

The **Financial** EdgeTM

Reports Guide for Cash Receipts

041813

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FE-ReportsGuideforCashReceipts-041813

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

Cash Receipts contains many standard reports to help you produce and view information you need quickly and easily. Reports in **Cash Receipts** are valuable tools for monitoring, evaluating, and distributing information about your payments and deposits.

This chapter explains the basics of reporting and includes a list of all reports available in **Cash Receipts**. 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*.

In **Cash Receipts**, reports are divided into categories:

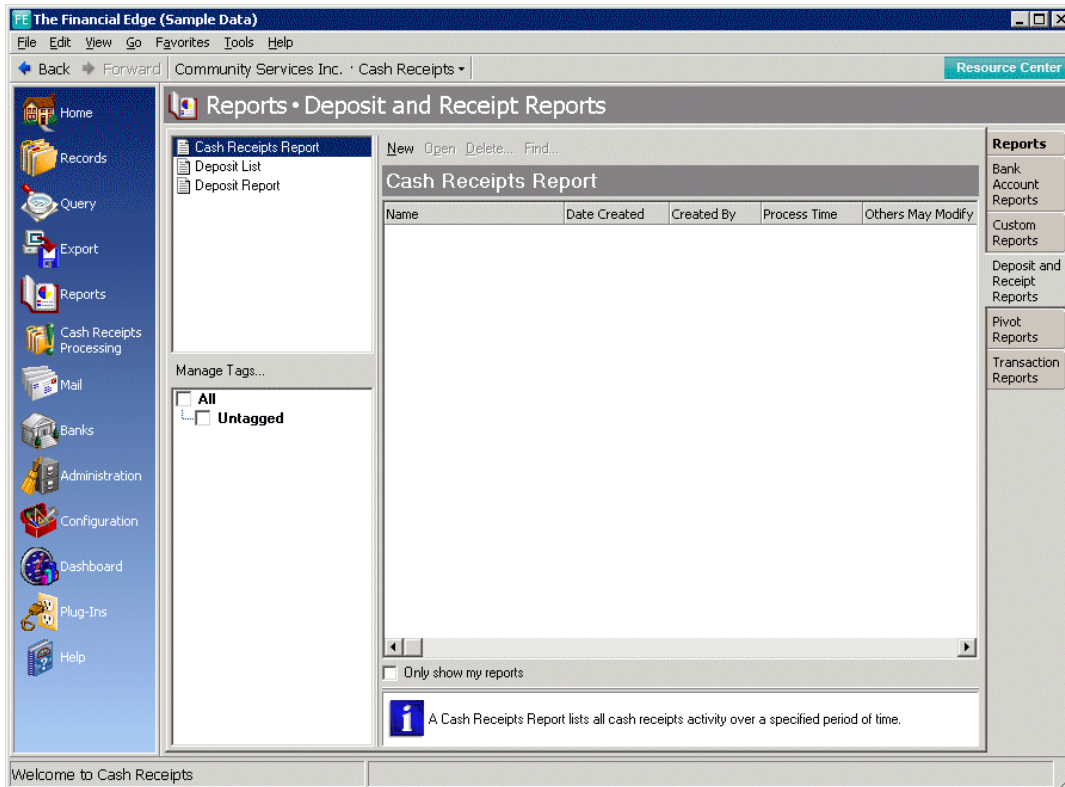
- Bank Account Reports
- Deposit and Receipt Reports
- Pivot Reports
- Transaction Reports

Basic Reporting

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

Accessing Reports

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



On the Deposit and Receipts Reports page, select **Cash Receipts Report** from the list on the left. If any cash receipts 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. To open a saved report, select the report type and then double-click the report in the frame on the right. For more information about creating a cash receipts report, see the Deposit and Receipt Reports chapter.

Manage Tags

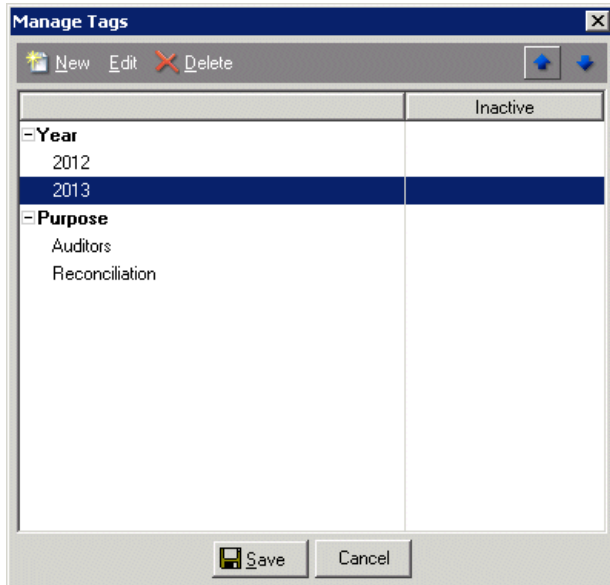
The Manage Tags feature allows you to better organize and filter your Financial Edge report parameters. For example, you can filter all of your saved report parameters by tags and categories, such as “Reconciliation” or “Fiscal Year 2012.” When you mark the checkbox to show a tag or category on a reports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

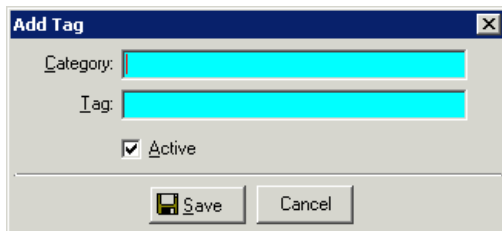
To tag a report parameter, simply right-click an existing parameter and select **Tags** from the menu. Every category and tag you have created in that module appear on the list.

► **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.



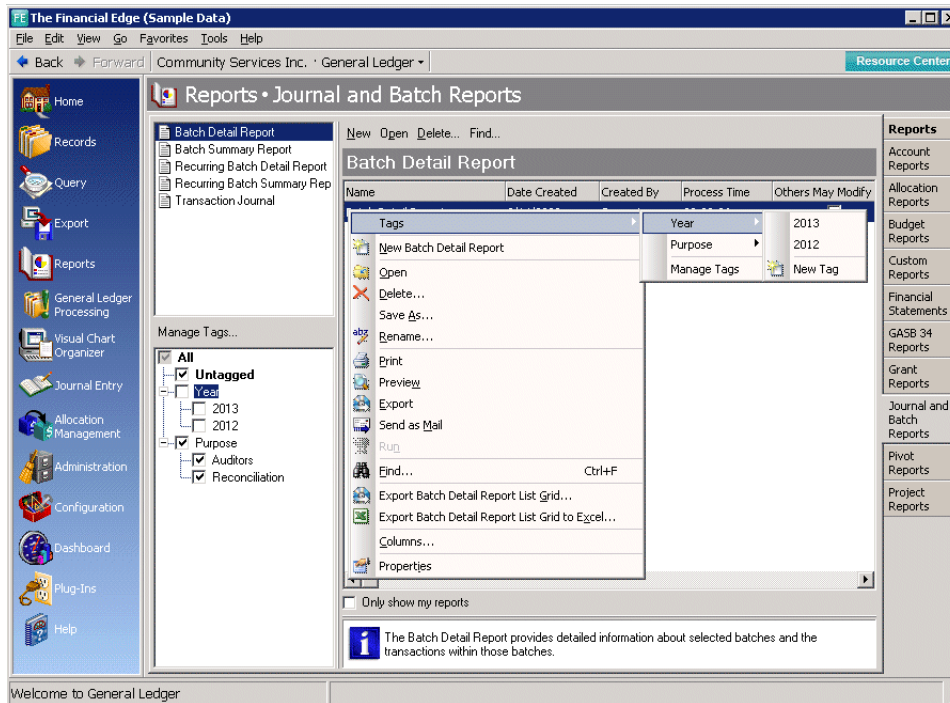
2. Select **New** to add a new tag and category. The Add Tag screen appears.



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.

Report Tabs

Whether you create a new report or open a saved report in **Cash Receipts**, 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 Cash Receipts Report includes the General, Filters, and Format tabs. To navigate among a report's tabs, select the tab itself or use **Back** and **Next**. Once you learn to run one report, it is easy to run other reports because many of the tabs have similar features.

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

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

Following are pictures of each tab in **Cash Receipts Reports**. 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 have open. You can make selections for the format and information in the report. All **Cash Receipts** reports use the General tab.

The screenshot shows the 'New Cash Receipts 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, the 'General' tab contains the following settings:

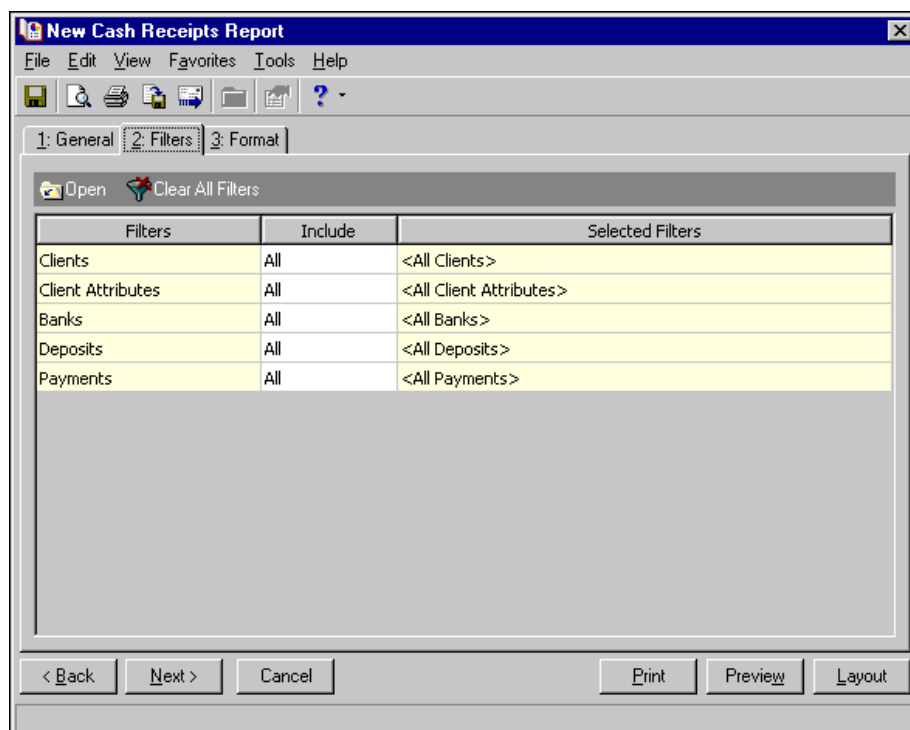
- Include transactions with these dates:**
 - Deposit date: Include all dates (dropdown)
 - Receipt date: Include all dates (dropdown)
 - Entered on date: Include all dates (dropdown)
- Include deposit numbers from:** [] To: []
- Include receipt numbers from:** [] To: []
- ☐ Show miscellaneous payment details
- Include deposits from:**
 - ☒ Accounts Receivable
 - ☒ Cash Receipts
- ☐ Create an output query of: Deposits (dropdown)
- Report orientation:** Portrait (dropdown)

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

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

Filters Tab. On the Filters tab, you include records based on selected criteria such as Clients, Deposits, Banks, or Payments. For example, you want to run a cash receipts report and include payments made during the month of July. You can filter the report so that only payments whose payment dates fall within the month of July appear on the report. Payments received in any other month do not appear on the report. All **Cash Receipts** reports use the Filters tab except the Bank Register Report, which uses the **Filters** button found on the General tab. For information about filters for a specific report, see that report in its respective chapter.

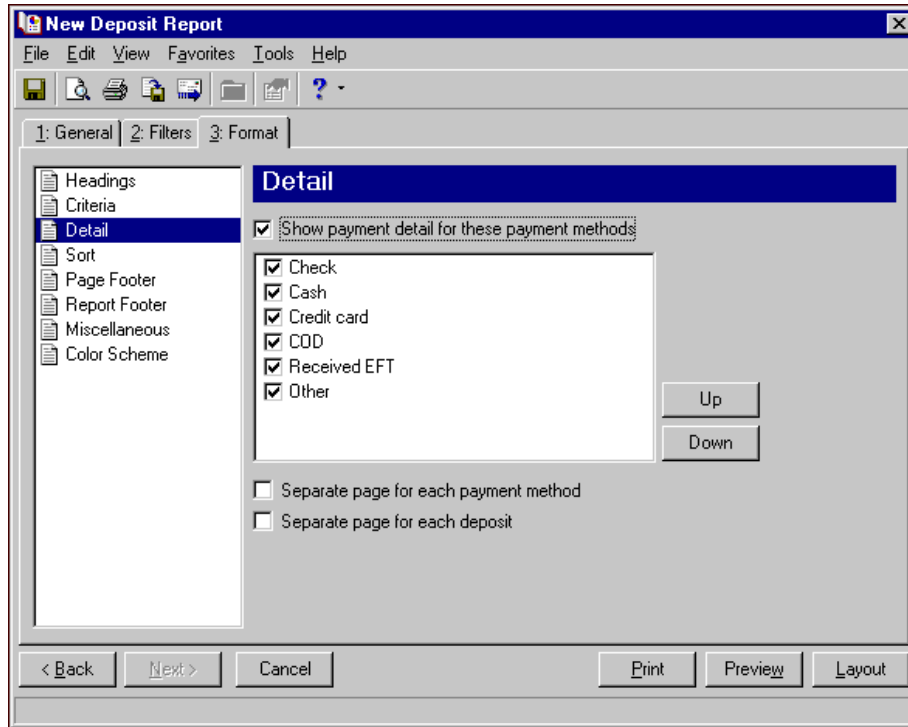
For each filter listed in the **Filters** column, specify whether to include all or selected records. When you do not want to filter records from the report using criteria listed in the **Filters** column, select All in the **Include** column. For example, for a report to list all payments, regardless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



Format Tab. On the Format tab, you designate the format of the report. Your 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 **Cash Receipts** 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/Break, 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.

For example, in a deposit report, select **Detail** and a grid appears with several optional details you can add to the report. For additional payment detail, mark **Show payment details for these payment methods** and mark the payment method checkboxes. You can also mark **Separate page for each payment method** to show payment information for each selected payment method on its own page. For information about formatting a specific report, read about the report in its respective chapter.



Report Categories

Cash Receipts includes many standard reports to help you quickly and easily produce and view information you need. 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: Bank Account Reports, Deposit and Receipt Reports, Pivot Reports, and Transaction Reports. For more information about a specific report, see that report in its respective chapter.

Bank Account Reports

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

Deposit and Receipt Reports

- Cash Receipts Report
- Deposit List
- Deposit Report

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

Pivot Reports

Transaction Reports

- Account Distribution Report
- Project Distribution Report

Reporting Procedures

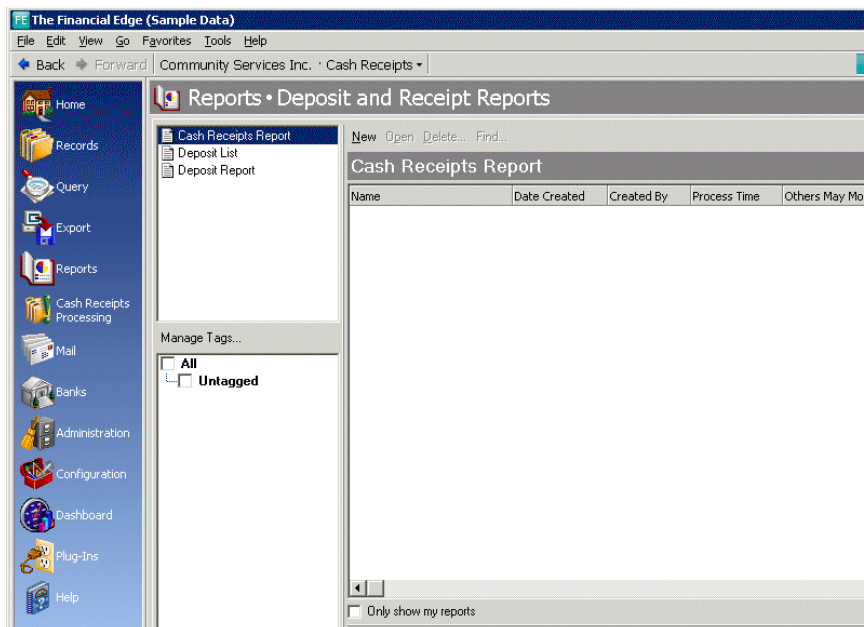
You can use a variety of parameters to define the output for reports in **Cash Receipts**. Saving these parameters also makes future reporting easier. The following procedures provide instructions for creating, printing, previewing, sending as email and exporting reports. While these procedures are written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

Creating a report

Creating a report is a quick and easy process. For this procedure we create a Cash Receipts report.

► Creating a Cash Receipts report

1. From the Reports page, click **Deposit and Receipt Reports**. The Deposit and Receipt Reports page appears with a list of all Deposit and Receipt reports on the left.
2. In the list on the left, select **Cash Receipts Report**.



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

New Cash Receipts Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Include transactions with these dates

Deposit date: Include all dates

Receipt date: Include all dates

Entered on date: Include all dates

Include deposit numbers from: To:

Include receipt numbers from: To:

☐ Show miscellaneous payment details

Include deposits from

☒ Accounts Receivable

☒ Cash Receipts

☐ Create an output query of Deposits

Report orientation: Portrait

< Back Next > Cancel Print Preview Layout

Note: 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 **Deposit Date** field, select a date or date range for deposit dates 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.
5. In the **Receipt Date** field, select a date or date range for receipts dates 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.
6. In the **Entered on date** field, select a date or date range for which deposits were entered into the program.
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.
7. In **Include deposit numbers from [] to []** and **Include receipt numbers from [] to []**, you can enter or select a range of deposit numbers or receipt numbers to include in the report. If you leave both fields blank, the report includes all deposit or receipt numbers.
8. Mark **Show miscellaneous payment details** to separate payments into separate lines for **Accounts Receivable** and **Cash Receipts** components. This option appears only if you have **Accounts Receivable** installed.
9. Mark the checkbox for each accounts receivable program whose deposits you want to include in the report. The options appearing depend on the accounts receivable programs you have installed.
10. Mark **Create an output query of deposits** to create a query of deposits that appear in the report. This query is available for use in other areas of the program.

11. In the **Report orientation** field, select “Portrait” for the report to appear vertically or “Landscape” for the report to appear horizontally.

The screenshot shows the 'New Cash Receipts Report' dialog box with the 'General' tab selected. The 'Report orientation' is set to 'Portrait'.

Include transactions with these dates:

Deposit date: Month to date 02/01/2003 to 02/11/2003

Receipt date: Month to date 02/01/2003 to 02/11/2003

Entered on date: Month to date 02/01/2003 to 02/11/2003

Include deposit numbers from: To:

Include receipt numbers from: To:

☒ Show miscellaneous payment details

Include deposits from:

☒ Accounts Receivable

☒ Cash Receipts

☐ Create an output query of Deposits

Report orientation: Portrait

< Back Next > Cancel Print Preview Layout

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

The screenshot shows the 'New Cash Receipts Report' dialog box with the 'Filters' tab selected. The 'Filters' tab contains a table with columns 'Filters', 'Include', and 'Selected Filters'.

Open Clear All Filters

Filters	Include	Selected Filters
Clients	All	<All Clients>
Client Attributes	All	<All Client Attributes>
Banks	All	<All Banks>
Deposits	All	<All Deposits>
Payments	All	<All Payments>

< Back Next > Cancel Print Preview Layout

13. In the **Include** column for the Banks filter, choose “Selected”. The Selected Banks screen appears.

The screenshot shows a window titled "Banks" with a close button in the top right. Below the title bar, there is an "Include:" section with two radio buttons: "All" and "Selected". The "Selected" radio button is selected. To the right of these are two buttons: "Previous Filter" and "Next Filter". Below this is a "Find:" text box. The main area contains two tables. The left table has two columns: "ID" and "Description". It lists three items: "Operating" (Operating Account), "Payroll" (Payroll Account), and "SB & AR" (Student Billing & Accounts Receivable). Between the two tables are four arrow buttons: ">", ">>", "<", and "<<". The right table, titled "Banks", also has "ID" and "Description" columns and is currently empty. At the bottom are "OK" and "Cancel" buttons.

ID	Description
Operating	Operating Account
Payroll	Payroll Account
SB & AR	Student Billing & Accounts Receivable

ID	Description
----	-------------

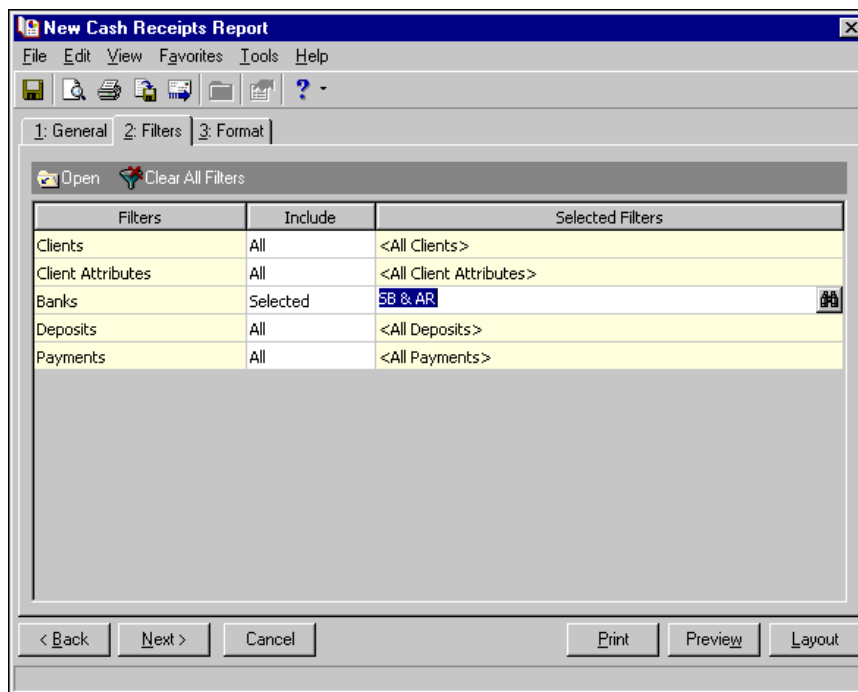
14. Double-click the bank account to include in the report. The selected bank account moves from the left box to the right **Banks** box.

This screenshot shows the same "Banks" window after an action. The "Include:" section remains the same. The left table now only shows "Operating" (Operating Account) and "Payroll" (Payroll Account); the "SB & AR" entry has been moved. The right table, titled "Banks", now contains one entry: "SB & AR" (Student Billing & Accounts Receivable). The arrow buttons and "OK/Cancel" buttons are still present.

