

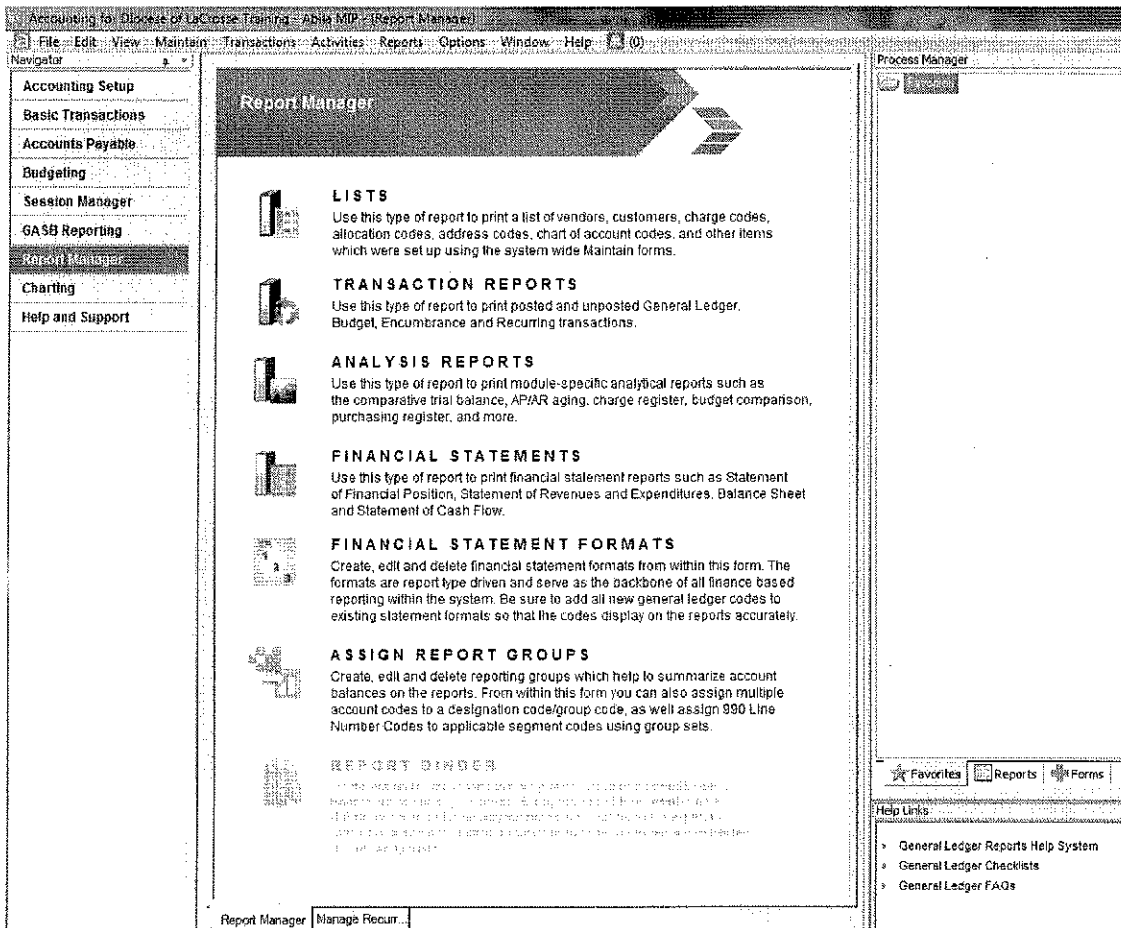
# Reporting with Abila MIP Fund Accounting Diocese of La Crosse Managers Training September 2014

---

## **Training Topics:**

1. Report Manager
2. List Reports
3. Transaction Reports
4. Analysis Reports
5. Financial Statements
6. Basic Report Writing
7. Advanced Report Writing
8. Tool Bar Buttons
9. Favorites

