
Sample Reports

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Chapter 1

The MYOB Report Advisor

MYOB Report Advisor

The MYOB Report Advisor provides you with guidelines and tips for using the many reports generated in MYOB Premier.

“Tracking down a transaction” on page 9

“The “I-want-a-printed-copy-of-everything” reports” on page 9

“Daily Reports” on page 9

“Weekly Reports” on page 9

“Monthly Reports” on page 10

“Quarterly Reports” on page 11

“Annual Reports” on page 11

“Overview Reports for Your Bank” on page 12

“Overview Reports for Your Accountant” on page 12

“Sales Tax Reporting and Deposits” on page 12

“Payroll Tax Reporting and Deposits” on page 13

“Collecting Money: Who, How Much, and How Long” on page 13

“Customer Sales: Who, What, and How Much” on page 13

“Looking at Jobs: Are you Making a Profit?” on page 14

“Owing Money: Who, How Much, and How Long” on page 14

“Item Sales: What’s Selling and Who’s Buying” on page 15

“Items: What’s Here, What’s Promised, What’s on Order” on page 15

“Moving Your Data to a Spreadsheet for Analysis” on page 16

“Analysing Your Cash Flow” on page 16

“Analysing Income and Expenses” on page 17

“Analysing Sales” on page 17

“Calculating Salesperson Commissions” on page 18

“Counting, Valuing, and Analysing Your Inventory” on page 18

“What’s a Report Batch?” on page 19

Tracking down a transaction

In Premier there are six reports to use to track down a transaction: Account, Job, Invoice, Bill, Card, and Payroll Category. The correct one to run depends upon what you know about the transaction(s) you’re looking for. If, for example, you know the account, run the Account report. If you know the customer or supplier name (if any), run the Card Transaction report. The Transaction reports have the Premier drill-down feature. In the report display, click on a line to view the underlying transaction.

The reports to use for tracking down a transaction are:

“Account Transactions [Accrual] report” on page 28

“Job Transactions report” on page 94

“Invoice Transactions report” on page 261

“Bill Transactions report” on page 345

“Card Transactions report” on page 427

“Payroll Category Transactions report” on page 381

The “I-want-a-printed-copy-of-everything” reports

Paper copies are no replacement for sound backup procedures! But, if even after making current backups, archived backups, and off-site backups, you still believe that your computer will crash, these reports will help you re-create your books.

These can be huge reports, so run them only when you start losing sleep. If you commit to running them on a regular basis, try to do so on a memorable cut-off date; that is, the end of a month, quarter, or year.

To make a paper backup of your data run these reports:

“Accounts List [Detail] report” on page 25

“Activities List report” on page 300

“Activity Slip [Activity Detail] report” on page 279

“Card File [Detail] report” on page 423

“Items List [Summary] report” on page 391

“Payroll Activity [Detail] report” on page 357

“Aged Receivables [Detail] report” on page 184

“Aged Payables [Detail] report” on page 306

Daily Reports

Here are the reports we recommend you run at the end of every business day:

“Tax Code Exceptions [Cash Transactions] report” on page 172

“To Do List - Expiring Discounts report” on page 353

Weekly Reports

Here are the reports we recommend you run at the end of every business week:

“Cash Disbursements Journal report” on page 154

“Cash Receipts Journal report” on page 156

“Sales & Receivables Journal report” on page 265

“Aged Receivables [Detail] report” on page 184

“Aged Payables [Detail] report” on page 306

“Bank Register report” on page 131

“To Do List - Orders to be Delivered & Received report” on page 270

“Analyse Inventory [Summary] report” on page 402

Note: Depending upon the amount of tax you withhold from your employee paycheques, you may be required to report and/or remit money to the government according to the schedule sent to you by both national and local authorities. For help in preparing remittance reports, see “Payroll Tax Reporting and Deposits” on page 13.

Monthly Reports

Wait until all entries are made for the month. The January reports can't be printed until all the bills - phone bill, credit cards, etc. - are received (or accrued). This is usually sometime toward the end of February.

Before printing all the monthly reports, run the first two - To Do List [Recurring Transactions] and Trial Balance - and study them thoroughly. It's depressing to run a clean set of monthly financials and then discover that your monthly depreciation entry was overlooked.

Here are the reports we recommend you run after entries have been made for the month:

“To Do List - Recurring Transactions report” on page 160

“Trial Balance report” on page 36

“Profit & Loss Statement report” on page 52

“Balance Sheet report” on page 38

“Receivables Reconciliation [Detail] report” on page 189

“Payables Reconciliation [Detail] report” on page 310

“Bank Register report” on page 131

At the end of every month you may want to take some time to analyse the performance of your business. Two very helpful reports for this are:

“Profit & Loss Statement report” on page 52

“Profit & Loss [Last Year Analysis] report” on page 68

If you use the Premier inventory module and you're too busy to run the recommended weekly reports, every month you should take a look at:

“To Do List - Orders to be Delivered & Received report” on page 270

“Analyse Inventory [Summary] report” on page 402

Note: Depending upon the amount of tax you withhold from your employee paycheques, you may be required to report and/or remit money to the government according to the schedule sent to you by both national and local authorities. For help in preparing remittance reports, see “Payroll Tax Reporting and Deposits” on page 13.

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What's a Report Batch?” on page 19 for more information.

Quarterly Reports

Note: Most of these reports are duplicates of the monthly reports. Some people like to run them to have a quarterly view of their business.

Wait until all entries are made for the quarter. The 1st quarter reports can't be printed until all the bills (telephone bill, credit cards, etc.) are received or accrued. This is usually sometime toward the end of month following the quarter.

After all entries have been made for the quarter, we recommend that you run these reports:

“Profit & Loss Statement [Spreadsheet] report” on page 55

“Balance Sheet report” on page 38

“Receivables Reconciliation [Summary] report” on page 187

“Payables Reconciliation [Summary] report” on page 308

“Trial Balance report” on page 36

Note: Depending upon the amount of tax you withhold from your employee paycheques, you may be required to report and/or remit money to the government according to the schedule sent to you by both national and local authorities. For help in preparing remittance reports, see “Payroll Tax Reporting and Deposits” on page 13.

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Annual Reports

Check with your accountant before running the final yearly financials. There is a good chance that he or she will give you some year-end entries (depreciation, etc.).

To review the year’s activities, your accountant will need, at minimum, your Trial Balance [Summary] report, your year-end Balance Sheet, and your year-end Profit & Loss.

Here’s our recommended list of annual reports:

“Profit & Loss Statement report” on page 52

“Profit & Loss [With Last Year] report” on page 62

“Balance Sheet report” on page 38

“Balance Sheet [Last Year Analysis] report” on page 46

“Receivables Reconciliation [Summary] report” on page 187

“Payables Reconciliation [Summary] report” on page 308

“Trial Balance report” on page 36

Note: Depending upon the amount of tax you withhold from your employee paycheques, you may be required to report and/or remit money to the government according to the schedule sent to you by both national and local authorities. For help in preparing remittance reports, see “Payroll Tax Reporting and Deposits” on page 13.

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Overview Reports for Your Bank

Don't wait until you need money to begin a relationship with a bank. Meet with your bankers. Invite them to your office. Share with them your vision of your business future. Don't stretch to impress. If the net value of your business is minus \$10,000, show it to them and tell them why. Talk about how you are going to turn things around. (This is much, much better than hiding the negatives and being forced to go - hat in hand - to them later.) And to really knock their socks off, present them this packet of financials. Offer to update these every quarter. Come the day when you need some capital, you'll have the inside track.

For your banker, prepare the following reports:

"Profit & Loss Statement report" on page 52

"Profit & Loss [With Last Year] report" on page 62

"Profit & Loss [Budget Analysis] report" on page 70

"Balance Sheet report" on page 38

"Receivables Reconciliation [Summary] report" on page 187

"Payables Reconciliation [Summary] report" on page 308

Overview Reports for Your Accountant

Every accountant will have slightly different needs. But, for the most part, run these reports every month after you have entered all the month's activity. (That means that the January reports can't be done until all the bills - phone bill, credit cards, etc. - are received or accrued. This is usually sometime toward the end of February.)

Most accountants will want to see the following reports:

"Trial Balance report" on page 36

"Profit & Loss [With Year to Date] report" on page 59

"Balance Sheet report" on page 38

"Receivables Reconciliation [Summary] report" on page 187

"Payables Reconciliation [Summary] report" on page 308

Sales Tax Reporting and Deposits

Ask your accountant or your local tax agency if your government wants sales tax paid on an accrual basis (when the sale is "booked") or a cash basis (when the merchandise is paid for). Premier offers reports for each situation.

Note: Premier provides for up to 10 separate tax codes. If you need to report to more than 10 tax jurisdictions, you should assign an identifier to every customer card which corresponds to their tax jurisdiction. That way you can use the Identifiers field in the Report Customisation window to select only those customers within the desired tax jurisdiction.

Use the following reports to prepare sales tax deposits and returns.

For a summary overview of tax collected and paid use:

"GST [Summary - Accrual] report" on page 162

For a detailed view use:

"GST [Detail - Accrual] report" on page 166

Note: If you are allowed to remit sales tax on a cash basis (remit tax only on money received, not on sales booked), use the “Cash” versions of the above reports.

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Payroll Tax Reporting and Deposits

Reporting taxes withheld is very serious business. Be sure you understand both your responsibilities and your reporting and deposit deadlines. Missing any of these can lead to fairly draconian fines.

For payroll tax reporting and deposits, use:

“Payroll Summary report” on page 383

Collecting Money: Who, How Much, and How Long

Next to keeping your customers satisfied, getting them to pay you in a timely manner is one of the most important tasks in running a small business.

There are three things you need to keep on top of: who owes you money, contacting late payers, and tracking how long it takes a customer to pay you.

To find out who owes you money (and for how long) run:

“Aged Receivables [Summary] report” on page 182

If you need to prepare a “dunning list” for contacting late payers run:

“Aged Receivables [Detail] report” on page 184

To review how long it takes your customer to pay you, print:

“Customer Payments [Closed Invoices] report” on page 225

For the payment history of a single invoice, print:

“Invoice Transactions report” on page 261

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Customer Sales: Who, What, and How Much

Premier makes it easy to review your sales.

If you want to see sales by customer, print:

“Sales [Customer Summary] report” on page 213

To track what items (from your Items List) you sold to a customer, print:

“Sales [Customer Detail] report” on page 215

To spot customer sales trends over a period of time, run these two reports:

“Analyse Sales [Customer - FY Comparison] report” on page 221

“Analyse Sales [Customer Spreadsheet] report” on page 223

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Looking at Jobs: Are you Making a Profit?

Being able to track specific jobs for a customer is a very powerful feature of Premier. These four reports are most useful in determining whether or not a job is adding to your bottom line or taking from it.

To look at all transactions assigned to a job, print:

“Job Transactions report” on page 94

To see if the job is in the black, print:

“Job Profit & Loss Statement report” on page 100

To compare how the job is doing against your budgeted expectations, print:

“Jobs [Budget Analysis] report” on page 104

To find out if you have any outstanding unreimbursed expenses, print:

“Customer Reimbursable Expenses report” on page 227

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Owing Money: Who, How Much, and How Long

Keeping up with your payables is the most important way to maintain good supplier relations. In Premier, these four reports will help you stay on top of your obligations.

To find out how much you owe someone, print:

“Aged Payables [Summary] report” on page 304

To find out how much you bought from a supplier, print:

“Purchases [Supplier Summary] report” on page 318

To find out how much you paid to someone, print:

“Supplier Payments report” on page 343

If you or your supplier has a question about what has not been paid, look at the payment history of a purchase by running:

“Bill Transactions report” on page 345

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Item Sales: What’s Selling and Who’s Buying

Here’s where you look at your items in the Items List and decide what’s hot and what’s not.

To find out how many of a particular item you sold, print:

“Sales [Item Summary] report” on page 191

“Sales [Item Detail] report” on page 193

To find out which items you sold to a particular customer, print:

“Sales [Customer Detail] report” on page 215

To find out which customers bought a particular item, print:

“Sales [Item Detail] report” on page 193

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Items: What’s Here, What’s Promised, What’s on Order

Premier allows you to book sales and purchase orders that have not yet been recorded. By using this feature, you can create an inventory “order book” that shows you what’s on hand, what’s on order from suppliers, and what’s been promised to customers.

To see your entire order book, print:

“Analyse Inventory [Summary] report” on page 402

To focus on orders and invoices for a single item, print:

“Analyse Inventory [Detail] report” on page 404

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Moving Your Data to a Spreadsheet for Analysis

Although all reports can be moved to a spreadsheet by saving them as tab-delimited or comma separated text files, there are a few Premier reports that have been specifically designed for exporting to a spreadsheet.

Save one of the following reports to disk by clicking the Send to button in the Reports window. Name the disk file and save it somewhere you’ll remember later. Then launch your spreadsheet and open the file. (The report file created by Premier will NOT be recognised as a spreadsheet date file, so be sure to change the file type to ALL FILES when looking for the file to open. Most spreadsheets will recognise the tab-delimited or comma-delimited format and assist you in converting it to a spreadsheet file.)

Note: The spreadsheet reports do not indent for subtotals. The only indication that an amount is a subtotal is the word “Total” before the account name. Be careful to avoid double counting the subtotals when manipulating figures in a spreadsheet.

The following reports are best moved to a spreadsheet:

“Balance Sheet [Spreadsheet] report” on page 40

“Balance Sheet [Budget Spreadsheet] report” on page 43

“Profit & Loss Statement [Spreadsheet] report” on page 55

“Profit & Loss [Budget] report” on page 57

“Analyse Sales [Activity Spreadsheet] report” on page 211

“Analyse Sales [Item Spreadsheet] report” on page 200

“Analyse Sales [Customer Spreadsheet] report” on page 223

“Analyse Sales [Salesperson Spreadsheet] report” on page 242

Analysing Your Cash Flow

Someone once said, **In a small business, cash flow is more important than your mother.** Strong words, but without cash in the bank, you may be forced to make near-term decisions that can harm the long-term prospects of your company. Without cash you may be forced to delay hiring key employees, pay late charges, lose prompt-payment discounts, keep inadequate inventory, etc. Analysing your cash flow is the first step in assuring a healthy stream of cash.

To make proper use of Cash Flow Analysis, Premier needs to know about certain recurring transactions (recurring bills and recurring income). Premier can then combine that information with your outstanding payables and receivables and project your account balance.

Before you can print the Cash Flow Analysis report, you need to run the Cash Flow Analysis. It can be found in the MYOB Analyst in the Banking Command Centre. The first window is a worksheet. Enter the number of forecast days and review the worksheet. Add change or delete entries on the worksheet. When everything is complete click Analyse Cash Needs. To print the Cash Flow analysis report, click the Print button at the bottom of the window.

Check to see if your recurring transactions are entered:

- Save your regular cheques (telephone bill, rent, etc.) as Recurring Cheques in the Spend Money window.
- Save your paycheques as recurring.

Remember you only need to save something as a recurring transaction once, not every time you enter it. For more information, see:

“Cash Flow Analysis report” on page 146

Analysing Income and Expenses

Tracking the ebb and flow of your business is critical. From an income and expense perspective, these three reports should be run - and studied - every month:

“Profit & Loss Statement report” on page 52

“Profit & Loss [Last Year Analysis] report” on page 68

“Profit & Loss [Budget Analysis] report” on page 70

Note: Once you settle on the list of reports you like to run, consider creating a report batch for them.

Analysing Sales

Premier analyses your sales four different ways: by item, by activity, by customer, and by salesperson.

To analyse item sales, print:

“Analyse Sales [Item] report” on page 196

“Analyse Sales [Item - FY Comparison] report” on page 198

To analyse time billing activity sales, print:

“Analyse Sales [Activity] report” on page 207

“Analyse Sales [Activity - FY Comparison] report” on page 209

To analyse customer sales, print:

“Analyse Sales [Customer] report” on page 219

“Analyse Sales [Customer - FY Comparison] report” on page 221

To analyse salesperson sales, print:

“Analyse Sales [Salesperson] report” on page 238

“Analyse Sales [Salesperson - FY Comparison] report” on page 240

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Calculating Salesperson Commissions

There are almost as many commission plans in the world as there are salespeople. Hopefully these reports will give you the data needed to easily calculate your commissions. If you use sophisticated commission plans, you may want to export these reports to a tab-delimited or comma-separated file and massage them further in a spreadsheet.

If you calculate commissions based on when the sale was made, print:

“Sales [Salesperson Summary] report” on page 231

If you need to break down the items sold by the salesperson during the reporting period, print:

“Sales [Salesperson Detail] report” on page 234

If you pay commissions on a cash-received basis, print:

“Customer Payments [Salesperson] report” on page 244

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to “What’s a Report Batch?” on page 19 for more information.

Counting, Valuing, and Analysing Your Inventory

Although Premier features a “perpetual” inventory system which adjusts your inventory records with every sale or purchase, it is still a good idea to run an inventory count every month, quarter, or year. An inventory count will uncover damaged or obsolete inventory. Timely inventory counts also help uncover theft losses before they become seriously damaging to your business.

To help in counting your inventory, print:

“Inventory Count Sheet” on page 406

To check the your inventory value, print:

“Inventory Value Reconciliation report” on page 400

--OR--

“Items Register [Detail] report” on page 396

To review the pricing of your items, print:

“Price Analysis report” on page 416

What's a Report Batch?

In the Reports menu, there's a selection called Report Batches where you can create groups of reports. Just click New, name the batch, and check off the reports that belong to the batch. From then on simply select the batch, choose the appropriate reporting period, and click Print. All the reports in the batch will be printed.

Report Details Explanations

Filters

Filters allow you to choose specific pieces or ranges of data that can be included on a single report. They can be applied to the report by selecting them in the Report Customisation window.

General filters provide a basic definition of the report and appear in the area of the window above the three tabs. **Advanced filters** appear in the Advanced Filters tab and further refine the information you choose to include in the report.

Subtotals / Totals

Most reports contain statistical information. A total of every column may not be meaningful, but for many it is. This list points out for which columns totals are provided.

In some reports, subtotals are also useful. For example, in a report that lists sales transactions by customer, you might see a subtotal of sales for each customer, then a total of all sales for all customers. This list points out for which columns subtotals are provided and how the subtotal is defined (for each customer, for example).

Sorted by

Every report presents its information in a particular order; date order, for example, or arranged numerically by invoice number or alphabetically by customer name. There may also be a secondary order; for example, transactions may be listed by date, then alphabetically by customer name for each date.

More Report Fields

All the fields available for a report are listed in the Report Fields tab of the Report Customisation window. Those that are included in the standard version of the report are already marked by default. For many reports, there are other fields you can add to the report but are not preselected. These additional fields are listed here.

You can mark any field you want to add to the report. You can also unmark preselected fields that you don't want included in your report.

Finishing Choices

The Finishing tab of the Report Customisation window lists a variety of options you can select that affect the formatting of the report, the inclusion or exclusion of certain kinds of information, the way the system works when you print the report and the listing of the report in the Reports menu.

Some options are common to all reports:

Prevent Data Changes During Report Generation

Include on Reports Menu

Include Company Name

Include Company Address

Include Report Date and Time

All other options that are available for the selected report are listed in this section.

Drill Down to Source window

You can open the source transaction window of the information in many fields in reports. Roll the cursor arrow over the field and, if the drill-down feature is available for that field, the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window.

For each field with this field, the source windows is listed.

Chapter 2

Sample Reports

Accounts List [Summary] report

This report is a list of all accounts and current balances.

To find the Accounts List [Summary] report

Reports menu > Index to Reports window >
Accounts tab > Accounts header

Accounts List [Summary]

	Account	Current Balance
1-0000	Assets	\$153,101.11
1-1000	Cash Accounts	\$13,819.83
	1-1100 Bank Account	\$13,719.83
	1-1200 Petty Cash	\$100.00
1-2000	Inventory	\$78,541.50
	1-2100 Raw Materials	\$3,400.00
	1-2200 Finished Goods	\$75,141.50
1-3000	Accounts Receivable	\$37,264.78
1-4000	Deposits Paid Suppliers	\$100.00
1-5000	Office Equipment	\$7,875.00
	1-5100 Office Equip., Original Cost	\$12,000.00
	1-5200 Office Equip., Amortisation	(\$4,125.00)
1-6000	Vehicles	\$15,000.00
	1-6100 Vehicles, Original Cost	\$32,000.00
	1-6200 Vehicles, Amortisation	(\$17,000.00)
1-7000	Other Assets	\$500.00
2-0000	Liabilities	\$135,382.03
2-1000	Credit Cards	\$4,200.00
	2-1110 American Express	\$3,200.00
	2-1120 Visa	\$1,000.00
2-1200	Trade Creditors	\$10,627.02
	2-1210 Bank Indebtedness	\$100,000.00

2-1300	Tax Liabilities	\$4,763.26
2-1310	Tax 1 Collected	\$2,414.58
2-1330	Tax 2 Collected	\$2,348.68
2-1400	Payroll Liabilities	\$15,291.75
2-1410	Payroll Liabilities	\$13,919.25
2-1420	Income Tax Deductions	\$0.00
2-1475	Payroll Tax Payable	\$105.00
2-1480	Group Insurance	\$0.00
2-1490	Garnishees, and other	\$0.00
2-1496	Holiday Payable	\$1,267.50
2-1500	Deposits Received	\$0.00
2-1600	Deposits from Customers	\$500.00
3-0000	Equity	\$17,719.08
3-1000	Paid in Capital	\$110,000.00
3-2000	Owner's Draw	\$0.00
3-8000	Retained Earnings	(\$58,078.07)
3-9000	Current Year Earnings	(\$34,202.85)
3-9999	Historical Balancing	\$0.00
4-0000	Income	\$24,108.50
4-1000	Sales	\$23,708.50
4-1100	Retail Sales	\$7,227.10
4-1200	Wholesale Sales	\$3,723.90
4-1300	Consignment Sales	\$12,757.50
4-3000	Other Income	\$400.00
4-3100	Freight Income	\$0.00
4-3200	Finance Charges Collected	\$0.00
4-3300	Miscellaneous Income	\$400.00
5-0000	Cost of Sales	\$13,386.57
5-1000	Retail Cost of Sales	\$4,622.97
5-2000	Wholesale Cost of Sales	\$2,371.49
5-3000	Consignment Cost of Sales	\$6,392.11
5-4000	Wages for Production Labor	\$0.00
5-5000	Materials & Supplies	\$0.00
5-6000	Other Costs	\$0.00
5-6100	Discounts Taken	\$0.00
5-6150	Discounts Given	\$0.00
6-0000	Expenses	\$44,924.78
6-1000	Advertising	\$0.00
6-1200	Vehicle Expenses	\$100.00
6-1300	Commissions Paid	\$1,000.00
6-1500	Amortisation Expense	\$625.00
6-1700	Freight Paid	\$48.95

6-1800	Insurance (other than health)	\$90.00
6-1900	Interest	\$1,500.00
6-1910	Mortgage Interest	\$0.00
6-1920	Other Interest	\$1,500.00
6-2000	Legal & Professional Services	\$178.90
6-2100	Office Expenses	\$500.00
6-2300	Lease Expenses	\$112.00
6-2310	Machinery & Equipment	\$100.00
6-2320	Other Business Property	\$12.00
6-2400	Repairs	\$0.00
6-2500	Supplies	\$150.00
6-2600	Taxes	\$100.00
6-2700	Travel, Meals & Entertainment	\$1,000.00
6-2710	Travel	\$0.00
6-2720	Meals & Entertainment	\$1,000.00
6-2800	Utilities	\$900.00
6-2900	Wages Paid	\$1,500.00
6-3020	Finance Charges Paid	\$0.00
6-5100	Payroll	\$37,119.93
6-5110	Wages	\$33,174.99
6-5120	Holiday Pay Expense	\$1,699.50
6-5130	Employer Expenses	\$2,245.44
6-6000	Other Expenses	\$0.00
8-0000	Other Income	\$0.00
8-1000	Lottery Winnings	\$0.00
9-0000	Other Expenses	\$0.00
9-1000	Corporate Tax	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

Advanced:

Report Level

Sorted by

Account Type

Subtotals / Totals

None

More Report Fields (not preselected)

Tax Code

Status

Finishing Choices

Include Inactive Accounts

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Account # and Name

Opens: Edit Accounts window

Accounts List [Detail] report

This is a list of all accounts with type, level, bank status and current balances.

To find the Accounts List [Detail] report

Reports menu > Index to Reports window >
Accounts tab > Accounts header

Accounts List [Detail]

Account #	Account	Type	Normal Sign	Header/ Detail	Level	Cheque	Balance
1-0000	Assets	Asset	Debit	Header	1	N	\$153,101.11
1-1000	Cash Accounts	Asset	Debit	Header	2	N	\$13,819.83
1-1100	Cheque Account	Asset	Debit	Detail	3	Y	\$13,719.83
1-1200	Petty Cash	Asset	Debit	Detail	3	Y	\$100.00
1-2000	Inventory	Asset	Debit	Header	2	N	\$78,541.50
1-2100	Raw Materials	Asset	Debit	Detail	3	N	\$3,400.00
1-2200	Finished Goods	Asset	Debit	Detail	3	N	\$75,141.50
1-3000	Accounts Receivable	Asset	Debit	Detail	2	N	\$37,264.78
1-4000	Deposits Paid Suppliers	Asset	Debit	Detail	2	N	\$100.00
1-5000	Office Equipment	Asset	Debit	Header	2	N	\$7,875.00
1-5100	Office Equip., Original Cost	Asset	Debit	Detail	3	N	\$12,000.00
1-5200	Office Equip., Amortisation	Asset	Debit	Detail	3	N	(\$4,125.00)
1-6000	Vehicles	Asset	Debit	Header	2	N	\$15,000.00
1-6100	Vehicles, Original Cost	Asset	Debit	Detail	3	N	\$32,000.00
1-6200	Vehicles, Amortisation	Asset	Debit	Detail	3	N	(\$17,000.00)
1-7000	Other Assets	Asset	Debit	Detail	2	N	\$500.00
2-0000	Liabilities	Liability	Credit	Header	1	N	\$135,382.03
2-1000	Credit Cards	Liability	Credit	Header	2	N	\$4,200.00
2-1200	Accounts Payable	Liability	Credit	Detail	2	N	\$10,627.02
2-1210	Bank Indebtedness	Liability	Credit	Detail	2	N	\$100,000.00
2-1300	Tax Liabilities	Liability	Credit	Header	2	N	\$4,763.26
2-1310	Tax 1 Collected	Liability	Credit	Detail	3	N	\$2,414.58
2-1330	Tax 2 Collected	Liability	Credit	Detail	3	N	\$2,348.68
2-1400	Payroll Liabilities	Liability	Credit	Header	2	N	\$15,291.75
2-1410	Payroll Liabilities	Liability	Credit	Detail	3	N	\$13,919.25
2-1475	Payroll Tax Payable	Liability	Credit	Detail	3	N	\$105.00
2-1495	Holiday Payable	Liability	Credit	Detail	3	N	\$1,267.50
2-1600	Deposits from Customers	Liability	Credit	Detail	2	N	\$500.00
3-0000	Equity	Equity	Credit	Header	1	N	\$17,719.08
3-1000	Paid in Capital	Equity	Credit	Detail	2	N	\$110,000.00
3-8000	Retained Earnings	Equity	Credit	Detail	2	N	(\$58,078.07)

3-9000	Current Year Earnings	Equity	Credit	Detail	2	N	(\$34,202.85)
4-0000	Income	Income	Credit	Header	1	N	\$24,108.50
4-1000	Sales	Income	Credit	Header	2	N	\$23,708.50
4-1100	Retail Sales	Income	Credit	Detail	3	N	\$7,227.10
4-1200	Wholesale Sales	Income	Credit	Detail	3	N	\$3,723.90
4-1300	Consignment Sales	Income	Credit	Detail	3	N	\$12,757.50
4-3000	Other Income	Income	Credit	Header	2	N	\$400.00
4-3300	Miscellaneous Income	Income	Credit	Detail	3	N	\$400.00
5-0000	Cost of Sales	Cost of Sales	Debit	Header	1	N	\$13,386.57
5-1000	Retail Cost of Sales	Cost of Sales	Debit	Detail	2	N	\$4,622.97
5-2000	Wholesale Cost of Sales	Cost of Sales	Debit	Detail	2	N	\$2,371.49
5-3000	Consignment Cost of Sales	Cost of Sales	Debit	Detail	2	N	\$6,392.11
6-0000	Expenses	Expense	Debit	Header	1	N	\$44,924.78
6-1200	Car & Truck Expenses	Expense	Debit	Detail	2	N	\$100.00
6-1300	Commissions Paid	Expense	Debit	Detail	2	N	\$1,000.00
6-1500	Amortisation Expense	Expense	Debit	Detail	2	N	\$625.00
6-1700	Freight Paid	Expense	Debit	Detail	2	N	\$48.95
6-1800	Insurance (other than health)	Expense	Debit	Detail	2	N	\$90.00
6-1900	Interest	Expense	Debit	Header	2	N	\$1,500.00
6-1920	Other Interest	Expense	Debit	Detail	3	N	\$1,500.00
6-2000	Legal & Professional Services	Expense	Debit	Detail	2	N	\$178.90
6-2100	Office Expenses	Expense	Debit	Detail	2	N	\$500.00
6-2300	Lease Expenses	Expense	Debit	Header	2	N	\$112.00
6-2310	Machinery & Equipment	Expense	Debit	Detail	3	N	\$100.00
6-2320	Other Business Property	Expense	Debit	Detail	3	N	\$12.00
6-2500	Supplies	Expense	Debit	Detail	2	N	\$150.00
6-2600	Taxes	Expense	Debit	Detail	2	N	\$100.00
6-2700	Travel, Meals & Entertainment	Expense	Debit	Header	2	N	\$1,000.00
6-2720	Meals & Entertainment	Expense	Debit	Detail	3	N	\$1,000.00
6-2800	Utilities	Expense	Debit	Detail	2	N	\$900.00
6-2900	Wages Paid	Expense	Debit	Detail	2	N	\$1,500.00
6-5100	Payroll	Expense	Debit	Header	2	N	\$37,119.93
6-5110	Wages	Expense	Debit	Detail	3	N	\$33,174.99
6-5120	Holiday Pay Expense	Expense	Debit	Detail	3	N	\$1,699.50
6-5130	Employer Expenses	Expense	Debit	Detail	3	N	\$2,245.44

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

All/Selected Accounts

Advanced:

As of (Date)

Report Level

Sorted by

Account Type

Subtotals / Totals

None

More Report Fields (not preselected)

Tax Description

Status

Classification for Statement of Cash Flow

Account Description

AccountantLink

BSB Number

Bank Account Number

Bank Account Name

Company Trading Name

B/Code

DE ID

Finishing Choices

Include 0.00 balances

Include Inactive Accounts

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Subtotals

Detail Accounts Only

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window**Click:** All Fields**Opens:** Edit Accounts window

Account Transactions [Accrual] report

This report displays either the debit or credit side of any transaction attached to the selected account(s), in the selected source journal(s) within the period range. It does not display the entire transaction.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Account Transactions [Accrual] report

Reports menu > Index to Reports window >
Accounts tab > Accounts header

Account Transactions [Accrual] 1/1/04 To 31/12/04

Account	ID #	Src	Date	Memo	Debit	Credit	Job
1-1110 Cheque Account							
	21	CD	3/1/04	Postage		\$500.00	
	19	CD	4/1/04	Commission Payment		\$1,000.00	
	20	CD	4/1/04	Interest Payment		\$750.00	
	15	CD	6/5/04	Monthly Insurance		\$45.00	
	16	CD	6/5/04	Monthly Utility Bill		\$450.00	
	17	CD	6/5/04	Paycheque		\$600.00	
	CR000004	CR	6/5/04	Sam Lee, Rebate	\$400.00		
					\$400.00	\$3,345.00	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

All/Selected Accounts

Advanced:

Dated From/To

ID From/To

Amount From/To

Cards

Jobs

Categories

Memo/Payee

Session Date

User IDs

Source Journal

Currencies

Sorted by

Account

Subtotals / Totals

Subtotal by Account:

Debit and Credit

More Report Fields (not preselected)

Job Description
Inv/P.O. #
Terms
Comments
Due Date
Promised Date
Salesperson
Reconciled Date
Memo
Name
Payee
Allocation Memo

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Account # / Account Name or any Totals

Opens: Account view of Find Transactions window

Click: Any of the Transaction information

Opens: Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window
CD - Spend Money, Pay Employees or Pay Supplier window
CR - Prepare Bank Deposit or Receive Payments window
SJ - Sales window
PJ - Purchases window
IJ - Adjust Inventory or Transfer Inventory window

Account History report

This report displays all account activity and budget information for the current and previous financial year.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature.

To find the Account History report

Reports menu > Index to Reports window >
Accounts tab > Accounts header

Account History report

Because of the width of this report, a comprehensive sample can't be reproduced here.

Details

Account History report

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts All/Selected

Advanced:

Report Level

Sorted by

Account

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

General Ledger [Summary] report

For each account, displays the account balance at the beginning of a date range, the total debits and credits within a date range, the net activity, and the balance at the end of a date range.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the General Ledger [Summary] report

Reports menu > Index to Reports window >
Accounts tab > Accounts header

General Ledger [Summary] 1/6/04 To 6/6/04

Account #	Account Name	Beginning Balance	Total Debit	Total Credit	Net Activity	Ending Balance
1-1310	Furniture and Fittings	\$0.00	\$490.00	\$0.00	\$490.00	\$490.00
1-2110	Bank Account	\$2,669.39 cr	\$0.00	\$2,723.39	\$2,723.39 cr	\$5,392.78 cr
1-2210	Trade Debtors Account	\$600.00	\$554.00	\$0.00	\$554.00	\$1,154.00
2-1200	Trade Creditors Account	\$235.00 cr	\$0.00	\$575.75	\$575.75 cr	\$810.75 cr
2-1310	GST Collected on Sales	\$54.36 cr	\$85.75	\$82.51	\$3.24	\$51.12 cr
2-1400	PAYE payable	\$1,787.86 cr	\$0.00	\$1,834.84	\$1,834.84 cr	\$3,622.70 cr
4-5000	Miscellaneous Income	\$0.00	\$0.00	\$471.49	\$471.49 cr	471.49 cr
6-5110	Salaries /Wages	\$4,000.00	\$4,090.00	\$0.00	\$4,090.00	\$8,090.00
6-5130	Payroll Expenses	\$457.25	\$468.23	\$0.00	\$468.23	\$925.48
	Total:		\$5,687.98	\$5,687.98		

Details

General Ledger [Summary] report

See "Report Details Explanations" on page 20 for more information.

Filters

General:

All/Selected Accounts

Advanced:

Dated From/To

Sorted by

Account

Subtotals / Totals

Totals: Total Debit & Total Credit

More Report Fields (not preselected)

None

Finishing Choices

Include Accounts with No Activity

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account #, Account Name

Opens: Account Information window

Click: Beginning Balance, Total Debit, Total Credit, Net Activity

Opens: Account view of Find Transaction window

General Ledger [Detail] report

Within a date range, for each selected account, displays the beginning account balance, a line for each transaction within the date range, the total debits and credits, and the balance at the end of the date range.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the General Ledger [Detail] report

Reports menu > Index to Reports window >
Accounts tab > Accounts header

General Ledger [Detail] 1/6/04 To 6/6/04

ID #	Src	Date	Memo	Debit	Credit	Net Activity	Ending Balance
<hr/>							
1-1310	Furniture and Fittings						
Beginning Balance:			\$0.00				
00000002	PJ	2/6/01	Purchase; Smith	\$490.00			\$490.00
Total:				\$490.00	\$0.00	\$490.00	\$490.00
<hr/>							
1-2110	Account						
Beginning Balance:			\$2,669.39 cr				
5	CD	2/6/01	Bill Jones		\$1,343.93		\$4,013.32 cr
6	CD	2/6/01	John Smith		\$689.53		\$4,702.85 cr
7	CD	2/6/01	John Smith		\$689.53		\$5,392.78 cr
Total:				\$0.00	\$2,723.39	\$2,723.39 cr	\$5,392.78 cr
<hr/>							
1-2210	Trade Debtors Account						
Beginning Balance:			\$600.00				
00003	SJ	2/6/01	Sale; Smith	\$471.49			\$1,071.49
00003	SJ	2/6/01	Sale; Smith	\$82.51			\$1,154.00
Total:				\$554.00	\$0.00	\$554.00	\$1,154.00
<hr/>							
2-1200	Trade Creditors Account						
Beginning Balance:			\$235.00 cr				
00002	PJ	2/6/01	Sale; Smith		\$490.00		\$725.00 cr
00002	PJ	2/6/01	Sale; Smith		\$85.75		\$810.75 cr
Total:				\$0.00	\$575.75	\$575.75 cr	\$810.75 cr
<hr/>							
2-1310	GST Collected on Sales						
Beginning Balance:			\$54.36 cr				
00002	SJ	2/6/01	Sale; Smith		\$82.51		\$135.87 cr
00002	PJ	2/6/01	Purchase; Smith	\$85.75			\$51.12 cr
Total:				\$85.75	\$82.51	\$3.24	\$51.12 cr

2-1400		PAYE payable					
Beginning Balance:		\$1,787.86 cr					
5	CD	2/6/01	Bill Jones	\$700.17		\$2,488.03	cr
5	CD	2/6/01	Bill Jones	\$45.90		\$2,533.93	cr
5	CD	2/6/01	Bill Jones	\$244.73		\$2,778.66	cr
6	CD	2/6/01	John Smith	\$264.57		\$3,043.23	cr
6	CD	2/6/01	John Smith	\$45.90		\$3,089.13	cr
6	CD	2/6/01	John Smith	\$111.75		\$3,200.88	cr
7	CD	2/6/01	John Smith	\$264.17		\$3,465.05	cr
7	CD	2/6/01	John Smith	\$45.90		\$3,510.95	cr
7	CD	2/6/01	John Smith	\$111.75		\$3,622.70	cr
Total:				\$0.00	\$1,834.84	\$1,834.84	cr

4-5000		Miscellaneous Income					
Beginning Balance:		\$0.00					
00000003	SJ	2/6/01	Sale; Smith	\$471.79		\$471.79	cr
Total:				\$0.00	\$471.79	\$471.79	cr

6-5110		Salaries/Wages					
Beginning Balance:		\$4,000.00					
5	CD	2/6/01	Bill Jones	\$2,090.00		\$6,090.00	
6	CD	2/6/01	John Smith	\$1,000.00		\$7,090.00	
7	CD	2/6/01	John Smith	\$1,000.00		\$8,090.00	
Total:				\$4,090.00	\$0.00	\$4,090.00	\$8,090.00

6-5130		Payroll Expense					
Beginning Balance:		\$1,787.86 cr					
5	CD	2/6/01	Bill Jones	\$244.73		\$701.98	
7	CD	2/6/01	John Smith	\$111.75		\$813.73	
7	CD	2/6/01	John Smith	\$111.75		\$925.48	
Total:				\$468.23	\$0.00	\$468.23	\$925.48

Grand Total \$5,687.98 \$5,687.98

See "Report Details Explanations" on page 20 for more information.

Filters

General:

All/Selected Accounts

Advanced:

Dated From/To

Sorted by

Date or ID #, based on filter selection

Subtotals / Totals

Subtotals: Debit, Credit, Net Activity

Totals: Debit, Credit

More Report Fields (not preselected)

Name

Allocation Memo

Finishing Choices

Include Accounts with No Activity

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by: Date/ID #

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: ID #, Src, Date, Memo, Debit, Credit, Name

Opens: Sales or Purchases source window

Trial Balance report

For each account, displays the total debits and credits for the last completed month and for the year to date.

To find the Trial Balance report

Reports menu > Index to Reports window >
Accounts tab > Accounts header

Trial Balance June 2004

Account	Debit	Credit	YTD Debit	YTD Credit
General Cheque Account	\$1,554.50		\$40,830.95	
Petty Cash	\$0.00		\$100.00	
Trade Debtors	\$16,466.05		\$140,626.39	
Inventory		\$2,309.83	\$46,190.21	
Electronic Payments Clearing		\$7,946.38		\$36,877.21
F & F - at cost	\$0.00		\$24,000.00	
F & F - Acc. Deprn.	\$0.00			\$8,000.00
P & E - at cost	\$0.00		\$1,250.00	
P & E - Acc. Deprn.	\$0.00			\$4,000.00
M.V. - at cost	\$0.00		\$22,000.00	
M.V. - Acc. Deprn.	\$0.00			\$8,000.00
Trade Creditors	\$3,354.40			\$9,361.27
GST Collected on Sales		\$0.00		\$123.10
GST Paid on purchases		\$0.00	\$9.09	
Tax Payable		\$2,118.05		\$15,257.00
PAYE Payable		\$786.00		\$4,861.00
Superannuation Payable		\$250.60		\$1,520.12
Visa Card		\$275.00		\$347.00
Loan Director		\$0.00		\$12,000.00
Issued Capital		\$0.00		\$2,000.00
Retained Earnings		\$0.00		\$164,260.01
Sales - Spring Water		\$7,202.50		\$35,357.50
Sales - Carbonated Water		\$2,425.00		\$12,195.00
Sales - Water Cooler		\$0.00		\$26,221.00
Sales - Crock		\$0.00		\$3,688.00
Sales - Stands		\$0.00		\$480.00
Sales - Other Equipment		\$0.00		\$25,765.00
Service - Coolers		\$6,275.00		\$8,110.00
Service - Other Income		\$0.00		\$26,159.00
Freight Income		\$0.00		\$50.00
Consultancy Income		\$0.00		\$1,250.00
Traveling Time		\$0.00		\$40.00

Secretarial Income		\$0.00		\$90.00
Km travelled		\$0.00		\$30.50
Photocopying Income		\$0.00		\$18.50
COS - Water	\$3,483.85		\$23,143.81	
COS - Equipment	\$623.96		\$47,273.73	
Advertising	\$0.00		\$1,503.91	
Bank Charges	\$0.00		\$45.00	
Electricity	\$0.00		\$490.00	
Motor Vehicle	\$0.00		\$37.00	
Office Rental	\$0.00		\$1,521.45	
Other Office Costs	\$0.00		\$1,900.00	
Postage & Stationery	\$275.00		\$615.68	
Salaries/Wages	\$3,580.00		\$40,583.00	
Superannuation	\$250.60		\$2,775.99	
Other Interest		\$0.00		\$85.00
Total:		\$29,588.36	\$29,588.36	\$406,146.21 \$406,146.21

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Selected Period

Financial Year: Next Year/This Year/This Year

Sorted by

Account

Subtotals / Totals

Totals: Total Debit, Total Credit

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Round to Whole Dollars

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Balance Sheet report

This report displays the balances for your assets (what you own), liabilities (what you owe), and your equity in the business as of the end of a selected month.

This report can be displayed using the cash basis and accrual basis accounting methods.

To find the Balance Sheet report

Reports menu > Index to Reports window >
Accounts tab > Balance Sheet header

Balance Sheet As of December 2004

Assets

Cash Accounts		
Cheque Account	\$13,719.83	
Petty Cash	\$100.00	
Total Cash Accounts	\$13,819.83	
Inventory		
Raw Materials	\$3,400.00	
Finished Goods	\$75,141.50	
Total Inventory	\$78,541.50	
Accounts Receivable	\$37,264.78	
Deposits Paid Suppliers		\$100.00
Office Equipment		
Office Equip., Original Cost	\$12,000.00	
Office Equip., Amortisation	(\$4,125.00)	
Total Office Equipment		\$7,875.00
Vehicles, Original Cost	\$32,000.00	
Vehicles, Amortisation	(\$17,000.00)	
Total Vehicles		\$15,000.00
Other Assets		\$500.00
Total Assets		\$153,101.11

Liabilities

Credit Cards		
American Express	\$3,200.00	
Visa	\$1,000.00	
Total Credit Cards		\$4,200.00
Accounts Payable		\$10,627.02
Bank Indebtedness		\$100,000.00
Tax Liabilities		
Tax 1 Collected	\$2,414.58	
Tax 2 Collected	\$2,348.68	

Total Tax Liabilities		\$4,763.26	
Payroll Liabilities			
Payroll Liabilities	\$13,919.25		
Payroll Tax Payable	\$105.00		
Holiday Payable	<u>-\$1,267.50</u>		
Total Payroll Liabilities		\$15,291.75	
Deposits from Customers		<u>\$500.00</u>	
Total Liabilities			\$135,382.03
Equity			
Paid in Capital	\$110,000.00		
Retained Earnings	(\$88,510.92)		
Current Year Earnings	<u>(\$3,770.00)</u>		
Total Equity			\$17,719.08
Total Liability & Equity			\$153,101.11

See "Report Details Explanations" on page 20 for more information.

Filters

Advanced:

Selected Period

As Of

Report Level

Financial Year

Sorted by

Dependent on Header information:

Total Assets

Liabilities

Equity

Liability & Equity

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollar

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account name

Opens: Edit Accounts window

Click: Account amounts (accrual basis reports only)

Opens: Find Transactions window

Balance Sheet [Spreadsheet] report

This report displays the balance sheet for multiple periods in spreadsheet format.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

To find the Balance Sheet [Spreadsheet] report

Reports menu > Index to Reports window >
Accounts tab > Balance Sheet header

Balance Sheet [Spreadsheet] October 2004 through December 2004

	October	November	December
Assets			
Cash Accounts			
Cheque Account	\$13,719.83	\$13,719.83	\$13,719.83
Petty Cash	\$100.00	\$100.00	\$100.00
Total Cash Accounts	\$13,819.83	\$13,819.83	\$13,819.83
Inventory			
Raw Materials	\$3,400.00	\$3,400.00	\$3,400.00
Finished Goods	\$75,141.50	\$75,141.50	\$75,141.50
Total Inventory	\$78,541.50	\$78,541.50	\$78,541.50
Accounts Receivable	\$37,264.78	\$37,264.78	\$37,264.78
Deposits Paid Suppliers	\$100.00	\$100.00	\$100.00
Office Equipment			
Office Equip., Original Cost	\$12,000.00	\$12,000.00	\$12,000.00
Office Equip., Amortisation	(\$4,125.00)	(\$4,125.00)	(\$4,125.00)
Total Office Equipment	\$7,875.00	\$7,875.00	\$7,875.00
Vehicles			
Vehicles, Original Cost	\$32,000.00	\$32,000.00	\$32,000.00
Vehicles, Amortisation	(\$17,000.00)	(\$17,000.00)	(\$17,000.00)
Total Vehicles	\$15,000.00	\$15,000.00	\$15,000.00
Other Assets	\$500.00	\$500.00	\$500.00
Total Assets	\$153,101.11	\$153,101.11	\$153,101.11
Liabilities			
Credit Cards			
American Express	\$3,200.00	\$3,200.00	\$3,200.00
Visa	\$1,000.00	\$1,000.00	\$1,000.00
Total Credit Cards	\$4,200.00	\$4,200.00	\$4,200.00
Accounts Payable	\$10,627.02	\$10,627.02	\$10,627.02
Bank Indebtedness	\$100,000.00	\$100,000.00	\$100,000.00
Tax Liabilities			

Tax 1 Collected	\$2,414.58	\$2,414.58	\$2,414.58
Tax 2 Collected	\$2,348.68	\$2,348.68	\$2,348.68
Total Tax Liabilities	\$4,763.26	\$4,763.26	\$4,763.26
Payroll Liabilities			
Payroll Liabilities	\$13,919.25	\$13,919.25	\$13,919.25
Payroll Tax Payable	\$105.00	\$105.00	\$105.00
Holiday Payable	\$1,267.50	\$1,267.50	\$1,267.50
Total Payroll Liabilities	\$15,291.75	\$15,291.75	\$15,291.75
Deposits from Customers	\$500.00	\$500.00	\$500.00
Total Liabilities	\$135,382.03	\$135,382.03	\$135,382.03
Equity			
Paid in Capital	\$110,000.00	\$110,000.00	\$110,000.00
Retained Earnings	(\$88,510.92)	(\$88,510.92)	(\$88,510.92)
Current Year Earnings	(\$3,770.00)	(\$3,770.00)	(\$3,770.00)
Total Equity	\$17,719.08	\$17,719.08	\$17,719.08
Total Liability & Equity	\$153,101.11	\$153,101.11	\$153,101.11

See "Report Details Explanations" on page 20 for more information.

