

# GENERAL LEDGER- EXPANDED GENERAL LEDGER

RPT20

**Abila MIP Training**  
by Dennis McGovern

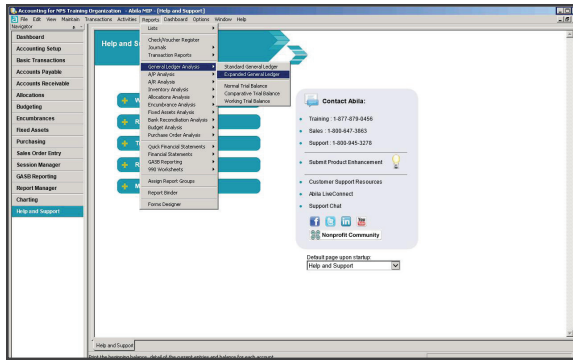


fig. 1

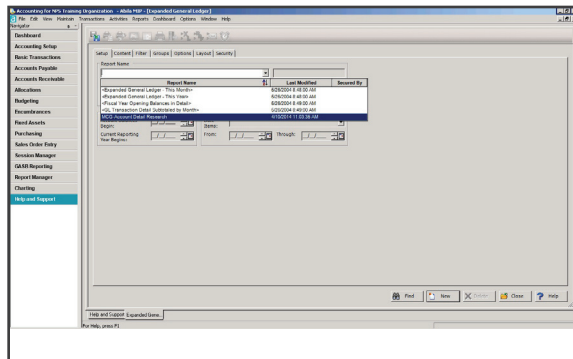


fig. 2

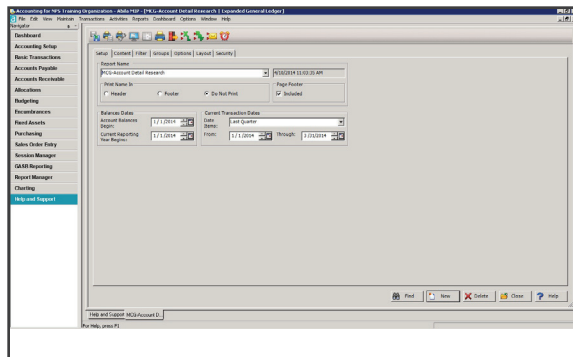


fig. 3

# GENERAL LEDGER- EXPANDED GENERAL LEDGER:

In this training video you will learn the following about the expanded general ledger report:

- The proper steps to create and modify an expanded general ledger report
- The purpose of each main file folder and their functions
- And the different options offered in the options tab for an expanded general ledger Report

The Expanded General Ledger contains opening balances and will show the comprehensive detail for the date range selected and for all account codes selected. The Expanded General Ledger Report has several features that are not available on the Standard General Ledger. For example, you have the ability to include the Transaction Source on the report. You may also include Unposted Transactions both in the report body and in the filter. Visually, many users find the Expanded General Ledger easier to read or export since it shows information across a straight line as opposed to the Standard General Ledger's vertical display of data. (fig. 1).

- To get to reports for an Expanded General Ledger go to Reports on the top too bar, then General Ledger Analysis, and Expanded General Ledger.

## Step 1

The first tab in the Expanded General Ledger is the Setup tab. This tab allows you to choose a default or custom report from the dropdown. You can also choose where you want the Report Name to appear on the report. For more information on the Report Setup tab please refer to the Report Setup Tab Training Video (RPS 20). This tab is also used to assign report dates. For more information on report dates please refer to the Understanding Report Dates Training Video (RPS 10). (fig. 2, fig. 3).

## Step 2

Next is the Content tab. This tab is used to determine the fields that will appear in the report. You can select which fields will act as page breaks on your report, and which will be included as columns. The top boxes are used to determine the page breaks. The bottom boxes are used to determine which columns will appear on the report. For more about settings and options on this tab please refer to the Report Content Tab Training Video (RPS 30). (fig. 4).

## 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. Should you choose to use multiple filters, please be aware that each additional filter may narrow your results even further. For more information on this tab please refer to the Report Filter Tab Training Video (RPS 40). (fig. 5).

