General Ledger Lookup and Reporting

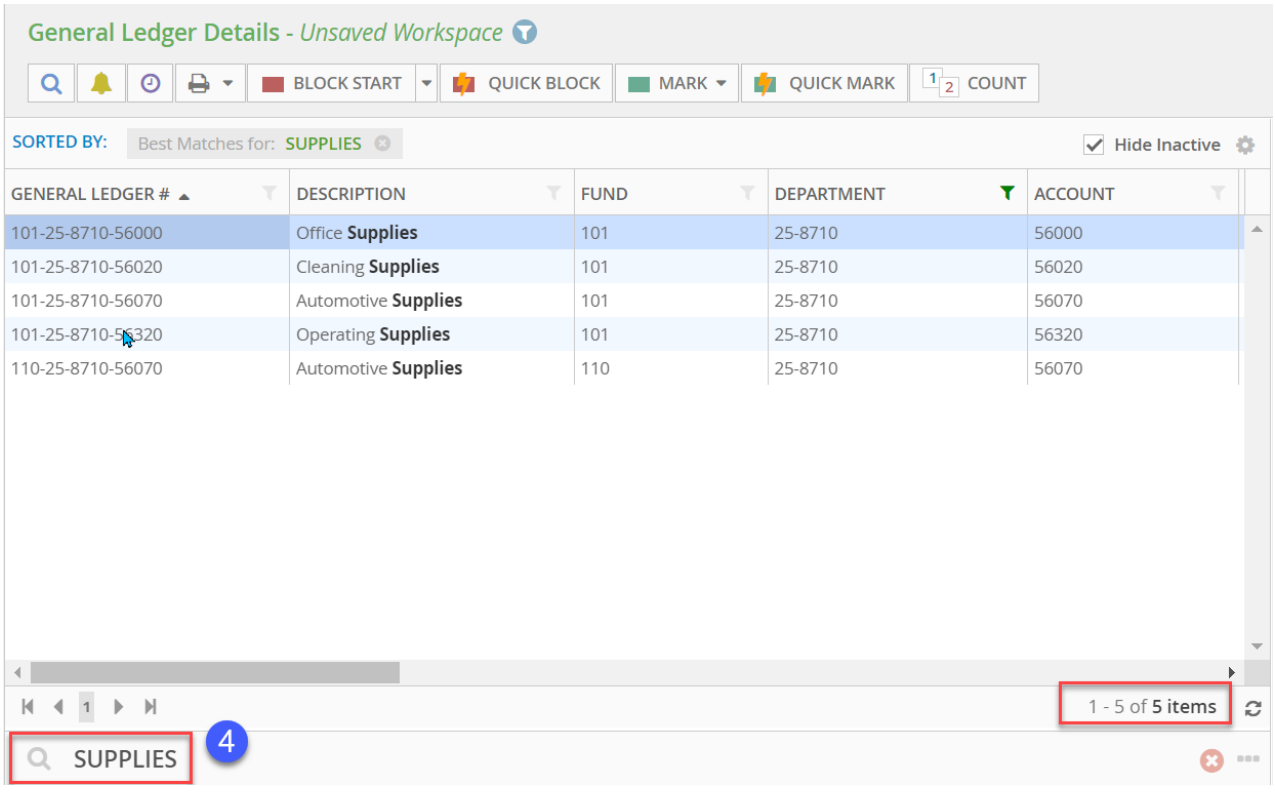
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Viewing General Ledger Details

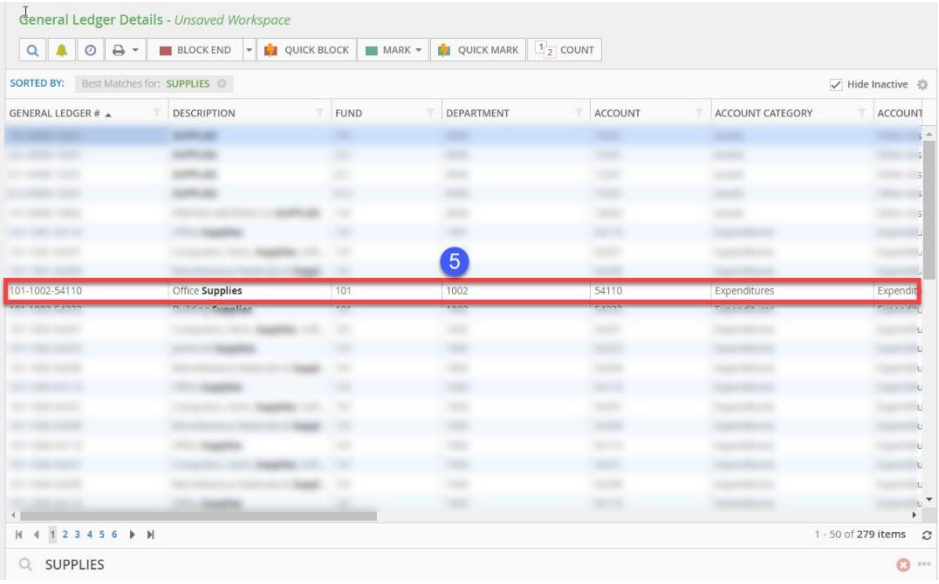
1. Click on the 'General Ledger' Module in the Navigation Pane.
2. Click on the 'Views' Menu Item.
3. Click on 'General Ledger Details'.