Filters

Advanced:

Dated From and To
Report Level
Financial Year

Sorted by

Dependent on Header information:
Total Assets
Liabilities
Equity
Liability & Equity

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances
Separate Pages
Round to Whole Dollar
Include Account Numbers
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Account name

Opens: Edit Accounts window

Click: Detail account amounts (accrual basis reports only)
Opens: Find Transactions window

Balance Sheet [Budget Spreadsheet] report

This report displays the monthly budgeted amounts for the balance sheet accounts in spreadsheet format.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

To find the Balance Sheet [Budget Spreadsheet] report

Reports menu > Index to Reports window >
Accounts tab > Balance Sheet header

Balance Sheet [Budget Spreadsheet] October 2004 through December 2004

	October	November	December
Assets			
Cash Accounts			
Cheque Account	\$13,719.83	\$13,719.83	\$13,719.83
Petty Cash	\$100.00	\$100.00	\$100.00
Total Cash Accounts	\$13,819.83	\$13,819.83	\$13,819.83
Inventory			
Raw Materials	\$3,400.00	\$3,400.00	\$3,400.00
Finished Goods	\$75,141.50	\$75,141.50	\$75,141.50
Total Inventory	\$78,541.50	\$78,541.50	\$78,541.50
Accounts Receivable	\$37,264.78	\$37,264.78	\$37,264.78
Deposits Paid Suppliers	\$100.00	\$100.00	\$100.00
Office Equipment			
Office Equip., Original Cost	\$12,000.00	\$12,000.00	\$12,000.00
Office Equip., Amortisation	(\$4,125.00)	(\$4,125.00)	(\$4,125.00)
Total Office Equipment	\$7,875.00	\$7,875.00	\$7,875.00
Vehicles			
Vehicles, Original Cost	\$32,000.00	\$32,000.00	\$32,000.00
Vehicles, Amortisation	\$(17,000.00)	\$(17,000.00)	\$(17,000.00)
Total Vehicles	\$15,000.00	\$15,000.00	\$15,000.00
Other Assets	\$500.00	\$500.00	\$500.00
Total Assets	\$153,101.11	\$153,101.11	\$153,101.11
Liabilities			
Credit Cards			
American Express	\$3,200.00	\$3,200.00	\$3,200.00
Visa	\$1,000.00	\$1,000.00	\$1,000.00
Total Credit Cards	\$4,200.00	\$4,200.00	\$4,200.00
Accounts Payable	\$10,627.02	\$10,627.02	\$10,627.02
Bank Indebtedness	\$100,000.00	\$100,000.00	\$100,000.00
Tax Liabilities			

Tax 1 Collected	\$2,414.58	\$2,414.58	\$2,414.58
Tax 2 Collected	\$2,348.68	\$2,348.68	\$2,348.68
Total Tax Liabilities	\$4,763.26	\$4,763.26	\$4,763.26
Payroll Liabilities			
Payroll Liabilities	\$13,919.25	\$13,919.25	\$13,919.25
Payroll Tax Payable	\$105.00	\$105.00	\$105.00
Holiday Payable	\$1,267.50	\$1,267.50	\$1,267.50
Total Payroll Liabilities	\$15,291.75	\$15,291.75	\$15,291.75
Deposits from Customers	\$500.00	\$500.00	\$500.00
Total Liabilities	\$135,382.03	\$135,382.03	\$135,382.03
Equity			
Paid in Capital	\$110,000.00	\$110,000.00	\$110,000.00
Retained Earnings	(\$88,510.92)	(\$88,510.92)	(\$88,510.92)
Current Year Earnings	\$(3,770.00)	\$(3,770.00)	\$(3,770.00)
Total Equity	\$17,719.08	\$17,719.08	\$17,719.08
Total Liability & Equity	\$153,101.11	\$153,101.11	\$153,101.11

See "Report Details Explanations" on page 20 for more information.

Filters

Advanced:

Date From/To
Report Level

Sorted by

Dependent on Header information:
Total Assets
Liabilities
Equity
Liability & Equity

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances
Separate Pages
Round to Whole Dollar
Include Account Numbers
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Detail account name
Opens: Edit Accounts window

Click: Line amounts (accrual basis reports only)
Opens: Edit Accounts window -- Budgets tab

Balance Sheet [Last Year Analysis] report

This report compares your balance sheet as of the end of the selected month of this financial year with your balance sheet as of the end of the same month of last financial year.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

Report Tip: This report shows you how your asset, liability, and equity account balances changed over the course of the year.

- Check any change from year to year greater than 10%. Make sure you understand why it changed. Has your cash position improved or declined? Are your receivables growing or shrinking? Why?
- If you are using a 13th accounting period, run the report twice, once for 12 periods and again with the 13th period. Since many 13th period entries are non-operational, you may get a clearer picture of your business operations with a 12-month P&L.

To find the Balance Sheet [Last Year Analysis] report

Reports menu > Index to Reports window >
Accounts tab > Balance Sheet header

Balance Sheet [Last Year Analysis] October 2004

	This Year	Last Year	\$ Difference	% Difference
Assets				
Cash Accounts				
Cheque Account	\$16,664.83	\$34,878.91	(\$18,214.08)	(52.2%)
Petty Cash	\$100.00	\$100.00	\$0.00	0.0%
Total Cash Accounts	\$16,764.83	\$34,978.91	(\$18,214.08)	(52.1%)
Inventory				
Raw Materials	\$3,400.00	\$3,400.00	\$0.00	0.0%
Finished Goods	\$75,129.62	\$5,400.00	\$69,729.62	1,291.3%
Total Inventory	\$78,529.62	\$8,800.00	\$69,729.62	792.4%
Accounts Receivable	\$37,264.78	\$32,000.00	\$5,264.78	16.5%
Deposits Paid Suppliers	\$100.00	\$100.00	\$0.00	0.0%
Office Equipment				
Office Equip., Original Cost	\$12,000.00	\$12,000.00	\$0.00	0.0%
Office Equip., Amortisation	(\$4,000.00)	(\$4,000.00)	\$0.00	0.0%
Total Office Equipment	\$8,000.00	\$8,000.00	\$0.00	0.0%
Vehicles				
Vehicles, Original Cost	\$32,000.00	\$32,000.00	\$0.00	0.0%
Vehicles, Amortisation	(\$16,500.00)	(\$16,500.00)	\$0.00	0.0%
Total Vehicles	\$15,500.00	\$15,500.00	\$0.00	0.0%
Other Assets	\$500.00	\$500.00	\$0.00	0.0%

Total Assets	\$156,659.23	\$99,878.91	\$56,780.32	56.8%
Liabilities				
Credit Cards				
American Express	\$3,200.00	\$3,200.00	\$0.00	0.0%
Visa	\$1,000.00	\$1,000.00	\$0.00	0.0%
Total Credit Cards	\$4,200.00	\$4,200.00	\$0.00	0.0%
Accounts Payable	\$10,615.14	\$21,000.00	(\$10,384.86)	(49.5%)
Bank Indebtedness	\$100,000.00	\$100,000.00	\$0.00	0.0%
Tax Liabilities				
Tax 1 Collected	\$2,214.58	\$354.98	\$1,859.60	523.9%
Tax 2 Collected	\$2,348.68	\$452.00	\$1,896.68	419.6%
Total Tax Liabilities	\$4,563.26	\$806.98	\$3,756.28	465.5%
Payroll Liabilities				
Payroll Liabilities	\$13,919.25	\$0.00	\$13,919.25	NA
Payroll Tax Payable	\$105.00	\$0.00	\$105.00	NA
Holiday Payable	\$1,267.50	\$0.00	\$1,267.50	NA
Total Payroll Liabilities	\$15,291.75	\$0.00	\$15,291.75	NA
Deposits from Customers	\$500.00	\$500.00	\$0.00	0.0%
Total Liabilities	\$135,170.15	\$126,506.98	\$8,663.17	6.8%
Equity				
Paid in Capital	\$110,000.00	\$110,000.00	\$0.00	0.0%
Retained Earnings	(\$58,078.07)	(\$136,976.07)	\$78,898.00	(57.6%)
Current Year Earnings	(\$30,432.85)	\$348.00	(\$30,780.85)	(8,845.1%)
Total Equity	\$21,489.08	(\$26,628.07)	\$48,117.15	(180.7%)
<hr/>				
Total Liability & Equity	\$156,659.23	\$99,878.91	\$56,780.32	56.8%

See "Report Details Explanations" on page 20 for more information.

Filters

Advanced:

Selected Period

Report Level

Sorted by

Dependent on Header information:

Total Assets

Liabilities

Equity

Liability & Equity

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollar

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Account Name

Open: Edit Accounts window

Click: This Year or Last Year amounts

Open: Find Transactions window

Balance Sheet [Budget Analysis] report

This report compares your balance sheet as of the end of the selected month with your budgeted balance sheet for that month.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

To find the Balance Sheet [Budget Analysis] report

Reports menu > Index to Reports window >
Accounts tab > Balance Sheet header

Balance Sheet [Budget Analysis] October 2004

	Selected Period	Budgeted	\$ Difference	% Difference
Assets				
Cash Accounts				
Cheque Account	\$16,664.83	\$34,878.91	(\$18,214.08)	(52.2%)
Petty Cash	\$100.00	\$100.00	\$0.00	0.0%
Total Cash Accounts	\$16,764.83	\$34,978.91	(\$18,214.08)	(52.1%)
Inventory				
Raw Materials	\$3,400.00	\$3,400.00	\$0.00	0.0%
Finished Goods	\$75,129.62	\$5,400.00	\$69,729.62	1,291.3%
Total Inventory	\$78,529.62	\$8,800.00	\$69,729.62	792.4%
Accounts Receivable	\$37,264.78	\$32,000.00	\$5,264.78	16.5%
Deposits Paid Suppliers	\$100.00	\$100.00	\$0.00	0.0%
Office Equipment				
Office Equip., Original Cost	\$12,000.00	\$12,000.00	\$0.00	0.0%
Office Equip., Amortisation	(\$4,000.00)	(\$4,000.00)	\$0.00	0.0%
Total Office Equipment	\$8,000.00	\$8,000.00	\$0.00	0.0%
Vehicles				
Vehicles, Original Cost	\$32,000.00	\$32,000.00	\$0.00	0.0%
Vehicles, Amortisation	(\$16,500.00)	(\$16,500.00)	\$0.00	0.0%
Total Vehicles	\$15,500.00	\$15,500.00	\$0.00	0.0%
Other Assets	\$500.00	\$500.00	\$0.00	0.0%
Total Assets	156,659.23	\$99,878.91	\$56,780.32	56.8%
Liabilities				
Credit Cards				
American Express	\$3,200.00	\$3,200.00	\$0.00	0.0%
Visa	\$1,000.00	\$1,000.00	\$0.00	0.0%
Total Credit Cards	\$4,200.00	\$4,200.00	\$0.00	0.0%
Accounts Payable	\$10,615.14	\$21,000.00	(\$10,384.86)	(49.5%)
Bank Indebtedness	\$100,000.00	\$100,000.00	\$0.00	0.0%

Tax Liabilities				
Tax 1 Collected	\$2,214.58	\$354.98	\$1,859.60	523.9%
Tax 2 Collected	\$2,348.68	\$452.00	\$1,896.68	419.6%
Total Tax Liabilities	\$4,563.26	\$806.98	\$3,756.28	465.5%
Payroll Liabilities				
Payroll Liabilities	\$13,919.25	\$0.00	\$13,919.25	NA
Payroll Tax Payable	\$105.00	\$0.00	\$105.00	NA
Holiday Payable	\$1,267.50	\$0.00	\$1,267.50	NA
Total Payroll Liabilities	\$15,291.75	\$0.00	\$15,291.75	NA
Deposits from Customers	\$500.00	\$500.00	\$0.00	0.0%
Total Liabilities	\$135,170.15	\$126,506.98	\$8,663.17	6.8%
Equity				
Paid in Capital	\$110,000.00	\$110,000.00	\$0.00	0.0%
Retained Earnings	(\$58,078.07)	(\$136,628.07)	\$78,550.00	(57.5%)
Current Year Earnings	(\$30,432.85)	\$14,285.00	(\$44,717.85)	(313.0%)
Total Equity	\$21,489.08	(\$12,343.07)	\$33,832.15	(274.1%)
Total Liability & Equity	\$156,659.23	\$114,163.91	\$42,495.32	37.2%

See "Report Details Explanations" on page 20 for more information.

Filters

Advanced:

Selected Period
Report Level

Sorted by

Dependent on Header information:
Total Assets
Liabilities
Equity
Liability & Equity

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances
Separate Pages
Round to Whole Dollar
Include Account Numbers
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Account Name

Opens: Edit Accounts window

Click: Selected Period (accrual basis reports only)

Opens: Find Transactions window

Click: Budgeted amounts (accrual basis reports only)

Opens: History and Budgets window

Profit & Loss Statement report

This is a report of your income, cost of sales, expenses, other income, other expenses for the selected month(s)

Report Tip: If you are using a 13th accounting period, run the report twice, once for 12 periods and again with the 13th period. Since many 13th period entries are non-operational, you may get a clearer picture of your business operations with a 12-month P&L.

To select multiple months, click and drag the month selector in the Report Customisation window.

To find the Profit & Loss Statement report

Reports menu > Index to Reports window >
Accounts tab > Profit & Loss header

Profit & Loss Statement 1/12/04 through 31/12/04

Income

Sales

Retail Sales	\$5,318.00
Wholesale Sales	\$1,567.50
Consignment Sales	\$2,000.00

Total Income \$8,885.50

Cost of Sales

Retail Cost of Sales	\$3,419.31
Wholesale Cost of Sales	\$1,001.33

Total Cost of Sales \$4,420.64

Gross Profit \$4,464.86

Expenses

Car & Truck Expenses	\$100.00	
Freight Paid		\$48.95
Insurance (other than health)		\$45.00
Interest		
Other Interest	\$750.00	
Legal & Professional Services		\$178.90
Lease Expenses		
Machinery & Equipment	\$100.00	
Other Business Property	\$12.00	
Supplies		\$150.00
Taxes		\$50.00
Travel, Meals & Entertainment		
Meals & Entertainment	\$1,000.00	

Utilities	\$450.00
Wages Paid	\$750.00
Other Expenses	
Total Expenses	\$3,634.85
Operating Profit	\$830.01
Other Income	
Other Expenses	
Net Profit/(Loss)	\$830.01

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Report Level

Financial Year

Subtotals / Totals

Subtotals:

Total Income

Cost of Sales

Gross Profit

Total Expenses

Operating Profit

Other Income

Other Expenses

Grand Total:

Net Profit/(Loss)

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollar

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account name

Opens: Edit Accounts window

Click: Account amounts (accrual basis reports only)
Opens: Find Transactions window

Profit & Loss Statement [Spreadsheet] report

This report provides the P&L for a selected period range in spreadsheet format.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

To find the Profit & Loss Statement [Spreadsheet] report

Reports menu > Index to Reports window >
Accounts tab > Profit & Loss header

Profit & Loss Statement November 2004 through December 2004

	November	December	Total
Income			
Sales			
Retail Sales	(\$328.15)	\$5,318.00	\$4,989.85
Wholesale Sales	\$104.40	\$1,567.50	\$1,671.90
Consignment Sales	\$10,045.00	\$2,000.00	\$12,045.00
Total Income	\$9,821.25	\$8,885.50	\$18,706.75
Cost of Sales			
Retail Cost of Sales	(\$203.50)	\$3,419.31	\$3,215.81
Wholesale Cost of Sales	\$70.03	\$1,001.33	\$1,071.36
Consignment Cost of Sales	\$5,946.20	\$0.00	\$5,946.20
Total Cost of Sales	\$5,812.73	\$4,420.64	\$10,233.37
Gross Profit	\$4,008.52	\$4,464.86	\$8,473.38
Expenses			
Car & Truck Expenses	\$0.00	\$100.00	\$100.00
Freight Paid	\$0.00	\$48.95	\$48.95
Insurance (other than health)	\$0.00	\$45.00	\$45.00
Interest			
Other Interest	\$0.00	\$750.00	\$750.00
Legal & Professional Services	\$0.00	\$178.90	\$178.90
Lease Expenses			
Machinery & Equipment	\$0.00	\$100.00	\$100.00
Other Business Property	\$0.00	\$12.00	\$12.00
Supplies	\$0.00	\$150.00	\$150.00
Taxes	\$0.00	\$50.00	\$50.00
Travel, Meals & Entertainment			
Meals & Entertainment	\$0.00	\$1,000.00	\$1,000.00
Utilities	\$0.00	\$450.00	\$450.00
Wages Paid	\$0.00	\$750.00	\$750.00
Total Expenses	\$0.00	\$3,634.85	\$3,634.85

Operating Profit	\$4,008.52	\$830.01	\$4,838.53
Other Income			
Other Expenses			
Net Profit/(Loss)	\$4,008.52	\$830.01	\$4,838.53

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Report Level

Financial Year

Subtotals / Totals

Subtotals:

Total Income

Cost of Sales

Gross Profit

Total Expenses

Operating Profit

Other Income

Other Expenses

Grand Total:

Net Profit/(Loss)

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollar

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account Name

Opens: Edit Accounts window

Click: Amounts (accrual basis reports only)

Opens: Find Transactions window

Profit & Loss [Budget] report

This report provides the monthly budgeted amounts for profit and loss accounts in spreadsheet format.

To find the Profit & Loss [Budget] report

Reports menu > Index to Reports window >
Accounts tab > Profit & Loss header

Profit & Loss [Budget] November 2004 through December 2004

	November	December	Total
Income			
Sales			
Retail Sales	\$500.00	\$5,000.00	\$5,500.00
Wholesale Sales	\$100.00	\$1,500.00	\$1,600.00
Consignment Sales	\$11,000.00	\$2,500.00	\$13,500.00
Total Income	\$11,600.00	\$9,000.00	\$20,600.00
Cost of Sales			
Retail Cost of Sales	\$450.00	\$3,000.00	\$3,450.00
Wholesale Cost of Sales	\$100.00	\$1,000.00	\$1,100.00
Consignment Cost of Sales	\$550.00	\$4,000.00	\$4,550.00
Total Cost of Sales	\$11,050.00	\$5,000.00	\$16,050.00
Gross Profit	\$550.00	\$4,000.00	\$4,550.00
Expenses			
Car & Truck Expenses	\$0.00	\$125.00	\$125.00
Freight Paid	\$0.00	\$75.00	\$75.00
Insurance (other than health)	\$0.00	\$50.00	\$50.00
Interest			
Other Interest	\$0.00	\$750.00	\$750.00
Legal & Professional Services	\$0.00	\$250.00	\$250.00
Lease Expenses			
Machinery & Equipment	\$0.00	\$120.00	\$120.00
Other Business Property	\$0.00	\$20.00	\$20.00
Supplies	\$0.00	\$150.00	\$150.00
Taxes	\$0.00	\$75.00	\$75.00
Travel, Meals & Entertainment			
Meals & Entertainment	\$0.00	\$1,500.00	\$1,500.00
Utilities	\$0.00	\$400.00	\$400.00
Wages Paid	\$0.00	\$700.00	\$700.00
Total Expenses	\$0.00	\$4,215.00	\$4,215.00
Operating Profit	\$11,050.00	\$785.00	\$11,835.00
Other Income			

Other Expenses			
Net Profit/(Loss)	\$11,050.00	\$785.00	\$11,835.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Report Level

Subtotals / Totals

Subtotals:

Total Income

Cost of Sales

Gross Profit

Total Expenses

Operating Profit

Other Income

Other Expenses

Grand Total:

Net Profit/(Loss)

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollar

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account Name

Opens: Edit Accounts window

Click: Amounts (accrual basis reports only)

Opens: History & Budgets window

Profit & Loss [With Year to Date] report

This report compares your income, cost of sales, expenses, other income, and other expenses for the selected month(s) to the year-to-date figures and as a percentage of sales.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

To find the Profit & Loss [With Year to Date] report

Reports menu > Index to Reports window >
Accounts tab > Profit & Loss header

Profit & Loss [With Year to Date] December 2004

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Sales				
Retail Sales	\$4,989.85	26.7%	\$7,227.10	30.5%
Wholesale Sales	\$1,671.90	8.9%	\$3,723.90	15.7%
Consignment Sales	\$12,045.00	64.4%	\$12,757.50	53.8%
Total Income	\$18,706.75	100.0%	\$23,708.50	100.0%
Cost of Sales				
Retail Cost of Sales	\$3,215.81	17.2%	\$4,622.97	19.5%
Wholesale Cost of Sales	\$1,071.36	5.7%	\$2,371.49	10.0%
Consignment Cost of Sales	\$5,946.20	31.8%	\$6,392.11	27.0%
Total Cost of Sales	\$10,233.37	54.7%	\$13,386.57	56.5%
Gross Profit	\$8,473.38	45.3%	\$10,321.93	43.5%
Expenses				
Car & Truck Expenses	\$100.00	0.5%	\$100.00	0.4%
Freight Paid	\$48.95	0.3%	\$48.95	0.2%
Insurance (other than health)	\$45.00	0.2%	\$45.00	0.2%
Interest				
Other Interest	\$750.00	4.0%	\$750.00	3.2%
Legal & Professional Services	\$178.90	1.0%	\$178.90	0.8%
Lease Expenses				
Machinery & Equipment	\$100.00	0.5%	\$100.00	0.4%
Other Business Property	\$12.00	0.1%	\$12.00	0.1%
Supplies	\$150.00	0.8%	\$150.00	0.6%
Taxes	\$50.00	0.3%	\$50.00	0.2%
Travel, Meals & Entertainment				
Meals & Entertainment	\$1,000.00	5.3%	\$1,000.00	4.2%

Utilities	\$450.00	2.4%	\$450.00	1.9%
Wages Paid	\$750.00	4.0%	\$750.00	3.2%
Payroll				
Wages	\$0.00	0.0%	\$33,174.99	139.9%
Holiday Pay Expense	\$0.00	0.0%	\$1,699.50	7.2%
Employer Expenses	\$0.00	0.0%	\$2,245.44	9.5%
Total Payroll	\$0.00	0.0%	\$37,119.93	156.6%
Total Expenses	\$3,634.85	19.4%	\$40,754.78	171.9%
Operating Profit	\$4,838.53	25.9%	(\$30,432.85)	(128.4%)
Other Income				
Other Expenses				
Net Profit/(Loss)	\$4,838.53	25.9%	(\$30,432.85)	(128.4%)

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Report Level

Financial Year

Subtotals / Totals

Subtotals:

Total Income

Cost of Sales

Gross Profit

Total Expenses

Operating Profit

Other Income

Other Expenses

Grand Total:

Net Profit/(Loss)

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollar

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account Name

Opens: Edit Accounts window

Click: Amounts (accrual basis reports only)

Opens: Find Transactions window

Profit & Loss [With Last Year] report

This report compares the net activity of your income, cost of sales, expenses, other income, and other expenses for the selected period of this financial year with the same period of last financial year and as a percentage of sales.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

Report Tip: This report computes your income and expenses as a per cent of total sales for both the current year and the previous year. It details where your income came from (for example, 32% wholesale sales, 68% retail sales) and how your money was spent. Check any change from year to year greater than 10%. Make sure you understand why it changed. Think about the areas that need improvement in the coming year and use this report to help prepare next year's budget

If you are using a 13th accounting period, run the report twice, once for 12 periods and again with the 13th period. Since many 13th period entries are non-operational, you may get a clearer picture of your business operations with a 12-month P&L.

To select multiple months, click and drag the month selector in the Report Customisation window.

To find the Profit & Loss [With Last Year] report

Reports menu > Index to Reports window >
Accounts tab > Profit & Loss header

Profit & Loss [With Last Year] December 2004

	This Year	% of Sales	Last Year	LY% of Sales
<hr/>				
Income				
Sales				
Retail Sales	\$4,989.85	26.7%	\$5,000.00	63.3%
Wholesale Sales	\$1,671.90	8.9%	\$1,500.00	19.0%
Consignment Sales	\$12,045.00	64.4%	\$1,400.00	17.7%
Total Income	\$18,706.75	100.0%	\$7,900.00	100.0%
Cost of Sales				
Retail Cost of Sales	\$3,215.81	17.2%	\$3,400.00	43.0%
Wholesale Cost of Sales	\$1,071.36	5.7%	\$800.00	10.1%
Consignment Cost of Sales	\$5,946.20	31.8%	0.00	0.0%
Total Cost of Sales	\$10,233.37	54.7%	\$4,200.00	53.2%
Gross Profit	\$8,473.38	45.3%	\$3,700.00	6.8%
Expenses				
Car & Truck Expenses	\$100.00	0.5%	\$100.00	1.3%
Freight Paid	\$48.95	0.3%	\$50.00	0.6%
Insurance (other than health)	\$45.00	0.2%	\$75.00	0.9%

Interest					
Other Interest	\$750.00	4.0%	\$750.00	9.5%	
Legal & Professional Services	\$178.90	1.0%	\$100.00	1.3%	
Lease Expenses					
Machinery & Equipment	\$100.00	0.5%	\$90.00	1.1%	
Other Business Property	\$12.00	0.1%	\$12.00	0.2%	
Supplies	\$150.00	0.8%	\$100.00	1.3%	
Taxes	\$50.00	0.3%	\$75.00	0.9%	
Travel, Meals & Entertainment					
Meals & Entertainment	\$1,000.00	5.3%	\$900.00	11.4%	
Utilities	\$450.00	2.4%	\$400.00	5.1%	
Wages Paid	\$750.00	4.0%	\$700.00	8.9%	
Total Expenses	\$3,634.85	19.4%	\$3,352.00	42.4%	
Operating Profit	4,838.53	25.9%	\$348.00	4.4%	
Other Income					
Other Expenses					
Net Profit/(Loss)	\$4,838.53	25.9%	\$348.00	4.4%	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Report Level

Subtotals / Totals

Subtotal (for This Year, % of Sales, Last Year, Last Year, % of Sales):

Total Income

Cost of Sales

Gross Profit

Total Expenses

Operating Profit

Other Income

Other Expenses

Grand Total:

Net Profit/(Loss)

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollar

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account Name

Opens: Edit Accounts window

Click: This Year or Last Year Amounts (accrual basis reports only)

Opens: Find Transactions window

Profit & Loss [% Sales Analysis] report

This report calculates percentages of sales for all P&L activity for the selected month(s). These percentages are compared to what you budgeted for the selected month(s) and to what the percentages were for the same month(s) of last year.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

Report Tip: This is a very interesting Profit & Loss report because it produces no currency amounts. This report looks at every income and expense as a per cent of total sales. Most industries have guidelines for expenses as a per cent of revenue. If your business is significantly over or under the industry norm, it may be a harbinger of trouble to come.

For example, if your administrative expenses are 15% of total sales and your industry average is 5%, you could be at a serious disadvantage. While you're paying for that corporate masseuse, competitors could be spending 10% more than you on sales and marketing, stealing both market share and the future of your company.

If you don't know your industry averages ask your accountant, or contact the editors of the most popular trade magazine for your industry.

To select multiple months, click and drag the month selector in the Report Customisation window.

To find the Profit & Loss [% Sales Analysis] report

Reports menu > Index to Reports window >
Accounts tab > Profit & Loss header

Profit & Loss [% Sales Analysis] December 2004

	Selected Period	Budgeted	TY Diff	LY Sel Period	Last Year	LY Diff
Income						
Sales						
Retail Sales	59.9%	55.6%	4.3%	59.9%	63.3%	(3.4%)
Wholesale Sales	17.6%	16.7%	1.0%	17.6%	19.0%	(1.3%)
Consignment Sales	22.5%	27.8%	(5.3%)	22.5%	17.7%	4.8%
Total Income	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%
Cost of Sales						
Retail Cost of Sales	38.5%	33.3%	5.1%	38.5%	43.0%	(4.6%)
Wholesale Cost of Sales	11.3%	11.1%	0.2%	11.3%	10.1%	1.1%
Total Cost of Sales	49.8%	44.4%	5.3%	49.8%	53.2%	(3.4%)
Gross Profit	50.2%	55.6%	(5.3%)	50.2%	46.8%	3.4%
Expenses						
Car & Truck Expenses	1.1%	1.4%	(0.3%)	1.1%	1.3%	(0.1%)

Freight Paid	0.6%	0.8%	(0.3%)	0.6%	0.6%	(0.1%)
Insurance (other than health)	0.5%	0.6%	0.0%	0.5%	0.9%	(0.4%)
Interest						
Other Interest	8.4%	8.3%	0.1%	8.4%	9.5%	(1.1%)
Legal & Professional Services	2.0%	2.8%	(0.8%)	2.0%	1.3%	0.7%
Lease Expenses						
Machinery & Equipment	1.1%	1.3%	(0.2%)	1.1%	1.1%	0.0%
Other Business Property	0.1%	0.2%	(0.1%)	0.1%	0.2%	0.0%
Supplies	1.7%	1.7%	0.0%	1.7%	1.3%	0.4%
Taxes	0.6%	0.8%	(0.3%)	0.6%	0.9%	(0.4%)
Travel, Meals & Entertainment						
Meals & Entertainment	11.3%	16.7%	(5.4%)	11.3%	11.4%	(0.1%)
Utilities	5.1%	4.4%	0.6%	5.1%	5.1%	0.0%
Wages Paid	8.4%	7.8%	0.7%	8.4%	8.9%	(0.4%)
Total Expenses	0.9%	46.8%	(5.9%)	40.9%	42.4%	(1.5%)
Operating Profit	9.3%	8.7%	0.6%	9.3%	4.4%	4.9%
Other Income						
Other Expenses						
Net Profit/(Loss)	9.3%	8.7%	0.6%	9.3%	4.4%	4.9%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Report Level

Subtotals / Totals

Subtotals (for This Year Selected Period, This Year, Budgeted Amount, This Year Difference, Last Year, Selected Period, Last Year Budgeted Amount, Last Year Difference):

Total Income

Cost of Sales

Gross Profit

Total Expenses

Operating Profit

Other Income

Other Expenses

Grand Total:

Net Profit/(Loss)

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Account Name

Opens: Edit Accounts window

Profit & Loss [Last Year Analysis] report

This report compares your P&L for the selected month(s) of the current financial year to the same month(s) of the last financial year.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

To find the Profit & Loss [Last Year Analysis] report

Reports menu > Index to Reports window >
Accounts tab > Profit & Loss header

Profit & Loss [Last Year Analysis] December 2004

	This Year	Last Year	\$ Difference	% Difference
<hr/>				
Income				
Sales				
Retail Sales	\$5,318.00	\$5,000.00	\$318.00	6.4%
Wholesale Sales	\$1,567.50	\$1,500.00	\$67.50	4.5%
Consignment Sales	\$2,000.00	\$1,400.00	\$600.00	42.9%
Total Income	\$8,885.50	\$7,900.00	\$985.50	12.5%
Cost of Sales				
Retail Cost of Sales	\$3,419.31	\$3,400.00	\$19.31	0.6%
Wholesale Cost of Sales	\$1,001.33	\$800.00	\$201.33	25.2%
Total Cost of Sales	\$4,420.64	\$4,200.00	\$220.64	5.3%
Gross Profit	\$4,464.86	\$3,700.00	\$764.86	20.7%
Expenses				
Car & Truck Expenses	\$100.00	\$100.00	\$0.00	0.0%
Freight Paid	\$48.95	\$50.00	(\$1.05)	(2.1%)
Insurance (other than health)	\$45.00	\$75.00	(\$30.00)	(40.0%)
Interest				
Other Interest	\$750.00	\$750.00	\$0.00	0.0%
Legal & Professional Services	\$178.90	\$100.00	\$78.90	78.9%
Lease Expenses				
Machinery & Equipment	\$100.00	\$90.00	\$10.00	11.1%
Other Business Property	\$12.00	\$12.00	\$0.00	0.0%
Supplies	\$150.00	\$100.00	\$50.00	50.0%

Taxes	\$50.00	\$75.00	(\$25.00)	(33.3%)
Travel, Meals & Entertainment				
Meals & Entertainment	\$1,000.00	\$900.00	\$100.00	11.1%
Utilities	\$450.00	\$400.00	\$50.00	12.5%
Wages Paid	\$750.00	\$700.00	\$50.00	7.1%
Total Expenses	\$3,634.85	\$3,352.00	\$282.85	8.4%
Operating Profit	\$830.01	\$348.00	\$482.01	138.5%
Other Income				
Other Expenses				
Net Profit/(Loss)	\$830.01	\$348.00	\$482.01	138.5%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Report Level

Subtotals / Totals

Subtotals (for This Year, Last Year, \$ Difference, % Difference):

Total Income

Cost of Sales

Gross Profit

Total Expenses

Operating Profit

Other Income

Other Expenses

Grand Total:

Net Profit/(Loss)

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollar

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account Name

Opens: Edit Accounts window

Click: This Year or Last Year Amounts (accrual basis reports only)

Opens: Find Transactions window

Profit & Loss [Budget Analysis] report

This report compares your actual profit and loss for a specific accounting period with a depiction of what your profit and loss would have looked like if you had met your budgeted activity during the same period.

This report can be displayed using the cash basis and accrual basis accounting methods. Click the Customise button in the Index to Reports window to display the Report Customisation window. In the Report Basis field, select Accrual or Cash, then click Display to display your report. Cash basis reports are differentiated from accrual basis reports by the word [Cash] listed after the report name.

To find the Profit & Loss [Budget Analysis] report

Reports menu > Index to Reports window >
Accounts tab > Profit & Loss header

Profit & Loss [Budget Analysis] December 2004

	Selected Period	Budgeted	\$ Difference	% Difference
Income				6
Sales				
Retail Sales	\$5,318.00	\$5,000.00	\$318.00	6.3%
Wholesale Sales	\$1,567.50	\$1,500.00	\$67.50	6.3%
Consignment Sales	\$2,000.00	\$2,500.00	(\$500.00)	(2.0%)
Total Income	\$8,885.50	\$9,000.00	(\$114.50)	(1.2%)
Cost of Sales				
Retail Cost of Sales	\$3,419.31	\$3,000.00	\$419.31	1.4%
Wholesale Cost of Sales	\$1,001.33	\$1,000.00	\$1.33	0.01%
Total Cost of Sales	\$4,420.64	\$4,000.00	\$420.64	10.5%
Gross Profit	\$4,464.86	\$5,000.00	(\$535.14)	(10.7%)
Expenses				
Car & Truck Expenses	\$100.00	\$125.00	(\$25.00)	(20.5%)
Freight Paid	\$48.95	\$75.00	(\$26.05)	(34.7%)
Insurance (other than health)	\$45.00	\$50.00	(\$5.00)	(10.0%)
Interest				

Other Interest	\$750.00	\$750.00	\$0.00	NA
Legal & Professional Services	\$178.90	\$250.00	(\$71.10)	(28.4%)
Lease Expenses				
Machinery & Equipment	\$100.00	\$120.00	(\$20.00)	(16.7%)
Other Business Property	\$12.00	\$20.00	(\$8.00)	(40.0%)
Supplies	\$150.00	\$150.00	\$0.00	NA
Taxes	\$50.00	\$75.00	(\$25.00)	(33.3%)
Travel, Meals & Entertainment				
Meals & Entertainment	\$1,000.00	\$1,500.00	(\$500.00)	(33.3%)
Utilities	\$450.00	\$400.00	\$50.00	12.5%
Wages Paid	\$750.00	\$700.00	\$50.00	7.1%
Total Expenses	\$3,634.85	\$4,215.00	(\$580.15)	(13.8%)
Operating Profit	\$830.01	\$785.00	\$45.01	5.7%
Other Income				
Other Expenses				
Net Profit/(Loss)	\$830.01	\$785.00	\$45.01	5.7%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Report Level

Subtotals / Totals

Subtotals for Selected Period, Budgeted, \$ Difference, % Difference):

Total Income

Cost of Sales

Gross Profit

Total Expenses

Operating Profit

Other Income

Other Expenses

Grand Total:

Net Profit/(Loss)

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollar

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account Name

Opens: Edit Accounts window

Click: Selected Period (accrual basis reports only)

Opens: Find Transactions window

Click: Budgeted Amounts (accrual basis reports only)

Opens: History & Budgets window

Account Transactions [Cash] report

This report displays a listing of cash-based transactions attached to income, cost of sales, expense, other income and other expense accounts within the period range. It does not display the entire transaction.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Account Transaction [Cash] report

Reports menu > Index to Reports window >
Accounts tab > Simplified Tax System header

Account Transactions [Cash] 1/1/04 To 31/1/04

Account	ID #	Src	Date	Memo	Debit	Credit
1-1000 Fee Income						
	CR000094	CR	3/1/04	Payment; Cash Sales		\$1,000.00
	CR000094	CR	4/1/04	Daily Sales		\$100.00
	CR000046	CR	4/1/04	Payment: A-Z Stationery		\$303.00
	CR000021	CD	6/1/04	Payment: Island Way Motel		\$756.82
	GJ000008	GJ	31/1/04	Correction to allocations	\$100.00	
					<u>\$100.00</u>	<u>\$2,159.82</u>
6-1000 Purchases						
	D/Debit	CD	3/1/04	Payment; Cash Purchases	\$3,563.23	
	PJ000021	PJ	4/1/04	Clear & Bright; Debit from 00000075		\$43.55
	PJ000021	PJ	4/1/04	Clear & Bright; Debit from 00000075	\$43.55	
	00001646	CD	6/1/04	Payment: Clear & Bright	\$723.12	
	00001647	CD	6/1/04	Payment: Mobil East Burwood	\$100.00	
					<u>\$4,519.90</u>	<u>\$43.55</u>
	00000001	CD	11/1/04	Paycheque; Mary Jones	\$525.00	
	00000002	CD	11/1/04	Paycheque; Alan Long	\$465.30	
	00000001	CD	28/1/04	Paycheque; Mary Jones	\$525.00	
	00000002	CD	28/1/04	Paycheque; Alan Long	\$465.30	
					<u>\$1,980.60</u>	<u>\$0.00</u>
6-2100 Superannuation						
	00000001	CD	11/1/04	Paycheque; Mary Jones	\$42.00	
	00000002	CD	11/1/04	Paycheque; Alan Long	\$51.62	
	00000001	CD	28/1/04	Paycheque; Mary Jones	\$42.00	

00000002	CD	28/1/04	Loan Management Fee	\$51.62	
				<u> </u>	<u> </u>
				\$1,980.60	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

All/Selected Accounts

Advanced:

Dated From/To

Source Journal

Sorted by

Account

Subtotals / Totals

Subtotal Accounts: Debit and Credit

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account, Debit, Credit

Opens: Account view of Find Transactions window

Click: ID #, Src, Date, Memo

Opens: Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window

CD - Spend Money or Pay Supplier window

CR - Prepare Bank Deposit or Receive Payments window

SJ - Sales window

PJ - Purchases window

IJ - Adjust Inventory or Transfer Inventory window

Profit & Loss [Cash] report

This report displays your income, cost of sales, expenses, other income, other expenses for the selected month(s) using the cash accounting method.

Report Tip: If you are using a 13th accounting period, run the report twice, once for 12 periods and again with the 13th period. Since many 13th period entries are non-operational, you may get a clearer picture of your business operations with a 12-month P&L.

To find the Profit & Loss [Cash] report

Reports menu > Index to Reports window >
Accounts tab > Simplified Tax System header

Profit & Loss [Cash] 1/12/04 through 31/12/04

4-0000 Income		
4-1000 Sales Income		
4-1100 Sales - Spring Water		\$756.82
4-1200 Sales - Carbonated Water		\$437.50
4-1300 Sales - Water Cooler		\$1,418.18
4-1600 Sales - Other Equipment		\$3,375.91
4-1700 Freight		\$250.00
4-1000 Service Income		
4-2100 Service - Coolers		\$441.83
	Total Income	<u>\$6,680.24</u>
5-000 Cost of Sales		
5-1000 Purchases		
5-1100 Equipment	\$3,447.25	
5-1200 Water	\$185.44	
	Total Cost of Sales	<u>\$3,392.69</u>
	Gross Profit	<u>\$3,047.55</u>
6-0000 Expenses		
6-1000 General & Admin Expenses		
6-1100 Accounting Fees	\$493.14	
6-1130 Advertising	\$375.00	
6-1150 Discounts Taken	\$48.64	
6-1160 Freight Paid	(\$815.59)	
6-1180 Office Supplies	\$318.07	
6-1200 Subscriptions	\$57.45	
6-2000 Operating Expenses		
6-2050 Motor Vehicle Expenses	\$1,613.43	
6-2120 Electricity	\$227.59	
6-2130 Insurance	\$81.59	
6-2140 Office Rental	\$845.46	

6-2190 Telephone	\$152.27	
6-3000 Payroll Expenses		
6-3100 Wages & Salaries	\$9,690.75	
6-3120 Superannuation	\$772.29	
Total Expenses		<u>\$14,030.09</u>
Operating Profit		<u>(\$10,982.54)</u>
8-0000 Other Income		
8-1000 Interest Income	\$14.35	
Total Other Income		<u>\$14.35</u>
9-0000 Other Expenses		
9-1000 Loss on Sale of Assets	\$1,654.37	
Total Other Expenses		<u>\$1,654.37</u>
Net Profit/(Loss)		<u>(\$12,622.56)</u>

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Report Level

Include 13th Period Transactions

Sorted by

Account Number

Subtotals / Totals

Subtotals: Gross Profit, Operating Profit

Grand Total: Net Profit/(Loss)

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Round to Whole Dollars

Include Account Numbers

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account Number, Account Name

Opens: Edit Accounts window

Currency List report

This report is a list of the currencies you've set up for your company, the three-character code used to identify each currency, the symbol for each currency, and each currency's exchange rate.

Note: This report is available only if you're using Premier's Multicurrency feature.

To find the Currency List report

Reports menu > Index to Reports window >
Accounts Tab > Currency Header

Currency List

Name	Code	Symbol	Exchange Rate
Australian Dollars	AUD	\$	1.000000
Canadian Dollars	CAD	Can\$	0.645966
European Union Euro	EUR	EUR	1.172230
Great Britain Pound	GBP	£	1.677840
Hong Kong Dollars	HKD	HKS	0.129093
Japanese Yen	JPY	¥	0.008681
New Zealand Dollars	NZD	NZ\$	0.806453
United States Dollars	USD	US\$	1.123456

Details

See "Report Details Explanations" on page 20 for more information.

Filters

None

Sort By

Currency Name

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Currency Realised Gain/Loss report

This report shows the money your company has made or lost as a result of exchange rate fluctuations that have affected sales and purchases you've made using foreign currencies. Gains and losses occur when the exchange rate used when paying for a purchase differs from the rate used for the purchase itself. Gains and losses are realised only when the transactions (either sales or purchases) are fully paid for and closed.

Note: This report is available only if you're using Premier's Multicurrency feature.

To find the Currency Realised Gain/Loss report

Reports menu > Index to Reports window >
Accounts Tab > Currency Header

Currency Realised Gain/Loss 1/03/04 To 11/03/04

Settle Date	ID #	Payable Amount	Original Rate	Payment Rate	Gain/Loss
1-3200	Accounts Receivable—USD				
3/03/04	CR000021	\$5,331.548070	1.532150		(\$0.05)
11/03/04	CR000023	\$4,994.671.548070	1.685000		\$683.92
12/03/04	CR000025	\$2,255.331.548070	1.548070		\$0.00
	Total:	\$7,255.33			\$683.87
2-1250	Accounts Payable—USD				
10/03/04	2047	\$300.001.548070	1.548070		\$0.00
11/03/04	2048	\$6,000.001.548070	1.685000		(\$821.58)
	Total:	\$6,300.00			(\$821.58)
	Grand Total:				(\$141.28)

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts All/Selected

Advanced:

Dated From/To

More Report Fields (not preselected)

Inv/P.O.#

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time



Currency Unrealised Gain/Loss report

This report shows the money each foreign currency account has made or lost as a result of exchange rate fluctuations that have affected sales and purchases you've made. Gains and losses occur when the exchange rate used when paying for a purchase differs from the rate used for the purchase itself, for example. Gains and losses are realised only when the transactions (either sales or purchases) are fully paid for and closed.

Note: This report is available only if you're using Premier's Multicurrency feature.

To find the Currency Unrealised Gain/Loss report

Reports menu > Index to Reports window >
Accounts Tab > Currency Header

Currency Unrealised Gains/Losses As of 11/03/04

A/C #	Name	Curr. Value	Orig. Value	Gain/Loss
1-3200	Accounts Receivable	\$81,104	\$78,063	\$3,042
2-1250	Accounts Payable	\$32,338	\$31,125	\$1,213
			Total:	\$4,255

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Gain/Loss As Of

Sort By

Account #

Subtotals / Totals

Subtotal by Account Number:

Gain/Loss

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Provision Analysis report

This report displays the liability accounts that you selected for use in the analysis in the Analyse Provisions view of the MoneyController window. The balance for each account is also displayed.

The report totals the balances of the selected accounts, compares them with the balance of your Provision account and indicates the total surplus or shortfall.

To find the Provision Analysis report

Reports menu > Index to Reports window >
Accounts tab > MYOB M-Powered MoneyController header

Provision Analysis As at 31/1/04

Classification	Account No	Account	Balance	Total
GST				
	2-1310	GST Collected	\$60.00	
	2-1320	GST Paid	\$70.00	
	2-1410	Import Duty Payable	\$80.00	
	2-1420	Voluntary Withholdings Payable	\$90.00	
	2-1430	ABN Withholdings Payable	\$100.00	
	2-1440	Luxury Car Tax Payable	\$110.00	
		Net GST Collected		\$510.00
Payroll				
	2-1510	PAYG Withholdings Payable	\$120.00	
	2-1520	Payroll Deductions Payable	\$130.00	
	2-1530	Supeannuation Payable	\$140.00	
	2-1540	Union Fees Payable	\$150.00	
		Payroll Withholdings		\$540.00
Other				
	2-1110	American Express	\$110.00	
	2-1120	Bank Card	\$120.00	
	2-1130	MasterCard	\$60.00	
	2-1140	VISA Card	\$40.00	
	2-1160	Deposits Collected	\$160.00	
	2-2110	Other Long Term Liabilities	\$170.00	
		Other Liabilities		\$660.00
		Total		\$1,110.00
		Provision Account		\$1,234.00
		Possible Cash Surplus		\$124.00

See “Report Details Explanations” on page 20 for more information.