## Step 4

Next is the Groups tab. This tab allows you to select Groups of items commonly processed together instead of individually selecting them each time a report is created or processed. Grouping is an alternate way of reporting summarized data. If you are using the grouping feature, make sure that on the Content tab you have selected Groups either in the Items by Page at the top or in the Report Body at the bottom. To learn more about Groups and creating Group Sets, please refer to the Report Group Tab Training Video (RPS 50). (fig.6).

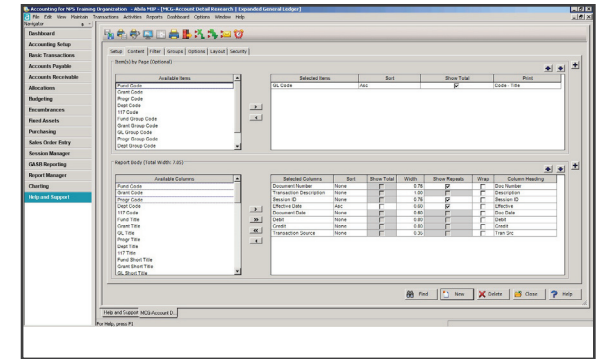


fig. 4

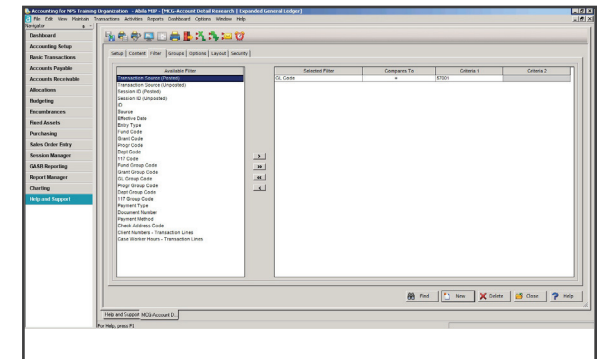


fig. 5

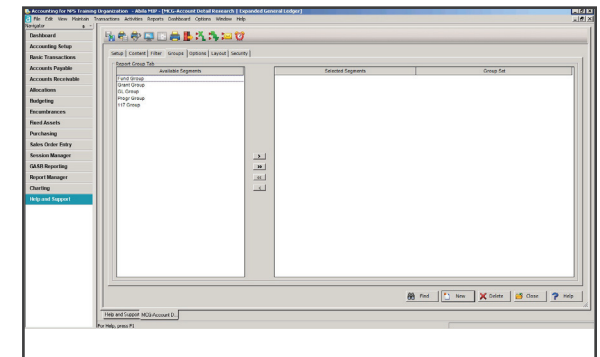


fig. 6

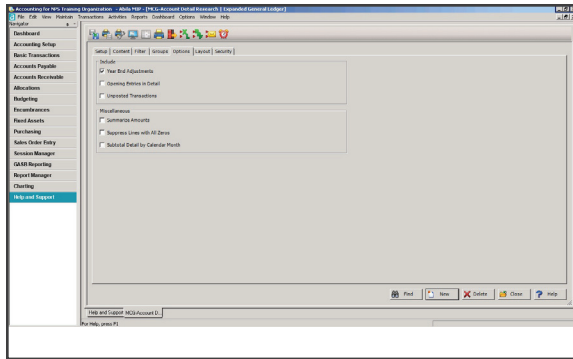


fig. 7

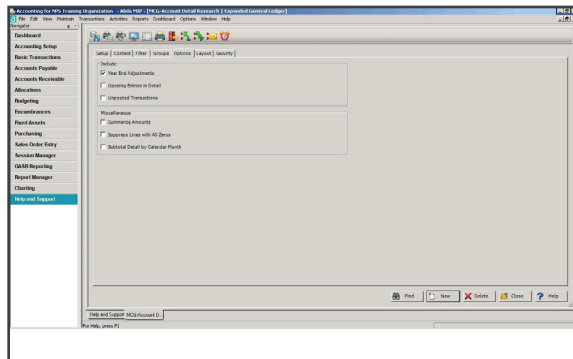


fig. 8

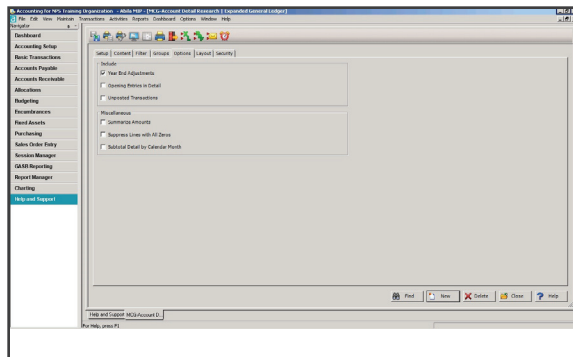


fig. 9

## Step 5

Next is the Options tab. This tab allows you to set up any options available for the report. (fig. 7, fig. 8, fig. 9).

- **Year End Adjustments:** Select this option to include any Year End Adjustments that may have been made. They automatically post to the last day of the fiscal year. Year end Adjustments were originally entered during the transaction process with an entry type of "A".
- **Opening Entries in Detail:** Select this option to include the opening balances in detail. Opening balances may have either been automatically generated by the system or manually through an opening balance type entry when entering transactions.
- **Unposted Transitions:** Select this option to include unposted transactions in the report. It will include sessions with a status of Batch to Post. It will not include sessions with a status of Batch to Suspend. If including this we recommend including the column Posted on the Content Tab. Please be aware that unposted Encumbrance, Encumbrance Liquidations and Budget transactions will not be included on this report.