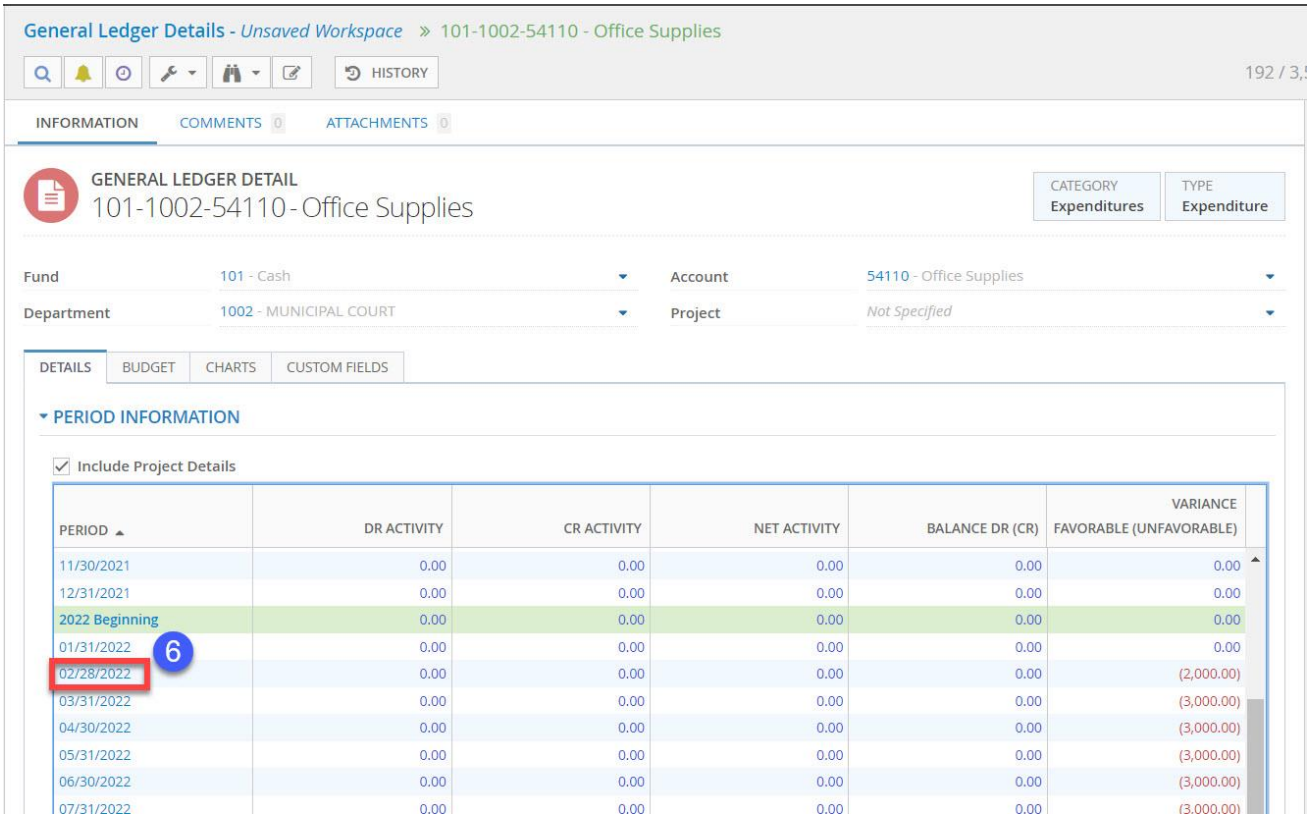
4. Click once into the List View and start typing the General Ledger number or description to locate a specific number. For example, typing 'supplies' will narrow down the results to any General Ledger Number with "supplies" in the description.



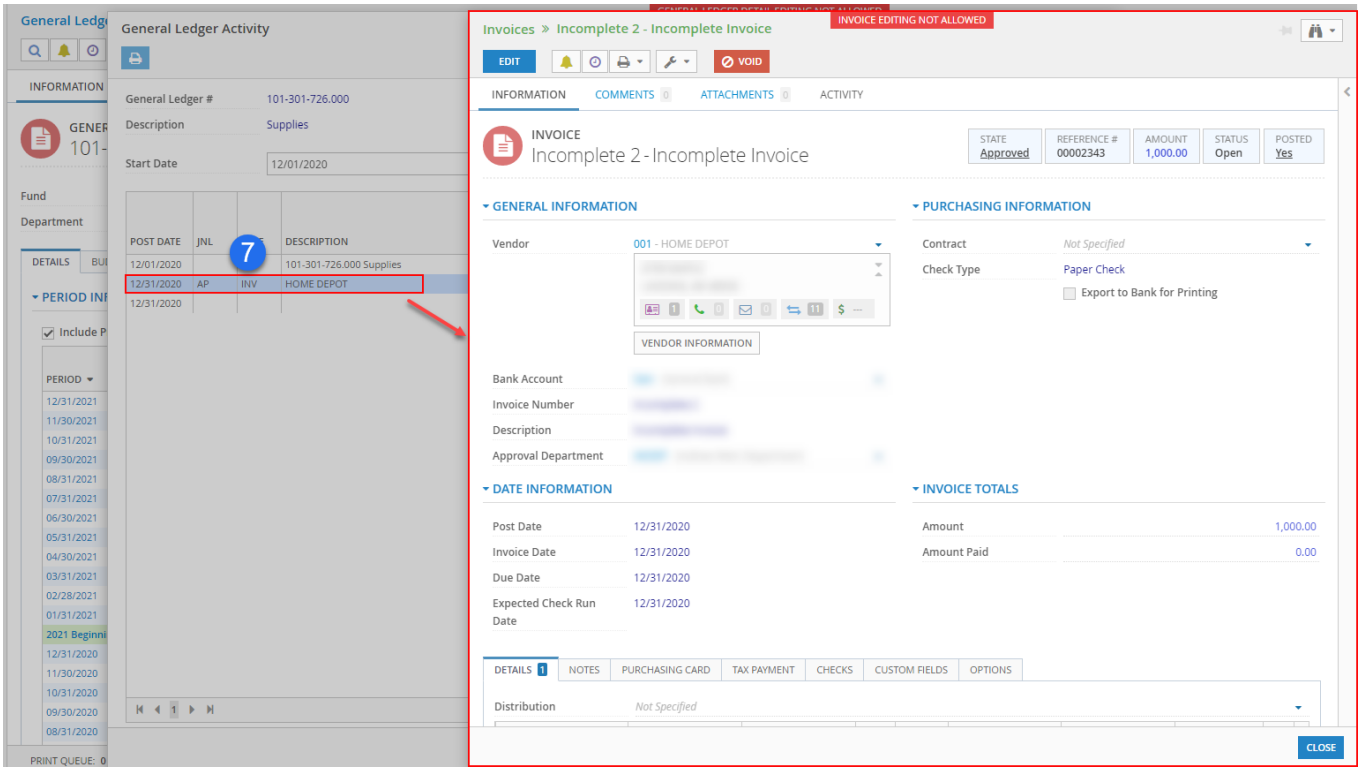
5. Once you have located the General Ledger number you would like to view, double click the record.



