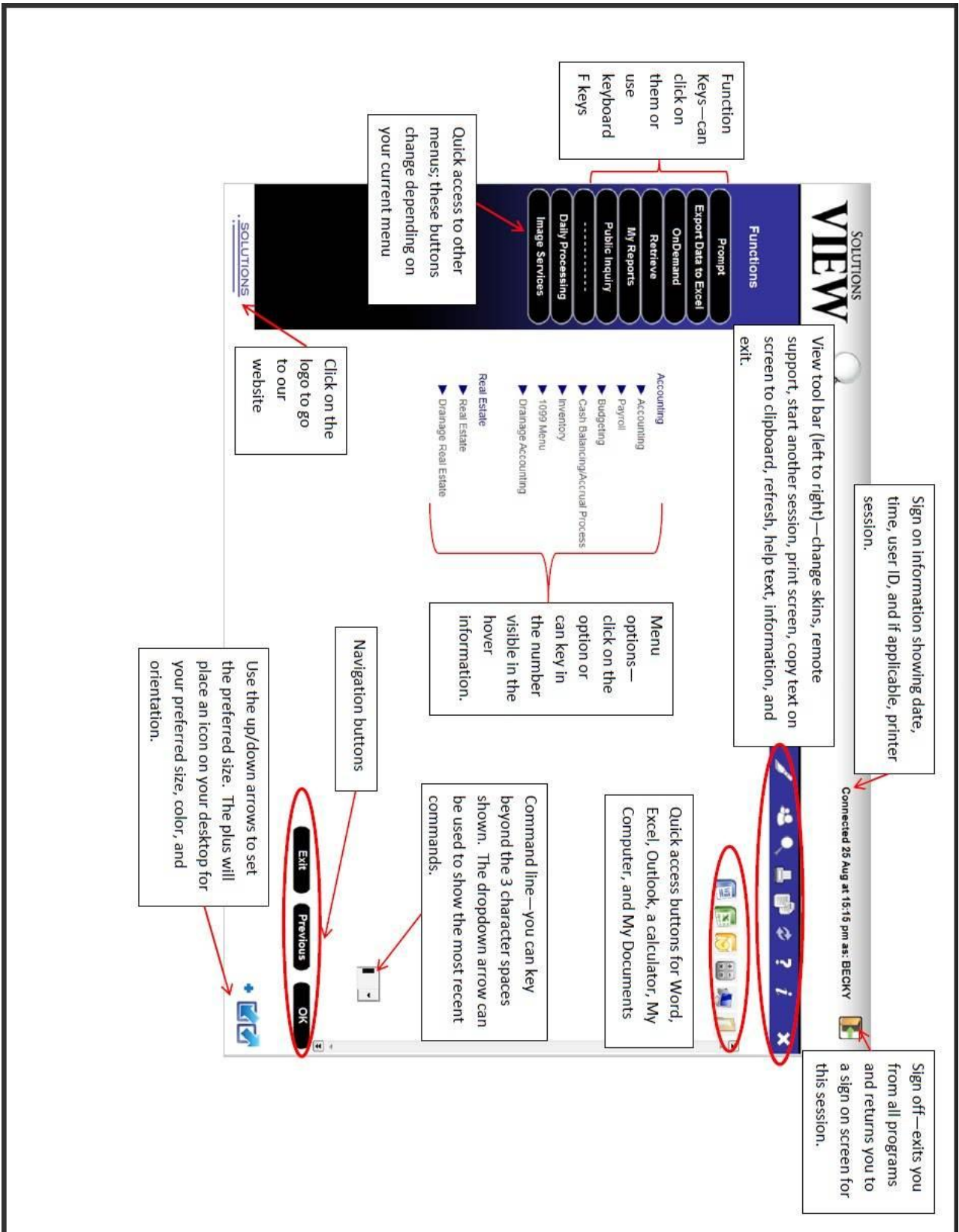


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SOLUTIONS VIEW LEGEND



SCREEN DEFAULTS

If you would like to save the screen defaults, once you have the screen filled in to your preference, press F24 to set the defaults. This way the next time that you enter the screen, the saved defaults will appear and you will not have to rekey it each time. F24 fields are noted by an ‘*’ at the end of the field description. The ‘*’ will be repeated throughout the manual to denote F24 capable fields.

FUNCTION KEYS

These keys are the same throughout the book.

Lookup or Prompt: this is noted by a prompt button (...) after fields that you can do a lookup on

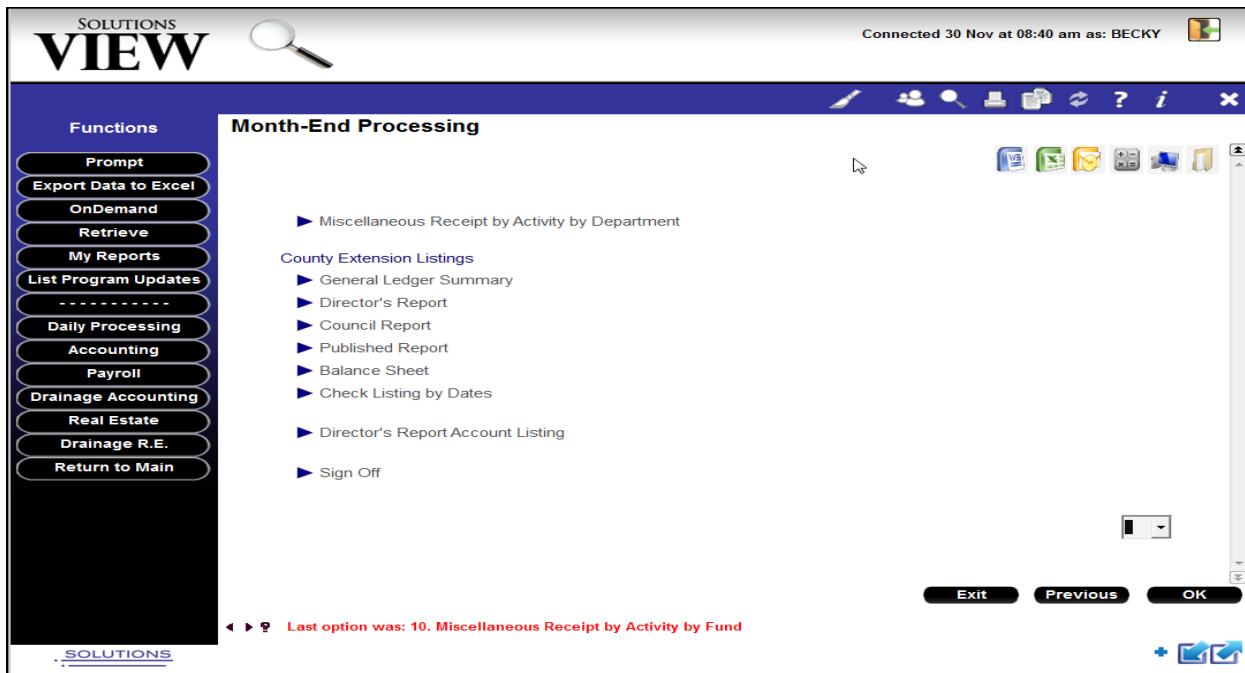
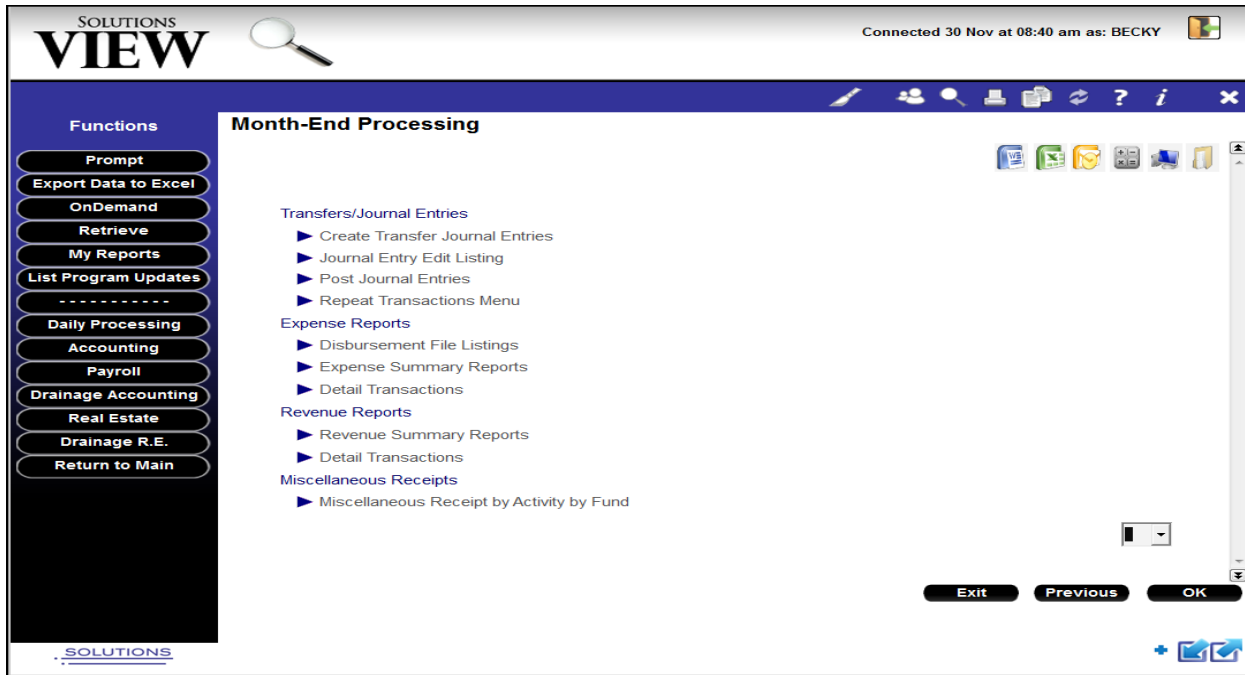
Submit: submits the report to batch and frees up your workstation while it is trying to print

