

Running Month End Reports for your department, agency or fund

In this section you will learn the following:

- Signing on to the reporting application and accessing the Financial Reports menu page
- Running reports for a specified time span
- Working with Adobe Acrobat print files
- Adding, changing, or deleting reports you receive
- Logging out of the reporting application

Note: The reporting application requires access using the following link:

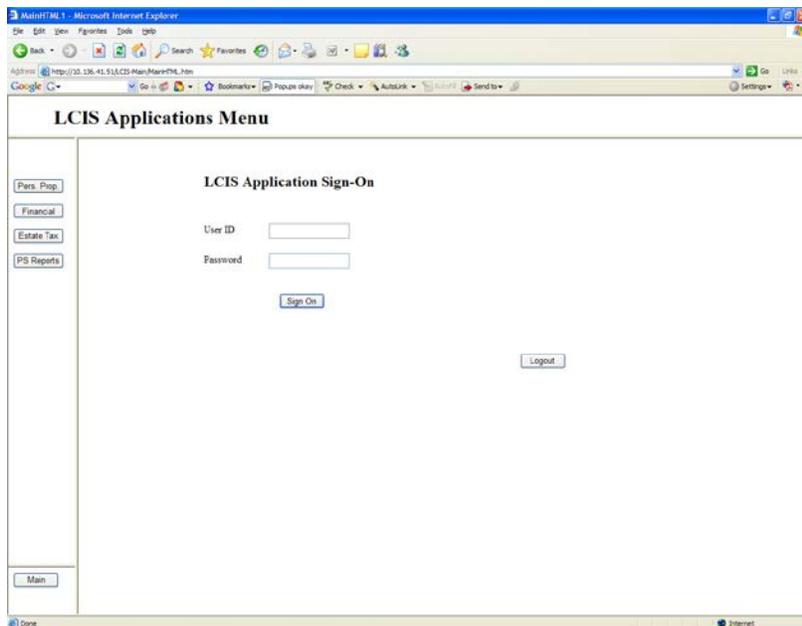
<http://10.136.71.9/LCIS-Main/MainHTML.htm>

You are strongly encouraged to save this link to your Internet Explorer Favorites or your desktop for ease of access.

This financial reporting system was designed by LCIS staff to provide you the convenience of running reports from your own office pc using a web-browser. The recommended hardware and software needed to run this application are as follows:

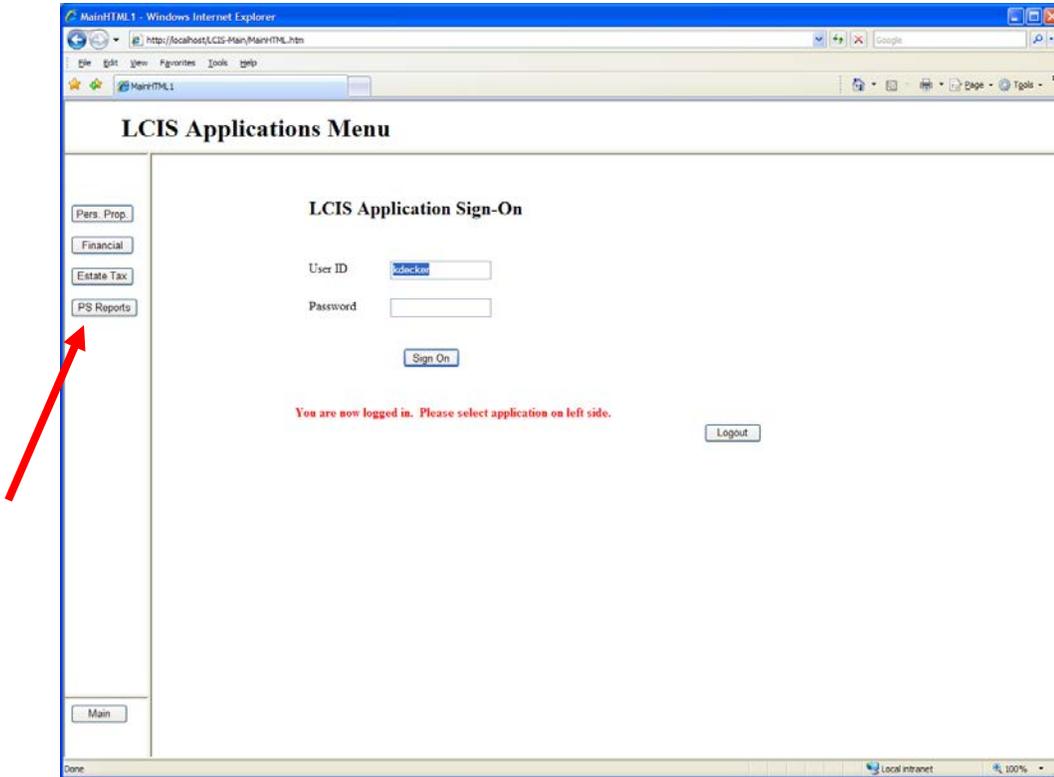
Internet Explorer 5.0 or higher
Windows 2000, XP, or Vista operating system
Adobe Acrobat Reader 5.0 or higher

Once you have connected to the application via the hyperlink, you will receive a page which looks like this.

