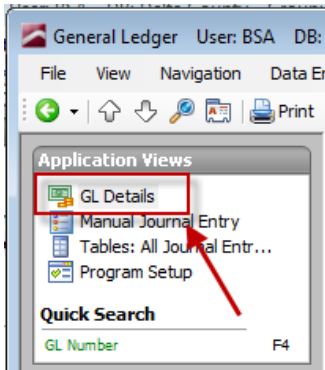


# General Ledger Reporting & Lookup

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## General Ledger Lookup

Click GL Details in the Application Views pane, located to the left of the screen.



Type the GL number you want to view, or click the magnifying glass to select it from a list. If you use the magnifying glass, you can search for the GL number, highlight it, and click Ok.

**View GL Number:** 101.00.00.0000.00110.000 CASH

Fund: 101 GENERAL FUND  
Department: 00.00.0000 NON SPECIFIC  
Category/Type: Assets - Cash

Period: 04/30/2020 to 03/31/2021

Select GL #

Number of Records: 29,875  Hide Inactive Sort Index: GL Number

GL Number	Description	Dept	Project Desc
101.00.00.1320.30055.000	SALARY OVERTIME	JURY BOARD	
101.00.00.1320.30080.000	LONGEVITY	JURY BOARD	
101.00.00.1320.33010.000	SOCIAL SECURITY	JURY BOARD	
101.00.00.1320.33045.000	MEDICAL INSURANCE	JURY BOARD	
101.00.00.1320.33060.000	OPTICAL INSURANCE	JURY BOARD	
101.00.00.1320.33080.000	DENTAL INSURANCE	JURY BOARD	
101.00.00.1320.33085.000	LIFE HEALTH INSURANCE	JURY BOARD	
101.00.00.1320.33095.000	RETIREMENT	JURY BOARD	

Budget Info

Original Budget:	\$0.00	\$0.00	\$0.00
Amendments:	\$0.00	\$0.00	\$0.00
Amended Budget:	\$0.00	\$0.00	\$0.00

Once the number has been selected, its general descriptive information will appear.

The GL number will have a Grid View that covers activity for the last fiscal year, the current fiscal year, and six months into the next fiscal year. Any other data can be located by clicking the History button in the Tool Bar, located at the top of the screen.

- Click on any period in green font in order to look at the detailed activity for the period. From this screen, you can click the Print button in the top left to print an activity report.
- You can drill into a transaction by double-clicking it. The associated check, invoice, or receipt details will pop up in a new window.
- The AP journals, CD journals, CR journals, and GJ journals all have dropdown menus that can change the descriptions of the journal entries to assist you with the lookup.
- DR Activity and CR Activity columns are the summary of DR and CR amounts for the period.
- Net Activity is the summary of the DR and CR activities.
- Balance DR(CR) is the year-to-date DR/(CR) cumulative activity for the GL number.
- Available Balance is the remaining amount in the budget for the GL number.

Period	DR Activity	CR Activity
2018-19 Beginning	\$0.00	\$0.00
10/31/2018	\$0.00	\$0.00
11/30/2018	\$146.70	\$0.00
12/31/2018	\$484.91	\$0.00
01/31/2019	\$1,013.38	\$0.00
02/28/2019	\$0.00	\$0.00

Date	JNL	Description	Reference #	Debits	Credits	Balance
10/01/2019		001-1510-551.51-10 OFFICE SUPPLIES				0.00
11/06/2019	GJ	11/6 ELAN PAYMENT REF #150111061947	260	33.00		33.00
12/04/2019	GJ	12/4 ELAN PAYMENT REF #131812041947	431	867.31		900.31
01/08/2020	GJ	1/8 ELAN PAYMENT	670	133.64		1,033.95
02/05/2020	GJ	2/5 ELAN PAYMENT REF #130702052047	866	289.85		1,323.80
03/31/2020		001-1510-551.51-10	END BALANCE	1,323.80		1,323.80

Budget information will be listed at the bottom of the screen for the GL number. This is only listed for revenues and expenses.

