

# 2022 Reporting Conference Agenda

## **GENERAL ACCOUNTING REPORTS:**

- Report Groups Layout
- Use of Auto Answer
- Sort Option Setup and Application
  - Selection of Data
  - Record Selection Options
  - Reading a Sort Definition
  - Saving a Sort Definition
  - Sharing a Report/Sort
- Print Options
  - Crystal Report
  - PDF
  - Quick View
  - Export to Excel
  - Historical Information from Prior Years
- Accounts Payable Reports
  - Open A/P vs Bills Payable vs Paid Accounts Payable
  - Reports by Batch Number
  - Reports by Account Type
  - Using the Calendar Options
- Finance Activity Reports
  - Cash Receipt Reports
  - Transaction Balance Reports
- Financial System Setup
  - Budget Code Book
  - Ledger Interface
  - State Code Listings
- Vendor and Order For
  - Vendor Master Lists
- Payroll Setup
  - Deduction Master List
- Payroll and Human Resources
  - Payroll Registers
  - Payroll Ledger Card by Date Range and Accounts
- Other
  - Data Change Request
  - Employee Master Change Log
  - User Login

## **CUSTOMIZABLE PAYROLL REPORTS:**

- Report Creation Basics
- Saving a Report
- Print Options
- Naming/Saving a Report
- Sharing a Report
- Advanced Report Creation
  - Column Functions
  - Reporting Period/Date Range
  - Field Date Range Options
  - Who to Report Option
  - Use of Arrow Options
  - Sum Feature
  - Multiplication Feature
- Additional Reporting Options
- Connecting Reports to Payday Reports

## **FINANCIAL REPORTS VS GENERAL ACCOUNTING REPORTS**

- Determine which area fits your need
- Explore the use of each reporting area

## **FINANCIAL REPORTS:**

- Financial Report View Options
  - Enable Report Tree Option
  - Auto Run Report Group
- Report Selections
  - Report Type
  - Report Format
  - Accounts to Include
- Design Options
  - Report Columns
  - Date Range Selections
    - Regular Calendars (Right)
    - Detail Calendars (Center)
  - Subtotal Definition
  - Other Column Consideration
    - Budget Percent Definition
    - Create/Change Column Definition
    - Charting Definition
  - Account Selection Options
    - Active Account Determination
    - Advanced Account Selection Option
  - Save Report Definition
  - Sample Financial Report Activation
    - Standard

- Charting
- Site-Based Reporting (Illinois)

**CRYSTAL REPORTING:**

- Keys to Reporting in SDS
- Reporting Capabilities in SDS
- Quick View of an SDS Standard Report Customization
- Creation of a Basic Customization in Crystal
- Saving a Standard SDS Report as a Custom Report
- Steps Needed Prior to Creation of a Crystal Report
- Familiarization of the Database
- Hints for Simple Reporting