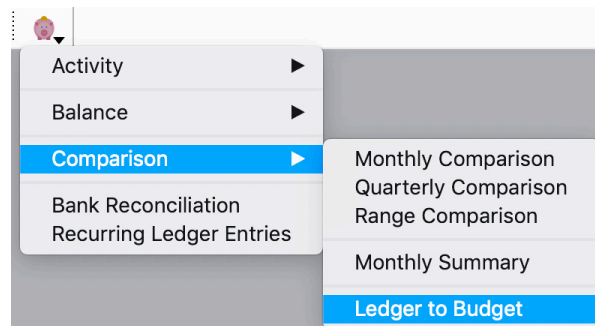
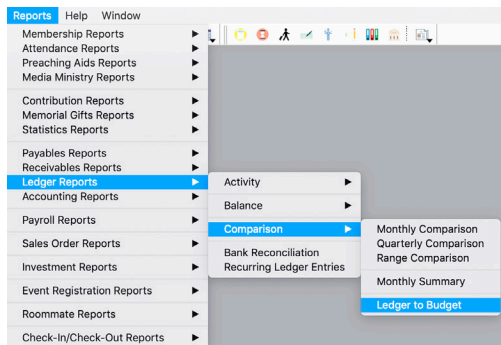


Accounting Reports

The CDM+ Accounting program will create multiple reports for use in your organization's financial review and analysis activities. Descriptions of these reports are provided below. All reports may be accessed through Reports Menu or from the Welcome to Accounting window.

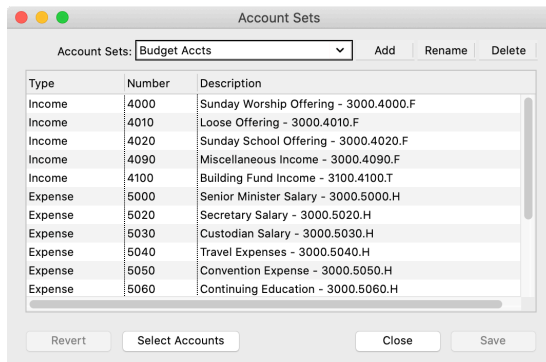
Report Selection

Accounting Reports can be accessed by the menu or from program icons.



Accounts Sets

► Program ► Accounting ► Accounts Sets

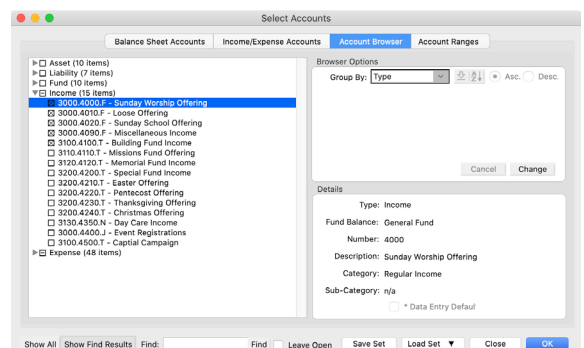


Account Sets are a user-defined selection of accounts used for reporting purposes that are saved under a set name (Save Set) and will be retained by using the Load Set option when configuring reports.

Account Browser

► Program ► Accounting ► Account Sets ► Select Accounts button

To access the Account Browser, click on Select Accounts at the bottom of the Account Sets window. The Select Accounts window will automatically open to the Account Browser tab.



Activity Reports

► Reports ► Ledger Reports ► Activity

Check Listing	Lists Checks by Date range or Check Number range for a selected asset. Select to include Checks, Payroll Check, Journal Entry, Auto Draw, and Custom journal types. Reference #, Transaction Date, Written To, Description, Fund, Account, Amount, and Cleared fields display in Detail or Composite format.
Deposit Listing	Lists Deposits by Transaction Date range for a selected asset. Reference #, Transaction Date, Description, Fund, Account, Amount, and Cleared fields display in Detail or Composite format. Sort by Reference # or Transaction Date.
Daily	Lists the Income and/or Expenditures by account for a specific date by entry order. Same information as the Income report and Expenditures report below (if specific date is used), but combined on one report. Transaction, Posting, and Modified dates may be used. Written To, Description, Fund, Account, and Amount fields display.
Expenditures	Lists Expenditures by account for a specific date or by date range. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Written To, Description, Fund, Account, and Amount fields display. Sort by Account or Transaction Date.
Income	Lists Income by account for a specific date or by date range. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Written To, Description, Fund, Account, and Amount fields display. Sort by Account or Transaction Date.
Income and Expenditures	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a specific date or by date range. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Audit Trail	Lists each transaction activity (Debits and Credits) including changes by Date or Reference # range. All Accounts or Selected Accounts may be included. Reference #, Posted Date, Transaction Date, Check #, Written To/Description, Fund, Account, and Note field display. Also flags deleted entries; the only report that does.
Fund Activity	Lists Fund activity for a date range for selected Funds or for all Funds. Displays Beginning Balance; Income, Expenses, Transfers In and Out for the date range, and Ending Balance. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Ledger by Accounts	Lists detailed transaction activity for accounts (Debits and Credits) for a specific date or by date range with period Total. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Reference #, Date, Check #, Written To, and Description fields display in Detail report type. Sort by Reference #, Transaction Date, or Check #. Use this report to review period posting and totals.
Ledger by Vendor	Lists transaction activity (Debits and Credits) for selected or all Vendors for a specific date or by date range. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Reference #, Date, Check #, Written To/Description, Fund, and Account fields display in Detail report type. Sort by Reference #, Transaction Date, or Check #. Option to display 1099 Items Only.
Trial Balance	Lists account activity (Debits and Credits) by Date or Reference #; by specific item or by range. All Accounts or Selected Accounts may be included. Detail or Composite report type options. All Transaction Types, Journal, Check, Deposit, or Bank Charge types may be included. Use this report to verify Debits and Credits are equal; Out of Balance and Void entries will be flagged.