- The green fonts are clickable.
- As amendments are entered, they will also appear and can be reviewed by clicking on the green font.

2019-20 Beginning	\$0.00	\$0.00	
10/31/2019	\$2,110.12	\$0.00	

Budget Information			
	18-19	19-20	20-21
Original Budget:	\$20,665.00	\$26,056.00	\$0.00
Amendments:	\$0.00	\$0.00	\$0.00
Amended Budget:	\$20,665.00	\$26,056.00	\$0.00
Encumbrance:	\$0.00	\$0.00	\$0.00
Budget Footnotes:	0 Notes	0 Notes	0 Notes

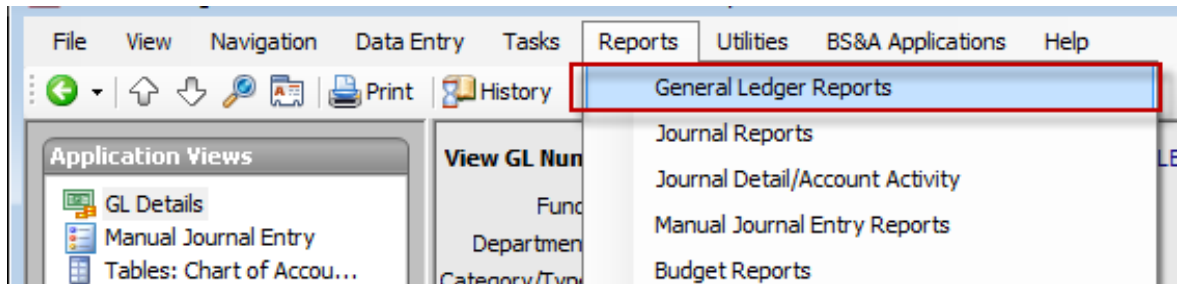
2020-21 Budget Level	Amount
2020 Projected	\$0.00
PROPOSED	\$0.00
DEPT REQUEST	\$0.00
BUDGET HEARING	\$0.00
FISCAL SERVICE	\$0.00
APPROVED	\$0.00

View Additional Years...

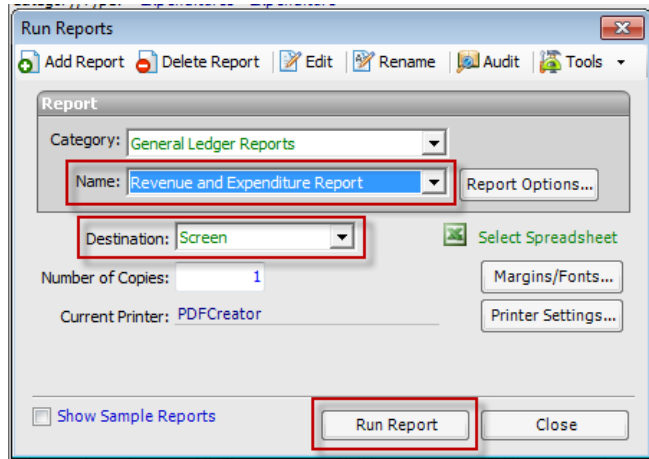
## Revenue and Expenditure Report

This report lists the activity and budget information for revenues and expenditures.