Filters

None

Sorted by

Classification, then by Account number

Subtotals / Totals

Subtotals: for each Account:

Total: Surplus or Shortfall

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account # and Name

Opens: Edit Accounts window

Investment Capacity Analysis report

This report displays the accounts with the categories of Bank, Other Assets and Liabilities that you selected for use in the analysis in the Analyse Investment Capacity view of the MoneyController window. The balance for each account and the totals for of the accounts with the three categories are also displayed.

The total surplus or shortfall is calculated (Bank plus Other Assets minus Liabilities) and compared with the balance of your Investment Capacity account.

To find the Investment Capacity Analysis report

Reports menu > Index to Reports window >
Accounts tab > MYOB M-Powered MoneyController header

Investment Capacity Analysis As at 31/1/04

Classification	Account No	Account	Balance	Total
Bank Accounts				
	1-1120	Payroll Cheque Account	\$1,456.24	
	1-1130	Cash Drawer	\$98.67	
	1-1140	Petty Cash	\$79.65	
		Bank Accounts		\$1,634.56
Other Assets				
	1-1300	Trade Debtors	\$22,543.77	
	1-1600:	Deposits with Suppliers	\$0.00	
		Other Assets		\$22,543.77
Liabilities				
	2-1110	American Express	\$27,345.23	
	2-1120	Bank Card	\$0.00	
	2-1130	MasterCard	\$0.00	
	2-2140	Trade Creditors	\$0.00	
		Liabilities		\$27,345.23
		Calculated Shortfall		\$3,166.90
		Investment Account		\$2,413.11

See "Report Details Explanations" on page 20 for more information.

Filters

None

Sorted by

Classification, then by Account number

Subtotals / Totals

Subtotals: for each Account:

Total: Surplus or Shortfall

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account # and Name

Opens: Edit Accounts window

General Journal report

This report displays all transactions entered via the Record Journal Entry window and all imported transactions.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the General Journal report

Reports menu > Index to Reports window >
Accounts tab > Transaction Journals header

General Journal 1/6/04 To 6/6/04

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job	User ID
GJ	6/6/04	Depreciation, Equipment						
		GJ000002	1-5200	Office Equip., Amortisation		\$125.00		Kathy
		GJ000002	6-1500	Amortisation Expense	\$125.00			Kathy
GJ	6/6/04	Depreciation, Vehicles						
		GJ000003	1-6200	Vehicles, Amortisation		\$500.00		Kathy
		GJ000003	6-1500	Amortisation Expense	\$500.00			Kathy
Grand Total:					\$625.00	\$625.00		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Transaction Date From/To

ID From/To

Amount From/To

Categories

Memo/Payee

Session Date From/To

User IDs

Source Journal

Currencies

Sorted by

ID#

Journal (same as filter order)

Date

Subtotals / Totals

Grand Total:

Debit and Credit

More Report Fields (not preselected)

User ID

Session Date

Reconciled Date

Memo

Name

Payee

Allocation Memo

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Any of the Transaction information

Opens: General Journal Entry window

Job Activity Summary report

This report displays only the totals of every job with the selected account for the requested date range and journal(s).

Note: This report does not include purged transactions.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Job Activity Summary report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Job Activity (Summary) 1/1/04 To 31/12/04

Name	Debit	Credit	Net Activity
6-1800 Insurance (other than health)			
01 Anderson	\$65.00	\$0.00	\$65.00
02 New Design Project	\$45.00	\$0.00	\$45.00
03 Waterworks Project	\$750.00	\$0.00	\$750.00
Total:	\$860.00	\$0.00	\$860.00
6-2100 Office Expenses			
01 Anderson	\$500.00	\$0.00	\$500.00
02 New Design Project	\$450.00	\$0.00	\$450.00
Total:	\$950.00	\$0.00	\$950.00
Grand Total:	\$1810.00	\$0.00	\$1,810.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Account: All/Selected

Jobs: All/Selected

Customers

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Cards

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Sorted by

Account

Subtotals / Totals

Subtotals for each Account:

Debit

Credit

Net Activity

Grand Total:

Debit

Credit

Net Activity

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Balance Sheet Accounts

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Job Activity Detail report

This report displays every transaction coded to a job with the requested date range and journal(s) for each selected account.

Note: The report does not include purged transactions.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Job Activity Detail report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Job Activity [Detail] 1/1/04 To 31/12/04

Job #	Name	ID #	Src	Date	Memo	Debit	Credit
6-1920	Other Interest						
02	New Design Project	20	CD	1/12/04	Interest Payment	\$750.00	
02	New Design Project	35	CD	1/12/0404	Interest Payment	\$750.00	
02	New Design Project	36	CD	4/12/04	Interest Payment	\$750.00	
02	New Design Project	37	CD	4/12/04	Interest Payment	\$850.00	
					02 New Design Project Total:	\$3,100.00	\$0.00
					6-1920 Other Interest Net Activity:	\$3,100.00	\$0.00
6-2100	Office Expenses						
01	Anderson	21	CD	3/1/04	Postage	\$500.00	
01	Anderson	16	CD	6/5/04	Monthly Utility Bill	\$450.00	
					01 Anderson Total:	\$950.00	\$0.00
					6-2100 Office Expenses Net Activity:	\$950.00	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts All/Selected

Jobs All/Selected

Customers

Advanced:

Date From/To

ID From/To

Amount From/To

Cards

Categories
Memo/Payee
Session Date Range
User IDs
Source Journal
Currencies

Sorted by

Account

Subtotals / Totals

Subtotals for each Job, Account:

Debit
Credit
Net Activity

More Report Fields (not preselected)

Job Description
Beginning Balance
Start Date
Finish Date
Manager
Contact
Linked Customer
Card Name
Address
Shipping Address
Phone
Fax
Notes
Their Inv/P.O. #
Allocation Memo

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Balance Sheet Accounts
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Job #, Job Name

Opens: Edit Job window

Click: All Others

Opens: Transaction Source window

Job Budget History report

This report displays the budgeted amount for a job by account, as well as the total job activity for the previous and current financial years.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature.

To find the Job Budget History report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Because of the width of this report, a comprehensive sample can't be reproduced here.

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Jobs All/Selected

Advanced:

None

Sorted by

Job and Account

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Job History report

This report displays all of the income, cost and expense information for each job for the current and previous financial year.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature.

To find the Job History report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Because of the width of this report, a comprehensive sample can't be reproduced here.

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Jobs All/Selected

Advanced:

None

Sorted by

Job

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Job Transactions report

This report displays all the transactions that have been coded to the selected job(s).

Note: The report displays only transactions that were entered in windows to which your password allows access.

Report Tip: This is like a Trial Balance for your jobs. It shows all the comings and goings of money within the period. In the Report Customisation window, change the Source Journal to All. Enter the desired date range. If you're just interested in the money in and money out, be sure to Exclude Balance Sheet accounts.

The Debit column should list all expenses and costs and the credit column should list all income. A positive Net Activity amount means you've made money during the period.

The Beginning Balance field in the summary section of the report adds any opening balance amounts entered in Job Opening Balances window to the net activity for the job prior to the selected date range for this report.

Note: If you include Balance Sheet accounts, the Beginning Balance and Ending Balance fields are removed.

To find the Job Transactions report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Job Transactions 1/1/04 To 31/12/04

Job	ID #	Src	Date	Memo	Account #	Debit	Credit
02	New Whoosie Project						
	20	CD	1/1/04	Interest Payment	6-1920	\$750.00	
	35	CD	2/2/04	Interest Payment	6-1920	\$750.00	
	36	CD	3/3/04	Interest Payment	6-1920	\$750.00	
	37	CD	4/4/04	Interest Payment	6-1920	\$850.00	
	15	CD	6/5/04	Monthly Insurance	6-1800	\$ 45.00	
	16	CD	6/5/04	Monthly Utility Bill	6-2800	\$450.00	
						<hr/>	<hr/>
						\$3,595.00	\$0.00
				Beginning Balance:		\$12,098.67	
				Net Activity:		(\$3,595.00)	
				Ending Balance:		\$8503.67	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Jobs All/Selected

Advanced:

Date From/To

ID From/To

Amount From/To
Cards
Categories
Memo/Payee
Session Date Range
User IDs
Source Journal
Currencies

Sorted by

Job

Subtotals / Totals

Subtotals for each Job:

Total Debits
Total Credits
Ending Balance

More Report Fields (not preselected)

Account Name
Salesperson
Comments
Promised Date
Due Date
Their Inv/P.O. #
Terms
Customer Name
Ship Via
Allocation Memo

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Consolidated
Include Balance Sheet Accounts
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Job, Beginning Balance, Net Activity, Ending Balance,

Opens: Job view of the Find Transactions window

Click: Transaction fields (ID #, Src, Date, Memo, Account #, Debit Credit)

Opens: transaction source window

Job Exception [Cash Transactions] report

This report provides a listing of Spend Money, Receive Money and General Journal Transactions with no Job Number allocation, for selected account within selected date range.

To find the Job Exception [Cash Transactions] report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Job Exception [Cash Transactions] report

Job Exception [Cash Transactions]

ID	Src	Date	Name	Amount
1-4352	TA Cheque Account			
256	CD	5/7/04	Southern Water	\$13,819.83
339	CD	10/12/04	Acme Electric	\$ 135.66
1-8763	QW Cheque Account			
667	CR	10/9/04	Barry Machine	\$ 989.87

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts: All/Selected

Advanced:

Dated From/To

Cards

Transaction Type

Sorted by

Account

Date

ID #

Card Name

More Report Fields (not preselected)

Memo

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Balance Sheet Accounts

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Any of the transaction information

Opens: Original transaction

Job Exception [Invoice Transactions] report

This report provides a listing of sales invoice and/or purchase order transactions that have no Job Number allocation, for a selected account within a selected date range.

To find the Job Exception [Invoice Transactions] report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Job Exception [Invoice Transactions]

Invoice/PO #	Src	Date	Name	Amount
00000256	SJ	5/7/04	Southern Water	\$13,819.83
00000339	SJ	10/12/04	Acme Electric	\$ 135.66
00000667	PJ	10/9/04	Barry Machine	\$ 989.87

See "Report Details Explanations" on page 20 for more information.

Filters

Advanced:

Dated From/To
Cards
Status
Transaction Type

Sorted by

Date
ID #
Src
Card Name

More Report Fields (not preselected)

Status
Memo
Their Inv/P.O. #
Salesperson
Comments
Ship Via
Promised Date

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Balance Sheet Accounts
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Any of the transaction information

Opens: Original transaction

Job Profit & Loss Statement report

This is a P&L report including only those transactions assigned to a selected job.

To find the Job Profit & Loss Statement report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Job Profit & Loss Statement 1/12/04 through 31/12/04

Account Name	Selected Period	Year to Date
01 Anderson		
Income		
Retail Sales	\$0.00	\$1,833.50
Wholesale Sales	\$1,567.50	\$3,619.50
Consignment Sales	\$0.00	\$712.50
Total Income	\$1,567.50	\$6,165.50
Cost of Sales		
Retail Cost of Sales	\$0.00	\$1,153.51
Wholesale Cost of Sales	\$1,001.33	\$2,301.46
Consignment Cost of Sales	\$0.00	\$445.91
Total Cost of Sales	\$1,001.33	\$3,900.88
Expense		
Legal & Professional Services	\$178.90	\$178.90
Meals & Entertainment	\$1,000.00	\$1,000.00
Total Expense	\$1,178.90	\$1,178.90
Net Profit (Loss)	(\$612.73)	\$1,085.72

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Jobs All/Selected

Advanced:

Date From/To

Financial Year

Sorted by

Job

Subtotals / Totals

Subtotals for each Job:

Total Income

Cost of Sales

Expenses

Grand Total:

Net Profit (Loss)

More Report Fields (not preselected)

Account #

Beginning Balance

Budgeted

Finishing Choices

Separate Pages

Round to Whole Dollar

Add to Reports Menu

Prevent Data Changes During Report Generation

Consolidated

Include Company Name

Include Company Address

Include Report Date and Time

Job Reimbursable Expenses report

This report displays all the reimbursable expenses that have been linked to the selected job or jobs.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Job Reimbursable Expenses report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Job Reimbursable Expenses - To Be Reimbursed

Supplier Name	Description	Date	Cost
01 Anderson			
Acme Sales Ltd.	Dinner with Bob	2/12/04	\$1,000.00
Acme Sales Ltd.	Advice on Software	2/112/04	<u> \$178.90</u>
		Total:	\$1,178.90

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Jobs All/Selected

Advanced:

Reimburse Status: Reimbursable or Reimbursed/Removed

Sorted by

Job

Subtotals / Totals

Subtotal for each Job:

Cost

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Consolidated

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Job #, Job Name

Opens: Edit Job window

Click: Supplier Name, Description, Date, Cost)

Opens: Purchases window

Jobs [Budget Analysis] report

This report compares your current profit for the selected job(s) with your budgeted amounts, taking into account the completion percentages for each job.

Report Tip: Sometimes, as you're working through a job, money is being spent and received in fits and starts. It can be difficult to figure out whether you're ahead or behind on the job. This is where job budgeting can be very useful. If you prepare a job budget (how much you expect to bill and how much you expect to spend) for every major job, and periodically update the Percent Complete field in the Job information window, Premier will help you determine the status of the job

Note: Before running this report, go the Job Information window (Lists menu > Jobs > highlight the job and choose Edit) and update the Percent Complete field.

To find the Jobs [Budget Analysis] report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Jobs (Budget Analysis)

Account	Budget	Adjusted Budget	Actual	Difference	% Difference
01 Anderson			Percent Complete:		85.00%
Income					
Retail Sales	\$2,000.00	\$1,700.00	\$1,833.50	\$133.50	7.9%
Wholesale Sales	\$4,000.00	\$3,400.00	\$3,619.50	\$219.50	6.5%
Consignment Sales	\$1,000.00	\$850.00	\$712.50	(\$137.50)	(16.2%)
Total Income	\$7,000.00	\$5,950.00	\$6,165.50	\$215.50	3.6%
Cost of Sales					
Retail Cost of Sales	\$2,000.00	\$1,700.00	\$1,153.51	(\$546.49)	(32.1%)
Wholesale Cost of Sales	\$3,000.00	\$2,550.00	\$2,301.46	(\$248.54)	(9.7%)
Consignment Cost of Sales	\$600.00	\$510.00	\$445.91	(\$64.09)	(12.6%)
Total Cost of Sales	\$5,600.00	\$4,760.00	\$3,900.88	(\$859.12)	(18.0%)
Expense					
Legal & Professional	\$1,000.00	\$850.00	\$178.90	(\$671.10)	(79.0%)
Office Expenses	\$1,000.00	\$850.00	\$500.00	(\$350.00)	(41.2%)
Meals & Entertainment	\$1,000.00	\$850.00	\$1,000.00	\$150.00	17.6%
Total Expense	\$3,000.00	\$2,550.00	\$1,678.90	(\$871.10)	(34.2%)
Net Profit (Loss)	(\$1,600.00)	(\$1,360.00)	\$585.72	\$1,945.72	(143.1%)

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Jobs All/Selected

Advanced:

Report Level

Sorted by

Job

Subtotals / Totals

Subtotals for: each Job:

Total Income

Cost of Sales

Expenses

Net Profit (Loss)

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Consolidated

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source Window

None

Jobs List report

This report displays a list of all your jobs with profit (loss) information.

To find the Jobs List report

Reports menu > Index to Reports window >
Accounts tab > Jobs header

Jobs List

Job	Name	Income	Cost	Expense	Net Profit (Loss)
01	Anderson Install Widget network in branch office.	\$6,165.50	\$3,900.88	\$1,678.90	\$585.72
02	New Wallace Project R&D on Mylar Whoosie	\$3,700.00	\$1,014.60	\$1,245.00	\$1,440.40

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Jobs All/Selected
Customers All/Selected

Advanced:

None

Sorted by

Job

More Report Fields (not preselected)

Status
Contact
Start Date
Finish Date
Percent Complete
Manager
Linked Customer

Finishing Choices

Include 0.00 Balances
Included Inactive Jobs
Add to Reports Menu
Prevent Data Changes During Report Generation
Exclude 100% Complete Jobs
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Edit Job window

Category Activity [Summary] report

This report displays only the totals of every category within the selected account for the requested date range and journal(s).

Note: This report does not include purged transactions.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Category Activity [Summary] report

Reports menu > Index to Reports window >
Accounts tab > Categories header

Category Activity (Summary) 1/1/04 To 31/1/04

Category ID	Category	Debit	Credit
1-2100 A/R			
Sales/East	Sales, Eastern Division	\$2,600.00	\$0.00
Sales/North	Sales, Northern Division	\$1,102.00	\$0.00
Sales/South	Sales, Southern Division	\$1,853.28	\$0.00
Sales/West	Sales, Western Division	\$416.00	\$0.00
		Total:	\$5,971.28
1-3100 Finished Goods			
Product	Production	\$525.00	\$0.00
Sales/East	Sales, Eastern Division	\$0.00	\$1,136.99
Sales/North	Sales, Northern Division	\$0.00	\$284.25
Sales/South	Sales, Southern Division	\$0.00	\$1,045.33
		Total:	\$525.00
2-2100 A/P			
Office	Admin, Financial & HR	\$0.00	\$750.00
Product	Production	\$0.00	\$525.00
		Total:	\$0.00
2-3100 Tax Payable			
Sales/East	Sales, Eastern Division	\$0.00	\$100.00
Sales/North	Sales, Northern Division	\$0.00	\$17.00
Sales/South	Sales, Southern Division	\$0.00	\$71.28
Sales/West	Sales, Western Division	\$0.00	\$16.00
		Total:	\$0.00

4-2000 Retail Sales			
Sales/East	Sales, Eastern Division	\$0.00	\$2,500.00
Sales/North	Sales, Northern Division	\$0.00	\$425.00
Sales/South	Sales, Southern Division	\$0.00	\$1,782.00
		Total:	\$4,707.00
4-4500 Consulting Fees			
Sales/North	Sales, Northern Division	\$0.00	\$660.00
Sales/West	Sales, Western Division	\$0.00	\$400.00
		Total:	\$1,060.00
5-1000 Retail Cost of Sales			
Sales/East	Sales, Eastern Division	\$1,136.99	\$0.00
Sales/North	Sales, Northern Division	\$284.25	\$0.00
Sales/South	Sales, Southern Division	\$1,045.33	\$0.00
		Total:	\$2,466.57
6-1010 Legal & Professional Fees			
Office	Admin, Financial & HR	\$750.00	\$0.00
		Total:	\$750.00
		Grand Total:	\$9,712.85

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts: All/Selected

Categories: All/Selected

Advanced:

Dated From/To

ID From/To

Amount From/To

Cards

Jobs

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Sorted by

Account

Subtotals / Totals

Subtotals for each Account:

Debit

Credit

More Report Fields (not preselected)

Net Activity

Beginning Balance

Ending Balance

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Category Activity [Detail] report

This report displays every transaction coded to a category within the requested date range and journal(s) for each selected account.

Note: The report does not include purged transactions.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Category Activity [Detail] report

Reports menu > Index to Reports window >
Accounts tab > Categories header

Category Activity [Detail] 1/1/04 To 31/1/04

Category ID	ID #	Src	Date	Memo	Debit	Credit
1-2100 A/R						
Sales/East	00000090	SJ	9/1/04	Sale; Widgets by Smith	\$2,500.00	
Sales/East	00000090	SJ	9/1/04	Sale; Widgets by Smith	\$100.00	
				Sales/East Sales, Eastern Division Total:	\$2,600.00	\$0.00
Sales/North	00000089	SJ	9/1/04	Sale; Acme Sales, Inc.	\$425.00	
Sales/North	00000089	SJ	9/1/04	Sale; Acme Sales, Inc.	\$17.00	
Sales/North	00000089	SJ	9/1/04	Sale; Boffo Products	\$660.00	
				Sales/North Sales, Northern Division Total:	\$1,102.00	\$0.00
Sales/South	00000091	SJ	9/1/04	Sale; Boffo Products	\$1,782.00	
Sales/South	00000091	SJ	9/1/04	Sale; Boffo Products	\$71.28	
				Sales/South Sales, Southern Division Total:	\$1,853.28	\$0.00
Sales/West	00000092	SJ	9/1/04	Sale; Acme Sales, Inc.	\$400.00	
Sales/West	00000092	SJ	9/1/04	Sale; Acme Sales, Inc.	\$16.00	
				Sales/West Sales, Western Division Total:	\$416.00	\$0.00
				1-2100 A/R Net Activity	\$5,971.28	\$0.00
1-2100 A/R						
Office	00000022	PJ	9/1/04	Purchase; Dewey, Smith & Jones		\$750.00
				Office Admin, Financial & HR Total:	\$0.00	\$750.00

Product	00000021	PJ	9/1/04	Purchase; Bob's Kitnkaboodle		\$525.00
				Product	Production	Total:
						\$0.00
						\$525.00
				2-2100 A/P Net Activity		\$0.00
						\$1,275.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts: All/Selected
 Categories: All/Selected

Advanced:

Dated From/To
 ID From/To
 Amount From/To
 Cards
 Jobs
 Memo/Payee
 Session Date Range
 User IDs
 Source Journal
 Currencies

Sorted by

Account

Subtotals / Totals

Subtotals for each Category
 Debit
 Credit
Totals for each Account

More Report Fields (not preselected)

Category Name
 Category Description
 Allocation Memo

Finishing Choices

Separate Pages
 Add to Reports Menu
 Prevent Data Changes During Report Generation
 Include Company Name
 Include Company Address
 Include Report Date and Time

Drill Down to Source window

Click: Category ID, Category Name
Opens: Edit Category window

Click: All Others

Opens: Transaction Source window

Category Transactions report

This report displays all the transactions that have been assigned to the selected category or categories.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Category Transactions report

Reports menu > Index to Reports window >
Accounts tab > Categories header

Category Transactions 1/1/04 To 31/12/04

ID #	Src	Date	Memo	Account	Debit	Credit
Office Admin, Financial & HR						
0000022	PJ	1/12/04	Purchase; Smith & Jones	6-1010	\$750.00	
0000022	PJ	1/12/04	Purchase; Smith & Jones	2-2100		\$750.00
					\$750.00	\$750.00
Product Production						
0000021	PJ	1/12/04	Purchase; Bob's Kitnkaboodle	2-2100		\$525.00
0000021	PJ	1/12/04	Purchase; Bob's Kitnkaboodle	1-3100	\$525.00	
					\$750.00	\$750.00
Sales/East Sales, Eastern Division						
0000090	SJ	1/12/04	Sale; Widgets by Smith	1-2100	\$2,500.00	
0000090	SJ	1/12/04	Sale; Widgets by Smith	1-2100	\$100.00	
0000090	SJ	1/12/04	Sale; Widgets by Smith	2-3100		\$100.00
0000090	SJ	1/12/04	Sale; Widgets by Smith	4-2000		\$2,500.00
0000090	SJ	1/12/04	Sale; Widgets by Smith	1-3100		\$1,136.99
0000090	SJ	1/12/04	Sale; Widgets by Smith	5-1000	\$1,136.99	
					\$3,736.99	\$3,736.99
Sales/North Sales, Northern Division						
0000089	SJ	1/12/04	Sale; Acme Sales, Inc.	1-2100	\$425.00	
0000089	SJ	1/12/04	Sale; Acme Sales, Inc.	1-2100	\$17.00	
0000089	SJ	1/12/04	Sale; Acme Sales, Inc.	2-3100		\$17.00
0000089	SJ	1/12/04	Sale; Acme Sales, Inc.	4-2000		\$425.00
0000089	SJ	1/12/04	Sale; Acme Sales, Inc.	1-3100		\$284.25
0000089	SJ	1/12/04	Sale; Acme Sales, Inc.	5-1000	\$284.25	
0000089	SJ	1/12/04	Sale; Boffo Products	1-2100	\$660.00	
0000089	SJ	1/12/04	Sale; Boffo Products	4-4500		\$660.00

\$1,386.25 \$1,386.25

Sales/South Sales, Southern Division

0000091	SJ	1/12/04	Sale; Boffo Products	1-2100	\$1,782.00	
0000091	SJ	1/12/04	Sale; Boffo Products	1-2100	\$71.28	
0000091	SJ	1/12/04	Sale; Boffo Products	2-3100		\$71.28
0000091	SJ	1/12/04	Sale; Boffo Products	4-2000		\$1,782.00
0000091	SJ	1/12/04	Sale; Boffo Products	1-3100		\$1,045.33
0000091	SJ	1/12/04	Sale; Boffo Products	5-1000	\$1,045.33	
					<hr/>	
					\$2,898.61	\$2,898.61

Sales/North Sales, Northern Division

0000092	SJ	1/12/04	Sale; Acme Sales, Inc.	1-2100	\$400.00	
0000092	SJ	1/12/04	Sale; Acme Sales, Inc.	1-2100	\$16.00	
0000092	SJ	1/12/04	Sale; Acme Sales, Inc.	2-3100		\$16.00
0000092	SJ	1/12/04	Sale; Acme Sales, Inc.	4-4500		\$400.00
					<hr/>	
					\$416.00	\$416.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Categories: All/Selected

Advanced:

Dated From/To

ID From/To

Amount From/To

Cards

Jobs

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Sorted by

Category

Subtotals / Totals

Totals for each Category:

Debits

Credits

More Report Fields (not preselected)

Account Name

Allocation Memo

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Consolidated

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

Drill Down to Source window

Click: Category ID, Category Name

Opens: Category view of the Find Transactions window

Click: Transaction fields (ID #, Src, Date, Memo, Account, Debit Credit)

Opens: transaction source window

Category Profit & Loss Statement report

This is a P&L report including only those transactions assigned to the selected category.

To find the Category Profit & Loss Statement report

Reports menu > Index to Reports window >
Accounts tab > Categories header

Category Profit & Loss Statement 1/12/04 through 31/12/04

Account Name	Selected Period	Year to Date
Sales/East Sales, Eastern Division		
Income		
Wholesale Sales	\$5,000.00	\$60,250.00
Total Income	\$5,000.00	\$60,250.00
Cost of Sales		
Wholesale Cost of Sales	\$1,900.00	\$15,153.00
Total Cost of Sales	\$1,900.00	\$15,153.00
Net Profit [Loss]	\$3,100.00	\$45,097.00
Sales/North Sales, Northern Division		
Income		
Wholesale Sales	\$7,500.00	\$70,000.00
Total Income	\$7,500.00	\$70,000.00
Cost of Sales		
Wholesale Cost of Sales	\$2,500.00	\$20,000.00
Total Cost of Sales	\$2,500.00	\$20,000.00
Net Profit [Loss]	\$5,000.00	\$50,000.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Categories: All/Selected

Advanced:

Dated From/To

Financial Year

Sorted by

Category

Subtotals / Totals

Subtotals for each Category:

Total Income

Cost of Sales

Expenses

Total:

Net Profit (Loss)

More Report Fields (not preselected)

Account #

Finishing Choices

Separate Pages

Round to Whole Dollars

Add to Reports Menu

Prevent Data Changes During Report Generation

Consolidated

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Category Balance Sheet report

This report displays the balance of your Asset, Liability and Equity accounts as of the end of the selected period for those transactions assigned to the selected category.

To find the Category Balance Sheet report

Reports menu > Index to Reports window >
Accounts tab > Categories header

Category Balance Sheet As of September 2004

Account Name	Selected Period
<hr/> Sales/East Sales, Eastern Division	
Assets	
A/R	\$26,946.00
Finished Goods	(\$14,103.00)
Total Assets	\$22,843.00
<hr/>	
Equity	
Current Year Earnings	\$22,843.00
Total Equity	\$22,843.00
Total Liability & Equity	\$22,843.00
<hr/>	
Sales/North Sales, Northern Division	
Assets	
A/R	\$31,636.00
Finished Goods	(\$17,859.00)
Total Assets	\$13,777.00
<hr/>	
Liabilities	
Tax Payable	\$1,216.00
Total Liabilities	\$1,216.00
Equity	
Current Year Earnings	\$12,561.00
Total Equity	\$12,561.00
Total Liability & Equity	\$13,777.00

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

Categories: All/Selected

Advanced:

Selected Period

As of

Financial Year

Sorted by

Category

Subtotals / Totals

Subtotals for each Category:

Assets

Liabilities

Equity

Liability & Equity

More Report Fields (not preselected)

Acct #

Finishing Choices

Separate Pages

Round to Whole Dollars

Add to Reports Menu

Prevent Data Changes During Report Generation

Consolidated

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Category General Ledger [Summary] report

For each account, this report displays the account balance at the beginning of a date range, the total debits and credits within the date range, the net activity, and the balance at the end of the date range for those transactions assigned to the selected category.

Usually the summary report, rather than the longer detail report, is adequate. The summary report gives you one line (beginning balance, total debits, total credits, net activity, and ending balance) per account. If needed, you can generate a "Category General Ledger [Detail] report" on page 122 for the month. This will generate a line for every transaction (it can be a huge print-out) entered during the month.

To find the Category General Ledger [Summary] report

Report menu > Index to Reports window >
Accounts tab > Categories header

Category General Ledger [Summary] 1/12/04 through 31/12/04

Account #	Account Name	Beginning Balance		Total Debit	Total Credit	Net Activity	Ending Balance	
Sales/East Sales, Eastern Division								
1-2100	A/R	\$7,504.97	cr	\$419.46	\$0.00	\$419.46	\$7,085.51	cr
1-3100	Finished Goods	\$5,775.44		\$0.00	\$191.03	\$191.03	\$5,584.41	cr
4-3000	Wholesale Sales	\$5,775.44		\$0.00	\$419.46	\$419.46	\$5,355.98	cr
5-2000	Wholesale Cost of Sales	\$0.00		\$191.03	\$0.00	\$191.03	\$191.03	
			Total:	\$610.49	\$610.49			
Sales/North Sales, Northern Division								
1-2100	A/R	\$11,157.51	cr	\$3,163.58	\$0.00	\$3,163.58	\$7,993.83	cr
1-3100	Finished Goods	\$5,775.44		\$0.00	\$1,785.90	\$1,785.90	\$3,989.54	cr
2-3100	Tax Payables	\$11,176.23	cr	\$0.00	\$121.68	\$121.68	\$11,297.91	cr
4-2000	Retail Sales	\$5,491.56	cr	\$0.00	\$3,042.00	\$3,042.00	\$8,533.56	cr
5-1000	Retail Cost of Sales	\$4,649.79		\$1,785.90	\$0.00	\$1,785.90	\$6,435.69	
			Total:	\$4,949.58	\$4,949.58			

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts: All/Selected

Categories: All/Selected

Advanced:

Dated From/To

ID From/To

Amount From/To

Cards
Jobs
Memo/Payee
Session Date Range
User IDs
Source Journal
Currencies

Subtotals / Totals

Totals for each category:

Total Debit
Total Credit

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Category ID and Name

Opens: Category window

Click: All Amounts

Opens: Category view of Find Transactions window

Category General Ledger [Detail] report

Within the period range, for each account, this report displays the beginning balance, a line for each transaction, the total debits and credits and the ending balance for those transactions assigned to the selected category.

Often the "Category General Ledger [Summary] report" on page 120, rather than this longer detail report, is adequate. The summary report gives you one line (beginning balance, total debits, total credits, net activity, and ending balance) per account.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Category General Ledger [Detail] report

Report menu > Index to Reports window >
Accounts tab > Categories header

Category General Ledger [Detail] 1/12/04 through 31/12/04

ID #	Src	Date	Memo	Debit	Credit	Job	Net Activity	Ending Balance
Sales/North		Sales, Northern Division						
1-2100		Accounts Receivable						
		Beginning Balance: \$11,157.51cr						
000002009	SJ	1/12/04	Sale; Widgets by Smith	\$3,042.00				\$8,115.51cr
000002009	SJ	1/12/04	Sale; Widgets by Smith	\$121.68				\$7,993.83cr
				Total:	\$3,163.68	\$0.00	\$3,163.68	\$7,993.83cr
1-3100		Finished Goods						
		Beginning Balance: \$5,775.44						
000002009	SJ	1/12/04	Sale; Widgets by Smith		\$1,785.90			\$3,989.54
				Total:	\$0.00	\$1,785.90	\$1,785.90cr	\$3,989.54
2-3100		Tax Payable						
		Beginning Balance: \$11,176.23cr						
000002009	SJ	1/12/04	Sale; Widgets by Smith		\$128.68			\$11,297.91cr
				Total:	\$0.00	\$128.68	\$128.68cr	\$11,297.91cr
4-2000		Retail Sales						

Beginning Balance: \$5,491.56cr
 000002009 SJ 1/12/04 Sale; Widgets by Smith \$3,042.00 \$8,533.56cr

Total: \$0.00 \$3,042.00 \$3,042.00cr \$8,533.56cr

4-2000 Retail Cost of Sales

Beginning Balance: \$4,649.79

000002009 SJ 1/12/04 Sale; Widgets by Smith \$1,785.90 \$6,435.69

Total: \$1,785.90 \$0.00 \$1,785.90 \$6,435.69

Grand Total: \$4,949.58 \$4,949.58

Sales/West Sales, Western Division

1-2100 Accounts Receivable

Beginning Balance: \$11,176.23cr

000002010 SJ 1/12/04 Sale; General Industries \$900.00 \$10,276.23cr

000002010 SJ 1/12/04 Sale; General Industries \$36.00 \$10,240.23cr

Total: \$936.00 \$0.00 \$936.00 \$10,240.23cr

1-3100 Finished Goods

Beginning Balance: \$5,786.78

000002010 SJ 1/12/04 Sale; General Industries \$382.05 \$5,404.73

Total: \$0.00 \$382.05 \$382.05cr \$5,404.73

2-3100 Tax Payable

Beginning Balance: \$11,175.51cr

000002010 SJ 1/12/04 Sale; General Industries \$36.00 \$11,211.51cr

Total: \$0.00 \$36.00 \$36.00cr \$11,211.51cr

4-3000 Wholesale Sales

Beginning Balance: \$5,775.44

000002010 SJ 1/12/04 Sale; General Industries \$900.00 \$4,875.44

Total: \$0.00 \$900.00 \$900.00cr \$4,875.44

5-2000 Wholesale Cost of Sales

Beginning Balance: \$0.00

00002010 SJ 1/12/04 Sale; General Industries \$382.05 \$382.05

Total: \$382.05 \$0.00 \$382.05 \$382.05

Grand Total: \$1,318.05 \$1,318.05

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts: All/Selected

Categories: All/Selected

Advanced:

Dated From/To

ID From/To

Amount From/To

Cards

Jobs

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Subtotals / Totals

Totals for each category:

Total Debit

Total Credit

More Report Fields (not preselected)

Name

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by: Date/ID #

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Category ID and Name

Opens: Category window

Click: All Amounts

Opens: Original transaction window

Category History report

This report displays all account activity for the current and previous financial year for those assigned to the selected category, for use with Excel.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature.

To find the Category History report

Reports menu > Index to Reports window >
Accounts tab > Categories header

Because of the width of this report, a comprehensive sample can't be reproduced here.

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Categories: All/Selected

Advanced:

None

Sorted by

Category

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Categories List report

This report displays a list of all your jobs with profit (loss) information.

To find the Categories List report

Reports menu > Index to Reports window >
Accounts tab > Categories header

Categories List

Category ID	Category	Description	Status
Develop	Product Development		Active
Market	Marketing Department		Active
Office	Office	Administration, Finance & Human Resources	Active
Payroll	Payroll Expenses		Active
Product	Production		Active
Sales/East	Sales, Eastern Division		Active
Sales/North	Sales, Northern Division		Active
Sales/South	Sales, Southern Division		Active
Sales/West	Sales, Western Division		Active
Season	Seasonal Staffing		Inactive

See “Report Details Explanations” on page 20 for more information.

Filters

General:

Categories: All/Selected

Advanced:

None

Sorted by

Category

More Report Fields (not preselected)

None

Finishing Choices

Include Inactive Categories

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Edit Category window

Session Report

Contains journal activity since the Premier system was last started.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Report Tip: You can choose to be prompted for the Session Report automatically. To do this, choose the Preferences selection in the Setup menu. Click on the Security tab. Check the selection *Prompt for a Session Report When Closing*. This will give you a Journal Report (debits and credits) of every cash transaction recorded during the session.

To find the Session Report

Reports menu > Index to Reports window >
Accounts tab > Session Audit Trail header

Session Report

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
SJ	1/12/04	Pre-conversion sale					
		000003	1-3000	Accounts Receivable	\$10,000.00		
		000003	1-3000	Accounts Receivable		\$10,000.00	
CR	1/12/04	Payment; Acme Sales, Ltd.					
		CR000001	1-1100	Cheque Account	\$6,000.00		
		CR000001	1-3000	Accounts Receivable		\$6,000.00	
CD	1/12/04	Gasoline					
		3	1-1100	Cheque Account		\$100.00	
		3	6-1200	Car & Truck Expenses	\$100.00		
CD	2/12/04	Advice on Software					
		4	1-1100	Cheque Account		\$178.90	
		4	6-2000	Legal & Professional	\$178.90		01
CD	2/12/04	Monthly Insurance					
		5	1-1100	Cheque Account		\$45.00	
		5	6-1800	Insurance	\$45.00		
PJ	1/12/04	Pre-conversion purchase					
		00000002	2-1200	Accounts Payable		\$11,000.00	
		00000002	2-1200	Accounts Payable		\$880.00	
		00000002	2-1200	Accounts Payable	\$11,880.00		
PJ	1/12/04	Purchase; World of Widgets					
		00000005	2-1200	Accounts Payable		\$307.52	
		00000005	2-1200	Accounts Payable		\$24.61	

00000005	1-2200	Finished Goods	\$283.18
00000005	6-1700	Freight Paid	\$48.95

Grand Total: \$28,536.03 \$28,536.03

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

None

Sorted by

Account Type

Subtotals / Totals

Grand Total:

Debit and Credit

More Report Fields (not preselected)

User ID

Session Date

Reconciled Date

Memo

Name

Payee

Allocation Memo

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: ID #, Account #, Account Name, Debit, Credit, Job

Opens: Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window

CD - Spend Money, Pay Employees or Pay Supplier window

CR - Prepare Bank Deposit or Receive Payments window

SJ - Sales window

PJ - Purchases window

IJ - Inventory Adjustment or Inventory Transfer windows

Recurring General Journal Entries report

This report displays the names of each general journal entries saved as recurring, the date last posted, the frequency of posting, and the next due date for posting the transaction.

To find the Recurring General Journal Entries report

Reports menu > Index to Reports window >
Accounts tab > Recurring Transactions header

Recurring General Journal Entries

Transaction Name	Frequency	Last Posted	Next Due
Depreciation, Equipment	Monthly	6/5/04	12/5/04
Depreciation, Vehicles	Monthly	6/5/04	12/5/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Recurring Type: General Journal/Cheques/Deposits

Sorted by

Transaction Name (alphabetical)

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Record Journal Entry, Pay Employee or Spend Money window, dependent on the filter

Recurring Transfer Money Entries report

This report displays the names of each general journal entries saved as recurring, the date last posted, the frequency of posting, and the next due date for posting the transaction.

To find the Recurring Transfer Money Entries report

Reports menu > Index to Reports window >
Accounts tab > Recurring Transactions header

Recurring Transfer Money Entries

Template Name	Frequency	Last Posted	Next Due
Petty Cash Replenishment	Monthly	6/5/04	12/5/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Recurring Type

Sorted by

Transaction Name (alphabetical)

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Record Journal Entry, Pay Employee, Spend Money or Transfer Money window, dependent on the filter

Bank Register report

This report displays every cheque, withdrawal and deposit entered into the selected bank account within a period range. A running balance is provided.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Report Tip: It's always a good idea to review the money in and out of your bank accounts on a regular basis. Run this report for all your cash accounts. Enter the reporting date range in the Report Customisation window. If everything checks out, keep the monthly report with your monthly financials.

Hint: If you number your cash accounts similarly with the exception of the last digit (1-1101, 1-1102, 1-1103, etc.) you can use Premier's wildcard feature - enter 1-110* in the Selected field in the Report Customisation window - to generate this report for all cash accounts at once.

To find the Bank Register report

Reports menu > Index to Reports window >
Banking tab > Cheques & Deposits header

Bank Register 1/12/04 To 31/12/04

Account	ID #	Src	Date	Payee	Deposit	Withdrawal	Balance
1-1100	Cheque Account						
	3	CD	1/12/04	Joe's Repairs		\$100.00	\$2,950.73
	CR00000	CR	1/12/04	Payment; Acme Sales, Ltd.	\$6,000.00		\$8,950.73
	1						
	4	CD	1/12/04	Joe Accountant		\$178.90	\$8,771.83
	5	CD	1/12/04	All Hands Insurance		\$45.00	\$8,726.83
	2	CD	2/12/04	Wholesale Supply Co.		\$5,000.00	\$3,726.83
	6	CD	2/12/04	Joe's Office Supplies		\$150.00	\$3,576.83
	7	CD	2/12/04	Joe's Utility Company		\$450.00	\$3,126.83
	8	CD	14/12/04	Chuck Berry		\$600.00	\$2,526.83
	10	CD	14/12/04	Joe's Equipment, Ltd.		\$100.00	\$2,426.83
	11	CD	14/12/04	Joe's Office Leasing		\$12.00	\$2,414.83
	12	CD	17/12/04	Joe's Bank		\$750.00	\$1,664.83
	9	CD	17/12/04	Joe's Computers		\$1,000.00	\$664.83
	CR00000	CR	21/12/04	Payment; Boffo Products	\$5,000.00		\$5,664.83
	2						
	CR00000	CR	21/12/04	Payment; Widgets by Smith	\$11,000.00		\$16,664.83
	3						
					\$22,000.00	\$8,385.90	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts: All/Selected

Advanced:

Dated From/To

Sorted by

Date or ID #

Subtotals / Totals

Subtotal for each Account:

Deposit and Withdrawal (running balance provided)

More Report Fields (not preselected)

Reconciled Date

Payment Method

Notes

Credit Card Number

Name on Credit Card

Exp Date

Memo

Name

Payee

Allocation Memo

Authorisation Code

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by: Date/ID #

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window

CD - Spend Money, Pay Employees or Pay Supplier window

CR - Prepare Bank Deposit or Receive Payments window

SJ - Sales window

PJ - Purchases window

IJ - Inventory Adjustment or Inventory Transfer windows

Bank Deposit Slip report

This report displays transactions deposited to selected bank accounts within a period range.

NOTE: When this report is printed when recording a Prepare Bank Deposit transaction, the report displays the current transaction only.

To find the Bank Deposit Slip report

Reports menu > Index to Reports window >
Banking tab > Cheques & Deposits header

Bank Deposit Slip 01/08/04 through 27/08/04

ID #	Name	BSB	Number	Payment Method	Amount
1-1110	General Cheque Account BSB: 125-478 Account Number: 75877855 Account Name: Clearwater P/L				
17/08/2004					
CR000052					
CR000046				Cash	\$2,310.33
CR000048				Cash	\$2,042.50
				Cash Total:	\$4,352.83
				Total Cash Items:	2
CR000047	James Cameron		3457 6789 823 409	EFTPOS	\$316.64
CR000051	James Smith		1666 5654 4554 45	EFTPOS	\$5,700.00
				EFTPOS Total:	\$6,016.64
				Total EFTPOS Items:	2
CR000050	Smith Warner Pty		4445 7555 7897 7444	MasterCard	\$472.76
				MasterCard Total:	\$472.76
				Total MasterCard Items:	1
CR000049				Other	\$6,149.30
				Other Total:	\$6,149.30
				Total Other Items:	1
				Deposit Total:	\$16,991.53

1-1120 Payroll Cheque Account
BSB: 123-756
Account Number: 7457889568
Account Name: Clearwater P/L

22/08/2004

CR000058

CR000054	Hasten & Hasten Pack	123-756	788958	Cheque	\$135.17
CR000055	Landscape Nursery	789-889	78812555	Cheque	\$100.00
CR000056	Major Advertising	157-897	778899	Cheque	\$717.15

Cheque Total: \$952.32

Total Cheque Items:

3

Deposit Total: \$952.32

Grand Total: \$17,943.85

See "Report Details Explanations" on page 20 for more information.

Filters

General:

All/Selected Accounts

Payment Methods

Advanced:

Dated From/To

ID From/To

Amount From/To

Cards

Jobs

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Sorted by

Date

ID#

Subtotals / Totals

Total: Deposit amount on one deposit slip

Total Items: Number of deposits included one deposit slip

Deposit Total: Deposit amount on one deposit slip

Grand Total: Total of all deposit slips in date range

More Report Fields (not preselected)

Date

Customer

Payment Notes

Credit Card Number

Name on Credit Card

Exp Date

Auth No.
Cheque No.
Memo

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: ID #, Payment Method, Amount
Opens: Prepare Bank Deposits window

Undeposited Funds report

This report displays transactions deposited to selected bank accounts within a period range.

To find the Undeposited Funds report

Reports menu > Index to Reports window >
Banking tab > Cheques & Deposits header

Undeposited Funds 01/08/04 through 27/08/04

ID #	Date	Name	Payment Method	Amount	Deposit
CR000046	17/08/04	Payment; A-Z Stationery Supplies	Cash	\$2,310.33	X
CR000048	17/08/04	Payment; Chelsea Mosset	Cash	\$2,042.50	X
CR000047	17/08/04	Payment; James Cameron	EFTPOS	\$316.64	X
CR000051	17/08/04	Payment; The Motor Company	EFTPOS	\$5,700.00	X
CR000050	17/08/04	Payment; My Town Realty	Master Card	\$472.76	
CR000049	17/08/04	Payment; Footloose Dance Studio	Other	\$6,149.30	
Deposit Amount:				\$10,269.47	
Total Items Selected:				4	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Payment Methods

Advanced:

As Of

ID: From/To

Amount: From/To

Cards

Jobs

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Sorted by

Date

Subtotals / Totals

Subtotal for each Deposit:

Deposit amount

Grand Total:

Deposit total

More Report Fields (not preselected)

Name
Payment Notes
Credit Card Number
Name on Credit Card
Exp Date
Auth No.
Cheque No.

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: BSB Code, Account No., Account Name
Opens: Banking Information window

Click: ID #
Opens: Edit Accounts window

Click: Journal Number for a line item, Amount
Opens: Receive Payments window

Click: Journal Number for deposit, Date
Opens: Prepare Bank Deposit window

Electronic Payments Register report

This report displays every processed electronic payment for the selected bank account within a date range.

