

W E L C O M E T O
CONNECT





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Reports and Inquiries

The objective today is to make you aware of often-overlooked reporting capabilities in the system. These can be powerful tools to have at your disposal.

We will also examine some ways in which inquiries can make your life easier by helping you locate key information quickly.

At the end of this session, you will have a better understanding of some reporting and inquiries techniques that can be very helpful.

REPORTS AND INQUIRIES

Dynamic Reports

ACFR Statement
Builder Export

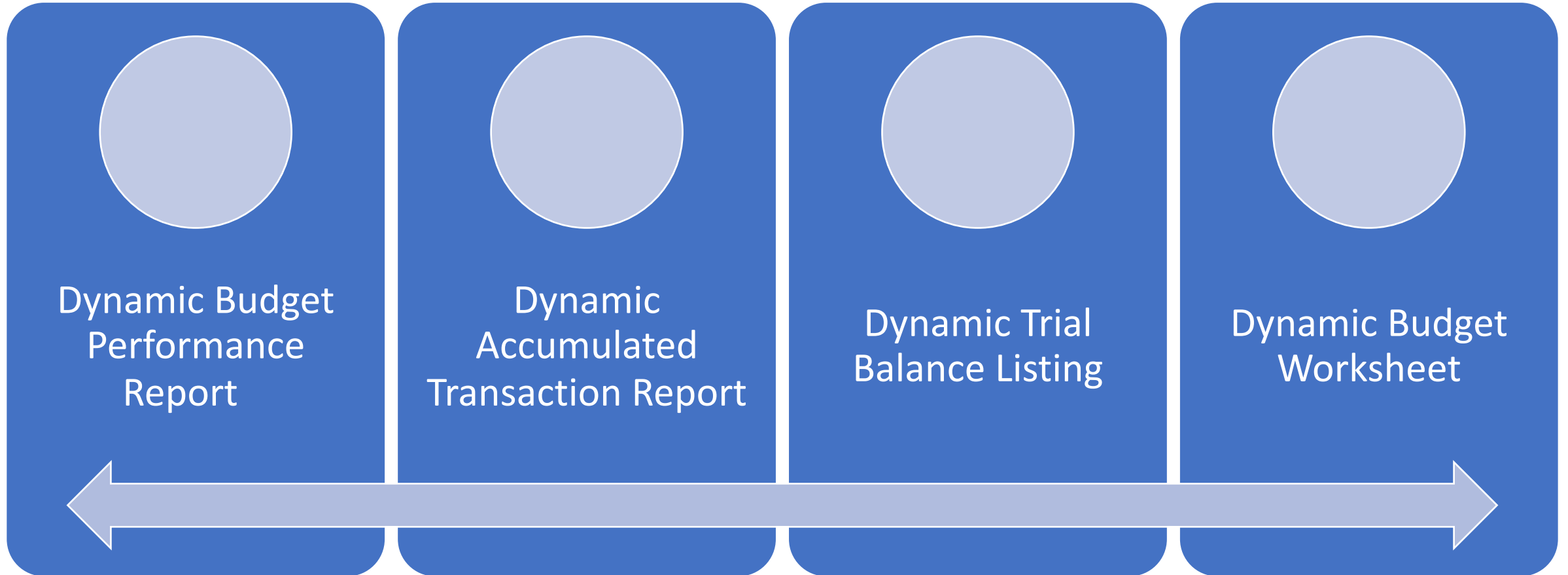
G/L Reporting Codes

Inquiries

1. What is Dynamic Reporting

Dynamic Reporting is a version of four reports already in the system, that allows flexibility in their presentation.

What are the Four Dynamic Reports?



NWERP 2021.1 Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development

Welcome to

- Journals
- Revenue Collections
- Payment Processing
- Annual Budget Processing
- Year-End Processing
- Receipt of Goods
- Accounts Payable
- Procurement
- Bank Reconciliation
- Project Accounting
- Grant Management
- Asset Management
- Miscellaneous Billing
- Inventory Control
- Government Reporting
- Work Orders
- Special Assessments
- Reports**
- Inquiries

- General Ledger
- Budgetary
- Annual Budget
- Revenue Collections
- Accounts Payable
- Receipt of Goods
- Purchasing
- Bank Reconciliation
- Project Accounting
- Grant Management
- Asset Management
- Miscellaneous Billing
- Inventory Control
- Bids
- Contracts
- Dynamic Reports**
- Work Orders
- Special Assessments

- Dynamic Budget Performance Report
- Dynamic Accumulated Transaction Report
- Dynamic Trial Balance Listing
- Dynamic Budget Worksheet

50 REPORTS

javascript:void(0)

If licensed to Dynamic Reports, you will find it located under **Financial Management > Reports**

Dynamic Budget Performance

Load Saved Report

Distribution Group

Override Report Title

Email Group

Report Option

Prior Year Balances

Report From/To

Include Accounts with Zero Balance

Budget Balances

Prior Fiscal Year Activity

Account Type

Include Unposted Transactions

Organizations Accounts Account Classifications Functions Revenue Types Budget Control Groups

Level Filter

Available Organization(s):

Selected Organization(s):

- 101 - General Test
- 102 - July Fund
- 103 - Demo Bad PO Soft Close
- 104 - Demo Asset With # Symbol
- 1101 - Test Fund
- 1102 - New Fund
- 1103 - Another New Fund
- 1104 - test
- 112 - Testing PB
- 113 - Special Assessments Fund

-

Print Reset Save Save As Delete Report Layout

Additional Search Tools Are Available

Functions

Revenue Types

Budget Control Groups

The screenshot displays the NWERP 2021.1 software interface. At the top, there is a navigation bar with the logo, version number, and search bar. Below this is a breadcrumb trail: myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance. The main section is titled "Dynamic Budget Performance". It contains several filter fields: "Load Saved Report" (dropdown), "Override Report Title" (text input), "Distribution Group" (dropdown), and "Email Group" (dropdown). Below these are "Report Option" (Fiscal-Year-to-Date), "Report From/To" (calendar pickers for 04/17/2023 and 04/17/2024), "Budget Balances" (Annual), and "Account Type" (All). There are also checkboxes for "Include Accounts with Zero Balance" and "Include Unposted Transactions", and a dropdown for "Prior Fiscal Year Activity" (Include). A tabbed interface below these filters includes "Organizations", "Accounts", "Account Classifications", "Functions", "Revenue Types", and "Budget Control Groups". The "Organizations" tab is active, showing a list of "Available Organization(s)" on the left and a "Selected Organization(s)" area on the right. The available organizations include: 101 - General Test, 102 - July Fund, 103 - Demo Bad PO Soft Close, 104 - Demo Asset With # Symbol, 1101 - Test Fund, 1102 - New Fund, 1103 - Another New Fund, 1104 - test, 112 - Testing PB, and 113 - Special Assessments Fund. At the bottom of the interface are buttons for "Print", "Reset", "Save", "Save As", "Delete", and "Report Layout".

Note that if you have Use Budget Control Groups enabled in Company Suite Settings, you will be required to select one.

Company Suite Settings

Company ▾ Vendor/Items ▾ Revenue Defaults ▾ Revenue Address ▾ eSuite ▾ Payments ▾ **G/L Setup ▾** Journal Processing ▾ Counters ▾

Details

Default Fiscal Start Month: July ▾

Due To/Due From Environment: Use Summary Due To/From Accounts ▾

Translation Account Group: ▾

Treasury Fund: ▾

Budget Defaults

Use Budget Control Groups:

Budgeting Type: Organization ▾

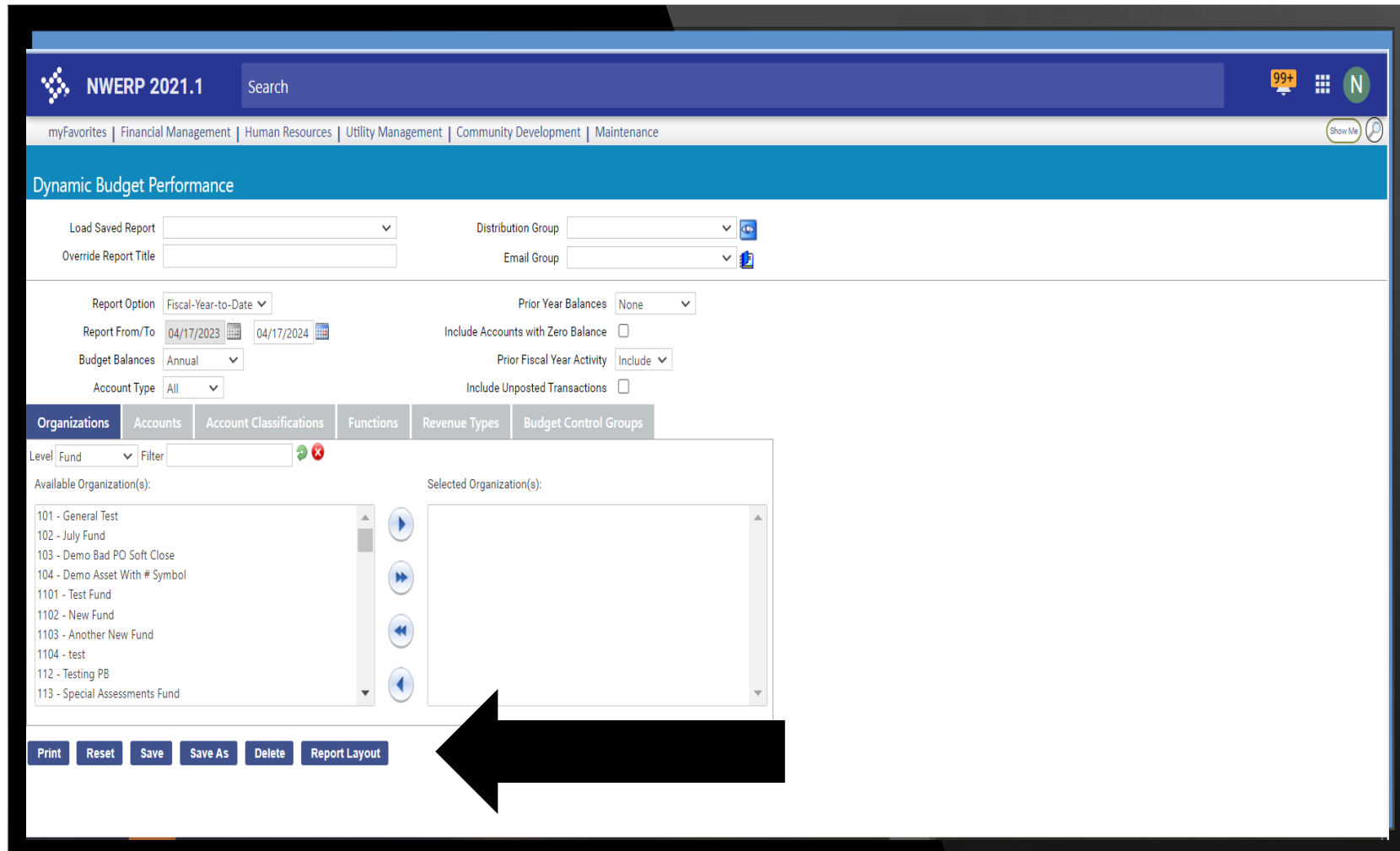
Budget Level: Department ▾

Project Requirement / Usage

Project Requirement: Optional ▾

Project Usage: All Projects ▾

Save **Reset** **Print** **Audit**



After selecting criteria for the report, we will click on *<Report Layout>*.

Clicking Report Layout gives us this page

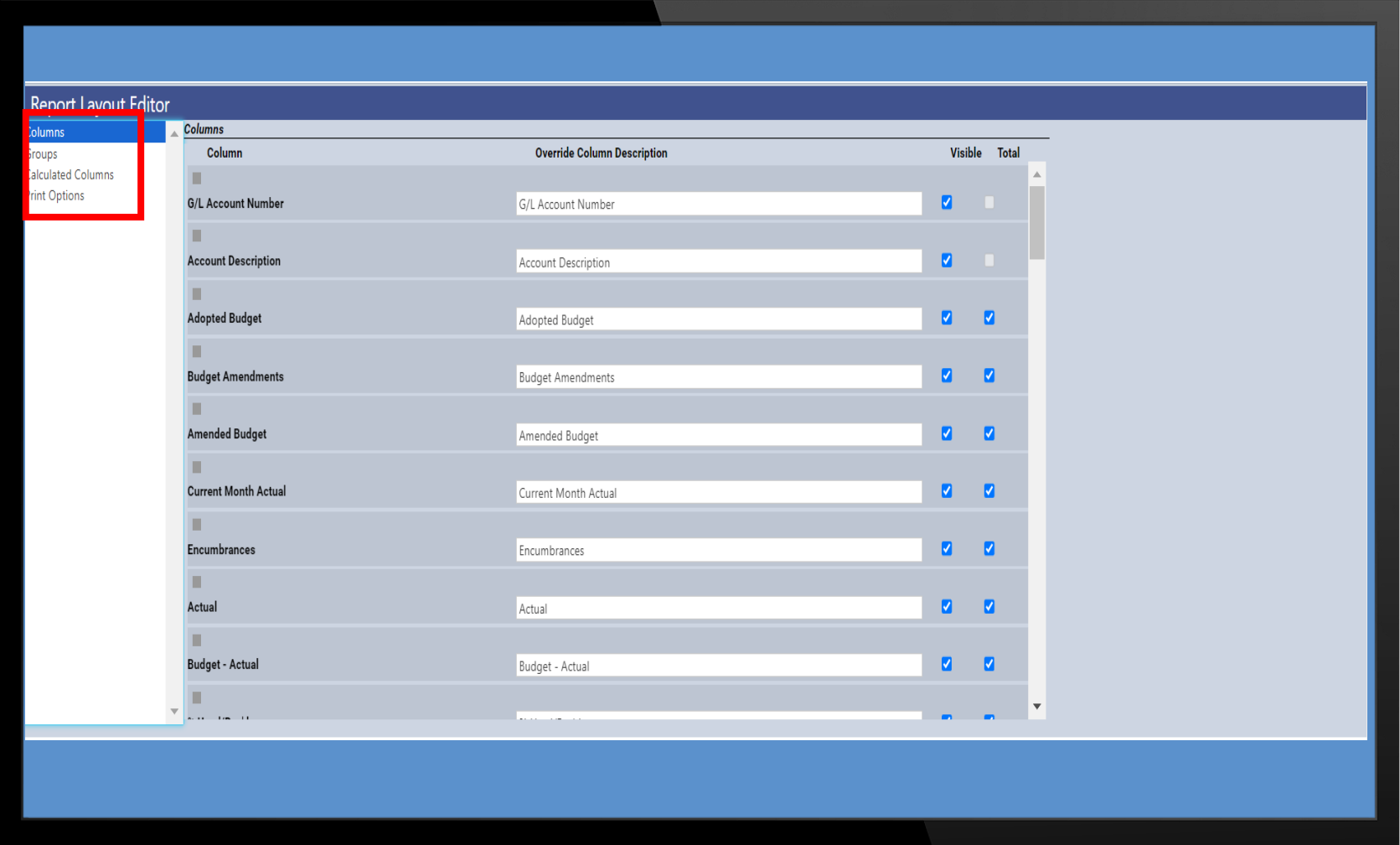
The Report Layout Editor is available to allow you to modify your report based on:

Columns

Groups

Calculated Columns.

If using the Dynamic Budget or Accumulated Transactions reports, there will be additional columns for Detail.



Report Layout Editor

Columns

Groups
Calculated Columns
Print Options

Column	Override Column Description	Visible	Total
<input type="checkbox"/> G/L Account Number	G/L Account Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Account Description	Account Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adopted Budget	Adopted Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Budget Amendments	Budget Amendments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Amended Budget	Amended Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Current Month Actual	Current Month Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Encumbrances	Encumbrances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Actual	Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Budget - Actual	Budget - Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> % Used/Rec'd	% Used/Rec'd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Prior Year Total	Prior Year Total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Prior Year Amended Budget	Prior Year Amended Budget	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Title	Fund Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Code	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Description	Fund Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Title	Department Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Code	Department Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Description	Department Description	<input type="checkbox"/>	<input type="checkbox"/>



Columns can be dragged up or down to change their order on the report

Save Cancel Load System Default

Columns

Report Layout Editor

Columns

Groups
Calculated Columns
Print Options

Column	Override Column Description	Visible	Total
<input type="checkbox"/> G/L Account Number	G/L Account Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Account Description	Account Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adopted Budget	Adopted Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Budget Amendments	Budget Amendments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Amended Budget	Amended Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Current Month Actual	Current Month Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Encumbrances	Encumbrances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Actual	Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Budget - Actual	Budget - Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> % Used/Rec'd	% Used/Rec'd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Prior Year Total	Prior Year Total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Prior Year Amended Budget	Prior Year Amended Budget	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Title	Fund Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Code	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Description	Fund Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Title	Department Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Code	Department Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Description	Department Description	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel Load System Default

Click the checkbox under **Visible** for the column you want represented in your report.

Click the checkbox under **Total** for the column's total you want displayed.

Report Layout Editor

Columns

Groups
Calculated Columns
Print Options

Column	Override Column Description	Visible	Total
<input type="checkbox"/> G/L Account Number	G/L Account Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Account Description	Account Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adopted Budget	Adopted Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Budget Amendments	Budget Amendments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Amended Budget	Amended Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Current Month Actual	Current Month Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Encumbrances	Encumbrances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Actual	Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Budget - Actual	Budget - Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> % Used/Rec'd	% Used/Rec'd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Prior Year Total	Prior Year Total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Prior Year Amended Budget	Prior Year Amended Budget	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Title	Fund Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Code	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Description	Fund Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Title	Department Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Code	Department Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Description	Department Description	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel Load System Default

In this case, we will show that the Adopted Budget Column will show totals

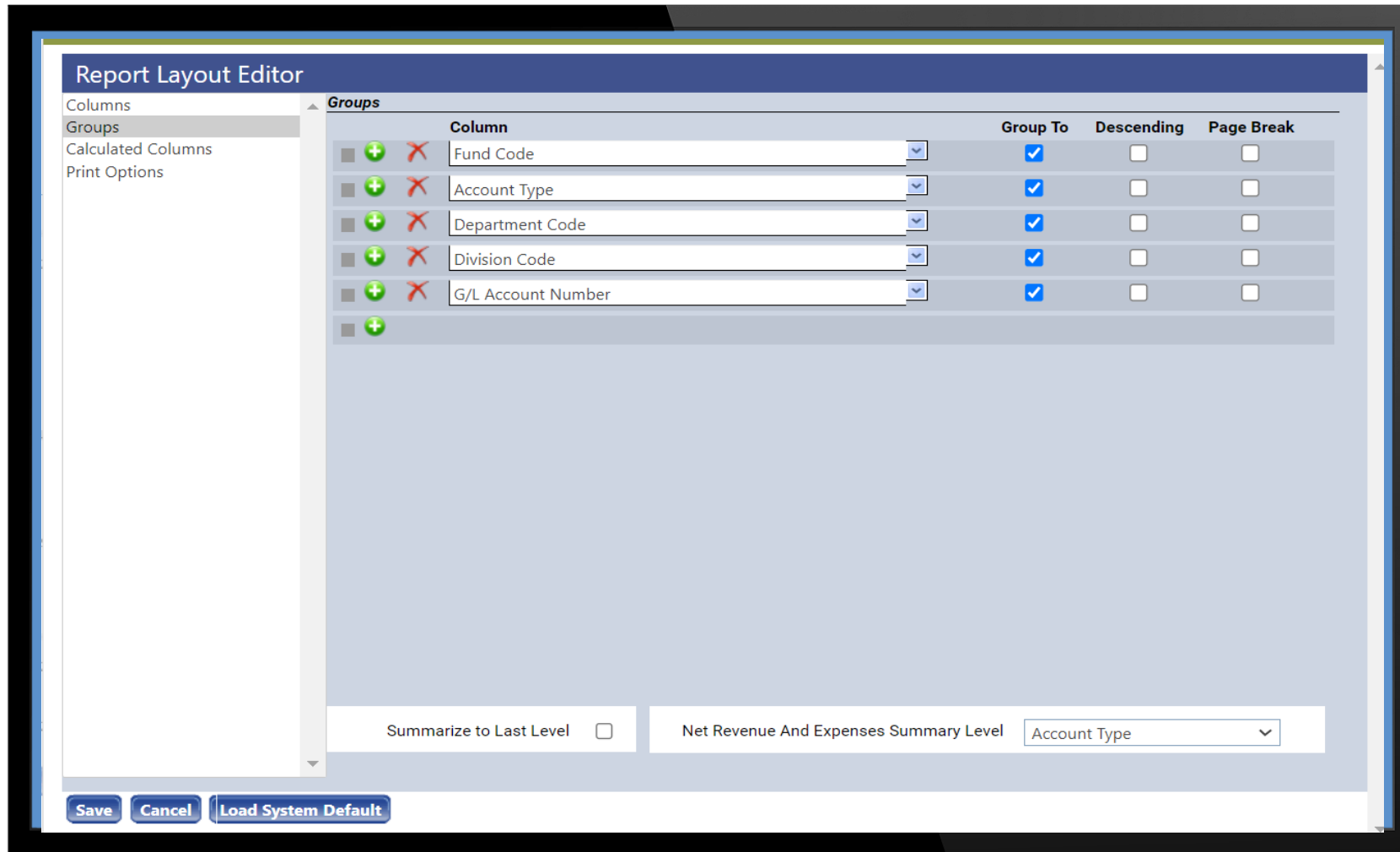


Column Total is Displayed

GL Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances
Fundâ€¦101 - General Test						
Account Typeâ€¦Expense						
Departmentâ€¦04 - Administration						
Divisionâ€¦11 - Elections						
101-04-11.6320	Maintenance Agreements	9,963.00	.00	9,963.00	.00	.00
Divisionâ€¦11 - Elections Totals		\$9,963.00	\$0.00	\$9,963.00	\$0.00	\$0.00
Departmentâ€¦04 - Administration Totals		\$9,963.00	\$0.00	\$9,963.00	\$0.00	\$0.00
Account Typeâ€¦Expense Totals		\$9,963.00	\$0.00	\$9,963.00	\$0.00	\$0.00
Revenue Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense Totals		\$9,963.00	\$0.00	\$9,963.00	\$0.00	\$0.00
Fundâ€¦101 - General Test Totals		\$9,963.00	\$0.00	\$9,963.00	\$0.00	\$0.00
Revenue Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense Totals		\$9,963.00	\$0.00	\$9,963.00	\$0.00	\$0.00
Grand Totals		\$9,963.00	\$0.00	\$9,963.00	\$0.00	\$0.00

This screenshot shows the total being displayed.

