



General Ledger Monthly Reports

Session Handout

Objective

This session demonstrates how to run several of the monthly reports in the General Ledger application.

This session presents the following topics:

- Report Preferences – Filters & Options
- Detail Ledger Report
- Statement of Financial Position Report
- Statement of Activities Report
- Budgeted Financial Statement Report
- Designated Fund Summary Report
- Financial Spreadsheet Report

The **Detail Ledger** report displays detailed activity that has been posted to accounts.

The **Statement of Financial Position** (Balance Sheet) displays the balances for assets, liabilities, and net asset accounts (balance sheet accounts).

The **Statement of Activities** (Income & Expense Statement) displays the actual income and expenses within a specified period of time.

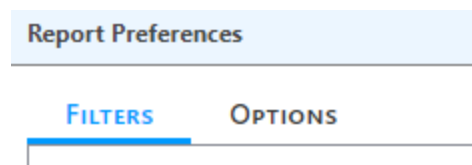
The **Budgeted Financial Statement** displays actual and budgeted income and expenses within a specified period of time.

The **Designated Fund Summary** displays the balances and/or activity for liability and net asset accounts.

The **Financial Spreadsheet** displays balance sheet and/or income & expense account totals in a month-by-month format, using either actual or budget figures, or a combination of both.

REPORT PREFERENCES - FILTERS & OPTIONS

The Report Preferences contains two tabs: Filters and Options.



FILTERS TAB

The Filters tab contains the following filters to narrow the results of your report: **Account Structure**, **Account Number**, and **Account Type**.

The **Account Structure** filter allows you to select specific levels to display on your report.



The **Account Number** filter allows you to select a specific account or a range of accounts to display on your report.



The **Account Type** filter is available on the Budgeted Financial Statement and the Designated Fund Summary reports.

Budgeted Financial Statement:

Account Type All Income and Expense Accounts ▼

Designated Fund Summary:

Account Types ☒ Liabilities?
☒ Capital?

OPTIONS TAB

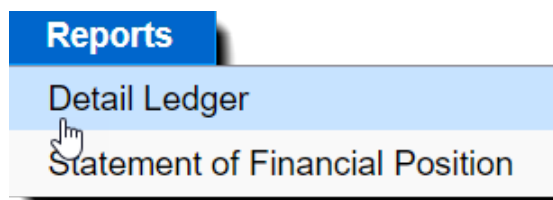
The Options tab allows you to further customize each report. These options vary depending on the report.

Field	Report Name Report of Income & Expenses ▼
Check Boxes	Report Options <input checked="" type="checkbox"/> Suppress Zero Balances? <input checked="" type="checkbox"/> Print Account Number? <input checked="" type="checkbox"/> Show Sub Accounts? <input checked="" type="checkbox"/> Print In Landscape? <input type="checkbox"/> Show Totals for Each Level?
Radio Buttons	Page Break Options <input type="radio"/> none <input checked="" type="radio"/> Department
Drop-down list	Report Type <div>Current & Year-To-Date Current & Prior Period Current & Prior Year</div>

Selection boxes	<div> <div>Available Options:</div> <div> <div>Current Period %</div> <div>Current Year-To-Date</div> <div>Current Year-To-Date %</div> <div>Prior Period</div> <div>Prior Period %</div> <div>Prior Year</div> <div>Prior Year %</div> <div>Prior Year-To-Date</div> </div> <div> <div>>></div> <div><<</div> </div> </div>		<div>Selected Options:</div> <div>Current Period</div>

DETAIL LEDGER REPORT

The Detail Ledger report lists the detail transactions for a specified accounting period or date range. This report is especially useful before closing a period or before running the year-end closing to review transactions and ensure they are recorded in the correct account. The **Filters** and **Options** tabs allow you to further customize each report. To run the Detail Ledger report, go to General Ledger – then choose Reports / Detail Ledger.



FILTERS

Select the levels (i.e., Funds & Departments) using the **Account Structure** filter. Click the "All" check box to alternate between selecting and deselecting all levels.

After selecting the levels, you can also select a range of accounts or a specific account using the **Account Number** filter.

[Home](#) > [General Ledger](#) > [Reports](#) > [Detail Ledger](#)

Report Preferences

FILTERS**OPTIONS**

Account Number Range 50110 to 50660

Account Structure

☐ All

- ☐ 1 Church
 - ☐ 0 Balance Sheet Accounts
 - ☐ 10 Genl Income
 - ☐ 20 Personnel
 - ☐ 30 Genl Operations
 - ☒ 40 Children
 - ☒ 50 Youth

OPTIONS

You can change the appearance (select font type & size), select either the period or date radio buttons and then select the period or date range by using the from and to drop-down lists. (For example, if you want a complete year-to-date report, then select the Period radio button and specify the first and last period of your fiscal year in the from and to drop-down boxes.)

