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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.

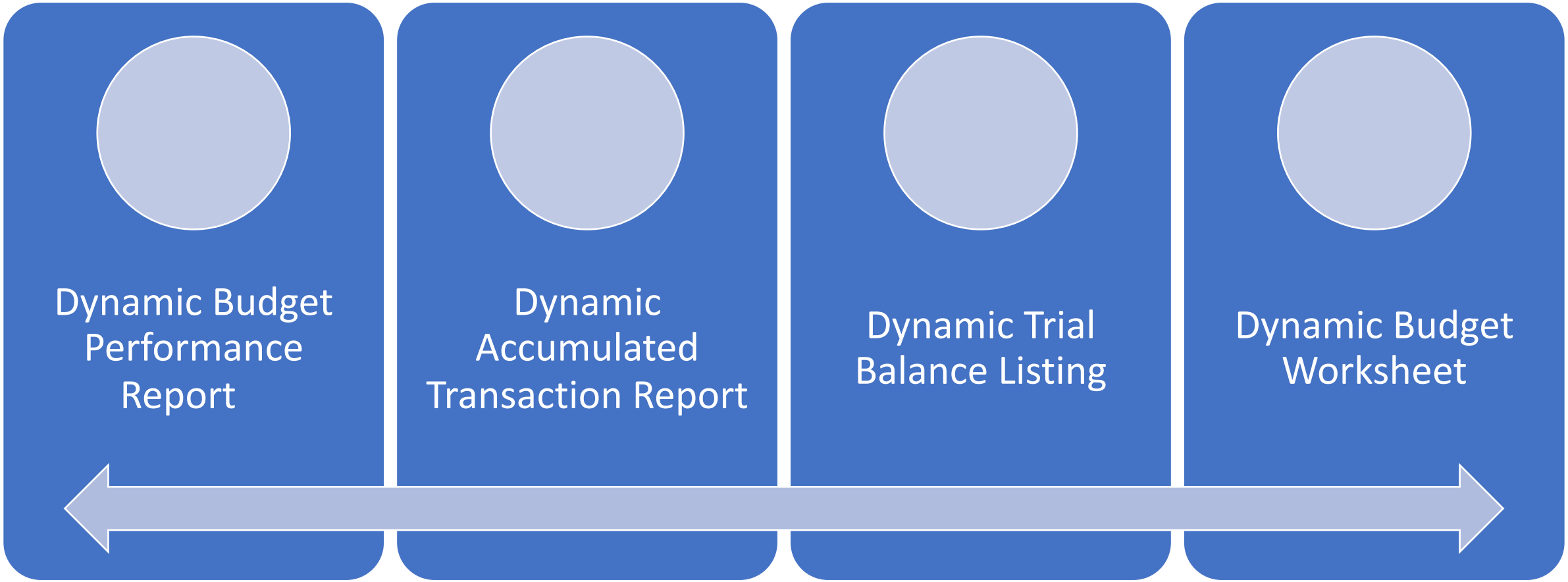
REPORTS AND INQUIRIES

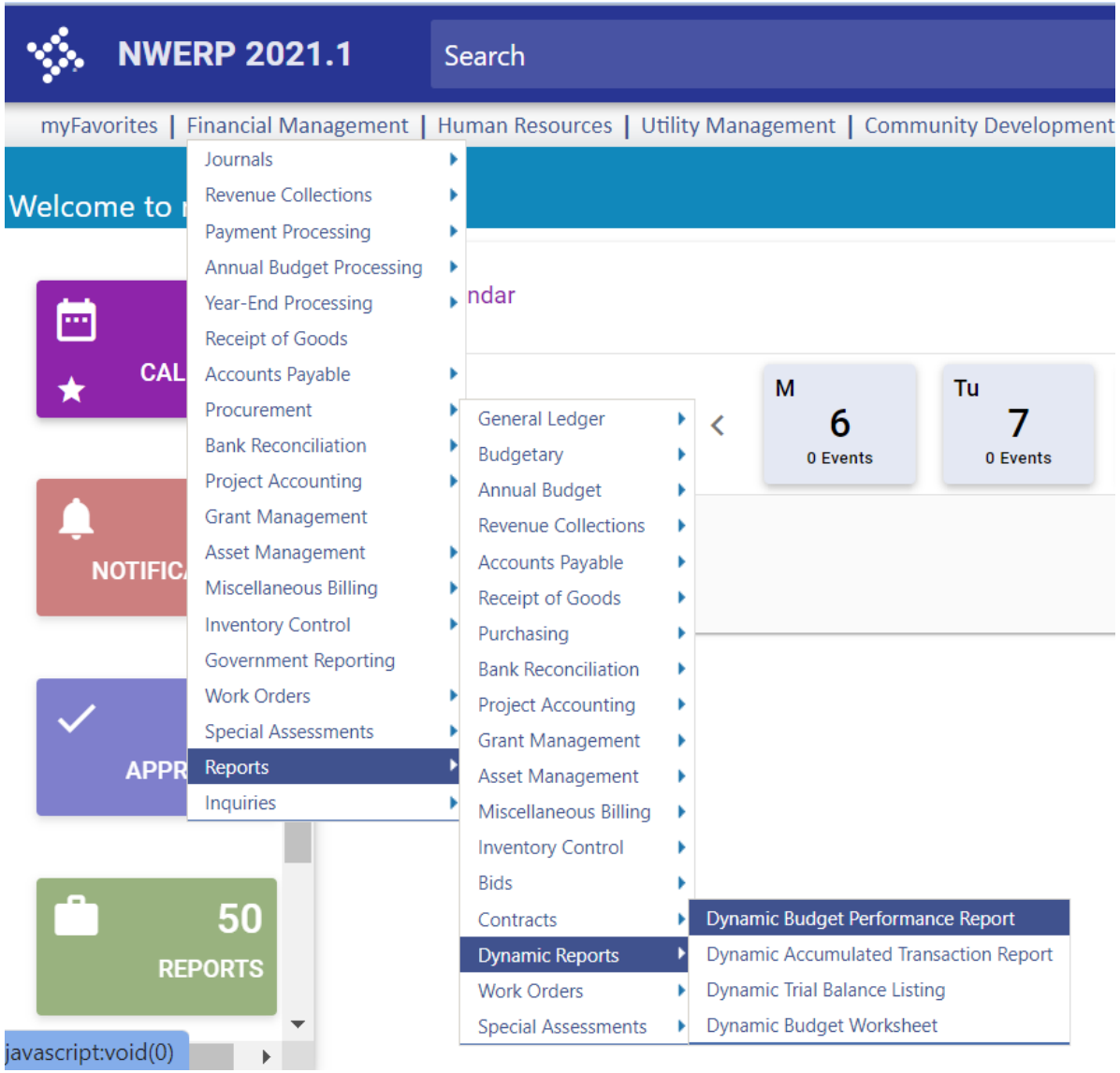
- Dynamic Reports
- ACFR Statement Builder Export
- G/L Reporting Codes
- Inquiries

1. What is Dynamic Reporting

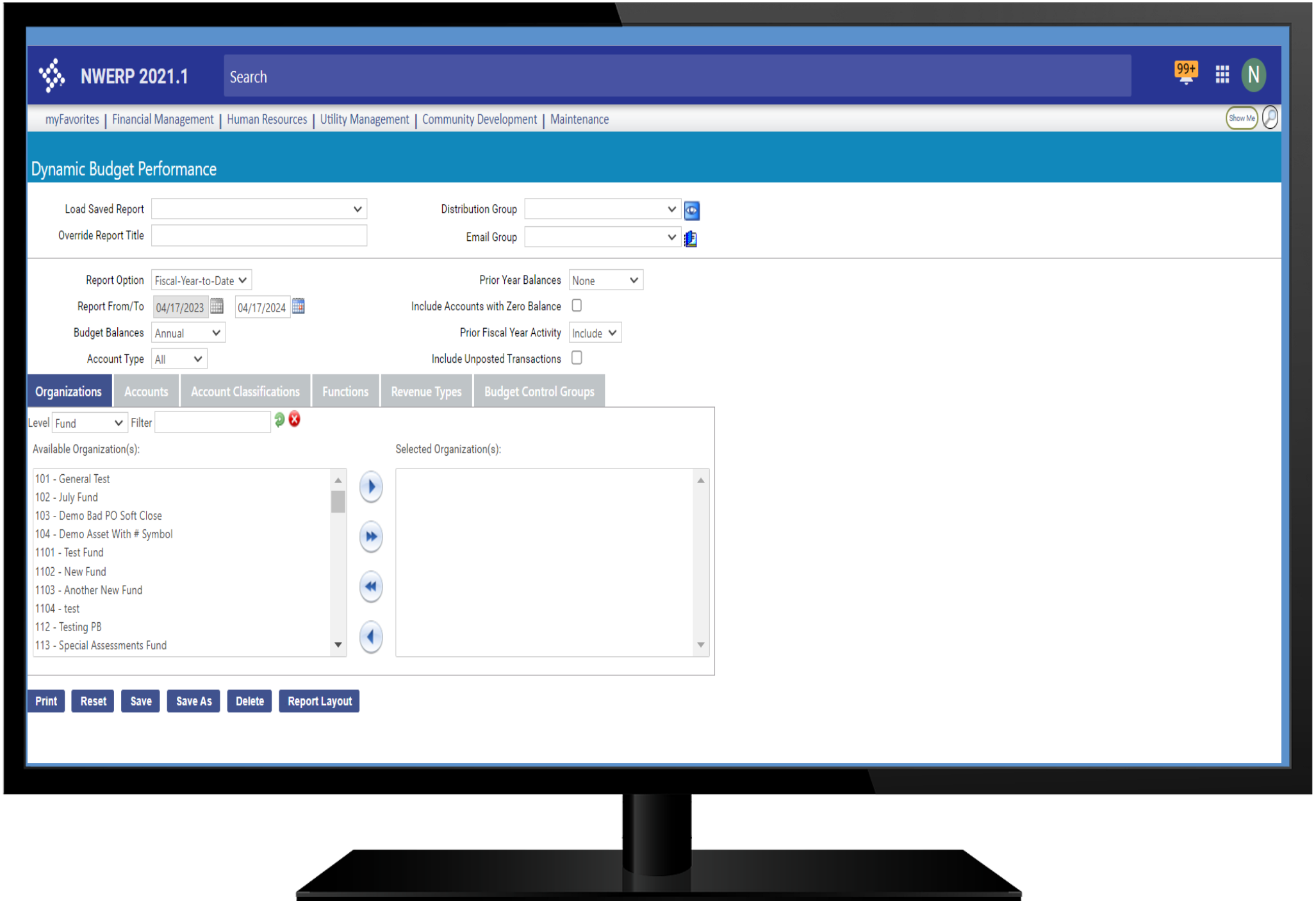
Dynamic Reporting is a version of four reports already in the system, that allows flexibility in their presentation.

What are the Four Dynamic Reports?

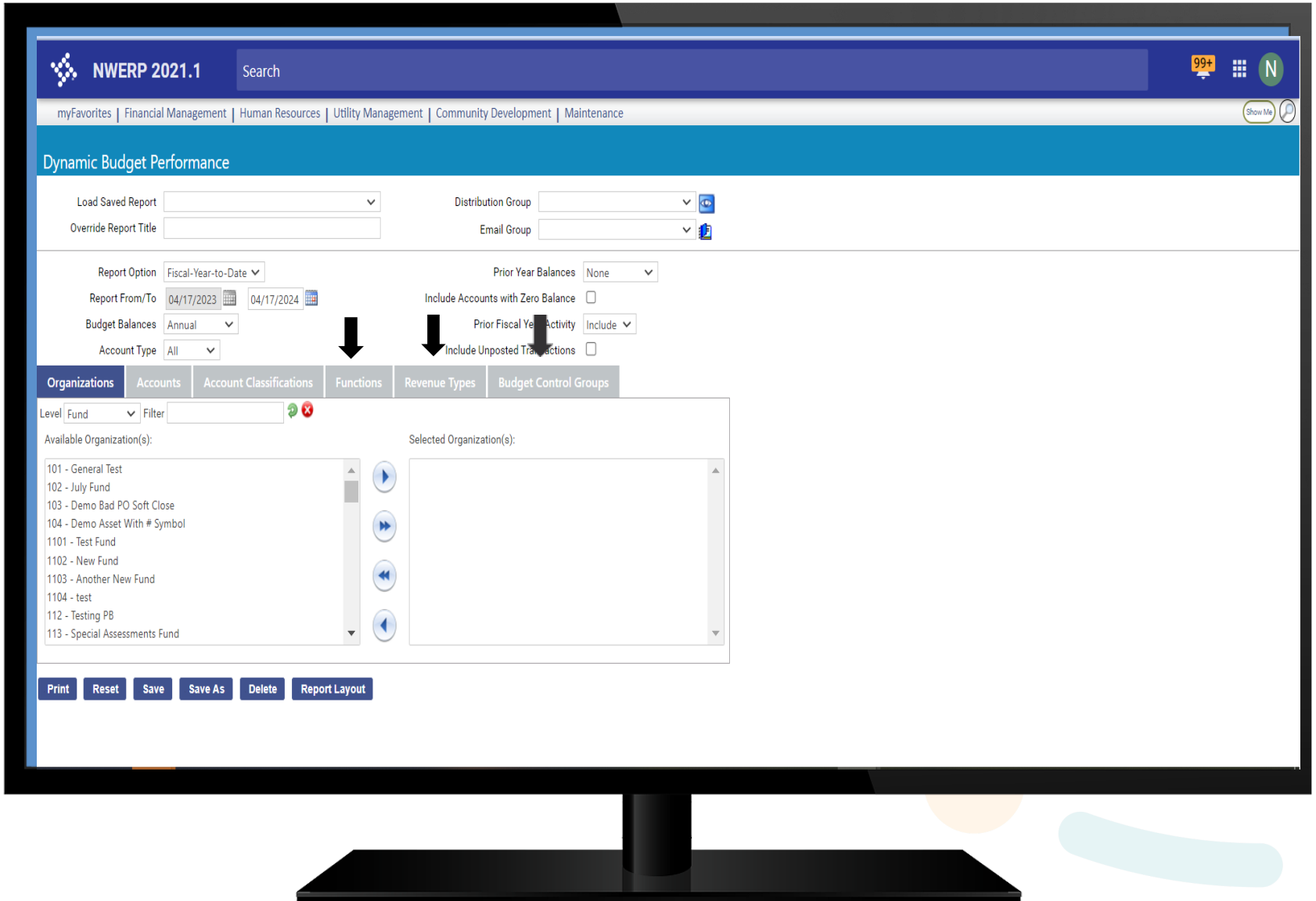




If licensed to Dynamic Reports, you will find it located under **Financial Management > Reports**

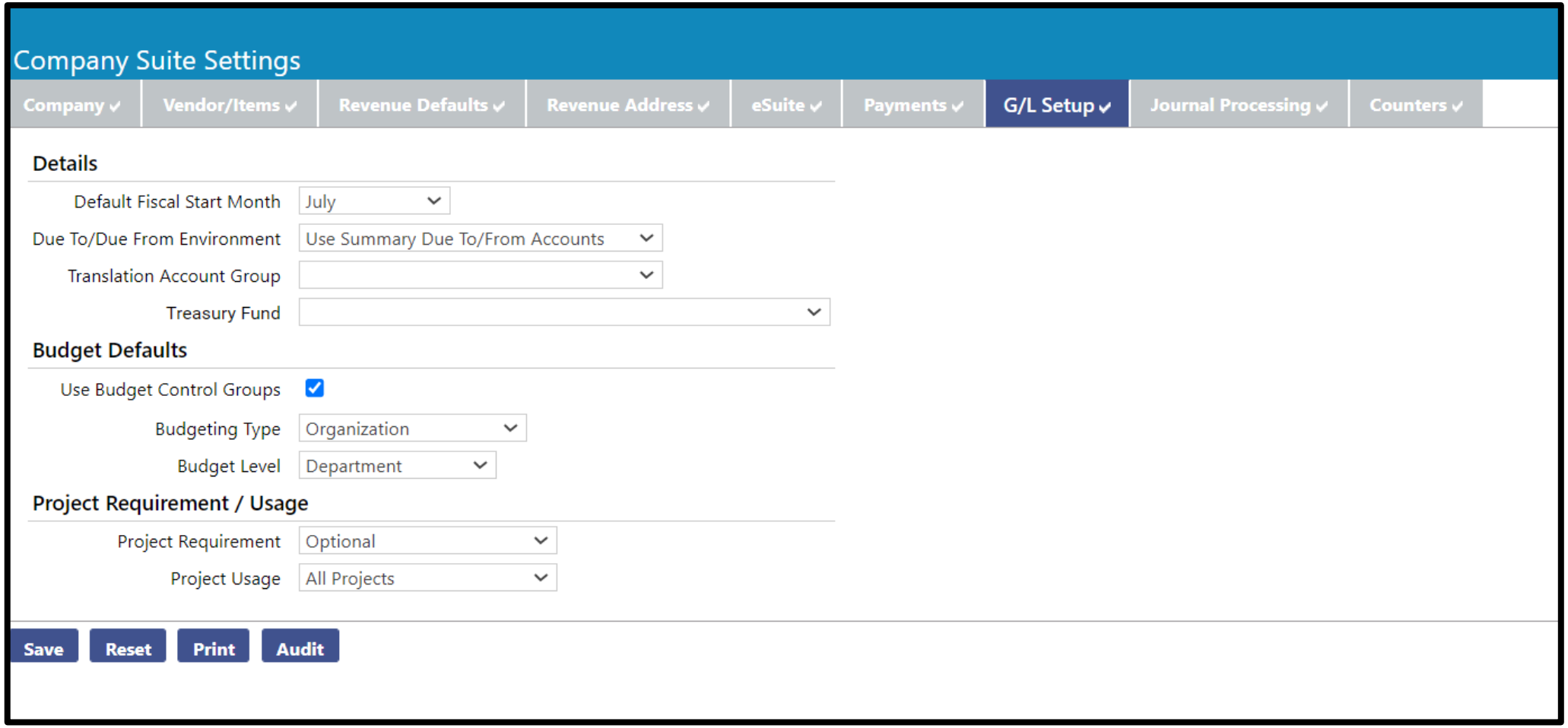

NWERP 2021.1
Search
99+
N
myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance
Show Me
Dynamic Budget Performance
Load Saved Report
Override Report Title
Distribution Group
Email Group
Report Option
Fiscal-Year-to-Date
Report From/To
04/17/2023
04/17/2024
Budget Balances
Annual
Account Type
All
Prior Year Balances
None
Include Accounts with Zero Balance
Prior Fiscal Year Activity
Include
Include Unposted Transactions
Organizations
Accounts
Account Classifications
Functions
Revenue Types
Budget Control Groups
Level
Fund
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

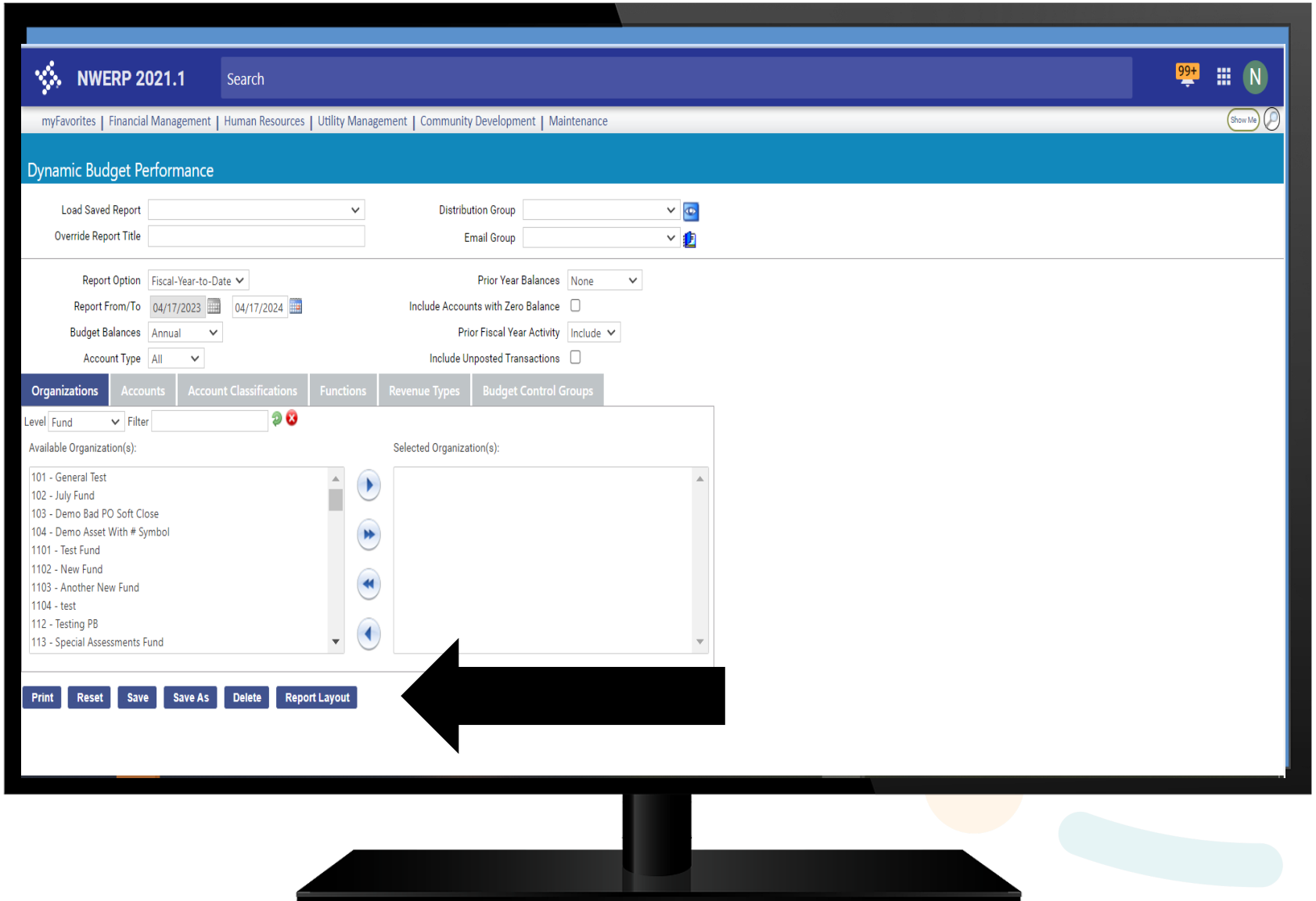
Additional Search Tools Are Available



- Functions
- Revenue Types
- Budget Control Groups

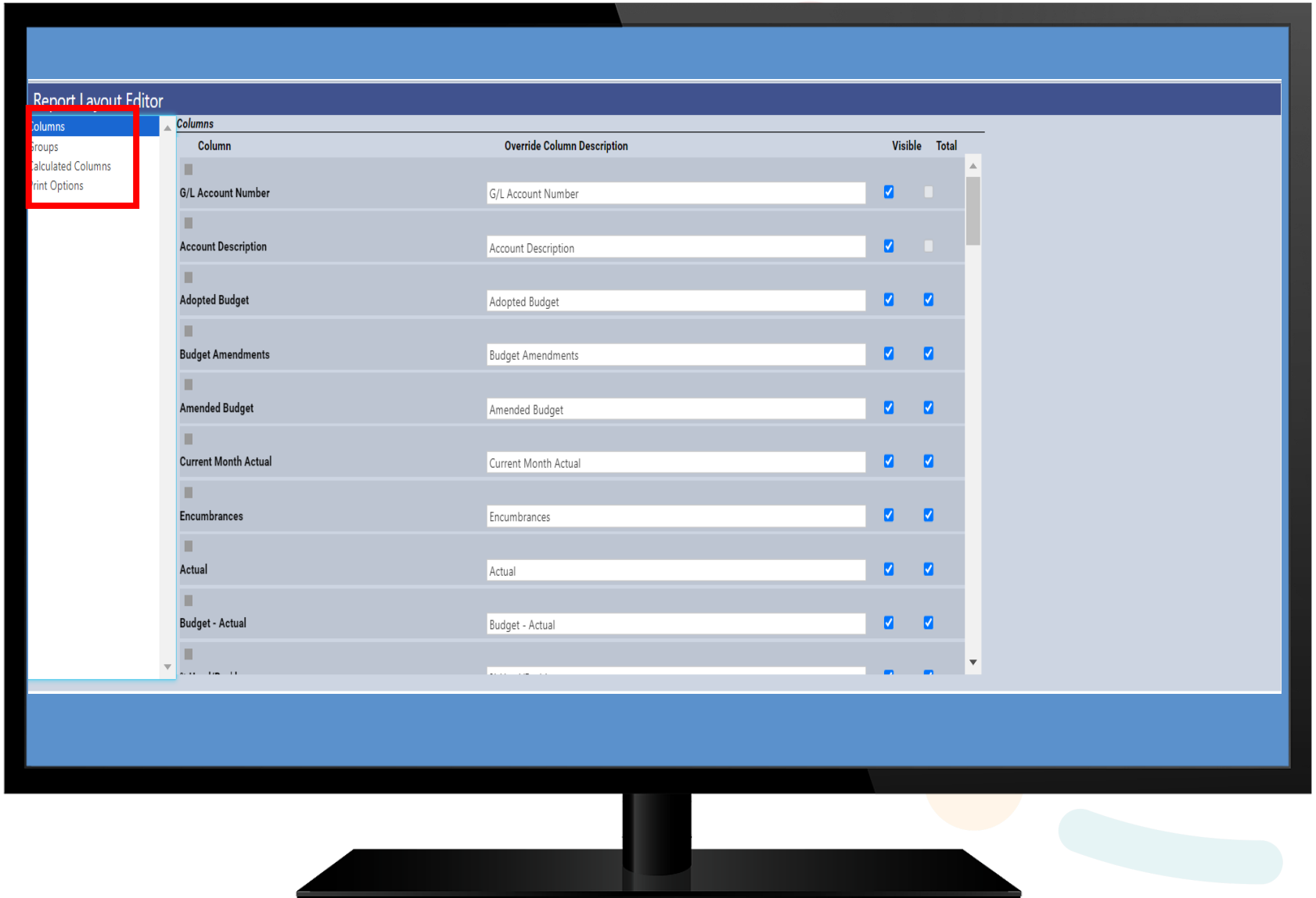
Note that if you have Use Budget Control Groups enabled in Company Suite Settings, you will be required to select one.





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

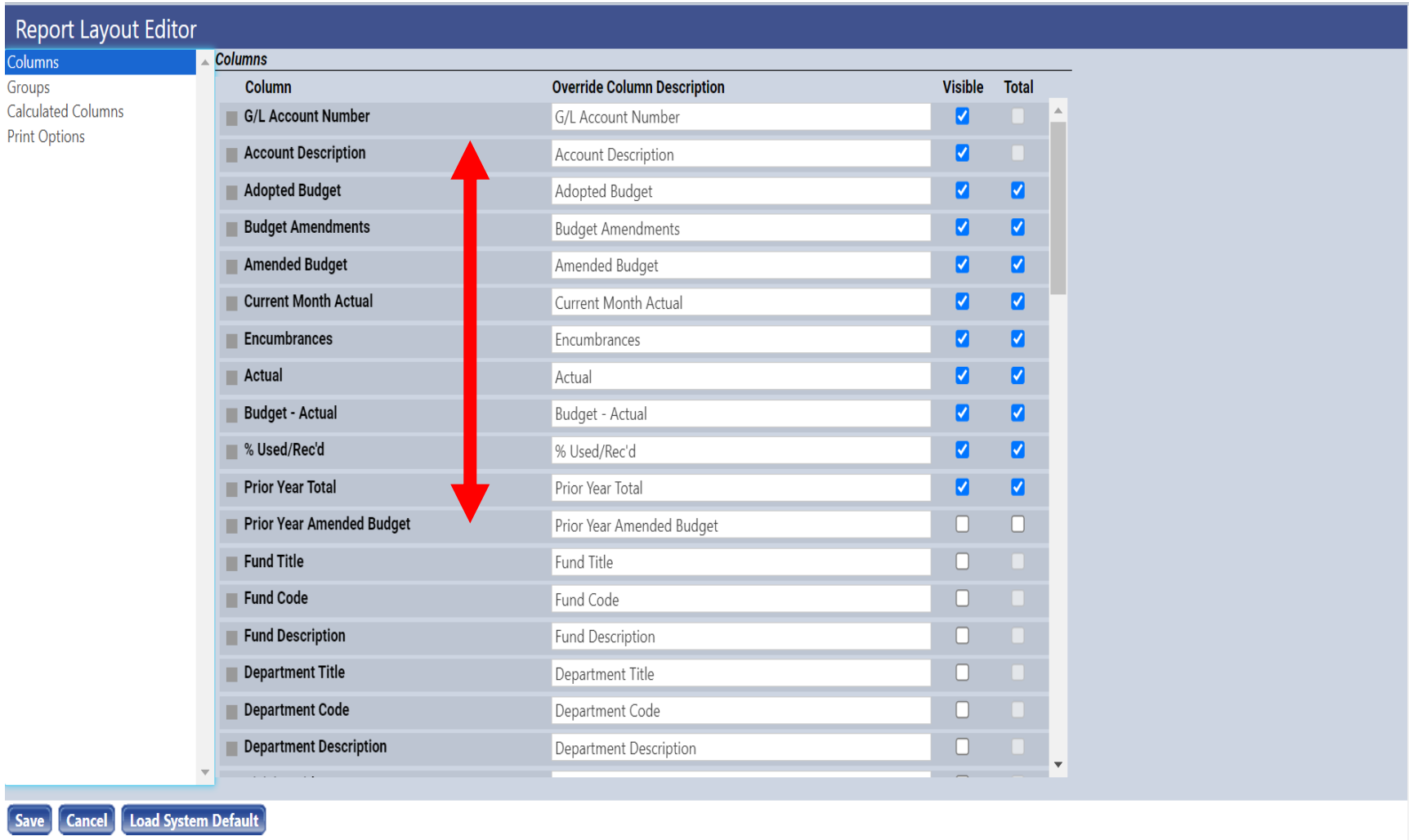
Clicking Report Layout gives us this page



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.

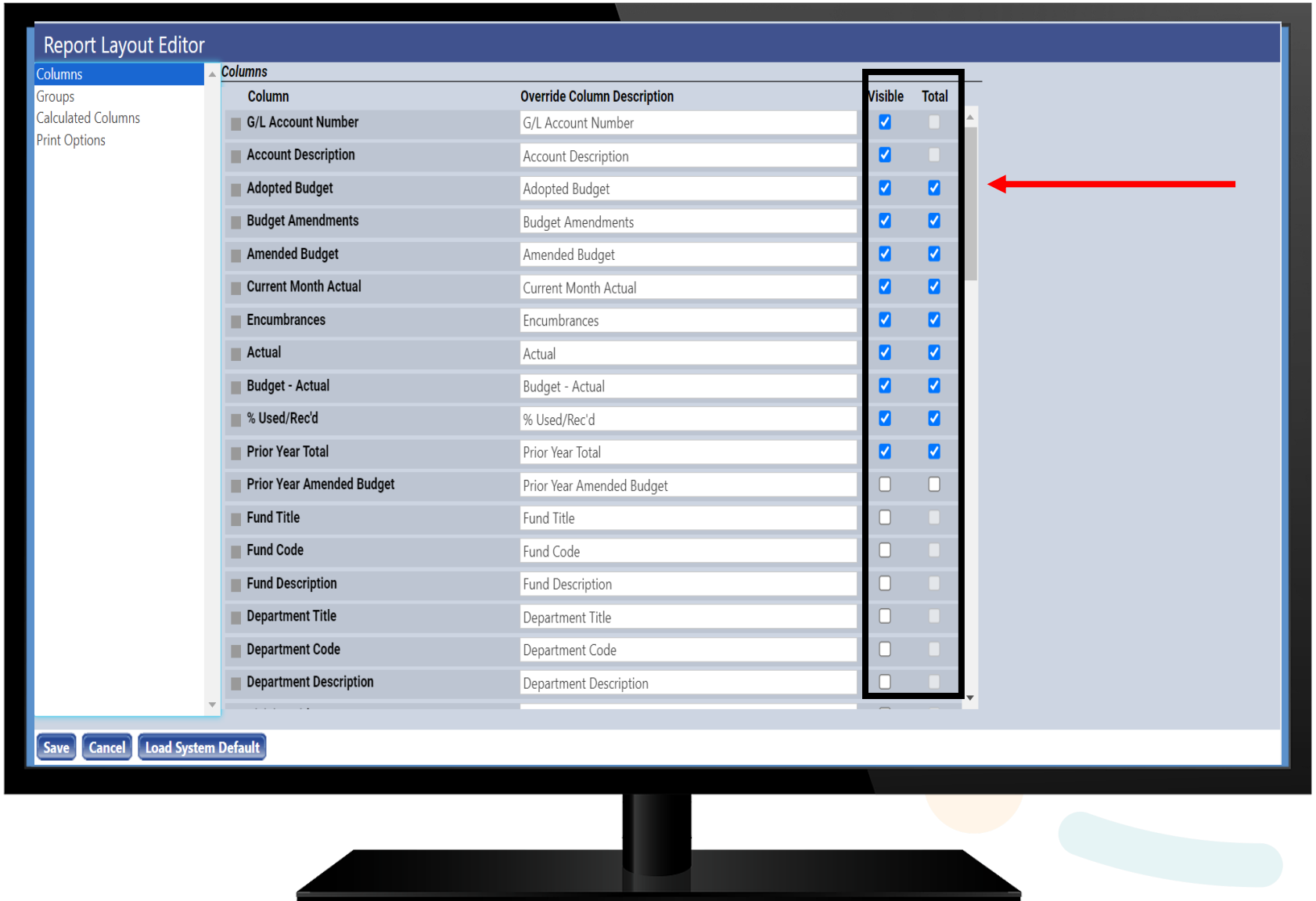


Columns can be dragged up or down to change their order on the report

Columns

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.