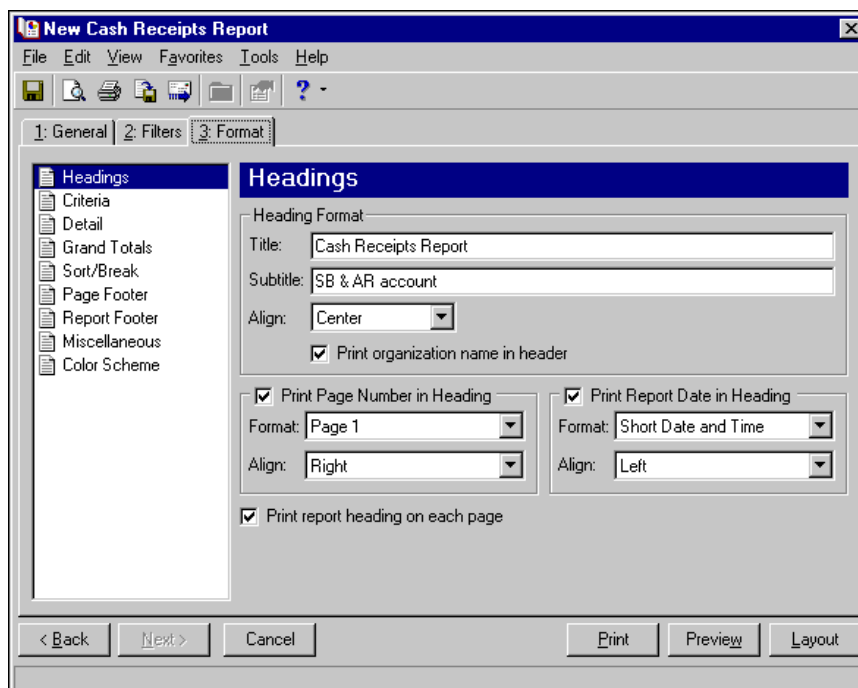
ID	Description
Operating	Operating Account
Payroll	Payroll Account

ID	Description
SB & AR	Student Billing & Accounts Receivable

15. Click **OK**. You return to the Filters tab. The selected bank account appears in the **Selected Filters** column on the **Banks** row.

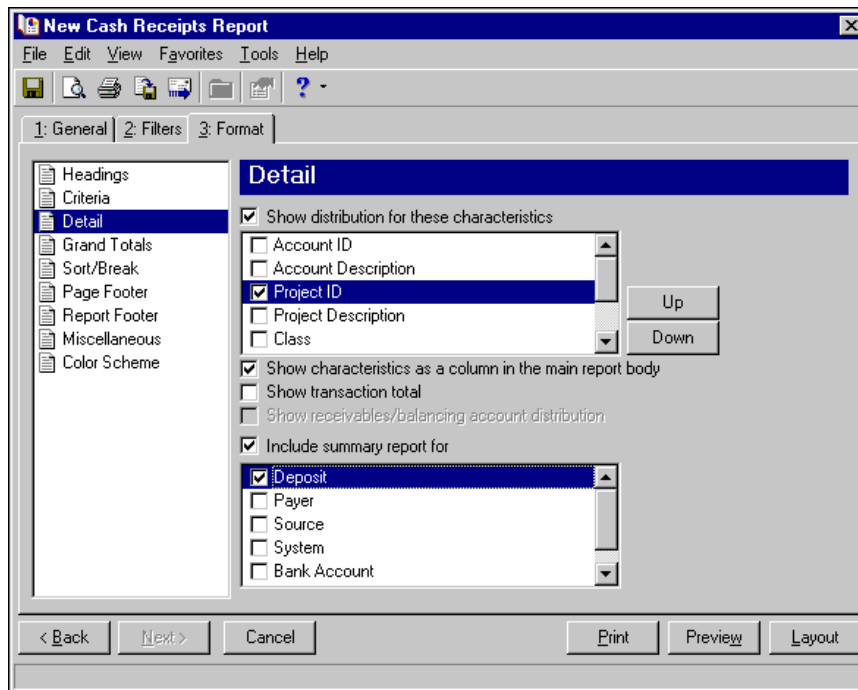


16. Click **Next** or select the Format tab. The Format tab appears. On the Format tab, the right side of the screen changes as you make selections in the list on the left.
17. From the list, select **Headings**. The program assigns a name in the **Title** field based on the record type; in this case, "Cash Receipts Report". You can change this title.
18. In the **Subtitle** field, enter subtitle for the report.



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

19. You can select other formatting options from the list on the left. For example, select **Detail**.
20. To show distribution by account and project characteristics, mark **Show distribution for these characteristics** and the checkboxes for the characteristics. You can also select to show a characteristic as a separate column in the report, show the transaction total, and show receivables information for a distribution.
21. To add additional summary reports to the end of the main report, mark **Include summary report for** and mark the checkboxes for each item on which to report.



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

22. Click **Preview** to preview the report on the screen. A message appears indicating the program is processing the report. If you marked the option to create an output query, the Save Static Query screen appears.

Type	Description	Receipt Number	Deposit Number	Date	Source	System	Payer	Amount	Project ID
Cash	Receipt	1	1	01/07/2003	Vending machine CR		Concessionaire	\$50.00	1001
		Destination		Description				Amount	
		Misc. Cash Receipts		Receipt				\$50.00	
Check	For FAT	2	1	01/01/2003	Application Fee CR		Application Fee	\$42.50	<No Project>
Check	For FAT	2	1	01/01/2003	Application Fee CR		Application Fee	\$42.50	<No Project>
		Destination		Description				Amount	
		Misc. Cash Receipts		For FAT				\$125.00	
Cash	From camp phone	3	1	01/01/2003	Payphone m/w CR		Payphone m/w	\$155.00	1001
Cash	From camp phone	3	1	01/01/2003	Payphone m/w CR		Payphone m/w	\$155.00	<No Project>
		Destination		Description				Amount	
		Misc. Cash Receipts		From camp phone				\$310.00	
Cash	description	4	1	01/01/2003	Postage meter CR		payment for	\$27.50	1001
Cash	description	4	1	01/01/2003	Postage meter CR		payment for	\$27.50	<No Project>
		Destination		Description				Amount	
		Misc. Cash Receipts		description				\$55.00	
Cash		1	2	02/07/2003	AR		bal bj	\$345.00	<No Project>
		Destination		Description				Amount	

23. In the **Query name** field, the program assigns a name for the query. You can use this name or enter a new name. Enter a description of the query in the **Description** field, and click **Save**.

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**.

24. The New Cash Receipts Report preview screen appears so you can preview the report.
25. When you are finished viewing the report, click the red **X** to close the preview window. You return to the New Cash Receipts Reports screen.
26. Click **Save** on the action bar to save the new report. The Save Report as screen appears.

Save Report as

Report name:

Description:

☒ Others can run this report

☐ Others can modify this report

27. In the **Report name** field, enter a name for the report and enter a description in the **Description** field. Mark the checkboxes to allow others to run or modify the report.

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**.

28. Click **Save** to save the report. You return to the Cash Receipts Reports screen.
29. Close the screen. You return to the Cash Receipts Reports page, and the new cash receipts report appears in the grid.

Printing a report

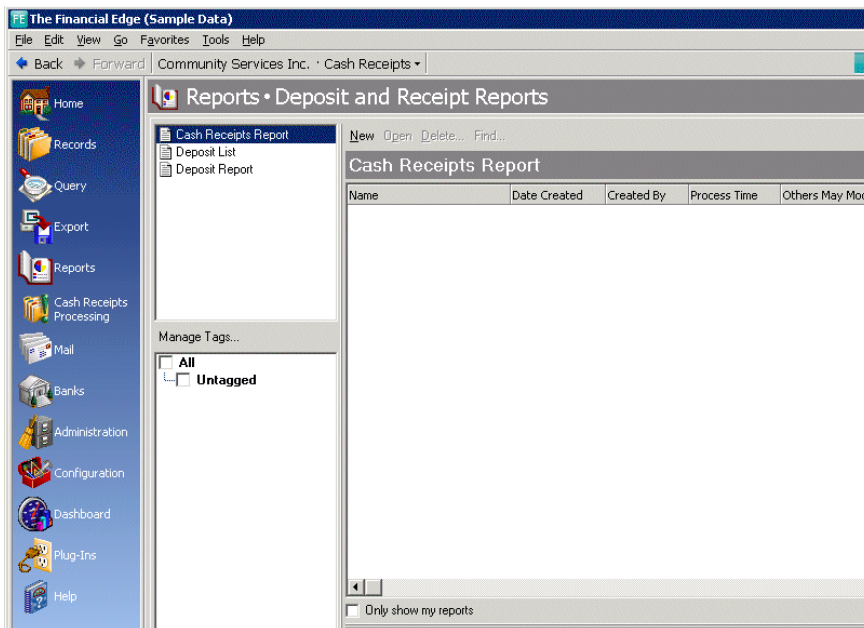
You can print a hard copy of a saved cash receipts report without opening the report. Your selections on the Format tab of the report determine the information that prints on the report and how this information is formatted. For this procedure, we print a cash receipts report.

► Printing a Cash Receipts report

1. From the Reports page, click **Deposit and Receipt Reports**. The Deposit and Receipt Reports page appears. A list of all deposit and receipt reports appears on the left of the page.
2. In the list on the left, select **Cash Receipts Report**. A list of saved cash receipts 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 from the list the report to print.



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.

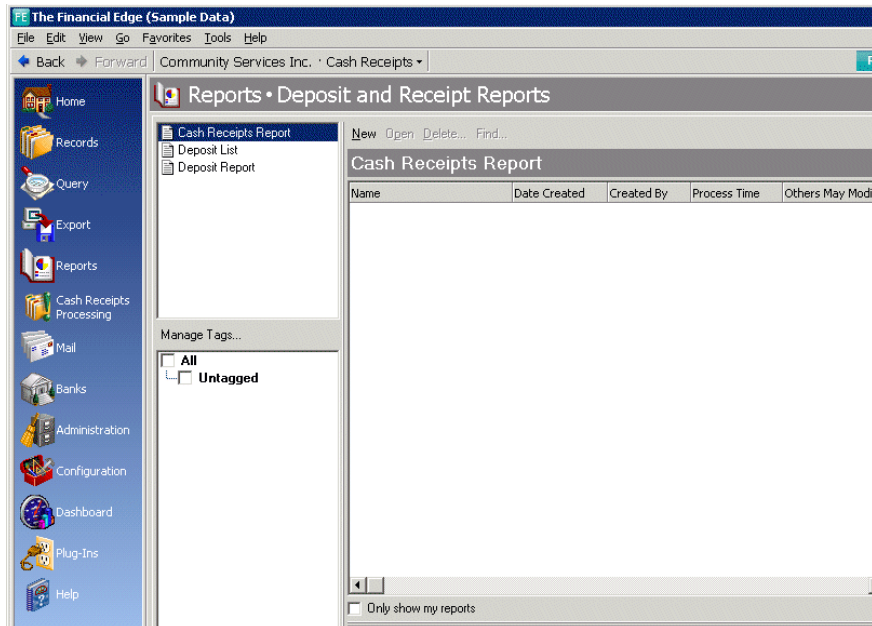
4. From the menu bar, select **File, Print**. A message appears indicating the report is printing. After the report prints, you return to the Deposit and Receipt Reports page.

Previewing a report

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 preview a cash receipts report.

► **Previewing a Cash Receipts report**

1. From the Reports page, click **Deposit and Receipt Reports**. The Deposit and Receipt Reports page appears. A list of all deposit and receipt reports appears on the left of the page.
2. In the list on the left, select **Cash Receipts Report**. A list of saved cash receipts reports appears in a grid on the right.
3. Select from the list the report to preview.



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**.

5. A message appears indicating the program is processing the report. The <Cash Receipts Report> preview screen appears.

February receipts and deposits

1 of 1+ 89% Total: 5 100% 5 of 5

Preview

02/10/2003 02:55:27 PM

Community Services Inc.
Cash Receipts Report

Page 1

Type	Description	Receipt Number	Deposit Number	Date	Source	System	Pages	Amount
Cash	net	1	1	01/07/2003	Vending machine : CR	Compassion		\$30.00
Check	For FAT	2	1	01/21/2003	Application Fee : CR	Application Fee		\$125.00
Cash	From camp phone	3	1	01/21/2003	Payphone machine : CR	Payphone machine		\$310.00
Cash	description	4	1	01/21/2003	Payphone machine : CR	payment for		\$35.00
Cash	Vending machine	1	2	01/07/2003	Vending machine : AR			\$343.00
Grand Total								\$889.00

6. When you are finished previewing the report, click the red X to close the screen. You return to the Cash Receipts Reports page.

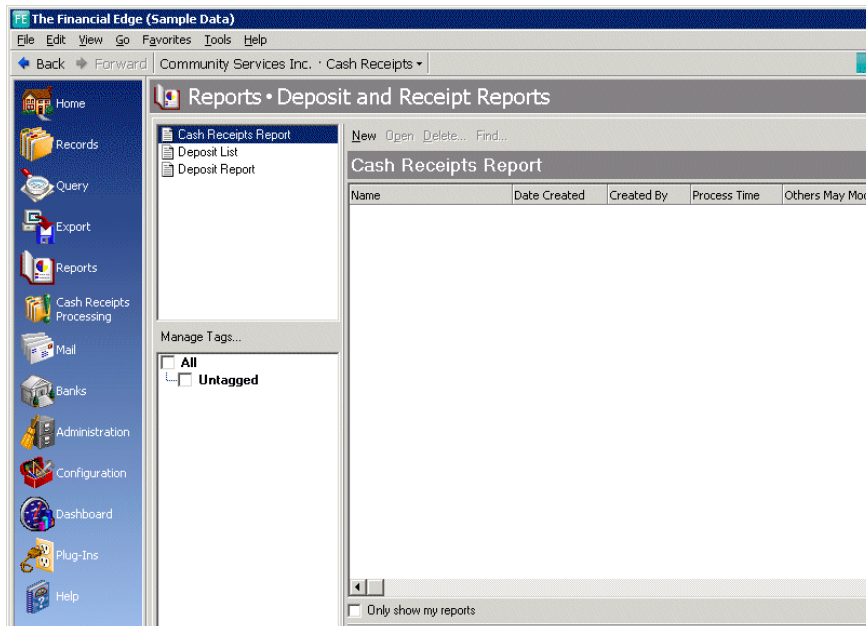
Exporting a report

To use report information in another software application, for example, Microsoft *Excel* or *Crystal Reports*, you can export the report. When you export a report, you send report information from the database to another software application using a data file. You can export a report without opening the report. For this procedure, we focus on exporting a cash receipts report in *Excel* format (*.xls) to a disk file.

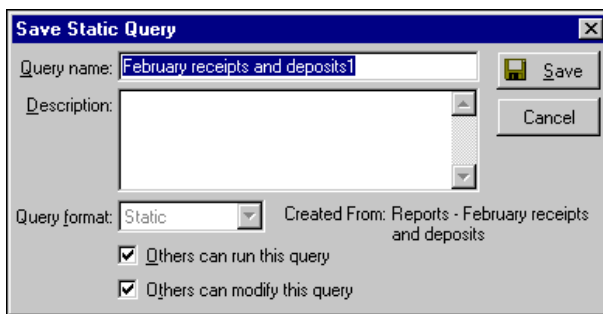
Exporting a Cash Receipts report

1. From the Reports page, click **Deposit and Receipt Reports**. The Deposit and Receipt Reports page appears. A list of all deposit and receipt reports appears on the left of the page.
2. In the list on the left, select **Cash Receipts Report**. A list of saved cash receipts reports appears in a grid on the right.

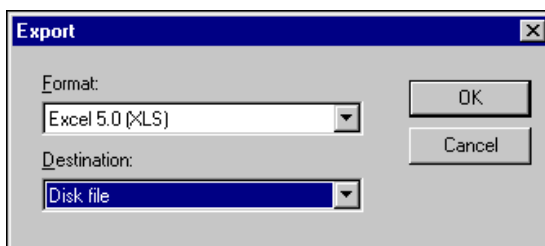
3. In the grid, select the report to export.



4. From the menu bar, select **File, Export**. A message appears indicating the program is processing the report. If you marked the option to create an output query, the Save Static Query screen appears.

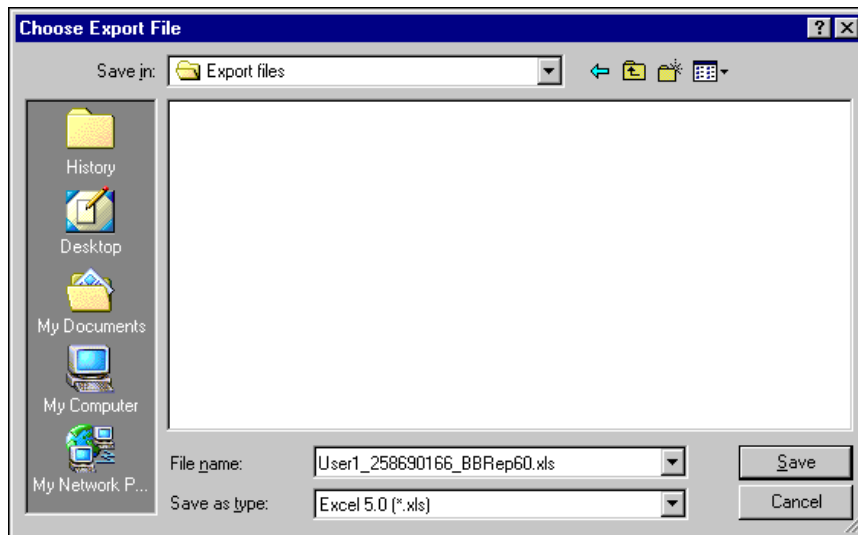


5. You can save a new, updated query based on the filters and settings in the report or you can click **Cancel** to continue the export process without creating a static query. If you click **Cancel**, the Export screen appears. Skip to step 7.
6. To create a query, in the **Query name** field, use the name assigned by the program or enter a new name for the query. Enter a description of the query in the **Description** field, and click **Save**. The Export screen appears.
7. In the **Format** field, select "Excel 5.0 (XLS)".
8. In the **Destination** field, select "Disk file".



9. Click **OK**.

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



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

Sending a report as e-mail

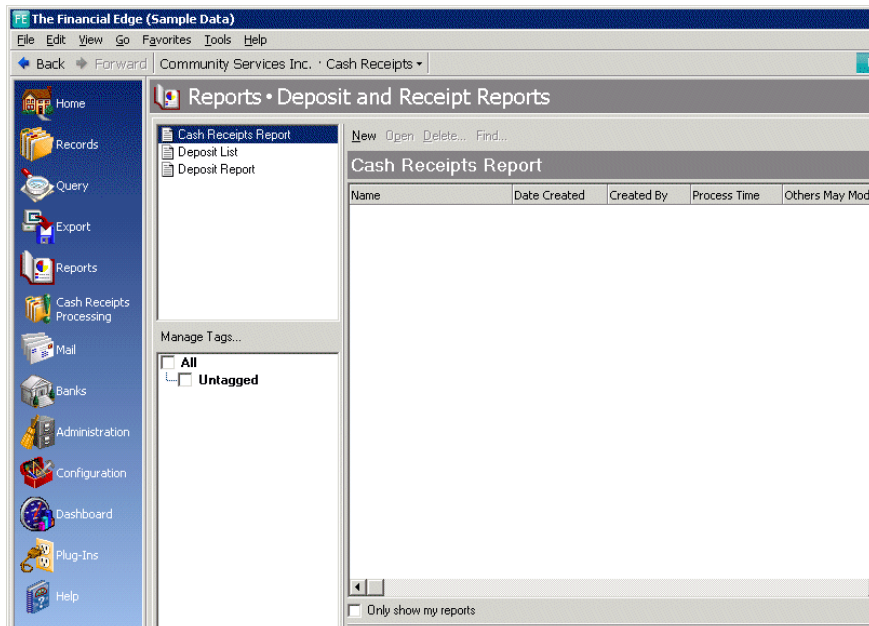
In **Cash Receipts**, you can share report information with other users through electronic mail. You can send the results of a report to another user for further analysis or to use in other applications. When you send report information through e-mail, you perform two functions: changing the format of 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 a cash receipts report.

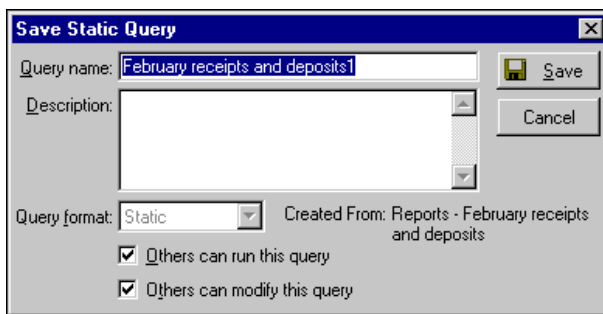
► Sending a Cash Receipts report as email

- From the Reports page, click **Deposit and Receipt Reports**. The Deposit and Receipt Reports page appears. A list of all deposit and receipt reports appears on the left of the page.
- In the list on the left, select **Cash Receipts Report**. A list of saved cash receipts reports appears in a grid on the right.

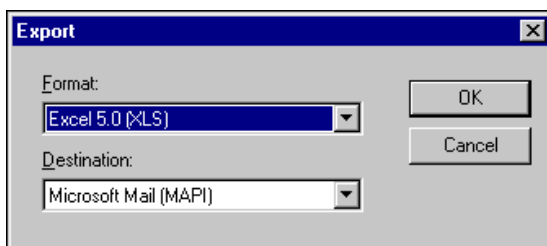
3. In the grid, select the report to send as mail.



4. From the menu bar, select **File, Send as Mail**. A message appears indicating the program is processing the report. If you marked the option to create an output query, the Save Static Query screen appears.

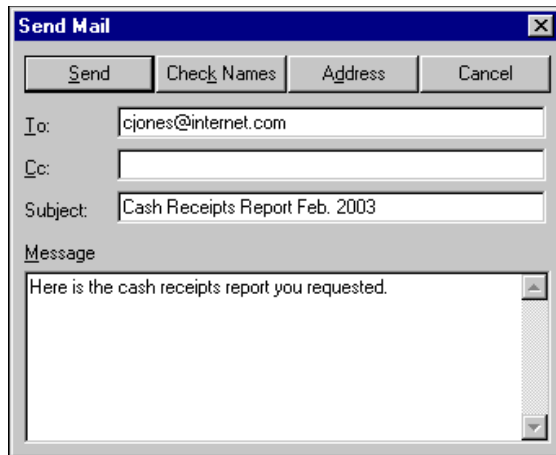


5. You can save a new, updated query based on the filters and settings in the report or you can click **Cancel** to continue the export process without creating a static query. If you click **Cancel**, the Export screen appears. Skip to step 7.
6. To create a query, in the **Query name** field, use the name assigned by the program or enter a new name for the query. Enter a description of the query in the **Description** field, and click **Save**. The Export screen appears.
7. In the **Format** field, select "Excel 5.0 (XLS)".
8. In the **Destination** field, select "Microsoft Mail (MAPI)".



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

10. In the **To** field, enter an email address. For example, enter “cjones@internet.com”.
11. In the **Subject** field, enter a subject for the message.
12. In the **Message** box, enter a message to the recipient. For example, “Here is the cash receipts report you requested.”



13. Click **Send**. The report is sent an attachment to your email message. You return to the Cash Receipts Reports page.

Bank Account Reports



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Reporting categories in **Cash Receipts** include Bank Account Reports, Deposit and Receipt Reports, Pivot Reports, and Transaction Reports. This chapter discusses Bank 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 bank account reports in **Cash Receipts**. Hands-on experience is the best way to learn, so we encourage you to try various options with your sample database.

Bank Account Reports in **Cash Receipts** include:

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

Bank Profile Report

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

The Bank Profile Report has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Bank Profile Report, see “Creating a Cash Receipts report” on page 9.

