

Accounting Core: General Ledger – Reports

Introduction

The reports in the General Ledger module are designed to help users efficiently access and leverage information for informed decision-making and enhanced financial management processes. This goal is achieved through a thorough understanding of each report. The following outlines the navigation to access these reports and provides definitions for each report. Each report will contain filters to include the data desired.

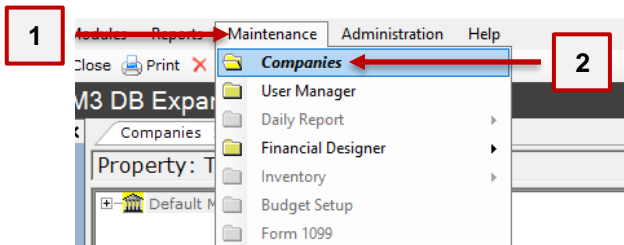
Objective

Navigate to the reports area of the General Ledger module. Determine the General Ledger report to use based on definition of the reports.

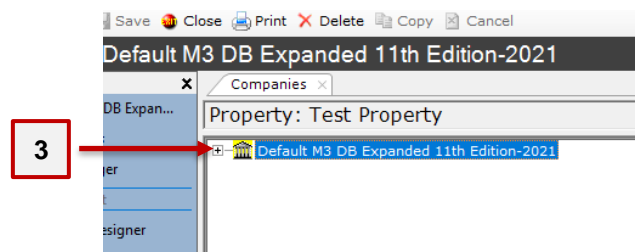
Steps

Follow the steps below to access the reports in the General Ledger module.

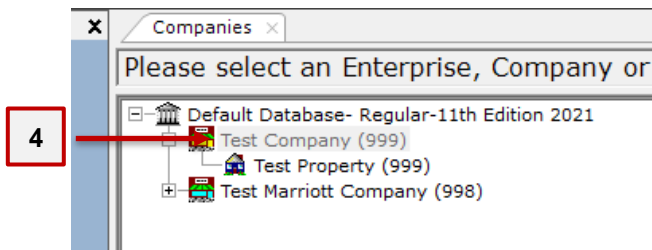
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



3. Expand the company / property tree by clicking on the (+) symbol.

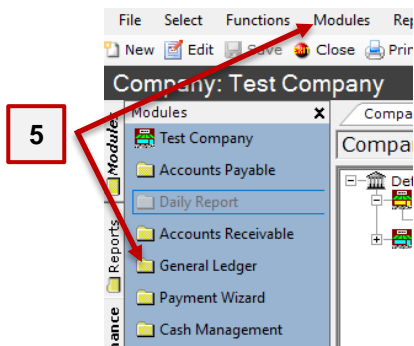


4. Click on the **desired company**.

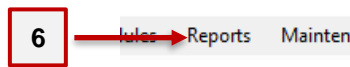


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- Click on the **General Ledger** module.

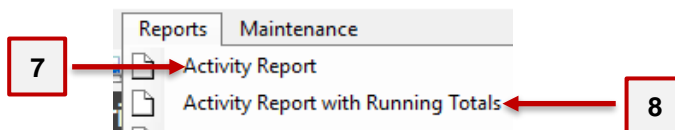


- Navigate to the top menu bar and click on **Reports**.



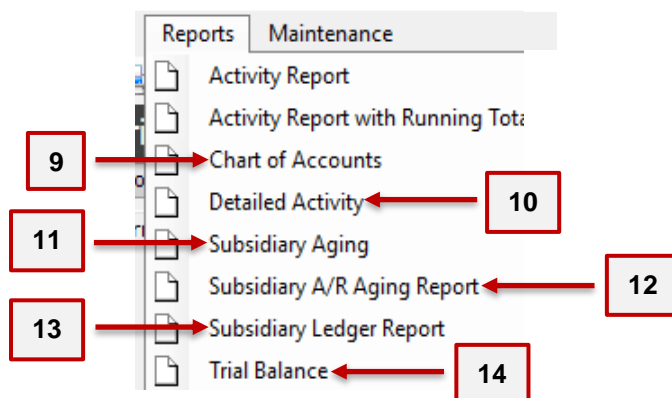
Definitions of the Reports:

- Activity Report** – The **Activity Report** is a report outlining the beginning, net change debit/credit, and ending balances for each selected account(s). The **Account Balances** of this report should always equal to the **Trial Balance**. The **Activity Report** will show the individual journal entries included in the balance of an account number. **Select date range:** Choose the date range to create the report. **Select account numbers:** Choose Range to generate the report for a range of items or List to select various accounts from the chart and skipping over others. Separate accounts in the **List** field with a dash or a comma. Use commas to separate account numbers that do not fall within a range, i.e. 400,1110. **Would you like to show Fiscal Period totals?:** Select YES to show subtotals in each account after each period. Select NO to show only one grand total for the account. **Select action for GL Accounts with no activity:** Select SHOW to display all accounts including accounts with no activity and zero balances. Select HIDE to hide all accounts with zero activity. Select SHOW IF BEGINNING BALANCE IS NOT ZERO to display all accounts with no activity but with balances...hide zero balance accounts. **Display Date:** Select Period Date to sort by the accounting period date or select Invoice Date to sort by the invoice date. **Display ID:** Select Journal ID to show journal entry ID column, or Invoice # to show an invoice number column. You can also drill down on a line item and view the details of an invoice or journal entry which comprises that amount. Drill down by clicking on the row in the report. A secondary report window will display the journal entry information. Generate the report. Once the report appears, RIGHT CLICK on the value in either the Debit or Credit side and choose JOURNAL ENTRY or INVOICE DETAIL (if the entry is an invoice). A separate report will appear with either the JOURNAL ENTRY or INVOICE DETAILS. Close the report to return back to the activity report.
- Activity Report with Running Totals** – The **Activity Report with Running Totals** is a report outlining the beginning, net change debit/credit, and ending balances for each selected account(s), as well as providing a running total for each entry made to that account. The running total is determined by the accounts' beginning balance and the debit/credit amount of the transaction added/subtracted to that total. This report has the same parameter selections as the **Activity Report**.