Review the other options available and select the ones that are appropriate for your reporting needs. After making your selections, click the **Run Report** button to generate a preview of your report.

Report Preferences

FILTERS

OPTIONS

Change Appearance? ☐ Trebuchet MS ▼ 8pt ▼ 100% ▼

Filter By ☒ Period ☐ Date from July ▼ to June ▼

Report Options ☒ Suppress Zero Balances?

☒ Suppress Accounts With No Activity?

☒ But Show Accounts With Balances?

☐ Include Projects?

Page Break Options ☒ none ☐ Department

Run Report


Clear Preferences Cancel

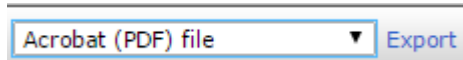
REPORT PREVIEW

After the preview displays, you can navigate the report pages, print or export the report, and make changes or close the report. (Press the **F11** key on your keyboard to alternate between full screen views of your browser.)

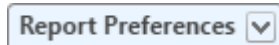
- Use the navigation options to move quickly from page to page in your report.



- Click the **Print**  icon to print a copy of your report.
- Select a format from the drop-down list and then click the **Export** link to export an electronic copy of your report.



- Click the **Report Preferences** bar to change your filter settings.




- Click the **Close Report** button to leave the report and return to the General Ledger dashboard.



Home > General Ledger > Reports > Detail Ledger Add To My Reports

Report Preferences ▼

[Close Report](#)

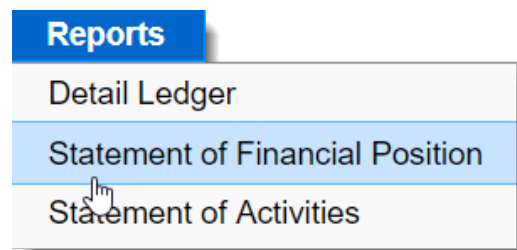
1 of 11 Acrobat (PDF) file Export 

Account	Reference	Net	Debit	Credit	Balance
20 Personnel					
50110 Pastoral Salaries					
3 Pastoral Salaries(Reg)	PR 1 8/21/2017		2,916.66		.00
3 Pastoral Salaries(Reg)	PR 3 9/4/2017		2,916.66		
Period 3 Totals:		5,833.32	5,833.32	.00	5,833.32
4 Pastoral Salaries(Reg)	PR 5 9/20/2017		2,916.66		
4 Pastoral Salaries(Reg)	PR 7 10/4/2017		2,916.66		
Period 4 Totals:		5,833.32	5,833.32	.00	11,666.64
5 Pastoral Salaries(Reg)	PR 9 10/21/2017		2,916.66		
5 Pastoral Salaries(Reg)	PR 11 11/4/2017		2,916.66		
Period 5 Totals:		5,833.32	5,833.32	.00	17,499.96
6 Pastoral Salaries(Reg)	PR 13 11/20/2017		2,916.66		
6 Pastoral Salaries(Reg)	PR 15 12/4/2017		2,916.66		
Period 6 Totals:		5,833.32	5,833.32	.00	23,333.28
7 Pastoral Salaries(Reg)	PR 17 12/21/2017		2,916.66		
7 Pastoral Salaries	PR 35 1/1/2018		2,916.66		
7 Pastoral Salaries(Reg)	PR 19 1/4/2018		2,916.66		
7 Pastoral Salaries	PR 33 1/12/2018		2,916.66		
7 Pastoral Salaries	PR 34 1/26/2018		2,916.66		
Period 7 Totals:		14,583.30	14,583.30	.00	37,916.58
8 Pastoral Salaries(Reg)	PR 21 1/21/2018		2,916.66		
8 Pastoral Salaries(Reg.)	PR 23 2/4/2018		560.90		

Practice: Filter by Fund 1 (Church), Department 10 (Genl Income), and Range (40110-41200). Click the Options tab. Set the period from July to July. Click the Run Report button.