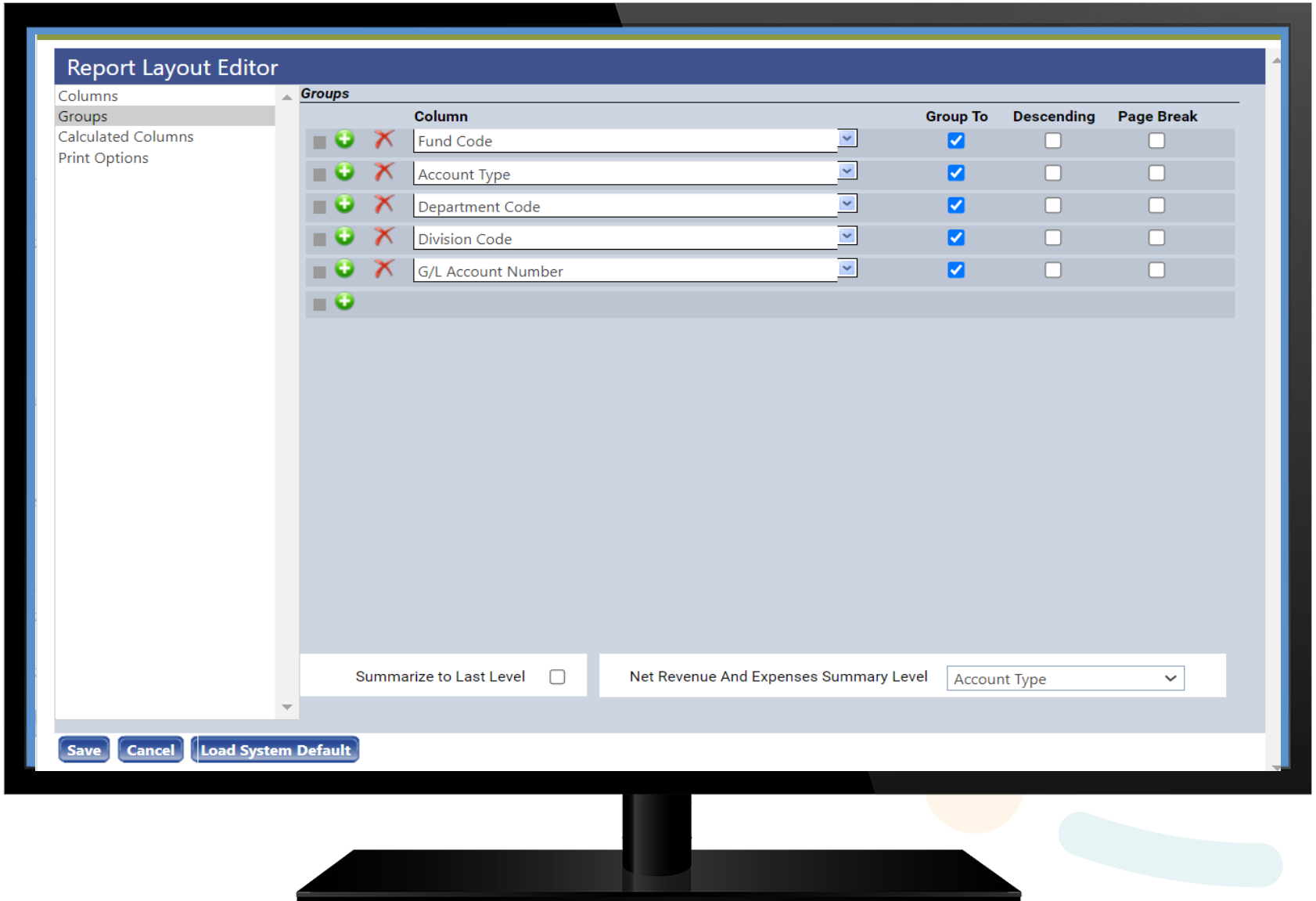
In this case, we will show that the Adopted Budget Column will show totals

Column Total is Displayed

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances
Fundâ€ƒ**101 - General Test**						
Account Typeâ€ƒ**Expense**						
Departmentâ€ƒ**04 - Administration**						
Divisionâ€ƒ**11 - Elections**						
101-04-11.6320	Maintenance Agreements	9,963.00	.00	9,963.00	.00	.00
	Divisionâ€ƒ**11 - Elections** Totals	$9,963.00	$0.00	$9,963.00	$0.00	$0.00
	Departmentâ€ƒ**04 - Administration** Totals	$9,963.00	$0.00	$9,963.00	$0.00	$0.00
	Account Typeâ€ƒ**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€ƒ**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

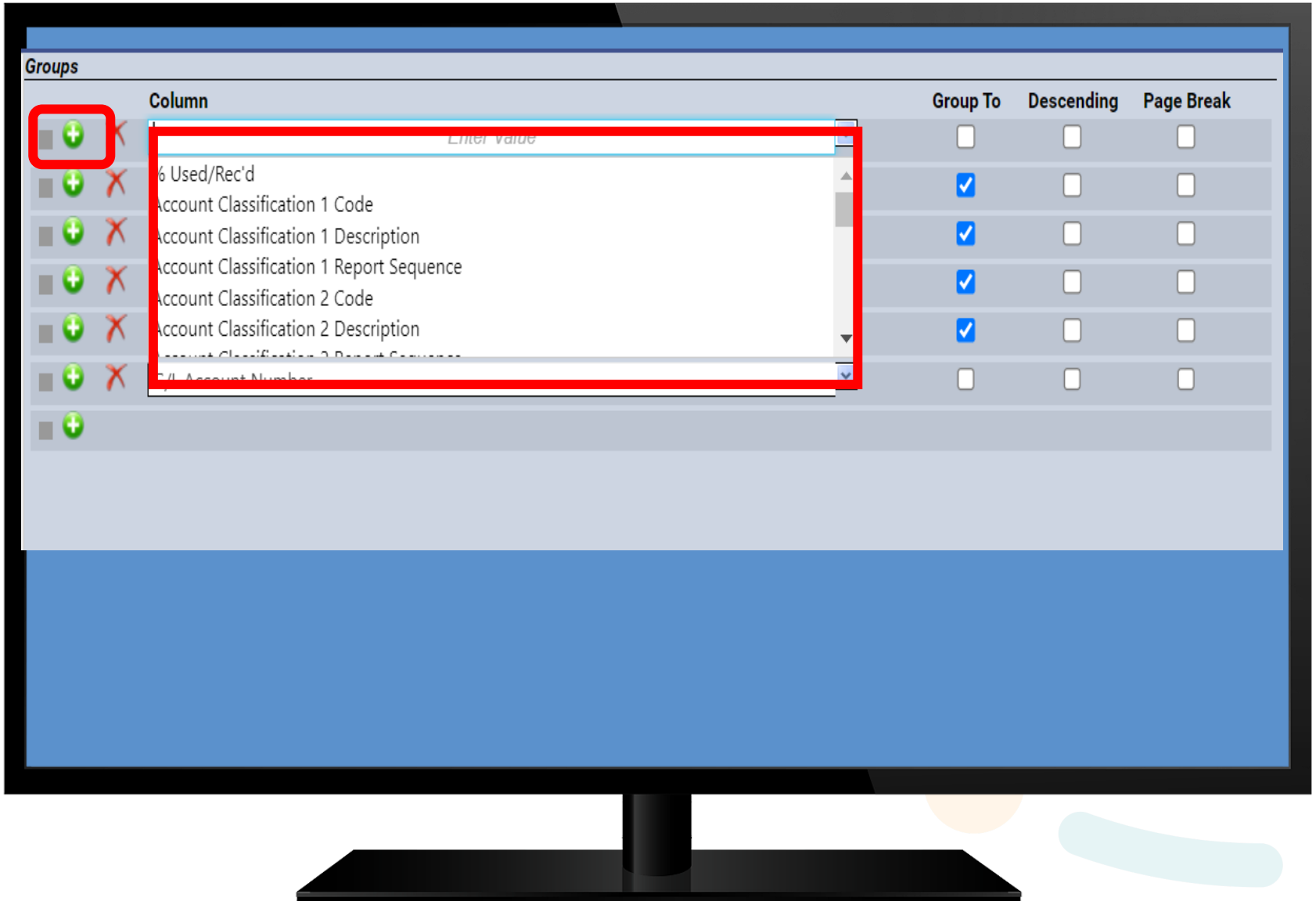
This screenshot shows the total being displayed.

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)

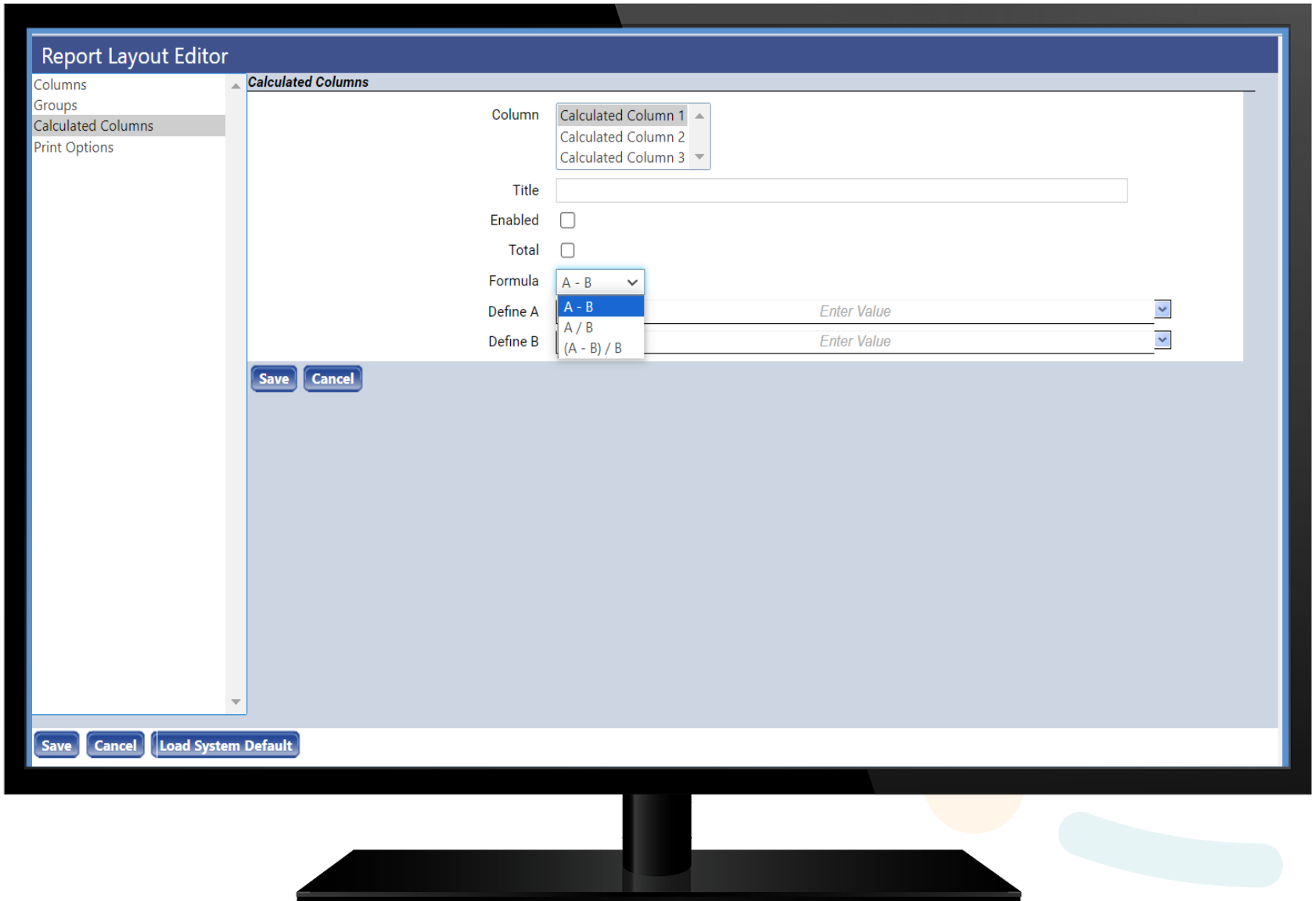
Groups



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

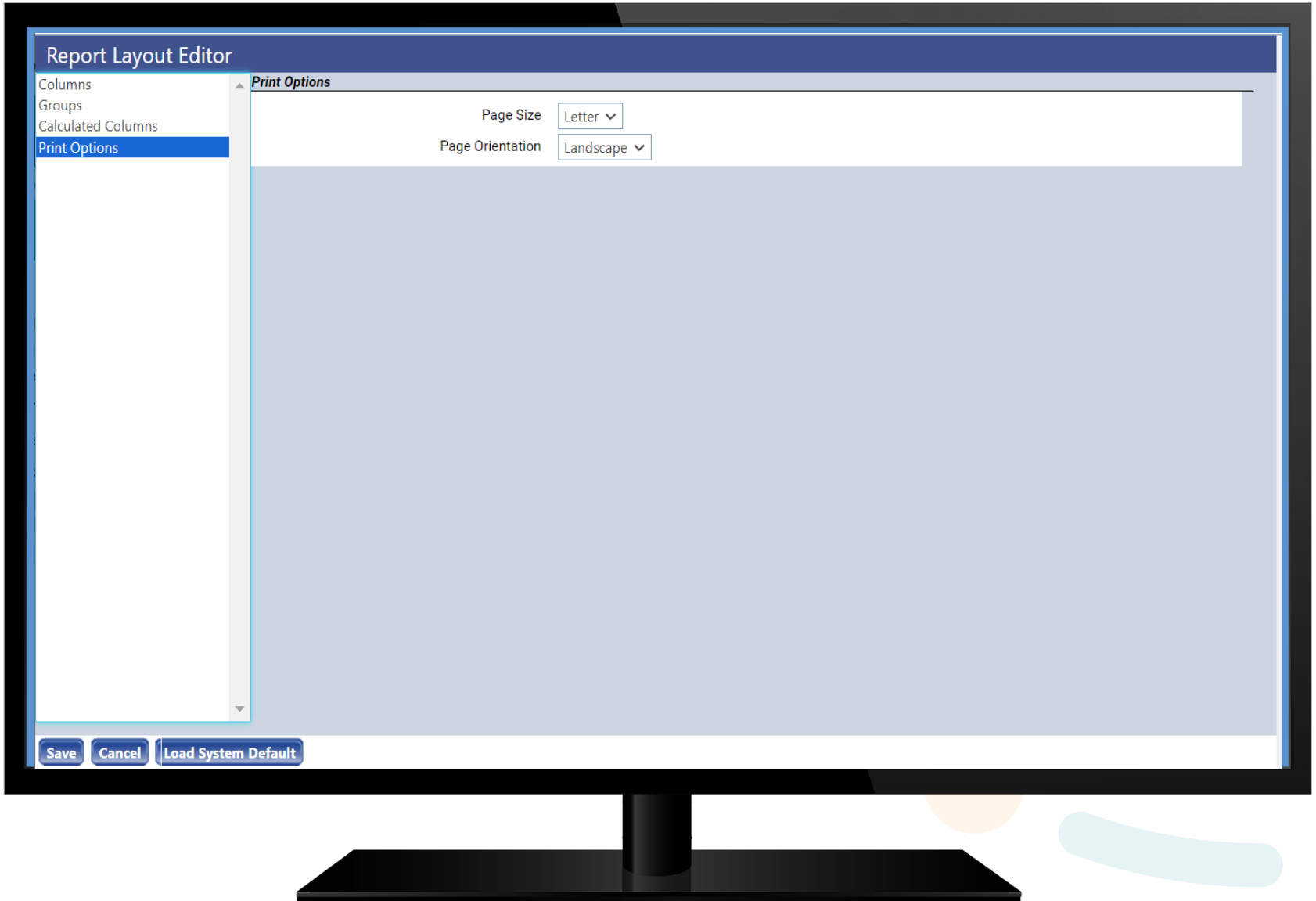
Group columns can be removed by clicking the ✗

Calculated Columns

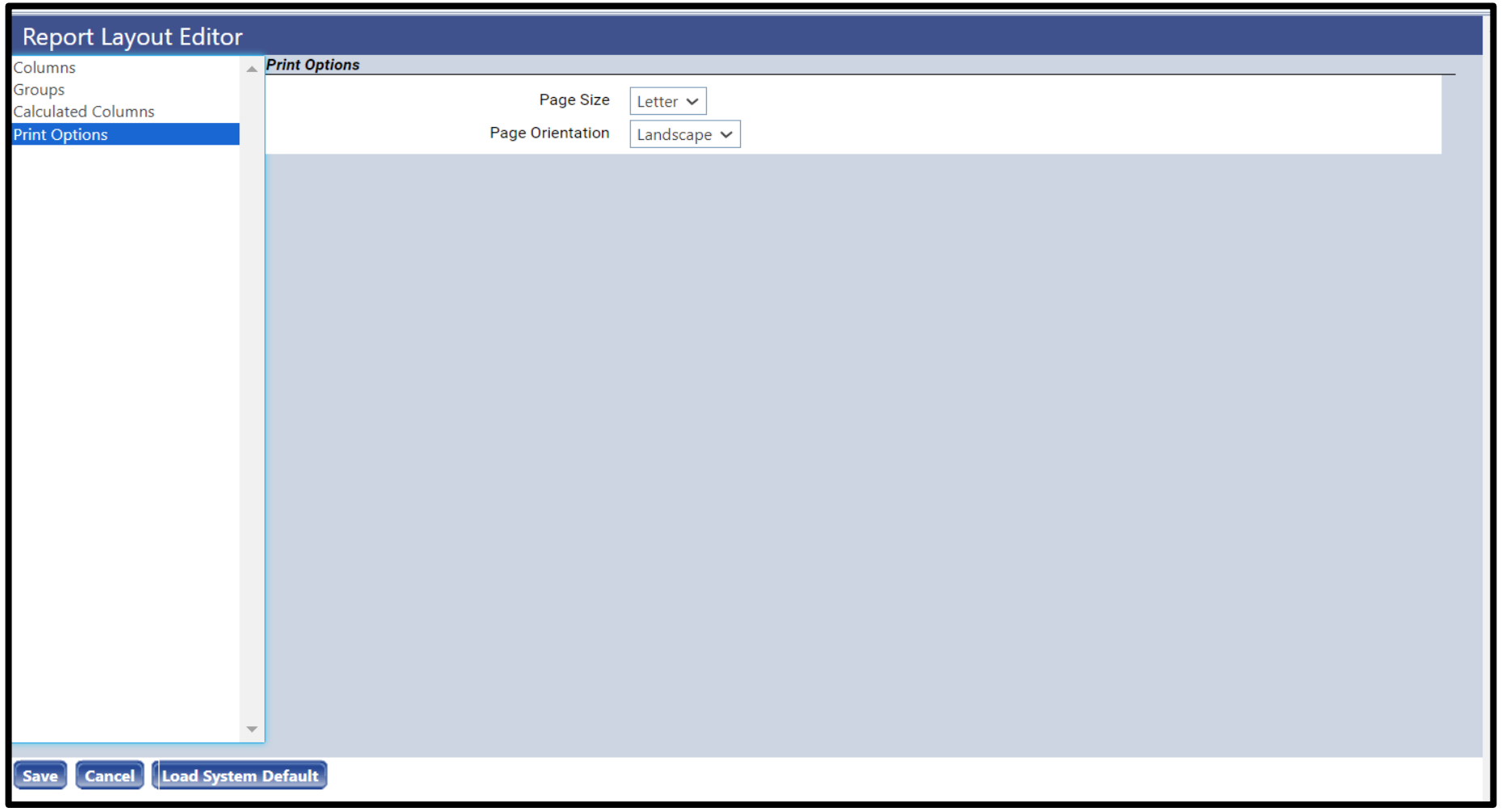


Similar to the Budget Worksheet Report, this allows you to create up to three calculated columns using the three formulas displayed.

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
Report From/To: 09/06/2021 – 09/06/2022
Budget Balances: Annual
Account Type: Expense
Prior Year Balances: None
Include Accounts with Zero Balance
Prior Fiscal Year Activity: Include
Include Unposted Transactions

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

Level: Fund Filter:

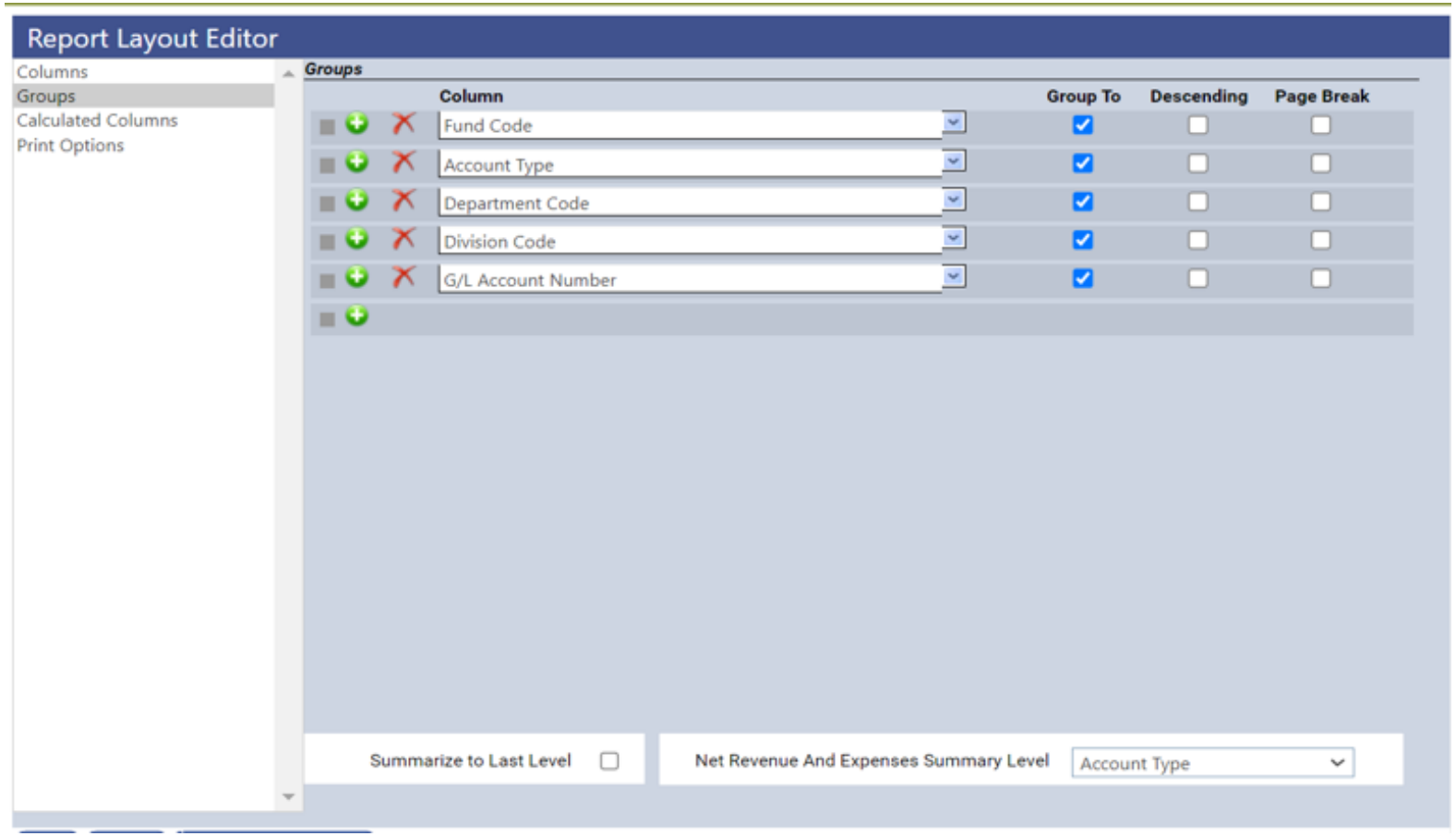
Available Organization(s):

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

Selected Organization(s):

101 - General Test
112 - Testing PB

Print | Reset | Save | Save As | Delete | Report Layout



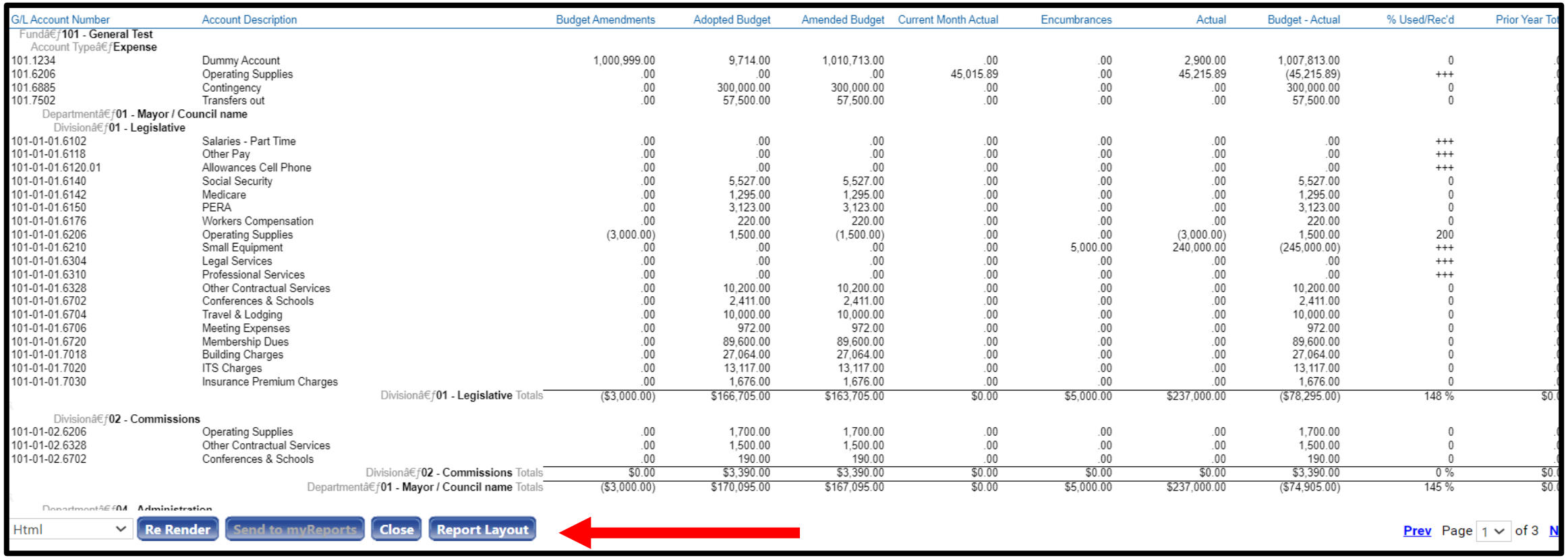
Recall that we told the g/l account numbers to appear below the Division level in the Layout Editor

G/L Account Number	Account Description	Budget Amendments	Adopted Budget	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year To
Fundâ€ƒ**101 - General Test**										
Account Typeâ€ƒ**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	
Departmentâ€ƒ**01 - Mayor / Council name**										
Divisionâ€ƒ**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	
	Divisionâ€ƒ**01 - Legislative** Totals	($3,000.00)	$166,705.00	$163,705.00	$0.00	$5,000.00	$237,000.00	($78,295.00)	148 %	$0.0
Divisionâ€ƒ**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	
	Divisionâ€ƒ**02 - Commissions** Totals	$0.00	$3,390.00	$3,390.00	$0.00	$0.00	$0.00	$3,390.00	0 %	$0.0
	Departmentâ€ƒ**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 %	$0.0
Departmentâ€ƒ**04 - Administration**										

Html | Re Render | Send to myReports | Close | Report Layout

Prev Page 1 of 3 N

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



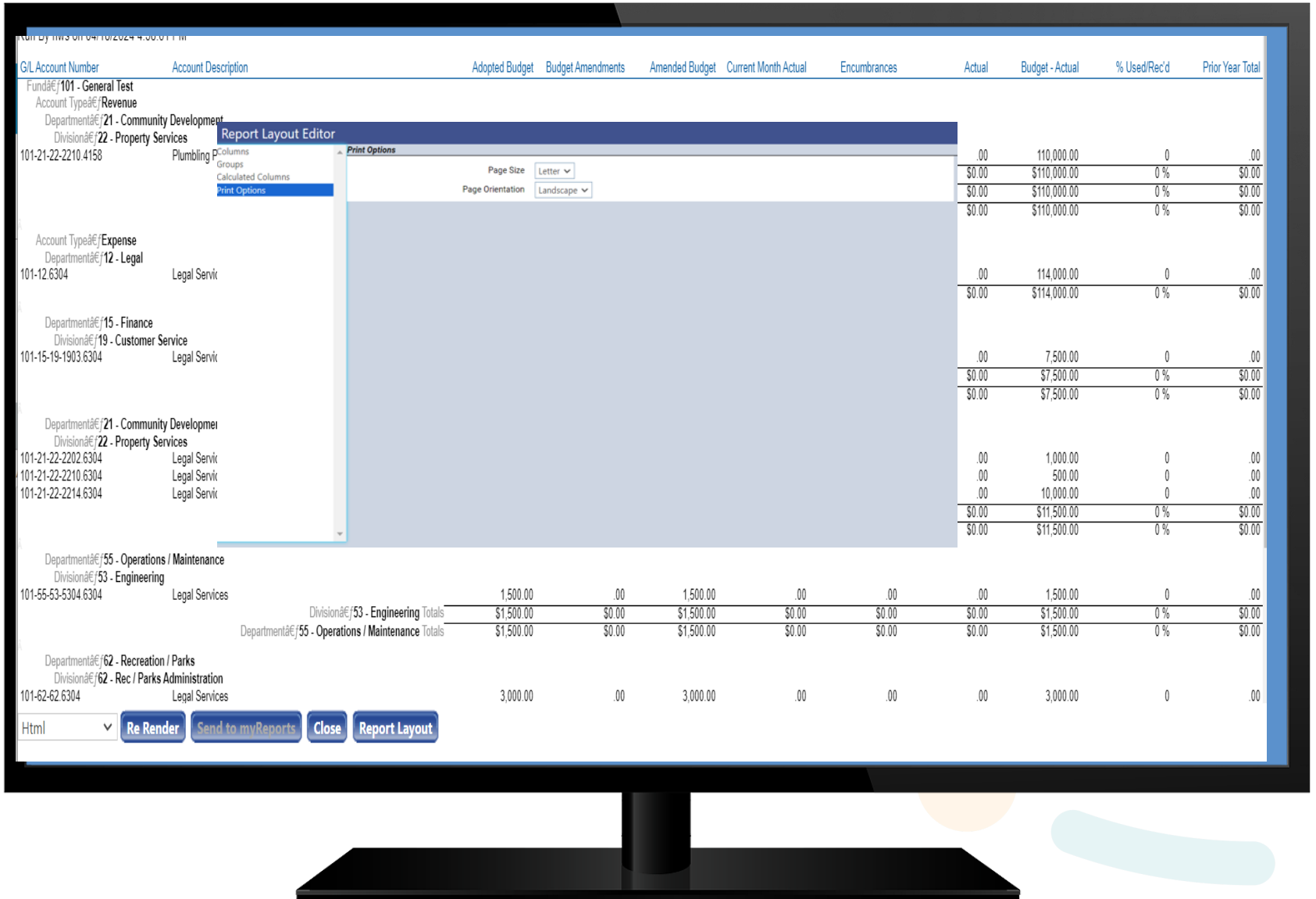
G/L Account Number	Account Description	Budget Amendments	Adopted Budget	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year To
Fundâ€ƒ**101 - General Test**										
Account Typeâ€ƒ**Expense**										
101.1234	Dummy Account	1,000,999.00	9,714.00	1,010,713.00	.00	.00	2,900.00	1,007,813.00	0	.0
101.6206	Operating Supplies	.00	.00	.00	45,015.89	.00	45,215.89	(45,215.89)	+++	.0
101.6885	Contingency	.00	300,000.00	300,000.00	.00	.00	.00	300,000.00	0	.0
101.7502	Transfers out	.00	57,500.00	57,500.00	.00	.00	.00	57,500.00	0	.0
Departmentâ€ƒ**01 - Mayor / Council name**										
Divisionâ€ƒ**01 - Legislative**										
101-01-01.6102	Salaries - Part Time	.00	.00	.00	.00	.00	.00	.00	+++	.0
101-01-01.6118	Other Pay	.00	.00	.00	.00	.00	.00	.00	+++	.0
101-01-01.6120.01	Allowances Cell Phone	.00	.00	.00	.00	.00	.00	.00	+++	.0
101-01-01.6140	Social Security	.00	5,527.00	5,527.00	.00	.00	.00	5,527.00	0	.0
101-01-01.6142	Medicare	.00	1,295.00	1,295.00	.00	.00	.00	1,295.00	0	.0
101-01-01.6150	PERA	.00	3,123.00	3,123.00	.00	.00	.00	3,123.00	0	.0
101-01-01.6176	Workers Compensation	.00	220.00	220.00	.00	.00	.00	220.00	0	.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	.0
101-01-01.6210	Small Equipment	.00	.00	.00	.00	5,000.00	240,000.00	(245,000.00)	+++	.0
101-01-01.6304	Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.0
101-01-01.6310	Professional Services	.00	.00	.00	.00	.00	.00	.00	+++	.0
101-01-01.6328	Other Contractual Services	.00	10,200.00	10,200.00	.00	.00	.00	10,200.00	0	.0
101-01-01.6702	Conferences & Schools	.00	2,411.00	2,411.00	.00	.00	.00	2,411.00	0	.0
101-01-01.6704	Travel & Lodging	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	0	.0
101-01-01.6706	Meeting Expenses	.00	972.00	972.00	.00	.00	.00	972.00	0	.0
101-01-01.6720	Membership Dues	.00	89,600.00	89,600.00	.00	.00	.00	89,600.00	0	.0
101-01-01.7018	Building Charges	.00	27,064.00	27,064.00	.00	.00	.00	27,064.00	0	.0
101-01-01.7020	ITS Charges	.00	13,117.00	13,117.00	.00	.00	.00	13,117.00	0	.0
101-01-01.7030	Insurance Premium Charges	.00	1,676.00	1,676.00	.00	.00	.00	1,676.00	0	.0
	Divisionâ€ƒ**01 - Legislative** Totals	($3,000.00)	$166,705.00	$163,705.00	$0.00	$5,000.00	$237,000.00	($78,295.00)	148 %	$0.0
Divisionâ€ƒ**02 - Commissions**										
101-01-02.6206	Operating Supplies	.00	1,700.00	1,700.00	.00	.00	.00	1,700.00	0	.0
101-01-02.6328	Other Contractual Services	.00	1,500.00	1,500.00	.00	.00	.00	1,500.00	0	.0
101-01-02.6702	Conferences & Schools	.00	190.00	190.00	.00	.00	.00	190.00	0	.0
	Divisionâ€ƒ**02 - Commissions** Totals	$0.00	$3,390.00	$3,390.00	$0.00	$0.00	$0.00	$3,390.00	0 %	$0.0
	Departmentâ€ƒ**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 %	$0.0

Html | Re Render | Send to myReports | Close | Report Layout

Prev Page 1 of 3 N

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

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



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

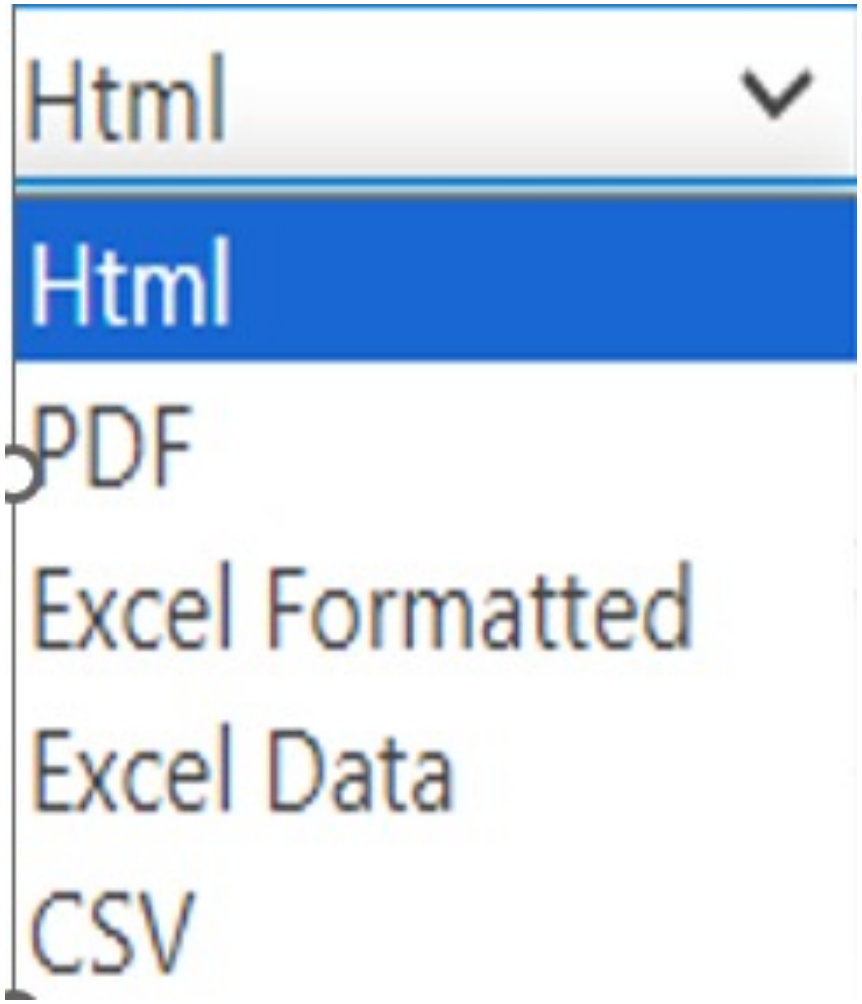
If you want to wipe out changes and start fresh, click Load System Defaults at the bottom of the screen.

