



# Accounting Plus

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*Sample Reports*

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# Sample Reports

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## Chapter 1

# The MYOB Report Advisor

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

- “Tracking down a transaction” on page 6
- “The “I-want-a-printed-copy-of-everything” reports” on page 7
- “Daily Reports” on page 7
- “Weekly Reports” on page 7
- “Monthly Reports” on page 8
- “Quarterly Reports” on page 8
- “Annual Reports” on page 9
- “Overview Reports for Your Bank” on page 10
- “Overview Reports for Your Accountant” on page 10
- “VAT Reporting and Deposits” on page 10
- “Payroll Tax Reporting and Deposits” on page 11
- “Collecting Money: Who, How Much, and How Long” on page 11
- “Customer Sales: Who, What, and How Much” on page 12
- “Looking at Jobs: Are you Making a Profit?” on page 12
- “Owing Money: Who, How Much, and How Long” on page 13
- “Item Sales: What’s Selling and Who’s Buying” on page 13
- “Items: What’s Here, What’s Promised, What’s on Order” on page 14
- “Moving Your Data to a Spreadsheet for Analysis” on page 14
- “Analysing Your Cash Flow” on page 14
- “Analysing Income and Expenses” on page 15
- “Analysing Sales” on page 15
- “Calculating Salesperson Commissions” on page 16
- “Counting, Valuing, and Analysing Your Stock” on page 16
- “What’s a Report Batch?” on page 17

## Tracking down a transaction

In Accounting Plus there are six Inquiry reports: Account, Job, Invoice, Purchase, 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 inquiry report. If you know the customer or supplier name (if any), run the Card Inquiry report. The Inquiry reports have the Accounting Plus 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” on page 26
- “Job Transactions” on page 80
- “Invoice Transactions” on page 200
- “Purchase Transactions” on page 269
- “Card Transactions” on page 341
- “Payroll Category Transactions” on page 279

MYOB Report Advisor - Tracking down a transaction

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

Paper copies are no replacement for sound backup procedures! But, even after making current backups, archived backups, and off-site backups, you still believe that your computer will crash, then 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]” on page 22  
“Activities List” on page 232  
“Activity Slip [Activity Detail]” on page 217  
“Card File [Detail]” on page 336  
“Items List [Summary]” on page 315  
“Payroll Activity [Detail]” on page 287  
“Aged Debtors [Detail]” on page 137  
“Aged Creditors [Detail]” on page 238

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

## Daily Reports

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

“VAT Exceptions [Cash Transactions]” on page 125  
“To Do List [Expiring Discounts]” on page 278

MYOB Report Advisor - Daily Reports

## Weekly Reports

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

“Cash Disbursements Journal” on page 101  
“Cash Receipts Journal” on page 103  
“Sales Ledger Journal” on page 203  
“Aged Debtors [Detail]” on page 137  
“Aged Creditors [Detail]” on page 238  
“Bank Register” on page 91  
“To Do List [Orders to be Delivered & Received]” on page 209  
“Analyse Stock [Summary]” on page 320

**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 11

MYOB Report Advisor - Weekly Reports

## 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:

**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 17 for more information.

"To Do List [Recurring Transactions]" on page 109  
"Profit & Loss" on page 51  
"Balance Sheet" on page 40  
"Debtors Reconciliation [Detail]" on page 140  
"Creditors Reconciliation [Detail]" on page 243  
"Bank Register" on page 91

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" on page 51  
"Profit & Loss [Last Year Analysis]" on page 63

If you use the Accounting Plus stock 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]" on page 209  
"Analyse Stock [Summary]" on page 320

**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 11

MYOB Report Advisor - Monthly Reports

## 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 1<sup>st</sup> 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:

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“Profit & Loss [Spreadsheet]” on page 53  
“Balance Sheet” on page 40  
“Debtors Reconciliation [Summary]” on page 138  
“Creditors Reconciliation [Summary]” on page 241

**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 11

**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 17 for more information.

MYOB Report Advisor - Quarterly Reports

## 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” on page 51  
“Profit & Loss [with Last Year]” on page 59  
“Balance Sheet” on page 40  
“Balance Sheet [Last Year Analysis]” on page 46  
“Debtors Reconciliation [Summary]” on page 138  
“Creditors Reconciliation [Summary]” on page 241

“Trial Balance” on page 37

**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 11

**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 17 for more information.

MYOB Report Advisor - Annual Reports

## 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” on page 51  
“Profit & Loss [with Last Year]” on page 59  
“Profit & Loss [Budget Analysis]” on page 65  
“Balance Sheet” on page 40  
“Debtors Reconciliation [Summary]” on page 138  
“Creditors Reconciliation [Summary]” on page 241

MYOB Report Advisor - Overview Reports for Your Bank

## 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” on page 37  
“Profit & Loss [with Year to Date]” on page 57  
“Balance Sheet” on page 40  
“Debtors Reconciliation [Summary]” on page 138  
“Creditors Reconciliation [Summary]” on page 241

MYOB Report Advisor - Overview Reports for Your Accountant

## VAT Reporting and Deposits

Ask your accountant or your local VAT agency if your government wants VAT paid on an accrual basis (when the sale is “booked”) or a cash basis (when the merchandise is paid for). Accounting Plus offers reports for each situation.

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

Use the following reports to prepare VAT deposits and returns.

For a summary overview of VAT collected and paid use:

“VAT [Summary]” on page 113

For a detailed view use:

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“VAT [Detail]” on page 115

**Note:** If you are allowed to remit VAT on a cash basis (remit VAT 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 17 for more information.

MYOB Report Advisor - VAT Reporting and Deposits

## 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.

The most useful reports for payroll tax reporting and deposits are:

- \*\*P11 PAYE
- \*\*P11 NIC
- \*\*P35 Deductions Worksheet
- “Payroll Summary” on page 281

MYOB Report Advisor - Payroll Tax Reporting and Deposits

## 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 Debtors [Summary]” on page 135

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

“Aged Debtors [Detail]” on page 137

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

“Customer Payment History” on page 174

For the payment history of a single invoice, print:

“Invoice Transactions” on page 200

**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 17 for more information.

MYOB Report Advisor - Collecting Money: Who, How Much and How Long

## Customer Sales: Who, What, and How Much

Accounting Plus makes it easy to review your sales. If you want to see sales by customer, print:

“Sales [Customer Summary]” on page 163

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

“Sales [Customer Detail]” on page 165

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

“Analyse Sales [Customer - FY Comparison]” on page 171

“Analyse Sales [Customer Spreadsheet]” on page 172

**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 17 for more information.

MYOB Report Advisor - Customer Sales: Who, What, and How Much

## Looking at Jobs: Are you Making a Profit?

Being able to track specific jobs for a customer is a very powerful feature of Accounting Plus. 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” on page 80

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

“Job Profit & Loss” on page 82

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

“Jobs [Budget Analysis]” on page 84

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

“Customer Reimbursable Expenses” on page 175

**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 17 for more information.

MYOB Report Advisor - Looking at Jobs: Are You Making a Profit

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## Owing Money: Who, How Much, and How Long

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

To find out how much you owe someone, print:

“Aged Creditors [Summary]” on page 236

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

“Purchases [Supplier Summary]” on page 250

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

“Supplier Payments” on page 267

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

“Purchase Transactions” on page 269

**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 17 for more information.

MYOB Report Advisor - Owing Money: Who, How Much and How Long

## 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]” on page 143

“Sales [Item Detail]” on page 145

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

“Sales [Customer Detail]” on page 165

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

“Sales [Item Detail]” on page 145

**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 17 for more information.

MYOB Report Advisor - Item Sales: What’s Selling and Who’s Buying

## Items: What's Here, What's Promised, What's on Order

Accounting Plus allows you to book sales and purchase orders that have not yet been recorded. By using this feature, you can create a stock "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 Stock [Summary]" on page 320

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

"Analyse Stock [Detail]" on page 321

**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 17 for more information.

MYOB Report Advisor - Items: What's Here, What's Promised, What's on Order

## 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 Accounting Plus 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 Accounting Plus 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]" on page 42

"Balance Sheet [Budget Spreadsheet]" on page 44

"Profit & Loss [Spreadsheet]" on page 53

"Profit & Loss [Budget Spreadsheet]" on page 55

"Analyse Sales [Activity Spreadsheet]" on page 161

"Analyse Sales [Item Spreadsheet]" on page 151

"Analyse Sales [Customer Spreadsheet]" on page 172

"Analyse Sales [Salesperson Spreadsheet]" on page 186

MYOB Report Advisor - Moving Your Data to a Spreadsheet for Analysis

## 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

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company. Without cash you may be forced to delay hiring key employees, pay late charges, lose prompt-payment discounts, keep inadequate stock, etc. Analysing your cash flow is the first step in assuring a healthy stream of cash.

To make proper use of Cash Flow Analysis, Accounting Plus needs to know about certain recurring transactions (recurring bills and recurring income). Accounting Plus 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 Chequebook 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” on page 99

MYOB Report Advisor - Analysing Your Cash Flow

## 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” on page 51

“Profit & Loss [Last Year Analysis]” on page 63

“Profit & Loss [Budget Analysis]” on page 65

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

MYOB Report Advisor - Analysing Income and Expenses

## Analysing Sales

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

To analyse item sales, print:

“Analyse Sales [Item]” on page 147

“Analyse Sales [Item - FY Comparison]” on page 149

To analyse time billing activity sales, print:

“Analyse Sales [Activity]” on page 157  
“Analyse Sales [Activity - FY Comparison]” on page 159

To analyse customer sales, print:

“Analyse Sales [Customer]” on page 170  
“Analyse Sales [Customer - FY Comparison]” on page 171

To analyse salesperson sales, print:

“Analyse Sales [Salesperson]” on page 184  
“Analyse Sales [Salesperson - vs. Last Year]” on page 185

**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 17 for more information.

MYOB Report Advisor - Analysing Sales

## 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 program.

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

“Sales [Salesperson Summary]” on page 176

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

“Sales [Salesperson Detail]” on page 179

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

“Customer Payments [Salesperson]” on page 187

**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 17 for more information.

MYOB Report Advisor - Calculating Salesperson Commissions

## Counting, Valuing, and Analysing Your Stock

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

To help in counting your stock, print:

“Stock Count Sheet” on page 323

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To check the value your stock (or at least what Accounting Plus thinks your stock cost you), print:

“Items List [Summary]” on page 315

To review the pricing of your items, print:

“Price Analysis” on page 329

MYOB Report Advisor - Counting, Valuing and Analysing Your Stock

## **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.

MYOB Report Advisor - What’s a Report Batch?



## Chapter 2

# Sample Reports

## Accounts List [Summary]

*Index to Reports window > Accounts > Accounts*

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

### 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 | Stock                        | £78,541.50      |
| 1-2100 | Raw Materials                | £3,400.00       |
| 1-2200 | Finished Goods               | £75,141.50      |
| 1-3000 | Trade Debtors                | £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 | VAT Liabilities              | £4,763.26       |
| 2-1310 | VAT 1 Collected              | £2,414.58       |
| 2-1330 | VAT 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         |

## Sample Reports

|        |               |                               |              |
|--------|---------------|-------------------------------|--------------|
|        | 2-1480        | Group Insurance               | £0.00        |
|        | 2-1490        | Garnishees, and<br>other      | £0.00        |
|        | 2-1496        | Vacation Payable              | £1,267.50    |
|        | 2-1500        | Accruals                      | £0.00        |
|        | 2-1600        | Deposits from Customers       | £500.00      |
| 3-0000 | Capital       |                               | £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        | Carriage Income               | £0.00        |
|        | 4-3200        | Finance Charges<br>Collected  | £0.00        |
|        | 4-3300        | Miscellaneous<br>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        | Carriage 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 | VATs                          | £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 | Vacation 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 VAT                 | £0.00      |

### More Details about the Accounts List (Summary) Report

|                                                                                                                                                                                                                    |                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Report Level<br>Print Account Balances                                                                          |
| <b>Sort By</b>                                                                                                                                                                                                     | Account Type                                                                                                    |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Dependent on Header information:<br><br>Total Assets<br>Total Liabilities<br>Total Equity<br>Liability & Equity |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Status                                                                                                          |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account # and Name<br><b>Opens:</b> Edit Accounts window                                          |

# Accounts List [Detail]

*Index to Reports window > Accounts > Accounts*

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

## Accounts List [Detail]

| Account No. | Account                      | Type      | Normal Sign | Header/Detail | Level | Bank | 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      | Bank Account                 | Asset     | Debit       | Detail        | 3     | Y    | £13,719.83   |
| 1-1200      | Petty Cash                   | Asset     | Debit       | Detail        | 3     | Y    | £100.00      |
| 1-2000      | Stock                        | 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      | Trade Debtors                | 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      | Trade Creditors              | Liability | Credit      | Detail        | 2     | N    | £10,627.02   |
| 2-1210      | Bank Indebtedness            | Liability | Credit      | Detail        | 2     | N    | £100,000.00  |
| 2-1300      | VAT Liabilities              | Liability | Credit      | Header        | 2     | N    | £4,763.26    |
| 2-1310      | VAT 1 Collected              | Liability | Credit      | Detail        | 3     | N    | £2,414.58    |
| 2-1330      | VAT 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      | Capital                      | Capital   | Credit      | Header        | 1     | N    | £17,719.08   |
| 3-1000      | Paid in Capital              | Capital   | Credit      | Detail        | 2     | N    | £110,000.00  |
| 3-8000      | Retained Earnings            | Capital   | Credit      | Detail        | 2     | N    | (£58,078.07) |
| 3-9000      | Current Year Earnings        | Capital   | 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 | Carriage 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 | VATs                          | 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  |

### More Details about the Accounts List (Detail) Report

|                |                                                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Filters</b> | All/Selected Accounts -- From/To<br>Report Level<br>As of Date<br>Include 0.00 balances<br>Detail Accounts Only |
| <b>Sort By</b> | Account Type                                                                                                    |

|                                                                                                                                                                                                                            |                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                           | <p>Dependent on Header information:</p> <p>Total Assets<br/>Liabilities<br/>Equity<br/>Liability &amp; Equity</p> |
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Status</p>                                                                                                     |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All Fields<br/><b>Opens:</b> Edit Accounts window</p>                                            |



# Account Transactions

*Index to Reports window > Accounts > Accounts*

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.

## Account Transactions 1/1/02 To 31/12/02

| Account             | ID No.   | Src | Date   | Memo                 | Debit   | Credit    | Job |
|---------------------|----------|-----|--------|----------------------|---------|-----------|-----|
| 1-1110 Bank Account |          |     |        |                      |         |           |     |
|                     | 21       | CD  | 3/1/02 | Postage              |         | £500.00   |     |
|                     | 19       | CD  | 4/1/02 | Commission Payment   |         | £1,000.00 |     |
|                     | 20       | CD  | 4/1/02 | Interest Payment     |         | £750.00   |     |
|                     | 15       | CD  | 6/5/02 | Monthly Insurance    |         | £45.00    |     |
|                     | 16       | CD  | 6/5/02 | Monthly Utility Bill |         | £450.00   |     |
|                     | 17       | CD  | 6/5/02 | Paycheque            |         | £600.00   |     |
|                     | CR000004 | CR  | 6/5/02 | Sam Lee, Rebate      | £400.00 |           |     |
|                     |          |     |        |                      | £400.00 | £3,345.00 |     |

### More Details about the Account Transactions Report

|                                                                                                                          |                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts<br>Source Journal<br>Dated From/To<br>ID From/To<br>Separate Pages                          |
| <b>Sort By</b>                                                                                                           | Account                                                                                                           |
| <b>Subtotals / Totals</b>                                                                                                | Subtotal Accounts: Debit and Credit                                                                               |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Job Description<br>Inv/P.O. #<br>Terms<br>Comments<br>Due Date<br>Promised Date<br>Salesperson<br>Reconciled Date |

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**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the 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  
IFJ - No drill down



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# Account History [OfficeLink]

*Index to Reports window > Accounts > Accounts*

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

## More Details about the Account History (OfficeLink) Report

|                                                                                                                          |                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All Accounts / Selected From/To Accounts<br>Report Level<br>Include 0.00 Balances |
| <b>Sort By</b>                                                                                                           | Account                                                                           |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                              |



# Nominal Ledger [Detail]

*Index to Reports window > Accounts > Accounts*

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.

## Nominal Ledger [Detail] 1/6/02 To 6/6/02

| ID No.             | Src                     | Date   | Memo            | Debit   | Credit    | Net Activity | Ending Balance |
|--------------------|-------------------------|--------|-----------------|---------|-----------|--------------|----------------|
| <hr/>              |                         |        |                 |         |           |              |                |
| 1-1310             | Office Equipment - Cost |        |                 |         |           |              |                |
| 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             | Bank 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             | VAT Due                 |        |                 |         |           |              |                |
| 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     |
| <hr/>              |                         |        |                 |         |           |              |                |
| 2-1400             | PAYE/NIC's 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  |

## Sample Reports

|        |    |        |            |         |           |            |    |
|--------|----|--------|------------|---------|-----------|------------|----|
| 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 Wages & Salaries

|                    |    |           |            |           |       |            |           |
|--------------------|----|-----------|------------|-----------|-------|------------|-----------|
| 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 Employer's NIC'ss

|                    |    |              |            |         |       |          |         |
|--------------------|----|--------------|------------|---------|-------|----------|---------|
| 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

## More Details about the Nominal Ledger (Detail) Report

|                                                                                                                          |                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts<br>Dated From/To<br>Sorted By Date/ID No.<br>Include Accounts with No Activity<br>Separate Pages |
| <b>Sort By</b>                                                                                                           | Date or ID No., based on filter selection                                                                              |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals: Debit, Credit, Net Activity<br><br>Totals: Debit, Credit                                                    |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Name                                                                                                                   |

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**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** ID No., Src, Date, Memo, Debit, Credit

**Opens:** Sales or Purchases source window



# Nominal Ledger [Summary]

*Index to Reports window > Accounts > Accounts*

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.

## Nominal Journal [Summary] 1/6/02 To 6/6/02

| Account No. | Account Name            | Beginning Balance | Total Debit | Total Credit | Net Activity | Ending Balance |
|-------------|-------------------------|-------------------|-------------|--------------|--------------|----------------|
| 1-1310      | Office Equipment - Cost | £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      | VAT Due                 | £54.36 cr         | £85.75      | £82.51       | £3.24        | £51.12 cr      |
| 2-1400      | PAYE/NIC's 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      | Wages & Salaries        | £4,000.00         | £4,090.00   | £0.00        | £4,090.00    | £8,090.00      |
| 6-5130      | Employers NIC's         | £457.25           | £468.23     | £0.00        | £468.23      | £925.48        |
| Total:      |                         |                   | £5,687.98   | £5,687.98    |              |                |

### More Details about the Nominal Ledger (Summary) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Accounts<br>Dated From/To<br>Include Accounts with No Activity                                                                                                                                                                     |
| <b>Sort By</b>                                                                                                                                                                                                     | Account                                                                                                                                                                                                                                         |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Totals: Total Debit & Total Credit                                                                                                                                                                                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                                                                                            |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account No., Account Name<br><b>Opens:</b> Account Information window<br><br><b>Click:</b> Beginning Balance, Total Debits, Total Credits, Net Activity, Ending Balance<br><b>Opens:</b> Account view of Find Transactions window |



# Trial Balance

Index to Reports window > Accounts > Accounts

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

## Trial Balance June 2001

| Account                       | Debit     | Credit     | YTD Debit  | YTD Credit  |
|-------------------------------|-----------|------------|------------|-------------|
| Furniture & Fixtures - Cost   | £0.00     |            | £12,226.85 |             |
| Furniture & Fixtures Acc Depn | £0.00     |            |            | £1,528.35   |
| Office Equipment - Cost       | £0.00     |            | £7,225.00  |             |
| Office Equipment - Acc Depn   | £0.00     |            |            | £2,609.00   |
| Computer Equipment - Cost     | £0.00     |            | £10,086.35 |             |
| Computer Equipment - Acc Depn | £0.00     |            |            | £1,796.64   |
| Vehicles - Cost               | £0.00     |            | £15,490.00 |             |
| Vehicles - Acc Depreciation   | £0.00     |            |            | £6,454.11   |
| Current Account               |           | £1,610.43  | £3,080.49  |             |
| Deposit Account.              | £0.00     |            | £5,050.00  |             |
| Petty Cash                    | £0.00     |            | £300.00    |             |
| Undeposited Funds             | £0.00     |            | £70,126.04 |             |
| Trade Debtors                 | £6,926.62 |            | £83,426.85 |             |
| DEM Debtors                   | £0.00     |            | £7,800.00  |             |
| DEM Debtors Exchange          | £0.00     |            |            | £5,070.00   |
| USD Debtors                   | £0.00     |            | £16,250.00 |             |
| USD Debtors Exchange          | £0.00     |            |            | £6,426.52   |
| Raw Materials                 | £0.00     |            | £1,598.01  |             |
| Finished Goods                | £0.00     |            | £28,506.07 |             |
| Prepaid Insurance             | £0.00     |            | £2,900.00  |             |
| American Express              |           | £0.00      |            | £1,382.50   |
| Trade Creditors               |           | £17,789.44 |            | £107,076.28 |
| AUD creditors                 |           | £0.00      |            | £12,300.00  |
| AUD creditors exchange        |           | £0.00      | £7,303.00  |             |
| VAT Due                       | £1,469.14 |            |            | £21,053.23  |
| PAYE/NIC's payable            |           | £838.53    |            | £7,300.96   |
| Accruals                      |           | £0.00      |            | £2,500.00   |
| Other Long Term Liabilities   |           | £0.00      |            | £12,500.00  |
| Retained Earnings             |           | £0.00      |            | £33,977.86  |
| Retail Sales                  |           | £3,394.20  |            | £88,727.70  |
| Service Sales                 |           | £3,000.00  |            | £24,350.00  |
| Retail Cost of Sales          | £1,641.34 |            | £22,746.68 |             |
| Dues & Subscriptions          | £500.00   |            | £500.00    |             |
| Motor Expenses                | £0.00     |            | £361.58    |             |
| Audit & Accountancy           | £1,250.00 |            | £2,750.00  |             |
| Office Supplies               | £0.00     |            | £237.92    |             |
| Telephone                     | £0.00     |            | £2,135.60  |             |
| Travel & Subsistence          | £0.00     |            | £158.64    |             |
| Training                      | £750.00   |            | £1,500.00  |             |

## Sample Reports

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|                  |           |            |
|------------------|-----------|------------|
| Advertising      | £750.00   | £8,750.00  |
| Printing         | £0.00     | £1,500.00  |
| Rent             | £3,000.00 | £15,000.00 |
| Heat & Light     | £0.00     | £926.58    |
| Office Cleaning  | £120.00   | £840.00    |
| Wages & Salaries | £2,753.85 | £5,715.39  |
| Salaries/Wages   | £3,580.00 | £40,583.00 |
| Employers NIC    | £268.57   | £562.10    |

Total: £26,632.60 £26.632/60 £335,053.15 £335,053.15

### More Details about the Trial Balance Report

|                                                                                                                                                                                                                    |                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Accounts<br>Dated From/To<br>Include Accounts with No Activity |
| <b>Sort By</b>                                                                                                                                                                                                     | Account                                                                     |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Totals: Total Debit, Total Credit                                           |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                        |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | None                                                                        |



# Balance Sheet

*Index to Reports window > Accounts > Balance Sheet*

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

With this screen report displayed, roll the cursor arrow over any account in the Accounts column and the arrow changes to a magnifying glass. Click while the magnifying glass is displayed to open the Edit Accounts window where you can view or make changes to the account.

