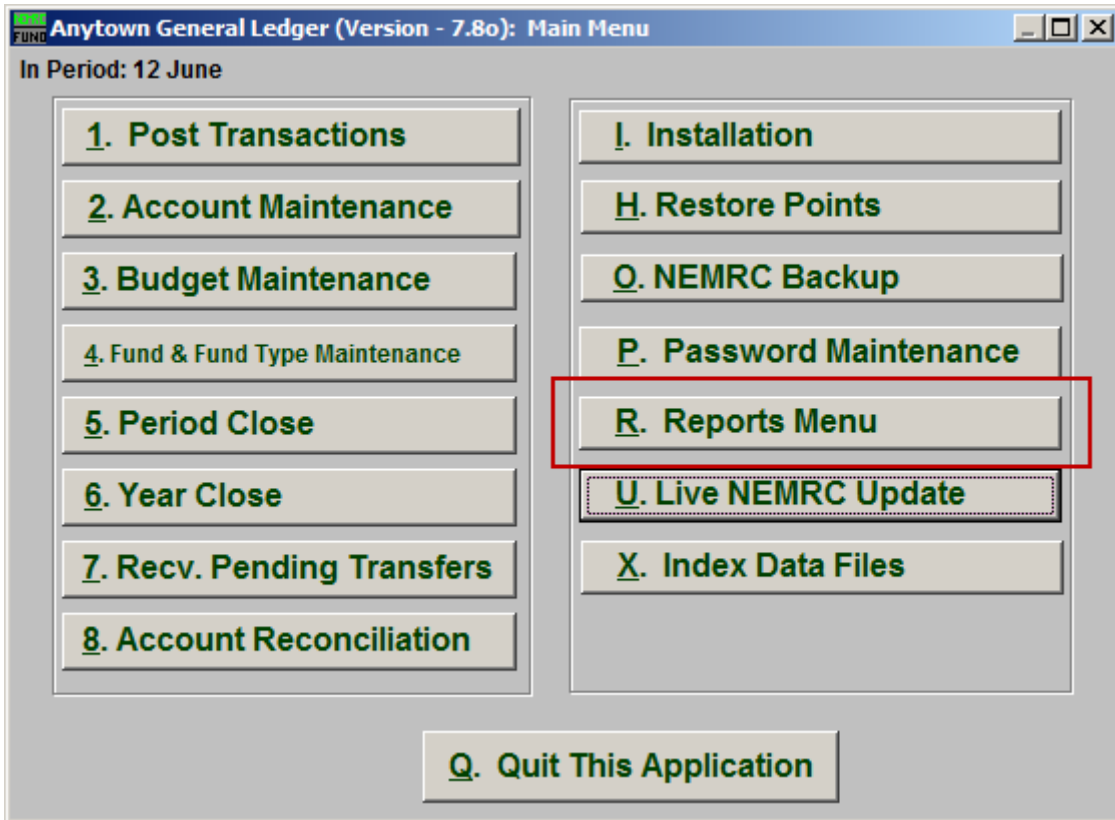


General Ledger

R. Reports Menu: 7. Expenditure Report

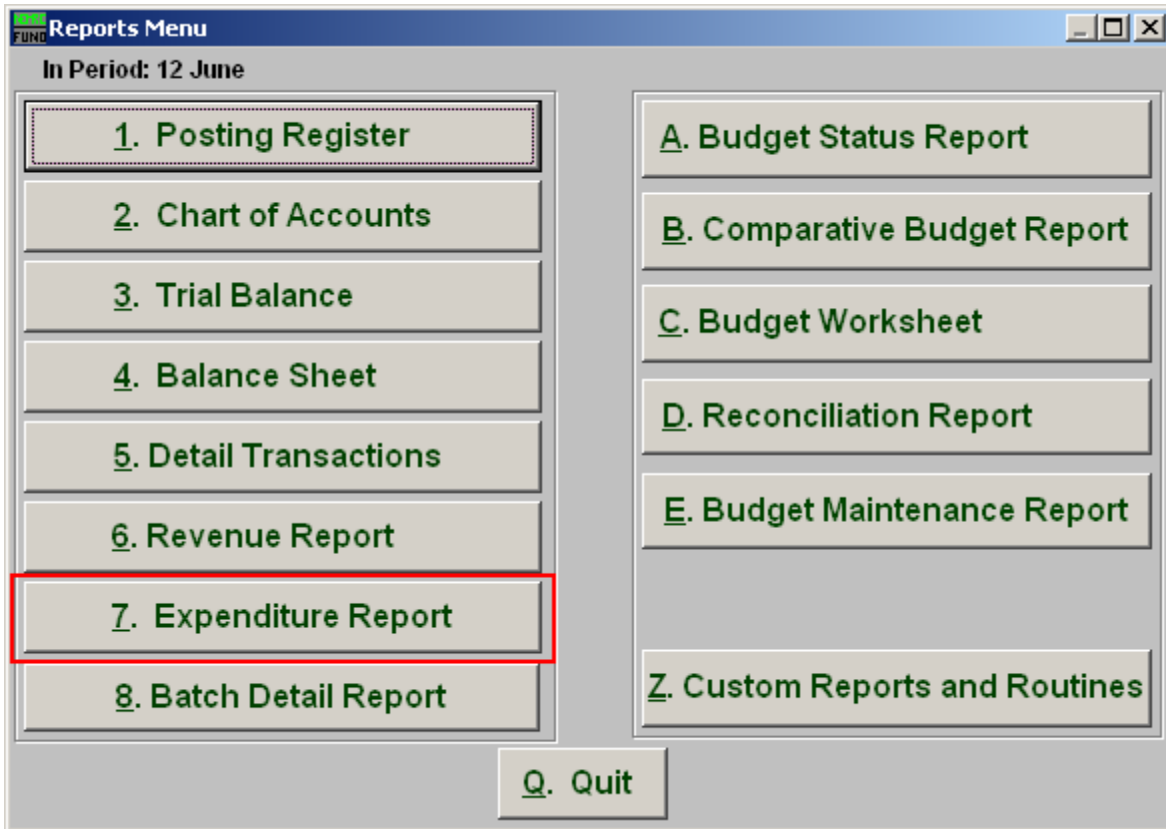
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

