

Team Reports

User's Guide

Version 1.0
June 22, 2008

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Purpose and Goals of Team Reports:

- Provide Local chapters the ability to A quick and easy way to summarize the Cash Flow Statement, Balance Sheet and selected Schedules in one convenient report
- Standardize the look and feel of the reports across the company
- Allow each business entity to update Cash Flow report lines to fit business needs

Before running Team Reports the first time

In order to run Team Reports, you must have:

- A “Windows” based computer running Windows XP Pro or Windows Vista
- Client machine has access to the internet for application updates
- QuickBooks version 2005 or later
- Permission on the computer to read and write on the local “C” drive or at a minimum, the c:\teamreports directory.

Installing prerequisites

In addition to having met all of the requirements above, a number of “supporting” software must be installed on your computer before Team Reports will operate successfully. These components are all available via the Team Reports web site and are;

- .Net Framework 2.0 – provides the runtime environment for the programming language
- QuickBooks Foundation classes (QBFC) which provide a link from QuickBooks to Team Reports..
- Crystal Report for .Net Framework 2.0 which provided the runtime toolset for all of the reports generated in Team Reports.
- Windows Installer 3.1 – A Microsoft component that is responsible for ensuring your team reports code is always up to date.

Clicking the “Install” button should detect which prerequisites are needed and install them automatically.

Better Idea Group Team Reports

Name: Team Reports

Version: 1.0.0.10

Publisher: Better Idea Group

The following prerequisites are required:

- .NET Framework 2.0
- Crystal Reports for .NET Framework 2.0
- Windows Installer 3.1

If these components are already installed, you can [launch](#) the application now. Otherwise, click the button below to install the prerequisites and run the application.

Install

[Better Idea Group Customer Support](#) :: [ClickOnce and .NET Framework Resources](#)

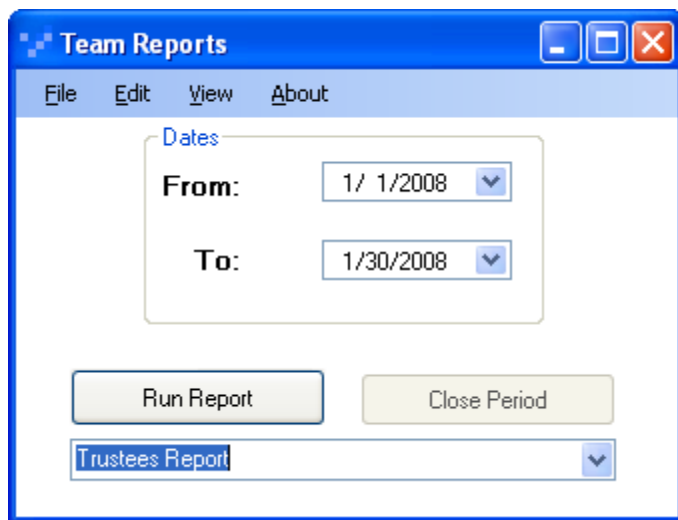
Running the Team Reports Application

Team Reports is designed to quickly and easily take selected data from QuickBooks, summarize it and display the data in reports that are requested by the user.

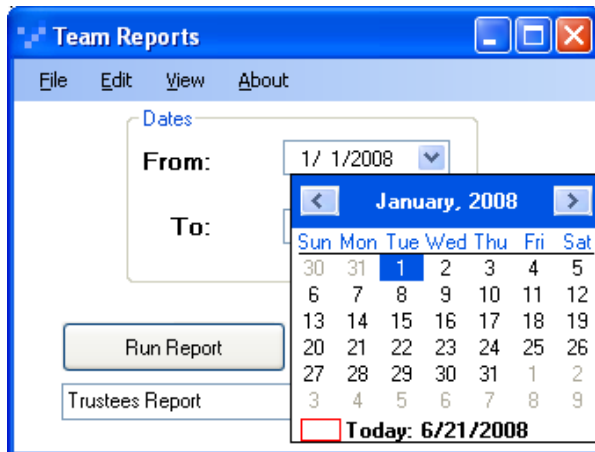
To begin running Team Reports simply select from the **Windows Start menu “All Programs\Better Idea Group\Team Reports”**