Interactive: prints the report interactively while tying up your workstation

*: denotes F24 capable fields where you can set the defaults

F24: set defaults (hidden command key)

MONTH END PROCESSING MENU



CREATE TRANSFER JOURNAL ENTRIES

PROGRAM NOTES:

- This screen is the same as the ‘Maintenance to Journal Entries’ screen in the Journal Entry Processing Menu. You can do transfer entries in either place. You could also build recurring transfer entries in the Repeat Transactions Maintenance.
- Before starting the month end process, you should verify that all entries for the month have been posted. Again, you can check in either place.
- The debits and credits must equal before you will be able to post.
- Pressing enter once will assign a journal number to the batch of entries you just entered. If the data entered can be validated, the system will give you a confirm option. If something is incorrect, the system will highlight the error. Make your correction/s and press enter again to validate again.
- You can either be in the add mode or the change mode.
- If you are in the change mode, you can use the positioner to go directly to a transaction or you can scroll through the list.
- You can do reimbursements in this menu option as well. See the reimbursements’ instruction page in the Daily Processing Manual for specific instructions.
- To duplicate data from one entry to the next, key in the first entry and then press shift+insert in the next entry where you would like to duplicate the data. *** with a line above will appear in the fields you are duplicating. Once you press enter, the duplicated data will appear.

FIELDS:

- Sequence: this is not an input capable field in the add mode. In the change mode, it is a positioner field. The sequence number is assigned to each transaction by the system and is sequential.
- Fund: enter in the fund number of the account number.
- Record Type (no heading): enter in the record type of the account number.
- Fct/Act: enter in the function or account code of the account number.

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- Obj/Rev: enter in the object code or revenue code of the account number, if applicable.
- Dpt: enter in the department number of the account number, if applicable.
- Prj: enter in the project code of the account number, if applicable.
- Sub: enter in the sub-project code of the account number, if applicable.
 - You may use the lookup on any piece of the account number to view valid options.
- Typ: enter in the type code of the transaction. Use the lookup to view valid options. Transfers must have a type code of TX to be placed correctly on the fund status reports and to have the correct offsetting entries made by the system. Reimbursements must have a type code of RB to be placed correctly on the fund status reports and to have the correct offsetting entries made by the system.
- Year: can be manually entered; or if left blank, will default to the current fiscal year in the Business Control File.
- Date: can be manually entered; or if left blank, will default to the current system date.
- Amount: enter in the amount of the line item. You must enter in a decimal point if keying in a figure with cents.
- Debit/Credit: enter in a ‘D’ if you would like the line item to be debited or enter in a ‘C’ if you would like the line item to be credited. If left blank and you enter in a positive amount, the program will default to the normal balance in the account master file. If left blank and you are using a negative amount, the program will default to the opposite of the normal balance in the account master file.
- Desc: enter in a description of the transaction.
- Doc #: this field is automatically filled in with the warrant number on warrant entries. On other transactions, you can manually enter the field or leave it blank.
- Date Earned: in revenue entries inherited from the treasurer, this field is filled in with the information keyed in by the treasurer’s office. In other transactions, you can manually enter the field or leave it blank. .
- Journal #: once you press enter, the system will assign the next available journal number or you can manually enter in a journal number to keep certain transactions together.

JOURNAL ENTRY EDIT LISTING

SOLUTIONS VIEW Connected 10 Nov at 09:54 am as: LINDA

Solutions - Accounting Preliminary Edit of JE File

(Blank for all)
 Beginning Date: 0/00/0000
 Ending Date: 12/31/9999
 Fiscal Year: 2011/2012
 (or)
 Journal #:
 Print Detail Edit List
 Print Recap Edit List
 Print in Sequence Order
 Print Lines in Error Only
 Include Account Desc
 Printer ID: P4
 # of Copies: 1
 No Duplex Tumble
 Hold Print

Exit

PROGRAM NOTES:

- This option prints the PRELIMINARY journal entry edit listing.
- This allows you to check your entries, verify you used the correct account numbers, and verify the total debits and credits. If there are any computer detected errors, a message stating ‘errors exist’ will be shown at the bottom of the listing. Find the errors, correct the errors, and rerun the listing. You will not be able to post your entries until there are no computer detected errors.

FIELDS:

- Type Code: leave blank for all types, use the lookup to select a specific type, or leave blank to use the Fiscal Year and Journal # fields.
- Beginning Date/Ending Date: enter in a specific date range or leave blank if using the Fiscal Year and Journal # fields.
- Fiscal Year: defaults to the current fiscal year in the Business Control File, but can be changed if necessary. This is a required field.
 - You can generate a listing by entering in a type code, date range, and fiscal year OR by entering in a fiscal year and journal number.
- Journal #: enter in a specific journal number or leave blank if using the type code and date range fields.
- Print Detail Edit List: check the box if you would like the listing with individual lines and that sorts and totals by type code. *
- Print Recap Edit List: check the box if you would like the listing summarized by fund and type code. *
- Print in Sequence Order: check the box if you would like the listing sorted by the way the transactions were entered. This is helpful to see the entries listed in the pairs in which they were entered. *

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- Print Lines in Error Only: check the box if you would like to just print lines that are inactive or invalid. This will not find a ‘Debits Not Equal Credits’ error. *
- Printer ID: defaults to the job default printer. *
- # of Copies: defaults to 1 copy, but can be changed. *
- Print Both Sides: select no, Duplex (to bind on the long edge), or select Tumble (to bind on the short edge.)*
- Hold Spool File: check the box if you would like the report held before printing.*

POST JOURNAL ENTRIES

The screenshot shows the 'Solutions - Accounting Journal Entry Final Post' window. The title bar indicates the user is 'LINDA' and connected on '10 Nov at 09:54 am'. The window contains a sidebar with 'Functions' and 'Lookup' buttons. The main area has the following fields and options:

- Type Code: [] (Blank for all)
- Beginning Date: 0/00/0000
- Ending Date: 12/31/9999
- (or)
- Journal #: []
- Posting Month: []
- Posting Fiscal Year: 2011/2012
- Printer ID: P4
- # of Copies: 1
- Hold Print:
- Print Both Sides: No, Duplex, Tumble
- OnDemand: No, Prt&OnD, OnD Only

Buttons for 'Exit' and 'OK' are located at the bottom right of the window.

