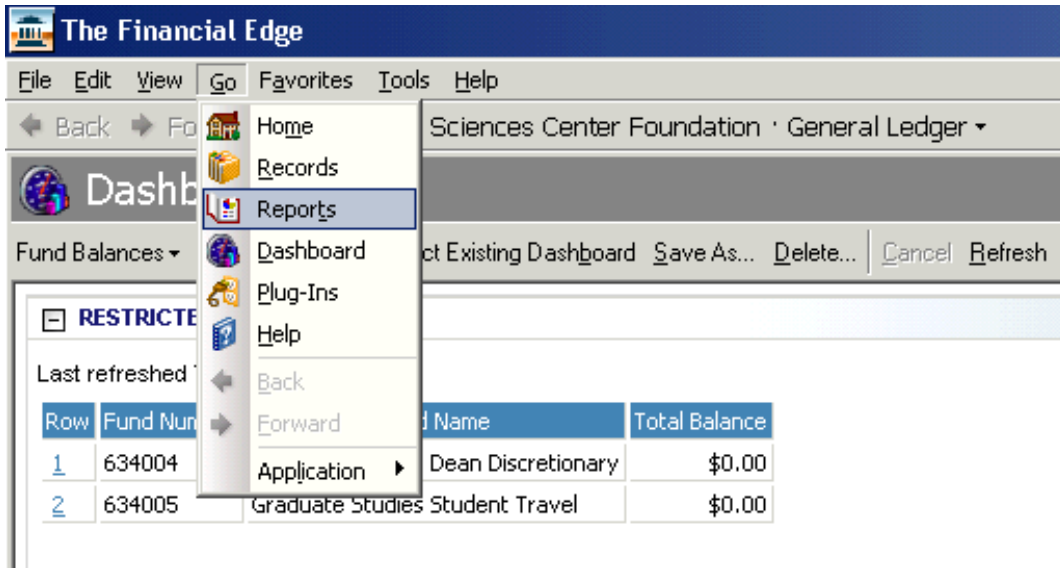


Instructions to print reports in The Financial Edge

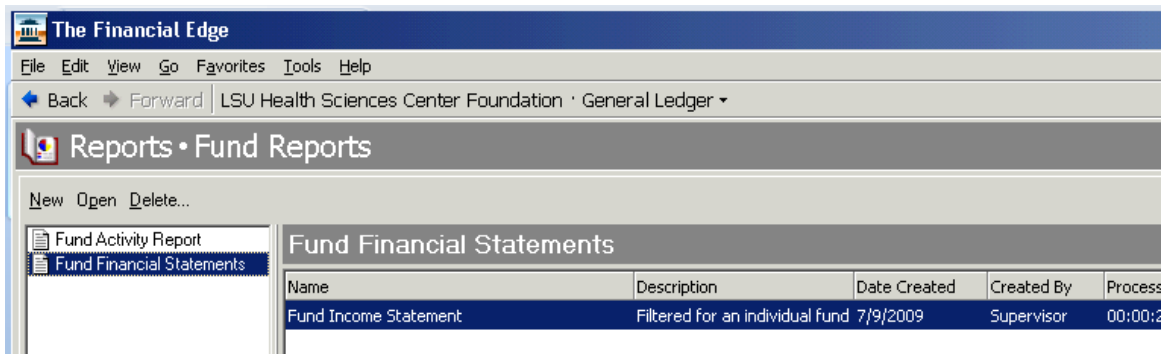
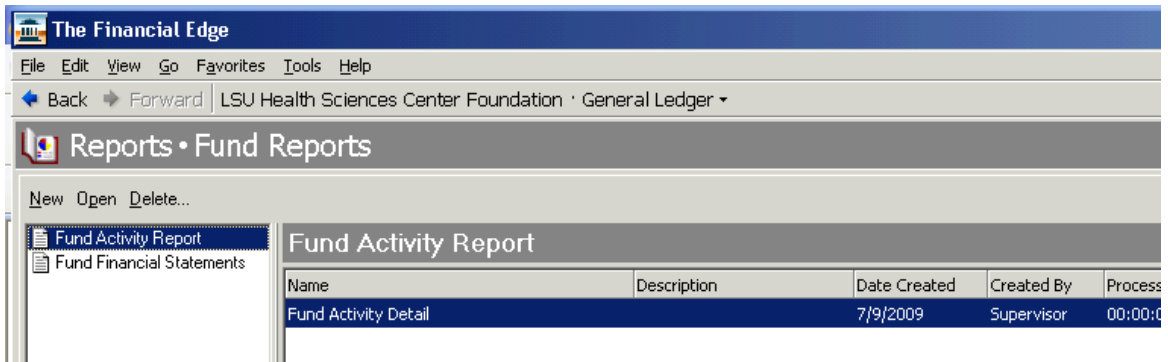
Reports

Fund reports are accessed on the Reports page in The Financial Edge. Access the Reports page by clicking **Go** on the menu bar from your Dashboard screen. Once on the Reports page, click **Fund Reports**.