Groups



Allows you to select the level at which you want to show the g/l accounts. In this case, the g/l accounts will display beneath the Division code (Org 3)

Groups

The screenshot shows a software interface with a table titled "Groups". The table has four columns: "Column", "Group To", "Descending", and "Page Break". The "Column" column contains a list of items, each with a grey square icon, a green plus sign, and a red X icon. A red box highlights the first green plus sign and a search input field that says "Enter value".

Column	Group To	Descending	Page Break
<input type="checkbox"/> + <input type="checkbox"/> X <input type="text" value="Enter value"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> + <input type="checkbox"/> X % Used/Rec'd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> + <input type="checkbox"/> X Account Classification 1 Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> + <input type="checkbox"/> X Account Classification 1 Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> + <input type="checkbox"/> X Account Classification 1 Report Sequence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> + <input type="checkbox"/> X Account Classification 2 Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> + <input type="checkbox"/> X Account Classification 2 Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> + <input type="checkbox"/> X Account Classification 2 Report Sequence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> + <input type="checkbox"/> X % Account Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> + <input type="checkbox"/> X			

New group columns can be added by clicking the + and selecting a category to group by.

Group columns can be removed by clicking the X

Calculated Columns

The screenshot shows the 'Report Layout Editor' window with the 'Calculated Columns' tab selected. The dialog box contains the following fields and options:

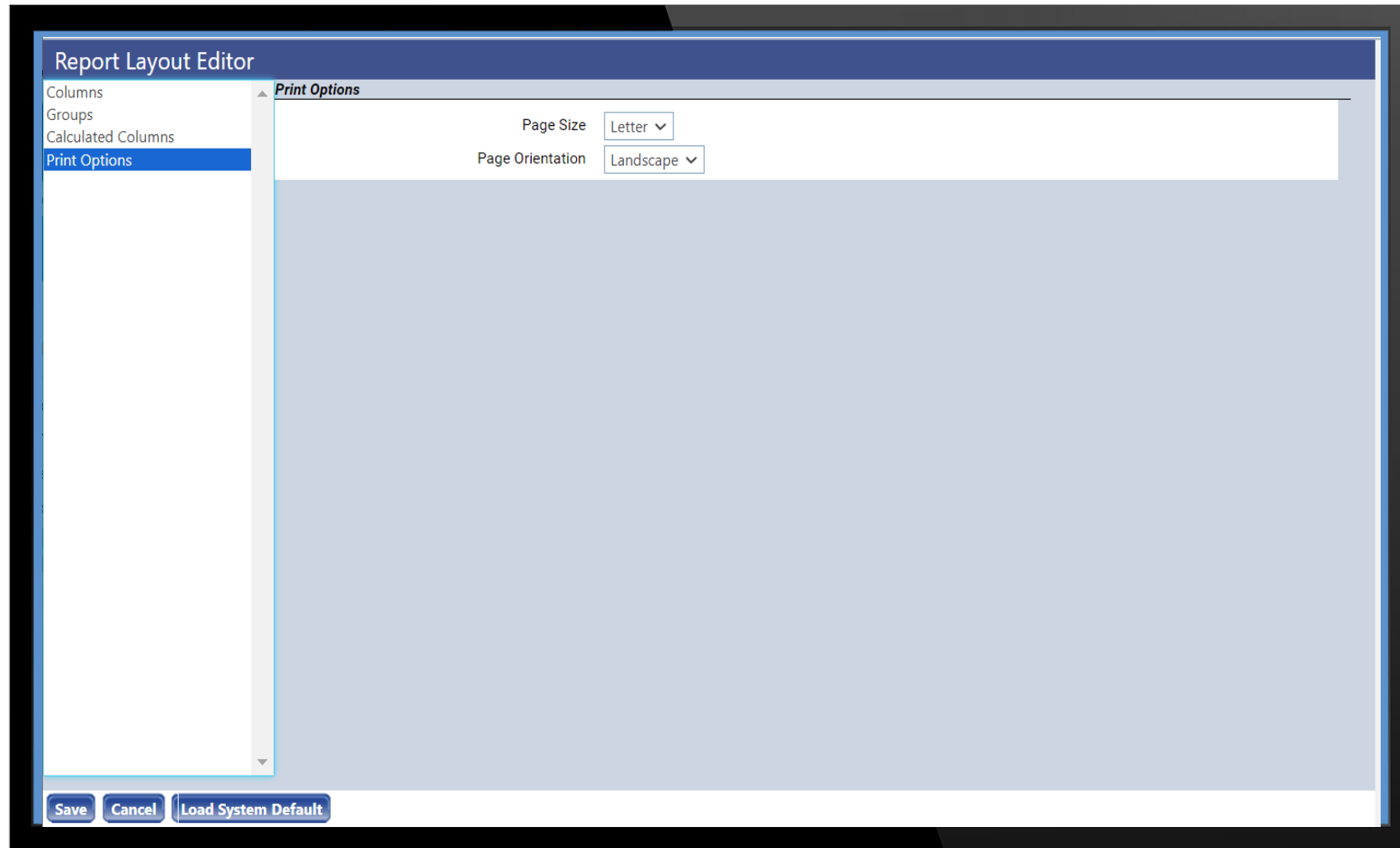
- Column:** A dropdown menu with three options: 'Calculated Column 1', 'Calculated Column 2', and 'Calculated Column 3'.
- Title:** An empty text input field.
- Enabled:** A checkbox that is currently unchecked.
- Total:** A checkbox that is currently unchecked.
- Formula:** A dropdown menu with three options: 'A - B', 'A / B', and '(A - B) / B'. The 'A - B' option is currently selected.
- Define A:** A text input field with the placeholder text 'Enter Value' and a dropdown arrow on the right.
- Define B:** A text input field with the placeholder text 'Enter Value' and a dropdown arrow on the right.

At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'. At the bottom of the main window, there are three buttons: 'Save', 'Cancel', and 'Load System Default'.

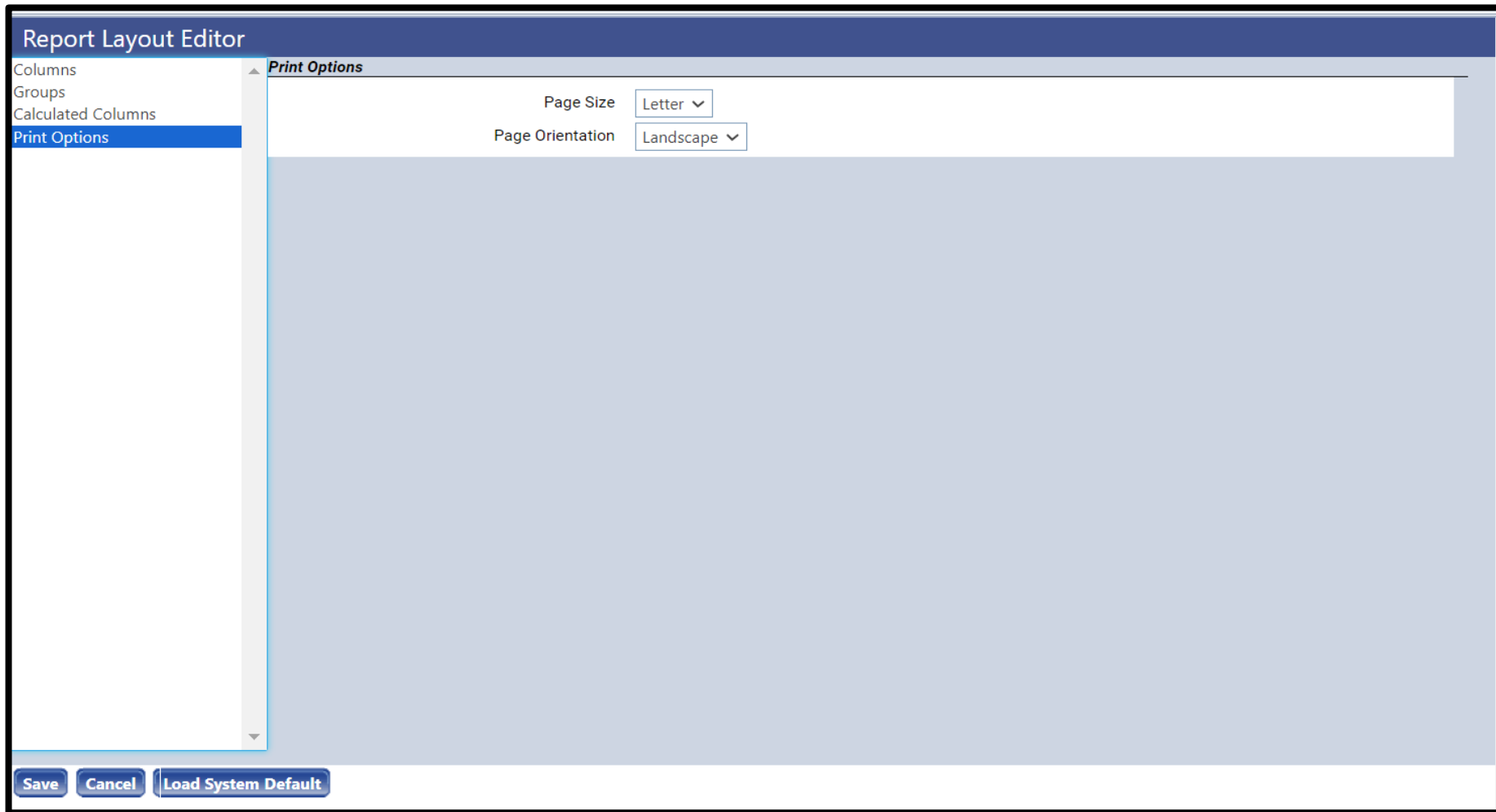
Similar to the Budget Worksheet Report, this allows you to create up to three calculated columns using the three formulas displayed.



Print Options



Allows for the selection of page type and orientation



When you have completed the setup in the Report Layout Editor, click <Save>. This will take you back to the report page where you can now generate the report.

Dynamic Budget Performance

Load Saved Report TEST AD

Override Report Title

Distribution Group

Email Group

Report Option Fiscal-Year-to-Date

Prior Year Balances None

Report From/To 09/06/2021 09/06/2022

Include Accounts with Zero Balance

Budget Balances Annual

Prior Fiscal Year Activity Include

Account Type Expense

Include Unposted Transactions

Organizations

Accounts

Account Classifications

Functions

Revenue Types

Budget Control Groups

Level Fund Filter

Available Organization(s):

- 113 - Special Assessments Fund
- 114 - 2018 Fund
- 115 - Testing Pooled Cash
- 116 - Test Soft Close
- 117 - Testing Cash Incoming Override
- 201 - Community Dev Block Grant
- 202 - Federal Stimulus Grants
- 210 - Donations
- 211 - Donations - General Government
- 212 - Donations - Cable Grant
- 213 - Donations - Finance

Selected Organization(s):

- 101 - General Test
- 112 - Testing PB

Print

Reset

Save

Save As

Delete

Report Layout

Report Layout Editor

Columns

- Groups
- Calculated Columns
- Print Options

		Column	Group To	Descending	Page Break
<input type="checkbox"/>	<input type="checkbox"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Account Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Department Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Division Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	G/L Account Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				

Summarize to Last Level

Net Revenue And Expenses Summary Level

Recall that we told the g/l account numbers to appear below the Division level in the Layout Editor

G/L Account Number	Account Description	Budget Amendments	Adopted Budget	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Tot
Fund 101 - General Test										
Account Type Expense										
101.1234	Dummy Account	1,000,999.00	9,714.00	1,010,713.00	.00	.00	2,900.00	1,007,813.00	0	
101.6206	Operating Supplies	.00	.00	.00	45,015.89	.00	45,215.89	(45,215.89)	+++	
101.6885	Contingency	.00	300,000.00	300,000.00	.00	.00	.00	300,000.00	0	
101.7502	Transfers out	.00	57,500.00	57,500.00	.00	.00	.00	57,500.00	0	
Department 01 - Mayor / Council name										
Division 01 - Legislative										
101-01-01.6102	Salaries - Part Time	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6118	Other Pay	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6120.01	Allowances Cell Phone	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6140	Social Security	.00	5,527.00	5,527.00	.00	.00	.00	5,527.00	0	
101-01-01.6142	Medicare	.00	1,295.00	1,295.00	.00	.00	.00	1,295.00	0	
101-01-01.6150	PERA	.00	3,123.00	3,123.00	.00	.00	.00	3,123.00	0	
101-01-01.6176	Workers Compensation	.00	220.00	220.00	.00	.00	.00	220.00	0	
101-01-01.6206	Operating Supplies	(3,000.00)	1,500.00	(1,500.00)	.00	.00	(3,000.00)	1,500.00	200	
101-01-01.6210	Small Equipment	.00	.00	.00	.00	5,000.00	240,000.00	(245,000.00)	+++	
101-01-01.6304	Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6310	Professional Services	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6328	Other Contractual Services	.00	10,200.00	10,200.00	.00	.00	.00	10,200.00	0	
101-01-01.6702	Conferences & Schools	.00	2,411.00	2,411.00	.00	.00	.00	2,411.00	0	
101-01-01.6704	Travel & Lodging	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	0	
101-01-01.6706	Meeting Expenses	.00	972.00	972.00	.00	.00	.00	972.00	0	
101-01-01.6720	Membership Dues	.00	89,600.00	89,600.00	.00	.00	.00	89,600.00	0	
101-01-01.7018	Building Charges	.00	27,064.00	27,064.00	.00	.00	.00	27,064.00	0	
101-01-01.7020	ITS Charges	.00	13,117.00	13,117.00	.00	.00	.00	13,117.00	0	
101-01-01.7030	Insurance Premium Charges	.00	1,676.00	1,676.00	.00	.00	.00	1,676.00	0	
Division 01 - Legislative Totals		(\$3,000.00)	\$166,705.00	\$163,705.00	\$0.00	\$5,000.00	\$237,000.00	(\$78,295.00)	148 %	\$0.00
Division 02 - Commissions										
101-01-02.6206	Operating Supplies	.00	1,700.00	1,700.00	.00	.00	.00	1,700.00	0	
101-01-02.6328	Other Contractual Services	.00	1,500.00	1,500.00	.00	.00	.00	1,500.00	0	
101-01-02.6702	Conferences & Schools	.00	190.00	190.00	.00	.00	.00	190.00	0	
Division 02 - Commissions Totals		\$0.00	\$3,390.00	\$3,390.00	\$0.00	\$0.00	\$0.00	\$3,390.00	0 %	\$0.00
Department 01 - Mayor / Council name Totals		(\$3,000.00)	\$170,095.00	\$167,095.00	\$0.00	\$5,000.00	\$237,000.00	(\$74,905.00)	145 %	\$0.00
Department 04 - Administration										

Html

Note the shortcut to Report Layout and the ability to Re-Rend without recreating the report.

G/L Account Number	Account Description	Budget Amendments	Adopted Budget	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year To
Fund 101 - General Test										
Account Type Expense										
101.1234	Dummy Account	1,000,999.00	9,714.00	1,010,713.00	.00	.00	2,900.00	1,007,813.00	0	
101.6206	Operating Supplies	.00	.00	.00	45,015.89	.00	45,215.89	(45,215.89)	+++	
101.6885	Contingency	.00	300,000.00	300,000.00	.00	.00	.00	300,000.00	0	
101.7502	Transfers out	.00	57,500.00	57,500.00	.00	.00	.00	57,500.00	0	
Department 01 - Mayor / Council name										
Division 01 - Legislative										
101-01-01.6102	Salaries - Part Time	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6118	Other Pay	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6120.01	Allowances Cell Phone	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6140	Social Security	.00	5,527.00	5,527.00	.00	.00	.00	5,527.00	0	
101-01-01.6142	Medicare	.00	1,295.00	1,295.00	.00	.00	.00	1,295.00	0	
101-01-01.6150	PERA	.00	3,123.00	3,123.00	.00	.00	.00	3,123.00	0	
101-01-01.6176	Workers Compensation	.00	220.00	220.00	.00	.00	.00	220.00	0	
101-01-01.6206	Operating Supplies	(3,000.00)	1,500.00	(1,500.00)	.00	.00	(3,000.00)	1,500.00	200	
101-01-01.6210	Small Equipment	.00	.00	.00	.00	5,000.00	240,000.00	(245,000.00)	+++	
101-01-01.6304	Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6310	Professional Services	.00	.00	.00	.00	.00	.00	.00	+++	
101-01-01.6328	Other Contractual Services	.00	10,200.00	10,200.00	.00	.00	.00	10,200.00	0	
101-01-01.6702	Conferences & Schools	.00	2,411.00	2,411.00	.00	.00	.00	2,411.00	0	
101-01-01.6704	Travel & Lodging	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	0	
101-01-01.6706	Meeting Expenses	.00	972.00	972.00	.00	.00	.00	972.00	0	
101-01-01.6720	Membership Dues	.00	89,600.00	89,600.00	.00	.00	.00	89,600.00	0	
101-01-01.7018	Building Charges	.00	27,064.00	27,064.00	.00	.00	.00	27,064.00	0	
101-01-01.7020	ITS Charges	.00	13,117.00	13,117.00	.00	.00	.00	13,117.00	0	
101-01-01.7030	Insurance Premium Charges	.00	1,676.00	1,676.00	.00	.00	.00	1,676.00	0	
Division 01 - Legislative Totals		(\$3,000.00)	\$166,705.00	\$163,705.00	\$0.00	\$5,000.00	\$237,000.00	(\$78,295.00)	148 %	\$0.00
Division 02 - Commissions										
101-01-02.6206	Operating Supplies	.00	1,700.00	1,700.00	.00	.00	.00	1,700.00	0	
101-01-02.6328	Other Contractual Services	.00	1,500.00	1,500.00	.00	.00	.00	1,500.00	0	
101-01-02.6702	Conferences & Schools	.00	190.00	190.00	.00	.00	.00	190.00	0	
Division 02 - Commissions Totals		\$0.00	\$3,390.00	\$3,390.00	\$0.00	\$0.00	\$0.00	\$3,390.00	0 %	\$0.00
Department 01 - Mayor / Council name Totals		(\$3,000.00)	\$170,095.00	\$167,095.00	\$0.00	\$5,000.00	\$237,000.00	(\$74,905.00)	145 %	\$0.00
Department 04 Administration										

Html

Re Render

Send to myReports

Close

Report Layout



To modify the report layout, click <Report Layout>.

This is the dynamic part of dynamic reports. Changes can be made to a layout on the fly and the report immediately re-rendered.