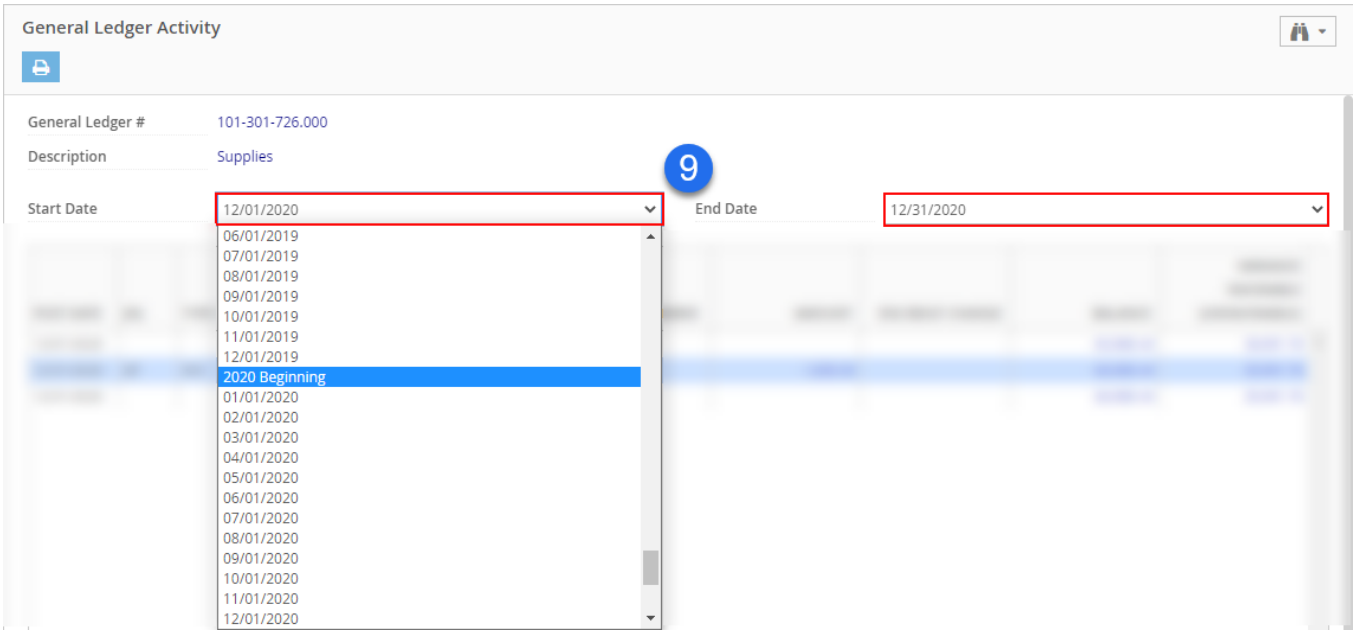
6. Click the Period hyperlink for the month of detail you would like to view for the General Ledger Number.



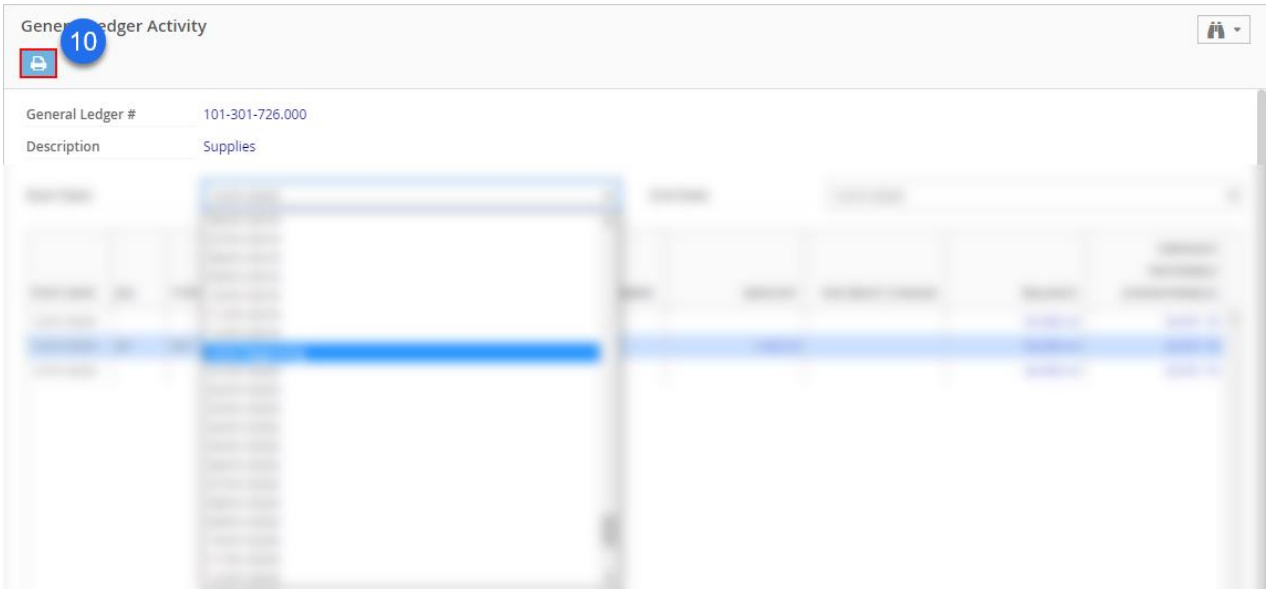
7. Double click on one of the records to drill-down into the source record. For example, double clicking on an AP Invoice record will display the invoice.



8. Click 'Close' to exit out of the source record.
9. Click the 'Start Date' or 'End Date' to adjust the date range of activity (if applicable).



