UNPOSTED TRANSACTION REPORTS

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fig. 1

fig. 2

fig. 3

UNPOSTED TRANSACTION REPORTS

In this training video you will learn the following about Unposted Transaction Reports:

- The proper steps to create and modify an Unposted Transaction report
- The purpose of each main file folder tab and their functions
- And what each icon on the Icon toolbar represents

To find the reports for Unposted Transactions, click on Reports on the top menu bar, then Transaction reports, and Unposted general Ledger Transactions. *(fig. 1)*.
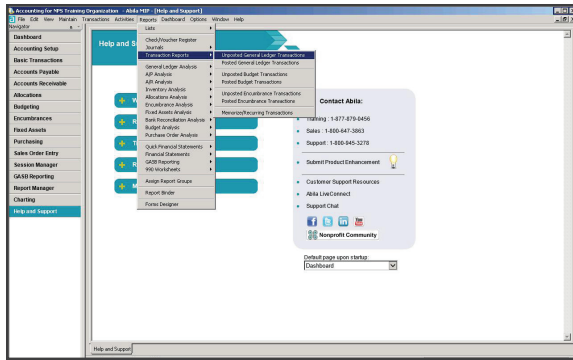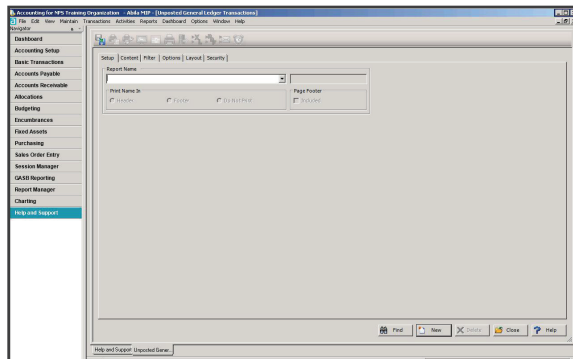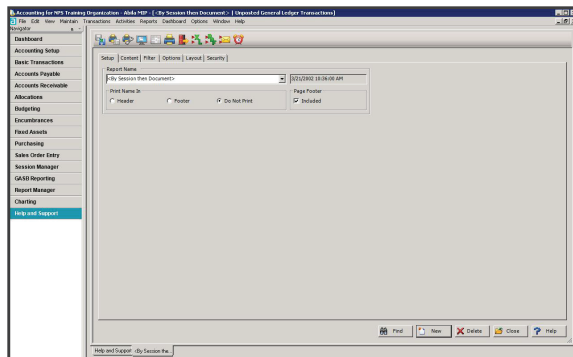
Step 1

The first tab in Unposted Transaction reporting is the Setup tab. Reports with angle brackets <,> around them are default reports. Making any changes to a default report will require that you rename it, since the system now considers this a custom report. *(fig. 2, fig. 3)*.

- The Setup tab also is used to select or assign a Report Name and determine whether or not to include the name on the actual report. The report name can be printed in the Header or in the Footer of the report based on the option you select. We recommend the report title to be in the header or footer of the report.

Step 2

Next is the Content tab. This tab is used to determine the fields that will appear in the report. You can determine which fields will act as page breaks on your report, and which will be included as columns. *(fig. 4, fig. 5, fig. 6)*.