STATEMENT OF FINANCIAL POSITION

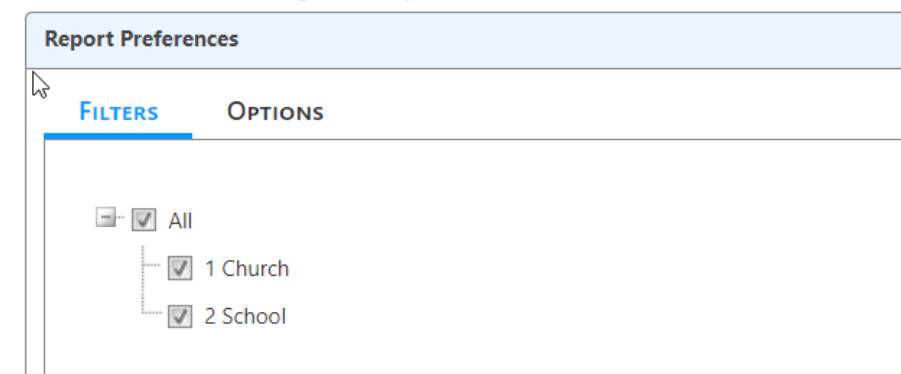
The Statement of Financial Position report (Balance Sheet) displays the balances for Asset, Liability, and Net Asset (Capital) accounts. To run the Statement of Financial Position report, go to General Ledger – then choose Reports / Statement of Financial Position.



FILTERS

Select the Fund (or Funds) using the **Account Structure** filter.

[Home](#) > [General Ledger](#) > [Reports](#) > [Statement of Financial Position](#)



OPTIONS

Customize the report by selecting the check boxes listed and changing the Report name, if desired. The format of the report can be changed to one of the following options:

- **Columnar by Period:** Consolidates the Statement of Financial Position by period for the different levels of your account structure.

- **Columnar by Fund:** Displays a column for each selected fund (on the **Filters** tab) and displays totals for each balance sheet account across all funds.
- **Pre-defined formats:** This format is only available when neither the Columnar by Period nor Columnar by Fund formats are selected. **Select** a format from the Pre-defined formats drop-down list and then further customize using the selection boxes. Drag and drop options to and from the Selected Options box and then move them up and down to reorder.

After making your selections, click the **Run Report** button to generate a preview of your report.

FILTERS

OPTIONS

Report Name

- Report Options
- ☒ Suppress Zero Balances?
 - ☐ Print Account Number?
 - ☒ Show Sub Accounts?
 - ☐ Print In Landscape?
 - ☐ Print Totals Only?
 - ☒ Wrap Description?

☐ Columnar By Period?

☐ Columnar By Fund?

Pre-defined formats

Available Options:

% total assets current year
YTD Prior 1
YTD Prior 2
YTD Prior 3
YTD Prior 4
YTD Prior 5
YTD Prior 6
FYE Current
FYE Prior 1
FYE Prior 2
FYE Prior 3
FYE Prior 4
FYE Prior 5



>>

<<

Selected Options:


YTD Current
Prior Month
Difference

**Report
format
options**

Run Report

Clear Preferences Cancel

REPORT PREVIEW

After the preview displays, move from page to page using the navigation options. Click the **Report Preferences** bar to change any of the **Filters** or **Options** and rerun the report. You can press the F11 key on your keyboard to alternate between full screen views of your browser. After the report is generated to your desired specifications, you can always print it by clicking the Print  icon or save it in an electronic format such as a PDF using the *export* link.



One of the features of the Statement of Financial Position report is that it has an **Interactive Drill Down**. To use this feature, click any of the totals on the report. After clicking a total, the Posted Journals page appears, and it lists the journals that make up the total on which you just clicked.

NOTE: The Interactive Drill Down functionality is limited to “actual” columns and does not apply to the Capital accounts. Liability accounts that are used as closing accounts have the Drill Down function, but the Posted Journals page only displays amounts posted directly to those accounts.

Home > General Ledger > Reports > Statement of Financial Position Add To My Reports

Report Preferences

[Close Report](#)

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■ Board Report - Statement of Financial Position
■Fund: 2 School

Account	YTD Current	Beginning of Year	Difference
ASSETS			
CURRENT ASSETS			
10106 Petty cash	250.00	250.00	.00
10110 ACB operating checking	870,773.58	781,443.09	89,330.49
10140 ACB payroll checking	(198,209.03)	(198,209.03)	.00
10180 ACB savings	430,590.00	430,590.00	.00
CASH	1,103,404.55	1,014,074.06	89,330.49
RECEIVABLES			
11110 Accounts rec-registrations	150.00	150.00	.00
12110 Prepaid expenses	1,000.00	1,000.00	.00
13110 Investments	260,000.00	260,000.00	.00
14110 Inventory-bookstore/coffee house	1,500.00	1,500.00	.00
TOTAL RECEIVABLES	262,650.00	262,650.00	.00
TOTAL CURRENT ASSETS	1,366,054.55	1,276,724.06	89,330.49

Practice: Filter by Fund 1 – Church. Click the Options tab. Select “Current & prior month” from the Pre-defined formats drop-down. Click the Run Report button. When the report appears, click on \$870,773.58 for ACB operating checking.