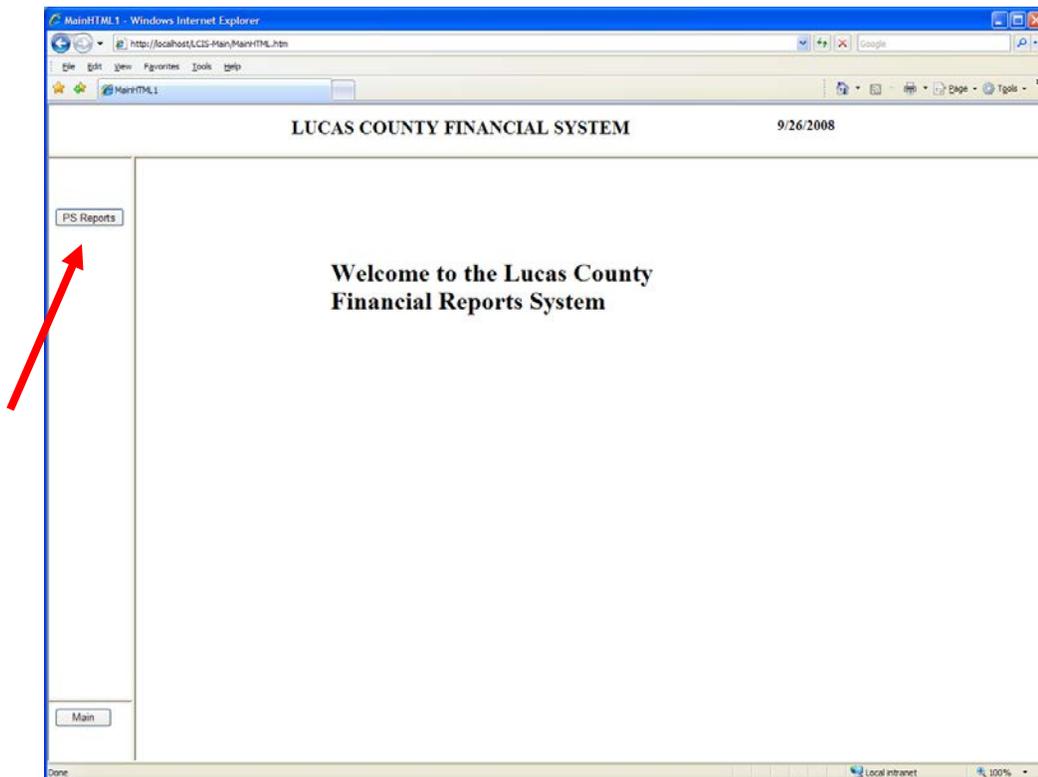


Enter your user id and password. This information should have been provided to you by LCIS. If you do not have a user id and password, please contact the LCIS Help Desk at extension 4037 and **request a sign on to the financial reporting system or FROGS.**

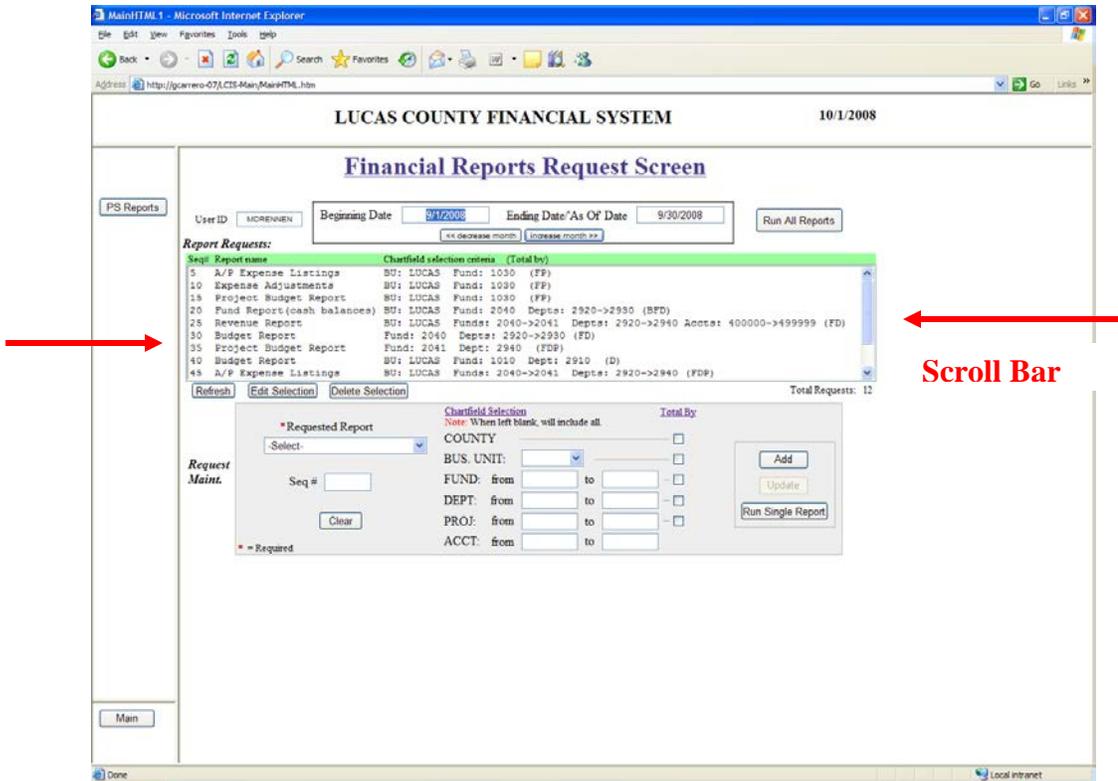
If your sign in was successful you should receive a page as illustrated below. Click on **PS Reports**