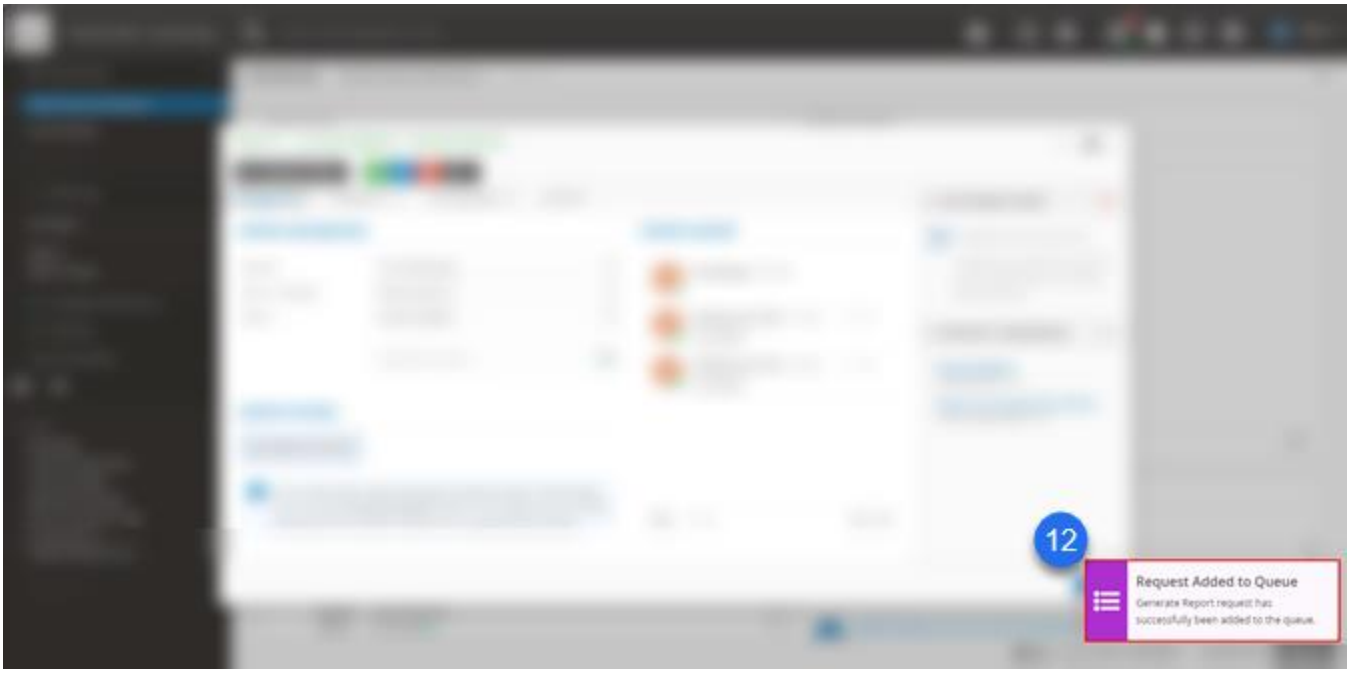
10. Click the ‘Print Icon’ to generate a report of the information displayed (if applicable).



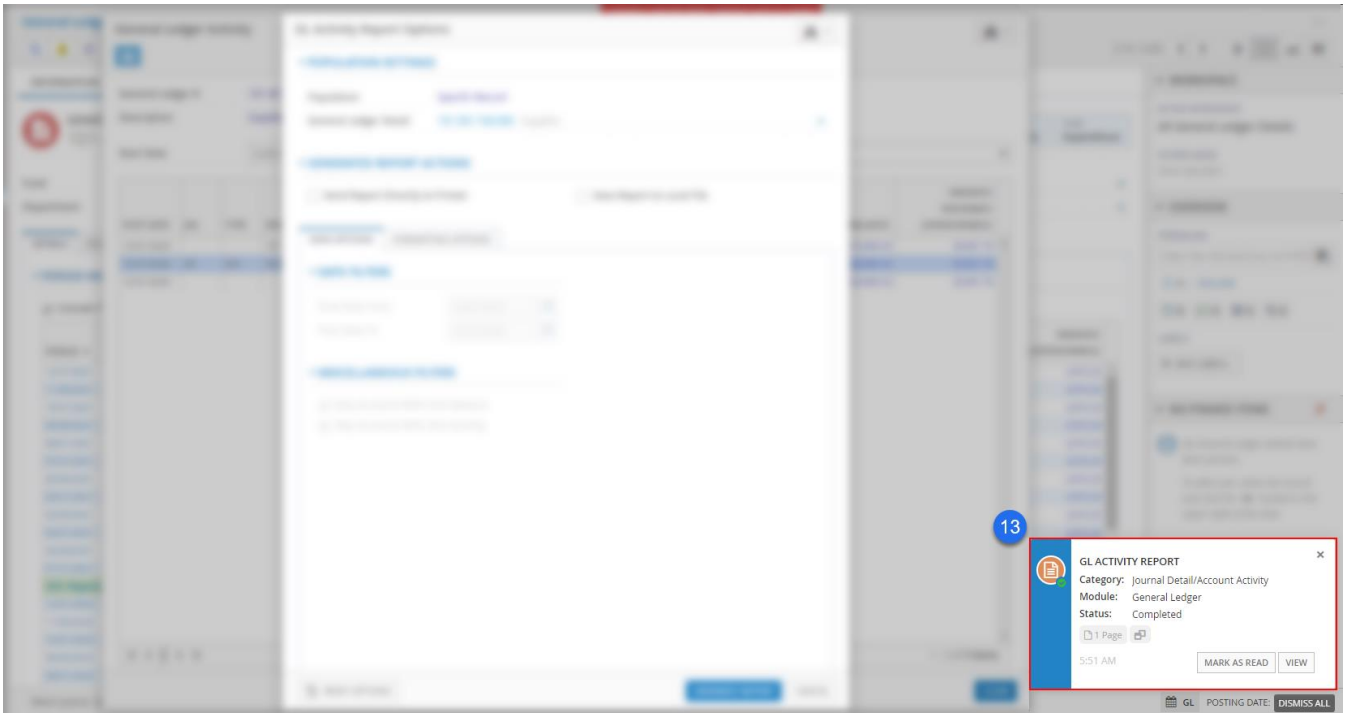
11. Click ‘Generate Report’ at the bottom of the screen.



