

The **Financial** EdgeTM

Reports Guide for General Ledger

101514

©2014 Blackbaud, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic, or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, without the prior written permission of Blackbaud, Inc.

The information in this manual has been carefully checked and is believed to be accurate. Blackbaud, Inc., assumes no responsibility for any inaccuracies, errors, or omissions in this manual. In no event will Blackbaud, Inc., be liable for direct, indirect, special, incidental, or consequential damages resulting from any defect or omission in this manual, even if advised of the possibility of damages.

In the interest of continuing product development, Blackbaud, Inc., reserves the right to make improvements in this manual and the products it describes at any time, without notice or obligation.

All Blackbaud product names appearing herein are trademarks or registered trademarks of Blackbaud, Inc.

All other products and company names mentioned herein are trademarks of their respective holder.

FE-ReportsGuideforGeneralLedger-101514

Contents

REPORTS BASICS	4
Basic Reporting	5
ACCOUNT REPORTS	28
Account Profile Report	29
Chart of Accounts Report	35
Chart Validation Report	43
Fund Profile Report	47
General Ledger Report	52
Trial Balance Report	60
Working Capital Schedule	67
ALLOCATION REPORTS	78
Fee Schedule Profile	79
Pool Profile Report	83
BUDGET REPORTS	90
Budget Adjustments Journal	91
Budget Adjustments Report	97
Budget Distribution Report	104
CUSTOM REPORTS	114
Creating Custom Reports	115
Editing an Export for a Custom Report	118
FINANCIAL STATEMENTS	122
Balance Sheet	123
Income Statement	132
Statement of Activities	141
Statement of Cash Flows	150
Statement of Financial Position	159
Statement of Functional Expenses	169

Custom Management Report	178
Financial Statements and GASB Report Troubleshooting	189
 GASB 34 REPORTS	 190
Statement of Net Assets - Net Assets Format	191
Statement of Net Assets Combined Balance Sheet	199
Statement of Net Assets - Schedule B	207
Statement of Activities - Standard Format	214
Statement of Activities - Schedule B	221
Statement of Revenues, Expenditures, and Changes	228
Creating a Chart Template	236
 GRANT REPORTS	 240
Grant Reimbursement Accounts Validation Report	241
Grant Analysis Report	247
Grant Budget vs. Actual Report	255
 JOURNAL AND BATCH REPORTS	 262
Batch Detail Report	263
Batch Summary Report	271
Recurring Batch Detail Report	277
Recurring Batch Summary Report	284
Transaction Journal	290
 PROJECT REPORTS	 298
Project Activity Report	299
Project Financial Statements	305
Project Budget vs. Actual Report	316
Project Detail Report	323
Project Profile Report	328
 INDEX	 336

Reports Basics



Basic Reporting	5
Accessing Reports	6
Relative Date Range Reporting	7
Manage Tags	6
Report Tabs	10
Report Categories	14
Reporting Procedures	15
Creating Reports	15
Printing Reports	22
Previewing Reports	23
Exporting Reports	24
Sending Reports as E-Mail	25

General Ledger contains many standard reports to help you quickly and easily produce and view information you need. Reports in **General Ledger** are valuable tools for evaluating your financial position, charting growth, and distributing information about progress. You can print balance sheets, income statements, trial balances, and prepare financial statements to meet FAS 117 guidelines.

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

This chapter explains the basics of reporting and includes a list of all reports available in **General Ledger**. In addition, you will find explanations for the basic tools used in *Reports* and tab functions. Reports Basics also contains procedures for creating, printing, previewing, sending as e-mail and exporting reports. Each report is described in detail in the chapter for that report category. Pivot reports are discussed in the *Pivot Reports Guide*.

Note: **General Ledger** is the primary financial transaction register that contains all balance sheet and income statement accounts. You use **General Ledger** as a central storage file for all financial transaction records, whether they are created in subsidiary programs like **Accounts Payable** or added as manual journal entry transactions directly in **General Ledger**. Project reports are available only if you have the optional module *Projects and Grants*.

In **General Ledger**, reports are divided into categories:

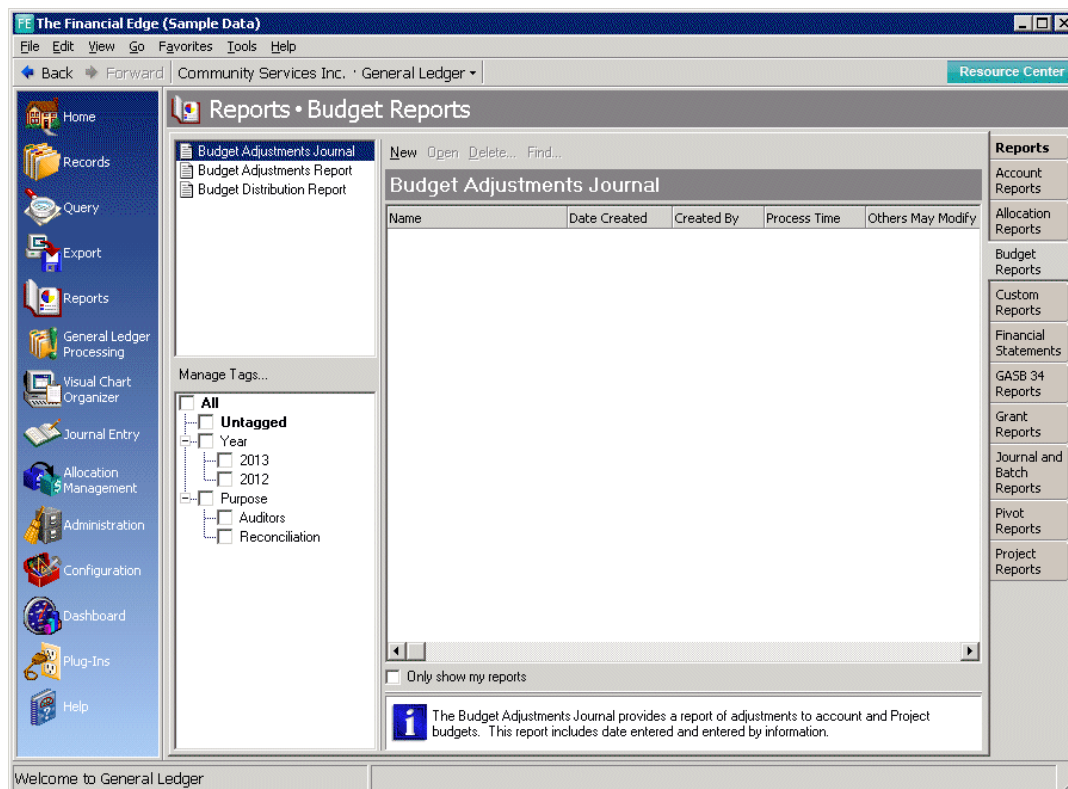
- Account Reports
- Allocation Reports
- Budget Reports
- Custom Reports
- Financial Statements
- GASB 34 Reports
- Grant Reports
- Journal and Batch Reports
- Pivot Reports
- Project Reports

Basic Reporting

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

Accessing Reports

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



Glossary: A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts. If you have the optional module *Projects and Grants*, you can also apply budget activity manually, evenly, or with a table to projects.

On the Budget Reports page, select **Budget Distribution Report** in the list on the left. If any budget distribution reports have been saved, they appear on the right of the screen. You can either open one of the saved reports or create a new report. For more information about creating or opening a budget distribution report, see the Budget Reports chapter.

Note: Any column on a report can be hidden, including the base column.

Relative Date Range Reporting

The Financial Edge now supports relative date ranges for multiple column reports. This means you can save time by creating report columns using relative dates instead of setting up reports with columns for each specific reporting period.

A relative date range is a period of time in relationship to a specified date. For example, you could define a report for the current period, and then have one column for each of the five preceeding periods. By changing the definition for one column (the base column), all the columns defined relatively will change.

The basic process for using relative date ranges is to create a column and select a date range. This column can then be used as a base column. The relative dates on a column are relative to the base column you select.

For example, let's say you want a month by month income statement. Previously, you would have to set up 12 columns. On each column you would define the date range (i.e. 2014 period 1, 2014 period 2). In this scenario, if you wanted to go back and run the report after the year-end, you would have to redefine the columns. This process is time consuming.

Now, you simply create the first column: 2014, period 1. Then, on column 2, choose "Relative range" and add one fiscal period to column 1. Copy that column and change it to add 2 periods, and proceed up to 12. Next year, instead of redefining those columns, you can copy the report, change column 1 to say 2015, period 1, and you are done.

Note: Because your columns are now interconnected by relative dates, we recommend you save whenever you add or edit a column, or after reordering columns.

You can use relative date ranges for the following General Ledger reports:

Financial Statements

- Balance Sheet
- Income Statement
- Statement of Activities
- Statement of Financial Position
- Statement of Functional Expense
- Custom Management Report

Project Reports

- Project Financial Statements

Set up a Relative Date Range

To use relative date ranges in your reporting, you select "Relative range" and define the base column on the Date Range tab. From the Columns tab, click **New Column** to access the Column <#> screen, showing the General, Date Range, and Filters tabs.

From the General tab you can name and define report columns on this tab.

On the Date Range tab, the selections you make determine date range for which balances are included on the report.

In the **Date** field, select “Relative range.”

The options on this screen will change based on your selection in the **Base column** field. The base column drop-down includes all date columns except those defined as Relative range, Include all dates, or Specific range.

When you enter the base column, consider the following:

- You cannot delete the base column if a relative date column references it.
- You cannot change the base column to a different period basis if a relative date column references it. For example, if the base column is “This fiscal year,” you cannot change it to “This month” or “This fiscal period.”
- You need to define at least one date column before setting a relative range.
- If your organization has a short fiscal year, do not use it as a base.

If your organization has a short fiscal year, we recommend the following:

- Do not use it as a base.
- Do not refer to it in a relative date range.
- Do not refer to a date range that crosses the short fiscal year.

For example, if you used fiscal years ended 6/30 until 6/30/2009 and then had a short fiscal year ended 12/31/2009 to change to a calendar year, we recommend you do not use a base year of calendar year 2014, and in a relative range column refer to 2009 (either the fiscal or short year) or before. In instances like this, we recommend you use specific date references for those columns.

Note: You cannot set relative date ranges against all dates, specific ranges, or other relative date columns.

Manage Tags

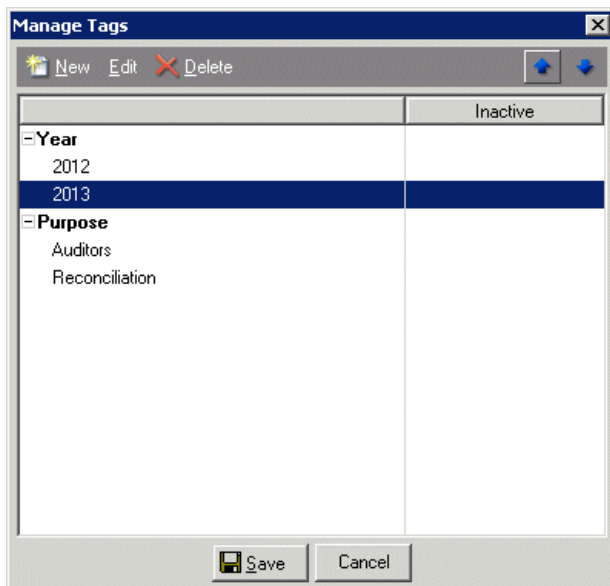
The Manage Tags feature allows you to better organize and filter your Financial Edge report parameters. For example, you can filter all of your saved report parameters by tags and categories, such as “Reconciliation” or “Fiscal Year 2012.” When you mark the checkbox to show a tag or category on a reports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

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

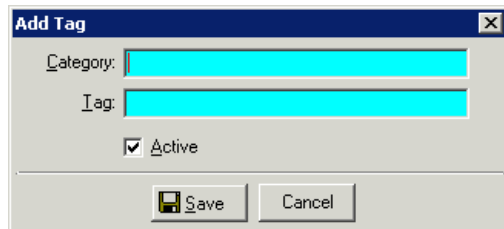
To tag a report parameter, simply right-click an existing parameter and select **Tags** from the menu. Every category and tag you have created in that module appear on the list.

► Manage report tags

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



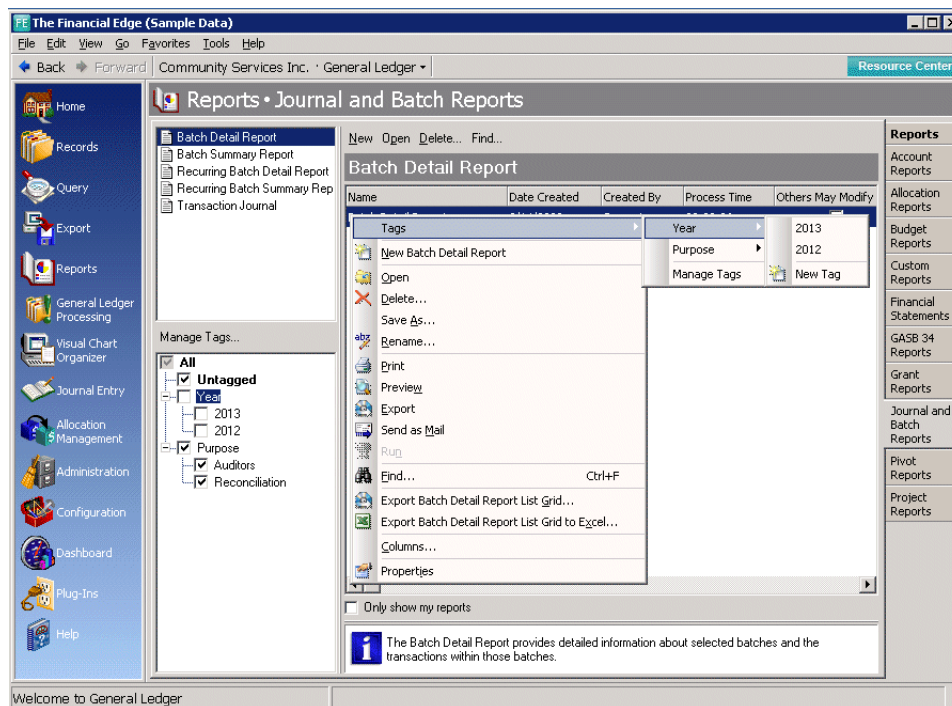
2. Select **New** to add a new tag and category. The Add Tag screen appears.



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

► Tag a report parameter

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



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

Tabs

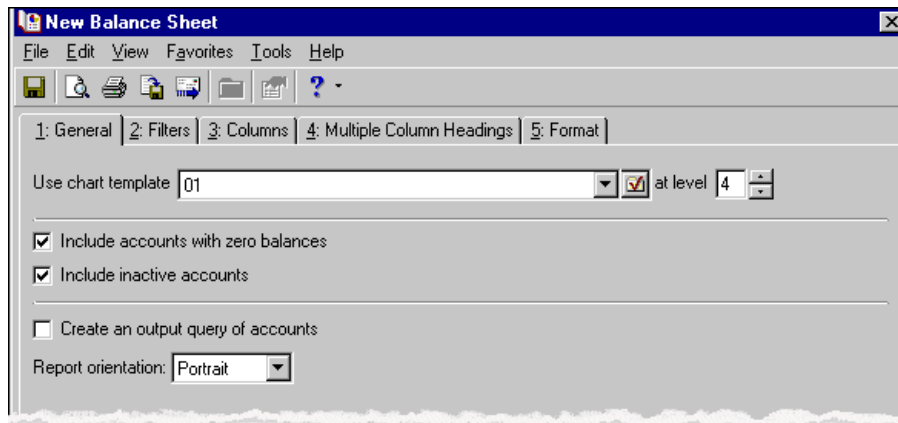
Whether you create a new report or open a saved report in **General Ledger**, a screen appears with tabs to specify how the report should look and the information included in the report. Like folders in a filing cabinet, these tabs help you select information to appear on a report. For example, the Budget Distribution Report report includes the General, Filters, and Format tabs. To navigate among a report's tabs, select a tab or use **Back** and **Next**. Once you learn to run one report, it is easy to run other reports because many of the tabs have similar features.

Reports have common tabs with similar selections. Remember that records must satisfy all parameter settings you select for the report before they are included in the report. For example, if you mark **Include accounts with zero budgets** on the General tab, this does not mean all accounts with zero budgets in the database appear on the report. A selected date range or a filter can eliminate some accounts. For more information about tabs for a specific report, see that report in its respective chapter.

Following are pictures of each tab in **General Ledger** reports. Keep in mind that options, fields, and other selections vary from report to report.

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

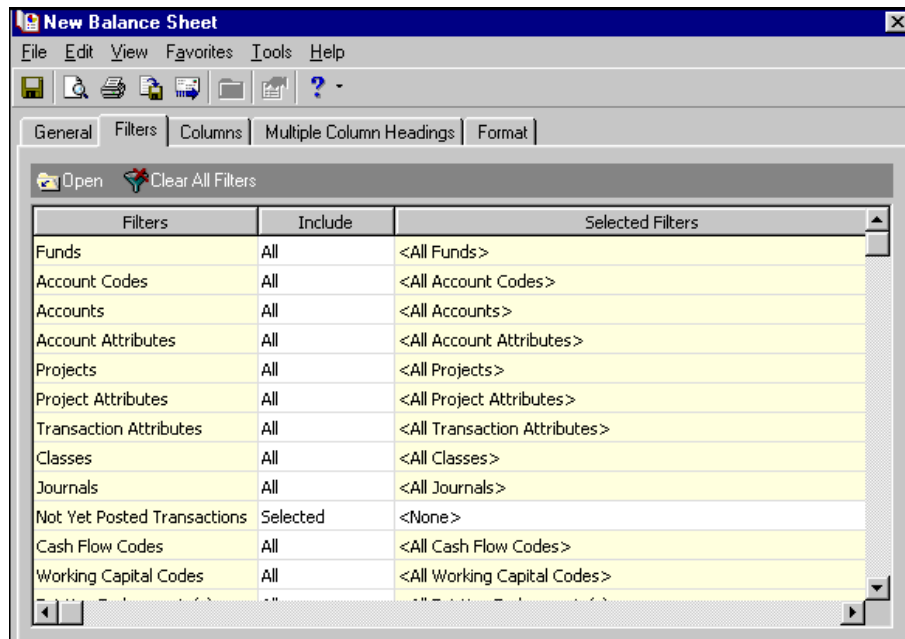
General Tab. On the General tab, you set parameters specific to the report. You can make selections for the format and information in the report. All **General Ledger** reports use the General tab.



Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab.

Filters Tab. On the Filters tab, you include records based on selected criteria such as accounts, funds, attributes, or cash flow codes. For example, to run a balance sheet and include accounts with a class code of Unrestricted Net Assets. Only accounts with a class code of Unrestricted Net Assets recorded in the **Class** field in the account record appear on the report. Accounts with other class codes, such as Temporarily Restricted Net Assets or Permanently Restricted Net Assets, do not appear on the report. All **General Ledger** reports use the Filters tab. For information about filters for a specific report, see that report in its respective chapter.

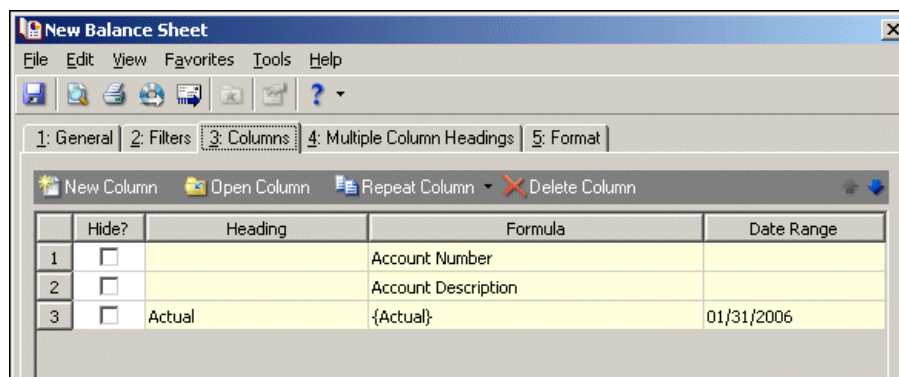
For each filter listed in the **Filters** column, specify whether to include all or selected records. When you do not want to filter records from the report using criteria listed in the **Filters** column, select All in the **Include** column. For example, for a report to list all accounts, regardless of class code, select All in the **Include** column for **Classes**. When you select All, <All Classes> appears in the **Selected Filters** column. For more information about filtering criteria, see the *Program Basics Guide*.



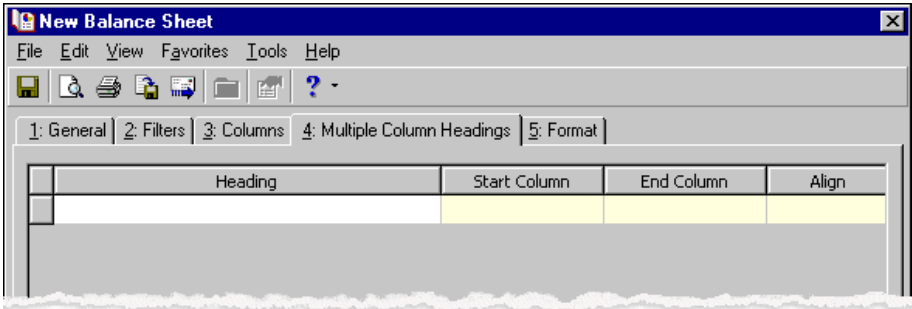
Columns Tab. On the Columns tab, you can format how columns appear on the report. You can enter a heading and specify the alignment and width of the column. You can select to show headers and totals for each column and whether to indent the column based on your chart template. Only financial statements and the Chart of Accounts and Working Capital Schedule (Account Reports) use the Columns tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

The Columns tab opens to three additional tabs: the General, Date Range, and Filters. On the Columns tab you can open existing columns, delete columns, and view the heading, formula, and dates for columns you have already created. On the General tab you name and define report columns. Selections you make on the Date Range tab determine the period or date for which balances are included on the report. On the Filters tab you can select filters that apply only to the selected columns and not the entire report. For more detailed information about the Columns tab, see the Financial Statements chapter..



Multiple Column Headings Tab. On the Multiple Column Headings tab, you can specify to have one heading cover many columns. Only financial statements and two account reports use the Multiple Column Headings tab. For more information about this tab, see the Financial Statements chapter.

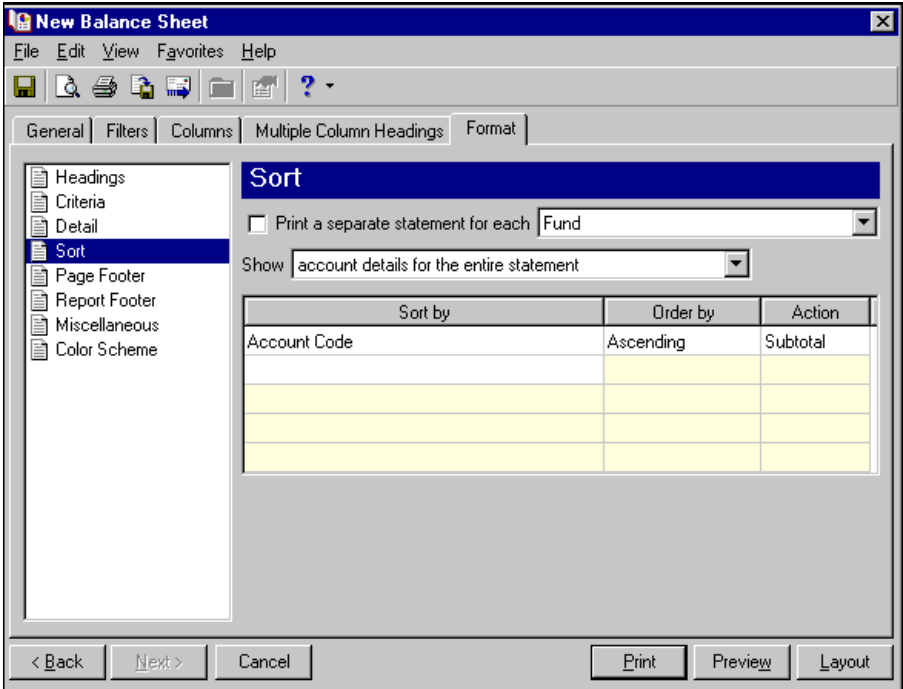


Format Tab. On the Format tab, you designate the format of the report. Settings on this tab determine the appearance of the report. You can create headings, page footers, and report footers. You can select details and the criteria used to create the report and include the criteria list with the report. On some reports you can sort or break the report according to selections you make. You can select the format for displaying monetary amounts and select colors for the report. All **General Ledger** reports use the Format tab.

The list on the left of the screen displays formatting options for the report: **Headings, Criteria, Detail, Grand Totals, Sort, Page Footer, Report Footer, Miscellaneous, and Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

For example, in a balance sheet, select **Sort**, and sort options appear on the right. To print a separate statement, mark the **Print a separate statement for each** and select from several categories, such as Fund, Expense Category (Account Attribute), or Journal. In the **Show** field, you can select from a variety of details and summary or a combination.

In the **Sort by** column, select the records to sort and the order they should appear on the report. In the **Order by** column, select Ascending or Descending order. In the Action column, select <None>, Mask, or Subtotal. For information about formatting a specific report, read about the report in its respective chapter.



Report Categories

General Ledger includes many standard reports to help you produce and view information you need quickly and easily. These reports give you information to help you stay up-to-date with every aspect of your organization. To help you locate the report you need quickly, reports are divided into categories: Account Reports, Allocation Reports, Budget Reports, Financial Statements, GASB 34 Reports, Journal and Batch Reports, Pivot Reports, and Project Reports. For more information about a specific report, see that report in its respective chapter:

Account Reports

- Account Profile Report
- Chart of Accounts Report
- Chart Validation Report
- Fund Profile Report
- General Ledger Report
- Trial Balance Report
- Working Capital Schedule

Note: Allocation reports are available only if you have the optional module *Allocation Management*.

Allocation Reports

- Fee Schedule Profile
- Pool Profile Report

Budget Reports

- Budget Adjustments Journal
- Budget Adjustments Report
- Budget Distribution Report

Financial Statements

- Balance Sheet
- Income Statement
- Statement of Activities
- Statement of Cash Flows
- Statement of Financial Position
- Statement of Functional Expenses
- Custom Management Report

GASB 34 Reports

- Statement of Activities - Schedule B
- Statement of Activities - Standard Format
- Statement of Net Assets - Net Assets Format
- Statement of Net Assets - Schedule B
- Statement of Net Assets Combined Balance Sheet
- Statement of Revenues, Expenditures, and Changes

Journal and Batch Reports

- Batch Detail Report
- Batch Summary Report

- Recurring Batch Detail Report

Note: Pivot reports are available in *The Financial Edge* only if you have Microsoft *Excel 2000* or *Excel XP*.

- Recurring Batch Summary Report
- Transaction Journal

Pivot Reports

Project Reports

- Project Activity Report

Note: Project reports are available only if you have the optional module *Projects and Grants*.

- Project Budget vs. Actual Report
- Project Detail Report
- Project Profile Report

Reporting Procedures

You can use a variety of parameters to define the output for reports in *General Ledger*. Saving these parameters also makes future reporting easier. These procedures provide instructions for creating, printing, previewing, sending as email, and exporting reports. While these procedures are written specifically for budget distribution reports, you can use these same basic steps as a model for all reporting in *General Ledger*. For specific information about tabs, fields, options, and checkboxes for a particular report, see the chapter for that category of reports.

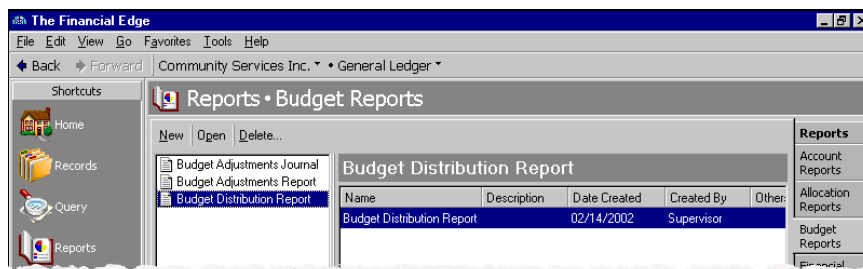
Creating Reports

Creating a report is a quick and easy process. For this procedure we focus on creating a budget distribution report.

► Creating a report in General Ledger

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

1. From the Reports page, click **Budget Reports**. The Budget Reports page appears with a list of all budget reports on the left.
2. In the list on the left, select **Budget Distribution Report**.



3. On the action bar, click **New**. The New Budget Distribution Report screen appears on the General tab.

New Budget Distribution Report

File Edit View Favorites Tools Help

General Filters Format

Show budget details for:

Scenario ID: 01 Main Budget

Include budgets in this date range:

Date: This fiscal year 07/01/2001 to 06/30/2002

Show: Account budgets

☐ Include accounts with zero budgets

☐ Include budget notes

☐ Include account notes

☐ Include percentages

Report orientation: Portrait

Note: Depending on the report you are creating, fields, options, and checkboxes on the General tab vary for each report. For General tab selections on a particular report, see the chapter for that category of reports.

4. In the **Scenario ID** field, select the budget scenario for the report to use. A description of the scenario appears in the display on the right. Budget scenario ID's are defined on the Tables tab in *Configuration*.
5. In the **Include budgets in this date range** frame, you can select a date or date range. If you select "<Specific range>", you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

For this example, select "Last week".

New Budget Distribution Report

File Edit View Favorites Tools Help

General Filters Format

Show budget details for:

Scenario ID: 01 Main Budget

Include budgets in this date range:

Date: Last week 09/02/2001 to 09/08/2001

Show: Account budgets

☐ Include accounts with zero budgets

☐ Include budget notes

☐ Include account notes

☐ Include percentages

Report orientation: Portrait

6. In the **Show** field, select a budget type. For this example, select "Project budgets" and mark **Include budget notes** and **Include percentages**.

7. In the **Report orientation** field, you can select “Portrait” or “Landscape”. For this example, select “Portrait”.

The screenshot shows the 'New Budget Distribution Report' dialog box with the 'General' tab selected. The 'Report orientation' dropdown is set to 'Portrait'.

General | Filters | Format

Show budget details for: Scenario ID: 01 Main Budget

Include budgets in this date range: Date: Last week 07/15/2001 to 07/21/2001

Show: Project budgets

☐ Include accounts with zero budgets

☒ Include budget notes

☐ Include account notes

☒ Include percentages

Report orientation: Portrait

8. Click **Next** or the Filters tab. In the **Include** column for the Funds filter, choose “Selected”.

The screenshot shows the 'New Budget Distribution Report' dialog box with the 'Filters' tab selected. The 'Funds' filter is highlighted, and the 'Include' dropdown is set to 'Selected'.

General | Filters | Format

Open Clear All Filters

Filters	Include	Selected Filters
Accounts	All	<All Accounts>
Funds	All	<All Funds>
Account Attributes	All	<All Account Attributes>
Categories	All	<All Categories>
Projects	All	<All Projects>
Project Attributes	All	<All Project Attributes>
Department Codes(s)	All	<All Department Codes(s)>

9. The Selected Funds screen appears.

The screenshot shows the 'Selected Funds' dialog box. The 'Include' dropdown is set to 'Selected'.

Selected Funds

Include: All Selected Range

Previous Filter Next Filter

Fund	Description
------	-------------

Glossary: A fund is a self-balancing set of accounts in *The Financial Edge*. Funds separate accounts into groups specific to certain activities, donor-imposed restrictions, or objectives. You must set up funds in *General Ledger 7.2* before you can enter accounts.

10. In the **Fund** column, click the binoculars. The Open screen appears. In the **Last modified by** field, select "Supervisor". For more information about using the Open screen to filter records, see the Program Basics chapter in the *Program Basics Guide*.

Find: Fund

Open Options

Find Funds that meet these criteria: ☐ Exact match only

Fund ID: Last modified by: Supervisor

Description: Last modified on: any time

Hide Filters Clear Filters Filters are not applied Find Now Open Cancel

11. Click **Find Now**. A grid appears displaying all funds meeting your requirements. Select "Fund ID 01" and click **Open** on the action bar.

Find: Fund

Open Options

Fund ID	Description
01	Balance by Net Asset ...
02	Balance by Class, Pro...
03	Balance by Class and ...
04	Balance by Class, Pro...
05	Balance by Class and ...
kg	description

Find Funds that meet these criteria:

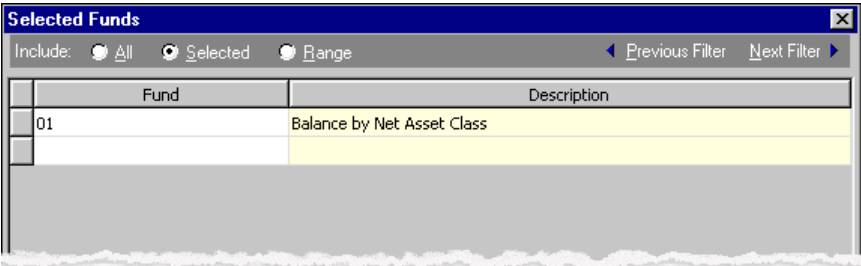
Fund ID: Last modified by: Supervisor

Description: Last modified on: any time

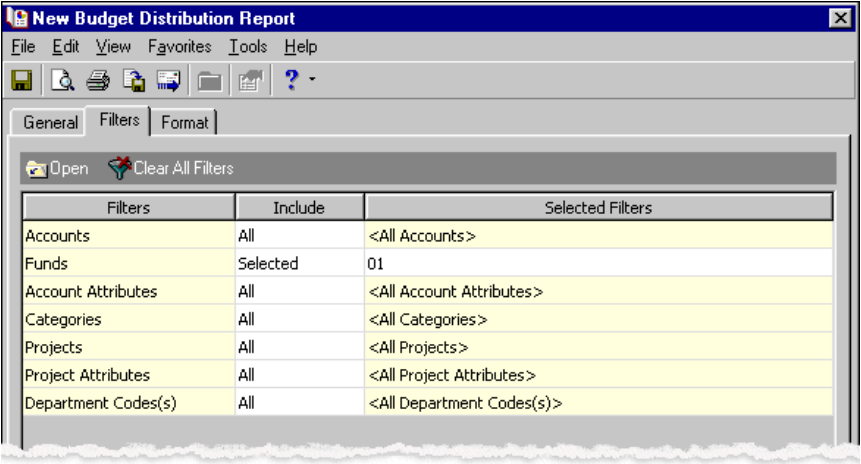
Hide Filters Clear Filters Filters are applied Find Now Open Cancel

6 records found.

12. The Selected Funds screen appears with “01” in the **Fund** column and “Balance by Net Asset Class” in the **Description** column.



13. Click **OK**. You return to the Filters tab. “01” appears in the **Selected Filters** column on the Funds row.



14. Click **Next** or select the Format tab. The options on the right side of the screen change as you highlight selections in the list on the left.
15. From the list, select **Headings**. In the **Title** field, enter “Budget Distribution Report”.

16. In the **Subtitle** field, enter “Main Budget”.

New Budget Distribution Report

File Edit View Favorites Help

General Filters Format

Headings

Heading Format:

Title: Budget Distribution Report

Subtitle: Main Budget

Align: Center

☒ Print organization name in header

☒ Print Page Number in Heading

Format: Page 1

Align: Right

☒ Print Report Date in Heading

Format: Short Date and Time

Align: Left

☒ Print report heading on each page

< Back Next > Cancel Print Preview Layout

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

17. From the list on the left, click **Sort**. The sort options appear.
18. In the **Sort by** column, select “Account Number”.
19. In the **Order by** column, select “Ascending”.

New Budget Distribution Report

File Edit View Favorites Tools Help

General Filters Format

Sort

Sort by	Category	Order by
Account Number		Ascending

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

20. Click **Preview** to preview the report on the screen. A message appears indicating the program is processing the report. The New Budget Distribution Report screen appears so you can preview the report.

04/29/2001 02:02:58 PM Lowcountry Preservation Society Budget Distribution Report Main Budget Page 1

No Projects				
DI=1000-00 - Classroom Revenue				
Fiscal Year	Name	Start Date	End Date	Budget Amount
2000-2001	10	06/15/2001	06/21/2001	3,513.55
				3,513.55
No Projects				
DI=1500-00 - Tuition Revenue				
Fiscal Year	Name	Start Date	End Date	Budget Amount
2000-2001	10	06/15/2001	06/21/2001	35,326.55
				35,326.55
No Projects				
DI=1000-00 - Summer School Revenue				
Fiscal Year	Name	Start Date	End Date	Budget Amount
2000-2001	10	06/15/2001	06/21/2001	3,512.25
				3,512.25
No Projects				
DI=1100-00 - Exchange Revenue				
Fiscal Year	Name	Start Date	End Date	Budget Amount
2000-2001	10	06/15/2001	06/21/2001	32,152.74
				32,152.74

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

21. When you finish viewing the report, close the view.
22. Click **Save** to save the new report. The Save Report as screen appears.
23. In the **Report name** field, enter "Main Budget Distribution Report".
24. In the **Description** field, enter "Includes project budgets".

Save Report as

Report name: Main Budget Distribution Report

Description: Includes project budgets

☒ Others can run this report

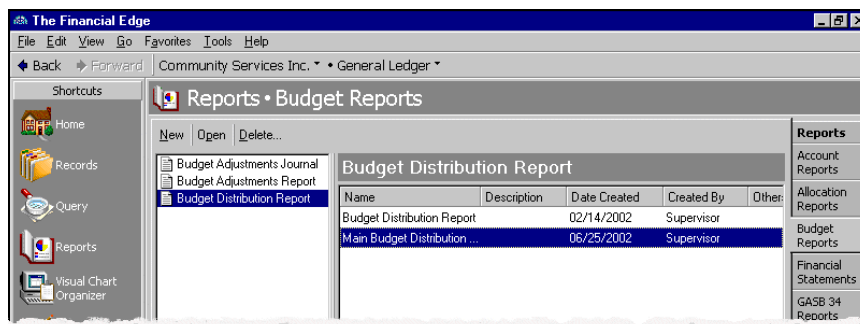
☐ Others can modify this report

Save Cancel

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

25. Click **Save** to save the new report. You return to the Format tab.

26. Close the screen. You return to the Budget Reports page, and the Main Budget Distribution Report appears in the grid.



Printing Reports

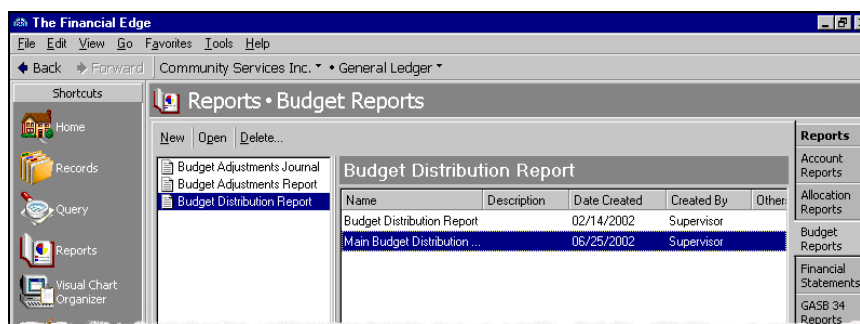
You can print a hard copy of a saved budget distribution report without opening the report. Selections on the Format tab of the report determine the information that prints on the report and how this information is formatted. For this procedure, we focus on printing the budget distribution report created in “Creating Reports” on page 15. For more information about setting up a printer, see the *Program Basics Guide*.

► Printing a report in General Ledger

1. From the Reports page, click **Budget Reports**. The Budget Reports page appears.
2. In the list on the left, select **Budget Distribution Reports**. A list of saved budget distribution reports appears in the grid on the right.

Note: You can set an option to print the report using the orientation defined in Print Setup. To do this, select **Tools, Options** and mark **As defined in Print Setup**. For example, if a report is designed to print in portrait, but the print setup is set for landscape, the report prints the report in landscape.

3. Select “Main Budget Distribution Report”.



Note: You can set an option to print the report using the orientation defined for the report. To do this, select **Tools, Options** and mark **As defined for the Report**. The report prints in the orientation selected on the report regardless of what is defined in Print Setup.

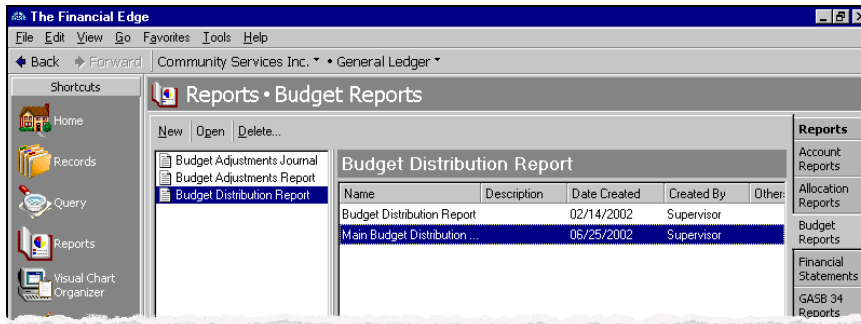
4. From the menu bar, select **File, Print**. A message appears that the report is printing. After the report prints, you return to the Budget Reports page.

Previewing Reports

You can preview the format and information in a report without opening the report. We recommend previewing a report before printing or sending it to another person. By previewing, you can make sure you included the required information and that the report is formatted as you want it. For this procedure, we focus on previewing the Budget Distribution Report created in “Creating Reports” on page 15.

► Previewing a report in General Ledger

1. From the Reports page, click **Budget Reports**. The Budget Reports page appears.
2. In the list on the left, select **Budget Distribution Report**. A list of saved budget distribution reports appears in a grid on the right.
3. In the grid, select “Main Budget Distribution Report”.



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

4. From the menu bar, select **File, Preview**.

Note: Click the binoculars at the top of the preview screen to search for specific information in the report preview. Be sure you are on the first page of the preview if you want to search all pages. The search looks only on the page you are viewing and pages after. For example, if you are on page three of the preview and click search, it will not find the information you are searching for on pages one and two.

5. A message appears indicating the program is processing the report. The Main Budget Distribution Report preview screen appears.

04/29/2001 10:00:00 AM Page 1

Lowcountry Preservation Society
Budget Distribution Report
Main Budget

No Project
D1=1000-00 - Classroom Revenue

Fiscal Year	Name	Start Date	End Date	Budget Amount
2000-2001	10	04/15/2001	04/21/2001	3,513.55
				3,513.55

No Project
D1=1000-00 - Tuition Revenue

Fiscal Year	Name	Start Date	End Date	Budget Amount
2000-2001	10	04/15/2001	04/21/2001	35,324.55
				35,324.55

No Project
D1=1000-00 - Summer School Revenue

Fiscal Year	Name	Start Date	End Date	Budget Amount
2000-2001	10	04/15/2001	04/21/2001	3,512.25
				3,512.25

No Project
D1=1000-00 - Exchange Revenue

Fiscal Year	Name	Start Date	End Date	Budget Amount
2000-2001	10	04/15/2001	04/21/2001	32,152.74
				32,152.74

6. When you finish previewing the report, close the screen. You return to the Budget Reports page.

Exporting Reports

To use report information in another software application, for example, Microsoft *Excel* or *Crystal Reports*, you can export the report. When you export a report, you send report information from the database to another software application using a data file. You can export a report without opening the report. For this procedure, we focus on exporting the Budget Distribution Report created in “Creating Reports” on page 15.

Exporting a report in General Ledger

1. From the Reports page, click **Budget Reports**. The Budget Reports page appears.
2. In the list on the left, select **Budget Distribution Report**. A list of saved budget distribution reports appears in a grid on the right.
3. In the grid, select “Main Budget Distribution Report”.

The Financial Edge

File Edit View Go Favorites Tools Help

Community Services Inc. • General Ledger

Reports • Budget Reports

New Open Delete...

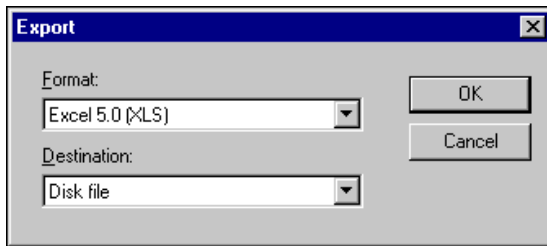
Name	Description	Date Created	Created By	Other
Budget Distribution Report		02/14/2002	Supervisor	
Main Budget Distribution ...		06/26/2002	Supervisor	

Reports

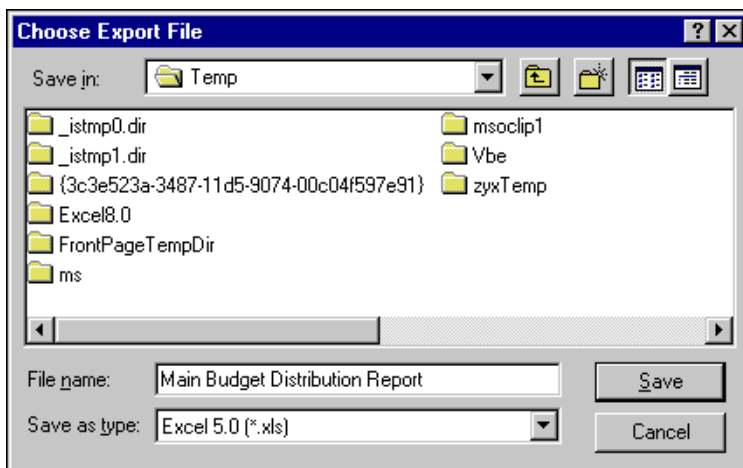
- Account Reports
- Allocation Reports
- Budget Reports
- Financial Statements
- GASB 34 Reports

4. From the menu bar, select **File, Export**. A message appears indicating the program is processing the report. The Export screen appears.

5. In the **Format** field, select “Excel 5.0 (XLS)”.
6. In the **Destination** field, select “Disk file”.



7. Click **OK**.
8. The Choose Export File screen appears. In the **File name** field, enter “Main Budget Distribution Report”.



9. Click **Save**. A message appears indicating the program is exporting the data. Once the data has been exported to the file, you return to the Budget Reports page.

Sending Reports as E-Mail

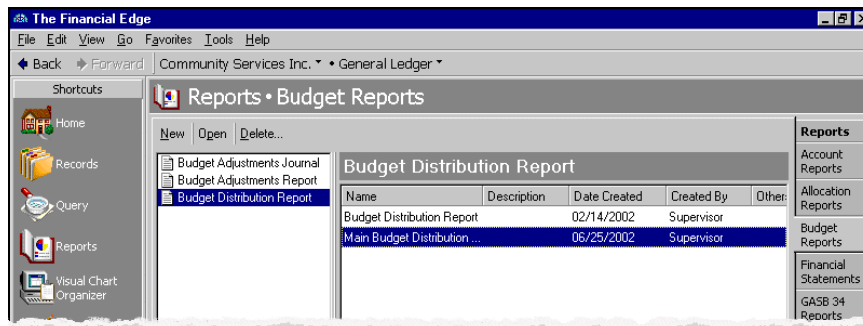
In **General Ledger**, you can share report information with other users through electronic mail. You can send the results of a report to another user for further analysis or to use in other applications. When you send report information through e-mail, you perform two functions: changing the format of the information to a data file and sending this data file to another person. Before you can send a report to another user, you must first select a format (such as Microsoft *Excel*, *Crystal Reports*, or Adobe *Acrobat*) for the data file. The format determines the appearance of the report and the software applications in which you can open the data file. Sending report results by e-mail can be particularly useful when an individual needs to quickly reference report results but does not need to access or edit the report.

You can send report information by e-mail without opening the report. For this procedure we focus on sending the Budget Distribution Report created in “Creating Reports” on page 15.

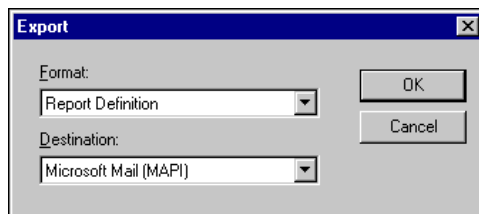
► Sending a report as email in General Ledger

1. From the Reports page, click **Budget Reports**. The Budget Reports page appears.
2. In the list on the left, select **Budget Distribution Report**. A list of saved budget distribution reports appears in a grid on the right.

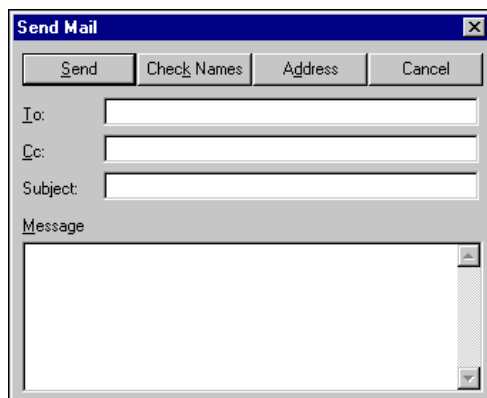
3. In the grid, select “Main Budget Distribution Report”.



4. From the menu bar, select **File, Send as Mail**. A message appears indicating the program is processing the report.
5. The Export screen appears. In the **Format** field, select “Report definition”.
6. In the **Destination** field, select “Microsoft Mail (MAPI)”.

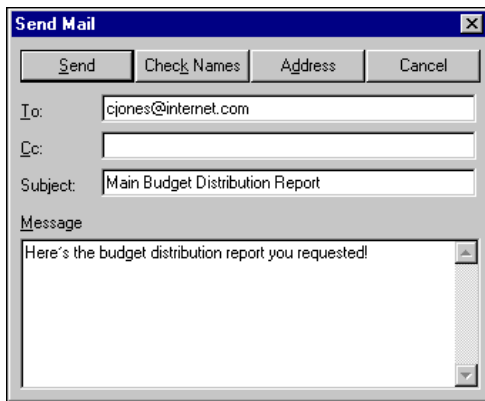


7. Click **OK**. The Send Mail screen appears.



8. In the **To** field, enter an email address. For example, enter “cjones@internet.com”.
9. In the **Subject** field, enter “Main Budget Distribution Report”.

10. In the **Message** box, enter a message to the recipient. For example, “Here’s the budget distribution report you requested!”



11. Click **Send**. The report is sent as an attachment to the message. You return to the Budget Reports page.

Account Reports



Account Profile Report	29
General Tab	30
Filters Tab	31
Format Tab	32
Chart of Accounts Report	35
General Tab	36
Filters Tab	37
Columns Tab	38
Format Tab	39
Chart Validation Report	43
General Tab	43
Filters Tab	44
Format Tab	44
Fund Profile Report	47
General Tab	48
Filters Tab	48
Format Tab	49
General Ledger Report	52
General Tab	53
Filters Tab	54
Format Tab	55
Trial Balance Report	60
General Tab	60
Filters Tab	62
Format Tab	63
Working Capital Schedule	67
General Tab	68
Filters Tab	69
Columns Tab	70
Multiple Column Headings Tab	72
Format Tab	72

Reporting categories in **General Ledger** include Account Reports, Allocation Reports, Budget Reports, Financial Statements, GASB 34 Reports, Journal and Batch Reports, Pivot Reports, and Project Reports.

This chapter discusses Account Reports. For information about other report categories, see the chapter for that category.

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

Account reports in **General Ledger** include:

- Account Profile Report
- Chart of Accounts Report
- Chart Validation Report
- Fund Profile Report
- General Ledger Report
- Trial Balance Report
- Working Capital Schedule

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.

Glossary: An account is a tool you use to group financial transactions posted from *Journal Entry* or programs such as **Accounts Payable**, **Accounts Receivable**, or **Payroll**. Accounts show increases, decreases, and an ending balance that provides a means for creating financial statements.

The Account Profile Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating an Account Profile Report, see "Creating a report in General Ledger" on page 15.

General Tab

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

The screenshot shows the 'New Account Profile Report' dialog box with the 'General' tab selected. The 'Include the following account information:' section has a list of checkboxes under the 'Attributes' header: Transaction codes, Transaction attributes, Notes, Activity, Budget worksheet, and History of changes. The 'Activity Format' section includes 'Fiscal years' with checkboxes for 2000, 2001, and 2002 (2002 is checked), a 'Show' dropdown set to 'Net Change', and a 'Budget scenario' dropdown set to '00'. The 'Budget Worksheet' section includes a 'Budget scenario' dropdown set to '00', a 'Fiscal year' dropdown set to '2002', and a checkbox for 'Forecast actuals from' with a dropdown set to 'Period 12'. At the bottom, there is a checkbox for 'Create an output query of accounts' and a 'Report orientation' dropdown set to 'Landscape'.

Include the following account information. In the **Include the following account information** box, mark the checkboxes next to the account information to include in the report.

Activity Format. If you mark **Activity** in the account information box, you can make selections for account activity in the **Activity Format** frame. In the **Fiscal years** box, mark the fiscal years to include in the report. In the **Show** field, select Net Change or End Balance. In the **Budget scenario** field, select a budget scenario.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

Budget Worksheet. If you mark **Budget worksheet** in the account information box, you can make selections for budget information in the **Budget Worksheet** frame. In the **Budget scenario** field, select a budget scenario. In the **Fiscal year** field, select the fiscal year to include in the report. To forecast actual amounts on the report, mark **Forecast actuals from** and select a period.

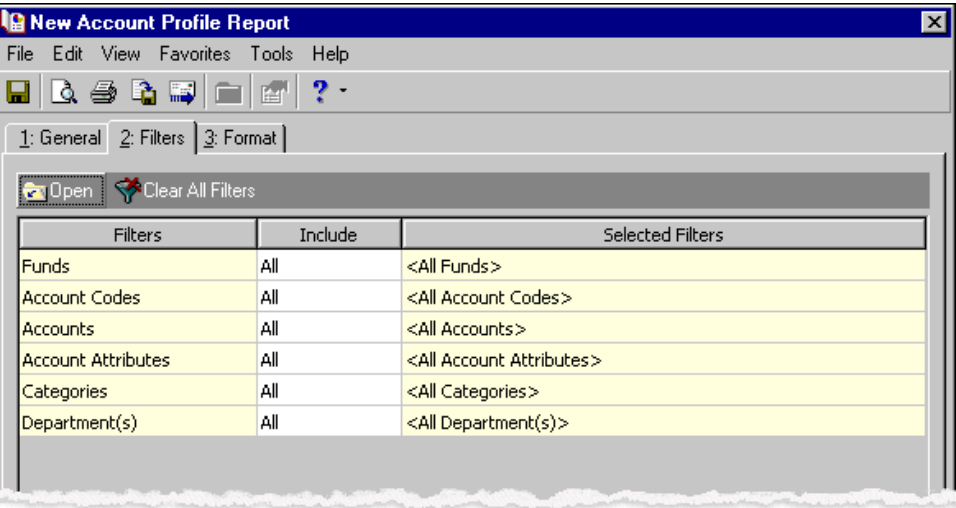
Tip: If you create and save an output query of the accounts in the report, you can use the query later in other areas of **General Ledger**. This saves you time by not having to create the query again for other purposes. For more information about queries, see the *Query Guide*.

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

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, account codes, and account attributes. For example, to include only the accounts with an account attribute of Expense Category and a value of Salaries recorded in the account record. Accounts with other account attributes and with values other than Salaries do not appear in the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

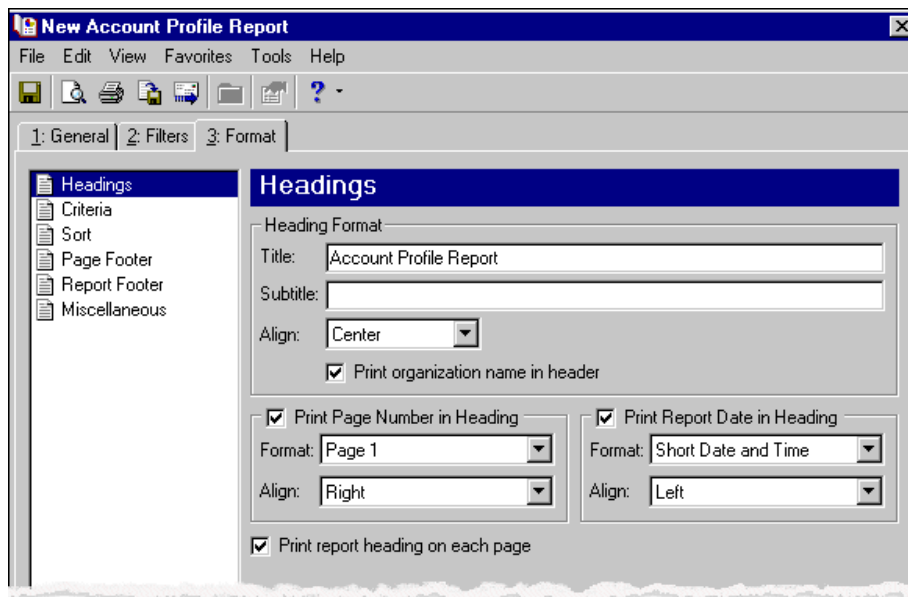
Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts. The list on the left of the screen displays formatting options for the Account Profile Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, and **Miscellaneous**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

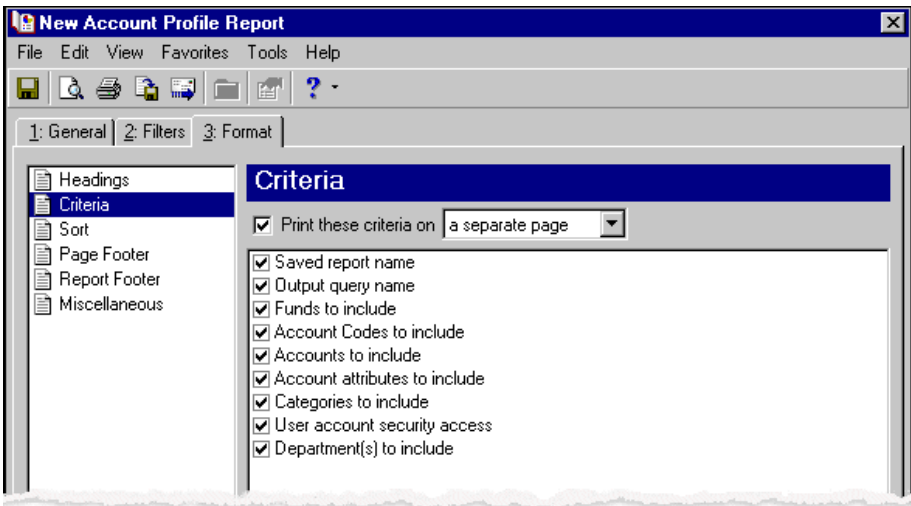
Note: The heading defaults to Account Profile Report in the **Title** field. You can leave this as the title for the report or enter your own.

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

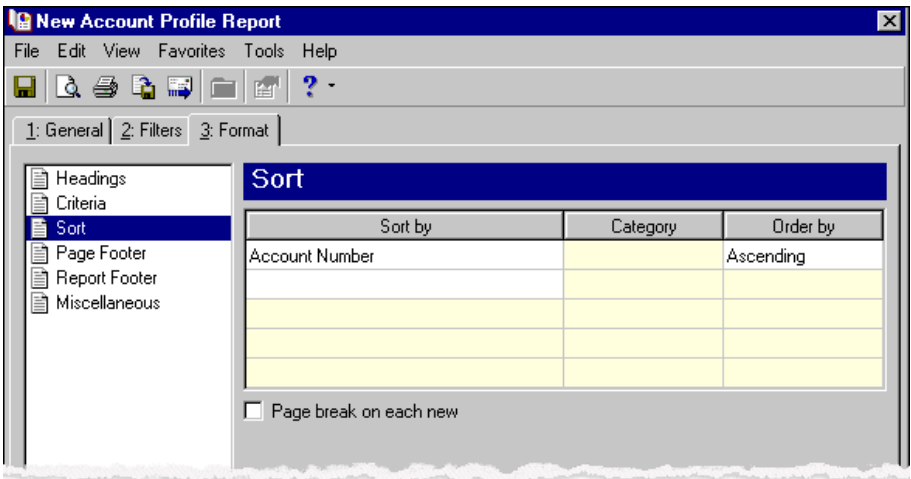


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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



Sort. Use **Sort** to select the order for information to appear on the report. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To print each Sort by selection on a separate page, mark **Page break on each new <Sort by selection>**.



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

The screenshot shows the 'New Account Profile Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Page Footer' section on the right includes a 'Page Footer Text' field with a large text area. Below this is an 'Align' dropdown menu set to 'Center'. At the bottom, there are two checkboxes: 'Print Page Number in Footer' and 'Print Report Date in Footer'. Each checkbox has a 'Format' dropdown and an 'Align' dropdown. The 'Print Page Number in Footer' options are 'Page 1' and 'Right'. The 'Print Report Date in Footer' options are 'Short Date and Time' and 'Left'.

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

The screenshot shows the 'New Account Profile Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Report Footer' section on the right includes a 'Report Footer Text' field with a large text area. Below this is an 'Align' dropdown menu set to 'Left'.

Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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

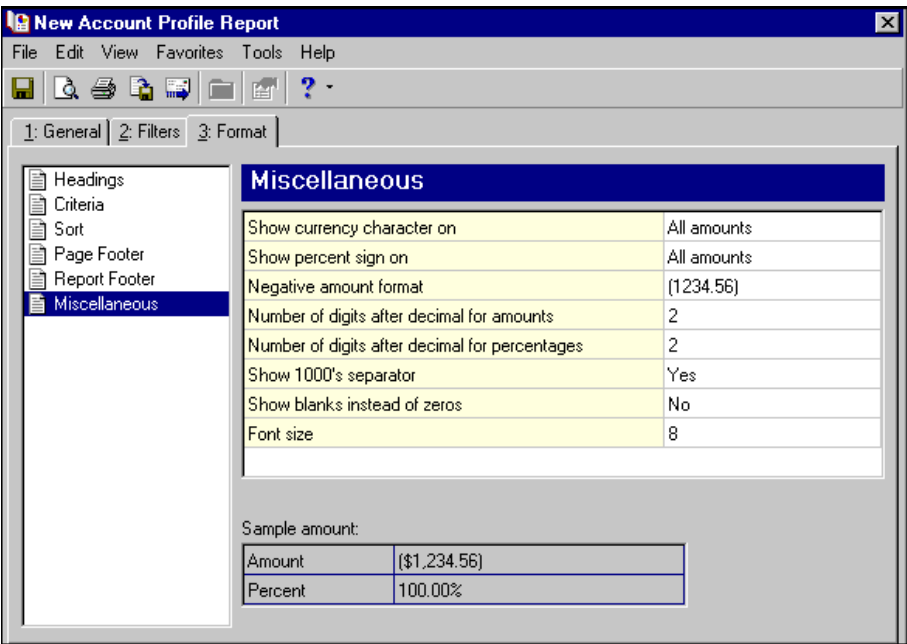


Chart of Accounts Report

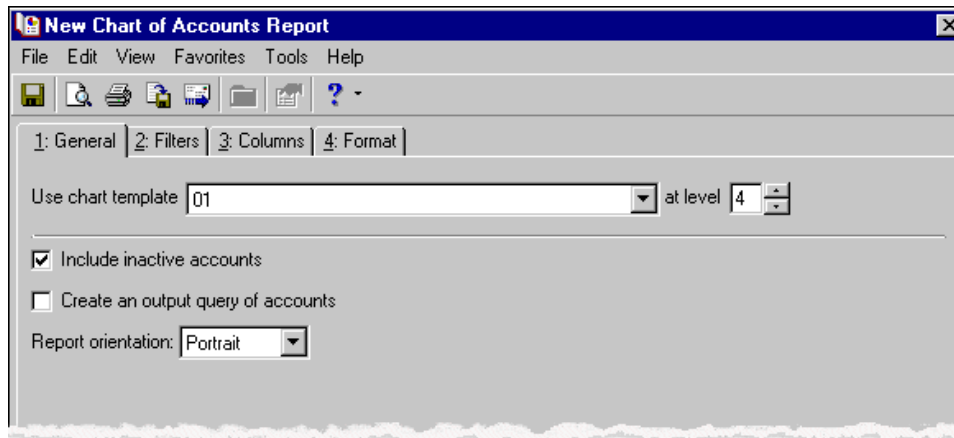
The Chart of Accounts Report lists general ledger accounts. This report displays additional general account information such as categories, attributes, active/inactive status, and segment values.

Glossary: A chart of accounts is a systematic numeric listing of all accounts that exist in an organization’s general ledger.

The Chart of Accounts Report has tabs on which you set parameters: General, Filters, Columns, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating a Chart of Accounts Report, see “Creating a report in General Ledger” on page 15.

General Tab

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



Note: You can change the results of a report by using different chart templates to run the same report. You can define an unlimited number of templates in *Visual Chart Organizer*. For more information, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are created in *Visual Chart Organizer*. Select the level of detail, from 1 to 10, to display on the report in the **at level** field.

Include inactive accounts. To include accounts you no longer use, mark **Include inactive accounts**.

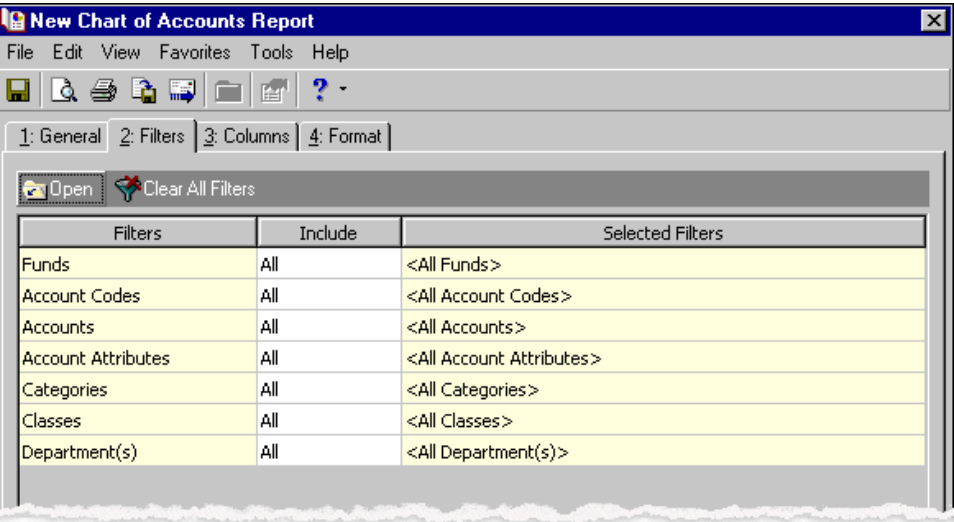
Create an output query of accounts. If you mark **Create an output query of accounts**, the program creates a query of the accounts included in the report. You can use the query later in other areas of **General Ledger**.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, account codes, and account attributes. For example, you can include only the accounts with the account attribute of Location and the value of Gym recorded in the account record. Accounts with other account attributes, such as Expense Category, and location values other than Gym do not appear on the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

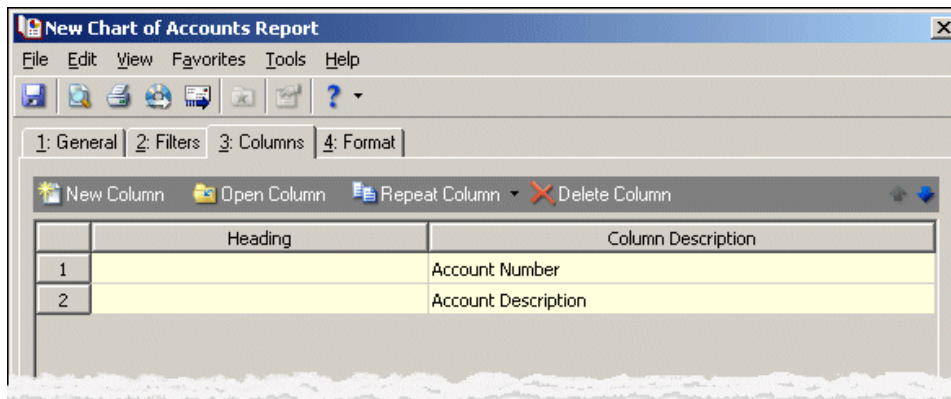
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

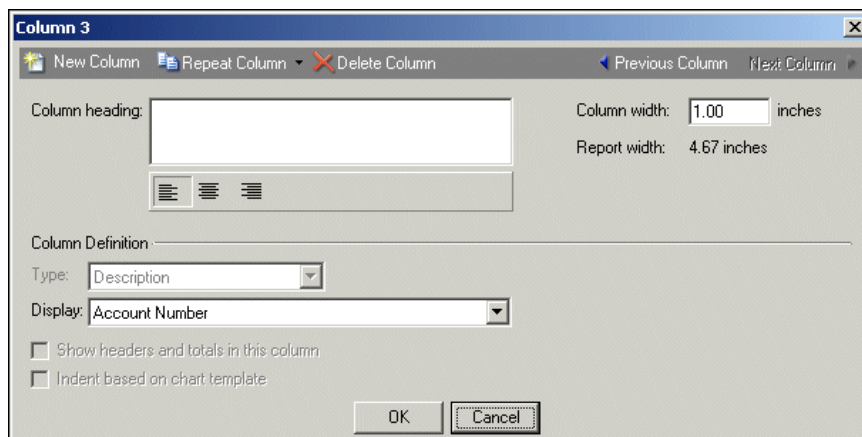
Columns Tab

On the Columns tab of the Chart of Accounts Report, you can open existing columns, delete columns, and view headings and descriptions defined for columns already created. You can also use the **New Column** button to create a new column.



Note: If the report is wider than the page on which you print, the Report width display becomes red to alert you to the problem.

New Column. When you click **New Column**, the Column <#> screen appears so you can name and define report columns. Use the alignment buttons to specify how columns should be aligned. In the **Column width** field, enter a width, and the Report width display shows you how wide the report will be. In the **Column Definition** frame in the **Display** field, select the type of account information to appear on the report. To show headers and totals in this column or to indent the way the chart template indents, mark **Show headers and totals in this column** or **Indent based on chart template**.



Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column, highlight that column in the grid and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column, highlight that column in the grid and click **Delete Column**. You can delete only columns not being used to define another column.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field when you click **Open Column**.

Column Description. The **Column Description** column displays the information selected in the **Display** field when you click **Open Column**.

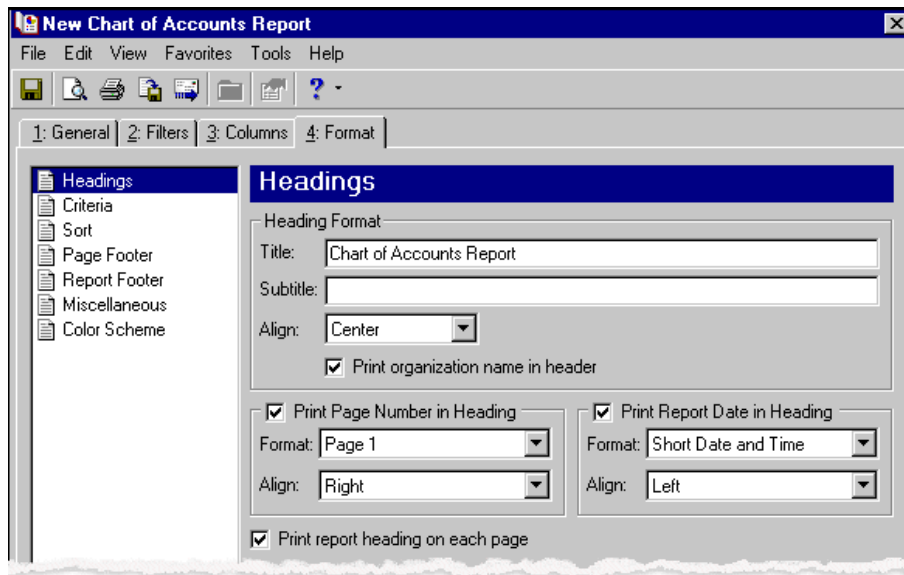
Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Chart of Accounts Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

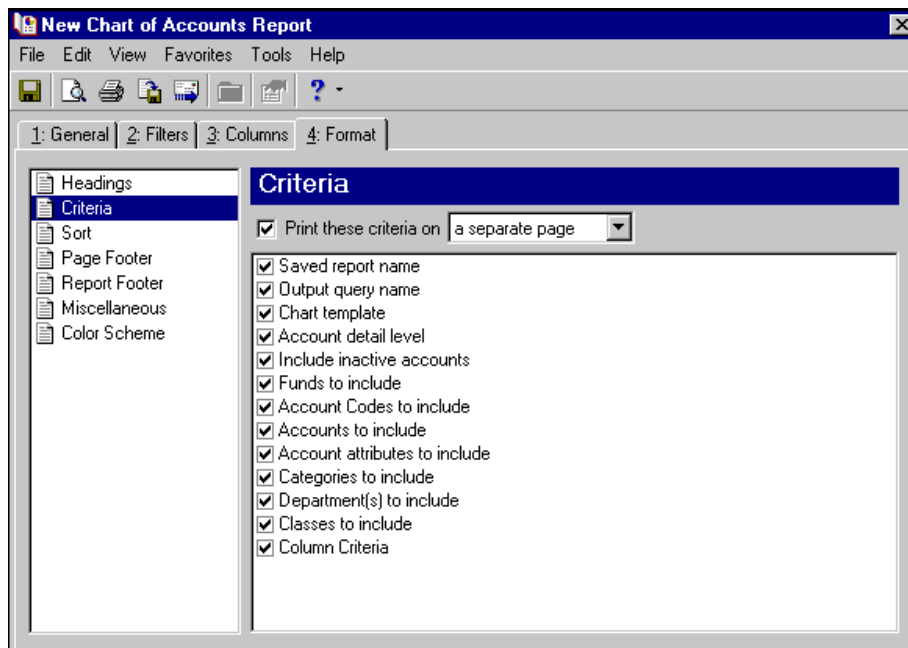
Note: The heading defaults to Chart of Accounts Report in the **Title** field. You can leave this as the title for the report or enter your own.

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



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

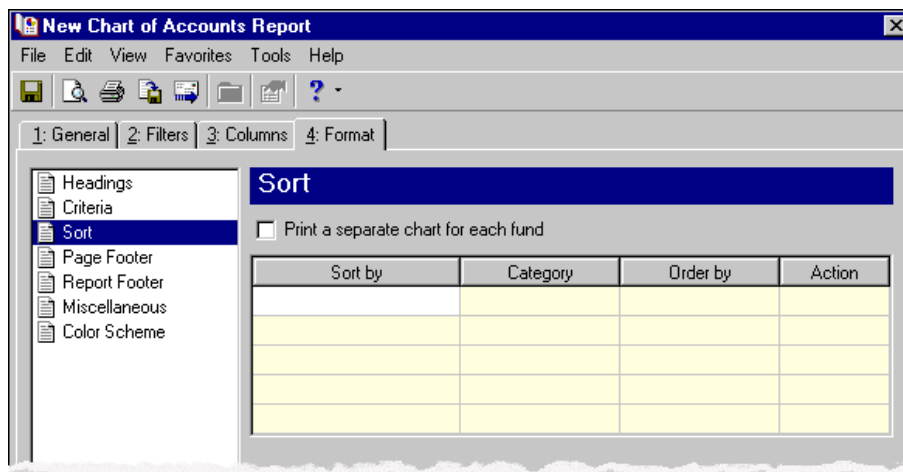
Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Selections print in the criteria section of the report.



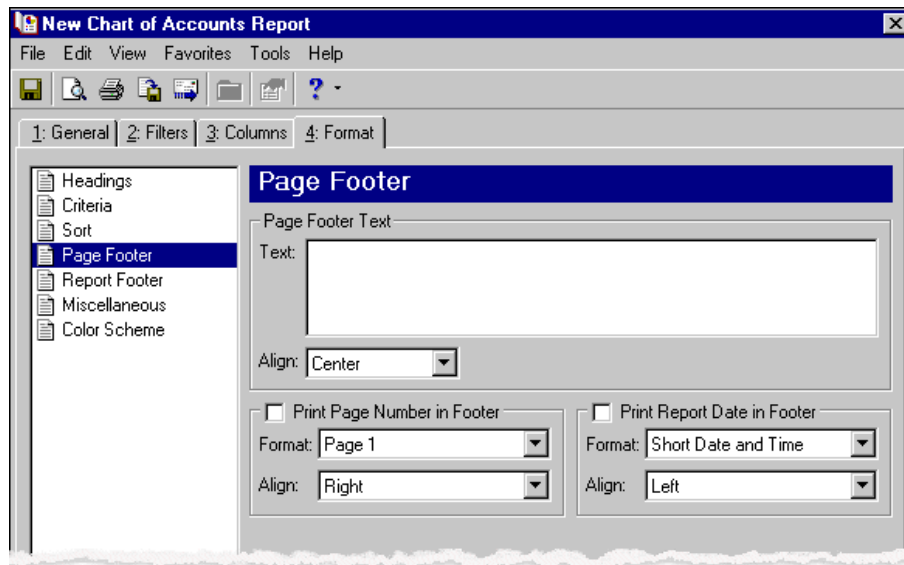
Sort. Use **Sort** to select the order for information to appear on the report. To print each fund on a separate page, mark **Print a separate statement for each fund**. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

Glossary: Account masking is the process of inserting asterisks to quickly select a range of accounts without having to enter specific numbers.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment except account code.



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



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



Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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

The screenshot shows the 'New Chart of Accounts Report' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous' (selected), and 'Color Scheme'. The main area contains a table for miscellaneous settings and a sample amount section.

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

Note: Any time you want to return to the original color settings, click **Restore Defaults**.

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

The screenshot shows the 'New Chart of Accounts Report' dialog box with the 'Color Scheme' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme' (selected). The main area contains options for applying a color scheme and a preview of the report layout.

☐ Apply a Color Scheme

- ☒ Column heading back color
- ☐ Column heading fore color
- ☐ Group heading back color
- ☒ Group heading fore color

Report Name
Subtitle

Column Headings

Group Headings

xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx
 xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx
 xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx

Chart Validation Report

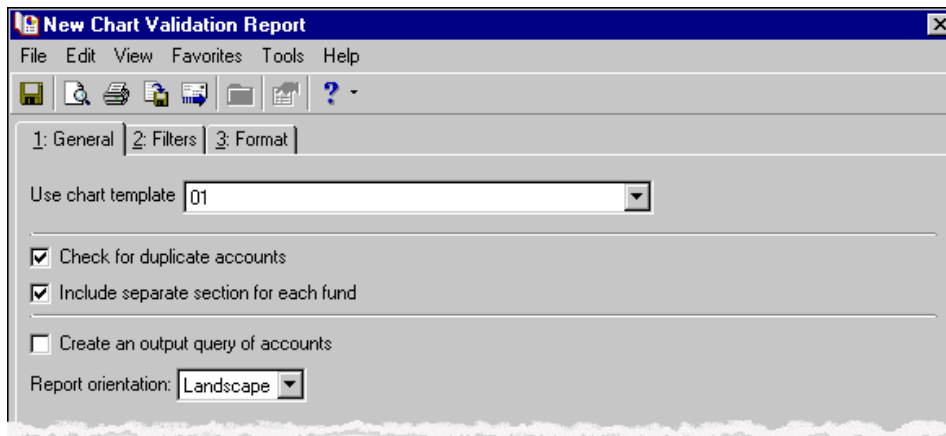
The Chart Validation Report lists any missing or duplicate accounts for a chart template. We highly recommend you run this report before running financial statements to make sure the chart template includes the correct accounts. Chart templates are established in *Visual Chart Organizer*.

Glossary: A chart template is a visual representation in **General Ledger 7.2** of all or selected accounts from the general ledger. In **General Ledger 7.2**, you can create multiple chart templates, each with a different presentation of the accounts that exist in your organization. Chart templates drive the presentation of accounts on financial statements.

The Chart Validation Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating a Chart Validation Report, see “Creating a report in General Ledger” on page 15.

General Tab

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



Note: You can change the results of a report by using different chart templates to run the same report. You can define an unlimited number of templates in *Visual Chart Organizer*. For more information about chart templates, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are established in *Visual Chart Organizer*.

Check for duplicate accounts. Mark **Check for duplicate accounts** to see a list of duplicate accounts in the report.

Include separate section for each fund. Mark **Include separate section for each fund** to include a separate section in the report for each fund.

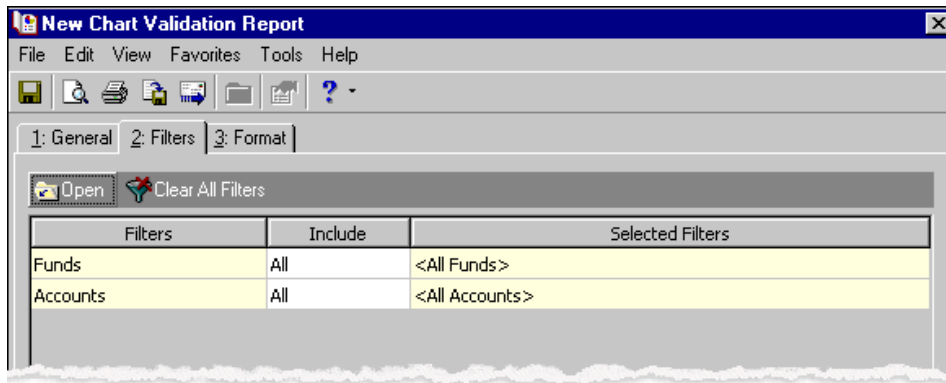
Create an output query of accounts. If you mark **Create an output query of accounts**, the program creates a query of the accounts included in the report. You can use the query later in other areas of **General Ledger**.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you include information based on selected criteria such as funds and accounts. For example, you can include only the funds in a selected range. Funds not falling within the range do not appear on the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

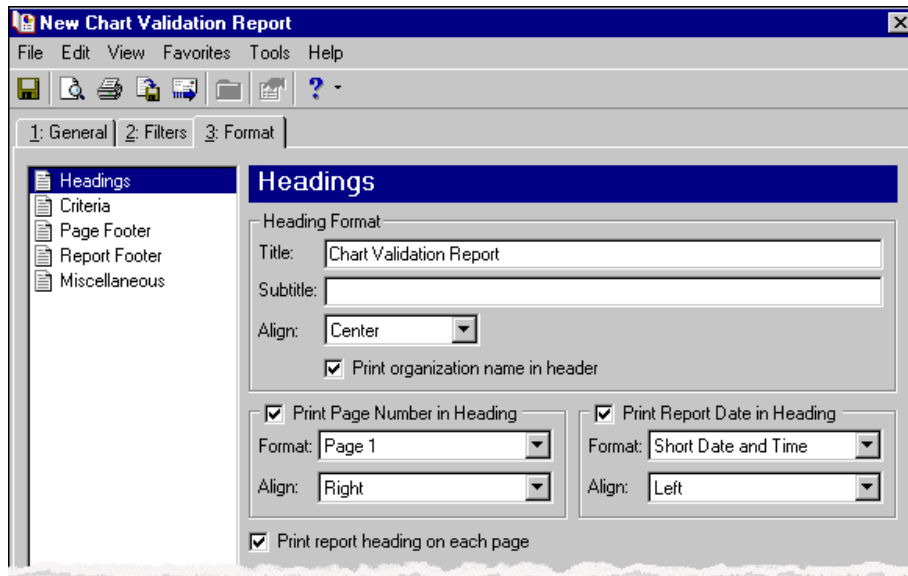
Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Chart Validation Report: **Headings**, **Criteria**, **Page Footer**, **Report Footer**, and **Miscellaneous**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

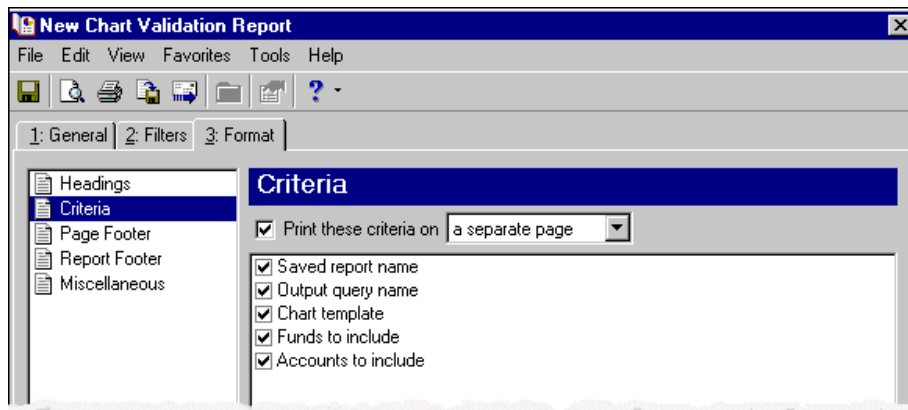
Note: The heading defaults to Chart Validation Report in the **Title** field. You can leave this as the title for the report or enter your own.

