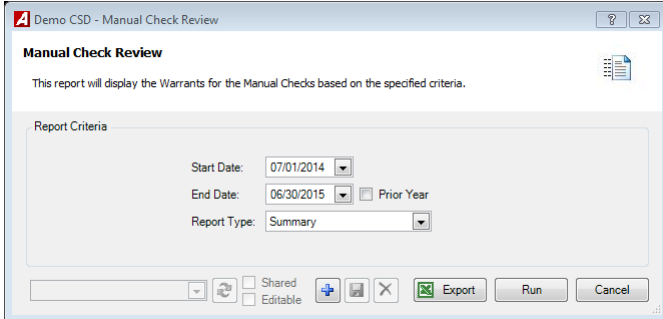



## Reports – Audit Reports

Path: Accounting/Reports/Audit Reports

### Manual Check Review


This option provides a listing of all manual checks on the system and the individual who last modified them.



- Enter the **Starting and Ending Date Range**. The report will include any manual checks disbursed during the specified date range. To print a report for manual checks made on one specific date, enter the same date in the Starting and Ending Date fields. Check the Prior Year box if you want to change the date range to report on payment information for the previous fiscal year.
- **Report Type**
  - The Summary Warrant is printed in check number order. It provides the check number, vendor name, check description, check date, PO number, check amount, and user who last modified the check.
  - The Detail Warrant is printed in check number order. It shows the check number, vendor name, check date, PO number, check amount, user who last modified the check, check description, account code, account description, and additional explanation (if entered for each check line item). The detail report also provides a breakdown of the amount expensed from each account code.
- Click Run  .

The Manual Check Review Report provides the following information: check number, vendor name, check date, PO number amount paid, and name of the user who last modified the record.

### Sample Report

Demo CSD							
Manual Check Review Report From 7/1/2013 - 6/30/2014							
Check Number	Vendor	Check Description		Check Date	Amount Paid	Last Modified User	
Account	Account Name	Detail Description		PO Number			
78	COPELAND	Trust & Agency Payment		07/05/2013			
TA 29	ANNUITIES	Trust & Agency Payment			500.00	FMSupport	
					<b>Check Total:</b>	<b>500.00</b>	
79	MAINSTAY FUNDS	Trust & Agency Payment		07/05/2013			
TA 29	ANNUITIES	Trust & Agency Payment			100.00	FMSupport	
					<b>Check Total:</b>	<b>100.00</b>	

## Vendor Address Change

This option provides a listing of vendor addresses versus the address that is displayed on the check for the same vendor.

Demo CSD - Vendor Address Change Report

**Vendor Address Change Report**

This report will display the vendor address versus the address that is displayed on check by the same vendor.

Report Criteria

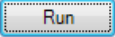
Start Date: 07/01/2014

End Date: 06/30/2015  Prior Year

Sort By: Vendor ID

Report Type: Summary

Export Run Cancel

- Enter the **Starting and Ending Date Range**. Check the Prior Year box if you want to change the date range to report on vendor payment name change activity for the previous fiscal year.
- **Sort By**
  - Vendor ID – Sort by vendor number
  - Vendor Name – Sort by vendor name
- **Report Type**
  - Summary report lists the vendor number, vendor name, primary address, and check address.
  - Detail report displays more detailed information including the vendor number, vendor name, primary address, and a check address for all checks within specified date range.
- Click Run .

### Sample Report

Demo CSD		NVISION	
Vendor Address Change Report From 7/1/2013 - 6/30/2014			
Vendor ID	Vendor Name	Primary Address	Check Address
1	COPELAND	15 STATE STREET NEW YORK, NY 12222	12 STATE STREET NEW YORK, NY 12222

## Vendor Name Change

This option provides a listing of those vendors where the payment name was changed after cash disbursements were made with the former vendor name. An option is provided to print a vendor address change, if applicable.