Balance Reports

► Reports ► Ledger Reports ► Balance

Balance Sheet	Displays Asset, Liabilities, and Fund balances for a Period Date or a Selected Date in Detail or Composite report type. A Selected Date may be any user defined date.
Current Balance Sheet	Displays Asset, Liabilities, and Fund balances for the current date in Detail or Composite report type.
Account Balances	Displays account balances for a selected date range, or multiple dates, for All Accounts or Selected Accounts. Detail or Composite report type options. Reference #, Posted Date, Transaction Date, Check #, and Written To/Description, Beginning Balance, and Current Balance fields display in Detail type. Difference Options of None, Net Change, and Debit and Credits available in Composite type. A Balance Sheet with multiple dates may be produced for comparative purposes. Difference Options of None, Net Change, and Debit and Credits available in this Balance Sheet report type.
Current Account Balances	Displays account balances for the current date for All Accounts or Selected Accounts. Account Type, Account, Description, Beginning Balance, and Current Balance fields display.

Comparison Reports

► Reports ► Ledger Reports ► Comparison

Monthly Comparison	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a selected month. Select from 8 amount or comparison fields for the current or prior year. Display the Budget to Actual differences as an Amount or Percent. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Quarterly Comparison	Provides similar output as the Monthly Comparison report but for a quarter (3 months) at a time.
Range Comparison	Provides ability to compare Current Year, Last Year, 2 Years Ago, Current YTD, Last YTD, or 2 Years Ago YTD, based on date range. Also provides ability to Show the Average.
Monthly Summary	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a 6-month or 12-month period beginning from a selected date. Transaction, Posting, and Modified beginning dates may be used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Ledger to Budget	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a specific date or by date range. Compares actual Amount to Budget amount and calculates the Difference and Percent of Budget used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.

Ledger Reports

► Reports ► Ledger Reports

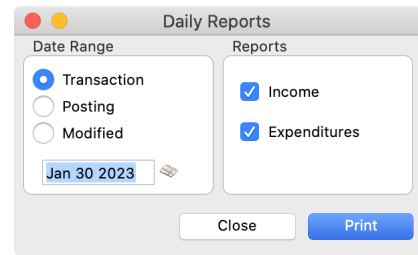
Ledger Reports	► Activity	► Check Listing
Accounting Reports	► Balance	► Deposit Listing
Payroll Reports	► Comparison	► Daily Expenditures
Sales Order Reports	► Bank Reconciliation	► Income and Expenditures
Investment Reports	► Recurring Ledger Entries	
Event Registration Reports		► Audit Trail
Roommate Reports		► Fund Activity
Check-In/Check-Out Reports		► Ledger by Accounts
		► Ledger by Vendor
		► Trial Balance

Ledger Reports provide review reports for Ledger entries completed Daily, or by Date Range.

Daily Report

► Reports ► Ledger Reports ► Activity ► Daily

Report displays the Income and Expenditure entries made in the Ledger for the selected date. This is a good way to review your work.



Expense Reports

► Reports ► Ledger Reports ► Activity ► Expenditures

Ledger Reports, either Expense Report (shown below) or Income Report, display entries for review and reporting. The Check Listing and Deposit Listing Reports displays by Date Range entries made for these Ledger Types.

Ref#	Transaction Date	Written To	Description	Fund	Account	Amount
Senior Minister Salary - 3000.5000.H						
301	Jan 27 2022	Robert Morehead	Jan 31 2019 Payroll: Pastor's Salary	3000	5000	1,750.00
303	Jan 27 2022	Dean Patterson	Jan 31 2019 Payroll: Pastor's Salary	3000	5000	1,500.00
141	Jan 27 2022	Dean Patterson	FEB 28 97 Payroll	3000	5000	1,000.00
146	Feb 11 2022	Dean Patterson	MAR 15 97 Payroll	3000	5000	1,000.00
151	Feb 27 2022	Dean Patterson	MAR 30 97 Payroll	3000	5000	1,000.00
456	May 6 2022	Dean Patterson	Dean Patterson Apr 30 2022 Payroll: ...	3000	5000	1,500.00
185	Jul 8 2022	Dean Patterson	Jul 15 2016 Payroll: Pastor's Salary	3000	5000	1,500.00
190	Jul 24 2022	Dean Patterson	Jul 31 2016 Payroll: Pastor's Salary	3000	5000	1,500.00
176	Aug 5 2022	Dean Patterson	Aug 15 2014 Payroll: Salary	3000	5000	1,000.00
195	Aug 7 2022	Dean Patterson	Aug 15 2016 Payroll: Pastor's Salary	3000	5000	1,500.00
182	Aug 21 2022	Dean Patterson	Aug 31 2014 Payroll: Salary	3000	5000	1,000.00
207	Sep 23 2022	Dean Patterson	Sep 30 2016 Payroll: Pastor's Salary	3000	5000	1,500.00
360	Oct 12 2022	Dean Patterson	Dean Patterson Oct 15 2019 Payroll: ...	3000	5000	1,500.00
214	Nov 25 2022	Dean Patterson	Nov 30 2017 Payroll: Pastor's Salary	3000	5000	1,500.00
220	Dec 12 2022	Dean Patterson	Dec: 15 2017 Payroll: Pastor's Salary	3000	5000	1,500.00
288	Dec 13 2022	Dean Patterson	Dec: 15 2018 Payroll: Pastor's Salary	3000	5000	1,500.00
131	Dec 27 2022	Dean Patterson	JAN 30 97 Payroll	3000	5000	1,000.00
			Senior Minister Salary - 3000.5000.H			22,750.00
Secretary Salary - 3000.5020.H						
304	Jan 27 2022	Ruth Stokes	Jan 31 2019 Payroll: Admin Asst Sal...	3000	5020	1,200.00
140	Jan 27 2022	Ruth Stokes	FEB 28 97 Payroll	3000	5020	800.00
242	Feb 4 2022	Ruth Stokes	Jan 31 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
145	Feb 11 2022	Ruth Stokes	MAR 15 97 Payroll	3000	5020	800.00
244	Feb 18 2022	Ruth Stokes	Feb 15 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
150	Feb 27 2022	Ruth Stokes	MAR 30 97 Payroll	3000	5020	800.00
246	Mar 4 2022	Ruth Stokes	Feb 28 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
248	Mar 18 2022	Ruth Stokes	Mar 15 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
250	Apr 1 2022	Ruth Stokes	Mar 31 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
252	Apr 15 2022	Ruth Stokes	Apr 15 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
254	Apr 29 2022	Ruth Stokes	Apr 30 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
456	May 6 2022	Ruth Stokes	Ruth Stokes Apr 30 2022 Payroll: Pa...	3000	5020	1,200.00
260	May 13 2022	Ruth Stokes	May 15 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
256	May 13 2022	Ruth Stokes	May 15 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
264	Jun 17 2022	Ruth Stokes	Jun 15 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
188	Jul 8 2022	Ruth Stokes	Jul 15 2016 Payroll: Admin Asst Salary	3000	5020	1,200.00
271	Jul 15 2022	Ruth Stokes	Jul 15 2018 Payroll: Admin Asst Salary	3000	5020	1,200.00
193	Jul 24 2022	Ruth Stokes	Jul 31 2016 Payroll: Admin Asst Salary	3000	5020	1,200.00
275	Jul 29 2022	Ruth Stokes	Jul 31 2018 Payroll: Admin Asst Salary	3000	5020	1,200.00
177	Aug 5 2022	Ruth Stokes	Aug 15 2014 Payroll: Salary	3000	5020	800.00
196	Aug 7 2022	Ruth Stokes	Aug 15 2016 Payroll: Admin Asst Sal...	3000	5020	1,200.00
279	Aug 12 2022	Ruth Stokes	Aug 15 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00
308	Aug 17 2022	Ruth Stokes	May 31 2018 Payroll: Admin Asst Sal...	3000	5020	1,200.00