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



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

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



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

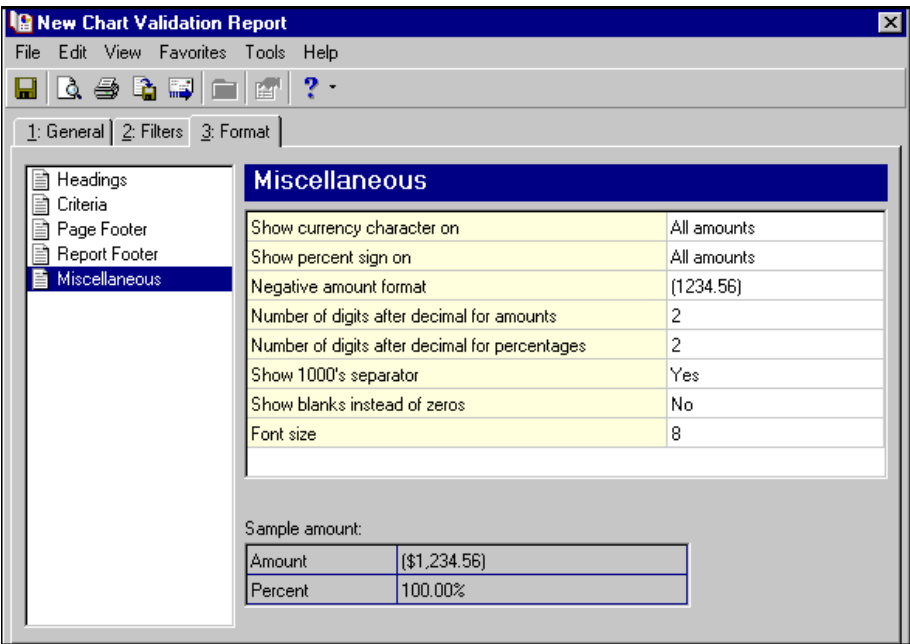
The screenshot shows the 'New Chart Validation Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Page Footer' section on the right includes a 'Page Footer Text' field with a large text input area. Below this is an 'Align' dropdown menu set to 'Center'. At the bottom, there are two checkboxes: 'Print Page Number in Footer' and 'Print Report Date in Footer'. Under the first checkbox, there is a 'Format' dropdown set to 'Page 1' and an 'Align' dropdown set to 'Right'. Under the second checkbox, there is a 'Format' dropdown set to 'Short Date and Time' and an 'Align' dropdown set to 'Left'.

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

The screenshot shows the 'New Chart Validation Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Report Footer' section on the right includes a 'Report Footer Text' field with a large text input area. Below this is an 'Align' dropdown menu set to 'Left'.

Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Fund Profile Report

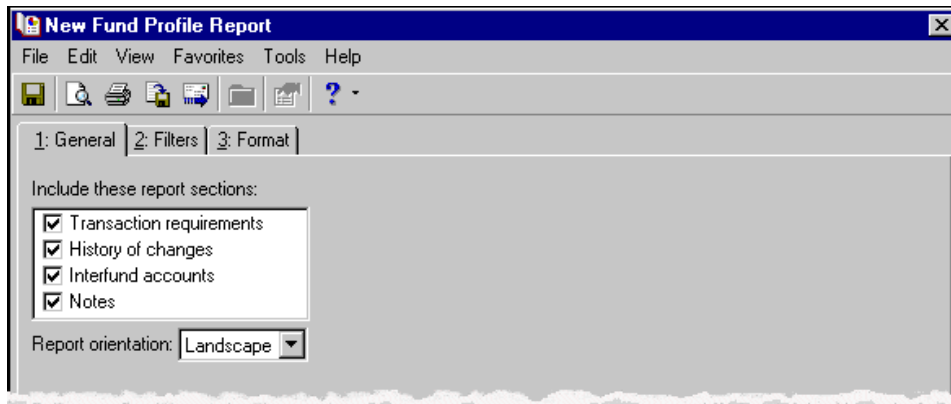
The Fund Profile Report lists the characteristics of funds, the history of changes, and other fund-related information.

Glossary: A fund is a self-balancing set of accounts in *The Financial Edge*. Funds separate accounts into groups that are specific to certain activities, donor-imposed restrictions, or objectives. You must set up funds in *General Ledger 7.2* before you can enter accounts.

The Fund Profile Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating a Fund Profile Report, see "Creating a report in General Ledger" on page 15.

General Tab

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



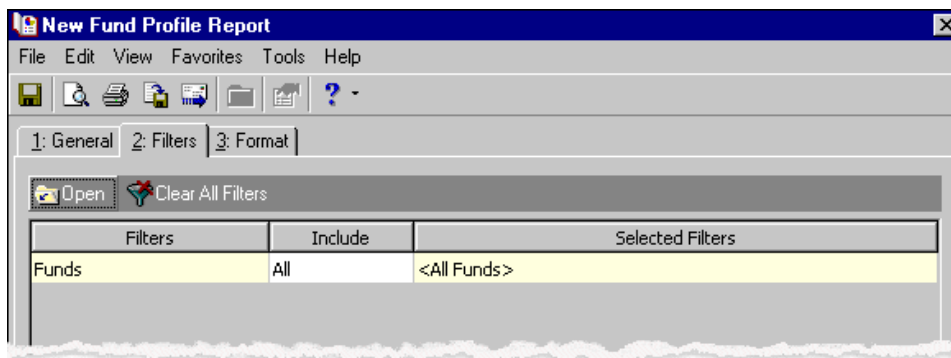
Include these report sections. In the **Include these report sections** box, mark **Transaction requirements**, **History of changes**, **Interfund accounts**, or **Notes**.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you include information based on funds. For example, you can include only the funds in a certain range, and funds not falling within the range do not appear on the report.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose **Selected** in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and then click **Open**, the **Selected <Filter>** screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Fund Profile Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, and **Miscellaneous**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

The screenshot shows the 'New Fund Profile Report' dialog box with the 'Headings' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The main area is titled 'Headings' and contains the following settings:

- Heading Format:**
 - Title: Fund Profile Report
 - Subtitle: (empty)
 - Align: Center
 - ☒ Print organization name in header
- ☒ Print Page Number in Heading:
 - Format: Page 1
 - Align: Right
- ☒ Print Report Date in Heading:
 - Format: Short Date and Time
 - Align: Left
- ☒ Print report heading on each page

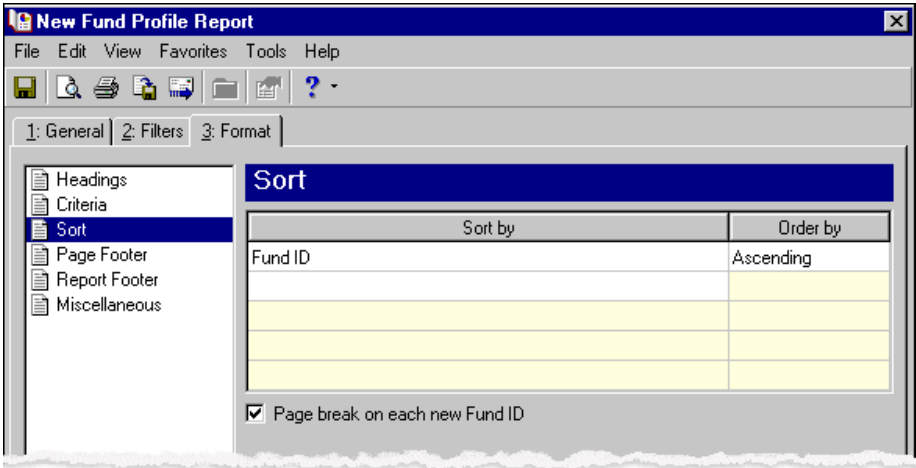
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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

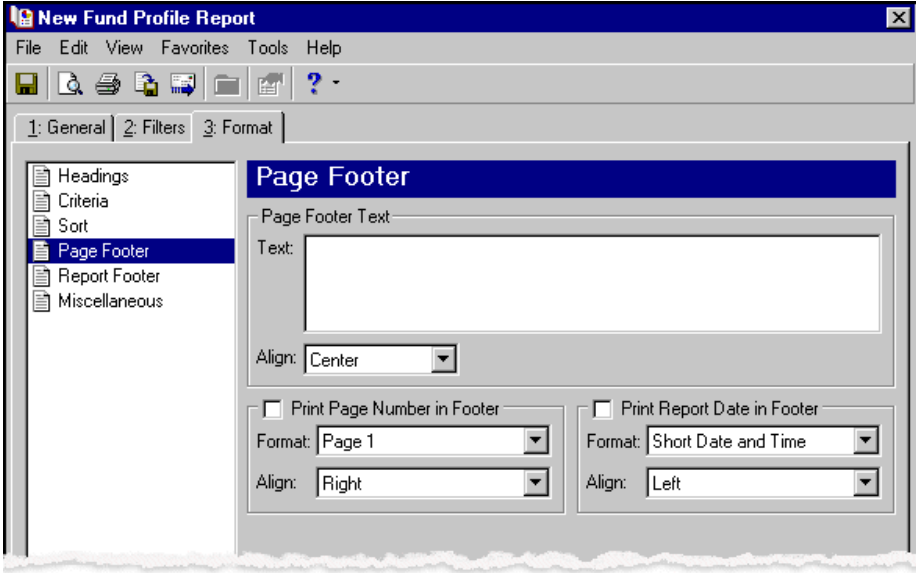
The screenshot shows the 'New Fund Profile Report' dialog box with the 'Criteria' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The main area is titled 'Criteria' and contains the following settings:

- ☒ Print these criteria on: a separate page
- ☒ Saved report name
- ☒ Funds to include

Sort. Use **Sort** to select the order for information to appear on the report. When you select **Sort**, a grid displays fund ID as the only Sort by selection. Select Ascending or Descending in the **Order by** column. To start a new page for each fund ID, mark **Page break on each new Fund ID**.



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

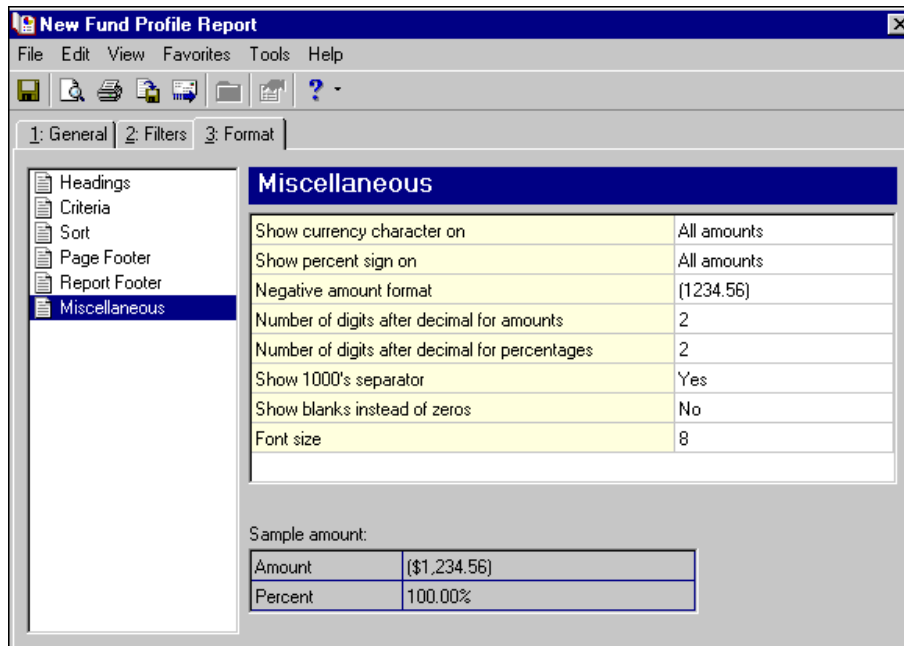


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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.

The General Ledger Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating a General Ledger report, see “Creating a report in General Ledger” on page 15.

General Tab

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

Note: You can change the results of a report by using different chart templates to run the same report. You can define an unlimited number of templates in *Visual Chart Organizer*. For more information, see the *Visual Chart Organizer Guide*.

Include accounts from this chart template. In the **Template** field, select to include all accounts or selected accounts in the report. You create chart templates in *Visual Chart Organizer*.

Include account activity as of this date. In the **Date** field, select a date or date range for which posted transactions are to be included. If you select <Specific range>, <Specific fiscal periods>, or <Specific fiscal year>, additional date fields appear.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Include encumbrance transactions. To include encumbrance transactions in the report, mark **Include encumbrance transactions**.

Include accounts with zero beginning balances. **Include accounts with zero beginning balances** defaults to marked to include accounts with zero beginning balances.

Include accounts with no activity. **Include accounts with no activity** defaults to marked to include accounts that have not been credited or debited during the report's selected date range.

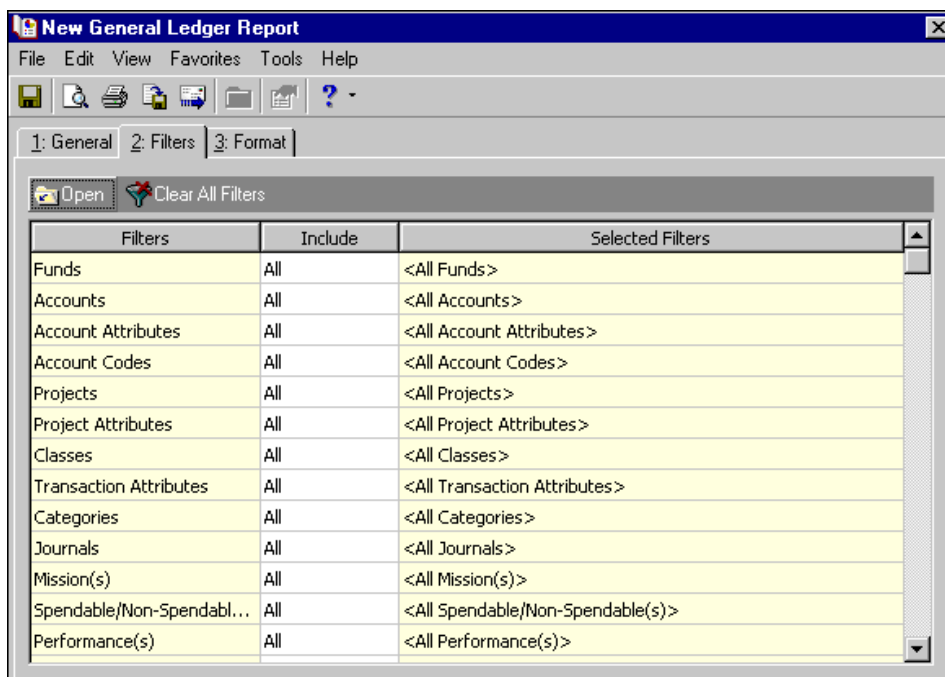
Create an output query of accounts. If you mark **Create an output query of accounts**, the program creates a query of the accounts included in the report. You can use the query later in other areas of *General Ledger*.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you include information based on selected criteria such as funds, accounts, and account attributes. For example, you can include only funds in a specified range, and funds not falling within the range do not appear on the report. You can filter criteria by projects or project attributes only if you have the optional module *Projects and Grants*. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Note: You can filter information for projects only if you have the optional module *Projects and Grants*.

Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

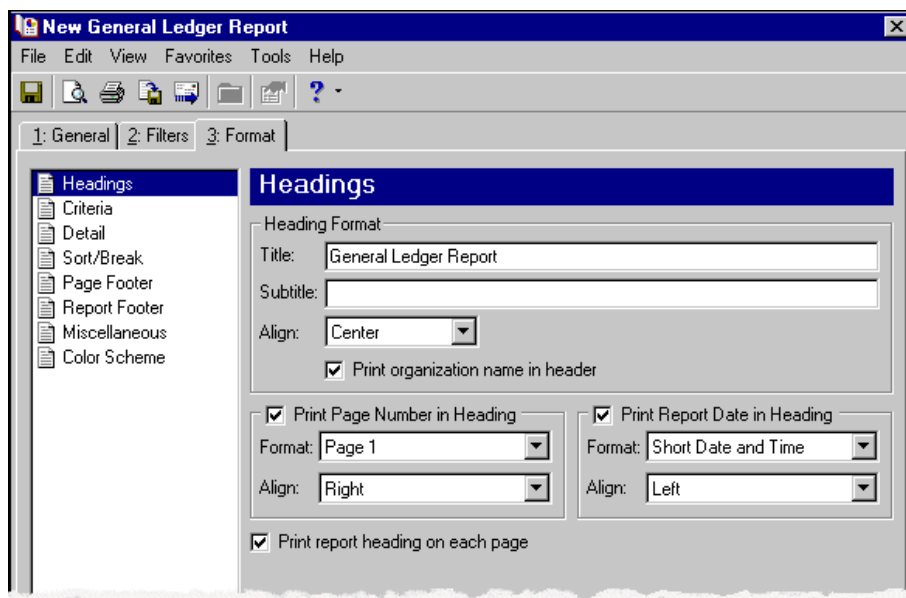
Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the General Ledger Report: **Headings**, **Criteria**, **Detail**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

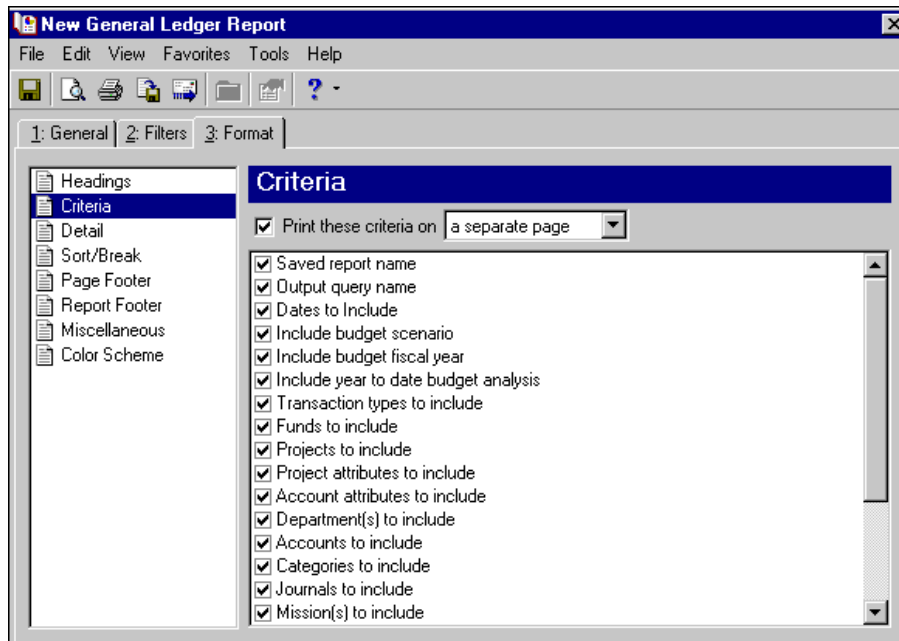
Note: The heading defaults to General Ledger Report in the **Title** field. You can leave this as the title for the report or enter your own.

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



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

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



Detail. Use **Detail** to select details specific to the General Ledger Report.

Show as positive — Select Debit balance or Normal balance as the balance to appear on the report. If you select Debit balance, you can also select to include fund totals and grand totals in the report. To include fund totals or grand totals in the General Ledger Report, you must show the debit balance as positive.

Include fund total — Mark the checkbox to include fund totals in the report.

Include grand total — Mark the checkbox to include grand totals in the report.

Report type — Select Detail for beginning and ending balances and transaction details to appear on the report. If you select Detail, you can also select the distributions to include in the report. Select Summary to show only the beginning and ending balances and net change with no transaction detail.

Note: If you select Detail in the **Report type** row and Debit/Credit on the **Report format** row, you can display an additional subtotal for each period.

Report format — To add a debit/credit or balance column, select Debit/Credit or Balance.

Subtotal by period — If you select Detail in the **Report type** row and Debit/Credit on the **Report format** row, you can display an additional subtotal for each period.

Show control account in detail — To display transaction details for control accounts, mark the checkbox.

Note: To create the report without a budget scenario, select Do not include budgets.

Show budget scenario — To include a budget scenario in the report, select a scenario. You can include a budget scenario only if you have the optional module *Budget Manager*.

Include fiscal year — If you select a budget scenario, select a fiscal year.

Note: You can select a fiscal year only if you include a budget scenario.

Show distribution for these characteristics — Mark this checkbox to select distributions to include in the report. The program adds a column to the report displaying distributions for the selected characteristic for each row with a distribution. You can show distributions only if you select **Detail in the Report format** row.

Tip: To save time running the report, select only one distribution characteristic. If you mark more than checkbox in Show distribution for these characteristics, the report can take long time to process or print.

Show transaction total — To see a total of transactions, mark this checkbox.

Include year-to-date budget analysis — To include a comparison between budget and actual activity, mark the checkbox.

Summarize account details by source transaction — To show a summary of balances and net change for each transaction, mark the checkbox.

The screenshot shows the 'New General Ledger Report' dialog box with the 'Detail' tab selected. The left sidebar lists various report options: Headings, Criteria, Detail (selected), Sort/Break, Page Footer, Report Footer, Miscellaneous, and Color Scheme. The main area displays a list of report settings:

Detail	
Show as positive	Debit balance
Include fund total	<input type="checkbox"/>
Include grand total	<input type="checkbox"/>
Report type	Detail
Report format	Debit/Credit
Subtotal by period	<input type="checkbox"/>
Show control account in detail	<input type="checkbox"/>
Show budget scenario	Do not include budgets
<input checked="" type="checkbox"/> Show distribution for these characteristics:	
<input checked="" type="checkbox"/> Project ID	Up Down
<input type="checkbox"/> Project Description	
<input checked="" type="checkbox"/> Show characteristic as a column in the main report body:	
<input type="checkbox"/> Show transaction total	

Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To start a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**.

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

The screenshot shows the 'New General Ledger Report' dialog box with the 'Sort/Break' tab selected. The left sidebar lists various report options, with 'Sort/Break' highlighted. The main area contains a table for defining sort and break settings.

Sort by	Category	Order by	Break?
Account Number		Ascending	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Below the table, there are input fields for 'Text before value' and 'Text after value' for the selected 'Account Number'.

Under 'Break Footer for Account Number', there are three checkboxes:

- ☐ Print count per Account Number
- ☐ Print count as a percentage of total
- ☐ Page break on each new Account Number

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

The screenshot shows the 'New General Ledger Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists various report options, with 'Page Footer' highlighted. The main area contains a large text field for the footer text.

Below the text field, there is an 'Align' dropdown menu set to 'Center'.

At the bottom, there are two checkboxes and their respective settings:

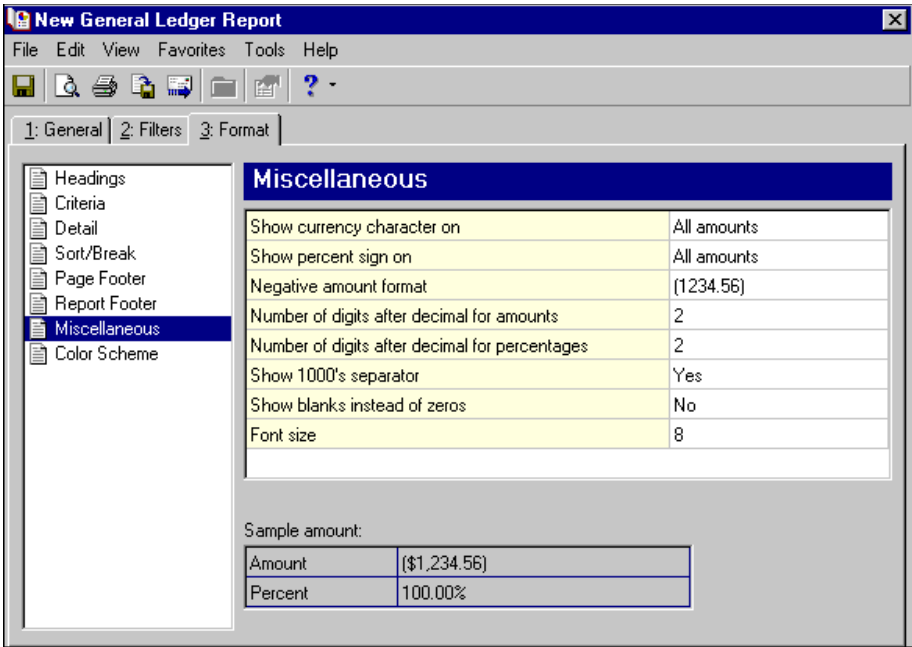
- ☐ Print Page Number in Footer
 - Format: Page 1
 - Align: Right
- ☐ Print Report Date in Footer
 - Format: Short Date and Time
 - Align: Left

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



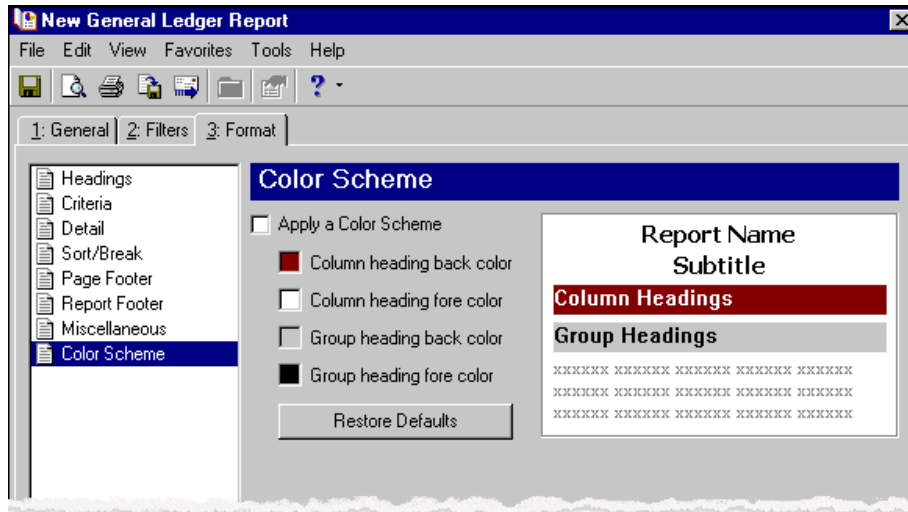
Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Note: Any time you want to return to the original color settings, click **Restore Defaults**.

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



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.

Note: You can run the Trial Balance Report in three formats: Balance, Period and year-to-date, and Year-to-date.

The Trial Balance Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating a Trial Balance Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

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

Report format. In the **Report format** field, select Balance, Period and year-to-date, or Year-to-date as the dates to include in the report.

Include transactions with post dates in this range. In the **Date** field, select the date range to include posted transactions. Select <Specific range>, <Specific fiscal periods>, or <Specific fiscal year>. This selection determines the options available to define the date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Warning: Be careful if you include accounts from a chart template. It can produce an out-of-balance Trial Balance Report. For more information about chart templates, see the *Visual Chart Organizer Guide*.

Only include accounts from this chart template. To select a chart template, mark **Only include accounts from this chart template** and select a template. Templates are created in *Visual Chart Organizer*.

Include accounts with a zero beginning balance as of <Date>. **Include accounts with a zero beginning balance as of** defaults to marked to include accounts with zero beginning balances as of the first day of the report's date range. The beginning date displayed here is defined by the values you select in the **Start period**, **Start date**, or **Fiscal year** fields. This checkbox is enabled only if you select Balance as the report format.

Include accounts with no activity. **Include accounts with no activity** defaults to marked to include accounts not credited or debited during the report's specified date range. The beginning date displayed here is defined by the values you select in the **Start period**, **Start date**, or **Fiscal year** fields. The end date is defined by the values you select in the **End period**, **End date**, or **Fiscal year** fields.

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

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

Report orientation. The Trial Balance Report automatically prints in landscape orientation.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

On the Filters tab, you include information based on selected criteria such as funds, accounts, and account attributes. For example, you can include accounts in a specified range. Accounts not falling within the range do not appear on the report. You can filter by projects or project attributes only if you have the optional module *Projects and Grants*. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

Filters	Include	Selected Filters
Accounts	All	<All Accounts>
Funds	All	<All Funds>
Account Codes	All	<All Account Codes>
Account Attributes	All	<All Account Attributes>
Projects	All	<All Projects>
Project Attributes	All	<All Project Attributes>
Transaction Attributes	All	<All Transaction Attributes>
Classes	All	<All Classes>
Not Yet Posted Transactions	None	<None>
Mission(s)	All	<All Mission(s)>
Spendable/Non-Spendable(s)	All	<All Spendable/Non-Spendable(s)>
Performance(s)	All	<All Performance(s)>
Department(s)	All	<All Department(s)>

Note: You can filter information for projects only if you have the optional module *Projects and Grants*.

Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

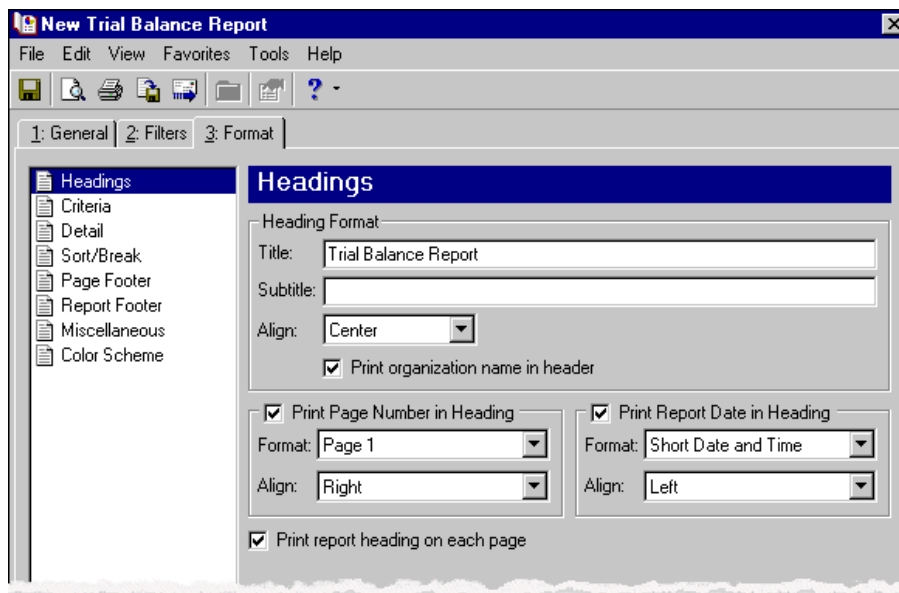
Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Trial Balance Report: **Headings, Criteria, Detail, Sort/Break, Page Footer, Report Footer, Miscellaneous, and Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

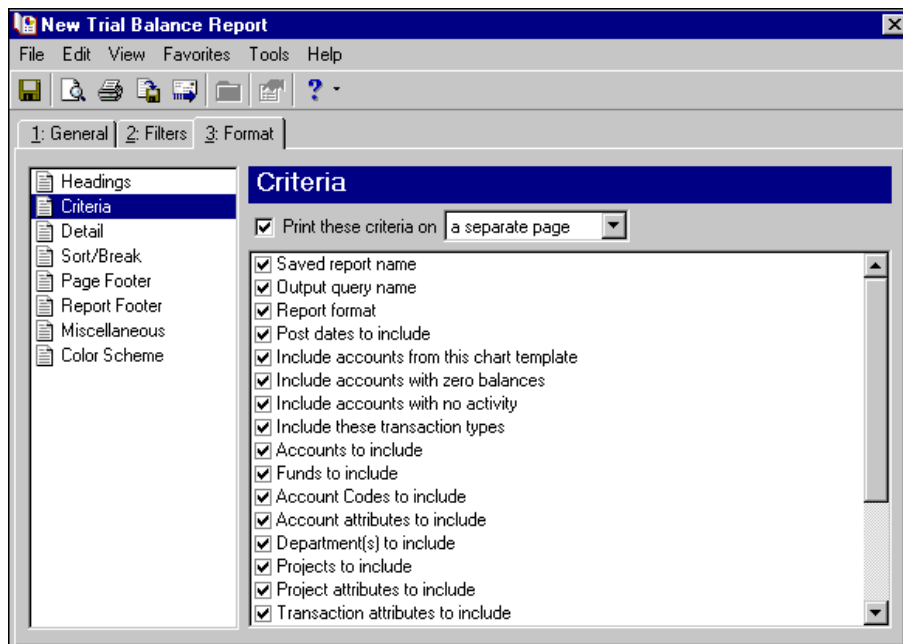
Note: The heading defaults to Trial Balance Report in the **Title** field. You can leave this as the title for the report or enter your own.

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



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

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



Note: You can show project details only if you have the optional module *Projects and Grants*.

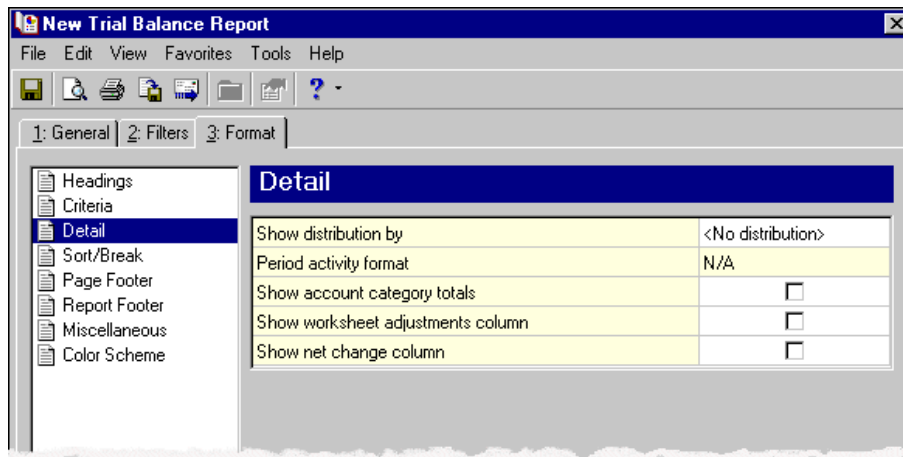
Detail. Use **Detail** to select details specific to the Trial Balance Report. Details vary, depending on selections on the other tabs. In the **Show distribution by** row, select how to display distributions. The distributions appear below each account on the report.

If you select Period and year-to-date format on the General tab, you can select how to format period activity. In the **Period activity format** row, select Total debits and credits or Net change.

To display account category totals after each break on the report, mark the checkbox in the **Show account category totals** row.

To create a column for worksheet adjustment figures on the report, mark the checkbox in the **Show worksheet adjustments column** row.

If you select Balance in the **Report format** field on the General tab, you can mark the checkbox in the **Show net change column** row to display net change figures on the report.



Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. In the **Action** column, you can select Mask or Subtotal. Subtotal creates a break and provides a subtotal.

Note: You can sort by project class only if you have the optional module *Projects and Grants*.

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

Sort by	Order by	Action
Fund	Ascending	Subtotal

Break Header for Fund: _____

Text before value:

Text after value:

Break Footer for Fund: _____

☐ Print count per Fund

☐ Print count as a percentage of total

☐ Page break on each new Fund

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

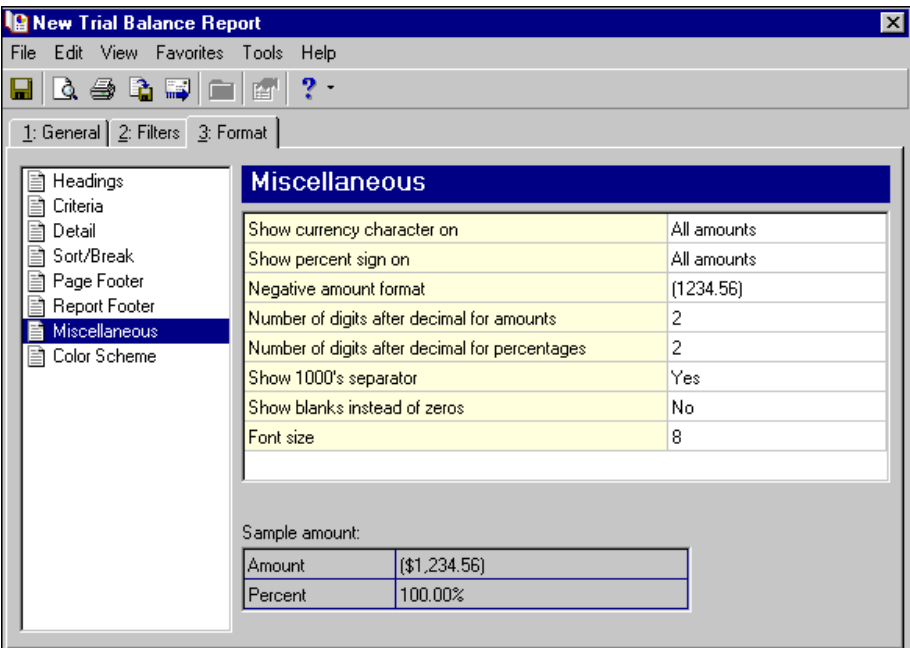
The screenshot shows the 'New Trial Balance Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists various report components, with 'Page Footer' highlighted. The main area is titled 'Page Footer' and contains a 'Page Footer Text' section with a large text input field. Below this, there are two columns of options. The first column has a checkbox for 'Print Page Number in Footer', a 'Format' dropdown set to 'Page 1', and an 'Align' dropdown set to 'Right'. The second column has a checkbox for 'Print Report Date in Footer', a 'Format' dropdown set to 'Short Date and Time', and an 'Align' dropdown set to 'Left'.

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

The screenshot shows the 'New Trial Balance Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists various report components, with 'Report Footer' highlighted. The main area is titled 'Report Footer' and contains a 'Report Footer Text' section with a large text input field. Below this, there is an 'Align' dropdown set to 'Left'.

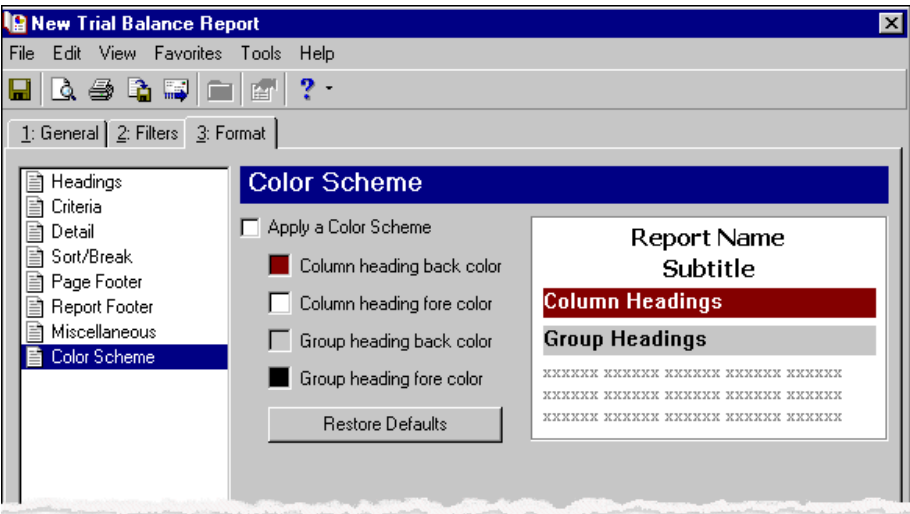
Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Note: Any time you want to return to the original color settings, click **Restore Defaults**.

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



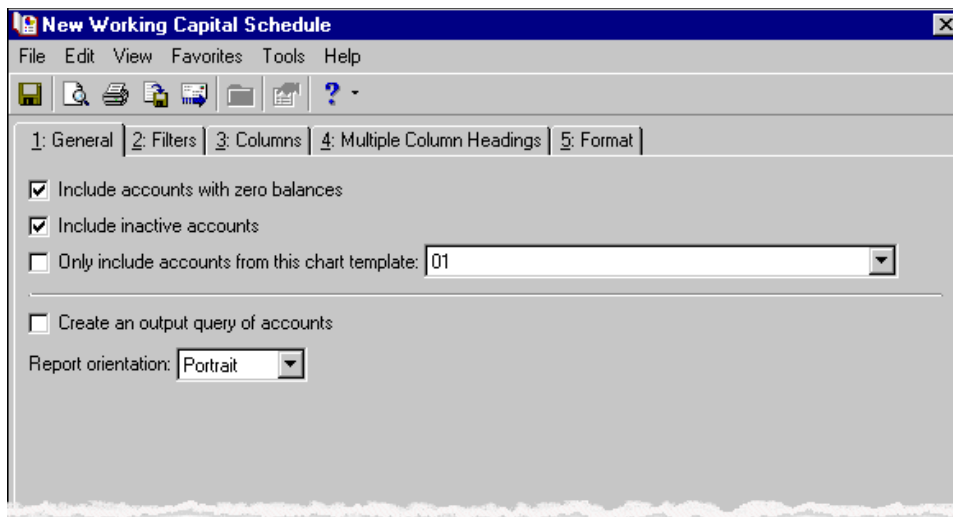
Working Capital Schedule

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.

The Working Capital Schedule has tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating a Working Capital Schedule report, see “Creating a report in General Ledger” on page 15.

General Tab

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



Include accounts with zero balances. **Include accounts with zero balances** defaults to marked to include accounts with zero balances as of the end of the fiscal year defined on the Columns tab.

Include inactive accounts. **Include inactive accounts** defaults to marked to include accounts you no longer use.

Warning: If the chart template you use does not have any valid accounts defined, no information appears on the report.

Only include accounts from this chart template. To select a chart template, mark **Only include accounts from this chart template** and select a template. Templates are created in *Visual Chart Organizer*.

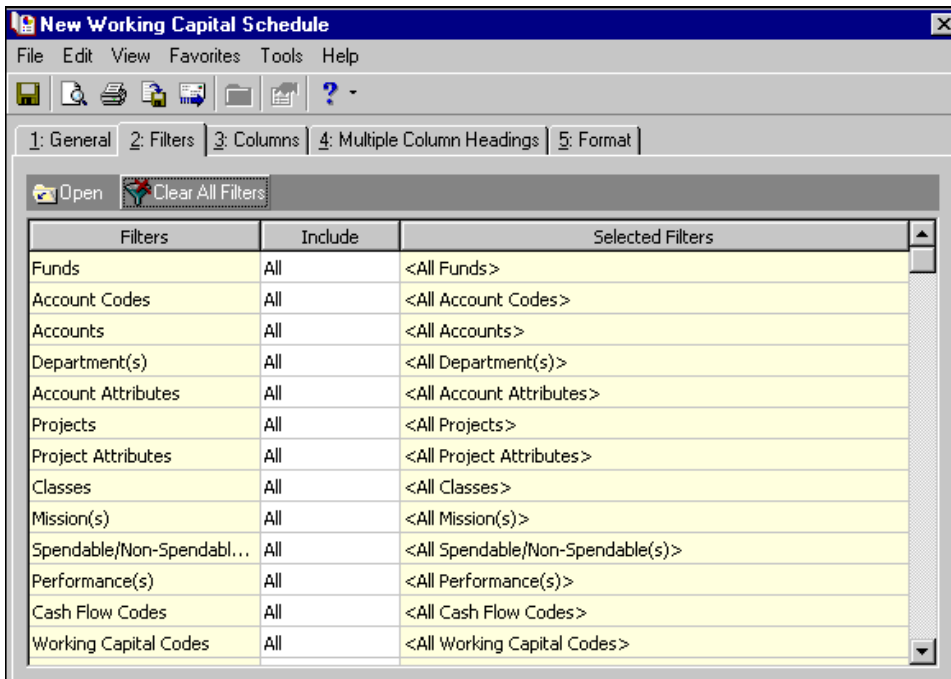
Create an output query of. If you mark **Create an output query of accounts**, the program creates a query of the accounts included in the report. You can use the query later in other areas of **General Ledger**.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you include information based on selected criteria such as funds, account codes, and account attributes. For example, you can include only the accounts with the account attribute of Location and the value of Gym recorded in the account record. Accounts with other account attributes, such as Expense Category, and location values other than Gym do not appear on the report. You can filter by projects or project attributes only if you have the optional module *Projects and Grants*. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

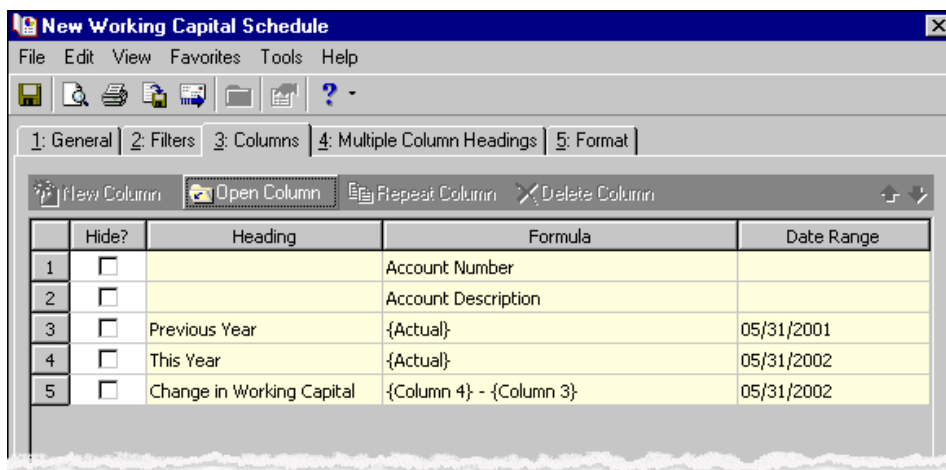
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab of the Working Capital Schedule, you can open existing columns and view their headings and descriptions. The program creates five columns for this report, and they cannot be changed: Column 1 will always be Account Number, Column 2 will always be Account Description, and Columns 3, 4, and 5 will always be amounts. You cannot add, delete, repeat, or move columns. However, you can modify some parameters, such as date ranges in Columns 3 and 4.



Open column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**. On the Working Capital Schedule, you can make changes only on the General tab for Columns 1 and 2. For Columns 3, 4, and 5, you can make certain edits on the General, Filters, and Date Range tabs.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field when you click **Open Column**.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the General tab when you click **Open Column**.

Date Range. The **Date Range** column displays the dates selected on the Date Range tab when you click **Open Column**.

Warning: Selections made on the General, Date Range, and Filters tabs when you open a column apply only to report columns and not to the report itself.

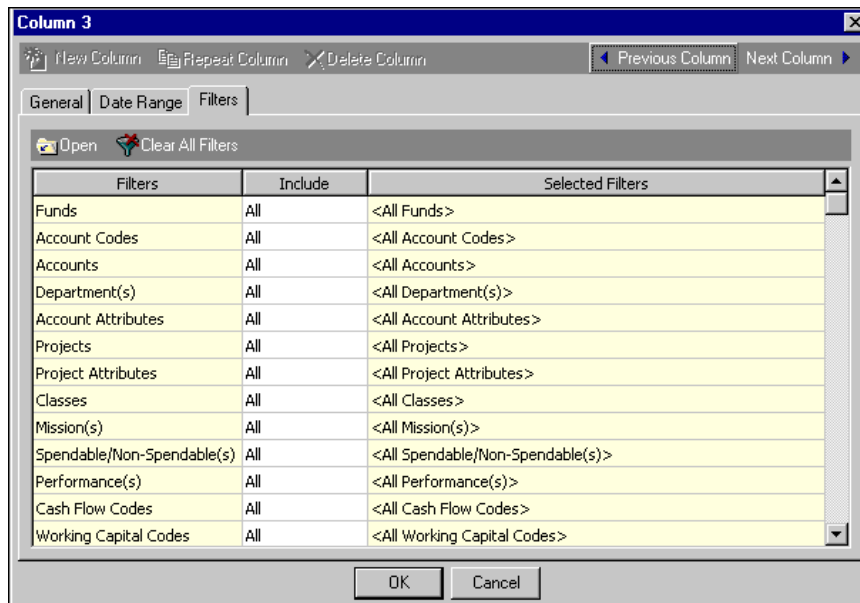
General tab. You can name and define report columns on the General tab when you click **Open Column**. Use the alignment buttons to specify how to align columns. You can make column formatting options in the **Column width**, **Format**, and **Decimal places** fields. The Report width display is for informational purposes only, and changes according to formatting selections. In the **Column Definition** frame, the **Type** field is for informational purposes only; you cannot edit this field. If you mark **Hide this column on the report** and export the report, hidden columns will not be exported.

The screenshot shows the 'Column 3' dialog box with the 'General' tab selected. The 'Column heading' field contains 'Previous Year'. The 'Column width' is set to 1.00 inches, and the 'Report width' is 6.83 inches. The 'Format' is set to 'Currency' and 'Decimal places' is 2. The 'Column Definition' section shows 'Type' as 'Amount'. Below this, there are two text areas: the left one contains '{Actual}', '{Column 4}', and '{Column 5}'; the right one contains '{Actual}'. A right-pointing arrow button is between them. At the bottom left, there is a checkbox labeled 'Hide this column on the report'. At the bottom right, there are 'Validate', 'Clear', and a set of mathematical operators (+, -, *, /, (,)). The 'OK' and 'Cancel' buttons are at the very bottom.

Date Range tab. The selections you make on the Date Range tab determine the period or date for which balances are included on the report. The Date Range tab appears for Columns 3, 4, and 5.

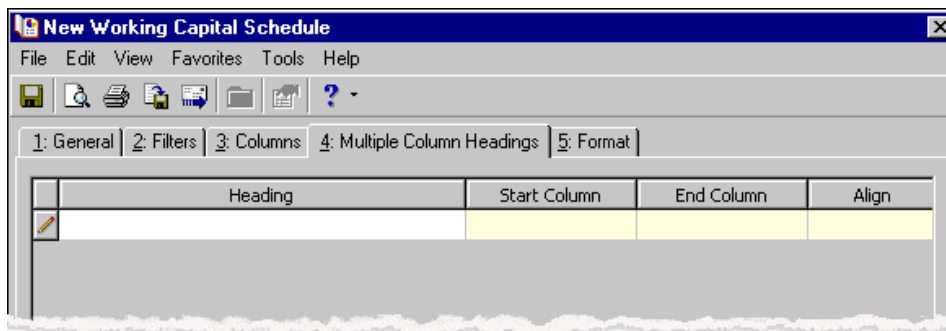
The screenshot shows the 'Column 3' dialog box with the 'Date Range' tab selected. The 'Date' field has a dropdown menu set to '<Specific fiscal period>' and a text field showing '10/31/2002'. The 'Fiscal year' field has a dropdown menu set to 'Last fiscal year' and an 'As of period' dropdown menu set to 'This fiscal period'. The dialog box has the same top navigation and bottom buttons as the previous screenshot.

Filters tab. When you click **Open Column**, you can select filters on the Filters tab that apply only to the selected columns and not the entire report. The Filters tab appears for Columns 3, 4, and 5. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered in the **Heading** column appears as a heading above one or more of the individual column headers.

Start. In the **Start** column, select the first column the multiple column heading covers.

End. In the **End** column, select the last column the multiple column heading covers. The **End** column must be greater than or equal to the **Start** column.

Align. In the **Align** column, select left, center, or right alignment.

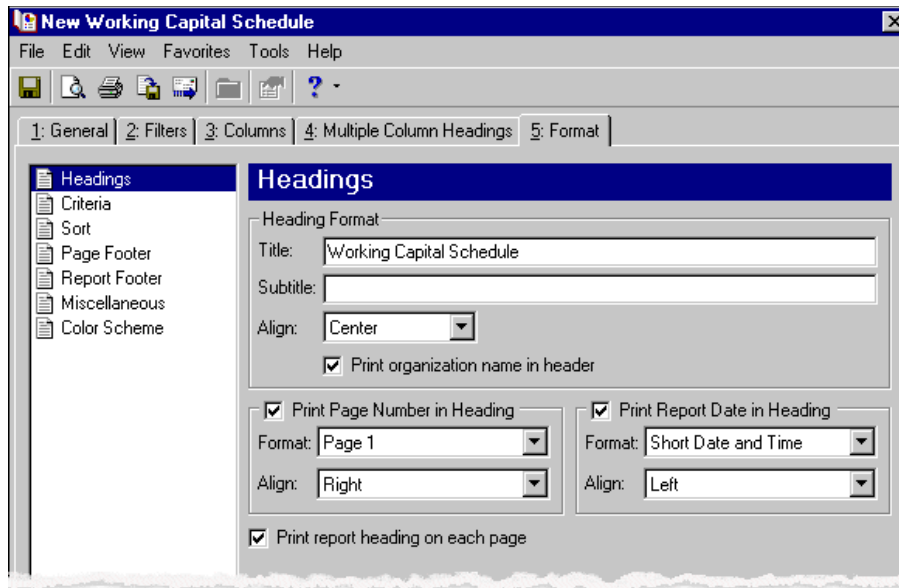
Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and sort the information for the report. You can also select the format for displaying monetary amounts, and print the report in color.

The list on the left of the screen displays formatting options for the Working Capital Schedule: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

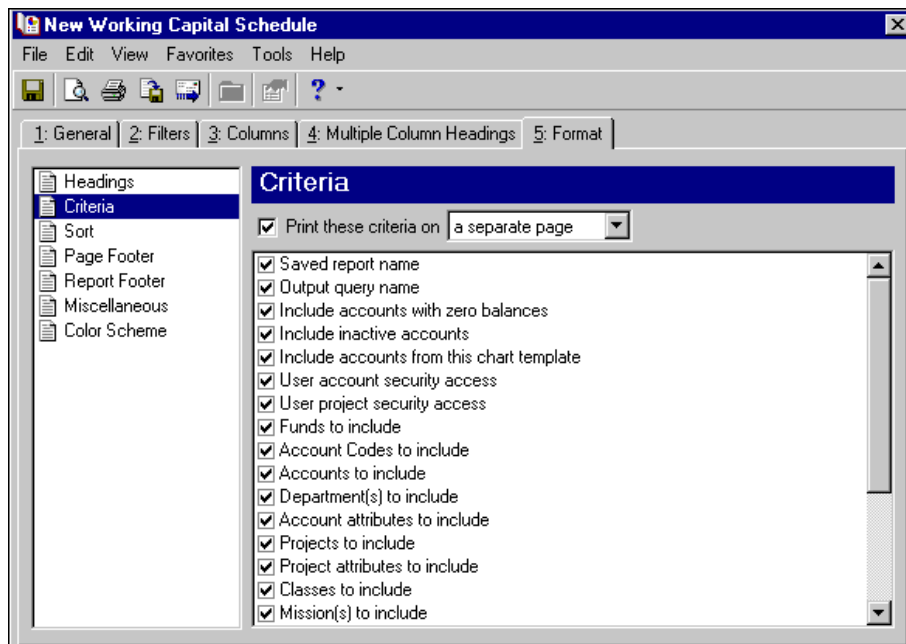
Note: The heading defaults to Working Capital Schedule in the **Title** field. You can leave this as the title for the report or enter your own.

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



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

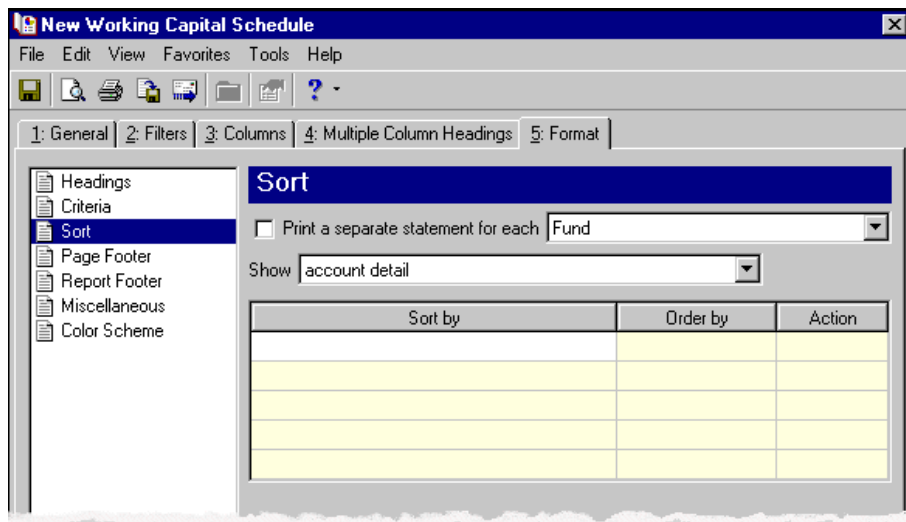
Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Selections print in the criteria section of the report.



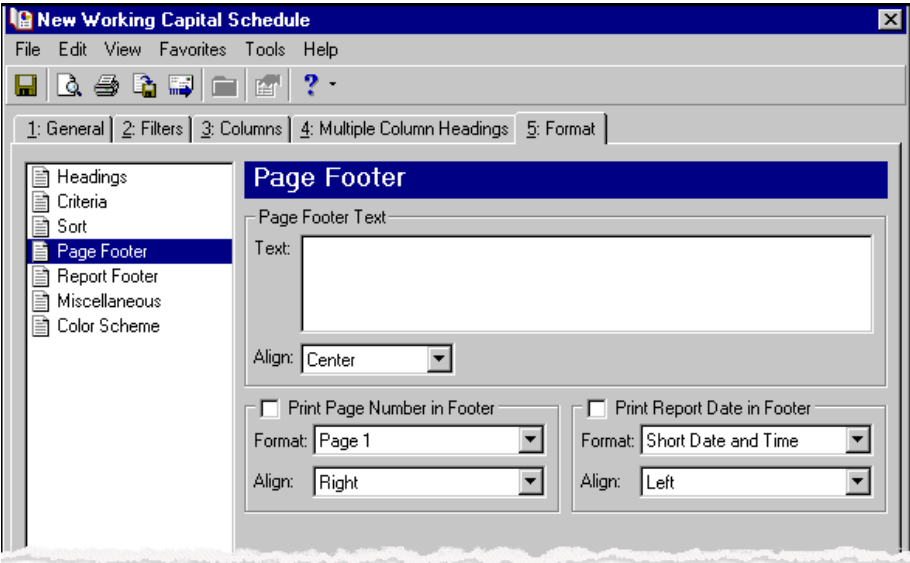
Sort. Use **Sort** to select the order for information to appear on the report. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To print a separate statement for a value, mark **Print a separate statement for each**. In the **Show** field, you can show account detail, working capital codes, or both.

Note: If you show working capital codes on the report, the additional working capital codes you defined in *Configuration* appear on the report.

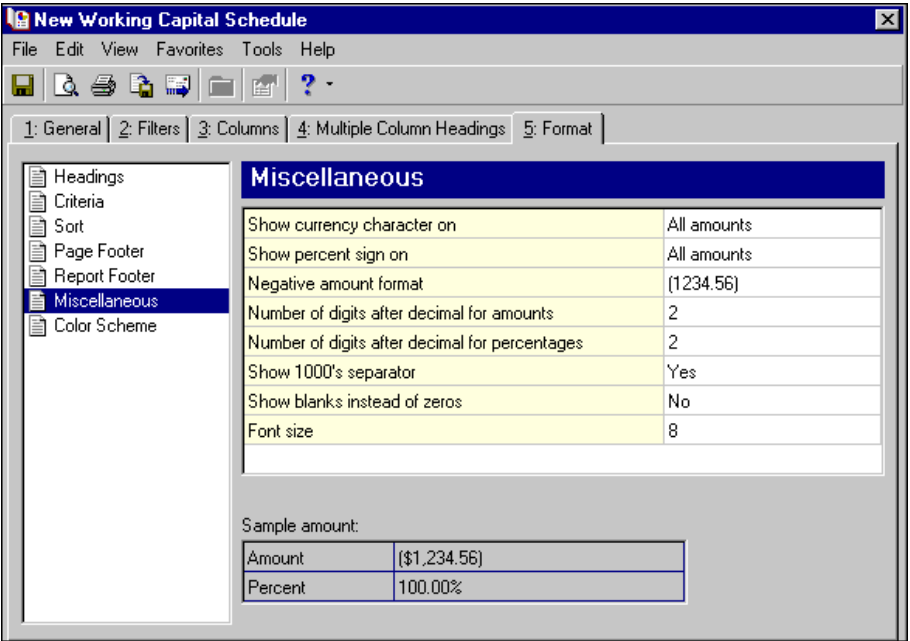
If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select an account segment, in the **Action** column, you can select Subtotal or Mask. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment except account code.



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

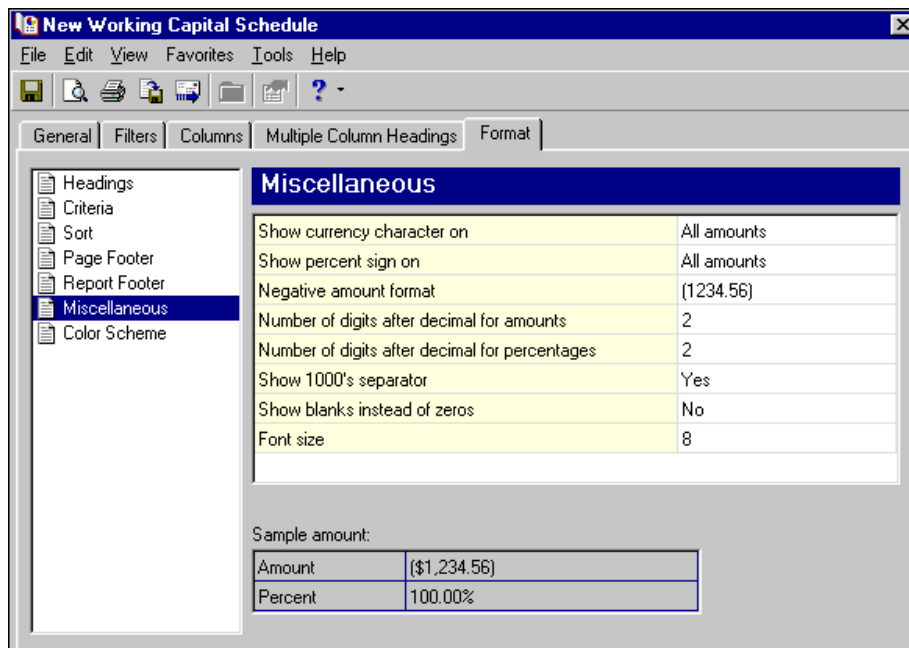


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select alignment of the text.



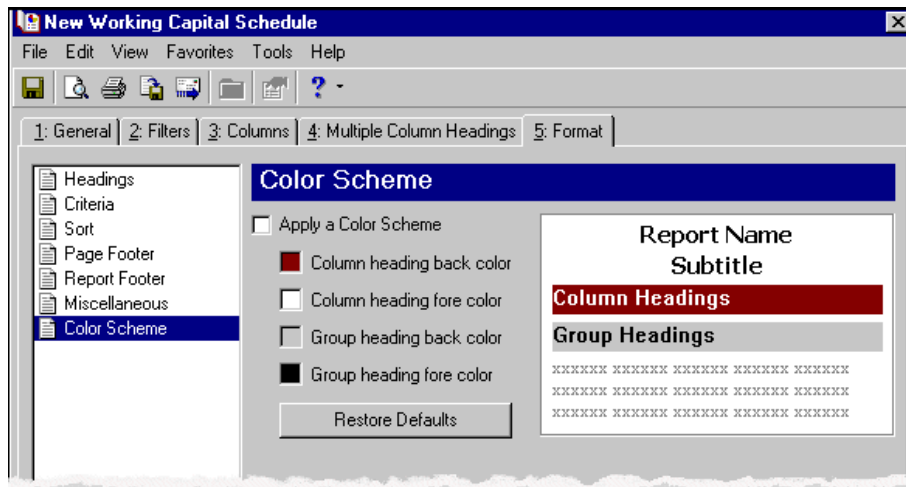
Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Note: Any time you want to return to the original color settings, click **Restore Defaults**.

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



Allocation Reports



Fee Schedule Profile	79
General Tab	79
Filters Tab	80
Format Tab	80
Pool Profile Report	83
General Tab	84
Filters Tab	84
Format Tab	85

Reporting categories in **General Ledger** include Account Reports, Allocation Reports, Budget Reports, Financial Statements, GASB 34 Reports, Journal and Batch Reports, Pivot Reports, and Project Reports. This chapter discusses Allocation Reports. For information about other report categories, see the chapter for that category. Allocation Reports are available only if you have the optional module *Allocation Management*.

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

Allocation reports in **General Ledger** include:

- Fee Schedule Profile
- Pool Profile Report

Fee Schedule Profile

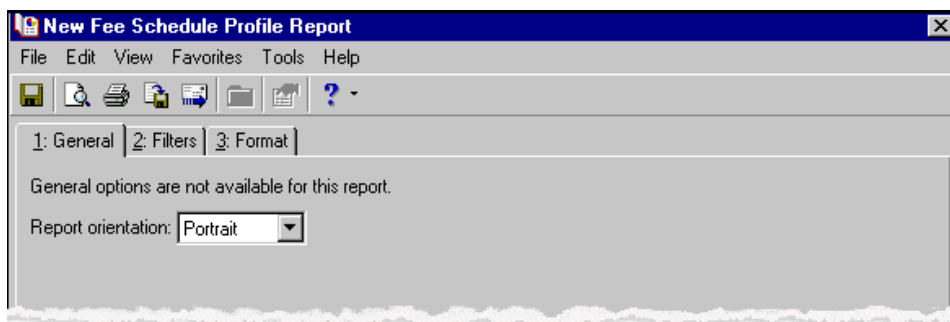
The Fee Schedule Profile provides management fee tables and calculation rules for investment accounts used to calculate investment fees. A fee schedule is a list of amounts or percentages applied against account balances to determine an amount or fee to calculate.

Glossary: A fee schedule is a table you use to define amounts or percentages charged when calculating expense distributions.

The Fee Schedule Profile has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Fee Schedule Profile, see “Creating a report in General Ledger” on page 15.

General Tab

On the General tab, you can select the orientation of the printed report. You cannot set any other parameters on the General tab of the Fee Schedule Profile.

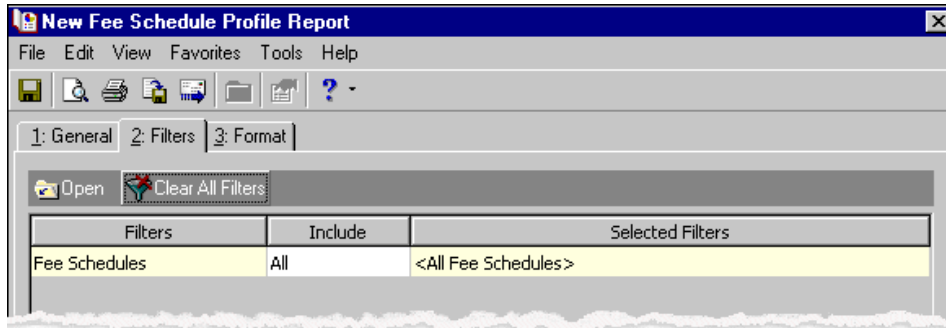


Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on fee schedules. For example, you can include fee schedules within a selected range, and schedules not falling within the range do not appear on the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

Note: If you mark **All**, you cannot define filters. You must mark **Selected** or **Range** to define filters.

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Fee Schedule Profile: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, and **Miscellaneous**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

The screenshot shows the 'New Fee Schedule Profile Report' dialog box with the 'Headings' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The main area is titled 'Headings' and contains the following fields and options:

- Heading Format:**
 - Title:** Fee Schedule Profile Report
 - Subtitle:** (empty field)
 - Align:** Center (dropdown menu)
 - ☒ Print organization name in header
- ☒ Print Page Number in Heading:
 - Format:** Page 1 (dropdown menu)
 - Align:** Right (dropdown menu)
- ☒ Print Report Date in Heading:
 - Format:** Short Date and Time (dropdown menu)
 - Align:** Left (dropdown menu)
- ☒ Print report heading on each page

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

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

The screenshot shows the 'New Fee Schedule Profile Report' dialog box with the 'Criteria' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The main area is titled 'Criteria' and contains the following fields and options:

- ☒ Print these criteria on: a separate page (dropdown menu)
- ☒ Saved report name
- ☒ Fee schedules to include

Sort. Use **Sort** to select the order for information to appear on the report. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To print each fee schedule ID on a separate page, mark **Page break on each new Fee Schedule ID**.

The screenshot shows the 'New Fee Schedule Profile Report' dialog box with the 'Sort' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Sort' tab contains a table with two columns: 'Sort by' and 'Order by'. The first row has 'Fee Schedule ID' under 'Sort by' and 'Ascending' under 'Order by'. Below the table is a checkbox labeled 'Page break on each new Fee Schedule ID' which is checked.

Sort by	Order by
Fee Schedule ID	Ascending

☒ Page break on each new Fee Schedule ID

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

The screenshot shows the 'New Fee Schedule Profile Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Page Footer' tab contains a 'Page Footer Text' section with a 'Text' field. Below this is an 'Align' dropdown menu set to 'Center'. At the bottom, there are two checkboxes: 'Print Page Number in Footer' and 'Print Report Date in Footer'. Each checkbox has a 'Format' dropdown and an 'Align' dropdown. The 'Print Page Number in Footer' checkbox is unchecked, with 'Format' set to 'Page 1' and 'Align' set to 'Right'. The 'Print Report Date in Footer' checkbox is unchecked, with 'Format' set to 'Short Date and Time' and 'Align' set to 'Left'.

Page Footer Text

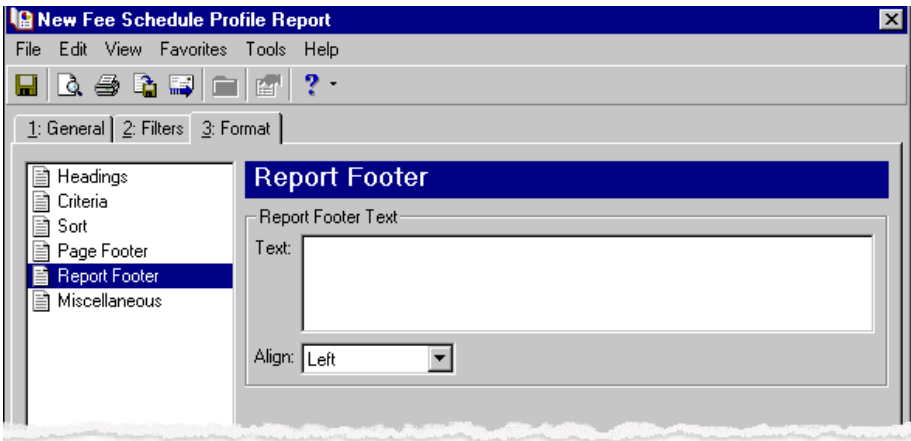
Text:

Align: Center

☐ Print Page Number in Footer
 Format: Page 1
 Align: Right

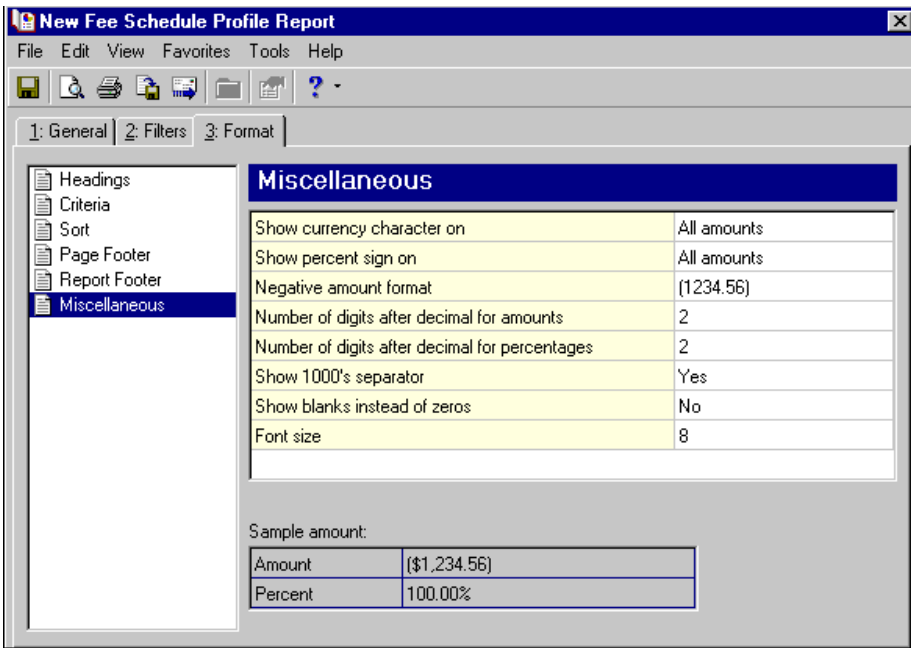
☐ Print Report Date in Footer
 Format: Short Date and Time
 Align: Left

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



Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Pool Profile Report

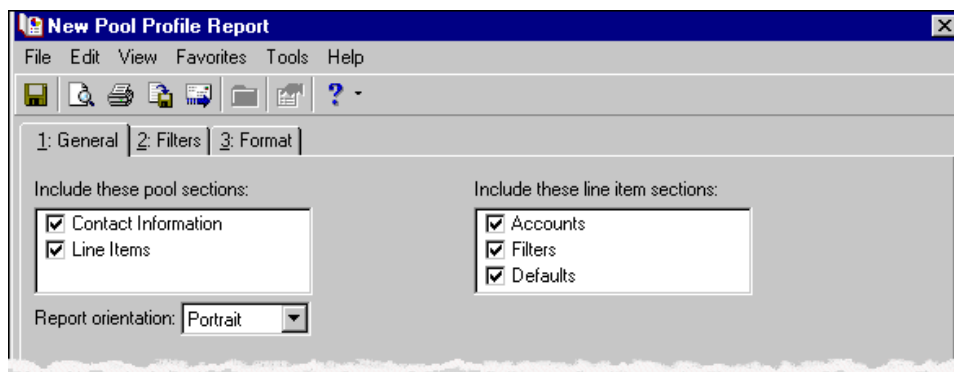
The Pool Profile Report provides the allocation basis, pool accounts, and source and destination accounts used to calculate allocation amounts. An allocation pool is a set of entities used to determine relative balances used in the allocation process. Pools can consist of accounts, projects, classes,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

Glossary: An allocation pool is a group of accounts, organized by account, project, class, transaction code, or attribute, used to track investment account monies received from different funds or endowments.

The Pool Profile Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Pool Profile Report, see “Creating a report in General Ledger” on page 15.

General Tab

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



Include these pool sections. In the **Include these pool sections** box, mark **Contact Information** or **Line Items** or both to select the allocation pool sections for the profile.

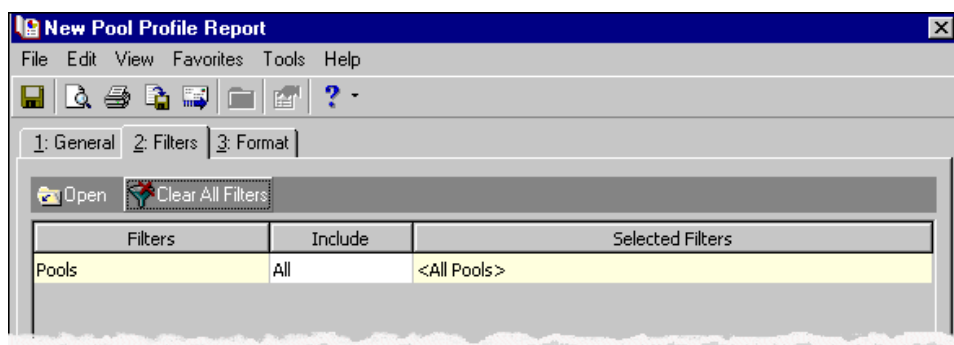
Include these line item sections. In the **Include these line item sections** box, mark **Accounts**, **Filters**, or **Defaults** or any combination.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on pools. For example, you can include pools in a certain range, and pools not falling within the range do not appear on the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Pool Profile Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, and **Miscellaneous**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

The screenshot shows the 'New Pool Profile Report' dialog box with the 'Headings' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The main area is titled 'Headings' and contains the following settings:

- Heading Format:**
 - Title: Pool Profile Report
 - Subtitle: (empty field)
 - Align: Center
 - ☒ Print organization name in header
- ☒ Print Page Number in Heading:
 - Format: Page 1
 - Align: Right
- ☒ Print Report Date in Heading:
 - Format: Short Date and Time
 - Align: Left
- ☒ Print report heading on each page

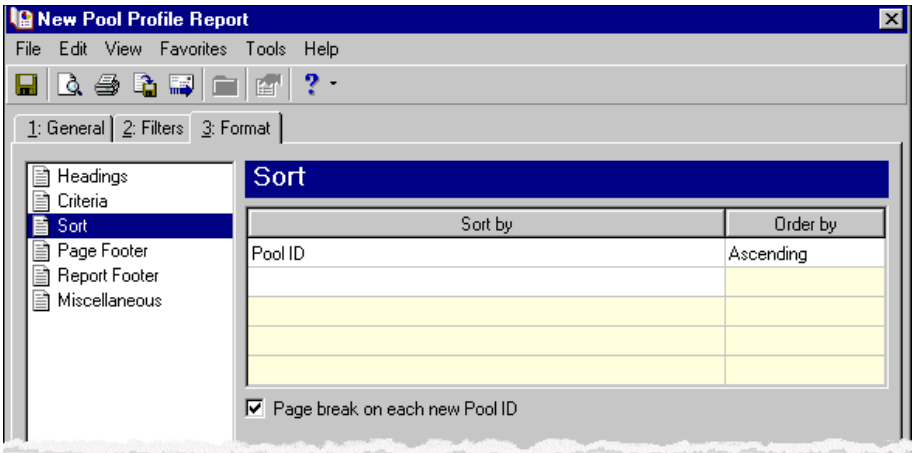
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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

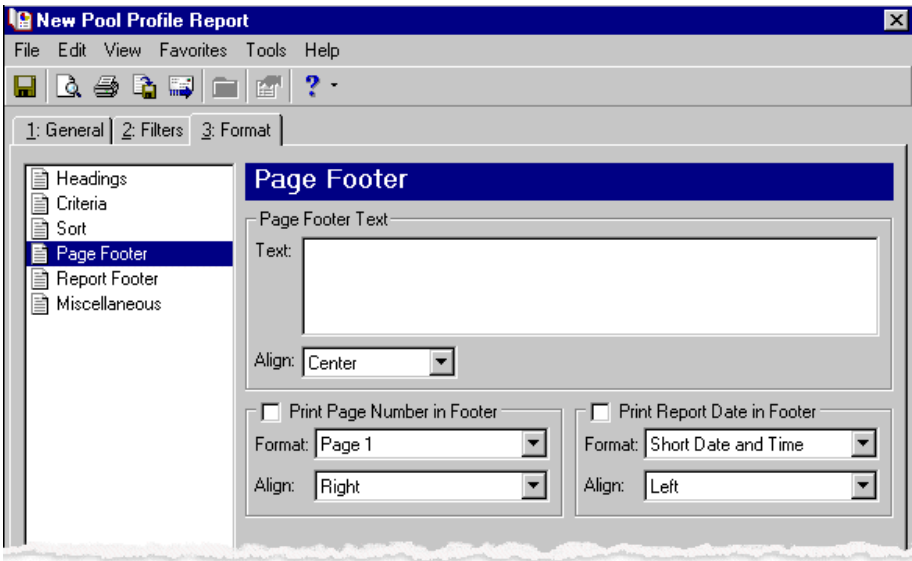
The screenshot shows the 'New Pool Profile Report' dialog box with the 'Criteria' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The main area is titled 'Criteria' and contains the following settings:

- ☒ Print these criteria on: a separate page
- ☒ Saved report name
- ☒ Pools to include

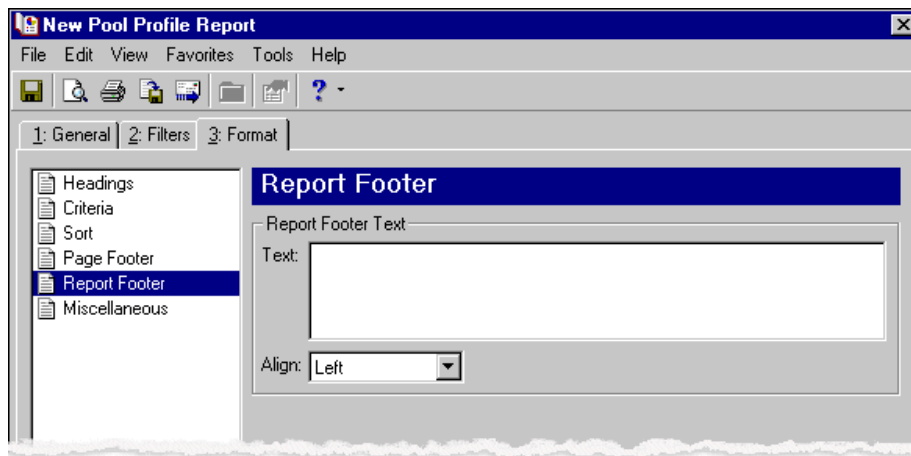
Sort. Use **Sort** to select the order for allocation pools to appear on the report. When you select **Sort**, a grid displays Pool ID in the **Sort by** column as the only category you can sort in the report. Select Ascending or Descending in the **Order by** column. To print each allocation pool on a separate page, mark **Page break on each new Pool ID**.



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

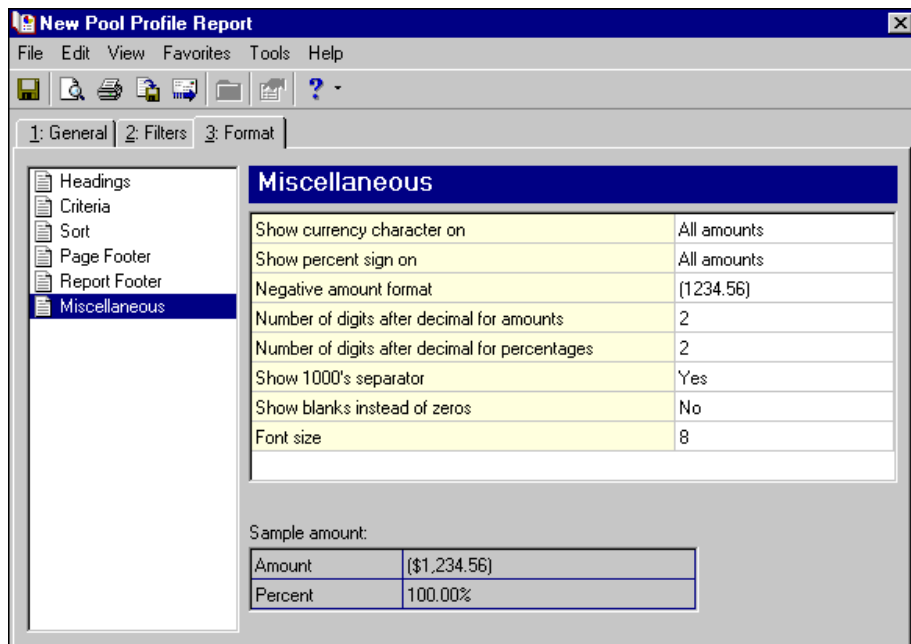


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Budget Reports



Budget Adjustments Journal	91
General Tab	91
Filters Tab	93
Format Tab	94
Budget Adjustments Report	97
General Tab	98
Filters Tab	99
Format Tab	100
Budget Distribution Report	104
General Tab	105
Filters Tab	106
Format Tab	106

Warning: Your original budgets must be finalized before you can create Budget Reports.

Reporting categories in **General Ledger** include Account Reports, Allocation Reports, Budget Reports, Custom Reports, Financial Statements, GASB 34 Reports, Grant Reports, Journal and Batch Reports, Pivot Reports, and Project Reports. This chapter discusses Budget Reports. For information about other report categories, see the chapter for that category.

