

Reports

The Reports Menu allows a user to print a report. Only the reports that are tied to the specific user within the Security Options of the School Accounting System are accessible to be printed in Web Link. Also, any Payroll reports (and Negotiations reports, if applicable) containing employee information will only include data for the user currently logged into Web Link.

Note: If the user is not tied to any reports within the Security Options of the School Accounting System, the Reports menu will not even appear when the user is logged into Web Link.

Steps to Generate a Report:

1. Select the **Reports** menu located at the top of the Web Link screen.
2. Select the report to print by clicking the down-arrow located to the right of the Select a Report field, scrolling to the desired report, and then clicking on it. A report can also be selected by clicking the down-arrow for the Select a Report field, pressing the **up-** and **down-arrow** keys to navigate to the correct report, and then pressing the **Enter** key once the desired report is highlighted. See **Diagram A**.

Tip: Start keying the first letter of the desired report to automatically advance to the first report starting with that letter.

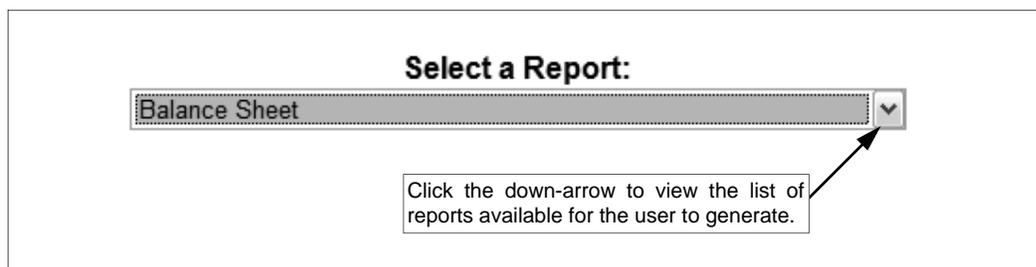


Diagram A

3. Complete the required report printing options for the selected report:
 - If applicable, select the desired type of report to print from the list that appears in the Report Selection. For example, after specifying to print the Balance Sheet report, select either **Monthly** or **Annual** depending on which type of balance sheet you want to view. See **Diagram B**.
 - If applicable, specify the ranges or select only certain records for each field listed in the Parameter Selection to determine what information to print on the report. By default, all records are selected for each parameter (field). You can complete the parameters by doing one of the following:
 - To select specific records, enter the desired starting record to include in the From field (first input box located to the right of the desired item) and the ending record to include in the To field (second input box located to the right of the desired item). Use the **mm/yyyy** format when completing the parameters for a "Month" field and the **mm/dd/yyyy** format when completing the parameters for a "Date" field; **you must key the slashes (or dashes)**. When completing the Account Number parameter, **be sure to key the spaces**.
 - To search and then select specific records for a parameter, click the **Search** button, filter the search if needed, select the desired records, and then click the **Save**

The screenshot shows a report generation interface with the following elements:

- Buttons:** Execute Report, Copy Choices, Clear Parameters, and a Get Adobe Reader icon.
- Report Name:** Balance Sheet
- Report Selection:** Radio buttons for Monthly (selected) and Annual.
- Parameter Selection:** Input fields for Processing Month (10/2007), Fund (10), and Active.
- Sub Heading:** A text field containing "Monthly;Processing Month 10/2007;Fund 10;".

Callouts provide the following instructions:

- "After completing the desired report printing options, click the **Execute Report** button to preview the report on the screen in a PDF file format." (points to Execute Report)
- "If desired, click the **Copy Choices** button to copy the parameter selections into the Sub Heading." (points to Copy Choices)
- "Select a Report Selection option before completing the Parameter Selection options." (points to Monthly)
- "To search for records, click the **Search** button." (points to search icons in the Fund field)

Diagram B

button. When using the **Search** button, only the records applicable for the other specified selections will appear (i.e. if a particular fund has been specified on a General Ledger report, only the account numbers in the particular fund will appear when clicking the **Search** button for the Account Number parameter). If the **Search** button is used to select a specific record, the description of the selected record will display to the right of the button; if more than one record is selected, "Multiple Selections" will display instead.

- To print variable information, enter a mask in the From field (first input box located to the right of the desired item) by using the wildcard characters (* or ?) as placeholders. Use the asterisk (*) as a placeholder for an unlimited number of characters and a question mark (?) as a placeholder for one character. If a mask using the wildcard characters (* or ?) is entered, the system will copy the mask to the To field; **the mask in the To field should not be changed (as it will be ignored when the report is generated).**

Note: A "z" can also be used to print a particular range of records. To print a range, enter the beginning information of the first records to print in the range in the From field for the desired parameter; then in the To field for that parameter, enter the beginning information of the last records to print in the range followed by a "z" at the end of the string. For example, to print the Vendor Detail Listing for all vendors that have an ID starting with an A through H, enter **A** in the From field for the Vendor ID parameter and enter **H_z** in the To field.

Tip: If items have been selected for the parameters, click the **Clear Parameters** button, if desired, to clear the selections so that all records are selected for each item.

- If desired, enter a description to use as a sub title for the report in the Sub Heading field. A standard sub heading would be up to **75** characters long.

Tip: Click the **Copy Choices** button to automatically copy the specified report and parameter selections into the Sub Heading field.

- Click the **Execute Report** button to preview the report on the screen in a PDF file format. See **Diagram C**.

Note: You must have Adobe® Acrobat Reader installed prior to running the report. If you do not have Adobe® Acrobat Reader, you will be able to download the software free of charge by clicking the **Get Adobe® Reader** button or going to <http://www.adobe.com/products/acrobat/readstep2.html> and following the instructions.

Iowa Lab Data
03/09/2007 11:45 AM

Balance Sheet
PERIOD ENDING April 2007
Monthly; Processing Month 04/2007; Fund 10;

Page: 1
User ID: EDBWEB

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
10 GENERAL FUND				
<u>Current Assets</u>				
10 101 000 0000	CASH IN BANK	3,048,289.43	0.00	3,048,289.43
10 111 000 0000	INVESTMENTS	785,075.00	0.00	785,075.00
Current Assets Subtotal:		3,833,364.43	0.00	3,833,364.43
<u>Other Assets</u>				
10 301 000 0000	BUDGETED REVENUE	2,690,566.00	0.00	2,690,566.00
10 302 000 0000	LESS: REVENUE RECEIVED	(842,776.00)	0.00	(842,776.00)
Other Assets Subtotal:		1,847,790.00	0.00	1,847,790.00
Total Assets:		5,681,154.43	0.00	5,681,154.43
<u>Current Liabilities</u>				
10 471 010 0000	FIT WITHHOLDING PAYABLE	0.00	0.00	0.00
10 471 011 0000	STATE WITHHOLDING PAYABLE	0.00	0.00	0.00

Diagram C

- Once the report displays on the screen, select the **File** menu on the Report Preview screen and then **Print** to print a hard copy of the report.

Tip: To save the report as a file, select the **File** menu and then **Save As**; when prompted, specify the name and location of the report file, and then click the **Save** button.