Ledger YTD Reports

Income and Expenditures


► Reports ► Ledger Reports ► Activity ► Income and Expenditures

This screenshot shows the 'Income and Expenditures' report interface. The left sidebar contains navigation options like 'Expand', 'Search', 'Report', 'Format', 'Page Setup', 'Logo', 'Text', 'Load/Save', and 'Defaults'. The main area displays a table of transactions with columns for 'Date Range', 'Type', 'Number', and 'Description'. The 'Date Range' is set to 'Transaction' with a range from 'Jan 25 2022' to 'Jan 25 2023'. The 'Type' column lists various income and expense categories, and the 'Number' column shows account numbers. The 'Description' column provides details for each transaction.

This screenshot shows the 'Income and Expenditures' report interface with the 'Report Type' and 'Account Options' sections expanded. The 'Report Type' section has 'Detail' selected. The 'Account Options' section has 'Name and Number' selected. The 'Totals Options' section has 'Show Over/Under' selected. The left sidebar is the same as in the previous screenshot.

This screenshot shows the 'Income and Expenditures' report interface with a detailed financial statement. The left sidebar is the same as in the previous screenshots. The main area displays a detailed financial statement with a table of income and expenditures. The report is titled 'Income and Expenditures' and includes a 'Detail' section with the church's name and address. The 'Income' section shows 'Regular Income' and 'Designated' income, totaling 264,348.92. The 'Expenditures' section shows 'Personnel', 'Administrative', 'Christian Education', and 'Property' expenses, totaling 264,348.92. The report is produced on Aug 25 2023 at 9:36 AM by Ruth Stokes.

Income and Expenditures			
Detail			
First Church 123 Main Street Big City, KY 40123 606/555-1234 Transaction Date Jan 25 2022 to Jan 25 2023			
Income			
Regular Income	Sunday Worship Offering	225,273.92	
	Loose Offering	2,200.00	
	Sunday School Offering	525.00	
	Regular Income Total		227,998.92
Designated	Building Fund Income	10,105.00	
	Missions Fund Offering	825.00	
	Special Fund Income	420.00	
	Thanksgiving Offering	25,000.00	
	Designated Total		36,350.00
Total Income			264,348.92
Expenditures			
Personnel	Senior Minister Salary	22,750.00	
	Secretary Salary	36,000.00	
	Custodian Salary	14,856.00	
	Nursery Attendant	10,223.50	
	Travel Expenses	1,300.00	
	Housing	11,150.00	
	Pension	150.00	
	Church's FICA/Medicare Portion	4,672.60	
	Personnel Total		101,102.10
Administrative	Office Supplies	2,891.92	
	Office Equipment	1,424.00	
	Telephone	206.00	
	Credit Card Processing	47.97	
	Administrative Total		4,569.89
Christian Education	Sunday School Materials	280.00	
	Resource Materials	3,053.82	
	Children's Ministries	365.00	
	Youth Ministries Expense	469.33	
	Young Adult Ministries	221.85	
	Christian Education Total		4,390.00
Property	General Property		
	General Maintenance	2,829.28	
	Custodial Supplies	2,859.88	
	Gas for Van	97.00	
	Mortgage Principal	900.00	
	Property Total		6,686.16
Total Expenditures			264,348.92

 When only selected accounts are needed, such as only the expense accounts under the Property category, use the Account Browser, Account Range, or Accounts Sets to make selection quick and easy.