Monday, 11/13/2024 4:30:11 PM

GL Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
Fund: 101 - General Test										
Account Type: Revenue										
Department: 21 - Community Development										
Division: 22 - Property Services										
101-21-22-2210.4158	Plumbing						.00	110,000.00	0	.00
	Groups						\$0.00	\$110,000.00	0 %	\$0.00
	Calculated Columns						\$0.00	\$110,000.00	0 %	\$0.00
	Print Options						\$0.00	\$110,000.00	0 %	\$0.00
Account Type: Expense										
Department: 12 - Legal										
101-12-6304	Legal Serv						.00	114,000.00	0	.00
	Groups						\$0.00	\$114,000.00	0 %	\$0.00
Department: 15 - Finance										
Division: 19 - Customer Service										
101-15-19-1903.6304	Legal Serv						.00	7,500.00	0	.00
	Groups						\$0.00	\$7,500.00	0 %	\$0.00
	Calculated Columns						\$0.00	\$7,500.00	0 %	\$0.00
Department: 21 - Community Development										
Division: 22 - Property Services										
101-21-22-2202.6304	Legal Serv						.00	1,000.00	0	.00
101-21-22-2210.6304	Legal Serv						.00	500.00	0	.00
101-21-22-2214.6304	Legal Serv						.00	10,000.00	0	.00
	Groups						\$0.00	\$11,500.00	0 %	\$0.00
	Calculated Columns						\$0.00	\$11,500.00	0 %	\$0.00
Department: 55 - Operations / Maintenance										
Division: 53 - Engineering										
101-55-53-5304.6304	Legal Services	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
	Groups						\$1,500.00	\$0.00	\$1,500.00	0 %
	Calculated Columns						\$1,500.00	\$0.00	\$1,500.00	0 %
	Print Options						\$1,500.00	\$0.00	\$1,500.00	0 %
	Page Size						Letter			
	Page Orientation						Landscape			
	Division: 53 - Engineering Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0 %	\$0.00
	Department: 55 - Operations / Maintenance Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0 %	\$0.00
Department: 62 - Recreation / Parks										
Division: 62 - Rec / Parks Administration										
101-62-62.6304	Legal Services	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00

Report Layout Editor

Print Options

Page Size: Letter

Page Orientation: Landscape

Buttons: Re Render, Send to myReports, Close, Report Layout


The Report Layout Editor will overlay the report and allow the changes to be made. Simply <Save> the changes and click <Re Render>

Columns
Groups
Calculated Columns
Print Options

Columns

Column
<input type="checkbox"/> G/L Account Number
<input type="checkbox"/> Account Description
<input type="checkbox"/> Adopted Budget
<input type="checkbox"/> Budget Amendments
<input type="checkbox"/> Amended Budget
<input type="checkbox"/> Current Month Actual
<input type="checkbox"/> Encumbrances
<input type="checkbox"/> Actual
<input type="checkbox"/> Budget - Actual
<input type="checkbox"/> % Used/Rec'd
<input type="checkbox"/> Prior Year Total
<input type="checkbox"/> Prior Year Amended Budget
<input type="checkbox"/> Fund Title
<input type="checkbox"/> Fund Code
<input type="checkbox"/> Fund Description
<input type="checkbox"/> Department Title
<input type="checkbox"/> Department Code
<input type="checkbox"/> Department Description
<input type="checkbox"/> Division Title

Save Cancel **Load System Default**

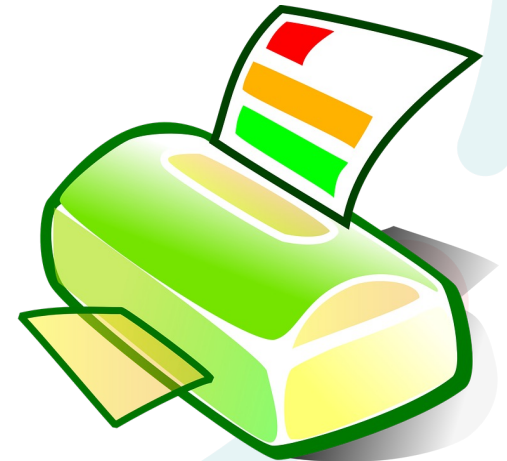


If you want to wipe out changes and start fresh, click Load System Defaults at the bottom of the screen.

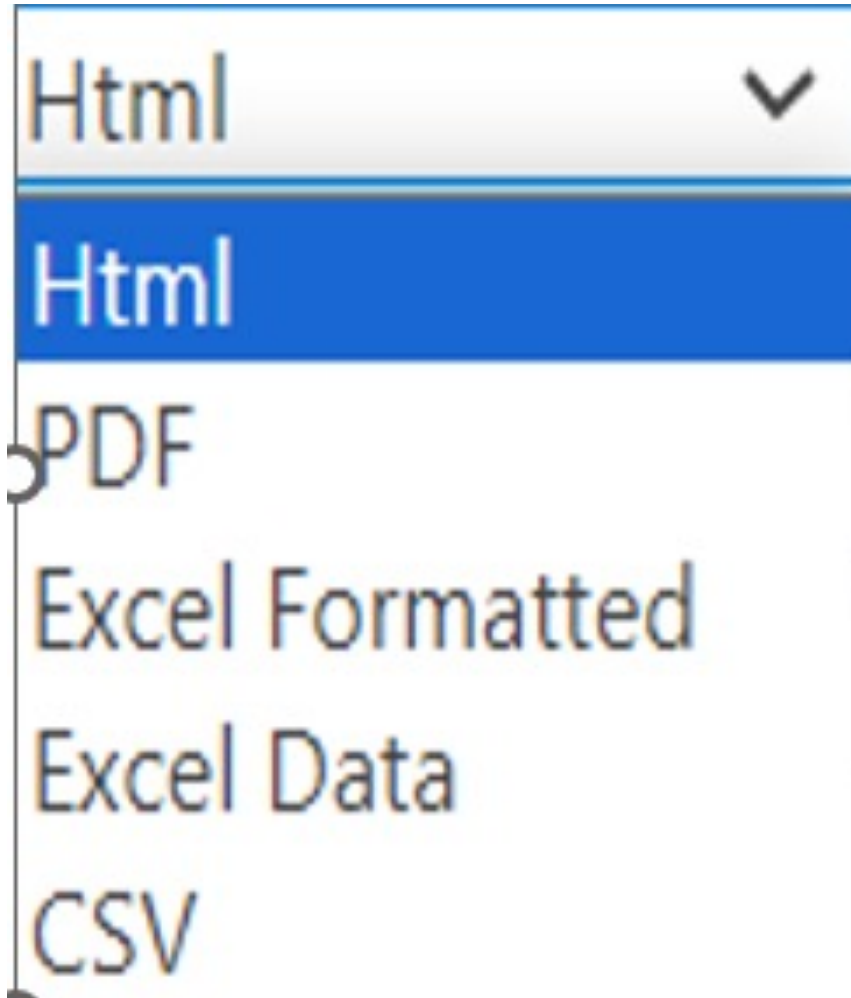
Page Viewer

GL Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
Fund: 101 - General Test										
Account Type: Revenue										
Department: 21 - Community Development										
Division: 22 - Property Services										
101-21-22-2210.4158	Plumbing Permits	110,000.00	.00	110,000.00	.00	.00	.00	110,000.00	0	.00
Division: 22 - Property Services Totals		\$110,000.00	\$0.00	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	0%	\$0.00
Department: 21 - Community Development Totals		\$110,000.00	\$0.00	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	0%	\$0.00
Account Type: Revenue Totals		\$110,000.00	\$0.00	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	0%	\$0.00
Account Type: Expense										
Department: 12 - Legal										
101-12-6304	Legal Services	114,000.00	.00	114,000.00	.00	.00	.00	114,000.00	0	.00
Department: 12 - Legal Totals		\$114,000.00	\$0.00	\$114,000.00	\$0.00	\$0.00	\$0.00	\$114,000.00	0%	\$0.00
Department: 15 - Finance										
Division: 19 - Customer Service										
101-15-19-1903.6304	Legal Services	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
Division: 19 - Customer Service Totals		\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%	\$0.00
Department: 15 - Finance Totals		\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%	\$0.00
Department: 21 - Community Development										
Division: 22 - Property Services										
101-21-22-2202.6304	Legal Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
101-21-22-2210.6304	Legal Services	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
101-21-22-2214.6304	Legal Services	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
Division: 22 - Property Services Totals		\$11,500.00	\$0.00	\$11,500.00	\$0.00	\$0.00	\$0.00	\$11,500.00	0%	\$0.00
Department: 21 - Community Development Totals		\$11,500.00	\$0.00	\$11,500.00	\$0.00	\$0.00	\$0.00	\$11,500.00	0%	\$0.00
Department: 55 - Operations / Maintenance										
Division: 53 - Engineering										
101-55-53-5304.6304	Legal Services	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
Division: 53 - Engineering Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
Department: 55 - Operations / Maintenance Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
Department: 62 - Recreation / Parks										
Division: 62 - Rec / Parks Administration										
101-62-62-6304	Legal Services	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00

Lastly, the page viewer allows a variety of report formats. These can be selected and Re-Rendered to see the resulting report.



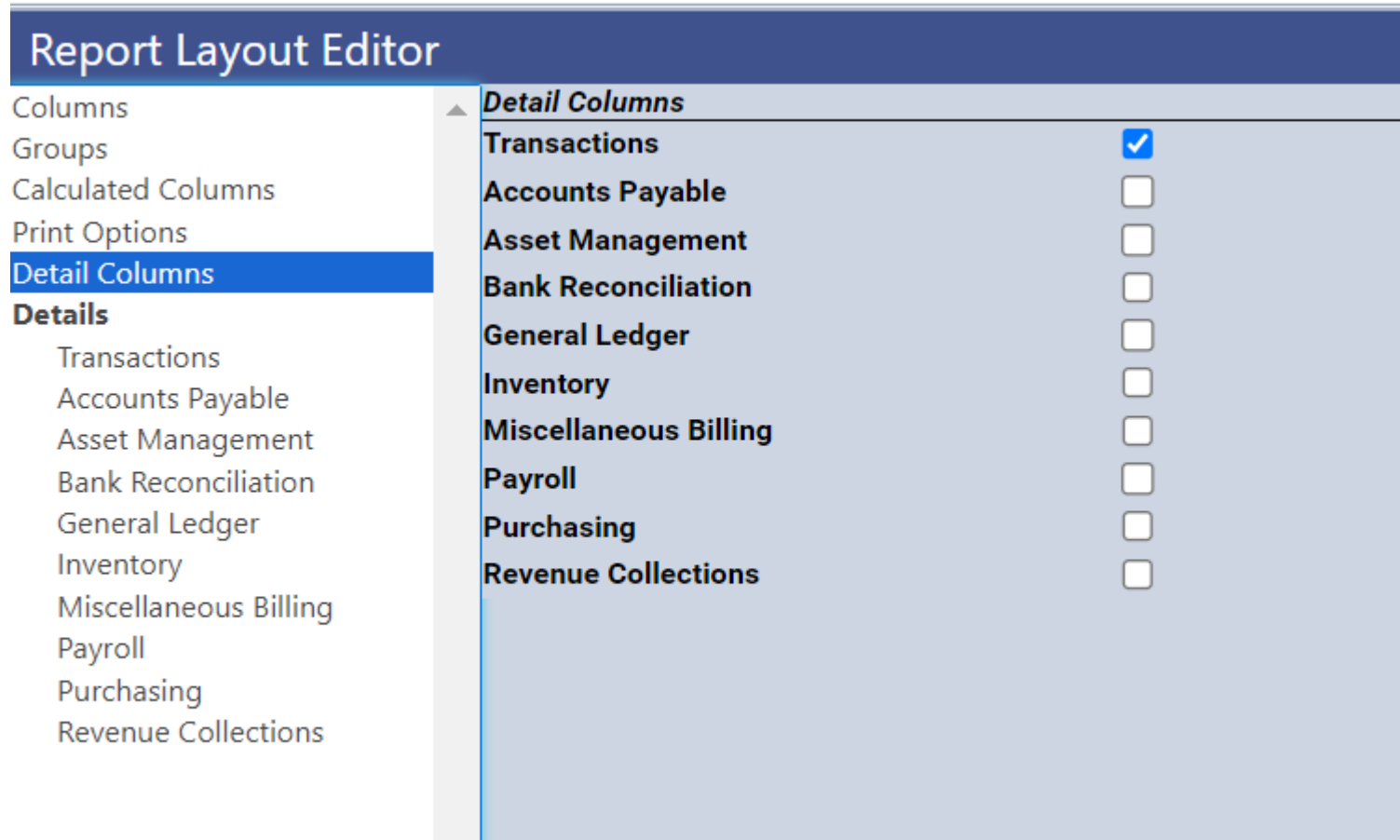
Html



Only the PDF format can be sent to My Reports

There are some additional options in Report Layout Editor for the Dynamic Budget Report and the Dynamic Accumulated Transaction reports.

These reports allow for the addition of detail columns to be included in the report.



These details can be selected based on the subledger(s) selected in creating the report.

Let's take a look at the **Dynamic Accumulated Transactions Report**

Dynamic Accumulated Transaction Report

Dynamic Accumulated Transaction

Load Saved Report

Distribution Group

Override Report Title

Email Group

Report From/To

Include Accounts with No Activity

Transaction Type

Sub Ledger Detail

Reference

Prior Fiscal Year Activity

Organizations

Accounts

Sub Ledgers

Account Classifications

Functions

Revenue Types

Budget Control Groups

Available Budget Control Group(s)

Selected Budget Control Group(s)

<No Budget Control Group defined>

1

Print Reset Save Save As Delete Report Layout

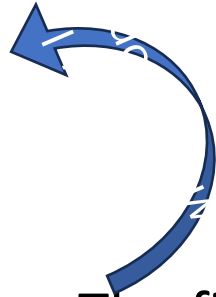
- Report From/To date range.
- **Organizations**
- **Accounts**
- **Sub Ledgers**
- **Account Classifications**
- **Functions**
- **Revenue Type**
- **Budget Control Groups.**

Reference

Organizations Accounts

Level Division Filter
Avail Fund (s):
Department
<No Division >
01 - Program
02 - Sub-Program
05 - test category rVICES
06 - City Clerk
07 - Community Outreach
08 - Community Engagement

The Organization tab allows you to select the organization that you want to report on.



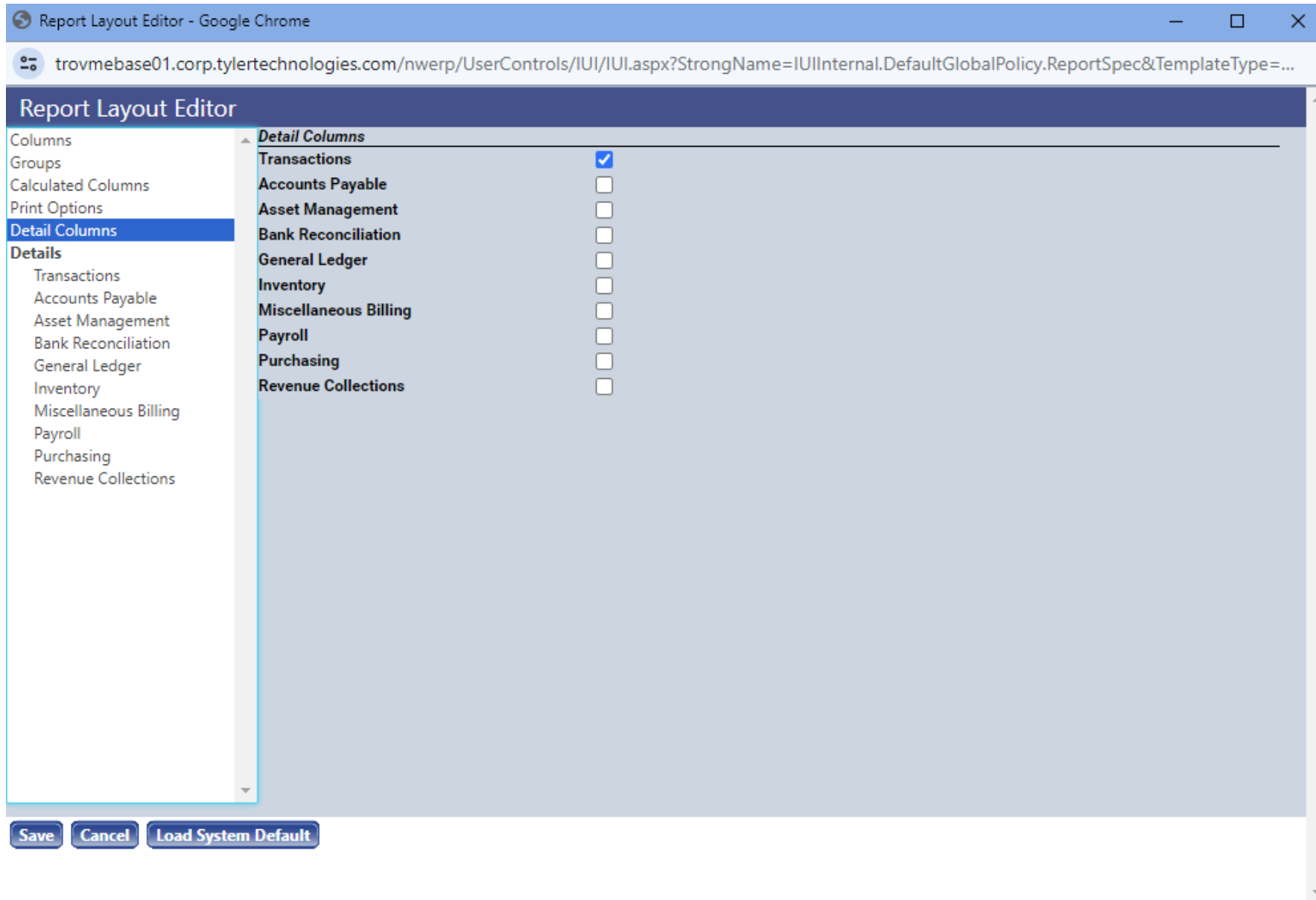
The filter field next to it lets you specify the name of the organization you want to report on.

Report Layout

The screenshot shows the 'Report Layout Editor' interface. On the left, there is a sidebar with a tree view containing categories like 'Columns', 'Groups', 'Calculated Columns', 'Print Options', 'Detail Columns', and 'Details'. The main area displays a table of columns with the following columns: 'Column', 'Override Column Description', 'Visible', and 'Total'. The 'Visible' column contains checkboxes, with the first two checked. The 'Total' column contains checkboxes, all of which are currently unchecked. At the bottom of the editor, there are three buttons: 'Save', 'Cancel', and 'Load System Default'.

Column	Override Column Description	Visible	Total
<input type="checkbox"/> G/L Account Number	G/L Account Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Account Description	Account Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Title	Fund Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Code	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Description	Fund Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Title	Department Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Code	Department Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Description	Department Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division Title	Division Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division Code	Division Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division Description	Division Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Program Title	Program Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Program Code	Program Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Program Description	Program Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sub-Program Title	Sub-Program Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sub-Program Code	Sub-Program Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sub-Program Description	Sub-Program Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> test category Title	test category Title	<input type="checkbox"/>	<input type="checkbox"/>

Select the Columns, Groups, Calculated Columns, Print Options and Detail columns.



By default, the Transactions column will be selected under Detail Columns.

If reporting sub ledger detail, the subledgers can be selected also.

Click on the Transactions Detail for additional information related to Transactions.

Transactions Detail

Report Layout Editor - Google Chrome

trovmebase01.corp.tylertechnologies.com/nwper/UserControls/UII/UII.aspx?StrongName=UIIInternal.DefaultGlobalPolicy.ReportSpec&TemplateType=...

Report Layout Editor

Columns

- Groups
- Calculated Columns
- Print Options
- Detail Columns

Details

- Transactions
- Accounts Payable
- Asset Management
- Bank Reconciliation
- General Ledger
- Inventory
- Miscellaneous Billing
- Payroll
- Purchasing
- Revenue Collections

Column	Override Column Description	Visible	Total
<input type="checkbox"/> G/L Date	G/L Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Journal Number	Journal Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Journal Type	Journal Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SubLedger	SubLedger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Description	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Source	Source	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Journal Reference	Journal Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Project Code	Project Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Project Description	Project Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Prior Year Activity Flag	Prior Year Activity Flag	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Debit Amount	Debit Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Credit Amount	Credit Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Transaction Amount	Transaction Amount	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel Load System Default



Accumulated Transaction Report

Run By nws on 05/15/2024 10:32:50 PM

GL Account Number	Account Description						Running Balance		
01.1234	Dummy Account						.00		
Transactions									
<i>G/L Date</i>	<i>Journal Number</i>	<i>Journal Type</i>	<i>SubLedger</i>	<i>Description</i>	<i>Source</i>	<i>Journal Reference</i>	<i>Debit Amount</i>	<i>Credit Amount</i>	<i>Running Balance</i>
01/18/2024	2024-0000304	JE	AP	A/P Invoice Entry	Accounts Payable		51.00		51.00
04/28/2024	2024-0000817	JE	AP	A/P Invoice Entry	Accounts Payable		10,000.00		10,051.00
Transactions Totals							\$10,051.00	\$0.00	
01-01-01.6708	Meeting Expenses						.00		
Transactions									
<i>G/L Date</i>	<i>Journal Number</i>	<i>Journal Type</i>	<i>SubLedger</i>	<i>Description</i>	<i>Source</i>	<i>Journal Reference</i>	<i>Debit Amount</i>	<i>Credit Amount</i>	<i>Running Balance</i>
02/27/2024	2024-0000417	JE	BR	Bank Rec Bloomington			15.00		15.00
Transactions Totals							\$15.00	\$0.00	
01-01-02.6208	Operating Supplies						.00		
Transactions									
<i>G/L Date</i>	<i>Journal Number</i>	<i>Journal Type</i>	<i>SubLedger</i>	<i>Description</i>	<i>Source</i>	<i>Journal Reference</i>	<i>Debit Amount</i>	<i>Credit Amount</i>	<i>Running Balance</i>
04/03/2024	2024-0000546	JE	AP	A/P Invoice Entry	Accounts Payable		199.00		199.00
Transactions Totals							\$199.00	\$0.00	
01-15-15.6208	Operating Supplies						.00		
Transactions									
<i>G/L Date</i>	<i>Journal Number</i>	<i>Journal Type</i>	<i>SubLedger</i>	<i>Description</i>	<i>Source</i>	<i>Journal Reference</i>	<i>Debit Amount</i>	<i>Credit Amount</i>	<i>Running Balance</i>
02/29/2024	2024-0000422	JE	RA	Receipt Deposit Batch Description	Collections			5.00	(5.00)
Transactions Totals							\$0.00	\$5.00	
Grand Totals									\$10,260.00

Dynamic Trial Balance

Is similar to the Trial Balance Listing report found in NWERP but with the added ability to configure the report.