General Tab

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

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

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

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

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

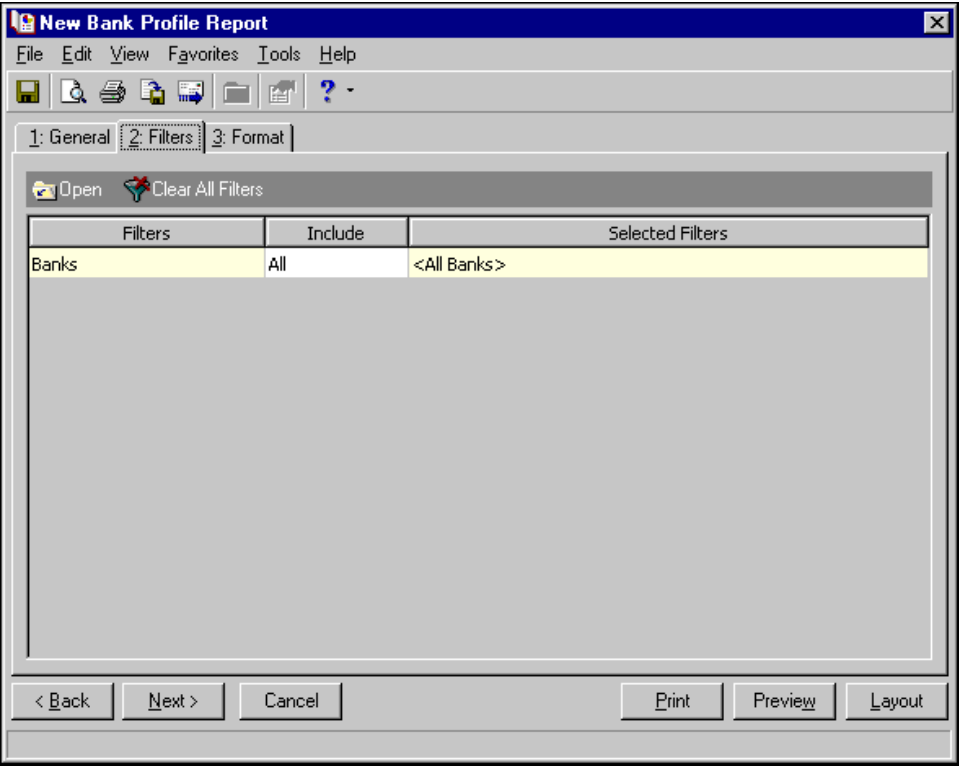
Note: Click **Preview** to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

Report orientation. Select Portrait for the report to appear vertically or Landscape for the report to appear horizontally.

Filters Tab

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

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



- Open.** Once you highlight a filter in the grid, click **Open** to access the Selected <Filter> screen on which you select specific filters.
- Clear All Filters.** Click **Clear All Filters** to remove all previously selected filters from the report.
- Filters.** The **Filters** column lists all the available filters for this report. You cannot edit this column.
- Include.** In the **Include** column, if you choose Selected, the Selected <Filter> screen appears for you to designate specific filters.
- Selected Filters.** After you have selected specific filters, they appear in the **Selected Filters** column.

Selected Filters Screen

If you click **Open** or choose Selected in the **Include** column, the Selected Banks screen appears with additional fields and options.

Include. You can include all or selected bank accounts. Bank accounts list in the box below.

Find. You can enter all or part of the account ID or description in the **Find** field to quickly locate bank accounts without scrolling through the list.

ID. The **ID** column lists bank account ID's.

Description. The **Description** column lists bank account descriptions.

Include these banks. To select a bank to include in the report, highlight the bank from the box on the right and click the single right arrow button. The bank name appears in the **Include these banks** box.

Format Tab

On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

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

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

New Bank Profile Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings

Criteria

Sort

Page Footer

Report Footer

Miscellaneous

Headings

Heading Format

Title: Bank Profile 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

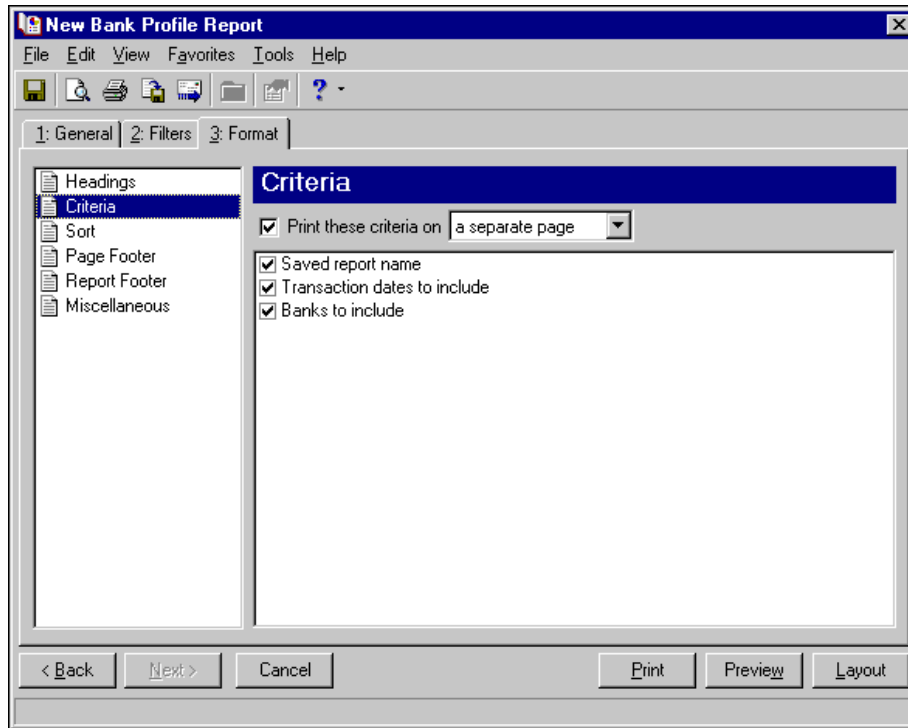
Align: Left

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



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

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

The screenshot shows the 'New Bank Profile Report' dialog box with the 'Sort' tab selected. The left sidebar contains a tree view with 'Sort' highlighted. The main area has a table with two columns: 'Sort by' and 'Order by'. The first row is 'Bank ID' with 'Ascending' in the 'Order by' column. Below the table is a checkbox labeled 'Page break on each new Bank ID' which is unchecked. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Sort by	Order by
Bank ID	Ascending

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 Bank Profile Report' dialog box with the 'Page Footer' tab selected. The left sidebar has 'Page Footer' highlighted. The main area has a 'Page Footer Text' section with a 'Text' label and a large text input field. 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' and 'Align' dropdown menu. 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 also unchecked, with 'Format' set to 'Short Date and Time' and 'Align' set to 'Left'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Report Footer. You can enter a maximum of 254 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.

The screenshot shows the 'New Bank 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' tab is active, showing a 'Report Footer Text' section with a large text input field and an 'Align' dropdown menu set to 'Center'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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

The screenshot shows the 'New Bank Profile Report' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Miscellaneous' tab is active, showing a table of settings for number formatting and a 'Sample amount' section.

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%

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

Bank Reconciliation Report

The Bank Reconciliation Report presents the adjusted statement balance, or the ending statement balance plus deposits in transit less outstanding disbursements. In addition, this report lists all transactions included in the reconciliation process and all adjustments (such as fees, interest earned, voided checks) recorded in the register at the date of reconciliation. You can run the Bank Reconciliation Report from *Reports* and from *Banks*.

The Bank Reconciliation Report is made up of three parts: Reconciliation of Register to Statement, Outstanding Transaction Details, and Reconciliation of Cash Accounts to Statement. With Reconciliation of Cash Accounts to Statement, you can identify timing discrepancies and outstanding transactions in cash accounts affecting the cash balance, but not accounted for in the period reconciliation.

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

The Bank Reconciliation Report has two tabs on which you set parameters: the General tab and Format tabs. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Bank Reconciliation Report, see “Creating a Cash Receipts report” on page 9.

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.

The screenshot shows the 'New Bank Reconciliation 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 saving, opening, printing, and help. The 'General' tab contains the following fields and controls:

- Bank account:** A dropdown menu set to 'Operating' and a text field containing 'Operating Account'.
- Print:** A dropdown menu set to 'Last completed reconciliation'.
- Beginning balance:** A text field containing '\$0.00'.
- Reconciliation date:** A text field containing '04/19/2002'.
- Ending balance:** A text field containing '\$0.00'.
- Show unreconciled transactions with these dates:** A section with a dropdown menu set to '<Specific range>' and two date pickers: 'Start date:' (empty) and 'End date:' (set to '04/19/2002').
- Report orientation:** A dropdown menu set to 'Portrait'.

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

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

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

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

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

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

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

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

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

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

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

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

This field is enabled only if you select Reconciliation using this information in the **Print** field.

Report orientation. Select Portrait for the report to appear vertically or Landscape for the report to appear horizontally.

Format Tab

On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

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

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

New Bank Reconciliation Report

File Edit View Favorites Tools Help

1: General 2: Format

Headings

Criteria
Detail
Sort
Page Footer
Report Footer
Miscellaneous

Headings

Heading Format

Title: Bank Reconciliation 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

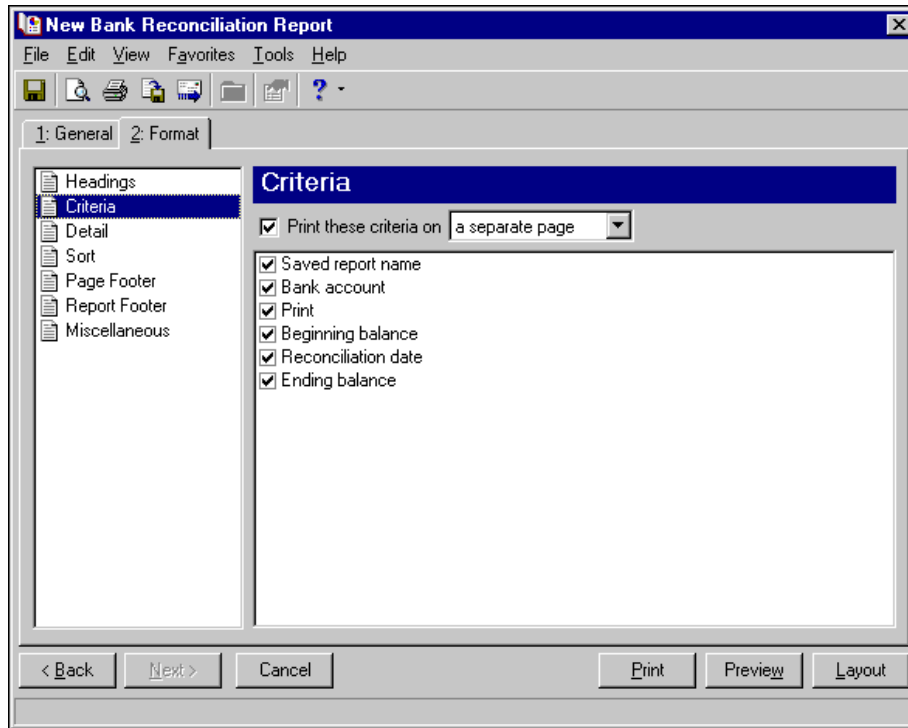
Align: Left

☒ Print report heading on each page

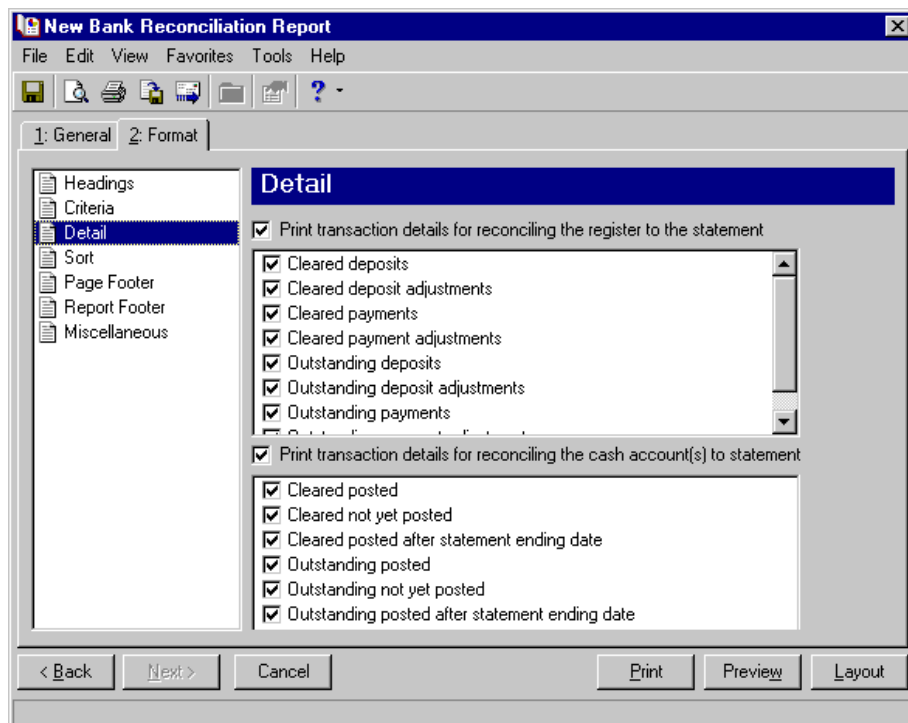
< Back Next > Cancel Print Preview Layout

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

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

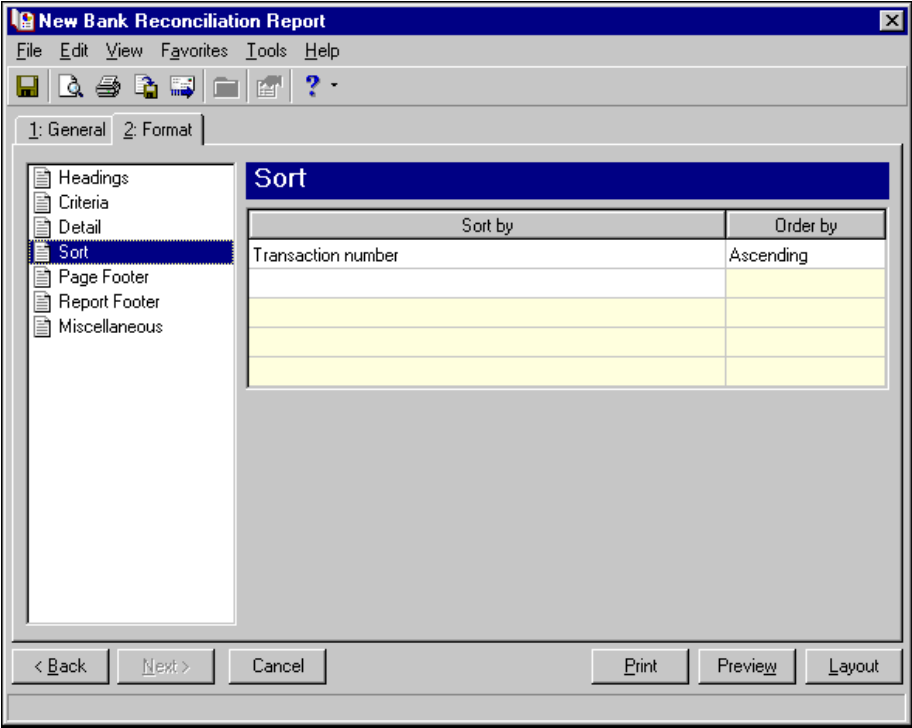


Detail. Use **Detail** to select details specific to the Bank Reconciliation Report. You can mark checkboxes to print transaction details for reconciling the bank register and cash accounts to the statement. If you have the optional module *Projects and Grants* and defined transaction codes, additional checkboxes appear.



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

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



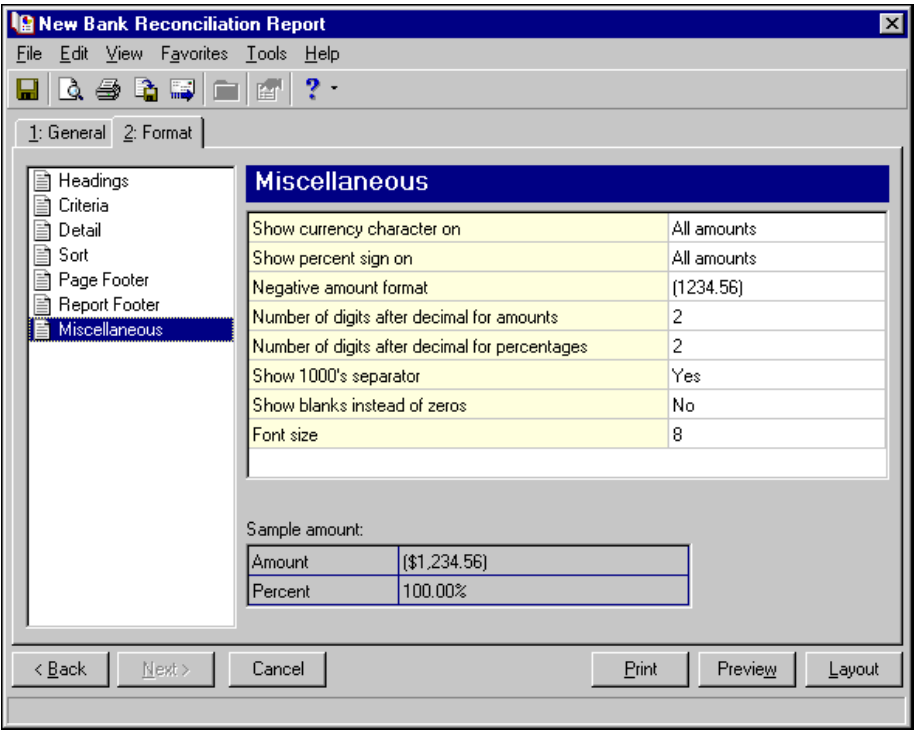
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.

The screenshot shows the 'New Bank Reconciliation Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Page Footer' section on the right includes a 'Page Footer Text' label above a large text input field. Below the input field is an 'Align' dropdown menu set to 'Center'. Further down 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' (Format) and 'Right' (Align). The 'Print Report Date in Footer' options are 'Short Date and Time' (Format) and 'Left' (Align). At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Report Footer. You can enter a maximum of 254 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.

The screenshot shows the 'New Bank Reconciliation Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Report Footer' section on the right includes a 'Report Footer Text' label above a large text input field. Below the input field is an 'Align' dropdown menu set to 'Center'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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



Bank Register Report

The Bank Register Report presents transactions in the register of a bank account. This report provides a summary statement or can be filtered to display specific information. For example, you can filter the report to display only outstanding deposits posted to **Student Billing**. In summary format, the report includes total deposits, total payments, and grand totals. The amounts for each type of check are also listed.

The Bank Register Report has only two tabs on which you set parameters: General tab and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. You can filter bank transactions by clicking the **Filters** button found on the General tab. For more information about creating a Bank Register Report, see “Creating a Cash Receipts report” on page 9.

General Tab

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

On the General tab, you set parameters specific to the report you have open and make selections about information included in the report. The Bank Register Report does not have a Filters tab; you can filter bank transactions for this report by clicking the **Filters** button found on the General tab.

The screenshot shows a window titled "New Bank Register Report" with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar are two tabs: "1. General" (selected) and "2. Format". The "General" tab contains the following controls:

- Report format:** A dropdown menu set to "Detail".
- Bank account:** A dropdown menu set to "Operating", with the text "Operating Account" displayed to its right.
- Show transactions with these dates:** A section containing a "Transaction date:" label and a dropdown menu set to "Include all dates".
- Report orientation:** A dropdown menu set to "Landscape".
- Filters...** A button located to the right of the "Report format" dropdown.

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

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

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

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

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

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

Report orientation. If you select to create the report in summary format, select Portrait for the report to appear vertically or Landscape for the report to appear horizontally. If you select to create the report in detail format, the **Report orientation** field is disabled and the orientation is set to Landscape.

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

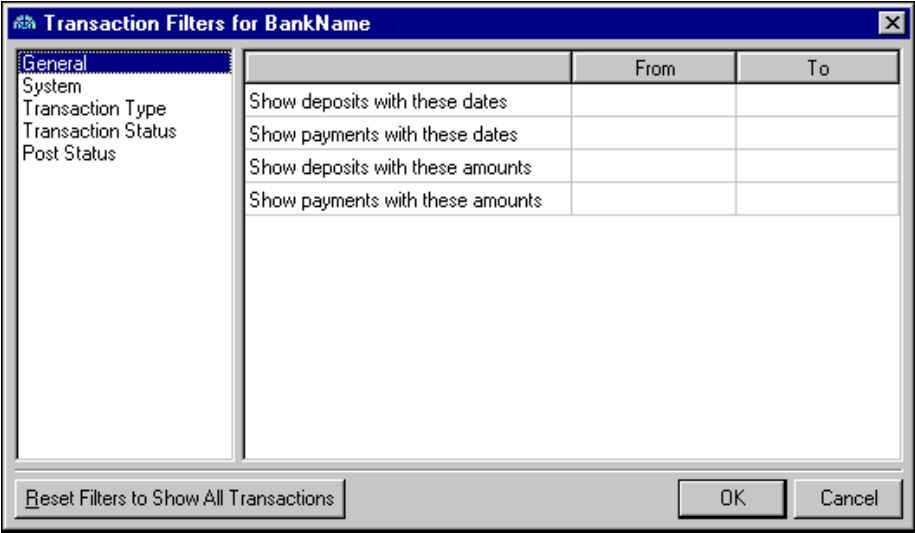
Filters button. The filters function for the Bank Register Report differs from all other reports. When you click the **Filters** button, The Transaction Filters for Bank Name screen appears. Five filter options (General, System, Transaction Type, Transaction Status, and Post Status) are found in a list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

Filters Button

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

When you click the **Filters** button, the General, System, Transaction Type, Transaction status, and Post Status filter options appear. Click each filter option and a grid with corresponding filtering options appears.

- General.** Use the General option to establish date and amount ranges for payments and deposits.
- In the **From** and **To** columns for the first two rows, **Show deposits with these dates** and **Show payments with these dates**, enter beginning and ending dates, or click the fields to select dates from a calendar.
- In the **From** and **To** columns for the second two rows, **Show deposits with these amounts** and **Show payments with these amounts**, enter beginning and ending amounts, or click the fields to use a calculator to calculate amounts.

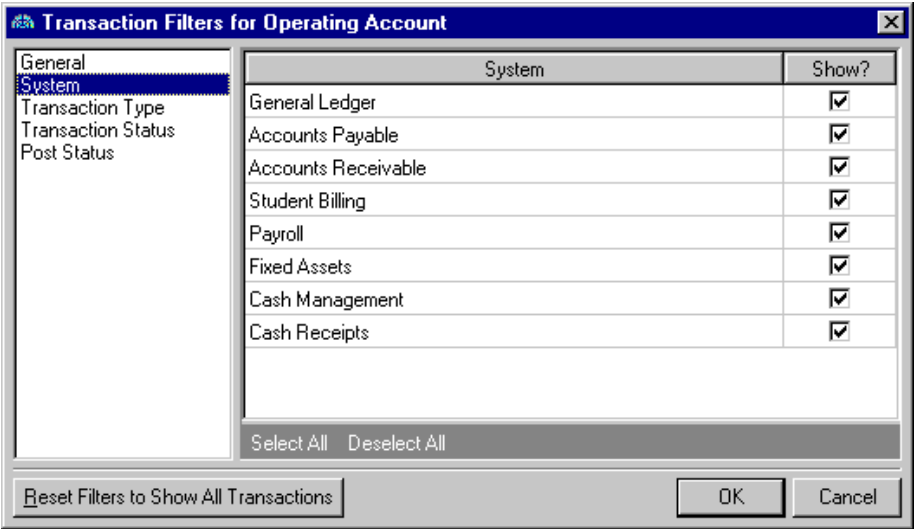


The dialog box titled "Transaction Filters for BankName" has a sidebar with five filter categories: General, System, Transaction Type, Transaction Status, and Post Status. The "General" category is selected. The main area contains a table with three columns: a description, "From", and "To".

