General Accounting Extract

1. Log in to A360. At the A360 portal, select *Reporting*.



The Pentaho reporting tool will appear. This may take several seconds to a couple minutes to fully display with the Browse Files/Create New/ and Documentation buttons to appear. Select *Browse Files*

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3. Navigate to Folder *County of Kent > Financial Reports > General Accounting* and select the report in the listing, *KC-FIN-GA-2004e General Accounting*.

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4. The report will open and display report prompts. Accounting period refers to a single period, you may select multiple periods if you wish using the Ctrl key. Select your reporting criteria. You will want to use the scroll bar under the parameters to move to the right as needed. This is an extract Keep the report output type to Comma Separated Value. Next Select *View report*

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KC-FIN-GA-2004e General Accounting ×				
Budget Fiscal Year Fiscal Year 2018 Accounting Period	Fund 101-General Fund 201-County Rose Fund 205-Fire Fund 215-Firiend of the Court Fund	Department 266-Corporate Coursel 270-Human Resource Department 271-Central Services 272-Fleet Services	Unit 1000-None 1201-Riverside Landfill Closure 1288-Customer Service Tech Upgrade 1320-Fingerprint Equip Replacement	Comma Separated Value

5. You will be prompted to **Open** or **Save** your file.



6. If the following Windows Security box appears, **click cancel twice**.



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7. Your report will open in Excel.

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