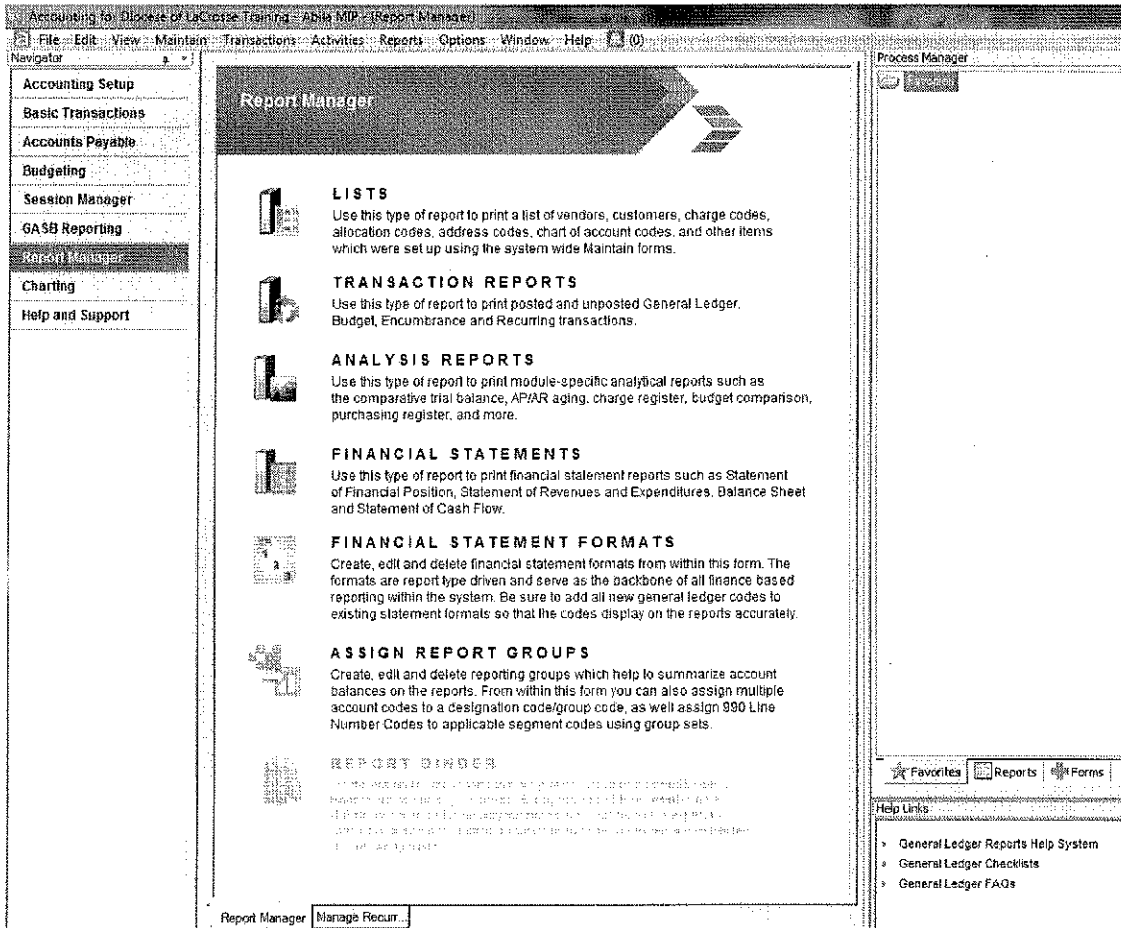


Reporting with Abila MIP Fund Accounting Diocese of La Crosse Managers Training September 2014