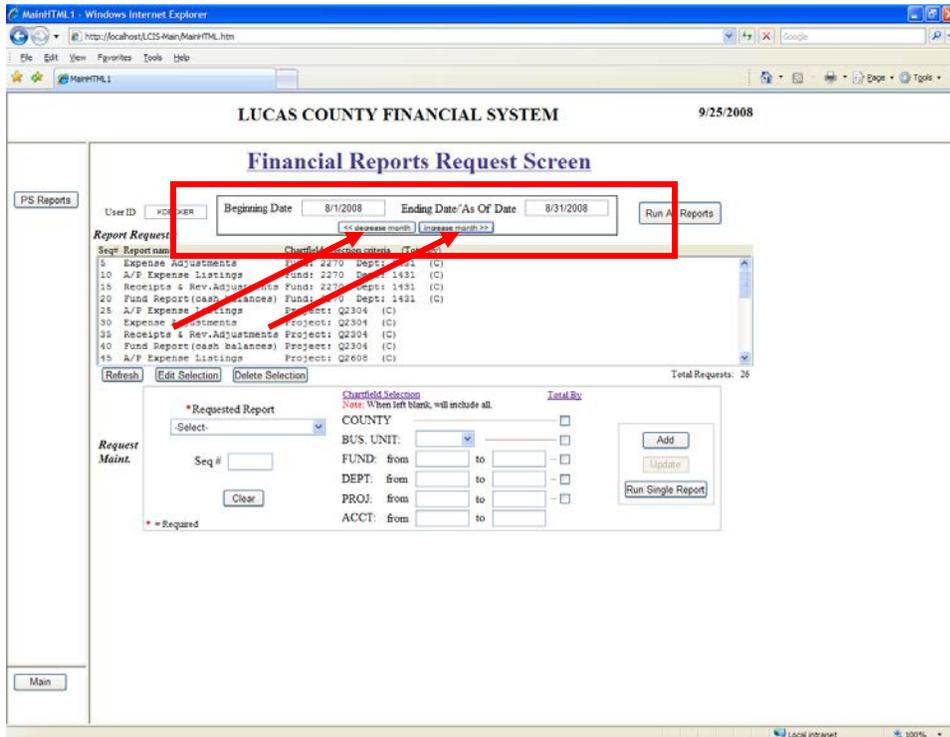
Click on **PS Reports** again.



Note that in the middle of the page you will have a list of all the reports that you have been setup to receive. Use the scroll bar on the right to move up and down in the list.

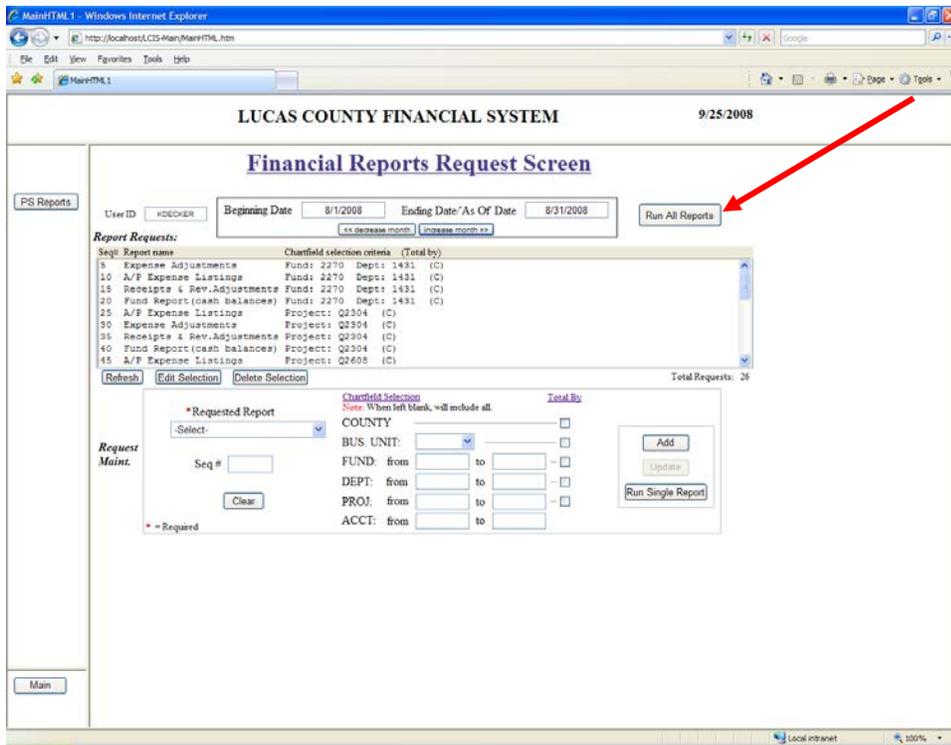


When the page loads, the first and last day of last month will automatically be populated in the beginning date and ending date boxes. You can change these dates by typing over the existing dates or by clicking on the **decrease month** and **increase month** buttons, which will simultaneously increase or decrease the months in both beginning and ending date boxes.



Running all saved reports

Click on **Run All Reports** to run all the reports that you have set up to receive.



A blank browser page will be displayed until the application is finished executing.



The report is returned in pdf (portable document file) format only.

You can select a report from the header page above by clicking on the report name; this will cause a "jump" to that page.

