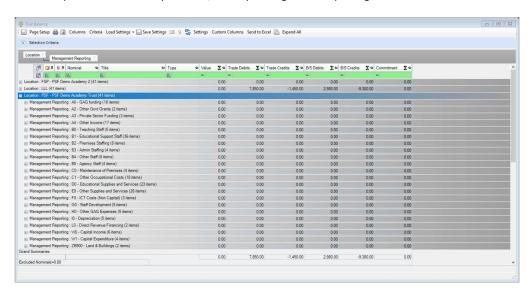


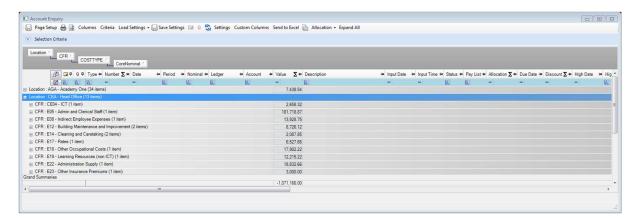
#### **Balance Sheet**

- Open a Trial Balance in accounting.
- Change the period selection criteria to be between and select the dates to match the report.
- Click ok, to run the trial balance and add the location, Management Reporting and Value columns.
- Remove the credit, debit and commitment columns
- Group the trial balance by location, then by Management Reporting column.



#### **CFR**

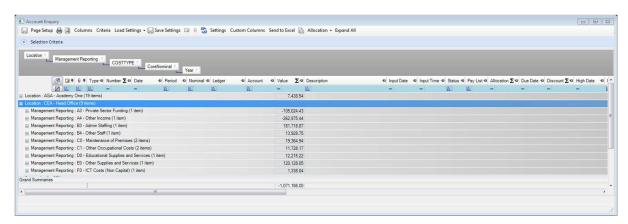
- Open an Account Enquiry in accounting.
- Change the Nominal selection to be "Analysis Code", select CFR from the list and exclude any values which are
  ZZZ (Balance Sheet).
- Change the account selection to be group by "Account Index" and select FUNDTYPE.
- In the criteria tab, change period to be between and select the dates to match the report.
- In the nominal analysis tab, Include Location, Core Nominal and CFR.
- In the account indexes tab, Include FUNDTYPE.
- Click ok, to run the account enquiry and group by Location, CFR and Core Nominal
- Apply filters to location and FUNDTYPE if required.





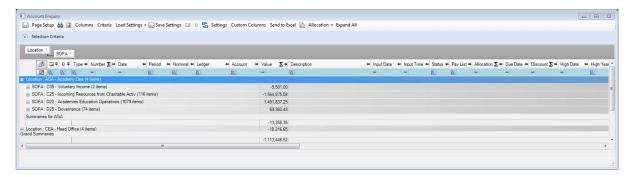
### **Management Report**

- · Open an Account Enquiry in accounting.
- Change the Nominal selection to be "Analysis Code", select Management Reporting from the list
- Change the Values selection to be "One of" and highlight all the Management account values (A0 W2).
- Change the account selection to be group by "Account Index" and select FUNDTYPE.
- In the criteria tab, change period to be between and select the dates to match the report.
- In the nominal analysis tab, Include Location, Core Nominal and Management Reporting.
- In the account indexes tab, Include FUNDTYPE.
- Click ok, to run the account enquiry and group by Location, Management Reporting and Core Nominal
- Apply filters to location and FUNDTYPE if required.



### **SoFA Report**

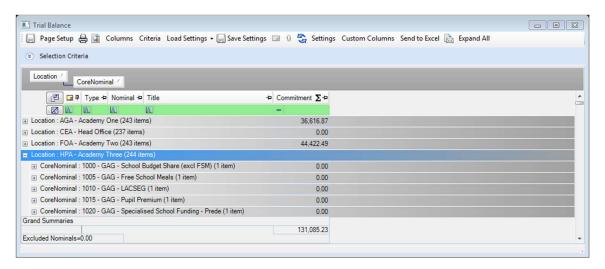
- · Open an Account Enquiry in accounting.
- Change the Nominal selection to be "Analysis Code", select SoFA from the list and only include the income and expenditure analysis code values.
- Change the account selection to be group by "Account Index" and select FUNDTYPE.
- In the criteria tab, change period to be between and select the dates to match the report.
- In the nominal analysis tab, Include Location and SOFA
- In the account indexes tab, Include FUNDTYPE.
- Click ok, to run the account enquiry and group by Location, then by SOFA.
- Apply filters to location and FUNDTYPE if required.





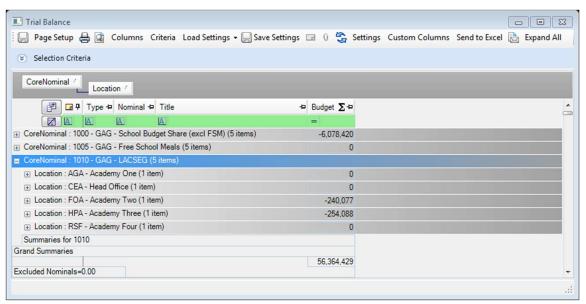
#### **Current commitments**

- Run a Trial Balance in accounting without any search criteria.
- Add the location and core nominal columns
- Remove the credit, debit and value columns
- Group the trial balance by location, then by core nominal



### **Budget Matrix Report**

- Run a Trial Balance in accounting.
- Change the period selection criteria to be between and select the dates to match the report.
- Select the budget that has been selected on the report.
- Click ok, to run the trial balance and add the location and core nominal columns
- Remove the credit, debit, value and commitment columns
- Group the trial balance by core nominal, then by location





## **Nominal Summary Report**

- Open an Account Enquiry in accounting.
- Change the Nominal selection to be "Analysis Code" and select "Location" from the list.
- In the criteria tab, change period to be between and select the dates to match the report.
- In the nominal analysis tab, Include Core Nominal.
- Click ok, to run the account enquiry and group by Core Nominal.