# Report Manager

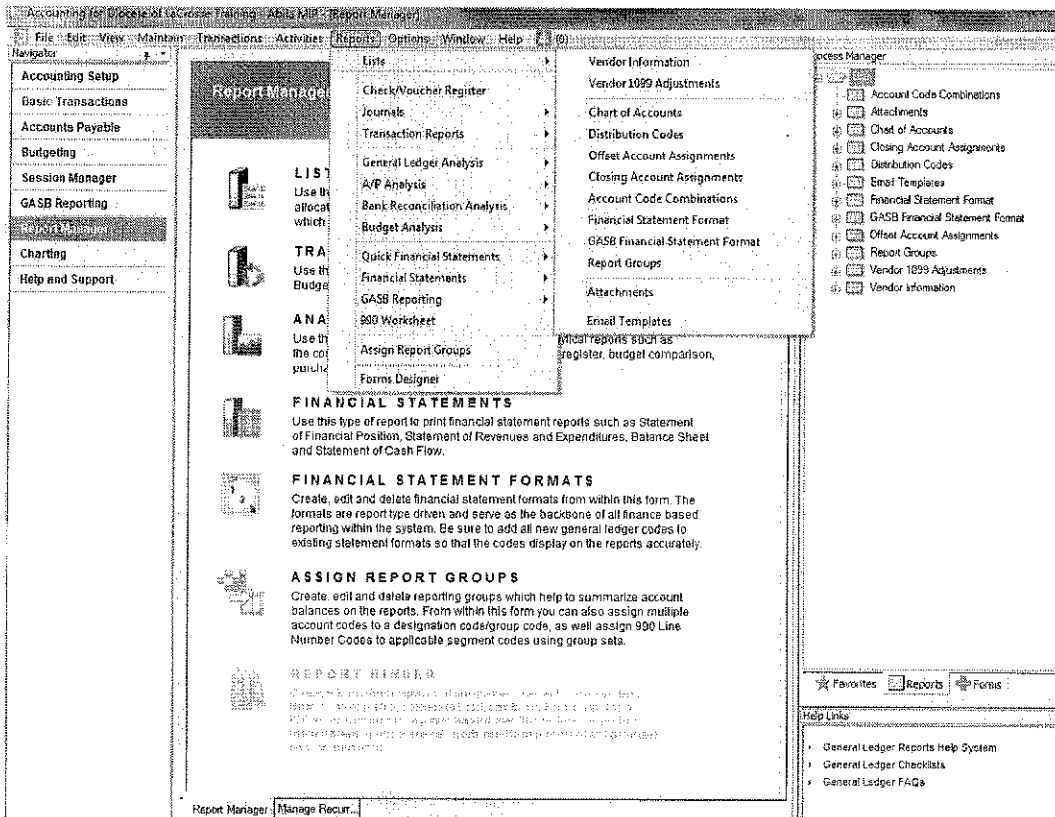


The Report Manager navigator is a way to organize all the reports within Abila MIP Fund Accounting. As you go down the category of reports, the reports become more complex and have more options to set.

Reports can also generally be accessed through the grey lady in the "Reports" heading, or through the Process Manager, Reports tab.

Reports used frequently can be saved to the "Favorites" tab in the Process Manager for easy access.

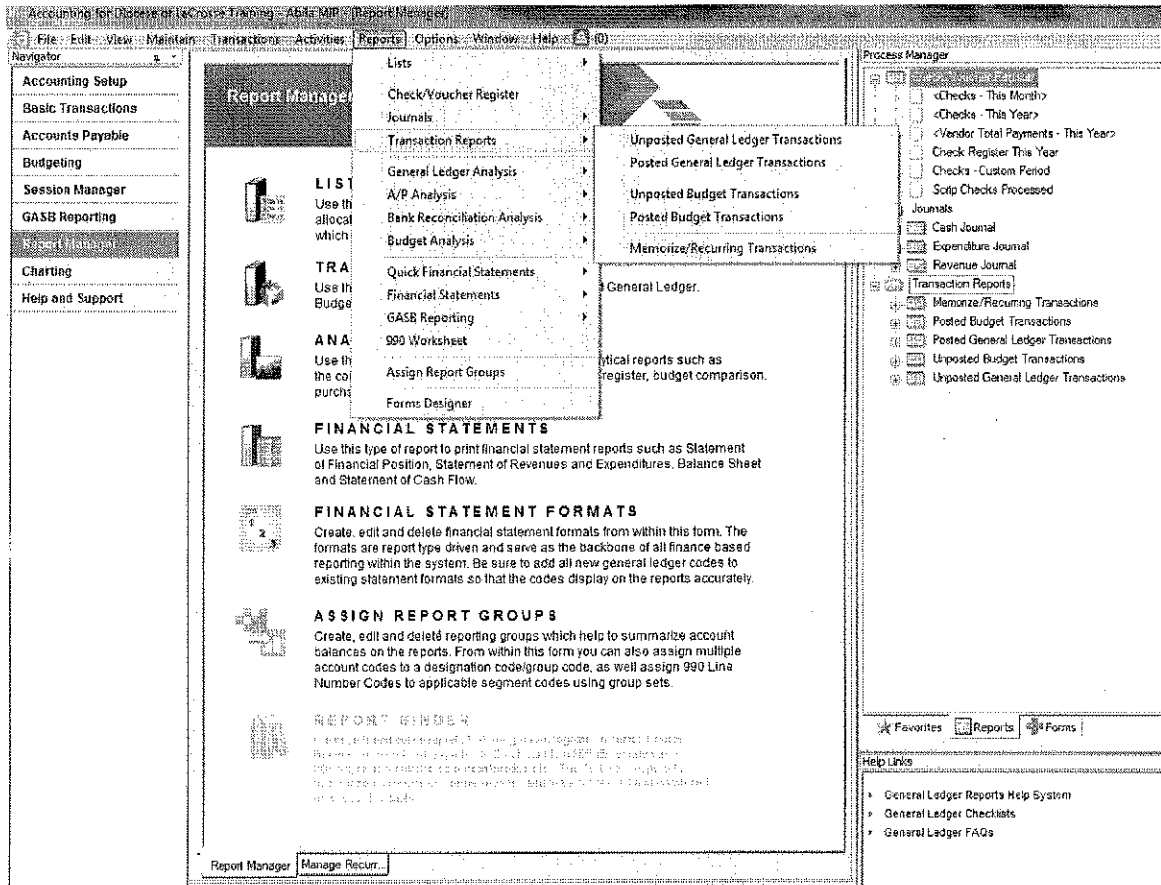
## List Reports



Use this type of report to print a list of vendors, customers, charge codes, allocation codes, address codes, chart of account codes, and other items which were set up using the system wide Maintain Forms. This basically answers the question; did I set it up right? Lists contain the following information, and can be accessed through the grey lady (Classic menu) or Process Manager. List reports include:

