

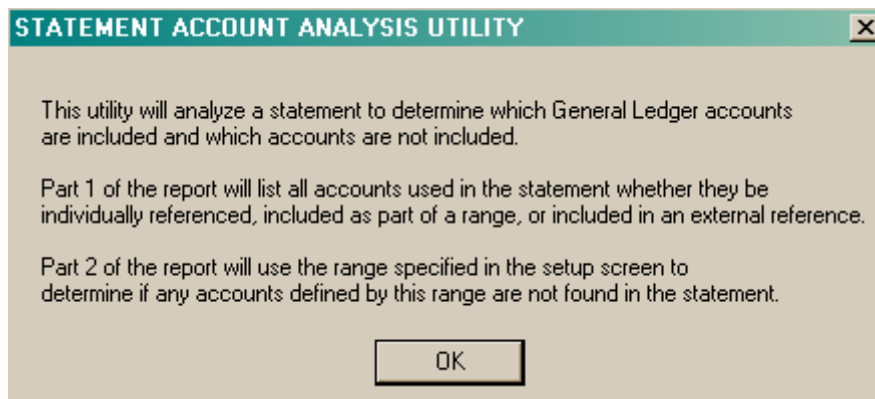
Statement Row / Account List Utility

The Statement Row/Account List Utility will analyze a statement to determine which General Ledger accounts are included and which accounts are not included. Part 1 of the report will list all accounts used in the statement, whether they be individually referenced, included as part of a range, or included in an external reference. Part 2 of the report will use the range specified in the setup screen to determine if any accounts defined by this range are not found in the statement.

- 1) *Access this utility from the main General Ledger screen >Statements>Utilities>Analysis and select the*



Upon making this selection, the following message will appear, click OK to continue.



- 2) *The Statement Account Analysis Utility screen will appear. Select the statement you wish to analyze, and then select the accounts you would like the utility to use in determining if they are included in the statement you specified above.*

STATEMENT ACCOUNT ANALYSIS UTILITY	
Stmnt Code to Examine:	<div style="border: 1px solid black; padding: 2px;"> 200 (Income Statement) 300 (Rooms Income Statement-ALL) 301 (Prop 01 Rooms) 321 (Prop 21 Rooms) 327 (Prop 27 Rooms) 328 (Prop 28 Rooms) </div>
Options for Part II of Report	
Starting Account:	<input type="text"/> <input type="button" value="Find"/>
Ending Account:	<input type="text"/> <input type="button" value="Find"/>
(Optional)	
Entity Code to Use:	<div style="border: 1px solid black; padding: 2px;"> 01 (Davenport Realty Trust (DRT)) 21 (Red Jacket Beach) 27 (Blue Water) </div>
Printing Options	
Form / Queue:	<div style="border: 1px solid black; padding: 2px;"> Checks / Checks (A/P Checks) continuous / Checks (Continuous Check Forms) Extra-Wide / Reports (Reports - Extra-Wide) Lists - Lrg / Lists (Portrait Lists - Larger Lists / Lists (Portrait Lists) </div>
F2 = Continue Esc = Exit	

Outlined below is an explanation of each field. Use these to guide you through the entry screen above.

Stmnt Code to Examine:

Scroll down to select the Statement Code for which you would like to run this utility.

Options for Part II of Report

Starting Account

Enter the Starting Account number in the range of accounts you wish the utility to use in determining if they are included in the statement you specified above.

Ending Account

Enter the Ending Account number in the range of accounts you wish the utility to use in determining if they are included in the statement you specified above.

Entity Code to Use (Optional)

If you wish to use this option, Select the Entity Code you wish to use.

Printing Options

Form / Queue

The system will automatically default to Lists / Lists, and the report will print Portrait. However, if you wish the report to print Landscape, you may select a different Form / Queue.

Once you have made your selections, press F2 to continue.

4) You may view the report on the screen or print it to your printer. Part 1 of the report will list all accounts used in the statement, whether they be individually referenced, included as part of a range, or included in an external reference. Part 2 of the report will use the range specified in the setup screen to determine if any accounts defined by this range are not found in the statement.

Sample Report shown below:

```
tlc                               6.3 Test - Multi Property DB
12/12/02  2:13:00 PM             Statement Cross Reference Report          1
                                Analysis of Stmt: 301 Prop 01 Rooms

Inact Account      Account Name                No Prt Row Seq
-----
*****
* Part 1 - Accounts Used *
*****

      4000-0-01      Room Sales                    500  ROOM SALES
      4030-0-01      Food Sales                     600 Other Sales
      4030-0-21      Food Sales                     600 Other Sales
      4030-0-27      Food Sales                     600 Other Sales
      4030-0-28      Food Sales                     600 Other Sales
      4510-0-01      Rental Income                  600 Other Sales
      4510-0-21      Rental Income                  600 Other Sales
      5000-0-01      Office Labor                   1500 SALARIES AND WAGES

tlc                               6.3 Test - Multi Property DB
12/12/02  2:13:00 PM             Statement Cross Reference Report          2
                                Analysis of Stmt: 301 Prop 01 Rooms

Inact Account      Account Name                No Prt Row Seq
-----
*****
* Part 2 - Accounts NOT Used in Range: 1003001 refund *
                                1003001 refund *
                                Entity Code: 01 Davenport Realty Trust (DET) *
*****
      1003-0-01      refund

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End of Report
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