

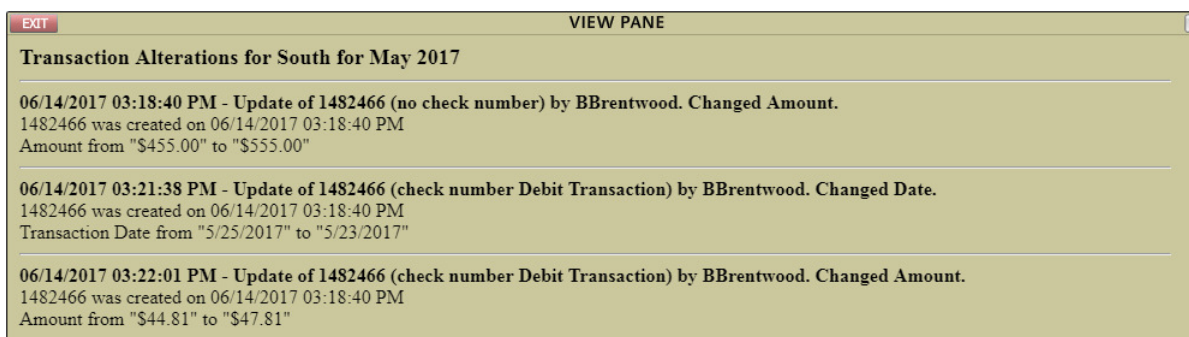
Check Register Reports

There are a number of treasurer-oriented printable reports that are available from the check register screen. The [Print] button simply renders the check register's current state as a pdf for physical review. Often conference treasurers deliver printed signed check register details to their district and diocese leadership.

The [Pledge Details] report which lists all the pledges that have been approved by the treasurer but have not been executed. This is useful in helping treasurers to chase down pledges that have been outstanding for long periods of time.

The [Outstanding Report] is a simple report that provides a formatted PDF showing all non-cleared transactions in the register. Often treasurers are looking for something on paper they can use to look through their checkbooks or work through with their bank. Transactions shown in this report would be carried forward if the month were to be closed at this time. A version of this report is automatically generated at the time of a month's close and that version is stored in the financial report library. The automatically generated and stored version will reflect the actual carried forward transactions at the time of month close.

One button that only shows up once the report is available is the [Alterations Report]. When a date has been changed on a check, or an amount altered, or a check voided, these details will be logged into this monthly Alterations Report.



The alterations report is a transaction log of uncommon actions that the conference treasurer has recorded against the check register. Potentially problematic actions, such as voids or changing check numbers, are collected here to help in review and in helping keep track of the little changes that might otherwise make keeping the books balanced difficult.

The [Preview Financial Report] button generates a preview monthly report with the current state of the ledger. A preview financial report can be run early, but is not very valuable in the middle of the month or prior to receiving the bank statement and reconciling. In some cases it might be useful for the purpose of trying to nail down discrepancies at the very end of the month end process if they crop up so it can always be run at any time.

These reports are commonly printed for the purpose of review prior to closing months - especially in larger conferences with multiple treasurers. However, working from the screen of the check register itself should provide more than enough utility to successfully complete the month-end treasury work.