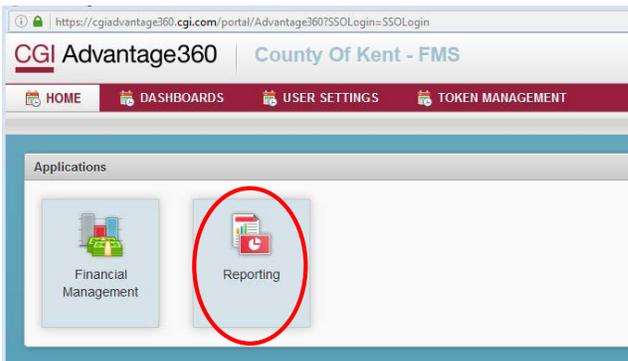
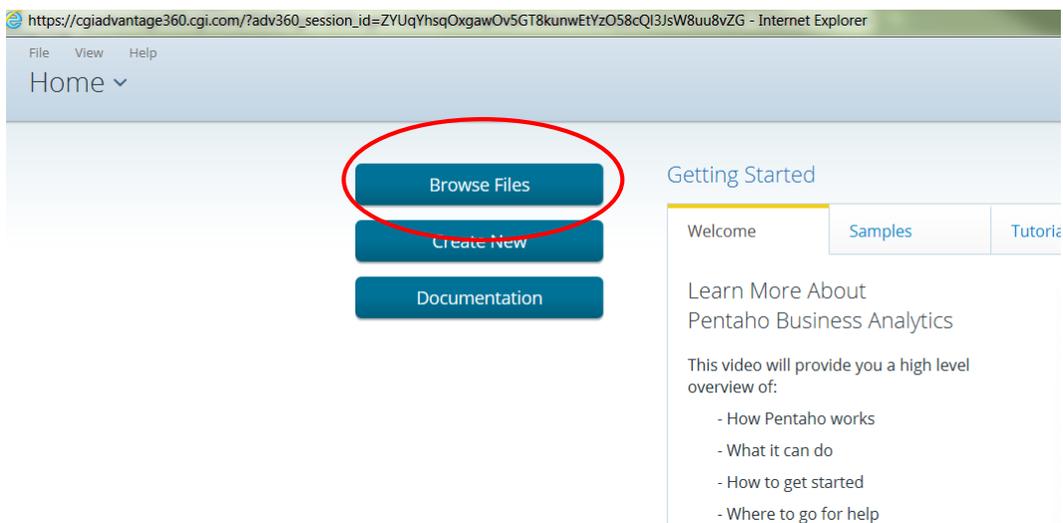


Selective Account Balances Report

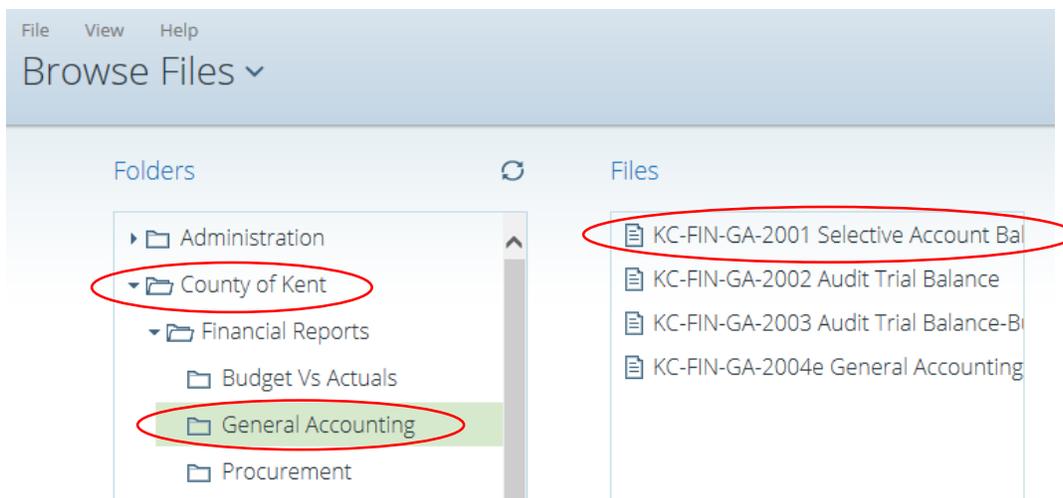
1. Log in to A360. At the A360 portal, select **Reporting**.



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**

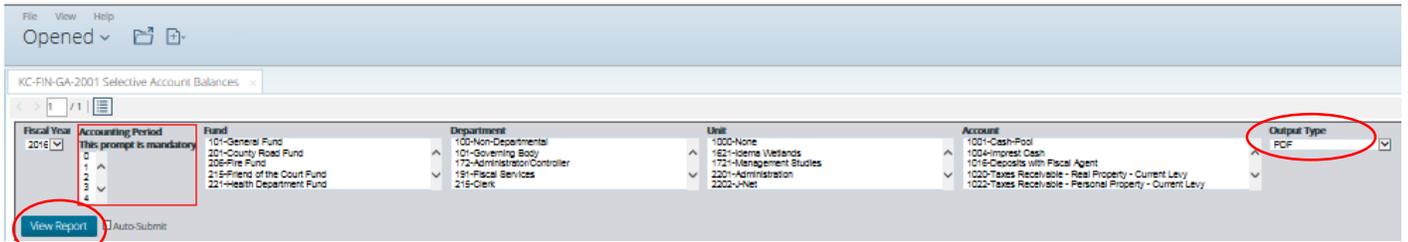


3. Navigate to Folder **County of Kent > Financial Reports > General Accounting** and select the first report in the listing, **KC-FIN-GA-2001 Selective Account Balance**.



Selective Account Balances Report

- 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**



- 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.