On the Fund Reports screen, you can select a report type in the list on the left. Here, there are two options:

1. Fund Activity Report – Provides activity detail
2. Fund Financial Statements – Provides Income Statement summary

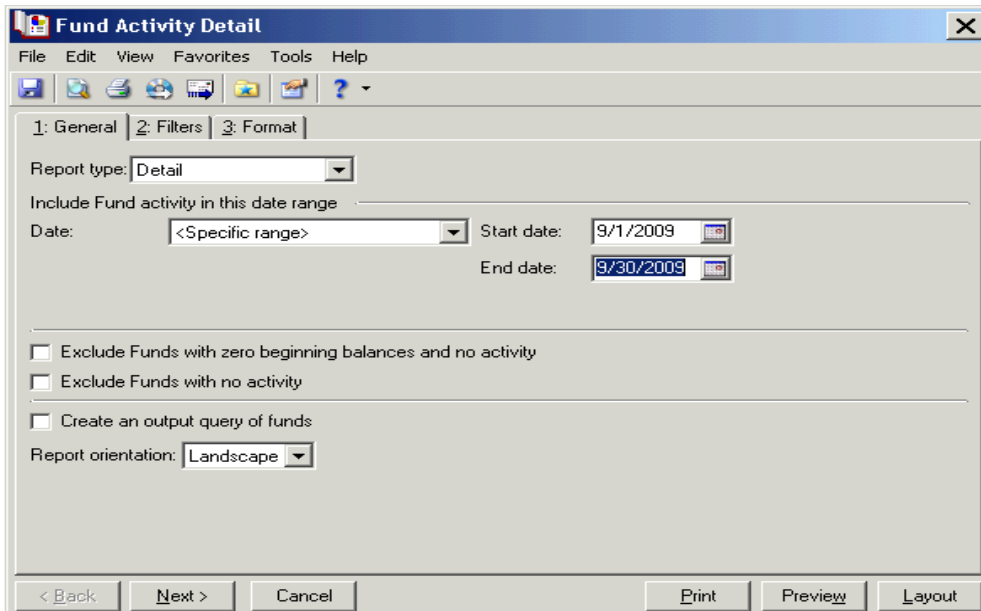


Fund Activity Report

The Fund Activity Report provides transaction activity detail by fund(s) for a date range you select. Double click on the report “**Fund Activity Detail**” to set the parameters of the report.

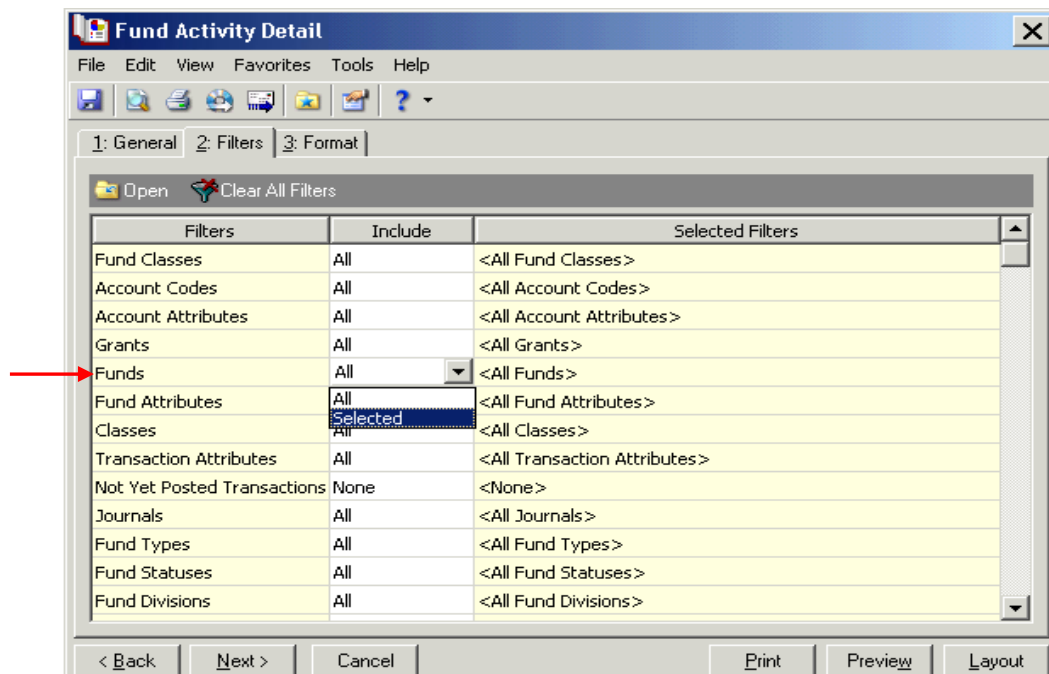
Under the **General** tab,

- Report type is **Detail**.
- Select to include fund activity for a specific date range. Select **<Specific range>** and specify a **Start date** and an **End date**.
- Decide on whether to exclude funds with zero beginning balances and/or no activity.
- Decide on the report layout (Portrait or Landscape).