PROGRAM NOTES:

- This is the option where you may post your monthly transfers or any other journal entries.
- Posting is how the entries are placed into the general ledger. The program will not let you post if there is an invalid or inactive account. Nor will it let you post if the debits and credits do not equal for the selection you specified.
- If you are posting entries to a month other than the current month, you will see a **warning** message at the bottom of your screen. If the month entered is correct, press Post/Print Final Listing. The same is true if you are posting to a fiscal year other than the current fiscal year in the Business Control File.
- If you have a warning message at the bottom of your screen and the program will not let you post through it, check the bottom right hand corner of your screen. If there is a '+', you have additional messages. Put your cursor on the message itself and press page up or down to see the rest of the messages. Fix the error that that the message is telling you about and then try the post again.
- As with any post option, you will receive a final copy of the journal entry edit list.

FIELDS:

- Type Code: leave blank for all types, use the lookup to select a specific type, or leave blank to use the Fiscal Year and Journal # fields.

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- Beginning Date/Ending Date: enter in a specific date range or leave blank if using the Fiscal Year and Journal # fields.
- Journal #: enter in a specific journal number or leave blank if using the type code and date range fields.
- Fiscal Year: defaults to the current fiscal year in the Business Control File, but can be changed if necessary. This is a required field.
 - You can post by entering in a type code and date range OR by entering in a journal number.
- Posting Month: enter in the month that you would like the transactions posted to. Again if the posting month does not match the current month, you will receive a warning message. Press enter to process through the message.
- Fiscal Year: defaults to the current fiscal year in the Business Control File, but can be changed. This is a required field.
- Printer ID: defaults to the job default printer. *
- # of Copies: defaults to 1 copy, but can be changed. *
- Hold Spool File: check the box if you would like the report held before printing. *
- Print Both Sides: select no, Duplex (to bind on the long edge), or select Tumble (to bind on the short edge.) *
- OnDemand Options: select no to print the listing as normal, Prt&OnD to both print the report and send a copy to OnDemand, or OnD Only to send a copy to OnDemand without printing. *

REPEAT TRANSACTION MENU

MAINTENANCE TO REPEAT TRANSACTIONS

Solutions - Accounting Repeat Transaction Maintenance

Subset to Batch#

Position to Sequence#

Opt	Batch#	Sequence	Fund	Fct/Act	Obj/Rev	Dpt	Prj	Sub	Typ
	1	2	01000	1	106000				AC
	Amount		1.00	Debit/Credit	D Desc				Succeeding year taxes
	1	3	01000	2	229000				AC
	Amount		1.00	Debit/Credit	C Desc				Succeeding yr taxes
	1	4	02000	1	106000				AC
	Amount		1.00	Debit/Credit	D Desc				Succeeding yr taxes
	1	5	02000	2	229000				AC
	Amount		1.00	Debit/Credit	C Desc				Succeeding yr taxes
	1	6	10000	1	106000				AC
	Amount		1.00	Debit/Credit	D Desc				Succeeding yr taxes
	1	7	10000	2	229000				AC
	Amount		1.00	Debit/Credit	C Desc				Succeeding yr taxes
	4	8	10000	2	222000				AC
	Amount		1.00	Debit/Credit	C Desc				State Payment program

Grid legend
D=Descriptions
4=Delete

Exit OK

PROGRAM NOTES:

- You can create repeat transactions with this menu option. If you have already created some repeat transactions, you will come into this screen in the change mode. If you have not already created some repeat transactions, you will come into this screen in the add mode.
- You have the option to create different batches of repeat transactions. For example, if there are entries that you make each month, you can create them as batch '1'. If there entries that you only make at the end of each quarter, you can create them as batch '2' and so on.
- You could use Repeat Transactions for transfers, typical accrual entries, etc—any manual journal entries that you are doing on a regular basis. You create the 'typical' entry and once you transfer it into the Journal Entry Processing, you can change the amounts if need be.
- To duplicate data from one entry to the next, key in the first entry and then press shift+insert in the next entry where you would like to duplicate the data. *** with a line above will appear in the fields you are duplicating. Once you press enter, the duplicated data will appear.

FIELDS:

- Subset to Batch #: if you have existing repeat transactions built, you can position to a specific batch number or scroll through the list.
- Position to Sequence #: if you have existing repeat transactions built, you can position to a specific sequence number or scroll through the list.
- Batch #: enter in the batch number you want the entry to be included in.
- Sequence #: can leave this blank and let the system assign a sequence number when you press enter or you can enter in a specific number.
- Fund, Record Type (no heading), Fct/Act, Obj/Rev, Dpt, Prj, Sub: enter in the account number you wish to use. You can use the lookup at any part of the account number to see available options.

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- Typ: enter in the type code of the transaction. You can use the lookup to see available options.
- Amount: enter in the amount of the transaction. This is a required field.
- Debit/Credit: enter in a ‘D’ or a ‘C’. If you leave this field blank, the system will default to the normal balance of the fct/rev code in the description files.
- Desc: enter in a description.

PROGRAM OPTIONS:

- D=Account Description: entering a ‘D’ on the option line will show a description for each part of the account number.
- 4=Delete: entering a ‘4’ on the option line will delete the selected transaction from the repeat transactions work file.

D=Descriptions

The screenshot displays the 'Solutions - Accounting Repeat Transaction Maintenance' interface. On the left, there is a 'Functions' menu with options: 'Lookup', 'Add', and 'Account Display Opt...'. Below this is a 'Grid legend' with 'D=Descriptions' and '4=Delete'. The main area shows a grid of transactions. One transaction is selected, and its 'Account Description' is shown in a pop-up window. The description details are as follows:

Fund	01000	General Basic Fund
Account type	2	Liability/Fund Equity
Account code	229000	Deferred Rev-Succeeding Tax
Object		
Department		
Project		
Sub-Project		
Comments		
Detail Sequence#	3	Batch# 1
Type Code	AC	Accrual
Amount	1.00	
Description	Succeeding yr taxes	
User ID	BECKY	Date 09/14/2011 Time 12:01:12

At the bottom of the grid, the selected transaction is shown with a '1.00' amount, 'Debit/Credit' set to 'C', and 'Desc' set to 'State Payment program'. The interface includes standard window controls like 'Exit' and 'OK' buttons.

PROGRAM NOTES:

- This shows the description for each segment of the selected account number. This information comes from the description files of each piece of the account number.

REPEAT TRANSACTION LISTING

SOLUTIONS VIEW Connected 10 Nov at 09:54 am as: LINDA

Solutions - Accounting Print Repeat Transactions

Batch # (blank for all)

Printer ID

of Copies

Print Both Sides No Duplex Tumble

Hold Print

Exit

PROGRAM NOTES:

- You can generate an edit listing of the entries in the repeat transaction work file from this menu option.

FIELDS:

- Batch #: enter in a specific batch number or leave it blank for all.
- Printer ID: defaults to the job default printer.
- # of Copies: defaults to 1 copy, but can be changed.
- Print Both Sides: select no, Duplex (to bind on the long edge), or select Tumble (to bind on the short edge.) *
- Hold Spool File: check the box if you would like the report held before printing. *

Repeat Transaction Edit Listing (Sample Listing)

Date: 11/23/11	Solutions - Accounting	Program: AA30122								
Time: 12:24:47	Repeat Transaction edit list	Page: 1								
Batch # 1										
Sequence#	Fund	Fct/Rev	Obj	Dpt	Prj	Sub	Type	Amount	D/C	Description
2	01000	1	106000				AC	1.00	D	Succeeding year taxes
3	01000	2	229000				AC	1.00	C	Succeeding yr taxes
4	02000	1	106000				AC	1.00	D	Succeeding yr taxes
5	02000	2	229000				AC	1.00	C	Succeeding yr taxes
6	10000	1	106000				AC	1.00	D	Succeeding yr taxes
7	10000	2	229000				AC	1.00	C	Succeeding yr taxes
11	11000	1	106000				AC	1.00	D	Succeeding yr taxes
51	11000	1	106000				AC	1.00	D	Succeeding Year Taxes
12	11000	2	229000				AC	1.00	C	Succeeding yr taxes
52	11000	2	229000				AC	1.00	C	Succeeding Year Taxes
20	40000	1	106000				AC	1.00	D	Succeeding year taxes
53	40000	1	106000				AC	1.00	D	Succeeding Year Taxes
21	40000	2	229000				AC	1.00	C	Succeeding year taxes
54	40000	2	229000				AC	1.00	C	Succeeding Year Taxes
22	61000	1	106000				AC	1.00	D	Succeeding year taxes
23	61000	2	229000				AC	1.00	C	Succeeding year taxes
Total Batch#	1							Total Debits		8.00
								Total Credits		8.00
								Net		.00

CREATE JOURNAL ENTRIES FROM REPEAT TRANSACTIONS

The screenshot displays the 'SOLUTIONS VIEW' software interface. At the top, the logo 'SOLUTIONS VIEW' is visible on the left, and a search icon is next to it. The top right corner shows the connection status: 'Connected 10 Nov at 09:54 am as: LINDA'. Below the navigation bar, the main title is 'Solutions - Accounting Create JE From Repeat Transactions'. On the left, a 'Functions' sidebar contains a 'Continue' button. The main content area features a 'Batch #' input field. Below it, the 'Create Entries With:' section includes four fields: 'Fiscal Year' (2011/2012), 'Transaction Date' (0/00/0000), 'Date Earned' (0/00/0000), and 'Document #' (optional). An 'Exit' button is located at the bottom right of the main area.

