# Accounting Module

## Reports – Analysis Reports
Path: Accounting/Reports/Analysis Reports

Account Transactions
This option provides transaction history within a specified date range for one, multiple, or all General Ledger, Revenue, or Appropriation account codes. When running the report for multiple codes, you can select a range of accounts by function, object, location, and program.
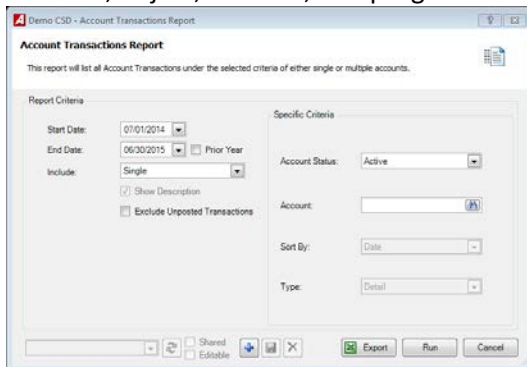
Running the Account Transactions Report for a *Single Account*
- Enter the **Starting and Ending Reporting Date** range. Check the Prior Year box if you want to change the date range to report on account transaction information for the previous fiscal year.
- Set **Include** drop-down to Single to report on one individual account.
- **Exclude Unposted Transactions** – Check to include transactions which have not been posted.
- **Account Status**
  - o Active - To print only active codes on the report.
  - o Inactive - To print only inactive codes on the report.
  - o All - To print codes in every status on the report.
- Enter the **Account Code** or use the lookup button to select an account code.
  - o If running the report for a General Ledger account code, select the **Report Type**.
    - ▪ The Summary report lists posted items from closed schedules rolled into a single schedule total.
    - ▪ The Detail report displays each individual detail record from open schedules.
  - o If running the report for an Appropriation account code, select the **Sort By**.
    - ▪ Date – Sorts report by date.
    - ▪ PO Number – Sorts report by PO Number.
- Click Run ⬚ .

Running the Account Transactions Report for Multiple Accounts
- Enter the **Starting and Ending Reporting Date** range. Check the Prior Year box if you want to change the date range to report on account transaction information for the previous fiscal year.
- Set the Include drop-down to **Multiple** to report on more than one account code.
- **Exclude Unposted Transactions** – Check to include transactions which have not been posted.
- **Account Type**
  - o General Ledger to report on G/L codes.
  - o Appropriation to report on appropriation codes.
  - o Revenue to report on revenue codes on the report.
- **Fund** - The default value is the A Fund. Use the drop-down to select All funds. However you can choose one or more specific Funds by clicking the lookup button.

- **Function** - The default value is ALL; however you can choose specific functions by clicking on the drop-down arrow and choosing Selection.
- **Object** - The default value is ALL; however you can choose specific objects by clicking on the drop-down arrow and choosing Selection.
- **Location** - The default value is ALL; however you can choose specific locations by clicking on the drop-down arrow and choosing Selection.
- **Program** - The default value is ALL; however you can choose specific programs by clicking on the drop-down arrow and choosing Selection.
  - If running the report for a General Ledger account code, select the **Report Type**.
    - The Summary report lists posted items from closed schedules rolled into a single schedule total.
    - The Detail report displays each individual detail record from open schedules.
- **Separate Pages**
  - Yes if you want the report to page break after each account.
  - NO if you want the report to print account information continuously.
- Click Run [Run] .

The Detail or Summary Account Transactions Report (for General Ledger accounts) includes the following information for each account code: transaction date, reference number, invoice number, PO number, vendor number, transaction explanation, schedule number, debit amount, credit amount, and running balance. The report concludes with the total debits, total credits, and total balance for the account code.

The Detail Account Transactions Report (for Revenue accounts) includes the following information for each account code: transaction date, reference number, transaction explanation, schedule number, budget amount, adjusted amount, revenue earned amount, and unearned amount. The report concludes with the total budget, total adjusted, total revenue earned, and total unearned for the account code. The Budget Amount minus Adjusted Amount minus Revenue Earned Amount equals the Unearned Amount.

The Detail Account Transactions Report (for Appropriation accounts) includes the following information for each account code: purchase order number, transaction date, reference number, invoice number, vendor number, transaction explanation, schedule number, appropriation amount, encumbered amount, expensed amount, and unencumbered amount. The report concludes with the total appropriation, total encumbered, total expense, and total unencumbered amount for the account code. The Appropriation Amount minus Encumbered Amount minus Expense Amount equals the Unencumbered Amount.

