

FINANCIAL STATEMENT PRINTING

The purpose of this document is to describe the sequence of events for selecting which financial statement reports you wish to print and how to physically print them. Running financial statements may involve printing a single report or printing multiple reports (sometimes up to 70+ for departmental managers). There are two steps described herein:

1. Selecting which Financials to Print
2. Printing the Financial Reports

Selecting which Financials to Print

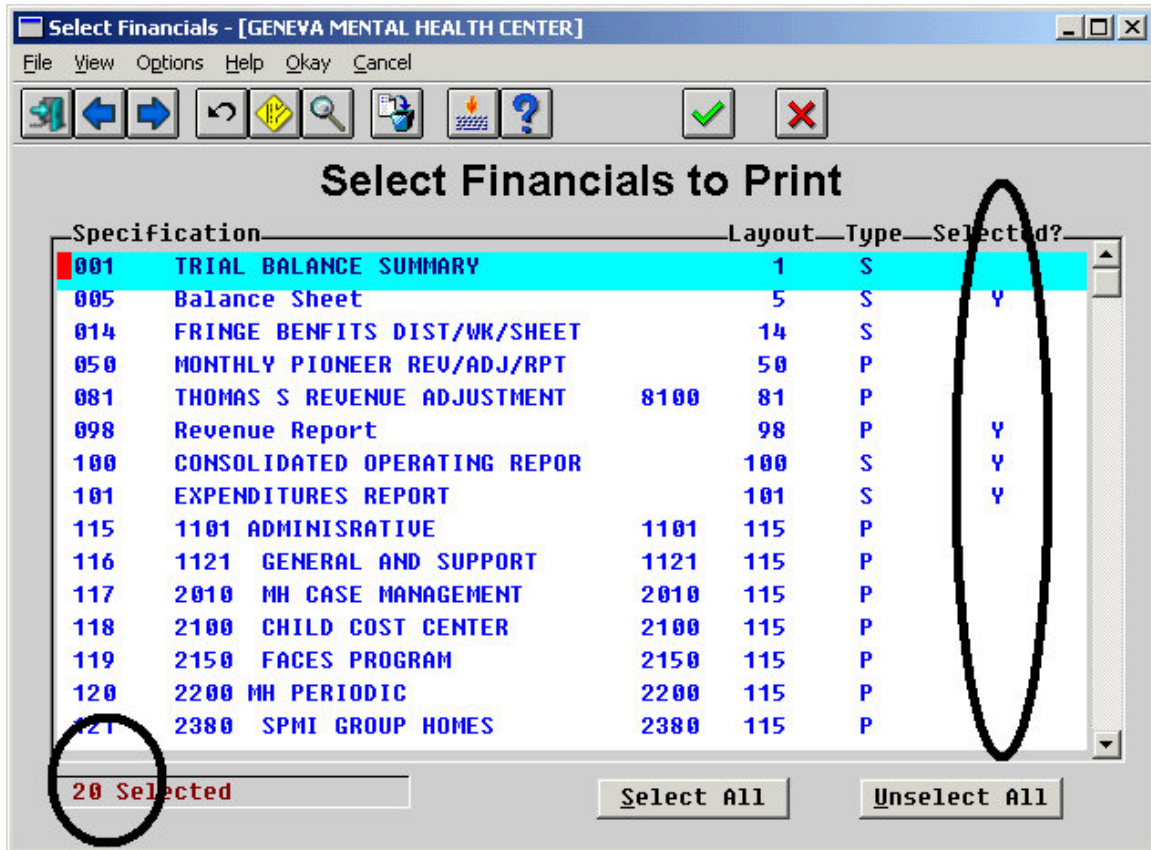
Quantum provides three ways to select Financial Statements for printing:

- (a) Modify one Statement Specification to Print Next Run
- (b) Mass Select a group of Statements
- (c) Select Statement Specs through an Inquiry Screen

Geneva recommends that you Select Statement Specs through our custom-written financial statement selection screen. This program was developed to be more user-friendly than the standard Quantum programs. It will be helpful to you if you learn all three methods – then you can decide which practice is better suited to your needs.