	From	To
Show deposits with these dates		
Show payments with these dates		
Show deposits with these amounts		
Show payments with these amounts		

At the bottom, there is a "Reset Filters to Show All Transactions" button, and "OK" and "Cancel" buttons.

- System.** Use the System option to select which Blackbaud programs to include in the report.



The dialog box titled "Transaction Filters for Operating Account" has a sidebar with five filter categories: General, System, Transaction Type, Transaction Status, and Post Status. The "System" category is selected. The main area contains a table with two columns: "System" and "Show?".

System	Show?
General Ledger	<input checked="" type="checkbox"/>
Accounts Payable	<input checked="" type="checkbox"/>
Accounts Receivable	<input checked="" type="checkbox"/>
Student Billing	<input checked="" type="checkbox"/>
Payroll	<input checked="" type="checkbox"/>
Fixed Assets	<input checked="" type="checkbox"/>
Cash Management	<input checked="" type="checkbox"/>
Cash Receipts	<input checked="" type="checkbox"/>

Below the table are "Select All" and "Deselect All" buttons. At the bottom, there is a "Reset Filters to Show All Transactions" button, and "OK" and "Cancel" buttons.

Transaction Type. Use the Transaction Type option to select transaction types to include in the report. In the **Start Number** and **End Number** columns, enter beginning and ending transaction numbers.

The dialog box titled "Transaction Filters for Operating Account" has a sidebar with options: General, System, Transaction Type (selected), Transaction Status, and Post Status. The main table lists transaction types with checkboxes in the "Show?" column and empty fields for "Start Number" and "End Number".

Transaction Type	Show?	Start Number	End Number
Manual Check	<input checked="" type="checkbox"/>		
Computer Check	<input checked="" type="checkbox"/>		
One-Time Check	<input checked="" type="checkbox"/>		
EFT Check	<input checked="" type="checkbox"/>		
Bank Draft	<input checked="" type="checkbox"/>		
Deposit	<input checked="" type="checkbox"/>		
Adjustment-Deposit	<input checked="" type="checkbox"/>		
Adjustment-Payment	<input checked="" type="checkbox"/>		
Adjustment-Transfer in	<input checked="" type="checkbox"/>		
Adjustment-Transfer out	<input checked="" type="checkbox"/>		

Buttons at the bottom: "Reset Filters to Show All Transactions", "OK", "Cancel", and "Select All Deselect All".

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

The dialog box titled "Transaction Filters for Operating Account" has a sidebar with options: General, System, Transaction Type, Transaction Status (selected), and Post Status. The main table lists transaction statuses with checkboxes in the "Show?" column and empty fields for "Start Date" and "End Date".

Status	Show?	Start Date	End Date
Outstanding	<input checked="" type="checkbox"/>		
Cleared	<input checked="" type="checkbox"/>		
Reconciled	<input checked="" type="checkbox"/>		
Voided	<input checked="" type="checkbox"/>		

Buttons at the bottom: "Reset Filters to Show All Transactions", "OK", "Cancel", and "Select All Deselect All".

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

Post Status	Show?	Start Date	End Date
Not yet posted	<input checked="" type="checkbox"/>		
Posted	<input checked="" type="checkbox"/>		
Do not post	<input checked="" type="checkbox"/>		

Format Tab

On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

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

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

New Bank Register Report

File Edit View Favorites Tools Help

1: General 2: Format

Headings

Criteria
Detail
Sort/Break
Page Footer
Report Footer
Miscellaneous
Color Scheme

Headings

Heading Format

Title: Bank Register 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

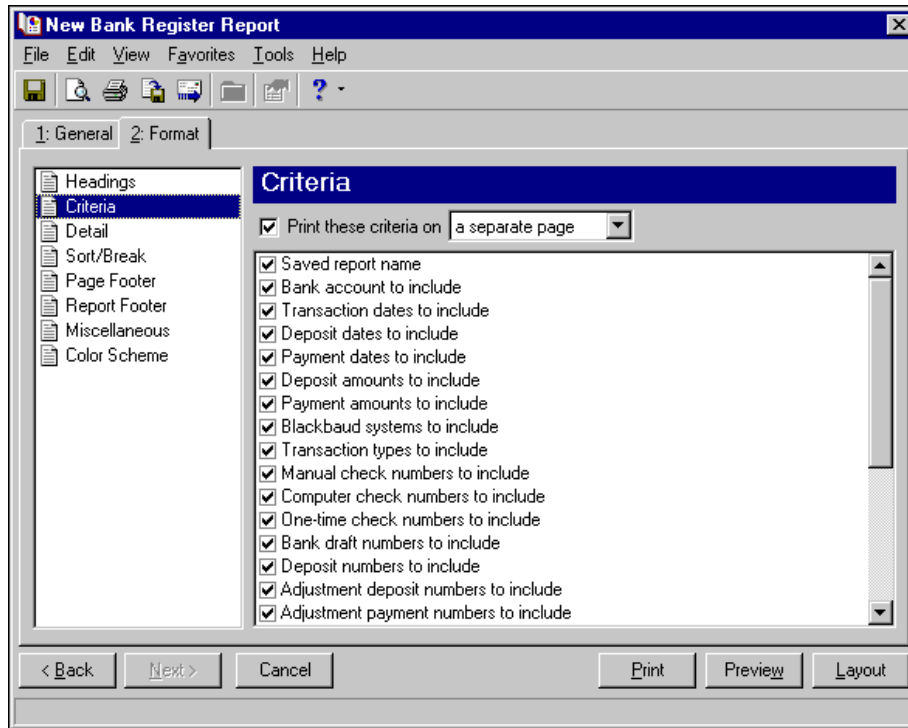
Align: Left

☒ Print report heading on each page

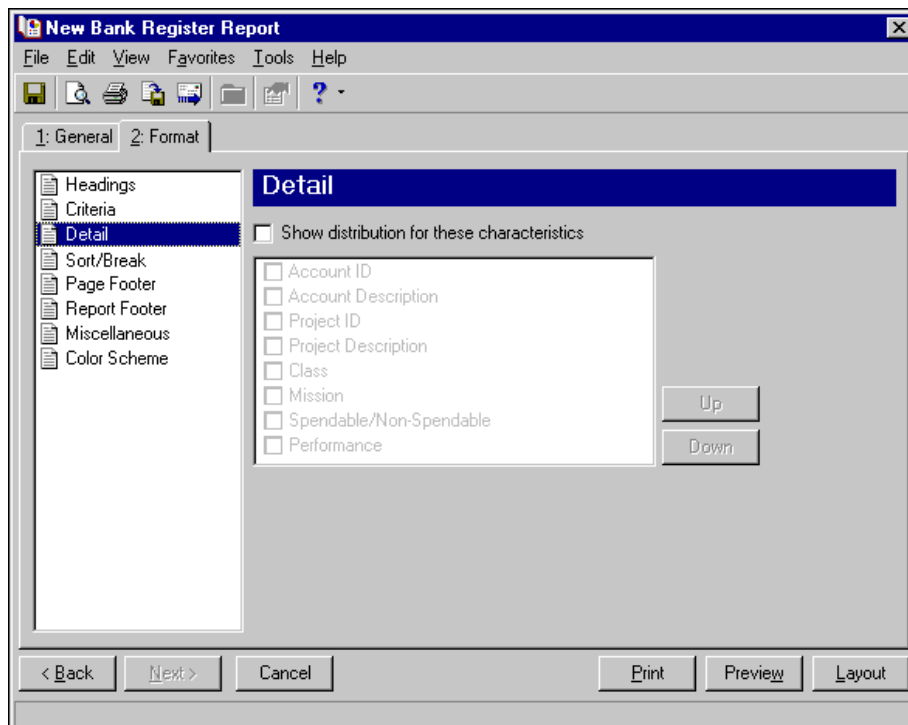
< Back Next > Cancel Print Preview Layout

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

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



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



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

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

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

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

New Bank Register Report

File Edit View Favorites Tools Help

1: General 2: Format

- Headings
- Criteria
- Detail
- Sort/Break**
- Page Footer
- Report Footer
- Miscellaneous
- Color Scheme

Sort by	Order by	Break?
Transaction number	Ascending	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Break Header for Transaction number: _____

Text before value:

Text after value:

Break Footer for Transaction number: _____

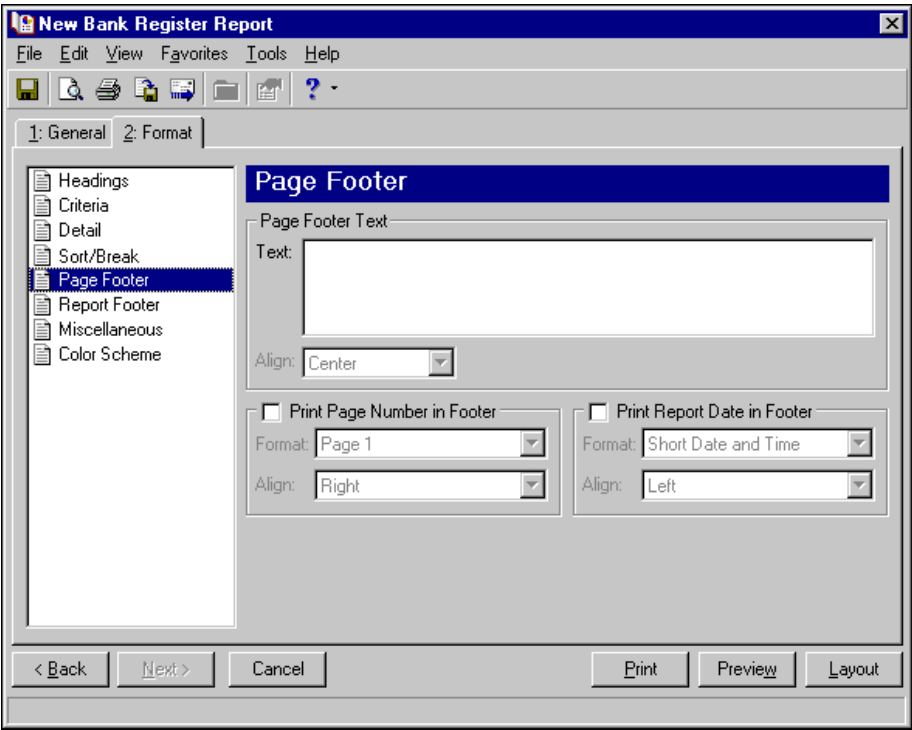
☐ Print count per Transaction number

☐ Print count as a percentage of total

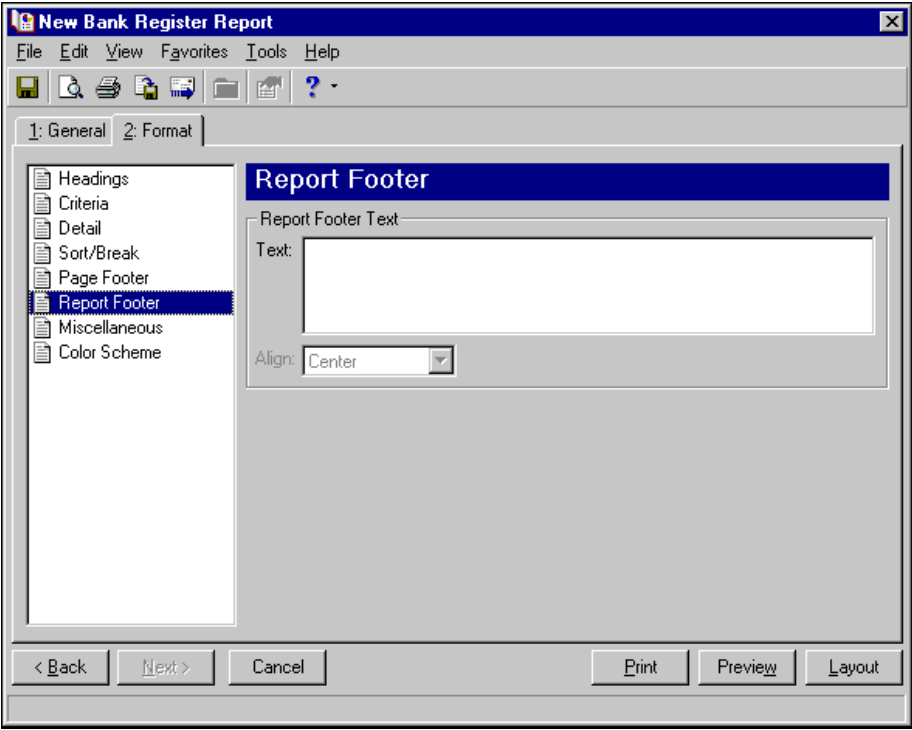
☐ Page break on each new Transaction number

< Back Next > Cancel Print Preview Layout

Page Footer. You can enter a maximum of 254 characters in the page footer. You can include other options, such as the page number and date.



Report Footer. You can enter a maximum of 254 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.



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

The screenshot shows the 'New Bank Register Report' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists various report sections, 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. 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.

The screenshot shows the 'New Bank Register Report' dialog box with the 'Color Scheme' tab selected. The left sidebar lists various report sections, with 'Color Scheme' highlighted. The main area contains checkboxes for applying a color scheme and selecting colors for different heading types, along with 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