- Vendor Information
- Chart of Accounts
  - Account Code Combinations
  - Closing Account Assignments
  - Offset Account Assignments
- Distribution Codes
- Financial Statement Formats
- Reports Groups
- Attachments
- Email templates

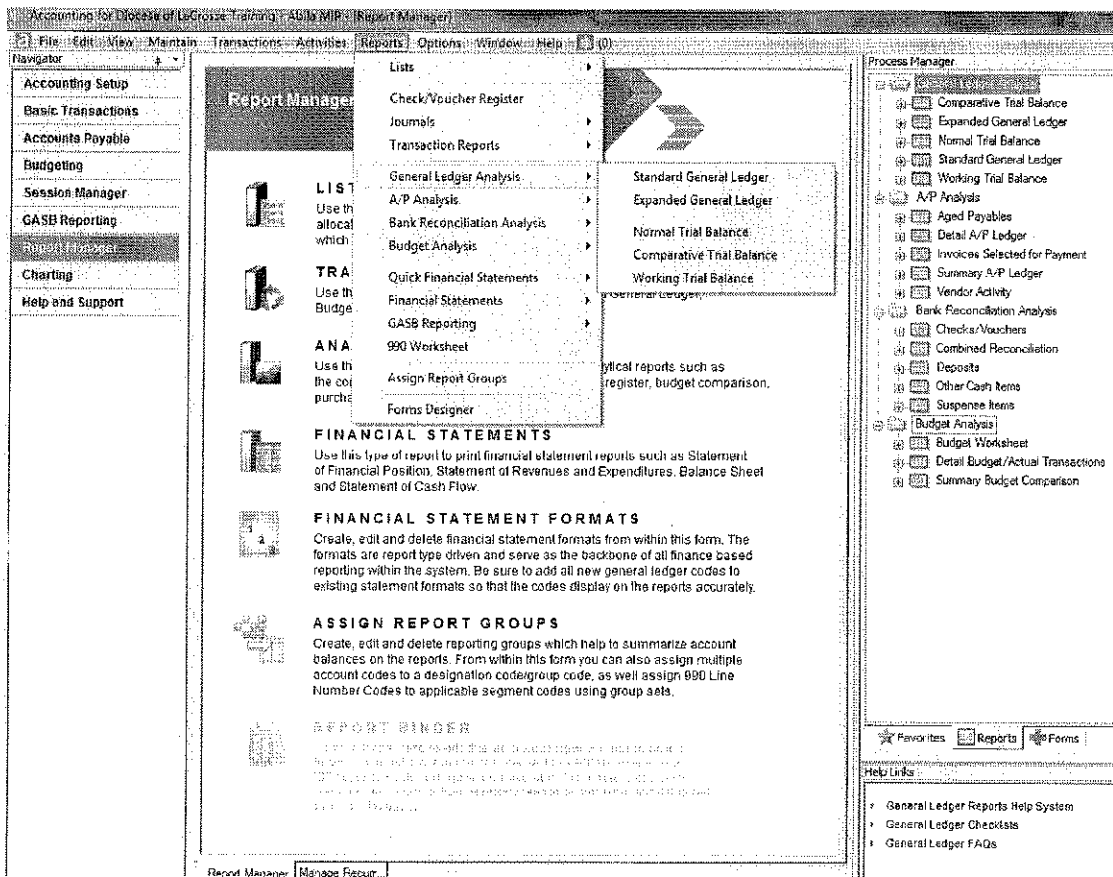
# Transaction Reports



Transaction reports allow the user to print information about accounting transactions entered into the system. They do not include beginning and ending balances, and only list transactions between specified dates on the report setup screen. Transaction reports basically answer the question did I do it right? As with all reports, transaction reports can be accessed through the grey lady or the Process Manager. Below is a listing of Transaction reports:

- Check/Voucher Register
- Journals
  - Cash Journals
  - Expenditure Journals
  - Revenue Journals
- Transaction Reports
  - Unposted General Ledger Reports
  - Posted General Ledger Reports
  - Unposted Budget Transactions
  - Posted Budget Transactions
  - Memorized Transactions