Select Statement Specs (Select/Inquire Financials to Print)

Accounting...
 General Ledger...
 Reporting...
 Financial Statements...
 Select/Inquire Financials to Print

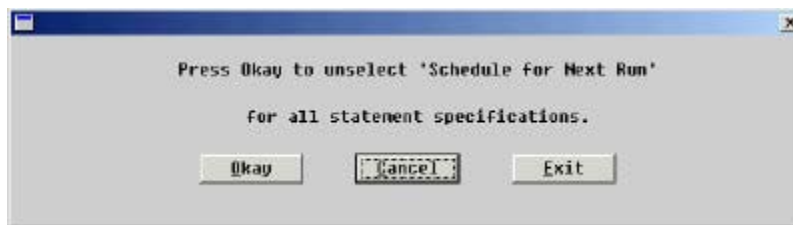


The bottom left hand corner of the screen shows how many financials are currently selected to print. If you were to print financials then 20 reports would be generated. The right hand side of the screen shows exactly “which” financials are selected to print – denoted by a “Y”.

To select another financial to print with this group merely click the name of the specific report with your mouse (or enter key if highlighted) and you will see the “Y” show up on the right hand side. **To de-select** any financial you can click it with the mouse or enter.

Sometimes it is not efficient to de-select 30 or 40 or more financials by clicking them one at a time. There are **two ways to reset or clear ALL financials** to print:

1. Click the Unselect All button on the bottom right hand corner of this screen
2. Run a program called “Clear Statement Selections”



Mass Select a Group of Statements

This program is used to select ranges of Statement Specifications at one time – or a group based on their program or cost center. This program can be run as many times as you need – based on which financials have to print for the next run.

Accounting...
General Ledger...
Financial Statements...
Select Statements to Print

Select Statements to Print - [GENEVA MENTAL HEALTH CENTER]

File View Options Help Okay Cancel

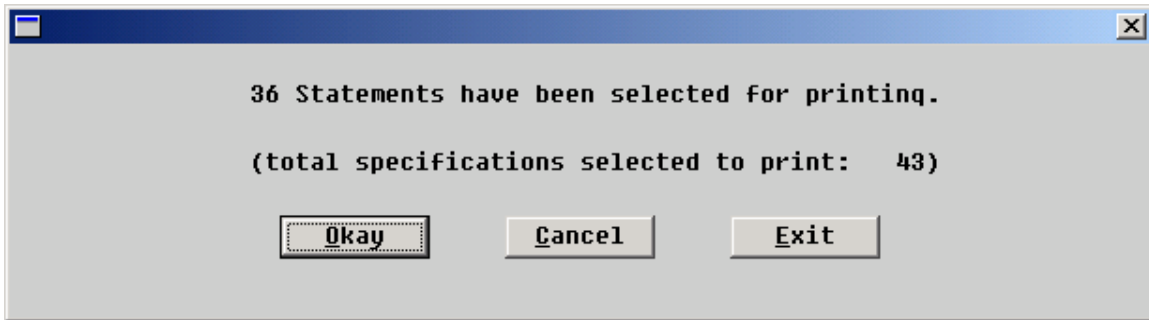
Specification Numbers:
 All
 Range

Select Consolidated Statements

Financial Entities:
 All
 No Specific Entities
 Specific Entity

Report Group

This program allows you to enter a specific range of specification numbers and/or select groups of specifications based on financial entities. Geneva has also added a feature to this program to allow you to specify a “Report Group”. Basically the Report Group will automatically select financials based on their designation through Report Group Maintenance and Financial Entity Maintenance (see other documentation on Report Groups). Once this program is run it will tell you how many it selected and what the total number to print are thus far:

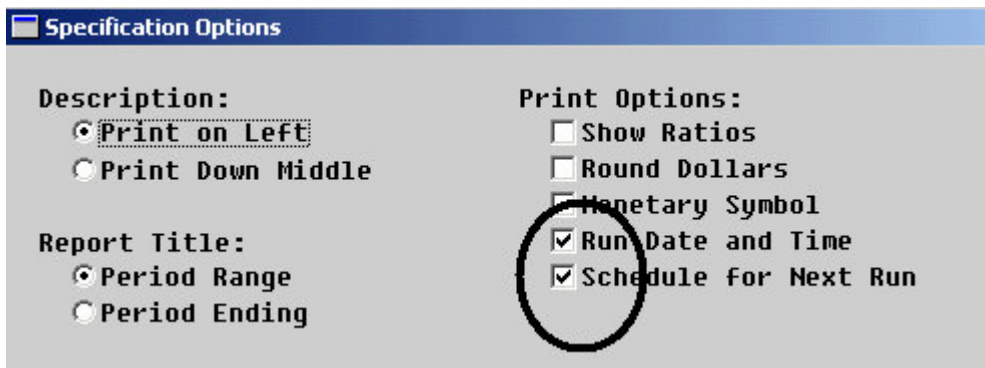


You can repeat this step as many times as needed.

