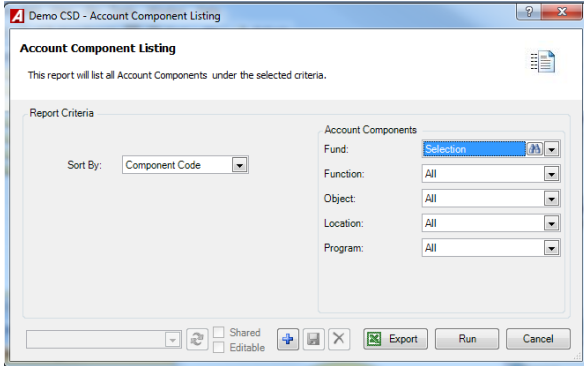



## Reports – Setup Reports

Path: Accounting/Reports/Setup Reports

### Account Component Listing

This option provides a listing of account components under each fund, as defined in your Account Components Setup.



- **Sort By**
  - Choose Component Code to sort the report in alphanumerical order by component code.
  - Choose Component Name to sort the report in alphabetical order by component name.
- **Fund** - The default value is the A Fund. Use the drop-down to select All funds. You can choose one or more specific Funds by clicking the lookup button.
- **Function** - Default value is ALL to include all function codes. Choose specific function codes by choosing Selection. The lookup button is now displayed, allowing you to select one or more specific function codes. - To exclude function codes from the report, choose None.
- **Object** - Default value is ALL to include all object codes. Choose specific object codes by choosing Selection. The lookup button is now displayed, allowing you to select one or more specific object codes. - To exclude object codes from the report, choose None.
- **Location** - Default value is ALL to include all location codes. Choose specific location codes by choosing Selection. The lookup button is now displayed, allowing you to select one or more specific location codes. - To exclude location codes from the report, choose None.
- **Program** - Default value is ALL to include all program codes. Choose specific program codes by choosing Selection. The lookup button is now displayed, allowing you to select one or more specific program codes. - To exclude program codes from the report, choose None.
- Click **Run**  .

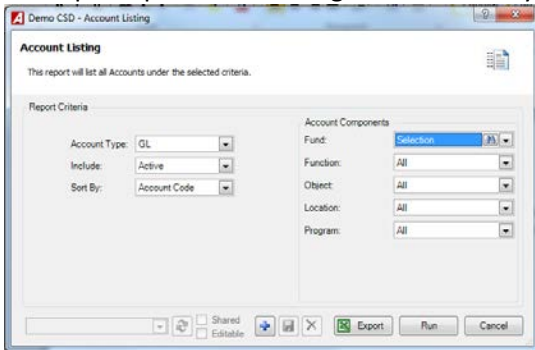
The Account Component Listing includes the following information: component code, component name, fund, and component type (Function, Object, Location, Program).

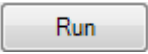
### Sample Report

Demo CSD			
Account Component Listing By Component Code			
Component Code	Description	Fund	Component Type
1001		A	Function
1010	BOARD OF EDUCATION	A	Function
1040	DISTRICT CLERK	A	Function
1060	DISTRICT MEETING	A	Function
1081		A	Function


## Account Listing

This option provides a listing of codes from your Account Setup File.



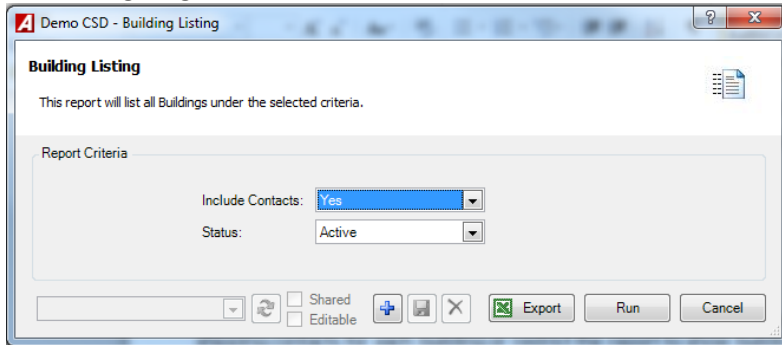
- **Account Types**
  - GL to print only General Ledger codes on the report.
  - REV to print only Revenue codes on the report.
  - EXP to print only Appropriation codes on the report.
  - ALL to print General Ledger, Revenue, and Appropriation codes on the report.
- **Include Account Statuses**
  - Choose Active to print only active codes on the report.
  - Choose Inactive to print only inactive codes on the report.
  - Choose All to print codes in every status on the report.
- **Funds** - 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 function codes 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**  .


