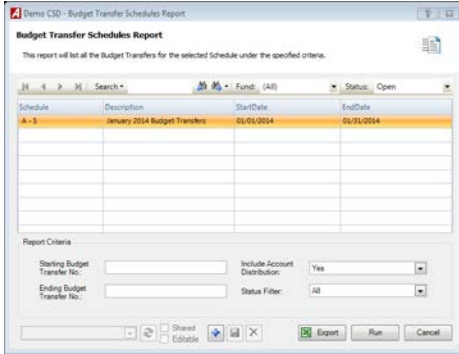


## Reports – Schedule Reports

Path: Accounting/Reports/Schedule Reports

### Budget Transfer Schedules Report

This option is used to print a listing of budget transfer entries included in a selected open or closed schedule. The report information is sorted by budget transfer reference number.



- Highlight the appropriate **schedule** in the listing.
  - Use the Fund drop-down to select a specific fund.
  - Using the Status drop-down, select Closed to display a listing of closed schedules.
- Enter the **Starting and Ending Budget Transfer Numbers** to restrict the report to a range of budget transfer entries. Leave these fields blank to report on all budget transfers from the selected schedule.
- **Include Account Distribution**
  - YES will conclude with a summary page showing the schedule distribution totals by account and fund.
  - NO to exclude the account distribution summary page.
- **Status Filter** - By default, the schedule listing displays budget transaction schedules in All statuses.
  - Approved/Not Required if only budget transfer transfers that were approved or do not require approval should be displayed in the listing.
  - Pending if only budget transfers that are pending approval should be displayed in the listing.
  - All if all budget transfers (Approved, Not Required, and Pending) should be displayed in the listing.
- Click Run  .

The Budget Transfer Schedules Report includes the following information: budget transfer reference number, budget transfer date, transfer explanation (as indicated in the Transfer Description field at the top of the Budget Transfer window), approval status (Approved, Not Required, or Pending), account code and name, and transfer out and transfer in amounts. The report concludes with schedule total transfers out and in amounts and a net schedule budget transfer amount, as well as a count of the number of budget transfers on the schedule. If Include Account Distribution was set to YES, the last page of the report provides schedule distribution totals by account code and fund.

### Sample Report

Demo CSD						
Budget Transfer Schedule Report For A - 5: January 2014 Budget Transfers						
Ref Number	Date	Budget Transfer Description	Approval Status		Transfer Out	Transfer In
Account	Account	Description	Detail Description			
<a href="#">16</a>	01/07/2014	Approved By BOE 1/7/2014	Not Required			
A 1010.438-11-0000		MEMBERSHIP DUES				1,000.00
A 1010.490-11-0000		BOCES SERVICES		1,000.00		
<a href="#">17</a>	01/07/2014	Approved By BOE 1/7/2014	Not Required			
A 1040.402-11-0000		CONF & TRAVEL				1,000.00
A 1040.475-11-0000		TUITION REIMBURSEMENT		1,000.00		
<b>Grand Totals:</b>					<b>2,000.00</b>	<b>2,000.00</b>
<b>Number of Budget Transfers: 2</b>					<b>Net Amount:</b>	<b>0.00</b>

## Cash Disbursement Schedules

This option is used to print a listing of cash disbursement (manual check or posted computer check) transactions on a selected open or closed schedule. The report provides a listing of cash disbursements for a selected schedule by check number and includes the date, vendor, check explanation, purchase order number, amount paid, and amount liquidated. You can choose to include a breakdown of account distribution information if needed. An additional option allows you to restrict the report to non purchase order payments only.

- Highlight the appropriate **schedule** in the listing.
  - Use the Fund drop-down to select a specific fund.
  - Using the Status drop-down, select Closed to display a listing of closed schedules.
- Enter the **Starting and Ending Cash Disbursement Numbers** to restrict the report to a range of cash disbursements. Leave these fields blank to report on all disbursements from the selected schedule.
- **Include Account Distribution**
  - YES will conclude with a summary page showing the schedule distribution totals by account and fund.
  - NO to exclude the account distribution summary page.
- Click Run  .