NOTE: When running the Multiple Account Ranges Report for a time frame within a fiscal year and starting with a date AFTER the beginning of the year, the report calculates a "Beginning Balance" which takes all transactions from the starting fiscal date to the report start date into consideration.

Sample Reports -Single Account

Demo CSD   NVISION
Appropriation Account Transactions Report From 7/1/2013 To 6/30/2014

Account	Date	PO Number	Account Name Ref Number	Vendor ID	Invoice #	Explanation	Schedule	Appropriation	Encumbrance	Expense	Unencumbered
A 1240.220-11-0000			COMPUTER HARDWARE								
	07/01/2013		1			Opening Budgetary Entry	JE-1	161,355.17	0.00	0.00	161,355.17
	10/22/2013		13			Approved by BOE	BT-3	-10,000.00	0.00	0.00	151,355.17
	12/02/2013		16	1291		Reclassify Expenditure	JE-5	0.00	0.00	1,000.00	150,355.17
						Grand Totals:		151,355.17	0.00	1,000.00	150,355.17

Multiple Accounts

Demo CSD   NVISION
Appropriation Account Transactions Report From 7/1/2013 To 6/30/2014

Account	Date	PO Number	Account Name Ref Number	Vendor ID	Invoice #	Explanation	Schedule	Appropriation	Encumbrance	Expense	Unencumbered
A 1240.160-33-0000			NON-INSTR SAL SUPT SEC								
	07/01/2013		1			Opening Budgetary Entry	JE-1	61,683.88	0.00	0.00	61,683.88
	12/02/2013		15			Approved by BOE	BT-4	-10,000.00	0.00	0.00	51,683.88
			A 1240.160-33-0000 Totals:					51,683.88	0.00	0.00	51,683.88
A 1240.165-11-0000			NON-INSTR SUPT SEC SUB								
	07/01/2013		1			Opening Budgetary Entry	JE-1	6,855.17	0.00	0.00	6,855.17
	12/02/2013		15			Approved by BOE	BT-4	10,000.00	0.00	0.00	16,855.17
			A 1240.165-11-0000 Totals:					16,855.17	0.00	0.00	16,855.17

Due To Due From

Run the Due To Due From Report when you have set up default offset account codes for each individual Fund. The Due To Due From Report is used to proof your Due To and Due From amounts. The Due To Due From Report can be run for a selected fiscal year and lists the default offset account code and account description for each fund, along with the corresponding due from and due to amounts.
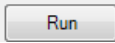

- Use drop down to choose **Fiscal Year.**
- Exclude Accounts with Zero Balance – Check this box to exclude accounts on the report that do not have a balance.
- Click [Run] Run.

The last page of the report reflects a breakdown of Due From and Due To amounts by Fund and concludes with grand totals. The report provides an option to include or exclude offset accounts with a zero balance. **NOTE: Accounts earmarked as Cash Accounts in the Chart of Accounts Setup File will NOT be included on this report.**

Demo CSD
Due To / Due From Report For Fiscal Year 2014

Account Fund	Description	Due From	Due To
A	GENERAL FUND	0.00	1,440,991.67
C	SCHOOL LUNCH	0.00	136,645.45
F201	SPECIAL AID PROJ 2	0.00	67,858.78
TA	TRUST & AGENCY FUND	348,778.10	0.00
	Grand Totals:	**348,778.10**	**1,645,495.90**

Account Breakdown

Account	Description	Due From	Due To
A 630TA	DUE TO TA FUND	0.00	1,440,991.67
C 630TA	DUE TO TA FUND	0.00	136,645.45
F201 630TA	DUE TO TA FUND	0.00	67,858.78
TA 391A	DUE FROM A FUND	315,318.35	0.00
TA 391C	DUE FROM C FUND	20,785.70	0.00
TA 391F	DUE FROM F FUND	12,674.05	0.00
	Grand Totals:	**348,778.10**	**1,645,495.90**

Negative Balance

This option provides a listing of those Revenue or Appropriation account codes in a selected fund that have a negative balance for the specified date range.

- Enter the **Starting and Ending Reporting Date** range. Check the Prior Year box if you want to change the date range to report on account transaction information for the previous fiscal year.
- **Type** - Revenue or Appropriation. This restricts the contents of the report to accounts within the specified type.
- **Fund** - The default value is the A Fund. Use the drop-down to select All funds. However you can choose one or more specific Funds by clicking the lookup button.
- **Function** - The default value is ALL; however you can choose specific functions by clicking on the drop-down arrow and choosing Selection.
- **Object** - The default value is ALL; however you can choose specific objects by clicking on the drop-down arrow and choosing Selection.
- **Location** - The default value is ALL; however you can choose specific locations by clicking on the drop-down arrow and choosing Selection.
- **Program** - The default value is ALL; however you can choose specific programs by clicking on the drop-down arrow and choosing Selection.
- Click Run .