Sample Report

Demo CSD			
Account Listing			
Account	Description	Account Type	Status
A 200	CASH IN CHECKING	GL	Active
A 201	CASH IN MONEY MARKET	GL	Active
A 202	CASH IN TIME DEPOSITS	GL	Active
A 210	PETTY CASH	GL	Active
A 250	TAXES RECEIVABLE	GL	Active
A 380	ACCOUNTS RECEIVABLE	GL	Active
A 391	DUE FROM OTHER FUNDS	GL	Active
A 410	STATE & FEDERAL AID RECEIVABLE	GL	Active
A 480	PREPAID EXPENDITURES	GL	Active
A 510	ESTIMATED REVENUE	GL	Active
A 521	ENCUMBRANCES	GL	Active
A 522	EXPENDITURES	GL	Active
A 599	APPROPRIATED FUND BALANCE	GL	Active
A 600	ACCOUNTS PAYABLE	GL	Active


## Building Listing

This option allows you to print a listing of all buildings from the Building Setup File. If desired, you can include the shipping contacts for each building or restrict the report to show buildings with a status of Active, Inactive, or report on all buildings regardless of status.



- **Include Contacts**
  - Yes to include the shipping contacts for each building.
  - No if you do NOT want shipping contact information to display on the report.
- **Status**
  - Active to print only active buildings on the report.
  - Inactive to print only inactive buildings on the report.
  - All to print both active and inactive buildings on the report.
- Click **Run** .

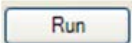
The Building Listing includes the following information: building name, address, telephone number, fax number, building status (Active or Inactive), and any shipping contact information (if selected).

Demo CSD														
Building Listing Report														
Building Name	Address	Phone	Fax	Status										
ADMINISTRATIVE CENTER	DEMO CENTRAL SCHOOLS 500 BROADWAY SCHOOLVILLE, NY 15555			Active										
<table border="0"> <tr> <th>Contact Name</th> <th>Description</th> </tr> <tr> <td>Ann Requer</td> <td></td> </tr> <tr> <td>Bob Requer</td> <td></td> </tr> <tr> <td>Charlie Requer</td> <td></td> </tr> <tr> <td>John Requer</td> <td></td> </tr> </table>		Contact Name	Description	Ann Requer		Bob Requer		Charlie Requer		John Requer				
Contact Name	Description													
Ann Requer														
Bob Requer														
Charlie Requer														
John Requer														
ELEM SCHOOL #66	DEMO CENTRAL SCHOOLS 35 BROADWAY DEMOVILLE, NY 11444			Active										
<table border="0"> <tr> <th>Contact Name</th> <th>Description</th> </tr> <tr> <td>John Requer</td> <td></td> </tr> </table>		Contact Name	Description	John Requer										
Contact Name	Description													
John Requer														
HIGH SCHOOL #77	DEMO CENTRAL SCHOOLS 14 DEMO STREET ALBANY, NY 12205			Active										
<table border="0"> <tr> <th>Contact Name</th> <th>Description</th> </tr> <tr> <td>Ann Requer</td> <td></td> </tr> <tr> <td>Bob Requer</td> <td></td> </tr> <tr> <td>Charlie Requer</td> <td></td> </tr> <tr> <td>John Requer</td> <td></td> </tr> </table>		Contact Name	Description	Ann Requer		Bob Requer		Charlie Requer		John Requer				
Contact Name	Description													
Ann Requer														
Bob Requer														
Charlie Requer														
John Requer														

Sample Report

## Customer Listing

This option allows you to print a listing of all or selected customers from the Customer Setup File. The report can be sorted by either customer number or customer name. If desired, you can restrict the report to show customers with a status of Active, Inactive, or report on all customers regardless of status.

- **Sort By**
  - Customer Number - to sort the report in alphanumerical order by customer number.
  - Customer Name - sort the report in alphabetical order by customer name.
- **Status**
  - Active to print only active customers on the report.
  - Inactive to print only inactive customers on the report.
  - All to print both active and inactive customers on the report.
- **Customer(s)** - The default value is ALL; however you can choose specific customers by clicking on the drop-down arrow and choosing Selection. Once in the lookup, you can hold down the Ctrl key and select a nonconsecutive range of customers or the Shift key and select a consecutive range of customers. Check the Select All box to choose all customers.
- Click **Run**  .