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

Budget reports in **General Ledger** include:

- Budget Adjustments Journal
- Budget Adjustments Report
- Budget Distribution Report

Budget Adjustments Journal

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

Keep in mind, to budget by grant and report grant budgets, you must set up a grant-tracking transaction code on Grant Business Rules page of *Configuration*.

Glossary: An adjustment is a journal entry made to correct errors or allocate items between accounting periods. An adjustment record contains details of the adjustment.

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.

The Budget Adjustments Journal has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Budget Adjustments Journal, see “Creating a report in General Ledger” on page 15.

General Tab

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

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

The screenshot shows the 'New Budget Adjustments Journal' window with the 'General' tab active. The 'Scenario ID' is set to '00' and the 'Date' is set to 'This fiscal year'. The 'Report orientation' is set to 'Portrait'. The 'Show' dropdown is set to 'Account budgets'. The checkboxes for 'Print reason for adjustment', 'Print account description', and 'Print Grant and Project description' are all checked. The buttons at the bottom are '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Glossary: A budget scenario is a single version of an organization's budget for a given time period. You can have multiple budget scenarios if you have the optional module *Budget Management*. For example, you can create a scenario of your original budget and also create scenarios for various revisions of that budget.

Show budget adjustments for. In the **Scenario ID** field in the **Show budget adjustments for** frame, select the budget scenario to use in the report. A brief description of the scenario appears in the display to the right.

Include Adjustments in this date range. In the **Date** field, select the time period of the budget adjustments to include.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Show. In the **Show** field, you can select to display "Account budgets", "Account budgets with Grant detail", "Account budgets with Project detail", "Account budgets with Grant and Project detail", "Grant Budgets", or "Project budgets" on the report. Project and grant options appear only if you have the optional module *Projects and Grants*.

The grant options appear only if you set up a grant-tracking transaction code on Grant Business Rules page of *Configuration*.

Glossary: The Budget Manager is a grid that provides one location for adding, distributing, adjusting, and finalizing an unlimited number of budget scenarios. The Budget Manager is available only if you have the optional module *Budget Management*.

Print reason for adjustment. If you mark **Print reason for adjustment**, the reason for each budget adjustment, as recorded in the Budget Manager, appears on the report.

Print account description. If you leave **Print account description** marked, the description of the account, as recorded in the account record, appears on the report.

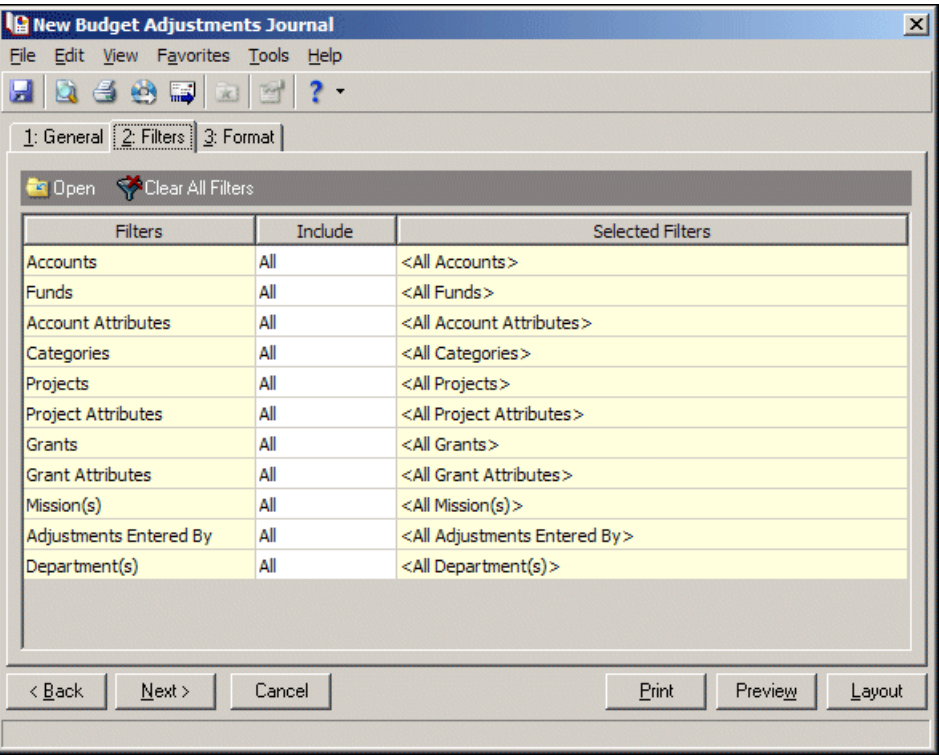
Print project description. If you leave **Print project description** marked, the description of the project, as recorded in the project record, appears on the report.

If you select a grant option in the **Show** field, the **Print Grant and Project description** checkbox appears. Keep in mind, to report on grant budgets you must set up a grant-tracking transaction code on Grant Business Rules page of *Configuration*.

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

Filters Tab

On the Filters tab, you include information based on selected criteria such as accounts, projects, grants, and funds. For example, you can include only the accounts with an account attribute of Expense Category and the value of Salaries recorded in the account record. Accounts with other account attributes do not appear on the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Note: You can filter by transaction code, grant attributes, projects or project attributes only if you have the optional module *Projects and Grants*.

Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

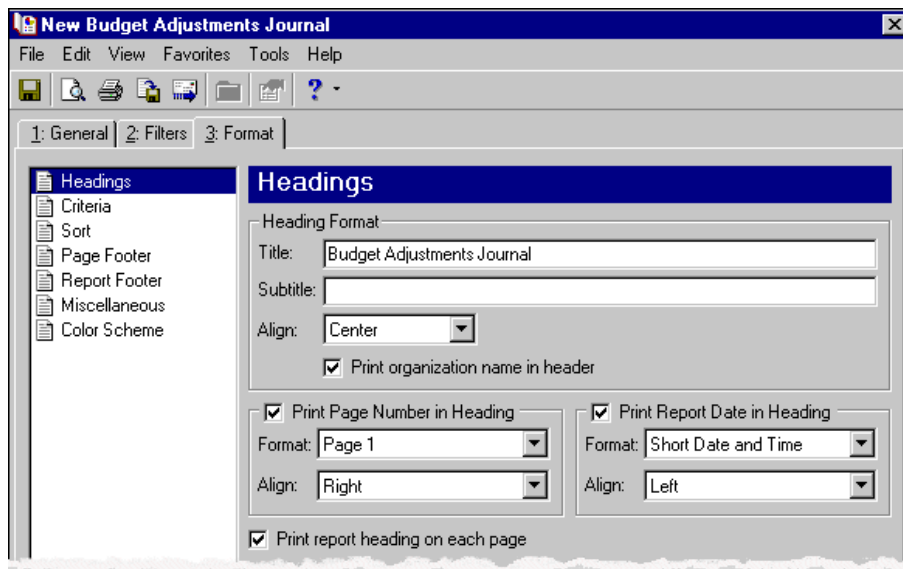
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can also select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Budget Adjustments Journal: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

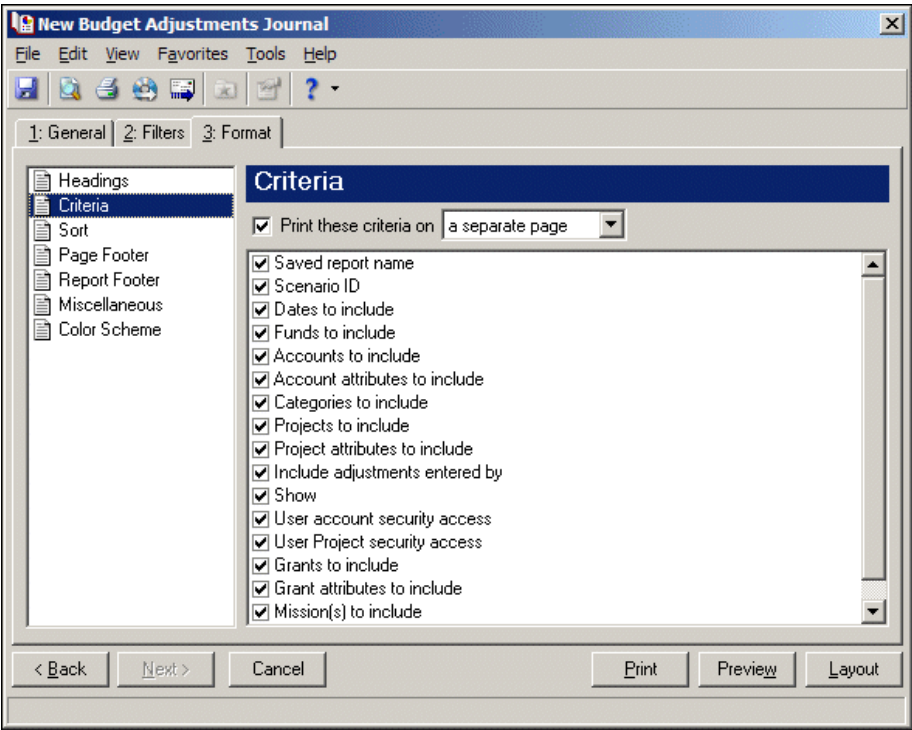
Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

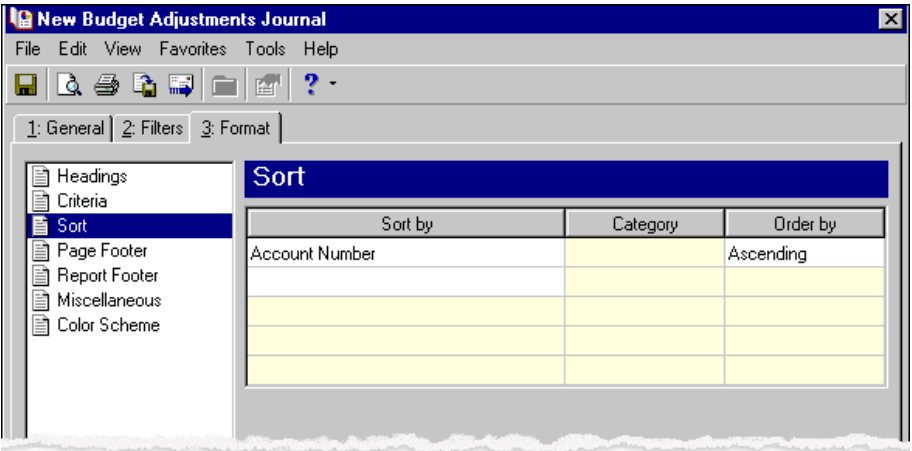


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

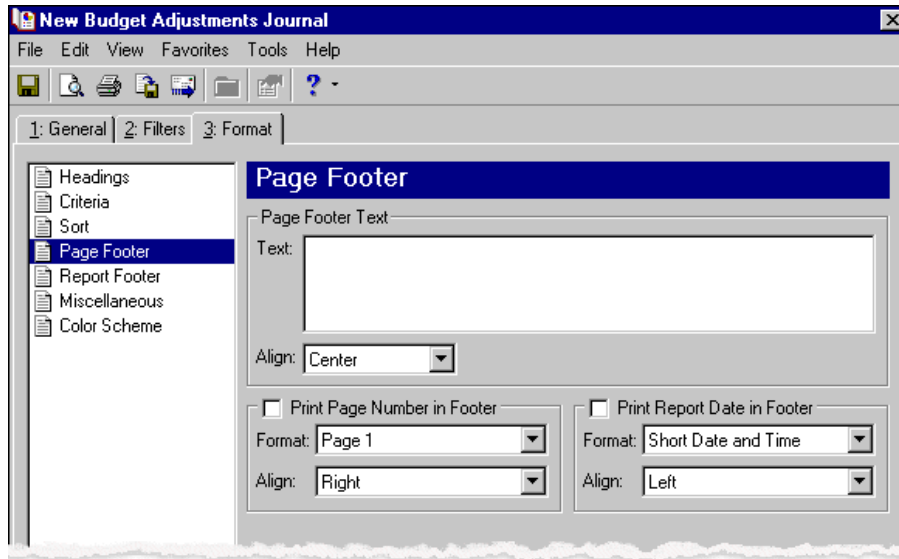
Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.



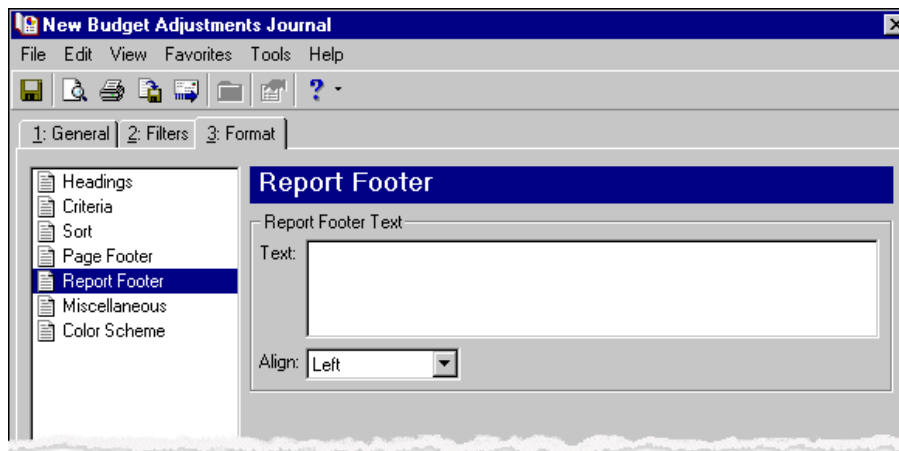
Sort. Use **Sort** to select the order for information to appear on the report. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order.



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

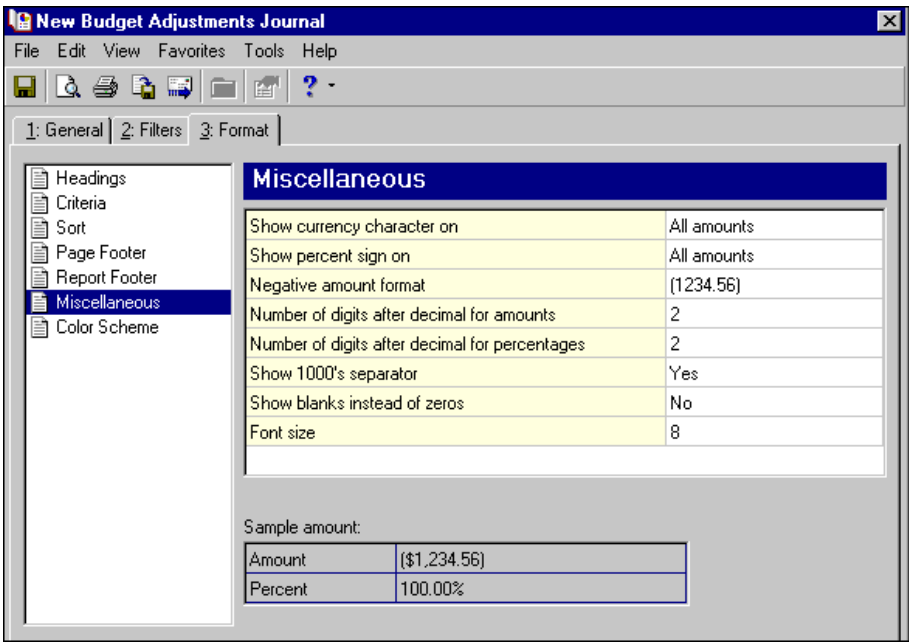


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select alignment of the text.



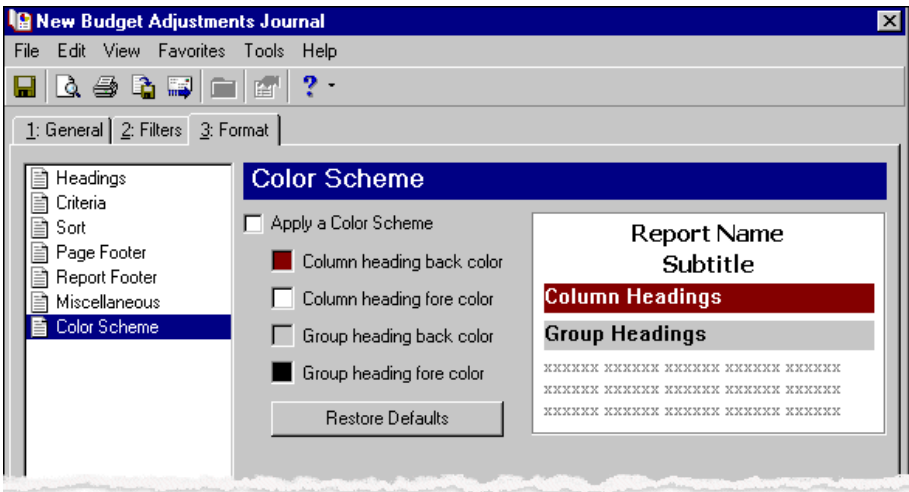
Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Note: Any time you want to return to the original color settings, click **Restore Defaults**.

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



Budget Adjustments Report

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

Keep in mind, to budget by grant and report grant budgets, you must set up a grant-tracking transaction code on Grant Business Rules page of *Configuration*.

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.

Glossary: An adjustment is a journal entry made to correct errors or allocate items between accounting periods. An adjustment record contains details of the adjustment.

The Budget Adjustments Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Budget Adjustments Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

The screenshot shows the 'New Budget Adjustments Report' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the toolbar are three tabs: '1: General', '2: Filters', and '3: Format'. The 'General' tab contains the following fields and controls:

- 'Show budget adjustments for:' label.
- 'Scenario ID:' dropdown menu set to '00', with 'Main Operating Budget' displayed to the right.
- 'Start Fiscal Year:' dropdown menu set to 'Last fiscal year', with '01/01/2006 to 12/31/2006' displayed to the right.
- 'Show:' dropdown menu set to 'Account budgets with Grant detail'.
- Two unchecked checkboxes: 'Include accounts with no adjustments' and 'Include projects with no adjustments'.
- 'Report format:' dropdown menu set to 'Detail'.
- 'Show adjusted:' dropdown menu set to 'Account budget'.
- 'Report orientation:' dropdown menu set to 'Portrait'.

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Show budget adjustments for. In the **Scenario ID** field, select the budget scenario to use in the report. A brief description of the scenario appears in the display to the right. In the **Start Fiscal Year** field, select the time period of the budget adjustments to include in the report.

Note: You can select Project and Grant budgets only if you have the optional module *Projects and Grants*.

Show. In the **Show** field, you can select to display “Account budgets”, “Account budgets with Grant detail”, “Account budgets with Project detail”, “Account budgets with Grant and Project detail”, “Grant Budgets”, or “Project budgets” on the report. Project and grant options appear only if you have the optional module *Projects and Grants*.

The grant options appear only if you set up a grant-tracking transaction code on Grant Business Rules page of *Configuration*.

Include accounts with no adjustments. If you mark **Include accounts with no adjustments**, accounts with no adjustments entered appear on the report.

Include projects with no adjustments. If you mark the **Include projects with no adjustments**, projects with no adjustments appear on the report. This checkbox is active only if you select “Project budgets” in the **Show** field.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

Report format. In the **Report format** field, select “Detail” or “Summary”.

Show adjusted. In the **Totals** field, select “Account budget” to show the development or the original budget to the adjusted budget at the account level, or select “Account period budgets” to the show the development of the original budget to the adjusted budget both at the account level and each period budget for the account.

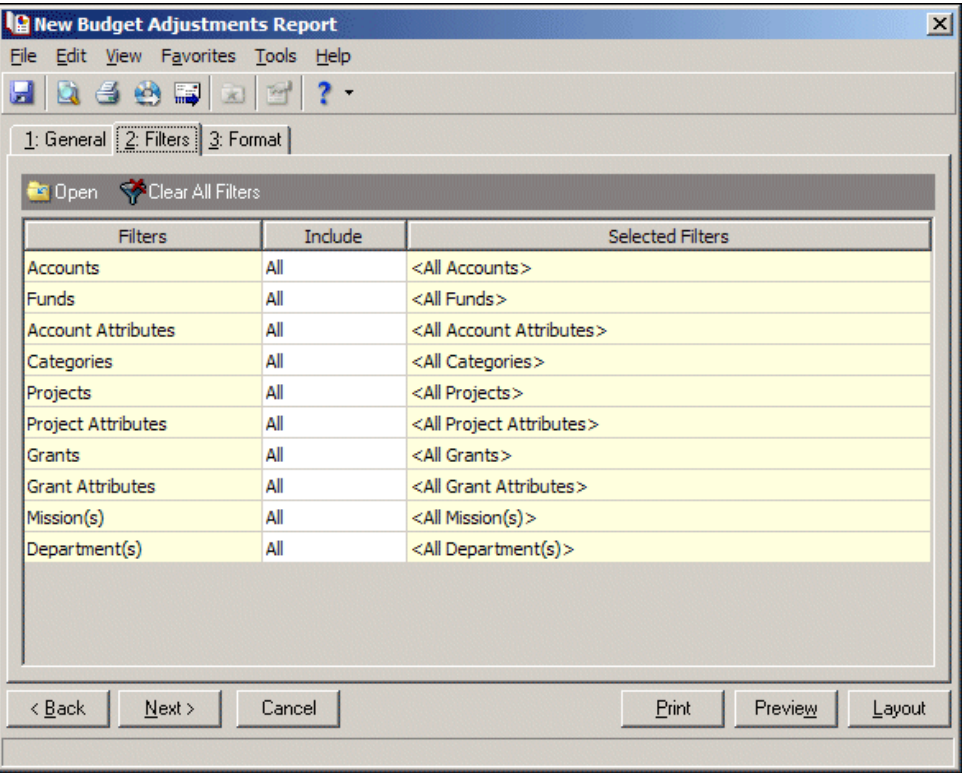
Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you include information based on selected criteria such as accounts, funds, and grant. For example, you can include only the accounts with an account attribute of Expense Category and the value of Salaries recorded in the account record. Accounts with other account attributes do not appear on the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

You can filter by project or grant only if you have the optional module *Projects and Grants*. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

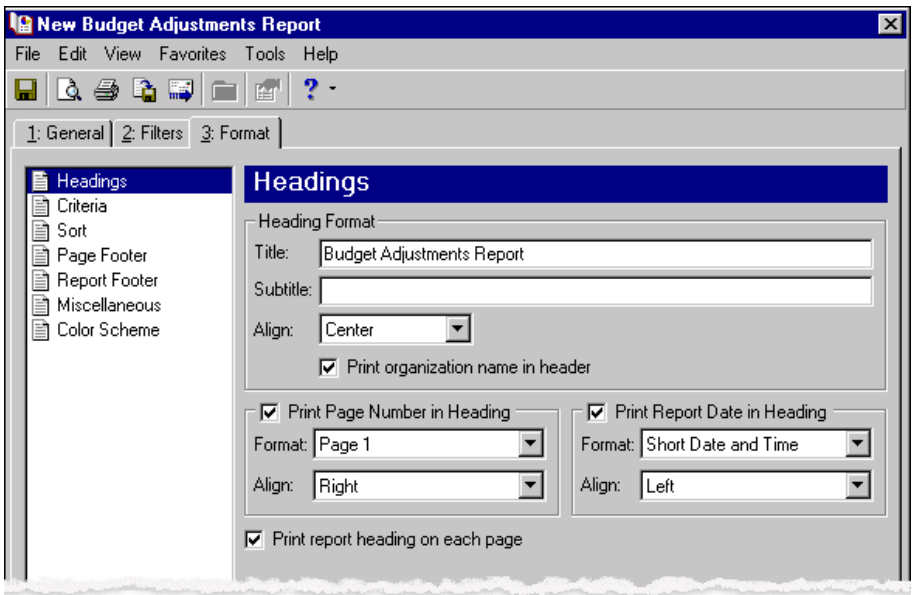
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Budget Adjustments Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

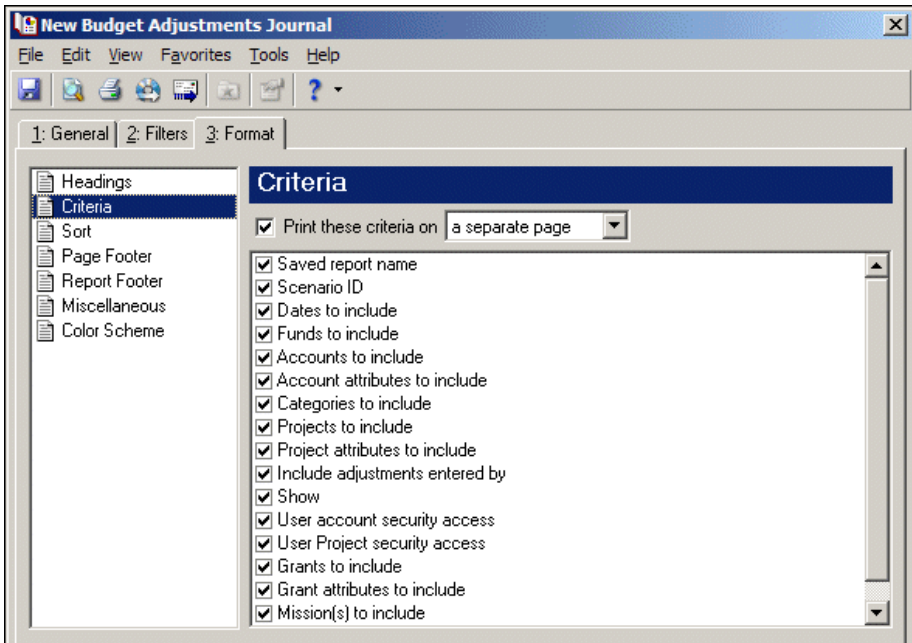
Note: The heading defaults to Budget Adjustments Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

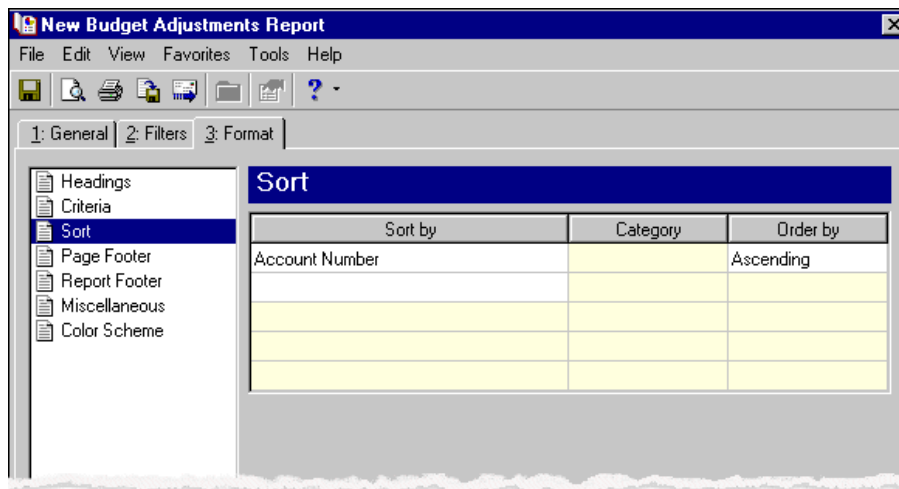


Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report. The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

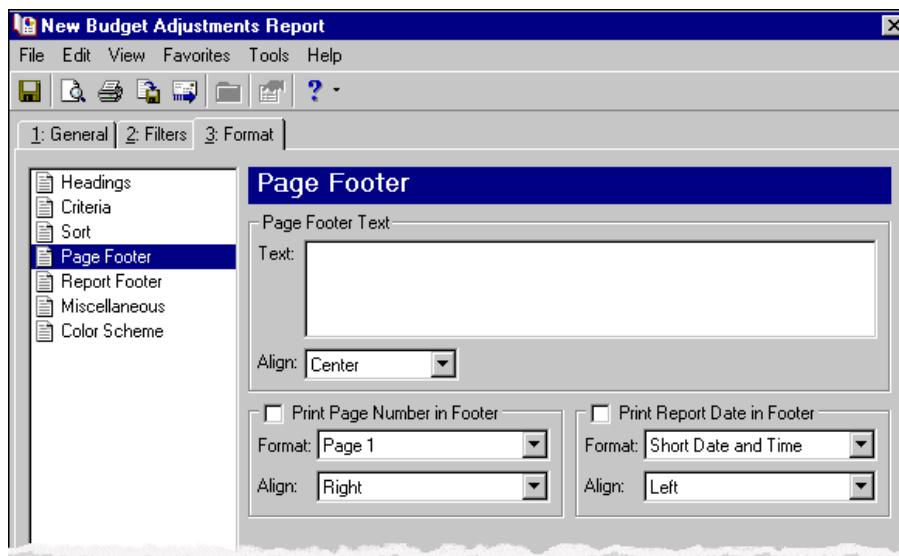


Sort. Use **Sort** to select the order for information to appear on the report. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

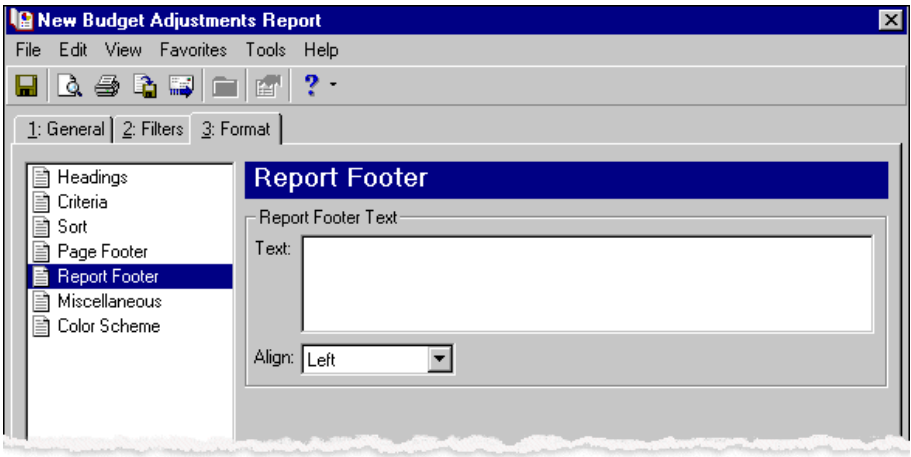
If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order.



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

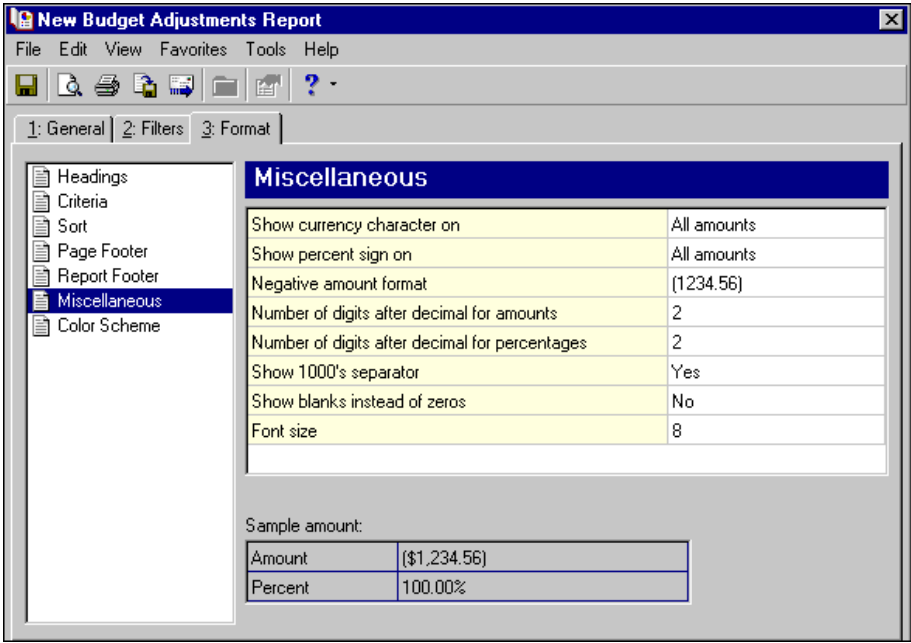


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select alignment of the text.



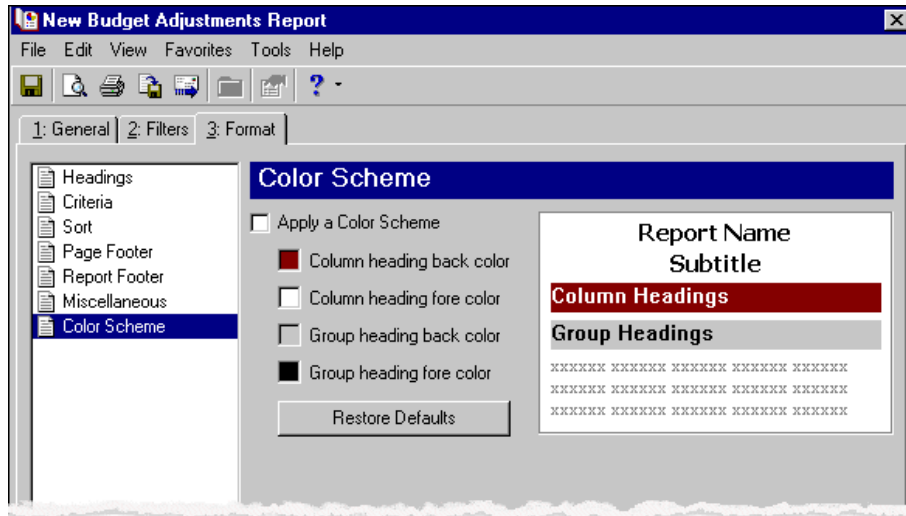
Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Note: Any time you want to return to the original color settings, click **Restore Defaults**.

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



Budget Distribution Report

The Budget Distribution Report lists budget distributions for account, grant, 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.

Keep in mind, to budget by grant and report grant budgets, you must set up a grant-tracking transaction code on Grant Business Rules page of *Configuration*.

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

Glossary: A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts. If you have the optional module *Projects and Grants*, you can also apply budget activity manually, evenly, or with a table to projects or grants.

The Budget Distribution Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Budget Distribution Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

The screenshot shows the 'New Budget Distribution Report' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the tabs, there are three sections: 'Show budget details for', 'Include budgets in this date range', and 'Show'. The 'Show budget details for' section has a 'Scenario ID' dropdown set to '00' and a text field showing 'Main Operating Budget'. The 'Include budgets in this date range' section has a 'Date' dropdown set to 'This fiscal year' and a text field showing '01/01/2007 to 12/31/2007'. The 'Show' section has a dropdown set to 'Account budgets', two checkboxes for 'Include budget adjustments with these entry dates' and 'Include accounts with zero budgets' (both unchecked), and a date range dropdown set to 'Include all dates'. At the bottom, there is a 'Report orientation' dropdown set to 'Portrait'. Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Glossary: A budget scenario is a single version of an organization’s budget for a given fiscal year. You can have multiple budget scenarios if you have the optional module *Budget Management*. For example, you can create a scenario of your original budget and also create scenarios for various revisions of that budget.

Show budget details for. In the **Scenario ID** field in the **Show budget details for** frame, select the budget scenario to use in the report. A brief description of the scenario appears in the display to the right.

Include budgets in this date range. In the **Date** field in the **Include budgets in this date range** frame, select the time period of the budgets to include.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Show. In the **Show** field, you can select to display “Account budgets”, “Account budgets with Grant detail”, “Account budgets with Project detail”, “Account budgets with Grant and Project detail”, “Grant Budgets”, or “Project budgets” on the report. Project and grant options appear only if you have the optional module *Projects and Grants*.

The grant options appear only if you set up a grant-tracking transaction code on Grant Business Rules page of *Configuration*.

Include budget adjustments with these entry dates. If you mark **Include budget adjustments with these entry dates**, you can show the budget adjustments on the report for all dates, or enter the specific dates.

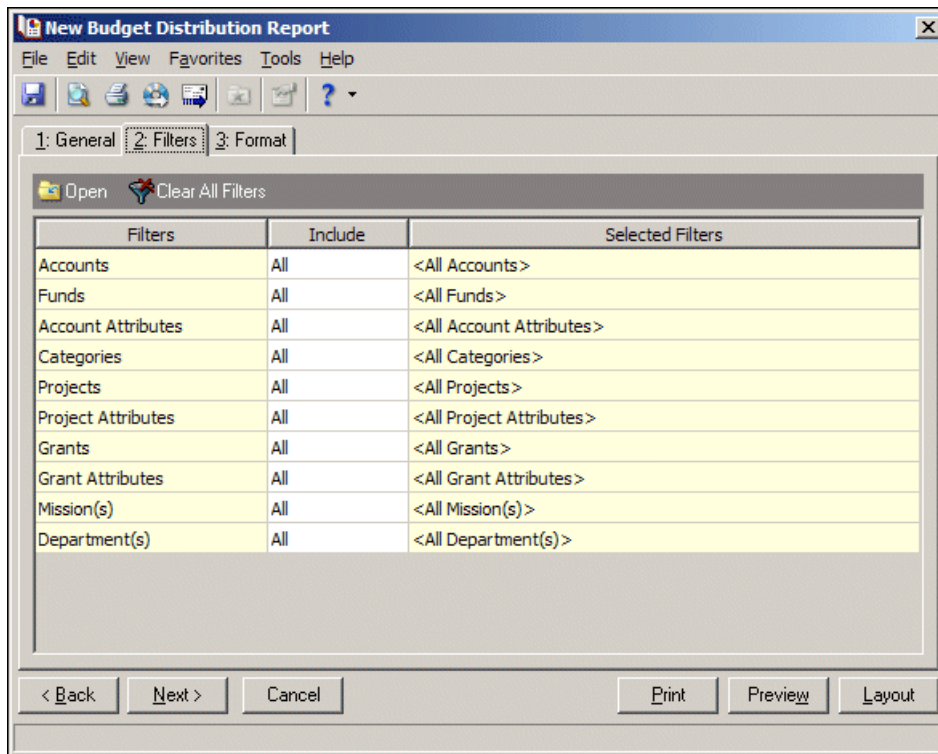
Include accounts with zero budgets. If you mark **Include accounts with zero budgets**, accounts with no budget amount recorded in the account record appear on the report.

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

Filters Tab

On the Filters tab, you include information based on selected criteria such as accounts, funds, and grants. For example, you can include only the accounts with an account attribute of Expense Category and the value of Salaries recorded in the account record. Accounts with other account attributes do not appear on the report.

You can filter by project and grant only if you have the optional module *Projects and Grants*. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Note: You can filter by grant, grant attributes, projects, and project attributes only if you have the optional module *Projects and Grants*.

Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Budget Distribution Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

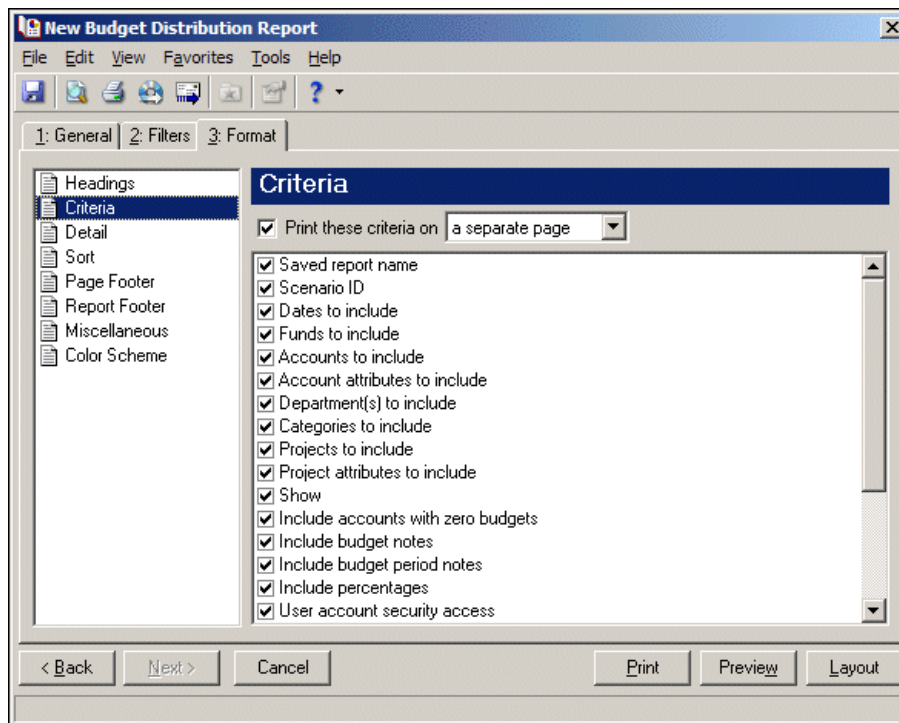
Note: The heading defaults to Budget Distribution Report in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

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

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

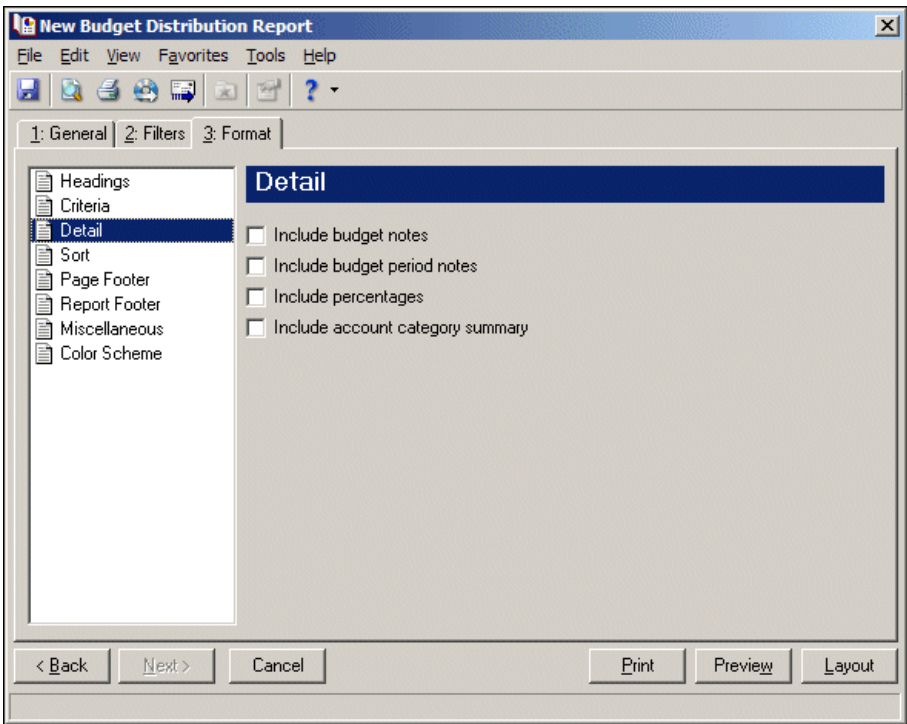


Detail. Select **Detail** to further customize your Budget Distribution report.

Note: If you mark **Include budget notes**, and no notes are recorded in the Budget Manager for the account, nothing appears next to the heading on the report.

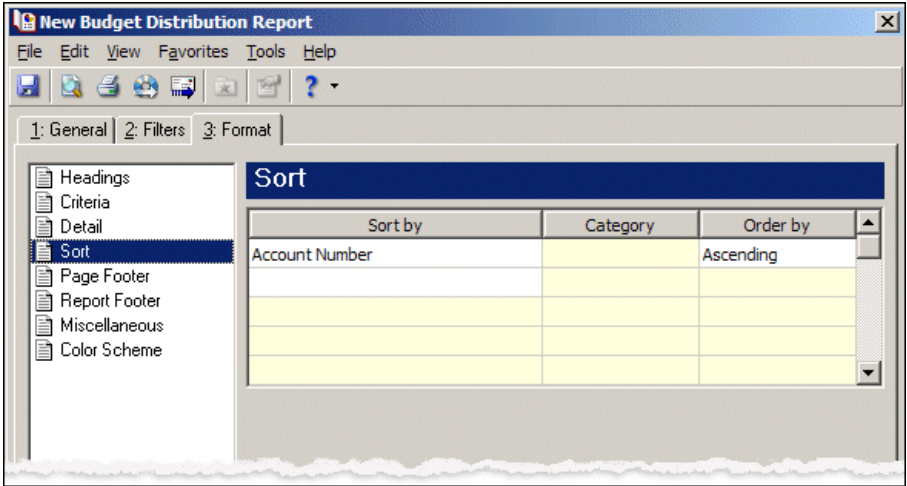
- Mark **Include budget notes** if you want budget notes from the Budget Manager to appear on the report.
- Mark **Include budget period notes** if you want notes recorded for budget periods to appear on the report.
- Mark **Include percentages** if you want the percentage distribution of the budget to appear on the report.

- Mark **Include account category summary** if you want to include the budget account totals or budget final balance on the report.



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

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



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

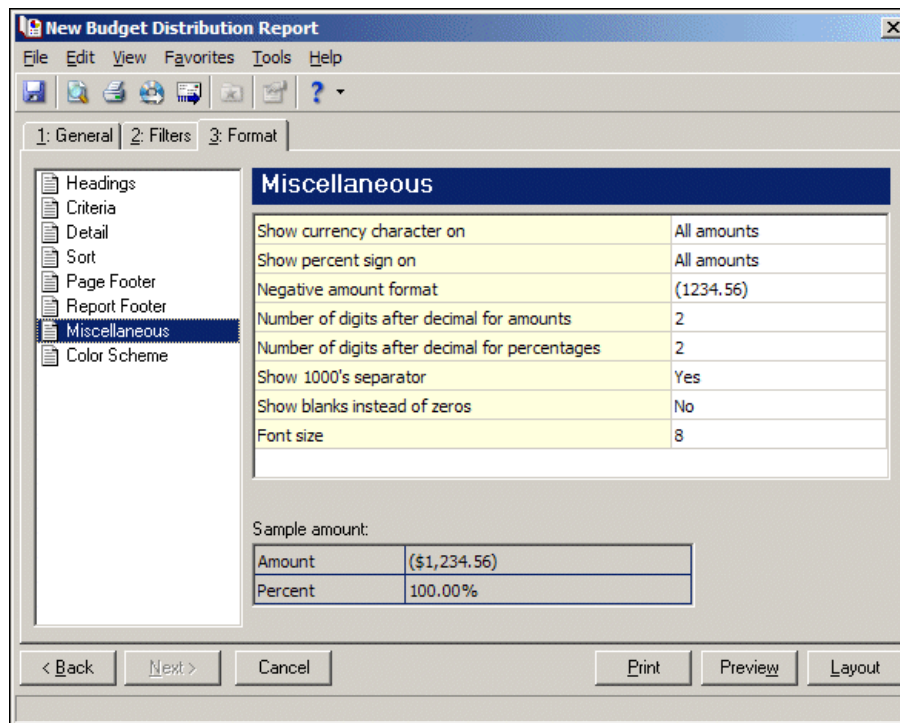
The screenshot shows the 'New Budget Distribution Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists various report components, with 'Page Footer' highlighted. The main area is titled 'Page Footer' and contains a 'Page Footer Text' section with a large text input field. Below this, there are two sections for optional footer content. The first section, 'Print Page Number in Footer', has a checkbox, a 'Format' dropdown set to 'Page 1', and an 'Align' dropdown set to 'Right'. The second section, 'Print Report Date in Footer', has a checkbox, a 'Format' dropdown set to 'Short Date and Time', and an 'Align' dropdown set to 'Left'. At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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

The screenshot shows the 'New Budget Distribution Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists various report components, with 'Report Footer' highlighted. The main area is titled 'Report Footer' and contains a 'Report Footer Text' section with a large text input field. Below this is an 'Align' dropdown menu set to 'Left'. At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

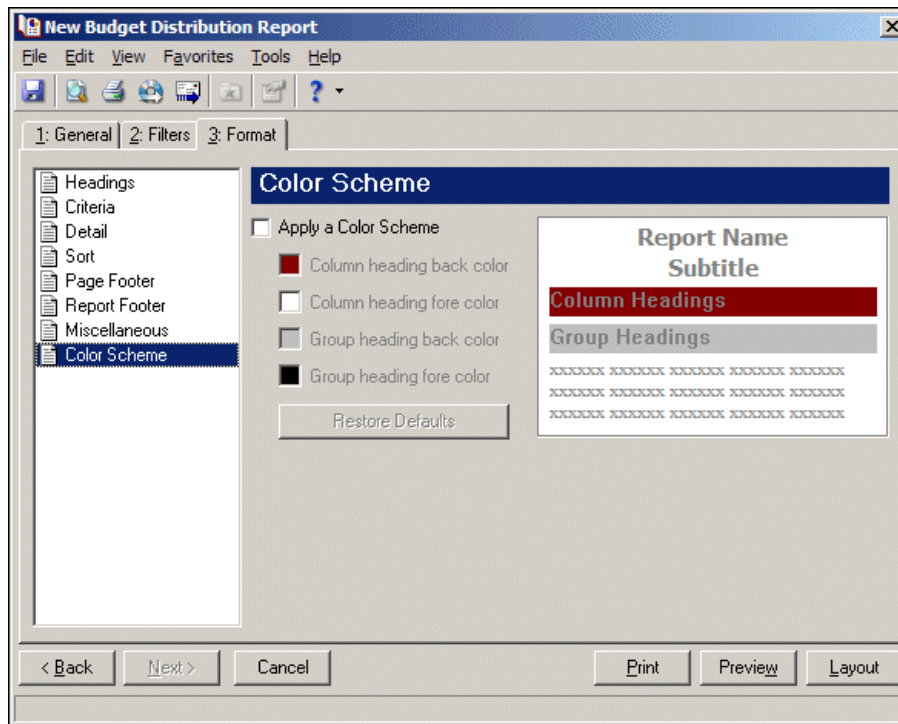
Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Note: Any time you want to return to the original color settings, click **Restore Defaults**.

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



Custom Reports



Creating Custom Reports. 115
Editing an Export for a Custom Report. 118

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

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

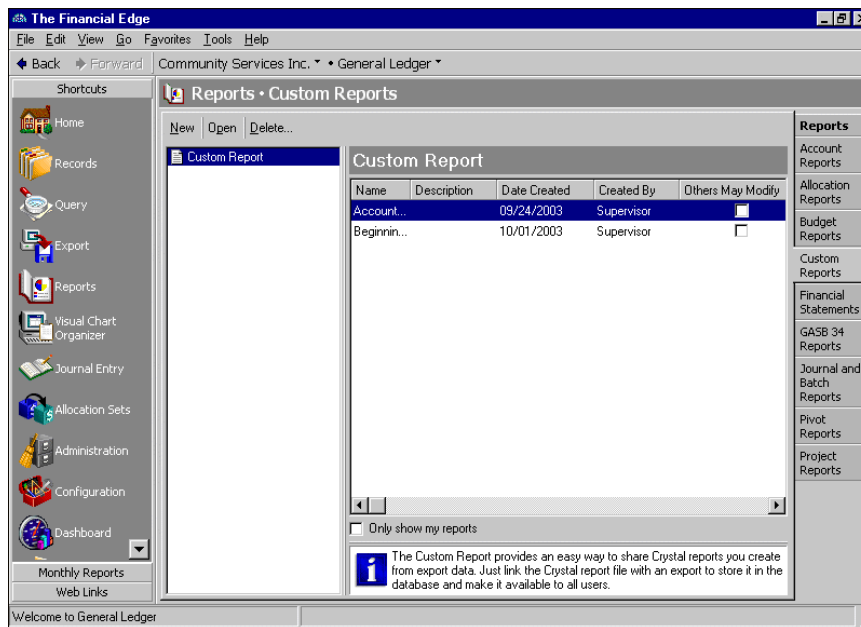
Creating Custom Reports

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

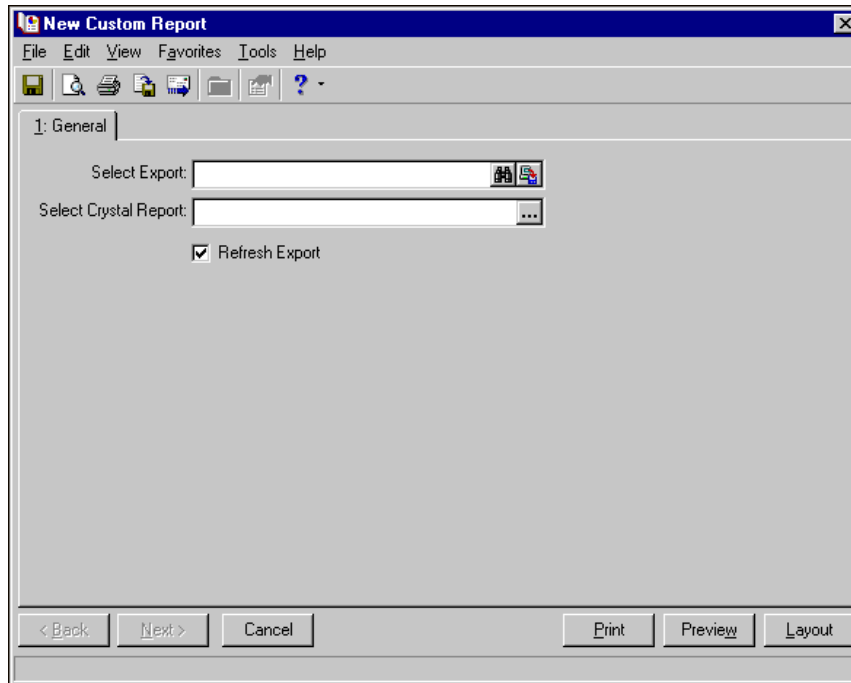
Make sure to format the export file in one of these *.MDB formats: Blackbaud Report Writer Database, Microsoft Access 2.x Database, Microsoft Access 95 Database, Microsoft Access 97 Database, or Microsoft Access 2000 Database. For more information about creating export files, see the *Export Guide*.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

► Creating a custom report

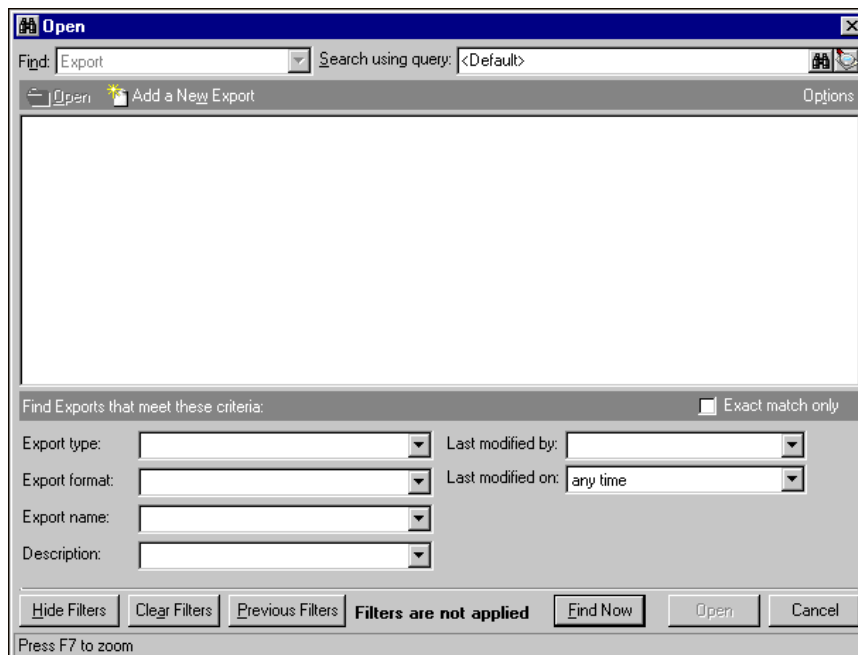
1. From the **General Ledger** Reports page, click **Custom Reports**. The Custom Reports page appears.



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



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

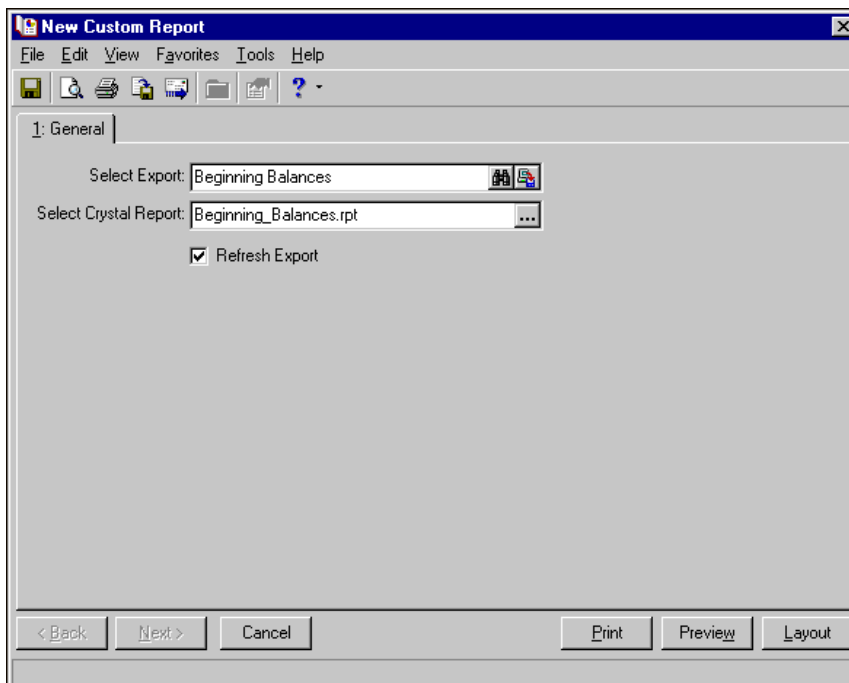


Note: Only exports in saved in a Microsoft Access database file format (*.MDB) appear on the Open screen.

4. From this screen you can select an existing export file or create a new export file.
 - To select a file, select the file name and click **Open**. You return to the Custom Report screen and the selected export file name appears in the **Select Export** field.

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

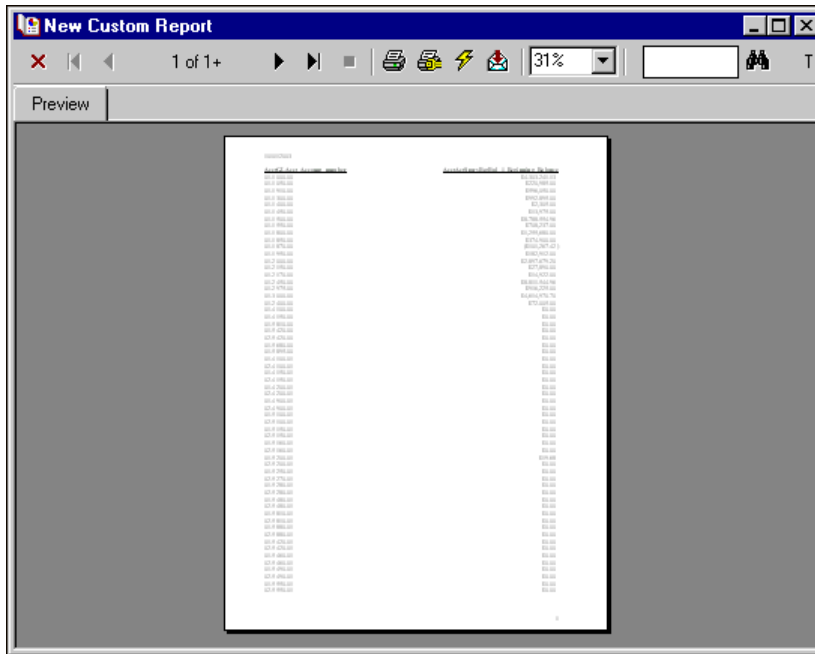
- To create a new export file, click **Add New**. The Create a New Export screen appears where you can create an export file to use with **Custom Reports**. After you create and save your export file, you return to the Custom Report screen and the selected export file name appears in the **Select Export**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



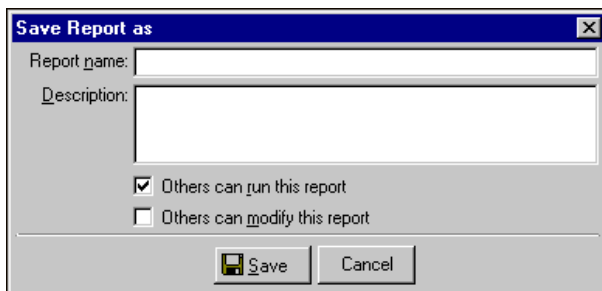
Note: If you selected the **Save Data with Report** option when you created the Crystal report, this option has no effect when the report is run from *The Financial Edge* — the program simply ignores it. If you want to make the custom report “static” (the data does not update each time the report is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

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

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



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



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

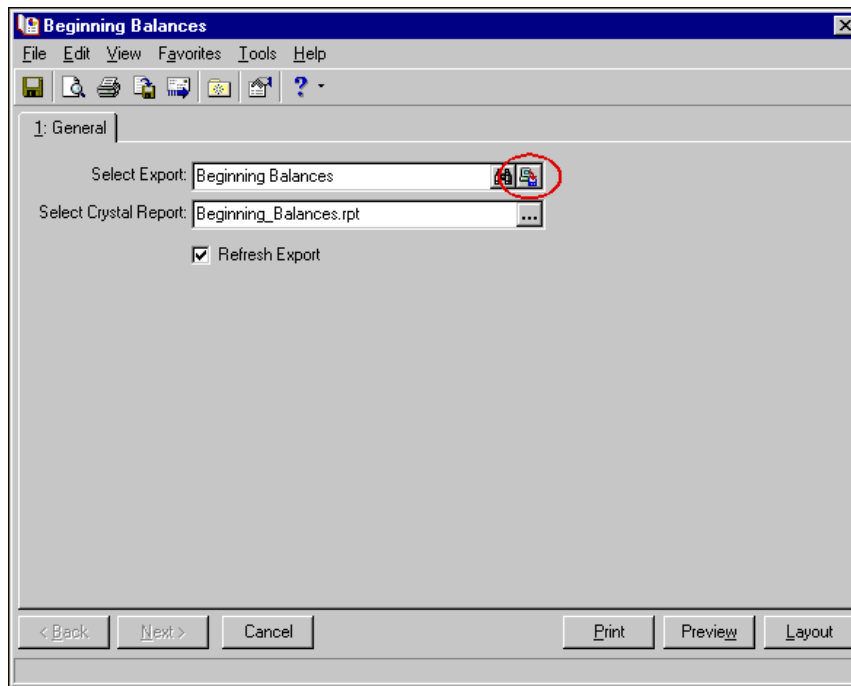
Editing an Export for a Custom Report

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

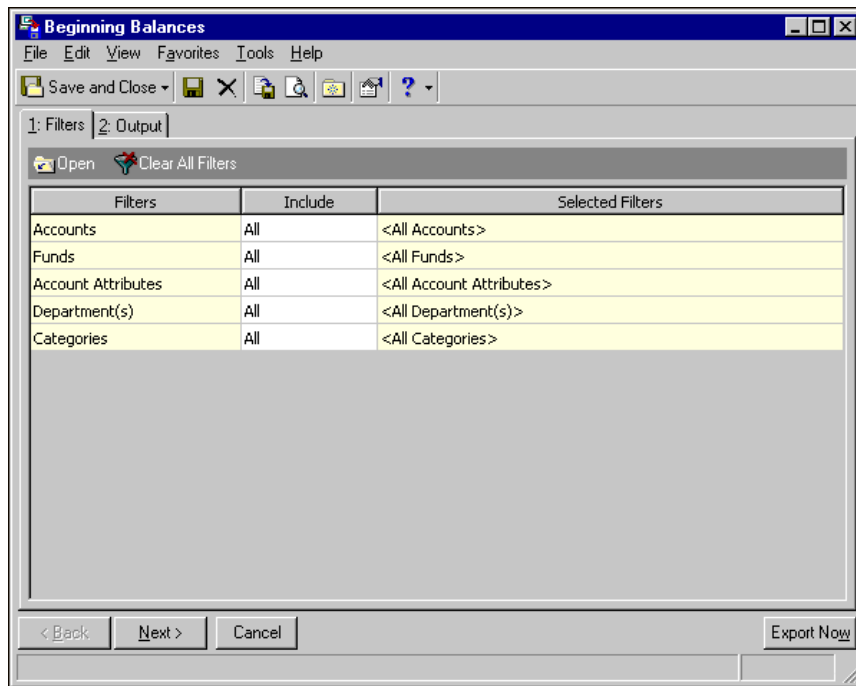
You can edit an export file directly from the Custom Reports screen by clicking the **Click to edit export** button. You can add additional fields to the export file that are not included in the Crystal report, but you cannot add fields to the Crystal report that are not included in the export file.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

► **Editing an export file from an open Custom Report**

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



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



3. Make any necessary changes on the Filters and Output tabs, and click **Save and Close**. You return to the Custom Report screen.
4. Click **Print** to print the report or save and close the updated report.

Financial Statements

Balance Sheet	123
General Tab	123
Filters Tab	124
Columns Tab	125
Multiple Column Headings Tab	127
Format Tab	127
Income Statement	132
General Tab	132
Filters Tab	133
Columns Tab	134
Multiple Column Headings Tab	136
Format Tab	136
Statement of Activities	141
General Tab	141
Filters Tab	142
Columns Tab	143
Multiple Column Headings Tab	145
Format Tab	145
Statement of Cash Flows	150
General tab	151
Filters Tab	152
Columns Tab	153
Multiple Column Headings Tab	155
Format Tab	155
Statement of Financial Position	159
General Tab	160
Filters Tab	161
Columns Tab	162
Multiple Column Headings Tab	164
Format Tab	164
Statement of Functional Expenses	169
General Tab	170
Filters Tab	171
Columns Tab	172
Multiple Column Headings Tab	174
Format Tab	174
Custom Management Report	178
General Tab	179
Filters Tab	180
Columns Tab	181
Multiple Column Headings Tab	183
Format Tab	183
Financial Statements and GASB Report Troubleshooting	189

Reporting categories in **General Ledger** include Account Reports, Allocation Reports, Budget Reports, Financial Statements, GASB 34 Reports, Journal and Batch Reports, Pivot Reports, and Project Reports. This chapter discusses Financial Statements. For information about other report categories, see the chapter for that category.

Note: We recommend you read the documentation for **The Financial Edge** thoroughly. Descriptions presented here provides you with basic information about financial statements in **General Ledger**. Hands-on experience is the best way to learn, so we encourage you to try various options with the sample database.

Financial statements in **General Ledger** include:

- Balance Sheet
- Income Statement
- Statement of Activities
- Statement of Cash Flows
- Statement of Financial Position
- Statement of Functional Expenses
- Custom Management Report
- “Financial Statements and GASB Report Troubleshooting” on page 189

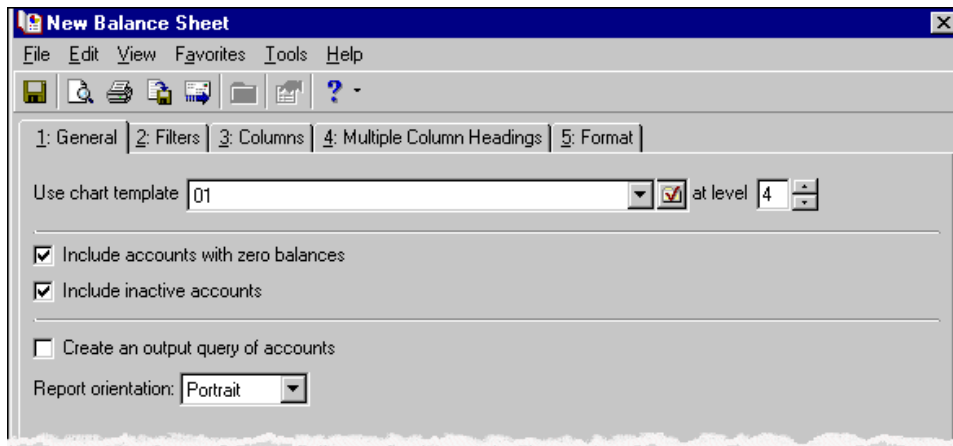
Balance Sheet

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.

The Balance Sheet has tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Balance Sheet, see “Creating Reports” on page 15.

General Tab

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



Note: You can change the results of a report by using different chart templates to run the same report. You can define an unlimited number of templates in *Visual Chart Organizer*. For more information, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are established in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **level** field.

Include accounts with zero balances. **Include accounts with zero balances** defaults to marked to include all accounts with zero balances.

Include inactive accounts. **Include inactive accounts** defaults to marked to include inactive accounts.

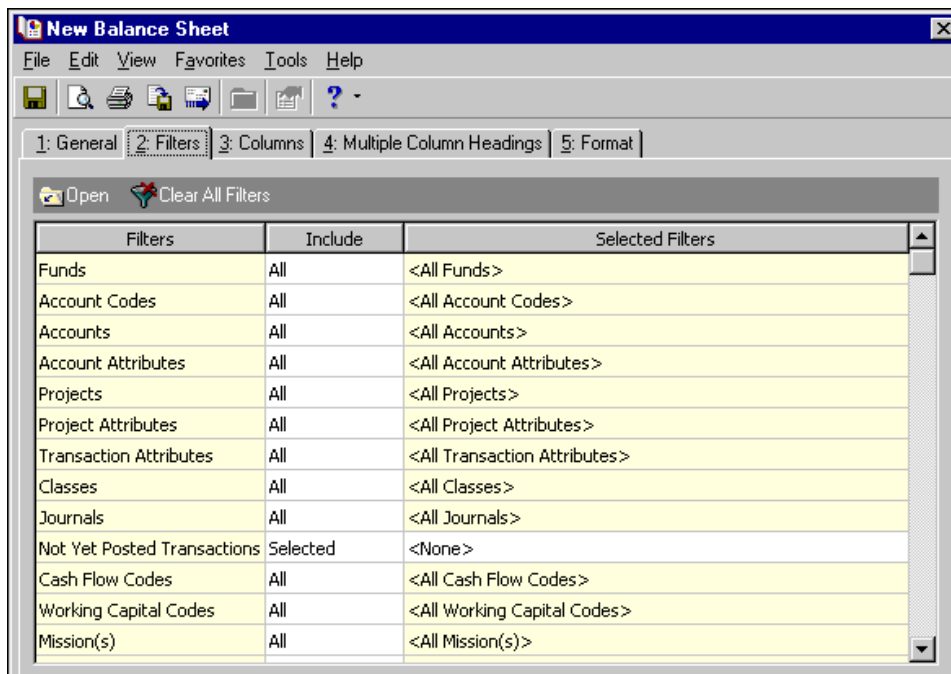
Create an output query of accounts. Mark this option to create a query of account records and include it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, accounts, and classes. For example, you can include only the funds within a certain range. Funds not in the range do not appear on the report. You can filter by projects only if you have the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

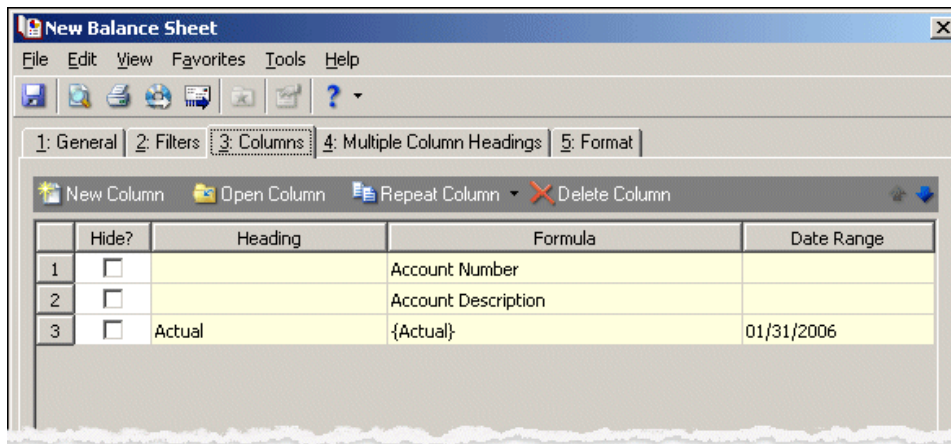
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab, you can open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.



New Column. When you click **New Column**, the Column <#> screen appears, showing the General, Date Range, and Filters tabs from which you can create a new column.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, select that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, select that column and click **Delete Column**. Only columns not being used to define another column can be deleted.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

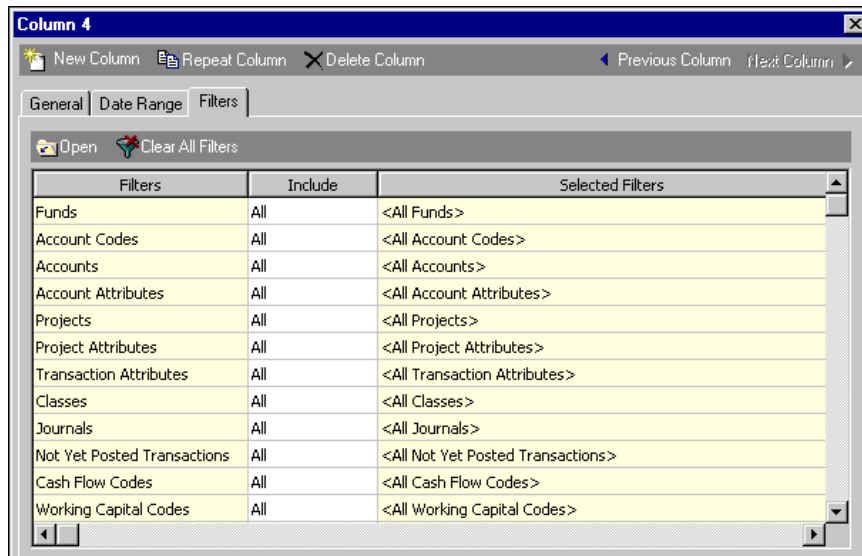
Date range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. You can name and define report columns on this tab. Using the alignment buttons, you can specify how columns should be aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column Type, Amount or Description and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, the hidden columns will not be exported.

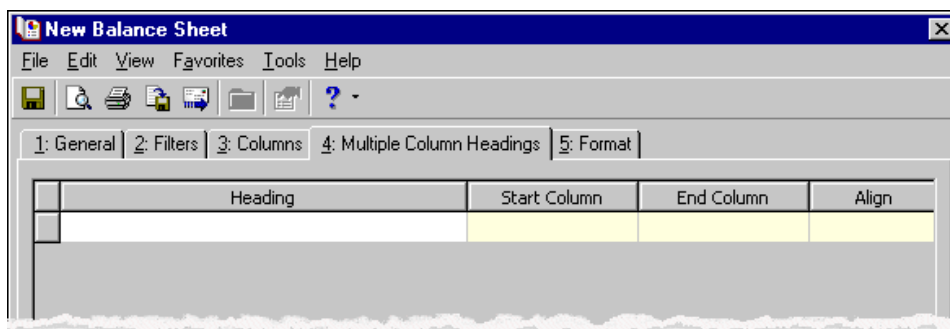
Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headers.

Start. In the **Start** column, select the first column the multiple column heading will cover.

End. In the **End** column, select the last column the multiple column heading will cover. The **End** column must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, sort the records for the report, select the format for displaying monetary amounts, and print the report in color.

The list on the left of the screen displays formatting options for the Balance Sheet: **Headings**, **Criteria**, **Detail**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

The screenshot shows the 'New Balance Sheet' dialog box with the 'Headings' tab selected. The left sidebar lists formatting options: Headings, Criteria, Detail, Sort, Page Footer, Report Footer, Miscellaneous, and Color Scheme. The 'Headings' tab is active, showing the following settings:

- Heading Format:**
 - Title: Balance Sheet
 - Subtitle: (empty)
 - Align: Center
 - ☒ Print organization name in header
- ☒ Print Page Number in Heading:
 - Format: Page 1
 - Align: Right
- ☒ Print Report Date in Heading:
 - Format: Short Date and Time
 - Align: Left
- ☒ Print report heading on each page

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

The screenshot shows the 'New Balance Sheet' dialog box with the 'Criteria' tab selected. The left sidebar lists formatting options: Headings, Criteria, Detail, Sort, Page Footer, Report Footer, Miscellaneous, and Color Scheme. The 'Criteria' tab is active, showing the following settings:

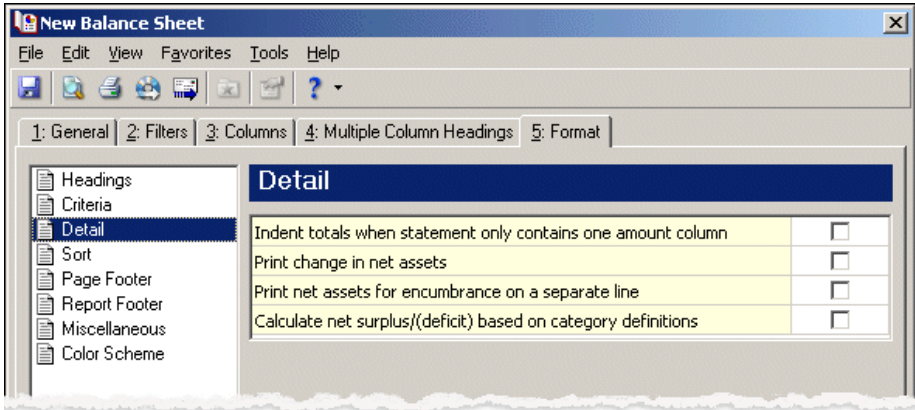
- ☒ Print these criteria on: a separate page
- ☒ Saved report name
☒ Output query name
☒ Chart template
☒ Account detail level
☒ Include accounts with zero balances
☒ Include inactive accounts
☒ User account security access
☒ User project security access
☒ Funds to include
☒ Account Codes to include
☒ Accounts to include
☒ Account attributes to include
☒ Department(s) to include
☒ Projects to include
☒ Project attributes to include
☒ Transaction attributes to include

Detail. Use **Detail** to indent totals. To indent totals when the statement contains only one amount column, mark **Indent totals when statement only contains one amount column**.

Glossary: A net asset is residual value in an entity’s asset remaining after liability is deducted.

If you mark **Print change in net assets**, you must select a chart template that includes income statement accounts on the General tab, or the net surplus/deficit cannot be calculated and appears as zero.

If you mark **Calculate net surplus/(deficit) based on category definitions**, all NSD calculations will be grouped by account category. This can significantly improve runtime if you have numerous nominal details in your Visual Chart Organizer.



Sort. use **Sort** to print a separate statement for a selected value. If you select to summarize any portion of the statement in the **Show** field, select how to summarize in the **Summarize by** field. You cannot select the same value you selected in the **Print a separate statement** field.

If you select to **Show account details for the entire statement**, a grid appears so you can select various sorting options.

In the **Change in net assets section format** field, you can select “Show summary of change in net assets,” or “Show detailed change in net assets by characteristic.” If you select “Show detailed change in net assets by characteristic,” the **Summarize by** field appears.

Glossary: An account segment is a set of digits in an account number, such as fund and account code segments, that categorize transactions for creating financial statements. For example, in account 01-1100-00-00, the first set of numbers in the series is usually the fund (01), followed by more segments such as the account code (1100), department (00), and location (00). Fund and account code segments are required.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment.

The screenshot shows the 'New Balance Sheet' dialog box with the 'Sort' tab selected. The left sidebar lists options: Headings, Criteria, Detail, Sort (selected), Page Footer, Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Sort' and contains the following settings:

- ☐ Print a separate statement for each Fund
- Statement body format: Show detail by account for statement
- Change in net assets section format: Show summary of change in net assets

Sort by	Order by	Action

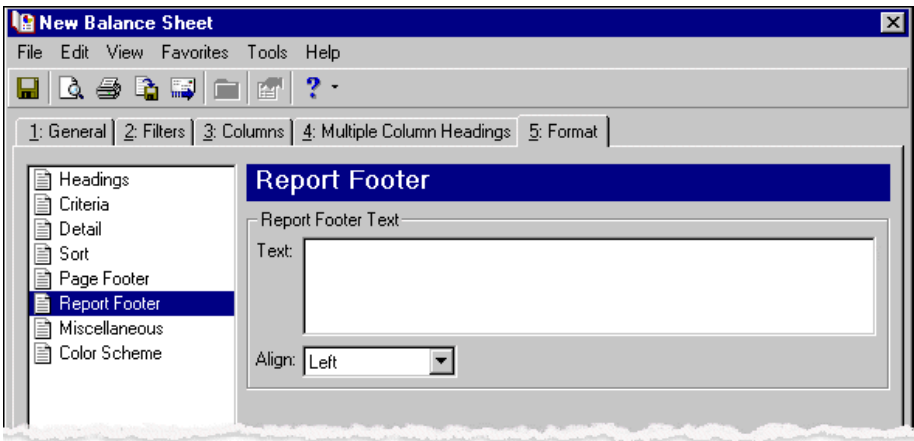
At the bottom are buttons: < Back, Next >, Cancel, Print, Preview, and Layout.

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

The screenshot shows the 'New Balance Sheet' dialog box with the 'Page Footer' tab selected. The left sidebar lists options: Headings, Criteria, Detail, Sort, Page Footer (selected), Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Page Footer' and contains the following settings:

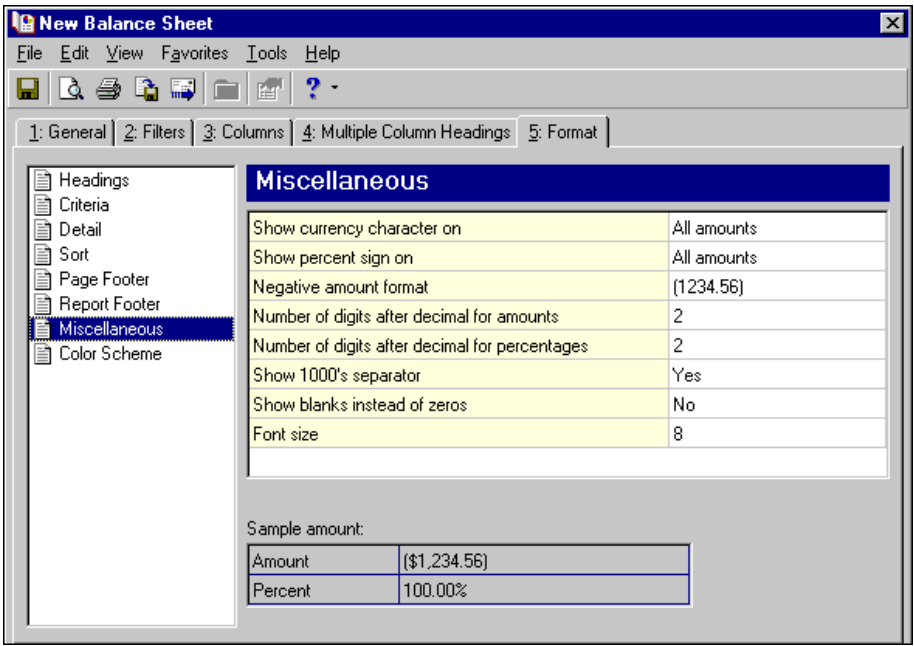
- Page Footer Text:
 - Text:
 - Align: Center
- ☐ Print Page Number in Footer:
 - Format: Page 1
 - Align: Right
- ☐ Print Report Date in Footer:
 - Format: Short Date and Time
 - Align: Left

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

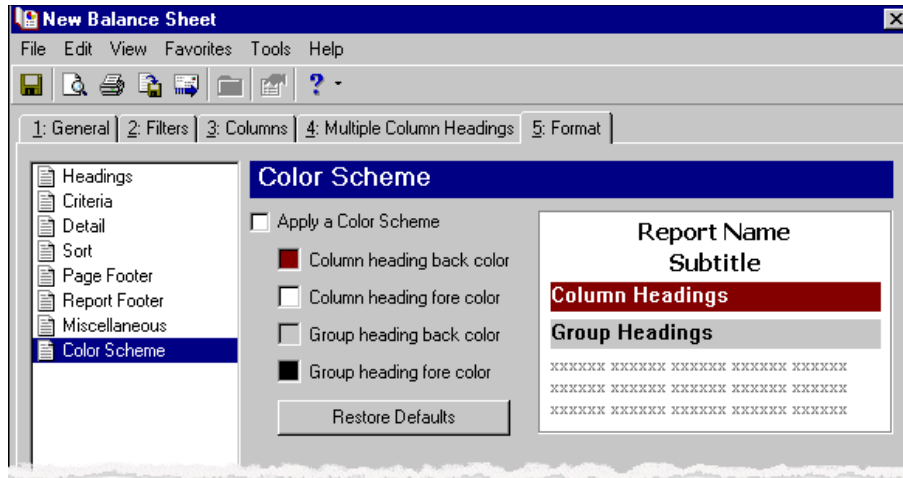


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



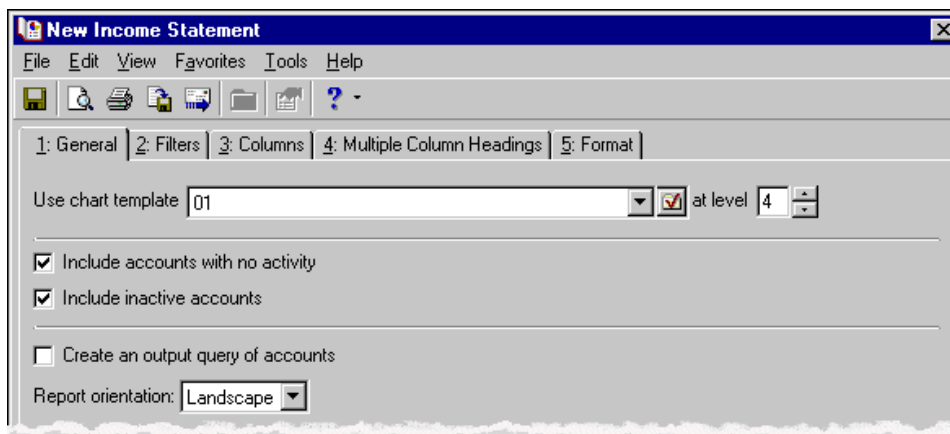
Income Statement

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.