12. You will receive a pop-up notification indicating the report has been added to the queue.



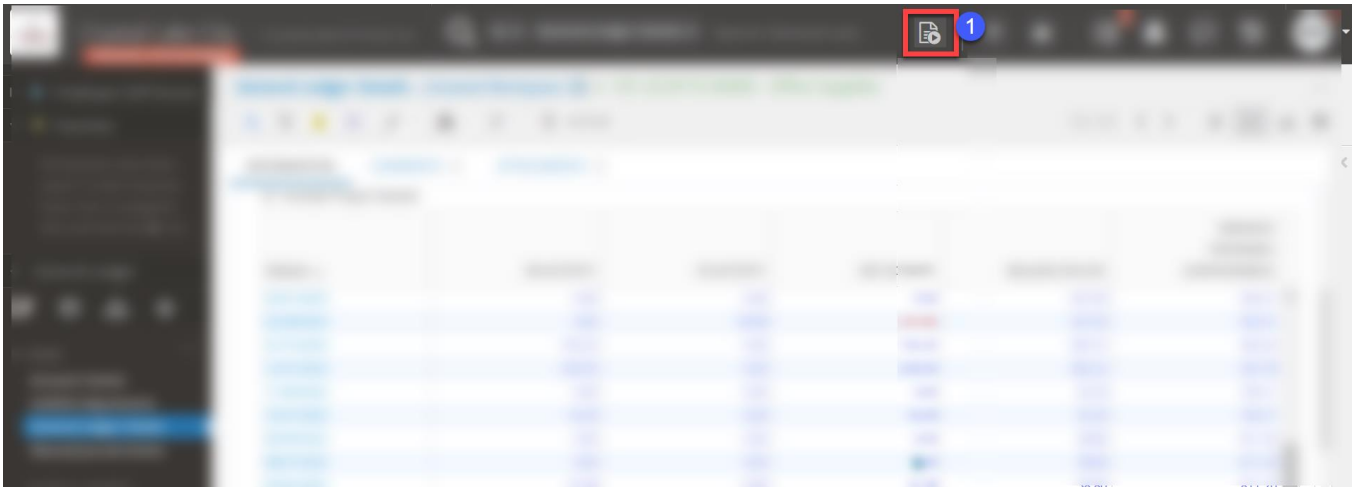
13. Once the Report has finished processing, you will receive another notification the report is ready to view.



