posted	01/06/2003	CH	15	PC	Patient Counseling	\$20.00
								<i>Totals for Shawn T. Goodwin</i>	\$20.00
<b>Greenville Chamber of Commerce</b>									
Greenville Chamber of Comme	Greenville Chamber of Comme	01/10/2003	Posted	01/10/2003	CR	2	MS	Meeting Space	(\$200.00)
								<i>Totals for Greenville Chamber of Commerce</i>	(\$200.00)
<b>Josh Levy</b>									
Josh Levy	Josh Levy	01/10/2003	Posted	01/10/2003	CR	4	PC	Patient Counseling	(\$5.00)
								<i>Totals for Josh Levy.</i>	(\$5.00)
<b>Mrs. Martha Masters</b>									
Mrs. Martha Masters	Mrs. Martha Masters	01/16/2003	Posted	05/05/2003	PY	3			(\$25.00)
								<i>Totals for Mrs. Martha Masters</i>	(\$25.00)
<b>Sam McMillan</b>									

## Unapplied Credit Report

The Unapplied Credit Report provides a list of payments and credits that have not been applied to a charge.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include payments and credits with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

Include unapplied **Credits** (Yes), **Payments** (Yes), **Only transactions with an unapplied amount greater than [ ]** (No)

**Include account balance as of:** (<Specific date>), **Date** (03/31/2003)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Display data by** (Payments/Credits for), **Show payment/credit detail** (Yes)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Unapplied Credit Report

Unapplied Credits/Payments For	Credits/Payments By	Transaction Date	Transaction ID	Unapplied Credits/Payments	Account Balance
<b>Community Foundation</b>					
Community Foundation	Community Foundation	01/16/2003	9	\$13.00	\$387.00
				<i>Totals for Community Foundation:</i>	<i>\$13.00</i>
<b>Convention &amp; Visitor's Center</b>					
Convention & Visitor's Center	Convention & Visitor's Center	01/10/2003	3	\$25.00	(\$25.00)
				<i>Totals for Convention &amp; Visitor's Center:</i>	<i>\$25.00</i>
<b>Department of Social Services</b>					
Department of Social Services	Department of Social Services	01/16/2003	4	\$34.00	\$456.00
				<i>Totals for Department of Social Services:</i>	<i>\$34.00</i>
<b>Brian Fox</b>					
Brian Fox	Department of Health and Human Services	01/24/2003	11	\$50.00	(\$50.00)
				<i>Totals for Brian Fox:</i>	<i>\$50.00</i>
<b>Mrs. Martha Masters</b>					
Mrs. Martha Masters	Mrs. Martha Masters	01/16/2003	3	\$15.00	(\$15.00)
				<i>Totals for Mrs. Martha Masters:</i>	<i>\$15.00</i>
<b>Museum of Natural History</b>					
Museum of Natural History	Museum of Natural History	01/10/2003	1	\$195.50	(\$242.50)
Museum of Natural History	Museum of Natural History	01/16/2003	7	\$47.00	(\$242.50)
				<i>Totals for Museum of Natural History:</i>	<i>\$242.50</i>
<b>Ashley Smith</b>					
Ashley Smith	Ashley Smith	01/16/2003	8	\$75.00	\$0.00
				<i>Totals for Ashley Smith:</i>	<i>\$75.00</i>
<b>John Williams</b>					
John Williams	John Williams	01/10/2003	5	\$10.00	\$0.00
John Williams	City Youth Program	04/16/2003	8	\$10.00	\$0.00
John Williams	John Williams	04/16/2003	14	\$50.00	\$0.00
John Williams	City Youth Program	04/16/2003	15	\$10.00	\$0.00
				<i>Totals for John Williams:</i>	<i>\$80.00</i>
				<b>GRAND TOTALS:</b>	<b>\$534.50</b>
					<b>\$510.50</b>



# Cash Receipts Reports

## Contents

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# Chapter 4

# Bank Account Reports

## Bank Profile Report

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

## Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

### General tab

Include this information: **Cash account information, Payment information, Register ending balance, Summary by transaction type**

Include transactions with these dates: **Transaction date** (Include all dates)

**Report orientation:** (Landscape)

### Filters tab

Include: Selected Banks (SB & AR)

### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Bank Profile Report

### SB & AR - First Union Bank

<i>Description:</i>	Student Billing & Accounts Receivable	<i>Address:</i>
<i>Account Type:</i>	Checking	
<i>Account Number:</i>	6200422	
<i>Routing Code:</i>	211371191	
<i>Account Status:</i>	Open	
<i>Minimum Balance:</i>	\$0.00	
<i>Interfund Set:</i>		
<i>Ending Register Balance:</i>	\$406,202.59	

### Cash Account Information

<u>System</u>	<u>Account Setup</u>	<u>Track Cash In...</u>	<u>Default Cash Account</u>
Accounts Payable	Does not use this bank account		
Cash Management	Define cash account(s)	One Fund	01-1040-00

### Payment Information

<u>System</u>	<u>Transaction Type</u>	<u>Allow?</u>	<u>Numbering</u>	<u>Next Number</u>	<u>Maximum Amount</u>
Accounts Payable	Computer Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Electronic Funds Transfer	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Manual Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	One-Time Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Bank Draft	Yes	Start with	1	\$999,999,999.99
Cash Management	Adjustment	Yes	Start with	1	\$999,999,999.99

### Transaction Summary by Transaction Type

<u>System</u>	<u>Transaction Type</u>	<u>Transaction Count</u>	<u>Balance Increase</u>	<u>Balance Decrease</u>
Accounts Receivable	Deposit	6	\$1,288.00	\$0.00
Cash Receipts	Deposit	2	\$972.00	\$0.00
Student Billing	Deposit	8	\$403,942.59	\$0.00
		16	\$406,202.59	\$0.00

### Transaction Summary by Reconciliation Status

<u>Reconciliation Status</u>	<u>Payment Count</u>	<u>Total Payments</u>	<u>Deposit Count</u>	<u>Total Deposits</u>
Outstanding	0	\$0.00	16	\$406,202.59
	0	\$0.00	16	\$406,202.59

## 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 *Cash Receipts*. In summary format, the report includes total deposits, total payments, and grand totals. The amounts for each type of check are also listed.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report format:** (Detail)

**Bank account:** (SB & AR)

Show transactions with these dates: **Transaction date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters button

No filters selected

#### Format tab

**Headings.** **Headings** left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show distribution for these characteristics** (No)

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Bank Register Report

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Balance	Status	Post Date
1	Student Billing	Deposit	07/28/2000	Student Billing Deposit 1	\$166,650.00	\$0.00	\$166,650.00	Outstanding	07/28/2000
1	Accounts Receivable	Deposit	02/20/2002	Accounts Receivable Deposit 1	\$500.00	\$0.00	\$167,150.00	Outstanding	02/20/2002
1	Cash Receipts	Deposit	02/21/2002	Miscellaneous Cash Receipts Deposit 1	\$750.00	\$0.00	\$167,900.00	Outstanding	02/21/2002
1	Cash Management	Adjustment-Deposit	05/13/2003	reconciliation	\$406,202.59	\$0.00	\$574,102.59	Reconciled	05/14/2003
2	Student Billing	Deposit	09/28/2000	Student Billing Deposit 2	\$15,270.00	\$0.00	\$589,372.59	Outstanding	09/28/2000
2	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 2	\$353.00	\$0.00	\$589,725.59	Outstanding	01/30/2003
3	Student Billing	Deposit	10/28/2000	Student Billing Deposit 3	\$16,280.00	\$0.00	\$606,005.59	Outstanding	10/28/2000
3	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 3	\$185.00	\$0.00	\$606,190.59	Outstanding	05/07/2003
4	Student Billing	Deposit	03/31/2001	Student Billing Deposit 4	\$3,750.00	\$0.00	\$609,940.59	Outstanding	03/31/2001
4	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 4	\$50.00	\$0.00	\$609,990.59	Outstanding	05/05/2003
5	Student Billing	Deposit	03/31/2001	Student Billing Deposit 5	\$39,787.00	\$0.00	\$649,777.59	Outstanding	03/31/2001
5	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 5	\$200.00	\$0.00	\$649,977.59	Outstanding	07/06/2003
6	Student Billing	Deposit	04/30/2001	Student Billing Deposit 6	\$4,700.00	\$0.00	\$654,677.59	Outstanding	04/30/2001
6	Cash Receipts	Deposit	04/15/2003	Cash Receipts Deposit 6	\$222.00	\$0.00	\$654,899.59	Outstanding	04/15/2003
7	Student Billing	Deposit	07/25/2001	Student Billing Deposit 7	\$142,375.00	\$0.00	\$797,274.59	Outstanding	07/25/2001
7	Accounts Receivable	Deposit	04/16/2003	Accounts Receivable Deposit 7	\$0.00	\$0.00	\$797,274.59	Outstanding	04/16/2003
8	Student Billing	Deposit	12/31/2001	Student Billing Deposit 8	\$15,130.59	\$0.00	\$812,405.18	Outstanding	12/31/2001
Grand Totals:					\$812,405.18	\$0.00			

### Summary by Transaction Type

<b>Total Deposits:</b>	<b>\$406,202.59</b>
Less Payments by Transaction Type:	
<b>Total Payments:</b>	<b>\$0.00</b>
Adjustments:	
Payment Adjustments	<b>\$0.00</b>
Deposit Adjustments	<b>\$406,202.59</b>
<b>Total Adjustments:</b>	<b>\$406,202.59</b>
<b>Total Change in Register Balance:</b>	<b>\$812,405.18</b>

## Bank Reconciliation Report

The Bank Reconciliation Report presents the “Adjusted Statement Balance”, or the ending statement balance plus deposits in transit less outstanding disbursements. 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. You can run the Bank Reconciliation Report from *Reports* and from *Banks*.

The Bank Reconciliation Report provides a way of trouble-shooting issues before you receive your bank statement. From this report, you can print the last completed reconciliation 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 is made up of three parts: Reconciliation of Register to Statement, Outstanding Transaction Details, and Reconciliation of Cash Accounts to Statement. Each of the parts of this report appears on a separate page. The report sample below is the Reconciliation of Register to Statement section. A sample of the Reconciliation to Cash Account(s) to Statement section is provided on page 206. This report sample does not include transaction details.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Bank account:** (SB & AR)

**Print:** (Last completed reconciliation)

**Report orientation:** (Landscape)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Detail.** **Print transaction details for reconciling the register to the statement** (No)

**Print transaction details for reconciling the cash account(s) to statement** (No)

**Sort.** **Sort by** (Transaction Number), **Order by** (Ascending)

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **\*Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Bank Reconciliation Report****Reconciliation of Register to Statement**

Bank register cleared beginning balance 05/13/2003:	\$0.00
Add: Cleared deposits:	\$0.00
Add: Cleared deposit adjustments:	\$406,202.59
Subtract: Cleared payments:	\$0.00
Subtract: Cleared payment adjustments:	\$0.00
Adjusted bank register balance:	<u>\$406,202.59</u>
Bank register ending balance:	\$812,405.18
Subtract: Outstanding deposits:	\$406,202.59
Subtract: Outstanding deposit adjustments:	\$0.00
Add: Outstanding payments:	\$0.00
Add: Outstanding payment adjustments:	\$0.00
Adjusted bank register balance:	<u>\$406,202.59</u>
Bank statement ending balance 05/13/2003:	<u>\$406,202.59</u>
Out of balance by:	\$0.00

**Summary Count and Amount for Deposits and Payments**

All Cleared Deposits:	1	\$406,202.59
All Cleared Payments:	0	\$0.00

## Bank Reconciliation Report

This is a sample of the Reconciliation of Cash Account(s) to Statement section of the Bank Reconciliation Report. You can use this section to identify timing discrepancies and outstanding transactions in cash accounts affecting the cash balance, but not accounted for in the period reconciliation.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Bank account:** (SB & AR)

**Print:** (Last completed reconciliation)

**Report Orientation:** (Landscape)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Print transaction details for reconciling the register to the statement:** (No)

**Print transaction details for reconciling the cash account(s) to statement:** (No)

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Bank Reconciliation Report****Reconciliation of Cash Account(s) to Statement**

Cash accounts tied to this Bank account:

01-1050-00

01-1050-00 Petty Cash \$220,985.00

01-1040-00

01-1040-00 Student Billing/AR Cash \$404,164.59

Cash account(s) ending balance 05/13/2003:

\$625,149.59

Add: Cleared not yet posted deposits:

\$0.00

Add: Cleared not yet posted deposit adjustments:

\$406,202.59

Subtract: Cleared not yet posted payments:

\$0.00

Subtract: Cleared not yet posted payment adjustments:

\$0.00

Adjusted Cash account(s) balance:

\$1,031,352.18

Bank statement ending balance 05/13/2003:

\$406,202.59

Add: Outstanding posted deposits:

\$404,164.59

Add: Outstanding posted deposit adjustments:

\$0.00

Subtract: Outstanding posted payments:

\$0.00

Subtract: Outstanding posted payment adjustments:

\$0.00

Adjusted Bank statement balance:

\$810,367.18

Out of balance by:

(\$220,985.00)

# Deposit and Receipt Reports

## Cash Receipts Report

The Cash Receipts Report lists detailed cash receipts activity over a specified period of time. This report is the only report in *Cash Receipts* that shows individual receipts and payment detail.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

Include transactions with these dates: **Deposit date** (Specific Range), Start Date (01/01/2003), End date (03/31/2003); **Receipt date** (Include all dates); **Entered on date** (Include all dates)

**Include deposit numbers from:** (blank) to (blank)

**Include receipt numbers from:** (blank) to (blank)

**Show miscellaneous payment details** (Yes)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

**Report Orientation:** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show distribution for these characteristics:** Account ID, Class

**Show transaction total** (Yes)

**Show receivables/balancing account distribution** (Yes)

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort.** **Sort by** (Receipt Date), **Order by** (Ascending)

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Cash Receipts Report

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Credit Card		1	5	01/16/2003		AR	City Youth Program	\$200.00
<b>Account ID</b>		<b>Class</b>				<b>Debit Amount</b>	<b>Credit Amount</b>	
01-1199-00		Unrestricted Net Assets					\$200.00	
01-1040-00		Unrestricted Net Assets				\$200.00		
		<u>Destination</u>		<u>Description</u>		<u>Amount</u>		
		Accounts Receivable				\$200.00		
Cash		3	4	01/16/2003		AR	Mrs. Martha Masters	\$25.00
<b>Account ID</b>		<b>Class</b>				<b>Debit Amount</b>	<b>Credit Amount</b>	
01-1199-00		Unrestricted Net Assets					\$15.00	
01-1040-00		Unrestricted Net Assets				\$15.00		
01-1199-00		Unrestricted Net Assets					\$10.00	
01-1040-00		Unrestricted Net Assets				\$10.00		
		<u>Destination</u>		<u>Description</u>		<u>Amount</u>		
		Accounts Receivable				\$25.00		
Check		4	2	01/16/2003	Mail	AR	Department of Social Services	\$76.00
<b>Account ID</b>		<b>Class</b>				<b>Debit Amount</b>	<b>Credit Amount</b>	
01-1040-00		Unrestricted Net Assets					\$34.00	
01-1040-00		Unrestricted Net Assets				\$34.00		
01-1199-00		Unrestricted Net Assets					\$10.00	
01-1040-00		Unrestricted Net Assets				\$10.00		
01-1199-00		Unrestricted Net Assets					\$32.00	
01-1040-00		Unrestricted Net Assets				\$32.00		
		<u>Destination</u>		<u>Description</u>		<u>Amount</u>		
		Accounts Receivable				\$76.00		
Cash		5	3	01/16/2003	Mail	AR	Catholic Diocese	\$125.00
<b>Account ID</b>		<b>Class</b>				<b>Debit Amount</b>	<b>Credit Amount</b>	
01-1040-00		Unrestricted Net Assets					\$125.00	
01-1040-00		Unrestricted Net Assets				\$125.00		
		<u>Destination</u>		<u>Description</u>		<u>Amount</u>		
		Accounts Receivable				\$125.00		

## Deposit List

The Deposit List displays summarized information about a selection of deposits, including the projected deposit total and the actual deposit total. This report can be used for a quick comparison to a bank account record or bank statement.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

Include deposits with these dates: **Deposit date** (Include all dates); **Entered on date** (Include all dates); **Post date** (Include all dates)

**Only include deposits whose amounts are greater than [ ]** (No)

**Include deposit numbers from** (blank) to (blank)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

**Report Orientation:** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort.** **Sort by** (Deposit Number), **Order by** (Ascending)

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Deposit List

Deposit Number	Deposit ID	System	Deposit Date	Bank Account	Description	Date Entered	Entered by	Deposit Status	Projected Receipts	Projected Deposit Total	Receipt Count	Total Deposit
1		AR	02/20/2002		Walk for Life 2002	02/20/2002	Supervisor	Open	0	\$0.00	0	\$0.00
1		CR	02/21/2002		Miscellaneous Receipts	02/21/2002	Supervisor	Open	0	\$0.00	0	\$0.00
2		AR	01/16/2003	6200422	Medicare Deposits for Ja	01/16/2003	Supervisor	Open	0	\$1,000.00	3	\$201.00
3		AR	01/16/2003	6200422	Receivables/Receipts for J	01/16/2003	Supervisor	Open	2	\$575.00	3	\$185.00
4		AR	01/16/2003	6200422	Medicaid Deposits	01/16/2003	Supervisor	Open	0	\$95.00	1	\$25.00
5		AR	01/16/2003	6200422	Receivables for February 1	01/16/2003	Supervisor	Open	0	\$1,500.00	1	\$200.00
6		CR	04/15/2003	6200422		04/15/2003	Supervisor	Open	0	\$0.00	1	\$222.00
7		AR	04/16/2003	6200422	test	04/16/2003	Supervisor	Open	0	\$0.00	0	\$0.00
<b>GRAND TOTALS:</b>											<b>9</b>	<b>\$833.00</b>

## Deposit Report

The Deposit Report includes information about a selection of deposits, including a summarized breakdown of payments types and banking information such as the account number and routing number. You can format this report to use as a deposit ticket. Contact your bank to find what information is required for deposit tickets.

