

The**Financial**Edge™

Sample Reports Guide

091708

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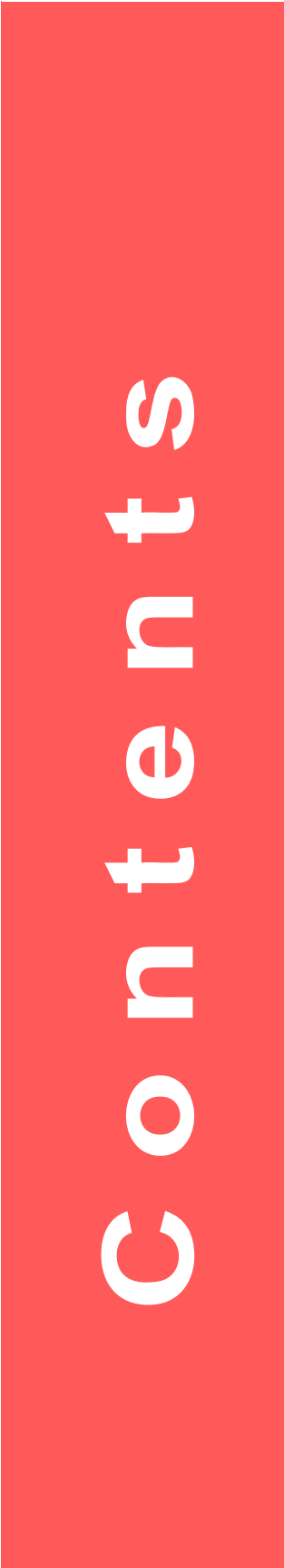
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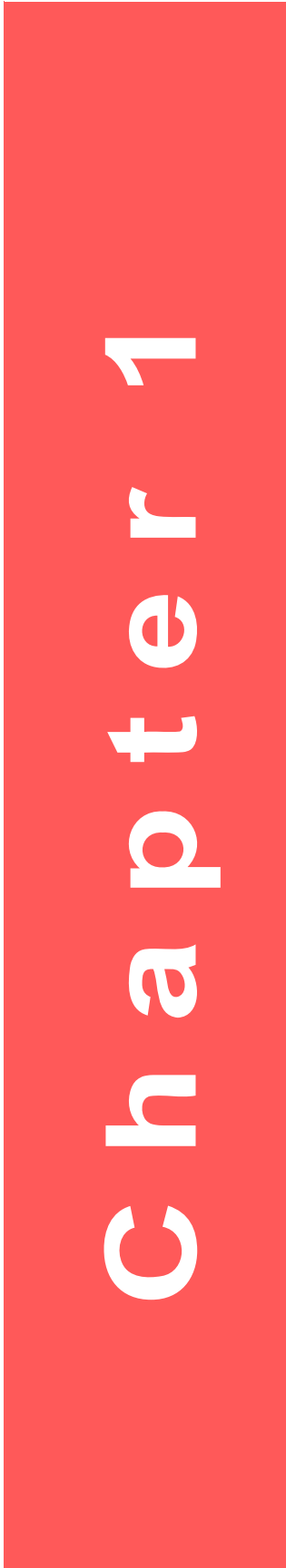
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Account Reports

Account Profile Report

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

Report Parameters

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

General tab

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

Report orientation: (Landscape)

Filters tab

Include: Selected Account Codes (1030)

Format tab

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

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

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

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

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

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

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

Community Services Inc. Account Profile Report

01-1030-00 - Payroll Account

Status: Active
GL Category: Asset
Control Account
Working capital: Current Assets
Cash flow: Cash Flows from Operating Activities
Class: Unrestricted Net Assets

Created by: barton
Created on: 01/16/2002

Attributes

Type	Description	Short Description	Date	Comment
Reference Account #	11,030			

Transaction Codes

Name	Value
Mission	None
Spendable/Non-Spendable	Spendable

Notes

Date	Type	Title	Description	Author
06/30/2001	Internal	Internal	Account Information	Supervisor

Note: Account activated for use as of 06/30/01 when Payroll was brought in-house.



Chart of Accounts Report

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

Report Parameters

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

General tab

Use chart template (01) at level (4)

Include inactive accounts (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected Funds (01)

Include: Selected Categories (Asset)

Columns tab

New Columns: Account Level, Class

Format tab

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

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

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

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

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

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

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

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

Community Services Inc. Chart of Accounts Report

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



Chart Validation Report

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

Report Parameters

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

General tab

Use chart template (01)

Check for duplicate accounts (Yes)

Include separate section for each fund (Yes)

Report orientation: (Landscape)

Columns tab

New Columns: Account Level, Class

Format tab

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

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

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

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

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

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

Community Services Inc. Chart Validation Report

Fund 01 - Operating Fund

Missing Accounts

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



Fund Profile Report

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

Report Parameters

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

General tab

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

Report orientation: (Landscape)

Filters tab

Include: Selected Funds (01)

Format tab

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

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

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

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

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

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

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

Community Services Inc. Fund Profile Report

Fund 01 - Operating Fund

Net assets account: 01-3000-00

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

Transaction Requirements

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

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

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

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

Segment: (Department)

History of Changes

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

Interfund Accounts

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

General Ledger Report

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

Report Parameters

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

General tab

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

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

Include encumbrance transactions (No)

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

Exclude accounts with no activity (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected Accounts (01-1200-00)

Format tab

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

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

Detail. Show distribution for these characteristics: Class

Show transaction total (Yes)

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

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

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

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

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

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

Community Services Inc. General Ledger Report

<u>Date</u>	<u>Trans.</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
01-1200-00						
Account: 01-1200-00 (Tuition Receivable-Default)						
01/01/2000						\$0.00
07/01/2000	Summarized	Student Billing				
				<i>Account Beginning Balance</i>		
				\$172,020.00		
				Class		
				Unrestricted Net Assets		
				\$172,020.00		
07/28/2000	Summarized	Student Billing	Student Billing Summary		\$166,650.00	
				Class		
				Unrestricted Net Assets		
					\$166,650.00	
08/01/2000	Summarized	Student Billing		\$5,920.00		
				Class		
				Unrestricted Net Assets		
				\$5,920.00		
09/01/2000	Summarized	Student Billing		\$5,920.00		
				Class		
				Unrestricted Net Assets		
				\$5,920.00		
09/28/2000	Summarized	Student Billing	Student Billing Summary		\$15,270.00	
				Class		
				Unrestricted Net Assets		
					\$15,270.00	
10/01/2000	Summarized	Student Billing		\$5,920.00		
				Class		
				Unrestricted Net Assets		
				\$5,920.00		
10/28/2000	Summarized	Student Billing	Student Billing Summary		\$16,280.00	
				Class		
				Unrestricted Net Assets		
					\$16,280.00	
11/01/2000	Summarized	Student Billing		\$5,920.00		
				Class		
				Unrestricted Net Assets		
				\$5,920.00		
12/01/2000	Summarized	Student Billing		\$5,920.00		
				Class		
				Unrestricted Net Assets		
				\$5,920.00		
01/01/2001	Summarized	Student Billing		\$23,320.00		
				Class		
				Unrestricted Net Assets		
				\$23,320.00		
02/01/2001	Summarized	Student Billing		\$5,920.00		
				Class		
				Unrestricted Net Assets		
				\$5,920.00		
02/28/2001	Summarized	Student Billing	Student Billing Summary	\$5,920.00		
				\$507.00		
				Class		
				Unrestricted Net Assets		
				\$507.00		
03/01/2001	Summarized	Student Billing		\$5,920.00		
				Class		
				Unrestricted Net Assets		
				\$5,920.00		
03/31/2001	Summarized	Student Billing	Student Billing Summary		\$39,287.00	

Trial Balance Report

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

Report Parameters

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

General tab

Report format: (Balance)

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

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

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

Exclude accounts with no activity (Yes)

Include these transaction types: (Regular)

Filters tab

Include: Selected Funds (03)

Format tab

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

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

Detail. Show distribution by (No distribution)

Show account category totals (Yes)

Show worksheet adjustments column (Yes)

Show net change column (Yes)

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

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

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

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

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

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

Community Services Inc. Trial Balance Report

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

Working Capital Schedule

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

Report Parameters

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

General tab

Include accounts with a zero balance (Yes)

Include inactive accounts (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected Funds (01)

Columns tab

No columns added

Multiple Column Headings tab

No multiple column headings selected

Format tab

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

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

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

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

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

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

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

Community Services Inc. Working Capital Schedule

		Previous Year	This Year	Change in Working Capital
CURRENT ASSETS				
01-1000-00	Operating Cash Account	\$595,355.65	\$4,303,241.13	\$3,707,885.48
01-1030-00	Payroll Account	(\$18,960.01)	\$571,260.28	\$590,220.29
01-1040-00	Student Billing/AR Cash	\$246,437.00	\$403,942.59	\$157,505.59
01-1050-00	Petty Cash	\$0.00	\$220,985.00	\$220,985.00
01-1200-00	Tuition Receivable-Default	\$3,767.00	\$29,528.45	\$25,761.45
01-1300-00	Grants Receivable	\$0.00	\$992,895.00	\$992,895.00
01-1400-00	Less: Allowance for Doubtful Account	\$0.00	(\$2,305.00)	(\$2,305.00)
01-1450-00	Interest Receivable	\$0.00	\$13,975.00	\$13,975.00
01-1500-00	Advances	\$4,394,277.48	\$8,788,554.96	\$4,394,277.48
01-1550-00	Pledges Receivable	\$0.00	\$708,237.00	\$708,237.00
01-1910-00	Securities	\$205,300.00	\$596,050.00	\$390,750.00
TOTAL CURRENT ASSETS		\$5,426,177.12	\$16,630,974.41	\$11,204,797.29
CURRENT LIABILITIES				
01-2000-00	Accounts Payable	\$5,808.50	\$2,897,679.20	\$2,891,870.70
01-2020-00	Accounts Payable Encumbrance-Default	\$0.00	\$952,837.00	\$952,837.00
01-2150-00	Federal Withholding Payable	\$0.00	\$27,890.00	\$27,890.00
01-2170-00	FICA Payable	\$0.00	\$14,922.00	\$14,922.00
01-2400-00	Grants Payable	\$0.00	\$72,005.00	\$72,005.00
01-2450-00	Accrued Interest	\$4,394,277.48	\$8,811,544.96	\$4,417,267.48
01-2500-00	Advance Deposits Payable-Default	\$4,250.00	\$9,969.11	\$5,719.11
01-2600-00	Other Payroll Liabilities-Default	\$12,699.45	\$25,156.02	\$12,456.57
01-2975-00	Due to Other Funds	\$25,000.00	\$916,225.00	\$891,225.00
TOTAL CURRENT LIABILITIES		\$4,442,035.43	\$13,728,228.29	\$9,286,192.86
AVAILABLE WORKING CAPITAL		\$984,141.69	\$2,902,746.12	\$1,918,604.43

Allocation Reports

Fee Schedule Profile

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

Report Parameters

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

General tab

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

Community Services Inc. Fee Schedule Profile

Investments - Management Fee for Investments

Fee amount: Calculate the amount using the fee table

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

Divide the balance based on these ranges and apply all relevant fees to each portion of the balance: Yes
Post minimum fee to accounts associated with: Fixed Amount

Maximum fee: No

Pool Profile Report

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

Report Parameters

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

General tab

Include these pool sections: **Line items**

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

Report orientation: (Landscape)

Filters tab

Include: Selected Pools (Investments)

Format tab

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

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

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

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

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

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

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

Community Services Inc. Pool Profile Report

Pool Investments - Investment Pool for Interest Income and Management Fees

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

Line 1, 1003 - Everett Grant

Account Number	Account Description
03-1920-00	Investments

Default fee schedule: Investments - Management Fee for Investments

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

Line 2, 1006 - Lewis Grant

Account Number	Account Description
03-1920-00	Investments

Default fee schedule: Investments - Management Fee for Investments

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

Line 3, 1007 - Robertson Grant

Account Number	Account Description
03-1920-00	Investments

Budget Reports

Budget Adjustments Journal

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

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

Report Parameters

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

General tab

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

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

Show: (Account budgets)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Community Services Inc. Budget Adjustments Journal

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

Budget Adjustments Report

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

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

Report Parameters

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

General tab

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

Show: (Account budgets)

Include accounts with no adjustments (No)

Report format: (Detail)

Totals: (Annual)

Report orientation: (Landscape)

Filters tab

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

Format tab

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

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

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

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

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

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

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

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

Community Services Inc. Budget Adjustments Report

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

Budget Distribution Report

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

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

Report Parameters

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

General tab

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

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

Show: (Account budgets)

Include budget adjustments (No)

Include accounts with zero budgets (No)

Include budget notes (No)

Include account notes (No)

Include percentages (Yes)

Report orientation: (Landscape)

Filters tab

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

Include: Selected Department(s) (01)

Format tab

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

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

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

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

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

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

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

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

Community Services Inc. Budget Distribution Report

**01-5100-01 - Salaries-Administration
Expense**

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

**01-5460-01 - Printing-Administration
Expense**

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

Financial Statements

Balance Sheet

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

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

Report Parameters

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

General tab

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

Include accounts with zero balances (Yes)

Include inactive accounts (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Columns tab

Headings: Operating, Temporarily Restricted, Endowed, Total

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

Multiple Column Headings tab

No multiple column headings selected

Format tab

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

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

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

Print change in net assets (No)

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

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

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

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

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

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

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

Community Services Inc. Balance Sheet

Assets	Operating	Temporarily Restricted	Endowed	Total
Current Assets				
Cash & Cash Equivalents				
01-1000-00 Operating Cash Account	\$3,812,196.92	\$0.00	\$0.00	\$3,812,196.92
01-1030-00 Payroll Account	\$580,772.39	\$0.00	\$0.00	\$580,772.39
01-1040-00 Student Billing/AR Cash	\$403,942.59	\$0.00	\$0.00	\$403,942.59
01-1050-00 Petty Cash	\$220,985.00	\$0.00	\$0.00	\$220,985.00
01-1200-00 Tuition Receivable-Default	\$13,046.45	\$0.00	\$0.00	\$13,046.45
02-1000-00 Operating Cash Account	\$0.00	\$1,250,765.00	\$0.00	\$1,250,765.00
02-1050-00 Petty Cash	\$0.00	\$97,025.00	\$0.00	\$97,025.00
02-1100-00 Savings	\$0.00	\$209,875.00	\$0.00	\$209,875.00
03-1100-00 Cash	\$0.00	\$0.00	\$680,975.00	\$680,975.00
Total Cash & Cash Equivalents	\$5,030,943.35	\$1,557,665.00	\$680,975.00	\$7,269,583.35
Accounts Receivable				
01-1300-00 Grants Receivable	\$992,895.00	\$0.00	\$0.00	\$992,895.00
01-1400-00 Less: Allowance for Doubtful Account	(\$2,305.00)	\$0.00	\$0.00	(\$2,305.00)
01-1450-00 Interest Receivable	\$13,975.00	\$0.00	\$0.00	\$13,975.00
01-1500-00 Advances	\$4,394,277.48	\$0.00	\$0.00	\$4,394,277.48
01-1550-00 Pledges Receivable	\$708,237.00	\$0.00	\$0.00	\$708,237.00
02-1300-00 Grants Receivable	\$0.00	\$1,240,269.00	\$0.00	\$1,240,269.00
02-1400-00 Less: Allowance for Doubtful Account	\$0.00	(\$875.00)	\$0.00	(\$875.00)
02-1450-00 Interest Receivable	\$0.00	\$5,600.00	\$0.00	\$5,600.00
02-1500-00 Advances	\$0.00	\$1,050.00	\$0.00	\$1,050.00
02-1550-00 Pledges Receivable	\$0.00	\$1,109,500.00	\$0.00	\$1,109,500.00
02-1650-00 Deposits	\$0.00	\$27,890.00	\$0.00	\$27,890.00
Total Accounts Receivable	\$6,111,689.48	\$2,385,184.00	\$0.00	\$8,496,873.48
Total Current Assets	\$11,142,632.83	\$3,942,849.00	\$680,975.00	\$15,766,456.83
Other Assets				
Prepaid Expenses				

Community Services Inc. Balance Sheet

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

Community Services Inc. Balance Sheet

	Operating	Temporarily Restricted	Endowed	Total
Total Accounts Payable Liabilities	\$3,853,652.20	\$371,390.00	\$0.00	\$4,225,042.20
Payroll Liabilities				
01-2150-00 Federal Withholding Payable	\$27,890.00	\$0.00	\$0.00	\$27,890.00
01-2170-00 FICA Payable	\$14,922.00	\$0.00	\$0.00	\$14,922.00
Total Payroll Liabilities	\$42,812.00	\$0.00	\$0.00	\$42,812.00
Other Liabilities				
01-2400-00 Grants Payable	\$72,005.00	\$0.00	\$0.00	\$72,005.00
01-2450-00 Accrued Interest	\$4,417,267.48	\$0.00	\$0.00	\$4,417,267.48
01-2500-00 Advance Deposits Payable-Default	\$9,969.11	\$0.00	\$0.00	\$9,969.11
01-2600-00 Other Payroll Liabilities-Default	\$18,798.11	\$0.00	\$0.00	\$18,798.11
02-2400-00 Grants Payable	\$0.00	\$1,278,450.00	\$0.00	\$1,278,450.00
02-2450-00 Accrued Interest	\$0.00	\$556,575.00	\$0.00	\$556,575.00
Total Other Liabilities	\$4,518,039.70	\$1,835,025.00	\$0.00	\$6,353,064.70
Due To - Due From Liabilities				
01-2975-00 Due to Other Funds	\$916,225.00	\$0.00	\$0.00	\$916,225.00
02-2975-00 Due to Other Funds	\$0.00	\$367,534.00	\$0.00	\$367,534.00
Total Due To - Due From Liabilities	\$916,225.00	\$367,534.00	\$0.00	\$1,283,759.00
Total Liabilities	\$9,330,728.90	\$2,573,949.00	\$0.00	\$11,904,677.90
Net Assets				
01-3000-00 Net Assets	\$4,200,063.22	\$0.00	\$0.00	\$4,200,063.22
02-3000-00 Net Assets	\$0.00	\$2,660,815.00	\$0.00	\$2,660,815.00
03-3000-00 Net Assets	\$0.00	\$0.00	\$2,418,662.00	\$2,418,662.00
Total Net Assets	\$4,200,063.22	\$2,660,815.00	\$2,418,662.00	\$9,279,540.22
Total Liabilities and Net Assets	\$13,378,374.88	\$5,175,374.00	\$2,418,282.00	\$20,972,030.88

Balance Sheet

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

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

Report Parameters

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

General tab

Use chart template (01) at level (4)

Include accounts with zero balances (No)

Include inactive accounts (No)

Create an output query of accounts (No)

Report orientation: (Landscape)

Columns tab

Headings: Actual

Formula: Account Number, Account Description, {Actual}

Multiple Column Headings tab

No multiple column headings selected

Format tab

Headings. Subtitle (For FY2001)

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

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

Print change in net assets (No)

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

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

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

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

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

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

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

Community Services Inc.
Balance Sheet
For FY2001

Assets	<u>Actual</u>
Current Assets	
Cash & Cash Equivalents	
01-1000-00 Operating Cash Account	\$3,812,196.92
01-1030-00 Payroll Account	\$580,772.39
01-1040-00 Student Billing/AR Cash	\$403,942.59
01-1050-00 Petty Cash	\$220,985.00
01-1200-00 Tuition Receivable-Default	\$13,046.45
02-1000-00 Operating Cash Account	\$1,250,765.00
02-1050-00 Petty Cash	\$97,025.00
02-1100-00 Savings	\$209,875.00
03-1100-00 Cash	\$680,975.00
Total Cash & Cash Equivalents	<u>\$7,269,583.35</u>
Accounts Receivable	
01-1300-00 Grants Receivable	\$992,895.00
01-1400-00 Less: Allowance for Doubtful Account	(\$2,305.00)
01-1450-00 Interest Receivable	\$13,975.00
01-1500-00 Advances	\$4,394,277.48
01-1550-00 Pledges Receivable	\$708,237.00
02-1300-00 Grants Receivable	\$1,240,269.00
02-1400-00 Less: Allowance for Doubtful Account	(\$875.00)
02-1450-00 Interest Receivable	\$5,600.00
02-1500-00 Advances	\$1,050.00
02-1550-00 Pledges Receivable	\$1,109,500.00
02-1650-00 Deposits	\$27,890.00
Total Accounts Receivable	<u>\$8,496,873.48</u>
Total Current Assets	<u>\$15,766,456.83</u>
Other Assets	



Community Services Inc.
Balance Sheet
For FY2001

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

Community Services Inc.
Balance Sheet
For FY2001

	Actual
02-2020-00 Accounts Payable Encumbrance-Default	\$165,420.00
Total Accounts Payable Liabilities	\$4,225,042.20
 Payroll Liabilities	
01-2150-00 Federal Withholding Payable	\$27,890.00
01-2170-00 FICA Payable	\$14,922.00
Total Payroll Liabilities	\$42,812.00
 Other Liabilities	
01-2400-00 Grants Payable	\$72,005.00
01-2450-00 Accrued Interest	\$4,417,267.48
01-2500-00 Advance Deposits Payable-Default	\$9,969.11
01-2600-00 Other Payroll Liabilities-Default	\$18,798.11
02-2400-00 Grants Payable	\$1,278,450.00
02-2450-00 Accrued Interest	\$556,575.00
Total Other Liabilities	\$6,353,064.70
 Due To - Due From Liabilities	
01-2975-00 Due to Other Funds	\$916,225.00
02-2975-00 Due to Other Funds	\$367,534.00
Total Due To - Due From Liabilities	\$1,283,759.00
 Total Liabilities	 \$11,904,677.90
 Net Assets	
01-3000-00 Net Assets	\$4,200,063.22
02-3000-00 Net Assets	\$2,660,815.00
03-3000-00 Net Assets	\$2,418,662.00
Total Net Assets	\$9,279,540.22
 Total Liabilities and Net Assets	 \$20,972,030.88

Income Statement

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

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

Report Parameters

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

General tab

Use chart template (01) at level (2)

Include accounts with no activity (Yes)

Include inactive accounts (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected Departments (01, 02, 03)

Columns tab

Headings: Actual, Budget, Variance

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

Multiple Column Headings tab

No multiple column headings selected

Format tab

Headings. Subtitle (by Department)

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

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

Sort. Print a separate statement for each (Department)

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

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

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

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

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

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

Community Services Inc.
Income Statement
 by Department

		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
01 - Administration				
Revenues				
**-4100-01	Grant Revenue-Administration	\$139,715.00	\$0.00	(\$139,715.00)
**-4150-01	Contributions-Administration	\$72,710.00	\$0.00	(\$72,710.00)
**-4200-01	Satisfaction of Program Restri-Administration	\$3,960.00	\$0.00	(\$3,960.00)
**-4900-01	Miscellaneous Income-Administration	\$21,950.00	\$0.00	(\$21,950.00)
Total Revenues		\$238,335.00	\$0.00	(\$238,335.00)
Expenses				
Payroll Expenses				
**-5100-01	Salaries-Administration	\$66,992.61	\$151,800.00	\$84,807.39
**-5150-01	Other Wages-Administration	\$1,652.00	\$15,225.00	\$13,573.00
**-5160-01	FICA-Administration	\$8,800.21	\$0.00	(\$8,800.21)
Total Payroll Expenses		\$77,444.82	\$167,025.00	\$89,580.18
Office Expenses				
**-5200-01	Office Supplies-Administration	\$974.73	\$9,500.00	\$8,525.27
01-5250-01	Computers-Administration	\$3,900.00	\$12,225.00	\$8,325.00
02-5270-01	Computer Expenses-Administration	\$80.00	\$0.00	(\$80.00)
**-5280-01	Equipment & Furniture-Administration	\$1,072.00	\$12,725.00	\$11,653.00
Total Office Expenses		\$6,026.73	\$34,450.00	\$28,423.27
Operational Expenses				
01-5620-01	Utilities Overhead-Administration	\$6,000.00	\$0.00	(\$6,000.00)
**-5650-01	Telephone-Administration	\$1,692.00	\$1,980.00	\$288.00
**-5670-01	Security-Administration	\$2,193.32	\$2,100.00	(\$93.32)
Total Operational Expenses		\$9,885.32	\$4,080.00	(\$5,805.32)
Total Expenses		\$93,356.87	\$205,555.00	\$112,198.13



Community Services Inc. Income Statement by Department

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
02 - Development			
Revenues			
**_4100-02 Grant Revenue-Development	\$4,289,180.00	\$0.00	(\$4,289,180.00)
**_4150-02 Contributions-Development	\$831,710.00	\$0.00	(\$831,710.00)
**_4200-02 Satisfaction of Program Restri-Development	\$6,673.00	\$0.00	(\$6,673.00)
**_4900-02 Miscellaneous Income-Development	\$66,580.00	\$0.00	(\$66,580.00)
Total Revenues	\$5,194,143.00	\$0.00	(\$5,194,143.00)
Expenses			
Payroll Expenses			
**_5100-02 Salaries-Development	\$136,368.58	\$304,275.00	\$167,906.42
**_5150-02 Other Wages-Development	\$6,375.00	\$33,725.00	\$27,350.00
**_5160-02 FICA-Development	\$14,815.31	\$0.00	(\$14,815.31)
Total Payroll Expenses	\$157,558.89	\$338,000.00	\$180,441.11
Office Expenses			
**_5200-02 Office Supplies-Development	\$3,095.73	\$19,875.00	\$16,779.27
01-5250-02 Computers-Development	\$6,425.00	\$16,250.00	\$9,825.00
02-5270-02 Computer Expenses-Development	\$400.00	\$0.00	(\$400.00)
**_5280-02 Equipment & Furniture-Development	\$6,868.00	\$12,725.00	\$5,857.00
Total Office Expenses	\$16,788.73	\$48,850.00	\$32,061.27
Operational Expenses			
01-5620-02 Utilities Overhead-Development	\$9,300.00	\$0.00	(\$9,300.00)
**_5650-02 Telephone-Development	\$1,623.00	\$4,800.00	\$3,177.00
**_5670-02 Security-Development	\$2,113.32	\$2,100.00	(\$13.32)
Total Operational Expenses	\$13,036.32	\$6,900.00	(\$6,136.32)
Total Expenses	\$187,383.94	\$393,750.00	\$206,366.06

Community Services Inc.
Income Statement
 by Department

		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
03 - Program Services				
Revenues				
**-4100-03	Grant Revenue-Program Services	\$1,011,880.00	\$0.00	(\$1,011,880.00)
**-4150-03	Contributions-Program Services	\$182,640.00	\$0.00	(\$182,640.00)
**-4200-03	Satisfaction of Program Restri-Program Services	\$4,580.00	\$0.00	(\$4,580.00)
**-4900-03	Miscellaneous Income-Program Services	\$30,195.00	\$0.00	(\$30,195.00)
Total Revenues		\$1,229,295.00	\$0.00	(\$1,229,295.00)
Expenses				
Payroll Expenses				
**-5100-03	Salaries-Program Services	\$90,440.01	\$216,980.00	\$126,539.99
**-5150-03	Other Wages-Program Services	\$3,390.00	\$24,725.00	\$21,335.00
**-5160-03	FICA-Program Services	\$10,494.78	\$0.00	(\$10,494.78)
Total Payroll Expenses		\$104,324.79	\$241,705.00	\$137,380.21
Office Expenses				
**-5200-03	Office Supplies-Program Services	\$1,925.75	\$2,000.00	\$74.25
01-5250-03	Computers-Program Services	\$4,492.00	\$9,700.00	\$5,208.00
02-5270-03	Computer Expenses-Program Services	\$80.00	\$0.00	(\$80.00)
**-5280-03	Equipment & Furniture-Program Services	\$1,064.00	\$2,675.00	\$1,611.00
Total Office Expenses		\$7,561.75	\$14,375.00	\$6,813.25
Operational Expenses				
01-5620-03	Utilities Overhead-Program Services	\$7,275.00	\$0.00	(\$7,275.00)
**-5650-03	Telephone-Program Services	\$974.00	\$800.00	(\$174.00)
**-5670-03	Security-Program Services	\$1,603.36	\$2,100.00	\$496.64
Total Operational Expenses		\$9,852.36	\$2,900.00	(\$6,952.36)
Total Expenses		\$121,738.90	\$258,980.00	\$137,241.10

Income Statement

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

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

Report Parameters

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

General tab

Use chart template (01) at level (2)

Include accounts with no activity (Yes)

Include inactive accounts (Yes)

Report orientation: (Landscape)

Filters tab

Include Selected Funds (01, 02, 03)

Include Selected Departments (01, 02, 03)

Columns tab

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

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

Multiple Column Headings tab

No multiple column headings selected

Format tab

Heading. Subtitle (by Project)

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

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

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

Print total net surplus/(deficit) (No)

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

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

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

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

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

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

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

Community Services Inc.
Income Statement
 by Project

		Annabelle Johnson	CTM Enterprises	Everett	Hugo	L&M Grocery
Revenues						
**-4100-01	Grant Revenue-Administration	\$15,617.50	\$29,665.00	\$20,203.75	\$13,896.25	\$11,395.00
**-4100-02	Grant Revenue-Development	\$947,346.40	\$776,983.60	\$594,639.20	\$1,049,076.80	\$760,043.00
**-4150-01	Contributions-Administration	\$6,460.80	\$15,842.20	\$10,081.40	\$4,320.60	\$3,600.50
**-4150-02	Contributions-Development	\$178,158.00	\$54,032.00	\$34,384.00	\$89,736.00	\$137,280.00
**-4200-01	Satisfaction of Program Restri-Administration	\$491.60	\$829.40	\$527.80	\$226.20	\$188.50
**-4200-02	Satisfaction of Program Restri-Development	\$653.44	\$1,439.46	\$916.02	\$392.58	\$327.15
**-4900-01	Miscellaneous Income-Administration	\$3,343.00	\$4,554.50	\$3,776.50	\$2,998.50	\$2,901.25
**-4900-02	Miscellaneous Income-Development	\$11,524.00	\$13,582.00	\$12,126.00	\$10,670.00	\$10,488.00
Total Revenues		\$1,163,594.74	\$896,928.16	\$676,654.67	\$1,171,316.93	\$926,223.40
Expenses						
Payroll Expenses						
**-5100-01	Salaries-Administration	\$1,142.45	\$1,052.45	\$1,052.45	\$1,052.45	\$1,052.45
**-5100-02	Salaries-Development	\$18,490.00	\$12,190.00	\$12,190.00	\$12,190.00	\$12,190.00
**-5150-01	Other Wages-Administration	\$723.80	\$95.20	\$114.24	\$47.60	\$71.40
**-5150-02	Other Wages-Development	\$3,571.87	\$287.50	\$345.00	\$143.75	\$215.63
**-5160-01	FICA-Administration	\$756.16	\$624.70	\$749.64	\$312.35	\$468.54
**-5160-02	FICA-Development	\$939.92	\$1,359.80	\$1,631.76	\$679.90	\$1,019.88
Total Payroll Expenses		\$25,624.20	\$15,609.65	\$16,083.09	\$14,426.05	\$15,017.90
Office Expenses						
**-5200-01	Office Supplies-Administration	\$106.97	\$67.90	\$143.66	\$33.95	\$50.93
**-5200-02	Office Supplies-Development	\$657.23	\$229.00	\$336.98	\$114.50	\$171.77
01-5250-01	Computers-Administration	\$155.98	\$384.00	\$460.80	\$192.00	\$288.02
01-5250-02	Computers-Development	\$453.09	\$612.50	\$735.00	\$306.25	\$459.41
02-5270-01	Computer Expenses-Administration	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00
02-5270-02	Computer Expenses-Development	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00

Community Services Inc. Income Statement by Project

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

Community Services Inc.
Income Statement
 by Project

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

Income Statement

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

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

Report Parameters

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

General tab

Use chart template (01) at level (4)

Include accounts with no activity (Yes)

Include inactive accounts (Yes)

Report orientation: (Landscape)

Filters tab

Include Selected Funds (01, 02, 03);

Include Selected Departments (02)

Columns tab

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

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

Multiple Column Headings tab

No multiple column headings selected

Format tab

Headings. Subtitle (by Transaction Code)

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

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

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

Print total net surplus/(deficit) (No)

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

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

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

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

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

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

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

Community Services Inc.
Income Statement
 by Transaction Code

		Youth Services	Soup Kitchen	Emergency Relief	Homeless
Revenues					
01-4100-02	Grant Revenue-Development	\$82,335.40	\$68,016.20	\$114,553.60	\$32,718.20
01-4150-02	Contributions-Development	\$320,488.00	\$171,664.00	\$203,592.00	\$22,154.00
01-4200-02	Satisfaction of Program Restri-Development	\$1,504.89	\$1,243.17	\$2,093.76	\$658.87
01-4900-02	Miscellaneous Income-Development	\$4,186.00	\$3,458.00	\$5,824.00	\$1,728.00
02-4100-02	Grant Revenue-Development	\$0.00	\$0.00	\$0.00	\$400.00
02-4150-02	Contributions-Development	\$0.00	\$0.00	\$0.00	\$60.00
02-4200-02	Satisfaction of Program Restri-Development	\$0.00	\$0.00	\$0.00	\$60.00
02-4900-02	Miscellaneous Income-Development	\$0.00	\$0.00	\$0.00	\$400.00
Total Revenues		\$408,514.29	\$244,381.37	\$326,063.36	\$58,179.07
Expenses					
Payroll Expenses					
01-5100-02	Salaries-Development	\$36,570.00	\$24,380.00	\$24,380.00	\$14,490.00
01-5150-02	Other Wages-Development	\$632.50	\$661.25	\$862.50	\$3,802.50
01-5160-02	FICA-Development	\$2,991.56	\$3,127.54	\$4,079.40	\$2,103.72
02-5100-02	Salaries-Development	\$0.00	\$0.00	\$0.00	\$4,000.00
02-5150-02	Other Wages-Development	\$0.00	\$0.00	\$0.00	\$100.00
02-5160-02	FICA-Development	\$0.00	\$0.00	\$0.00	\$400.00
Total Payroll Expenses		\$40,194.06	\$28,168.79	\$29,321.90	\$24,896.22
Office Expenses					
01-5200-02	Office Supplies-Development	\$503.80	\$526.70	\$687.00	\$720.60
01-5250-02	Computers-Development	\$1,347.50	\$1,408.75	\$1,837.50	\$1,157.50
01-5280-02	Equipment & Furniture-Development	\$344.96	\$360.64	\$470.40	\$3,219.52
02-5200-02	Office Supplies-Development	\$0.00	\$0.00	\$0.00	\$200.00
02-5270-02	Computer Expenses-Development	\$0.00	\$0.00	\$0.00	\$400.00
02-5280-02	Equipment & Furniture-Development	\$0.00	\$0.00	\$0.00	\$2,300.00



Community Services Inc. Income Statement by Transaction Code

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

Community Services Inc.
Income Statement
 by Transaction Code

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

Statement of Activities

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

Report Parameters

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

General tab

Use chart template (01) at level (4)

Include accounts with no activity (No)

Report orientation: (Landscape)

Filters tab

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

Columns tab

Headings: Unrestricted, Temporarily Restricted, Permanently Restricted, Total

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

Multiple Column Headings tab

No multiple column headings selected

Format tab

Headings. Subtitle (August 2001)

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

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

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

Print total net surplus/(deficit) (No)

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

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

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

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

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

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

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

**Community Services Inc.
Statement of Activities**

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

Statement of Cash Flows

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

Report Parameters

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

General tab

Include accounts with no activity (No)

Include inactive accounts (No)

Report orientation: (Landscape)

Filters tab

Include: Selected Funds (02)

Columns tab

Headings: Actual

Formula: Account Number, Account Description, { Actual }

Multiple Column Headings tab

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

Format tab

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

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

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

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

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

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

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

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

**Community Services Inc.
Statement of Cash Flows**

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

Statement of Financial Position

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

Report Parameters

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

General tab

Use chart template (01) at level (4)

Include accounts with zero balances (No)

Include inactive accounts (No)

Report orientation: (Landscape)

Filters tab

Include: Selected Funds (03)

Columns tab

Headings: Unrestricted, Temporarily Restricted, Permanently Restricted

Formula: Account Number, Account Description, {Actual}

Multiple Column Headings

No multiple column headings selected

Format tab

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

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

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

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

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

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

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

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

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

Community Services Inc.
Statement of Financial Position

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

Statement of Functional Expenses

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

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

Report Parameters

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

General tab

Use chart template (01) at level (4)

Include accounts with no activity (No)

Include inactive accounts (No)

Report orientation: (Landscape)

Filters tab

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

Multiple Column Headings tab

No multiple column headings selected

Columns tab

Headings: Account Number, Account Description, Actual

Formula: Account Number, Account Description, { Actual }

Format tab

Headings. Subtitle (Administration)

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

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

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

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

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

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

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

Community Services Inc.
Statement of Functional Expenses
Administration

Account Number	Account Description	Actual
Expenses		
Payroll Expenses		
01-5100-01	Salaries-Administration	\$66,952.61
01-5150-01	Other Wages-Administration	\$1,252.00
01-5160-01	FICA-Administration	\$8,400.21
Total Payroll Expenses		<u>\$76,604.82</u>
Office Expenses		
01-5200-01	Office Supplies-Administration	\$924.73
01-5250-01	Computers-Administration	\$3,900.00
01-5280-01	Equipment & Furniture-Administration	\$672.00
Total Office Expenses		<u>\$5,496.73</u>
Marketing Expenses		
01-5420-01	Postage-Administration	\$102.00
01-5460-01	Printing-Administration	\$2,396.07
01-5480-01	Advertising-Administration	\$883.34
01-5490-01	Training-Administration	\$1,272.00
Total Marketing Expenses		<u>\$4,653.41</u>
Travel Expenses		
01-5550-01	Travel & Meetings-Administration	\$9,654.00
01-5580-01	Repairs & Maintenance-Administration	\$2,920.00
01-5590-01	Transportation-Administration	\$50.00
Total Travel Expenses		<u>\$12,624.00</u>
Operational Expenses		
01-5620-01	Utilities Overhead-Administration	\$6,000.00
01-5650-01	Telephone-Administration	\$1,612.00
01-5670-01	Security-Administration	\$1,793.32

Journal and Batch Reports

Batch Detail Report

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

Report Parameters

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

General tab

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

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

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

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

Report orientation: (Landscape)

Filters tab

Include: Selected Batches (1)

Format tab

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

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

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

Show transaction total (Yes)

Show batch header (Yes)

Show details for control accounts (No)

Summarize account details by source transaction (Yes)

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

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

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

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

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

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

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

Community Services Inc. Batch Detail Report

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

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

Batch Summary Report

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

Report Parameters

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

General tab

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

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

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

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

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Community Services Inc. Batch Summary Report

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

Recurring Batch Detail Report

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

Report Parameters

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

General tab

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

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

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

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

Report orientation: (Landscape)

Filters tab

Include: Selected Batches (PYAC, PYDT)

Format tab

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

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

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

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

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

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

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

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

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

Community Services Inc. Recurring Batch Detail Report

Batch ID: PYAC
Description: Payroll Calculations - Ashley Cooper Location
Batch type: Recurring Amount
Transactions: 4
Balance: 0.00
Created by: Supervisor
Created on: 01/25/2002
Last used on:
Last changed on: 01/25/2002
Notes:

<u>Trans.</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
1 (R)	01-5100-01	Salaries-Administration	Journal Entry	Monthly Payroll	\$11,727.00	
2 (R)	01-5100-02	Salaries-Development	Journal Entry	Monthly Payroll	\$35,678.00	
3 (R)	01-5100-03	Salaries-Program Services	Journal Entry	Monthly Payroll	\$24,790.00	
4 (R)	01-1030-00	Payroll Account	Journal Entry	Monthly Payroll		\$72,195.00
<i>Totals for Batch PYAC:</i>					<u>\$72,195.00</u>	<u>\$72,195.00</u>

Batch ID: PYDT
Description: Payroll Calculations - Downtown
Batch type: Recurring Amount
Transactions: 4
Balance: 0.00
Created by: Supervisor
Created on: 01/25/2002
Last used on:
Last changed on: 01/25/2002
Notes:

<u>Trans.</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
1 (R)	01-5100-01	Salaries-Administration	Journal Entry	Monthly Payroll	\$11,727.00	
2 (R)	01-5100-02	Salaries-Development	Journal Entry	Monthly Payroll	\$35,678.00	
3 (R)	01-5100-03	Salaries-Program Services	Journal Entry	Monthly Payroll	\$24,790.00	
4 (R)	01-1030-00	Payroll Account	Journal Entry	Monthly Payroll		\$72,195.00
<i>Totals for Batch PYDT:</i>					<u>\$72,195.00</u>	<u>\$72,195.00</u>

Recurring Batch Summary Report

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

Report Parameters

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

General tab

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

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

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

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

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Community Services Inc. Recurring Batch Summary Report

<u>Batch ID</u>	<u>Description</u>	<u>Batch Type</u>	<u>Trans.</u>	<u>Created On</u>	<u>Created By</u>	<u>Last Used</u>
PYAC	Payroll Calculations - Ashley Cooper Location	Recurring Amount	4	01/25/2002	Supervisor	
PYDT	Payroll Calculations - Downtown	Recurring Amount	4	01/25/2002	Supervisor	
PYHC	Payroll Calculations -Horry County	Recurring Amount	4	01/25/2002	Supervisor	
PYS	Payroll Calculations -Summerville	Recurring Amount	4	01/25/2002	Supervisor	

Transaction Journal

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

Report Parameters

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

General tab

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

Include these transaction types: (Regular and Encumbrance)

Report orientation: (Landscape)

Filters tab

Include Selected Batches (1)

Format tab

Headings. Subtitle (Batch 1 Projects)

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

Detail. Show distribution for these characteristics: Project Description

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

Show transaction total (No)

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

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

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

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

Color Scheme. Apply a Color Scheme (Yes)

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

Community Services Inc.
Transaction Journal
 Batch 1 Projects

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

Project Reports

Project Activity Report

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

Report Parameters

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

General tab

Report type: (Summary)

Date: (Last fiscal year)

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

Exclude projects with no activity (Yes)

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

Exclude projects with no activity (Yes)

Include these transaction types: (Regular)

Report orientation: (Landscape)

Filters tab

Include Selected Projects (1001 to 1005)

Format tab

Headings. Subtitle (Summary Format)

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

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

Page Footer. Page Footer Text (Page Footer Information)

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

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

Color Scheme. Apply a Color Scheme (Yes)

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

Community Services Inc. Project Activity Report Summary Format

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

Report Footer Information

Page Footer Information

Project Budget vs. Actual Report

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

Report Parameters

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

General tab

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

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

Include balance sheet accounts (No)

Include these transaction types: (Regular)

Report orientation: (Landscape)

Filters tab

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

Include Selected Projects (1001 to 1005)

Format tab

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

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

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

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

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

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

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

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

Community Services Inc. Project Budget vs. Actual Report

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

Project Detail Report

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

Report Parameters

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

General tab

Report type: (Summary)

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

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

Include projects with no activity (Yes)

Include these transaction types: (Regular)

Report orientation: (Landscape)

Filters tab

Include Selected Projects (1010)

Format tab

Headings. Subtitle (Summary Format)

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

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

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

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

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

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

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

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

Community Services Inc.
Project Detail Report
 Summary Format

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

Project Profile Report

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

Report Parameters

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

General tab

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

Fiscal years: 2002

Budget scenario: (Main Operating Budget)

Type: (Regular)

Show balance sheet accounts (No)

Filters tab

Include Selected Projects (1001)

Format tab

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

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

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

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

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

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

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

Community Services Inc. Project Profile Report

Project 1001 - Annabelle Johnson Endowment

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

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

Attributes

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

Activity

Income Statement Accounts

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

History of Changes

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



Accounts Payable Reports

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Chapter 2

Bank Account Reports

Bank Profile Report

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

Report Parameters

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

General tab

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

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

Report orientation: (Landscape)

Filters tab

Include: Selected Banks (Baybank Checking Account)

Format tab

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

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

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

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

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

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

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

Blackbaud Sample School Bank Profile

BAYBANK-CHK - Baybank Bank

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

Cash Account Information

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

Payment Information

By default, print transactions to this printer: \\NTPRNTSRV\HP_RAD7

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

Transaction Summary by Transaction Type

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

Transaction Summary by Blackbaud System

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

Bank Register Report

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

Report Parameters

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

General tab

Report format: (Detail)

Bank account: (Operating)

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

Report orientation: (Landscape)

Filters button

No filters selected

Format tab

Format tab

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

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

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

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

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

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

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

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

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

Community Services Inc. Bank Register Report

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

Bank Reconciliation Report

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

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

The Bank Reconciliation Report is made up of three parts: Reconciliation of Register to Statement, Outstanding Transaction Details, and Reconciliation of Cash Accounts to Statement. Each of the parts of this report appears on a separate page. The report sample below is the Reconciliation of Register to Statement section. A sample of the Reconciliation to Cash Account(s) to Statement section is provided on page 80. This report sample does not include transaction details.