Page Viewer

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
Fundâ€ƒ101 - General Test										
Account Typeâ€ƒRevenue										
Departmentâ€ƒ21 - Community Development										
Divisionâ€ƒ22 - Property Services										
101-21-22-2210.4158	Plumbing Permits	110,000.00	.00	110,000.00	.00	.00	.00	110,000.00	0	.00
	Divisionâ€ƒ22 - Property Services Totals	$110,000.00	$0.00	$110,000.00	$0.00	$0.00	$0.00	$110,000.00	0 %	$0.00
	Departmentâ€ƒ21 - Community Development Totals	$110,000.00	$0.00	$110,000.00	$0.00	$0.00	$0.00	$110,000.00	0 %	$0.00
	Account Typeâ€ƒRevenue Totals	$110,000.00	$0.00	$110,000.00	$0.00	$0.00	$0.00	$110,000.00	0 %	$0.00
Account Typeâ€ƒExpense										
Departmentâ€ƒ12 - Legal										
101-12.6304	Legal Services	114,000.00	.00	114,000.00	.00	.00	.00	114,000.00	0	.00
	Departmentâ€ƒ12 - Legal Totals	$114,000.00	$0.00	$114,000.00	$0.00	$0.00	$0.00	$114,000.00	0 %	$0.00
Departmentâ€ƒ15 - Finance										
Divisionâ€ƒ19 - Customer Service										
101-15-19-1903.6304	Legal Services	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
	Divisionâ€ƒ19 - Customer Service Totals	$7,500.00	$0.00	$7,500.00	$0.00	$0.00	$0.00	$7,500.00	0 %	$0.00
	Departmentâ€ƒ15 - Finance Totals	$7,500.00	$0.00	$7,500.00	$0.00	$0.00	$0.00	$7,500.00	0 %	$0.00
Departmentâ€ƒ21 - Community Development										
Divisionâ€ƒ22 - 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
	Divisionâ€ƒ22 - Property Services Totals	$11,500.00	$0.00	$11,500.00	$0.00	$0.00	$0.00	$11,500.00	0 %	$0.00
	Departmentâ€ƒ21 - Community Development Totals	$11,500.00	$0.00	$11,500.00	$0.00	$0.00	$0.00	$11,500.00	0 %	$0.00
Departmentâ€ƒ55 - Operations / Maintenance										
Divisionâ€ƒ53 - Engineering										
101-55-53-5304.6304	Legal Services	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
	Divisionâ€ƒ53 - Engineering Totals	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	0 %	$0.00
	Departmentâ€ƒ55 - Operations / Maintenance Totals	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	0 %	$0.00
Departmentâ€ƒ62 - Recreation / Parks										
Divisionâ€ƒ62 - Rec / Parks Administration										
101-62-62.6304	Legal Services	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00

Html | Re Render | Send to myReports | Close | Report Layout

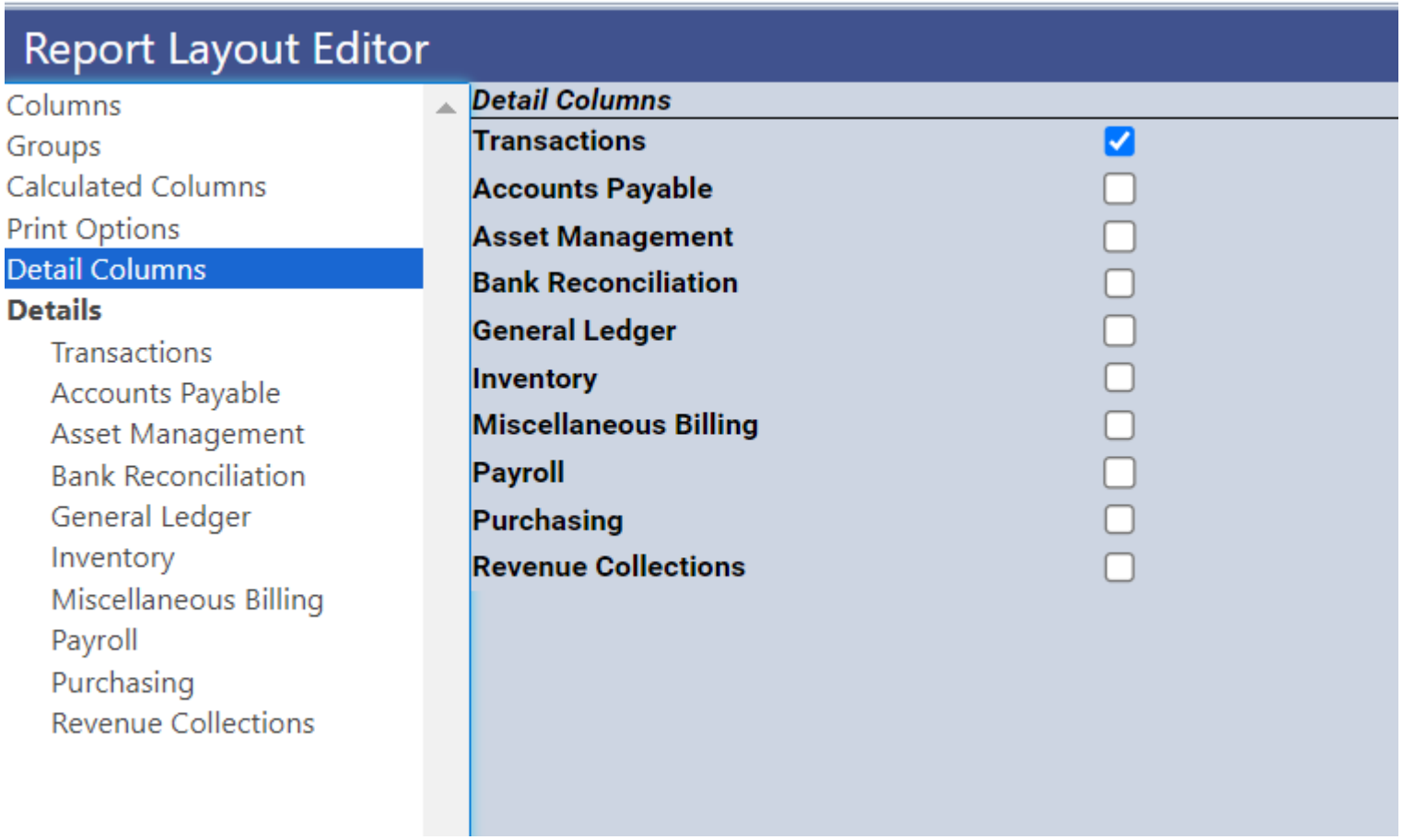
Lastly, the page viewer allows a variety of report formats. These can be selected and Re-Rendered to see the resulting report.



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.

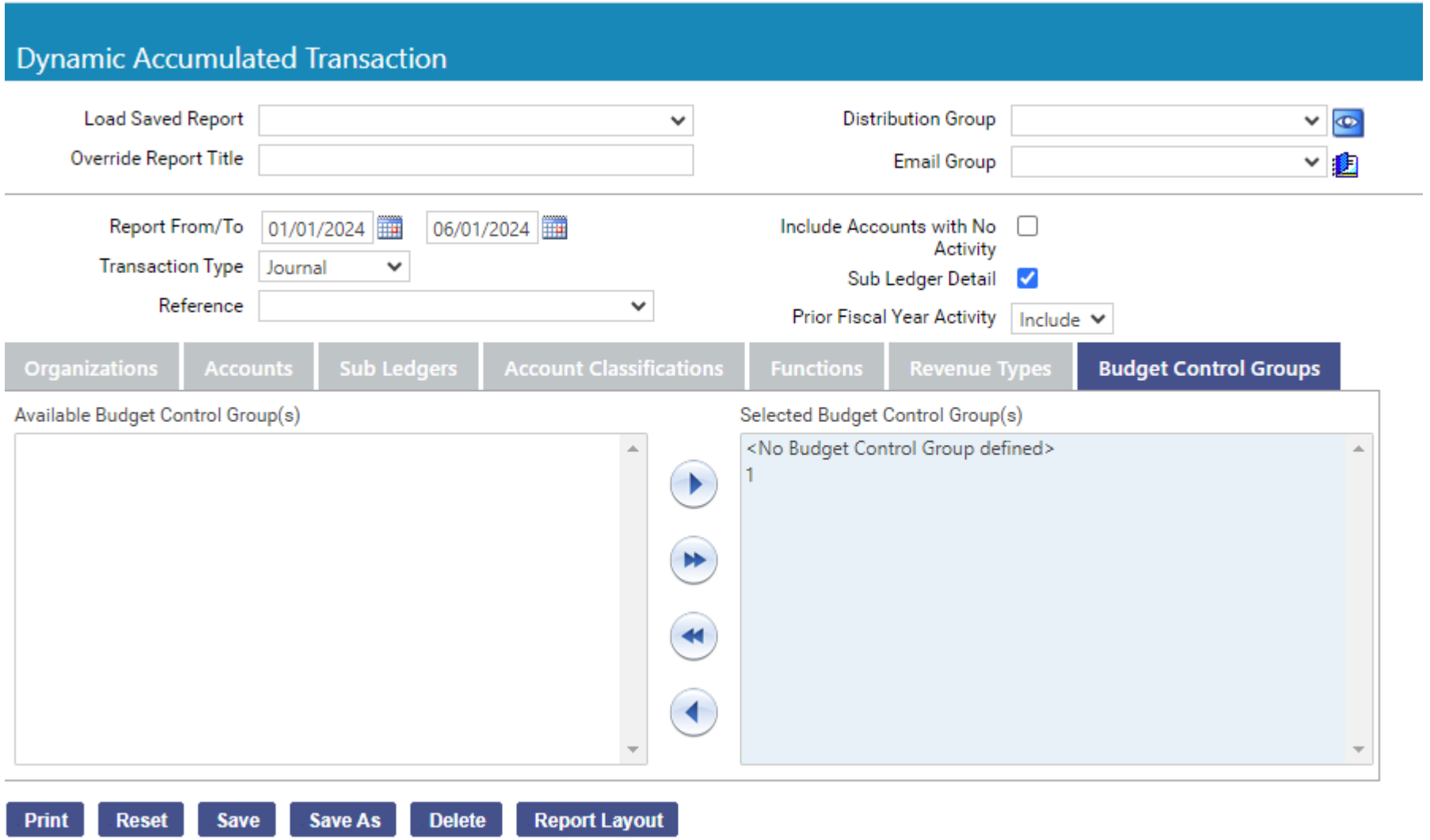
These reports allow for the addition of detail columns to be included in the report.



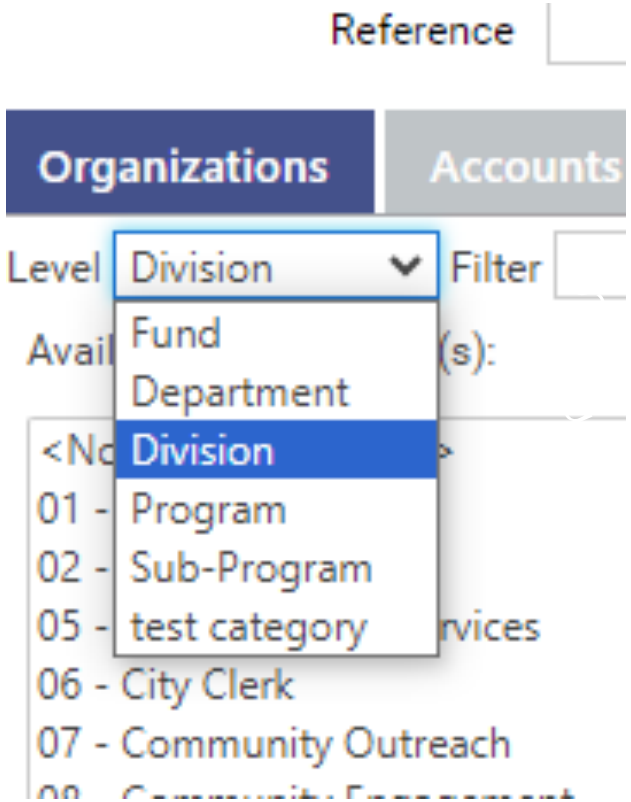
These details can be selected based on the subledger(s) selected in creating the report.

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

Dynamic Accumulated Transaction Report



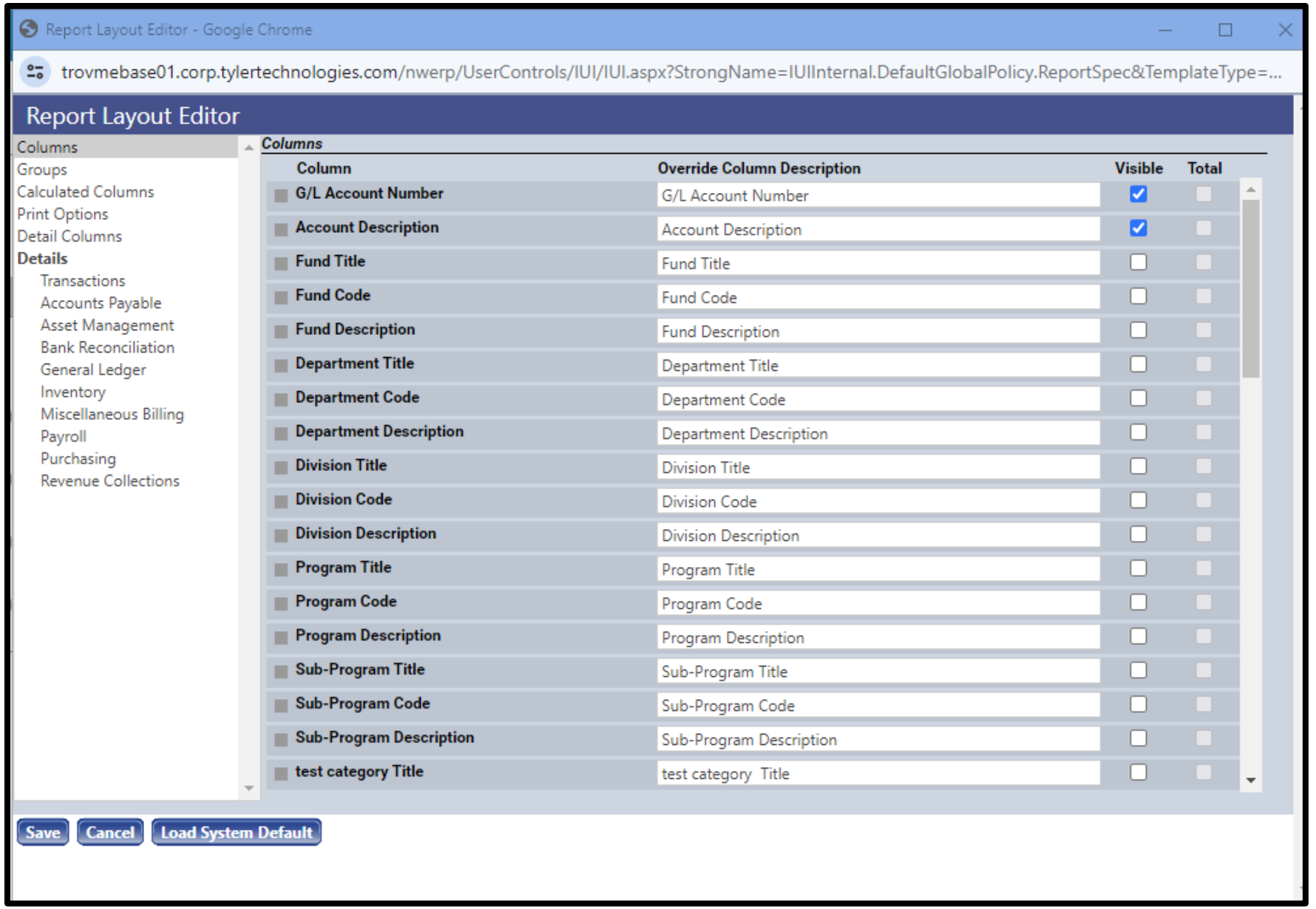
- Report From/To date range.
- **Organizations**
- **Accounts**
- **Sub Ledgers**
- **Account Classifications**
- **Functions**
- **Revenue Type**
- **Budget Control Groups.**



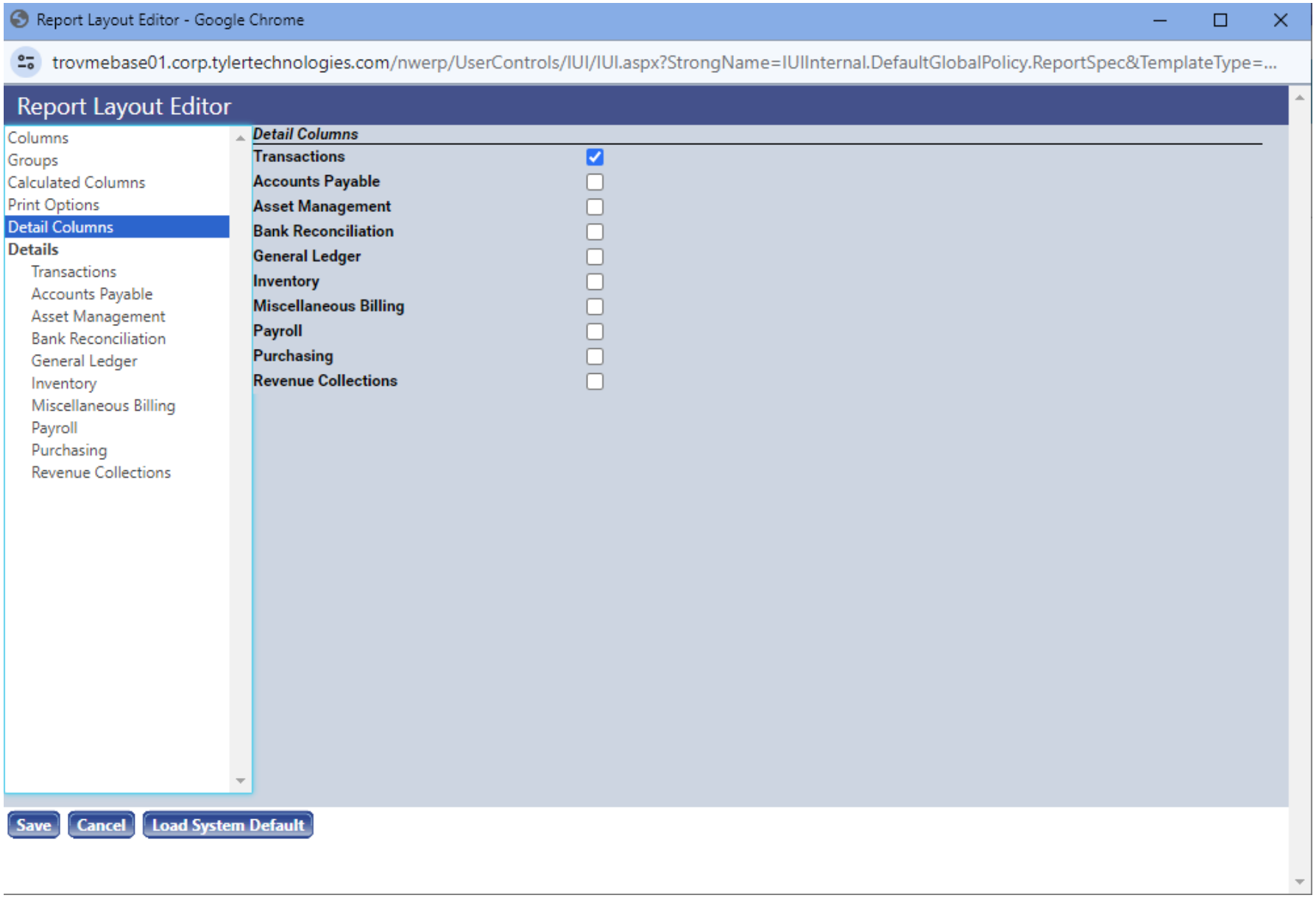
The Organization tab allows you to select the organization that you want to report on.

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

Report Layout



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

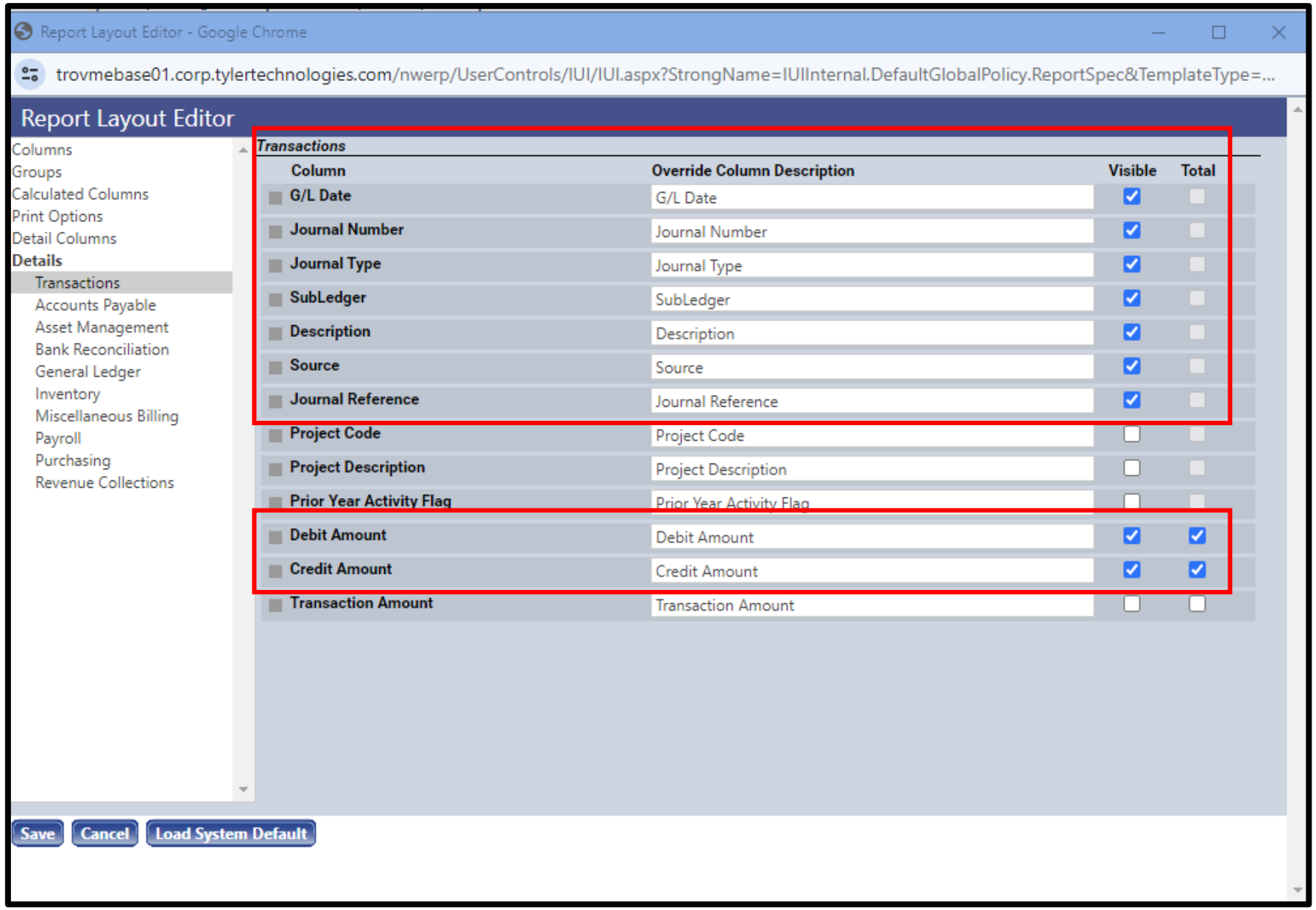


By default, the Transactions column will be selected under Detail Columns.

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 Viewer

Accumulated Transaction Report

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

G/L Account Number	Account Description	Running Balance
01.1234	Dummy Account	.00

Transactions

G/L Date	Journal Number	Journal Type	SubLedger	Description	Source	Journal Reference	Debit Amount	Credit Amount	Running Balance
01/18/2024	2024-00000304	JE	AP	A/P Invoice Entry	Accounts Payable		51.00		51.00
04/28/2024	2024-00000617	JE	AP	A/P Invoice Entry	Accounts Payable		10,000.00		10,051.00
						Transactions Totals	$10,051.00	$0.00	

G/L Account Number	Account Description	Running Balance
01-01-01.8706	Meeting Expenses	.00

Transactions

G/L Date	Journal Number	Journal Type	SubLedger	Description	Source	Journal Reference	Debit Amount	Credit Amount	Running Balance
02/27/2024	2024-00000417	JE	BR	Bank Rec Bloomington			15.00		15.00
						Transactions Totals	$15.00	$0.00	

G/L Account Number	Account Description	Running Balance
01-01-02.8206	Operating Supplies	.00

Transactions

G/L Date	Journal Number	Journal Type	SubLedger	Description	Source	Journal Reference	Debit Amount	Credit Amount	Running Balance
04/03/2024	2024-00000546	JE	AP	A/P Invoice Entry	Accounts Payable		199.00		199.00
						Transactions Totals	$199.00	$0.00	

G/L Account Number	Account Description	Running Balance
01-15-15.8206	Operating Supplies	.00

Transactions

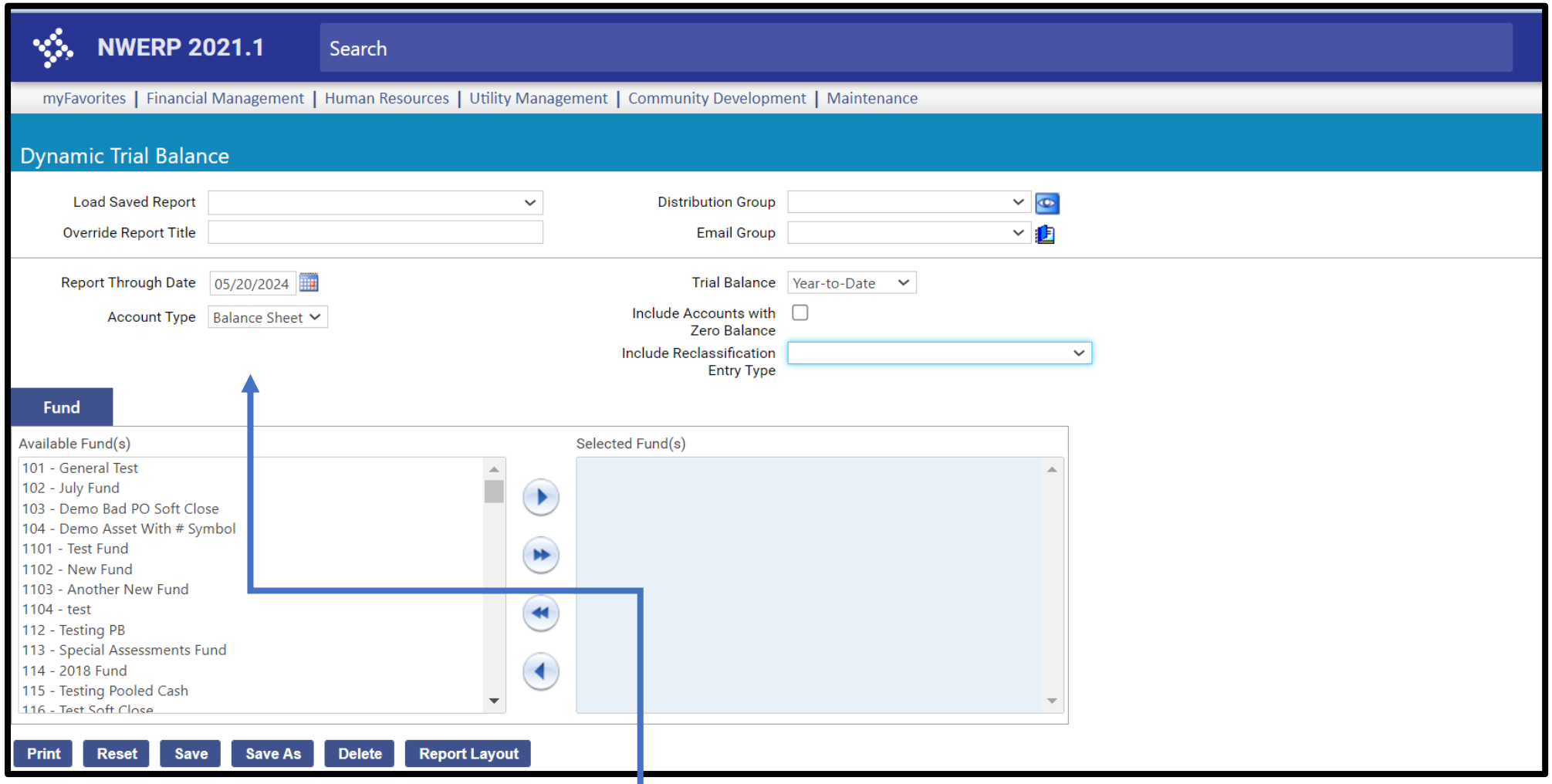
G/L Date	Journal Number	Journal Type	SubLedger	Description	Source	Journal Reference	Debit Amount	Credit Amount	Running Balance
02/29/2024	2024-00000422	JE	RA	Receipt Deposit Batch Description	Collections			5.00	(5.00)
						Transactions Totals	$0.00	$5.00	

Grand Totals $10,260.00

Dynamic Trial Balance

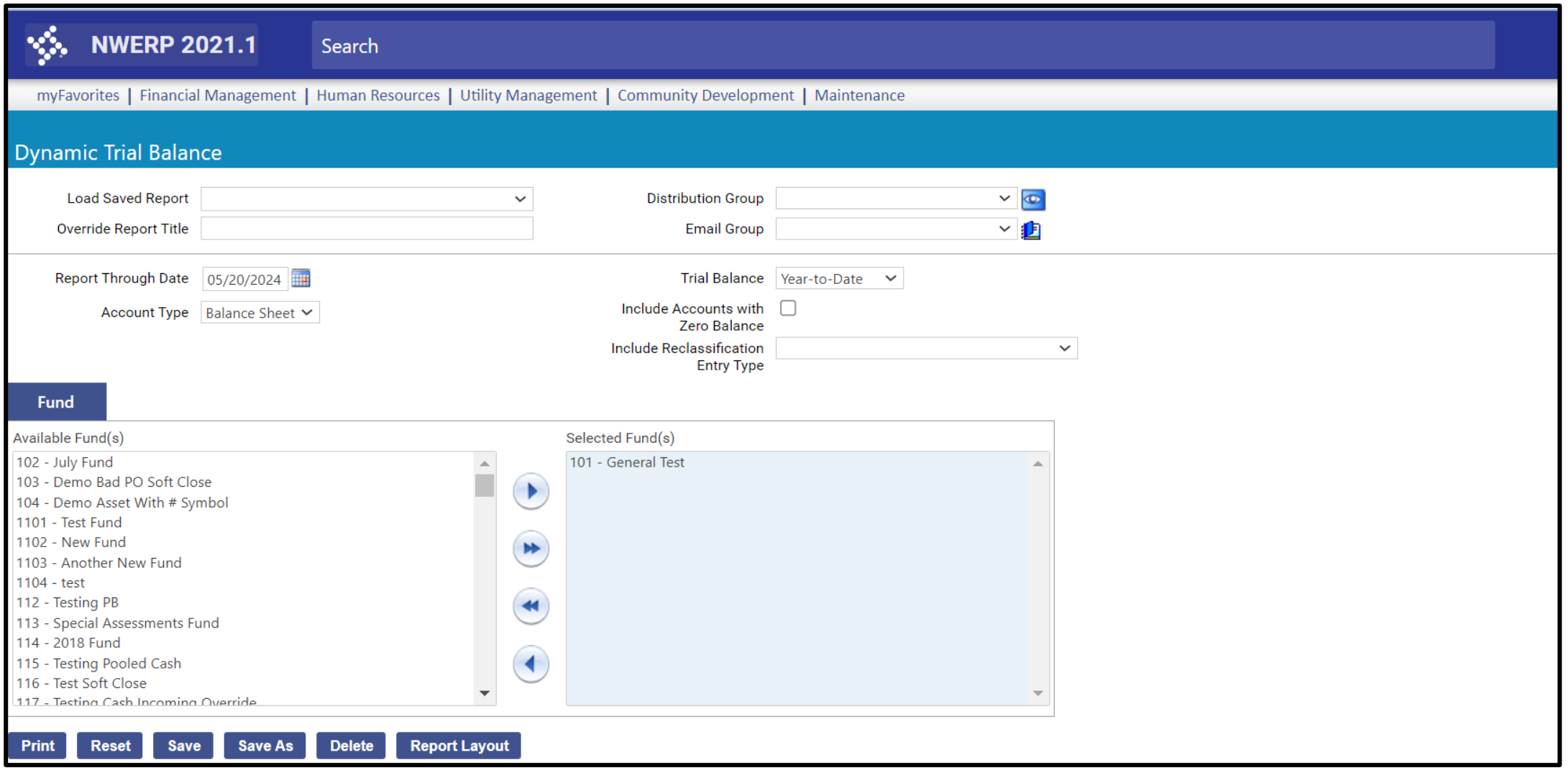
Is similar to the Trial Balance Listing report found in NWERP but with the added ability to configure the report.

Dynamic Trial Balance



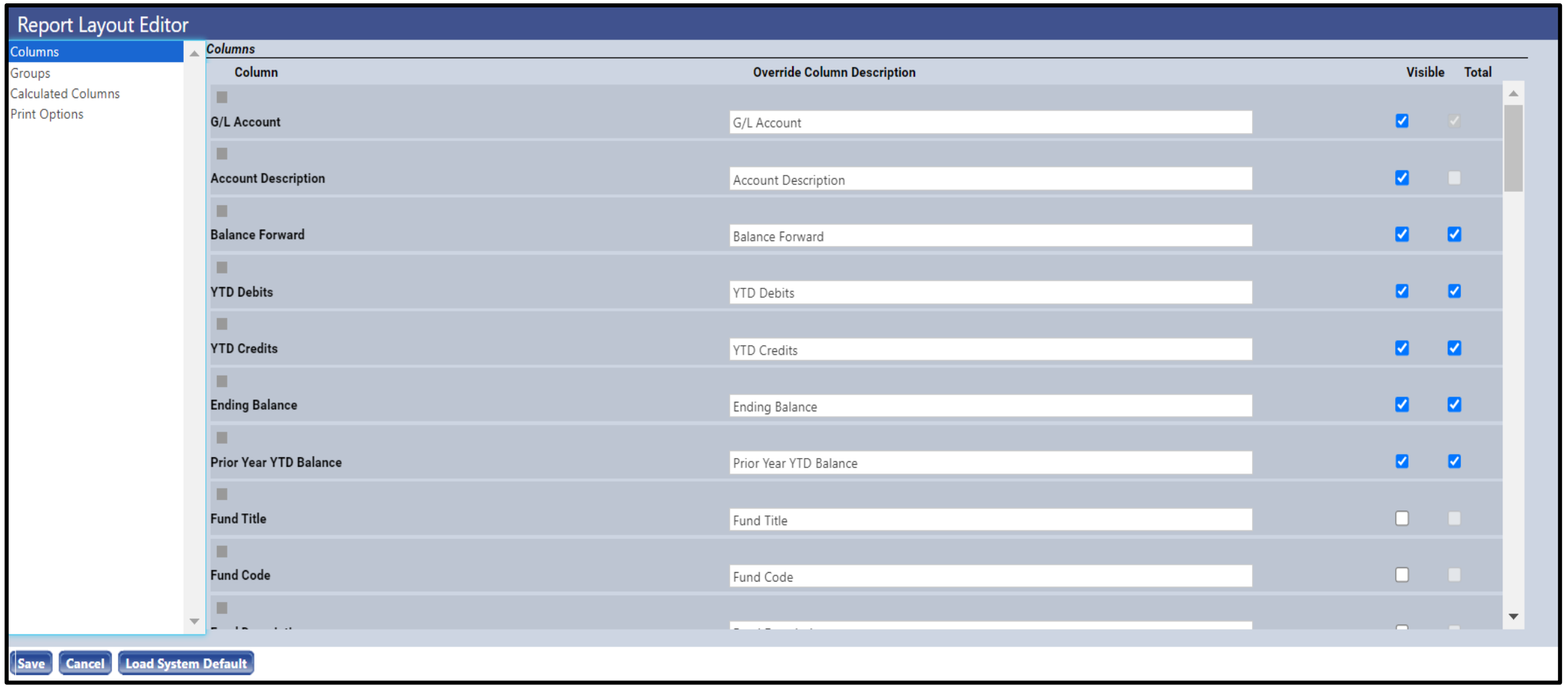
No Summary/Detail Report Detail field. All account types available here.