PROGRAM NOTES:

- If you want your repeat transactions to be entered into the journal entry work file, you need to run this option. This will create your repeat transaction in the journal entry work file and then you must go into the journal entry processing menu and manually post the entries.
- Transactions may be changed in the Journal Entry maintenance program after they are created.

FIELDS:

- **Batch #:** enter in the batch number of the repeat transactions that you would like created in the journal entry work file.
- **Create Entries With:**
 - **Fiscal Year:** defaults to the current fiscal year, but can be changed.
 - **Transaction Date:** enter in the date you would like assigned to your transactions.
 - **Date Earned:** if you need or wish to apply a date earned to these transactions, enter it here.
 - **Document:** if you need or wish to apply a document number to these transactions, enter it here.

DISBURSEMENT FILE LISTING

The screenshot shows the 'SOLUTIONS VIEW' software interface. The title bar indicates 'Connected 11 Nov at 11:15 am as: LINDA'. The main window title is 'Solutions - Accounting Select Disbursement Reports'. On the left, a 'Functions' menu has 'Lookup' selected. The main area contains the following fields and options:

- Report Fiscal Year: [Text Input]
- Select Fund: [Text Input] ... to [Text Input] ...
- Date Range: [0/00/0000] to [0/00/0000]
- Reports to Print:
 - Issued:
 - Redeemed:
 - Voided:
 - Outstanding: As of the ending date
- Sort By: Fund Disbursement

Buttons for 'Exit' and 'OK' are located at the bottom right of the window.

PROGRAM NOTES:

- Use this menu option to run listings of issued disbursements, redeemed disbursements, voided disbursements, and/or outstanding disbursements.
- This menu option is the same program as the disbursement listings on the month-end menu.
- If you use the audit file on the system, the audit numbers will also show on these listings.
- You can run any or all of the listings.
- You can run the listing/s for a specific fund, range of funds, or all funds. You can also run the listing/s for a specific date or range of dates.
- The print options appear once you press enter/click ok.

FIELDS:

- Fiscal Year: enter in a specific fiscal year or leave blank for all. If you enter in a date range, you can leave the fiscal year blank.
- Select Fund: enter in a range of funds, a single fund in both fields, or leave blank for all.
- Date Range: enter in a specific date or date range for the issued, redeemed, or voided report/s that you wish to print. **The Outstanding Listing will use the ending date of the date range entered. If you would like a listing of all outstanding disbursements, leave the fiscal the year blank.**
- Reports to Print: check the box/es of the listing/s you would like to print.*
- Sort By: select whether you would like the listing sorted by fund or by disbursement number.
- OnDemand Options: select no to print the listing as normal, Prt&OnD to both print the report and send a copy to OnDemand, or OnD Only to send a copy to OnDemand without printing. *

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Disbursement Listings Samples Issued Sample Listing (by Fund)

Date - 11/17/11
Time - 13:06:06

Solutions - Accounting
Disbursements Issued
From 6/01/2007 To 6/30/2007

Program - AA20221
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Fiscal Yr	Fund 02000 02000		Fund 02000 General Supplemental Fund		Vendor#	Name	Amount	Status	Date	Audit#
Disbursement#	Issued	Fiscal Year	Vendor#	Name	Amount	Status	Date	Audit#		
E 102681	06/05/2007	2006/2007	V 2122	Clay County Treasurer	7.47	Redeemed	06/05/2007			
102698	06/05/2007	2006/2007	V 86	Clay County Sheriff	93.03	Redeemed	06/15/2007	100823		
E 102804	06/19/2007	2006/2007	V 2122	Clay County Treasurer	12.21	Redeemed	06/19/2007			
102846	06/19/2007	2006/2007	V 96	Clay Co E M S Assn	9,405.00	Redeemed	07/05/2007	100951		
102899	06/19/2007	2006/2007	V 3186	IA Municipalities Workers Comp	9,619.20	Redeemed	06/25/2007	101004		
102945	06/19/2007	2006/2007	V 1237	NW IA Youth Emergency Serv Ctr	1,050.00	Redeemed	06/25/2007	101050		
102974	06/19/2007	2006/2007	V 418	Solutions, Inc	27.50	Redeemed	06/25/2007	101079		
102982	06/19/2007	2006/2007	V 667	Spencer Office Supplies	19.00	Redeemed	06/21/2007	101087		
103011	06/19/2007	2006/2007	V 3116	Youth & Family Resource Serv	326.55	Redeemed	06/26/2007	101116		
103063	06/26/2007	2006/2007	V 1237	NW IA Youth Emergency Serv Ctr	1,800.00	Redeemed	06/29/2007	101168		
103067	06/26/2007	2006/2007	V 3529	Pitney Bowes Purchase Power	400.00	Redeemed	07/05/2007	101172		
103166	06/29/2007	2006/2007	V 1387	IPERS Returns Processing	8,322.16	Redeemed	07/09/2007	101230		
103167	06/29/2007	2006/2007	V 1400	I. S. A. C.	8.00	Redeemed	07/16/2007	101231		
Total 02000 General Supplemental Fund							Total Issued	31,090.12		
							Total Voided	.00		
							Fund Total	31,090.12		
Final Totals							Total Issued	31,090.12		
							Total Voided	.00		
							Total	31,090.12		

End of report

Redeemed Sample Listing

Date - 11/17/11
Time - 13:06:08

Solutions - Accounting
Disbursements Redeemed
From 6/01/2007 To 6/30/2007

Program - AA20221
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Fiscal Yr	Fund 02000 02000		Fund 02000 General Supplemental Fund		Vendor#	Name	Amount	Status	Date	Audit#
Disbursement#	Issued	Fiscal Year	Vendor#	Name	Amount	Status	Date	Audit#		
102398	05/31/2007	2006/2007	V 1387	IPERS Returns Processing	8,531.36	Redeemed	06/08/2007	100557		
102399	05/31/2007	2006/2007	V 1400	I. S. A. C.	8.00	Redeemed	06/08/2007	100558		
102416	05/31/2007	2006/2007	V 4248	Unum Life Insurance	2.90	Redeemed	06/11/2007			
102457	05/29/2007	2006/2007	V 86	Clay County Sheriff	760.34	Redeemed	06/04/2007	100604		
102497	05/29/2007	2006/2007	V 326	Hy-Vee Drugstore	128.77	Redeemed	06/05/2007	100644		
102513	05/29/2007	2006/2007	V 1377	IA Secretary of State	326.31	Redeemed	06/11/2007	100660		
102535	05/29/2007	2006/2007	V 4189	Lexis Nexis	1,161.00	Redeemed	06/04/2007	100682		
102564	05/29/2007	2006/2007	V 1237	NW IA Youth Emergency Serv Ctr	6,450.00	Redeemed	06/06/2007	100711		
E 102681	06/05/2007	2006/2007	V 2122	Clay County Treasurer	7.47	Redeemed	06/05/2007			
102698	06/05/2007	2006/2007	V 86	Clay County Sheriff	93.03	Redeemed	06/15/2007	100823		
E 102804	06/19/2007	2006/2007	V 2122	Clay County Treasurer	12.21	Redeemed	06/19/2007			
102899	06/19/2007	2006/2007	V 3186	IA Municipalities Workers Comp	9,619.20	Redeemed	06/25/2007	101004		
Total 02000 General Supplemental Fund							Total Redeemed	27,100.59		
Final Totals							Total Redeemed	27,100.59		

