

What To Expect From Your Accounting System

Regardless of the tool being used, there are some basic steps to be followed when creating a new report. These steps can also be useful when you're trying to find a standard report that will fit your needs.

1. Develop specifications

- ☐ What is the objective/ what question should this report answer?
- ☐ How frequently will the report be produced?
- ☐ Who will use the report?
- ☐ What sort/selection criteria are needed?
- ☐ Can the sort/selection criteria be built into the report, or will the user provide this information when running the report?
- ☐ What subtotals and totals are needed?
- ☐ Will the data be viewed in printed form or is the data to be exported to a spreadsheet or database for further analysis?
- ☐ Who will be responsible for running the report?
- ☐ Who is the audience for the report?

2. Identify several records which will satisfy your criteria; perform calculations manually.

3. Identify data elements required on the report

4. Identify the data files that contain the data elements needed

5. Create draft report to confirm data choices

6. Verify draft report against anticipated results

7. Recreate report in final form

8. Test again and verify the reasonableness of the data

9. Finalize formatting

10. Document report

Custom Report Documentation

Company: _____

Requested by: _____

Report Name: _____

Objective: _____

Location: _____

Audience: _____

Report Header: _____

Page Header: _____

Data tables & _____

Links: _____

Group by: _____

Group Header: _____

Data Fields: _____

Group Footer: _____

Totals: _____

Formulas: _____

Sort by: _____

Select by: _____

Report Footer: _____

Page Footer: _____

Additional Notes: Create back up copy of report in the following location: _____