NOTE: When this report is printed when recording a Prepare Electronic Payments transaction, the report displays the current transaction only.

To find the Electronic Payments Register report

Reports menu > Index to Reports window >
Banking tab > Cheques & Deposits header

Electronic Payments Register 1/2/04 To 29/2/04

ID #	Date	Payee	Amount	BSB #	B/Acct. #	B/Acct Name
1-1999 Electronic Payments Clearing						
52	2/20/04	Mary Jones	\$425.00	892-156	6936583	MARY A JONES
53	2/20/04	Alan Long	\$2,092.00	772-967	98462884	ALAN LONG
54	2/20/04	Peter Parker	\$200.00	992-474	9848372	PJ PARKER
54	2/20/04	Peter Parker	\$100.00	991-587	8547851	PETER J PARKER
54	2/20/04	Peter Parker	\$ 63.00	992-628	8329741	PJ AND CL PARKER
55	2/20/04	Sue Smith	\$499.00	883-296	497383	ASDASD
Payment Total:			\$3,379.00			
Total Items:			6			
Grand Total:			\$3,379.00			

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts: All/Selected

Advanced:

Dated From/To

ID: From/To

Amount: From/To

Cards

Jobs

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Sorted by

Date or ID#

Subtotals / Totals

Subtotal for each Account:
Amount

More Report Fields (not preselected)

Statement Text

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Transaction source window; dependent on the SRC Journal type:

CD - Spend Money or Pay Supplier window
CR - Receive Payments window

Unprocessed Electronic Payments report

This report displays every Spend Money, Pay Employees and Pay Bills transaction that have been recorded as Grouped with Electronic Payments, but have not been processed from the Prepare Electronic Payment window.

To find the Unprocessed Electronic Payments report

Reports menu > Index to Reports window >
Banking tab > Cheques & Deposits header

Unprocessed Electronic Payments

ID #	Date	Name	Payment Type	Amount	Remittance	Selected
CR000046	17/08/04	A-Z Stationery Supplies	Spend Money	\$2,310.33		X
CR000048	17/08/04	Chelsea Mosset	Spend Money	\$2,042.50		X
CR000047	17/08/04	James Cameron	Pay Employees	\$ 316.64		X
CR000051	17/08/04	The Motor Company	Spend Money	\$5,700.00		X
CR000050	17/08/04	My Town Realty	Pay Bills	\$472.76	E-mail	
CR000049	17/08/04	Footloose Dance Studio	Pay Bills	\$6,149.30	Fax	
Total Amount:				\$16,991.53		\$10,269.47
Total Items:					6	4
Grand Total:				\$12,371.00		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

As Of

ID: From/To

Amount: From/To

Cards

Jobs

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Payment Types

Currencies

Sorted by

Date or ID#

Subtotals / Totals

Subtotal for each Account:

Amount

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by: Date/ID #

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Transaction source window; dependent on the SRC Journal type:

CD - Spend Money or Pay Supplier window

CR - Receive Payments window

Reconciliation Report

This report provides a reconciliation summary and a list of the uncleared cheques and deposits for all specified bank accounts as of a specified date. Note: This report can be used for other accounts like credit cards, expense accounts, etc.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Reconciliation Report

Reports menu > Index to Reports window >
Banking tab > Cheques & Deposits header

Reconciliation Report

ID #	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-11100 Cheque Account		
Date of Bank Statement:		2/3/2004		
Reconciled Cheques				
23	10/1/2004	Chuck Berry		\$2,575.29
24	11/1/2004	Fats Domino		\$1,251.59
		Total:	\$0.00	\$3,826.88
Reconciled Deposits				
CR000013	9/1/2004	Payment; John Smith	\$50.00	
		Total:	\$50.00	\$0.00
Outstanding Cheques				
25	12/1/2004	Fats Domino		\$800.00
		Total:	\$0.00	\$800.00
Outstanding Deposits				
CR000021	9/1/2004	Payment; Mary Jones	\$620.00	
		Total:	\$620.00	\$0.00
Reconciliation				
		MYOB Balance on 2/3/2004:	\$13,719.83	
		Add: Outstanding Cheques:	\$800.00	
		Subtotal:	\$14,519.83	
		Deduct: Outstanding Deposits:	\$620.00	
		Expected Balance on Statement:	\$13,899.83	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts: All/Selected

Advanced:

Statement Date

Sorted by

Date or ID #

Subtotals / Totals**Subtotal** for each Deposit and Withdrawal:

Outstanding Cheques and Deposits

Grand Total:

Expected Balance

More Report Fields (not preselected)

Reconciled Date

Memo

Name

Payee

Allocation Memo

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by: Date/ID #

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window**Click:** All Fields**Opens:** Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window

CD - Spend Money, Pay Employees or Pay Supplier window

CR - Prepare Bank Deposit or Receive Payments window

Statement of Cash Flow report

This report provides the changes in cash and cash flow equivalents for the period.

To find the Statement of Cash Flow report

Reports menu > Index to Reports window >
Banking tab > Cheques & Deposits header

Statement of Cash Flow 1/1/2004 through 31/1/2004

Account	Balance	
Cash from Operating Activities	\$0.00	
Net Income	\$0.00	
Adjustment	\$0.00	
Operating capital before working capital changes	\$0.00	
Accounts Receivables	\$0.00	
Tax Payable	\$0.00	
Net Cash Flows from Operating Activities		\$0.00
Cash from Investing Activities		\$0.00
Net Cash Flows from Investing Activities		\$0.00
Net: Increase/Decrease for the Period		\$0.00
Cash at the Beginning of the Period		\$0.00
Cash at the End of the Period		\$0.00
Payment; Mary Jones	\$620.00	
Total	\$620.00	
MYOB Balance on 2/3/2004:	\$13,719.83	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Financial Year

Subtotals / Totals

None

More Report Fields (not preselected)

None

Finishing Choices

- Include Account Numbers
- Add to Reports Menu
- Prevent Data Changes During Report Generation
- Include Company Name
- Include Company Address
- Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Find Transaction window

Cash Flow Analysis report

This report forecasts cash needs for a specified linked bank account, based on information you've entered throughout MYOB Premier. Information includes all recorded transactions, along with recurring templates entered in the Banking, Payroll and Accounts command centres. Recurring templates entered in the Sales and Purchases command centres will not appear in this report.

Unlike all other reports that you customise using the Report Customisation window and display and print using the Report Display window, the Cash Flow Analysis report is viewed and printed through the Cash Flow Worksheet window. There are two filter selections in the Worksheet view of that window.

- The Cash Flow Worksheet window can be found by clicking Analysis in the Banking command centre.
- The first window is a worksheet. Enter the number of forecast days and review the worksheet. Add, change or delete entries on the worksheet.
- When everything is complete click Analyse Cash Needs.
- To print the Cash Flow analysis report, click the Print button at the bottom of the window.

To find the Cash Flow Analysis report

Reports menu > Index to Reports window >
Banking tab > Cheques & Deposits header

Cash Flow Analysis

Cheque Account: Date	General Cheque Account Description	Days To Look Ahead: Amount	25 Cash Available
4/11/04	Current Balance		\$13,719.83
6/11/04	Payroll Cheque - Domino	(\$1,251.59)	\$12,468.24
1/12/04	Payroll Cheque - Berry	(\$2,575.29)	\$9,892.95
	Payroll Cheque - Sham	(\$2,197.59)	\$7,695.36
4/12/04	Payroll Cheque - Domino	(\$1,251.59)	\$6,443.77
8/12/04	00000001 - Acme Sales Ltd.	\$6,000.00	\$12,443.77
	00000004 - Acme Sales Ltd.	\$5,752.02	\$18,195.79

See "Report Details Explanations" on page 20 for more information.

Note: Unlike all other reports that you customise using the Report Customisation window and display and print using the Report Display window, the Cash Flow Analysis report is viewed and printed through the Cash Flow Worksheet window. There are two filter selections in the Worksheet view of that window.

Filters

Bank Account
Days to look ahead

Sorted by

Due Date (running balance provided)

More Report Fields (not preselected)

None

Bank Statement report

This report displays the bank daily balances for a selected business bank account within a date range.

To find the Bank Statement report

Reports menu > Index to Reports window >
Banking tab > MYOB M-Powered bank statements header

Bank Statement Report

Bank Account Name: Sanyo Fisher
BSB Number: 063-001
Bank Account Number: 24345362

Currency: AUD

Date From: 31/03/2003 Date To: 31/03/2003

Date Printed: 21/07/2003 Time Printed: 9:13:48 AM

Date	Transaction Details	Withdrawal	Deposit	Balance
31/03/2003	CASH/CHEQUES		102,487.05	
31/03/2003	CASH/CHEQUES		100,000.00	
31/03/2003	INTER-BANK CREDIT BITS (BOM-000333)		825.30	
31/03/2003	CHEQUE 123024	516.67		
31/03/2003	CHEQUE 123073	325.30		
31/03/2003	CHEQUE 123076	700.00		
31/03/2003	CHEQUE 123081	1,072.50		
31/03/2003	CHEQUE 123091	4420.88		
31/03/2003	CHEQUE 123098	3077.40		
31/03/2003	CHEQUE 123101	613.00		
31/03/2003	CHEQUE 123105	500.00		
31/03/2003	CHEQUE 123106	8,281.00		
31/03/2003	CHEQUE 123110	1,691,81		
31/03/2003	TRANSFER DEBITS	181,834.21		
31/03/2003	TRANSFER DEBITS	40,144.75		
31/03/2003	TRANSFER DEBITS ELECTRONIC TRANSFER	2,000.00		
31/03/2003	TRANSFER DEBITS ELECTRONIC TRANSFER	2,000.00		
31/03/2003	TRANSFER DEBITS ELECTRONIC TRANSFER	2,000.00		
31/03/2003	AUTOMATIC DRAWINGS 00015121	2,126.82		
31/03/2003	AUTOMATIC DRAWINGS 00015173	710.08		

31/03/2003	CHARGES		3,564.23	52,266.30 DR
Total Withdrawals:	(18)	255,578.65		
Total Deposits	(3)	203,312.35		
Closing Balance		52,266.30 DR		
Debt Interest Accrual:		30.00		
Credit Interest Accrual:		Not Available		
Government Debit Tax Accrued		10.59		
Government Credit Tax Accrued		Not Available		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Bank Account

Advanced:

Dated From/To

Sorted by

Date

Subtotals / Totals

Deposits and Withdrawals

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Bank Account Balance report

This report displays the bank daily balances for a selected business bank account within a date range.

To find the Bank Account Balance report

Reports menu > Index to Reports window >
Banking tab > MYOB M-Powered bank statements header

Bank Account Balance Report

Bank Account Name: Sanyo Fisher
BSB Number: 063-001
Bank Account Number: 24345362

Currency: AUD

Date From: 31/03/2003 Date To: 31/03/2003

Date Printed: 21/07/2003 Time Printed: 9:13:48 AM

Date	Total Withdrawals	Trans.	Total Deposits	Trans.	Closing Balance
31/03/2003	255,578.65	18	203,312.35	3	52,266.30 DR

Total Withdrawals: (18) 255,578.65
Total Deposits (3) 203,312.35

Closing Balance 52,266.30 DR

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Bank Account

Advanced:

Dated From/To

Sorted by

None

Subtotals / Totals

Deposits and Withdrawals

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Bank Transaction Enquiry report

This report displays bank transactions for a selected business bank account based on selections by transaction type, date range and reference number range.

To find the Bank Transaction Enquiry report

Reports menu > Index to Reports window >
Banking tab > MYOB M-Powered bank statements header

Bank Transaction Enquiry Report

Bank Account Name: Sanyo Fisher
BSB Number: 063-001
Bank Account Number: 24345362

Currency: AUD

Date From: 31/03/2003 Date To: 31/03/2003

Date Printed: 21/07/2003 Time Printed: 9:13:48 AM

Search Criteria:

Transaction Type: Withdrawal Transactions
Amount Range: \$200 to \$500
Reference Number Range: to

Date	Transaction Details	Withdrawal	Deposit
31/03/2003	CHEQUE 123073	325.30	
31/03/2003	CHEQUE 123105	500.00	
<hr/>			
Total Withdrawals:	(2)	825.30	
Total Deposits	(0)	0.00	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Bank Account

Advanced:

Transaction Type: All/Deposit Transactions/Withdrawal Transactions

Dated From/To

Amount From/To

Reference Number From/To

Sorted by

Date

Subtotals / Totals

Deposits and Withdrawals

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Cash Disbursements Journal report

This journal displays all transactions entered in the Spend Money, Settle Returns & Credits, Pay Employees or Pay Bills windows within a period range.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Cash Disbursements Journal report

Reports menu > Index to Reports window >
Banking tab > Transaction Journals header

Cash Disbursements Journal 1/12/04 To 31/12/04

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
CD	1/12/04	Gasoline					
		3	1-1100	Cheque Account		\$100.00	
		3	6-1200	Car & Truck Expenses	\$100.00		
CD	2/12/04	Advice on Software					
		4	1-1100	Cheque Account		\$178.90	
		4	6-2000	Legal & Professional	\$178.90		01
CD	2/12/04	Monthly Insurance					
		5	1-1100	Cheque Account		\$45.00	
		5	6-1800	Insurance (other than health)	\$45.00		
CD	2/12/04	Payment; Supply Co.					
		2	1-1100	Cheque Account		\$5,000.00	
		2	2-1200	Accounts Payable	\$5,000.00		
Grand Total:					\$5,323.90	\$5,323.90	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Transaction Date

ID: From/To

Amount: From/To

Categories

Memo/Payee

Session Date Range

User IDs
Source Journal
Currencies

Sorted by

ID #

Subtotals / Totals

Grand Total:

Debit and Credit

More Report Fields (not preselected)

User ID
Session Date
Reconciled Date
Memo
Name
Payee
Allocation Memo

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Transaction source window; dependent on the SRC Journal type:

- GJ - General Journal Entry window
- CD - Spend Money, Pay Employees or Pay Supplier window
- CR - Prepare Bank Deposit or Receive Payments window
- SJ - Sales window
- PJ - Purchases window
- IJ - Inventory Adjustment or Inventory Transfer windows

Cash Receipts Journal report

This journal displays all transactions entered in Receive Money, Settle Returns & Debits and Receive Payments windows.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Cash Receipts Journal report

Reports menu > Index to Reports window >
Banking tab > Transaction Journals header

Cash Receipts Journal 1/12/04 To 31/12/04

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
CR	1/12/04	Payment; Acme Sales, Ltd.					
		CR000001	1-1100	Cheque Account	\$6,000.00		Claire
		CR000001	1-3000	Accounts Receivable		\$6,000.00	Claire
CR	1/12/04	Payment; Boffo Products					
		CR000002	1-1100	Cheque Account	\$5,000.00		
		CR000002	1-3000	Accounts Receivable		\$2,500.00	Claire
		CR000002	1-3000	Accounts Receivable		\$2,500.00	Claire
CR	2/12/04	Payment; Smith					
		CR000003	1-1100	Cheque Account	\$11,000.00		Claire
		CR000003	1-3000	Accounts Receivable		\$10,500.00	Claire
		CR000003	1-3000	Accounts Receivable		\$500.00	Claire
Grand Total:					\$22,000.00	\$22,000.00	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

TransactionDate

ID: From/To

Amount: From/To

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Sorted by

ID #

Subtotals / Totals

Grand Total:

Debit and Credit

More Report Fields (not preselected)

User ID

Session Date

Reconciled Date

Memo

Name

Payee

Allocation Memo

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window

CD - Spend Money, Pay Employees or Pay Supplier window

CR - Prepare Bank Deposit or Receive Payments window

SJ - Sales window

PJ - Purchases window

IJ - Inventory Adjustment or Inventory Transfer windows

Recurring Cheques report

This report displays the names of recurring cheque transactions, dates last recorded, frequencies and dates next due.

To find the Recurring Cheques report

Reports menu > Index to Reports window >
Banking tab > Recurring Transactions header

Recurring Cheques

Template Name	Frequency	Last Posted	Next Due
Commission Payment	Monthly	1/12/04	31/12//04
Interest Payment	Monthly	1/12/04	31/12/04
Monthly Insurance	Monthly	1/12/04	31/12/04
Monthly Utility Bill	Monthly	1/12/04	31/12//04
Postage for meter	Monthly	1/12/04	31/12/04

See “Report Details Explanations” on page 20 for more information.

Filters

General:

None

Advanced:

Recurring Type: General Journal/Cheques/Deposits/Paycheques

Sorted by

Transaction name (alphabetical)

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Transaction source window; dependent on the Recurring Type filter.

Recurring Deposits report

This report displays the names of recurring deposit transactions, dates last recorded, frequencies and dates next due.

To find the Recurring Deposits report

Reports menu > Index to Reports window >
Banking tab > Recurring Transactions header

Recurring Deposits

Template Name	Frequency	Last Posted	Next Due
Monthly Licence Fee	Monthly	11/9/04	12/10/04
Sam Lee, Misc.	Monthly	6/5/04	6/6/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Recurring Type: General Journal/Cheques/Deposits/Paycheques

Sorted by

Transaction name (alphabetical)

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Transaction source window; dependent on the Recurring Type filter.

To Do List - Recurring Transactions report

This report displays a list of recurring cheques, deposits and General Journal entries from the To Do List window.

Report Tip: If you use the recurring transaction feature of Premier, it's good to run this report just to check that you've entered all the recurring entries for the month. Enter the month-end date as the As Of Date in the Report Customisation window. When reviewing the report, look at the Last Posted Date to see if it was posted during the month.

Note: If it looks like it didn't get posted last month, check the Trial Balance report before entering it. Someone may have posted it without using Premier's recurring transaction feature.

To find the To Do List - Recurring Transactions report

Reports menu > Index to Reports window >
Banking tab > To Do List header

To Do List - Recurring Transactions 31/12/04

Template Name	Frequency	Last Posted	Next Due
Paycheque - Domino	Bi-Weekly	11/3/04	23/3/04
Paycheque - Berry	Monthly	11/3/04	12/4/04
Paycheque - Sham	Monthly	11/3/04	12/4/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

As Of: Date

Sorted by

Overdue Date

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: To Do List window

GST [Summary - Accrual] report

This report provides a summary of tax charged on invoices, bills (not necessarily collected or paid), cheques and deposits within a date range, sorted by tax code.

To find the GST [Summary - Accrual] report

Reports menu > Index to Reports window >
GST/Sales Tax tab > GST Reports header

GST [Summary - Accrual] 1/9/04 through 31/12/04

Code	Description	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
X	Exempt	0.000%	\$32,000.00	\$25,227.95		
A	5% Taxable	5.000%	\$23,708.50		\$1,185.43	
				Total:	\$1,185.43	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Tax Codes: All/Selected

Cards: All/Selected

Advanced:

Card Type

Dated From/To

Identifiers

Postcode: From/To

Last Contact Before

Recontact By

Collected/Paid

Currencies

Sorted by

Tax Code

Subtotals / Totals

Subtotal for each Tax Code By:

Sale Value

Purchase Value

Tax Collected

Tax Paid

Grand Total:

Tax Collected

Tax Paid

More Report Fields (not preselected)

None

Finishing Choices

- Include 0.00 Balances
- Add to Reports Menu
- Prevent Data Changes During Report Generation
- Display Sales Values: Tax Inclusive/Exclusive
- Display Purchase Values: Tax Inclusive/Exclusive
- Include Company Name
- Include Company Address
- Include Report Date and Time

Drill Down to Source window

- None

GST [Summary - Cash] report

This report provides a summary of tax collected or paid from customer payments, supplier payments, cheques and deposits, and debit and credit note settlements for the selected payment date range, sorted by tax code.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the GST [Summary - Cash] report

Reports menu > Index to Reports window >
GST/Sales Tax tab > GST Reports header

GST [Summary - Cash] 1/9/04 through 31/12/04

Code	Description	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
X	Exempt	0.000%	\$9,000.00	\$15,000.00		
A	5% Taxable	5.000%	<u>\$12,380.95</u>			
					<u>\$619.05</u>	
				Total:	\$619.05	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Tax Codes: All/Selected

Cards: All/Selected

Advanced:

Card Type

Dated From/To

Identifiers

Postcode: From/To

Last Contact Before

Recontact By

Collected/Paid

Currencies

Sorted by

Tax Code

Subtotals / Totals

Subtotal for each Tax Code by:

Sale Value

Purchase Value

Tax Collected

Tax Paid

Grand Total: Tax Collected, Tax Paid

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation
Display Sales Values: Tax Inclusive/Exclusive
Display Purchase Values: Tax Inclusive/Exclusive
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

GST [Detail - Accrual] report

This report provides a listing of invoices, bills (charged, but not necessarily collected or paid), cheques and deposits with the tax amounts for the selected date range sorted by tax code.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the GST [Detail - Accrual] report

Reports menu > Index to Reports window >
GST/Sales Tax tab > GST Reports header

GST [Detail - Accrual] 1/9/04 through 31/12/04

Date	ID #	Name	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
Exempt							
15/9/04	00000001	World of Widgets	0.000%		\$10,000.00		
1/10/04	00000001	Acme Sales, Ltd.	0.000%	\$12,000.00			
1/10/04	00000003	World of Widgets	0.000%		\$1,045.00		
1/11/04	00000002	Boffo Products	0.000%	\$10,000.00			
1/11/04	00000004	World of Widgets	0.000%		\$893.00		
1/12/04	00000002	Wholesale Supply	0.000%		\$11,000.00		
1/12/04	00000003	Widgets by Smith	0.000%	\$10,000.00			
1/12/04	00000005	World of Widgets	0.000%		\$262.20		
30/12/04	00000007	Wholesale Supply	0.000%		\$2,080.00		
30/12/04	00000008	World of Widgets	0.000%		(\$52.25)		
		Total:		\$32,000.00	\$25,227.95	\$0.00	\$0.00
A 5% Tax							
1/10/04	00000004	Acme Sales, Ltd.	5.000%	\$5,001.75		\$250.09	
1/11/04	00000005	Boffo Products	5.000%	\$225.00		\$11.25	
1/11/04	00000006	Acme Sales, Ltd.	5.000%	(\$403.75)		(\$20.19)	
1/11/04	00000007	Widgets by Smith	5.000%	\$10,000.00		\$500.00	
15/12/04	00000008	Acme Sales, Ltd.	5.000%	\$1,567.50		\$78.38	
15/12/04	00000009	Boffo Products	5.000%	\$3,618.00		\$180.90	
15/12/04	00000010	Widgets by Smith	5.000%	\$1,700.00		\$85.00	
15/12/04	00000011	Widgets by Smith	5.000%	\$2,000.00		\$100.00	
		Total:		\$23,708.50	\$0.00	\$1,185.43	\$0.00
		Grand Total:				\$1,185.43	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

Tax Codes: All/Selected

Cards: All/Selected

Advanced:

Card Type

Dated From/To

Identifiers

Postcode: From/To

Last Contact Before

Recontact By

Collected/Paid

Currencies

Sorted by

Tax Code

Subtotals / Totals

Subtotal for each Tax Code By:

Sale Value

Purchase Value

Tax Collected, Tax Paid

Grand Total:

Sale Value

Purchase Value

Tax Collected, Tax Paid

More Report Fields (not preselected)

Memo

Their Inv/P.O. #

Category

A.B.N.

A.B.N. Branch

Finishing Choices

Separate Pages

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Display Sales Values: Tax Inclusive/Exclusive

Display Purchase Values: Tax Inclusive/Exclusive

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Sales or Purchases window

GST [Detail - Cash] report

This report provides a listing of customer payments, supplier payments, cheques and deposits, and debit and credit note settlements, with the tax collected or paid, for the selected payment date range, sorted by tax code.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the GST [Detail - Cash] report

Reports menu > Index to Reports window >
GST/Sales Tax tab > GST Reports header

GST [Detail - Cash] 1/9/04 through 31/12/04

Date	ID #	Name	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
X	Exempt						
1/12/04	001	World of Widgets	0.000%		\$10,000.00		
1/12/04	002	Wholesale Supply Co.	0.000%		\$5,000.00		
1/12/04	CR000001	Acme Sales, Ltd.	0.000%	\$6,000.00			
30/12/04	CR000002	Boffo Products	0.000%	\$2,500.00			
30/12/04	CR000003	Widgets by Smith	0.000%	\$500.00			
		Total:		\$9,000.00	\$15,000.00	\$0.00	\$0.00
A	5% Taxable						
30/12/04	CR000002	Boffo Products	5.000%	\$2,380.95		\$119.05	
30/12/04	CR000003	Widgets by Smith	5.000%	\$10,000.00		\$500.00	
		Total:		\$12,380.95	\$0.00	\$619.05	\$0.00
		Grand Total:		\$21,380.95	\$15,000.00	\$619.05	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Tax Codes: All/Selected

Cards: All/Selected

Advanced:

Card Type

Dated From/To

Identifiers

Postcode: From/To

Last Contact Before

Recontact By
Collected/Paid
Currencies

Sorted by

Tax Code

Subtotals / Totals

Subtotal for each Tax Code By:

Sale Value
Purchase Value
Tax Collected
Tax Paid

Grand Total:

Sale Value
Purchase Value
Tax Collected
Tax Paid

More Report Fields (not preselected)

Memo
Their Inv/P.O. #
Category
A.B.N.
A.B.N. Branch

Finishing Choices

Separate Pages
Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation
Display Sales Values: Tax Inclusive/Exclusive
Display Purchase Values: Tax Inclusive/Exclusive
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Pay Bills or Receive Payments window

Tax Amount Variance report

Displays the difference between calculated and posted tax amounts for selected transactions, sorted by tax code, dates and transaction type (sale or purchase). This report does not display any item that has a variance of \$0.00 (for example, a tax amount that may have been adjusted and then changed back to the original value).

Note: Although MYOB warns against such changes, some transactions might require adjustments of tax amounts assigned. Because these changes possibly affect BAS calculations, it's useful to use this report to display all transactions with edited tax amounts, within the specified dates and tax codes.

To find the Tax Amount Variance report

Reports menu > Index to Reports window >
GST/Sales Tax tab > GST/Sales Tax header

Tax Amount Variance Report 1/6/04 To 30/6/04

Date	ID #	Scr	Name	Tax Basis	Rate	Posted Tax	Calc. Tax	Variance
Tax	Tax Description							
12/6/2004	0000165	SJ	Customer Card	\$150.00	10.00%	\$12.00	\$15.00	\$3.00
12/6/2004	0000081	GJ	Accounting Adj.	\$375.00	10.00%	\$25.00	\$37.50	\$12.50
N-T	No Tax							
12/6/2004	000015C	SJ	Customer Card	-\$350.00	0.00%	-\$10.00	\$0.00	\$10.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Tax Codes: All/Selected

Advanced:

Dated From/To

Display: Sales Variances/Purchases Variances

Sorted by

Tax Code, then Date, then Transaction Type

Subtotals / Totals

None

More Report Fields (not preselected)

Account #

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Date, ID #, Scr, Name, Tax Basis, Rate, Posted Tax

Opens: original transaction window

Tax Code Exceptions [Cash Transactions] report

Provides a listing of spend and/or receive money transactions with no tax code allocated for the selected period range.

To find the Tax Code Exceptions [Cash Transactions] report

Reports menu > Index to Reports window >
GST/Sales Tax tab > Tax Code Reports header

Tax Code Exceptions [Cash Transactions] 1/9/04 through 18/9/04

Date	Cheque/CR #	Name	Amount
1/9/04	000207	Acme Computer Sales	\$295.00
12/9/04	000234	Basics Office Equipment	\$15.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

Transaction Type

Sorted by

Cheque/CR #

More Report Fields (not preselected)

Memo

A.B.N.

A.B.N. Branch

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Spend Money or Receive Money window

Tax Code Exceptions [Invoice Transactions] report

This report provides a listing of sales and/or purchase transactions with no tax code allocated for the selected period range.

To find the Tax Code Exceptions [Invoice Transactions] report

Reports menu > Index to Reports window >
GST/Sales Tax tab > Tax Code Reports header

Tax Code Exceptions [Invoice Transactions] 1/12/04 through 31/12/04

Date	Invoice/PO #	Name	Amount	Status	Their Inv/PO #
1/12/04	000008	Boffo Products	\$156.36	Open	
1/12/04	000008	Boffo Products	\$250.00	Open	
1/12/04	000008	Boffo Products	\$117.25	Open	
1/12/04	000010	Acme Sales	\$400.00	Open	
1/12/04	000010	Acme Sales	\$56.95	Open	
1/12/04	000015	Widgets by Smith	(\$112.00)	Credit	
12/12/04	000025	Annabelle's Closets	\$425.00	Open	
12/12/04	PJ000012	Wholesale Supply	\$250.95	Open	
12/12/04	PJ000012	Wholesale Supply	\$12.50	Open	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Dated From/To

ID From/To

Amount From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO # From/To

Status

Transaction Type: All/Sales/Purchases

Currencies

Sorted by

Invoice/PO #

Name

More Report Fields (not preselected)

Memo

Their Inv/PO #

A.B.N.

A.B.N. Branch

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Sales or Purchases window

Tax Code List report

This report displays the tax codes and associated information you've created using the Tax Code Information window.

To find the Tax Code List report

Reports menu > Index to Reports window >
/Sales Tax tab > Tax Code Reports header

Tax Code List

Tax Code	Description	Tax Type	Rate
–			
E	Exempt	Sales Tax	0.000%
EXP	GST - Free Exports	Goods & Services Tax	0.000%
FRE	GST Free	Goods & Services Tax	0.000%
GCA	GST on Capital Acquisitions	Goods & Services Tax	10.000%
GN2	GST NR, payment withheld	Voluntary Withholdings	(48.500%)
GNR	GST (non-registered)	Input Taxed	0.000%
GST	Goods & Services Tax	Goods & Services Tax	10.000%
GW	Consolidated WEG & WET	Consolidated	41.900%
IMP	Import Duty	Import Duty	5.000%
INP	Input Taxed Purchases	Input Taxed	10.000%
ITS	Input Taxed Sales	Goods & Services Tax	0.000%
LCT	Car Tax	Luxury Car Tax	25.000%
N	Non-taxable	Sales Tax	0.000%
Not Reportable	No Tax	Goods & Services Tax	0.000%
PRI	GST Private Use	Goods & Services Tax	10.000%
Q	Quoted	Sales Tax	0.000%
QUE	GST Queries	Goods & Services Tax	10.000%
S	Taxable - 22%	Sales Tax	22.000%
VWH	Voluntary Withholdings	Voluntary Withholdings	(20.000%)
WEG	GST on Wine Equalisation Tax	Goods & Services Tax	12.900%
WET	Wine Equalisation Tax	Sales Tax	29.000%
WST	Wholesale Sales Tax	Sales Tax	22.000%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Tax Codes: All/Selected

Advanced:

Tax Type

Sorted by

Tax Code or Description (based on filter selection)

More Report Fields (not preselected)

Tax Collected
Collected Description
Tax Paid
Paid Description
Linked Card

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Tax Code/Description
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Tax Code Information window

Tax Information Reconciliation [Summary] report

This report displays a list of linked tax collected/paid accounts during a specified period, with one line displayed for each tax code associated with the account. If there are any inconsistencies (for example, inappropriate transactions allocated to tax linked accounts) an "Out of Balance" figure will be displayed. The report might be used as a supplement to the BAS completion. This report assumes that the beginning balance of the reconciling linked tax collected/paid account for the period is the closing balance for the previous period and has been paid/received, and only displays figures for the current financial year. Users should use back up copies of previous years to create a reconciliation report for dates in previous financial years.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Tax Information Reconciliation [Summary] report

Reports menu > Index to Reports window >
GST/Sales Tax tab > Reconciliation Reports header

Tax Information Reconciliation [Summary] Report 1/12/01 To 31/12/01

Code	Description	Rate	Tax Collected	Tax Paid
2-1310	GST Collected on Sales			
FRE	GST Free	0.000%	\$0.00	
GST	Goods & Services Tax	10.000%	\$48.63	
N-T	No Tax	0.000%	\$0.00	
Total:			\$48.63	\$0.00

Expected Account Balance on 12/31/04	\$838.63
Actual Account Balance on 12/31/04	\$838.63
Out of Balance:	\$0.00

2-1330	GST Paid			
	GST	10.0%	\$0.00	\$22.80
Total:			\$22.80	

Expected Account Balance on 12/31/04:	\$372.58
Actual Account Balance on 12/31/04;	\$372.58
Out of Balance:	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

Accounts All/Selected

Advanced:

Dated From/To

Financial Year: This Year/Next Year

Sorted by

Tax Code

Subtotals / Totals

Subtotals: Tax Collected, Tax Paid

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account number, Account name

Opens: Account Information window

Click: Code, Description

Opens: Tax Code Information window

Click: Actual Account Balance

Opens: Account view of Find Transactions window

Tax Information Reconciliation [Detail] report

This report displays a list of linked tax collected/paid accounts during a specified period. If there are any inconsistencies (for example, inappropriate transactions allocated to tax linked accounts) an "Out of Balance" figure will be displayed. The report might be used as a supplement to the BAS completion. This report assumes that the beginning balance of the reconciling linked tax collected paid account for the period is the closing balance for the previous period and has been paid/received, and only displays figures for the current financial year. Users should use back up copies of previous years to create a reconciliation report for dates in previous financial years.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Tax Information Reconciliation [Detail] report

Reports menu > Index to Reports window >
GST/Sales Tax tab > Reconciliation Reports header

Tax Information Reconciliation [Detail] Report 1/10/04 To 31/12/04

Date	ID #	Name	Rate	Tax Collected	Tax Paid
2-1310	GST Collected				
FRE	GST Free				
12/11/2004	00000003	Customer 2	0.000%	\$0.00	
31/11/2004	CR00001	Payor 1	0.000%	\$0.00	
			Total:	\$0.00	\$0.00
GST	Goods & Services Tax				
10/10/2004	00000001	Customer 1	10.000%	\$0.00	
12/11/2004	00000003	Customer 2	10.000%	\$12.27	
31/11/2004	CR00001	Payor 1	10.000%	\$36.36	
			Total:	\$0.00	\$0.00
			Grand Total:	\$48.63	\$0.00
Expected Account Balance on 12/31/04:			\$986.64		
Actual Account Balance on 12/31/04;			\$986.64		
Out of Balance:			\$0.00		

2-1330	GST Paid				
GST	Goods & Services Tax				
10/10/2004	00000001	Supplier 1	10.000%	\$0.00	\$256.47
12/11/2004	00000003	Supplier 2	10.000%	\$0.00	\$112.25
			Total:	\$0.00	\$256.39
			Grand Total:	\$0.00	\$368.72

Expected Account Balance on 12/31/04: \$922.69
 Actual Account Balance on 12/31/04; \$922.69
 Out of Balance: \$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts All/Selected

Advanced:

Dated From/To

Financial Year: This Year/Next Year

Sorted by

Tax Code

Subtotals / Totals

Subtotals: Tax Collected, Tax Paid for each Tax Code

Grand Total: Tax Collected, Tax Paid

More Report Fields (not preselected)

Card

This Inv/P.O. #

Finishing Choices

Include 0.00 Balances

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Account number, Account name

Opens: Account Information window

Click: Code, Description

Opens: Tax Code Information window

Click: Date, ID #, Name, Rate, Tax Collected, Tax Paid

Opens: original transaction window

Aged Receivables [Summary] report

For each customer, this report displays a single line with the customer's current balance followed by the age of that balance.

Report Tip: Run this report every week or so. If the bulk of your receivables are under 30 days, it's pretty good; 31 to 60 days prepare a dunning list report (Aged Receivables [Detail] report). Anything over 90 days you should consider calling in a bill collection agency.

To find the Aged Receivables [Summary] report

Reports menu > Index to Reports window >
Sales tab > Receivables header

Aged Receivables [Summary] 31/12/04

Name	Total Due	0-30	31 - 60	61 - 90	90+
Acme Sales Ltd.	\$2,629.51	\$2,253.82	(\$464.31)	\$0.00	\$840.00
Boffo Products	\$1,660.70	\$1,660.70	\$0.00	\$0.00	\$0.00
Widgets by Smith	\$14,755.00	\$13,755.00	\$1,000.00	\$0.00	\$0.00
Grand Total:	\$19,045.21	\$17,669.52	\$535.69	\$0.00	\$840.00
Ageing Percent:		92.8%	2.9%	0.0%	4.4%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Ageing Date

Identifiers

Ageing Method

Currencies

Sorted by

Customer (alphabetical)

Subtotals / Totals

Subtotal:

Total Due

Ageing Date

Ageing Percent

More Report Fields (not preselected)

Card ID

Custom List # 1, # 2, # 3

Custom Field # 1, # 2, # 3

Address1 Phone # 1

Finishing Choices

Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation
Display in: Originating Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name
Opens: Profile view of Card Information window

Click: Total Due, Ageing columns
Opens: Analyse Receivables window

Aged Receivables [Detail] report

For each customer, this report displays the customer's current balance followed by a list of their open sales with the amount due in the appropriate ageing column.

Report Tip: Use this as a "dunning report". It shows every open invoice and notes the customer's name and phone number. Don't be shy about calling up a late payer. In a small business cash flow is sometimes more important than paper profits.

In the Report Customisation window, check Separate Pages so each customer is on their own page. This gives you room to jot down notes about your contact experience at the bottom of the page. Or, if you are in front of the Premier screen while calling, use the customer's contact log to make your notes.

To find the Aged Receivables [Detail] report

Reports menu > Index to Reports window >
Sales tab > Receivables header

Aged Receivables [Detail] 31/12/04

Name	ID #	Date	Total Due	0-30	31 - 60	61 - 90	90+
Acme Sales Ltd.			ASI322				
Marvin Acme (02) 8765 9876							
C.O.D.							
	00000001	9/10/04	\$6,000.00				\$6,000.00
	00000004	9/10/04	\$5,752.02				\$5,752.02
	00000008	2/12/04	\$1,802.62	\$1,802.62			
	00000006	11/12/04	(\$464.31)		(\$464.31)		
		Total:	\$13,090.33	\$1,802.62	(\$464.31)	\$0.00	\$11,752.02
Boffo Products			BP233				
Joseph Boffo (02) 8765 9876							
C.O.D.							
	00000002	11/11/04	\$7,500.00		\$7,500.00		
	00000005	11/11/04	\$258.75		\$258.75		
	00000009	2/12/04	\$1,660.70	\$1,660.70			
		Total:	\$9,419.45	\$1,660.70	\$7,758.75	\$0.00	\$0.00
Widgets by Smith			WS1002				
(02) 7776 5554							
C.O.D.							
	00000007	11/11/04	\$1,000.00		\$1,000.00		
	00000003	1/12/04	\$9,500.00	\$9,500.00			
	00000010	2/12/04	\$1,955.00	\$1,955.00			

00000011	2/12/04	\$2,300.00	\$2,300.00			
	Total:	\$14,755.00	\$13,755.00	\$1,000.00	\$0.00	\$0.00
Grand Total:		\$37,264.78	\$17,218.32	\$8,294.44	\$0.00	\$11,752.02
Ageing Percent:			46.2%	22.3%	0.0%	31.5%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected
 Custom List # 1, # 2, # 3

Advanced:

Ageing Date
 Identifiers
 Ageing Method
 Currencies

Sorted by

Customer (alphabetical)

Subtotals / Totals

Subtotal:

Total Due
 Ageing Date

Grand Total:

Total Due
 Ageing Date
 Ageing Percent

More Report Fields (not preselected)

Original Amount
 Paid to Date
 Contact
 Customers's PO #
 Volume Discount
 Due Date
 Promised Date
 Terms
 Custom List # 1, # 2, # 3
 Custom Field # 1, # 2, # 3
 Tax ID
 Category
 Salesperson

Finishing Choices

Include 0.00 Balances
 Separate Pages
 Add to Reports Menu
 Prevent Data Changes During Report Generation
 Display in: Originating Currency/Local Currency
 Include Company Name
 Include Company Address
 Include Report Date and Time

Drill Down to Source window

Click: Name, Card ID, Contact, Phone #, Terms

Opens: Profile view of Card Information window

Click: ID #, Date

Opens: Sales window

Click: Total Due, Ageing columns

Opens: Analyse Receivables window

Receivables Reconciliation [Summary] report

This report displays a list of receivables as of a specific date presented in a one line per customer format. Includes a comparison of the total due to the balance sheet receivables amount with the difference, if any.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Receivables Reconciliation [Summary] report

Reports menu > Index to Reports window >
Sales tab > Receivables header

Receivables Reconciliation [Summary] 31/12/04

Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Acme Sales Ltd.	\$1,338.31	\$1,802.62	(\$464.31)	\$0.00	\$0.00
Boffo Products	\$1,660.70	\$1,660.70	\$0.00	\$0.00	\$0.00
Widgets by Smith	\$14,755.00	\$13,755.00	\$1,000.00	\$0.00	\$0.00
Total:	\$17,754.01	\$17,218.32	\$535.69	\$0.00	\$0.00
Ageing Percent:		96.0%	3.0%	0.0%	0.0%

Receivables Account: \$17,754.01
Out of Balance Amount: \$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected
Custom List # 1, # 2, # 3

Advanced:

Receivables As Of
Identifiers
Ageing Method
Currencies

Sorted by

Customer (alphabetical)

Subtotals / Totals

Subtotals:

Total Due
Ageing Date
Ageing Percent
Receivables Account
Out of Balance Amount

More Report Fields (not preselected)

Card ID

Custom List # 1, # 2, # 3

Custom Field # 1, # 2, # 3

Address 1 Phone # 1

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Display in: Originating Currency/Local Currency

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Name

Opens: Profile view of Card Information window

Click: Total Due, Ageing columns

Opens: Analyse Receivables window

Receivables Reconciliation [Detail] report

This report displays a list of receivables as of a specific date presented in a one line per invoice format. Includes a comparison of the total to the balance sheet receivables amount with the difference if any.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Receivables Reconciliation [Detail] report

Reports menu > Index to Reports window >
Sales tab > Receivables header

Receivables Reconciliation [Detail] 31/12/04

Name	ID #	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
Acme Sales Ltd.			*None				
Marvin Acme							
515-555-1919							
	00000008	1/12/04	\$1,802.62	\$1,802.62			
	00000006	11/11/04	(\$464.31)		(\$464.31)		
	Total:		\$1,338.31	\$1,802.62	(\$464.31)	\$0.00	\$0.00
Boffo Products			BP123				
Joseph Boffo							
902-555-8777							
	00000009	2/12/04	\$1,660.70	\$1,660.70			
	Total:		\$1,660.70	\$1,660.70	\$0.00	\$0.00	\$0.00
Widgets by Smith			*None				
604-555-4958							
	00000007	11/11/04	\$1,000.00		\$1,000.00		
	00000003	2/12/04	\$9,500.00	\$9,500.00			
	00000010	1/12/04	\$1,955.00	\$1,955.00			
	00000011	24/12/04	\$2,300.00	\$2,300.00			
	Total:		\$14,755.00	\$13,755.00	\$1,000.00	\$0.00	\$0.00
Grand Total:			\$17,754.01	\$17,218.32	\$535.69	\$0.00	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Receivables As Of

Identifiers
Ageing Method
Currencies

Sorted by

Customer (alphabetical)

Subtotals / Totals

Subtotals:

Total Due
Ageing Date

Grand Totals:

Total Due
Receivables Account
Ageing Percent

More Report Fields (not preselected)

Their Inv/PO #
Due Date
Promised Date
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Tax ID
Category

Finishing Choices

Include 0.00 Balances
Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Display in: Originating Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name, Card ID, Contact, Phone #, Terms
Opens: Profile view of Card Information window

Click: ID #, Date

Opens: Sales window

Click: Total Due, Ageing columns

Opens: Analyse Receivables window

Sales [Item Summary] report

This report displays the total quantity and sales amount, summarised by customer, for specific items within the period range.

To find the Sales [Item Summary] report

Reports menu > Index to Reports window >
Sales tab > Item header

Sales [Item Summary] 1/10/04 through 15/12/04

Item	Name	Quantity	Amount
100-101A5	Widgets		
	Acme Sales Ltd.	25	\$403.75
	Boffo Products	1	\$15.30
	Widgets by Smith	100	\$1,700.00
	Widgets Total:	126	\$2,119.05
200-101A5	Gadgets		
	Acme Sales Ltd.	55	\$1,724.25
	Boffo Products	1	\$29.70
	Gadgets Total:	56	\$1,753.95
300-101B6	Whoosies		
	Acme Sales Ltd.	5	\$237.50
	Boffo Products	1	\$45.00
	Whoosies Total:	6	\$282.50
400-101	Whatsits		
	Acme Sales Ltd.	5	\$318.25
	Boffo Products	61	\$3,678.30
	Whatsits Total:	66	\$3,996.55
500-101D3	Thingies		
	Boffo Products	1	\$74.70
	Thingies Total:	1	\$74.70
600-101G8	Gizmos		
	Acme Sales Ltd.	5	\$475.00
	Widgets by Smith	100	\$10,000.00
	Gizmos Total:	105	\$10,475.00
700-101U7	Thingamabobs		

Acme Sales Ltd.	10	\$1,111.50
Thingamabobs Total:	10	\$1,111.50

800-101R9 Whachamacallits

Acme Sales Ltd.	15	\$1,895.25
Whachamacallits Total:	15	\$1,895.25

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #

Sale Status

Currencies

Sorted by

Item #

Subtotals / Totals

Subtotals for each Item #:

Quantity

Amount

More Report Fields (not preselected)

Item Description

Custom List # 1, # 2, # 3

Custom Field # 1, # 2, # 3

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Item Name and #

Opens: Profile view of Item Information window

Click: Customer Name

Opens: Profile view of Card Information window

Sales [Item Detail] report

This report displays the quantity and sale amount on sale-by-sale basis for selected items within the period range.

To find Sales [Item Detail] report

Reports menu > Index to Reports window >
Sales tab > Item header

Sales [Item Detail] 1/10/04 through 15/12/04

Name	ID #	Date	Quantity	Amount	Status	Promised Date
100-101A5	Widgets					
Acme Sales Ltd.	00000004	1/10/04	50	\$807.50	Closed	12/12/04
Acme Sales Ltd.	00000006	1/11/04	-25	(\$403.75)	Credit	
Boffo Products	00000005	1/11/04	1	\$15.30	Closed	
Widgets by Smith	00000010	12/12/04	100	\$1,700.00	Open	
	Widgets Total:		126	\$2,119.05		
200-101A5	Gadgets					
Acme Sales Ltd.	00000004	1/10/04	5	\$156.75	Closed	12/12/04
Acme Sales Ltd.	00000008	12/10/04	50	\$1,567.50	Open	
Boffo Products	00000005	12/11/04	1	\$29.70	Closed	
	Gadgets Total:		56	\$1,753.95		
300-101B6	Whoosies					
Acme Sales Ltd.	00000004	1/10/04	5	\$237.50	Closed	12/12/04
Boffo Products	00000005	1/11/04	1	\$45.00	Closed	
	Whoosies Total:		6	\$282.50		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #
Sale Status
Currencies

Sorted by

Item #

Subtotals / Totals

Subtotals for each Item #:

Quantity
Amount

More Report Fields (not preselected)

Supplier Item #
Units on Hand
B/Unit
S/Unit
Last Cost
Average Cost
S/Price
B/Price
Customer's PO #
Billing Address
Billing Address Phone #1
Billing Address Contact
Notes
Terms
Credit Limit
Volume Disc. %
Amount Paid
Current Balance
Tax ID
Freight
Memo
Comments
Ship Via
Job
Due Date
Category
Item Description
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Salesperson
Referral Source
Customer Card ID

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Print Card Totals
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Item Name and #

Opens: Profile view of Item Information window

Click: Customer Name, ID #, Date, Quantity, Amount, Status, Promised Date
Opens: Sales window

Analyse Sales [Item] report

This report displays sales, cost of sales, gross profit, units, average cost and per cent margin for specific items within a range of accounting periods, based on recorded invoices, not including quotes and orders.