1. Go to Reports>General Ledger Reports.

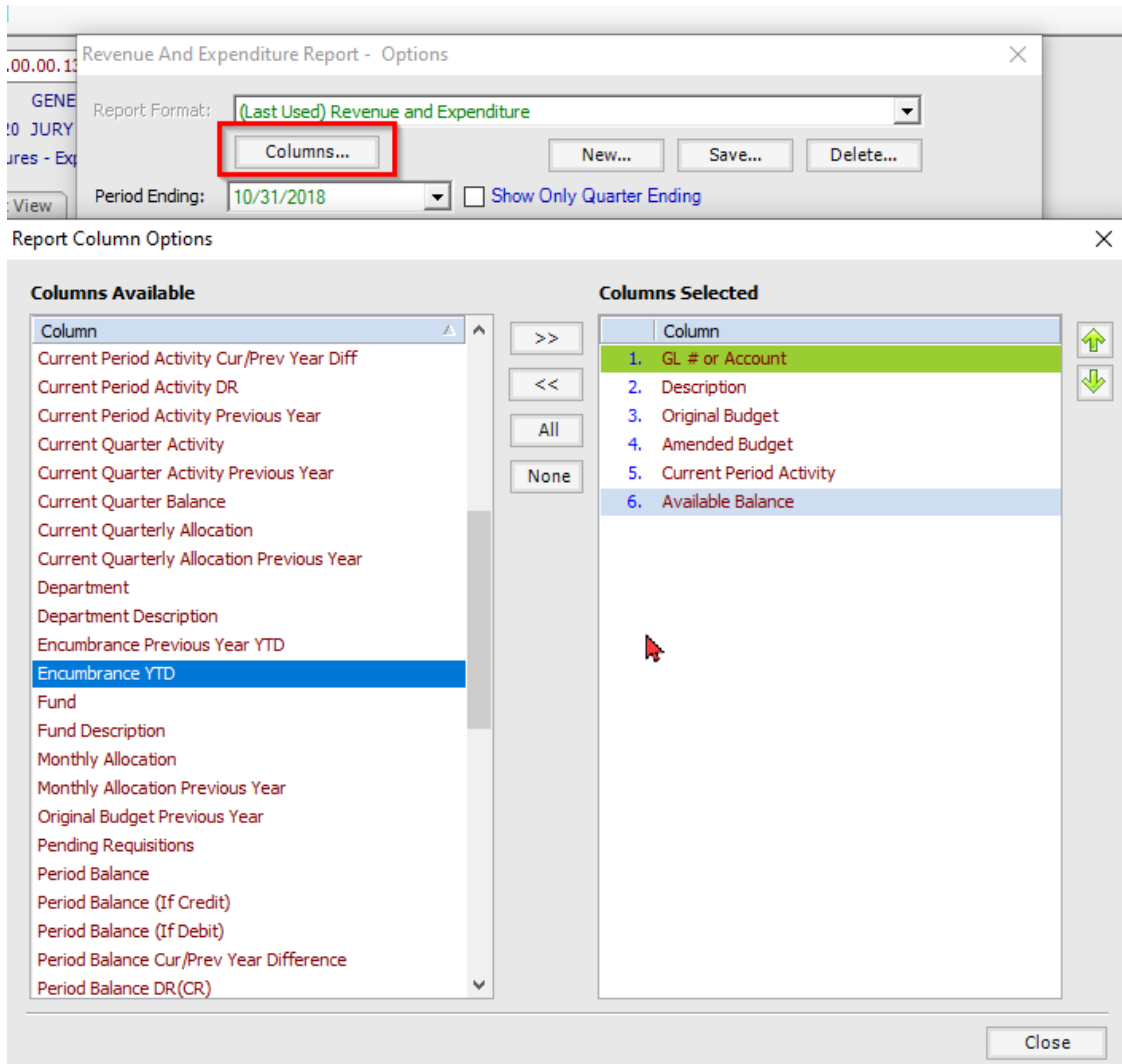


2. Select Revenue and Expenditure Report in the Name dropdown.
3. You can set the Destination to Screen in order to review the report before you print it.
4. When ready, click Run Report.

