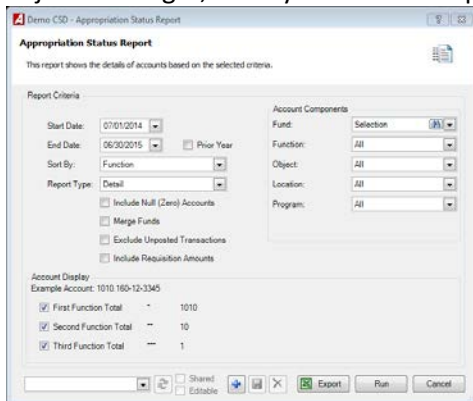


## Reports – Financial Reports

Path: Accounting/Reports/Schedule Reports

### Appropriation Status

This option is used to print a listing of detail of selected individual appropriation accounts with respect to the current adjusted budget, fiscal year-to-date expenses, current encumbrances, and current unencumbered balance.




- Enter the **Starting and Ending Reporting Date Range**.
- **Sort By:** Function, Object, Function and Object, Location and Function, Location and Program, Program and Object, OR ST3 Format
- **Report Type:** Detail, Summary, or Consolidated.
  - Detail report prints detail for each individual account code.
  - Summary report prints detail for each account grouping.
  - Consolidated Report is only available when running the report by Function, by Object, or by Month. This type prints detail for a range of account groupings.
- Check the **Include Null (Zero) Accounts** box if you want to include accounts that have no activity.
- If you selected more than one fund, check the **Merge Funds** box if report funds are to be merged together. Uncheck the box if report funds are to be listed separately.
- Check Exclude **Unposted Transactions** if you would like unposted transactions to NOT show on report.
- Check Include **Requisition Amounts** if you would like requisition amounts to show on report.
- **Fund** - The default value is the A Fund. Use the drop-down to select All funds.
- **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.
- **Account Display** - Use the First, Second, and Third Totals options to specifically define the formatting of any report breaks that you wish to include.
  - Check the **First Function Total** box if you want the report to display totals for all accounts having the same function code.
  - Check the **Second Function Total** box if you want the report to display totals for the accounts having the same first 2 characters of the function code.

- Check the **Third Function Total** box if you want the report to display totals for the accounts having the same first character of the function code.
- Click Run  .

The Appropriation Status Report includes the following information for each account code within the selected fund(s): account number, account description, original budget amount, adjustment amount, adjusted budget amount, expensed amount, encumbered amount, and available amount. The Original Budget amount plus Adjustments Amount equals the Adjusted Budget amount. The Adjusted Budget Amount minus Expensed Amount minus Encumbered Amount equals the Available Amount. Subtotals are provided where indicated in the Report Break fields. Totals are provided for each fund. The report concludes with grand totals for all funds selected.

Click on any account code link to run **Account Detail Report** for that individual account code.

