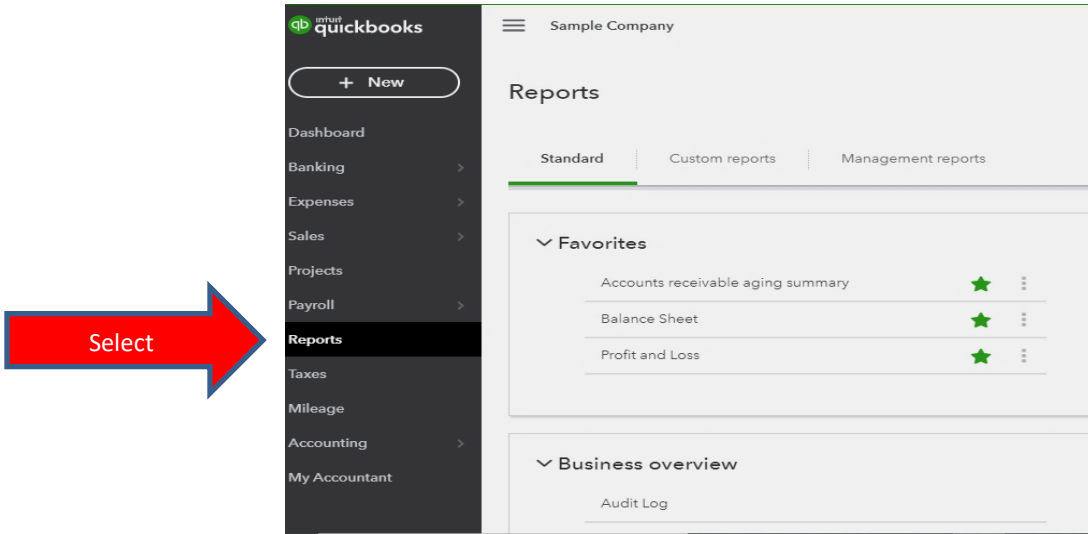
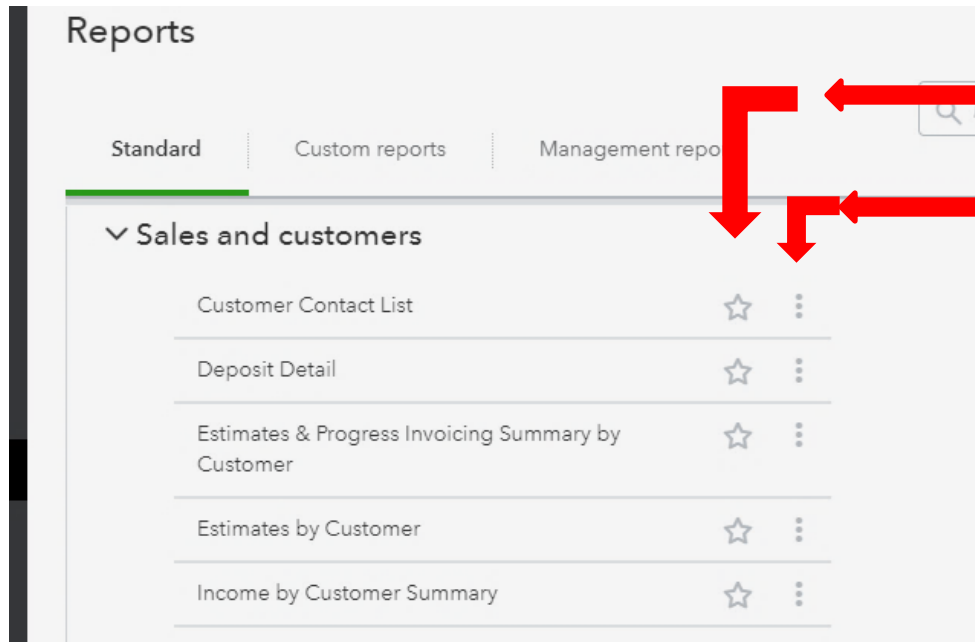


Creating a Report

Click on 'Reports' and scroll to find the report to create.



In this example we are using the 'Deposit Detail'



Clicking the Star, the report will be held in your 'Favorites' (see first example)

The three dots will take you directly to 'Customize'.