Roll the cursor arrow over the sum for any detail account in the Account Balance columns and the arrow changes to a magnifying glass. Click while the magnifying glass is displayed to open the History and Budgets window where you can view or make changes to your budget for that account.

## Balance Sheet As of December 2002

| Assets                       |              |             |
|------------------------------|--------------|-------------|
| Cash Accounts                |              |             |
| Bank Account                 | £13,719.83   |             |
| Petty Cash                   | £100.00      |             |
| Total Cash Accounts          | £13,819.83   |             |
| Stock                        |              |             |
| Raw Materials                | £3,400.00    |             |
| Finished Goods               | £75,141.50   |             |
| Total Stock                  | £78,541.50   |             |
| Trade Debtors                | £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   |
| Trade Creditors              |              | £10,627.02  |
| Bank Indebtedness            |              | £100,000.00 |
| VAT Liabilities              |              |             |
| VAT 1 Collected              | £2,414.58    |             |
| VAT 2 Collected              | £2,348.68    |             |
| Total VAT Liabilities        |              | £4,763.26   |
| Payroll Liabilities          |              |             |

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

### More Details about the Balance Sheet Report

|                                                                                                                          |                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | Report Level<br>This Year/Last Year/Next Year<br>As of ____<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Rounding<br>Separate Pages |
| <b>Sort By</b>                                                                                                           | Dependent on Header information:<br><br>Total Assets<br>Liabilities<br>Equity<br>Liability & Equity                                                                         |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                                                                                                        |

# Balance Sheet [Spreadsheet]

*Index to Reports window > Accounts > Balance Sheet*

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

## Balance Sheet [Spreadsheet] October 2002 through December 2002

|                              | October      | November     | December     |
|------------------------------|--------------|--------------|--------------|
| <b>Assets</b>                |              |              |              |
| Cash Accounts                |              |              |              |
| Bank 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   |
| Stock                        |              |              |              |
| Raw Materials                | £3,400.00    | £3,400.00    | £3,400.00    |
| Finished Goods               | £75,141.50   | £75,141.50   | £75,141.50   |
| Total Stock                  | £78,541.50   | £78,541.50   | £78,541.50   |
| Trade Debtors                | £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  |
| <b>Liabilities</b>           |              |              |              |
| 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    |
| Trade Creditors              | £10,627.02   | £10,627.02   | £10,627.02   |
| Bank Indebtedness            | £100,000.00  | £100,000.00  | £100,000.00  |
| VAT Liabilities              |              |              |              |
| VAT 1 Collected              | £2,414.58    | £2,414.58    | £2,414.58    |
| VAT 2 Collected              | £2,348.68    | £2,348.68    | £2,348.68    |
| Total VAT 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      |
| Vacation 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  |

|                           |              |              |              |
|---------------------------|--------------|--------------|--------------|
| Capital                   |              |              |              |
| 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 Capital             | £17,719.08   | £17,719.08   | £17,719.08   |
| <hr/>                     |              |              |              |
| Total Liability & Capital | £153,101.11  | £153,101.11  | £153,101.11  |

### More Details about the Balance Sheet (Spreadsheet) Report

|                                                                                                                          |                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | Report Level<br>This Year/Last Year/Next Year<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Rounding<br>Separate Pages |
| <b>Sort By</b>                                                                                                           | Dependent on Header information:<br><br>Total Assets<br>Liabilities<br>Equity<br>Liability & Equity                                                           |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                                                                                          |

# Balance Sheet [Budget Spreadsheet]

*Index to Reports window > Accounts > Balance Sheet*

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

## Balance Sheet [Budget Spreadsheet] October 2002 through December 2002

|                              | October      | November     | December     |
|------------------------------|--------------|--------------|--------------|
| <b>Assets</b>                |              |              |              |
| Cash Accounts                |              |              |              |
| Bank 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   |
| Stock                        |              |              |              |
| Raw Materials                | £3,400.00    | £3,400.00    | £3,400.00    |
| Finished Goods               | £75,141.50   | £75,141.50   | £75,141.50   |
| Total Stock                  | £78,541.50   | £78,541.50   | £78,541.50   |
| Trade Debtors                | £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  |
| <b>Liabilities</b>           |              |              |              |
| 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    |
| Trade Creditors              | £10,627.02   | £10,627.02   | £10,627.02   |
| Bank Indebtedness            | £100,000.00  | £100,000.00  | £100,000.00  |
| VAT Liabilities              |              |              |              |
| VAT 1 Collected              | £2,414.58    | £2,414.58    | £2,414.58    |
| VAT 2 Collected              | £2,348.68    | £2,348.68    | £2,348.68    |
| Total VAT 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      |
| Vacation 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  |

|                           |              |              |              |
|---------------------------|--------------|--------------|--------------|
| Capital                   |              |              |              |
| 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 Capital             | £17,719.08   | £17,719.08   | £17,719.08   |
|                           | <hr/>        | <hr/>        | <hr/>        |
| Total Liability & Capital | £153,101.11  | 153,101.11   | £153,101.11  |

### More Details about the Balance Sheet (Budget Spreadsheet) Report

|                                                                                                                                                                                                                    |                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Report Level<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Rounding<br>Separate Pages |
| <b>Sort By</b>                                                                                                                                                                                                     | Dependent on Header information:<br><br>Total Assets<br>Liabilities<br>Equity<br>Liability & Equity                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                         |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Detail Account Name or line amounts<br><b>Opens:</b> History and Budgets window                                |

# Balance Sheet [Last Year Analysis]

*Index to Reports window > Accounts > Balance Sheet*

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.

**Report Tip:** This report shows you how your asset, liability, and capital 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.

## Balance Sheet [Last Year Analysis] October 2002

|                              | This Year          | Last Year         | £ Difference      | % Difference |
|------------------------------|--------------------|-------------------|-------------------|--------------|
| <b>Assets</b>                |                    |                   |                   |              |
| Cash Accounts                |                    |                   |                   |              |
| Bank 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%)      |
| Stock                        |                    |                   |                   |              |
| 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 Stock                  | £78,529.62         | £8,800.00         | £69,729.62        | 792.4%       |
| Trade Debtors                | £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%         |
| <b>Total Assets</b>          | <b>£156,659.23</b> | <b>£99,878.91</b> | <b>£56,780.32</b> | <b>56.8%</b> |
| <b>Liabilities</b>           |                    |                   |                   |              |
| 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%         |
| Trade Creditors              | £10,615.14         | £21,000.00        | (£10,384.86)      | (49.5%)      |
| Bank Indebtedness            | £100,000.00        | £100,000.00       | £0.00             | 0.0%         |
| VAT Liabilities              |                    |                   |                   |              |
| VAT 1 Collected              | £2,214.58          | £354.98           | £1,859.60         | 523.9%       |

|                           |              |               |              |            |
|---------------------------|--------------|---------------|--------------|------------|
| VAT 2 Collected           | £2,348.68    | £452.00       | £1,896.68    | 419.6%     |
| Total VAT 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         |
| Vacation 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%       |
| Capital                   |              |               |              |            |
| 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 Capital             | £21,489.08   | (£26,628.07)  | £48,117.15   | (180.7%)   |
| Total Liability & Capital | £156,659.23  | £99,878.91    | £56,780.32   | 56.8%      |

### More Details about the Balance Sheet (Last Year Analysis) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Report Level<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Rounding<br>Separate Pages                                   |
| <b>Sort By</b>                                                                                                                                                                                                     | Dependent on Header information:<br><br>Total Assets<br>Liabilities<br>Equity<br>Liability & Equity                                                            |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                           |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account Name<br><b>Open:</b> Edit Accounts window<br><br><b>Click:</b> This Year or Last Year amounts<br><b>Open:</b> History and Budgets window |

# Balance Sheet [Budget Analysis]

*Index to Reports window > Accounts > Balance Sheet*

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

## Balance Sheet [Budget Analysis] October 2002

|                              | Selected Period   | Budgeted          | £ Difference      | % Difference |
|------------------------------|-------------------|-------------------|-------------------|--------------|
| <b>Assets</b>                |                   |                   |                   |              |
| Cash Accounts                |                   |                   |                   |              |
| Bank 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%)      |
| Stock                        |                   |                   |                   |              |
| 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 Stock                  | £78,529.62        | £8,800.00         | £69,729.62        | 792.4%       |
| Trade Debtors                | £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%         |
| <b>Total Assets</b>          | <b>156,659.23</b> | <b>£99,878.91</b> | <b>£56,780.32</b> | <b>56.8%</b> |
| <b>Liabilities</b>           |                   |                   |                   |              |
| 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%         |
| Trade Creditors              | £10,615.14        | £21,000.00        | (£10,384.86)      | (49.5%)      |
| Bank Indebtedness            | £100,000.00       | £100,000.00       | £0.00             | 0.0%         |
| VAT Liabilities              |                   |                   |                   |              |
| VAT 1 Collected              | £2,214.58         | £354.98           | £1,859.60         | 523.9%       |
| VAT 2 Collected              | £2,348.68         | £452.00           | £1,896.68         | 419.6%       |
| Total VAT 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           |
| Vacation 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%     |
| Capital                   |              |               |              |          |
| 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 Capital             | £21,489.08   | (£12,343.07)  | £33,832.15   | (274.1%) |
| Total Liability & Capital | £156,659.23  | £114,163.91   | £42,495.32   | 37.2%    |

### More Details about the Balance Sheet (Budget Analysis) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Report Level<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Rounding<br>Separate Pages                                          |
| <b>Sort By</b>                                                                                                                                                                                                     | Dependent on Header information:<br><br>Total Assets<br>Liabilities<br>Equity<br>Liability & Equity                                                                   |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                  |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account Name<br><b>Opens:</b> Edit Accounts window<br><br><b>Click:</b> Selected Period or Budgeted amounts<br><b>Opens:</b> History and Budgets window |



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# Profit & Loss

*Index to Reports window > Accounts > Profit & Loss*

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.*

## Profit & Loss Statement 1/12/02 through 31/12/02

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|                               |           |           |
|-------------------------------|-----------|-----------|
| Income                        |           |           |
| Sales                         |           |           |
| Retail Sales                  | £5,318.00 |           |
| Wholesale Sales               | £1,567.50 |           |
| Consignment Sales             | £2,000.00 |           |
| Total Income                  | £8,885.50 |           |
| <br>                          |           |           |
| Cost of Sales                 |           |           |
| Retail Cost of Sales          | £3,419.31 |           |
| Wholesale Cost of Sales       | £1,001.33 |           |
| Total Cost of Sales           | £4,420.64 |           |
| <br>                          |           |           |
| Gross Profit                  | £4,464.86 |           |
| <br>                          |           |           |
| Expenses                      |           |           |
| Car & Truck Expenses          | £100.00   |           |
| Carriage 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   |
| VAT                           |           | £50.00    |
| Travel, Meals & Entertainment |           |           |
| Meals & Entertainment         | £1,000.00 |           |
| Utilities                     |           | £450.00   |
| Wages Paid                    |           | £750.00   |
| Other Expenses                |           |           |
| <br>                          |           |           |
| Total Expenses                |           | £3,634.85 |

|                   |         |
|-------------------|---------|
| Operating Profit  | £830.01 |
| Other Income      |         |
| Other Expenses    |         |
| Net Profit/(Loss) | £830.01 |

**More Details about the Profit & Loss Report**

|                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Filters</b></p>                                                                                                                                                                                                                       | <p>Report Level<br/>                 Last Year/This Year/Next Year<br/>                 Dated From/To<br/>                 Jan -- Dec Range (and P13 for 13th Accounting Period)<br/>                 Include 0.00 Balances<br/>                 Rounding<br/>                 Separate Pages</p> |
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                                            | <p>Subtotals:</p> <p>Total Income<br/>                 Cost of Sales<br/>                 Gross Profit<br/>                 Total Expenses<br/>                 Operating Profit<br/>                 Other Income<br/>                 Other Expenses</p> <p>Grand Total: Net Profit/(Loss)</p>  |
| <p><b>Optional Fields</b><br/>                 additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>None</p>                                                                                                                                                                                                                                                                                       |
| <p><b>Drill Down to Source window</b><br/>                 roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Account Name<br/> <b>Opens:</b> Edit Accounts window</p> <p><b>Click:</b> Amounts<br/> <b>Opens:</b> History &amp; Budgets window</p>                                                                                                                                            |

# Profit & Loss [Spreadsheet]

*Index to Reports window > Accounts > Profit & Loss*

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

## Profit & Loss Statement November 2002 through December 2002

|                               | November   | December  | Total      |
|-------------------------------|------------|-----------|------------|
| <b>Income</b>                 |            |           |            |
| 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 |
| <b>Cost of Sales</b>          |            |           |            |
| 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  |
| <b>Expenses</b>               |            |           |            |
| Car & Truck Expenses          | £0.00      | £100.00   | £100.00    |
| Carriage 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    |
| VAT                           | £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  |

**More Details about the Profit & Loss (Spreadsheet) Report**

|                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Filters</b></p>                                                                                                                                                                                                                       | <p>Report Level<br/>                 Last Year/This Year/Next Year<br/>                 Jan -- Dec Range (and P13 for 13th Accounting Period)<br/>                 Include 0.00 Balances<br/>                 Rounding<br/>                 Separate Pages</p>                                   |
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                                            | <p>Subtotals:</p> <p>Total Income<br/>                 Cost of Sales<br/>                 Gross Profit<br/>                 Total Expenses<br/>                 Operating Profit<br/>                 Other Income<br/>                 Other Expenses</p> <p>Grand Total: Net Profit/(Loss)</p> |
| <p><b>Optional Fields</b><br/>                 additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>None</p>                                                                                                                                                                                                                                                                                      |
| <p><b>Drill Down to Source window</b><br/>                 roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Account Name<br/> <b>Opens:</b> Edit Accounts window</p> <p><b>Click:</b> Amounts<br/> <b>Opens:</b> History &amp; Budgets window</p>                                                                                                                                           |

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# Profit & Loss [Budget Spreadsheet]

*Index to Reports window > Accounts > Profit & Loss*

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

## Profit & Loss [Budget] November 2002 through December 2002

|                               | November   | December  | Total      |
|-------------------------------|------------|-----------|------------|
| <hr/>                         |            |           |            |
| 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    |
| Carriage 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    |
| VAT                           | £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 |

**More Details about the Profit & Loss (Budget Spreadsheet) Report**

|                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Filters</b></p>                                                                                                                                                                                                                       | <p>Report Level<br/>                 Jan -- Dec Range (and P13 for 13th Accounting Period)<br/>                 Include 0.00 Balances<br/>                 Rounding<br/>                 Separate Pages</p>                                                                                      |
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                                            | <p>Subtotals:</p> <p>Total Income<br/>                 Cost of Sales<br/>                 Gross Profit<br/>                 Total Expenses<br/>                 Operating Profit<br/>                 Other Income<br/>                 Other Expenses</p> <p>Grand Total: Net Profit/(Loss)</p> |
| <p><b>Optional Fields</b><br/>                 additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>None</p>                                                                                                                                                                                                                                                                                      |
| <p><b>Drill Down to Source window</b><br/>                 roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Account Name<br/> <b>Opens:</b> Edit Accounts window</p> <p><b>Click:</b> Amounts<br/> <b>Opens:</b> History &amp; Budgets window</p>                                                                                                                                           |

# Profit & Loss [with Year to Date]

*Index to Reports window > Accounts > Profit & Loss*

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.

## Profit & Loss Statement December 2002

|                               | Selected Period   | % of Sales    | Year to Date        | % of YTD Sales  |
|-------------------------------|-------------------|---------------|---------------------|-----------------|
| <b>Income</b>                 |                   |               |                     |                 |
| 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%           |
| <b>Total Income</b>           | <b>£18,706.75</b> | <b>100.0%</b> | <b>£23,708.50</b>   | <b>100.0%</b>   |
| <b>Cost of Sales</b>          |                   |               |                     |                 |
| 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%           |
| <b>Total Cost of Sales</b>    | <b>£10,233.37</b> | <b>54.7%</b>  | <b>£13,386.57</b>   | <b>56.5%</b>    |
| <b>Gross Profit</b>           | <b>£8,473.38</b>  | <b>45.3%</b>  | <b>£10,321.93</b>   | <b>43.5%</b>    |
| <b>Expenses</b>               |                   |               |                     |                 |
| Car & Truck Expenses          | £100.00           | 0.5%          | £100.00             | 0.4%            |
| Carriage 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%            |
| VAT                           | £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%            |
| <b>Total Payroll</b>          | <b>£0.00</b>      | <b>0.0%</b>   | <b>£37,119.93</b>   | <b>156.6%</b>   |
| <b>Total Expenses</b>         | <b>£3,634.85</b>  | <b>19.4%</b>  | <b>£40,754.78</b>   | <b>171.9%</b>   |
| <b>Operating Profit</b>       | <b>£4,838.53</b>  | <b>25.9%</b>  | <b>(£30,432.85)</b> | <b>(128.4%)</b> |
| Other Income                  |                   |               |                     |                 |

## Sample Reports

|                   |           |       |              |          |
|-------------------|-----------|-------|--------------|----------|
| Other Expenses    |           |       |              |          |
| Net Profit/(Loss) | £4,838.53 | 25.9% | (£30,432.85) | (128.4%) |

### More Details about the Profit & Loss (with Year to Date) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Report Level<br>Last Year/This Year/Next Year<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Rounding<br>Separate Pages                                                                                   |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal (for Selected Period, % of Sales, Year to Date, % of Year to Date):<br><br>Total Income<br>Cost of Sales<br>Gross Profit<br>Total Expenses<br>Operating Profit<br>Other Income<br>Other Expenses<br><br>Grand Total: Net Profit/(Loss) |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                                                                                            |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account Name<br><b>Opens:</b> Edit Accounts window<br><br><b>Click:</b> Amounts<br><b>Opens:</b> History & Budgets window                                                                                                         |

# Profit & Loss [with Last Year]

*Index to Reports window > Accounts > Profit & Loss*

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.

**Report Tip:** This report computes your income and expenses as a percent 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.*

## Profit & Loss Statement December 2002

|                               | This Year         | % of Sales    | Last Year        | LY% of Sales  |
|-------------------------------|-------------------|---------------|------------------|---------------|
| <b>Income</b>                 |                   |               |                  |               |
| 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%         |
| <b>Total Income</b>           | <b>£18,706.75</b> | <b>100.0%</b> | <b>£7,900.00</b> | <b>100.0%</b> |
| <b>Cost of Sales</b>          |                   |               |                  |               |
| 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%          |
| <b>Total Cost of Sales</b>    | <b>£10,233.37</b> | <b>54.7%</b>  | <b>£4,200.00</b> | <b>53.2%</b>  |
| <b>Gross Profit</b>           | <b>£8,473.38</b>  | <b>45.3%</b>  | <b>£3,700.00</b> | <b>6.8%</b>   |
| <b>Expenses</b>               |                   |               |                  |               |
| Car & Truck Expenses          | £100.00           | 0.5%          | £100.00          | 1.3%          |
| Carriage 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%          |
| VAT                           | £50.00            | 0.3%          | £75.00           | 0.9%          |
| Travel, Meals & Entertainment |                   |               |                  |               |
| Meals & Entertainment         | £1,000.00         | 5.3%          | £900.00          | 11.4%         |

## Sample Reports

|                   |           |       |           |       |
|-------------------|-----------|-------|-----------|-------|
| 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%  |

### More Details about the Profit & Loss (with Last Year) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Report Level<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Rounding<br>Separate Pages                                                                                                               |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal (for This Year, % of Sales, Last Year, Last Year, % of Sales):<br><br>Total Income<br>Cost of Sales<br>Gross Profit<br>Total Expenses<br>Operating Profit<br>Other Income<br>Other Expenses<br><br>Grand Total: Net Profit/(Loss) |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                                                                                       |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account Name<br><b>Opens:</b> Edit Accounts window<br><br><b>Click:</b> This Year or Last Year Amounts<br><b>Opens:</b> History & Budgets window                                                                             |

# Profit & Loss [% Sales Analysis]

*Index to Reports window > Accounts > Profit & Loss*

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.