The screenshot shows the 'Fund Activity Detail' dialog box with the 'General' tab selected. The 'Report type' is set to 'Detail'. Under 'Include Fund activity in this date range', the 'Date' is set to '<Specific range>', 'Start date' is '9/1/2009', and 'End date' is '9/30/2009'. There are three unchecked checkboxes: 'Exclude Funds with zero beginning balances and no activity', 'Exclude Funds with no activity', and 'Create an output query of funds'. The 'Report orientation' is set to 'Landscape'. Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

On the **Filters** tab, you can filter on funds by clicking the drop down arrow on the **Funds** line under the **Include** column and select **Selected**. You can also leave as **All** to select all funds.



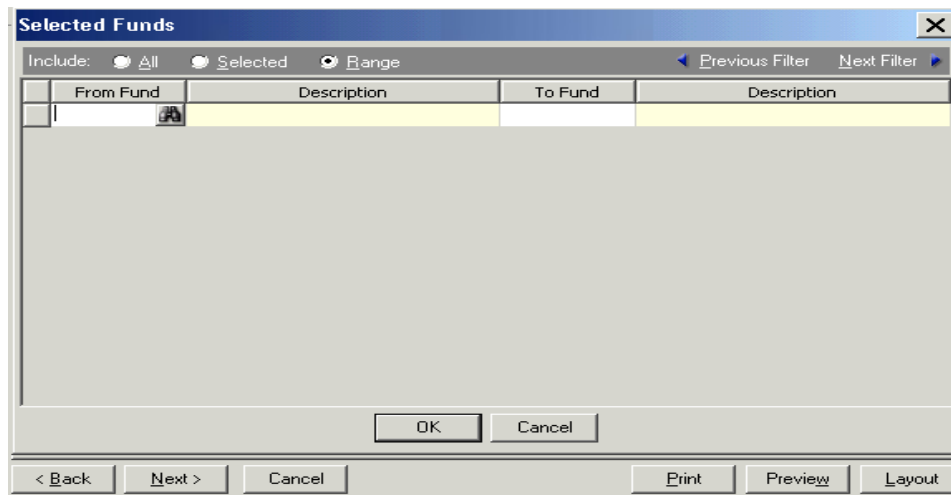
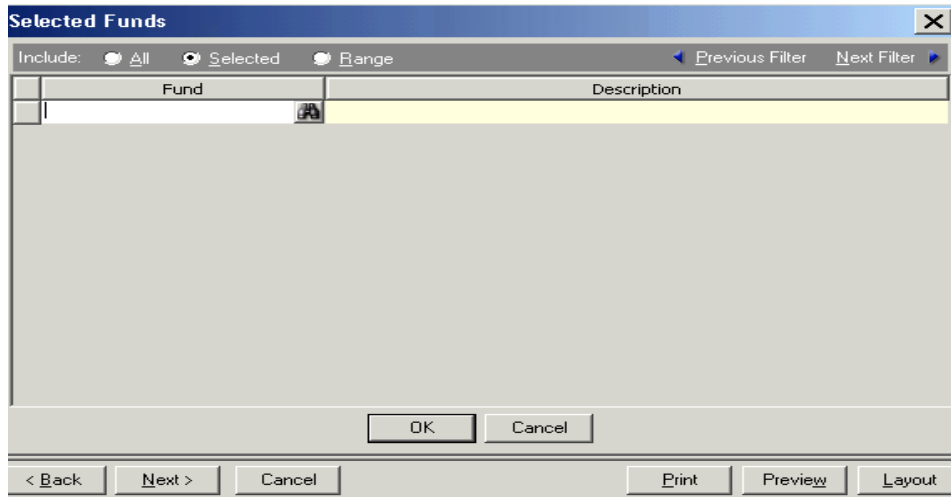
The screenshot shows the 'Fund Activity Detail' dialog box with the 'Filters' tab selected. A table lists various filters with columns for 'Filters', 'Include', and 'Selected Filters'. A red arrow points to the 'Funds' row, where the 'Include' column has a dropdown menu open showing 'Selected' selected. The 'Selected Filters' column shows '<All Funds>' for the 'Funds' row.