### Sample Report

Demo CSD								
Appropriation Status Detail Report By Function From 7/1/2013 To 6/30/2014								
Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available	
<a href="#">A 1010.438-11-0000</a>	MEMBERSHIP DUES	109,855.17	12,158.76	122,013.93	2,199.00	446.76	119,368.17	
<a href="#">A 1010.490-11-0000</a>	BOCES SERVICES	109,855.17	-11,782.80	98,072.37	615.22	1,120.42	96,336.73	
<a href="#">A 1010.500-11-0000</a>	SUPPLIES-BOARD OF ED	109,855.17	0.00	109,855.17	1,199.00	199.00	108,457.17	
<b>1010</b>	<b>BOARD OF EDUCATION</b>	<b>329,565.51</b>	<b>375.96</b>	<b>329,941.47</b>	<b>4,013.22</b>	<b>1,766.18</b>	<b>324,162.07</b>	
<a href="#">A 1040.160-11-0000</a>	NON-INSTR SAL-DISTR CLERK	20,561.29	0.00	20,561.29	0.00	0.00	20,561.29	
<a href="#">A 1040.402-11-0000</a>	CONF & TRAVEL	206,684.99	1,000.00	207,684.99	0.00	0.00	207,684.99	
<a href="#">A 1040.475-11-0000</a>	TUITION REIMBURSEMENT	103,000.00	-1,000.00	102,000.00	100.00	0.00	101,900.00	
<a href="#">A 1040.479-11-0000</a>	MISC EXPENSES	154,500.00	0.00	154,500.00	0.00	0.00	154,500.00	
<a href="#">A 1040.500-11-0000</a>	SUPPLIES-DISTRICT CLERK	123,874.21	10,000.00	133,874.21	0.00	0.00	133,874.21	
<b>1040</b>	<b>DISTRICT CLERK</b>	<b>608,620.49</b>	<b>10,000.00</b>	<b>618,620.49</b>	<b>100.00</b>	<b>0.00</b>	<b>618,520.49</b>	
<a href="#">A 1060.479-11-0000</a>	MISC EXP-DISTRICT MEETING	129,024.21	0.00	129,024.21	0.00	0.00	129,024.21	
<b>1060</b>	<b>DISTRICT MEETING</b>	<b>129,024.21</b>	<b>0.00</b>	<b>129,024.21</b>	<b>0.00</b>	<b>0.00</b>	<b>129,024.21</b>	
<b>10</b>		<b>1,067,210.21</b>	<b>10,375.96</b>	<b>1,077,586.17</b>	<b>4,113.22</b>	<b>1,766.18</b>	<b>1,071,706.77</b>	
<a href="#">A 1240.150-33-0000</a>	INSTR SAL-SUPERINTENDENT	191,958.28	0.00	191,958.28	99,305.96	99,306.04	-6,653.72	
<a href="#">A 1240.160-33-0000</a>	NON-INSTR SAL SUPT SEC	61,683.88	-10,000.00	51,683.88	0.00	0.00	51,683.88	
<a href="#">A 1240.165-11-0000</a>	NON-INSTR SUPT SEC SUB	6,855.17	10,000.00	16,855.17	0.00	0.00	16,855.17	
<a href="#">A 1240.220-11-0000</a>	COMPUTER HARDWARE	161,355.17	-10,000.00	151,355.17	1,000.00	0.00	150,355.17	
<a href="#">A 1240.220-33-0000</a>	COMPUTER HARDWARE	2,742.07	0.00	2,742.07	-1,000.00	0.00	3,742.07	
<a href="#">A 1240.400-33-0000</a>	CONTRACTUAL	274.21	0.00	274.21	0.00	0.00	274.21	
<a href="#">A 1240.402-11-0000</a>	CONF & TRAVEL	274.21	0.00	274.21	0.00	0.00	274.21	
<a href="#">A 1240.402-33-0000</a>	CONF & TRAVEL	274.21	0.00	274.21	0.00	0.00	274.21	
<a href="#">A 1240.438-11-0000</a>	MEMBERSHIP DUES	684.99	0.00	684.99	0.00	0.00	684.99	
<a href="#">A 1240.438-33-0000</a>	MEMBERSHIP DUES	684.99	0.00	684.99	0.00	0.00	684.99	
<a href="#">A 1240.475-11-0000</a>	TUITION REIM-ADMIN ASST	623.01	0.00	623.01	0.00	0.00	623.01	
<a href="#">A 1240.479-11-0000</a>	MISC EXPENSES	684.99	0.00	684.99	0.00	0.00	684.99	

## Cash Account Relation Report

This option is used to generate a report will list all of the Bank Accounts associated with the cash accounts under the selected criteria.

**Demo CSD - Cash Account Relation Report**

**Cash Account Relation Report**

This report will list all of the Bank Accounts associated with cash accounts under the selected criteria.