**Report Tip:** This is a very interesting Profit & Loss report because it produces no sums. This report looks at every income and expense as a percent of total sales. Most industries have guidelines for expenses as a percent 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.*

## Profit & Loss Statement December 2002

|                                  | Selected<br>Period | Budgeted | TY Diff | LY Sel<br>Period | Last Year | LY Diff |
|----------------------------------|--------------------|----------|---------|------------------|-----------|---------|
| <b>Income</b>                    |                    |          |         |                  |           |         |
| 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%    |
| <b>Cost of Sales</b>             |                    |          |         |                  |           |         |
| 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%    |
| <b>Expenses</b>                  |                    |          |         |                  |           |         |
| Car & Truck Expenses             | 1.1%               | 1.4%     | (0.3%)  | 1.1%             | 1.3%      | (0.1%)  |
| Carriage 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<br>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<br>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%    |

## Sample Reports

|                               |       |       |        |       |       |        |
|-------------------------------|-------|-------|--------|-------|-------|--------|
| VAT                           | 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%   |

### More Details about the Profit & Loss (% Sales Analysis) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Report Level<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Separate Pages                                                                                                                                                                                                                             |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals (for This Year Selected Period, This Year, Budgeted Amount, This Year Difference, Last Year, Selected Period, Last Year Budgeted Amount, Last Year Difference):<br><br>Total Income<br>Cost of Sales<br>Gross Profit<br>Total Expenses<br>Operating Profit<br>Other Income<br>Other Expenses<br><br>Grand Total: Net Profit/(Loss) |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                                                                                                                                                                                         |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account Name<br><b>Opens:</b> Edit Accounts window                                                                                                                                                                                                                                                                             |

# Profit & Loss [Last Year Analysis]

*Index to Reports window > Accounts > Profit & Loss*

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.

## Profit & Loss Statement December 2002

|                               | This Year        | Last Year        | £<br>Difference | %<br>Difference |
|-------------------------------|------------------|------------------|-----------------|-----------------|
| <b>Income</b>                 |                  |                  |                 |                 |
| 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%           |
| <b>Total Income</b>           | <b>£8,885.50</b> | <b>£7,900.00</b> | <b>£985.50</b>  | <b>12.5%</b>    |
| <b>Cost of Sales</b>          |                  |                  |                 |                 |
| 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%           |
| <b>Total Cost of Sales</b>    | <b>£4,420.64</b> | <b>£4,200.00</b> | <b>£220.64</b>  | <b>5.3%</b>     |
| <b>Gross Profit</b>           | <b>£4,464.86</b> | <b>£3,700.00</b> | <b>£764.86</b>  | <b>20.7%</b>    |
| <b>Expenses</b>               |                  |                  |                 |                 |
| Car & Truck Expenses          | £100.00          | £100.00          | £0.00           | 0.0%            |
| Carriage 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%           |
| VAT                           | £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%            |
| <b>Total Expenses</b>         | <b>£3,634.85</b> | <b>£3,352.00</b> | <b>£282.85</b>  | <b>8.4%</b>     |
| <b>Operating Profit</b>       | <b>£830.01</b>   | <b>£348.00</b>   | <b>£482.01</b>  | <b>138.5%</b>   |

## Sample Reports

Other Income  
 Other Expenses  
 Net Profit/(Loss)                      £830.01      £348.00      £482.01      138.5%

### More Details about the Profit & Loss (Last Year Analysis) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Report Level<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Rounding<br>Separate Pages                                                                                                            |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals (for This Year , Last Year , \$ Difference, % Difference):<br><br>Total Income<br>Cost of Sales<br>Gross Profit<br>Total Expenses<br>Operating Profit<br>Other Income<br>Other Expenses<br><br>Grand Total: Net Profit/(Loss) |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                                                                                    |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account Name<br><b>Opens:</b> Edit Accounts window<br><br><b>Click:</b> This Year or Last Year Amounts<br><b>Opens:</b> History & Budgets window                                                                          |

# Profit & Loss [Budget Analysis]

*Index to Reports window > Accounts > Profit & Loss*

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.

## Profit & Loss Statement December 2002

|                               | Selected<br>Period | Budgeted  | £ Difference | %<br>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%)         |
| Carriage 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%)         |

## Sample Reports

|                               |           |           |           |         |
|-------------------------------|-----------|-----------|-----------|---------|
| Supplies                      | £150.00   | £150.00   | £0.00     | NA      |
| VAT                           | £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%    |

### More Details about the Profit & Loss (Budget Analysis) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Report Level<br>Jan -- Dec Range (and P13 for 13th Accounting Period)<br>Include 0.00 Balances<br>Rounding<br>Separate Pages                                                                                                                |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals for Selected Period , Budgeted , \$ Difference, % Difference):<br><br>Total Income<br>Cost of Sales<br>Gross Profit<br>Total Expenses<br>Operating Profit<br>Other Income<br>Other Expenses<br><br>Grand Total: Net Profit/(Loss) |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                                                                                        |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account Name<br><b>Opens:</b> Edit Accounts window<br><br><b>Click:</b> Selected Period or BudgetedAmounts<br><b>Opens:</b> History & Budgets window                                                                          |



# Currency List

*Index to Reports window > Accounts > Currency*

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 Accounting Plus's Multicurrency feature.

## Currency List

| Name                  | Code | Symbol | Exchange Rate |
|-----------------------|------|--------|---------------|
| Australian Dollars    | AUD  | A\$    | 0.365738      |
| Austrian Shillings    | ATS  | S      | 0.041768      |
| Belgian Francs        | BEF  | BF     | 0.014247      |
| Canadian Dollars      | CAD  | Can\$  | 0.457334      |
| Danish Kroner         | DKK  | Dkr    | 0.077230      |
| Dutch Guilder         | NLG  | f.     | 0.260805      |
| European Union Euro   | EUR  | EUR    | 0.581575      |
| French Francs         | FRF  | F      | 0.087618      |
| German Marks          | DEM  | DM     | 0.293859      |
| Great Britain Pounds  | GBP  | £      | 1.000000      |
| Hong Kong Dollars     | HKD  | HK\$   | 0.088771      |
| Irish Punt            | IEP  | £I     | 0.729767      |
| Italian Lire          | ITL  | Lir    | 0.000297      |
| Japanese Yen          | JPY  | ¥      | 0.006343      |
| New Zealand Dollars   | NZD  | NZ\$   | 0.277512      |
| Norwegian Kroner      | NOK  | Nkr    | 0.072420      |
| Portugese Escudo      | PTE  | ESC    | 0.002867      |
| South African Rand    | ZAR  | R      | 0.090835      |
| Spanish Pesetas       | ESP  | Ptas   | 0.002454      |
| Swedish Krona         | SEK  | Sk     | 0.067954      |
| Swiss Francs          | CHF  | Swf    | 0.382253      |
| United States Dollars | USD  | US\$   | 0.691900      |

### More Details about the Currency List Report

|                                                                                                                          |               |
|--------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Filters</b>                                                                                                           | None          |
| <b>Sort By</b>                                                                                                           | Currency Name |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None          |

# Currency Realised Gain/Loss

*Index to Reports window > Accounts > Currency*

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 Accounting Plus's Multicurrency feature.

## Currency Realised Gain/Loss 1/03/02 To 11/03/02

| Settle Date  | ID No.              | Payable Amount    | Original Rate | Payment Rate | Gain/Loss |
|--------------|---------------------|-------------------|---------------|--------------|-----------|
| 1-3200       | Trade Debtors—USD   |                   |               |              |           |
| 3/03/02      | CR000021            | £5,331.548070     | 1.532150      |              | (\$0.05)  |
| 11/03/02     | CR000023            | £4,994.671.548070 | 1.685000      |              | £683.92   |
| 12/03/02     | CR000025            | £2,255.331.548070 | 1.548070      |              | £0.00     |
|              | Total:              | £7,255.33         |               |              | £683.87   |
| 2-1250       | Trade Creditors—USD |                   |               |              |           |
| 10/03/02     | 2047                | £300.001.548070   | 1.548070      |              | £0.00     |
| 11/03/02     | 2048                | £6,000.001.548070 | 1.685000      |              | (£821.58) |
|              | Total:              | £6,300.00         |               |              | (£821.58) |
| Grand Total: |                     |                   |               |              | (£141.28) |

### More Details about the Currency Realised Gain/Loss Report

|                                                                                                                          |                                        |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts<br>Dated From/To |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Inv/P.O.#                              |

## Currency Unrealised Gain/Loss

*Index to Reports window > Accounts > Currency*

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 Accounting Plus's Multicurrency feature.

### Currency Unrealised Gains/Losses As of /03/02

| A/C No. | Name            | Curr. Value | Orig. Value | Gain/Loss |
|---------|-----------------|-------------|-------------|-----------|
| 1-3200  | Trade Debtors   | £81,104     | £78,063     | £3,042    |
| 2-1250  | Trade Creditors | £32,338     | £31,125     | £1,213    |
|         |                 | Total:      |             | £4,255    |

#### More Details about the Currency Unrealised Gain/Loss Report

|                                                                                                                          |                                          |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Filters</b>                                                                                                           | Gain/Loss As Of<br>Include 0.00 Balances |
| <b>Sort By</b>                                                                                                           | Account #                                |
| <b>Subtotals / Totals</b>                                                                                                | Subtotal for Gain/Loss by Account Number |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                     |

# Nominal Journal

*Index to Reports window > Accounts > Transaction Journals*

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.

## Nominal Journal 1/6/02 To 6/6/02

| Src          | Date   | ID No.                     | Acct No. | Account Name                | Debit   | Credit  | Job | User ID |
|--------------|--------|----------------------------|----------|-----------------------------|---------|---------|-----|---------|
| GJ           | 6/6/02 | Depreciation,<br>Equipment |          |                             |         |         |     |         |
|              |        | GJ000002                   | 1-5200   | Office Equip., Amortisation |         | £125.00 |     | Kathy   |
|              |        | GJ000002                   | 6-1500   | Amortisation Expense        | £125.00 |         |     | Kathy   |
| GJ           | 6/6/02 | Depreciation, Vehicles     |          |                             |         |         |     |         |
|              |        | GJ000003                   | 1-6200   | Vehicles, Amortisation      |         | £500.00 |     | Kathy   |
|              |        | GJ000003                   | 6-1500   | Amortisation Expense        | £500.00 |         |     | Kathy   |
| Grand Total: |        |                            |          |                             | £625.00 | £625.00 |     |         |

### More Details about the Nominal Journal Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected User IDs<br>Source Journal<br>Transaction Date From/To<br>Session Date From/To                                                                                                                                                                                                                                                                    |
| <b>Sort By</b>                                                                                                                                                                                                     | ID#<br>Journal (same as filter order)<br>Date                                                                                                                                                                                                                                                                                                                  |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Grand Total: Debit and Credit                                                                                                                                                                                                                                                                                                                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | User ID<br>Session Date<br>Reconciled Date                                                                                                                                                                                                                                                                                                                     |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Any of the Transaction information<br><b>Opens:</b> Transaction source window; dependent on the SRC Journal type:<br><br>GJ - Nominal Journal Entry window<br>CD - Spend Money, Pay Employees or Pay Supplier window<br>CR - Prepare Bank Deposit or Receive Payments window<br>SJ - Sales window<br>PJ - Purchases window<br>IJ - No drill down |



# Job Activity [Summary]

*Index to Reports window > Accounts > Jobs*

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.

## Job Activity (Summary) 1/1/02 To 31/12/02

| 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    |

### More Details about the Job Activity (Summary) Report

|                                                                                                                          |                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts<br>Source Journal<br>Dated From/To<br>From Job/To<br>From Customer/To<br>Include Balance Sheet Accounts<br>Separate Pages |
| <b>Sort By</b>                                                                                                           | Account                                                                                                                                         |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals for each Account:<br><br>Debit<br>Credit<br>Net Activity<br><br>Grand Total for Debit, Credit, Net Activity                           |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                                                                            |



# Job Activity [Detail]

*Index to Reports window > Accounts > Jobs*

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.

## Job Activity [Detail] 1/1/02 To 31/12/02

| Job No.                              | Name               | ID No. | Src | Date      | Memo                         | Debit     | Credit |
|--------------------------------------|--------------------|--------|-----|-----------|------------------------------|-----------|--------|
| 6-1920                               | Other Interest     |        |     |           |                              |           |        |
| 02                                   | New Design Project | 20     | CD  | 1/12/02   | Interest Payment             | £750.00   |        |
| 02                                   | New Design Project | 35     | CD  | 1/12/0202 | Interest Payment             | £750.00   |        |
| 02                                   | New Design Project | 36     | CD  | 4/12/02   | Interest Payment             | £750.00   |        |
| 02                                   | New Design Project | 37     | CD  | 4/12/02   | 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  | 3/1/02    | Postage                      | £500.00   |        |
| 01                                   | Anderson           | 16     | CD  | 6/5/02    | Monthly Utility Bill         | £450.00   |        |
|                                      |                    |        |     |           | 01 Anderson Total:           | £950.00   | £0.00  |
| 6-2100 Office Expenses Net Activity: |                    |        |     |           |                              | £950.00   | £0.00  |

### More Details about the Job Activity (Detail) Report

|                           |                                                                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Accounts<br>Source Journal<br>Date From/To<br>From Job - To<br>From Customer - To<br>Include Balance Sheet Accounts<br>Separate Pages |
| <b>Sort By</b>            | Account                                                                                                                                            |
| <b>Subtotals / Totals</b> | Subtotals for each Job, Account:<br><br>Debit<br>Credit<br>Net Activity                                                                            |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Job Description<br/>Beginning Balance<br/>Start Date<br/>Finish Date<br/>Manager<br/>Contact<br/>Linked Customer<br/>Card Name<br/>Address<br/>Delivery Address<br/>Phone<br/>Fax<br/>Notes<br/>Their Inv/P.O.#</p> |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Job #, Job Name<br/><b>Opens:</b> Edit Job window<br/><br/><b>Click:</b> All Others<br/><b>Opens:</b> Transaction Source window</p>                                                                   |



# Job Budget History [OfficeLink]

*Index to Reports window > Accounts > Jobs*

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

## More Details about the Job Budget History (OfficeLink) Report

|                                                                                                                          |                                                       |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Jobs -- From/To<br>Include 0.00 balances |
| <b>Sort By</b>                                                                                                           | Job and Account                                       |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                  |

---

# Job History [OfficeLink]

*Index to Reports window > Accounts > Jobs*

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

## More Details about the Job History (OfficeLink) Report

|                                                                                                                          |                              |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Jobs -- From/To |
| <b>Sort By</b>                                                                                                           | Job                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                         |

# Job Transactions

*Index to Reports window > Accounts > Jobs*

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 Setup Job Opening Balances 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.

## Job Transactions 1/1/02 To 31/12/02

| Job | ID No.              | Src | Date   | Memo                 | Account No. | Debit       | Credit    |
|-----|---------------------|-----|--------|----------------------|-------------|-------------|-----------|
| 02  | New Whoosie Project |     |        |                      |             |             |           |
|     | 20                  | CD  | 1/1/02 | Interest Payment     | 6-1920      | £750.00     |           |
|     | 35                  | CD  | 2/2/02 | Interest Payment     | 6-1920      | £750.00     |           |
|     | 36                  | CD  | 3/3/02 | Interest Payment     | 6-1920      | £750.00     |           |
|     | 37                  | CD  | 4/4/02 | Interest Payment     | 6-1920      | £850.00     |           |
|     | 15                  | CD  | 6/5/02 | Monthly Insurance    | 6-1800      | £45.00      |           |
|     | 16                  | CD  | 6/5/02 | Monthly Utility Bill | 6-2800      |             |           |
|     |                     |     |        |                      |             |             | £450.00   |
|     |                     |     |        |                      |             |             | £3,595.00 |
|     |                     |     |        |                      |             | £0.00       |           |
|     | Beginning Balance:  |     |        |                      |             | £12,098.67  |           |
|     | Net Activity:       |     |        |                      |             | (£3,595.00) |           |
|     | Ending Balance:     |     |        |                      |             | £8503.67    |           |

### More Details about the Job Transactions Report

|                |                                                                                                                                                     |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b> | All/Selected Jobs -- From/To<br>Source Journal<br>Consolidated<br>Dated From/To<br>From ID - To<br>Include Balance Sheet Accounts<br>Separate Pages |
| <b>Sort By</b> | Job                                                                                                                                                 |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                           | <p>Subtotals for each Job:</p> <p>Total Debits<br/>Total Credits<br/>Ending Balance</p>                                                                                                                                                                                   |
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Account Name<br/>Salesperson<br/>Comments<br/>Promised Date<br/>Due Date<br/>Their Inv/P.O.#<br/>Terms<br/>Customer Name<br/>Deliver Via</p>                                                                                                                           |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Job, Beginning Balance, Net Activity, Ending Balance,<br/><b>Opens:</b> Job view of the Find Transactions window</p> <p><b>Click:</b> Transaction fields (ID #, Src, Date, Memo, Account#, Debit Credit)<br/><b>Opens:</b> transaction source window</p> |

# Job Profit & Loss

*Index to Reports window > Accounts > Jobs*

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

## Job Profit & Loss Statement 1/12/02 through 31/ 12/02

| 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    |

### More Details about the Job Profit & Loss Report

|                                                                                                                          |                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts -- From/To<br>Report Level<br>As of Date<br>Include 0.00 balances<br>Detail Accounts Only |
| <b>Sort By</b>                                                                                                           | Job                                                                                                             |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals for each Job:<br><br>Total Income<br>Cost of Sales<br>Expenses<br><br>Grand Total: Net Profit (Loss)  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Account #<br>Beginning Balance<br>Budgeted                                                                      |

# Job Reimbursable Expenses

*Index to Reports window > Accounts > Jobs*

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.

## Job Reimbursable Expenses - To Be Reimbursed

| Supplier Name   | Description        | Date     | Cost           |
|-----------------|--------------------|----------|----------------|
| 01 Anderson     |                    |          |                |
| Acme Sales Ltd. | Dinner with Bob    | 2/12/02  | £1,000.00      |
| Acme Sales Ltd. | Advice on Software | 2/112/02 | <u>£178.90</u> |
|                 | Total:             |          | £1,178.90      |

### More Details about the Job Reimbursable Expenses Report

|                                                                                                                                                                                                                    |                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Jobs -- From/To<br>Consolidated<br>Reimbursable<br>Reimbursed/Removed<br>Separate Pages                                                          |
| <b>Sort By</b>                                                                                                                                                                                                     | Job                                                                                                                                                           |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal for each Job:<br><br>Cost                                                                                                                            |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                          |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Job #, Job Name<br><b>Opens:</b> Edit Job window<br><br><b>Click:</b> Supplier Name, Description, Date, Cost)<br><b>Opens:</b> Purchases window |

# Jobs [Budget Analysis]

*Index to Reports window > Accounts > Jobs*

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, Accounting Plus 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.

| <b>Jobs (Budget Analysis)</b> |               |                        |               |                   |                          |  |
|-------------------------------|---------------|------------------------|---------------|-------------------|--------------------------|--|
| <b>Account</b>                | <b>Budget</b> | <b>Adjusted Budget</b> | <b>Actual</b> | <b>Difference</b> | <b>% Difference</b>      |  |
| 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%)                 |  |

## More Details about the Jobs (Budget Analysis) Report

|                           |                                                                                                |
|---------------------------|------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Jobs -- From/To<br>Report Level<br>Consolidated<br>Separate Pages                 |
| <b>Sort By</b>            | Job                                                                                            |
| <b>Subtotals / Totals</b> | Subtotals for: each Job:<br><br>Total Income<br>Cost of Sales<br>Expenses<br>Net Profit (Loss) |

---

**Optional Fields**

additional fields that can appear in this report by selecting them in the Report Design window

None

# Jobs List

*Index to Reports window > Accounts > Jobs*

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

## Jobs List

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

### More Details about the Job List Report

|                                                                                                                                                                                                                    |                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Jobs -- From/To<br>All/Selected Customers -- From/To<br>Include 0.00 Balances<br>Exclude 100% Completed Jobs |
| <b>Sort By</b>                                                                                                                                                                                                     | Job                                                                                                                       |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Status                                                                                                                    |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Edit Job window                                                                 |

# Session Report

*Index to Reports window > Accounts > Session Audit Trail*

Contains journal activity since the Accounting Plus 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.

| <b>Session Report</b> |           |                            |          |                      |            |            |            |
|-----------------------|-----------|----------------------------|----------|----------------------|------------|------------|------------|
| Src                   | Date      | ID No.                     | Acct No. | Account Name         | Debit      | Credit     | Job        |
| SJ                    | 1/12/02   | Pre-conversion sale        |          |                      |            |            |            |
|                       |           | 000003                     | 1-3000   | Trade Debtors        | £10,000.00 |            |            |
|                       |           | 000003                     | 1-3000   | Trade Debtors        |            |            | £10,000.00 |
| CR                    | 1/12/02   | Payment; Acme Sales, Ltd.  |          |                      |            |            |            |
|                       |           | CR000001                   | 1-1100   | Bank Account         | £6,000.00  |            |            |
|                       |           | CR000001                   | 1-3000   | Trade Debtors        |            |            | £6,000.00  |
| CD                    | 1/12/02   | Gasoline                   |          |                      |            |            |            |
|                       |           | 3                          | 1-1100   | Bank Account         |            |            | £100.00    |
|                       |           | 3                          | 6-1200   | Car & Truck Expenses | £100.00    |            |            |
| CD                    | 2/12/0202 | Advice on Software         |          |                      |            |            |            |
|                       |           | 4                          | 1-1100   | Bank Account         |            |            | £178.90    |
|                       |           | 4                          | 6-2000   | Legal & Professional | £178.90    |            |            |
| CD                    | 2/12/0202 | Monthly Insurance          |          |                      |            |            |            |
|                       |           | 5                          | 1-1100   | Bank Account         |            |            | £45.00     |
|                       |           | 5                          | 6-1800   | Insurance            | £45.00     |            |            |
| PJ                    | 1/12/02   | Pre-conversion purchase    |          |                      |            |            |            |
|                       |           | 00000002                   | 2-1200   | Trade Creditors      |            |            | £11,000.00 |
|                       |           | 00000002                   | 2-1200   | Trade Creditors      |            |            | £880.00    |
|                       |           | 00000002                   | 2-1200   | Trade Creditors      | £11,880.00 |            |            |
| PJ                    | 1/12/02   | Purchase; World of Widgets |          |                      |            |            |            |
|                       |           | 00000005                   | 2-1200   | Trade Creditors      |            |            | £307.52    |
|                       |           | 00000005                   | 2-1200   | Trade Creditors      |            |            | £24.61     |
|                       |           | 00000005                   | 1-2200   | Finished Goods       | £283.18    |            |            |
|                       |           | 00000005                   | 6-1700   | Carriage Paid        | £48.95     |            |            |
| Grand Total:          |           |                            |          |                      | £28,536.03 | £28,536.03 |            |

**More Details about the Session Report**

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | None                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Sort By</b>                                                                                                                                                                                                     | Account Type                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Grand Total: Debit and Credit                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | User ID<br>Session Date<br>Reconciled Date                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <p><b>Click:</b> ID#, Account #, Account Name, Debit, Credit, Job</p> <p><b>Opens:</b> Transaction source window; dependent on the SRC Journal type:</p> <p>GJ - Nominal Journal Entry window<br/>           CD - Spend Money, Pay Employees or Pay Supplier window<br/>           CR - Prepare Bank Deposit or Receive Payments window<br/>           SJ - Sales window<br/>           PJ - Purchases window<br/>           IJ - No drill down</p> |



# Recurring Nominal Journal Entries

*Index to Reports window > Accounts > Recurring Transactions*

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

## Recurring Nominal Journal Entries

| Transaction Name        | Frequency | Last Posted | Next Due |
|-------------------------|-----------|-------------|----------|
| Depreciation, Equipment | Monthly   | 6/5/02      | 12/5/02  |
| Depreciation, Vehicles  | Monthly   | 6/5/02      | 12/5/02  |

### More Details about the Recurring Nominal Journal Entries Report

|                                                                                                                                                                                                                    |                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Recurring Type                                                                                                              |
| <b>Sort By</b>                                                                                                                                                                                                     | Transaction Name (alphabetical)                                                                                             |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                        |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Record Journal Entry, Pay Employee or Spend Money window, dependent on the filter |

# Bank Register

*Index to Reports window > Banking > Cheques & Deposits*

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 Accounting Plus'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.