Report Parameters

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

General tab

Bank account: (SB & AR)

Print: (Last completed reconciliation)

Report orientation: (Landscape)

Format tab

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

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

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

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

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

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

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

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

Community Services Inc. Bank Reconciliation Report

Reconciliation of Register to Statement

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

Summary Count and Amount for Deposits and Payments

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

Bank Reconciliation Report

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

Report Parameters

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

General tab

Bank account: (SB & AR)

Print: (Last completed reconciliation)

Report Orientation: (Landscape)

Format tab

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

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

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

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

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

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

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

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

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

Community Services Inc. Bank Reconciliation Report

Reconciliation of Cash Account(s) to Statement

Cash accounts tied to this Bank account:

01-1050-00
01-1040-00

01-1050-00	Petty Cash	\$220,985.00
01-1040-00	Student Billing/AR Cash	\$404,164.59

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

\$625,149.59

Add: Cleared not yet posted deposits:
Add: Cleared not yet posted deposit adjustments:
Subtract: Cleared not yet posted payments:
Subtract: Cleared not yet posted payment adjustments:

\$0.00
\$406,202.59
\$0.00
\$0.00

Adjusted Cash account(s) balance:

\$1,031,352.18

Bank statement ending balance 05/13/2003:

\$406,202.59

Add: Outstanding posted deposits:
Add: Outstanding posted deposit adjustments:
Subtract: Outstanding posted payments:
Subtract: Outstanding posted payment adjustments:

\$404,164.59
\$0.00
\$0.00
\$0.00

Adjusted Bank statement balance:

\$810,367.18

Out of balance by:

(\$220,985.00)

Invoice Reports

Account Distribution Report

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

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

Report Parameters

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

General tab

Report format: (Detail)

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

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

Include adjustment transactions (No)

Include one-time checks (Yes)

Report orientation: (Landscape)

Filters tab

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

Format tab

Headings. Subtitle (Automotive)

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

Detail. Show distribution for these characteristics: Class

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

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

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

Page Footer. Page Footer Text (Page Footer)

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

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

Color Scheme. Apply a color scheme (Yes)

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

Community Services Inc. Account Distribution Report Automotive

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

Aged Accounts Payable

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

Report Parameters

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

General tab

Report format: (Detail)

Calculate discounts as of: (Today)

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

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

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

Include unapplied credit memo amounts (Yes)

Filters tab

No filters selected

Format tab

Headings. Subtitle (Q1 & Q2 2002)

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

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

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

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

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

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

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

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

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

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

Cash Requirements Report

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

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

Report Parameters

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

General tab

Show invoices open as of: (Today)

Base invoice open date on: (Post date)

Include invoices scheduled to be generated (Yes)

Calculate discounts as of: (Today)

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

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

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Blackbaud Sample School Cash Requirements Report

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

Credit Memo Report

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

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

Report Parameters

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

General tab

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

Include fully applied credit memos (Yes)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Credit Memo Report

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

Hold Payment Report

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

Report Parameters

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

General tab

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

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Hold Payment Report

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

Invoice Expense Allocation Report

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

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

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

Report Parameters

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

General tab

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

Filters tab

Include: Selected Vendors (AlphaGraphics)

Format tab

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

Print report date in heading (No)

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

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

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

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

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

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

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

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

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

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

Community Services Inc.
Invoice Expense Allocation Report
 AlphaGraphics

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

Invoice Generation Report

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

Report Parameters

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

General tab

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

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

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Blackbaud Sample School Invoice Generation Report

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

Invoice History

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

Report Parameters

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

General tab

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

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Invoice History

Page 1

10/05/2001 01:33:32 PM

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

Open Invoice Report

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

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

Report Parameters

General tab

Report format: (Detail)

Show invoices open as of: (Today)

Base invoice open date on: (Post Date)

Calculate discounts as of: (Today)

Base invoice aging on: (Post Date)

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

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

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Open Invoice Report

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

Project Distribution Report

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

Report Parameters

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

General tab

Report format: (Summary)

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

Include adjustment transactions (No)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Project Distribution Report

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

Recurring Invoice Report

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

Report Parameters

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

General tab

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

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Recurring Invoice Report

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

A total of 2 recurring invoice(s) listed

Recurring Invoices

Transaction Register

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

Report Parameters

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

General tab

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

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

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

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Transaction Register

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

Purchase Order Reports

Anticipated Deliveries

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

Report Parameters

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

General tab

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

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Blackbaud Sample School Anticipated Deliveries

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

Blanket Purchase Orders

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

Report Parameters

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

General tab

Report format: (Summary)

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

Report orientation: (Landscape)

Filters tab

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

Format tab

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

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

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

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

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

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

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

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

Blackbaud Sample School Blanket Purchase Orders

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

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

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

74654	09/01/2001	Russellson Janitorial Service	09/01/2002	Regular				\$11,440.00
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<u>Line Item Number</u>	<u>Product ID</u>	<u>Line Item Description</u>	<u>Vendor PartNumb</u>	<u>Unit Cost</u>	<u>Unit Type</u>	<u>Beginning Quantity</u>	<u>Quantity Ordered</u>	<u>Quantity Remaining</u>
1	cleaning service	cleaning service		\$220.00	Weeks	52.00	0.00	52.00
<i>Total number of line items: 1</i>								

556516	09/10/2001	AlphaGraphics	03/10/2002	Regular				\$180.00
--------	------------	---------------	------------	---------	--	--	--	----------

<u>Line Item Number</u>	<u>Product ID</u>	<u>Line Item Description</u>	<u>Vendor PartNumb</u>	<u>Unit Cost</u>	<u>Unit Type</u>	<u>Beginning Quantity</u>	<u>Quantity Ordered</u>	<u>Quantity Remaining</u>
1		monthly newsletter		\$30.00	Case	6.00	0.00	6.00
<i>Total number of line items: 1</i>								

Encumbrance Report

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

Report Parameters

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

General tab

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

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

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

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Encumbrance Report

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

Open Purchase Orders

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

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

Report Parameters

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

General tab

Report format: (Detail)

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

Report orientation: (Landscape)

Filters tab

Include: Regular PO Line Item Statuses (Not Receipted)

Format tab

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

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Open Purchase Orders

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

A total of 6 purchase order(s) listed

A total of 6 line item(s) listed

Overdue Shipments Report

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

Report Parameters

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

General tab

Include Items overdue as of: (Today)

Report orientation: (Landscape)

Filters tab

No filters selected

Format

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

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Overdue Shipments Report

<u>Ship Type Promised</u>	<u>PO No. Line Item No.</u>	<u>PO Date Required</u>	<u>Vendor Name Description</u>	<u>Vendor Contact Product ID</u>	<u>Vendor Part No.</u>	<u>Unit Cost</u>	<u>Phone Number Unit Type</u>	<u>Ordered</u>	<u>Received</u>	<u>Due</u>	<u>Overdue</u>
08/20/2001											
Regular 08/20/2001	789846 1	08/12/2001	Office Supplies Inc. Pencils	John Brown Pencils		\$10.00	800-468-8996 Case	3.00	0.00	3.00	28 days
09/01/2001											
Regular 09/01/2001	5154 1	09/10/2001	Twin Bridges Printing printing calendars	Heather Crossover printing calendars			800-468-8996 Case	3.00	0.00	3.00	16 days

Product List Report

The Product List Report is a simple listing of all products and related product information defined in *Accounts Payable Records*. This report includes information such as the Product ID, Product Description, Receiving Location, and AP unit cost.

Report Parameters

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Blackbaud Sample School Product List Report

<u>Product ID</u>	<u>Product Description</u>	<u>Product Type</u>	<u>Receiving Location</u>	<u>Unit of Measure</u>	<u>Unit Cost</u>	<u>Appear on new line item</u>
air fare	air fare	AP			\$0.00	Allow
attorney fees	attorney fees	AP			\$0.00	Allow
cell phones	cell phones	AP			\$0.00	Allow
cleaning service	cleaning service	AP			\$0.00	Allow
Coffee Supplies	Coffee Supplies	AP		Case	\$0.00	Allow
Computers	800 mhz computers	AP	Information Technology	Each	\$1,500.00	Allow
Copier paper	reams of 10	AP	Administration	Box	\$100.00	Allow
copier repairs	copier repairs	AP			\$0.00	Allow
Desk	Desk and Chair Combination	AP		Each	\$25.00	Allow
flower delivery	flower delivery	AP			\$0.00	Allow
Labor Day picnic	Labor Day picnic	AP			\$0.00	Allow
landscaping service	landscaping service	AP			\$0.00	Allow
monthly newsletter	monthly newsletter	AP		Case	\$0.00	Allow
Pencils	Pencils	AP		Case	\$10.00	Allow
pens	black, ball-point	AP			\$0.00	Allow
pest control	pest control	AP		Months	\$75.00	Allow
Pickup Truck	Pickup Truck	AP	Maintenance		\$0.00	Allow
printing calendars	printing calendars	AP			\$0.00	Allow
Projectors	Overhead Projectors	AP		Each	\$500.00	Allow
Security system	Security system	AP			\$0.00	Allow
staff development	staff development	AP			\$0.00	Allow
toner	toner for fax machine	AP		Box	\$0.00	Allow

Total of 22 product(s) listed

Product Profile Report

The Product Profile Report presents biographical and summary information for any product or collection of products defined in *Records* for *Accounts Payable*. The summary section of the report includes transactional information for purchase orders, receipts, line items, invoices, and requisition information, if available.

Report Parameters

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

General tab

Include the following product information: **Summary Information**

Report orientation: (Landscape)

Filters tab

Include: Selected Products (landscaping service, pest control)

Format tab

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

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

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

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

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

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

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

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

Blackbaud Sample School Product Profile

Product landscaping service - landscaping service

<i>System:</i> Accounts Payable	<i>Accounts Payable Unit Cost:</i> \$ 230.00
<i>Unit of Measure:</i> Weeks	<i>Receiving Location:</i> Maintenance
<i>Status:</i> Allow on new line items	

Summary Information

Accounts Payable

<i>Last PO date/number:</i> 09/25/2001	51654	<i>YTD Line Items:</i>	\$ 0.00
<i>Last Line Item date/amount:</i> 09/25/2001	\$ 0.00	<i>YTD Receipts:</i>	\$ 0.00
<i>Last Receipt date/amount:</i>	\$ 0.00	<i>YTD Cancellations:</i>	\$ 0.00
<i>Last Requisition date/amount:</i>	\$ 0.00		

Product pest control - pest control

<i>System:</i> Accounts Payable	<i>Accounts Payable Unit Cost:</i> \$ 75.00
<i>Unit of Measure:</i> Months	<i>Receiving Location:</i> Maintenance
<i>Status:</i> Allow on new line items	

Summary Information

Accounts Payable

<i>Last PO date/number:</i> 09/25/2001	564654	<i>YTD Line Items:</i>	\$ 450.00
<i>Last Line Item date/amount:</i> 09/25/2001	\$ 450.00	<i>YTD Receipts:</i>	\$ 0.00
<i>Last Receipt date/amount:</i>	\$ 0.00	<i>YTD Cancellations:</i>	\$ 0.00
<i>Last Requisition date/amount:</i>	\$ 0.00		

Purchase Order Detail Report

The Purchase Order Detail Report presents regular and blanket purchase order detail and subordinate line item detail for a specified period of time. You can select to include all distribution information for each purchase order line item in the report. All totals are presented in terms of transaction totals and are not considerate of outstanding balances. The option to include a summary for each combination of transactional characteristics at the end of the report is available.

Report Parameters

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

General tab

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

Include purchase orders that have line items with these dates: **Promised date** (Include all dates); **Required date** (Include all dates)

Show: (All line items)

Show linked requisition line items (No)

Report orientation: (Landscape)

Filters tab

Include: Selected Purchase Orders (PO# 5154 and Blanket PO# 74654)

Format tab

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

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

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

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

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

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

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

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

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

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

Blackbaud Sample School Purchase Order Detail Report

Regular PO # 5154 for Twin Bridges Printing

<i>Ship to:</i> 123 Main Street Boston, MA 56454 <i>Attention:</i> <i>Comments:</i>	<i>Purchase Order Date:</i> 09/10/2001 <i>Order Status:</i> Unprinted purchase order <i>Blanket Expiration Date:</i> <i>Ship via:</i> <i>FOB:</i>	<i>Confirm to:</i> <i>Buyer:</i> <i>Department:</i> <i>Terms:</i>
--	---	--

Line Item #	Required Type	Promised	Vendor Part # Product ID	Description	Requisition #	Quantity	Unit Type	Unit Cost	Extended Cost
1	Regular	09/01/2001	printing calendars	printing calendars		3.00	Case	\$0.00	\$0.00
<i>1 line item(s) listed. Purchase Order total:</i>									<i>\$0.00</i>

Blanket PO # 74654 for Russellson Janitorial Service

<i>Ship to:</i> 123 Main Street Boston, MA 56454 <i>Attention:</i> <i>Comments:</i>	<i>Purchase Order Date:</i> 09/01/2001 <i>Order Status:</i> Unprinted purchase order <i>Blanket Expiration Date:</i> 09/01/2002 <i>Ship via:</i> <i>FOB:</i>	<i>Confirm to:</i> <i>Buyer:</i> <i>Department:</i> <i>Terms:</i>
--	--	--

Line Item #	Required Type	Promised	Vendor Part # Product ID	Description	Requisition #	Quantity	Unit Type	Unit Cost	Extended Cost
1	Regular	09/28/2001	cleaning service	cleaning service		52.00	Weeks	\$220.00	\$11,440.00
<i>1 line item(s) listed. Purchase Order total:</i>									<i>\$11,440.00</i>

Purchase Order History Report

The Purchase Order History Report provides a complete history of selected purchase orders, including all line items and receipts.

Report Parameters

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

General tab

Include Purchase Orders with these dates: **Date** (<Specific range>), **Start date** (9/10/2001), **End date** (9/15/2001)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Blackbaud Sample School Purchase Order History Report

PO Number	PO Date	Type	Status	Vendor Name	Buyer	Terms	PO Total		
09/10/2001									
556516	09/10/2001	Blanket	Unprinted purchase order	AlphaGraphics			\$180.00		
Line Item No. Receipt No.	Requisition No. Receipt Date	Vendor Part No. Received By	Product ID	Line Item Description Receipt Description	Required Location	Promised	Unit Type Receipt Type	Qty Ordered Qty Received	Quoted Cost Actual Cost
1				monthly newsletter			Case	6.00	\$30.00
09/10/2001									
5154	09/10/2001	Regular	Unprinted purchase order	Twin Bridges Printing					\$0.00
1	2165465		printing calen	printing calendars		09/01/2001	Case	3.00	
09/13/2001									
626516	09/13/2001	Regular	Unprinted purchase order	Bell Telephones					\$135.00
1			cell phones	cell phones		10/25/2001		3.00	\$45.00
09/15/2001									
546546	09/15/2001	Regular	Unprinted purchase order	Express Shipping					\$65.00
1			shipping char	shipping charges				1.00	\$65.00
09/15/2001									
546516	09/15/2001	Regular	Unprinted purchase order	Party Rent-All					\$187.50
1			chair rentals	chair rentals				150.00	\$1.25
09/15/2001									
69556	09/15/2001	Regular	Unprinted purchase order	Party Rent-All					
09/15/2001									
564561	09/15/2001	Regular	Unprinted purchase order	Express Shipping					

Purchase Order Register

The Purchase Order Register summarizes the detail items found in the Purchase Order Detail Report. This report presents total purchase order information in conjunction with status, terms, and buyer information. Information is presented in a list format in which you specify purchase order criteria and date ranges. The Purchase Order Register presents all totals in terms of transaction totals and does not consider outstanding balances.

Report Parameters

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

General tab

Include purchase orders with these dates: **Purchase Order date** (<Specific range>), **Start date** (9/01/2001), **End date** (09/15/2001)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Blackbaud Sample School Purchase Order Register

Type	PO Date	PO Number	Vendor Name	PO Status	Ship Via	FOB	Terms	Buyer	Confirm To	PO Total
Regular	09/10/2001	5154	Twin Bridges Printing	Unprinted purchase order						\$0.00
Blanket	09/01/2001	56465	ADS Security Systems	Unprinted purchase order						\$2,400.00
Blanket	09/01/2001	74654	Russellson Janitorial Service	Unprinted purchase order						\$11,440.00
Blanket	09/10/2001	556516	AlphaGraphics	Unprinted purchase order						\$180.00
Regular	09/13/2001	626516	Bell Telephones	Unprinted purchase order						\$135.00
GRAND TOTAL:										\$14,155.00

Receipt Report

The Receipt Report presents extended cost information versus actual cost information for line items received. This is an activity-based report and compares the line item extended cost to the receipt amount for each line item received in *Accounts Payable*.

Report Parameters

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

General tab

Report format: (Detail)

Include receipts with these dates: **Receipt date** (<Specific range>), **Start date** (10/12/2001), **End date** (blank)

Include only receipts that have no associated invoices (No)

Print serial numbers (No)

Show receipt line item information (No)

Show requisition delivered to information sorted by [] order by [] (No)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

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

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

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

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

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

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

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

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

Blackbaud Sample School Receipt Report

<u>Receipt Number</u>	<u>Receipt Date</u>	<u>PO Number</u>	<u>Receipt Description</u>	<u>PO Date</u>	<u>Vendor Name</u>	<u>Received by</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Received Extended Cost</u>	
2	10/12/2001	65435	computers	07/12/2001	Hard Drive Computers	Mark Adams			\$3,000.00	
<u>Receipt Type</u>	<u>Line Item Number</u>	<u>Line Item Description</u>	<u>Product ID</u>		<u>Vendor Part Number</u>	<u>Location</u>	<u>Unit Type</u> <u>Serial #</u>	<u>Quantity Ordered/Received</u>	<u>Original Cost</u> <u>Unit Cost</u>	<u>Received Extended Cost</u>
Receive	1	800 mhz computers	Computers			Information Technoloq	Each	2.00 2.00	\$1,500.00 \$1,500.00	\$3,000.00
4	10/12/2001	54320	newsletter for October	10/12/2001	AlphaGraphics	Duane Johnson			\$150.00	
<u>Receipt Type</u>	<u>Line Item Number</u>	<u>Line Item Description</u>	<u>Product ID</u>		<u>Vendor Part Number</u>	<u>Location</u>	<u>Unit Type</u> <u>Serial #</u>	<u>Quantity Ordered/Received</u>	<u>Original Cost</u> <u>Unit Cost</u>	<u>Received Extended Cost</u>
Receive	1	monthly newsletter	monthly newsletter				Box	12.00 1.00	\$150.00 \$150.00	\$150.00
5	10/12/2001	54325	tires	10/12/2001	Auto Express	Ron Rivers			\$400.00	
<u>Receipt Type</u>	<u>Line Item Number</u>	<u>Line Item Description</u>	<u>Product ID</u>		<u>Vendor Part Number</u>	<u>Location</u>	<u>Unit Type</u> <u>Serial #</u>	<u>Quantity Ordered/Received</u>	<u>Original Cost</u> <u>Unit Cost</u>	<u>Received Extended Cost</u>
Receive	1	tires for maintenance trucks	tires					8.00 4.00	\$100.00 \$100.00	\$400.00
Grand Total:									\$3,550.00	

Requisition Detail Report

The Requisition Detail Report lists subordinate line item detail for a specified requisitions and periods of time. All totals are presented in terms of transaction totals and are not considerate of outstanding balances.

Report Parameters

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

General Tab

Include requisitions with these dates: **Submitted on** (Include all dates); **Date Needed** (Include all dates)

Include line items with a total amount between [] and [] (No)

Show purchase order line item detail (No)

Report orientation: (Landscape)

Filters Tab

No filters selected

Format Tab

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

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

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

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

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

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

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

Community Services Inc. Requisition Detail Report

Requisition # Line Item #	Vendor Approval Status	Product ID Description	Unit of Measure	Quantity	Unit Cost	Total Amount
Requisition 2						
2	Office Supplies Inc.	CPLG	Box	10.00	\$57.00	\$570.00
1	Pending	Copier Paper - Legal				
2	Office Supplies Inc.	LP811	Case	3.00	\$32.00	\$96.00
2	Pending	Legal Pad (8 1/2 x 11)				
					<i>Totals for 2:</i>	<u>\$666.00</u>
Requisition 3						
3	Palmetto Coffee Break	BW	Pallet	10.00	\$70.00	\$700.00
1	Pending	Bottled Water				
3	Main Course Catering	CV	Pallet	1.00	\$115.00	\$115.00
2	Pending	Canned Vegetables				
3	Office Supplies Inc.	PN	Box	2.00	\$15.50	\$31.00
3	Pending	Post It Notes				
					<i>Totals for 3:</i>	<u>\$846.00</u>
Requisition 4						
4	Amato Business Systems	DM41DT	Each	1.00	\$1,150.00	\$1,150.00
1	Pending	Dell Deminsion 4100 - Desktop				
					<i>Totals for 4:</i>	<u>\$1,150.00</u>

Requisition Profile Report

The Requisition Profile Report presents biographical and summary information for specified requisitions and subordinate line item detail for a specified period of time. You can select to include distribution information for each requisition line item in the report. All totals are presented in terms of transaction totals and are not considerate of outstanding balances.

Report Parameters

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

General Tab

Include these report sections: **Line Item Detail**, **Attributes**, **History of changes**

Include requisitions with these dates: **Submitted on** (Include all dates); **Date needed** (Include all dates)

Include requisitions with a total amount between [] and [] (No)

Report orientation: (Landscape)

Filters Tab

No filters selected

Format Tab

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

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

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

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

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

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

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

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

Community Services Inc. Requisition Profile Report

Requisition #2

<i>Submitted by:</i> Supervisor	<i>Owner:</i> Supervisor	<i>Status:</i> Open
<i>Submitted on:</i> 05/06/2003	<i>Waiting for:</i> Supervisor	<i>Deliver to:</i> Cynthia Bell
<i>Department:</i>	<i>Date needed:</i> 05/08/2003	<i>Ship to:</i> 3 1/2 Broad St. Charleston, SC 29403
<i>Description:</i> test2		

History of Changes

Item Changed	Previous Setting	New Setting	Date changed	Changed by
Status	Shopping	Open	05/08/2003	Supervisor

Line Items

Line Item #	Approval Status	Vendor	Product ID Description	Unit of Measure	Quantity	Unit Cost	Total Amount
1	Pending	Office Supplies Inc.	CPLG Copier Paper - Legal	Box	10.00	\$57.00	\$570.00
2	Pending	Office Supplies Inc.	LP811 Legal Pad (8 1/2 x 11)	Case	3.00	\$32.00	\$96.00

Requisition #3

<i>Submitted by:</i> Supervisor	<i>Owner:</i> Supervisor	<i>Status:</i> Open
<i>Submitted on:</i> 05/06/2003	<i>Waiting for:</i> Supervisor	<i>Deliver to:</i>
<i>Department:</i>	<i>Date needed:</i> 05/30/2003	<i>Ship to:</i> 3 1/2 Broad St. Charleston, SC 29403
<i>Description:</i>		

History of Changes

Item Changed	Previous Setting	New Setting	Date changed	Changed by
Status	Shopping	Open	05/01/2003	Supervisor

Line Items

Line Item #	Approval Status	Vendor	Product ID Description	Unit of Measure	Quantity	Unit Cost	Total Amount
1	Pending	Palmetto Coffee Break	BW Bottled Water	Pallet	10.00	\$70.00	\$700.00
2	Pending	Main Course Catering	CV Canned Vegetables	Pallet	1.00	\$115.00	\$115.00

Vendor Reports

1099 Activity Report

This activity-based report provides summary information of payments made against invoices with assigned 1099 boxes. The information is summarized by individual box and by vendor over a specified duration of time.

Report Parameters

General tab

Calculate 1099 activity for these dates: **Date** (This calendar year)

Include vendors with 1099 activity that are not marked as 1099 vendors (Yes)

Include vendors with activity below 1099 box minimums (Yes)

Include vendors with zero activity (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. Print report date in heading (Yes): **Format** (Short date), **Align** (Left)

Criteria. Print these criteria on (the first page): **Saved report name, Include activity for these dates, Vendors to include, Vendor attributes to include**

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

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

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

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

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

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

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

Blackbaud Sample School 1099 Activity Report

Report name: 1099 Activity Report
 Include these activity dates: This calendar year (01/01/2001 to 12/31/2001)
 Include vendors marked as 1099 vendor.
 Include all Vendors
 Include all Vendor Attributes

<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Box 1</u>	<u>Box 2</u>	<u>Box 3</u>	<u>Box 4</u>	<u>Box 5</u>	<u>Box 6</u>
		<u>Box 7</u>	<u>Box 8</u>	<u>Box 10</u>	<u>Box 13</u>	<u>Box 14</u>	<u>Box 16</u>
David Case	36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Deborah Sampson	43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Karl Johns	41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$6,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rogers' Pools	68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTALS:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A total of 4 vendor(s) listed		\$8,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Cash Disbursement Journals

This report presents all payments, including adjustments and fees, generated from the bank account(s). It reports on all outflows of cash for a specified period of time. Transactions may be presented in a summary format or with distribution details.

Report Parameters

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

General tab

Include payments with these dates: **Payment date** (Include all dates); **Post date** (Include all dates)

Show invoice detail for each payment (No)

Show account summary (No)

Show voided payments (No)

Filters tab

Include: Selected Vendors (8, Bell Telephones)

Format tab

Headings. Subtitle (Bell Telephones)

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

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

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

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

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

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

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

Blackbaud Sample School Cash Disbursement Journals

Bell Telephones

Report name: Cash Disbursement Journals
 Include all payment dates
 Include all Banks
 Include all Transaction Types
 Include all Post Statuses
 Include these Vendors: 8
 Include all Payment Statuses

<u>Payee</u>	<u>Trans. Type</u> <u>Trans. No.</u>	<u>Trans. Date</u>	<u>Post Date</u> <u>Post Status</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Credit Amount</u>	<u>Debit Amount</u>
Bell Telephones	Computer Check 2064	01/19/2001	01/19/2001 Not yet posted	\$214.23	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$214.23 \$0.00	\$0.00 \$214.23
Bell Telephones	Computer Check 2151	02/19/2001	02/19/2001 Not yet posted	\$174.65	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$174.65 \$0.00	\$0.00 \$174.65
Bell Telephones	Computer Check 2256	03/19/2001	03/19/2001 Not yet posted	\$223.78	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$223.78 \$0.00	\$0.00 \$223.78
Bell Telephones	Computer Check 2341	04/19/2001	04/19/2001 Not yet posted	\$182.14	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$182.14 \$0.00	\$0.00 \$182.14
Bell Telephones	Computer Check 2425	05/24/2001	05/24/2001 Not yet posted	\$211.62	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$211.62 \$0.00	\$0.00 \$211.62
Bell Telephones	Computer Check 2514	06/20/2001	06/20/2001 Not yet posted	\$194.50	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$194.50 \$0.00	\$0.00 \$194.50
Bell Telephones	Computer Check 2598	07/24/2001	07/24/2001 Not yet posted	\$226.54	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$226.54 \$0.00	\$0.00 \$226.54
Bell Telephones	Computer Check 2688	08/24/2001	08/24/2001 Not yet posted	\$180.00	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$180.00 \$0.00	\$0.00 \$180.00
Bell Telephones	Computer Check 2762	09/24/2001	09/24/2001 Not yet posted	\$178.34	01-11120-00 01-21000-00	Baybank Checking Accounts Payable	\$178.34 \$0.00	\$0.00 \$178.34
Grand Totals:				\$1,785.80			\$1,785.80	\$1,785.80
A total of 9 payment(s) listed								

Vendor Activity Report

The Vendor Activity Report presents regular transactions generated in *Accounts Payable* over a specified period of time. Each vendor is shown with a beginning balance as of the first date in the specified date range and with a summary ending balance as of the last date in the specified date range.

Because the Vendor Activity Report uses vendor balances, this report ties directly to the Open Invoice Report and Aged Accounts Payable Report. The total vendor balance should equal the sum of all open invoices.

Report Parameters

General tab

Include payments with these dates: **Transaction date** (Calendar year-to-date); **Post date** (Include all dates)

Show unapplied balances for credit memos (Yes)

Include vendors with no activity in the specified range (No)

Filters tab

Include: Selected Vendors (8, Bell Telephones)

Format tab

Headings. Subtitle (Bell Telephones)

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

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

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

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

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

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

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

Blackbaud Sample School Vendor Activity Report Bell Telephones

Report name: Vendor Activity Report
 Include these transaction dates: Calendar year to date (01/01/2001 to 09/19/2001)
 Include all Post Statues
 Include all post dates
 Include these Vendors: 8
 Include all Invoices
 Include all Credit Memos
 Include all Vendor Attributes
 Include all Invoice Attributes
 Include all Credit Memo Attributes

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
Bell Telephones										
01/14/2001	1385 phone charges	Invoice	01/24/2001 01/24/2001	\$214.23	\$0.00	Computer Check	2064	01/19/2001	\$214.23	\$0.00
02/14/2001	1420 phone charges	Invoice	02/24/2001 02/24/2001	\$174.65	\$0.00	Computer Check	2151	02/19/2001	\$174.65	\$0.00
03/14/2001	1545-001 phone charges	Invoice	03/14/2001 03/14/2001	\$223.78	\$0.00	Computer Check	2256	03/19/2001	\$223.78	\$0.00
04/14/2001	1545-002 phone charges	Invoice	04/14/2001 04/14/2001	\$182.14	\$0.00	Computer Check	2341	04/19/2001	\$182.14	\$0.00
05/14/2001	1545-003 phone charges	Invoice	05/14/2001 05/24/2001	\$211.62	\$0.00	Computer Check	2425	05/24/2001	\$211.62	\$0.00
06/14/2001	1545-004 phone charges	Invoice	06/14/2001 06/14/2001	\$194.50	\$0.00	Computer Check	2514	06/20/2001	\$194.50	\$0.00
07/14/2001	1545-005 phone charges	Invoice	07/14/2001 07/14/2001	\$226.54	\$0.00	Computer Check	2598	07/24/2001	\$226.54	\$0.00
08/14/2001	1545-006 phone charges	Invoice	08/24/2001 08/24/2001	\$180.00	\$0.00	Computer Check	2688	08/24/2001	\$180.00	\$0.00
09/14/2001	1545-007 phone charges	Invoice	09/24/2001 09/24/2001	\$178.34	\$0.00	Computer Check	2762	09/24/2001	\$178.34	\$0.00
<i>Totals for Bell Telephones:</i>				<i>\$1,785.80</i>	<i>\$0.00</i>				<i>\$1,785.80</i>	<i>\$0.00</i>
GRAND TOTALS:				\$1,785.80	\$0.00				\$1,785.80	\$0.00
A total of 9 transaction(s) listed										

Vendor Profile

The Vendor Profile reports biographical and summary transactional information for any vendor or collection of vendors in your *Accounts Payable* database.

Report Parameters

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

General tab

Include the following vendor information: **Summary information, Attributes, Vendor bank information, Notes, Actions, Media, 1099 information**

Show ending balance as of this date: **As of date** (<Specific date>), **Date** (06/30/2001)

Report orientation: (Landscape)

Filters tab

Include: Selected Vendors (41, Karl Johns)

Format tab

Headings. Subtitle (Karl Johns)

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

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

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

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

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

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

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

Blackbaud Sample School Vendor Profile

Karl Johns

Report name: Vendor Profile
 Include balances as of this date: 06/30/2001
 Include these Vendors: 41
 Include all Vendor Attributes

Karl Johns	Ending Balance, 06/30/2001: \$0.00
Vendor ID 41	

728 James Drive
 Charleston, SC 29412

Cellular: (800) 468-8996

<i>Vendor status:</i> Active	<i>Payment method:</i> Check
<i>Payment options:</i> One payment per invoice	<i>Credit limit?/amount:</i> No
<i>Default invoice address:</i> No	<i>Terms:</i>
<i>Default 1099 address:</i> No	<i>Customer number:</i>
<i>Default PO address:</i> No	<i>1099 vendor:</i> Yes

Summary Information

<i>Prior year total invoice activity:</i>	\$6,850.00	<i>YTD invoices:</i>	1
<i>Average days to pay:</i>	15	<i>YTD purchases:</i>	\$6,850.00
<i>Last payment date/amount:</i>	03/24/2001 \$6,850.00	<i>YTD payments:</i>	\$6,850.00
<i>Last invoice date/amount:</i>	03/09/2001 \$6,850.00	<i>YTD discounts taken:</i>	\$0.00
<i>Last credit memo date/amount:</i>	\$0.00	<i>YTD discounts lost:</i>	\$0.00
<i>Last PO date/amount:</i>	\$0.00	<i>YTD credit memos:</i>	\$0.00
		<i>YTD credit memos applied:</i>	\$0.00

1099 Information

Default Information

<u>Box</u>	<u>State</u>	<u>Percentage</u>
7-Nonemployee compensation		100.00 %

2001 Actual Information

<u>Box</u>	<u>State</u>	<u>Amount</u>
7-Nonemployee compensation		\$0.00
7-Nonemployee compensation	SC	\$6,850.00

09/19/2001 10:22:33 AM

Vendor Year-to-Date Analysis

The Vendor Year to Date Analysis reports on all purchases, payments, credit memos, and discounts in summary by vendor. The year to date analysis is conducted for the calendar year, beginning in January, not the fiscal year. You can establish the end date for the analysis on the General tab of the report parameter screen.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Calculate vendor year to date totals as of: (Today)

Include vendors with no activity in this date range (No)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Blackbaud Sample School Vendor Year to Date Analysis Report

<u>Vendor Name</u>	<u>Number of Transactions</u>	<u>Prior Year Balance</u>	<u>YTD Purchases</u>	<u>YTD Payments</u>	<u>YTD Credits</u>	<u>YTD Discounts</u>	<u>Current Balance</u>
ADS Security Systems							
ADS Securitiv Svstems	2	\$0.00	\$120.00	\$0.00	\$25.00	\$0.00	\$95.00
AlphaGraphics							
AlphaGraphics	1	\$0.00	\$860.10	\$0.00	\$0.00	\$0.00	\$860.10
Bell Telephones							
Bell Telephones	9	\$0.00	\$1,785.80	\$1,607.46	\$0.00	\$0.00	\$178.34
Bill Johnson Automobile Sales Inc.							
Bill Johnson Automobile Sales Inc.	1	\$0.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00
David Case							
David Case	1	\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00
Karl Johns							
Karl Johns	1	\$0.00	\$6,850.00	\$6,850.00	\$0.00	\$0.00	\$0.00
Office Supplies Inc.							
Office Supplies Inc.	1	\$0.00	\$204.35	\$0.00	\$0.00	\$0.00	\$204.35
Rogers' Pools							
Rogers' Pools	10	\$0.00	\$2,400.00	\$1,680.00	\$0.00	\$0.00	\$720.00
Russellson Janitorial Service							
Russellson Janitorial Service	2	\$0.00	\$125.00	\$75.00	\$50.00	\$0.00	\$0.00
Southern Utilities							
Southern Utilities	3	\$0.00	\$558.46	\$558.46	\$0.00	\$0.00	\$0.00
Twin Bridges Printing							
Twin Bridges Printing	1	\$0.00	\$648.29	\$648.29	\$0.00	\$0.00	\$0.00
Grand Totals:		\$0.00	\$88,702.00	\$86,569.21	\$75.00	\$0.00	\$2,057.79
A total of 11 vendor(s) listed							

09/17/2001 10:40:00 AM



Accounts Receivable Reports

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Chapter 3

Action Reports

Action Listing

The Action Listing provides a list of details about selected actions. This report is useful for tracking upcoming actions. For example, you can run the Action Listing at the beginning of the month to see what actions are scheduled for that month.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include actions with these dates: **Action date** (Today)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include actions with these action completion statuses: **Incomplete** (Yes), **Complete** (No)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Action Listing
 Maintenance for 2002

<u>Action Date/Time</u>	<u>Action Type</u>	<u>Status</u>	<u>Priority</u>	<u>Completed?</u>	<u>Assigned to</u>	<u>Associated with</u>
06/30/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 4, 4 - Multimedia Equipm
06/13/2002 <i>Description:</i>	Maintenance	Not started	Low	No	jeff	Associated with: Asset No. 5, 5 - Slide Projector
03/08/2002 <i>Description:</i>	Maintenance	Completed	Normal	No	barton	Associated with: Asset No. 9, 9 - Video Camera
07/31/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 10, 10 - Miller House
12/02/2002 <i>Description:</i>	Visual Survey	Not started	Normal	No	barton	Associated with: Asset No. 12, 15 - Keene Building
01/15/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	kostas	Associated with: Asset No. 13, 16 - Asphalt Paving
05/14/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 15, 18 - 435 Clements Fer
09/29/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	ryan	Associated with: Asset No. 46, 64 - 3 Overhead Projec
10/09/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	kostas	Associated with: Asset No. 50, 75 - Video Camera
09/13/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 63, 40 - Slide Projector
01/31/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	barton	Associated with: Asset No. 74, 72 - Floor Covering

11 action(s) listed.

Action Summary Report

The Action Summary Report provides a count of actions by action type, action status, or the user assigned to the action. Because this report is a summary, client names do not appear

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include actions with these dates: **Action date** (Today)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include actions with these action completion statuses: **Incomplete** (Yes), **Complete** (No)

Report Orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Summarize report by** (Action Type)

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Action Summary Report

<u>Action Type</u>	<u>Count</u>
Follow up call	2
GRAND TOTAL:	2
1 action type(s) listed.	

Actions by Association Report

The Actions by Association Report lists action details by client association.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include actions with these dates: **Action date** (Today)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include actions with these action completion statuses: **Incomplete** (Yes), **Complete** (No)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Actions by Association Report

Associated with	Action Date/Time	Action Type	Status	Priority	Completed?	Assigned to
02 Client City Youth Program, 02 <i>Description: Contact client to check on satisfaction with recently purchased services.</i>	05/09/2003 10:30:00AM	Follow up call	Incomplete	Normal	No	Lindsey
03 Client Catholic Diocese, 03 <i>Description: Follow up with client for satisfaction with recently purchased services.</i>	05/09/2003 10:00:00AM	Follow up call	Incomplete	Normal	No	Lindsey

2 action(s) listed.

Analysis Reports

Aged Accounts Receivable Report

Use the Aged Accounts Receivable Report to list balances distributed in aging periods defined in *Configuration*. This report is useful in determining past due and current balances of clients.