You can also print deposit reports using the **Print deposit tickets** link in Deposit tasks. For more information about Deposit tasks, see the *Banks Guide*.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

Include deposits with these dates: **Deposit dates** (Include all dates); **Entered on date** (Include all dates); **Post date** (Include all dates);

**Include deposit numbers from** (2)to (3)

**Include only deposits whose amounts are greater than** [ ] (No)

**Update the deposit printed on date when printing?** (No), **Close deposit after printing?** (No)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

**Report Orientation:** Landscape

#### Filters Tab

None

#### Format Tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail. Show payment detail for these payment methods:** Check, Cash, Credit Card, COD, Received EFT, Other

**Separate page for each payment method** (No)

**Separate page for each deposit** (No)

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme.** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Deposit Report**

<b>Deposit Number:</b>	<b>2</b>	<b>Deposit Date:</b>	<b>01/16/2003</b>
<i>Entered by:</i>	Supervisor Community Services Inc.	<i>Bank information:</i>	First Union Bank
<i>Date entered:</i>	01/16/2003	<i>Account number:</i>	6200422
<i>Description:</i>	Medicare Deposits for January	<i>Routing Number:</i>	211371191
<i>Deposit status:</i>	Open	<i>Account Description:</i>	Student Billing & Accounts Receivable
<i>Number of receipts:</i>	3	<i>System:</i>	Accounts Receivable

<i>Cash:</i>	\$0.00	<i>Bills:</i>	\$0.00
		<i>Coins:</i>	\$0.00
<i>Checks:</i>	\$201.00	<i>Check Count:</i>	3
<i>Credit Card:</i>	\$0.00	<i>Credit Card Count:</i>	0
<i>COD:</i>	\$0.00	<i>COD Count:</i>	0
<i>EFT:</i>	\$0.00	<i>EFT Count:</i>	0
<i>Other:</i>	\$0.00	<i>Other Count:</i>	0
<i>Total Deposited:</i>	\$201.00		

<b>Deposit Number:</b>	<b>3</b>	<b>Deposit Date:</b>	<b>01/16/2003</b>
<i>Entered by:</i>	Supervisor Community Services Inc.	<i>Bank information:</i>	First Union Bank
<i>Date entered:</i>	01/16/2003	<i>Account number:</i>	6200422
<i>Description:</i>	Receivables/Receipts for January	<i>Routing Number:</i>	211371191
<i>Deposit status:</i>	Open	<i>Account Description:</i>	Student Billing & Accounts Receivable
<i>Number of receipts:</i>	3	<i>System:</i>	Accounts Receivable

<i>Cash:</i>	\$185.00	<i>Bills:</i>	\$185.00
		<i>Coins:</i>	\$0.00
<i>Checks:</i>	\$0.00	<i>Check Count:</i>	0
<i>Credit Card:</i>	\$0.00	<i>Credit Card Count:</i>	0
<i>COD:</i>	\$0.00	<i>COD Count:</i>	0
<i>EFT:</i>	\$0.00	<i>EFT Count:</i>	0
<i>Other:</i>	\$0.00	<i>Other Count:</i>	0
<i>Total Deposited:</i>	\$185.00		

# Transaction Reports

## Account Distribution Report

The Account Distribution Report lists debit and credit amounts for *General Ledger* accounts created by *Cash Receipts* transactions and their adjustments.

The detail report lists all transactions and associated debits and credits by account number. The summary report shows the total debits and credits associated with each account. Adjustment transactions and miscellaneous entries can also be included to further facilitate the reconciliation process.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Report format:** (Detail)

Include transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

**Include adjustment transactions** (Yes)

**Include miscellaneous entries** (Yes)

**Report orientation:** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Show distribution for these characteristics:** Project ID, Class

**Show transaction total** (Yes)

**Sort/Break.** **Sort by** (Account Number), **Order by** (Ascending)

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Account Distribution Report

Transaction Date	CR Trans. Number	Transaction Type	GL Trans. Number	Payer	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
01-1040-00, Student Billing/AR Cash									
04/15/2003	6	Deposit	38-1		Deposit 6 - Summarized Cash	Posted	04/15/2003	\$222.00	\$0.00
Project ID					Class			Debit Amount	Credit Amount
<No Project>					Unrestricted Net Assets			\$222.00	
05/17/2003	8	Deposit			Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$50.00	\$0.00
Project ID					Class			Debit Amount	Credit Amount
<No Project>					Unrestricted Net Assets			\$25.00	
<No Project>					Unrestricted Net Assets			\$25.00	
Totals for 01-1040-00, Student Billing/AR Cash:								\$272.00	\$0.00
01-4050-04, Tuition Revenue-Students									
04/15/2003	2	Payment	38-2	test	test-6-2	Posted	04/15/2003	\$0.00	\$222.00
Project ID					Class			Debit Amount	Credit Amount
1001					Unrestricted Net Assets				\$222.00
05/17/2003	3	Payment		Entrance application	Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$0.00	\$25.00
Project ID					Class			Debit Amount	Credit Amount
1001					Unrestricted Net Assets				\$25.00
05/17/2003	4	Payment		entrance Application	Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$0.00	\$25.00
Project ID					Class			Debit Amount	Credit Amount
1001					Unrestricted Net Assets				\$25.00
Totals for 01-4050-04, Tuition Revenue-Students								\$0.00	\$272.00
Grand Totals:								\$272.00	\$272.00
A total of 6 transaction(s) listed									

## Project Distribution Report

The Project Distribution Report lists debit and credit amounts for *General Ledger* projects created by *Cash Receipts* transactions and their adjustments. You can print Project Distribution Reports only if you have the optional module *Projects and Grants*.

The detail report lists all transactions and associated debits and credits by project. The summary report shows the total debits and credits associated with each project. Adjustment transactions and miscellaneous entries can also be included to further facilitate the reconciliation process.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Report format:** (Detail)

Include these transactions with these dates: **Transaction date** (Include all dates), **Start date** (01/01/2003), **End date** (03/31/2003); **Post date** (Include all dates)

**Include adjustment transactions** (Yes)

**Include miscellaneous entries** (Yes)

**Report orientation:** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** Headings is left with the default selections for this sample report

**Criteria.** Criteria is left with the default selections for this sample report.

**Detail. Show distribution for these characteristics:** Account ID, Class

**Show transaction total** (Yes)

**Grand Totals.** Grand Totals is left with the default selections for this sample report.

**Sort/Break.** Sort by (Project ID), Order by (Ascending)

**Grand Totals.** Grand Totals is left with the default selections for this sample report.

**Page Footer.** Page Footer is left with the default selections for this sample report.

**Report Footer.** Report Footer is left with the default selections for this sample report.

**Miscellaneous.** Miscellaneous is left with the default selections for this sample report.

**Color Scheme .** Color Scheme is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Project Distribution Report

Transaction Date	CR Trans. Number	Transaction Type	GL Trans. Number	Payer	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1001, Annabelle Johnson Endowment									
04/15/2003	2	Payment	38-2	test	test-6-2	Posted	04/15/2003	\$0.00	\$222.00
<u>Account ID</u>					<u>Class</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
01-4050-04					Unrestricted Net Assets				\$222.00
05/17/2003	3	Payment		Entrance application	Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$0.00	\$25.00
<u>Account ID</u>					<u>Class</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
01-4050-04					Unrestricted Net Assets				\$25.00
05/17/2003	4	Payment		entrance Application	Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$0.00	\$25.00
<u>Account ID</u>					<u>Class</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
01-4050-04					Unrestricted Net Assets				\$25.00
Totals for 1001, Annabelle Johnson Endowment								\$0.00	\$272.00
Grand Totals:								\$0.00	\$272.00
A total of 3 transaction(s) listed									



# Fixed Assets Reports

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# Chapter 5

# Action Reports

## Action Listing

The Action Listing provides a list of details about actions you select. This report can be useful in tracking actions that have not yet occurred, for example, you can run the Action Listing at the beginning of the year to see what is scheduled for that year.

## Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

### General tab

Include actions with these dates: **In service date** (Include all dates), **Disposal date** (Include all dates), **Action date** (Include all dates)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include: **Incomplete actions** (Yes), **Complete actions** (No)

**Report orientation:** (Landscape)

### Filters tab

No filters selected

### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Action Listing**  
Maintenance for 2002

<u>Action Date/Time</u>	<u>Action Type</u>	<u>Status</u>	<u>Priority</u>	<u>Completed?</u>	<u>Assigned to</u>	<u>Associated with</u>
06/30/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 4, 4 - Multimedia Equipme
06/13/2002 <i>Description:</i>	Maintenance	Not started	Low	No	jeff	Associated with: Asset No. 5, 5 - Slide Projector
03/08/2002 <i>Description:</i>	Maintenance	Completed	Normal	No	barton	Associated with: Asset No. 9, 9 - Video Camera
07/31/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 10, 10 - Miller House
12/02/2002 <i>Description:</i>	Visual Survey	Not started	Normal	No	barton	Associated with: Asset No. 12, 15 - Keene Building
01/15/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	kostas	Associated with: Asset No. 13, 16 - Asphalt Paving
05/14/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 15, 18 - 435 Clements Ferri
09/29/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	ryan	Associated with: Asset No. 46, 64 - 3 Overhead Projec
10/09/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	kostas	Associated with: Asset No. 50, 75 - Video Camera
09/13/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 63, 40 - Slide Projector
01/31/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	barton	Associated with: Asset No. 74, 72 - Floor Covering

**11 action(s) listed.**

## Action Summary Report

The Action Summary Report provides a count of assets with each action type. Because this report is a summary, asset names do not appear. The report provides a tally of action types associated with assets you select, making it a good report for action reminders. You can specify the time period for the report and break it down by asset name or action type.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include actions with these dates: In service date (Include all dates); Disposal date (Include all dates); Action date (Include all dates)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include: **Incomplete actions** (Yes), **Complete actions** (No)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Action Summary Report

Action Type	Count
Maintenance	6
Visual Survey	5
GRAND TOTAL: 2 action type(s) listed.	11

## Actions by Association Report

The Actions by Association Report provides a list of details for actions you select.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include actions with these dates: **In service date** (Include all dates); **Disposal date** (Include all dates); **Post date** (Include all dates)

Include actions with these priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include: **Incomplete actions** (Yes), **Complete actions** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



## Community Services Inc. Actions by Association Report

Associated with	Action Date/Time	Action Type	Status	Priority	Completed?	Assigned to
Asset No. 5, 5 - Slide Projector <i>Description:</i>	06/13/2002	Maintenance	Not started	Low	No	jeff
Asset No. 4, 4 - Multimedia Equipment <i>Description:</i>	06/30/2002	Maintenance	Not started	Normal	No	jeff
Asset No. 46, 64 - 3 Overhead Projectors <i>Description:</i>	09/29/2002	Maintenance	Not started	Normal	No	ryan
Asset No. 50, 75 - Video Camera <i>Description:</i>	10/09/2002	Maintenance	Not started	Normal	No	kostas
Asset No. 63, 40 - Slide Projector <i>Description:</i>	09/13/2002	Maintenance	Not started	Normal	No	jeff
Asset No. 9, 9 - Video Camera <i>Description:</i>	03/08/2002	Maintenance	Completed	Normal	No	barton
Asset No. 12, 15 - Keene Building <i>Description:</i>	12/02/2002	Visual Survey	Not started	Normal	No	barton
Asset No. 10, 10 - Miller House <i>Description:</i>	07/31/2002	Visual Survey	In progress	Normal	No	Lindsey
Asset No. 15, 18 - 435 Clements Ferry Road <i>Description:</i>	05/14/2002	Visual Survey	In progress	Normal	No	Lindsey
Asset No. 74, 72 - Floor Covering <i>Description:</i>	01/31/2002	Visual Survey	Completed	Normal	No	barton
Asset No. 13, 16 - Asphalt Paving <i>Description:</i>	01/15/2002	Visual Survey	Completed	Normal	No	kostas

**11 action(s) listed.**

# Asset Reports

## Acquisition Report

The Acquisition Report is a list of assets acquired on a date or within a date range you specify.

### Report Parameter

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include assets with these dates: **Acquisition date** (Include all dates)

**Exclude disposed of assets** (No)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Departments (Administration)

Include: Selected Depreciation Methods (Straight Line)

#### Format tab

**Headings . Subtitle** (May 2002)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme . Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Acquisition Report**  
May 2002

Asset No. Asset ID	Description Class	Location Department	Depreciation Method Convention	Acquisition Date Date In Service	Acquisition Value	Depr. Basis
11	Fax 200E	Miller	Straight Line	09/01/1999	\$1,772.00	\$1,772.00
14	Office Equipment	Administration	Zero in first month	09/01/1999		
23	Software - Human Resources	Keene	Straight Line	11/08/1999	\$7,395.00	\$7,395.00
27	Computers and Software	Administration	Half-year	11/08/1999		
25	Notebook 5000 Computer	Keene	Straight Line	12/07/2000	\$2,036.00	\$2,036.00
34	Computers and Software	Administration	Mid-month	12/07/2000		
28	Notebook 5000 Computer	Clements Ferry	Straight Line	12/07/2000	\$2,036.00	\$2,036.00
37	Computers and Software	Administration	Mid-month	12/07/2000		
35	Minolta Copier	Rooker	Straight Line	10/31/2001	\$2,249.00	\$2,249.00
49	Office Equipment	Administration	Full-month	10/31/2001		
36	Printer - HP Deskjet	Rooker	Straight Line	12/31/2001	\$156.00	\$156.00
50	Information Systems	Administration	Half-year	12/31/2001		
39	Fax Machine	Rooker	Straight Line	01/31/2002	\$1,530.00	\$1,530.00
53	Office Equipment	Administration	Full-month	01/31/2002		
40	Desktop 4300S Computer	Rooker	Straight Line	02/13/2002	\$972.00	\$972.00
54	Computers and Software	Administration	Full-month	02/13/2002		
41	Software - Computers and Software	Keene	Straight Line	02/15/2002	\$2,719.00	\$2,719.00
55	6 Desks	Administration	Mid-month	02/15/2002		
54	Office Furniture Fixtures and Equipme	Clements Ferry	Straight Line	02/07/1994	\$408.00	\$408.00
11	Equipme	Administration	Full-month	02/07/1994		
57	15 Office Chairs	Clements Ferry	Straight Line	08/01/1997	\$1,705.00	\$1,705.00
23	Office Furniture Fixtures and Equipme	Administration	Zero in first month	08/01/1997		
59	Printer - HP Laserjet	Miller	Straight Line	04/23/2000	\$2,586.00	\$2,586.00
30	Office Furniture Fixtures and Equipme	Administration	Mid-month	04/23/2000		
65	Office Equipment	Butler	Straight Line	04/01/2001	\$2,625.00	\$2,625.00
43	Office Furniture Fixtures and Equipme	Administration	Full-month	04/01/2001		
70	Bookcase	Miller	Straight Line	09/30/2000	\$238.00	\$238.00
68	Office Furniture Fixtures and Equipme	Administration	Zero in first month	09/30/2000		
73	Fax Machine	Keene	Straight Line	10/05/2000	\$2,853.00	\$2,853.00
71	Office Furniture Fixtures and Equipme	Administration	Half-year	10/05/2000		
<b>GRAND TOTALS:</b>					<b>\$31,280.00</b>	<b>\$31,280.00</b>
<b>15 asset(s) listed.</b>						

## Asset Listing

The Asset Listing provides a list of details about assets you select.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Calculate book value as of:** (Today)

Include assets with these dates: **In service date** (Include all dates);

**Disposal date** (Include all dates)

**Exclude disposed of assets** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Classes (Computers and Software)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Asset Listing**  
May 2002

<b>Asset No. Asset ID</b>	<b>Description Class</b>	<b>Location Department</b>	<b>Depr. Basis In Service Date</b>	<b>Disposal Price Disposal Date</b>	<b>Accum. Depr. Last Depr. Date</b>	<b>Book Value</b>
23	Software - Human Resources	Keene	\$7,395.00	\$0.00	\$2,218.50	\$5,176.50
27	Computers and Software	Administration	11/08/1999		12/31/2000	
24	Notebook 600 Computer	Miller	\$1,902.00	\$0.00	\$951.00	\$951.00
29	Computers and Software	Administration	04/01/2000		12/31/2000	
25	Notebook 5000 Computer	Keene	\$2,036.00	\$0.00	\$33.93	\$2,002.07
34	Computers and Software	Administration	12/07/2000		12/31/2000	
26	Notebook 5000 Computer	Miller	\$2,036.00	\$0.00	\$203.60	\$1,832.40
35	Computers and Software	Support Services	12/07/2000		12/31/2000	
27	Notebook 5000 Computer	Keene	\$2,036.00	\$0.00	\$305.40	\$1,730.60
36	Computers and Software	Support Services	12/07/2000		12/31/2000	
28	Notebook 5000 Computer	Clements Ferry	\$2,036.00	\$0.00	\$33.93	\$2,002.07
37	Computers and Software	Administration	12/07/2000		12/31/2000	
29	Notebook 5000 Computer	Miller	\$2,036.00	\$0.00	\$0.00	\$2,036.00
38	Computers and Software	Administration	12/07/2000		12/31/2000	
37	Server	Rooker	\$1,037.00	\$0.00	\$0.00	\$1,037.00
51	Computers and Software	Information Technology	01/30/2002			
38	Notebook 500 Computer	Rooker	\$1,421.00	\$0.00	\$0.00	\$1,421.00
52	Computers and Software	Support Services	01/31/2002			
40	Desktop 4300S Computer	Rooker	\$972.00	\$0.00	\$0.00	\$972.00
54	Computers and Software	Administration	02/13/2002			
41	Software - Computers and	Keene	\$2,719.00	\$0.00	\$0.00	\$2,719.00
55	Software	Administration	02/15/2002			

## Asset Location Report

The Asset Location Report provides a list of assets and related information based on locations you select.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include assets with these dates: **Moved on date** (Include all dates); **In service date** (Include all dates); **Disposal dates** (Include all dates)

**Exclude assets with a blank location** (Yes)

**Exclude disposed of assets** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Assets (11 to 50)

Include: Selected Departments (Administration)

#### Format tab

**Heading . Subtitle** (May 2002)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme . Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Asset Location Report**  
May 2002

Asset Number	Asset ID	Description	Department	Serial Number	Model Number	Previous Location
<b>Clements Ferry</b>						
28	37	Notebook 5000 Computer	Administration			
1 asset(s) listed; 9.09% of total assets listed.						
<b>Keene</b>						
23	27	Software - Human Resources	Administration			
25	34	Notebook 5000 Computer	Administration			
41	55	Software -	Administration			
3 asset(s) listed; 27.27% of total assets listed.						
<b>Miller</b>						
11	14	Fax 200E	Administration			
24	29	Notebook 600 Computer	Administration			
29	38	Notebook 5000 Computer	Administration			
3 asset(s) listed; 27.27% of total assets listed.						
<b>Rooker</b>						
35	49	Minolta Copier	Administration			
36	50	Printer - HP Deskjet	Administration			
39	53	Fax Machine	Administration			
40	54	Desktop 4300S Computer	Administration			
4 asset(s) listed; 36.36% of total assets listed.						
<b>11 asset(s) listed.</b>						

## Asset Move History

The Asset Move History provides a list of assets and the places to and from which they have been moved.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include assets with these dates: **Moved on date** (Include all dates); **In service date** (Include all dates); **Disposal date** (Include all dates)

**Exclude assets with a blank location** (Yes)

**Exclude disposed of assets** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected To Locations (Clements Ferry, Garage, Keene)

Include: Selected Departments (Information Technology, Support services)

#### Format tab

**Heading.** Subtitle (May 2002)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



# Community Services Inc. Asset Move History

May 2002

Asset No. Asset ID	Description Department	Serial Number Model Number	Moved to Location	Moved from Location	Moved on	Moved by	Reason
9 9	Video Camera Support Services		Clements Ferry	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
27 36	Notebook 5000 Computer Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
46 64	3 Overhead Projectors Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
47 65	Public Address System Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
51 77	Video Conference Equipment Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
53 79	Wireless Access Server Information Technology		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
55 12	6 Desks Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
60 31	Printer - HP Laserjet Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate

8 asset(s) listed.