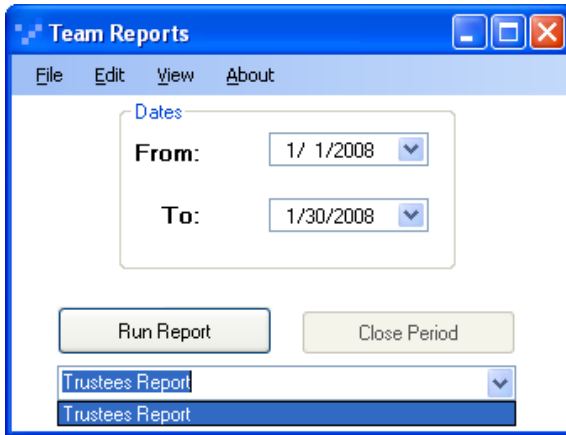
the following screen should appear



Although the reports can be run using any date range, typically you want to select a date range that encompasses a month. To change the **From** and **To** date range simply click on the drop down arrows within the date fields:



Select the left and right arrows to move forward/backward a month at a time as needed.



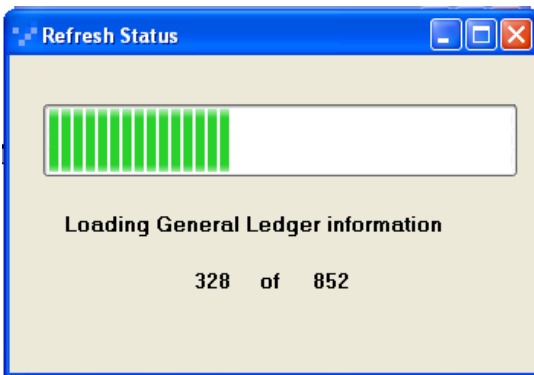
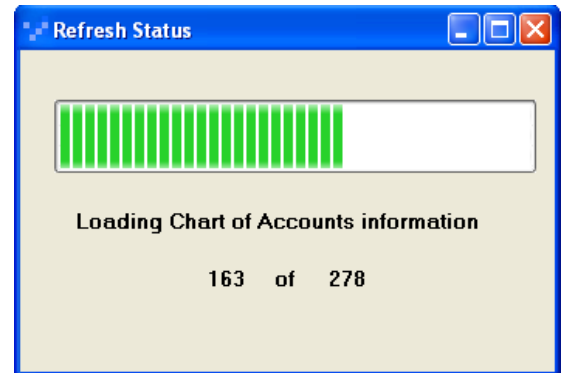
Additionally you can select any report to be run by selecting on and hi-lighting the report to be run in the drop down. In version 1, the Trustee report is the only report available.

After you have selected the data range you would like to run, click on the **Run Report** button to begin the process.

Steps in generating the Trustees Report:

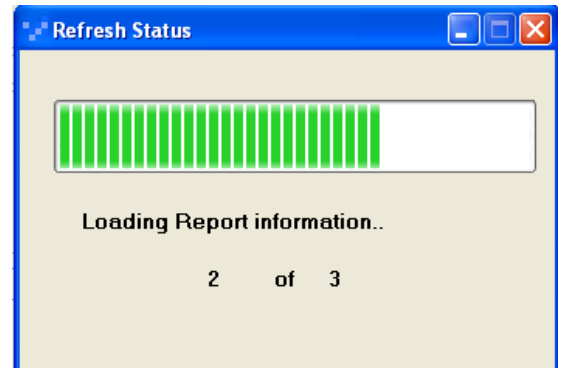
After clicking run, Team reports will perform these steps:

Loading Chart of Accounts – This process is used to extract the current chart of accounts from within QuickBooks. It will validate that each account is valid and will be able to roll to the required report line.



Loading General Ledger Information – This process is gathering the actual general ledger details that will make up the report data that was requested when the user entered the report parameters.

Loading Report Information – This is the final process before generating the report. Its purpose is to summarize and format the appropriate report data.



