


Reports – Transaction Reports

Path: Accounting/Reports/Transaction Reports

Account Status Query

This option provides a report containing a summary of the different types of transactions (opening budget amount, encumbrances placed, requisitions, etc.) associated with a selected appropriation account code during a selected reporting date range. You can also choose to print a report of the types of transactions (opening budget amount, adjusted budget, revenue earned, etc.) associated with a selected revenue account code based on a reporting date range.

- Enter the **Starting and Ending Transaction 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.
- **Report Type**
 - Revenue to report on a selected revenue account.
 - Appropriation to report on a selected appropriation account.
- Select the appropriate Revenue or Appropriation account using lookup.
- Click Run  .

If you selected an appropriation code, the Appropriation Status Report displays the opening budget amount, adjustments, adjusted budget, purchase orders placed, purchase orders liquidated, purchase orders encumbrances, amount expensed, available balance (in Accounting), pending requisitions, and available balance (in Requisitions).

If you selected a revenue code, the Revenue Status Report displays the opening budget amount, adjustments, adjusted budget, revenue earned, and unearned revenue.

Sample Reports

Appropriation Code


Demo CSD		NVISION	
Appropriation Status Query From 7/1/2013 - 6/30/2014			
A 1240.220-11-0000 - COMPUTER HARDWARE			
Opening Budget	161,356.17		
Adjustments	-10,000.00		
Adjusted Budget		161,356.17	
Purchase Order Placed	0.00		
Purchase Order Liquidated	0.00		
Purchase Order Encumbrances		0.00	
Amount Expensed		1,000.00	
Available Balance (Accounting)		150,356.17	
Pending Requisitions		0.00	
Available Balance (Requisition)		150,356.17	

Revenue Code

Demo CSD		NVISION	
Revenue Status Query From 7/1/2013 - 6/30/2014			
A 1001 - PROPERTY TAXES			
Opening Budget	7,400,000.00		
Adjustments	0.00		
Adjusted Budget		7,400,000.00	
Revenue Earned		121,000.00	
Unearned Revenue			7,279,000.00

Budget Transfer Query

This option provides a report containing detail of a specified budget transfer or range of budget transfers within a selected date range, fund range, and dollar amount.

- Enter the **Starting and Ending Budget Transfer Number**. To report on one budget transfer only, enter the same budget transfer number in the starting and ending range fields.
- Enter the **Starting and Ending Budget Transfer Amount**. Any budget transfers that were between the specified date and amount range and fall within the fund(s) selected will be included on the report.
- Enter the **Budget Transfer Date Range**. The report will include those budget transfers entered between the specified date range. Check the Prior Year box if you want to change the date range to report on budget transfers for the previous fiscal year.
- **Fund** - The default value is ALL; however you can choose specific Funds by clicking on the drop-down arrow and choosing Selection
- Click Run  .

The Budget Transfer Query is sorted in numerical ascending order by budget transfer number and provides the following detailed information for each transfer: transfer reference number, date, transfer explanation, account number, and debit and credit amounts. The report concludes with a total budget transfer count, as well as a grand total of debits and credits.

Sample Report

Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
11	07/12/2013	Approved By BOE 7/12/13	A 1010.438-11-0000		0.00	1,000.00
			A 1010.490-11-0000		1,000.00	0.00
Transfer Totals:					1,000.00	1,000.00
12	10/22/2013	Approved by BOE	A 1010.438-11-0000		0.00	20,000.00
			A 1010.490-11-0000		20,000.00	0.00
Transfer Totals:					20,000.00	20,000.00
13	10/22/2013	Approved by BOE	A 1040.500-11-0000		0.00	10,000.00
			A 1240.220-11-0000		10,000.00	0.00
Transfer Totals:					10,000.00	10,000.00
14	12/02/2013	Approved By BOE	A 1010.438-11-0000		10,000.00	0.00
			A 1010.490-11-0000		0.00	10,000.00
Transfer Totals:					10,000.00	10,000.00

Cash Disbursement Query

This option provides a report containing detail for a specified manual or computer check or range of cash disbursements within a selected date range and fund range.

- Enter the **Starting and Ending Cash Disbursement Number**. To report on one cash disbursement only, enter the same check number in the starting and ending range fields.
- Enter the **Starting and Ending Cash Disbursement Amount**. To report on one cash disbursement only, enter the same amount in the starting and ending range fields.
- Enter the **Cash Disbursement Date Range**. The report will include those checks created between the specified date range.
- **Fund** - The default is All Funds. Use lookup to select from a list of all funds.
- **Non Purchase Order Payments Only** – Check this box to exclude purchase order payments from report.
- Click Run to generate the report.