**Vendor Name Change Report**

This report will display the Vendor Name versus the name that is displayed on check by the same vendor.

Report Criteria

Start Date: 07/01/2014

End Date: 06/30/2015  Prior Year

Sort By: Vendor ID

Report Type: Summary

Export Run Cancel

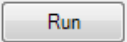
- Enter the **Starting and Ending Date Range**. The report will include any vendor name changes made for checks dated during the specified date range. Check the Prior Year box if you want to change the date range to report on vendor payment name change activity for the previous fiscal year.
- **Sort By**
  - Vendor ID - To sort the report data by vendor number.
  - Name - To sort the data alphabetically by vendor name.
- **Report Type**
  - The Summary report lists the vendor number, vendor name, check vendor name, and check type.
  - The Detail report displays more detailed information including the vendor number, changed vendor name, original check vendor name, check number, check date, check type, ID of user who entered the check, and check amount.
- Click Run  .

### Sample Report

Demo CSD		NVISION	
Vendor Name Change Report From 7/1/2014 - 6/30/2015			
Vendor ID	Vendor Name	Check Vendor Name	Check Type
15	ABEKA BOOKS and SUPPLIES	ABEKA BOOK, INC	CC


## Vendor Payment Limit

This option provides a listing of total payments made to all vendors based on a specified date range and starting payment amount. The information on the report can be sorted in alphabetical order by vendor name or from highest to lowest total payment amounts.

- Enter the **Start and End Date Range**. Check the Prior Year box if you want to change the date range to report on payment information for the previous fiscal year.
- Enter the **Starting Payment Amount**. Any payments made to vendors that were between the specified date range and are greater than or equal to the starting payment amount will be included on the report.
- **Sort By**
  - Vendor Name to sort the data alphabetically by vendor name.
  - Amount Descending to sort data starting with greatest to least payment totals.
- Click Run  .

The Vendor Payment Limit report includes the following information: vendor name, vendor number, default payment address, and year-to-date total payment amount.

### Sample Report

Demo CSD				
Vendor Payment Limit Report By Vendor Name From 7/1/2013 - 6/30/2014				
Vendor Name	Vendor ID	Address	Total	
ABC SCHOOL SUP.	13	PO BOX 1000 DULUTH, GA 30136	2,000.00	
ABEKA BOOKS and SUPPLIES	15	PO BOX 19100 PENSACOLA, FL 32523	1,000.00	
PAYROLL EXPENSE	2054		784,310.97	

## Vendor Payments Above Set Limit

This option provides a listing of all disbursement checks that were created between a selected date range, where the amount of the check is equal to or greater than a specified dollar amount.

Demo CSD - Vendor Payments Above Set Limit Report

**Vendor Payments Above Set Limit Report**

This report will produce a listing of all checks that were created above the entered limit.

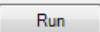
Report Criteria

Start Date: 07/01/2014

End Date: 06/30/2015  Prior Year


Check Limit Amount: \$ 10,000.00

Export Run Cancel

- Enter the **Starting and Ending Date Range**. To print a report for checks made on one specific date, enter the same date in the Start and End Date fields.
- Enter the **Starting Check Limit Amount**. Any payments made to vendors that were between the specified date range and are greater than or equal to the check limit amount will be included on the report.
- Click Run  .

The Vendor Payments in Excess of Limit Report is sorted in vendor name order, then by check date within vendor name. The report includes the following information: check date, vendor number, vendor name, vendor address, check number, check amount, and memo description (if entered).

### Sample Report

Demo CSD							
Vendor Payments In Excess Of \$10000.00 From 7/1/2013 - 6/30/2014							
Check Date	Vendor ID	Vendor Name	Address	Check Number	Check Amount	Memo	
07/19/2013	845	IRS	LEO W.O'BRIEN FEDERAL BLD CLINTON AVE. & N. PEARL S ALBANY, NY 12207	82	13,668.49	Trust & Agency Payment	