

Accessing Clubs Statements

Up to date accounts statements and reports are now available 'on-line' for club treasurers to access from any NUIT cluster machine.

The software is found under Start → West Tree Solutions\Report Viewer.

When you access the software you will be presented with a log-in screen which will look like this:



West Tree Solutions Report Viewer

West Tree Solutions Limited

User name:

Password:

Server:

Login

If all the fields are blank you will need to enter your user name and password which have been advised to you.

You will only be able to view your own club's statement.

If the server field is blank you will need to enter UNION-FINANCE\SQL2008 as shown below.



West Tree Solutions Report Viewer

West Tree Solutions Limited

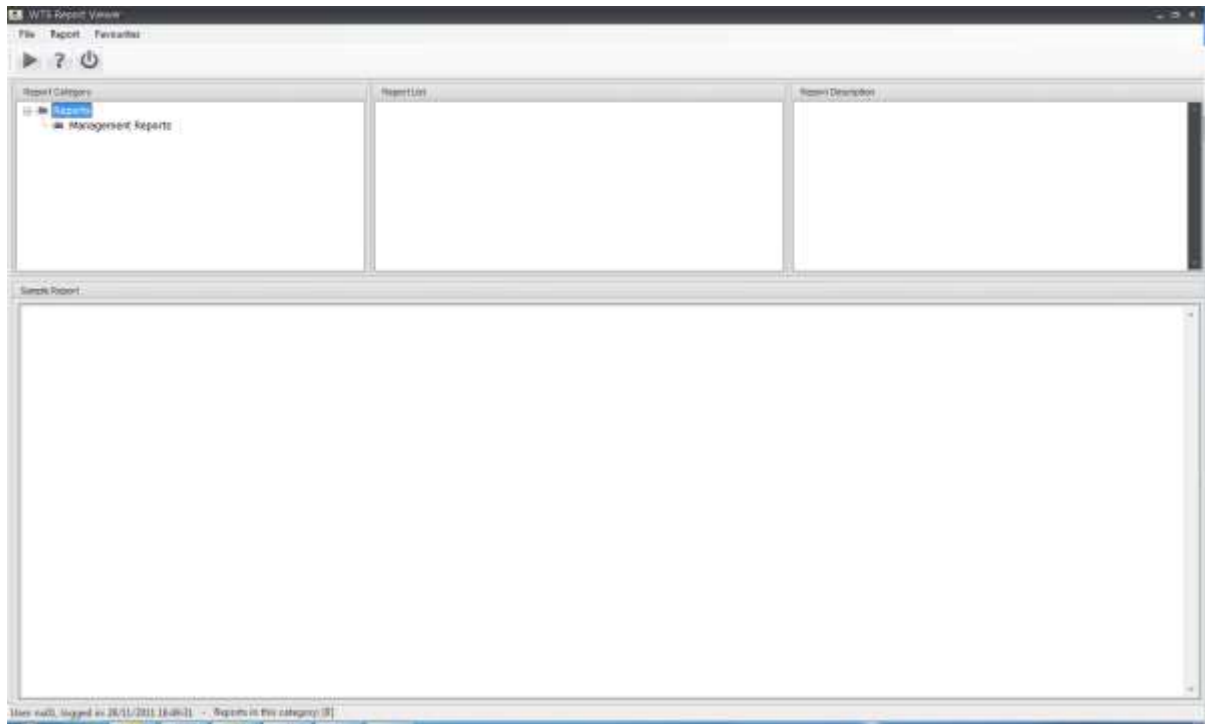
User name:

Password:

Server:

Login

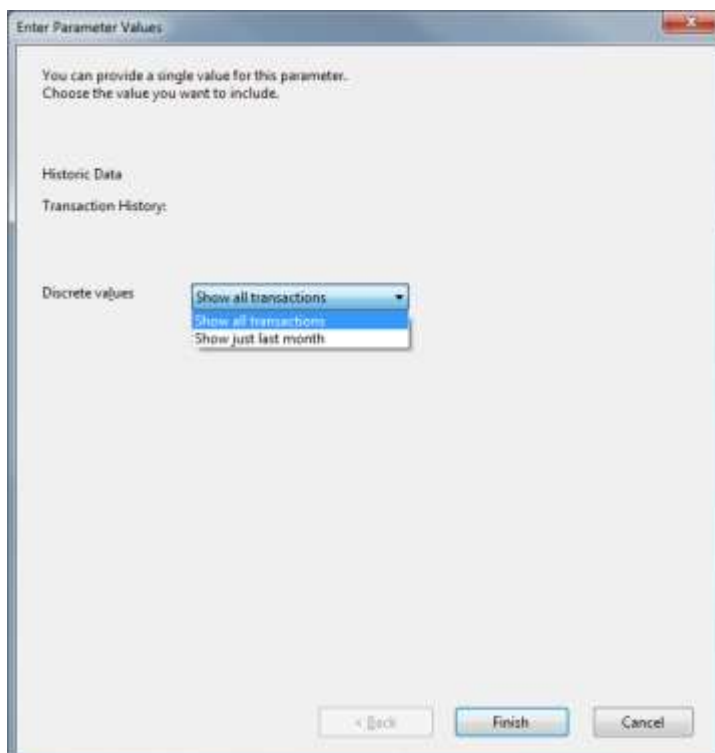
When you login you will see a screen like this:



Click on **Management Reports** and in the 'Report List' box you will see **Club and Society Summary 2018-19**, **Club and Society Summary End 2018**, **Club Soc Detail 1718** and **Club Soc detail 1819**

To run a report, double click on the one required.

With **Club and Society Summary 18-19** report you will see this screen





You can choose to see all transactions from August 2018 or just the current month, once selected click on **Finish** and your report should appear on the screen.

Income items and credit balances are shown with a minus sign and expenditure items and debit balances are shown without a minus sign.

Your members account is shown first, followed by your grant account.

Special grant does not apply to AU Clubs

If there are several pages in your report you can move between them by using the arrows along the top of the screen (under the report title). You can save/export the report in various formats and print it if you require.

With **Club and Society Summary End 2018** report you will be offered 'all transactions', click on **Finish** and your report should appear on screen.

You can double click on **Club Soc Detail 1718** or **Club Soc Detail 1819** to see reports detailing the names of the people who have been paid from the accounts in those years.

When you have finished, don't forget to exit the programme.

For all queries contact:

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