Dynamic Trial Balance

NWERP 2021.1 Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Dynamic Trial Balance

Load Saved Report Distribution Group

Override Report Title Email Group

Report Through Date Trial Balance

Account Type Include Accounts with Zero Balance

Include Reclassification Entry Type

Fund

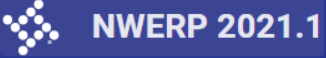
Available Fund(s)

- 101 - General Test
- 102 - July Fund
- 103 - Demo Bad PO Soft Close
- 104 - Demo Asset With # Symbol
- 1101 - Test Fund
- 1102 - New Fund
- 1103 - Another New Fund
- 1104 - test
- 112 - Testing PB
- 113 - Special Assessments Fund
- 114 - 2018 Fund
- 115 - Testing Pooled Cash
- 116 - Test Soft Close

Selected Fund(s)

No Summary/Detail Report Detail field. All account types available here.

Dynamic Trial Balance Report Page



[myFavorites](#) | [Financial Management](#) | [Human Resources](#) | [Utility Management](#) | [Community Development](#) | [Maintenance](#)

Dynamic Trial Balance

Load Saved Report

Override Report Title

Distribution Group

Email Group

Report Through Date

Account Type

Trial Balance

Include Accounts with Zero Balance

Include Reclassification Entry Type

Fund

Available Fund(s)

- 102 - July Fund
- 103 - Demo Bad PO Soft Close
- 104 - Demo Asset With # Symbol
- 1101 - Test Fund
- 1102 - New Fund
- 1103 - Another New Fund
- 1104 - test
- 112 - Testing PB
- 113 - Special Assessments Fund
- 114 - 2018 Fund
- 115 - Testing Pooled Cash
- 116 - Test Soft Close
- 117 - Testing Cash Incoming Override

Selected Fund(s)

- 101 - General Test

Select Fund(s) and click <Report Layout>

This is the view of the Columns layout selection

Report Layout Editor

Columns

Groups
Calculated Columns
Print Options

Column	Override Column Description	Visible	Total
<input type="checkbox"/> G/L Account	<input type="text" value="G/L Account"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Account Description	<input type="text" value="Account Description"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Balance Forward	<input type="text" value="Balance Forward"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> YTD Debits	<input type="text" value="YTD Debits"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> YTD Credits	<input type="text" value="YTD Credits"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Ending Balance	<input type="text" value="Ending Balance"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Prior Year YTD Balance	<input type="text" value="Prior Year YTD Balance"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Fund Title	<input type="text" value="Fund Title"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fund Code	<input type="text" value="Fund Code"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel Load System Default

Columns
Column
PRIOR YEAR YTD BALANCE
■
Fund Title
■
Fund Code
■
Fund Description
■
Department Title
■
Department Code
■
Department Description
■
Division Title
■
Division Code
■
Division Description
■

Columns
Column
Division Description
■
Program Title
■
Program Code
■
Program Description
■
Sub-Program Title
■
Sub-Program Code
■
Sub-Program Description
■
test category Title
■
test category Code
■
test category Description
■

Columns
Column
Division Description
■
Program Title
■
Program Code
■
Program Description
■
Sub-Program Title
■
Sub-Program Code
■
Sub-Program Description
■
test category Title
■
test category Code
■
test category Description
■

Columns
Column
■
test category Description
■
G/L Organization Set Code
■
G/L Organization Set Descriptio
■
Account Code
■
Account Description
■
Sub Account Code
■
Sub Account Description
■
Sub Detail Code
■
Sub Detail Description
■
Account Number

Report Layout Editor

Columns
Groups
Calculated Columns
Print Options

Groups

Column	Group To	Descending	Page Break
Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Division Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G/L Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summarize to Last Level

Save **Cancel** **Load System Default**

Then we select our Groups and click <Save>.



Run By nws on 05/20/2024 5:13:58 PM

G/L Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance	Sub-Program Code	Account Code	Account Classification 1 Code	Account Classification 2 Report Sequence	Function Description	Revenue Type Code	Revenue Source Report Sequence
Fund 101 - General Test													
	Fund Revenues	.00	10.00	10.00	.00	(104,991.54)							9,999,999.00
	Fund Expenses	.00	10,265.00	5.00	10,260.00	166,569.58							9,999,999.00
	P/Y Fund Equity Adjustment	5,520,778.84	.00	.00	5,520,778.84	5,429,352.22							9,999,999.00
101.100	test	100.00	500.00	.00	600.00	100.00		100	C&INV		General Government		
101.1010	Cash Outgoing	5,552,420.82	5.38	15.00	5,552,411.20	5,552,232.99		1010	C&INV		General Government		
101.1012	Payroll Bank Account	688.10	.00	.00	688.10	688.10		1012	C&INV		General Government		
101.1020	EDA Bank Account	(357,383.41)	.00	.00	(357,383.41)	(356,284.41)		1020	C&INV		General Government		
101.1030.02	Change Funds Police	200.00	.00	.00	200.00	200.00		1030	C&INV		General Government		
101.1030.07	Change Funds Building Inspections	300.00	.00	.00	300.00	300.00		1030	C&INV		General Government		
101.1030.08	Change Funds Customer Service	700.00	.00	.00	700.00	700.00		1030	C&INV		General Government		
101.1030.11	Change Funds Finance	1,500.00	.00	.00	1,500.00	1,500.00		1030	C&INV		General Government		
101.1030.12	Change Funds Engineering	100.00	.00	.00	100.00	100.00		1030	C&INV		General Government		
101.1030.13	Change Funds Recreation	150.00	.00	.00	150.00	150.00		1030	C&INV		General Government		
101.1040.01	Petty Cash City Hall	500.00	.00	.00	500.00	500.00		1040	C&INV		General Government		
101.1040.02	Petty Cash Police	500.00	.00	.00	500.00	500.00		1040	C&INV		General Government		
101.1050	First American Money Market	(1,716.82)	.00	.00	(1,716.82)	(1,716.82)		1050	C&INV		General Government		
101.1100	Accrued Interest - Investments	4,484.33	.00	.00	4,484.33	4,484.33		1100	AIR		General Government		
101.115	Fund 115 - Investment in Pooled Cash Fund	(2,500.00)	.00	.00	(2,500.00)	(2,500.00)		115	C&INV		General Government		
101.1220	Taxes Receivable - Delinquent	318,204.08	.00	.00	318,204.08	318,204.08		1220	TAX		General Government		
101.1235	Retainage Payable	(4,020.00)	.00	.00	(4,020.00)	(4,020.00)		1235	AP		General Government		
101.1260	Special Assessment - Current	116,372.57	.00	.00	116,372.57	116,372.57		1260	SAR		General Government		
101.1264	Special Assessment - Delinquent	17,140.22	.00	.00	17,140.22	17,140.22		1264	SAR		General Government		
101.1265	Special Assessment - Deferred	7,710.72	.00	.00	7,710.72	7,710.72		1265	SAR		General Government		
101.1300	Accounts Receivable	385.00	.00	.00	385.00	385.00		1300	AR		General Government		
101.1300.01	Accounts Receivable Miscellaneous Billing	157,006.75	.00	.00	157,006.75	156,891.75		1300	AR		General Government		
101.1300.04	Accounts Receivable COBRA/Retiree Insurance	648.92	.00	.00	648.92	648.92		1300	AR		General Government		
101.1300.08	Accounts Receivable Credit Card Clearing Account	138,178.49	.00	.00	138,178.49	138,178.49		1300	AR		General Government		
101.1300.13	Accounts Receivable DMV Transactions	22,000.42	.00	.00	22,000.42	22,000.42		1300	AR		General Government		
101.1400	Due from Other Governments	176,035.84	.00	.00	176,035.84	176,035.84		1400	DFOG		General Government		
101.1440	Due from Other Funds	74,219.06	.00	.00	74,219.06	72,872.90		1440	DFOF		General Government		
101.1524	Postage Meter	(83,279.60)	.00	.00	(83,279.60)	(83,279.60)		1524	INT		General Government		
101.1540	Work Order Maintenance Facility	70.00	.00	.00	70.00	70.00		1540	INT		General Government		
101.1600	Prepaid Items	10.00	.00	.00	10.00	10.00		1600	PI		General Government		
101.1605	Prepaid Postage	26,271.44	.00	.00	26,271.44	26,271.44		1605	PI		General Government		
101.1750.00	Vehicles Purchased	35,000.00	.00	.00	35,000.00	35,000.00		1750	CA		General Government		

This is the result of the layout we selected.

Report Layout Editor

- Columns
- Groups**
- Calculated Columns
- Print Options

		Column	Group To	Descending	Page Break
<input type="checkbox"/>	<input type="checkbox"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Department Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Division Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	G/L Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				

Summarize to Last Level

Save **Cancel** **Load System Default**



Run By nws on 05/20/2024 5:15:29 PM

G/L Account	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance	Division Code
Fundâ€f101 - General Test						
Departmentâ€f01 - Mayor / Council name	(13,905,960.44)	10,780.38	10,780.38	(13,905,960.44)	(13,905,960.44)	
Divisionâ€f01 - Legislative	254.00	.00	.00	254.00	254.00	Divisionâ€f01 - Legislative
Departmentâ€f01 - Mayor / Council name Totals	\$254.00	\$0.00	\$0.00	\$254.00	\$254.00	
Departmentâ€f04 - Administration						
Divisionâ€f06 - City Clerk	131,000.00	.00	.00	131,000.00	131,000.00	Divisionâ€f06 - City Clerk
Departmentâ€f04 - Administration Totals	\$131,000.00	\$0.00	\$0.00	\$131,000.00	\$131,000.00	
Departmentâ€f15 - Finance						
Divisionâ€f17 - Assessing	24.15	.00	.00	24.15	24.15	Divisionâ€f17 - Assessing
Departmentâ€f15 - Finance Totals	\$24.15	\$0.00	\$0.00	\$24.15	\$24.15	
Departmentâ€f30 - Police						
Divisionâ€f30 - Police Support Services	82.50	.00	.00	82.50	82.50	Divisionâ€f30 - Police Support Services
Departmentâ€f30 - Police Totals	\$82.50	\$0.00	\$0.00	\$82.50	\$82.50	
Fundâ€f101 - General Test Totals	(\$13,774,599.79)	\$10,780.38	\$10,780.38	(\$13,774,599.79)	(\$13,774,599.79)	
Grand Totals	(\$13,774,599.79)	\$10,780.38	\$10,780.38	(\$13,774,599.79)	(\$13,774,599.79)	

Html


Re Render

Send to myReports

Close

Report Layout

Dynamic Budget Worksheet

 **NWERP 2021.1**

[myFavorites](#) | [Financial Management](#) | [Human Resources](#) | [Utility Management](#) | [Community Development](#) | [Maintenance](#)

Dynamic Budget Worksheet

Load Saved Report

Override Report Title

Distribution Group

Email Group

Budget Year

Include Comments

Print Transactions

Transaction Type

Budget Level

Transaction Order

Organizations | Accounts | Account Classifications | Functions | Revenue Types | Budget Control Groups

Level Filter

Available Organization(s):

- 101 - General Test
- 102 - July Fund
- 103 - Demo Bad PO Soft Close
- 104 - Demo Asset With # Symbol
- 1101 - Test Fund
- 1102 - New Fund
- 1103 - Another New Fund
- 1104 - test
- 112 - Testing PB
- 113 - Special Assessments Fund

Selected Organization(s):

Report Layout Editor

- Columns
- Groups
- Calculated Columns
- Print Options
- Details**
 - Budget Transactions**
 - Position Transactions

Budget Transactions

Column	Override Column Description	Visible	Total	Worksheet
<input type="checkbox"/> Budget Level Name	<input type="text" value="Budget Level Name"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Description	<input type="text" value="Description"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Number Of Units	<input type="text" value="Number Of Units"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cost Per Unit	<input type="text" value="Cost Per Unit"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Total Amount	<input type="text" value="Total Amount"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Run By nws on 05/20/2024 6:07:50 PM

B/L Account Number	Fund Code	Fund Title	Fund Description	Account Description	Department Title
Fund 101 - General Test					
Account Type Expense					
101.10.30	101	Fund	General Test	Warren County Testing Warren County Testing	
101.1000	101	Fund	General Test	New Expense Delete	
101.1212	101	Fund	General Test	Testing Sales Tax Budget	
101.1234	101	Fund	General Test	Dummy Account	
Budget Transactions					
<i>Budget Level Name</i>		<i>Description</i>		<i>Number Of Units</i>	<i>Cost Per Unit</i>
Department Requested		testing long description 65+ characters 123456789012345678901234		1.00	100.00
					Total Amount
					100.00
					Budget Transactions Totals
					\$100.00
101.1234.123	101	Fund	General Test	Dummy Account Test Dummy Subaccount	
101.6101	101	Fund	General Test	Turnover Savings	
101.6169	101	Fund	General Test	Benefits Turnover Savings	
101.6176	101	Fund	General Test	Workers Compensation	
101.6204	101	Fund	General Test	Repair & Maintenance Supplies	
101.6206	101	Fund	General Test	Operating Supplies	
Budget Transactions					
<i>Budget Level Name</i>		<i>Description</i>		<i>Number Of Units</i>	<i>Cost Per Unit</i>
Department Requested		10/23 Adjust to bal budgt to prelim		1.00	23,425.00
Department Requested		10/24 Remove Adjustment		1.00	(23,425.00)
					Total Amount
					23,425.00
					(23,425.00)
					Budget Transactions Totals
					\$0.00
101.6702	101	Fund	General Test	Conferences & Schools	
Budget Transactions					
<i>Budget Level Name</i>		<i>Description</i>		<i>Number Of Units</i>	<i>Cost Per Unit</i>
Department Requested		10/23 Adjust to bal budget to Prelim		1.00	(456,602.00)
Department Requested		10/24 Remove Adjust for prelim		1.00	456,602.00
					Total Amount
					(456,602.00)
					456,602.00
					Budget Transactions Totals
					\$0.00
101.6820	101	Fund	General Test	Bad Debt	
101.6880	101	Fund	General Test	Miscellaneous	
101.6885	101	Fund	General Test	Contingency	
Budget Transactions					
<i>Budget Level Name</i>		<i>Description</i>		<i>Number Of Units</i>	<i>Cost Per Unit</i>
Department Requested		10/24-Add Contingency		1.00	50,000.00
Department Requested		10/31 Reduce Contingency to balance budget		1.00	(50,000.00)
Department Requested		contingency		1.00	300,000.00
					Total Amount
					50,000.00
					(50,000.00)
					300,000.00
					Budget Transactions Totals
					\$300,000.00
101.7018	101	Fund	General Test	Building Charges	
Budget Transactions					
<i>Budget Level Name</i>		<i>Description</i>		<i>Number Of Units</i>	<i>Cost Per Unit</i>
Department Requested		10/23 Adjust bdt to balance to Prelim		1.00	204,250.00
					Total Amount
					204,250.00

2. What is ACFR Statement Builder Export?

It is a convenient way to create an export of your GL Accounts with full GL account numbers, accounts descriptions, budget and actual amounts for year end audits.


No additional license is needed to use this feature.

Getting Started

Navigate to:

The screenshot displays the NWERP 2021.1 software interface. At the top, there is a dark blue header with the NWERP logo and the text "NWERP 2021.1". To the right of the header is a search bar labeled "Search". Below the header is a navigation bar with links for "myFavorites", "Financial Management", "Human Resources", and "Utility Manage". The main content area shows a "Welcome to" message on the left. On the right, there is a vertical menu with several categories: "CAL" (purple), "NOTIFIC" (red), and "APPR" (blue). The "CAL" category is expanded, showing a list of options: Journals, Revenue Collections, Payment Processing, Annual Budget Processing, Year-End Processing, Receipt of Goods, Accounts Payable, Procurement, Bank Reconciliation, Project Accounting, Grant Management, Asset Management, Miscellaneous Billing, Inventory Control, Government Reporting, Work Orders, Special Assessments, Reports, and Inquiries. The "Year-End Processing" option is highlighted, and a sub-menu is open to its right, listing: Soft Close Methods, Soft Close Purchase Orders, Soft Close Funds, Hard Close Funds, Vendor 1099 Processing, FM State Requirements, and ACFR Statement Builder Export. The "ACFR Statement Builder Export" option is highlighted in dark blue.





 **NWERP 2021.1** Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

ACFR Statement Builder Export

General

Fiscal Year Start Date: 01/01/2023 

Fiscal Year End Date: 12/31/2023 

Include Government Reporting Summary Codes

Reporting Companies | Reclassification Journal Types

Available Reporting Companies

1099 secondary company

Selected Reporting Companies

NWERP 2021.1

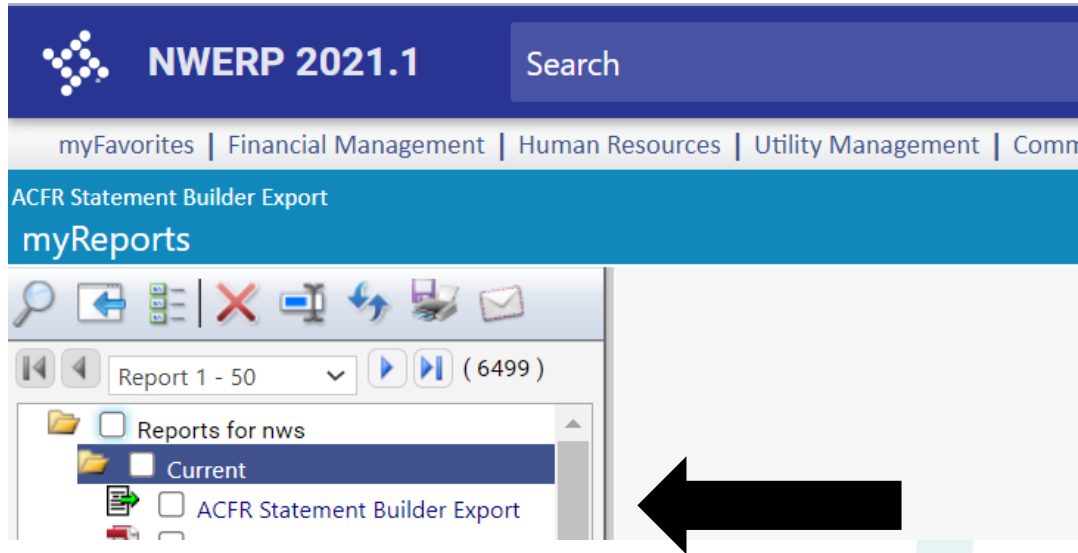
Create Export **Reset**

1- Select reporting year start and end

2- Select your Reporting Company

3- Select Any Reclass Journal Types you want included in the report. (optional)

4- <Create Export>



Select the report. It will download as a .txt file.

For best results, open in Excel for viewing.



