

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.

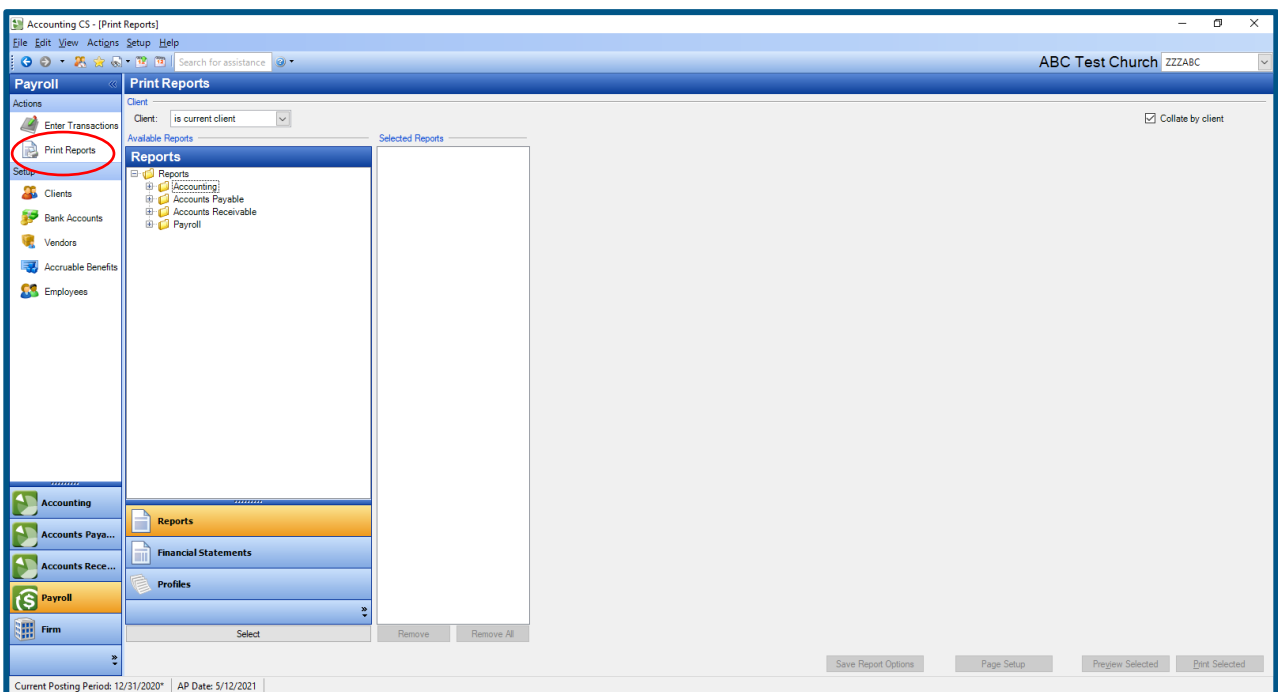
Vendors allows you to view the information for each of your vendors.

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

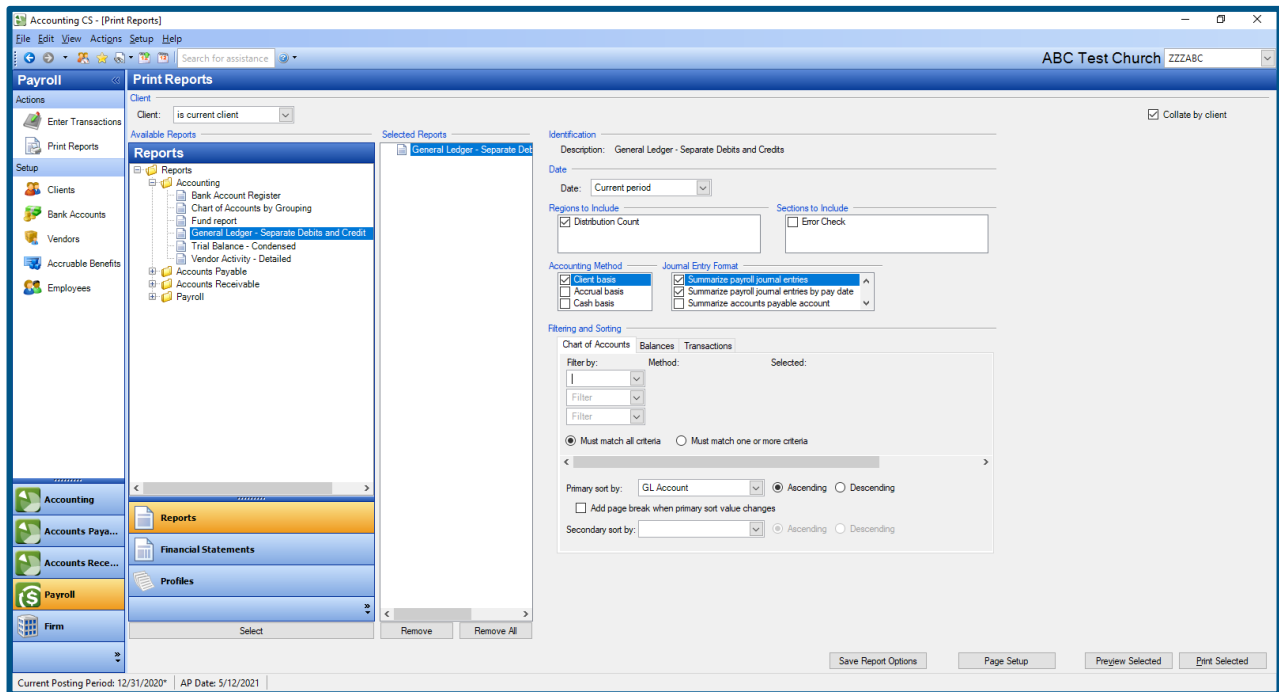
Employees lets you view the information for each employee in the system.

