

Accounting Reports

Overview

This document details how to generate accounting reports in CMPOnline

Generating Reports

- Navigate to Accounting > Reports.
- Select the report you wish to generate from the Acctg Report dropdown menu.
- Select the bank account you wish to report on from the Bank Account dropdown menu.
- Depending on the report selected, either enter a Start Date and End Date or enter an As Of Date.
- If you wish to break down reports further with more information, some reports also allow you to Include File Numbers by checking the box if available.
- Click Preview Report.

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Questions?

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