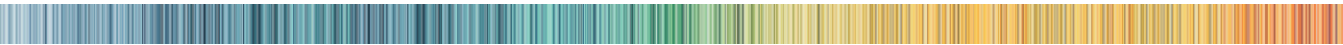
Preview of report layout:

```

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.

Custom Reports



Creating Custom Reports.

50

Editing an Export for a Custom Report

53

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 **Cash Receipts** 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 **Cash Receipts** 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.

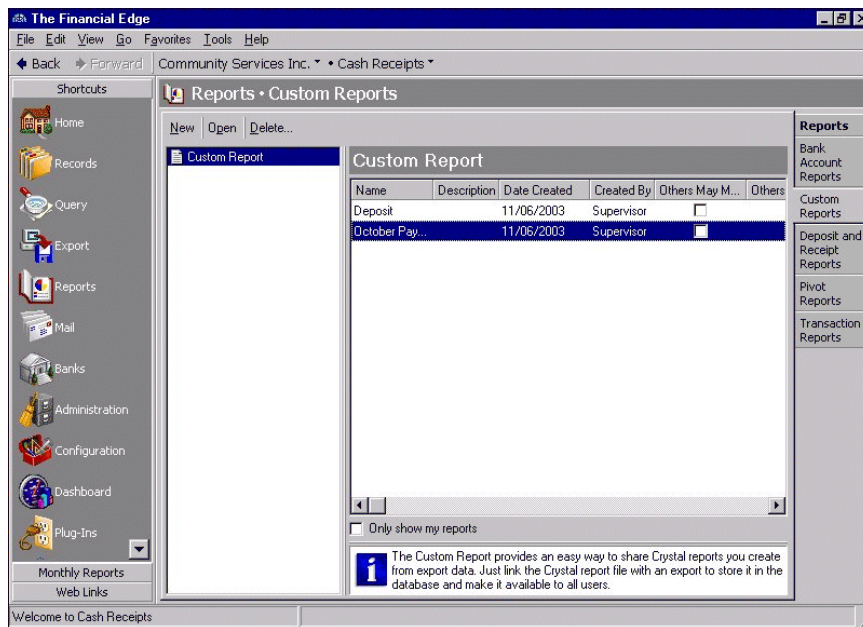
Creating Custom Reports

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.

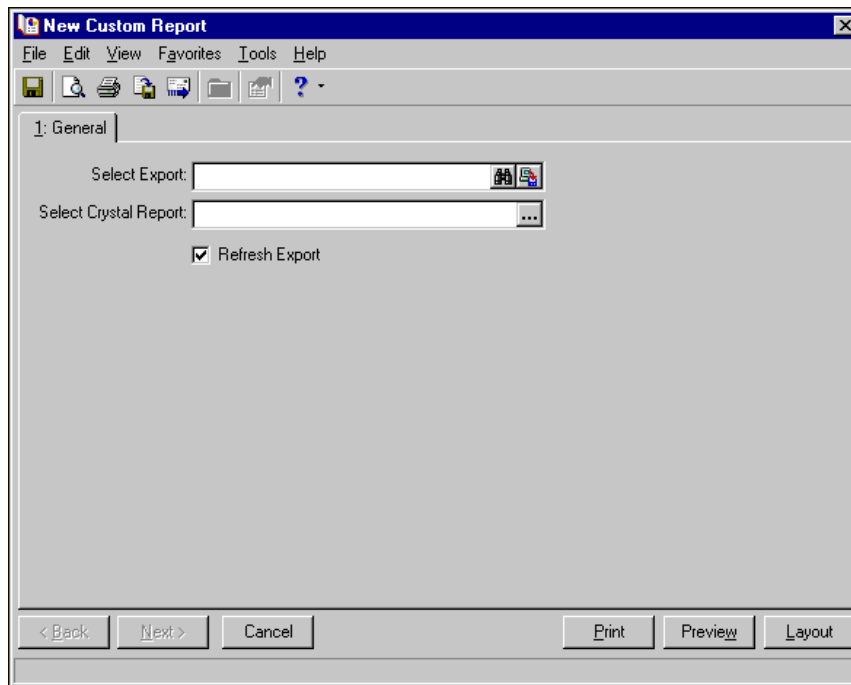
Make sure to format the export file in one of these *.MDB formats: Blackbaud Report Writer Database, Microsoft Access 2.x Database, Microsoft Access 95 Database, Microsoft Access 97 Database, or Microsoft Access 2000 Database. For more information about creating export files, see the *Export Guide*.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

► Creating a custom report

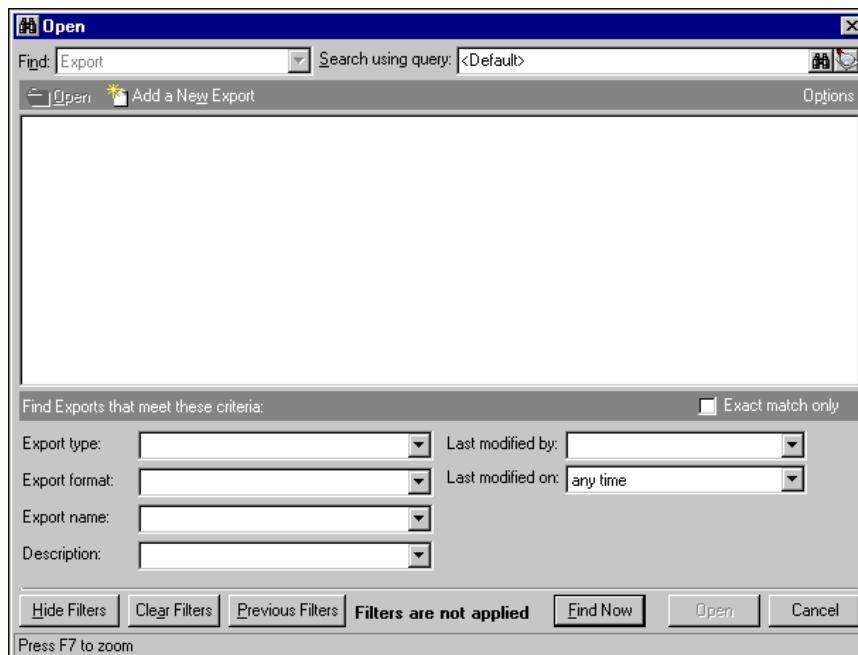
1. From the **Cash Receipts** Reports page, click **Custom Reports**. The Custom Reports page appears.



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.

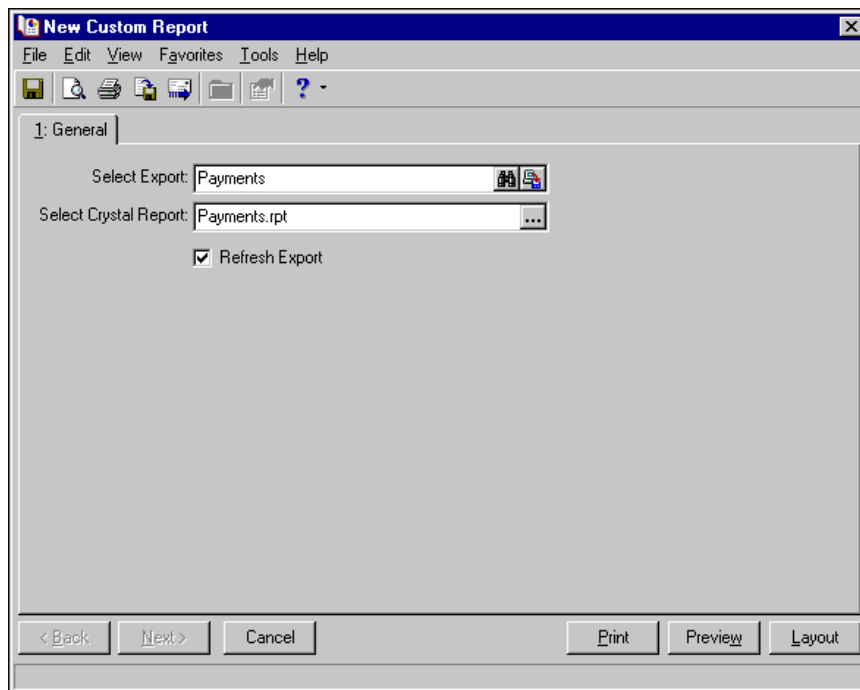


Note: Only exports in saved in a Microsoft Access database file format (*.MDB) appear on the Open screen.

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.

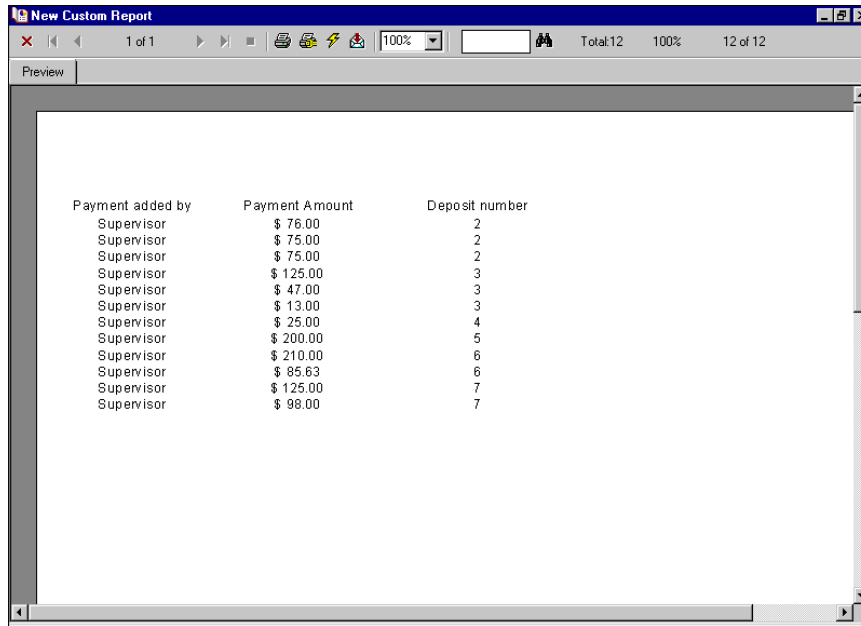
- To create a new export file, click **Add New**. The Create a New Export screen appears where you can create an export file to use with **Custom Reports**. After you create and save your export file, you return to the Custom Report screen and the selected export file name appears in the **Select Export**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

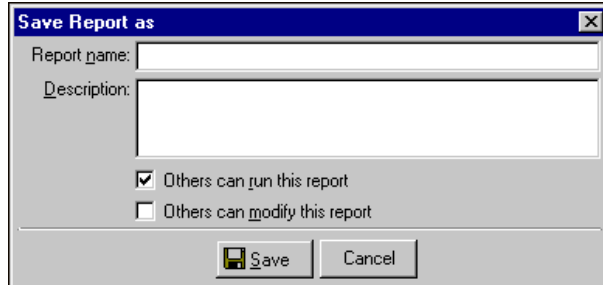
7. To automatically refresh the export file every time you view the report, mark **Refresh Export**. If you do not mark this checkbox, when you run the report the program checks to see if the export file is saved on your machine. If it is, the program uses the existing export file and will not update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



Payment added by	Payment Amount	Deposit number
Supervisor	\$ 76.00	2
Supervisor	\$ 75.00	2
Supervisor	\$ 75.00	2
Supervisor	\$ 125.00	3
Supervisor	\$ 47.00	3
Supervisor	\$ 13.00	3
Supervisor	\$ 25.00	4
Supervisor	\$ 200.00	5
Supervisor	\$ 210.00	6
Supervisor	\$ 85.63	6
Supervisor	\$ 125.00	7
Supervisor	\$ 98.00	7

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



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

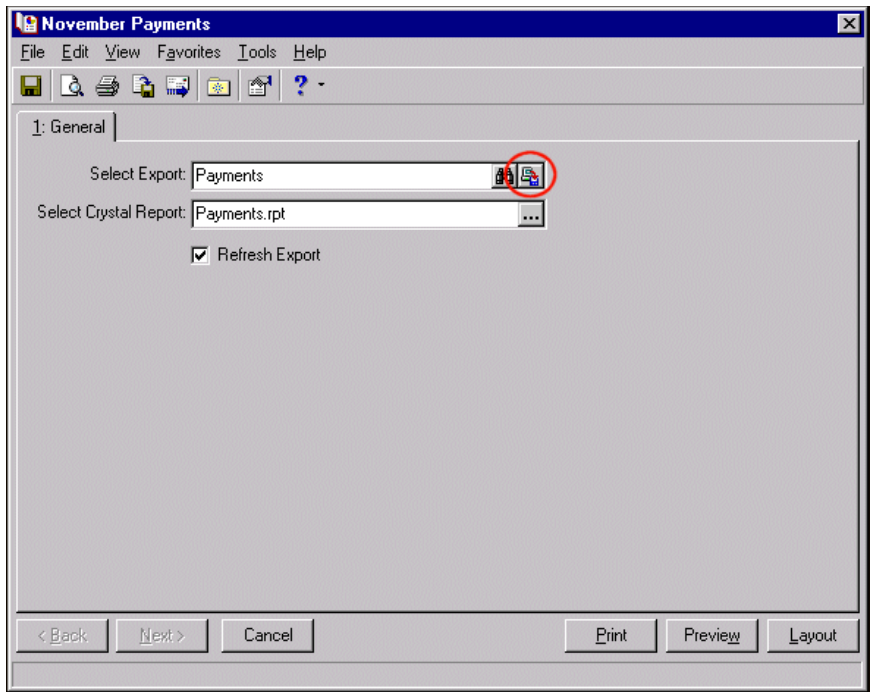
Editing an Export for a Custom Report

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

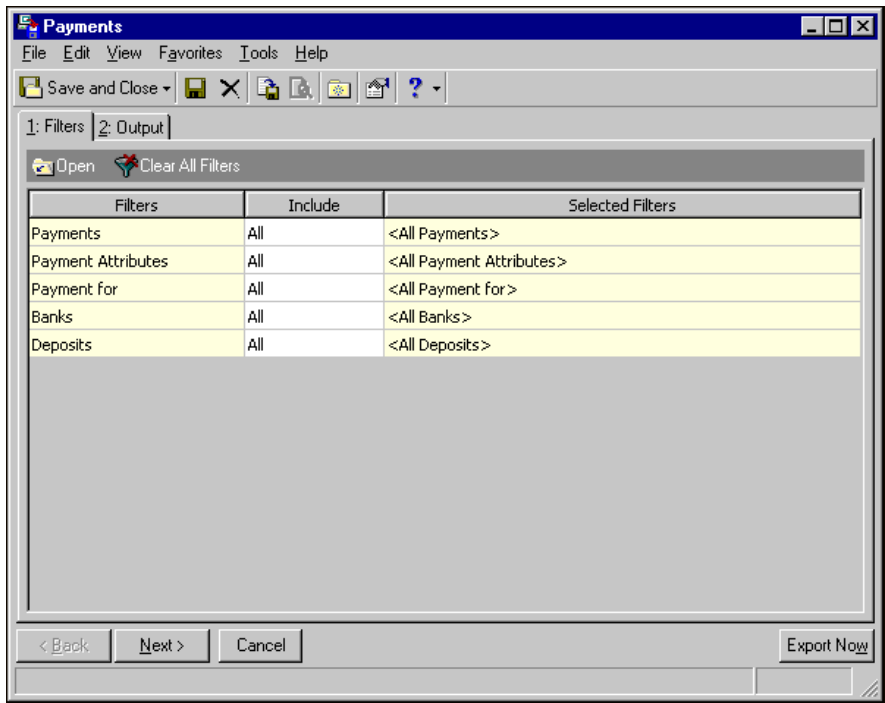
You can edit an export file directly from the Custom Reports screen by clicking the **Click to edit export** button. You can add additional fields to the export file that are not included in the Crystal report, but you cannot add fields to the Crystal report that are not included in the export file.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

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

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



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



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

Deposit and Receipt Reports



Cash Receipts Report	58
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Cash Receipts Report Filters Tab	60
Cash Receipts Report Format Tab	61
Deposit List	68
Deposit List General Tab	68
Deposit List Filters Tab	69
Deposit List Format Tab	70
Deposit Report	75
Deposit Report General Tab	75
Deposit Report Filters Tab	77
Deposit Report Format Tab	78

Reporting categories in **Cash Receipts** include Bank Account Reports, Deposit and Receipt Reports, Pivot Reports, and Transaction Reports. This chapter discusses Deposit and Receipt 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 deposit and receipt reports in **Cash Receipts**. Hands-on experience is the best way to learn, so we encourage you to try various options with your sample database.

Deposit and Receipt Reports in **Cash Receipts** include:

- Cash Receipts Report
- Deposit List
- Deposit Report

Cash Receipts Report

The Cash Receipts Report lists detailed cash receipts activity over a specified period of time. This report is the only report in **Cash Receipts** that shows individual receipts and payment detail.

The Cash Receipts Report has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Cash Receipts Report, see “Creating a Cash Receipts report” on page 9.

General Tab

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

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

Deposit date. In the **Deposit Date** field, select a date or date range for deposit dates to include in the report.

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

Receipt date. In the **Receipt Date** field, select a date or date range for receipts dates to include in the report. If you want to include all the receipts in a deposit, you do not need to enter a receipt date.

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

Entered on date. In the **Entered on date** field, select a date or date range for which deposits were entered into the program.

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

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

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

Include deposits from []. Mark the checkbox for each program whose deposits you want to include in the report. The options appearing depend on the programs you have installed (**Accounts Receivable**, **Cash Receipts**, or **Student Billing**).

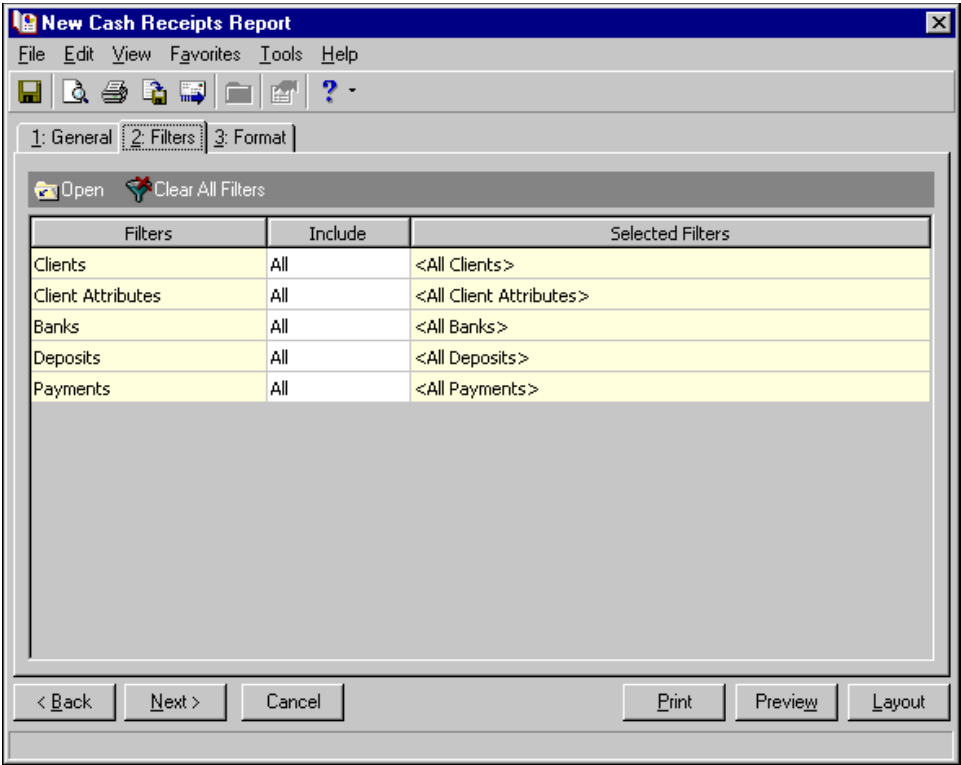
Create an output query of deposits. Mark this option to create a query of deposits that appear in the report. This query is available for use in other areas of the program.

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

Report orientation. Select Portrait for the report to appear vertically or Landscape for the report to appear horizontally.

Filters Tab

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



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

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

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Funds filter, only transactions in the selected funds appear in the report.

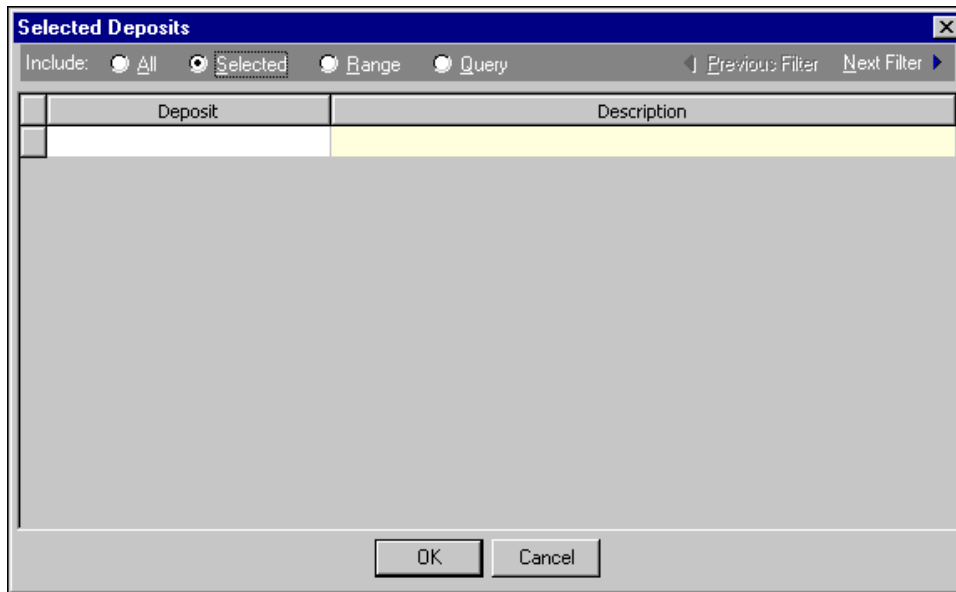
Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

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

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

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing **Selected** in the **Include** column for the filter.



Include. For each filter, you can select to include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the report. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. **Previous Filter.** To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

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

Format Tab

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

Note: The heading defaults to Cash Receipts 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 you want the heading aligned and whether you want your organization's name to 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.

New Cash Receipts Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings

Criteria
Detail
Grand Totals
Sort/Break
Page Footer
Report Footer
Miscellaneous
Color Scheme

Headings

Heading Format

Title: Cash Receipts 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

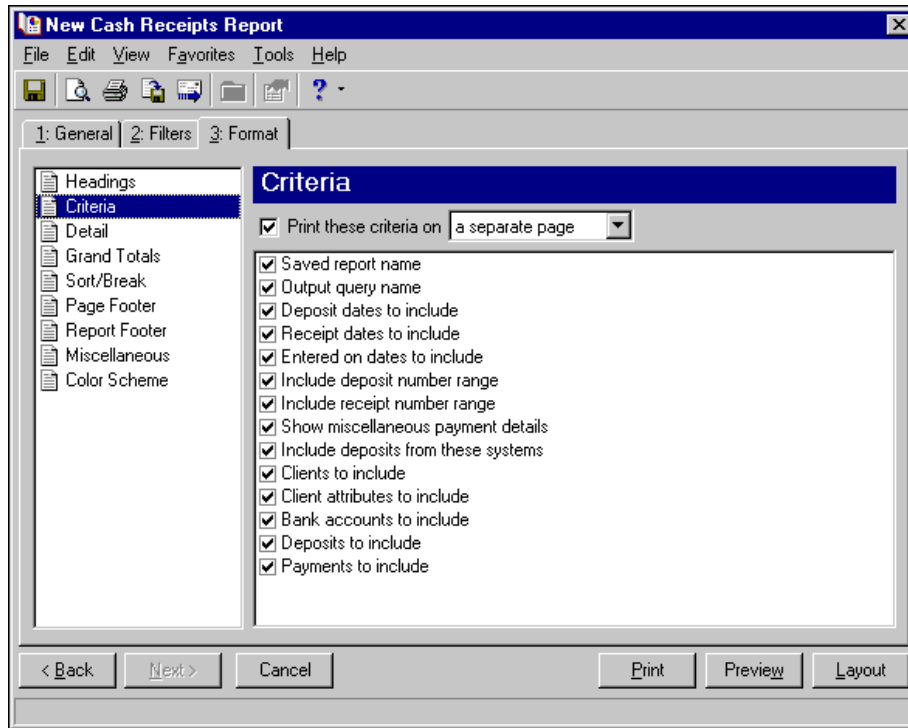
Align: Left

☒ 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.

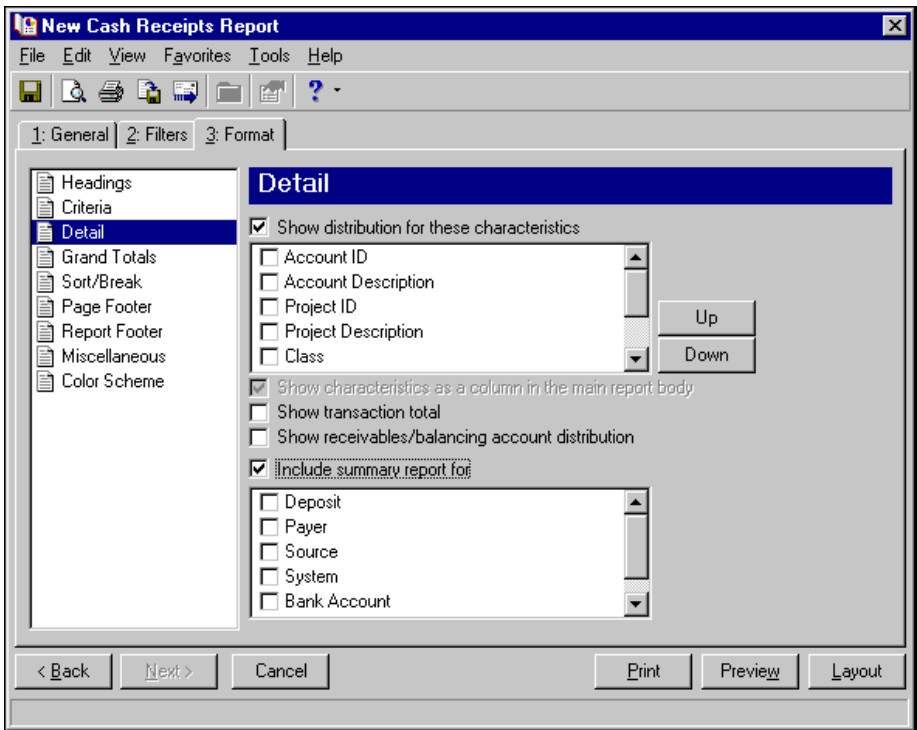
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



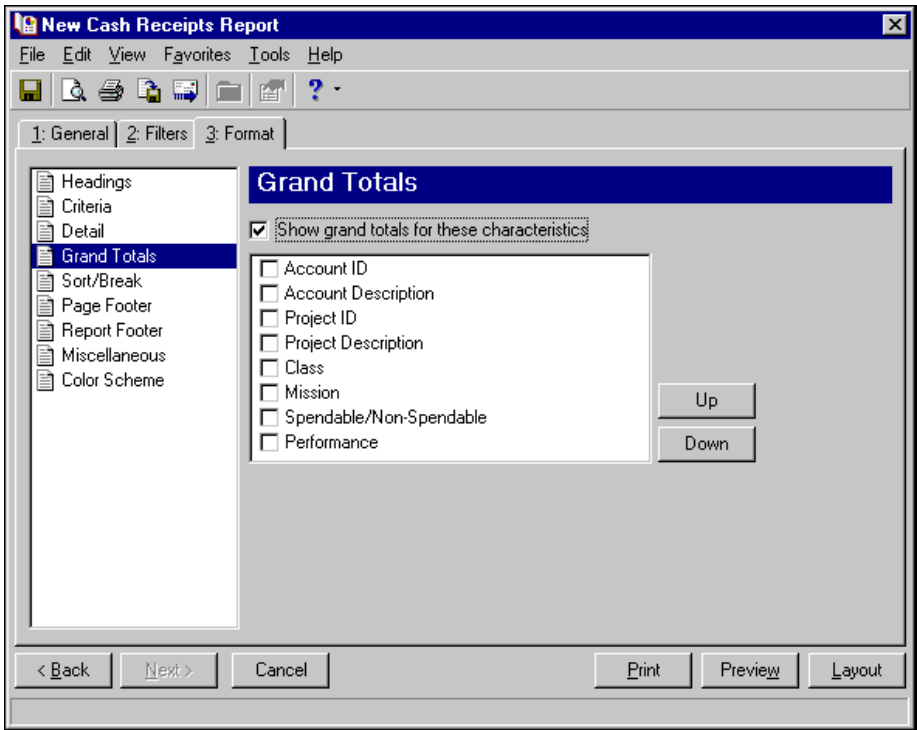
Detail. Use **Detail** to select details specific to the Cash Receipts Report. To show distribution by account and project characteristics, mark **Show distribution for these characteristics** and the checkboxes for the characteristics. If you select only one characteristic, you can mark **Show characteristics as a column in the main report body** to show a single characteristic as a separate column in the report. This creates a shorter report because all information for the characteristic appears as an extra column rather than as an additional subreport.

You can also mark **Show transaction total** to display the total amount of the transaction in addition to the distribution amounts and **Show receivables/balancing account distribution** to show receivables information for a distribution.

To add additional summary reports to the end of the main report, mark **Include summary report for** and mark the checkboxes for each item on which to report.



Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and defined transaction codes, additional checkboxes appear. You can use the **Up** and **Down** buttons to order the characteristics to appear on the report.



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

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

To create breaks, you can mark the checkbox in the **Break?** column for a sorting category. If you mark **Break?** for a category, fields are enabled for you to specify more information about the break for the selected sorting category. For example, you can sort and break by Deposit Number. This prints information about each deposit on a new page.

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

In the **Break Footer** frame, you can mark **Print count per** or **Print count as a percentage of total** for the number or percentage for the selected sorting category to appear in the footer. If you want a new page for the selected sorting category, mark **Page break on each new <sort category>**.