Open Excel and select Data



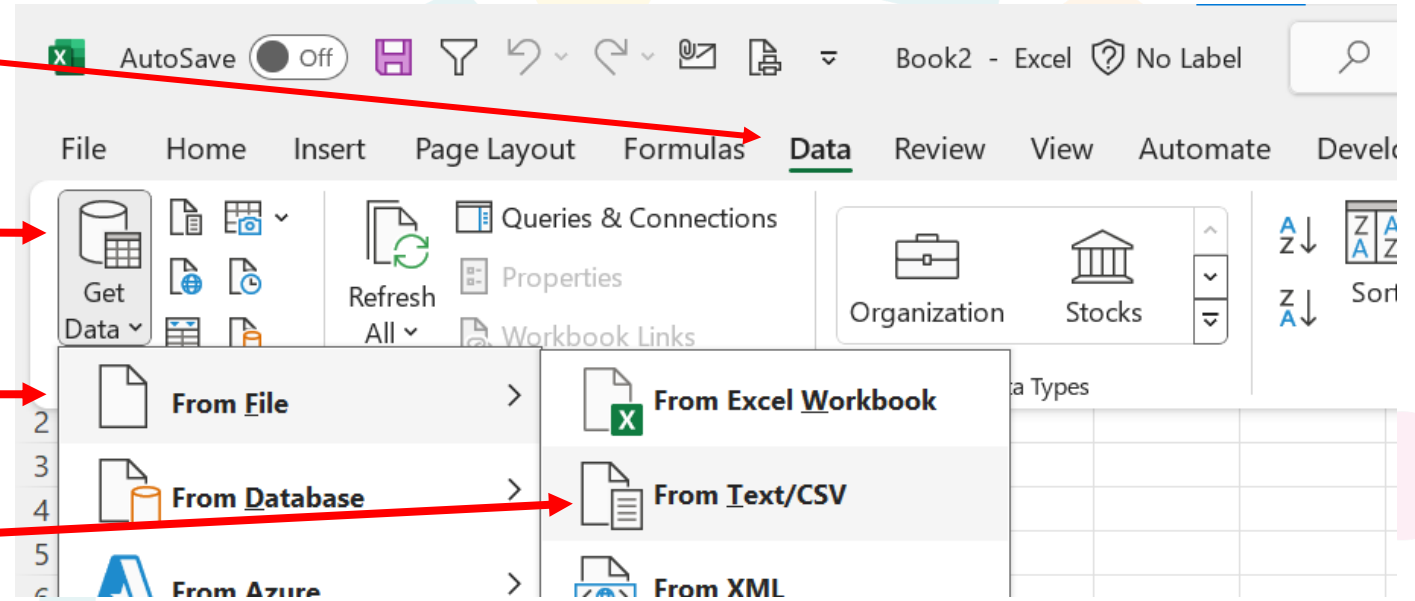
Get Data



From File



From Text/CSV



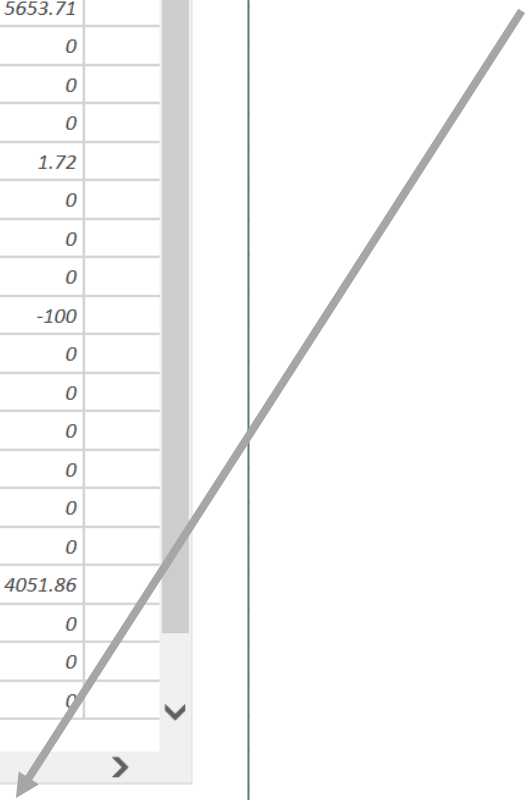
UC90FLWA (1).txt

File Origin: 1252: Western European (Windows) | Delimiter: Comma | Data Type Detection: Based on first 200 rows

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Governmental component unit	101	General Test	101.1010	Cash Outgoing	5552411.2	5569989.64	
Special revenue funds	226	Donations -Recreation Facilities	226.1010	Cash Outgoing	5653.71	5653.71	
Special revenue funds	226	Donations -Recreation Facilities	226.1050	First American Money Market	0	0	
Special revenue funds	226	Donations -Recreation Facilities	226.1054	4M Fund	0	0	
Special revenue funds	226	Donations -Recreation Facilities	226.1060	Investments	0	0	
Special revenue funds	226	Donations -Recreation Facilities	226.1100	Accrued Interest - Investments	1.72	1.72	
Special revenue funds	226	Donations -Recreation Facilities	226.1300	Accounts Receivable	0	0	
Special revenue funds	226	Donations -Recreation Facilities	226.2002	Accounts Payable	0	0	
Special revenue funds	226	Donations -Recreation Facilities	226.2350	Due to Other Funds	0	0	
Special revenue funds	274	Huntington Pointe Operations	274.1010	Cash Outgoing	-100	-100	
Special revenue funds	274	Huntington Pointe Operations	274.1050	First American Money Market	0	0	
Special revenue funds	274	Huntington Pointe Operations	274.1054	4M Fund	0	0	
Special revenue funds	274	Huntington Pointe Operations	274.1060	Investments	0	0	
Special revenue funds	274	Huntington Pointe Operations	274.1100	Accrued Interest - Investments	0	0	
Special revenue funds	274	Huntington Pointe Operations	274.1300	Accounts Receivable	0	0	
Special revenue funds	274	Huntington Pointe Operations	274.2002	Accounts Payable	0	0	
Special revenue funds	216	Donations - Police Reserve	216.1010	Cash Outgoing	4051.86	4051.86	
Special revenue funds	216	Donations - Police Reserve	216.1050	First American Money Market	0	0	
Special revenue funds	216	Donations - Police Reserve	216.1054	4M Fund	0	0	
Special revenue funds	216	Donations - Police Reserve	216.1060	Investments	0	0	

Load | Transform Data | Cancel

Select your file and open it.
Click <Transform Data>



The screenshot shows the Microsoft Power Query Editor interface. The ribbon at the top includes tabs for File, Home, Transform, Add Column, and View. The 'Transform' tab is active, showing options like 'Merge Queries', 'Append Queries', 'Combine Files', 'Manage Parameters', 'Data source settings', and 'New Query'. The main area displays a data table with the following columns: Column1, Column2, Column3, Column4, and Column5. The data rows are numbered 1 through 21. The 'Query Settings' pane on the right shows the query name 'UC90FLWA (1)' and a list of applied steps: 'Source' and 'Changed Type'. A grey arrow points from the 'Close & Load' button in the ribbon to the 'UC90FLWA (1)' query in the Queries list on the left.

	Column1	Column2	Column3	Column4	Column5
1	Governmental component unit	101	General Test	101.1010	Cash Outgoing
2	Special revenue funds	226	Donations -Recreation Facilities	226.1010	Cash Outgoing
3	Special revenue funds	226	Donations -Recreation Facilities	226.1050	First American Mo
4	Special revenue funds	226	Donations -Recreation Facilities	226.1054	4M Fund
5	Special revenue funds	226	Donations -Recreation Facilities	226.1060	Investments
6	Special revenue funds	226	Donations -Recreation Facilities	226.1100	Accrued Interest - I
7	Special revenue funds	226	Donations -Recreation Facilities	226.1300	Accounts Receivab
8	Special revenue funds	226	Donations -Recreation Facilities	226.2002	Accounts Payable
9	Special revenue funds	226	Donations -Recreation Facilities	226.2350	Due to Other Fund
10	Special revenue funds	274	Huntington Pointe Operations	274.1010	Cash Outgoing
11	Special revenue funds	274	Huntington Pointe Operations	274.1050	First American Mo
12	Special revenue funds	274	Huntington Pointe Operations	274.1054	4M Fund
13	Special revenue funds	274	Huntington Pointe Operations	274.1060	Investments
14	Special revenue funds	274	Huntington Pointe Operations	274.1100	Accrued Interest - I
15	Special revenue funds	274	Huntington Pointe Operations	274.1300	Accounts Receivab
16	Special revenue funds	274	Huntington Pointe Operations	274.2002	Accounts Payable
17	Special revenue funds	216	Donations - Police Reserve	216.1010	Cash Outgoing
18	Special revenue funds	216	Donations - Police Reserve	216.1050	First American Mo
19	Special revenue funds	216	Donations - Police Reserve	216.1054	4M Fund
20	Special revenue funds	216	Donations - Police Reserve	216.1060	Investments
21	Special revenue funds	216	Donations - Police Reserve	216.1100	Accrued Interest - I

File will open in Power Query Editor.

Click Close & Load to finish the report.

This report will display

1	Column1	Column2	Column3	Column4	Column5	Column6	Column7
2	Governmental component unit	101	General Test	101.1010	Cash Outgoing	5552411.2	59
3	Special revenue funds	226	Donations -Recreation Facilities	226.1010	Cash Outgoing	5653.71	
4	Special revenue funds	226	Donations -Recreation Facilities	226.1050	First American Money Market	0	
5	Special revenue funds	226	Donations -Recreation Facilities	226.1054	4M Fund	0	
6	Special revenue funds	226	Donations -Recreation Facilities	226.1060	Investments	0	
7	Special revenue funds	226	Donations -Recreation Facilities	226.1100	Accrued Interest - Investments	1.72	
8	Special revenue funds	226	Donations -Recreation Facilities	226.1300	Accounts Receivable	0	
9	Special revenue funds	226	Donations -Recreation Facilities	226.2002	Accounts Payable	0	
10	Special revenue funds	226	Donations -Recreation Facilities	226.2350	Due to Other Funds	0	
11	Special revenue funds	274	Huntington Pointe Operations	274.1010	Cash Outgoing	-100	
12	Special revenue funds	274	Huntington Pointe Operations	274.1050	First American Money Market	0	
13	Special revenue funds	274	Huntington Pointe Operations	274.1054	4M Fund	0	
14	Special revenue funds	274	Huntington Pointe Operations	274.1060	Investments	0	
15	Special revenue funds	274	Huntington Pointe Operations	274.1100	Accrued Interest - Investments	0	
16	Special revenue funds	274	Huntington Pointe Operations	274.1300	Accounts Receivable	0	
17	Special revenue funds	274	Huntington Pointe Operations	274.2002	Accounts Payable	0	
18	Special revenue funds	216	Donations - Police Reserve	216.1010	Cash Outgoing	4051.86	
19	Special revenue funds	216	Donations - Police Reserve	216.1050	First American Money Market	0	
20	Special revenue funds	216	Donations - Police Reserve	216.1054	4M Fund	0	
21	Special revenue funds	216	Donations - Police Reserve	216.1060	Investments	0	
22	Special revenue funds	216	Donations - Police Reserve	216.1100	Accrued Interest - Investments	1.23	
23	Special revenue funds	216	Donations - Police Reserve	216.1300	Accounts Receivable	0	
24	Special revenue funds	216	Donations - Police Reserve	216.2002	Accounts Payable	0	

Alternatively, you can just change the extension and save. The output will look like this:

Governmental component unit	101 General Test	101.101	Cash Outgoing	5552420.82	5569989
Special revenue funds	226 Donations -Recreation Facilities	226.101	Cash Outgoing	5653.71	5653
Special revenue funds	226 Donations -Recreation Facilities	226.105	First American Money Market	0	
Special revenue funds	226 Donations -Recreation Facilities	226.1054	4M Fund	0	
Special revenue funds	226 Donations -Recreation Facilities	226.106	Investments	0	
Special revenue funds	226 Donations -Recreation Facilities	226.11	Accrued Interest - Investments	1.72	1
Special revenue funds	226 Donations -Recreation Facilities	226.13	Accounts Receivable	0	
Special revenue funds	226 Donations -Recreation Facilities	226.2002	Accounts Payable	0	
Special revenue funds	226 Donations -Recreation Facilities	226.235	Due to Other Funds	0	
Special revenue funds	274 Huntington Pointe Operations	274.101	Cash Outgoing	-100	-1
Special revenue funds	274 Huntington Pointe Operations	274.105	First American Money Market	0	
Special revenue funds	274 Huntington Pointe Operations	274.1054	4M Fund	0	
Special revenue funds	274 Huntington Pointe Operations	274.106	Investments	0	
Special revenue funds	274 Huntington Pointe Operations	274.11	Accrued Interest - Investments	0	
Special revenue funds	274 Huntington Pointe Operations	274.13	Accounts Receivable	0	
Special revenue funds	274 Huntington Pointe Operations	274.2002	Accounts Payable	0	
Special revenue funds	216 Donations - Police Reserve	216.101	Cash Outgoing	4051.86	4051
Special revenue funds	216 Donations - Police Reserve	216.105	First American Money Market	0	
Special revenue funds	216 Donations - Police Reserve	216.1054	4M Fund	0	
Special revenue funds	216 Donations - Police Reserve	216.106	Investments	0	
Special revenue funds	216 Donations - Police Reserve	216.11	Accrued Interest - Investments	1.23	1
Special revenue funds	216 Donations - Police Reserve	216.13	Accounts Receivable	0	
Special revenue funds	216 Donations - Police Reserve	216.2002	Accounts Payable	0	
Special revenue funds	216 Donations - Police Reserve	216.235	Due to Other Funds	0	

However you save the file, you will want to add the column headers.

Simply go back to the ACFR Statement Builder page and click the help icon.

Scrolling down to Layout Specifications will give you the header titles. These will have to be manually entered for each column.

1	Fund Type	char(50)	Y	<ul style="list-style-type: none"> » General fund » Special revenue funds » Debt service funds » Permanent funds » Capital projects funds » Enterprise funds » Internal service funds » Custodial funds » Investment trust funds » Pension trust funds » Private-purpose trust funds » Governmental component unit » Business-Type component unit » Non-Reporting 	Fund type must be entered exactly as shown in the Available Values column. 'Non-Reporting' is the default if the fund type does not match the available values.
2	Fund Number	char(10)	Y	User-defined Ex: 100	Does not include masks or spaces.
3	Fund Name	char(100)	Y	User-defined Ex: General Fund	This alphanumeric description can contain any characters except commas.
4	Account Number	char(70)	Y	User-defined Ex: 100-11-501-5458	Number must be entered as the full general ledger account with masks. Cannot include commas.
5	Account Name	char(100)	Y	User-defined Ex: Accounts Payable	This alphanumeric description can contain any characters except commas.
					General Ledger ending balance amounts for the year you are reporting.



The output will look like this.

	Fund				Ending	Beginning
	Number	Fund Name	Account Number	Account Name	Balance for	Balance for
1	Fund Type				Reporting	Fiscal Year
2	Governmental component unit	101 General Test	101.1010	Cash Outgoing	5552411.2	5569989.64
3	Special revenue funds	226 Donations -Recreation Facilities	226.1010	Cash Outgoing	5653.71	5653.71
4	Special revenue funds	226 Donations -Recreation Facilities	226.1050	First American Money Market	0	0
5	Special revenue funds	226 Donations -Recreation Facilities	226.1054	4M Fund	0	0
6	Special revenue funds	226 Donations -Recreation Facilities	226.1060	Investments	0	0
7	Special revenue funds	226 Donations -Recreation Facilities	226.1100	Accrued Interest - Investments	1.72	1.72
8	Special revenue funds	226 Donations -Recreation Facilities	226.1300	Accounts Receivable	0	0
9	Special revenue funds	226 Donations -Recreation Facilities	226.2002	Accounts Payable	0	0
10	Special revenue funds	226 Donations -Recreation Facilities	226.2350	Due to Other Funds	0	0
11	Special revenue funds	274 Huntington Pointe Operations	274.1010	Cash Outgoing	-100	-100
12	Special revenue funds	274 Huntington Pointe Operations	274.1050	First American Money Market	0	0
13	Special revenue funds	274 Huntington Pointe Operations	274.1054	4M Fund	0	0
14	Special revenue funds	274 Huntington Pointe Operations	274.1060	Investments	0	0
15	Special revenue funds	274 Huntington Pointe Operations	274.1100	Accrued Interest - Investments	0	0
16	Special revenue funds	274 Huntington Pointe Operations	274.1300	Accounts Receivable	0	0
17	Special revenue funds	274 Huntington Pointe Operations	274.2002	Accounts Payable	0	0
18	Special revenue funds	216 Donations - Police Reserve	216.1010	Cash Outgoing	4051.86	4051.86
19	Special revenue funds	216 Donations - Police Reserve	216.1050	First American Money Market	0	0



G/L Reporting Codes

? What are G/L Reporting Codes ?

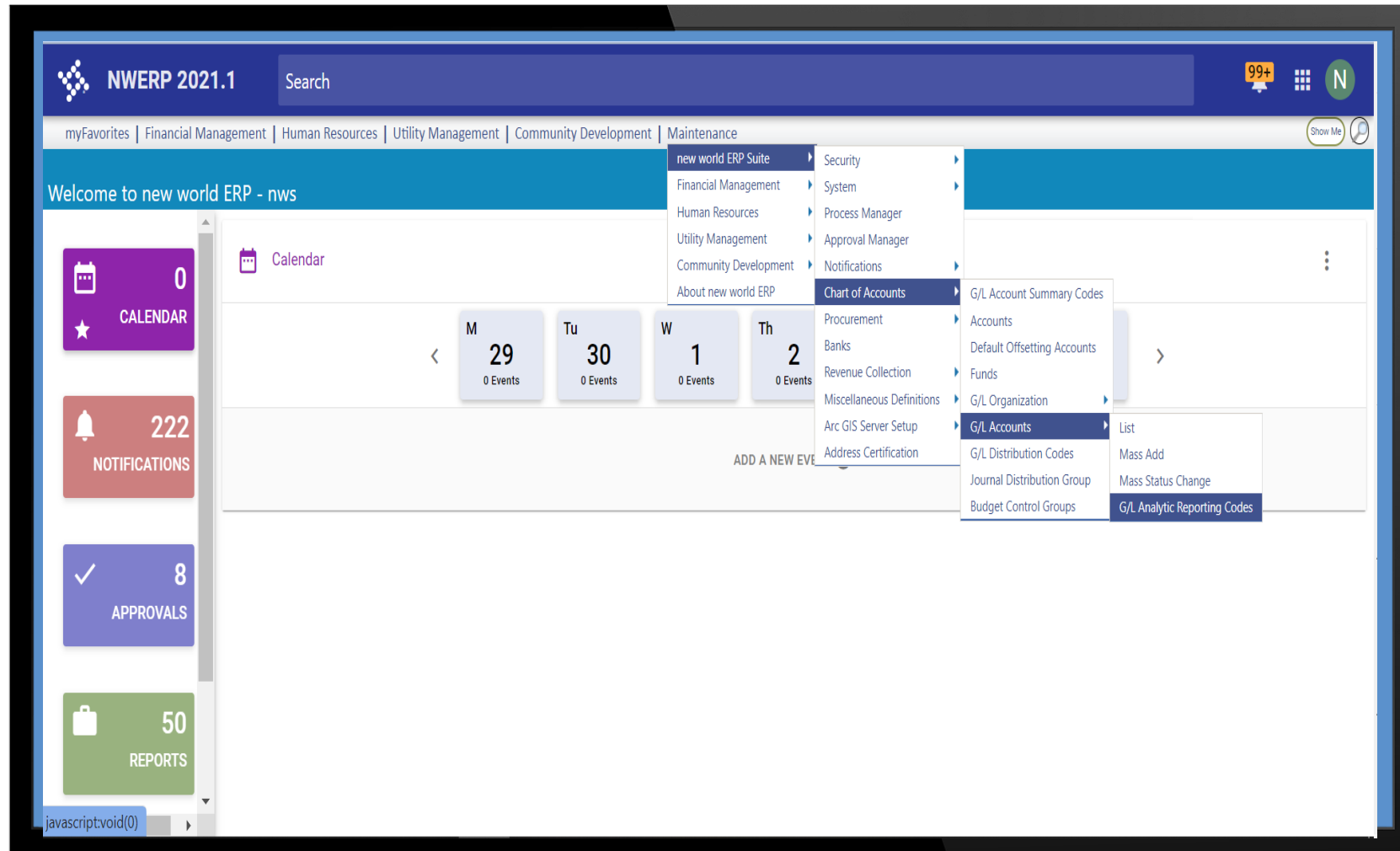
It allows users to create report profiles that have a relationship to general ledger accounts but are not directly related to g/l account or summary code structures.

These profiles will be selected for use in a Business Analytics pivot table.

This is often used for organization-specific financial reporting purposes.

Creating Reporting Codes

Navigate to G/L Analytics Reporting Codes under Chart of Accounts






G/L Analytics Reporting Codes - List

Category	Report Code	Description
Income Statement - Income Statement Reporting	Quarterly Expenses and Revenue	Quarterly Expenses and Revenue

The List page will show all Reporting Codes in the system.


Click <New> to begin creating a reporting code.

 **NWERP 2021.1** Search

myFavorites | Financial Management | Human Resources | Utility Management | Community

G/L Analytics Reporting Codes - List

G/L Analytics Reporting Codes - Setup

- 

Category

Report Code


Description

Save **Save/New** **Reset**

Select a category, enter a Report code and Description.