- **Summarize Amounts:** Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
- **Suppress Lines with all Zeros:** Select this option to suppress lines that have a zero value. Please be aware that if a line has had activity with both a positive and negative amount that nets to zero, the lines will still appear even if this option is turned on. If this option is not selected every line will print, even if it has a zero value.
- **Subtotal Detail by Calendar Month:** Select this option to subtotal the detail by calendar month. This subtotal always calculates according to the month end, not the month end of the fiscal year.

## Step 6

Next is the Layout tab. The Font Setup option will allow you change the fonts in various parts of the report including the Organization's name, the title, the body and other areas of the report. The Page Setup option allows you to change the orientation of the report from portrait to landscape, select the size of paper desired and adjust the margins if needed. For more information on this tab please refer to the Report Layout & Security Training Video (RPS 60). (fig. 10).

## Step 7

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. For more information on this tab please refer to the Report Layout & Security Training Video (RPS 60). (fig. 11).

## Step 8

You will also find various icons on the top Icon toolbar. To learn the function of each of these icons please refer to the Reporting Icons Training Video (RPS 90).

## Conclusion

To recap this training video on Accounts Payable Invoices you should have learned how to properly fill out the session information line, what to use for the invoice number field, 1099 coding and how it is defined based on the vendor, how to code the expense line properly, what to enter in for the transaction description, and how to run an unposted transaction report and post the session.

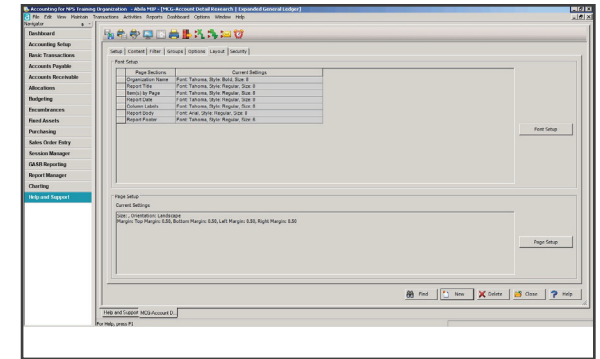


fig. 10

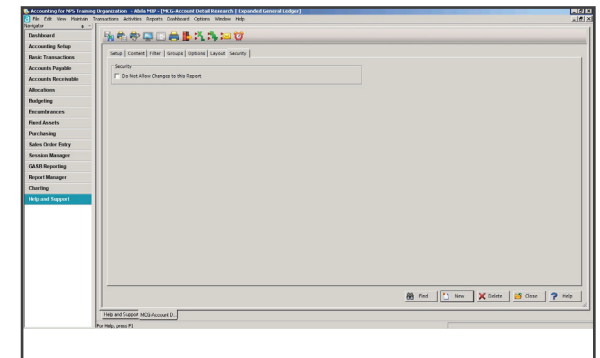


fig. 11