If you are familiar with pdf's you may skip to page11.

You may search within the pdf document using the **Find** function. Searching can be done forward or backward.

4/23/2008 LUCAS COUNTY PAGE 2
ACCOUNTS PAYABLE EXPENSE LISTING
Fund: 2040
3/1/2008 through 3/31/2008

DATE	VENDOR	P.O. #	VOUCHER	WARRANT	NET AMOUNT	DESCRIPTION
2040 2930 5310100	MOTOR VEH & GAS TAX	COUNTY ENGINEER ADMINISTRATION				
03/20/2008	Trimble Navigation, L	CNV0739228	0001822	01010641	6,221.50	EQUIPMENT
			5310100			Equipment TOTAL
						DEPT 2920 TOTAL
					9,934.03	
2040 2930 511410	MOTOR VEH & GAS TAX	COUNTY ENGINEER ROAD MAINTENAN				
03/13/2008	City Apparel	000000299	0001842	01008564	1,775.35	COLD WEATHER VESTS AND JACKETS
03/13/2008	City Apparel	000000299	00012259	01008563	979.65	T-SHIRTS
03/17/2008	Aramark Uniform Serv		00012991	01008979	17.40	
03/17/2008	Aramark Uniform Serv		00012997	01008980	16.86	UNIFORM RENTAL
03/18/2008	City Apparel	0000003442	00014995	01009634	86.00	ENG LOGO ON FOLLOVERS
03/19/2008	City Apparel	0000003443	00014994	01009635	32.30	DENIM WORK DUNGAREE
03/24/2008	Aramark Uniform Serv		00013005	01011315	15.85	UNIFORM RENTAL
03/24/2008	Aramark Uniform Serv		00013009	01011314	15.86	UNIFORM RENTAL
03/26/2008	City Apparel	0000004247	00016709	01011841	444.45	WOOL PANTS
03/26/2008	City Apparel	0000004248	00016709	01011842	93.00	EMBROIDERY CHG
03/26/2008	Aramark Uniform Serv	0000001126	00016967	01011821	16.86	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00016976	01011822	16.86	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00016979	01011823	11.44	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00016983	01011824	49.95	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00016988	01011825	17.09	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00016990	01011824	17.09	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00016993	01011827	16.86	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00016997	01011828	17.09	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00017001	01011829	16.86	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00017012	01011830	20.93	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00017014	01011831	30.46	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00017015	01011832	16.16	Rental of Maintenance Uniforms
03/26/2008	Aramark Uniform Serv	0000001126	00017018	01011833	15.86	Rental of Maintenance Uniforms
03/28/2008	Aramark Uniform Serv	0000001126	00016957	01012285	11.44	Rental of Maintenance Uniforms
			511410			Uniforms TOTAL
					3,752.67	
2040 2930 512110	MOTOR VEH & GAS TAX	COUNTY ENGINEER ROAD MAINTENAN				

Many tools are available with Adobe including the ability to print selective pages and save the pdf file to your pc. This is controlled via the Adobe toolbar highlighted below.

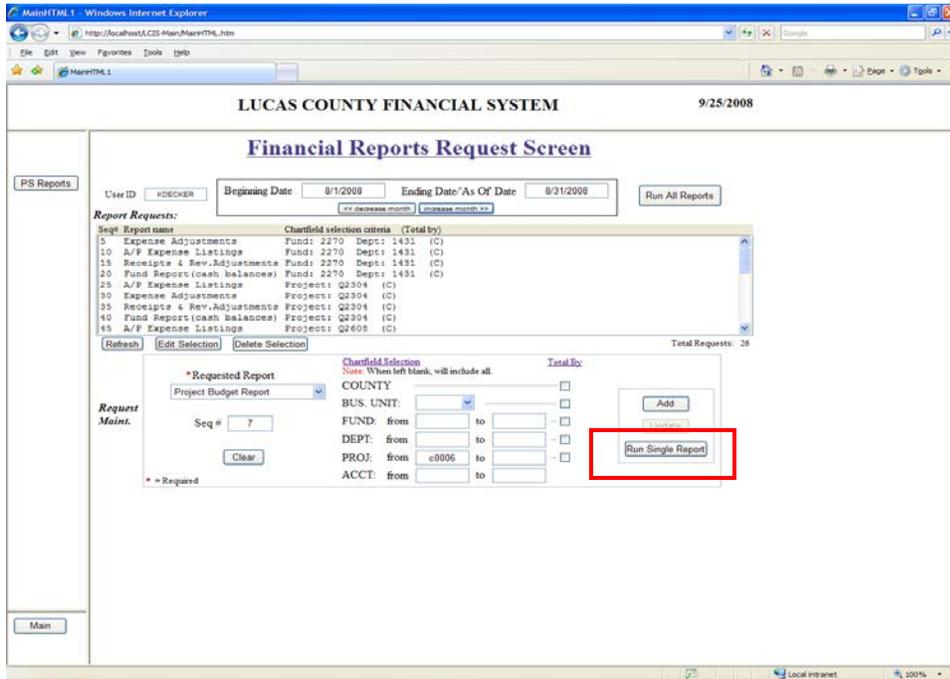
4/23/2008 LUCAS COUNTY PAGE 3
ACCOUNTS PAYABLE EXPENSE LISTING
Fund: 2040
3/1/2008 through 3/31/2008