Dynamic Trial Balance Report Page

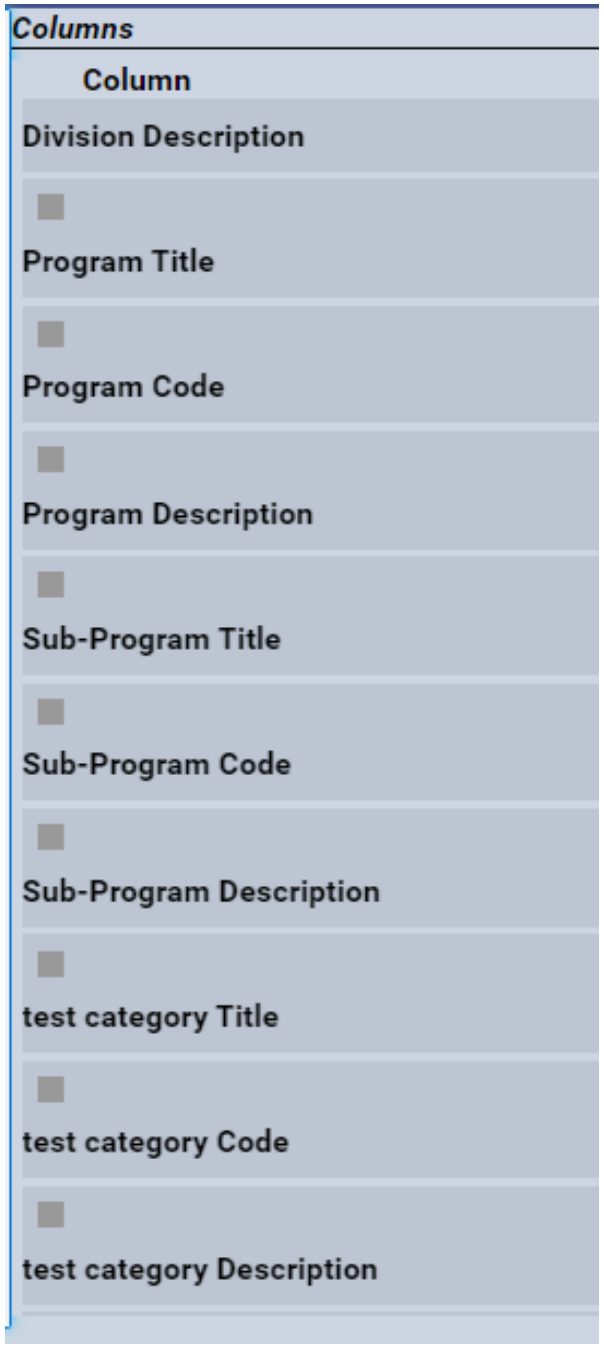


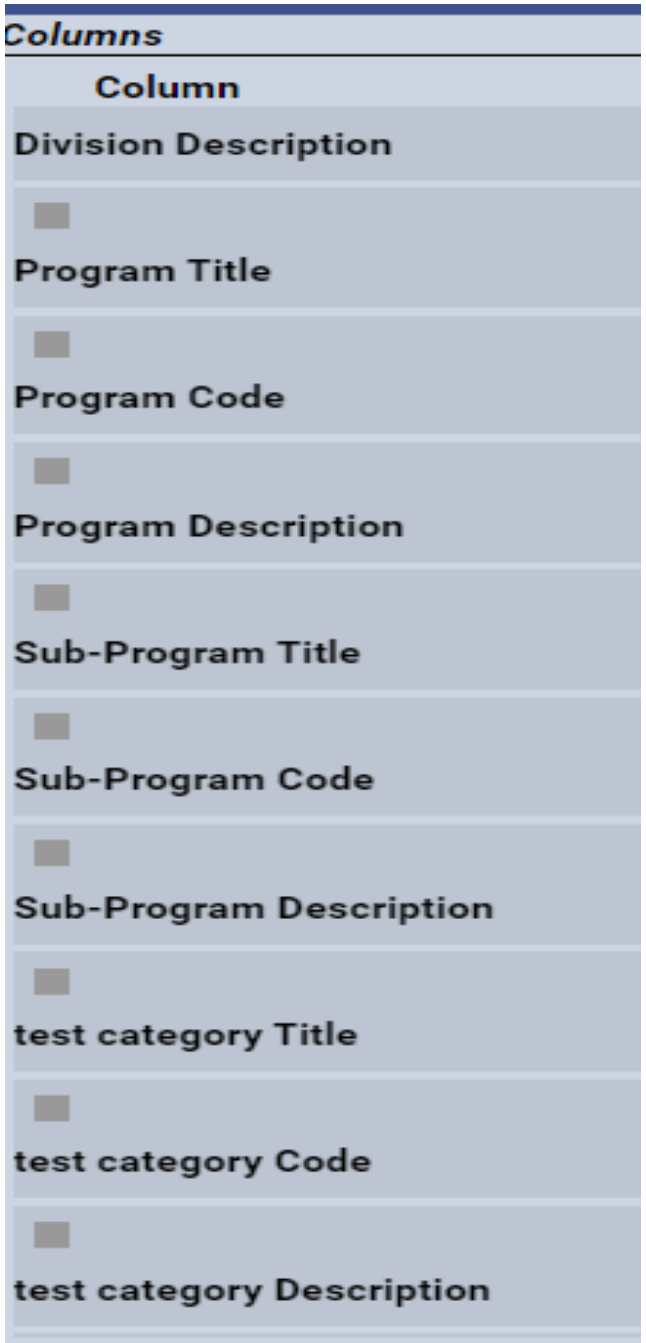
Select Fund(s) and click <*Report Layout*>

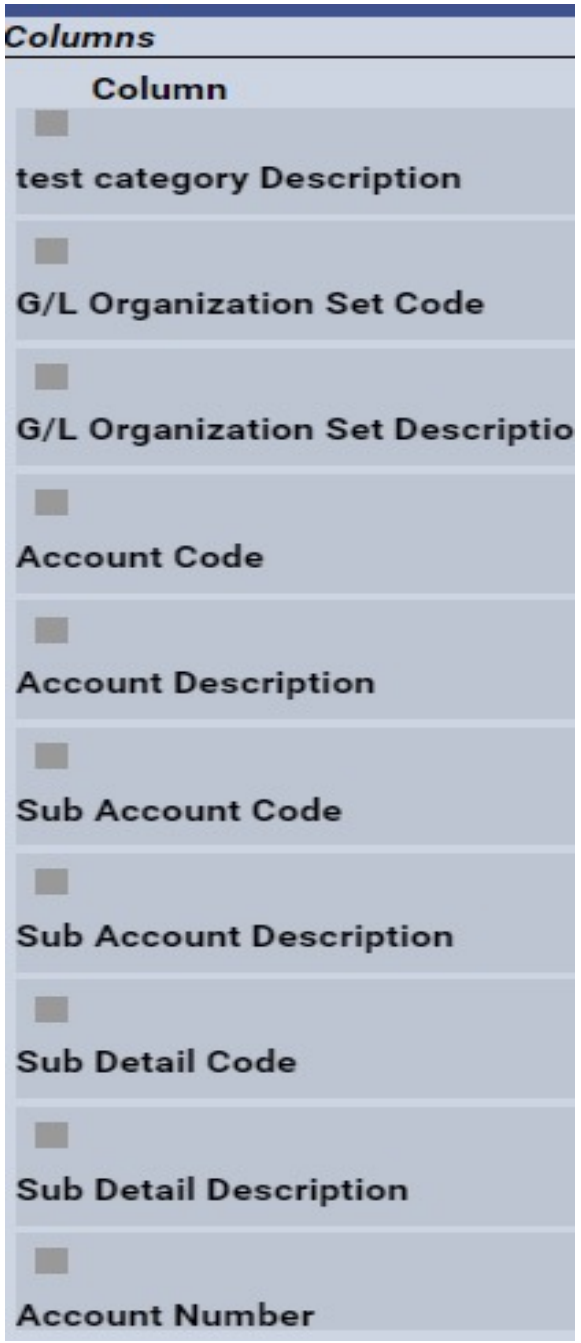
This is the view of the Columns layout selection

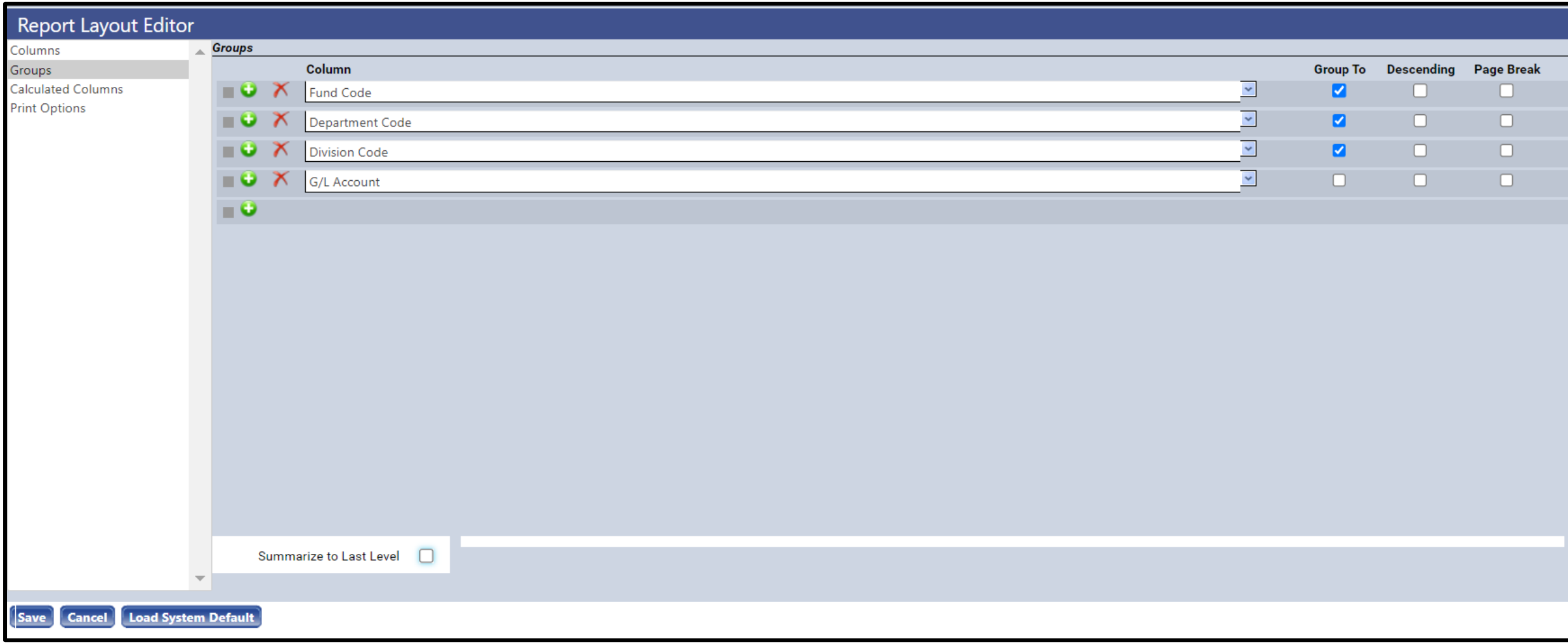


Columns
Column
Prior Year YTD Balance
Fund Title
Fund Code
Fund Description
Department Title
Department Code
Department Description
Division Title
Division Code
Division Description


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



Then we select our Groups and click <*Save*>.

Report Viewer

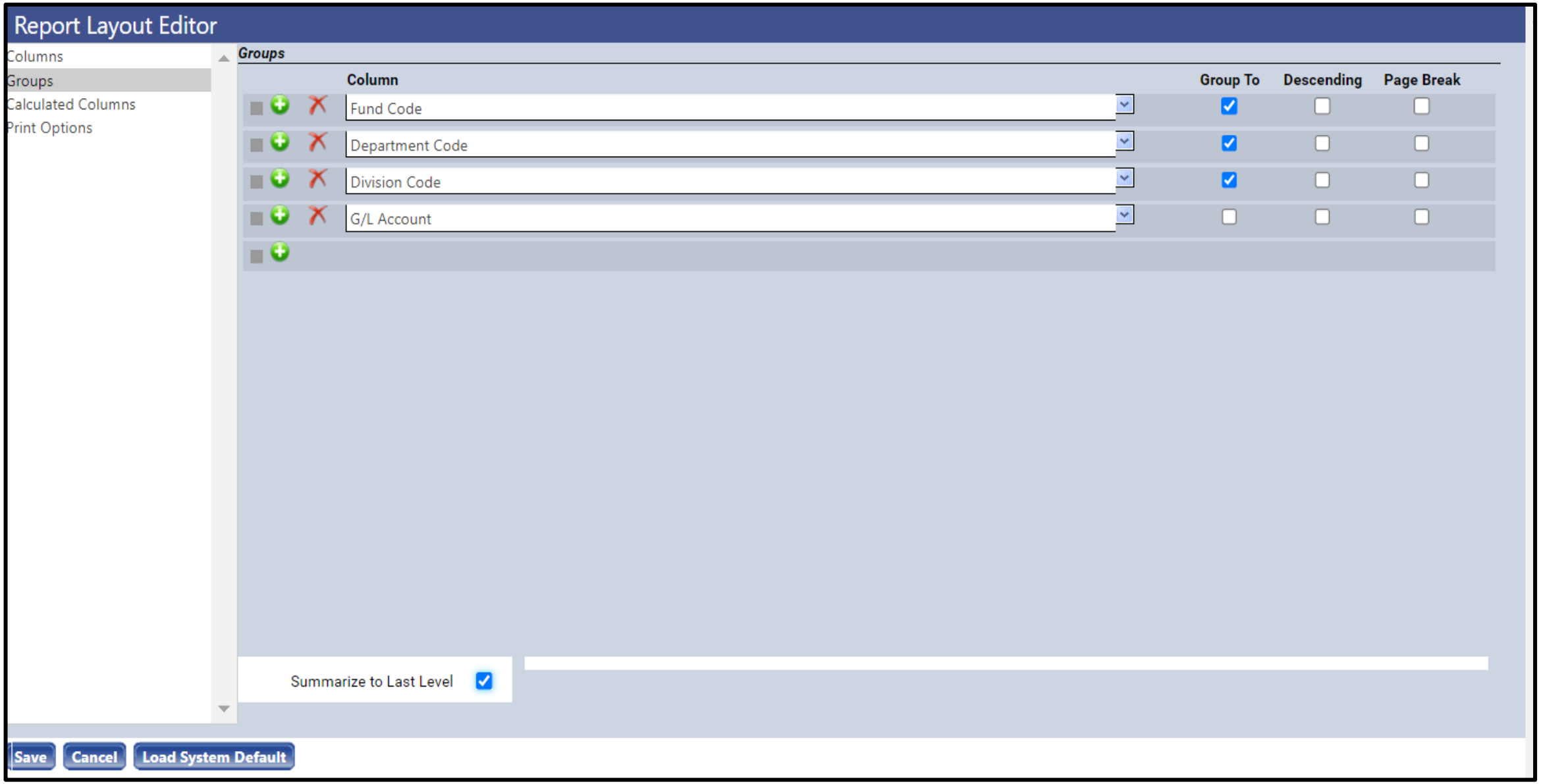
Trial Balance Listing

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
Fundâ€ƒ101 - 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		

Html | Re Render | Send to myReports | Close | Report Layout

This is the result of the layout we selected.


Report Layout Editor
Columns
Groups
Calculated Columns
Print Options
Groups
Column
Group To
Descending
Page Break
Fund Code
Department Code
Division Code
G/L Account
Summarize to Last Level
Save
Cancel
Load System Default

Report Viewer

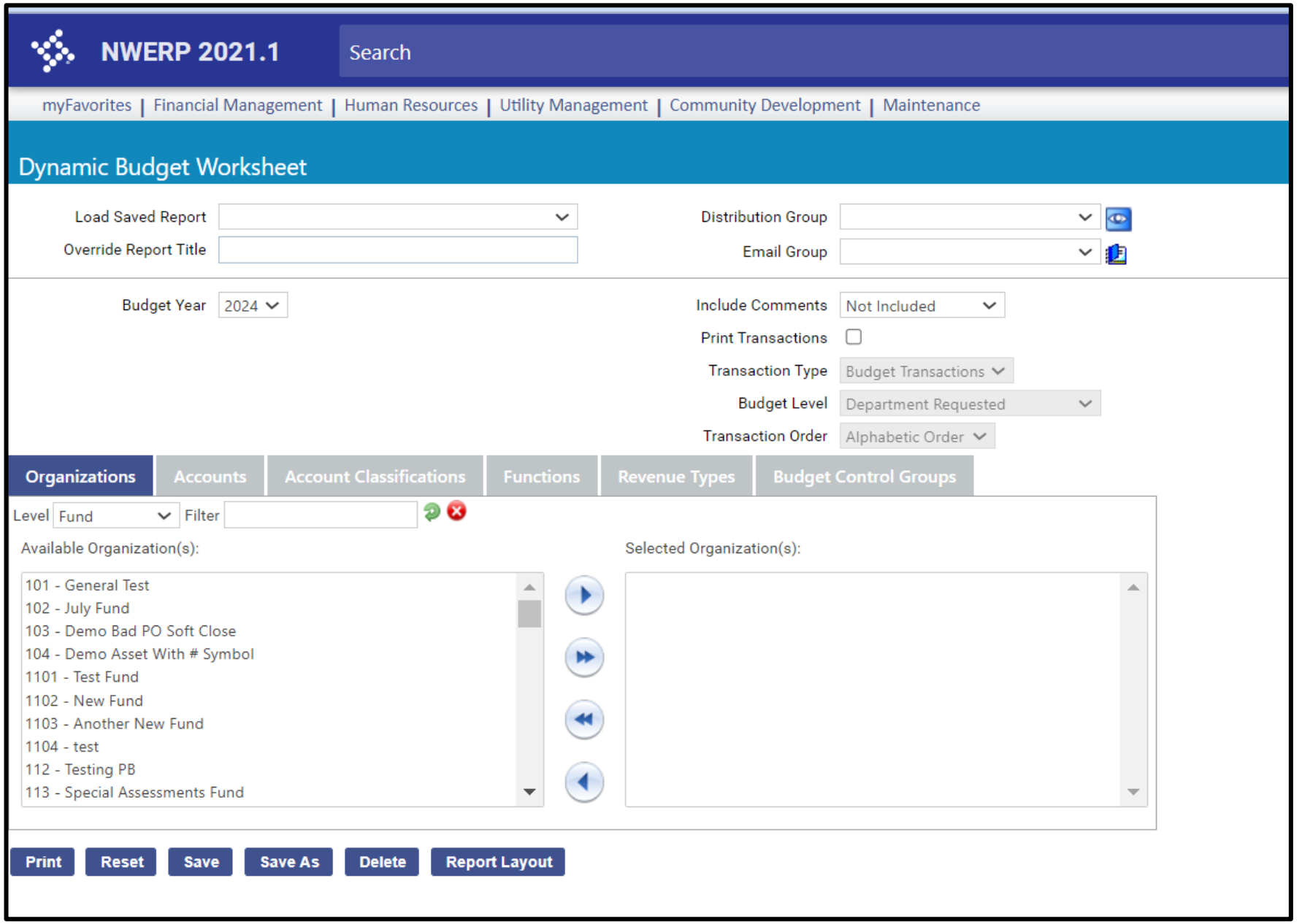
Trial Balance Listing

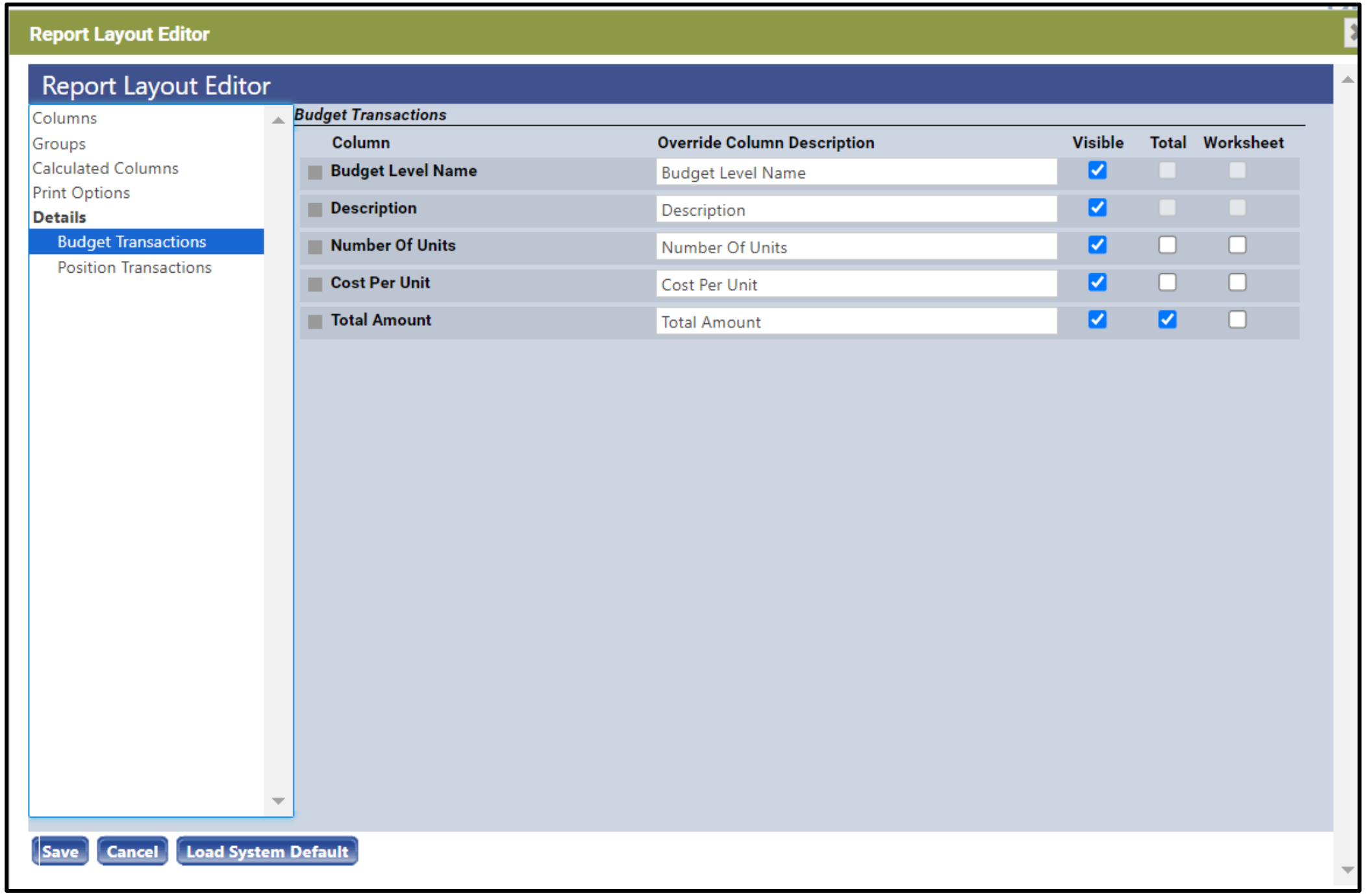
Run By nws on 05/20/2024 5:15:29 PM

G/L Account	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance	Division Code
Fundâ€ƒ**101 - General Test**						
	(13,905,960.44)	10,780.38	10,780.38	(13,905,960.44)	(13,905,960.44)	
Departmentâ€ƒ**01 - Mayor / Council name**						
Divisionâ€ƒ01 - Legislative	254.00	.00	.00	254.00	254.00	Divisionâ€ƒ01 - Legislative
Departmentâ€ƒ**01 - Mayor / Council name** Totals	$254.00	$0.00	$0.00	$254.00	$254.00	
Departmentâ€ƒ**04 - Administration**						
Divisionâ€ƒ06 - City Clerk	131,000.00	.00	.00	131,000.00	131,000.00	Divisionâ€ƒ06 - City Clerk
Departmentâ€ƒ**04 - Administration** Totals	$131,000.00	$0.00	$0.00	$131,000.00	$131,000.00	
Departmentâ€ƒ**15 - Finance**						
Divisionâ€ƒ17 - Assessing	24.15	.00	.00	24.15	24.15	Divisionâ€ƒ17 - Assessing
Departmentâ€ƒ**15 - Finance** Totals	$24.15	$0.00	$0.00	$24.15	$24.15	
Departmentâ€ƒ**30 - Police**						
Divisionâ€ƒ30 - Police Support Services	82.50	.00	.00	82.50	82.50	Divisionâ€ƒ30 - Police Support Services
Departmentâ€ƒ**30 - Police** Totals	$82.50	$0.00	$0.00	$82.50	$82.50	
Fundâ€ƒ**101 - 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




Report Layout Editor
Report Layout Editor
Columns
Groups
Calculated Columns
Print Options
Details
Budget Transactions
Position Transactions
Budget Transactions
Column
Override Column Description
Visible
Total
Worksheet
Budget Level Name
Budget Level Name
Description
Description
Number Of Units
Number Of Units
Cost Per Unit
Cost Per Unit
Total Amount
Total Amount
Save
Cancel
Load System Default

Report Viewer

Budget Worksheet Report

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

G/L Account Number	Fund Code	Fund Title	Fund Description	Account Description	Department Title
Fundâ€ƒ**101 - General Test**					
Account Typeâ€ƒ**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

Budget Level Name	*Description*	*Number Of Units*	*Cost Per Unit*	*Total Amount*
Department Requested	testing long description 65+ characters 12345678901234567890123 4	1.00	100.00	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

Budget Level Name	*Description*	*Number Of Units*	*Cost Per Unit*	*Total Amount*
Department Requested	10/23 Adjust to bal budgt to prelim	1.00	23,425.00	23,425.00
Department Requested	10/24 Remove Adjustment	1.00	(23,425.00)	(23,425.00)
			Budget Transactions Totals	$0.00

101.6702	101	Fund	General Test	Conferences & Schools	

Budget Transactions

Budget Level Name	*Description*	*Number Of Units*	*Cost Per Unit*	*Total Amount*
Department Requested	10/23 Adjust to bal budget to Prelim	1.00	(456,602.00)	(456,602.00)
Department Requested	10/24 Remove Adjust for prelim	1.00	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

Budget Level Name	*Description*	*Number Of Units*	*Cost Per Unit*	*Total Amount*
Department Requested	10/24-Add Contigency	1.00	50,000.00	50,000.00
Department Requested	10/31 Reduce Contigency to balance budget	1.00	(50,000.00)	(50,000.00)
Department Requested	contigency	1.00	300,000.00	300,000.00
			Budget Transactions Totals	$300,000.00

101.7018	101	Fund	General Test	Building Charges	

Budget Transactions

Budget Level Name	*Description*	*Number Of Units*	*Cost Per Unit*	*Total Amount*
Department Requested	10/23 Adjust bdgt to balance to Prelim	1.00	201,350.00	201,350.00

Html | Re Render | Send to myReports | Close | Report Layout

Prev Page 1 of 6 Next

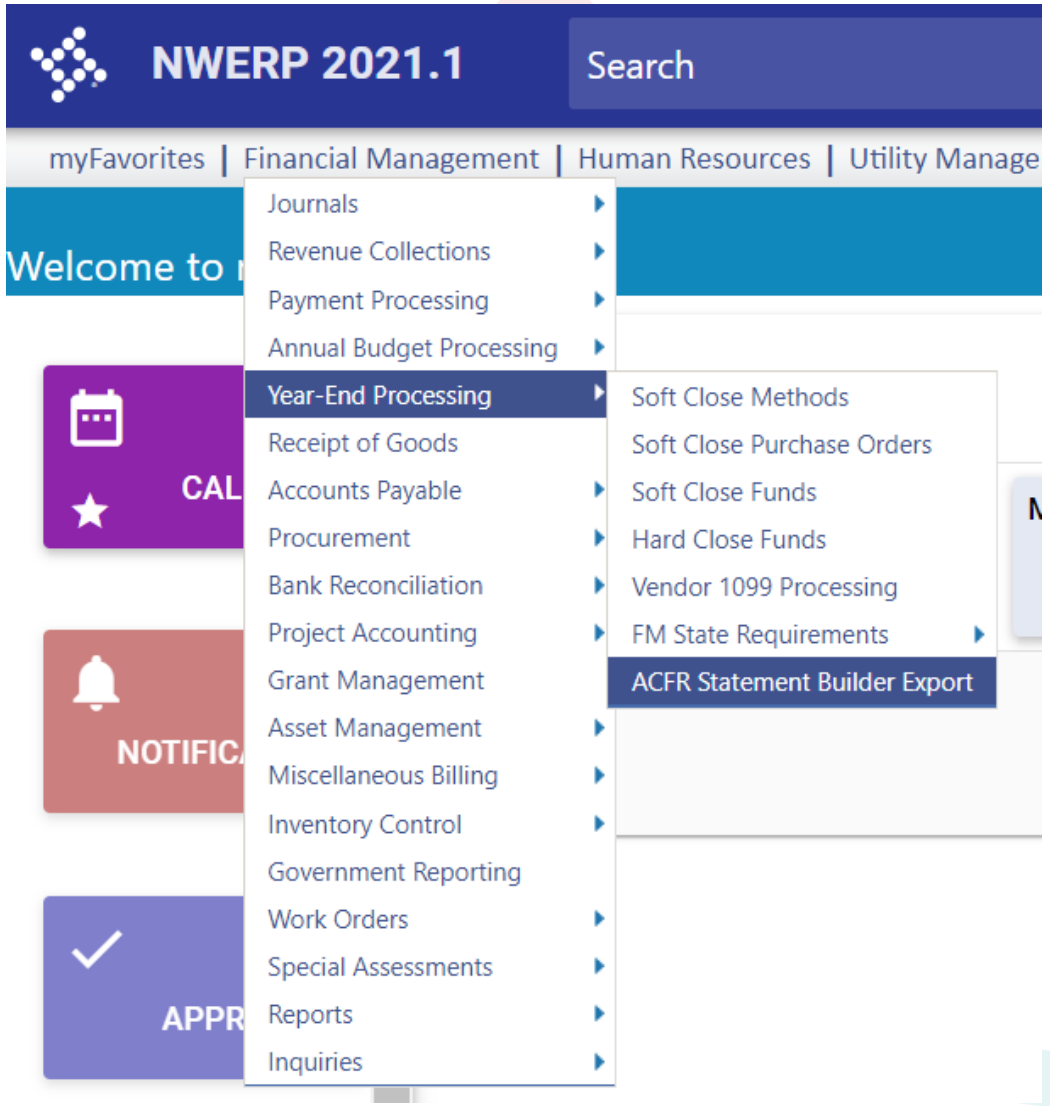
2. What is ACFR Statement Builder Export?

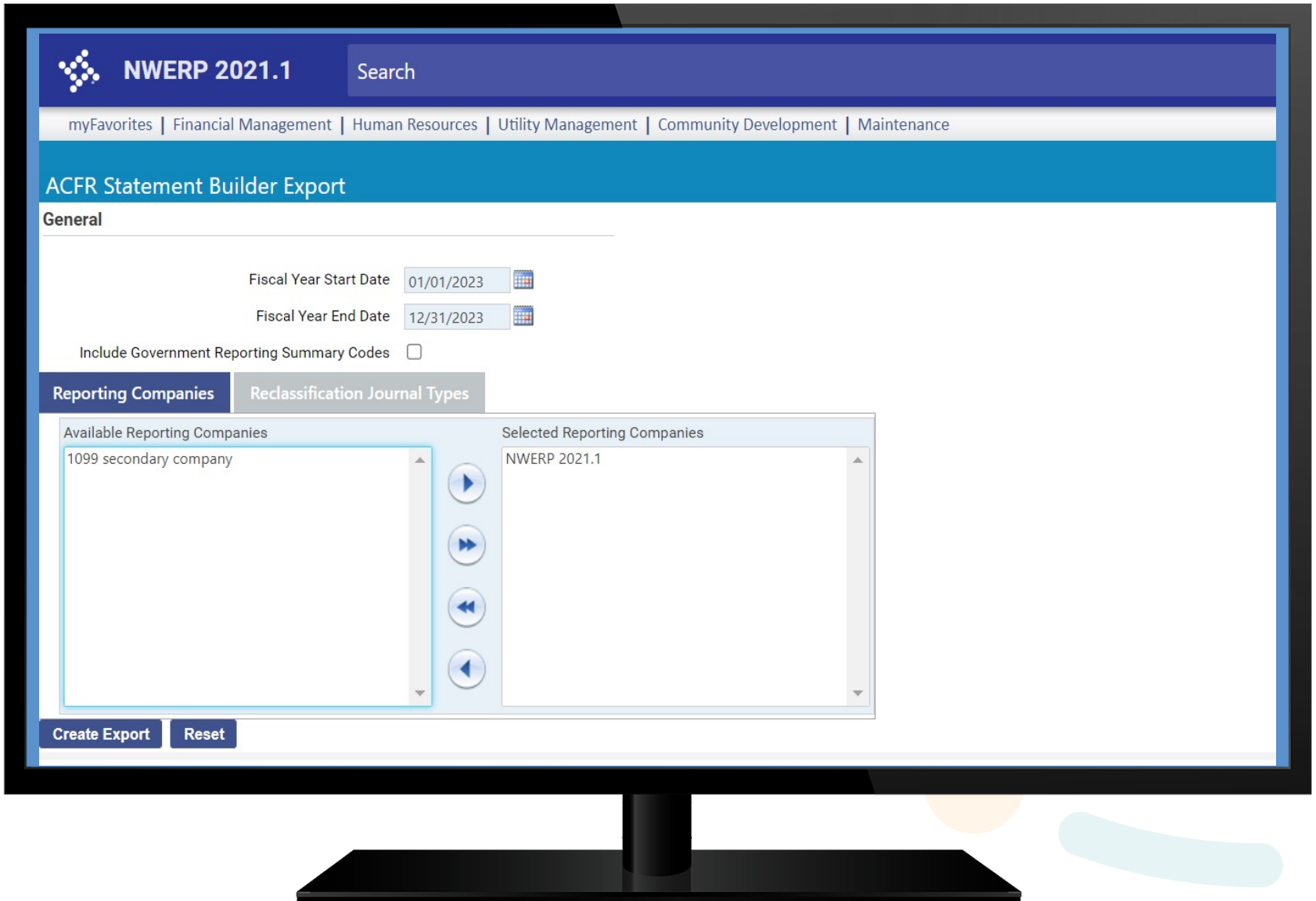
It is a convenient way to create an export of your GL Accounts with full GL account numbers, accounts descriptions, budget and actual amounts for year end audits.

No additional license is needed to use this feature.