Click <Save>

Quarterly Expenses and Revenue - Quarterly Expenses and Revenue

Category 

Report Code

Description

Save

Save/New

Reset

Delete

You will see this page, where you will enter the section titles you want to enter your g/l accounts under.

Click *<Add>* on the left to enter each section title.

Seq. No.	Section Title	Rows	Columns
1	Section 1		

Add **Delete** **Reset** **Preview**

Add **Reset** **Delete**



Seq. No.	Section Title	Rows	Columns
1	Revenue		
2	Expenses		

Add **Delete** **Reset** **Preview**

Add **Reset** **Delete**

Having entered the two section titles on the left I can start populating the row and column titles in the right pane.

Select the Row tab and click <Add>



G/L Analytics Reporting Codes - Setup

Quarterly Expenses and Revenue - Quarterly Expenses and Revenue

Seq. No.	Section Title
1	Revenue
2	Expenses

Rows
Revenue
4010
4016
4050
4512
4205
5002

Edit Row

4010 - Current Property Taxes

Code:

Description:

Seq. No.:



G/L Analytics Reporting Codes - Setup

Quarterly Expenses and Revenue - Quarterly Expenses and Revenue

Seq. No.	Section Title	Rows	Columns
1	Revenue	Revenue (1) <ul style="list-style-type: none">4010 - Current Property Taxes (1)4016 - Taxes, Penalties, and Interest (2)4050 - Hotel & Motel Tax (3)4512 - Program Fees - Taxable (4)4205 - Federal Grants - CDBG (5)5002 - Utility Charges (6)	
2	Expenses		

Add **Delete** **Reset** **Preview**

Add **Reset** **Delete**

Highlight the section title and click <Add> to begin adding row title.

In this case I entered base accounts.

NWERP 2021.1 Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

G/L Analytics Reporting Codes - List
G/L Analytics Reporting Codes - Setup

Quarterly Expenses and Revenue - Quarterly Expenses and Revenue

Seq. No.	Section Title
1	Revenue
2	Expenses

Rows

Revenue
General
Special
Enterprise

Edit Column

General - General

Code:

Description:

Seq. No.:

Follow the same process under the Columns tab. In this case I entered Fund Types.

G/L accounts will be added at the intersection of these rows and columns.

Quarterly Expense and Revenue - Quarterly Expense and Revenue

Seq. No.	Section Title	Rows	Columns
1	Revenue	Revenue (1) <ul style="list-style-type: none">.....4010 - Current Property Taxes (1).....4016 - Taxes, Penalties, and Interest (2).....4050 - Hotel & Motel Tax (3).....4512 - Program Fees - Taxable (4).....4205 - Federal Grants - CDBG (5).....5002 - Utility Charges (6)	
2	Expenses		

[Add](#) [Delete](#) [Reset](#) [Preview](#)

[Add](#) [Reset](#) [Delete](#)

When the Section, Row and Column titles are complete you will return to this page.

To view the table you have constructed, click *<Preview>*.

In our example we will just focus on the revenue accounts.



G/L Analytics Reporting Codes - Entry

		General - General	Special Revenue -	Enterprise - Enterpr
4010	Current Property Taxes	✓	✗	✗
4016	Taxes, Penalties, and Interest	✗	✓	✗
4050	Hotel & Motel Tax	✗	✓	✗
4512	Program Fees - Taxable	✗	✓	✗
4205	Federal Grants - CDBG	✗	✓	✗
5002	Utility Charges	✗	✗	✓

Refresh

Click the x at the intersection to bring up this search page for g/l accounts to add.

G/L Analytics Reporting Codes - G/L Select [X]

Row [4010 - Current Property Taxes] Column [General - General]

G/L Organization Set [] Account [] Account Type [All] Classification [] Function/Subfunction []

[Search] [Reset]

G/L Account	Description
101.10.30	Warren County Testing Warren County Testing
101.100	test
101.1000	New Expense Delete
101.1010	Cash Outgoing
101.1012	Payroll Bank Account
101.1020	EDA Bank Account
101.1022	Townhome Loan Accounts b
101.1024.01	Huntington Pointe Operations Disbursement Ac...
101.1024.02	Huntington Pointe Operations Revenue Account
101.1024.03	Huntington Pointe Operations Deposit Account
101.1030.01	Change Funds Deputy Registrar
101.1030.02	Change Funds Police

1 - 100 of 13411 records [Prev] Pg 1 of 135 [Next]

[Save] [Reset] [Close]

[G/L Account] [Add]

Selected

G/L Account	Description
101.4010	Current Property Taxes
101.4016	Taxes Penalties & Interest
903.4010	Current Property Taxes

1 - 3 of 3 records [Prev] 1 [Next]

G/L Analytics Reporting Codes - G/L Select

Row: 4010 - Current Property Taxes | Column: General - General

G/L Organization Set: | Account: | Account Type: All | Classification: | Function/Subfunction: | G/L Account: **Add**

Search **Reset**

G/L Account	Description
101.10.30	Warren County Testing Warren County Testing
101.100	test
101.1000	New Expense Delete
101.1010	Cash Outgoing
101.1012	Payroll Bank Account
101.1020	EDA Bank Account
101.1022	Townhome Loan Accounts b
101.1024.01	Huntington Pointe Operations Disbursement Ac...
101.1024.02	Huntington Pointe Operations Revenue Account
101.1024.03	Huntington Pointe Operations Deposit Account
101.1030.01	Change Funds Deputy Registrar
101.1030.02	Change Funds Police

1 - 100 of 13411 records | Prev Pg 1 of 135 Next

Save **Reset** **Close**

G/L Account	Description
101.4010	Current Property Taxes
101.4016	Taxes Penalties & Interest
903.4010	Current Property Taxes

1 - 3 of 3 records | Prev 1 Next

The search fields allow you to select from the accounts on the left for inclusion to that intersection of accounts and fund types.



		General - General	Special Revenue -	Enterprise - Enterp
I010	Current Property Taxes	✓	✓	✗
I016	Taxes, Penalties, and Interest	✗	✓	✗
I050	Hotel & Motel Tax	✗	✓	✗
I512	Program Fees - Taxable	✗	✓	✗
I205	Federal Grants - CDBG	✗	✓	✗
I002	Utility Charges	✗	✗	✓

Refresh

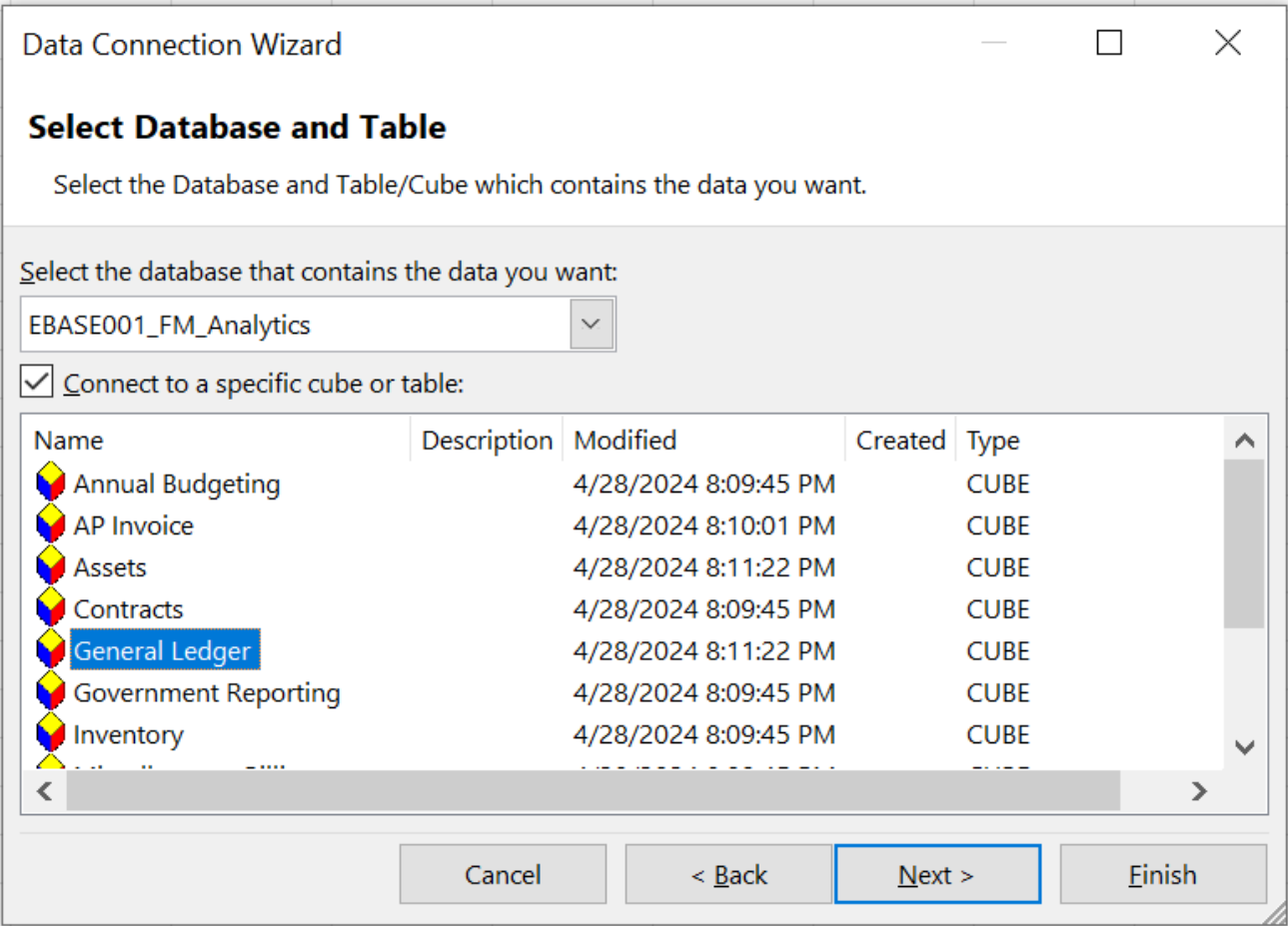
The preview pane will show all the intersections that have been populated with g/l account numbers with a ✓

Now that I've created a Reporting Code, how do I use it?



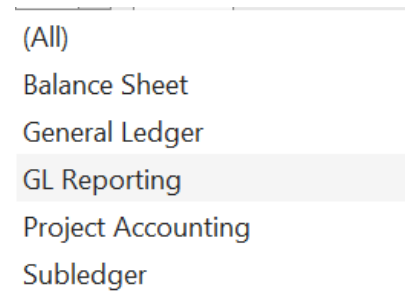
The Reporting Codes will be used in Business Analytics and will be available after the cubes are refreshed.

Select the General Ledger Cube.

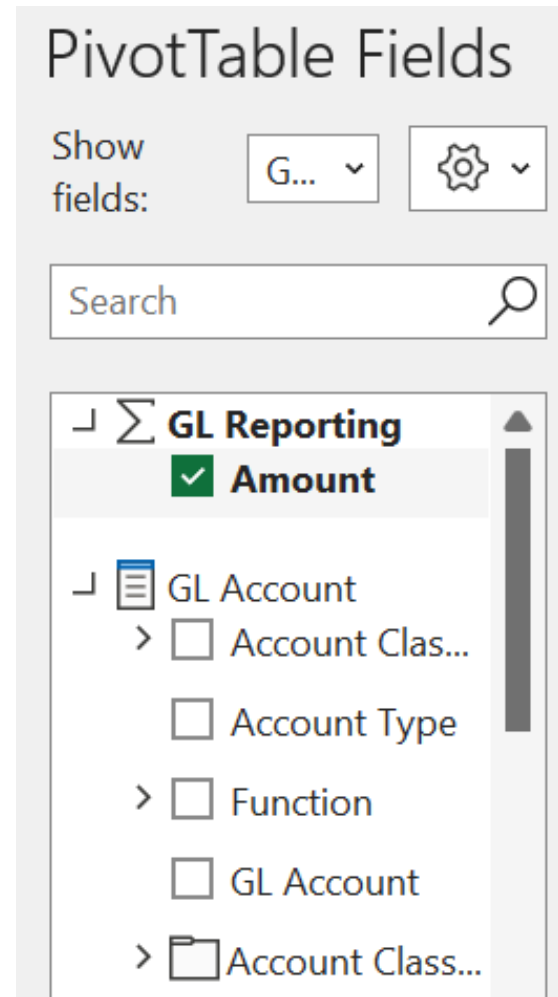




Select the **GL Reporting** measure group from the **Show Fields** dropdown.



From the GL Reporting measure group, check the box to add Amount measure to the pivot table.



At this point there are different ways to use the reporting codes.

1- They can be added to the **Rows** area to build a report with directly.

2- They can be added to the **Filters** list to build a report around.

We will take a look at both approaches in turn.

The Report Code(s) created in NWERP can be accessed in the dimensions list under **Reporting Header**.

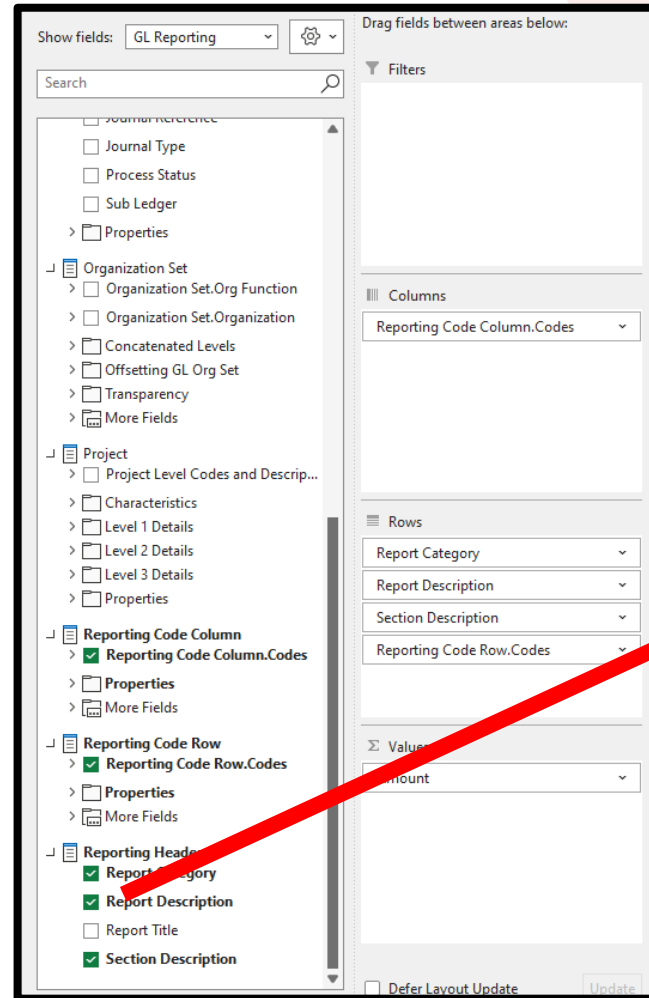
- └ Reporting Header
 - Report Category
 - Report Description
 - Report Title
 - Section Description

The columns and Rows can be accessed under Reporting Code Column and Reporting Code Rows.

- └ Reporting Code Column
 - > Reporting Code Column.Codes
 - > Properties
 - > More Fields
- └ Reporting Code Row
 - > Reporting Code Row.Codes
 - > Properties
 - > More Fields

Select **Report Category**, **Report Description** and **Section Description** under **Reporting Header**. These will default to the **Rows** area.

Then select **Reporting Code Column** and **Reporting Code Row** and move them to their respective areas.



- Reporting Header
 - Report Category
 - Report Description
 - Report Title
 - Section Description

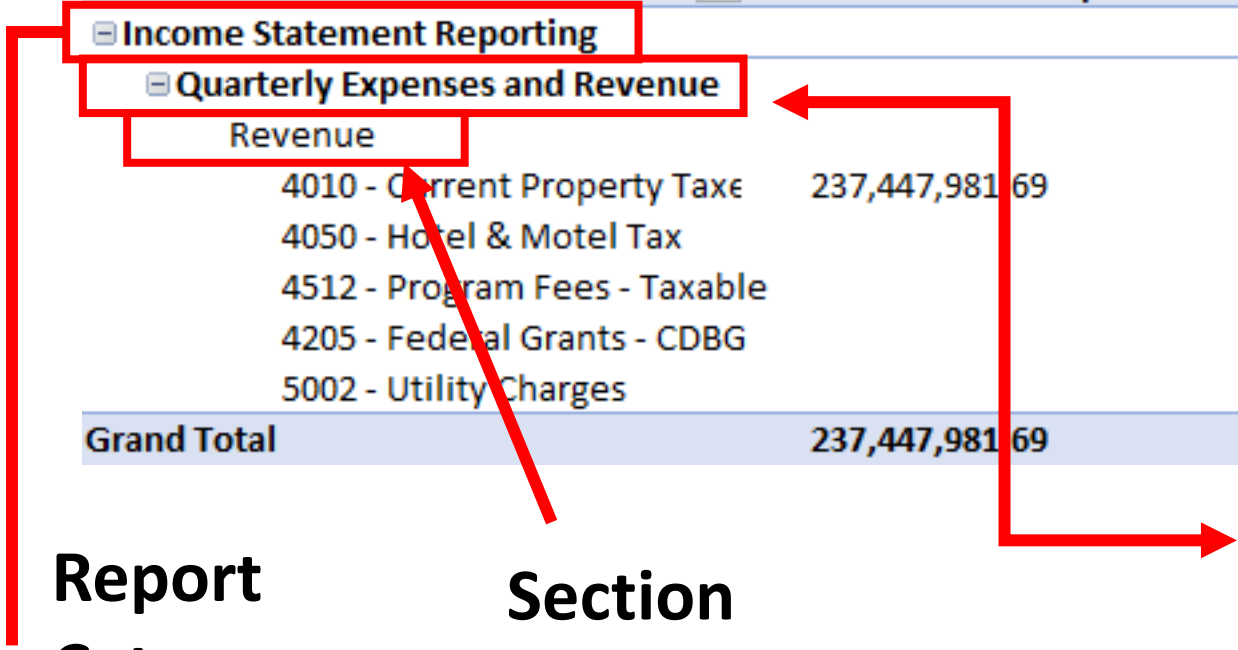
The result will reflect the layout created in NWERP and can be modified with filters and additional information as needed.

Amount	Column Labels			
Row Labels	General	General Special Revenue	Special Revenue Enterprise	Enterprise Grand Total
Income Statement Reporting				
Quarterly Expenses and Revenue				
Revenue				
4010 - Current Property Tax	237,447,981.69			237,447,981.69
4050 - Hotel & Motel Tax		38,703.61		38,703.61
4512 - Program Fees - Taxable		(1,770.86)		(1,770.86)
4205 - Federal Grants - CDBG		(460,550.91)		(460,550.91)
5002 - Utility Charges			(107,855,190.34)	(107,855,190.34)
Grand Total	237,447,981.69	(423,618.16)	(107,855,190.34)	129,169,173.19

Report Category

Section Description

Report Description



Alternatively, we can move the Report Category and Section Description(s) to filters and can create a report with them.