DATE	VENDOR	P.O. #	VOUCHER	WARRANT	NET AMOUNT	DESCRIPTION
2040 2930 512110	MOTOR VEH & GAS TAX	COUNTY ENGINEER ROAD MAINTENAN (cont.)				
03/13/2008	EE Solutions	0000001443	00009477	01008444	411.30	SIGN SHOP PURCHASE REPAIR
03/14/2008	Ernie's Pest Control	CNV0722098	00011863	01008843	35.00	PEST CONTROL FOR THE TIME PERI
03/17/2008	Darkinson Doors	0000002293	00012264	01009018	85.00	OVERHEAD DOOR REPAIR
03/24/2008	County Commissioners	0000001126	00016121	01011226	1,274.91	BULK NATURAL GAS, ESTIMATED TO
03/26/2008	Travis Lighting	0000004634	00017139	01011899	70.86	GARAGE LIGHTS
			512110			Contract Services TOTAL
						3,896.93
2040 2930 512140	MOTOR VEH & GAS TAX	COUNTY ENGINEER ROAD MAINTENAN				
03/06/2008	Thomas Equipment	0000001553	00009555	01007759	42.00	PUMP RENTAL FOR GARAGE HOIST
03/13/2008	Putronics Inc.	CNV0702571	00011979	01008599	269.00	RADIO PURCHASE FOR 2009 - 2ND
03/13/2008	Putronics Inc.	CNV0702571	00011980	01008600	269.00	RADIO PURCHASE FOR 2009 - 2ND
03/13/2008	Phil Leak Company	0000000729	00012492	01008638	1,276.25	EMERGENCY - PARTS & LABOR TO R
03/13/2008	Phil Leak Company	0000000728	00012492	01008638	82.75	CHANGE ORDER TO INCREASE P.O.
03/25/2008	Jam Tire Inc	0000002691	00013221	01011640	329.00	TIRE REPAIR
03/25/2008	Simplex Grinnell Lp	0000001843	00015029	01011642	163.40	TIME CLOCK REPAIR
03/26/2008	Putronics Inc.	CNV0702571	00014747	01011820	269.00	RADIO PURCHASE FOR 2009 - 2ND
			512140			Contract Repairs TOTAL
						2,697.40
2040 2930 512160	MOTOR VEH & GAS TAX	COUNTY ENGINEER ROAD MAINTENAN				
03/13/2008	The Andersons	0000001425	00009454	01008539	19.85	DUST MASK, SOCKET, PVC PIPE-FO
03/13/2008	Battery Wholesale	0000001437	00009459	01008423	14.21	SPOT LIGHT BATTERY
03/13/2008	Howard T. Moriarty C	0000001459	00009503	01008471	90.56	ROAD MARKING PINK PAINT
03/13/2008	The Andersons	0000001457	00009451	01008534	359.36	ESWALT TOOL- MAILBOX REPAIR
03/13/2008	The Andersons	0000002292	00012240	01008449	176.61	BATTERIES, HAMMERS, WINDSHIELD
03/13/2008	Thomas Equipment	0000002331	00012415	01008651	29.70	HYDRANT WRENCH
03/17/2008	The Andersons	0000002283	00012245	01009190	35.57	VISQUEEN & SANDPAPER
03/17/2008	The Andersons	0000002284	00012249	01009191	6.38	KEY HOLDER
03/17/2008	Thomas Equipment	0000002332	00012416	01009193	29.95	BIT KIT
03/24/2008	The Andersons	0000002493	00013210	01011412	160.03	AIR COUPLERS, GRAB HOOKS, TOO
03/24/2008	Howard T. Moriarty C	0000002499	00013217	01011353	21.76	NUTCRACK HANDLE
03/28/2008	Thomas Equipment	0000001454	00015030	01012384	29.95	BIT KIT
03/28/2008	Thomas Equipment	0000001455	00015031	01012385	130.91	MAILBOX POST HOLE TOOLS

Running a single report

You can run a single report by clicking the **Run Single Report** button. This will run the report that is currently set up in the Request Maintenance section. This option is convenient when you only want to run one report instead of all of the ones you have saved.

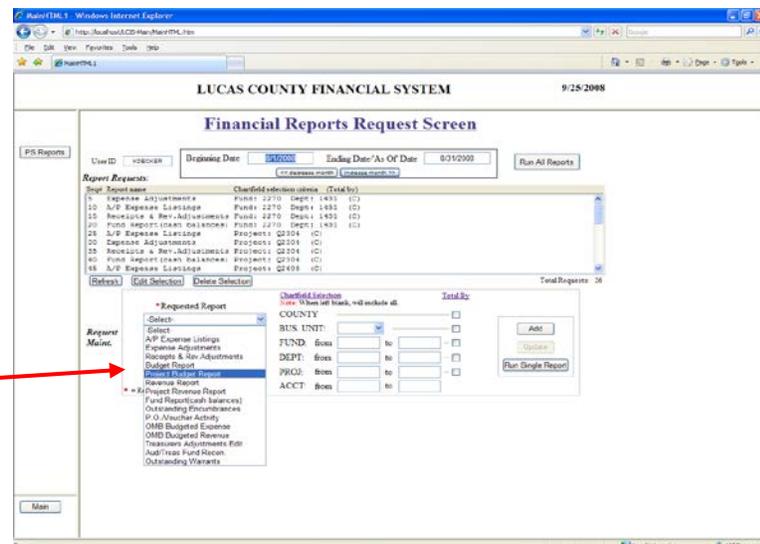
You can either send one of your saved report requests to the Request Maintenance section by clicking on **Edit Selection** (refer to the **Changing an existing report request** section below) or by entering a new one (refer to the **Adding a report request** section below) without having to **Add** it first.