Monthly Summary

► Reports ► Ledger Reports ► Comparison ► Monthly Summary



Use this report to review month by month income and expenses during the budgeting process. Note the Average column displays the current average receipts and spending amounts; very informative for budgeting and financial analysis.

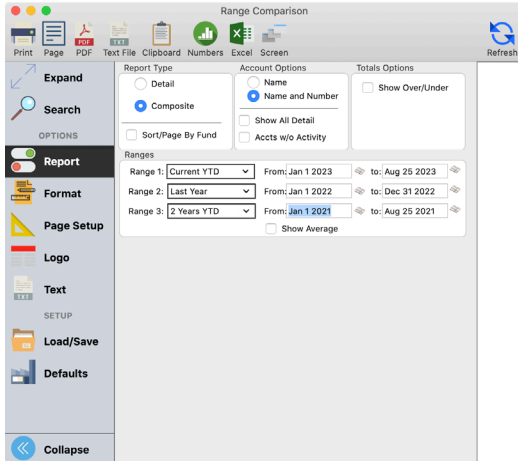
	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total	Average
Expenditures								
Personnel								
Senior Minister Salary	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	166.67
Secretary Salary	0.00	800.00	0.00	0.00	0.00	0.00	800.00	133.33
Custodian Salary	0.00	480.00	0.00	0.00	0.00	0.00	480.00	80.00
Nursery Attendant	0.00	30.00	0.00	0.00	0.00	0.00	30.00	5.00
Travel Expenses	0.00	100.00	0.00	0.00	0.00	0.00	100.00	16.67
Housing	0.00	400.00	0.00	0.00	0.00	0.00	400.00	66.67
Church's FICA/Medicare Portion	0.00	100.22	0.00	0.00	0.00	0.00	100.22	16.70
Personnel Total	0.00	2,910.22	0.00	0.00	0.00	0.00	2,910.22	485.04
Property								
Utilities								
Electricity	500.00	0.00	0.00	0.00	0.00	0.00	500.00	83.33
Utilities Total	500.00	0.00	0.00	0.00	0.00	0.00	500.00	83.33
Property Total	500.00	0.00	0.00	0.00	0.00	0.00	500.00	83.33
Total Expenditures	500.00	2,910.22	0.00	0.00	0.00	0.00	3,410.22	568.37

Monthly Summary Report options:

- Select 6 months or 12 months range
- Automatically calculates Total and Average for range selected
- Select Detail or Composite report type
- Select the beginning date of the report range

Range Comparison

► Reports ► Ledger Reports ► Comparison ► Range Comparison



Range Comparison report options:

- Compare one, two, or three ranges
- Range options include Current Year, Last Year, 2 Years Ago, and Custom
- Custom range allows for selection of the same month for the Current Year, Last Year, and 2 Years Ago
- Detail or Composite report types
- Show Average calculates the average amount for the selected range

Ledger to Budget

► Reports ► Ledger Reports ► Comparison ► Ledger to Budget

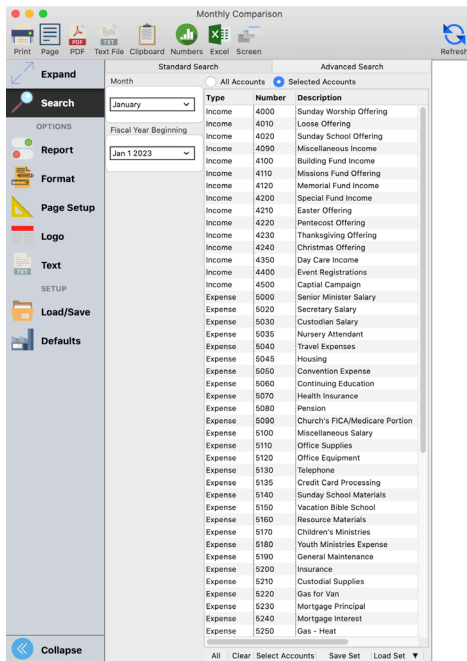
This report compares actual Ledger amounts to the Budget amounts for All Accounts or Selected Accounts.

	Amount	2023 Budget	Difference	Percent of Budget
Income				
Regular Income	0.00	118,000.00	118,000.00	0.00 %
Sunday Worship Offering	0.00	5,656.00	5,656.00	0.00 %
Loose Offering	0.00	1,800.00	1,800.00	0.00 %
Sunday School Offering	0.00	1,800.00	1,800.00	0.00 %
Regular Income Total	0.00	125,456.00	125,456.00	0.00 %
Total Income	0.00	125,456.00	125,456.00	0.00 %
Expense				
Personnel	0.00	69,846.00	69,846.00	0.00 %
Senior Minister Salary	0.00	24,000.00	24,000.00	0.00 %
Secretary Salary	0.00	19,200.00	19,200.00	0.00 %
Custodian Salary	0.00	11,520.00	11,520.00	0.00 %
Nursery Attendant	0.00	720.00	720.00	0.00 %
Travel Expenses	0.00	2,400.00	2,400.00	0.00 %
Housing	0.00	9,600.00	9,600.00	0.00 %
Church's FICA/Medicare Portion	0.00	2,406.00	2,406.00	0.00 %
Personnel Total	0.00	69,846.00	69,846.00	0.00 %
Administrative	0.00	9,200.00	9,200.00	0.00 %
Office Supplies	0.00	5,000.00	5,000.00	0.00 %
Office Equipment	0.00	3,000.00	3,000.00	0.00 %
Telephone	0.00	1,200.00	1,200.00	0.00 %
Administrative Total	0.00	9,200.00	9,200.00	0.00 %
Christian Education	0.00	6,700.00	6,700.00	0.00 %
Sunday School Materials	0.00	1,500.00	1,500.00	0.00 %
Vacation Bible School	0.00	400.00	400.00	0.00 %
Resource Materials	0.00	300.00	300.00	0.00 %
Children's Ministries	0.00	2,000.00	2,000.00	0.00 %
Youth Ministries Expense	0.00	1,500.00	1,500.00	0.00 %
Christian Education Total	0.00	6,700.00	6,700.00	0.00 %
Property	0.00	1,500.00	1,500.00	0.00 %
General Property	0.00	2,000.00	2,000.00	0.00 %
Insurance	0.00	1,500.00	1,500.00	0.00 %