The Negative Balance Report for Appropriation Accounts includes the following information for each appropriation account code in the selected fund: account code, account description, adjusted budget amount, expensed amount, purchase order (encumbered) amount, and available amount. The Adjusted Budget Amount minus Expensed Amount minus Purchase Order (Encumbered) Amount equals the Available amount. The report concludes with the total negative balance for the accounts within the selected fund.

The Negative Balance Report for Revenue Accounts includes the following information for each revenue account code in the selected fund: account code, account description, adjusted budget amount, revenue earned amount, and negative balance amount. The Adjusted Budget Amount minus Revenue Earned Amount equals the Balance. The report concludes with the total negative balance for the accounts within the selected fund.
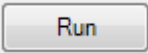
Sample Report

Demo CSD

Negative Balance Report For Appropriation Accounts From 7/1/2013 To 6/30/2014

Account	Description	Adjusted Budget	Expensed	Purchase Order	Available
A 1240.150-33-0000	INSTR SAL-SUPERINTENDENT	191,958.28	99,305.96	99,306.04	-6,653.72
A 1310.150-22-0000	ASST SUPER OF BUSINESS SALARY	152,966.31	79,917.50	79,917.50	-6,868.69
A 2110.120-66-0000	TEACHER SALARIES EL	241,142.12	158,875.96	245,463.04	-163,196.88
A 2110.120-70-0000	TEACHERS SALARIES MS	0.00	44,421.00	44,421.00	-88,842.00
A 2110.130-77-0000	TEACHING SALARIES HS	78,469.31	93,003.43	118,319.57	-132,853.69
A 5510.160-55-0100	NON-INSTR SAL-SUMMER EMPLOYMENT	0.00	31,981.56	31,981.44	-63,963.00
	Grand Totals:	**664,536.02**	**507,505.41**	**619,408.59**	**-462,377.98**

Opening Budget Entries

This option allows you to generate a report containing the opening appropriation or revenue budget amounts that you have entered and posted.

- Select the appropriate **Fund** using the lookup button.
- Select the **Report Type** that you want to run.
  - ○ Appropriation Budget to print a report containing appropriation budget entries.
  - ○ Revenue Budget to print a report containing revenue budget entries.
- Select the drop-down to the appropriate **Fiscal Year** of the budget.

- Click Run [Run].

The Opening Budget Entries Report includes the account number, account description, and budget amount posted. The report concludes with grand total budget amounts.

Sample Report

Demo CSD

Revenue Opening Budget Entries From 07/01/2013 - 06/30/2014

Account	Description	Budget
A 1001	PROPERTY TAXES	7,400,000.00
A 1040	APPROP OF PLANNED BALANCE	600,000.00
A 1081	CONTRIB IN LIEU OF TAXES	50,000.00
A 1085	SCH TAX RELIEF REIMBURSE	640,000.00
A 1090	INT & PEN-REAL PROP TAX	50,000.00
A 1310	DAY SCH TUITION - INDIV	110,000.00
A 1315	CONT ED TUITION (INDIV)	10,000.00
A 1320	SUMMER SCH TUITION-INDIV	20,000.00
A 2230	DAY SCH TUITION-OTHR DIST	10,000.00
A 2308	TRANSPORTATION FOR BOCES	20,000.00
A 2389	OTH SRV-OTH GOV/DISTRICTS	10,000.00
A 2401	INTEREST AND EARNINGS	7,800.00
A 2665	SALE OF EQUIPMENT	20,000.00

Trial Balance Diagnostics

This option allows you to run two different reports. The Trial Balance vs Subsidiary Ledgers Report shows the Trial Balance control total debits and credits versus the subsidiary total debits and credits for closed schedules and the differences between the two. The Detail Entry Schedule Review shows a summary of each schedule associated with the selected fund detailing the total encumbered, expensed, revenue, budget, and adjustment amounts. The two reports can be used in conjunction with one another. After running the Trial Balance vs Subsidiary Ledger Report and noting the differences, you may run the Detail Entry Schedule Review to see which schedule may be off.

- Enter the **Date Range.** Check the Prior Year box if you want to change the date range to report on control versus subsidiary totals for the previous fiscal year.
- Select the appropriate **Fund** using the lookup button .
- **Report Type**
  - o Trial Balance vs Subsidiary Ledgers - A summary of the difference between the control totals and subsidiary balance in each control account in the selected fund.
  - o Detail Entry Schedule Review - A report reflecting detail entries for the selected fund.
- 4. Click Run Run .