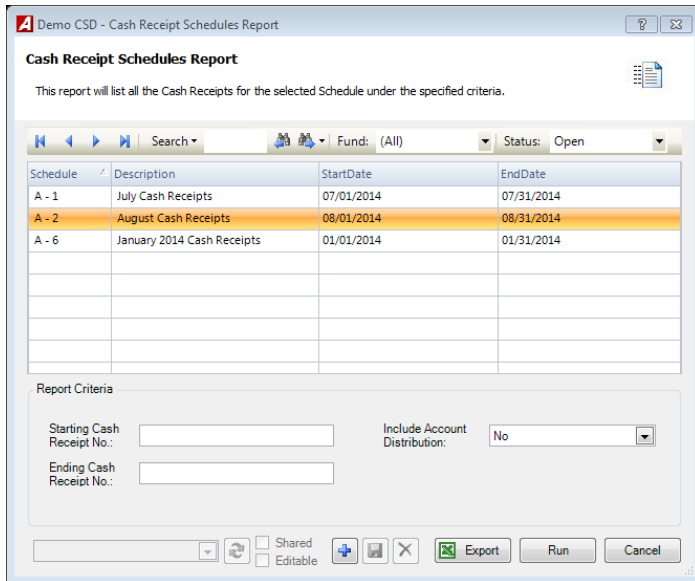
The Cash Disbursement Schedule Report includes the following information: check number, manual check indicator, check date, vendor ID and name, explanation, purchase order number (if applicable), account code (if Include Account Distribution was set to YES), amount paid, and amount liquidated. Totals are provided for each check and for the entire schedule. When including account distribution, the last page is a summary of distribution totals by account and fund. The General Ledger summary postings are also provided.


## Sample Report

Demo CSD									
Cash Disbursement Schedule Report For A - 2: August Cash Disbursement									
Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
10011	<input type="checkbox"/>	08/08/2014	15	ABEKA BOOK, INC					
					2	A 1040.475-11-0000		50.00	50.00
					2	A 1040.402-11-0000		50.00	50.00
<b>Check Totals:</b>								<b>100.00</b>	<b>100.00</b>
10011	<input type="checkbox"/>	08/08/2014	15	ABEKA BOOK, INC			**VOID**		
					2	A 1040.475-11-0000		-50.00	-50.00
					2	A 1040.402-11-0000		-50.00	-50.00
<b>Check Totals:</b>								<b>-100.00</b>	<b>-100.00</b>
10012	<input type="checkbox"/>	08/08/2014	20	ACCESS					
					3	A 1240.150-33-0000		12.50	12.50
					3	A 1010.490-11-0000		375.00	375.00
<b>Check Totals:</b>								<b>387.50</b>	<b>387.50</b>
<b>Grand Totals:</b>								<b>387.50</b>	<b>387.50</b>
<b>Number of Cash Disbursements: 3</b>									
Account Distribution Totals									
Account	Description	Total Expensed	Total Liquidated						
A 1010.490-11-0000	BOCES SERVICES	375.00	375.00						
A 1040.402-11-0000	CONF & TRAVEL	0.00	0.00						
A 1040.475-11-0000	TUITION REIMBURSEMENT	0.00	0.00						
A 1240.150-33-0000	INSTR SAL-SUPERINTENDENT	12.50	12.50						
<b>Fund A Totals:</b>		<b>387.50</b>	<b>387.50</b>						

## Cash Receipt Schedules

This option is used to print a listing of cash receipt transactions on a selected open or closed schedule. The report is sorted by receipt number and includes the date, receipt description, customer name and ID number, and amount. You can choose to include a breakdown of account distribution information if needed.



- Highlight the appropriate **schedule** in the listing.
  - Use the Fund drop-down to select a specific fund.
  - Using the Status drop-down, select Closed to display a listing of closed schedules.
- Enter the **Starting and Ending Cash Receipt Numbers** to restrict the report to a range of cash receipts. Leave these fields blank to report on all receipts from the selected schedule.
- **Include Account Distribution**
  - YES - The debit and credit account distribution is shown for each entry, along with General Ledger and Subsidiary Ledger totals and total number of receipts.
  - NO – Will show the total cash receipt amount without distribution information. The summary shows the dollar amount for each receipt on the schedule, with totals for each day’s deposits, total number of receipts, and an overall total for the schedule..
- Click Run  .

