

## Year End Rollover eFunds Reports to Save

Via/eFunds provides access to Next, Current & Prior Year (accounting year is July 1 to June 30). Schools are required to save the following eFunds reports as a pdf at year-end prior to rollover:

### 1. GL Detail Listing

- G/L Report → Layout: Details By Department, Account → Date: July 1, 2020 to June 30, 2021 → Print (“print” generates a pdf report, which can be saved to your computer)

### 2. Journal Entry Listing

- Journal Entry Listing → Sort Option: By Posting Date → Date: July 1, 2020 to June 30, 2021 → Print (“print” generates a pdf report, which can be saved to your computer)

### 3. Receipt Detail Listing

- Receipt Listing → Report Layout: Details → Date: July 1, 2020 to June 30, 2021 → Print (“print” generates a pdf report, which can be saved to your computer)

### 4. Receipt Student Detail Listing

- Receipt Listing → Report Layout: Student Details → Date: July 1, 2020 to June 30, 2021 → Print (“print” generates a pdf report, which can be saved to your computer)

### 5. Deposit Detail Listing

- Deposit Listing → Report Layout: Details → Date: July 1, 2020 to June 30, 2021 → Print (“print” generates a pdf report, which can be saved to your computer)

### 6. Cheque Register Details with GL

- Cheque Register → Report Layout: Details (With GL Distributions) → Printed Date: July 1, 2020 to June 30, 2021 → Cheque Date: July 1, 2020 to June 30, 2021 → Print (“print” generates a pdf report, which can be saved to your computer)