The Cash Disbursement Listing is sorted in numerical ascending order by check number and provides the following information for each cash disbursement: check number, check date, vendor number and name, check explanation, purchase order number (if applicable), invoice number (if applicable), account number, amount paid, and amount liquidated. The report concludes with a total cash disbursement count, as well as a grand total of the amounts paid and liquidated.

Sample Report

Demo CSD										
Cash Disbursement Query Displaying PO and Non PO Payments From 7/1/2014 - 6/30/2015 In Between \$0.00 And \$999,999,999.99										
Check #	Date	Vendor ID	Explanation	Voided	Manual	PO Number	Invoice #	Account	Amount Paid	Liquidated
10011	08/08/2014	15	ABEKA BOOK, INC -	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		A 1040.402-11-0000	50.00	50.00
						2		A 1040.475-11-0000	50.00	50.00
								Check Totals:	100.00	100.00
						2		A 1040.402-11-0000	-50.00	-50.00
						2		A 1040.475-11-0000	-50.00	-50.00
								Check Totals:	-100.00	-100.00
10012	08/08/2014	20	ACCESS -	<input type="checkbox"/>	<input type="checkbox"/>	3		A 1010.490-11-0000	375.00	375.00
						3		A 1240.150-33-0000	12.50	12.50
								Check Totals:	387.50	387.50
Number of Cash Disbursements: 2								Group Totals:	387.50	387.50

Cash Receipt Query

This option provides a report containing detail of a specified cash receipt or range of cash receipts within a selected date range, fund range, and dollar amount.

- Enter the **Starting and Ending Cash Receipt Number**. To report on one cash receipt only, enter the same number in the starting and ending range fields.
- Enter the **Starting and Ending Cash Receipt Amount**. To report on one cash receipt only, enter the same amount in the starting and ending range fields.
- Enter the **Cash Receipt Date Range**. The report will include those receipts created between the specified date range.
- **Fund** - The default is All Funds. Use lookup to select from a list of all funds.
- Click Run  to generate the report.


The Cash Receipt Query is sorted in numerical ascending order by cash receipt reference number and provides the following detailed information: transfer reference number, date, transfer explanation, account number, and debit and credit amounts. The report concludes with the grand total receipt amount for the reporting period selected.

Sample Report

Reference #	Date	Receipt Entry / Explanation	Account	Debits	Credits
142	07/13/2013	A/R Receipt for Smith, John T	A 200	1,083.33	
			A 380		1,083.33
			Cash Receipt Totals:	1,083.33	1,083.33
143	10/22/2013	A/R Receipt for Retiree, James T	A 200	183.33	
			A 380		183.33
			Cash Receipt Totals:	183.33	183.33
144	10/22/2013	A/R Receipt for DOE, JAMES	A 200	58.33	
			A 380		58.33
			Cash Receipt Totals:	58.33	58.33

Vendor Invoice Query

This report will list all Vendor Invoices under the selected criteria.

- **Match Type** – Select how report should search for vendors
 - Exact
 - Begins With
 - Contains
 - Ends With
- **Invoice Number** – Enter Invoice Number (or part of invoice number if NOT using match type of exact).
- **Start and End Date Range** – Fill in date range when using Match Types begins with, contains, or ends with.
- Click Run .

Sample Report

Demo CSD

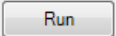
Vendor Invoice Query For Invoices Containing 9 From 7/1/2014 - 6/30/2015



Invoice #	Vendor ID	Vendor Name	Date	Check #	PO Number	Account	Amount Paid	Liquidated
9875	15	ABEKA BOOKS and SUPPLIES	08/13/2014	10013	2	A1040475110000	50.00	50.00
			08/13/2014	10013	2	A1040402110000	50.00	50.00
Invoice Totals:							100.00	100.00
Grand Totals:							100.00	100.00

Journal Entry Query

This option provides a report containing detail of a specified journal entry or range of journal entries within a selected date and fund range.