Filters	Include	Selected Filters
Fund Classes	All	<All Fund Classes>
Account Codes	All	<All Account Codes>
Account Attributes	All	<All Account Attributes>
Grants	All	<All Grants>
Funds	All	<All Funds>
Fund Attributes	All	<All Fund Attributes>
Classes	All	<All Classes>
Transaction Attributes	All	<All Transaction Attributes>
Not Yet Posted Transactions	None	<None>
Journals	All	<All Journals>
Fund Types	All	<All Fund Types>
Fund Statuses	All	<All Fund Statuses>
Fund Divisions	All	<All Fund Divisions>

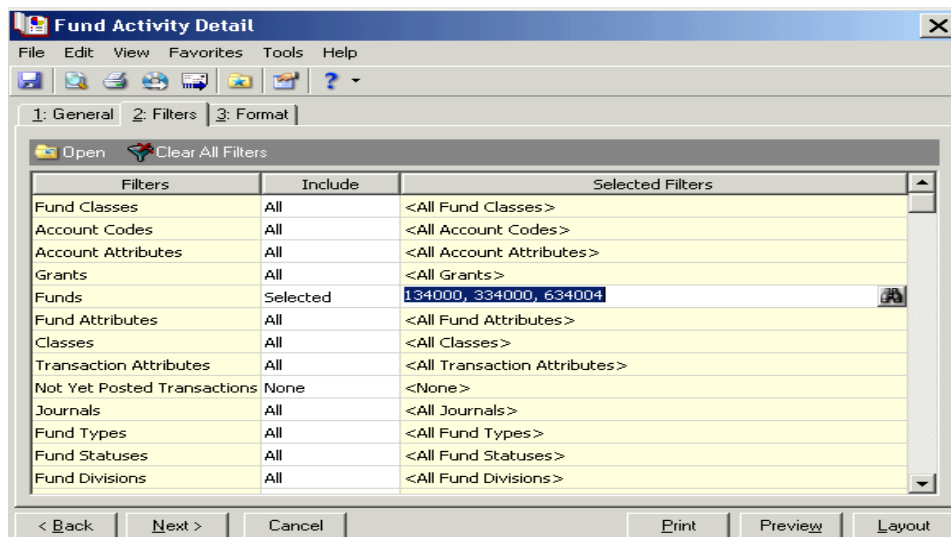
Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

If you select **Selected**, the **Selected Funds** box will open where you can select one or more funds. You can also select a range of funds. With **Selected** marked, click on the binocular icon to bring up a list of your funds. Expand the fund list by clicking **Hide Filters**. To select one fund, double click on that fund. To select multiple funds, highlight the funds need by holding **Ctrl** and clicking the funds needed and click **Open**.

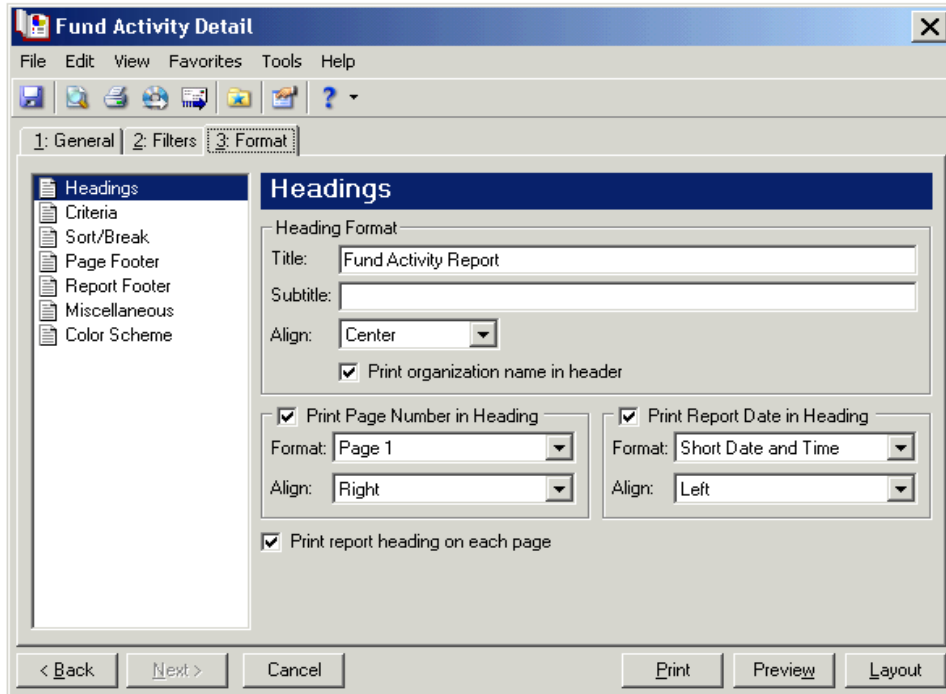
With **Range** marked, click on the binocular icon to bring up a list of your funds. Select the first and last funds to be included.