The Income Statement has tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating an Income Statement, see "Creating Reports" on page 15.

General Tab

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



Note: You can change the results of a report by using different chart templates to run the same report. You can define an unlimited number of templates in *Visual Chart Organizer*. For more information, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are established in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **level** field.

Include accounts with no activity. **Include accounts with no activity** defaults to marked to include all accounts with no activity.

Include inactive accounts. **Include inactive accounts** defaults to marked to include inactive accounts.

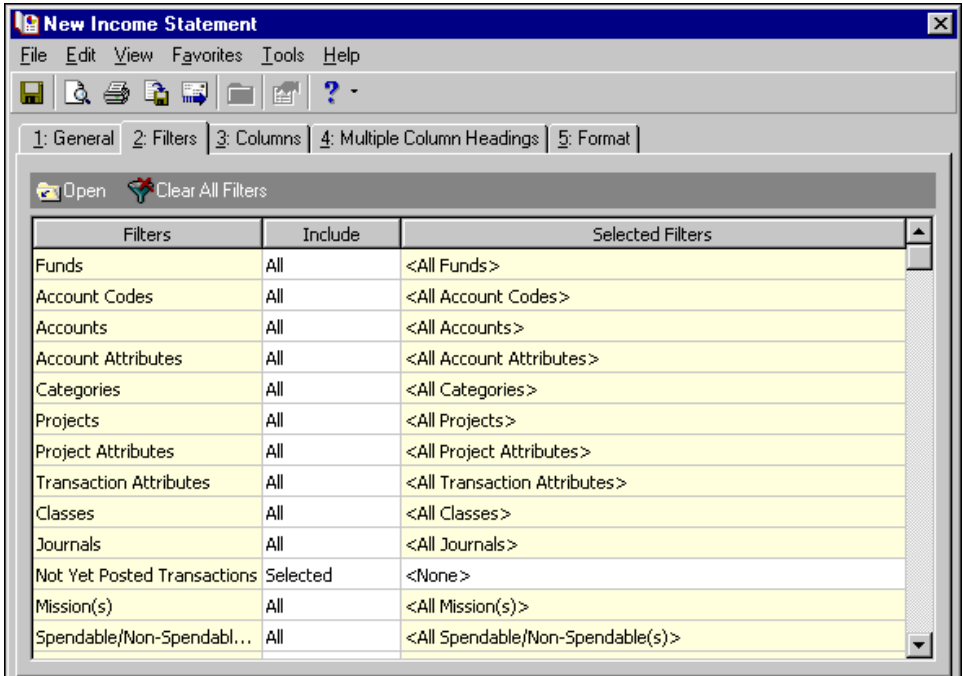
Create an output query of accounts. Mark this option to create a query of account records and include it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as accounts, classes, and journals. For example, you can include only the accounts within a certain range. Accounts not in the range do not appear on the report. You can filter by projects only if you have the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

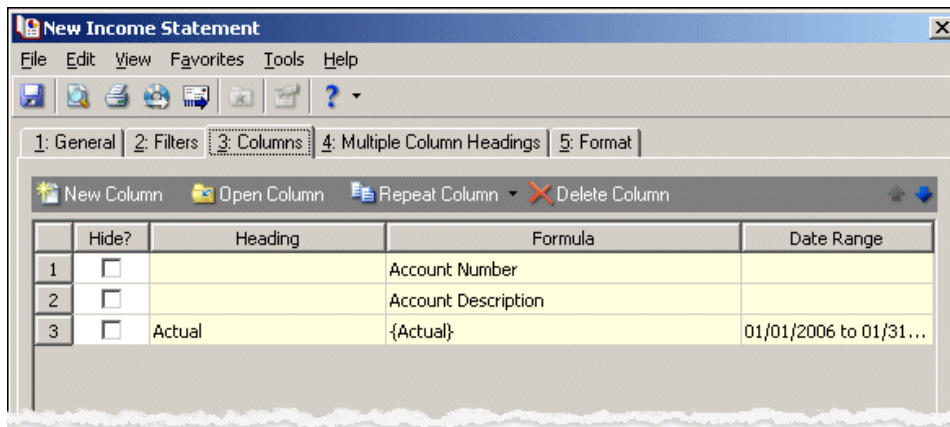
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab, you can open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.



New Column. When you click **New Column**, the Column <#> screen appears, showing the General, Date Range, and Filters tabs from which you can create a new column.

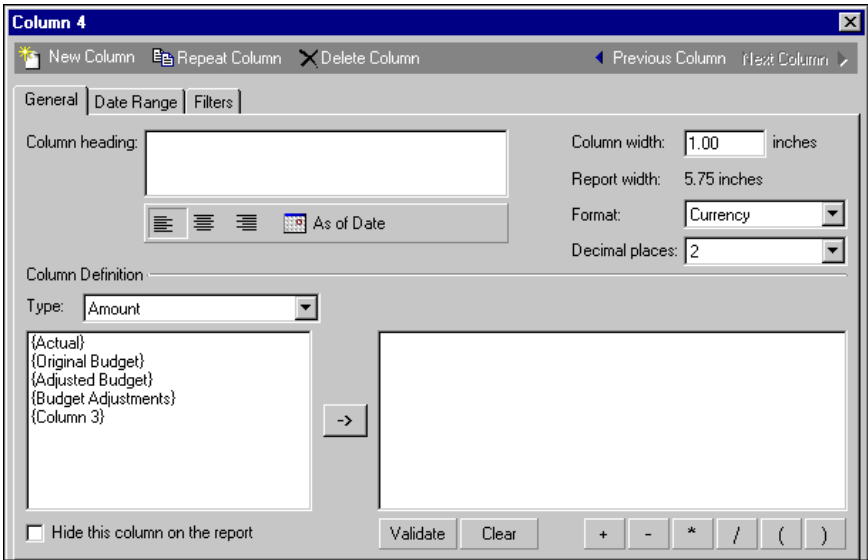
Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, select that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

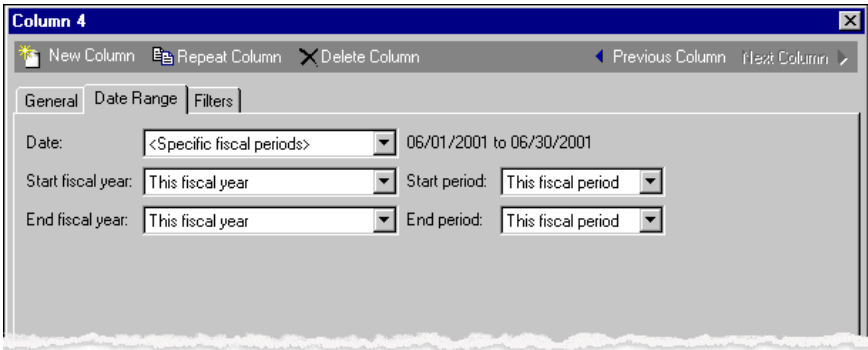
- Delete Column.** To delete a column’s settings, select that column and click **Delete Column**. Only columns not being used to define another column can be deleted.
- Hide?** Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.
- Heading.** The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.
- Formula.** The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.
- Date range.** The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

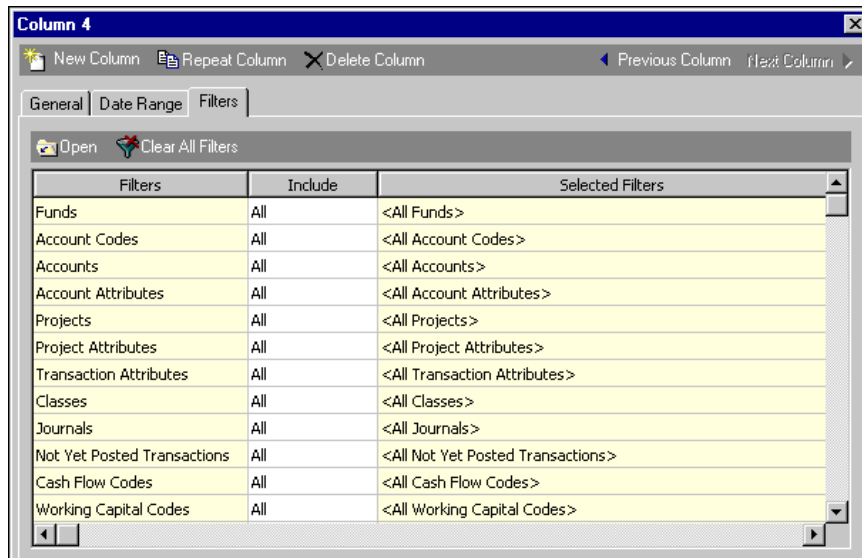
General tab. You can name and define report columns on this tab. Using the alignment buttons, you can specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column **Type**, Amount or Description, and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, the hidden columns will not be exported.



Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

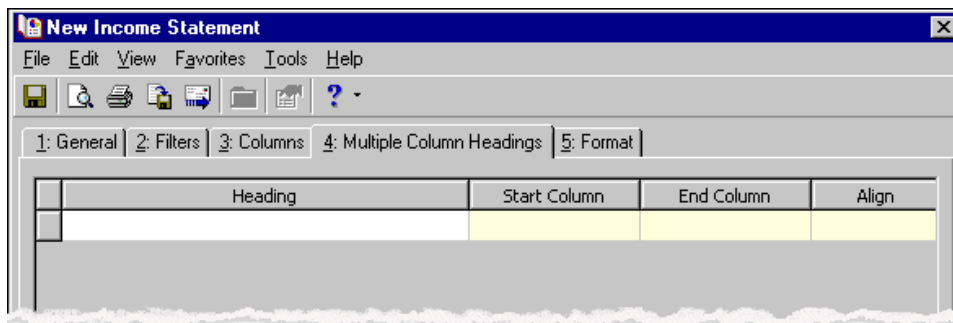


Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headers.

Start. In the **Start** column, select the first column the multiple column heading will cover.

End. In the **End** column, select the last column the multiple column heading will cover. The **End** column must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

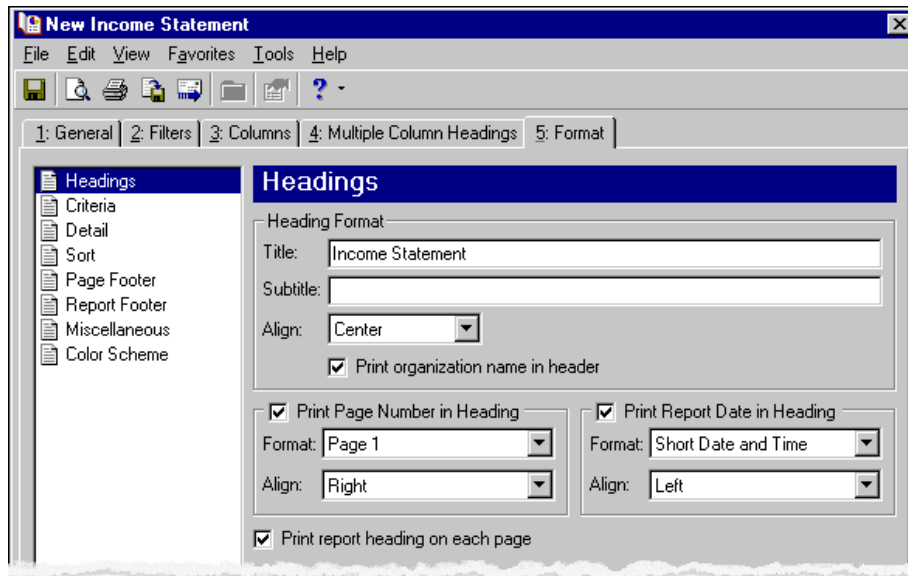
Format Tab

On the Format tab, you designate the format for the report. You can create headings and footers, sort the records for the report, select the format for displaying monetary amounts, and print the report in color.

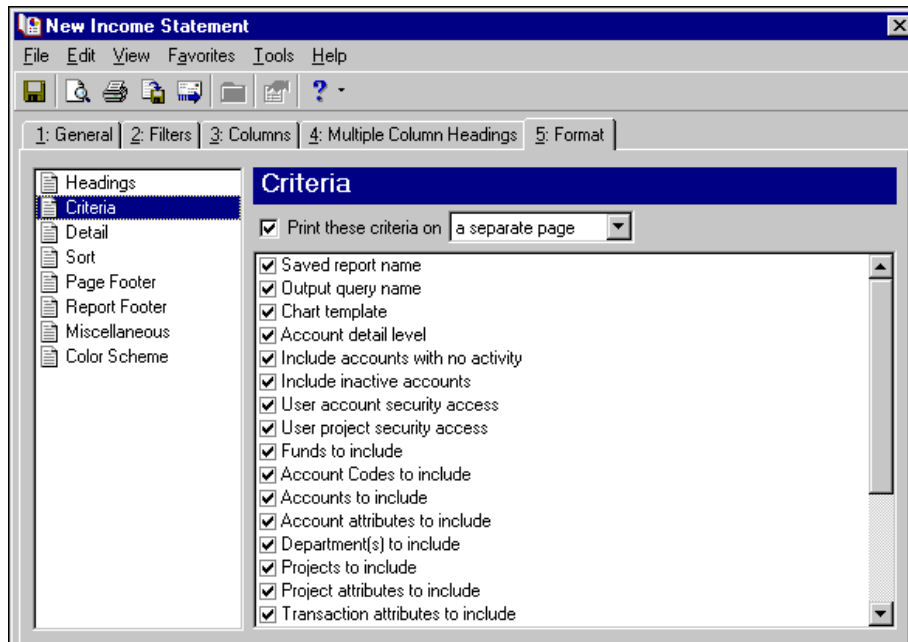
The list on the left of the screen displays formatting options for the Income Statement: **Headings, Criteria, Detail, Sort, Page Footer, Report Footer, Miscellaneous, and Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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



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



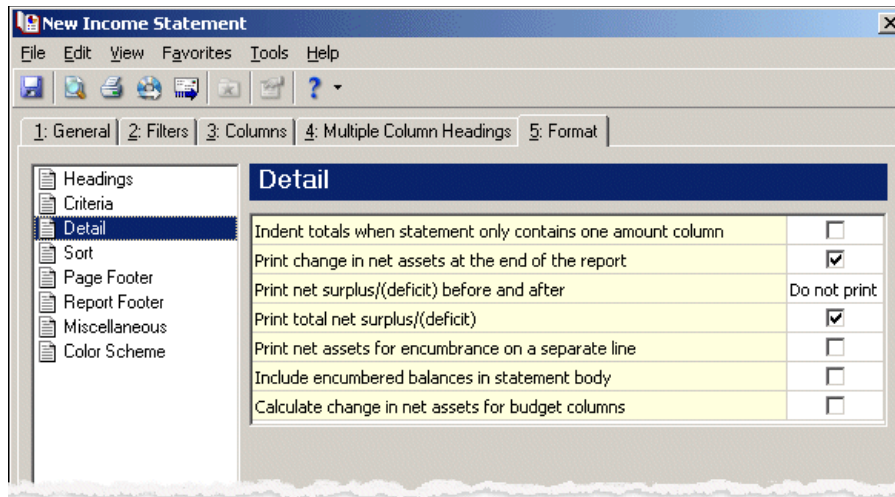
Detail. Use **Detail** to indent totals. To indent totals when the statement contains only one amount column, mark **Indent totals when statement only contains one amount column**.

Glossary: A net asset is residual value in an entity's asset remaining after liability is deducted.

If you mark **Print change in net assets at the end of the report**, you must select a chart template on the General tab that includes net asset accounts or the total beginning net assets appear as zero.

In the **Print net surplus/(deficit) before and after** row, select Gifts or Gains/Losses. You can print the net surplus/deficit only if Gifts or Gains/Losses are defined for the account in *Configuration*.

You can also select to print the total net surplus/(deficit) or the net assets for encumbrance on a separate line.



Sort. use **Sort** to print a separate statement for a selected value. In the **Show** field, you can select from several options:

Note: You cannot select the same value in the **Summarize by** field as you selected in the **Print a separate statement** field.

- Select Show account details for the entire statement to access a grid in which you can sort by a selected account segment. By default, the report is sorted by the entire account number in ascending order, with no action.

If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment except account code.

Note: “Summarize” in the **Summarize by** field applies to the amounts displayed in the lowest level of detail. For example, if displaying at level 4 (the account number), selecting to summarize replaces those account numbers with a selected characteristic, such as class. Rather than three cash accounts under the level 3 heading that total \$150, there are unrestricted, temporarily restricted, and permanently restricted amounts totaling \$150.

- Select Account details with summary for the entire statement to show each account summarized by account segment, project, account attribute, project attribute, transaction code, class, or journal.
- Select Summary for the entire statement to show summary information only. You can summarize by account segment, project, account attribute, project attribute, transaction code, class, or journal.
- Select Account details for statement body; summary for totals to show account details with summary totals by account segment, project, account attribute, project attribute, transaction code, class, or journal.

- Select Summary for statement body; account details for totals to show summaries for the selected account segment, project, account attribute, project attribute, transaction code, class, or journal followed by totals for all accounts.

The screenshot shows the 'New Income Statement' dialog box with the 'Sort' tab selected. The left sidebar lists options: Headings, Criteria, Detail, Sort (selected), Page Footer, Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Sort' and contains the following settings:

- ☐ Print a separate statement for each: Fund
- Statement body format: Show detail by account for statement
- Change in net assets section format: Show summary of change in net assets

Sort by	Order by	Action

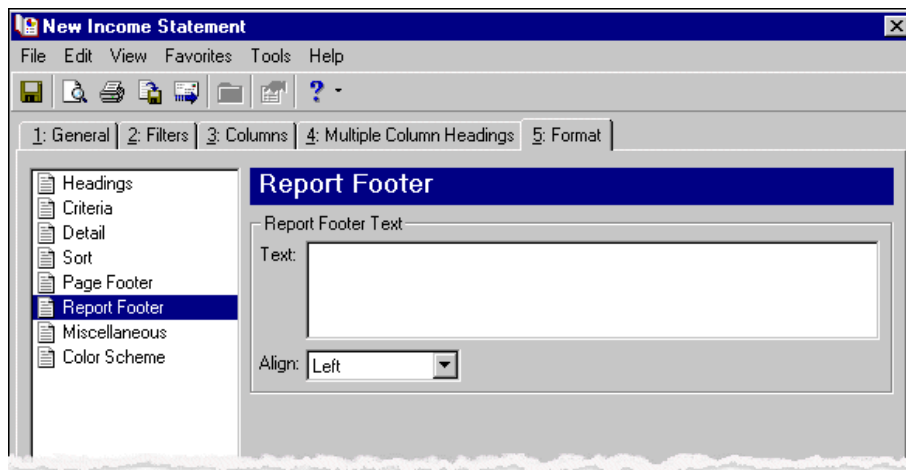
At the bottom are buttons: < Back, Next >, Cancel, Print, Preview, and Layout.

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

The screenshot shows the 'New Income Statement' dialog box with the 'Page Footer' tab selected. The left sidebar lists options: Headings, Criteria, Detail, Sort, Page Footer (selected), Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Page Footer' and contains the following settings:

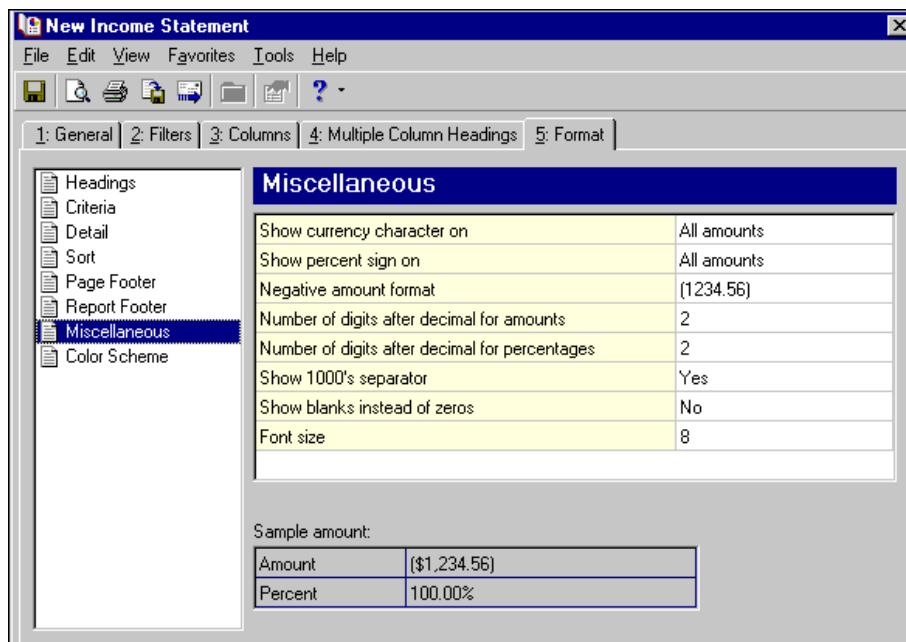
- Page Footer Text:
Text:
- Align: Center
- ☐ Print Page Number in Footer:
Format: Page 1
Align: Right
- ☐ Print Report Date in Footer:
Format: Short Date and Time
Align: Left

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

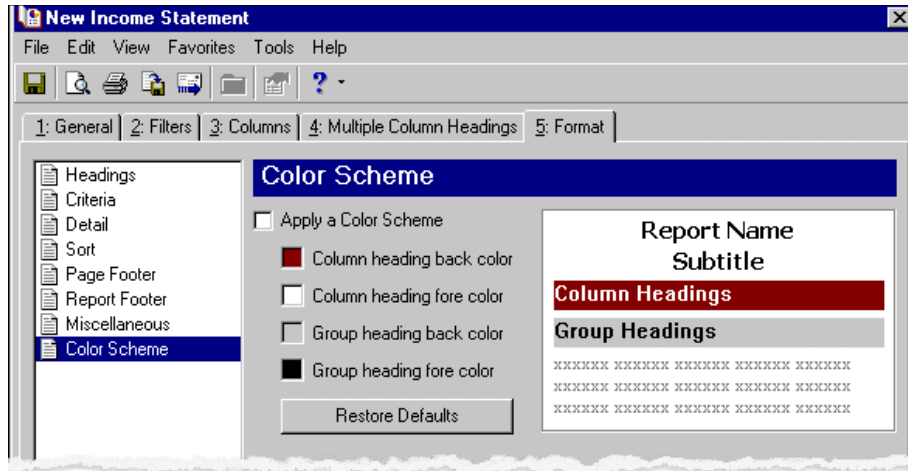


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



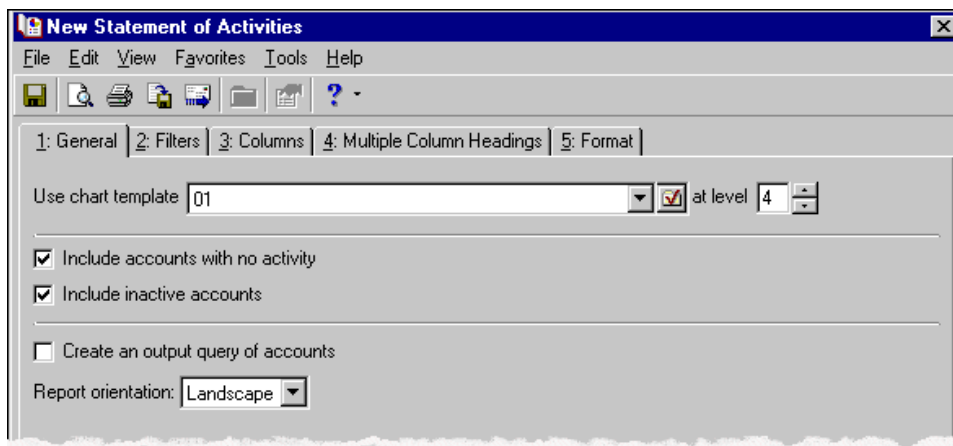
Statement of Activities

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.

The Statement of Activities has tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Statement of Activities, see "Creating Reports" on page 15.

General Tab

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



Note: You can change the results of a report by using different chart templates to run the same report. You can define an unlimited number of templates in *Visual Chart Organizer*. For more information, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are established in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **level** field.

Include accounts with no activity. **Include accounts with no activity** defaults to marked to include all accounts with no activity.

Include inactive accounts. **Include inactive accounts** defaults to marked to include inactive accounts.

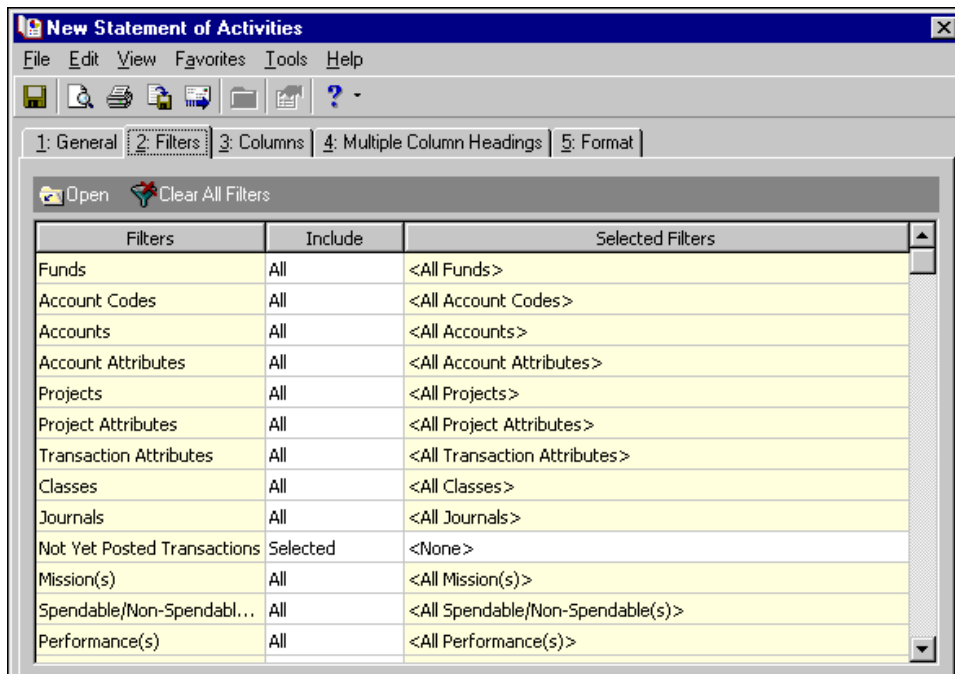
Create an output query of accounts. Mark this option to create a query of account records and include it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, accounts, and classes. For example, you can include only the funds within a certain range. Funds not in the range do not appear on the report. You can filter by projects only if you have the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

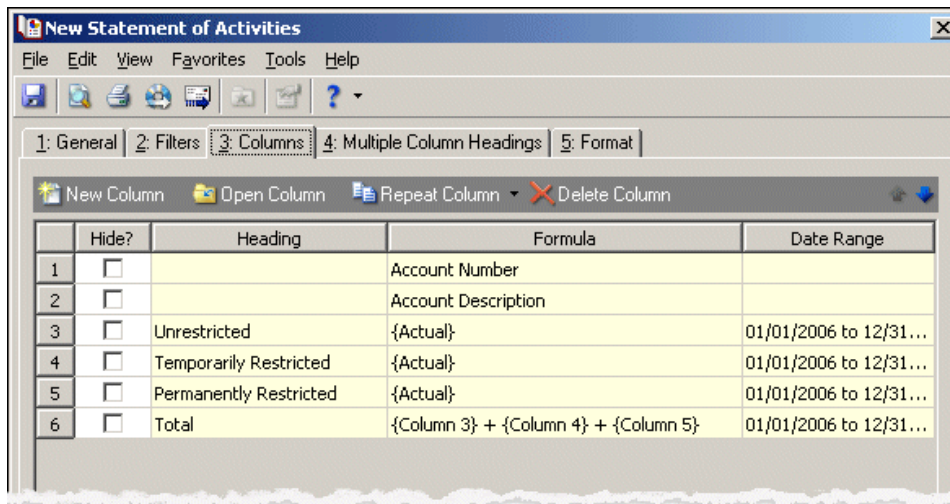
Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab



New Column. When you click **New Column**, the Column <#> screen appears, showing the General, Date Range, and Filters tabs from which you can create a new column.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, select that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, select that column and click **Delete Column**. Only columns not being used to define another column can be deleted.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

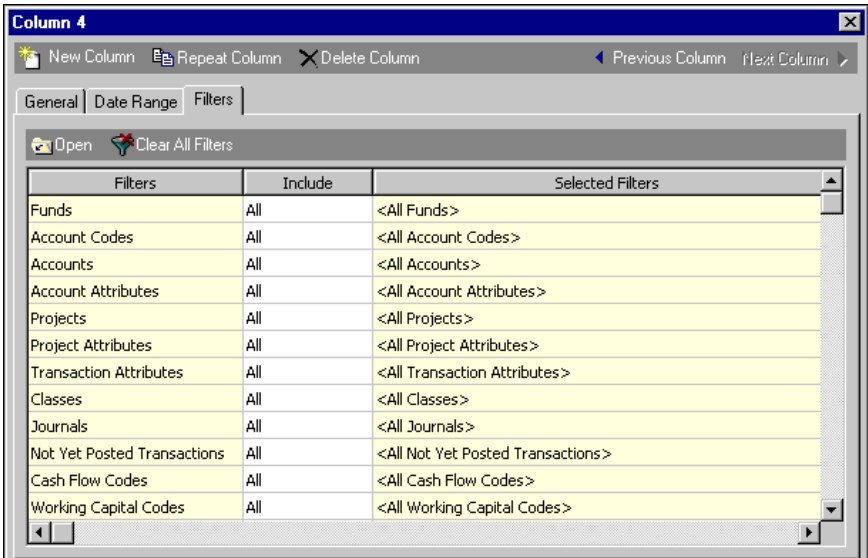
Date Range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. You can name and define report columns on this tab. Using the alignment buttons, you can specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column **Type**, Amount or Description, and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, the hidden columns will not be exported.

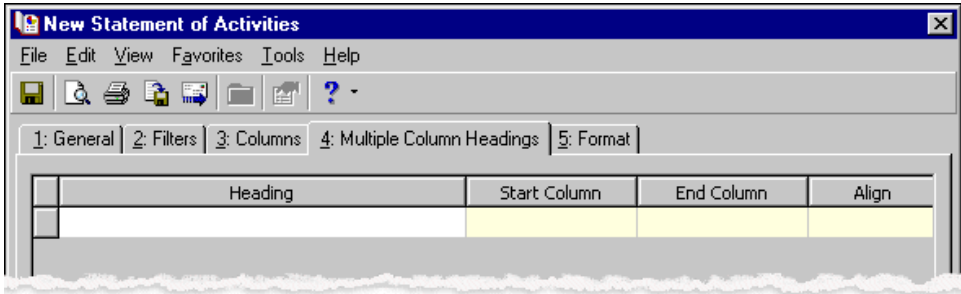
Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headers.

Start. In the **Start** column, select the first column the multiple column heading will cover.

End. In the **End** column, select the last column the multiple column heading will cover. The **End** column must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you designate the format for the report. You can create headings and footers, sort the records for the report, select the format for displaying monetary amounts, and print the report in color.

The list on the left of the screen displays formatting options for the Statement of Activities: **Headings, Criteria, Detail, Sort, Page Footer, Report Footer, Miscellaneous,** and **Color Scheme.** When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

The screenshot shows the 'New Statement of Activities' dialog box with the 'Headings' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The main area is titled 'Headings' and contains the following settings:

- Heading Format:**
 - Title: Statement of Activities
 - Subtitle: (empty)
 - Align: Center
 - ☒ Print organization name in header
- ☒ Print Page Number in Heading
 - Format: Page 1
 - Align: Right
- ☒ Print Report Date in Heading
 - Format: Short Date and Time
 - Align: Left
- ☒ Print report heading on each page

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

The screenshot shows the 'New Statement of Activities' dialog box with the 'Criteria' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The main area is titled 'Criteria' and contains the following settings:

- ☒ Print these criteria on a separate page
- ☒ Saved report name
- ☒ Output query name
- ☒ Chart template
- ☒ Account detail level
- ☒ Include accounts with no activity
- ☒ Include inactive accounts
- ☒ User account security access
- ☒ User project security access
- ☒ Funds to include
- ☒ Account Codes to include
- ☒ Accounts to include
- ☒ Account attributes to include
- ☒ Department(s) to include
- ☒ Projects to include
- ☒ Project attributes to include
- ☒ Transaction attributes to include

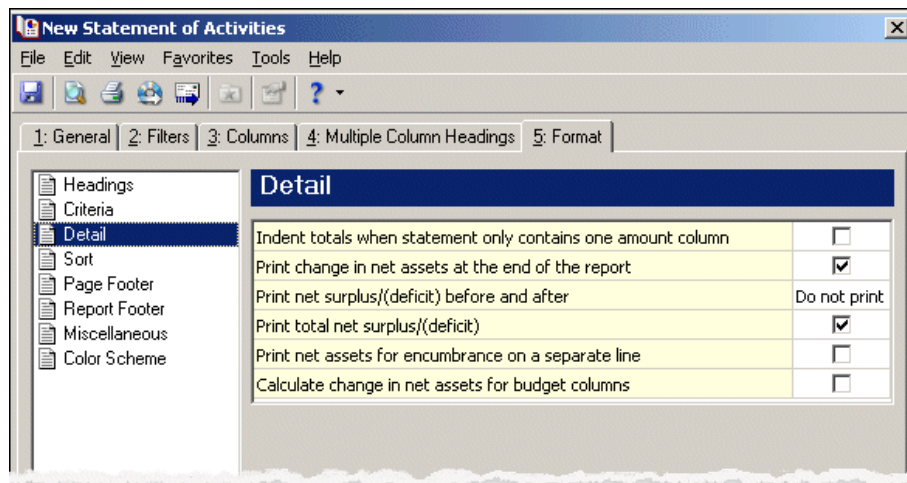
Detail. Use **Detail** to indent totals. To indent when the statement contains only one column for amounts, mark **Indent totals when statement only contains one amount column**.

Glossary: A net asset is residual value in an entity's asset remaining after liability is deducted.

To print the change in net assets at the end of the report, mark **Print change in net assets at the end of the report**. You also must select a chart template on the General tab that includes net asset accounts or the total beginning net assets appear as zero.

To print the net surplus or deficit before and after gifts or gains and losses, select Gifts or Gains/Losses in the **Print net surplus/(deficit) before and after**. You can select either of these only if you define Gifts and Gains/Losses for the account in *Configuration*.

To print the total net surplus or deficit, mark **Print total net surplus/(deficit)**.



Sort. use **Sort** to print a separate statement for a selected value. If you select to summarize any portion of the statement in the **Show** field, select how to summarize in the **Summarize by** field. You cannot select the same value you selected in the **Print a separate statement** field.

If you select to **Show account details for the entire statement**, a grid appears so you can select various sorting options.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment except account code.

The screenshot shows the 'New Statement of Activities' dialog box with the 'Sort' tab selected. The left sidebar lists various options: Headings, Criteria, Detail, Sort (selected), Page Footer, Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Sort' and contains the following settings:

- ☐ Print a separate statement for each Fund (dropdown menu)
- Statement body format: Show detail by account for statement (dropdown menu)
- Change in net assets section format: Show summary of change in net assets (dropdown menu)

Sort by	Order by	Action

At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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

The screenshot shows the 'New Statement of Activities' dialog box with the 'Page Footer' tab selected. The left sidebar lists various options: Headings, Criteria, Detail, Sort, Page Footer (selected), Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Page Footer' and contains the following settings:

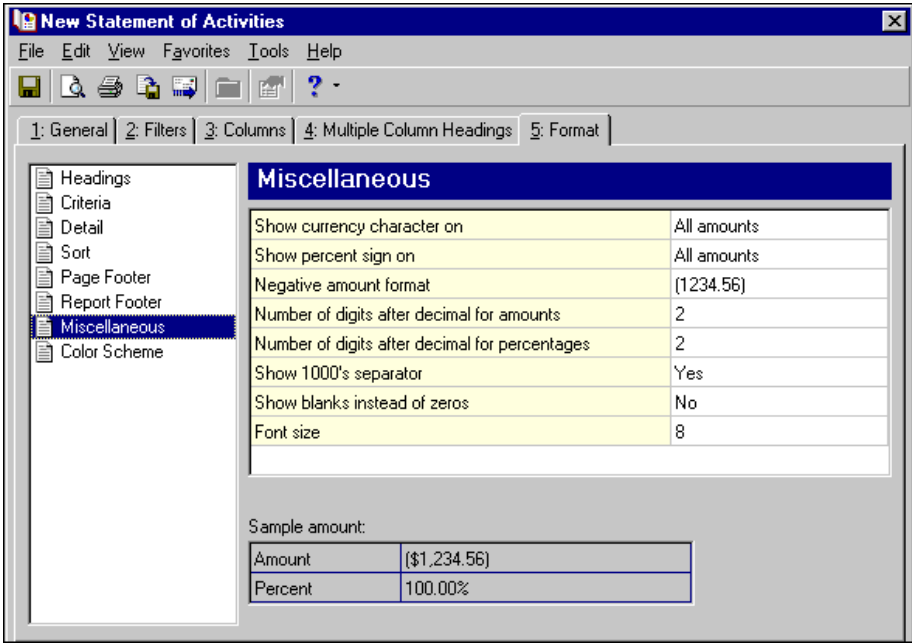
- Page Footer Text:
 - Text: (large text input field)
 - Align: Center (dropdown menu)
- ☐ Print Page Number in Footer:
 - Format: Page 1 (dropdown menu)
 - Align: Right (dropdown menu)
- ☐ Print Report Date in Footer:
 - Format: Short Date and Time (dropdown menu)
 - Align: Left (dropdown menu)

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

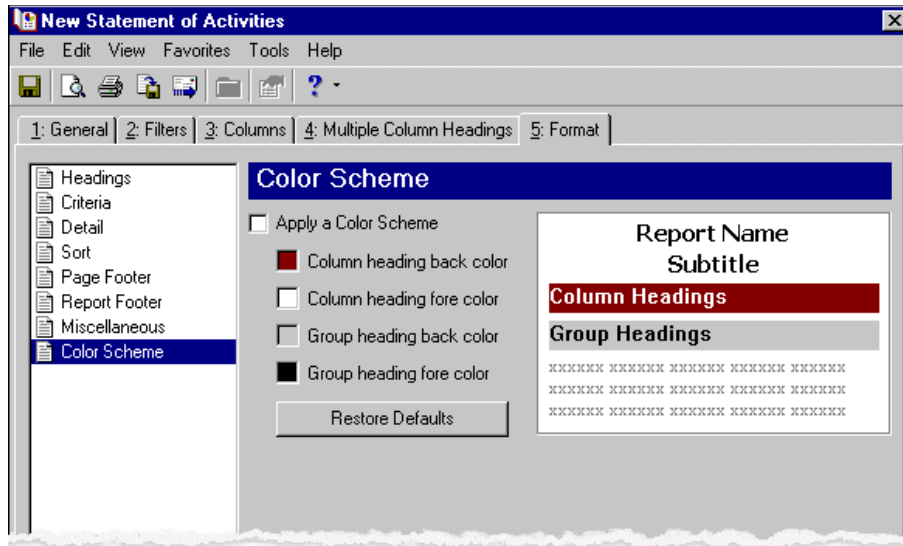


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



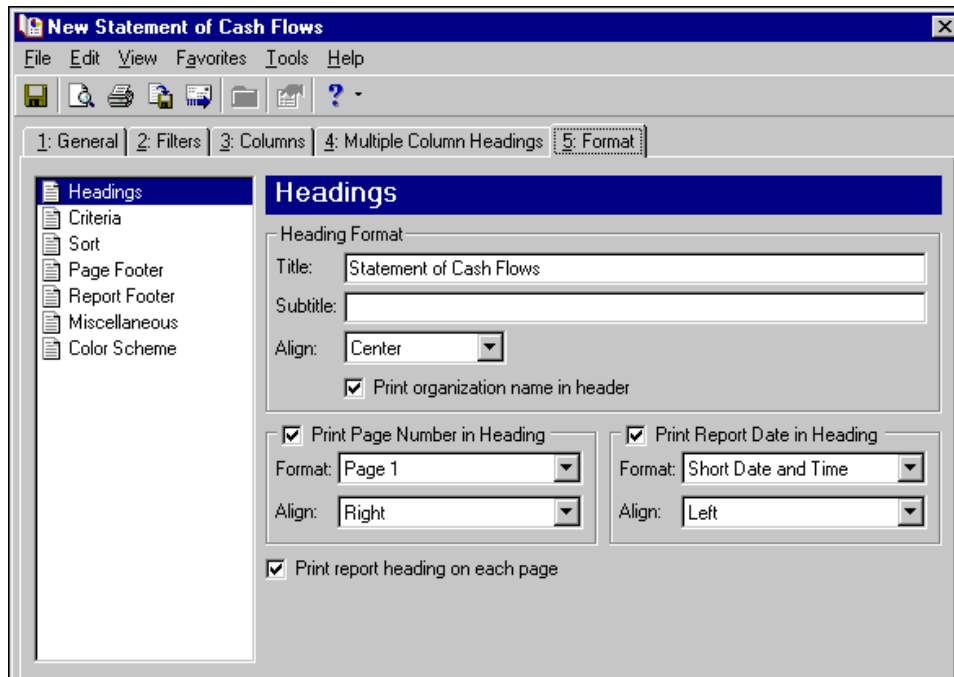
Statement of Cash Flows

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.

The Statement of Cash Flows has tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Statement of Cash Flows, see “Creating Reports” on page 15.

General tab

On the General tab, you set parameters specific to the report you have open and make selections about the information included in the report.



Include accounts with no activity. Mark this checkbox to include all accounts with no activity.

Include inactive accounts. Mark this checkbox to include inactive accounts.

Only include accounts from this chart template. Mark this checkbox to select a chart template of accounts.

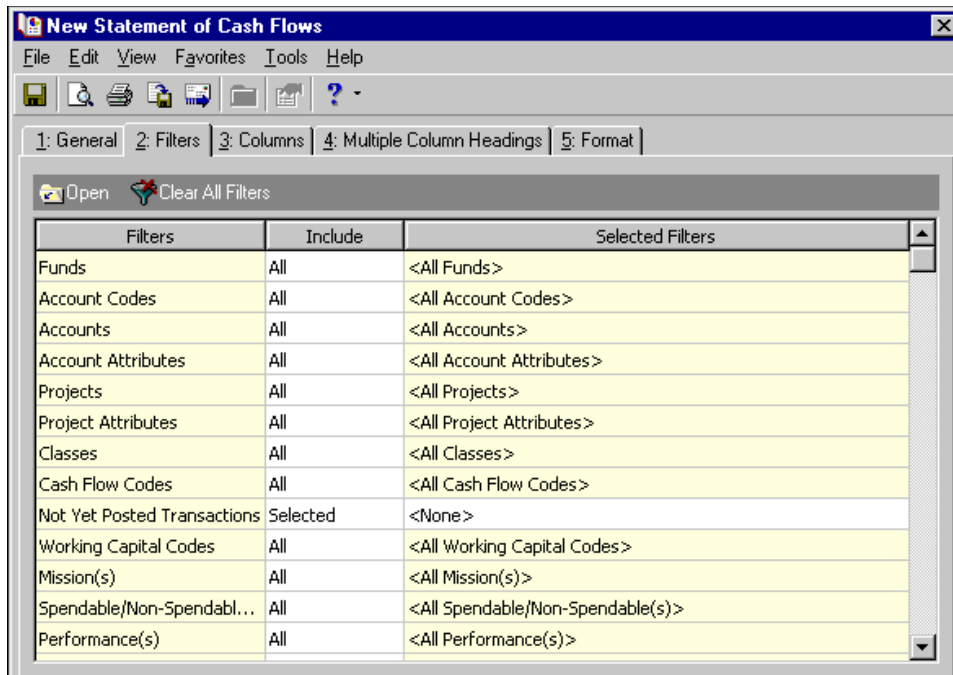
Create an output query of accounts. Mark this option to create a query of account records and include it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, accounts, and classes. For example, you can include only the funds within a certain range. Funds not in the range do not appear on the report. You can filter by projects only if you have the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose **Selected** in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and then click **Open**, the **Selected <Filter>** screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

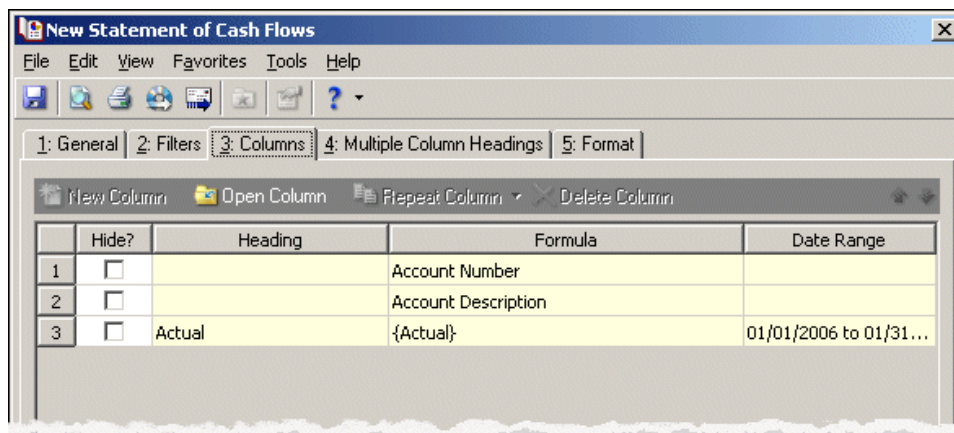
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab of the Statement of Cash Flows, there are always three columns. You cannot change these column types: Column 1 will always be Account Number, Column 2 will always be Account Description, and Column 3 will always be Amount. You cannot delete these columns nor add a new column. However, you can modify some parameters, such as date ranges in Column 3.



New Column. The **New Column** button is disabled for the Statement of Cash Flows.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**. For this report you can make changes only to the General tab for columns 1 and 2. For Column 3, you can make certain edits to the General, Filters, and Date Range tabs.

Repeat Column. The **Repeat Column** button is disabled for the Statement of Cash Flows. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. The **Delete Column** button is disabled for the Statement of Cash Flows.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

Date Range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

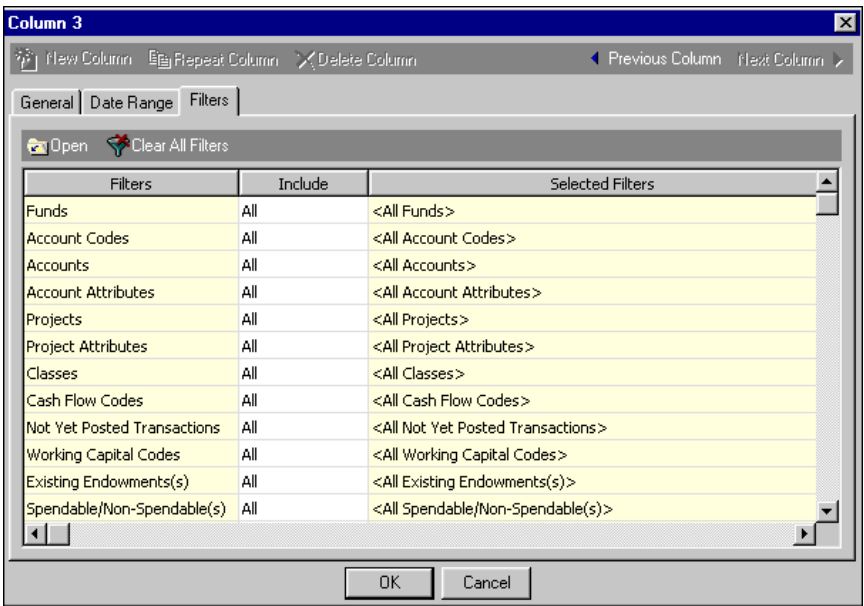
General tab. You can name and define report columns on this tab. Using the alignment buttons, you can specify how columns are aligned. Column formatting options vary according to column type. In the **Column Definition** frame, the column **Type**, Amount or Description, is pre-selected, although you can select the description displayed in Column 1 and Column 2. If you mark **Hide this column on the report** and export the report, the hidden columns will not be exported.

The screenshot shows the 'Column 1' dialog box with the 'General' tab selected. The 'Column heading' field is empty. The 'Column width' is set to 1.00 inches, and the 'Report width' is 4.67 inches. The 'Format' is set to 'Currency' and 'Decimal places' is 2. Under 'Column Definition', the 'Type' is 'Description' and the 'Display' is 'Account Description'. The 'Hide this column on the report' checkbox is unchecked. The dialog box has buttons for 'New Column', 'Repeat Column', 'Delete Column', 'Previous Column', and 'Next Column'.

Date Range tab. The selections you make on this tab determine the period or date for which balances are included on the report. The Date Range tab is available only for Column 3.

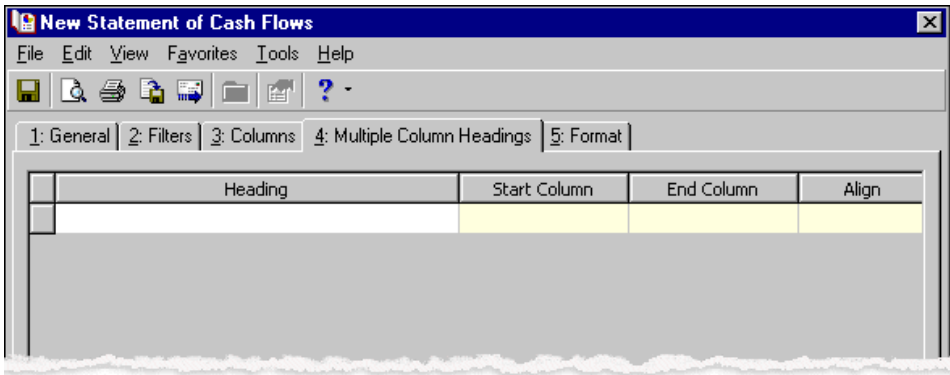
The screenshot shows the 'Column 3' dialog box with the 'Date Range' tab selected. The 'Date' dropdown is set to '<Specific fiscal periods>' with the text '04/01/2001 to 04/30/2001' displayed. The 'Start fiscal year' and 'End fiscal year' are both set to 'This fiscal year'. The 'Start period' and 'End period' are both set to 'This fiscal period'. The dialog box has buttons for 'New Column', 'Repeat Column', 'Delete Column', 'Previous Column', and 'Next Column'.

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report. The Filters tab is available only for Column 3.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headers.

Start. In the **Start** column, select the first column the multiple column heading will cover.

End. In the **End** column, select the last column the multiple column heading will cover. The **End** column must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you designate the format for the report. You can create headings and footers, sort the records for the report, select the format for displaying monetary amounts, and print the report in color.

The list on the left of the screen displays formatting options for the Statement of Cash Flows: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

The screenshot shows the 'New Statement of Cash Flows' dialog box with the 'Headings' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The main area is titled 'Headings' and contains the following options:

- Heading Format:**
 - Title: Statement of Cash Flows
 - Subtitle: (empty field)
 - Align: Center (dropdown)
 - ☒ Print organization name in header
- ☒ Print Page Number in Heading:
 - Format: Page 1 (dropdown)
 - Align: Right (dropdown)
- ☒ Print Report Date in Heading:
 - Format: Short Date and Time (dropdown)
 - Align: Left (dropdown)
- ☒ Print report heading on each page

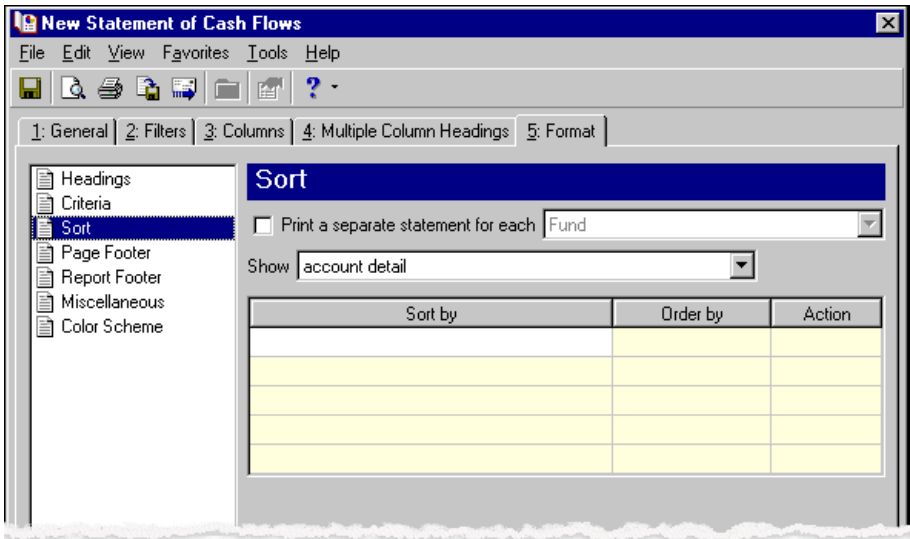
Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Selections print in the criteria section of the report.

The screenshot shows the 'New Statement of Cash Flows' dialog box with the 'Criteria' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The main area is titled 'Criteria' and contains the following options:

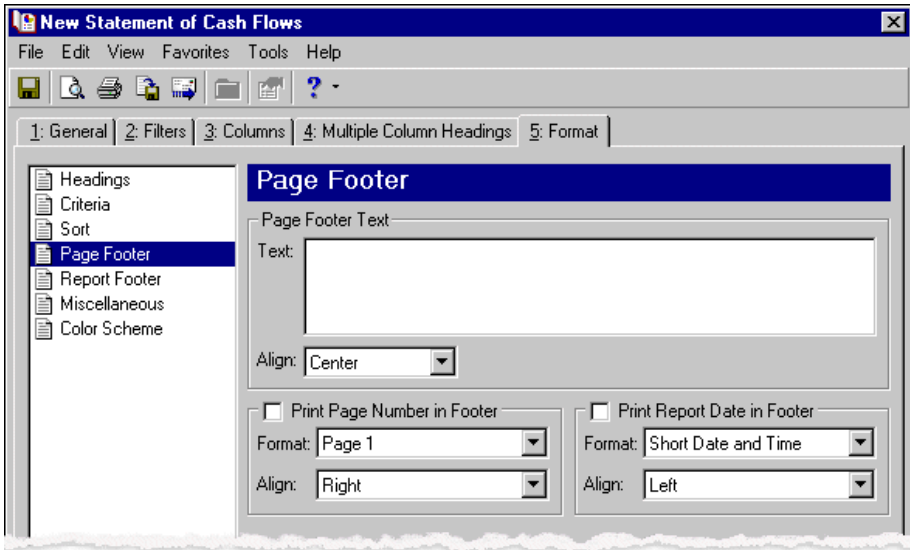
- ☒ Print these criteria on: a separate page (dropdown)
- ☒ Saved report name
- ☒ Output query name
- ☒ Include accounts from this chart template
- ☒ Include accounts with no activity
- ☒ Include inactive accounts
- ☒ User account security access
- ☒ User project security access
- ☒ Funds to include
- ☒ Account Codes to include
- ☒ Accounts to include
- ☒ Account attributes to include
- ☒ Department(s) to include
- ☒ Projects to include
- ☒ Project attributes to include
- ☒ Classes to include
- ☒ Not yet posted transactions to include

Sort. Use **Sort** to print a separate statement for a selected value. If you leave the **Show** field blank, only the main headings appear in the report. You can select to show account detail, cash flow codes, or both. If you show cash flow codes, the additional cash flow codes you defined in *Configuration* appear on the report.

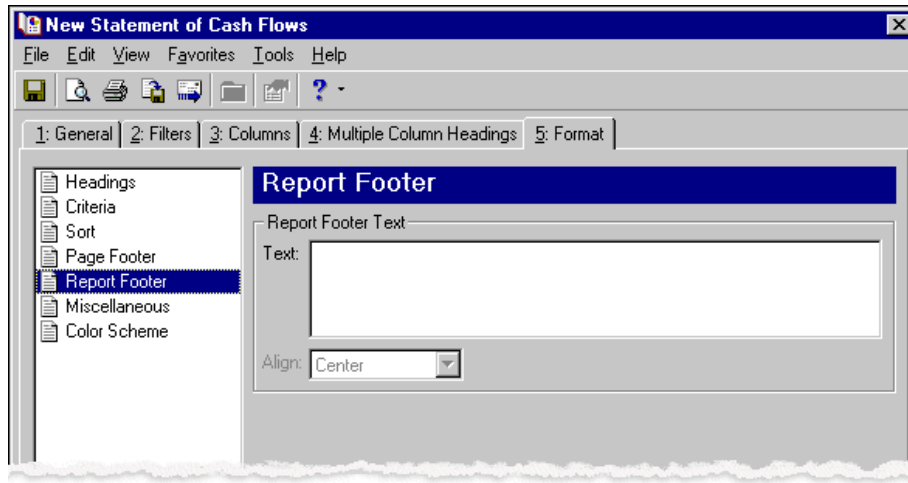
If you leave the **Sort by** field blank in the grid, the program sorts by the entire account number in ascending order with no action. If you select an account segment, in the **Action** column, you can select Subtotal or Mask. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment except Account Code.



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

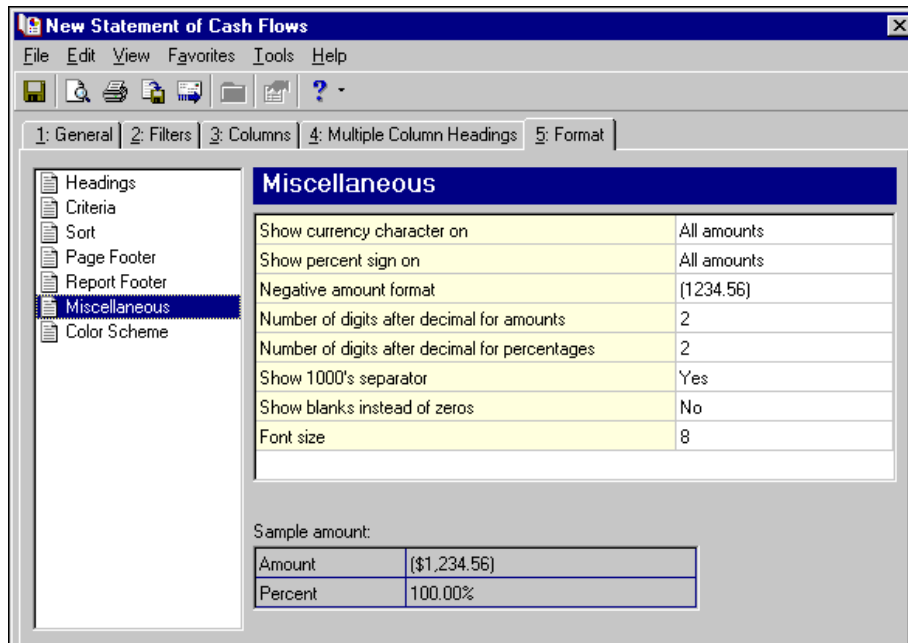


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select alignment of the text.

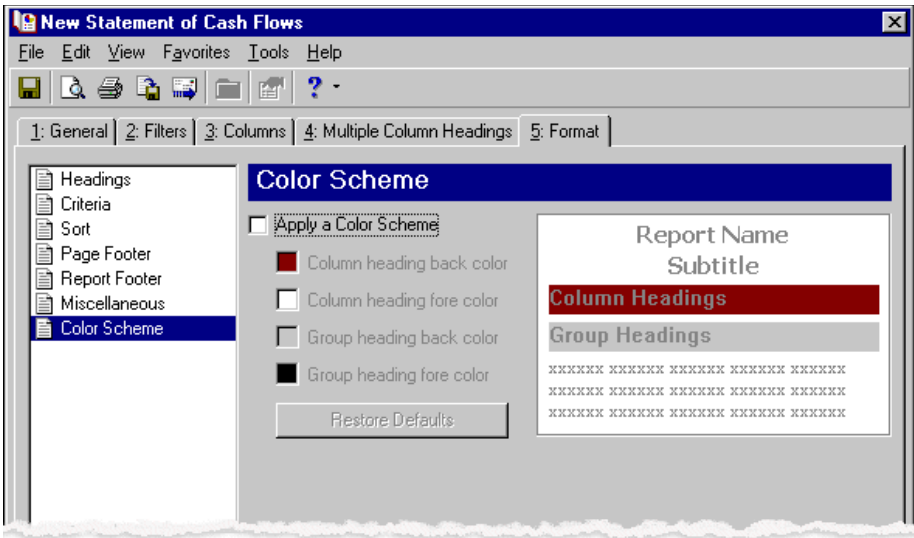


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



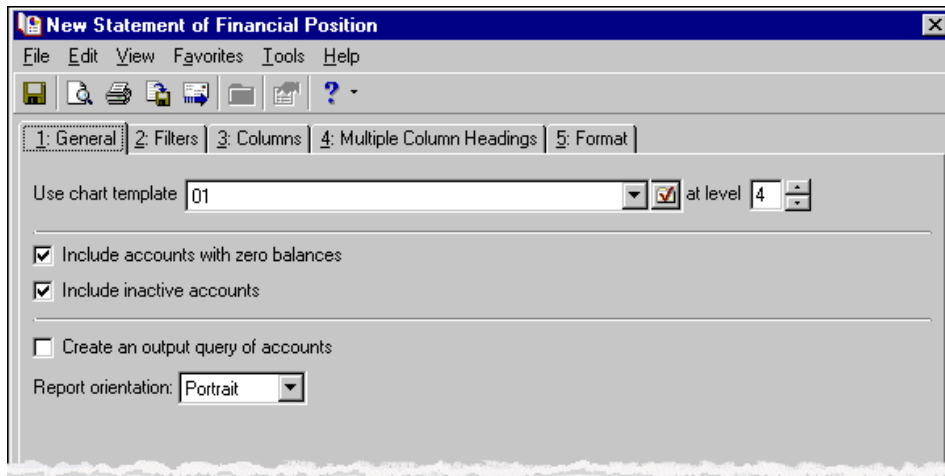
Statement of Financial Position

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.

The Statement of Financial Position has tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Statement of Financial Position, see “Creating Reports” on page 15.

General Tab

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



Note: You can change the results of a report by using different chart templates to run the same report. You can define an unlimited number of templates in *Visual Chart Organizer*. For more information, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are established in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **level** field.

Include accounts with zero balances. **Include accounts with zero balances** defaults to marked to include all accounts with zero balances.

Include inactive accounts. **Include inactive accounts** defaults to marked to include inactive accounts.

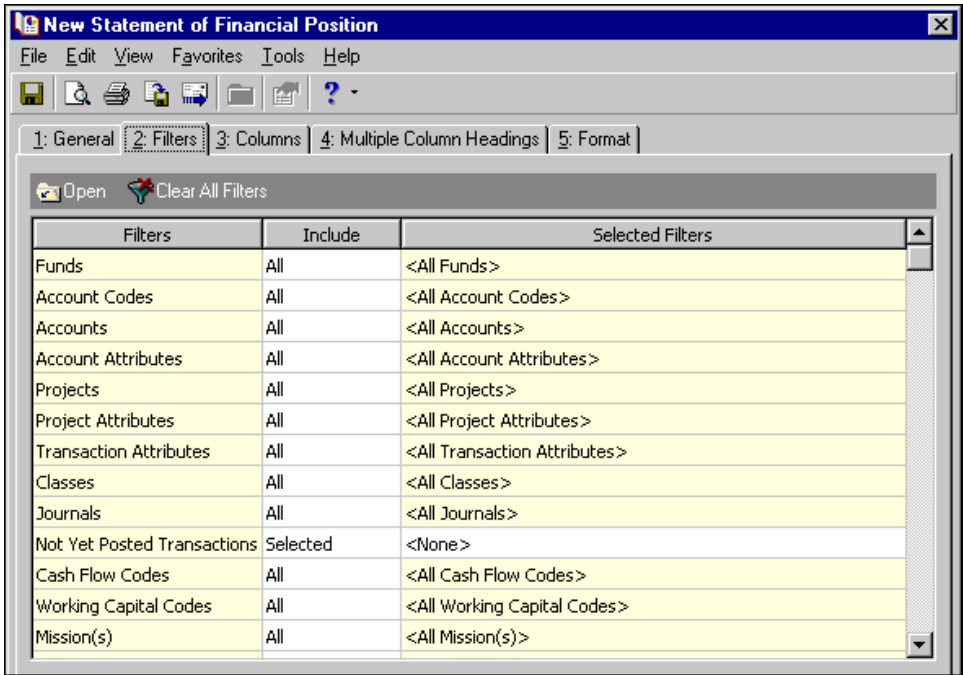
Create an output query of accounts. Mark this option to create a query of account records and include it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, accounts, and transaction attributes. For example, you can include only the funds within a certain range. Funds not in the range do not appear on the report. You can filter by projects only if you have the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose **Selected** in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and then click **Open**, the **Selected <Filter>** screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

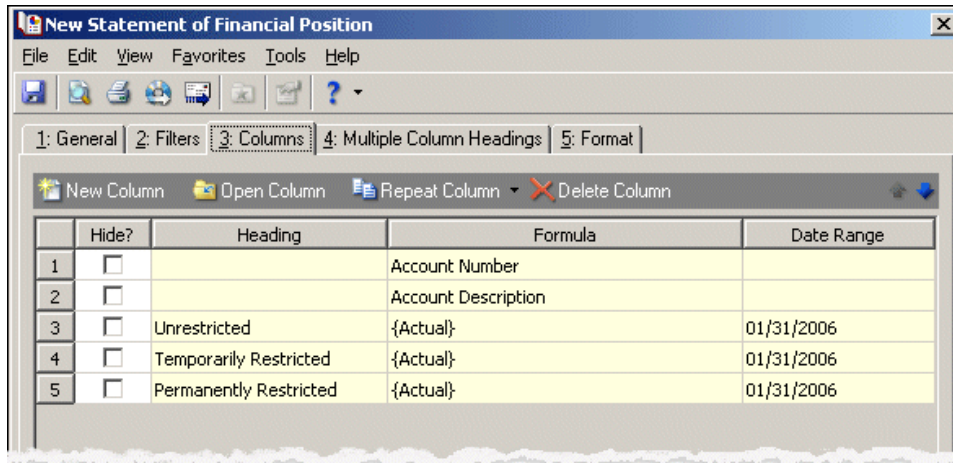
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab, you can open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.



New Column. When you click **New Column**, the Column <#> screen appears, showing the General, Date Range, and Filters tabs from which you can create a new column.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, select that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, select that column and click **Delete Column**. Only columns not being used to define another column can be deleted.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

Date Range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. You can name and define report columns on this tab. Using the alignment buttons, you can specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column Type, Amount or Description, and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, the hidden columns will not be exported.

The screenshot shows the 'Column 4' dialog box with the 'General' tab selected. At the top, there are buttons for 'New Column', 'Repeat Column', and 'Delete Column', along with navigation arrows for 'Previous Column' and 'Next Column'. Below these are three sub-tabs: 'General', 'Date Range', and 'Filters'. The 'General' tab contains the following fields and controls:

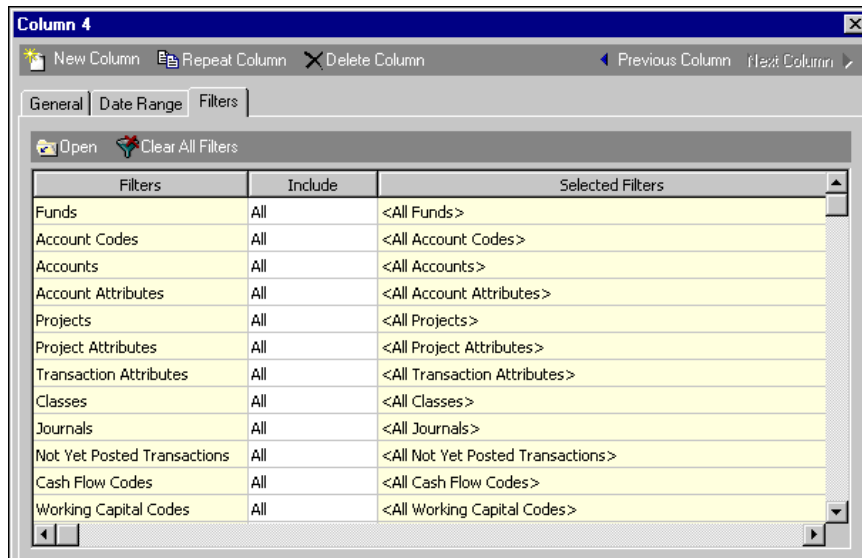
- Column heading:** A text input field.
- Column width:** A text input field set to '1.00' inches.
- Report width:** A text input field set to '5.75' inches.
- Format:** A dropdown menu set to 'Currency'.
- Decimal places:** A dropdown menu set to '2'.
- Column Definition:** A section with a 'Type' dropdown set to 'Amount'. Below it is a list of available expressions: {Actual}, {Original Budget}, {Adjusted Budget}, {Budget Adjustments}, and {Column 3}. A right-pointing arrow button is next to this list.
- Hide this column on the report:** An unchecked checkbox.
- Buttons:** 'Validate', 'Clear', and a set of arithmetic operators: '+', '-', '*', '/', '(', and ')'.

Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

The screenshot shows the 'Column 5' dialog box with the 'Date Range' tab selected. The 'General' tab is also visible. The 'Date Range' tab contains the following fields and controls:

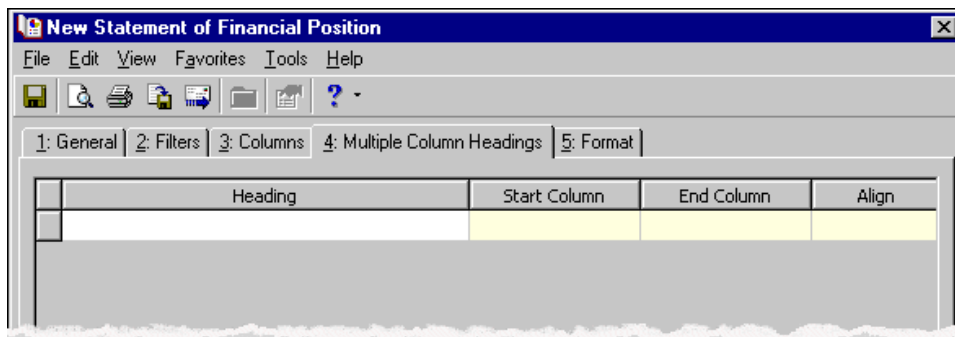
- Date:** A dropdown menu set to '<Specific fiscal period>' and a text input field set to '04/30/2001'.
- Fiscal year:** A dropdown menu set to 'This fiscal year'.
- As of period:** A dropdown menu set to 'This fiscal period'.

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headers.

Start. In the **Start** column, select the first column the multiple column heading will cover.

End. In the **End** column, select the last column the multiple column heading will cover. The **End** column must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

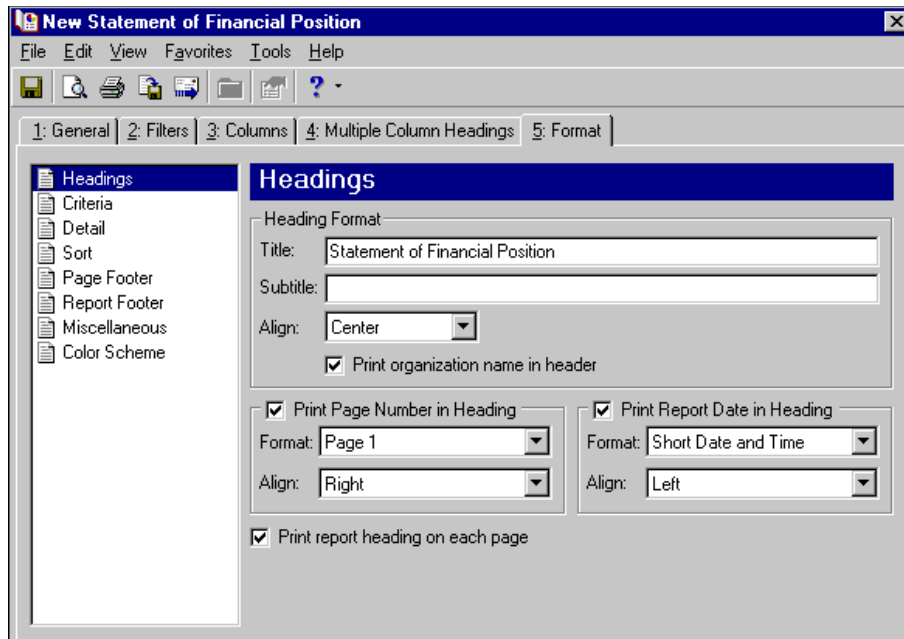
Format Tab

On the Format tab, you designate the format for the report. You can create headings and footers, sort the records for the report, select the format for displaying monetary amounts, and print the report in color.

The list on the left of the screen displays formatting options for the Statement of Financial Position: **Headings**, **Criteria**, **Detail**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

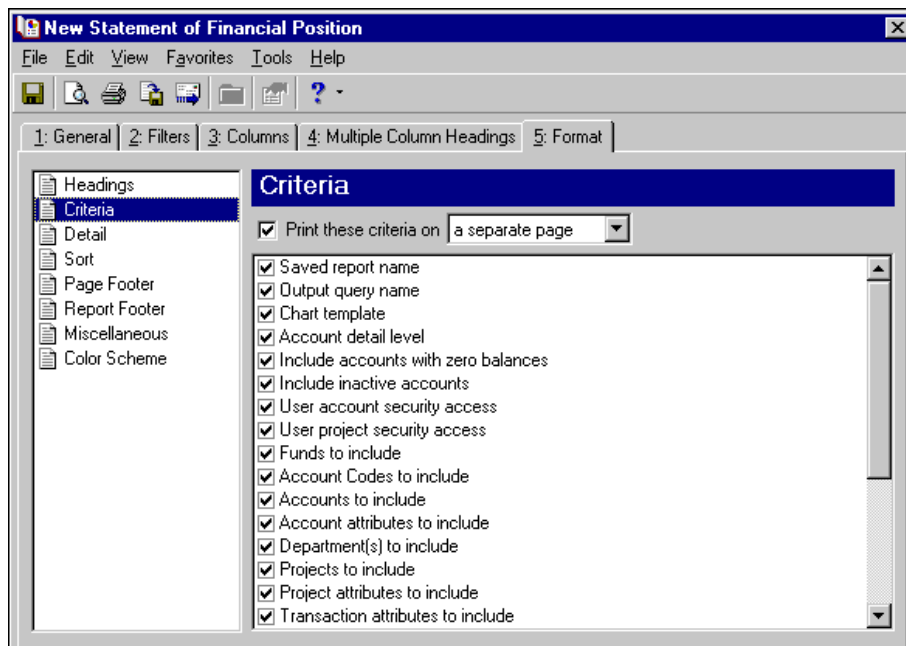
Note: The heading defaults to Statement of Financial Position in the **Title** field. You can leave this as the title for the report or enter your own.

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



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

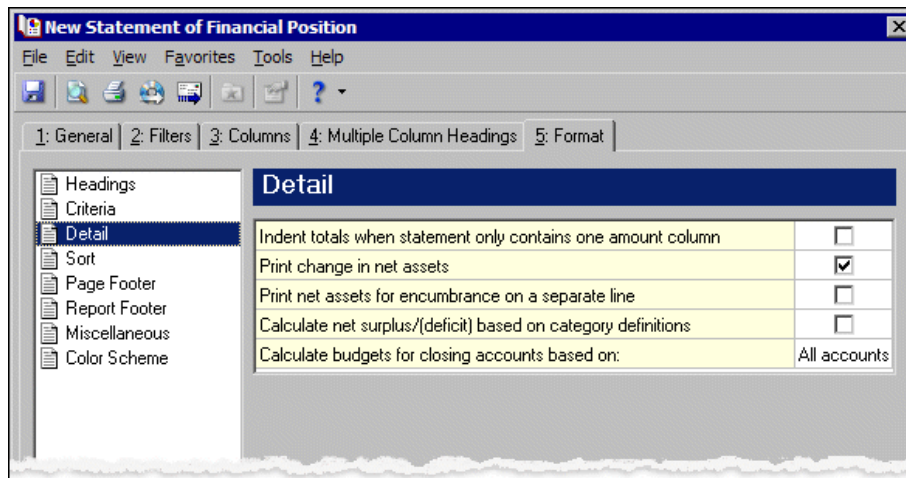
You can select to print criteria on either the first page of the report or on a separate page. All selected options print in the criteria section of the report.



Detail. Use **Detail** to indent totals. To indent totals when the statement contains only one column for amounts, mark **Indent totals when statement only contains one amount column**.

Glossary: A net asset is residual value in an entity's asset remaining after liability is deducted.

To print the change in net assets at the end of the report, mark **Print change in net assets at the end of the report**. You also must select a chart template on the General tab that includes net asset accounts or the total beginning net assets appear as zero.



Sort. Use **Sort** to print a separate statement for a selected value. If you select to show account details for the entire statement, a grid appears so you can select various sorting options.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select an account segment, in the **Action** column, you can select Subtotal or Mask. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment except Account Code.

If you select an option in the **Show** field that includes a summary, you must select a value by which to summarize the report. You cannot select the same value you selected in the **Print a separate statement** field.

The screenshot shows the 'New Statement of Financial Position' dialog box with the 'Sort' tab selected. The left sidebar lists options: Headings, Criteria, Detail, Sort (selected), Page Footer, Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Sort' and contains the following fields and controls:

- ☐ Print a separate statement for each: Fund
- Statement body format: Show detail by account for statement
- Change in net assets section format: Show summary of change in net assets
- A table with 3 columns: Sort by, Order by, and Action. The table has 5 empty rows.

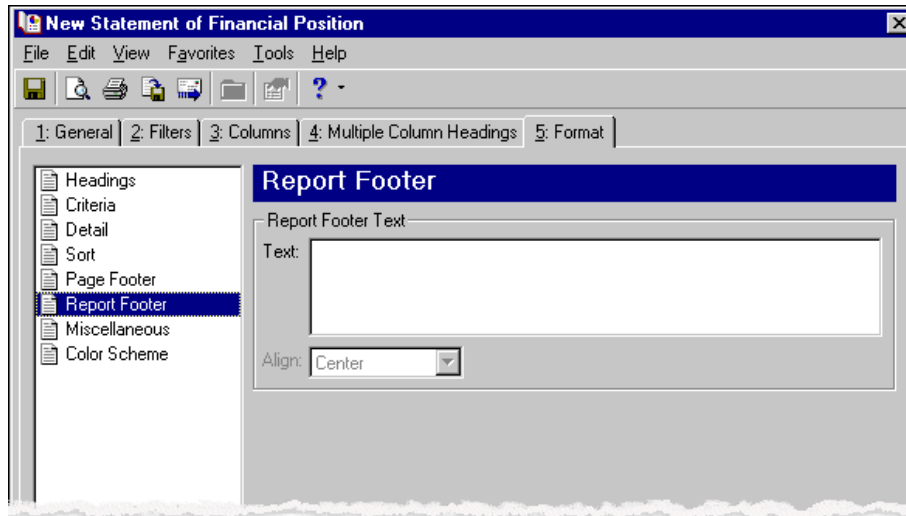
At the bottom are buttons: < Back, Next >, Cancel, Print, Preview, and Layout.

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

The screenshot shows the 'New Statement of Financial Position' dialog box with the 'Page Footer' tab selected. The left sidebar lists options: Headings, Criteria, Detail, Sort, Page Footer (selected), Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Page Footer' and contains the following fields and controls:

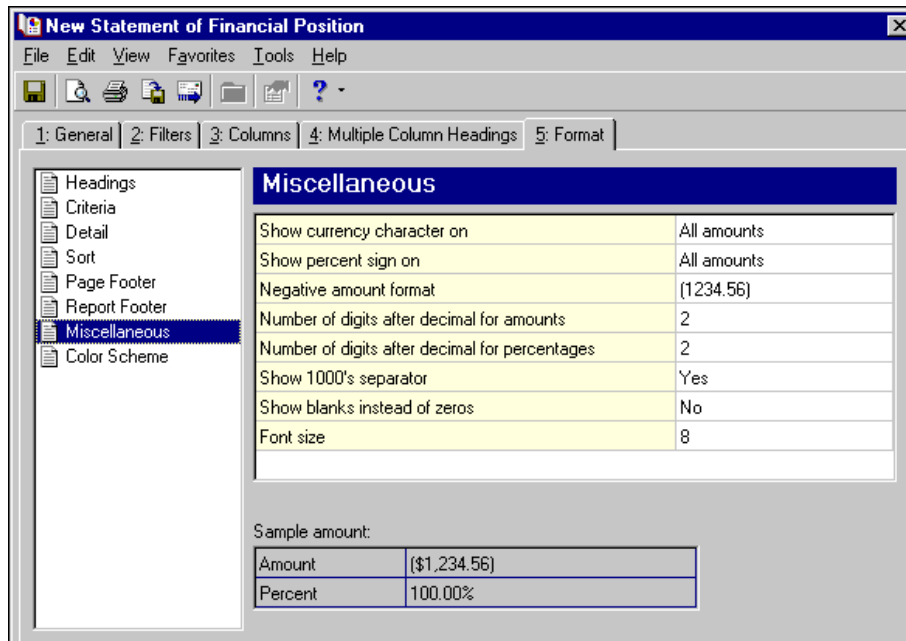
- Page Footer Text:
 - Text: (Large text input field)
 - Align: Center
- ☐ Print Page Number in Footer:
 - Format: Page 1
 - Align: Right
- ☐ Print Report Date in Footer:
 - Format: Short Date and Time
 - Align: Left

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

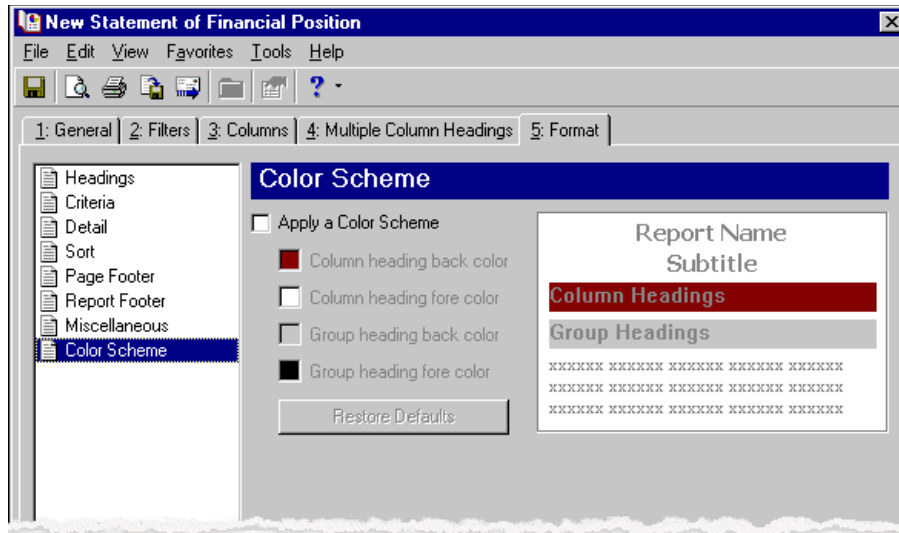


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



Statement of Functional Expenses

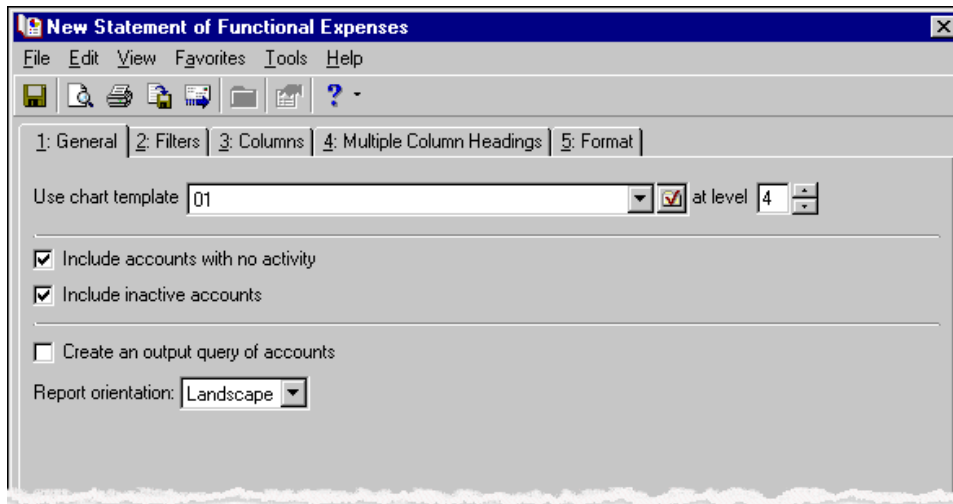
The Statement of Functional Expenses report provides functional expense information over a specified period of time. For this report, you can select the chart template the report is based on. All expense accounts used by the selected chart template will appear in the report, but you can determine the 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.