Report Viewer

Once the final step has completed, the Trustees Report will be generated in a report viewer similar to the report shown below where:

- Page 1 – will display the Cash Flow Statement
- Page 2 – will display the Balance Sheet Statement and any associated Schedules

In addition to viewing the report on-line – the user can select to

- Export the report into numerous formats – (the recommendation for consistency is PDF) by selecting the 1st option from the top of the viewer, entering a file name and selecting the appropriate format from the “Save as Type Option”
- Or Print the report by selecting option2

Trustees Report And Certificate
Teamsters Local Union No. 937
For The Period
01/01/2008 - 01/30/2008

Statement of Assets	Beginning of Period	Change	End of Period
General Fund Checking	\$46,200.83	\$5,750.05	\$51,950.88
Petty Cash - Main	\$75.00		\$75.00
Petty Cash - Tacoma	\$50.00		\$50.00
General Fund Savings	\$132.88		\$132.88
General Fund CD	\$546,578.77	\$(5,000.00)	\$541,578.77
Cash in Special Funds	\$2,826.06	\$6,844.56	\$9,670.62
Furniture & Fixtures	\$5,984.61		\$5,984.61
Automobiles		\$25,000.00	\$25,000.00
Total Assets	\$601,848.15	\$32,594.61	\$634,442.76
Deduct Obligations (Perlist Below)		\$(20,385.66)	\$(20,385.66)
Net Assets	\$601,848.15	\$12,208.96	\$614,057.11
List of Obligations			
700 - Union Travel MasterCard			\$(385.66)
900 - Car Loan			\$(20,000.00)
Total List of Obligations			\$(20,385.66)
Schedule A - Other Income			
1401 - Sale of Supplies			\$570.00
1402 - Rent			\$200.00
1405 - Checking			\$3.24
1419 - Refund - Office & Admin.			\$75.00
Total Schedule A - Other Income			\$848.24
Schedule B - Other Expenses			
8016 - Bargaining-Nego. Team Costs			\$280.00
8050 - Overpayment On Checkoff			\$48.50
8097 - Subscriptions			\$99.00
Total Schedule B - Other Expenses			\$427.50
Other Transactions - Schedule C			
150 - General Fund CD			\$(5,000.00)
700 - Union Travel MasterCard			\$(385.66)
900 - Car Loan			\$5,000.00
Total Other Transactions - Schedule C			\$(385.66)

Current Page No.: 2 Total Page No.: 3 Zoom Factor: 75%

Updating Report line Descriptions

Selected line descriptions on the Trustee Report can be used by the local to report unique accounts.. To access the form for updating the account descriptions, from the main screen, choose Edit and then select the Trustee Report Line Descriptions option.

The screenshot shows a window titled "Team Reports" with a menu bar containing "File", "Edit", "View", and "About". A sub-window titled "Trustee Report Line Descriptions" is open, featuring two date pickers: "From:" set to "1/ 1/2008" and "To:" set to "1/30/2008". Below these are two buttons: "Run Report" and "Close Period". At the bottom, there is a dropdown menu currently showing "Trustees Report".

This is an Editable table that allows you to update the line descriptions on the Trustee Report. To **Edit** a line, simply type over the desired Report Line Description or fill in one of the blank lines. Remember to *press the Save option to save the changes*

Select the **RED X** in the upper right corner of the form to exit the screen and return to the main form.

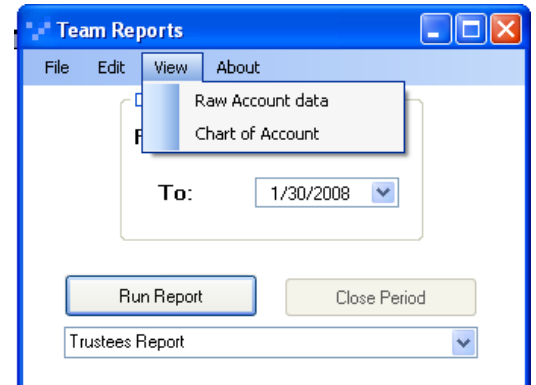
The screenshot shows a window titled "Trustee report line descriptions" with a table containing 16 rows. The table has two columns: "Line #" and "Report Line Description". The first row is selected, showing "1" and "Membership Dues".

Line #	Report Line Description
1	Membership Dues
2	Initiation & Reinitiation
3	Withdrawal & Transfer
4	Assessments & Fines
5	Non-member Fees
6	Funds for Transmittal
7	
8	Receipts from Affiliates
9	Allocated Services
10	
11	Other Income (Schedule A)
12	Total Cash Received
13	Salaries
14	
15	Expense Allowance
16	Lost Time Wages

The saved changes will appear on the report, the next time the report is run.