Getting Started

Navigate to:



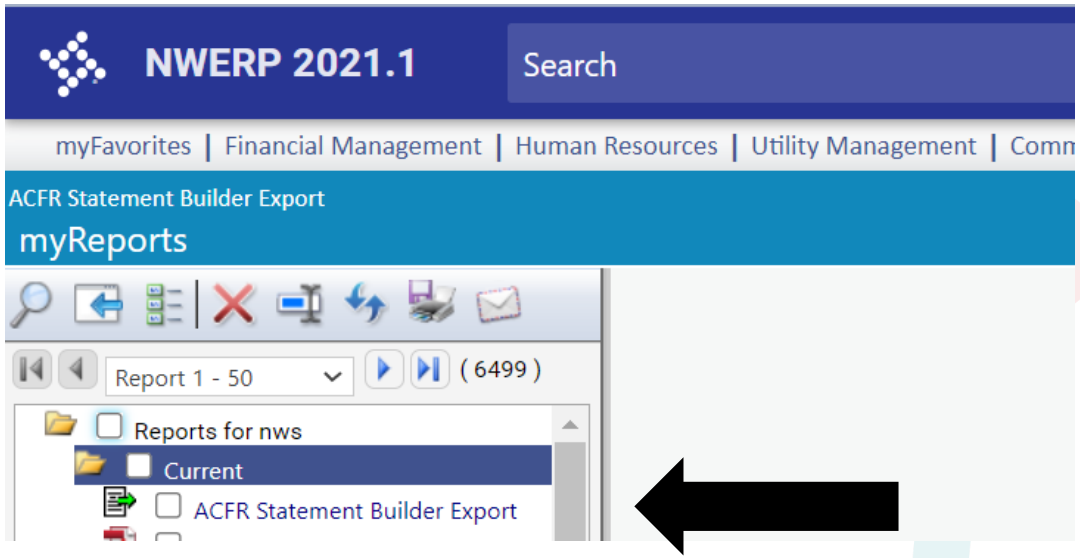


1- Select reporting year start and end

2- Select your Reporting Company

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

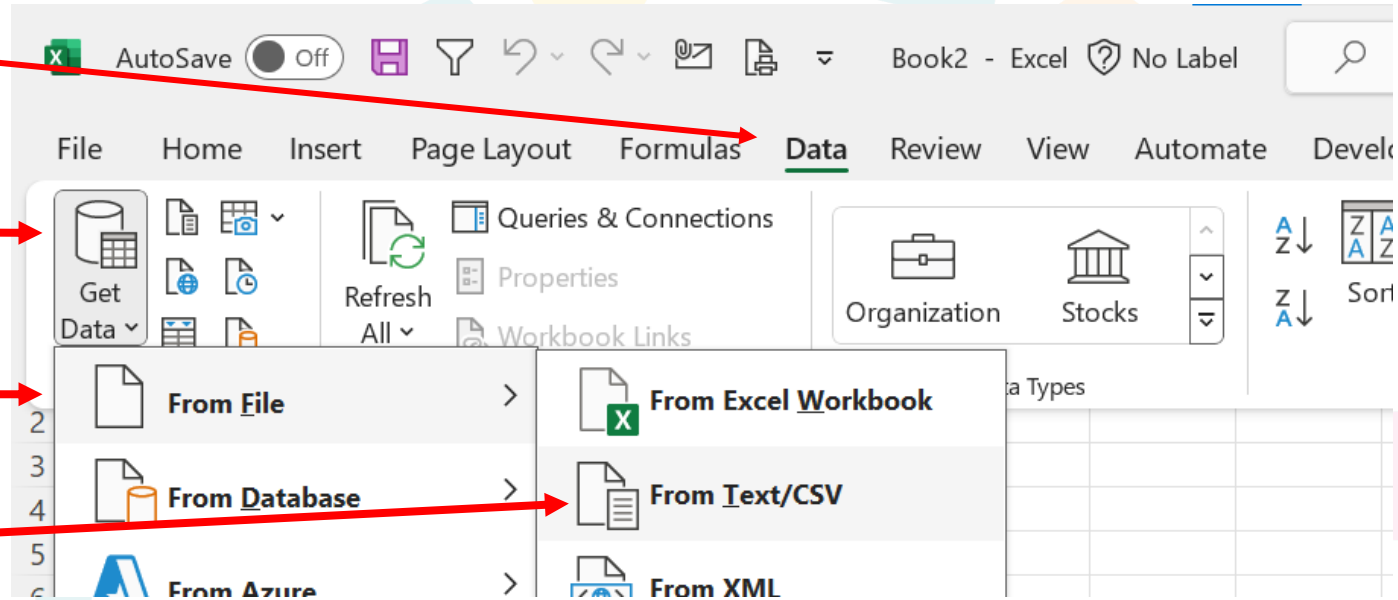
4- *<Create Export>*

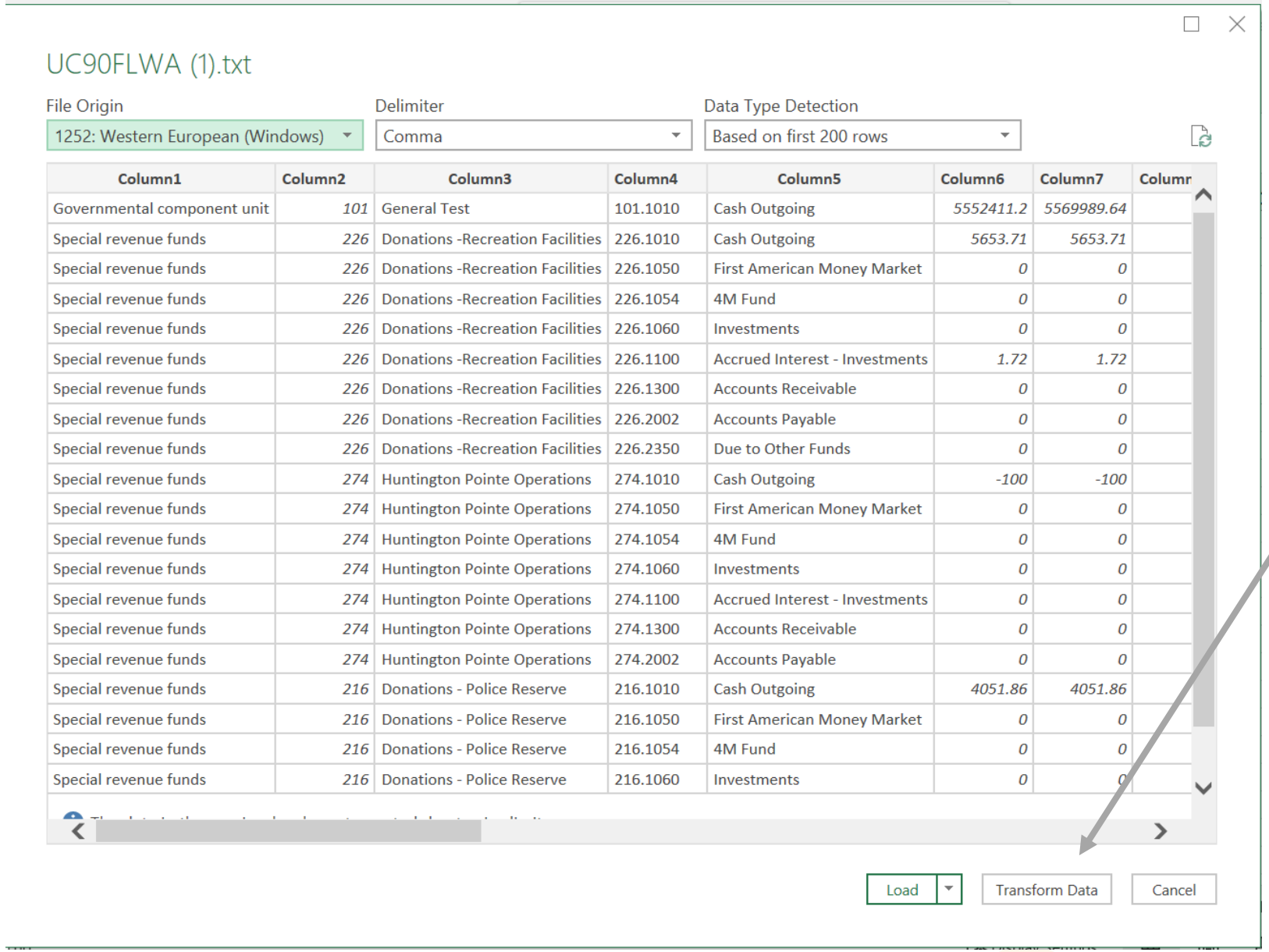


Select the report. It will download as a .txt file.

For best results, open in Excel for viewing.

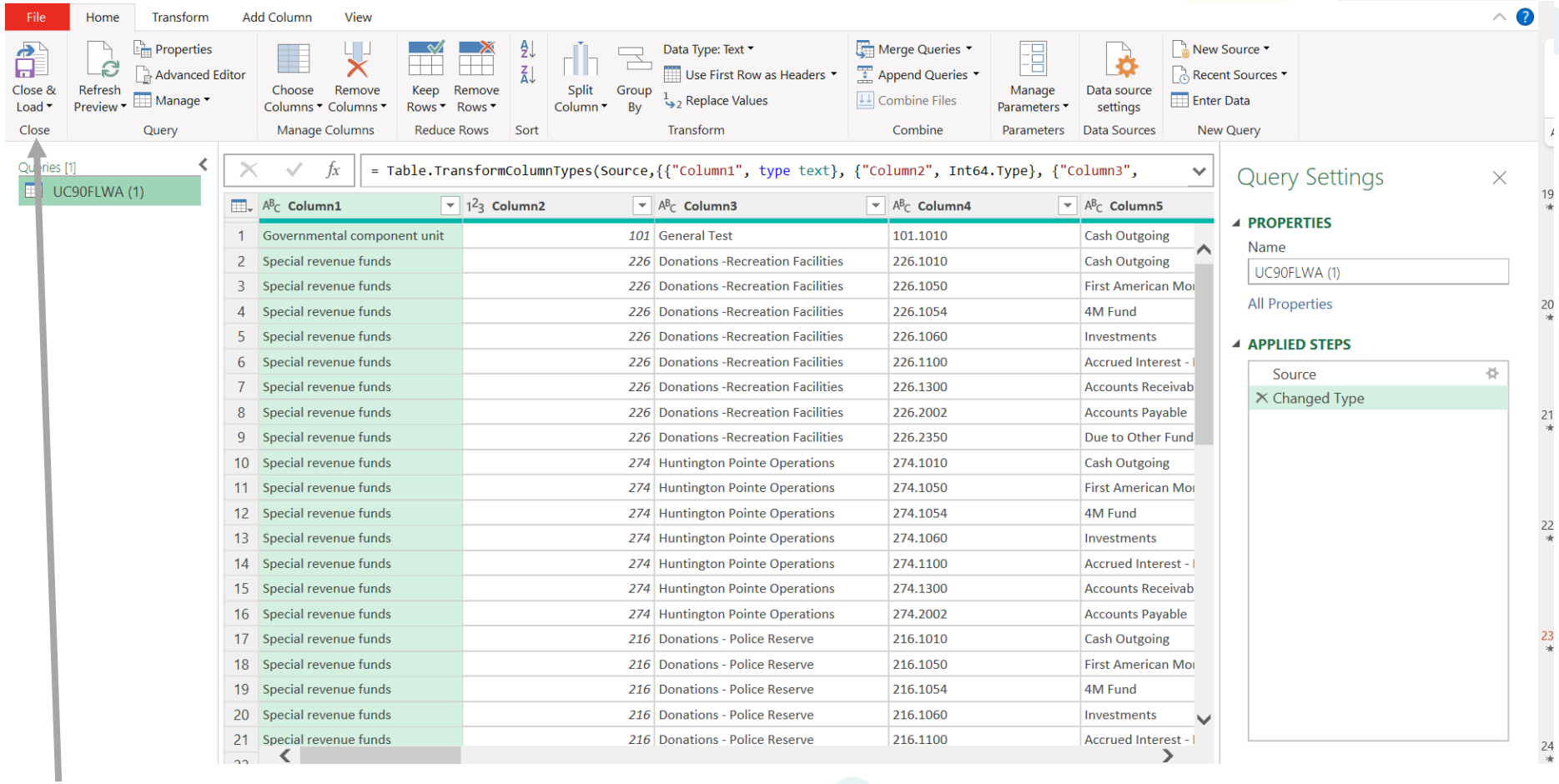
1. Open Excel and select Data
2. Get Data
3. From File
4. From Text/CSV





Column1	Column2	Column3	Column4	Column5	Column6	Column7	Columr
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	

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



File will open in Power Query Editor.

Click Close & Load to finish the report.

This report will display

	Column1	Column2	Column3	Column4	Column5	Column6	Colu
2	Governmental component unit	101	General Test	101.1010	Cash Outgoing	5552411.2	5
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	» 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

The output will look like this.

1	Fund Type	Fund Number	Fund Name	Account Number	Account Name	Ending Balance for Reporting Year	Beginning Balance for 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 ?

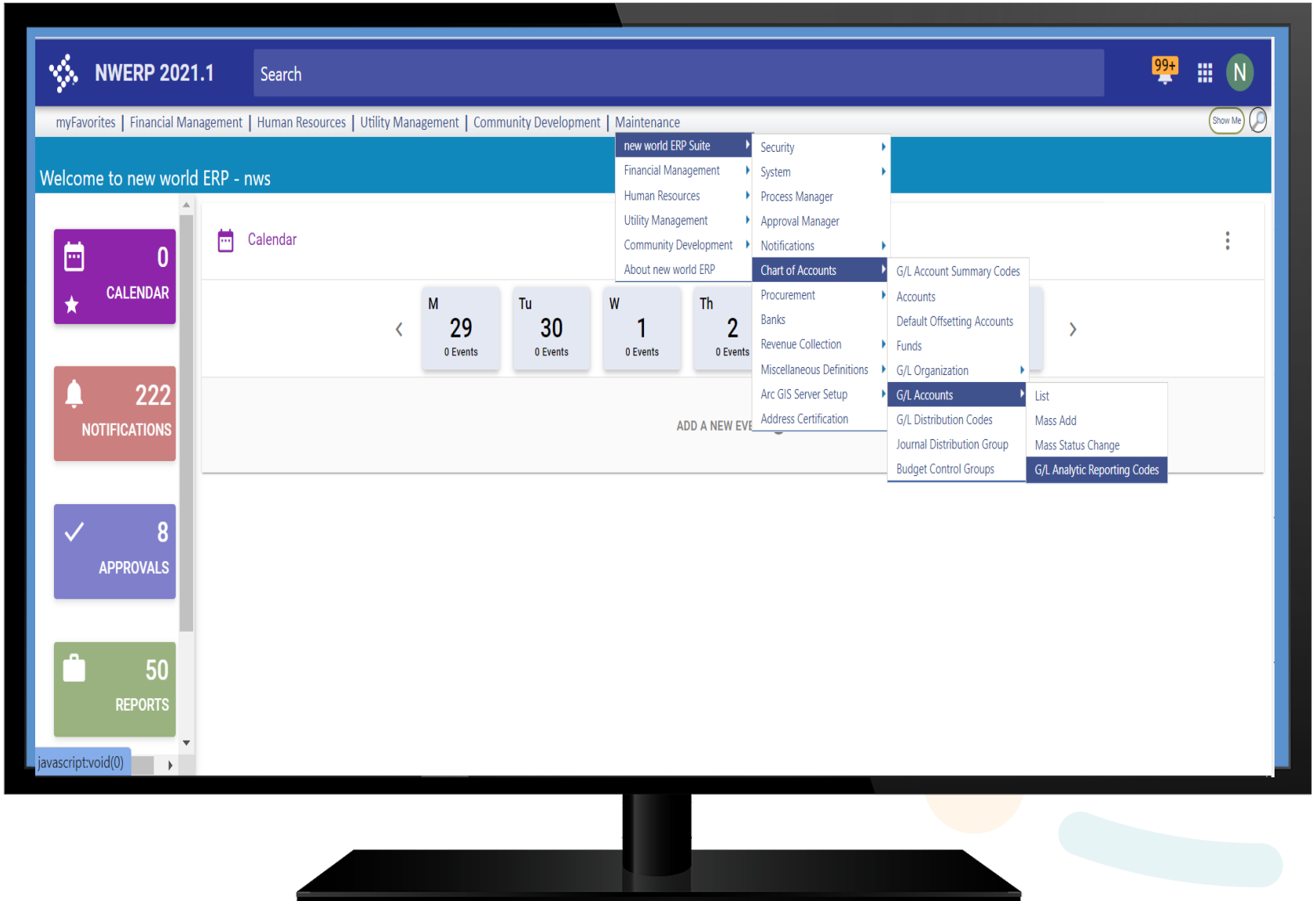
It allows users to create report profiles that have a relationship to general ledger accounts but are not directly related to g/l account or summary code structures.

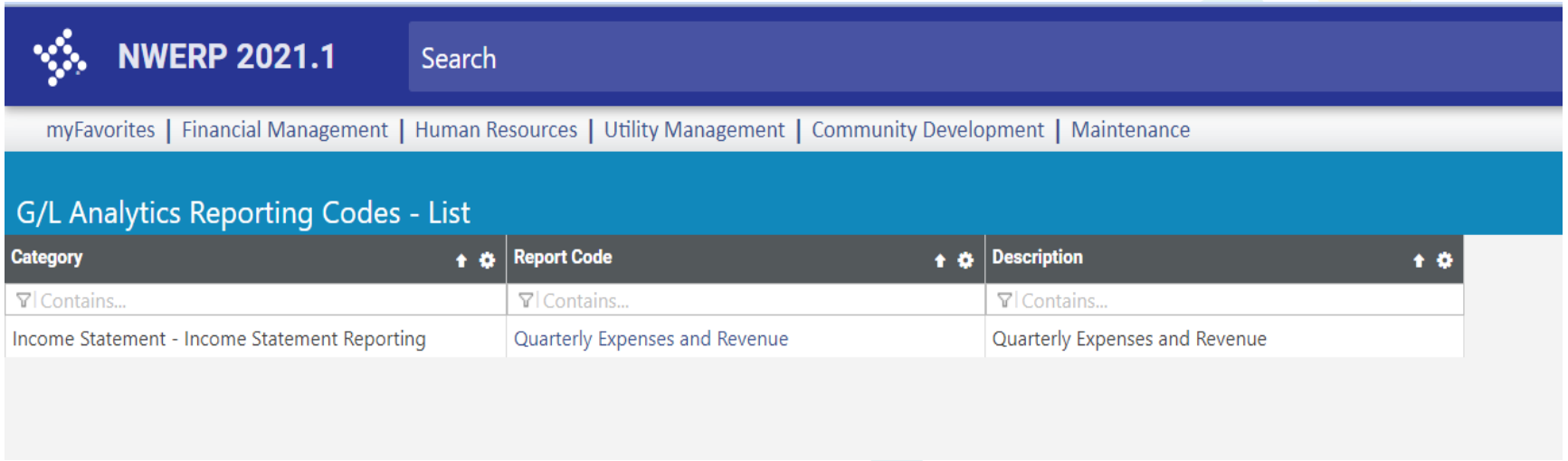
These profiles will be selected for use in a Business Analytics pivot table.

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

Creating Reporting Codes

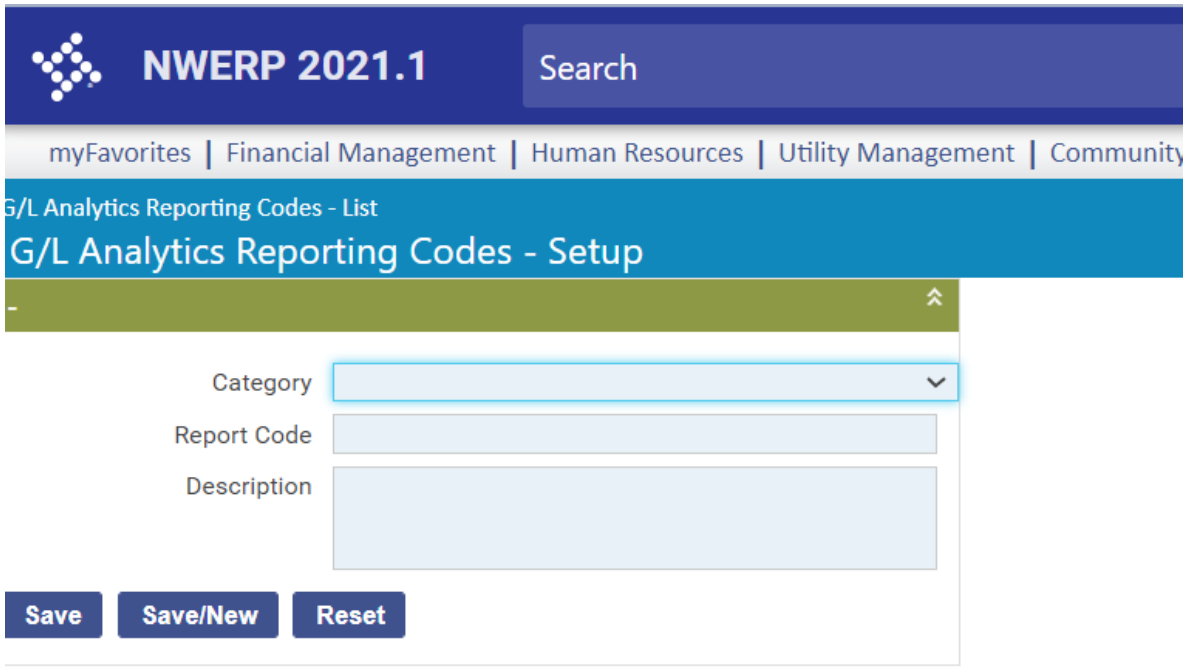
Navigate to G/L Analytics Reporting Codes under Chart of Accounts





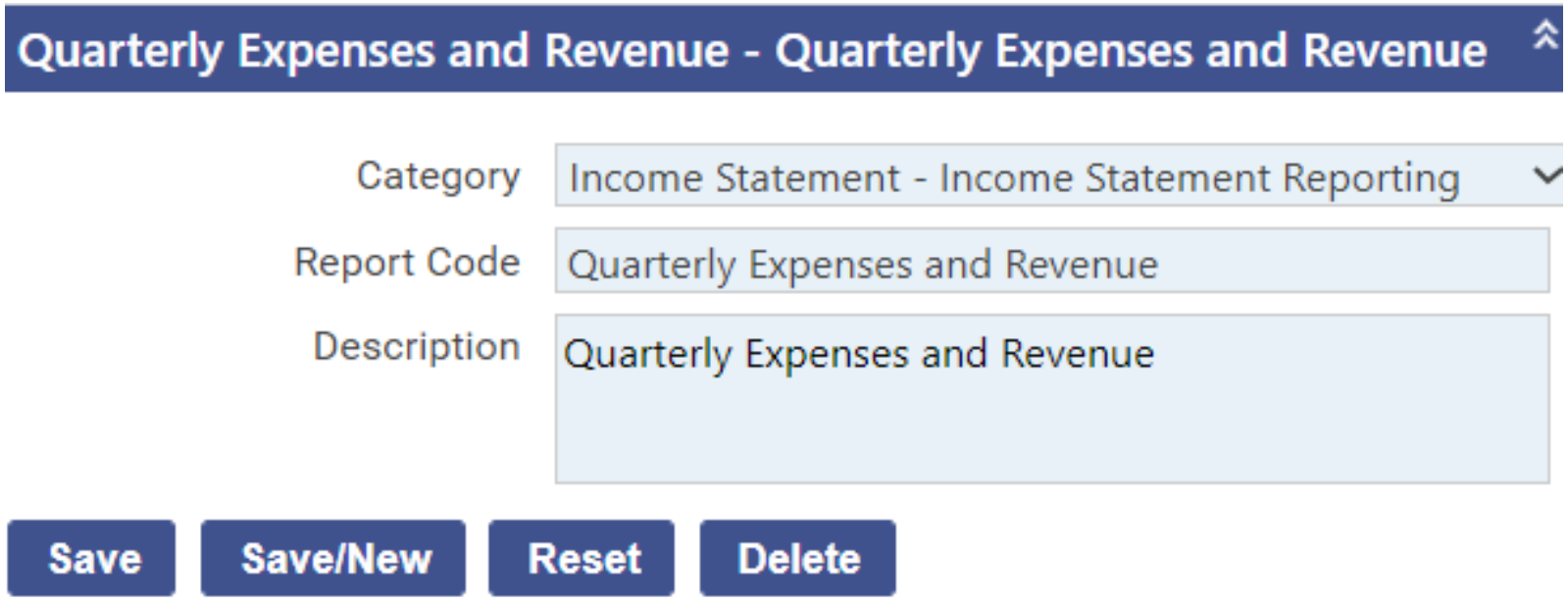
The List page will show all Reporting Codes in the system.

Click <*New*> to begin creating a reporting code.

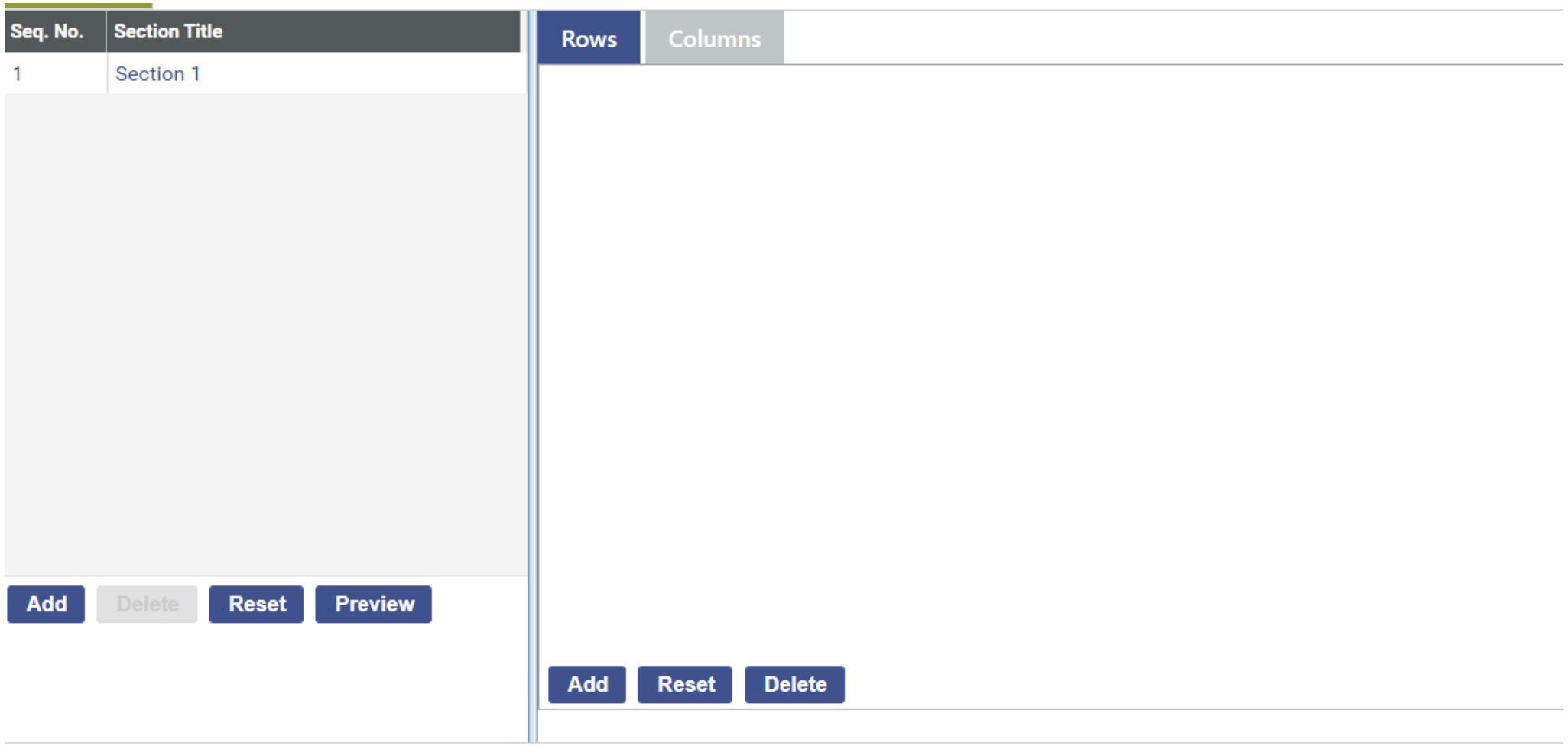


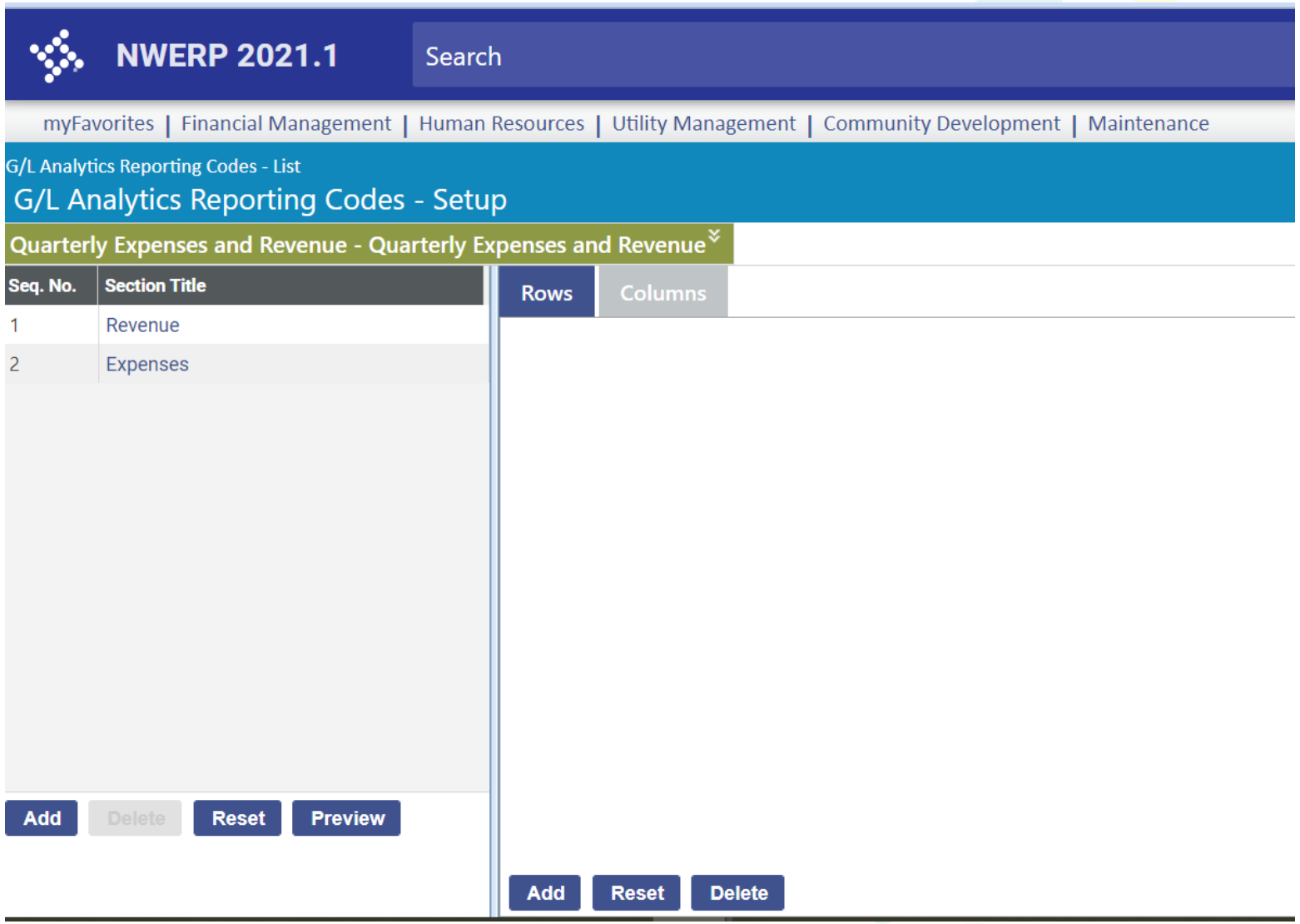
Select a category, enter a Report code and Description.

Click <*Save*>


Quarterly Expenses and Revenue - Quarterly Expenses and Revenue
Category
Income Statement - Income Statement Reporting
Report Code
Quarterly Expenses and Revenue
Description
Quarterly Expenses and Revenue
Save
Save/New
Reset
Delete

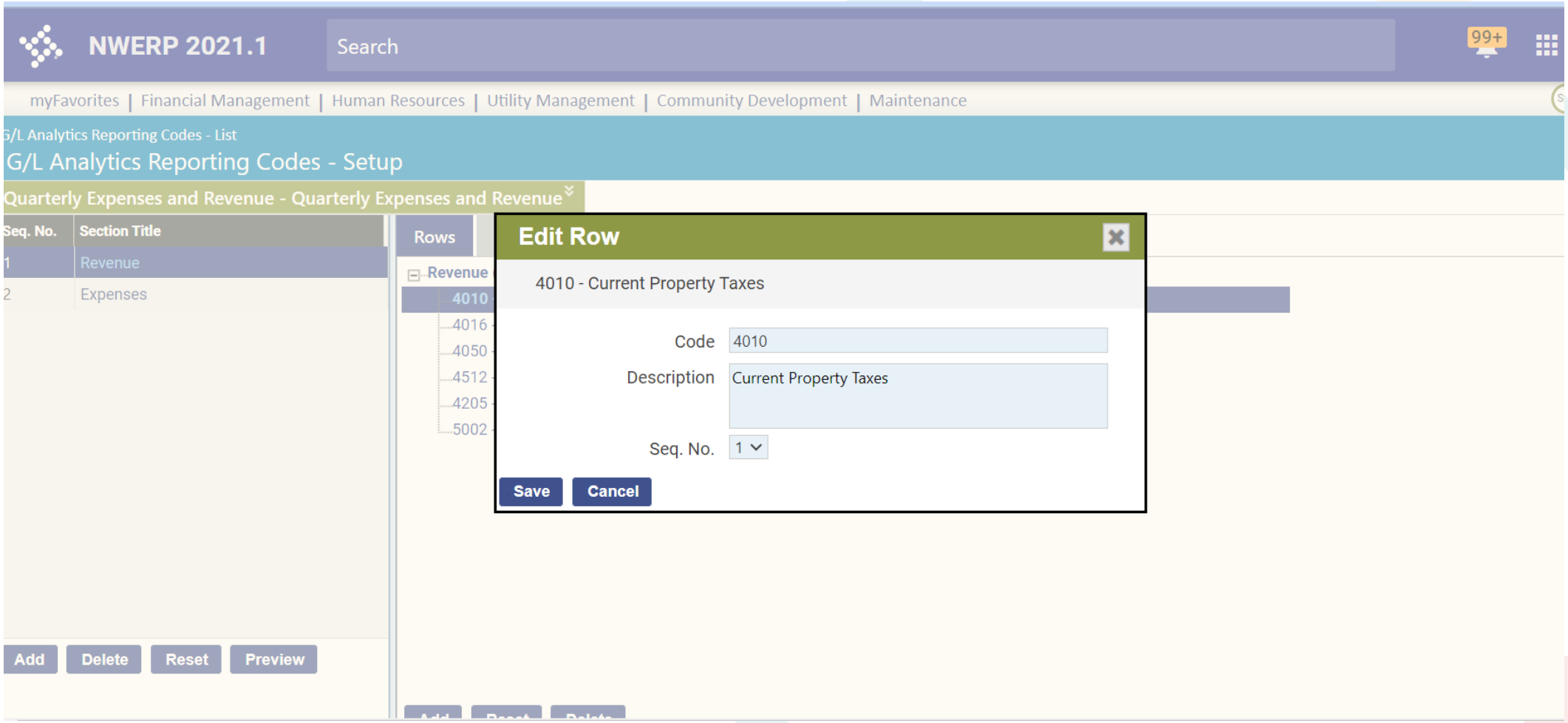
You will see this page, where you will enter the section titles you want to enter your g/l accounts under.
Click <*Add*> on the left to enter each section title.

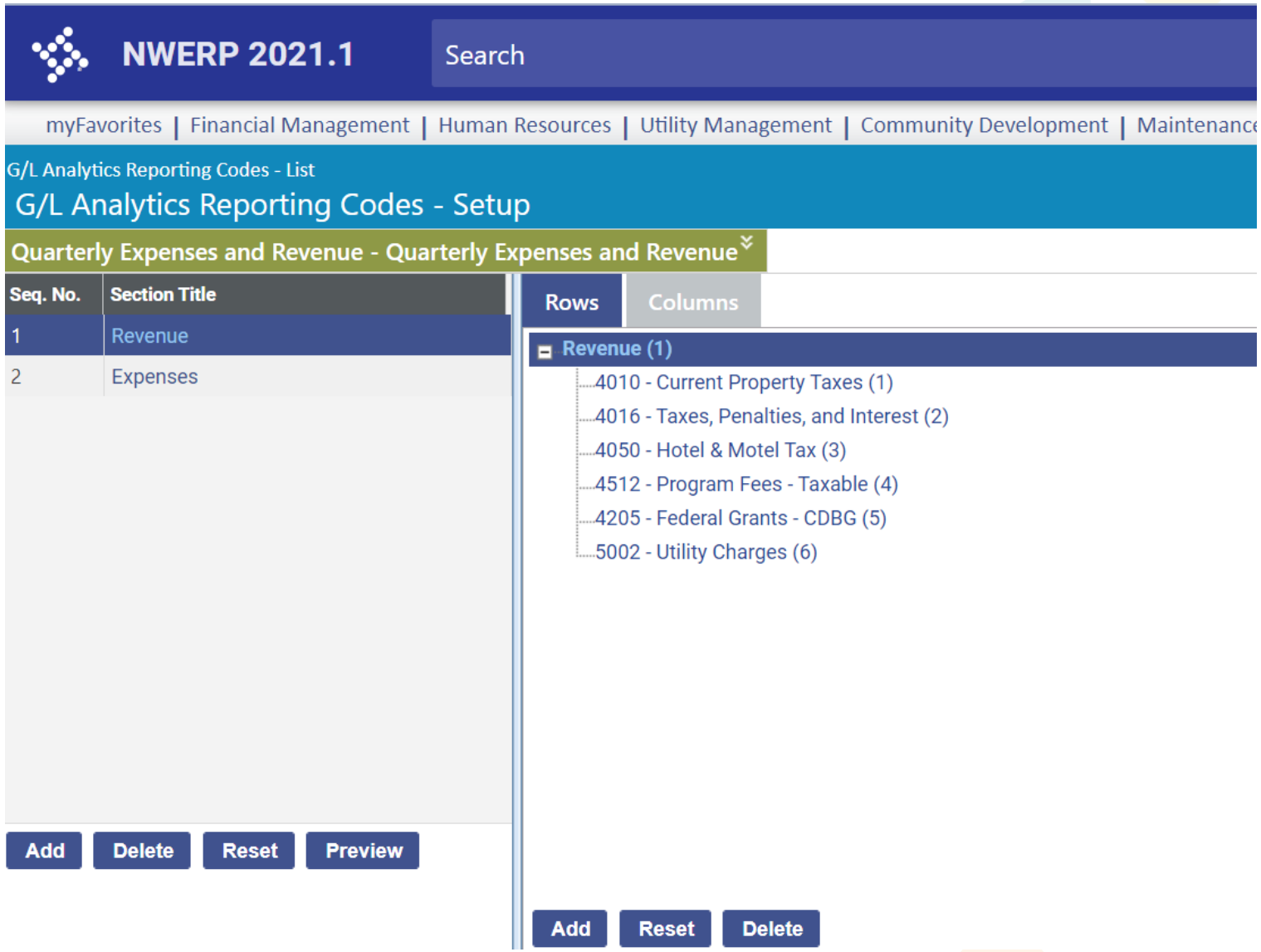




Having entered the two section titles on the left I can start populating the row and column titles I the right pane.