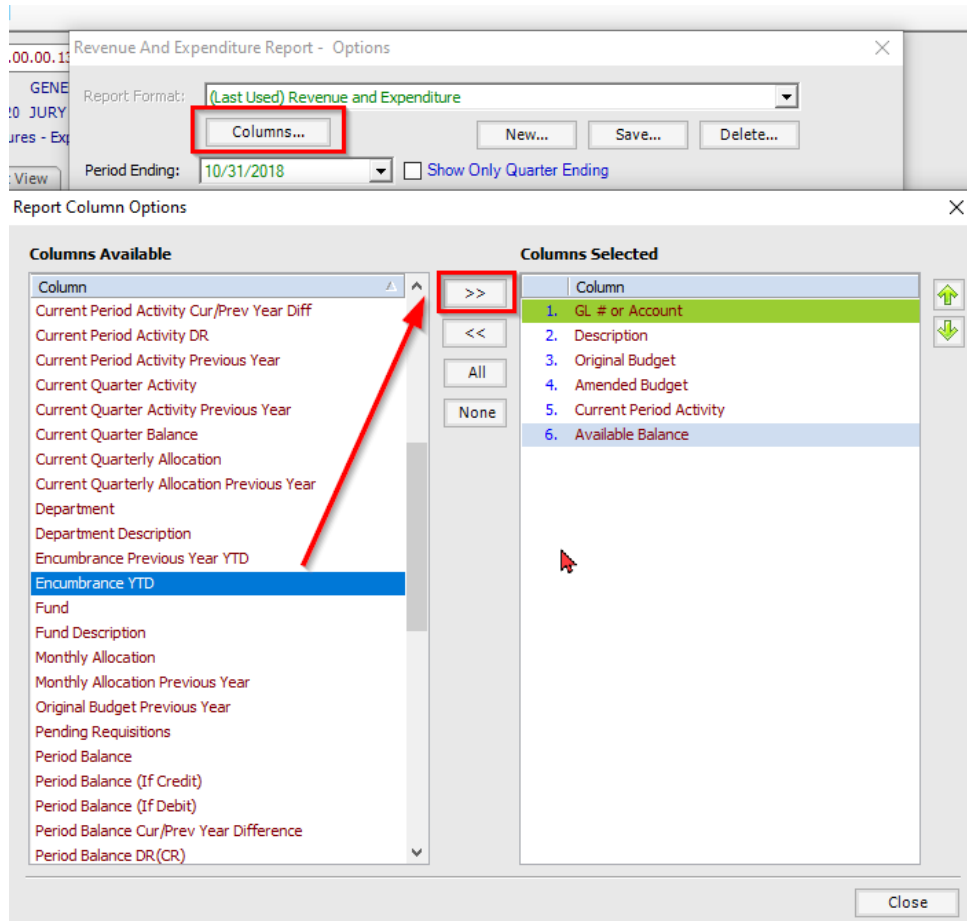


5. The Report Options screen appears. The picture below shows the main settings highlighted, to help you get the report to match what was gone over in the training session.

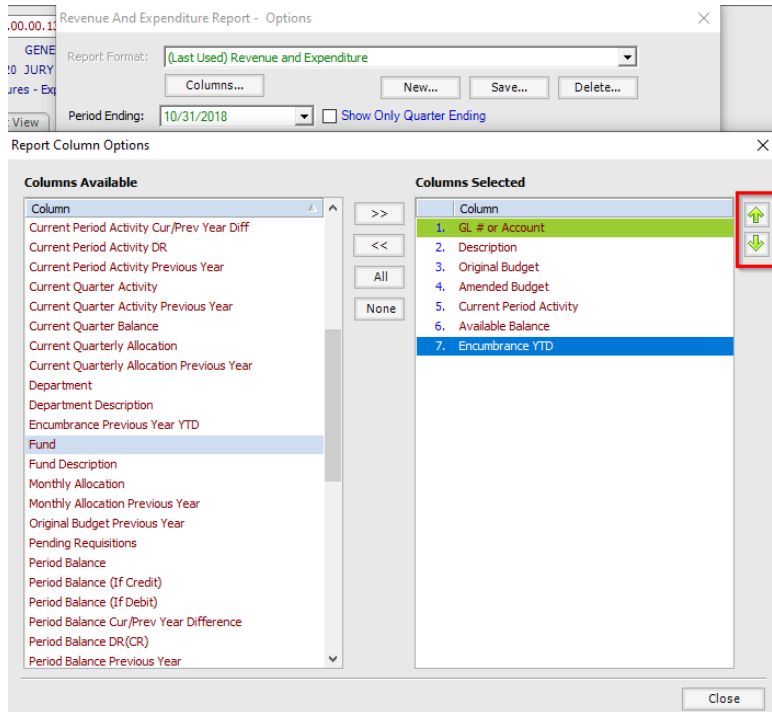
- Clicking into 'Columns...' will show a list of available columns to select for your report on the left hand side, and the current selected columns on the right hand side.