Report Tip: Consider running this report every quarter. It looks at all the items you sell and calculates gross sales, cost of sales, gross profit, per cent margin, units sold, and average cost per item for the selected period. Pay particular attention to per cent margin. Are there items you sell that are significantly more profitable than others? Should you emphasise those items over the others? What impact will this have on your inventory, your spending, or your competitive position?

To select multiple months, click and drag the month selector in the Report Customisation window.

To find the Analyse Sales [Item] report

Reports menu > Index to Reports window >
Sales tab > Item header

Analyse Sales [Item] 1/10/04 through 15/10/04

Item #	Item Name	Sales	Cost of Sales	Gross Profit	% Margin	Units Sold	Average Cost
100-101A5	Widgets	\$1,700.00	\$1,014.60	\$685.40	40.3%	100	\$10.146
200-101A5	Gadgets	\$1,567.50	\$1,001.33	\$566.17	36.1%	50	\$20.027
400-101	Whatsits	\$3,618.00	\$2,404.71	\$1,213.29	33.5%	60	\$40.079
		\$6,885.50	\$4,420.64	\$2,464.86	35.8%		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List # 1, # 2, # 3

Advanced:

Dated: From/To (month)
Dated: From/To (year)
Analyse Sales for: (year)

Sorted by

Item #

Subtotals / Totals

Subtotals:

Sales
Cost of Sales
Gross Profit
% Margin

More Report Fields (not preselected)

Item Description

Custom Field # 1, # 2, # 3

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Item Name and #

Opens: Profile view of Item Information window

Click: Sales, Cost of Sales, Gross Profit, % Margin, Units Sold, Average Cost

Opens: History view of Item Information window

Analyse Sales [Item - FY Comparison] report

For all items sold, this report compares sales, units sold, gross profit and per cent margin in the selected year, based on recorded invoices, not including orders or quotes.

Report Tip: As with most analysis reports, focus on the per cent difference. What changed from year to year? Look at items you emphasised this year. Did any of your sales campaigns pay off? If you ran a sale, did you make more money or just sell more units?

To select multiple months, click and drag the month selector in the Report Customisation window.

To find Analyse Sales [Item - FY Comparison] report

Reports menu > Index to Reports window >
Sales tab > Item header

Analyse Sales [Item - FY Comparison] December 2004

Item		This Year	FY 2004	Difference	% Difference
100-101A5	Widgets				
	Sales:	\$1,700.00	\$1,500.00	\$200.00	13.3%
	Units:	100	90	10	11.1%
	Gross Profit:	\$685.40	\$550.00	\$135.40	24.6%
	% Margin:	40.3%	36.7%	3.7%	
200-101A5	Gadgets				
	Sales:	\$1,567.50	\$1,600.00	(\$32.50)	(2.0%)
	Units:	50	55	-5	(9.1%)
	Gross Profit:	\$566.17	\$400.00	\$166.17	41.5%
	% Margin:	36.1%	25.0%	11.1%	
400-101	Whatsits				
	Sales:	\$3,618.00	\$3,000.00	\$618.00	20.6%
	Units:	60	40	20	50.0%
	Gross Profit:	\$1,213.29	\$1,000.00	\$213.29	21.3%
	% Margin:	33.5%	33.3%	0.2%	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To (month)

Analyse Sales for: (year)

Sorted by

Item #

More Report Fields (not preselected)

Item Description

Custom Field # 1, # 2, # 3

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Item Name and #

Opens: Profile view of Item Information window

Click: Sales, Cost of Sales, Gross Profit,% Margin, Units Sold, Average Cost

Opens: History view of Item Information window

Analyse Sales [Item Spreadsheet] report

This report displays your choice of item sales, quantities sold or cost of sales for multiple accounting periods in spreadsheet format, based on recorded invoices, not including quotes or orders. Note: This report is also available for *units sold* and *cost of sales* analysis.

To find the Analyse Sales [Item Spreadsheet] report

Reports menu > Index to Reports window >
Sales tab > Item header

Analyse Sales [Item Spreadsheet] October 2004 through December 2004

Item		October	November	December	Total
100-101A5	Widgets	\$807.50	(\$388.45)	\$1,700.00	\$2,119.05
200-101A5	Gadgets	\$156.75	\$29.70	\$1,567.50	\$1,753.95
300-101B6	Whoosies	\$237.50	\$45.00	\$0.00	\$282.50
400-101	Whatsits	\$318.25	\$60.30	\$3,618.00	\$3,996.55
500-101D3	Thingies	\$0.00	\$74.70	\$0.00	\$74.70
600-101G8	Gizmos	\$475.00	\$10,000.00	\$0.00	\$10,475.00
700-101U7	Thingamabobs	\$1,111.50	\$0.00	\$0.00	\$1,111.50
800-101R9	Whachamacallits	\$1,895.25	\$0.00	\$0.00	\$1,895.25
		\$5,001.75	\$9,821.25	\$6,885.50	\$21,708.50

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To (month)

Analyse Sales for: (year)

Sorted by

Item #

Subtotals / Totals

Subtotals:

Dollars Sold

Units Sold

Cost of Sales

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Analyse: Dollars Sold/Units Sold/Cost of Sales

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Item Name and #

Opens: Profile view of Item Information window

Click: Amount for each Month

Opens: History view of Item Information window

Sales [Activity Summary] report

This report displays the total unit and dollars sales for selected activities within a date range, listed by customer.

To find the Sales [Activity Summary] report

Reports menu > Index to Reports window >
Sales tab > Activity header

Sales [Activity Summary] 23/10/04

Activity ID	Name	Units	Amount
000000001	Consulting Services		
	Karen Mitchell	2.27	\$134.13
	Consulting Services Total:	2.27	\$134.13
HCA000008	Accounting Services		
	Debbie Banks	160.447	\$1,564.36
	Accounting Services Total:	160.447	\$1,564.36
HCA000012	Marketing Planning		
	Debbie Banks	12.000	\$482.28
	Karen Mitchell	32.346	\$1,300.00
	Marketing Planning Total:	44.346	\$1,782.28
HCC000007	Network Consulting and Service		
	Annabelle's Closet	30.888	\$262.55
	Network Consulting and Service Total:	30.888	\$262.55
HCC000010	Automated Bookkeeping Services		
	Annabelle's Closet	23.000	\$1,035.00
	Automated Bookkeeping Services Total:	23.000	\$1,035.00
HCE000009	Bookkeeping Services		
	Annabelle's Closet	2.800	\$90.44
	Bookkeeping Services Total:	2.800	\$90.44
NCA000018	Consulting Type A		
	Debbie Banks	14.815	\$300.00
	Consulting Type A Total:	14.815	\$300.00
NCC000017	Additional Research		
	George's World	47.619	\$1000.00
	Additional Research Total:	47.619	\$1000.00

See “Report Details Explanations” on page 20 for more information.

Filters**General:**

Activities: All/Selected

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #

Sale Status

Currencies

Sorted by

Activity

Subtotals / Totals

Subtotals for each Activity:

Units

Amount

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Name

Opens: Profile view of Card Information window

Click: Total Due, Ageing columns

Opens: Analyse Receivables window

Sales [Activity Detail] report

This report displays the units and amounts from each time billing invoice recorded on a sale by sale basis for each selected activity.

To find the Sales [Activity Detail] report

Reports menu > Index to Reports window >
Sales tab > Activity header

Sales [Activity Detail] 23/10/04

Name	ID #	Date	Units	Amount	Status
0000000001	Consulting Services				
Karen Mitchell	00002121	23/10/04	2.27	\$134.13	Open
	Consulting Services Total:		2.27	\$134.13	
HCA000008	Accounting Services				
Debbie Banks	00002118	23/10/04	160.447	\$1,564.36	Open
	Accounting Services Total:		160.447	\$1,564.36	
HCA000012	Marketing Planning				
Debbie Banks	00002128	23/10/04	12	\$482.28	Open
Karen Mitchell	00002121	23/10/04	32.346	\$1300.00	Open
	Marketing Planning Total		44.346	\$1,782.28	
HCC000007	Network Consulting and Service				
Annabelle's Closet	00002119	23/10/04	30.888	\$262.55	Open
	Network Consulting and Service Total:		30.888	\$262.55	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Activities: All/Selected

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #
Sale Status
Currencies

Sorted by

Activity

Subtotals / Totals

Subtotals for each Activity:

Units

Amount

More Report Fields (not preselected)

Units of Measure

Billing Address

Billing Address Phone#1

Billing Address Contact

Notes

Terms

Credit Limit

Amount Paid

Current Balance

Tax ID

Memo

Comments

Job

Shipping Address

Shipping Address Phone#1, #2, #3

Shipping Address Fax

Shipping Address Contact

Address 3

Address 3 Phone#1, #2, #3

Address 3 Fax

Address 3 Contact

Address 4

Address 4 Phone#1, #2, #3

Address 4 Fax

Address 4 Contact

Address 5

Address 5 Phone#1, #2, #3

Address 5 Fax

Address 5 Contact

Category

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Print Card Totals

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Activity ID and Name

Opens: Profile view of Activity Information window

Click: Customer Name, ID#, Date, Units, Amount, Status, Rate
Opens: Sales window

Analyse Sales [Activity] report

This report displays sales, cost of sales, gross profit, units, average cost and per cent margin for selected activities within a specific period range, based on recorded invoices, not including quotes or orders.

To find the Analyse Sales [Activity] report

Reports menu > Index to Reports window >
Sales tab > Activity header

Analyse Sales [Activity] 1/10/04 through 15/10/04

Activity ID	Activity Name	Sales	Cost of Sales	Gross Profit	% Margin	Billed #
1000001	Consulting Services	\$0.01	\$0.00	\$0.01	100.0%	0
HCA000012	Marketing Planning	\$1,145.79	\$100.00	\$1045.79	91.3%	55.897
HCC000004	Service Type Consulting	\$1,300.00	\$0.00	\$1,300.00	100.0%	8.334
HCE000003	Basic Consulting	\$120.00	\$24.75	\$95.25	79.4%	12
HCE000009	Bookkeeping Services	\$540.50	\$0.00	\$540.50	100.0%	11.493
NCA000018	Consulting Type A	\$21.37	\$2.13	\$19.24	90.0%	1.055
NCC000017	Additional Research	\$993.23	\$0.00	\$993.23	100.0%	47.297
NCE000016	Vehicle Usage @.29/kilometre	\$338.74	\$0.00	\$338.74	100.0%	7.419
		\$4,459.64	126.88	\$4332.76	97.2%	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Activities: All/Selected

Advanced:

Dated: From/To (month)

Dated: From/To (year)

Analyse Sales for: (year)

Sorted by

Activity

Subtotals / Totals**Subtotals:**

Sales
Cost of Sales
Gross Profit
% Margin
Units Billed

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Profile view of Activity Information window

Analyse Sales [Activity - FY Comparison] report

For all activities billed, this report compares sales, units billed, gross profit and per cent margin for the same period in the selected year and another financial year, based on recorded invoices, not including quotes or orders.

To find the Analyse Sales [Activity - FY Comparison] report

Reports menu > Index to Reports window >
Sales tab > Activity header

Analyse Sales [Activity - FY Comparison] October 2004 through December 2004

Activity		This Year	FY 2004	Difference	% Difference
000000001	Consulting Services				
	Sales:	\$0.01	\$0.00	\$0.01	NA
	Units:	0	0	0	NA
	Gross Profit:	\$0.01	\$0.00	\$0.00	NA
	% Margin:	100.0%	NA	NA	
HCA000012	Marketing Planning				
	Sales:	\$1,145.79	\$1326.24	(\$180.45)	(13.6%)
	Units:	55.897	64.7	(8.8)	(13.6%)
	Gross Profit:	\$1,045.79	\$1326.24	(\$280.45)	(21.1%)
	% Margin:	91.3%	100.0%	(8.7%)	(8.7%)
HCC000004	Service Type Consulting				
	Sales:	\$1,300.00	\$2147.95	(\$847.95)	(39.5%)
	Units:	8.334	13.77	(5.436)	(39.5%)
	Gross Profit:	\$1,300.00	\$1581.95	(\$281.95)	(17.8%)
	% Margin:	100.0%	73.6%	26.4%	35.9%
HCC000003	Basic Consulting				
	Sales:	\$120.00	\$100.00	\$20.00	20%
	Units:	12	10	2	20%
	Gross Profit:	\$95.25	\$53.00	\$42.25	79.7%
	% Margin:	79.4%	53%	26.4%	49.8%
HCC000009	Bookkeeping Services				
	Sales:	\$540.50	\$639.59	(\$99.09)	(15.5%)
	Units:	11.493	13.6	(2.107)	(15.5%)
	Gross Profit:	\$540.50	\$556.03	(\$15.53)	(2.8%)
	% Margin:	100.0%	86.9%	13.1%	15.1%
NCA000018	Consulting Type A				
	Sales:	\$21.37	\$1762.27	(\$1740.90)	(98.8%)
	Units:	1.055	87	(85.95)	(98.8%)

	Gross Profit:	\$19.24	\$853.95	(\$834.71)	(97.7%)
	% Margin:	90.0%	48.4%	41.6%	86.0%

NCA000017	Additional Research				
	Sales:	\$993.23	\$1427.99	(\$434.76)	(30.4%)
	Units:	47.297	68	(20.703)	(30.4%)
	Gross Profit:	\$993.23	\$163.63	\$829.60	506.9%
	% Margin:	100.0%	11.46%	88.54%	7.73%

NCE000016	Mileage @.29/kilometre				
	Sales:	\$338.74	\$1050.14	(\$711.40)	(67.7%)
	Units:	7.419	23	(15.58)	(67.7%)
	Gross Profit:	\$338.74	\$449.14	(\$110.40)	(24.6%)
	% Margin:	100.0%	42.8%	57.2%	1.33%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Activities: All/Selected

Advanced:

Dated: From/To

This Year vs. (year)

Sorted by

Activity ID#

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Profile view of Activity Information window

Analyse Sales [Activity Spreadsheet] report

This report displays your choice of activity sales, units sold or cost of sales for multiple accounting periods in spreadsheet format, based on recorded invoices, not including quotes or orders. Note: This report is also available for *units sold* and *cost of sales* analysis.

To find the Analyse Sales [Activity Spreadsheet] report

Reports menu > Index to Reports window >
Sales tab > Activity header

Analyse Sales [Activity Spreadsheet] October 2004 through December 2004

Activity		October	November	December	Total
000000001	Consulting Services	\$0.01	\$0.00	\$0.00	\$0.01
HCA000005	Hardware Consulting	\$0.00	\$287.50	\$0.00	\$287.50
HCA000012	Marketing Planning	\$1,145.79	\$0.00	\$0.00	\$1,145.79
HCC000004	Service Type Consulting	\$1,300.00	\$0.00	\$0.00	\$1,300.00
HCE000003	Basic Consulting	\$120.00	\$0.00	\$0.00	\$120.00
HCE000006	Software Consulting	\$0.00	\$2,700.00	\$0.00	\$2,700.00
HCE000009	Bookkeeping Services	\$540.50	\$0.00	\$690.00	\$1,230.50
HCE000011	Financial Planning	\$0.00	\$100.00	\$0.00	\$100.00
NCA000018	Consulting Type A	\$21.37	\$0.00	\$162.00	\$183.37
NCC000017	Additional Research	\$993.23	\$0.00	\$0.00	\$993.23
NCE000016	Mileage @.29/kilometre	\$338.74	\$0.00	\$0.00	338.74
		\$4,459.64	\$3,087.50	\$852.00	\$8,399.14

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Activities: All/Selected

Advanced:

Dated: From/To

Analyse Sales for: (year)

Sorted by

Activity ID#

Subtotals / Totals

Amount

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Analyse: Currency Amount Sold/Units Sold/Cost of Sales

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Profile view of Activity Information window

Sales [Customer Summary] report

This report displays the original sale amount, the tax collected and the current balance for all sales within the period range.

To find the Sales [Customer Summary] report

Reports menu > Index to Reports window >
Sales tab > Customer header

Sales [Customer Summary] 1/11/04 through 15/12/04

Name	ID #	Original Date	Sale Amount	Tax	Current Balance	Status	Due Date
Acme Sales Ltd.							
	00000006	11/11/04	(\$403.75)	(\$60.56)	(\$464.31)	Credit	
	00000001	10/12/04	\$12,000.00	\$0.00	\$0.00	Closed	
	00000004	10/12/04	\$5,001.75	\$750.27	\$0.00	Closed	
			\$16,598.00	\$689.71	(\$464.31)		
Boffo Products							
	00000002	11/11/04	\$10,000.00	\$0.00	\$0.00	Closed	
	00000005	11/11/04	\$225.00	\$33.75	\$0.00	Closed	
			\$10,225.00	\$33.75			
Widgets by Smith							
	00000007	12/11/04	\$10,000.00	\$1,500.00	\$1,000.00	Open	12/9/04
			\$10,000.00	\$1,500.00	\$1,000.00		
		Grand Total:	\$36,823.00	\$2,223.46	\$535.69		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #

Sale Status
Identifiers
Currencies

Sorted by

Customer

Subtotals / Totals

Subtotals for each Customer:

Sale Amount
Tax
Current Balance

Grand Totals:

Sale Amount
Tax
Current Balance

More Report Fields (not preselected)

Promised Date
Customer's PO #
Card ID
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Freight
Discount
Total
Tax ID
Salesperson
Referral Source

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Display in Origination Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Customer Name and #

Opens: Profile view of Card Information window

Click: ID #, Original Date, Sale Amount, Tax, Current Balance, Status, Due Date

Opens: Sales window

Sales [Customer Detail] report

This report displays the invoice line items, including quantity sold, for all sales to the selected customers within the period range.

To find the Sales [Customer Detail] report

Reports menu > Index to Reports window >
Sales tab > Customer header

Sales [Customer Detail]

ID #	Date	Quantity	Item/Acct	Description	Amount	Tax	Status
Acme Sales Ltd.		ASI102					
00000001	1/10/04		1-3000	Outstanding Balance Due	\$12,000.00		Closed
00000004	1/10/04	50	100-101A5	Widgets	\$807.50	B	Closed
00000006	1/10/04	-25	100-101A5	Widgets	(\$403.75)	B	Credit
00000004	1/10/04	5	200-101A5	Gadgets	\$156.75	B	Closed
00000004	1/10/04	5	300-101B6	Whoosies	\$237.50	B	Closed
00000004	1/10/04	5	400-101	Whatsits	\$318.25	B	Closed
00000004	1/10/04	5	600-101G8	Gizmos	\$475.00	B	Closed
00000004	1/10/04	10	700-101U7	Thingamabobs	\$1,111.50	B	Closed
00000004	1/10/04	15	800-101R9	Whachamacallits	\$1,895.25	B	Closed
Acme Sales Ltd. Total:					\$16,598.00		
Boffo Products							
00000002	1/11/04		1-3000	Outstanding Balance Due	\$10,000.00		Closed
00000005	1/11/04	1	100-101A5	Widgets	\$15.30	B	Closed
00000005	1/11/04	1	200-101A5	Gadgets	\$29.70	B	Closed
00000005	1/11/04	1	300-101B6	Whoosies	\$45.00	B	Closed
00000005	1/11/04	1	400-101	Whatsits	\$60.30	B	Closed
00000005	1/11/04	1	500-101D3	Thingies	\$74.70	B	Closed
Boffo Products Total:					\$10,225.00		
Widgets by Smith							
00000007	1/11/04	100	600-101G8	Gizmos	\$10,000.00	B	Open
Widgets by Smith Total:					\$10,000.00		
Grand Total:					\$36,823.00		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Customer PO #
Sale Status
Identifiers
Currencies

Sorted by

Customer

Subtotals / Totals

Subtotal for each Customer:

Amount

Grand Total:

Amount

More Report Fields (not preselected)

Customer PO #
Billing Address
Billing Address Phone #1
Billing Address Contact
Identifiers
Notes
Terms
Credit Limit
Volume Disc. %
Amt Paid
Current Balance
Tax Amt
Amt + Tax
Ship Via
Memo
Freight
Comments
Job
Job Description
Due Date
Promised Date
Item Description
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Discount
Total
Tax ID
Category
Salesperson
Referral Source

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Display in Origination Currency/Local Currency

Print Customer Totals
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Customer Name and Card ID

Opens: Profile view of Card Information window

Click: ID #, Date, Quantity, Item/Acct, Description, Amount, Tax, Status

Opens: Sales window

Sales History by Customer report

This report displays the total currency amount of sales, by month for the current and previous financial years, for each customer.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature.

To find the Sales History by Customer report

Reports menu > Index to Reports window >
Sales tab > Customer header

Because of the width of this report, a comprehensive sample can't be reproduced here.

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected
Custom List # 1, # 2, # 3

Advanced:

None

Sorted by

Customer

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

Analyse Sales [Customer] report

This report displays sales and percentage of total sales for selected customers within a range of accounting periods, based on recorded invoices, not including quotes or orders.

Report Tip: This report gives you the relative value of each customer to your business. Be sure to run this report before important conferences with a customer.

To select multiple months, click and drag the month selector in the Report Customisation window.

To find the Analyse Sales [Customer] report

Reports menu > Index to Reports window >
Sales tab > Customer header

Analyse Sales [Customer] 1/10/04 through 15/10/04

Name	Sales	% Total Sales
Acme Sales Ltd.	\$18,165.50	37.6%
Boffo Products	\$13,843.00	29.4%
Widgets by Smith	\$23,700.00	43.0%
Total:	<u>\$55,708.50</u>	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To (month)

Dated: From/To (dates)

Identifiers

Analyse Sales for: (year)

Currencies

Sorted by

Customer Name

Subtotals / Totals

Grand Total: Sales

More Report Fields (not preselected)

Card ID

Custom List # 1, # 2, # 3

Custom Field # 1, # 2, # 3

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name, Sales

Opens: Profile view of Card Information window

Analyse Sales [Customer - FY Comparison] report

This report compares this year's sales for specific customers with sales for the same accounting period in another financial year, based on recorded invoices, not including orders or quotes.

Report Tip: This report gives you a quick look at how customer sales are doing compared to the same period in a previous financial year. For a more detailed breakdown of the periods, set your printer to Landscape and take a look at Analyse Sales [Customer Spreadsheet].

To select multiple months, click and drag the month selector in the Report Customisation window.

To find the Analyse Sales [Customer - FY Comparison] report

Reports menu > Index to Reports window >
Sales tab > Customer header

Analyse Sales [Customer - FY Comparison] October 2004 through December 2004

Name	This Year Sales	FY 2004	\$ Difference	% Difference
Acme Sales Ltd.	\$18,165.50	\$19,600.00	(\$1,434.50)	(7.3%)
Boffo Products	\$13,843.00	\$13,000.00	\$843.00	6.5%
Widgets by Smith	\$23,700.00	\$18,000.00	\$5,700.00	31.7%
Total:	\$55,708.50	\$50,600.00	\$5,108.50	30.9%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

Identifiers

Analyse Sales for: (year)

Currencies

Sorted by

Customer Name

Subtotals / Totals

Grand Totals:

This Year Sales

Last Year Sales

\$ Difference

% Difference

More Report Fields (not preselected)

Card ID

Custom List # 1, # 2, # 3

Custom Field # 1, # 2, # 3

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Profile view of Card Information window

Analyse Sales [Customer Spreadsheet] report

This report displays customer sales for multiple accounting periods in spreadsheet format, based on recorded invoices, not including orders or quotes.

Report Tip: This report lets you look at customer sales on a month-by-month sales basis. Every few months, run this report from the beginning of the year to the current month. Scan across the rows. If any number (good or bad) jumps out at you and you can't figure out why, run the Sales [Customer Summary] report for that month.

To select multiple months, click and drag the month selector in the Report Customisation window.

To find the Analyse Sales [Customer Spreadsheet] report

Reports menu > Index to Reports window >
Sales tab > Customer header

Analyse Sales [Customer Spreadsheet] October 2004 through December 2004

Name	October	November	December	Total
Acme Sales Ltd.	\$17,001.75	(\$403.75)	\$1,567.50	\$18,165.50
Boffo Products	\$0.00	\$10,225.00	\$3,618.00	\$13,843.00
Widgets by Smith	\$0.00	\$10,000.00	\$13,700.00	\$23,700.00
Total:	\$17,001.75	\$9,821.25	\$18,885.50	\$55,708.50

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected
Custom List # 1, # 2, # 3

Advanced:

Dated: From/To
Identifiers
Analyse Sales for: (year)
Currencies

Sorted by

Customer Name

Subtotals / Totals

Subtotal:

Amount

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name, Periods

Opens: Profile view of Card Information window

Customer Payments [Closed Invoices] report

This report lists the closed (fully paid) invoices sorted by customer. Includes the amount for the invoice and the elapsed number of days from the invoice date to final payment.

Report Tip: This report shows every fully paid sale within the selected date range and computes the days it took before it was paid in full. It then computes the average number of days for each customer.

This report helps you separate late payers from prompt payers. To cure chronically late payers use either a “carrot” or a “stick”. The carrot approach offers them a prompt-payment discount. The stick approach slaps them with late fees. The choice is yours, but remember, good cash flow is critical to maintaining a healthy business.

To find the Customer Payments [Closed Invoices] report

Reports menu > Index to Reports window >
Sales tab > Customer header

Customer Payments [Closed Invoices] 1/1/04 To 31/12/04

ID #	Original Date	Sale Amount	Tax	Days Until Paid
Acme Sales Ltd. ASI123				
00000001	1/10/04	\$12,000.00		61
00000004	1/10/04	\$5,001.75	\$750.27	45
		\$17,001.75	\$750.27	53
Boffo Products BP112				
00000002	1/11/04	\$10,000.00		59
00000005	1/11/04	\$225.00	\$33.75	14
		\$10,225.00	\$33.75	37

See “Report Details Explanations” on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

Identifiers

Currencies

Sorted by

Customer

Subtotals / Totals

Subtotals:

Sale Amount

Tax

Days ‘till Paid

More Report Fields (not preselected)

Customer's PO #
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Tax ID
Salesperson

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Display in Origination Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Customer Name, Card ID
Opens: Profile view of Card Information window

Click: ID #, Original Date, Sale Amount, Tax, Days 'till Paid
Opens: Sales window

Customer Reimbursable Expenses report

This report displays all the reimbursable expenses that have been entered for the selected customer(s). You can choose to view what needs to be reimbursed, or what has been removed/reimbursed.

Report Tip: Many businesses bill expenses on a regular, usually monthly, basis. Some wait until the outstanding amount becomes significant enough to spend the time billing the customer. If you are among the latter group, run this report every few weeks. Identify any significant balances and prepare an invoice for the customer.

To find the Customer Reimbursable Expenses report

Reports menu > Index to Reports window >
Sales tab > Customer header

Customer Reimbursable Expenses - To Be Reimbursed

Supplier Name	Description	Date	Job	Cost
Brian Wilson	*None			
Acme Sales Ltd.				
	Supplies	11/9/04	01	\$125.00
	Postage	1/12/04	01	\$500.00

Customer Reimbursable Expenses - To Be Removed

Supplier Name	Description	Date	Job	Cost
Brian Wilson	*None			
Acme Sales Ltd.				
	Supplies	11/9/04	01	\$125.00
	Postage	1/12/04	01	\$500.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Reimburse Status

Sorted by

Customer Name

Subtotals / Totals

Subtotal:

Cost

More Report Fields (not preselected)

Supplier Card ID

Custom List # 1, # 2, # 3

Custom Field # 1, # 2, # 3

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Customer Name

Opens: Profile view of Card Information window

Click: Supplier Name, Description, Date, Job, Cost

Opens: Purchases window

Customer Ledger report

This report displays a listing of all sales transactions for each customer, within a specified period range. Recurring sales are not included in this report unless they have been recorded.

To find the Customer Ledger report

Reports menu > Index to Reports window >
Sales tab > Customer header

Customer Ledger 1/1/04 through 31/1/04

Date	Src	ID #	Memo	Transaction Amount	Balance
Widgets by Smith.			C-633FR		
21/1/04	SJ	000549932	Purchase; Wholesale Supply	\$1,255.00	\$4,567.28
			Total	\$1,255.00	\$4,567.28
Boffo Products			11-6638		
12/1/04	SJ	000549884	Purchase;Boffo Products	\$788.50	\$959.67
15/1/04	SJ	000549901	Purchase;Boffo Products	\$1,250.00	\$2,209.67
20/1/04	CR	CR0048992	Payment;Boffo Products	(\$1,000.00)	\$1,209.67
			Total	\$1,038.50	\$1,209.67

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers All/Selected
Custom List # 1, # 2, # 3

Advanced:

Dated From/To
Identifiers

Sorted by

Customer Name, then transaction date

Subtotals / Totals

Subtotals for each Customer:
Transaction Amount
Balance

More Report Fields (not preselected)

Debit
Credit

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Date, Src, ID #, Memo, Transaction Amount, Balance

Opens: Sales window

Click: Customer Name, Customer ID

Opens: Profile view of Card Information window

Sales [Salesperson Summary] report

For each salesperson, this report displays every sale (sorted by customer) within a selected range of dates.

Report Tip: Use this report if you calculate commissions based on when the sale was made. If you base commissions on when the customer pays, see the report called Customer Payments [Salesperson].

This report calculates gross sales (not including tax or freight charges) attributed to your salespeople for the reporting period. Be sure to check the Sales Status in the Report Customisation window. If you commission your salespeople based on the items they sold during the period, run the Sales [Salesperson Detail] report.

To find the Sales [Salesperson Summary] report

Reports menu > Index to Reports window >
Sales tab > Salesperson header

Sales [Salesperson Summary] 1/1/04 through 31/12/04

Name	ID #	Original Date	Sale Amount	Tax	Current Balance	Status	Due Date
Chuck Berry							
Acme Sales Ltd.							
	00000004	1/10/04	\$5,001.75	\$750.27	\$0.00	Closed	
			\$5,001.75	\$750.27			
Boffo Products							
	00000002	1/11/04	\$10,000.00	\$0.00	\$0.00	Closed	
	00000009	12/12/04	\$3,618.00	\$542.70	\$1,660.70	Open	12/12/04
			\$13,618.00	\$542.70	\$1,660.70		
Widgets by Smith							
	00000011	12/12/04	\$2,000.00	\$300.00	\$2,300.00	Open	12/12/04
			\$2,000.00	\$300.00	\$2,300.00		
		Total:	\$20,619.75	\$1,592.97	\$3,960.70		
Fats Domino							
Boffo Products							
	00000005	1/11/04	\$225.00	\$33.75	\$0.00	Closed	
			\$225.00	\$33.75	\$0.00		
Widgets by Smith							
	00000003	12/10/04	\$10,000.00	\$0.00	\$9,500.00	Open	12/10/04
	00000010	12/12/04	\$1,700.00	\$255.00	\$1,955.00	Open	12/12/04
			\$11,700.00	\$255.00	\$11,455.00		
		Total:	\$11,925.00	\$288.75	\$11,455.00		

Sam the Sham

Acme Sales, Ltd.

00000001	1/10/04	\$12,000.00	\$0.00	\$0.00	Closed	
00000006	1/11/04	(\$403.75)	(\$60.56)	(\$464.31)	Credit	
00000008	12/12/04	\$1,567.50	\$235.12	\$1,802.62	Open	12/12/01
		\$13,163.75	\$174.56	\$1,338.31		

Widgets by Smith

00000007	1/11/04	\$10,000.00	\$1,500.00	\$1,000.00	Open	12/11/04
		\$10,000.00	\$1,500.00	\$1,000.00		

Total:	\$23,163.75	\$1,674.56	\$2,338.62		
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Grand Total:	\$55,708.50	\$356.28	\$3,960.70		
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See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #

Sale Status

Identifiers

Currencies

Sorted by

Employee

Subtotals / Totals

Subtotals for each Customer:

Sale Amount

Tax

Current Balance

Subtotals for each Employee:

Sale Amount

Tax

Current Balance

More Report Fields (not preselected)

Promised Date

Customer's PO #

Employee Card ID

Customer Card ID

Custom List # 1, # 2, # 3

Custom Field # 1, # 2, # 3

Discount
Total
Referral Source

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Display in Origination Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Customer Name

Opens: Profile view of Card Information window

Click: ID #, Original Date, Sale Amount, Tax, Current Balance, Status, Due Date

Opens: Sales window

Sales [Salesperson Detail] report

For each salesperson, this report displays every item sold within the period range.

Report Tip: Use this report to break down the items sold by the salesperson during the reporting period.

This report calculates gross sales (not including tax or freight charges) for each item sold by your salespeople for the reporting period. Be sure to check the Sales Status in the Report Customisation window.

To find the Sales [Salesperson Detail] report

Reports menu > Index to Reports window >
Sales tab > Salesperson header

Sales [Salesperson Detail] 1/1/04 through 31/12/04

ID #	Date	Quantity	Item/Acct	Description	Sale Amount	Tax	Status
Chuck Berry			*None				
00000002	1/11/04		1-3000	Outstanding Balance Due	\$10,000.00		Closed
00000011	12/12/04			Sale of blue widgets	\$0.00		Open
00000011	12/12/04			Be sure to ship in cardboard.	\$0.00		Open
00000011	12/12/04		4-1300	ribbons	\$2,000.00	B	Open
					\$12,000.00		
<hr/>							
100-101A5	Widgets						
00000004	1/10/04	50	100-101A5	Widgets	\$807.50	B	Closed
		50			\$807.50		
<hr/>							
200-101A5	Gadgets						
00000004	1/10/04	5	200-101A5	Gadgets	\$156.75	B	Closed
		5			\$156.75		
<hr/>							
300-101B6	Whoosies						
00000004	1/10/04	5	300-101B6	Whoosies	\$237.50	B	Closed
		5			\$237.50		
<hr/>							
400-101	Whatsits						
00000004	1/10/04	5	400-101	Whatsits	\$318.25	B	Closed
00000004	12/12/04	60	400-101	Whatsits	\$3,618.00	B	Open
		65			\$3,936.25		
<hr/>							
600-101G8	Gizmos						
00000004	1/10/04	5	600-101G8	Gizmos	\$475.00	B	Closed
		5			\$475.00		

700-101U7	Thingamabobs							
00000004	1/10/04	10	700-101U7	Thingamabobs	\$1,111.50	B	Closed	
		10			\$1,111.50			
<hr/>								
800-101R9	Whachamacallits							
00000004	1/10/04	15	800-101R9	Whachamacallits	\$1,895.25	B	Closed	
		15			\$1,895.25			
<hr/>								
					Total:	\$20,619.75		
					Grand Total:	\$20,619.75		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected
 Custom List # 1, # 2, # 3

Advanced:

Dated: From/To
 ID: From/To
 Amount: From/To
 Referrals
 Categories
 Ship Via
 Promised Date Range
 Customer PO #
 Sale Status
 Identifiers
 Currencies

Sorted by

Employee

Subtotals / Totals

Subtotal for each Account, Item #, Activity #:
 Sale Amount
Grand Total for each Employee:
 Sale Amount

More Report Fields (not preselected)

Customer's PO #
 Customer Name
 Billing Address
 Billing Address Phone # 1
 Billing Address Contact
 Notes
 Terms
 Credit Limit
 Volume Disc. %
 Amount Paid
 Current Balance
 Tax ID
 Ship Via
 Memo
 Freight
 Comments

Job
Job Description
Due Date
Promised Date
Item Description
Customer Card ID
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Shipping Address
Shipping Address Phone # 1, # 2, # 3
Shipping Address Fax
Shipping Address Contact
Address 3
Address 3 Phone # 1, # 2, # 3
Address 3 Fax
Address 3 Contact
Address 4
Address 4 Phone # 1, # 2, # 3
Address 4 Fax
Address 4 Contact
Address 5
Address 5 Phone # 1, # 2, # 3
Address 5 Fax
Address 5 Contact
Discount
Total
Referral Source
Item Name
Category

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Display in Origination Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Employee Name
Opens: Profile view of Card Information window

Click: Item Name, Item ID #
Opens: Profile view of Item Information window

Click: ID #, Date, Quantity, Item/Acct, Description, Sale Amount, Tax, Status
Opens: Sales window

Sales History by Salesperson report

This report displays the total currency amount of sales, by month for the current and previous financial years, for each salesperson.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature.

To find the Sales History by Salesperson report

Reports menu > Index to Reports window >
Sales tab > Salesperson header

Because of the width of this report, a comprehensive sample can't be reproduced here.

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, # 2, # 3

Advanced:

None

Sorted by

Employee

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Analyse Sales [Salesperson] report

For a selected accounting period, this report lists every each salesperson's total sales and their percentage of total sales, based on recorded invoices, not including orders or quotes.

To find the Analyse Sales [Salesperson] report

Reports menu > Index to Reports window >
Sales tab > Salesperson header

Analyse Sales [Salesperson] 1/10/04 through 15/10/04

Name	Sales	% Total Sales
Chuck Berry	\$8,619.75	39.0%
Fats Domino	\$1,925.00	8.7%
Sam the Sham	\$11,567.50	52.3%
Total:	\$22,112.25	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected
Custom List # 1, # 2, # 3

Advanced:

Dated: From/To (month)
Dated: From/To (dates)
Identifiers
Analyse Sales for (year)
Currencies

Sorted by

Employee Name

Subtotals / Totals

Subtotal:

Sales

More Report Fields (not preselected)

Card ID
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3

Finishing Choices

Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Employee Name, Sales

Opens: Profile view of Card Information window

Analyse Sales [Salesperson - FY Comparison] report

This report compares this year's sales for specific salespeople to sales for the same accounting period in another financial year, based on recorded invoices, not including orders or quotes.

Report Tip: The currency difference and per cent difference fields will help you analyse if a salesperson is becoming more important or less important to your business.

To select multiple months, click and drag the month selector in the Report Customisation window.

To find the Analyse Sales [Salesperson - FY Comparison] report

Reports menu > Index to Reports window >
Sales tab > Salesperson header

Analyse Sales [Salesperson - FY Comparison] October 2004 through December 2004

Name	This Year Sales	FY 2004	\$ Difference	% Difference
Chuck Berry	\$8,619.75	\$8,100.00	\$519.75	6.4%
Fats Domino	\$1,925.00	\$1,700.00	\$225.00	13.2%
Sam the Sham	\$11,567.50	\$10,500.00	\$1,067.50	10.2%
Total:	\$22,112.25	\$20,300.00	\$1,811.25	29.8%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

Identifiers

This Year vs.: (year)

Currencies

Sorted by

Employee Name

Subtotals / Totals

Grand Total:

This Year Sales

LY Sales

\$ Difference

% Difference

More Report Fields (not preselected)

Card ID

Custom List # 1, # 2, # 3

Custom Field # 1, # 2, # 3

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Profile view of Card Information window

Analyse Sales [Salesperson Spreadsheet] report

This report displays salesperson sales for multiple accounting periods in spreadsheet format, based on recorded invoices, not including orders or quotes.

To find the Analyse Sales [Salesperson Spreadsheet] report

Reports menu > Index to Reports window >
Sales tab > Salesperson header

Analyse Sales [Salesperson Spreadsheet] October 2004 through December 2004

Name	October	November	December	Total
Chuck Berry	\$5,001.75	\$0.00	\$3,618.00	\$8,619.75
Fats Domino	\$0.00	\$225.00	\$1,700.00	\$1,925.00
Sam the Sham	\$0.00	\$10,000.00	\$1,567.50	\$11,567.50
Total:	\$5,001.75	\$10,225.00	\$6,885.50	\$22,112.25

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

Identifiers

Analyse Sales for: (year)

Currencies

Sorted by

Employee Name

Subtotals / Totals

Grand Total:

Amount

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Employee Name, Sales Period

Opens: Profile view of Card Information window

Customer Payments [Salesperson] report

Displays a listing of payments made on invoices and orders within the period range, sorted and totaled by specific salespeople.

Report Tip: Use this report if you pay commissions on a cash-received basis. For all your salespeople, this reports on the cash received during the reporting period.

Note: This report lists the sale amount without tax and freight. It shows tax in a separate column. If you want to display freight as well, highlight the report in the Index to Reports window, select the Customise button and then click the Report Fields tab; mark the Freight field.

To find the Customer Payments [Salesperson] report

Reports menu > Index to Reports window >
Sales tab > Salesperson header

Customer Payments [Salesperson] 1/1/04 To 31/12/04

ID #	Date	Memo	Sale Amount	Tax	Amount Paid
Chuck Berry		*None			
CR000007	1/12/04	Payment; Acme Sales Ltd.	\$5,001.75	\$750.27	\$5,752.02
CR000002	2/12/04	Payment; Boffo Products	\$3,618.00	\$542.70	\$2,500.00
		Total:	\$8,619.75	\$1,292.97	\$8,252.02
Fats Domino		1002			
CR000009	1/12/04	Payment; Boffo Products	\$225.00	\$33.75	\$258.75
		Total:	\$225.00	\$33.75	\$258.75
Sam the Sham		1043			
CR000003	2/12/04	Payment; Widgets by Smith	\$10,000.00	\$1,500.00	\$10,500.00
		Total:	\$10,000.00	\$1,500.00	\$10,500.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

Identifiers

Currencies

Sorted by

Customer

Subtotals / Totals**Subtotals:**

Sale Amount
Tax
Amount Paid

More Report Fields (not preselected)

Customer's PO #
Customer Name
Billing Address
Billing Address Phone #1
Billing Address Contact
Notes
Terms
Credit Limit
Volume Disc. %
Current Balance
Tax ID
Freight
Sales Layout
Promised Date
Due Date
Comments
Ship Via
Job
Customer Card ID
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Discount Amount
Payment Method
Payment Notes
Name on Credit Card
Credit Card Number
Exp Date
Auth. No.
Cheque No.
BSB
Account Number
Account Name

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Display in Origination Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Employee Name, Card ID

Opens: Profile view of Card Information window

Click: Item ID #, Date, Memo, Sale Amount, Tax, Amount Paid

Opens: Receive Payments window

Sales Register [All Sales] report

This report displays a listing of all quotes, orders and invoices (open, closed, credit) within a specified period range. Recurring sales are not included on this list unless they are recorded.

To find the Sales Register [All Sales] report

Reports menu > Index to Reports window >
Sales tab > Sales Register header

Sales Register [All Sales] 1/1/04 through 31/1/04

Date	Invoice #	Customer's PO #	Customer Name	Amount	Amount Due	Status
05/1/04	54087	J98077	Acme Sales	\$4,395.00	\$0.00	Quote
11/1/04	54134	80009	Widgets by Smith	\$395.00	\$	
12/1/04	54256	00-8999	Boffo Products	\$295.99	\$295.99	Open
15/1/04	60987		Alexander's Beauty Supply	\$200.00	\$100.00	Order
15/1/04	62339	80257	Widgets by Smith	\$1289.76	\$	
21/1/04	65435	A-765C	Wholesale Supply Co.	\$874.54	\$295.99	Open
			Total.	\$7,450.29	(\$597.78)	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #

Sale Status

Memo

Currencies

Sorted by

Invoice #, Date, Customer Name based on filter selection

Subtotals / Totals

Subtotals:

Amount

Amount Due

More Report Fields (not preselected)

Layout
Comment
Ship Via
Promised Date
Original Amount
Freight Amt
Tax Amt
Journal Memo
Card ID
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Tax ID
Category
Paid to Date
Exchange Rate
Salesperson
Referral

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: Invoice #/Date/Customer Name
Display in Originating Currence/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Date, Invoice #, Amount, Amount Due, Status

Opens: Sales window

Click: Customer Name

Opens: Profile view of Card Information window

Sales Register [Closed Invoices] report

This report displays a listing of all closed invoices, for all customers or a selected customer, within a specified period range.

To find the Sales Register [Closed Invoices] report

Reports menu > Index to Reports window >
Sales tab > Sales Register header

Sales Register [Closed Invoices] 1/1/04 through 31/1/04

Date	Invoice #	Customer's PO #	Customer Name	Original Amount	Date Closed
11/1/04	54134	80009	Widgets by Smith	\$395.00	22/1/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected
Custom List # 1, # 2, # 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Customer PO #
Sale Status
Memo
Currencies

Sorted by

Invoice #, Date, Customer Name based on filter selection

Subtotals / Totals

Subtotal:

Amount

More Report Fields (not preselected)

Layout
Comment
Ship Via
Promised Date
Original Amount
Freight Amt
Tax Amt
Journal Memo

Card ID
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
TaxID
Category
Days Till Paid
Category
Exchange Rate
Salesperson
Referral

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: Invoice #/Date/Customer Name
Display in: Originating Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Date, Invoice #, Amount, Date Closed

Opens: Sales window

Click: Customer Name

Opens: Profile view of Card Information window

Sales Register [Open Invoices and Orders] report

This report displays a listing of all open invoices within a specified period range. Recurring sales are not included in this report.

To find the Sales Register [Open Invoices and Orders] report

Reports menu > Index to Reports window >
Sales tab > Sales Register header

Sales Register [Open Invoices and Orders] 1/1/04 through 31/1/04

Date	Invoice #	Customer's PO #	Customer Name	Original Amount	Amount Due	Promised Date
12/1/04	54256	00-8999	Boffo Products	\$295.99	\$295.99	1/02/04
21/1/04	65435	A-765C	Wholesale Supply Co.	\$874.54	\$295.99	21/1/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected
Custom List # 1, # 2, # 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Customer PO #
Sale Status
Memo
Currencies

Sorted by

Invoice #, Date, Customer Name based on filter selection

Subtotals / Totals

Subtotals:

Amount
Amount Due

More Report Fields (not preselected)

Layout
Status
Comment
Ship Via
Original Amount

Freight Amt
Tax Amt
Journal Memo
Card ID
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Tax ID
Paid to Date
Category
Exchange Rate
Salesperson
Referral

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: Invoice #/Date/Customer Name
Display in: Originating Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Date, Invoice #, Amount, Amount Due, Promised Date

Opens: Sales window

Click: Customer Name

Opens: Profile view of Card Information window

Sales Register [Quotes] report

This report displays a listing of all saved quotes within a specified period range.