End of report

Voided Sample Listing

Date - 11/17/11
Time - 14:32:09

Solutions - Accounting
Disbursements Voided
From 6/01/2007 To 6/30/2007

Program - AA20221
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Fiscal Yr	Fund 02000 02000		Fund 02000 General Supplemental Fund		Vendor#	Name	Amount	Status	Date	Audit#
Disbursement#	Issued	Fiscal Year	Vendor#	Name	Amount	Status	Date	Audit#		
102424	05/29/2007	2006/2007	V 2882	All-American Turf Beauty	670.29	Voided	06/04/2007	100571		
102447	05/29/2007	2006/2007	V 1394	Catco Parts & Service	527.64	Voided	06/11/2007	100594		
102515	05/29/2007	2006/2007	V 532	Interstate Battery/Sioux City	74.95	Voided	06/01/2007	100662		
							Total Voided	1,272.88		

End of report

Outstanding Sample Listing

Date - 11/17/11
Time - 13:06:11

Solutions - Accounting
Disbursements Outstanding
As of 6/30/2007

Program - AA20221
Page - 1

Fiscal Yr	Fund 02000 02000		Fund 02000 General Supplemental Fund		Vendor#	Name	Amount	Status	Date	Audit#
Disbursement#	Issued	Fiscal Year	Vendor#	Name	Amount	Status	Date	Audit#		
102846	06/19/2007	2006/2007	V 96	Clay Co E M S Assn	9,405.00	Redeemed	07/05/2007	100951		
103067	06/26/2007	2006/2007	V 3529	Pitney Bowes Purchase Power	400.00	Redeemed	07/05/2007	101172		
103166	06/29/2007	2006/2007	V 1387	IPERS Returns Processing	8,322.16	Redeemed	07/09/2007	101230		
103167	06/29/2007	2006/2007	V 1400	I. S. A. C.	8.00	Redeemed	07/16/2007	101231		
103171	06/29/2007	2006/2007	V 4248	Unum Life Insurance	124.47	Redeemed	07/10/2007	101235		
Total 02000 General Supplemental Fund							Outstanding	18,259.63		
Final Totals							Total Outstanding	18,259.63		

End of report

EXPENSE SUMMARY REPORTS—BY FUND, DEPARTMENT, AND SERVICE AREA

PROGRAM NOTES:

- These reports can be run at any time, as of any month, for a single fund, department, or service area; a range of these items, various of each item, or for all. They can be compared to your disbursement listings to balance your monthly activity.
- This menu option is the same program as the expense summary reports on the month-end menu.
- This report displays the budgeted amount, the used amount for the month, and the total used year-to-date amount. It will show the percent used of the budget amounts. If you chose, it can also show the appropriated amount, including the amount remaining of the appropriated dollars.
- The Separate spool file option will generate a spool file for each active fund, department, or service area not marked as inactive in the description files.
- Once you press enter/ok, the print options will appear. The input screen will remain in case you would like to run another report. Once you are finished, press exit.

FIELDS:

- Fiscal Year: defaults to the current fiscal year but can be changed.
- Month: enter in the month you want the report to be processed as of. The system will generate a report for entire month selected.
- Reports to Print*:
 - Fund: check the box to run the expense summary by fund.
 - Department: check the box to run the expense summary by department.
 - Service Area: check the box to run the expense summary by service area.
- Page/Report Break: select no if you would like a continuous report; select yes if you would like the report to break to the top of the next page for each fund/dept/service area; or select separate report if you would like to create a separate report for each fund/dept/service area. *
- Copies: enter in the appropriate number of copies for each report.*

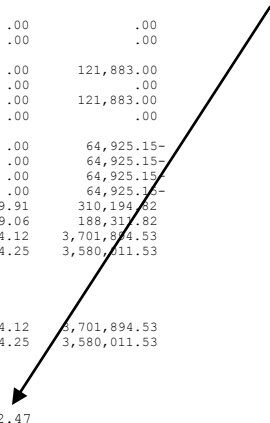
“Solutions,” Inc. Month End Processing Instruction Manual-Iowa Cities

- **Select:** you may enter in a range, a single item in both fields, or you can pick and choose among the different pieces of the account number.
 - **Fund:** enter in a single fund in both fields, a range of funds, or use the browse button to select various funds to be included. Or, you can leave the fields blank for all funds.
 - **Function:** enter in a single function in both fields, a range of functions, or use the browse button to select various functions to be included. Or, you can leave the fields blank for all functions.
 - **Object:** enter in a single object in both fields, a range of objects, or use the browse button to select various objects to be included. Or, you can leave the fields blank for all objects.
 - **Department:** enter in a single department in both fields, a range of departments, or use the browse to select various departments to be included. Or, you can leave the fields blank for all departments.
 - **Project:** enter in a single project in both fields, a range of projects, or use the browse button to select various projects to be included. Or, you can leave the fields blank for all projects.
 - **Sub-Project:** enter in single sub-project in both fields, a range of sub-projects, or use the browse button to select various sub-projects to be included. Or, you can leave the fields blank for all sub-projects.
 - **Service Area:** enter in a single service area in both fields or a range of service areas. Or, you can leave the fields blank for all service areas.
- **Budgetary Status:** use the browse button to see available options.*
- **Print Appropriation Information:** check the box to print the appropriation information.*
- **Inc Activ Accts w/o Activity:** check the box to include accounts without activity. This is **not** just active accounts.*
- **Include Sub-Project Description:** check the box to print sub-project descriptions.*

Expense Summary by Fund (Sample Listing)

Date - 11/17/11	Ending 07/31/2011	Solutions - Accounting Expense Summary by Fund			Fiscal Yr 2011/2012	Program - AA20201	Page - 1
Time - 15:27:41		Function	Object	Department	Project	Sub Project	
Fund 01000 01000	Print Approp Line Y		Include w/o Activity	Service Area			
Budgetary Status	Description						
Account Number				Budget\$	Used Month	Used YTD	% Used
				Approp\$			Remaining
Fund 01000	General Basic Fund		Percent of year	8.47%			
Department 01	Board of Supervisors						
Function 09000	General County Management						
01000 09000 100 01 1	Salary-Regular Employees			123,000	.00	.00	123,000.00
	Officer's Salary			123,000		.00	123,000.00
01000 09000 260 01	Office Supplies			400	40.57	40.57	10.14 359.43
				400		10.14	359.43
01000 09000 261 01	Magazines,Period.& Books			150	.00	.00	
				150			
01000 09000 400 01	Official Pub.& Legal Not.			2,800	309.66	309.66	
				2,800			
01000 09000 401 01	Board Proceedings			15,600	2,034.92	2,034.92	
				15,600			
01000 09000 412 01	Postage & Mailing			80	.00	.00	
				80			
				.			
				.			
				.			
Function Total 10030	Nonprogram Expenditures			0	.00	.00	.00
				0		.00	.00
Function 10300	Operating Transfers						
01000 10300 812 99	Secondary Road Fund			121,883	.00	.00	121,883.00
				0		.00	.00
Function Total 10300	Operating Transfers			121,883	.00	.00	121,883.00
				0		.00	.00
Function 10600	Current Year Interfund Loan						
01000 10600 920 99	Interfund loans			0	64,925.15	64,925.15	.00 64,925.15-
				0		.00	64,925.15-
Function Total 10600	Current Year Interfund Loan			0	64,925.15	64,925.15	.00 64,925.15-
				0		.00	64,925.15-
Department Total 99	Nondepartmental			387,328	77,133.18	77,133.18	19.91 310,194.82
				265,445		29.06	188,317.82
Fund Total 01000	General Basic Fund			3,860,784	158,889.47	158,889.47	4.12 3,701,894.53
				3,738,901		4.25	3,580,011.53
	Less: Transfers				64,925.15		
	Less: Other Adjustments				.00		
	Plus: Reimbursements				.00		
	Equals: Warrants Issued				93,964.32		
Final Totals				3,860,784	158,889.47	158,889.47	4.12 3,701,894.53
				3,738,901		4.25	3,580,011.53
	Less: Transfers				64,925.15		
	Less: Other Adjustments				.00		
	Plus: Reimbursements				.00		
	Equals: Warrants Issued				93,964.32		
End of report						2,282.47	

The final Disbursements Issued should match the total issued on the Issued Disbursement Listing.