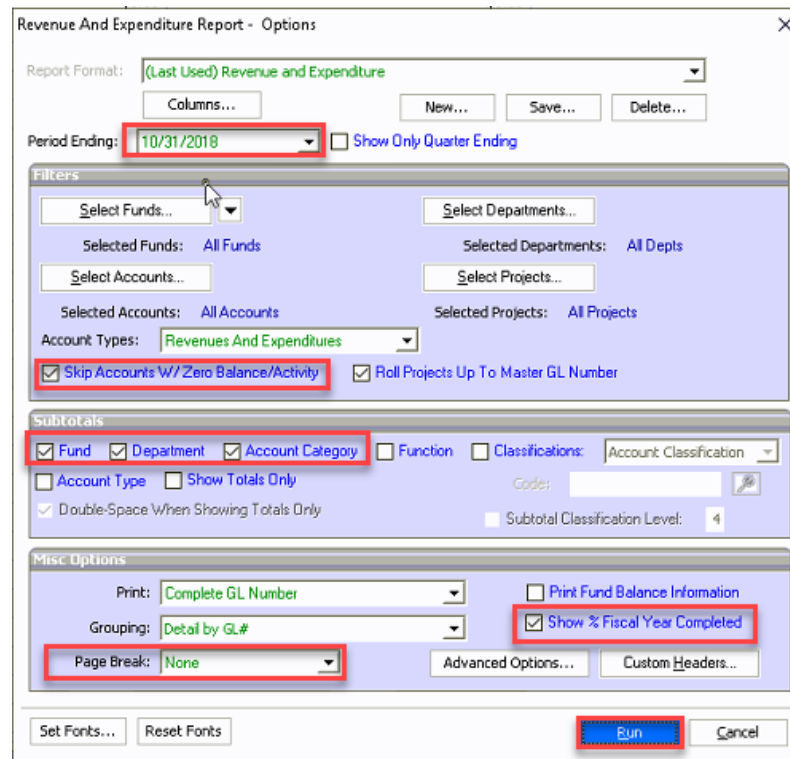
- To move a column from the left hand side, select the needed column (it will have a dark blue color) and either double click, or use the '>>' arrow key at the top.



- Use the green arrows on the right hand side to move the columns up and down into the desired positions.