Now you should see all the journals that make up the total \$870,773.58. To see all entries on one page, increase your page size.

financials

Shelby Training

Heather

Applications Enter Manage View Reports Modify Utilities Help

Company: 1 First Church Fiscal Year: 17-18 Period: 1 July Bank Acco

Home > General Ledger > Posted Journals

[Add To My Tasks](#)

Selected Account(s) ▼

Period	Date	Journal	Account Structure	Account	Description	Project	Amount
Opening Balance							\$781,443.09
> July	06/20/2017	CN 13	1-0	10110 ACB operating checking	Contributions Bank Deposit		\$30,000.00
> July	06/26/2017	CN 1	1-0	10110 ACB operating checking	Contributions Bank Deposit		\$17,440.29
> July	06/29/2017	CD 2	1-0	10110 ACB operating checking	Check Total		(\$6,048.50)
> July	06/29/2017	CD 3	1-0	10110 ACB operating checking	Check Total		(\$2,380.00)
> July	07/03/2017	CN 2	1-0	10110 ACB operating checking	Contributions Bank Deposit		\$4,380.00
> July	07/06/2017	CK 1	1-0	10110 ACB operating checking	Deleted check # 392.		(\$200.00)
> July	07/06/2017	CK 1	1-0	10110 ACB operating checking	Deleted check # 392.		\$200.00
> July	07/09/2017	CD 4	1-0	10110 ACB operating checking	Check Total		(\$5,716.67)
> July	07/10/2017	CN 3	1-0	10110 ACB operating checking	Contributions Bank Deposit		\$23,500.37
13 entries							\$870,773.58

⏮ ⏪ 1 2 ⏩ ⏭

Page size: 10 ▼

13 items in 2 pages

STATEMENT OF ACTIVITIES

The Statement of Activities report (Income & Expense report) allows you to print a statement of the net amount posted to your income and expense accounts for a specified period. To run the Statement of Activities report, go to General Ledger – then choose Reports / Statement of Activities.

Reports

Detail Ledger

Statement of Financial Position

Statement of Activities

Budgeted Financial Statement

FILTERS

The filters tab has choices similar to those for the Detail Ledger. Select the levels using the **Account Structure** filter. After selecting the levels, you can also select a range of accounts or a specific account using the **Account Number** filter. You can also choose a specific **Project**.

[Home](#) > [General Ledger](#) > [Reports](#) > [Statement of Activities](#)

Report Preferences

FILTERS **OPTIONS**

Account Number Show All ▼

Account Structure

- ☐ All
 - ☐ 1 Church
 - ☐ 10 Genl Income
 - ☐ 20 Personnel
 - ☐ 30 Genl Operations
 - ☐ 40 Children
 - ☐ 50 Youth
 - ☐ 60 Adult Groups
 - ☐ 70 Worship/Arts
 - ☐ 80 All Church Activities
 - ☒ 90 Missions-Budget
 - ☐ 100 Designated Gifts
 - ☐ 120 Bookstore & Coffee House

☒ **Print By Project?**

<input type="checkbox"/> Name	Number
<input type="checkbox"/> Bank Charges	19
<input type="checkbox"/> Memorial Morgan Herman	18
<input type="checkbox"/> Mission Trip 2013 Guatemala	3
<input type="checkbox"/> Mission Trip 2013 Ukraine	9
<input type="checkbox"/> Mission Trip Africa	15
<input checked="" type="checkbox"/> Mission Trip Local/Regional	17
<input type="checkbox"/> School Computer Lab	1
<input type="checkbox"/> School Scholarships	2
<input type="checkbox"/> Youth Camp 2013 Winter	7
<input type="checkbox"/> Youth Trip Disney World	8

Some reports use the **Current Financial Settings** to determine which period to print. This is one of those reports. Click the **change** link in the upper right-hand corner and select the period. For example, if you want to run the report as of May, change the period from June to May.

Company: 1 First Church **Fiscal Year:** 17-18 **Period:** 11 May **Bank Account:** 1-10110 ACB operating checking [change](#)

OPTIONS

Review the options available and select the ones that are appropriate for your reporting needs. Select a format from the **Report Type** drop-down list. Notice the Selection Options box changes according to which Report Type you select. Drag and drop options to and from the Selected Options box and then move them up and down to reorder. After making your selections, click the **Run Report** button to generate a preview of your report.