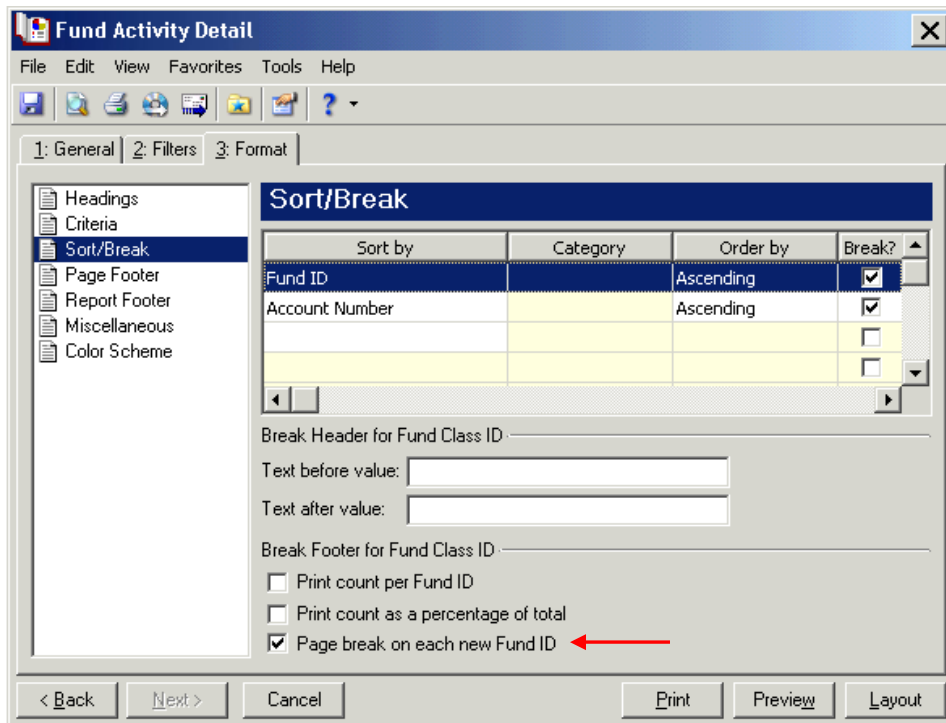
Click **OK** and the funds selected will appear under the **Selected Filters** column.



On the **Format** tab, decide how the report should look. Create headings and footers, page breaks, format for displaying monetary amounts and print options.



Under the **Sort/Break** option, you can create breaks between the Fund IDs. If you **don't** want a page break between each fund, uncheck the **Page break on each new Fund ID** box.




Use the **Page Footer** option to include text at the bottom left, center, or right of the page. Indicate whether or not to print the page number and report date in the footer and select the format and alignment.

Use the **Report Footer** option to create a footer to display at the bottom of the last page of the report. Enter and align text to display after the final report result.

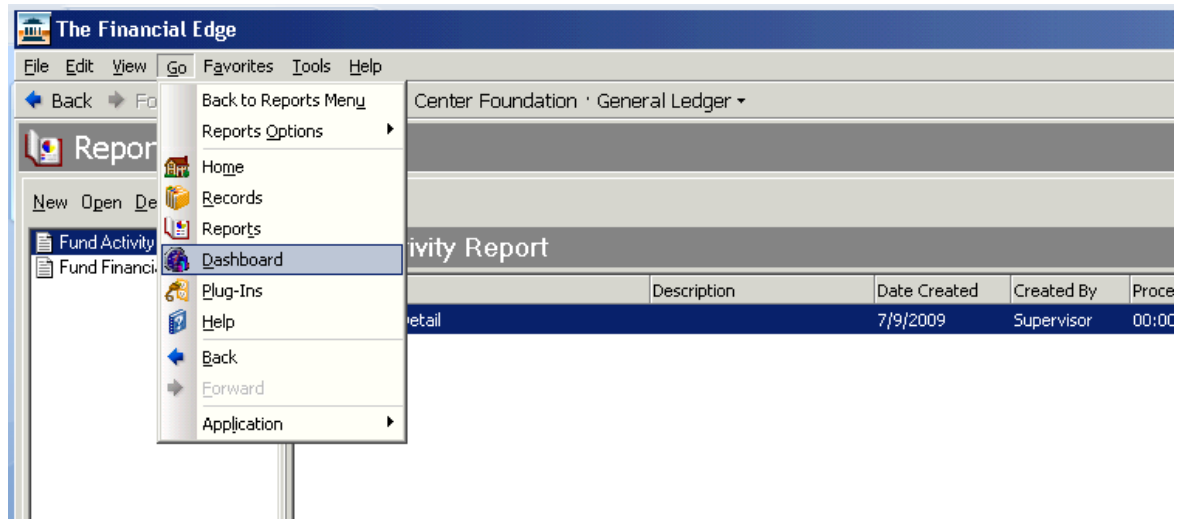
Use the **Miscellaneous** option to specify how numbers display on the report and the font size of the report.

Use the **Color Scheme** option if you decide whether to apply a color scheme for the background and foreground of the column and group.

After date range, fund filters and formatting are done, click **Preview** to view the activity report. Click the print icon  on the preview page to print the report(s). Click close to close the report and return to the Fund Activity Detail screen.

Click **Cancel** to exit the window when finish printing.

To return back to your Dashboard, click **Go** on the menu bar and select **Dashboard**. Once on the Dashboard, click **Refresh**.



Fund Financial Statements

The Fund Financial Statements provides an Income Statement summary of financial activity (revenue and expense) by fund(s) over a date range you select. Double click on the report “**Fund Income Statement**” to set the parameters of the report.

