

## Elementary Schools

### **Schoolbooks**

### Reports

Use these procedures to view or create various reports with different levels of detail. DO NOT use these procedures to run the month-end reports to be submitted to the District Office – **month-end reports MUST be generated using the Month-End Processing procedures;** otherwise, you will not properly close the books for the month.

Access the following reports individually by clicking on the selected report menu button, or make the selection from the “Reports” drop-down menu and then selecting “GL Analysis Reports” and the report desired.

#### **Account Snapshot**

This report shows detailed transactions for a single account for a specified time period.

1. Enter the account number in the “Account #” field or use the drop-down arrow to access the GL Account Lookup window.
2. Tab to the “Starting Transaction Date” field and enter the desired date in mmddyy format. You do not need to enter slashes. The default date is the first day of the fiscal year.
3. Tab to the “Ending Transaction Date” field and enter the desired date in mmddyy format. You do not need to enter slashes. The default date is the current date.
4. Click the “Print” button to print the report or the “Preview” button to view the report on your screen. You will be able to print the report from the “Preview” screen.

#### **Account Analysis Report – Detail**

This report shows detailed transactions for a range of accounts for a specified time period.

1. The default account number range is for all accounts. If you want to limit the selection to a certain range of accounts, enter the starting and ending account numbers in their respective fields. You can also use the drop-down arrow for each account number field to access the GL Account Lookup window.
2. Tab to the “Starting Transaction Date” field. The default selection is from the first day of the fiscal year to the current date. If you want to limit the selection to a certain date range, enter the Starting and Ending dates in their respective fields, in mmddyy format. You do not need to enter slashes.
3. Click the “Print” button to print the report or the “Preview” button to view the report on your screen. You will be able to print the report from the “Preview” screen.

#### **Account Analysis Report – Summary**

This report shows a summary total of transactions for a range of accounts for a specified time period.

1. The default account number range is for all accounts. If you want to limit the selection to a certain range of accounts, enter the starting and ending account numbers

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- in their respective fields. You can also use the drop-down arrow for each account number field to access the GL Account Lookup window.
2. Tab to the “Starting Transaction Date” field. The default selection is from the first day of the fiscal year to the current date. If you want to limit the selection to a certain date range, enter the Starting and Ending dates in their respective fields, in mmddyy format. You do not need to enter slashes.
  3. Click the “Print” button to print the report or the “Preview” button to view the report on your screen. You will be able to print the report from the “Preview” screen.

#### **Trial Balance**

This report shows a list of all accounts (cash and activity) with a debit or credit balance for each, as of a specified date. It is an easy way to see if any activity accounts have a negative (debit) balance at the end of a month.

Access this report by clicking on the “Trial Balance” menu button, or make the selection from the “Reports” drop-down menu and then selecting “Financial Reports” and “Trial Balance”.

1. The default date is the current date. Enter the Period End Date for the report, in mmddyy format. This is typically the last day of a month. You do not need to enter slashes.
2. Click the “Print” button to print the report or the “Preview” button to view the report on your screen. You will be able to print the report from the “Preview” screen.

#### **Cash Disbursement Report**

This report shows a list of all checks issued through SchoolBooks. It is an easy way to see if all checks have been entered, either as issued or voided. All check number must be accounted for!

Access this report by clicking on the “Cash Disbursement Report” menu button, or make the selection from the “Reports” drop-down menu and then selecting “Vendor Reports” and “Cash Disbursement Report”.

1. The default date range is from the first day of the fiscal year through the current date. Enter the desired date range for the report, in mmddyy format for both the starting and ending fields. This will typically be from first day of the month through the last day of the month. You do not need to enter slashes.
2. Click the “Print” button to print the report or the “Preview” button to view the report on your screen. You will be able to print the report from the “Preview” screen.