Sample Reports
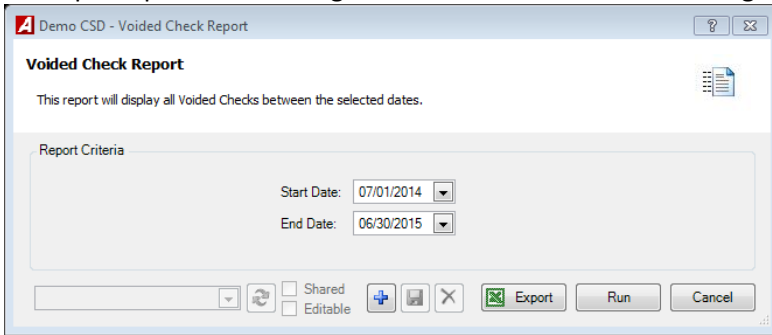
Trail Balance vs Subsidiary Ledgers

Demo CSD

Trial Balance Control Versus Subsidiary Account Totals For Fund: A From 7/1/2013 - 6/30/2014

Control Account	Description	Trial Balance	Subsidiary Balance	Difference
A 510	ESTIMATED REVENUE	10,188,800.00	10,188,800.00	0.00
A 521	ENCUMBRANCES	850,778.69	850,362.47	416.22
A 522	EXPENDITURES	723,652.41	724,707.63	-1,055.22
A 821	RESERVE FOR ENCUMBRANCES	-83,818.17	850,362.47	-934,180.64
A 960	APPROPRIATIONS	10,365,640.82	10,365,640.82	0.00
A 980	REVENUES	123,908.32	123,908.32	0.00

Trial Balance Debits / Credits

Debits	Credits	Difference
13,440,348.16	13,440,348.16	0.00

Detail Entry Schedule Review

Demo CSD

Trial Balance Diagnostics: Detail Entry Schedule Review For Fund: A From 7/1/2013 - 6/30/2014

Type	Schedule	Start Date	End Date	Encumbered	Expensed	Revenue	Budget	Adjustments
AR	A - 3	09/01/2013	09/30/2013	0.00	0.00	2,908.32	0.00	0.00
BT	A - 1	07/01/2013	07/31/2013	0.00	0.00	0.00	0.00	0.00
BT	A - 3	10/01/2013	10/31/2013	0.00	0.00	0.00	0.00	0.00
BT	A - 4	12/01/2013	12/31/2013	0.00	0.00	0.00	0.00	0.00
BT	A - 5	01/01/2014	01/31/2014	0.00	0.00	0.00	0.00	0.00
CD	A - 1	07/01/2013	07/31/2013	-398.00	398.00	0.00	0.00	0.00
CD	A - 2	07/01/2013	07/31/2013	0.00	83,764.94	0.00	0.00	0.00
CD	A - 3	08/01/2013	08/31/2013	-41,882.47	125,647.41	0.00	0.00	0.00
CD	A - 4	09/01/2013	09/30/2013	-127,517.06	127,517.06	0.00	0.00	0.00
CD	A - 5	10/01/2013	10/31/2013	-127,517.00	127,517.00	0.00	0.00	0.00
CD	A - 6	10/01/2013	10/31/2013	0.00	540.00	0.00	0.00	0.00
CD	A - 7	11/01/2013	11/30/2013	-127,105.00	127,105.00	0.00	0.00	0.00
CD	A - 8	12/01/2013	12/31/2013	0.00	440.00	0.00	0.00	0.00
CD	A - 9	01/01/2014	01/31/2014	-615.22 ⊗	1,055.22 ⊗	0.00	0.00	0.00
CD	A - 10	12/01/2013	12/31/2013	-127,723.00	127,723.00	0.00	0.00	0.00

Voided Check
This option provides a listing of checks that were voided during a specified date range.
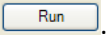
- Enter the **Starting and Ending Date Range.** The report will include checks that were voided between the specified date range.
- Click Run [Run].

The Voided Check Report provides a listing of those checks that were voided during the specified date range. The report includes the check number, void date, vendor number, vendor name, check description, and voided amount. The last page displays the total number of checks voided and total amount voided for the reporting period.

Sample Report

Check Number	Voided Date	Vendor ID	Vendor Name	Description	Voided Amount
10011	08/08/2014	15	ABEKA BOOK, INC	**VOID**	100.00
	Total Voided Checks:	1		**Grand Total:**	100.00