## Asset Profile Report

The Asset Profile Report provides detailed information about your organization's assets. You can view information about asset depreciation, actions, media, asset locations, history of changes, asset attributes, and notes in the Asset Profile Report.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include these sections: **Depreciation information, Location, Attributes, Notes**

**Exclude disposed assets** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Classes (Buildings)

#### Format tab

**Heading . Subtitle** (Building Class)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail. Show Distribution for these characteristics:** Account ID, Project ID, Class

**Sort.** **Sort** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme . Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Asset Profile Report**  
 Building Class

**Asset 10 10 - Miller House**

<i>Asset Number:</i>	10	<i>Acquisition Date:</i>	12/01/1997
<i>Asset ID:</i>	10	<i>Date in Service:</i>	12/01/1997
<i>Description:</i>	Miller House	<i>Acquisition Value:</i>	\$180,571.00
<i>Model Number:</i>		<i>Depreciation Basis:</i>	\$180,571.00
<i>Serial Number:</i>			
<i>Class:</i>	Buildings	<i>Disposal Method:</i>	
<i>Location:</i>		<i>Disposal Date:</i>	
<i>Department:</i>		<i>Disposal Price:</i>	\$0.00
<i>Vendor:</i>			

**Depreciation Information**

<i>Depreciation Method:</i>	MACRS	<i>Accumulated Depreciation:</i>	\$180,571.00
<i>Recovery Period:</i>	3.0 years	<i>Future Depreciation:</i>	\$0.00
<i>Convention:</i>	Half-year	<i>Book Value:</i>	\$0.00
<i>Last Depreciation Date:</i>	12/31/2000	<i>Last Depreciation Amount:</i>	\$180,571.00

**Default Distribution Information**

Account ID	Project ID	Class	Debit Percent	Credit Percent
01-5740-00	9999	Unrestricted Net Assets	100.00%	0.00%
01-1870-00	9999	Unrestricted Net Assets	0.00%	100.00%

**Asset 12 15 - Keene Building**

<i>Asset Number:</i>	12	<i>Acquisition Date:</i>	01/01/1990
<i>Asset ID:</i>	15	<i>Date in Service:</i>	01/01/1990
<i>Description:</i>	Keene Building	<i>Acquisition Value:</i>	\$23,989.00
<i>Model Number:</i>		<i>Depreciation Basis:</i>	\$23,989.00
<i>Serial Number:</i>			
<i>Class:</i>	Buildings	<i>Disposal Method:</i>	
<i>Location:</i>		<i>Disposal Date:</i>	
<i>Department:</i>		<i>Disposal Price:</i>	\$0.00
<i>Vendor:</i>			

## Book Value Report

The Book Value Report provides acquisition value, depreciable basis, accumulated depreciation, and book value for assets you select.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Calculate book value as of:** (Today)

Include assets these dates: **Asset in service date** (Include all dates)

**Exclude disposed of assets** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Locations (Garage)

#### Format tab

**Heading . Subtitle** (Assets in Garage)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break . Sort/Break** is left with the default selections for this sample report.

**Page Footer. Page Footer** is left with the default selections for this sample report.

**Report Footer. Report Footer** is left with the default selections for this sample report.

**Miscellaneous. Miscellaneous** is left with the default selections for this sample report.

**Color Scheme . Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Book Value Report**  
**Assets in Garage**

<b>Asset No. Asset ID</b>	<b>Description Class</b>	<b>Location Department</b>	<b>Acquisition Value</b>	<b>Depr. Basis Date In Service</b>	<b>Accum. Depr. Last Depr. Date</b>	<b>Book Value</b>
20	Cargo Van	Garage	\$29,584.00	\$27,584.00	\$9,851.43	\$19,732.57
24	Light General Purpose Tri	Maintenance		12/15/1998	12/31/2000	
21	Cargo Van	Garage	\$29,584.00	\$29,584.00	\$21,063.81	\$8,520.19
25	Light General Purpose Tri	Maintenance		12/15/1998	12/31/2000	
22	Cargo Van	Garage	\$29,584.00	\$24,584.00	\$13,609.00	\$15,975.00
26	Light General Purpose Tri	Maintenance		12/15/1998	12/31/2000	
42	Cargo Van	Garage	\$18,000.00	\$16,000.00	\$0.00	\$18,000.00
56	Light General Purpose Tri			01/01/2002		
43	Cargo Van	Garage	\$18,000.00	\$16,000.00	\$0.00	\$18,000.00
57	Light General Purpose Tri			01/01/2002		
64	1999 Sedan - White	Garage	\$10,550.00	\$10,550.00	\$0.00	\$10,550.00
41	Automobiles Taxis			03/19/2001		
67	2001 Minivan - Green	Garage	\$18,247.00	\$18,247.00	\$0.00	\$18,247.00
48	Automobiles Taxis			08/07/2001		
71	2001 Sedan - White	Garage	\$16,650.00	\$15,650.00	\$1,565.00	\$15,085.00
69	Automobiles Taxis			07/06/2000	12/31/2000	
76	Red Landcruiser	Garage	\$6,600.00	\$6,600.00	\$0.00	\$6,600.00
				05/20/2002		

## Mid-Quarter Convention Test Report

The Mid-Quarter Convention Test Report lists the total depreciable basis of assets acquired by quarter and indicates the percentage of the annual total each quarter represents. Assets appearing in the report must also be those that use the MACRS depreciation method and half-year convention. This report is a good test to check whether changing to mid-quarter convention from MACRS for depreciating assets is required.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Year:** (2000)

**Report orientation:** (Landscape)

#### Format tab

**Heading . Subtitle** (For Assets on Record in 2000)

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Mid-Quarter Convention Test Report**  
For Assets on Record in 2000

Quarter	Total Acquisition Value	Percent of Annual Total
First	\$20,302.00	81.46 %
Second	\$2,586.00	10.38 %
Fourth	\$2,036.00	8.17 %
<b>GRAND TOTALS:</b>	<b>\$24,924.00</b>	<b>100.00 %</b>

Fourth quarter acquisitions do not exceed 40% of annual total.  
Mid-quarter convention is not required.

# Transaction Reports

## Account Distribution Report

The Account Distribution Report lists depreciation activity by *General Ledger* account number.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report Format:** (Summary)

Include transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates);

Include transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

**Include adjustment transactions** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



# Community Services Inc. Account Distribution Report

Account Number	Description	Debit Amount	Credit Amount
01-1000-00	Operating Cash Account	\$0.00	\$2,613,848.00
01-1800-00	Land & Improvements	\$2,222,424.00	\$0.00
01-1840-00	Vehicles	\$198,569.00	\$0.00
01-1850-00	Equipment & Furniture	\$142,941.00	\$451.00
01-1870-00	Accumulated Depreciation	\$48,714.39	\$1,366,251.48
01-5740-00	Depreciation Expense	\$1,367,816.48	\$0.00
01-8200-00	Disposal Loss-Default	\$85.61	\$0.00

**GRAND TOTALS**

<b>Asset Account Totals:</b>	<b>\$2,612,648.39</b>	<b>\$3,980,550.48</b>
<b>Liability Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Asset Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Revenue Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Expense Account Totals:</b>	<b>\$1,367,816.48</b>	<b>\$0.00</b>
<b>Gift Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Transfer Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Gain Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Loss Account Totals:</b>	<b>\$85.61</b>	<b>\$0.00</b>

Total of 7 accounts listed

## Asset Transaction Report

The Asset Transaction Report lists all depreciation transactions for selected assets.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

Include transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Range of Assets (70 to 76)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break .** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Asset Transaction Report

Tran. Number	Tran. Date	Transaction Type	Comments	Post Status	Post Date	Amount
<b>70</b>						
70	09/30/2000	Asset acquisition		Do not post		\$238.00
119	12/31/2000	Accumulated		Do not post		\$14.88
					<i>Totals for 70:</i>	<u>\$252.88</u>
<b>71</b>						
71	07/06/2000	Asset acquisition		Do not post		\$16,650.00
120	12/31/2000	Accumulated		Do not post		\$1,565.00
					<i>Totals for 71:</i>	<u>\$18,215.00</u>
<b>72</b>						
72	03/13/2002	Asset acquisition		Do not post		\$1,996.00
					<i>Totals for 72:</i>	<u>\$1,996.00</u>
<b>73</b>						
73	10/05/2000	Asset acquisition		Do not post		\$2,853.00
121	12/31/2000	Accumulated		Do not post		\$142.65
					<i>Totals for 73:</i>	<u>\$2,995.65</u>
<b>74</b>						
74	07/31/1998	Asset acquisition		Do not post		\$4,000.00
122	12/31/2000	Accumulated		Do not post		\$2,000.00
					<i>Totals for 74:</i>	<u>\$6,000.00</u>
<b>75</b>						
75	01/01/2000	Asset acquisition		Do not post		\$20,302.00
123	12/31/2000	Accumulated		Do not post		\$6,767.33
					<i>Totals for 75:</i>	<u>\$27,069.33</u>
<b>76</b>						
124	05/20/2002	Asset acquisition		Do not post		\$6,600.00
					<i>Totals for 76:</i>	<u>\$6,600.00</u>
<b>GRAND TOTAL:</b>						<b>\$63,128.86</b>
12 transaction(s) listed.						

## Depreciation Summary Report

The Depreciation Summary Report lists depreciation summarized by asset class, location, department, or depreciation method.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Summarize depreciation as of:** (Today)

Include depreciation transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include depreciation transactions with these dates: **Transaction date** (Include all dates)

**Summarize report by:** (Class)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Depreciation Summary Report

Class	No. of Assets	Acquisition Value	Disposal Price	Depr. Basis	Total Depr.	Book Value
	1	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$6,600.00
Automobiles Taxis	4	\$67,217.00	\$0.00	\$66,217.00	\$1,565.00	\$65,652.00
Buildings	12	\$2,150,424.00	\$0.00	\$2,150,424.00	\$1,265,318.13	\$885,105.87
Computers and Software	11	\$25,626.00	\$0.00	\$25,626.00	\$3,746.36	\$21,879.64
Information Systems	12	\$102,042.00	\$0.00	\$102,042.00	\$29,005.01	\$73,036.99
Light General Purpose Trucks	5	\$124,752.00	\$0.00	\$113,752.00	\$49,333.04	\$75,418.96
Non-residential Real Property	3	\$72,000.00	\$0.00	\$72,000.00	\$0.00	\$72,000.00
Office Equipment	12	\$15,273.00	\$0.00	\$15,273.00	\$4,499.76	\$10,773.24
Office Furniture Fixtures and Equipment	16	\$48,349.00	\$0.00	\$48,349.00	\$11,436.19	\$36,912.81
<b>GRAND TOTALS:</b> 8 class(es) listed.	<b>76</b>	<b>\$2,612,283.00</b>	<b>\$0.00</b>	<b>\$2,600,283.00</b>	<b>\$1,364,903.49</b>	<b>\$1,247,379.51</b>

## Disposal Gain/Loss Report

The Disposal Gain/Loss Report lists all assets disposed of in a specified date range. You can use this report to verify disposal transactions posted accurately to *General Ledger*.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Calculate gain/loss as of:** (<Specific date>), **Date:** (5/31/02)

Include assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters tab

No filters selected

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Disposal Gain/Loss Report**

<b>Asset No. Asset ID</b>	<b>Description Class</b>	<b>Location Department</b>	<b>Acq. Value In Service Date</b>	<b>Disposal Price Disposal Date</b>	<b>Accum. Depr. Last Depr. Date</b>	<b>Gain/Loss</b>
5	Slide Projector	Miller	\$451.00	\$0.00	\$365.39	\$0.00
5	Office Equipment	Support Services	05/01/1998	05/31/2002	05/31/2002	
<b>GRAND TOTALS: 1 asset(s) listed.</b>			<b>\$451.00</b>	<b>\$0.00</b>	<b>\$365.39</b>	<b>\$0.00</b>

## Form 4562 Depreciation Summary Report

The Form 4562 Depreciation Summary Report provides summary depreciation information to help prepare IRS Form 4562 - Depreciation and Amortization.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Year:** (2002)

**Report orientation:** (Landscape)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*



**Community Services Inc.**  
**Form 4562 Depreciation Summary Report**

Classification of Property	Depr. Basis	Recovery Period	Convention	Method	Depreciation Deduction
<i>GDS and ADS deduction for Assets placed in service prior to this year =</i>					\$318.70
<i>ACRS and /or other depreciation =</i>					\$14,284.40
<b>GRAND TOTAL:</b>					<b>\$14,603.10</b>
<b>67 Transaction(s) listed.</b>					

## Project Distribution Report

The Project Distribution Report lists depreciation activity by *General Ledger* project.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report Format:** (Detail)

Include transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include transactions with these dates: **Transaction date** (Include all dates); **Post date:** Include all dates

**Include adjustment transactions** (No)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Projects (9999)

Include: Selected Assets (1 to 5)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Grand Totals.** **Grand Totals** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

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**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Project Distribution Report

Transaction Date	FA Trans. Number	Transaction Type	GL Trans. Number	Asset Number	Asset Description	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>9999, None</b>										
01/31/2001	126	Period depreciation	35-003	5	Slide Projector	Fixed Assets	Not yet posted	01/31/2001	\$7.79	\$0.00
01/31/2001	126	Period depreciation	35-004	5	Slide Projector	Fixed Assets	Not yet posted	01/31/2001	\$0.00	\$7.79
02/28/2001	127	Period depreciation	35-005	5	Slide Projector	Fixed Assets	Not yet posted	02/28/2001	\$7.79	\$0.00
02/28/2001	127	Period depreciation	35-006	5	Slide Projector	Fixed Assets	Not yet posted	02/28/2001	\$0.00	\$7.79
03/31/2001	128	Period depreciation	35-007	5	Slide Projector	Fixed Assets	Not yet posted	03/31/2001	\$7.79	\$0.00
03/31/2001	128	Period depreciation	35-008	5	Slide Projector	Fixed Assets	Not yet posted	03/31/2001	\$0.00	\$7.79
04/30/2001	129	Period depreciation	35-009	5	Slide Projector	Fixed Assets	Not yet posted	04/30/2001	\$7.79	\$0.00
04/30/2001	129	Period depreciation	35-010	5	Slide Projector	Fixed Assets	Not yet posted	04/30/2001	\$0.00	\$7.79
05/31/2001	130	Period depreciation	35-011	5	Slide Projector	Fixed Assets	Not yet posted	05/31/2001	\$7.79	\$0.00
05/31/2001	130	Period depreciation	35-012	5	Slide Projector	Fixed Assets	Not yet posted	05/31/2001	\$0.00	\$7.79
06/30/2001	131	Period depreciation	35-013	5	Slide Projector	Fixed Assets	Not yet posted	06/30/2001	\$7.79	\$0.00
06/30/2001	131	Period depreciation	35-014	5	Slide Projector	Fixed Assets	Not yet posted	06/30/2001	\$0.00	\$7.79
07/31/2001	132	Period depreciation	35-015	5	Slide Projector	Fixed Assets	Not yet posted	07/31/2001	\$7.79	\$0.00
07/31/2001	132	Period depreciation	35-016	5	Slide Projector	Fixed Assets	Not yet posted	07/31/2001	\$0.00	\$7.79
08/31/2001	133	Period depreciation	35-017	5	Slide Projector	Fixed Assets	Not yet posted	08/31/2001	\$7.79	\$0.00
08/31/2001	133	Period depreciation	35-018	5	Slide Projector	Fixed Assets	Not yet posted	08/31/2001	\$0.00	\$7.79
09/30/2001	134	Period depreciation	35-019	5	Slide Projector	Fixed Assets	Not yet posted	09/30/2001	\$7.79	\$0.00
09/30/2001	134	Period depreciation	35-020	5	Slide Projector	Fixed Assets	Not yet posted	09/30/2001	\$0.00	\$7.79
10/31/2001	135	Period depreciation	35-021	5	Slide Projector	Fixed Assets	Not yet posted	10/31/2001	\$7.79	\$0.00
10/31/2001	135	Period depreciation	35-022	5	Slide Projector	Fixed Assets	Not yet posted	10/31/2001	\$0.00	\$7.79
11/30/2001	136	Period depreciation	35-023	5	Slide Projector	Fixed Assets	Not yet posted	11/30/2001	\$7.79	\$0.00
11/30/2001	136	Period depreciation	35-024	5	Slide Projector	Fixed Assets	Not yet posted	11/30/2001	\$0.00	\$7.79
12/31/2001	137	Period depreciation	35-025	5	Slide Projector	Fixed Assets	Not yet posted	12/31/2001	\$7.73	\$0.00
12/31/2001	137	Period depreciation	35-026	5	Slide Projector	Fixed Assets	Not yet posted	12/31/2001	\$0.00	\$7.73
01/31/2002	138	Period depreciation	35-027	5	Slide Projector	Fixed Assets	Not yet posted	01/31/2002	\$7.79	\$0.00
01/31/2002	138	Period depreciation	35-028	5	Slide Projector	Fixed Assets	Not yet posted	01/31/2002	\$0.00	\$7.79
02/28/2002	139	Period depreciation	35-029	5	Slide Projector	Fixed Assets	Not yet posted	02/28/2002	\$7.79	\$0.00
02/28/2002	139	Period depreciation	35-030	5	Slide Projector	Fixed Assets	Not yet posted	02/28/2002	\$0.00	\$7.79
03/31/2002	140	Period depreciation	35-031	5	Slide Projector	Fixed Assets	Not yet posted	03/31/2002	\$7.79	\$0.00
03/31/2002	140	Period depreciation	35-032	5	Slide Projector	Fixed Assets	Not yet posted	03/31/2002	\$0.00	\$7.79
04/30/2002	141	Period depreciation	35-033	5	Slide Projector	Fixed Assets	Not yet posted	04/30/2002	\$7.79	\$0.00
04/30/2002	141	Period depreciation	35-034	5	Slide Projector	Fixed Assets	Not yet posted	04/30/2002	\$0.00	\$7.79
05/31/2002	142	Period depreciation	35-035	5	Slide Projector	Fixed Assets	Not yet posted	05/31/2002	\$7.79	\$0.00
05/31/2002	142	Period depreciation	35-036	5	Slide Projector	Fixed Assets	Not yet posted	05/31/2002	\$0.00	\$7.79
05/31/2002	361	Asset disposal	35-471	5	Slide Projector	Fixed Assets	Not yet posted	06/01/2002	\$365.39	\$0.00
12/31/2000	76	Accumulated depreciation		5	Slide Projector		Do not post		\$233.02	\$233.02
<b>Totals for 9999, None:</b>									<b>\$730.78</b>	<b>\$365.39</b>