Report Category	Income Statement Reporting			
Section Description	Revenue			
Amount	Column Labels			
Row Labels	General - General	Special Revenue - Special Revenue Enterprise - Enterprise	Enterprise	Grand Total
4010 - Current Property Taxes	237,447,981.69			237,447,981.69
4050 - Hotel & Motel Tax		38,703.61		38,703.61
4512 - Program Fees - Taxable		(1,770.86)		(1,770.86)
4205 - Federal Grants - CDBG		(460,550.91)		(460,550.91)
5002 - Utility Charges			(107,855,190.34)	(107,855,190.34)
Grand Total	237,447,981.69	(423,618.16)	(107,855,190.34)	129,169,173.19

PivotTable Fields

Row fields: (All)

Search

Drag fields between areas below:

Filters

- Report Category
- Section Description

Balance Sheet

- Activity Amount
- BAL Ending Balance
- LTD Ending Balance
- YTD Ending Balance

General Ledger



Inquiries

4 Different ways to make the most of Inquiries

1- G/L Organization

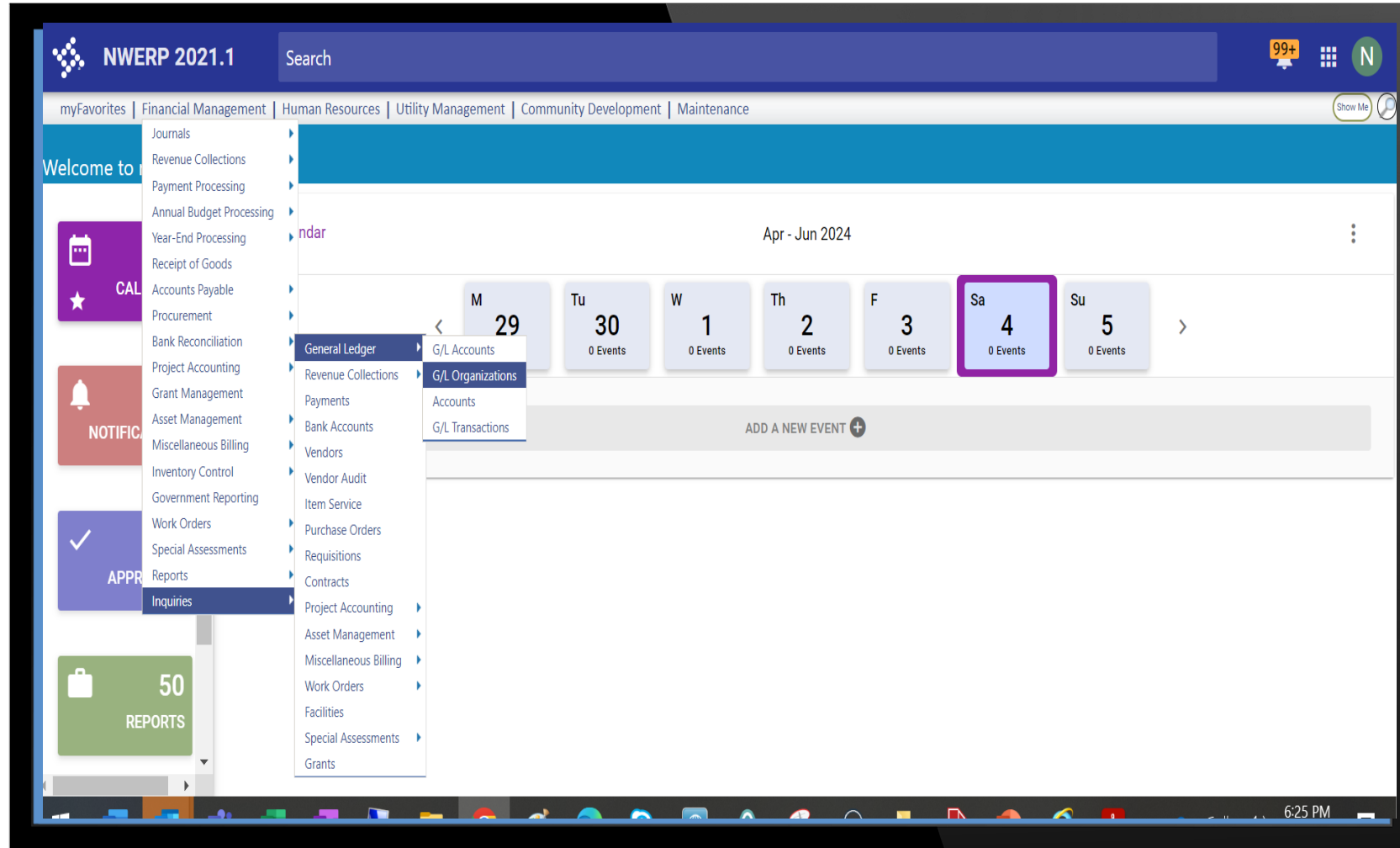
2- Cross Fund Account inquiry

3- Payments Inquiry

4- Vendor Audit Inquiry

5- Item Service

G/L Organization Inquiry



G/L Organization Inquiry

Organization Inquiry

Fiscal Year: 2022

Organization Set: 101-15-19 - General Test, Finance, Custo

Summarization Level: None

Account Type: Expense

Reclassification Journal Type: [dropdown]

Prior Fiscal Year Activity: Include

Include Unposted Transactions:

101-15-15 - General Test, Finance, Financial Services Fiscal Year: 2022

Account Number	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance
6168	Life Insurance	\$168.00	\$168.00	\$0.00	\$0.00	\$
6169	Benefits Turnover Savings	(\$15,558.00)	(\$15,558.00)	\$0.00	\$0.00	(\$15,558.00)
6173	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$265.93	(\$265.93)
6176	Workers Compensation	\$3,052.00	\$3,052.00	\$0.00	\$0.00	\$3,052.00
6206	Operating Supplies	\$4,500.00	\$4,500.00	\$77,342.00	\$5,029,187.68	(\$5,102,000.00)
6210	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6302	Audit Services	\$38,800.00	\$38,800.00	\$0.00	\$0.00	\$38,800.00
6310	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6328	Other Contractual Services	\$11,655.00	\$11,655.00	\$0.00	\$0.00	\$11,655.00

A better overview of departmental transactions and budget than g/l inquiry.

Can view expense, revenue or balance sheet accounts by org level.

Can drill into g/l accounts from here and see activity over fiscal year.

G/L Organization Inquiry

Overview of activity and balances

Historical budget activity

Print screen option

The screenshot displays the 'G/L Account Inquiry - 101-15-15.6206 - Operating Supplies' page. The interface includes a top navigation bar with 'myFavorites' and various department links. A search bar is present at the top. Below the search bar, there are filters for 'Fiscal Year' (set to 2022) and 'G/L Account' (101-15-15.6206 - Operating Su). A 'Save Search' checkbox and 'Search'/'Reset' buttons are also visible. The main content area shows a summary table for 'Classification Supplies' for 'Fiscal Year 2022'. A red box highlights the 'Summary' tab and a print icon. The table below shows monthly data for Budget, Amendments, Encumbrances, Expenses, Current YTD Balance, and Percent Used.

Classification Supplies		Fiscal Year 2022				
	Amended Budget	Encumbrances	Expenses	YTD Balance	Percent Used	
	\$4,500.00	\$510.00	\$5,047,247.24	-\$5,043,257.24	112172%	
Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
January	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
February	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
March	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
April	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
May	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
June	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
July	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
August	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
September	\$0.00	\$0.00	\$0.00	\$45,900.00	-\$41,400.00	1,020%
October	\$0.00	\$0.00	\$510.00	\$5,001,347.24	-\$5,043,257.24	112,172%
November	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,043,257.24	112,172%
December	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,043,257.24	112,172%

Annual Totals YTD Reclass Journal Type Prior Year Include

Classification **Supplies** Fiscal Year **2024**

	Amended Budget \$40,000.00	Encumbrances \$0.00	Expenses -\$5.00	YTD Balance \$40,005.00	Percent Used 0%	
Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
February	\$0.00	\$0.00	\$0.00	-\$5.00	\$5.00	---
March	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	---
April	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,005.00	0%
May	\$0.00	\$0.00	\$0.00	\$0.00	\$40,005.00	0%
June	\$0.00	\$0.00	\$0.00	\$0.00	\$40,005.00	0%
July	\$0.00	\$0.00	\$0.00	\$0.00	\$40,005.00	0%
August	\$0.00	\$0.00	\$0.00	\$0.00	\$40,005.00	0%
September	\$0.00	\$0.00	\$0.00	\$0.00	\$40,005.00	0%
October	\$0.00	\$0.00	\$0.00	\$0.00	\$40,005.00	0%
November	\$0.00	\$0.00	\$0.00	\$0.00	\$40,005.00	0%
December	\$0.00	\$0.00	\$0.00	\$0.00	\$40,005.00	0%
Total	\$0.00	\$40,000.00	\$0.00	-\$5.00	\$40,005.00	0%
Unposted Transactions	\$0.00	\$40,000.00	\$0.00	\$0.00	\$80,005.00	0%
Grand Total	\$0.00	\$80,000.00	\$0.00	(\$5.00)	\$80,005.00	0%

This is the Print Screen output.

G/L Organization Inquiry

NWERP 2021.1 Search 99+ N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

Organization Inquiry

Summarization Level: **Classification** (highlighted in red)
 Account Type: Expense
 Reclassification Journal Type:
 Prior Fiscal Year Activity: Include
 Fiscal Year: 2022
 Organization Set: 101-15-15 - General Test, Finance, Finan...
 Include Unposted Transactions:
 Save Search:
 Search Reset

101-15-15 - General Test, Finance, Financial Services Fiscal Year: 2022

	Amended Budget	Encumbrances	Expenses	Remaining Balance	% Used
	\$782,172.00	\$510.00	\$5,047,247.24	-\$4,265,585.24	645%
Classification	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
+ Salaries	\$0.00	\$0.00	\$0.00	\$0.00	
+ Benefits	\$869,779.00	\$0.00	\$0.00	\$869,779.00	
+ Supplies	\$4,500.00	\$510.00	\$5,047,247.24	(\$5,043,257.24)	1121%
+ Professional services	\$38,800.00	\$0.00	\$0.00	\$38,800.00	
+ Contractual services	\$11,655.00	\$0.00	\$0.00	\$11,655.00	
+ Communications	\$8,720.00	\$0.00	\$0.00	\$8,720.00	
+ Conferences and schools	\$7,748.00	\$0.00	\$0.00	\$7,748.00	
+ Dues and subscriptions	\$2,060.00	\$0.00	\$0.00	\$2,060.00	
+ Other charges	\$12,645.00	\$0.00	\$0.00	\$12,645.00	

- 101 - General Test
 - 01 - Mayor / Council name
 - 02 - test 2nd level org
 - 04 - Administration
 - 08 - Youth Services b
 - 12 - Legal
 - 15 - Finance
 - 15 - Financial Services
 - 17 - Assessing
 - 19 - Customer Service
 - 2 - Test Offset
 - 21 - Community Development
 - 30 - Police
 - 40 - Fire
 - 50 - Engineering / Bldg Inspections

G/L Organization Inquiry

From the Organization page, you can view the balances by **Classification, Organization or Account.**

The screenshot displays the 'Organization Inquiry' page in the NWERP 2021.1 system. The interface includes a navigation bar with 'myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance' and a search bar. The main content area is titled 'Organization Inquiry' and features several filters: Fiscal Year (2022), Organization Set (101-15-15 - General Test, Finance, Finan...), Summarization Level (Classification), Account Type (Expense), Reclassification Journal Type, and Prior Fiscal Year Activity (Include). A 'Save Search' checkbox is checked, and 'Search' and 'Reset' buttons are present.

The primary data is presented in a table for the fiscal year 2022, showing a summary for the organization set '101-15-15 - General Test, Finance, Financial Services'. The summary table has the following data:

	Amended Budget	Encumbrances	Expenses	Remaining Balance	% Used
	\$782,172.00	\$510.00	\$5,047,247.24	-\$4,265,585.24	645%

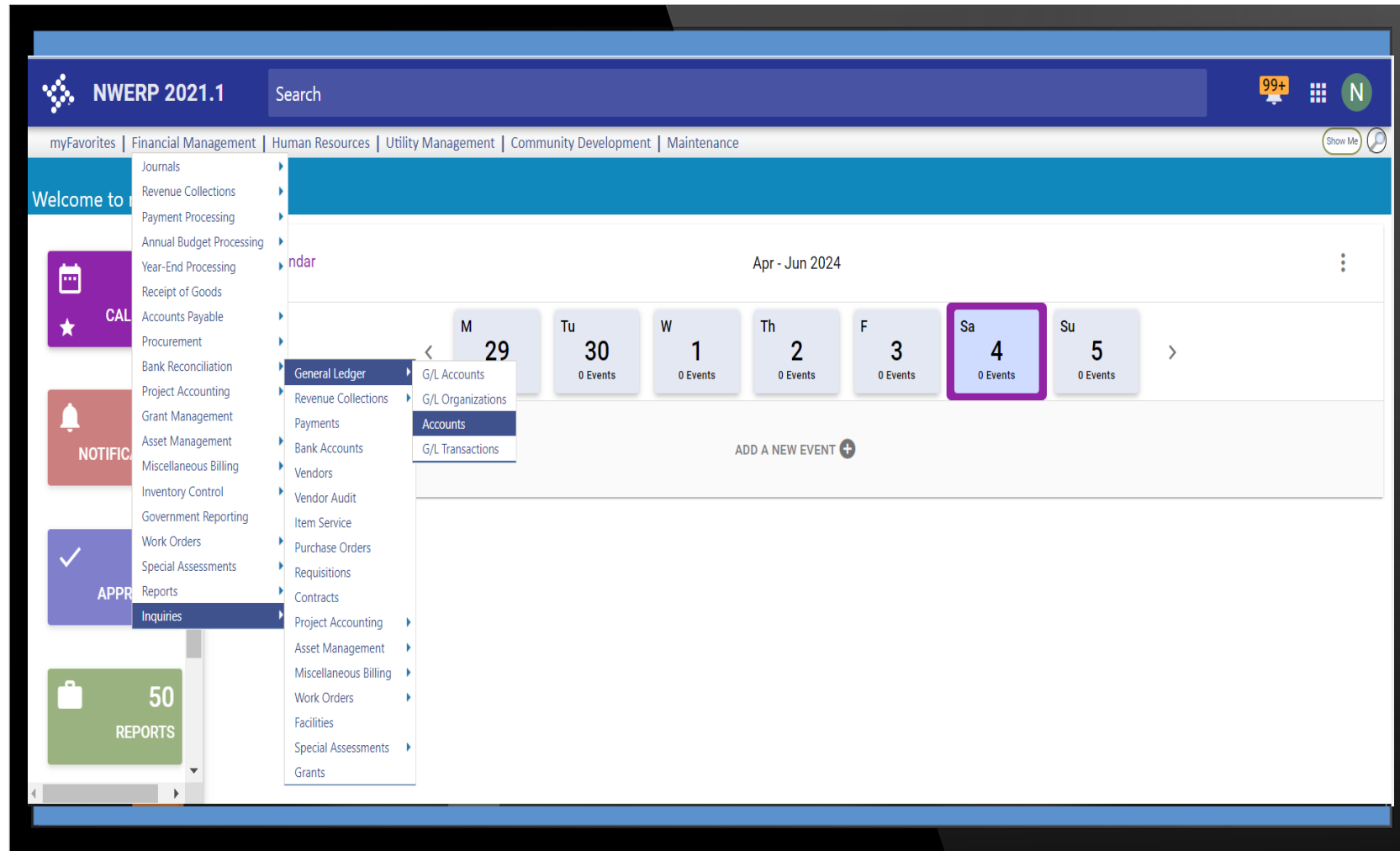
Below the summary is a detailed table showing the breakdown by classification:

Classification	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent U
+ Salaries	\$0.00	\$0.00	\$0.00	\$0.00	
+ Benefits	\$869,779.00	\$0.00	\$0.00	\$869,779.00	
+ Supplies	\$4,500.00	\$510.00	\$5,047,247.24	(\$5,043,257.24)	1121
+ Professional services	\$38,800.00	\$0.00	\$0.00	\$38,800.00	
+ Contractual services	\$11,655.00	\$0.00	\$0.00	\$11,655.00	
+ Communications	\$8,720.00	\$0.00	\$0.00	\$8,720.00	
+ Conferences and schools	\$7,748.00	\$0.00	\$0.00	\$7,748.00	
+ Dues and subscriptions	\$2,060.00	\$0.00	\$0.00	\$2,060.00	
+ Other charges	\$12,645.00	\$0.00	\$0.00	\$12,645.00	

A left-hand navigation pane shows a tree structure of organizational units, with '15 - Finance' and '15 - Financial Services' highlighted.

2- Cross Fund Account inquiry

Cross Fund Account Inquiry



Account Inquiry

Fiscal Year: 2024

 Account Type: Account

 Account:

 Save Search

Summarization Level: None

 Reclassification Journal Type:

 Include Unposted Transactions:

 Prior Fiscal Year Activity: Include

1010-Cash Outgoing		Fiscal Year: 2024				
Beginning Balance	YTD Debit Amount	YTD Credit Amount	Current Balance	Percent Changed		
\$4,205,279.29	\$1,005.38	-\$15.00	\$4,206,269.67	0%		

- Asset
- \$ 100 test
- \$ 100.999 test test
- \$ 101.2 Test 47 Testing of account name chang
- \$ 101.450 Test 47 Test Subaccount
- \$ 1010 Cash Outgoing**
- \$ 1011 Cash Incoming
- \$ 1012 Payroll Bank Account
- \$ 1020 EDA Bank Account
- \$ 1022 Townhome Loan Accounts b
- \$ 1024.01 Huntington Pointe Operations Disbur
- \$ 1024.02 Huntington Pointe Operations Reven
- \$ 1024.03 Huntington Pointe Operations Depos
- \$ 1030 Change Funds
- \$ 1030.01 Change Funds Deputy Registrar
- \$ 1030.02 Change Funds Police
- \$ 1030.03 Change Funds CAC
- \$ 1030.04 Change Funds CAC - Change Machin
- \$ 1030.05 Change Funds Executive Nine

Organization	Description	Adopted Budget	Beginning Balance	YTD Debit	YTD Credit	Current Balance	Current Year Change %
101	General Test	\$0.00	\$5,552,420.82	\$5.38	\$15.00	\$5,552,411.20	0'
101-01-01	General Test, Mayor / Council name, Legisla...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	++
101-01-01-1072	General Test, Mayor / Council name, Legisla...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	++
101-01-01-1077	General Test, Mayor / Council name, Legisla...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	++
101-01-02	General Test, Mayor / Council name, Commi...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	++
101-01-22	General Test, Mayor / Council name, Proper...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	++
101-2	General Test, Test Offset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	++
103	Demo Bad PO Soft Close	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	++
104	Demo Asset With # Symbol	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	++
1101	Test Fund	\$0.00	(\$230.00)	\$0.00	\$0.00	(\$230.00)	0'
113	Special Assessments Fund	\$0.00	\$1,710.56	\$0.00	\$0.00	\$1,710.56	0'
114	2018 Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	++
115	Testing Pooled Cash	\$0.00	\$21.00	\$0.00	\$0.00	\$21.00	0'

Selected 1010-Cash Outgoing

Cross Fund Account Inquiry

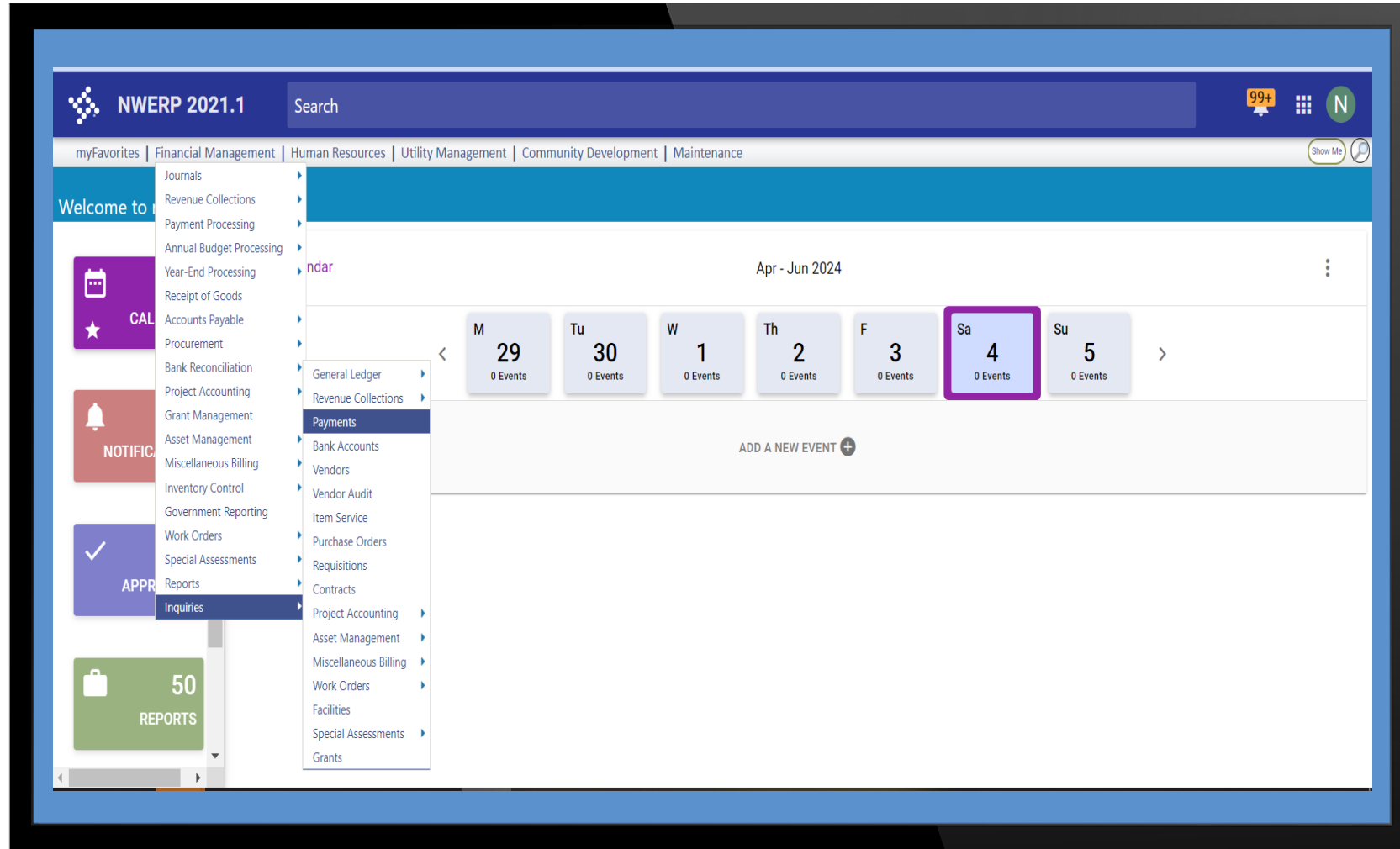
1010-Cash Outgoing				Fiscal Year: 2025						
				Beginning Balance	YTD Debit Amount	YTD Credit Amount	Current Balance	Percent Change		
				\$4,206,269.67	\$0.00	\$0.00	\$4,206,269.67			
Organiz...	Description	Adopted Budget	Beginning Balance	YTD Debit	YTD Credit	Current Balance	Current Year Change %			
101-2	General Test, Test Offset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
103	Demo Bad PO Soft Close	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
104	Demo Asset With # Symbol	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
1101	Test Fund	\$0.00	(\$230.00)	\$0.00	\$0.00	(\$230.00)				
113	Special Assessments Fund	\$0.00	\$1,710.56	\$0.00	\$0.00	\$1,710.56				
114	2018 Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
115	Testing Pooled Cash	\$0.00	\$21.00	\$0.00	\$0.00	\$21.00				
117	Testing Cash Incoming Override	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
201	Community Dev Block Grant	\$0.00	\$779,823.73	\$0.00	\$0.00	\$779,823.73				
202	Federal Stimulus Grants	\$0.00	\$242,595.66	\$0.00	\$0.00	\$242,595.66				

A quick, convenient way to see an account's activity across funds.