- Enter the **Starting and Ending Journal Entry Number**. To report on one journal entry only, enter the same journal entry reference number in the starting and ending range fields.
- Enter the **Journal Entry Date Range**. The report will include those journal entries entered between the specified date range. Check the Prior Year box if you want to change the date range to report on journal entries for the previous fiscal year.
- **Fund** - The default value is ALL; however you can choose specific Funds by clicking on the drop-down arrow and choosing Selection.
- Click Run .

The Journal Entry Query is sorted in journal entry number order and provides the following information: transfer reference number, date, transfer explanation, vendor number, purchase order number, account number, and debit and credit amounts. The report concludes with a grand total journal entry amount for the reporting period.

Reference #		Date	Journal Entry Explanation	Vendor ID	PO Number	Account	Detail Description	Debits	Credits
14	07/01/2013	Opening Entry - TA Cash				TA 200 TA 909		550,000.00	550,000.00
Journal Entry Totals:								550,000.00	550,000.00
15	12/02/2013	Accrued Liability				A 1010.490-11-0000 A 601		1,000.00	1,000.00
Journal Entry Totals:								1,000.00	1,000.00
16	12/02/2013	Reclassify Expenditure				1291 1291		1,000.00	1,000.00
Journal Entry Totals:								1,000.00	1,000.00

Print Cash Receipts

This report will print all of the cash receipts under the selected criteria.

Demo CSD - Print Cash Receipts

Print Cash Receipts

This report will print all of the cash receipts under the selected criteria.

Report Criteria

Starting Receipt Number: Copies:

Ending Receipt Number: Use Perforated Paper

Start Date: Show District

End Date: Prior Year Show Details

Shared Editable

- Enter the **Starting and Ending Cash Receipt Number**. To report on one cash receipt only, enter the same number in the starting and ending range fields.
- Enter the **Cash Receipt Date Range**. The report will include those receipts created between the specified date range.
- **Copies** – Enter number of copies of each receipt you would like to preview.
- **Use Perforated Paper** – Check this box if using perforated paper.
- **Show District** – Uncheck this box to remove name of District.
- **Show Details** – Uncheck this box to remove details of cash receipts.
- Click Run to generate the report.

Sample Report

Demo CSD	Receipt Number:	153
Cash Receipt	Date:	08/11/2014
<hr/>		
Customer ID:	2	
Customer Name:	TEST CENTRAL SCHOOLS	
Receipt For / From:	Ticket Sales	
Account	Debits	Credits
A 201	1,000.00	
A 2230		1,000.00
A 980		1,000.00
<hr/>		
Total Amount:		1,000.00
		<hr/>
		Signature

Print Journal Entries

Print Journal Entries

This report will print all of the journal entries under the selected criteria.

Report Criteria

Starting Reference Number: Copies:

Ending Reference Number: One Entry Per Page:

Start Date:

End Date: Prior Year

This report will print all of the journal entries under the selected criteria.


- Enter the **Starting and Ending Journal Entry Number**. To report on one journal entry only, enter the same journal entry reference number in the starting and ending range fields.
- Enter the **Journal Entry Date Range**. The report will include those journal entries entered between the specified date range. Check the Prior Year box if you want to change the date range to report on journal entries for the previous fiscal year.
- **Copies** – Enter the number of copies of each journal entry you would like to preview.
- **One Entry Per Page**
 - No – will print numerous journal entries per page.
 - Yes – will print one journal entry per page.
- Click Run .

Sample Report

Reference Number		Date	Type	Description	Vendor ID	PO Number	Liquidated	Debits	Credits
Account	Detail Description								
15		12/02/2013	ST	Accrued Liability					
A 1010.490-11-0000					15			1,000.00	
A 522								1,000.00	
A 601									1,000.00
Journal Entry Totals:							0.00	2,000.00	1,000.00
16		12/02/2013	ST	Reclassify Expenditure					
A 1240.220-11-0000					1291			1,000.00	
A 1240.220-33-0000					1291				1,000.00
Journal Entry Totals:							0.00	1,000.00	1,000.00

Printed Purchase Orders Query

This option provides a report containing detail of a specified printed/posted computer purchase order or range of printed/posted computer purchase orders within a selected date range, fund range, and dollar amount. This routine allows you to print a copy of the actual printed purchase order in a report format.