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

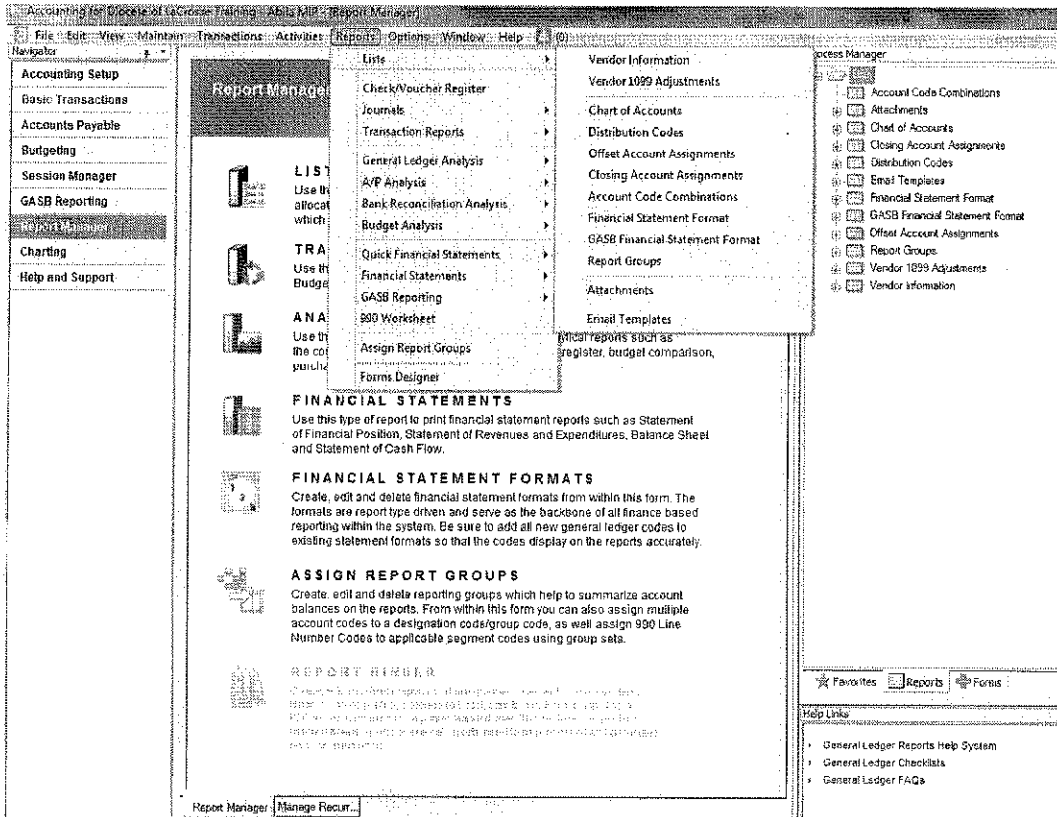


The Report Manager navigator is a way to organize all the reports within Abila MIP Fund Accounting. As you go down the category of reports, the reports become more complex and have more options to set.

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.