Report Criteria

Bank Account(s): All

Fund(s): All

Sort By: Bank

Include Unlinked Cash Accounts

Export Run Cancel

- **Bank Account** – Defaults to All, use lookup to highlight individual bank account(s).
- **Fund(s)** - Defaults to All, use lookup to highlight individual fund(s).
- **Sort By:**
  - Bank – Sorts report by bank account
  - Cash Account – Sorts report by cash account
- **Include Unlinked Cash Accounts** – Check in to include cash accounts not linked to bank accounts

### Sample Report

Demo CSD			
Cash Account Relation Report			
Cash Account	Bank Name	Bank Account Name	Bank Account Number
A 200	HSBC	HSBC Checking	5768423901
C 200	HSBC	HSBC Checking	5768423901
F 200	Chase	Chase Checking	987543457
F101 200	Chase	Chase Checking	987543457
F201 200	Chase	Chase Checking	987543457
F301 200	Chase	Chase Checking	987543457
G 200	TD Bank	TD Bank Checking	75747545
H 200	Chase	Chase Checking	987543457
H101 200	Chase	Chase Checking	987543457
TA 200	Chase	Chase Payroll Checking	128675309
TE 230000000000	Chase	Chase Checking	987543457

## Cash Balance

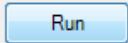
This option is used to generate a report containing receipts, disbursements, journal entries, daily activity, and actual cash balance for a selected cash account and date range.

**Cash Balance Report**  
 This report will display the cash balance of the particular bank account(s) selected.


Report Criteria

Bank Account(s): All  
 Start Date: 07/01/2014  
 End Date: 08/12/2014  
 Report Type: Detail

Export Run Cancel


- Highlight the appropriate **Bank Account Name** in the listing.
- Enter **Starting and Ending Date** to include all transactions linked to the selected account within the dates.
- **Report Type** - Summary or Detail.
  - The Summary report includes the following information: bank account name, period activity dates, receipt amounts, disbursement amounts, journal entry (G/L) amounts, and running cash account balance for the reporting date range.
  - The Detail report includes the following information: bank account name, period activity reference information (schedule type and number), transaction date, receipt amounts, disbursement amounts, journal entry (G/L) amounts, daily activity amount, and running balance.
- Click Run  .

## Sample Report

Bank Account Name		Reference	Date	Receipts	Disbursements	General Ledgers	Daily Activity	Balance
<b>Demo CSD</b>								
Cash Balance From 1/1/2014 - 6/30/2014								
								
<b>HSBC Checking</b>								
	<OPENING ACCOUNT BALANCE>		01/01/2014	0.00	0.00	0.00	0.00	1,470,433.11
	Cash Receipt Schedule - 6		01/06/2014	15,000.00	0.00	0.00	15,000.00	1,485,433.11
	Journal Entry Schedule - 6		01/06/2014	0.00	0.00	-100.00	-100.00	1,485,333.11
	<b>HSBC Checking Totals:</b>			<b>15,000.00</b>	<b>0.00</b>	<b>-100.00</b>	<b>14,900.00</b>	<b>1,485,333.11</b>
<b>Chase Checking</b>								
	<OPENING ACCOUNT BALANCE>		01/01/2014	0.00	0.00	0.00	0.00	195,000.00
	<b>Chase Checking Totals:</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>195,000.00</b>
<b>Chase Payroll Checking</b>								
	<OPENING ACCOUNT BALANCE>		01/01/2014	0.00	0.00	0.00	0.00	-206,936.68
	<b>Chase Payroll Checking Totals:</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-206,936.68</b>
<b>TD Bank Checking</b>								
	<OPENING ACCOUNT BALANCE>		01/01/2014	0.00	0.00	0.00	0.00	800.00
	<b>TD Bank Checking Totals:</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.00</b>
	<b>Grand Totals:</b>			<b>15,000.00</b>	<b>0.00</b>	<b>-100.00</b>	<b>14,900.00</b>	
	<b>Ending Balance:</b>		<b>06/30/2014</b>					<b>1,474,196.43</b>


## Revenue Status

This option is used to print a list of detail of selected individual revenue accounts with respect to the current adjusted budget, revenue earned during the reporting date range, and current unearned revenue.

- 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.
- Check the **Include Null (Zero) Accounts** box if you want to include accounts that have no activity.
- If you select more than one fund, check the **Merge Funds** box if report funds are to be merged together. Uncheck the box if report funds are to be listed separately.
- **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  .