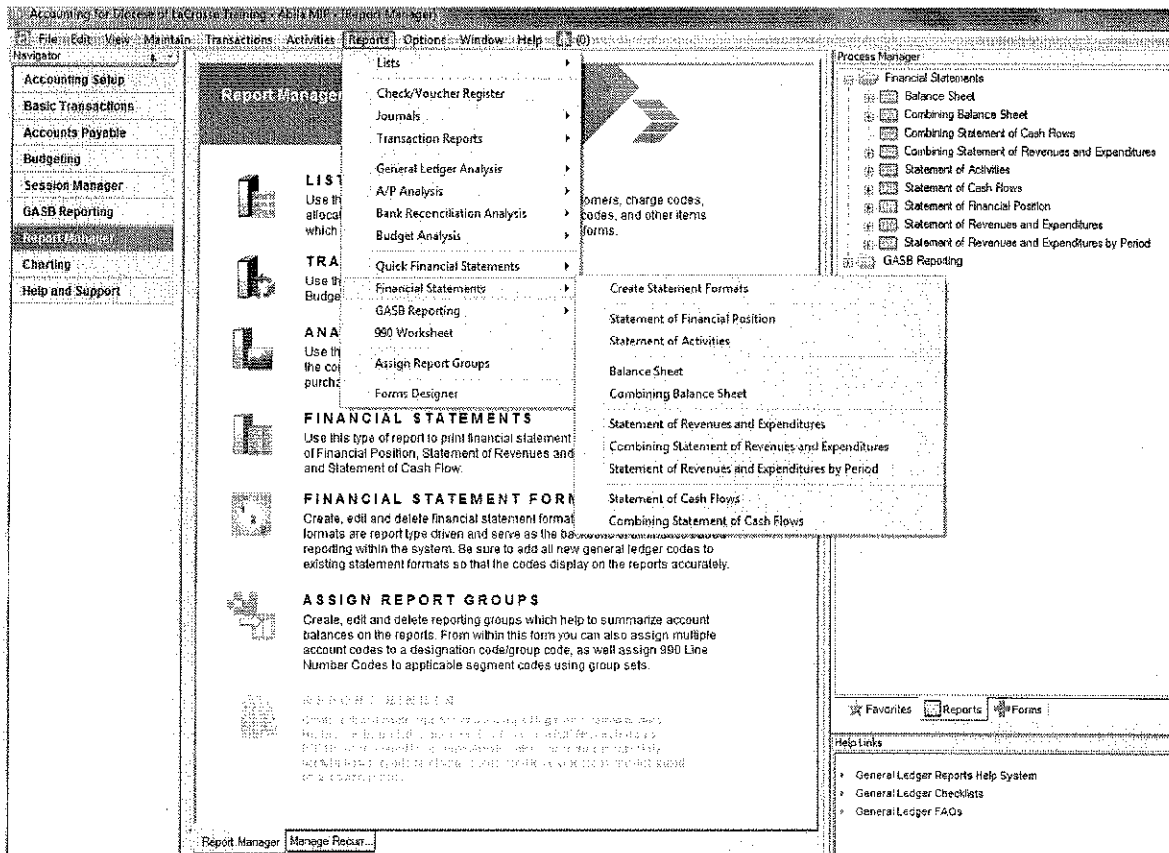
# Analysis Reports



Analysis Reports include general ledger analysis and additional analysis reports depending upon which modules are installed. They include opening balances and details of transactions between specified dates and ending balances for account combinations. Analysis reports are a combination of did I do it right, and am I doing the right thing? They include the following reports:

- General Ledger
  - Trial Balance
  - Expanded General Ledger
  - Standard General Ledger
- Accounts Payable Analysis
  - Aged Payables
  - Vendor Activity
  - Detail AP Ledger
- Bank Reconciliation Analysis
  - Checks/Vouchers
  - Combined Reconciliation
  - Deposits
  - Other Cash Items
  - Suspense Items
- Budget Analysis
  - Budget Worksheet
  - Detail Budget Transactions
  - Summary Budget Comparisons

# Financial Statements



Financial Reports allow users to summarize results, balances and activities for internal and external reporting. Financial Reports include an additional section on the Setup tab requiring the user to select a format for the report. The default financial statement formats included with the system come from the designations assigned to GL accounts in the Chart of Accounts maintenance. And of course, our financial statements are trying to do the right thing, and answer any compliance, grantee or board concerns.

There are five primary types of Financial Reports

- Balance Sheet
- Statement of Cash Flow
- Statement of Revenues and Expenditures
- Statement of Activities
- Statement of Financial Position

There are also 990 worksheets that capture the financial information of the 990 statement when set up properly.

## Basic Report Writing

**Setup Tab:** Contains at a minimum the report name, an option to print the report name in the Header, Footer, or Do Not Print, and an option to include a Page Footer which contains the date and time of the report.

The Setup Tab interface shows the following fields and options:

- Report Name:** A dropdown menu currently showing "<Accounts by Segment>".
- Print Name In:** Three radio buttons: ☒ Header, ☐ Footer, and ☐ Do Not Print.
- Page Footer:** A checkbox labeled "Included" which is checked.
- Date/Time:** A field showing "3/21/2002 10:31:00 AM".

**Content Tab:** Allows the definition of page breaks which are optional, and the definition of the report body. Here the columns can be ordered, sorted in ascending, descending or no order, the width of the column is set in inches, column title wrapping is determined and in some cases a unique column heading is assigned. Columns are chosen by moving an item from the left to the right, then with the mover buttons, moving the selected column up or down in whatever order is desired.