The Statement of Functional Expenses has tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Statement of Functional Expenses, see “Creating Reports” on page 15.

General Tab

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



Note: You can change the results of a report by using different chart templates to run the same report. You can define an unlimited number of templates in *Visual Chart Organizer*. For more information, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are established in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **level** field.

Include accounts with no activity. **Include accounts with no activity** defaults to marked to include all accounts with no activity.

Include inactive accounts. **Include inactive accounts** defaults to marked to include inactive accounts.

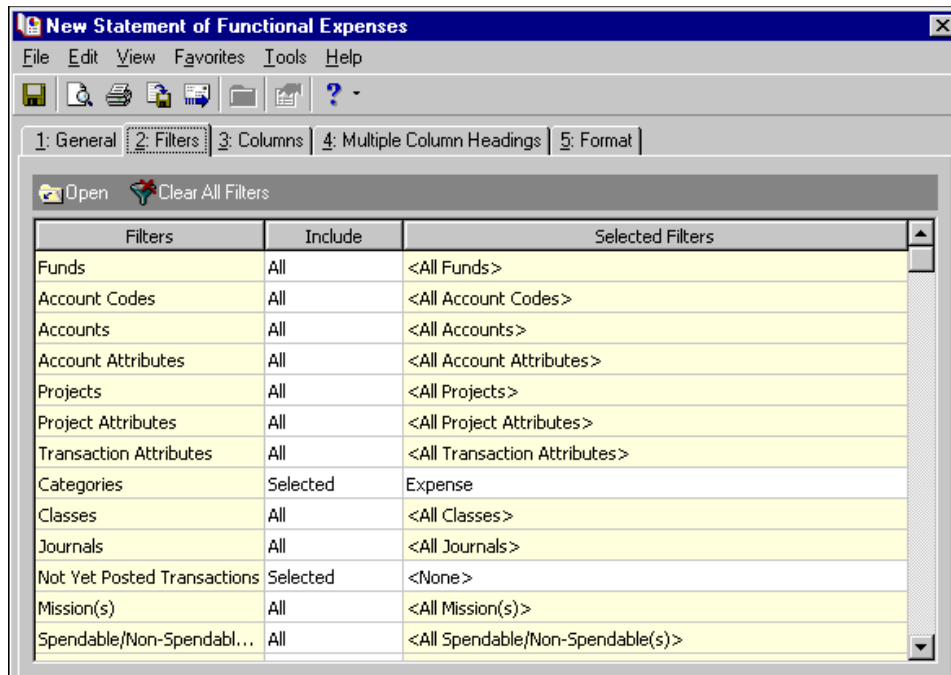
Create an output query of accounts. Mark this option to create a query of the record you select and include it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, account codes, and transaction attributes. For example, you can include only the funds within a certain range. Funds not in the range do not appear on the report. You can filter by projects only if you have the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose **Selected** in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and then click **Open**, the **Selected <Filter>** screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

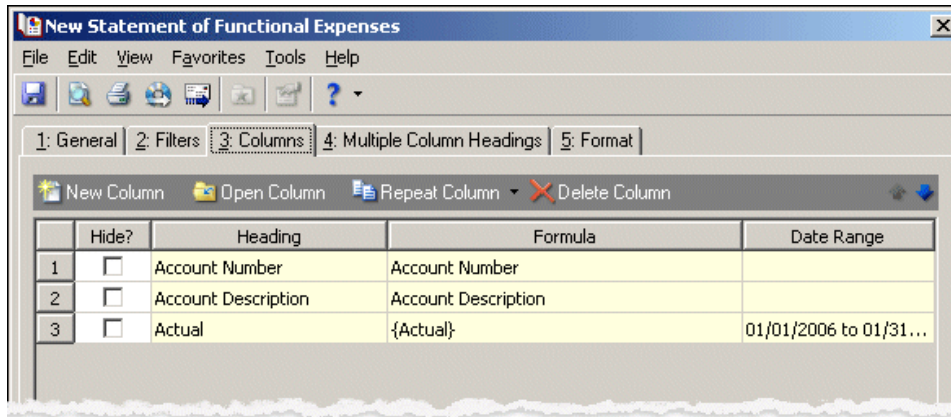
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab, you can open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.



New Column. When you click **New Column**, the Column <#> screen appears, showing the General, Date Range, and Filters tabs from which you can create a new column.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, select that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, select that column and click **Delete Column**. Only columns not being used to define another column can be deleted.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

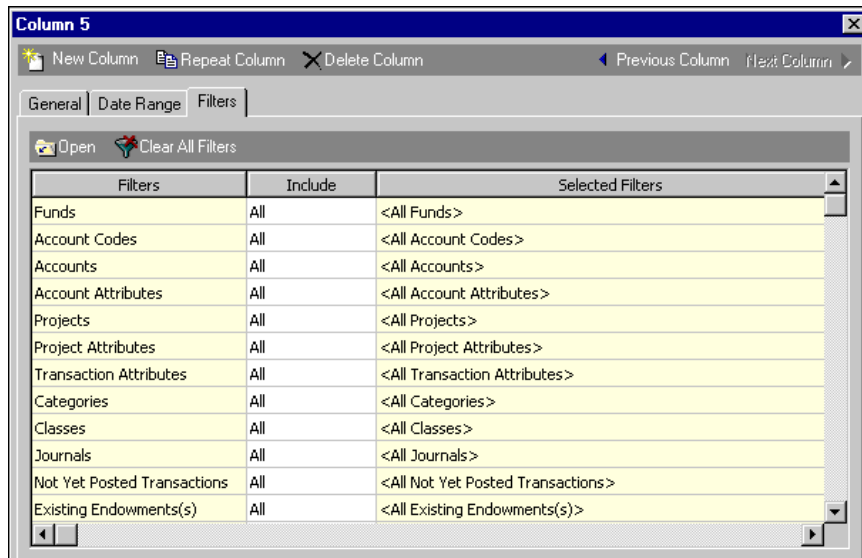
Date Range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. You can name and define report columns on this tab. Using the alignment buttons, you can specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column **Type**, Amount or Description, and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, the hidden columns will not be exported.

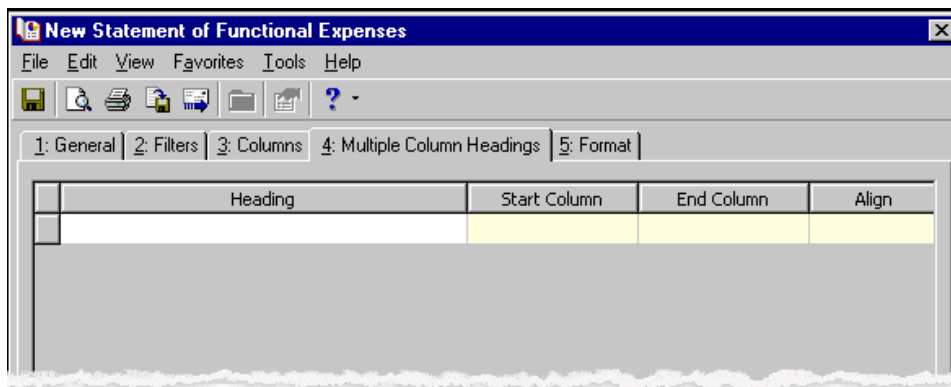
Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headers.

Start. In the **Start** column, select the first column the multiple column heading will cover.

End. In the **End** column, select the last column the multiple column heading will cover. The **End** column must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you designate the format for the report. You can create headings and footers, sort the records for the report, select the format for displaying monetary amounts, and print the report in color.

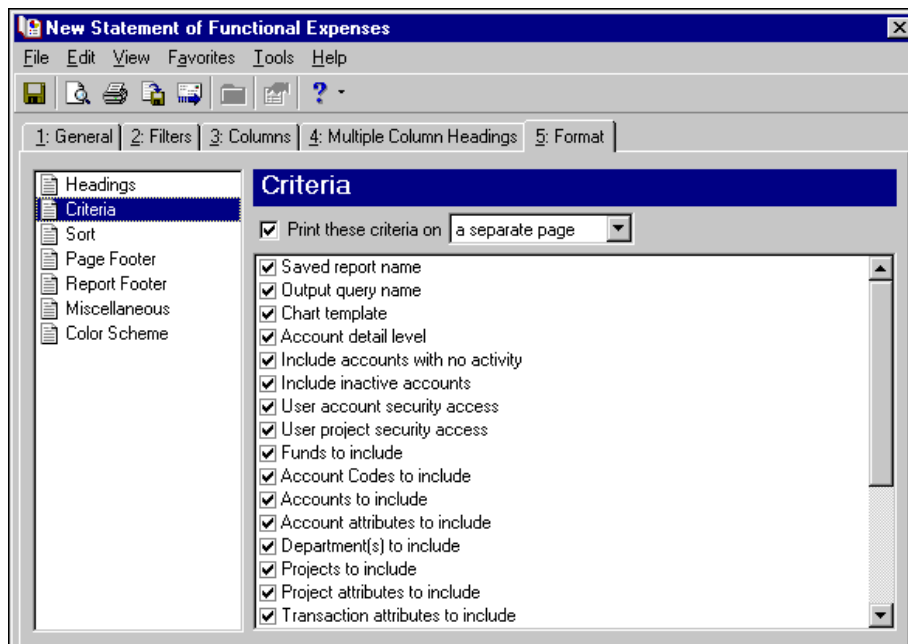
The list on the left of the screen displays formatting options for the Statement of Functional Expenses: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

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

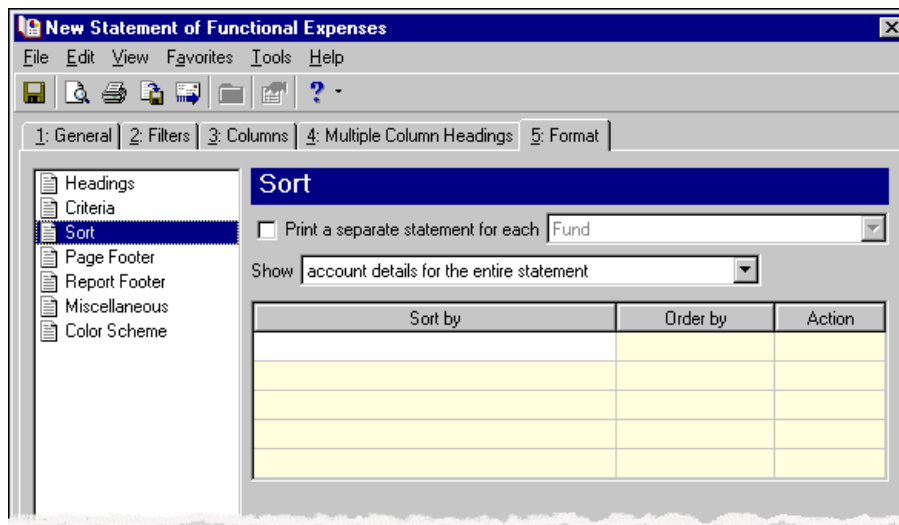
You can select to print criteria on either the first page of the report or on a separate page. All selected options print in the criteria section of the report.



Sort. Use **Sort** to print a separate statement for a selected value. If you select to show account details for the entire statement, a grid appears so you can select various sorting options.

If you leave the **Sort by** field blank, the report is sorted by the entire account number in ascending order with no action. If you select an account segment, you can select an **Action** of Subtotal or Mask. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment except Account Code.

If you select an option in the **Show** field that includes a summary, you must select a value by which to summarize the report. You cannot select the same value you selected in the **Print a separate statement** field.



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

The screenshot shows the 'Page Footer' dialog box within the 'New Statement of Functional Expenses' application. The left sidebar lists various options: Headings, Criteria, Sort, Page Footer (selected), Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Page Footer' and contains a 'Page Footer Text' section with a large text input field. Below this, there are two columns of options. The first column has a checkbox for 'Print Page Number in Footer', a 'Format' dropdown set to 'Page 1', and an 'Align' dropdown set to 'Right'. The second column has a checkbox for 'Print Report Date in Footer', a 'Format' dropdown set to 'Short Date and Time', and an 'Align' dropdown set to 'Left'.

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

The screenshot shows the 'Report Footer' dialog box within the 'New Statement of Functional Expenses' application. The left sidebar lists various options: Headings, Criteria, Sort, Page Footer, Report Footer (selected), Miscellaneous, and Color Scheme. The main area is titled 'Report Footer' and contains a 'Report Footer Text' section with a large text input field. Below this, there is an 'Align' dropdown set to 'Center'.

Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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

The screenshot shows the 'New Statement of Functional Expenses' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous' (selected), and 'Color Scheme'. The main area contains a table of formatting options:

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Below the table is a 'Sample amount' section with two rows:

Amount	(\$1,234.56)
Percent	100.00%

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

The screenshot shows the 'New Statement of Financial Position' dialog box with the 'Color Scheme' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme' (selected). The main area contains the following options:

☐ Apply a Color Scheme

- ☒ Column heading back color
- ☐ Column heading fore color
- ☐ Group heading back color
- ☒ Group heading fore color

Below these options is a 'Restore Defaults' button. To the right is a preview box showing the report layout with the following text:

Report Name
Subtitle
Column Headings
Group Headings
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx

Custom Management Report

The Custom Management Report provides a combined view of balance sheet and income statement accounts. It gives you flexibility in reporting financial information by combining balances across an entire chart template. With this report, you can intermingle income statement and balance sheet accounts to get a broad view of your organization.

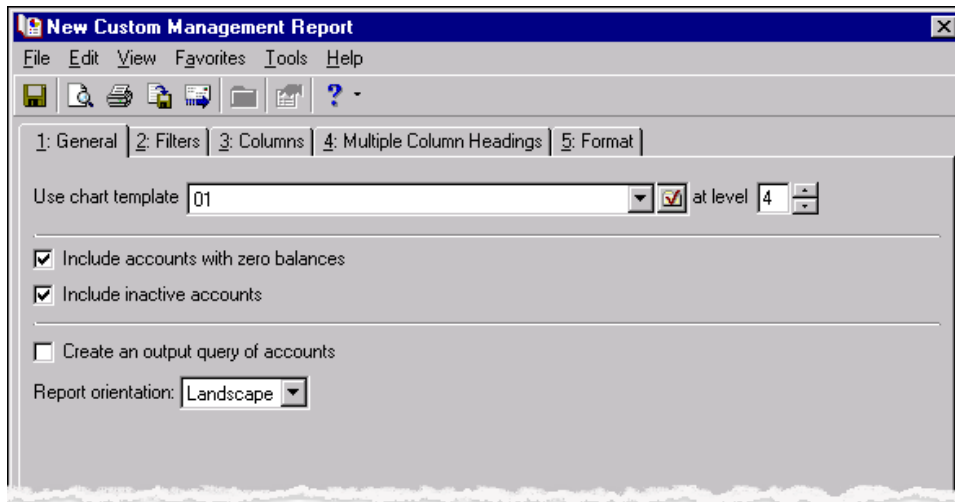
This single report provides you with a complete look at the income statement and balance sheet accounts included in the selected chart template, as well as a complete view of activity across net assets, expenses, revenues, and adjustments. The result is a report your organization can use to determine how income affects net assets, cash, or other balance sheet accounts.

For this report, you select the chart template the report is based on. All accounts in the selected chart template are available to include in the report and 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.

The Custom Management Report has tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Custom Management Report, see “Creating Reports” on page 15.

General Tab

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



Note: You can change the results of a report by using different chart templates to run the same report. You can define an unlimited number of templates in *Visual Chart Organizer*. For more information, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are established in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **level** field.

Include accounts with no activity. **Include accounts with no activity** defaults to marked to include all accounts with no activity.

Include inactive accounts. **Include inactive accounts** defaults to marked to include inactive accounts.

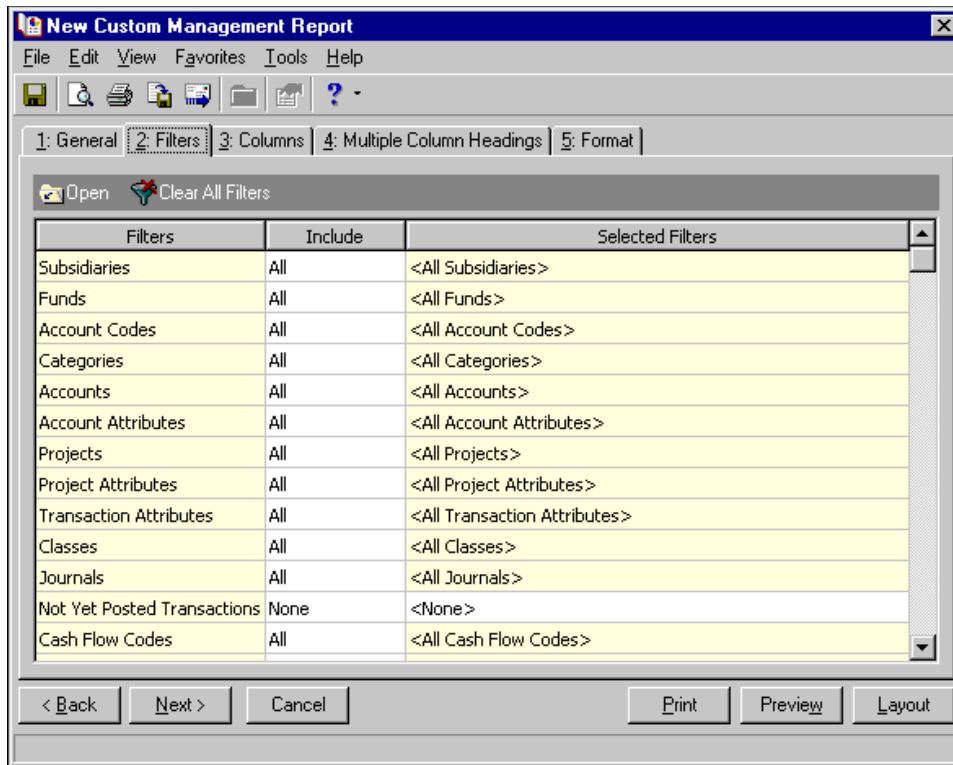
Create an output query of accounts. Mark this option to create a query of the record you select and include it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, account codes, and transaction attributes. For example, you can include only the funds within a certain range. Funds not in the range do not appear on the report. You can filter by projects only if you have the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose **Selected** in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and then click **Open**, the **Selected <Filter>** screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

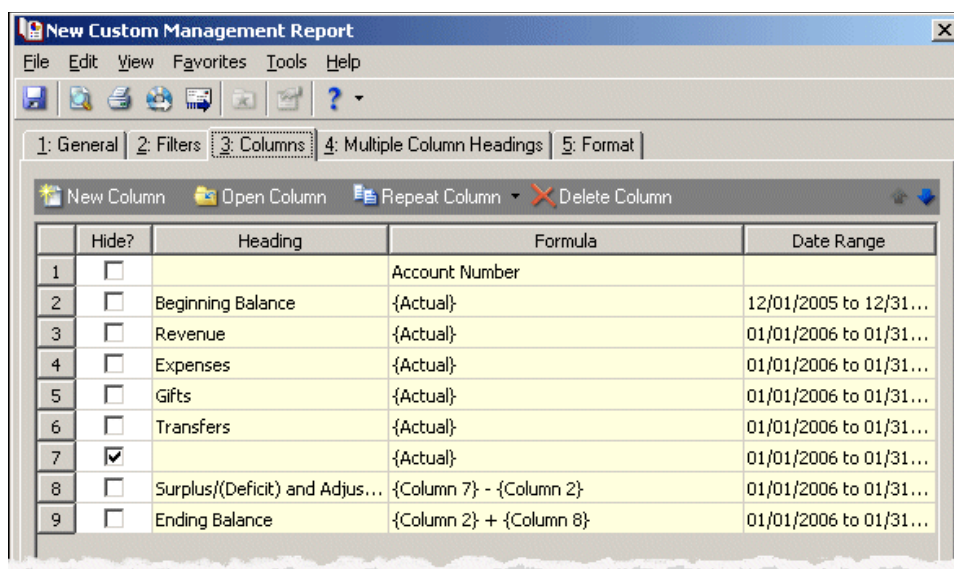
Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab, you can open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created. The Custom Management Report includes default columns for Beginning Balance, Revenue, Expenses, Gifts, Transfers, and Ending Balance.



New Column. When you click **New Column**, the Column <#> screen appears, showing the General, Date Range, and Filters tabs from which you can create a new column.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, select that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, select that column and click **Delete Column**. Only columns not being used to define another column can be deleted.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

Date Range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. When you open a column the General tab is displayed. You can name and define report columns on this tab. Using the alignment buttons, you can specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column **Type**, Amount or Description, and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, the hidden columns will not be exported.

Column 4

New Column Repeat Column Delete Column Previous Column Next Column

General Date Range Filters

Column heading:

Column width: 1.00 inches

Report width: 6.00 inches

Format: Currency

Decimal places: 2

Column Definition

Type: Amount

{Actual}
{Original Budget}
{Adjusted Budget}
{Budget Adjustments}
{Column 3}

->

☐ Hide this column on the report

Validate Clear + - * / ()

OK Cancel

Date Range tab. You access the Date Range tab after opening a column. On this tab, the selections you make determine the period or date for which balances are included on the report.

Column 3

New Column Repeat Column Delete Column Previous Column Next Column

General Date Range Filters

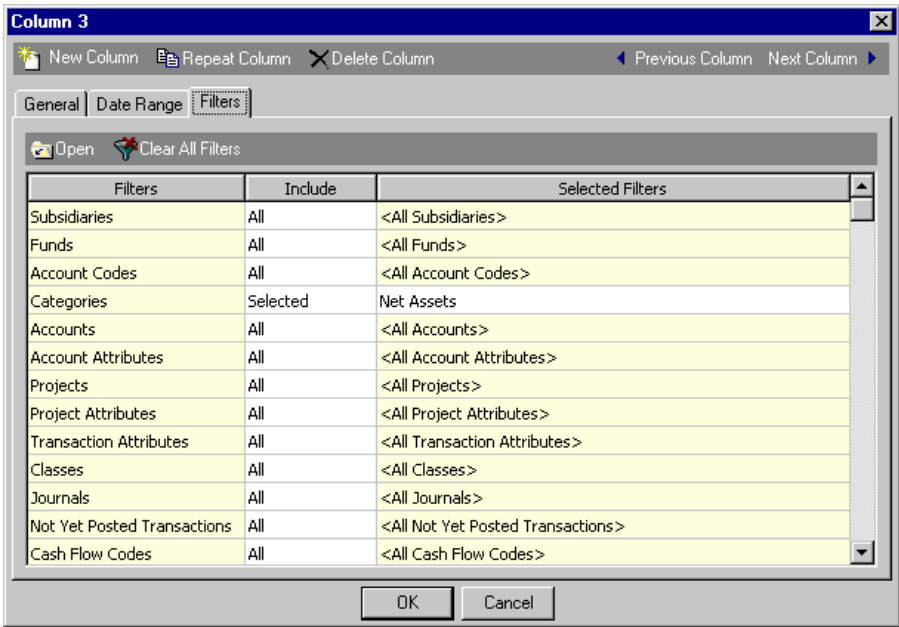
Date: <Specific fiscal periods> 02/01/2003 to 02/28/2003

Start fiscal year: This fiscal year Start period: Last fiscal period

End fiscal year: This fiscal year End period: Last fiscal period

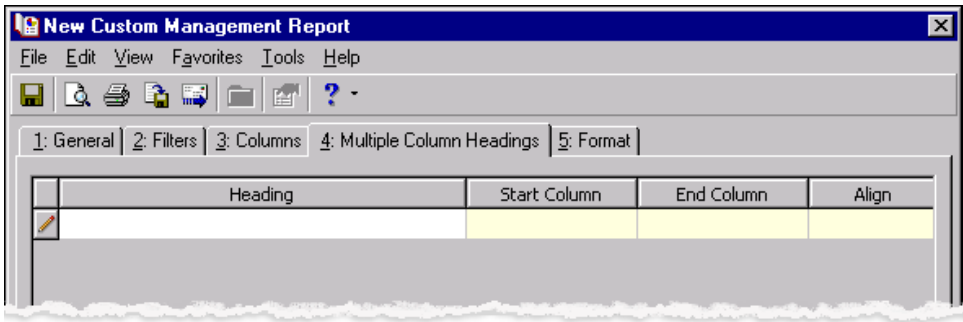
OK Cancel

Filters tab. You access the Filters tab after opening a column. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headers.

Start. In the **Start** column, select the first column the multiple column heading will cover.

End. In the **End** column, select the last column the multiple column heading will cover. The **End** column must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you designate the format for the report. You can create headings and footers, sort the records for the report, select the format for displaying monetary amounts, and print the report in color.

The list on the left of the screen displays formatting options for the Custom Management Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

New Custom Management Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Columns 4: Multiple Column Headings 5: Format

Headings

Criteria
Sort
Page Footer
Report Footer
Miscellaneous
Color Scheme

Headings

Heading Format

Title: Custom Management Report

Subtitle:

Align: Center

☒ Print organization name in header

☒ Print Page Number in Heading

Format: Page 1

Align: Right

☒ Print Report Date in Heading

Format: Short Date and Time

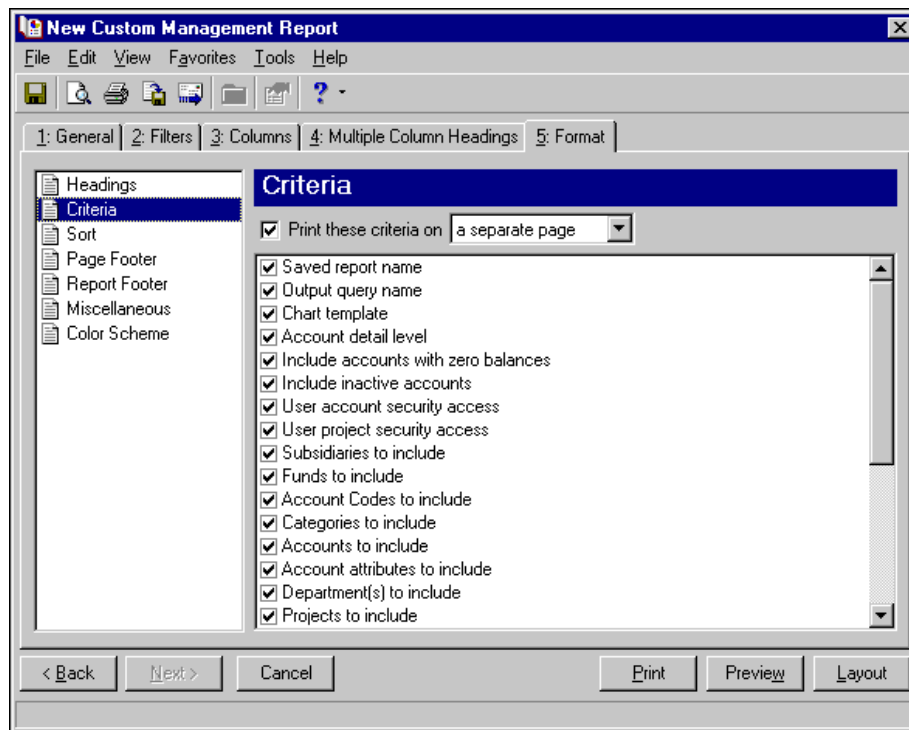
Align: Left

☒ Print report heading on each page

< Back Next > Cancel Print Preview Layout

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

You can select to print criteria on either the first page of the report or on a separate page. All selected options print in the criteria section of the report.



Sort. Use **Sort** to print a separate statement for a selected value. If you select to show account details for the entire statement, a grid appears so you can select various sorting options.

If you leave the **Sort by** field blank, the report is sorted by the entire account number in ascending order with no action. If you select an account segment, you can select an **Action** of Subtotal or Mask. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment except Account Code.

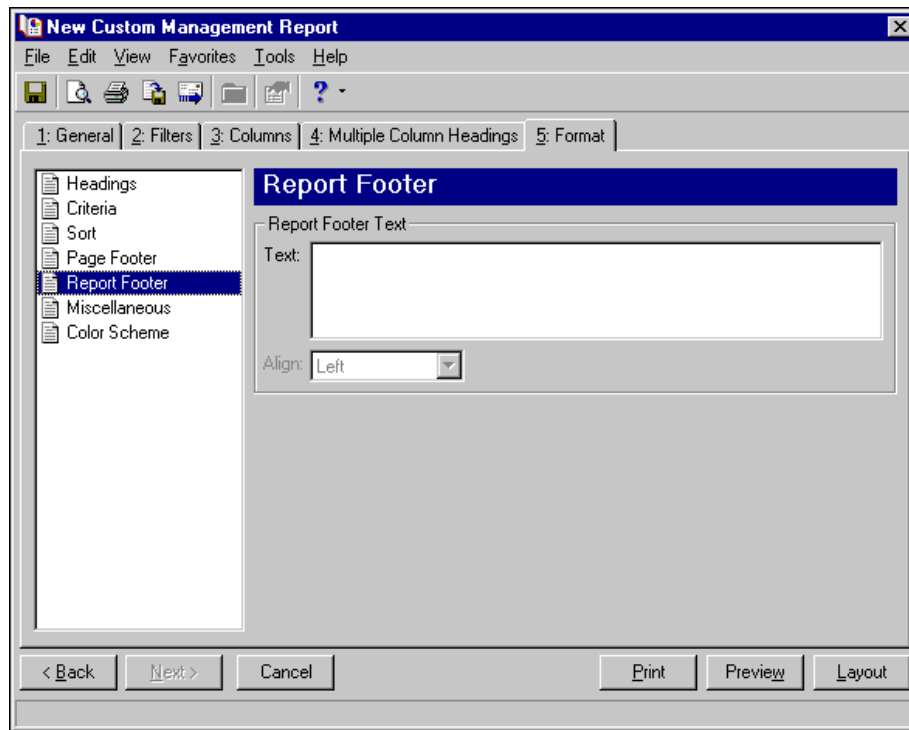
If you select an option in the **Show** field that includes a summary, you must select a value by which to summarize the report. You cannot select the same value you selected in the **Print a separate statement** field.

The screenshot shows the 'New Custom Management Report' dialog box with the 'Sort' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The 'Sort' tab is active, showing a checked box for 'Print a separate statement for each' with a dropdown menu set to 'Fund'. Below this, the 'Statement body format' dropdown is set to 'Show detail by account for statement'. A table with three columns: 'Sort by', 'Order by', and 'Action' is visible, with four empty rows. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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

The screenshot shows the 'New Custom Management Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The 'Page Footer' tab is active, showing a 'Page Footer Text' section with a 'Text' field. Below this, the 'Align' dropdown is set to 'Center'. There are two checkboxes: 'Print Page Number in Footer' and 'Print Report Date in Footer'. For 'Print Page Number in Footer', the 'Format' dropdown is set to 'Page 1' and the 'Align' dropdown is set to 'Right'. For 'Print Report Date in Footer', the 'Format' dropdown is set to 'Short Date and Time' and the 'Align' dropdown is set to 'Left'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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



Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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

The screenshot shows the 'New Custom Management Report' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists various report settings, with 'Miscellaneous' highlighted. The main area contains a table of settings for numerical formatting and a sample amount display.

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

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

The screenshot shows the 'New Custom Management Report' dialog box with the 'Color Scheme' tab selected. The left sidebar lists various report settings, with 'Color Scheme' highlighted. The main area contains options to apply a color scheme and a preview of the report layout.

☐ Apply a Color Scheme

- ☒ Column heading back color
- ☐ Column heading fore color
- ☐ Group heading back color
- ☒ Group heading fore color

Restore Defaults

Report Name
Subtitle
Column Headings
Group Headings
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

Financial Statements and GASB Report Troubleshooting

If totals or subtotals on reports are different than what you expected, review the report templates and filters. Report totaling problems often result from changes to the chart template or report filters. To determine the cause, we recommend you follow these steps:

Run the report using the default VCO template. As a test, run the report using a default template. The default template creates broad category sections in the chart. These sections include major headings, such as Assets and Liabilities, and their detail sections. The default template includes all accounts and categories that may have been omitted from the chart being used. If the report run using the default template is correct, add any missing accounts to the VCO template originally used.

Mark the option to include inactive accounts. When excluded from your report, inactive accounts with activity will cause it to total incorrectly. Open the report and mark the checkbox to **Include inactive accounts**. If the report totals correctly, create a query of inactive accounts, then change the account(s) from “Inactive” to “Active”.

Validate the VCO template. *The Financial Edge* relies on multiple Chart of Account templates. You can run reports from a selected template, allowing flexibility in report design. However, accounts can inadvertently be omitted or duplicated within the template design, causing the report to be out of balance or total incorrectly. To verify that a template will work properly, run a chart template validation. Templates can also be filtered by Project, Project Attribute, or Transaction Code, meaning that the chart validation may indicate duplicate or omitted accounts even though the report balances correctly.

Check the filters on the report to ensure you don’t filter out important information. With the advanced filters in *The Financial Edge*, you can essentially filter your way out of balance. Remove all filters from the report to determine if the filters are the cause of the problem. Check the box to include accounts with no activity, if available.

Run the report as Supervisor or as a user without account-level security defined. A user with account-level security restrictions for specific accounts cannot see those accounts on reports. Therefore, reports run by that user are out of balance if they include accounts the user cannot access.

Run the report at a level 9. Print or preview the report at a level 9. This will include all accounts and their detail.

Recreate the report to ensure the parameter file is not corrupt. Open the report that is not totaling correctly and record the filters and selected options; then create a new report. Define parameters identical to the parameters of the original report. This will verify whether or not the original report parameters are corrupt.

GASB 34 Reports

Statement of Net Assets - Net Assets Format	191
General Tab	192
Filters Tab	193
Columns Tab	194
Multiple Column Headings Tab	197
Format Tab	198
Statement of Net Assets Combined Balance Sheet	199
General Tab	200
Filters Tab	201
Columns Tab	202
Multiple Column Headings Tab	205
Format Tab	206
Statement of Net Assets - Schedule B	207
General Tab	208
Filters Tab	209
Columns Tab	210
Multiple Column Headings Tab	212
Format Tab	213
Statement of Activities - Standard Format	214
General Tab	214
Filters Tab	216
Columns Tab	217
Multiple Column Headings Tab	219
Format Tab	220
Statement of Activities - Schedule B	221
General Tab	221
Filters Tab	223
Columns Tab	224
Multiple Column Headings Tab	226
Format Tab	227
Statement of Revenues, Expenditures, and Changes	228
General Tab	229
Filters Tab	230
Columns Tab	231
Multiple Column Headings Tab	234
Format Tab	235
Creating a Chart Template	236

Glossary: GASB stands for the Governmental Accounting Standards Board, a private, nonprofit organization responsible for establishing and improving state and local governmental accounting and financial reporting standards.

General Ledger offers the following reporting categories: Account Reports, Allocation Reports, Budget Reports, Financial Statements, GASB 34 Reports, Journal and Batch Reports, Pivot Reports, and Project Reports. Project Reports are available if you have the optional module *Projects and Grants*.

This chapter discusses GASB 34 Reports and is intended only for those involved with governmental accounting and financial reporting.

GASB Statement No. 34 is entitled Basic Financial Statements-and Managements Discussion and Analysis- for State and Local Governments. This statement establishes new requirements for the annual financial reports of state and local governments.

The Governmental Accounting Standards Board (GASB) is a private, nonprofit organization responsible for establishing and improving state and local governmental accounting and financial reporting standards.

You can create the following GASB 34 Reports in **General Ledger**.

- Statement of Net Assets - Net Assets Format
- Statement of Net Assets Combined Balance Sheet
- Statement of Net Assets - Schedule B
- Statement of Activities - Standard Format
- Statement of Activities - Schedule B
- Statement of Revenues, Exchanges, Changes

Statement of Net Assets - Net Assets Format

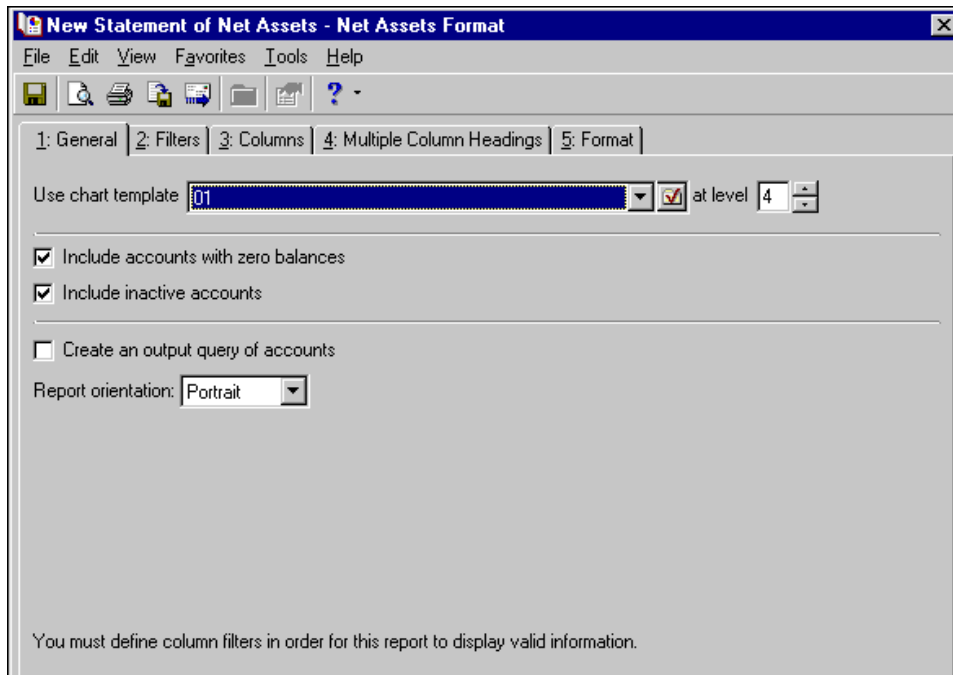
The Statement of Net Assets - Net Assets Format presents the financial position of your organization at a distinct point in time. This report is much like a Balance Sheet statement, but it is pre-formatted with columns according to the GASB requirements. You must use the appropriate chart template and column filters to ensure this report meets GASB requirements. For more information about chart templates, see “Creating a Chart Template” on page 236.

Warning: You must use the correct chart template and column filters to ensure the Statement of Net Assets report meets GASB requirements. You can use advanced filters only if you set the business rule in *Configuration*.

The Statement of Net Assets - Net Assets Format has five tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify information to include in the report and how the report should look.

General Tab

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



Glossary: A chart template is a visual representation in *General Ledger 7.2* of all or selected accounts from the general ledger. In *General Ledger 7.2*, you can create multiple chart templates, each with a different presentation of accounts. Chart templates drive the presentation of accounts on financial statements.

Use chart template. In the **Use chart template** field, select a chart template for the report. You establish chart templates in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **at level** field. For more information about chart templates, see “Creating a Chart Template” on page 236.

Include accounts with zero balances. Mark this option to include accounts with zero balances in the report. The **Include accounts with zero balances** checkbox is marked as a default.

Include inactive accounts. Mark this option to include inactive accounts in the report. The **Include inactive accounts** checkbox is marked as a default.

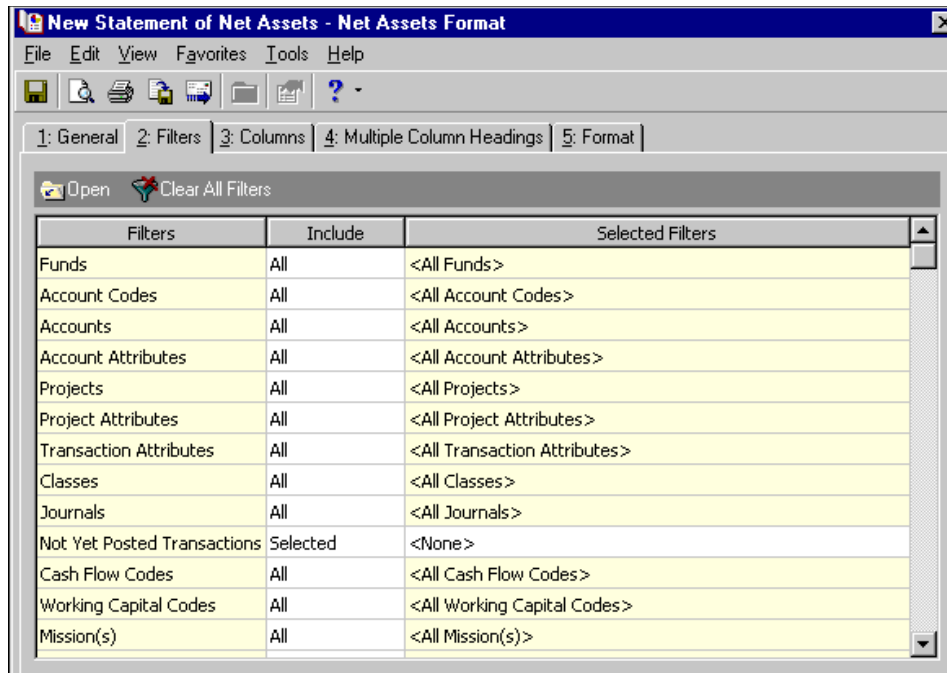
Create an output query of accounts. Mark this option to create a query of account records. This query is available for use in other areas of the program.

Note: To view the report as it will print using the selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Funds, Accounts, and Classes. For example, to include only funds within a certain range. Funds not in the range do not appear on the report. You can filter by projects only with the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can select a specific filter or a range.

Clear All Filters. To remove all previously selected filters from the report, click **Clear All Filters**.

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

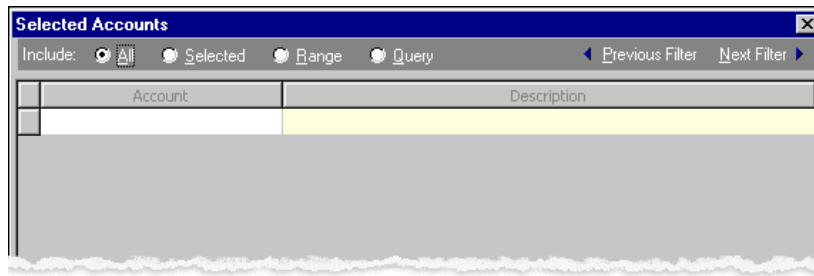
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column next to the filter you want. The Selected <Filter> screen appears so you can designate specific filters for the report.

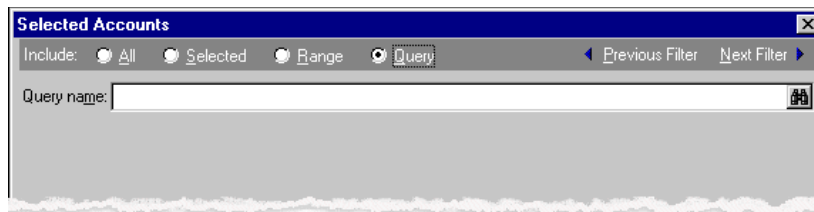
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open** on the action bar, the Selected <Filter> screen appears.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

Glossary: A parameter is any field, option, or filter that narrows information in a report and determines the appearance of the report's output. By specifying parameters, you customize output results of the report.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about queries, see the [Query Guide](#).

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

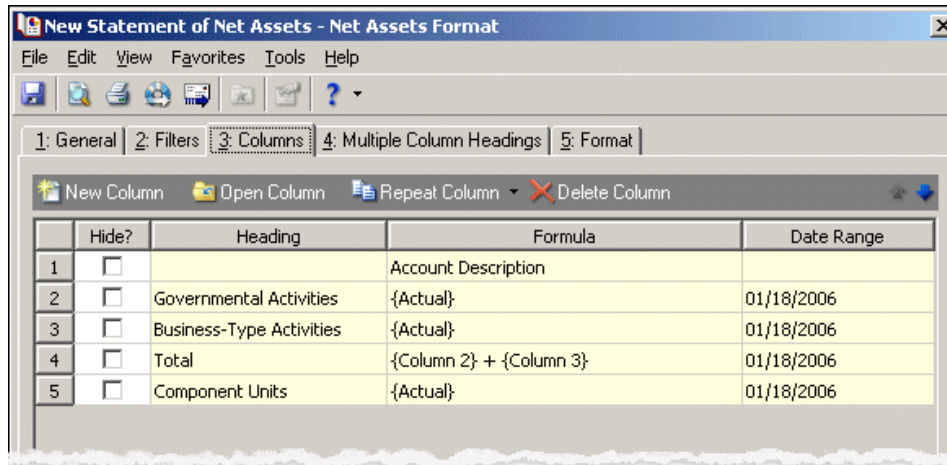
Columns Tab

On the Columns tab, you can create new columns that appear on the report, open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.

The column headings are predefined, but you must set the appropriate filters to ensure the report is accurate.

Warning: Most organizations separate governmental activities, business-type activities, and component units by fund. We recommend you filter the business activities and component units columns by the appropriate funds also.

To set the appropriate filters, open the **Governmental Activities** column, filter by fund and only include the funds allocated for governmental activity. Most organizations separate governmental activities, business-type activities, and component units by fund. We recommend you filter the business activities and component units columns by the appropriate funds also.



New Column. When you click **New Column**, the Column <#> screen appears, showing three tabs you can use to create a new column. These tabs are the General tab, Date Range tab, and Filters tab.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, highlight that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, highlight that column and click **Delete Column**. You can delete only unused columns.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

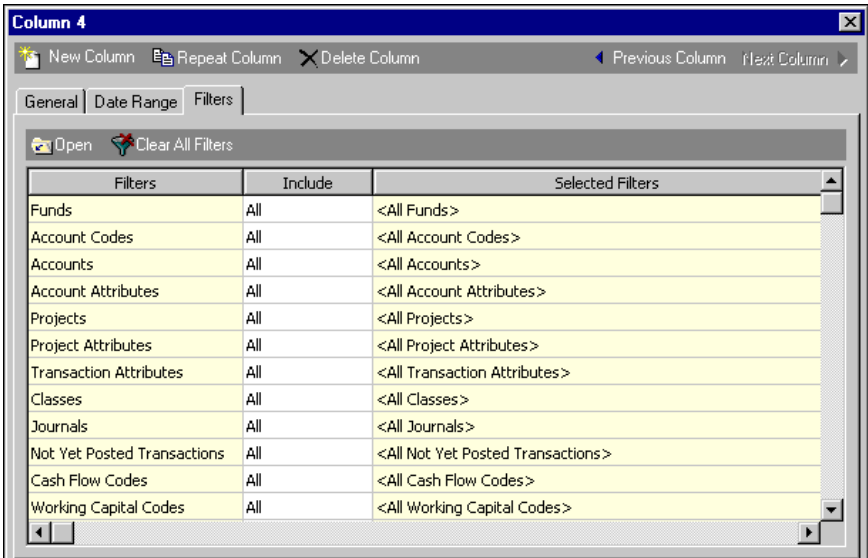
Date range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. You can name and define report columns on this tab. Use the alignment buttons to specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column type, amount or description and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, hidden columns will not be exported.

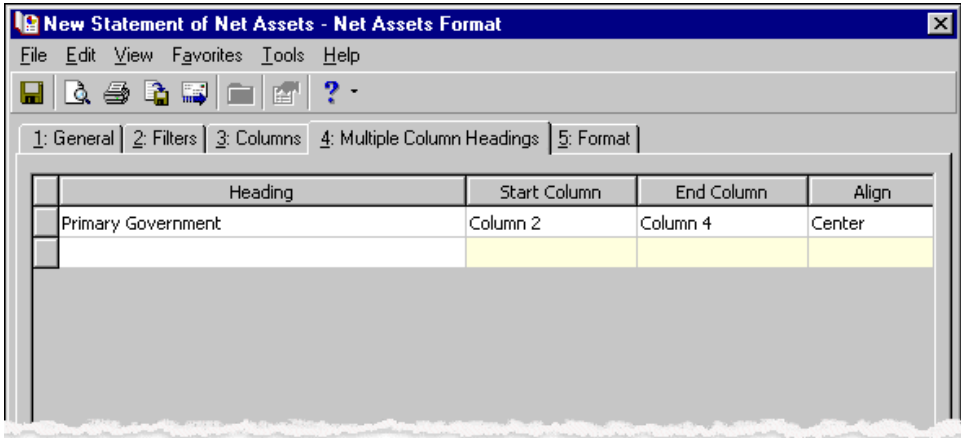
Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headings.

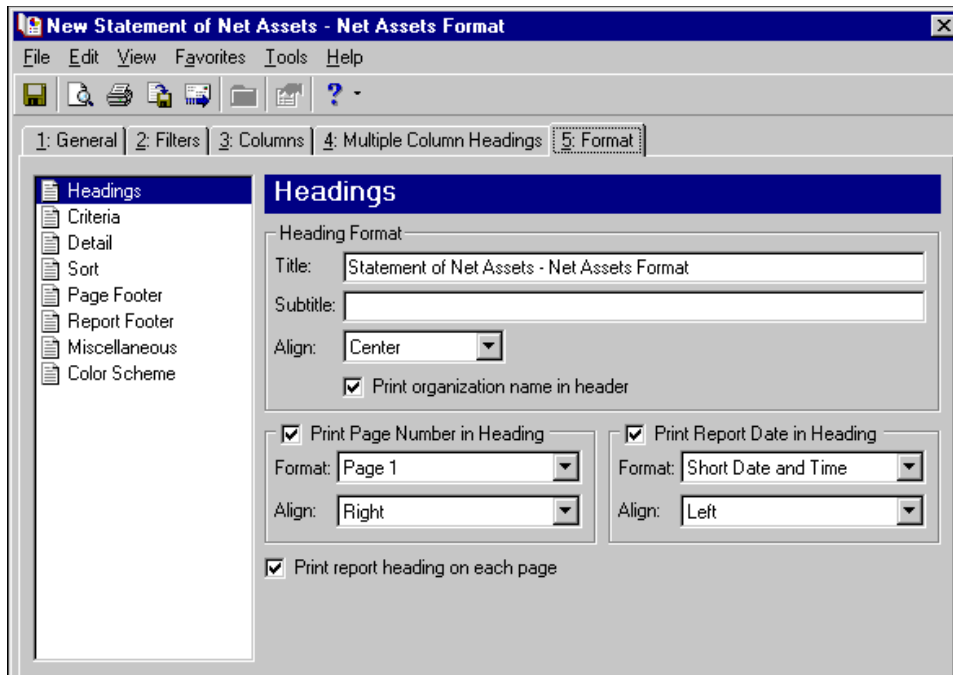
Start Column. In the **Start Column**, select the first column the multiple column heading will cover.

End Column. In the **End Column**, select the last column the multiple column heading will cover. The **End Column** must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts. A description of each formatting option is provided.



The list on the left of the screen displays formatting options for the Balance Sheet: **Headings**, **Criteria**, **Detail**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Statement of Net Assets - Net Assets Format in the **Title** field. You can leave this as the title for the report or enter your own.

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

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

Detail. Use **Detail** to indent totals. To indent totals when the statement contains only one amount column, mark **Indent totals when statement only contains one amount column**.

If you mark **Print change in net assets**, you must select a chart template that includes income statement accounts on the General tab, or the net surplus/deficit cannot be calculated and appears as zero.

Sort. Use **Sort** to print a separate statement for a selected value. If you select to summarize any portion of the statement in the **Show** field, select how to summarize in the **Summarize by** field. You cannot select the same value you selected in the **Print a separate statement** field.

If you select to **Show account details for the entire statement**, a grid appears so you can select various sorting options.

Glossary: Account masking is the process of inserting asterisks to quickly select a range of accounts without having to enter specific numbers.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment.

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

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

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

Color Scheme. You can apply a color scheme to the column heading and group heading of the report. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color.

Statement of Net Assets Combined Balance Sheet

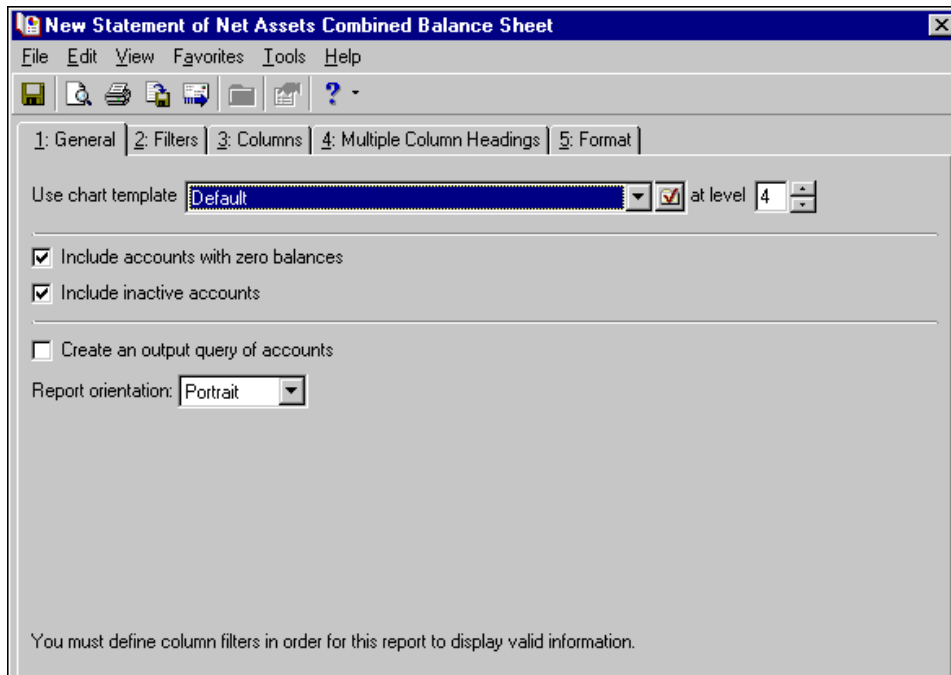
The Statement of Net Assets Combined Balance Sheet provides a summary of your organization's financial activity at a distinct point in time. This report is much like a balance sheet statement, but it is pre-formatted with columns according to the GASB requirements. You must use a chart template with net assets summarized by funds to ensure this report meets GASB requirements. For more information about chart templates, see "Creating a Chart Template" on page 236.

Note: You should run the Statement of Net Assets - Schedule B report with the Statement of Net Assets Combined Balance Sheet.

The Statement of Net Assets Combined Balance Sheet has five tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify information to include in the report and how the report should look.

General Tab

On the General tab, you set parameters specific to the report and make selections about the information included in the report. You must select a chart template for the Statement of Net Assets Combined Balance Sheet that summarizes net assets by fund. The rows in this report depend entirely on how you set up the chart template.



New Statement of Net Assets Combined Balance Sheet

File Edit View Favorites Tools Help

1: General | 2: Filters | 3: Columns | 4: Multiple Column Headings | 5: Format

Use chart template: **Default** ☒ at level **4**

☒ Include accounts with zero balances

☒ Include inactive accounts

☐ Create an output query of accounts

Report orientation: **Portrait**

You must define column filters in order for this report to display valid information.

Warning: You must select a chart template for the Statement of Net Assets Combined Balance Sheet that summarizes net assets by fund. Chart templates are established in *Visual Chart Organizer*. For more information about chart templates, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **at level** field. For more information about chart templates, see “Creating a Chart Template” on page 236.

Include accounts with zero balances. Mark this option to include accounts with zero balances in the report. The **Include accounts with zero balances** checkbox is marked as a default.

Include inactive accounts. Mark this option to include inactive accounts in the report. The **Include inactive accounts** checkbox is marked as a default.

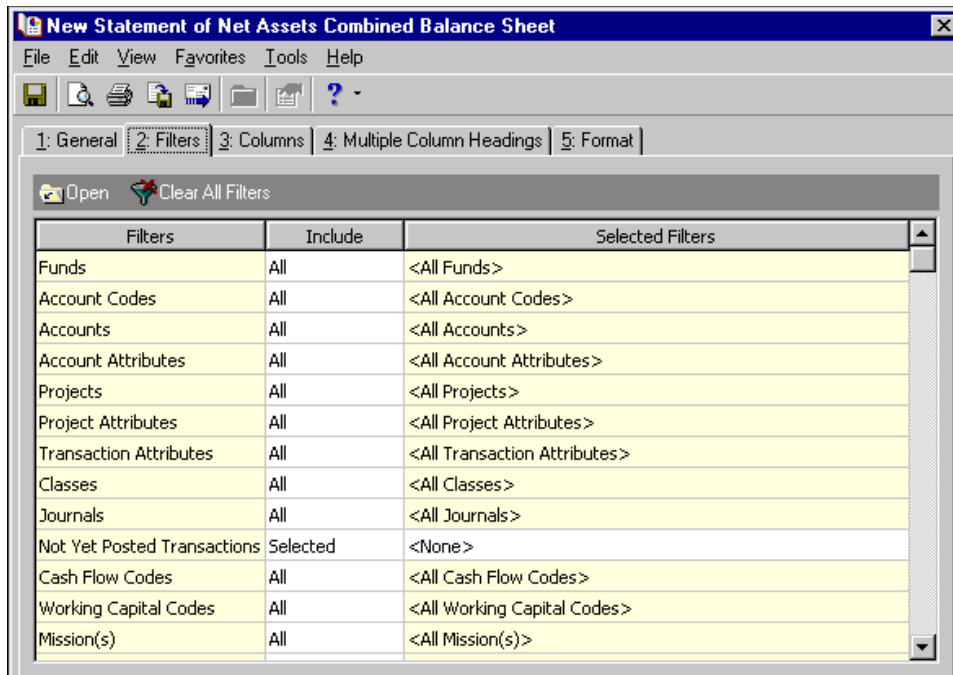
Create an output query of accounts. Mark this option to create a query of account records. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Funds, Accounts, and Classes. For example, to include only funds within a certain range. Funds not in the range do not appear on the report. You can filter by projects only with the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can select a specific filter or a range.

Clear All Filters. To remove all previously selected filters from the report, click **Clear All Filters**.

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

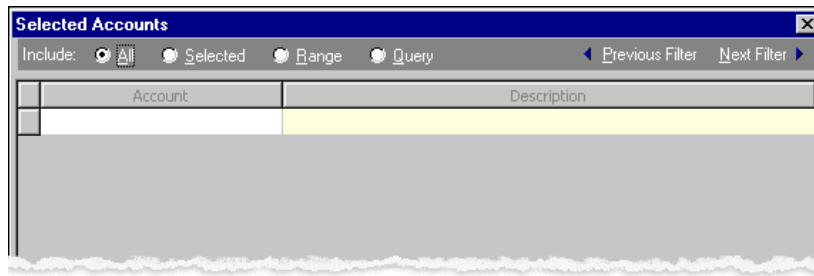
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column next to the filter you want. The Selected <Filter> screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open** on the action bar, the Selected <Filter> screen appears.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about queries, see the [Query Guide](#).

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

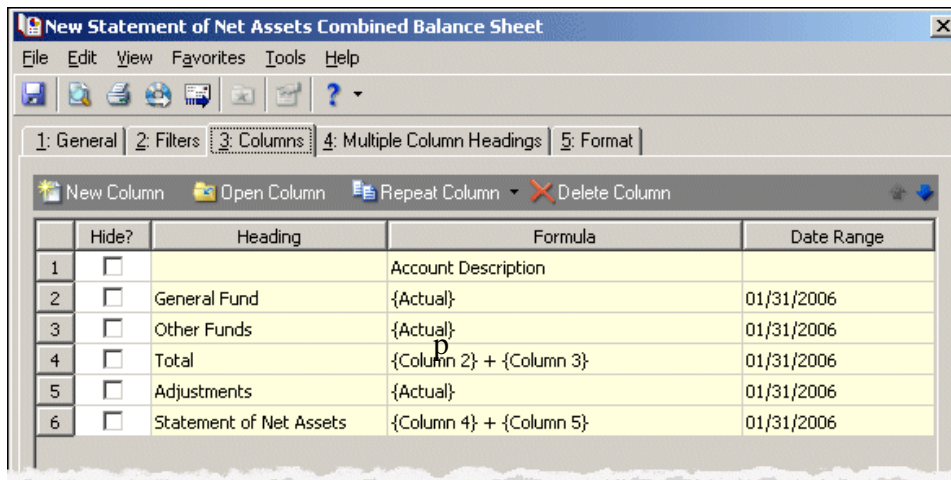
Columns Tab

On the Columns tab, you can create new columns that appear on the report, open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.

Warning: The column headings are predefined, but you must set the appropriate filters to ensure the report is accurate.

The column headings are predefined, but you must set the appropriate filters to ensure the report is accurate.

To set the appropriate filters, open the **General Fund** and **Other Funds** columns, and filter by fund. Make sure you account for all funds in your organization. Most organizations use the adjustments column to list the audit adjustments defined in the organization. The filter you apply to this column depends on how you tag adjustments (i.e., Journals, Attributes). Make sure you filter this data out of the **General Fund** and **Other Funds** columns so that adjustments are not counted twice.



New Column. When you click **New Column**, the Column <#> screen appears, showing three tabs you can use to create a new column. These tabs are the General tab, Date Range tab, and Filters tab.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, highlight that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, highlight that column and click **Delete Column**. You can delete only unused columns.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

Date range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. You can name and define report columns on this tab. Use the alignment buttons to specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column type, amount or description and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, hidden columns will not be exported.

Column 7

New Column Repeat Column Delete Column Previous Column Next Column

General Date Range Filters

Column heading:

Column width: 1.00 inches

Report width: 9.00 inches

Format: Currency

Decimal places: 2

Column Definition

Type: Amount

{Actual}
 {Encumbrance}
 {Actual + Encumbrance}
 {Original Budget}
 {Adjusted Budget}
 {Budget Adjustments}
 {Column 2}
 {Column 3}
 {Column 4}
 {Column 5}

->

☐ Hide this column on the report

Validate Clear + - * / ()

Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

Column 7

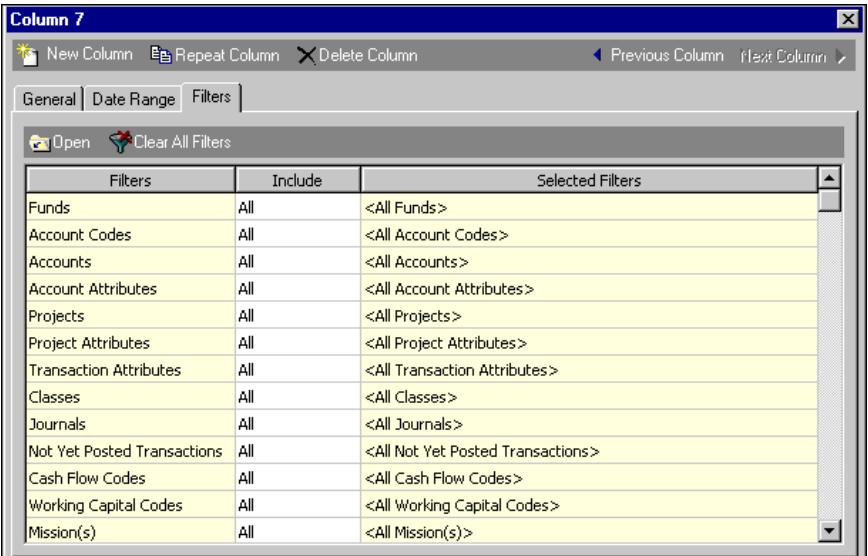
New Column Repeat Column Delete Column Previous Column Next Column

General Date Range Filters

Date: <Specific fiscal period> 04/30/2002

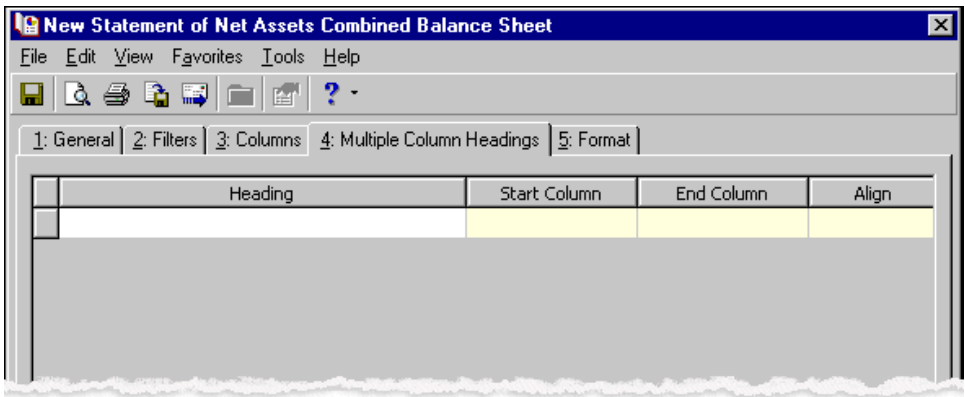
Fiscal year: This fiscal year As of period: This fiscal period

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headings.

Start Column. In the **Start Column**, select the first column the multiple column heading will cover.

End Column. In the **End Column**, select the last column the multiple column heading will cover. The **End Column** must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts. A description of each formatting option is provided.

The list on the left of the screen displays formatting options for the Balance Sheet: **Headings, Criteria, Detail, Sort, Page Footer, Report Footer, Miscellaneous, and Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Statement of Net Assets Combined Balance Sheet in the **Title** field. You can leave this as the title for the report or enter your own.

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

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

Detail. Use **Detail** to indent totals. To indent totals when the statement contains only one amount column, mark **Indent totals when statement only contains one amount column**.

If you mark **Print change in net assets**, you must select a chart template that includes income statement accounts on the General tab, or the net surplus/deficit cannot be calculated and appears as zero.

Sort. Use **Sort** to print a separate statement for a selected value. If you select to summarize any portion of the statement in the **Show** field, select how to summarize in the **Summarize by** field. You cannot select the same value you selected in the **Print a separate statement** field.

If you select to **Show account details for the entire statement**, a grid appears so you can select various sorting options.

Glossary: An account segment is a set of digits in an account number, such as fund and account code segments, that categorize transactions for creating financial statements. For example, in account 01-1100-00-00, the first set of numbers in the series is usually the fund (01), followed by more segments such as the account code (1100), department (00), and location (00). Fund and account code segments are required.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment.

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

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

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

Color Scheme. You can apply a color scheme to the column heading and group heading of the report. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color.

Statement of Net Assets - Schedule B

The Statement of Net Assets - Schedule B provides a summary of your organization's financial activity at a distinct point in time.

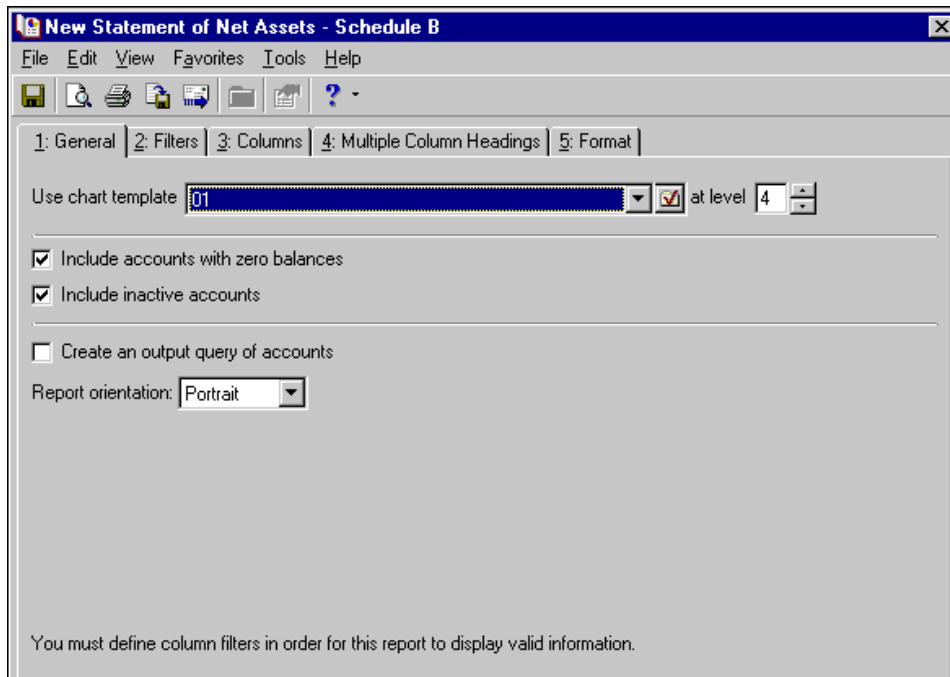
Warning: We highly recommend you run the Statement of Net Assets - Schedule B report with the Statement of Net Assets Combined Balance Sheet.

You should run the Statement of Net Assets - Schedule B report with the Statement of Net Assets Combined Balance Sheet. This report requires a separate chart template from the template you used for the Statement of Net Assets Combined Balance Sheet because it requires a different grouping of net assets (invested capital, net of related debt, Restricted for debt service, and unrestricted).

The Statement of Net Assets - Schedule B has five tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify information to include in the report and how the report should look.

General Tab

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



Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are established in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **at level** field. For more information about chart templates, see “Creating a Chart Template” on page 236.

Warning: You establish chart templates in *Visual Chart Organizer*. For more information about chart templates, see the *Visual Chart Organizer Guide*.

Include accounts with zero balances. Mark this option to include accounts with zero balances in the report. The **Include accounts with zero balances** checkbox is marked as a default.

Include inactive accounts. Mark this option to include inactive accounts in the report. The **Include inactive accounts** checkbox is marked as a default.

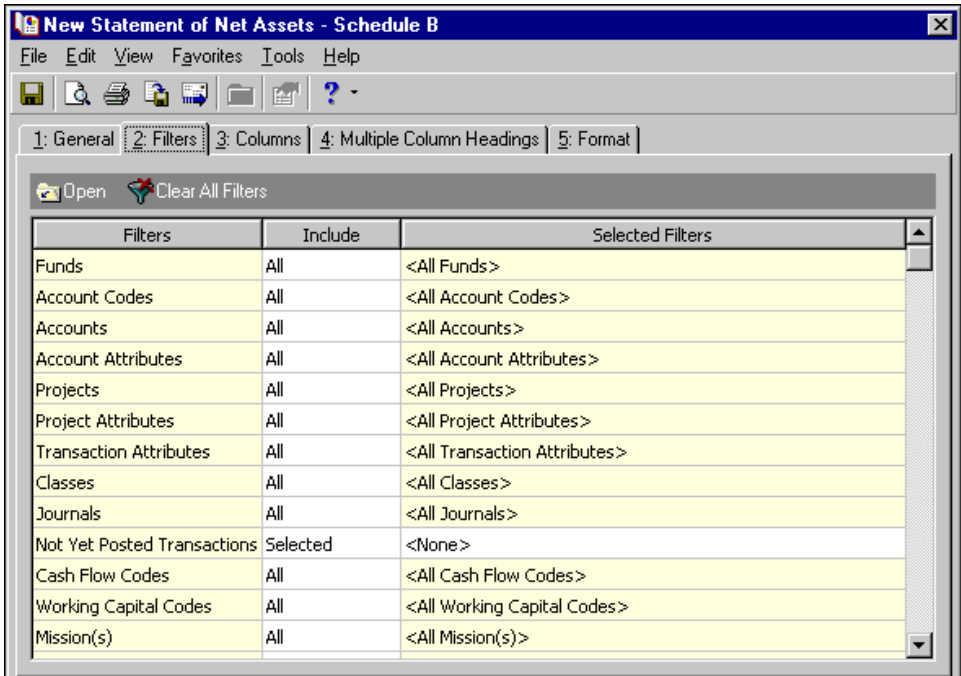
Create an output query of accounts. Mark this option to create a query of account records. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Funds, Accounts, and Classes.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can select a specific filter or a range.

Clear All Filters. To remove all previously selected filters from the report, click **Clear All Filters**.

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

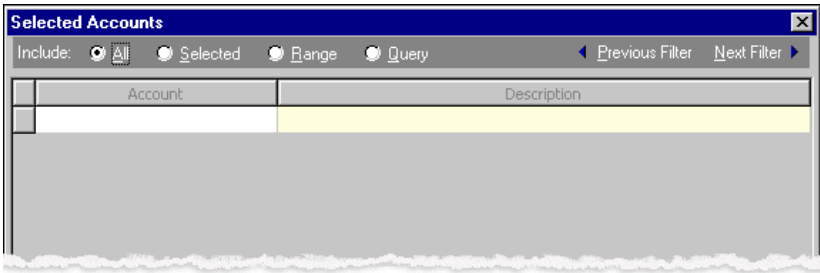
Tip: You can shorten this report by filtering out the assets and liabilities account codes. Only the net assets accounts will appear.

Include. Choose Selected in the **Include** column next to the filter you want. The Selected <Filter> screen appears so you can designate specific filters for the report.

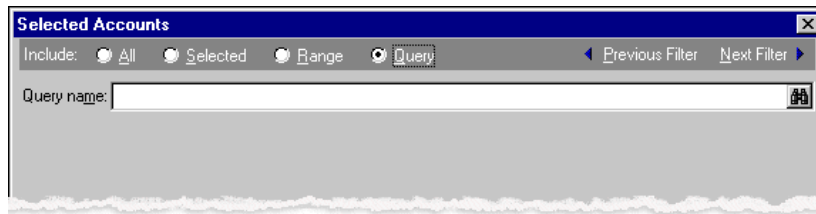
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open** on the action bar, the Selected <Filter> screen appears.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

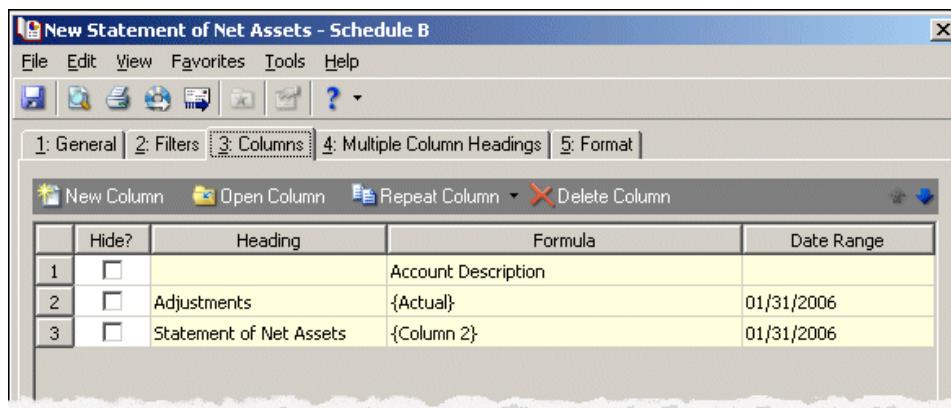
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the [Query Guide](#).

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab, you can create new columns that appear on the report, open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.



New Column. When you click **New Column**, the Column <#> screen appears, showing three tabs you can use to create a new column. These tabs are the General tab, Date Range tab, and Filters tab.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, highlight that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, highlight that column and click **Delete Column**. You can delete only unused columns.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

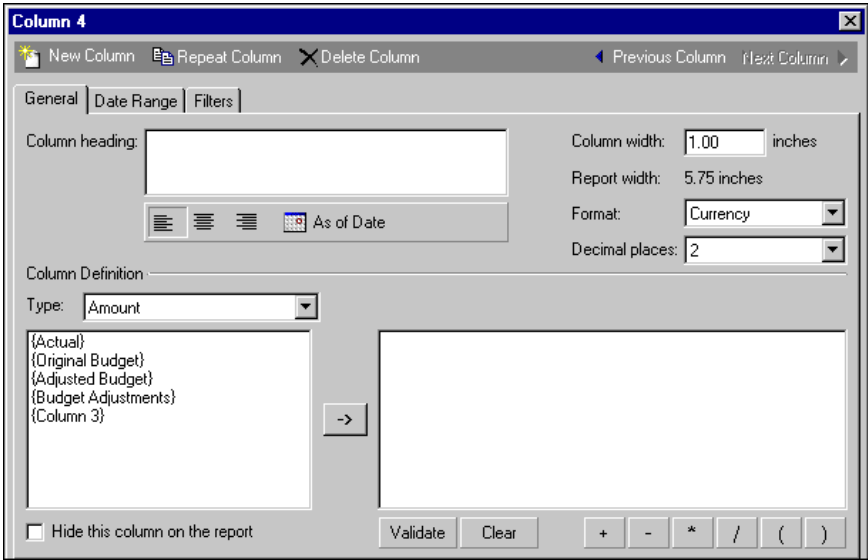
Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

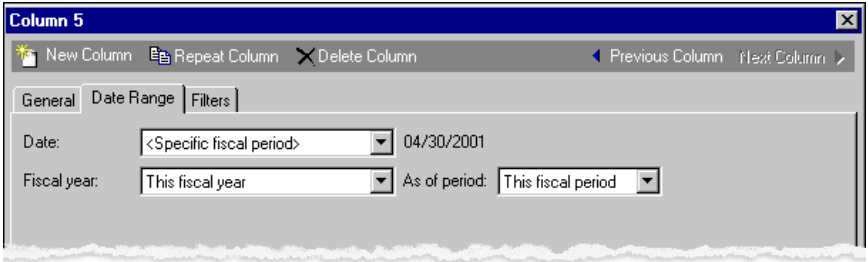
Date range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

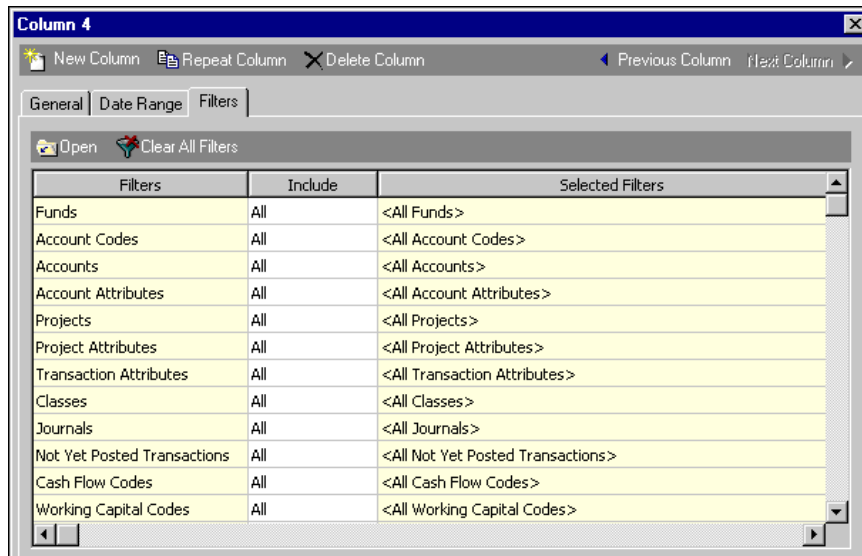
General tab. You can name and define report columns on this tab. Use the alignment buttons to specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column type, amount or description and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, hidden columns will not be exported.



Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

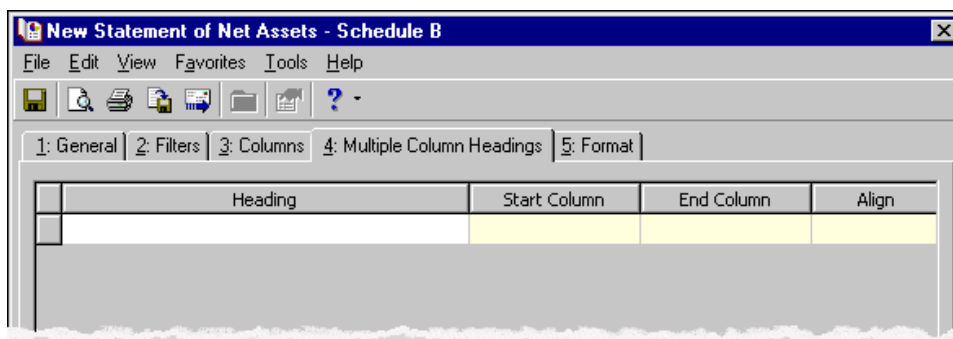


Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headings.

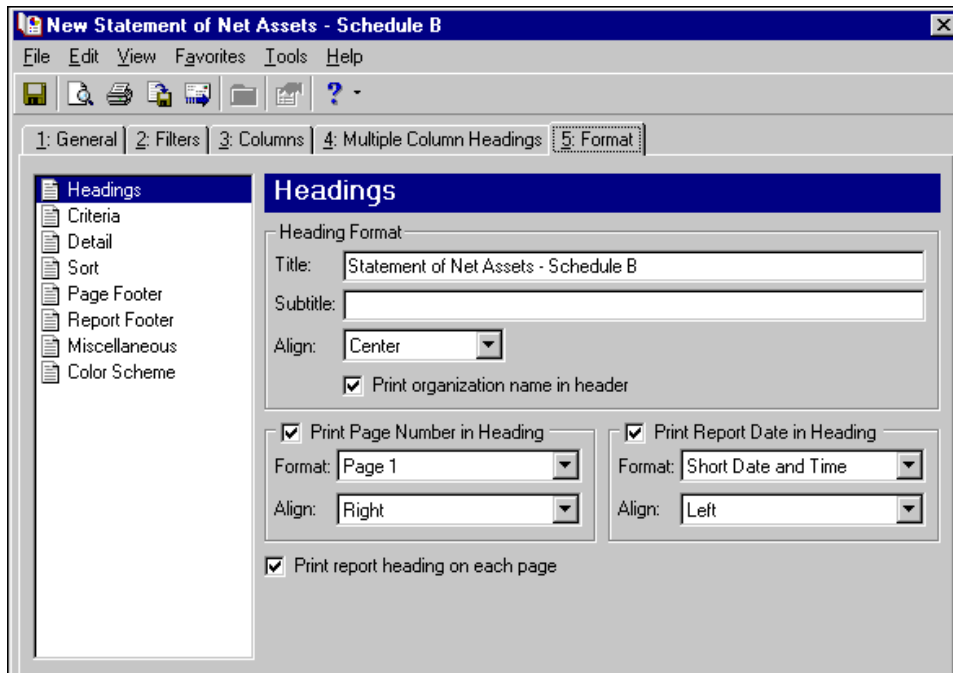
Start Column. In the **Start Column**, select the first column the multiple column heading will cover.

End Column. In the **End Column**, select the last column the multiple column heading will cover. The **End Column** must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts. A description of each formatting option is provided.



The list on the left of the screen displays formatting options for the Balance Sheet: **Headings**, **Criteria**, **Detail**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Statement of Net Assets - Schedule B in the **Title** field. You can leave this as the title for the report or enter your own.