- The screen is divided into two main areas.
- The top half of the screen is used to select the fields you want as page breaks. To create a page break, select an available item in the upper left side of the screen. Then click the single arrow pointing to the right.
- The bottom half of the screen is used to select the fields or columns to be shown in the body of the report. To add a field or column to the body of the report, select an available column in the lower left side of the screen. Then click the single arrow pointing to the right.
- Note: A field cannot be used as both a page break and as a separate column in the report at the same time.
- Selected items can be removed from the report by highlighting the item and clicking the single arrow to the left.
- In the content area in the lower portion of the screen, you are able to select the sort order of the report, where subtotals will be included, the width of each column, repeating of similar records, and word wrapping for each of the selected columns.
- Unlike in excel where you can sort columns in any order, the system sorts based on what it finds first, then second, then third in order from top to bottom. In the sort column of each selected column, you will see ascending, descending or none. If the sort field contains the word NONE, then the system is not using this for sorting purposes. Therefore, the primary sort will be the first field it finds, moving from top to bottom, with either ascending or descending in the sort field.
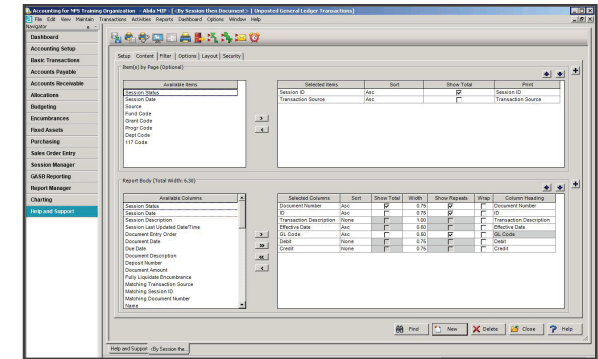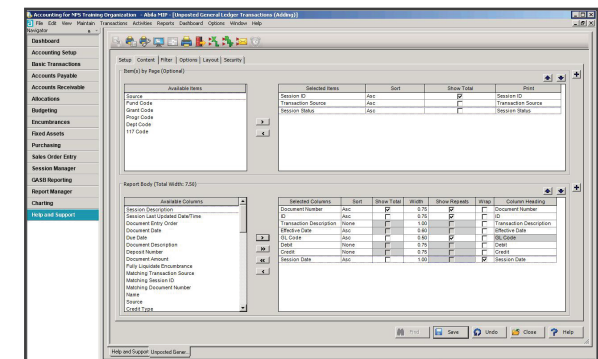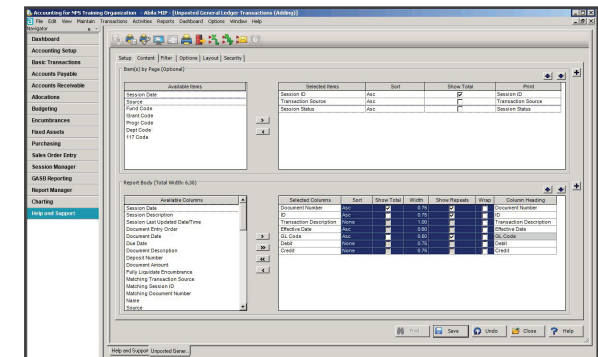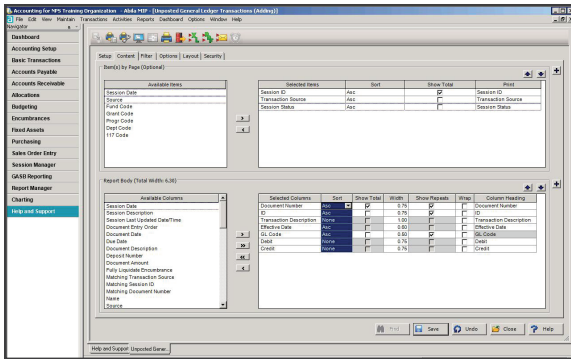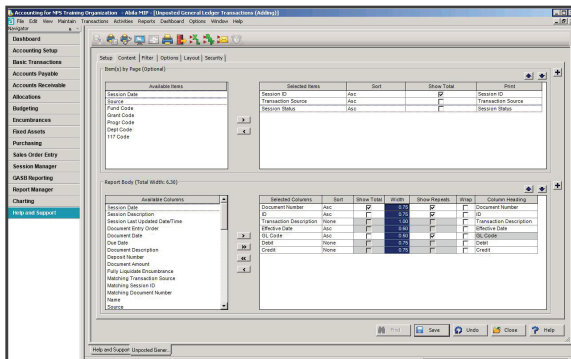