Report Preferences

FILTERS **OPTIONS**

Change Appearance? ☐ Trebuchet MS ▾ 8pt ▾ 100% ▾

Report Name

- Report Options
- ☒ Suppress Zero Balances?
 - ☒ Print Account Number?
 - ☐ Show Sub Accounts?
 - ☐ Print In Landscape?
 - ☐ Show Totals for Each Level?
 - ☒ Wrap Account Description?

Page Break Options ☐ none ☒ Department

Report Type

Available Options:

Prior Period
Prior Period %
Prior Year
Prior Year %
Prior Year-To-Date
Prior Year-To-Date %
Prior 12 Months
Prior 12 Months %



Selected Options:

Current Period
Current Period %
Current Year-To-Date
Current Year-To-Date %

REPORT PREVIEW

After the preview displays, you can navigate the pages, change your report preferences and rerun, print, export or close the report.

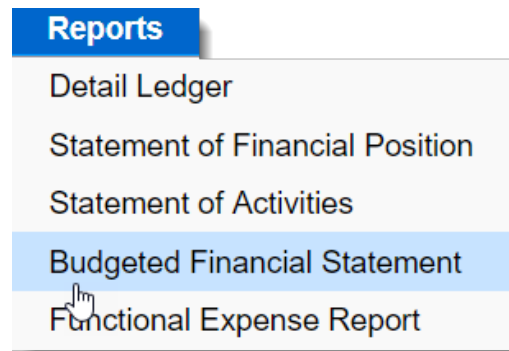
Click on a total to use the **Interactive Drill Down** feature. The Interactive Drill Down functionality does not apply to the percentage-based columns.

Statement of Activities for Period 1 - July Company#: 1 Name: First Church Fiscal Year Beginning 7/1/2017		Fund: 1 Church Department: 30 Genl Operations		
	<u>Current Period</u>	<u>Current Period %</u>	<u>Current Y-T-D</u>	<u>Current Y-T-D %</u>
OPERATING EXPS				
GENERAL EXPS				
Advertising/marketing	500.00	6.88%	500.00	6.88%
Computer Supplies	95.00	1.31%	95.00	1.31%
Office Supplies	331.00	4.55%	331.00	4.55%
Printing/copier	716.67	9.86%	716.67	9.86%
TOTAL GENERAL EXPS	1,642.67	22.59%	1,642.67	22.59%
FACILITIES EXPS				
Facilities Maintenance				
Custodial Supplies	695.00	9.56%	695.00	9.56%
Total Facilities Maintenance	695.00	9.56%	695.00	9.56%
Utility Expenses				
Utilities-Telephone	300.00	4.13%	300.00	4.13%
Security System	133.50	1.84%	133.50	1.84%
Total Utility Expenses	433.50	5.96%	433.50	5.96%
TOTAL FACILITIES EXPS	1,128.50	15.52%	1,128.50	15.52%

Practice: Filter by Fund 1 – Church, Dept 30-Genl Operations and Account Range 60130-60410. Set your Current Financial Settings to the period of February. Click the Options tab. Check the following boxes: Suppress Zero Balances, Print Account Numbers, and Show Totals for Each Level. Select the “Current & Year-to-Date” from the Report Type drop-down list.

BUDGETED FINANCIAL STATEMENT

The Budgeted Financial Statement report allows you to view a side-by-side comparison of the budget for each account and the actual activity for each account. To run the Budgeted Financial Statement report, go to General Ledger – then choose Reports / Budgeted Financial Statement.



FILTERS

Select the **Account Type** to display certain accounts on the report: All Income and Expense Accounts, Fixed Budget Accounts Only, or Variable Budget Accounts Only. In the **Account Structure** filter, select the levels you want to include on the report. The **Account Number** filter allows you to narrow down further which accounts you want to display on the report.

[Home](#) > [General Ledger](#) > [Reports](#) > [Budgeted Financial Statement](#)

Report Preferences

FILTERS

OPTIONS

Account Type

All Income and Expense Accounts ▾

Account Number

Show All ▾

Account Structure

☒ All

☒ 1 Church

- ☒ 10 Genl Income
- ☒ 20 Personnel
- ☒ 30 Genl Operations
- ☒ 40 Children
- ☒ 50 Youth

OPTIONS

Review the options available and select the ones that are appropriate for your reporting needs. The **Report Template** drop-down has standard templates available from which to choose. You can also create your own templates by selecting the Modify / Budgeted Financial Formats option from the General Ledger menu. After making your selections, click the **Run Report** button to generate a preview of your report.

