

# Unit Financial System (UFS)

## User Guide

### Print or Save Accounts Payable and Cash Management Report in UFS

#### To print or save the Accounts Payable Weekly Report:

- Navigate to Expenses > Accounts Payable > Reports
- From the Select a Report drop-down menu, select one of the accounts payable report options.
- Click Next>>>.
- A pop-up box opens to allow you to select which units to include in the report.
- Select All or Range.
- If you select Range, enter the range of unit numbers in the From and To fields.
- Click OK.
- The report appears.
  - To print the report:
    - Click the printer icon on the report screen. (You may have to roll your mouse cursor over the top or bottom of the screen for the icon to appear.)
    - Enter the print setup parameters and click OK.
  - To save the report:
    - Click the save icon on the report screen. (You may have to roll your mouse cursor over the top or bottom of the screen for the icon to appear.)
    - In the Save As dialog box, select a folder to save the report in.
    - Change the default filename, if necessary.
    - Click OK.
    - Click the red X in the top right-hand corner to close the report window.

#### To print or save the Cash Management Report

- Navigate to Revenue > Cash > Reports
- From the Select a Report drop-down menu, select one of the cash report options.
- Click Next>>>.
- A pop-up box opens to allow you to select which units to include in the report.
- Select All or Range.
- If you select Range, enter the range of unit numbers in the From and To fields.
- Click OK.
- The report appears.
  - To print the report:
    - Click the printer icon on the report screen. (You may have to roll your mouse cursor over the top or bottom of the screen for the icon to appear.)
    - Enter the print setup parameters and click OK.
  - To save the report:
    - Click the save icon on the report screen. (You may have to roll your mouse cursor over the top or bottom of the screen for the icon to appear.)
    - In the Save As dialog box, select a folder to save the report in.
    - Change the default filename, if necessary.
    - Click OK.
    - Click the red X in the top right-hand corner to close the report window.