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

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

Detail. Use **Detail** to indent totals. To indent totals when the statement contains only one amount column, mark **Indent totals when statement only contains one amount column**.

If you mark **Print change in net assets**, you must select a chart template that includes income statement accounts on the General tab, or the net surplus/deficit cannot be calculated and appears as zero.

Sort. Use **Sort** to print a separate statement for a selected value. If you select to summarize any portion of the statement in the **Show** field, select how to summarize in the **Summarize by** field. You cannot select the same value you selected in the **Print a separate statement** field.

If you select to **Show account details for the entire statement**, a grid appears so you can select various sorting options.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment.

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

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

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

Color Scheme. You can apply a color scheme to the column heading and group heading of the report. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color.

Statement of Activities - Standard Format

The Statement of Activities - Standard Format presents the financial position of your organization over a given time period.

Warning: This report requires a chart template that groups the income statement accounts by fund, using advanced filters. You can use advanced filters only if you set the business rule in *Configuration*.

You must select a chart template for the Statement of Activities - Standard Format that summarizes income statement accounts. This requires a chart template that groups the income statement accounts by fund, using advanced filters. For more information about chart templates, see “Creating a Chart Template” on page 236.

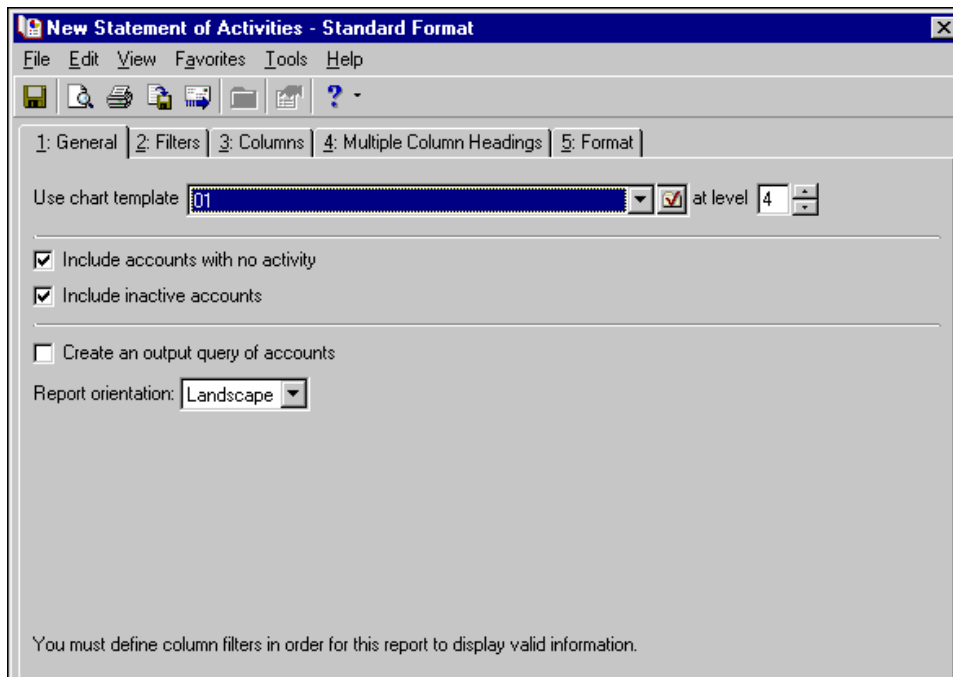
The Statement of Activities - Standard Format has five tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify information to include in the report and how the report should look.

General Tab

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

Warning: You must select a chart template for the Statement of Activities - Standard Format that summarizes income statement accounts.

You must select a chart template for the Statement of Activities - Standard Format that summarizes income statement accounts. This will show how income (expense and revenue) is broken out into funds. The rows in the report depend entirely on how you define the chart template.



Use chart template. In the **Use chart template** field, select a chart template for the report. Chart templates are established in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **at level** field. For more information about chart templates, see “Creating a Chart Template” on page 236.

Warning: You establish chart templates in *Visual Chart Organizer*. For more information about chart templates, see the *Visual Chart Organizer Guide*.

Include accounts with no activity. Mark this option to include accounts with no activity in the report. The **Include accounts with no activity** checkbox is marked as a default.

Include inactive accounts. Mark this option to include accounts inactive accounts in the report. The **Include inactive accounts** checkbox is marked as a default.

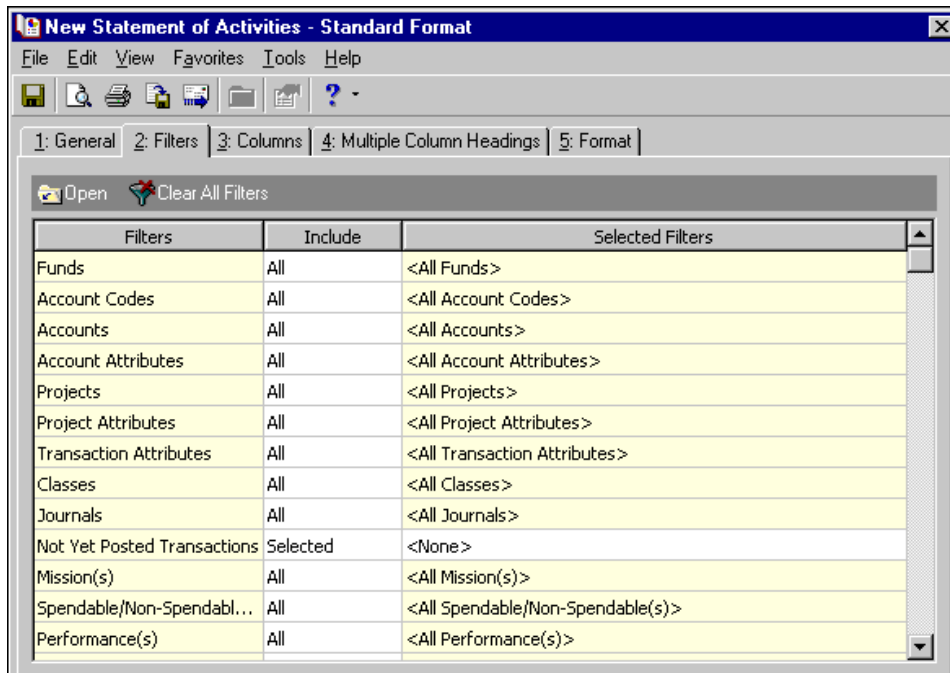
Create an output query of accounts. Mark this option to create a query of account records. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Accounts, Funds, Projects, and Project Attributes. For example, to include only funds within a certain range. Funds not in the range do not appear on the report.



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

Clear All Filters. To remove all previously selected filters from the report, click **Clear All Filters**.

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

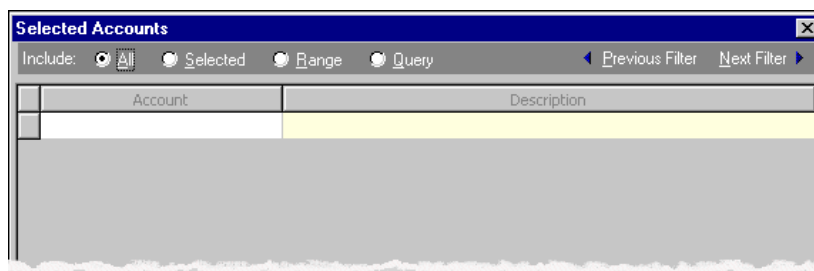
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column next to the filter you want. The Selected <Filter> screen appears so you can designate specific filters for the report.

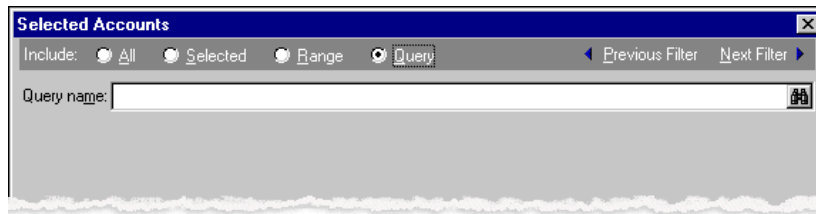
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or highlight a filter and then click **Open** on the action bar, the Selected <Filter> screen appears.

Note: If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

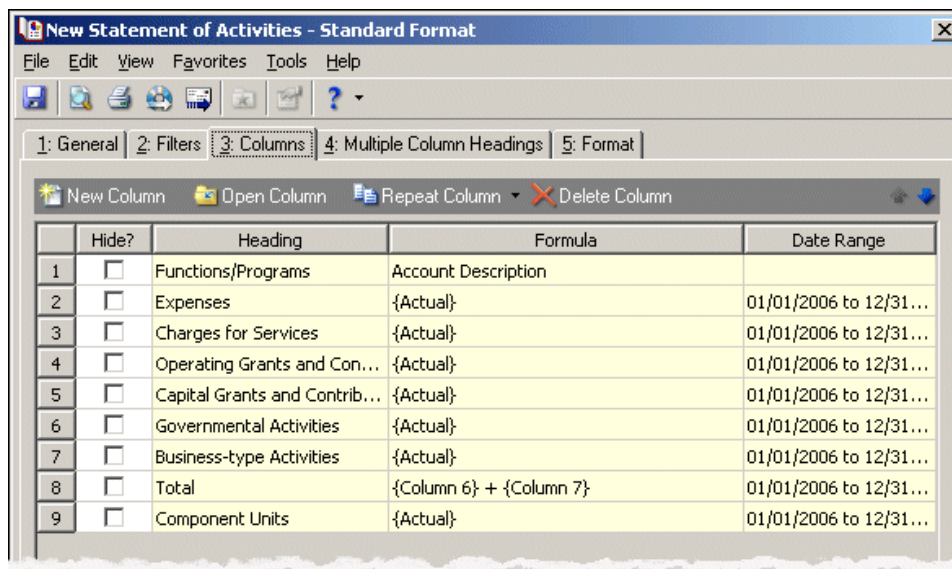
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about queries, see the [Query Guide](#).

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab, you can create new columns that appear on the report, open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.



New Column. When you click **New Column**, the Column <#> screen appears, showing three tabs you can use to create a new column. These tabs are the General tab, Date Range tab, and Filters tab.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, highlight that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, highlight that column and click **Delete Column**. You can delete only unused columns.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

Date range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. You can name and define report columns on this tab. Use the alignment buttons to specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column type, amount or description and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, hidden columns will not be exported.

Column 6

New Column Repeat Column Delete Column Previous Column Next Column

General Date Range Filters

Column heading:

Column width: 1.00 inches

Report width: 7.92 inches

Format: Currency

Decimal places: 2

Column Definition

Type: Amount

{Actual}
{Encumbrance}
{Actual + Encumbrance}
{Original Budget}
{Adjusted Budget}
{Budget Adjustments}
{Column 2}
{Column 3}
{Column 4}

Hide this column on the report

Validate Clear + - * / ()

Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

Column 6

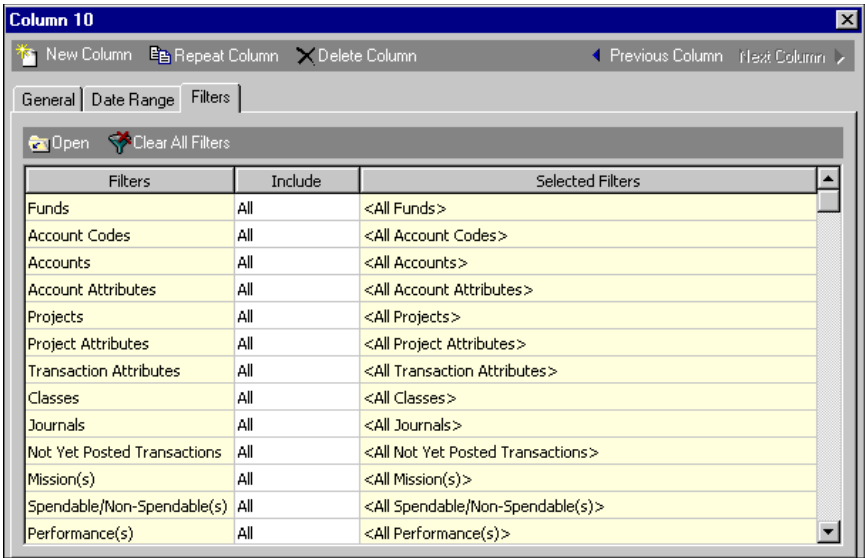
New Column Repeat Column Delete Column Previous Column Next Column

General Date Range Filters

Date: <Specific fiscal year> 01/01/2002 to 12/31/2002

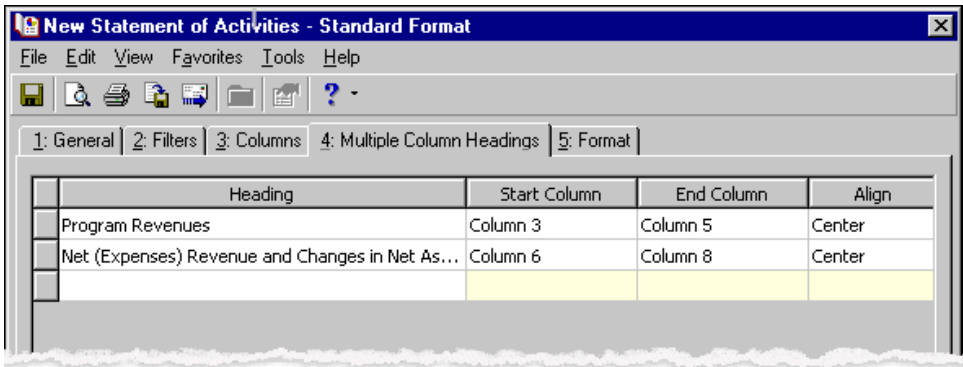
Fiscal year: This fiscal year

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headings.

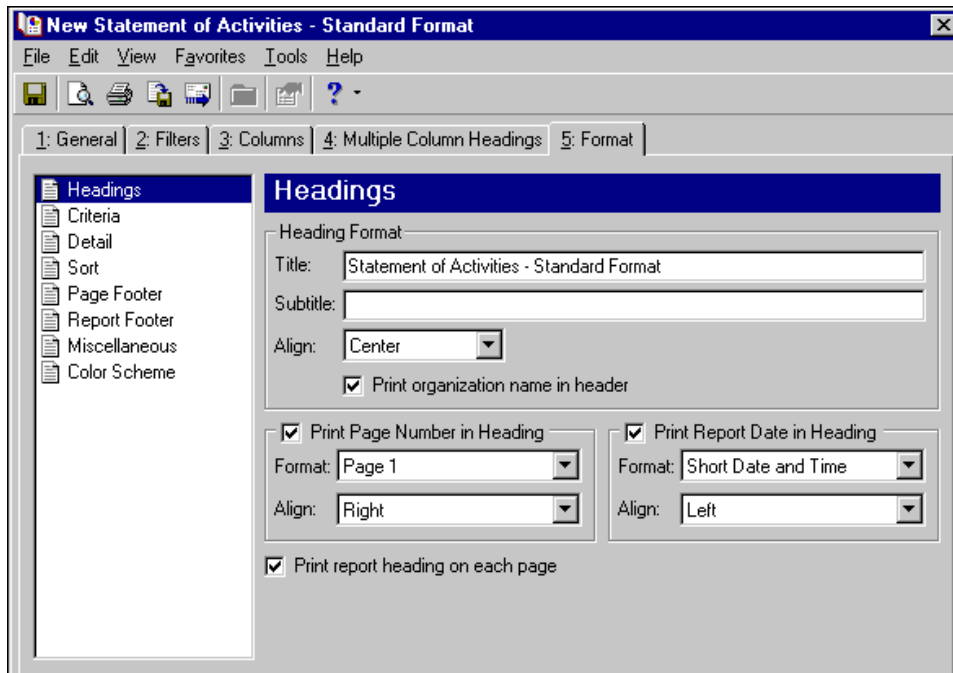
Start Column. In the **Start Column**, select the first column the multiple column heading will cover.

End Column. In the **End Column**, select the last column the multiple column heading will cover. The **End Column** must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts. A description of each formatting option is provided.



The list on the left of the screen displays formatting options for the Account Profile Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Statement of Activities - Standard Format in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

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

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

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

Sort. Use **Sort** to print a separate statement for a selected value. If you select to summarize any portion of the statement in the **Show** field, select how to summarize in the **Summarize by** field. You cannot select the same value you selected in the **Print a separate statement** field.

If you select to **Show account details for the entire statement**, a grid appears so you can select various sorting options.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment.

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

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

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

Color Scheme. You can apply a color scheme to the column heading and group heading of the report. When you click in the color box next to the selection, a Color screen appears so you can select a standard color or define a custom color.

Statement of Activities - Schedule B

The Statement of Activities - Schedule B is a variation of the revenue portion of your organization's standard income statement. You should run this report with the Statement of Activities - Standard Format report.

Warning: We highly recommend you run this report with the Statement of Activities - Standard Format report.

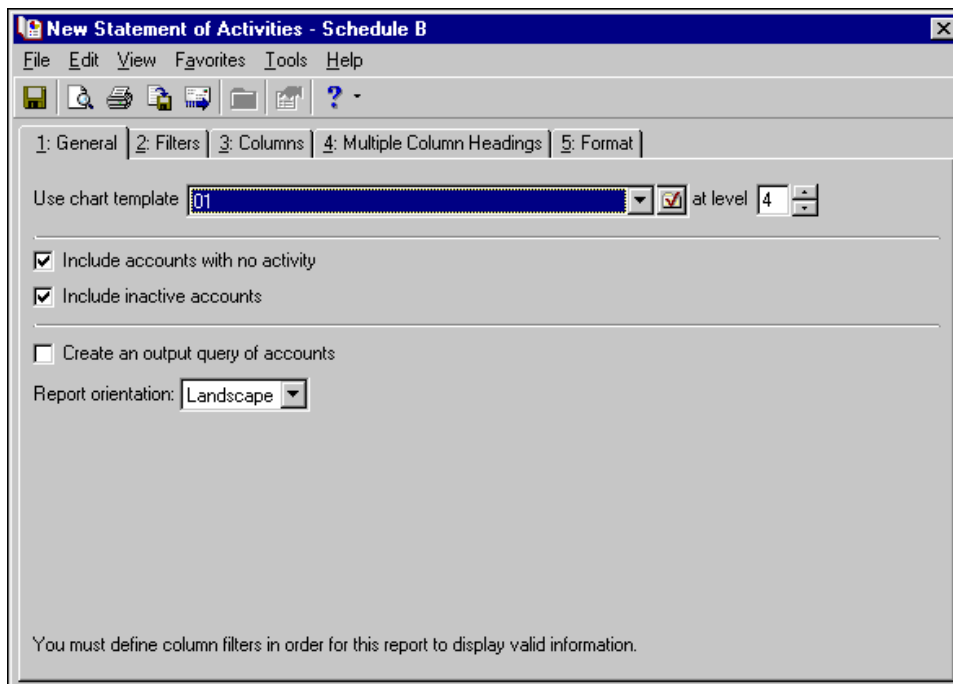
This report requires a separate chart template from the one used for the Statement of Activities - Standard Format report. For more information about chart templates, see "Creating a Chart Template" on page 236.

The Statement of Activities - Schedule B has five tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify information to include in the report and how the report should look.

General Tab

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

This report requires a separate chart template from the one used for the Statement of Activities - Standard Format report.



New Statement of Activities - Schedule B

File Edit View Favorites Tools Help

1: General | 2: Filters | 3: Columns | 4: Multiple Column Headings | 5: Format

Use chart template: 01 at level: 4

☒ Include accounts with no activity

☒ Include inactive accounts

☐ Create an output query of accounts

Report orientation: Landscape

You must define column filters in order for this report to display valid information.

Glossary: A chart template is a visual representation in *General Ledger 7.2* of all or selected accounts from the general ledger. In *General Ledger 7.2*, you can create multiple chart templates, each with a different presentation of accounts. Chart templates drive the presentation of accounts on financial statements.

Use chart template. In the **Use chart template** field, select a chart template for the report. You establish chart templates in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **at level** field. For more information about chart templates, see “Creating a Chart Template” on page 236.

Include accounts with no activity. Mark this option to include accounts with no activity in the report. The **Include accounts with no activity** checkbox is marked as a default.

Include inactive accounts. Mark this option to include inactive accounts in the report. The **Include inactive accounts** checkbox is marked as a default.

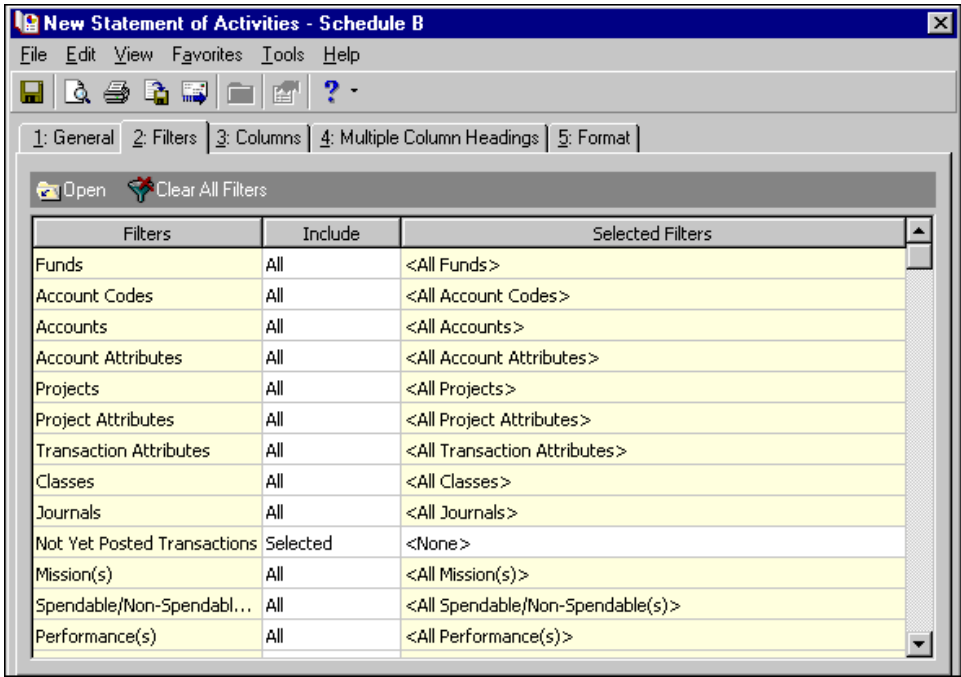
Create an output query of accounts. Mark this option to create a query of account records. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Funds, Projects, Journals, Account Attributes, and Classes. In the Statement of Activities - Schedule B report, we recommend you filter the expense account codes out of this report because only the activity for the revenue and transfer account codes should be included.



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

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

Clear All Filters. To remove all previously selected filters from the report, click **Clear All Filters**.

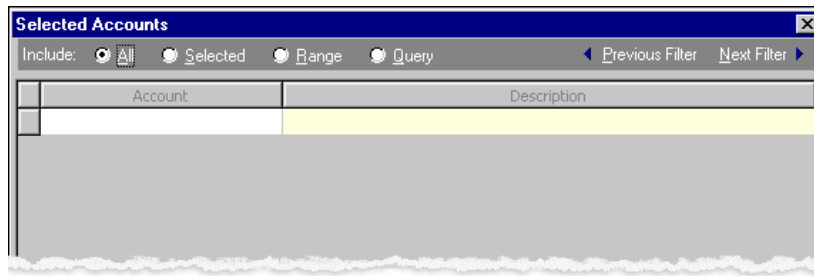
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column next to the filter you want. The Selected <Filter> screen appears so you can designate specific filters for the report.

Warning: In the Statement of Activities - Schedule B report, we highly recommend you filter the expense account codes out of this report because only the activity for the revenue and transfer account codes should be included.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or highlight a filter and then click **Open** on the action bar, the Selected <Filter> screen appears.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



Note: If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

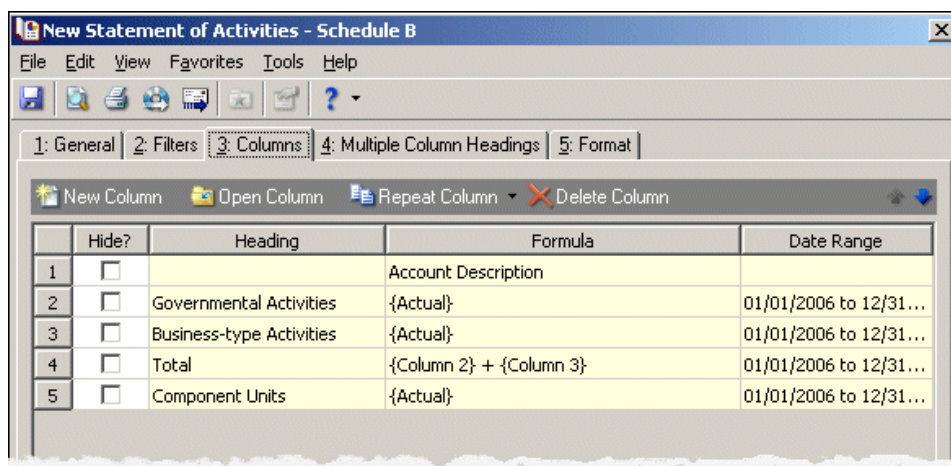
To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about queries, see the [Query Guide](#).

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

On the Columns tab, you can create new columns that appear on the report, open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.



New Column. When you click **New Column**, the Column <#> screen appears, showing three tabs you can use to create a new column. These tabs are the General tab, Date Range tab, and Filters tab.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, highlight that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, highlight that column and click **Delete Column**. You can delete only unused columns.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

Date range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. You can name and define report columns on this tab. Use the alignment buttons to specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column type, amount or description and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, hidden columns will not be exported.

Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

Column 6

New Column Repeat Column Delete Column Previous Column Next Column

General Date Range Filters

Date: <Specific fiscal year> 01/01/2002 to 12/31/2002

Fiscal year: This fiscal year

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.

Column 6

New Column Repeat Column Delete Column Previous Column Next Column

General Date Range Filters

Open Clear All Filters

Filters	Include	Selected Filters
Funds	All	<All Funds>
Account Codes	All	<All Account Codes>
Accounts	All	<All Accounts>
Account Attributes	All	<All Account Attributes>
Projects	All	<All Projects>
Project Attributes	All	<All Project Attributes>
Transaction Attributes	All	<All Transaction Attributes>
Classes	All	<All Classes>
Journals	All	<All Journals>
Not Yet Posted Transactions	All	<All Not Yet Posted Transactions>
Mission(s)	All	<All Mission(s)>
Spendable/Non-Spendable(s)	All	<All Spendable/Non-Spendable(s)>
Performance(s)	All	<All Performance(s)>

Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.

New Statement of Activities - Schedule B

File Edit View Favorites Tools Help

1: General 2: Filters 3: Columns 4: Multiple Column Headings 5: Format

Heading	Start Column	End Column	Align
Net (Expenses) Revenue and Changes in Net As...	Column 2	Column 4	Center

Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headings.

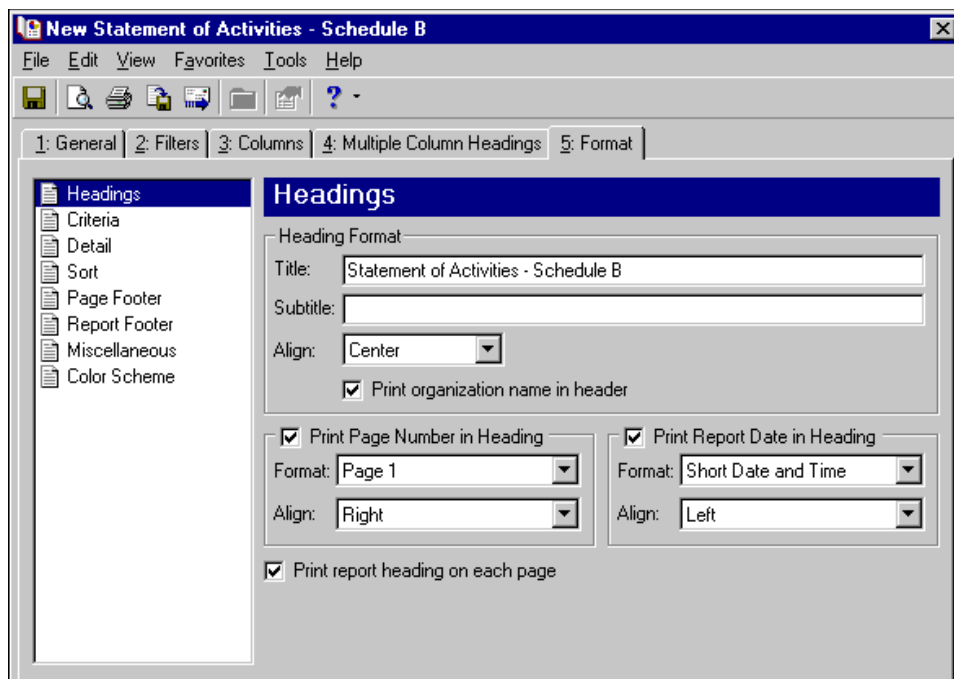
Start Column. In the **Start Column**, select the first column the multiple column heading will cover.

End Column. In the **End Column**, select the last column the multiple column heading will cover. The **End Column** must be greater than or equal to the **Start column**.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts. A description of each formatting option is provided.



The list on the left of the screen displays formatting options for the report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Statement of Activities - Schedule B in the **Title** field. You can leave this as the title for the report or enter your own.

Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

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

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

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

Sort. Use **Sort** to print a separate statement for a selected value. If you select to summarize any portion of the statement in the **Show** field, select how to summarize in the **Summarize by** field. You cannot select the same value you selected in the **Print a separate statement** field.

If you select to **Show account details for the entire statement**, a grid appears so you can select various sorting options.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment.

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

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

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

Color Scheme. You can apply a color scheme to the column heading and group heading of the report. When you click in the color box next to the selection, a Color screen appears so you can select a standard color or define a custom color.

Statement of Revenues, Expenditures, and Changes

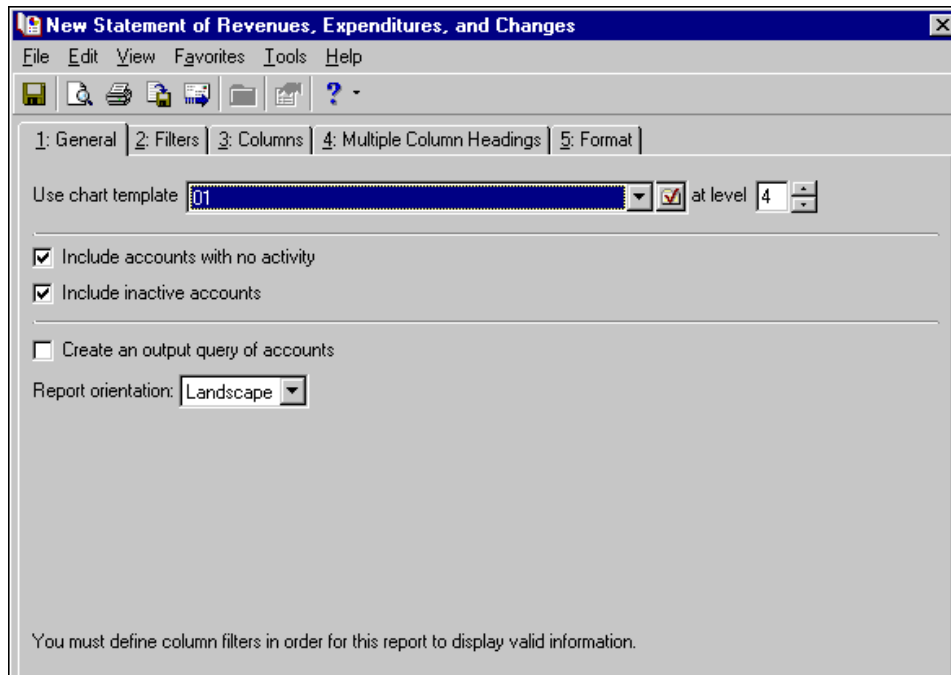
The Statement of Revenues, Expenditures, and Changes provides a summary of your organization's financial activity over a time period you select. This report is much like a typical income statement, but it is pre-formatted with columns according to the GASB requirements. You must use the appropriate chart template and column filters to ensure this report meets GASB requirements.

Warning: You must use the appropriate chart template and column filters to ensure the Statement of Revenues, Expenditures, and Changes report meets GASB requirements.

The Statement of Revenues, Expenditures, Changes has five tabs on which you set parameters: General, Filters, Columns, Multiple Column Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify information to include in the report and how the report should look.

General Tab

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



Glossary: A chart template is a visual representation in *General Ledger 7.2* of all or selected accounts from the general ledger. In *General Ledger 7.2*, you can create multiple chart templates, each with a different presentation of accounts. Chart templates drive the presentation of accounts on financial statements. For more information about chart templates, see the *Visual Chart Organizer Guide*.

Use chart template. In the **Use chart template** field, select a chart template for the report. You establish chart templates in *Visual Chart Organizer*. Then click the **Validate chart template** button to verify that all existing accounts are represented in the chart template and that there are no duplicate accounts in the chart template. Select a level by clicking the up and down arrows to the right of the **at level** field. For more information about chart templates, see "Creating a Chart Template" on page 236.

Include accounts with no activity. Mark this option to include accounts with no activity in the report. The **Include accounts with no activity** checkbox is marked as a default.

Include inactive accounts. Mark this option to include inactive accounts in the report. The **Include inactive accounts** checkbox is marked as a default.

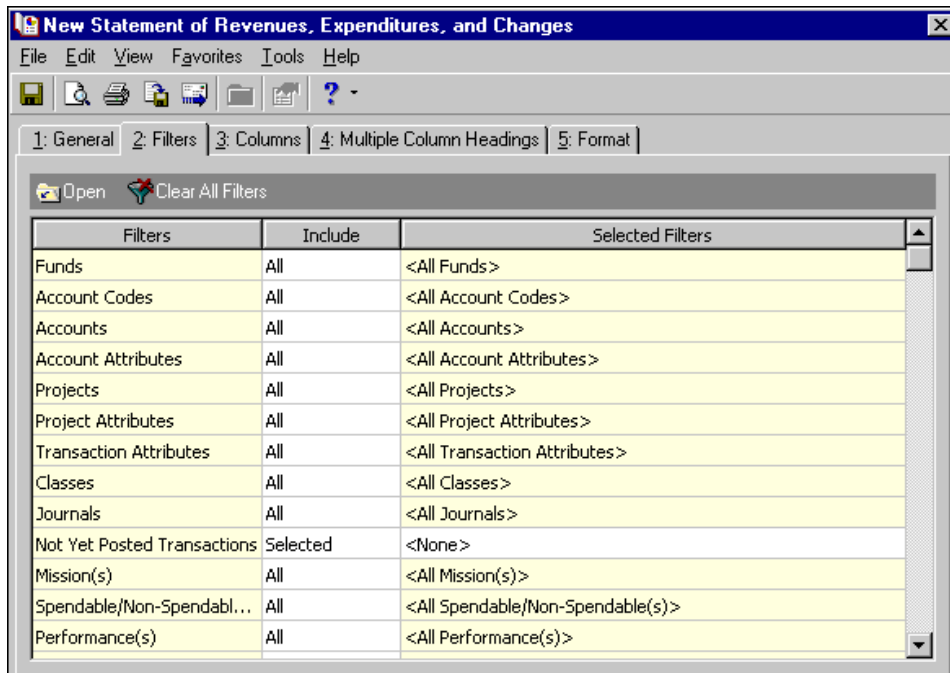
Create an output query of accounts. Mark this option to create a query of account records. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Funds, Accounts, and Classes. For example, to include only funds within a certain range. Funds not in the range do not appear on the report. You can filter by projects only with the optional module *Projects and Grants*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can select a specific filter or a range.

Clear All Filters. To remove all previously selected filters from the report, click **Clear All Filters**.

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

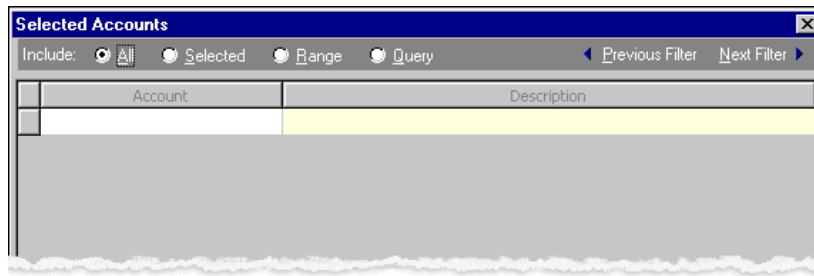
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column next to the filter you want. The Selected <Filter> screen appears so you can designate specific filters for the report.

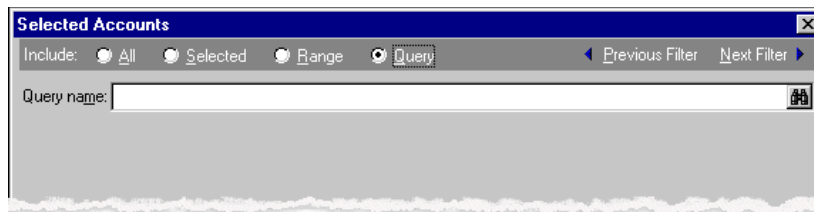
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open** on the action bar, the Selected <Filter> screen appears.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about queries, see the [Query Guide](#).

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Columns Tab

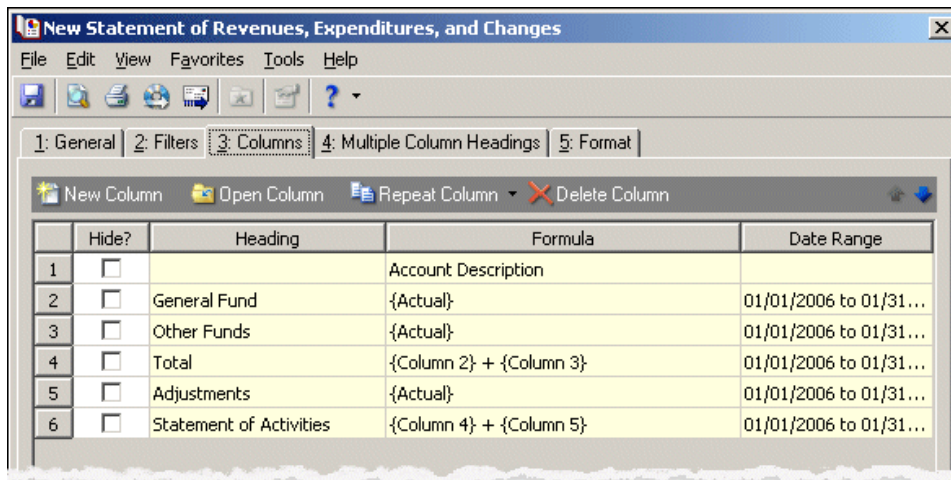
On the Columns tab, you can create new columns that appear on the report, open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.

Warning: The column headings are predefined, but you must set the appropriate filters to ensure the report is accurate.

The column headings are predefined, but you must set the appropriate filters to ensure the report is accurate.

Glossary: An adjustment is a journal entry made to correct errors or allocate items between accounting periods. An adjustment record contains details of the adjustment.

To set filters, open the **General Fund** and **Other Funds** columns, and filter by fund. Make sure you account for all funds in your organization. Most organizations use the adjustments column to list the audit adjustments defined in the organization. The filter you apply to this column depends on how you tag adjustments (i.e., Journals, Attributes). Make sure you filter this data out of the **General Fund** and **Other Funds** columns so that adjustments are not counted twice.



New Column. When you click **New Column**, the Column <#> screen appears, showing three tabs you can use to create a new column. These tabs are the General tab, Date Range tab, and Filters tab.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, highlight that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, highlight that column and click **Delete Column**. You can delete only unused columns.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the Columns General tab.

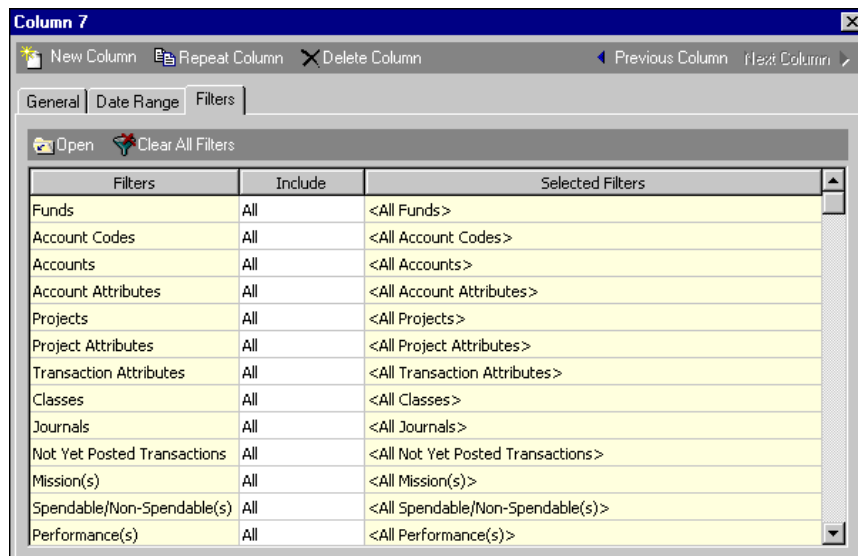
Date range. The **Date Range** column displays the dates selected on the Date Range tab.

Note: Selections made on the General, Date Range, and Filters tabs of the Columns tab apply only to report columns and not to the report itself.

General tab. You can name and define report columns on this tab. Use the alignment buttons to specify how columns are aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column type, amount or description and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, hidden columns will not be exported.

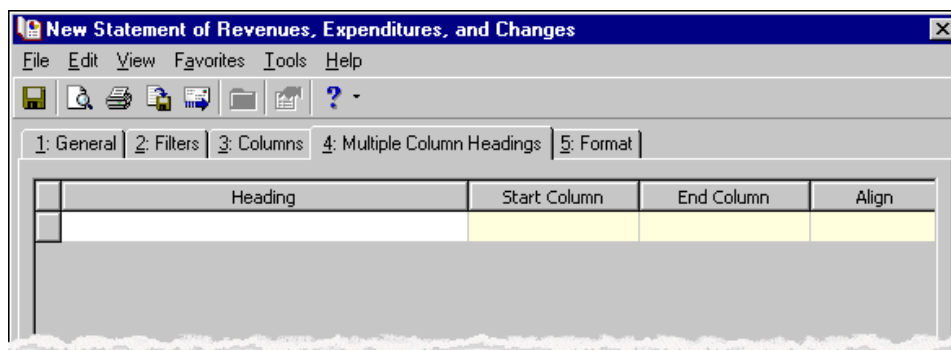
Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headings.

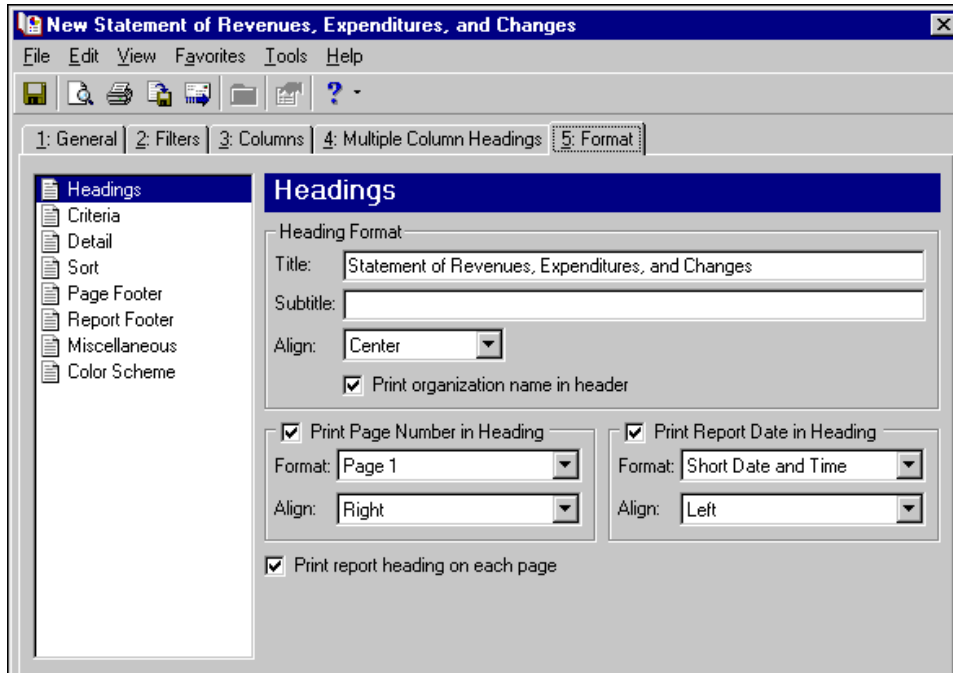
Start Column. In the **Start Column**, select the first column the multiple column heading will cover.

End Column. In the **End Column**, select the last column the multiple column heading will cover. The **End Column** must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts. A description of each formatting option is provided.



The list on the left of the screen displays formatting options for the Balance Sheet: **Headings**, **Criteria**, **Detail**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Statement of Revenues, Expenditures, and Changes in the **Title** field. You can leave this as the title for the report or enter your own.

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

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

Detail. Use **Detail** to indent totals. To indent totals when the statement contains only one amount column, mark **Indent totals when statement only contains one amount column**.

If you mark **Print change in net assets**, you must select a chart template that includes income statement accounts on the General tab, or the net surplus/deficit cannot be calculated and appears as zero.

Sort. Use **Sort** to print a separate statement for a selected value. If you select to summarize any portion of the statement in the **Show** field, select how to summarize in the **Summarize by** field. You cannot select the same value you selected in the **Print a separate statement** field.

If you select to **Show account details for the entire statement**, a grid appears so you can select various sorting options.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order with no action. If you select a sort option in the **Sort by** column, you can select Subtotal or Mask in the **Action** column. Subtotal is a break for which a total is provided. You can select Subtotal for only one **Sort by** option. You can apply masking to any account segment.

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

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

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

Color Scheme. You can apply a color scheme to the column heading and group heading of the report. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color.

Creating a Chart Template

Visual Chart Organizer is the central location for creating templates for a chart of accounts in **General Ledger**. You must use the appropriate chart template and column filters to ensure reports meet GASB requirements.

For example, in the Statement of Net Assets Combined Balance Sheet, you must select a chart template that summarizes net assets by fund. The rows in this report depend entirely on how you set up the chart template.

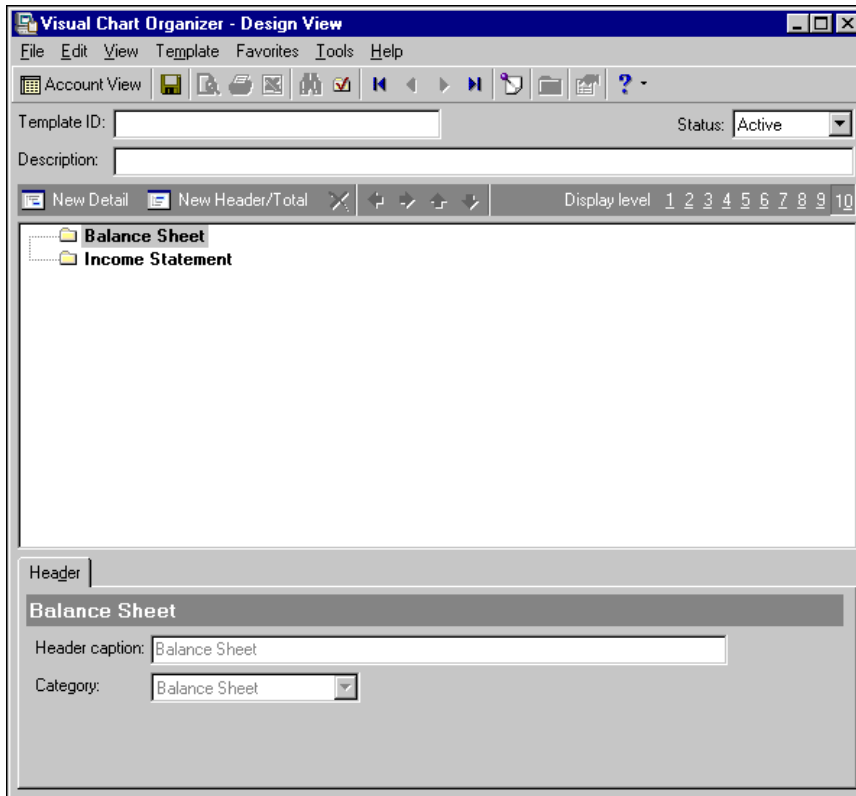
The Statement of Net Assets - Schedule B report requires a separate chart template from the template you used for the Statement of Net Assets Combined Balance Sheet because it requires a different grouping of net assets (invested capital, net of related debt, Restricted for debt service, and unrestricted).

In the Statement of Activities - Standard Format report, you must select a chart template that summarizes income statement accounts. This requires a chart template that groups the income statement accounts by fund, using advanced filters. The Statement of Activities - Schedule B requires a separate chart template from the one used for the Statement of Activities - Standard Format report.

► **Creating a chart of accounts template**

Scenario: You are creating a Statement of Net Assets Combined Balance Sheet report, so you need to create a chart template that summarizes net assets by fund to show how your fund balance is separated.

1. On the Visual Chart Organizer page, click **New** on the action bar. The Visual Chart Organizer - Design View screen appears.



Glossary: A chart template is a visual representation in *General Ledger 7.2* of all or selected accounts from the general ledger. In *General Ledger 7.2*, you can create multiple chart templates, each with a different presentation of accounts. Chart templates drive the presentation of accounts on financial statements.

2. Enter a **Template ID** for the chart template. The program uses this ID in reports, and it appears on the chart of accounts.
3. In the **Status** field, select "Active". If you select "Inactive", the template does not appear for reports.
4. In the Description field, enter "GASB 34". The template description appears in reports and displays on the chart of accounts.
5. In the tree view, select **Balance Sheet**.
6. On the action bar, click **New Header/Total** to add new header and total lines below **Balance Sheet** in the tree view. The Header and Total tabs appear at the bottom of the screen.
7. In the **Header caption** field, enter "Assets".
8. In the **Category** field, select "Balance Sheet".
9. Select the Total tab. "Total Assets" automatically appears in the **Total caption** field.
10. On the action bar of the Total tab, click the **B** so **Total Assets** appears in bold on reports.
11. In the **Skip** field, select "2".
12. In the tree view, select **Assets**.

13. On the action bar, click **New Detail**. The program adds the **Account Detail - Assets** line under **Assets** in the tree view. The Account Detail Formatting and Account Detail Definition tabs appear at the bottom of the screen.
14. Select the Account Detail Definition tab.
15. In the **Include** field, choose the “Selected accounts using advanced filter” option. You can use filters such as funds, accounts, or attributes. You can also filter by selecting individual accounts or funds, and select a range or use a query when filtering.
16. On the toolbar, click the Validate button. The Select a Parameter File screen appears with saved parameter files in a grid.
17. After selecting a parameter file the program searches the database to ensure no accounts have been duplicated or omitted from the template. The Standard Validation preview screen appears.
18. Close the preview. You return to the Visual Chart Organizer - Design View screen.

Note: You must save the template before you can change to Account View. If you click **Account View**, you get a message asking if you want to save the template. Click **Yes**. The program saves the template, and Account View appears.

19. To save the new template, click the Save button on the toolbar. You get a message telling you the template has been saved.
20. On the toolbar, click **Account View**. The Visual Chart Organizer - Account View screen appears.
21. Now that you have created the template, you can create reports using it. Close the Visual Chart Organizer - Design View screen. You return to the Visual Chart Organizer page and the “GASB 34” template appears in the grid.

Grant Reports



Grant Reimbursement Accounts Validation Report	241
General Tab	242
Filters Tab	243
Format Tab	244
Grant Analysis Report	247
General Tab	248
Filters Tab	249
Format Tab	249
Grant Budget vs. Actual Report	255
General Tab	255
Filters Tab	256
Format Tab	257

Reporting categories in **General Ledger** include Account Reports, Allocation Reports, Budget Reports, Custom Reports, Financial Statements, GASB 34 Reports, Grant Reports, Journal and Batch Reports, Pivot Reports, and Project Reports.

This chapter discusses Grant Reports. For information about other report categories, see the chapter for that category.

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

Grant reports in **General Ledger** include:

- Grant Reimbursement Accounts Validation Report
- Grant Analysis Report
- “Grant Budget vs. Actual Report” on page 255

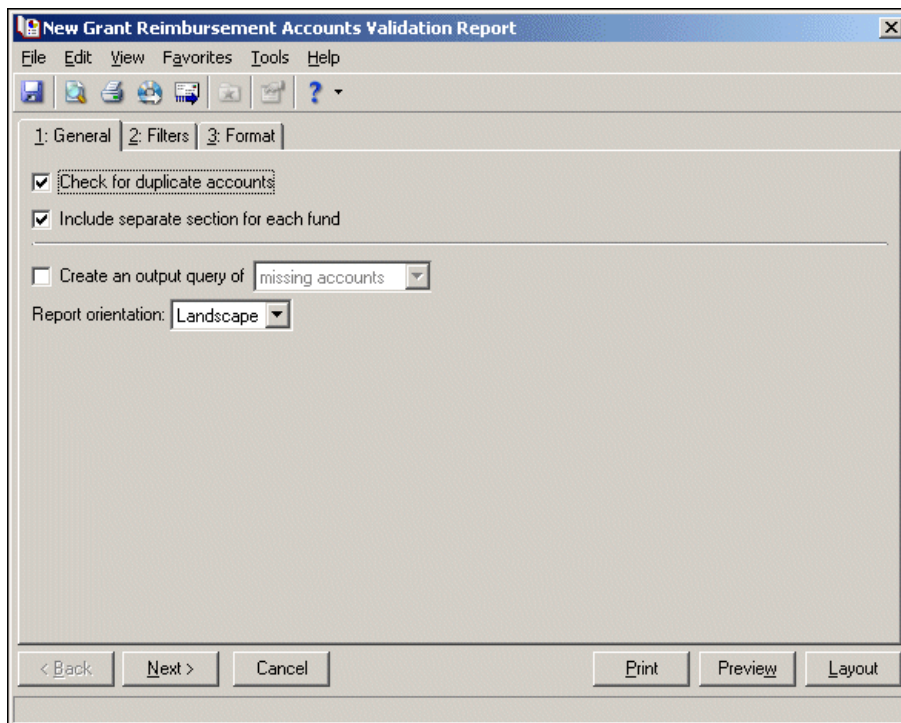
Grant Reimbursement Accounts Validation Report

The Grant Reimbursement Accounts Validation Report lists any missing or duplicate accounts that have been assigned to Grant billing items. We recommend you run this report prior to creating accounts receivable charges for grants to ensure billing items have been assigned to the appropriate accounts.

The Grant Reimbursement Accounts Validation Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating a Grant Reimbursement Accounts Validation Report, see “Creating a report in General Ledger” on page 15.

General Tab

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



Check for duplicate accounts. Mark **Check for duplicate accounts** to see a list of duplicate accounts in the report.

Include separate section for each fund. Mark **Include separate section for each fund** to include a separate section in the report for each fund.

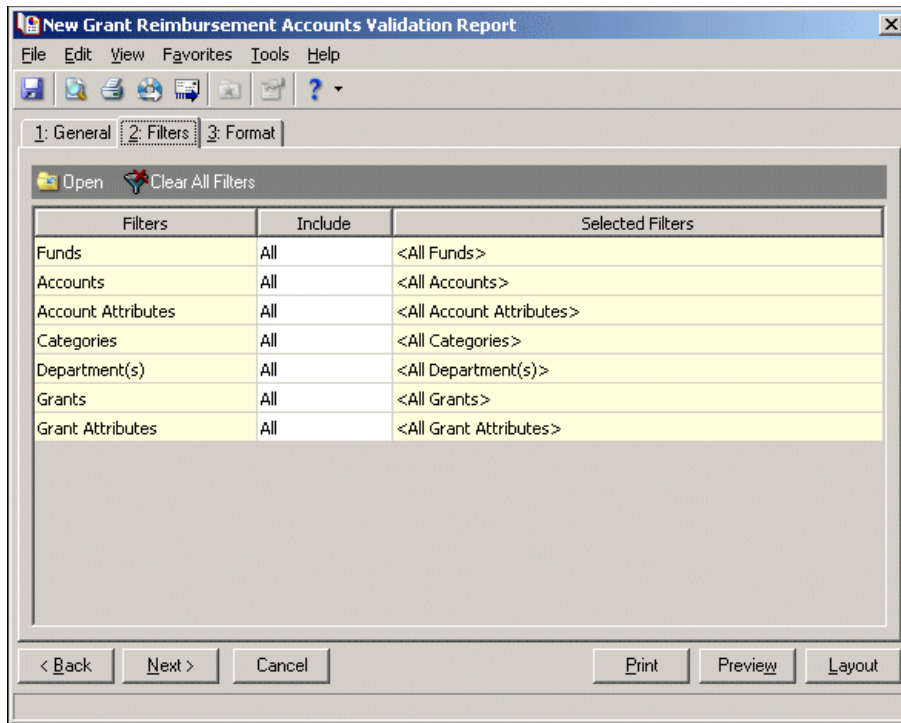
Create an output query of accounts. If you mark **Create an output query of accounts**, the program creates a query of the accounts included in the report. You can use the query later in other areas of **General Ledger**.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you include information based on selected criteria such as funds and accounts. For example, you can include only the funds in a selected range. Funds not falling within the range do not appear on the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Grant Reimbursement Accounts Validation Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, and **Miscellaneous**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

New Grant Reimbursement Accounts Validation Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings

Heading Format

Title: Grant Reimbursement Accounts Validation Report

Subtitle:

Align: Center

☒ Print organization name in header

☒ Print Page Number in Heading

Format: Page 1

Align: Right

☒ Print Report Date in Heading

Format: Short Date and Time

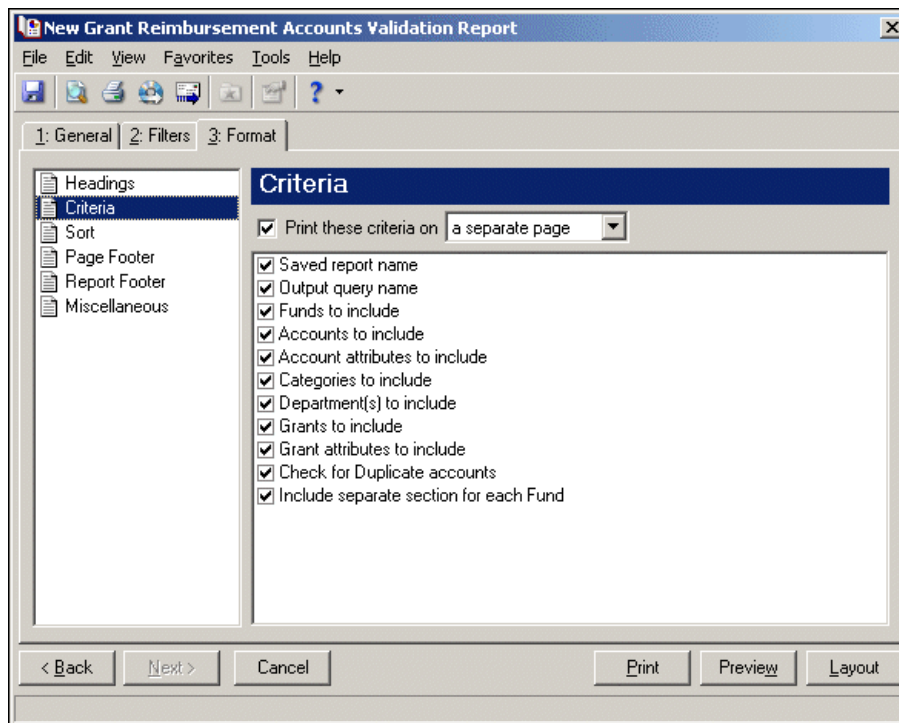
Align: Left

☒ Print report heading on each page

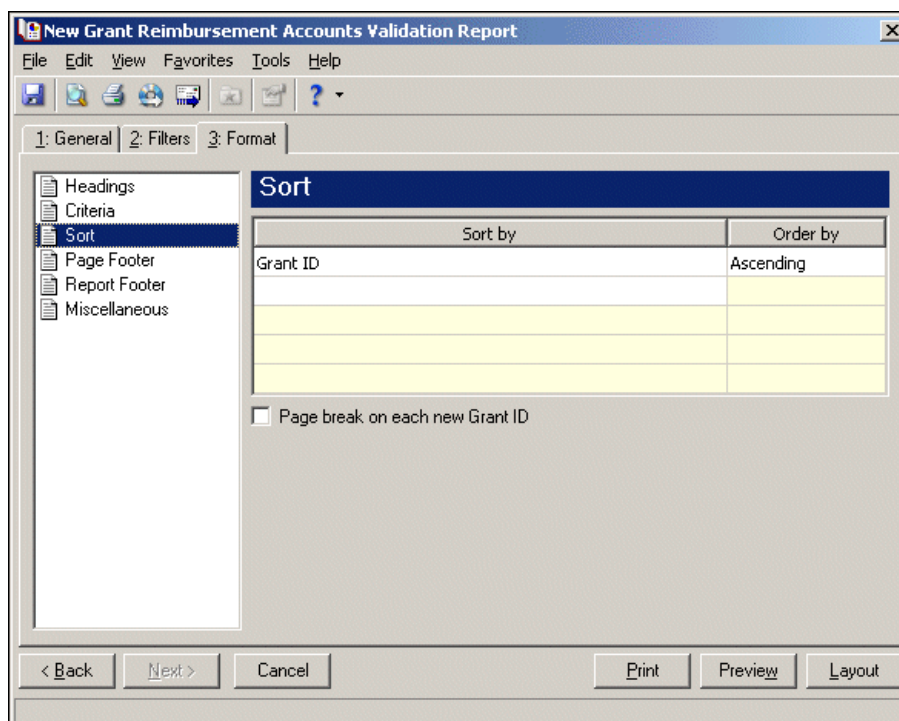
< Back Next > Cancel Print Preview Layout

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

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



Sort. Use **Sort** to select the order for grants to appear on the report. When you select **Sort**, a grid displays Grant ID in the **Sort by** column. You can also choose to sort by Grant Description. Select “Ascending” or “Descending” in the **Order by** column. To print each grant on a separate page, mark **Page break on each new Grant ID**.

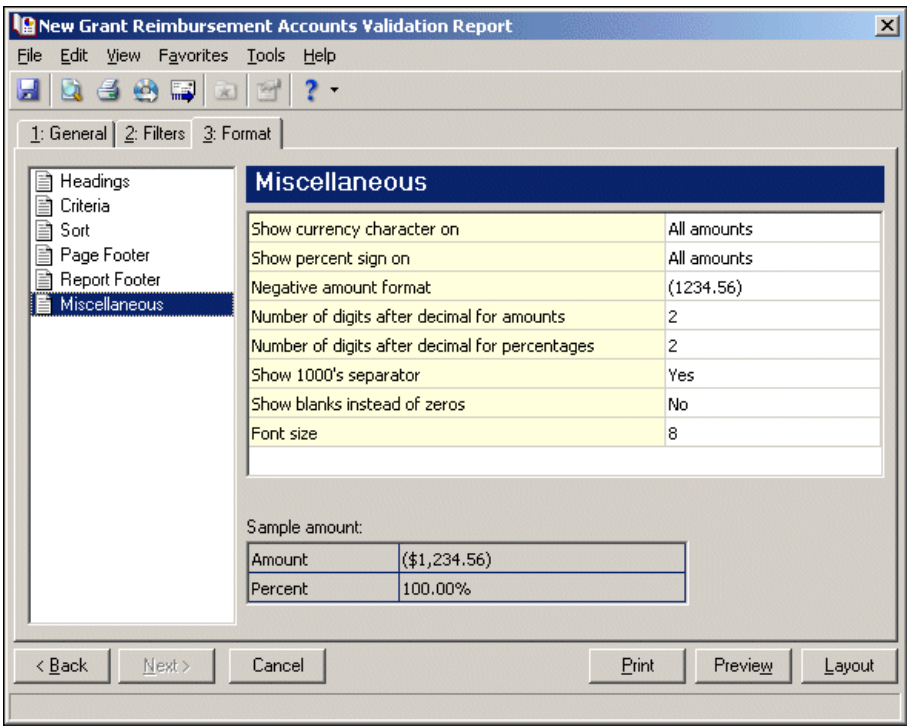


Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.

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

Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



Grant Analysis Report

You can use the Grant Analysis Report to view grant activity for a selected range. This report can help you determine grant activity available to generate AR transactions, or activity not assigned to a billing item. This report can be in a summary or detail format.

To run the Grant Analysis Report, you must have *Projects and Grants* and **Accounts Receivable** installed.

The Grant Analysis Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating a Grant Analysis Report, see "Creating a report in General Ledger" on page 15.

General Tab

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

Report type. In the **Report type** field, select “Summary” or “Detail”.

Date. In the **Date** field of the **Include Grant activity in this date range** frame, you can select a specific date or date range for grant activity to include.

If you select <Specific range>, <Specific fiscal periods>, or <Specific fiscal year>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Exclude Grants with no activity. If you mark this option, you can efficiently exclude grants from the report that have no activity.

Include activity for funded projects. If you mark this option, you can show activity for funded projects in the report. Funded projects for grants are located on the Project tab of the Grant record.

Include the following Grant information. In this frame, you can select what sections/activity you want to appear on the report.

Include these transaction types. Use this field to select what types of transactions to include in the report. You can select “Regular”, “Encumbrance”, or “Regular and Encumbrance” This field appears only if you have the optional module *Purchase Orders* installed.

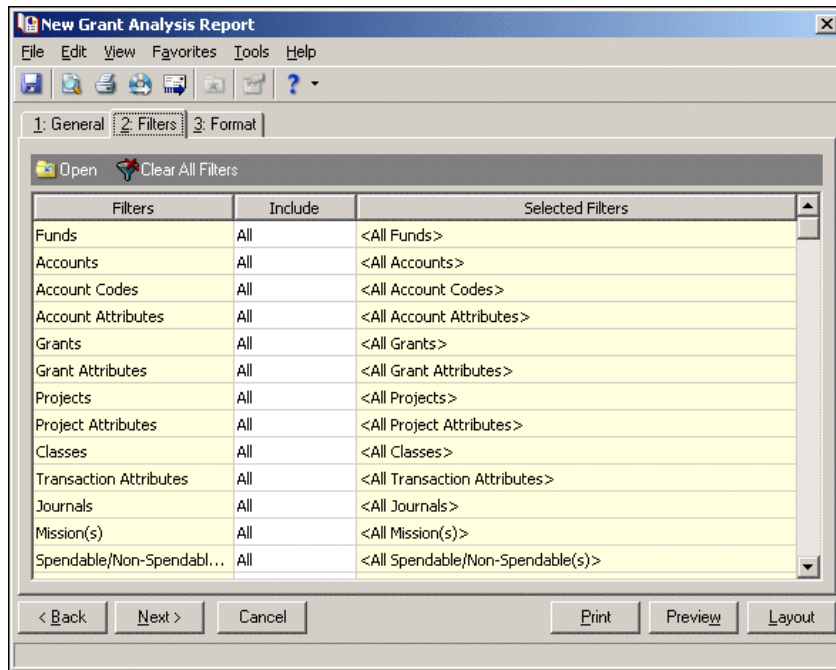
Create an output query of Grants. If you mark **Create an output query of Grants**, the program creates a query of the grants included in the report. You can use the query later in other areas of **General Ledger**.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you include information based on selected criteria such as funds and accounts. For example, you can include only the funds in a selected range. Funds not falling within the range do not appear on the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Grant Analysis Report: **Headings**, **Criteria**, **Detail**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous** and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

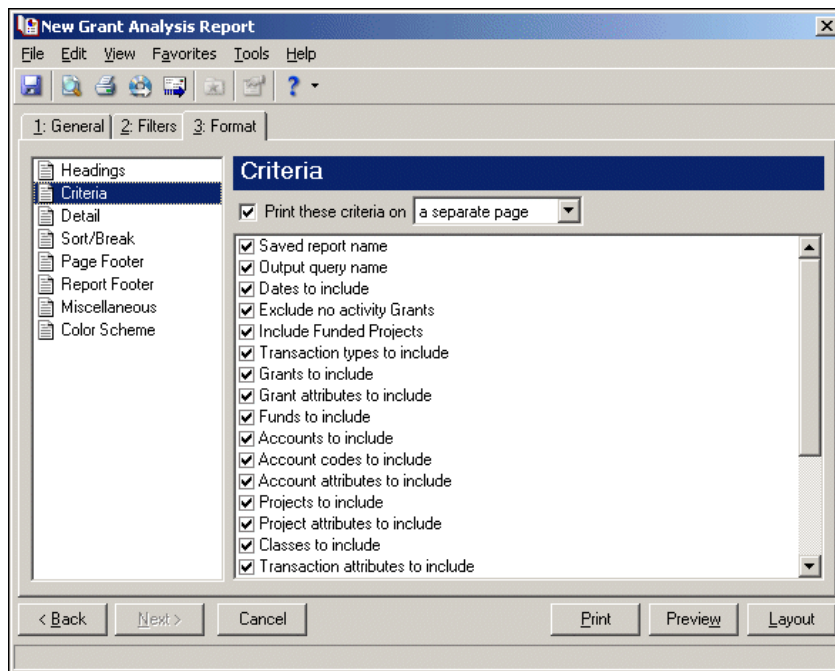
Note: The heading defaults to Grant Analysis Report in the **Title** field. You can leave this as the title for the report or enter your own.

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

The screenshot shows the 'New Grant Analysis Report' dialog box with the 'Format' tab selected. On the left, a list of formatting options includes 'Headings', 'Criteria', 'Detail', 'Sort/Break', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The 'Headings' option is selected, and its settings are displayed on the right. The 'Heading Format' section includes a 'Title' field with 'Grant Analysis Report', an empty 'Subtitle' field, an 'Align' dropdown set to 'Center', and a checked checkbox for 'Print organization name in header'. Below this, there are two columns of options: 'Print Page Number in Heading' (checked) with 'Format' set to 'Page 1' and 'Align' set to 'Right'; and 'Print Report Date in Heading' (checked) with 'Format' set to 'Short Date and Time' and 'Align' set to 'Left'. At the bottom, there is a checked checkbox for 'Print report heading on each page'. Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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

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



Detail. Use **Detail** to select details specific to the Grant Analysis Report.

Show distribution for these characteristics — Mark this checkbox to select distributions to include in the report. The program adds a column to the report displaying distributions for the selected characteristic for each row with a distribution.

Show characteristic as a column in the main report body — Mark this checkbox to show characteristics as a column in the report. This option is disabled unless you mark **Show distribution for these characteristics**.

Show transaction total — Mark this checkbox to show the total distributed characteristics in the Debit Amount or Credit Amount column for the account row. This option is disabled unless you mark **Show distribution for these characteristics**.

Show net change column — Mark this checkbox to display the Net Change column on the report. This checkbox is available only if you select to run the report in Detail.

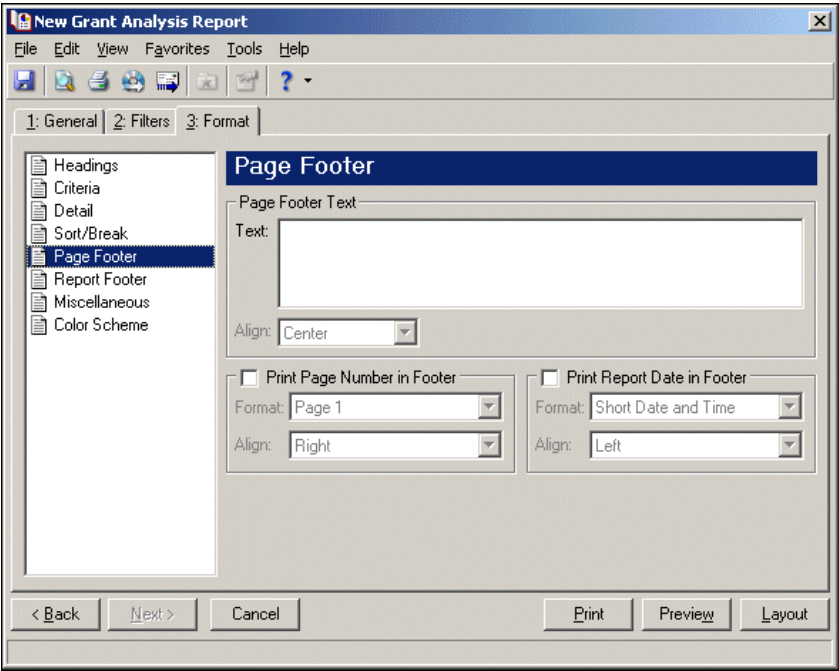
Show reimbursement information — Mark this checkbox to display reimbursement information on the report.

The screenshot shows the 'New Grant Analysis Report' dialog box with the 'Detail' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort/Break', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The 'Detail' tab is active, showing a list of characteristics to display: 'Project ID', 'Project Description', 'Class', 'Mission', 'Spendable/Non-Spendable', and 'Performance'. The 'Show distribution for these characteristics' checkbox is checked. Below this list are 'Up' and 'Down' buttons. At the bottom of the tab, there are four checkboxes: 'Show characteristic as a column in the main report body' (unchecked), 'Show transaction total' (unchecked), 'Show net change column' (checked), and 'Show reimbursement information' (checked). The bottom of the dialog has '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout' buttons.

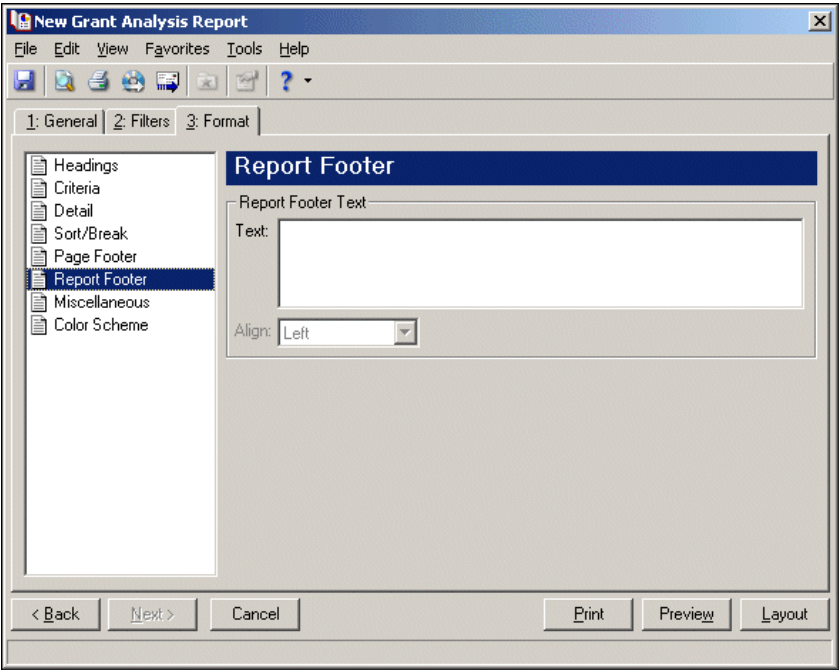
Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To start a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**.

The screenshot shows the 'New Grant Analysis Report' dialog box with the 'Sort/Break' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort/Break', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The 'Sort/Break' tab is active, showing a grid with four columns: 'Sort by', 'Category', 'Order by', and 'Break?'. The grid has five rows, with the first row highlighted in yellow. Below the grid, there are input fields for 'Break Header for:', 'Text before value:', 'Text after value:', and 'Break Footer for:'. At the bottom of the tab, there are three checkboxes: 'Print count per' (unchecked), 'Print count as a percentage of total' (unchecked), and 'Page break on each new' (unchecked). The bottom of the dialog has '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout' buttons.

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

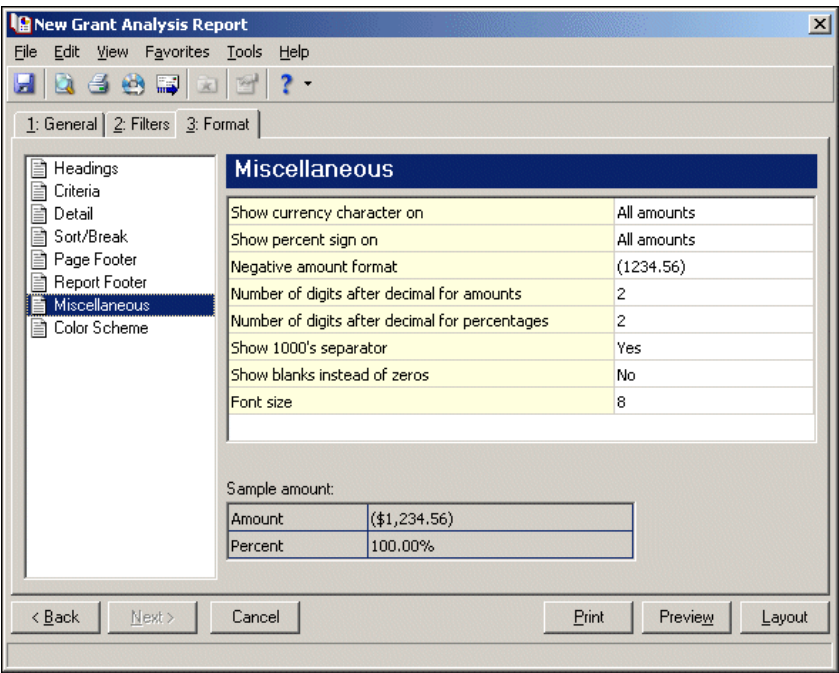


Report Footer. Use Report Footer to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.

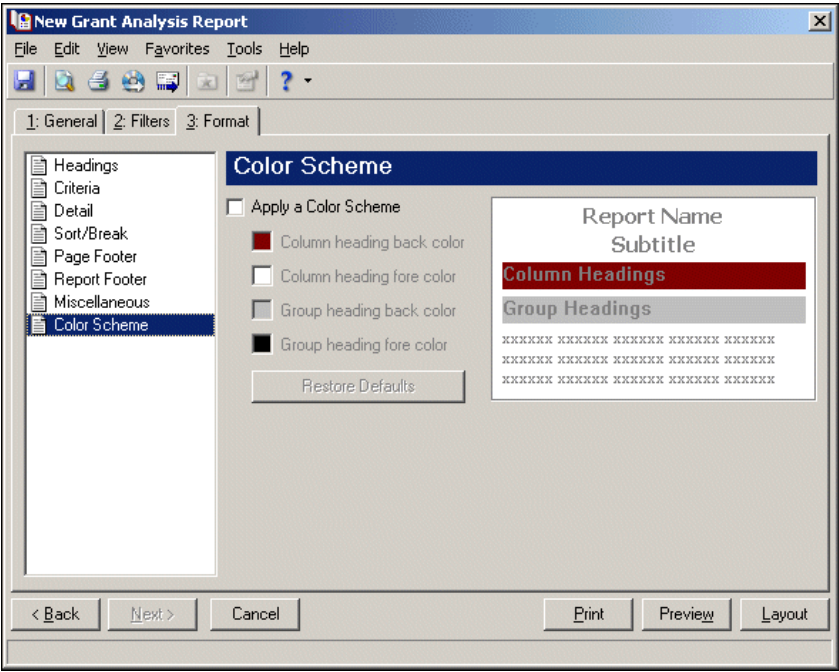


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



Grant Budget vs. Actual Report

The Grant Budget vs. Actual Report shows budget information and the actual activity of selected grants and accounts. You can use this report to compare actual and budgeted revenue and expenses for a grant. This report can be in a summary or detail format.

To run the Grant Budget vs. Actual Report, you must have *Projects and Grants* installed, and a transaction code must be assigned for grant tracking activity. The grant activity tracking transaction code set up to enable budgeting by grant. For more information about setting up a grant-tracking transaction code, see the *General Ledger Configuration Guide*.

The Grant Budget vs. Actual Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify the information to include in the report and how the report should look. For more information about creating a Grant Budget vs. Actual Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

The screenshot shows a window titled "New Grant Budget vs. Actual Report" with a standard menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar are three tabs: "1: General", "2: Filters", and "3: Format". The "General" tab is active. The form contains the following fields and options:

- Report type:** A dropdown menu set to "Detail".
- Show budget details for:** A label.
- Scenario ID:** A dropdown menu set to "00", with the text "Main Operating Budget" to its right.
- ☐ **Use Grant total expense budgets**
- Include budgets in this date range:** A label.
- Date:** A dropdown menu set to "This fiscal year", followed by the text "01/01/2007 to 12/31/2007".
- ☐ **Include activity for funded Projects**
- ☐ **Include balance sheet accounts**
- ☐ **Include Grants with no activity**
- Include these transaction types:** A dropdown menu set to "Regular".
- Report orientation:** A dropdown menu set to "Portrait".

At the bottom of the window are buttons for "< Back", "Next >", "Cancel", "Print", "Preview", and "Layout".

Report type. In the **Report type** field, select “Summary” or “Detail”.

Glossary: A budget scenario is a single version of an organization’s budget for a given time period. You can have multiple budget scenarios if you have the optional module *Budget Management*. For example, you can create a scenario of your original budget and also create scenarios for various revisions of that budget.

Scenario ID. In the **Scenario ID** field, select the budget scenario for the report to use. A description of the scenario appears in the display to the right.

Use Grant total expense budgets. Mark this option to show the grant total expense budgets. The total budget for expense accounts displays on the report instead of the individual period amounts.

Date. In the **Date** field of the **Include budgets in this date range** frame, you can select a specific date or date range for budget activity to include.

If you select <Specific range>, <Specific fiscal periods>, or <Specific fiscal year>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Include activity for funded Projects. If you mark this option, you can show activity for funded projects in the report. Funded projects for grants are located on the Project tab of the Grant record.

Include Grants with no activity. If you mark this option, grants with no activity will be included in the report.

Include balance sheet accounts. Mark this checkbox to include balance sheet accounts.