## Projected Depreciation Report

The Projected Depreciation Report projects future depreciation for selected assets.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Report Format:** (Detail)

Include transactions for assets with these dates: **Asset in service date**  
(Include all dates)

**End of the first year:** (5/30/2002)

**Project depreciation for [ ] years** (2)

**Exclude disposed of assets** (Yes)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Assets (1 to 30)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Detail.** **Detail** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Projected Depreciation Report

Asset No.	Asset ID	Description	Depr. Basis	Prior Depr.	Year 1	Year 2
<b>Depreciation projected to 12/30/1899</b>						
1	1	LAND 1999 Amanda Drive	\$24,000.00	\$0.00	\$0.00	\$0.00
2	2	LAND 1997 Amanda Drive	\$24,000.00	\$0.00	\$0.00	\$0.00
3	3	LAND 1995 Amanda Drive	\$24,000.00	\$0.00	\$0.00	\$0.00
4	4	Multimedia Equipment	\$1,310.00	\$938.83	\$262.00	\$109.17
6	6	Phone & Computer lines	\$1,831.00	\$0.00	\$0.00	\$0.00
7	7	Phone & Computer lines	\$1,831.00	\$0.00	\$133.53	\$38.13
8	8	Phone & Computer lines	\$1,831.00	\$0.00	\$133.53	\$38.13
9	9	Video Camera	\$1,488.00	\$0.00	\$103.93	\$0.00
10	10	Miller House	\$180,571.00	\$0.00	\$0.00	\$0.00
11	14	Fax 200E	\$1,772.00	\$0.00	\$211.42	\$362.47
12	15	Keene Building	\$23,989.00	\$0.00	\$446.18	\$764.88
13	16	Asphalt Paving	\$1,076.00	\$0.00	\$59.91	\$102.71
14	17	Heating System	\$3,220.00	\$0.00	\$176.06	\$201.27
15	18	435 Clements Ferry Road	\$126,159.00	\$0.00	\$3,090.88	\$5,298.68
16	19	2304 Seven Farms Drive	\$779,251.00	\$0.00	\$0.00	\$0.00
17	20	2302 Seven Farms Drive	\$870,322.00	\$0.00	\$13,017.65	\$22,315.95
18	21	Fence - 435 Clements Ferry Road	\$5,410.00	\$0.00	\$322.01	\$552.06
19	22	Phone System	\$3,838.00	\$0.00	\$459.56	\$787.81
20	24	Cargo Van	\$27,584.00	\$0.00	\$2,103.88	\$3,606.63
21	25	Cargo Van	\$29,584.00	\$3,408.08	\$3,408.07	\$1,704.04
22	26	Cargo Van	\$24,584.00	\$3,395.43	\$2,640.89	\$1,886.35
23	27	Software - Human Resources	\$7,395.00	\$1,350.40	\$1,350.40	\$1,350.40
24	29	Notebook 600 Computer	\$1,902.00	\$475.50	\$285.30	\$190.20
25	34	Notebook 5000 Computer	\$2,036.00	\$400.41	\$400.41	\$400.41
26	35	Notebook 5000 Computer	\$2,036.00	\$407.20	\$407.20	\$407.20
27	36	Notebook 5000 Computer	\$2,036.00	\$427.56	\$299.29	\$279.34
28	37	Notebook 5000 Computer	\$2,036.00	\$400.41	\$400.41	\$400.41
29	38	Notebook 5000 Computer	\$2,036.00	\$0.00	\$0.00	\$0.00
30	39	Butler Building	\$86,930.00	\$2,656.19	\$2,897.67	\$2,897.67
<b>Totals projected to 12/30/1899:</b>			<b>\$2,264,058.00</b>	<b>\$13,860.01</b>	<b>\$32,610.18</b>	<b>\$43,693.91</b>

29 asset(s) listed.

## Year-to-Date Depreciation Report

The Year-to-Date Depreciation Report lists depreciable basis, prior years' depreciation, and year-to-date depreciation expense for selected assets.

### Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General tab

**Calculate year-to-date depreciation as of:** (Today)

Include depreciation transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include depreciation transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

**Report orientation:** (Landscape)

#### Filters tab

Include: Selected Assets (1 to 20)

#### Format tab

**Headings.** **Headings** is left with the default selections for this sample report.

**Criteria.** **Criteria** is left with the default selections for this sample report.

**Sort/Break.** **Sort/Break** is left with the default selections for this sample report.

**Page Footer.** **Page Footer** is left with the default selections for this sample report.

**Report Footer.** **Report Footer** is left with the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** is left with the default selections for this sample report.

**Color Scheme .** **Color Scheme** is left with the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc. Year to Date Depreciation Report

Asset No. Asset ID	Description Class	Location Department	Depr. Basis	Prior Depreciation	YTD Depreciation
1	LAND 1999 Amanda Drive		\$24,000.00	\$0.00	\$0.00
1	Non-residential Real Property				
2	LAND 1997 Amanda Drive		\$24,000.00	\$0.00	\$0.00
2	Non-residential Real Property				
3	LAND 1995 Amanda Drive		\$24,000.00	\$0.00	\$0.00
3	Non-residential Real Property				
4	Multimedia Equipment		\$1,310.00	\$0.00	\$0.00
4	Office Equipment				
5	Slide Projector	Miller	\$451.00	\$326.44	\$31.16
5	Office Equipment	Support Services			
6	Phone & Computer lines	Keene	\$1,831.00	\$1,792.85	\$38.15
6	Information Systems				
7	Phone & Computer lines	Clements Ferry	\$1,831.00	\$1,563.99	\$76.28
7	Information Systems				
8	Phone & Computer lines	Keene	\$1,831.00	\$1,563.99	\$76.28
8	Information Systems				
9	Video Camera	Clements Ferry	\$1,488.00	\$1,254.17	\$103.92
9	Office Equipment	Support Services			
10	Miller House		\$180,571.00	\$180,571.00	\$0.00
10	Buildings				
11	Fax 200E	Miller	\$1,772.00	\$805.45	\$120.80
14	Office Equipment	Administration			
12	Keene Building		\$23,989.00	\$9,110.27	\$254.96
15	Buildings				
13	Asphalt Paving	Clements Ferry	\$1,076.00	\$802.11	\$34.24
16	Buildings				
14	Heating System	Keene	\$3,220.00	\$2,716.87	\$100.64
17	Buildings	Maintenance			
15	435 Clements Ferry Road		\$126,159.00	\$110,010.66	\$1,766.24
18	Buildings				
16	2304 Seven Farms Drive		\$779,251.00	\$779,251.00	\$0.00
19	Buildings				
17	2302 Seven Farms Drive		\$870,322.00	\$167,369.62	\$7,438.64
20	Buildings				
18	Fence - 435 Clements Ferry Road	Clements Ferry	\$5,410.00	\$3,707.88	\$184.00
21	Buildings	Maintenance			
19	Phone System	Miller	\$3,838.00	\$2,131.09	\$262.60
22	Information Systems				
20	Cargo Van	Garage	\$27,584.00	\$13,458.03	\$1,202.20
24	Light General Purpose Trucks	Maintenance			
<b>GRAND TOTALS: 20 asset(s) listed.</b>			<b>\$2,103,934.00</b>	<b>\$1,276,435.42</b>	<b>\$11,690.11</b>





# Student Billing Reports

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# Action Reports

## Action Listing

The Action Listing report 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.

## Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

### General Tab

**Include actions with these dates:** Action date (<Specific range>), **Start date:** (07/01/2005), **End date:** (12/31/2005)

**Include actions with these action priorities:** High (Yes), Normal (Yes), Low (Yes)

**Include:** Incomplete actions (Yes), Complete actions (No)

**Create an output query of records** (No)

**Report orientation** (Landscape)

### Filters Tab

No filters selected

### Format Tab

**Headings. Heading format:** Title: (Action Listing by Date), **Subtitle:** (Second Half of Year).

**Criteria. Print these criteria on** (No).

**Sort/Break. Sort by** (Action Date), **Order by** (Ascending), **Break?** (Yes), **Break Footer for Action Date: Print count per Action Date** (Yes).

**Page Footer. Page Footer** uses the default selections for this sample report.

**Report Footer. Report Footer** uses the default selections for this sample report.

**Miscellaneous. Miscellaneous** uses the default selections for this sample report.

**Color Scheme. Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Action Listing**  
Maintenance for 2002

<b>Action Date/Time</b>	<b>Action Type</b>	<b>Status</b>	<b>Priority</b>	<b>Completed?</b>	<b>Assigned to</b>	<b>Associated with</b>
06/30/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 4, 4 - Multimedia Equipme
06/13/2002 <i>Description:</i>	Maintenance	Not started	Low	No	jeff	Associated with: Asset No. 5, 5 - Slide Projector
03/08/2002 <i>Description:</i>	Maintenance	Completed	Normal	No	barton	Associated with: Asset No. 9, 9 - Video Camera
07/31/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 10, 10 - Miller House
12/02/2002 <i>Description:</i>	Visual Survey	Not started	Normal	No	barton	Associated with: Asset No. 12, 15 - Keene Building
01/15/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	kostas	Associated with: Asset No. 13, 16 - Asphalt Paving
05/14/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 15, 18 - 435 Clements Fer
09/29/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	ryan	Associated with: Asset No. 46, 64 - 3 Overhead Projec
10/09/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	kostas	Associated with: Asset No. 50, 75 - Video Camera
09/13/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 63, 40 - Slide Projector
01/31/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	barton	Associated with: Asset No. 74, 72 - Floor Covering

**11 action(s) listed.**

## 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, student, individual, and organization names do not appear.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include actions with these dates:** Action date (Include all dates)

**Include actions with these action priorities:** High (Yes), Normal (Yes), Low (Yes)

**Include:** Incomplete actions (Yes), Complete actions (Yes)

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Criteria** uses the default selections for this sample report.

**Detail.** **Summarize report by** (Action Type)

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Action Summary Report

Action Type	Count
Follow up call	2
GRAND TOTAL: 1 action type(s) listed.	
	2

## Actions by Association Report

The Actions by Association Report lists action details by student, individual, or organization association.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include actions with these dates:** **Action date** (<Specific range>), **Start date** (04/01/2006), **End date** (04/30/2006)

**Include actions with these action priorities:** **High** (Yes), **Normal** (Yes), **Low** (Yes)

**Include:** **Incomplete actions** (Yes), **Complete actions** (No)

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters column:** **Action Types**, **Selected Filters column:** (Mailing)

**Filters column:** **Action Statuses**, **Selected Filters column:** (Pending, Postponed)

#### Format Tab

**Headings. Heading Format:** **Title:** (Actions by Association Report), **Subtitle** (Pending & Postponed Mailings)

**Criteria. Print these criteria on** (No).

**Sort/Break. Sort/Break** uses the default selections for this sample report.

**Page Footer. Page Footer** uses the default selections for this sample report.

**Report Footer. Report Footer** uses the default selections for this sample report.

**Miscellaneous. Miscellaneous** uses the default selections for this sample report.

**Color Scheme. Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Actions by Association Report Pending & Postponed Mailings

Associated With	Action Date/Time	Action Type	Status	Priority	Completed?	Assigned To
<b>Mailing</b>						
Cary Alice Kelly, STU018 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Kirk Edwards, 0018 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Lisa Haynes, 0019 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Emily Petersen, 0021 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Joseph Taft, 0160 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Nathan Shaw, 0161 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Noel Martin, 0162 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Ellen Whitney, 0163 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Gina Silverman, 0164 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Amy Tuite, 0321 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor

10 action(s) listed.



# Analysis Reports

## Aged Accounts Receivable Report

The Aged Accounts Receivable Report provides a list of charge balances distributed to aging periods. This report is useful for determining past due and current balances of payers and recipients. For example, you can run the Aged Accounts Receivable Report to quickly see past due balances of your school's student, individual, and organization accounts.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Calculate aging as of** (Today)

**Include transactions with these dates:** **Transaction date** (Include all dates); **Due date** (Include all dates); **Post date** (Include all dates)

**Only include records with a balance greater than [ ] in aging period [ ]** (No)

**Reduce balances by unused payments/credits beginning with** (The oldest period)

**Include these aging periods:** **0-30 Days** (Yes), **31-60 Days** (Yes), **61-90 Days** (Yes), **Over 90 Days** (Yes)

**Create an output query of** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Address Tab

**Include contact information for addresses** (Yes)

**Validate addresses as of** (Today)

**Consider seasonal addresses** (Yes)

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria. Print these criteria on** (No)

**Detail. Report by** (Payer activity) and (Do not show) **recipient details;** **Show transaction detail** (No); **Include summary by product and billing item** (No)

**GL Sort/Break.** **GL Sort/Break** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

**Name Formats.** **Name Formats** uses the default selections for this sample report.

**Transaction Sort/Break.** **Transaction Sort/Break** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Aged Accounts Receivable Report

Aging Balance For	Record ID	Address	Last Paid	0-30 Days	31-60 Days	61-90 Days	Over 90 Days	Balance
Drew Ash Abernethy				\$7,850.00	\$0.00	\$0.00	\$0.00	\$7,850.00
Hunter Adams				\$12,100.00	\$0.00	\$0.00	\$0.00	\$12,100.00
Mr. Alex Edward Andrews								
Jennifer Lynn Andrews				\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Michael Richard Andrews				\$1,803.80	\$0.00	\$0.00	\$0.00	\$1,803.80
Samantha Rae Andrews				\$1,135.00	\$0.00	\$0.00	\$0.00	\$1,135.00
Terry L Appleby				\$15,100.00	\$0.00	\$0.00	\$0.00	\$15,100.00
Ellis Armstrong				\$7,850.00	\$0.00	\$0.00	\$0.00	\$7,850.00
Greg Stuart Atreya				\$7,600.00	\$0.00	\$0.00	\$0.00	\$7,600.00
Jennifer Bailey				\$15,100.00	\$0.00	\$0.00	\$0.00	\$15,100.00
Bruce Baldwin				\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Donald Baldwin				\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Gregory Baldwin								
Sharon Baldwin								
Jane Beisel								
Thomas Beisel								
Monique Karin Brede								
Thomas Condon				\$0.00	\$0.00	\$0.00	\$8,916.00	\$8,916.00
Dr. Raymond R Davis								
Jason Dugas								
Kathleen E. Dugas				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Kevin Dugas				\$0.00	\$0.00	\$0.00	\$5,666.00	\$5,666.00
Mrs. Alice Haynes								
Jeffrey LaMonica				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Susan LaMonica				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
David Lester				\$0.00	\$0.00	\$0.00	\$14,696.45	\$14,696.45
Shannon McCoy								
James Middleton								
Mr. Norwood R Rentz, Sr.								
Adrienne Tuite				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amy Tuite				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals:				\$70,438.80	\$0.00	\$0.00	\$29,278.45	\$99,717.25

## 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.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Show charges open as of** (Today)

**Base charge open date on** (Transaction date)

**Include charges with these dates:** **Transaction Date** (Include all dates); **Post date** (Include all dates)

**Include unapplied payments and credits in** (No)

**Create an output query of** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings. Heading Format:** **Title** (Open Item Report), **Subtitle** (Grades 7 three 12)

**Criteria. Print these criteria on** (No)

**Detail. Include record open item information** (Yes); **Report by** (Payer) and (Do not show) **recipient details**; **Include summary by product and billing item** (No)