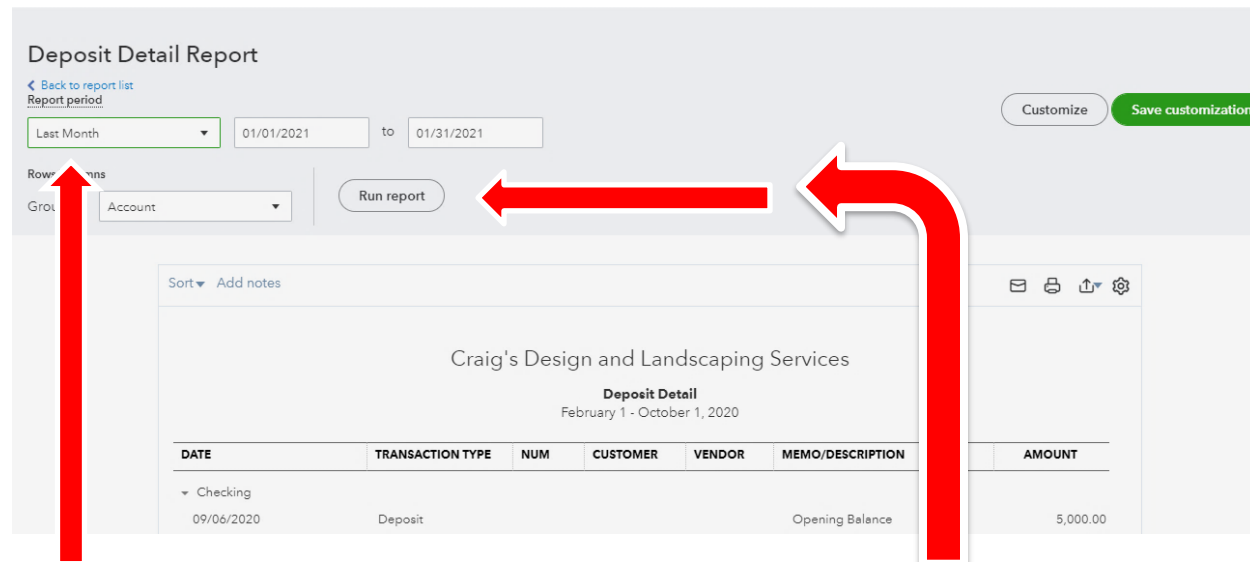
It is best just to open the report.

Double click the report name to open.

Scroll to the top to edit.

Creating a Report

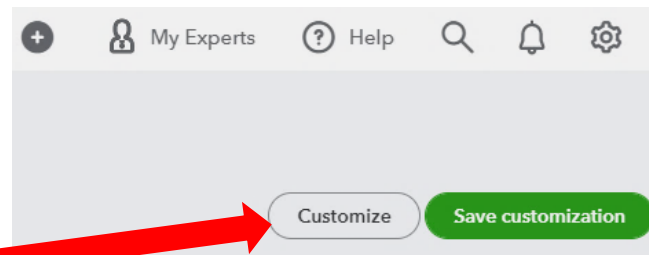
We will create a Deposit Detail as needed for a Chapter Audit meeting.



Change the reporting period to “Last Month” Then click ‘Run report’.

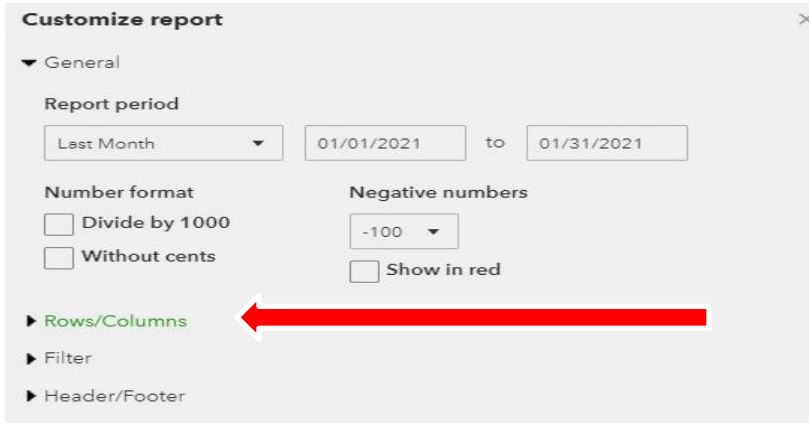
HINT: The more columns on the report, the smaller the print.

You can customize the columns and details by clicking the ‘Customize’ icon in the top right corner.

