Finance: Reports

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Reports

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Budget Amendment Reports

Finance > Reports > Finance Reports > Budget Amendment Reports

The following fields are displayed at the top of the page:

File ID	Displays the file ID to which the user is logged on.
User ID	Displays the logged-on user ID.
Curr Per	Displays the current accounting period.
Next Per	Displays the next accounting period.

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

❑ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

❑ Type or select the report options. **Parameters in bold are required.**

❑ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.
	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ▶ to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.
	(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
	Click **OK** to apply the selected sort criteria to the report. Click **Cancel** to close the window without re-sorting.

Filter	Filter report data: When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section. If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available. Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid. <table><tr><th>Field</th><th>Description</th></tr><tr><td>Column</td><td>Select a column by which to filter the data. The drop down lists the columns that appear on the report.</td></tr><tr><td>Operator</td><td>Select an operator. = Equals ≠ Not equals ‹ Less than ≤ Less than or equal to › Greater than ≥ Greater than or equal to</td></tr><tr><td>Value</td><td>Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.</td></tr></table> **Other functions and features:** <table><tr><td>Add Criterion</td><td>Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both.</td></tr><tr><td>Delete Selected</td><td>Delete selected row. Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria.</td></tr></table> **Click OK to apply the selected filter criteria to the report.** **Click Cancel to close the dialog box without applying a filter.** <table><tr><td>Reset</td><td>Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.</td></tr></table>
Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.

FIN5100 - Amended Budget Board Report

Finance > Reports > Budget Amendment Reports > Amended Budget Board Report

The report provides information on the following: general operating funds, special revenue funds, debt service funds, capital projects funds, and trust and agency funds. It allows you to select subreports, include all detailed transactions or summary reports, and print only accounts with increase or decrease, and provides a group total for all posted transactions.

Parameter	Parameter Description
Include All Ledger (L), or Amendment Increase/Decrease only (A)	L - Include all general ledger transactions on the report. A - Include only general ledger transactions which have amendment transactions that have increased or decreased on the report. This is a required field.
Print by Fund Type (F), Program (P), or Both (B)	F - Print the report by fund type. P - Print the report by program. B - Print the report by fund type, and then by program. This is a required field.

Generate the report.

FIN5150 - Amended Budget Summary Report

Finance > Reports > Budget Amendment Reports > Amended Budget Summary Report

The report presents information similar to the general ledger report in the Finance application. The difference between the Budget Amendment Report and the Amended Budget Summary Report is the manner in which the information is broken down. Budget account totals are identified by an asterisk (*) to the left of the account number. Those line items without asterisks are either section headings or subtotals. Indicate the fund numbers you want to include on the report. You can print the report for up to five individual funds or for all funds.

Parameter	Parameter Description
Include All Ledger (L), or Amendment Increase/Decrease only (A)	L - Include all general ledger transactions on the report. A - Include only general ledger transactions which have amendment transactions that have increased or decreased on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Amendment Nbr(s), or blank for ALL	Type the amendment number separating multiple amendment numbers with a comma (e.g., B05, BOARD). Or, click ⋮ to search for amendment numbers. Otherwise, leave blank to use all amendment numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

FIN5250 - Amended Budget Transaction List

Finance > Reports > Budget Amendment Reports > Amended Budget Transaction List

The report displays a list of all transaction numbers in the current period.

Parameter	Parameter Description
Sort by Account (A) or Amendment Nbr (N)	A - Sort the report by account number. N - Sort the report by amendment number. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Amendment Nbr(s), or blank for ALL	Type the amendment number separating multiple amendment numbers with a comma (e.g., B05, BOARD). Or, click ⁝ to search for amendment numbers. Otherwise, leave blank to use all amendment numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
Select Board Approved Required (Y), Non Board Approve Required (N), Both (B)	Y - Include only budget amendments requiring board approval on the report. N - Include only budget amendments not requiring board approval on the report. B - Include all amendments on the report. This is a required field.

Generate the report.

FIN5000 - Budget Amendment Report

Finance > Reports > Budget Amendment Reports > Budget Amendment Report

The report provides all of the information for budget amendments that are pending approval. Values for each column displayed on the Budget Amendment > Budget Amendment Maintenance page display on the report. You determine which funds are included in the report. You can print the report for as few as one fund or for as many as all funds in the budget amendment file.

Parameter	Parameter Description
Include All Ledger (L), or Amendment Increase/Decrease only (A)	L - Include all general ledger transactions on the report. A - Include only general ledger transactions that have amendment transactions which have increased or decreased on the report. This is a required field.
Sort by Account (A) or Amendment Nbr (N)	A - Sort the report by account number. N - Sort the report by amendment number. This is a required field.
Print Detail (D) or Summary (S)	D - Print detailed information on the report. S - Print only a summary of information on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⁞ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Amendment Nbr(s), or blank for ALL	Type the amendment number separating multiple amendment numbers with a comma (e.g., B05, BOARD). Or, click ⁞ to search for amendment numbers. Otherwise, leave blank to use all amendment numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

FIN5050 - Posted Budget Amendment Report

Finance > Reports > Budget Amendment Reports > Posted Budget Amendment Report

The report lists all budget amendment requests that have been posted.

Parameter	Parameter Description
Accounting Period Current (C), Next (N), 01-12, or blank for ALL	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. Blank - Include all accounting periods on the report. This is a required field.
Sort by Account (A) or Amendment Nbr (N)	A - Sort the report by account. N - Sort the report by amendment number. This is a required field.
Select Board Approved Required (Y), Non Board Approve Required (N), Both (B)	Y - Include only budget amendments requiring board approval on the report. N - Include only budget amendments not requiring board approval on the report. B - Include all amendments on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Amendment Nbr(s), or blank for ALL	Type the amendment number separating multiple amendment numbers with a comma (e.g., B05, BOARD). Or, click ⋮ to search for amendment numbers. Otherwise, leave blank to use all amendment numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

Finance Reports

Use the Table of Contents to access a page.

Asset/Inventory Item Reports

Finance > Reports > Finance Reports > Asset/Inventory Item Reports

This page allows you to select the report you want to generate.

The following fields are displayed at the top of the page:

File ID	Displays the file ID to which the user is logged on.
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❏ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

❏ Type or select the report options. **Parameters in bold are required.**

❏ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data:
	You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ▶ to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.
	In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
	To remove a column from the sort, select the column, and then click to move it back to the left grid.

Click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter	Filter report data:
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals ‹ Less than ≤ Less than or equal to › Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria.

Click OK to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.

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FIN4000 - Transactions by Capital Asset/Inventory

Finance > Reports > Finance Reports > Asset/Inventory Item Reports > Transactions By Capital Asset/Inventory

The report displays a list of transactions meeting object code criteria as C or I as indicated on the Asset Management Cross-Reference table. The listing can be printed when the import file is created. It should be printed before retrieving records into the Asset Management application.

Parameter	Parameter Description
Accounting Period Current (C), Next (N), 01-12	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. This is a required field.
Print Capital Asset (C), Inventory (I), or Both (B)	C - Include only capital asset items on the report. I - Include only inventory items on the report. B - Include capital asset and inventory items on the report. This is a required field.
Select Object.Subobject(s), or blank for ALL	Type the object.subobject numbers separating multiple object.suboject numbers with a comma (e.g., 5711.01, 5949.26). Or, click ⋮ to search for object.subobject numbers. Otherwise, leave blank to use all object.subobject numbers.

[Generate the report.](#)

Journals, Checks, Detail Ledgers

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers

This page allows you to select the report you want to generate.

Select a report:

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- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data:
	You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ▶ to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.
	In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
	To remove a column from the sort, select the column, and then click to move it back to the left grid.

Click **OK** to apply the selected sort criteria to the report.
Click **Cancel** to close the window without re-sorting.

Filter	Filter report data:
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals ‹ Less than ≤ Less than or equal to › Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria.

Click OK to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.

Reset	Reset report data:
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

FIN1700 - Accounts Payable Listing

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Accounts Payable Listing

The report displays information about the deferred checks in the system. It lists vendor name and number, account number, record number, PO/PA number, contents of the print flag, accounting period, invoice number, and expense amount. In addition, it is the only report in the system that prints both due date and transaction date. The report prints totals for vendors, POs/PAs, and funds, in addition to a grand total payable balance. The upper-left heading of the report indicates whether the checks are sorted by due date or transaction date. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Sort by Vendor#/PO/Fund (1), Vendor Name/PO/Fund (2), Fund/Vendor#/PO (3)	1 - Sort the report by vendor number, purchase order, and then by fund. 2 - Sort the report by vendor name, purchase order, and then by fund. 3 - Sort the report by fund, vendor number, and then by purchase order. This is a required field.
Print only the deferred checks? (Y/N)	Y - Print only the deferred checks on the report. N - Do not print only the deferred checks on the report. This is a required field.
Include Credit Memos? (Y/N)	Y - Include credit memos on the report. N - Do not include credit memos on the report. This is a required field.
Include ONLY EFT Payment? (Y/N)	Y - Include only electronic funds transfer payments on the report. N - Do not include only electronic funds transfer payments on the report.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⦙ to search for funds/years. Otherwise, leave blank to use all fund numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

FIN1600 - Batch Process Balance Error Listing

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Batch Process Balance Error Listing

The report displays a list of the accounts whose transactions added to the beginning balance do not equal the ending balance. It is recommended that this listing be run frequently (daily/weekly). Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Notes:

- The report displays out-of-balance funds. If all funds are balanced, the report displays headers only.
- When selecting report options, the following three combinations are suggested:
  - Year-to-Date (Y) and Accounting Period Current (C)
  - Year-to-Date, Current and Next (A); and Accounting Period Current (C)
  - Year-to-Date, Current and Next (A); and All Accounting Period (A)
- There are three lines of amounts that are printed for each out-of-balance account code error:
  - Account Balance - This indicates the ending amounts in the general ledger for the selected account.
  - Calculated Balance - This indicates the value the program calculates that the ending amounts should be.
  - Variance - This indicates the amounts by which the account is out of balance.
- The report header includes a **Report Type** field (e.g., Report Type: A/A) that is a summary of the report parameters that were chosen when the report was run.
  - The first letter represents the **Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)** report parameter.
  - The second letter represents the **Accounting Period Current (C), All (A)** report parameter.

