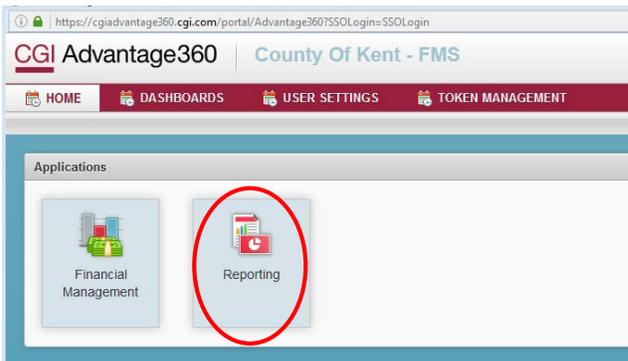
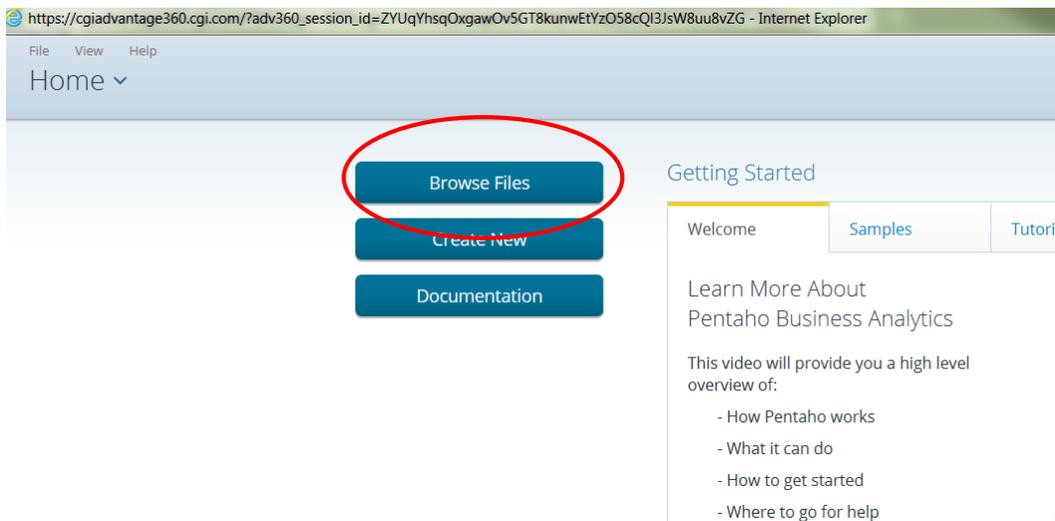


General Accounting Extract

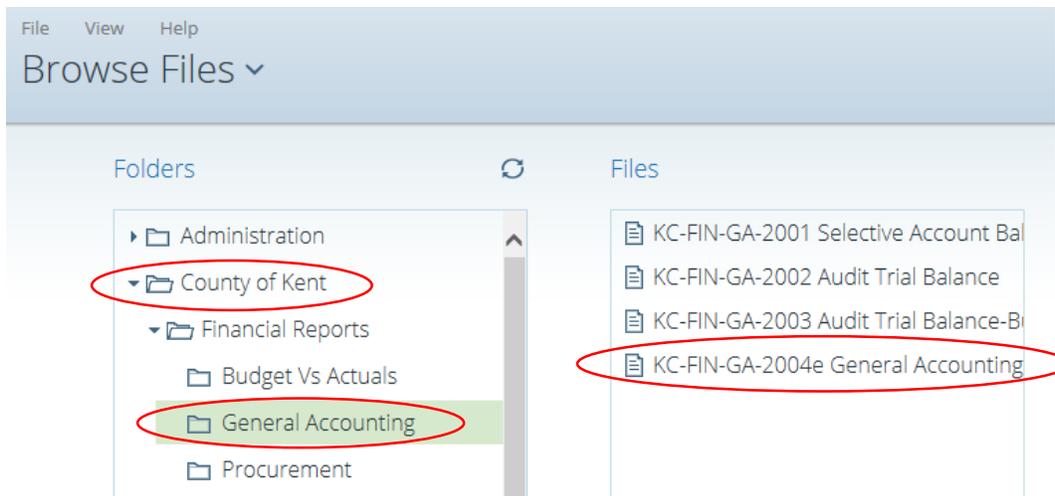
1. Log in to A360. At the A360 portal, select **Reporting**.



2. 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**

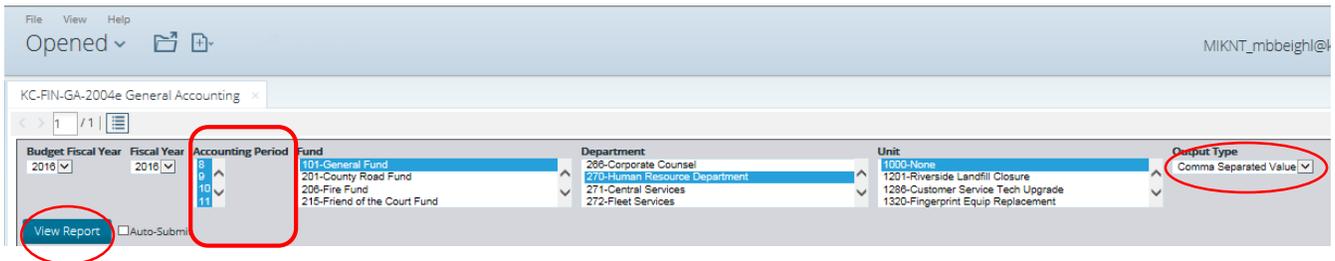


3. Navigate to Folder **County of Kent > Financial Reports > General Accounting** and select the report in the listing, **KC-FIN-GA-2004e General Accounting**.