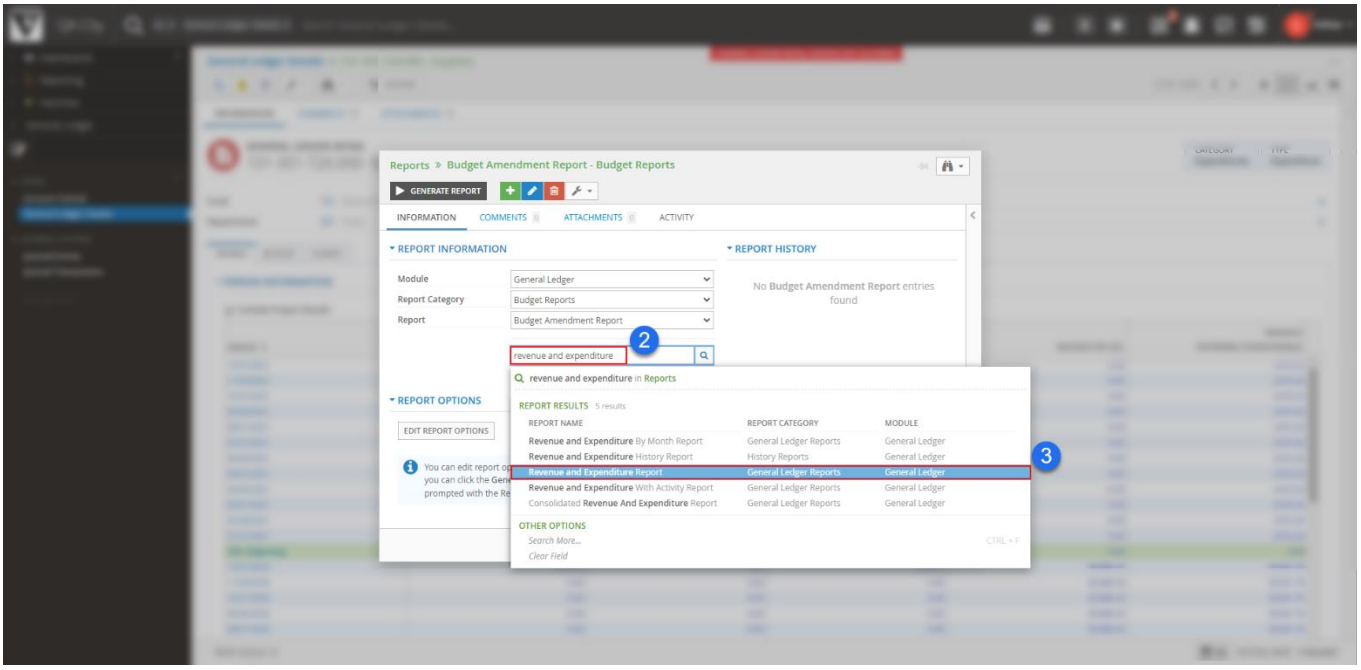
Reporting

Generating a Revenue and Expenditure Report

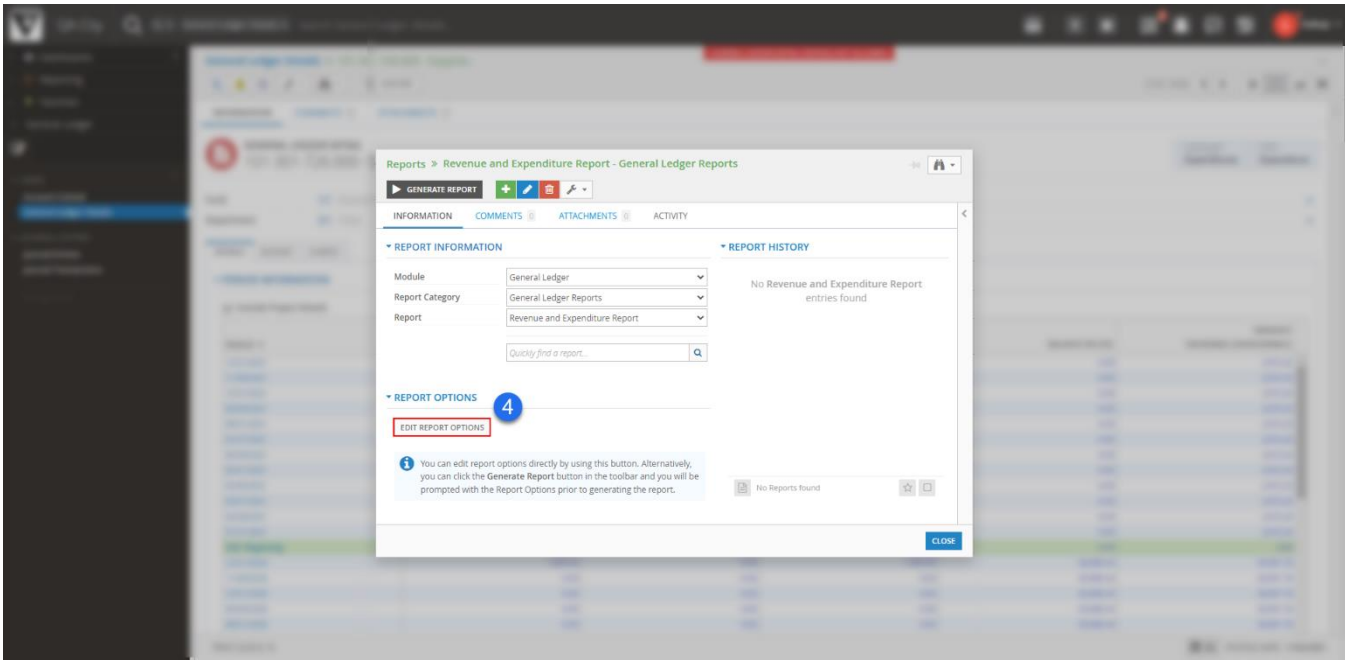
1. Click the 'Reports' Icon in the Activity Stream.



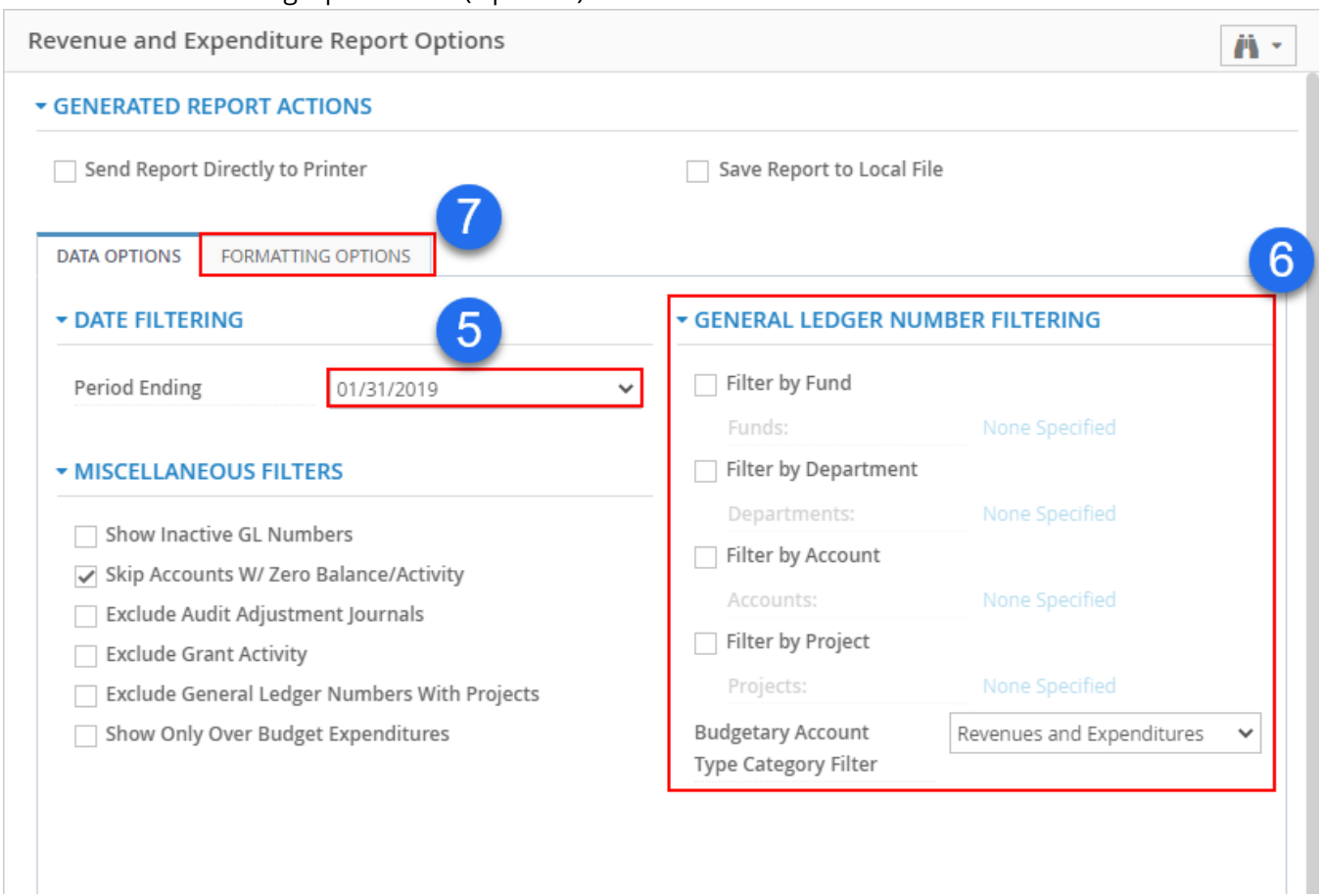
2. Type 'Revenue and Expenditure' into the Search Bar.
3. Select the Revenue and Expenditure Report for the 'General Ledger' module.