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

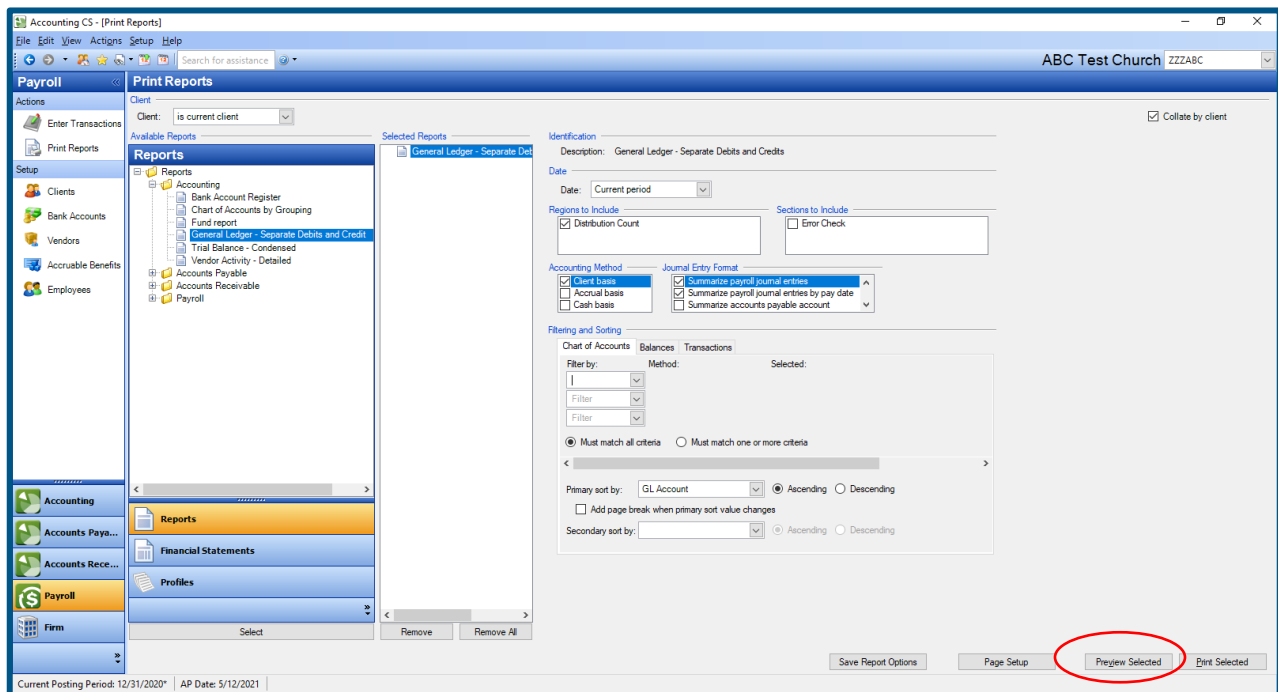
In the **Print Reports** screen select reports. From there you can select from various reports such as Accounting, Payroll, etc.



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.



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



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.

Date	Reference	Description	Beginning Balance	Debit	Credit	Period End Balance
1010	Main Checking		(185,263.68)			
		Totals for 1010		0.00	0.00	(185,263.68)
1020	General Checking KCB 1111 CKG		(18,078.16)			
		Totals for 1020		0.00	0.00	(18,078.16)
1030	Savings		0.00			
		Totals for 1030		0.00	0.00	0.00
1040	Checking - Payroll		0.00			
		Totals for 1040		0.00	0.00	0.00
1110	Accounts Receivable		10,200.00			
		Totals for 1110		0.00	0.00	10,200.00
1350	Prepaid Expenses		0.00			
		Totals for 1350		0.00	0.00	0.00
1500	Land		0.00			
		Totals for 1500		0.00	0.00	0.00
1510	Buildings		0.00			
		Totals for 1510		0.00	0.00	0.00
1520	Equipment		0.00			
		Totals for 1520		0.00	0.00	0.00
2005	Accounts Payable		(6,594.14)			
		Totals for 2005		0.00	0.00	(6,594.14)
2010	Federal Withholding Payable		(134.89)			
		Totals for 2010		0.00	0.00	(134.89)
2020	State Withholding Payable		(5.00)			
		Totals for 2020		0.00	0.00	(5.00)
2030	City Taxes Payable		0.00			
		Totals for 2030		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

Starting page number: 1

Printer

Output to printer: \\Mmsdc0114014ID2

Page range: All Current page Pages:

Number of copies: 1 Duplex

Enter page numbers and/or page ranges separated by commas. For example, 3,6,8-10

File Cabinet CS

Output to FileCabinet CS

File

Output to file: Microsoft Excel (*.xlsx) Password Protect...

Destination: \\tsclient\Desktop

Open file when complete

OK Cancel