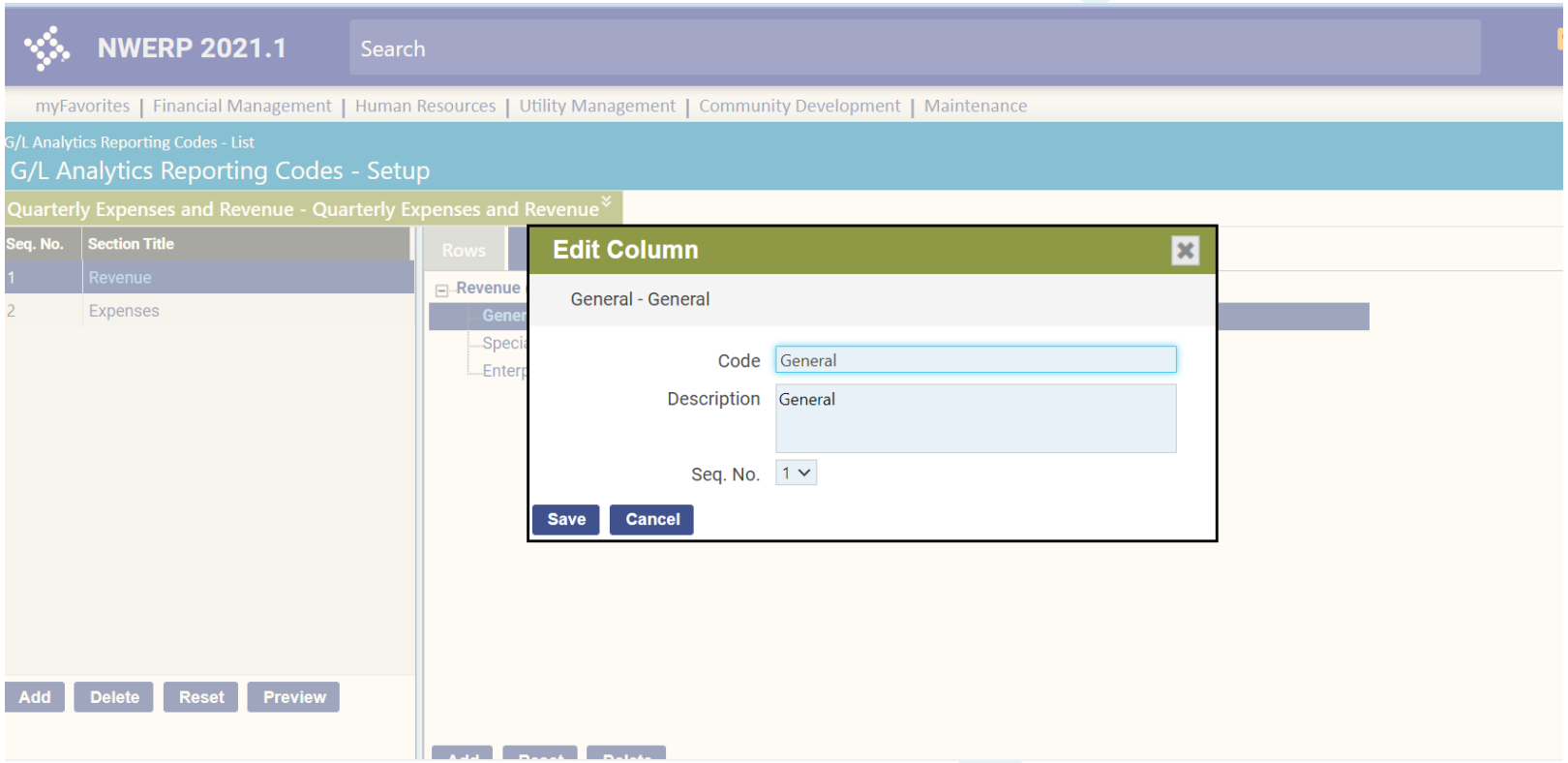
Select the Row tab and click <*Add*>


NWERP 2021.1
Search
99+
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
Add
Delete
Reset
Preview
Rows
Revenue
4010
4016
4050
4512
4205
5002
Edit Row
4010 - Current Property Taxes
Code
4010
Description
Current Property Taxes
Seq. No.
1
Save
Cancel



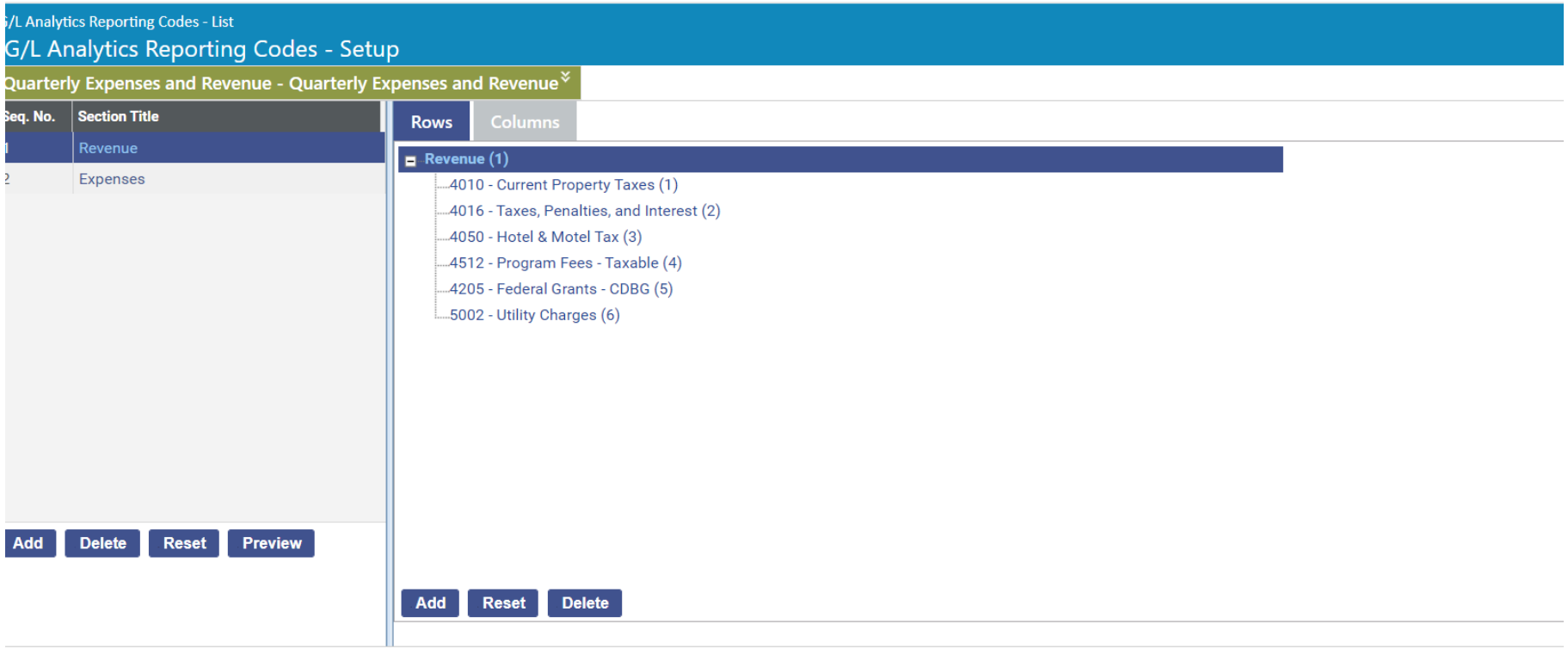
Highlight the section title and click <*Add*> to begin adding row title.

In this case I entered base accounts.



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.



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.

NWERP 2021.1

Search

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

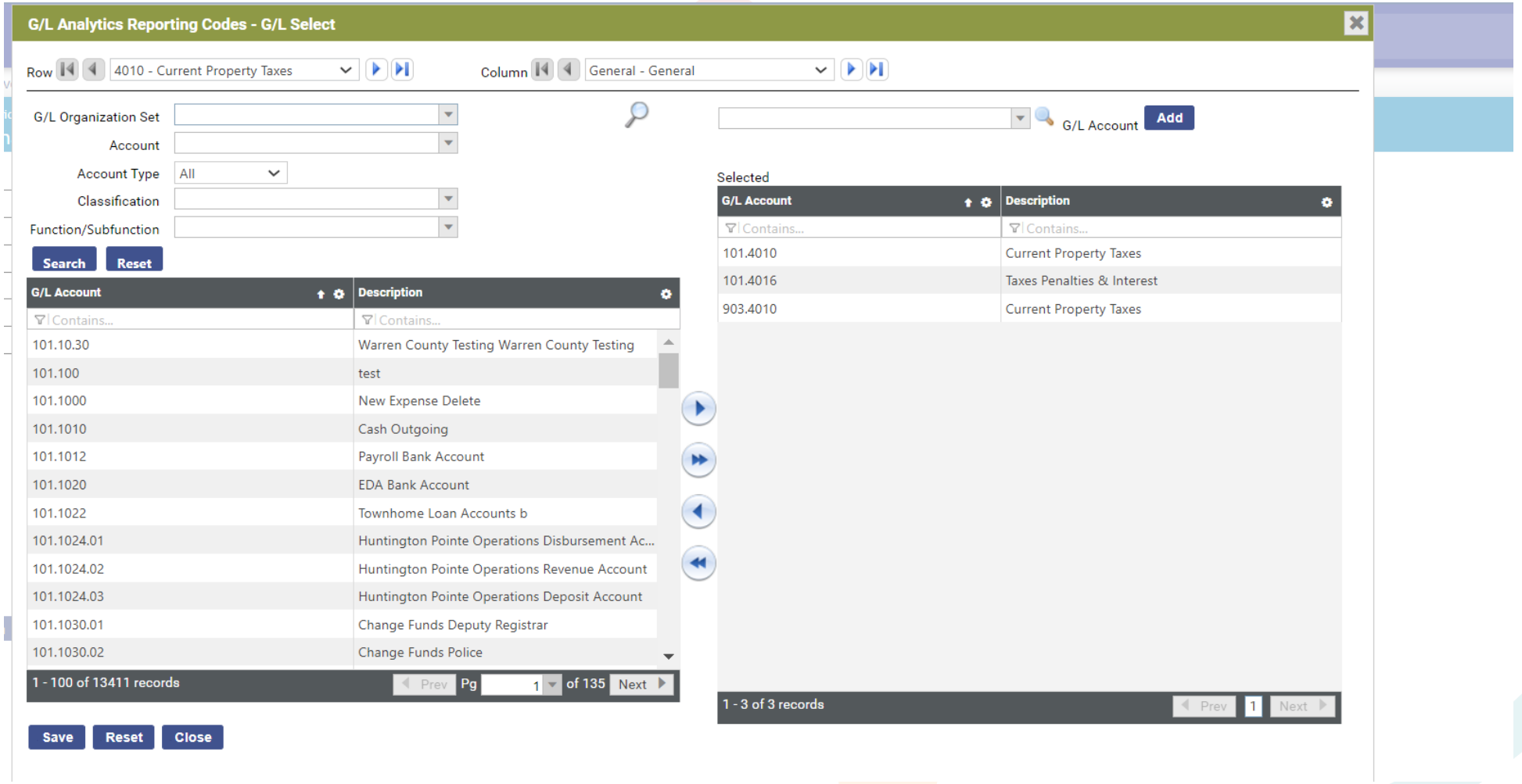
G/L Analytics Reporting Codes - List > G/L Analytics Reporting Codes - Setup

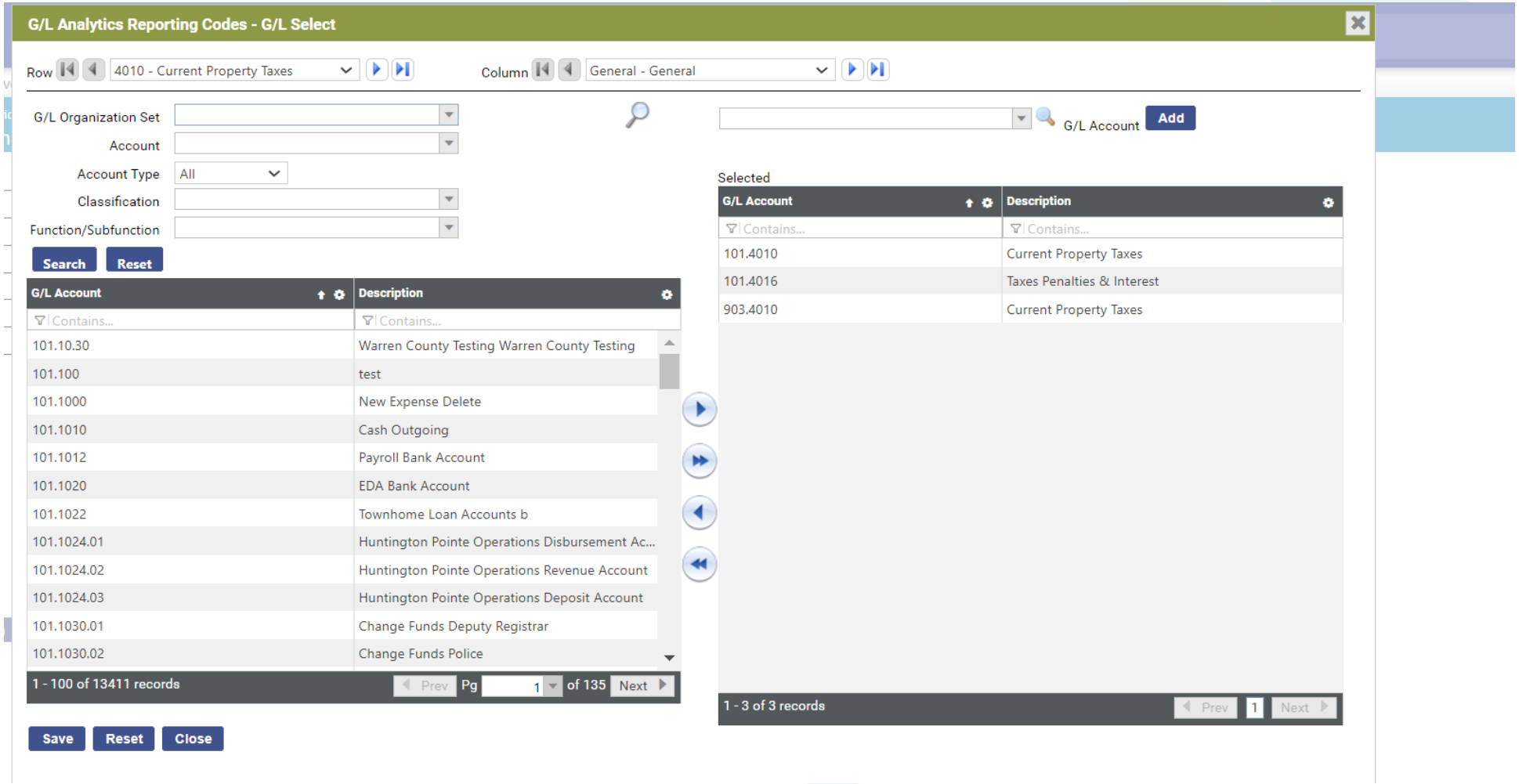
G/L Analytics Reporting Codes - Entry

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

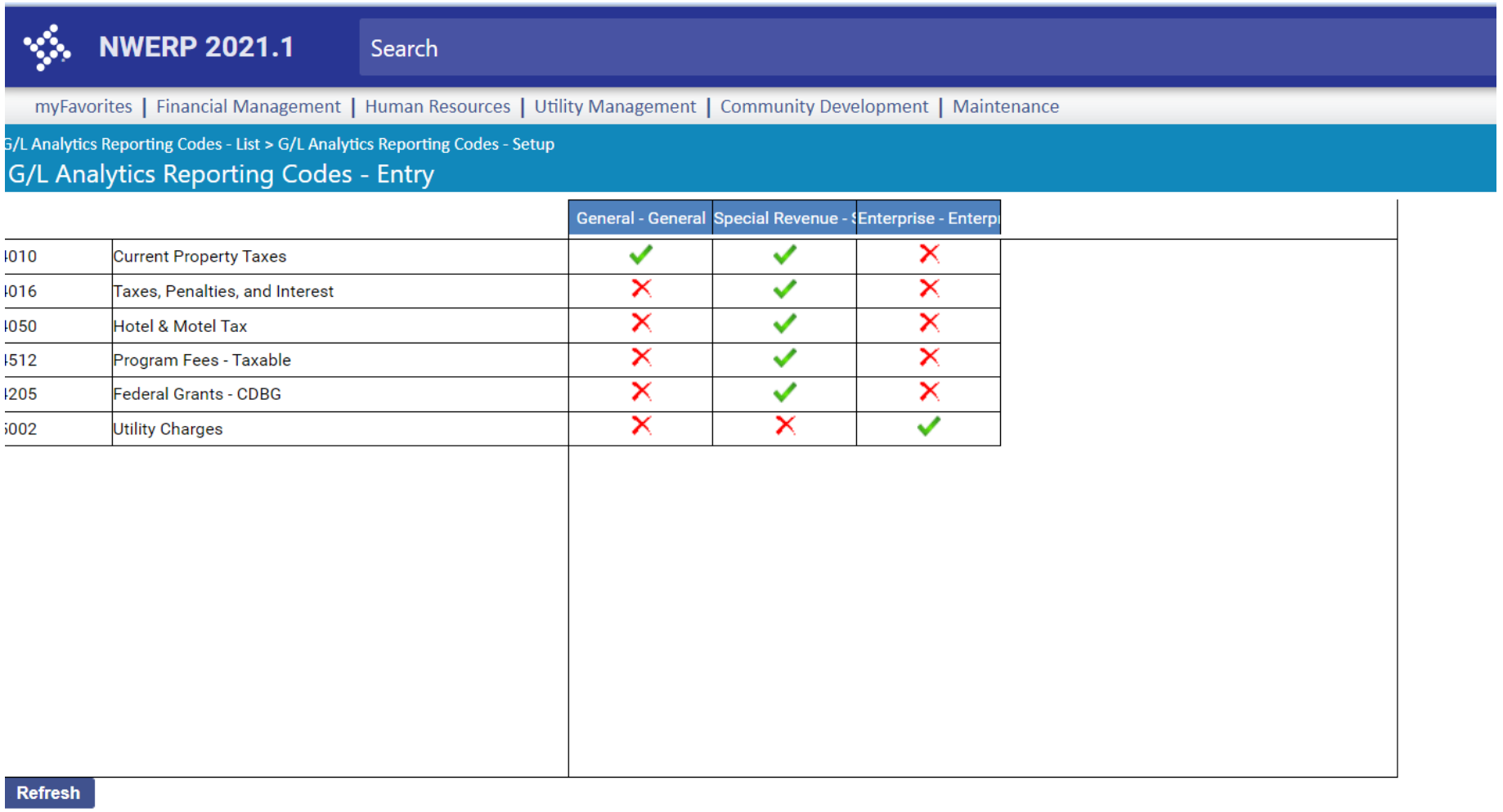
Refresh

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





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

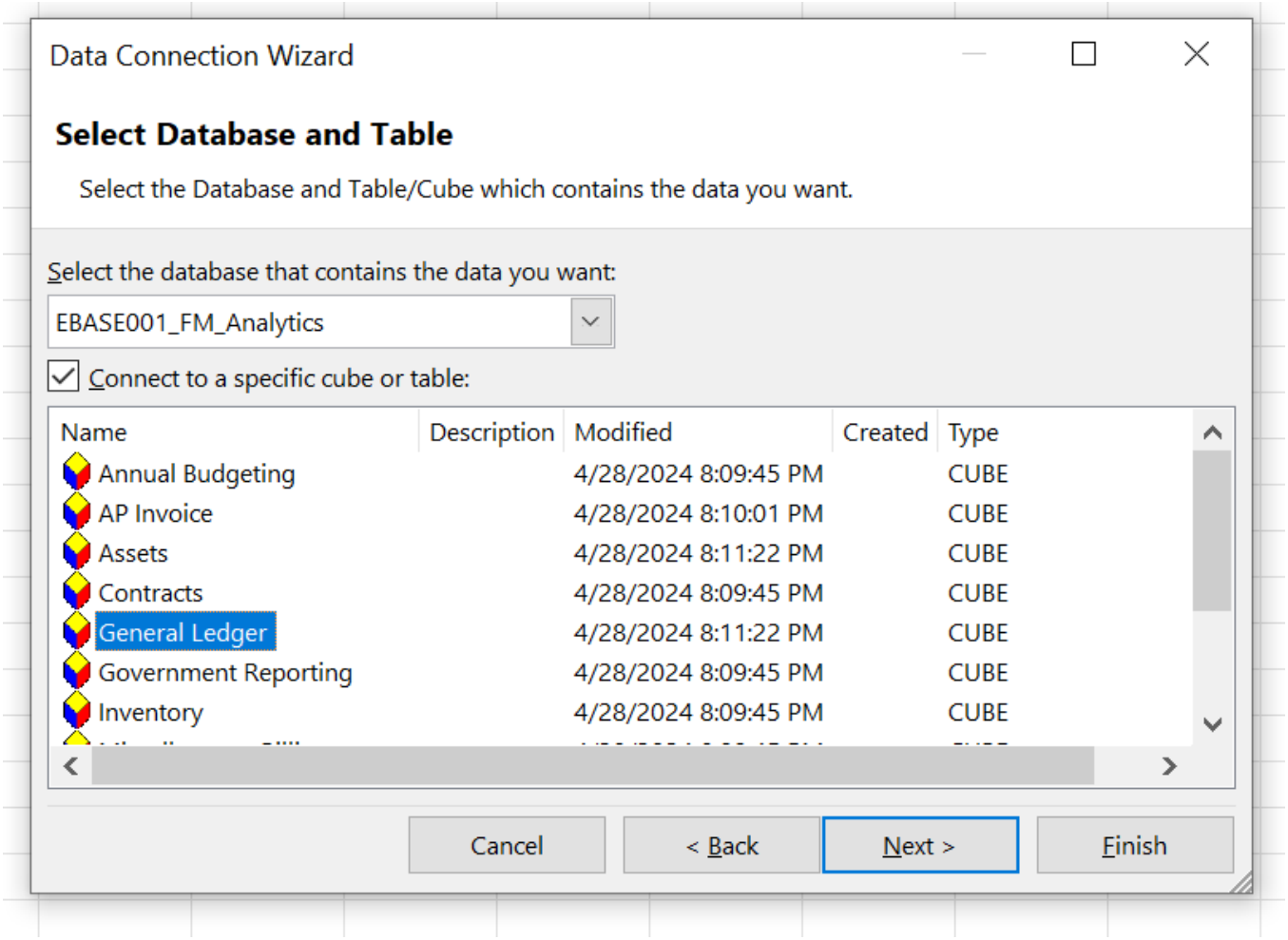


The preview pane will show all the intersections that have been populated with g/l account numbers with a ✔

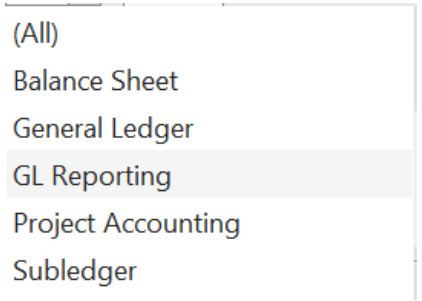
Now that I’ve created a Reporting Code, how do I use it?

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

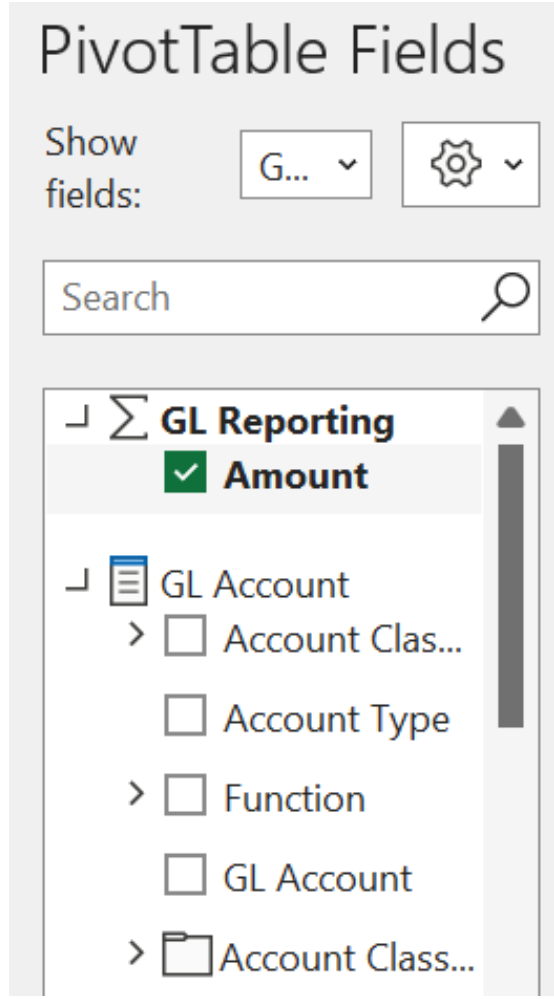
Select the General Ledger Cube.



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.

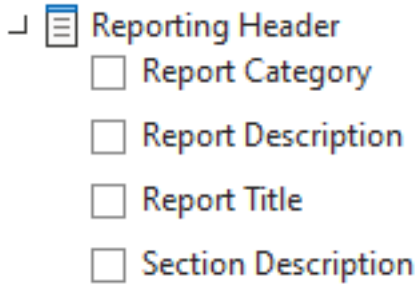


At this point there are different ways to use the reporting codes.
1- They can be added to the **Rows** area to build a report with directly.

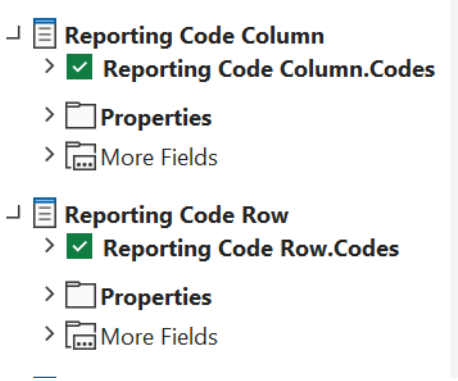
2- They can be added to the **Filters** list to build a report around.

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**.

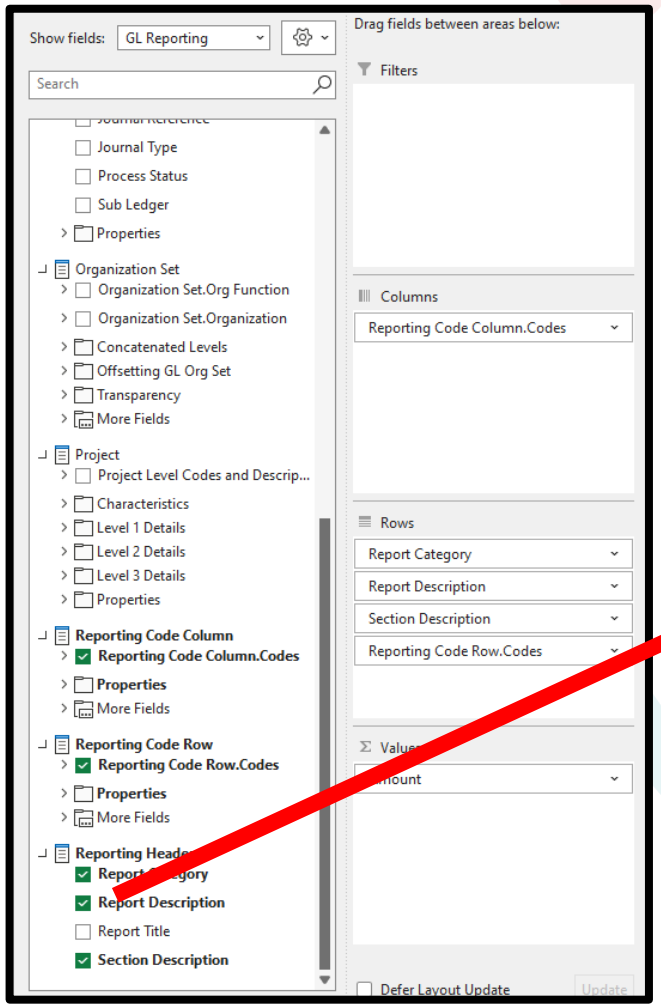


The columns and Rows can be accessed under Reporting Code Column and Reporting Code Rows.



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.



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 Taxe	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**

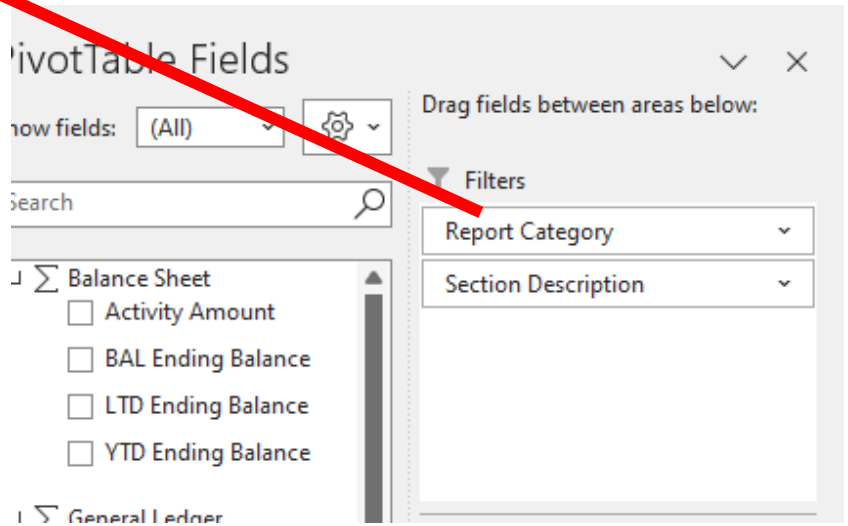
Report Category

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**	**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**



Inquiries

4 Different ways to make the most of Inquiries

1- G/L Organization

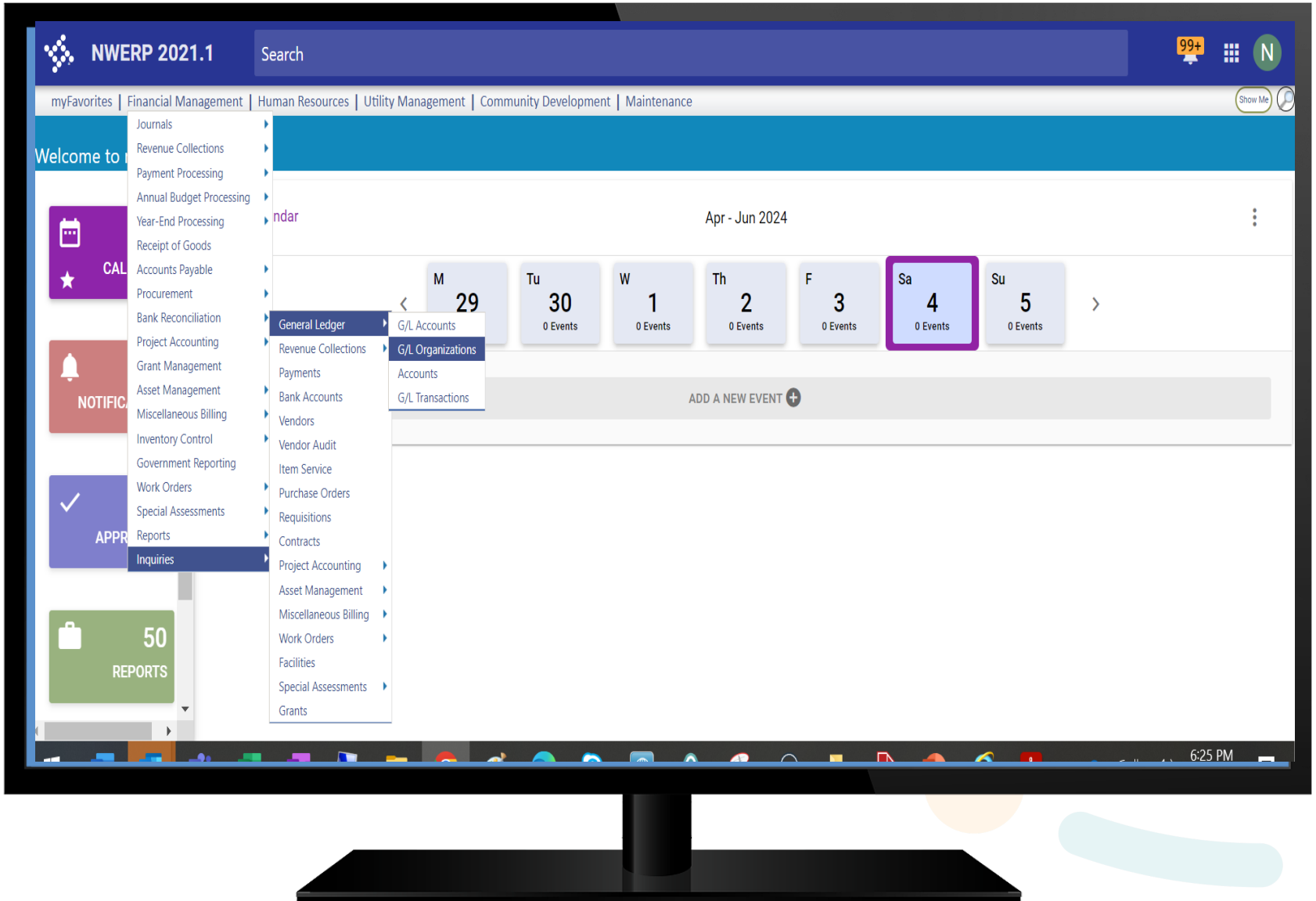
2- Cross Fund Account inquiry

3- Payments Inquiry

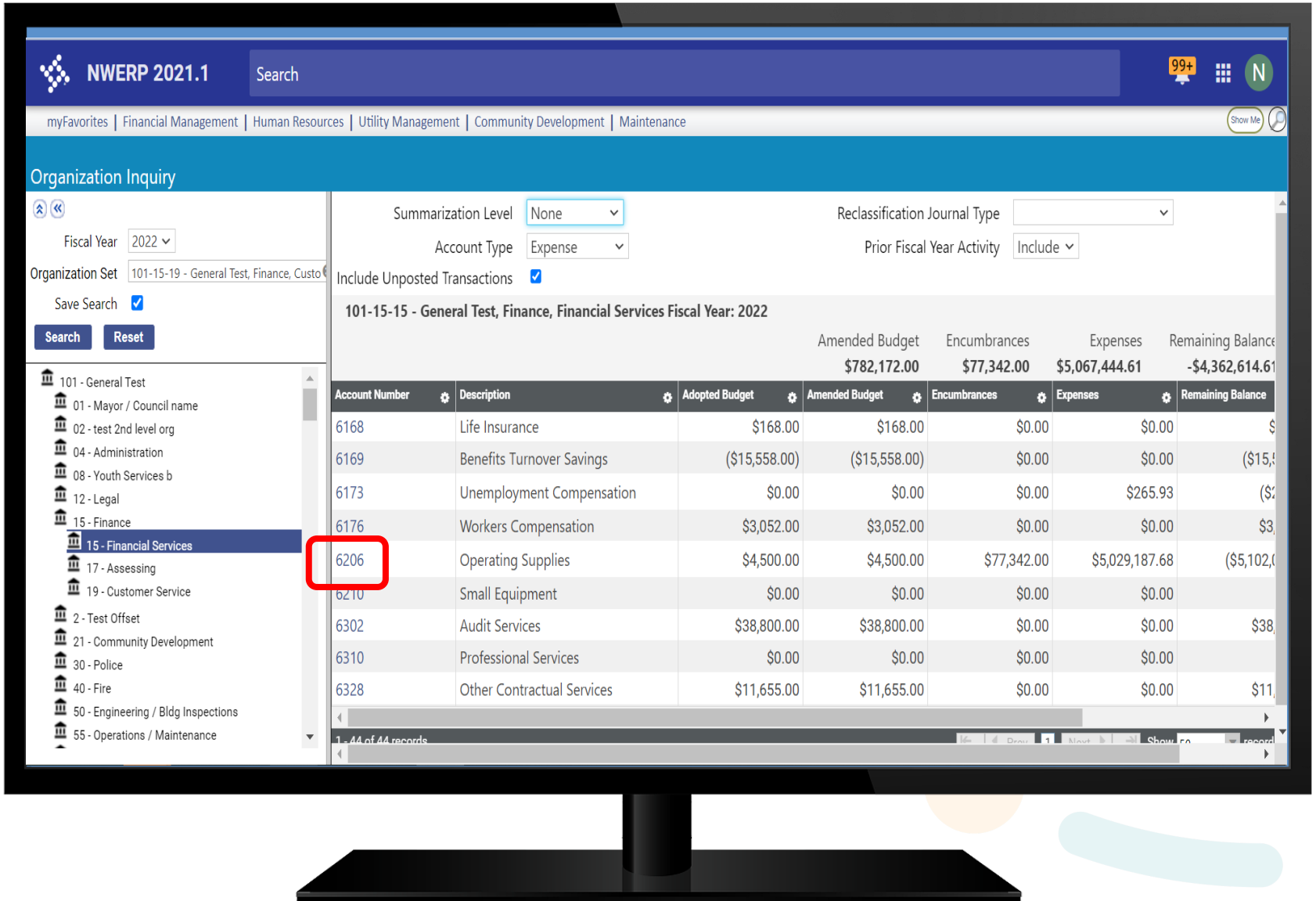
4- Vendor Audit Inquiry

5- Item Service

G/L Organization Inquiry



G/L Organization Inquiry

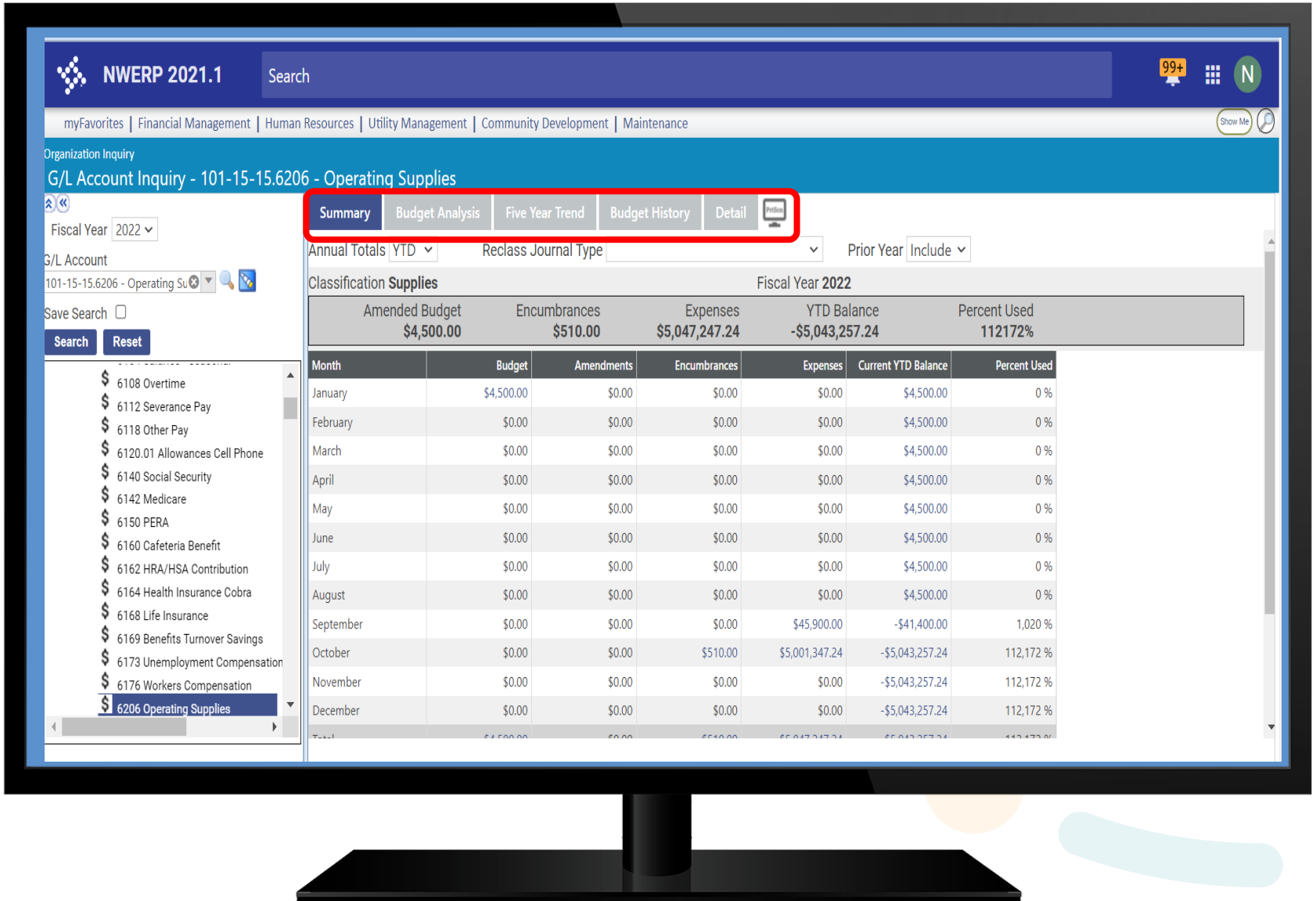


A better overview of departmental transactions and budget than g/l inquiry.