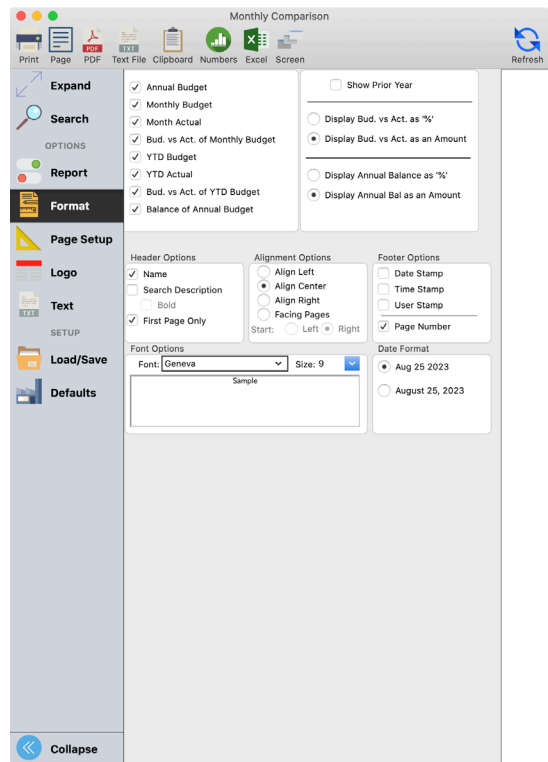
Monthly Comparison

► Reports ► Ledger Reports ► Comparison ► Monthly Comparison

A broadly used and effective comparative Income and Expense report.



Under the format tab, you can select comparative totals from eight (8) options. The differences will display as Amount or Percentage



Monthly Comparison 2

Monthly Comparison Detail
 First Church
 123 Main Street
 Big City, KY 40123
 606/555-1234

	2022 Budget	January Budget	January Actual	January B vs A	YTD Budget	YTD Actual	YTD B vs A	Balance
Income								
Regular Income								
Sunday Worship Offering	118,000.00	9,833.33	0.00	9,833.33	9,833.33	0.00	9,833.33	118,000.00
Loose Offering	5,656.00	471.33	0.00	471.33	471.33	0.00	471.33	5,656.00
Sunday School Offering	1,800.00	150.00	0.00	150.00	150.00	0.00	150.00	1,800.00
Regular Income Total	125,456.00	10,454.66	0.00	10,454.66	10,454.66	0.00	10,454.66	125,456.00
Total Income	125,456.00	10,454.66	0.00	10,454.66	10,454.66	0.00	10,454.66	125,456.00
Expenditures								
Personnel								
Senior Minister Salary	24,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	24,000.00
Secretary Salary	19,200.00	1,600.00	0.00	1,600.00	1,600.00	0.00	1,600.00	19,200.00
Custodian Salary	11,520.00	960.00	0.00	960.00	960.00	0.00	960.00	11,520.00
Nursery Attendant	720.00	60.00	0.00	60.00	60.00	0.00	60.00	720.00
Travel Expenses	2,400.00	200.00	0.00	200.00	200.00	0.00	200.00	2,400.00
Housing	9,600.00	800.00	0.00	800.00	800.00	0.00	800.00	9,600.00
Church's FICA/Medicare Portion	2,406.00	200.50	0.00	200.50	200.50	0.00	200.50	2,406.00
Personnel Total	69,846.00	5,820.50	0.00	5,820.50	5,820.50	0.00	5,820.50	69,846.00
Administrative								
Office Supplies	5,000.00	416.67	0.00	416.67	416.67	0.00	416.67	5,000.00
Office Equipment	3,000.00	250.00	0.00	250.00	250.00	0.00	250.00	3,000.00
Telephone	1,200.00	100.00	0.00	100.00	100.00	0.00	100.00	1,200.00

Page 1

Ledger by Accounts

► Reports ► Ledger Reports ► Activity ► Ledger by Accounts

Ledger By Accounts Detail
 First Church
 123 Main Street
 Big City, KY 40123
 606/555-1234
 Transaction Date Jan 1 2023 to Aug 31 2023