**GL Sort/Break. GL Sort/Break** uses the default selections for this sample report.

**Page Footer. Page Footer** uses the default selections for this sample report.

**Report Footer. Report Footer** uses the default selections for this sample report.

**Miscellaneous. Miscellaneous** uses the default selections for this sample report.

**Color Scheme. Apply a Color Scheme** (Yes)

**Name Formats. Name Formats** uses the default selections for this sample report.

**Transaction Sort/Break. Transaction Sort/Break** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc.

## Open Item Report

### Grades 7 thru 12

Transactions for	Current Grade	Record Type	Transaction Date	Due Date	Transaction Type	Transaction ID	Item	Charge Amount	Payments	Credits	Balance	% Unpaid
<b>Thomas Condon</b>												
	07	Student	07/01/2001	07/30/2001	CH	118	TUITION SEMI	\$8,874.00	\$5,865.73	\$0.00	\$3,008.27	33.90 %
	07	Student	01/01/2002	01/30/2002	CH	119	TUITION SEMI	\$5,916.00	\$0.00	\$0.00	\$5,916.00	100.00 %
	07	Student	10/01/2001	10/31/2001	CH	159	FINANCE CHG	\$128.23	\$0.00	\$0.00	\$128.23	100.00 %
	07	Student	10/01/2001	10/31/2001	CH	191	TRP	\$363.50	\$0.00	\$0.00	\$363.50	100.00 %
<b>Grand Totals for Thomas Condon:</b>								<u>\$15,281.73</u>	<u>\$5,865.73</u>	<u>\$0.00</u>	<u>\$9,416.00</u>	<u>61.62 %</u>
<b>Adrienne Tuite</b>												
	11	Student	07/01/2001	07/30/2001	CH	117	TUITION ANNU	\$14,280.00	\$285.75	\$0.00	\$13,994.25	98.00 %
	11	Student	10/01/2001	10/31/2001	CH	158	FINANCE CHG	\$5.00	\$0.00	\$0.00	\$5.00	100.00 %
	11	Student	10/01/2001	10/31/2001	CH	190	TRP	\$350.75	\$0.00	\$0.00	\$350.75	100.00 %
<b>Grand Totals for Adrienne Tuite:</b>								<u>\$14,635.75</u>	<u>\$285.75</u>	<u>\$0.00</u>	<u>\$14,350.00</u>	<u>98.05 %</u>
<b>Amy Tuite</b>												
	10	Student	07/01/2001	07/30/2001	CH	116	TUITION ANNU	\$14,280.00	\$630.75	\$0.00	\$13,649.25	95.58 %
	10	Student	10/01/2001	10/31/2001	CH	189	TRP	\$350.75	\$0.00	\$0.00	\$350.75	100.00 %
<b>Grand Totals for Amy Tuite:</b>								<u>\$14,630.75</u>	<u>\$630.75</u>	<u>\$0.00</u>	<u>\$14,000.00</u>	<u>95.69 %</u>
<b>Grand Totals:</b>								<b>\$44,548.23</b>	<b>\$6,782.23</b>	<b>\$0.00</b>	<b>\$37,766.00</b>	<b>84.78 %</b>

## Projected Charges Report

The Projected Charges Report provides a list of projected charges for a date or date range you select. This report includes automatic billing items assigned through bill codes on records and scheduled billing items. You can include advance deposit and financial aid billing items in the report. You can view details about totaled billing items and can subtotal billing items by month.

The report excludes manually added charges, refunds, or credits (except advance deposits and financial aid). As a result, reporting historically will still provide the projected amount for the date range, and not the actual amount.

### General Tab

**Include scheduled billing items with these dates:** Scheduled dates (Include all dates)

**Include advance deposits with these dates** (No)

**Include financial aid with these dates** (No)

**For grade-based billing, use the students' grade as of** (Today)

**Show charges and credits in** (Separate columns)

**Create an output query of records** (No)

**Report orientation** (Landscape)

### Filters Tab

**Filters** column: **Bill Codes**, **Selected Filters** column: (Annual Payment Plan)

### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Criteria** uses the default selections for this sample report.

**Detail.** **Break down report by** (Grade); **Include billing item detail** (No)

**Sort/Break.** **Sort/Break** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

**Name Formats.** **Name Formats** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Projected Charges Report

Report name: Projected Charges Report by Grade  
 Include all scheduled billing item dates  
 Do not include advance deposits  
 Do not include financial aid  
 Include these grade as of dates: Today (04/18/2005)  
 Include all Records  
 Include all Record Types  
 Include all Billing Statuses  
 Include all Student Attributes  
 Include all Individual Attributes  
 Include all Organization Attributes  
 Include these Bill Codes: Annual Payment Plan

Billing Item	Description	Bill Code	Billing Item Type	Charges	Credits
TUITION ANNUAL	Tuition - Annual	01	Auto: Single Amount and Schedule		
	First Grade			\$173,073.60	\$0.00
	Fourth Grade			\$173,073.60	\$0.00
	Fifth Grade			\$71,548.40	\$0.00
	Sixth Grade			\$346,147.20	\$0.00
	Seventh Grade			\$259,610.40	\$0.00
	Eighth Grade			\$259,610.40	\$0.00
	Ninth Grade			\$244,622.00	\$0.00
	Tenth Grade			\$244,622.00	\$0.00
	Eleventh Grade			\$173,073.60	\$0.00
	Graduated			\$86,536.80	\$0.00
	Prekindergarten			\$71,548.40	\$0.00
				<u>\$2,103,466.40</u>	<u>\$0.00</u>

## Service and Sales Analysis Report

The Service and Sales Analysis Report provides a summary of transaction data by record and product/billing item information.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include transactions with these dates:** **Transaction date** (<Specific range), **Start date** (8/15/2004), **End date** (8/15/2006)

**Print a (Detail) report in (Landscape) orientation**

**Analyze by** (Product/Billing Item), **Sort** (Ascending), **Page break** (No)

**Then by** (Grade), **Sort** (Descending), **Page break** (No)

**Sort by** (Record), **Sort** (Ascending), **Page break** (No)

**Print these columns** (Record, Billing Status, Transaction Date, Transaction ID, Amount)

**Create an output query of** (No)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Criteria** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Service and Sales Analysis Report

Report name: Sevice and Sales Analysis  
 Analyze by Product/Billing Item in Ascending order with no page breaks  
 Then by Grade in Descending order with no page breaks  
 Sort by Record in Ascending order with no page breaks  
 Include all Credits  
 Include all Charges  
 Include all Transaction Attributes  
 Include all Post Statuses  
 Include all Products and Billing Items  
 Include all Product and Billing Item Attributes  
 Include all Records  
 Include all Student Attributes  
 Include all Individual Attributes  
 Include all Organization Attributes

	Record	Billing Status	Transaction Date	Transaction ID	Amount
<b>BOOKS</b>					
<i>Second Grade</i>					
	Samantha Rae Andrews	Active	09/15/2005	218	\$35.00
<i>Total for Second Grade</i>					<u>\$35.00</u>
<i>Fourth Grade</i>					
	Douglas Baldwin	Active	09/15/2005	219	\$300.00
<i>Total for Fourth Grade</i>					<u>\$300.00</u>
<i>Eleventh Grade</i>					
	Michael Richard Andrews	Active	09/15/2005	216	\$275.00
<i>Total for Eleventh Grade</i>					<u>\$275.00</u>
<b>Total for BOOKS</b>					<u><b>\$610.00</b></u>
<b>TUTOR</b>					
<i>Eleventh Grade</i>					
	Michael Richard Andrews	Active	09/30/2005	217	\$128.80
<i>Total for Eleventh Grade</i>					<u>\$128.80</u>
<b>Total for TUTOR</b>					<u><b>\$128.80</b></u>
<b>GRAND TOTALS:</b>					<u><b>\$738.80</b></u>



## Service and Sales Trend Analysis Report

The Service and Sales Trend Analysis Report provides a comparison of transaction data for selected time periods by record and product/billing item information.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Print a (Summary) report in (Landscape) orientation**

**Analyze by:** (Product/Billing Item), **Sort:** (Ascending), **Page break** (No)

**Then by:** (<None>)

**Date Order:** (Ascending), **Page break** (No)

**Create an output query of** (No)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Service and Sales Trend Analysis Report

	Number of Charges	Number of Credits	Total Charges	Total Credits	Total Net
ACTIVITY	12	1	\$1,200.00	\$25.00	\$1,175.00
BOOKS	31	0	\$7,757.00	\$0.00	\$7,757.00
FINANCE CHG	13	0	\$1,024.93	\$0.00	\$1,024.93
TRP	16	0	\$5,719.11	\$0.00	\$5,719.11
TUITION ANNUAL	20	0	\$282,800.00	\$0.00	\$282,800.00
TUITION ONE PAYMENT	4	0	\$49,500.00	\$0.00	\$49,500.00
TUITION SEMI ANNUAL	10	0	\$73,080.00	\$0.00	\$73,080.00
TUITION TEN PAY	40	0	\$59,200.00	\$0.00	\$59,200.00
TUITION TEN PAYMENT	3	0	\$4,000.00	\$0.00	\$4,000.00
TUITION TWO PAYMENT	2	0	\$15,500.00	\$0.00	\$15,500.00
TUTOR	11	0	\$378.80	\$0.00	\$378.80

Total records: 26

Total number of charges: 162

Total number of credits: 1

Total charges: \$ 500,159.84

Total credits: \$ 25.00

Total net amount: \$ 500,134.84

# Bank Account Reports

## Bank Profile Report

The Bank Profile Report presents a summary profile of each bank you select. 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.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include this information:** Cash account information (No), Payment information (Yes), Deposit information (Yes), Register ending balance (Yes), Summary by transaction type (Yes), Summary by Blackbaud system (Yes), Summary by post status (Yes), Summary by adjustment category (Yes), Summary by reconciliation status (Yes), Notes (Yes)

**Include transactions with these dates:** Transaction date (Yesterday)

**Report orientation:** (Landscape)

#### Filters Tab

**Filters column:** Banks, **Selected Filters column:** (SB & AR)

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (no).

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Bank Profile Report

**SB & AR - First Union Bank**

<i>Description:</i>	Student Billing & Accounts Receivable	<i>Address:</i>
<i>Account Type:</i>	Checking	
<i>Account Number:</i>	6200422	
<i>Routing Code:</i>	211371191	
<i>Account Status:</i>	Open	
<i>Minimum Balance:</i>	\$0.00	
<i>Interfund Set:</i>		
<i>Ending Register Balance:</i>	\$406,155.59	

**Cash Account Information**

<u>System</u>	<u>Account Setup</u>	<u>Track Cash In...</u>	<u>Default Cash Account</u>
Accounts Payable	Does not use this bank account		
Cash Management	Define cash account(s)	One Fund	01-1040-00

**Payment Information**

<u>System</u>	<u>Transaction Type</u>	<u>Allow?</u>	<u>Numbering</u>	<u>Next Number</u>	<u>Maximum Amount</u>
Accounts Payable	Computer Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Electronic Funds Transfer	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Manual Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	One-Time Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Bank Draft	Yes	Start with	1	\$999,999,999.99
Cash Management	Adjustment	Yes	Start with	1	\$999,999,999.99

**Transaction Summary by Post Status**

<u>Post Status</u>	<u>Payment Count</u>	<u>Total Payments</u>	<u>Deposit Count</u>	<u>Total Deposits</u>
Not yet posted	0	\$0.00	3	\$1,265.00
Posted	0	\$0.00	14	\$404,890.59
	0	\$0.00	17	\$406,155.59

## Bank Reconciliation Report

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

With the Bank Reconciliation Report, you can troubleshoot issues before you receive your bank statement. From this report, you can print the last completed reconciliation or a pre-reconciliation. With the pre-reconciliation report, you can print a computer balance of the current account without actually reconciling the account.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Bank account** (SB & AR)

**Print** (Reconciliation using this information)

**Beginning balance** uses the default selection for this sample report.

**Reconciliation date** uses the default selection for this sample report.

**Ending balance** uses the default selection for this sample report.

**Show unreconciled transactions with these dates:** **Transaction date** (<Specific range>), **End date** (12/31/2006)

**Report orientation:** (Landscape)

#### Format Tab

**Headings. Heading Format: Title:** Bank Pre-Reconciliation Report. All other selections are the defaults.

**Criteria. Print these criteria on** (No).

**Detail. Print transaction details for reconciling the register to the statement** (No), **Print transaction details for reconciling the cash account(s) to statement** (No)

**Sort. Sort by** uses the default selections for this sample report.

**Page Footer. Page Footer** uses the default selections for this sample report.

**Report Footer. Report Footer** uses the default selections for this sample report.

**Miscellaneous. \*Miscellaneous** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Bank Pre-Reconciliation Report

### Pre-Reconciliation of Register to Statement

Bank register cleared beginning balance :	\$3,000,000.00
Add: Cleared deposits:	\$0.00
Add: Cleared deposit adjustments:	\$0.00
Subtract: Cleared payments:	\$0.00
Subtract: Cleared payment adjustments:	\$0.00
Adjusted bank register balance:	\$3,000,000.00
Bank register ending balance:	\$3,406,530.59
Subtract: Outstanding deposits:	\$406,530.59
Subtract: Outstanding deposit adjustments:	\$0.00
Add: Outstanding payments:	\$0.00
Add: Outstanding payment adjustments:	\$0.00
Adjusted bank register balance:	\$3,000,000.00
Bank statement ending balance 12/31/2001:	\$6,224,000.00
Out of balance by:	(\$3,224,000.00)

#### Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	0	\$0.00
All Cleared Payments:	0	\$0.00

### Pre-Reconciliation of Cash Account(s) to Statement

Cash accounts tied to this Bank account:

01-1050-00  
01-1040-00

01-1050-00   Pe  
01-1040-00   St

Cash account(s) ending balance 12/31/2001:

Add: Cleared not yet posted deposits:	
Add: Cleared not yet posted deposit adjustments:	
Subtract: Cleared not yet posted payments:	
Subtract: Cleared not yet posted payment adjustments:	
Adjusted Cash account(s) balance:	

Bank statement ending balance 12/31/2001:

Add: Outstanding posted deposits:	
Add: Outstanding posted deposit adjustments:	
Subtract: Outstanding posted payments:	
Subtract: Outstanding posted payment adjustments:	
Subtract: Posted payments voided after statement end date:	
Adjusted Bank statement balance:	

Out of balance by:

Summary of transactions voided, cleared, and posted after statement ending date

## 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. You can filter the report to display only outstanding deposits posted to *Student Billing*. 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.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Report format:** (Detail)

**Bank account:** (SB & AR)

**Show transactions with these dates:** **Transaction date** (Include all dates)

**Report orientation** uses the default Landscape.

**Filters:** No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No).

**Detail.** **Detail** uses the default selections for this sample report.

**Sort/Break.** **Sort by** (Reference), **Order by** (Ascending), **Break?** (No)

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc. Bank Register Report

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Balance	Status	Post Date
1	Student Billing	Deposit	07/28/2000	Student Billing Deposit 1	\$166,650.00	\$0.00	\$166,650.00	Outstanding	07/28/2000
1	Accounts Receivable	Deposit	02/20/2002	Accounts Receivable Deposit 1	\$500.00	\$0.00	\$167,150.00	Outstanding	02/20/2002
1	Cash Receipts	Deposit	02/21/2002	Miscellaneous Cash Receipts Deposit 1	\$750.00	\$0.00	\$167,900.00	Outstanding	02/21/2002
2	Student Billing	Deposit	09/28/2000	Student Billing Deposit 2	\$15,270.00	\$0.00	\$183,170.00	Outstanding	09/28/2000
2	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 2	\$463.00	\$0.00	\$183,633.00	Outstanding	01/30/2003
3	Student Billing	Deposit	10/28/2000	Student Billing Deposit 3	\$16,280.00	\$0.00	\$199,913.00	Outstanding	10/28/2000
3	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 3	\$185.00	\$0.00	\$200,098.00	Outstanding	05/07/2003
4	Student Billing	Deposit	03/31/2001	Student Billing Deposit 4	\$3,750.00	\$0.00	\$203,848.00	Outstanding	03/31/2001
4	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 4	\$50.00	\$0.00	\$203,898.00	Outstanding	05/05/2003
5	Student Billing	Deposit	03/31/2001	Student Billing Deposit 5	\$39,787.00	\$0.00	\$243,685.00	Outstanding	03/31/2001
5	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 5	\$200.00	\$0.00	\$243,885.00	Outstanding	07/06/2003
6	Student Billing	Deposit	04/30/2001	Student Billing Deposit 6	\$4,700.00	\$0.00	\$248,585.00	Outstanding	04/30/2001
6	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 6	\$25.00	\$0.00	\$248,610.00	Outstanding	05/01/2003
7	Student Billing	Deposit	07/25/2001	Student Billing Deposit 7	\$142,375.00	\$0.00	\$390,985.00	Outstanding	07/25/2001
7	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 7	\$25.00	\$0.00	\$391,010.00	Outstanding	05/01/2003
8	Student Billing	Deposit	12/31/2001	Student Billing Deposit 8	\$15,130.59	\$0.00	\$406,140.59	Outstanding	12/31/2001
8	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 8	\$15.00	\$0.00	\$406,155.59	Outstanding	05/01/2003
Grand Totals:					\$406,155.59	\$0.00			



# Deposit and Receipt Reports

## Cash Receipts Report

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

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

Include transactions with these dates: **Deposit date** (Include all dates), **Receipt date** (Include all dates), **Entered on date** (Include all dates)

**Include deposit numbers from:** (1) to (3)

**Include receipt numbers from:** (blank) to (blank)

**Show miscellaneous payment details** (No)

Include deposits from **Accounts Receivable** (No), **Cash Receipts** (No), **Student Billing** (Yes)

**Create an output query of [ ]** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters column:** **Banks** (SB & AR)

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Grand Totals.** **Grand Totals** uses the default selections for this sample report.