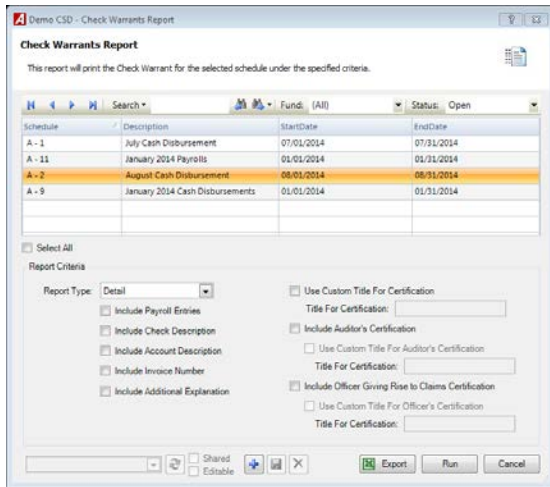
The Cash Receipt Schedule Report includes the following information: receipt number, date, receipt description, additional explanation, account, debits, and credits.

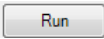
### Sample Report

Demo CSD						NVISION
Cash Receipt Schedule Report For A - 6: January 2014 Cash Receipts						
Receipt	Date	Receipt Description	Customer ID	Customer Name	Amount	
151	01/06/2014	Daniel Smith - Tax Receipt	3	SMITH, DANIEL E	10,000.00	
152	01/06/2014	Michael Barkley - Tax Receipt	7	BARKLEY, MICHAEL	5,000.00	
					<b>1/6/2014 Deposit Total:</b>	<b>15,000.00</b>
<b>Number of Cash Receipts: 2</b>					<b>Schedule Total:</b>	<b>15,000.00</b>


## Check Warrants

This option is used to print a listing of printed and posted checks for a selected open or closed cash disbursement schedule(s). For each schedule selected, the report provides the check number, vendor number, vendor name/check description, check date, purchase order number, and check amount. You may choose to print a Summary or Detail Warrant report when needed. The Detail Warrant can include the account description, invoice number, and liquidation amount.



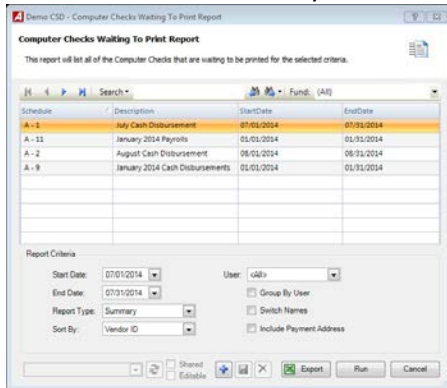
- Highlight the appropriate **schedule** in the listing.
  - Use the Fund drop-down to select a specific fund.
  - Using the Status drop-down, select Closed to display a listing of closed schedules.
- Report Type
  - The Summary Warrant shows the check number, vendor number, vendor name/check description, check date, PO#, check amount, number of checks, and warrant total, including a breakdown of the vendor portion and payroll portion.
  - The Detail Warrant shows the check number, vendor number, vendor name, check description, check date, account code, account description, PO#, check amount, amount liquidated, number of checks, and warrant total, including a breakdown of the vendor portion and payroll portion.
- Check **Include Account Description** box if you want the account description to be displayed next to the account code on the warrant. Leave the box unchecked if you want the report to simply display the account code.
- Check the **Include Invoice Number** box if you want the invoice number entered on the Manual/Computer Check Disbursements Detail window to be displayed on the warrant. Otherwise, leave the box unchecked.
- Check the **Include Check Description** box if you want the text entered in the Memo field on the Manual/Computer Check Entry window to be displayed on the warrant. Otherwise, leave the box unchecked.
- Check the **Include Auditor's Certification** box if you want the warrant to include an area where the auditor can sign off on the contents of the report. Leave the box unchecked if you do not require an auditor certification of the warrant.
- Check **Include Officer Giving Rise to Claims Certification** box if you want the warrant to include an area where an officer can sign off on the contents of the report. Otherwise leave this box unchecked.
- Click Run  .