fig. 4

fig. 5

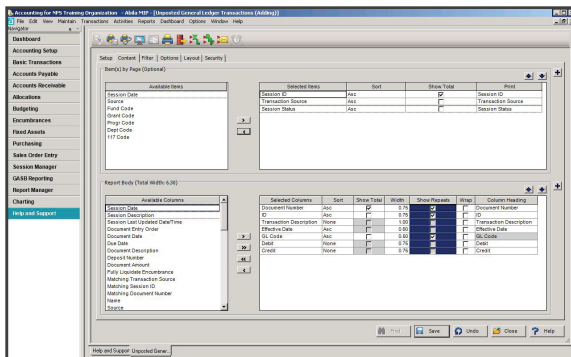
fig. 6

fig. 7

fig. 8

fig. 9

(fig. 7, fig. 8, fig. 9).

- The width of each column can be changed as needed.
- The total width of the selected columns is displayed next to the Report Body Total Width header. This is used in determining if adjustments need to be made to the printing orientation of the report.
- If the option to show repeats is selected, each line will print in detail. Otherwise, two or more lines that contain the exact same information in a field will appear only once. This option is not available for every selected column.
- You can also change the order of the columns by using the single up and down arrows on the right hand side of the page. Column headings can be changed if desired on everything except chart of account codes and titles.
- Should you have questions about specific fields, the screen sensitive help button at the bottom of the page is very useful in determining how the system references the fields in the database.

Step 3

Next is the Filter tab. You can use this tab to narrow down your selection and specify exactly what data you want to include in the report. *(fig. 10, fig. 11, fig. 12).*

- Listed on the left side of the screen are the Available Filters. The right contains any Selected Filters.
- To move the filters to the right side simply click on the filter and click the single right arrow to move the filter to the right.
- Using the "Compares To" column enables you to select an operator from the drop down menu. The operator compares the value in the selected filter column with the values in criteria fields 1 and 2 to determine which records will appear in the report.
- The default Compares To is equal-to. However, you have the ability to change this by clicking in the Compares To field and selecting a different operator from the dropdown list.
- The operator you choose will determine if both Criteria 1 and 2 are needed. Based upon the operator chosen, the Criteria 2 box may be grayed out and not available.
- Note: If you choose not to use any filters, then every unposted transaction in the system will appear on the report.
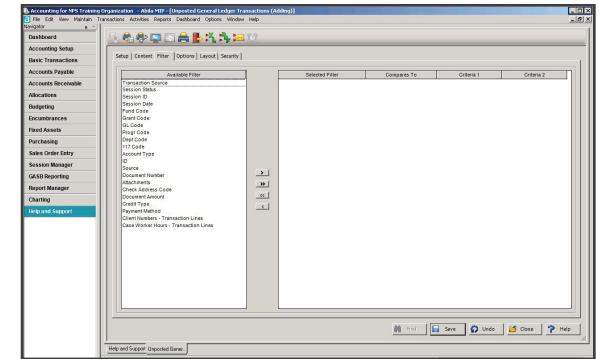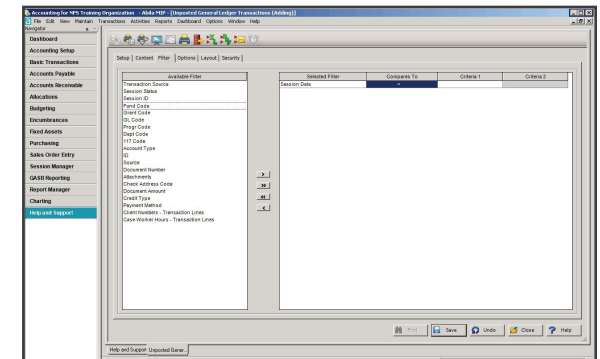- Should you choose to use multiple filters, please be aware that each additional filter may narrow your results even more.
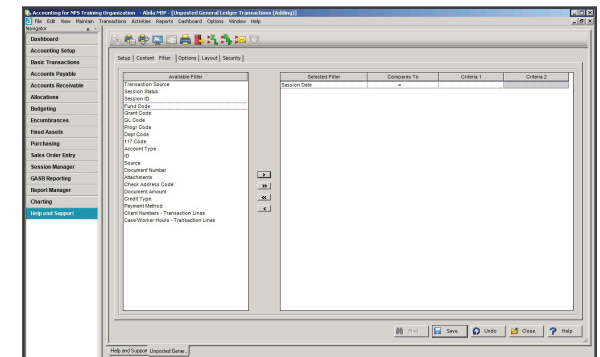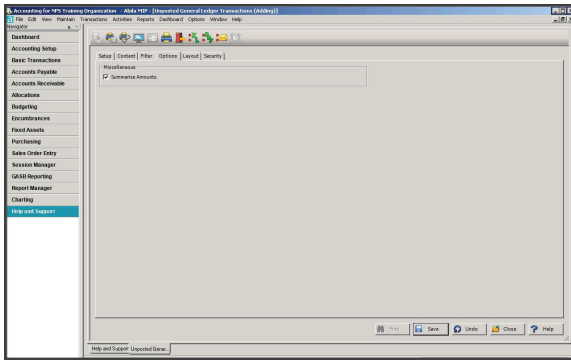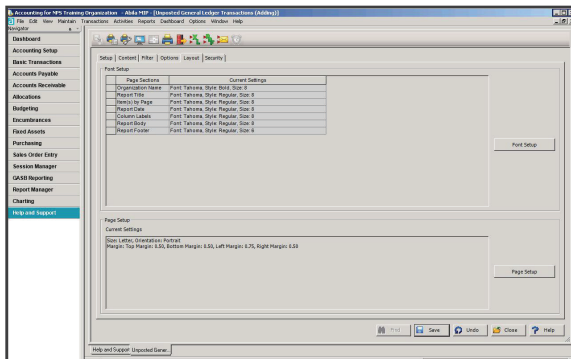