Can view cash during reconciliation for current balances.

3- Payments Inquiry

Payments Inquiry



NWERP 2021.1 Search 99+ N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

Payment Inquiry

Hide Search Show Summary

Bank Account [Dropdown]
 Transaction Source [Dropdown]
 From Date: 05/05/2023
 To Date: 05/04/2024
 Date Type: Payment Date
 Transaction Minimum [Input]
 Transaction Maximum [Input]
 Cash G/L Account [Dropdown]

Reconciliation Status

Open
 Reconciled
 Voiced
 Stopped: Include [Dropdown]
 Transaction Type: Checks [Dropdown]
 Check / EFT From Number [Input]
 Check / EFT To Number [Input]

Payee Type [Dropdown]

Search Reset

- Vendor
- Employee
- One-Time Payee
- Miscellaneous Billing Customer
- Licensee
- Utility Account
- Converted/Imported
- Parcel Owner
- All Payee Types

Status	Bank Account	Type	Number	Payment Date	Reconciled	Source	Payee	Amount	APA Status	APA Payment Method
Voided	1234 - test	Check	30	06/13/2023	06/13/2023	Accounts Payable	ANCHOR BLOCK	\$230.00		
Voided	1234 - test	Check	31	06/13/2023	06/13/2023	Accounts Payable	ANCHOR BLOCK	\$230.00		
Open	1234 - test	Check	33	06/23/2023		Accounts Payable	Name Changed Again A & M ...	\$1,000.00		
Voided	1234 - test bank AP	Check	1224123	09/05/2023	11/09/2023	Accounts Payable	Name Changed Again A & M ...	\$0.39		
Open	1234 - test bank AP	Check	1224124	10/13/2023		Accounts Payable	Name Changed Again A & M ...	\$98.00		
Voided	1234 - test bank AP	Check	1224125	01/25/2024	01/25/2024	Accounts Payable	Boris Pavlovic	\$100.00		

Can easily look up payments using any search criteria associated with a payment.

Can look at payments based on Payee Type.

Transaction Maximum

Cash G/L Account



Payee Type

One-Time Payee

Search

Reset

Can look up payments made to one-time payees for 1099 inquiry or verification of payment.

Vender Audit Inquiry

Company Suite Settings

Company ▾

Vendor/Items ▾

Revenue Defaults ▾

Revenue Address ▾

General

Vendor Type form letter vendor - form lett ▾

Vendor Category Form letter vendor category - ▾

Vendor Audit

Track Vendor Changes

Reason Code Requirement Not Required ▾

W9 Processing

W9 Letter Prompt

W9 Form W9 form letter - W9 form lett ▾

Item

NWERP 2021.1 Search

myFavorites | Financial Management | Human Resources | Utility Management

Welcome to

- Journals
- Revenue Collections
- Payment Processing
- Annual Budget Processing
- Year-End Processing
- Receipt of Goods
- Accounts Payable
- Procurement
- Bank Reconciliation
- Project Accounting
- Grant Management
- Asset Management
- Miscellaneous Billing
- Inventory Control
- Government Reporting
- Work Orders
- Special Assessments
- Reports
- Inquiries**
 - General Ledger
 - Revenue Collections
 - Payments
 - Bank Accounts
 - Vendors
 - Vendor Audit**
 - Item Service
 - Purchase Orders
 - Requisitions
 - Contracts
 - Project Accounting
 - Asset Management
 - Miscellaneous Billing
 - Work Orders
 - Facilities
 - Special Assessments
 - Grants

CAL

NOTIFIC.

APPR

50
REPORTS

0
NOTES

Vendor Audit Inquiry is a great way to track changes made against a vendor file.

Vendor Audit Inquiry

From Date: 05/17/2024 Changed by User: <All>

To Date: 05/17/2024 Group:

Vendor: 1224 - PARK CENTER GIRLS HOCKEY BOOSTERS Field:

Search **Reset**

Vendor	Group	Field	Old Value	New Value	Requested By	Request Date	Changed By	Changed Date	Reason Code	Reason Code Text
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
PARK CENTER GIRLS HOCKEY BOOSTERS, James Dandy - 1224	1099 Information	1099 Box		7			nws	05/17/2024		
PARK CENTER GIRLS HOCKEY BOOSTERS, James Dandy - 1224	1099 Information	Default 1099 Type		MISC			nws	05/17/2024		
PARK CENTER GIRLS HOCKEY BOOSTERS, James Dandy - 1224	Purchasing Card	Default Merchant Vendor		10			nws	05/17/2024		
PARK CENTER GIRLS HOCKEY BOOSTERS, James Dandy - 1224	Purchasing Card	Purchasing Card Provider	False	True			nws	05/17/2024		
PARK CENTER GIRLS HOCKEY BOOSTERS, James Dandy - 1224	General	Vendor Name	PARK CENTER GIRLS HO...	PARK CENTER GIRLS HO...			nws	05/17/2024		
PARK CENTER GIRLS HOCKEY BOOSTERS, James Dandy - 1224	Miscellaneous	W9 Compliance Date		5/17/2024 12:00:00 AM			nws	05/17/2024		

When enabled, will show changes made within the Vendor file in Vendor Service.

Vendor Change Requests will not show up here unless approved. The Vendor Change Request page should be used to monitor requested or pending changes.

Item Service

What is Item Service and how can it help me?

- Item Service can show purchasing trends and history of procurement items.
- This can drive the level of specificity needed for creating or amending an item listing.

Item Service

The screenshot displays a software interface for 'Item Service'. At the top, there is a dark blue header with the text 'NWERP 2021.1' and a search bar. Below the header, a navigation bar contains links for 'myFavorites', 'Financial Management', 'Human Resources', 'Utility Management', 'Community Development', and 'Maintenance'. On the left side, there is a vertical menu with several categories: 'Welcome to', 'CAL' (Calendar), 'NOTIFIC' (Notifications), 'APPR' (Approvals), and 'REPORTS'. The 'CAL' category is currently selected, and a sub-menu is open, listing various financial and operational items such as 'General Ledger', 'Revenue Collections', 'Payments', 'Bank Accounts', 'Vendors', 'Vendor Audit', 'Item Service', 'Purchase Orders', 'Requisitions', 'Contracts', 'Project Accounting', 'Asset Management', 'Miscellaneous Billing', 'Work Orders', 'Facilities', 'Special Assessments', and 'Grants'. The 'Item Service' item is highlighted in the sub-menu. The main content area shows a calendar for May 2024. The calendar is a horizontal row of days from Monday (20) to Sunday (26). Each day card displays the day of the week, the date, and '0 Events'. The Monday card (20) is highlighted with a purple border. Below the calendar, there is a button that says 'ADD A NEW EVENT +'. On the left side of the calendar, there are icons for 'CAL' (a calendar icon), 'NOTIFIC' (a bell icon), and 'APPR' (a checkmark icon). At the bottom left, there are icons for 'REPORTS' (a briefcase icon) and 'NOTES' (a pencil icon).

Item Service - 100 Office Supplies


Item

Commodity

Item Number

Go **Reset**

- 100 Office Supplies
 - Characteristics
 - Invoices
 - Receipt of Goods
 - Purchase Orders
 - Bids
- 100 test item
- 111 Grant Test Item with CONST Comm
- 1234 Item
- 123456789 123456789 123456789 123456789
- 123456789 123456789 123456789 123456789
- 123456789 123456789 123456789 123456789
- 2 test inventory item
- 220
- 2500

100 Office Supplies From To 

Accounts Payable Invoices		Receipt of Goods	
Number of Purchases	37	Number of Receipts	6
Total Expenses	\$134,359.39	Total Units	151.0000
Total Units		Unit of Measure	EA
Unit of Measure	*Various*	Number of Returns	0.0000
Quantity/Purchase		Number of Back Orders	0.0000
Cost/Unit			

Purchase Orders		Bids	
Number of Purchases	38	Number of Bids	0
Total Expenses	\$131,694.00	Average Award Price/Unit	0.0000
Total Units	103.0000	Average Quantity	0.0000
Unit of Measure	EA	Average Amount/Bid	\$0.00
Quantity/Purchase	2.7105		
Cost/Unit	1,278.5825		



- Clicking an item gives a summary view of associated AP invoices, Receipts of Goods,
- Can use the Analyze tool.

Select the Procurement Analysis view.

Inventory/Procurement Analysis

The interface displays a table with the following columns: Facility, On Hand, On Order, Est. Delivery, and Quantity Committed. Each column has a filter icon and a dropdown menu. The table is currently empty, showing 0 - 0 of 0 records. Below the table is a chart titled "Inventory by Facility" with a y-axis from 0 to 10 and an x-axis from 0 to 8. The chart is currently blank. A "Chart Format" dropdown is set to "Line".

Facility	On Hand	On Order	Est. Delivery	Quantity Committed
▽ Contains...	▽ Equals...	▽ Equals...	▽ On...	▽ Equals...

0 - 0 of 0 records

Inventory by Facility

Chart Format: Line

OK

Inventory/Procurement Analysis



Vendor	Last Purchase	No. Purchases	Total Expensed	Quantity	U/M	Price Per Unit
2 CITY CHICS	11/10/2023	1	\$1,224.00	1.0000	EA	\$1,224.00
3CMA	07/26/2022	2	\$1,324.63	2.0000	EA	\$662.32
A & M BUSINESS INTERIOR SERVI...	05/09/2024	26	\$124,130.88	139.0000	EA	\$893.03
ACCESS COMMUNICATION INC	01/12/2023	1	\$12.99	1.0000	EA	\$12.99
ACCESS POWER INC	08/16/2022	1	\$1,099.00	1.0000	EA	\$1,099.00
ADMINISTRATION RESOURCES	08/16/2022	1	\$1,221.00	1.0000	EA	\$1,221.00
AIR CHEK INC	04/05/2023	1	\$123.00	1.0000	EA	\$123.00

1 - 28 of 28 records

Prev 1 Next Show 50 records

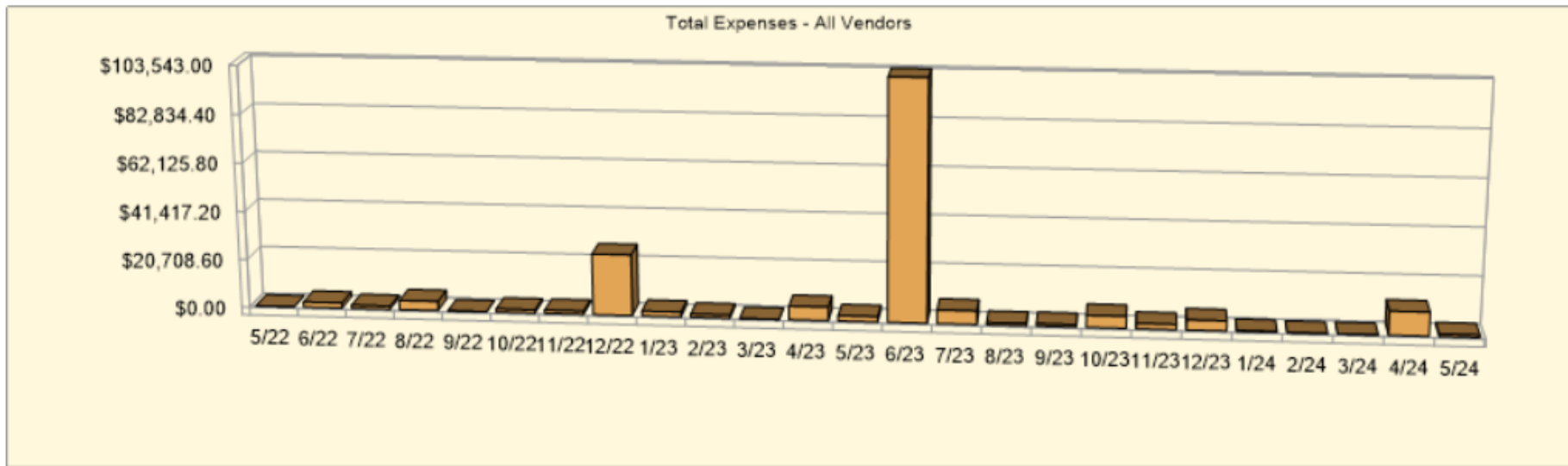
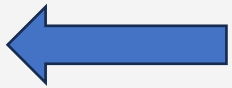
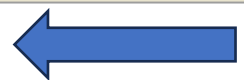


Chart Format **Bar**

Chart for All Vendors



OK

Item Service - 100 Office Supplies

Item

Commodity

Item Number

Go **Reset**

- 100 Office Supplies
- Characteristics
- Invoices**
- Receipt of Goods
- Purchase Orders
- Bids
- 100 test item
- 111 Grant Test Item with CONST Comm
- 1234 Item
- 123456789 123456789 123456789 123456789
- 123456789 123456789 123456789 123456789
- 123456789 123456789 123456789 123456789
- 2 test inventory item
- 220
- 2500

100 Office Supplies

Group by Vendor From 05/21/2023 To 05/20/2024

Number of Purchases **37** Unit of Measure ***Various***
 Total Expenses **\$134,359.39** Quantity/Purchase
 Total Units Cost/Unit

Vendor
Contains...
+ A & M BUSINESS INTERIOR SERVICE , Name Changed Again
+ CITY OF APPLE VALLEY
+ CITY OF BROOKLYN CENTER
+ A-NORTHERN CESSPOOL, KATHY
+ G&K SERVICES
+ ARBOR DAY FOUNDATION
+ OFFICE DEPOT
+ ZEE MEDICAL
+ 2 CITY CHICS
+ WILSON SPORTING GOODS
+ Test Vendor Email Payment Confirmation
+ Dayton, Andrew
+ Netherlands Business

Clicking into Invoices shows vendors with whom the items have been used for purchases.

Can be expanded to list the associated invoices.



Account List

Type

Order By

Account

Un-coded Accounts

Description

<input type="checkbox"/>	Account Type	Account Number	Description	Classification
	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
<input type="checkbox"/>	Expense	10.30	Warren County Testing - Warren County Tes...	Miscellaneous Transactions
<input type="checkbox"/>	Expense	1000	New Expense Delete	Miscellaneous Transactions
<input type="checkbox"/>	Expense	1122	Testing Inquiry	Supplies
<input type="checkbox"/>	Expense	1212	Testing Sales Tax Budget	Supplies
<input type="checkbox"/>	Expense	1234	Dummy Account	Supplies
<input type="checkbox"/>	Expense	1234.123	Dummy Account - Test Dummy Subaccount	Miscellaneous Transactions
<input type="checkbox"/>	Expense	12345	Nonbudgeted Expense	Supplies
<input type="checkbox"/>	Expense	1236	Testing Position Budgeting Stuff	Position Budgeting
<input type="checkbox"/>	Expense	1237	Testing Miscellaneous Transactions	Miscellaneous Transactions
<input type="checkbox"/>	Expense	1238	Testing a really long account description to ...	Miscellaneous Transactions
<input type="checkbox"/>	Expense	5900	Misc Expense (WB)	Miscellaneous Transactions

1 - 100 of 170 records



New



Delete



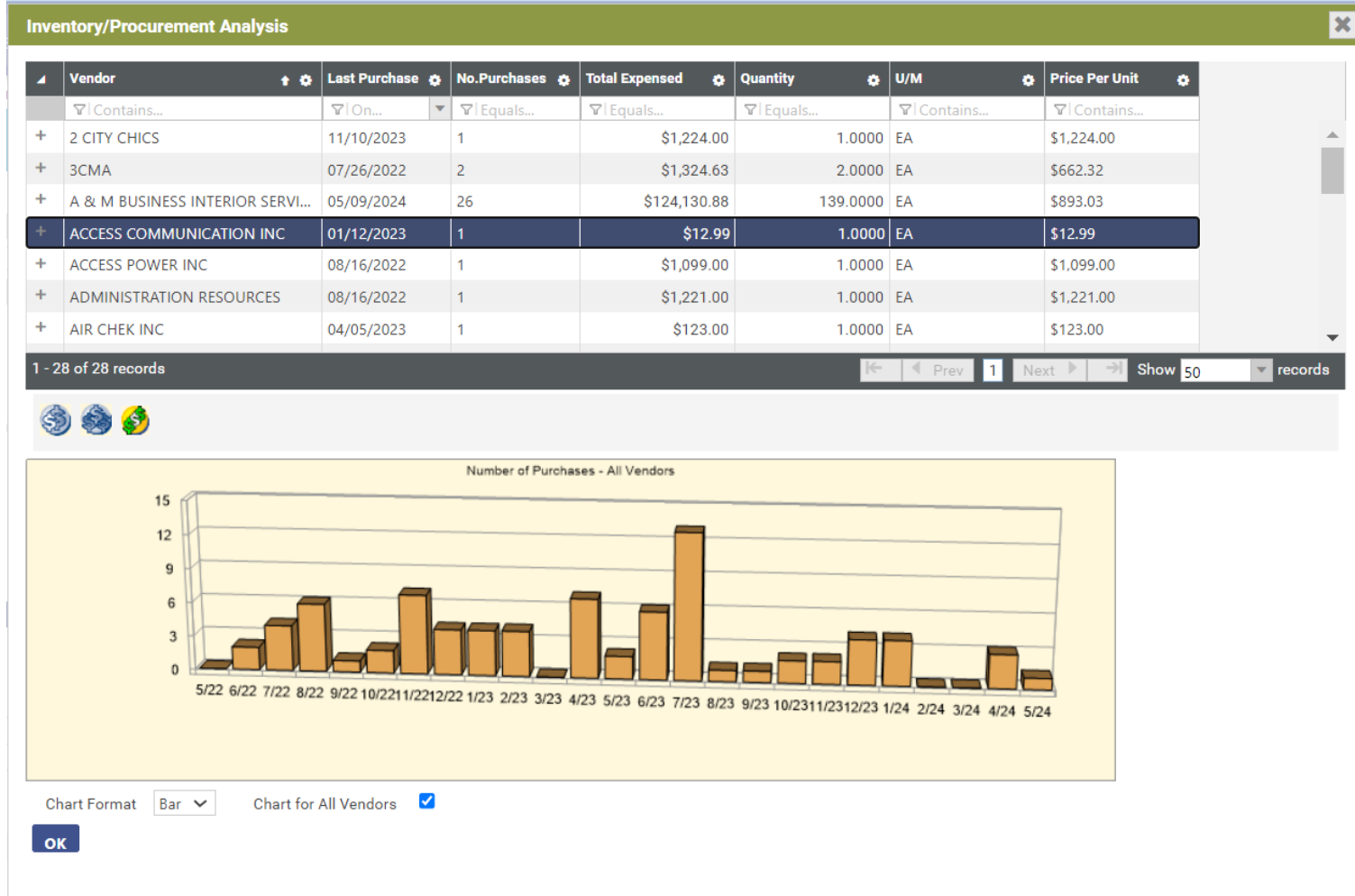
Apply



Print

This inquiry tool, along with the **Item Transaction** and **Item Analysis** reports can help you determine how detailed to be with your list of items.

You will have quick access to a variety of item related profiles.





QUESTIONS





Your feedback is important

Please complete the session survey via the mobile app

We read every submission

We use your input to guide content for future sessions and
to improve our presentations