INSTRUCTIONS FOR USING CERTIFY CROSSTAB REPORT

SETUP

Step 1) Go to Transfers on the top ribbon menu and click on Certification.
Step 2) On the Certification menu, click on Certification Options.
Step 3) On the Certification Option screen, click on the Certify Options tab.
Step 4) Click on the Certify Crosstab Setup button at the bottom.
Step 5) Select Services.

> The box on the left displays all service NOT chosen to be on the report.
> The box on the right displays all service that are chosen to be on the report.
> Select which service you want to have on the report by clicking the service and using the arrow keys between the two columns to move services between the columns.
> The single arrows move just the selected services between columns. The double arrows move all services.

Step 6) Click on the Surcharges tab and select what Surcharges/Taxes you want on the report using the same methods as described in Step 5.

Step 7) Click on the Column Order tab.

> The column order tab allows you to combine charges and rearrange the order charges will be displayed on the report.
> Charges with the same column number will be combined into a single column on the report. You cannot specify a column number higher than the total number of charges. It is okay to skip a number (i.e. you can have column 1 and column 3, but not have a column 2).
> NOTE: If you combine charges that have different Fund Accounting Account Codes, then naturally the Account Code column will not be accurate since only one code can be displayed. This is also true for the Cash Account Code.
> NOTE: When you select a charge to be on the report, the penalty for the charge is also automatically selected. If you do not assess a penalty for the charge, then just specify to combine the penalty with the charge. (Even if you do charge a penalty, you still have the option to combine it with the charge.)

NOTE: There are a maximum of 30 columns of data available on the report. Twenty-five of these columns are available for charges. If you have more than 25 charges selected, you would need to combine some to fit all the columns on the report. The other five columns are used for the Account Number, Name, Address, PIN, and Cert Total columns. If you attempt to build the report using more than 25 columns, the program will pop up a message to remind you that some columns will not be on the report.

Creating the report also creates the Certify Crosstab category in Report Writer for the report. Each charge creates six fields in this Report Writer category, the amount certified for the charge, the penalty amount certified for the charge, and the FA Account Code and Cash Account code for the charge and penalty. You can have up to 255 fields in this Report Writer category. If you specify more than 25 columns of charges, you will not be able to fit all the columns on the report, but they will be available in Report Writer for you to use on a different report. If you attempt to create more than 255 fields in the Report Writer category, a message will pop up to let you know that some charges cannot be included.

Step 8) Click the Continue button at the bottom left. This will build the Certify Crosstab report structure so that it is available for use and also create the Certify Crosstab category in Report Writer. You can click Exit if you do not want to create or change the report.

CUSTOMIZING THE REPORT

Once the Certify Crosstab report has been created, you can make changes to it in Report Writer.

Step 1) Open Report Writer.

Step 2) In the left column scroll down and click on the *Certify Crosstab category.

Step 3) Right click on the Certify Crosstab report on the right side of the screen and select Modify from the pop up menu. At this point there will not be any information in the columns. Data for the report will be built later.

Step 4) Make any changes you want to the report the same as you would modify any other report. If you combined charges, it is a good idea to change the title for the column to reflect the data. To change the title, right click in the column, click on format, then click on Alternate Heading, then enter your description for the column and press Enter.

When you have finished customizing the report save it (do not change the name) and exit from Report Writer.

GENERATING THE REPORT

Step 1) Go to Transfers on the top ribbon menu and click on Certification.
Step 2) On the Certification Option screen, click on the View/Edit/Print tab.
Step 3) On the Account Certify Detail screen, click on the drop down Reports arrow.
Step 4) Pick Certify Crosstab Report from the report list.

This will build the data and generate the report to the screen. Once the data has been built, you can also go back to report writer and see the data in the report there and run any other reports you have created.

The data will be rebuilt each time the report is run from the Account Certify Detail screen. The data will NOT be rebuilt when running the report from Report Writer. Report Writer uses the data that was built the last time the report was run from the Account Certify Detail screen.