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Expense Summary by Department (Sample Listing)

Date - 11/17/11		Ending 07/31/2011		Solutions - Accounting			Fiscal Yr 2011/2012		Program - AA20201							
Time - 15:28:00				Expense Summary by Department			Page - 1									
Fund 01000 01000	Function	Object	Department	Project	Sub Project	Account Number	Print	Approp	Line Y	Include w/o	Activity	Service Area	Used Month	Used YTD	% Used	Remaining
Budgetary Status																
Account Number		Description				Budget\$						Approp\$				
Department 01	Board of Supervisors															
Fund 01000	General Basic Fund										Percent of year	8.47%				
Function 09000	General County Management															
01000 09000 100 01 1	Salary-Regular Employees					123,000		.00		.00				.00		123,000.00
	Officer's Salary					123,000								.00		123,000.00
01000 09000 260 01	Office Supplies					400		40.57								
						400										
01000 09000 261 01	Magazines,Period.& Books					150		.00								
						150										
01000 09000 400 01	Official Pub.& Legal Not.					2,800		309.66								
						2,800										
						.										
						.										
						.										
						65,545								3.06		63,537.93
Function 10300	Operating Transfers															
01000 10300 812 99	Secondary Road Fund					121,883		.00		.00				.00		121,883.00
						0								.00		.00
						0								.00		.00
	Function Total 10300	Operating Transfers				121,883		.00		.00				.00		121,883.00
						0								.00		.00
Function 10600	Current Year Interfund Loan															
01000 10600 920 99	Interfund loans					0		64,925.15		64,925.15				.00		64,925.15-
						0								.00		64,925.15-
						0								.00		64,925.15-
	Function Total 10600	Current Year Interfund Loan				0		64,925.15		64,925.15				.00		64,925.15-
						0								.00		64,925.15-
						0								.00		64,925.15-
	Fund Total 01000	General Basic Fund				387,328		77,133.18		77,133.18				19.91		310,194.82
						265,445								29.06		188,311.82
	Department Total 99	Nondepartmental				387,328		77,133.18		77,133.18				19.91		310,194.82
						265,445								29.06		188,311.82
						265,445								29.06		188,311.82
	Final Totals					3,860,784		158,889.47		158,889.47				4.12		3,701,894.53
						3,738,901								4.25		3,580,011.53

The Used Month final total should match the total issued on the Issued Disbursement Listing less any reimbursements.

Expense Summary by Service Area (Sample Listing)

Date - 11/17/11		Ending 07/31/2011		Solutions - Accounting			Fiscal Yr 2011/2012		Program - AA20201							
Time - 15:28:11				Expense Summary by Service Area			Page - 1									
Fund 01000 01000	Function	Object	Department	Project	Sub Project	Account Number	Print	Approp	Line Y	Include w/o	Activity	Service Area	Used Month	Used YTD	% Used	Remaining
Budgetary Status																
Account Number		Description				Budget\$						Approp\$				
Service Area 1	General Basic Fund															
Fund 01000	Uniformed Patrol Services															
Function 01000																
01000 01000 100 05 2	Salary-Regular Employees					158,616		.00		.00				.00		158,616.00
	Deputy Salary					158,616								.00		158,616.00
01000 01000 101 05 4	Wages-Temp,Pt. Time Empl.					20,000		.00		.00				.00		20,000.00
	Other Help					20,000								.00		20,000.00
01000 01000 104 05	Overtime & Shift Pay					17,500		.00		.00				.00		17,500.00
						17,500								.00		17,500.00
01000 01000 105 05	Sick Pay Over 90 Days					360		.00						.00		
						360										
01000 01000 250 05	Fuels					23,500		1,908.13								
						23,500										
01000 01000 250 05 25	Fuels					2,000		.00								
	Credit Card Exp					2,000										
						.										
						.										
						.										
	Function Total 10030	Nonprogram Expenditures				0		.00		.00				.00		.00
						0								.00		.00
Function 10300	Operating Transfers															
01000 10300 812 99	Secondary Road Fund					121,883		.00		.00				.00		121,883.00
						0								.00		.00
						0								.00		.00
	Function Total 10300	Operating Transfers				121,883		.00		.00				.00		121,883.00
						0								.00		.00
Function 10600	Current Year Interfund Loan															
01000 10600 920 99	Interfund loans					0		64,925.15		64,925.15				.00		64,925.15-
						0								.00		64,925.15-
						0								.00		64,925.15-
	Function Total 10600	Current Year Interfund Loan				0		64,925.15		64,925.15				.00		64,925.15-
						0								.00		64,925.15-
						0								.00		64,925.15-
	Fund Total 01000	General Basic Fund				121,883		64,925.15		64,925.15				53.27		56,957.85
						0								.00		64,925.15-
						0								.00		64,925.15-
	Service Area Total 10					121,883		64,925.15		64,925.15				53.27		56,957.85
						0								.00		64,925.15-
						0								.00		64,925.15-
	Final Totals					3,860,784		158,889.47		158,889.47				4.12		3,701,894.53
						3,738,901								4.25		3,580,011.53
	End of report															

The Used Month final total should match the total issued on the Issued Disbursement Listing less any reimbursements.

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- Project: enter in a single project in both fields, a range of projects, or use the browse button to select various projects to be included. Or, you can leave the fields blank for all projects.
- Sub-Project: enter in single sub-project in both fields, a range of sub-projects, or use the browse button to select various sub-projects to be included. Or, you can leave the fields blank for all sub-projects.
- Select Budgetary Status: select the appropriate budgetary status.*
- Print Payroll Details: check the box to print the payroll details.*
- Page Break/Separate Reports: select ‘No’ to print a single report, select ‘Yes’ to go a new page on each new department, or select ‘Separate Spool File’ to create a separate report for each department. *
- **Totals Only: check the box if you would like to print totals only.***

Expense Detail Transaction Listing (Sample Listing)

Date - 11/17/11		Solutions - Accounting				Fiscal Yr 2011/2012		Program - AA20211	
Time - 16:43:14		Expense Detail Transactions				Page - 1			
Fund	Function	Object	Department	02	02	Project	SubProject		
Budgetary Status	Include	Payroll Details	Object Desc		Project Desc		SubProject Desc		
01000	09010	250	02	29	Fuels	County Car Fuel Usage			
Type Journal#	Payee / Reason	Project Desc		SubProject Desc					
WA	11562	Robert Maxwell Nonmarital trst Betty M Maxwell	Trustee						
Account Totals	Total Debits		Amount						
	Total Credits		25.42						
01000	09010	260	02	Office Supplies					
Type Journal#	Payee / Reason	Project Desc		SubProject Desc					
WA	11562			Amount					
WA	11576			6.93					
WA	11576			4.44					
WA	11576			53.93					
WA	11576			7.24					
Account Totals	Total Debits		72.68						
	Total Credits		.00						
01000	09010	480	02	Dues & Memberships					
Type Journal#	Payee / Reason	Project Desc		SubProject Desc					
WA	11576	Sonia Reye		Amount					
Account Totals	Total Debits		35.00						
	Total Credits		.00						
02000	09010	116	02	Unemployment Compensation					
Type Journal#	Payee / Reason	Project Desc		SubProject Desc					
WA	11576			Amount					
Account Totals	Total Debits		85.40						
	Total Credits		.00						
Dept	Payroll	Disbursements	Hand Disb	Voids	Journal Entries	Reimbursement	Transfers/Loans	Total	
02	.00	218.50	.00	.00	.00	.00	.00	218.50	
Totals by Fund									
Fund	Payroll	Disbursements	Hand Disb	Voids	Journal Entries	Reimbursement	Transfers/Loans	Total	
01000	.00	133.10	.00	.00	.00	.00	.00	133.10	
02000	.00	85.40	.00	.00	.00	.00	.00	85.40	
Total	.00	218.50	.00	.00	.00	.00	.00	218.50	

The Total plus reimbursements should match the total issued on the Issued Disbursement Listing.