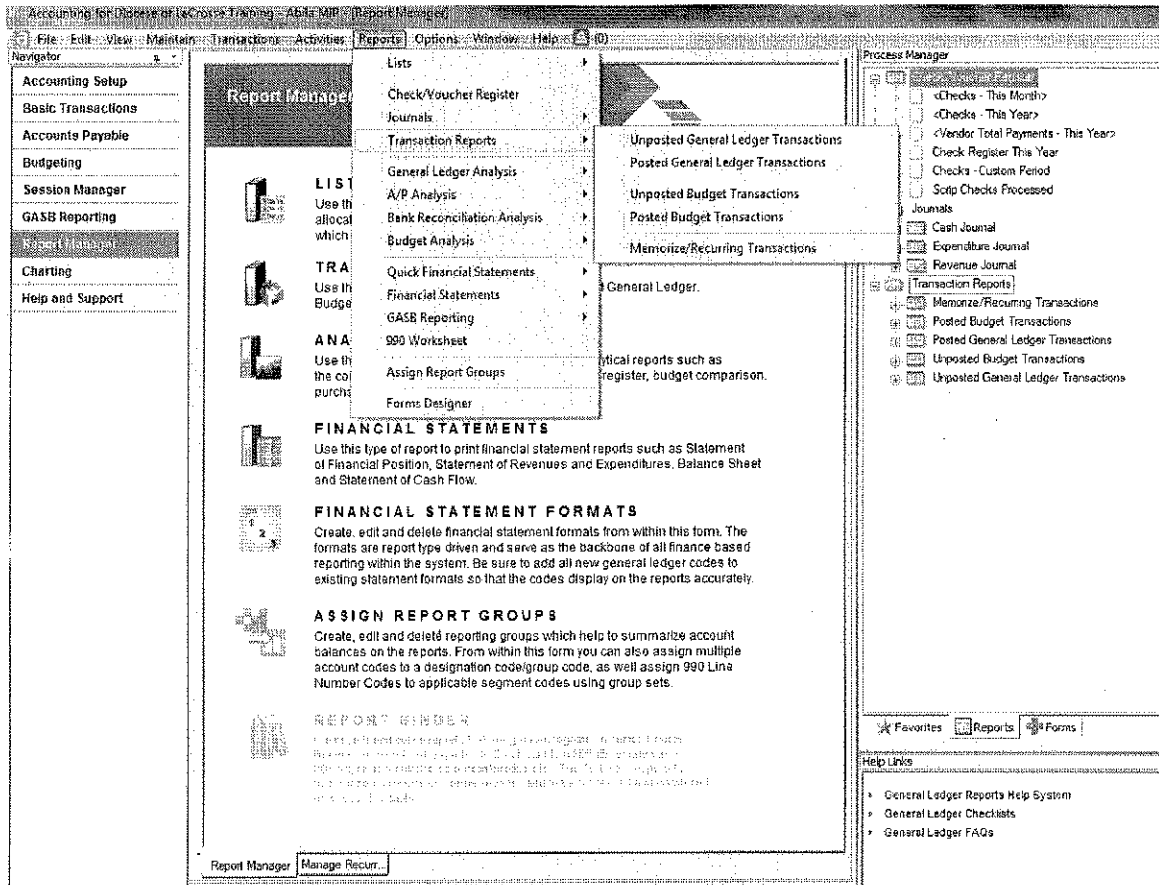
List Reports



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

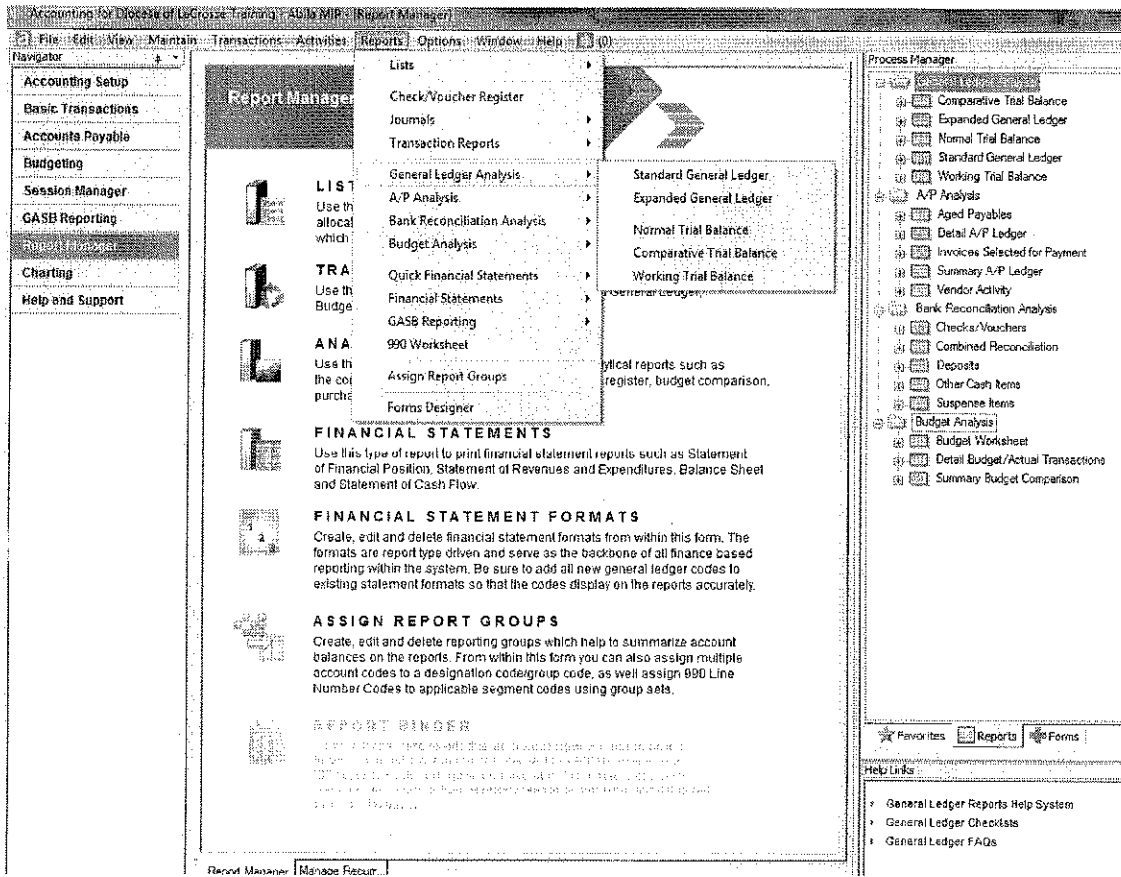