The Content Tab interface is divided into two main sections: "Item(s) by Page (Optional)" and "Report Body (Total Width: 5.60)".

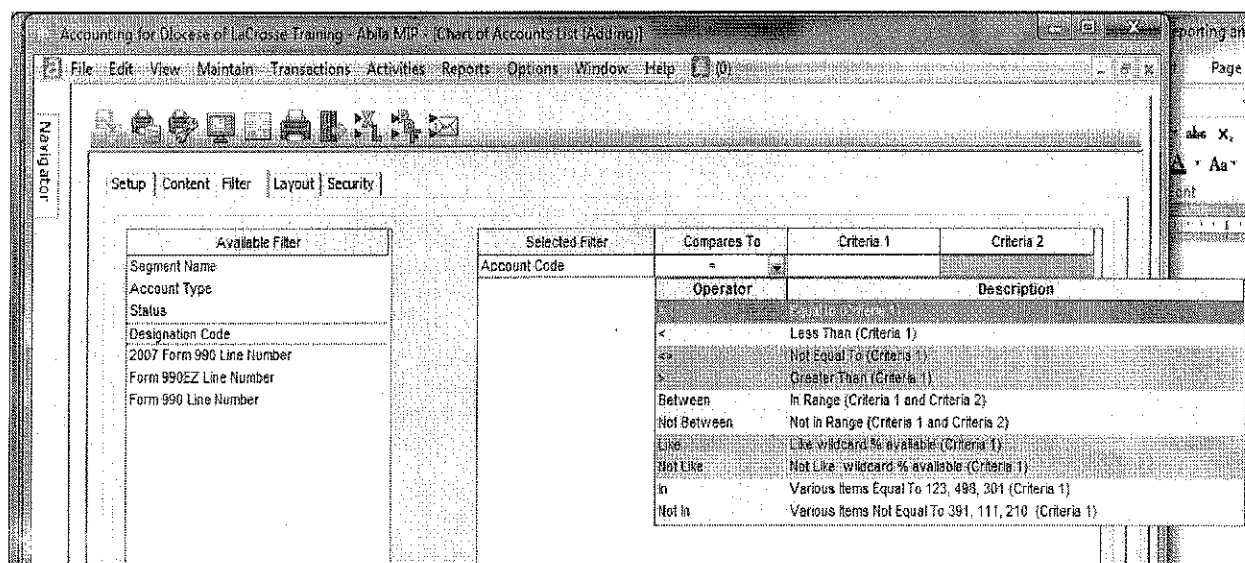
**Item(s) by Page (Optional):**

Available Items	Selected Items	Sort	Print
Segment Sequence	Segment Name	Asc	Segment Name - Segment Sequence
Designation Code			
2007 Form 990 Line Number			
Form 990EZ Line Number			
Form 990 Line Number			
Last Check Number			

**Report Body (Total Width: 5.60):**

Available Columns	Selected Columns	Sort	Width	Show Repeats	Wrap	Column Heading
Segment Sequence	Account Title	None	2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account Title
Account Short Title	Status	Asc	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Status
Designation Code	Account Type	Asc	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account Type
Designation Description						
2007 Form 990 Line Number						
Form 990EZ Line Number						
Form 990 Line Number						
Last Check Number						
Required Account Assignments						

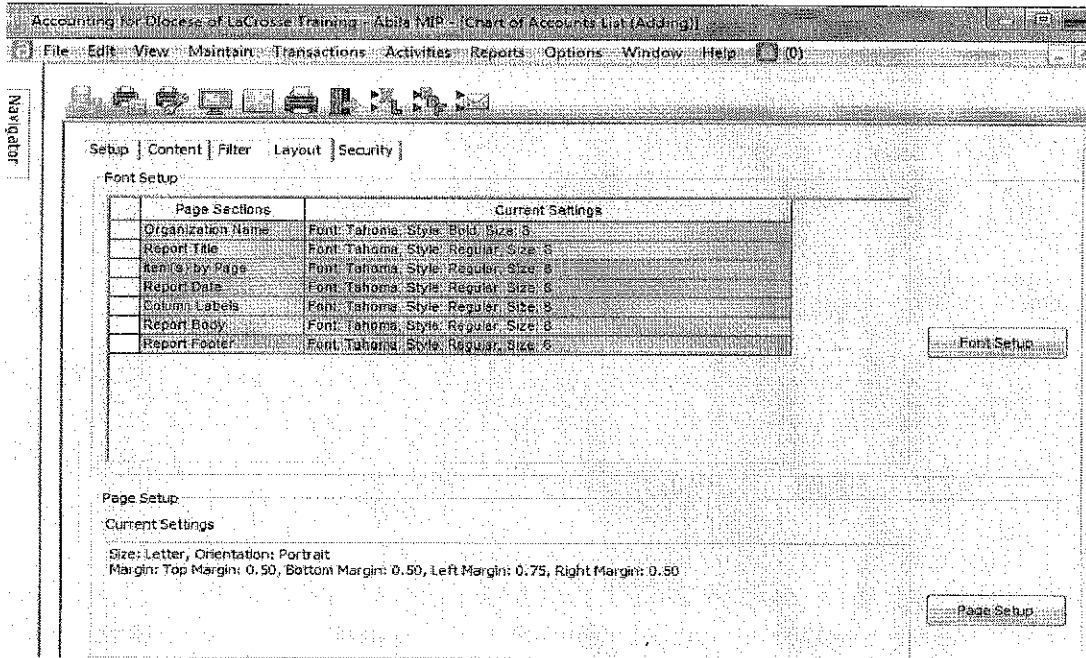
**Filter Tab:** setting this tab is optional. You can limit the view of your data by setting filters; one or more. It is possible not only to choose the subject of the filter, but also how the filter is to behave.