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.

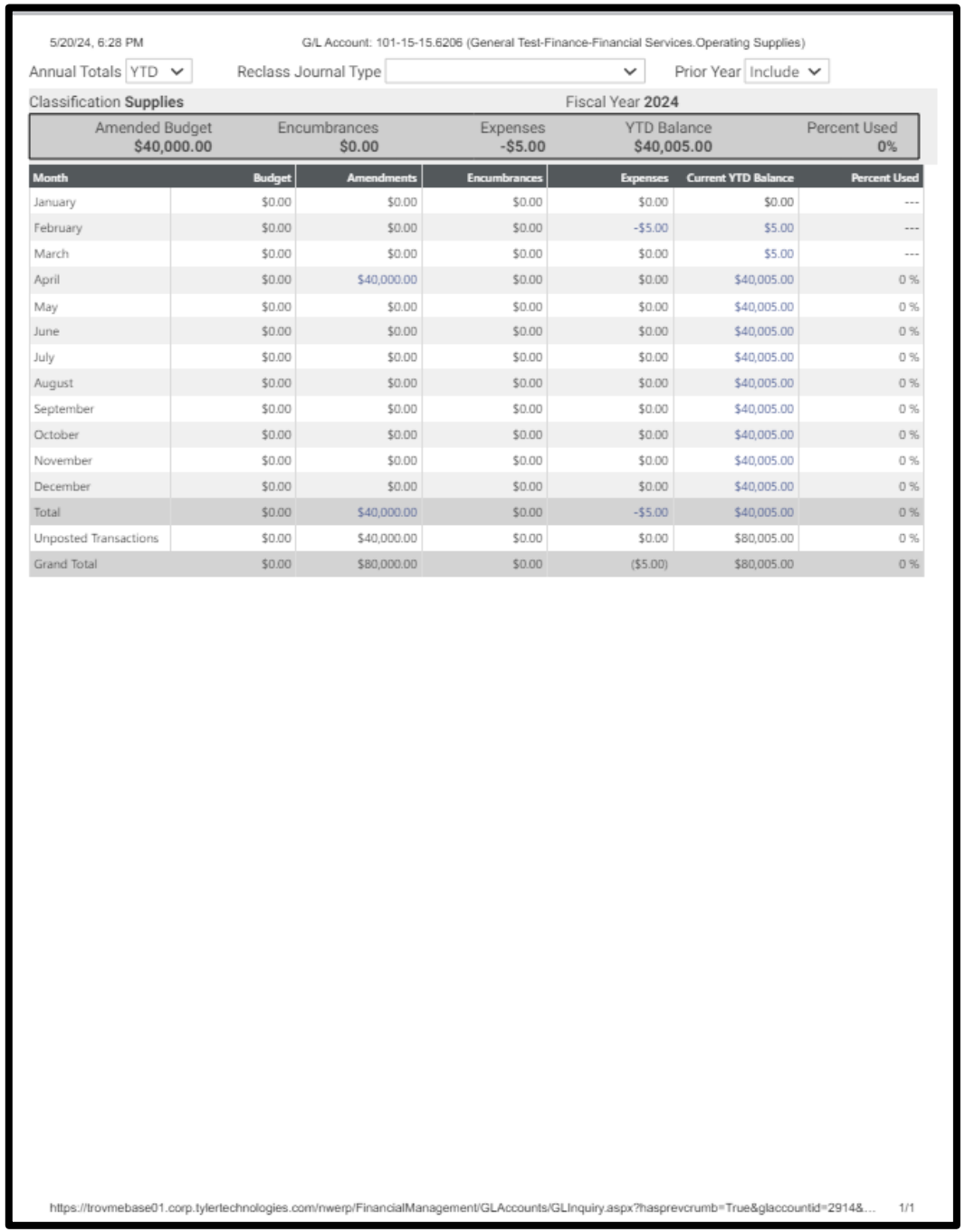
G/L Organization Inquiry



Overview of activity and balances

Historical budget activity

Print screen option



5/20/24, 6:28 PM G/L Account: 101-15-15.6206 (General Test-Finance-Financial Services.Operating Supplies)

Annual Totals YTD Reclass Journal Type Prior Year Include

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

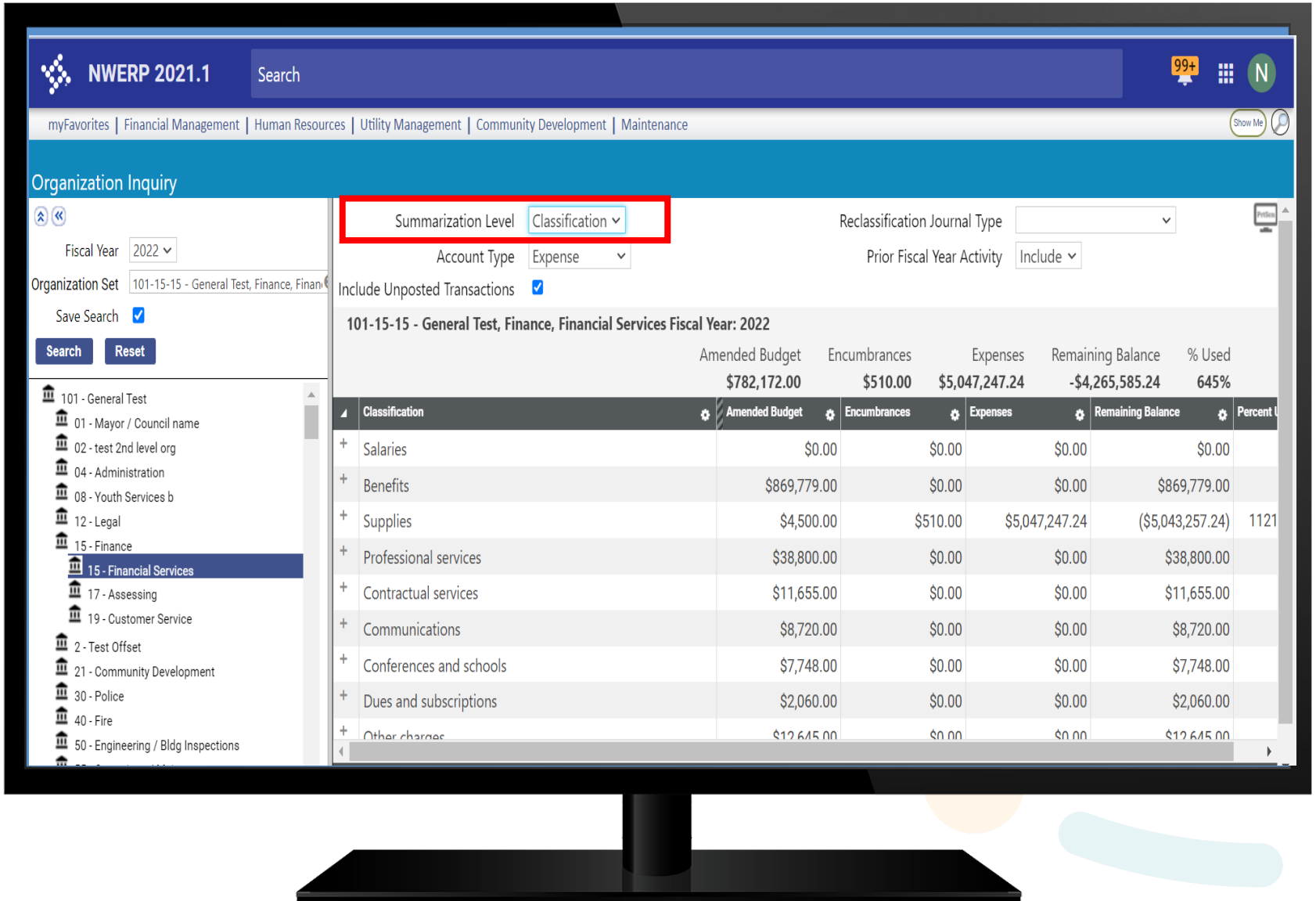
Amended Budget	Encumbrances	Expenses	YTD Balance	Percent Used
$40,000.00	**$0.00**	**-$5.00**	**$40,005.00**	**0%**

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 %

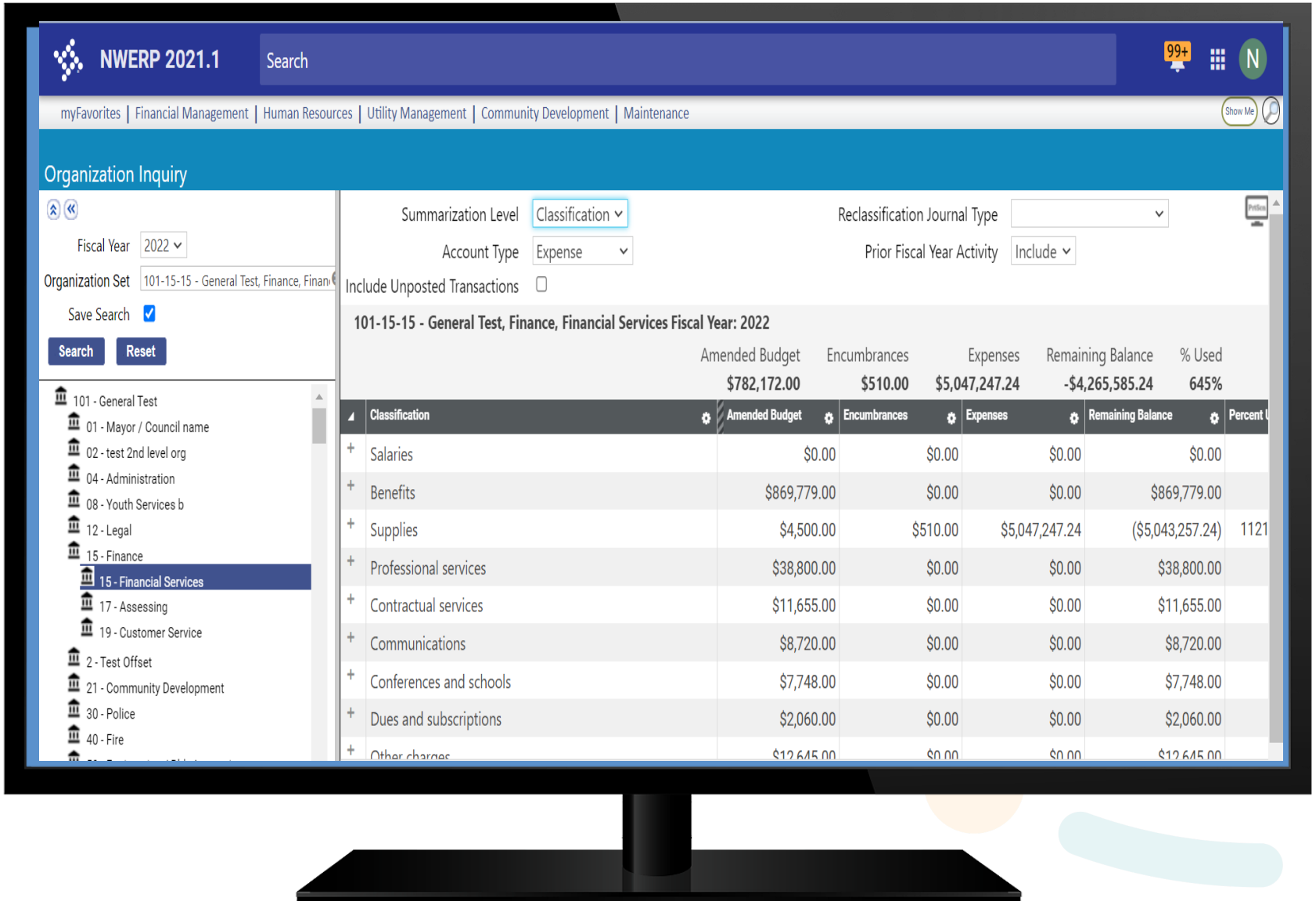
https://trovmebase01.corp.tylertechnologies.com/nwerp/FinancialManagement/GLAccounts/GLInquiry.aspx?hasprevcrumb=True&glaccountid=2914&... 1/1

This is the Print Screen output.

G/L Organization Inquiry



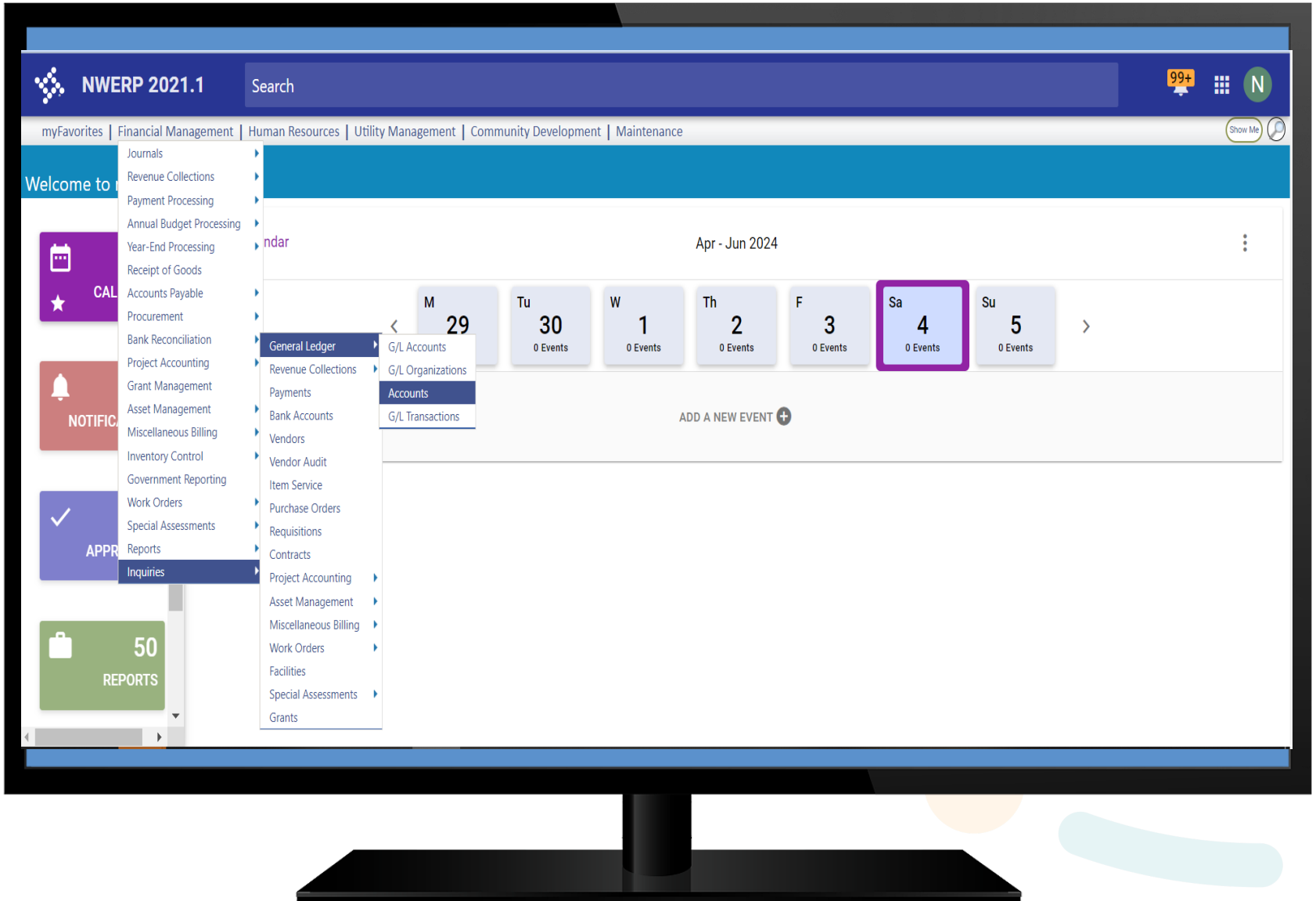
G/L Organization Inquiry

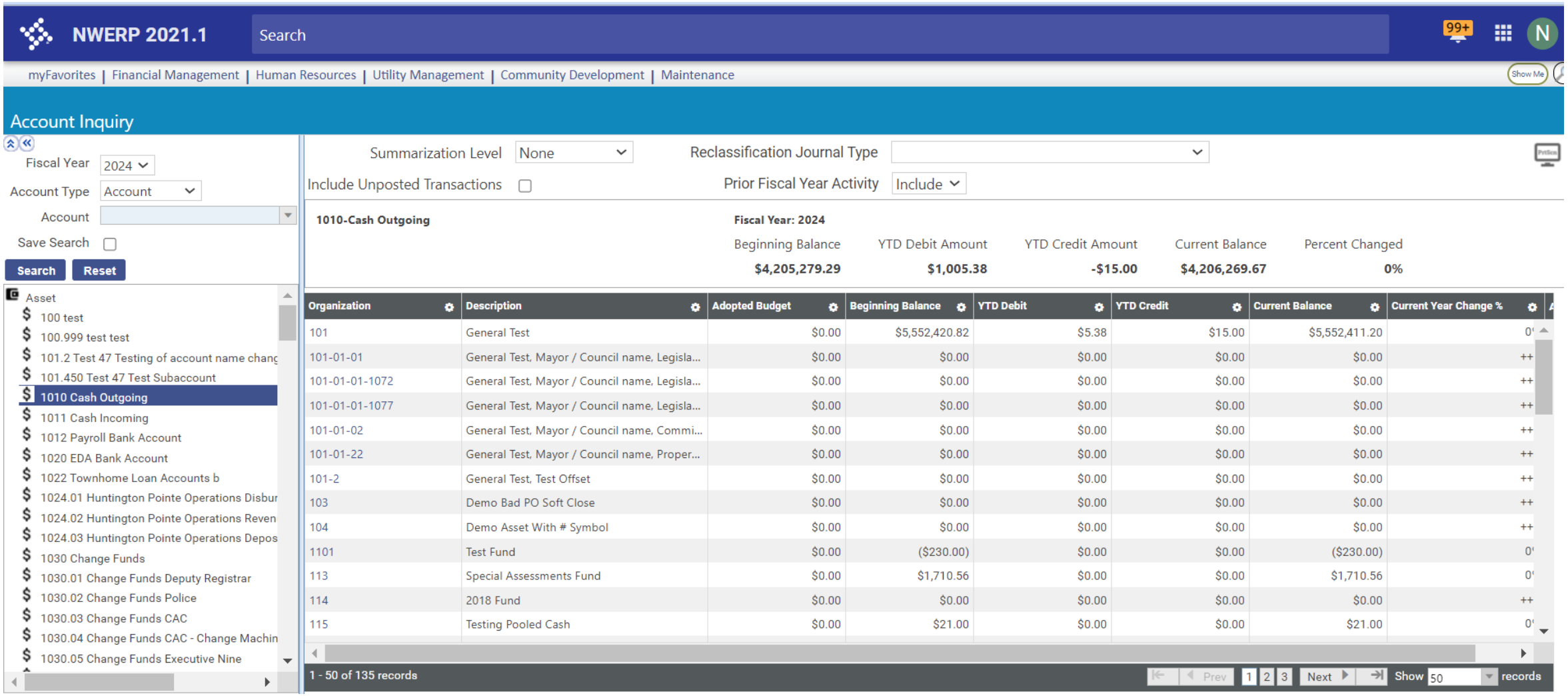


From the Organization page, you can view the balances by **Classification**, **Organization** or **Account**.

2- Cross Fund Account inquiry

Cross Fund Account Inquiry





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 Cha
$4,206,269.67	**$0.00**	**$0.00**	**$4,206,269.67**	

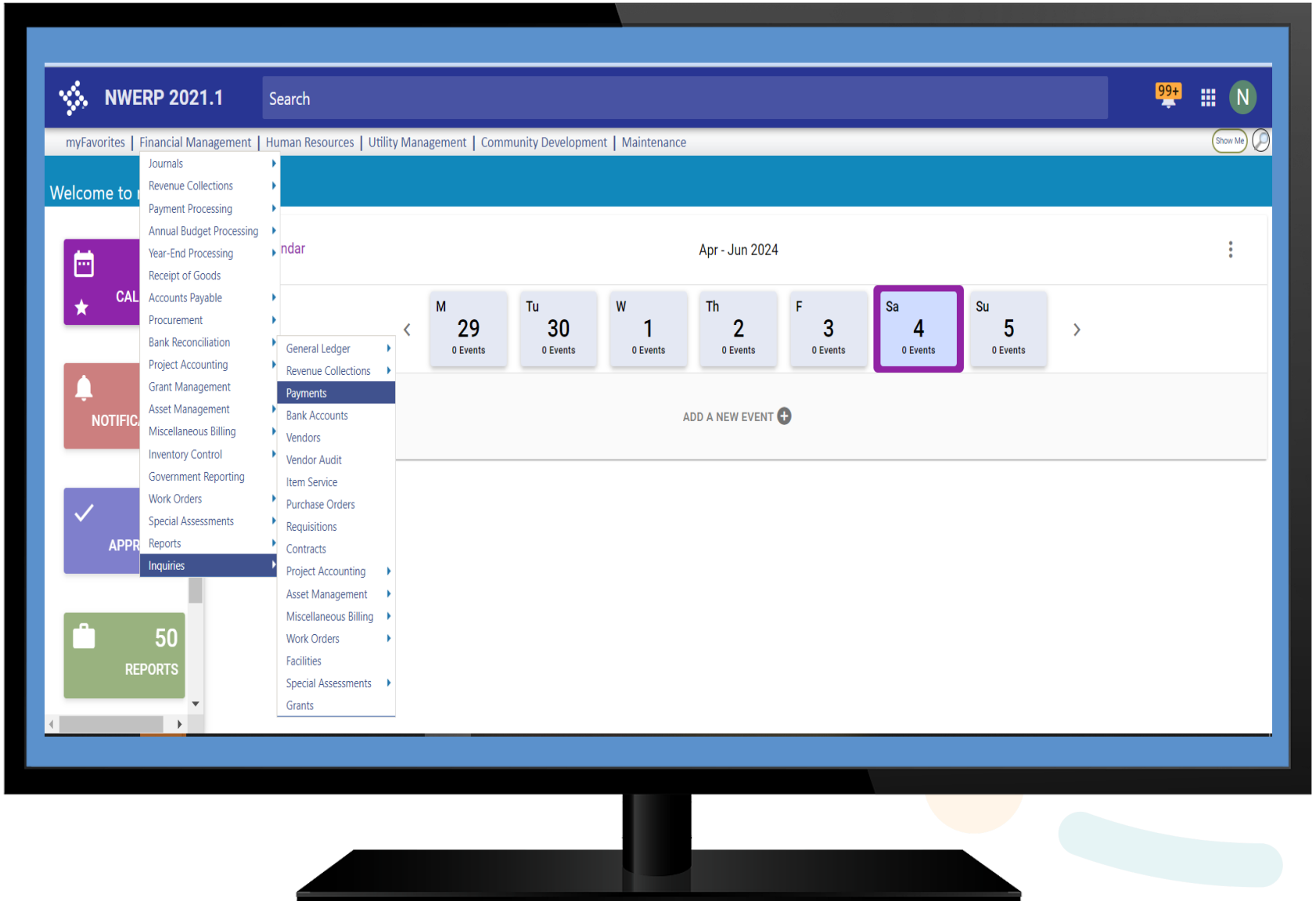
Organiz...	Description	Adopted Budget	Beginning Balance	YTD Debit	YTD Credit	Current Balance	Current Year Change %
101-2	General Test, Test Offset	$0.00	$0.00	$0.00	$0.00	$0.00	
103	Demo Bad PO Soft Close	$0.00	$0.00	$0.00	$0.00	$0.00	
104	Demo Asset With # Symbol	$0.00	$0.00	$0.00	$0.00	$0.00	
1101	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	

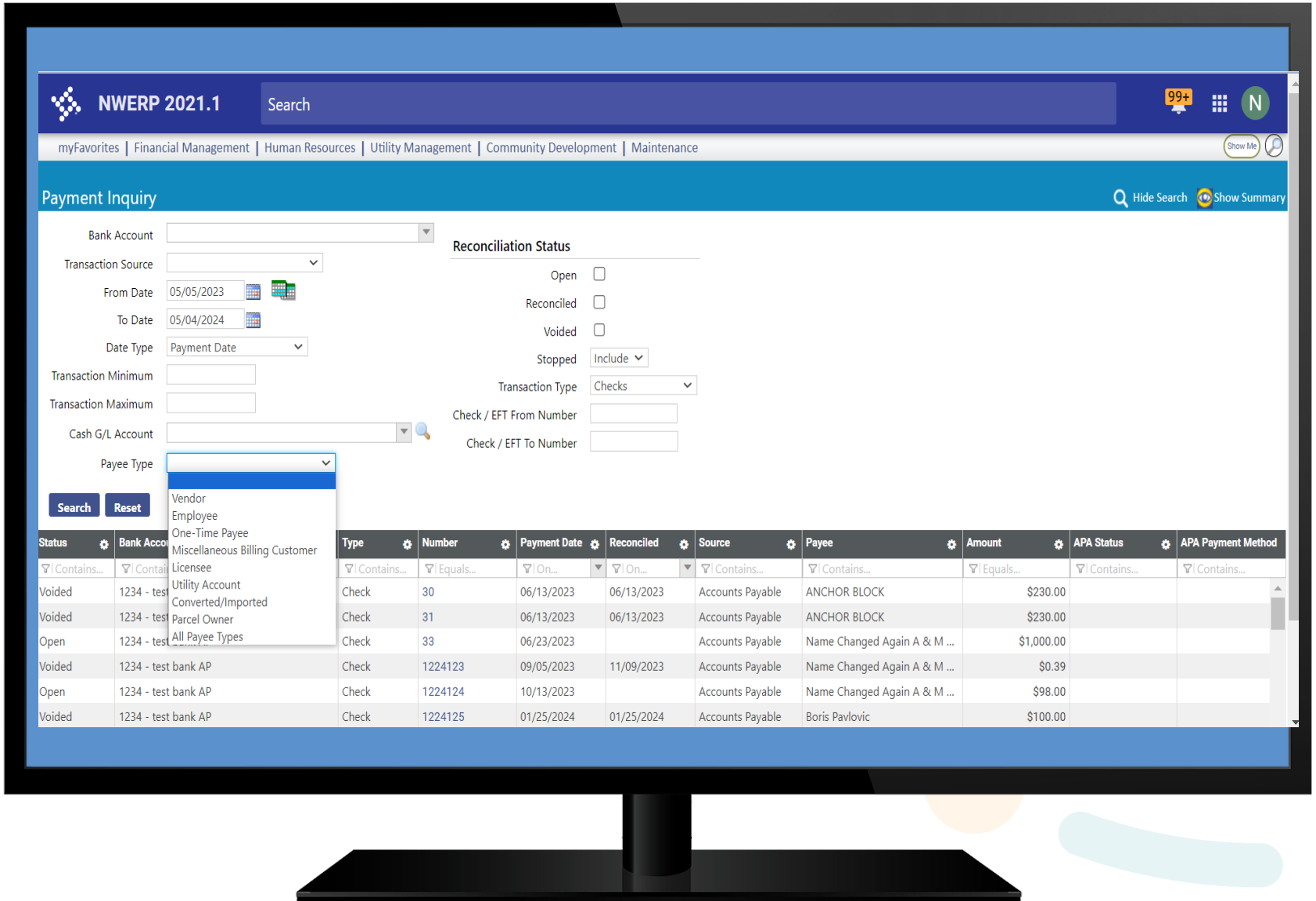
A quick, convenient way to see an account's activity across funds.

Can view cash during reconciliation for current balances.

3- Payments Inquiry

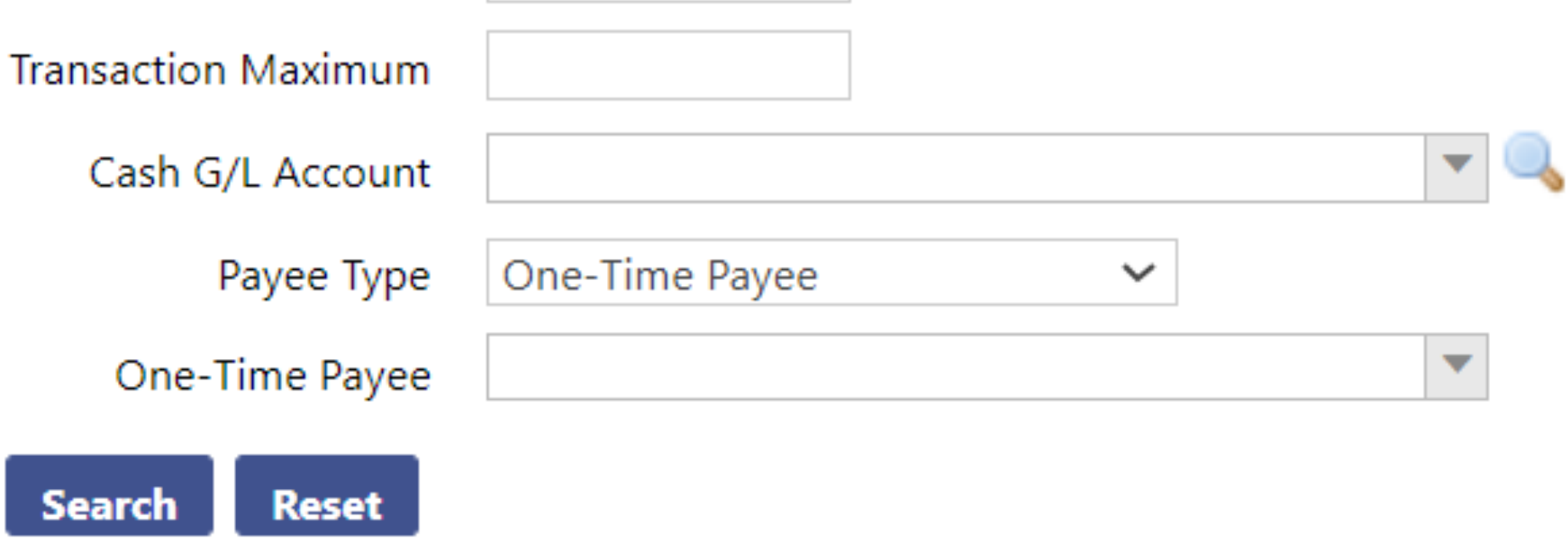
Payments Inquiry





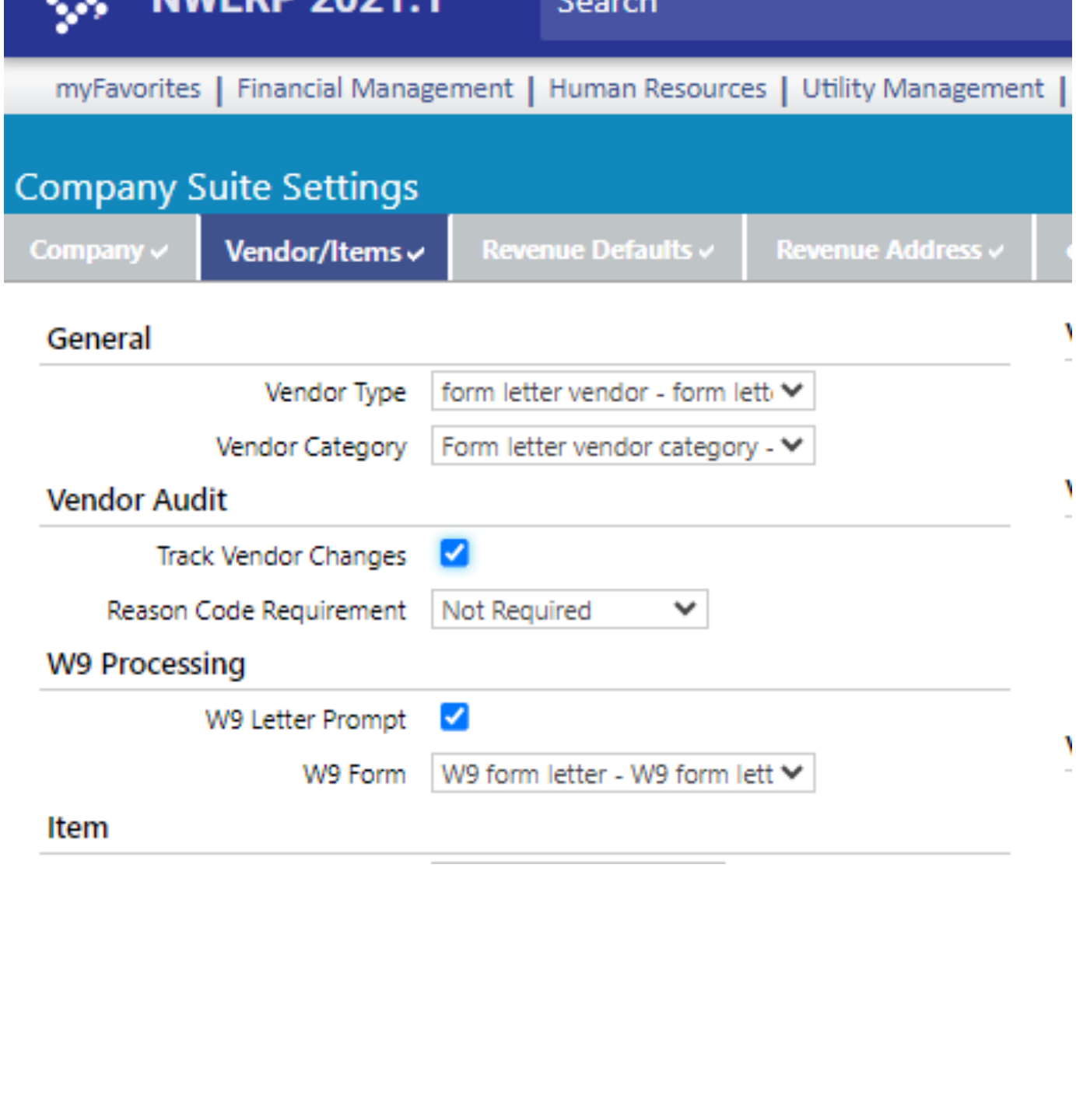
Can easily look up payments using any search criteria associated with a payment.