## Bank Register 1/12/02 To 31/12/02

| Account | ID No.          | Src | Date     | Payee                     | Deposit    | Withdrawal | Balance    |
|---------|-----------------|-----|----------|---------------------------|------------|------------|------------|
| 1-1100  | Chebank Account |     |          |                           |            |            |            |
|         | 3               | CD  | 1/12/02  | Joe's Repairs             |            | £100.00    | £2,950.73  |
|         | CR000001        | CR  | 1/12/02  | Payment; Acme Sales, Ltd. | £6,000.00  |            | £8,950.73  |
|         | 4               | CD  | 1/12/02  | Joe Accountant            |            | £178.90    | £8,771.83  |
|         | 5               | CD  | 1/12/02  | All Hands Insurance       |            | £45.00     | £8,726.83  |
|         | 2               | CD  | 2/12/02  | Wholesale Supply Co.      |            | £5,000.00  | £3,726.83  |
|         | 6               | CD  | 2/12/02  | Joe's Office Supplies     |            | £150.00    | £3,576.83  |
|         | 7               | CD  | 2/12/02  | Joe's Utility Company     |            | £450.00    | £3,126.83  |
|         | 8               | CD  | 14/12/02 | Chuck Berry               |            | £600.00    | £2,526.83  |
|         | 10              | CD  | 14/12/02 | Joe's Equipment, Ltd.     |            | £100.00    | £2,426.83  |
|         | 11              | CD  | 14/12/02 | Joe's Office Leasing      |            | £12.00     | £2,414.83  |
|         | 12              | CD  | 17/12/02 | Joe's Bank                |            | £750.00    | £1,664.83  |
|         | 9               | CD  | 17/12/02 | Joe's Computers           |            | £1,000.00  | £664.83    |
|         | CR000002        | CR  | 21/12/02 | Payment; Boffo Products   | £5,000.00  |            | £5,664.83  |
|         | CR000003        | CR  | 21/12/02 | Payment; Widgets by Smith | £11,000.00 |            | £16,664.83 |
|         |                 |     |          |                           | £22,000.00 | £8,385.90  |            |

### More Details about the Bank Register Report

|                |                                                                                |
|----------------|--------------------------------------------------------------------------------|
| <b>Filters</b> | All/Selected Accounts<br>Sorted by Date/ID#<br>Dated From/To<br>Separate Pages |
| <b>Sort By</b> | Date or ID#                                                                    |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                           | <p>Subtotal for each Account:<br/><br/>Deposit and Withdrawal (running balance provided)</p>                                                                                                                                                                                                                                                          |
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Payment Method<br/>Notes<br/>Credit Card Number<br/>Name on Credit Card<br/>Exp Date</p>                                                                                                                                                                                                                                                           |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All Fields<br/><b>Opens:</b> Transaction source window; dependent on the SRC Journal type:<br/><br/>GJ - Nominal Journal Entry window<br/>CD - Spend Money, Pay Employees or Pay Supplier window<br/>CR - Prepare Bank Deposit or Receive Payments window<br/>SJ - Sales window<br/>PJ - Purchases window<br/>IJ - No drill down</p> |

# Bank Deposit

*Index to Reports window > Banking > Cheques & Deposits*

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

## Bank Deposit 15/10/02 through 22/10/02

| ID No.                         | Date     | Name             | Payment Method | Amount  |
|--------------------------------|----------|------------------|----------------|---------|
| 1-1110<br>19/10/02<br>CR000012 |          |                  |                |         |
| CR000011                       | 19/10/02 | John Smith       | Cheque         | £100.00 |
|                                |          | Deposit Total:   |                | £100.00 |
| 1-1110<br>19/10/02<br>CR000018 |          |                  |                |         |
| CR000016                       | 19/10/02 | Anna Marie's     | Master Card    | £200.00 |
|                                |          | Deposit Total:   |                | £200.00 |
| 1-1110<br>19/10/02<br>CR000019 |          |                  |                |         |
| CR000017                       | 19/10/02 | Elaine Alexander | Cheque         | £32.50  |
|                                |          | Deposit Total:   |                | £32.50  |
|                                |          | Grand Total:     |                | £332.50 |

### More Details about the Bank Deposit Report

|                                                                                                                          |                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts<br>All/Selected Methods<br>Dated From/To<br>From ID - To<br>Subtotal by Payment Method<br>Separate Pages |
| <b>Sort By</b>                                                                                                           | Date                                                                                                                           |
| <b>Subtotals / Totals</b>                                                                                                | Subtotal for each Deposit:<br><br>Deposit amount<br><br>Grand Total: Deposit amount                                            |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Payment Notes<br>Credit Card Number<br>Name on Credit Card<br>Exp Date<br>Auth No.<br>Cheque No.                               |

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** ID#, Payment Method, Amount

**Opens:** Prepare Bank Deposits window



# Reconciliation Report

*Index to Reports window > Banking > Cheques & Deposits*

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.

## Reconciliation Report

| ID No.                  | Date      | Payee                          | Deposit    | Withdrawal |
|-------------------------|-----------|--------------------------------|------------|------------|
| Bank Account:           |           | 1-11100 Bank Account           |            |            |
| Date of Bank Statement: |           | 2/3/2002                       |            |            |
| Reconciled Cheques      |           |                                |            |            |
| 23                      | 10/1/2002 | Chuck Berry                    |            | £2,575.29  |
| 24                      | 11/1/2002 | Fats Domino                    |            | £1,251.59  |
|                         |           | Total:                         | £0.00      | £3,826.88  |
| Reconciled Deposits     |           |                                |            |            |
| CR000013                | 9/1/2002  | Payment; John Smith            | £50.00     |            |
|                         |           | Total:                         | £50.00     | £0.00      |
| Outstanding Cheques     |           |                                |            |            |
| 25                      | 12/1/2002 | Fats Domino                    |            | £800.00    |
|                         |           | Total:                         | £0.00      | £800.00    |
| Outstanding Deposits    |           |                                |            |            |
| CR000021                | 9/1/2002  | Payment; Mary Jones            | £620.00    |            |
|                         |           | Total:                         | £620.00    | £0.00      |
| Reconciliation          |           |                                |            |            |
|                         |           | MYOB Balance on 2/3/2002:      | £13,719.83 |            |
|                         |           | Add: Outstanding Cheques:      | £800.00    |            |
|                         |           | Subtotal:                      | £14,519.83 |            |
|                         |           | Deduct: Outstanding Deposits:  | £620.00    |            |
|                         |           | Expected Balance on Statement: | £13,899.83 |            |

### More Details about the Reconciliation Report

|                |                                                                                                 |
|----------------|-------------------------------------------------------------------------------------------------|
| <b>Filters</b> | All/Selected Accounts From/To<br>Sorted by Date/ID#<br>Date of Bank Statement<br>Separate Pages |
| <b>Sort By</b> | Date or ID#                                                                                     |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                           | <p>Subtotal for each Deposit and Withdrawal</p> <p>Outstanding Cheques and Deposits</p> <p>Grand Total: Expected Balance</p>                                                                                                                                                 |
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>None</p>                                                                                                                                                                                                                                                                  |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All Fields<br/><b>Opens:</b> Transaction source window; dependent on the SRC Journal type:</p> <p>GJ - Nominal Journal Entry window<br/>CD - Spend Money, Pay Employees or Pay Supplier window<br/>CR - Prepare Bank Deposit or Receive Payments window</p> |



# Cash Flow Analysis

*Index to Reports window > Banking > Cheques & Deposits*

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

**Note:** You must complete the Cash Flow Worksheet (found in the Cash Flow Analysis selection) prior to running this report.

**Report Tip:** Before you can print the Cash Flow Analysis report, you need to run the Cash Flow Analysis. It can be found by clicking Analysis in the Chequebook 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.

## Cash Flow Analysis

| Bank Account:<br>Date | General Bank Account<br>Description | Days To Look Ahead:<br>Amount | 25<br>Cash Available |
|-----------------------|-------------------------------------|-------------------------------|----------------------|
| 4/11/02               | Current Balance                     |                               | £13,719.83           |
| 6/11/02               | Payroll Cheque - Domino             | (£1,251.59)                   | £12,468.24           |
| 1/12/02               | Payroll Cheque - Berry              | (£2,575.29)                   | £9,892.95            |
|                       | Payroll Cheque - Sham               | (£2,197.59)                   | £7,695.36            |
| 4/12/02               | Payroll Cheque - Domino             | (£1,251.59)                   | £6,443.77            |
| 8/12/02               | 00000001 - Acme Sales Ltd.          | £6,000.00                     | £12,443.77           |
|                       | 00000004 - Acme Sales Ltd.          | £5,752.02                     | £18,195.79           |

### More Details about the Cash Flow Analysis Report

|                                                                                                                          |                                     |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Filters</b>                                                                                                           | Bank Account<br>Days to look ahead  |
| <b>Sort By</b>                                                                                                           | Due Date (running balance provided) |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                |



# Cash Disbursements Journal

*Index to Reports window > Banking > Transaction Journals*

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

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

## Cash Disbursements Journal 1/12/02 To 31/12/02

| Src          | Date    | ID No.              | Acct No. | Account Name                  | Debit     | Credit    | Job |
|--------------|---------|---------------------|----------|-------------------------------|-----------|-----------|-----|
| CD           | 1/12/02 | Gasoline            |          |                               |           |           |     |
|              |         | 3                   | 1-1100   | Bank Account                  |           | £100.00   |     |
|              |         | 3                   | 6-1200   | Car & Truck Expenses          | £100.00   |           |     |
| CD           | 2/12/02 | Advice on Software  |          |                               |           |           |     |
|              |         | 4                   | 1-1100   | Bank Account                  |           | £178.90   |     |
|              |         | 4                   | 6-2000   | Legal & Professional          | £178.90   |           | 01  |
| CD           | 2/12/02 | Monthly Insurance   |          |                               |           |           |     |
|              |         | 5                   | 1-1100   | Bank Account                  |           | £45.00    |     |
|              |         | 5                   | 6-1800   | Insurance (other than health) | £45.00    |           |     |
| CD           | 2/12/02 | Payment; Supply Co. |          |                               |           |           |     |
|              |         | 2                   | 1-1100   | Bank Account                  |           | £5,000.00 |     |
|              |         | 2                   | 2-1200   | Trade Creditors               | £5,000.00 |           |     |
| Grand Total: |         |                     |          |                               | £5,323.90 | £5,323.90 |     |

### More Details about the Cash Disbursements Journal

|                                                                                                                          |                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected User ID's<br>Source Journal<br>Transaction Date From - To<br>Session Date From - To |
| <b>Sort By</b>                                                                                                           | ID#                                                                                              |
| <b>Subtotals / Totals</b>                                                                                                | Grand Total: Debit and Credit                                                                    |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | User ID<br>Session Date                                                                          |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All Fields<br/><b>Opens:</b> Transaction source window; dependent on the SRC Journal type:</p> <ul style="list-style-type: none"><li>GJ - General Journal Entry window</li><li>CD - Spend Money, Pay Employees or Pay Supplier window</li><li>CR - Prepare Bank Deposit or Receive Payments window</li><li>SJ - Sales window</li><li>PJ - Purchases window</li><li>IJ - No drill down</li></ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Cash Receipts Journal

*Index to Reports window > Banking > Transaction Journals*

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.

## Cash Receipts Journal 1/12/02 To 31/12/02

| Src          | Date    | ID No.                    | Acct No. | Account Name  | Debit      | Credit     | Job    |
|--------------|---------|---------------------------|----------|---------------|------------|------------|--------|
| CR           | 1/12/02 | Payment; Acme Sales, Ltd. |          |               |            |            |        |
|              |         | CR000001                  | 1-1100   | Bank Account  | £6,000.00  |            | Claire |
|              |         | CR000001                  | 1-3000   | Trade Debtors |            | £6,000.00  | Claire |
| CR           | 1/12/02 | Payment; Boffo Products   |          |               |            |            |        |
|              |         | CR000002                  | 1-1100   | Bank Account  | £5,000.00  |            |        |
|              |         | CR000002                  | 1-3000   | Trade Debtors |            | £2,500.00  | Claire |
|              |         | CR000002                  | 1-3000   | Trade Debtors |            | £2,500.00  | Claire |
| CR           | 2/12/02 | Payment; Smith            |          |               |            |            |        |
|              |         | CR000003                  | 1-1100   | Bank Account  | £11,000.00 |            | Claire |
|              |         | CR000003                  | 1-3000   | Trade Debtors |            | £10,500.00 | Claire |
|              |         | CR000003                  | 1-3000   | Trade Debtors |            | £500.00    | Claire |
| Grand Total: |         |                           |          |               | £22,000.00 | £22,000.00 |        |

### More Details about the Cash Receipts Journal

|                                                                                                                          |                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected User ID's<br>Source Journal<br>Transaction Date From - To<br>Session Date From - To |
| <b>Sort By</b>                                                                                                           | ID#                                                                                              |
| <b>Subtotals / Totals</b>                                                                                                | Grand Total: Debit and Credit                                                                    |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | User ID<br>Session Date                                                                          |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All Fields<br/><b>Opens:</b> Transaction source window; dependent on the SRC Journal type:</p> <ul style="list-style-type: none"><li>GJ - Nominal Journal Entry window</li><li>CD - Spend Money, Pay Employees or Pay Supplier window</li><li>CR - Prepare Bank Deposit or Receive Payments window</li><li>SJ - Sales window</li><li>PJ - Purchases window</li><li>IJ - No drill down</li></ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



# Recurring Cheques

*Index to Reports window > Banking > Recurring Transactions*

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

| Recurring Cheques    |           |             |           |
|----------------------|-----------|-------------|-----------|
| Template Name        | Frequency | Last Posted | Next Due  |
| Commission Payment   | Monthly   | 1/12/02     | 31/12//02 |
| Interest Payment     | Monthly   | 1/12/02     | 31/12/02  |
| Monthly Insurance    | Monthly   | 1/12/02     | 31/12/02  |
| Monthly Utility Bill | Monthly   | 1/12/02     | 31/12//02 |
| Postage for meter    | Monthly   | 1/12/02     | 31/12/02  |

## More Details about the Recurring Cheques Report

|                                                                                                                                                                                                                    |                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Recurring Type                                                                                               |
| <b>Sort By</b>                                                                                                                                                                                                     | Transaction name (alphabetical)                                                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                         |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Transaction source window; dependent on the Recurring Type filter. |

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# Recurring Deposits

*Index to Reports window > Banking > Recurring Transactions*

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

| Recurring Deposits  |           |             |          |
|---------------------|-----------|-------------|----------|
| Template Name       | Frequency | Last Posted | Next Due |
| Monthly Licence Fee | Monthly   | 11/9/02     | 12/10/02 |
| Sam Lee, Misc.      | Monthly   | 6/5/02      | 6/6/02   |

## More Details about the Recurring Deposits Report

|                                                                                                                                                                                                                    |                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Recurring Type                                                                                               |
| <b>Sort By</b>                                                                                                                                                                                                     | Transaction name (alphabetical)                                                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                         |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Transaction source window; dependent on the Recurring Type filter. |



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# To Do List [Recurring Transactions]

*Index to Reports window > Banking > To Do List*

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

**Report Tip:** If you use the recurring transaction feature of Accounting Plus, 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 Accounting Plus's recurring transaction feature.

## To Do List - Recurring Transactions 31/12/02

| Template Name      | Frequency | Last Posted | Next Due |
|--------------------|-----------|-------------|----------|
| Paycheque - Domino | Bi-Weekly | 11/3/02     | 23/3/02  |
| Paycheque - Berry  | Monthly   | 11/3/02     | 12/4/02  |
| Paycheque - Sham   | Monthly   | 11/3/02     | 12/4/02  |

### More Details about the To Do List (Recurring Transactions) Report

|                                                                                                                                                                                                                    |                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | As of Date                                                  |
| <b>Sort By</b>                                                                                                                                                                                                     | Overdue Date                                                |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                        |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> To Do List window |



# EC Sales

*Index to Reports window > VAT > VAT Reports*

This report displays total sales and VAT registration number for selected EC VAT customers within the period range.

| Customer | VAT Registration Number | Total Value of supplies |
|----------|-------------------------|-------------------------|
| Smith    | 65709                   | £519.15                 |
|          | Number of lines         | 1                       |

EC Sales Report - Sample Report

## More Details about the EC Sales Report

|                                                                                                                                                                                                                    |                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers - From/To Identifiers<br>Custom Lists<br>Analyse Sales for selected year<br>Dated From/To<br>Jan - Dec range<br>Include 0.00 Balances             |
| <b>Sort By</b>                                                                                                                                                                                                     | Customer                                                                                                                                                                 |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Totals: Number of lines                                                                                                                                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                     |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Customer, VAT Registration No.<br><b>Opens:</b> Card Information window<br><br><b>Click:</b> Total Value of Supplies<br><b>Opens:</b> Sales History window |

EC Sales Report - Sample Report - More Details



# VAT [Summary]

*Index to Reports window > VAT > VAT Reports*

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

Note: The line below "Total," labelled "Less EC Purchase VAT" will only affect your reports if you are involved in intra-EC trade.

## VAT [Summary ] 1/9/02 through 31/12/02

| Code   | Description | Rate   | Output Value | Input Value | VAT Collected | VAT 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    |

### More Details about the VAT (Summary ) Report

*VAT > VAT Reports*

|                                                                                                                          |                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected VAT Codes<br>Identifiers<br>Collected/Paid<br>Dated From/To                                                          |
| <b>Sort By</b>                                                                                                           | VAT Code                                                                                                                          |
| <b>Subtotals / Totals</b>                                                                                                | Subtotal for each VAT Code:<br>By: Output Value, Input Value, VAT Collected, VAT Paid<br><br>Grand Total: VAT Collected, VAT Paid |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                                                              |

## VAT [Summary - Cash]

*Index to Reports window > VAT > VAT*

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

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

### VAT [Summary - Cash] 1/9/02 through 31/12/02

| Code | Description | Rate   | Output Value      | Input Value | VAT Collected | VAT Paid |
|------|-------------|--------|-------------------|-------------|---------------|----------|
| X    | Exempt      | 0.000% | £9,000.00         | £15,000.00  |               |          |
| A    | 5% Taxable  | 5.000% | <u>£12,380.95</u> |             |               |          |
|      |             |        |                   |             | £619.05       |          |
|      |             |        |                   | Total:      | £619.05       | £0.00    |

#### More Details about the VAT (Summary - Cash) Report

*VAT > VAT Reports*

|                                                                                                                          |                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected VAT Codes<br>Identifiers<br>Collected/Paid<br>Dated From/To                                                         |
| <b>Sort By</b>                                                                                                           | VAT Code                                                                                                                         |
| <b>Subtotals / Totals</b>                                                                                                | Subtotal for each VAT Code<br>By: Output Value, Input Value, VAT Collected, VAT Paid<br><br>Grand Total: VAT Collected, VAT Paid |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                                                             |

# VAT [Detail]

*Index to Reports window > VAT > VAT Reports*

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

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

## VAT [Detail] 1/9/02 through 31/12/02

| Date         | ID #     | Name             | Rate   | Output Value | Input Value | VAT Collected | VAT Paid |
|--------------|----------|------------------|--------|--------------|-------------|---------------|----------|
| Exempt       |          |                  |        |              |             |               |          |
| 15/9/02      | 00000001 | World of Widgets | 0.000% |              | £10,000.00  |               |          |
| 1/10/02      | 00000001 | Acme Sales, Ltd. | 0.000% | £12,000.00   |             |               |          |
| 1/10/02      | 00000003 | World of Widgets | 0.000% |              | £1,045.00   |               |          |
| 1/11/02      | 00000002 | Boffo Products   | 0.000% | £10,000.00   |             |               |          |
| 1/11/02      | 00000004 | World of Widgets | 0.000% |              | £893.00     |               |          |
| 1/12/02      | 00000002 | Wholesale Supply | 0.000% |              | £11,000.00  |               |          |
| 1/12/02      | 00000003 | Widgets by Smith | 0.000% | £10,000.00   |             |               |          |
| 1/12/02      | 00000005 | World of Widgets | 0.000% |              | £262.20     |               |          |
| 30/12/02     | 00000007 | Wholesale Supply | 0.000% |              | £2,080.00   |               |          |
| 30/12/02     | 00000008 | World of Widgets | 0.000% |              | (£52.25)    |               |          |
| Total:       |          |                  |        | £32,000.00   | £25,227.95  | £0.00         | £0.00    |
| A 5% Tax     |          |                  |        |              |             |               |          |
| 1/10/02      | 00000004 | Acme Sales, Ltd. | 5.000% | £5,001.75    |             | £250.09       |          |
| 1/11/02      | 00000005 | Boffo Products   | 5.000% | £225.00      |             | £11.25        |          |
| 1/11/02      | 00000006 | Acme Sales, Ltd. | 5.000% | (£403.75)    |             | (£20.19)      |          |
| 1/11/02      | 00000007 | Widgets by Smith | 5.000% | £10,000.00   |             | £500.00       |          |
| 15/12/02     | 00000008 | Acme Sales, Ltd. | 5.000% | £1,567.50    |             | £78.38        |          |
| 15/12/02     | 00000009 | Boffo Products   | 5.000% | £3,618.00    |             | £180.90       |          |
| 15/12/02     | 00000010 | Widgets by Smith | 5.000% | £1,700.00    |             | £85.00        |          |
| 15/12/02     | 00000011 | Widgets by Smith | 5.000% | £2,000.00    |             |               |          |
|              |          |                  |        |              |             | £100.00       |          |
| Total:       |          |                  |        | £23,708.50   | £0.00       | £1,185.43     | £0.00    |
|              |          |                  |        |              |             | £1,185.43     | £0.00    |
| Grand Total: |          |                  |        |              |             | £1,185.43     | £0.00    |