The screenshot shows the 'New Cash Receipts 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 criteria.

Sort by	Order by	Break?
Receipt Date	Ascending	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Below the table, there are sections for 'Break Header for Receipt Date' and 'Break Footer for Receipt Date'.

Break Header for Receipt Date:

Text before value:

Text after value:

Break Footer for Receipt Date:

☐ Print count per Receipt Date

☐ Print count as a percentage of total

☐ Page break on each new Receipt Date

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

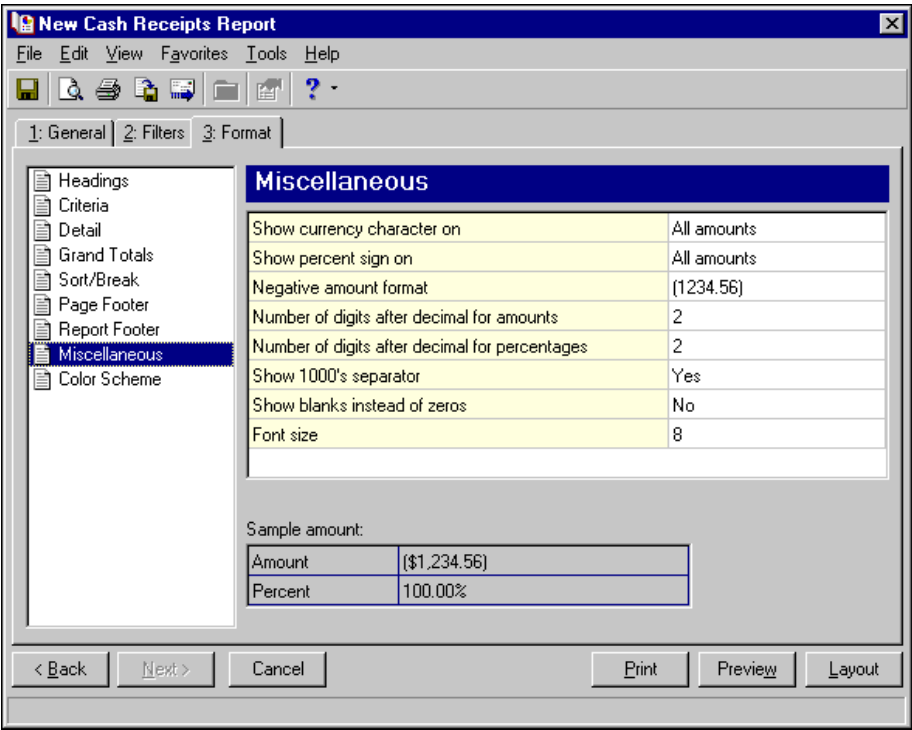
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.

The screenshot shows the 'New Cash Receipts 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 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' and 'Align' dropdown menu. The 'Print Page Number in Footer' checkbox is checked, with 'Page 1' selected for the format and 'Right' for the align. The 'Print Report Date in Footer' checkbox is unchecked, with 'Short Date and Time' selected for the format and 'Left' for the align. At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

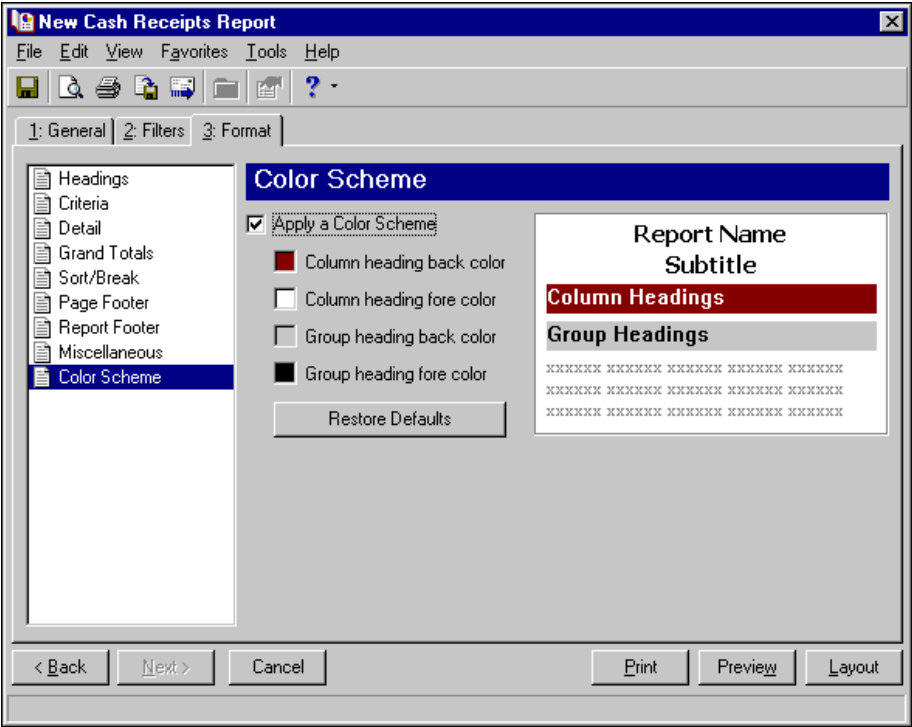
Report Footer. Use **Report Footer** to create a footer to appear at the end of the the report's data. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.

The screenshot shows the 'New Cash Receipts 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 a 'Report Footer Text' section with a large text input field. Below this, there is an 'Align' dropdown menu set to 'Left'. At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to 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 in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Deposit List

The Deposit List displays summarized information about a selection of deposits, including the projected deposit total and the actual deposit total. This report can be used for a quick comparison to a bank account record or bank statement.

The Deposit List has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Deposit List, see “Creating a Cash Receipts report” on page 9.

General Tab

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

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

The screenshot shows the 'New Deposit List' 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 options:

- 'Include deposits with these dates' section with three dropdown menus: 'Deposit date:' (set to 'Include all dates'), 'Entered on date:' (set to 'Include all dates'), and 'Post date:' (set to 'Include all dates').
- 'Include deposit numbers from:' and 'To:' fields with calendar icons.
- A checkbox 'Only include deposits whose amounts are greater than:' followed by a text input field.
- 'Include deposits from' section with two checked checkboxes: 'Accounts Receivable' and 'Cash Receipts'.
- A checkbox 'Create an output query of deposits' which is unchecked.
- 'Report orientation:' dropdown menu set to 'Landscape'.

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

Deposit date. In the **Deposit Date** field, select a date or date range for transaction dates to include in the report.

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

Entered on date. In the **Entered on date** field, select a date or date range for which deposits were entered into the program.

Post date. In the **Post Date** field, select a date or date range for post dates to include in the report.

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

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

Only include deposits whose amounts are greater than []. Mark this option to enter the minimum deposit amount to include in the report.

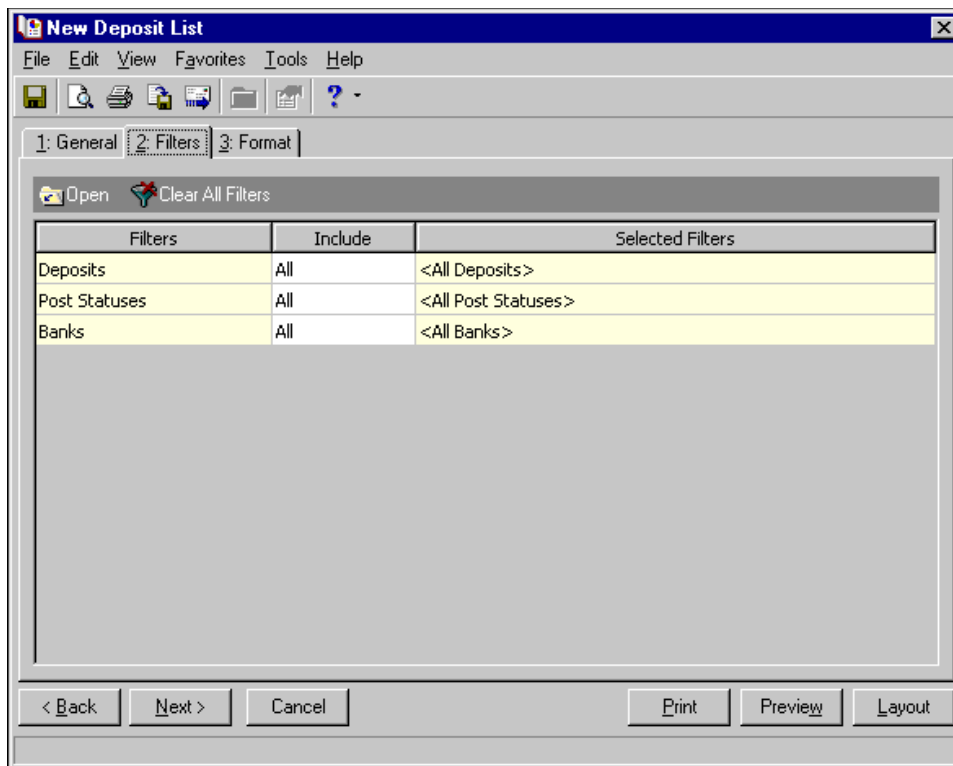
Include deposits from []. Mark the checkbox for each program whose deposits you want to include in the report. The options appearing depend on the programs you have installed (**Accounts Receivable**, **Cash Receipts**, or **Student Billing**).

Create an output query of deposits. Mark this option to create a query of deposits that appear in the report. This query is available for use in other areas of the program.

Report orientation. Select Portrait for the report to appear vertically or Landscape for the report to appear horizontally.

Filters Tab

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



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

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

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Funds filter, only transactions in the selected funds appear in the report.

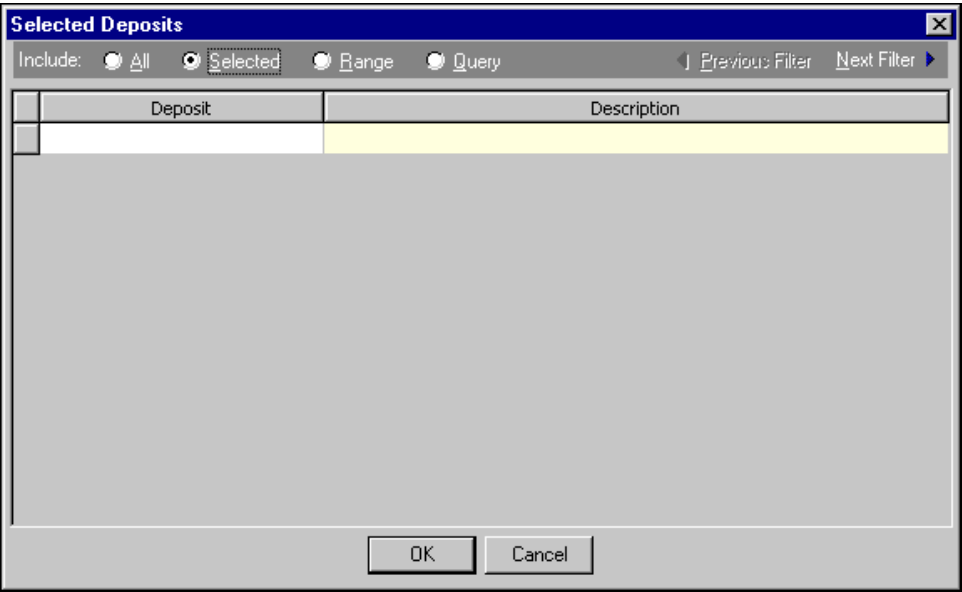
Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

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

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

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



- Include.** For each filter, you can select to include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.
- All.** If you mark **Include: All**, you cannot designate specific filters.
- Selected or Range.** If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.
- Query.** If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the report. In the field, you can click the binoculars to search for the query name.
- To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. **Previous Filter.** To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.
- Next Filter.** To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Format Tab

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

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

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to 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 Deposit List' dialog box with the 'Format' tab selected. The 'Headings' section is active, showing options for title, subtitle, alignment, and checkboxes for including organization name, page number, and report date in the heading. The 'Print report heading on each page' checkbox is also checked.

New Deposit List

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings

Criteria
Sort
Page Footer
Report Footer
Miscellaneous
Color Scheme

Heading Format:

Title: Deposit List

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

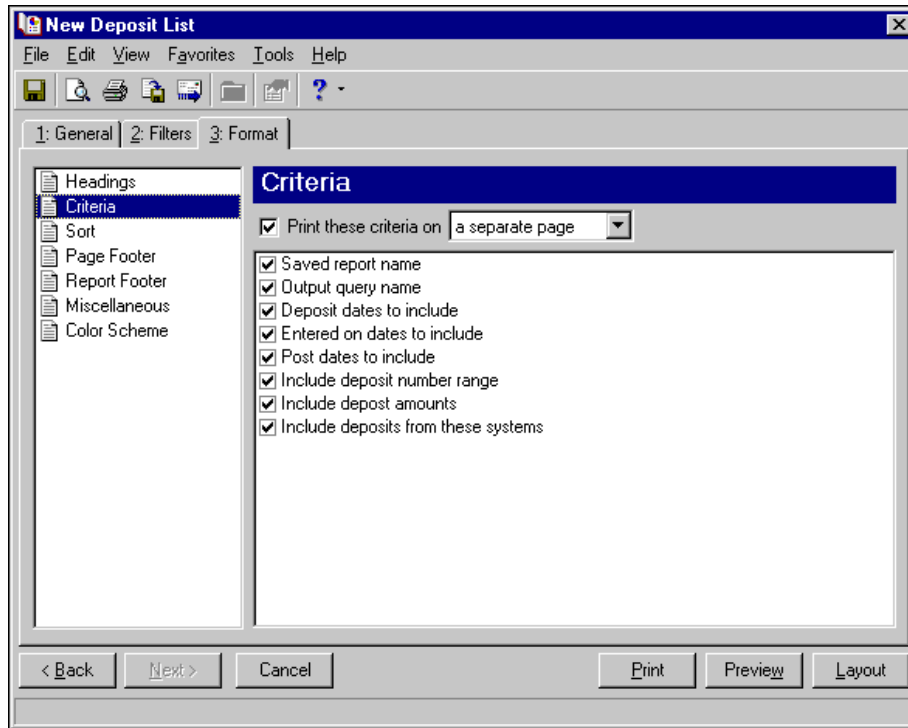
Align: Left

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



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

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

Mark **Page break on each new <Sort by selection>** to start a new page for each Sort by selection.

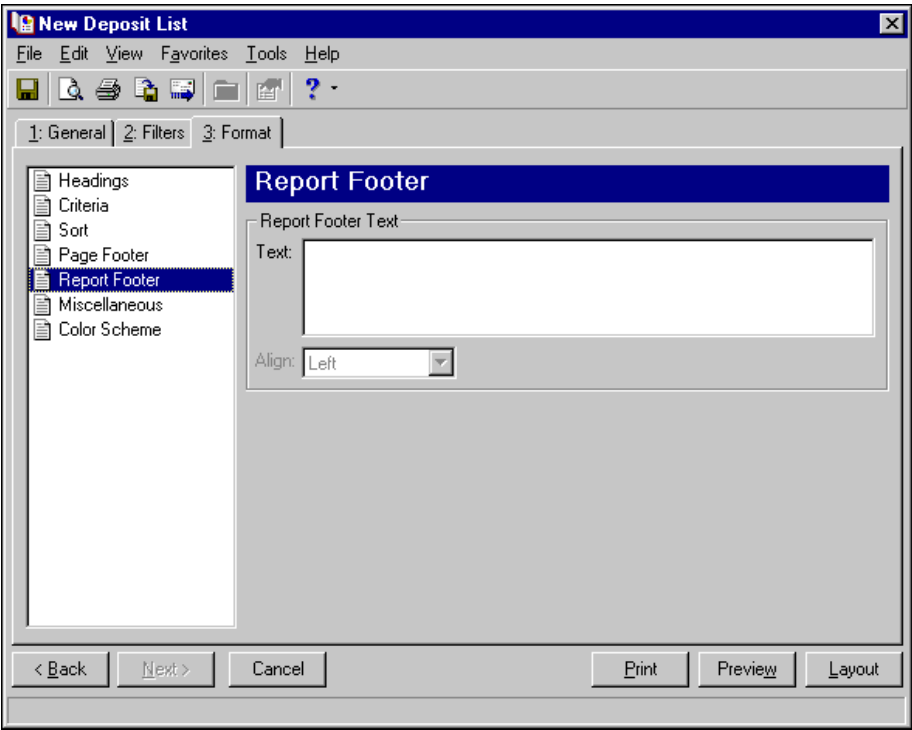
The screenshot shows the 'New Deposit List' dialog box with the 'Sort' tab selected. The left sidebar contains a list of options: Headings, Criteria, Sort, Page Footer, Report Footer, Miscellaneous, and Color Scheme. The 'Sort' tab is active, displaying a table with two columns: 'Sort by' and 'Order by'. The first row is 'Deposit Number' with 'Ascending' in the 'Order by' column. Below the table is a checkbox labeled 'Page break on each new Deposit Number' which is currently unchecked. At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Sort by	Order by
Deposit Number	Ascending

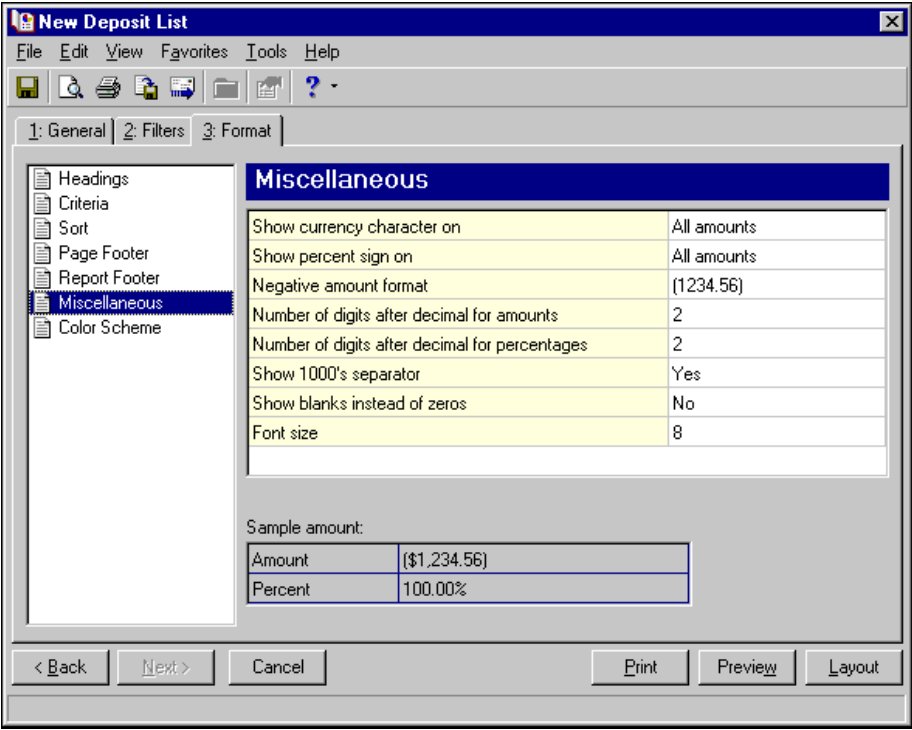
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.

The screenshot shows the 'New Deposit List' dialog box with the 'Page Footer' tab selected. The left sidebar is the same as in the previous image, but 'Page Footer' is now selected. The 'Page Footer' tab displays 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 'Format' and 'Align' dropdown menu. For 'Print Page Number in Footer', the format is 'Page 1' and align is 'Right'. For 'Print Report Date in Footer', the format is 'Short Date and Time' and align is 'Left'. The same bottom buttons ('< Back', 'Next >', 'Cancel', 'Print', 'Preview', 'Layout') are present.

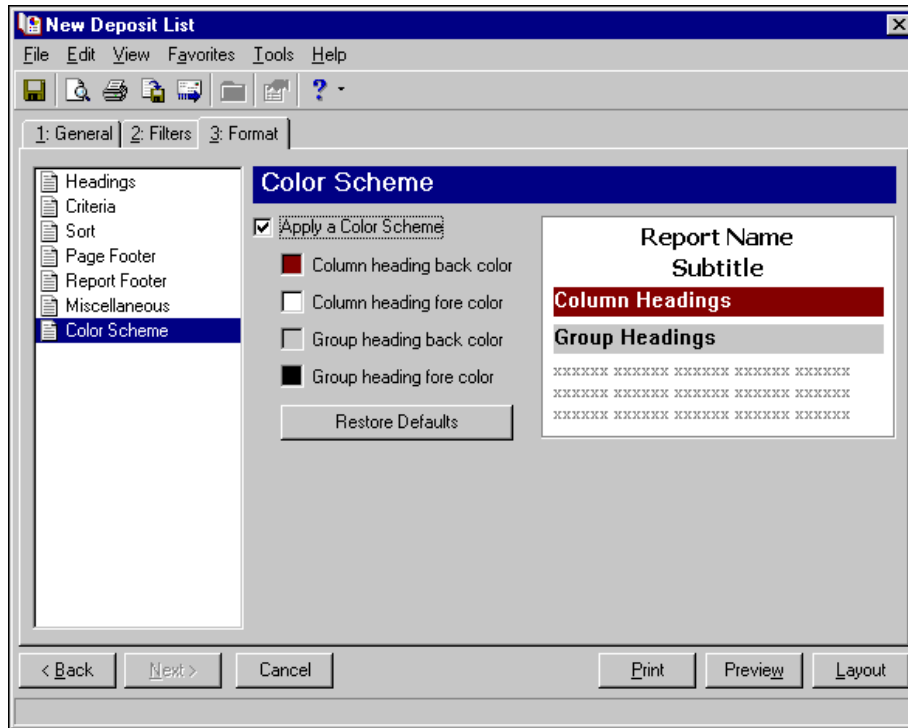
Report Footer. You can enter a maximum of 254 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to 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 in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Deposit Report

Note: You can also print deposit reports using the **Print deposit tickets** link in *Deposit tasks*. For more information about *Deposit tasks*, see the *Banks Guide*.

The Deposit Report includes information about a selection of deposits, including a summarized breakdown of payments types and banking information such as the account number and routing number. You can format this report to use as a deposit ticket. Contact your bank to find what information is required for deposit tickets.

The Deposit Report has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Deposit Report, see “Creating a Cash Receipts report” on page 9.

General Tab

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

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

New Deposit Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Include deposits with these dates

Deposit date: Include all dates

Entered on date: Include all dates

Post date: Include all dates

Include deposit numbers from: To:

☐ Only include deposits whose amounts are greater than:

☒ Update the deposit printed on date when printing? ☐ Close deposit after printing?

Include deposits from

☒ Accounts Receivable

☒ Cash Receipts

☐ Create an output query of deposits

Report orientation: Portrait

< Back Next > Cancel Print Preview Layout

Deposit date. In the **Deposit Date** field, select a date or date range for deposit dates to include in the report.