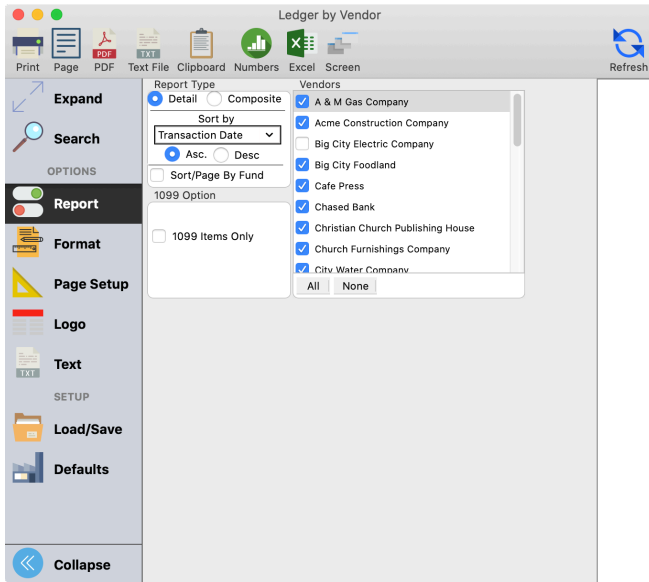
Ref#	Trans. Date	Check #	Written To	Description	Debit	Credit
Checking - 1000.A1						
458	Jan 30 2023	auto	Clark County Treasurer	Multiple Line Items	0.00	63.56
459	Jan 30 2023	auto	Denominational Pension Fund	Pension Jan 15 2019	0.00	150.00
460	Jan 30 2023	(Auto-Draw)	Big City Electric Company	January Electric	0.00	500.00
Checking - 1000.A1 Total:					0.00	713.56
Local Tax Payables - 2030.C						
458	Jan 30 2023	auto	Clark County Treasurer	Payroll Taxes and Withholdings Jan 15 2019	29.81	0.00
458	Jan 30 2023	auto	Clark County Treasurer	Payroll Taxes and Withholdings Jan 31 2019	33.75	0.00
Local Tax Payables - 2030.C Total:					63.56	0.00
Accounts Payable - 2500.C						
459	Jan 30 2023	auto	Denominational Pension Fund	Pension Jan 15 2019	150.00	0.00
Accounts Payable - 2500.C Total:					150.00	0.00
Electricity - 3000.5260.K.K2						
460	Jan 30 2023	(Auto-Draw)	Big City Electric Company	January Electric	500.00	0.00
Electricity - 3000.5260.K.K2 Total:					500.00	0.00
Total All Accounts:					713.56	713.56



Use this report in Detail report type to review transaction activity posted to All Accounts or to Selected Accounts.

Ledger by Vendor

► Reports ► Ledger Reports ► Activity ► Ledger by Vendor



Use this report to determine which Vendors need to receive a 1099 at the end of the year. Have Report Type set to Detail, place a check mark in 1099 Items Only, and select All Vendors.

Ledger By Vendor Detail

First Church
123 Main Street
Big City, KY 40123
606/555-1234

Transaction Date Jan 1 2023 to Aug 31 2023

Ref#	Trans. Date	Check #	Written To/Description	Fund	Account	Debits	Credits
Clark County Treasurer							
458	Jan 30 2023	auto	Clark County Treasurer		2030	29.81	0.00
			Payroll Taxes and Withholdings Jan 15 ...				
458	Jan 30 2023	auto	Clark County Treasurer		2030	33.75	0.00
			Payroll Taxes and Withholdings Jan 31 ...				
458	Jan 30 2023	auto	Clark County Treasurer		1000	0.00	63.56
			Multiple Line Items				
Clark County Treasurer Total:						63.56	63.56
Denominational Pension Fund							
459	Jan 30 2023	auto	Denominational Pension Fund		2500	150.00	0.00
			Pension Jan 15 2019				
459	Jan 30 2023	auto	Denominational Pension Fund		1000	0.00	150.00
			Pension Jan 15 2019				
Denominational Pension Fund Total:						150.00	150.00
Total All Vendors:						213.56	213.56

Trial Balance

► Reports ► Ledger Reports ► Activity ► Trial Balance

Trial Balance
 First Church
 123 Main Street
 Big City, KY 40123
 606/555-1234

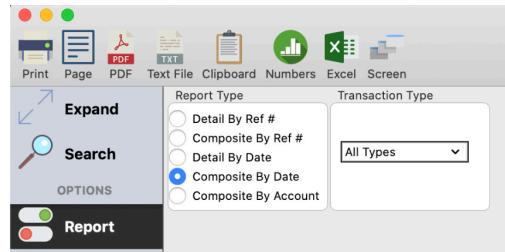
Transaction Type: All Types

Transaction Date	Debits	Credits
Aug 1 2022	150.00	150.00
Aug 4 2022	650.00	650.00
Aug 5 2022	4,361.20	4,361.20
Aug 6 2022	50.00	50.00
Aug 7 2022	3,869.42	3,869.42
Aug 12 2022	3,126.16	3,126.16
Aug 17 2022	3,229.50	3,229.50
Aug 21 2022	2,598.03	2,598.03
Sep 2 2022	3,229.50	3,229.50
Sep 3 2022	125.00	125.00
Sep 23 2022	6,767.89	6,767.89
Sep 28 2022	50.00	50.00
Oct 5 2022	485.00	485.00
Oct 6 2022	3,029.42	3,029.42
Oct 7 2022	25,000.00	25,000.00
Oct 8 2022	0.00	0.00
Oct 12 2022	3,593.70	3,593.70
Oct 14 2022	1,520.45	1,520.45
Oct 19 2022	60.76	60.76
Oct 30 2022	145.00	145.00
Nov 9 2022	350.00	350.00
Nov 11 2022	2,890.40	2,890.40
Nov 25 2022	5,440.40	5,440.40
Dec 7 2022	750.00	750.00
Dec 12 2022	5,306.55	5,306.55
Dec 13 2022	2,400.00	2,400.00
Dec 15 2022	1,100.00	1,100.00
Dec 27 2022	2,910.22	2,910.22
Total All Dates	83,188.60	83,188.60



This report can be used to troubleshoot issues when the Balance Sheet Difference is not zero. Use these settings: Report Type = Composite By Date; Transaction Type = All Types; select All Accounts and select the desired Date Range.

The multiple Report Type and Transaction Type options shown below make this a very versatile report.