### More Details about the VAT (Detail) Report

| Filters |                        |
|---------|------------------------|
|         | All/Selected VAT Codes |
|         | Identifiers            |
|         | Collected/Paid         |
|         | Dated From/To          |
|         | Separate Pages         |

|                                                                                                                                                                                                                            |                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sort By</b>                                                                                                                                                                                                             | VAT Code                                                                                                                                                            |
| <b>Subtotals / Totals</b>                                                                                                                                                                                                  | <p>Subtotal for each VAT Code<br/>By: Output Value, Input Value, VAT Collected, VAT Paid</p> <p>Grand Total: Output Value, Input Value, VAT Collected, VAT Paid</p> |
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | Their Inv/P.O. No.                                                                                                                                                  |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All Fields<br/><b>Opens:</b> Sales or Purchases window</p>                                                                                         |

# VAT [Detail - Cash]

*Index to Reports window > VAT > VAT Reports*

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

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

## VAT [Detail - Cash] 1/9/02 through 31/12/02

| Date         | ID No.     | Name                 | Rate   | Output Value | Input Value | VAT Collected | VAT Paid |
|--------------|------------|----------------------|--------|--------------|-------------|---------------|----------|
| X            | Exempt     |                      |        |              |             |               |          |
| 1/12/02      | 001        | World of Widgets     | 0.000% |              | £10,000.00  |               |          |
| 1/12/02      | 002        | Wholesale Supply Co. | 0.000% |              | £5,000.00   |               |          |
| 1/12/02      | CR000001   | Acme Sales, Ltd.     | 0.000% | £6,000.00    |             |               |          |
| 30/12/02     | CR000002   | Boffo Products       | 0.000% | £2,500.00    |             |               |          |
| 30/12/02     | CR000003   | Widgets by Smith     | 0.000% | £500.00      |             |               |          |
|              |            | Total:               |        | £9,000.00    | £15,000.00  | £0.00         | £0.00    |
| A            | 5% Taxable |                      |        |              |             |               |          |
| 30/12/02     | CR000002   | Boffo Products       | 5.000% | £2,380.95    |             | £119.05       |          |
| 30/12/02     | 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    |

### More Details about the VAT (Detail - Cash) Report

|                                                                                                                          |                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected VAT Codes<br>Identifiers<br>Collected/Paid<br>Dated From/To<br>Separate Pages                                                                  |
| <b>Sort By</b>                                                                                                           | VAT Code                                                                                                                                                    |
| <b>Subtotals / Totals</b>                                                                                                | Subtotal for each VAT Code<br>By: Output Value, Input Value, VAT Collected, VAT Paid<br><br>Grand Total: Output Value, Input Value, VAT Collected, VAT Paid |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Their Inv/P.O. No.                                                                                                                                          |

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** All Fields

**Opens:** Pay Bills or Receive Payments window

# VAT Return

**Index to Reports window** This report provides a summary of VAT due and claimed (but not necessarily collected or paid) on sales and purchases for the selected date range, based on the VAT codes used. Transactions that use the N-T VAT code do not appear on this report.

## VAT Return 4/1/02 through 4/30/02

| Description                                           | Value     |
|-------------------------------------------------------|-----------|
| 1 - VAT due on Sales                                  | £650.65   |
| 2 - VAT due Purchases from other EC Members           | £0.00     |
| 3 - Total VAT due (1 + 2)                             | £650.65   |
| 4 - VAT on Purchases (including purchases from EC)    | £464.45   |
| 5 - Net VAT to be paid                                | £186.20   |
| 6 - Total Sales excluding VAT                         | £3,718.00 |
| 7 - Total Purchases excluding VAT                     | £2,654.00 |
| 8 - Total Sales to other EC Members excluding VAT     | £0.00     |
| 9 - Total Purchases to other EC Members excluding VAT | £1,900.00 |

### More Details about the VAT Return Report

|                                                                                                                          |                                    |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Filters</b>                                                                                                           | Identifiers<br>Dated From/To       |
| <b>Sort By</b>                                                                                                           | Ordered by the lines of the Return |
| <b>Subtotals / Totals</b>                                                                                                | Total for each line                |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                               |



# VAT Return [Cash]

*Index to Reports window* This report provides a summary of VAT collected for the selected date range. Transactions that use the N-T VAT code do not appear on this report.

## VAT Return [Cash] 4/1/02 through 4/30/02

| Description                                           | Value     |
|-------------------------------------------------------|-----------|
| 1 - VAT due on Sales                                  | £111.70   |
| 2 - VAT due Purchases from other EC Members           | £0.00     |
| 3 - Total VAT due (1 + 2)                             | £111.70   |
| 4 - VAT on Purchases (including purchases from EC)    | £193.62   |
| 5 - Net VAT to be paid                                | £(81.92)  |
| 6 - Total Sales excluding VAT                         | £638.30   |
| 7 - Total Purchases excluding VAT                     | £1,106.38 |
| 8 - Total Sales to other EC Members excluding VAT     | £0.00     |
| 9 - Total Purchases to other EC Members excluding VAT | £851.06   |

### More Details about the VAT Return [Cash] Report

|                                                                                                                          |                                    |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Filters</b>                                                                                                           | Identifiers<br>Dated From/To       |
| <b>Sort By</b>                                                                                                           | Ordered by the lines of the Return |
| <b>Subtotals / Totals</b>                                                                                                | Value for each line of Return      |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                               |



# VAT Amount Variance

*Index to Reports window > VAT > VAT Reports*

Displays the difference between calculated and posted VAT amounts for selected transactions, sorted by VAT 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 VAT 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 VAT amounts assigned.

**More Details about the VAT Amount Variance Report**

## VAT Amount Variance Report

1/6/01 To 30/6/01

| Date      | ID No.  | Scr | Name            | Net Amount | Rate   | Posted VAT | Calc. VAT | Variance |
|-----------|---------|-----|-----------------|------------|--------|------------|-----------|----------|
| VAT       |         |     |                 |            |        |            |           |          |
| 12/6/2001 | 0000165 | SJ  | Customer Card   | £150.00    | 10.00% | £12.00     | £15.00    | £3.00    |
| 12/6/2001 | 0000081 | GJ  | Accounting Adj. | £375.00    | 10.00% | £25.00     | £37.50    | £12.50   |
| N-T       |         |     |                 |            |        |            |           |          |
| No Tax    |         |     |                 |            |        |            |           |          |
| 12/6/2001 | 000015C | SJ  | Customer Card   | -£350.00   | 0.00%  | -£10.00    | £0.00     | £10.00   |

**More Details about the VAT Amount Variance Report**

|                                                                                                                                                                                                                    |                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected VAT Codes<br>Display Sales/Receipts Variances or Purchases/<br>Disbursement Variances<br>Dated From/To<br>Separate Pages |
| <b>Sort By</b>                                                                                                                                                                                                     | VAT Code, then Date, then Transaction Type                                                                                            |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | None                                                                                                                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Account No.                                                                                                                           |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b><br><b>Opens:</b>                                                                                                        |



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# VAT Exceptions [Cash Transactions]

*Index to Reports window > VAT > VAT Code Reports*

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

## VAT Exceptions [Cash Transactions] 1/9/02 through 18/9/02

| Date    | Cheque/CR No. | Name                    | Amount  |
|---------|---------------|-------------------------|---------|
| 1/9/02  | 000207        | Acme Computer Sales     | £295.00 |
| 12/9/02 | 000234        | Basics Office Equipment | £15.00  |

### More Details about the VAT Exceptions [Cash Transactions] Report

|                                                                                                                                                                                                                    |                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Transaction Type<br>Dated From/To                                             |
| <b>Sort By</b>                                                                                                                                                                                                     | Cheque/CRNo.                                                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                          |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Spend Money or Receive Money window |



# VAT Exceptions [Invoice Transactions]

*Index to Reports window > VAT > VAT Code Reports*

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

## VAT Exceptions [Invoice Transactions] 1/12/02 through 31/12/02

| Date     | Invoice/PO No. | Name              | Amount    | Status | Their Inv/PO No. |
|----------|----------------|-------------------|-----------|--------|------------------|
| 1/12/02  | 000008         | Boffo Products    | £156.36   | Open   |                  |
| 1/12/02  | 000008         | Boffo Products    | £250.00   | Open   |                  |
| 1/12/02  | 000008         | Boffo Products    | £117.25   | Open   |                  |
| 1/12/02  | 000010         | Acme Sales        | £400.00   | Open   |                  |
| 1/12/02  | 000010         | Acme Sales        | £56.95    | Open   |                  |
| 1/12/02  | 000015         | Widgets by Smith  | (£112.00) | Credit |                  |
| 12/12/02 | 000025         | Anabela's Closets | £425.00   | Open   |                  |
| 12/12/02 | PJ000012       | Wholesale Supply  | £250.95   | Open   |                  |
| 12/12/02 | PJ000012       | Wholesale Supply  | £12.50    | Open   |                  |

### More Details about the VAT Exceptions [Invoice Transactions] Report

|                                                                                                                                                                                                                    |                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Transaction Type<br>Sale Status<br>Dated From/To                    |
| <b>Sort By</b>                                                                                                                                                                                                     | Invoice/PONo. Name                                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the                                                                                                                | None                                                                |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Sales or Purchases window |



# VAT Code List

*Index to Reports window > VAT > VAT Code Reports*

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

## VAT Code List

| VAT Code | Description | VAT Type | Rate    |
|----------|-------------|----------|---------|
| A        | Lower Rate  | VAT      | 5.000%  |
| E        | Exempt      | VAT      | 0.000%  |
| N-T      | No Tax      | VAT      | 0.000%  |
| S        | Standard    | VAT      | 17.500% |
| Z        | Zero Rated  | VAT      | 0.000%  |

### More Details about the VAT Code List

|                                                                                                                                                                                                                    |                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected VAT Codes<br>VAT Type<br>Sort by VAT Code<br>Sort by Description         |
| <b>Sort By</b>                                                                                                                                                                                                     | VAT Code or Description (based on filter selection)                                   |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the                                                                                                                | VAT Collected<br>Collected Description<br>VAT Paid<br>Paid Description<br>Linked Card |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> VAT Code Information window                 |



# VAT Information Reconciliation [Summary]

*Index to Reports window > VAT > Reconciliation Reports*

This report displays a list of linked VAT collected/paid accounts during a specified period, with one line displayed for each VAT code associated with the account. If there are any inconsistencies (for example, inappropriate transactions allocated to VAT linked accounts) an "Out of Balance" figure will be displayed. This report assumes that the beginning balance of the reconciling linked VAT 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.

**More Details about the VAT Information Reconciliation [Summary] Report**

## VAT Information Reconciliation [Summary] Report 1/1/02 To 31/12/02

| Code   | Description | Rate   | VAT Collected | VAT Paid |
|--------|-------------|--------|---------------|----------|
| 2-1310 | VAT Due     |        |               |          |
| S      | Standard    | 17.50% | £650.65       | £464.45  |
| N-T    | No Tax      | 0.000% | £0.00         |          |
| Total: |             |        | £650.65       | £464.45  |

Expected Account Balance on 12/31/02      £186.20

Expected Account Balance on 12/31/02      £186.20

Out of Balance:      £0.00

**More Details about the VAT Information Reconciliation [Summary] Report**

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Accounts<br>This Year/Next Year<br>Jan - Dec range<br>Include 0.00 Balances<br>Separate Pages                                                                                                                                                                       |
| <b>Sort By</b>                                                                                                                                                                                                     | VAT Code                                                                                                                                                                                                                                                                         |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals: VAT Collected, VAT Paid                                                                                                                                                                                                                                               |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                                                                                                                             |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Account number, Account name<br><b>Opens:</b> Account Information window<br><br><b>Click:</b> Code, Description<br><b>Opens:</b> VAT Code Information window<br><br><b>Click:</b> Actual Account Balance<br><b>Opens:</b> Account view of Find Transactions window |



# VAT Information Reconciliation [Detail]

*Index to Reports window > VATVAT > VATReconciliation Reports*

This report displays a list of linked VAT collected/paid accounts during a specified period. If there are any inconsistencies (for example, inappropriate transactions allocated to VAT linked accounts) an "Out of Balance" figure will be displayed. This report assumes that the beginning balance of the reconciling linked VAT 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.

**More Details about the VAT Information Reconciliation [Detail] Report**

## VAT Information Reconciliation [Detail] Report 1/10/02 To 31/12/

**More Details about the VAT Information Reconciliation [Detail] Report**

| Date         | ID No.              | Name       | Rate   | VAT Collected | VAT Paid |
|--------------|---------------------|------------|--------|---------------|----------|
| 2-1310<br>S  | VAT Due<br>Standard |            |        |               |          |
| 12/11/02     | 00000003            | Customer 2 | 17.50% | £650.65       |          |
| 11/30/02     | CR00001             | Payor 1    | 17.50% |               | £464.45  |
| Total:       |                     |            |        | £650.65       | £464.45  |
| N-T          | No Tax              |            |        |               |          |
| 10/10/02     | 00000001            | Customer 1 | 0.000% | £0.00         |          |
| Total:       |                     |            |        | £0.00         | £0.00    |
| Grand Total: |                     |            |        | £650.65       | £464.45  |

Expected Account Balance on 12/31/02      £186.20

Expected Account Balance on 12/31/02      £186.20

Out of Balance:      £0.00

|                           |                                                                                                  |
|---------------------------|--------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Accounts<br>This Year/Next Year<br>Jan - Dec range                                  |
| <b>Sort By</b>            | VAT Code                                                                                         |
| <b>Subtotals / Totals</b> | Subtotals: VAT Collected, VAT Paid for each VAT Code<br><br>Grand Total: VAT Collected, VAT Paid |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Card</p>                                                                                                                                                                                                                                                                                              |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Account number, Account name<br/><b>Opens:</b> Account Informaiton window</p> <p><b>Click:</b> Code, Description<br/><b>Opens:</b> VAT Code Informaiton window</p> <p><b>Click:</b> Date, ID No., Name, Rate, VAT Collected, VAT Paid<br/><b>Opens:</b> original transaction window</p> |

# Aged Debtors [Summary]

*Index to Reports window > Sales >*

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 Debtors [Detail]). Anything over 90 days you should consider calling in a bill collection agency.

## Aged Debtors [Summary] 31/12/02

| 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%    |

### More Details about the Aged Debtors (Summary) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers<br>Identifiers<br>Custom List No.1, No.2. No.3<br>Ageing Method<br>Ageing Date<br>Include 0.00 balances                                     |
| <b>Sort By</b>                                                                                                                                                                                                     | Customer (alphabetical)                                                                                                                                            |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal:<br><br>Total Due<br>Ageing Date<br>Ageing Percent                                                                                                        |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                                                           |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name<br><b>Opens:</b> Profile view of Card Information window<br><br><b>Click:</b> Total Due, Ageing columns<br><b>Opens:</b> Analyse Debtors window |



## Aged Debtors [Detail]

*Index to Reports window* 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 Accounting Plus screen while calling, use the customer's contact log to make your notes.

### Aged Debtors [Detail] 31/12/02

| Name             | ID No.   | Date     | Total Due  | 0-30       | 31 - 60   | 61 - 90 | 90+        |
|------------------|----------|----------|------------|------------|-----------|---------|------------|
| Acme Sales Ltd.  |          |          | ASI322     |            |           |         |            |
| Marvin Acme      |          |          |            |            |           |         |            |
| 01242 287654     |          |          |            |            |           |         |            |
| C.O.D.           |          |          |            |            |           |         |            |
|                  | 00000001 | 9/10/02  | £6,000.00  |            |           |         | £6,000.00  |
|                  | 00000004 | 9/10/02  | £5,752.02  |            |           |         | £5,752.02  |
|                  | 00000008 | 2/12/02  | £1,802.62  | £1,802.62  |           |         |            |
|                  | 00000006 | 11/12/02 | (£464.31)  |            | (£464.31) |         |            |
|                  |          | Total:   | £13,090.33 | £1,802.62  | (£464.31) | £0.00   | £11,752.02 |
| Boffo Products   |          |          | BP233      |            |           |         |            |
| Joseph Boffo     |          |          |            |            |           |         |            |
| 01242 287654     |          |          |            |            |           |         |            |
| C.O.D.           |          |          |            |            |           |         |            |
|                  | 00000002 | 11/11/02 | £7,500.00  |            | £7,500.00 |         |            |
|                  | 00000005 | 11/11/02 | £258.75    |            | £258.75   |         |            |
|                  | 00000009 | 2/12/02  | £1,660.70  | £1,660.70  |           |         |            |
|                  |          | Total:   | £9,419.45  | £1,660.70  | £7,758.75 | £0.00   | £0.00      |
| Widgets by Smith |          |          | WS1002     |            |           |         |            |
| 09874 875932     |          |          |            |            |           |         |            |
| C.O.D.           |          |          |            |            |           |         |            |
|                  | 00000007 | 11/11/02 | £1,000.00  |            | £1,000.00 |         |            |
|                  | 00000003 | 1/12/02  | £9,500.00  | £9,500.00  |           |         |            |
|                  | 00000010 | 2/12/02  | £1,955.00  | £1,955.00  |           |         |            |
|                  | 00000011 | 2/12/02  | £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%      |

# Debtors Reconciliation [Summary]

*Index to Reports window > Sales > Debtors*

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

**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 debtors should match the total balance of your unpaid invoices. If it doesn't, you may wish to refer to the Accounts Payable/Purchase Ledger Linked Accounts window.

## Debtors Reconciliation [Summary] 31/12/02

| 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%  |
| Debtors Account:       | £17,754.01 |            |           |         |       |
| Out of Balance Amount: | £0.00      |            |           |         |       |

### More Details about the Debtors Reconciliation (Summary) Report

|                                                                                                                          |                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Customers<br>Identifiers<br>Custom List No.1, No.2. No.3<br>Ageing Method<br>Ageing Date<br>Include 0.00 balances |
| <b>Sort By</b>                                                                                                           | Customer (alphabetical)                                                                                                        |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals:<br><br>Total Due<br>Ageing Date<br>Ageing Percent<br>Debtors Account<br>Out of Balance Amount                       |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Card ID<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                       |

---

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** Name

**Opens:** Profile view of Card Information window

**Click:** Total Due, Ageing columns

**Opens:** Analyse Debtors window

# Debtors Reconciliation [Detail]

*Index to Reports window > Sales > Debtors*

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

**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 debtors account should match the total balance of your unpaid invoices. If it doesn't, you may wish to refer to the Accounts Payable/Purchase Ledger Linked Accounts window.