## Sample Report

Demo CSD		Check Warrant Report For A - 2: August Cash Disbursement					
Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
10011	08/08/2014	15	ABEKA BOOK, INC				
				A 1040.475-11-0000	2	50.00	50.00
				A 1040.402-11-0000	2	50.00	50.00
				<b>Check Total:</b>		<b>100.00</b>	
10011	08/08/2014	15	**VOID** ABEKA BOOK, INC				

## Computer Checks Waiting to Print

This option is used to print a listing of unprinted computer checks entered into a selected open schedule. The report is similar to a bill list or cash requirements report. The report can be printed for any date range of check information entered. You can choose to print a summary report with simply the vendor and dollar amount, or a detail report with account detail of the entry.



- Highlight the appropriate **schedule** in the listing.
  - Use the Fund drop-down to select a specific fund.
  - Using the Status drop-down, select Closed to display a listing of closed schedules.
- The **Start and End Dates** default to the date range specified when the schedule was created. Leave the default starting and ending date to include all unprinted checks from the selected schedule. Change the starting and ending date range to restrict the report to checks entered between the dates you enter.
- Check the **Switch Names** box if you want to switch the manner in which the vendor name is displayed. For example, if the vendor's name is switched on the check document you can switch the name on the report to show "Vendor Last Name, Vendor Last Name".
- Check the **Include Payment Address** box if you want the report to display the vendor's payment address.
- **Report Method**
  - The Summary report includes the temporary check number, PO number (if applicable), check entry date, vendor number, vendor name, and check amount. The report concludes with the number of payments and warrant totals.
  - The Detail report includes vendor number, vendor name, check entry date, temporary check number, PO number (if applicable), account distribution information for each check, invoice number, amount paid, and amount liquidated. The number of payments and check totals for the schedule are provided. The last page of the Detail report provides the total expensed and total liquidated by account and fund.
- **Sort By**
  - Choose Vendor ID to sort the report information in alphanumerical order by vendor ID number.
  - Choose Check Number to sort the report information in numerical order by check number.
- Choose the **User** whose check entries you want to display. Otherwise, leave as <All> to display all users.
- Check the **Group by User** box if you want the report to group and subtotal checks by the user who entered them into the system. Leave the box unchecked if you do not want subtotals by user.
- Click Run  .

### Sample Report

#### Demo CSD

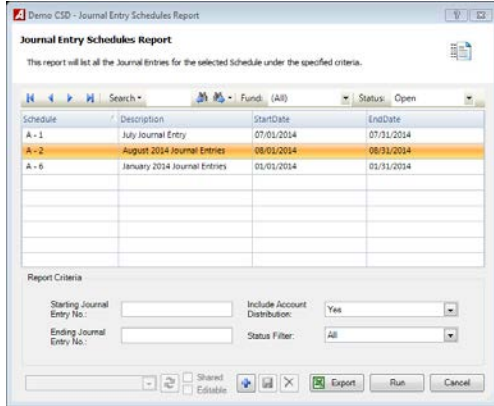
#### Computer Checks Waiting To Print On Warrant A - 1: July Cash Disbursement




Vendor ID	Vendor	Temp Check #	Date	PO Number	User	Amount Paid
7	A P EXAMINATIONS	5360	07/30/2014		EBusOff	100.00
<b>Vendor Total:</b>						<b>100.00</b>
<b>Warrant Total:</b>						<b>100.00</b>
<b>Number of Payments:</b>		<b>1</b>				

## Journal Entry Schedules


This option is used to print a listing of journal entries included in a selected open or closed schedule. The report information is sorted by journal entry reference number.