[Home](#) > [General Ledger](#) > [Reports](#) > [Budgeted Financial Statement](#)

Report Preferences

FILTERS **OPTIONS**

Change Appearance? ☐ Trebuchet MS ▼ 8pt ▼ 100% ▼

Report Name

Report Template

☐ Select Different Starting Period for Fiscal Year?

Reporting Period

Report Type

Adjust Variable Budgets ☐ Yes ☒ No %

Report Options ☐ Show Missing Budget as (-) Value? ⓘ

☒ Suppress Zero Balances?

☒ Print Percent of Year Completed In Heading?

☐ Show Sub Accounts?

☐ Print Whole Dollars?

☒ Print In Landscape?

☐ Show Totals for Each Level?

Line Spacing

Decimals for Percents

Account Description

Page Break Options ☐ none ☒ Department

Include Options ☐ Include Encumbrances?

☐ Include Opening and Ending Balance for each Department?

Run Report

[Clear Preferences](#) [Cancel](#)

REPORT PREVIEW

After the preview displays, you can navigate the pages, change your report preferences and rerun, print, export or close the report.

Click on a total to use the **Interactive Drill Down** features. The Interactive Drill Down functionality only applies to Actual columns.

Home > General Ledger > Reports > Budgeted Financial Statement Add To My Reports

Report Preferences

[Close Report](#)

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Budgeted Financial Statement for Period 1 - July 8.33 %								
Company#: 1 Name: First Church								
Fiscal Year Beginning 7/1/2017								
Fund: 1 Church / Departments: 20 Personnel								
Acct # Description	Budget Annual	Budget for Period	Actual for Period	Variance for Period	Budget YTD	Actual YTD	Var. Actual to Annual Budget Dollar	Var. Actual to Annual Budget %
PERSONNEL								
SALARIES								
50110 Pastoral Salaries	96,000.00	8,000.00	.00	(8,000.00)	8,000.00	.00	(96,000.00)	0%
50120 Pastoral Housing	160,000.00	13,333.26	.00	(13,333.26)	13,333.26	.00	(160,000.00)	0%
50130 Administration Support	76,000.00	6,333.37	.00	(6,333.37)	6,333.37	.00	(76,000.00)	0%
50140 Directors	120,000.00	10,000.00	.00	(10,000.00)	10,000.00	.00	(120,000.00)	0%
50150 Facilities	90,000.00	7,500.00	.00	(7,500.00)	7,500.00	.00	(90,000.00)	0%
50160 Nursery Workers	40,000.00	3,333.37	.00	(3,333.37)	3,333.37	.00	(40,000.00)	0%
TOTAL SALARIES	582,000.00	48,500.00	.00	(48,500.00)	48,500.00	.00	(582,000.00)	0%
BENEFITS								
50610 Auto Allowance (Pastors)	5,400.00	450.00	.00	(450.00)	450.00	.00	(5,400.00)	0%
50620 Cell Allowance	2,400.00	200.00	.00	(200.00)	200.00	.00	(2,400.00)	0%
50630 Health/Dental	70,000.00	5,833.37	.00	(5,833.37)	5,833.37	.00	(70,000.00)	0%
50635 Continuing Ed/Conference	6,200.00	.00	.00	.00	.00	.00	(6,200.00)	0%
50640 Payroll Taxes	28,000.00	2,333.37	.00	(2,333.37)	2,333.37	.00	(28,000.00)	0%
50650 Retirement-matching	8,400.00	700.00	.00	(700.00)	700.00	.00	(8,400.00)	0%
50660 Social Security Allowance (19,600.00	1,633.37	.00	(1,633.37)	1,633.37	.00	(19,600.00)	0%
50670 Worker Compensation Ins	6,000.00	.00	.00	.00	.00	.00	(6,000.00)	0%
TOTAL BENEFITS	146,000.00	11,150.11	.00	(11,150.11)	11,150.11	.00	(146,000.00)	0%
TOTAL PERSONNEL	728,000.00	59,650.11	.00	(59,650.11)	59,650.11	.00	(728,000.00)	0%

Practice: Filter by Fund 1-Church, Account Type: All Income and Expense Accounts, Account Number: Show All. Set your Current Financial Settings to the period of June. Click the Options tab. Select "Standard ACTUAL" for the Report Template. Select the following check boxes: Suppress Zero Balances, Print Percent of Year Completed in Heading, Print in Landscape, and Include Opening and Ending Balance for Each Department. Click the Run Report button.

