Accounting



Report showing Bills/Payments for a specific month

EXAMPLE: Customer wants to produce a report showing the bills and payments grouped together by account for a specific month or period.

Go to Accounting>Transactions>Browse

• The Browse screen allows you to drag columns to the gray area above the column headings in the order in which transactions are to be sorted.



• Click on the column heading *Account Name*, drag to the section on the screen that reads *Drag a column* here to group by that column...



On the Filter tab

- Enter the date range in the Date Occurred fields
- In *Transaction Types* click *Clear All* and then click only *BILL* and *PYMT*
- Check the 'Show other details in transaction' box.

| Transaction Brows | er Options | count Name, Date | Occurred) Columns Fonts | Vendors / Payees | | |
|-------------------------------------------------------|----------------------------|------------------|-------------------------------------|--------------------|--------------|--|
| <u> </u> | | | | From | 10 | |
| Financial Year | 01/01/2017 thru 12/31/2017 | | Date Occurred | 01/01/2017 | 01/31/2017 | |
| Account | Type to Search | | Date Posted | | \checkmark | |
| Fund | Type to Search | \checkmark | Transaction # | | | |
| User | | | Amount | × | × | |
| Check / Ref # | | | Transaction Types | | | |
| INCM (Income) IRNL (Journal Entry) Select A | | | | | | |
| Show Reconci | led Show Unreconciled | | BILL (Expense) | DONA (Donation) | Clear All | |
| 🖂 Show Paid | Show Paid Show Unpaid | | | 🔲 PYRL (Transferre | d Payroll) | |
| Show Reverse | ed | | TNFR (Transfer) | | | |
| | | | ARIN (AR Invoice) ARCL (Collection) | | | |
| | | | | | Clear Filter | |
| Show Subtotals Suppress Repeating Transaction Data | | | | | | |
| Show other det | ails in transaction | | | | | |
| Save selections as default Always open to this screen | | | | | | |
| | | | | | | |

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On the Group & Sort tab

- Sort Field 1 choose Account Name
- Check the 'Group by Field 1' box
- Check the 'Show separator line on report'.

| Transaction Browser Options | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------|-------------|
| Filter Custom Account Groups Group & Sort (| Account Name) Columns F | onts Vendors / Payees | |
| Sort Field 1 Account Name Sort Field 1 Open | ending cending Group by Field | Show separator line on report | rt |
| Field 2 | | | |
| Sort Field 2 <a>line <a>li | ending Group by Field 2 cending | Show separator line on report | |
| Field 3 | | | |
| Sort Field 3 <none></none> | ending Group by Field 3 | Show separator line on report Totals only | |
| | | Reset Sort | |
| | | | |
| | | | |
| J Show Subtotals Suppress F | Repeating Transaction Data | | |
| Show other details in transaction | | | |
| Save selections as default Always op | en to this screen | | V OK Cancel |
| | | | |

On the Columns tab

- Select any additional columns you would like shown on the report by moving the columns from the *Available Columns* on the left to the *Visible Columns (will appear)* on the right.
- Click OK to Close.

Click the Print Transaction Journal button for the Preview.

| 41st Church of Anytown - Columbus OH Transaction Journal Report | | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------|------------|---------------------|-------------------|-----------------|----------------------|------------------|-----------------|---------------------------|--|--|
| Trans. # | Type | Account # | Date Occurred | Debit Amt. | Credit Am | it. Pymt. Method | Check or Ref. # | Page 1 of 9 Reconciled | | |
| Account Name: American Electric Power | | | Total Debit: | \$80.00 | Total Credit: | \$80.00 | | | | |
| 6 | BILL | -A/P Vendor- | 01/16/2017 | | | 80.00 | | False | | |
| 5.10.365 Electric: 50.00 (DR) 5.10.900 Rental Electric: 30.00 (DR) Line Item Comments: electric bill for rental property | | | | | | | | | | |
| 10 | PYMT | -A/P Vendor- | 01/16/2017 | | 80.00 | EFT | | False | | |
| | 1.10.100 H | luntington Bank C | Checking: 80.00 (| (CR) | | | | | | |
| Account Name: | Ameritech | | | Total Debit: | \$186.98 | Total Credit: | \$186.98 | | | |
| 3 | BILL | -A/P Vendor- | 01/16/2017 | | | 125.00 | | False | | |
| | 5.10.350 T | elephone: 125.00 | (DR) Line Item (| Comments: month | ily telephone expens | e | | | | |
| 4 | BILL | -A/P Vendor- | 01/16/2017 | | | 61.98 | | False | | |
| | 5.10.355 D | iternet Service: 6. | 1.98 (DR) Line It | em Comments: M | onthly church intern | uet fee | | | | |
| 8 | PYMT | -A/P Vendor- | 01/16/2017 | | 186.98 | EFT | | False | | |
| | 1.10.100 H | luntington Bank C | Checking: 186.98 | (CR) | | | | | | |