Transaction Reports



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

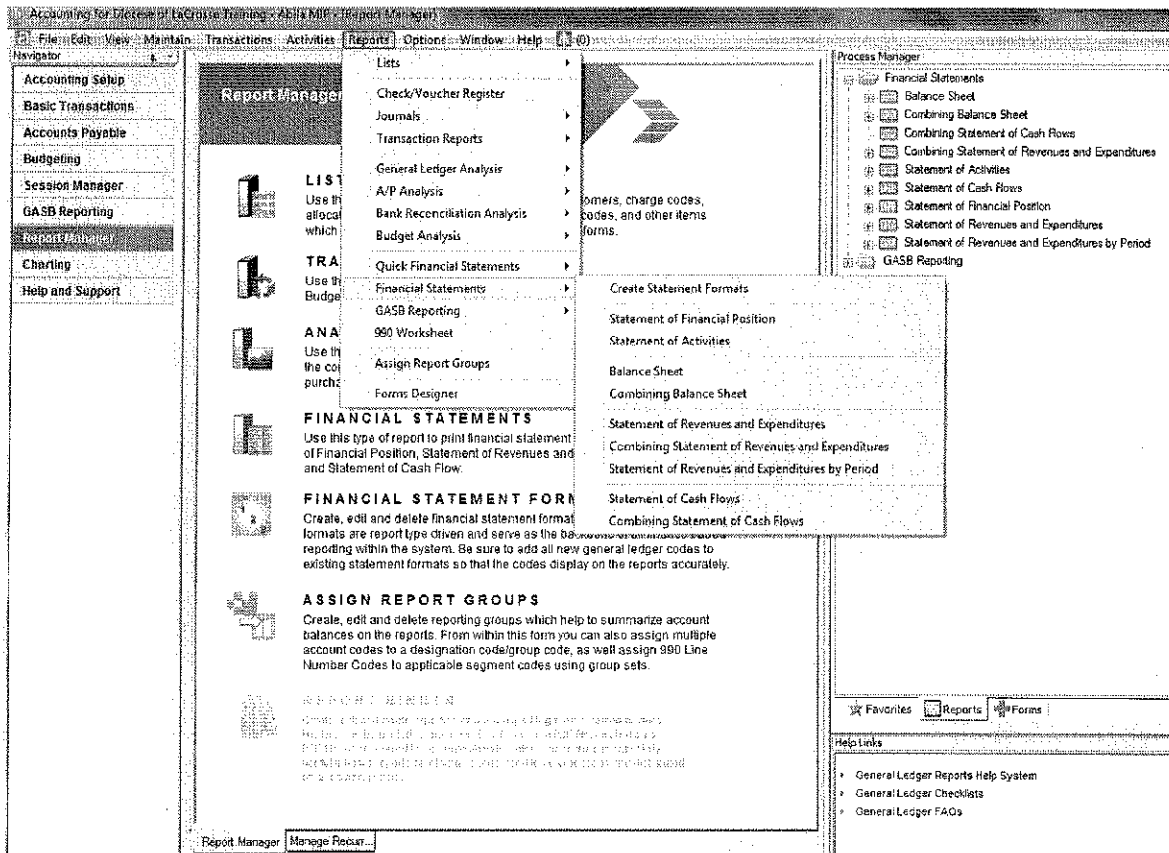
Analysis Reports