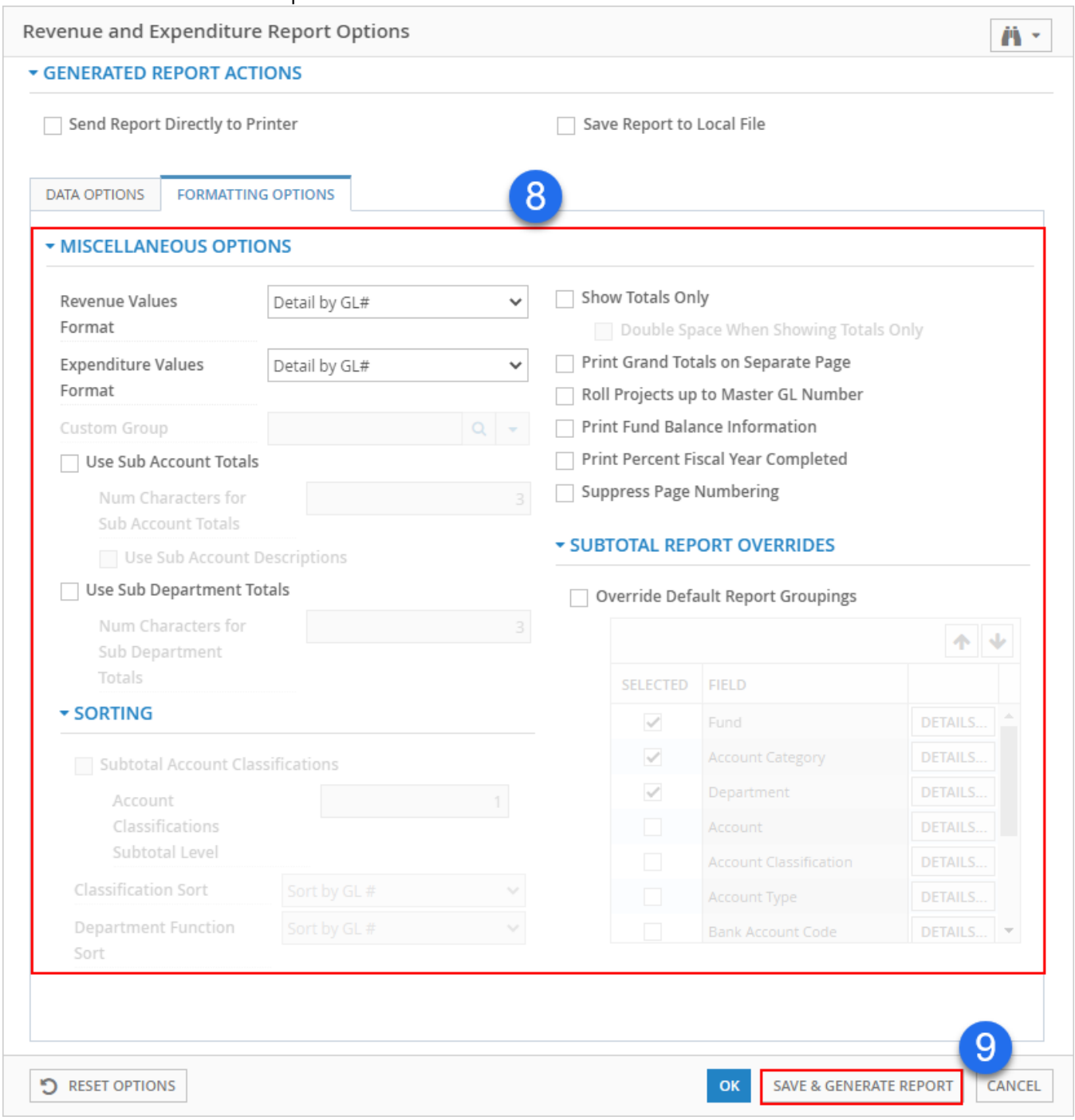
4. Click ‘Edit Report Options’.



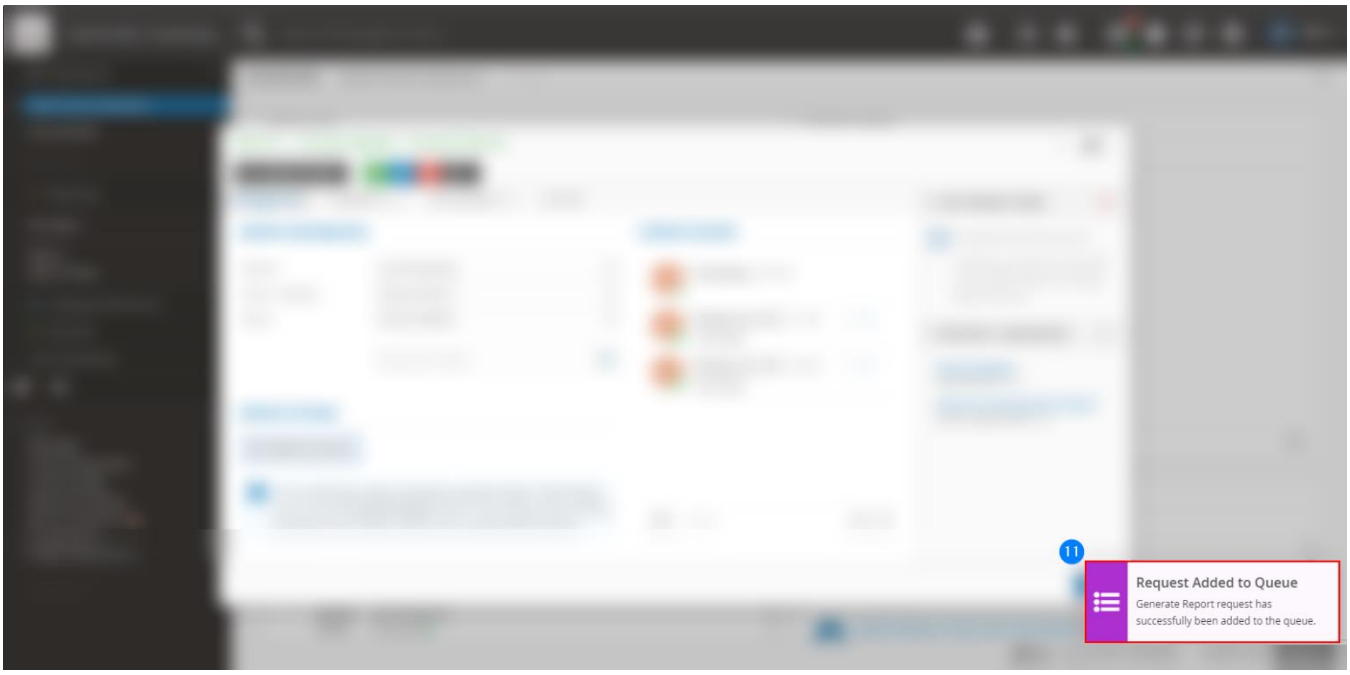
5. Set the ‘Period Ending’ Date accordingly.
6. Enable any additional optional filters (e.g. Filter by Fund or Department).
7. Click the ‘Formatting Options’ Tab (Optional).