You can use this report whether you use a single-party billing system or third-party billing system. If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

- A payer is a client, either an individual or an organization, who is responsible for paying a bill.
- A recipient is a client who receives a product or service or who has their balance reduced by a payment or credit.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Calculate aging as of (Specific Date), Date: (03/31/2003)

Include transactions with these dates: **Transaction date** (Include all dates); **Due date** (Include all dates); **Post date** (<Specific Range>), **Start date** (01/01/2003), **End date** (03/31/2003)

Only include all clients with a balance greater than [] in aging period [] (No)

Reduce balances by unused payments/credits beginning with: (The oldest period)

Include these aging periods: **current** (Yes), **31-60** (Yes), **61-90** (Yes), **90 and over** (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected post statuses (Not yet posted)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Report by (Payer) and (Show) recipient details

Show transaction detail (Yes)

Include summary by product and billing item (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

GL Sort/Break. **GL Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

Transaction Sort/Break. **Transaction Sort/Break** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Aged Accounts Receivable Report

Aging Balance For		Client ID	current	31-60	61-90	over 90	Balance
Convention & Visitor's Center		07					
Convention & Visitor's Center		07					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>		
01/10/2003	CR	3		NA	(\$25.00)		
<i>Convention & Visitor's Center</i>			(\$25.00)	\$0.00	\$0.00	\$0.00	(\$25.00)
Totals for Convention & Visitor's Center:			(\$25.00)	\$0.00	\$0.00	\$0.00	(\$25.00)
Department of Health and Human Services		09					
Department of Health and Human Services		09					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>		
01/24/2003	REF	4		61-90	\$7.00		
<i>Department of Health and Human Services</i>			\$0.00	\$0.00	\$7.00	\$0.00	\$7.00
Brian Fox		17					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>		
01/24/2003	PY	11		NA	(\$50.00)		
<i>Brian Fox</i>			(\$50.00)	\$0.00	\$0.00	\$0.00	(\$50.00)
Totals for Department of Health and Human S			(\$50.00)	\$0.00	\$7.00	\$0.00	(\$43.00)
Department of Social Services		10					
Department of Social Services		10					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>		
01/16/2003	PY	4		NA	(\$34.00)		
<i>Department of Social Services</i>			(\$34.00)	\$0.00	\$0.00	\$0.00	(\$34.00)
Totals for Department of Social Services:			(\$34.00)	\$0.00	\$0.00	\$0.00	(\$34.00)
Mark Donald		19					
Mark Donald		19					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>		
01/06/2003	CH	16	03/12/2003	61-90	\$75.00		
<i>Mark Donald</i>			\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
Totals for Mark Donald:			\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
Shawn T. Goodwin		11					
Shawn T. Goodwin		11					
<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Due Date</u>	<u>Aging Status</u>	<u>Amount</u>		

Open Item Report

The Open Item Report lists charges that have not been completely paid, and the amount remaining to be paid as of a given date. This report is useful for reconciling to general ledger.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Show Charges open as of: (<Specific Date>), **Date** (03/31/2003)

Base charge open date on: (Transaction date)

Include charges with these dates: **Transaction Date** (Include all dates); **Post date** (Specific Range), **Start date** (01/01/2003), **End date** (03/31/2003)

Include unapplied payments and credits in (Detail)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Report by** (Recipient)

Report in (Detail) **and** (Show) **payer details**

Include summary by product and billing item (No)

GL Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

Transaction Sort/Break. **Transaction Sort/Break** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Open Item Report

Transactions for	Transaction Date	Due Date	Transaction Type	Transaction ID	Transaction Item	Charge Amount	Payments	Credits	Balance	% Unpaid
Catholic Diocese										
<i>Catholic Diocese</i>										
	01/16/2003		PY	5	<No value spec	\$0.00	\$125.00	\$0.00	(\$125.00)	
<i>Totals for Catholic Diocese:</i>						<u>\$0.00</u>	<u>\$125.00</u>	<u>\$0.00</u>	<u>(\$125.00)</u>	
Grand Totals for Catholic Diocese:						\$0.00	\$125.00	\$0.00	(\$125.00)	
City Youth Program										
<i>City Youth Program</i>										
	01/16/2003		PY	1	<No value spec	\$0.00	\$200.00	\$0.00	(\$200.00)	
<i>Totals for City Youth Program:</i>						<u>\$0.00</u>	<u>\$200.00</u>	<u>\$0.00</u>	<u>(\$200.00)</u>	
Grand Totals for City Youth Program:						\$0.00	\$200.00	\$0.00	(\$200.00)	
Community Foundation										
<i>Community Foundation</i>										
	01/16/2003		PY	9	<No value spec	\$0.00	\$13.00	\$0.00	(\$13.00)	
<i>Totals for Community Foundation:</i>						<u>\$0.00</u>	<u>\$13.00</u>	<u>\$0.00</u>	<u>(\$13.00)</u>	
Grand Totals for Community Foundation:						\$0.00	\$13.00	\$0.00	(\$13.00)	
Convention & Visitor's Center										
<i>Convention & Visitor's Center</i>										
	01/10/2003		CR	3	50	\$0.00	\$0.00	\$25.00	(\$25.00)	
<i>Totals for Convention & Visitor's Center:</i>						<u>\$0.00</u>	<u>\$0.00</u>	<u>\$25.00</u>	<u>(\$25.00)</u>	
Grand Totals for Convention & Visitor's Center:						\$0.00	\$0.00	\$25.00	(\$25.00)	
Department of Health and Human Services										
<i>Department of Health and Human Services</i>										
	01/24/2003		REF	4	RF	\$7.00	\$0.00	\$0.00	\$7.00	100.00%
<i>Totals for Department of Health and Human Services:</i>						<u>\$7.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7.00</u>	<u>100.00%</u>
Grand Totals for Department of Health and Human Services:						\$7.00	\$0.00	\$0.00	\$7.00	100.00%
Department of Social Services										
<i>Department of Social Services</i>										
	01/16/2003		PY	4	<No value spec	\$0.00	\$34.00	\$0.00	(\$34.00)	
<i>Totals for Department of Social Services:</i>						<u>\$0.00</u>	<u>\$34.00</u>	<u>\$0.00</u>	<u>(\$34.00)</u>	
Grand Totals for Department of Social Services:						\$0.00	\$34.00	\$0.00	(\$34.00)	

Service and Sales Analysis Report

The Service and Sales Analysis Report provides transaction information for clients and products. You can use this report for an analysis of sales by specific products or client attributes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include transactions with these dates: **Transaction date** (Include all dates)

Print a (Detail) report in (Landscape) **orientation**

Analyze by: (State), **Sort:** (Ascending), **Page break** (No)

Then by: (Client), **Sort:** (Ascending), **Page break** (No)

Sort by: (None)

Print these columns: City, Transaction Date, Transaction Type, Transaction Date, Quantity and Extended Amount

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Service and Sales Analysis Report

City	Transaction Date	Transaction Type	Transaction ID	Quantity	Extended Amount
Alabama					
<i>Ted Samson</i>					
Leeds	01/06/2003	CH	14	1.00	\$50.00
Leeds	01/06/2003	LI	14	1.00	\$50.00
<i>Total for Ted Samson</i>				2.00	\$100.00
Total for Alabama				2.00	\$100.00
Maryland					
<i>Department of Health and Human Services</i>					
Greenville	01/24/2003	REF	4	0.00	\$7.00
<i>Total for Department of Health and Human Services</i>				0.00	\$7.00
<i>Department of Social Services</i>					
Greenville	01/24/2003	REF	1	0.00	\$10.00
Greenville	01/24/2003	REF	3	0.00	\$32.00
<i>Total for Department of Social Services</i>				0.00	\$42.00
<i>Greenville Chamber of Commerce</i>					
Greenville	01/15/2003	LI	21	4.00	\$500.00
Greenville	01/10/2003	CR	2	(1.00)	(\$200.00)
Greenville	01/15/2003	RLI	6	(1.00)	(\$125.00)
<i>Total for Greenville Chamber of Commerce</i>				2.00	\$175.00
<i>Mrs. Martha Masters</i>					
Mills	01/06/2003	LI	16	5.00	\$50.00
Mills	01/24/2003	REF	5	0.00	\$10.00
<i>Total for Mrs. Martha Masters</i>				5.00	\$60.00
<i>Museum of Natural History</i>					
Washington	01/24/2003	REF	2	0.00	\$4.50
Washington	01/10/2003	CR	1	(1.00)	(\$200.00)
<i>Total for Museum of Natural History</i>				(1.00)	(\$195.50)
<i>YMCA</i>					
Greenville	01/10/2003	LI	19	4.00	\$400.00
<i>Total for YMCA</i>				4.00	\$400.00
Total for Maryland				10.00	\$488.50
North Carolina					
<i>Convention & Visitor's Center</i>					
Asheville	01/10/2003	CR	3	(1.00)	(\$25.00)

Service and Sales Trend Analysis Report

The Service and Sales Trend Analysis Report provides a comparison of transaction data. This report is useful to compare sales data for different time periods. You can break down the data by two product or client criteria. For example, you can create a report to show the quantity and amount of sales for this month, last month, and month before, and break down each month by product and the gender of the client buying the product.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Print a (Detail) report in (Landscape) orientation

Analyze by: (Client), **Sort:** (Ascending), **Page break** (No)

Then by: (Product/Billing Item), **Sort:** (Ascending), **Page break** (No)

Date Order: (Ascending), **Page break** (No)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Combine transactions by** (Years), **Show** (All months), **Across** (Include all dates)

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Service and Sales Trend Analysis Report

Start Date	End Date	Quantity Sold	Quantity Returned	Discount Amount	Net Amount
Ashley Smith					
<i>PC</i>					
01/01/2002	12/31/2002	2	0	\$0.00	\$40.00
01/01/2003	12/31/2003	0	0	\$0.00	\$0.00
<i>Total for PC</i>		2	0	\$0.00	\$40.00
Total for Ashley Smith		2	0	\$0.00	\$40.00
Brian Fox					
<i>ADT</i>					
01/01/2002	12/31/2002	2	0	\$0.00	\$100.00
01/01/2003	12/31/2003	0	0	\$0.00	\$0.00
<i>Total for ADT</i>		2	0	\$0.00	\$100.00
Total for Brian Fox		2	0	\$0.00	\$100.00
Catholic Diocese					
<i>MS</i>					
01/01/2002	12/31/2002	10	2	\$0.00	\$1,600.00
01/01/2003	12/31/2003	1	0	\$0.00	\$200.00
<i>Total for MS</i>		11	2	\$0.00	\$1,800.00
Total for Catholic Diocese		11	2	\$0.00	\$1,800.00
City Youth Program					
<i>50</i>					
01/01/2002	12/31/2002	0	0	\$0.00	\$0.00
01/01/2003	12/31/2003	2	0	\$0.00	\$100.00
<i>Total for 50</i>		2	0	\$0.00	\$100.00
<i>BBP</i>					
01/01/2002	12/31/2002	1	0	\$0.00	\$100.00
01/01/2003	12/31/2003	0	1	\$0.00	(\$10.00)
<i>Total for BBP</i>		1	1	\$0.00	\$90.00
<i>MS</i>					
01/01/2002	12/31/2002	1	0	\$0.00	\$200.00
01/01/2003	12/31/2003	0	0	\$0.00	\$0.00
<i>Total for MS</i>		1	0	\$0.00	\$200.00
Total for City Youth Program		4	1	\$0.00	\$390.00
Community Foundation					

Bank Account Reports

Bank Profile Report

The Bank Profile Report presents a summary profile of each designated bank. It provides basic bank account information including account number, routing number, and address information. This report shows the total debits and credits associated with each account. Adjustment transactions can also be included to further facilitate the reconciliation process.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include this information: **Cash account information, Payment information, Register ending balance, Summary by post status, Summary by adjustment category**

Include transactions with these dates: **Transaction date** (Include all dates)

Report orientation: (Landscape)

Filters tab

Include: Selected banks (SB & AR)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Profile Report

SB & AR - First Union Bank

<i>Description:</i>	Student Billing & Accounts Receivable	<i>Address:</i>
<i>Account Type:</i>	Checking	
<i>Account Number:</i>	6200422	
<i>Routing Code:</i>	211371191	
<i>Account Status:</i>	Open	
<i>Minimum Balance:</i>	\$0.00	
<i>Interfund Set:</i>		
<i>Ending Register Balance:</i>	\$406,155.59	

Cash Account Information

System	Account Setup	Track Cash In...	Default Cash Account
Accounts Payable	Does not use this bank account		
Cash Management	Define cash account(s)	One Fund	01-1040-00

Payment Information

System	Transaction Type	Allow?	Numbering	Next Number	Maximum Amount
Accounts Payable	Computer Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Electronic Funds Transfer	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Manual Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	One-Time Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Bank Draft	Yes	Start with	1	\$999,999,999.99
Cash Management	Adjustment	Yes	Start with	1	\$999,999,999.99

Transaction Summary by Post Status

Post Status	Payment Count	Total Payments	Deposit Count	Total Deposits
Not yet posted	0	\$0.00	3	\$1,265.00
Posted	0	\$0.00	14	\$404,890.59
	0	\$0.00	17	\$406,155.59

Bank Reconciliation Report

The Bank Reconciliation Report presents the “Adjusted Statement Balance”, or the ending statement balance plus deposits in transit less outstanding disbursements. In addition, this report lists all transactions included in the reconciliation process and all adjustments (such as fees, interest earned, voided checks) recorded in the register at the date of reconciliation. You can run the Bank Reconciliation Report from *Reports* and from *Banks*.

The Bank Reconciliation Report provides a way of trouble-shooting issues before you receive your bank statement. From this report, you can print the last completed reconciliation or a pre-reconciliation. With the pre-reconciliation report, you can print a computer balance of the current account without actually reconciling the account. This is similar to the transaction register you use to manually balance a personal checking account until your bank account statement arrives.

The Bank Reconciliation Report is made up of three parts: Reconciliation of Register to Statement, Outstanding Transaction Details, and Reconciliation of Cash Accounts to Statement. Each of the parts of this report appears on a separate page. The report sample below is the Reconciliation of Register to Statement section.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Bank account: (SB & AR)

Print: (Last completed reconciliation)

Report orientation: (Landscape)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Detail. Print transaction details for reconciling the register to the statement (No)

Print transaction details for reconciling the cash account(s) to statement (No)

Sort. Sort by (Transaction Number), **Order by** (Ascending)

Page Footer. Page Footer is left with the default selections for this sample report.

Report Footer. Report Footer is left with the default selections for this sample report.

Miscellaneous. ***Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Pre-Reconciliation Report

Pre-Reconciliation of Register to Statement

Bank register cleared beginning balance :	\$6,224,000.00
Add: Cleared deposits:	\$0.00
Add: Cleared deposit adjustments:	\$0.00
Subtract: Cleared payments:	\$0.00
Subtract: Cleared payment adjustments:	\$0.00
Adjusted bank register balance:	<u>\$6,224,000.00</u>
Bank register ending balance:	\$6,629,192.59
Subtract: Outstanding deposits:	\$405,192.59
Subtract: Outstanding deposit adjustments:	\$0.00
Add: Outstanding payments:	\$0.00
Add: Outstanding payment adjustments:	\$0.00
Adjusted bank register balance:	<u>\$6,224,000.00</u>
Bank statement ending balance 12/31/2002:	<u>\$6,224,000.00</u>
Out of balance by:	\$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	0	\$0.00
All Cleared Payments:	0	\$0.00

Bank Register Report

The Bank Register Report presents transactions in the register of a bank account. This report provides a summary statement or can be filtered to display specific information. You can filter the report to display only outstanding deposits posted to *Accounts Receivable*. In summary format, the report only gives a grand total for each transaction type. In detail format, the report lists each item and gives a grand total.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report format: (Detail)

Include bank account: (SB & AR)

Show transactions with these dates: **Transaction date** (Include all dates)

Report orientation: Landscape

Filters Button

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show distribution for these characteristics: Account ID, Project ID, Class

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

**Community Services Inc.
Bank Register Report**

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Balance</u>	<u>Status</u>	<u>Post Date</u>
1	Student Billing	Deposit	07/28/2000	Student Billing Deposit 1	\$166,650.00	\$0.00	\$166,650.00	Outstanding	07/28/2000
1	Accounts Receivable	Deposit	02/20/2002	Accounts Receivable Deposit 1	\$500.00	\$0.00	\$167,150.00	Outstanding	02/20/2002
1	Cash Receipts	Deposit	02/21/2002	Miscellaneous Cash Receipts Deposit 1	\$750.00	\$0.00	\$167,900.00	Outstanding	02/21/2002
2	Student Billing	Deposit	09/28/2000	Student Billing Deposit 2	\$15,270.00	\$0.00	\$183,170.00	Outstanding	09/28/2000
2	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 2	\$463.00	\$0.00	\$183,633.00	Outstanding	01/30/2003
3	Student Billing	Deposit	10/28/2000	Student Billing Deposit 3	\$16,280.00	\$0.00	\$199,913.00	Outstanding	10/28/2000
3	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 3	\$185.00	\$0.00	\$200,098.00	Outstanding	05/07/2003
4	Student Billing	Deposit	03/31/2001	Student Billing Deposit 4	\$3,750.00	\$0.00	\$203,848.00	Outstanding	03/31/2001
4	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 4	\$50.00	\$0.00	\$203,898.00	Outstanding	05/05/2003
5	Student Billing	Deposit	03/31/2001	Student Billing Deposit 5	\$39,787.00	\$0.00	\$243,685.00	Outstanding	03/31/2001
5	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 5	\$200.00	\$0.00	\$243,885.00	Outstanding	07/06/2003
6	Student Billing	Deposit	04/30/2001	Student Billing Deposit 6	\$4,700.00	\$0.00	\$248,585.00	Outstanding	04/30/2001
6	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 6	\$25.00	\$0.00	\$248,610.00	Outstanding	05/01/2003
7	Student Billing	Deposit	07/25/2001	Student Billing Deposit 7	\$142,375.00	\$0.00	\$390,985.00	Outstanding	07/25/2001
7	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 7	\$25.00	\$0.00	\$391,010.00	Outstanding	05/01/2003
8	Student Billing	Deposit	12/31/2001	Student Billing Deposit 8	\$15,130.59	\$0.00	\$406,140.59	Outstanding	12/31/2001
8	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 8	\$15.00	\$0.00	\$406,155.59	Outstanding	05/01/2003
Grand Totals:					\$406,155.59	\$0.00			

Client Reports

Client Account Activity List

The Client Account Activity List is designed to match the Activity tab of a client record when no filters are applied. The report lists all activity generated by a client, as well as any activity for which a client is responsible.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include transaction with these dates: **Transaction date** (Specific Range), **Start date** (01/01/2003), **End date** (03/31/2003)

Include Clients with: **No activity** (No), **A balance over** [] (No), **A credit balance** (Yes), **A zero balance** (Yes)

Display a summary balance for transactions before [] (No)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Client Account Activity List

<u>Transactions for</u>	<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Transaction ID</u>	<u>Item</u>	<u>Description</u>	<u>Owner/ Recipient</u>	<u>Payer</u>	<u>Amount</u>	<u>Remaining</u>
Catholic Diocese									
	01/16/2003	PY	5			Catholic Diocese	Catholic Diocese	(\$125.00)	\$0.00
Activity Totals for Catholic Diocese								(\$125.00)	
Total Account Balance for Catholic Diocese								(\$125.00)	
City Youth Program									
	01/16/2003	PY	1			City Youth Program	<Distributed>	(\$200.00)	\$0.00
Activity Totals for City Youth Program								(\$200.00)	
Total Account Balance for City Youth Program								(\$200.00)	
Community Foundation									
	01/16/2003	PY	9			Community Foundation	Community Foundation	(\$13.00)	(\$13.00)
Activity Totals for Community Foundation								(\$13.00)	
Total Account Balance for Community Foundation								(\$13.00)	
Convention & Visitor's Center									
	01/10/2003	CR	3	50	Just Say No T-Shirt	Convention & Visitor's C	Convention & Visitor's C	(\$25.00)	(\$25.00)
Activity Totals for Convention & Visitor's Center								(\$25.00)	
Total Account Balance for Convention & Visitor's Center								(\$25.00)	
Department of Health and Human Services									
	01/24/2003	PY	11			Brian Fox	Department of Health a	(\$50.00)	(\$50.00)
	01/24/2003	REF	4	RF	Refund of Overpayment	Department of Health a	Department of Health a	\$7.00	\$7.00
Activity Totals for Department of Health and Human Services								(\$43.00)	
Total Account Balance for Department of Health and Human Services								(\$43.00)	
Department of Social Services									
	01/24/2003	REF	1	RF	Refund of Overpayment	Department of Social Se	Department of Social Se	\$10.00	\$0.00
	01/24/2003	REF	3	RF	Refund of Overpayment	Department of Social Se	Department of Social Se	\$32.00	\$0.00
	01/16/2003	PY	4			Department of Social Se	<Distributed>	(\$76.00)	(\$34.00)
Activity Totals for Department of Social Services								(\$34.00)	
Total Account Balance for Department of Social Services								(\$34.00)	
Mark Donald									

Client Account Activity Report

Use the Client Account Activity Report to list transactions for specific clients. The Client Account Activity Report is a versatile report you can use to report on charges generated by clients and who is responsible for the charges. You can also run the report for charges for which clients are responsible, and who generated the charges. Many filters are available for you to customize the output of a report.

You can use this report whether you use a single-party billing system or third-party billing system. If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

- A payer is a client, either an individual or an organization, who is responsible for paying a bill.
- A recipient is a client who receives a product or service or who has their balance reduced by a payment or credit.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include transactions with these dates: **Transaction date** (Include all dates)

Include Clients with: **No activity** (No), **A balance over []** (No), **A credit balance** (No), **A zero balance** (No)

Display a summary balance for transactions before [] (No)

Show client balance as of: (Today)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Report by** (Recipient)

Report in (Detail) **and** (Show) **recipient details**

Show payments/credits with their associated charges (No)

Show invoice/return line item detail (Yes); **Show** (Billing description)

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Client Account Activity Report

Transactions for	Transaction Date	Transaction Type	Transaction ID	Item	Description	Amount
Catholic Diocese						
Catholic Diocese	12/23/2002	CH	2	MS	Meeting Space	\$1,000.00
	12/23/2002	LI	4	MS	Meeting Space	\$1,000.00
	12/23/2002	RLI	4	MS	Meeting Space	(\$400.00)
	01/16/2003	PY	5			(\$125.00)
Total for Catholic Diocese						\$1,475.00
Balance for Catholic Diocese						\$1,475.00
Grand Total for Catholic Diocese						\$1,475.00
Total Balance for Catholic Diocese						\$1,475.00
City Youth Program						
City Youth Program	01/16/2003	PY	1			(\$200.00)
	01/10/2003	LI	18	50	Just Say No T-Shirt	\$100.00
	12/23/2002	CH	5	BBP	Big Brother Program Training	\$100.00
	12/23/2002	LI	8	MS	Meeting Space	\$200.00
Total for City Youth Program						\$200.00
Balance for City Youth Program						\$200.00
Grand Total for City Youth Program						\$200.00
Total Balance for City Youth Program						\$200.00
Community Foundation						
Community Foundation	12/23/2002	LI	11	MS	Meeting Space	\$200.00
	12/23/2002	CH	6	MS	Meeting Space	\$200.00
	01/16/2003	PY	9			(\$13.00)
Total for Community Foundation						\$387.00
Balance for Community Foundation						\$387.00
Grand Total for Community Foundation						\$387.00
Total Balance for Community Foundation						\$387.00
Department of Health and Human Services						
Department of Health and Human Services	12/23/2002	CH	10	PC	Patient Counseling	\$20.00
	01/24/2003	REF	4	RF	Refund of Overpayment	\$7.00
	12/30/2002	LI	5	PC	Patient Counseling	\$20.00
Total for Department of Health and Human Services						\$47.00
Balance for Department of Health and Human Services						\$47.00
Grand Total for Department of Health and Human Services						\$47.00
Total Balance for Department of Health and Human Services						\$47.00

Client Account Balance Report

Use the Client Account Balance Report to list account balances for specific clients.

You can use this report whether you use a single-party billing system or third-party billing system. If you use a third-party billing system, keep the definitions of payer and recipient clients in mind:

- A payer is a client, either an individual or an organization, who is responsible for paying a bill.
- A recipient is a client who receives a product or service or who has their balance reduced by a payment or credit.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Calculate balance as of: (Today)

Include Clients with: **No activity** (No), **A balance over** (100.00), **A credit balance** (Yes), **A zero balance** (No)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Report by (Recipient) **and** (Show) **payer details**

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Client Account Balance Report

<u>Transactions for</u>	<u>Balance</u>
Catholic Diocese	
Catholic Diocese	\$1,575.00
City Youth Program	\$100.00
Grand Total for Catholic Diocese	\$1,675.00
City Youth Program	
City Youth Program	\$150.00
John Williams	(\$20.00)
Grand Total for City Youth Program	\$130.00
Community Foundation	
Community Foundation	\$387.00
Grand Total for Community Foundation	\$387.00
Convention & Visitor's Center	
Convention & Visitor's Center	(\$25.00)
Grand Total for Convention & Visitor's Center	(\$25.00)
Department of Social Services	
Department of Social Services	\$456.00
Grand Total for Department of Social Services	\$456.00
Greenville Chamber of Commerce	
Greenville Chamber of Commerce	\$175.00
Grand Total for Greenville Chamber of Commerce	\$175.00
Josh Levy	
Catholic Diocese	\$100.00
City Youth Program	\$75.00
Department of Health and Human Services	\$50.00
Josh Levy	\$40.00
Grand Total for Josh Levy	\$265.00
Museum of Natural History	

Client Profile Report

The Client Profile Report provides detailed information about clients. You select the information to include from client records. The report is useful to quickly review crucial information about clients without navigating through numerous records.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include these report sections: **Address Information, Default Payers, Statement Recipients, Actions, Attributes**

Show these details: **Birth date, Credit Limit, Last payment amount, Account Balance**

Show ending balance as of (Yes): As of date (<Specific Date>), Date (03/31/03)

Show year-to-date information as of: (This fiscal year)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Client Profile Report

Dr. Mary Young

Ending Balance as of 03/31/2003: \$400.00

<p><i>Client type:</i> Individual</p> <p><i>Client subtype:</i></p> <p><i>Status:</i> Active</p> <p><i>Date added:</i> 12/23/2002 10:20:53AM</p> <p><i>Tax ID/Exemption Number:</i></p> <p><i>SSN:</i> <Hidden></p> <p><i>Birthdate:</i></p> <p><i>Ethnicity:</i> <Hidden></p> <p><i>Religion:</i> <Hidden></p> <p><i>Gender:</i> <Hidden></p> <p><i>Asses finance charges:</i> No</p> <p><i>Freight on board:</i></p> <p><i>Default shipping method:</i></p> <p><i>Statement comment:</i></p>	<p><i>Formal salutation:</i></p> <p><i>Informal salutation:</i></p> <p><i>Salutation 1:</i></p> <p><i>Salutation 2:</i></p> <p><i>Credit limit of:</i></p> <p><i>Credit rating ID:</i></p> <p><i>Send dunning letter:</i> No</p> <p><i>Statement code:</i></p> <p><i>Service Provider:</i></p> <p><i>Default term discount days:</i></p> <p><i>Default term discount percent:</i></p> <p><i>Trade discount:</i></p> <p><i>User ID:</i> <Hidden></p> <p><i>PIN:</i> <Hidden></p>
--	---

Address Information

<p><i>Address:</i> 8 Palms St. Springfield, MD 85855 United States</p>	<p><i>Default bill to:</i> Yes</p> <p><i>Default ship to:</i> Yes</p> <p><i>Type:</i></p> <p><i>Description:</i> <Client address></p> <p><i>Primary:</i> Yes</p>
--	--

Default Payers

Payer	Client ID	Relationship	Percent Paid
Dr. Mary Young		N/A	100.00%

Statement Recipients

Send statements to	Show Charges	Send a copy to	Show Amount due on copies
Dr. Mary Young	All Charges		

Client Statistics Report

The Client Statistics Report provides a tally of clients by criteria you select. This report is useful to find out what percentage of clients share certain characteristics.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Show information for: **City, State, Country, Status, Client Type, Statement Code, Credit Rating, Age**

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Client Statistics Report

Category: City	Clients	Percent of Total
<No value specified>	1	4.76%
Asheville	1	4.76%
Birmingham	1	4.76%
Greenville	5	23.81%
Leeds	1	4.76%
Mills	1	4.76%
Springfield	7	33.33%
Springfiled	1	4.76%
Washington	1	4.76%
Wilksville	2	9.52%
Total:	21	100.00%

Category: State	Clients	Percent of Total
<No value specified>	1	4.76%
AL	2	9.52%
MD	7	33.33%
NC	1	4.76%
VA	8	38.10%
WV	2	9.52%
Total:	21	100.00%

Category: Country	Clients	Percent of Total
United States	21	100.00%
Total:	21	100.00%

Category: Status	Clients	Percent of Total
Active	21	100.00%
Total:	21	100.00%

Category: Client Type	Clients	Percent of Total
<No value specified>	17	80.95%
Health/Human Services	4	19.05%
Total:	21	100.00%

Deposit and Receipt Reports

Cash Receipts Report

The Cash Receipts Report lists all cash receipts activity over a specified period of time.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include transactions with these dates: **Deposit date** (Include all dates), **Receipt date** (Include all dates), **Entered on date** (Include all dates)

Show miscellaneous payment details (No)

Include deposit numbers from: (blank) to (blank)

Include receipt numbers from: (blank) to (blank)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show distribution for these characteristics: Account ID

Show characteristics as a column in the main body (Yes)

Show transaction total (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Cash Receipts Report

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount	Account ID
Credit Card		1	5	01/16/2003		AR	City Youth Program	\$25.00	01-1199-00
Credit Card		1	5	01/16/2003		AR	City Youth Program	\$75.00	01-1199-00
Credit Card		1	5	01/16/2003		AR	City Youth Program	\$100.00	01-1199-00
Cash		3	4	01/16/2003		AR	Mrs. Martha Masters	\$15.00	01-1199-00
Cash		3	4	01/16/2003		AR	Mrs. Martha Masters	\$10.00	01-1199-00
Check		4	2	01/16/2003	Mail	AR	Department of Social Services	\$34.00	01-1040-00
Check		4	2	01/16/2003	Mail	AR	Department of Social Services	\$10.00	01-1199-00
Check		4	2	01/16/2003	Mail	AR	Department of Social Services	\$32.00	01-1199-00
Cash		5	3	01/16/2003	Mail	AR	Catholic Diocese	\$25.00	01-1040-00
Cash		5	3	01/16/2003	Mail	AR	Catholic Diocese	\$100.00	01-1199-00
Cash		7	3	01/16/2003	Mail	AR	Museum of Natural History	\$47.00	01-1040-00
Check		8	2	01/16/2003	Mail	AR	Ashley Smith	\$75.00	01-1040-00
Cash		9	3	01/16/2003		AR	Community Foundation	\$13.00	01-1199-00
Check		11	2	01/24/2003		AR	Department of Health and Human S	\$50.00	01-1199-00
Check		13	2	04/16/2003	Mail	AR	City Youth Program	\$50.00	01-1040-00
Check		14	2	04/16/2003		AR	John Williams	\$50.00	01-1040-00
Check		15	2	04/16/2003		AR	City Youth Program	\$10.00	01-1040-00
Cash		16	6	05/01/2003		AR	Josh Levy	\$25.00	01-1199-00
Cash		17	7	05/01/2003	Mail	AR	Josh Levy	\$20.00	01-1199-00
Cash		17	7	05/01/2003	Mail	AR	Josh Levy	\$5.00	01-1199-00
Cash		18	8	05/01/2003		AR	Josh Levy	\$10.00	01-1199-00
Cash		19	8	05/01/2003	Mail	AR	Josh Levy	\$5.00	01-1199-00
Grand Total:								\$786.00	

Deposit List

The Deposit List displays summarized information about a selection of deposits.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include deposits with these dates: **Deposit date** (Include all dates), **Entered on date** (Include all dates), **Post date** (Include all dates)

Include deposit numbers from (blank) **to** (blank)

Only include deposits whose amounts are greater than [] (No)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Deposit List

Deposit Number	Deposit ID	System	Deposit Date	Bank Account	Description	Date Entered	Entered by	Deposit Status	Projected Receipts	Projected Deposit Total	Receipt Count	Total Deposit
1		AR	02/20/2002		Walk for Life 2002	02/20/2002	Supervisor	Open	0	\$0.00	0	\$0.00
1		CR	02/21/2002		Miscellaneous Receipts	02/21/2002	Supervisor	Open	0	\$0.00	0	\$0.00
2		AR	01/16/2003	6200422	Medicare Deposits for Ja	01/16/2003	Supervisor	Open	0	\$1,000.00	6	\$311.00
3		AR	01/16/2003	6200422	Receivables/Receipts for J	01/16/2003	Supervisor	Open	2	\$575.00	3	\$185.00
4		AR	01/16/2003	6200422	Medicaid Deposits	01/16/2003	Supervisor	Open	0	\$95.00	1	\$25.00
5		AR	01/16/2003	6200422	Receivables for February 1	01/16/2003	Supervisor	Open	0	\$1,500.00	1	\$200.00
6		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	1	\$25.00
7		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	1	\$25.00
8		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	2	\$15.00
GRAND TOTALS:											15	\$786.00

Deposit Report

The Deposit Report includes detailed information about a selection of deposits, including payment detail and bank information.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include deposits with these dates: **Deposit date** (Include all dates), **Entered on date** (Include all dates), **Post date** (Include all dates)

Include deposit numbers from (blank) **to** (blank)

Only include deposits whose amounts are greater than [] (No)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected bank (SB & AR)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show payment detail for these payment methods: **Check, Cash, Credit card**

Separate page for each payment method (No)

Separate page for each deposit (No)

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Deposit Report

Deposit Number: 2	Deposit Date: 01/16/2003
<i>Entered by:</i> Supervisor Community Services Inc.	<i>Bank information:</i> First Union Bank
<i>Date entered:</i> 01/16/2003	<i>Account number:</i> 6200422
<i>Description:</i> Medicare Deposits for January	<i>Routing Number:</i> 211371191
<i>Deposit status:</i> Open	
<i>Number of receipts:</i> 6	

<i>Cash:</i> \$0.00	<i>Bills:</i> \$0.00
	<i>Coins:</i> \$0.00
<i>Checks:</i> \$311.00	<i>Check Count:</i> 6
<i>Credit Card:</i> \$0.00	<i>Credit Card Count:</i> 0
<i>COD:</i> \$0.00	<i>COD Count:</i> 0
<i>EFT:</i> \$0.00	<i>EFT Count:</i> 0
<i>Other:</i> \$0.00	<i>Other Count:</i> 0
Total Deposited: \$311.00	

Check

Transaction	Payment For	Check Number	Date	Amount
1	Anonymous donation	333	01/24/2003	\$25.00
4	Department of Social Services	5567	01/16/2003	\$76.00
8	Ashley Smith	9887	01/16/2003	\$75.00
11	Department of Health and Human Services	333	01/24/2003	\$50.00
13	City Youth Program	101	04/16/2003	\$50.00
14	John Williams	1001	04/16/2003	\$50.00
15	City Youth Program	200	04/16/2003	\$10.00
<i>Total for Checks:</i>				\$336.00

Deposit Number: 3	Deposit Date: 01/16/2003
<i>Entered by:</i> Supervisor Community Services Inc.	<i>Bank information:</i> First Union Bank
<i>Date entered:</i> 01/16/2003	<i>Account number:</i> 6200422
<i>Description:</i> Receivables/Receipts for January	<i>Routing Number:</i> 211371191
<i>Deposit status:</i> Open	
<i>Number of receipts:</i> 3	

Product and Billing Item Reports

Product and Billing Item List

The Product and Billing Item List provides a summary list of products and billing items.

Report Parameter

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include products and billing items with these valid dates: **Valid dates within** (Include all dates)

Include inactive products and billing items (No)

Show pricing schedule for products (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Product and Billing Item List

Type	ID	Description	Unit of Measure	Quantity	Unit Price	Extended Amount	Status	Valid from	Valid to
Product	50	Just Say No T-Shirt			\$50.00		Active		
			Effective Date	Description		Min. Quantity		Max. Quantity	Unit Price
			03/14/2003	Box		0.000		20.000	\$50.00
Flat Rate	ADT	Alcohol & Drug Treatment				\$50.00	Active		
Flat Rate	BBP	Big Brother Program Training				\$100.00	Active		
Flat Rate	IPT	Intervention Program Training				\$75.00	Active		
Per Usage	MS	Meeting Space	Day	1.000	\$200.00	\$200.00	Active		
Flat Rate	PC	Patient Counseling				\$20.00	Active		
Refund	RF	Refund of Overpayment					Active		
Product	Video	Drug Awareness Video	Each		<multiple>		Active		
			Effective Date	Description		Min. Quantity		Max. Quantity	Unit Price
			12/23/2002	Price based on quantity		0.000		10.000	\$10.00
						10.001		20.000	\$9.00

Product and Billing Item Report

The Product and Billing Item Report provides a list of products and billing items.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include products and billing items with these valid dates: **Valid dates within** (Include all dates)

Include the following product and billing item information: **Include pricing schedule details for products** (Yes), **Include sales tax entity details for sales tax items** (Yes)

Include inactive products and billing items (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show distribution for these characteristics: **Account ID, Project ID, Class**

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Product and Billing Item Report

50

Just Say No T-Shirt

Type:	Product	Subject to finance and late charges:	No	Unit of measure:	
Status:	Active	Subject to terms discount:	Yes	Unit price decimals:	2
Allow user to edit:	Yes	Subject to trade discount:	Yes	Quantity decimals:	3
Service Provider:		Subject to sales tax:	No		
		Default sales tax:			

Account ID	Project ID	Class	Debit Percent	Credit Percent
01-4900-02	1007	Unrestricted Net Assets	0.00%	100.00%
01-1199-00	<No Project>	Unrestricted Net Assets	100.00%	0.00%

Pricing Schedule

Effective Date	Description	Min. Quantity	Max. Quantity	Unit Price
03/14/2003	Box	0.000	20.000	\$50.00

Comment/Notes

Comment:
Notes:

ADT

Alcohol & Drug Treatment

Type:	Flat Rate	Subject to finance and late charges:	No	
Status:	Active	Subject to terms discount:	No	
Valid dates:	Any date	Subject to sales tax:	No	
Service Provider:		Default sales tax:		
Allow user to edit:	Yes	Extended amount:	\$50.00	

Account ID	Project ID	Class	Debit Percent	Credit Percent
01-4900-03	1005	Unrestricted Net Assets	0.00%	100.00%
01-1199-00	<No Project>	Unrestricted Net Assets	100.00%	0.00%

Comment/Notes

Comment:
Notes:

BBP

Big Brother Program Training

Transaction Reports

Account Distribution Report

The Account Distribution Report lists debit and credit amounts, created by *Accounts Receivable* transactions and adjustments, for accounts.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report format: (Detail)

Include transaction with these dates: **Transaction date** (Include all dates), **Post date** (Include all dates)

Include adjustment transactions (No)

Include miscellaneous entries (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show distribution for these characteristics: Project ID

Show characteristics as a column in the report (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Account Distribution Report

Transaction Date	AR Trans. Number	Transaction Type	GL Trans. Number	Client	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount	Project ID
01-1000-00, Operating Cash Account										
01/10/2003	1	Credit	39-065	Museum of Natural History	Museum of Natural Hi-Credi	Posted	01/10/2003	\$0.00	\$195.50	<No Project>
12/23/2002	3	Charge Application		Department of Social Services		Do not post	12/23/2002	\$10.00	\$0.00	<No Project>
12/23/2002	3	Charge Application		Department of Social Services		Do not post	12/23/2002	\$0.00	\$10.00	<No Project>
01/10/2003	2	Credit	39-089	Greenville Chamber of Commer	Greenville Chamber o-Credit-	Posted	01/10/2003	\$0.00	\$200.00	<No Project>
01/15/2003	20	Charge Application		Springfield School District		Do not post	01/15/2003	\$100.00	\$0.00	<No Project>
01/15/2003	20	Charge Application		Springfield School District		Do not post	01/15/2003	\$0.00	\$100.00	<No Project>
01/10/2003	3	Credit	39-067	Convention & Visitor's Center	Convention & Visitor-Credit-3	Posted	01/10/2003	\$0.00	\$25.00	<No Project>
01/06/2003	17	Charge Application		Mark Donald		Do not post	01/06/2003	\$75.00	\$0.00	<No Project>
01/06/2003	17	Charge Application		Mark Donald		Do not post	01/06/2003	\$0.00	\$75.00	<No Project>
01/10/2003	4	Credit	39-069	Josh Levy	Levy Josh-Credit-4	Posted	01/10/2003	\$0.00	\$5.00	<No Project>
12/23/2002	4	Charge Application		Catholic Diocese		Do not post	12/23/2002	\$400.00	\$0.00	<No Project>
12/23/2002	4	Charge Application		Catholic Diocese		Do not post	12/23/2002	\$0.00	\$400.00	<No Project>
01/10/2003	5	Credit	39-071	John Williams	Williams John-Credit-5	Posted	01/10/2003	\$0.00	\$10.00	<No Project>
12/23/2002	9	Charge Application		Dr. Mary Young		Do not post	12/23/2002	\$200.00	\$0.00	<No Project>
12/23/2002	9	Charge Application		Dr. Mary Young		Do not post	12/23/2002	\$0.00	\$200.00	<No Project>
12/23/2002	1	Return Line Item	39-073	Department of Social Services	Department of Social-Return L	Posted	12/23/2002	\$0.00	\$10.00	<No Project>
12/23/2002	12	Charge Application		Sam McMillan		Do not post	01/15/2003	\$10.00	\$0.00	<No Project>
12/23/2002	12	Charge Application		Sam McMillan		Do not post	01/15/2003	\$0.00	\$10.00	<No Project>
01/15/2003	2	Return Line Item	39-077	Springfield School District	Springfield School D-Return L	Posted	01/15/2003	\$0.00	\$100.00	<No Project>
01/15/2003	21	Charge Application		Greenville Chamber of Commer		Do not post	01/10/2003	\$200.00	\$0.00	<No Project>
01/15/2003	21	Charge Application		Greenville Chamber of Commer		Do not post	01/10/2003	\$0.00	\$200.00	<No Project>
01/06/2003	3	Return Line Item	39-079	Mark Donald	Donald Mark-Return Line Ite	Posted	01/06/2003	\$0.00	\$75.00	<No Project>
01/15/2003	21	Charge Application		Greenville Chamber of Commer		Do not post	01/15/2003	\$125.00	\$0.00	<No Project>
01/15/2003	21	Charge Application		Greenville Chamber of Commer		Do not post	01/15/2003	\$0.00	\$125.00	<No Project>
12/23/2002	4	Return Line Item	39-081	Catholic Diocese	Catholic Diocese-Return Line I	Posted	12/23/2002	\$0.00	\$400.00	<No Project>
12/23/2002	10	Charge	39-025	Department of Health and Hum	Department of Health-Charge-	Posted	12/23/2002	\$20.00	\$0.00	<No Project>
12/23/2002	5	Return Line Item	39-083	Dr. Mary Young	Young Mary-Return Line Ite	Posted	12/23/2002	\$0.00	\$200.00	<No Project>
01/24/2003	2	Charge Application		Museum of Natural History		Do not post	01/10/2003	\$4.50	\$0.00	<No Project>
01/15/2003	6	Credit	39-085	Sam McMillan	McMillan Sam-Credit-6	Posted	01/15/2003	\$0.00	\$10.00	<No Project>
12/23/2002	1	Invoice Line Item	39-027	Ashley Smith	Smith Ashley-Invoice Line It	Posted	12/23/2002	\$20.00	\$0.00	<No Project>
12/23/2002	2	Invoice Line Item	39-029	Brian Fox	Fox Brian-Invoice Line Item-2	Posted	12/23/2002	\$50.00	\$0.00	<No Project>
01/15/2003	6	Return Line Item	39-091	Greenville Chamber of Commer	Greenville Chamber o-Return L	Posted	01/15/2003	\$0.00	\$125.00	<No Project>
12/23/2002	3	Invoice Line Item	39-031	Department of Social Services	Department of Social-Invoice L	Posted	12/23/2002	\$250.00	\$0.00	<No Project>
12/23/2002	4	Invoice Line Item	39-033	Catholic Diocese	Catholic Diocese-Invoice Line I	Posted	12/23/2002	\$1,000.00	\$0.00	<No Project>
12/30/2002	5	Invoice Line Item		Department of Health and Hum		Do not post		\$20.00	\$0.00	<No Project>
12/23/2002	6	Invoice Line Item	39-035	Josh Levy	Levy Josh-Invoice Line Item-5	Posted	12/23/2002	\$20.00	\$0.00	<No Project>
12/23/2002	7	Invoice Line Item	39-037	YMCA	YMCA-Invoice Line Item-6-7	Posted	12/23/2002	\$100.00	\$0.00	<No Project>
05/01/2003	20	Charge Application	43-3	Josh Levy	Levy Josh-Charge-20	Posted	01/10/2003	\$5.00	\$0.00	<No Project>
12/23/2002	8	Invoice Line Item	39-039	City Youth Program	City Youth Program-Invoice L	Posted	12/23/2002	\$200.00	\$0.00	<No Project>
12/23/2002	9	Invoice Line Item	39-041	Dr. Mary Young	Young Mary-Invoice Line Ite	Posted	12/23/2002	\$200.00	\$0.00	<No Project>
12/23/2002	10	Invoice Line Item	39-043	John Williams	Williams John-Invoice Line I	Posted	12/23/2002	\$20.00	\$0.00	<No Project>

