Client Dashboard opens your home screen. We can populate that screen with various dashboards. Client Dashboard is an ACS default dashboard, it is not the same as the MM Dashboards.

Print Reports allows you to print and/or save electronic copies of reports.

Clients gives you an overview of your information in our system.

Bank Accounts allows you to view the accounts we have set up in the system.

Vendors allows you to view the information for each of your vendors.

Accruable Benefits lets you see payroll items you have set up for employees.

Employees lets you view the information for each employee in the system.

See pages 17 – 19 for an appendix of available reports and their descriptions.

In the **Print Reports** screen select reports. From there you can select from various reports such as Accounting, Payroll, etc.

Accounting CS - [Print	Reports]				– ø ×
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Once you find the report you would like to run, double click on it. From there you can select various options to sort and filter the data based on the type of report.

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Payroll «	Print Reports			
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Print Reports	Reports	General Ledger - Separate Det	Description: General Ledger - Separate Debits and Credits	
Setup	Generation Generating		Date	-
🏭 Clients	Bank Account Register		Date: Current period	
Bank Accounts	Chart of Accounts by Grouping Fund report		Regions to Include Sections to Include Distribution Count Error Check	-
Vendors	- 📄 General Ledger - Separate Debits and Credit			
	Trial Balance - Condensed			
Accruable Benefits	Accounts Payable		Accounting Method Journal Entry Format	
SS Employees	Accounts Receivable Accounts Receivable Accounts		Accrual basis Summarize payroll journal entries by pay date	
	i i i i i i i i i i i i i i i i i i i		Cash basis Summarize accounts payable account	
			Filtering and Sorting	
			Chart of Accounts Balances Transactions	
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S Payroll	»			
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Current Posting Period: 12	/31/2020* AP Date: 5/12/2021			

Once you have the report setup click "preview selected." You can preview one or multiple reports.

Accounting CS - [Print	Reports]			– ø ×
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, Payroll «	Print Reports			
Actions	Client			
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Print Reports	Available Reports	Selected Reports	Identification	
	Reports	General Ledger - Separate Det	Description: General Ledger - Separate Debits and Credits	
Setup	Geports General Accounting		Date	
Sclients	Bank Account Register		Date: Current period	
Bank Accounts	 Chart of Accounts by Grouping Fund report 		Regions to Include Sections to Include	
🦉 Vendors	General Ledger - Separate Debits and Credit			
Accruable Benefits	Vendor Activity - Detailed		Accounting Method — Journal Entry Format —	
	Accounts Payable Accounts Receivable		Client basis Summarize payroll journal entries	
SS Employees	Account recentation Payroll		Accrual basis Summarize payroll journal entries by pay date Cash basis Summarize accounts payable account	
			Filtering and Sorting Chart of Accounts Balances Transactions	
			Filter by: Method: Selected:	
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Current Posting Period: 12	2/31/2020* AP Date: 5/12/2021			

In the next screen you can verify that the report has the information you want. If the report is not correct you can click "close" and select new options for your report. If the report is correct, click on the printer icon in the top left corner. You can also click on the "Print All Reports" link if you are previewing multiple reports.

Reports Refresh	\sim						General Ledger - Separate Debits and Credits - ZZZABC
रू 🗭 • 🔝 • 🔣 🔍 🔍 100% 🔹 🔣 📧	> > 1/6 Close						
		ABC Test General Ledger - Separa December 1, 2020 - E	te Debits and Cre	edits			
	Date Reference	Description	Beginning Balance	Debit	Credit	Period End Balance	
	1010 Main Checking	Totals for 1010	(185,263.69)	0.00	0.00	(185,263.69)	
	1020 General Checking KCB 1111 CK	G Totals for 1020	(18,078.16)	0.00	0.00	(18,078.16)	
	1030 Savings	Totals for 1030	0.00	0.00	0.00	0.00	
	1040 Checking - Payroll	Totals for 1040	0.00	0.00	0.00	0.00	
	1110 Accounts Receivable	Totals for 1110	10,200.00	0.00	0.00	10,200.00	
	1350 Prepaid Expenses	Totals for 1350	0.00	0.00	0.00	0.00	
	1510 Buildings	Totals for 1500	0.00	0.00	0.00	0.00	
	1520 Equipment	Totals for 1510	0.00	0.00	0.00	0.00	
	2005 Accounts Payable	Totals for 1520	(6,594.14)	0.00	0.00	0.00	
	2010 Federal Withholding Payable	Totals for 2005 Totals for 2010	(134.89)	0.00	0.00	(6,594.14)	
	2020 State Withholding Payable	Totals for 2010	(5.00)	0.00	0.00	(134.89)	
	2030 City Taxes Payable	Totals for 2030	0.00	0.00	0.00	0.00	

Once you click on the print icon you have two choices.

- 1. print your report to a local printer or
- 2. save your report as a PDF, Excel file, or rich text file to your computer. You can also do both simultaneously.

🛐 Print		×				
Page Numbering Continue page numbering across reports/profiles						
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File						
Output to file	Microsoft Excel (*.xlsx)	Password Protect				
Destination:	\\tsclient\Desktop					
Open file when complete						
		OK Cancel				