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Click on “7. Expenditure Report” from the Reports Menu and the following window will appear:

General Ledger

Expenditure Report

The “General” tab

The screenshot shows a dialog box titled "General Ledger Report Options" with a sub-tab "Expenditures Report Options". The "General" sub-tab is selected. The dialog contains several options with radio buttons and checkboxes, and a "Page Break After" section. Red numbers 1 through 13 are placed next to specific controls:

- 1: Layout (Normal selected)
- 2: Skip Header Accounts (No selected)
- 3: Suppress detail to header accounts (No selected)
- 4: Suppress accounts with zero balance (No selected)
- 5: Suppress account numbers (No selected)
- 6: Include Account Notes (No selected)
- 7: Suppress non-postable accounts w/zero balance (Yes selected)
- 8: Show Budget of Selected Period? (No selected)
- 9: Page Break After (No selected)
- 10: Preview button
- 11: Print button
- 12: Export button
- 13: Cancel button

1. **Layout: Normal:** Reports each fund separately. **Combined:** Reports all funds of the same type on the same page. **Combining:** Reports all types in totals on the same page.
2. **Skip Header Accounts:** Header accounts are defined by incomplete account numbers. The system determines a sub-total on all accounts that match what has been defined in the header account. Selecting “Yes” removes the sub-totals.
3. **Suppress detail to header accounts:** Selecting “Yes” will cause the system to report on header accounts defined and all accounts without header accounts defined.
4. **Suppress accounts with zero balance:** You can choose to remove from reporting an account when it has a value of zero in both last year and this year for budget, actual and encumbrance.
5. **Suppress account numbers:** You can choose to remove the General Ledger account number from reporting so that only the account description is shown on the report

General Ledger

- 6. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 7. Suppress non-postable accounts w/zero balance:** You can have the system remove from reporting inactive accounts that have zero like in item 4. This option stops the inactive accounts from reporting. Item 4 would stop all zero balance accounts from reporting.
- 8. Show Budget of Selected Period?:** The options to show the budget figure for the selected period by dividing the total budget by twelve.
- 9. Page Break After:** Click to choose when a new page is started. The option for page breaks depends on the design for your chart of accounts.
- 10. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 11. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 12. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 13. Cancel:** Click “Cancel” to cancel and return to the previous screen.

General Ledger

The “Accounts” tab

The screenshot shows the 'General Ledger Report Options' dialog box with the 'Accounts' tab selected. The dialog is titled 'Expenditures Report Options' and has four tabs: 'General', 'Accounts', 'Export Options', and 'Period'. The 'Accounts' tab is active, showing five rows of input fields for specifying ranges. Each row is labeled with a red number (1-5) and a 'to' label. The first row also includes 'Find' buttons. At the bottom, there are buttons for 'Preview', 'Print', 'Export', and 'Cancel', with red numbers 6-9 above them respectively.

- 1. Specify Fund Range:** This option appears for all charts of accounts. Type in a beginning and ending fund number range to further restrict the reporting if desired. Items **2** through **5** will vary according to the design and descriptions for your chart of accounts definitions.
- 2. Specify Group Range:** Enter a beginning and ending value range to further restrict the reporting if desired.
- 3. Specify Department Range:** Enter a beginning and ending value range to further restrict the reporting if desired
- 4. Specify Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired
- 5. Specify Sub-Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired

General Ledger

6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
7. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
8. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

General Ledger

The “Export Options” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-title "Expenditures Report Options". It features four tabs: "General", "Accounts", "Export Options" (which is active and highlighted with a dotted border), and "Period". The "Export Options" tab contains the following elements:

- 1 Path:** A text box containing "M:\NEMRC" and a "Browse" button.
- 2 File Name:** An empty text box.
- 3 Export in Excel Format OR in Text Format:** Two radio buttons. "Export in Text Format" is selected.
- 4 Preview:** A button at the bottom left.
- 5 Print:** A button at the bottom center-left.
- 6 Export:** A button at the bottom center-right.
- 7 Cancel:** A button at the bottom right.

- 1. Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.
- 2. File Name:** Type in the name that this report will be saved as.
- 3. Export in Excel Format OR in Text Format:** Click to choose whether this report will be exported in an Excel Format or in a Text Format.
- 4. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 5. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 6. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous screen.

General Ledger

The “Period” tab

General Ledger Report Options

Expenditures Report Options

General Accounts Export Options **Period**

Year **1** Current

2 Show Quarter **3** Quarter 4

4 Show Quarter Budget

5 Preview **6** Print **7** Export **8** Cancel

- 1. Year:** Select the year for reporting from the drop down list provided. This list includes as many years as possible stored in the system.
- 2. Show Quarter:** The option to report quarterly budgets will divide the total budget by four and calculate the expenses for the three month period chosen.
- 3. Quarter:** When item two or four is selected then the quarter to calculate has to be selected.
- 4. Show Quarter Budget:** A column can be added to the report that reflects the quarterly budget value.
- 5. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 6. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 7. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

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- 8. Cancel:** Click “Cancel” to cancel and return to the previous screen..