Last Modified on 09/28/2026 10:45 am EDT

Report Descriptions

Settings > Report Descriptions

Within the Financial Statement Report Writer, the Rows tab controls how account information is presented. Lines added to the Rows tab indicate the summary layer **Order by** which the report should be displayed (first by branch, then by department, then by Minor Account, etc.), with the Direction (ascending or descending) controlling the order of GL accounts for each summary level.

When it is necessary to summarize or order GL accounts in a more custom way, Report Descriptions may be used. Report Descriptions allow for up to four summary **levels** to be established and assigned to GL accounts. The summary **levels** can then be added to the report Rows tabs as **Order by** layers (first by Level 1, then by Level 2, then by Level 3, etc.) to control the order of the assigned GL accounts.

Actions:

New: Create a new Report Description from scratch

Clone: Create a new Report Description by cloning an existing Report Description

Edit: Edit an existing Report Description's Report ID, Report Name, and Level labels

Levels: Edit an existing Report Description's Levels

Delete: Delete an existing Report Description

Attachments: Access attachments applied to an existing Report Description (attachments are often added as background information explaining how/why the Report Description was established)

Reports: Export the list of Report Descriptions

Report Description Grid:

Report ID: A short name identifier for the Report Description

Report Name: A long-form description for the Report Description, often explaining its purpose

Attach: A checkbox indicating if any documentation is attached to the Report Description setup for backup/explanatory purposes

Creating a New Report Description

Follow these steps to create a new Report Description:

1. Click **New/Clone**
2. Enter:
    1. **Report ID** – The identifier displayed in the Report Description selection dropdown menu accessible from the Financial Statement Report Writer.

2. **Report Name** – A long-form description of the name/purpose of the report.
3. **Level 1-4 Labels** – Description of the Level displayed on the Financial Statement Report Writer when the Level is added to the Rows Tab.

3. Click **Save**

Adding Levels for a Report Description

Actions

New: Add a new Report Description Level grouping

Edit: Edit an existing Report Description Level grouping

Delete: Delete an existing Report Description Level grouping

Account Filter: Filters to identify GL accounts to which the levels for the Report Description Level grouping should be assigned. The system will automatically update any accounts assigned a Report Description based on selections.

Apply Conditions: Manually initiate the assignment of Report Description Levels to accounts according to the established Account Filters

Attachments: Access attachments applied to an existing Report Description (attachments are often added as background information explaining how/why the Report Description was established)

Reports: Export the list of Report Description Level groupings

Follow these steps to add **Report Description Levels**:

1. Click **New** to add a new grouping of Report Description Levels
2. Enter identification numbers for Level(s)
    1. Numbers allow for the Level(s) to be displayed in ascending/descending order when the Levels are used in the Financial Statement Reports' Rows tab
3. Enter a description for the Levels
    1. The entered description will be displayed whenever the Level is used for a report total
4. Click **Accounts** to add Account Filters
    1. GL Accounts meeting entered Account Filter conditions will automatically have the Report Description Levels assigned upon save
    2. If GL Accounts meet the Account Filter conditions for multiple Report Description Level groups, the Levels in the last Report Description Level group will be assigned.
    3. **If no Account Filters are used, Report Description Levels may be manually added to GL accounts (*RECORDS > ACCOUNTS > ACCOUNT EDIT > REPORT DESCRIPTIONS*)
5. Click **Save** (all Report Description Levels will be assigned to accounts meeting any entered Account Filters)
6. When all necessary Report Description Level groups have been added, close the menu with the X in the upper right corner.

Example Report Description and Levels

Report Description:

Report ID: SOFP

Report Name: Statement of Financial Position

Level 1 Label: Account Category (Asset, Liability, Equity)

Level 2 Label: Restricted/Unrestricted

Level 3 Label: Current/Non-Current

Level 4 Label: Account(s)

Report Description Levels:

Level 1	Level 2	Level 3	Level 4	Description	Account Filters
10				ASSETS	
10	10			UNRESTRICTED	
10	10	10		CURRENT ASSETS	
10	10	10	10	CASH AND CASH EQUIVALENTS	(FUND = 01 AND (MAJOR ACCT# = 60 OR MAJOR ACCT# = 61))
10	10	10	20	RESTRICTED CASH	(FUND = 01 AND (MINOR ACCT# = 6120 OR MINOR ACCT# = 6130))
10	10	10	30	ACCOUNTS RECEIVABLE	(FUND = 01 AND MAJOR ACCT# = 63)
10	10	10	40	PLEDGES RECEIVABLE, NET	(FUND = 01 AND (MAJOR ACCT# = 64 OR MINOR ACCT# = 6390))
10	10	10	50	PREPAID EXPENSES	(FUND = 01 AND MAJOR ACCT# = 66)
10	10	20		NON-CURRENT ASSETS	
10	10	20	10	LAND, BUILDINGS AND EQUIPMENT, NET	(FUND = 01 AND MAJOR ACCT# = 69)
10	10	20	20	OTHER INTANGIBLE ASSETS	(FUND = 01 AND (MINOR ACCT# = 6960 OR (MINOR ACCT# = 6969))
10	10	20	30	INVESTMENTS	(FUND = 01 AND MAJOR ACCT# = 67)