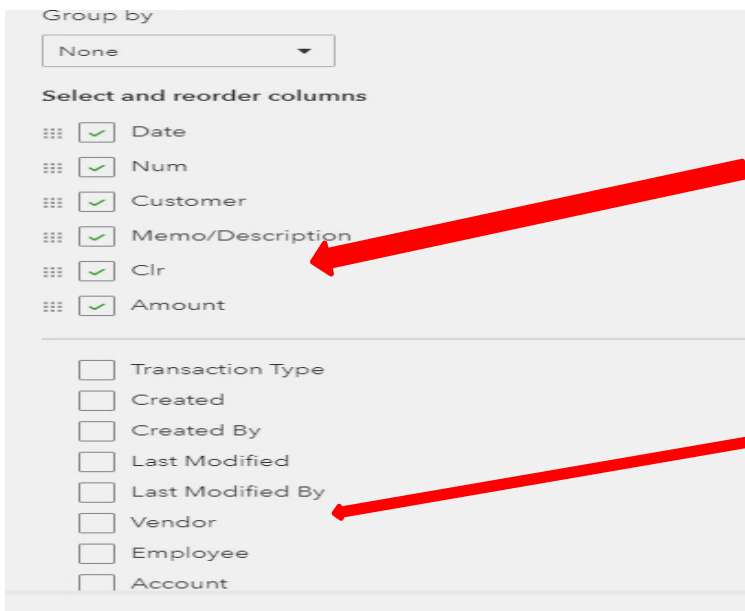


The customization details offer many possible changes.

Creating a Report



Click on 'Rows/Columns' to add or delete.



By unchecking the boxes, columns are deleted.

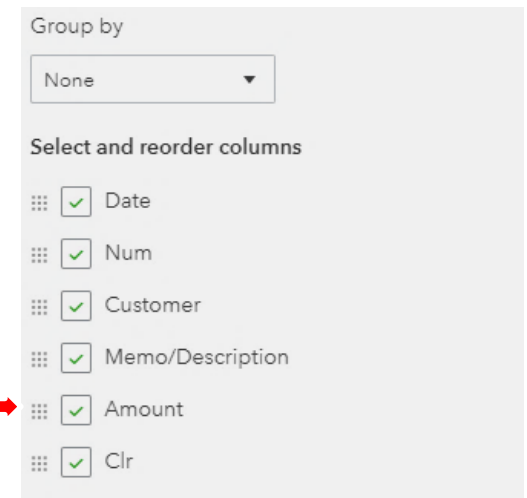
Uncheck 'Vendor' and 'Transaction type'

The 'Clr' column (cleared/reconciled) is very narrow and should be moved to the end after 'Amount' in order to free space.

Notice how the unchecked items drop to the unused section.

This is done by hovering over the small dots on the left to form a four-way arrow.

Then drag the item down to the end.



Creating a Report

▼ Filter

Transaction Type ▼

Account ▼

Payment Method ▼

Cleared ▼

▼ Header/Footer

Header

Company name

Report title

Report period

Footer

Date prepared

No changes need to be made to the Filters.

Headers & Footers can be changed to reflect the meeting information.

Click 'Run Report'

Creating a Report

Sample Company My Experts Help

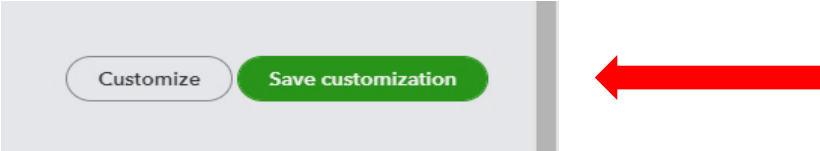
Filters: Transaction Type x

Sort Add notes

Jefferson Chapter 9999
Deposit Detail Audit Meeting
January 2021

DATE	NUM	CUSTOMER	MEMO/DESCRIPTION	AMOUNT	CLR
01/18/2021	3			-75.00	-75.00
01/18/2021	2064	Travis Waldron		103.55	
		Travis Waldron		-103.55	
01/18/2021		Diego Rodriguez		218.75	
		Pye's Cakes		-140.00	
		Pye's Cakes		-78.75	
01/18/2021		Pye's Cakes		-87.50	
		Pye's Cakes	Refund - Pest control was ineffective	-87.50	

Columns can be enlarged, but not made narrower. Drag the line after the column title, then pull to the right.



Scroll up to see the Customize, click 'Save Customization'.

Creating a Report

Customize Save customization

Custom report name
Deposit Detail Audit Meeting

Add this report to a group
None

Add new group

Share with
All

Share reports with community
* You share only your customized report structure and not your financial data.

Save

The drop down allows you to change the name of the report, add the report to a group or Share with others.

If you already have groups, they will appear in the drop down. Otherwise type the new group name in the box.

You must select 'Share with ALL' for others to see your report.

Lastly, click the 'Save' button.

Creating a Report

Next time you need the report it can be found in the 'Custom Reports' formerly memorized reports.