DESIGNATED FUND SUMMARY

The Designated Fund Summary report displays the receipts, disbursements, and net monthly balances for accounts in the specified period. The Designated Fund Summary is a unique financial report that can show summary activity for closing accounts (Liability accounts used as closing accounts or Net Asset (Capital) accounts). To run the Designated Fund Summary report, go to General Ledger – then choose Reports / Designated Fund Summary.



FILTERS

Select the levels using the **Account Structure** filter. After selecting the levels, you can also select the **Account Types** to display on the report. The **Account Number** filter allows you to narrow down further which accounts you want to display on the report.

Home > General Ledger > Reports > Designated Fund Summary

Report Preferences

FILTERS **OPTIONS**

Account Types ☒ Liabilities?
☒ Capital?

Account Number Show All ▼

Account Structure

- ☒ All
 - ☒ 1 Church
 - ☒ 2 School

OPTIONS

Select to show your column headers as either **Receipts/Disbursements** or **Credits/Debits** by selecting the radio buttons next to the **Show Column Header** as option. Review the other options available and select the ones that are appropriate for your reporting needs. After making your selections, click the **Run Report** button to generate a preview of your report.

Report Preferences

FILTERS

OPTIONS

Change Appearance? ☐ Trebuchet MS ▼ 8pt ▼ 100% ▼

Show Column Header as ☒ Receipts/Disbursements ☐ Credits/Debits

Report Options ☒ Suppress Zero Balances?

☐ Print Account Number?

☒ Show Sub Accounts?

☐ Wrap Account Description?

☐ Print In Landscape?

Page Break Options ☐ none ☒ Fund

Line Spacing Single ▼

Report Type YTD ▼

Available Options:

Opening Balance
Credits/Receipts
Debits/Disbursements
Difference
Transfers & Adjustments
Transfers & Adjustments YTD



>>

<<

Selected Options:

Beg. Balance
Credits/Receipts YTD
Debits/Disbursements YTD
Ending Balance

REPORT PREVIEW

After the preview displays, you can navigate the pages, change your report preferences and rerun, print, export, or close the report.

Home > General Ledger > Reports > Designated Fund Summary

Report Preferences

Close Report

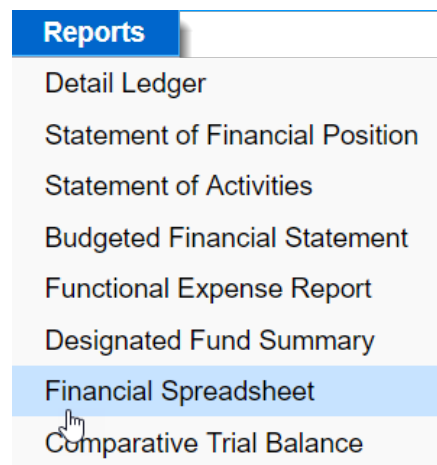
1 of 2 Acrobat (PDF) file Export

	Beq. Balance	YTD Receipts	YTD Disbursements	Ending Balance
Designated Fund Summary for Period 1 July				
Company: 1 First Church				
Fiscal Year: 17-18				
Fund: 1 Church				
LIAB & NET ASSETS				
NET ASSETS				
NET ASSETS WITHOUT DONOR				
30110 General operations	965,990.48	80,080.66	15,321.17	1,030,749.97
30120 Bookstore & Coffee Hous	3,176.95	.00	.00	3,176.95
30140 Youth trips	2,400.00	.00	.00	2,400.00
30410 Board designated	10,000.00	.00	.00	10,000.00
30910 Equity in property & equi	2,990,800.00	2,000.00	.00	2,992,800.00
TOTAL NET ASSETS WITHOUT D	3,972,367.43	82,080.66	15,321.17	4,039,126.92
NET ASSETS WITH DONOR RES				
31110 Benevolence	7,378.00	200.00	.00	7,578.00
31130 Missions-home	5,633.02	815.00	.00	6,448.02
31150 Missions-overseas	1,653.85	1,000.00	.00	2,653.85
31170 Missions-trips	9,811.25	11,250.00	.00	21,061.25
31190 Emergency relief	4,620.00	250.00	.00	4,870.00
31200 Memorials	360.00	.00	.00	360.00
31780 Building Fund	202,811.10	11,050.00	.00	213,861.10
TOTAL NET ASSETS WITH DON	232,267.22	24,565.00	.00	256,832.22

Practice: Filter by Fund 1-Church, Account Types: Capital, Account Number: Show All. Click the Options tab. Select "Show Column Header as Receipts/Disbursements". Check the following check boxes: Suppress Zero Balances and Print Account Number. Select the Report Type "Regular". Click the Run Report button.

