



CINC Reports List From the Financial:

Accounting Reports:

- **Aged Payables** – List of invoices that are pending payment to a specific vendor within the specified date range.
- **Aging Report** – List of owners with a balance due or a credit balance, and whether the balance is current, over 30, 60, or 90 days (owners with a \$0 balance will not be listed on this report).
- **Balance Sheet – Fund Summary** – shows total balance of assets and liabilities & equity.
 - Current assets (operating account, petty cash, AR, etc.).
 - Restricted deposits and reserve accounts (includes CDs, Working Capital accounts, etc.).
 - Prepaid expenses (insurance or other contracts paid in full).
 - Property & equipment.
 - Current liabilities (open AP and accrued expenses, prepaid assessments).
 - Owners appropriated equity, prior years and current.
- **Budget Fiscal Year Analysis** – Similar to the former “statement of income and forecast” report. Shows actual expenditures through the current month and gives a projected (italicized) total for the remaining months based off your budget.
- **GL Trial Balance with Details** – Details all transactions for the month, in and out, and is organized by GL code.
- **Income Statement - By Fund** – Similar to the former “budget variance” report, showing the actual totals, what is budgeted for the current month, and what the variance is for each line item.

Banking Reports:

- **Account Reconciliation** – Lists any uncleared items and the ending account balance for each bank account.
- **Check Print Log** – A list of all checks that have been cut for the month including the vendor’s name and remittance address, and the check print date and number.

Management and Board Meeting Reports:

Homeowner Reports:

- **ACC List** – List of Architectural or Design Review Requests received and their status.
- **Homeowner Notes** – A report to show all correspondence and notes for a specific homeowner or property (violations, acc requests, welcome letters, etc.).
- **Meeting Sign-In** – Can be run to include BI, unit address, and a section for signature.
- **Resale List** – A list of move ins/new ownership that occurred within a given date range.
- **Homeowner Recurring Payment List** – Shows who is set up for automatic payments through the portal and will indicate what date they are set, what frequency, and if they have a flat fee or the “Assessment Balance” option.



- **Violation List** – Lists all violations by status and type.
- **Website Registrations** – Can be run to show all registered owners (yes) or owners who have not yet registered (no) for the portal.

Vendor Reports:

- **Association Vendor List** – Generates a list of vendors with payment activity for a given date range. Will include the date of the last payment.
- **Invoice Images** – Pull a PDF of all invoice images paid by vendor, expense type, date range, etc.
- **Invoice List** - Lists invoices paid by vendor, status, and payment type.
- **Work Order List** – Generates a list of work orders by status, date, unit, etc. Can run a closed list and an open list within a specific time period.

Association Reports:

- **Board Member labels** – Mailing labels for Board packages.
- **Association Directory** – List of Board members and other committees set up under your Association's "Directory" tab.

Other Useful Reports:

Custom Reports:

See "CINC info sheet" on ADP to set up a Custom Report. It is recommended to use a custom report to create a homeowner list with mailing addresses. You can also use the custom report to pull a list of misc. info fields like pets and parking space numbers.

Homeowner Reports:

- **Fees Roll** – List of fees charged per assessment type.
- **Transactions History (multiple homeowner)** – Generates a ledger for all or select homeowners.

Accounting Reports:

- **Budget Summary** – Export budget for specific fiscal year by PDF or Excel.
- **Receivables Type Balance** – A list of what has been charged and what has been collected per assessment type (ex. special assessment vs. regular condo fees)