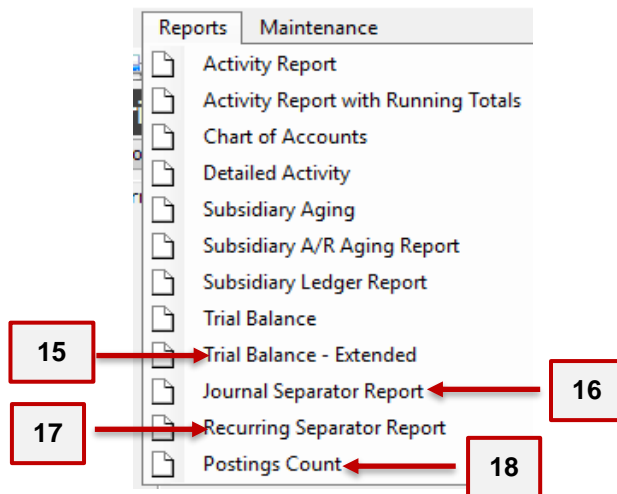
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9. **Chart of Accounts** – The **Chart of Accounts** Report is simply a listing of **Account Numbers** and the **Type** classification for each **Account Number**. (**Asset, Liability, Equity, Income and Expense**). At the Property Level you will only see accounts assigned to the property. At the Enterprise Level a global list of accounts for all entities can be obtained via the **Print** button, instead of **Reports**.
10. **Detailed Activity Report** – This report will show all possible JE data including **general ledger descriptions, invoice date, accounting period date, invoice number** and **journal entry ID**. Search parameters include all of the same options as the **Activity Report** without the options for **Display Date** or **Display ID**.
11. **Subsidiary Aging** – This report will show all Accounts Payable invoices posted but not paid on, or before the Accounting Period Date cutoff and will be aged by Post (Accounting Period) date in the appropriate category for 0 – 30, 31 – 60, 61 – 90, and 91 + days. This report is recommended for use in balancing to the Balance Sheet report. In this report you may select to include Invoice Detail and Vendor Totals, or Vendor Totals Only.
12. **Subsidiary A/R Aging Report** – This report lists all of the Accounts Receivable invoices that have not been paid, but that have been posted in **Accounts Receivable** module. The report is run by a **Cutoff Date**. After an **Invoice** is either **Paid** or **Voided** it will no longer be on the report.
13. **Subsidiary Ledger Report** – This report lists all of the Accounts Payable invoices that have not been paid, but that have been posted in **Accounts Payable**. This is a representation of what is in your **Accounts Payable Trade Account Number or Intercompany**. The report is run by a **Cutoff Date**. This date is the **Accounting Date** that would be represented on the **Activity Report**. After an **Invoice** is either **Paid** or **Voided** it will no longer be on the report. This report will also print Property level invoices separate from Company level invoices.
14. **Trial Balance** – The **Trial Balance** will show the ending balance for all accounts in your **General Ledger**. The report will be listed in **Numerical Order** and will also indicate if an **Account Number** is Inactive. There will be two **Date Ranges** on the Report, these will be the **PTD** and the **YTD**. When running the Report you will be asked to select a **Date Range**, you must include all **Periods** between the **First Period** in your **Fiscal Year** and the **Current Period**. If you do not do this, the **YTD** column will not be in **Balance**. Also, you can exclude **Accounts** that have a **Zero Balance**. You may run the Trial Balance across fiscal years by selecting the most recent period and scrolling back through the date range. **Trial Balance - Extended** will show the ending balances for all the accounts like your Trial Balance above. Has features, such as Debit and Credit Columns, Net Change Column, and Grouping Totals by Account Type. The Trial Balance is very useful to assist with balancing the Balance Sheet and the Income Statement. Also, useful when balancing the Cash Flow statement, because of the Net Change Column.



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15. **Trial Balance-Extended** – The **Trial Balance** will show the beginning, net change, and ending balance for all accounts in your **General Ledger**. The report will be listed in **Numerical Order** and will also indicate if an **Account Number** is Inactive. There will be two **Date Ranges** on the Report, these will be the **PTD** and the **YTD**. When running the Report you will be asked to select a **Date Range**, you must include all **Periods** between the **First Period** in your **Fiscal Year** and the **Current Period**. If you do not do this, the **YTD** column will not be in **Balance**. Also, you can exclude **Accounts** that have a **Zero Balance**. You may run the Trial Balance across fiscal years by selecting the most recent period and scrolling back through the date range. Parameters for this report include “Include Debit and Credit Columns? Y/N”, “Include Net Change Column? Y/N”, “Group and Total by Account Type? Y/N” (recommended when using report to determine Current Earnings), and “Include Pending Journal Entries? Y/N”.
16. **Journal Separator Pages** – This report will provide separator pages for multiple image attachment. You may select either Entered on Date, or Accounting Period Date ranges. Selections also include User- Only Show Entries last added by xxxx, and Only Show Entries Last Modified by xxxx for your user ID. A range of account numbers can be selected, as well as a range of entities.
17. **Recurring Separator Report** – This report will provide separator pages for multiple image attachment. You may select either Entered on Date, or Accounting Period Date ranges. Selections also include User- Only Show Entries last added by xxxx, and Only Show Entries Last Modified by xxxx for your user ID. A range of account numbers can be selected, as well as a range of entities.
18. **Posting Count** – This report will provide a total count of journal entries posted for the selected date range. Columns of this report include JE Type, Month, and a total row at the bottom.



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In the **General Ledger > Chart of Accounts** tab, the following is available with the **Print** tool:

- 19. **Journal Entry Details** – Report for the selected journal entry that gives full entry information.
- 20. **Journal Entry Scan Separator Page** – Creates a separator page to be printed and placed on top of the document you wish to scan and attach to the journal entry. This option is only required with attaching multiple images for multiple journal entries at once.