**Sort/Break.** **Sort by** (Source/Category), **Order by** (Ascending), **Break?** (Yes)

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Cash Receipts Report

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
<b>Mail</b>								
Check	Payment Received - Thank You.	1	1	07/28/2000	Mail	SB	Bruce Baldwin	\$42,000.00
Check	Payment Received - Thank You.	2	1	07/28/2000	Mail	SB	Donald Baldwin	\$550.00
Check	Payment Received - Thank You.	4	1	07/28/2000	Mail	SB	David Lester	\$14,000.00
Check	Payment Received - Thank You.	5	1	07/28/2000	Mail	SB	Jason Dugas	\$14,000.00
Check	Payment Received - Thank You.	6	1	07/28/2000	Mail	SB	Kathleen E. Dugas	\$14,000.00
Check	Payment Received - Thank You.	7	1	07/28/2000	Mail	SB	Shannon McCoy	\$14,000.00
Check	Payment Received - Thank You.	8	1	07/28/2000	Mail	SB	James Middleton	\$14,000.00
Check	Payment Received - Thank You.	9	1	07/28/2000	Mail	SB	Amy Tuite	\$14,000.00
Check	Payment Received - Thank You.	10	1	07/28/2000	Mail	SB	Adrienne Tuite	\$14,000.00
Check	Payment Received - Thank You.	11	1	07/28/2000	Mail	SB	Thomas Condon	\$8,700.00
Check	Payment Received - Thank You.	12	1	07/28/2000	Mail	SB	Thomas Condon	\$8,700.00
Check	Payment Received - Thank You.	13	1	07/28/2000	Mail	SB	Kevin Dugas	\$8,700.00
Check	Payment Received - Thank You.	14	2	09/28/2000	Mail	SB	Jane Beisel	\$200.00
Check	Payment Received - Thank You.	15	2	09/28/2000	Mail	SB	Thomas Beisel	\$4,640.00
Check	Payment Received - Thank You.	16	2	09/28/2000	Mail	SB	Thomas Condon	\$400.00
Check	Payment Received - Thank You.	17	2	09/28/2000	Mail	SB	Jason Dugas	\$200.00
Check	Payment Received - Thank You.	18	2	09/28/2000	Mail	SB	Kevin Dugas	\$200.00
Check	Payment Received - Thank You.	19	2	09/28/2000	Mail	SB	Jeffrey LaMonica	\$4,440.00
Check	Payment Received - Thank You.	20	2	09/28/2000	Mail	SB	Susan LaMonica	\$4,640.00
Check	Payment Received - Thank You.	21	2	09/28/2000	Mail	SB	David Lester	\$125.00
Check	Payment Received - Thank You.	22	2	09/28/2000	Mail	SB	Shannon McCoy	\$425.00
Check	Payment Received - Thank You.	23	3	10/28/2000	Mail	SB	Jeffrey LaMonica	\$2,960.00
Check	Payment Received - Thank You.	24	3	10/28/2000	Mail	SB	Susan LaMonica	\$2,960.00
Check	Payment Received - Thank You.	25	3	10/28/2000	Mail	SB	Jane Beisel	\$3,700.00
Check	Payment Received - Thank You.	26	3	10/28/2000	Mail	SB	Thomas Beisel	\$6,660.00
<b>Totals for Mail:</b>								<b>\$198,200.00</b>
<b>Grand Total:</b>								<b>\$198,200.00</b>

## Deposit List

The Deposit List displays summarized information about a selection of deposits.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include deposits with these dates:** **Deposit date** (<Specific range>), **Start date** (01/01/2001), **End date** (12/31/2001), **Entered on date** (Include all dates), **Post date** (Include all dates)

**Include deposit numbers from** (blank) to (blank)

**Only include deposits whose amounts are greater than** (Blank)

**Include deposits from Accounts Receivable** (No), **Cash Receipts** (No), **Student Billing** (Yes)

**Create an output query of deposits** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No).

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

# Community Services Inc. Deposit List

Deposit Number	Deposit ID	System	Deposit Date	Bank Account	Description	Date Entered	Entered by	Deposit Status	Projected Receipts	Projected Deposit Total	Receipt Count	Total Deposit
1		AR	02/20/2002		Walk for Life 2002	02/20/2002	Supervisor	Open	0	\$0.00	0	\$0.00
1		CR	02/21/2002		Miscellaneous Receipts	02/21/2002	Supervisor	Open	0	\$0.00	0	\$0.00
2		AR	01/16/2003	6200422	Medicare Deposits for Ja	01/16/2003	Supervisor	Open	0	\$1,000.00	6	\$311.00
3		AR	01/16/2003	6200422	Receivables/Receipts for J	01/16/2003	Supervisor	Open	2	\$575.00	3	\$185.00
4		AR	01/16/2003	6200422	Medicaid Deposits	01/16/2003	Supervisor	Open	0	\$95.00	1	\$25.00
5		AR	01/16/2003	6200422	Receivables for February 1	01/16/2003	Supervisor	Open	0	\$1,500.00	1	\$200.00
6		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	1	\$25.00
7		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	1	\$25.00
8		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	2	\$15.00
<b>GRAND TOTALS:</b>											<b>15</b>	<b>\$786.00</b>

## Deposit Report

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

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

Include deposits with these dates: **Deposit date** (Include all dates), **Entered on date** (Include all dates), **Post date** (Include all dates)

**Include deposit numbers from** (4) to (5)

**Only include deposits whose amounts are greater than [ ]** No)

Include deposits from **Accounts Receivable** (No), **Cash Receipts** (No), **Student Billing** (Yes)

**Create and output query of deposits** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters column:** **Banks** (SB & AR)

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Deposit Report

<b>Deposit Number:</b> 2	<b>Deposit Date:</b> 01/16/2003
<i>Entered by:</i> Supervisor Community Services Inc.	<i>Bank information:</i> First Union Bank
<i>Date entered:</i> 01/16/2003	<i>Account number:</i> 6200422
<i>Description:</i> Medicare Deposits for January	<i>Routing Number:</i> 211371191
<i>Deposit status:</i> Open	
<i>Number of receipts:</i> 6	

<i>Cash:</i> \$0.00	<i>Bills:</i> \$0.00
	<i>Coins:</i> \$0.00
<i>Checks:</i> \$311.00	<i>Check Count:</i> 6
<i>Credit Card:</i> \$0.00	<i>Credit Card Count:</i> 0
<i>COD:</i> \$0.00	<i>COD Count:</i> 0
<i>EFT:</i> \$0.00	<i>EFT Count:</i> 0
<i>Other:</i> \$0.00	<i>Other Count:</i> 0
<i>Total Deposited:</i> \$311.00	

## Check

Transaction	Payment For	Check Number	Date	Amount
1	Anonymous donation	333	01/24/2003	\$25.00
4	Department of Social Services	5567	01/16/2003	\$76.00
8	Ashley Smith	9887	01/16/2003	\$75.00
11	Department of Health and Human Services	333	01/24/2003	\$50.00
13	City Youth Program	101	04/16/2003	\$50.00
14	John Williams	1001	04/16/2003	\$50.00
15	City Youth Program	200	04/16/2003	\$10.00
<i>Total for Checks:</i>				\$336.00

<b>Deposit Number:</b> 3	<b>Deposit Date:</b> 01/16/2003
<i>Entered by:</i> Supervisor Community Services Inc.	<i>Bank information:</i> First Union Bank
<i>Date entered:</i> 01/16/2003	<i>Account number:</i> 6200422
<i>Description:</i> Receivables/Receipts for January	<i>Routing Number:</i> 211371191
<i>Deposit status:</i> Open	
<i>Number of receipts:</i> 3	

# Product and Billing Item Reports

## Product and Billing Item List

The Product and Billing Item List provides a summarized list of products and billing items.

### Report Parameter

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include products and billing items with these valid dates:** Valid dates within (Include all dates)

**Include inactive products and billing items** (No)

**Show grade/amount schedule for automatic billing items** (No)

**Show pricing schedule for products** (No)

**Create an output query of product and billing items** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Columns Tab

The **Columns** tab uses the default selections for this sample report.

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No).

**Sort/Break.** **Sort by** (ID), **Order by** (Ascending), **Page break on each new ID** (No)

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc.

### Product and Billing Item List

Type	ID	Description	Extended Amount	Status	Valid from	Valid to
Auto: Single Amount and Schedule	ACTIVITY	Activity Fee	\$100.00	Active	07/01/2005	06/30/2006
Advance Deposit	ADV DEP	Advance Deposit	\$250.00	Active	04/01/2005	06/30/2006
Financial Aid	AID 10 PAY	Financial Aid - Ten Payment P	\$0.00	Active	07/01/2005	06/30/2006
Financial Aid	AID ANNUAL	Financial Aid - Annual	\$0.00	Active	07/01/2005	06/30/2006
Financial Aid	AID SEMI	Financial Aid - Semi Annual P	\$0.00	Active	07/01/2005	06/30/2006
Flat Rate	BOOKS	Book Store Charges	\$0.00	Active	07/01/2005	06/30/2006
Flat Rate	FIELD TRIP	Field Trip	\$25.00	Active		
Finance Charge	FINANCE CHG	Finance Charge		Active	07/01/2005	06/30/2006
Auto: Vary Amount By Grade	GRAD	Graduation Fee	\$0.00	Active	07/01/2005	06/30/2006
Refund	REFUND	Refund		Active	07/01/2005	06/30/2006
Sales Tax	SALES TAX	Sales Tax		Active		
Auto: Vary Amount By Grade	SENIOR TRIP	Senior Trip	\$0.00	Active	07/01/2005	06/30/2006
TRP Charge	TRP	Tuition Refund Plan		Active	07/01/2005	06/30/2006
Auto: Vary Amount By Grade	TUITION ONE PAYM	Tuition Single Payment Plan	\$0.00	Active	07/01/2005	06/30/2006
Auto: Vary Amount By Grade	TUITION TEN PAYM	Tuition - Ten Payment Plan	\$0.00	Active	07/01/2005	06/30/2006
Auto: Vary Amount By Grade	TUITION TWO PAY	Tuition Two Payment Plan	\$0.00	Active	07/01/2005	06/30/2006
Per Usage	TUTOR	Tutoring Fee	\$0.00	Active	07/01/2005	06/30/2006



## Product and Billing Item Report

The Product and Billing Item Report provides detailed information about products and billing items, such as school fees, for a date or date range you select.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include products and billing items with these valid dates:** Valid dates **within** (Include all dates)

**Include the following product and billing item information:** Pricing schedule details for products (Yes), Sales tax entity details for sales tax items (Yes), Schedules and grade distributions (No), Restrictions (No), Attributes (No), Notes (No)

**Include inactive products and billing items** (No)

**Create an output query of product and billing items** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters column:** Products and Billing Item Types, Selected Filters

**column:** (Refund Item, Advance Deposit, Financial Aid)

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Criteria** uses the default selections for this sample report.

**Detail.** **Detail** uses the default selections for this sample report.

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Product and Billing Item Report****ADV DEP****Advance Deposit**

Type:	Advance Deposit		
Status:	Active	Include in TRP calculation:	Yes
Valid dates:	04/01/2005 - 06/30/2006	Prevent schedule override:	No
Extended amount:	\$ 250.00		

**AID 10 PAY****Financial Aid - Ten Payment Plan**

Type:	Financial Aid		
Status:	Active	Include in TRP calculation:	No
Valid dates:	07/01/2005 - 06/30/2006	Prevent schedule override:	No
Extended amount:	\$ 0.00		

**AID ANNUAL****Financial Aid - Annual**

Type:	Financial Aid		
Status:	Active	Include in TRP calculation:	No
Valid dates:	07/01/2005 - 06/30/2006	Prevent schedule override:	No
Extended amount:	\$ 0.00		

**AID SEMI****Financial Aid - Semi Annual Plan**

Type:	Financial Aid		
Status:	Active	Include in TRP calculation:	No
Valid dates:	07/01/2005 - 06/30/2006	Prevent schedule override:	No
Extended amount:	\$ 0.00		

**REFUND****Refund**

Type:	Refund	Create one-time check?:	No
Status:	Active	Bank account:	
Valid dates:	07/01/2005 - 06/30/2006		

# Student/Individual/Organization Reports

## Account Balance Report

The Account Balance Report shows balances for students, individuals, and organizations for a date or date range you select.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Calculate balance as of** (Today)

**Include scheduled advance deposits with these dates:** Schedule date  
(Include all dates)

**Include scheduled financial aid with these dates:** Schedule date (Include all dates)

**Include records with:** No activity (No), A balance over (\$0.00), A credit balance (Yes), A zero balance (No)

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Color Scheme** uses the default selections for this sample report.

**Name Formats.** **Name Formats** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Account Balance Report**

<b>Transactions for</b>	<b>Balance</b>
<b>Mr. Alex Edward Andrews</b>	
Mr. Alex Edward Andrews	(\$300.00)
<b>Grand Total for Mr. Alex Edward Andrews</b>	(\$300.00)
 <b>Bruce Baldwin</b>	
Bruce Baldwin	(\$85,892.25)
Douglas Baldwin	\$26,630.75
Gregory Baldwin	\$26,630.75
Mark Baldwin	\$26,630.75
<b>Grand Total for Bruce Baldwin</b>	(\$6,000.00)
 <b>Thomas Condon</b>	
Genevieve Elizabeth Condon	\$14,537.00
Skylar Thomas Condon	\$29,743.73
Thomas Condon	(\$35,614.73)
<b>Grand Total for Thomas Condon</b>	\$8,666.00
 <b>Kevin Dugas</b>	
Kevin Dugas	\$5,916.00
<b>Grand Total for Kevin Dugas</b>	\$5,916.00
 <b>Jeffrey LaMonica</b>	
Jeffrey LaMonica	(\$2,000.00)
<b>Grand Total for Jeffrey LaMonica</b>	(\$2,000.00)
 <b>Susan LaMonica</b>	
Susan LaMonica	(\$2,000.00)
<b>Grand Total for Susan LaMonica</b>	(\$2,000.00)
 <b>David Lester</b>	
David Lester	\$12,946.45
<b>Grand Total for David Lester</b>	\$12,946.45
 <b>Adrienne Tuite</b>	
Adrienne Tuite	(\$2,000.00)
<b>Grand Total for Adrienne Tuite</b>	(\$2,000.00)
 <b>Amy Tuite</b>	
Amy Tuite	(\$2,000.00)
<b>Grand Total for Amy Tuite</b>	(\$2,000.00)
 <b>Grand total:</b>	<b>\$13,228.45</b>

## Family Directory

The Family Directory provides a list of students and relationships with address information. The report first determines the students to include in the directory and then finds the relationships for those students.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Show in** (1) column(s)

**Combine entries for each spouse pair** (Yes)

**Create an output query of students** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters** column: (Student Current Grades), **Selected Filters** column: (PK, KG, 01, 02, 03)

#### Relationships Filters Tab

**Filters** column: **Relationship types**, **Selected Filters** column: (Mother, Father, Stepmother, Stepfather)

**Filters** column: **Related Records**, **Selected Filters** column: (<All Related Records>)

#### Address Tab

The Address tab uses the default selections for this sample report.

#### Relation Address Tab

The Relation Address tab uses the default selections for this sample report.

#### Columns Tab

The Columns tab uses the default selections for this sample report.

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Sort/Break.** **Sort/Break** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes).

**Name Formats.** **Name Formats** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Family Directory

Relation Address	Student Name	Student Address	GL	Relationship
<b>Mr. and Mrs. Alex E. Andrews</b>				
12 Pebble Lane Isle of Palms, SC 29451	Samantha Rae Andrew	12 Pebble Lane Isle of Palms, SC 29451	03	Father, Stepmother
<b>Sunil Ray Atrana</b>				
1018 Clearview St. Mt Pleasant, SC 29464	Greg Stuart Atreya	1018 Clearview St. Mt Pleasant, SC 29464	KG	Father, Mother
<b>Mr. and Mrs. Greg Bronson</b>				
38 Oak Avenue Mt. Pleasant, SC 29464	Samantha Rae Andrew	12 Pebble Lane Isle of Palms, SC 29451	03	Mother
<b>Norman Douglas</b>				
65 Main Street Charleston, SC 29444	Jason Dugas	65 Main Street Charleston, SC 29444		Father
	Kevin Dugas	65 Main Street Charleston, SC 29444		
<b>Nancy LaMonica</b>				
63 Chestnut Road Charlotte, NC 20000	Susan LaMonica	63 Chestnut Road Charlotte, NC 20000		Father
	Jeffrey LaMonica	63 Chestnut Road Charlotte, NC 20000		

## Individual Profile Report

The Individual Profile Report provides detailed information about individuals set up in *Student Billing*. You select the information to include from individual records. The report is useful to quickly review crucial information about individuals without navigating through numerous records.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Show these report sections:** **Address Information** (Yes), **Addressees/Salutations** (Yes), **Relationships** (No), **Account Summary** (No), **Bill Codes** (Yes), **Default Schedule** (Yes), **Payers** (No), **Statement Recipients** (No), **Bank Information** (Yes), **Automatic Payments** (Yes), **Actions** (Yes), **Attributes** (Yes), **Media** (Yes), **Notes** (Yes), **History of Changes** (No)

**Show these details** (All checkboxes are marked.)

**Show ending balance as of** (No)

**Create an output query of individuals** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters** column (Individuals), **Selected Filters** column (Mr. Alex Edward Andrews)

#### Format Tab

**Headings.** **Heading Format:** **Align** (Right); **Print Page Number in Heading** (No)

**Criteria.** **Print these criteria on** (No)

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
Individual Profile Report****Mr. Alex Edward Andrews  
IND001**

<i>Billing status:</i>	Active	<i>Birth date:</i>	
<i>Date added:</i>	09/18/2003	<i>Age:</i>	
<i>SSN:</i>		<i>Deceased:</i>	No
<i>Nickname:</i>		<i>Birth city:</i>	
<i>Spouse:</i>	Mrs. Margaret Anne Andrews	<i>Birth state:</i>	
		<i>Birth country:</i>	
<i>Gender:</i>	Male	<i>Credit limit of:</i>	
<i>Religion:</i>	Baptist	<i>Assess finance charges:</i>	No
<i>Ethnicity:</i>	White (not Hispanic origin)	<i>Send dunning letter:</i>	No
<i>Citizenship:</i>	United States	<i>Statement code:</i>	
<i>Church affiliation:</i>	First Baptist Church	<i>Discount:</i>	
<i>First language:</i>	English	<i>Interfund set:</i>	
<i>Spoken at home:</i>	English	<i>User name:</i>	
<i>Years in US:</i>		<i>Password:</i>	
<i>Height:</i>		<i>Include this individual in TRP:</i>	No
<i>Weight:</i>		<i>TRP paid:</i>	No
<i>Marital status:</i>		<i>Faculty/Staff:</i>	No
<i>Maiden name:</i>		<i>Current teacher:</i>	No
<i>Automatically apply new payments:</i>	No	<i>Current advisor:</i>	No
<i>Automatically apply new credits:</i>	No		