Parameter	Parameter Description
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C - Include the current reporting month on the report. Y - Include the year-to-date transactions on the report. A - Include the year-to-date transactions (current and next year) on the report. This is a required field.
Accounting Period Current (C), All (A)	C - Include the current year accounting period on the report. A - Include all accounting periods on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.

[Generate the report.](#)

FIN1200 - Capital Outlay Expenditure Report

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Capital Outlay Expenditure Report

The report displays a list of all transactions posted with the object code category 66XX. It offers the options to include 639X records or use the fixed assets cross-reference table for the function type. It prints any check transactions made from the credit memo associated with those object codes. The report is useful for reviewing items posted to the capital outlay. The report can be a source for determining items to be posted to the Asset Management application. Report information displays based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
Sort by Fund/Acct (A), Function (F), Organization (O), Program (P)	A - Sort the report by fund, and then by account code. F - Sort the report by function. O - Sort the report by organization. P - Sort the report by program. This is a required field
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C - Include all current transactions that correspond with the accounting period chosen. If C is chosen with accounting period C, the report displays all transactions for the current accounting period. If C is chosen with accounting period N, the report displays all transactions for the next accounting period. If C is chosen with accounting period A, the report displays transactions for both the current and next month accounting periods. Y - Include all year-to-date transactions that correspond with the accounting period chosen. If Y is chosen, the report reflects all transactions prior to the current accounting period and does not include any of the current or next accounting period transactions. A - Include all transactions that correspond with the accounting period chosen. If A is chosen, the report reflects both prior and current transactions. If A is chosen with accounting period C, the report displays transactions from both the YTD and current accounting period. If A is chosen with accounting period A or N, all transactions display. This is a required field
Add special 639X Codes... # (single), X (all), N (none)	The value for the 639X account should be # (single) (e.g., 9=6399, 5=6395). This is a required field.

Parameter	Parameter Description
Accounting Period Current (C), Next (N), All (A)	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. This is a required field.

Generate the report.

FIN1000 - Cash Receipts Journal

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Cash Receipts Journal

This report displays a list of all cash receipts and reversals for the selected period. The cash receipts journal is used to verify cash receipt transactions. The contra account totals on the report display as cash receipt offsets on the detail general ledger report.

Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
From Accounting Period	Type the two-digit from accounting period. This is a required field.
To Accounting Period	Type the two-digit to accounting period. This is a required field.
Sort by Fund (F), Bank Account (B), Cash Receipt Nbr(C)	F - Sort the report by fund. B - Sort the report by bank account. C - Sort the report by cash receipt number. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Cash Receipt Nbr(s), or blank for ALL	Type the six-digit cash receipt number, including all leading zeros and separating multiple cash receipt numbers with a comma (e.g., 000123, 055224). Or, click ⋮ to search for cash receipts. Otherwise, leave blank to use all cash receipt numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

FIN1300 - Check Payments List

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Check Payments List

The report allows the user to verify both district and computer check transactions. Reports for paid checks, unpaid checks, or both can be printed. Paid checks include all district and computer checks that have been printed. Unpaid checks include all computer checks that have not yet been printed. When verifying district or printed computer checks, print the paid checks list. To verify computer check transactions before printing, print the unpaid checklist.

Note: If a computer-written check is voided in a month other than the month that it was issued, the check is listed as a district-written check on this report. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Print District and Computer Written Checks separately? (Y/N)	Y - Print district and computer-written checks separately on the report. N - Do not print district and computer-written checks separately on the report. This is a required field.
Include checks if credit memos exceed check amount? (Y/N)	Y - Include checks with a credit memo that exceeds the check amount on the report. N - Do not include checks with a credit memo that exceeds the check amount on the report. This is a required field.
Include Reversal Transactions? (Y/N), or Voided Checks only (V)	Y - Include reversal transactions on the report. N - Do not include reversal transactions on the report. V - Include only voided checks on the report. This is a required field.
Include Payroll Deduction Checks? (Y/N)	Y - Include payroll deduction checks on the report. N - Do not include payroll deduction checks on the report. This is a required field.
Include Transfer Checks? (Y/N)	Y - Include transfer transaction checks on the report. N - Do not include transfer transaction checks on the report. This is a required field.
Include ONLY EFT Payment? (Y/N)	Y - Include only electronic funds transfer payments on the report. N - Do not include only electronic funds transfer payments on the report.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma (00126, 01260). Or, click ⁝ search for vendor numbers to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.

Parameter	Parameter Description
Select Bank Account Group(s), or blank for ALL	Type the four-digit bank account group number, including all leading zeros and separating bank account group numbers with a comma (e.g., 0026, 1234). Or, click ⋮ to search for bank groups to search for bank account group numbers. Otherwise, leave blank to use all bank account group numbers.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
From Check Nbr, or blank for ALL	Type the from check number, or leave blank to use all from check numbers.
To Check Nbr, or blank for ALL	Type the to check number, or leave blank to use all to check numbers.

Generate the report.

FIN1250 - Check Register

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Check Register

The report displays a list of all checks that have been issued including all district-written checks and all computer checks that have already been printed. Use the report to verify entries for district-written checks and for verifying computer checks after printing. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Sort by Fund/Check Nbr (F), Bank Acct (B), Check Nbr (C), No Detail (D)	F - Sort the report by fund, and then by check number. B - Sort the report by bank account. C - Sort the report by check number. D - Sort the report by check number without additional account details. This would be used for board reports or for uploading online. This is a required field.
Include Payroll Deduction Checks? (Y/N)	Y - Include payroll deduction checks on the report. N - Do not include payroll deduction checks on the report. This is a required field.
Include Voided Checks? (Y/N), or Voided Checks only (V)	Y - Include voided checks on the report. N - Do not include voided checks on the report. V - Include only voided checks on the report. This is a required field.
Include Transfer Checks? (Y/N)	Y - Include transfer transaction checks on the report. N - Do not include transfer transaction checks on the report. This is a required field.
Include ONLY EFT Payment? (Y/N)	Y - Include only electronic funds transfer payments on the report. N - Do not include only electronic funds transfer payments on the report.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

FIN1350 - Check Transaction List

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Check Transaction List

The report displays a list of all check transactions entered. Use this report to verify entries and locate errors in the check transactions. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.

Generate the report.

FIN1950 - Credit Card Payment Listing

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Credit Card Payment Listing

The report displays a listing of credit card payment transactions. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
From Accounting Period (01-12)	Type the from accounting period. 01-12 - Include a specific accounting month (e.g., 09). This is a required field.
To Accounting Period (01-12)	Type the to accounting period. 01-12 - Include a specific accounting month (e.g., 09). This is a required field.
Sort by Fund (F), Vendor Number (V), Trans Date (D)	F - Sort the report data by fund. V - Sort the report data by vendor. D - Sort the report data by transaction date.
Select Reconciled (R), Unreconciled (U), or blank for ALL	R - Include reconciled credit card transactions. U - Include unreconciled credit card transactions. Blank - Include both reconciled and unreconciled credit card transactions.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma (00126, 01260). Or, click ⋮ search for vendor numbers to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.
Select Credit Card Code(s), or blank for ALL	Type the credit card codes separating multiple codes with a comma (e.g., MAST, VISA). Or, click ⋮ to search for credit card codes. Otherwise, leave blank to use all credit card codes. **Note**: Only credit card codes that are in use by a transaction are displayed in the dialog box.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

FIN1500 - Detail Budget Status by Organization

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Detail Budget Status by Organization

The report displays a list of all accounts and the transactions posted to them during the selected period. It is sorted by organization. The report provides school administrators with financial reports regarding the organization budgets they are responsible for managing. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Notes:

- If any errors were encountered while running this report, an error listing is printed at the end of the report. The user can use this information to locate the account code that is in error. The error for the specific account code is printed at the end of the account code line. The following are the errors that may be displayed:
  - Transactions do not equal balance - There are transactions, but the beginning amounts plus the transactions do not equal the ending amounts.
  - EOM does not equal balance - There are no transactions, but the beginning amounts and the ending amounts are not equal.
  - Error suspect records - Class does not equal 1-8.
- The report header includes a **Report Type** field (e.g., Report Type: A/A) that is a summary of the report parameters that were chosen when the report was run.
  - The first letter represents the **Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)** report parameter.
  - The second letter represents the A**ccounting Period Current (C), All (A)** report parameter.

Parameter	Parameter Description
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C - Include the current reporting month on the report. Y - Include the year-to-date transactions on the report. A - Include the year-to-date transactions (current and next year) on the report. This is a required field.
Accounting Period Current (C), All (A)	C - Include the current year accounting period on the report. A - Include all accounting periods on the report. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Print Account Type Revenue (R), Expenditure (E), Both (B)	R - Print the account type revenues on the report. E - Print the expenditures on the report. B - Print revenues and expenditures on the report. This is a required field.

Parameter	Parameter Description
Use Check date (C) or Transaction date (T) for check transactions	C - Use the check date for check transactions on the report. T - Use the transaction date for check transactions on the report. This is a required field.
Select Organization Code(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⋮ to search for organization codes. Otherwise, leave blank to use all organization numbers.

Generate the report.

FIN1550 - Detail Budget Status by Program Intent

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Detail Budget Status by Program Intent

The report displays a list of all accounts and the transactions posted to them during the selected period. It is sorted by the two-digit program intent code. The report provides school administrators with financial reports regarding the program budgets they are responsible for managing. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Notes:

- If any errors were encountered while running this report, an error listing is printed at the end of the report. The user can use this information to locate the account code that is in error. The error for the specific account code is printed at the end of the account code line. The following are the errors that may be displayed:
    - Transactions do not equal balance - There are transactions, but the beginning amounts plus the transactions do not equal the ending amounts.
    - EOM does not equal balance - There are no transactions, but the beginning amounts and the ending amounts are not equal.
    - Error suspect records - Class does not equal 1-8.
- The report header includes a **Report Type** field (e.g., Report Type: A/A) that is a summary of the report parameters that were chosen when the report was run.
    - The first letter represents the **Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)** report parameter.
    - The second letter represents the **Accounting Period Current (C), All (A)** report parameter.

Parameter	Parameter Description
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C - Include the current reporting month on the report. Y - Include the year-to-date transactions on the report. A - Include the year-to-date transactions (current and next year) on the report. This is a required field.
Accounting Period Current (C), All (A)	C - Include the current year accounting period on the report. A - Include all accounting periods on the report. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Print Account Type Revenue (R), Expenditure (E), Both (B)	R - Print the account type revenues on the report. E - Print the expenditures on the report. B - Print revenues and expenditures on the report. This is a required field.