6. Select any additional filters or subtotals.



7. Click Run.

8. The report appears onscreen. If needed, click the Print button at the top of the screen to send it to your printer.

Revenue and Expenditure Report

File View Background

Auto-Fit Page To Window

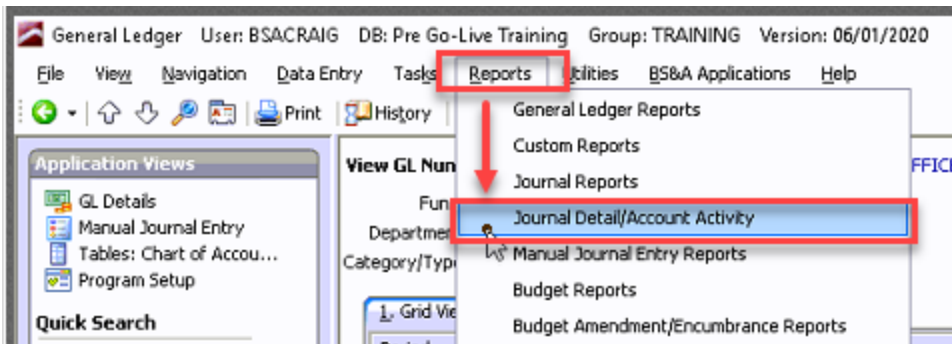
Current Page: 1 Total Pages: 27 Record Count: 919

06/05/2020 03:13 PM REVENUE AND EXPENDITURE REPORT FOR SEBRING Page: 1/27  
User: BSACRAIG PERIOD ENDING 10/31/2019  
DB: Pre Go-Live Tra % Fiscal Year Completed: 8.47

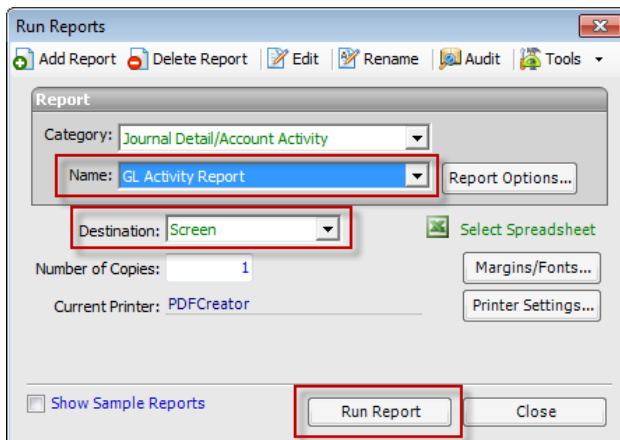
GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	10/31/2019 (ABNORMAL)	MONTH 10/31/2019 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 001 - GENERAL									
Revenues									
Dept 1510 - ADMINISTRATION & FINANCE									
001-1510-311.10-00	AD VALOREM TAX	3,035,401.00		0.00		0.00	3,035,401.00		0.00
001-1510-312.41-00	LOCAL OPTION FUEL TAX 1-6 CENTS	250,000.00		0.00		0.00	250,000.00		0.00
001-1510-312.42-00	LOCAL OPTION FUEL TAX 1-5 CENTS	190,000.00		0.00		0.00	190,000.00		0.00
001-1510-314.10-00	ELECTRICITY UTILITY PUBLIC SERVICE TAX	1,130,000.00		0.00		0.00	1,130,000.00		0.00
001-1510-314.30-00	WATER UTILITY PUBLIC SERVICE TAX	140,000.00		15,138.31		15,138.31	124,861.69		10.81
001-1510-314.90-00	PROPANE GAS UTILITY PUBLIC SERVICE TAX	30,000.00		0.00		0.00	30,000.00		0.00
001-1510-315.10-00	COMMUNICATIONS SERVICES TAX	410,000.00		0.00		0.00	410,000.00		0.00
001-1510-323.10-00	ELECTRIC FRANCHISE FEE	950,000.00		0.00		0.00	950,000.00		0.00
001-1510-335.12-00	MUNICIPAL REVENUE SHARING PROGRAM	360,000.00		30,503.28		30,503.28	329,496.72		8.47

## GL Activity Report

1. Go to Reports>Journal Detail/Account Activity.



2. Select GL Activity in the Name dropdown.
3. Select the Destination and click Run Report.



4. The Report Options screen appears. There will be a variety of filters to choose from. For example, you can select the date range and the account type.



GL Activity Report - Options

Filter By GL Number

From: \_\_\_\_\_ To: \_\_\_\_\_

From: 10/01/2019 To: 10/31/2019

Select Departments... Selected Departments: All Depts

Select Funds... Selected Funds: All Funds

Select Accounts... Selected Accounts: All Accounts

Filter By Account Type Accounts Payable

Filter By Account Category Assets

Filter By Journal Code Select Journal Codes...