Viewing Team Reports detailed information

As a part of the process to generate the Trustee Report, Team Reports copies information from the open QuickBooks file and then adds trustee report line descriptions to that information. To facilitate a review of the detailed information that constitutes the Trustee Report, 2 additional menu items are available:



Current Transactions

This menu option opens a form that allows you to review the transactions that were last extracted from QuickBooks and used to generate the report. Only QuickBooks can be used to update your financial records so the information in this form cannot be edited. It is provided to give you a means of seeing how your information from your QuickBooks file is consolidated into the Trustee Report This is the data that was created during the report process under loading **General Ledger Information**. The table below shows the information available and a brief description of the data.

Column Label	Description
Line #	Refers to the line number from the Trustee Report.
Parent Account	The top level account in QuickBooks associated with the account that the original transaction was classified to
TransID	This is a number generated by QuickBooks that is used to identify all of the components of a single transaction
Txn Date	This is the date of the transaction as shown in QuickBooks
Account	The account the transaction was classified to
Amount	Amount of the transaction as show in the General Ledger.
Memo	Memo filed from transaction
Txn Number	QuickBooks displayed Transaction identifier, e.g. Invoice #, Check#
Class	QuickBooks Class
TxnType	QuickBooks transaction type, Invoice, check, etc
ClearedStatus	Denotes if QuickBooks reports the transaction as being cleared
Item	If used, notes the QuickBooks item name that was used on the line
NameAccountNumber	The account number combined with the account name of the account that the line was actually booked to.
ModifiedTime	Last time the transaction was modified in QuickBooks
Lastmodifiedby	QuickBooks user account signed onto when the transaction was last updated
AccountType	For this line, the transaction type, income, expense, etc

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Line #	Parent Account	TransID	txnDate	Account	Amount	Memo	TxnNumber
1	1000	247748	1/3/2008	1001 · Dues · Cash	(\$1,864.00)	Deposit	12681
1	1000	247749	1/3/2008	1005 · Dues · Ch...	(\$12,260.00)	Deposit	12681
2	1040	247750	1/3/2008	1041 · Initiation	(\$325.00)	Deposit	12681
4	1060	247751	1/3/2008	1061 · Legal & D...	(\$466.50)	Deposit	12681
13	2000	247753	1/4/2008	2001 · Gross Wa...	\$614.40	Payroll	12667
13	2000	247754	1/4/2008	2001 · Gross Wa...	\$409.60	Payroll	12667
41	800	247755	1/4/2008	856 · D.R.I.V.E.	(\$5.00)	Payroll	12667
30	6000	247756	1/4/2008	6004 · State Une...	\$0.31	Payroll	12667
41	800	247757	1/4/2008	830 · SUC · Paya...	(\$0.31)	Payroll	12667
41	800	247758	1/4/2008	805 · Federal Wit...	(\$159.00)	Payroll	12667

Simply click the **Red X** to close and return to the main form

Chart of Accounts

This option allows the user to review the chart of accounts that were extracted in the first step of the Report process under **Loading Chart of Accounts**. As above this table cannot be updated.

Account #	QuickBooks Account #
Account Name	QuickBooks Account name
Parent Account	The top level account in QuickBooks associated with the account that the original transaction was classified to
Beginning Balance	Beginning Balance based on the last time the report was run
Type	Account Type, income, expense, etc
Date Account Updated	Last QuickBooks update

Account #	Account Name	Parent Account	Beginning Balance	Type	Date Account updated
100	General Fund Checking	100	\$46,200.83	atBank	6/21/2008 2:35 PM
110	Petty Cash - Main	110	\$75.00	atBank	6/21/2008 2:35 PM
111	Petty Cash - Tacoma	111	\$50.00	atBank	6/21/2008 2:35 PM
120	General Fund Savings	120	\$0.00	atBank	6/21/2008 2:35 PM
121	SMCU Savings	120	\$107.38	atBank	6/21/2008 2:35 PM
126	SCU #98840	120	\$25.50	atBank	6/21/2008 2:35 PM
150	General Fund CD	150	\$0.00	atBank	6/21/2008 2:35 PM
152	CD-Sterling Savings #101	150	\$85,648.74	atBank	6/21/2008 2:35 PM
153	CD-wA Fed #106	150	\$56,825.59	atBank	6/21/2008 2:35 PM

Simply click the **Red X** to close and return to the main form

Troubleshooting

Below are some of the more common problems that might occur.