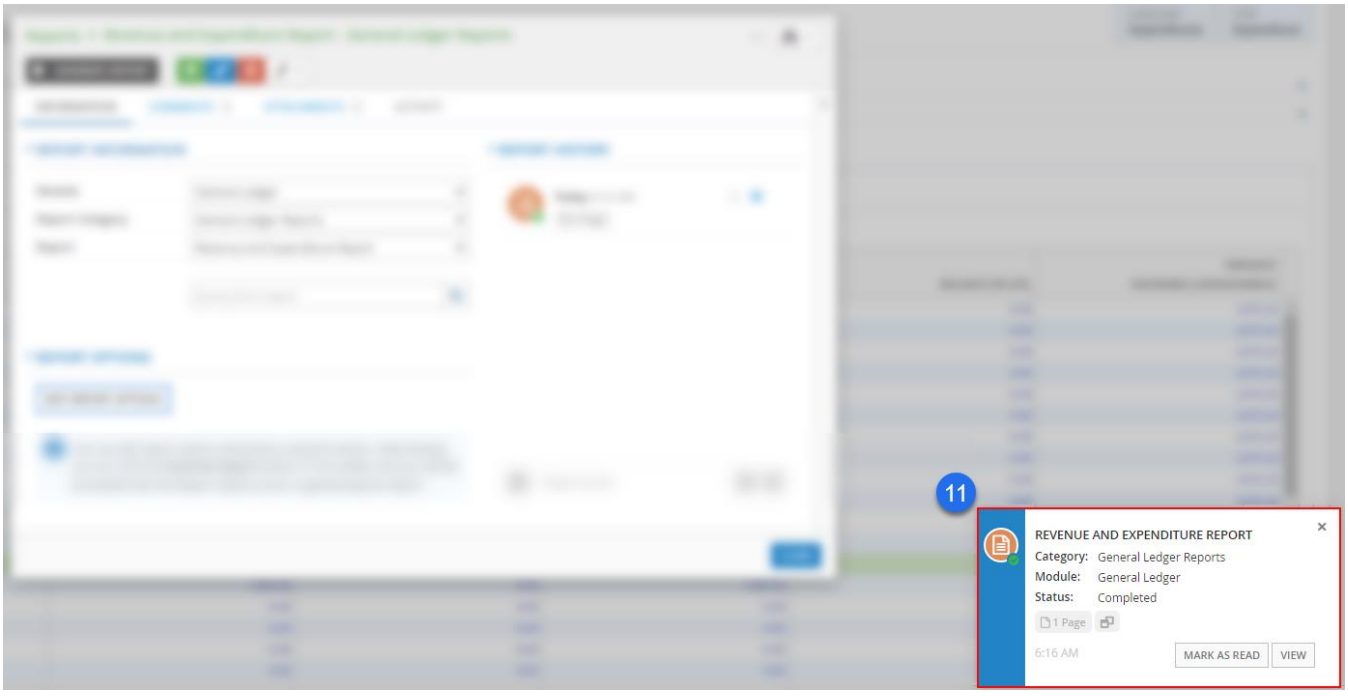
8. Enable any additional formatting (Optional).
9. Click 'Save & Generate Report'.



10. You will then receive a notification the report has been added to the queue.



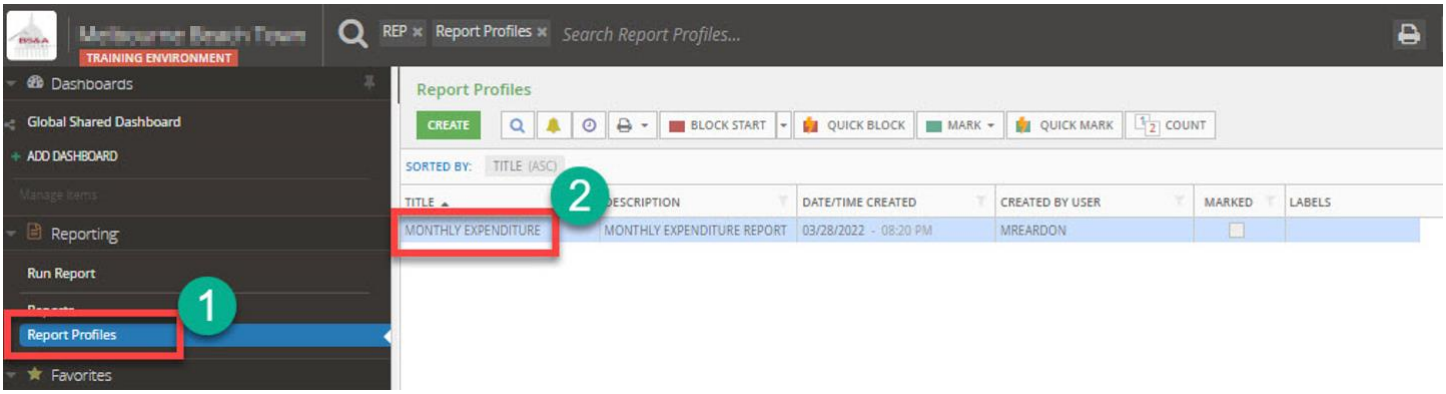
11. Once the Report has finished processing, you will receive another notification you can click on to view the report.



Report Profiles

Report Profiles allow you to create a list of commonly used reports with options pre-selected for ease of reproducing the same reports.

To access these, click on report profiles (1) in the Navigation Pane and double click on profile title (2) in the profile list.



Click on “Options” for the specific report to set the report options, click “Save” to close the window, and “generate report” to run the report. You will then see the pop-ups for the report being generated and ready to view. Typically for report profiles, once you have selected the initial report options, the date options are the only changes you will need to make when running the report.