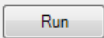
The Revenue Budget Status Report includes the following information for each account code within the selected fund(s): account number, account description, budget amount, adjustment amount, revised budget amount, revenue earned amount, and unearned revenue amount. The Budget amount plus Adjustments amount equals the Revised Budget amount. The Revised Budget amount minus the Revenue Earned Amount equals the Unearned Revenue Amount. Subtotals are provided for each fund selected. The report concludes with grand totals for all selected funds.

## Sample Report

Demo CSD							
Revenue Status Report From 7/1/2013 To 6/30/2014							
Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue	
A 1001	PROPERTY TAXES	7,400,000.00	0.00	7,400,000.00	121,000.00	7,279,000.00	
A 1040	APPROP OF PLANNED BALANCE	600,000.00	0.00	600,000.00	0.00	600,000.00	
A 1081	CONTRIB IN LIEU OF TAXES	50,000.00	0.00	50,000.00	0.00	50,000.00	
A 1085	SCH TAX RELIEF REIMBURSE	640,000.00	0.00	640,000.00	0.00	640,000.00	
A 1090	INT & PEN-REAL PROP TAX	50,000.00	0.00	50,000.00	0.00	50,000.00	
A 1310	DAY SCH TUITION - INDIV	110,000.00	0.00	110,000.00	0.00	110,000.00	
A 1315	CONT ED TUITION (INDIV)	10,000.00	0.00	10,000.00	0.00	10,000.00	
A 1320	SUMMER SCH TUITION-INDIV	20,000.00	0.00	20,000.00	0.00	20,000.00	
A 2230	DAY SCH TUITION-OTHR DIST	10,000.00	0.00	10,000.00	1,000.00	9,000.00	
A 2308	TRANSPORTATION FOR BOCES	20,000.00	0.00	20,000.00	0.00	20,000.00	
A 2389	OTH SRV-OTH GOV/DISTRICTS	10,000.00	0.00	10,000.00	0.00	10,000.00	
A 2401	INTEREST AND EARNINGS	7,800.00	0.00	7,800.00	0.00	7,800.00	
A 2695	SALE OF EQUIPMENT	20,000.00	0.00	20,000.00	0.00	20,000.00	
A 2698	INSURANCE RECOVERIES	5,000.00	0.00	5,000.00	0.00	5,000.00	
A 2770	OTHER UNCLASSIFIED REV	11,000.00	0.00	11,000.00	1,908.32	9,091.68	
A 3101	BASIC FORMULA STATE AID	700,000.00	0.00	700,000.00	0.00	700,000.00	
A 3102	LOTTERY AID	15,000.00	0.00	15,000.00	0.00	15,000.00	
A 3103	BOCES AID	400,000.00	0.00	400,000.00	0.00	400,000.00	
A 3260	TEXTBOOK AID	50,000.00	0.00	50,000.00	0.00	50,000.00	
A 3262	COMPUTER SOFTWARE AID	10,000.00	0.00	10,000.00	0.00	10,000.00	
A 3263	LIBRARY LOAN PROGRAM	25,000.00	0.00	25,000.00	0.00	25,000.00	
A 4601	MEDICAID ASSISTANCE	20,000.00	0.00	20,000.00	0.00	20,000.00	
A 5050	INTRFND TFR FOR DEBT SVC	5,000.00	0.00	5,000.00	0.00	5,000.00	
<b>A Totals:</b>		<b>10,188,800.00</b>	<b>0.00</b>	<b>10,188,800.00</b>	<b>123,908.32</b>	<b>10,064,891.68</b>	
<b>Grand Totals:</b>		<b>10,188,800.00</b>	<b>0.00</b>	<b>10,188,800.00</b>	<b>123,908.32</b>	<b>10,064,891.68</b>	

## Trial Balance

This option is used to print a list of all your general ledger accounts in a selected fund(s) along with their debit or credit balance. It is a tool that is used to alert you to errors in your books. The total debits must equal the total credits. If they do NOT equal, you must track down the error. Control totals are shown for only closed schedules. The report can merge the selected funds together, such as for federal projects where separate funds are used to track each project.

