Running Month End Reports for your department, agency or fund

In this section you will learn the following:

- Signing on to the reporting application and accessing the Financial Reports menu page
- Running reports for a specified time span
- Working with Adobe Acrobat print files
- Adding, changing, or deleting reports you receive
- Logging out of the reporting application

**Note: The reporting application requires access using the following link:**

http://10.136.71.9/LCIS-Main/MainHTML.htm

You are strongly encouraged to save this link to your Internet Explorer Favorites or your desktop for ease of access.

This financial reporting system was designed by LCIS staff to provide you the convenience of running reports from your own office pc using a web-browser.   The recommended hardware and software needed to run this application are as follows:

Internet Explorer 5.0 or higher
Windows 2000, XP, or Vista operating system
Adobe Acrobat Reader 5.0 or higher

Once you have connected to the application via the hyperlink, you will receive a page which looks like this.
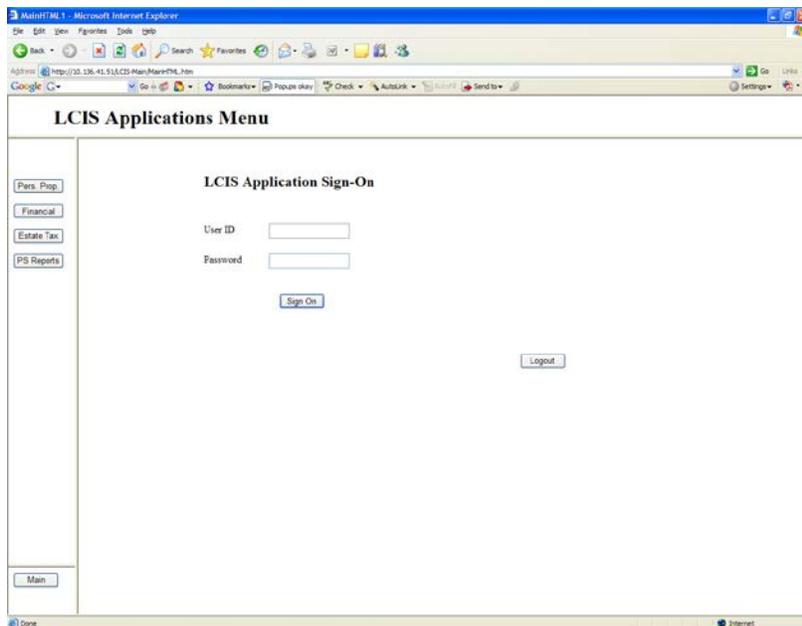

Enter your user id and password. This information should have been provided to you by LCIS. If you do not have a user id and password, please contact the LCIS Help Desk at extension 4037 and **request a sign on to the financial reporting system or FROGS.**
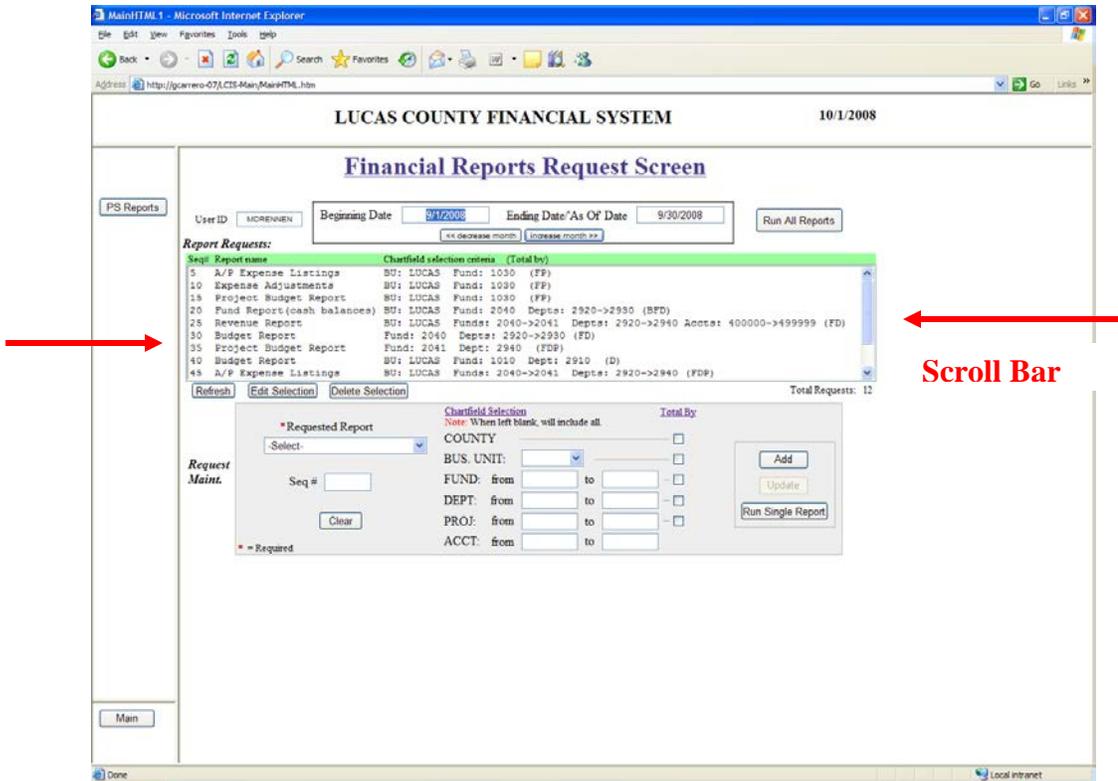
1