Selected Journal Code: All Journal Codes

Skip Accounts W/ Zero Activity  Roll Projects Up To Master GL Number

Skip Accounts W/ Zero Balance

AP Journals - Print: Invoice Description CD Journals - Print: Check Number

CR Journals - Print: Jnl Line Description GJ Journals - Print: Default

Report Format: Detailed  Apply Advanced Query to Population

Show Available Balance  Dont Apply Page Breaks To Funds Advanced Query...

Print Subtotals By...

Fund  Department  Account Category  Classifications: Account Classification

Grand Totals  Day  Month Code: \_\_\_\_\_

Set Fonts... Reset Fonts Run Cancel

- Click Run.
- The report appears onscreen. If needed, click the Print button at the top of the screen to send it to your printer. Anything in blue on the report is clickable, enabling you to view details of that particular transaction.

06/05/2020 09:16 AM  
User: BSACRAIG  
DB: Pre Go-Live Training

GL ACTIVITY REPORT FOR SEDBRING  
TRANSACTIONS FROM 10/01/2019 TO 10/31/2019

Page: 1/2

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 001 GENERAL							
10/01/2019			001-1510-314.30-00 WATER UTILITY PUBLIC SERVIC	BEG. BALANCE			0.00
10/01/2019	GJ	DPT	UB CHARGE UPDATE	22		42.26	(42.26)
10/02/2019	UB	DPT	UB CHARGE UPDATE	27		4,245.89	(4,289.25)
10/08/2019	GJ	DPT	UB CHARGE UPDATE	65		48.04	(4,437.29)
10/09/2019	UB	DPT	UB CHARGE UPDATE	74		3,679.09	(8,116.38)
10/10/2019	GJ	DPT	UB ADJ. UPDATE	84	2.00		(8,114.38)
10/10/2019	GJ	DPT	UB CHARGE UPDATE	84		0.78	(8,113.16)
10/11/2019	GJ	DPT	UB ADJ. UPDATE	98	0.86		(8,114.30)
10/11/2019	GJ	DPT	UB CHARGE UPDATE	98		0.86	(8,115.16)
10/15/2019	GJ	DPT	UB CHARGE UPDATE	114		22.47	(8,137.63)
10/16/2019	UB	DPT	UB CHARGE UPDATE	128		1,424.51	(9,562.24)
10/22/2019	GJ	DPT	UB CHARGE UPDATE	160		12.94	(9,575.18)
10/22/2019	UB	DPT	UB CHARGE UPDATE	168		1,774.19	(11,349.37)
10/31/2019	UB	DPT	UB CHARGE UPDATE	912		3,788.94	(15,138.31)
10/31/2019			001-1510-314.30-00	END BALANCE	2.86	15,141.17	(15,138.31)
10/01/2019							
			001-1510-335.12-00 MUNICIPAL REVENUE SHARING P	BEG. BALANCE			0.00
10/22/2019	GJ	DPT	10/19 REVENUE SHARING	157		30,503.28	(30,503.28)
10/31/2019			001-1510-335.12-00	END BALANCE	0.00	30,503.28	(30,503.28)
10/01/2019							
			001-1510-335.14-00 MOBILE HOME LICENSE TAX	BEG. BALANCE			0.00
10/10/2019	GJ	DPT	10/19 MOBILE HOME LICENSE	82		5.50	(5.50)
10/11/2019	GJ	DPT	10/19 MOBILE HOME LICENSE	86		74.00	(79.50)
10/16/2019	GJ	DPT	10/19 MOBILE HOME LICENSE	122		5.50	(85.00)
10/20/2019	GJ	DPT	10/19 MOBILE HOME LICENSE	205		42.50	(128.50)