fig. 10

fig. 11

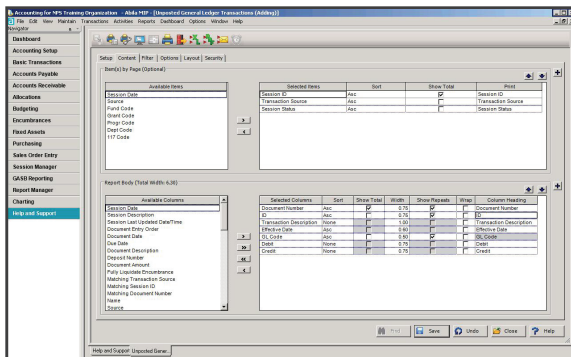fig. 12

fig. 13

fig. 14

fig. 15

Step 4

Next is the Options tab. This tab allows you to set up any options available for the report. *(fig. 13).*

- Summarize Amounts: Put a check mark in this box to add similar amounts together and display one line item with the total amount. All fields must be identical for the system to add items together.

Step 5

Next is the Layout tab. You can use this tab to change the font and page setup for the report. *(fig. 14, fig. 15).*

- Click the Font Setup button to change the font type, size, and style for the selected parts of the report.
- Click the Page Setup button to change the report's paper size, source, orientation, and margin settings.
- Go back to your Content tab and look at the Report Body Total Width to determine the orientation and margins needed to maximize your view.

Step 6

The final tab is the Security tab. You can use this tab to secure the active report so that other users cannot make any changes to it. If you create a new report, the system considers you the owner of that report. Others may use the report, but as owner only you can change or save the report if this option is selected. This check box cannot be deselected by any user except the owner of the report and the admin user. *(fig. 16)*.