If your sign in was successful you should receive a page as illustrated below. Click on **PS Reports**
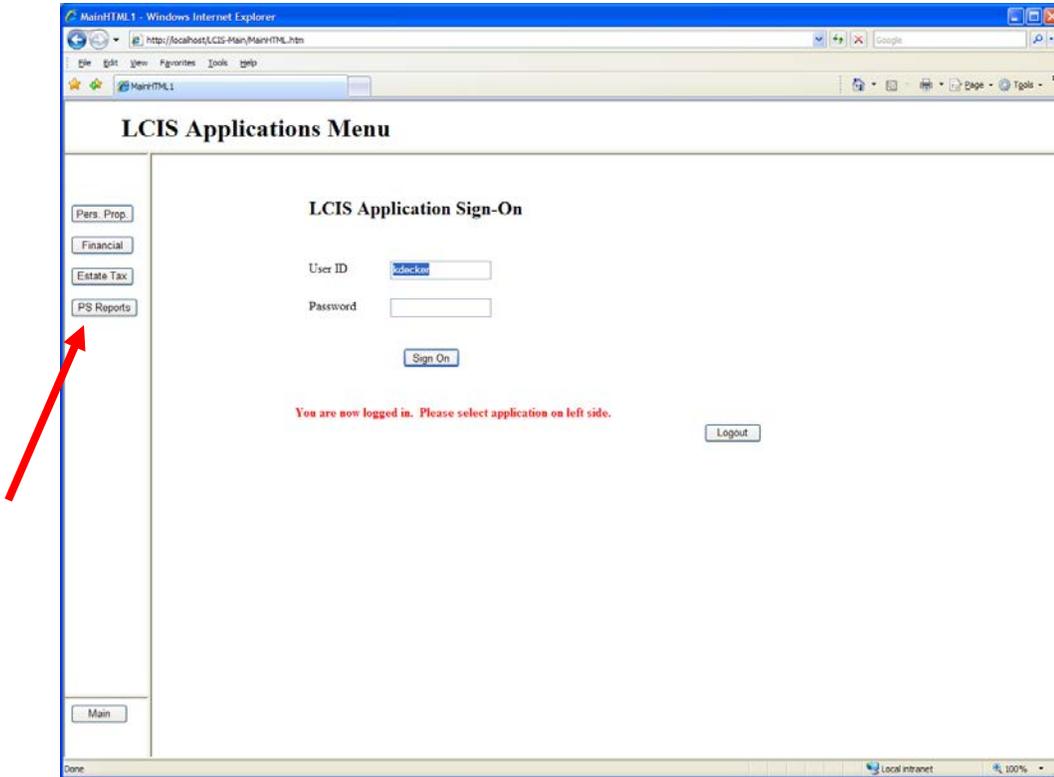