Adding, changing, or deleting reports you receive

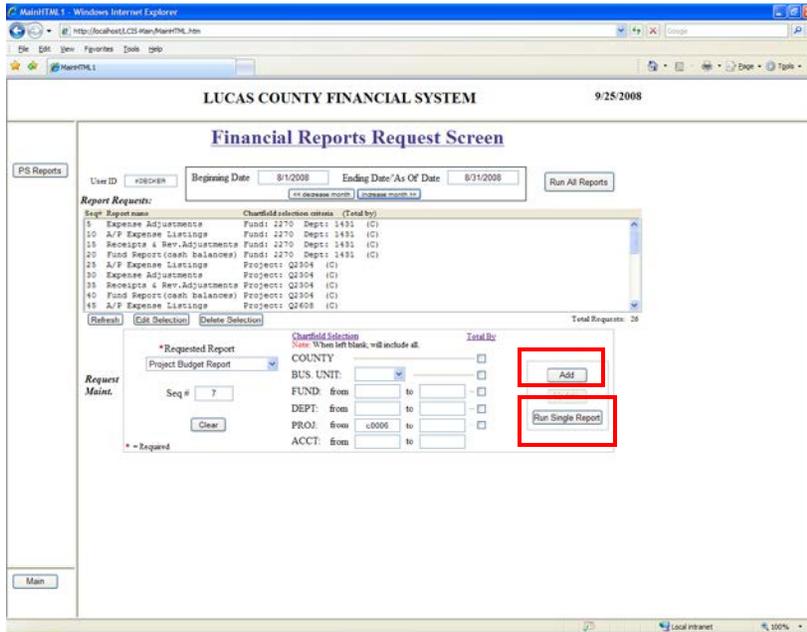
Adding a report request

Click on the **Clear** button to clear any previous input from the Request Maintenance section. The report options available will appear in the drop-down list under "Requested Report". To illustrate the process, we will select the **Project Budget Report** from the drop-down. We will be adding a report to our report requests for project "C0006".



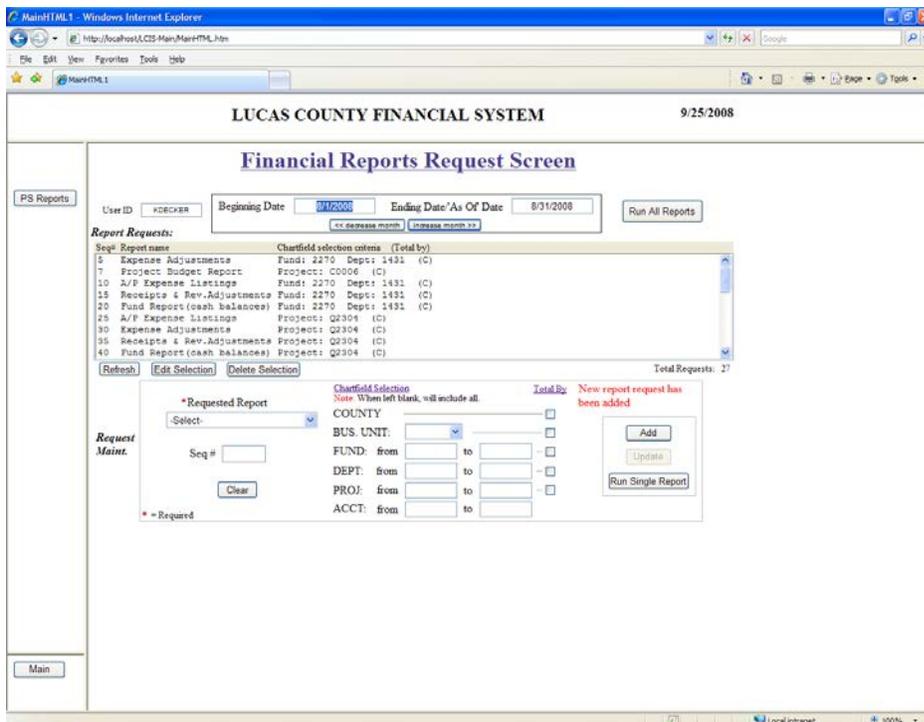
If you want this report to run in a certain order relative to the existing report requests, enter the appropriate Seq #. Reports will be displayed in ascending order of sequence number.

Enter the project number in the PROJ: **from:** box. Notice that the **to:** box can be left blank if adding the report for a single value instead of for a range of values.



Click on the **Run Single Report** to verify that you set up your report appropriately, and then click the **Add** button to add the report to your list for running at a later date.

You have now added the Project Budget Report to your report request list. This report was placed between the reports with sequence number 5 and sequence number 10 since we specified the new report's sequence number as 7.