Parameter	Parameter Description
Use Check date (C) or Transaction date (T) for check transactions	C - Use the check date for check transactions on the report. T - Use the transaction date for check transactions on the report. This is a required field.
Enter Program Intent Code, or blank for ALL	Type the two-digit program intent code separating multiple program intent codes with a comma (e.g., 01, 99). Otherwise, leave blank to use all program intent codes.

Generate the report.

FIN1400 - Detail General Ledger

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Detail General Ledger

The report displays a list of accounts and all transactions posted against them for the selected accounting period with an option of reporting monthly; year-to-date; or year-to-date, current, and next. Use the soft encumbrance option to include or exclude soft encumbrances. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Notes:

- If any errors are encountered while running this report, an error listing is printed at the end of the report. The user can use this information to locate the account code that is in error. The error for the specific account code is printed at the end of the account code line. The following are the errors that may be displayed:

- Transactions do not equal balance - There are transactions, but the beginning amounts plus the transactions do not equal the ending amounts.
- EOM does not equal balance - There are no transactions, but the beginning amounts and the ending amounts are not equal.
- Error suspect records - Class does not equal 1-8.
- The report header includes a **Report Type** field (e.g., Report Type: A/A) that is a summary of the report parameters that were chosen when the report was run.
- The first letter represents the **Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)** report parameter.
- The second letter represents the **Accounting Period Current (C), All (A)** report parameter.

Parameter	Parameter Description
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C - Include the current reporting month on the report. Y - Include the year-to-date transactions on the report. A - Include the year-to-date transactions (current and next year) on the report. This is a required field.
Accounting Period Current (C), All (A)	C - Include the current year accounting period on the report. A - Include all accounting periods on the report. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N)	Y - Include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. N - Do not include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. This is a required field.

Parameter	Parameter Description
Use Check date (C) or Transaction date (T) for check transactions	C - Use the check date for check transactions on the report. T - Use the transaction date for check transactions on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.

Generate the report.

FIN1450 - Detail General Ledger by Account Per

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Detail General Ledger by Acct Per

The report allows the user to select a specific fund, function, object, subobject, and program code for which to print transactions. The user can select From and To accounting periods. Vendor transactions allow for printing of either the name of the vendor or the reason for the transaction. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Notes:

- If any errors are encountered while running the report, an error listing is printed at the end of the report. The user can use this information to locate the account code that is in error. The error for the specific account code is printed at the end of the account code line. The following are the errors that may be displayed:
    - Transactions do not equal balance - There are transactions, but the beginning amounts plus the transactions do not equal the ending amounts.
    - EOM does not equal balance - There are no transactions, but the beginning amounts and the ending amounts are not equal.
    - Error suspect records - Class does not equal 1-8.

- The report displays account transactions using the **From Accounting Period** and **To Accounting Period** report parameters. The beginning account balances are calculated by using a S**tarting Accounting Period of the Finance Fiscal Year** of 07 or 09 (fiscal year July or September) and adding all transactions up to the from accounting period. The ending balance is calculated by adding all requested transactions and the beginning balance.

Note: If the **Starting Accounting Period of the Finance Fiscal Year** report parameter is equal to the **From Accounting Period** and **To Accounting Period** report parameters, and the user types Y in the **Include Previous Months' Balances? (Y/N)** report parameter, the program assumes a beginning balance of zero, since there is no difference between the starting accounting period and the from accounting period.

Example 1: The user types Y in the **Include Previous Months' Balances? (Y/N)** report parameter. The **Starting Accounting Period of the Finance Fiscal Year**, **From Accounting Period**, and **To Accounting Period** report parameters are all set to 09. The system assumes a zero balance, since there is no difference between the accounting periods.

Example 2: The user types Y in the **Include Previous Months' Balances? (Y/N)** report parameter. The **Starting Accounting Period of the Finance Fiscal Year**, **From Accounting Period** report parameter is set to 07, and the **From Accounting Period** and **To Accounting Period** report parameters are set to 09. The system displays the balances from 07 to 08 and any transactions created in 09.

Parameter	Parameter Description
Include Previous Months' Balances? (Y/N)	Y - Include balances from previous months on the report. N - Do not include balances from previous months on the report. This is a required field.
Enter the Starting Accounting Period of the Finance Fiscal Year	Type 07 or 09 to indicate the first month of the Finance fiscal year.
From Accounting Period	Type the two-digit from accounting period. This is a required field.
To Accounting Period	Type the two-digit to accounting period. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N)	Y - Include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. N - Do not include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. This is a required field.
Use Check date (C) or Transaction date (T) for check transactions	C - Use the check date for check transactions on the report. T - Use the transaction date for check transactions on the report. This is a required field.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click ⁞ to create an account code mask. Otherwise, leave blank to use all account codes.
Enter Optional Report Title	Type a report title using a maximum of 60 alphanumeric characters.
Include Budget? (Y/N)	Y - Include all accounts. N - Exclude 5XXX-8XXX accounts.

Generate the report.

FIN1100 - Encumbrance Journal

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Encumbrance Journal

The report displays a list of all purchase order encumbrance transactions. Print the report after entering the purchase order transactions in order to locate any errors. The contra account totals on the report show as purchase order offsets in the 4310 accounts on the detail general ledger. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Description
Accounting Period Current (C), Next (N), 01-12	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
Select Contract (C), Non-Contract (N), or blank for ALL	C - Include only contracts on the report. N - Include only noncontracts on the report. Blank - Include both contracts and noncontracts on the report.
Select Contract Type(s), or blank for ALL	Type the contract type separating multiple contract types with a comma. Or, click ⁝ to search for contract types. Otherwise, leave blank to use all contract types.

Generate the report.

FIN1050 - Expenditure and Liquidation Journal

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Expenditure and Liquidation Journal

The report displays a list of all checks posted for a specified period. It is sorted by fund and separates the computer- and district-written checks. Use this report to verify transactions prior to closing the accounting period. The contra account totals on the report display in the general ledger as disbursement offsets (2111, 1111) and liquidation offsets (4310) in each fund. For deferred checks that have been reversed, the check number is blank.

The report prints either by the due date or the check transaction date, depending upon the data entered in the Date to be used field on the Finance Options tab. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Description
Accounting Period Current (C), Next (N), 01-12	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
Enter the Starting Accounting Period for the Finance Fiscal Year	If users type a specific month in the Accounting Period Current (C), Next (N), 01-12 parameter, they must also enter either 07 or 09 to indicate the first month of the Finance fiscal year.

Generate the report.

FIN1150 - General Journal

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > General Journal

The report displays a list of all journal entry transactions grouped by fund number and journal voucher number. The report is used to verify all journal entries. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Description
Accounting Period Current (C), Next (N), 01-12	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. This is a required field.
Include soft encumbrances from the Requisition System? (Y/N)	Y - Include soft encumbrances on the report. N - Do not include soft encumbrances on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Journal Voucher Nbr(s), or blank for ALL	Type the journal voucher number separating multiple journal voucher numbers with a comma (e.g., A 233, #30, 000303). Or, click ⋮ to search for journal voucher numbers. Otherwise, leave blank to use all journal voucher numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

FIN1900 - Inventory Distributions Journal

***Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Inventory
Distributions Journal***

The report prints a list of inventory distributions. The report is sorted by expenditure account or by
contra account number, requisition number, and then by expenditure account.

Parameter	Parameter Description
Accounting Period Current (C), Next (N), 01-12	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. This is a required field.
Sort by Expenditure Account (E), Contra Account Nbr/Requisition Nbr/Expenditure Account (C)	E - Sort the report by expenditure account. C - Sort the report by contra account number, requisition number, and then by expenditure account. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Requisition(s), or blank for ALL	Type the six-digit requisition number, including all leading zeros and separating multiple requisition numbers with a comma (e.g., 000008, 091929). Or, click ⋮ to select from a list of available requisition numbers. Otherwise, leave blank to use all requisition numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

FIN1650 - Selective Detail General Ledger

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Selective Detail General Ledger

The report allows the user to select a specific fund, function, object, subobject, organization, program, educational span, and project detail code for which to print transactions. The user can select current and year-to-date files. Check transactions allow for printing of either the check date or the transaction date. Vendor transactions allow for printing of either the name of the vendor or the reason for the transaction. Use the soft encumbrance option to include or exclude soft encumbrances. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Notes:

- If any errors were encountered while running this report, an error listing is printed at the end of the report. The user can use this information to locate the account code that is in error. The error for the specific account code is printed at the end of the account code line. The following are the errors that may be displayed:
  - Transactions do not equal balance - There are transactions, but the beginning amounts plus the transactions do not equal the ending amounts.
  - EOM does not equal balance - There are no transactions, but the beginning amounts and the ending amounts are not equal.
  - Error suspect records - Class does not equal 1-8.
- The report header includes a **Report Type** field (e.g., Report Type: A/A) that is a summary of the report parameters that were chosen when the report was run.
  - The first letter represents the **Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)** report parameter.
  - The second letter represents the **Accounting Period Current (C), All (A)** report parameter.

Parameter	Parameter Description
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C - Include the current reporting month on the report. Y - Include the year-to-date transactions on the report. A - Include the year-to-date transactions (current and next year) on the report. This is a required field.
Accounting Period Current (C), All (A)	C - Include the current year accounting period on the report. A - Include all accounting periods on the report. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N)	Y - Include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. N - Do not include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. This is a required field.

Parameter	Parameter Description
Use Check date (C) or Transaction date (T) for check transactions	C - Use the check date for check transactions on the report. T - Use the transaction date for check transactions on the report. This is a required field.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click ⋮ to create an account code mask. Otherwise, leave blank to use all account codes.
Enter Fund Range to include, or blank for ALL	Click ⋮ to select specific fund components in the enter account component ranges to be included. Otherwise, leave blank to use all funds.
Enter Function Range to include, or blank for ALL	Click ⋮ to select specific function components in the enter account component ranges to be included. Otherwise, leave blank to use all functions.
Enter Object Code Range to include, or blank for ALL	Click ⋮ to select specific object code components in the enter account component ranges to be included. Otherwise, leave blank to use all object codes.
Enter Sub Object Code Range to include, or blank for ALL	Click ⋮ to select specific subobject code components in the enter account component ranges to be included. Otherwise, leave blank to use all subobject codes.
Enter Organization Range to include, or blank for ALL	Click ⋮ to select specific organization code components in the enter account component ranges to be included. Otherwise, leave blank to use all organization codes.
Enter Program Intent Code Range to include, or blank for ALL	Click ⋮ to select specific program intent code components in the enter account component ranges to be included. Otherwise, leave blank to use all program intent codes.
Enter Ed Span Code Range to include, or blank for ALL	Click ⋮ to select specific educational span code components in the enter account component ranges to be included. Otherwise, leave blank to use all educational span codes.
Enter Project Detail Range to include, or blank for ALL	Click ⋮ to select specific project detail range components in the enter account component ranges to be included. Otherwise, leave blank to use all project detail codes.
Enter Optional Report Title	Type a report title using a maximum of 60 alphanumeric characters.