Audit Trail

► Reports ► Ledger Reports ► Actiity ► Audit Trail

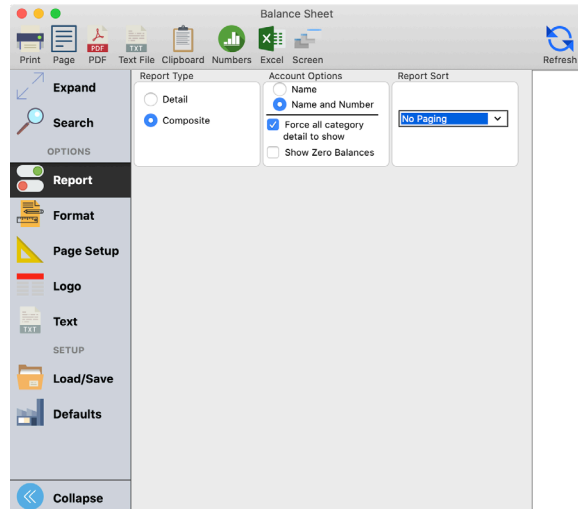
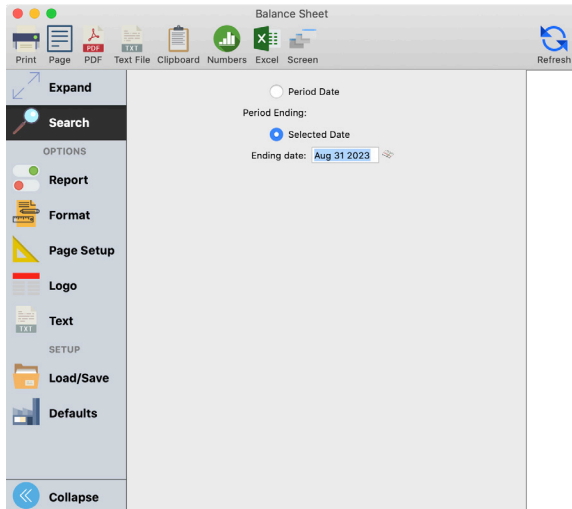
Audit Trail reports every transaction entered into the Ledger, included Deleted entries. Use for review and analysis.

Ref#	Posted	Transaction	Check No.	Writen To/Description	Fund	Account	Debits	Credits	Note
130	Feb 27 2023	Dec 27 2022	1004	Ruth Stokes	3000	5020	800.00	0.00	
130	Feb 27 2023	Dec 27 2022	1004	JAN 30 97 Payroll					
130	Feb 27 2023	Dec 27 2022	1004	Ruth Stokes	1000	0.00	574.48		C
130	Feb 27 2023	Dec 27 2022	1004	JAN 30 97 Payroll					
130	Feb 27 2023	Dec 27 2022	1004	Ruth Stokes	2000	0.00	64.32		
130	Feb 27 2023	Dec 27 2022	1004	Withholding JAN 30 97 Payroll					
130	Feb 27 2023	Dec 27 2022	1004	Ruth Stokes	2010	0.00	61.20		
130	Feb 27 2023	Dec 27 2022	1004	Withholding JAN 30 97 Payroll					
130	Feb 27 2023	Dec 27 2022	1004	Ruth Stokes	2020	0.00	38.00		
130	Feb 27 2023	Dec 27 2022	1004	Withholding JAN 30 97 Payroll					
130	Feb 27 2023	Dec 27 2022	1004	Ruth Stokes	2030	0.00	12.00		
130	Feb 27 2023	Dec 27 2022	1004	Withholding JAN 30 97 Payroll					
130	Feb 27 2023	Dec 27 2022	1004	Ruth Stokes	2500	0.00	50.00		
131	Feb 27 2023	Dec 27 2022	1005	Withholding JAN 30 97 Payroll					
131	Feb 27 2023	Dec 27 2022	1005	Dean Patterson	3000	5000	1,000.00	0.00	
131	Feb 27 2023	Dec 27 2022	1005	JAN 30 97 Payroll					
131	Feb 27 2023	Dec 27 2022	1005	Dean Patterson	1000	0.00	1,500.00		C
131	Feb 27 2023	Dec 27 2022	1005	JAN 30 97 Payroll					
131	Feb 27 2023	Dec 27 2022	1005	Dean Patterson	3000	5045	400.00	0.00	
131	Feb 27 2023	Dec 27 2022	1005	JAN 30 97 Payroll					
131	Feb 27 2023	Dec 27 2022	1005	Dean Patterson	3000	5040	100.00	0.00	
132	Feb 27 2023	Dec 27 2022	1006	JAN 30 97 Payroll					
132	Feb 27 2023	Dec 27 2022	1006	Bill Martin	3000	5030	480.00	0.00	
132	Feb 27 2023	Dec 27 2022	1006	JAN 30 97 Payroll					
132	Feb 27 2023	Dec 27 2022	1006	Bill Martin	1000	0.00	400.96		C
132	Feb 27 2023	Dec 27 2022	1006	JAN 30 97 Payroll					
132	Feb 27 2023	Dec 27 2022	1006	Bill Martin	2000	0.00	16.32		
132	Feb 27 2023	Dec 27 2022	1006	Withholding JAN 30 97 Payroll					

Balance Sheet

► Reports ► Ledger Reports ► Balance ► Balance Sheet

The Period Date will be based on closed periods. Use the Selected Date to display information for a specific date. The Report Type is available in either Detail or Composite format.



Balance Sheet

First Church
123 Main Street
Big City, KY 40123
606/555-1234

<u>ASSETS</u>		
Cash Accounts	198,778.60	
Short-Term Assets	(650.00)	
Fixed Assets	863,901.50	
TOTAL ASSETS		1,062,030.10
<u>LIABILITIES AND FUNDS</u>		
LIABILITIES		
Current Liabilities	29,324.28	
Long Term Liabilities	500,000.00	
TOTAL LIABILITIES		529,324.28
FUND BALANCES		
Undesignated Funds	68,510.03	
Designated	99,195.79	
Equity Funds	365,000.00	
TOTAL FUNDS		532,705.82
TOTAL LIABILITIES AND FUNDS		1,062,030.10
Difference		0.00

Account Balances

► Reports ► Ledger Reports ► Balance ► Account Balances

Versatile report displays account balances for a single date or date range. You can also select a date range or multiple dates to print a multi-column balance sheet displaying optional "differences," such as net change or debits/credits.

