

Reports to Prepare for the Annual Audit & PSC

Accounting Reports

1. Previous Year Check Register

- **Purpose:** Lists checks paid in January of the current year but classified as previous-year expenses.
- **Steps:**
 - Navigate to **Reports/Checks - Reprint Register (Full or Quick)**
 - Select the correct **Bank Account**
 - Set date range: **January 1, 2025 – Today's Date, 2025**
 - Choose **Type:** Prev Yr Exp
 - Generate report and save as **PDF**

2. Transaction Detail Reports

- **Purpose:** Provides a detailed transaction record for the audited year.
- **Steps:**
 - Navigate to **Reports/Transaction Detail**
 - Set date range: **January 1, 20XX – December 31, 20XX** (year to be audited)
 - Save as **PDF**
 - Navigate to **Reports/Transactions/Export Data**
 - Use the **“Send to”** option to save the Excel file

Reports Transactions Export Data

Dated From: 1/01/2024 Thru: 12/31/2024

Report Style: [v]

Account Number Locator: 000-00-00000-000-000 Type of Account: Active [v]

Account Number	Short Description
100-00-11100-000-000	TREASURER'S CHECKING
100-00-11101-000-000	MONEY MARKET ACCOUNT
100-00-11120-000-000	PAYROLL CHECKING ACCOUNT
100-00-11130-000-000	B-W SUMMER REC CHECKING ACCT.
100-00-11140-000-000	CDBG CHECKING ACCOUNT
100-00-11150-000-000	LIBRARY REMODELING CHECKING

Account Number: From >>> Thru >>>

Summarize Payroll?
 Marked Account?

Close Reset Send To

** Process Complete **
** Total accounts included on report = 56 **

Send To...

Send To: [v] File [v] Printer

File Format: [v] Excel (CSV) [v] Excel (xls) [v] Excel (xml) [v] HTML [v] XML [v] JSON

Options: [v] Preview [v] Column Headers

Excel Options: Start Column: A Start Row: 1 Template: [v]

File Name: Z:\Users\chery\OneDrive - Workhorse Software, Inc\Desktop\Auditors Trans Detail

Save Cancel

3. Auditor's Trial Balance

- **Purpose:** Summarizes account balances for auditing purposes.
- **Steps:**
 - Navigate to **Reports/Auditors Trial Balance Worksheet**
 - Use **prior-year dates** and save as **PDF**
 - Navigate to **Reports/Auditors Trial Balance/Export Data**
 - Use “send to” to Export Data to Excel, use 12-31-20XX as the audit year, and save the **file**. (*See details of saving to excel under Trans Detail Reports*)

Utility Billing Reports

1. Number of Active Accounts (as of 12-31-20XX). Print this ASAP or on 12-31-20XX

- **Purpose:** Provides a list of the number of Utility Accounts.
- **Steps:**
 - Go to **Reports Accounts/Quick**
 - Select **Account Type = Active**
 - Generate report and save as **PDF**
 - (Optional) Filter by **PSC Classification** for a breakdown

2. Number of Meters (as of 12-31-20XX) Print this ASAP or on 12-31-20XX

- **Purpose:** Provides a list of the number of meters in Utility Billing
- **Steps:**
 - Navigate to **Reports/Meters/Quick**
 - Set **Account Status = Active, Meter Status = Used**
 - Generate and save the report, which includes a breakdown by **Service/PSC Classification/Size**

3. Largest Accounts Report (PSC Classification)

- **Purpose:** Used for PSC Information & rate increase
- **Steps:**
 - Navigate to **Reports/Meters/PSC**
 - Select **Utility (e.g., WATER)**
 - Set **Billing Date**
 - Check “**Show 10 Largest Accounts for each PSC**”
 - Generate and save the report

4. Transaction Summary Reports

- **Purpose:** Used to determine the amount of dollars & volume billed.
- **By Dollars:**
 - Navigate to **Reports/Transaction Summary**
 - Enter **POST DATE** for the required timeframe
 - Select **Show Dollars**
 - (Optional) Filter by **Utility**
- **By Consumption:**
 - Same steps as above, but use **BILL DATE**

5. Aged Report – Account Balances (as of 12-31-20XX)

- **Steps:**
 - Navigate to **Reports Accounts/Aged/Quick**
 - Set **Receivable Date = 12-31-20XX**
 - Generate and save the report

6. Arrears Report –

- Steps:
 - Navigate to Reports/Accounts/Aged/Quick
 - Set Receivable dates as 3-31-20XX (Or Qtrly Date you want)
 - Filters
 1. By Amount From .01 thru 9,999,999 (to avoid Credit Balances)
 2. Balances older than 30 days
 3. Pick Utility you want
 4. Pick PSC Classification you want
 5. Number of Accounts and Amounts on Last Page
 - Generate and save the report

Final Notes:

- Ensure all reports are saved in **PDF** and **Excel** formats where applicable.
- Organize files properly before sending them to the auditor.
- Print **UTILITY** reports on or as close to **12-31-20XX** as possible for accuracy.