To find the Sales Register [Quotes] report

Reports menu > Index to Reports window >
Sales tab > Sales Register header

Sales Register [Quotes] 1/1/04 through 31/1//04

Date	Invoice #	Customer's PO #	Customer Name	Amount	Promised Date
05/1/04	54087	J98077	Acme Sales	\$4,395.00	05/02/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #

Sale Status

Memo

Currencies

Sorted by

Invoice #, Date, Customer Name based on filter selection

Subtotals / Totals

Subtotal:

Amount

More Report Fields (not preselected)

Layout

Comment

Ship Via

Original Amount

Freight Amt

Tax Amt

Journal Memo

Card ID

Custom List # 1, # 2, # 3

Custom Field # 1, # 2, # 3

Tax ID

Category

Exchange Rate

Salesperson

Referral

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by: Invoice #/Date/Customer Name

Display in: Originating Currency/Local Currency

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Date, Invoice #, Amount, Promised Date

Opens: Sales window

Click: Customer Name

Opens: Profile view of Card Information window

Sales Register [Returns & Credits] report

This report displays a listing of all returns and credits, for all customers or a selected customer, within a specified period range.

To find the Sales Register [Returns & Credits] report

Reports menu > Index to Reports window >
Sales tab > Sales Register header

Sales Register - Returns & Credits Dates From 1/1/04 to 31/1/04

Date	Invoice #	Customer's PO #	Customer Name	Original Amount	Credit Amount Promised Date
15/1/04	62339	80257	Widgets by Smith	(\$1289.76)	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected
Custom List # 1, # 2, # 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Customer PO #
Sale Status
Memo
Currencies

Sorted by

Invoice #, Date, Customer Name based on filter selection

Subtotals / Totals

Subtotals:

Amount
Credit Amount

More Report Fields (not preselected)

Layout
Comment
Ship Via
Original Amount
Freight Amt
Tax Amt
Journal Memo

Card ID
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Tax ID
Category
Paid to Date
Exchange Rate
Salesperson
Referral

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: Invoice #/Date/Customer Name
Display in: Originating Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Date, Invoice #, Amount, Credit Amount, Promised Date

Opens: Sales window

Click: Customer Name

Opens: Profile view of Card Information window

Recurring Sales Templates report

This report displays the names of each recurring sales template, the date last recorded, the frequency of recording, and the next due date for recording the transaction.

To find the Recurring Sales Templates report

Reports menu > Index to Reports window >
Sales tab > Sales Register header

Recurring Sales Templates

Template Name	Status	Frequency	Last Posted	Next Due
Boffo: Supply Order	Order	Monthly	10/8/04	10/9/04
Widgets on Consignment	Invoice	Monthly	11/8/04	11/9/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Sale Status

Recurring Type

Sorted by

Template Name

More Report Fields (not preselected)

Layout

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Sales window

GIS Customers report

This report provides details of all sales to selected customers within a date range. This report is designed to be saved to disk only, for import into a GIS.

Geographical Information Systems (GIS) are tools used to gather, transform, manipulate, analyse and produce information related to the surface of the Earth. This data may exist as maps, 3D virtual models, tables, and/or lists.

This GIS report produces data which allows you to plot sales by geographical location, in this case the Postcode as specified within the report data.

To find the GIS Customers report

Reports menu > Index to Reports window >
Sales tab > Other Sales Reports header

Name	Amount	Phone	Contact	Current Balance	Freight Job	State 1	Postcode 1
Acme Sales Ltd.	\$471.89	(02) 7893 7834	John Wilson	\$2,629.51		NSW	2113
Chuck Berry	\$200.00	(02) 6654 3222		\$540.00		Canberra	ACT 2801
Chuck Berry	\$340.00	(02) 6654 3222		540.00		Canberra	ACT 2801

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #

Sale Status

Identifiers

Currencies

Sorted by

Invoice Date

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Display in: Originating Currency/Local Currency

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

GIS Sales report

This report provides details of all sales of selected items within a date range. This report is designed to be saved to disk only, for import into a GIS.

Geographical Information Systems (GIS) are tools used to gather, transform, manipulate, analyse and produce information related to the surface of the Earth. This data may exist as maps, 3D virtual models, tables, and/or lists.

This GIS report produces data which allows you to plot sales by geographical location, in this case the Postcode as specified within the report data.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the GIS feature only. We suggest that you do not attempt to display this report using the Screen Reports window.

To find the GIS Sales report

Reports menu > Index to Reports window >
Sales tab > Other Sales Reports header

GIS Sales File

Item Name	Item #	Name	Quantity	Sell Price	Last Buy Price	Phone	Contact	Current Balance	Job	State 1	Postcode 1
Acme Sales Ltd.				\$471.89		(02) 7893 7834	John Wilson	\$2,629.51		NSW	2113
Chuck Berry				\$200.00		(02) 6654 3222		\$540.00		Canberra ACT	2801
Chuck Berry				\$340.00		(02) 6654 3222		540.00		Canberra ACT	2801

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected

Custom List # 1, # 2, # 3

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #

Sale Status
Identifiers
Currencies

Sorted by

Invoice Date

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Invoice Transactions report

This report displays all the transactions that affect the current balance of the sale, including the original transaction, tax, customer payments, discounts and customer deposits.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Report Tip: This report is especially helpful for reconstructing the history of an invoice when a customer calls to question the outstanding balance. And because you can drill down to the originating transaction, you can answer all their questions without putting them on hold.

To find the Invoice Transactions report

Reports menu > Index to Reports window >
Sales tab > Other Sales Reports header

Invoice Transactions 1/9/04 To 31/12/04

Invoice	ID #	Src	Date	Memo	Account	Charges	Payments
00001	Acme Sales Ltd.	AS21					
	000001	SJ	9/10/04	Pre-conversion sale	1-3000	\$12,000.00	
	CR000006	CR	9/10/04	Payment; Acme Sales	1-3000		\$6,000.00
	CR000001	CR	1/12/04	Payment; Acme Sales	1-3000		\$6,000.00
						\$12,000.00	\$12,000.00
00004	Acme Sales Ltd.	AS21					
	00000004	SJ	9/10/04	Sale; Acme Sales	1-3000	\$5,001.75	
	00000004	SJ	9/10/04	Sale; Acme Sales	1-3000	\$750.27	
	CR000007	CR	9/9/04	Payment; Acme Sales	1-3000		\$5,752.02
						\$5,752.02	\$5,752.02

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Invoices: All/Selected

Customers: All/Selected

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Customer PO #
Source Journal
Currencies

Sorted by

Invoice #

Subtotals / Totals

Subtotal for each Invoice #:

Charges

Payments

More Report Fields (not preselected)

Customer's PO #

Billing Address Phone #1

Billing Address Contact

Account Name

Status

Terms

Due Date

Promised Date

Category

Salesperson

Payment Method

Payment Notes

Name on Credit Card

Credit Card Number

Exp Date

Auth No.

Cheque No.

Bank

Branch

Drawer

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Invoice #, Customer Name, Card ID

Opens: Invoice view of Find Transactions window

Click: ID #, Src, Date, Memo, Account, Charges, Payments

Opens: Sales window

Referral Source report

This report displays the total of sales attributed to each referral source within the selected period range.

To find the Referral Source report

Reports menu > Index to Reports window >
Sales tab > Other Sales Reports header

Referral Source 1/1/04 through 31/12/04

Referral Source	Sales
Advertisement	\$4,768.98
Brochure	\$12,987.00
Dealer/Consultant	\$34,999.98
Friend/Colleague	\$250.00
Trade Show	\$5,678.76
Yellow Pages	\$567.98
Unknown	\$2,987.00
Grand Total:	\$62,239.70

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Referral Source: All/Selected

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Categories

Ship Via

Promised Date Range

Customer PO #

Sales Status

Currencies

Sorted by

Referral Source

Subtotals / Totals

Subtotal for each Referral Source:

Sales

Grand Total:

Sales

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Referral Source

Opens: Referral view of Sales & Purchases Information window

Sales & Receivables Journal report

This report displays the transactions entered through the Sales Command Centre within a specified date range.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Sales & Receivables Journal report

Reports menu > Index to Reports window >
Sales tab > Transaction Journals header

Sales & Receivables Journal 1/9/04 through 31/12/04

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
SJ	11/10/04	Sale; Acme Sales, Ltd.					
		00000004	1-3000	Accounts Receivable	\$5,001.75		
		00000004	1-3000	Accounts Receivable	\$750.27		
		00000004	4-1100	Retail Sales		\$2,237.25	
		00000004	4-1200	Wholesale Sales		\$2,052.00	
		00000004	4-1300	Consignment Sales		\$712.50	
		00000004	2-1310	Tax 1 Collected		\$350.13	
		00000004	2-1330	Tax 2 Collected		\$400.14	
		00000004	5-1000	Retail Cost of Sales	\$1,407.16		
		00000004	1-2200	Finished Goods		\$3,153.20	
		00000004	5-2000	Wholesale Cost of Sales	\$1,300.13		
		00000004	5-3000	Consignment Cost	\$445.91		
SJ	12/10/04	Pre-conversion sale					
		000001	1-3000	Accounts Receivable	\$12,000.00		
		000001	1-3000	Accounts Receivable		\$12,000.00	
Grand Total:					\$20,905.22	\$20,905.22	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Transaction Date: From/To

ID: From/To

Amount: From/To

Categories

Memo/Payee

Session Date Range

User IDs
Source Journal
Currencies

Sorted by

ID #

Subtotals / Totals

Grand Total:

Debit
Credit

More Report Fields (not preselected)

User ID
Session Date
Reconciled Date
Memo
Name
Payee
Allocation Memo

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: ID #, Acct #, Account Name, Debit, Credit, Job

Opens: Sales window

To Do List - Receivables report

This report displays the list of open receivables from the To Do List window.

To find the To Do List - Receivables report

Reports menu > Index to Reports window >
Sales tab > To Do List header

To Do List - Receivables 31/12/04

Name	ID #	Due Date	Balance Due
Acme Sales Ltd.	00000001	12/9/04	\$840.00
Widgets by Smith	00000007	12/9/04	\$1,000.00
Widgets by Smith	00000003	12/9/04	\$9,500.00
Acme Sales Ltd.	00000008	12/9/04	\$1,802.62
Boffo Products	00000009	12/9/04	\$1,660.70
Widgets by Smith	00000010	12/9/04	\$1,955.00
Widgets by Smith	00000011	12/9/04	\$2,300.00
		Total:	\$11,563.45

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

As Of: (date)

Sorted by

Due Date

Subtotals / Totals

Subtotals:

Balance Due

More Report Fields (not preselected)

Billing Address

Billing Address Phone #1

Billing Address Contact

Original Amount

Amount Paid

Their Inv/P.O. #

Card ID

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Overdue Balances Only

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: A/R view of To Do List window

To Do List - Recurring Sales report

This report displays the list of sales saved as recurring from the To Do List window.

To find the To Do List - Recurring Sales report

Reports menu > Index to Reports window >
Sales tab > To Do List header

To Do List - Recurring Sales 31/12/04

Customer Name	Template Name	Frequency	Last Posted	Next Due
Acme Sales Ltd.	Sale; Acme Sales, Ltd.	Monthly	1/10/04	2/11/04
Widgets by Smith	Sale; Widgets by Smith	Monthly	1/11/04	2/12/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

As Of: (date)

Sorted by

Transaction Name

More Report Fields (not preselected)

Status

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Recurring Sales view of To Do List window

To Do List - Orders to be Delivered & Received report

Displays the list of both sales and purchases from the To Do List window.

Report Tip: When you backorder an item or items, or create an item order, it means that you're expecting a sale or purchase to be finalised. Run this report every week and check to see if the sale came through or the purchase was completed. If they were, call up the sale or purchase order, make any changes and record it.

To find the To Do List - Orders to be Delivered & Received report

Reports menu > Index to Reports window >
Sales tab > To Do List header

To Do List - Orders to be Delivered/Received 31/12/04

Name	ID #	Promised Date	Balance Due
<hr/>			
Orders to be Received			
Wholesale Supply Co.	00000006	10/1/04	\$635.58
		Total:	\$635.58

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

As Of: (date)

Sorted by

Orders to be Delivered, then Orders to be Received; in Promised Date order

Subtotals / Totals

Subtotals:

Balance Due

More Report Fields (not preselected)

Billing Address Contact

Billing Address Phone #1

Terms

Salesperson

Original Amount

Amount Paid

Customer's P.O. #

Card ID

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Orders Without Promise Dates

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Orders view of To Do List window

Activity Log - Detail report

This report displays your Activity Log for specific employees and suppliers within the period range. You can also choose to view activity slip information for activities of a specific type and status. This report also includes summary billing information about activity slips. Totals only appear for hourly activity types.

To find the Activity Log - Detail report

Reports menu > Index to Reports window >
Time Billing tab > Activity Log header

Activity Log - Detail 1/10/04 through 30/10/04

Date	Slip ID	Customer	Activity	Units	Adjust #	Billable #	Billed #	Balance #
123 Quick Vending Machines			123QVM101					
3/10/04	AS000006	Banks, Debbie	Travel	12.00	0.00	12.00	0.00	12.00
			Total:	12.00	0.00	12.00	0.00	12.00
Alexander's Beauty Supply			ABS120					
22/10/04	AS000001	Contracting, Ltd.	Consultation	12.00	0.00	12.00	0.00	12.00
			Total:	12.00	0.00	12.00	0.00	12.00
Porter, Marcia			*None					
17/10/04	AS000002	Mitchell, Karen	Marketing Planning	34.00	0.00	34.00	0.00	34.00
			Total:	34.00	0.00	34.00	0.00	34.00
Smith, Samantha			*None					
17/10/04	AS000003	Fix It Harry	Bookkeeping	10.00	0.00	10.00	0.00	10.00
			Total:	10.00	0.00	10.00	0.00	10.00
Thomas, Kurt			*None					
22/10/04	AS000004	We ReDo!	Mileage @.29/ kilometre	25.00	0.00	25.00	0.00	25.00
22/10/04	AS000007	Contracting, Ltd.	Service Type Consulting	56.00	4.00	60.00	10.00	50.00
			Total:	81.00	4.00	85.00	10.00	75.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees/Suppliers: All/Selected

Advanced:

Dated From/To (Months)

Dated From/To (Dates)
ID: From/To
Amount: From/To
Activity Type: All/Hourly/Non-Hourly
Jobs
Activity Status: All/Chargeable/Non-Chargeable
Slip Notes
Identifiers

Sorted by

Employee (alphabetical), then Date (descending)

Subtotals / Totals

Subtotal for each Employee:

Actual
Adjust #
Billable \$
Billed #
Balance #

More Report Fields (not preselected)

Activity ID
Amount
Adjust \$
Billable \$
Billed \$
Balance \$
Job
Rate
Notes
Hours
Adjust (Hours)
Billed (Hours)
Balance (Hours)
Customer Card ID

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Enter Activity Slip window

Activity Log - Diary report

This report displays your Activity Log for specific employees and suppliers within the period range. You can also choose to view activity slip information for activities of a specific type and status. This report also includes elapsed time and any notes you enter on activity slips.

To find the Activity Log - Diary report

Reports menu > Index to Reports window > Time Billing tab > Activity Log header

Activity Log - Diary 10/1/04 through 10/30/04

Date	Start	Stop	Elapsed	Activity	Customer	Notes
3/10/04			:00	Travel	Banks, Debbie	
Total:			:00			
Alexander's Beauty Supply						
22/10/04			:00	Basic Consulting	Contracting, Ltd.	
Total:			:00			
Alexander, Elaine						
22/10/04	1:00 PM	4:30 PM	03:30	Bookkeeping Services	Fix It Harry	
22/10/04	2:46 PM	5:34 PM	02:48	Bookkeeping Services	Annabelle's Closet	Call to follow up.
Total:			06:18			
Porter, Marcia						
17/10/04			:00	Marketing Planning	Mitchell, Karen	
Total:			:00			
Smith, Samantha						
22/10/04			:00	Bookkeeping Services	Fix It Harry	
Total:			:00			
Thomas, Kurt						
22/10/04			:00	Mileage @.29/kilometres	We ReDo!	
22/10/04			:00	Service Type Consulting	Contracting, Ltd.	
Total:			:00			

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees/Suppliers: All/Selected

Advanced:

Dated From/To (Months)

Dated From/To (Dates)
ID: From/To
Amount: From/To
Activity Type: All/Hourly/Non-Hourly
Jobs
Activity Status: All/Chargeable/Non-Chargeable
Slip Notes
Identifiers

Sorted by

Date and Start Time

Subtotals / Totals

Subtotal for each Employee: Elapsed Time

More Report Fields (not preselected)

Activity ID
Units
Amount
Adjust #
Adjust \$
Billable #
Billable \$
Billed #
Billed \$
Balance #
Balance \$
Job
Slip ID
Hours
Adjust (Hours)
Billed (Hours)
Balance (Hours)
Customer Card ID

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Enter Activity Slip window

Activity Slip [Activity Summary] report

This report displays summary activity slip information by activity for a period range. The information that appears on this report includes activity names and billing and adjustment information. You can print sub-totals by customer or employee, if you want. You also can customise this report by activity slip status or activity type. In this example, sub-totals are displayed for each employee or supplier.

To find the Activity Slip [Activity Summary] report

Reports menu > Index to Reports window >
Time Billing tab > Activity header

Activity Slip [Activity Summary] 1/10/04 through 30/10/04

Name	Units	Adjust #	Billable #	Billable \$	Billed \$	Balance \$
Marketing Planning						
Porter, Marcia	34.00	0.00	34.00	\$1,366.46	\$0.00	\$1,366.46
Total:	34.00	0.00	34.00	\$1,366.46	\$0.00	\$1,366.46
Service Type Consulting						
Thomas, Kurt	56.00	4.00	60.00	\$9,359.40	\$1,559.90	\$7,799.50
Total:	56.00	4.00	60.00	\$9,359.40	\$1,559.90	\$7,799.50
Basic Consulting						
Alexander's Beauty Supply	12.00	0.00	12.00	\$120.00	\$0.00	\$120.00
Total:	12.00	0.00	12.00	\$120.00	\$0.00	\$120.00
Bookkeeping Services						
Alexander, Elaine	6.30	0.00	6.30	\$203.49	\$0.00	\$203.49
Smith, Samantha	10.00	0.00	10.00	\$560.00	\$0.00	\$560.00
Total:	16.30	0	16.30	\$763.49	\$0.00	\$763.49
Travel						
123 Quick Vending Machines	12.00	0.00	12.00	\$0.00	\$0.00	\$0.00
Total:	12.00	0.00	12.00	\$0.00	\$0.00	\$0.00
Mileage @.29/kilometre						
Thomas, Kurt	25.00	0.00	25.00	\$1,141.50	\$0.00	\$1,141.50

Total:	25.00	0.00	25.00	\$1,141.50	\$0.00	\$1,141.50
				_____	_____	_____
Grand Total:				\$12,750.85	\$1,559.90	\$11,190.95

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Activities: All/Selected

Advanced:

Dated From/To (Months)

Dated From/To (Dates)

ID: From/To

Amount: From/To

Activity Type: All/Hourly/Non-Hourly

Jobs

Slip Status: All/Work in Progress Only/Already Billed Only

Slip Notes

Sorted by

Activity

Subtotals / Totals

Subtotal for Customer or Employee (based on filter selection):

- Units
- Adjust #
- Billable #
- Billable \$
- Billed \$
- Balance \$

Grand Total:

- Billable \$
- Billed \$
- Balance \$

More Report Fields (not preselected)

- Activity ID
- Amount
- Adjust \$
- Billed #
- Balance #
- Income Acct
- Est. Cost
- Ext. Profit
- Hours
- Adjust (Hours)
- Billed (Hours)
- Balance (Hours)

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Subtotal by: Customer/Employee

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Activity Slip [Activity Detail] report

This report displays activity slip detail information by activity for a period range. The information that appears on this report includes activity ID numbers and names, customer and employee names and billing and adjustment information. You can print sub-totals by customer or employee, if you want. You also can customise this report by activity slip status or activity type.

To find the Activity Slip [Activity Detail] report

Reports menu > Index to Reports window >
Time Billing tab > Activity header

Activity Slip [Activity Detail] 1/10/04 through 30/10/04

Date	Employee	Customer	Units	Billable #	Billable \$	Billed \$	Balance \$
HCA000012	Marketing Planning						
17/10/04	Porter, Marcia	Mitchell, Karen	34.00	34.00	\$1,366.46	\$0.00	\$1,366.46
Marketing Planning Total:			34.00	34.00	\$1,366.46	\$0.00	\$1,366.46
HCC000004	Service Type Consulting						
22/10/04	Thomas, Kurt	Contracting, Ltd.	56.00	60.00	\$9,359.40	\$1,559.90	\$7,799.50
Service Type Consulting Total:			56.00	60.00	\$9,359.40	\$1,559.90	\$7,799.50
HCC000010	Automated Bookkeeping Services						
22/10/04	Auto Spa	Annabelle's Closet	23.00	23.00	\$1,035.00	\$0.00	\$1,035.00
Automated Bookkeeping Services Total:			23.00	23.00	\$1,035.00	\$0.00	\$1,035.00
HCE000003	Basic Consulting						
22/10/04	Alexander's Beauty Supply	Contracting, Ltd.	12.00	12.00	\$120.00	\$0.00	\$120.00
Basic Consulting Total:			12.00	12.00	\$120.00	\$0.00	\$120.00
HCE000009	Bookkeeping Services						
22/10/04	Smith, Samantha	Fix It Harry	10.00	10.00	\$560.00	\$0.00	\$560.00
22/10/04	Alexander, Elaine	Annabelle's Closet	2.80	2.80	\$90.44	\$0.00	\$90.44
22/10/04	Alexander, Elaine	Fix It Harry	3.50	3.50	\$113.05	\$0.00	\$113.05
Bookkeeping Services Total:			16.30	16.30	\$763.49	\$0.00	\$763.49
HNA000015	Travel						
3/10//04	123 Quick Vending Machines	Banks, Debbie	12.00	12.00	\$0.00	\$0.00	\$0.00
Travel Total:			12.00	12.00	\$0.00	\$0.00	\$0.00
NCE000016	Mileage @.29/kilometre						
22/10/04	Thomas, Kurt	We ReDo!	25.00	25.00	\$1,141.50	\$0.00	\$1,141.50
Mileage @.29/kilometre Total:			25.00	25.00	\$1,141.50	\$0.00	\$1,141.50

Grand Total:

\$13,785.85 \$1,559.90 \$12,225.95

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Activities: All/Selected

Advanced:

Dated From/To (Months)

Dated From/To (Dates)

ID: From/To

Amount: From/To

Activity Type: All/Hourly/Non-Hourly

Jobs

Slip Status: All/Work in Progress Only/Already Billed Only

Slip Notes

Sorted by

Activity

Subtotals / Totals

Subtotal for Activity, Customer or Employee (based on filter selection):

Units

Billable #

Billable \$

Billed \$

Balance \$

Grand Total:

Billable \$

Billed \$

Balance \$

More Report Fields (not preselected)

Rate

Job

Notes

Start Time

Stop Time

Elapsed Time

Amount

Adjust #

Adjust \$

Billed #

Balance #

Slip ID

Unit Cost

Est. Cost

Est. Profit

Days Open

Income Acct

Hours

Adjust (Hours)

Billed (Hours)

Balance (Hours)
Employee Card ID
Customer Card ID

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Subtotal by Customer/Employee
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Enter Activity Slip window

Activity Slip [Customer Summary] report

This report displays summary activity slip information by customer for a period range. The information that appears on this report includes customer names, actual units and billing and adjustment information. You can print sub-totals by activity or employee, if you want. You also can customise this report by activity slip status or activity type.

To find the Activity Slip [Customer Summary] report

Reports menu > Index to Reports window >
Time Billing tab > Customer header

Activity Slip [Customer Summary] 1/10/04 through 30/10/04

Name	Units	Adjust #	Billable #	Billable \$	Billed \$	Balance \$
Annabelle's Closet	25.80	0.00	25.80	\$1,125.44	\$0.00	\$1,125.44
Banks, Debbie	12.00	0.00	12.00	\$0.00	\$0.00	\$0.00
Contracting, Ltd.	68.00	4.00	72.00	\$9,479.40	\$1,559.90	\$7,919.50
Fix It Harry	13.50	0.00	13.50	\$673.05	\$0.00	\$673.05
Mitchell, Karen	34.00	0.00	34.00	\$1,366.46	\$0.00	\$1,366.46
We ReDo!	25.00	0.00	25.00	\$1,141.50	\$0.00	\$1,141.50
Grand Total:				\$13,785.85	\$1,559.90	\$12,225.95

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Customers: All/Selected

Custom List #1, 2, 3

Advanced:

Dated From/To (Months)

Dated From/To (Dates)

ID: From/To

Amount: From/To

Activity Type: All/Hourly/Non-Hourly

Jobs

Slip Status: All/Work in Progress Only/Already Billed Only

Slip Notes

Sorted by

Customer

Subtotals / Totals**Subtotal** for Activity or Employee (based on filter selection):

Billable \$

Billed \$

Balance \$

Grand Total:

Billable \$

Billed \$

Balance \$

More Report Fields (not preselected)

Activity ID

Amount

Adjust \$

Billed #

Balance #

Income Acct

Est. Cost

Est. Profit

Hours

Adjust (Hours)

Billed (Hours)

Balance (Hours)

Customer Card ID

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Subtotal by: Activity/Employee

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Activity Slip [Customer Detail] report

This report displays activity slip detail information by customer for a period range. The information that appears on this report includes customer names, employee and supplier names, activity names, actual units and billing information. A sub-total appears for each customer. You can print sub-totals by activity or employee, if you want. You also can customise this report by activity slip status or activity type.

To find the Activity Slip [Customer Detail] report

Reports menu > Index to Reports window >
Time Billing tab > Customer header

Activity Slip [Customer Detail] 1/10/04 through 10/30/04

Date	Employee	Activity	Units	Billable #	Billable \$	Billed \$	Balance \$
<hr/>							
Annabelle's Closet		AC103					
22/10/04	Auto Spa	Automated Bookkeeping Services	23.00	23.00	\$1,035.00	\$1,035.00	\$1,035.00
22/10/04	Alexander, Elaine	Bookkeeping Services	2.80	2.80	\$90.44	\$90.44	\$90.44
Annabelle's Closet Total:					\$1,125.44	\$0.00	\$1,125.44
<hr/>							
Banks, Debbie		DB12					
3/10/04	123 Quick Vending Machines	Travel	12.00	12.00	\$0.00	\$0.00	\$0.00
Banks, Debbie Total:					\$0.00	\$0.00	\$0.00
<hr/>							
Contracting, Ltd.		CI145					
22/10/04	Alexander's Beauty Supply	Basic Consulting	12.00	12.00	\$120.00	\$120.00	\$120.00
22/10/04	Thomas, Kurt	Service Type Consulting	56.00	60.00	\$9,359.40	\$9,359.40	\$7,799.50
Contracting, Ltd. Total:					\$9,479.40	\$1,559.90	\$7,919.50
<hr/>							
Fix It Harry		FIH102					
22/10/04	Alexander, Elaine	Bookkeeping Services	3.50	3.50	\$113.05	\$113.05	\$113.05
22/10/04	Smith, Samantha	Bookkeeping Services	10.00	10.00	\$560.00	\$560.00	\$560.00
Fix It Harry Total:					\$673.05	\$0.00	\$673.05
<hr/>							
Mitchell, Karen		*None					
17/10/04	Porter, Marcia	Marketing Planning	34.00	34.00	\$1,366.46	\$1,366.46	\$1,366.46
Mitchell, Karen Total:					\$1,366.46	\$0.00	\$1,366.46
<hr/>							
We ReDo!		WR12					
22/10/04	Thomas, Kurt	Mileage @.29/kilometre	25.00	25.00	\$1,141.50	\$1,141.50	\$1,141.50
We ReDo! Total:					\$1,141.50	\$0.00	\$1,141.50
<hr/>							
Grand Total:					\$13,785.85	\$1,559.90	\$12,225.95

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

Customers: All/Selected

Custom List #1, 2, 3

Advanced:

Dated From/To (Months)

Dated From/To (Dates)

ID: From/To

Amount: From/To

Activity Type: All/Hourly/Non-Hourly

Jobs

Slip Status: All/Work in Progress Only/Already Billed Only

Slip Notes

Sorted by

Customer

Subtotals / Totals

Subtotal for Activity or Employee (based on filter selection):

Billable \$

Billed \$

Balance \$

Grand Total:

Billable \$

Billed \$

Balance \$

More Report Fields (not preselected)

Activity ID

Rate

Job

Notes

Start Time

Stop Time

Elapsed Time

Amount

Adjust #

Adjust \$

Billed #

Balance #

Slip ID

Unit Cost

Est. Cost

Est. Profit

Days Open

Income Acct

Hours

Adjust (Hours)

Billed (Hours)

Balance (Hours)

Employee Card ID

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Subtotal by: Activity/Employee

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Enter Activity Slip window

Activity Slip [Employee Summary] report

This report displays summary activity slip information by employee or supplier for a period range. The information that appears on this report includes employee and supplier names, actual units and billing and adjustment information. You can print sub-totals by activity or customer, if you want. You also can customise this report by activity slip status or activity type.

To find the Activity Slip [Employee Summary] report

Reports menu > Index to Reports window >
Time Billing tab > Employee header

Activity Slip [Employee Summary] 1/10/04 through 30/10/04

Name	Units	Adjust #	Billable #	Billable \$	Billed \$	Balance \$
123 Quick Vending Machines	12.00	0.00	12.00	\$0.00	\$0.00	\$0.00
Alexander's Beauty Supply	12.00	0.00	12.00	\$120.00	\$0.00	\$120.00
Alexander, Elaine	6.30	0.00	6.30	\$203.49	\$0.00	\$203.49
Auto Spa	23.00	0.00	23.00	\$1,035.00	\$0.00	\$1,035.00
Porter, Marcia	34.00	0.00	34.00	\$1,366.46	\$0.00	\$1,366.46
Smith, Samantha	10.00	0.00	10.00	\$560.00	\$0.00	\$560.00
Thomas, Kurt	81.00	4.00	85.00	\$10,500.90	\$1,559.90	\$8,941.00
Grand Total:				\$13,785.85	\$1,559.90	\$12,225.95

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees/Suppliers: All/Selected

Advanced:

Dated From/To (Months)

Dated From/To (Dates)

ID: From/To

Amount: From/To

Activity Type: All/Hourly/Non-Hourly

Jobs

Slip Status: All/Work in Progress Only/Already Billed Only

Slip Notes

Sorted by

Employee

Subtotals / Totals

Subtotal for Activity or Customer (based on filter selection):

Billable \$

Billed \$

Balance \$

Grand Total:

Billable \$
Billed \$
Balance \$

More Report Fields (not preselected)

Amount
Adjust \$
Billed #
Balance #
Income Acct
Est. Cost
Est. Profit
Hours
Adjust (Hours)
Billed (Hours)
Balance (Hours)
Activity ID
Card ID

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Subtotal by: Customer/Activity
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

Activity Slip [Employee Detail] report

This report displays activity slip detail information by employee or supplier for a period range. The information that appears on this report includes employee names, customer names, activity names, actual units and billing information. A sub-total appears for each employee or supplier. You can print sub-totals by activity or customer, if you want. You also can customise this report by activity slip status or activity type.

To find the Activity Slip [Employee Detail] report

Reports menu > Index to Reports window >
Time Billing tab > Employee header

Activity Slip [Employee Detail] 1/10/04 through 30/10/04

Date	Activity	Customer	Units	Billable #	Billable \$	Billed \$	Balance \$
123 Quick Vending Machines		123QVM101					
3/10//04	Travel	Banks, Debbie	12.00	12.00	\$0.00	\$0.00	\$0.00
123 Quick Vending Machines Total:			12.00	12.00	\$0.00	\$0.00	\$0.00
Alexander's Beauty Supply		ABS120					
22/10/04	Basic Consulting	Contracting, Ltd.	12.00	12.00	\$120.00	\$0.00	\$120.00
Alexander's Beauty Supply Total:			12.00	12.00	\$120.00	\$0.00	\$120.00
Alexander, Elaine		EA203					
22/10/04	Bookkeeping Services	Annabelle's Closet	2.80	2.80	\$90.44	\$0.00	\$90.44
22/10/04	Bookkeeping Services	Fix It Harry	3.50	3.50	\$113.05	\$0.00	\$113.05
Alexander, Elaine Total:			6.30	6.30	\$203.49	\$0.00	\$203.49
Auto Spa		AS21					
22/10/04	Automated Bookkeeping Services	Annabelle's Closet	23.00	23.00	\$1,035.00	\$0.00	\$1,035.00
Auto Spa Total:			23.00	23.00	\$1,035.00	\$0.00	\$1,035.00
Porter, Marcia		*None					
17/10/04	Marketing Planning	Mitchell, Karen	34.00	34.00	\$1,366.46	\$0.00	\$1,366.46
Porter, Marcia Total:			34.00	34.00	\$1,366.46	\$0.00	\$1,366.46
Smith, Samantha		*None					
22/10/04	Bookkeeping Services	Fix It Harry	10.00	10.00	\$560.00	\$0.00	\$560.00
Smith, Samantha Total:			10.00	10.00	\$560.00	\$0.00	\$560.00
Thomas, Kurt		*None					
22/10/04	Service Type Consulting	Contracting, Ltd.	56	60	\$9,359.40	\$1,559.90	\$7,799.50
22/10/04	Mileage @ .29/kilometre	We ReDo!	25	25	\$1,141.50	\$0.00	\$1,141.50
Thomas, Kurt Total:			81	85	\$10,500.90	\$1,559.90	\$8,941.00
Grand Total:					\$13,785.85	\$1,559.90	\$12,225.95

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees/Suppliers: All/Selected

Advanced:

Dated From/To (Months)

Dated From/To (Dates)

ID: From/To

Amount: From/To

Activity Type: All/Hourly/Non-Hourly

Jobs

Slip Status: All/Work in Progress Only/Already Billed Only

Slip Notes

Sorted by

Employee

Subtotals / Totals

Subtotal for each Employee:

Billable \$

Billed \$

Balance \$

Grand Total:

Billable \$

Billed \$

Balance \$

More Report Fields (not preselected)

Activity ID

Rate

Job

Notes

Start Time

Stop Time

Elapsed Time

Amount

Adjust #

Adjust \$

Billed #

Balance #

Slip ID

Unit Cost

Est. Cost

Est. Profit

Days Open

Income Acct

Hours

Adjust (Hours)

Billed (Hours)

Balance (Hours)

Customer Card ID

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Subtotal by: Customer/Activity

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Enter Activity Slip window

Activity Slip [Job Summary] report

This report displays summary activity slip information by job for a period range. The information that appears on this report includes job names, actual units and billing, adjustment and balance information. You can print sub-totals by activity, customer or employee, if you want. You also can customise this report by activity slip status or activity type.

To find the Activity Slip [Job Summary] report

Reports menu > Index to Reports window >
Time Billing tab > Job header

Activity Slip [Job Summary] 1/10/04 through 30/10/04

Job #	Job Name	Units	Adjust #	Billable #	Billable \$	Billed \$	Balance \$
1	Banks Repairs				\$1,125.44	\$0.00	\$1,125.44
2	Anderson Consulting				\$0.00	\$0.00	\$0.00
3	Mitchell Repairs				\$9,479.40	\$1,559.90	\$7,919.50
4	Fix It Harry Design				\$673.05	\$0.00	\$673.05
5	Key Conferences				\$1,366.46	\$0.00	\$1,366.46
6	Smith Repairs				\$1,141.50	\$0.00	\$1,141.50
Report Total:					\$13,785.85	\$1,559.90	\$12,225.95

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Jobs: All/Selected

Advanced:

Dated From/To

Activity Type: All/Hourly/Non-Hourly

Slip Status: All/Work in Progress Only/Already Billed Only

Sorted by

Job Number

Subtotals / Totals

Subtotal for Activity, Customer or Employee (based on filter selection):

Billable \$

Billed \$

Balance \$

Grand Total:

Billable \$

Billed \$

Balance \$

More Report Fields (not preselected)

Activity ID
Amount
Adjust \$
Billed #
Balance #
Income Acct
Est. Cost
Est. Profit
Hours
Adjust (Hours)
Billed (Hours)
Balance (Hours)
Job #
Card ID

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Subtotal by: Activity/Customer/Employee
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

Activity Slip [Job Details] report

This report displays detail activity slip information by job for a period range. The information that appears on this report includes employee and activity names, actual units and billing, adjustment and balance information for each job. It will include subtotals for each job. You also can customise this report by activity slip status or activity type.

To find the Activity Slip [Job Details] report

Reports menu > Index to Reports window >
Time Billing tab > Job header

Activity Slip [Job Details] 1/10/04 through 30/10/04

Date	Employee	Activity	Units	Billable #	Billable \$	Billed \$	Balance \$
1	Banks Repairs						
2/10/04	Chuck Berry	Planning	20	20	\$1,125.44	\$0.00	\$1,125.44
2/10/04	Fats Domino	Travel	5	5	\$479.40	\$250.00	\$ 249.40
2/10/04		Job 1 Total	25	25	\$1,604.84	\$250.00	\$1,364.84
3	Mitchell Repairs						
2/10/04	Chuck Berry	Planning	10	10	\$562.72	\$562.72	\$0.00
2/10/04	Sam Sham	Accounting	18	15	\$1,366.46	\$0.00	\$1,366.46
		Job 2 Total			\$1,929.18	\$562.72	\$1,366.46
		Report Total	43	40	\$3,534.02	\$1,812.72	\$2,731.36

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Jobs: All/Selected

Advanced:

Dated From/To

Activity Type: All/Hourly/Non-Hourly

Slip Status: All/Work in Progress Only/Already Billed Only

Sorted by

Job Number

Subtotals / Totals

Subtotal for Activity, Customer or Employee (based on filter selection):

Billable \$

Billed \$

Balance \$

Grand Total:

Billable \$
Billed \$
Balance \$

More Report Fields (not preselected)

Rate
Job
Start Time
Stop Time
Elapsed Time
Amount
Adjust #
Adjust \$
Billed #
Balance #
Slip ID
Unit Cost
Est. Cost
Est. Profit
Days Open
Income Acct
Hours
Adjust (Hours)
Billed (Hours)
Balance (Hours)
Employee Card ID
Activity ID
Customer Card ID
Job

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Subtotal by: Activity/Customer/Employee
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Enter Activity Slip window

Hourly Productivity [Summary] report

This report displays activity slip information by employee and supplier for a period range. For each employee and supplier, this report displays the total number of actual hours entered on hourly activity slips, the total of adjustments, the total of chargeable hours, and the total of non-chargeable hours. Adjustments, chargeable hours and non-chargeable hours also are displayed as percentages of actual hours.

To find the Hourly Productivity [Summary] report

Reports menu > Index to Reports window >
Time Billing tab > Productivity header

Hourly Productivity [Summary] 1/10/04 through 22/10/04

Name	Hours	Adjust (Hours)	% of Hours	Chargeable	% of Hours	Non-Chargeable	% of Hours
123 Quick Vending Machines	12	0	0.00%	0	0.00%	12	100.00%
Alexander's Beauty Supply	12	0	0.00%	12	100.00%	0	0.00%
Alexander, Elaine	6.3	0	0.00%	6.3	100.00%	0	0.00%
Auto Spa	23	0	0.00%	23	100.00%	0	0.00%
Porter, Marcia	34	0	0.00%	34	100.00%	0	0.00%
Smith, Samantha	10	0	0.00%	10	100.00%	0	0.00%
Thomas, Curtis	56	4	7.14%	56	100.00%	0	0.00%
Total:	153.3	4	2.61%	141.3	92.17%	12	7.83%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees/Suppliers: All/Selected

Advanced:

Dated From/To (Months)

Dated From/To (Dates)

ID: From/To

Amount: From/To

Jobs

Slip Status: All/Work in Progress Only/Already Billed Only

Slip Notes

Identifiers

Sorted by

Employee

Subtotals / Totals

Subtotal:

Hours

Adjust (Hours)

% of Hours, Chargeable

% of Hours, Non-Chargeable

% of Hours, Chargeable

More Report Fields (not preselected)

Amount

Adjust \$

Chargeable \$

Billed \$

Balance \$

Card ID

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Hourly Productivity [Detail] report

This report displays activity slip information by employee and supplier for a period range. For each employee and supplier, this report displays the total number of actual hours entered on hourly activity slips, the total of adjustments, the total of chargeable hours, and the total of non-chargeable hours. Adjustments, chargeable hours and non-chargeable hours also are displayed as percentages of actual hours. Totals and percentages also are displayed by hourly activity for each employee or supplier.

To find the Hourly Productivity [Detail] report

Reports menu > Index to Reports window >
Time Billing tab > Productivity header

Hourly Productivity [Detail] 1/10/04 through 22/10/04

Activity	Hours	Adjust (Hours)	% of Hours Chargeable	% of Hours Non-Chargeable	Non-Chargeable	% of Hours
123 Quick Vending Machines123VVM100						
Travel	12	0	0.00%	0	0.00%	100.00%
Total:	12	0	0.00%	0	0.00%	100.00%
Alexander's Beauty Supply ABS102						
Basic Consulting	12	0	0.00%	12	100.00%	0.00%
Travel	10	0	0.00%	0	0.00%	100.00%
Total:	22	0	0.00%	12	54.55%	45.45%
Alexander, Elaine *None						
Bookkeeping Services	6.3	0	0.00%	6.3	100.00%	0.00%
Total:	6.3	0	0.00%	6.3	100.00%	0.00%
Auto Spa AS213						
Automated	23	0	0.00%	23	100.00%	0.00%
Bookkeeping Services						
Total:	23	0	0.00%	23	100.00%	0.00%
Porter, Marcia *None						
Marketing Planning	34	0	0.00%	34	100.00	0.00%
Total:	34	0	0.00%	34	100.00	0.00%
Smith, Samantha SS104						
Bookkeeping Services	10	0	0.00%	10	100.00%	0.00%
Total:	10	0	0.00%	10	100.00%	0.00%
Thomas, Kurt KT100						
Service Type Consulting	56	4	7.14%	56	100.00	0.00%
Total:	56	4	7.14%	56	100.00	0.00%

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

Employees/Suppliers: All/Selected

Advanced:

Dated From/To (Months)

Dated From/To (Dates)

ID: From/To

Amount: From/To

Jobs

Slip Status: All/Work in Progress Only/Already Billed Only

Slip Notes

Identifiers

Sorted by

Employee

Subtotals / Totals

Subtotal for each Employee:

Hours

Adjust (Hours)

% of Hours, Chargeable

% of Hours, Non-Chargeable

% of Hours, Chargeable

More Report Fields (not preselected)

Activity ID

Amount

Adjust \$

Chargeable \$

Billed \$

Balance \$

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Activities List report

This report displays your time billing activities. Information for each activity on this report includes activity ID number, name, type, units of measure, status and rate. You can choose to view activities by type and then sort by ID or Name.

To find the Activities List report

Reports menu > Index to Reports window >
Time Billing tab > Other Time Billing Reports header

Activities List

Activity ID	Activity	Type	Units of Measure	Status	Rate
HCE000011	Financial Planning	Hourly	Hour	Chargeable	\$0.00
HNA000015	Travel	Hourly	Hour	Non-Chargeable	\$0.00
HNC000014	Financial Analysis	Hourly	Hour	Non-Chargeable	\$0.00
HNE000013	Marketing Research	Hourly	Hour	Non-Chargeable	\$0.00
NCA000018	Consulting Type A	Non-Hourly	week	Chargeable	\$20.25
NCC000017	Additional Research	Non-Hourly	week	Chargeable	\$33.33
NCE000016	Mileage @.29/kilometre	Non-Hourly	year	Chargeable	\$45.66
NNC000020	Breaks	Non-Hourly	day	Non-Chargeable	\$0.00
NNE000019	Lunch Time	Non-Hourly	month	Non-Chargeable	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Activities: All/Selected

Advanced:

Activity Type: All/Hourly/Non-Hourly

Sorted by

Name or ID Number based on filter selection

More Report Fields (not preselected)

Income Acct

Description

Status

Finishing Choices

Include Inactive Activities

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by: ID/Name

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Profile view of Activity Information window

Rate Exceptions report

This report displays activity slips whose rates don't match the rates you entered for the employees or activities. Activity slips are listed by employee or supplier. This report includes chargeable activities only.

To find the Rate Exceptions report

Reports menu > Index to Reports window >
Time Billing tab > Other Time Billing Reports header

Rate Exceptions 23/10/04

Date	Customer	Activity	Billable #	Normal Rate	Rate Billed	Unit Diff.	Total Diff.
Alexander's Beauty Supply							
23/10/04	Contracting, Ltd.	Basic Consulting	12	\$0.00	10.00	\$10.00	\$120.00
		Total:					\$120.00
Porter, Marcia							
23/10/04	Mitchell, Karen	Marketing Planning	34	\$40.00	50.00	\$10.00	\$340.00
		Total:					\$10.00
Smith, Samantha							
23/10/04	Fix It Harry	Bookkeeping Services	10	\$0.00	56.00	\$56.00	\$560.00
		Total:					\$560.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees/Suppliers: All/Selected

Advanced:

Dated From/To (Months)

Dated From/To (Dates)

ID: From/To

Amount: From/To

Activity Type: All/Hourly/Non-Hourly

Jobs

Slip Status: All/Work in Progress Only/Already Billed Only

Slip Notes

Identifiers

Sorted by

Employee, Date

Subtotals / Totals

Subtotals:

Billable Units
Normal Rate
Rate Billed
Unit Difference
Total Difference

More Report Fields (not preselected)

Units
Adjust #
Amount
Adjust \$
Billable \$
Billed #
Billed \$
Balance #
Balance \$
Slip ID
Hours
Adjust (Hours)
Billed (Hours)
Balance (Hours)
Customer Card ID

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

Aged Payables [Summary] report

For specific suppliers, this report displays a single line with the current balance due followed by the age of that balance.

Report Tip: Run this report every week or so. All businesses run through rough patches every once in awhile. When this happens, some business owners try to avoid any contact with their creditors. But the smart business people do just the opposite. They contact their creditors on a regular basis, update them on their progress, and work hard managing their creditors' expectations. When the money starts flowing again the business relationship is still solid.

To find the Aged Payables [Summary] report

Reports menu > Index to Reports window >
Purchases tab > Payables header

Aged Payables [Summary] 31/12/04

Name	Total Due	0-30	31 - 60	61 - 90	90+
Wholesale Supply Co.	\$9,138.28	\$9,138.28	\$0.00	\$0.00	\$0.00
World of Widgets	\$2,368.74	\$275.70	\$964.44	\$0.00	\$1,128.60
Grand Total:	\$11,507.02	\$9,413.98	\$964.44	\$0.00	\$1,128.60
Ageing Percent:		81.8%	8.4%	0.0%	9.8%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Ageing Date
Identifiers
Ageing Method
Currency

Sorted by

Supplier (alphabetical)

Subtotals / Totals

Subtotals:

Total Due
Each Ageing date
Ageing Percent

More Report Fields (not preselected)

Card ID

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Address1 Phone # 1

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Display in: Originating Currency/Local Currency

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Name

Opens: Profile view of Card Information window

Click: Total Due and Ageing columns

Opens: Supplier Detail view of Analyse Payables window

Aged Payables [Detail] report

For specific suppliers, this report displays the current balance due followed by a list of your open bills, with the amount due in the appropriate ageing column.