Generate the report.

FIN1850 - Student Activity Fund Report

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Student Activity Fund Report

The report prints a list of student fund activities. The Principal's Report is a summary listing of transactions. The Sponsor's Club Report is a detailed listing of transactions.

Note: The report is only generated if the LEA uses and identifies a Student Activity Fund on the Finance > Tables > District Finance Options > Finance Options page.

Parameter	Parameter Description
Include Previous Months' Balances? (Y/N)	Y - Include balances from previous months on the report. N - Do not include balances from previous months on the report. This is a required field.
From Accounting Period	Type the two-digit from accounting period. This is a required field.
To Accounting Period	Type the two-digit to accounting period. This is a required field.
Select Principal's Report (P) or Sponsors/Club Report (C)	P - Print a principal's report without account detail, and do not display the prior month balance. C - Print a sponsor's or club report with account detail. This is a required field.
Page break on sub-obj (Sponsors/Club Report only)? (Y/N)	Y - Insert a page break on the subobject for the Sponsors/Club Report only. N - Do not insert a page break on the subobject for the Sponsors/Club Report only.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click ⋮ to create an account code mask. Otherwise, leave blank to use all account codes.

Generate the report.

FIN1360 - Travel Request Report

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Travel Request Report

This report provides a list of travel requests by vendor and includes all available travel details.

| Parameter	Parameter Description
Select Travel Number(s), or blank for ALL	Type the six-digit travel number, including all leading zeros and separating multiple travel numbers with a comma. Or, click ⋮ to search for travel numbers. Otherwise, leave blank to include all travel numbers.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma. Or, click ⋮ to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.
Select Paid checks (P), Unpaid checks (U), or blank for ALL	P - Include travel requests with paid checks on the report. U - Include travel requests with unpaid checks on the report. Blank - Include all travel requests with both paid and unpaid checks on the report.
From Entry Date (MMDDYYYY), or blank for ALL	Type the from date of travel entries in the MMDDYYYY format, or leave blank to use all dates.
To Entry Date (MMDDYYYY), or blank for ALL	Type the to date of travel entries in the MMDDYYYY format, or leave blank to use all dates.
Page Break by Vendor? (Y/N)	Y - Include a page break between vendor numbers on the report. N - Do not include a page break between vendor numbers on the report. This is a required field.

Generate the report.

FIN1750 - Year-to-Date Check Payments List

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Year to Date Check Payments List

The report prints information useful for year-end audits. Data is selected based on date range. The report displays check transactions processed and unprocessed. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
YTD only (Y), YTD and Current Month (C), YTD, Current and Next Month (A), Acct Per only (01-12)	Y - Include records with a process date on the report. C - Include reports with a process date and a current accounting period with an open processing date on the report. A - Include all records on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. This is a required field.
Sort by Ck#/Acct (1), Acct/Ck# (2), Vendor#/Ck#/Acct (3), Vendor#/Acct/Ck# (4)	1 - Sort the report by check number, and then by account. 2 - Sort the report by account, and then by check number. 3 - Sort the report by vendor number, check number, and then by account. 4 - Sort the report by vendor number, account, and then by check number. This is a required field.
Include Reversal Transactions? (Y/N), or Voided Checks only (V)	Y - Include reversal transactions on the report. N - Do not include reversal transactions on the report. V - Include only voided checks on the report. This is a required field.
Select Computer Written Checks (C), District Written Checks (D), Both (B)	C - Include only computer-written checks on the report. D - Include only district-written checks on the report. B - Include both computer-written and district-written checks on the report. This is a required field.
Include Payroll Deduction Checks? (Y/N)	Y - Include payroll deduction checks on the report. N - Do not include payroll deduction checks on the report. This is a required field.

Parameter	Parameter Description
Print Publish Report Only? (Y/N)	Y - Print a condensed version of the report with no account information. • If you type Y and select sort option (1) or (2), the report is sorted by check number. • If you type Y and select sort option (3) or (4), the report is sorted by vendor number, and then by check number. **Note**: When this parameter is set to *Y*, unpaid checks are not included on the report regardless of the selection in the **Select Paid checks (P), Unpaid checks (U), or blank for ALL** parameter. This report is designed to be publicly posted on LEA websites; therefore, should not include checks that have not been officially paid. N - Print a full version of the report. This is a required parameter.
Include ONLY EFT Payment? (Y/N)	Y - Include only electronic funds transfer payments on the report. N - Do not include only electronic funds transfer payments on the report.
Include Reason in the Publish Report? (Y/N)	Y - Include the reason on the report. N - Do not include the reason on the report. This is a required field when **Print Publish Report Only? (Y/N)** is set to Y.
Select Paid checks (P), Unpaid checks (U), or blank for ALL	P - Include only paid checks on the report. U - Include only unpaid checks on the report. Blank - Include both paid and unpaid checks on the report. **Note**: When the **Print Publish Report Only?** parameter is set to *Y*, unpaid checks are not included regardless of the selection in this parameter. This report is designed to be publicly posted on LEA websites; therefore, should not include checks that have not been officially paid.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma (00126, 01260). Or, click ⁞ search for vendor numbers to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.
Select Bank Account Group(s), or blank for ALL	Type the four-digit bank account group number, including all leading zeros and separating bank account group numbers with a comma (e.g., 0026, 1234). Or, click ⁞ to search for bank groups to search for bank account group numbers. Otherwise, leave blank to use all bank account group numbers.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⁞ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click ⁞ to create an account code mask. Otherwise, leave blank to use all account codes.

Parameter	Parameter Description
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
From Check Nbr, or blank for ALL	Type the from check number, or leave blank to use all from check numbers.
To Check Nbr, or blank for ALL	Type the to check number, or leave blank to use all to check numbers.

Generate the report.

FIN1800 - Year-to-Date Check Register List

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > Year to Date Check Register List

The report prints information useful for year-end audits. It is similar to the Check Register but uses a date range, and prints processed and unprocessed check transactions. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
YTD only (Y), YTD and Current Month (C), YTD, Current and Next Month (A), Acct Per only (01-12)	Y - Include records with a process date on the report. C - Include reports with a process date and a current accounting period with an open processing date on the report. A - Include all records on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. This is a required field.
Sort by Fund/Check Nbr (F), Bank Acct (B), Check Nbr (C), No Detail (D)	F - Sort the report by fund, and then by check number. B - Sort the report by bank account. C - Sort the report by check number. D - Sort the report by check number without additional account details. This would be used for board reports or for uploading online. This is a required field.
Include Payroll Deduction Checks? (Y/N)	Y - Include payroll deduction checks on the report. N - Do not include payroll deduction checks on the report. This is a required field.
Include Voided Checks? (Y/N), or Voided Checks only (V)	Y - Include voided checks on the report. N - Do not include voided checks on the report. V - Include only voided checks on the report. This is a required field.
Include Transfer Checks? (Y/N)	Y - Include transfer transaction checks on the report. N - Do not include transfer transaction checks on the report. This is a required field.
Include ONLY EFT Payment? (Y/N)	Y - Include only electronic funds transfer payments on the report. N - Do not include only electronic funds transfer payments on the report.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma (00126, 01260). Or, click ⋮ search for vendor numbers to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.

Parameter	Parameter Description
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
From Check Nbr, or blank for ALL	Type the from check number, or leave blank to use all from check numbers.
To Check Nbr, or blank for ALL	Type the to check number, or leave blank to use all to check numbers.

Generate the report.

Summary/Miscellaneous Reports

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports

The following fields are displayed at the top of the page:

File ID	Displays the file ID to which the user is logged on.
User ID	Displays the logged-on user ID.
Curr Per	Displays the current accounting period.
Next Per	Displays the next accounting period.

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

❑ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

❑ Type or select the report options. **Parameters in bold are required.**

❑ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.	
	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ▶ to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.
	(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
	Click **OK** to apply the selected sort criteria to the report. Click **Cancel** to close the window without re-sorting.	

Filter	Filter report data:
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals ‹ Less than ≤ Less than or equal to › Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row.
	Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed.
	Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row.
	Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria.

Click OK to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

Reset	Reset report data.
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

Reset	Reset report data:
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

FIN3550 - 65% Instruction Expenditure Ratio

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > 65 Percent Instruction Expenditure Ratio

> The report assists districts with determining the NCES Definition percentage and the NCES Modified percentages for School FIRST.

Parameter	Parameter Description
Include Reports (Select From List)	Type a Y or an N to include or exclude specific reports (NCES Definition and NCES Modified Definition) separating each of the reports with a comma and no space (e.g., Y,N). Or, click ⁝ to include reports. This field is required.

Information from the TASBO website: The two indicators numbered 13 and 14 will count only 3 points each. Indicator 13 will follow the NCES standard for calculation of the 65% instructional expenditure amount, and Indicator 14 will be a modified version of the NCES standard. If Indicator 13 is answered "No," a school district may publish its check register (excluding payroll items) to receive full credit or 3 points for this indicator. The two indicators that will implement the 65% rule are:

13. Was The Percent Of Operating Expenditures Expended For Instruction More Than or Equal to 65%? (Functions 11, 36, 93, and 95) (Phased in over three years: 55% for 2006-2007; 60% for 2007-2008; and 65% for 2008-2009.)

14. Was The Percent Of Operating Expenditures Expended For Instruction More Than or Equal to 65%? (Functions 11, 12, 31, 33, 36, 93, and 95)

The information the report is using to calculate the percentages is:

NCES Definition Report

Numerator for Ratio:

Funds	All except SSA (290-379 and 430-459), Debt Service (5XX) and (702-8XX)
Functions	11, 36, 93, 95
Objects	61XX-64XX
Subobjects	All for those funds/functions/objects reported.
Organization	All for those funds/functions/objects reported.
Fiscal Years	All for those funds/functions/objects reported.
Program Intent	All for those funds/functions/objects reported.
Educational Span	All for those funds/functions/objects reported.
Project Detail	All for those funds/functions/objects reported.