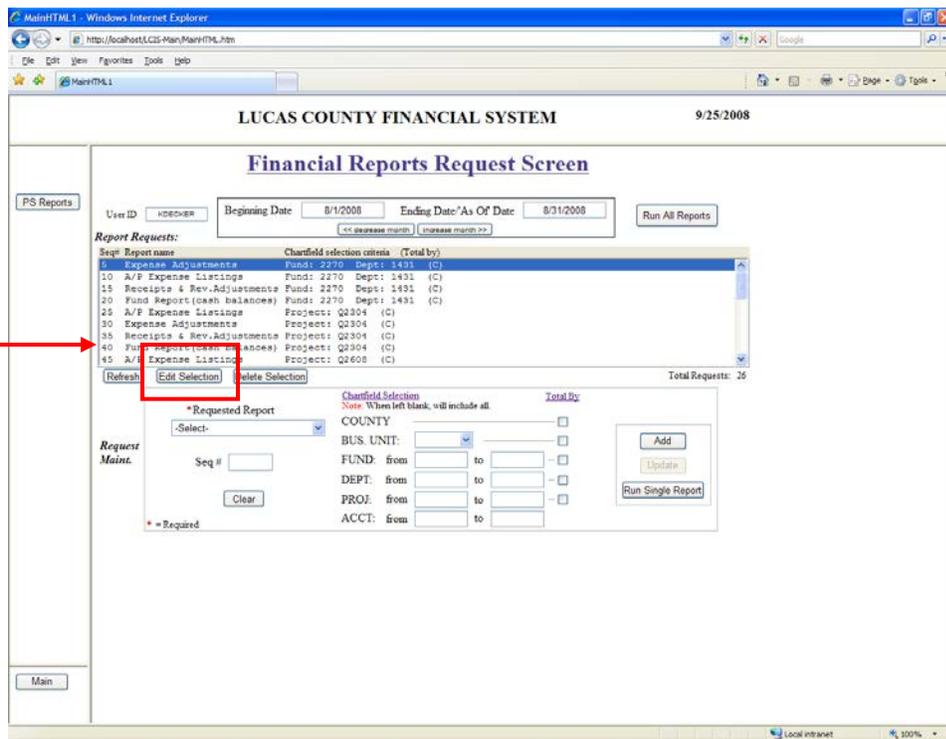


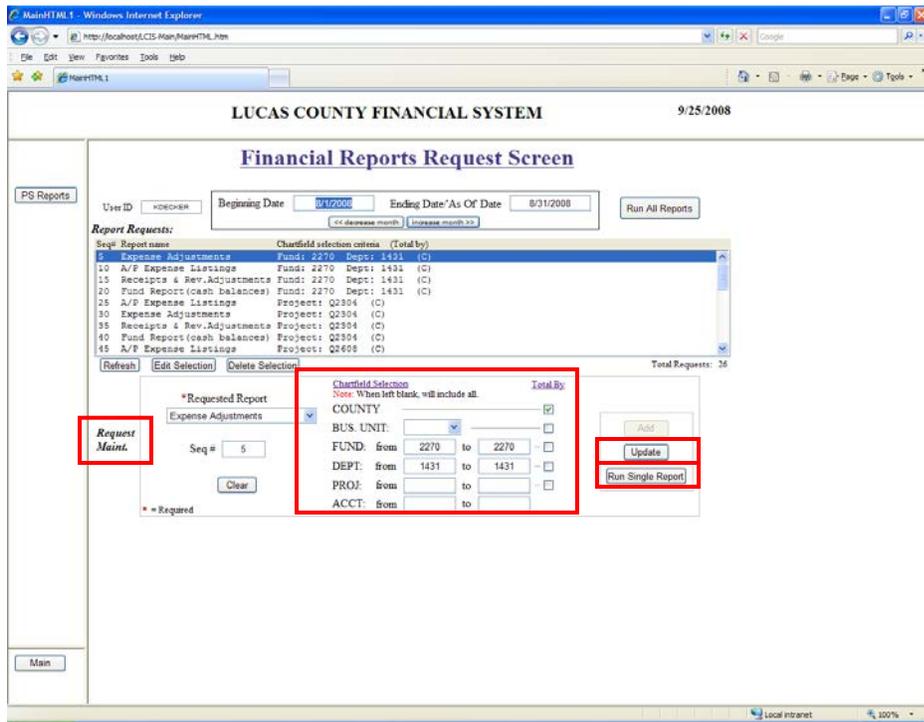


In our example, after clicking [Run All Reports](#), you will see the Project Budget Report for project C0006. By clicking on the name of this report, you will jump to that page in the report group/stack.

Changing an existing report request

You can change an existing report request by highlighting the report from the list and then clicking on [Edit Selection](#).



