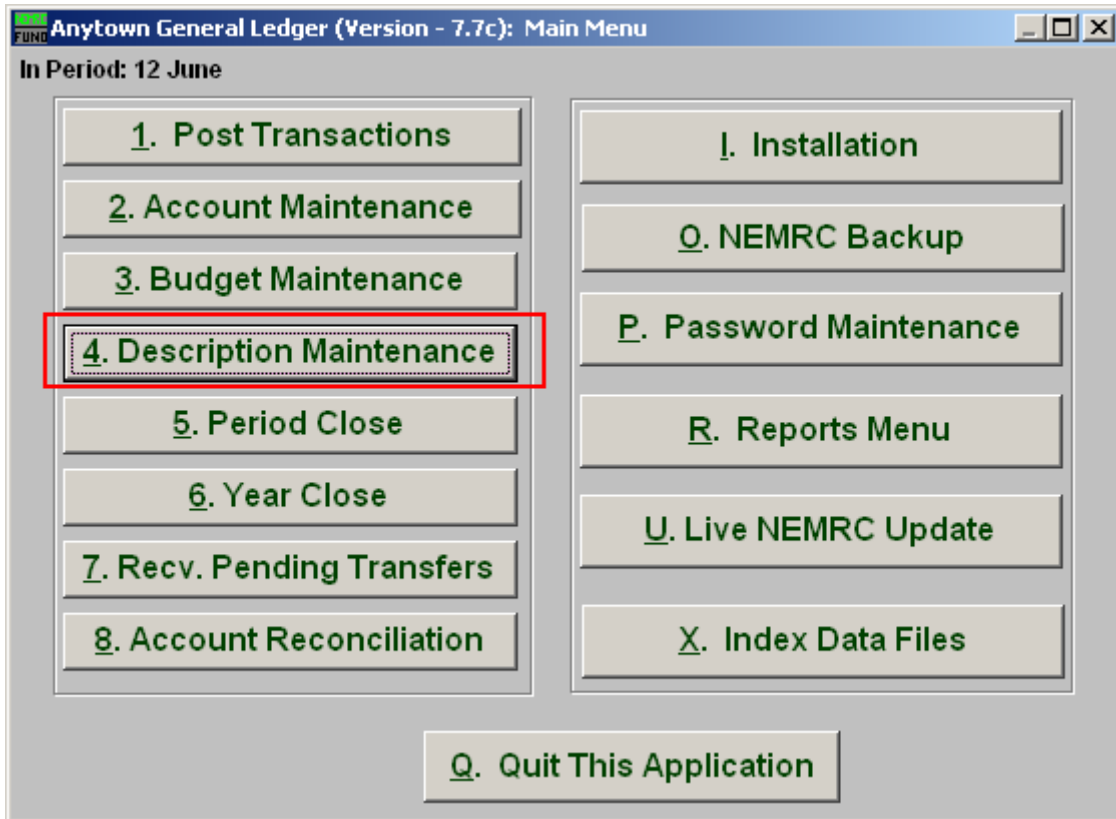


## General Ledger

### R. Reports Menu: 4. Description Maintenance



Click on “4. Description Maintenance” from the Main Menu and the following window will appear:

# General Ledger

## Description Maintenance

Value	Description	Type
515	GENERAL FUND - 15	1
516	EQUIPMENT FUND - 16	1
517	WATER FUND - 17	1
518	SEWER FUND - 18	1
520	DEVELOPMENT OFFICE -RDAG	2
521	PARENTING CENTER - 21	2
522	Fund 22	2
525	RURAL DEVELOPMENT ACTION	2
529	POLICE & FIRE GRANTS - 29	2
530	ASSET FORFEITURE FUND - 3	2

- 1. Fund Descriptions OR Fund Type Descriptions:** Select between maintaining fund descriptions related to account numbers or fund types for defined funds for combined and combining reports.
- 2. Selector:** Click on a line to edit values or delete the record.
- 3. Add:** Click on this button to add a new line in the table.
- 4. Delete:** Click this button to delete a selected line.
- 5. Report:** Click “Report” to choose an output option, and the below window will appear.
- 6. OK:** Click “OK” to save changes and return to the previous screen.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous screen.

PreView	Print	Print Compressed	File	Cancel
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- 1. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

## General Ledger

2. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
3. **Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
4. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
5. **Cancel:** Click “Cancel” to cancel and return to the previous screen.