Denominator for Ratio (same as NCES Modified Definition Report):

Funds	All except SSA (290-379 and 430-459) and Debt Service (5XX)
Functions	11-61, 93, 95
Objects	61XX-64XX

Subobjects	All for those funds/functions/objects reported.
Organization	All for those funds/functions/objects reported.
Fiscal Years	All for those funds/functions/objects reported.
Program Intent	All for those funds/functions/objects reported.
Educational Span	All for those funds/functions/objects reported.
Project Detail	All for those funds/functions/objects reported.

NCES Modified Definition Report

Numerator for Ratio:

Funds	All except SSA (290-379 and 430-459), Debt Service (5XX) and (702-8XX)
Functions	11, 12, 31, 33, 36, 93, 95
Objects	61XX-64XX
Subobjects	All for those funds/functions/objects reported.
Organization	All for those funds/functions/objects reported.
Fiscal Years	All for those funds/functions/objects reported.
Program Intent	All for those funds/functions/objects reported.
Educational Span	All for those funds/functions/objects reported.
Project Detail	All for those funds/functions/objects reported.

Denominator for Ratio (same as NCES Definition Report):

Funds	All except SSA (290-379 and 430-459) and Debt Service (5XX)
Functions	11-61, 93, 95
Objects	61XX-64XX
Subobjects	All for those funds/functions/objects reported.
Organization	All for those funds/functions/objects reported.
Fiscal Years	All for those funds/functions/objects reported.
Program Intent	All for those funds/functions/objects reported.
Educational Span	All for those funds/functions/objects reported.
Project Detail	All for those funds/functions/objects reported.

Generate the report.

FIN3050 - Board Reports

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Board Reports

This report lists the budgetary accounts by fund. The report compares the budget to the actual realized revenue and expenditures. The report can be printed with account-level detail or summarized by fund, function, and class object.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Detail (D), No Detail (N), Recap only (R)	D - Include detailed information on the report. N - Do not include detailed information on the report. R - Provide only a recap of information on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Enter Optional Report Title	Type a report title using a maximum of 60 alphanumeric characters.
Group by Organization? (Y/N)	Y - Group the report by organization. N - Do not group the report by organization. This is a required field.
Select Organization Code(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⁝ to search for organization codes. Otherwise, leave blank to use all organization numbers.

Generate the report.

FIN3100 - Budget Status Summary

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Budget Status Summary

This report lists all budgetary accounts and their balances as of the selected accounting period. The report can be sorted by function, organization, or program intent. The report provides school administrators with financial reports for the organizational budgets for which they are responsible.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Print Account Type Revenue (R), Expenditure (E), or Both (B)	R - Print the account type revenues on the report. E - Print the expenditures on the report. B - Print revenues and expenditures on the report. This is a required field.
Summary by Function (F), Organization (O), or Program Intent (P)	F - Summarize the report by function. O - Summarize the report by organization. P - Summarize the report by program intent. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click ⋮ to search for functions. Otherwise, leave blank to use all function codes.
Select Organization(s), or blank for ALL	Type the three-digit organization number separating multiple organization numbers with a comma (e.g., 001, 699). Or, click ⋮ to search for organization numbers. Otherwise, leave blank to use all organization numbers.
Select Program Intent(s), or blank for ALL	Type the two-digit program intent code separating multiple program intent codes with a comma and no space (e.g., 01,99). Or, click ⋮ to search for program intent codes. Otherwise, leave blank to use all program intent codes.

Generate the report.

FIN3350 - Cash Position by Bank

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Cash Position by Bank

This report lists the cash balances for each bank account. The bank accounts are identified by how the bank account table is set up. The report cannot be used if the district is not using the bank table.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Select Bank Account Group(s), or blank for ALL	Type the four-digit bank account group number, including all leading zeros and separating bank account group numbers with a comma (e.g., 0026, 1234). Or, click ⁝ to search for bank groups to search for bank account group numbers. Otherwise, leave blank to use all bank account group numbers.

Generate the report.

FIN3700 - Cash Position by Bank by Acct Per

Reports > Finance Reports > Summary/Miscellaneous Reports > Cash Position by Bank by Acct Per

This report lists the cash balances for each bank account. The bank accounts are identified by how the bank account table is set up. The report cannot be used if the LEA is not using the bank table. The user can select from and to accounting periods. A detailed and summary report is generated.

Parameter	Parameter Description
From Accounting Period	Type the two-digit from accounting period. This is a required field.
To Accounting Period	Type the two-digit to accounting period. This is a required field.
Select Bank Account Group(s), or blank for ALL	Type the four-digit bank account group number, including all leading zeros and separating bank account group numbers with a comma (e.g., 0026, 1234). Or, click ⋮ to search for bank groups to search for bank account group numbers. Otherwise, leave blank to use all bank account group numbers.

Generate the report.

FIN3300 - Chart of Accounts

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Chart of Accounts

This report shows all existing general ledger accounts in Finance and is used for looking up account codes when making journal entries and when entering account codes for different transactions.

Parameter	Parameter Description
Sort by Fund/Acct (A), Organization (O)	A - Sort the report by fund, and then by account. O - Sort the report by organization. This is a required field.

Generate the report.

FIN3051 - Combined Funds Board Report

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Combined Funds Board Report

This report combines the budgetary accounts by fund. The report compares the budget to the actual realized revenue and expenditures. The report can be printed with account-level detail or summarized by fund, function, and class object.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Detail (D), No Detail (N), Recap only (R)	D - Include detailed information on the report. N - Do not include detailed information on the report. R - Provide only a recap of information on the report. This is a required field.
Use Fund Type? (Y/N)	Y - Include the fund type on the report. N - Do not include the fund type on the report. This is a required field.
General Funds (1XX)	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 180 / 8,180 / 9). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Special Revenue Funds (2XX, 3XX, 4XX)	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 209 / 9,210 / 8). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Interest and Sinking Funds (5XX)	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 599 / 8, 599 / 9). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Construction Funds (6XX)	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 698 / 9,699 / 9). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Proprietary Funds (7XX)	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 777 / 8,777 / 9). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Expendable Trust Funds (8XX)	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 861 / 9,863 / 9). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Enter Optional Report Title	Type a report title using a maximum of 60 alphanumeric characters.

Generate the report.

FIN3500 - Finance 85% Compliance Worksheet

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Finance 85 Percent Compliance Worksheet

The report is used to assist the district in detecting potential 85% compliance problems. It summarizes the unallocated finance expenditures from the General Fund that are listed by program intent code and function code. The user can include or exclude encumbrances. The report is divided into two sections; the first section reports the direct costs, and the second section reports the indirect costs.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Include Encumbrances? (Y/N)	Y - Include encumbrance transactions on the report. N - Do not include encumbrance transactions on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.

Generate the report.

FIN3650 - Major Fund Report

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Major Fund Report

This report produces a list of major funds that exceeded ten percent of total government funds and five percent of total government and enterprise funds.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.

Generate the report.

FIN3450 - Report by Sub-Object within Organization

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Report by Sub-Object within Organization

This report lists account activity and balances sorted by subobject code within an organization.

Parameter	Parameter Description
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C - Include the current reporting month on the report. Y - Include the year-to-date transactions on the report. A - Include the year-to-date transactions (current and next year) on the report. This is a required field.
Accounting Period Current (C), All (A)	C - Include the current year accounting period on the report. A - Include all accounting periods on the report. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click ⋮ to create an account code mask. Otherwise, leave blank to use all account codes.

Generate the report.

FIN3400 - Revenue and Expenditure Worksheet

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Revenue and Expenditure Worksheet

This report is used to list the budget accounts and balances by either fund or organization. Space is provided for administrators to write proposed changes to their budgets.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Select Organization Code(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⋮ to search for organization codes. Otherwise, leave blank to use all organization numbers.
Sort by District (D), Organization (O)	D - Sort the report by district. O - Sort the report by organization. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.

Generate the report.

FIN3850 - Revenues and Expenditures by Major Obj

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Revenues and Expenditures by Major Obj

This report provides a list of the budget accounts and balances by major object code. Revenue and expenditure categories spanning various accounting periods can be printed as required by TEC SEC 39.0822.

Parameter	Parameter Description
From Accounting Period	Type the two-digit from accounting period. This is a required field.
To Accounting Period	Type the two-digit to accounting period. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Include Object Code 5XXX (R), 6XXX (E) or Both (B)	R - Include object code 5XXX accounts on the report. E - Include object code 6XXX accounts on the report. B - Include both 5XXX and 6XXX accounts on the report. This is a required field.
Include Object Code 15XX (Y,N)	Y - Include object code 15XX accounts on the report. N - Do not include object code 15XX accounts on the report. This is a required field.
Subtotal by (F) Fund, (T) Fund Type or (N) None	F - Include subtotals by fund on the report. T - Include subtotals by fund type on the report. N - Do not include subtotals by fund or fund type on the report. This is a required field.
Enter Optional Report Title	Type a report title using a maximum of 60 alphanumeric characters.

Generate the report.

FIN3750 - Statement of Activities

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Statement of Activities

This report is for charter schools and is required by the Texas Education Agency (TEA).

Notes:

- The restrictions satisfied by payments (**Unrestricted** column) = the total of 7XXX accounts.
- The restrictions satisfied by payments (**Temporarily Restricted** column) = the total of 8XXX accounts.

Parameter	Parameter Description
Accounting Period YTD (Y), Current (C), Next (N)	Y - Include the year-to-date accounting period on the report. C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. This is a required field.
Detail(D) or Summary(S)	D - Print the detailed information on the report. S - Print the summary information on the report. This is a required field.
Enter Optional Report Title	Type a report title using a maximum of 60 alphanumeric characters.

Generate the report.

FIN3800 - Statement of Financial Position

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Statement of Financial Position

This balance sheet report is for charter schools and is required by the Texas Education Agency (TEA).

After you click one of the buttons located at the top of the page to generate the report, the Enter Unrestricted Amounts pop-up window displays allowing the option to enter the following data:

- In the **Unrestricted** field, type the unrestricted net asset amount, which will display on the report. This field is optional.
- In the **Temporarily Unrestricted** field, type the temporarily unrestricted net asset amount, which will display on the report. This field is optional.
    - Click **OK** to accept the amounts.
    - Click **Cancel** to close the pop-up window.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
As of Date	Type an as-of date in the MMDDYYYY format.