Click on **PS Reports** again.
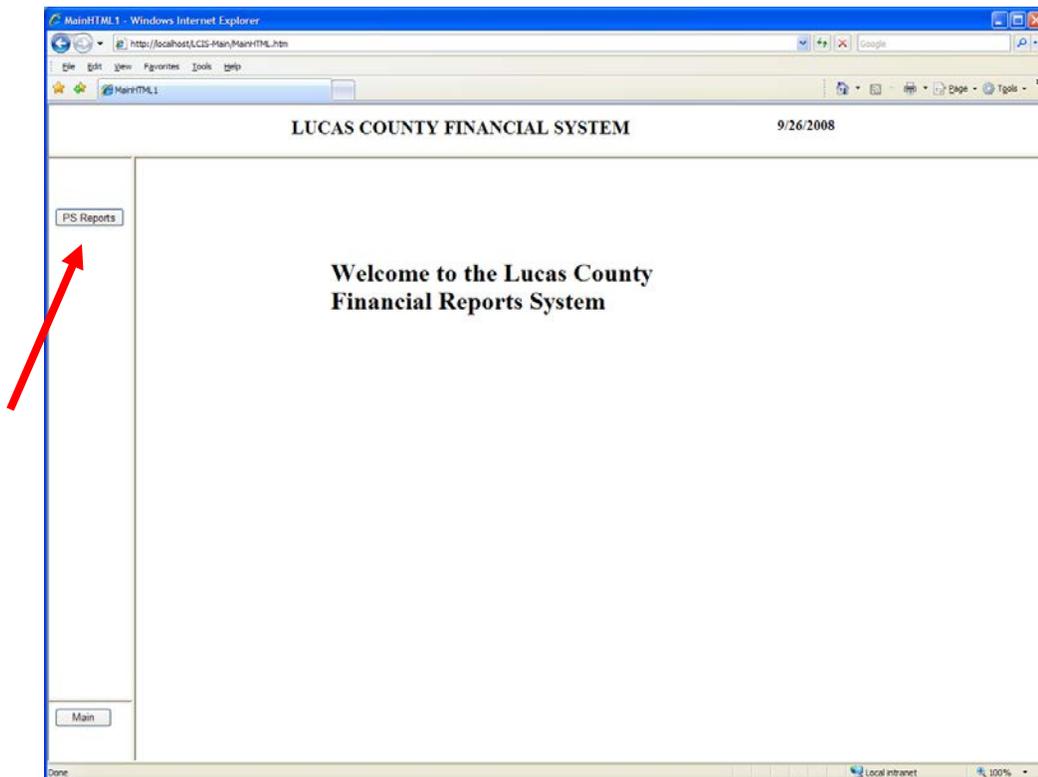
Note that in the middle of the page you will have a list of all the reports that you have been setup to receive. Use the scroll bar on the right to move up and down in the list.


When the page loads, the first and last day of last month will automatically be populated in the beginning date and ending date boxes. You can change these dates by typing over the existing dates or by clicking on the **decrease month** and **increase month** buttons, which will simultaneously increase or decrease the months in both beginning and ending date boxes.
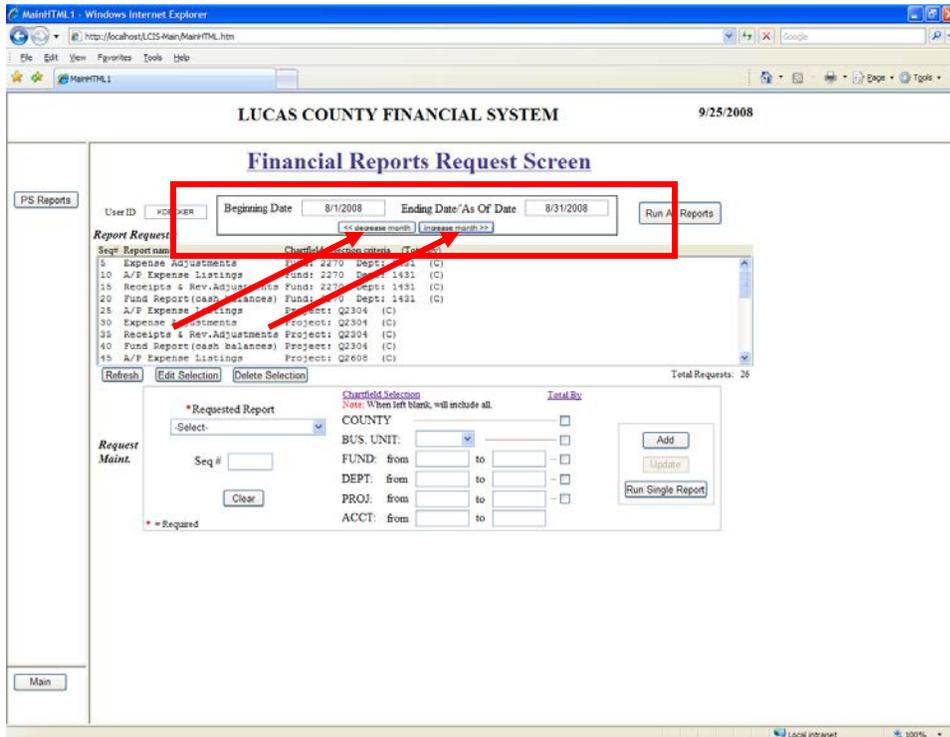
Running all saved reports