The Customer Listing includes the following information: customer name, customer number, address, telephone number, fax number, and customer status (Active or Inactive).

### Sample Report

Demo CSD					
Customer Listing Report By Customer ID					
Customer ID	Customer Name	Address	Phone	Fax	Status
1	FINANCE MANAGER	45 RESEARCH WAY SUITE 207 EAST SETAUKET, NY 11733	6319411313	6319413690	Active
2	TEST CENTRAL SCHOOLS	55 BROADWAY ALBANY, NY 12205	2125551212	2125553333	Active
3	SMITH, DANIEL E	10 EXCHANGE STREET GUILDERLAND, NY 12084	5185556666	5186666777	Active
4	KEY BANK	54 STATE STREET ALBANY, NY 12205	5185551212	5185555555	Active
5	ADAMS, JAMES T	105 CENTRAL AVE SARATOGA SPRINGS, NY 12866	0000000000	0000000000	Active
6	DOE, JAMES	55 BROADWAY ALBANY, NY 12205	0000000000	0000000000	Active
7	BARKLEY, MICHAEL	PO BOX 223 CLIFTON PARK, NY 12065	0000000000	0000000000	Active
8	Retiree, James T	10 PEACEFUL WAY ALBANY, NY 12205	8135555588	0000000000	Active
9	Smith, John T	2 SCHOOL STREET SCHENECTADY, NY 12303	5184521212	0000000000	Active
10	SMITH SR, JAMES P	10 TEST LANE ALBANY, NY 12205	5182222222	5171223898	Active


## Fund Listing

This option provides a listing of codes from your Fund Setup File.

- **Sort By**
  - Choose Fund Code to sort the report in alphanumerical order by fund code.
  - Choose Fund Name to sort the report in alphabetical order by fund name.
- **Include** - Choose which fund statuses are to be displayed on the report.
  - Active to print only active fund codes on the report.
  - Inactive to print only inactive fund codes on the report.
  - All to print fund codes in every status on the report.
- Click **Run**  .

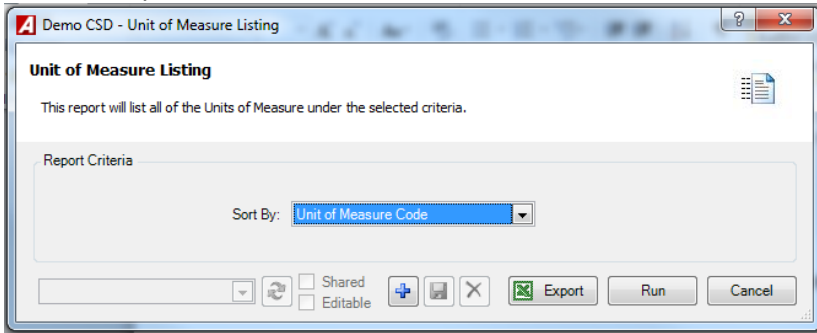
The Fund Listing allows you to print a listing of fund codes. The report shows the fund name, fund code, bank name, bank account name, cash account code, and status.

### Sample Report

Demo CSD					
Fund Listing By Fund					
Fund	Description	Bank Name	Bank Account Name	Cash Account	Status
A	GENERAL FUND	HSBC	HSBC Checking	A200	Active
C	SCHOOL LUNCH	HSBC	HSBC Checking	C200	Active
F	SPECIAL AID FUND	Chase	Chase Checking	F200	Active
F101	TITLE I	Chase	Chase Checking	F101200	Active
F201	SPECIAL AID PROJ 2	Chase	Chase Checking	F201200	Active
F301	SPECIAL AID PROJ 3	Chase	Chase Checking	F301200	Active
G	G FUND	TD Bank	TD Bank Checking	G200	Active
H	CAPITAL FUND	Chase	Chase Checking	H200	Active
H101	CAPITAL FUND PROJ 1 2001	Chase	Chase Checking	H101200	Active
TA	TRUST & AGENCY FUND	Chase	Chase Payroll Checking	TA200	Active

## Unit of Measure Listing

This option allows you to print a listing of all unit of measure codes from the Unit of Measure Setup File. The report can be sorted by either unit of measure code or name.