Generate the report.

FIN3600 - Statement of Unaudited Rev and Expend

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Statement of Unaudited Rev and Expend

This report provides a summary of unaudited revenues and expenditures by function code for the current accounting period. This report includes fund type G - General Operating.

After you click one of the buttons located at the top of the page to generate the report, the Enter 3000 Fund Balance pop-up window opens allowing you the option to enter the following data:

- By default, under **Audited or Unaudited**, the field is set to *Unaudited*, or the user can select *Audited*.
- In the **Month** field, click ⌄ to select a specific month, which will display at the bottom of the report with the fund balance.
- In the **Annual Budget** field, type an annual budget amount with two places to the right of the decimal. The field is optional and can be a maximum of 999,999.99.
- In the **YTD Actual** field, type year-to-date actual amount with two places to the right of the decimal. The field is optional and can be a maximum of 999,999.99.
- To add additional annual budget and year-to-date actual fund balance amounts, click **+Add**.
- To delete a row with annual budget and year-to-date actual fund balance amounts, click **Select** for the row to be deleted, and then click **Delete**.
    - Click **OK** to accept the amounts.
    - Click **Cancel** to close the pop-up window.

Parameter	Parameter Description
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Enter Optional Report Title	Type a report title using a maximum of 60 alphanumeric characters.

Generate the report.

FIN3000 - Summary General Ledger

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Summary General Ledger

This report lists all accounts and account balances by fund.

Field	Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Page Break For Classes 1-4? (Y/N)	Y - Insert a page break on all class changes. N - Do not insert a page break on classes 1-4. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.

Generate the report.

FIN3250 - Trial Balance

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Trial Balance

This report displays the actual amounts and year-to-date (up to and including the selected accounting period) totals for all accounts in the selected accounting period. The report is used to verify that current month totals are in balance prior to closing an accounting period.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. This is a required field.
Include Object Code 3700 (Y/N)	Y - Include object code 3700 accounts on the report. N - Do not include object code 3700 accounts on the report. This is a required field.
Include Object Code 4310 for Student Activity Fund (Y/N)	Y - Include object code 4310 for student activity fund accounts on the report. N - Do not include object code 4310 for student activity fund accounts on the report. This is a required field.
Display blank Adjustments column (Y/N)	Y - Display the blank **Adjustments** column on the report. N - Do not display the blank **Adjustments** column on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.

Generate the report.

FIN3200 - Working Trial Balance

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Working Trial Balance

The report is used to print a trial balance and the schedules required by the audit section of the Financial Accounting Resource Guide, including the mandated programs schedule.

In order for this report to display properly, there must be a fund type set up in Tables > Account Codes > Fund.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
As of Date (MMDDYYYY) for the report	Type the as-of date in the MMDDYYYY format. This is a required field.
Main report (1) or the rest of reports (2)	1 - Generate the main Working Trial Balance Report. 2 - Generate the other reports to include the following: **Exhibit A-3 (Actual Only)** **Exhibit A-3 (Budget Only)** **Revenues and Other Resources Schedule** **Total Expenditures and Other Uses Schedule** **Program Intent Code Schedule** **Governmental Funds Exhibit 4-A** **Governmental Funds Exhibit 4-B** **Proprietary Funds Exhibit 4-C** **Proprietary Funds Exhibit 4-D** This is a required field
Exhibit A-3 (Actual only)? (Y/N)	Y - Include the Exhibit A-3 (Actual Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Exhibit A-3 (Actual Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.
Exhibit A-3 (Budget only)? (Y/N)	Y - Include the Exhibit A-3 (Budget Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Exhibit A-3 (Budget Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.
Revenues and Other Resources Schedule? (Y/N)	Y - Include the Revenues and Other Resources Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Revenues and Other Resources Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.

Parameter	Parameter Description
Total Expenditures and Other Uses Schedule? (Y/N)	Y - Include the Total Expenditures and Other Uses Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Total Expenditures and Other Uses Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.
Select Fund(s) for Program Intent Code Schedule, blank for ALL Funds, or N for No Report	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224), or click ⁝ to search for funds/years. Or, type N to not include the Program Intent Code Schedule report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. Otherwise, leave blank to use all fund codes for the Program Intent Code Schedule report.
Governmental Funds Exhibit 4-A? (Y/N)	Y - Include the Governmental Funds Exhibit 4-A report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. N - Do not include the Governmental Funds Exhibit 4-A report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter.
Governmental Funds Exhibit 4-B? (Y/N)	Y - Include the Governmental Funds Exhibit 4-B report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. N - Do not include the Governmental Funds Exhibit 4-B report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter.
Proprietary Funds Exhibit 4-C? (Y/N)	Y - Include the Proprietary Funds Exhibit 4-C report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. N - Do not include the Proprietary Funds Exhibit 4-C report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter.
Proprietary Funds Exhibit 4-D? (Y/N)	Y - Include the Proprietary Funds Exhibit 4-D report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. N - Do not include the Proprietary Funds Exhibit 4-D report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter.
Major Funds for Exhibits 4-A and 4-B or Exhibits 4-C and 4-D	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⁝ to search for funds/years. Otherwise, leave blank to use all fund codes for the Governmental Funds Exhibit 4-A, Governmental Funds Exhibit 4-B, Proprietary Funds Exhibit 4-C, and Proprietary Funds Exhibit 4-D reports.

Generate the report.

FIN3220 - Working Trial Balance Using Transactions

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Working Trial Balance Using Transactions

This report is used to print a trial balance and the schedules using transactions. For the Schedule and Exhibit reports to display, option 2 must be selected for the **Main report (1) or the rest of reports (2)** parameter.

In order for this report to display properly, there must be a fund type set up in Tables > Account Codes > Fund.

Parameter	Parameter Description
Main report (1) or the rest of reports (2)	1 - Generate the main Working Trial Balance Report. 2 - Generate the other reports to include the following: **Exhibit A-3 (Actual Only)** **Exhibit A-3 (Budget Only)** **Revenues and Other Resources Schedule** **Total Expenditures and Other Uses Schedule** **Program Intent Code Schedule** **Governmental Funds Exhibit 4-A** **Governmental Funds Exhibit 4-B** **Proprietary Funds Exhibit 4-C** **Proprietary Funds Exhibit 4-D** This is a required field
As of Date (MMDDYYYY) for the report	Type the as-of date in the MMDDYYYY format. This is a required field.
From Accounting Period 1 (MM)	Type the two-digit from accounting period. This is a required field.
To Accounting Period 1 (MM)	Type the two-digit to accounting period. This is a required field.
Fiscal Year 1	Type the last digit of the fiscal year. This is a required field.
From Accounting Period 2 (MM)	Type the two-digit from accounting period.
To Accounting Period 2 (MM)	Type the two-digit to accounting period.
Fiscal Year 2	Type the last digit of the fiscal year.
Exhibit A-3 (Actual only)? (Y/N)	Y - Include the Exhibit A-3 (Actual Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Exhibit A-3 (Actual Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.
Exhibit A-3 (Budget only)? (Y/N)	Y - Include the Exhibit A-3 (Budget Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Exhibit A-3 (Budget Only) report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.

Parameter	Parameter Description
Revenues and Other Resources Schedule? (Y/N)	Y - Include the Revenues and Other Resources Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Revenues and Other Resources Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.
Total Expenditures and Other Uses Schedule? (Y/N)	Y - Include the Total Expenditures and Other Uses Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter. N - Do not include the Total Expenditures and Other Uses Schedule report when the user types 2 in the Main report (1) or the rest of reports (2) report parameter.
Select Fund(s) for Program Intent Code Schedule, blank for ALL Funds, or N for No Report	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224), or click ⋮ to search for funds/years. Or, type N to not include the Program Intent Code Schedule report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. Otherwise, leave blank to use all fund codes for the Program Intent Code Schedule report.
Governmental Funds Exhibit 4-A? (Y/N)	Y - Include the Governmental Funds Exhibit 4-A report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. N - Do not include the Governmental Funds Exhibit 4-A report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter.
Governmental Funds Exhibit 4-B? (Y/N)	Y - Include the Governmental Funds Exhibit 4-B report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. N - Do not include the Governmental Funds Exhibit 4-B report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter.
Proprietary Funds Exhibit 4-C? (Y/N)	Y - Include the Proprietary Funds Exhibit 4-C report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. N - Do not include the Proprietary Funds Exhibit 4-C report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter.
Proprietary Funds Exhibit 4-D? (Y/N)	Y - Include the Proprietary Funds Exhibit 4-D report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter. N - Do not include the Proprietary Funds Exhibit 4-D report when the user types 2 in the **Main report (1) or the rest of reports (2)** report parameter.
Major Funds for Exhibits 4-A and 4-B or Exhibits 4-C and 4-D	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes for the Governmental Funds Exhibit 4-A, Governmental Funds Exhibit 4-B, Proprietary Funds Exhibit 4-C, and Proprietary Funds Exhibit 4-D reports.

Generate the report.

Vendor/Purchase Order Reports

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports

The following fields are displayed at the top of the page:

File ID	Displays the file ID to which the user is logged on.
User ID	Displays the logged-on user ID.
Curr Per	Displays the current accounting period.
Next Per	Displays the next accounting period.

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

❑ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

❑ Type or select the report options. **Parameters in bold are required.**

❑ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data:
	You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ▶ to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.

Click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter	Filter report data:
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator.
	= Equals
	≠ Not equals
	‹ Less than
	≤ Less than or equal to
	› Greater than
	≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row.
	Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed.
	Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row.
	Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria.

Click OK to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

Reset	Reset report data.
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

Reset	Reset report data:
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

FIN2100 - 1099 Forms

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > 1099 Forms

A 1099 form is generated for a vendor only if at least one of the following conditions apply:

- The 1099 eligible flag is set to Y.
- The SSN/EIN is entered on the Vendor Name/Address maintenance tab for that vendor.
- The total of all 1099 work table transactions for that vendor is greater than or equal to $600.00.
- There is any amount in Box 4 (Federal income tax withheld) or Box 14 (Gross proceeds paid to an attorney).
- Box 2 (Royalties) is greater than or equal to $10.00.

If more than 250 1099 forms are generated, you are required to electronically file with the IRS. This requirement applies separately to each type of form.