- Highlight the appropriate **schedule** in the listing.
  - Use the Fund drop-down to select a specific fund.
  - Using the Status drop-down, select Closed to display a listing of closed schedules.
- Enter the **Starting and Ending Journal Entry Numbers** to restrict the report to a range of journal entries. Leave these fields blank to report on all journal entries from the selected schedule.
- **Include Account Distribution**
  - YES - The report will conclude with a page showing the schedule distribution totals by account and fund.
  - NO to exclude the account distribution summary page.
- **Status Filter**
  - Approved/Not Required if only journal entries that were approved or do not require approval should be displayed in the listing.
  - Pending if only journal entries that are pending approval should be displayed in the listing.
  - All if all journal entries should be displayed on the listing.
- Click Run  .

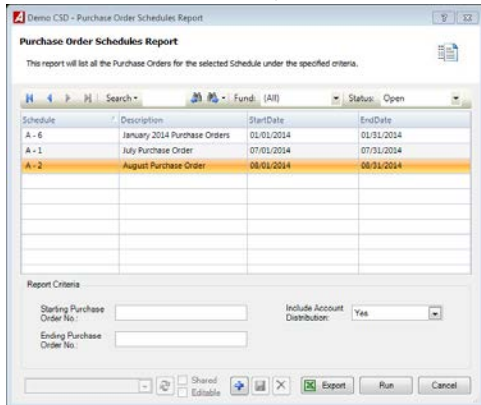
The Journal Entry Schedules Report includes the following information: journal entry reference number; journal entry date; journal entry type; vendor number, purchase order number, and liquidation amount (shown if a subsidiary appropriation code was used and a PO was referenced); account code; and debit and credit amounts. The report concludes with General Ledger and Subsidiary Ledger debit and credit totals as well as a count of the number of journal entries on the schedule. If Include Account Distribution was set to YES, the last page of the report provides schedule distribution totals by account code and fund.


## Sample Report

Demo CSD											
Journal Entry Schedule Report On A - 6: January 2014 Journal Entries											
Reference #	Date	Type	Description	Liquidated	Account	Approval Status	Detail Description	Debits	Credits		
<u>17</u>	01/06/2014	ST	Accrued Liability			Not Required					
	13				A 1010.438-11-0000			1,000.00	0.00		
					A 622			1,000.00	0.00		
					A 601			0.00	1,000.00		
<u>18</u>	01/06/2014	ST	Replenish Petty Cash			Not Required					
					A 200			0.00	100.00		
					A 210			100.00	0.00		
<b>Number of Journal Entries: 2</b>							<b>General Ledger Totals:</b>	<b>1,100.00</b>	<b>1,100.00</b>		
							<b>Subsidiary Ledger Totals:</b>	<b>1,000.00</b>	<b>0.00</b>		
Account Distribution Totals											
Account	Description	Gen / Led Debits	Gen / Led Credits	Sub / Led Debits	Sub / Led Credits						
A 1010.438-11-0000	MEMBERSHIP DUES	0.00	0.00	1,000.00	0.00						
A 200	CASH IN CHECKING	0.00	100.00	0.00	0.00						
A 210	PETTY CASH	100.00	0.00	0.00	0.00						
A 622	EXPENDITURES	1,000.00	0.00	0.00	0.00						
A 601	ACCRUED LIABILITIES	0.00	1,000.00	0.00	0.00						
<b>Fund A Totals:</b>		<b>1,100.00</b>	<b>1,100.00</b>	<b>1,000.00</b>	<b>0.00</b>						
<b>Grand Totals:</b>		<b>1,100.00</b>	<b>1,100.00</b>	<b>1,000.00</b>	<b>0.00</b>						

## Purchase Order Schedules

This option is used to print a listing of manual and computer-generated purchase orders associated with a selected open or closed purchase order schedule. The report is sorted by PO reference number and includes the date, vendor, PO explanation, account code, amount placed, and amount cancelled. The report concludes with the total amount placed, total amount canceled, and net schedule amount, as well as a count of the total number of purchase orders.