To find the Aged Payables [Detail] report

Reports menu > Index to Reports window >
Purchases tab > Payables header

Aged Payables [Detail] 31/12/04

Name	ID #	Date	Total Due	0-30	31 - 60	61 - 90	90+
Wholesale Supply Co.			WSC399				
(02) 9876 7654ext.345							
Net 30							
	00000002	1/12/04	\$6,880.00	\$6,880.00			
	00000007	2/12/04	\$2,246.40	\$2,246.40			
	00000009	5/12/04	\$11.88	\$11.88			
		Total:	\$9,138.28	\$9,138.28	\$0.00	\$0.00	\$0.00
World of Widgets			WW376				
(02) 8765 9876 ext. 98							
Net 30							
	00000003	1/10/04	\$1,128.60				\$1,128.60
	00000004	11/11/04	\$964.44		\$964.44		
	00000005	1/12/04	\$332.13	\$332.13			
	00000008	12/12/04	(\$56.43)	(\$56.43)			
		Total:	\$2,368.74	\$275.70	\$964.44	\$0.00	\$1,128.60
Grand Total:			\$11,507.02	\$9,413.98	\$964.44	\$0.00	\$1,128.60
Ageing Percent:				81.8%	8.4%	0.0%	9.8%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Ageing Date
Identifiers
Ageing Method
Currency

Sorted by

Supplier (alphabetical)

Subtotals / Totals**Subtotals:**

Total Due
Each Ageing date

Grand Totals:

Total Due
Each Ageing date
Ageing Percent

More Report Fields (not preselected)

Original Amount
Paid to Date
Contact
Supplier's Inv. #
Volume Discount
Due Date
Promised Date
Terms
Custom List # 1, 2, 3
Custom Field # 1, 2, 3
Tax ID
Category

Finishing Choices

Include 0.00 Balances
Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Display in: Originating Currency/Local Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name, Phone, Card ID, Contact
Opens: Profile view of Card Information window

Click: ID #, Date
Opens: Source window (Purchases window)

Click: Total Due and Ageing columns
Opens: Purchase Detail view of Analyse Payables window

Payables Reconciliation [Summary] report

This report displays a list of payables as of a specific date presented in summary [one line per supplier] format.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Report Tip: Enter the last day of the period as the Ageing Date. The balance of your linked payables account should match the total balance of your unpaid purchases. If it doesn't, you may wish to refer to Accounts PayablePurchase Ledger Linked Accounts window.

To find the Payables Reconciliation [Summary] report

Reports menu > Index to Reports window >
Purchases tab > Payables header

Payables Reconciliation [Summary] 31/12/04

Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Wholesale Supply Co.	\$10,338.16	\$9,126.40	\$0.00	\$0.00	\$1,211.76
World of Widgets	\$2,411.83	\$275.70	\$964.44	\$0.00	\$1,171.69
Total:	\$12,749.99	\$9,402.10	\$964.44	\$0.00	\$2,383.45
Ageing Percent:		73.7%	7.6%	0.0%	18.7%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected

Custom List # 1, 2, 3

Advanced:

Payables As Of

Identifiers

Ageing Method

Currencies

Sorted by

Supplier (alphabetical)

Subtotals / Totals

Subtotals:

Total Due

Each Ageing date

Ageing Percent

Payables Account

Out of Balance Account

More Report Fields (not preselected)

Card ID

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Address1 Phone # 1

Finishing Choices

Include 0.00 Balances

Add to Reports Menu

Prevent Data Changes During Report Generation

Display in: Originating Currency/Local Currency

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Name

Opens: Profile view of Card Information window

Click: Total Due and Ageing columns

Opens: Supplier Detail view of Analyse Payables window

Payables Reconciliation [Detail] report

For each selected supplier, this report displays the current balance due followed by a listing of your open purchase orders (one line per bill), with the amount due in the appropriate ageing column *as of a selected date*.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Report Tip: Enter the last day of the period as the Ageing Date. The balance of your linked payables account should match the total balance of your unpaid purchases. If it doesn't, you may wish to refer to Accounts PayablePurchase Ledger Linked Accounts window.

To find the Payables Reconciliation [Detail] report

Reports menu > Index to Reports window >
Purchases tab > Payables header

Payables Reconciliation [Detail] 30/9/04

Name	ID #	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
Wholesale Supply Co.			WSC102				
(02) 9876 7654 ext.345							
	00000002	12/6/04	\$6,880.00				\$6,880.00
	00000007	12/6/04	\$2,246.40				\$2,246.40
	00000009	13/6/04	\$11.88				11.88
		Total:	\$9,138.28	\$0.00	\$0.00	\$0.00	\$9,138.28
World of Widgets			*None				
(02) 8765 9876 ext. 98							
	00000003	1/9/04	\$1,128.60				\$1,128.60
	00000004	1/9/04	\$964.44				\$964.44
	00000005	1/9/04	\$332.13				\$332.13
	00000008	3/9/04	(\$56.43)				(\$56.43)
		Total:	\$2,368.74	\$0.00	\$0.00	\$0.00	\$2,368.74
Grand Total:			\$11,507.02	\$0.00	\$0.00	\$0.00	\$11,507.02

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected

Custom List # 1, 2, 3

Advanced:

Payables As Of

Identifiers

Ageing Method

Currencies

Sorted by

Supplier (alphabetical)

Subtotals / Totals**Subtotals:**

Total Due

Each Ageing date

Grand Totals:

Payables Account

Ageing Percent

More Report Fields (not preselected)

Their Inv./P.O.#

Due Date

Promised Date

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Tax ID

Category

Finishing Choices

Include 0.00 Balances

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Display in: Originating Currency/Local Currency

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window**Click:** Name, Phone, Card ID, Contact**Opens:** Profile view of Card Information window**Click:** ID #, Date**Opens:** Source window (Purchases window)**Click:** Total Due and Ageing columns**Opens:** Purchase Detail view of Analyse Payables window

Purchases [Item Summary] report

This report displays the total quantity bought and sum spent, summarised by supplier, for selected items within the period range.

To find the Purchases [Item Summary] report

Reports menu > Index to Reports window >
Purchases tab > Item header

Purchases [Item Summary] 1/12/04 through 31/12/04

Item	Name	Quantity	Amount
100-101A5	Widgets		
	World of Widgets	-5	(\$52.25)
	Widgets Total:	-5	(\$52.25)
200-101A5	Gadgets		
	World of Widgets	10	\$199.50
	Gadgets Total:	10	\$199.50
300-101B6	Whoosies		
	World of Widgets	2	\$62.70
	Whoosies Total:	2	\$62.70
600-101G8	Gizmos		
	Wholesale Supply Co.	40	\$2,080.00
	Gizmos Total:	40	\$2,080.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Supplier Inv. #
Purchase Status
Currencies

Sorted by

Item # (alphabetical)

Subtotals / Totals

Subtotals for each Item #:

Quantity

Amount

More Report Fields (not preselected)

Item Description

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Item # and Name

Opens: Profile view of Item Information window

Purchases [Item Detail] report

This report displays the quantity and purchase amount on an purchase-by-purchase basis for specific items within the period range.

To find the Purchases [Item Detail] report

Reports menu > Index to Reports window >
Purchases tab > Item header

Purchases [Item Detail] 1/12/04 through 31/12/04

Name	ID #	Date	Quantity	Amount	Status	Promised Date
<hr/>						
Widgets 100-101A5						
World of Widgets	00000005	12/12/04	-5	(\$52.25)	Debit	
		Widgets Total:	-5	(\$52.25)		
<hr/>						
Gadgets 200-101A5						
World of Widgets	00000005	1/2/04	10	\$199.50	Open	
		Gadgets Total:	10	\$199.50		
<hr/>						
Whoosies 300-101B6						
World of Widgets	00000005	1/12/04	2	\$62.70	Open	
		Whoosies Total:	2	\$62.70		
<hr/>						
Gizmos600-101G8						
Wholesale Supply Co.	00000007	12/12/04	40	\$2,080.00	Open	
		Gizmos Total:	40	\$2,080.00		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Supplier Inv. #
Purchase Status
Currencies

Sorted by

Item #

Subtotals / Totals**Subtotal** for each Item #:

Quantity

Amount

More Report Fields (not preselected)

Supplier Item #

Units on Hand

Buy Unit

Sell Unit

Last Cost

Average Cost

Sell Price

Last Buy Price

Supplier's Inv. #

Address 1

Address 1 Phone #1

Address 1 Contact

Notes

Terms

Credit Limit

Volume Disc. %

Amount Paid

Current Balance

Tax ID

Freight

Memo

Comments

Ship Via

Job

Due Date

Category

Item Description

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Supplier Card ID

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Print Card Totals

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window**Click:** Item # and Name**Opens:** Profile view of Item Information window**Click:** Supplier Name, Purchase #, Date, Quantity, Amount, Status, Promised Date**Opens:** Source window (Purchases window)

Analyse Purchases [Item Spreadsheet] report

This report displays your choice of item purchases, item quantities purchased or item cost of sales for multiple accounting periods in spreadsheet format, based on recorded bills, not including orders or quotes. Note: This report is also available for *units purchased* analysis.

To find the Analyse Purchases [Item Spreadsheet] report

Reports menu > Index to Reports window >
Purchases tab > Item header

Analyse Purchases [Item Spreadsheet] October 2004 through December 2004

Item #	Item Name	October	November	December	Total
1000BSI	Widgets	\$807.50	(\$388.45)	\$1,700.00	\$2,119.05
1001BSI	Gadgets	\$156.75	\$29.70	\$1,567.50	\$1,753.95
1004BSI	Whoosies	\$237.50	\$45.00	\$0.00	\$282.50
200BSI	Whatsits	\$318.25	\$60.30	\$3,618.00	\$3,996.55
204BSI	Thingies	\$0.00	\$74.70	\$0.00	\$74.70
900APS	Gizmos	\$475.00	\$10,000.00	\$0.00	\$10,475.00
901APS	Thingamabobs	\$1,111.50	\$0.00	\$0.00	\$1,111.50
902APS	Whachamacallits	\$1,895.25	\$0.00	\$0.00	\$1,895.25
		\$5,001.75	\$9,821.25	\$6,885.50	\$21,708.50

See "Report Details Explanations" on page 20 for more information

Filters

General:

Items: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
Analyse Purchases (select year)

Sorted by

Item #

Subtotals / Totals

Subtotal of dollars Bought or Units Bought, depending on filter selection

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation
Analyse: Dollars Bought/Units Bought

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Profile view of Item Information window

Purchases [Supplier Summary] report

This report displays the original purchase amount, the tax paid and the current balance for all purchasing transactions within the period range.

Report Tip: This report lists all purchases made from your suppliers. If you've made an impressive amount of purchases from a single supplier, use this information when renegotiating business terms (pricing, payment terms, etc.).

To find the Purchases [Supplier Summary] report

Reports menu > Index to Reports window >
Purchases tab > Supplier header

Purchases [Supplier Summary] 1/12/04 through 31/12/04

Name	ID #	Original Date	Purchase Amount	Tax	Current Balance	Status	Due Date
Wholesale Supply Co.							
00000002		1/12/04	\$11,000.00	\$880.00	\$6,880.00	Open	1/12/04
00000007		12/12/04	\$2,080.00	\$166.40	\$2,246.40	Open	15/12/04
			\$13,080.00	\$1,046.40	\$9,126.40		
World of Widgets							
00000005		1/12/04	\$307.52	\$24.61	\$332.13	Open	1/12/04
00000008		12/12/04	(\$52.25)	(\$4.18)	(\$56.43)	Debit	
			\$255.27	\$20.43	\$275.70		
Grand Total:			\$13,335.27	\$1,066.83	\$9,402.10		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Supplier Inv. #

Purchase Status
Identifiers
Currencies

Sorted by

Supplier

Subtotals / Totals

Subtotals for each Supplier:

Purchase Amount

Tax

Current Balance

Grand Totals:

Purchase Amount

Tax

Current Balance

More Report Fields (not preselected)

Promised Date

Supplier's Inv. #

Card ID

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Freight

Discount

Total

Tax ID

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Display In: Originating Currency/Local Currency

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Supplier Name

Opens: Profile view of Card Information window

Click: ID #, Original Date, Purchase Amount, Tax, Current Balance, Status, Due Date

Opens: Purchases window

Purchases [Supplier Detail] report

This report displays the purchase line items, including quantity purchased, for all purchases from specific suppliers within the period range.

To find the Purchases [Supplier Detail] report

Reports menu > Index to Reports window >
Purchases tab > Supplier header

Purchases [Supplier Detail] 1/12/04 through 31/12/04

ID #	Date	Quantity	Item/Acct	Description	Amount	Tax	Status
Wholesale Supply Co.							
00000002	1/12/04		2-1200	Outstanding Balance Due	\$11,000.00	P	Open
00000007	12/12/04	40	600-101G8	Gizmos	\$2,080.00	P	Open
				Wholesale Supply Co.	\$13,080.00		
				Total:			
World of Widgets.							
00000008	12/12/04	-5	100-101A5	Widgets	(\$52.25)	P	Debit
00000005	1/12/04	10	200-101A5	Gadgets	\$199.50	P	Open
00000005	1/12/04	2	300-101B6	Whoosies	\$62.70	P	Open
				World of Widgets Total:	\$209.95		
				Grand Total:	\$13,289.95		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Supplier Inv. #
Purchase Status
Identifiers
Currencies

Sorted by

Supplier

Subtotals / Totals

Subtotal for each Supplier:

Amount

Grand Total:

Amount

More Report Fields (not preselected)

Supplier Inv #

Address 1

Address 1 Phone #1

Address 1 Contact

Identifiers

Notes

Terms

Credit Limit

Volume Disc. %

Amount Paid

Current Balance

Tax Amount

Amt + Tax

Ship Via

Memo

Freight

Comments

Job

Job Description

Due Date

Promised Date

Item Description

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Discount

Total

Tax ID

Category

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Display In: Originating Currency/Local Currency

Print Item Totals

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Supplier Name, Card ID

Opens: Profile view of Card Information window

Click: ID #, Date, Quantity, Item/Acct, Description, Amount, Tax, Status

Opens: Purchases window

Analyse Purchases [Supplier] report

Displays purchase dollars and percentages of total purchases for selected suppliers within the period range, based on recorded bills, not orders or quotes.

To find the Analyse Purchases [Supplier] report

Reports menu > Index to Reports window >
Purchases tab > Supplier header

Analyse Purchases [Supplier] 1/10/04 through 15/10/04

Name	Purchases	% Total Purchases
Acme Sales Ltd.	\$18,165.50	37.6%
Boffo Products	\$13,843.00	29.4%
Widgets by Smith	\$23,700.00	43.0%
Total:	\$55,708.50	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
Identifiers
Analyse Purchases: (year)
Currencies

Sorted by

Supplier Name

Subtotals / Totals

Grand Total

Purchases

More Report Fields (not preselected)

Card ID
Custom List # 1, 2, 3
Custom Field # 1, 2, 3

Finishing Choices

Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name, Purchases

Opens: Profile view of Card Information window

Analyse Purchases [Supplier FY Comparison] report

This report compares this year's purchase dollars for specific suppliers with purchase dollars for the same period range in another financial year, based on recorded bills, not orders or quotes.

To find the Analyse Purchases [Supplier FY Comparison] report

Reports menu > Index to Reports window >
Purchases tab > Supplier header

Analyse Purchases [Supplier FY Comparison] October 2004 through December 2004

Name	This Year Purchases	FY 2004	\$ Difference	% Difference
Acme Sales Ltd.	\$18,165.50	\$19,600.00	(\$1,434.50)	(7.3%)
Boffo Products	\$13,843.00	\$13,000.00	\$843.00	6.5%
Widgets by Smith	\$23,700.00	\$18,000.00	\$5,700.00	31.7%
Total:	\$55,708.50	\$50,600.00	\$5,108.50	30.9%

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
Identifiers
This Year vs. (year)
Currencies

Sorted by

Supplier Name

Subtotals / Totals

Grand Total:

This Year Purchases
Last Year Purchases
\$ Difference
% Difference

More Report Fields (not preselected)

Card ID
Custom List # 1, 2, 3
Custom Field # 1, 2, 3

Finishing Choices

Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Profile view of Card Information window

Analyse Purchases [Supplier Spreadsheet] report

This report displays purchase dollars by supplier for multiple accounting periods in spreadsheet format, based on recorded bills, not orders or quotes.

To find the Analyse Purchases [Supplier Spreadsheet] report

Reports menu > Index to Reports window >
Purchases tab > Supplier header

Analyse Purchases [Supplier Spreadsheet] October 2004 through December 2004

Name	October	November	December	Total
Wholesale Supply Co.	\$5,001.75	\$0.00	\$3,618.00	\$8,619.75
World of Widgets	\$0.00	\$225.00	\$1,700.00	\$1,925.00
GVC Technologies	\$0.00	\$10,000.00	\$1,567.50	\$11,567.50
Total:	\$5,001.75	\$10,225.00	\$6,885.50	\$22,112.25

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
Identifiers
Analyse Purchases: (year)
Currencies

Sorted by

Supplier Name

Subtotals / Totals

Subtotal:

Amount

More Report Fields (not preselected)

None

Finishing Choices

Include 0.00 Balances
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name, Month

Opens: Profile view of Card Information window

Supplier Ledger report

This report displays a listing of all purchases transactions for each supplier, within a specified period range. Recurring purchases are not included in this report unless they have been recorded.

To find the Supplier Ledger report

Reports menu > Index to Reports window >
Purchases tab > Supplier header

Supplier Ledger 1/1/04 through 31/1/04

Date	Src	ID #	Memo	Transaction Amount	Balance
Wholesale Supply Co.			A-765C		
21/1/04	PJ	000356889	Purchase; Wholesale Supply	\$874.54	\$1,4778.33
			Total	\$874.54	\$1,4778.33
World of Widgets			00-8999		
12/1/04	PJ	000356821	Purchase;World of Widgets	\$295.99	\$876.88
15/1/04	PJ	000356857	Purchase;World of Widgets	\$200.00	\$1,076.88
20/1/04	CD		Payment;World of Widgets	(\$300.00)	\$776.88
			Total	\$195.99	\$776.88

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected

Custom List # 1, 2, 3

Advanced:

Dated From/To

Identifiers

Sorted by

Supplier Name, then transaction date

Subtotals / Totals

Subtotals for each Supplier:

Transaction Amount

Balance

More Report Fields (not preselected)

Debit

Credit

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Date, Src, ID #, Memo, Transaction Amount, Balance

Opens: Purchases window

Click: Supplier Name, Supplier ID

Opens: Profile view of Card Information window

Purchases Register [All Purchases] report

This report displays a listing of all quotes, orders, bills (open, closed, debit) within a specified period range. Recurring purchases are not included in this report unless they have been recorded.

To find the Purchases Register [All Purchases] report

Reports menu > Index to Reports window >
Purchases tab > Purchase Register header

Purchases Register [All Purchases] 1/1/04 through 31/1/04

Date	PO #	Supplier Inv #	Supplier Name	Original Amount	Amount Due	Status
05/1/04	0054087	J98077	Acme Sales	\$1,500.00	\$0.00	Quote
11/1/04	0054134	80009	Widgets by Smith	\$200.00	\$0.00	
12/1/04	0054256	00-8999	Boffo Products	\$295.99	\$195.99	Open
15/1/04	0060987		Boffo Products	\$200.00	\$100.00	Order
15/1/04	0062339	80257	Widgets by Smith	\$1,289.76	\$0.00	
21/1/04	0065435	A-765C	Wholesale Supply Co.	\$874.54	\$295.99	Open

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Supplier Inv. #
Purchase Status
Memo
Currencies

Sorted by

PO #, Date, Supplier Name based on filter selection

More Report Fields (not preselected)

Layout
Comment
Ship Via
Promised Date
Original Amount
Freight Amt

Tax Amt
Journal Memo
Card ID
Custom List # 1, 2, 3
Custom Field # 1, 2, 3
Tax ID
Category
Paid to Date
Exchange Rate

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: PO #/Date/Supplier Name
Display in Originating Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Date, PO #, Amount, Amount Due, Status

Opens: Purchases window

Click: Supplier Name

Opens: Profile view of Card Information window

Purchases Register [Closed Bills] report

This report displays a listing of all closed bills, for all suppliers or a selected supplier, within a specified period range.

To find the Purchases Register [Closed Bills] report

Reports menu > Index to Reports window >
Purchases tab > Purchase Register header

Purchases Register [Closed Bills] 1/1/04 through 31/1/04

Date	PO #	Supplier Inv #	Supplier Name	Original Amount	Date Closed
11/1/04	0054134	80009	Widgets by Smith	\$395.00	22/1/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Supplier Inv. #
Purchase Status
Memo
Currencies

Sorted by

PO #, Date, Supplier Name based on filter selection

More Report Fields (not preselected)

Layout
Comment
Ship Via
Promised Date
Original Amount
Freight Amt
Tax Amt
Journal Memo
Card ID
Custom List # 1, 2, 3
Custom Field # 1, 2, 3

Tax ID
Category
Exchange Rate

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: PO #/Date/Supplier Name
Display in Originating Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Date, PO #, Amount, Date Closed

Opens: Purchases window

Click: Supplier Name

Opens: Profile view of Card Information window

Purchases Register [Open Bills and Orders] report

This report displays a listing of all open bills and orders, for all suppliers or a selected supplier, within a specified period range.

To find the Purchases Register [Open Bills and Orders] report

Reports menu > Index to Reports window >
Purchases tab > Purchase Register header

Purchases Register [Open Bills and Orders] 1/1/04 through 31/1/04

Date	PO #	Supplier Inv #	Supplier Name	Original Amount	Amount Due	Promised Date
12/1/04	54256	00-8999	Boffo Products	\$295.99	\$295.99	1/02/04
21/1/04	65435	A-765C	Wholesale Supply Co.	\$874.54	\$374.54	21/1/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Supplier Inv. #
Purchase Status
Memo
Currencies

Sorted by

PO #, Date, Supplier Name based on filter selection

More Report Fields (not preselected)

Layout
Status
Comment
Ship Via
Original Amount
Freight Amt
Tax Amt
Journal Memo
Card ID
Custom List # 1, 2, 3

Custom Field # 1, 2, 3
Tax ID
Paid to Date
Category
Exchange Rate

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: PO #/Date/Supplier Name
Display in Originating Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Date, PO #, Amount, Amount Due, Promised Date

Opens: Purchases window

Click: Supplier Name

Opens: Profile view of Card Information window

Purchases Register [Quotes] report

This report displays a listing of all quotes, for all suppliers or a selected supplier, within a specified period range.

To find the Purchases Register [Quotes] report

Reports menu > Index to Reports window >
Purchases tab > Purchase Register header

Purchase Register [Quotes] 1/1/04 through 31/1/04

Date	PO #	Supplier Inv #	Supplier Name	Amount	Promised Date
05/1/04	54087	J98077	Acme Sales	\$4,395.00	05/02/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected

Custom List # 1, 2, 3

Advanced:

Dated: From/To

ID: From/To

Amount: From/To

Employees

Referrals

Categories

Ship Via

Promised Date Range

Supplier Inv. #

Purchase Status

Memo

Currencies

Sorted by

PO #, Date, Supplier Name based on filter selection

More Report Fields (not preselected)

Layout

Comment

Ship Via

Original Amount

Freight Amt

Tax Amt

Journal Memo

Card ID

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Tax ID

Category

Exchange Rate

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: PO #/Date/Supplier Name
Display in Originating Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Date, PO #, Amount, Promised Date
Opens: Purchases window

Click: Supplier Name
Opens: Profile view of Card Information window

Purchases Register [Returns & Debits] report

This report displays a listing of all returns and debits, for all suppliers or a selected supplier, within a specified period range.

To find the Purchases Register [Returns & Debits] report

Reports menu > Index to Reports window >
Purchases tab > Purchase Register header

Purchases Register [Returns & Debits] 1/1/04 through 31/1/04

Date	PO #	Supplier Inv #	Supplier Name	Original Amount	Debit Amount	Promised Date
15/1/04	62339	80257	Widgets by Smith	(\$1289.76)	(\$289.76)	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, # 2, # 3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Supplier Inv. #
Purchase Status
Memo
Currencies

Sorted by

PO #, Date, Supplier Name based on filter selection

More Report Fields (not preselected)

Layout
Comment
Ship Via
Original Amount
Freight Amt
Tax Amt
Journal Memo
Card ID
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3
Tax ID

Category
Paid to Date
Exchange Rate

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: PO #/Date/Supplier Name
Display in Originating Currency
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Date, PO #, Debit Amount, Promised Date

Opens: Purchases window

Click: Supplier Name

Opens: Profile view of Card Information window

Recurring Purchase Templates report

This report displays the names of each recurring purchase template, its status, the date last posted, the frequency of posting, and the next due date for posting the transaction.

To find the Recurring Purchase Templates report

Reports menu > Index to Reports window >
Purchases tab > Purchase Register header

Recurring Purchase Templates

Template Name	Status	Frequency	Last Posted	Next Due
Gizmos Reorder	Order	Monthly	12/11/04	12/12/04
Purchase; Wholesale Supply Co.	Order	Monthly	12/11/04	12/12/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Purchase Status

Recurring Type

Sorted by

Template Name (alphabetical)

More Report Fields (not preselected)

Layout

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Purchases window

Supplier Payment History report

This report shows all the purchases that were included in each payment you've made to your suppliers during a specified period of time.

To find the Supplier Payment History report

Reports menu > Index to Reports window >
Purchases tab > Payments header

Supplier Payment History 1/3/04 through 30/11/04

Name	Cheque #	PO #	Date	Supplier's Inv. #	Purchase Total Amt.	Amount Applied
Bob's Kit 'n Kaboodle						
	19		14/4/04			
		00000013	24/3/04		\$5,715.00	\$500.00
					Total for Payment 19:	\$500.00
	21		14/7/04			
		00000013	24/3/04		\$5,715.00	\$1,000.00
					Total for Payment 21:	\$1,000.00
Ken's Cycle Centre						
	20		14/6/04			
		00000014	24/4/04		\$1,100.00	\$400.00
		00000016	15/5/04		\$1,300.00	\$400.00
					Total for Payment 20:	\$800.00
	22		14/9/04			
		00000014	24/4/04		\$1,100.00	\$200.00
					Total for Payment 22:	\$200.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected

Advanced:

Cheques Dated: From/To

Cheque Numbers: From/To

Amount: From/To

Cards

Jobs

Categories

Memo/Payee

Session Date Range
User IDs
Source Journal
Identifiers
PO #: From/To
Supplier Inv. #: From/To
Currencies

Sorted by

Supplier Name, then Cheque #

Subtotals / Totals

Subtotal for each Payment: Amount Applied

More Report Fields (not preselected)

Balance Due
Reconciled Date
YTD Debits
YTD Discounts

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name, Purchases

Opens: Profile view of Card Information window

Click: Cheque #, P.O. #, Date, Supplier's Inv. #, Purchase Total Amt, Amount Applied

Opens: Pay Bills window

Supplier Payments report

This report totals all cash disbursements made to suppliers within the period range. [Note: If you've purged journal entries during the year, add this total to the total from your pre-purged company file backup.]

To find the Supplier Payments report

Reports menu > Index to Reports window >
Purchases tab > Payments header

Supplier Payments 1/9/04 through 31/12/04

Recipient	Address 1	Supplier Tax ID	Amount Paid
Wholesale Supply Co.	41 Makeadeal Circle Canberra, ACT 2980		\$1,211.76
World of Widgets	100 Hotdeal Road Canberra, ACT 2980	12-12-12-00	\$43.09

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, # 2, # 3

Advanced:

Dated: From/To
Identifiers

Sorted by

Supplier

More Report Fields (not preselected)

Address 1 Phone # 1
Address 1 Contact
Terms
Credit Limit
Balance
Job
Custom List # 1, # 2, # 3
Custom Field # 1, # 2, # 3

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Recipient, Address 1, Supplier Tax ID

Opens: Profile view of Card Information window

Bill Transactions report

This report displays all bills that affect the current balance of the purchase, including the original transaction, payments, discounts and deposits.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Report Tip: This report is especially helpful for reconstructing the history of a purchase order when a supplier calls to question a payment amount or date. And because you can drill down to the originating transaction, you can settle the matter without putting them on hold.

To find the Bill Transactions report

Reports menu > Index to Reports window >
Purchases tab > Other Purchase Reports header

Bill Transactions 1/12/04 through 31/12/04

P.O. #	ID #	Src	Date	Memo	Account #	Payments	Charges
00000002	Wholesale Supply Co.			WSC317			
00000002		PJ	1/12/04	Pre-conversion purchase	2-1200		\$11,000.00
00000002		PJ	1/12/04	Pre-conversion purchase	2-1200		\$880.00
	2	CD	12/12/04	Payment; Wholesale Supply	2-1200	\$5,000.00	
						\$5,000.00	\$11,880.00
00000005	World of Widgets			WW210			
	00000005	PJ	1/12/04	Purchase; World of Widgets	2-1200		\$307.52
	00000005	PJ	1/12/04	Purchase; World of Widgets	2-1200		\$24.61
						\$0.00	\$332.13
00000007	Wholesale Supply Co.			WSC317			
	00000007	PJ	12/12/04	Purchase; Wholesale Supply	2-1200		\$2,080.00
	00000007	PJ	12/12/04	Purchase; Wholesale Supply	2-1200		\$166.40
						\$0.00	\$2,246.40
00000008	World of Widgets			WW210			
	00000008	PJ	12/12/04	Purchase; World of Widgets	2-1200	\$52.25	
	00000008	PJ	12/12/04	Purchase; World of Widgets	2-1200	\$4.18	
						\$56.43	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Bills: All/Selected

Suppliers: All/Selected

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Employees
Referrals
Categories
Ship Via
Promised Date Range
Supplier Inv. #
Source Journal
Memo
Currencies

Sorted by

Purchase Order (date order)

Subtotals / Totals**Subtotals:**

Payments
Charges

More Report Fields (not preselected)

Supplier's Invoice #
Address 1 Contact
Address 1 Phone # 1
Account Name
Status
Terms
Due Date
Promised Date
Category

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: P.O. #, Supplier Name, Card ID

Opens: Bill view of Find Transactions window

Click: ID #, Src (CD), Date, Memo Account #, Payments

Opens: Pay Bills window

Click: ID #, Src (PJ), Date, Memo Account #, Charges

Opens: Purchases window

Purchase History by Supplier report

This report displays the total purchase dollars, by month for the current and previous financial years, for each supplier.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature.

To find the Purchase History by Supplier report

Reports menu > Index to Reports window >
Purchases tab > Other Purchase Reports header

Because of the width of this report, a comprehensive sample can't be reproduced here.

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Suppliers: All/Selected
Custom List # 1, # 2, # 3

Advanced:

None

Sorted by

Supplier

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

Purchase & Payables Journal report

This report displays the transactions assigned to the Purchases Journal within the period range.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Purchases & Payables Journal report

Reports menu > Index to Reports window >
Purchases tab > Transaction Journals header

Purchases & Payables Journal 1/12/04 through 31/12/04

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
PJ	1/12/04	Pre-conversion purchase					
		00000005	2-1200	Accounts Payable		\$307.52	
		00000005	2-1200	Accounts Payable		\$24.61	
		00000005	1-2200	Finished Goods	\$283.18		
		00000005	6-1700	Freight Paid	\$48.95		
PJ	1/12/04	Purchase; Wholesale Supply Co.					
		00000007	2-1200	Accounts Payable		\$2,080.00	
		00000007	2-1200	Accounts Payable		\$166.40	
		00000007	1-2200	Finished Goods	\$2,246.40		
PJ	12/12/04	Purchase; World of Widgets.					
		00000008	2-1200	Accounts Payable	\$52.25		
		00000008	2-1200	Accounts Payable	\$4.18		
		00000008	1-2200	Finished Goods		\$56.43	
Grand Total:					\$2,634.96	\$2,6344.96	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Transaction Date: From/To

ID: From/To

Amount: From/To

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Sorted by

ID #

Subtotals / Totals

Grand Totals:

Debit and Credit

More Report Fields (not preselected)

User ID

Session Date

Reconciled Date

Memo

Name

Payee

Allocation Memo

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: ID #, Account #, Account Name, Debit, Credit, Job

Opens: Purchases window

To Do List - Payables report

This report displays a list of open Payables from the To Do List window.

To find the To Do List - Payables report

Reports menu > Index to Reports window >
Purchases tab > To Do List header

To Do List - Payables 31/12/04

Name	ID #	Due Date	Balance Due
World of Widgets	00000003	9/12/04	\$1,128.60
World of Widgets	00000004	9/12/04	\$964.44
Wholesale Supply Co.	00000002	9/12/04	\$6,880.00
World of Widgets	00000005	9/12/04	\$332.13
Wholesale Supply Co.	00000007	9/12/04	\$2,246.40
Wholesale Supply Co.	00000009	9/12/04	<u>\$11.88</u>
		Total:	\$11,563.45

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

As of

Sorted by

Due Date

Subtotals / Totals

Subtotal:

Balance Due

More Report Fields (not preselected)

Address 1

Address 1 Phone# 1

Address 1 Contact

Original Amount

Amount Paid

Their Inv/P.O.#

Card ID

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Overdue Balances Only

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name, Purchases

Opens: A/P view of To Do List window

To Do List - Recurring Purchases report

This report displays a list of recurring purchase transactions from the To Do List window.

To find the To Do List - Recurring Purchases report

Reports menu > Index to Reports window >
Purchases tab > To Do List header

To Do List - Recurring Purchases 31/12/04

Supplier Name	Template Name	Frequency	Last Posted	Next Due
Wholesale Supply Co.	Monthly Supplies	Monthly	11/11/04	12/12/04
Wholesale Supply Co.	Purchase; Wholesale Supply Co.	Monthly	11/11/04	12/12/04
Wholesale Supply Co.	Purchase; Wholesale Supply Co.	Monthly	11/11/04	12/12/04
Wholesale Supply Co.	Gizmos Reorder	Monthly	11/11/04	12/12/04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

As of

Sorted by

Transaction Name (alphabetical)

More Report Fields (not preselected)

Status

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Purchases window

To Do List - Expiring Discounts report

This report displays a list of bills with expiring discounts from the To Do List window.

Report Tip: If you're pumping a lot of purchases through Premier and your suppliers offer prompt-payment discounts, you should run this report often. Jumping on these discounts (cash permitting), can add up to big savings by the end of the year.

To find the To Do List - Expiring Discounts report

Reports menu > Index to Reports window >
Purchases tab > To Do List header

To Do List - Expiring Discounts 12/9/04

Name	ID #	Due Date	Balance Due
Wholesale Supply Co.	00000002	1/12/04	\$6,000.00
Wholesale Supply Co.	00000007	2/12/04	\$1,976.00
Wholesale Supply Co.	00000009	10/12/04	\$11.00
		Total:	\$7,987.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

As of

Sorted by

Expiring Discount Date

Subtotals / Totals

Subtotal:

Balance Due

More Report Fields (not preselected)

Address 1

Address 1 Phone# 1

Address 1 Contact

Original Amount

Amount Paid

Their Inv/P.O.#

Card ID

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All fields

Opens: Expiring Discounts view of To Do List window

Payroll Activity [Summary] report

For the selected date range, this report lists the total wages, taxes, deductions, entitlements and employer expenses for each selected employee.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Note: The data in this report is based only on MYOB Premier payroll transactions; it is *not* affected by any information you enter in the Pay History window.

To find the Payroll Activity [Summary] report

Reports menu > Index to Reports window >
Payroll tab > Employees header

Payroll Activity (Summary) 1/1/04 through 31/12/04

Employee	Wages	Deductions	Taxes	Expenses
Berry, Chuck	\$20,000.00	\$1,600.00	\$5,948.90	\$2,930.00
Domino, Fats	\$15,928.00	\$120.00	\$4,987.60	\$2,489.44
Sham, Sam the	\$42,400.00	\$3,512.00	\$16,966.26	\$7,983.60
Total:	\$78,328.00	\$5,232.00	\$27,902.76	\$13,403.04

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected
Custom List # 1, 2, 3

Advanced:

Dated From/To
Identifiers

Sorted by

Employee

Subtotals / Totals

Subtotals:

Wages
Deductions
Expenses
Entitlements

More Report Fields (not preselected)

Entitlements

Card ID

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Payroll Activity [Detail] report

For the selected date range, this report lists the detail of the wages, taxes, deductions, and employer expenses for each selected employee.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Note: The data in this report is based only on MYOB Premier payroll transactions; it is *not* affected by any information you enter in the Pay History window.

To find the Payroll Activity [Detail] report

Reports menu > Index to Reports window >
Payroll tab > Employees header

Payroll Activity (Detail) 1/1/04 through 31/12/04

Berry, Chuck
102

Wages			
	Base Hourly		\$600.00
	Total:		\$600.00
Tax			
	PAYG Withholding		\$122.00
	Total:		\$122.00
Expenses			
	SGC Orly Superannuation Fund		\$54.00
	Total:		\$54.00
Accruals			
	Holiday Leave Accrual	Hours:	3.077
	Sick Leave Accrual	Hours:	1.231
	Total:		4.308

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, 2, 3

Advanced:

Dated From/To

Identifiers

Sorted by

Employee

Subtotals / Totals**Subtotals:**

Wages
Deductions
Expenses
Entitlements

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

Payroll Register [Summary] report

For the accounting period, this report lists the total wages, taxes, deductions, and employer expenses for each selected employee.

Note: The data in this report is based on any information you enter in the Pay History window as well as MYOB Premier payroll transactions.

To find the Payroll Register [Summary] report

Reports menu > Index to Reports window >
Payroll tab > Employees header

Payroll Register [Summary] January

Employee	Wages	Deductions	Taxes	Net Pay	Expenses
Berry, Chuck	\$4,958.33	\$0.00	\$1,758.04	\$3,200.29	\$607.06
Domino, Fats	\$3,744.00	\$0.00	\$1,240.82	\$2,503.18	\$230.94
Sham, Sam the	\$3,125.00	\$0.00	\$927.41	\$2,197.59	332.98
Total:	\$11,827.33	\$0.00	\$3,926.27	\$7,901.06	\$1,170.98

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, 2, 3

Advanced:

Period

Identifiers

Sorted by

Employee

Subtotals / Totals

Subtotals:

Wages

Deductions

Expenses

Entitlements

More Report Fields (not preselected)

Entitlements

Card ID

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Payroll Register [Detail] report

For the accounting period, this report lists the detail of the wages, taxes, deductions, and employer expenses for each selected employee.

Note: The data in this report is based on any information you enter in the Pay History window as well as MYOB Premier payroll transactions.

To find the Payroll Register [Detail] report

Report menu > Index to Reports window >
Payroll tab > Employees header

Payroll Register (Detail) January

Employee	Category	January
Jones, Mary 555 555 555		
	Wages	
	Base Hourly	\$480.00
		Hours: 40
	Overtime (1.5x)	\$0.00
		Hours: _____
	Total:	\$480.00
	Tax	
	PAYG Withholding	\$78.00
	Total:	\$78.00
	Expenses	
	SGC Avienne Insurance Co.	\$33.60
	Total:	\$33.60
Long, Alan 444 555 666		
	Wages	
	Base Salary	\$2,500.00
	Bonus	\$0.00
	Total:	\$2,500.00
	Tax	
	PAYG Withholding	\$568.00
	Total:	\$568.00
	Expenses	
	SGC Avienne Insurance Co.	\$175.00
	Total:	\$175.00

Accruals		
Holiday Leave Accrual	Hours:	13.333
Sick Leave Accrual	Hours:	5.333
	Total:	18.666

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, 2, 3

Advanced:

Period

Dated: From/To

Identifiers

Sorted by

Employee

Subtotals / Totals

Subtotals:

Wages

Deductions

Expenses

Entitlements

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Payroll Advice report

This report displays the details of all paycheques for the employees you choose, within the date range you specify.

Note: The data in this report is based only on MYOB Premier payroll transactions; it is *not* affected by any information you enter in the Pay History window.

To find the Payroll Advice report

Reports menu > Index to Reports window >
Payroll tab > Employees header

Payroll Advice 1/10/04 to 10/10/04

Joan Harper	A.B.N.: 456 789 900	Cheque No:	10008
Clearwater Pty. Ltd.	A.B.N. Branch:	Cheque Date:	8/10/04
		Gross Pay:	\$480.00
		Net Pay:	\$415.00
Weekly			
B'day 27th June			

Description	Hours	Calc. Rate	Amount	YTD	Type
Base Hourly	40	\$12.00	\$480.00	\$5,340.00	Wages
PAYG Withholding			(\$65.00)	(\$724.00)	Tax
SGC Avienne Insurance Co.			\$43.20	\$383.40	Expenses

Alan Long	A.B.N.: 456 789 900	Cheque No:	10009
Clearwater Pty. Ltd.	A.B.N. Branch:	Cheque Date:	8/10/04
		Gross Pay:	\$2,500.00
		Net Pay:	\$2,002.00
Monthly			

Description	Hours	Calc. Rate	Amount	YTD	Type
Base Salary			\$2,500.00	25,000.00	Wages
PAYG Withholding			(\$498.00)	(\$5,737.00)	Tax
Holiday Leave Accrual	13.333	\$0.00		133.33	Accruals
SGC Avienne Insurance Co.			\$225.00	\$1,800.00	Expenses

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, 2, 3

Advanced:

Dated From/To

Sorted by

Employee

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Employee Payroll List report

This report lists employee information, tax status and pay basis.

To find the Employee Payroll List report

Reports menu > Index to Reports window >
Payroll tab > Employees header

Employee Payroll List

Name:	Chuck Berry	Tax File Number:	444 555 666
Card ID	*None	Cost per Hr:	N/A
First Address:	23 Main Street	Base Pay:	\$35,000.00
City	NSW	Pay Basis:	Salary
State	2113		
Postcode		Pay Frequency:	Monthly
Country:	Australia	Tax	
Phone # 1:	(02) 6654 3222		
Phone # 2:			
Phone # 3:			
FAX #:			
E-mail:			
WWW:			
Date:	1/1/99		
Date:	N/A	:	
Birth Date:		Extra Tax:	

See "Report Details Explanations" on page 20 for more information.

Filters

General

Employees: All/Selected

Custom List # 1, 2, 3

Advanced:

Identifiers

Sorted by

Employee

More Report Fields (not preselected)

Address 2

Address 2 Country

Address 2 Phone # 1, 2, 3

Address 2 Fax

Address 2 Email

Address 2 WWW
Custom List # 1, 2, 3
Custom Field # 1, 2, 3

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All fields in left column
Opens: Profile view of Card Information window

Click: All fields in right column
Opens: Employee Payroll Information window

Superannuation Accrual by Category report

This report displays any superannuation contributions created from payroll runs, for all employees or a selected employee, for a selected date range.

To find the Superannuation Accrual by Category report

Reports menu > Index to Reports window >
Payroll tab > Superannuation header

Superannuation Accrual by Category Report 1/2/04 - 28/2/04

Employee Name	Pay Period Start	Pay Period End	Amount
Superannuation Category Name:		SGC Superannuation	
Employee Contribution Type:		Superannuation Guarantee (expense)	
Jones, Mary	24/1/04	13/2/04	\$46.20
Jones, Mary	14/2/04	27/2/04	\$3.30
Long, Alan	14/2/04	27/2/04	\$51.62
Parker, Peter	14/2/04	27/2/04	\$42.00
Category Total			\$143.12

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Categories: All/Selected

Advanced:

Period

Dated From/To

Sorted by

Category

Subtotals / Totals

Subtotal: Category

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Superannuation Category, Period From, Period To, Amount

Opens: Pay Employees window

Superannuation Accrual by Fund [Summary] report

This report displays a summary of any superannuation contributions created from payroll runs, for all superannuation funds or a selected fund, for a selected date range.

To find the Superannuation Accrual by Fund [Summary] report

Reports menu > Index to Reports window >
Payroll tab > Superannuation header

Superannuation Accrual by Fund [Summary] 1/2/04 - 28/2/04

Employee's Name	Superannuation Category	Amount
Superannuation Fund		
Employee Membership #:		
Jones, Mary	Salary Sacrifice	\$99.00
	SCG Superannuation	\$88.44
	Employee Total	\$187.44
Long, Alan	SCG Superannuation	\$226.62
	Employee Total	\$226.62
	Fund Total	\$414.06

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Super Funds: All/Selected

Advanced:

Period

Dated From/To

Sorted by

Superannuation Fund

Subtotals / Totals

Subtotal: Superannuation Fund

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Employee Name, Superannuation Category, Employee Membership #, Amount

Opens: Pay Employees window

Superannuation Accrual by Fund [Detail] report

This report displays the detail of any superannuation contributions created from payroll runs, for all superannuation funds or a selected fund, for a selected date range.

To find the Superannuation Accrual by Fund [Detail] report

Reports menu > Index to Reports window >
Payroll tab > Superannuation header

Superannuation Accrual by Fund [Detail] 1/2/04 - 28/2/04

Employee's Name	Superannuation Category	Pay Period Start	Pay Period End	Amount
Superannuation Fund				
Employee Membership #:				
Jones, Mary	Superannuation Guarantee	24/1/04	13/2/04	\$46.20
Jones, Mary	Superannuation Guarantee	14/2/04	27/2/04	\$3.30
			Employee Total	\$49.50
Long, Alan	Superannuation Guarantee	24/1/04	13/2/04	\$66.63
Long, Alan	Superannuation Guarantee	14/2/04	27/2/04	\$51.62
			Employee Total	118.25
Parker, Peter	Superannuation Guarantee	14/2/04	27/2/04	\$42.00
			Employee Total	\$42.00
			Fund Total	\$209.75

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Superannuation Funds: All/Selected

Advanced:

Period

Dated From/To

Sorted by

Superannuation Fund

Subtotals / Totals

Subtotal: Superannuation Fund

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Employee Name, Superannuation Category, Employee Membership #, Period From, Period To, Amount

Opens: Pay Employees window

Superannuation Employee Advice [Summary] report

This report displays any superannuation contributions created from payroll runs, for all employees or a selected employee, for a selected date range.

To find the Superannuation Employee Advice [Summary] report

Reports menu > Index to Reports window >
Payroll tab > Superannuation header

Employee Superannuation Advice [Summary]

1/2/04 - 28/2/04

Employee	Superannuation Category	Amount
<hr/>		
Employee Name:	Jones, Mary	
Superannuation Fund:		
Employee Membership #:		
SGC Superannuation	SGC Superannuation	49.50
	Employee Total:	<hr/> \$49.50
Employee Name:	Long, Alan	
Superannuation Fund:		
Employee Membership #:		
	SGC Superannuation	\$66.63
	Salary Sacrifice	\$51.62
	Employee Total:	<hr/> \$118.25
Employee Name:	Parker, Peter	
Superannuation Fund:		
Employee Membership #:		
	SGC Superannuation	\$42.00
	Employee Total:	<hr/> \$42.00

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

Employees: All/Selected

Advanced:

Period

Dated From/To

Sorted by

Employee

Subtotals / Totals

Subtotal: Employee

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Superannuation Category, Amount

Opens: Pay Employees window

Superannuation Employee Advice [Detail] report

This report displays any superannuation contributions created from payroll runs, for all employees or a selected employee, for a selected date range.