Under the General tab,

- Show **Income Statement**.
- Primary level of detail is **Account Code**.
- If you decide not to have a page break for each fund, uncheck the **Page break on each new Fund** box.
- Decide on whether to include funds that are inactive and/or with no activity.
- Decide on report layout (Portrait or Landscape).

The screenshot shows the 'Fund Income Statement' dialog box with the 'General' tab selected. The 'Show' dropdown is set to 'Income Statement' and the 'Primary level of detail' is set to 'Account Code'. The 'Page break on each new Fund' checkbox is checked. The 'Report orientation' is set to 'Portrait'.

Field	Value
Show	Income Statement
Primary level of detail	Account Code
Secondary level of detail	
Page break on each new Fund	<input checked="" type="checkbox"/>
Include inactive Funds	<input type="checkbox"/>
Include Funds with no activity	<input type="checkbox"/>
Report orientation	Portrait

On the **Filters** tab, you will have to filter on funds by clicking the drop down arrow on the **Funds** line under the **Include** column and select **Selected**.

The screenshot shows the 'Fund Income Statement' dialog box with the 'Filters' tab selected. A table lists various filter categories with their 'Include' and 'Selected Filters' values. A red arrow points to the 'Funds' row, where the 'Include' dropdown is open and 'Selected' is chosen.

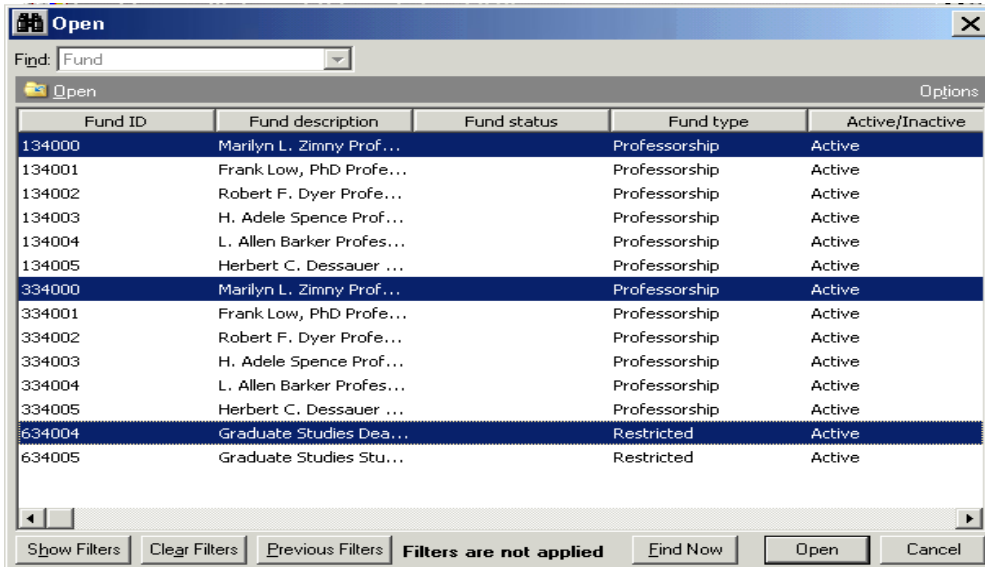
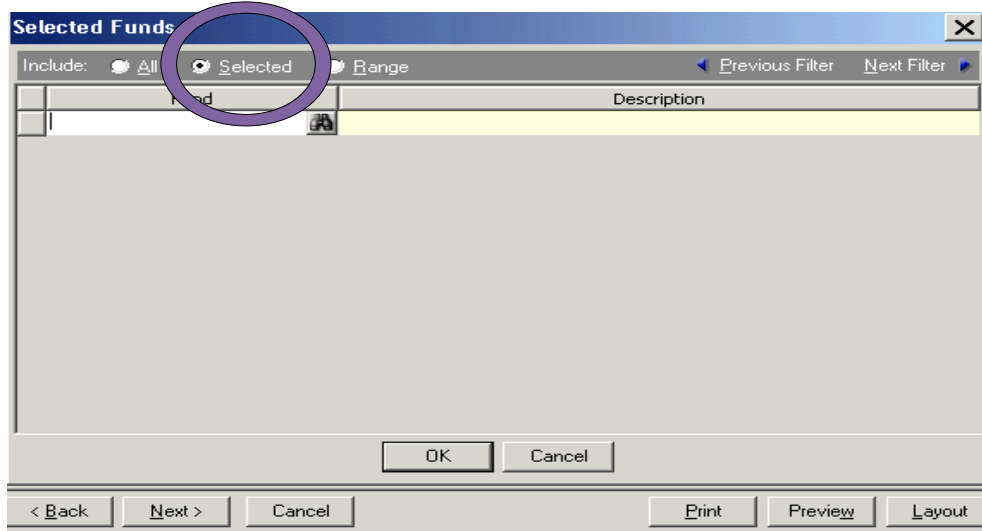
Filters	Include	Selected Filters
Fund Classes	All	<All Fund Classes>
Account Codes	All	<All Account Codes>
Accounts	All	<All Accounts>
Account Attributes	All	<All Account Attributes>
Funds	All	<All Funds>
Fund Attributes	All	<All Fund Attributes>
Fund Types	All	<All Fund Types>
Fund Statuses	All	<All Fund Statuses>
Fund Divisions	All	<All Fund Divisions>
Fund Departments	All	<All Fund Departments>
Fund Locations	All	<All Fund Locations>
Transaction Attributes	All	<All Transaction Attributes>
Classes	All	<All Classes>