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

Entered on date. In the **Entered on date** field, select a date or date range for which deposits were entered into the program.

Post date. In the **Post Date** field, select a date or date range for post dates to include in the report.

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

Only include deposits whose amounts are greater than []. Mark this option to enter the minimum deposit amount to include in the report.

Update the deposit printed on date when printing? Mark this option to update the deposit ticket print date for each deposit included in the report.

Close deposit after printing? Mark this option to change the deposit status to closed for each deposit included in the report run.

Include deposits from. Mark the checkbox for each program whose deposits you want to include in the report. The options appearing depend on the programs you have installed (**Accounts Receivable**, **Cash Receipts**, or **Student Billing**).

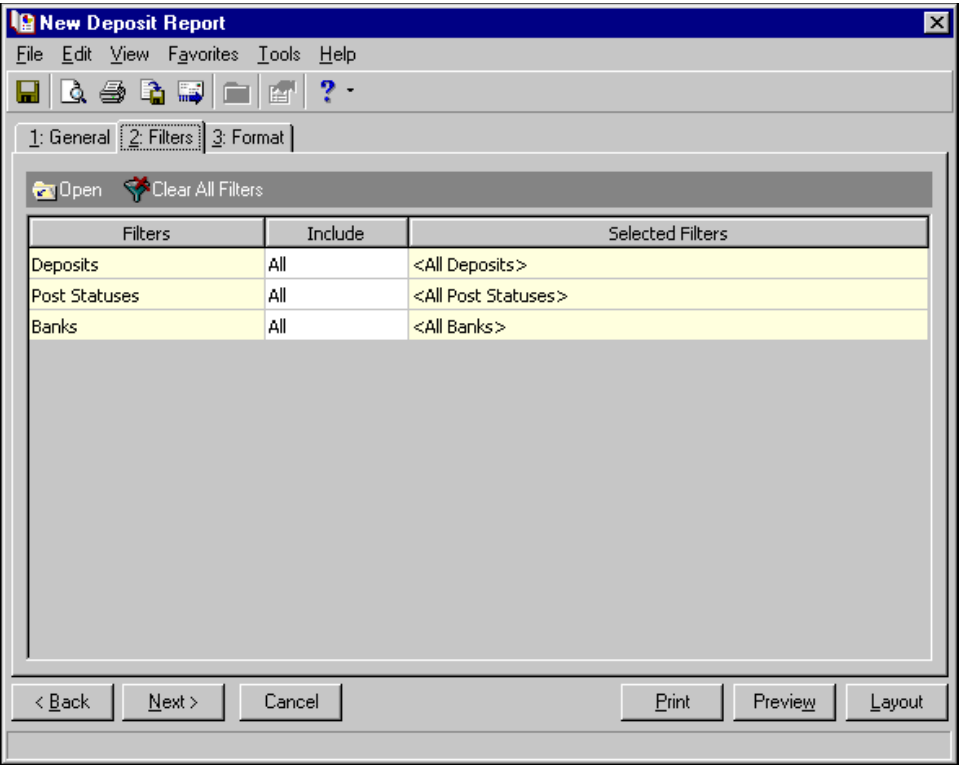
Create an output query of deposits. Mark this option to create a query of deposits that appear in the report. This query is available for use in other areas of the program.

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

Report orientation. Select Portrait for the report to appear vertically or Landscape for the report to appear horizontally.

Filters Tab

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



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

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

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

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Funds filter, only transactions in the selected funds appear in the report.

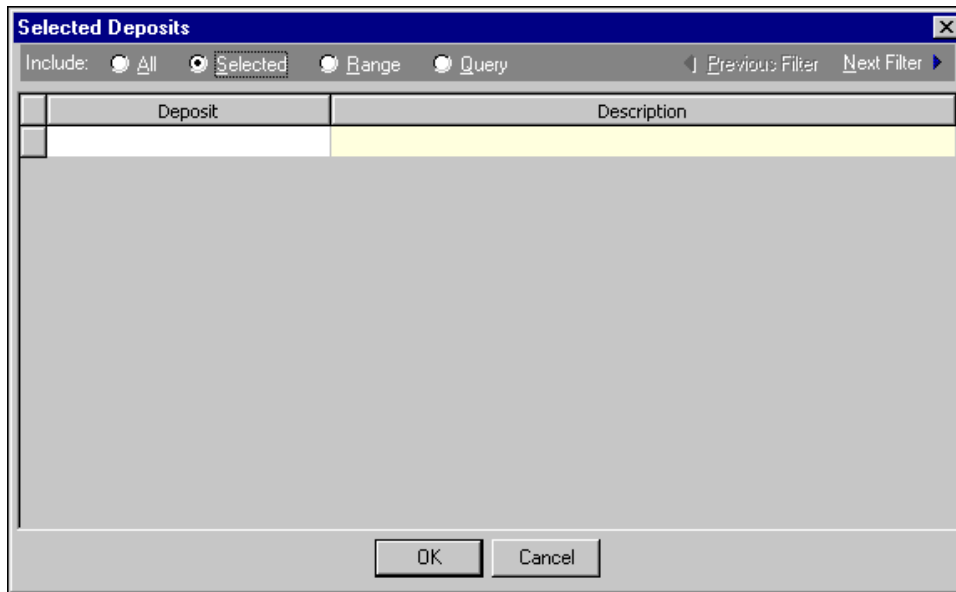
Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

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

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

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can select to include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the report. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen.**Previous Filter.** To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

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

Format Tab

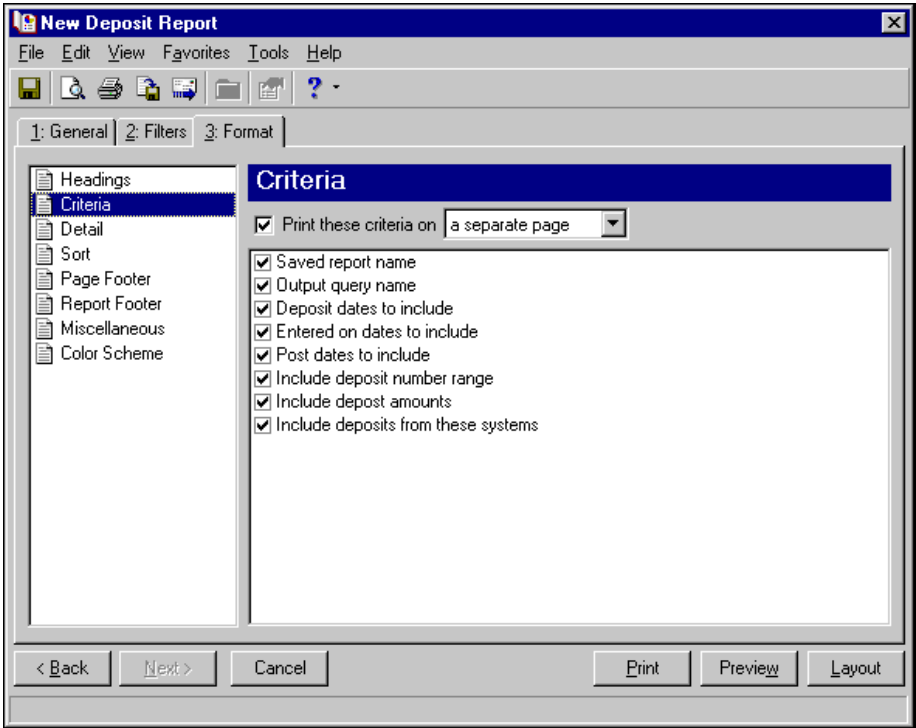
On the Format tab, you specify how the report looks. A description of each formatting option is provided.

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

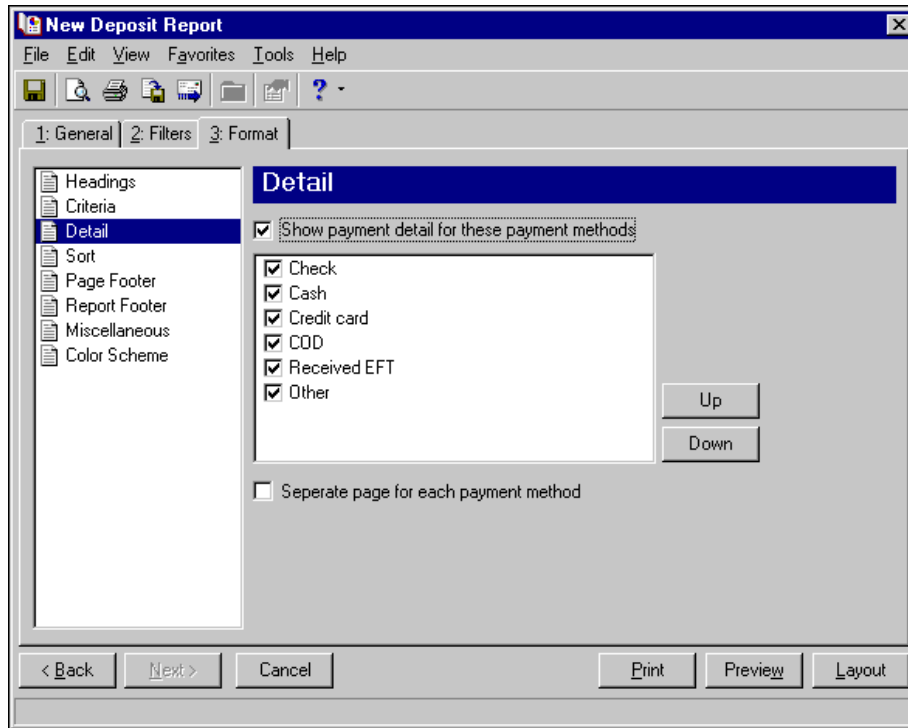
Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include 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. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

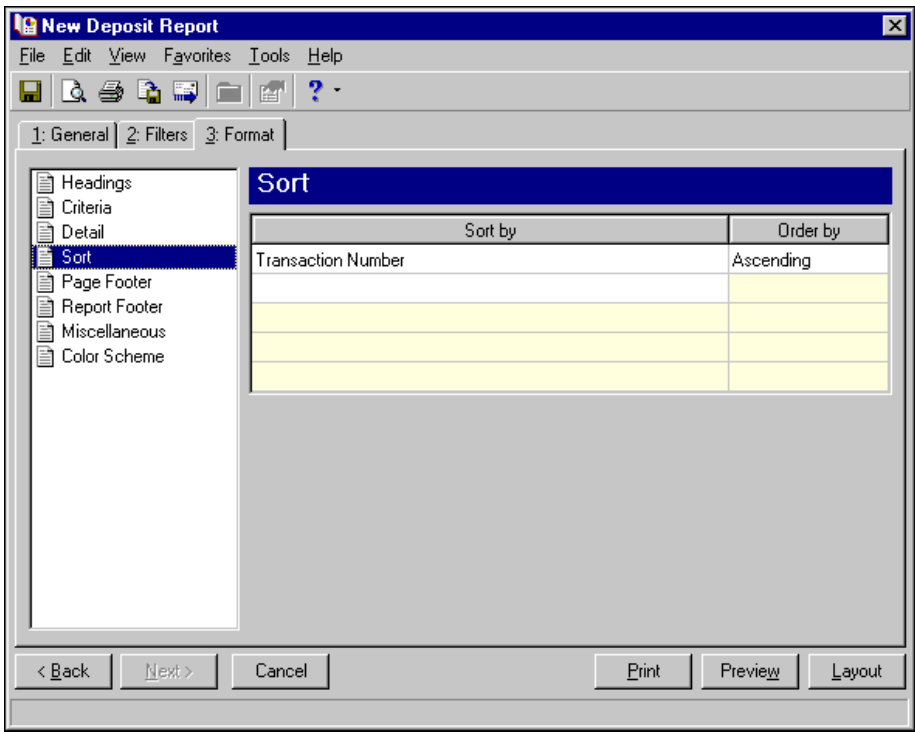


Detail. Use **Detail** to select details specific to the Deposit Report. Mark the checkboxes to show payment detail by payment method. For example, if you mark **Credit Card** and leave all other checkboxes unmarked, the report shows detail for only credit card transactions in each deposit. Mark **Separate page for each payment method** to show payment information for each selected payment method on its own page.

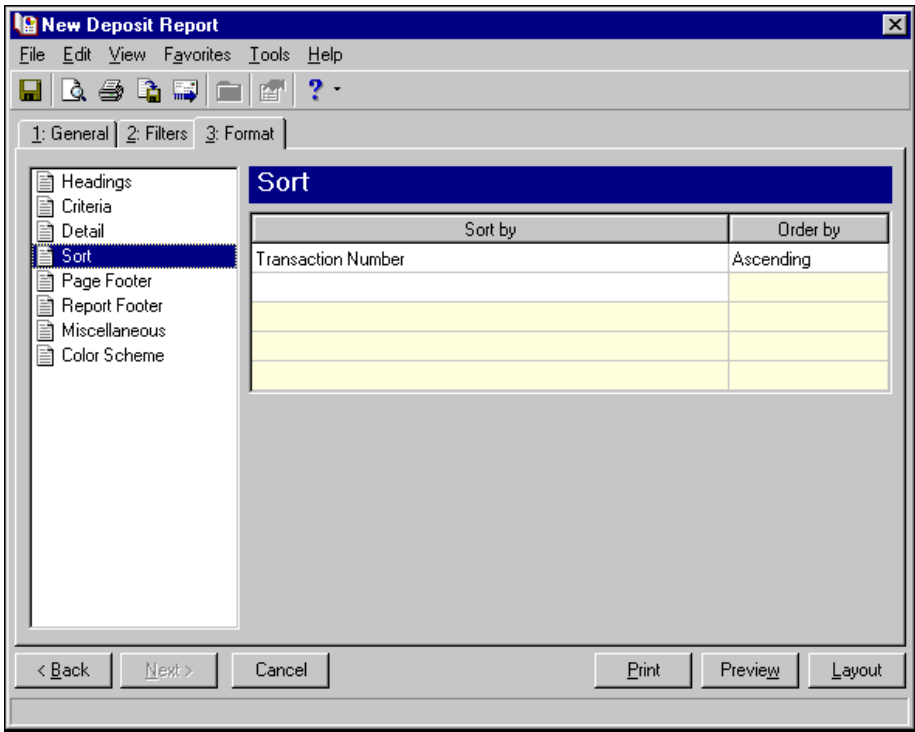


Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column in the grid, the program sorts by deposit 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. You can enter a maximum of 254 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.

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

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

The screenshot shows the 'New Deposit Report' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists various report options, with 'Miscellaneous' highlighted. The main area contains a table for specifying number formatting options and a 'Sample amount' section.

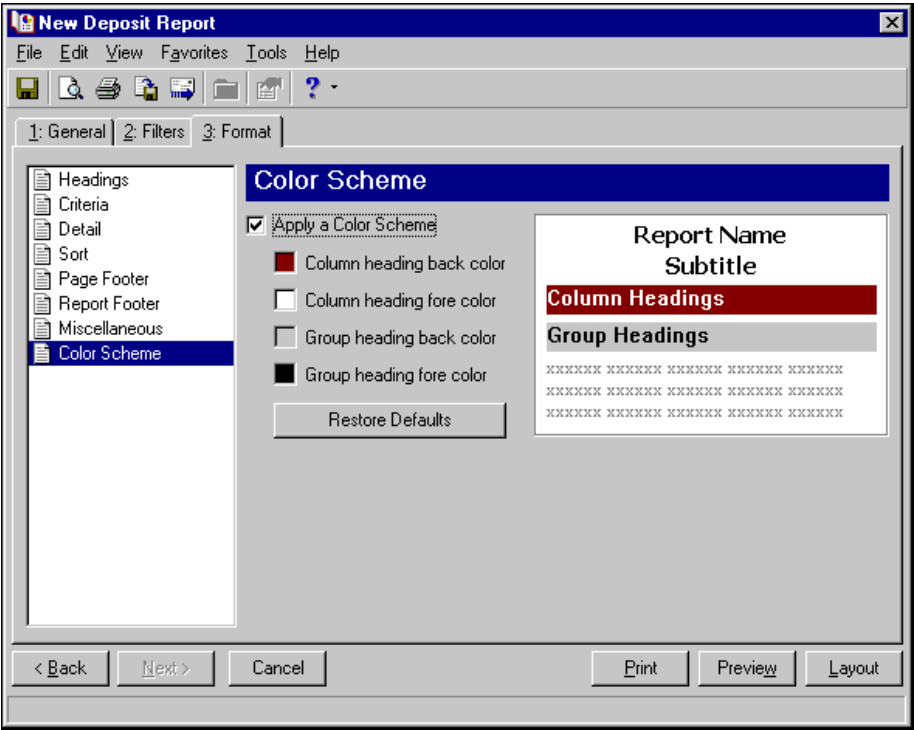
Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

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

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



Transaction Reports



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Account Distribution Report Format Tab	89
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Project Distribution Report General Tab	96
Project Distribution Report Filters Tab	97
Project Distribution Report Format Tab	98

Reporting categories in **Cash Receipts** include Bank Account Reports, Deposit and Receipt Reports, Pivot Reports, and Transaction Reports. This chapter discusses Transaction 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 transaction reports in **Cash Receipts**. Hands-on experience is the best way to learn, so we encourage you to try various options with your sample database.

Transaction Reports in **Cash Receipts** include:

- Account Distribution Report
- Project Distribution Report

Account Distribution Report

The Account Distribution Report lists debit and credit amounts for **General Ledger** accounts created by **Cash Receipts** transactions and their adjustments.

The detail report lists all transactions and associated debits and credits by account number. The summary report shows the total debits and credits associated with each account. Adjustment transactions and miscellaneous entries can also be included to further facilitate the reconciliation process.

The Account Distribution Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a Cash Receipts report” on page 9.

General Tab

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

The screenshot shows the 'New Account 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 saving, opening, printing, and help. Below the tabs, the 'Report format' is set to 'Detail'. The 'Include transactions with these dates' section has 'Transaction date' and 'Post date' both set to 'Include all dates'. There are checkboxes for 'Include adjustment transactions' (unchecked) and 'Include miscellaneous entries' (checked). A checkbox for 'Create an output query of' is unchecked, with 'Accounts' selected in the dropdown. The 'Report orientation' is set to 'Landscape'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Report format. In the **Report format** field, select Summary or Detail. The detail report lists all transactions and associated debits and credits by account number. The summary report shows the total debits and credits associated with each account.

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

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

Post date. In the **Post date** field, select a date range for the post dates of transactions to include in the report.

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

Include adjustment transactions. Mark this checkbox to include original transactions and their adjusting transactions in the report.

Include miscellaneous entries. Mark this checkbox to include miscellaneous entries in the report. A miscellaneous entry is a one-time adjustment you use in lieu of negative cash amounts.

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

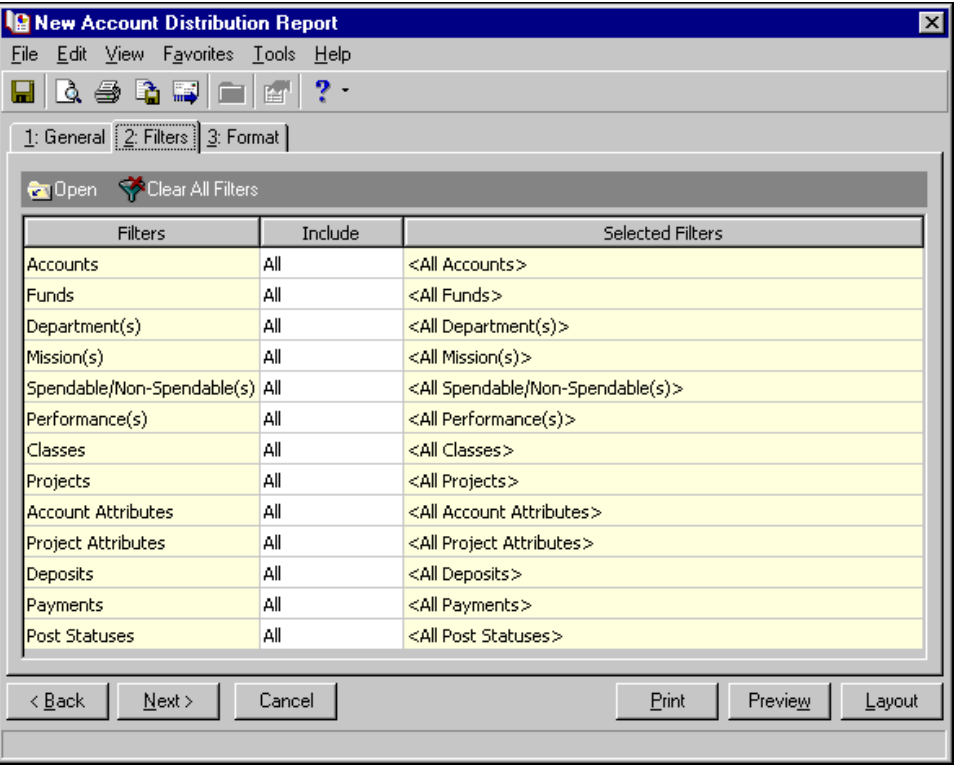
Create an output query of []. Mark **Create an output query of**, to create a query of accounts or payments that appear in the report. You can use the query later in other areas of **Cash Receipts**.

Report orientation. If you select to create the report in summary format, you can select Portrait for the report to appear vertically or Landscape for the report to appear horizontally. If you select to create the report in detail format, the **Report Orientation** field is disabled and the orientation is set to Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Funds filter, only transactions in the selected funds appear in the report.

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



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

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

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

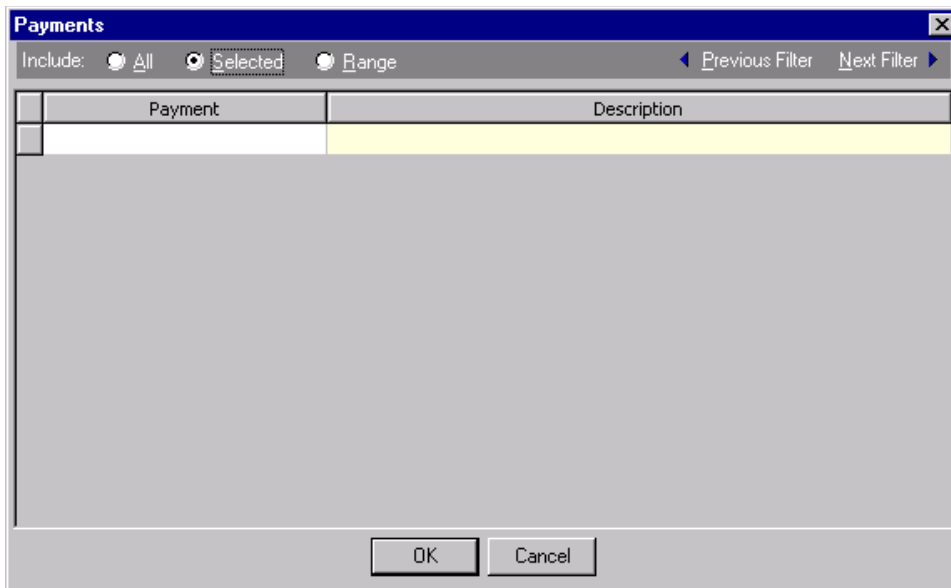
Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

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

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

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing **Selected** in the **Include** column for the filter.



Include. For each filter, you can select to include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the report. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then 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**.

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

Format Tab

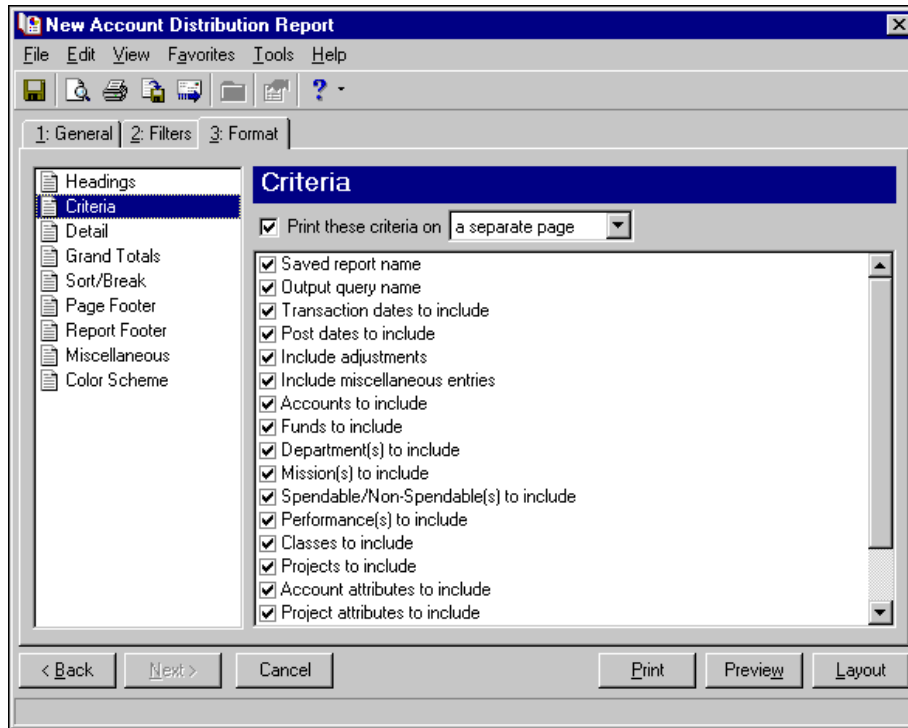
On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

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

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

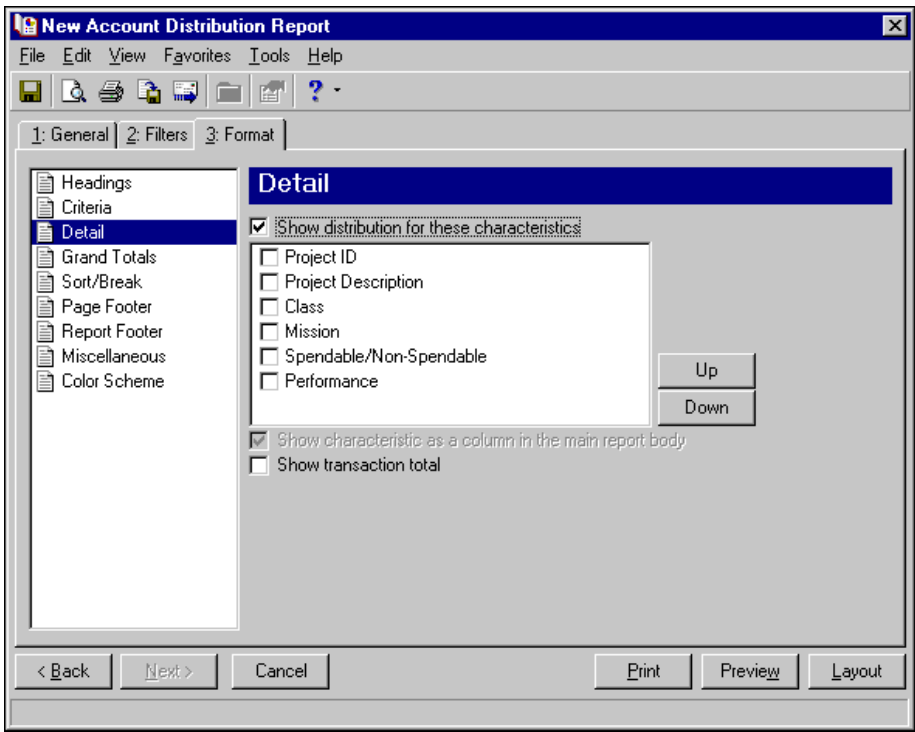
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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

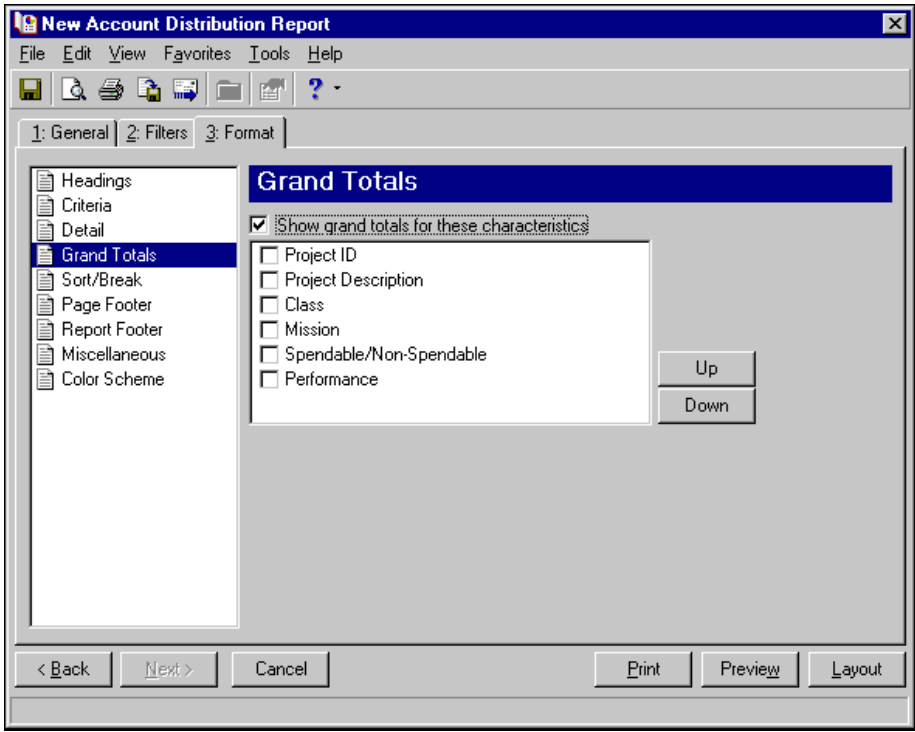


Detail. Use **Detail** to select details specific to the Account Distribution Report. To show distribution by transaction characteristics, mark **Show distribution for these characteristics** and the checkboxes for the characteristics. If you select only one characteristic, you can mark **Show characteristics as a column in the main report body** to show a single characteristic as a separate column in the report. This creates a shorter report because all information for the characteristic appears as an extra column rather than as an additional subreport.

You can also mark **Show transaction total** to display the total amount of the transaction in addition to the distribution amounts.



Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and defined transaction codes, additional checkboxes appear.