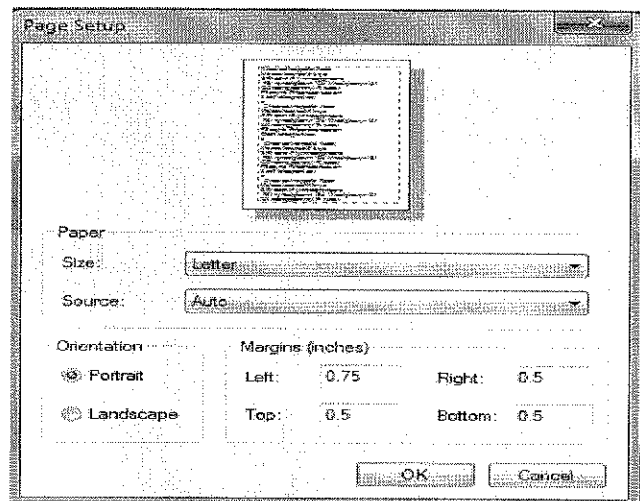
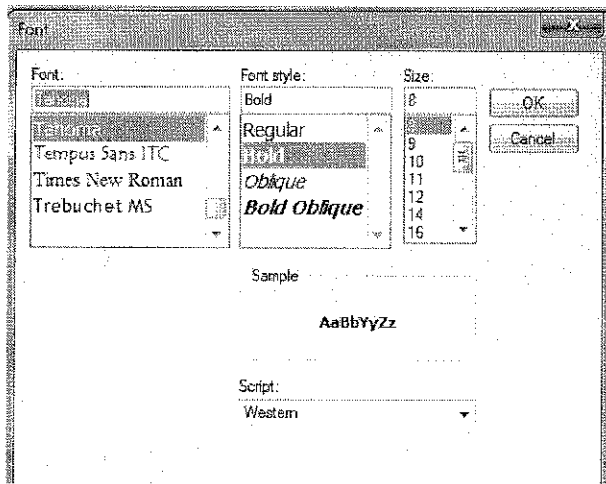
Below are the filter operators.

Operator	Description
=	Equal to (Criteria 1)
<	Less Than (Criteria 1)
<=	Not Equal To (Criteria 1)
>	Greater Than (Criteria 1)
Between	In Range (Criteria 1 and Criteria 2)
Not Between	Not in Range (Criteria 1 and Criteria 2)
Like	Like wildcard % available (Criteria 1)
Not Like	Not Like wildcard % available (Criteria 1)
In	Various Items Equal To 123, 498, 301 (Criteria 1)
Not In	Various Items Not Equal To 391, 111, 210 (Criteria 1)

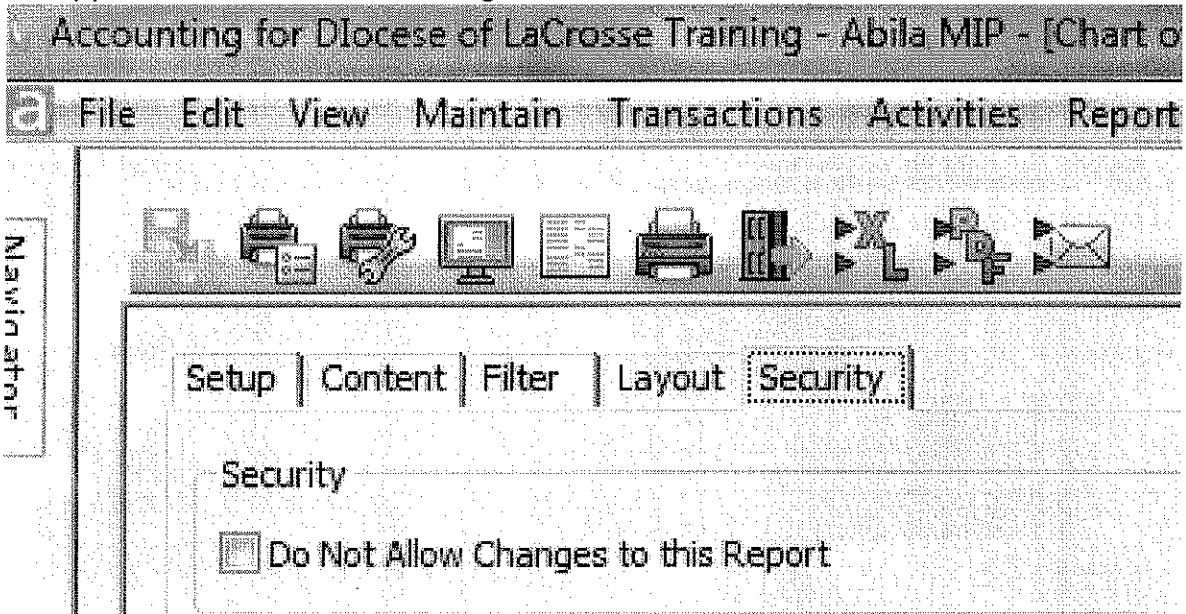
**Layout Tab:** Determines the font style and size for the report, as well as the report orientation and margin settings.