Parameter	Parameter Description
Sort by Alpha (A), EIN/SSN (N), Zip Code (Z)	A - Sort the report alphabetically. N - Sort the report by employer ID number (EIN) or social security number (SSN). Z - Sort the report by zip code. This is a required field.
Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B and C (3)	1 - Print only the 1099 form on Forms LMA, LMB, or CMC/LM2. 2 - Print the 1099 form and the 1099 file. For tax years greater than 2019, the 1099-MISC file and the 1099-NEC file are generated separately based on the selection in the **For Tax Year > 2019, Print 1099-MISC (M) or 1099-NEC (N)** parameter. 3 - Print copies B and C. Both print on one page for the same vendor. This is a required field.
Tax Year (####)	Type the tax year in YYYY format.
For Tax Year > 2019, Print 1099-MISC (M) or 1099-NEC (N)	For tax years greater than 2019, select one of the following: M - Print the 1099-MISC (Miscellaneous) form. N - Print the 1099-NEC (Nonemployee Compensation) form. Leave blank for tax years less than 2020. **Notes**: The 1099-MISC (M) form prints the sum of all transactions (if at least $600) in the 1099 work file except those tied to an object code with a **Type Payment** of *N - Non-employee compensation* on the Finance > Tables > 1099 Object Codes page. The 1099-NEC (N) form prints the sum of all transactions (if at least $600, excluding credit card transactions) in the 1099 work file that are tied to an object code with a **Type Payment** of *N - Non-employee compensation* on the Finance > Tables > 1099 Object Codes page.

Parameter	Parameter Description
Control Name (4 char, only required for 1099 file)	Type the payer name control that can be obtained only from the mail label on the Package 1099 that is mailed to most payers each December. The Package 1099 contains a Form 7018-C, Order Blank for Forms, and the mail label on the package contains a four-character name control. If a Package 1099 has not been received, you can determine your name control using the following simple rules, or you can leave the field blank. For a business, use the first four significant characters of the business name. Disregard the word "the" when it is the first word of the name unless there are only two words in the name. A hyphen (-) and an ampersand (&) are the only acceptable special characters.
Contact Name (40 char, only required for 1099 file)	Type the transmitter's name in the manner in which it is used in normal business.
Control Code (5 char for 1099 file)	Type the five-character alphanumeric transmittal control code (TCC) assigned by the IRS/MCC. A TCC must be obtained to file data with this program.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma (00126, 01260). Or, click ⋮ search for vendor numbers to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.

Generate the report.

FIN2050 - 1099 Report

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > 1099 Report

The report provides a preview of all information to be included on the 1099 forms for the appropriate vendors. It lists every vendor with **1099 Eligible** selected on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab and has transactions using any of the object codes that were set up in the object code tables in the current and prior year file IDs. If there are no codes in the table, all transactions for 1099 eligible vendors are extracted to the 1099 Work Table and are listed on this report. If a description does not display under **Payment Type** next to a transaction, the object code for that account code is not on the 1099 object codes table and that transaction is not included on the 1099-MISC form.

The report is used to verify that a social security number is on file for all vendors requiring a 1099 at the end of the calendar year. The report also provides supporting documentation for the amounts printed on the 1099 forms. Information for this report is stored in the 1099 work table and can be viewed on the 1099 Record Maintenance page by vendor.

Parameter	Parameter Description
Sort by Alpha (A), EIN/SSN (N)	A - Sort the report alphabetically. N - Sort the report by employer ID number (EIN) or social security number (SSN). This is a required field.
Print Account Nbr (A), Reason (R)	A - Print the account number on the report. R - Print the reason on the report. This is a required field.
Include EIN/SSN on Report? (Y/N)	Y - Include EIN/SSN on the report. N - Do not include EIN/SSN on the report. This is a required field.
For Tax Year > 2019, Print 1099-MISC (M), 1099-NEC (N), or blank for ALL	For tax years greater than 2019, select one of the following: M - Print all transactions in the 1099 work file except those tied to an object code with a **Type Payment** of *N - Non-employee compensation* on the Finance > Tables > 1099 Object Codes page. N - Print all transactions in the 1099 work file that are tied to an object code with a **Type Payment** of *N - Non-employee compensation* on the Finance > Tables > 1099 Object Codes page. Leave blank to print all transactions in the 1099 work file.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Parameter	Parameter Description
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma (00126, 01260). Or, click ⋮ search for vendor numbers to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.

Generate the report.

FIN2200 - Aged Purchase Orders

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > Aged Purchase Orders

The report displays a list of all outstanding purchase orders that have been outstanding prior to or equal to a specified date.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F)	P - Sort the report by purchase order first, and then by account code. V - Sort the report by vendor first, then purchase order, and then by account code. O - Sort the report by organization, then purchase order, and then by account code. F - Sort the report by fund, then purchase order, and then by account code. This is a required field.
Select Contract (C), Non-Contract (N), or blank for ALL	C - Include contracts only. N - Include noncontracts only. Blank - Include both contracts and noncontracts.
Select Contract Type(s), or blank for ALL	Type the contract type separating multiple contract types with a comma. Or, click ⋮ to search for contract types. Otherwise, leave blank to use all contract types.
Enter P.O #, Vendor #, Org. or Fund (Based on sort selection) blank for ALL	Type the number based on the value entered in the **Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F)** parameter separating multiple numbers with a comma. Or, click ⋮ to search for purchase order numbers, search for vendor numbers, search for organization numbers, or search for fund numbers . Otherwise, leave blank to use all numbers.
Date to compare against (MMDDYYYY), or blank for ALL	Type the aged date in the MMDDYYYY format, or leave blank to use all dates.

Generate the report.

FIN2300 - Outstanding Credit Memo Listing

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > Outstanding Credit Memo Listing

The report displays a list of all credit memos that have not been used.

Parameter	Parameter Description
Include ONLY EFT Payment? (Y/N)	Y - Include only electronic funds transfer payments on the report. N - Do not include only electronic funds transfer payments on the report.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma (00126, 01260). Or, click ⋮ search for vendor numbers to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.

Generate the report.

FIN2150 - Outstanding Purchase Orders

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > Outstanding Purchase Orders

The report displays a list of all outstanding purchase orders that have not been completely liquidated. The Original Amount column is calculated to be equal to the total debit encumbrance amount for the account code.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F)	P - Sort the report by purchase order first, and then by account code. V - Sort the report by vendor first, then purchase order, and then by account code. O - Sort the report by organization, then purchase order, and then by account code. F - Sort the report by fund, then purchase order, and then by account code. This is a required field.
Include Requisition Comments? (Y/N)	Y - Include the requisition comments on the report. N - Exclude the requisition comments from the report. This is a required field.
Select Contract (C), Non-Contract (N), or blank for ALL	C - Include contracts only. N - Include noncontracts only. Blank - Include both contracts and noncontracts.
Enter P.O #, Vendor #, Org. or Fund (Based on sort selection) blank for ALL	Type the number based on the value entered in the **Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F)** parameter separating multiple numbers with a comma. Or, click ⁝ to search for purchase order numbers, search for vendor numbers, search for organization numbers, or search for fund numbers . Otherwise, leave blank to use all numbers.
Select Contract Type(s), or blank for ALL	Type the contract type separating multiple contract types with a comma. Or, click ⁝ to search for contract types. Otherwise, leave blank to use all contract types.
Select Organization Code(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⁝ to search for organization codes. Otherwise, leave blank to use all organization numbers.

Generate the report.

FIN2500 - Print Vendor Label

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > Print Vendor Label

The report provides a listing for printing vendor check labels. The user can select to include or not include vendors without an order or remittance address listed. Any compatible label can be used.

- Avery 6194 labels are 12 per page and are 1.5" x 4".
- Avery 5962 labels are 14 per page and are 1.3" x 4". You can also use 5162, 5262, and 5662.
- Avery 5160 labels are 30 per page and are 1" x 2.63". You can also use 5260. Avery 5660 labels are clear, laser labels with 30 per page.

Printing Forms

Parameter	Parameter Description
Sort by Alpha (A), Vendor Nbr (N), Vendor Sort Key (S), Zip Code (Z)	A - Sort the report alphabetically. N - Sort the report by vendor number. S - Sort the report by vendor sort key. Z - Sort the report by zip code. This is a required field.
Print Order Addr (O), Remittance Addr (R)	O - Print the two-line order address on the report. R - Print the two-line remittance address on the report. This is a required field.
Print Phone Numbers? (Y/N)	Y - Print phone numbers on the report. N - Do not print phone numbers on the report. This is a required field.
Update W9 Sent Date? (Y/N)	Y - Update the W-9 sent date on the report. N - Do not update the W-9 sent date on the report. This is a required field.
Include Vendors with no address? (Y/N)	Y - Print the address on the report. N - Do not print the address on the report. This is a required field.
Print Address? (Y/N)	Y - Print the address on the report. N - Do not print the address on the report. This is a required field.
Labels Per Page (12, 14 or 30)	12 - Print 12 labels per page. 14 - Print 14 labels per page. 30 - Print 30 labels per page. This is a required field.
Vendor Status Active (A), Inactive (I), or blank for ALL	A - Include only active vendors on the report. I - Include only inactive vendors on the report. Blank - Include both active and inactive vendors on the report.
After Last Trans Date (MMDDYYYY), or blank for ALL	Type the last transaction date in the MMDDYYYY format, or leave blank to use all dates.

Parameter	Parameter Description
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma (00126, 01260). Or, click ⋮ search for vendor numbers to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.

Generate the report.

FIN2250 - Purchase Order History Report

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > Aged Purchase Orders

The report provides an audit trail of all transactions posted for a purchase order in chronological order. The data includes all encumbrances, check payments, and liquidations. The report can be sorted by purchase order number, vendor number, vendor organization, or fund number. It can also be printed for a specific purchase order, vendor, organization, or fund number.