## Debtors Reconciliation [Detail] 31/12/02

| Name             | ID No.   | Date     | Total Due  | 0 - 30     | 31 - 60   | 61 - 90 | 90+   |
|------------------|----------|----------|------------|------------|-----------|---------|-------|
| Acme Sales Ltd.  |          |          | *None      |            |           |         |       |
| Marvin Acme      |          |          |            |            |           |         |       |
| 515-555-1919     |          |          |            |            |           |         |       |
|                  | 00000008 | 1/12/02  | £1,802.62  | £1,802.62  |           |         |       |
|                  | 00000006 | 11/11/02 | (£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 | 2/12/02  | £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 | 11/11/02 | £1,000.00  |            | £1,000.00 |         |       |
|                  | 00000003 | 2/12/02  | £9,500.00  | £9,500.00  |           |         |       |
|                  | 00000010 | 1/12/02  | £1,955.00  | £1,955.00  |           |         |       |
|                  | 00000011 | 24/12/02 | £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 |
| Ageing Percent:  |          |          |            | 96.0%      | 3.0%      | 0.0%    | 0.0%  |

### More Details about the Debtors Reconciliation (Detail) Report

| Filters |                              |
|---------|------------------------------|
|         | All/Selected Customers       |
|         | Identifiers                  |
|         | Custom List No.1, No.2. No.3 |
|         | Ageing Method                |
|         | Ageing Date                  |
|         | Include 0.00 balances        |
|         | Separate Pages               |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sort By</b>                                                                                                                                                                                                             | Customer (alphabetical)                                                                                                                                                                                                                                                        |
| <b>Subtotals / Totals</b>                                                                                                                                                                                                  | <p>Subtotals:</p> <p style="padding-left: 40px;">Total Due<br/>Ageing Date</p> <p>Grand Totals:</p> <p style="padding-left: 40px;">Total Due<br/>Debtors Account<br/>Ageing Percent</p>                                                                                        |
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Original Amount<br/>Paid to Date<br/>Contact<br/>Customers's POno.<br/>Volume Discount<br/>Due Date<br/>Promised Date<br/>Terms<br/>Custom List No.1, No.2. No.3<br/>Custom Field No.1, No.2. No.3<br/>Salesperson</p>                                                      |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Name, Card ID, Contact, PhoneNo., Terms<br/><b>Opens:</b> Profile view of Card Information window</p> <p><b>Click:</b> IDNo., Date<br/><b>Opens:</b> Sales window</p> <p><b>Click:</b> Total Due, Ageing columns<br/><b>Opens:</b> Analyse Debtors window</p> |



# Sales [Item Summary]

*Index to Reports window > Sales > Item*

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

## Sales [Item Summary] 1/10/02 through 15/12/02

| 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  |

**More Details about the Sales (Item Summary) Report**

|                                                                                                                                                                                                                    |                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Items<br>Custom List No.1, No.2. No.3<br>Sale Status<br>Dated From/To<br>Separate Pages                                                                                 |
| <b>Sort By</b>                                                                                                                                                                                                     | Item No.                                                                                                                                                                             |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals for each Item No.: Quantity, Amount                                                                                                                                        |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Item Description<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                                                                    |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Item Name and No.<br><b>Opens:</b> Profile view of Item Information window<br><br><b>Click:</b> Customer Name<br><b>Opens:</b> Profile view of Card Information window |

# Sales [Item Detail]

*Index to Reports window > Sales > Item*

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

## Sales [Item Detail] 1/10/02 through 15/12/02

| Name             | ID No.   | Date            | Quantity | Amount    | Status | Promised Date |
|------------------|----------|-----------------|----------|-----------|--------|---------------|
| 100-101A5        | Widgets  |                 |          |           |        |               |
| Acme Sales Ltd.  | 00000004 | 1/10/02         | 50       | £807.50   | Closed | 12/12/02      |
| Acme Sales Ltd.  | 00000006 | 1/11/02         | -25      | (£403.75) | Credit |               |
| Boffo Products   | 00000005 | 1/11/02         | 1        | £15.30    | Closed |               |
| Widgets by Smith | 00000010 | 12/12/02        | 100      | £1,700.00 | Open   |               |
|                  |          | Widgets Total:  | 126      | £2,119.05 |        |               |
| 200-101A5        | Gadgets  |                 |          |           |        |               |
| Acme Sales Ltd.  | 00000004 | 1/10/02         | 5        | £156.75   | Closed | 12/12/02      |
| Acme Sales Ltd.  | 00000008 | 12/10/02        | 50       | £1,567.50 | Open   |               |
| Boffo Products   | 00000005 | 12/11/02        | 1        | £29.70    | Closed |               |
|                  |          | Gadgets Total:  | 56       | £1,753.95 |        |               |
| 300-101B6        | Whoosies |                 |          |           |        |               |
| Acme Sales Ltd.  | 00000004 | 1/10/02         | 5        | £237.50   | Closed | 12/12/02      |
| Boffo Products   | 00000005 | 1/11/02         | 1        | £45.00    | Closed |               |
|                  |          | Whoosies Total: | 6        | £282.50   |        |               |

### More Details about the Sales (Item Detail) Report

|                                                                                                                          |                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Items<br>Custom List No.1, No.2. No.3<br>Sale Status<br>Dated From/To<br>From ID -- To<br>Print Card Totals<br>Separate Pages |
| <b>Sort By</b>                                                                                                           | Item No.                                                                                                                                   |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals for each Item No.: Quantity, Amount                                                                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Item Description<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                          |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Item Name and No.<br/><b>Opens:</b> Profile view of Item Information window</p> <p><b>Click:</b> Customer Name, IDNo., Date, Quantity, Amount, Status, Promised Date<br/><b>Opens:</b> Sales window</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Analyse Sales [Item]

*Index to Reports window > Sales > Item*

This report displays sales, cost of sales, gross profit, units, average cost and percent 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, percent margin, units sold, and average cost per item for the selected period. Pay particular attention to percent 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 stock, your spending, or your competitive position?

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

## Analyse Sales [Item] 1/10/02 through 15/10/02

| Item No.  | 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%    |            |              |

### More Details about the Analyse Sales (Item) Report

|                                                                                                                          |                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Items -- From/To<br>Custom List No.1, No.2. No.3<br>Analyse Sales For<br>Dated From/To<br>Jan - Dec range<br>Include 0.00 Balances |
| <b>Sort By</b>                                                                                                           | Item No.                                                                                                                                        |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals:<br><br>Sales<br>Cost of Sales<br>Gross Profit<br>% Margin                                                                            |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Item Description<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                               |

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** Item Name and No.

**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]

*Index to Reports window > Sales > Item*

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

**Report Tip:** As with most analysis reports, focus on the percent 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.*

## Analyse Sales [Item - FY Comparison] December 2002

| Item      |               | This Year | FY 2002   | 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%       |              |

### More Details about the Analyse Sales (Item - FY Comparison) Report

|                                                                                                                          |                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Items -- From/To<br>Custom List No.1, No.2. No.3<br>This Year vs. --<br>Jan - Dec range<br>Include 0.00 Balances |
| <b>Sort By</b>                                                                                                           | Item No.                                                                                                                      |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Item Description<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                             |

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** Item Name and No.

**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]

*Index to Reports window > Sales > Item*

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.

## Analyse Sales [Item Spreadsheet] October 2002 through December 2002

| 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 |

### More Details about the Analyse Sales (Item Spreadsheet) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Items -- From/To<br>Analyse Value Sold/Units Sold/Cost of Sales<br>Custom List No.1, No.2. No.3<br>Analyse Sales For<br>Jan - Dec range<br>Include 0.00 Balances                |
| <b>Sort By</b>                                                                                                                                                                                                     | Item No.                                                                                                                                                                                     |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals:<br><br>Value Sold<br>Units Sold<br>Cost of Sales                                                                                                                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                                         |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Item Name and No.<br><b>Opens:</b> Profile view of Item Information window<br><br><b>Click:</b> Amount for each Month<br><b>Opens:</b> History view of Item Information window |



# Sales [Activity Summary]

*Index to Reports window > Sales > Activity*

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

## Sales [Activity Summary] 23/10/02

| 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        |         |           |
|             | Annabel's Closet                      | 30.888  | £262.55   |
|             | Network Consulting and Service Total: | 30.888  | £262.55   |
| HCC000010   | Automated Bookkeeping Services        |         |           |
|             | Annabel's Closet                      | 23.000  | £1,035.00 |
|             | Automated Bookkeeping Services Total: | 23.000  | £1,035.00 |
| HCE000009   | Bookkeeping Services                  |         |           |
|             | Annabel'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  |

### More Details about the Sales (Activity Summary) Report

| Filters |                              |
|---------|------------------------------|
|         | All/Selected Customers       |
|         | Identifiers                  |
|         | Custom List No.1, No.2. No.3 |
|         | Ageing Method                |
|         | Ageing Date                  |
|         | Includes 0.00 Balances       |

|                                                                                                                                                                                                                    |                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sort By</b>                                                                                                                                                                                                     | Activity                                                                                                                                                           |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals for each Activity: Units, Amount                                                                                                                         |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                                                           |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name<br><b>Opens:</b> Profile view of Card Information window<br><br><b>Click:</b> Total Due, Ageing columns<br><b>Opens:</b> Analyse Debtors window |

# Sales [Activity Detail]

*Index to Reports window > Sales > Activity*

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

## Sales [Activity Detail] 23/10/02

| Name             | ID No.                                | Date     | Units   | Amount    | Status |
|------------------|---------------------------------------|----------|---------|-----------|--------|
| <hr/>            |                                       |          |         |           |        |
| 000000001        | Consulting Services                   |          |         |           |        |
| Karen Mitchell   | 00002121                              | 23/10/02 | 2.27    | £134.13   | Open   |
|                  | Consulting Services Total:            |          | 2.27    | £134.13   |        |
| <hr/>            |                                       |          |         |           |        |
| HCA000008        | Accounting Services                   |          |         |           |        |
| Debbie Banks     | 00002118                              | 23/10/02 | 160.447 | £1,564.36 | Open   |
|                  | Accounting Services Total:            |          | 160.447 | £1,564.36 |        |
| <hr/>            |                                       |          |         |           |        |
| HCA000012        | Marketing Planning                    |          |         |           |        |
| Debbie Banks     | 00002128                              | 23/10/02 | 12      | £482.28   | Open   |
| Karen Mitchell   | 00002121                              | 23/10/02 | 32.346  | £1300.00  | Open   |
|                  | Marketing Planning Total              |          | 44.346  | £1,782.28 |        |
| <hr/>            |                                       |          |         |           |        |
| HCC000007        | Network Consulting and Service        |          |         |           |        |
| Annabel's Closet | 00002119                              | 23/10/02 | 30.888  | £262.55   | Open   |
|                  | Network Consulting and Service Total: |          | 30.888  | £262.55   |        |
| <hr/>            |                                       |          |         |           |        |

### More Details about the Sales (Activity Detail) Report

|                           |                                                                                                                 |
|---------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Activities<br>Sale Status<br>Dated From/To<br>From ID -- To<br>Print Card Totals<br>Separate Pages |
| <b>Sort By</b>            | Activity                                                                                                        |
| <b>Subtotals / Totals</b> | Subtotals for each Activity: Units, Amount                                                                      |

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>         additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Units of Measure<br/>         Billing Address<br/>         Billing Address PhoneNo.1<br/>         Billing Address Contact<br/>         Notes<br/>         Terms<br/>         Credit Limit<br/>         Amount Paid<br/>         Current Balance<br/>         Tax ID<br/>         Memo<br/>         Comments<br/>         Job<br/>         DeliveryAddress<br/>         Delivery Address Fax<br/>         Delivery Address Contact<br/>         Address 3<br/>         Address 3 PhoneNo.1, No.2, No.3<br/>         Address 3 Fax<br/>         Address 3 Contact<br/>         Address 4<br/>         Address 4 PhoneNo.1, No.2, No.3<br/>         Address 4 Fax<br/>         Address 4 Contact<br/>         Address 5<br/>         Address 5 PhoneNo.1, No.2, No.3<br/>         Address 5 Fax<br/>         Address 5 Contact</p> |
| <p><b>Drill Down to Source window</b><br/>         roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Activity ID and Name<br/> <b>Opens:</b> Profile view of Activity Information window<br/> <br/> <b>Click:</b> Customer Name, IDNo., Date, Units, Amount, Status, Rate<br/> <b>Opens:</b> Sales window</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

# Analyse Sales [Activity]

*Index to Reports window > Sales > Activity*

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

## Analyse Sales [Activity] 1/10/02 through 15/10/02

| Activity ID | Activity Name                | Sales     | Cost of Sales | Gross Profit | % Margin | Billed No. |
|-------------|------------------------------|-----------|---------------|--------------|----------|------------|
| 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/kilometer | £338.74   | £0.00         | £338.74      | 100.0%   | 7.419      |
|             |                              | £4,459.64 | 126.88        | £4332.76     | 97.2%    |            |

### More Details about the Analyse Sales (Activity) Report

|                                                                                                                          |                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Activities -- From/To<br>Analyse Sales for<br>Dated From/To<br>Jan - Dec range<br>Includes 0.00 Balances |
| <b>Sort By</b>                                                                                                           | Activity                                                                                                              |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals:<br><br>Sales<br>Cost of Sales<br>Gross Profit<br>% Margin<br>Units Billed                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                                                  |

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** All Fields

**Opens:** Profile view of Activity Information window

# Analyse Sales [Activity - FY Comparison]

*Index to Reports window > Sales > Activity*

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

## Analyse Sales [Activity - FY Comparison] October 2002 through December 2002

| Activity  |                         | This Year | FY 2002  | 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%)      |

## Sample Reports

|               |         |         |          |         |
|---------------|---------|---------|----------|---------|
| 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/mile

|               |         |          |           |         |
|---------------|---------|----------|-----------|---------|
| 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%   |

---

## More Details about the Analyse Sales (Activity - FY Comparison) Report

|                                                                                                                                                                                                                    |                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Activities -- From/To<br>Analyse Sales for<br>This Year vs.<br>Jan - Dec range<br>Includes 0.00 Balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Activity IDNo.                                                                                                        |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                  |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Profile view of Activity Information window                                 |

# Analyse Sales [Activity Spreadsheet]

*Index to Reports window > Sales > Activity*

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.

## Analyse Sales [Activity Spreadsheet] October 2002 through December 2002

| 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/mile       | £338.74   | £0.00     | £0.00    | 338.74    |
|           |                         | £4,459.64 | £3,087.50 | £852.00  | £8,399.14 |

### More Details about the Analyse Sales (Activity Spreadsheet) Report

|                                                                                                                                                                                                                    |                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Activities -- From/To<br>Analyse Dollars Sold/Units Sold/Cost of Sales<br>Analyse Sales for<br>Jan - Dec range<br>Includes 0.00 Balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Activity IDNo.                                                                                                                                        |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Amount                                                                                                                                                |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                  |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Profile view of Activity Information window                                                                 |



# Sales [Customer Summary]

*Index to Reports window > Sales > Customer*

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

## Sales [Customer Summary] 1/11/02 through 15/12/02

| Name             | ID No.   | Original Date | Sale Amount | Tax       | Current Balance | Status | Due Date |
|------------------|----------|---------------|-------------|-----------|-----------------|--------|----------|
| Acme Sales Ltd.  |          |               |             |           |                 |        |          |
|                  | 00000006 | 11/11/02      | (£403.75)   | (£60.56)  | (£464.31)       | Credit |          |
|                  | 00000001 | 10/12/02      | £12,000.00  | £0.00     | £0.00           | Closed |          |
|                  | 00000004 | 10/12/02      | £5,001.75   | £750.27   | £0.00           | Closed |          |
|                  |          |               | £16,598.00  | £689.71   | (£464.31)       |        |          |
| Boffo Products   |          |               |             |           |                 |        |          |
|                  | 00000002 | 11/11/02      | £10,000.00  | £0.00     | £0.00           | Closed |          |
|                  | 00000005 | 11/11/02      | £225.00     | £33.75    | £0.00           | Closed |          |
|                  |          |               | £10,225.00  | £33.75    |                 |        |          |
| Widgets by Smith |          |               |             |           |                 |        |          |
|                  | 00000007 | 12/11/02      | £10,000.00  | £1,500.00 | £1,000.00       | Open   | 12/9/02  |
|                  |          |               | £10,000.00  | £1,500.00 | £1,000.00       |        |          |
|                  |          | Grand Total:  | £36,823.00  | £2,223.46 | £535.69         |        |          |

### More Details about the Sales (Customer Summary) Report

|                           |                                                                                                                                             |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Customers<br>Identifiers<br>Custom List No.1, No.2. No.3<br>Sale Status<br>Dated From/To<br>Separate Pages                     |
| <b>Sort By</b>            | Customer                                                                                                                                    |
| <b>Subtotals / Totals</b> | Subtotals for each Customer:<br><br>Sale Amount<br>VAT<br>Current Balance<br><br>Grand Totals:<br><br>Sale Amount<br>VAT<br>Current Balance |

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>         additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Promised Date<br/>         Customer's POno.<br/>         Card ID<br/>         Custom List No.1, No.2. No.3<br/>         Custom Field No.1, No.2. No.3<br/>         Salesperson<br/>         Carriage<br/>         Discount<br/>         Total<br/>         Referral Source</p> |
| <p><b>Drill Down to Source window</b><br/>         roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Customer Name and No.<br/> <b>Opens:</b> Profile view of Card Information window</p> <p><b>Click:</b> IDNo., Original Date, Sale Amount, VAT, Current Balance, Status, Due Date<br/> <b>Opens:</b> Sales window</p>                                              |

# Sales [Customer Detail]

*Index to Reports window > Sales > Customer*

This report displays the invoice line items, including quantity sold, for all sales to the selected customers within the period range.

## Sales [Customer Detail]

| ID No.                  | Date    | Quantity | Item/Acct | Description             | Amount     | VAT | Status |
|-------------------------|---------|----------|-----------|-------------------------|------------|-----|--------|
| Acme Sales Ltd.         |         | ASI102   |           |                         |            |     |        |
| 00000001                | 1/10/02 |          | 1-3000    | Outstanding Balance Due | £12,000.00 |     | Closed |
| 00000004                | 1/10/02 | 50       | 100-101A5 | Widgets                 | £807.50    | B   | Closed |
| 00000006                | 1/10/02 | -25      | 100-101A5 | Widgets                 | (£403.75)  | B   | Credit |
| 00000004                | 1/10/02 | 5        | 200-101A5 | Gadgets                 | £156.75    | B   | Closed |
| 00000004                | 1/10/02 | 5        | 300-101B6 | Whoosies                | £237.50    | B   | Closed |
| 00000004                | 1/10/02 | 5        | 400-101   | Whatsits                | £318.25    | B   | Closed |
| 00000004                | 1/10/02 | 5        | 600-101G8 | Gizmos                  | £475.00    | B   | Closed |
| 00000004                | 1/10/02 | 10       | 700-101U7 | Thingamabobs            | £1,111.50  | B   | Closed |
| 00000004                | 1/10/02 | 15       | 800-101R9 | Whachamacallits         | £1,895.25  | B   | Closed |
| Acme Sales Ltd. Total:  |         |          |           |                         | £16,598.00 |     |        |
| Boffo Products          |         |          |           |                         |            |     |        |
| 00000002                | 1/11/02 |          | 1-3000    | Outstanding Balance Due | £10,000.00 |     | Closed |
| 00000005                | 1/11/02 | 1        | 100-101A5 | Widgets                 | £15.30     | B   | Closed |
| 00000005                | 1/11/02 | 1        | 200-101A5 | Gadgets                 | £29.70     | B   | Closed |
| 00000005                | 1/11/02 | 1        | 300-101B6 | Whoosies                | £45.00     | B   | Closed |
| 00000005                | 1/11/02 | 1        | 400-101   | Whatsits                | £60.30     | B   | Closed |
| 00000005                | 1/11/02 | 1        | 500-101D3 | Thingies                | £74.70     | B   | Closed |
| Boffo Products Total:   |         |          |           |                         | £10,225.00 |     |        |
| Widgets by Smith        |         |          |           |                         |            |     |        |
| 00000007                | 1/11/02 | 100      | 600-101G8 | Gizmos                  | £10,000.00 | B   | Open   |
| Widgets by Smith Total: |         |          |           |                         | £10,000.00 |     |        |
| Grand Total:            |         |          |           |                         | £36,823.00 |     |        |

### More Details about the Sales (Customer Detail) Report

|                |                                                                                                                                                               |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b> | All/Selected Customers<br>Identifiers<br>Custom List No.1, No.2, No.3<br>Sale Status<br>Dated From/To<br>From ID -- To<br>Print Item Totals<br>Separate Pages |
| <b>Sort By</b> | Customer                                                                                                                                                      |

|                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                                            | <p>Subtotal for each Customer: Amount</p> <p>Grand Total: Amount</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Optional Fields</b><br/>                 additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Customer's POno.<br/>                 Billing Address<br/>                 Billing Address PhoneNo.1<br/>                 Billing Address Contact<br/>                 Identifiers<br/>                 Notes<br/>                 Terms<br/>                 Credit Limit<br/>                 Volume Disc. %<br/>                 VAT Amt<br/>                 Price + VAT<br/>                 Deliver Via<br/>                 Memo<br/>                 Carriage<br/>                 Comments<br/>                 Job<br/>                 Job Description<br/>                 Due Date<br/>                 Promised Date<br/>                 Item Description<br/>                 Custom List No.1, No.2, No.3<br/>                 Custom Field No.1, No.2, No.3<br/>                 Salesperson<br/>                 Discount<br/>                 Total<br/>                 Referral Source</p> |
| <p><b>Drill Down to Source window</b><br/>                 roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Customer Name and Card ID<br/> <b>Opens:</b> Profile view of Card Information window</p> <p><b>Click:</b> IDNo., Date, Quantity, Item/Acct, Description, Amount, VAT, Status<br/> <b>Opens:</b> Sales window</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



# Sales History by Customer [OfficeLink]

*Index to Reports window > Sales > Customer*

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

## More Details about the Sales History by Customer (OfficeLink) Report

|                                                                                                                          |                                                                   |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Customers -- From/To<br>Custom List No.1, No.2. No.3 |
| <b>Sort By</b>                                                                                                           | Customer                                                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                              |



# Analyse Sales [Customer]

*Index to Reports window > Sales > Customer*

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.*

## Analyse Sales [Customer] 1/10/02 through 15/10/02

| 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> |               |

### More Details about the Analyse Sales (Customer) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers -- From/To Identifiers<br>Custom List No.1, No.2. No.3<br>Analyse Sales for<br>Dated From/To<br>Jan - Dec range<br>Include 0.00 Balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Customer Name                                                                                                                                                   |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Grand Total: Sales                                                                                                                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                                                        |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name, Sales<br><b>Opens:</b> Profile view of Card Information window                                                                              |

# Analyse Sales [Customer - FY Comparison]

*Index to Reports window > Sales > Customer*

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.*

## Analyse Sales [Customer - FY Comparison] October 2002 through December 2002

| Name             | This Year Sales | FY 2002    | £ 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%        |

### More Details about the Analyse Sales (Customer - FY Comparison) Report

|                                                                                                                                                                                                                    |                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers -- From/To Identifiers<br>Custom List No.1, No.2. No.3<br>This Year vs.<br>Jan - Dec range<br>Include 0.00 Balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Customer Name                                                                                                                              |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Grand Totals:<br><br>This Year Sales<br>Last Year Sales<br>£ Difference<br>% Difference                                                    |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                                   |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Profile view of Card Information window                                                          |

# Analyse Sales [Customer Spreadsheet]

*Index to Reports window > Sales > Customer*

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.*

## Analyse Sales [Customer Spreadsheet] October 2002 through December 2002

| 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 |

### More Details about the Analyse Sales (Customer Spreadsheet) Report

|                                                                                                                                                                                                                    |                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers -- From/To Identifiers<br>Custom List No.1, No.2. No.3<br>Analyse Sales for<br>Jan - Dec range<br>Include 0.00 Balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Customer Name                                                                                                                                  |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal: Amount                                                                                                                               |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                           |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name, Periods<br><b>Opens:</b> Profile view of Card Information window                                                           |



# Customer Payment History

*Index to Reports window > Sales > Customer*

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.