Click on **Run All Reports** to run all the reports that you have set up to receive.
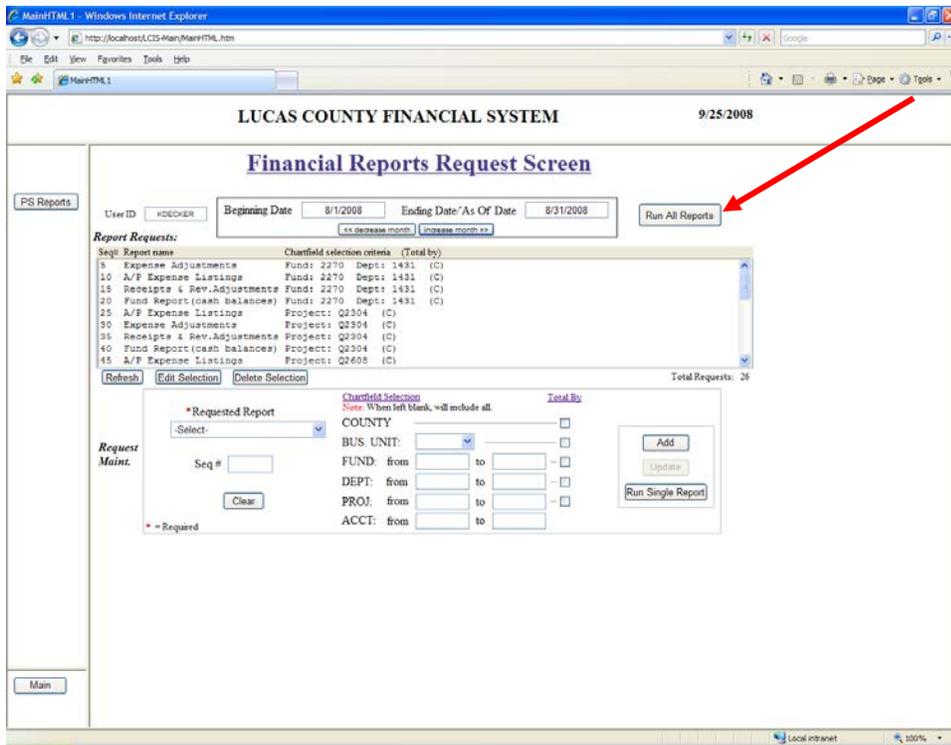
A blank browser page will be displayed until the application is finished executing.

The report is returned in pdf (portable document file) format only.

You can select a report from the header page above by clicking on the report name; this will cause a "jump" to that page.

If you are familiar with pdf's you may skip to page 11.

You may search within the pdf document using the **Find** function. Searching can be done forward or backward.

Many tools are available with Adobe including the ability to print selective pages and save the pdf file to your pc. This is controlled via the Adobe toolbar highlighted below.

Running a single report

You can run a single report by clicking the **Run Single Report** button. This will run the report that is currently set up in the Request Maintenance section. This option is convenient when you only want to run one report instead of all of the ones you have saved.