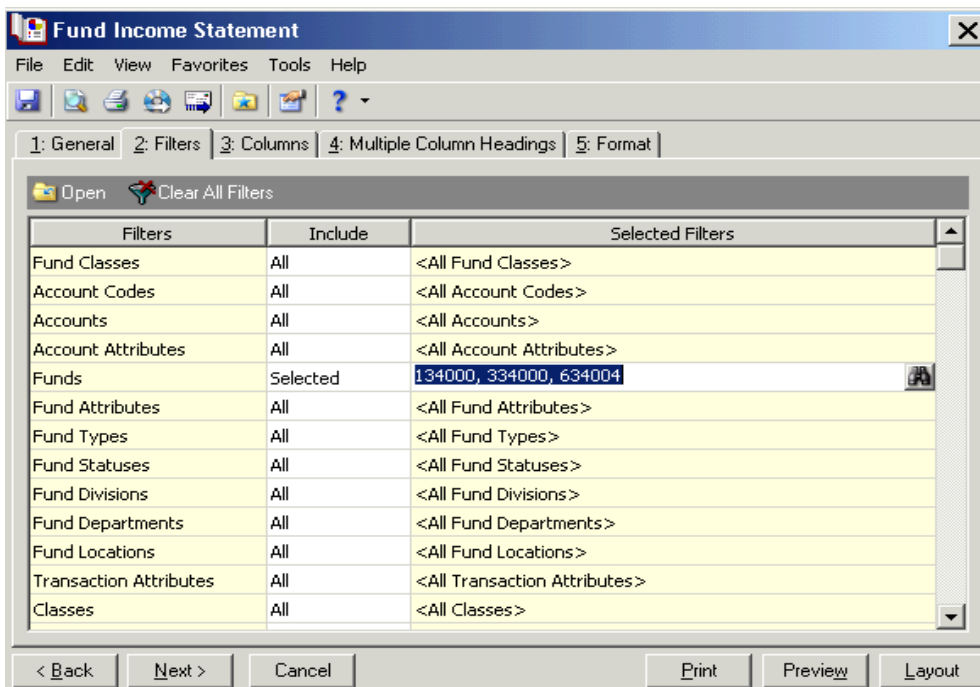
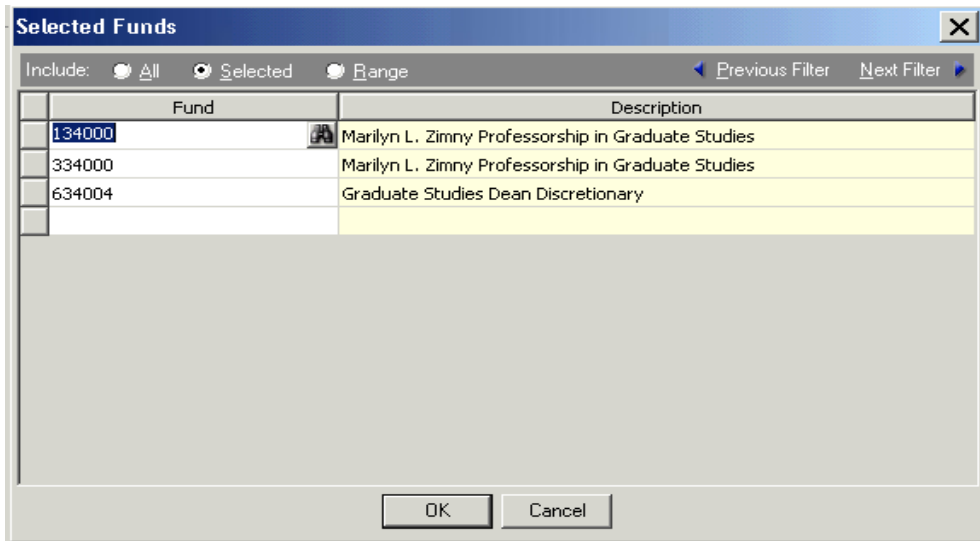
The **Selected Funds** box will open. With **Selected** marked, click on the binocular icon to bring up a list of your funds. To expand the fund list, click **Hide Filters**.