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.

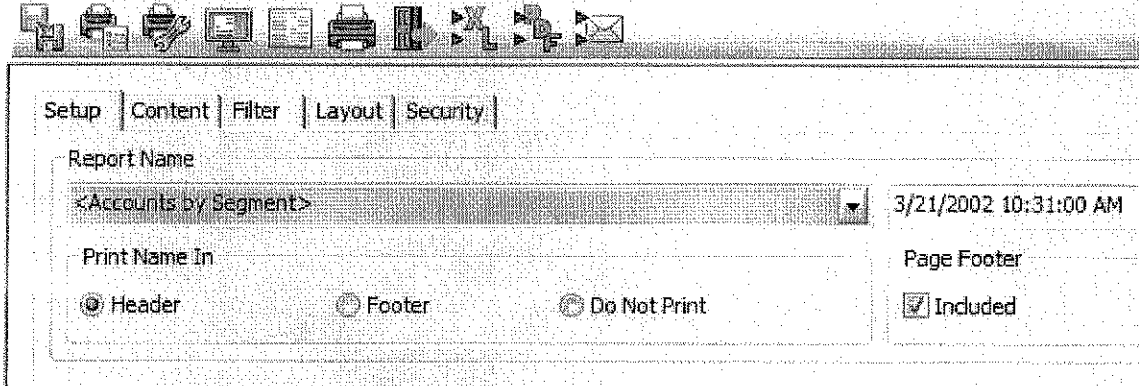
There are five primary types of Financial Reports

