Account Detail History Report

The Account Detail History Report program prints a report detailing journal entries based on a defined range of accounting periods. It provides source documents for receipts and expenditures. The report exports nicely to Microsoft Excel.

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Report information is sorted into account number/period/journal number sequence and prints a line for totals with total debits, credits, and the net balance for each account.

Account Detail History Report

Under the Financials Menu:



Account Detail History Report

| 🚾 Account Detail History Report - Munis [*TEST DATABASE | MUNIS V10.3 Sep 13 2013*] 📃 🗖 🔀 |
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| Account Fund Org 1321???? Object 54* Project Rollup Report Options Print GL master start-of-year balances Year and period range Source journal code Include entries on or after Include encumb/liq entries Include budget entries Print JE comment and vendor Double space journal detail Separate page for each account Multiyear view Cash account: subtotal by date or ref3/dep | Define – enter in information that you know; wildcards can be used. |
| Enter the Object code(s) to print | ovr |

- **Fund** Enter fund number (i.e. 2013; but I will leave blank for this example)
- **Org** Enter org number (i.e. 1321????) 8 digits for most agencies
- **Object** Enter object number (i.e. 54* for all Capital Outlays)
- **Project** Enter a project number to narrow the search even further



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Set report options to specify how you would like your report to look. The above is a good example.

| Enter | Choose the multiyear view you want to use. |
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| Account Detail History Report - Munis (*TEST DATABASE MUN My File Edit Tools Help | File menu, then Output to send the printer. You can also use |
| Project the keyboard Rollup Report Options Print GL master start-of-year balances Source journal code Source journal code | shortcut (Ctrl + P). |
| Include encumb/liq entries Include budget entries Print JE comment and vendor Double space journal detail Separate page for each account Multiyear view Cash account: subtotal by date or ref3/deposit | To only see invoices paid, use "API" as the source journal. |
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| Output type Munis printer Local printer Save PDF Display | Printer name: lo Status: Available ID: lo Type: Command/script Comment: Outputs to a printer accept the default or | av ailable to the Munis serve r select a differen t printer f r | Properties er. You may rom the list. |
| Report title | Y FOR 2013 00 TO 2013 13 | | Click on Local Print |
| Output style Presentation Standard | Optio | ns andscape nable hyperlinks if prese | Copies |
| | | | |
| | Print Printer Name: HP LaserJet 4300 PCL 5e Status: Toner low; 0 documents waiting Type: HP LaserJet 4300 PCL 5e Where: IP_10.100.21.111 Comment: Print range • All Pages from: to; Selection | Properties Print to file Copies Number of copies: 1 123 123 Collate OK Cancel | Click on <u>OK</u> |
| My File Edit Wy File Edit © © & & Define Segment Define | Tools Help | BASE MUNIS V10.3 Sep 13 201 | Image: Solution of the main 3 13 SOY/EOY |

Ν

Cash account: subtotal by date or ref3/deposit#

| Query the current database table. |
|-----------------------------------|
| Printing: 29 |

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