Invoice Report

Use the Invoice Report to list invoice and return information.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include: (Invoices and Returns)

Invoice date (Specific Range), **Start date** (01/01/2003), **End date** (03/31/2003)

Ordered on date (Include all dates)

Include IDs from (blank) **to** (blank)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Show line item detail** (Yes)

Show line item comment (Yes)

Show distribution for these characteristics: Account ID

Show characteristic as a column in the main report body (No)

Show transaction total (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Invoice Report

Invoice ID: 16

Client name: Greenville Chamber of Commerce	On hold: No	Subtotal: \$500.00
Client ID: 06	Shipped via:	Discount: \$0.00
Invoice date: 01/15/2003	Freight on board:	Sales tax: \$0.00
Client P.O.:	Due date: 01/15/2003	Total due: \$500.00
Ordered by:	Terms ID:	
Ordered on: 01/15/2003	Discount expires:	
Print status: Not yet printed	Discount percent: 0.00%	
Invoice to: 56 Main St. Greenville, MD 66575	Ship to: 56 Main St. Greenville, MD 66575	

Statement comment:

Invoice comment:

Line Item	Product/ Billing Item	Description	Service Provider	Dates of Service		Unit of Measure	Quantity	Unit Cost	Terms Apply	Trade Discount	Extended Amount	Sales Tax
				From	To							
1	50	Just Say No T-Shirt				Box	4.000	\$125.00	No	\$0.00	\$500.00	\$0.00
<u>Account ID</u>											<u>Debit Amount</u>	<u>Credit Amount</u>
01-4900-02											\$500.00	\$500.00

Return ID: 6

Client name: Greenville Chamber of Commerce	Reversal of: 16	Subtotal: \$125.00
Client ID: 06	Item status:	Discount: \$0.00
Return date: 01/15/2003	Bill to: 56 Main St.	Sales tax: \$0.00
Client P.O.:	Greenville, MD 66575	Total due: \$125.00
Returned by:		
Returned on: 01/15/2003		
Print status: Not yet printed		

Statement comment:

Return comment:

Line Item	Product/ Billing Item	Description	Service Provider	Dates of Service		Unit of Measure	Quantity	Unit Cost	Trade Discount	Extended Amount	Sales Tax	
				From	To							
1	50	Just Say No T-Shirt				Box	1.000	\$125.00	\$0.00	\$125.00	\$0.00	
<u>Account ID</u>											<u>Debit Amount</u>	<u>Credit Amount</u>
01-4900-02											\$125.00	\$0.00

Comment:

Project Distribution Report

Use the Project Distribution Report to list debit and credit amounts, created by *Accounts Receivable* transactions and adjustments, for projects.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report format: (Detail)

Include transactions with these dates: **Transaction date** (<Specific Range>), **Start date** (01/01/2003), **End date** (03/31/2003); **Post date** (Include all dates)

Include adjustment transactions (Yes)

Include miscellaneous entries (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show distribution for these characteristics: Account ID, Class Show transaction total (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Project Distribution Report

Transaction Date	AR Trans. Number	Transaction Type	GL Trans. Number	Client	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1001, Annabelle Johnson Endowment									
01/24/2003	11	Payment	39-102	Department of Health and Human S	Department of Health-Payment-11	Posted	01/30/2003	\$0.00	\$50.00
<u>Account ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
01-1199-00		Unrestricted Net Assets							\$50.00
<i>Totals for 1001, Annabelle Johnson Endowment</i>								<u>\$0.00</u>	<u>\$50.00</u>
1002, CTM Enterprises Endowment									
01/06/2003	3	Return Line Item	39-078	Mark Donald	Donald Mark-Return Line Item-3-3	Posted	01/06/2003	\$75.00	\$0.00
<u>Account ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
01-4900-03		Unrestricted Net Assets						\$75.00	
01/06/2003	16	Charge	39-060	Mark Donald	Donald Mark-Charge-16	Posted	01/06/2003	\$0.00	\$75.00
<u>Account ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
01-4900-03		Unrestricted Net Assets							\$75.00
01/06/2003	17	Invoice Line Item	39-062	Mark Donald	Donald Mark-Invoice Line Item-14	Posted	01/06/2003	\$0.00	\$75.00
<u>Account ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
01-4900-03		Unrestricted Net Assets							\$75.00
<i>Totals for 1002, CTM Enterprises Endowment</i>								<u>\$75.00</u>	<u>\$150.00</u>
1003, Everett Grant									
01/10/2003	4	Credit	39-068	Josh Levy	Levy Josh-Credit-4	Posted	01/10/2003	\$5.00	\$0.00
<u>Account ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
01-4900-03		Unrestricted Net Assets						\$5.00	
01/10/2003	5	Credit	39-070	John Williams	Williams John-Credit-5	Posted	01/10/2003	\$10.00	\$0.00
<u>Account ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
01-4900-03		Unrestricted Net Assets						\$10.00	
01/24/2003	1	Payment	39-002	Department of Health and Human S	Department of Health-Payment-11	Posted	01/30/2003	\$0.00	\$25.00
<u>Account ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
01-4900-02		Unrestricted Net Assets							\$25.00
01/06/2003	15	Charge	39-056	Shawn T. Goodwin	Goodwin Shawn T.-Charge-15	Posted	01/06/2003	\$0.00	\$20.00
<u>Account ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
01-4900-03		Unrestricted Net Assets							\$20.00

Sales Tax Report

The Sales Tax Report provides detailed or summarized information about sales tax transactions. This report can be useful for auditing purposes to show the source and destination of all sales taxes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report format: (Detail)

Include transactions with these dates: **Transaction date** (Include all dates), **Post date** (Include all dates)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Sales Tax Report

Date	Sales Tax Transaction ID	Sales Tax Billing Item	Sales Tax Amount	Client	Type	Source ID	Source Product/ Billing Item	Source Amount
SC								
05/12/2003	23	SC	\$0.60	Mark Donald	CH	24	Hot Dogs	\$10.00
05/12/2003	25	SC	\$0.12	Josh Levy	CH	26	6Coke	\$1.99
05/12/2003	27	SC	\$0.12	Mrs. Martha Masters	CH	28	6Sprite	\$1.99
05/12/2003	29	SC	\$0.12	Ashley Smith	CH	30	6Sprite	\$1.99
		<i>Totals for SC.</i>	<u>\$0.96</u>					<u>\$15.97</u>
		Sales Tax Grand Total:	\$0.96					

Recurring Invoice Report

Use the Recurring Invoice Report to list information about recurring invoices.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include recurring invoices with these dates: **Ordered on date** (Include all dates); **Next invoice date** (Include all dates)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Show line item detail** (Yes)

Show distribution for these characteristics: Account ID

Show characteristics as a column in the main report body (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Recurring Invoice Report

<u>Client</u>	<u>Recurring Invoice</u>	<u>Frequency</u>	<u>Next Invoice Date</u>	<u>Last Invoice Date</u>	<u>Amount</u>	<u>Total Invoices</u>	<u>Invoices Generated</u>	<u>Invoices Remaining</u>
City Youth Program	4	Monthly	01/10/2003		\$100.00	6	0	6
<u>Category</u>	<u>Item Name</u>	<u>Description</u>	<u>Unit of Measure</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount</u>	<u>Amount</u>	<u>Account ID</u>
Product	50	Just Say No T-Shirt	Case	2	\$50.00	\$0.00	\$100.00	01-4900-02
Department of Health and Human Services	1	Monthly	12/23/2002		\$20.00	12	0	12
<u>Category</u>	<u>Item Name</u>	<u>Description</u>	<u>Unit of Measure</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount</u>	<u>Amount</u>	<u>Account ID</u>
Flat Rate Item	PC	Patient Counseling		1	\$0.00	\$0.00	\$20.00	01-4900-03
Mrs. Martha Masters	3	Monthly	01/06/2003		\$50.00	12	0	12
<u>Category</u>	<u>Item Name</u>	<u>Description</u>	<u>Unit of Measure</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount</u>	<u>Amount</u>	<u>Account ID</u>
Product	Video	Drug Awareness Video	Each	5	\$10.00	\$0.00	\$50.00	01-4900-02
Sam McMillan	2	Monthly	12/23/2002		\$50.00	4	0	4
<u>Category</u>	<u>Item Name</u>	<u>Description</u>	<u>Unit of Measure</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount</u>	<u>Amount</u>	<u>Account ID</u>
Flat Rate Item	ADT	Alcohol & Drug Treatment		1	\$0.00	\$0.00	\$50.00	01-4900-03
YMCA	5	Monthly	01/10/2003		\$400.00	4	0	4
<u>Category</u>	<u>Item Name</u>	<u>Description</u>	<u>Unit of Measure</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount</u>	<u>Amount</u>	<u>Account ID</u>
Product	50	Just Say No T-Shirt	Case	4	\$100.00	\$0.00	\$400.00	01-4900-02

Transaction List

Use the Transaction List for flexible reporting of transaction information.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include these transactions with these dates: **Transaction date** (<Specific Range>), **Start date** (01/01/2003), **End date** (03/31/2003); **Due date** (Include all dates); **Post date** (Include all dates)

Transaction types to include: **Charges, Credits, Payments**

Include only finance and late charge transactions (No)

Only include transactions with amounts greater than [] (No)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Show payer responsibility** (Yes)

Separate columns for charges and credits (No)

Print summary for products and billing items (No)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Transaction List

Activity For	Payer	Transaction Date	Post Status	Post Date	Type	Transaction ID	Product/Item	Description	Transaction Amount
Catholic Diocese									
Catholic Diocese	Catholic Diocese	01/16/2003	Posted	05/07/2003	PY	5			(\$125.00)
<i>Totals for Catholic Diocese</i>									(\$125.00)
City Youth Program									
City Youth Program	City Youth Program	01/16/2003	Posted	07/06/2003	PY	1			(\$200.00)
<i>Totals for City Youth Program</i>									(\$200.00)
Community Foundation									
Community Foundation	Community Foundation	01/16/2003	Posted	05/07/2003	PY	9			(\$13.00)
<i>Totals for Community Foundation</i>									(\$13.00)
Convention & Visitor's Center									
Convention & Visitor's Cente	Convention & Visitor's Cente	01/10/2003	Posted	01/10/2003	CR	3	50	Just Say No T-Shirt	(\$25.00)
<i>Totals for Convention & Visitor's Center</i>									(\$25.00)
Department of Health and Human Services									
Department of Health and Hu	Brian Fox	01/24/2003	Posted	01/30/2003	PY	11			(\$50.00)
<i>Totals for Department of Health and Human Services</i>									(\$50.00)
Department of Social Services									
Department of Social Services	Department of Social Services	01/16/2003	Posted	01/30/2003	PY	4			(\$76.00)
<i>Totals for Department of Social Services</i>									(\$76.00)
Mark Donald									
Mark Donald	Mark Donald	01/06/2003	Posted	01/06/2003	CH	16	IPT	Intervention Program Trainin	\$75.00
<i>Totals for Mark Donald</i>									\$75.00
Shawn T. Goodwin									
Shawn T. Goodwin	Shawn T. Goodwin	01/06/2003	Posted	01/06/2003	CH	15	PC	Patient Counseling	\$20.00
<i>Totals for Shawn T. Goodwin</i>									\$20.00
Greenville Chamber of Commerce									
Greenville Chamber of Comme	Greenville Chamber of Comme	01/10/2003	Posted	01/10/2003	CR	2	MS	Meeting Space	(\$200.00)
<i>Totals for Greenville Chamber of Commerce</i>									(\$200.00)
Josh Levy									
Josh Levy	Josh Levy	01/10/2003	Posted	01/10/2003	CR	4	PC	Patient Counseling	(\$5.00)
<i>Totals for Josh Levy.</i>									(\$5.00)
Mrs. Martha Masters									
Mrs. Martha Masters	Mrs. Martha Masters	01/16/2003	Posted	05/05/2003	PY	3			(\$25.00)
<i>Totals for Mrs. Martha Masters</i>									(\$25.00)
Sam McMillan									

Unapplied Credit Report

The Unapplied Credit Report provides a list of payments and credits that have not been applied to a charge.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include payments and credits with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

Include unapplied **Credits** (Yes), **Payments** (Yes), **Only transactions with an unapplied amount greater than []** (No)

Include account balance as of: (<Specific date>), **Date** (03/31/2003)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Display data by** (Payments/Credits for), **Show payment/credit detail** (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Unapplied Credit Report

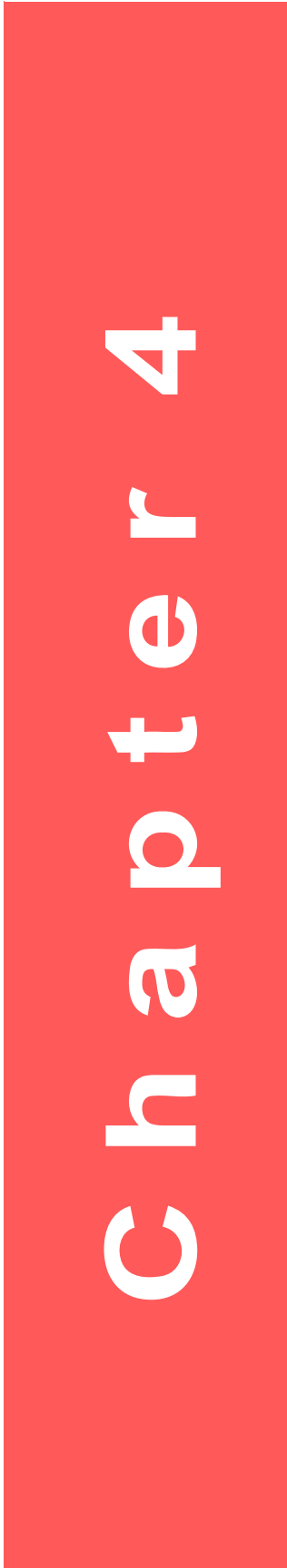
Unapplied Credits/Payments For	Credits/Payments By	Transaction Date	Transaction ID	Unapplied Credits/Payments	Account Balance
Community Foundation					
Community Foundation	Community Foundation	01/16/2003	9	\$13.00	\$387.00
				<i>Totals for Community Foundation:</i>	<i>\$13.00</i>
Convention & Visitor's Center					
Convention & Visitor's Center	Convention & Visitor's Center	01/10/2003	3	\$25.00	(\$25.00)
				<i>Totals for Convention & Visitor's Center:</i>	<i>\$25.00</i>
Department of Social Services					
Department of Social Services	Department of Social Services	01/16/2003	4	\$34.00	\$456.00
				<i>Totals for Department of Social Services:</i>	<i>\$34.00</i>
Brian Fox					
Brian Fox	Department of Health and Human Services	01/24/2003	11	\$50.00	(\$50.00)
				<i>Totals for Brian Fox:</i>	<i>\$50.00</i>
Mrs. Martha Masters					
Mrs. Martha Masters	Mrs. Martha Masters	01/16/2003	3	\$15.00	(\$15.00)
				<i>Totals for Mrs. Martha Masters:</i>	<i>\$15.00</i>
Museum of Natural History					
Museum of Natural History	Museum of Natural History	01/10/2003	1	\$195.50	(\$242.50)
Museum of Natural History	Museum of Natural History	01/16/2003	7	\$47.00	(\$242.50)
				<i>Totals for Museum of Natural History:</i>	<i>\$242.50</i>
Ashley Smith					
Ashley Smith	Ashley Smith	01/16/2003	8	\$75.00	\$0.00
				<i>Totals for Ashley Smith:</i>	<i>\$75.00</i>
John Williams					
John Williams	John Williams	01/10/2003	5	\$10.00	\$0.00
John Williams	City Youth Program	04/16/2003	8	\$10.00	\$0.00
John Williams	John Williams	04/16/2003	14	\$50.00	\$0.00
John Williams	City Youth Program	04/16/2003	15	\$10.00	\$0.00
				<i>Totals for John Williams:</i>	<i>\$80.00</i>
GRAND TOTALS:				\$534.50	\$510.50



Cash Receipts Reports

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Bank Account Reports

Bank Profile Report

The Bank Profile Report presents a profile for a designated bank. It provides basic bank account information including account number, routing number, and address information. The profile report shows the total debits and credits associated with each account. Adjustment transactions can also be included to further facilitate the reconciliation process.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include this information: **Cash account information, Payment information, Register ending balance, Summary by transaction type**

Include transactions with these dates: **Transaction date** (Include all dates)

Report orientation: (Landscape)

Filters tab

Include: Selected Banks (SB & AR)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Profile Report

SB & AR - First Union Bank

<i>Description:</i>	Student Billing & Accounts Receivable	<i>Address:</i>
<i>Account Type:</i>	Checking	
<i>Account Number:</i>	6200422	
<i>Routing Code:</i>	211371191	
<i>Account Status:</i>	Open	
<i>Minimum Balance:</i>	\$0.00	
<i>Interfund Set:</i>		
<i>Ending Register Balance:</i>	\$406,202.59	

Cash Account Information

System	Account Setup	Track Cash In...	Default Cash Account
Accounts Payable	Does not use this bank account		
Cash Management	Define cash account(s)	One Fund	01-1040-00

Payment Information

System	Transaction Type	Allow?	Numbering	Next Number	Maximum Amount
Accounts Payable	Computer Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Electronic Funds Transfer	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Manual Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	One-Time Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Bank Draft	Yes	Start with	1	\$999,999,999.99
Cash Management	Adjustment	Yes	Start with	1	\$999,999,999.99

Transaction Summary by Transaction Type

System	Transaction Type	Transaction Count	Balance Increase	Balance Decrease
Accounts Receivable	Deposit	6	\$1,288.00	\$0.00
Cash Receipts	Deposit	2	\$972.00	\$0.00
Student Billing	Deposit	8	\$403,942.59	\$0.00
		16	\$406,202.59	\$0.00

Transaction Summary by Reconciliation Status

Reconciliation Status	Payment Count	Total Payments	Deposit Count	Total Deposits
Outstanding	0	\$0.00	16	\$406,202.59
	0	\$0.00	16	\$406,202.59

Bank Register Report

The Bank Register Report presents transactions in the register of a bank account. This report provides a summary statement or can be filtered to display specific information. For example, you can filter the report to display only outstanding deposits posted to *Cash Receipts*. In summary format, the report includes total deposits, total payments, and grand totals. The amounts for each type of check are also listed.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report format: (Detail)

Bank account: (SB & AR)

Show transactions with these dates: **Transaction date** (Include all dates)

Report orientation: (Landscape)

Filters button

No filters selected

Format tab

Headings. **Headings** left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Show distribution for these characteristics** (No)

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Register Report

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Balance	Status	Post Date
1	Student Billing	Deposit	07/28/2000	Student Billing Deposit 1	\$166,650.00	\$0.00	\$166,650.00	Outstanding	07/28/2000
1	Accounts Receivable	Deposit	02/20/2002	Accounts Receivable Deposit 1	\$500.00	\$0.00	\$167,150.00	Outstanding	02/20/2002
1	Cash Receipts	Deposit	02/21/2002	Miscellaneous Cash Receipts Deposit 1	\$750.00	\$0.00	\$167,900.00	Outstanding	02/21/2002
1	Cash Management	Adjustment-Deposit	05/13/2003	reconciliation	\$406,202.59	\$0.00	\$574,102.59	Reconciled	05/14/2003
2	Student Billing	Deposit	09/28/2000	Student Billing Deposit 2	\$15,270.00	\$0.00	\$589,372.59	Outstanding	09/28/2000
2	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 2	\$353.00	\$0.00	\$589,725.59	Outstanding	01/30/2003
3	Student Billing	Deposit	10/28/2000	Student Billing Deposit 3	\$16,280.00	\$0.00	\$606,005.59	Outstanding	10/28/2000
3	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 3	\$185.00	\$0.00	\$606,190.59	Outstanding	05/07/2003
4	Student Billing	Deposit	03/31/2001	Student Billing Deposit 4	\$3,750.00	\$0.00	\$609,940.59	Outstanding	03/31/2001
4	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 4	\$50.00	\$0.00	\$609,990.59	Outstanding	05/05/2003
5	Student Billing	Deposit	03/31/2001	Student Billing Deposit 5	\$39,787.00	\$0.00	\$649,777.59	Outstanding	03/31/2001
5	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 5	\$200.00	\$0.00	\$649,977.59	Outstanding	07/06/2003
6	Student Billing	Deposit	04/30/2001	Student Billing Deposit 6	\$4,700.00	\$0.00	\$654,677.59	Outstanding	04/30/2001
6	Cash Receipts	Deposit	04/15/2003	Cash Receipts Deposit 6	\$222.00	\$0.00	\$654,899.59	Outstanding	04/15/2003
7	Student Billing	Deposit	07/25/2001	Student Billing Deposit 7	\$142,375.00	\$0.00	\$797,274.59	Outstanding	07/25/2001
7	Accounts Receivable	Deposit	04/16/2003	Accounts Receivable Deposit 7	\$0.00	\$0.00	\$797,274.59	Outstanding	04/16/2003
8	Student Billing	Deposit	12/31/2001	Student Billing Deposit 8	\$15,130.59	\$0.00	\$812,405.18	Outstanding	12/31/2001
Grand Totals:					\$812,405.18	\$0.00			

Summary by Transaction Type

Total Deposits:	\$406,202.59
Less Payments by Transaction Type:	
Total Payments:	\$0.00
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$406,202.59
Total Adjustments:	\$406,202.59
Total Change in Register Balance:	\$812,405.18

Bank Reconciliation Report

The Bank Reconciliation Report presents the “Adjusted Statement Balance”, or the ending statement balance plus deposits in transit less outstanding disbursements. In addition, this report lists all transactions included in the reconciliation process and all adjustments (such as fees, interest earned, voided checks) recorded in the register at the date of reconciliation. You can run the Bank Reconciliation Report from *Reports* and from *Banks*.

The Bank Reconciliation Report provides a way of trouble-shooting issues before you receive your bank statement. From this report, you can print the last completed reconciliation or a pre-reconciliation. With the pre-reconciliation report, you can print a computer balance of the current account without actually reconciling the account. This is similar to the transaction register you use to manually balance a personal checking account until your bank account statement arrives.

The Bank Reconciliation Report is made up of three parts: Reconciliation of Register to Statement, Outstanding Transaction Details, and Reconciliation of Cash Accounts to Statement. Each of the parts of this report appears on a separate page. The report sample below is the Reconciliation of Register to Statement section. A sample of the Reconciliation to Cash Account(s) to Statement section is provided on page 206. This report sample does not include transaction details.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Bank account: (SB & AR)

Print: (Last completed reconciliation)

Report orientation: (Landscape)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Detail. Print transaction details for reconciling the register to the statement (No)

Print transaction details for reconciling the cash account(s) to statement (No)

Sort. Sort by (Transaction Number), **Order by** (Ascending)

Page Footer. Page Footer is left with the default selections for this sample report.

Report Footer. Report Footer is left with the default selections for this sample report.

Miscellaneous. ***Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Reconciliation Report

Reconciliation of Register to Statement

Bank register cleared beginning balance 05/13/2003:		\$0.00
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$406,202.59
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$406,202.59
Bank register ending balance:		\$812,405.18
Subtract: Outstanding deposits:		\$406,202.59
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$406,202.59
Bank statement ending balance 05/13/2003:		\$406,202.59
Out of balance by:		\$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	\$406,202.59
All Cleared Payments:	0	\$0.00

Bank Reconciliation Report

This is a sample of the Reconciliation of Cash Account(s) to Statement section of the Bank Reconciliation Report. You can use this section to identify timing discrepancies and outstanding transactions in cash accounts affecting the cash balance, but not accounted for in the period reconciliation.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Bank account: (SB & AR)

Print: (Last completed reconciliation)

Report Orientation: (Landscape)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Print transaction details for reconciling the register to the statement:** (No)

Print transaction details for reconciling the cash account(s) to statement: (No)

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Reconciliation Report

Reconciliation of Cash Account(s) to Statement

Cash accounts tied to this Bank account:

01-1050-00		\$220,985.00
01-1040-00		\$404,164.59
Cash account(s) ending balance 05/13/2003:		\$625,149.59
Add: Cleared not yet posted deposits:		\$0.00
Add: Cleared not yet posted deposit adjustments:		\$406,202.59
Subtract: Cleared not yet posted payments:		\$0.00
Subtract: Cleared not yet posted payment adjustments:		\$0.00
Adjusted Cash account(s) balance:		\$1,031,352.18

Bank statement ending balance 05/13/2003:		\$406,202.59
Add: Outstanding posted deposits:		\$404,164.59
Add: Outstanding posted deposit adjustments:		\$0.00
Subtract: Outstanding posted payments:		\$0.00
Subtract: Outstanding posted payment adjustments:		\$0.00
Adjusted Bank statement balance:		\$810,367.18
Out of balance by:		(\$220,985.00)

Deposit and Receipt Reports

Cash Receipts Report

The Cash Receipts Report lists detailed cash receipts activity over a specified period of time. This report is the only report in *Cash Receipts* that shows individual receipts and payment detail.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include transactions with these dates: **Deposit date** (Specific Range), Start Date (01/01/2003), End date (03/31/2003); **Receipt date** (Include all dates); **Entered on date** (Include all dates)

Include deposit numbers from: (blank) to (blank)

Include receipt numbers from: (blank) to (blank)

Show miscellaneous payment details (Yes)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

Report Orientation: (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show distribution for these characteristics: Account ID, Class

Show transaction total (Yes)

Show receivables/balancing account distribution (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort. **Sort by** (Receipt Date), **Order by** (Ascending)

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Cash Receipts Report

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Credit Card		1	5	01/16/2003		AR	City Youth Program	\$200.00
Account ID		Class				Debit Amount	Credit Amount	
	01-1199-00		Unrestricted Net Assets				\$200.00	
	01-1040-00		Unrestricted Net Assets			\$200.00		
		<u>Destination</u>	<u>Description</u>			<u>Amount</u>		
		Accounts Receivable				\$200.00		
Cash		3	4	01/16/2003		AR	Mrs. Martha Masters	\$25.00
Account ID		Class				Debit Amount	Credit Amount	
	01-1199-00		Unrestricted Net Assets				\$15.00	
	01-1040-00		Unrestricted Net Assets			\$15.00		
	01-1199-00		Unrestricted Net Assets				\$10.00	
	01-1040-00		Unrestricted Net Assets			\$10.00		
		<u>Destination</u>	<u>Description</u>			<u>Amount</u>		
		Accounts Receivable				\$25.00		
Check		4	2	01/16/2003	Mail	AR	Department of Social Services	\$76.00
Account ID		Class				Debit Amount	Credit Amount	
	01-1040-00		Unrestricted Net Assets				\$34.00	
	01-1040-00		Unrestricted Net Assets			\$34.00		
	01-1199-00		Unrestricted Net Assets				\$10.00	
	01-1040-00		Unrestricted Net Assets			\$10.00		
	01-1199-00		Unrestricted Net Assets				\$32.00	
	01-1040-00		Unrestricted Net Assets			\$32.00		
		<u>Destination</u>	<u>Description</u>			<u>Amount</u>		
		Accounts Receivable				\$76.00		
Cash		5	3	01/16/2003	Mail	AR	Catholic Diocese	\$125.00
Account ID		Class				Debit Amount	Credit Amount	
	01-1040-00		Unrestricted Net Assets				\$125.00	
	01-1040-00		Unrestricted Net Assets			\$125.00		
		<u>Destination</u>	<u>Description</u>			<u>Amount</u>		
		Accounts Receivable				\$125.00		

Deposit List

The Deposit List displays summarized information about a selection of deposits, including the projected deposit total and the actual deposit total. This report can be used for a quick comparison to a bank account record or bank statement.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include deposits with these dates: **Deposit date** (Include all dates); **Entered on date** (Include all dates); **Post date** (Include all dates)

Only include deposits whose amounts are greater than [] (No)

Include deposit numbers from (blank) to (blank)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

Report Orientation: (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort by** (Deposit Number), **Order by** (Ascending)

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Deposit List

Deposit Number	Deposit ID	System	Deposit Date	Bank Account	Description	Date Entered	Entered by	Deposit Status	Projected Receipts	Projected Deposit Total	Receipt Count	Total Deposit
1		AR	02/20/2002		Walk for Life 2002	02/20/2002	Supervisor	Open	0	\$0.00	0	\$0.00
1		CR	02/21/2002		Miscellaneous Receipts	02/21/2002	Supervisor	Open	0	\$0.00	0	\$0.00
2		AR	01/16/2003	6200422	Medicare Deposits for Ja	01/16/2003	Supervisor	Open	0	\$1,000.00	3	\$201.00
3		AR	01/16/2003	6200422	Receivables/Receipts for J	01/16/2003	Supervisor	Open	2	\$575.00	3	\$185.00
4		AR	01/16/2003	6200422	Medicaid Deposits	01/16/2003	Supervisor	Open	0	\$95.00	1	\$25.00
5		AR	01/16/2003	6200422	Receivables for February 1	01/16/2003	Supervisor	Open	0	\$1,500.00	1	\$200.00
6		CR	04/15/2003	6200422		04/15/2003	Supervisor	Open	0	\$0.00	1	\$222.00
7		AR	04/16/2003	6200422	test	04/16/2003	Supervisor	Open	0	\$0.00	0	\$0.00
GRAND TOTALS:											9	\$833.00

Deposit Report

The Deposit Report includes information about a selection of deposits, including a summarized breakdown of payments types and banking information such as the account number and routing number. You can format this report to use as a deposit ticket. Contact your bank to find what information is required for deposit tickets.

You can also print deposit reports using the **Print deposit tickets** link in Deposit tasks. For more information about Deposit tasks, see the *Banks Guide*.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include deposits with these dates: **Deposit dates** (Include all dates); **Entered on date** (Include all dates); **Post date** (Include all dates);

Include deposit numbers from (2)to (3)

Include only deposits whose amounts are greater than [] (No)

Update the deposit printed on date when printing? (No), **Close deposit after printing?** (No)

Include deposits from **Accounts Receivable** (Yes), **Cash Receipts** (Yes)

Report Orientation: Landscape

Filters Tab

None

Format Tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show payment detail for these payment methods: Check, Cash, Credit Card, COD, Received EFT, Other

Separate page for each payment method (No)

Separate page for each deposit (No)

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Deposit Report

Deposit Number:	2	Deposit Date:	01/16/2003
<i>Entered by:</i>	Supervisor Community Services Inc.	<i>Bank information:</i>	First Union Bank
<i>Date entered:</i>	01/16/2003	<i>Account number:</i>	6200422
<i>Description:</i>	Medicare Deposits for January	<i>Routing Number:</i>	211371191
<i>Deposit status:</i>	Open	<i>Account Description:</i>	Student Billing & Accounts Receivable
<i>Number of receipts:</i>	3	<i>System:</i>	Accounts Receivable

<i>Cash:</i>	\$0.00	<i>Bills:</i>	\$0.00
		<i>Coins:</i>	\$0.00
<i>Checks:</i>	\$201.00	<i>Check Count:</i>	3
<i>Credit Card:</i>	\$0.00	<i>Credit Card Count:</i>	0
<i>COD:</i>	\$0.00	<i>COD Count:</i>	0
<i>EFT:</i>	\$0.00	<i>EFT Count:</i>	0
<i>Other:</i>	\$0.00	<i>Other Count:</i>	0
<i>Total Deposited:</i>	\$201.00		

Deposit Number:	3	Deposit Date:	01/16/2003
<i>Entered by:</i>	Supervisor Community Services Inc.	<i>Bank information:</i>	First Union Bank
<i>Date entered:</i>	01/16/2003	<i>Account number:</i>	6200422
<i>Description:</i>	Receivables/Receipts for January	<i>Routing Number:</i>	211371191
<i>Deposit status:</i>	Open	<i>Account Description:</i>	Student Billing & Accounts Receivable
<i>Number of receipts:</i>	3	<i>System:</i>	Accounts Receivable

<i>Cash:</i>	\$185.00	<i>Bills:</i>	\$185.00
		<i>Coins:</i>	\$0.00
<i>Checks:</i>	\$0.00	<i>Check Count:</i>	0
<i>Credit Card:</i>	\$0.00	<i>Credit Card Count:</i>	0
<i>COD:</i>	\$0.00	<i>COD Count:</i>	0
<i>EFT:</i>	\$0.00	<i>EFT Count:</i>	0
<i>Other:</i>	\$0.00	<i>Other Count:</i>	0
<i>Total Deposited:</i>	\$185.00		

Transaction Reports

Account Distribution Report

The Account Distribution Report lists debit and credit amounts for *General Ledger* accounts created by *Cash Receipts* transactions and their adjustments.

The detail report lists all transactions and associated debits and credits by account number. The summary report shows the total debits and credits associated with each account. Adjustment transactions and miscellaneous entries can also be included to further facilitate the reconciliation process.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Report format: (Detail)

Include transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

Include adjustment transactions (Yes)

Include miscellaneous entries (Yes)

Report orientation: (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show distribution for these characteristics: Project ID, Class

Show transaction total (Yes)

Sort/Break. **Sort by** (Account Number), **Order by** (Ascending)

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . Color Scheme is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Account Distribution Report

Transaction Date	CR Trans. Number	Transaction Type	GL Trans. Number	Payer	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
01-1040-00, Student Billing/AR Cash									
04/15/2003	6	Deposit	38-1		Deposit 6 - Summarized Cash	Posted	04/15/2003	\$222.00	\$0.00
<u>Project ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
<No Project>		Unrestricted Net Assets						\$222.00	
05/17/2003	8	Deposit			Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$50.00	\$0.00
<u>Project ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
<No Project>		Unrestricted Net Assets						\$25.00	
<No Project>		Unrestricted Net Assets						\$25.00	
<i>Totals for 01-1040-00, Student Billing/AR Cash:</i>								<u>\$272.00</u>	<u>\$0.00</u>
01-4050-04, Tuition Revenue-Students									
04/15/2003	2	Payment	38-2	test	test-6-2	Posted	04/15/2003	\$0.00	\$222.00
<u>Project ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
1001		Unrestricted Net Assets							\$222.00
05/17/2003	3	Payment		Entrance application	Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$0.00	\$25.00
<u>Project ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
1001		Unrestricted Net Assets							\$25.00
05/17/2003	4	Payment		entrance Application	Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$0.00	\$25.00
<u>Project ID</u>		<u>Class</u>						<u>Debit Amount</u>	<u>Credit Amount</u>
1001		Unrestricted Net Assets							\$25.00
<i>Totals for 01-4050-04, Tuition Revenue-Students</i>								<u>\$0.00</u>	<u>\$272.00</u>
Grand Totals:								\$272.00	\$272.00
<i>A total of 6 transaction(s) listed</i>									

Project Distribution Report

The Project Distribution Report lists debit and credit amounts for *General Ledger* projects created by *Cash Receipts* transactions and their adjustments. You can print Project Distribution Reports only if you have the optional module *Projects and Grants*.

The detail report lists all transactions and associated debits and credits by project. The summary report shows the total debits and credits associated with each project. Adjustment transactions and miscellaneous entries can also be included to further facilitate the reconciliation process.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Report format: (Detail)

Include these transactions with these dates: **Transaction date** (Include all dates), **Start date** (01/01/2003), **End date** (03/31/2003); **Post date** (Include all dates)

Include adjustment transactions (Yes)

Include miscellaneous entries (Yes)

Report orientation: (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. Headings is left with the default selections for this sample report

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show distribution for these characteristics: Account ID, Class
Show transaction total (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort by** (Project ID), **Order by** (Ascending)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Project Distribution Report

Transaction Date	CR Trans. Number	Transaction Type	GL Trans. Number	Payer	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1001, Annabelle Johnson Endowment									
04/15/2003	2	Payment	38-2	test	test-6-2	Posted	04/15/2003	\$0.00	\$222.00
<u>Account ID</u>		<u>Class</u>					<u>Debit Amount</u>	<u>Credit Amount</u>	
01-4050-04		Unrestricted Net Assets						\$222.00	
05/17/2003	3	Payment		Entrance application	Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$0.00	\$25.00
<u>Account ID</u>		<u>Class</u>					<u>Debit Amount</u>	<u>Credit Amount</u>	
01-4050-04		Unrestricted Net Assets						\$25.00	
05/17/2003	4	Payment		entrance Application	Unposted Cash Receipts Payment	Not yet posted	05/14/2003	\$0.00	\$25.00
<u>Account ID</u>		<u>Class</u>					<u>Debit Amount</u>	<u>Credit Amount</u>	
01-4050-04		Unrestricted Net Assets						\$25.00	
<i>Totals for 1001, Annabelle Johnson Endowment:</i>								<i>\$0.00</i>	<i>\$272.00</i>
Grand Totals:								\$0.00	\$272.00
<i>A total of 3 transaction(s) listed</i>									



Fixed Assets Reports

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Chapter 5

Action Reports

Action Listing

The Action Listing provides a list of details about actions you select. This report can be useful in tracking actions that have not yet occurred, for example, you can run the Action Listing at the beginning of the year to see what is scheduled for that year.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include actions with these dates: **In service date** (Include all dates), **Disposal date** (Include all dates), **Action date** (Include all dates)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include: **Incomplete actions** (Yes), **Complete actions** (No)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Action Listing
 Maintenance for 2002

<u>Action Date/Time</u>	<u>Action Type</u>	<u>Status</u>	<u>Priority</u>	<u>Completed?</u>	<u>Assigned to</u>	<u>Associated with</u>
06/30/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 4, 4 - Multimedia Equipm
06/13/2002 <i>Description:</i>	Maintenance	Not started	Low	No	jeff	Associated with: Asset No. 5, 5 - Slide Projector
03/08/2002 <i>Description:</i>	Maintenance	Completed	Normal	No	barton	Associated with: Asset No. 9, 9 - Video Camera
07/31/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 10, 10 - Miller House
12/02/2002 <i>Description:</i>	Visual Survey	Not started	Normal	No	barton	Associated with: Asset No. 12, 15 - Keene Building
01/15/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	kostas	Associated with: Asset No. 13, 16 - Asphalt Paving
05/14/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 15, 18 - 435 Clements Fer
09/29/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	ryan	Associated with: Asset No. 46, 64 - 3 Overhead Projec
10/09/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	kostas	Associated with: Asset No. 50, 75 - Video Camera
09/13/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 63, 40 - Slide Projector
01/31/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	barton	Associated with: Asset No. 74, 72 - Floor Covering

11 action(s) listed.

Action Summary Report

The Action Summary Report provides a count of assets with each action type. Because this report is a summary, asset names do not appear. The report provides a tally of action types associated with assets you select, making it a good report for action reminders. You can specify the time period for the report and break it down by asset name or action type.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include actions with these dates: In service date (Include all dates); Disposal date (Include all dates); Action date (Include all dates)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include: **Incomplete actions** (Yes), **Complete actions** (No)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Action Summary Report

Action Type	Count
Maintenance	6
Visual Survey	5
GRAND TOTAL: 2 action type(s) listed.	11

Actions by Association Report

The Actions by Association Report provides a list of details for actions you select.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include actions with these dates: **In service date** (Include all dates); **Disposal date** (Include all dates); **Post date** (Include all dates)

Include actions with these priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include: **Incomplete actions** (Yes), **Complete actions** (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Actions by Association Report

<u>Associated with</u>	<u>Action Date/Time</u>	<u>Action Type</u>	<u>Status</u>	<u>Priority</u>	<u>Completed?</u>	<u>Assigned to</u>
Asset No. 5, 5 - Slide Projector <i>Description:</i>	06/13/2002	Maintenance	Not started	Low	No	jeff
Asset No. 4, 4 - Multimedia Equipment <i>Description:</i>	06/30/2002	Maintenance	Not started	Normal	No	jeff
Asset No. 46, 64 - 3 Overhead Projectors <i>Description:</i>	09/29/2002	Maintenance	Not started	Normal	No	ryan
Asset No. 50, 75 - Video Camera <i>Description:</i>	10/09/2002	Maintenance	Not started	Normal	No	kostas
Asset No. 63, 40 - Slide Projector <i>Description:</i>	09/13/2002	Maintenance	Not started	Normal	No	jeff
Asset No. 9, 9 - Video Camera <i>Description:</i>	03/08/2002	Maintenance	Completed	Normal	No	barton
Asset No. 12, 15 - Keene Building <i>Description:</i>	12/02/2002	Visual Survey	Not started	Normal	No	barton
Asset No. 10, 10 - Miller House <i>Description:</i>	07/31/2002	Visual Survey	In progress	Normal	No	Lindsey
Asset No. 15, 18 - 435 Clements Ferry Road <i>Description:</i>	05/14/2002	Visual Survey	In progress	Normal	No	Lindsey
Asset No. 74, 72 - Floor Covering <i>Description:</i>	01/31/2002	Visual Survey	Completed	Normal	No	barton
Asset No. 13, 16 - Asphalt Paving <i>Description:</i>	01/15/2002	Visual Survey	Completed	Normal	No	kostas

11 action(s) listed.