- Sort By
  - Choose Unit to sort the report in alphanumerical order by unit code.
  - Choose Name to sort the report in alphabetical order by unit of measure description.
- Click **Run**  .

The Unit of Measure Listing includes the following information: unit of measure code and description.

### Sample Report

#### Demo CSD




#### Unit of Measure Listing By Unit of Measure Code

Unit of Measure Code	Name
BAG	Bag
BD	Band
BF	Board foot
BG	Bag
BK	Book
BL	Bale
BOOK	BOOK
BOX	Boxes
BT	Bottle
BTL	Bottle
BU	Bundle
BX	Box
C	Hundred count
CA	Carton
CAN	CAN
CASE	CASE
CE	Cone
CN	Can
CO	Construction
COIL	COIL
CP	Copy
CRT	Carton
CS	Case
CT	Count

## Vendor Listing


This option allows you to print a listing of all or selected vendors from the Vendor Setup File. The report can be sorted by either vendor number or vendor name. If desired, you can restrict the report to show vendors with a status of Active, Inactive, or report on all vendors regardless of status.

The screenshot shows a window titled "Demo CSD - Vendor Listing". Inside, there's a section "Vendor Listing" with a note: "This report will list all Vendors under the selected criteria." Below that is a "Report Criteria" section with three dropdown menus: "Sort By:" (set to "Vendor ID"), "Status:" (set to "Active"), and "Vendor(s):" (set to "All"). At the bottom, there are buttons for "Export", "Run", and "Cancel", along with some smaller utility icons.

- **Sort By**
  - Choose Vendor Number to sort the report in alphanumerical order by vendor number.
  - Choose Vendor Name to sort the report in alphabetical order by vendor name.
- **Status**
  - Active to print only active vendors on the report.
  - Inactive to print only inactive vendors on the report.
  - All to print both active and inactive vendors on the report.
- **Vendor(s)** - The default value is ALL; however you can choose specific vendors by clicking on the drop-down arrow and choosing Selection. Once in the lookup, you can hold down the Ctrl key and select a nonconsecutive range of vendors or the Shift key and select a consecutive range of vendors. Check the Select All box to choose all vendors.
- Click Run  .

The Vendor Listing includes the following information: vendor name, vendor number, purchasing address, payment address, telephone number, fax number, 1099 flag, federal ID number, and vendor status (Active or Inactive).

## Sample Report

Demo CSD							
Vendor Listing By Vendor ID							
Vendor ID	Vendor Name	Phone	Fax	Vendor 1099	Federal ID	Status	
1	COPELAND			<input checked="" type="checkbox"/>	111222222	Active	
	<b>Purchasing Address</b>	<b>Payment Address</b>		<b>Legal Address</b>			
	12 STATE STREET NEW YORK, NY 12222	12 STATE STREET NEW YORK, NY 12222		12 STATE STREET NEW YORK, NY 12222			
2	IBM			<input type="checkbox"/>		Active	
	<b>Purchasing Address</b>	<b>Payment Address</b>		<b>Legal Address</b>			
	10 TEST STREET TESTVILLE, NY 12222	10 TEST STREET TESTVILLE, NY 12222		10 TEST STREET TESTVILLE, NY 12222			
7	A.P EXAMINATIONS			<input type="checkbox"/>		Active	
	<b>Purchasing Address</b>	<b>Payment Address</b>		<b>Legal Address</b>			
	P.O. BOX 5522 PRINCETON, NJ 08541	P.O. BOX 5522 PRINCETON, NJ 08541		P.O. BOX 5522 PRINCETON, NJ 08541			
10	A.E.S.W. SEMINARS			<input type="checkbox"/>		Active	
	<b>Purchasing Address</b>	<b>Payment Address</b>		<b>Legal Address</b>			
	38171 VIA LA COLINA MURRIETA, CA 92563	38171 VIA LA COLINA MURRIETA, CA 92563		38171 VIA LA COLINA MURRIETA, CA 92563			
13	ABC SCHOOL SUP.			<input type="checkbox"/>		Active	
	<b>Purchasing Address</b>	<b>Payment Address</b>		<b>Legal Address</b>			
	PO BOX 1000 DULUTH, GA 30136	PO BOX 1000 DULUTH, GA 30136		PO BOX 1000 DULUTH, GA 30136			