Use the Font Setup or Page Setup buttons to modify the report settings



**Security Tab:** This tab allows the user to lock this report so that no one else can make changes to it. If another user would like to modify this report and save it, they would have to copy it and rename it before changes can be saved.



These basic instructions are good for List reports primarily, and some transaction reports. In the next section we will be introduced to some more complicated settings, especially around dates.

## Advanced Report Writing

Dates are the most important setting in MIP report writing. Without a thorough understanding of how dates are set, it is almost certain that reports will not run correctly. Dates are set on the Setup tab. Date settings become important as we get to Analysis Reports and Financial Statements.

The screenshot shows the MIP software interface with the title bar 'Accounting for Diocese of LaCrosse Training - Abila MIP - [<Expanded General Ledger - This Year> | Expanded General Ledger]'. The menu bar includes File, Edit, View, Maintain, Transactions, Activities, Reports, Options, Window, and Help. The toolbar contains various icons for file operations and report generation. The 'Setup' tab is selected, showing options for Content, Filter, Groups, Options, Layout, and Security. The 'Report Name' is set to '<Expanded General Ledger - This Year>'. The 'Print Name In' section has radio buttons for Header, Footer, and Do Not Print, with 'Do Not Print' selected. The 'Page Footer' checkbox is checked. The 'Balances Dates' section shows 'Account Balances Begin:' as 7/1/2008 and 'Current Reporting Year Begins:' as 7/1/2009. The 'Current Transaction Dates' section shows 'Date Items:' as 'This Year', 'From:' as 7/1/2009, and 'Through:' as 6/30/2010.

Understanding report dates:

The **Account Balances Begin date** is the date when beginning balances were entered into your system OR the first day following the last fiscal year that was closed in the system. The month and day is always the beginning of the fiscal year. Only the year should vary.

The **Current Reporting Year Begins date** is the first day of the fiscal year or grant period that is represented by the report. The Current Year Reporting date will be the same or a later date than the Account Balances Begin date. It will either be the month and day of the fiscal year, or the month and day of the grant year for the report.

**Current Transaction Dates** represent the date range for the detail data included in the report. The Opening Balance date (From) will be the same as or later than the Current Reporting Year Begins date and the Ending Balance date (To) will be the same as or later than the Opening Balance date.

Another way to look at this is to think about what date range you want for your report, then work backwards:

- Current Transaction Ending Balance later than or =

- Current Transaction Opening Balance later than or =
- Current Reporting Year Begins later than or = Account Balances Begin
- The account balances begins date is ALWAYS the fiscal beginning month and day, the year may vary depending on how many years you have closed.
- The current reporting year begins date can be your fiscal year, or your grant year, depending on what kind of report you are building.
- NOTE: You can never violate the order of the dates, but you MAY have to push your account balances begins date back into a CLOSED fiscal year, if you are trying to run a report BEFORE your current open year.

If you want reports with dynamic dates, you can use the “Date Items” setting for your Current Transaction Dates.

Accounting for Diocese of LaCrosse Training - Abila MLP - [Expanded General Ledger - This Year] [Expanded General Ledger - This Year]

File Edit View Maintain Transactions Activities Reports Options Window Help (0)

Setup Content Filter Groups Options Layout Security

Report Name: [Expanded General Ledger - This Year] 5/26/2004 8:48:00 AM

Print Name In: ☐ Header ☐ Footer ☒ Do Not Print Page Footer: ☒ Included

Balances Dates: Account Balances Begin: 7/1/2008 Current Reporting Year Begins: 7/1/2009

Current Transaction Dates:   
 Date Items:   
 From:   
 This Month   
 This Quarter   
 Last Month   
 Last Quarter   
 Last Year   
 Custom

Always check the “Options” tab for report settings. Different reports have different options that can totally change the results of your reports.

Expanded General Ledger report options tab:

Setup	Content	Filter	Groups	Options	Layout	Security
-------	---------	--------	--------	---------	--------	----------

Include

☒ Year End Adjustments

☐ Opening Entries in Detail

☐ Unposted Transactions

---

Miscellaneous

☐ Summarize Amounts

☐ Suppress Lines with All Zeros

☐ Subtotal Detail by Calendar Month

Trial Balance report options tab:

Setup	Content	Filter	Groups	Options	Layout	Security
-------	---------	--------	--------	---------	--------	----------

Include

☒ Year End Adjustments

---

Miscellaneous

☐ Suppress Lines with All Zeros

Aged Payables options tab:

Setup	Content	Filter	Groups	Options	Layout	Security
-------	---------	--------	--------	---------	--------	----------

Aging

Date

Periods  Days  Days  Days

Age By

☒ Due Date ☐ Invoice Date

Include

☒ Year End Adjustments

---

Miscellaneous

☒ Suppress Lines with All Zeros

Detail Budget/Actual transaction options tab:

Budget

Version ID: Revised

Include

☒ Year End Adjustments

☐ Opening Entries in Detail

Miscellaneous

☒ Summarize Amounts

☒ Suppress Lines with All Zeros









## Tool Bar Buttons









Different reports have different tool bar buttons available to them, to further customize a report. Below is an explanation of the buttons.