Asset Reports

Acquisition Report

The Acquisition Report is a list of assets acquired on a date or within a date range you specify.

Report Parameter

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include assets with these dates: **Acquisition date** (Include all dates)

Exclude disposed of assets (No)

Report orientation: (Landscape)

Filters tab

Include: Selected Departments (Administration)

Include: Selected Depreciation Methods (Straight Line)

Format tab

Headings . Subtitle (May 2002)

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . Color Scheme is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Acquisition Report
 May 2002

Asset No. Asset ID	Description Class	Location Department	Depreciation Method Convention	Acquisition Date Date In Service	Acquisition Value	Depr. Basis
11	Fax 200E	Miller	Straight Line	09/01/1999	\$1,772.00	\$1,772.00
14	Office Equipment	Administration	Zero in first month	09/01/1999		
23	Software - Human Resources	Keene	Straight Line	11/08/1999	\$7,395.00	\$7,395.00
27	Computers and Software	Administration	Half-year	11/08/1999		
25	Notebook 5000 Computer	Keene	Straight Line	12/07/2000	\$2,036.00	\$2,036.00
34	Computers and Software	Administration	Mid-month	12/07/2000		
28	Notebook 5000 Computer	Clements Ferry	Straight Line	12/07/2000	\$2,036.00	\$2,036.00
37	Computers and Software	Administration	Mid-month	12/07/2000		
35	Minolta Copier	Rooker	Straight Line	10/31/2001	\$2,249.00	\$2,249.00
49	Office Equipment	Administration	Full-month	10/31/2001		
36	Printer - HP Deskjet	Rooker	Straight Line	12/31/2001	\$156.00	\$156.00
50	Information Systems	Administration	Half-year	12/31/2001		
39	Fax Machine	Rooker	Straight Line	01/31/2002	\$1,530.00	\$1,530.00
53	Office Equipment	Administration	Full-month	01/31/2002		
40	Desktop 4300S Computer	Rooker	Straight Line	02/13/2002	\$972.00	\$972.00
54	Computers and Software	Administration	Full-month	02/13/2002		
41	Software - Payroll	Keene	Straight Line	02/15/2002	\$2,719.00	\$2,719.00
55	Computers and Software	Administration	Mid-month	02/15/2002		
54	6 Desks	Clements Ferry	Straight Line	02/07/1994	\$408.00	\$408.00
11	Office Furniture Fixtures and Equipm	Administration	Full-month	02/07/1994		
57	15 Office Chairs	Clements Ferry	Straight Line	08/01/1997	\$1,705.00	\$1,705.00
23	Office Furniture Fixtures and Equipm	Administration	Zero in first month	08/01/1997		
59	Printer - HP Laserjet	Miller	Straight Line	04/23/2000	\$2,586.00	\$2,586.00
30	Office Furniture Fixtures and Equipm	Administration	Mid-month	04/23/2000		
65	Office Equipment	Butler	Straight Line	04/01/2001	\$2,625.00	\$2,625.00
43	Office Furniture Fixtures and Equipm	Administration	Full-month	04/01/2001		
70	Bookcase	Miller	Straight Line	09/30/2000	\$238.00	\$238.00
68	Office Furniture Fixtures and Equipm	Administration	Zero in first month	09/30/2000		
73	Fax Machine	Keene	Straight Line	10/05/2000	\$2,853.00	\$2,853.00
71	Office Furniture Fixtures and Equipm	Administration	Half-year	10/05/2000		
GRAND TOTALS:					\$31,280.00	\$31,280.00
15 asset(s) listed.						

Asset Listing

The Asset Listing provides a list of details about assets you select.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Calculate book value as of: (Today)

Include assets with these dates: **In service date** (Include all dates);
Disposal date (Include all dates)

Exclude disposed of assets (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected Classes (Computers and Software)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Asset Listing
 May 2002

Asset No. Asset ID	Description Class	Location Department	Depr. Basis In Service Date	Disposal Price Disposal Date	Accum. Depr. Last Depr. Date	Book Value
23	Software - Human Resources	Keene	\$7,395.00	\$0.00	\$2,218.50	\$5,176.50
27	Computers and Software	Administration	11/08/1999		12/31/2000	
24	Notebook 600 Computer	Miller	\$1,902.00	\$0.00	\$951.00	\$951.00
29	Computers and Software	Administration	04/01/2000		12/31/2000	
25	Notebook 5000 Computer	Keene	\$2,036.00	\$0.00	\$33.93	\$2,002.07
34	Computers and Software	Administration	12/07/2000		12/31/2000	
26	Notebook 5000 Computer	Miller	\$2,036.00	\$0.00	\$203.60	\$1,832.40
35	Computers and Software	Support Services	12/07/2000		12/31/2000	
27	Notebook 5000 Computer	Keene	\$2,036.00	\$0.00	\$305.40	\$1,730.60
36	Computers and Software	Support Services	12/07/2000		12/31/2000	
28	Notebook 5000 Computer	Clements Ferry	\$2,036.00	\$0.00	\$33.93	\$2,002.07
37	Computers and Software	Administration	12/07/2000		12/31/2000	
29	Notebook 5000 Computer	Miller	\$2,036.00	\$0.00	\$0.00	\$2,036.00
38	Computers and Software	Administration	12/07/2000		12/31/2000	
37	Server	Rooker	\$1,037.00	\$0.00	\$0.00	\$1,037.00
51	Computers and Software	Information Technology	01/30/2002			
38	Notebook 500 Computer	Rooker	\$1,421.00	\$0.00	\$0.00	\$1,421.00
52	Computers and Software	Support Services	01/31/2002			
40	Desktop 4300S Computer	Rooker	\$972.00	\$0.00	\$0.00	\$972.00
54	Computers and Software	Administration	02/13/2002			
41	Software - Payroll	Keene	\$2,719.00	\$0.00	\$0.00	\$2,719.00
55	Computers and Software	Administration	02/15/2002			

Asset Location Report

The Asset Location Report provides a list of assets and related information based on locations you select.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include assets with these dates: **Moved on date** (Include all dates); **In service date** (Include all dates); **Disposal dates** (Include all dates)

Exclude assets with a blank location (Yes)

Exclude disposed of assets (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected Assets (11 to 50)

Include: Selected Departments (Administration)

Format tab

Heading . Subtitle (May 2002)

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . Color Scheme is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Asset Location Report

May 2002

<u>Asset Number</u>	<u>Asset ID</u>	<u>Description</u>	<u>Department</u>	<u>Serial Number</u>	<u>Model Number</u>	<u>Previous Location</u>
Clements Ferry						
28	37	Notebook 5000 Computer	Administration			
<i>1 asset(s) listed; 9.09% of total assets listed.</i>						
Keene						
23	27	Software - Human Resources	Administration			
25	34	Notebook 5000 Computer	Administration			
41	55	Software - Payroll	Administration			
<i>3 asset(s) listed; 27.27% of total assets listed.</i>						
Miller						
11	14	Fax 200E	Administration			
24	29	Notebook 600 Computer	Administration			
29	38	Notebook 5000 Computer	Administration			
<i>3 asset(s) listed; 27.27% of total assets listed.</i>						
Rooker						
35	49	Minolta Copier	Administration			
36	50	Printer - HP Deskjet	Administration			
39	53	Fax Machine	Administration			
40	54	Desktop 4300S Computer	Administration			
<i>4 asset(s) listed; 36.36% of total assets listed.</i>						
11 asset(s) listed.						

Asset Move History

The Asset Move History provides a list of assets and the places to and from which they have been moved.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include assets with these dates: **Moved on date** (Include all dates); **In service date** (Include all dates); **Disposal date** (Include all dates)

Exclude assets with a blank location (Yes)

Exclude disposed of assets (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected To Locations (Clements Ferry, Garage, Keene)

Include: Selected Departments (Information Technology, Support services)

Format tab

Heading. Subtitle (May 2002)

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Asset Move History

May 2002

<u>Asset No. Asset ID</u>	<u>Description Department</u>	<u>Serial Number Model Number</u>	<u>Moved to Location</u>	<u>Moved from Location</u>	<u>Moved on</u>	<u>Moved by</u>	<u>Reason</u>
9 9	Video Camera Support Services		Clements Ferry	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
27 36	Notebook 5000 Computer Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
46 64	3 Overhead Projectors Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
47 65	Public Address System Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
51 77	Video Conference Equipment Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
53 79	Wireless Access Server Information Technology		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
55 12	6 Desks Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate
60 31	Printer - HP Laserjet Support Services		Keene	<Asset placed in service>	05/17/2002	Supervisor	Asset location change record automatically generate

8 asset(s) listed.

Asset Profile Report

The Asset Profile Report provides detailed information about your organization's assets. You can view information about asset depreciation, actions, media, asset locations, history of changes, asset attributes, and notes in the Asset Profile Report.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include these sections: **Depreciation information, Location, Attributes, Notes**

Exclude disposed assets (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected Classes (Buildings)

Format tab

Heading . Subtitle (Building Class)

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show Distribution for these characteristics: Account ID, Project ID, Class

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . Color Scheme is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Asset Profile Report
 Building Class

Asset 10 10 - Miller House

<i>Asset Number:</i>	10	<i>Acquisition Date:</i>	12/01/1997
<i>Asset ID:</i>	10	<i>Date in Service:</i>	12/01/1997
<i>Description:</i>	Miller House	<i>Acquisition Value:</i>	\$180,571.00
<i>Model Number:</i>		<i>Depreciation Basis:</i>	\$180,571.00
<i>Serial Number:</i>		<i>Disposal Method:</i>	
<i>Class:</i>	Buildings	<i>Disposal Date:</i>	
<i>Location:</i>		<i>Disposal Price:</i>	\$0.00
<i>Department:</i>			
<i>Vendor:</i>			

Depreciation Information

<i>Depreciation Method:</i>	MACRS	<i>Accumulated Depreciation:</i>	\$180,571.00
<i>Recovery Period:</i>	3.0 years	<i>Future Depreciation:</i>	\$0.00
<i>Convention:</i>	Half-year	<i>Book Value:</i>	\$0.00
<i>Last Depreciation Date:</i>	12/31/2000	<i>Last Depreciation Amount:</i>	\$180,571.00

Default Distribution Information

Account ID	Project ID	Class	Debit Percent	Credit Percent
01-5740-00	9999	Unrestricted Net Assets	100.00%	0.00%
01-1870-00	9999	Unrestricted Net Assets	0.00%	100.00%

Asset 12 15 - Keene Building

<i>Asset Number:</i>	12	<i>Acquisition Date:</i>	01/01/1990
<i>Asset ID:</i>	15	<i>Date in Service:</i>	01/01/1990
<i>Description:</i>	Keene Building	<i>Acquisition Value:</i>	\$23,989.00
<i>Model Number:</i>		<i>Depreciation Basis:</i>	\$23,989.00
<i>Serial Number:</i>		<i>Disposal Method:</i>	
<i>Class:</i>	Buildings	<i>Disposal Date:</i>	
<i>Location:</i>		<i>Disposal Price:</i>	\$0.00
<i>Department:</i>			
<i>Vendor:</i>			

Book Value Report

The Book Value Report provides acquisition value, depreciable basis, accumulated depreciation, and book value for assets you select.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Calculate book value as of: (Today)

Include assets these dates: **Asset in service date** (Include all dates)

Exclude disposed of assets (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected Locations (Garage)

Format tab

Heading . Subtitle (Assets in Garage)

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break . Sort/Break is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . Color Scheme is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Book Value Report
 Assets in Garage

<u>Asset No.</u> <u>Asset ID</u>	<u>Description</u> <u>Class</u>	<u>Location</u> <u>Department</u>	<u>Acquisition Value</u>	<u>Depr. Basis</u> <u>Date In Service</u>	<u>Accum. Depr.</u> <u>Last Depr. Date</u>	<u>Book Value</u>
20	Cargo Van	Garage	\$29,584.00	\$27,584.00	\$9,851.43	\$19,732.57
24	Light General Purpose Tr	Maintenance		12/15/1998	12/31/2000	
21	Cargo Van	Garage	\$29,584.00	\$29,584.00	\$21,063.81	\$8,520.19
25	Light General Purpose Tr	Maintenance		12/15/1998	12/31/2000	
22	Cargo Van	Garage	\$29,584.00	\$24,584.00	\$13,609.00	\$15,975.00
26	Light General Purpose Tr	Maintenance		12/15/1998	12/31/2000	
42	Cargo Van	Garage	\$18,000.00	\$16,000.00	\$0.00	\$18,000.00
56	Light General Purpose Tr			01/01/2002		
43	Cargo Van	Garage	\$18,000.00	\$16,000.00	\$0.00	\$18,000.00
57	Light General Purpose Tr			01/01/2002		
64	1999 Sedan - White	Garage	\$10,550.00	\$10,550.00	\$0.00	\$10,550.00
41	Automobiles Taxis			03/19/2001		
67	2001 Minivan - Green	Garage	\$18,247.00	\$18,247.00	\$0.00	\$18,247.00
48	Automobiles Taxis			08/07/2001		
71	2001 Sedan - White	Garage	\$16,650.00	\$15,650.00	\$1,565.00	\$15,085.00
69	Automobiles Taxis			07/06/2000	12/31/2000	
76	Red Landcruiser	Garage	\$6,600.00	\$6,600.00	\$0.00	\$6,600.00
				05/20/2002		

Mid-Quarter Convention Test Report

The Mid-Quarter Convention Test Report lists the total depreciable basis of assets acquired by quarter and indicates the percentage of the annual total each quarter represents. Assets appearing in the report must also be those that use the MACRS depreciation method and half-year convention. This report is a good test to check whether changing to mid-quarter convention from MACRS for depreciating assets is required.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Year: (2000)

Report orientation: (Landscape)

Format tab

Heading . Subtitle (For Assets on Record in 2000)

Criteria. **Criteria** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Mid-Quarter Convention Test Report
For Assets on Record in 2000

<u>Quarter</u>	<u>Total Acquisition Value</u>	<u>Percent of Annual Total</u>
First	\$20,302.00	81.46 %
Second	\$2,586.00	10.38 %
Fourth	\$2,036.00	8.17 %
GRAND TOTALS:	\$24,924.00	100.00 %

Fourth quarter acquisitions do not exceed 40% of annual total.
Mid-quarter convention is not required.

Transaction Reports

Account Distribution Report

The Account Distribution Report lists depreciation activity by *General Ledger* account number.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report Format: (Summary)

Include transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates);

Include transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

Include adjustment transactions (Yes)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Account Distribution Report

Account Number	Description	Debit Amount	Credit Amount
01-1000-00	Operating Cash Account	\$0.00	\$2,613,848.00
01-1800-00	Land & Improvements	\$2,222,424.00	\$0.00
01-1840-00	Vehicles	\$198,569.00	\$0.00
01-1850-00	Equipment & Furniture	\$142,941.00	\$451.00
01-1870-00	Accumulated Depreciation	\$48,714.39	\$1,366,251.48
01-5740-00	Depreciation Expense	\$1,367,816.48	\$0.00
01-8200-00	Disposal Loss-Default	\$85.61	\$0.00

GRAND TOTALS

Asset Account Totals:	\$2,612,648.39	\$3,980,550.48
Liability Account Totals:	\$0.00	\$0.00
Net Asset Account Totals:	\$0.00	\$0.00
Revenue Account Totals:	\$0.00	\$0.00
Expense Account Totals:	\$1,367,816.48	\$0.00
Gift Account Totals:	\$0.00	\$0.00
Transfer Account Totals:	\$0.00	\$0.00
Gain Account Totals:	\$0.00	\$0.00
Loss Account Totals:	\$85.61	\$0.00

Total of 7 accounts listed

Asset Transaction Report

The Asset Transaction Report lists all depreciation transactions for selected assets.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

Report orientation: (Landscape)

Filters tab

Include: Selected Range of Assets (70 to 76)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break . **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Asset Transaction Report

<u>Tran. Number</u>	<u>Tran. Date</u>	<u>Transaction Type</u>	<u>Comments</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Amount</u>
70						
70	09/30/2000	Asset acquisition		Do not post		\$238.00
119	12/31/2000	Accumulated		Do not post		\$14.88
					<i>Totals for 70:</i>	<u>\$252.88</u>
71						
71	07/06/2000	Asset acquisition		Do not post		\$16,650.00
120	12/31/2000	Accumulated		Do not post		\$1,565.00
					<i>Totals for 71:</i>	<u>\$18,215.00</u>
72						
72	03/13/2002	Asset acquisition		Do not post		\$1,996.00
					<i>Totals for 72:</i>	<u>\$1,996.00</u>
73						
73	10/05/2000	Asset acquisition		Do not post		\$2,853.00
121	12/31/2000	Accumulated		Do not post		\$142.65
					<i>Totals for 73:</i>	<u>\$2,995.65</u>
74						
74	07/31/1998	Asset acquisition		Do not post		\$4,000.00
122	12/31/2000	Accumulated		Do not post		\$2,000.00
					<i>Totals for 74:</i>	<u>\$6,000.00</u>
75						
75	01/01/2000	Asset acquisition		Do not post		\$20,302.00
123	12/31/2000	Accumulated		Do not post		\$6,767.33
					<i>Totals for 75:</i>	<u>\$27,069.33</u>
76						
124	05/20/2002	Asset acquisition		Do not post		\$6,600.00
					<i>Totals for 76:</i>	<u>\$6,600.00</u>
					GRAND TOTAL:	\$63,128.86
					12 transaction(s) listed.	

Depreciation Summary Report

The Depreciation Summary Report lists depreciation summarized by asset class, location, department, or depreciation method.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Summarize depreciation as of: (Today)

Include depreciation transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include depreciation transactions with these dates: **Transaction date** (Include all dates)

Summarize report by: (Class)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Depreciation Summary Report

<u>Class</u>	<u>No. of Assets</u>	<u>Acquisition Value</u>	<u>Disposal Price</u>	<u>Depr. Basis</u>	<u>Total Depr.</u>	<u>Book Value</u>
	1	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$6,600.00
Automobiles Taxis	4	\$67,217.00	\$0.00	\$66,217.00	\$1,565.00	\$65,652.00
Buildings	12	\$2,150,424.00	\$0.00	\$2,150,424.00	\$1,265,318.13	\$885,105.87
Computers and Software	11	\$25,626.00	\$0.00	\$25,626.00	\$3,746.36	\$21,879.64
Information Systems	12	\$102,042.00	\$0.00	\$102,042.00	\$29,005.01	\$73,036.99
Light General Purpose Trucks	5	\$124,752.00	\$0.00	\$113,752.00	\$49,333.04	\$75,418.96
Non-residential Real Property	3	\$72,000.00	\$0.00	\$72,000.00	\$0.00	\$72,000.00
Office Equipment	12	\$15,273.00	\$0.00	\$15,273.00	\$4,499.76	\$10,773.24
Office Furniture Fixtures and Equipment	16	\$48,349.00	\$0.00	\$48,349.00	\$11,436.19	\$36,912.81
GRAND TOTALS: 8 class(es) listed.	76	\$2,612,283.00	\$0.00	\$2,600,283.00	\$1,364,903.49	\$1,247,379.51

Disposal Gain/Loss Report

The Disposal Gain/Loss Report lists all assets disposed of in a specified date range. You can use this report to verify disposal transactions posted accurately to *General Ledger*.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Calculate gain/loss as of: (<Specific date>), **Date:** (5/31/02)

Include assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Report orientation: (Landscape)

Filters tab

No filters selected

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Disposal Gain/Loss Report

Asset No. Asset ID	Description Class	Location Department	Acq. Value In Service Date	Disposal Price Disposal Date	Accum. Depr. Last Depr. Date	Gain/Loss
5	Slide Projector	Miller	\$451.00	\$0.00	\$365.39	\$0.00
5	Office Equipment	Support Services	05/01/1998	05/31/2002	05/31/2002	
GRAND TOTALS:			\$451.00	\$0.00	\$365.39	\$0.00
1 asset(s) listed.						

Form 4562 Depreciation Summary Report

The Form 4562 Depreciation Summary Report provides summary depreciation information to help prepare IRS Form 4562 - Depreciation and Amortization.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Year: (2002)

Report orientation: (Landscape)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Form 4562 Depreciation Summary Report

<u>Classification of Property</u>	<u>Depr. Basis</u>	<u>Recovery Period</u>	<u>Convention</u>	<u>Method</u>	<u>Depreciation Deduction</u>
				<i>GDS and ADS deduction for Assets placed in service prior to this year =</i>	\$318.70
				<i>ACRS and /or other depreciation =</i>	\$14,284.40
				GRAND TOTAL:	\$14,603.10
				67 Transaction(s) listed.	

Project Distribution Report

The Project Distribution Report lists depreciation activity by *General Ledger* project.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report Format: (Detail)

Include transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include transactions with these dates: **Transaction date** (Include all dates); **Post date:** Include all dates

Include adjustment transactions (No)

Report orientation: (Landscape)

Filters tab

Include: Selected Projects (9999)

Include: Selected Assets (1 to 5)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Project Distribution Report

Transaction Date	FA Trans. Number	Transaction Type	GL Trans. Number	Asset Number	Asset Description	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
9999, None										
01/31/2001	126	Period depreciation	35-003	5	Slide Projector	Fixed Assets	Not yet posted	01/31/2001	\$7.79	\$0.00
01/31/2001	126	Period depreciation	35-004	5	Slide Projector	Fixed Assets	Not yet posted	01/31/2001	\$0.00	\$7.79
02/28/2001	127	Period depreciation	35-005	5	Slide Projector	Fixed Assets	Not yet posted	02/28/2001	\$7.79	\$0.00
02/28/2001	127	Period depreciation	35-006	5	Slide Projector	Fixed Assets	Not yet posted	02/28/2001	\$0.00	\$7.79
03/31/2001	128	Period depreciation	35-007	5	Slide Projector	Fixed Assets	Not yet posted	03/31/2001	\$7.79	\$0.00
03/31/2001	128	Period depreciation	35-008	5	Slide Projector	Fixed Assets	Not yet posted	03/31/2001	\$0.00	\$7.79
04/30/2001	129	Period depreciation	35-009	5	Slide Projector	Fixed Assets	Not yet posted	04/30/2001	\$7.79	\$0.00
04/30/2001	129	Period depreciation	35-010	5	Slide Projector	Fixed Assets	Not yet posted	04/30/2001	\$0.00	\$7.79
05/31/2001	130	Period depreciation	35-011	5	Slide Projector	Fixed Assets	Not yet posted	05/31/2001	\$7.79	\$0.00
05/31/2001	130	Period depreciation	35-012	5	Slide Projector	Fixed Assets	Not yet posted	05/31/2001	\$0.00	\$7.79
06/30/2001	131	Period depreciation	35-013	5	Slide Projector	Fixed Assets	Not yet posted	06/30/2001	\$7.79	\$0.00
06/30/2001	131	Period depreciation	35-014	5	Slide Projector	Fixed Assets	Not yet posted	06/30/2001	\$0.00	\$7.79
07/31/2001	132	Period depreciation	35-015	5	Slide Projector	Fixed Assets	Not yet posted	07/31/2001	\$7.79	\$0.00
07/31/2001	132	Period depreciation	35-016	5	Slide Projector	Fixed Assets	Not yet posted	07/31/2001	\$0.00	\$7.79
08/31/2001	133	Period depreciation	35-017	5	Slide Projector	Fixed Assets	Not yet posted	08/31/2001	\$7.79	\$0.00
08/31/2001	133	Period depreciation	35-018	5	Slide Projector	Fixed Assets	Not yet posted	08/31/2001	\$0.00	\$7.79
09/30/2001	134	Period depreciation	35-019	5	Slide Projector	Fixed Assets	Not yet posted	09/30/2001	\$7.79	\$0.00
09/30/2001	134	Period depreciation	35-020	5	Slide Projector	Fixed Assets	Not yet posted	09/30/2001	\$0.00	\$7.79
10/31/2001	135	Period depreciation	35-021	5	Slide Projector	Fixed Assets	Not yet posted	10/31/2001	\$7.79	\$0.00
10/31/2001	135	Period depreciation	35-022	5	Slide Projector	Fixed Assets	Not yet posted	10/31/2001	\$0.00	\$7.79
11/30/2001	136	Period depreciation	35-023	5	Slide Projector	Fixed Assets	Not yet posted	11/30/2001	\$7.79	\$0.00
11/30/2001	136	Period depreciation	35-024	5	Slide Projector	Fixed Assets	Not yet posted	11/30/2001	\$0.00	\$7.79
12/31/2001	137	Period depreciation	35-025	5	Slide Projector	Fixed Assets	Not yet posted	12/31/2001	\$7.73	\$0.00
12/31/2001	137	Period depreciation	35-026	5	Slide Projector	Fixed Assets	Not yet posted	12/31/2001	\$0.00	\$7.73
01/31/2002	138	Period depreciation	35-027	5	Slide Projector	Fixed Assets	Not yet posted	01/31/2002	\$7.79	\$0.00
01/31/2002	138	Period depreciation	35-028	5	Slide Projector	Fixed Assets	Not yet posted	01/31/2002	\$0.00	\$7.79
02/28/2002	139	Period depreciation	35-029	5	Slide Projector	Fixed Assets	Not yet posted	02/28/2002	\$7.79	\$0.00
02/28/2002	139	Period depreciation	35-030	5	Slide Projector	Fixed Assets	Not yet posted	02/28/2002	\$0.00	\$7.79
03/31/2002	140	Period depreciation	35-031	5	Slide Projector	Fixed Assets	Not yet posted	03/31/2002	\$7.79	\$0.00
03/31/2002	140	Period depreciation	35-032	5	Slide Projector	Fixed Assets	Not yet posted	03/31/2002	\$0.00	\$7.79
04/30/2002	141	Period depreciation	35-033	5	Slide Projector	Fixed Assets	Not yet posted	04/30/2002	\$7.79	\$0.00
04/30/2002	141	Period depreciation	35-034	5	Slide Projector	Fixed Assets	Not yet posted	04/30/2002	\$0.00	\$7.79
05/31/2002	142	Period depreciation	35-035	5	Slide Projector	Fixed Assets	Not yet posted	05/31/2002	\$7.79	\$0.00
05/31/2002	142	Period depreciation	35-036	5	Slide Projector	Fixed Assets	Not yet posted	05/31/2002	\$0.00	\$7.79
05/31/2002	361	Asset disposal	35-471	5	Slide Projector	Fixed Assets	Not yet posted	06/01/2002	\$365.39	\$0.00
12/31/2000	76	Accumulated depreciation		5	Slide Projector		Do not post		\$233.02	\$233.02
<i>Totals for 9999, None:</i>									\$730.78	\$365.39

Projected Depreciation Report

The Projected Depreciation Report projects future depreciation for selected assets.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report Format: (Detail)

Include transactions for assets with these dates: **Asset in service date**
(Include all dates)

End of the first year: (5/30/2002)

Project depreciation for [] years (2)

Exclude disposed of assets (Yes)

Report orientation: (Landscape)

Filters tab

Include: Selected Assets (1 to 30)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Projected Depreciation Report

Asset No.	Asset ID	Description	Depr. Basis	Prior Depr.	Year 1	Year 2
Depreciation projected to 12/30/1899						
1	1	LAND 1999 Amanda Drive	\$24,000.00	\$0.00	\$0.00	\$0.00
2	2	LAND 1997 Amanda Drive	\$24,000.00	\$0.00	\$0.00	\$0.00
3	3	LAND 1995 Amanda Drive	\$24,000.00	\$0.00	\$0.00	\$0.00
4	4	Multimedia Equipment	\$1,310.00	\$938.83	\$262.00	\$109.17
6	6	Phone & Computer lines	\$1,831.00	\$0.00	\$0.00	\$0.00
7	7	Phone & Computer lines	\$1,831.00	\$0.00	\$133.53	\$38.13
8	8	Phone & Computer lines	\$1,831.00	\$0.00	\$133.53	\$38.13
9	9	Video Camera	\$1,488.00	\$0.00	\$103.93	\$0.00
10	10	Miller House	\$180,571.00	\$0.00	\$0.00	\$0.00
11	14	Fax 200E	\$1,772.00	\$0.00	\$211.42	\$362.47
12	15	Keene Building	\$23,989.00	\$0.00	\$446.18	\$764.88
13	16	Asphalt Paving	\$1,076.00	\$0.00	\$59.91	\$102.71
14	17	Heating System	\$3,220.00	\$0.00	\$176.06	\$201.27
15	18	435 Clements Ferry Road	\$126,159.00	\$0.00	\$3,090.88	\$5,298.68
16	19	2304 Seven Farms Drive	\$779,251.00	\$0.00	\$0.00	\$0.00
17	20	2302 Seven Farms Drive	\$870,322.00	\$0.00	\$13,017.65	\$22,315.95
18	21	Fence - 435 Clements Ferry Road	\$5,410.00	\$0.00	\$322.01	\$552.06
19	22	Phone System	\$3,838.00	\$0.00	\$459.56	\$787.81
20	24	Cargo Van	\$27,584.00	\$0.00	\$2,103.88	\$3,606.63
21	25	Cargo Van	\$29,584.00	\$3,408.08	\$3,408.07	\$1,704.04
22	26	Cargo Van	\$24,584.00	\$3,395.43	\$2,640.89	\$1,886.35
23	27	Software - Human Resources	\$7,395.00	\$1,350.40	\$1,350.40	\$1,350.40
24	29	Notebook 600 Computer	\$1,902.00	\$475.50	\$285.30	\$190.20
25	34	Notebook 5000 Computer	\$2,036.00	\$400.41	\$400.41	\$400.41
26	35	Notebook 5000 Computer	\$2,036.00	\$407.20	\$407.20	\$407.20
27	36	Notebook 5000 Computer	\$2,036.00	\$427.56	\$299.29	\$279.34
28	37	Notebook 5000 Computer	\$2,036.00	\$400.41	\$400.41	\$400.41
29	38	Notebook 5000 Computer	\$2,036.00	\$0.00	\$0.00	\$0.00
30	39	Butler Building	\$86,930.00	\$2,656.19	\$2,897.67	\$2,897.67
Totals projected to 12/30/1899:			\$2,264,058.00	\$13,860.01	\$32,610.18	\$43,693.91

29 asset(s) listed.

Year-to-Date Depreciation Report

The Year-to-Date Depreciation Report lists depreciable basis, prior years' depreciation, and year-to-date depreciation expense for selected assets.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Calculate year-to-date depreciation as of: (Today)

Include depreciation transactions for assets with these dates: **Asset in service date** (Include all dates); **Asset disposal date** (Include all dates)

Include depreciation transactions with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

Report orientation: (Landscape)

Filters tab

Include: Selected Assets (1 to 20)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme . **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Year to Date Depreciation Report

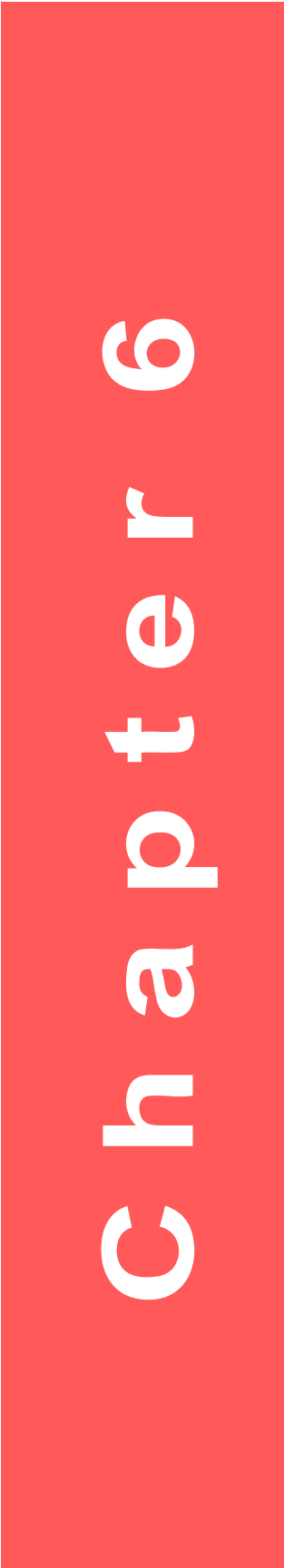
Asset No. Asset ID	Description Class	Location Department	Depr. Basis	Prior Depreciation	YTD Depreciation
1	LAND 1999 Amanda Drive		\$24,000.00	\$0.00	\$0.00
1	Non-residential Real Property				
2	LAND 1997 Amanda Drive		\$24,000.00	\$0.00	\$0.00
2	Non-residential Real Property				
3	LAND 1995 Amanda Drive		\$24,000.00	\$0.00	\$0.00
3	Non-residential Real Property				
4	Multimedia Equipment		\$1,310.00	\$0.00	\$0.00
4	Office Equipment				
5	Slide Projector	Miller	\$451.00	\$326.44	\$31.16
5	Office Equipment	Support Services			
6	Phone & Computer lines	Keene	\$1,831.00	\$1,792.85	\$38.15
6	Information Systems				
7	Phone & Computer lines	Clements Ferry	\$1,831.00	\$1,563.99	\$76.28
7	Information Systems				
8	Phone & Computer lines	Keene	\$1,831.00	\$1,563.99	\$76.28
8	Information Systems				
9	Video Camera	Clements Ferry	\$1,488.00	\$1,254.17	\$103.92
9	Office Equipment	Support Services			
10	Miller House		\$180,571.00	\$180,571.00	\$0.00
10	Buildings				
11	Fax 200E	Miller	\$1,772.00	\$805.45	\$120.80
14	Office Equipment	Administration			
12	Keene Building		\$23,989.00	\$9,110.27	\$254.96
15	Buildings				
13	Asphalt Paving	Clements Ferry	\$1,076.00	\$802.11	\$34.24
16	Buildings				
14	Heating System	Keene	\$3,220.00	\$2,716.87	\$100.64
17	Buildings	Maintenance			
15	435 Clements Ferry Road		\$126,159.00	\$110,010.66	\$1,766.24
18	Buildings				
16	2304 Seven Farms Drive		\$779,251.00	\$779,251.00	\$0.00
19	Buildings				
17	2302 Seven Farms Drive		\$870,322.00	\$167,369.62	\$7,438.64
20	Buildings				
18	Fence - 435 Clements Ferry Road	Clements Ferry	\$5,410.00	\$3,707.88	\$184.00
21	Buildings	Maintenance			
19	Phone System	Miller	\$3,838.00	\$2,131.09	\$262.60
22	Information Systems				
20	Cargo Van	Garage	\$27,584.00	\$13,458.03	\$1,202.20
24	Light General Purpose Trucks	Maintenance			
GRAND TOTALS:			\$2,103,934.00	\$1,276,435.42	\$11,690.11
20 asset(s) listed.					



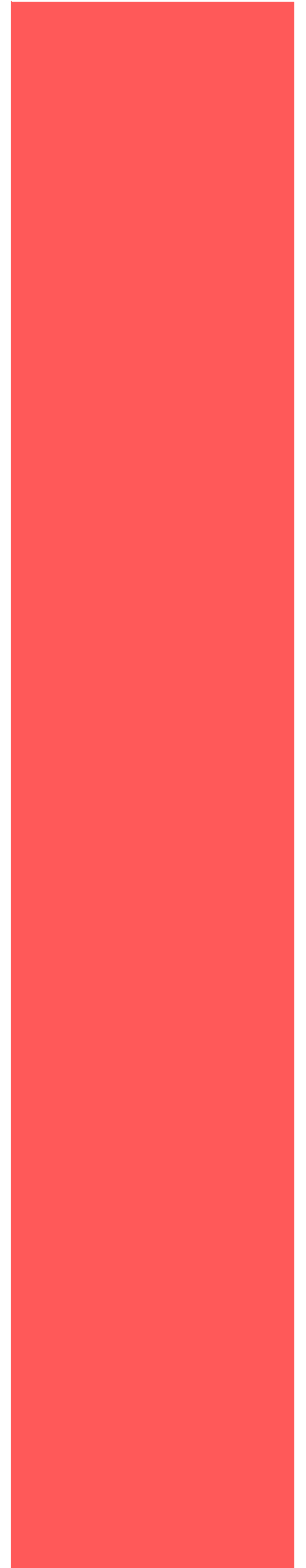
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Action Reports

Action Listing

The Action Listing report provides a list of details about actions you select. This report is useful for tracking upcoming actions. For example, you can run the Action Listing at the beginning of the month to see what actions are scheduled for that month.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include actions with these dates: **Action date** (<Specific range>), **Start date:** (07/01/2005), **End date:** (12/31/2005)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include: **Incomplete actions** (Yes), **Complete actions** (No)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. Heading format: **Title:** (Action Listing by Date), **Subtitle:** (Second Half of Year).

Criteria. Print these criteria on (No).

Sort/Break. Sort by (Action Date), **Order by** (Ascending), **Break?** (Yes), **Break Footer for Action Date: Print count per Action Date** (Yes).

Page Footer. Page Footer uses the default selections for this sample report.

Report Footer. Report Footer uses the default selections for this sample report.

Miscellaneous. Miscellaneous uses the default selections for this sample report.

Color Scheme. Apply a Color Scheme (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Action Listing
 Maintenance for 2002

<u>Action Date/Time</u>	<u>Action Type</u>	<u>Status</u>	<u>Priority</u>	<u>Completed?</u>	<u>Assigned to</u>	<u>Associated with</u>
06/30/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 4, 4 - Multimedia Equipm
06/13/2002 <i>Description:</i>	Maintenance	Not started	Low	No	jeff	Associated with: Asset No. 5, 5 - Slide Projector
03/08/2002 <i>Description:</i>	Maintenance	Completed	Normal	No	barton	Associated with: Asset No. 9, 9 - Video Camera
07/31/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 10, 10 - Miller House
12/02/2002 <i>Description:</i>	Visual Survey	Not started	Normal	No	barton	Associated with: Asset No. 12, 15 - Keene Building
01/15/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	kostas	Associated with: Asset No. 13, 16 - Asphalt Paving
05/14/2002 <i>Description:</i>	Visual Survey	In progress	Normal	No	Lindsey	Associated with: Asset No. 15, 18 - 435 Clements Fer
09/29/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	ryan	Associated with: Asset No. 46, 64 - 3 Overhead Projec
10/09/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	kostas	Associated with: Asset No. 50, 75 - Video Camera
09/13/2002 <i>Description:</i>	Maintenance	Not started	Normal	No	jeff	Associated with: Asset No. 63, 40 - Slide Projector
01/31/2002 <i>Description:</i>	Visual Survey	Completed	Normal	No	barton	Associated with: Asset No. 74, 72 - Floor Covering

11 action(s) listed.

Action Summary Report

The Action Summary Report provides a count of actions by action type, action status, or the user assigned to the action. Because this report is a summary, student, individual, and organization names do not appear.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include actions with these dates: Action date (Include all dates)

Include actions with these action priorities: High (Yes), Normal (Yes), Low (Yes)

Include: Incomplete actions (Yes), Complete actions (Yes)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. Headings uses the default selections for this sample report.

Criteria. Criteria uses the default selections for this sample report.

Detail. Summarize report by (Action Type)

Page Footer. Page Footer uses the default selections for this sample report.

Report Footer. Report Footer uses the default selections for this sample report.

Miscellaneous. Miscellaneous uses the default selections for this sample report.

Color Scheme. Apply a Color Scheme (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Action Summary Report

<u>Action Type</u>	<u>Count</u>
Follow up call	2
GRAND TOTAL: 1 action type(s) listed.	2

Actions by Association Report

The Actions by Association Report lists action details by student, individual, or organization association.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include actions with these dates: **Action date** (<Specific range>), **Start date** (04/01/2006), **End date** (04/30/2006)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include: **Incomplete actions** (Yes), **Complete actions** (No)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

Filters column: **Action Types**, **Selected Filters** column: (Mailing)

Filters column: **Action Statuses**, **Selected Filters** column: (Pending, Postponed)

Format Tab

Headings. Heading Format: **Title:** (Actions by Association Report), **Subtitle** (Pending & Postponed Mailings)

Criteria. Print these criteria on (No).

Sort/Break. Sort/Break uses the default selections for this sample report.

Page Footer. Page Footer uses the default selections for this sample report.

Report Footer. Report Footer uses the default selections for this sample report.

Miscellaneous. Miscellaneous uses the default selections for this sample report.

Color Scheme. Apply a Color Scheme (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Actions by Association Report Pending & Postponed Mailings

Associated With	Action Date/Time	Action Type	Status	Priority	Completed?	Assigned To
Mailing						
Cary Alice Kelly, STU018 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Kirk Edwards, 0018 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Lisa Haynes, 0019 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Emily Petersen, 0021 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Joseph Taft, 0160 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Nathan Shaw, 0161 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Noel Martin, 0162 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Ellen Whitney, 0163 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Gina Silverman, 0164 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor
Amy Tuite, 0321 <i>Description: Mailing to 10th graders about activity fee changes for next year</i>	04/10/2006	Mailing	Pending	Normal	No	Supervisor

10 action(s) listed.