- 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.
- **Include** drop-down
  - Debits/Credits to generate a two-column report displaying only debits and credits.
  - Debits/Credits/Balance to generate a three-column report displaying debits, credits, and balance.
- **Fund** – The default value is ALL; however you can choose specific Funds by clicking on the drop-down arrow and choosing Selection.
- Specify your reporting criteria.
- If the selected reporting method as Debits/Credits,
  - **Include Accounts with no Detail** – Check this box if you want the report to include any entries where the Debits and Credits are zero balances.
- If the selected reporting method is Debits/Credits/Balance
  - **Include Accounts with a Zero Balance** - Check this box if you want to display accounts with balances or accounts with no balances.
- If you selected more than one fund, check the **Merge Funds** box if report funds are to be merged together.
- Click Run  .

The Debits/Credits Only Report includes the following information for each account code within the selected fund(s): account number, account description, debit amount, and credit amount. The report provides totals for each fund and concludes with the grand total debits and credits when multiple funds are selected.

The Debits/Credits/Balance Report includes the following information for each account code within the selected fund(s): account number, account description, debit amount, credit amount, and balance. The report provides totals for each fund and concludes with the grand total debits, credits, and balance when multiple funds are selected. If the Credits field is greater than the Debits field, the letters “Cr” display after the Balance amount.

## Sample Reports

Demo CSD Trial Balance Report From 7/1/2013 - 6/30/2014				Demo CSD Trial Balance Report From 7/1/2013 - 6/30/2014				
Account	Description	Debits	Credits	Account	Description	Debits	Credits	Balance
A 200	CASH IN CHECKING	1,410,333.11	0.00	A 200	CASH IN CHECKING	1,411,911.11	1,578.00	1,410,333.11
A 210	PETTY CASH	200.00	0.00	A 210	PETTY CASH	200.00	0.00	200.00
A 380	ACCOUNTS RECEIVABLE	5,924.96	0.00	A 380	ACCOUNTS RECEIVABLE	7,249.95	1,324.99	5,924.96
A 510	ESTIMATED REVENUE	10,188,800.00	0.00	A 510	ESTIMATED REVENUE	10,188,800.00	0.00	10,188,800.00
A 521	ENCUMBRANCES	950,778.69	0.00	A 521	ENCUMBRANCES	1,402,921.22	652,142.53	850,778.69
A 522	EXPENDITURES	723,652.41	0.00	A 522	EXPENDITURES	723,652.41	0.00	723,652.41
A 599	APPROPRIATED FUND BALANCE	176,840.82	0.00	A 599	APPROPRIATED FUND BALANCE	10,365,640.82	10,188,800.00	176,840.82
A 601	ACCRUED LIABILITIES	0.00	3,000.00	A 601	ACCRUED LIABILITIES	0.00	3,000.00	-3,000.00 CR
A 630TA	DUE TO TA FUND	0.00	1,440,991.67	A 630TA	DUE TO TA FUND	0.00	1,440,991.67	-1,440,991.67 CR
A 632	DUE TO TRS	0.00	416,969.60	A 632	DUE TO TRS	0.00	416,969.60	-416,969.60 CR
A 921	RESERVE FOR ENCUMBRANCES	83,816.17	0.00	A 921	RESERVE FOR ENCUMBRANCES	1,408,363.43	1,402,546.26	33,816.17
A 909	FUND BALANCE, UNRESERVED	0.00	1,089,837.75	A 909	FUND BALANCE, UNRESERVED	0.00	1,089,837.75	-1,089,837.75 CR
A 960	APPROPRIATIONS	0.00	10,365,640.82	A 960	APPROPRIATIONS	0.00	10,365,640.82	-10,365,640.82 CR
A 980	REVENUES	0.00	123,908.32	A 980	REVENUES	0.00	123,908.32	-123,908.32 CR
<b>A Fund Totals:</b>		<b>13,440,348.16</b>	<b>13,440,348.16</b>	<b>A Fund Totals:</b>		<b>25,586,738.94</b>	<b>25,586,738.94</b>	<b>0.00</b>