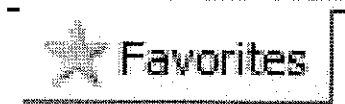
## Report Setup Buttons

If available, click the button for more information about its form or process.

	<b>Copy/Save As/Rename:</b> Use this button to copy all parameters from an existing report to a new report, make changes to an existing report and save it as a new name, or rename an existing report.
	<b>Print Report Setup:</b> Use this button to print the settings for the currently selected report. The printout shows which items are selected for all tabs.
	<b>Print Setup:</b> Use this button to select a printer and set up printer information for this report.
	<b>Print to Screen:</b> Use this button to view the report before it is formatted for printing. This makes the data easy to review, but does not provide an exact representation of how it looks when sent to the printer.
	<b>Print Preview:</b> Use this button to view the report as it will actually print.
	<b>Print:</b> Use this button to print the report.
	<b>Export:</b> Use this button to export the report to one of several popular file formats. This button is available only if the Data Import/Export module is installed.
	<b>Export to Excel:</b> Use this button to export your active report data to a Microsoft Excel® spreadsheet in a new or existing workbook. This button is only available if the Data Import/Export module is installed. (It is not available on every report.)

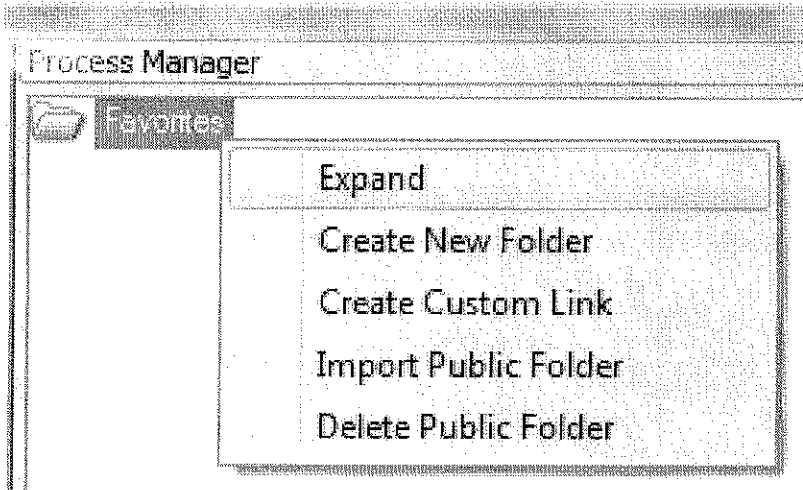
	<b>Print to PDF File:</b> Use this button to save the report as a PDF or attach multiple reports to an existing PDF file. This process creates a file that can be emailed.
	<b>Email Report as PDF File:</b> Use this button to email the report as a PDF file. The file is sent in an email and does NOT save to a directory. This button is available if there is a configured 32-bit MAPI compliant email profile installed.
	<b>Scheduler:</b> Use this button to schedule tasks to run automatically at designated times. This button is available only if the Scheduler module is installed.
	<b>Assign Report Groups:</b> Use this button to open the Reports>Assign Report Groups form where you can create Report Groups that summarize account balances on the reports or assign multiple account codes to a designation code/group code. This button is not available for every report.
	<b>Drill Down:</b> Use this button to drill down from report balances to individual debits and credits that make up the balance. This button is not available for every report.
	<b>Chart Settings:</b> Use this button to generate custom line, bar, column, or pie charts from reports. These charts reflect your actual data and can be displayed on The One Click Navigator <i>Charting</i> page. This button is not available for every report.
	<b>Custom Column Creation:</b> Use this button to generate custom columns in the report. This button is not available for every report.
	<b>Financial Statement Formats:</b> Use this button to open the Reports>Financial Statements>Create Statement Formats form where you can set up financial statement formats. Each time this button is selected a new Create Statement Formats form is opened. This button is not available for every report.

## Favorites



Favorites can only be found in the Process Manager tab in the Navigator view. The Favorites tab groups reports, charts, custom links, and forms into customizable folders and subfolders for quick access. You can add items from the Reports, Charts, or Forms tab, by right-clicking on the item, then adding to favorites. You can then create sub-folders to organize the items. Add items to the folders and sub-folders by dragging them to the appropriate folder.

By right-clicking on the Favorites folder, you can create new folders, create a custom link, import a public folder (one created by another user), or delete a public folder.



Create a custom link allows you to create a shortcut to other applications, documents, websites, etc. that you might want handy while you are in MIP.