FINANCIAL SPREADSHEET

The Financial Spreadsheet report shows a year's worth of activity in a columnar format. Fund Summary report displays the receipts, disbursements, and net monthly balances for accounts in the specified period. To run the [Financial Spreadsheet report](#), go to General Ledger – then choose Reports / Financial Spreadsheet.



FILTERS

Select the levels using the **Account Structure** filter. After selecting the levels, you can also select the **Accounts** to Print (Balance Sheet or Income/Expense). The **Account Number** filter allows you to narrow down further which accounts you want to display on the report.

[Home](#) > [General Ledger](#) > [Reports](#) > [Financial Spreadsheet](#)

Report Preferences

FILTERS

OPTIONS

Accounts to Print ☒ **Balance Sheet?**
☐ **Income/Expense?**

Account Number

Account Structure

☒ All

☒ 1 Church

- ☒ 0 Balance Sheet Accounts
- ☐ 10 Genl Income
- ☐ 20 Personnel
- ☐ 30 Genl Operations

OPTIONS

Select **Report Type**: Actual, Budget, or Revised Budget (if you select Budget, you can then choose to Use Actuals for Closed Periods. Review the other options available and select the ones that are appropriate for your reporting needs. After making your selections, click the **Run Report** button to generate a preview of your report.

[Home](#) > [General Ledger](#) > [Reports](#) > [Financial Spreadsheet](#)

Report Preferences

FILTERS

OPTIONS

Change Appearance? ☐ Trebuchet MS ▼ 8pt ▼ 100% ▼

Ending Period July ▼

Report Type ☒ Actual ☐ Budget ☐ Revised Budget
☐ Use Actuals For Closed Periods?

Report Options ☒ Suppress Zero Balances?
☐ Wrap Account Description?
☐ Use Reverse Signs?
☐ Show Whole Dollars Only?
☐ Show Sub Accounts?

Line Spacing Single ▼

Page Break Options ☐ None ☒ Department

Print Format ☒ Wide ☐ Narrow

Run Report

[Clear Preferences](#) [Cancel](#)

REPORT PREVIEW

After the preview displays, you can navigate the pages, change your report preferences and rerun, print, export, or close the report.

Home > General Ledger > Reports > Financial Spreadsheet ? Add To My Reports

Report Preferences

[Close Report](#)

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Financial Spreadsheet from July - Audit Company: 1 First Church Fiscal Year: 17-18 Budget Figures Report Fund: 1 Church / Department: 10 Genl Income									
	July	August	September	October	November	December	January	February	March
OFFERINGS									
40110 Offering-Tithes/pledge	(22,221.00)	(18,414.00)	(20,304.00)	(24,273.00)	(18,873.00)	(42,795.00)	(18,387.00)	(19,386.00)	(20,844.00)
40120 Offering-Tithes/nonpledge	(66,666.63)	(66,666.67)	(66,666.67)	(66,666.67)	(66,666.67)	(66,666.67)	(66,666.67)	(66,666.67)	(66,666.67)
40140 Offering-Plate/loose cash	(786.24)	(646.08)	(716.16)	(864.00)	(663.36)	(1,552.32)	(671.04)	(682.56)	(736.32)
40910 Offering-non cash/stocks	.00	.00	.00	.00	(5,000.00)	(7,000.00)	.00	.00	.00
TOTAL OFFERINGS	(89,673.87)	(85,726.75)	(87,686.83)	(91,803.67)	(91,203.03)	(118,013.99)	(85,724.71)	(86,735.23)	(88,246.99)
OTHER INCOME									
45110 Facility Use Income-Outside Groups	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)
45120 Facility Use Income-School	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)
45150 Interest Income	(333.36)	(333.34)	(333.34)	(333.34)	(333.34)	(333.34)	(333.34)	(333.34)	(333.34)
45190 Other Income	(233.37)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)
TOTAL OTHER INCOME	(3,366.63)	(3,366.67)	(3,366.67)	(3,366.67)	(3,366.67)	(3,366.67)	(3,366.67)	(3,366.67)	(3,366.67)
TOTAL INCOME	(93,040.50)	(89,093.42)	(91,053.50)	(95,170.34)	(94,569.70)	(121,380.66)	(89,091.38)	(90,101.90)	(91,613.66)

Practice: Filter by Fund 1-Church, Accounts to Print: Income/Expense, Account Number: Show All. Click the Options tab. Select Ending Period: Audit, Report Type: Budget. Check the following check boxes: Suppress Zero Balances and Use Reverse Signs. Click the Run Report button.