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

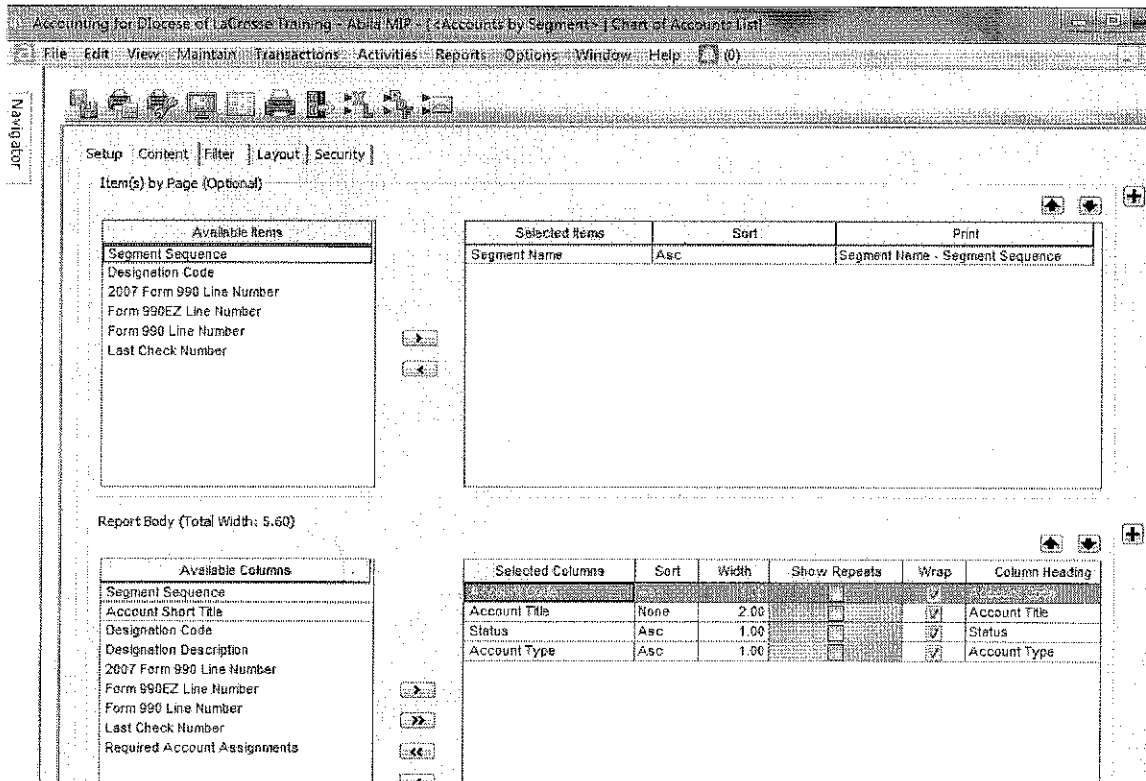
There are also 990 worksheets that capture the financial information of the 990 statement when set up properly.

Basic Report Writing

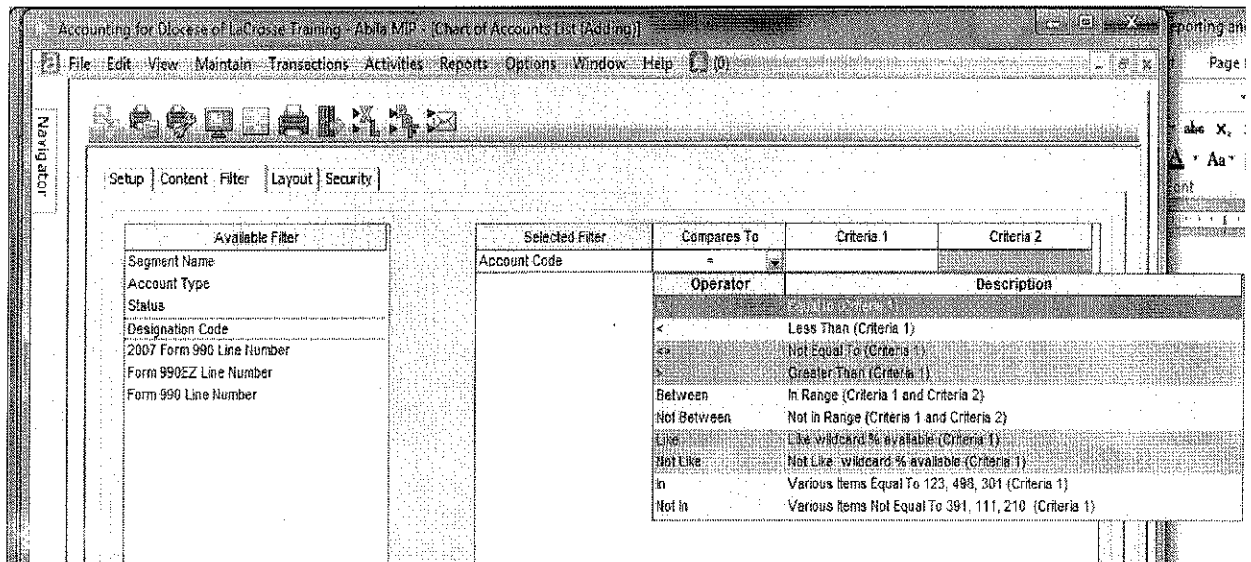
Setup Tab: Contains at a minimum the report name, an option to print the report name in the Header, Footer, or Do Not Print, and an option to include a Page Footer which contains the date and time of the report.



