Kintera FundWare features a graphical **Report Manager** included in the General Ledger module that is both easy to use and rich in features.

Included with the Report Manager are more than 60 pre-defined reports that are tailored to your unique account structure. Creating additional reports is a simple process, as report templates are provided to complete the task.

FEATURE HIGHLIGHTS:

Create Reports Quickly and Easily

Predefined report templates – The Report Manager comes with 60 predefined reports, including standard financial reports such as balance sheets, revenue and expense reports, cash flow reports, and transaction detail reports.
User-defined reports – Additionally, when you create a user-defined report, you can select from a series of templates based on common reporting requirements.

Customize Columnar Reports

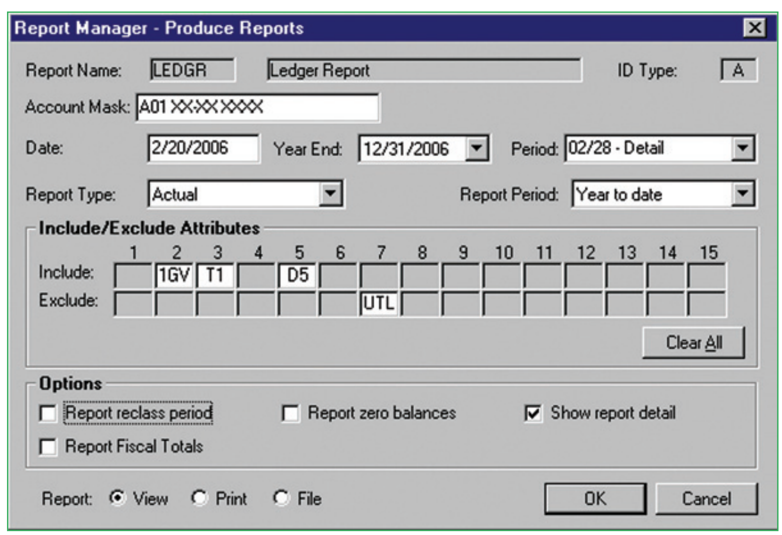
Specify column data – Reports allow you to specify whether a column should contain actual, budget, encumbrance, or commitment amounts. Columns may also contain units, calculations, account numbers, or data items (i.e., user-defined fields).
Modify column layout – You can add new columns at any time, or re-order the report columns using drag-and-drop techniques.

Specify Page and Row Breaks

A powerful feature of the Report Manager is the ability to choose which segments of your account structure should be used to insert page breaks and row summaries. To choose page break, simply drag and drop those account segments that should be used.

Report Production

Each time you produce a report, you can either accept the default settings or enter any of a number of filters on a one-time basis for that report. For example, masking allows reports to be restricted to only certain accounts (e.g., a single fund). You can further filter reports by including or excluding accounts based on up to 15 attributes.



Kintera Sphere Fundware™

When you produce a system-defined or user-defined report, you can determine what information is included or excluded from the results.

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Pre-Defined Report Templates

- Balance sheets
- Transaction detail reports
- Revenue and expense reports
- User-defined reports
- Cash flow reports
- 60 standard templates

Include/Exclude Financial Information

Customize using:
- Account masking
- User-defined account attributes
- Date ranges
- Specific journals

Specify Report Data

Show various data types:
- Actual amounts
- Budget amounts
- Encumbrance amounts
- Commitment amounts

Categorize report data by:
- Any date range
- Cross-fiscal years
- Fund
- Department
- Sub-department
- Account segment
- Page and row breaks

Customize reports with:
- Unit information
- Statistical information
- Calculated fields
- Account numbers
- Data items (user-defined fields)
- Masking

Queue Reports for Automatic Printing

Organize reports by reporting period:
- Weekly
- Monthly
- Year-end

Organize reports by intended recipients:
- Board
- Auditors
- Department Managers

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