Example Report Using Report Description Levels

Rows tab:

Order by	Direction	Notes	Header	Repeat Header Per Page	Total
Level 1	Ascending	Account Category (Asset, Liability, Equity)	☐	☐	☑
Level 2	Ascending	Restricted/Unrestricted	☐	☐	☑
Level 3	Ascending	Current/Non-Current	☐	☐	☑
Level 4	Ascending	Account(s)	☐	☐	☑

Report:

RD Level	RD Label	YTD 2024 Actual	2023 Actual	Change This Year
10	CASH AND CASH EQUIVALENTS	7,944,599.32	8,077,999.63	(133,400.31)
20	RESTRICTED CASH	(320,527.87)	(320,527.87)	
30	ACCOUNTS RECEIVABLE	8,090,280.15	8,090,130.15	150.00
40	PLEDGES RECEIVABLE, NET	2,120,337.24	2,110,337.24	10,000.00
50	PREPAID EXPENSES	104,217.00	104,217.00	
10	**CURRENT ASSETS**	**17,938,905.84**	**18,062,156.15**	**(123,250.31)**
10	LAND, BUILDINGS AND EQUIPMENT, NET	12,971,229.10	13,730,074.44	(758,845.34)
20	OTHER INTANGIBLE ASSETS	233,815.39	237,870.01	(4,054.62)
30	INVESTMENTS	6,684,760.78	6,684,760.78	
20	**NON-CURRENT ASSETS**	**19,889,805.27**	**20,652,705.23**	**(762,899.96)**
10	**UNRESTRICTED**	**37,828,711.11**	**38,714,861.38**	**(886,150.27)**
10	**ASSETS**	**37,828,711.11**	**38,714,861.38**	**(886,150.27)**

Selecting/Creating a New Report Description from within Financial Statement Reports

Reporting > Financial Statements > Customize Report > General Tab

If an existing Report Description should be applied to the Financial Statement Report, select it from the **Use Report Description** dropdown. Once selected, if the Report Description needs to be edited, click **Edit**, or if the Levels need to be modified, click **Levels**.

See the **Report Descriptions** section above for adding/editing Report Description setup and Levels.

Importing Report Descriptions Setup

Records > Accounts > New (Import)

This is used to import data to update the Report Description setup information.

NOTE: *When importing a Report Description setup, the Report ID must initially be created manually.*

Action: The type of import being performed - Select '**Import report description setup**'.

Connection string: A string of text that specifies the information needed to establish a connection between the software and a data source, such as a database file or external service. It acts like a set of instructions or a "**key**" that tells the software to locate and access the data it needs to import.

Reference columns by: This determines how the columns in your data are identified during the import process.

- **Reference by Name:** This means you use the column header or the column name to refer to data.
- **Reference by Number:** This means you refer to columns based on their position or index

within the dataset. Instead of using the column name, you refer to the column by its numerical position.

Report ID: Select the Report ID to be updated with the imported values.

Description Column: Specify the column in the import file containing the description to be imported. Identify the column by the heading or by the column number based on the above '**Reference columns by**' value selected.

Level 1 - 4 Column: Specify the column in the import file containing the specific level to be imported. Identify the column by the heading or by the column number based on the above '**Reference columns by**' value selected.

NOTE: *The levels are numeric values, so numbers need to be specified in each of the columns in the import file, even if the value is zero.*

Importing Report Descriptions Levels for Accounts

Records > Accounts > New (Import)

This is used to import Report Description level groups to the Report Descriptions.

Action: The type of import being performed - Select '**Import report descriptions for accounts**'.

Connection string: A string of text that specifies the information needed to establish a connection between the software and a data source, such as a database file or external service. It acts like a set of instructions or a "**key**" that tells the software to locate and access the data it needs to import.

Reference columns by: This determines how the columns in your data are identified during the import process.

- **Reference by Name:** This means you use the column header or the column name to refer to da
- **Reference by Number:** This means you refer to columns based on their position or index within the dataset. Instead of using the column name, you refer to the column by its numerical position.

Report ID: Select the Report ID to be updated with the imported values.

Add by: Specify how the GL accounts are to be identified for assigning the Report Description Levels. GL Accounts may be listed in the import file along with each account's assigned Report Description. Or, if the same Report Description Level group should be assigned to every account that matches a given account part, select the Account part from the "**Add by**". Identify the column by the heading or by the column number based on the above '**Reference columns by**' value selected.

Account Column: Specify the column in the import file containing either the GL account or the account part to use as the criterion for which accounts are to have the Report Description Levels assigned. Identify the column by the heading or by the column number based on the above '**Reference columns by**' value selected.

Level 1 - 4 Column: Specify what column in the import file contains the specific level to be imported. Identify the column by the heading or by the column number based on the above

‘**Reference columns by**’ value selected.

NOTE: *The levels are numeric values, so numbers need to be specified in each of the columns in the import file, even if the value is zero.*