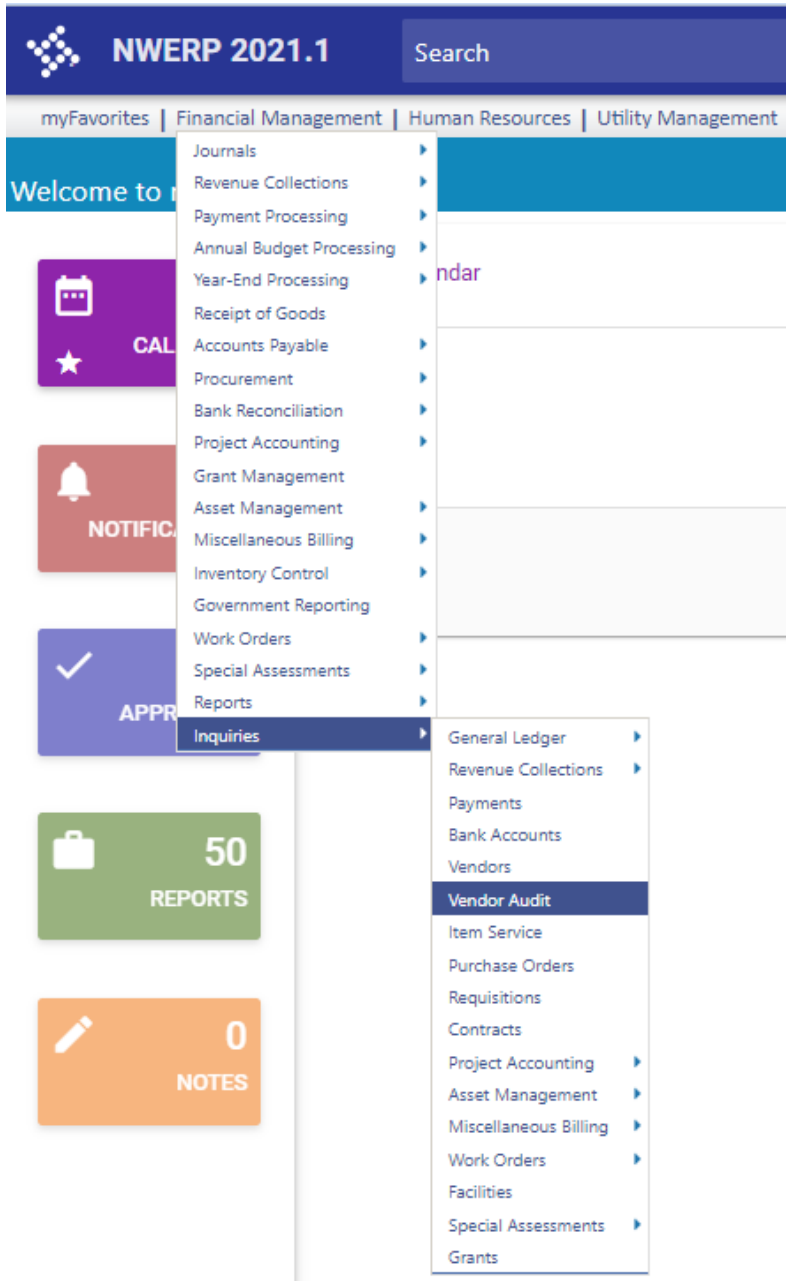
Can look at payments based on Payee Type.



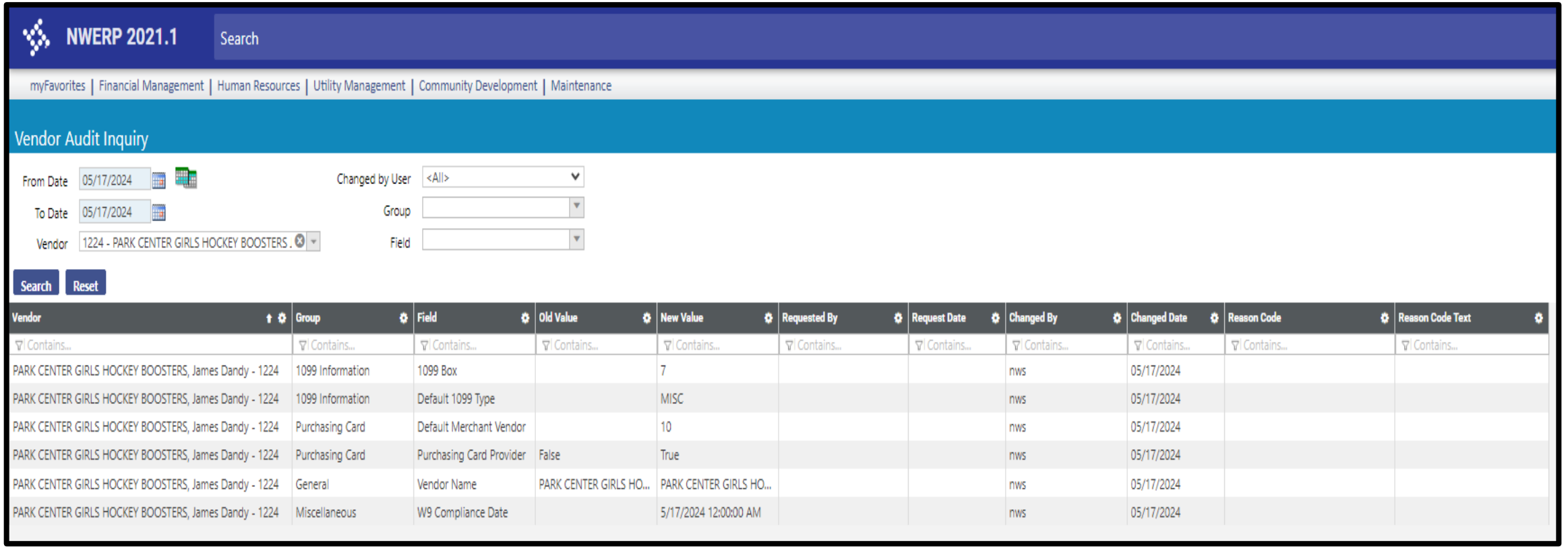
Can look up payments made to one-time payees for 1099 inquiry or verification of payment.

Vender Audit Inquiry


Search
myFavorites | Financial Management | Human Resources | Utility Management |
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



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



Vendor	Group	Field	Old Value	New Value	Requested By	Request Date	Changed By	Changed Date	Reason Code	Reason Code Text
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.

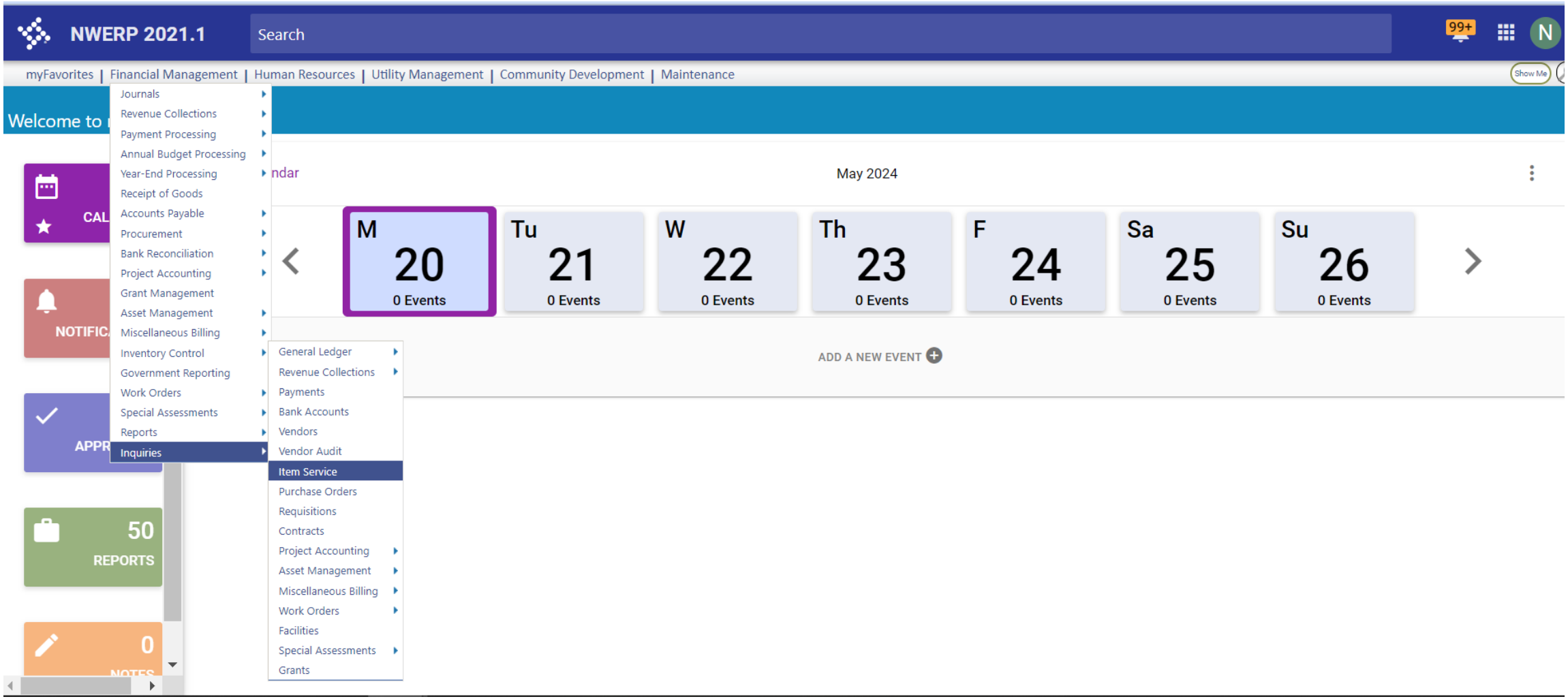
Vendor Change Requests will not show up here unless approved. The Vendor Change Request page should be used to monitor requested or pending changes.

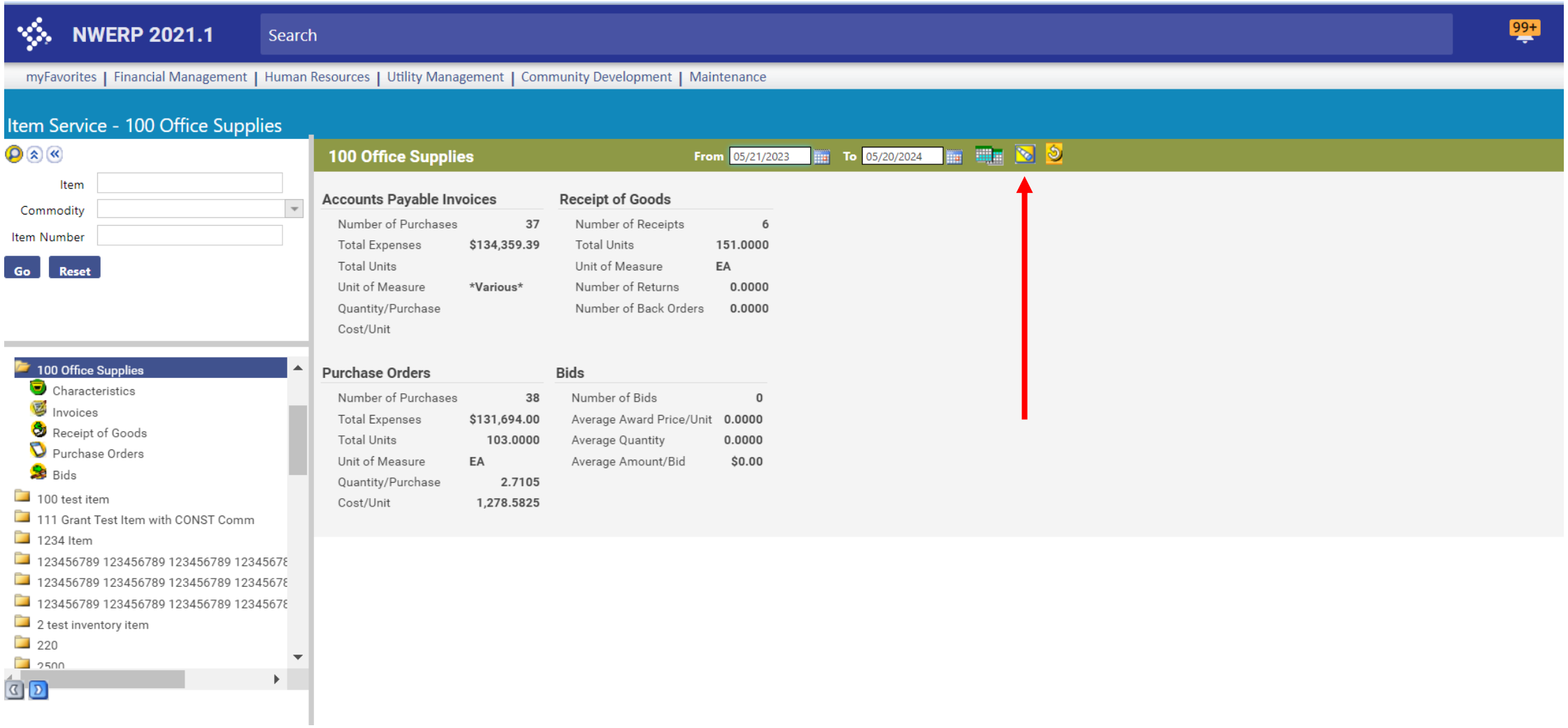
Item Service

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.

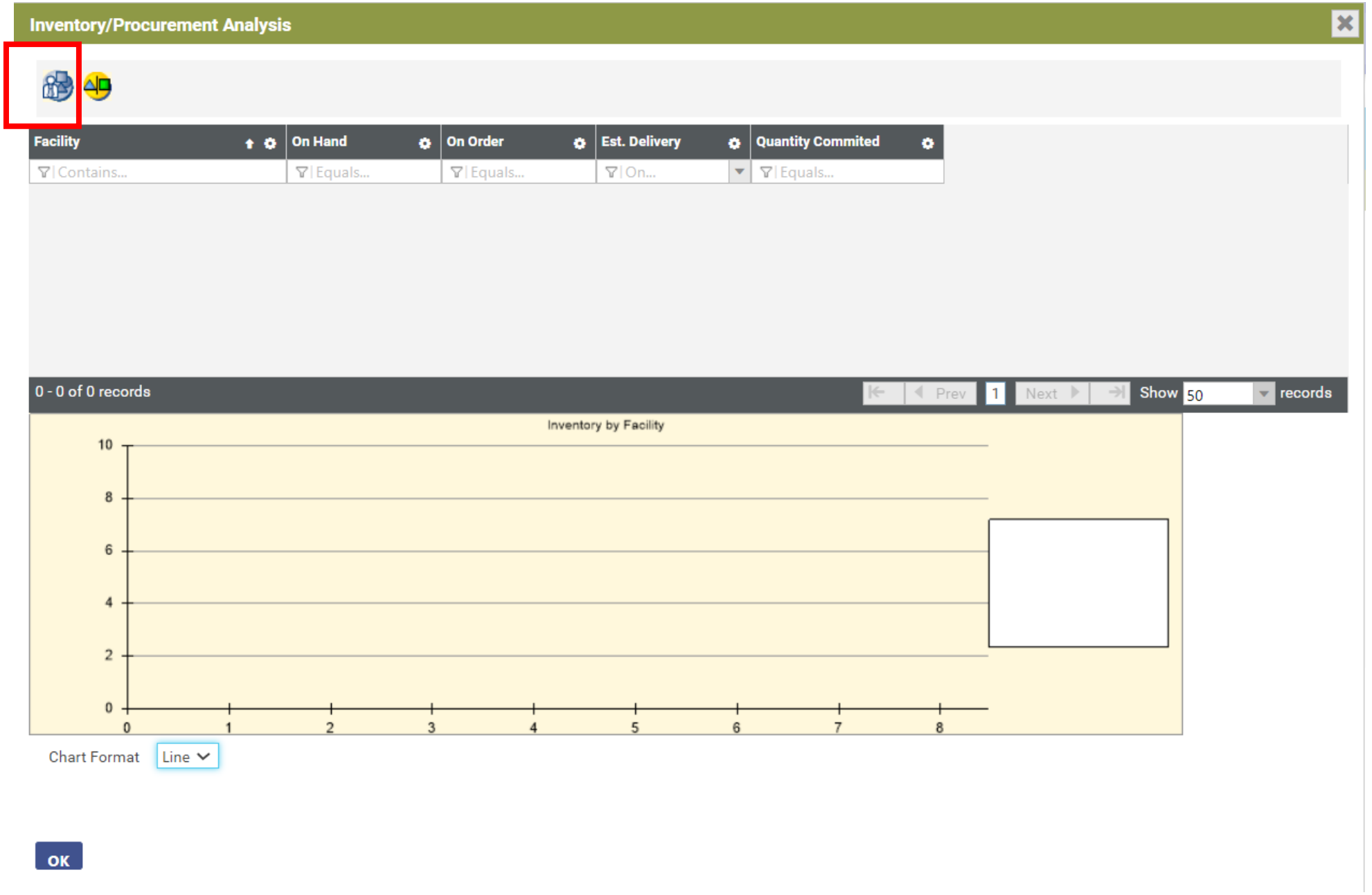
Item Service





- 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

Vendor	Last Purchase	No.Purchases	Total Expensed	Quantity	U/M	Price Per Unit
Contains...	On...	Equals...	Equals...	Equals...	Contains...	Contains...
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

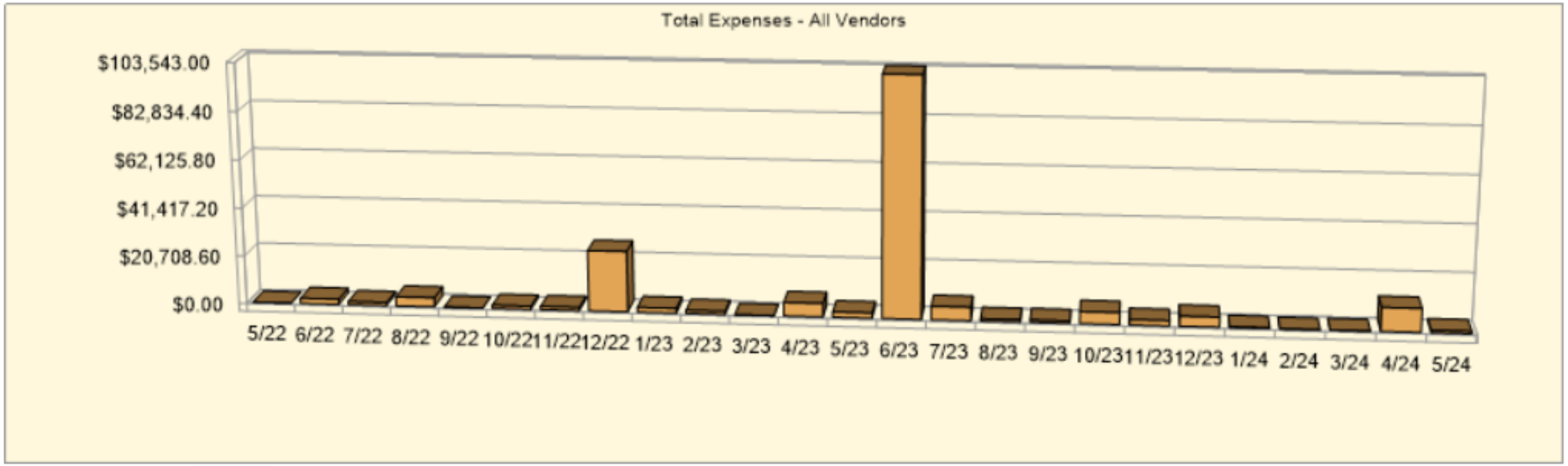
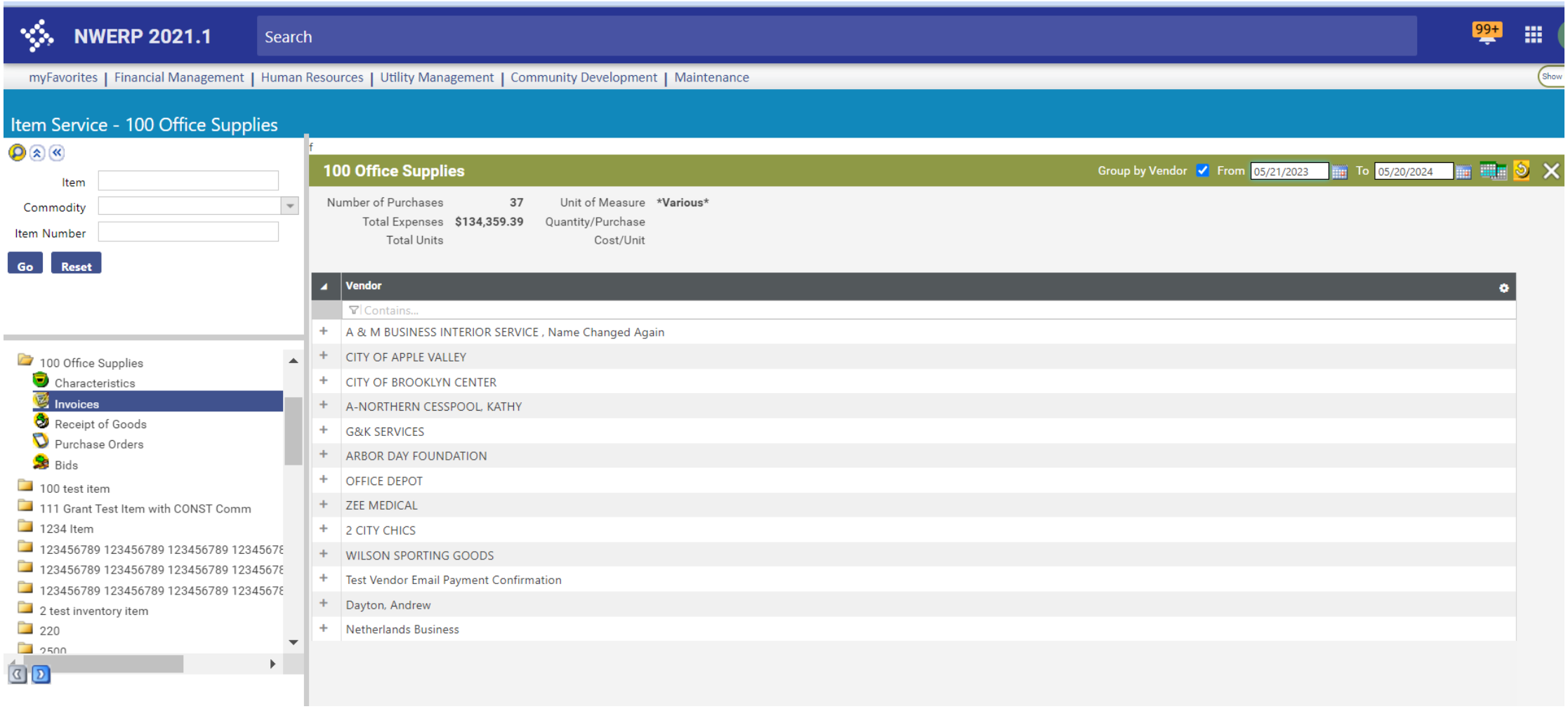


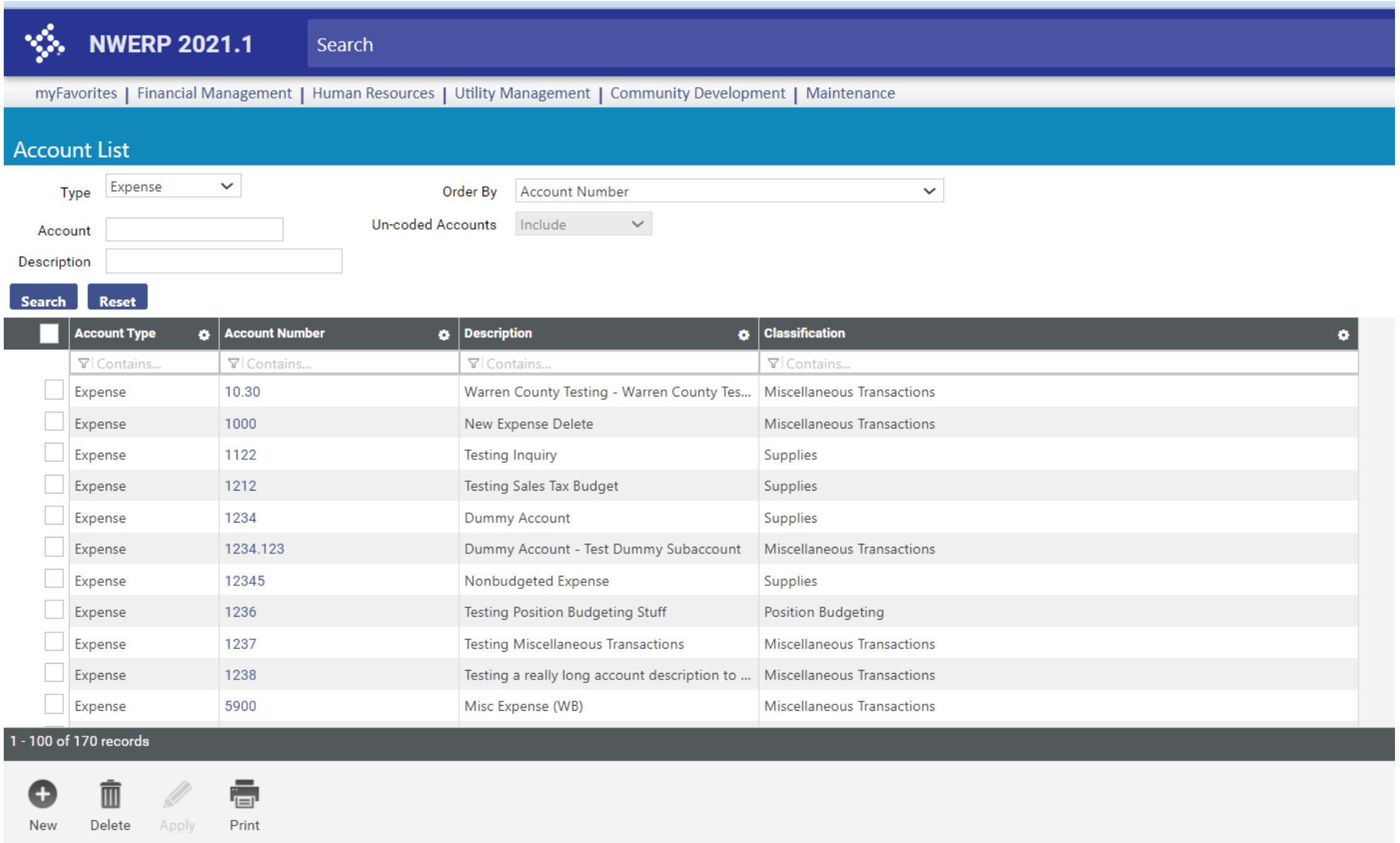
Chart Format Bar Chart for All Vendors

OK



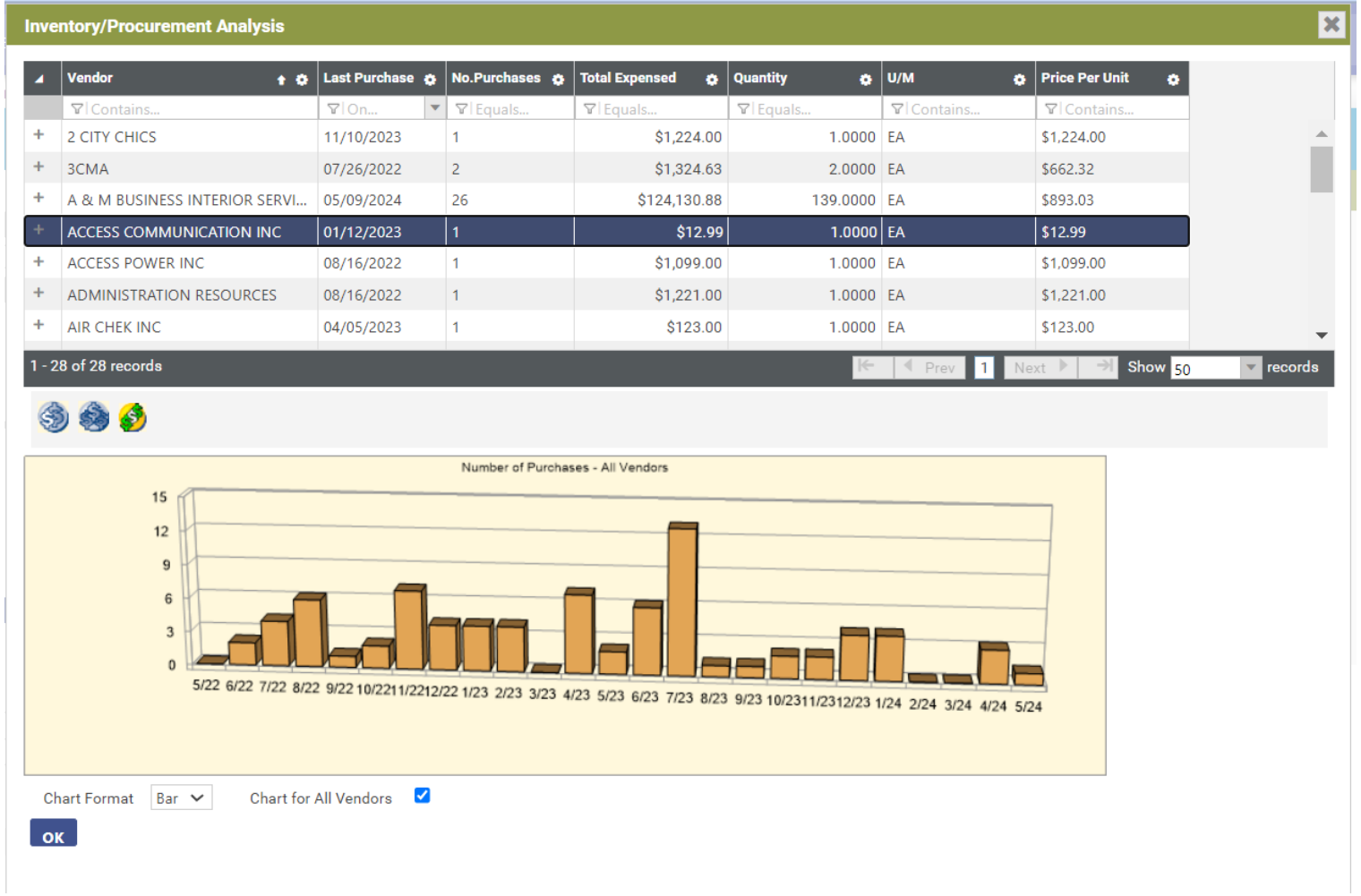
Clicking into Invoices shows vendors with whom the items have been used for purchases.

Can be expanded to list the associated invoices.

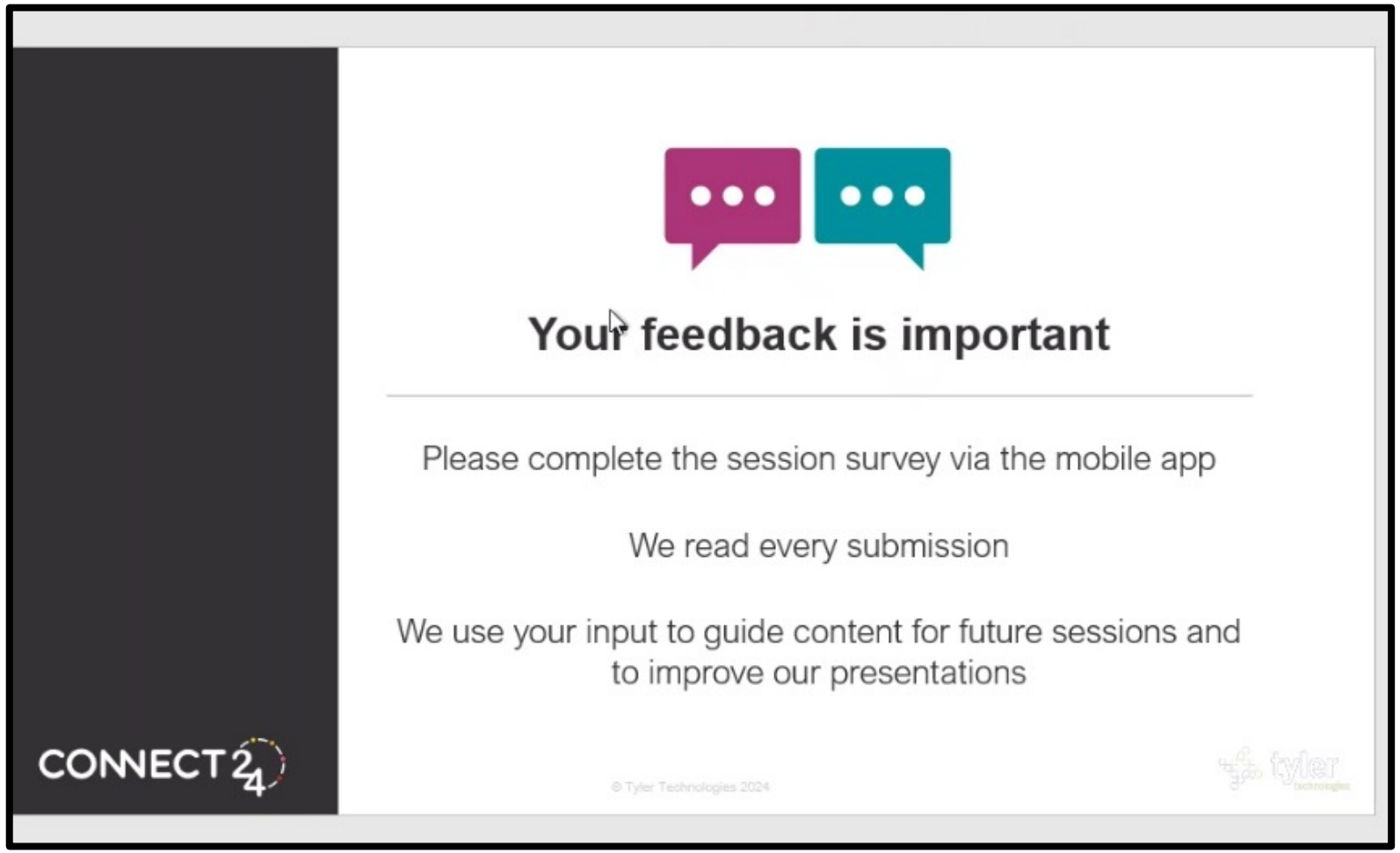

NWERP 2021.1
Search
myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance
Account List
Type
Expense
Order By
Account Number
Account
Un-coded Accounts
Include
Description
Search
Reset
Account Type
Account Number
Description
Classification
Contains...
Expense 10.30 Warren County Testing - Warren County Tes... Miscellaneous Transactions
Expense 1000 New Expense Delete Miscellaneous Transactions
Expense 1122 Testing Inquiry Supplies
Expense 1212 Testing Sales Tax Budget Supplies
Expense 1234 Dummy Account Supplies
Expense 1234.123 Dummy Account - Test Dummy Subaccount Miscellaneous Transactions
Expense 12345 Nonbudgeted Expense Supplies
Expense 1236 Testing Position Budgeting Stuff Position Budgeting
Expense 1237 Testing Miscellaneous Transactions Miscellaneous Transactions
Expense 1238 Testing a really long account description to ... Miscellaneous Transactions
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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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
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