- **I clicked on Team Reports from the start menu and nothing**
 - Team Reports require Quickbooks to be running, make sure Quickbooks is running and the database you want to work with is loaded

- **I am unable to Print the report**
 - Verify that there is a default printer defined to the local workstation

- **Team Reports is showing an error message that it is “Unable to find the database”**
 - Make sure the logon id has admin rights for the local machine. Team Reports requires the ability to write to a local temporary database

Sample Report

Sample Trustee Report – Page 1



Trustees Report And Certificate

Teamsters Local Union No. 937

For The Period

01/01/2008 - 01/30/2008

Trustees Report

Cash Received

1	Membership Dues	\$108,234.00
2	Initiation & Reinitiation	\$2,556.00
3	Withdrawal & Transfer	
4	Assessments & Fines	\$3,033.50
5	Non-member Fees	\$200.00
6	Funds for Transmittal	
7		
8	Receipts from Affiliates	
9	Allocated Services	
10		
11	Other Income (Schedule A)	\$848.24
12	Total Cash Received	\$114,871.74

Cash Paid Out

13	Salaries	\$41,818.26
14		
15	Expense Allowance	
16	Lost Time Wages	
17		
18	Per Capita Tax	\$29,617.65
19	Contributions	
20	Benefits Paid	\$20,126.31
21	Funds for Transmittal	
22		
23	Refunds - Dues	
24	Refunds - Initiation & Reinitiation	
25	Refunds - Other	
26	Office & Administrative	\$3,285.08
27	Legal Fees	\$6,798.00
28	Arbitrator Fees	
29	Other Professional fees	
30	Taxes	\$4,350.85
31		
32		
33		
34	Organizing Expenses	
35	Meeting & Committee Expense	\$36.65
36	Strike Expenses	
37	Auto Expense	\$2,598.00
38	Out-of-Town Travel	\$449.04
39	Allocated Services	
40	Other Expenses (Schedule B)	\$427.50
41	Other Transactions (Schedule C)	\$(385.65)
42	Total Paid Out	\$109,121.69
43	Net Increase (or Decrease) in Cash	\$5,750.05
44	Cash Balance Beginning of Period - General Fund - Checking Acct	\$45,200.83
45	Cash Balance End of Period - General Fund - Checking Acct	\$51,950.88

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Sample Trustee Report - page 2



Trustees Report And Certificate

Teamsters Local Union No. 937

For The Period

01/01/2008 - 01/30/2008

Statement of Assets	Beginning of Period	Change	End of Period
General Fund Checking	\$46,200.83	\$5,750.05	\$51,950.88
Petty Cash - Main	\$75.00		\$75.00
Petty Cash - Tacoma	\$50.00		\$50.00
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Furniture & Fixtures	\$5,984.61		\$5,984.61
Automobiles		\$25,000.00	\$25,000.00
Total Assets	\$601,848.15	\$32,594.61	\$634,442.76
Deduct Obligations (Per list Below)		\$(20,385.65)	\$(20,385.65)
Net Assets	\$601,848.15	\$12,208.96	\$614,057.11
 List of Obligations			
700 - Union Travel MasterCard			\$(385.65)
900 - Car Loan			\$(20,000.00)
Total List of Obligations			\$(20,385.65)
 Schedule A - Other Income			
1401 - Sale of Supplies			\$570.00
1402 - Rent			\$200.00
1405 - Checking			\$3.24
1419 - Refund - Office & Admin.			\$75.00
Total Schedule A - Other Income			\$848.24
 Schedule B - Other Expenses			
8016 - Bargaining-Nego. Team Costs			\$280.00
8050 - Overpayment On Checkoff			\$48.50
8097 - Subscriptions			\$99.00
Total Schedule B - Other Expenses			\$427.50
 Other Transactions - Schedule C			
150 - General Fund CD			\$(5,000.00)
700 - Union Travel MasterCard			\$(385.65)
900 - Car Loan			\$5,000.00
Total Other Transactions - Schedule C			\$(385.65)

DATE: _____

We, the undersigned, Trustees of Teamsters Local Union No. 937 of the International Brotherhood of Teamsters, in accordance with Article X, Section 8 of the International Constitution, have examined the books and records of the Local Union for the month/year of 1/2008, and do hereby certify that they, the accompanying Statement of Income and Expenses, the Statement of Assets and Liabilities and related Schedules and the Trustees Report are, to the best of our knowledge and belief, correct and complete.

Fraternally submitted,

Witness: _____	1.	_____
Witness: _____	2.	_____
Witness: _____	3.	_____