You can either send one of your saved report requests to the Request Maintenance section by clicking on **Edit Selection** (refer to the **Changing an existing report request** section below) or by entering a new one (refer to the **Adding a report request** section below) without having to **Add** it first.
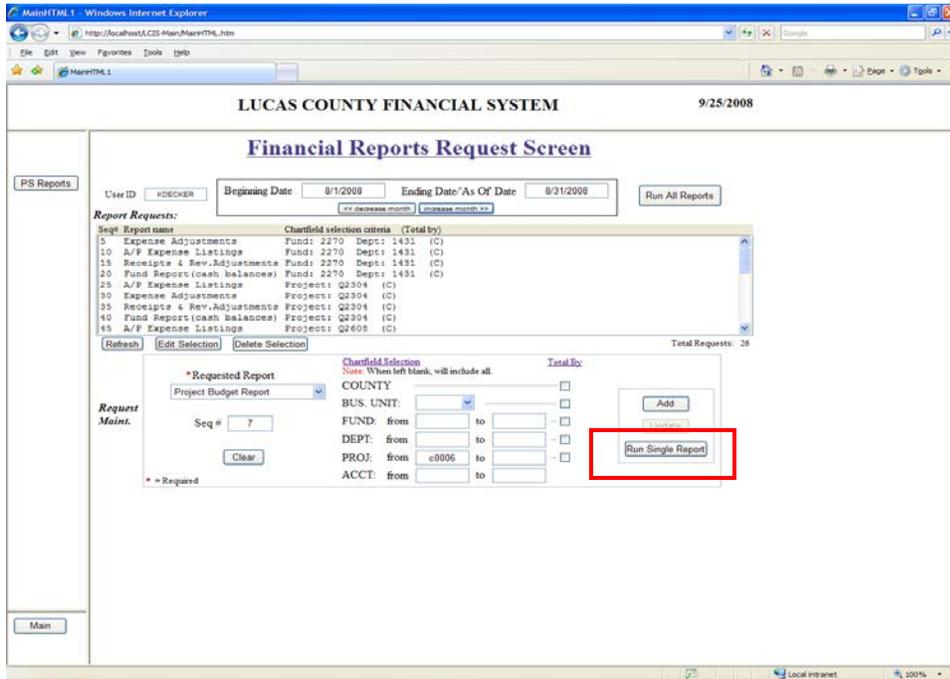
Adding, changing, or deleting reports you receive

Adding a report request

Click on the **Clear** button to clear any previous input from the Request Maintenance section. The report options available will appear in the drop-down list under "Requested Report". To illustrate the process, we will select the **Project Budget Report** from the drop-down. We will be adding a report to our report requests for project "C0006".
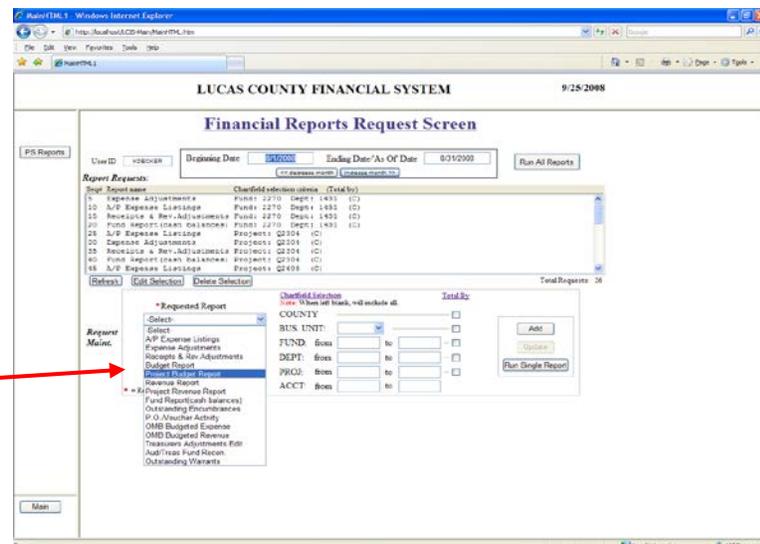
If you want this report to run in a certain order relative to the existing report requests, enter the appropriate Seq #. Reports will be displayed in ascending order of sequence number.

Enter the project number in the PROJ: **from:** box. Notice that the **to:** box can be left blank if adding the report for a single value instead of for a range of values.
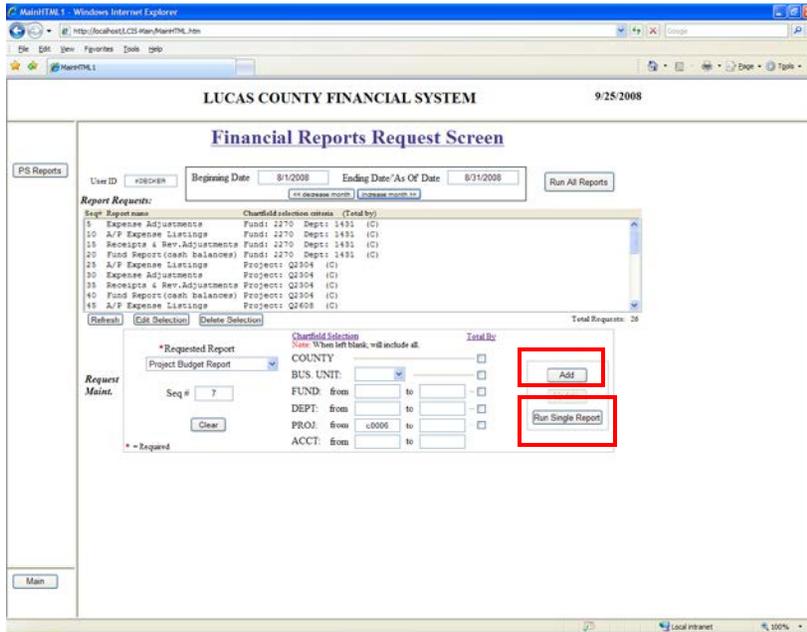
Click on the **Run Single Report** to verify that you set up your report appropriately, and then click the **Add** button to add the report to your list for running at a later date.