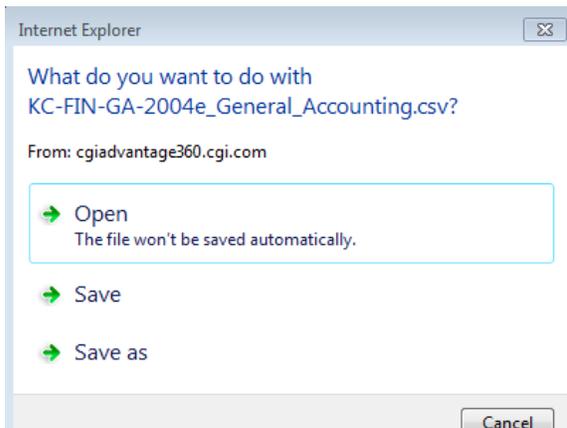


General Accounting Extract

- 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**



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



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



General Accounting Extract

7. Your report will open in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T				
1	Document	Document	Document	Document	Doc Vnd	Document	Document	Document	Document	Budget	Fiscal	Year	Account	Event	Typ	Posting	Ct	Posting	At	Fund	Sub-fund	Object	Sub Object	Revenue
2	GAX	100	1.61E+10	1	1	0	1		#####	2016	2016		6 AP01	D001		-125	101	1000		101	1000	8010	8004	
3	GAX	100	1.61E+10	1	1	0	1		#####	2016	2016		6 AP01	D011		125	101	1000		101	1000	8010	8004	
4	GAX	100	1.61E+10	1	1	0	1		7/1/2016	2016	2016		7 AP01	D001		-375	101	1000		101	1000	8010	8004	
5	GAX	100	1.61E+10	1	1	0	1		7/1/2016	2016	2016		7 AP01	D011		375	101	1000		101	1000	8010	8004	
6	GAX	100	1.61E+10	1	1	0	1		7/1/2016	2016	2016		7 AP01	D001		-125	101	1000		101	1000	8010	8004	
7	GAX	100	1.61E+10	1	1	0	1		7/1/2016	2016	2016		7 AP01	D011		125	101	1000		101	1000	8010	8004	
8	GAX	100	1.61E+10	1	1	0	1		7/6/2016	2016	2016		7 AP01	D001		-30	101	1000		101	1000	8010	1000	
9	GAX	100	1.61E+10	1	1	0	1		7/6/2016	2016	2016		7 AP01	D011		30	101	1000		101	1000	8010	1000	
10	GAX	100	1.61E+10	1	1	0	1		7/7/2016	2016	2016		7 AP01	D001		-86	101	1000		101	1000	8010	8004	
11	GAX	100	1.61E+10	1	1	0	1		7/7/2016	2016	2016		7 AP01	D011		86	101	1000		101	1000	8010	8004	
12	AD	191	AD160607	1	1	0	1		Dannie M: 6/8/2016	2016	2016		6 AP01	D001		39.25	101	1000		101	1000	8010	8043	
13	AD	191	AD160607	1	1	0	1		Dannie M: 6/8/2016	2016	2016		6 AP01	D011		-39.25	101	1000		101	1000	8010	8043	
14	AD	191	AD160607	1	1	0	1		Dannie M: 6/8/2016	2016	2016		6 DI01	A001		-39.25	101	1000		101	1000	8010	8043	
15	AD	191	AD160607	1	1	0	1		Dannie M: 6/8/2016	2016	2016		6 DI01	D014		39.25	101	1000		101	1000	8010	8043	
16	AD	191	AD160613	1	1	0	1		#####	2016	2016		6 AP17	A015		-5,875.52	101	1000		101	1000			
17	AD	191	AD160613	1	1	0	1		#####	2016	2016		6 AP17	D001		5,875.52	101	1000		101	1000			
18	AD	191	AD160613	1	1	0	1		#####	2016	2016		6 DI10	A001		-5,875.52	101	1000		101	1000			
19	AD	191	AD160613	1	1	0	1		#####	2016	2016		6 DI10	A015		5,875.52	101	1000		101	1000			
20	AD	191	AD160613	1	1	0	2		#####	2016	2016		6 AP17	A015		#####	101	1000		101	1000			
21	AD	191	AD160613	1	1	0	2		#####	2016	2016		6 AP17	D001		37,787.93	101	1000		101	1000			
22	AD	191	AD160613	1	1	0	2		#####	2016	2016		6 DI10	A001		#####	101	1000		101	1000			
23	AD	191	AD160613	1	1	0	2		#####	2016	2016		6 DI10	A015		37,787.93	101	1000		101	1000			