**Address Information**

<i>Address:</i>	12 Pebble Lane Isle of Palms, SC 29451	<i>Type:</i>	Home
		<i>Description:</i>	<Individual Address>
<i>Home:</i>	(843) 886-5900	<i>Primary:</i>	Yes
<i>Email:</i>	alex.andrews@hotmail.org	<i>Valid From:</i>	
		<i>Valid To:</i>	

**Addressees/Salutations**

*Primary addressee:* Mr. and Mrs. Alex E. Andrews  
*Primary salutation:* Mr. and Mrs. Andrews



## Organization Profile Report

The Organization Profile Report provides detailed information about organizations set up in *Student Billing*. You select the information to include from organization records. The report is useful to quickly review crucial information about organizations without navigating through numerous records.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Show these report sections:** **Address Information** (Yes), **Relationships** (Yes), **Account Summary** (Yes), **Bill Codes** (Yes), **Default Schedule** (Yes), **Payers** (Yes), **Statement Recipients** (No), **Bank Information** (Yes), **Automatic Payments** (Yes), **Actions** (Yes), **Attributes** (Yes), **Media** (yes), **Notes** (Yes), **History of Changes** (No)

**Show ending balance as of** uses the default selections for this sample report.

**Show year-to-date information as** (This fiscal year)

**Create an output query of organizations** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters** column: **Organizations**, **Selected Filters** column: (Lincoln Middle School)

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Organization Profile Report

### Lincoln Middle School ORG03

<i>Billing status:</i> Active <i>Date added:</i> 01/23/2004 <i>CFDA#:</i>  <i>Classification:</i> School <i>Type:</i> Middle School <i>Industry:</i> <i>Automatically apply new payments:</i> No <i>Automatically apply new credits:</i> No	<i>Credit limit of:</i> <i>Assess finance charges:</i> No <i>Send dunning letter:</i> No <i>Statement code:</i> <i>Discount:</i> <i>Interfund set:</i> <i>User name:</i> <i>Password:</i> <i>Include this organization in TRP:</i> No <i>TRP paid:</i> No
---	--

### Address Information

*Address:* 4333 Holly Hill Lane  
Charleston, SC 29407

*Business:* (843) 555-1998

*Descr*  
*Pr*  
*Valid*  
*Va*

### Relationships

Name	Relationship	Reciprocal	Position	Print?
Delores Peterson	Contact		Vice Principal	No

### Account Summary

<i>Last payment amount:</i> \$ 0.00 <i>Last payment date:</i> 02/09/10203 <i>Last statement date:</i> <i>Last charge date:</i>  <i>Final balance:</i> \$ 0.00 <i>Available credit:</i> \$ 0.00	<i>Last finance charge:</i> \$ 0.00 <i>Finance charge year-to-date:</i> \$ 0.00 <i>Last late charge:</i> \$ 0.00 <i>Late charge year-to-date:</i> \$ 0.00  <i>Advance deposits charged:</i> \$ 0.00 <i>Advance deposits received:</i> \$ 0.00 <i>Advance deposits generated:</i> \$ 0.00 <i>Advance deposits scheduled balance:</i> \$ 0.00
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### Payers

Payer	Payer ID	Relationship	Percent P
Lincoln Middle School	ORG03	N/A	100.00%

## Payment Responsibility Report

The payment responsibility report provides payment responsibility and groups the information by payer or recipient.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Report by** (Recipient)

**Display separate page for each** (No)

**Include payer exceptions** (Yes)

**Include relationship information** (No)

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters** column: **Records**, **Selected Filters** column: (Students, Grade 12),  
**Selected Filters** column: **Record Types** (Student)

#### Format Tab

**Headings.** **Title** (Payment Responsibility Report), **Subtitle** (12th Grades)

**Criteria.** **Criteria** uses the default selections for this sample report.

**Detail.** **Detail** uses the default selections for this sample report.

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

**Name Formats.** **Name Formats** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution*

**Community Services Inc.**  
**Payment Responsibility Report**  
12th Grades

Recipient	User ID	Billing Status	Current Grade	Payer	Responsible for Paying
Carla Elaine Hassell	0009	Active	12	Carla Elaine Hassell	100.00%
Cindy Powers	0006	Active	12	Cindy Powers	100.00%
Daryl Albert Ships	STU008	Active	12	Daryl Albert Ships	100.00%
Greg Jacobson	0003	Active	12	Greg Jacobson	100.00%
Janet Kirkwood	0007	Active	12	Janet Kirkwood	100.00%
Janet Mai	STU015	Active	12	Janet Mai	100.00%
Kerry Ann Pringle	STU009	Active	12	Kerry Ann Pringle	100.00%
Linda Kay Queen	STU011	Active	12	Linda Kay Queen	100.00%
Lisa Green	STU016	Active	12	Lisa Green	100.00%
Marsha Palmer	0008	Active	12	Marsha Palmer	100.00%
Monique Karin Brede	STU014	Active	12	Monique Karin Brede	100.00%
Patricia Ann Garrett	STU013	Active	12	Patricia Ann Garrett	100.00%
Scott Putter	STU027	Active	12	Scott Putter	100.00%
Sean Thomas McTeer Jr	STU010	Active	12	Sean Thomas McTeer Jr	100.00%
Shirley Ann Ruthe	STU012	Active	12	Shirley Ann Ruthe	100.00%

## Record Statistics Report

The Record Statistics Report lists students, individuals, or organizations by criteria you select.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Show information for** Only **Grade** is marked.

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters** column: **Record Types**, **Selected Filters** column: (Student)

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Record Statistics Report

Category: Grade	Student Records	Percent of Total
01 - First Grade	9	3.64 %
02 - Second Grade	8	3.24 %
03 - Third Grade	8	3.24 %
04 - Fourth Grade	4	1.62 %
05 - Fifth Grade	50	20.24 %
06 - Sixth Grade	18	7.29 %
07 - Seventh Grade	14	5.67 %
08 - Eighth Grade	36	14.57 %
09 - Ninth Grade	47	19.03 %
10 - Tenth Grade	15	6.07 %
11 - Eleventh Grade	14	5.67 %
12 - Twelfth Grade	15	6.07 %
99 - Graduated	2	0.81 %
PK - Prekindergarten	7	2.83 %
<b>Total:</b>	<b>247</b>	<b>100.00 %</b>

## Student Profile Report

The Student Profile Report provides detailed information about students in *Student Billing*. You select the information to include. The report is useful for quickly reviewing crucial information about students without navigating through numerous records.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Show these report sections:** **Address Information** (No), **Addressees/Salutations** (No), **Relationships** (No), **Enrollments** (No), **Student Progression** (No), **Account Summary** (No), **Bill Codes** (Yes), **Financial Aid** (Yes), **Default Schedule** (Yes), **Payers** (No), **Statement Recipients** (No), **Bank Information** (Yes), **Automatic Payments** (Yes), **Actions** (No), **Attributes** (No), **Media** (No), **Notes** (No), **History of Changes** (No)

**Show ending balance as of** uses the default selections for this sample report.

**Create an output query of organizations** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters** column: **Students**, **Selected Filters** column: (Michael Richard Andrews)

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print criteria on** (No).

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Student Profile Report

### Michael Richard Andrews STU002

<i>Billing status:</i> Active <i>Date added:</i> 09/18/2003 <i>SSN:</i> 222-22-2222 <i>Nickname:</i> Mike  <i>Gender:</i> Male <i>Religion:</i> Baptist <i>Ethnicity:</i> Unknown <i>Church affiliation:</i> First Baptist Church <i>Citizenship:</i> United States <i>First language:</i> English <i>Spoken at home:</i> English <i>Years in US:</i> <i>Height:</i> <i>Weight:</i>	<i>Current grade:</i> Eleventh Grade <i>Advisor:</i> Mrs. Martha D Rivers <i>Homeroom teacher:</i> Mrs. Martha D Rivers <i>Homeroom:</i>  <i>Birthdate:</i> 10/16/1986 <i>Age:</i> 18 <i>Birth city:</i> Charleston <i>Birth state:</i> SC <i>Birth country:</i> United States <i>Auto apply payments:</i> No <i>Auto apply credits:</i> No	<i>Credit limit of:</i> <i>Assess finance charges:</i> No  <i>Send dunning letter:</i> No <i>Include this student in TRP:</i> No  <i>TRP payment status:</i> No  <i>Statement code:</i> <i>Discount:</i> <i>Interfund set:</i>  <i>User name:</i>  <i>Password:</i>
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### Bill Codes

BillCode	Description	Start Date	End Date
10	Ten Payment Plan		

### Financial Aid

<i>Academic Year:</i> 2004-2005 <i>Form sent:</i> Yes <i>Form sent on:</i> 07/12/2004 <i>Family income:</i> \$ 70,000.00 <i>Adjusted family income:</i> <i>Cost of attendance:</i> <i>Letter:</i>	<i>Financial aid desired:</i> Yes <i>Form received:</i> Yes <i>Form received on:</i> 08/01/2004  <i>Reported family contribution:</i> <i>Expected family contribution:</i> \$ 8,500.00 <i>Total annual qualification:</i> \$ 4,000.00  <i>Letter sent:</i> No <i>Letter sent on:</i>
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Category	Type	Date Qualified	Amount Qualified	Date Granted	Amount Granted	Accepted
Grant	Headmaster's Award	08/15/2004	\$ 2,500.00			No



# Transaction Reports

## Account Activity Report

The Account Activity Report lists transactions for payers and recipients for a date or date range you select. It is a versatile report you can use to report on activity generated by students, individuals, and organizations who pay tuition and other fees. You can run the report for charges for which payers are responsible, who generated the charges, scheduled yet ungenerated activity, or only billing items.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include** (Billing items only)

**Transaction date** (Include all dates)

**Include records with:** No activity (No), A balance over \$0.00 (Yes), A credit balance (Yes), A zero balance (No)

**Display a summary balance for transactions before** [ ] (No)

**Show account balance as** (Today)

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print criteria on** (No).

**Detail.** **Report by** (Payer), **Report in** (Detail) and (Do not show) recipient details; **Show** (Payment comment); **Show credits/payments with their associated charges** (No)

**Sort/Break.** **Sort/Break** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Color Scheme** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Account Activity Report

Transactions for	Current Grade	Transaction Date	Transaction Type	Transaction ID	Item	Description	Amount
Thomas Condon							
	99	02/18/2002		13	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,500.00
	99	03/31/2001		31	ADV DEP		(\$250.00)
	07	02/18/2002		107	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,790.00
	07	02/18/2002		12	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,500.00
	07	02/19/2002		175	TRP	Tuition Refund Plan	\$363.50
	07	03/31/2001		31	ADV DEP		(\$250.00)
Total for Thomas Condon							\$43,653.50
Balance for Thomas Condon							\$8,666.00
Kevin Dugas							
	02	02/18/2002		106	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,790.00
	02	02/18/2002		11	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,500.00
	02	02/19/2002		168	TRP	Tuition Refund Plan	\$363.50
	02	03/31/2001		41	ADV DEP		(\$250.00)
Total for Kevin Dugas							\$29,403.50
Balance for Kevin Dugas							\$5,916.00
David Lester							
	99	02/18/2002		103	TUITION ANNUAL	Tuition - Annual	\$14,280.00
	99	07/01/2001		132	AID ANNUAL	Financial Aid - Annual	(\$2,000.00)
	99	02/19/2002		176	TRP	Tuition Refund Plan	\$350.75
	99	03/31/2001		36	ADV DEP		(\$250.00)
	99	02/18/2002		4	TUITION ANNUAL	Tuition - Annual	\$14,000.00
Total for David Lester							\$26,380.75
Balance for David Lester							\$14,946.45

Total charges: \$0.00

Total credits: \$0.00

Total payments: \$0.00

**Grand Total: \$0.00**

## Account Distribution Report

The Account Distribution Report lists debit and credit amounts, created by *Student Billing* transactions and adjustments, for accounts.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Report format:** (Summary)

**Include transaction with these dates:** **Transaction date** (Include all dates), **Post date** (Include all dates)

**Include adjustment transactions** (No)

**Include miscellaneous entries** (Yes)

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Grand Totals.** **Grand Totals** uses the default selections for this sample report.

**Sort.** **Sort by** (Account Number), **Order by** (Ascending)

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Color Scheme** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Account Distribution Report

01-1040-00	Student Billing Cash	\$345,871.59	\$399,692.59
01-1200-00	Tuition Receivable	\$500,459.84	\$346,746.59
01-2500-00	Advance Deposits Payable	\$0.00	\$9,969.11
01-4050-00	Tuition Revenue	\$25.00	\$70,200.00
01-4050-04	Tuition Revenue	\$0.00	\$415,080.00
01-4900-04	Miscellaneous Income	\$0.00	\$9,160.73

### GRAND TOTALS

<b>Asset Account Totals:</b>	<b>\$846,331.43</b>	<b>\$746,439.18</b>
<b>Liability Account Totals:</b>	<b>\$0.00</b>	<b>\$9,969.11</b>
<b>Net Assets Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Revenue Account Totals:</b>	<b>\$25.00</b>	<b>\$494,440.73</b>
<b>Expense Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Gift Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Transfer Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Gain Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Loss Account Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>

Total of 6 account(s) listed

## Advance Deposit Report

The Advance Deposit Report lists students, individuals, and organizations who have advance deposit schedules. The report shows detailed information, such as the total amount for the advance deposit, the amount generated, and the remaining amount to be scheduled. You can run the report to see information by payers or payees. Advance deposits are similar to charges in that you can apply payments to them.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include advance deposits with these dates:** **Transaction dates** (Include all dates), **Payment dates** (Include all dates), **Scheduled dates** (Include all dates), **Due dates** (Include all dates)

**Include advance deposits that are:** **Fully generated** (Yes), **Partially generated** (Yes), **Ungenerated** (Yes), **Fully funded** (Yes), **Partially funded** (Yes), **Unfunded** (Yes)

**Report by** (Advance Deposit For)

**Include advance deposit notes** (No)

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Columns Tab

The **Columns** tab uses the default selections for this sample report.

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Criteria** uses the default selections for this sample report.

**Sort/Break.** **Sort/Break** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (No)

**Name Formats.** **Name Formats** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Advance Deposit Report

Report name: Advance Deposit Report  
 Include all transaction dates  
 Include all payment dates  
 Include all scheduled dates  
 Include all due dates  
 Include fully generated schedules  
 Include partially generated schedules  
 Include ungenerated schedules  
 Include fully Funded schedules  
 Include partially Funded schedules  
 Include unFunded schedules  
 Report by: Advance Deposit For  
 Do not include schedule notes  
 Include all Records  
 Include all Record Types  
 Include all Student Attributes  
 Include all Individual Attributes  
 Include all Organization Attributes  
 Include all Payers  
 Include all Advance Deposit Billing Items  
 Include all Advance Deposit Attributes

Advance Deposit For	Current Grade	Billing Item	Transaction Date	Total	Generated	Scheduled
Bruce Baldwin		ADV DEP	03/31/2001	\$375.00	\$0.00	\$375.00
Sharon Baldwin		ADV DEP	03/31/2001	\$375.00	\$0.00	\$375.00
Jane Beisel		ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Thomas Beisel		ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Monique Karin Brede	Twelfth Grade	ADV DEP	04/01/2005	\$250.00	\$0.00	\$250.00
Thomas Condon		ADV DEP	03/31/2001	\$500.00	\$0.00	\$500.00
Jason Dugas	First Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Kathleen E. Dugas	Sixth Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Kevin Dugas	Second Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Jeffrey LaMonica	Third Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Susan LaMonica	Second Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
David Lester	Graduated	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Shannon McCoy		ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
James Middleton		ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Adrienne Tuite	Eleventh Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Amy Tuite	Tenth Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
<b>Grand Totals:</b>				<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>

## EFT Report

The EFT Report provides a detailed view of any EFT files created from *Student Billing*. You can use this report to review and archive EFT transactions for your school.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Select an EFT file name:** EFT file name (C:\Files\Payments.ach)

**This EFT File Was Created Using [ ] Logon Cards**

**This EFT file was created with a carriage return/line feed (Yes)**

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria** (No)

**Sort/Break.** **Sort/Break** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.  
EFT Report**

File name: C:\Files\eft\_prenote.ach

Transmitted to: FIRST UNION BANK

<u>Payer</u>	<u>ID Number</u>	<u>Routing Number</u>	<u>Account Type</u>	<u>Account Number</u>	<u>Amount</u>
COMMUNITY SERVICES INC	11-2617163	12345678-0	Checking	6200422	\$452.99
<b>GRAND TOTAL:</b>					<b>\$452.99</b>

  

<u>Payee</u>	<u>ID Number</u>	<u>Routing Number</u>	<u>Account Type</u>	<u>Account Number</u>	<u>Amount</u>
ABERNETHY, MARY JANE	IND005	25327849-8	Checking	1207063867	\$123.54
PARKER, GEORGE	IND084	05311040-0	Savings	6530214007	\$329.45

EFT amount: \$ 452.99  
Hash number (system generated): 0042984567  
Total EFT records: 1  
EFT file date: 04/28/2005



## Financial Aid Schedule Detail Report

The Financial Aid Schedule Detail Report displays financial aid information for students who requested financial aid within a selected academic year. Financial aid schedules can appear on organization, individual, and student records; only student records can have financial aid applications.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include financial aid for these dates:** Transaction dates (Include all dates)

**Include financial aid schedules that are:** Fully generated (Yes), Partially generated (Yes), Ungenerated (Yes)

**Report by** (Financial Aid For)

**Include financial aid schedule notes** (No)

**Include financial aid schedule qualification information** (Yes)

**Create an output query of [ ]** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Columns Tab

The **Columns** tab uses the default selections for this sample report.