You have now added the Project Budget Report to your report request list. This report was placed between the reports with sequence number 5 and sequence number 10 since we specified the new report's sequence number as 7.

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Report Request For:        KDECKER
Run Date: Thursday, September 25, 2008
Begin Date:            August 1, 2008
End Date/As of date: August 31, 2008


1.   Expense Adjustments (Total by Cnty Wide)
        Fund: 2270 Dept: 1431
2.   Project Budget Report (Total by Cnty Wide)
        Proj: C0006
3.   A/P Expense Listing (Total by Cnty Wide)
        Fund: 2270 Dept: 1431
4.   Receipts/Rev Adjstmnts (Total by Cnty Wide)
        Fund: 2270 Dept: 1431
5.   Fund Report (Total by Cnty Wide)
        Fund: 2270 Dept: 1431
6.   A/P Expense Listing (Total by Cnty Wide)
        Proj: Q2304
7.   Expense Adjustments (Total by Cnty Wide)
        Proj: Q2304
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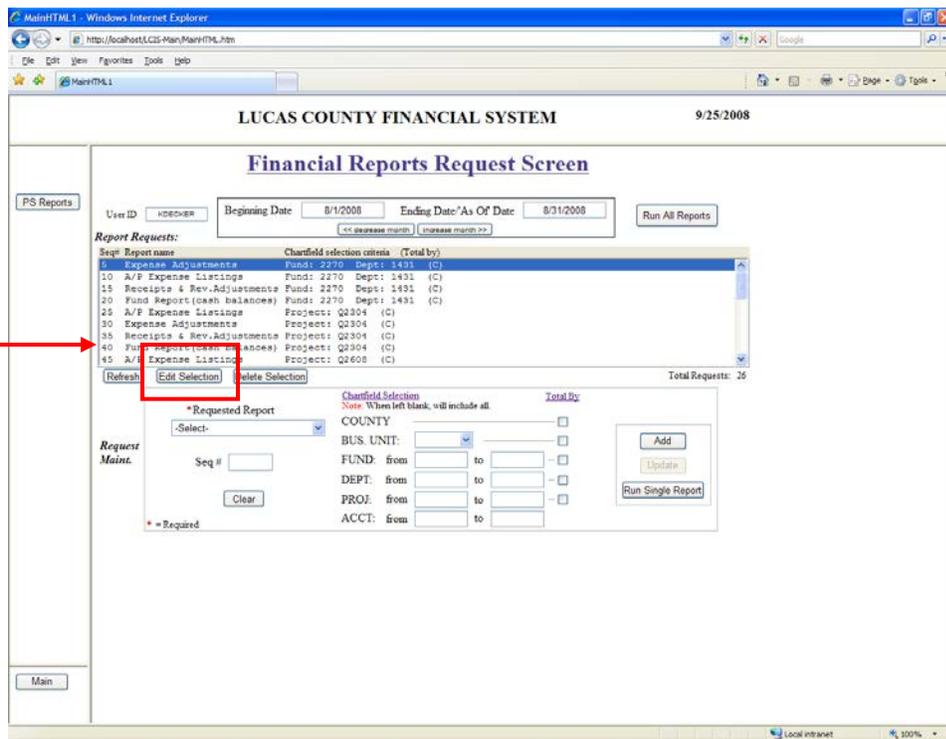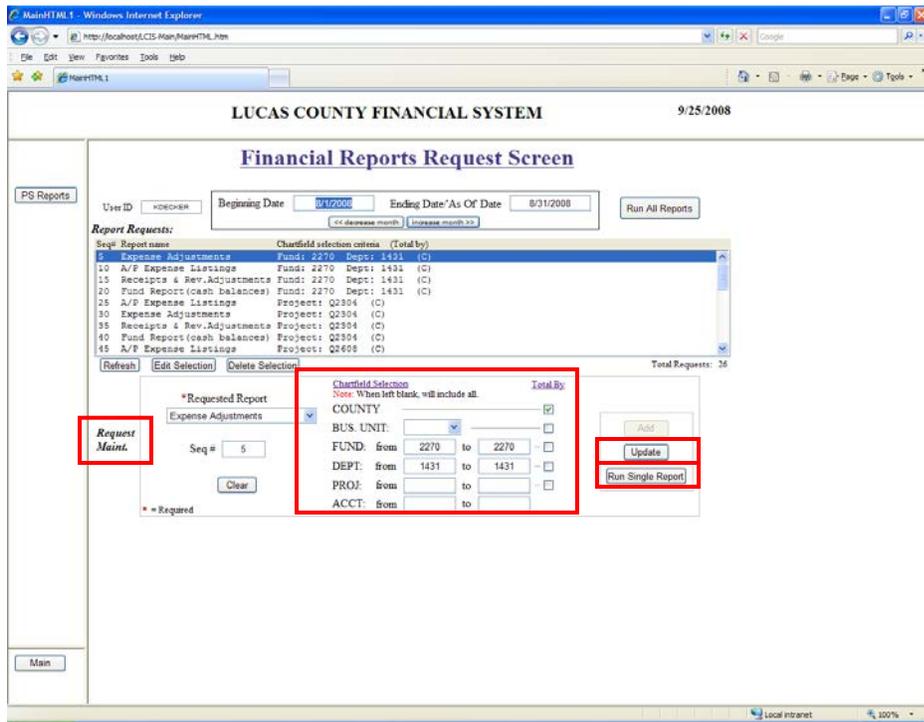
In our example, after clicking **Run All Reports**, you will see the Project Budget Report for project C0006. By clicking on the name of this report, you will jump to that page in the report group/stack.