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.



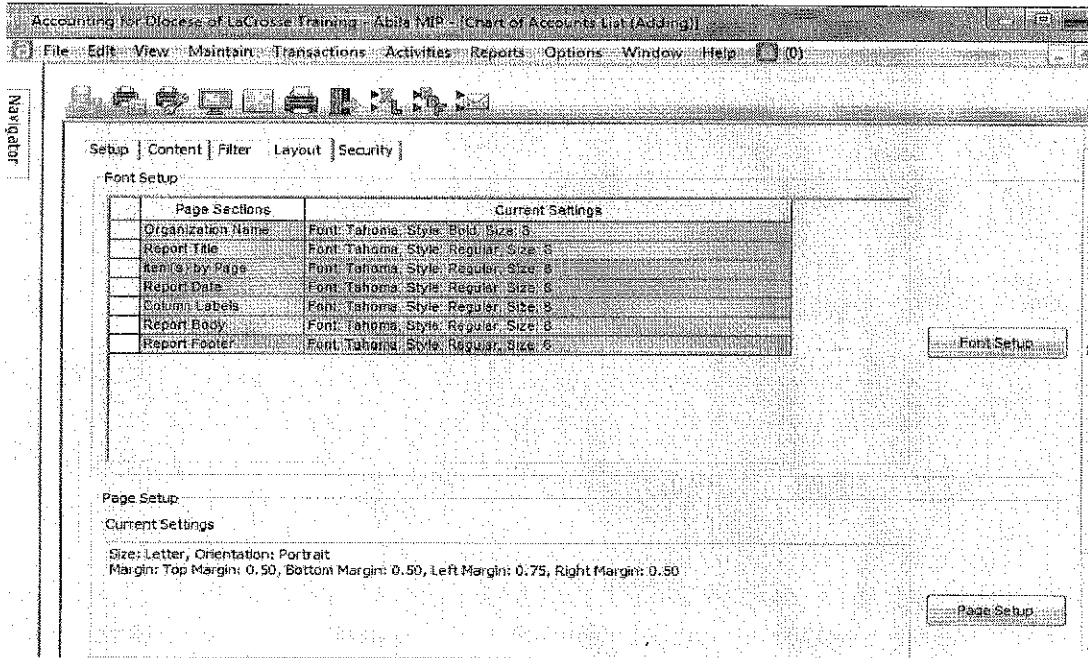
Filter Tab: setting this tab is optional. You can limit the view of your data by setting filters; one or more. It is possible not only to choose the subject of the filter, but also how the filter is to behave.



