

Laser Fax

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ACCOUNTING REPORTS

Two reports are now available to provide you with accounting information about disbursements to master accounts and cost codes.

The Disbursement Total Report is Option 16 on the Accounting Reports Menu. The report displays disbursements to master accounts during a specified check date range. A detail report or a summary report version can be selected. A detail report displays each check printed to the master account, whereas the summary version will display only the total disbursement amount to the master account. Since the Disbursement Total Report gives you a better selection capability than a query, the disbursement queries that provided the same information have been removed from the Accounting Queries Menu.

The Cost Type Report is Option 17 on the Accounting Menu. This report displays disbursements to cost types for a given year. The information will sort and break in month sequence. You can select a specific cost code or leave the Cost Type field blank which will display all cost types. A summary or detail version of the report is available. The summary report displays one amount for the cost type. The detail version will display each docket number that contains a payment to the selected cost type, but a total figure will still display. This report replaces the C17 queries formerly on the Accounting Queries Menu.