Step 7

Once you have gone through all the tabs and selected how you want your report to appear, you're now ready to preview, print, or save the report. If you have modified a default report without renaming it, an error message will appear. When assigning report names we recommend you begin with your initials followed by what the report name means to you. *(fig. 17, fig. 18)*.
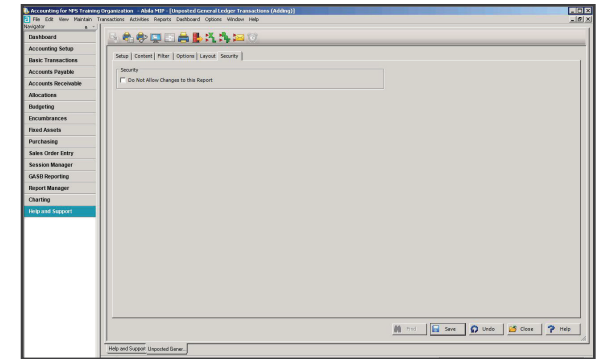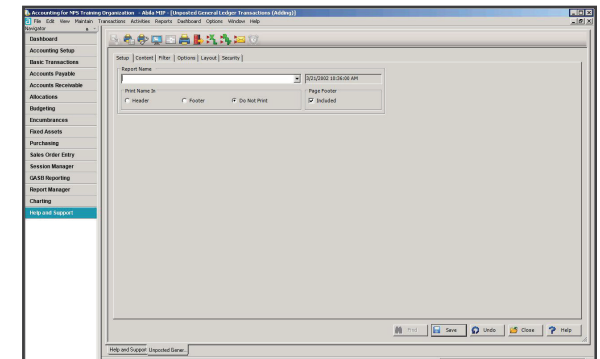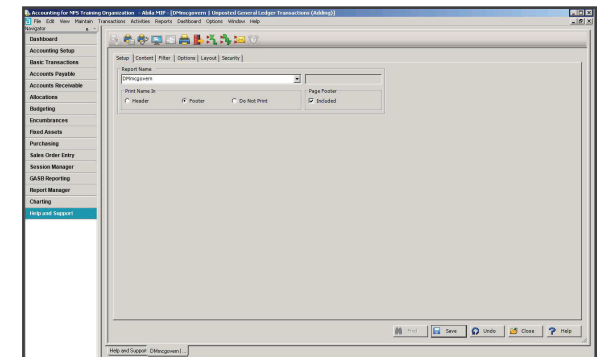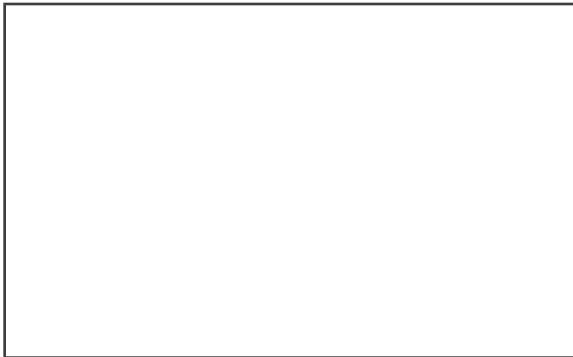

fig. 16

fig. 17

fig. 18

Step 8

You will also find various icons on the top Icon toolbar. They appear in the following order and represent the following:

- Copy Save/Rename: This allows you to copy, save, or rename the report.
- Print Report Setup: This button prints the settings for the currently selected report. The printout shows which items are selected and their settings for all tabs.
- Print Setup: Use this button to select a printer and set up printer information for this report.
- Print to screen: This allows you 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. However, this works best when just previewing a report.
- Print Preview: This allows you to see how your report will actually look when printed, and to ensure it fits on the page properly.
- Print: This icon prints your report.

- Export: This will export the information on your report to your choice of several file types including Microsoft Excel, Word, and CSV. This button is only available if the Data Import/Export module is installed.
- Export to Excel: This icon will launch Excel and transport your whole report to an Excel spreadsheet. This option is only available if the Data Import/Export module and Microsoft Excel is installed.
- Export to PDF file: This allows you to transport your whole report into a PDF file or attach multiple reports to an existing PDF file. This process creates a file that can be emailed.
- Email: This icon will allow you to connect to your email, and then email the report as a PDF file.

Conclusion

To recap this training video on Unposted Transaction Reports, you have learned how to create and modify an Unposted Transaction Report, the purpose of each main file folder tab and their functions, and what each icon on the Icon toolbar represents.