

# Financial Reports

## [Running Reports – General Information](#)

### Reports to run prior to printing monthly checks:

---

[Report of Collections](#) - This report produces a list of collections by requirement for the month. This report simply reports the receipts for the month it does not report transfers between funds.

[Financial Report](#) - This report will provide the beginning balances, receipts, disbursements, and ending balances for the time period. It will also report any transfers and adjustments made.

### Reports to run after printing monthly checks:

---

[Check Register](#) This report simply lists all the checks issued during the time period.

[Receipt Register](#) This report simply lists all the receipts issued during the time period.

[Disbursement Report](#) - This report lists the amount disbursed to the Trustee. It breaks it down by the different funds with their fund number.

[Reconciliation Report](#) - The reconciliation report will provide a report of your bank reconciliation. It will list the cleared and outstanding checks as well as the cleared and outstanding deposits and a calculated bank balance.

[General Ledger](#) - This report lists all the transactions in each account. You can show all the transactions or just the balances.

[Transaction Journal](#) - This report will list every transaction that matches the selected transaction type. You can run by transaction date or date added. You can run every transaction or only specific types of transactions, such as adjustments or voided transactions.

[Trial Balance](#) - This report will show the balances on the asset and liability accounts. These should equal. It is a great way to ensure you are in balance.

[Docket Ledger](#) – This report will show all accounts where money is being held.