Selective Account Balances Report

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*

https://cgiadvantage360.cgi.com/?adv360_session_id=ZYUqYhsqOxgawOv5GT8kunwEtYzO58cQI3Js	W8uu8vZG - Internet E	xplorer	
File View Help Home Y			
Browse Files	Getting Started		
Create New	Welcome	Samples	Tutoria
Documentation	Learn More Al Pentaho Busir This video will prov	bout ness Analytics vide you a bigh level	
	overview of:		
	- What it can d	0	
	- How to get st - Where to go f	arted for help	

3. Navigate to Folder *County of Kent > Financial Reports > General Accounting* and select the first report in the listing, *KC-FIN-GA-2001 Selective Account Balance*.

File View Help Browse Files ~		
Folders	C	Files
► C Administration	^	KC-FIN-GA-2001 Selective Account Ba
 County of Kent Financial Reports 		 KC-FIN-GA-2002 Audit Trial Balance KC-FIN-GA-2003 Audit Trial Balance-Bit
🖿 Budget Vs Actuals		KC-FIN-GA-2004e General Accounting
General Accounting		
Procurement		

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4. The report will open and display report prompts. Account Period prompt is mandatory. This is a "through" accounting period. Select your reporting criteria (the default selection is "all values"). You will want to use the scroll bar under the parameters to move to the right as needed. At this time this report is intended to be a pdf file. Keep the report output type to PDF. Next Select *View report*

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KC-FIN-GA-2001 Selective Account B	alances ×				
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Fiscal Year 2016 This prompt is mandatory 0 1 2 2 2 2 2 2 2 2 2 2 2 2 2	Fund 101-General Fund 201-County Road Fund 205-Fire Fund 215-Friend of the Court Fund 221-Health Decembert Fund	Department 100-Non-Departmental 104-Governing Body 172-Administration Controller 119-Facel Ben/ces 215-Dietx	Unit 1000-None 1621-Sema Wetlands 1721-Management Studies 2201-Administration 2202-Net	Account 1001-Cash-Pool A 1002-Impresi Cash 1016-Deposits with Facel Agent 1016-Deposits with Facel Argenty - Current Levy 1022-Taxes Receivable - Resimil Property - Current Levy	Coutput Type FDF
View Report					

5. Your report will display. If you position your mouse pointer in the bottom middle of the report a toolbar will display where you can select to save or print the report.

Report ID	: KC-FIN-GA-2001	County Of Kent - FMS		
Fiscal Year	: 2016	SELECTIVE ACCOUNT BALANCES	Dura Data	100070010
To Period	: 9	ACTUALS	Run Time	12:22 DM UTC
Fund	: 292-Child Care Fund		ivan rane :	12.22 PM, 010
Sub-Fund	: 1000-None			
		Cover Page		
Parameter	r and Promote			
Fiscal Year:	s and Prompts			
2016				
Through Ac	ccounting Period:			
9	-			
Fund:				
292				
Department	t:			
All_Values				
Unit:				
All_Values				
Account:				
All_Values				
Report Des	scription:			
The Selectiv	ve Account Balances rep	nort displays the current balances of user selected accounts, subtotal by Department, Sub-Fund and Fund, through the selected fiscal year and accounting period.		
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