- Highlight the appropriate **schedule** in the listing.
  - Use the Fund drop-down to select a specific fund.
  - Using the Status drop-down, select Closed to display a listing of closed schedules.
- Enter the **Starting and Ending Purchase Order Numbers** to restrict the report to a range of purchase order entries. Leave these fields blank to report on all purchase orders from the selected schedule.
- **Include Account Distribution**
  - YES - The report will conclude with a page showing the schedule distribution totals by account and fund.
  - NO to exclude the account distribution summary page.
- Click Run  .

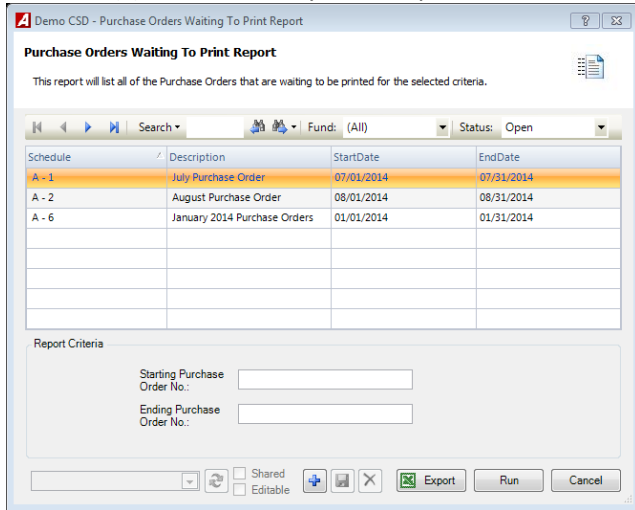
The Purchase Order Schedules Report includes the following information: purchase order reference number, vendor number and name, temporary PO flag, PO description, purchase order date, manual purchase order indicator, account number, amount placed, and amount cancelled. The report concludes with a schedule total amount placed and amount cancelled, a net PO amount placed, and a count of the number of purchase orders on the schedule. If Include Account Distribution was set to YES, the last page of the report provides schedule distribution totals by account code and fund.


## Sample Report

Demo CSD									
Purchase Order Schedule Report By A - 6: January 2014 Purchase Orders									
Reference #	Vendor ID	Vendor Name	Temp	PO Description	Contact				
		Detail Description		Date	Manual PO	Account	Placed	Cancelled	
<a href="#">201411</a>	14	ABC SPORTS & FITNESS	<input checked="" type="checkbox"/>	Baseball Helmets For Varsity Team	John Requer	A 1010.500-11-0000	199.00	0.00	
Number of Purchase Orders: 1						<b>Schedule Totals:</b>	199.00	0.00	
						<b>Net Amount:</b>	199.00		
Account Distribution Totals									
Account	Description				Placed	Cancelled			
A 1010.500-11-0000	SUPPLIES-BOARD OF ED				199.00	0.00			
<b>Fund A Totals:</b>					<b>199.00</b>	<b>0.00</b>			

## Purchase Orders Waiting to Print


This option is used to print a listing of computer purchase orders that have been entered into an open purchase order schedule(s) but have not yet been printed.



- Highlight the appropriate **schedule** in the listing.
  - Use the Fund drop-down to select a specific fund.
  - Using the Status drop-down, select Closed to display a listing of closed schedules.
- Enter the **Starting and Ending Purchase Order Numbers** to restrict the report to a range of purchase orders.
  - Leave the starting and ending range blank to include all purchase orders from the selected schedule in the report.
  - To report on one PO only, enter the same purchase order number in the starting and ending range fields.
- Click Run  .

The Purchase Orders Waiting to Print report includes the following information: (temporary) purchase order number, schedule number, purchase order date, vendor ID and name, and PO amount. The report concludes with a purchase order count for the selected schedule and a grand total PO dollar amount.

### Sample Report

Demo CSD						
Purchase Orders Waiting To Print Report For Schedule A - 2						
Temp PO	Date	Vendor ID	Vendor Name	Contact	Amount	
4	08/12/2014	15	ABEKA BOOK, INC	John Reuser	142.10	
<b>Number of Purchase Orders:</b>			<b>1</b>	<b>Grand Total:</b>	<b>142.10</b>	