Special Sort Report Screen

The *Special Sort Report Screen* allows you to define a sorted report by selecting ranges of dimensions to include. You may also define groups to include and combine them with specified ranges. This feature gives you great flexibility in creating custom reports. To open the screen, choose **Modules** **General Ledger** **Special Sort Report Screen**.

Click **Browse** to see a list of previously created reports.

Define a Sorted Report

1. Open the *Special Sort Report Screen* as described above. The screen opens with the cursor in the "Report Name" field of the header line. Press **Enter** or **Tab** to move between fields.

2. Type a report name of no more than eight characters. Press **Enter** or **Tab**.

3. Select a report type by clicking the arrow in the next box and highlighting your choice on the
scrollable list. Press **Enter**. The report types are as follow:

2 = Worksheet #2 – This worksheet report shows the previous budget, previous year to date, current budget and current year to date detail. There is no work area to write in changes.
A = Activity Summary – This budget summary report shows the budget, year to date and balance information. This report gives the total of the line items.
B = Budget Summary #1 – This budget summary report by sort shows the budget, year to date, balance and percentage used. This report gives the total of the line items but does not include a summary total or total of all things combined.
C = Summary – Chart Type – This report prints the budget summary in chart format, or a trial balance type of format. It is a mix between the budget summary and a trial balance.
D = Budget Differences – This is a budget type worksheet that gives the difference between budgets over a 2 year period. It shows the previous, current and new year budgets and the differences between them.
E = Budget Summary Two Lines – This budget summary report shows two lines of information for each account, including the entire 26 digit account number.
H = YTD List – This report shows the standard year to date history by sort.
I = YTD With Sections – This report shows the standard year to date history with reference section codes included.
J = Project Budget Summary – This budget summary report is based on a project time period which can cross fiscal years using a range of dates or cycles. This report works off of the project budget on the chart screen.
L = Reverse Balance Sheet – This balance sheet report shows all signs reversed.

P = Project History = This budget summary report is similar to J (Project Budget Summary), but it shows history instead of a summary. This report totals by cycle.
S = Budget Summary #2 – This budget summary report is similar to B (Budget Summary #1), but does not include the percentage and does not give the total for the whole report.
T = YTD to a Cycle – This report shows the year to date history and will print everything up to the cycle selected.
V = Activity YTD – This report shows the standard year to date history with balance information. This report gives the total of the line items and does not show the encumbrance totals.
W = Worksheet #1 – This worksheet report shows the previous year to date budget, the current budget and the new budget. This report includes a work area to write in changes.
Y = Detail By Selected Range – This report allows the user to select a range of dates or cycles within a fiscal year to get totals.

4. Select dimension definitions for a specific fund.

5. This field allows specific buildings to have access to reports.

6. Enter a title for your report. The title appears at the top of your report, and in the browse list of currently defined reports. Press **Enter**.

7. Use the last four small boxes on the header line to define a special sort sequence. Enter valid two-digit sort codes to specify sort levels, subtotals to include, and desired spacing. The cursor jumps down the screen to the range and group selection area of the screen when you finish entering the last sort code.

8. Enter the values you want to use in the Range and Group Selection columns on the rows corresponding to the various report dimensions. To move between fields, press **Tab**, or point and click with your mouse.

9. When you finish special sort information, click **Reports** **Process the Selected Report**. Two message windows will appear. One asks you to designate the fiscal year data you want to use, **C**urrent or **N**ew. The other asks you to specify whether you want to use the general ledger chart or a budget database. In the latter case, a browse list appears from which you can choose the database you want to use. The System prints your report when you finish making your choices.