Analysis Reports

Aged Accounts Receivable Report

The Aged Accounts Receivable Report provides a list of charge balances distributed to aging periods. This report is useful for determining past due and current balances of payers and recipients. For example, you can run the Aged Accounts Receivable Report to quickly see past due balances of your school's student, individual, and organization accounts.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Calculate aging as of (Today)

Include transactions with these dates: **Transaction date** (Include all dates); **Due date** (Include all dates); **Post date** (Include all dates)

Only include records with a balance greater than [] in aging period [] (No)

Reduce balances by unused payments/credits beginning with (The oldest period)

Include these aging periods: **0-30 Days** (Yes), **31-60 Days** (Yes), **61-90 Days** (Yes), **Over 90 Days** (Yes)

Create an output query of (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Address Tab

Include contact information for addresses (Yes)

Validate addresses as of (Today)

Consider seasonal addresses (Yes)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. Print these criteria on (No)

Detail. Report by (Payer activity) and (Do not show) **recipient details; Show transaction detail** (No); **Include summary by product and billing item** (No)

GL Sort/Break. **GL Sort/Break** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

Name Formats. **Name Formats** uses the default selections for this sample report.

Transaction Sort/Break. **Transaction Sort/Break** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Aged Accounts Receivable Report

Aging Balance For	Record ID	Address	Last Paid	0-30 Days	31-60 Days	61-90 Days	Over 90 Days	Balance
Drew Ash Abernethy				\$7,850.00	\$0.00	\$0.00	\$0.00	\$7,850.00
Hunter Adams				\$12,100.00	\$0.00	\$0.00	\$0.00	\$12,100.00
Mr. Alex Edward Andrews								
Jennifer Lynn Andrews				\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Michael Richard Andrews				\$1,803.80	\$0.00	\$0.00	\$0.00	\$1,803.80
Samantha Rae Andrews				\$1,135.00	\$0.00	\$0.00	\$0.00	\$1,135.00
Terry L Appleby				\$15,100.00	\$0.00	\$0.00	\$0.00	\$15,100.00
Ellis Armstrong				\$7,850.00	\$0.00	\$0.00	\$0.00	\$7,850.00
Greg Stuart Atreya				\$7,600.00	\$0.00	\$0.00	\$0.00	\$7,600.00
Jennifer Bailey				\$15,100.00	\$0.00	\$0.00	\$0.00	\$15,100.00
Bruce Baldwin				\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Donald Baldwin				\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Gregory Baldwin								
Sharon Baldwin								
Jane Beisel								
Thomas Beisel								
Monique Karin Brede								
Thomas Condon				\$0.00	\$0.00	\$0.00	\$8,916.00	\$8,916.00
Dr. Raymond R Davis								
Jason Dugas								
Kathleen E. Dugas				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Kevin Dugas				\$0.00	\$0.00	\$0.00	\$5,666.00	\$5,666.00
Mrs. Alice Haynes								
Jeffrey LaMonica				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Susan LaMonica				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
David Lester				\$0.00	\$0.00	\$0.00	\$14,696.45	\$14,696.45
Shannon McCoy								
James Middleton								
Mr. Norwood R Rentz, Sr.								
Adrienne Tuite				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amy Tuite				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals:				\$70,438.80	\$0.00	\$0.00	\$29,278.45	\$99,717.25

Open Item Report

The Open Item Report lists charges that have not been completely paid and the amount remaining to be paid as of a selected date. This report is useful for reconciling to the general ledger.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Show charges open as of (Today)

Base charge open date on (Transaction date)

Include charges with these dates: **Transaction Date** (Include all dates);
Post date (Include all dates)

Include unapplied payments and credits in (No)

Create an output query of (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. Heading Format: **Title** (Open Item Report), **Subtitle** (Grades 7 three 12)

Criteria. Print these criteria on (No)

Detail. Include record open item information (Yes); **Report by** (Payer) and (Do not show) **recipient details; Include summary by product and billing item** (No)

GL Sort/Break. GL Sort/Break uses the default selections for this sample report.

Page Footer. Page Footer uses the default selections for this sample report.

Report Footer. Report Footer uses the default selections for this sample report.

Miscellaneous. Miscellaneous uses the default selections for this sample report.

Color Scheme. Apply a Color Scheme (Yes)

Name Formats. Name Formats uses the default selections for this sample report.

Transaction Sort/Break. Transaction Sort/Break uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Open Item Report
 Grades 7 thru 12

Transactions for	Current Grade	Transaction Record Type	Transaction Date	Transaction Due Date	Transaction Type	Transaction ID	Transaction Item	Charge Amount	Payments	Credits	Balance	% Unpaid
Thomas Condon												
	07	Student	07/01/2001	07/30/2001	CH	118	TUITION SEMI	\$8,874.00	\$5,865.73	\$0.00	\$3,008.27	33.90 %
	07	Student	01/01/2002	01/30/2002	CH	119	TUITION SEMI	\$5,916.00	\$0.00	\$0.00	\$5,916.00	100.00 %
	07	Student	10/01/2001	10/31/2001	CH	159	FINANCE CHG	\$128.23	\$0.00	\$0.00	\$128.23	100.00 %
	07	Student	10/01/2001	10/31/2001	CH	191	TRP	\$363.50	\$0.00	\$0.00	\$363.50	100.00 %
Grand Totals for Thomas Condon:								<i>\$15,281.73</i>	<i>\$5,865.73</i>	<i>\$0.00</i>	<i>\$9,416.00</i>	<i>61.62 %</i>
Adrienne Tuite												
	11	Student	07/01/2001	07/30/2001	CH	117	TUITION ANNU	\$14,280.00	\$285.75	\$0.00	\$13,994.25	98.00 %
	11	Student	10/01/2001	10/31/2001	CH	158	FINANCE CHG	\$5.00	\$0.00	\$0.00	\$5.00	100.00 %
	11	Student	10/01/2001	10/31/2001	CH	190	TRP	\$350.75	\$0.00	\$0.00	\$350.75	100.00 %
Grand Totals for Adrienne Tuite:								<i>\$14,635.75</i>	<i>\$285.75</i>	<i>\$0.00</i>	<i>\$14,350.00</i>	<i>98.05 %</i>
Amy Tuite												
	10	Student	07/01/2001	07/30/2001	CH	116	TUITION ANNU	\$14,280.00	\$630.75	\$0.00	\$13,649.25	95.58 %
	10	Student	10/01/2001	10/31/2001	CH	189	TRP	\$350.75	\$0.00	\$0.00	\$350.75	100.00 %
Grand Totals for Amy Tuite:								<i>\$14,630.75</i>	<i>\$630.75</i>	<i>\$0.00</i>	<i>\$14,000.00</i>	<i>95.69 %</i>
Grand Totals:								\$44,548.23	\$6,782.23	\$0.00	\$37,766.00	84.78 %

Projected Charges Report

The Projected Charges Report provides a list of projected charges for a date or date range you select. This report includes automatic billing items assigned through bill codes on records and scheduled billing items. You can include advance deposit and financial aid billing items in the report. You can view details about totaled billing items and can subtotal billing items by month.

The report excludes manually added charges, refunds, or credits (except advance deposits and financial aid). As a result, reporting historically will still provide the projected amount for the date range, and not the actual amount.

General Tab

Include scheduled billing items with these dates: **Scheduled dates** (Include all dates)

Include advance deposits with these dates (No)

Include financial aid with these dates (No)

For grade-based billing, use the students' grade as of (Today)

Show charges and credits in (Separate columns)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

Filters column: **Bill Codes**, **Selected Filters** column: (Annual Payment Plan)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Criteria** uses the default selections for this sample report.

Detail. **Break down report by** (Grade); **Include billing item detail** (No)

Sort/Break. **Sort/Break** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

Name Formats. **Name Formats** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Projected Charges Report

Report name: Projected Charges Report by Grade
 Include all scheduled billing item dates
 Do not include advance deposits
 Do not include financial aid
 Include these grade as of dates: Today (04/18/2005)
 Include all Records
 Include all Record Types
 Include all Billing Statuses
 Include all Student Attributes
 Include all Individual Attributes
 Include all Organization Attributes
 Include these Bill Codes: Annual Payment Plan

Billing Item	Description	Bill Code	Billing Item Type	Charges	Credits
TUITION ANNUAL	Tuition - Annual	01	Auto: Single Amount and Schedule		
	First Grade			\$173,073.60	\$0.00
	Fourth Grade			\$173,073.60	\$0.00
	Fifth Grade			\$71,548.40	\$0.00
	Sixth Grade			\$346,147.20	\$0.00
	Seventh Grade			\$259,610.40	\$0.00
	Eighth Grade			\$259,610.40	\$0.00
	Ninth Grade			\$244,622.00	\$0.00
	Tenth Grade			\$244,622.00	\$0.00
	Eleventh Grade			\$173,073.60	\$0.00
	Graduated			\$86,536.80	\$0.00
	Prekindergarten			\$71,548.40	\$0.00
				\$2,103,466.40	\$0.00

Service and Sales Analysis Report

The Service and Sales Analysis Report provides a summary of transaction data by record and product/billing item information.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include transactions with these dates: **Transaction date** (<Specific range), **Start date** (8/15/2004), **End date** (8/15/2006)

Print a (Detail) report in (Landscape) orientation

Analyze by (Product/Billing Item), **Sort** (Ascending), **Page break** (No)

Then by (Grade), **Sort** (Descending), **Page break** (No)

Sort by (Record), **Sort** (Ascending), **Page break** (No)

Print these columns (Record, Billing Status, Transaction Date, Transaction ID, Amount)

Create an output query of (No)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Criteria** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Service and Sales Analysis Report

Report name: Sevice and Sales Analysis
 Analyze by Product/Billing Item in Ascending order with no page breaks
 Then by Grade in Descending order with no page breaks
 Sort by Record in Ascending order with no page breaks
 Include all Credits
 Include all Charges
 Include all Transaction Attributes
 Include all Post Statuses
 Include all Products and Billing Items
 Include all Product and Billing Item Attributes
 Include all Records
 Include all Student Attributes
 Include all Individual Attributes
 Include all Organization Attributes

	Record	Billing Status	Transaction Date	Transaction ID	Amount
BOOKS					
<i>Second Grade</i>					
	Samantha Rae Andrews	Active	09/15/2005	218	\$35.00
<i>Total for Second Grade</i>					\$35.00
<i>Fourth Grade</i>					
	Douglas Baldwin	Active	09/15/2005	219	\$300.00
<i>Total for Fourth Grade</i>					\$300.00
<i>Eleventh Grade</i>					
	Michael Richard Andrews	Active	09/15/2005	216	\$275.00
<i>Total for Eleventh Grade</i>					\$275.00
Total for BOOKS					\$610.00
TUTOR					
<i>Eleventh Grade</i>					
	Michael Richard Andrews	Active	09/30/2005	217	\$128.80
<i>Total for Eleventh Grade</i>					\$128.80
Total for TUTOR					\$128.80
GRAND TOTALS:					\$738.80

Service and Sales Trend Analysis Report

The Service and Sales Trend Analysis Report provides a comparison of transaction data for selected time periods by record and product/billing item information.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Print a (Summary) report in (Landscape) orientation

Analyze by: (Product/Billing Item), **Sort:** (Ascending), **Page break** (No)

Then by: (<None>)

Date Order: (Ascending), **Page break** (No)

Create an output query of (No)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Service and Sales Trend Analysis Report

	Number of Charges	Number of Credits	Total Charges	Total Credits	Total Net
ACTIVITY	12	1	\$1,200.00	\$25.00	\$1,175.00
BOOKS	31	0	\$7,757.00	\$0.00	\$7,757.00
FINANCE CHG	13	0	\$1,024.93	\$0.00	\$1,024.93
TRP	16	0	\$5,719.11	\$0.00	\$5,719.11
TUITION ANNUAL	20	0	\$282,800.00	\$0.00	\$282,800.00
TUITION ONE PAYMENT	4	0	\$49,500.00	\$0.00	\$49,500.00
TUITION SEMI ANNUAL	10	0	\$73,080.00	\$0.00	\$73,080.00
TUITION TEN PAY	40	0	\$59,200.00	\$0.00	\$59,200.00
TUITION TEN PAYMENT	3	0	\$4,000.00	\$0.00	\$4,000.00
TUITION TWO PAYMENT	2	0	\$15,500.00	\$0.00	\$15,500.00
TUTOR	11	0	\$378.80	\$0.00	\$378.80

Total records: 26
 Total number of charges: 162
 Total number of credits: 1
 Total charges: \$ 500,159.84
 Total credits: \$ 25.00
 Total net amount: \$ 500,134.84

Bank Account Reports

Bank Profile Report

The Bank Profile Report presents a summary profile of each bank you select. It provides basic bank account information including account number, routing number, and address information. This report shows the total debits and credits associated with each account.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include this information: Cash account information (No), Payment information (Yes), Deposit information (Yes), Register ending balance (Yes), Summary by transaction type (Yes), Summary by Blackbaud system (Yes), Summary by post status (Yes), Summary by adjustment category (Yes), Summary by reconciliation status (Yes), Notes (Yes)

Include transactions with these dates: Transaction date (Yesterday)

Report orientation: (Landscape)

Filters Tab

Filters column: Banks, **Selected Filters column:** (SB & AR)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (no).

Sort. **Sort** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Profile Report

SB & AR - First Union Bank

<i>Description:</i>	Student Billing & Accounts Receivable	<i>Address:</i>
<i>Account Type:</i>	Checking	
<i>Account Number:</i>	6200422	
<i>Routing Code:</i>	211371191	
<i>Account Status:</i>	Open	
<i>Minimum Balance:</i>	\$0.00	
<i>Interfund Set:</i>		
<i>Ending Register Balance:</i>	\$406,155.59	

Cash Account Information

System	Account Setup	Track Cash In...	Default Cash Account
Accounts Payable	Does not use this bank account		
Cash Management	Define cash account(s)	One Fund	01-1040-00

Payment Information

System	Transaction Type	Allow?	Numbering	Next Number	Maximum Amount
Accounts Payable	Computer Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Electronic Funds Transfer	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Manual Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	One-Time Check	Yes	Start with	1	\$999,999,999.99
Accounts Payable	Bank Draft	Yes	Start with	1	\$999,999,999.99
Cash Management	Adjustment	Yes	Start with	1	\$999,999,999.99

Transaction Summary by Post Status

Post Status	Payment Count	Total Payments	Deposit Count	Total Deposits
Not yet posted	0	\$0.00	3	\$1,265.00
Posted	0	\$0.00	14	\$404,890.59
	0	\$0.00	17	\$406,155.59

Bank Reconciliation Report

The Bank Reconciliation Report provides details of the reconciliation of the bank register with the bank statement. In addition, this report lists all transactions included in the reconciliation process and all adjustments (such as fees, interest earned, voided checks) recorded in the register at the date of reconciliation. You can run the Bank Reconciliation Report from *Reports* and from *Banks*.

With the Bank Reconciliation Report, you can troubleshoot issues before you receive your bank statement. From this report, you can print the last completed reconciliation or a pre-reconciliation. With the pre-reconciliation report, you can print a computer balance of the current account without actually reconciling the account.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Bank account (SB & AR)

Print (Reconciliation using this information)

Beginning balance uses the default selection for this sample report.

Reconciliation date uses the default selection for this sample report.

Ending balance uses the default selection for this sample report.

Show unreconciled transactions with these dates: **Transaction date** (<Specific range>), **End date** (12/31/2006)

Report orientation: (Landscape)

Format Tab

Headings. Heading Format: Title: Bank Pre-Reconciliation Report. All other selections are the defaults.

Criteria. Print these criteria on (No).

Detail. Print transaction details for reconciling the register to the statement (No), **Print transaction details for reconciling the cash account(s) to statement** (No)

Sort. Sort by uses the default selections for this sample report.

Page Footer. Page Footer uses the default selections for this sample report.

Report Footer. Report Footer uses the default selections for this sample report.

Miscellaneous. *Miscellaneous uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Pre-Reconciliation Report

Pre-Reconciliation of Register to Statement

Bank register cleared beginning balance :		\$3,000,000.00
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$0.00
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$3,000,000.00
Bank register ending balance:		\$3,406,530.59
Subtract: Outstanding deposits:		\$406,530.59
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$3,000,000.00
Bank statement ending balance 12/31/2001:		\$6,224,000.00
Out of balance by:		(\$3,224,000.00)

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	0	\$0.00
All Cleared Payments:	0	\$0.00

Pre-Reconciliation of Cash Account(s) to Statement

Cash accounts tied to this Bank account:

01-1050-00
01-1040-00

01-1050-00 Pe
01-1040-00 St

Cash account(s) ending balance 12/31/2001:

Add: Cleared not yet posted deposits:		
Add: Cleared not yet posted deposit adjustments:		
Subtract: Cleared not yet posted payments:		
Subtract: Cleared not yet posted payment adjustments:		
Adjusted Cash account(s) balance:		

Bank statement ending balance 12/31/2001:

Add: Outstanding posted deposits:		
Add: Outstanding posted deposit adjustments:		
Subtract: Outstanding posted payments:		
Subtract: Outstanding posted payment adjustments:		
Subtract: Posted payments voided after statement end date:		
Adjusted Bank statement balance:		

Out of balance by:

Summary of transactions voided, cleared, and posted after statement ending date

Bank Register Report

The Bank Register Report presents transactions in the register of a bank account. This report provides a summary statement or can be filtered to display specific information. You can filter the report to display only outstanding deposits posted to *Student Billing*. In summary format, the report only gives a grand total for each transaction type. In detail format, the report lists each item and gives a grand total.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Report format: (Detail)

Bank account: (SB & AR)

Show transactions with these dates: **Transaction date** (Include all dates)

Report orientation uses the default Landscape.

Filters: No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No).

Detail. **Detail** uses the default selections for this sample report.

Sort/Break. **Sort by** (Reference), **Order by** (Ascending), **Break?** (No)

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc.
Bank Register Report

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Balance</u>	<u>Status</u>	<u>Post Date</u>
1	Student Billing	Deposit	07/28/2000	Student Billing Deposit 1	\$166,650.00	\$0.00	\$166,650.00	Outstanding	07/28/2000
1	Accounts Receivable	Deposit	02/20/2002	Accounts Receivable Deposit 1	\$500.00	\$0.00	\$167,150.00	Outstanding	02/20/2002
1	Cash Receipts	Deposit	02/21/2002	Miscellaneous Cash Receipts Deposit 1	\$750.00	\$0.00	\$167,900.00	Outstanding	02/21/2002
2	Student Billing	Deposit	09/28/2000	Student Billing Deposit 2	\$15,270.00	\$0.00	\$183,170.00	Outstanding	09/28/2000
2	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 2	\$463.00	\$0.00	\$183,633.00	Outstanding	01/30/2003
3	Student Billing	Deposit	10/28/2000	Student Billing Deposit 3	\$16,280.00	\$0.00	\$199,913.00	Outstanding	10/28/2000
3	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 3	\$185.00	\$0.00	\$200,098.00	Outstanding	05/07/2003
4	Student Billing	Deposit	03/31/2001	Student Billing Deposit 4	\$3,750.00	\$0.00	\$203,848.00	Outstanding	03/31/2001
4	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 4	\$50.00	\$0.00	\$203,898.00	Outstanding	05/05/2003
5	Student Billing	Deposit	03/31/2001	Student Billing Deposit 5	\$39,787.00	\$0.00	\$243,685.00	Outstanding	03/31/2001
5	Accounts Receivable	Deposit	01/16/2003	Accounts Receivable Deposit 5	\$200.00	\$0.00	\$243,885.00	Outstanding	07/06/2003
6	Student Billing	Deposit	04/30/2001	Student Billing Deposit 6	\$4,700.00	\$0.00	\$248,585.00	Outstanding	04/30/2001
6	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 6	\$25.00	\$0.00	\$248,610.00	Outstanding	05/01/2003
7	Student Billing	Deposit	07/25/2001	Student Billing Deposit 7	\$142,375.00	\$0.00	\$390,985.00	Outstanding	07/25/2001
7	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 7	\$25.00	\$0.00	\$391,010.00	Outstanding	05/01/2003
8	Student Billing	Deposit	12/31/2001	Student Billing Deposit 8	\$15,130.59	\$0.00	\$406,140.59	Outstanding	12/31/2001
8	Accounts Receivable	Deposit	05/01/2003	Accounts Receivable Deposit 8	\$15.00	\$0.00	\$406,155.59	Outstanding	05/01/2003
Grand Totals:					\$406,155.59	\$0.00			

Deposit and Receipt Reports

Cash Receipts Report

The Cash Receipts Report lists all cash receipts activity over a specified period of time.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include transactions with these dates: **Deposit date** (Include all dates), **Receipt date** (Include all dates), **Entered on date** (Include all dates)

Include deposit numbers from: (1) to (3)

Include receipt numbers from: (blank) to (blank)

Show miscellaneous payment details (No)

Include deposits from **Accounts Receivable** (No), **Cash Receipts** (No), **Student Billing** (Yes)

Create an output query of [] (No)

Report orientation (Landscape)

Filters Tab

Filters column: **Banks** (SB & AR)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Grand Totals. **Grand Totals** uses the default selections for this sample report.

Sort/Break. **Sort by** (Source/Category), **Order by** (Ascending), **Break?** (Yes)

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Cash Receipts Report

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Mail								
Check	Payment Received - Thank You.	1	1	07/28/2000	Mail	SB	Bruce Baldwin	\$42,000.00
Check	Payment Received - Thank You.	2	1	07/28/2000	Mail	SB	Donald Baldwin	\$550.00
Check	Payment Received - Thank You.	4	1	07/28/2000	Mail	SB	David Lester	\$14,000.00
Check	Payment Received - Thank You.	5	1	07/28/2000	Mail	SB	Jason Dugas	\$14,000.00
Check	Payment Received - Thank You.	6	1	07/28/2000	Mail	SB	Kathleen E. Dugas	\$14,000.00
Check	Payment Received - Thank You.	7	1	07/28/2000	Mail	SB	Shannon McCoy	\$14,000.00
Check	Payment Received - Thank You.	8	1	07/28/2000	Mail	SB	James Middleton	\$14,000.00
Check	Payment Received - Thank You.	9	1	07/28/2000	Mail	SB	Amy Tuite	\$14,000.00
Check	Payment Received - Thank You.	10	1	07/28/2000	Mail	SB	Adrienne Tuite	\$14,000.00
Check	Payment Received - Thank You.	11	1	07/28/2000	Mail	SB	Thomas Condon	\$8,700.00
Check	Payment Received - Thank You.	12	1	07/28/2000	Mail	SB	Thomas Condon	\$8,700.00
Check	Payment Received - Thank You.	13	1	07/28/2000	Mail	SB	Kevin Dugas	\$8,700.00
Check	Payment Received - Thank You.	14	2	09/28/2000	Mail	SB	Jane Beisel	\$200.00
Check	Payment Received - Thank You.	15	2	09/28/2000	Mail	SB	Thomas Beisel	\$4,640.00
Check	Payment Received - Thank You.	16	2	09/28/2000	Mail	SB	Thomas Condon	\$400.00
Check	Payment Received - Thank You.	17	2	09/28/2000	Mail	SB	Jason Dugas	\$200.00
Check	Payment Received - Thank You.	18	2	09/28/2000	Mail	SB	Kevin Dugas	\$200.00
Check	Payment Received - Thank You.	19	2	09/28/2000	Mail	SB	Jeffrey LaMonica	\$4,440.00
Check	Payment Received - Thank You.	20	2	09/28/2000	Mail	SB	Susan LaMonica	\$4,640.00
Check	Payment Received - Thank You.	21	2	09/28/2000	Mail	SB	David Lester	\$125.00
Check	Payment Received - Thank You.	22	2	09/28/2000	Mail	SB	Shannon McCoy	\$425.00
Check	Payment Received - Thank You.	23	3	10/28/2000	Mail	SB	Jeffrey LaMonica	\$2,960.00
Check	Payment Received - Thank You.	24	3	10/28/2000	Mail	SB	Susan LaMonica	\$2,960.00
Check	Payment Received - Thank You.	25	3	10/28/2000	Mail	SB	Jane Beisel	\$3,700.00
Check	Payment Received - Thank You.	26	3	10/28/2000	Mail	SB	Thomas Beisel	\$6,660.00
Totals for Mail:								\$198,200.00
Grand Total:								\$198,200.00

Deposit List

The Deposit List displays summarized information about a selection of deposits.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include deposits with these dates: **Deposit date** (<Specific range>), **Start date** (01/01/2001), **End date** (12/31/2001), **Entered on date** (Include all dates), **Post date** (Include all dates)

Include deposit numbers from (blank) to (blank)

Only include deposits whose amounts are greater than (Blank)

Include deposits from Accounts Receivable (No), **Cash Receipts** (No), **Student Billing** (Yes)

Create an output query of deposits (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No).

Sort. **Sort** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Deposit List

Deposit Number	Deposit ID	System	Deposit Date	Bank Account	Description	Date Entered	Entered by	Deposit Status	Projected Receipts	Projected Deposit Total	Receipt Count	Total Deposit
1		AR	02/20/2002		Walk for Life 2002	02/20/2002	Supervisor	Open	0	\$0.00	0	\$0.00
1		CR	02/21/2002		Miscellaneous Receipts	02/21/2002	Supervisor	Open	0	\$0.00	0	\$0.00
2		AR	01/16/2003	6200422	Medicare Deposits for Ja	01/16/2003	Supervisor	Open	0	\$1,000.00	6	\$311.00
3		AR	01/16/2003	6200422	Receivables/Receipts for J	01/16/2003	Supervisor	Open	2	\$575.00	3	\$185.00
4		AR	01/16/2003	6200422	Medicaid Deposits	01/16/2003	Supervisor	Open	0	\$95.00	1	\$25.00
5		AR	01/16/2003	6200422	Receivables for February 1	01/16/2003	Supervisor	Open	0	\$1,500.00	1	\$200.00
6		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	1	\$25.00
7		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	1	\$25.00
8		AR	05/01/2003	6200422		05/01/2003	Supervisor	Open	0	\$0.00	2	\$15.00
GRAND TOTALS:											15	\$786.00

Deposit Report

The Deposit Report includes detailed information about a selection of deposits, including payment detail and bank information.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include deposits with these dates: **Deposit date** (Include all dates), **Entered on date** (Include all dates), **Post date** (Include all dates)

Include deposit numbers from (4) to (5)

Only include deposits whose amounts are greater than [] (No)

Include deposits from **Accounts Receivable** (No), **Cash Receipts** (No), **Student Billing** (Yes)

Create and output query of deposits (No)

Report orientation (Landscape)

Filters Tab

Filters column: **Banks** (SB & AR)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Sort. **Sort** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Deposit Report

Deposit Number: 2	Deposit Date: 01/16/2003
<i>Entered by:</i> Supervisor Community Services Inc.	<i>Bank information:</i> First Union Bank
<i>Date entered:</i> 01/16/2003	<i>Account number:</i> 6200422
<i>Description:</i> Medicare Deposits for January	<i>Routing Number:</i> 211371191
<i>Deposit status:</i> Open	
<i>Number of receipts:</i> 6	

<i>Cash:</i> \$0.00	<i>Bills:</i> \$0.00
	<i>Coins:</i> \$0.00
<i>Checks:</i> \$311.00	<i>Check Count:</i> 6
<i>Credit Card:</i> \$0.00	<i>Credit Card Count:</i> 0
<i>COD:</i> \$0.00	<i>COD Count:</i> 0
<i>EFT:</i> \$0.00	<i>EFT Count:</i> 0
<i>Other:</i> \$0.00	<i>Other Count:</i> 0
Total Deposited: \$311.00	

Check

Transaction	Payment For	Check Number	Date	Amount
1	Anonymous donation	333	01/24/2003	\$25.00
4	Department of Social Services	5567	01/16/2003	\$76.00
8	Ashley Smith	9887	01/16/2003	\$75.00
11	Department of Health and Human Services	333	01/24/2003	\$50.00
13	City Youth Program	101	04/16/2003	\$50.00
14	John Williams	1001	04/16/2003	\$50.00
15	City Youth Program	200	04/16/2003	\$10.00
<i>Total for Checks:</i>				\$336.00

Deposit Number: 3	Deposit Date: 01/16/2003
<i>Entered by:</i> Supervisor Community Services Inc.	<i>Bank information:</i> First Union Bank
<i>Date entered:</i> 01/16/2003	<i>Account number:</i> 6200422
<i>Description:</i> Receivables/Receipts for January	<i>Routing Number:</i> 211371191
<i>Deposit status:</i> Open	
<i>Number of receipts:</i> 3	

Product and Billing Item Reports

Product and Billing Item List

The Product and Billing Item List provides a summarized list of products and billing items.

Report Parameter

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include products and billing items with these valid dates: Valid dates within (Include all dates)

Include inactive products and billing items (No)

Show grade/amount schedule for automatic billing items (No)

Show pricing schedule for products (No)

Create an output query of product and billing items (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Columns Tab

The **Columns** tab uses the default selections for this sample report.

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No).

Sort/Break. **Sort by** (ID), **Order by** (Ascending), **Page break on each new ID** (No)

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Product and Billing Item List

Type	ID	Description	Extended Amount	Status	Valid from	Valid to
Auto: Single Amount and Schedule	ACTIVITY	Activity Fee	\$100.00	Active	07/01/2005	06/30/2006
Advance Deposit	ADV DEP	Advance Deposit	\$250.00	Active	04/01/2005	06/30/2006
Financial Aid	AID 10 PAY	Financial Aid - Ten Payment P	\$0.00	Active	07/01/2005	06/30/2006
Financial Aid	AID ANNUAL	Financial Aid - Annual	\$0.00	Active	07/01/2005	06/30/2006
Financial Aid	AID SEMI	Financial Aid - Semi Annual P	\$0.00	Active	07/01/2005	06/30/2006
Flat Rate	BOOKS	Book Store Charges	\$0.00	Active	07/01/2005	06/30/2006
Flat Rate	FIELD TRIP	Field Trip	\$25.00	Active		
Finance Charge	FINANCE CHG	Finance Charge		Active	07/01/2005	06/30/2006
Auto: Vary Amount By Grade	GRAD	Graduation Fee	\$0.00	Active	07/01/2005	06/30/2006
Refund	REFUND	Refund		Active	07/01/2005	06/30/2006
Sales Tax	SALES TAX	Sales Tax		Active		
Auto: Vary Amount By Grade	SENIOR TRIP	Senior Trip	\$0.00	Active	07/01/2005	06/30/2006
TRP Charge	TRP	Tuition Refund Plan		Active	07/01/2005	06/30/2006
Auto: Vary Amount By Grade	TUITION ONE PAYM	Tuition Single Payment Plan	\$0.00	Active	07/01/2005	06/30/2006
Auto: Vary Amount By Grade	TUITION TEN PAYM	Tuition - Ten Payment Plan	\$0.00	Active	07/01/2005	06/30/2006
Auto: Vary Amount By Grade	TUITION TWO PAY	Tuition Two Payment Plan	\$0.00	Active	07/01/2005	06/30/2006
Per Usage	TUTOR	Tutoring Fee	\$0.00	Active	07/01/2005	06/30/2006

Product and Billing Item Report

The Product and Billing Item Report provides detailed information about products and billing items, such as school fees, for a date or date range you select.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include products and billing items with these valid dates: Valid dates **within** (Include all dates)

Include the following product and billing item information: Pricing schedule details for products (Yes), Sales tax entity details for sales tax items (Yes), Schedules and grade distributions (No), Restrictions (No), Attributes (No), Notes (No)

Include inactive products and billing items (No)

Create an output query of product and billing items (No)

Report orientation (Landscape)

Filters Tab

Filters column: Products and Billing Item Types, Selected Filters

column: (Refund Item, Advance Deposit, Financial Aid)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Criteria** uses the default selections for this sample report.

Detail. **Detail** uses the default selections for this sample report.

Sort. **Sort** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Product and Billing Item Report

ADV DEP

Advance Deposit

Type:	Advance Deposit		
Status:	Active	Include in TRP calculation:	Yes
Valid dates:	04/01/2005 - 06/30/2006	Prevent schedule override:	No
Extended amount:	\$ 250.00		

AID 10 PAY

Financial Aid - Ten Payment Plan

Type:	Financial Aid		
Status:	Active	Include in TRP calculation:	No
Valid dates:	07/01/2005 - 06/30/2006	Prevent schedule override:	No
Extended amount:	\$ 0.00		

AID ANNUAL

Financial Aid - Annual

Type:	Financial Aid		
Status:	Active	Include in TRP calculation:	No
Valid dates:	07/01/2005 - 06/30/2006	Prevent schedule override:	No
Extended amount:	\$ 0.00		

AID SEMI

Financial Aid - Semi Annual Plan

Type:	Financial Aid		
Status:	Active	Include in TRP calculation:	No
Valid dates:	07/01/2005 - 06/30/2006	Prevent schedule override:	No
Extended amount:	\$ 0.00		

REFUND

Refund

Type:	Refund	Create one-time check?:	No
Status:	Active	Bank account:	
Valid dates:	07/01/2005 - 06/30/2006		

Student/Individual/Organization Reports

Account Balance Report

The Account Balance Report shows balances for students, individuals, and organizations for a date or date range you select.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Calculate balance as of (Today)

Include scheduled advance deposits with these dates: Schedule date
(Include all dates)

Include scheduled financial aid with these dates: Schedule date (Include all dates)

Include records with: No activity (No), A balance over (\$0.00), A credit balance (Yes), A zero balance (No)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Sort. **Sort** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Color Scheme** uses the default selections for this sample report.

Name Formats. **Name Formats** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Account Balance Report

Transactions for	Balance
Mr. Alex Edward Andrews	
Mr. Alex Edward Andrews	(\$300.00)
Grand Total for Mr. Alex Edward Andrews	(\$300.00)
Bruce Baldwin	
Bruce Baldwin	(\$85,892.25)
Douglas Baldwin	\$26,630.75
Gregory Baldwin	\$26,630.75
Mark Baldwin	\$26,630.75
Grand Total for Bruce Baldwin	(\$6,000.00)
Thomas Condon	
Genevieve Elizabeth Condon	\$14,537.00
Skylar Thomas Condon	\$29,743.73
Thomas Condon	(\$35,614.73)
Grand Total for Thomas Condon	\$8,666.00
Kevin Dugas	
Kevin Dugas	\$5,916.00
Grand Total for Kevin Dugas	\$5,916.00
Jeffrey LaMonica	
Jeffrey LaMonica	(\$2,000.00)
Grand Total for Jeffrey LaMonica	(\$2,000.00)
Susan LaMonica	
Susan LaMonica	(\$2,000.00)
Grand Total for Susan LaMonica	(\$2,000.00)
David Lester	
David Lester	\$12,946.45
Grand Total for David Lester	\$12,946.45
Adrienne Tuite	
Adrienne Tuite	(\$2,000.00)
Grand Total for Adrienne Tuite	(\$2,000.00)
Amy Tuite	
Amy Tuite	(\$2,000.00)
Grand Total for Amy Tuite	(\$2,000.00)
Grand total:	\$13,228.45

Family Directory

The Family Directory provides a list of students and relationships with address information. The report first determines the students to include in the directory and then finds the relationships for those students.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Show in (1) column(s)

Combine entries for each spouse pair (Yes)

Create an output query of students (No)

Report orientation (Landscape)

Filters Tab

Filters column: (Student Current Grades), **Selected Filters** column: (PK, KG, 01, 02, 03)

Relationships Filters Tab

Filters column: **Relationship types**, **Selected Filters** column: (Mother, Father, Stepmother, Stepfather)

Filters column: **Related Records**, **Selected Filters** column: (<All Related Records>)

Address Tab

The Address tab uses the default selections for this sample report.

Relation Address Tab

The Relation Address tab uses the default selections for this sample report.

Columns Tab

The Columns tab uses the default selections for this sample report.

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Sort/Break. **Sort/Break** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes).

Name Formats. **Name Formats** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Family Directory

Relation Address	Student Name	Student Address	GL	Relationship
Mr. and Mrs. Alex E. Andrews				
12 Pebble Lane Isle of Palms, SC 29451	Samantha Rae Andrew	12 Pebble Lane Isle of Palms, SC 29451	03	Father, Stepmother
Sunil Ray Atrana				
1018 Clearview St. Mt Pleasant, SC 29464	Greg Stuart Atreya	1018 Clearview St. Mt Pleasant, SC 29464	KG	Father, Mother
Mr. and Mrs. Greg Bronson				
38 Oak Avenue Mt. Pleasant, SC 29464	Samantha Rae Andrew	12 Pebble Lane Isle of Palms, SC 29451	03	Mother
Norman Dugas				
65 Main Street Charleston, SC 29444	Jason Dugas	65 Main Street Charleston, SC 29444		Father
	Kevin Dugas	65 Main Street Charleston, SC 29444		
Nancy LaMonica				
63 Chestnut Road Charlotte, NC 20000	Susan LaMonica	63 Chestnut Road Charlotte, NC 20000		Father
	Jeffrey LaMonica	63 Chestnut Road Charlotte, NC 20000		

Individual Profile Report

The Individual Profile Report provides detailed information about individuals set up in *Student Billing*. You select the information to include from individual records. The report is useful to quickly review crucial information about individuals without navigating through numerous records.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Show these report sections: **Address Information** (Yes), **Addressees/Salutations** (Yes), **Relationships** (No), **Account Summary** (No), **Bill Codes** (Yes), **Default Schedule** (Yes), **Payers** (No), **Statement Recipients** (No), **Bank Information** (Yes), **Automatic Payments** (Yes), **Actions** (Yes), **Attributes** (Yes), **Media** (Yes), **Notes** (Yes), **History of Changes** (No)

Show these details (All checkboxes are marked.)

Show ending balance as of (No)

Create an output query of individuals (No)

Report orientation (Landscape)

Filters Tab

Filters column (Individuals), **Selected Filters** column (Mr. Alex Edward Andrews)

Format Tab

Headings. Heading Format: **Align** (Right); **Print Page Number in Heading** (No)

Criteria. Print these criteria on (No)

Sort. Sort uses the default selections for this sample report.

Page Footer. Page Footer uses the default selections for this sample report.

Report Footer. Report Footer uses the default selections for this sample report.

Miscellaneous. Miscellaneous uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

**Mr. Alex Edward Andrews
IND001**

<i>Billing status:</i>	Active	<i>Birth date:</i>	
<i>Date added:</i>	09/18/2003	<i>Age:</i>	
<i>SSN:</i>		<i>Deceased:</i>	No
<i>Nickname:</i>		<i>Birth city:</i>	
<i>Spouse:</i>	Mrs. Margaret Anne Andrews	<i>Birth state:</i>	
		<i>Birth country:</i>	
<i>Gender:</i>	Male	<i>Credit limit of:</i>	
<i>Religion:</i>	Baptist	<i>Assess finance charges:</i>	No
<i>Ethnicity:</i>	White (not Hispanic origin)	<i>Send dunning letter:</i>	No
<i>Citizenship:</i>	United States	<i>Statement code:</i>	
<i>Charch affiliation:</i>	First Baptist Church	<i>Discount:</i>	
<i>First language:</i>	English	<i>Interfund set:</i>	
<i>Spoken at home:</i>	English	<i>User name:</i>	
<i>Years in US:</i>		<i>Password:</i>	
<i>Height:</i>		<i>Include this individual in TRP:</i>	No
<i>Weight:</i>		<i>TRP paid:</i>	No
<i>Marital status:</i>		<i>Faculty/Staff:</i>	No
<i>Maiden name:</i>		<i>Current teacher:</i>	No
<i>Automatically apply new payments:</i>	No	<i>Current advisor:</i>	No
<i>Automatically apply new credits:</i>	No		

Address Information

<i>Address:</i>	12 Pebble Lane Isle of Palms, SC 29451	<i>Type:</i>	Home
		<i>Description:</i>	<Individual Address>
<i>Home:</i>	(843) 886-5900	<i>Primary:</i>	Yes
<i>Email:</i>	alex.andrews@hotmail.org	<i>Valid From:</i>	
		<i>Valid To:</i>	

Addressees/Salutations

Primary addressee: Mr. and Mrs. Alex E. Andrews
Primary salutation: Mr. and Mrs. Andrews

Organization Profile Report

The Organization Profile Report provides detailed information about organizations set up in *Student Billing*. You select the information to include from organization records. The report is useful to quickly review crucial information about organizations without navigating through numerous records.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Show these report sections: **Address Information** (Yes), **Relationships** (Yes), **Account Summary** (Yes), **Bill Codes** (Yes), **Default Schedule** (Yes), **Payers** (Yes), **Statement Recipients** (No), **Bank Information** (Yes), **Automatic Payments** (Yes), **Actions** (Yes), **Attributes** (Yes), **Media** (yes), **Notes** (Yes), **History of Changes** (No)

Show ending balance as of uses the default selections for this sample report.

Show year-to-date information as (This fiscal year)

Create an output query of organizations (No)

Report orientation (Landscape)

Filters Tab

Filters column: **Organizations**, **Selected Filters** column: (Lincoln Middle School)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Sort. **Sort** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Organization Profile Report

Lincoln Middle School ORG03

<i>Billing status:</i> Active	<i>Credit limit of:</i>	
<i>Date added:</i> 01/23/2004	<i>Assess finance charges:</i> No	
<i>CFDA#:</i>	<i>Send dunning letter:</i> No	
	<i>Statement code:</i>	
<i>Classification:</i> School	<i>Discount:</i>	
<i>Type:</i> Middle School	<i>Interfund set:</i>	
<i>Industry:</i>	<i>User name:</i>	
<i>Automatically apply new payments:</i> No	<i>Password:</i>	
<i>Automatically apply new credits:</i> No	<i>Include this organization in TRP:</i> No	
	<i>TRP paid:</i> No	

Address Information

Address: 4333 Holly Hill Lane
Charleston, SC 29407

Business: (843) 555-1998

Descr
Pr
Valid
Va

Relationships

Name	Relationship	Reciprocal	Position	Print?
Delores Peterson	Contact		Vice Principal	No

Account Summary

<i>Last payment amount:</i> \$ 0.00	<i>Last finance charge:</i> \$ 0.00
<i>Last payment date:</i> 02/09/10203	<i>Finance charge year-to-date:</i> \$ 0.00
<i>Last statement date:</i>	<i>Last late charge:</i> \$ 0.00
<i>Last charge date:</i>	<i>Late charge year-to-date:</i> \$ 0.00
<i>Final balance:</i> \$ 0.00	<i>Advance deposits charged:</i> \$ 0.00
<i>Available credit:</i> \$ 0.00	<i>Advance deposits received:</i> \$ 0.00
	<i>Advance deposits generated:</i> \$ 0.00
	<i>Advance deposits scheduled balance:</i> \$ 0.00

Payers

Payer	Payer ID	Relationship	Percent P
Lincoln Middle School	ORG03	N/A	100.00%

Payment Responsibility Report

The payment responsibility report provides payment responsibility and groups the information by payer or recipient.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Report by (Recipient)

Display separate page for each (No)

Include payer exceptions (Yes)

Include relationship information (No)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

Filters column: **Records**, **Selected Filters** column: (Students, Grade 12), **Selected Filters** column: **Record Types** (Student)

Format Tab

Headings. Title (Payment Responsibility Report), **Subtitle** (12th Grades)

Criteria. Criteria uses the default selections for this sample report.