To find the Superannuation Employee Advice [Detail] report

Reports menu > Index to Reports window >
Payroll tab > Superannuation header

Employee Superannuation Advice [Detail]

1/2/04 - 28/2/04

Superannuation Category	Pay Period Start	Pay Period End	Amount
Employee Name: Jones, Mary			
Superannuation Fund:			
Employee Membership #:			
SGC Superannuation	24/1/04	13/2/04	\$46.20
SGC Superannuation	14/2/04	27/2/04	\$3.30
		Employee Total:	\$49.50
Employee Name: Long, Alan			
Superannuation Fund:			
Employee Membership #:			
SGC Superannuation	24/1/04	13/2/04	\$66.63
SGC Superannuation	14/2/04	27/2/04	\$51.62
		Employee Total:	\$118.25
Employee Name: Parker, Peter			
Superannuation Fund:			
Employee Membership #:			
SGC Superannuation	14/2/04	27/2/04	\$42.00
		Employee Total:	\$42.00

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

Employees: All/Selected

Advanced:

Period

Dated From/To

Sorted by

Employee

Subtotals / Totals

Subtotal: Employee

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Superannuation Category, Period From, Period To, Amount

Opens: Pay Employees window

Paid Employee Superannuation Contributions report

This report displays any superannuation contributions that have been paid to their relevant superannuation fund, for all or selected employees, within a selected date range.

To find the Paid Employee Superannuation Contributions report

Reports menu > Index to Reports window >
Payroll tab > MYOB M-Powered superannuation header

Superannuation Payments Register 1/2/04 - 28/2/04

Superannuation Category	Employee Membership #	Pay Period From	Paid Date	Pay Period To	Amount
Employee Name:		Jones, Mary			
Superannuation Fund:		AMP Life			
Employer Membership #:					
Superannuation Guarantee		24/1/04	1/2/04	13/2/04	\$46.20
Superannuation Guarantee		14/2/04	16/2/04	27/2/04	\$3.30
Employee Name:		Long, Alan			
Superannuation Fund:		AMP Life			
Employer Membership #:					
Salary Sacrifice		24/1/04	1/2/04	13/2/04	\$66.63
				Total:	\$49.50
Employee Name:		Harris, Anita			
Superannuation Fund:		Health Super			
Employer Membership #:					
Salary Sacrifice		24/1/04	1/2/04	13/2/04	\$42.15
				Total:	\$49.50
Employee Name:		Simons, James			
Superannuation Fund:		Health Super			
Employer Membership #:					
Salary Sacrifice		24/1/04	1/2/04	13/2/04	\$50.35
				Total:	\$42.15
				Total:	\$50.35

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

Employees: All/Selected

Advanced:

Period

Dated From/To

Sorted by

Employee, then fund, then paid date (most recent first)

Subtotals / Totals

Totals: Employee

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Superannuation Category, Employee Membership #, Period From, Period To, Paid Date, Amount

Opens: Pay Employees window

Superannuation Payments Register

This report displays any superannuation contributions that have been paid to their relevant superannuation fund, for all or selected funds, within a selected date range.

To find the Superannuation Payments Register

Reports menu > Index to Reports window >
Payroll tab > MYOB M-Powered superannuation header

Superannuation Payments Register 1/2/04 - 28/2/04

Employee Name	Superannuation Category	Employee Membership #	Pay Period From	Paid Date	Pay Period To	Amount
Superannuation Fund: AMP Life						
Employer Membership #:						
Jones, Mary	Superannuation Guarantee		24/1/04	1/2/04	13/2/04	\$46.20
Jones, Mary	Superannuation Guarantee		14/2/04	16/2/04	27/2/04	\$3.30
Long, Alan	Salary Sacrifice		24/1/04	1/2/04	13/2/04	\$66.63
						Fund Total:
						\$116.13
Superannuation Fund: Health Super						
Employer Membership #:						
Harris, Anita	Salary Sacrifice		24/1/04	1/2/04	13/2/04	\$42.15
Simons, James	Salary Sacrifice		24/1/04	1/2/04	13/2/04	\$50.35
						Fund Total:
						\$92.40

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Superannuation Funds: All/Selected

Advanced:

Dated From/To

Sorted by

Employee, then paid date (most recent first)

Subtotals / Totals

Totals: Fund

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Employee Name, Superannuation Category, Employee Membership #, Period From, Period To, Paid Date, Amount

Opens: Pay Employees window

Payroll Category Transactions report

This report displays all transactions associated with a specific payroll category. Payroll categories are your lists of wages, deductions, employer expenses, entitlements and taxes.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Note: The data in this report is based only on MYOB Premier payroll transactions; it is *not* affected by any information you enter in the Pay History window.

To find the Payroll Category Transactions report

Reports menu > Index to Reports window >
Payroll tab > Payroll Categories header

Payroll Category Transactions 1/1/04 through 31/12/04

Name	ID #	Src	Date	Memo	Account #	Debit	Credit	Job
4% Holiday Pay - Accrued								
	07	CD	1/04	Sham, Sam the; Employer Expense	6-5120	\$125.00		
	07	CD	1/04	Sham, Sam the; Employer Expense	2-1495		\$125.00	
	11	CD	2/04	Sham, Sam the; Employer Expense	6-5120	\$125.00		
	11	CD	2/04	Sham, Sam the; Employer Expense	2-1495		\$125.00	
	15	CD	3/04	Sham, Sam the; Employer Expense	6-5120	\$125.00		
	15	CD	3/04	Sham, Sam the; Employer Expense	2-1495		\$125.00	
						\$375.00	\$375.00	
6% Holiday Pay - Accrued								
	005	CD	1/04	Berry, Chuck; Employer Expense	6-5120	\$297.50		
	05	CD	1/04	Berry, Chuck; Employer Expense	2-1495		\$297.50	
	10	CD	2/04	Berry, Chuck; Employer Expense	6-5120	\$297.50		
	10	CD	2/04	Berry, Chuck; Employer Expense	2-1495		\$297.50	
	14	CD	3/04	Berry, Chuck; Employer Expense	6-5120	\$297.50		
	14	CD	3/04	Berry, Chuck; Employer Expense	2-1495		\$297.50	
						\$892.50	\$892.50	
Base Hourly								
	24	CD	1/04	Paycheque	6-5110	\$1,800.00		
	26	CD	1/04	Paycheque	6-5110	\$1,800.00		
	27	CD	2/04	Paycheque	6-5110	\$1,800.00		
	30	CD	2/04	Paycheque	6-5110	\$1,800.00		
	31	CD	3/04	Paycheque	6-5110	\$1,800.00		
	34	CD	3/04	Paycheque	6-5110	\$1,800.00		
						\$10,800.00	\$0.00	

See “Report Details Explanations” on page 20 for more information.

Filters

General:

Categories: All/Selected

Advanced:

Dated From/To

ID From/To

Amount From/To

Cards

Jobs

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Sorted by

Payroll Category

Subtotals / Totals

Subtotal for each Payroll Category:

Debit and Credit

More Report Fields (not preselected)

Employee

Card ID

Phone

Address

Tax File Number

Categories

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Name, Debit & Credit totals

Opens: Payroll Category view of Find Transactions window

Click: ID #, Src, Date, Memo, Account #, Debit, Credit, Job

Opens: Source window, based on the Src (CD - Pay Employees window)

Payroll Summary report

Total of wages, taxes, deductions, and employer expenses for the selected month, quarter, or year-to-date period.

Note: The data in this report is based on any information you enter in the Pay History window as well as MYOB Premier payroll transactions.

To find the Payroll Summary report

Reports menu > Index to Reports >
Payroll tab > Payroll Categories header

Payroll Summary January

Category	January
Wages	
Base Salary	\$3,600.00
Hours:	160
Holiday Pay - Paid Out	\$144.00
Hours:	6.4
Base Salary	\$7,458.33
Company Car - Operating Expense	\$50.00
Company Car - Standby Charge	\$575.00
Total:	\$11,827.33
Taxes	
Income Tax	\$296.98
Employee Contribution	\$3,331.79
Total:	\$3,628.77
Expenses	
4% Holiday Pay - Accrued	\$125.00
6% Holiday Pay - Accrued	\$297.50
Employer Contribution	\$296.98
Expense for Company Car	\$35.00
Employer Contribution	\$416.50
Total:	\$1,170.98

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Period

Dated From/To

Category Type

Sorted by

Payroll Category

Subtotals / Totals

Subtotal for each Payroll Category:

Wages

Deductions

Taxes

Expenses

Entitlements

More Report Fields (not preselected)

None

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Entitlement Balance [Summary] report

For each selected employee or expense category, this report lists the total hours and value of entitlement expenses. The report can be sorted either by employee or by accrual.

Note: The data in this report is based on any information you enter in the Pay History window as well as MYOB Premier payroll transactions.

To find the Entitlement Balance [Summary] report

Reports menu > Index to Reports window >
Payroll tab > Employer Entitlements header

Entitlement Balance [Summary] Year-to-Date

Employee	Amount
Berry, Chuck	\$1,661.54
Domino, Fats	\$1,540.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected

Custom List # 1, 2, 3

Advanced:

Period

Identifiers

Sorted by

Employee or Entitlement based on filter selection

More Report Fields (not preselected)

Card ID

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by: Employee/Entitlement

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Entitlement Balance [Detail] report

For the selected accounting period range and employee, this report lists the detail of entitlement amounts, sorted either by employee or by entitlement.

Note: The data in this report is based on any information you enter in the Pay History window as well as MYOB Premier payroll transactions.

To find the Entitlement Balance [Detail] report

Reports menu > Index to Reports window >
Payroll tab > Employer Entitlements header

Entitlement Balance [Detail] January

Employee	Amount
Berry, Chuck	\$1,661.54
Domino, Fats	\$1,540.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Employees: All/Selected
Custom List # 1, 2, 3

Advanced:

Period
Identifiers

Sorted by

Employee or Entitlement (based on filter selection)

More Report Fields (not preselected)

Custom List # 1, 2, 3
Custom Field # 1, 2, 3

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by: Employee/Entitlement
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

Payroll Journal report

This report displays all transactions entered in Payroll within the period range.

Note: The report displays only transactions that were entered in windows to which your password allows access.

Note: The data in this report is based only on MYOB Premier payroll transactions; it is *not* affected by any information you enter in the Pay History window.

To find the Payroll Journal report

Reports menu > Index to Reports window >
Payroll tab > Transaction Journals header

Payroll Journal 8/1/04 through 15/1/04

ID #	Account #	Account Name	Hours	Debit	Credit	Job
1/12/04	Chuck Berry		CB102		111-22-3333	
23	1-1100	Cheque Account			\$2,575.29	
	6-5110	Base Salary		\$4,333.33		
	6-5110	Company Car - Operating Expense		\$50.00		
	6-5110	Company Car - Operating Expense			\$50.00	
	6-5110	Company Car - Standby Charge		\$575.00		
	6-5110	Company Car - Standby Charge			\$575.00	
	2-1410	UI - Employee Contribution			\$105.95	
	2-1410	Employee Contribution			\$126.23	
	2-1410	Income Tax			\$1,525.86	
2/12/04	Chuck Berry		CB102		111-22-3333	
28	1-1100	Cheque Account			\$2,575.29	
	6-5110	Base Salary		\$4,333.33		
	6-5110	Company Car - Operating Expense		\$50.00		
	6-5110	Company Car - Operating Expense			\$50.00	
	6-5110	Company Car - Standby Charge		\$575.00		
	6-5110	Company Car - Standby Charge			\$575.00	
	2-1410	UI - Employee Contribution			\$105.95	
	2-1410	Employee Contribution			\$126.23	
	2-1410	Income Tax			\$1,525.86	
3/12/04	Chuck Berry		CB102		111-22-3333	
32	1-1100	Cheque Account			\$2,575.29	
	6-5110	Base Salary		\$4,333.33		
	6-5110	Company Car - Operating Expense		\$50.00		
	6-5110	Company Car - Operating Expense			\$50.00	
	6-5110	Company Car - Standby Charge		\$575.00		

6-5110	Company Car - Standby Charge	\$575.00
2-1410	UI - Employee Contribution	\$105.95
2-1410	Employee Contribution	\$126.23
2-1410	Income Tax	\$1,525.86

See "Report Details Explanations" on page 20 for more information.

Filters**General:**

Employees: All/Selected

Custom List #1, 2, 3

Advanced:

Dated: From/To

Sorted by

Date

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Date, Employee name, Card ID, Tax File Number

Opens: Profile view of Card Information window

Click: ID #, Account #, Account Name, Hours, Debit, Credit, Job

Opens: Pay Employees window)

Recurring Paycheques report

This report displays the names of each recurring paycheque transaction, the date last posted, the frequency of posting, and the next due date for posting the transaction.

To find the Recurring Paycheques report

Reports menu > Index to Reports window >
Payroll tab > Recurring Transactions header

Recurring Paycheques

Template Name	Frequency	Last Posted	Next Due
Paycheque - Berry	Monthly	3/04	4/04
Paycheque - Domino	Bi-Weekly	3/04	4/04
Paycheque - Sham	Monthly	3/04	4/04

See “Report Details Explanations” on page 20 for more information.

Filters

General:

None

Advanced:

Recurring Type

Sorted by

Transaction Name (alphabetical)

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Transaction source window based on the transaction type selected as the filter:

General Journal - General Journal window

Cheques -- Spend Money window

Deposits -- Prepare Bank Deposits window

Paycheques -- Pay Employees window

Items List [Summary] report

This report displays your items, including their primary suppliers, units on hand, total value of items in inventory and the current selling prices.

To find the Items List [Summary] report

Reports menu > Index to Reports window >
Inventory tab > Items header

Items List [Summary]

Item	Primary Supplier	Units On Hand	Total Value	Average Cost	Current Price
100-101A5	Widgets				
	World of Widgets	702	\$7,144.02	\$10.177	\$17.00
200-101A5	Gadgets				
	Wholesale Supply Co.	516	\$10,336.71	\$20.032	\$33.00
300-101B6	Whoosies				
	Wholesale Supply Co.	905	\$27,326.87	\$30.195	\$50.00
500-101D3	Thingies				
		19	\$950.00	\$50.00	\$83.00
600-101G8	Gizmos				
	World of Widgets	118	\$6,981.10	\$59.162	\$100.00
700-101U7	Thingamabobs				
	World of Widgets	123	\$8,607.85	\$69.983	\$117.00
800-101R9	Whachamacallits				
	Wholesale Supply Co.	185	\$14,800.00	\$80.00	\$133.00
CON1	Consulting				
		0	\$0.00	\$0.00	\$125.00
Grand Total:			\$76,146.55		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected

Custom List #1, #2, #3

Suppliers: All/Selected

Advanced:

Include Items: Only Bought/Only Sold/Only inventoried/All

Sorted by

Item Number or Item Name, based on filter selection

Subtotals / Totals

Grand Total:

Total Value

More Report Fields (not preselected)

Price Status

Status

Item Description

Custom List #1, #2, #3

Custom Field #1, #2, #3

Finishing Choices

Include Zero Quantities

Include Inactive Items

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by Item Number/Item Name

Display Sale Price As Recorded/Tax Inclusive/Tax Exclusive

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Primary Supplier

Opens: Profile view of Card Information window

Click: All Other Fields

Opens: Profile view of Item Information window

Items List [Detail] report

This report displays your items and most corresponding item information.

To find the Items List [Detail] report

Reports menu > Index to Reports window >
Inventory tab > Items header

Items List [Detail]

Asset	Income	Exp./COS	Sell Price	Sell Unit	S/# per	S/Tax	Last Buy Price	Buy Unit	B/# per	B/Tax	Reorder	Min. Level
Item: 100-101A5 Widgets												
Supplier: Wholesale Supply Co.												
On Hand: 702												
Value: \$7,144.02												
1-2200	4-1100	5-1000	\$17.00	each	1	X	\$11.00	each	1	X	1	X
Item: 200-101A5 Gadgets												
Supplier: Wholesale Supply Co.												
On Hand: 516												
Value: \$10,336.71												
1-2200	4-1200	5-2000	\$33.00	each	1	X	\$21.00	each	1	X	1	X
Item: 300-101B6 Whoosies												
Supplier: Wholesale Supply Co.												
On Hand: 516												
Value: \$10,336.71												
1-2200	4-1300	5-3000	\$50.00	each	1	X	\$33.00	each	1	X	1	X

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected

Custom List #1, #2, #3

Suppliers: All/Selected

Advanced:

Include Items: Only Bought/Only Sold/Only inventoried/All

Sorted by

Item Number or Item Name, based on filter selection

More Report Fields (not preselected)

Price Status

Calc Tax On

Reorder

MinLevel

Phone

Fax

Contact

Notes
Terms
Average Cost
Item Status
Item Description
Custom List #1, #2, #3
Custom Field #1, #2, #3

Finishing Choices

Include Zero Quantities
Include Inactive Items
Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Item Number/Item Name
Display Sell Price As Recorded/Tax Inclusive/Tax Exclusive
Display Last Buy Price Tax Inclusive/Tax Exclusive
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Supplier
Opens: Profile view of Card Information window

Click: All Other Fields
Opens: Profile view of Item Information window

Items Register [Summary] report

This report displays the on hand quantity and current value for the selected item(s) as at a particular date.

To find the Items Register [Summary] report

Reports menu > Index to Reports window >
Inventory tab > Items header

Items Register [Summary] 23/3/04

Item #	Item Name	On Hand	Current Value
400-101	Whatsits	204	\$2,319.47
500-101D3	Thingies	50	\$955.14
600-101D3	Gizmos	57	\$2,979.20
700-101U7	Thingamabobs	102	7,006.22

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List #1, #2, #3

Advanced:

As of: Date

Sorted by

Item Number/Name

More Report Fields (not preselected)

Item Description
Custom List 1, 2 and 3

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Item Number/Item Name
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Item Number, Item Name, Custom Lists

Opens: Item Information window

Click: On Hand and Current Value

Opens: Items Register

Items Register [Detail] report

This report displays every sale, purchase, adjustment and transfer for the selected item(s) within a date range.

To find the Items Register [Detail] report

Reports menu > Index to Reports window >
Inventory tab > Items header

Items Register [Detail]

Date	Src	ID #	Memo	Quantity	Amount	On Hand	Current Value
500-101D3			Thingies				
05/1/04	SJ	00008992	Sale; Acme Sales	-1	(\$30.00)	18	\$360.00
11/1/04	SJ	00066197	Purchase; Tryus	200	\$4,000.00	218	\$4,360.00
				<hr/>	<hr/>		
				199	\$3,970.00		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List #1, #2, #3

Advanced:

Dated: From/To

Sorted by

Item Number/Name
Subtotal

More Report Fields (not preselected)

Item Description
Custom List 1, 2 and 3
Category
Allocation Memo

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Item Number/Item Name
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Item Number, Item Name, Custom Lists

Opens: Item Information window

Click: Date, Src, ID #, Memo

Opens: Window in which transaction was created

Click: On Hand and Current Value
Opens: Items Register

Item Transactions report

This report displays either the debit or credit side of any transaction that is linked to the inventory asset account for the selected item(s) within the date range. It does not display the entire transaction.

Note: In order to display this report, the transaction(s) must have been entered using Premier 7 or later. (In MYOB software previous to Premier version 7, inventory transactions were not tracked after they were recorded.)

Also, the date must be the first day after a purged period (if you've purged transactions from your company file) or later.

In addition to the above situations, the report displays only transactions that were entered in windows to which your password allows access.

To find the Item Transactions report

Reports menu > Index to Reports window >
Inventory tab > Items header

Item Transactions 1/1/04 To 31/12/04

Item	ID #	Src	Date	Memo	Debit	Credit
3699-55						
	IJ000004	IJ	3/1/04	Inventory count	\$1,089.00	
	IJ000005	IJ	4/1/04	Build; 1 item		\$11.00
				I	\$1,089.00	\$11.00
3699-75						
	0000986	SJ	6/5/04	Sale; Acme		\$10,041.41
	0001058	PJ	6/5/04	Purchase; Gadgets	\$7,000.00	
					\$7,000.00	\$10,041.41

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List #1, #2, #3

Advanced:

Dated: From/To
ID: From/To
Amount: From/To
Cards
Jobs
Categories
Memo/Payee
Session Date Range

User IDs
Source Journal
Currencies

Sorted by

Item (alphabetically) then by ID #

Subtotals / Totals

Subtotal by Item:

Debit
Credit

More Report Fields (not preselected)

Category
Allocation Memo

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Item # / Item Name

Opens: Item Profile

Click: Any of the Transaction information

Opens: Transaction source window; dependent on the SRC Journal type:

SJ - Sales window
PJ - Purchases window
IJ - Inventory Adjustment or Inventory Transfer windows

Inventory Value Reconciliation report

This report reconciles the balances of your inventory asset accounts with the values of the associated inventoried items as at a particular date. (Inventoried items are items for which you've selected I Inventory This Item in the Item Information window.)

Tip: Why does this report show an out of balance amount?

If you record your inventory account number on a non-inventory item transaction, this report will show an out of balance amount other than \$0.00.

For example, if you record your inventory account on a general journal entry transaction, your inventory account will reflect the debit or credit amount, and so the Account Balance on this report will reflect the amount.

The general journal entry, though, won't be included in the transaction list on this report; only transactions that include inventoried items are included. The Inventory Value on this report won't include the amount. Therefore, an out of balance amount will display.

To analyse your inventory account, run the "Account Transactions [Accrual] report" on page 28.

To find the Inventory Value Reconciliation report

Reports menu > Index to Reports window >
Inventory tab > Items header

Inventory Value Reconciliation 23/3/04

Item #	Item Name	On Hand	Current Value
1-3100	Finished Goods		
100-101	Widgets	4,392	\$24,751.76
200-101A5	Gadgets	50	\$955.13
300-101B6	Whoosies	52	\$1,543.25
400-101	Whatsits	0	\$0.00
500-101D3	Thingies	19	\$950.00
600-101G8	Gizmos	57	\$2,979.20
700-101U7	Thingamabobs	102	\$7,006.22
800-101R9	Whachamacallits	61	\$4,233.55
		Inventory Value:	\$42,419.11
		Account Balance:	\$42,419.11
		Out of Balance	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Accounts: All/Selected

Advanced:

As Of: Date

Sorted by

Item Number/Name

Subtotals / Totals

Totals for each account:

Subtotal On Hand

Subtotal Current Value

Out of Balance (difference between Current Value subtotal and balance of account as of the date)

More Report Fields (not preselected)

Item Description

Average Cost

Current Price

Sell Price

Sell Unit

Last Buy Price

Buy Unit

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Sort by Account Number/Account Name

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Item Number, Item Name, Custom Lists

Opens: Item Information window

Click: On Hand and Current Value

Opens: Items Register

Analyse Inventory [Summary] report

This is the equivalent of your current "order book". Using information from current sales and purchase orders, this report calculates the number of items on hand, items on order from suppliers, and items promised to customers.

To find the Analyse Inventory [Summary] report

Reports menu > Index to Reports window >
Inventory tab > Items header

Analyse Inventory [Summary]

Item #	Item Name	On Hand	Committed	On Order	Available
100101A5	Widgets	702	0	50	752
200101A5	Gadgets	516	0	0	516
300101B6	Whoosies	905	0	0	905
500101D3	Thingies	19	0	0	19
600101G8	Gizmos	118	0	0	118
700101U7	Thingamabobs	123	0	0	123
800101R9	Whachamacallits	185	0	0	185

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List #1, #2, #3

Advanced:

None

Sorted by

Item Number or Item Name, based on filter selection

More Report Fields (not preselected)

Item Description
Custom List #1, #2, #3
Custom Field #1, #2, #3

Finishing Choices

Include Zero Quantities
Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Item Number/Item Name
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Item #, Item Name, On Hand
Opens: Profile view of Item Information window

Analyse Inventory [Detail] report

This report displays a list of all sales orders and purchase orders that include the selected item. The list includes date ordered, date promised, amount committed, amount on order and amount available for the selected item.

To find the Analyse Inventory [Detail] report

Reports menu > Index to Reports window >
Inventory tab > Items header

Analyse Inventory [Detail]

Item	ID #	Name	Date Ordered	Date Promised	Committed	On Order	Available
100-101A5		Widgets					
	00000006	Wholesale Supply Co.	12/9/04	1/10/04	0	50	752
				Total:	0	50	752

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected

Advanced:

None

Sorted by

Date Promised (Ascending)

Subtotals / Totals

Subtotals:

Committed

On Order

Available

More Report Fields (not preselected)

Contact

Phone

Fax

Notes

Terms

Item Description

Custom List #1, #2, #3

Custom Field #1, #2, #3

Category

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

None

Inventory Count Sheet

This is a helpful form for recording your physical inventory when taking inventory.

To find the Inventory Count Sheet

Reports menu > Index to Reports window >
Inventory tab > Items header

Inventory Count Sheet

Item #	Item Name	On Hand	Units	1 st Count	2 nd Count
100-101A5	Widgets	702	each	_____	_____
200-101A5	Gadgets	516	each	_____	_____
300-101B6	Whoosies	905	each	_____	_____
400-101	Whatsits	0	each	_____	_____
500-101D3	Thingies	19	each	_____	_____
600-101G8	Gizmos	118	1	_____	_____
700-101U7	Thingamabobs	123	1	_____	_____
800-101R9	Whachamacallits	185	1	_____	_____

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List #1, #2, #3

Advanced:

None

Sorted by

Item Number or Item Name (based on filter selection)

More Report Fields (not preselected)

Item Description
Custom List #1, #2, #3
Custom Field #1, #2, #3

Finishing Choices

Include Inactive Items
Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Item Number/Item Name

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Item #, Item Name, On Hand, Units

Opens: Profile view of Item Information window

Auto-Build Items report

This report displays the components and average costs for specific finished items. Items can be sorted by item number or name.

To find the Auto-Build Items report

Reports menu > Index to Reports window >
Inventory tab > Items header

Auto-Build Items

Quantity to Build	Item #	Item Name	Sub-Assembly Quantities	Average Cost	On Hand
1	400-101	Whatsits			
		100-101A5 Widgets	2	\$20.35	702
		200-101A5 Gadgets	1	<u>\$20.03</u>	516
				\$40.38	
1	500-101D3	Thingies			
		300-101B6 Whoosies	2	<u>\$60.39</u>	905
				\$60.39	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List #1, #2, #3

Advanced:

None

Sorted by

Item Number or Item Name, based on filter selection

Subtotals / Totals

Grand Total:

Total Value

More Report Fields (not preselected)

Item Description
Custom List #1, #2, #3
Custom Field #1, #2, #3

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Item Number/Item Name

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Profile view of Item Information window

Item Sales History report

This report displays the total sum, unit and cost of sales by month for the current and previous financial years.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature.

To find the Item Sales History report

Reports menu > Index to Reports window >
Inventory tab > Items header

Because of the width of this report, a comprehensive sample can't be reproduced here.

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List #1, #2, #3

Advanced:

None

Sorted by

Item Number

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Price List [Summary] report

This report displays a list of your items and the price you currently charge for them.

To find the Price List [Summary] report

Reports menu > Index to Reports window >
Inventory tab > Pricing header

Price List [Summary]

Item #	Item Name	Current Price
100-101A5	Widgets	\$17.00
200-101A5	Gadgets	\$33.00
300-101B6	Whoosies	\$50.00
400-101	Whatsits	\$67.00
500-101D3	Thingies	\$83.00
600-101G8	Gizmos	\$100.00
700-101U7	Thingamabobs	\$117.00
800-101R9	Whachamacallits	\$133.00
CON1	Consulting	\$125.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected

Custom List #1, #2, #3

Advanced:

None

Sorted by

Item Number or Item Name, based on filter selection

More Report Fields (not preselected)

Price Status

Units on Hand

MinLevel

Primary Supplier

Phone

Fax

Reorder

Buy Unit

Buy Tax

Sell Tax

Item Description
Custom List #1, #2, #3
Custom Field #1, #2, #3

Finishing Choices

Include Zero Prices
Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Item Number/Item Name
Display Sell Price: As Recorded/Tax Inclusive/Tax Exclusive
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

Price List [Detail] report

This report displays a list of your items and the pricing information for each item. The report shows each item's current price (base selling price) and base selling unit, along with prices for each of the price levels and quantity breaks you've set up in the Selling Details tab of the Item Information window.

To find the Price List [Detail] report

Reports menu > Index to Reports window >
Inventory tab > Pricing header

Price List [Detail]

Item #	Item Name	Current Sell Unit Price	
100-101A5	Widgets	\$17.00 each	
Quantity Over:	0	20	100
Level A	\$17.00	\$16.00	\$15.00
Level B	\$16.00	\$15.00	\$14.00
Level C	\$15.00	\$14.00	\$13.00
Level D	\$14.50	\$14.00	\$13.00
Level E	\$14.00	\$14.00	\$13.00
Level F	\$13.75	\$14.00	\$13.00
1010-200A	Dohickies	\$250.00 each	
Quantity Over:	0	20	
Level A	\$250.00	\$240.00	
Level B	\$245.00	\$235.00	
Level C	\$240.00	\$230.00	
Level D	\$235.00	\$225.00	
Level E	\$230.00	\$220.00	
Level F	\$225.00	\$215.00	
200-101A5	Gadgets	\$17.00 each	
Quantity Over:	0	20	100
Level A	\$17.00	\$16.00	\$15.00
Level B	\$16.00	\$15.00	\$14.00
Level C	\$15.00	\$14.00	\$13.00
Level D	\$14.50	\$14.00	\$13.00
Level E	\$14.00	\$14.00	\$13.00
Level F	\$13.75	\$14.00	\$13.00
2010-200A5	Ratchets	\$100.00 each	
Quantity Over:	0	20	500
Level A	\$100.00	\$80.00	\$65.00
Level B	\$100.00	\$80.00	\$65.00
Level C	\$100.00	\$80.00	\$65.00
Level D	\$100.00	\$80.00	\$65.00

Level E	\$100.00	\$80.00	\$65.00
Level F	\$100.00	\$80.00	\$65.00

300-101B6		Whoosies	\$50.00 each
Quantity Over:		0	
Level A	\$100.00		
Level B	\$100.00		
Level C	\$100.00		
Level D	\$100.00		
Level E	\$100.00		
Level F	\$100.00		

400-101		Whatsits	\$67.00 each
Quantity Over:		0	
Level A	\$67.00		
Level B	\$67.00		
Level C	\$67.00		
Level D	\$67.00		
Level E	\$67.00		
Level F	\$67.00		

500-101D3		Thingies	\$83.00 each
Quantity Over:		0	
Level A	\$83.00		
Level B	\$83.00		
Level C	\$83.00		
Level D	\$83.00		
Level E	\$83.00		
Level F	\$83.00		

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
 Custom List #1, #2, #3

Advanced:

Price Level

Sorted by

Item Number or Item Name, based on filter selection

More Report Fields (not preselected)

Units on Hand
 Min. Level
 Primary Supplier
 Phone
 Fax
 Reorder
 Buy Unit

Tax
Item Description
Custom List #1, #2, #3
Custom Field #1, #2, #3

Finishing Choices

Include Zero Prices
Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Item Number/Item Name
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields
Opens: Profile view of Item Information window

Price Analysis report

This report displays a calculation of the gross profit, per cent margin, and per cent markup of your inventory items using either average cost or last cost. This report may be sorted by Item # or Item Name.

To find the Price Analysis report

Reports menu > Index to Reports window >
Inventory tab > Pricing header

Price Analysis

Item #	Item Name	Current Price	Cost Basis	Gross Profit	% Margin	% Markup
100-101A5	Widgets	\$17.00	\$10.177	\$6.82	40.1%	67.0%
200-101A5	Gadgets	\$33.00	\$20.032	\$12.97	39.3%	64.7%
300-101B6	Whoosies	\$50.00	\$30.195	\$19.80	39.6%	65.6%
400-101	Whatsits	\$67.00	\$0.00	\$67.00	100.0%	NA
500-101D3	Thingies	\$83.00	\$50.00	\$33.00	39.8%	66.0%
600-101G8	Gizmos	\$100.00	\$59.162	\$40.84	40.8%	69.0%
700-101U7	Thingamabobs	\$117.00	\$69.983	\$47.02	40.2%	67.2%
800-101R9	Whachamacallits	\$133.00	\$80.00	\$53.00	39.8%	66.3%
CON1	Consulting	\$125.00	\$0.00	\$125.00	100.0%	NA

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Items: All/Selected
Custom List #1, #2, #3

Advanced:

Select Cost Basis: Average Cost/Last Price

Sorted by

Item Number or Item Name, based on filter selection

More Report Fields (not preselected)

Item Description
Custom List #1, #2, #3
Custom Field #1, #2, #3

Finishing Choices

Include Zero Prices
Add to Reports Menu
Prevent Data Changes During Report Generation
Sort by Item Number/Item Name
Display Current Price: Tax Inclusive/Tax Exclusive
Display Cost Basis: Tax Inclusive/Tax Exclusive
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Profile view of Item Information window

Inventory Journal report

This report displays the transactions assigned to the inventory journal within a period range.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Inventory Journal report

Reports menu > Index to Reports window >
Inventory tab > Transaction Journals header

Inventory Journal 1/9/04 To 31/12/04

Src	Date	ID #	Acct#	Account Name	Debit	Credit	Job
IJ	9/9/04	Opening Inventory Count					
		IJ000001	1-2200	Finished Goods		\$83,950.00	
		IJ000001	1-2200	Finished Goods	\$83,950.00		
IJ	12/12/04	Build; 51	400-101, -102	100-101A5, -51	200-101A5		
		IJ000002	1-2200	Finished Goods	\$2,044.71		
		IJ000002	1-2200	Finished Goods		\$2,044.71	
Grand Total:					\$85,994.71	\$85,994.71	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

Transaction Date

Dated: From/To

ID: From/To

Amount: From/To

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Currencies

Sorted by

ID #

Subtotals / Totals

Grand Total:

Debit and Credit

More Report Fields (not preselected)

User ID
Session Date
Reconciled Date
Memo
Name
Payee
Allocation Memo

Finishing Choices

Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

To Do List - Items to Reorder or Build report

This report displays the items that need reordering [or auto-building] from the To Do List window.

To find the To Do List - Items to Reorder or Build report

Reports menu > Index to Reports window >
Inventory tab > To Do List header

To Do List - Items to Reorder or Build

Item #	Name	On Hand	On Order	Committed
400-101	Whatsits	0	0	0
500-101D3	Thingies	19	0	0

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

None

Sorted by

Item Number

More Report Fields (not preselected)

Supplier Name

Contact

Phone

Fax

Notes

Terms

Item Description

Custom List #1, #2, #3

Custom Field #1, #2, #3

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Drill Down to Source window

Click: All Fields

Opens: A/R view of To Do List window

Card File [Summary] report

This report displays a list of all people and companies in your Card File.

To find the Card File [Summary] report

Reports menu > Index to Reports window >
Card File tab > Cards header

Card File [Summary]

Name	Phone	Type	Current Balance	Identifiers
Acme Sales Ltd.	(02) 9876 7654	Customer	\$2,629.51	CR
Chuck Berry	(02) 9876 7890	Employee		AC
Boffo Products	(02) 9876 2020	Customer	\$1,660.70	
Fats Domino	(02) 9876 3030	Employee		C
Sam Lee	(02) 9876 4040	Personal		AC
Joe's Bank	(02) 9876 5050	Personal		A
Sam Sham	(02) 9876 6060	Employee		C
Wholesale Supply Co.	(02) 9876 7070	Supplier	\$9,138.28	
Widgets by Smith	(02) 9876 8080	Customer	\$14,755.00	
World of Widgets	(02) 9876 9090	Supplier	\$2,368.74	E

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Cards All/Selected

Advanced:

Card Type: All/Selected

Identifiers

Postcode: From/To

Last Contact Before

Recontact

Currencies

Sorted by

Card (Alphabetical)

More Report Fields (not preselected)

Status

Card ID

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Finishing Choices

Include Inactive Cards

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Profile view of Card Information window

Card File [Detail] report

This report displays a comprehensive list of all people and companies in your Card File.

To find the Card File [Detail] report

Reports menu > Index to Reports window >
Card File tab > Cards header

Card File [Detail]

Acme Sales	Supplier	Balance:	\$2,629.51
Card ID:	ASI1002	Currency:	AUD
First Address:	Main Street	Second Address:	400 Warehouse Road.
City	Toontown	City:	Toontown
State:		State:	
Postcode:		Postcode:	
Phone # 1::	515-555-1919	Phone # 1:	515-555-1920
Phone # 2:	515-555-9115	Phone # 2:	
Phone # 3:		Phone # 3:	
FAX #:		FAX #:	
E-mail:	Acme@acmenet.com	E-mail:	
WWW:		WWW:	
Salutation:		Salutation:	
Contact:		Contact:	
Notes:	Nice guy, loves toons		
Custom List # 1:	Cust L 1	Custom Field # 1:	Cust F 1
Custom List # 2:	Cust L 2	Custom Field # 2:	Cust F 2
Custom List # 3:	Cust L 3	Custom Field # 3:	Cust F 3
Identifiers	CR	Inv/PO Type:	Service
Price Level:	Base Selling Price	Account:	4-4000
Salesperson		Inv/PO Comment	Thanks for the order!
Shipping Method:	Best Way	Printed Form:	MYOB Plain Paper PO
Billing Rate:	\$11.56	Pymt Method:	Visa
Cost per Hr:	\$12.56	Discount Days/Date:	5
Payment Due:	Prepaid	Prompt Payment Discount:	10.00%
Due Days/Date:	30		
Finance Charge	0%	Tax ID:	JLS9899
Credit Limit:	\$15,000	Freight Taxable:	
Volume Discount:	25%	Tax Code:	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Cards All/Selected

Advanced:

Card Type: All/Selected

Identifiers

Postcode: From/To

Last Contact Before
Recontact
Currencies

Sorted by

Card (Alphabetical)

More Report Fields (not preselected)

Use Card's Tax Code
BSB Number
Bank Acct No
Bank Acct Name
Bank Value
Bank Value Type
Statement Text
BSB Number 2, 3
Bank Acct No 2, 3
Bank Acct Name 2, 3
Bank Value 2, 3
Bank Value Type 2, 3
Remittance Method
A.B.N Branch
Credit Card No
Card Name
Exp Date

Finishing Choices

Separate Pages
Include Inactive Cards
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Profile view of Card Information window

Address List report

This report displays the card name, contact name, address and phone number for specified people and companies in your Card File.

To find the Address List report

Reports menu > Index to Reports window >
Card File tab > Cards header

Address List

Address 1 Contact	Name	Address 1 Phone	Address 1
Marvin Acme	Acme Sales Ltd.	(02) 9876 7654	Main Street Canberra, ACT 2980
	Chuck Berry	(02) 9876 7890	c/o Maybelline Suite 16 Canberra, ACT 2980
Joseph Boffo	Boffo Products	(02) 9876 2020	31 Boffo Circle Canberra, ACT 2980
	Fats Domino	(02) 9876 3030	Blueberry Hill Canberra, ACT 2980
	Sam Lee	(02) 9876 4040	Green Eggs Acres Canberra, ACT 2980
	Joe's Bank	(02) 9876 5050	100 Main Street Canberra, ACT 2980
	Sam Sham	(02) 9876 6060	14 Parker Way Canberra, ACT 2980
	Wholesale Supply Co.	(02) 9876 7070	41 Makeadeal Circle Canberra, ACT 2980
	Widgets by Smith	(02) 9876 8080	123 Broadway Canberra, ACT 2980
	World of Widgets	(02) 9876 9090	100 Hotdeal Road Canberra, ACT 2980

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Cards All/Selected

Advanced:

Card Type: All/Selected

Identifiers

Postcode: From/To

Last Contact Before

Recontact by

Currencies

Sorted by

Card (Alphabetical)

More Report Fields (not preselected)

Address 1 Phone # 2, # 3

Address 1 Fax

Address 1 Email

Address 1 WWW

Address 2, 3, 4, 5

Address 2, 3, 4, 5 Phone # 1, 2, 3

Address 2, 3, 4, 5 Fax

Address 2, 3, 4, 5 Email

Address 2, 3, 4, 5 WWW

Card ID

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Profile view of Card Information window

Card Transactions report

This report displays all the transactions that are linked to specific people and companies in your Card File.

Note: The report displays only transactions that were entered in windows to which your password allows access.

To find the Card Transactions report

Reports menu > Index to Reports window >
Card File tab > Cards header

Card Transactions 1/9/04 To 31/12/04

Name	ID #	Src	Date	Memo	Account	Debit	Credit
Wholesale Supply Co.	WSC231	Supplier					
35	CD	12/9/04	Payment; Wholesale Supply	2-1200	\$142.56		
35	CD	12/9/04	Payment; Wholesale Supply	2-1200	\$1,069.20		
						\$1,211.76	\$0.00
Widgets by Smith	WS324	Customer					
CR000005	CR	12/9/04	Monthly Licence Fee	1-1100	\$125.00		
						\$125.00	\$0.00
World of Widgets	WW213	Supplier					
36	CD	12/9/04	Payment; World of Widgets	2-1200	\$43.09		
						\$43.09	\$0.00

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Cards: All/Selected

Advanced:

Dated From/To

ID From/To

Amount From/To

Categories

Memo/Payee

Session Date Range

User IDs

Source Journal

Identifiers

Currencies

Sorted by

Card (Alphabetical), then by ID #

Subtotals / Totals

Subtotal by Card

Debit
Credit

More Report Fields (not preselected)

Balance
Amount Paid
Address 1 Contact
Address 1 Phone #1
Address 1 Fax
Terms
Credit Limit
Their Inv/P.O. #
Salesperson
Due Date
Promised Date
Address 1
Custom List # 1, 2, 3
Custom Field # 1, 2, 3
Address 2, 3, 4, 5
Address 2, 3, 4, 5 Contact

Finishing Choices

Separate Pages
Add to Reports Menu
Prevent Data Changes During Report Generation
Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

Click: Name, Card Subtotals

Opens: Card view of Find Transactions window

Click: ID #, Date, Memo, Account, Debit, Credit

Opens: Transaction source window; dependent on the SRC Journal type:

- GJ - General Journal Entry window
- CD - Spend Money, Pay Employees or Pay Supplier window
- CR - Prepare Bank Deposit or Receive Payments window
- SJ - Sales window
- PJ - Purchases window
- IJ - Inventory Adjustment or Inventory Transfer windows

Contact Log report

This report displays your Contact Log for specific people and companies within the period range. It also contains totals of elapsed time.

To find the Contact Log report

Reports menu > Index to Reports window >
Card File tab > Cards header

Contact Log 9/1/04 To 31/12/04

Date	Time	Recontact	Notes
Wholesale Supply Co.		WSC317	Supplier
12/9/04	:00		Paid \$1,069.20; ID # 35
12/9/04	:00		Paid \$142.56; ID # 35
12/9/04	:00		Purchase # 00000010 for \$142.56
Total:	:00		
Widgets by Smith		WS110	Customer
12/9/04	:00		Received \$125.00; ID # CR000005
Total:	:00		
World of Widgets		WW32	Supplier
12/9/04	:00		Paid \$43.09; ID # 36
12/9/04	:00		Purchase # 00000011 for \$43.09

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Cards: All/Selected

Advanced:

Dated: From/To

Identifiers

Sorted by

Card (Alphabetical),
then by Contact Date (descending)

Subtotals / Totals

Subtotal:

Time

More Report Fields (not preselected)

Contact

Address 1 Phone # 1

Custom List # 1, 2, 3

Custom Field # 1, 2, 3

Finishing Choices

Separate Pages

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: Name, Type

Opens: View Contact Log window

Click: Date, Time, Recontact, Notes

Opens: Contact Log Entry window

Identifiers report

This report displays a list of your identifiers and their descriptions.

To find the Identifiers report

Reports menu > Index to Reports window >
Card File tab > Cards header

Identifiers

ID #	Description
A	
B	
C	University friend
D	
E	Eastern Sales Region
F	
G	
H	Holiday list
I	
J	
K	
L	
M	
N	Northeast Sales Region
O	
P	Prospect
Q	
R	
S	Southeastern Sales Region
T	
U	
V	
W	Western Sales Region
X	
Y	
Z	

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

None

Sorted by

ID #

More Report Fields (not preselected)

None

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Identifiers window

GIS Card File report

This report provides information from the card file. This report is designed to be saved to disk only, for import into a GIS.

Geographical Information Systems (GIS) are tools used to gather, transform, manipulate, analyse and produce information related to the surface of the Earth. This data may exist as maps, 3D virtual models, tables, and/or lists.

This GIS report produces data which allows you to plot sales by geographical location, in this case the Postcode as specified within the report data.

To find the GIS Card File report

Report menu > Index to Reports window >
Card File tab > Cards header

GIS Card File

Name	Phone	Type	Current Balance	Identifiers	County 1	Post Code 1
Acme Sales Ltd.	(02) 9876 7654	Customer	\$2,629.51	CR	NSW	2113
Chuck Berry	(02) 9876 7890	Employee		AC	Canberra	ACT 2801
Boffo Products	(02) 9876 2020	Customer	\$1,660.70		NSW	2118
Fats Domino	(02) 9876 3030	Employee		C	NSW	2000
Sam Lee	(02) 9876 4040	Personal		AC	NSW	2118

See "Report Details Explanations" on page 20 for more information.

Filters

General:

Cards: All/Selected

Advanced:

Card Type

Identifiers

Postcode From/To

Last Contact Before

Recontact By

Currencies

Sorted by

Card (Alphabetical)

More Report Fields (not preselected)

Status

Finishing Choices

Include Inactive Cards

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name
Include Company Address
Include Report Date and Time

Drill Down to Source window

None

To Do List - Overdue Contacts report

This report displays a list of overdue Contact Log reminders from the To Do List window.

To find the To Do List - Overdue Contacts report

Reports menu > Index to Reports window >
Card File tab > To Do List header

To Do List - Overdue Contacts 12/9/04

Name	Type	Date	Recontact Date
Acme Sales Ltd.	Customer	1/8/04	31/8/04
Asked about new line of Widgets. Call when materials arrive.			

See "Report Details Explanations" on page 20 for more information.

Filters

General:

None

Advanced:

As of Date

Sorted by

Overdue Date

More Report Fields (not preselected)

Contact

Address 1 Phone # 1

Finishing Choices

Add to Reports Menu

Prevent Data Changes During Report Generation

Include Company Name

Include Company Address

Include Report Date and Time

Drill Down to Source window

Click: All Fields

Opens: Contact Log Entry window