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

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

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

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

In the **Break Footer** frame, you can mark **Print count per** or **Print count as a percentage of total** for the number or percentage for the selected sorting category to appear in the footer. If you want a new page for the selected sorting category, mark **Page break on each new <sort category>**.

New Account Distribution Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings
Criteria
Detail
Grand Totals
Sort/Break
Page Footer
Report Footer
Miscellaneous
Color Scheme

Sort/Break

Sort by	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

< 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.

The screenshot shows the 'Page Footer' dialog box within the 'New Account Distribution Report' application. The left sidebar lists various report sections, with 'Page Footer' selected. 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' and 'Align' dropdown menu. The 'Print Page Number in Footer' checkbox is checked, with 'Page 1' selected for the format and 'Right' for the align. The 'Print Report Date in Footer' checkbox is unchecked, with 'Short Date and Time' selected for the format and 'Left' for the align. 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 end of the the report's data. 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 'Report Footer' dialog box within the 'New Account Distribution Report' application. The left sidebar lists various report sections, with 'Report Footer' 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'. At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

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

The screenshot shows the 'New Account Distribution Report' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists various report sections, 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. 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.

The screenshot shows the 'New Account Distribution Report' dialog box with the 'Color Scheme' tab selected. The left sidebar lists various report sections, with 'Color Scheme' highlighted. 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

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.

Project Distribution Report

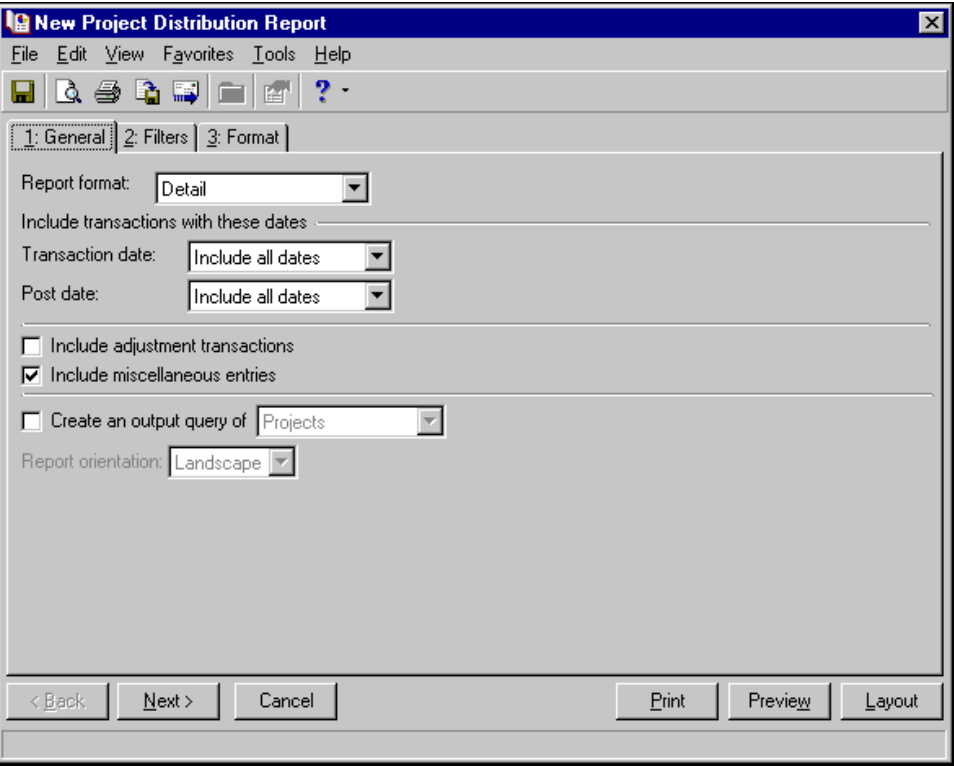
The Project Distribution Report lists debit and credit amounts for **General Ledger** projects created by **Cash Receipts** transactions and their adjustments. You can print Project Distribution Reports only if you have the optional module *Projects and Grants*.

The detail report lists all transactions and associated debits and credits by project. The summary report shows the total debits and credits associated with each project. Adjustment transactions and miscellaneous entries can also be included to further facilitate the reconciliation process.

The Project Distribution Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a report, see “Creating a Cash Receipts report” on page 9.

General Tab

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



Report format. In the **Report format** field, select Summary or Detail. The detail report lists all transactions and associated debits and credits by project. The summary report shows the total debits and credits associated with each project.

Transaction date. In the **Transaction date** field, select a date range for transactions to include in the report. If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Post date. In the **Post date** field, select a date range for the post dates of transactions to include in the report.

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

Include adjustment transactions. Mark this checkbox to include original transactions and their adjusting transactions in the report.

Include miscellaneous entries. Mark this checkbox to include miscellaneous entries in the report. A miscellaneous entry is a one-time adjustment you use in lieu of negative cash amounts.

Create an output query of []. Mark **Create an output query of**, to create a query of projects or payments that appear in the report. You can use the query later in other areas of **Cash Receipts**.

Report orientation. If you select to create the report in summary format, you can select Portrait for the report to appear vertically or Landscape for the report to appear horizontally. If you select to create the report in detail format, the **Report Orientation** field is disabled and the orientation is set to Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Funds filter, only transactions in the selected funds appear in the report.

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

New Project Distribution Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Open Clear All Filters

Filters	Include	Selected Filters
Accounts	All	<All Accounts>
Funds	All	<All Funds>
Department(s)	All	<All Department(s)>
Mission(s)	All	<All Mission(s)>
Spendable/Non-Spendable(s)	All	<All Spendable/Non-Spendable(s)>
Performance(s)	All	<All Performance(s)>
Classes	All	<All Classes>
Projects	All	<All Projects>
Account Attributes	All	<All Account Attributes>
Project Attributes	All	<All Project Attributes>
Deposits	All	<All Deposits>
Payments	All	<All Payments>
Post Statuses	All	<All Post Statuses>

< Back Next > Cancel Print Preview Layout

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

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

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

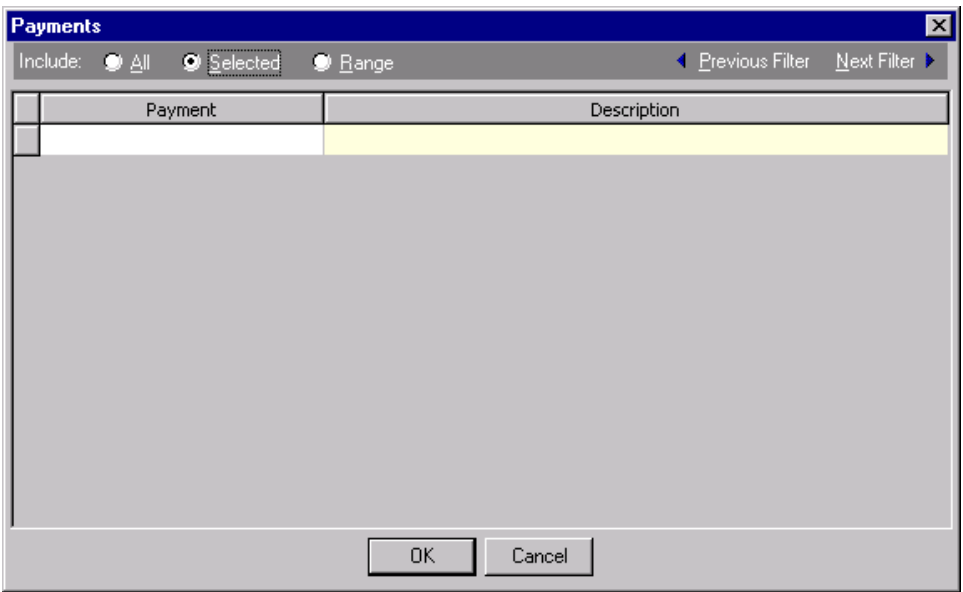
Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

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

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

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can select to include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the report. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then 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**.

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

Format Tab

On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

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

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

New Project Distribution Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings

Criteria
Detail
Grand Totals
Sort/Break
Page Footer
Report Footer
Miscellaneous
Color Scheme

Headings

Heading Format

Title: Project Distribution 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

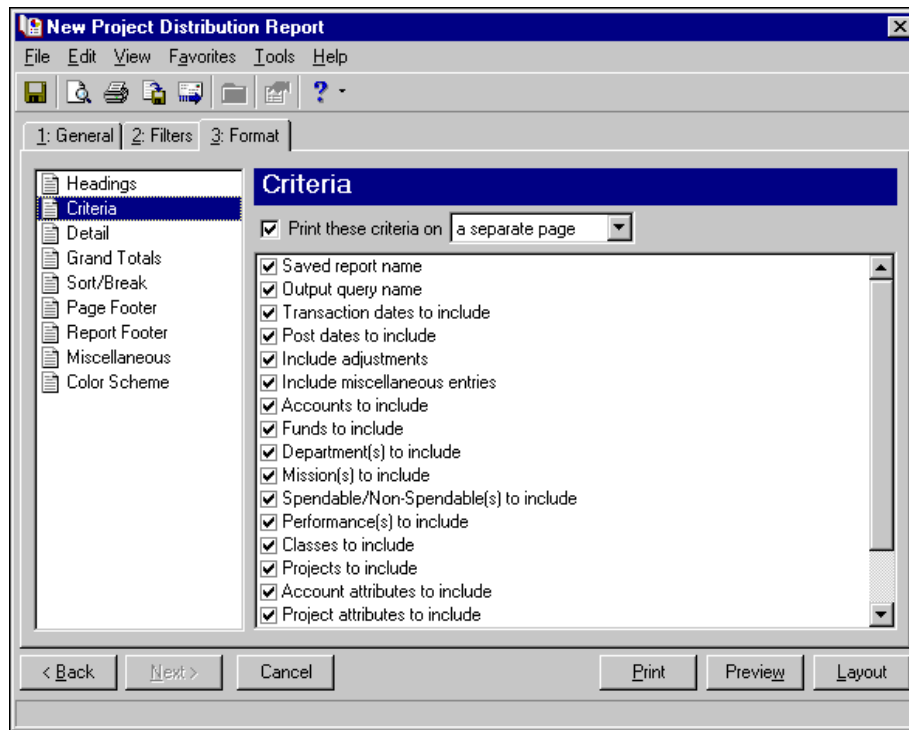
Align: Left

☒ Print report heading on each page

< Back Next > Cancel Print Preview Layout

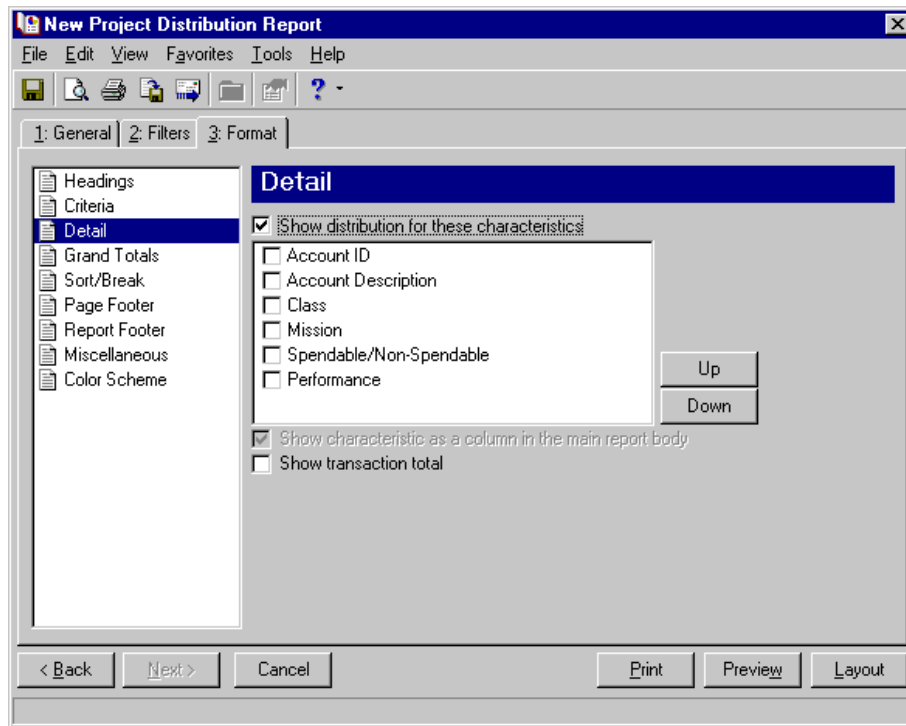
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

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

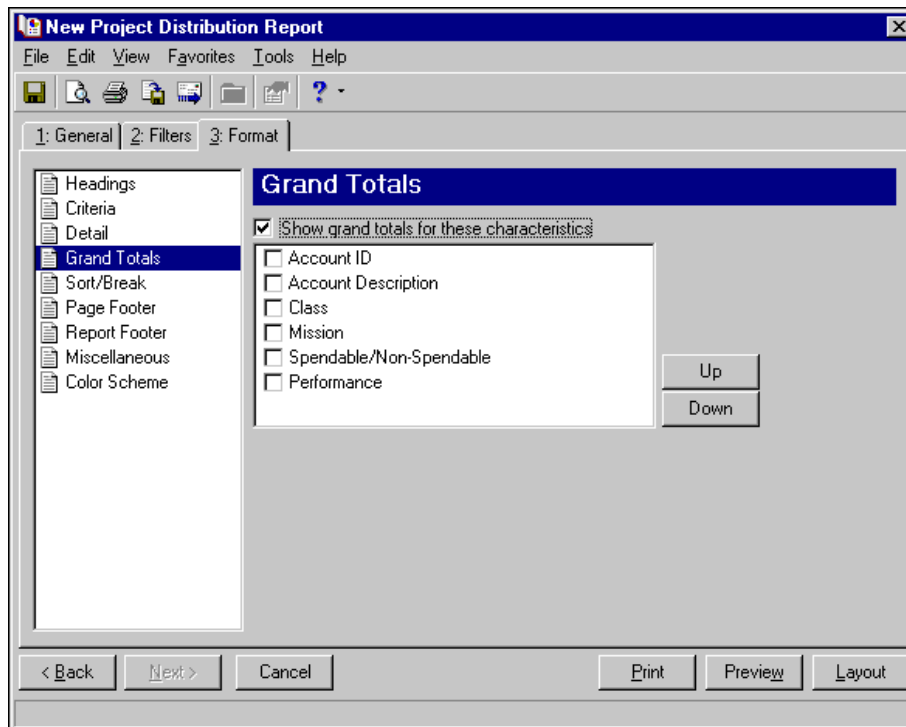


Detail. Use **Detail** to select details specific to the Project Distribution Report. To show distribution by transaction characteristics, mark **Show distribution for these characteristics** and the checkboxes for the characteristics. If you select only one characteristic, you can mark **Show characteristics as a column in the main report body** to show a single characteristic as a separate column in the report. This creates a shorter report because all information for the characteristic appears as an extra column rather than as an additional subreport.

You can also mark **Show transaction total** to display the total amount of the transaction in addition to the distribution amounts.



Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and defined transaction codes, additional checkboxes appear.



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

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

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

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

In the **Break Footer** frame, you can mark **Print count per** or **Print count as a percentage of total** for the number or percentage for the selected sorting category to appear in the footer. If you want a new page for the selected sorting category, mark **Page break on each new <sort category>**.

New Project Distribution Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings
Criteria
Detail
Grand Totals
Sort/Break
Page Footer
Report Footer
Miscellaneous
Color Scheme

Sort/Break

Sort by	Order by	Break?
Project ID	Ascending	<input checked="" type="checkbox"/>
		<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

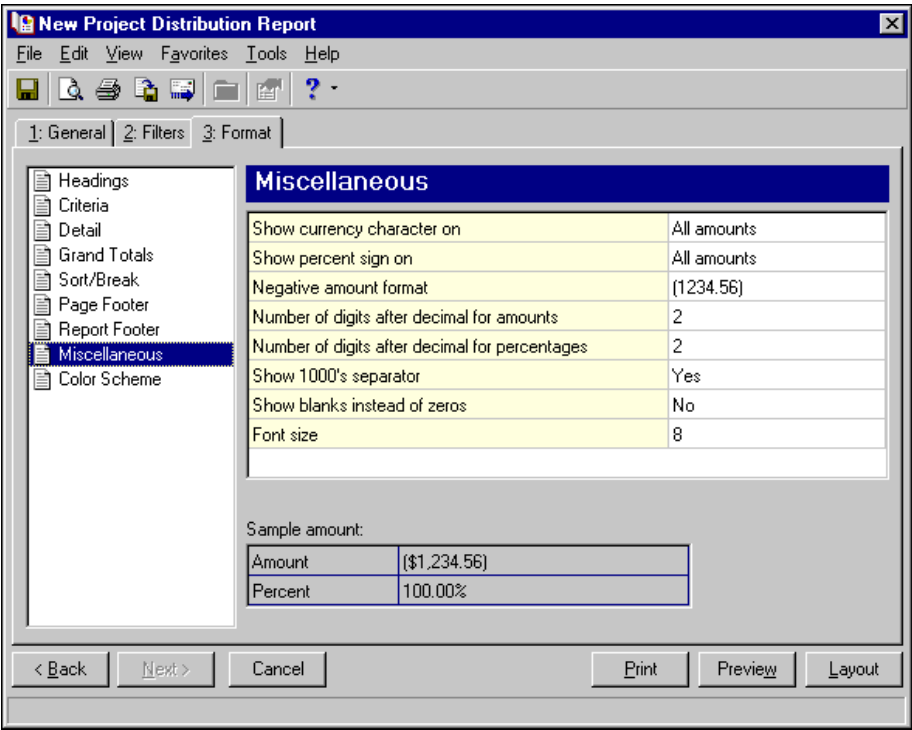
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.

The screenshot shows the 'New Project Distribution Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists various report components: Headings, Criteria, Detail, Grand Totals, 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'. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

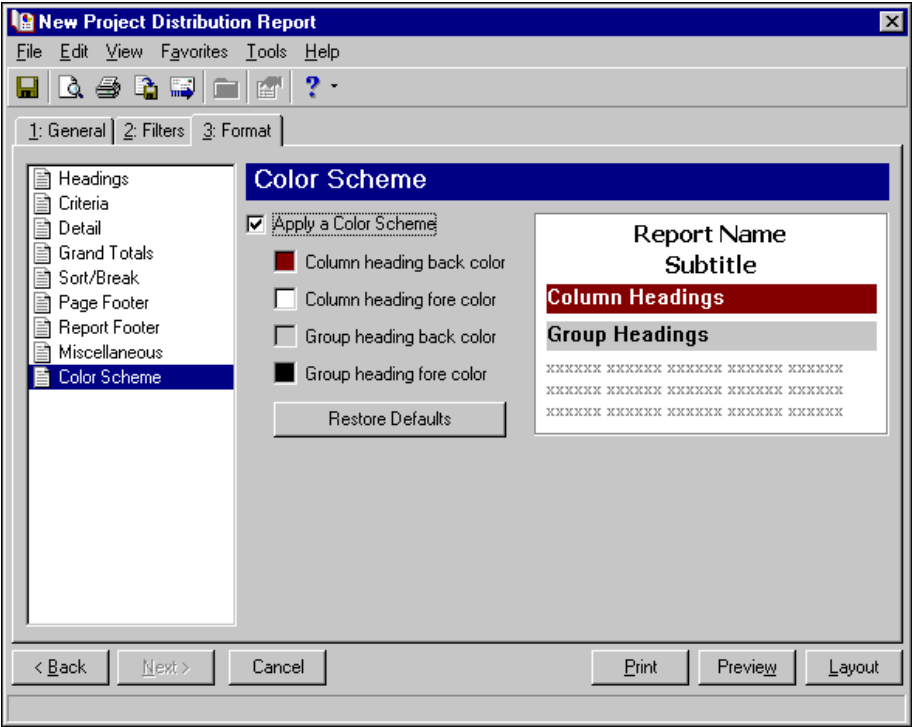
Report Footer. Use **Report Footer** to create a footer to appear at the end of the the report's data. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.

This screenshot is identical to the one above, showing the 'New Project Distribution Report' dialog box with the 'Page Footer' tab selected. It displays the same sidebar, 'Page Footer' section with text input, and options for printing page numbers and dates with their respective format and alignment settings.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to 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 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.



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