****Note** Marking All and Range doesn't work well for this report. Use Selected.**

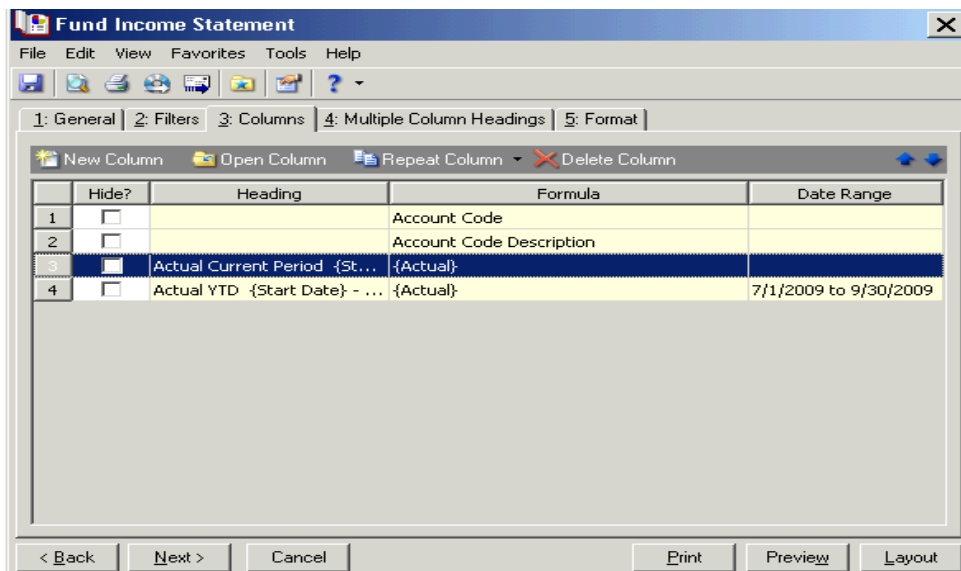
- To select one fund, double click on that fund.
- To select multiple funds, highlight the funds needed by holding **Ctrl** and clicking the funds needed and click **Open**.
- To include all funds, highlight the first fund, hold **Shift** and press **End**. Click **Open**.

Click **OK** and the fund(s) selected will appear under the **Selected Filters** column.





On the **Columns** tab, by double clicking line 3 – **Actual Current Period**, you can select a date range of the balances needed.



Select the **Date Range** tab after double clicking line 3 – **Actual Current Period**. Select **<Specific range>** and enter a **Start** and **End date** for the current period column on the report. Click **OK**

The screenshot shows a dialog box titled "Column 3" with a close button (X) in the top right corner. Below the title bar is a menu bar with "New Column", "Repeat Column", and "Delete Column" (with a red X icon), and "Previous Column" and "Next Column" (with arrow icons). The "Date Range" tab is selected, showing a "Date:" dropdown menu set to "<Specific range>". To the right are "Start date:" and "End date:" fields, both containing "9/1/2009" and "9/30/2009" respectively, with calendar icons. At the bottom are "OK" and "Cancel" buttons.

Line 4 – **Actual YTD** will include all fiscal year activity beginning July 1, 20XX to date. Line 4 – **Actual YTD** can be hidden if needed by checking the **Hide** box.

On the **Format** tab, decide how the report should look. Create headings and footers, format for displaying monetary amounts and print options.

The screenshot shows the "Fund Income Statement" application window. The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A toolbar contains various icons. The "Format" tab is selected in the tab bar. On the left is a "Headings" tree view with items: "Criteria", "Detail", "Page Footer", "Report Footer", "Miscellaneous", and "Color Scheme". The main area is titled "Headings" and contains a "Heading Format" section with a "Title:" field containing "Fund Income Statement" and an empty "Subtitle:" field. The "Align:" dropdown is set to "Center". There is a checked checkbox for "Print organization name in header". Below are two columns of options: "Print Page Number in Heading" (checked) with "Format:" set to "Page 1" and "Align:" set to "Right"; and "Print Report Date in Heading" (checked) with "Format:" set to "Short Date and Time" and "Align:" set to "Left". At the bottom is a checked checkbox for "Print report heading on each page". At the very bottom are buttons for "< Back", "Next >", "Cancel", "Print", "Preview", and "Layout".


Use the **Page Footer** option to include text at the bottom left, center, or right of the page. Indicate whether or not to print the page number and report date in the footer and select the format and alignment.

Use the **Report Footer** option to create a footer to display at the bottom of the last page of the report. Enter and align text to display after the final report result.

Use the **Miscellaneous** option to specify how numbers display on the report and the font size of the report.

Use the **Color Scheme** option if you decide whether to apply a color scheme for the background and foreground of the column and group.

After fund filters, date range and formatting are done, click **Preview** to view the Income Statement.

Click the print icon  on the preview page to print the report(s). Click close to close the statement and return to the Fund Income Statement screen.

Click **Cancel** to exit the window when finish printing.

To return back to your Dashboard, click **Go** on the menu bar and select **Dashboard**. Once on the Dashboard, click **Refresh**.

