2021 Reporting Conference

GENERAL ACCOUNTING REPORTS
- Change Data Report
- State Code Listing Report - List of Locations
- Record Selection Options in Activate Sort Definition
- Saving a Sorted Report
- Getting Historical Information from Prior Years
- Excel Reporting Options
- Running Reports by Account Types
- Pulling Reports by Specific Codes
- Vendor Master List – How to Pull by Last Activity Date
- Transaction Balance Report – How to Pull a Specific Journal Code
- Locating Payroll Registers- by Time Periods
- Payroll Ledger Card by Date Range and Accounts - Expanded Options Added to Enhance Reporting Capabilities

FINANCIAL REPORTS
- New Financial Report View
  - Edit Report Tree Selections
- Report Types
- Report Format
- Report Column
- Report Time Period
- Crosstab Report – help with Budgeting-State Budget Form
- Active Account Selection Options
- Creating a Grant Specific Expenditure Report

CUSTOMIZABLE PAYROLL REPORTS

REPORTING TIPS & TRICKS

CRYSTAL REPORTING
- Keys to Reporting in SDS
- Reporting Capabilities in SDS
- Quick View of a SDS Standard Report Customization
- Steps to Creating a Basic Customization in Crystal
- Save a Standard SDS Report as a Custom Report
- Steps Before Creating a Crystal Report
- Becoming Familiar with your Database
- Hints to Make Reporting Simple

- o How to Generate a Blank Crystal Report
- o Add Fields and Objects to Report
- o Customize a SDS Standard Report
- o Hands on Exercise
- o Tools in Crystal
- o Touch on Linking
- o Formula Creation
- o How to Total/Count Fields
- o How to Create a Parameter Field
- o Overview