Detail. Detail uses the default selections for this sample report.

Sort. Sort uses the default selections for this sample report.

Page Footer. Page Footer uses the default selections for this sample report.

Report Footer. Report Footer uses the default selections for this sample report.

Miscellaneous. Miscellaneous uses the default selections for this sample report.

Color Scheme. Apply a Color Scheme (Yes)

Name Formats. Name Formats uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution

Community Services Inc.
Payment Responsibility Report
 12th Grades

Recipient	User ID	Billing Status	Current Grade	Payer	Responsible for Paying
Carla Elaine Hassell	0009	Active	12	Carla Elaine Hassell	100.00%
Cindy Powers	0006	Active	12	Cindy Powers	100.00%
Daryl Albert Ships	STU008	Active	12	Daryl Albert Ships	100.00%
Greg Jacobson	0003	Active	12	Greg Jacobson	100.00%
Janet Kirkwood	0007	Active	12	Janet Kirkwood	100.00%
Janet Mai	STU015	Active	12	Janet Mai	100.00%
Kerry Ann Pringle	STU009	Active	12	Kerry Ann Pringle	100.00%
Linda Kay Queen	STU011	Active	12	Linda Kay Queen	100.00%
Lisa Green	STU016	Active	12	Lisa Green	100.00%
Marsha Palmer	0008	Active	12	Marsha Palmer	100.00%
Monique Karin Brede	STU014	Active	12	Monique Karin Brede	100.00%
Patricia Ann Garrett	STU013	Active	12	Patricia Ann Garrett	100.00%
Scott Putter	STU027	Active	12	Scott Putter	100.00%
Sean Thomas McTeer Jr	STU010	Active	12	Sean Thomas McTeer Jr	100.00%
Shirley Ann Ruthe	STU012	Active	12	Shirley Ann Ruthe	100.00%

Record Statistics Report

The Record Statistics Report lists students, individuals, or organizations by criteria you select.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Show information for Only Grade is marked.

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

Filters column: **Record Types**, **Selected Filters** column: (Student)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Sort. **Sort** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Record Statistics Report

Category: Grade	Student Records	Percent of Total
01 - First Grade	9	3.64 %
02 - Second Grade	8	3.24 %
03 - Third Grade	8	3.24 %
04 - Fourth Grade	4	1.62 %
05 - Fifth Grade	50	20.24 %
06 - Sixth Grade	18	7.29 %
07 - Seventh Grade	14	5.67 %
08 - Eighth Grade	36	14.57 %
09 - Ninth Grade	47	19.03 %
10 - Tenth Grade	15	6.07 %
11 - Eleventh Grade	14	5.67 %
12 - Twelfth Grade	15	6.07 %
99 - Graduated	2	0.81 %
PK - Prekindergarten	7	2.83 %
Total:	247	100.00 %

Student Profile Report

The Student Profile Report provides detailed information about students in *Student Billing*. You select the information to include. The report is useful for quickly reviewing crucial information about students without navigating through numerous records.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Show these report sections: **Address Information** (No), **Addressees/Salutations** (No), **Relationships** (No), **Enrollments** (No), **Student Progression** (No), **Account Summary** (No), **Bill Codes** (Yes), **Financial Aid** (Yes), **Default Schedule** (Yes), **Payers** (No), **Statement Recipients** (No), **Bank Information** (Yes), **Automatic Payments** (Yes), **Actions** (No), **Attributes** (No), **Media** (No), **Notes** (No), **History of Changes** (No)

Show ending balance as of uses the default selections for this sample report.

Create an output query of organizations (No)

Report orientation (Landscape)

Filters Tab

Filters column: **Students**, **Selected Filters** column: (Michael Richard Andrews)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print criteria on** (No).

Sort. **Sort** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Student Profile Report

**Michael Richard Andrews
STU002**

<p><i>Billing status:</i> Active <i>Date added:</i> 09/18/2003 <i>SSN:</i> 222-22-2222 <i>Nickname:</i> Mike <i>Gender:</i> Male <i>Religion:</i> Baptist <i>Ethnicity:</i> Unknown <i>Church affiliation:</i> First Baptist Church <i>Citizenship:</i> United States <i>First language:</i> English <i>Spoken at home:</i> English <i>Years in US:</i> <i>Height:</i> <i>Weight:</i></p>	<p><i>Current grade:</i> Eleventh Grade <i>Advisor:</i> Mrs. Martha D Rivers <i>Homeroom teacher:</i> Mrs. Martha D Rivers <i>Homeroom:</i> <i>Birthdate:</i> 10/16/1986 <i>Age:</i> 18 <i>Birth city:</i> Charleston <i>Birth state:</i> SC <i>Birth country:</i> United States <i>Auto apply payments:</i> No <i>Auto apply credits:</i> No</p>	<p><i>Credit limit of:</i> <i>Assess finance charges:</i> No <i>Send dunning letter:</i> No <i>Include this student in TRP:</i> No <i>TRP payment status:</i> No <i>Statement code:</i> <i>Discount:</i> <i>Interfund set:</i> <i>User name:</i> <i>Password:</i></p>
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Bill Codes

BillCode	Description	Start Date	End Date
10	Ten Payment Plan		

Financial Aid

<p><i>Academic Year:</i> 2004-2005 <i>Form sent:</i> Yes <i>Form sent on:</i> 07/12/2004 <i>Family income:</i> \$ 70,000.00 <i>Adjusted family income:</i> <i>Cost of attendance:</i> <i>Letter:</i></p>	<p><i>Financial aid desired:</i> Yes <i>Form received:</i> Yes <i>Form received on:</i> 08/01/2004 <i>Reported family contribution:</i> <i>Expected family contribution:</i> \$ 8,500.00 <i>Total annual qualification:</i> \$ 4,000.00 <i>Letter sent:</i> No <i>Letter sent on:</i></p>
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Category	Type	Date Qualified	Amount Qualified	Date Granted	Amount Granted	Accepted
Grant	Headmaster's Award	08/15/2004	\$ 2,500.00			No

Transaction Reports

Account Activity Report

The Account Activity Report lists transactions for payers and recipients for a date or date range you select. It is a versatile report you can use to report on activity generated by students, individuals, and organizations who pay tuition and other fees. You can run the report for charges for which payers are responsible, who generated the charges, scheduled yet ungenerated activity, or only billing items.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include (Billing items only)

Transaction date (Include all dates)

Include records with: **No activity** (No), **A balance over \$0.00** (Yes), **A credit balance** (Yes), **A zero balance** (No)

Display a summary balance for transactions before [] (No)

Show account balance as (Today)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print criteria on** (No).

Detail. **Report by** (Payer), **Report in** (Detail) and (Do not show) **recipient details**; **Show** (Payment comment); **Show credits/payments with their associated charges** (No)

Sort/Break. **Sort/Break** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Color Scheme** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Account Activity Report

Transactions for	Current Grade	Transaction Date	Transaction Type	Transaction ID	Item	Description	Amount
Thomas Condon							
	99	02/18/2002		13	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,500.00
	99	03/31/2001		31	ADV DEP		(\$250.00)
	07	02/18/2002		107	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,790.00
	07	02/18/2002		12	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,500.00
	07	02/19/2002		175	TRP	Tuition Refund Plan	\$363.50
	07	03/31/2001		31	ADV DEP		(\$250.00)
Total for Thomas Condon							\$43,653.50
Balance for Thomas Condon							\$8,666.00
Kevin Dugas							
	02	02/18/2002		106	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,790.00
	02	02/18/2002		11	TUITION SEMI ANNUAL	Tuition - Semi Annual	\$14,500.00
	02	02/19/2002		168	TRP	Tuition Refund Plan	\$363.50
	02	03/31/2001		41	ADV DEP		(\$250.00)
Total for Kevin Dugas							\$29,403.50
Balance for Kevin Dugas							\$5,916.00
David Lester							
	99	02/18/2002		103	TUITION ANNUAL	Tuition - Annual	\$14,280.00
	99	07/01/2001		132	AID ANNUAL	Financial Aid - Annual	(\$2,000.00)
	99	02/19/2002		176	TRP	Tuition Refund Plan	\$350.75
	99	03/31/2001		36	ADV DEP		(\$250.00)
	99	02/18/2002		4	TUITION ANNUAL	Tuition - Annual	\$14,000.00
Total for David Lester							\$26,380.75
Balance for David Lester							\$14,946.45
Total charges:							\$0.00
Total credits:							\$0.00
Total payments:							\$0.00
Grand Total:							\$0.00

Account Distribution Report

The Account Distribution Report lists debit and credit amounts, created by *Student Billing* transactions and adjustments, for accounts.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Report format: (Summary)

Include transaction with these dates: **Transaction date** (Include all dates), **Post date** (Include all dates)

Include adjustment transactions (No)

Include miscellaneous entries (Yes)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Grand Totals. **Grand Totals** uses the default selections for this sample report.

Sort. **Sort by** (Account Number), **Order by** (Ascending)

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Color Scheme** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Account Distribution Report

01-1040-00	Student Billing Cash	\$345,871.59	\$399,692.59
01-1200-00	Tuition Receivable	\$500,459.84	\$346,746.59
01-2500-00	Advance Deposits Payable	\$0.00	\$9,969.11
01-4050-00	Tuition Revenue	\$25.00	\$70,200.00
01-4050-04	Tuition Revenue	\$0.00	\$415,080.00
01-4900-04	Miscellaneous Income	\$0.00	\$9,160.73

GRAND TOTALS

Asset Account Totals:	\$846,331.43	\$746,439.18
Liability Account Totals:	\$0.00	\$9,969.11
Net Assets Account Totals:	\$0.00	\$0.00
Revenue Account Totals:	\$25.00	\$494,440.73
Expense Account Totals:	\$0.00	\$0.00
Gift Account Totals:	\$0.00	\$0.00
Transfer Account Totals:	\$0.00	\$0.00
Gain Account Totals:	\$0.00	\$0.00
Loss Account Totals:	\$0.00	\$0.00

Total of 6 account(s) listed

Advance Deposit Report

The Advance Deposit Report lists students, individuals, and organizations who have advance deposit schedules. The report shows detailed information, such as the total amount for the advance deposit, the amount generated, and the remaining amount to be scheduled. You can run the report to see information by payers or payees. Advance deposits are similar to charges in that you can apply payments to them.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include advance deposits with these dates: **Transaction dates** (Include all dates), **Payment dates** (Include all dates), **Scheduled dates** (Include all dates), **Due dates** (Include all dates)

Include advance deposits that are: **Fully generated** (Yes), **Partially generated** (Yes), **Ungenerated** (Yes), **Fully funded** (Yes), **Partially funded** (Yes), **Unfunded** (Yes)

Report by (Advance Deposit For)

Include advance deposit notes (No)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Columns Tab

The **Columns** tab uses the default selections for this sample report.

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Criteria** uses the default selections for this sample report.

Sort/Break. **Sort/Break** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (No)

Name Formats. **Name Formats** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Advance Deposit Report

Report name: Advance Deposit Report
 Include all transaction dates
 Include all payment dates
 Include all scheduled dates
 Include all due dates
 Include fully generated schedules
 Include partially generated schedules
 Include ungenerated schedules
 Include fully Funded schedules
 Include partially Funded schedules
 Include unFunded schedules
 Report by: Advance Deposit For
 Do not include schedule notes
 Include all Records
 Include all Record Types
 Include all Student Attributes
 Include all Individual Attributes
 Include all Organization Attributes
 Include all Payers
 Include all Advance Deposit Billing Items
 Include all Advance Deposit Attributes

<u>Advance Deposit For</u>	<u>Current Grade</u>	<u>Billing Item</u>	<u>Transaction Date</u>	<u>Total</u>	<u>Generated</u>	<u>Scheduled</u>
Bruce Baldwin		ADV DEP	03/31/2001	\$375.00	\$0.00	\$375.00
Sharon Baldwin		ADV DEP	03/31/2001	\$375.00	\$0.00	\$375.00
Jane Beisel		ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Thomas Beisel		ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Monique Karin Brede	Twelfth Grade	ADV DEP	04/01/2005	\$250.00	\$0.00	\$250.00
Thomas Condon		ADV DEP	03/31/2001	\$500.00	\$0.00	\$500.00
Jason Dugas	First Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Kathleen E. Dugas	Sixth Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Kevin Dugas	Second Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Jeffrey LaMonica	Third Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Susan LaMonica	Second Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
David Lester	Graduated	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Shannon McCoy		ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
James Middleton		ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Adrienne Tuite	Eleventh Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Amy Tuite	Tenth Grade	ADV DEP	03/31/2001	\$250.00	\$0.00	\$250.00
Grand Totals:				\$4,500.00	\$0.00	\$4,500.00

EFT Report

The EFT Report provides a detailed view of any EFT files created from *Student Billing*. You can use this report to review and archive EFT transactions for your school.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Select an EFT file name: EFT file name (C:\Files\Payments.ach)

This EFT File Was Created Using [] Logon Cards

This EFT file was created with a carriage return/line feed (Yes)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria** (No)

Sort/Break. **Sort/Break** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. EFT Report

File name: C:\Files\eft_prenote.ach

Transmitted to: FIRST UNION BANK

<u>Payer</u>	<u>ID Number</u>	<u>Routing Number</u>	<u>Account Type</u>	<u>Account Number</u>	<u>Amount</u>
COMMUNITY SERVICES INC	11-2617163	12345678-0	Checking	6200422	\$452.99
GRAND TOTAL:					\$452.99

<u>Payee</u>	<u>ID Number</u>	<u>Routing Number</u>	<u>Account Type</u>	<u>Account Number</u>	<u>Amount</u>
ABERNETHY, MARY JANE	IND005	25327849-8	Checking	1207063867	\$123.54
PARKER, GEORGE	IND084	05311040-0	Savings	6530214007	\$329.45

EFT amount: \$ 452.99
Hash number (system generated): 0042984567
Total EFT records: 1
EFT file date: 04/28/2005

Financial Aid Schedule Detail Report

The Financial Aid Schedule Detail Report displays financial aid information for students who requested financial aid within a selected academic year. Financial aid schedules can appear on organization, individual, and student records; only student records can have financial aid applications.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include financial aid for these dates: Transaction dates (Include all dates)

Include financial aid schedules that are: Fully generated (Yes), Partially generated (Yes), Ungenerated (Yes)

Report by (Financial Aid For)

Include financial aid schedule notes (No)

Include financial aid schedule qualification information (Yes)

Create an output query of [] (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Columns Tab

The **Columns** tab uses the default selections for this sample report.

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Sort/Break. **Sort by** (Current Grade), **Order by** (Descending), **Break?** (No); **Sort by** (Transaction Date), **Order by** (Ascending), **Break?** (No)

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (No)

Name Formats. **Name Formats** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Financial Aid Schedule Detail Report

<u>Financial Aid For</u>	<u>Current Grade</u>	<u>Transaction Date</u>	<u>Total</u>	<u>Generated</u>	<u>Scheduled</u>
David Lester	99	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Adrienne Tuite	11	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Michael Richard Andrews	11	07/01/2005	\$1,000.00	Financial Aid - Ten Payment Plan	AID 10 PAY
Amy Tuite	10	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Mark Baldwin	09	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Gregory Baldwin	06	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Douglas Baldwin	04	07/01/2001	\$1,000.00	Financial Aid - Annual	AID ANNUAL
Jeffrey LaMonica	03	07/01/2001	\$1,000.00	Financial Aid - Ten Payment Plan	AID 10 PAY
Susan LaMonica	02	07/01/2001	\$1,000.00	Financial Aid - Ten Payment Plan	AID 10 PAY
Samantha Rae Andrews	02	07/01/2005	\$1,000.00	Financial Aid - Ten Payment Plan	AID 10 PAY

Grand Totals: 10,000.00

Financial Aid Schedule Summary Report

The Financial Aid Schedule Summary Report provides an overview of students receiving financial aid at your school. With this report, you can analyze trends in applications and billing information for financial aid. Financial aid schedules can appear on organization, individual, and student records; only student records can have financial aid applications.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include financial aid for these dates: Transaction date (Include all dates)

Include financial aid schedules that are: Fully generated (Yes), Partially generated (Yes), Ungenerated (Yes)

Group by (Financial Aid For), **Sort** (Ascending)

Analyze by (<None>)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

Name Formats. **Name Formats** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Financial Aid Schedule Summary Report

Financial Aid For	# Records	Total	Generated	Scheduled
Michael Richard Andrews	1	\$1,000.00	\$0.00	\$1,000.00
Samantha Rae Andrews	1	\$1,000.00	\$0.00	\$1,000.00
Douglas Baldwin	1	\$1,000.00	\$0.00	\$1,000.00
Gregory Baldwin	1	\$1,000.00	\$0.00	\$1,000.00
Mark Baldwin	1	\$1,000.00	\$0.00	\$1,000.00
Jeffrey LaMonica	1	\$1,000.00	\$0.00	\$1,000.00
Susan LaMonica	1	\$1,000.00	\$0.00	\$1,000.00
David Lester	1	\$1,000.00	\$0.00	\$1,000.00
Adrienne Tuite	1	\$1,000.00	\$0.00	\$1,000.00
Amy Tuite	1	\$1,000.00	\$0.00	\$1,000.00

Project Distribution Report

Use the Project Distribution Report to list debit and credit amounts created by transactions and adjustments in *Student Billing* for projects.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Report format: (Detail)

Include transactions with these dates: **Transaction date** (This calendar year), **Post date** (Include all dates)

Include adjustment transactions (No)

Include miscellaneous entries (Yes)

Create an output query of [] (No)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Grand Totals. **Grand Totals** uses the default selections for this sample report.

Sort/Break. **Sort by** (Project ID), **Order by** (Ascending), **Break?** (Yes);
Sort by (Fiscal Period), **Order by** (Ascending), **Break?** (Yes)

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Project Distribution Report

Transacti Date	SB Trans. Number	Transaction Type	GL Trans. Number	Name	Journal Reference	Post Status	Post Date	Debit	Credit
9999, None									
Period 7									
07/01/2005	1	Credit		Gregory Baldwin	Unposted Student Billing C	Not yet posted	07/01/2005	\$25.00	\$0.00
07/01/2005	195	Charge		Michael Richard Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	196	Charge		Jennifer Lynn Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	197	Charge		Greg Stuart Atreya	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	198	Charge		Terry L Appleby	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	199	Charge		Samantha Rae Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	200	Charge		Drew Ash Abernethy	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	201	Charge		Ellis Armstrong	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	202	Charge		Jennifer Bailey	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	203	Charge		Hunter Adams	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	204	Charge		Douglas Baldwin	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	205	Charge		Gregory Baldwin	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	206	Charge		Mark Baldwin	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$100.00
07/01/2005	207	Charge		Michael Richard Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$1,600.00
07/01/2005	208	Charge		Jennifer Lynn Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$1,300.00
07/01/2005	209	Charge		Samantha Rae Andrews	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$1,100.00
07/01/2005	210	Charge		Greg Stuart Atreya	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$7,500.00
07/01/2005	211	Charge		Terry L Appleby	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$15,000.00
07/01/2005	212	Charge		Jennifer Bailey	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$15,000.00
07/01/2005	213	Charge		Hunter Adams	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$12,000.00
07/01/2005	214	Charge		Drew Ash Abernethy	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$7,750.00
07/01/2005	215	Charge		Ellis Armstrong	Unposted Student Billing C	Not yet posted	07/01/2005	\$0.00	\$7,750.00
<i>Totals for Period 7:</i>								\$25.00	\$70,200.00
Period 9									
09/15/2005	216	Charge		Michael Richard Andrews	Unposted Student Billing C	Not yet posted	09/15/2005	\$0.00	\$275.00
09/30/2005	217	Charge		Michael Richard Andrews	Unposted Student Billing C	Not yet posted	09/30/2005	\$0.00	\$128.80
09/15/2005	218	Charge		Samantha Rae Andrews	Unposted Student Billing C	Not yet posted	09/15/2005	\$0.00	\$35.00
09/15/2005	219	Charge		Douglas Baldwin	Unposted Student Billing C	Not yet posted	09/15/2005	\$0.00	\$300.00
<i>Totals for Period 9:</i>								\$0.00	\$738.80
<i>Totals for 9999, None:</i>								\$25.00	\$70,938.80
Grand								\$25.00	\$70,938.80
<i>A total of 26 transaction(s) listed</i>									

Sales Tax Report

The Sales Tax Report provides detailed or summarized information about sales tax transactions. You can use this report for auditing purposes, showing the source and destination of sales taxes.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Report format: (Summary); **Show GL distribution for each sales tax entity** (Yes)

Include these dates: **Transaction date** (Include all dates), **Post date** (Include all dates)

Create an output query of [] (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Sort/Break. **Sort/Break** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

Name Formats. **Name Formats** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Sales Tax Report

<u>GL Account</u>	<u>Description</u>	<u>Net DR</u>	<u>Net CR</u>	<u>Net Activity</u>
Charleston County				
01-2600-00	Sales Tax Liability	\$0.00	\$0.53	\$0.53
	<i>Total for Charleston County</i>	<i>\$0.00</i>	<i>\$0.53</i>	<i>\$0.53</i>
South Carolina				
01-2600-00	Sales Tax Liability	\$0.00	\$2.64	\$2.64
	<i>Total for South Carolina</i>	<i>\$0.00</i>	<i>\$2.64</i>	<i>\$2.64</i>
	Grand Total:	\$0.00	\$3.17	\$3.17

Transaction List

The Transaction List report provides a list of transactions for selected students, individuals, or organizations over a selected period of time.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include these transactions with these dates: **Transaction date** (Include all dates), **Due date** (Include all dates), **Post date** (Include all dates)

Include these transaction types: **Charges** (Yes), **Credits** (Yes), **Payments** (Yes), **Refunds** (Yes)

Only include finance and late charge transactions (No)

Only include transactions with an amount greater than (\$10,000.00)

Create an output query of [] (No)

Report orientation (Landscape)

Filters Tab

Filters column: **Post Statuses**, **Selected Filters** column: (Posted)

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Grand Totals. **Grand Totals** uses the default selections for this sample report.

Sort/Break. **Sort by** (Current Grade), **Order by** (Ascending), **Break?** (No)

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

Color Scheme. **Apply a Color Scheme** (Yes)

Name Formats. **Name Formats** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Transaction List

Activity For	Transaction Date	Post Status	Post Date	Type	Transaction ID	Product/Item	Description	Transaction Amount
Bruce Baldwin	07/28/2000	Posted	07/28/2000	PY	1			(\$42,000.00)
Shannon McCoy	07/28/2000	Posted	07/28/2000	PY	7			(\$14,000.00)
James Middleton	07/28/2000	Posted	07/28/2000	PY	8			(\$14,000.00)
Thomas Condon	03/31/2001	Posted	03/31/2001	PY	45			(\$11,774.00)
Bruce Baldwin	07/25/2001	Posted	07/25/2001	PY	52			(\$42,840.00)
Shannon McCoy	07/25/2001	Posted	07/25/2001	PY	61			(\$14,305.00)
James Middleton	07/25/2001	Posted	07/25/2001	PY	62			(\$10,305.00)
Jason Dugas	07/28/2000	Posted	07/28/2000	PY	5			(\$14,000.00)
Jason Dugas	07/01/2000	Posted	07/01/2000	CH	18	TUITION ANNU/	Tuition - Annual	\$14,000.00
Jason Dugas	07/01/2001	Posted	07/01/2001	CH	113	TUITION ANNU/	Tuition - Annual	\$14,280.00
Jason Dugas	07/25/2001	Posted	07/25/2001	PY	57			(\$14,405.00)
Kevin Dugas	07/25/2001	Posted	07/25/2001	PY	59			(\$11,418.50)
Douglas Baldwin	07/01/2000	Posted	07/01/2000	CH	14	TUITION ANNU/	Tuition - Annual	\$14,000.00
Douglas Baldwin	07/01/2001	Posted	07/01/2001	CH	109	TUITION ANNU/	Tuition - Annual	\$14,280.00
Kathleen E. Duga	07/28/2000	Posted	07/28/2000	PY	6			(\$14,000.00)
Gregory Baldwin	07/01/2000	Posted	07/01/2000	CH	15	TUITION ANNU/	Tuition - Annual	\$14,000.00
Gregory Baldwin	07/01/2001	Posted	07/01/2001	CH	110	TUITION ANNU/	Tuition - Annual	\$14,280.00
Kathleen E. Duga	07/01/2000	Posted	07/01/2000	CH	17	TUITION ANNU/	Tuition - Annual	\$14,000.00
Kathleen E. Duga	07/01/2001	Posted	07/01/2001	CH	112	TUITION ANNU/	Tuition - Annual	\$14,280.00
Kathleen E. Duga	07/25/2001	Posted	07/25/2001	PY	58			(\$14,380.00)
Ashley Middleton	07/01/2000	Posted	07/01/2000	CH	28	TUITION ANNU/	Tuition - Annual	\$14,000.00
Ashley Middleton	07/01/2001	Posted	07/01/2001	CH	123	TUITION ANNU/	Tuition - Annual	\$14,280.00
Clarkson Middleto	07/01/2000	Posted	07/01/2000	CH	29	TUITION ANNU/	Tuition - Annual	\$14,000.00
Clarkson Middleto	07/01/2001	Posted	07/01/2001	CH	124	TUITION ANNU/	Tuition - Annual	\$14,280.00
Mark Baldwin	07/01/2000	Posted	07/01/2000	CH	16	TUITION ANNU/	Tuition - Annual	\$14,000.00
Mark Baldwin	07/01/2001	Posted	07/01/2001	CH	111	TUITION ANNU/	Tuition - Annual	\$14,280.00
Amy Tuite	07/28/2000	Posted	07/28/2000	PY	9			(\$14,000.00)
Amy Tuite	07/25/2001	Posted	07/25/2001	PY	64			(\$14,405.00)
Amy Tuite	07/01/2000	Posted	07/01/2000	CH	21	TUITION ANNU/	Tuition - Annual	\$14,000.00
Amy Tuite	07/01/2001	Posted	07/01/2001	CH	116	TUITION ANNU/	Tuition - Annual	\$14,280.00
Adrienne Tuite	07/28/2000	Posted	07/28/2000	PY	10			(\$14,000.00)
Adrienne Tuite	07/25/2001	Posted	07/25/2001	PY	63			(\$14,350.00)
Adrienne Tuite	07/01/2000	Posted	07/01/2000	CH	22	TUITION ANNU/	Tuition - Annual	\$14,000.00
Adrienne Tuite	07/01/2001	Posted	07/01/2001	CH	117	TUITION ANNU/	Tuition - Annual	\$14,280.00
David Lester	07/01/2000	Posted	07/01/2000	CH	27	TUITION ANNU/	Tuition - Annual	\$14,000.00
David Lester	07/28/2000	Posted	07/28/2000	PY	4			(\$14,000.00)
David Lester	07/01/2001	Posted	07/01/2001	CH	122	TUITION ANNU/	Tuition - Annual	\$14,280.00
Grand Totals:								(\$5,382.50)

Tuition Refund Plan Report

The Tuition Refund Plan Report provides information about actual and scheduled charges used to calculate tuition refund insurance premiums. The insurance carrier may require this information in order to process refunds. You can run the report with details or as a summary of charges subject to your tuition refund plan.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include transactions subject to TRP (Actual and scheduled charges)

Include TRP transaction with these dates: Transaction date (This calendar year)

Include scheduled advance deposits with these dates (No)

Include scheduled financial aid with these dates (No)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Sort. **Sort** uses the default selections for this sample report.

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Tuition Refund Plan Report

<u>TRP Charges for</u>	<u>Charges</u>	<u>Credits</u>	<u>Total Subject to TRP</u>	<u>Calcula</u>
Michael Richard Andrews	\$16,503.80		\$16,503.80	
Jennifer Lynn Andrews	\$13,100.00		\$13,100.00	
Greg Stuart Atreya	\$7,600.00		\$7,600.00	
Terry L Appleby	\$15,100.00		\$15,100.00	
Samantha Rae Andrews	\$11,135.00		\$11,135.00	
Drew Ash Abernethy	\$15,600.00		\$15,600.00	
Ellis Armstrong	\$15,600.00		\$15,600.00	
Jennifer Bailey	\$15,100.00		\$15,100.00	
Hunter Adams	\$12,100.00		\$12,100.00	

Unapplied Credit Report

The Unapplied Credit Report provides a list of students, individuals, and organizations with payments or credits not yet applied to a charge.

Report Parameters

Although reports in *Student Billing* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General Tab

Include credits and payments with these dates: **Transaction date** (Include all dates); **Post date** (Include all dates)

Include unapplied: **Credits** (Yes), **Payments** (Yes), **Only transactions with an unapplied amount greater than** (\$0.00)

Include account balance as of: (Today)

Create an output query of records (No)

Report orientation (Landscape)

Filters Tab

No filters selected

Format Tab

Headings. **Headings** uses the default selections for this sample report.

Criteria. **Print these criteria on** (No)

Detail. **Detail** uses the default selections for this sample report.

Grand Totals. **Grand Totals** uses the default selections for this sample report.

Sort/Break. **Sort by** (Current Grade), **Order by** (Ascending), **Break?** (Yes)

Page Footer. **Page Footer** uses the default selections for this sample report.

Report Footer. **Report Footer** uses the default selections for this sample report.

Miscellaneous. **Miscellaneous** uses the default selections for this sample report.

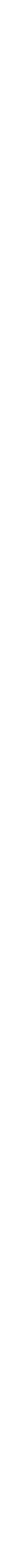
Color Scheme. **Apply a Color Scheme** (Yes)

Name Formats. **Name Formats** uses the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Unapplied Credit Report

Unapplied Credits/Payments For	Credits/Payments By	Current Grade	Transaction Date	Transaction ID	Unapplied Credits/Payments	Account Balance
<No current grade>						
Bruce Baldwin	Gregory Baldwin		07/01/2005	1	\$25.00	\$0.00
<i>Totals for <No current grade>:</i>					<u>\$25.00</u>	
Second Grade						
Susan LaMonica	Susan LaMonica	Second Grade	03/31/2001	47	\$6,031.00	\$0.00
<i>Totals for Second Grade:</i>					<u>\$6,031.00</u>	
Third Grade						
Jeffrey LaMonica	Jeffrey LaMonica	Third Grade	09/28/2000	19	\$4,440.00	\$0.00
<i>Totals for Third Grade:</i>					<u>\$4,440.00</u>	
Sixth Grade						
Kathleen E. Dugas	Kathleen E. Dugas	Sixth Grade	07/28/2000	6	\$14,000.00	\$0.00
<i>Totals for Sixth Grade:</i>					<u>\$14,000.00</u>	
Seventh Grade						
Skylar Thomas Condon	Thomas Condon	Seventh Grade	04/30/2001	49	\$500.00	\$0.00
<i>Totals for Seventh Grade:</i>					<u>\$500.00</u>	
Tenth Grade						
Amy Tuite	Amy Tuite	Tenth Grade	07/28/2000	9	\$14,000.00	\$0.00
<i>Totals for Tenth Grade:</i>					<u>\$14,000.00</u>	
Eleventh Grade						
Adrienne Tuite	Adrienne Tuite	Eleventh Grade	07/25/2001	63	\$14,350.00	\$0.00
<i>Totals for Eleventh Grade:</i>					<u>\$14,350.00</u>	
Graduated						
Genevieve Elizabeth Condon	Thomas Condon	Graduated	04/30/2001	49	\$500.00	\$0.00
<i>Totals for Graduated:</i>					<u>\$500.00</u>	
GRAND TOTALS:					\$53,846.00	\$0.00

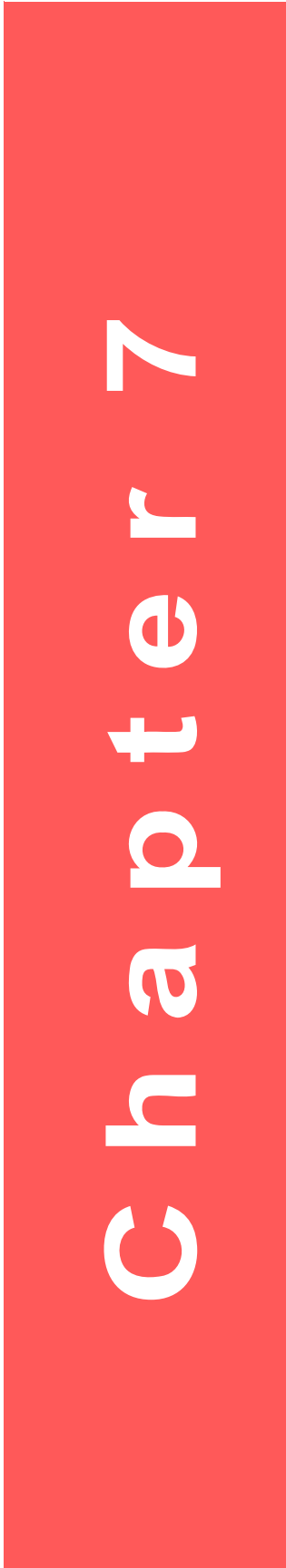




Payroll Sample Reports

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Action Reports

Action Listing

The Action Listing provides a list of details about selected actions. This report is useful for tracking upcoming actions. For example, you can run the Action Listing at the beginning of the month to see what actions are scheduled for that month.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include actions with these dates: **Action date** (Include all dates)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include actions with these action completion statuses: **Incomplete** (Yes), **Complete** (No)

Create an output query of employees: (No)

Report orientation: (Portrait)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Action Listing

Action Date/Time	Action Type	Status	Priority	Completed?	Assigned to
12/31/2004 12:00PM	I-9 Document Update		Normal	No	Supervisor
<i>Associated with Employee: Mr. Miguel Xavier Fernandez, MXF101, 751-02-1451</i>					
<i>Description: Ask employee to provide newly issued document to replace one about to expire as proof for I-9.</i>					
07/04/2005 12:00PM	I-9 Document Update		Normal	No	Supervisor
<i>Associated with Employee: Mr. Miguel Xavier Fernandez, MXF101, 751-02-1451</i>					
<i>Description: Ask employee to provide newly issued document to replace one about to expire as proof for I-9.</i>					
2 action(s) listed.					

Action by Association Report

The Action by Association Report lists action details by client association.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include actions with these dates: **Action date** (Today)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include actions with these action completion statuses: **Incomplete** (Yes), **Complete** (No)

Create an output query of employees: (No)

Report orientation: (Portrait)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Action by Association Report

<u>Associated with</u>	<u>Action Date/Time</u>	<u>Action Type</u>	<u>Status</u>	<u>Priority</u>	<u>Completed?</u>	<u>Assigned to</u>
Employee: Mr. Miguel Xavier Fernandez, MXF101, 751-02-1451 <i>Description: Ask employee to provide newly issued document to replace one about to expire as proof for I-9.</i>	12/31/2004 12:00PM	I-9 Document Updat		Normal	No	Supervisor
Employee: Mr. Miguel Xavier Fernandez, MXF101, 751-02-1451 <i>Description: Ask employee to provide newly issued document to replace one about to expire as proof for I-9.</i>	07/04/2005 12:00PM	I-9 Document Updat		Normal	No	Supervisor

2 action(s) listed.

Action Summary Report

The Action Summary Report provides a count of actions by action type, action status, or the user assigned to the action. Because this report is a summary, client names do not appear

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include actions with these dates: **Action date** (Include all dates)

Include actions with these action priorities: **High** (Yes), **Normal** (Yes), **Low** (Yes)

Include actions with these action completion statuses: **Incomplete** (Yes), **Complete** (No)

Create an output query of employees: (No)

Report Orientation: (Portrait)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Summarize report by** (Action Type)

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Action Summary

<u>Action Type</u>	<u>Count</u>
I-9 Document Update	2
GRAND TOTAL:	2
2 action(s) listed.	

Track Status Report

The Track Status Report provides details about the status of tracks assigned to employees. Tracks are checklists used to define a series of events in a process. The tracks are set up in *Configuration* and assigned to employee records.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include tracks with these dates: **Date added** (Include all dates), **Date completed** (Include all dates)

Include: (Complete and incomplete tracks)

Create an output query of employees: (No)

Report Orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Columns tab

The Columns tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Summarize report by (Action Type)

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Tracks and Checklists Report

<u>Track</u>	<u>Date Added</u>	<u>Date Completed</u>	<u>Pending</u>	<u>New Status</u>
Dr. Raymond R Davis,570-05-1002				
New Hire Track	01/14/2005		2	Active

Bank Account Reports

Bank Profile Report

The Bank Profile Report presents a summary profile of each designated bank. It provides basic bank account information including account number, routing number, and address information. This report shows the total debits and credits associated with each account. Adjustment transactions can also be included to further facilitate the reconciliation process.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include this information: **Cash account information, Payment information, Register ending balance, Summary by post status, Summary by adjustment category**

Include transactions with these dates: **Transaction date** (Include all dates)

Report orientation: (Landscape)

Filters tab

Include: Selected banks (All)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Profile Report

Operating - Bank & Trust

<i>Description:</i>	Operating Account	<i>Address:</i>	1234 Main Street
<i>Account Type:</i>	Checking		Charleston, SC 29402-7613
<i>Account Number:</i>	5023021009	<i>Contact:</i>	Mr. Mitchell P. Greenbach, II
<i>Routing Code:</i>	123456780	<i>Business:</i>	(843) 555-2345
<i>Account Status:</i>	Open	<i>Fax:</i>	(843) 555-9779
<i>Minimum Balance:</i>	\$0.00		
<i>Interfund Set:</i>	Administration Interfund Transfers		
<i>Ending Register Balance:</i>	\$6,880,144.63		

Cash Account Information

System	Account Setup	Track Cash In...	Default Cash Account
Accounts Payable	Define cash account(s)	One Fund	01-1000-00
Cash Management	Define cash account(s)	One Fund	01-1000-00
Payroll	Does not use this bank account		

Payment Information

System	Transaction Type	Allow?	Numbering	Next Number	Maximum Amount
Accounts Payable	Computer Check	Yes	Start with	1082	\$999,999,999.99
Accounts Payable	Electronic Funds Transfer	Yes	Start with	67001	\$999,999,999.99
Accounts Payable	Manual Check	Yes	Same range as	Accounts Payable Computer Chec	\$999,999,999.99
Accounts Payable	One-Time Check	Yes	Same range as	Accounts Payable Computer Chec	\$999,999,999.99
Accounts Payable	Bank Draft	Yes	Start with	101	\$999,999,999.99
Cash Management	Adjustment	Yes	Start with	1	\$999,999,999.99
Accounts Receivable	Refund Checks	No	Same range as	Accounts Payable One-Time Chec	\$999,999,999.99
Payroll	Computer Check	No	Start with		\$999,999,999.99
Payroll	Electronic Funds Transfer	No	Start with		\$999,999,999.99
Payroll	Manual Check	No	Start with		\$999,999,999.99

Transaction Summary by Post Status

Post Status	Payment Count	Total Payments	Deposit Count	Total Deposits
Do not post	0	\$0.00	1	\$15,100.00
Not yet posted	8	\$42,218.45	0	\$0.00
Posted	124	\$768,809.92	27	\$4,676,073.00
	132	\$811,028.37	28	\$4,691,173.00

Bank Reconciliation Report

The Bank Reconciliation Report presents the Adjusted Statement Balance, or the ending statement balance plus deposits in transit less outstanding disbursements. In addition, this report lists all transactions included in the reconciliation process and all adjustments (such as fees, interest earned, voided checks) recorded in the register at the date of reconciliation. You can run the Bank Reconciliation Report from *Reports* and from *Banks*.

The Bank Reconciliation Report provides a way of trouble-shooting issues before you receive your bank statement. From this report, you can print the last completed reconciliation or a pre-reconciliation. With the pre-reconciliation report, you can print a computer balance of the current account without actually reconciling the account.

The Bank Reconciliation Report is made up of three parts: Reconciliation of Register to Statement, Outstanding Transaction Details, and Reconciliation of Cash Accounts to Statement. Each part of this report appears on a separate page. The report sample below is the Reconciliation of Register to Statement section.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Bank account: (Payroll)

Print: (Last completed reconciliation)

Report orientation: (Landscape)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Print transaction details for reconciling the register to the statement (No)

Print transaction details for reconciling the cash account(s) to statement (No)

Sort. Sort by (Transaction Number), **Order by** (Ascending)

Page Footer. Page Footer is left with the default selections for this sample report.

Report Footer. Report Footer is left with the default selections for this sample report.

Miscellaneous. ***Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Reconciliation Report

Reconciliation of Register to Statement

Bank register cleared beginning balance :

Add: Cleared deposits:	\$0.00
Add: Cleared deposit adjustments:	\$0.00
Subtract: Cleared payments:	\$0.00
Subtract: Cleared payment adjustments:	\$0.00
Adjusted bank register balance:	<hr/>

Bank register ending balance:

Subtract: Outstanding deposits:	\$0.00
Subtract: Outstanding deposit adjustments:	\$609,235.00
Add: Outstanding payments:	\$0.00
Add: Outstanding payment adjustments:	\$0.00
Adjusted bank register balance:	<hr/>

Bank statement ending balance :

Out of balance by:

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	0	\$0.00
All Cleared Payments:	0	\$0.00

Bank Register Report

The Bank Register Report presents transactions in the register of a bank account. This report provides a summary statement or can be filtered to display specific information. For example, you can filter the report to display only outstanding deposits posted to a specific subsidiary ledger. In summary format, the report only gives a grand total for each transaction type. In detail format, the report lists each item and gives a grand total.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report format: (Detail)

Include bank account: (Payroll)

Show transactions with these dates: **Transaction date** (Include all dates)

Report orientation: (Landscape)

Filters Button

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Show distribution for these characteristics: Account ID, Project ID, Class

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Bank Register Report

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Balance	Status	Post Date
1	Cash Management	Adjustment-Deposit	11/30/2001	Journal	\$609,235.00	\$0.00	\$609,235.00	Outstanding	11/30/2001
Account ID		Project ID		Class		Debit Amount	Credit Amount		
01-1030-00		<No Project>		Unrestricted Net Assets		\$609,235.00	\$0.00		
Grand Totals:					\$609,235.00	\$0.00			

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Total Payments:	\$0.00
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$609,235.00
Total Adjustments:	\$609,235.00
Total Change in Register Balance:	\$609,235.00

Profile and Statistical Reports

Employee Profile Report

The Employee Profile Report is a detailed listing of all or select employees set up in *Payroll*. The report presents employee information and activity for a specific period of time, which is gathered from each employee record.