Parameter	Parameter Description
Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F)	P - Sort the report by purchase order first, and then by account code. V - Sort the report by vendor first, then purchase order, and then by account code. O - Sort the report by organization, then purchase order, and then by account code. F - Sort the report by fund, then purchase order, and then by account code. This is a required field.
Include Requisition Comments? (Y/N)	Y - Include the requisition comments on the report. N - Exclude the requisition comments from the report. This is a required field.
Select Contract (C), Non-Contract (N), or blank for ALL	C - Include contracts only. N - Include noncontracts only. Blank - Include both contracts and noncontracts.
Select Contract Type(s), or blank for ALL	Type the contract type separating multiple contract types with a comma. Or, click ⋮ to search for contract types. Otherwise, leave blank to use all contract types.
Enter P.O #, Vendor #, Org. or Fund (Based on sort selection) blank for ALL	Type the number based on the value entered in the **Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F)** parameter separating multiple numbers with a comma. Or, click ⋮ to search for purchase order numbers, search for vendor numbers, search for organization numbers, or search for fund numbers . Otherwise, leave blank to use all numbers.

Generate the report.

FIN2000 - Vendor List

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > Vendor List

The report can be printed as a detailed listing including all vendor information as a one-lined vendor listing that only includes the vendor name, number, address, and phone. The listing is used to verify vendor information after entering new vendors and before printing 1099s.

Parameter	Parameter Description
Sort by Alpha (A), Vendor Nbr (N), Vendor Sort Key (S)	A - Sort the report alphabetically. N - Sort the report by vendor number. S - Sort the report by vendor sort key. This is a required field.
Print 4 line Vendor list (F), 2 line Order Addr (O), 2 line Remit Addr (R)	F - Print the four-line vendor address on the report. O - Print the two-line order address on the report. R - Print the two-line remittance address on the report. This is a required field.
Vendor Status Active (A), Inactive (I), or blank for ALL	A - Include only active vendors on the report. I - Include only inactive vendors on the report. Blank - Include both active and inactive vendors on the report.

Generate the report.

FIN2400 - Vendor W9 Reference Listing

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > Vendor W9 Reference Listing

The report displays a list of vendors who have been sent W-9 forms.

Parameter	Parameter Description
Sort by Alpha (A), Vendor Nbr (N), Vendor Sort Key (S)	A - Sort the report alphabetically. N - Sort the report by vendor number. S - Sort the report by vendor sort key. This is a required field.
Print 4 line Vendor list (F), 2 line Order Addr (O), 2 line Remit Addr (R)	F - Print the four-line vendor address on the report. O - Print the two-line order address on the report. R - Print the two-line remittance address on the report. This is a required field.
Vendor Status Active (A), Inactive (I), or blank for ALL	A - Include only active vendors on the report. I - Include only inactive vendors on the report. Blank - Include both active and inactive vendors on the report.
W9 Mailed Date From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format indicating when W-9 forms were mailed, or leave blank to use all from dates.
W9 Mailed Date To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format indicating when W-9 forms were mailed, or leave blank to use all to dates.
W9 Received Date From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format indicating when W-9 forms were received, or leave blank to use all from dates.
W9 Received Date To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format indicating when W-9 forms were received, or leave blank to use all to dates.

Generate the report.

User Created Reports

Use the Table of Contents to access a page.

Check Transaction Report - FIN9020

Finance > Reports > User Created Reports > Check Transaction Report

This report page allows you to perform the following functions:

- Select the applicable fields (i.e., columns) from preselected columns under the following groups:
  - **Check Transaction Columns**
  - **Purchase Order Columns**
  - **Vendor Columns**
- Create a report title.
- Save your report selections to create a customized report template that can be retrieved for future use. Additionally, you can set a report template to **Public** to allow others with access to User Created Reports to view and use the created report template.

Once the report is created, it can be sorted or filtered. To restore the report to the original view, click **Reset**.

Run a report from a saved template:

Report Template	Begin typing all or part of the name of an existing report template, or press the space bar to view all the templates. As you begin to type, a drop-down list displays report templates with titles that match the letters you have typed. From the drop-down list you can select the template. Only templates you created are listed in the drop-down list.
	If you do not know the name of the report template, click Directory to select a report template from the directory. From the directory, you can select templates you created as well as public templates.

Create a new template:

Report Template	Type the name of a new report template. Only alphanumeric characters are allowed. If you type a name that is already used, it will overwrite the previous template.
Public	Select to make the report accessible to other users. All users in the district who have access to this page will be able to use the template.

- After entering the title and selecting the columns to include, click **Save**.

Create a new report:

Report Title	Type a title for the report, up to 35 characters.

- The fields are grouped by business table. Select the fields for which you want to print information. You can select an entire group of fields by selecting the group name (e.g., **Check**

Transaction Columns).

- Click **Create Report** to generate the report. Review, save, and/or print the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◄ to go back one page.
Click ► to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click 📕 to save and print the report in PDF format.

Click 📊 to save and print the report in CSV format. (This option is not available for all reports.)
When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel**
button instead.

Other functions and features:

Sort	Sort report data. You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location. • In the right grid, for each field, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and

Filter	Filter report data.
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Field	**Description**
Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals › Greater than ≥ Greater than or equal to ‹ Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date. **Note**: When filtering report data by date, you must use the following formats: If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Other functions and features:

Add Criterion	Add another row.
	Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed.
	Using the AND operator limits search results, because the program looks only for records that contain both criterion. Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row.
	Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.
Click **Cancel** to close the dialog box without applying a filter.

Reset	Reset report data.
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Delete	Delete a report template.
	Select the template in the **Report Template** field and click **Delete**.

Purchase Order Report - FIN9010

Finance > Reports > User Created Reports > Purchase Order Report

This report page allows you to perform the following functions:

- Select the applicable fields (i.e., columns) from preselected columns under the following groups:
    - **Purchase Order Columns**
    - **Purchase Order Encumbrance Columns**
    - **Vendor Columns**
- Create a report title.
- Save your report selections to create a customized report template that can be retrieved for future use. Additionally, you can set a report template to **Public** to allow others with access to User Created Reports to view and use the created report template.

Once the report is created, it can be sorted or filtered. To restore the report to the original view, click **Reset**.

Run a report from a saved template:

Report Template	Begin typing all or part of the name of an existing report template, or press the space bar to view all the templates. As you begin to type, a drop-down list displays report templates with titles that match the letters you have typed. From the drop-down list you can select the template. Only templates you created are listed in the drop-down list. If you do not know the name of the report template, click Directory to select a report template from the directory. From the directory, you can select templates you created as well as public templates.

Create a new template:

Report Template	Type the name of a new report template. Only alphanumeric characters are allowed. If you type a name that is already used, it will overwrite the previous template.
Public	Select to make the report accessible to other users. All users in the district who have access to this page will be able to use the template.

- After entering the title and selecting the columns to include, click **Save**.

Create a new report:

Report Title	Type a title for the report, up to 35 characters.
Please Enter a Single PO Nbr or "All" for all Purchase Orders	Type a single requisition number, or type All to include all purchase orders.

- The fields are grouped by business table. Select the fields for which you want to print information. You can select an entire group of fields by selecting the group name (e.g., **Purchase Order Columns**).

- Click **Create Report** to generate the report. Review, save, and/or print the report.

   Review the report using the following buttons:

   Click First to go to the first page of the report.
   Click ◀ to go back one page.
   Click ▶ to go forward one page.
   Click Last to go to the last page of the report.

   The report can be viewed and saved in various file formats.

   Click 🔴 to save and print the report in PDF format.

   Click 🟩 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
   Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

Sort	Sort report data.
	You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.
	•
	In the right grid, for each field, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
	•
	To remove a field from the sort, select the field, and

Filter	Filter report data.
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Field	**Description**
Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals › Greater than ≥ Greater than or equal to ‹ Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date. **Note**: When filtering report data by date, you must use the following formats: If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Other functions and features:

Add Criterion	Add another row.
	Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed.
	Using the AND operator limits search results, because the program looks only for records that contain both criterion. Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row.
	Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

Reset	Reset report data.
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Delete	Delete a report template.
	Select the template in the **Report Template** field and click **Delete**.

Vendor Report - FIN9000

Finance > Reports > User Created Reports > Vendor Report

This report page allows you to perform the following functions:

- Select the applicable fields (i.e., columns) from preselected columns under the following groups:
  - **Vendor Columns**
  - **Vendor Miscellaneous Columns**
  - **Purchase Order Columns**
- Create a report title.
- Save your report selections to create a customized report template that can be retrieved for future use. Additionally, you can set a report template to **Public** to allow others with access to User Created Reports to view and use the created report template.

Once the report is created, it can be sorted or filtered. To restore the report to the original view, click **Reset**.

Run a report from a saved template:

Report Template	Begin typing all or part of the name of an existing report template, or press the space bar to view all the templates. As you begin to type, a drop-down list displays report templates with titles that match the letters you have typed. From the drop-down list you can select the template. Only templates you created are listed in the drop-down list. If you do not know the name of the report template, click Directory to select a report template from the directory. From the directory, you can select templates you created as well as public templates.

Create a new template:

Report Template	Type the name of a new report template. Only alphanumeric characters are allowed. If you type a name that is already used, it will overwrite the previous template.
Public	Select to make the report accessible to other users. All users in the district who have access to this page will be able to use the template.

- After entering the title and selecting the columns to include, click **Save**.

Create a new report:

Report Title	Type a title for the report, up to 35 characters.

In the **Vendor Nbrs** field, type the vendor numbers to be included or click to select vendors from the Vendors Directory.

- The fields are grouped by business table. Select the fields for which you want to print information. You can select an entire group of fields by selecting the group name (e.g., **Vendor Columns**).

- Click **Create Report** to generate the report. Review, save, and/or print the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click 📄 to save and print the report in PDF format.

Click 📊 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

Sort	Sort report data. You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location. • In the right grid, for each field, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and

Filter	Filter report data. When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section. If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available. Click **Add Criterion** to add new filter criteria. A blank row is added to the grid. <table><tr><td>**Field**</td><td>**Description**</td></tr><tr><td>**Column**</td><td>Select a field by which to filter the data. The drop down lists the columns that appear on the report.</td></tr><tr><td>**Operator**</td><td>Select an operator. = Equals ≠ Not equals › Greater than ≥ Greater than or equal to ‹ Less than ≤ Less than or equal to</td></tr><tr><td>**Value**</td><td>Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date. **Note**: When filtering report data by date, you must use the following formats: If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.</td></tr></table>**Other functions and features:** <table><tr><td>**Add Criterion**</td><td>Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. Using the AND operator limits search results, because the program looks only for records that contain both criterion. Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.</td></tr><tr><td>**Delete Selected**</td><td>Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.</td></tr></table>Click **OK** to apply the selected filter criteria to the report. Click **Cancel** to close the dialog box without applying a filter.
Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Delete	Delete a report template. Select the template in the **Report Template** field and click **Delete**.