Expense Detail Transaction Listing-Totals Only (Sample Listing)

Date - 11/17/11		Solutions - Accounting				Fiscal Yr 2011/2012		Program - AA20211	
Time - 16:43:24		Expense Detail Transactions				Page - 1			
Fund	Function	Object	Department	02	02	Project	SubProject		
Budgetary Status	Include	Payroll Details	Object Desc		Project Desc		SubProject Desc		
01000	09010	250	02	29	Fuels	County Car Fuel Usage			
						Total Debits	25.42	Total Credits	.00
01000	09010	260	02	Office Supplies					
						Total Debits	72.68	Total Credits	.00
01000	09010	480	02	Dues & Memberships					
						Total Debits	35.00	Total Credits	.00
02000	09010	116	02	Unemployment Compensation					
						Total Debits	85.40	Total Credits	.00
Dept	Payroll	Disbursements	Hand Disb	Voids	Journal Entries	Reimbursement	Transfers/Loans	Total	
02	.00	218.50	.00	.00	.00	.00	.00	218.50	
Totals by Fund									
Fund	Payroll	Disbursements	Hand Disb	Voids	Journal Entries	Reimbursement	Transfers/Loans	Total	
01000	.00	133.10	.00	.00	.00	.00	.00	133.10	
02000	.00	85.40	.00	.00	.00	.00	.00	85.40	
Total	.00	218.50	.00	.00	.00	.00	.00	218.50	

REVENUE SUMMARY REPORTS—BY FUND, DEPARTMENT, AND SERVICE AREA

SOLUTIONS VIEW Connected 10 Nov at 09:54 am as: LINDA

Functions
Lookup

Solutions - Accounting Revenue Summary Reports

Fiscal Year: 2011/2012 Month: []

Reports to Print: Fund No Department No Service Area No

Page/Report Break: Yes No Separate Report

Copies: 1

Select: Fund [] Function [] Revenue [] Department [] Project [] Sub Project [] Service Area []

Budgetary Status: 3 (/X/1/2/3)

Inc Activ Accts w/o Activity Include SubProject Desc

Exit OK

PROGRAM NOTES:

- These reports can be run at any time, as of any month, for a single fund, department, or service area; a range of these items, several of each item, or for all. It will only include revenues that have been transferred from the treasurer.
- This menu option is the same program as the revenue summary listing on the month-end menu.
- This report displays the budgeted amount, the received amount for the month, and the total received year-to-date amount. It will show the percent received of the budget amounts, including the amount remaining of the budgeted dollars.
- The Separate spool file option will generate a spool file for each active fund, department, or service area not marked as inactive in the description files.
- Once you press enter/ok, the print options will appear. The input screen will remain in case you would like to run another report. Once you are finished, press exit.

FIELDS:

- Fiscal Year: defaults to the current fiscal year but can be changed.
- Month: enter in the month you want the report to be processed as of. The system will generate a report for entire month selected.
- Reports to Print*:
 - Fund: check the box to run the revenue summary by fund.
 - Department: check the box to run the revenue summary by department.
 - Service Area: check the box to run the revenue summary by service area.
- Page/Report Break: select no if you would like a continuous report; select yes if you would like the report to break to the top of the next page for each fund/dept/service area; or select separate report if you would like to create a separate report for each fund/dept/service area. *
- Copies: enter in the appropriate number of copies for each report.*

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- **Select:** you may enter in a range, a single item in both fields, or you can pick and choose among the different pieces of the account number.
 - **Fund:** enter in a single fund in both fields, a range of funds, or use the browse button to select various funds to be included. Or, you can leave the fields blank for all funds.
 - **Function:** enter in a single function in both fields, a range of functions, or use the browse button to select various functions to be included. Or, you can leave the fields blank for all functions.
 - **Object:** enter in a single object in both fields, a range of objects, or use the browse button to select various objects to be included. Or, you can leave the fields blank for all objects.
 - **Department:** enter in a single department in both fields, a range of departments, or use the browse to select various departments to be included. Or, you can leave the fields blank for all departments.
 - **Project:** enter in a single project in both fields, a range of projects, or use the browse button to select various projects to be included. Or, you can leave the fields blank for all projects.
 - **Sub-Project:** enter in single sub-project in both fields, a range of sub-projects, or use the browse button to select various sub-projects to be included. Or, you can leave the fields blank for all sub-projects.
 - **Service Area:** enter in a single service area in both fields or a range of service areas. Or, you can leave the fields blank for all service areas.
- **Budgetary Status:** use the browse button to see available options.*
- **Inc Activ Accts w/o Activity:** check the box to include accounts without activity. This is **not** just active accounts.*
- **Include Sub-Project Description:** check the box to print sub-project descriptions.*

Revenue Summary by Fund (Sample Listing)

Date - 11/17/11	Solutions - Accounting				Fiscal Yr 2011/2012		Program - AA20201	
Time - 16:58:43	Ending 07/31/2011	Revenue Summary by Fund			Page -		1	
Fund _____	Function _____	Revenue _____	Department 06 06	Project _____	Sub Project _____			
Budgetary Status 1	Include w/o Activity _____	Service Area _____						
Account Number	Description	Rev	Budget\$	Recv Month	Recv YTD	% Recv	Remaining	
Fund 01000	General Basic Fund	Percent of year	8.47%					
Department 06	Clerk of Court							
01000 01000 8110 06	Uniformed Patrol Services	2	6,000	449.01	449.01	7.48	5,550.99	
	Private Source							
01000 09000 8500 06	Policy & Administration	1	16,000	3,251.12	3,251.12	20.32	12,748.88	
	Violation of Co Ord.Fines							
01000 09000 8500 06 616	Policy & Administration	1	12,000	1,148.43	1,148.43	9.57	10,851.57	
	Violation of Co Ord.Fines							
	Surcharge							
01000 09000 8500 06 617	Policy & Administration	1	1,200	.00	.00	.00	1,200.00	
	Violation of Co Ord.Fines							
	Costs							
Department Total 06	Clerk of Court		35,200	4,848.56	4,848.56	13.77	30,351.44	
Fund Total 01000	General Basic Fund		35,200	4,848.56	4,848.56	13.77	30,351.44	
Final Totals			35,200	4,848.56	4,848.56	13.77	30,351.44	
End of report								

The Total Recv Month by fund should match your monthly revenues by fund on the General Ledger Summary.

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Revenue Summary by Department (Sample Listing)

Date - 11/17/11		Ending 07/31/2011		Solutions - Accounting				Fiscal Yr 2011/2012		Program - AA20201	
Time - 16:58:44				Revenue Summary by Department				Page - 1			
Fund	Function	Revenue	Activity	Department	Service Area	Project	Sub Project				
Budgetary Status 1		Include w/o		06	06						
Account Number	Description	Rev	Budget\$	Rev	Month	Recv YTD	% Recv	Remaining			
Department 06	Clerk of Court										
Fund 01000	General Basic Fund			Percent of year	8.47%						
01000 01000 8110 06	Uniformed Patrol Services	2	6,000		449.01	449.01	7.48	5,550.99			
	Private Source										
01000 09000 8500 06	Policy & Administration	1	16,000		3,251.12	3,251.12	20.32	12,748.88			
	Violation of Co Ord.Fines										
01000 09000 8500 06 616	Policy & Administration	1	12,000		1,148.43	1,148.43	9.57	10,851.57			
	Violation of Co Ord.Fines										
	Surcharge										
01000 09000 8500 06 617	Policy & Administration	1	1,200		.00	.00	.00	1,200.00			
	Violation of Co Ord.Fines										
	Costs										
	Fund Total 01000		35,200		4,848.56	4,848.56	13.77	30,351.44			
	Department Total 06		35,200		4,848.56	4,848.56	13.77	30,351.44			
	Final Totals		35,200		4,848.56	4,848.56	13.77	30,351.44			
	End of report										

Revenue Summary by Service Area (Sample Listing)

Date - 11/17/11		Ending 07/31/2011		Solutions - Accounting				Fiscal Yr 2011/2012		Program - AA20201	
Time - 16:58:45				Revenue Summary by Service Area				Page - 1			
Fund	Function	Revenue	Activity	Department	Service Area	Project	Sub Project				
Budgetary Status 1		Include w/o		06	06						
Account Number	Description	Rev	Budget\$	Rev	Month	Recv YTD	% Recv	Remaining			
Service Area 1	General Basic Fund			Percent of year	8.47%						
Fund 01000	Uniformed Patrol Services	2	6,000		449.01	449.01	7.48	5,550.99			
	Private Source										
	Fund Total 01000		6,000		449.01	449.01	7.48	5,550.99			
	Service Area Total 1		6,000		449.01	449.01	7.48	5,550.99			
Service Area 9	General Basic Fund			Percent of year	8.47%						
Fund 01000	Policy & Administration	1	16,000		3,251.12	3,251.12	20.32	12,748.88			
	Violation of Co Ord.Fines										
01000 09000 8500 06 616	Policy & Administration	1	12,000		1,148.43	1,148.43	9.57	10,851.57			
	Violation of Co Ord.Fines										
	Surcharge										
01000 09000 8500 06 617	Policy & Administration	1	1,200		.00	.00	.00	1,200.00			
	Violation of Co Ord.Fines										
	Costs										
	Fund Total 01000		29,200		4,399.55	4,399.55	15.07	24,800.45			
	Service Area Total 9		29,200		4,399.55	4,399.55	15.07	24,800.45			
	Final Totals		35,200		4,848.56	4,848.56	13.77	30,351.44			
	End of report										

The Total Recv Month by fund should match your monthly revenues by fund on the General Ledger Summary.