- Enter the **Starting and Ending Purchase Order Amount**. Any purchase orders that were between the specified date range and fall within the fund(s) selected will be included on the report.
- Enter the **Starting and Ending Purchase Order Date Range**. Check the Prior Year box if you want to change the date range to report on purchase order information for the previous fiscal year.
- **Purchase Order(s)** - The default value is ALL; however you can choose specific POs by clicking on the drop-down arrow and choosing Selection.
- **Fund(s)** - The default value is ALL; however you can choose specific Funds by clicking on the drop-down arrow and choosing Selection.
- **Vendor(s)** - The default value is ALL; however you can choose specific Vendors by clicking on the drop-down arrow and choosing Selection.
- **Requestor(s)** - The default value is ALL; however you can choose specific Requestors by clicking on the drop-down arrow and choosing Selection.
- Click Run  .

The Printed Purchase Order Query provides the following information: purchase order number, purchase order date, vendor number, requisition number (if converted from a requisition), vendor name and address, delivery address and contact, quantity, item description, unit price, extended price, additional shipping amount, total PO amount, budget account number(s), and budget account distribution amount.

Sample Report

Demo CSD

Printed Purchase Order Query From 7/1/2014 - 6/30/2015 In Between \$0.00 And \$10,000.00



PO Number: 1
Vendor ID: 7
Vendor: A P EXAMS

Date: 08/01/2014
Requisition Number:
Requestor:

Vendor Address:
P.O. BOX 5522
PRINCETON, NJ 08541

Deliver To:
DEMO CENTRAL SCHOOLS
14 DEMO STREET
ALBANY, NY 12205


Quantity	Item / Description	Unit Price	Extended Amount
1.00	ap exams	1,000.0000	1,000.00
Additional Shipping Amount:			0.00
Total:			1,000.00

Account Distribution Totals

Account	Description	Placed Amount
A 1010.490-11-0000	BOCES SERVICES	1,000.00

Purchase Order Query

This option provides summarized information for one, multiple, or all manual or computer purchase orders (printed and unprinted) within a selected date range, fund range, and dollar amount.

- Enter the **Starting and Ending Purchase Order Amount**. Any purchase orders that were between the specified date range and fall within the fund(s) selected will be included on the report.
- Enter the **Starting and Ending Purchase Order Date Range**. Check the Prior Year box if you want to change the date range to report on purchase order information for the previous fiscal year.
- **Purchase Order(s)** - The default value is ALL; however you can choose specific POs by clicking on the drop-down arrow and choosing Selection.
- **Fund(s)** - The default value is ALL; however you can choose specific Funds by clicking on the drop-down arrow and choosing Selection.
- **Vendor(s)** - The default value is ALL; however you can choose specific Vendors by clicking on the drop-down arrow and choosing Selection.
- **Requestor(s)** - The default value is ALL; however you can choose specific Requestors by clicking on the drop-down arrow and choosing Selection.
- Click Run  .

The Purchase Order Query provides the following information: purchase order number, purchase order date, vendor number, requisition number (if converted from a requisition), vendor name and address, delivery address and contact, quantity, item description, unit price, extended price, additional shipping amount, total PO amount, budget account number(s), and budget account distribution amount.

Sample Report

Demo CSD									
Purchase Order Query From 7/1/2014 - 6/30/2015 In Between \$0.00 And \$999,999,999.99									
PO Number	PO Type	Description Account	Vendor ID Date	Vendor Name Invoice #	Requestor Reference #	Building Placed	Contact Liquidated	Expensed	
1	EN	ap exams	7	A P EXAMS		HIGH SCHOOL #77			
		A 1010.490-11-0000	08/01/2014					1,000.00	
								Purchase Order Totals:	1,000.00 0.00 0.00
								Purchase Order Outstanding:	1,000.00
2	EN		15	ABEKA BOOKS and SUPPLIES		ELEM SCHOOL #66	John Requer		
		A 1040.402-11-0000	08/08/2014			51.10			
		A 1040.402-11-0000	08/08/2014		10011			50.00	50.00
		A 1040.402-11-0000	08/08/2014		10011			-50.00	-50.00
		A 1040.402-11-0000	08/13/2014	9875	10013			50.00	50.00
		A 1040.475-11-0000	08/08/2014			91.00			
		A 1040.475-11-0000	08/08/2014		10011			50.00	50.00
		A 1040.475-11-0000	08/08/2014		10011			-50.00	-50.00
		A 1040.475-11-0000	08/13/2014	9875	10013			50.00	50.00
								Purchase Order Totals:	142.10 100.00 100.00
								Purchase Order Outstanding:	42.10