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Sort/Break.** **Sort by** (Current Grade), **Order by** (Descending), **Break?** (No); **Sort by** (Transaction Date), **Order by** (Ascending), **Break?** (No)

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (No)

**Name Formats.** **Name Formats** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Financial Aid Schedule Detail Report

<b>Financial Aid For</b>	<b>Current Grade</b>	<b>Transaction Date</b>	<b>Total</b>	<b>Generated</b>	<b>Scheduled</b>
David Lester	99	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Adrienne Tuite	11	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Michael Richard Andrews	11	07/01/2005	\$1,000.00	Financial Aid - Ten Payment Plan	AID 10 PAY
Amy Tuite	10	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Mark Baldwin	09	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Gregory Baldwin	06	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Douglas Baldwin	04	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Jeffrey LaMonica	03	07/01/2001	\$1,000.00	Financial Aid - Ten Payment Plan	AID 10 PAY
Susan LaMonica	02	07/01/2001	\$1,000.00	Financial Aid - Ten Payment Plan	AID 10 PAY
Samantha Rae Andrews	02	07/01/2005	\$1,000.00	Financial Aid - Ten Payment Plan	AID 10 PAY

**Grand Totals:** 10,000.00

## Financial Aid Schedule Summary Report

The Financial Aid Schedule Summary Report provides an overview of students receiving financial aid at your school. With this report, you can analyze trends in applications and billing information for financial aid. Financial aid schedules can appear on organization, individual, and student records; only student records can have financial aid applications.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include financial aid for these dates:** Transaction date (Include all dates)

**Include financial aid schedules that are:** Fully generated (Yes), Partially generated (Yes), Ungenerated (Yes)

**Group by** (Financial Aid For), **Sort** (Ascending)

**Analyze by** (<None>)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** Headings uses the default selections for this sample report.

**Criteria.** Print these criteria on (No)

**Page Footer.** Page Footer uses the default selections for this sample report.

**Report Footer.** Report Footer uses the default selections for this sample report.

**Miscellaneous.** Miscellaneous uses the default selections for this sample report.

**Color Scheme.** Apply a Color Scheme (Yes)

**Name Formats.** Name Formats uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

**Community Services Inc.**  
**Financial Aid Schedule Summary Report**

Financial Aid For	# Records	Total	Generated	Scheduled
Michael Richard Andrews	1	\$1,000.00	\$0.00	\$1,000.00
Samantha Rae Andrews	1	\$1,000.00	\$0.00	\$1,000.00
Douglas Baldwin	1	\$1,000.00	\$0.00	\$1,000.00
Gregory Baldwin	1	\$1,000.00	\$0.00	\$1,000.00
Mark Baldwin	1	\$1,000.00	\$0.00	\$1,000.00
Jeffrey LaMonica	1	\$1,000.00	\$0.00	\$1,000.00
Susan LaMonica	1	\$1,000.00	\$0.00	\$1,000.00
David Lester	1	\$1,000.00	\$0.00	\$1,000.00
Adrienne Tuite	1	\$1,000.00	\$0.00	\$1,000.00
Amy Tuite	1	\$1,000.00	\$0.00	\$1,000.00

## Project Distribution Report

Use the Project Distribution Report to list debit and credit amounts created by transactions and adjustments in *Student Billing* for projects.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Report format:** (Detail)

**Include transactions with these dates:** **Transaction date** (This calendar year), **Post date** (Include all dates)

**Include adjustment transactions** (No)

**Include miscellaneous entries** (Yes)

**Create an output query of [ ]** (No)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Grand Totals.** **Grand Totals** uses the default selections for this sample report.

**Sort/Break.** **Sort by** (Project ID), **Order by** (Ascending), **Break?** (Yes);  
**Sort by** (Fiscal Period), **Order by** (Ascending), **Break?** (Yes)

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Project Distribution Report

Transacti Date	SB Trans. Number	Transaction Type	GL Trans. Number	Name	Journal Reference	Post Status	Post Date	Debit	Credit
<b>9999, None</b>									
<b>Period 7</b>									
07/01/2005	1	Credit		Gregory Baldwin	Unposted Student Billing C	Not yet posted	07/01/2005	\$25.00	\$0.00
07/01/2005	195	Charge		Michael Richard Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	196	Charge		Jennifer Lynn Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	197	Charge		Greg Stuart Atreya	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	198	Charge		Terry L Appleby	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	199	Charge		Samantha Rae Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	200	Charge		Drew Ash Abernethy	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	201	Charge		Ellis Armstrong	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	202	Charge		Jennifer Bailey	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	203	Charge		Hunter Adams	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	204	Charge		Douglas Baldwin	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	205	Charge		Gregory Baldwin	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	206	Charge		Mark Baldwin	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	207	Charge		Michael Richard Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$1,600.00
07/01/2005	208	Charge		Jennifer Lynn Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$1,300.00
07/01/2005	209	Charge		Samantha Rae Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$1,100.00
07/01/2005	210	Charge		Greg Stuart Atreya	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$7,500.00
07/01/2005	211	Charge		Terry L Appleby	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$15,000.00
07/01/2005	212	Charge		Jennifer Bailey	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$15,000.00
07/01/2005	213	Charge		Hunter Adams	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$12,000.00
07/01/2005	214	Charge		Drew Ash Abernethy	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$7,750.00
07/01/2005	215	Charge		Ellis Armstrong	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$7,750.00
<b>Totals for Period 7:</b>								<b>\$25.00</b>	<b>\$70,200.00</b>
<b>Period 9</b>									
09/15/2005	216	Charge		Michael Richard Andrews	Unposted Student Billing C	Not yet posted	09/15/2005	\$0.00	\$275.00
09/30/2005	217	Charge		Michael Richard Andrews	Unposted Student Billing C	Not yet posted	09/30/2005	\$0.00	\$128.80
09/15/2005	218	Charge		Samantha Rae Andrews	Unposted Student Billing C	Not yet posted	09/15/2005	\$0.00	\$35.00
09/15/2005	219	Charge		Douglas Baldwin	Unposted Student Billing C	Not yet posted	09/15/2005	\$0.00	\$300.00
<b>Totals for Period 9:</b>								<b>\$0.00</b>	<b>\$738.80</b>
<b>Totals for 9999, None:</b>								<b>\$25.00</b>	<b>\$70,938.80</b>
<b>Grand</b>								<b>\$25.00</b>	<b>\$70,938.80</b>
<i>A total of 26 transaction(s) listed</i>									

## Sales Tax Report

The Sales Tax Report provides detailed or summarized information about sales tax transactions. You can use this report for auditing purposes, showing the source and destination of sales taxes.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Report format:** (Summary); **Show GL distribution for each sales tax entity** (Yes)

**Include these dates:** **Transaction date** (Include all dates), **Post date** (Include all dates)

**Create an output query of [ ]** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Sort/Break.** **Sort/Break** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

**Name Formats.** **Name Formats** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Sales Tax Report

GL Account	Description	Net DR	Net CR	Net Activity
<b>Charleston County</b>				
01-2600-00	Sales Tax Liability	\$0.00	\$0.53	\$0.53
	<i>Total for Charleston County</i>	<i>\$0.00</i>	<i>\$0.53</i>	<i>\$0.53</i>
<b>South Carolina</b>				
01-2600-00	Sales Tax Liability	\$0.00	\$2.64	\$2.64
	<i>Total for South Carolina</i>	<i>\$0.00</i>	<i>\$2.64</i>	<i>\$2.64</i>
<b>Grand Total:</b>		<b>\$0.00</b>	<b>\$3.17</b>	<b>\$3.17</b>



## Transaction List

The Transaction List report provides a list of transactions for selected students, individuals, or organizations over a selected period of time.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include these transactions with these dates:** **Transaction date** (Include all dates), **Due date** (Include all dates), **Post date** (Include all dates)

**Include these transaction types:** **Charges** (Yes), **Credits** (Yes), **Payments** (Yes), **Refunds** (Yes)

**Only include finance and late charge transactions** (No)

**Only include transactions with an amount greater than** (\$10,000.00)

**Create an output query of [ ]** (No)

**Report orientation** (Landscape)

#### Filters Tab

**Filters** column: **Post Statuses**, **Selected Filters** column: (Posted)

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Grand Totals.** **Grand Totals** uses the default selections for this sample report.

**Sort/Break.** **Sort by** (Current Grade), **Order by** (Ascending), **Break?** (No)

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

**Name Formats.** **Name Formats** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Transaction List

Activity For	Transaction Date	Post Status	Post Date	Type	Transaction ID	Product/Item	Description	Transaction Amount
Bruce Baldwin	07/28/2000	Posted	07/28/2000	PY	1			(\$42,000.00)
Shannon McCoy	07/28/2000	Posted	07/28/2000	PY	7			(\$14,000.00)
James Middleton	07/28/2000	Posted	07/28/2000	PY	8			(\$14,000.00)
Thomas Condon	03/31/2001	Posted	03/31/2001	PY	45			(\$11,774.00)
Bruce Baldwin	07/25/2001	Posted	07/25/2001	PY	52			(\$42,840.00)
Shannon McCoy	07/25/2001	Posted	07/25/2001	PY	61			(\$14,305.00)
James Middleton	07/25/2001	Posted	07/25/2001	PY	62			(\$10,305.00)
Jason Dugas	07/28/2000	Posted	07/28/2000	PY	5			(\$14,000.00)
Jason Dugas	07/01/2000	Posted	07/01/2000	CH	18	TUITION ANNU/	Tuition - Annual	\$14,000.00
Jason Dugas	07/01/2001	Posted	07/01/2001	CH	113	TUITION ANNU/	Tuition - Annual	\$14,280.00
Jason Dugas	07/25/2001	Posted	07/25/2001	PY	57			(\$14,405.00)
Kevin Dugas	07/25/2001	Posted	07/25/2001	PY	59			(\$11,418.50)
Douglas Baldwin	07/01/2000	Posted	07/01/2000	CH	14	TUITION ANNU/	Tuition - Annual	\$14,000.00
Douglas Baldwin	07/01/2001	Posted	07/01/2001	CH	109	TUITION ANNU/	Tuition - Annual	\$14,280.00
Kathleen E. Duga	07/28/2000	Posted	07/28/2000	PY	6			(\$14,000.00)
Gregory Baldwin	07/01/2000	Posted	07/01/2000	CH	15	TUITION ANNU/	Tuition - Annual	\$14,000.00
Gregory Baldwin	07/01/2001	Posted	07/01/2001	CH	110	TUITION ANNU/	Tuition - Annual	\$14,280.00
Kathleen E. Duga	07/01/2000	Posted	07/01/2000	CH	17	TUITION ANNU/	Tuition - Annual	\$14,000.00
Kathleen E. Duga	07/01/2001	Posted	07/01/2001	CH	112	TUITION ANNU/	Tuition - Annual	\$14,280.00
Kathleen E. Duga	07/25/2001	Posted	07/25/2001	PY	58			(\$14,380.00)
Ashley Middleton	07/01/2000	Posted	07/01/2000	CH	28	TUITION ANNU/	Tuition - Annual	\$14,000.00
Ashley Middleton	07/01/2001	Posted	07/01/2001	CH	123	TUITION ANNU/	Tuition - Annual	\$14,280.00
Clarkson Middleto	07/01/2000	Posted	07/01/2000	CH	29	TUITION ANNU/	Tuition - Annual	\$14,000.00
Clarkson Middleto	07/01/2001	Posted	07/01/2001	CH	124	TUITION ANNU/	Tuition - Annual	\$14,280.00
Mark Baldwin	07/01/2000	Posted	07/01/2000	CH	16	TUITION ANNU/	Tuition - Annual	\$14,000.00
Mark Baldwin	07/01/2001	Posted	07/01/2001	CH	111	TUITION ANNU/	Tuition - Annual	\$14,280.00
Amy Tuite	07/28/2000	Posted	07/28/2000	PY	9			(\$14,000.00)
Amy Tuite	07/25/2001	Posted	07/25/2001	PY	64			(\$14,405.00)
Amy Tuite	07/01/2000	Posted	07/01/2000	CH	21	TUITION ANNU/	Tuition - Annual	\$14,000.00
Amy Tuite	07/01/2001	Posted	07/01/2001	CH	116	TUITION ANNU/	Tuition - Annual	\$14,280.00
Adrienne Tuite	07/28/2000	Posted	07/28/2000	PY	10			(\$14,000.00)
Adrienne Tuite	07/25/2001	Posted	07/25/2001	PY	63			(\$14,350.00)
Adrienne Tuite	07/01/2000	Posted	07/01/2000	CH	22	TUITION ANNU/	Tuition - Annual	\$14,000.00
Adrienne Tuite	07/01/2001	Posted	07/01/2001	CH	117	TUITION ANNU/	Tuition - Annual	\$14,280.00
David Lester	07/01/2000	Posted	07/01/2000	CH	27	TUITION ANNU/	Tuition - Annual	\$14,000.00
David Lester	07/28/2000	Posted	07/28/2000	PY	4			(\$14,000.00)
David Lester	07/01/2001	Posted	07/01/2001	CH	122	TUITION ANNU/	Tuition - Annual	\$14,280.00
<b>Grand Totals:</b>								<b>(\$5,382.50)</b>

## Tuition Refund Plan Report

The Tuition Refund Plan Report provides information about actual and scheduled charges used to calculate tuition refund insurance premiums. The insurance carrier may require this information in order to process refunds. You can run the report with details or as a summary of charges subject to your tuition refund plan.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include transactions subject to TRP** (Actual and scheduled charges)

**Include TRP transaction with these dates:** Transaction date (This calendar year)

**Include scheduled advance deposits with these dates** (No)

**Include scheduled financial aid with these dates** (No)

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Sort.** **Sort** uses the default selections for this sample report.

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Tuition Refund Plan Report

<u>TRP Charges for</u>	<u>Charges</u>	<u>Credits</u>	<u>Total Subject to TRP</u>	<u>Calculate</u>
<b>Michael Richard Andrews</b>	\$16,503.80		\$16,503.80	
<b>Jennifer Lynn Andrews</b>	\$13,100.00		\$13,100.00	
<b>Greg Stuart Atreya</b>	\$7,600.00		\$7,600.00	
<b>Terry L Appleby</b>	\$15,100.00		\$15,100.00	
<b>Samantha Rae Andrews</b>	\$11,135.00		\$11,135.00	
<b>Drew Ash Abernethy</b>	\$15,600.00		\$15,600.00	
<b>Ellis Armstrong</b>	\$15,600.00		\$15,600.00	
<b>Jennifer Bailey</b>	\$15,100.00		\$15,100.00	
<b>Hunter Adams</b>	\$12,100.00		\$12,100.00	

## Unapplied Credit Report

The Unapplied Credit Report provides a list of students, individuals, and organizations with payments or credits not yet applied to a charge.

### Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

#### General Tab

**Include credits and payments with these dates:** **Transaction date** (Include all dates); **Post date** (Include all dates)

**Include unapplied:** **Credits** (Yes), **Payments** (Yes), **Only transactions with an unapplied amount greater than** (\$0.00)

**Include account balance as of:** (Today)

**Create an output query of records** (No)

**Report orientation** (Landscape)

#### Filters Tab

No filters selected

#### Format Tab

**Headings.** **Headings** uses the default selections for this sample report.

**Criteria.** **Print these criteria on** (No)

**Detail.** **Detail** uses the default selections for this sample report.

**Grand Totals.** **Grand Totals** uses the default selections for this sample report.

**Sort/Break.** **Sort by** (Current Grade), **Order by** (Ascending), **Break?** (Yes)

**Page Footer.** **Page Footer** uses the default selections for this sample report.

**Report Footer.** **Report Footer** uses the default selections for this sample report.

**Miscellaneous.** **Miscellaneous** uses the default selections for this sample report.

**Color Scheme.** **Apply a Color Scheme** (Yes)

**Name Formats.** **Name Formats** uses the default selections for this sample report.

*The set of parameters documented for this sample report represents a single reporting solution.*

## Community Services Inc. Unapplied Credit Report

Unapplied Credits/Payments For	Credits/Payments By	Current Grade	Transaction Date	Transaction ID	Unapplied Credits/Payments	Account Balance
<b>&lt;No current grade&gt;</b>						
Bruce Baldwin	Gregory Baldwin		07/01/2005	1	\$25.00	\$0.00
<i>Totals for &lt;No current grade&gt;:</i>					<u>\$25.00</u>	
<b>Second Grade</b>						
Susan LaMonica	Susan LaMonica	Second Grade	03/31/2001	47	\$6,031.00	\$0.00
<i>Totals for Second Grade:</i>					<u>\$6,031.00</u>	
<b>Third Grade</b>						
Jeffrey LaMonica	Jeffrey LaMonica	Third Grade	09/28/2000	19	\$4,440.00	\$0.00
<i>Totals for Third Grade:</i>					<u>\$4,440.00</u>	
<b>Sixth Grade</b>						
Kathleen E. Dugas	Kathleen E. Dugas	Sixth Grade	07/28/2000	6	\$14,000.00	\$0.00
<i>Totals for Sixth Grade:</i>					<u>\$14,000.00</u>	
<b>Seventh Grade</b>						
Skylar Thomas Condon	Thomas Condon	Seventh Grade	04/30/2001	49	\$500.00	\$0.00
<i>Totals for Seventh Grade:</i>					<u>\$500.00</u>	
<b>Tenth Grade</b>						
Amy Tuite	Amy Tuite	Tenth Grade	07/28/2000	9	\$14,000.00	\$0.00
<i>Totals for Tenth Grade:</i>					<u>\$14,000.00</u>	
<b>Eleventh Grade</b>						
Adrienne Tuite	Adrienne Tuite	Eleventh Grade	07/25/2001	63	\$14,350.00	\$0.00
<i>Totals for Eleventh Grade:</i>					<u>\$14,350.00</u>	
<b>Graduated</b>						
Genevieve Elizabeth Condon	Thomas Condon	Graduated	04/30/2001	49	\$500.00	\$0.00
<i>Totals for Graduated:</i>					<u>\$500.00</u>	
<b>GRAND TOTALS:</b>					<b>\$53,846.00</b>	<b>\$0.00</b>





































































































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