## Customer Payments [Closed Invoices] 1/1/02 To 31/12/02

| ID No.                 | Original Date | Sale Amount | VAT     | Days Until Paid |
|------------------------|---------------|-------------|---------|-----------------|
| Acme Sales Ltd. ASI123 |               |             |         |                 |
| 00000001               | 1/10/02       | £12,000.00  |         | 61              |
| 00000004               | 1/10/02       | £5,001.75   | £750.27 | 45              |
|                        |               | £17,001.75  | £750.27 | 53              |
| Boffo Products BP112   |               |             |         |                 |
| 00000002               | 1/11/02       | £10,000.00  |         | 59              |
| 00000005               | 1/11/02       | £225.00     | £33.75  | 14              |
|                        |               | £10,225.00  | £33.75  | 37              |

### More Details about the Customer Payment History Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers<br>Identifiers<br>Custom List No.1, No.2. No.3<br>Dated From/To<br>Separate Pages                                                                                                 |
| <b>Sort By</b>                                                                                                                                                                                                     | Customer                                                                                                                                                                                                 |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals:<br><br>Sale Amount<br>VAT<br>Days 'till Paid                                                                                                                                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Customer's PONo.<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3<br>Salesperson                                                                                                         |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Customer Name, Card ID<br><b>Opens:</b> Profile view of Card Information window<br><br><b>Click:</b> IDNo., Original Date, Sale Amount, VAT, Days 'till Paid<br><b>Opens:</b> Sales window |

# Customer Reimbursable Expenses

*Index to Reports window > Sales > Customer*

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.

## Customer Reimbursable Expenses - To Be Reimbursed

| Supplier Name   | Description | Date    | Job | Cost    |
|-----------------|-------------|---------|-----|---------|
| Brian Wilson    | *None       |         |     |         |
| Acme Sales Ltd. |             |         |     |         |
|                 | Supplies    | 11/9/02 | 01  | £125.00 |
|                 | Postage     | 1/12/02 | 01  | £500.00 |

## Customer Reimbursable Expenses - To Be Removed

| Supplier Name   | Description | Date    | Job | Cost    |
|-----------------|-------------|---------|-----|---------|
| Brian Wilson    | *None       |         |     |         |
| Acme Sales Ltd. |             |         |     |         |
|                 | Supplies    | 11/9/02 | 01  | £125.00 |
|                 | Postage     | 1/12/02 | 01  | £500.00 |

### More Details about the Customer Reimbursable Expenses Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers<br>Custom List No.1, No.2. No.3<br>Reimbursable<br>Reimbursed/Removed<br>Separate Pages                                                                          |
| <b>Sort By</b>                                                                                                                                                                                                     | Customer Name                                                                                                                                                                           |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal: Cost                                                                                                                                                                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Supplier Card ID<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                                                                       |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Customer Name<br><b>Opens:</b> Profile view of Card Information window<br><br><b>Click:</b> Supplier Name, Description, Date, Job, Cost<br><b>Opens:</b> Purchases window |

# Sales [Salesperson Summary]

*Index to Reports window > Sales > Salesperson*

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 VAT or carriage 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.

## Sales [Salesperson Summary]

1/1/02 through 31/12/02

| Name             | ID No.   | Original Date | Sale Amount | Tax       | Current Balance | Status | Due Date |
|------------------|----------|---------------|-------------|-----------|-----------------|--------|----------|
| Chuck Berry      |          |               |             |           |                 |        |          |
| Acme Sales Ltd.  |          |               |             |           |                 |        |          |
|                  | 00000004 | 1/10/02       | £5,001.75   | £750.27   | £0.00           | Closed |          |
|                  |          |               | £5,001.75   | £750.27   |                 |        |          |
| Boffo Products   |          |               |             |           |                 |        |          |
|                  | 00000002 | 1/11/02       | £10,000.00  | £0.00     | £0.00           | Closed |          |
|                  | 00000009 | 12/12/02      | £3,618.00   | £542.70   | £1,660.70       | Open   | 12/12/02 |
|                  |          |               | £13,618.00  | £542.70   | £1,660.70       |        |          |
| Widgets by Smith |          |               |             |           |                 |        |          |
|                  | 00000011 | 12/12/02      | £2,000.00   | £300.00   | £2,300.00       | Open   | 12/12/02 |
|                  |          |               | £2,000.00   | £300.00   | £2,300.00       |        |          |
|                  |          | Total:        | £20,619.75  | £1,592.97 | £3,960.70       |        |          |
| Fats Domino      |          |               |             |           |                 |        |          |
| Boffo Products   |          |               |             |           |                 |        |          |
|                  | 00000005 | 1/11/02       | £225.00     | £33.75    | £0.00           | Closed |          |
|                  |          |               | £225.00     | £33.75    | £0.00           |        |          |
| Widgets by Smith |          |               |             |           |                 |        |          |
|                  | 00000003 | 12/10/02      | £10,000.00  | £0.00     | £9,500.00       | Open   | 12/10/02 |
|                  | 00000010 | 12/12/02      | £1,700.00   | £255.00   | £1,955.00       | Open   | 12/12/02 |
|                  |          |               | £11,700.00  | £255.00   | £11,455.00      |        |          |
|                  |          | Total:        | £11,925.00  | £288.75   | £11,455.00      |        |          |
| Sam the Sham     |          |               |             |           |                 |        |          |
| Acme Sales, Ltd. |          |               |             |           |                 |        |          |
|                  | 00000001 | 1/10/02       | £12,000.00  | £0.00     | £0.00           | Closed |          |
|                  | 00000006 | 1/11/02       | (£403.75)   | (£60.56)  | (£464.31)       | Credit |          |
|                  | 00000008 | 12/12/02      | £1,567.50   | £235.12   | £1,802.62       | Open   | 12/12/01 |

£13,163.75    £174.56    £1,338.31

|                                                 |         |            |           |           |      |          |
|-------------------------------------------------|---------|------------|-----------|-----------|------|----------|
| Widgets by Smith                                |         |            |           |           |      |          |
| 00000007                                        | 1/11/02 | £10,000.00 | £1,500.00 | £1,000.00 | Open | 12/11/02 |
|                                                 |         | £10,000.00 | £1,500.00 | £1,000.00 |      |          |
| Total:                                          |         | £23,163.75 | £1,674.56 | £2,338.62 |      |          |
| Grand Total: £55,708.50    £356.28    £3,960.70 |         |            |           |           |      |          |

### More Details about the Sales (Salesperson Summary) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Employees<br>Identifiers<br>Custom List No.1, No.2. No.3<br>Sale Status<br>Dated From/To<br>Separate Pages                                                                                           |
| <b>Sort By</b>                                                                                                                                                                                                     | Employee                                                                                                                                                                                                          |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals for each Customer:<br><br>Sale Amount<br>VAT<br>Current Balance<br><br>Subtotals for each Employee:<br><br>Sale Amount<br>VAT<br>Current Balance                                                        |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Promised Date<br>Customer's PONO.<br>Employee Card ID<br>Customer Card ID<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3<br>Salesperson<br>Carriage<br>Discount<br>Total<br>Referral Source     |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Customer Name<br><b>Opens:</b> Profile view of Card Information window<br><br><b>Click:</b> IDNo., Original Date, Sale Amount, VAT, Current Balance, Status, Due Date<br><b>Opens:</b> Sales window |



# Sales [Salesperson Detail]

*Index to Reports window Sales > Salesperson*

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 VAT or carriage charges) for each item sold by your salespeople for the reporting period. Be sure to check the Sales Status in the Report Customisation window.

## Sales [Salesperson Detail] 1/1/02 through 31/12/02

| ID No.      | Date            | Quantity | Item/Acct | Description                      | Sale Amount | Tax | Status |
|-------------|-----------------|----------|-----------|----------------------------------|-------------|-----|--------|
| Chuck Berry |                 |          | *None     |                                  |             |     |        |
| 00000002    | 1/11/02         |          | 1-3000    | Outstanding Balance Due          | £10,000.00  |     | Closed |
| 00000011    | 12/12/02        |          |           | Sale of blue widgets             | £0.00       |     | Open   |
| 00000011    | 12/12/02        |          |           | Be sure to deliver in cardboard. | £0.00       |     | Open   |
| 00000011    | 12/12/02        |          | 4-1300    | ribbons                          | £2,000.00   | B   | Open   |
|             |                 |          |           |                                  | £12,000.00  |     |        |
| <hr/>       |                 |          |           |                                  |             |     |        |
| 100-101A5   | Widgets         |          |           |                                  |             |     |        |
| 00000004    | 1/10/02         | 50       | 100-101A5 | Widgets                          | £807.50     | B   | Closed |
|             |                 | 50       |           |                                  | £807.50     |     |        |
| <hr/>       |                 |          |           |                                  |             |     |        |
| 200-101A5   | Gadgets         |          |           |                                  |             |     |        |
| 00000004    | 1/10/02         | 5        | 200-101A5 | Gadgets                          | £156.75     | B   | Closed |
|             |                 | 5        |           |                                  | £156.75     |     |        |
| <hr/>       |                 |          |           |                                  |             |     |        |
| 300-101B6   | Whoosies        |          |           |                                  |             |     |        |
| 00000004    | 1/10/02         | 5        | 300-101B6 | Whoosies                         | £237.50     | B   | Closed |
|             |                 | 5        |           |                                  | £237.50     |     |        |
| <hr/>       |                 |          |           |                                  |             |     |        |
| 400-101     | Whatsits        |          |           |                                  |             |     |        |
| 00000004    | 1/10/02         | 5        | 400-101   | Whatsits                         | £318.25     | B   | Closed |
| 00000004    | 12/12/02        | 60       | 400-101   | Whatsits                         | £3,618.00   | B   | Open   |
|             |                 | 65       |           |                                  | £3,936.25   |     |        |
| <hr/>       |                 |          |           |                                  |             |     |        |
| 600-101G8   | Gizmos          |          |           |                                  |             |     |        |
| 00000004    | 1/10/02         | 5        | 600-101G8 | Gizmos                           | £475.00     | B   | Closed |
|             |                 | 5        |           |                                  | £475.00     |     |        |
| <hr/>       |                 |          |           |                                  |             |     |        |
| 700-101U7   | Thingamabobs    |          |           |                                  |             |     |        |
| 00000004    | 1/10/02         | 10       | 700-101U7 | Thingamabobs                     | £1,111.50   | B   | Closed |
|             |                 | 10       |           |                                  | £1,111.50   |     |        |
| <hr/>       |                 |          |           |                                  |             |     |        |
| 800-101R9   | Whachamacallits |          |           |                                  |             |     |        |

## Sample Reports

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00000004 1/10/02 15 800-101R9 Whachamacallits £1,895.25 B Closed  
15 £1,895.25

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Total: £20,619.75  
Grand Total: £20,619.75

### More Details about the Sales (Salesperson Detail) Report

|                           |                                                                                                                                          |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Employees<br>Identifiers<br>Custom List No.1, No.2, No.3<br>Sale Status<br>Dated From/To<br>From ID -- To<br>Separate Pages |
| <b>Sort By</b>            | Employee                                                                                                                                 |
| <b>Subtotals / Totals</b> | Subtotal for each Account, Item No., Activity No.: Sale Amount<br><br>Grand Total for each Employee: Sale Amount                         |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Customer's POno.<br/>Customer Name<br/>Billing Address<br/>Billing Address PhoneNo.1<br/>Billing Address Contact<br/>Notes<br/>Terms<br/>Credit Limit<br/>Volume Disc. %<br/>Amount Paid<br/>Current Balance<br/>VAT ID<br/>Deliver Via<br/>Memo<br/>Carriage<br/>Comments<br/>Job<br/>Job Description<br/>Due Date<br/>Promised Date<br/>Item Description<br/>Customer Card ID<br/>Custom List No.1, No.2, No.3<br/>Custom Field No.1, No.2, No.3<br/>Delivery Address<br/>Delivery Address PhoneNo.1, No.2, No.3<br/>Delivery Address Fax<br/>Delivery Address Contact<br/>Address 3<br/>Address 3 PhoneNo.1, No.2, No.3<br/>Address 3 Fax<br/>Address 3 Contact<br/>Address 4<br/>Address 4 PhoneNo.1, No.2, No.3<br/>Address 4 Fax<br/>Address 4 Contact<br/>Address 5<br/>Address 5 PhoneNo.1, No.2, No.3<br/>Address 5 Fax<br/>Address 5 Contact<br/>Discount<br/>Total<br/>Referral Source</p> |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Employee Name<br/><b>Opens:</b> Profile view of Card Information window</p> <p><b>Click:</b> Item Name, Item ID No.<br/><b>Opens:</b> Profile view of Item Information window</p> <p><b>Click:</b> IDNo., Date, Quantity, Item/Acct, Description, Sale Amount, VAT, Status<br/><b>Opens:</b> Sales window</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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# Sales History by SalesPerson [OfficeLink]

*Index to Reports window > Sales > Salesperson*

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

## More Details about the Sales History by SalesPerson (OfficeLink) Report

|                                                                                                                          |                                                                   |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees -- From/To<br>Custom List No.1, No.2, No.3 |
| <b>Sort By</b>                                                                                                           | Employee                                                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                              |

# Analyse Sales [Salesperson]

*Index to Reports window > Sales > Salesperson*

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.

## Analyse Sales [Salesperson] 1/10/02 through 15/10/02

| 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 |               |

### More Details about the Analyse Sales (Salesperson) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Employees -- From/To Identifiers<br>Custom List No.1, No.2. No.3<br>Analyse Sales for<br>Dated From/To<br>Jan - Dec range<br>Include 0.00 Balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Employee Name                                                                                                                                                   |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal: Sales                                                                                                                                                 |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3                                                                                        |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Employee Name, Sales<br><b>Opens:</b> Profile view of Card Information window                                                                     |

# Analyse Sales [Salesperson - vs. Last Year]

*Index to Reports window > Sales > Salesperson*

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 sum difference and percent 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.*

## Analyse Sales [Salesperson - FY Comparison] October 2002 through December 2002

| Name         | This Year Sales | FY 2002    | £ 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%        |

### More Details about the Analyse Sales (Salesperson - vs. Last Year) Report

|                                                                                                                                                                                                                    |                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Identifiers<br>Jan - Dec range<br>Include 0.00 Balances                           |
| <b>Sort By</b>                                                                                                                                                                                                     | Employee Name                                                                     |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Grand Total:<br><br>This Year Sales<br>LY Sales<br>£ Difference<br>% Difference   |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List No.1, No.2. No.3<br>Custom Field No.1, No.2. No.3          |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Profile view of Card Information window |

# Analyse Sales [Salesperson Spreadsheet]

*Index to Reports window > Sales > Salesperson*

This report displays salesperson sales for multiple accounting periods in spreadsheet format, based on recorded invoices, not including orders or quotes.

## Analyse Sales [Salesperson Spreadsheet] October 2002 through December 2002

| 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 |

### More Details about the Analyse Sales (Salesperson Spreadsheet) Report

|                                                                                                                                                                                                                    |                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Identifiers<br>Last Year/This Year<br>Jan - Dec range<br>Include 0.00 Balances                     |
| <b>Sort By</b>                                                                                                                                                                                                     | Employee Name                                                                                      |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Grand Total: Amount                                                                                |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                               |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Employee Name, Sales Period<br><b>Opens:</b> Profile view of Card Information window |

# Customer Payments [Salesperson]

*Index to Reports window > Sales > Salesperson*

Displays a listing of payments made on invoices and orders within the period range, sorted and totalled 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 VAT and carriage. It shows VAT in a separate column. If you want to display carriage as well, select the Design dialog and check the Carriage field.

## Customer Payments (Salesperson) 1/1/02 To 31/12/02

| ID No.       | Date    | Memo                      | Sale Amount | VAT       | Amount Paid |
|--------------|---------|---------------------------|-------------|-----------|-------------|
| Chuck Berry  |         |                           |             |           |             |
|              |         | *None                     |             |           |             |
| CR000007     | 1/12/02 | Payment; Acme Sales Ltd.  | £5,001.75   | £750.27   | £5,752.02   |
| CR000002     | 2/12/02 | 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     | 1/12/02 | Payment; Boffo Products   | £225.00     | £33.75    | £258.75     |
|              |         | Total:                    | £225.00     | £33.75    | £258.75     |
| Sam the Sham |         |                           |             |           |             |
|              |         | 1043                      |             |           |             |
| CR000003     | 2/12/02 | Payment; Widgets by Smith | £10,000.00  | £1,500.00 | £10,500.00  |
|              |         | Total:                    | £10,000.00  | £1,500.00 | £10,500.00  |

### More Details about the Customer Payments (Salesperson) Report

|                           |                                                                                                          |
|---------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Employees<br>Identifiers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Separate Pages |
| <b>Sort By</b>            | Customer                                                                                                 |
| <b>Subtotals / Totals</b> | Subtotals:<br><br>Sale Amount<br>VAT<br>Amount Paid                                                      |

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>         additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Customer's PONO.<br/>         Customer Name<br/>         Billing Address<br/>         Billing Address PhoneNo.1<br/>         Billing Address Contact<br/>         Notes<br/>         Terms<br/>         Credit Limit<br/>         Volume Disc. %<br/>         Current Balance<br/>         VAT ID<br/>         Carriage<br/>         Sales Layout<br/>         Promised Date<br/>         Due Date<br/>         Comments<br/>         Deliver Via<br/>         Job<br/>         Customer Card ID<br/>         Custom List No.1, No.2, No.3<br/>         Custom Field No.1, No.2, No.3<br/>         Discount Amount<br/>         Payment Method<br/>         Payment Notes<br/>         Name on Credit Card<br/>         Credit Card Number<br/>         Exp Date<br/>         Auth. No.<br/>         Cheque No.</p> |
| <p><b>Drill Down to Source window</b><br/>         roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Employee Name , Card ID<br/> <b>Opens:</b> Profile view of Card Information window<br/> <br/> <b>Click:</b> Item ID No., Date, Memo, Sale Amount, VAT, Amount Paid<br/> <b>Opens:</b> Receive Payments window</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



# Sales Register [All Sales]

*Index to Reports window > Sales > Sales Register*

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.

## Sales Register [All Sales] 1/1/02 through 31/1//02

| Date    | Invoice No. | Customer's<br>PO No. | Customer Name             | Amount    | Amount Due | Status |
|---------|-------------|----------------------|---------------------------|-----------|------------|--------|
| 05/1/02 | 54087       | J98077               | Acme Sales                | £4,395.00 | £0.00      | Quote  |
| 11/1/02 | 54134       | 80009                | Widgets by Smith          | £395.00   | £          |        |
| 12/1/02 | 54256       | 00-8999              | Boffo Products            | £295.99   | £295.99    | Open   |
| 15/1/02 | 60987       |                      | Alexander's Beauty Supply | £200.00   | £100.00    | Order  |
| 15/1/02 | 62339       | 80257                | Widgets by Smith          | £1289.76  | £          |        |
| 21/1/02 | 65435       | A-765C               | Wholesale Supply Co.      | £874.54   | £295.99    | Open   |
| Total.  |             |                      |                           | £7,450.29 | (£597.78)  |        |

### More Details about the Sales Register (All Sales) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Sort By InvoiceNo./Date/Customer Name                                                                                                       |
| <b>Sort By</b>                                                                                                                                                                                                     | InvoiceNo., Date, Customer Name based on filter selection                                                                                                                                                              |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals: Amount, Amount Due                                                                                                                                                                                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Comment<br>Deliver Via<br>Promised Date<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3<br>Salesperson<br>Referral |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date, Invoice No., Amount, Amount Due, Status<br><b>Opens:</b> Sales window<br><br><b>Click:</b> Customer Name<br><b>Opens:</b> Profile view of Card Information window                                  |

# Sales Register [Closed Invoices]

*Index to Reports window > Sales > Sales Register*

This report displays a listing of all closed invoices, for all customers or a selected customer, within a specified period range.

## Sales Register [Closed Invoices] 1/1/02 through 31/1//02

| Date    | Invoice No. | Customer's PO No. | Customer Name    | Original Amount | Date Closed |
|---------|-------------|-------------------|------------------|-----------------|-------------|
| 11/1/02 | 54134       | 80009             | Widgets by Smith | £395.00         | 22/1/02     |

### More Details about the Sales Register (Closed Invoices) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Sort By InvoiceNo./Date/Customer Name                                                                                                                         |
| <b>Sort By</b>                                                                                                                                                                                                     | InvoiceNo., Date, Customer Name based on filter selection                                                                                                                                                                                |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal: Amount                                                                                                                                                                                                                         |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Comment<br>Deliver Via<br>Promised Date<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3<br>Days Till Paid<br>Salesperson<br>Referral |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date, Invoice No., Amount, Date Closed<br><b>Opens:</b> Sales window<br><br><b>Click:</b> Customer Name<br><b>Opens:</b> Profile view of Card Information window                                                           |

# Sales Register [Open Invoices and Orders]

*Index to Reports window > Sales > Sales Register*

This report displays a listing of all open invoices within a specified period range. Recurring sales are not included in this report.

## Sales Register [Open Invoices and Orders] 1/1/02 through 31/1//02

| Date    | Invoice No. | Customer's<br>PO No. | Customer Name           | Original<br>Amount | Amount Due | Promised Date |
|---------|-------------|----------------------|-------------------------|--------------------|------------|---------------|
| 12/1/02 | 54256       | 00-8999              | Boffo Products          | £295.99            | £295.99    | 1/02/02       |
| 21/1/02 | 65435       | A-765C               | Wholesale Supply<br>Co. | £874.54            | £295.99    | 21/1/02       |

### More Details about the Sales Register (Open Invoices and Orders) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers<br>Custom List No.1, No.2, No.3<br>Sale Status<br>Dated From/To<br>Sort By InvoiceNo./Date/Customer Name                                                                                        |
| <b>Sort By</b>                                                                                                                                                                                                     | InvoiceNo., Date, Customer Name based on filter selection                                                                                                                                                              |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals: Amount, Amount Due                                                                                                                                                                                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Comment<br>Deliver Via<br>Promised Date<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3<br>Salesperson<br>Referral |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date, Invoice No., Amount, Amount Due, Promised Date<br><b>Opens:</b> Sales window<br><br><b>Click:</b> Customer Name<br><b>Opens:</b> Profile view of Card Information window                           |

# Sales Register [Quotes]

*Index to Reports window > Sales > Sales Register*

This report displays a listing of all saved quotes within a specified period range.

