# **Generating Reports**

# To Generate A Report:

1. From the Main Menu

2. Click Reports Menu Reports Menu

Reports 1-18 and the Board GL Reimbursement Reports are listed on this screen.

**Note:** To see a list of Various Transactions Reports: Click **Report 11.** A new list of Transaction Reports will be displayed.

## To generate a report:

1. Select report to be printed

Most reports will display a menu such as the example below.



The options selected on this screen will determine the information in the report that has been selected

- 2. Determine the report options Select All:
  - Select All Category Umbrella Types Select Category Umbrella Type(s) to Include:

| Select All Ombrella Types |
|---------------------------|
| Board Funds               |
| Cashfloat                 |
| Investments               |
| YrEnd Transactions        |
|                           |
|                           |

This report will include all Category Umbrella Types

# Select All Category Umbrella

Select Categories to include:

| 🗹 Select All Categories |   |
|-------------------------|---|
| Support a Student       | ^ |
| Tennis                  |   |
| Turkey Lunch            |   |
| Yearbook                |   |
| YrEnd Outstanding       | × |

This report will include all Category Umbrellas

#### **Customize Selection:**

- Select Category Umbrella Types
- 1. De-select the Select All check box
- 2. Click the Category Umbrella Type from the list
- 3. To select more than one category Umbrella type:
  - Click the first Category Umbrella Type
  - Hold down Ctrl and continue to click the required umbrella types from the list (All selected types will be highlighted in blue)
- Select Category Umbrellas:
- 1. De-select the Select All check box
- Select All Categories
- 2. Click the Category Umbrella from the list
- 3. To select more than one category Umbrella:
  - Click the first Category Umbrella
  - Hold down <u>Ctrl</u> and continue to click the required umbrella from the list (All selected umbrellas will be highlighted in blue)

Some reports include a date range option Range Of Dates Enter the Range of Dates then Click Continue Report Start Date Report End Date

Select the required Start and End dates

4. Click Continue

The report preview will generate and display on the screen

## **To Customize Print Options:**

Some reports will display print options at the top of the report screen. Click the option buttons as necessary

#### To Print a report:

3.

- 1. Click the **printer** icon
  - The Adobe Print Preview window will open The number of pages in the report will be indicated on the report toolbar.

| Citrus Orowe School<br>Bank of America<br>Bank of America - School Account | Detailed Category Summary - All Transactions To Dide | Date Range       |
|--|--|------------------|
| Click the <b>print</b>   | icon on the Adobe too                                | lbar to complete |

 Click the print icon on the Adobe toolbar to complete the printing process.

#### Advanced Features:

To export the report: Note: Reports can be exported to A

**Note:** Reports can be exported to Adobe Acrobat, an Excel spreadsheet or a W<u>ord d</u>ocument.

- 1. Click the **Save** Icon in the preview screen
- 2. Select the export option from the drop down

| ы |   |  |
|---|---|--|
| - | - |  |
|   |   |  |

```
Adobe Acrobat (PDF)
Microsoft Excel 97-2000 (XLS)
Microsoft Excel 97-2000 - Data Only (XLS)
Microsoft Word (RTF)
Microsoft Word - Editable (RTF)
```

3. In the dialog box select either **Open** the file without saving or **Save** to save the file on a hard drive

| File Download     |   | $\mathbf{X}$ |
|-------------------|---|--------------|
| Do you want to op | en or save this file?   |              |
| Туре:             | SCN_Report_VLS.xls<br>Microsoft Excel Worksheet, 54.0 KB<br>www.schookash.net<br>Open Save Cancel |              |

- To search for text in the report:
  - 1. Enter the search criteria in the search field

2. Click the **binoculars** icon

If the search criterion is located in the report, it will be highlighted.

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|------------------|-----------------------|-----------|--------|----------|------------|
| 03/02/2007 NSF 0 | Stetson, Steven       |           |        | -\$10.00 | \$4,594.74 |

3. Click the binoculars to continue the search