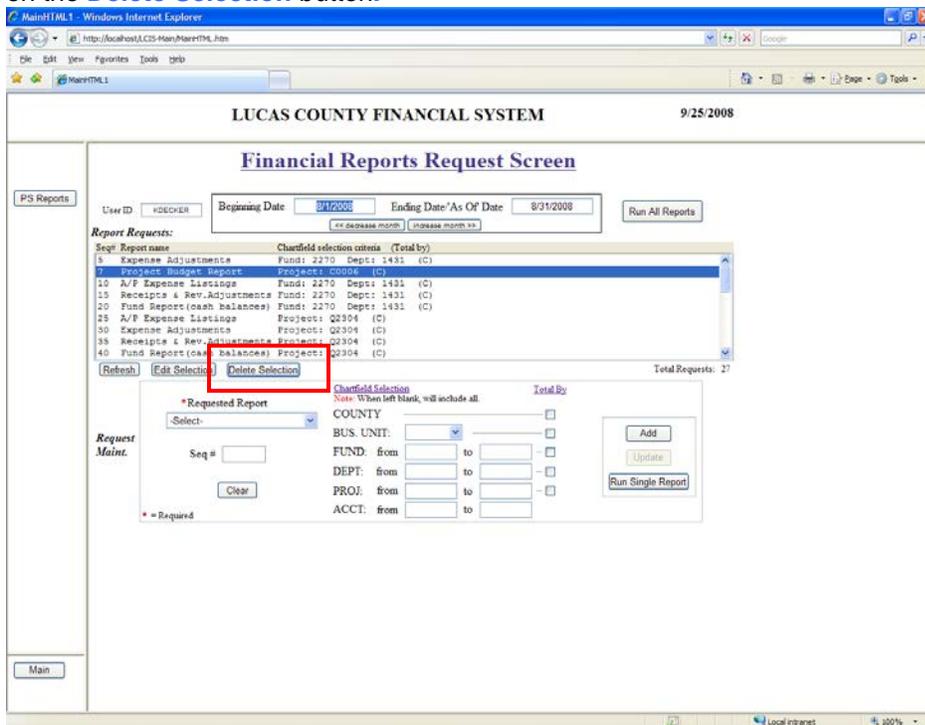


The report's set up information will be moved to the Request Maintenance section where any of the criteria can be modified.

The application allows you to change the totaling on the report by checking or unchecking the boxes in the "Total By" column next to the appropriate chartfields. You may change the fund, dept or account information as well. Then click on the **Run Single Report** to verify that you set up your report appropriately, and then click the **Update** button to apply your changes.

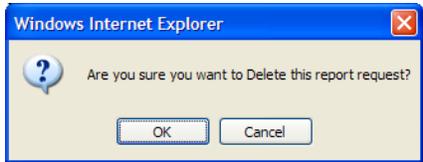
Deleting an existing report request

You can delete an existing report by highlighting the report request you wish to delete and then clicking on the **Delete Selection** button.

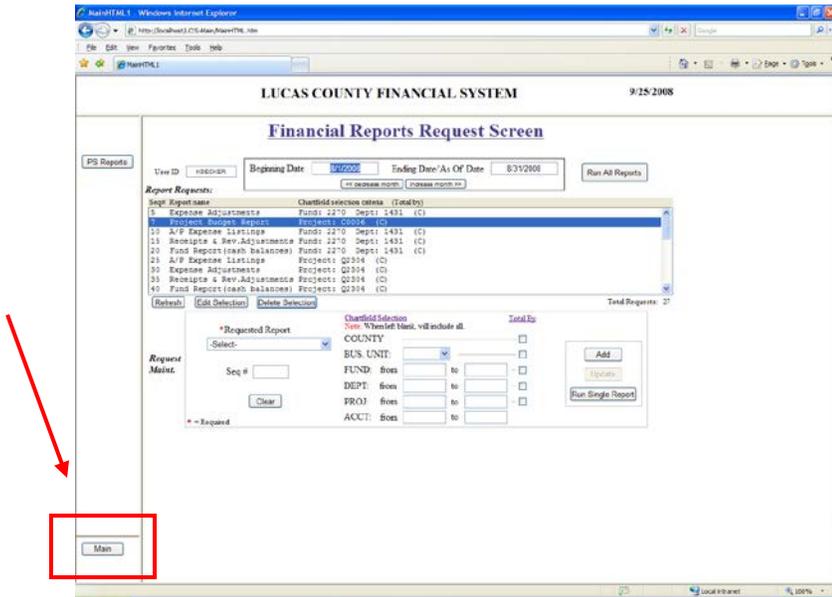


The following alert comes up allowing you to confirm the deletion.

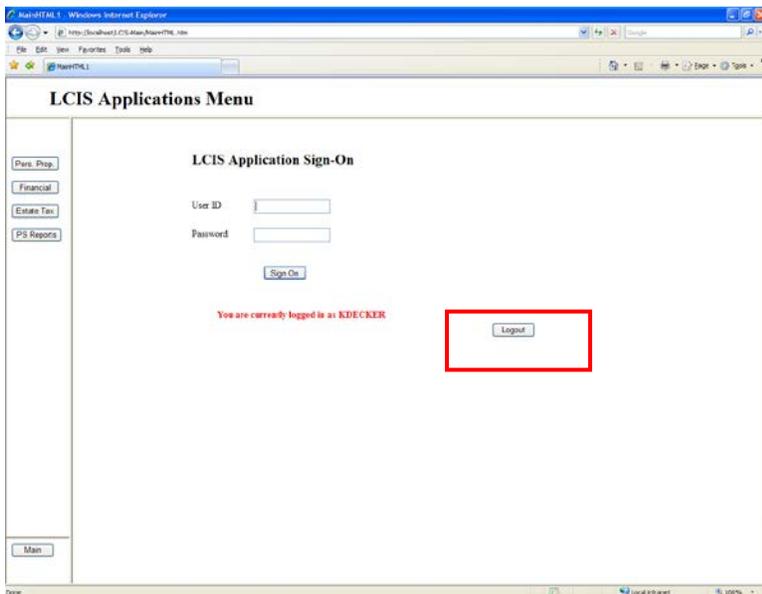
Note: Once a report request has been deleted you cannot get it back. You can, however, re-add it.



When you have completed running reports, click on **Main** as shown below.



Click on **Logout**.



CAUTION!!

Reports produced are unofficial copies until the Lucas County Auditor's Office has performed the month end closing procedures and has verified the accuracy of financial information for the accounting period. Monthly notification via email will be sent when this has been completed.