General employee information is displayed in the report by default, which you can configure to include various levels of detail. You can also include a wide range of employee-related information by designating additional report sections. The additional sections correspond to the tabs on an employee record. For example, you can include sections for address, contact, and HR information, as well as pay schedules, compensation, tax settings, GL distributions, and activity.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Show these report sections: **Address Information, Contact Information, HR Information, Pay Schedule, Compensation/Deductions, and Tax Settings**

Show these details: **SSN, Nickname, Current status, Birth date**

Show only compensation settings effective as of: (Today)

Create an output query of employees: (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Employee Profile Report

Mr. Lester Michael Coleman
LMC101

<i>SSN:</i> 512-03-3021	<i>Salutation 1:</i> <Hidden>
<i>Nickname:</i> Les	<i>Salutation 2:</i> <Hidden>
<i>Current status:</i> Active	<i>Formal salutation:</i> <Hidden>
<i>Gender:</i> <Hidden>	<i>Informal salutation:</i> <Hidden>
<i>Birth date:</i> 04/01/1979	
<i>Ethnicity:</i> <Hidden>	
<i>Citizenship:</i> <Hidden>	
<i>Marital Status:</i> <Hidden>	

Address Information

<i>Address:</i> 7400 River Road Apt. 717	<i>Type:</i> Home
	<i>Description:</i> <Employee address>
	<i>Primary:</i> Yes
North Charleston, SC 29415-5401	
United States	
<i>Home:</i> (843) 555-5159	

Contacts

HR Information

Primary?	Department	Position	Job Level	Supervisor	FTE
Y	Buildings and Grou	Groundskeeper	General Staff	Mr. Randolph Scott J	1.00
				Total FTE:	1.00

Event ID	Schedule Date	Actual Date	Authorized by	Comment
Hire	08/17/2004			

Pay Type Profile Report

The Pay Type Profile Report is a detailed listing of all or select pay types set up in *Payroll*. The report presents specific pay type characteristics, which are gathered from each pay type record. You can use this report to review the pay types defined in your organization.

In the report, general pay type information is displayed by default, including pay type ID, description, and status. You can also include a wide range of pay type-related information by designating additional report sections. The additional sections can include account distributions, tax settings, schedules, and attributes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Show these report sections: **Account Distribution, Federal Tax Settings, State Tax Settings, Local Tax Settings**

Show these details: **Rate, Amount type, Amount/Percent**

Create an output query of pay types: (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Pay Type Profile Report

Department Head Differential Pay DEPT-HEAD

Pay category: Differential Pay

Pay stub ID: Head Differential Pay

Rate: Salary

Amount/Percent:

Amount type: Annual salary

Include amounts in W-2 box: <Hidden>

Unit: <Hidden>

Status: Active

Notes:

Account Distribution

Combine employee distribution with this account code: 5020

Percent/Amount	Project	Project Description	Class	Mission	Spendable/Non-Spen	Performance
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Federal Tax Settings

Federal income tax: Withhold

Social security tax: Withhold

Medicare tax: Withhold

FUTA: Subject to FUTA

Reduce line 2 of federal 941 form: Yes

State Tax Settings

State income tax: Withhold

SUTA: Subject to SUTA

SDI: Subject to SDI

Local Tax Settings

Local tax: Include earnings in all local taxes

Deduction Profile Report

The Deduction Profile Report is a detailed listing of all or select deductions set up in *Payroll*. The report presents specific deduction characteristics, which are gathered from each deduction record. You can use this report to review the deductions defined in your organization, as well as those specifically assigned to employees.

In the report, general deduction information is displayed by default, including deduction ID, description, and status. You can also include a wide range of deduction-related information by designating additional report sections. The additional sections can include account distributions, tax settings, schedules, and attributes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Show these report sections: **Account Distribution, Federal Tax Settings, State Tax Settings, Local Tax Settings**

Show these details: **Rate, Amount type, Amount/Percent, Flexible spending plan**

Create an output query of deductions: (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Deduction Profile Report

403(b) Elective Deferral 403(b)

Category:	Pre-tax	Pay stub ID:	403(b)
Rate:	Percentage of gross	Amount/Percent:	10.00%
Amount type:	Percentage	Flexible spending plan?:	No
Status:	Active	Include amounts in W-2 box:	<Hidden>
Vendor for remittance:	<Hidden>		<Hidden>
Notes:			

Account Distribution

Combine employee distribution with this account code: 2320

<u>Percent/Amount</u>	<u>Project</u>	<u>Project Description</u>	<u>Class</u>	<u>Mission</u>	<u>Spendable/Non-Spendab</u>	<u>Performance</u>
100.00%						

Federal Tax Settings

Federal income tax : Reduce gross subject to federal withholding
Social security tax: Do not reduce gross subject to Social Security
Medicare tax: Do not reduce gross subject to Medicare
FUTA: Do not reduce gross subject to FUTA
Reduce line 2 of federal 941 form: Yes

State Tax Settings

State income tax: Reduce gross subject to state withholding
SUTA : Do not reduce gross subject to SUTA
SDI : Do not reduce gross subject to SDI

Benefit Profile Report

The Benefit Profile Report is a detailed listing of all or select benefits set up in *Payroll*. The report presents specific benefit characteristics, which are gathered from each benefit record. You can use this report to review the benefits defined in your organization, as well as those specifically assigned to employees.

In the report, general benefit information is displayed by default, including benefit ID, description, and status. You can also include a wide range of benefit-related information by designating additional report sections. The additional sections can include account distributions, tax settings, schedules, and attributes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Show these report sections: **Account Distribution, Federal Tax Settings, State Tax Settings, Local Tax Settings**

Show these details: **Rate, Amount type, Amount/Percent, Group term life insurance**

Create an output query of benefits: (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Benefit Profile Report

403(b) Employer Match 403(b) Match

Category:	Employer contribution	Pay stub ID:	403(b) Employer Match
Rate:	Percentage of deduction	Amount/Percent:	50.00%
Amount type:	Percentage	Group Term Life Insurance:	No
Status:	Active	Include amounts in W-2 box:	<Hidden>
Vendor for remittance:	<Hidden>		
Linked to these deductions:	<Hidden>		
Notes:			

Account Distribution

Combine employee distribution with this account code: 5120

Adoption Benefit Adoption

Category:	Employer contribution	Pay stub ID:	Adopt-Ben
Rate:	Amount	Amount/Percent:	
Amount type:	Total Amount	Group Term Life Insurance:	No
Status:	Active	Include amounts in W-2 box:	<Hidden>
Vendor for remittance:	<Hidden>	Box code:	<Hidden>
Linked to these deductions:	<Hidden>		
Notes:			

Account Distribution

Combine employee distribution with this account code: 5190

Position Profile Report

The Position Profile Report is a detailed listing of all or select positions set up in *Payroll*. The report presents specific position characteristics, which are gathered from each position record. You can use this report to review the positions defined in your organization, as well as those specifically assigned to employees.

In the report, general position information is displayed by default, including position ID, description, and status. You can also include a wide range of position-related information by designating additional report sections. The additional sections can include attributes, media, notes, and history of changes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Show these report sections: **Attributes, Media, Notes, History of Changes**

Show these details: **Status, EEOC Job Category, Job Level, Employment Type**

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Position Profile Report

ASSTDIRECTOR Assistant Director

Status: Active
EEOC job category: Officials and Managers
Job level: Management
Employment type: Full Time - Exempt
Valid dates: <Hidden>

Number employed: <Hidden>
Annual gross pay: Annual gross pay is not defined

BUILDGRNDSUP Supervisor of Buildings and Grounds

Status: Active
EEOC job category: Service Workers
Job level: Management
Employment type: Full Time - Not Exempt
Valid dates: <Hidden>

Number employed: <Hidden>
Annual gross pay: Annual gross pay is not defined

CLERICAL Clerical Staff

Status: Active
EEOC job category: Official and Clerical
Job level: General Staff
Employment type: Full Time - Not Exempt
Valid dates: <Hidden>

Number employed: <Hidden>
Annual gross pay: Annual gross pay is not defined

Employee Directory

The Employee Directory provides a list of employees and includes biographical information such as department, address, telephone number, or birthday. If you have a printer that supports printing booklets, you can print this report as a booklet. Booklets are formatted so the pages can be folded and stapled along the fold. For more information about printing booklets, see the documentation for your printer.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Show in [] column(s): 1

Create an output query of employees: (No)

Report orientation: (Landscape)

Filters tab

No filters selected.

Address Tab

Consider these addresses: (No)

Addresses to consider, in order of importance: (Primary address)

If no address is found, (Print with no address)

The set of parameters documented for this sample report represents a single reporting solution.

Emergency Contact tab

The Emergency Contact tab is left with the default selections for this sample report.

Columns Tab

Field name: (Employee name), **Field align:** (Left), **Heading:** (Employee name), **Heading Align:** (Left), **Wrap Heading?:** (No), **Width:** (2.0), **Wrap Field?:** (No)

Field name: (Employee address), **Field align:** (Left), **Heading:** (Employee address), **Heading Align:** (Left), **Wrap Heading?:** (No), **Width:** (2.0), **Wrap Field?:** (No)

Field name: (Primary Position), **Field align:** (Left), **Heading:** (Primary Position), **Heading Align:** (Left), **Wrap Heading?:** (No), **Width:** (1.5), **Wrap Field?:** (No)

Field name: (Primary Department), **Field align:** (Left), **Heading:** (Primary Department), **Heading Align:** (Left), **Wrap Heading?:** (No), **Width:** (1.5), **Wrap Field?:** (No)

Format tab

Headings. Uses default settings.

Criteria. Uses default settings.

Detail. Employee salutation: Employee Name

Sort/Break. Uses default settings.

Page Footer. Uses default settings.

Report Footer. Uses default settings.

Miscellaneous. Uses default settings.

Color Scheme. Uses default settings.

Community Services Inc. Employee Directory

Employee Name	Address	Position	Department
Mr. Lester Michael Coleman	7400 River Road Apt. 717 North Charleston, SC 29415-5401	GROUNDSKEEPR	B&G
Dr. Raymond R Davis	1 Advent Lane Farmville, SC 29944	DEPTHEAD	SCHOOL
Ms. Zeldia Ida Davis	9541 Marsh View Court Mount Pleasant, SC 29464-5102	CUSTODIAN	B&G
Mr. Miguel Xavier Fernandez	87415 Lone Star Trail San Angelo, TX 76904-4148	FLDMGR	MISSIONS
Dr. Gunter W. Huber, Ed.D.	8021 Sea Oats Trail Johns Island, SC 29419-4510	HEADMASTER	SCHOOL
Mr. Randolph Scott Jones, Jr.	2510 East Harbor Road James Island, SC 29415-5144	BUILDGRNDSUP	B&G
Ms. Terry Lowndenton	1776 Liberty Way Charleston, SC 29401	SOCSEWORKER	SCHOOL
Dr. Ruth-Anne Marie Nunez, Ph.D.	45 Live Oak Lane Charleston, SC 29402-7615	EXECDIRECTOR	ADMIN
Mr. Bob Riggins	8000 Cross View Drive Charleston, SC 29410	ASSTDIRECTOR	ADMIN
Mrs. Martha D Rivers	12 Mulberry Street Hammond, SC 29924	FACULTY	SCHOOL
Rev. Gray Hunter Roland, D.Min.	8705 Carver Place Mount Pleasant, SC 29464-4520	ASSTDIRECTOR	MISSIONS
Mr. Artie Romain, Jr.	10 Bull Street Charleston, SC 29492		
Mr. Carson Winston Taylor, II	6302 Rice Field Road Johns Island, SC 29421-4510	ASSTDIRECTOR	ADMIN
Mrs. Claire Louise Williams	67 Pine Street Pinewood, SC 29444	FACULTY	SCHOOL

Time and Attendance Reports

Employee Attendance History

The Employee Attendance History report lists attendance record information for employees over a specified date range. You can include all or specific attendance dates, as well as attendance from uncalculated time entry. To specify the employees to include in the report, you can filter by employee, employee status, department, supervisor, attendance code, and employee attributes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include attendance records with these dates: **Attendance date** (Include all dates)

Include employees with these attendance days: **Days used** (Any number of days), **Days credited** (Any number of days)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Display results in equivalent hours of attendance** (Yes)

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Employee Attendance History

Employee	Start Date	Day	Attendance Code	End Date	Used/Credited?	Hours
Mr. Lester Michael Coleman, 512-03-3021						
Mr. Lester Michael Coleman, 512-03-3021	01/04/2005	Tuesday	SICK	01/06/2005	Used	(24.00)
<i>Totals for Mr. Lester Michael Coleman, 512-03-3021</i>					<i>Used</i>	<i>(24.00)</i>
					<i>Credited</i>	<i>0.00</i>
Ms. Zelda Ida Davis, 542-02-1207						
Ms. Zelda Ida Davis, 542-02-1207	01/03/2005	Monday	VAC	01/07/2005	Used	(40.00)
<i>Totals for Ms. Zelda Ida Davis, 542-02-1207</i>					<i>Used</i>	<i>(40.00)</i>
					<i>Credited</i>	<i>0.00</i>
GRAND TOTALS:					Used	(64.00)
2 employee(s) listed.					Credited	0.00

Time Entry Batch Report

The Time Entry Batch Report is a listing of time entry batch information for a specific range of time entry start and end dates. This report includes paid amounts only. Hours entered in a time entry batch for unpaid attendance records are not included.

Running this report in summary provides total hours and dollars per employee per time entry batch. If you run the detail version, the report includes total hours and dollars per employee per time entry batch, as well as account and transaction distribution information.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include time entry batches with these dates: **Start date** (Include all dates), **End date** (Include all dates)

Report format: (Summary)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Time Entry Batch Report

Batch Number	Employee Name	Employee ID	Department	Start Date	End Date	Hours/Units	Amount
Mr. Lester Michael Coleman							
1	Mr. Lester Michael Coleman	LMC101	Buildings and Grounds	01/01/2005	01/15/2005	40.00	\$510.00
1	Mr. Lester Michael Coleman	LMC101	Buildings and Grounds	01/01/2005	01/15/2005	40.00	\$510.00
Ms. Zelda Ida Davis							
1	Ms. Zelda Ida Davis	ZID101	Buildings and Grounds	01/01/2005	01/15/2005	40.00	\$270.00
Mr. Randolph Scott Jones, Jr.							
1	Mr. Randolph Scott Jones, Jr.	RSJ101	Buildings and Grounds	01/01/2005	01/15/2005	86.67	\$2,318.42
Grand Totals:						206.67	\$3,608.42
1 time entries listed.							

Attendance Statistical Report

The Attendance Statistical Report is a summary analysis of used or credited attendance records over a specified date range. With this report, you can analyze the frequency of used or credited attendance hours by the days of the week or months of the year.

You can include all or specific attendance dates, as well as attendance from uncalculated time entry. To specify the employees to include in the report, you can filter by employee, employee status, department, supervisor, attendance code, and employee attributes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report attendance statistics for [] attendance records: (Used)

Include these attendance dates: **Attendance dates** (Include all dates)

Include employees with these attendance dates: **Days used** (Any number of days)

Report format: (Days of the week)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Display results in equivalent hours of attendance (Yes)

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Attendance Statistical Report

Percent by Day of the Week

<u>Attendance code</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Total Hours</u>
Buildings and Grounds								
Sick	0.00%	0.00%	33.33%	33.33%	33.33%	0.00%	0.00%	48.00
Vacation	0.00%	20.00%	20.00%	20.00%	20.00%	20.00%	0.00%	80.00
<i>Totals for Buildings and Grounds</i>	<i>0.00%</i>	<i>12.50%</i>	<i>25.00%</i>	<i>25.00%</i>	<i>25.00%</i>	<i>12.50%</i>	<i>0.00%</i>	<i>128.00</i>
OVERALL PERCENTAGES:	0.00%	12.50%	25.00%	25.00%	25.00%	12.50%	0.00%	128.00

Hours Worked Report

The Hours Worked Report lists time worked across all pay categories and can include paid and/or unpaid calculations. You include transactions by specifying payment date, period ending date, and post date. The report can be summarized or displayed in detail showing separate calculations for each employee.

Hours worked can be included in the report for all or specific employees. To specify the employees, you can filter by employee, employee status, employee attributes, and compensation type attributes. You can also filter by benefits, pay type attributes, and pay frequency based on the employees' default pay schedule.

Report Parameter

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include: (Both Paid and Unpaid Calculations)

Include transactions with these dates: **Payment date** (Include all dates), **Period ending date** (Include all dates)

Print a (Detail) report in (Landscape) orientation

Create an output query of []: (No)

Filters tab

The Filters tab is left with the default selections for this sample report.

Columns tab

The Columns tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Hours Worked Report

<u>Employee SSN</u>	<u>Employee Name</u>	<u>Payment Number</u>	<u>Pay Types</u>	<u>Remainder</u>	<u>Total</u>
512-03-3021	Mr. Lester Michael Coleman	-	40.00	40.00	40.00
		GRAND TOTALS:	40.00	40.00	40.00

Employee Attendance Summary

The Employee Attendance Summary report provides a summarized listing of employee attendance, including accrued hours, used hours, credited hours, and remaining hours. The report information is displayed in either hours or days, depending on your business rule setting for how time is tracked.

You include information on the report by designating a specific period time for which to include accrued time and used and credited attendance. To specify the employees to include in the report, you can filter by employee, employee status, department, supervisor, attendance code, and employee attributes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include these attendance dates: **Earned through** (Today), **Credited/used date** (Include all dates)

Include employees with these attendance days: **Days accrued** (Any number of days), **Days used** (Any number of days), **Days credited** (Any number of days), **Days remaining** (Any number of days)

Report format: (Detail)

Create an output query of employees: (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Employee Attendance Summary

Employee Name	SSN	Attendance Type	Carry-over	Accrued	Used	Credited	Remaining
Mr. Lester Michael Coleman, LMC101							
Mr. Lester Michael Coleman, LMC101	512-03-3021	Sick	0.00	16.00	3.00	0.00	13.00
<i>Hired:</i>							
<i>Totals for Mr. Lester Michael Coleman, LMC101</i>			<i>0.00</i>	<i>16.00</i>	<i>3.00</i>	<i>0.00</i>	<i>13.00</i>
Ms. Zelda Ida Davis, ZID101							
Ms. Zelda Ida Davis, ZID101	542-02-1207	Vacation	0.00	30.00	5.00	0.00	25.00
<i>Hired:</i>							
<i>Totals for Ms. Zelda Ida Davis, ZID101</i>			<i>0.00</i>	<i>30.00</i>	<i>5.00</i>	<i>0.00</i>	<i>25.00</i>
Grand Totals:			0.00	46.00	8.00	0.00	38.00
2 employee(s) listed.							

Time Sheets

Time Sheets provide an entry form that employees can use to record time worked on pay types and projects for a specific pay period. In this capacity, a Time Sheet is a blank entry form that includes employee identifying information and dated rows the employee can use to enter time worked.

You can also run a Time Sheet report that provides a summary of hours and pay already entered into a time entry batch for all or specific employees. To specify the employees to include in the report, you can filter by employee, employee status, department, position, supervisor, pay schedule, pay type, and employee attributes.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Print time sheets for these time entry batch dates: **Start date** (Include all dates), **End date** (Include all dates)

Print this additional information on each time sheet: **Primary department, Primary position, Supervisor**

Report format: (Detail)

Show time recorded in time entry batches: (No)

Create an output query of employees: (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Sort. **Sort** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Time Sheets

Mr. Lester Michael Coleman LMC101	Batch Number: 1 Batch Status: Approved
--	---

<Hidden>

Primary Department: Buildings and Grounds
Primary Position: Groundskeeper
Job Level: <Hidden>

Supervisor: Mr. Randolph Scott Jones, Jr.
Current Status: <Hidden>
Hire Date: <Hidden>

<Hidden>

<Hidden>

<Hidden>

Date	Day	Pay Type	Hours/Units	Notes
01/21/2005	Friday			
01/22/2005	Saturday			
01/23/2005	Sunday			
01/24/2005	Monday			
01/25/2005	Tuesday			
01/26/2005	Wednesday			
01/27/2005	Thursday			
Totals				

Supervisor Signature

Employee Signature

Transaction Reports

Account Distribution Report

The Account Distribution Report lists debit and credit amounts, created by *Payroll* calculations and adjustments, for accounts.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report format: (Detail)

Include transactions with these dates: **Payment date** (Include all dates), **Payment post date** (Include all dates), **Period ending date** (Include all dates)

Include adjustment transactions (No)

Create an output query of [] (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Show distribution for these characteristics:** Project ID

Show characteristics as a column in the report (Yes)

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Account Distribution Report

Transaction Date	PY Trans. Number	Transaction Type	GL Trans. Number	Employee	ID	Journal Reference	Post Date	Post Status	Debit Amount	Credit Amount	Project ID
01-1030-00, Payroll Cash Account											
01/24/2005	95	Payment	47-15	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$381.61	<No Proje
<i>Totals for 01-1030-00, Payroll Cash Account</i>									\$0.00	\$381.61	
01-2100-06, Federal Withholding Payable											
01/24/2005	95	Payment	47-05	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$51.24	<No Proje
<i>Totals for 01-2100-06, Federal Withholding Payable</i>									\$0.00	\$51.24	
01-2110-06, Social Security Tax - Employer											
01/24/2005	95	Payment	47-08	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$31.62	<No Proje
<i>Totals for 01-2110-06, Social Security Tax - Employer</i>									\$0.00	\$31.62	
01-2111-06, Medicare Tax - Employer											
01/24/2005	95	Payment	47-11	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$7.40	<No Proje
<i>Totals for 01-2111-06, Medicare Tax - Employer</i>									\$0.00	\$7.40	
01-2115-06, Social Security Withholding - Employee											
01/24/2005	95	Payment	47-06	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$31.62	<No Proje
<i>Totals for 01-2115-06, Social Security Withholding - Employee</i>									\$0.00	\$31.62	
01-2116-06, Medicare Withholding - Employee											
01/24/2005	95	Payment	47-09	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$7.40	<No Proje
<i>Totals for 01-2116-06, Medicare Withholding - Employee</i>									\$0.00	\$7.40	
01-2120-06, State Income Tax Withholding - Employee											
01/24/2005	95	Payment	47-12	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$22.48	<No Proje
<i>Totals for 01-2120-06, State Income Tax Withholding - Employee</i>									\$0.00	\$22.48	
01-2130-06, SUTA Tax - Employer											
01/24/2005	95	Payment	47-14	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$27.54	<No Proje
<i>Totals for 01-2130-06, SUTA Tax - Employer</i>									\$0.00	\$27.54	
01-2310-06, Group Term Liability											
01/24/2005	95	Payment	47-03	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$0.06	9999
<i>Totals for 01-2310-06, Group Term Liability</i>									\$0.00	\$0.06	
01-2340-06, Medical Insurance - Employee deduction											
01/24/2005	95	Payment	47-04	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.00	\$15.65	<No Proje
<i>Totals for 01-2340-06, Medical Insurance - Employee deductio</i>									\$0.00	\$15.65	
01-5000-06, Salaries											
01/24/2005	95	Payment	47-01	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$510.00	\$0.00	9999
<i>Totals for 01-5000-06, Salaries</i>									\$510.00	\$0.00	
01-5050-06, Group Term Life Insurance Expense											
01/24/2005	95	Payment	47-02	Mr. Lester Michael Coleman	LM	Coleman-Lester-01/14/2005	01/24/2005	Posted	\$0.06	\$0.00	9999

Project Distribution Report

The Project Distribution Report lists debits and credits associated with projects, classes, or transaction codes. The transactions listed are created by *Payroll* calculations and adjustments. You can run the report in detail or summary.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report format: (Detail)

Include transactions with these dates: **Payment date** (Include all dates), **Payment post date** (Include all dates), **Period ending date** (Include all dates)

Include adjustment transactions (No)

Create an output query of [] (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Project Distribution Report

Transaction Date	PY Trans. Number	Transaction Type	Employee	Journal Reference	Post Date	Post Status	Debit Amount	Credit Amount
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Unposted Payroll Paymen	01/24/2005	Posted	\$0.00	\$381.61
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$15.65
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$51.24
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$31.62
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$31.62
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$7.40
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$7.40
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$22.48
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$27.54
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$381.61
							\$0.00	\$958.17
9999, None								
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$510.00	\$0.00
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.06	\$0.00
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$0.00	\$0.06
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$31.62	\$0.00
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$7.40	\$0.00
01/24/2005	95	Payment	Mr. Lester Michael Coleman	Coleman-Lester-01/14/20	01/24/2005	Posted	\$27.54	\$0.00
							\$576.62	\$0.06
<i>Totals for 9999, None.</i>								
Grand Totals:							\$576.62	\$958.23

A total of 16 transaction(s) listed

Payroll Expense Report

The Payroll Expense Report lists employer expenses by department or an element of the general ledger distribution over a specified date range. These elements include account segments and account characteristics. You can also include optional employer benefits and local taxes in the report, which can be run in detail or summary.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include payments with these dates: **Payment date** (Include all dates), **Period end date** (Include all dates)

Include these employer expenses: **Gross Pay, Social Security, Medicare, FUTA, SUTA**

Break down expenses by: (Employee's primary department)

Report format: (Detail)

Create an output query of employees (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Payroll Expense Report

<u>Employee</u>	<u>Employee ID</u>	<u>Gross Pay</u>	<u>Social Security Medicare</u>	<u>Unemployment</u>	<u>Total Expense Percent of Gross</u>
Buildings and Grounds					
Mr. Lester Michael Coleman	LMC101	\$510.00	\$31.62 \$7.40	\$27.54	\$66.56 13.05%
Totals for Buildings and Grounds:		\$510.00	\$31.62 \$7.40	\$27.54	\$66.56 13.05%
Grand Totals:		\$510.00	\$31.62 \$7.40	\$27.54	\$66.56 13.05%
1 employee(s) listed.					

Adjusted Gross Wage Report

The Adjusted Gross Wage Report provides adjusted wage amounts for each payroll calculation. This report is typically used to help payroll administrators verify the adjusted gross used to calculate taxes. You can include paid and/or unpaid calculations.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include: (Paid Calculations)

Include transactions with these dates: **Payment date** (Include all dates), **Period ending date** (Include all dates), **Payment post date** (Include all dates)

Create an output query of [] (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Columns tab

The Columns tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Adjusted Gross Wage Report

<u>Payment Date</u>	<u>Period End Date</u>	<u>Payment Number</u>	<u>Gross Wages</u>	<u>Non-Cash</u>	<u>Federal W/H</u>	<u>State Entity</u>	<u>State W/H</u>	<u>Soc. Sec.</u>	<u>Medicare</u>	<u>SUTA</u>	<u>FUTA</u>	<u>SDI</u>	<u>Local Entity</u>	<u>Local Value</u>
01/14/2005	01/14/2005	62001	\$510.00	\$0.06	\$494.41	SC	\$494.41	\$510.06	\$510.06	\$510.06	\$0.00	\$0.00		

Payroll Register

The Payroll Register provides a list of paid and/or unpaid calculations, as well as a summary of amounts paid to your employees over time. This report is typically used to help payroll administrators verify payments and is often run after calculations are created for each payroll period. This report is also used to review the history of calculations and checks, as well as to summarize the earnings of employees for a specified duration.

By default, *Payroll* includes two pre-defined Payroll Register parameter files: the Unpaid Calculations Register, which includes unpaid calculations, and the Paid Calculations Register, which contains paid calculations.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include: (Paid Calculations)

Include transactions with these dates: **Payment date** (Include all dates), **Period ending date** (Include all dates), **Payment post date** (Include all dates)

Include calculation detail for: **Gross Pay, Deductions/Taxes**

Print a (Detail) report in (Landscape) orientation

Create an output query of [] (No)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Payroll Register

Pay Date Period Ending Frequency
 Mr. Lester Michael Coleman, LMC101, Buildings and Grounds
 Check #62001 for Mr. Lester Michael Coleman, LMC101, Buildings
 01/14/2005 01/14/2005 Weekly Schedule

Gross Pay	Rate	Hours	Fed.	Soc Sec.	Med.	State	Local	FUTA	SUTA	SDI	Amount
REG-HOUR	12.75	40.00	Y	Y	Y	Y	Y	N	Y	N	\$510.00
GRP TERM		0.00	Y	Y	Y	Y	Y	N	Y	N	\$0.06
<i>Gross Pay</i>											\$510.06
Deduction/Employee Tax	Adj. Gross		Fed.	Soc Sec.	Med.	State	Local	FUTA	SUTA	SDI	Amount
Ins-Medical	\$0.00		N	Y	Y	N	N	N	Y	-	\$15.65
Federal	\$494.41		-	-	-	-	-	-	-	-	\$51.24
Soc Security	\$510.06		-	-	-	-	-	-	-	-	\$31.62
Medicare	\$510.06		-	-	-	-	-	-	-	-	\$7.40
State - SC	\$494.41		-	-	-	-	-	-	-	-	\$22.48
<i>Deductions/Employee Taxes:</i>											\$128.39
NET PAY:											\$381.61

Employee Event Report

The Employee Event Report provides a detail or summary listing of employee event records created during a specified period of time. Typical employee events include hire and separation/termination dates.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report format: (Detail)

Include events with these dates: **Scheduled date** (Include all dates); **Actual date** (Include all dates)

Create an output query of employees: (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Employee Event Report

Employee Name	SSN	Scheduled Date	Actual Date	Event ID	Event Description
Mr. Lester Michael Coleman, LMC101 Mr. Lester Michael Coleman, LMC101	512-03-3021	08/17/2004		HIRE	Hire
Dr. Raymond R Davis, F003 Dr. Raymond R Davis, F003	570-05-1002	09/01/1972	09/01/1972	HIRE	Hire
Ms. Zeldia Ida Davis, ZID101 Ms. Zeldia Ida Davis, ZID101	542-02-1207	08/17/2004		HIRE	Hire
Mr. Miguel Xavier Fernandez, MXF101 Mr. Miguel Xavier Fernandez, MXF101	751-02-1451	07/01/2003	07/01/2003	HIRE	Hire
Dr. Gunter W. Huber, Ed.D., GWH1011 Dr. Gunter W. Huber, Ed.D., GWH1011	512-91-0320	05/16/2002	05/16/2002	HIRE	Hire
Mr. Randolph Scott Jones, Jr., RSJ101 Mr. Randolph Scott Jones, Jr., RSJ101	325-64-3102	06/01/2004	06/01/2004	HIRE	Hire
Dr. Ruth-Anne Marie Nunez, Ph., RMN101 Dr. Ruth-Anne Marie Nunez, Ph., RMN101	305-41-2145	07/01/2003	07/01/2003	HIRE	Hire
Mrs. Martha D Rivers, F002 Mrs. Martha D Rivers, F002	570-04-0001	07/02/1975	07/02/1975	HIRE	Hire
Rev. Gray Hunter Roland, D.Min, GHR101 Rev. Gray Hunter Roland, D.Min, GHR101	521-02-3278	06/03/2002	06/03/2002	HIRE	Hire
Mr. Carson Winston Taylor, II, CWT101 Mr. Carson Winston Taylor, II, CWT101	215-30-3201	01/02/2004	01/02/2004	HIRE	Hire
Mrs. Claire Louise Williams, F001 Mrs. Claire Louise Williams, F001	333-22-4444	08/17/1998	08/17/1998	HIRE	Hire

11 employee(s) listed.

Flex Spending Plan Report

The Flex Spending Plan Report provides details of cafeteria plans, including flex plan amounts, withholding by date, paid by date, and balances per employee for a specified period of time.

This report is typically run by payroll administrators to verify the flex spending plan deductions set up for employees. It is also used to verify calculated withholding and disbursements made to date.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include Flex Spending Plan deductions with these dates: **FSP start date** (Include all dates); **FSP end date** (Include all dates)

Include only Flex Plans with a positive balance: (No)

Include activity withheld only if the corresponding calculation has been paid: (No)

Include withholding and disbursement detail: (Yes)

Include changes in plan eligibility: (No)

Create an output query of employees: (No)

Report orientation: (Landscape)

Filters tab

The Filters tab is left with the default selections for this sample report.

Columns tab

The Columns tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Flex Spending Plan Report

<u>Employee ID</u>	<u>Flex Description</u>	<u>Eligibility Start Date</u>	<u>Plan Start Date</u>	<u>Plan End Date</u>	<u>Cut-off</u>	<u>Total to Withhold</u>	<u>Total Withheld</u>	<u>Total Paid</u>	<u>Available Balance</u>	<u>Balance</u>
Dr. Raymond R Davis										
F003	Medical Flexible Spending Plan		01/01/2004	12/31/2004	02/28/2005	\$3,600.00	\$0.00	\$1,100.00	\$2,500.00	(\$1,100.00)
<u>Tran. Date</u>	<u>Type</u>	<u>Amount</u>								
01/14/2005	Payment	\$1,100.00								
<i>Totals for Dr. Raymond R Davis</i>						<u>\$3,600.00</u>	<u>\$0.00</u>	<u>\$1,100.00</u>	<u>\$2,500.00</u>	<u>(\$1,100.00)</u>
Mr. Randolph Scott Jones, Jr.										
RSJ101	Medical Flexible Spending Plan	06/01/2004	01/01/2004	12/31/2004	02/28/2005	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00
<i>Totals for Mr. Randolph Scott Jones, Jr.</i>						<u>\$1,400.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,400.00</u>	<u>\$0.00</u>
Dr. Ruth-Anne Marie Nunez, Ph.D.										
RMN101	Medical Flexible Spending Plan	01/01/2004	01/01/2004	12/31/2004	02/28/2005	\$3,600.00	\$0.00	\$0.00	\$3,600.00	\$0.00
<i>Totals for Dr. Ruth-Anne Marie Nunez, Ph.D.</i>						<u>\$3,600.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,600.00</u>	<u>\$0.00</u>
Mrs. Martha D Rivers										
F002	Medical Flexible Spending Plan	01/01/2004	01/01/2004	12/31/2004	02/28/2005	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00
<i>Totals for Mrs. Martha D Rivers</i>						<u>\$2,400.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,400.00</u>	<u>\$0.00</u>
Rev. Gray Hunter Roland, D.Min.										
GHR101	Medical Flexible Spending Plan	01/01/2004	01/01/2004	12/31/2004	02/28/2005	\$3,600.00	\$0.00	\$0.00	\$3,600.00	\$0.00
<i>Totals for Rev. Gray Hunter Roland, D.Min.</i>						<u>\$3,600.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,600.00</u>	<u>\$0.00</u>
Mr. Carson Winston Taylor, II										
CWT101	Medical Flexible Spending Plan	01/02/2004	01/01/2004	12/31/2004	02/28/2005	\$3,600.00	\$0.00	\$0.00	\$3,600.00	\$0.00
<i>Totals for Mr. Carson Winston Taylor, II</i>						<u>\$3,600.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,600.00</u>	<u>\$0.00</u>
Mrs. Claire Louise Williams										
F001	Medical Flexible Spending Plan		01/01/2004	12/31/2004	02/28/2005	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00
<i>Totals for Mrs. Claire Louise Williams</i>						<u>\$2,400.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,400.00</u>	<u>\$0.00</u>

EFT Report

The EFT Report provides a detailed view of any EFT files created from *Payroll*. You can use this report to review and archive payroll EFT transactions for your organization.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report. The EFT file name specified for this report is an example only.

General tab

Select an EFT File Name: **EFT file name** (C:\EFT\7xEFT3.ach)

This EFT File was created using [] logon cards: (0)

This EFT file was created with a carriage return line/feed: (Yes)

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. EFT Report

File name: C:\EFT\7xEFT3.ach

Transmitted to: FRB99887766554433221199

<u>Employee</u>	<u>ID Number</u>	<u>Routing Number</u>	<u>Account Type</u>	<u>Account Number</u>	<u>Amount</u>
MR. DAVIS SMITH	36	85643528-5	Checking	1972-04-08-345432	\$24,442.87
GRAND TOTAL:					\$24,442.87

<u>Employer</u>	<u>ID Number</u>	<u>Routing Number</u>	<u>Account Type</u>	<u>Account Number</u>	<u>Amount</u>
COMMUNITY SERVICES INC	0	32871458-6	Checking	5489754217895-754	\$24,442.87

EFT amount: \$24,442.87
Hash number (system generated): 0118514986
Total EFT records: 1
EFT file date: 10/26/2004

Payroll Journal

The Payroll Journal provides a listing of calculations (paid, unpaid, or both) and/or payment components, along with the related account distributions. Payment components include pay types, deductions, benefits, and taxes. This report is typically used to help payroll administrators review checks, as well as the distribution of pay types, deductions, and/or employer expenses.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Include: (Paid Calculations)

Include payments with these dates: **Payment date** (Include all dates), **Period ending date** (Include all dates), **Payment post date** (Include all dates)

Include employer liabilities and expenses: (No)

Create an output query of [] (No)

Filters tab

The Filters tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. **Detail** is left with the default selections for this sample report.

Grand Totals. **Grand Totals** is left with the default selections for this sample report.

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Payroll Journal

Activity for	Payment Date	Period Ending	Post Date	Payment Number	Type	ID	Description	Amount
Mr. Lester Michael Coleman								
Mr. Lester Michael Coleman	01/24/2005	01/14/2005	01/24/2005	62001	Benefit	GRP TERM	Group Term Life Insurance	\$0.06
					Deduction	Ins-Medical	Insurance - Medical	\$15.65
					Federal Tax	Federal	Federal	\$51.24
					Federal Tax	MED	Medicare	\$7.40
					Federal Tax	SS	Soc Security	\$31.62
					Pay Type	REG-HOUR	Regular Pay - Hourly	\$510.00
					State Tax	SC Tax	State	\$22.48
							Net Pay:	\$381.61

Compensation and Deductions Register

The Compensation and Deductions Register lists employee earnings, benefits, deductions, and tax amounts for paid or unpaid calculations over a specified period of time. You can format the report in summary or detail.

Report Parameters

Although reports in *The Financial Edge* have default parameters, you can change them to create a report that suits your needs. Filters can also narrow the scope of a report.

General tab

Report type: (Detail and Summary)

Include: (Paid Calculations)

Include transaction with these dates: **Payment date** (Include all dates), **Period ending date** (Include all dates), **Payment post date** (Include all dates)

Create an output query of [] (No)

Filters tab

The Filters tab is left with the default selections for this sample report.

Columns tab

The Columns tab is left with the default selections for this sample report.

Format tab

Headings. **Headings** is left with the default selections for this sample report.

Criteria. **Criteria** is left with the default selections for this sample report.

Detail. Employee salutation: (Employee Name)

Sort/Break. **Sort/Break** is left with the default selections for this sample report.

Page Footer. **Page Footer** is left with the default selections for this sample report.

Report Footer. **Report Footer** is left with the default selections for this sample report.

Miscellaneous. **Miscellaneous** is left with the default selections for this sample report.

Color Scheme. **Color Scheme** is left with the default selections for this sample report.

The set of parameters documented for this sample report represents a single reporting solution.

Community Services Inc. Compensation and Deductions Register

<u>Employee Name</u>	<u>ID</u>	<u>Department</u>	<u>Payroll Item ID</u>	<u>Description</u>	<u>Amount</u>
Mrs. Claire Louise Williams					
Mrs. Claire Louise Williams	F001	School and Education	403(b)	403(b) Elective Deferral	\$2,325.00
Mrs. Claire Louise Williams	F001	School and Education	FWT	Federal Withholding	\$1,423.53
Mrs. Claire Louise Williams	F001	School and Education	GROUP TERM	Group Term Life Insurance	\$281.94
Mrs. Claire Louise Williams	F001	School and Education	Med-EE	Medicare-EE	\$228.84
Mrs. Claire Louise Williams	F001	School and Education	Med-ER	Medicare-ER	\$228.84
Mrs. Claire Louise Williams	F001	School and Education	REG-SAL	Regular Pay - Salary	\$15,500.00
Mrs. Claire Louise Williams	F001	School and Education	SS-EE	Social Security-EE	\$978.48
Mrs. Claire Louise Williams	F001	School and Education	SS-ER	Social Security-ER	\$978.48
Mrs. Claire Louise Williams	F001	School and Education	SC-SUTA-ER	State Unemployment-ER	\$662.08
<i>Totals for Mrs. Claire Louise Williams:</i>					<i>\$22,607.19</i>
Mr. Migel Xavier					
Mr. Migel Xavier	7	Program Services	403(b)	403(b) Elective Deferral	\$585.69
Mr. Migel Xavier	7	Program Services	403(b) Match	403(b) Employer Match	\$292.86
Mr. Migel Xavier	7	Program Services	ADOPTION	Adoption Benefit	\$150.00
Mr. Migel Xavier	7	Program Services	FWT	Federal Withholding	\$898.23
Mr. Migel Xavier	7	Program Services	GROUP TERM	Group Term Life Insurance	\$4.20
Mr. Migel Xavier	7	Program Services	Med-EE	Medicare-EE	\$141.60
Mr. Migel Xavier	7	Program Services	Med-ER	Medicare-ER	\$141.60
Mr. Migel Xavier	7	Program Services	REG-SAL	Regular Pay - Salary	\$9,761.25
Mr. Migel Xavier	7	Program Services	SS-EE	Social Security-EE	\$605.46
Mr. Migel Xavier	7	Program Services	SS-ER	Social Security-ER	\$605.46
Mr. Migel Xavier	7	Program Services	SC-SUTA-ER	State Unemployment-ER	\$527.34
Mr. Migel Xavier	7	Program Services	State - SC	State Withholding	\$567.57
<i>Totals for Mr. Migel Xavier:</i>					<i>\$14,281.26</i>
GRAND TOTALS:					\$638,147.48







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