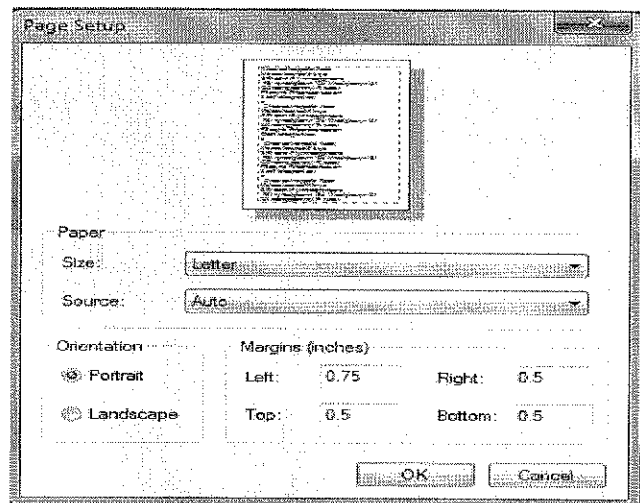
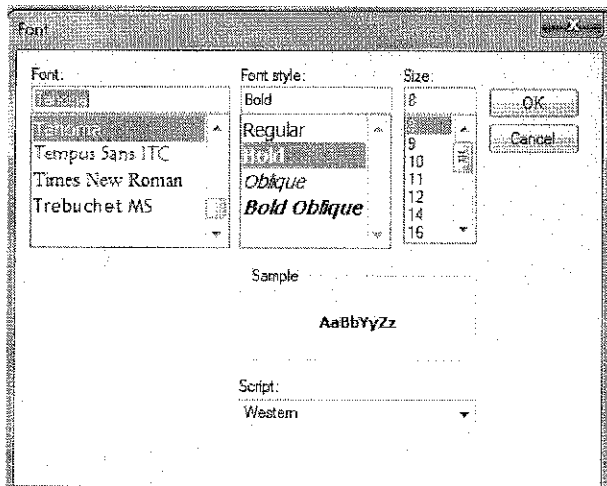
Below are the filter operators.

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)

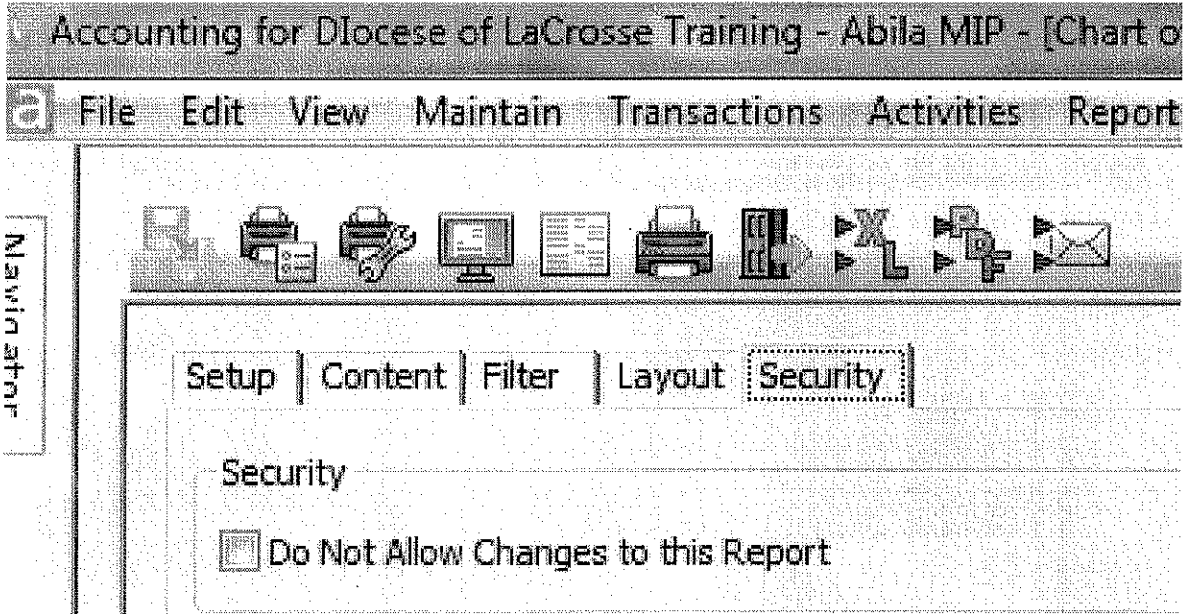
Layout Tab: Determines the font style and size for the report, as well as the report orientation and margin settings.



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.

Accounting for Diocese of LaCrosse Training - Abila MIP - [<Expanded General Ledger - This Year> | Expanded General Led

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: This Year
From: 7/1/2009 Through: 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 =