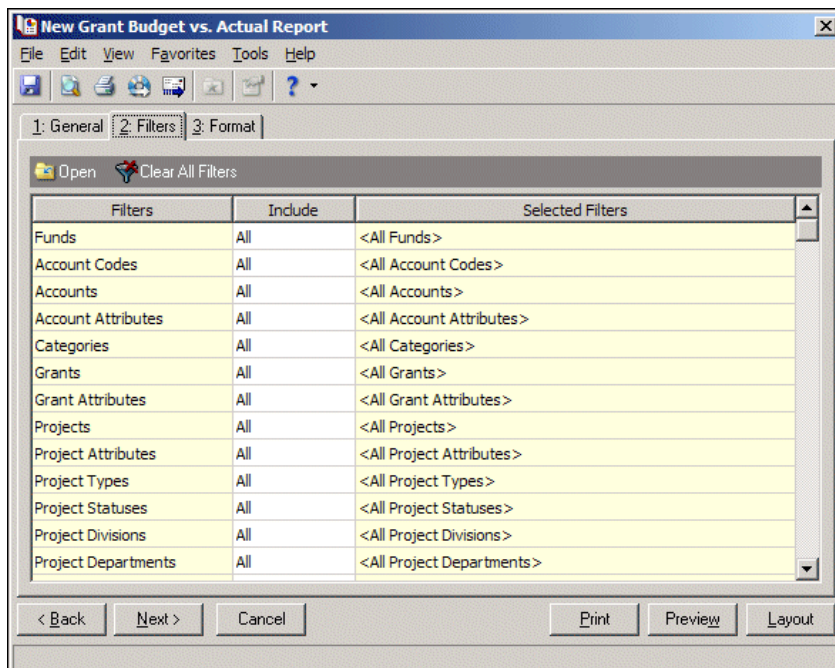
Include these transaction types. Use this field to select what types of transactions to include in the report. You can select “Regular”, “Encumbrance”, or “Regular and Encumbrance” This field appears only if you have the optional module *Purchase Orders* installed.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you include information based on selected criteria such as grants and grant attributes. For example, you might include only the grants in a selected range. Grants not falling within the range do not appear on the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Grant Budget vs. Actual Report: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous** and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

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

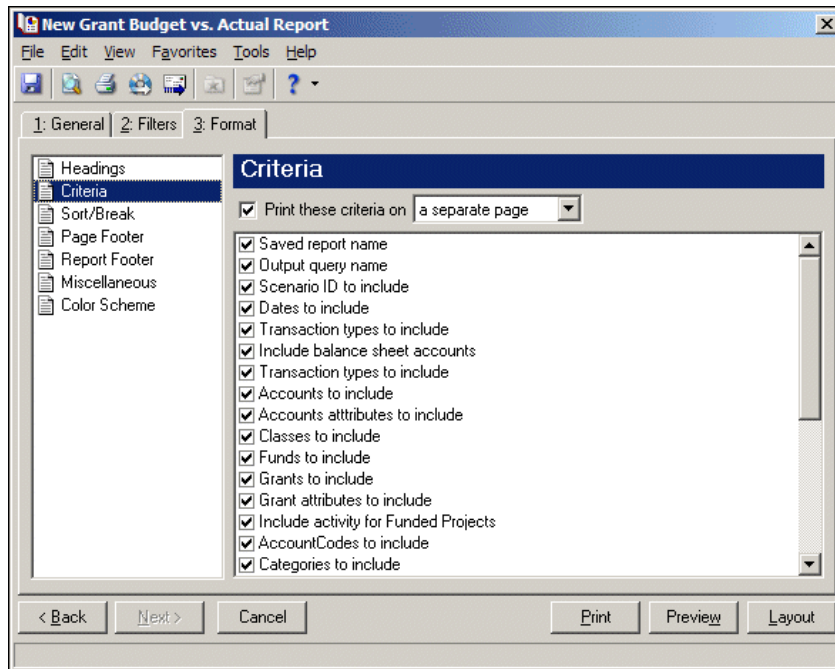
The screenshot shows the 'New Grant Budget vs. Actual Report' dialog box with the 'Format' tab selected. The 'Headings' section is active, displaying the following options:

- Heading Format:**
 - Title: Grant Budget vs. Actual Report
 - Subtitle: (empty field)
 - Align: Center (dropdown menu)
 - ☒ Print organization name in header
- ☒ Print Page Number in Heading:
 - Format: Page 1 (dropdown menu)
 - Align: Right (dropdown menu)
- ☒ Print Report Date in Heading:
 - Format: Short Date and Time (dropdown menu)
 - Align: Left (dropdown menu)
- ☒ Print report heading on each page

At the bottom of the dialog box, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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

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



Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To start a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**.

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

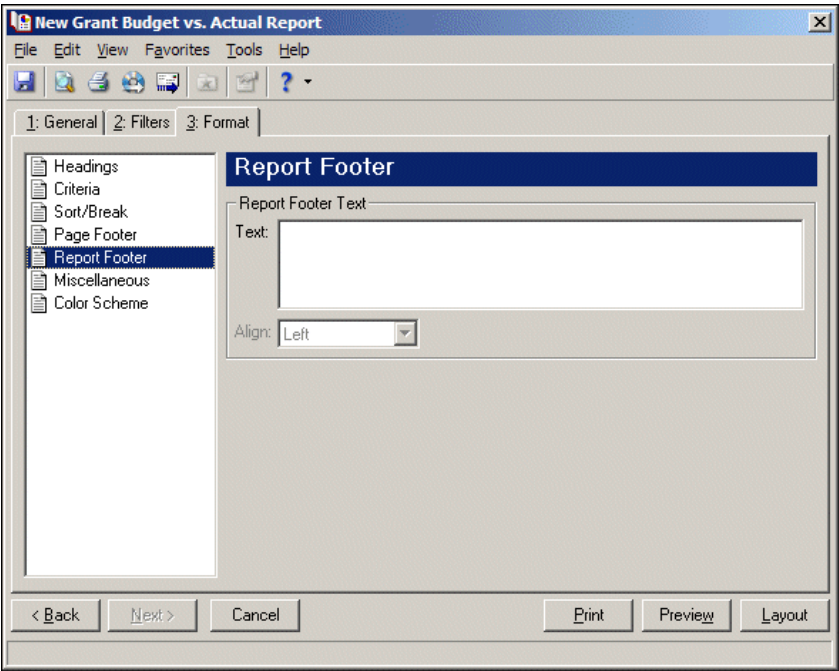
The screenshot shows the 'New Grant Budget vs. Actual Report' dialog box with the 'Sort/Break' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort/Break', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The main area is titled 'Sort/Break' and contains a table with three columns: 'Sort by', 'Order by', and 'Break?'. The first row is for 'Grant ID' with 'Ascending' in the 'Order by' column and an unchecked 'Break?' checkbox. Below the table are three text input fields: 'Break Header for Grant ID:', 'Text before value:', and 'Text after value:'. At the bottom are three checkboxes: 'Print count per Grant ID', 'Print count as a percentage of total', and 'Page break on each new Grant ID'. The bottom of the dialog has buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Sort by	Order by	Break?
Grant ID	Ascending	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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

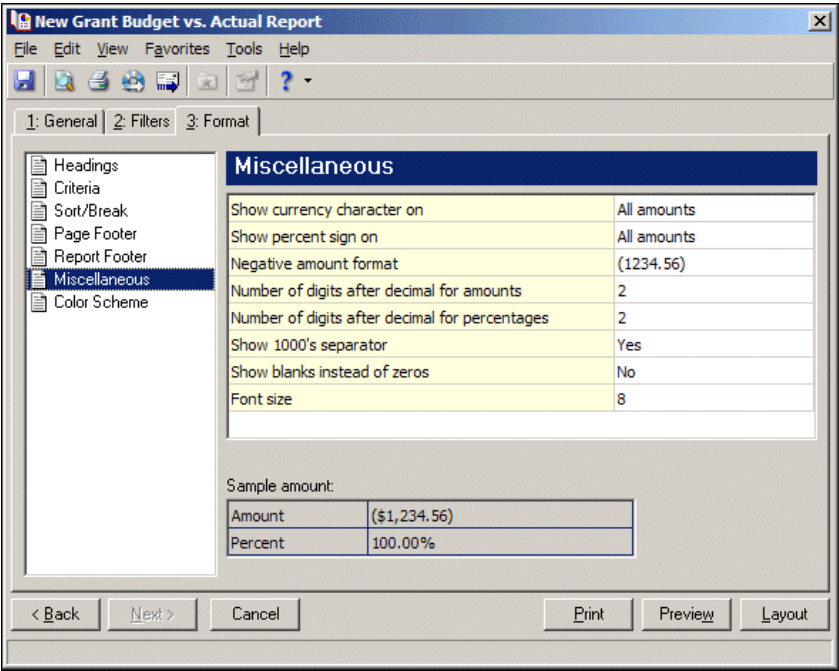
The screenshot shows the 'New Grant Budget vs. Actual Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort/Break', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The main area is titled 'Page Footer' and contains a large text input field labeled 'Page Footer Text:'. Below this is an 'Align:' dropdown menu set to 'Center'. At the bottom are two checkboxes: 'Print Page Number in Footer' and 'Print Report Date in Footer'. Each checkbox has a 'Format:' dropdown and an 'Align:' dropdown. The 'Print Page Number in Footer' section has 'Page 1' for format and 'Right' for align. The 'Print Report Date in Footer' section has 'Short Date and Time' for format and 'Left' for align. The bottom of the dialog has buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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

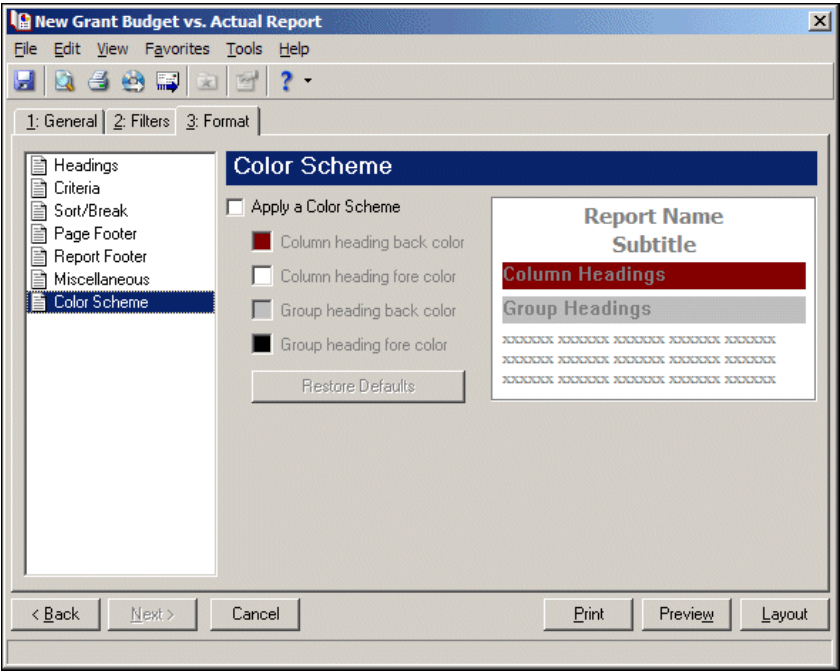


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



Journal and Batch Reports



Batch Detail Report	263
General Tab	264
Filters Tab	265
Format Tab	266
Batch Summary Report	271
General Tab	271
Filters Tab	273
Format Tab	273
Recurring Batch Detail Report	277
General Tab	278
Filters Tab	279
Format Tab	280
Recurring Batch Summary Report	284
General Tab	285
Filters Tab	286
Format Tab	286
Transaction Journal	290
General Tab	291
Filters Tab	292
Format Tab	293

Reporting categories in **General Ledger** include Account Reports, Allocation Reports, Budget Reports, Financial Statements, GASB 34 Reports, Journal and Batch Reports, Pivot Reports, and Project Reports. This chapter discusses Journal and Batch Reports. For information about other report categories, see the chapter for that category.

Note: We recommend you read the documentation for **The Financial Edge** thoroughly. Descriptions presented here provides you with basic information about journal and batch reports in **General Ledger**. Hands-on experience is the best way to learn, so we encourage you to try various options with the sample database.

Journal and batch reports in **General Ledger** include:

- Batch Detail Report
- Batch Summary Report
- Recurring Batch Detail Report
- Recurring Batch Summary Report
- Transaction Journal

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.

Glossary: A batch is a group of debit and credit transactions posted to ledger accounts. By placing transactions in a batch, you can group transactions according to source, date, time, and function. For more information about batches, see the *Journal Entry Guide*.

The Batch Detail Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Batch Detail Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

Creation date. In the **Creation date** field, select a creation date range or specific creation date for the batches to include in the report.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Include batches with these statuses. In the **Include batches with these statuses** frame, mark **Open**, **Pending Approval**, **Approved**, or **Posted**.

Post dates. In the **Post dates** field, select a post date range or specific post date.

Change dates. In the **Change dates** fields, select a change date range or specific change date.

Create an output query of transaction. If you mark this option, the system creates a query of the transaction you select and includes it in the report. This query is available for use in other areas of the program.

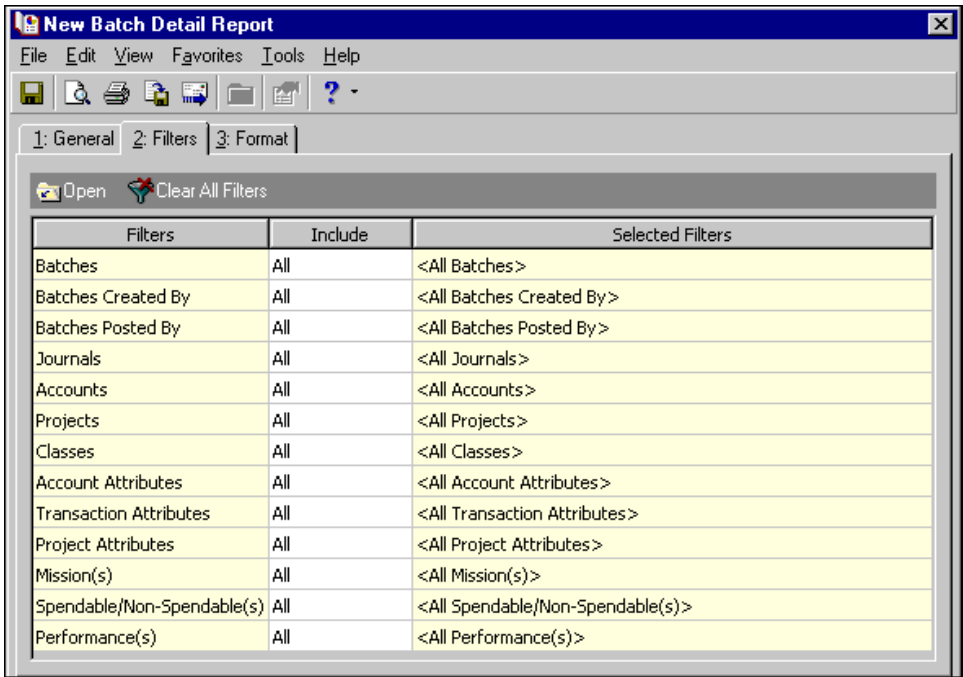
Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

Report orientation. Landscape is the only report orientation available for this report.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

On the Filters tab, you can include information based on selected criteria such as batches, journals, accounts, and classes. For example, you can include accounts within a selected range, and accounts not falling within the range do not appear on the report.



- Open.** Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.
- Clear All Filters.** Click **Clear All Filters** to remove all previously selected filters from the report.
- Filters.** The **Filters** column lists all the filters for this report. You cannot edit this column.
- Include.** Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

- Selected Filters.** Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.
- Query name.** The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.
- To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

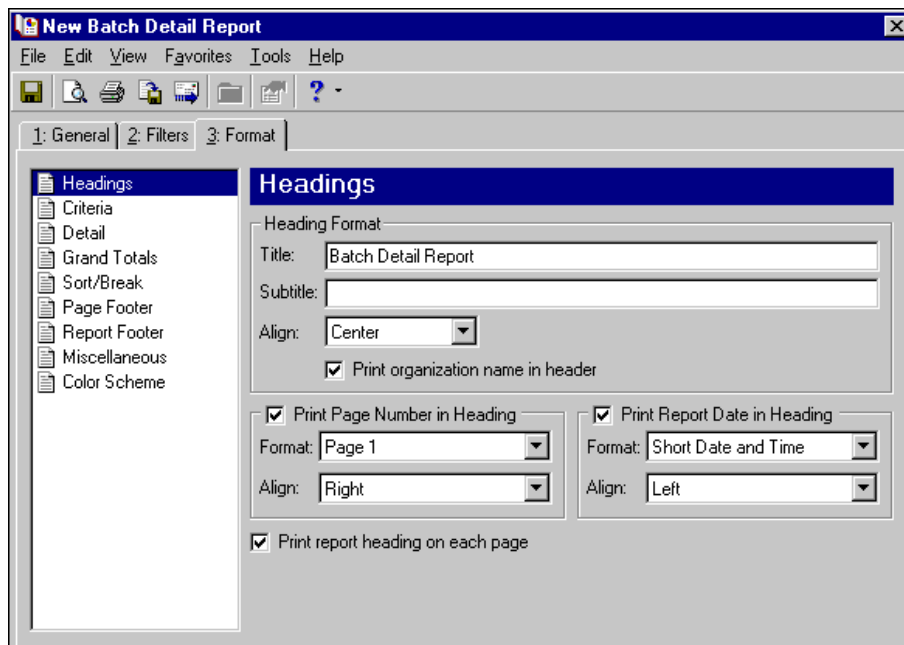
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Batch Detail Report: **Headings, Criteria, Detail, Grand Totals, Sort/Break, Page Footer, Report Footer, Miscellaneous, and Color Scheme.** When you select an item in the list, the right side of the screen displays selections for that section of the report.

Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

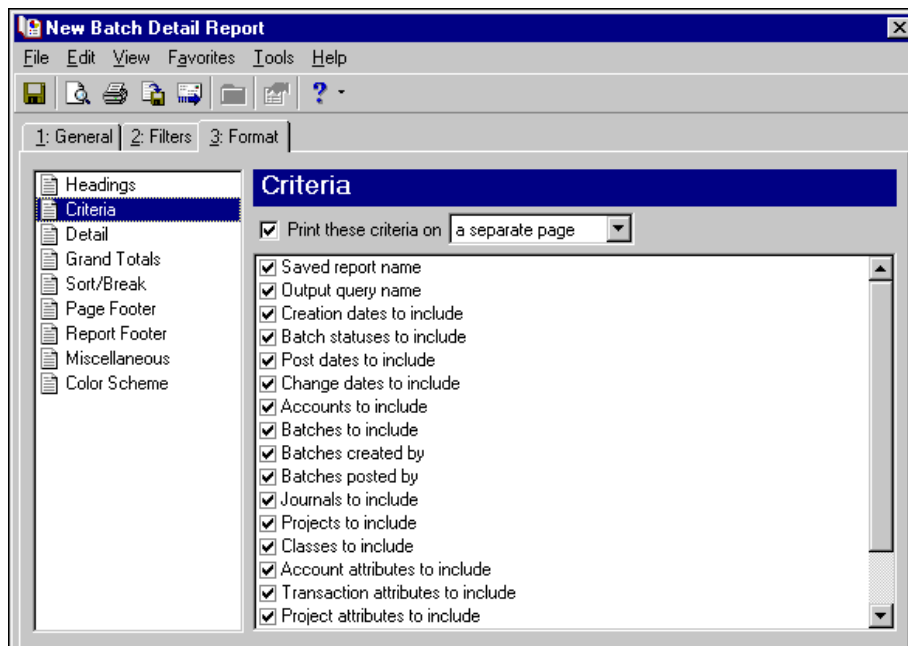
Note: The heading defaults to Batch Detail Report in the **Title** field. You can leave this as the title for the report or enter your own.

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



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

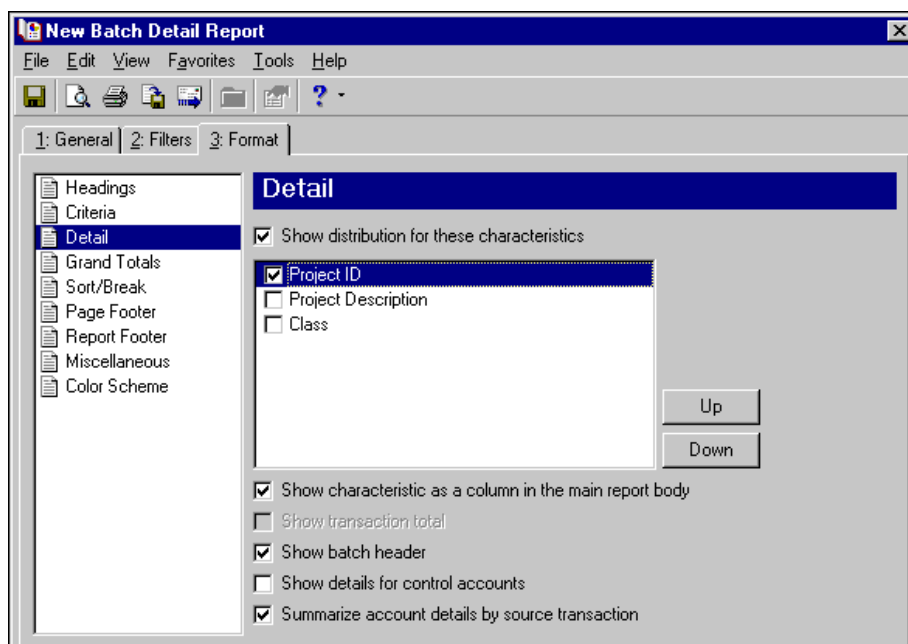
Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Selections print in the criteria section of the report.



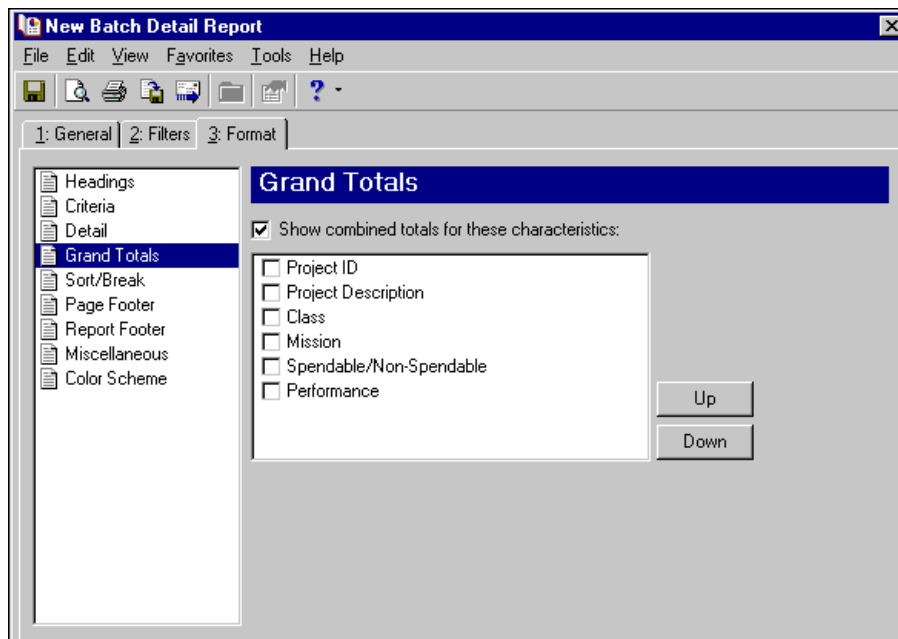
Note: You can show project detail only if you have the optional module *Projects and Grants*.

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

If you select to show distributions by only one characteristic, the **Show characteristic as a column in the main report body** checkbox defaults to marked. With this option marked, the program adds a column to the report displaying distributions for the selected characteristic for each row that has a distribution. The additional column reduces the amount of pages used for the report when printing.



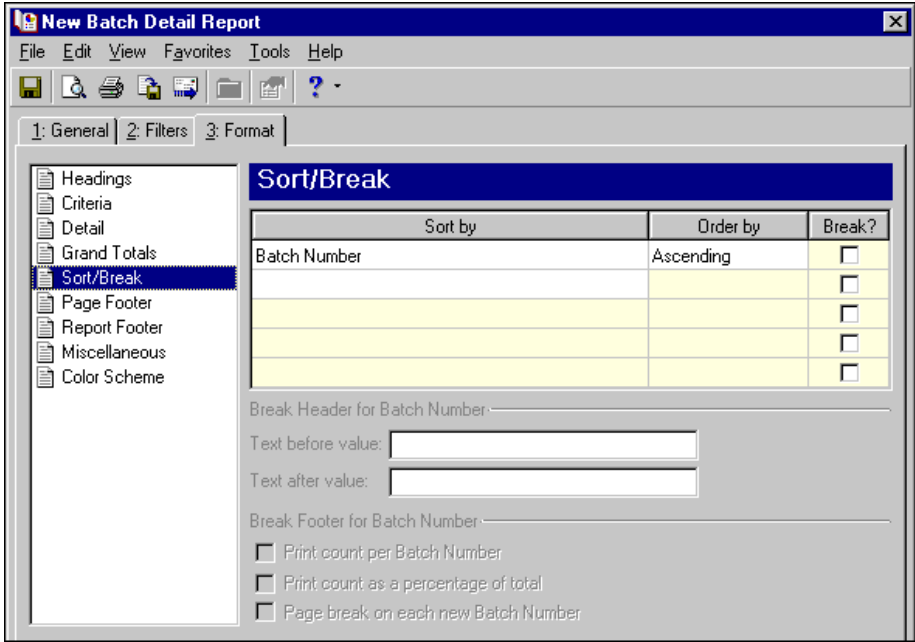
Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



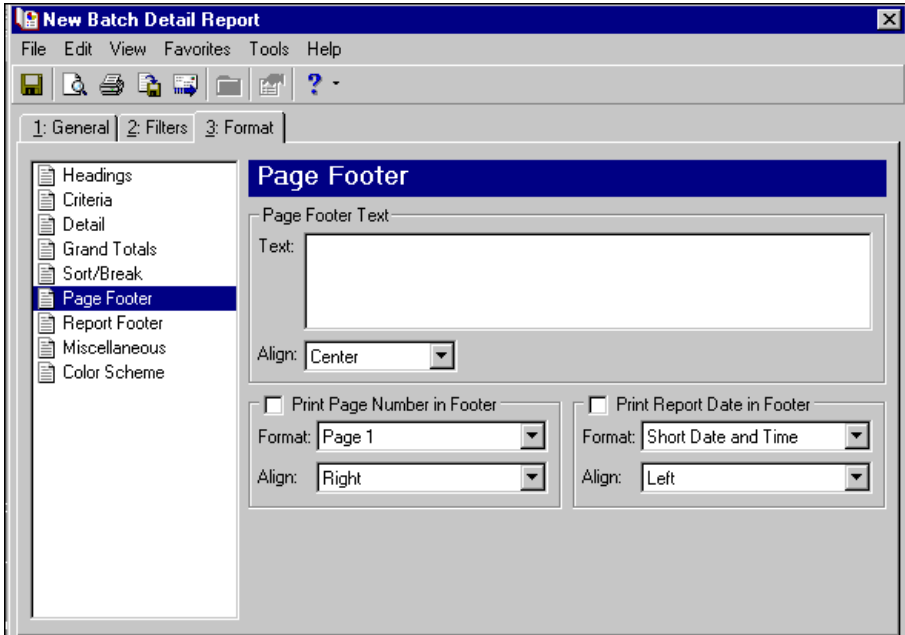
Sort/Break. Use **Sort/Break** to select the order that information appears on the report. When you select **Sort/Break**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

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

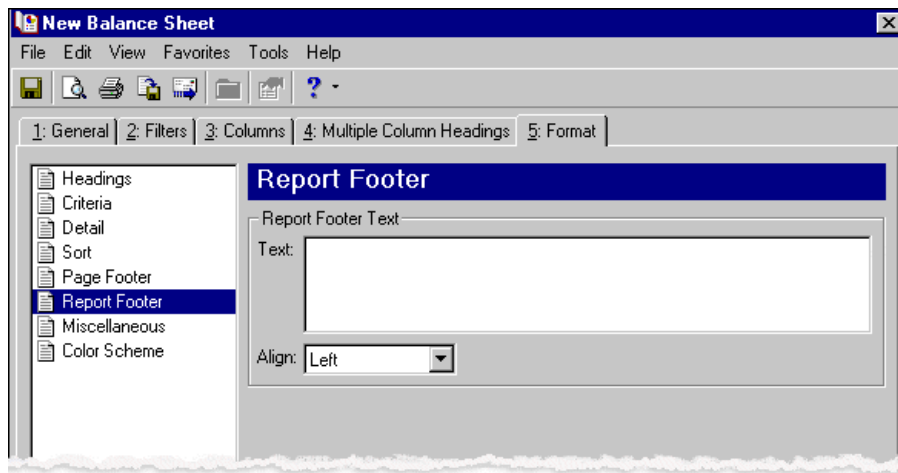
You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information to print directly before and after the break. If you mark **Print count per []** or **Print count as percentage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



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

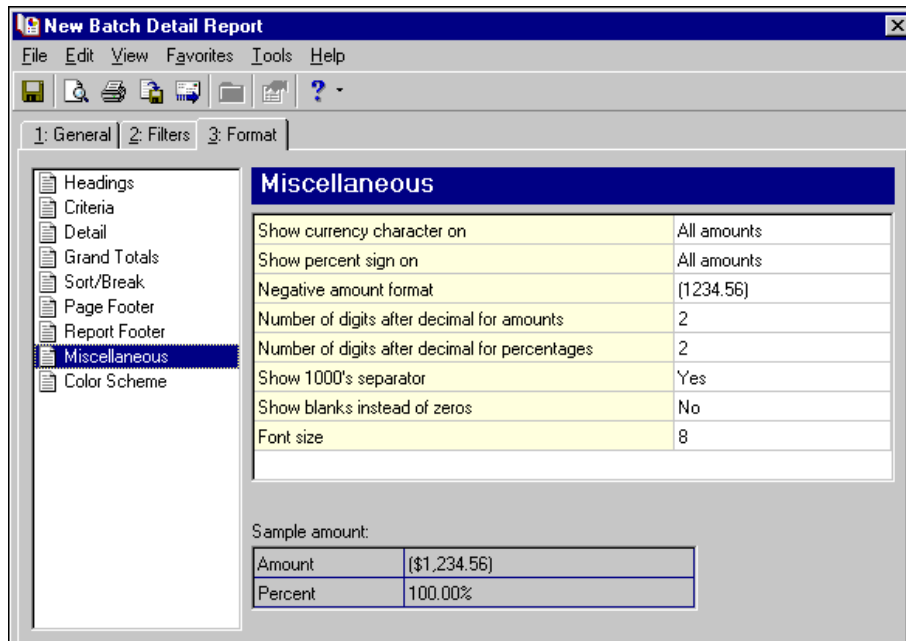


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.

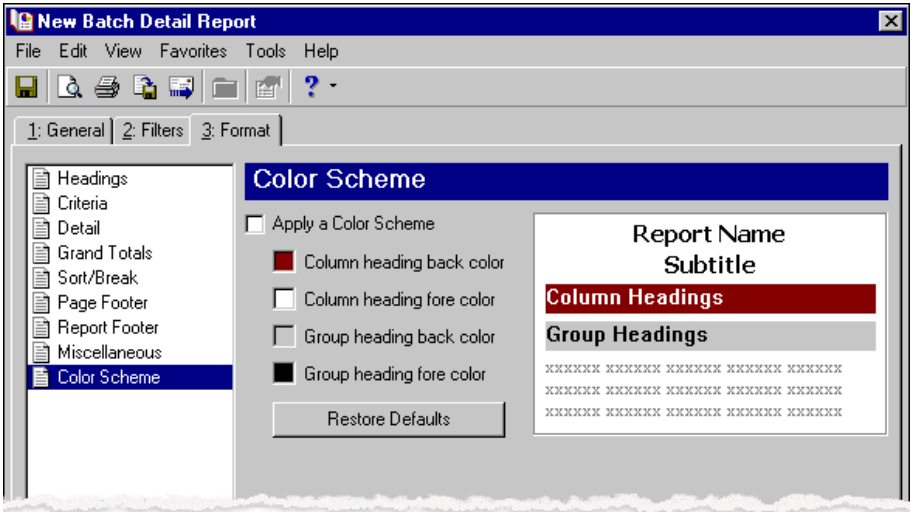


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



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.

Glossary: A batch is a group of debit and credit transactions posted to ledger accounts. By placing transactions in a batch, you can group transactions according to source, date, time, and function.

The Batch Summary Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Batch Summary Report, see "Creating a report in General Ledger" on page 15.

General Tab

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

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

The screenshot shows a software window titled "New Batch Summary Report". It has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu is a toolbar with icons for file operations. The window has three tabs: "1: General", "2: Filters", and "3: Format". The "General" tab is active. It contains several sections for filtering data:

- Include batches created on these dates:** A section with a label "Creation date:" and a dropdown menu currently set to "Include all dates".
- Include batches with these statuses:** A section with a label "Include batches with these statuses:" and five checkboxes: "Open", "Pending Approval", "Approved", "Posted", and "Deleted". All checkboxes are checked.
- Include batches with these post dates:** A section with a label "Post date:" and a dropdown menu currently set to "Include all dates".
- Include batches last changed on these dates:** A section with a label "Change date:" and a dropdown menu currently set to "Include all dates".
- Report orientation:** A dropdown menu at the bottom set to "Landscape".

Creation date. In the **Creation date** field, select a creation date range or specific creation date for the batches to include in the report.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Include batches with these statuses. In the **Include batches with these statuses** frame, mark **Open**, **Pending Approval**, **Approved**, or **Posted**.

Post dates. In the **Post dates** field, select a post date range or specific post date.

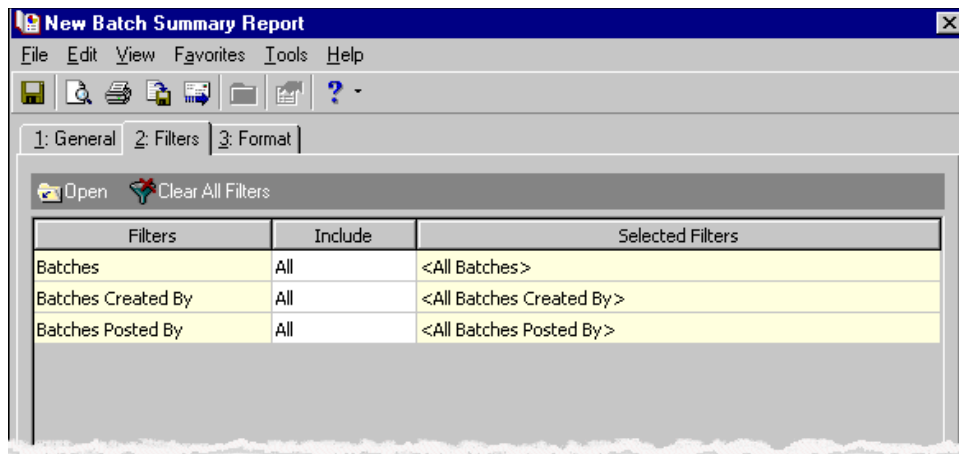
Change dates. In the **Change dates** fields, select a change date range or specific change date.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as batches and the user who created and posted batches. For example, you can include batches within a selected range, and batches not falling within the range do not appear on the report.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

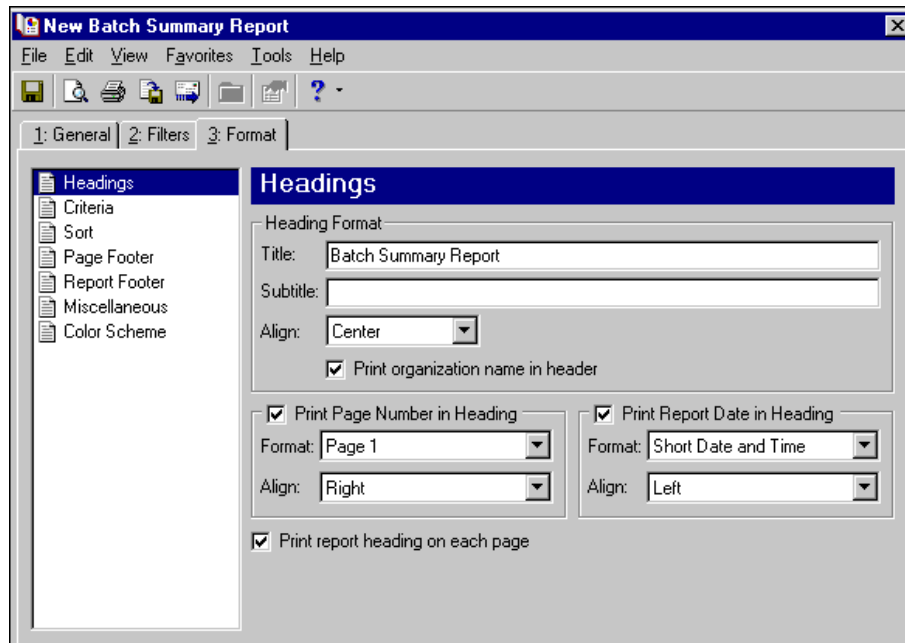
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Budget Summary Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

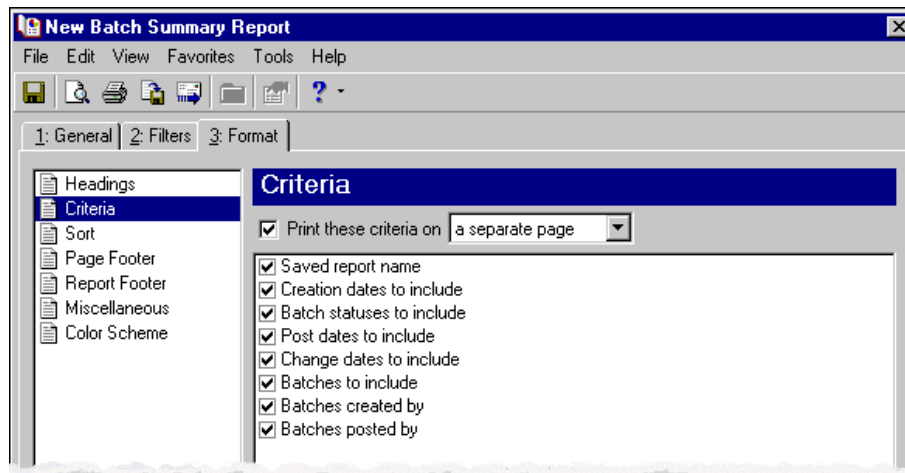
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

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



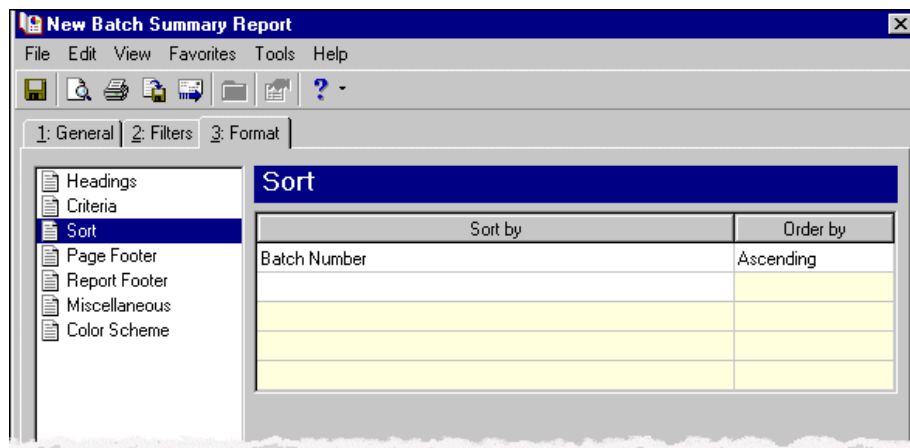
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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

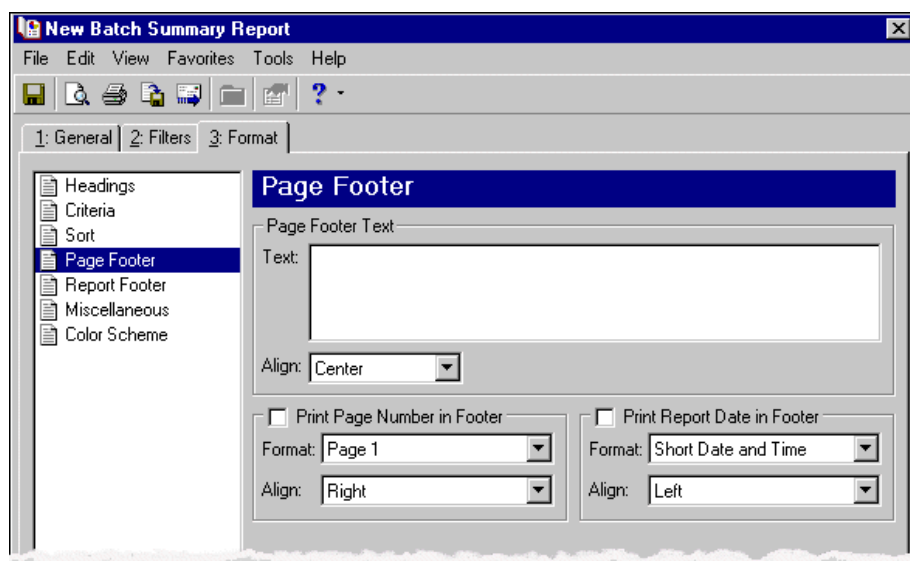


Sort. Use **Sort** to select the order that information appears on the report. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

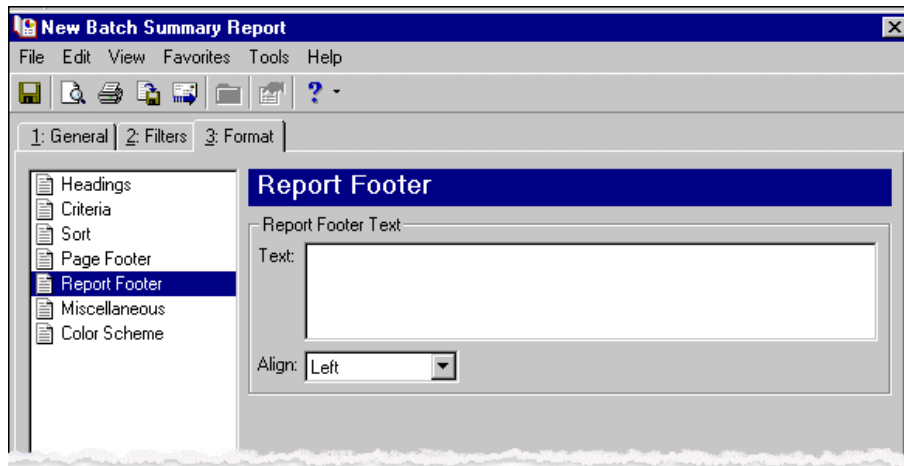
If you make no selections in the **Sort by** column, the program sorts by the batch number in ascending order.



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

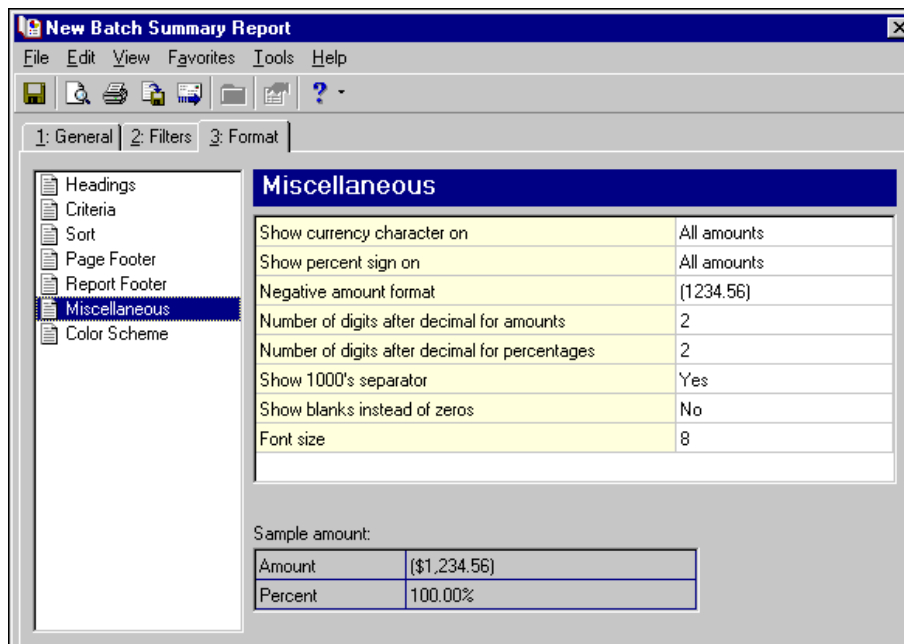


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.

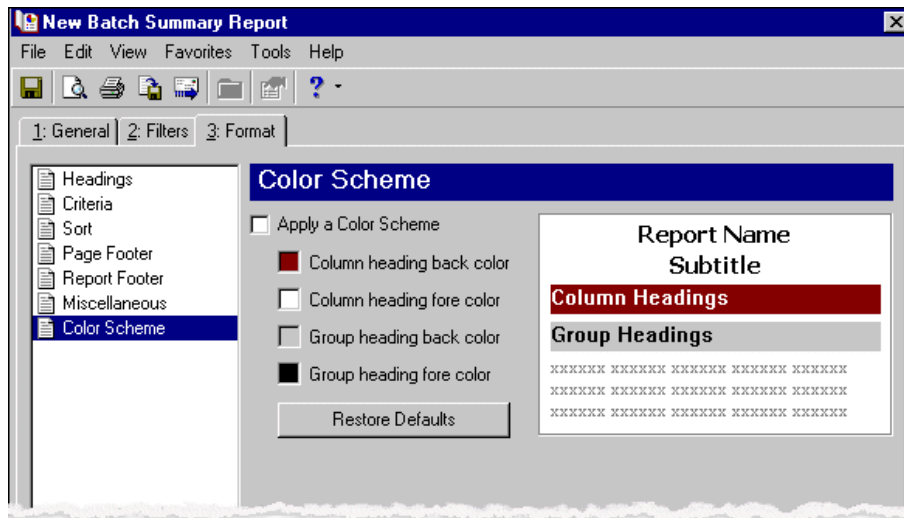


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



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.

Glossary: A recurring batch is a template used to quickly create regular batches. Once you create a recurring batch, you can use it repeatedly to create regular batches of transactions. This feature not only saves time but can also prevent data entry errors. There are two types of recurring batches: recurring amount and recurring percent. For more information about recurring batches, see the *Journal Entry Guide*.

The Recurring Batch Detail Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Recurring Batch Detail Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

The screenshot shows a window titled "New Recurring Batch Detail Report" with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar are three tabs: "1: General", "2: Filters", and "3: Format". The "General" tab is active. It contains several sections with labels and dropdown menus:

- 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]

Creation date. In the **Creation date** field, select a creation date range or specific creation date for the batches to include in the report.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Date used. In the **Date used** field, select a date range or specific date the batch was last used.

Change date. In the **Change date** field, select a date range or specific date the batch was last changed.

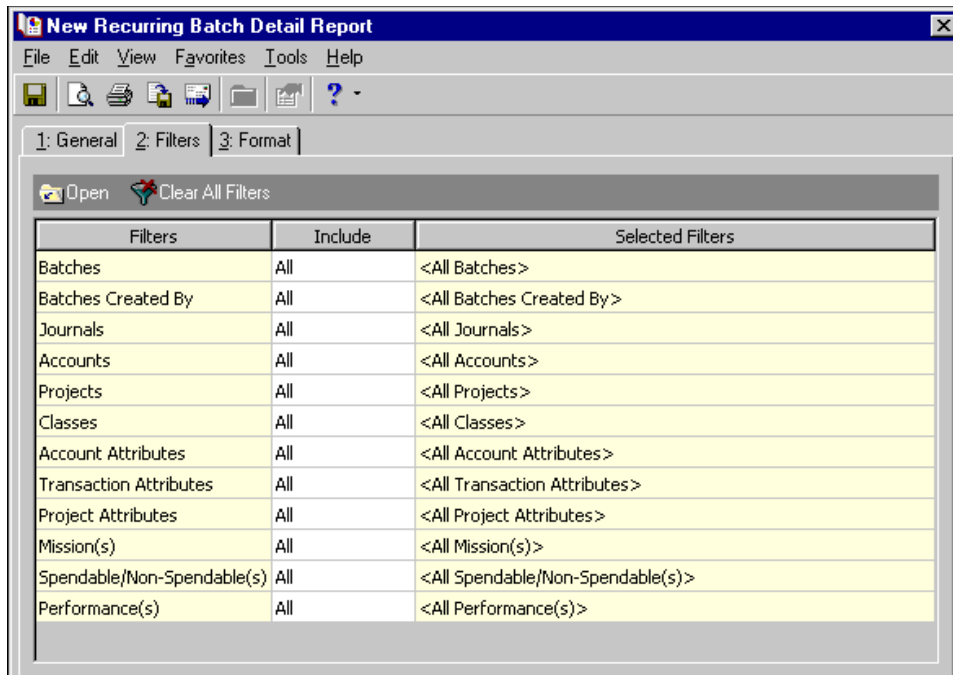
Include these batch types. In the **Include these batch types** field, select Recurring Amount, Recurring Fixed Percent, or Recurring Amount and Recurring Fixed Amount.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

Report orientation. Landscape is the only report orientation available for this report.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as batches, journals, accounts, and account attributes. For example, you can include accounts within a selected range, and accounts not falling within the range do not appear on the report.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose **Selected** in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and then click **Open**, the **Selected <Filter>** screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Recurring Batch Detail Report: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

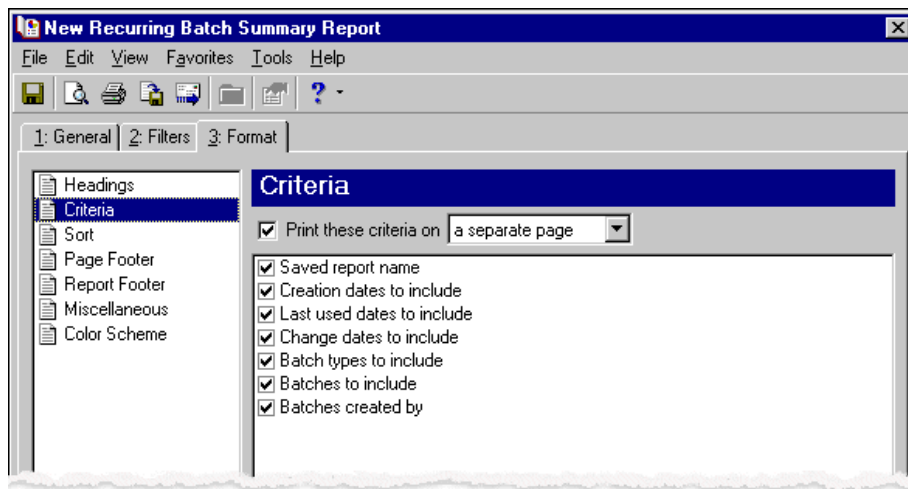
You can include other options, such as the page number and the date. You can also select to include the header on every page of the report.

The screenshot shows a software window titled "New Recurring Batch Detail Report" with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar are three tabs: "1: General", "2: Filters", and "3: Format". The "Format" tab is active. On the left is a tree view with the following items: "Headings" (selected), "Criteria", "Detail", "Sort/Break", "Page Footer", "Report Footer", "Miscellaneous", and "Color Scheme". The main area on the right is titled "Headings" and contains the following controls:

- Heading Format:**
 - Title: Text box containing "Recurring Batch Detail Report"
 - Subtitle: Empty text box
 - Align: Dropdown menu set to "Center"
 - ☒ Print organization name in header
- ☒ Print Page Number in Heading
 - Format: Dropdown menu set to "Page 1"
 - Align: Dropdown menu set to "Right"
- ☒ Print Report Date in Heading
 - Format: Dropdown menu set to "Short Date and Time"
 - Align: Dropdown menu set to "Left"
- ☒ Print report heading on each page

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

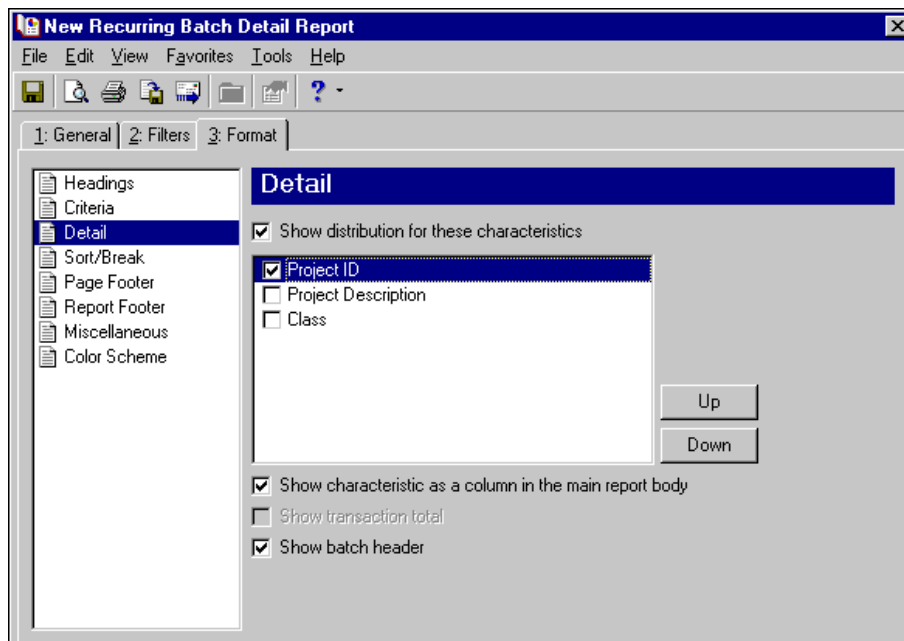
Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Selections print in the criteria section of the report.



Note: You can show project detail only if you have the optional module *Projects and Grants*.

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

If you select to show distributions by only one characteristic, the **Show characteristic as a column in the main report body** checkbox defaults to marked. With this option marked, the program adds a column to the report displaying distributions for the selected characteristic for each row that has a distribution. The additional column reduces the amount of pages used for the report when printing.



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

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

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

The screenshot shows the 'New Recurring Batch Detail Report' dialog box with the 'Sort/Break' tab selected. The left sidebar lists various report sections, with 'Sort/Break' highlighted. The main area contains a table for defining sort and break options.

Sort by	Order by	Break?
Batch ID	Ascending	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Below the table, there are text input fields for 'Break Header for Batch ID', 'Text before value', and 'Text after value'. At the bottom, there are three checkboxes: 'Print count per Batch ID', 'Print count as a percentage of total', and 'Page break on each new Batch ID'.

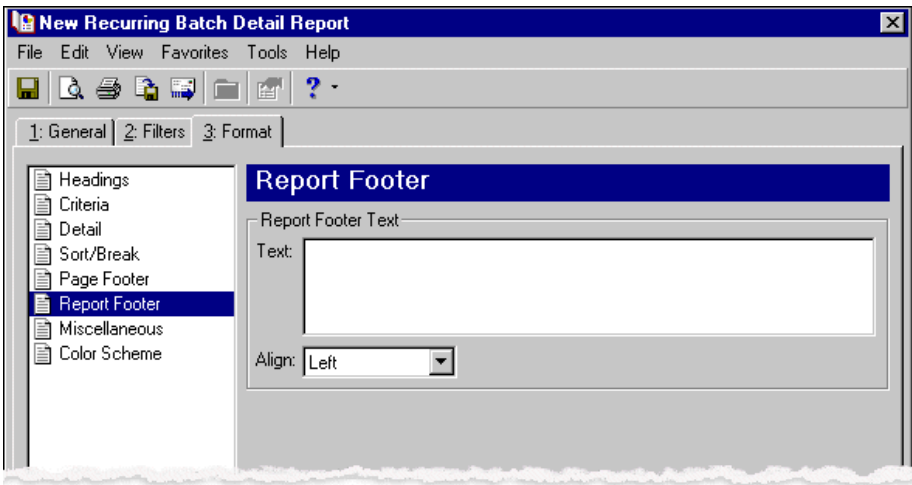
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.

The screenshot shows the 'New Recurring Batch Detail Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists various report sections, with 'Page Footer' highlighted. The main area contains a large text input field for 'Page Footer Text'. Below this field is an 'Align' dropdown menu set to 'Center'. At the bottom, there are two checkboxes: 'Print Page Number in Footer' and 'Print Report Date in Footer'. Each checkbox has associated 'Format' and 'Align' dropdown menus.

Print Page Number in Footer: Format: Page 1, Align: Right

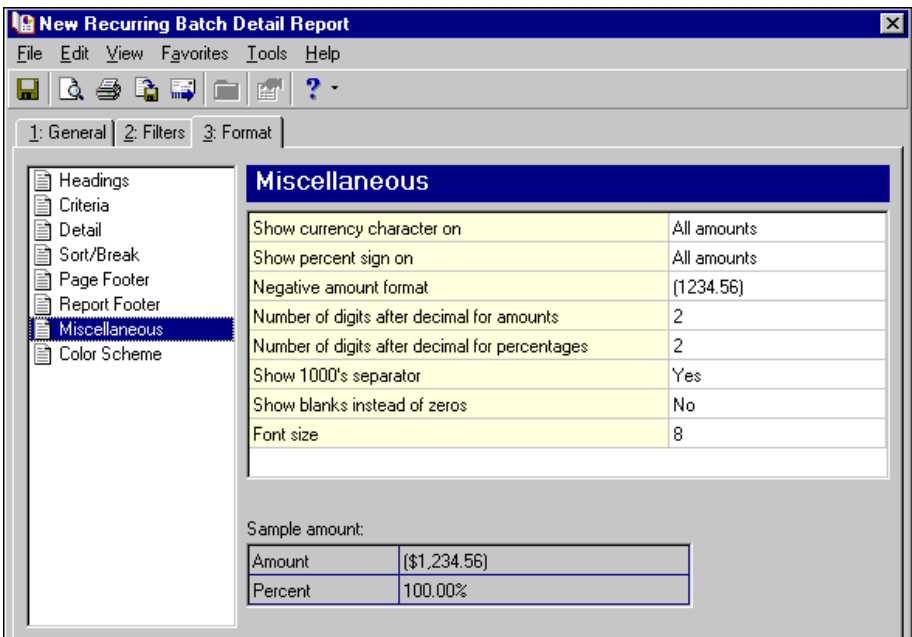
Print Report Date in Footer: Format: Short Date and Time, Align: Left

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

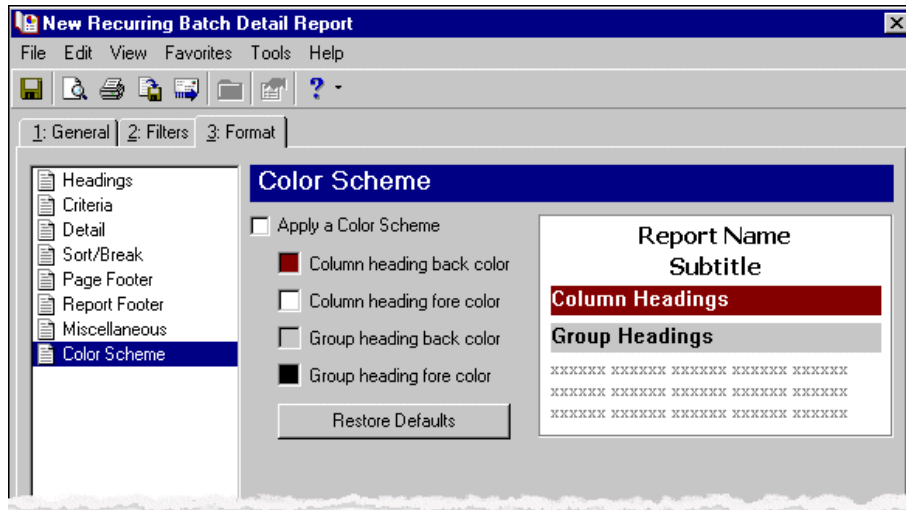


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



Recurring Batch Summary Report

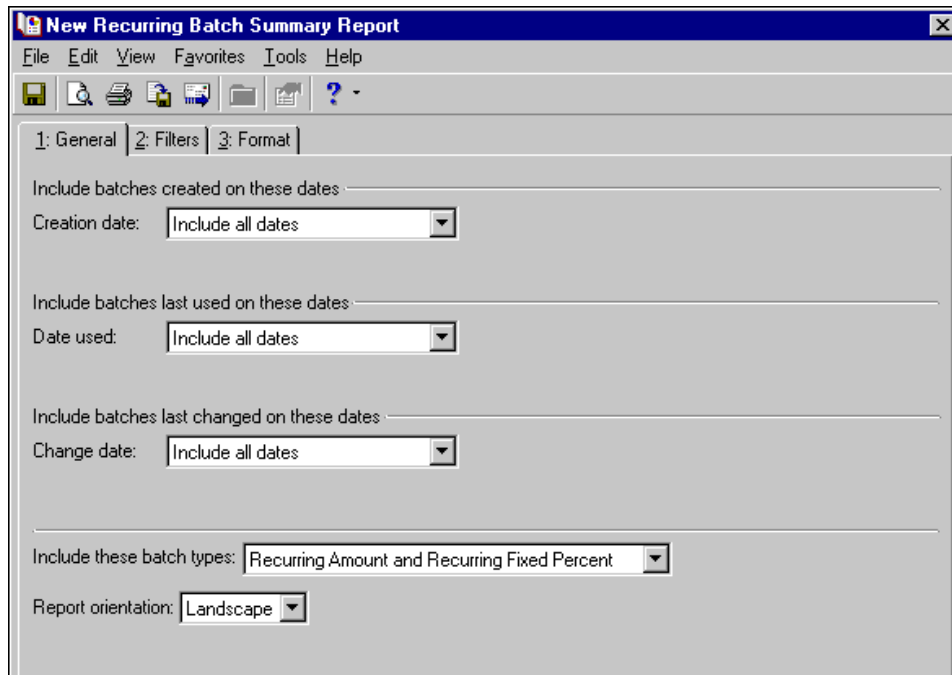
The Recurring Batch Summary Report lists summary information for each recurring batch. The information is displayed in a single line format.

Glossary: A recurring batch is a template used to quickly create regular batches. Once you create a recurring batch, you can use it repeatedly to create regular batches of transactions. This feature not only saves time but can also prevent data entry errors. There are two types of recurring batches: recurring amount and recurring percent. For more information about recurring batches, see the *Journal Entry Guide*.

The Recurring Batch Summary Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Recurring Batch Summary Report, see “Creating a report in General Ledger” on page 15.

General Tab

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



Creation date. In the **Creation date** field, select a creation date range or specific creation date for the batches to include in the report.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Date used. In the **Date used** field, select a date range or specific date the batch was last used.

Change date. In the **Change date** field, select a date range or specific date the batch was last changed.

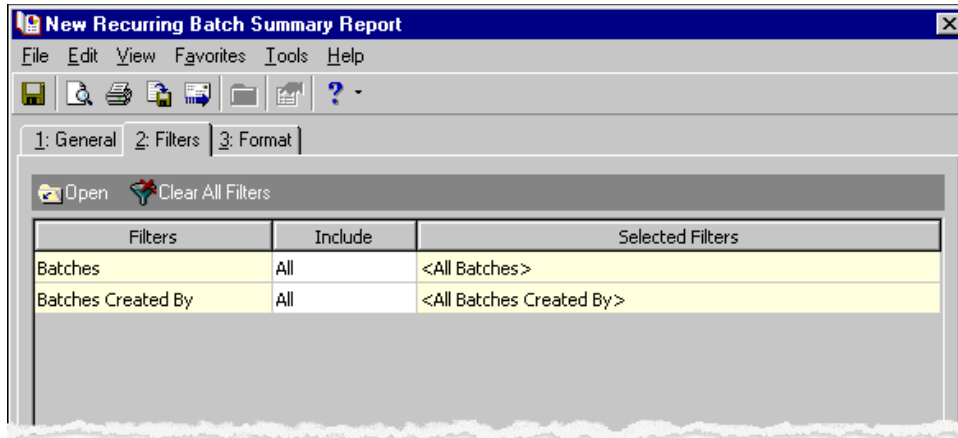
Include these batch types. In the **Include these batch types** field, select Recurring Amount, Recurring Fixed Percent, or Recurring Amount and Recurring Fixed Amount.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on batches and the user who created batches. For example, you can include batches created by the user logged in as Supervisor, and batches created by other users do not appear on the report.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

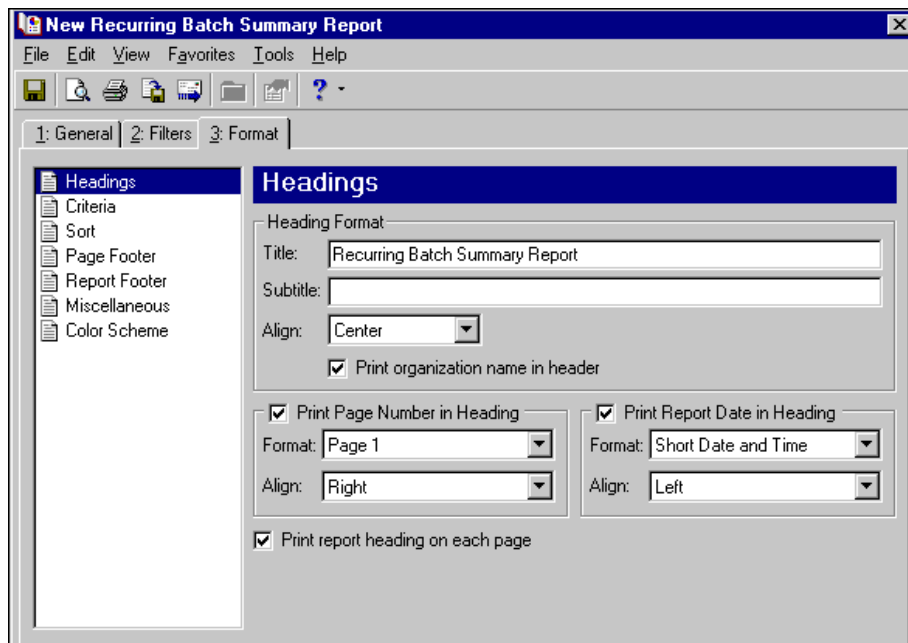
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Recurring Batch Summary Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

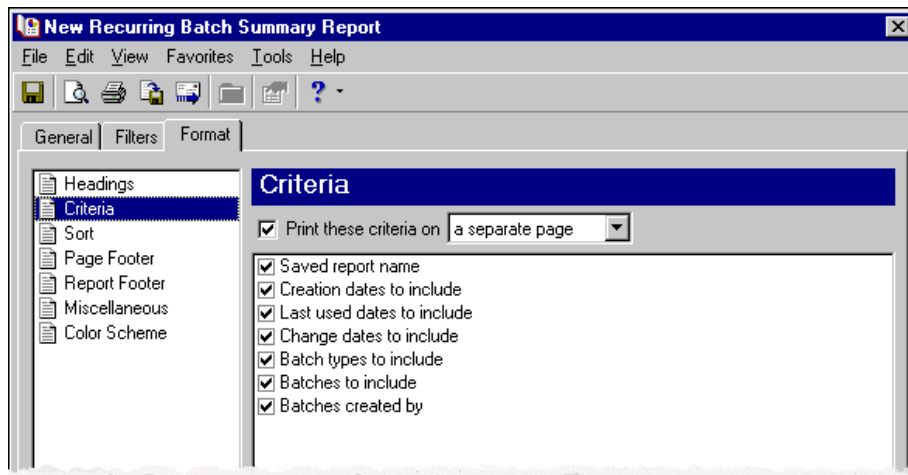
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

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



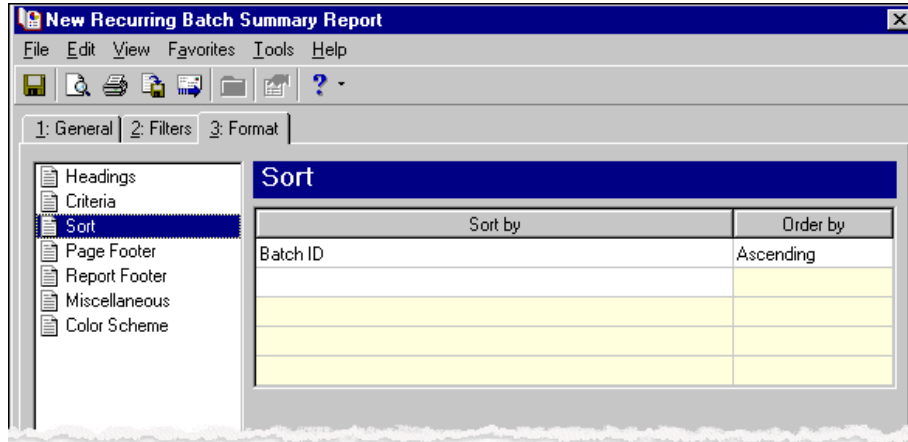
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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

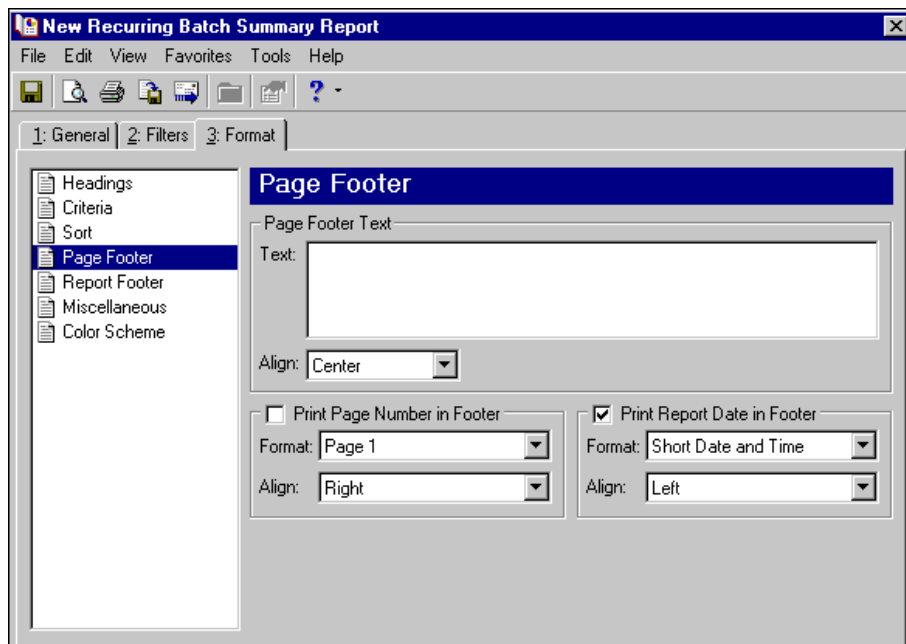


Sort. Use **Sort** to select the order that information appears on the report. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

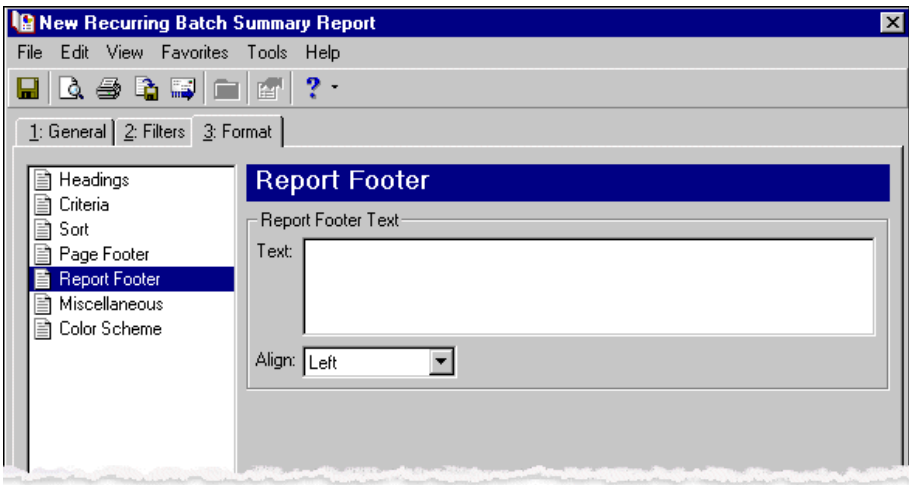
If you make no selections in the **Sort by** column, the program sorts by the batch ID in ascending order.



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

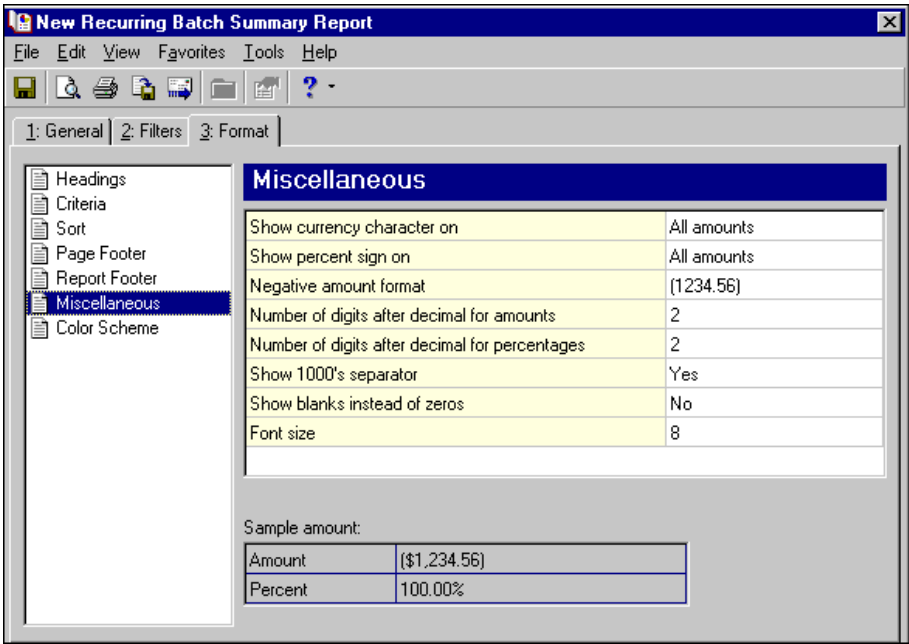


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.

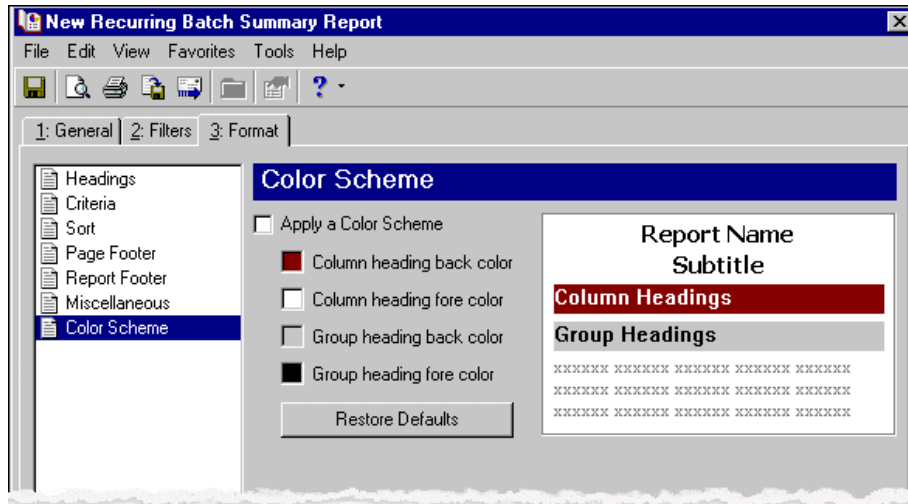


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



Transaction Journal

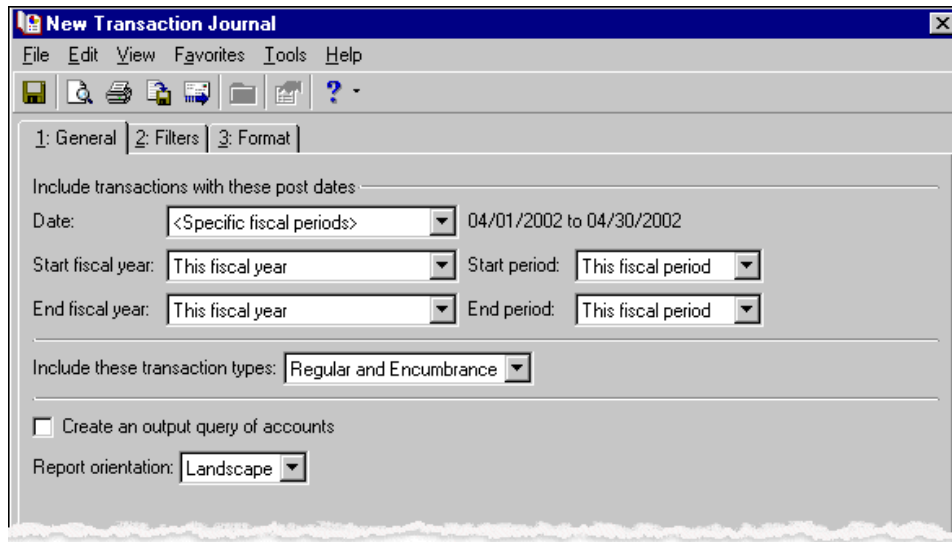
The Transaction Journal lists the debits and credits entered directly from *Journal Entry* or posted from other Blackbaud programs.

Glossary: A transaction is a general ledger entry that indicates to the program the amount and account to debit or credit. Transactions also contain additional information that helps trace and report on them. Transactions include source codes and journal references and may include project and transaction code distributions if you have the optional module *Projects and Grants*.

The Transaction Journal has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Transaction Journal, see “Creating a report in General Ledger” on page 15.

General Tab

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



Date. In the **Date** field, select a date or date range for posted transactions to be included.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

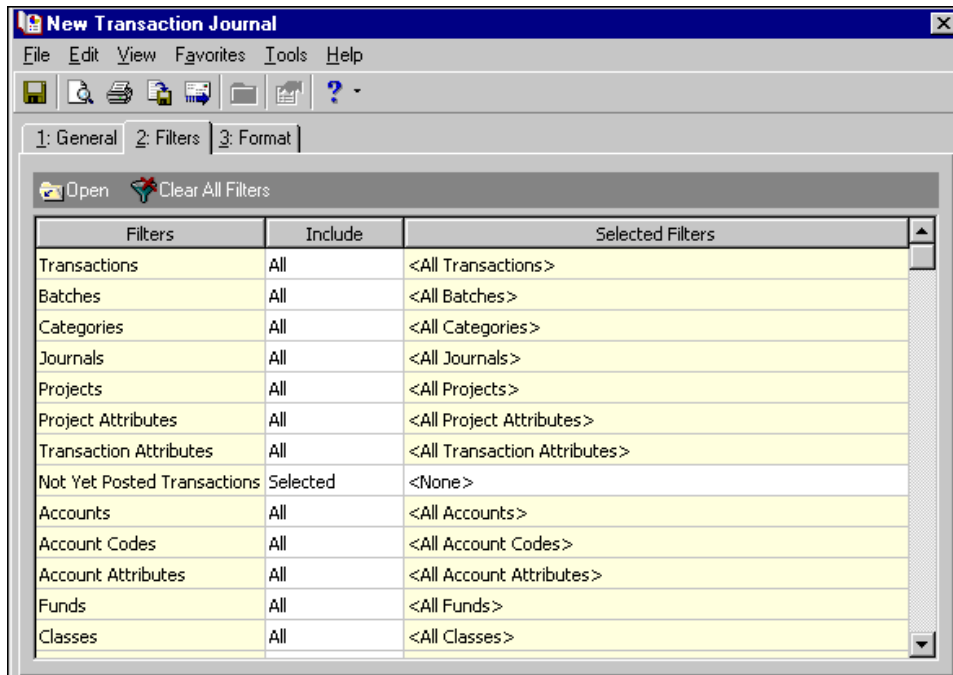
Create an output query of accounts. If you mark this option, the system creates a query of the accounts you select and includes it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on criteria such as transaction, batches, categories, and journals. For example, you can include certain journals, and journals not selected do not appear on the report.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose **Selected** in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and then click **Open**, the **Selected <Filter>** screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

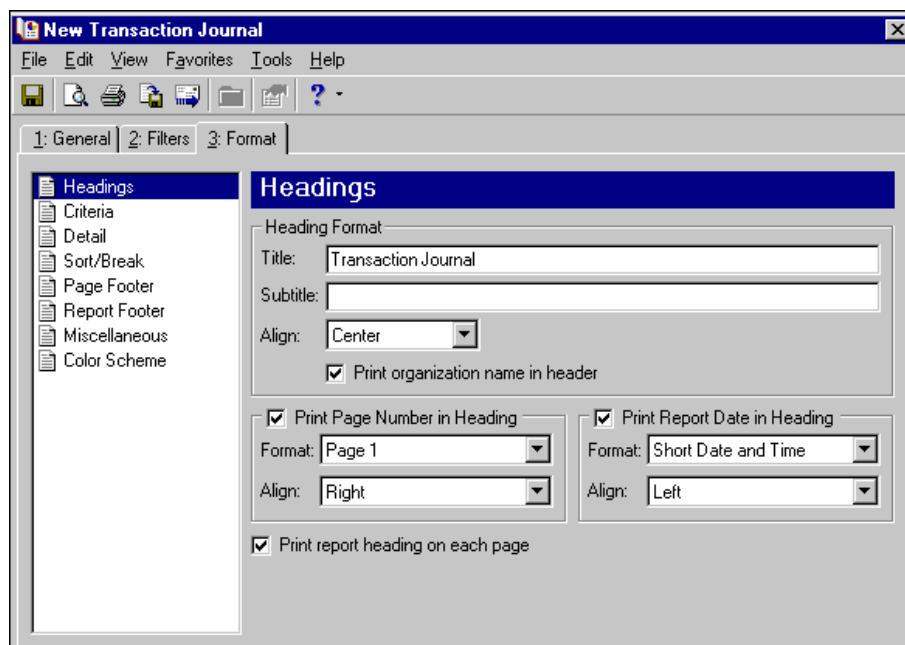
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Transaction Journal: **Headings, Criteria, Sort/Break, Page Footer, Report Footer, Miscellaneous, and Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

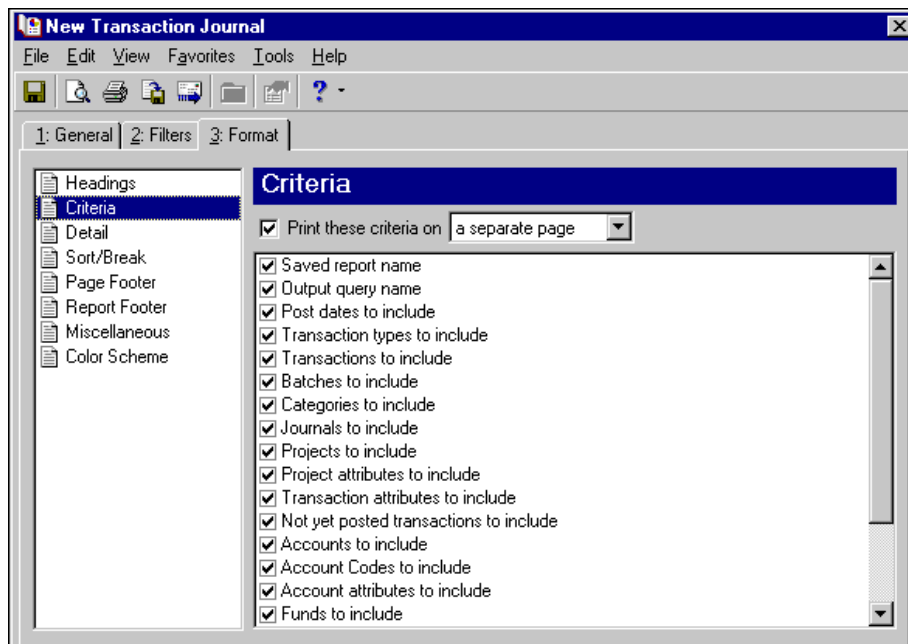
You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



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

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

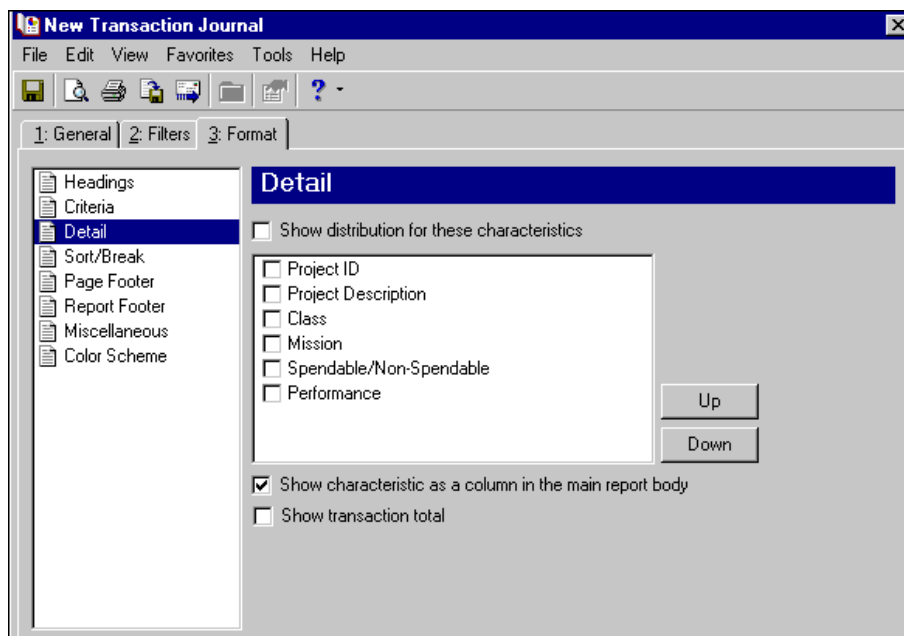
You can select to print criteria on either the first page of the report or on a separate page. All selected options print in the criteria section of the report.