Changing an existing report request

You can change an existing report request by highlighting the report from the list and then clicking on **Edit Selection.**

The report's set up information will be moved to the Request Maintenance section where any of the criteria can be modified.

The application allows you to change the totaling on the report by checking or unchecking the boxes in the "Total By" column next to the appropriate chartfields. You may change the fund, dept or account information as well. Then click on the **Run Single Report** to verify that you set up your report appropriately, and then click the **Update** button to apply your changes.
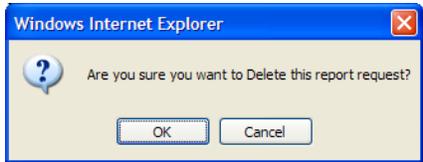
Deleting an existing report request

You can delete an existing report by highlighting the report request you wish to delete and then clicking on the **Delete Selection** button**.**
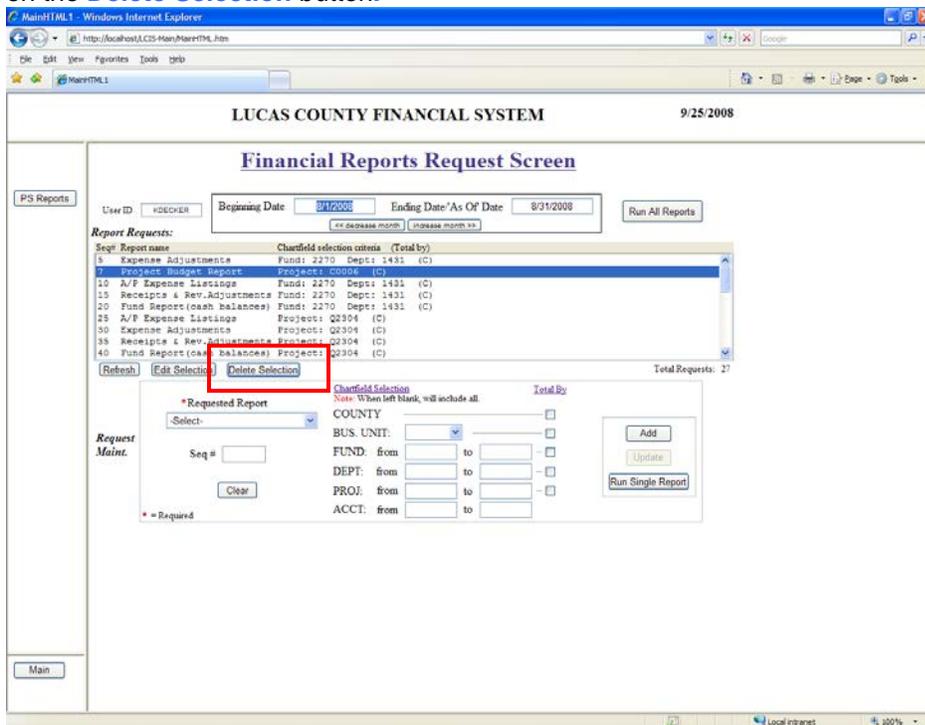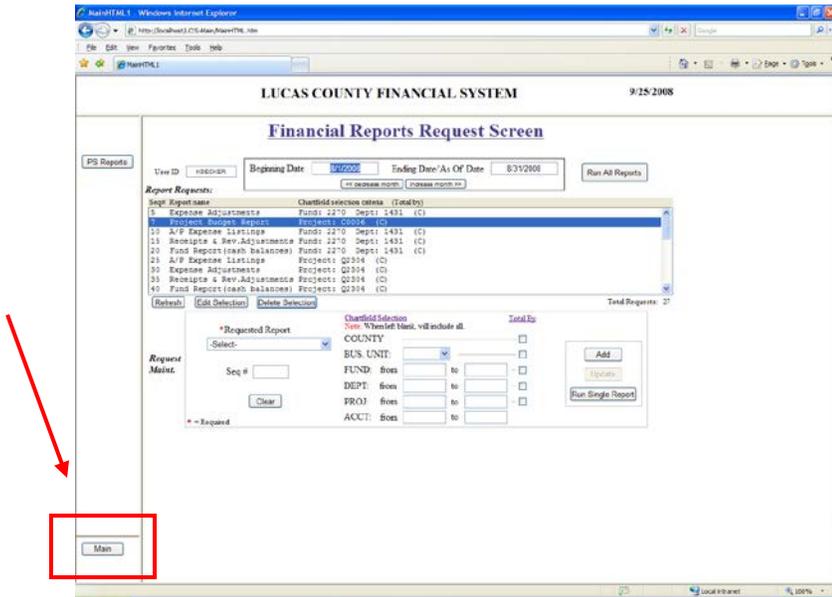
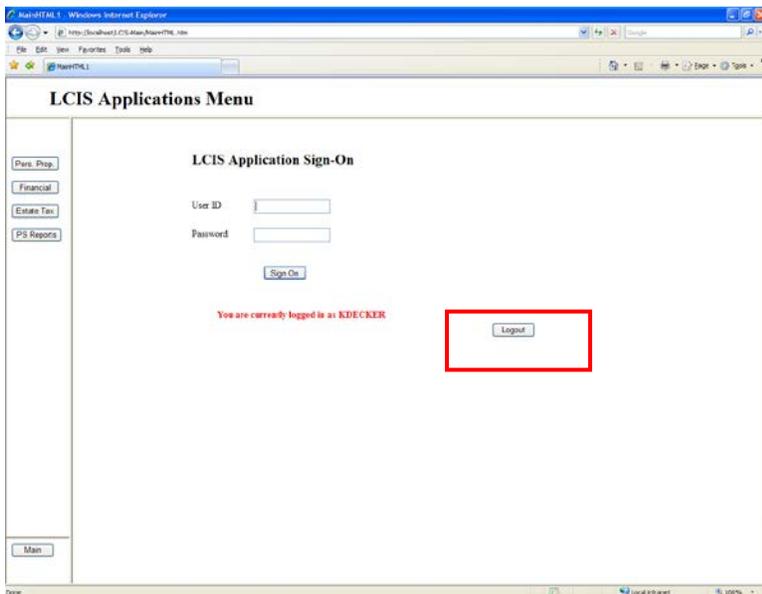The following alert comes up allowing you to confirm the deletion.
Note: Once a report request has been deleted you cannot get it back. You can, however, re-add it.

When you have completed running reports, click on **Main** as shown below.

Click on **Logout.**

CAUTION!!

Reports produced are unofficial copies until the Lucas County Auditor's Office has performed the month end closing procedures and has verified the accuracy of financial information for the accounting period. Monthly notification via email will be sent when this has been completed.