REVENUE DETAIL TRANSACTIONS

The screenshot displays the 'Solutions - Accounting Revenue Detail Transactions' window. It features a search bar at the top left and a status bar at the top right showing 'Connected 10 Nov at 09:54 am as: LINDA'. The main interface is divided into a left-hand navigation pane with 'Functions' and 'Lookup' options, and a central area for data entry. The central area includes fields for 'Fiscal Year' (set to 2011/2012) and 'Month'. Below these are several rows of input fields for 'Select Fund', 'Function', 'Revenue', 'Department', 'Project', and 'SubProject', each with a browse button (three dots). A 'Budgetary Status' section contains radio buttons for 'All Types' (selected), 'Type 1 & 3', 'Budgetary', 'Non Budgetary', and 'Non Budgetary for Worksheet'. At the bottom, there are radio buttons for 'Page Break/Separate Reports Totals Only' with options 'No' (selected), 'Pg Brk', and 'Sep Reports'. 'Exit' and 'OK' buttons are located at the bottom right of the window.

PROGRAM NOTES:

- You can run this report at any time as of any month, for any piece of an account number, a range of account numbers, various selections of each item, or for all. It will only include revenues that have been transferred over from the treasurer.
- This menu option is the same program as the revenue detail listing on the month-end menu.
- This report displays by account number, in detail, the revenue transactions. You see the type code, the journal number, the vendor type, number, and name, the amounts, whether it is a debit or a credit, the document number, the transaction date and if applicable, the date earned. This will only include revenues that you have transferred and posted from the treasurer’s office.
- Once you press enter/ok, the print options will appear. The input screen will remain in case you would like to run another report. Once you are finished, press exit.

FIELDS:

- Fiscal Year: defaults to the current fiscal year but can be changed.
- Month: enter in the month you want the report to be processed as of. The system will generate a report for entire month selected.
- Select: you may enter in a range, a single item in both fields, or you can pick and choose among the different pieces of the account number.
 - Fund: enter in a single fund in both fields, a range of funds, or use the browse button to select various funds to be included. Or, you can leave the fields blank for all funds.
 - Function: enter in a single function in both fields, a range of functions, or use the browse button to select various functions to be included. Or, you can leave the fields blank for all functions.
 - Object: enter in a single object in both fields, a range of objects, or use the browse button to select various objects to be included. Or, you can leave the fields blank for all objects.

MISCELLANEOUS RECEIPT ACTIVITY BY DEPARTMENT

The screenshot shows the SOLUTIONS VIEW software interface. The title bar indicates the user is connected on 30 Nov at 08:40 am as BECKY. The main window title is "G/L Misc Receipt Detail by Department". On the left, there is a "Functions" menu with "Submit" and "Lookup" buttons. The form contains the following fields and options:

- Select Date: [] - []
- Select Activity Type Code: [07]
- Select Fiscal Year: [2009/2010]
- Select Department: [] - [] **
- Skip to New Page for each Dept:
- Printer ID: [P4]
- # of Copies: [1]
- Print Both Sides: No Duplex Tumble
- OnDemand: No Prt&OnD OnD Only

At the bottom, there are notes: "**=Blank for all" and "F21=Run Interactive". An "Exit" button is located in the bottom right corner.

PROGRAM NOTES:

- This report can be printed at any time and will print by the activity type code selected. May also select a specific department for that activity type code or receive all departments.

FIELDS:

- Select Date: enter beginning/ending date for one month's activity or leave blank to receive everything.
- Activity Type: generally is 07 for misc receipts. Any valid activity type code can be selected.
- Fiscal Year: defaults to current fiscal year from the control file.
- Department: enter beginning/ending department numbers or leave blank to receive all departments.
- Skip to new page for each Dept: check the box to skip to a new page.
- Printer ID: defaults to the job default printer, but can be changed.
- # of Copies: defaults to 1, but can be changed.
- Print Both Sides: select no, Duplex (to bind on the long edge), or select Tumble (to bind on the short edge.)*
- OnDemand Options: select no to print the listing as normal, Prt&OnD to both print the report and send a copy to OnDemand, or OnD Only to send a copy to OnDemand without printing. *

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REPORT SAMPLE:

TRGHPFR	Revenue Detail By Department		1
11/23/05 16:31:30			
	Dates: 10/01/2005 - 10/31/2005 2005/2006		
	Department: - Type Code 07		
02 Auditor			
Tran Date	Transaction Desc	Amount of Transaction	Document# Journal# Acct#
Earn Date	Customer Name		
10/03/2005	phone calls Ann Baschke	.02 C	14396 Reimb 4344 01000 3 09010 8110 02
	Baschke, Ann		Private Source
10/03/2005	phone calls, Connie Adams	.04 C	14401 Reimb 4344 01000 3 09010 8110 02
	Misc Customers		Private Source
10/13/2005	reimb phone call Ann B	.04 C	14465 Reimb 4369 01000 3 09010 8110 02
	Misc Customers		Private Source
10/25/2005	state tax exempt Homeridge Inn	9.00 C	14546 Reimb 4389 01000 3 09010 8490 02 45
	Customers		Miscellaneous Rebates
Total Department 02	Credit Total	9.10	
	Debit Total	.00	
	Net	9.10	

GENERAL LEDGER SUMMARY

PROGRAM NOTES:

- Use this option to print a general ledger summary showing by fund the beginning year balance, beginning monthly balance, monthly revenues and expenses, and the monthly ending balance.

FIELDS:

- Fiscal Year: defaults to the current year in the control file, but can be changed.
- Month to be Processed: enter in the month you wish to run the listing for.
- Budgetary Status: select the budgetary status/es you would like included.
- Printer ID: defaults to the job default printer, but can be changed.
- # of Copies: defaults to 1, but can be changed.
- Hold Spool File: check the box if you would like the spool file held before printing. *
- Print Both Sides: select no, Duplex (to bind on the long edge), or select Tumble (to bind on the short edge.)*
- OnDemand Options: select no to print the listing as normal, Prt&OnD to both print the report and send a copy to OnDemand, or OnD Only to send a copy to OnDemand without printing. *

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General Ledger Sample Listing

Date - 12/09/09	Prescott - Accounting	Program - AA20551			
Time - 14:10:34	General Ledger Summary	Page - 1			
Month 7 July	Fiscal Year 2009/2010				
Fund	Beginning Year	Beginning Month	Monthly	Monthly	Ending Month
	Balance	Balance	Revenue	Expenses	Balance
001 General Fund	26,549.59	26,068.66	3,711.50	4,192.43	25,587.73
110 Road Use Tax Fund	4,518.61	15.83	.00	4,502.78	4,486.95-
112 Employee Benefit Fund	12,384.26	11,201.19	.00	1,183.07	10,018.12
121 Local Option Tax	21,026.85	21,026.85	.00	.00	21,026.85
200 Debt Service	.00	.00	.00	.00	.00
600 Water	591.44-	649.69-	.00	58.25	707.94-
640 Gas	9,943.40	7,979.22	.00	1,964.18	6,015.04
670 Landfill Fund	4,062.20-	5,819.49-	.00	1,757.29	7,576.78-
910 Kline Museum Trust	6,193.59	6,902.73	779.14	70.00	7,611.87
915 Library Trust	8,511.26	8,164.72	3.46	350.00	7,818.18
Report Totals	84,473.92	74,890.02	4,494.10	14,078.00	65,306.12