Modify One Statement Specification to “Print Next Run”

Accounting...
General Ledger...
Financial Statements...
Build Statement Specifications

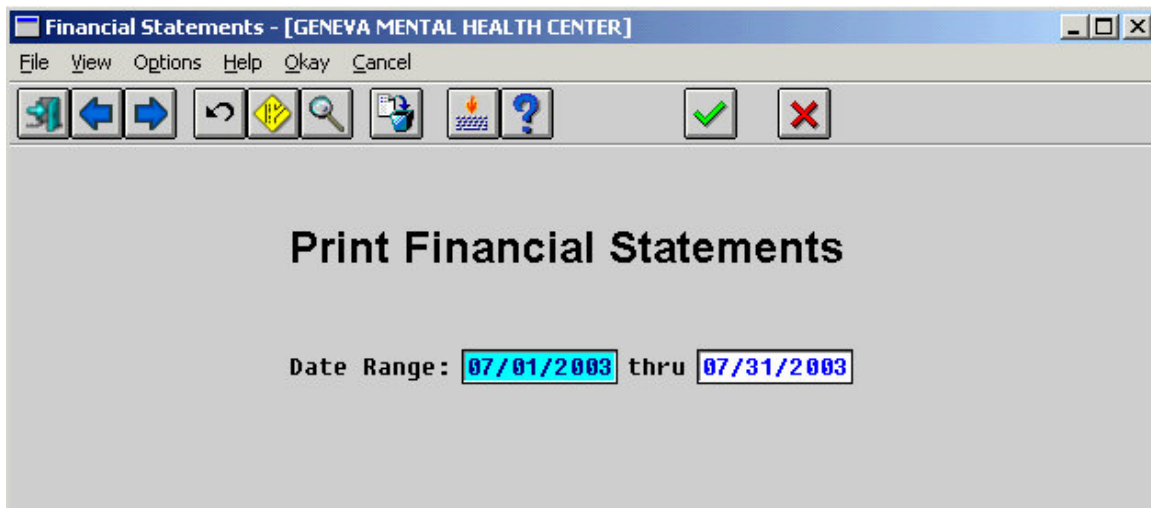
This is the program you used to define which financial statements are going to print 3, 4, or 7 columns worth of information. On the bottom right hand corner of the screen is a button called “Options”. If you pull up the desired statement specification and then click the Options button you will see a screen where you can mark this one statement to print as a financial statement the next time financials are printed.



The other two methods described above are easier to perform. This method can take quite a while to cover many statement specifications.

Printing Financials

Accounting...
 General Ledger...
 Reporting...
 Financial Statements...
 Financial Statements



The Date Range will default to whatever is in the Accounting Calendar as the current period. You can change these date ranges to be whatever you like. They cannot span more than one fiscal year at a time.

Enter the desired date range and press Pfkey-11. You will be presented with a screen asking to recreate a financial statement work file – always answer Okay to that screen.



A word about Spooling Financials:

You can either print your financials straight to your printer or spool them to the MCBA Spooler for later viewing and/or printing. If you have many reports to print Geneva recommends printing them to the spooler first and then printing them on your printer. This is faster generating reports without having to wait on the printer. The program is creating the Financials Statements faster than the printer can print them so spooling them to the spooler will not prolong the process. It is also possible that your printer may develop a paper jam or run out of ink while you are out and cause the entire process to halt unexpectedly.

Troubleshooting

1. It didn't print when I sent it to my printer – something else printed instead.

Check to see if someone else is trying to print reports to the same printer. Your reports may be waiting to print after other print jobs.

2. It blew up and didn't run!

You may have received an error message 98, 01. Recover files GLSPECS, GLLAYDET, GLLAYHDR, GLTXTFIL and GLFSWORK and attempt to reprint your reports.

3. Nothing changed on my report from last month and it should have.

You need to rebuild the financial statement work file. Rerun your reports and when you see the screen with the text “**Press Okay to recreate the statement work file,**” make sure you press **Okay**.

4. Only a portion of my report printed.

A Power Saver or Screen Saver may have interrupted processing and caused your report to terminate in mid-stream. Disable these and try to run your report again.