Note: You can show project detail only if you have the optional module *Projects and Grants*.

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

If you select to show distributions by only one characteristic, the **Show characteristic as a column in the main report body** checkbox defaults to marked. With this option marked, the program adds a column to the report displaying distributions for the selected characteristic for each row that has a distribution. The additional column reduces the amount of pages used for the report when printing.



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

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

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

Sort by	Category	Order by	Break?
Account Number		Ascending	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Break Header for Account Number: _____

Text before value:

Text after value:

Break Footer for Account Number: _____

☐ Print count per Account Number

☐ Print count as a percentage of total

☐ Page break on each new Account Number

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

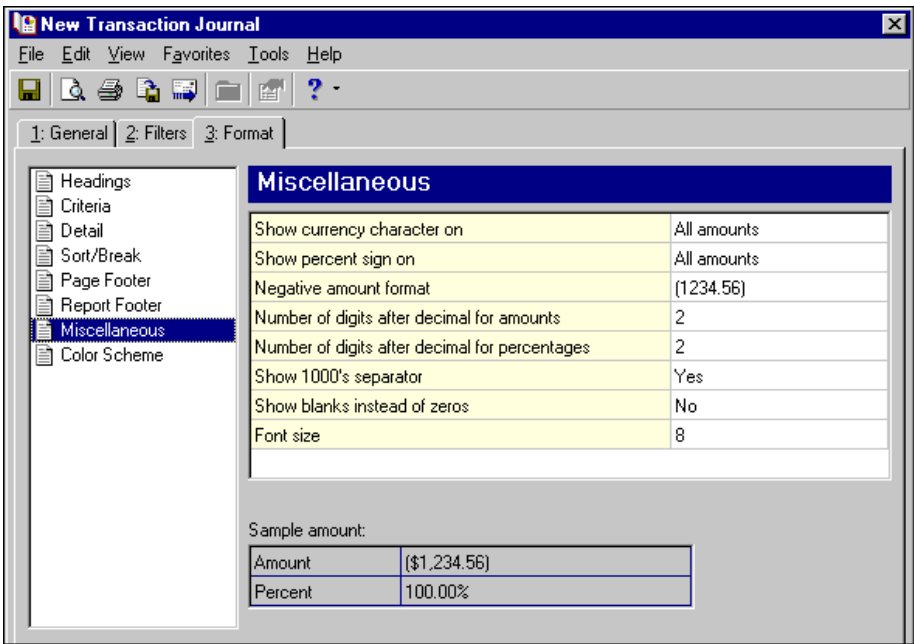
The screenshot shows the 'New Transaction Journal' dialog box with the 'Page Footer' tab selected. The left sidebar lists various options: Headings, Criteria, Detail, Sort/Break, Page Footer (selected), Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Page Footer' and contains a 'Page Footer Text' section with a large text input field. Below this, there are two checkboxes: 'Print Page Number in Footer' and 'Print Report Date in Footer'. Each checkbox has a corresponding 'Format' dropdown menu and an 'Align' dropdown menu. The 'Print Page Number in Footer' checkbox is checked, with 'Page 1' in the format dropdown and 'Right' in the align dropdown. The 'Print Report Date in Footer' checkbox is unchecked, with 'Short Date and Time' in the format dropdown and 'Left' in the align dropdown.

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

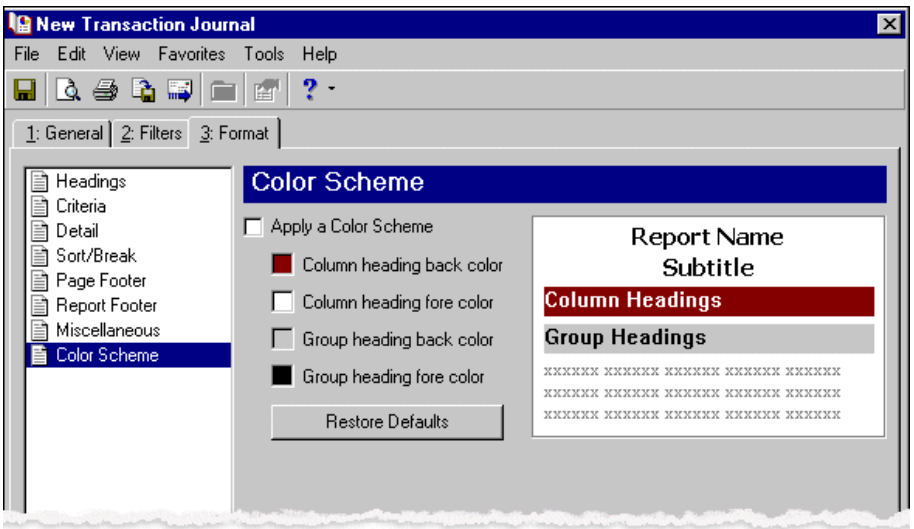
The screenshot shows the 'New Transaction Journal' dialog box with the 'Report Footer' tab selected. The left sidebar is the same as in the previous image, but 'Report Footer' is now selected. The main area is titled 'Report Footer' and contains a 'Report Footer Text' section with a large text input field. Below this, there is an 'Align' dropdown menu set to 'Left'.

Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



Project Reports



Project Activity Report	299
General Tab	300
Filters Tab	301
Format Tab	302
Project Financial Statements	305
General Tab	306
Filters Tab	307
Columns Tab	308
Multiple Column Headings Tab	310
Format Tab	310
Project Budget vs. Actual Report	316
General Tab	316
Filters Tab	317
Format Tab	318
Project Detail Report	323
General Tab	323
Filters Tab	324
Format Tab	325
Project Profile Report	328
General Tab	329
Filters Tab	330
Format Tab	331

Note: We recommend you read the documentation for *The Financial Edge* thoroughly. Information presented here provides you with basic information about project reports in **General Ledger**. Hands-on experience is the best way to learn, so we encourage you to try various options with the sample database. Project Reports appear only if you have the optional module *Projects and Grants*.

Reporting categories in **General Ledger** include Account Reports, Allocation Reports, Budget Reports, Financial Statements, GASB 34 Reports, Journal and Batch Reports, Pivot Reports, and Project Reports. This chapter discusses Project Reports. For information about other report categories, see the chapter for that category.

Project reports in **General Ledger** include:

- Project Activity Report
- Project Financial Statements
- Project Budget vs. Actual Report
- Project Detail Report
- Project Profile Report

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.

Glossary: A project is a transaction-level identifier that categorizes transactions and budget entries. You can use projects to track equity balances or prepare financial statements for a given purpose. Projects are available only if you have the optional module *Projects and Grants*.

The Project Activity Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Project Activity Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

The screenshot shows the 'New Project Activity Report' dialog box with the 'General' tab selected. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for saving, opening, printing, and other functions. The 'General' tab is active, showing the following settings:

- Report type:** Summary (dropdown menu)
- Include project activity in this date range:**
 - Date:** <Specific fiscal periods> (dropdown menu) 06/01/2003 to 06/30/2003
 - Start fiscal year:** This fiscal year (dropdown menu) **Start period:** Last fiscal period (dropdown menu)
 - End fiscal year:** This fiscal year (dropdown menu) **End period:** Last fiscal period (dropdown menu)
- ☒ Exclude projects with zero beginning balances and no activity
- ☒ Exclude projects with no activity
- Include these transaction types:** Regular (dropdown menu)
- ☐ Create an output query of projects
- Report orientation:** Portrait (dropdown menu)

Report type. In the **Report type** field, select Summary or Detail.

Date. In the **Date** field of the **Include project activity in this date range** frame, you can select a specific date or date range for project activity to include.

If you select <Specific range>, <Specific fiscal periods>, or <Specific fiscal year>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Exclude projects with zero beginning balances and no activity. If you mark this option you can efficiently exclude projects from the report that have zero beginning balances and no activity.

Exclude projects with no activity. If you mark this option you can exclude projects from the report that have no activity.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

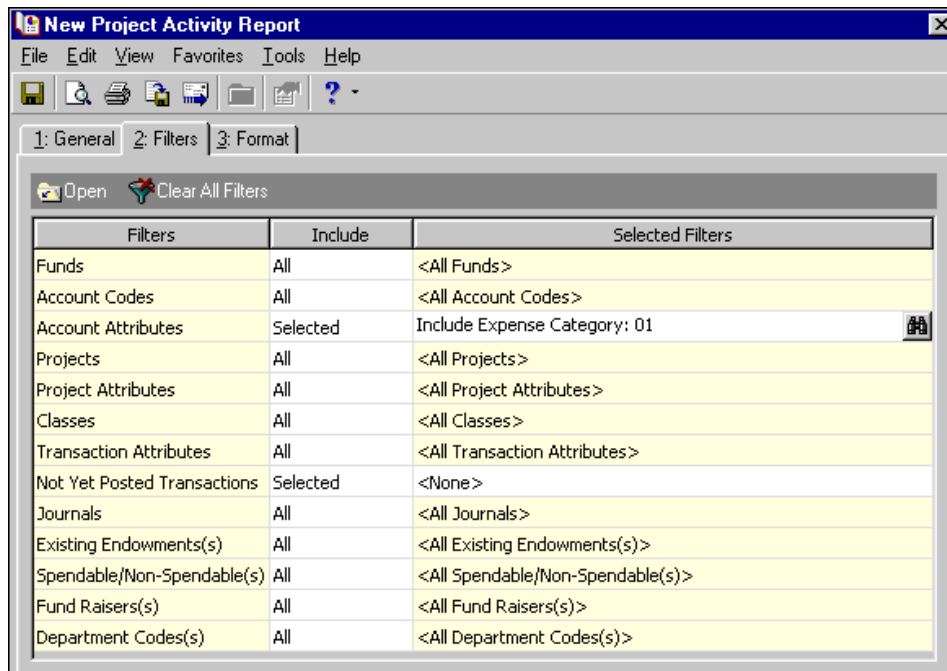
Create an output query of projects. If you mark this option, the system creates a query of the projects you select and includes it in the report. This query is available for use in other areas of the program.

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

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

On the Filters tab, you can include information based on selected criteria such as funds, projects, journals, account attributes, and classes. For example, to include only the accounts with an account attribute of Expense Category and a value of Salaries recorded in the account record. Accounts with other account attributes and with values other than Salaries do not appear on the report.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

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

Include. Choose **Selected** in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and then click **Open**, the **Selected <Filter>** screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

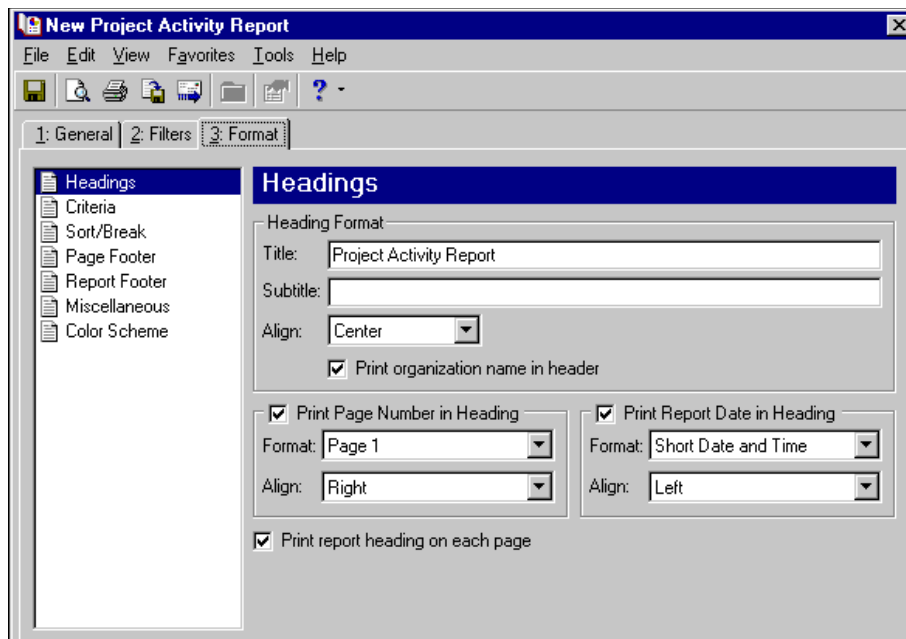
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Project Activity Report: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

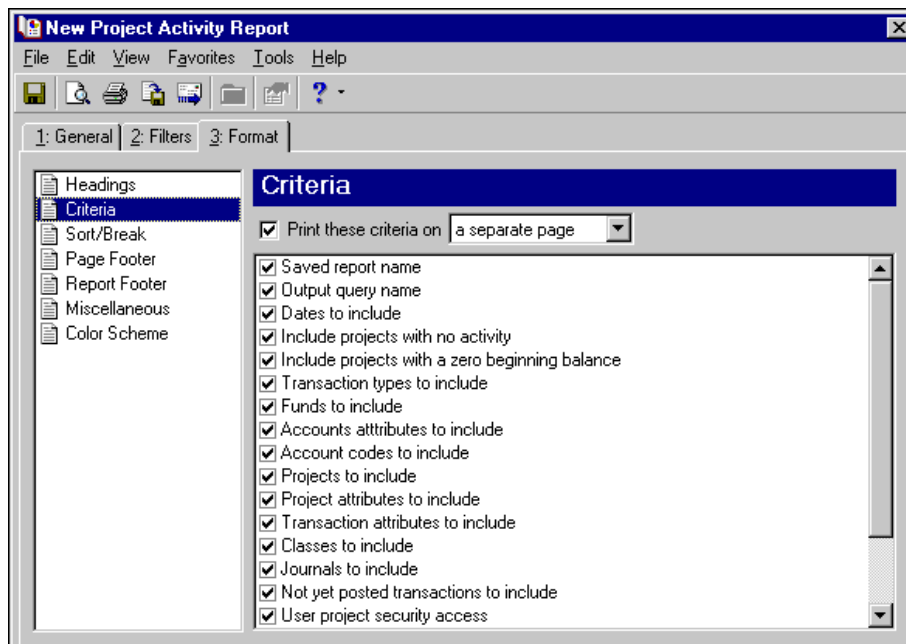
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

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



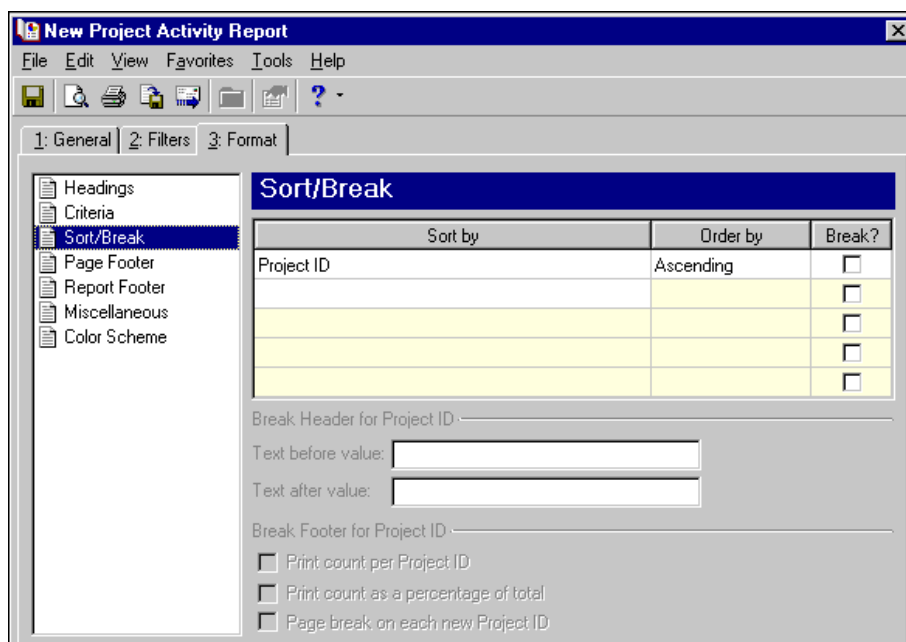
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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



Sort/Break. Use **Sort/Break** to select the order that information appears on the report and where to create breaks in the information. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. You can sort by project ID in this report.

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



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

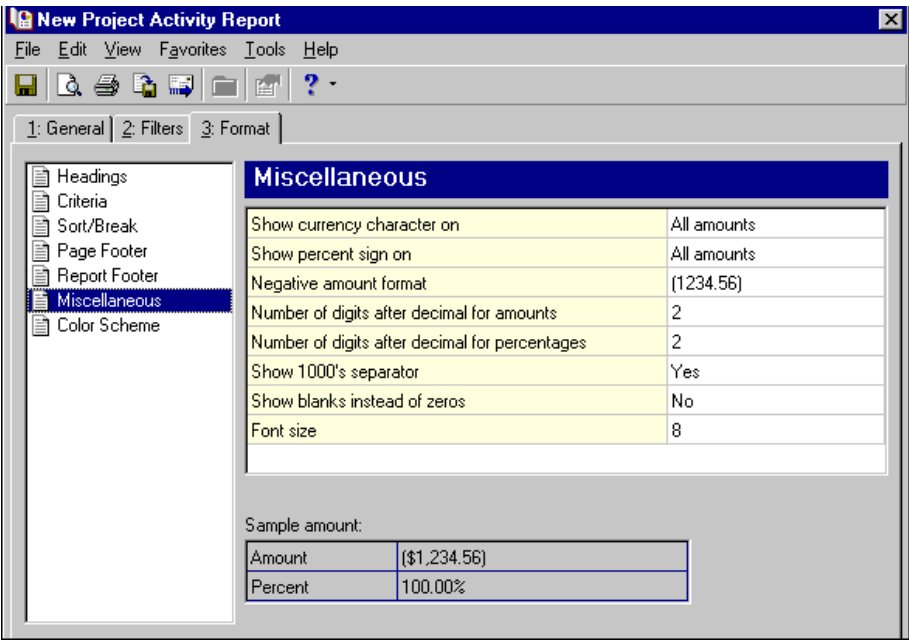
The screenshot shows the 'New Project Activity Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort/Break', 'Page Footer' (selected), 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The main area is titled 'Page Footer' and contains a 'Page Footer Text' section with a large text input field. Below this, there are two columns of options. The first column has a checkbox for 'Print Page Number in Footer', a 'Format' dropdown set to 'Page 1', and an 'Align' dropdown set to 'Right'. The second column has a checkbox for 'Print Report Date in Footer', a 'Format' dropdown set to 'Short Date and Time', and an 'Align' dropdown set to 'Left'.

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

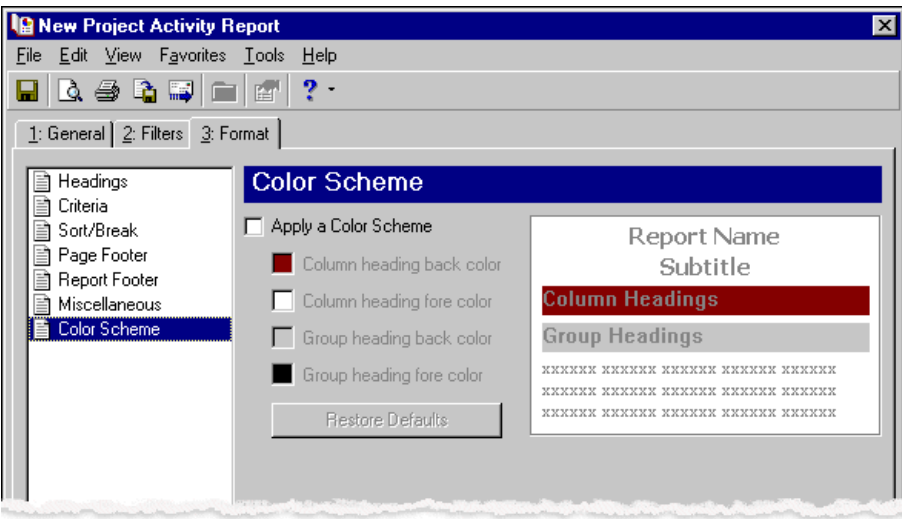
The screenshot shows the 'New Project Activity Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort/Break', 'Page Footer', 'Report Footer' (selected), 'Miscellaneous', and 'Color Scheme'. The main area is titled 'Report Footer' and contains a 'Report Footer Text' section with a large text input field. Below this, there is an 'Align' dropdown set to 'Center'.

Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



Project Financial Statements

The Project Financial Statements report shows an Income Statement and Balance Sheet for individual projects. This gives you useful data for tracking financial information associated with individual projects.

The Project Financial Statements report has tabs on which you set parameters: General, Filters, Columns, Multiple Columns Headings, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Project Financial Statements report, see “Creating a report in General Ledger” on page 15.

General Tab

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

The screenshot shows the 'New Project Financial Statements' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the toolbar are five tabs: 1: General, 2: Filters, 3: Columns, 4: Multiple Column Headings, and 5: Format. The 'General' tab is active. It contains the following fields and controls:

- Show:** A dropdown menu set to 'Income Statement and Balance Sheet'.
- Primary level of detail:** A dropdown menu set to 'Category'.
- Secondary level of detail:** A dropdown menu set to 'Mission'. To its right is the text 'No budget available for Transaction Code.'
- Page break on each new Project:** An unchecked checkbox.
- Include inactive Projects:** A checked checkbox.
- Include Projects with zero balances and no activity:** A checked checkbox.
- Include Projects with beginning balances and no activity:** A checked checkbox.
- Report orientation:** A dropdown menu set to 'Portrait'.

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Show. In the **Show** field, select which financial statements you want to appear in the report.

Primary level of detail. In the **Primary level of detail** field, you can specify the primary level of detail in the report. Your options include Category, Fund, Account Code, Account, and Department.

Secondary level of detail. In the **Secondary level of detail** field, you can specify a transaction code to use as the secondary level of detail in the report. Transaction codes are created in *Configuration*.

Budgets cannot be distributed to a transaction code that has not been designated as the transaction code for grant activity tracking. You can designate which transaction code to use for grant budgeting on the Grant Business Rules page of *Configuration*. For more information about Business Rules, see the *Configuration Guide for General Ledger*.

Page break on each new Project. To start a new page in the report for each new project, mark **Page break on each new Project**.

Include inactive Projects. If you mark this checkbox the report will include inactive projects. If you leave this checkbox unmarked, the report will include only active projects.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

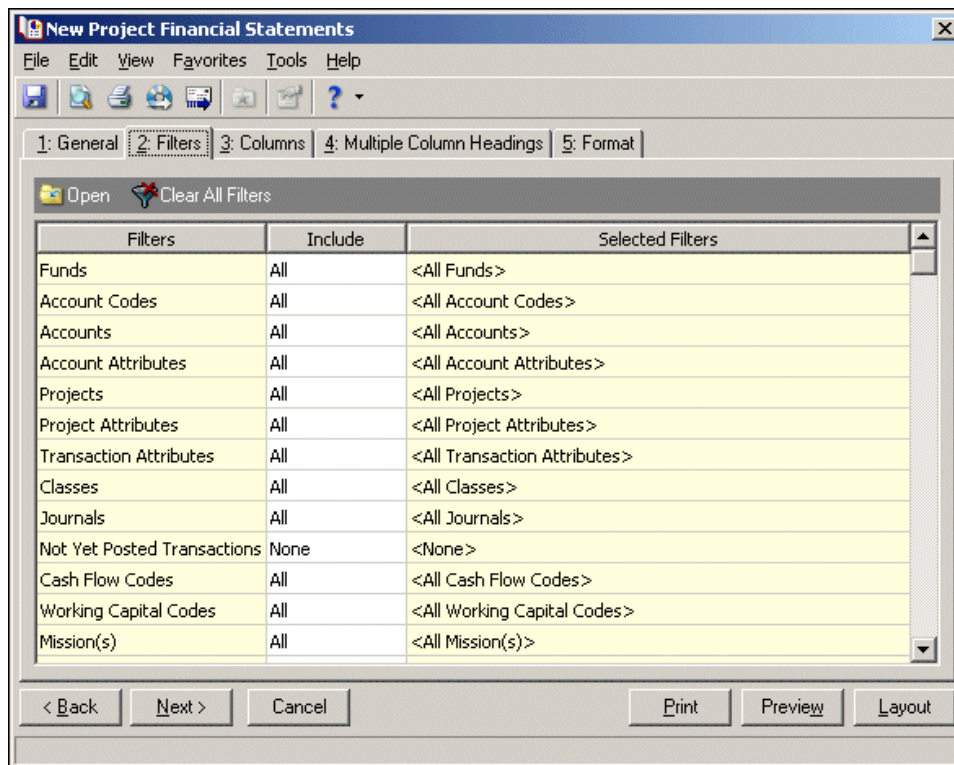
Include Projects with zero balances and no activity. If you mark this checkbox the report will include projects with zero balances and no activity.

Include Projects with beginning balances and no activity. If you mark this checkbox the report will include projects with beginning balances and no activity.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, projects, journals, account attributes, and classes.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

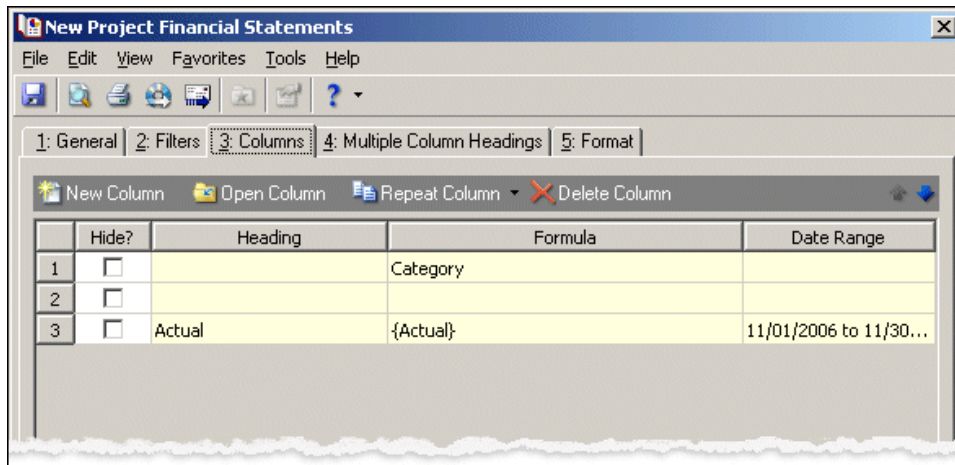
Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Columns Tab

On the Columns tab, you can open existing columns, delete columns, and view the heading, formula, and dates defined for columns you have already created.



New Column. When you click **New Column**, the Column <#> screen appears, showing the General, Date Range, and Filters tabs from which you can create a new column.

Open Column. To open an existing column and edit its settings, select a row in the grid and click **Open Column**.

Repeat Column. To repeat a column's settings, select that column and click **Repeat Column**. A new row with the same settings appears in the grid. If you click the drop down arrow on the **Repeat Column** button, you can select "All parameters" or "Date parameters only." If you select "Date parameters only," you will create a new column with the same date parameters of the selected column.

Delete Column. To delete a column's settings, select that column and click **Delete Column**. Only columns not being used to define another column can be deleted.

Hide? Mark the checkbox in the **Hide?** column for any column you do not want to appear in the report.

Heading. The **Heading** column displays the column heading defined in the **Column heading** field of the Columns General tab.

Formula. The **Formula** column displays the column information defined in the **Column Definition** frame of the General tab when you click **Open Column**.

Date Range. The **Date Range** column displays the dates selected on the Date Range tab when you click **Open Column**.

Warning: Selections made on the General, Date Range, and Filters tabs when you open a column apply only to report columns and not to the report itself.

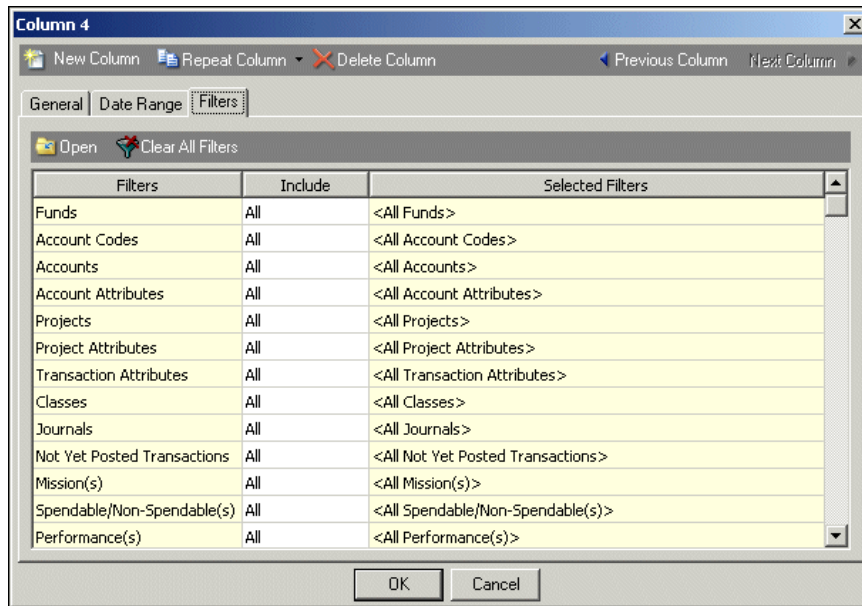
General tab. You can name and define report columns on this tab. Using the alignment buttons, you can specify how columns should be aligned. Column formatting options include: **Column width**, **Report width**, **Format**, and **Decimal places**. In the **Column Definition** frame, you select the column Type, Amount or Description and determine the calculations or description for that column. Click **Validate** to validate the expression created in the **Column Definition** frame. Click **Clear** to clear the expression. If you mark **Hide this column on the report** and export the report, the hidden columns will not be exported.

The screenshot shows the 'Column 4' dialog box with the 'General' tab selected. The 'Column heading' field is empty. The 'Column width' is set to 1.00 inches, and the 'Report width' is 5.75 inches. The 'Format' is set to 'Currency' and 'Decimal places' is 2. The 'Column Definition' section shows 'Type' set to 'Amount'. A list of expressions is on the left: {Actual}, {Encumbrance}, {Actual + Encumbrance}, {Original Budget}, {Adjusted Budget}, {Budget Adjustments}, and {Column 3}. An arrow points from this list to a large empty text box on the right. At the bottom, there is a checkbox for 'Hide this column on the report', 'Validate' and 'Clear' buttons, a calculator keypad with +, -, *, /, (, and) buttons, and 'OK' and 'Cancel' buttons.

Date Range tab. On this tab, the selections you make determine the period or date for which balances are included on the report.

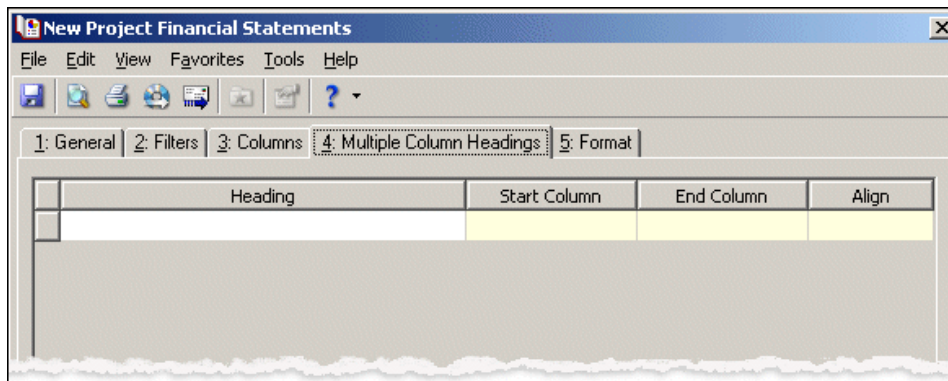
The screenshot shows the 'Column 4' dialog box with the 'Date Range' tab selected. The 'Date' dropdown is set to '<Specific fiscal periods>' with the date range '08/01/2006 to 08/31/2006'. The 'Start fiscal year' and 'End fiscal year' are both set to 'This fiscal year'. The 'Start period' and 'End period' are both set to 'This fiscal period'. The bottom of the dialog box has a decorative wavy line.

Filters tab. On this tab you can select filters that apply only to the selected columns and not the entire report.



Multiple Column Headings Tab

On the Multiple Column Headings tab, you can create a heading to cover more than one column.



Heading. Text entered into the **Heading** column appears as a heading above one or more of the individual column headers.

Start. In the **Start** column, select the first column the multiple column heading will cover.

End. In the **End** column, select the last column the multiple column heading will cover. The **End** column must be greater than or equal to the **Start** column.

Align. In the **Align** column, select a left, center, or right alignment.

Format Tab

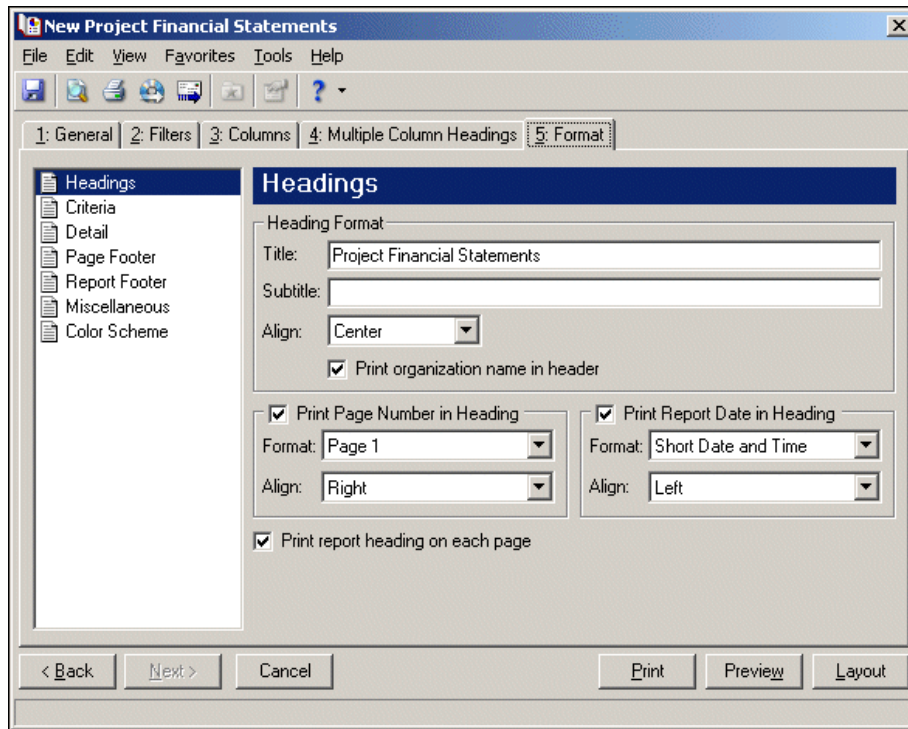
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Project Financial Statements: **Headings**, **Criteria**, **Detail**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

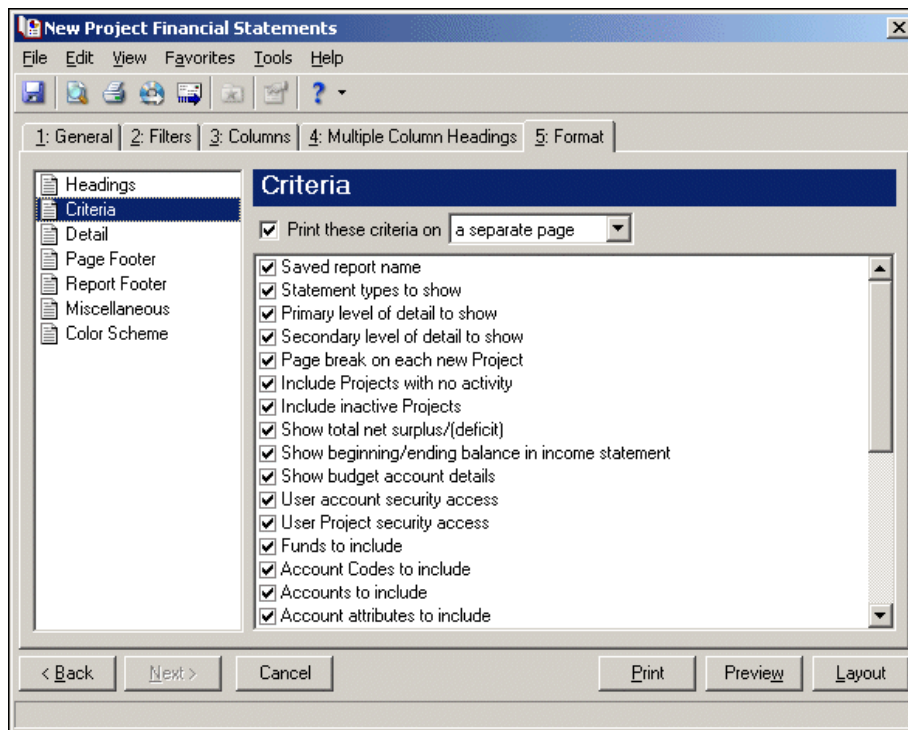
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

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

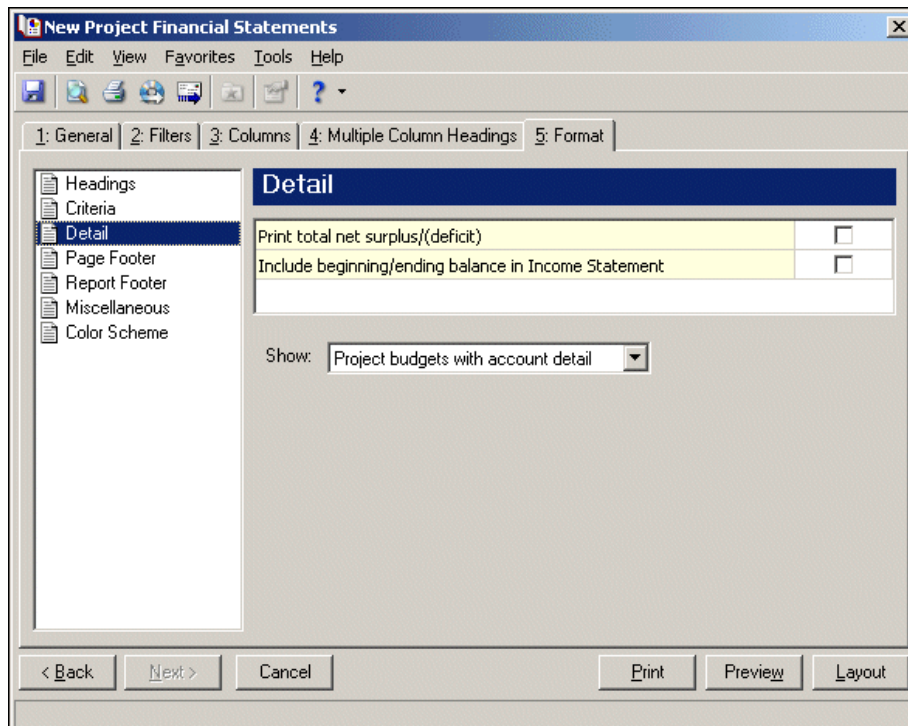


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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



Detail. Use **Detail** to **Print total net surplus/(deficit)** for each project. Mark the **Include beginning/ending balance in Income Statement** checkbox to display the beginning/ending balance on the Income Statement portion of the report.



In the **Show** field, you can select “Project budgets with account detail” if you want to show the account detail. Select “Project total expense budgets”, if you want the budget based on the Project total budget.

The **Show** field is available only if you add a column to include budget information.

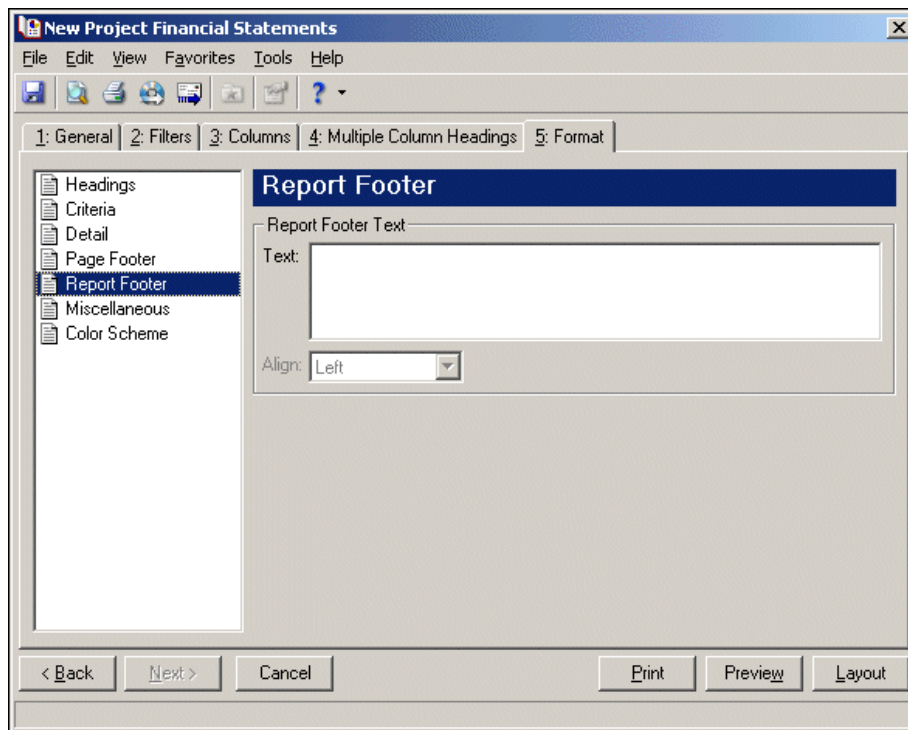
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.

The screenshot shows the 'New Project Financial Statements' dialog box with the 'Page Footer' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for opening files, saving, printing, and help. The left pane shows a tree view with 'Page Footer' selected. The main area is titled 'Page Footer' and contains the following fields and options:

- Page Footer Text:** A large text area for entering the footer text.
- Align:** A dropdown menu set to 'Center'.
- ☐ **Print Page Number in Footer:** A checkbox to enable page numbering.
- Format:** A dropdown menu set to 'Page 1'.
- Align:** A dropdown menu set to 'Right'.
- ☐ **Print Report Date in Footer:** A checkbox to enable date printing.
- Format:** A dropdown menu set to 'Short Date and Time'.
- Align:** A dropdown menu set to 'Left'.

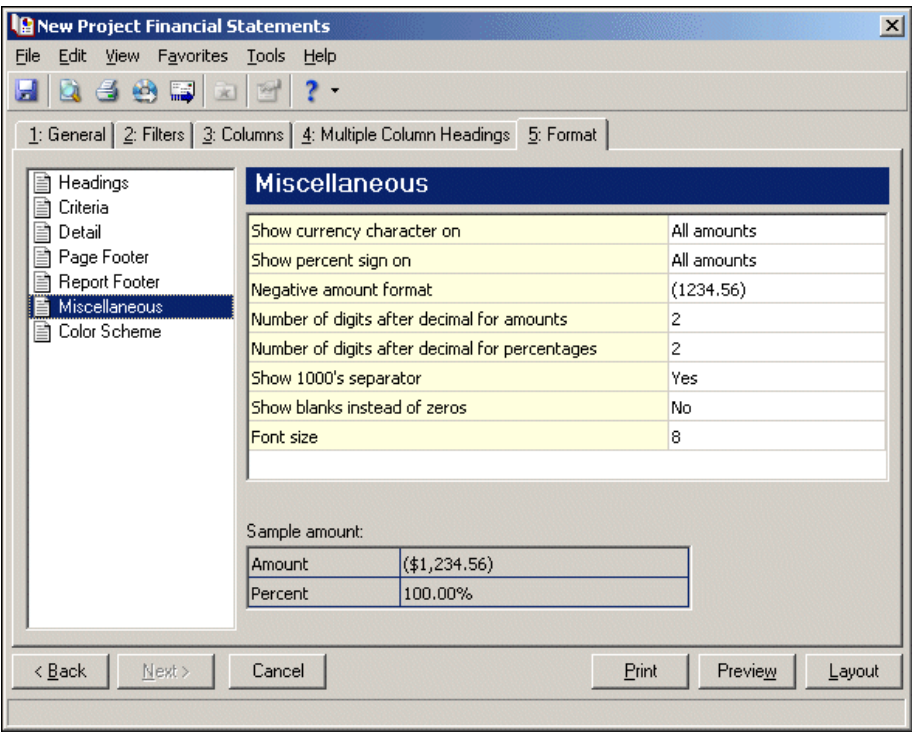
At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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

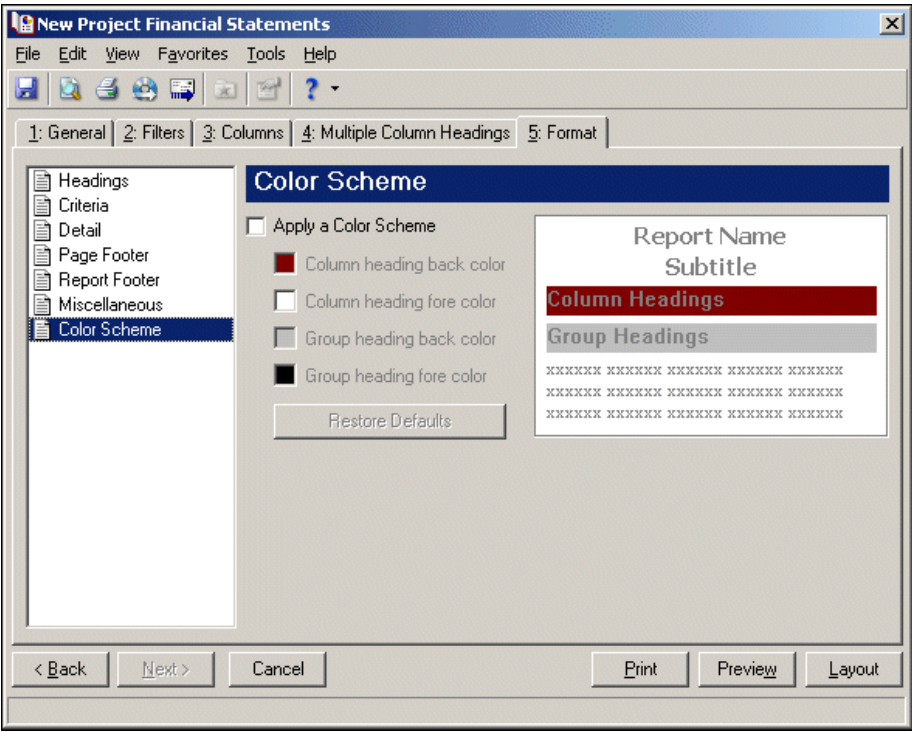


Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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



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



Project Budget vs. Actual Report

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

Glossary: A project is a transaction-level identifier that categorizes transactions and budget entries. You can use projects to track equity balances or prepare financial statements for a given purpose. Projects are available only if you have the optional module *Projects and Grants*.

The Project Budget vs. Actual Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Project Budget vs. Actual Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

The screenshot shows the 'New Project Budget vs. Actual Report' dialog box with the 'General' tab selected. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. The 'General' tab contains the following fields and options:

- Report type:** A dropdown menu set to 'Detail'.
- Show budget details for:** A label followed by a horizontal line.
- Scenario ID:** A dropdown menu set to '00', with the text 'Main Operating Budget' displayed to its right.
- Use Project total expense budgets:** A checked checkbox.
- Include budgets in this date range:** A label followed by a horizontal line.
- Date:** A dropdown menu set to 'This fiscal year', with the date range '01/01/2007 to 12/31/2007' displayed to its right.
- Include balance sheet accounts:** An unchecked checkbox.
- Include Projects with no activity:** An unchecked checkbox.
- Include these transaction types:** A dropdown menu set to 'Regular'.
- Report orientation:** A dropdown menu set to 'Portrait'.

At the bottom of the dialog box are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Glossary: A budget scenario is a single version of an organization’s budget for a given time period. You can have multiple budget scenarios if you have the optional module *Budget Management*. For example, you can create a scenario of your original budget and also create scenarios for various revisions of that budget.

Report type. In the **Report type** field, select “Summary” or “Detail”.

Scenario ID. In the **Scenario ID** field, select the budget scenario for the report to use. A description of the scenario appears in the display to the right.

Use Project total expense budgets. Mark this option to show the project total expense budget. The total budget for expense accounts displays on the report instead of the individual period amounts.

Date. In the **Date** field of the **Include budgets in this date range** frame, you can select a specific date or date range for budget activity to include.

If you select <Specific range>, <Specific fiscal periods>, or <Specific fiscal year>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Include balance sheet accounts. Mark this checkbox to include balance sheet accounts.

Include Projects with no activity. If you mark this option, projects with no activity will still be included in the report.

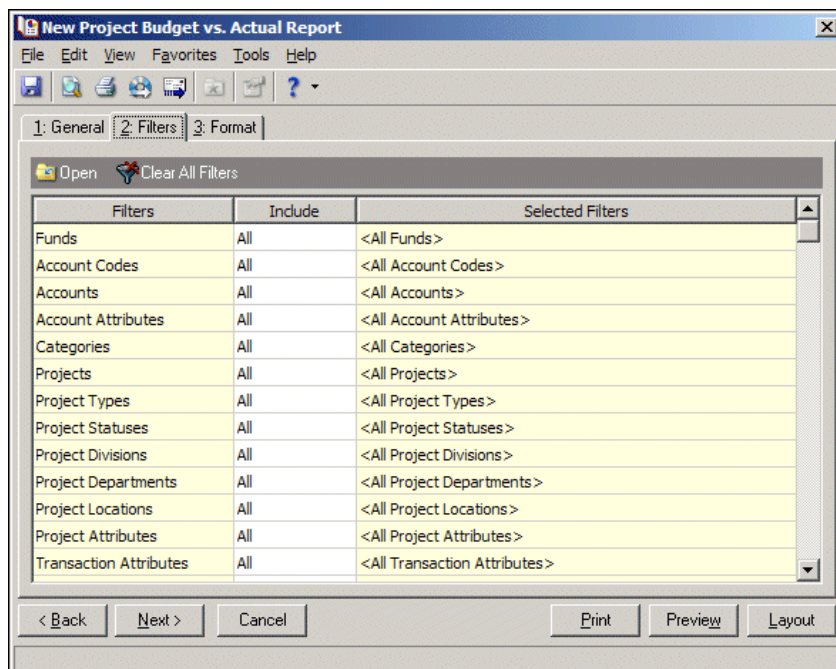
Include these transaction types. In the **Include these transaction types** field, select “Regular”, “Encumbrance,” or “Regular” and “Encumbrance”. This field appears only if you have the optional module *Purchase Orders* installed.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as accounts, funds, projects, and project attributes. For example, to include only the accounts with an account attribute of Expense Category and a value of Salaries recorded in the account record. Accounts with other account attributes and with values other than Salaries do not appear on the report.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

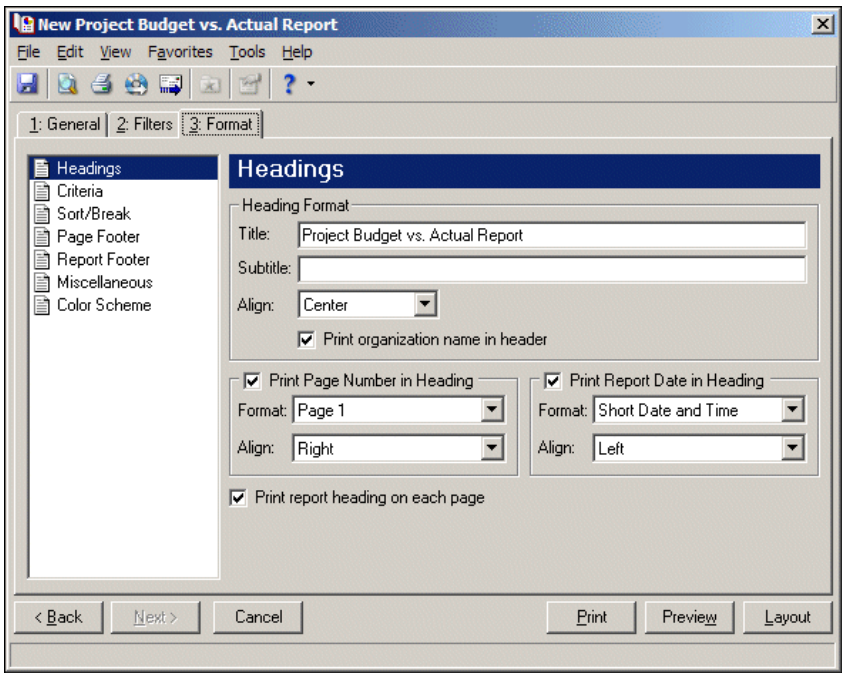
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Account Profile Report: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

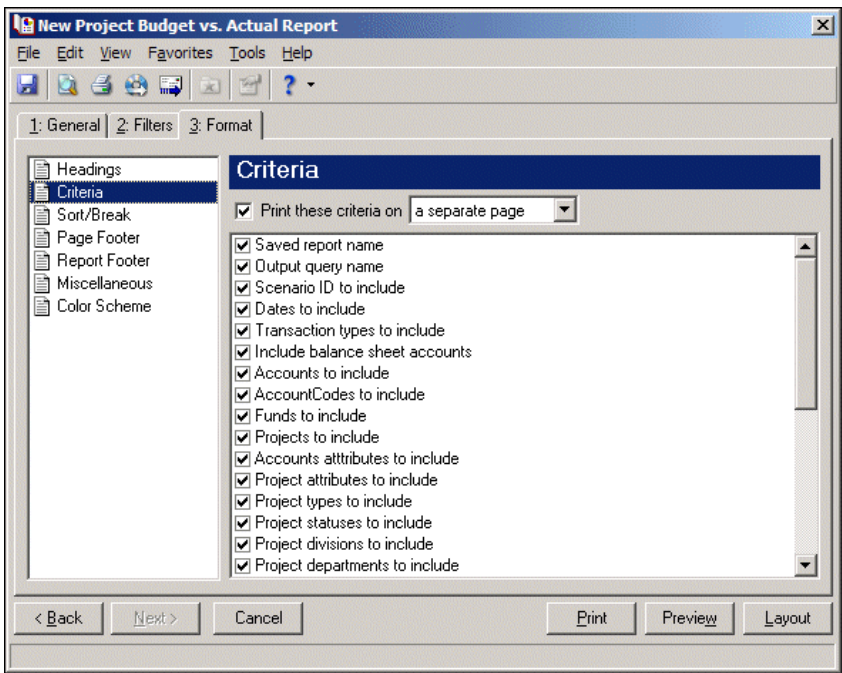
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

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



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

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



Sort/Break. Use **Sort** to select the order that information appears on the report. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order.

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

New Project Budget vs. Actual Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings
Criteria
Sort/Break
Page Footer
Report Footer
Miscellaneous
Color Scheme

Sort/Break

Sort by	Category	Order by	Break?
Project ID		Ascending	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Break Header for Project ID: _____

Text before value:

Text after value:

Break Footer for Project ID: _____

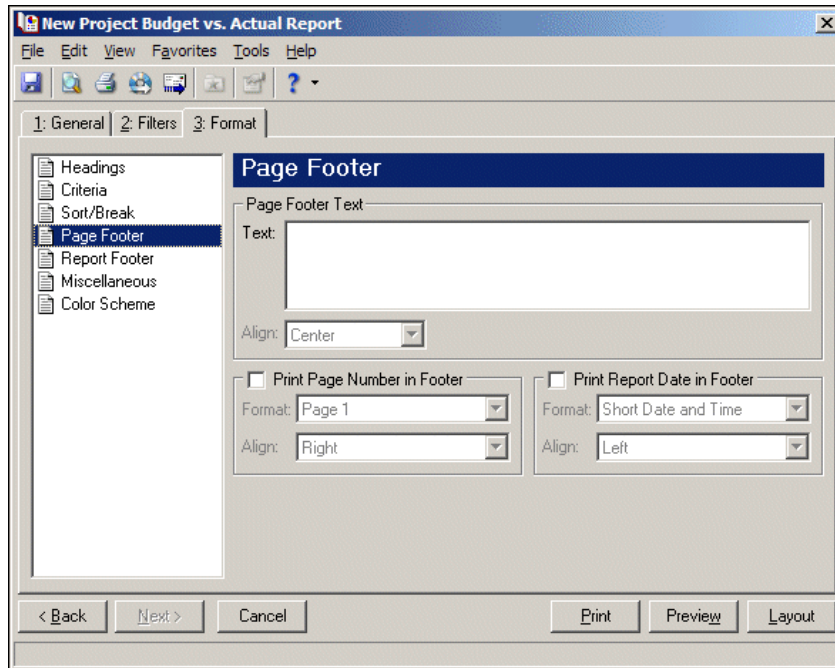
☐ Print count per Project ID

☐ Print count as a percentage of total

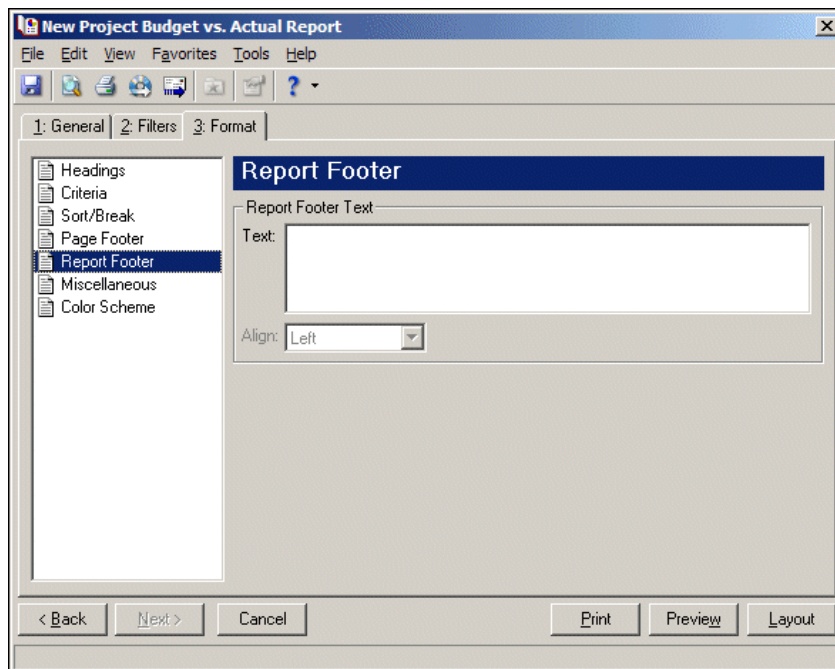
☐ Page break on each new Project ID

< Back Next > Cancel Print Preview Layout

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



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



Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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.

Glossary: A project is a transaction-level identifier that categorizes transactions and budget entries. You can use projects to track equity balances or prepare financial statements for a given purpose. Projects are available only if you have the optional module *Projects and Grants*.

The Project Detail Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Project Detail Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

New Project Detail Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Report type: Summary

Include project activity in this date range

Date: <Specific fiscal periods> 06/01/2003 to 06/30/2003

Start fiscal year: This fiscal year Start period: Last fiscal period

End fiscal year: This fiscal year End period: Last fiscal period

☒ Exclude projects with zero beginning balances and no activity

☒ Exclude projects with no activity

Include these transaction types: Regular

☐ Create an output query of projects

Report orientation: Portrait

Report type. In the **Report type field**, select Detail or Summary.

Date. In the **Date** field of the **Include project activity in this date range** frame, you can select a specific date or date range for project activity to include.

If you select <Specific range>, <Specific fiscal periods>, or <Specific fiscal year>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Exclude projects with zero beginning balances and no activity. If you mark this option you can efficiently exclude projects from the report that have zero beginning balances and no activity.

Exclude projects with no activity. If you mark this option you can efficiently exclude projects from the report that no activity.

Include these transaction types. In the **Include these transaction types** field, select Regular, Encumbrance, or Regular and Encumbrance.

Create an output query of projects. If you mark this option, the system creates a query of the project you select and includes it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as funds, account attributes, and project attributes. For example, to include only the accounts with an account attribute of Expense Category and a value of Salaries recorded in the account record. Accounts with other account attributes and with values other than Salaries do not appear on the report.

Filters	Include	Selected Filters
Funds	All	<All Funds>
Account Codes	All	<All Account Codes>
Accounts	All	<All Accounts>
Account Attributes	All	<All Account Attributes>
Categories	All	<All Categories>
Projects	All	<All Projects>
Project Attributes	All	<All Project Attributes>
Classes	All	<All Classes>
Journals	All	<All Journals>
Not Yet Posted Transactions	Selected	<None>
Transaction Attributes	All	<All Transaction Attributes>
Mission(s)	All	<All Mission(s)>
Spendable/Non-Spendabl...	All	<All Spendable/Non-Spendable(s)>

Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Accounts filter, only the accounts you select are included in the report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

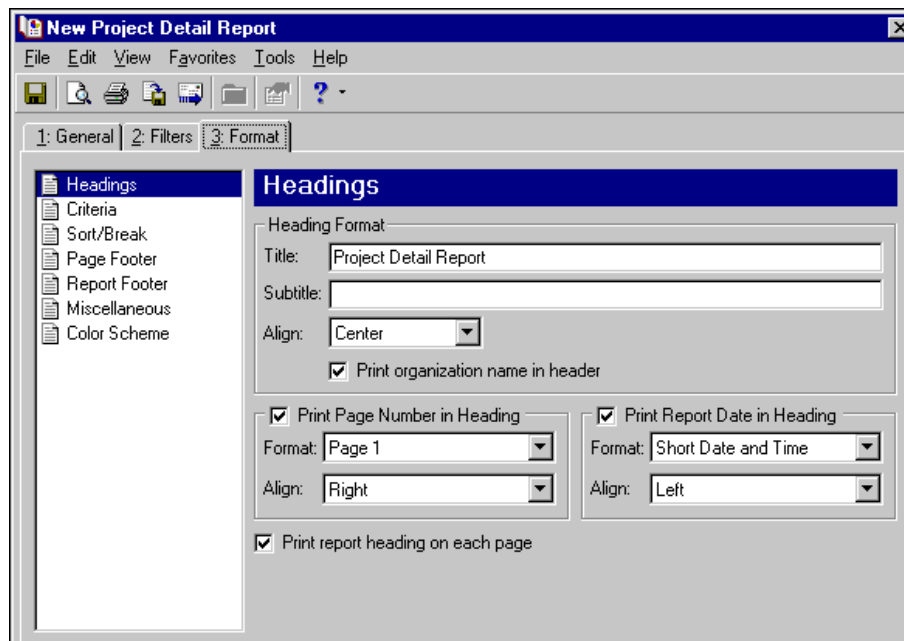
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Account Profile Report: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

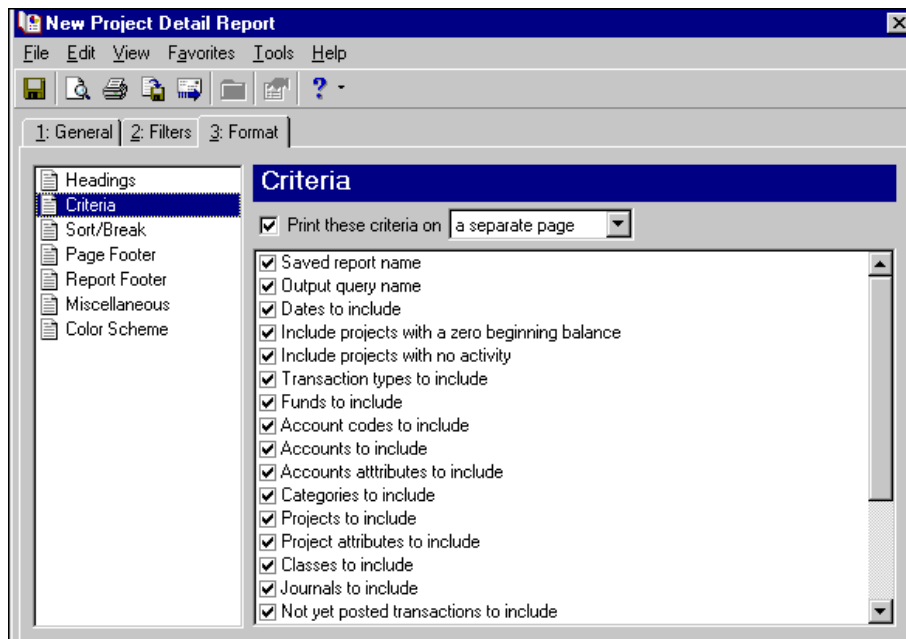
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

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



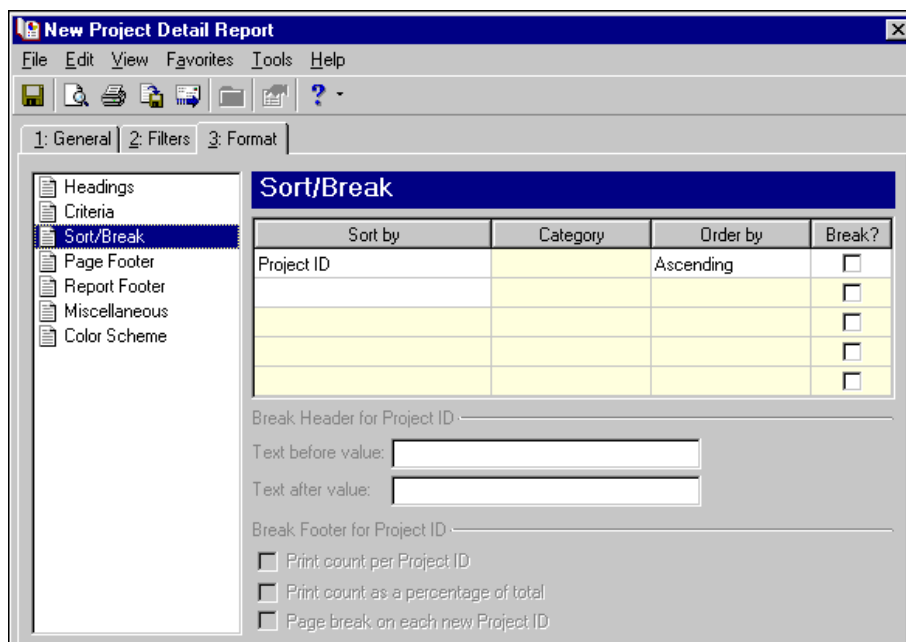
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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



Sort/Break. Use **Sort/Break** to select the order that information appears on the report and where to create breaks in the information. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. You can sort by project ID in this report.

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



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

The screenshot shows the 'New Project Detail Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists various report sections, with 'Page Footer' highlighted. The main area is titled 'Page Footer' and contains the following controls:

- Page Footer Text:** A large text input field for the footer content.
- Align:** A dropdown menu set to 'Center'.
- Print Page Number in Footer:** An unchecked checkbox.
- Format:** A dropdown menu set to 'Page 1'.
- Align:** A dropdown menu set to 'Right'.
- Print Report Date in Footer:** An unchecked checkbox.
- Format:** A dropdown menu set to 'Short Date and Time'.
- Align:** A dropdown menu set to 'Left'.

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

The screenshot shows the 'New Project Detail Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists various report sections, with 'Report Footer' highlighted. The main area is titled 'Report Footer' and contains the following controls:

- Report Footer Text:** A large text input field for the footer content.
- Align:** A dropdown menu set to 'Left'.

Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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

The screenshot shows the 'New Project Detail Report' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort/Break', 'Page Footer', 'Report Footer', 'Miscellaneous' (selected), and 'Color Scheme'. The main area displays the following settings:

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Below the table, there is a 'Sample amount:' section with two rows:

Amount	(\$1,234.56)
Percent	100.00%

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

The screenshot shows the 'New Project Detail Report' dialog box with the 'Color Scheme' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort/Break', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme' (selected). The main area displays the following settings:

Color Scheme

☐ Apply a Color Scheme

☒ Column heading back color

☐ Column heading fore color

☐ Group heading back color

☒ Group heading fore color

On the right, there is a preview of the report layout:

```

Report Name
Subtitle
Column Headings
Group Headings
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx
  
```

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. The Project Profile Report can be created from both *Reports* and *Projects*.

Glossary: A project is a transaction-level identifier that categorizes transactions and budget entries. You can use projects to track equity balances or prepare financial statements for a given purpose. Projects are available only if you have the optional module *Projects and Grants*.

The Project Profile Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Project Profile Report, see “Creating a report in General Ledger” on page 15.

General Tab

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

Include the following project information. In the **Include the following project information** box, mark the checkboxes of the project information to include in the report.

Activity format. In the **Activity Format** frame you make selections for account activity. This frame and its fields are enabled only when the **Activity** checkbox is marked in the project information box.

Fiscal years. In the **Fiscal years** field of the **Activity format** frame, mark the fiscal years to be included in the report. This field is enabled only when the **Activity** checkbox is marked in the project information box.

Glossary: A budget scenario is a single version of an organization’s budget for a given fiscal year. You can have multiple budget scenarios if you have the optional module *Budget Management*. For example, you can create a scenario of your original budget and also create scenarios for various revisions of that budget.

Budget scenario. In the **Budget scenario** field, select a budget scenario. The budget scenarios listed are those created in the optional module *Budget Management* or on the Budgets tab of a project record. This field is enabled only when the **Activity** checkbox is marked in the project information box.

Type. In the **Type** field, select Regular or Encumbrance or Regular and Encumbrance. This field is enabled only when the **Activity** checkbox is marked in the project information box.

Budget worksheet. In the **Budget Worksheet** frame you make selections for budget information. This frame and its fields are enabled only when the **Budget worksheet** checkbox is marked in the project information box.

Budget scenario. In the **Budget scenario** field, select a budget scenario. The budget scenarios listed are those created in the optional module *Budget Management* or on the Budgets tab of a project record. This field is enabled only when the **Activity** checkbox is marked in the project information box.

Fiscal year. In the **Fiscal year** field of the **Budget Worksheet** frame, select the fiscal year to be included in the report. This field is enabled only when the **Budget worksheet** checkbox is marked in the project information box.

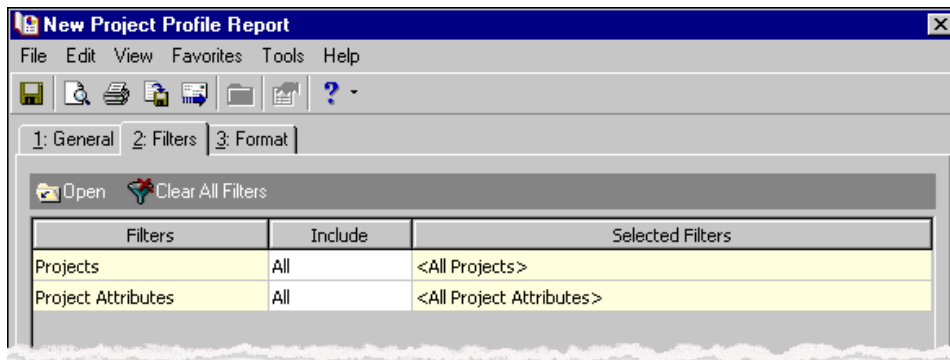
Create an output query of projects. If you mark this option, the system creates a query of the project you select and includes it in the report. This query is available for use in other areas of the program.

Note: To view the report as it will appear using your selections and filters, click **Preview**. To view a sample layout of the report without data, click **Layout**.

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

Filters Tab

On the Filters tab, you can include information based on selected criteria such as projects and project attributes. For example, to include only the projects with an project attribute of Project Manager and a value of Karen Reid recorded in the project record. Projects with other attributes and with values other than Karen Reid do not appear on the report.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

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

Glossary: A filter is a requirement records must meet to be included in a report. You can select filters to apply to a report from the Filters tab. Be patient! Depending on the filters you select, this report may take several minutes to run after you click **Print** or **Preview**.

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

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in *The Financial Edge*, see the Program Basics chapter in the *Program Basics Guide*.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

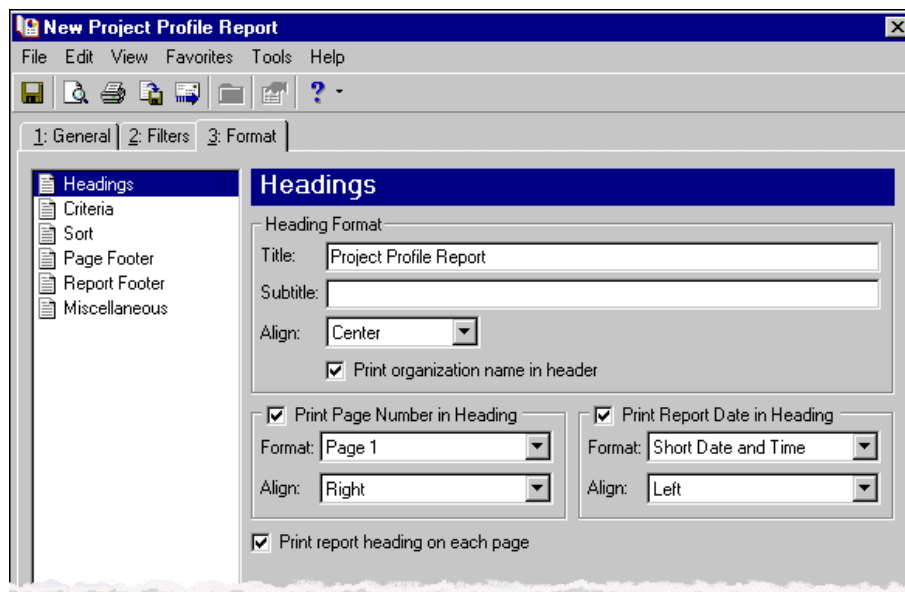
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Account Profile Report: **Headings**, **Criteria**, **Sort**, **Page Footer**, **Report Footer**, and **Miscellaneous**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

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

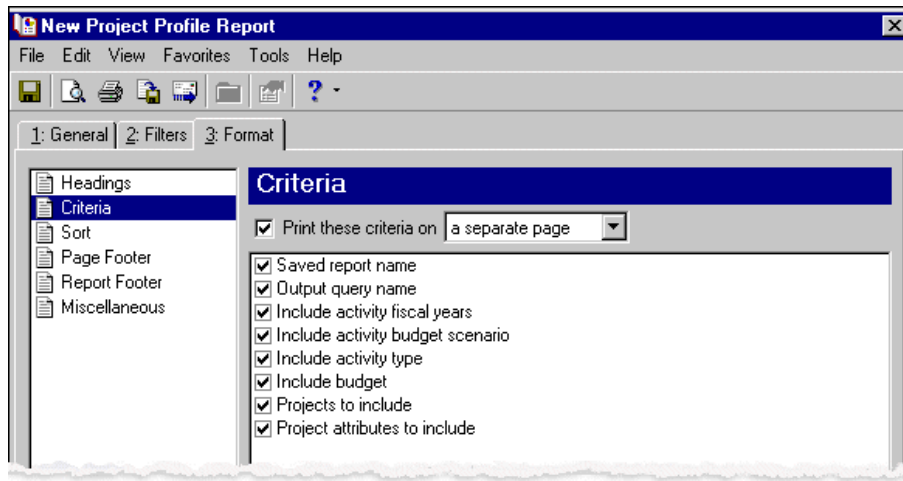
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how the heading should be aligned and whether your organization's name will appear in the header.

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

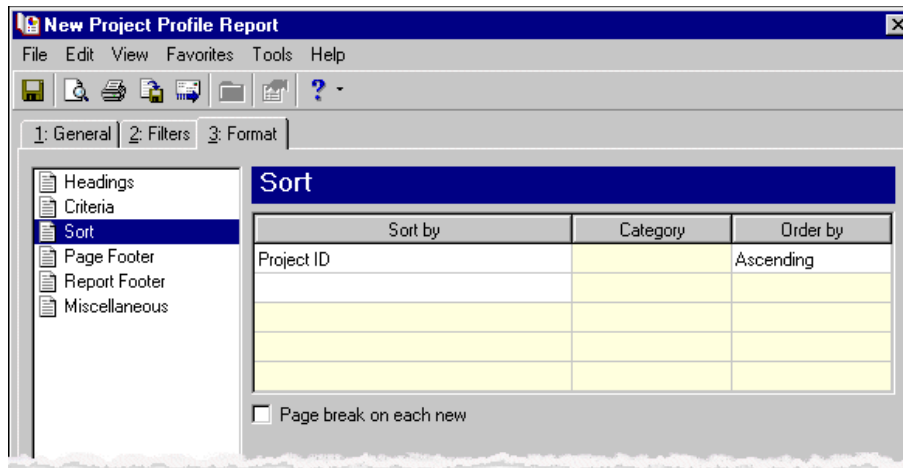


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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



Sort. Use **Sort** to select the order that information appears on the report. When you select **Sort**, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order.



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

The screenshot shows the 'New Project Profile Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer' (selected), 'Report Footer', and 'Miscellaneous'. The main area is titled 'Page Footer' and contains a 'Page Footer Text' section with a large text input field. Below this is an 'Align' dropdown menu set to 'Center'. At the bottom, there are two checkboxes: 'Print Page Number in Footer' and 'Print Report Date in Footer'. Each checkbox has a corresponding 'Format' dropdown and an 'Align' dropdown. For 'Print Page Number in Footer', the format is 'Page 1' and the align is 'Right'. For 'Print Report Date in Footer', the format is 'Short Date and Time' and the align is 'Left'.

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

The screenshot shows the 'New Project Profile Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer' (selected), and 'Miscellaneous'. The main area is titled 'Report Footer' and contains a 'Report Footer Text' section with a large text input field. Below this is an 'Align' dropdown menu set to 'Left'.

Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the report.

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

New Project Profile Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings
Criteria
Sort
Page Footer
Report Footer
Miscellaneous

Miscellaneous

Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

Index



A

- accessing
 - general ledger reports 6
- account profile report
 - overview 29
 - tabs
 - filters 31
 - format 32
 - general 30
- account report
 - account profile report 29
 - chart of accounts report 35
 - chart validation report 43
 - fund profile report 47
 - general ledger report 52
 - trial balance report 60
 - working capital schedule 67
- adding
 - chart of accounts template 236
 - reports in **General Ledger** 15
- allocation report
 - fee schedule profile report 79
 - pool profile report 83

B

- balance sheet
 - overview 123
 - tabs
 - columns 125
 - filters 124
 - format 127
 - general 123
 - multiple column headings 127
- batch detail report
 - overview 263
 - tabs
 - filters 265
 - format 266
 - general 264
- batch summary report
 - overview 271
 - tabs
 - filters 273
 - format 273
 - general 271
- budget adjustments journal

- overview 91
- tabs
 - filters 93
 - format 94
 - general 91
- budget adjustments report
 - overview 97
 - tabs
 - filters 99
 - format 100
 - general 98
- budget distribution report
 - overview 104
 - tabs
 - filters 106
 - format 107
 - general 105
- budget report
 - budget adjustments journal 91
 - budget adjustments report 97
 - budget distribution report 104

C

- chart of accounts report
 - overview 35
 - tabs
 - columns 38
 - filters 37
 - format 39
 - general 36
- chart of accounts template, adding 236
- chart validation report
 - overview 43
 - tabs
 - filters 44
 - format 44
 - general 43
- Crystal report, linking with an export file 115
- custom management report
 - overview 178
 - tabs
 - columns 181
 - filters 180
 - format 183
 - general 179
 - multiple column headings 183
- custom report

- creating 115
- editing export files
 - General Ledger** 119
- overview 115

E

- editing
 - export files for custom reports
 - General Ledger** 119
- e-mail, sending reports as 25
- export, editing for a custom report 118
- exporting
 - reports 24

F

- fee schedule profile report
 - overview 79
 - tabs
 - filters 80
 - format 80
 - general 79
- financial statement
 - balance sheet 123
 - custom management report 178
 - income statement 132
 - statement of activities 141
 - statement of cash flows 150
 - statement of financial position 159
 - statement of functional expenses 169
- finding
 - reports in **General Ledger** 6
- fund profile report
 - overview 47
 - tabs
 - filters 48
 - format 49
 - general 48

G

- GASB 34 report
 - statement of activities - schedule B 221
 - statement of activities - standard format 214
 - statement of net assets - net assets format 191
 - statement of net assets - schedule B 207
 - statement of net assets combined balance sheet 199
 - statement of revenues, expenditures, and changes 228
- General Ledger**
 - custom reports 119
- general ledger report
 - overview 52

- tabs
 - filters 54
 - format 55
 - general 53
- Grant Analysis Report
 - overview 247
 - tabs
 - filters 249
 - format 249
 - general 248
- Grant Budget vs. Actual Report
 - overview 255
 - tabs
 - filters 256
 - format 257
 - general 255

- Grant Reimbursement Accounts Validation Report
 - overview 241
 - tabs
 - filters 243
 - format 244
 - general 242
- grant reports
 - Grant Analysis Report 247
 - Grant Budget vs. Actual Report 255
 - Grant Reimbursement Accounts Validation Report 241

I

- income statement
 - overview 132
 - tabs
 - columns 134
 - filters 133
 - format 136
 - general 132
 - multiple column headings 136

J

- journal and batch report
 - batch detail report 263
 - batch summary report 271
 - recurring batch detail report 277
 - recurring batch summary report 284
 - transaction journal 290

P

- pool profile report
 - overview 83
 - tabs
 - filters 84
 - format 85

- general 84
- previewing reports 23
- printing
 - reports 22
- project activity report
 - overview 299
 - tabs
 - filters 301
 - format 302
 - general 300
- project budget vs. actual report
 - overview 316
 - tabs
 - filters 317
 - format 318
 - general 316
- project detail report
 - overview 323
 - tabs
 - filters 324
 - format 325
 - general 323
- project financial statements
 - overview 305
 - tabs
 - columns 308
 - filters 307
 - format 310
 - general 306
 - multiple column headings 310
- project profile report
 - overview 328
 - tabs
 - filters 330
 - format 331
 - general 329
- project report
 - project activity report 299
 - project budget vs. actual report 316
 - project detail report 323
 - project financial statement 305
 - project profile report 328

R

- recurring batch detail report
 - overview 277
 - tabs
 - filters 279
 - format 280
 - general 278
- recurring batch summary report
 - overview 284
 - tabs
 - filters 286
 - format 286
 - general 285

- report
 - account reports 29
 - adding 15
 - allocation reports 79
 - budget reports 91
 - categories 14
 - exporting 24
 - financial statements 123
 - GASB 34 reports 191
 - journal and batch reports 263
 - overview 5
 - previewing 23
 - printing 22
 - procedures 15
 - project reports 299
 - sending as e-mail 25
 - tabs 10

S

- sending reports as e-mail 25
- statement of activities
 - overview 141
 - tabs
 - columns 143
 - filters 142
 - format 145
 - general 141
 - multiple column headings 145
- statement of activities - schedule B
 - overview 221
 - tabs
 - columns 224
 - filters 223
 - format 227
 - general 221
 - multiple column headings 226
- statement of activities - standard format
 - overview 214
 - tabs
 - columns 217
 - filters 216
 - format 220
 - general 214
 - multiple column headings 219
- statement of cash flows
 - overview 150
 - tabs
 - columns 153
 - filters 152
 - format 155
 - general 151
 - multiple column headings 155
- statement of financial position
 - overview 159
 - tabs
 - columns 162

- filters 161
- format 164
- general 160
- multiple column headings 164
- statement of functional expenses
 - overview 169
- tabs
 - columns 172
 - filters 171
 - format 174
 - general 170
 - multiple column headings 174
- statement of net assets - net assets format
 - overview 191
- tabs
 - columns 194
 - filters 193
 - format 198
 - general 192
 - multiple column headings 197
- statement of net assets - schedule B
 - overview 207
- tabs
 - columns tab 210
 - filters 209
 - format 213
 - general 208
 - multiple column headings 212
- statement of net assets combined balance sheet
 - overview 199
- tabs
 - columns 202
 - filters 201
 - format 206
 - general 200
 - multiple column headings 205
- statement of revenues, expenditures, and changes
 - overview 228
- tabs
 - columns 231
 - filters 230
 - format 235
 - general 229
 - multiple column headings 234

T

- tab
 - columns 12
 - filters 11
 - format 13
 - general 11
 - multiple column headings 13
 - overview 10
- template, chart of accounts 236
- transaction journal
 - overview 290

- tabs
 - filters 292
 - format 293
 - general 291
- trial balance report
 - overview 60
- tabs
 - filters 62
 - format 63
 - general 60

W

- working capital schedule
 - overview 67
- tabs
 - columns 70
 - filters 69
 - format 72
 - general 68
 - multiple column headings 72