The screenshot shows the 'Account Balances' report setup window. The left sidebar contains navigation options: Expand, Search, Report (selected), Format, Page Setup, Logo, Text, Load/Save, and Defaults. The main area is divided into several sections:

- Report Type:** Detail, Composite, Balance Sheet (selected).
- Account Options:** Name, Name and Number, Force all category detail to show (checked), Show Zero Balances (checked).
- Report Sort:** No Paging (selected).
- Difference Options:** None, Net Change, Debits/Credits (selected).
- Activity Options:** Group by four-character account number, Include accounts without activity (checked).
- Detail Options:** Running Balance, Sort by: Transaction Date, Ascending/Descending.

The right pane displays the 'Account Balances Balance Sheet' for 'First Church' as of 'Jan 30 2023'. The report is structured as follows:

Account Balances		Balance Sheet	
First Church		123 Main Street	
Big City, KY 40123		806-555-1234	
		Jan 30 2023	
ASSETS			
<Accounts Without Categories>			
1900 General Fund		0.00	
<Accounts Without Categories> Total		0.00	
Cash Accounts			
1000 Checking		122,638.60	
1010 New Checking Account		0.00	
1100 Savings		1,140.00	
1200 Investments		75,000.00	
1600 Checking - School		0.00	
Cash Accounts Total		198,778.60	
Short-Term Assets			
1560 Accounts Receivable		(650.00)	
Short-Term Assets Total		(650.00)	
Fixed Assets			
1500 Bus		15,000.00	
1520 Church Building		748,901.50	
1540 Furnishings		100,000.00	
Fixed Assets Total		863,901.50	
TOTAL ASSETS		1,062,030.10	
LIABILITIES AND FUNDS			
LIABILITIES			
Current Liabilities			
2000 Federal Tax Payables		4,330.63	
2010 FICA/Medicare Payables		13,104.24	
2020 State Tax Payables		3,695.03	
2030 Local Tax Payables		1,221.20	
2500 Accounts Payable		6,912.42	
2510 Office Credit Cards		40.76	
Current Liabilities Total		29,324.28	
Long Term Liabilities			
2600 Mortgage		500,000.00	
Long Term Liabilities Total		500,000.00	

Account Balances – Check Register

► Reports ► Ledger Reports ► Balance ► Account Balances

Use Account Balances report to create a check register for any date range. Use the settings shown below on the Account Balances report setup window to create the check register shown the next page.

The left screenshot shows the 'Account Balances' report setup window with the following settings:

- Report Type:** Balance Sheet
- Difference Options:** Debits/Credits
- Activity Options:** Include accounts without activity (checked)

The right screenshot shows the 'Account Balances' report setup window with the following settings:

- Report Type:** Balance Sheet
- Difference Options:** None
- Activity Options:** Include accounts without activity (checked)

Account Balances

Print Page PDF Text File Clipboard Numbers Excel Screen Refresh

Account Balances
Detail
 First Church
 123 Main Street
 Big City, KY 40123
 606/555-1234

Report Type: Detail, Composite, Balance Sheet

Account Options: Name, Name and Number, Force all category detail to show, Show Zero Balances

Report Sort: No Paging

Difference Options: None, Net Change, Debits/Credits

Activity Options: Group by four-character account number, Include accounts without activity

Detail Options: Running Balance, Sort by: Transaction Date, Ascending, Descending

Ref#	Trans. Date	Check #	Written To Description	Jan 1 2021	Debits	Credits	Jan 30 2023
Checking - 1000.A1							9,580.31
34	Dec 29 2021		January Income		10,500.00	0.00	20,080.31
37	Dec 29 2021		January office supplies		0.00	400.00	19,680.31
40	Dec 29 2021		January office equipment		0.00	200.00	19,480.31
43	Dec 29 2021		January telephone		0.00	84.00	19,396.31
46	Dec 29 2021		January SS materials		0.00	100.00	19,296.31
49	Dec 29 2021		January resource materi...		0.00	30.00	19,266.31
52	Dec 29 2021		January children's minis...		0.00	150.00	19,116.31
55	Dec 29 2021		January youth ministries		0.00	100.00	19,016.31
58	Dec 29 2021		January general mainte...		0.00	50.00	18,966.31
266	Jan 3 2022		Deposit		6,823.47	0.00	25,789.78
311	Jan 3 2022		Deposit		1,610.00	0.00	27,399.78

Zoom to default

Fund Activity

► Reports ► Ledger Reports ► Activity ► Fund Activity

This report is an effective tool in troubleshooting issues with the balance in any fund. It also has an option to display detail transactions by account number, as well as display totals posted directly to the fund balance account.

Fund Activity

Print Page PDF Text File Clipboard Numbers Excel Screen Refresh

Fund Activity
Composite
 First Church
 123 Main Street
 Big City, KY 40123
 606/555-1234

Transaction Date Jan 1 2021 to Jan 30 2023
 (3000) General Fund

Report Type: Detail, Composite, Detail Transactions

Account Options: Name, Name and Number, Show All Detail, Accts w/o Activity

Totals Options: Show Over/Under

Beginning Balance- Jan 1 2021		(11,188.80)
Income		
Regular Income		251,148.92
Christian Education		0.00
Total Income		251,148.92
Expenditures		
Personnel		119,131.37
Administrative		5,253.89
Christian Education		4,770.00
Property		
General Property	8,836.16	
Utilities	7,420.01	
Property		16,256.17
Worship		427.45
Outreach		5,050.00
Miscellaneous		11,795.02
Total Expenditures		162,883.90
General Fund Transfers		
Transfer In		750.00
Transfer Out		9,516.39
Ending Balance- Jan 30 2023		68,510.03
Over/Under		79,698.63

Zoom to default