## Sales Register [Quotes] 1/1/02 through 31/1//02

| Date    | Invoice No. | Customer's PO No. | Customer Name | Amount    | Promised Date |
|---------|-------------|-------------------|---------------|-----------|---------------|
| 05/1/02 | 54087       | J98077            | Acme Sales    | £4,395.00 | 05/02/02      |

### More Details about the Sales Register (Quotes) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Sort By InvoiceNo./Date/Customer Name                                                                                      |
| <b>Sort By</b>                                                                                                                                                                                                     | InvoiceNo., Date, Customer Name based on filter selection                                                                                                                                             |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal: Amount                                                                                                                                                                                      |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Comment<br>Deliver Via<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3<br>Salesperson<br>Referral |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date, Invoice No., Amount, Promised Date<br><b>Opens:</b> Sales window<br><br><b>Click:</b> Customer Name<br><b>Opens:</b> Profile view of Card Information window                      |

# Sales Register [Returns & Credits]

*Index to Reports window > Sales > Sales Register*

This report displays a listing of all returns and credits, for all customers or a selected customer, within a specified period range.

## Sales Register - Returns & Credits Dates From 1/1/02 to 31/1//02

| Date    | Invoice No. | Customer's PO No. | Customer Name    | Original Amount | Credit Amount | Promised Date |
|---------|-------------|-------------------|------------------|-----------------|---------------|---------------|
| 15/1/02 | 62339       | 80257             | Widgets by Smith | (£1289.76)      | £             |               |

### More Details about the Sales Register (Returns & Credits) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Sort By InvoiceNo./Date/Customer Name                                                                                      |
| <b>Sort By</b>                                                                                                                                                                                                     | InvoiceNo., Date, Customer Name based on filter selection                                                                                                                                             |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals: Amount, Credit Amount                                                                                                                                                                      |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Comment<br>Deliver Via<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3<br>Salesperson<br>Referral |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date, Invoice No., Amount, Credit Amount, Promised Date<br><b>Opens:</b> Sales window<br><br><b>Click:</b> Customer Name<br><b>Opens:</b> Profile view of Card Information window       |



# Recurring Sales Templates

*Index to Reports window > Sales > Sales Register*

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.

## Recurring Sales Templates

| Template Name          | Status  | Frequency | Last Posted | Next Due |
|------------------------|---------|-----------|-------------|----------|
| Boffo: Supply Order    | Order   | Monthly   | 10/8/02     | 10/9/02  |
| Widgets on Consignment | Invoice | Monthly   | 11/8/02     | 11/9/02  |

### More Details about the Recurring Sales Templates Report

|                                                                                                                                                                                                                    |                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Recurring Type<br>Sale Status                          |
| <b>Sort By</b>                                                                                                                                                                                                     | Template Name                                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout                                                 |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Sales window |

---

# GIS Customers

*Index to Reports window > Sales > Other Sales Reports*

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.

## GIS Card File

| Name            | Amount  | Phone          | Contact     | Current Balance | Carriage Job | County 1 | Postal Code<br>1 |
|-----------------|---------|----------------|-------------|-----------------|--------------|----------|------------------|
| Acme Sales Ltd. | £471.89 | 02998 3451776  | John Wilson | £2,629.51       |              | Bucks    | MK43 OPT         |
| Chuck Berry     | £200.00 | 09938 53451722 |             | £540.00         |              | London   | SS9 9KK          |
| Chuck Berry     | £340.00 | 09938 53451722 |             | 540.00          |              | London   | SS9 9KK          |

### More Details about the GIS Customers Report

#### Filters

All/Selected Customers  
Identifiers  
Invoice Status  
Dated From/To  
Separate Pages

#### Sort By

Invoice Date

#### Optional Fields

additional fields that can appear in this report by selecting them in the Report Design window

None



---

# GIS Sales

*Index to Reports window > Sales > Other Sales Reports*

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.

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.

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

## GIS Sales File

| Item Name | Item No. | Name            | Quantity | Sell Price | Last Buy Price | Phone          | Contact     | Current Balance | Job | County 1 | Postal Code 1 |
|-----------|----------|-----------------|----------|------------|----------------|----------------|-------------|-----------------|-----|----------|---------------|
|           |          | Acme Sales Ltd. |          | £471.89    |                | 02998 3451776  | John Wilson | £2,629.51       |     | Bucks    | MK43 OPT      |
|           |          | Chuck Berry     |          | £200.00    |                | 09938 53451722 |             | £540.00         |     | London   | SS9 9KK       |
|           |          | Chuck Berry     |          | £340.00    |                | 09938 53451722 |             | 540.00          |     | London   | SS9 9KK       |

GIS Sales Report - Sample Report

### More Details about the GIS Sales Report

|                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------|--|
| <b>Filters</b>                                                                                                           |  |
| <b>Sort By</b>                                                                                                           |  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window |  |

GIS Sales Report - Sample Report - More Details

# Invoice Transactions

*Index to Reports window > Sales > Other Sales Reports*

This report displays all the transactions that affect the current balance of the sale, including the original transaction, sales 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.

## Invoice Transactions 1/9/02 To 31/12/02

| Invoice | ID No.          | Src  | Date    | Memo                | Account | Charges    | Payments   |
|---------|-----------------|------|---------|---------------------|---------|------------|------------|
| 00001   | Acme Sales Ltd. | AS21 |         |                     |         |            |            |
|         | 000001          | SJ   | 9/10/02 | Pre-conversion sale | 1-3000  | £12,000.00 |            |
|         | CR000006        | CR   | 9/10/02 | Payment; Acme Sales | 1-3000  |            | £6,000.00  |
|         | CR000001        | CR   | 1/12/02 | Payment; Acme Sales | 1-3000  |            | £6,000.00  |
|         |                 |      |         |                     |         | £12,000.00 | £12,000.00 |
| 00004   | Acme Sales Ltd. | AS21 |         |                     |         |            |            |
|         | 00000004        | SJ   | 9/10/02 | Sale; Acme Sales    | 1-3000  | £5,001.75  |            |
|         | 00000004        | SJ   | 9/10/02 | Sale; Acme Sales    | 1-3000  | £750.27    |            |
|         | CR000007        | CR   | 9/9/02  | Payment; Acme Sales | 1-3000  |            | £5,752.02  |
|         |                 |      |         |                     |         | £5,752.02  | £5,752.02  |

### More Details about the Invoice Transactions Report

|                           |                                                                                                                                   |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Invoices<br>All/Selected Customers<br>Source Journal<br>Dated From/To<br>From Customer POno. -- To<br>Separate Pages |
| <b>Sort By</b>            | Invoice No.                                                                                                                       |
| <b>Subtotals / Totals</b> | Subtotal for each Invoice No.: Charges, Payments                                                                                  |

|                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/> additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | Customer's PO No.<br>Billing Address PhoneNo.1<br>Billing Address Contact<br>Account Name<br>Status<br>Terms<br>Due Date<br>Promised Date<br>Salesperson<br>Payment Method<br>Payment Notes<br>Name on Credit Card<br>Credit Card Number<br>Exp Date<br>Auth. No.<br>Cheque No. |
| <p><b>Drill Down to Source window</b><br/> roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Invoice No., Customer Name, Card ID<br/> <b>Opens:</b> Invoice view of Find Transactions window</p> <p><b>Click:</b> IDNo., Src, Date, Memo, Account, Charges, Payments<br/> <b>Opens:</b> Sales window</p>                                                    |

# Referral Source

*Index to Reports window > Sales > Other Sales Reports*

This report displays the total of sales attributed to each referral source within the selected period range.

## Referral Source 1/1/02 through 31/12/02

| 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 |

### More Details about the Referral Source Report

|                                                                                                                                                                                                                    |                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Referral Sources<br>Sale Status<br>Dated From/To                                        |
| <b>Sort By</b>                                                                                                                                                                                                     | Referral Source                                                                                      |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal for each Referral Source: Sales<br><br>Grand Total: Sales                                   |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                 |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Referral Source<br><b>Opens:</b> Referral view of Sales & Purchases Information window |

# Sales Ledger Journal

*Index to Reports window > Sales > Transaction Journals*

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.

## Sales Ledger Journal 1/9/02 through 31/12/02

| Src          | Date     | ID No.                 | Acct No. | Account Name            | Debit      | Credit     | Job |
|--------------|----------|------------------------|----------|-------------------------|------------|------------|-----|
| SJ           | 11/10/02 | Sale; Acme Sales, Ltd. |          |                         |            |            |     |
|              |          | 00000004               | 1-3000   | Trade Debtors           | £5,001.75  |            |     |
|              |          | 00000004               | 1-3000   | Trade Debtors           | £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           | 12/10/02 | Pre-conversion sale    |          |                         |            |            |     |
|              |          | 000001                 | 1-3000   | Trade Debtors           | £12,000.00 |            |     |
|              |          | 000001                 | 1-3000   | Trade Debtors           |            | £12,000.00 |     |
| Grand Total: |          |                        |          |                         | £20,905.22 | £20,905.22 |     |

### More Details about the Invoice Transactions Report

|                                                                                                                          |                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected User IDs<br>Source Journal<br>Transaction Date From/To<br>Session Date From/To |
| <b>Sort By</b>                                                                                                           | ID No.                                                                                      |
| <b>Subtotals / Totals</b>                                                                                                | Grand Total: Debit, Credit                                                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | User ID<br>Session Date                                                                     |

|                                                                                                                                                                                                                            |                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> IDNo., AcctNo. , Account Name, Debit, Credit, Job<br/><b>Opens:</b> Sales window</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|



# To Do List [Debtors]

*Index to Reports window > Sales > To Do List*

This report displays the list of open debtors from the To Do List window.

## To Do List - Debtors

31/12/02

| Name             | ID No.   | Due Date | Balance Due |
|------------------|----------|----------|-------------|
| Acme Sales Ltd.  | 00000001 | 12/9/02  | £840.00     |
| Widgets by Smith | 00000007 | 12/9/02  | £1,000.00   |
| Widgets by Smith | 00000003 | 12/9/02  | £9,500.00   |
| Acme Sales Ltd.  | 00000008 | 12/9/02  | £1,802.62   |
| Boffo Products   | 00000009 | 12/9/02  | £1,660.70   |
| Widgets by Smith | 00000010 | 12/9/02  | £1,955.00   |
| Widgets by Smith | 00000011 | 12/9/02  | £2,300.00   |
|                  |          | Total:   | £11,563.45  |

### More Details about the To Do List (Debtors) Report

|                                                                                                                                                                                                                    |                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | As of - date<br>Overdue Balances Only                                                                                                     |
| <b>Sort By</b>                                                                                                                                                                                                     | Due Date                                                                                                                                  |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals: Balance Due                                                                                                                    |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Billing Address<br>Billing Address PhoneNo.1<br>Billing Address Contact<br>Original Amount<br>Amount Paid<br>Their Inv/P.O.No.<br>Card ID |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> A/R view of To Do List window                                                                   |



# To Do List [Recurring Sales]

*Index to Reports window > Sales > To Do List*

This report displays the list of sales saved as recurring from the To Do List window.

## To Do List - Recurring Sales

31/12/02

| Customer Name    | Template Name          | Frequency | Last Posted | Next Due |
|------------------|------------------------|-----------|-------------|----------|
| Acme Sales Ltd.  | Sale; Acme Sales, Ltd. | Monthly   | 1/10/02     | 2/11/02  |
| Widgets by Smith | Sale; Widgets by Smith | Monthly   | 1/11/02     | 2/12/02  |

### More Details about the To Do List (Recurring Sales) Report

|                                                                                                                                                                                                                    |                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | As of - date                                                                        |
| <b>Sort By</b>                                                                                                                                                                                                     | Transaction Name                                                                    |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Status                                                                              |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Recurring Sales view of To Do List window |

# To Do List [Orders to be Delivered & Received]

*Index to Reports window > Sales > To Do List*

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 Do List - Orders to be Delivered/Received 31/12/02

| Name                  | ID No.   | Promised Date | Balance Due |
|-----------------------|----------|---------------|-------------|
| Orders to be Received |          |               |             |
| Wholesale Supply Co.  | 00000006 | 10/1/02       | £635.58     |
| Total:                |          |               | £635.58     |

### More Details about the To Do List (Orders to be Delivered & Received) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | As of - date<br>Include Orders Without Promise Dates                                                                                                               |
| <b>Sort By</b>                                                                                                                                                                                                     | Orders to be delivered, then Orders to be Received; in Promised Date order                                                                                         |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals: Balance Due                                                                                                                                             |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Billing Address<br>Billing Address Contact<br>Billing Address PhoneNo.1<br>Terms<br>Salesperson<br>Original Amount<br>Amount Paid<br>Customer's P.O.No.<br>Card ID |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Orders view of To Do List window                                                                                         |



# Activity Log Detail

*Index to Reports window > Time Billing > Activity Log*

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.

## Activity Log - Detail 1/10/02 through 30/10/02

| Date                       | Slip ID  | Customer          | Activity                | Units | Adjust No. | Billable No. | Billed No. | Balance No. |
|----------------------------|----------|-------------------|-------------------------|-------|------------|--------------|------------|-------------|
| 123 Quick Vending Machines |          |                   | 123QVM101               |       |            |              |            |             |
| 3/10/02                    | 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                  |       |            |              |            |             |
| 22/10/02                   | 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, Marcie             |          |                   | *None                   |       |            |              |            |             |
| 17/10/02                   | 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                   |       |            |              |            |             |
| 17/10/02                   | 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                   |       |            |              |            |             |
| 22/10/02                   | AS000004 | We ReDo!          | Mileage @.29/<br>mile   | 25.00 | 0.00       | 25.00        | 0.00       | 25.00       |
| 22/10/02                   | 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       |

### More Details about the Activity Log Detail Report

|                |                                                                                                              |
|----------------|--------------------------------------------------------------------------------------------------------------|
| <b>Filters</b> | All/Selected Employees/Suppliers -- From/To Identifiers<br>Activity Status<br>Dated From/To<br>Activity Type |
| <b>Sort By</b> | Employee (alphabetical), then Date (descending)                                                              |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                           | <p>Subtotal for each Employee:</p> <p>Actual<br/>Adjust No.<br/>Billable £<br/>Billed No.<br/>Balance No.</p>                                                                                            |
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Activity ID<br/>Amount<br/>Adjust £<br/>Billable £<br/>Billed £<br/>Balance £<br/>Job<br/>Rate<br/>Notes<br/>Hours<br/>Adjust (Hours)<br/>Billed (Hours)<br/>Balance (Hours)<br/>Customer Card ID</p> |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All fields<br/><b>Opens:</b> Enter Activity Slip window</p>                                                                                                                             |

# Activity Log Diary

*Index to Reports window > Time Billing > Activity Log*

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.

## Activity Log Diary 10/1/02 through 10/30/02

| Date                      | Start   | Stop    | Elapsed | Activity                | Customer          | Notes              |
|---------------------------|---------|---------|---------|-------------------------|-------------------|--------------------|
| 3/10/02                   |         |         | :00     | Travel                  | Banks, Debbie     |                    |
| Total:                    |         |         | :00     |                         |                   |                    |
| Alexander's Beauty Supply |         |         |         |                         |                   |                    |
| 22/10/02                  |         |         | :00     | Basic Consulting        | Contracting, Ltd. |                    |
| Total:                    |         |         | :00     |                         |                   |                    |
| Alexander, Elaine         |         |         |         |                         |                   |                    |
| 22/10/02                  | 1:00 PM | 4:30 PM | 03:30   | Bookkeeping Services    | Fix It Harry      |                    |
| 22/10/02                  | 2:46 PM | 5:34 PM | 02:48   | Bookkeeping Services    | Annabel's Closet  | Call to follow up. |
| Total:                    |         |         | 06:18   |                         |                   |                    |
| Porter, Marcie            |         |         |         |                         |                   |                    |
| 17/10/02                  |         |         | :00     | Marketing Planning      | Mitchell, Karen   |                    |
| Total:                    |         |         | :00     |                         |                   |                    |
| Smith, Samantha           |         |         |         |                         |                   |                    |
| 22/10/02                  |         |         | :00     | Bookkeeping Services    | Fix It Harry      |                    |
| Total:                    |         |         | :00     |                         |                   |                    |
| Thomas, Kurt              |         |         |         |                         |                   |                    |
| 22/10/02                  |         |         | :00     | Mileage @.29/kilometers | We ReDo!          |                    |
| 22/10/02                  |         |         | :00     | Service Type Consulting | Contracting, Ltd. |                    |
| Total:                    |         |         | :00     |                         |                   |                    |

### More Details about the Activity Log Diary

|                           |                                                                                                              |
|---------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Employees/Suppliers -- From/To Identifiers<br>Activity Status<br>Dated From/To<br>Activity Type |
| <b>Sort By</b>            | Date and Start Time                                                                                          |
| <b>Subtotals / Totals</b> | Subtotal for each Employee: Elapsed Time                                                                     |

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>         additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Activity ID<br/>         Units<br/>         Amount<br/>         Adjust No.<br/>         Adjust £<br/>         Billable No.<br/>         Billable £<br/>         Billed No.<br/>         Billed £<br/>         Balance No.<br/>         Balance £<br/>         Job<br/>         Slip ID<br/>         Hours<br/>         Adjust (Hours)<br/>         Billed (Hours)<br/>         Balance (Hours)<br/>         Customer Card ID</p> |
| <p><b>Drill Down to Source window</b><br/>         roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All fields<br/> <b>Opens:</b> Enter Activity Slip window</p>                                                                                                                                                                                                                                                                                                                                                       |

# Activity Slip [Activity Summary]

*Index to Reports window > Time Billing > Activity*

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.

## Activity Slip [Activity Summary] 1/10/02 through 30/02

| Name                           | Units | Adjust No. | Billable No. | Billable £        | Billed £         | Balance £         |
|--------------------------------|-------|------------|--------------|-------------------|------------------|-------------------|
| <b>Marketing Planning</b>      |       |            |              |                   |                  |                   |
| Porter, Marcie                 | 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         |
| <b>Service Type Consulting</b> |       |            |              |                   |                  |                   |
| 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         |
| <b>Basic Consulting</b>        |       |            |              |                   |                  |                   |
| Alexander's<br>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           |
| <b>Bookkeeping Services</b>    |       |            |              |                   |                  |                   |
| 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           |
| <b>Travel</b>                  |       |            |              |                   |                  |                   |
| 123 Quick Vending<br>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             |
| <b>Mileage @.29/mile</b>       |       |            |              |                   |                  |                   |
| 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         |
| <b>Grand Total:</b>            |       |            |              | <b>£12,750.85</b> | <b>£1,559.90</b> | <b>£11,190.95</b> |

**More Details about the Activity Slip (Activity Summary) Report**

|                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Filters</b></p>                                                                                                                             | <p>All/Selected Activities -- From/To<br/>                 Slip Status<br/>                 Dated From/To<br/>                 Activity Type<br/>                 Subtotal by Customer/Employee<br/>                 Separate Pages</p>                                                                                                                                                |
| <p><b>Sort By</b></p>                                                                                                                             | <p>Activity</p>                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Subtotals / Totals</b></p>                                                                                                                  | <p>Subtotal for Customer or Employee (based on filter selection):</p> <p>Units<br/>                 Adjust No.<br/>                 Billable No.<br/>                 Billable £<br/>                 Billed £<br/>                 Balance £</p> <p>Grand Total:</p> <p>Billable £<br/>                 Billed £<br/>                 Balance £</p>                                   |
| <p><b>Optional Fields</b><br/>                 additional fields that can appear in this report by selecting them in the Report Design window</p> | <p>Activity ID<br/>                 Amount<br/>                 Adjust £<br/>                 Billed No.<br/>                 Balance No.<br/>                 Income Acct<br/>                 Est. Cost<br/>                 Ext. Profit<br/>                 Hours<br/>                 Adjust (Hours)<br/>                 Billed (Hours)<br/>                 Balance (Hours)</p> |

# Activity Slip [Activity Detail]

*Index to Reports window > Time Billing > Activity*

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.

## Activity Slip [Activity Detail] 1/10/02 through 30/10/02

| Date                                  | Employee                       | Customer          | Units | Billable No. | Billable £ | Billed £  | Balance £  |
|---------------------------------------|--------------------------------|-------------------|-------|--------------|------------|-----------|------------|
| <hr/>                                 |                                |                   |       |              |            |           |            |
| HCA000012                             | Marketing Planning             |                   |       |              |            |           |            |
| 17/10/02                              | Porter, Marcie                 | 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  |
| <hr/>                                 |                                |                   |       |              |            |           |            |
| HCC000004                             | Service Type Consulting        |                   |       |              |            |           |            |
| 22/10/02                              | 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  |
| <hr/>                                 |                                |                   |       |              |            |           |            |
| HCC000010                             | Automated Bookkeeping Services |                   |       |              |            |           |            |
| 22/10/02                              | Auto Spa                       | Annabel'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  |
| <hr/>                                 |                                |                   |       |              |            |           |            |
| HCE000003                             | Basic Consulting               |                   |       |              |            |           |            |
| 22/10/02                              | 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    |
| <hr/>                                 |                                |                   |       |              |            |           |            |
| HCE000009                             | Bookkeeping Services           |                   |       |              |            |           |            |
| 22/10/02                              | Smith, Samantha                | Fix It Harry      | 10.00 | 10.00        | £560.00    | £0.00     | £560.00    |
| 22/10/02                              | Alexander, Elaine              | Annabel's Closet  | 2.80  | 2.80         | £90.44     | £0.00     | £90.44     |
| 22/10/02                              | 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    |
| <hr/>                                 |                                |                   |       |              |            |           |            |
| HNA000015                             | Travel                         |                   |       |              |            |           |            |
| 3/10/02                               | 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      |
| <hr/>                                 |                                |                   |       |              |            |           |            |
| NCE000016                             | Mileage @.29/mile              |                   |       |              |            |           |            |
| 22/10/02                              | Thomas, Kurt                   | We ReDo!          | 25.00 | 25.00        | £1,141.50  | £0.00     | £1,141.50  |
| Mileage @.29/mile Total:              |                                |                   | 25.00 | 25.00        | £1,141.50  | £0.00     | £1,141.50  |
| <hr/>                                 |                                |                   |       |              |            |           |            |
| Grand Total:                          |                                |                   |       |              | £13,785.85 | £1,559.90 | £12,225.95 |

**More Details about the Activity Slip (Activity Detail) Report**

|                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Filters</b></p>                                                                                                                                                                                                                       | <p>All/Selected Activities -- From/To<br/>                 Slip Status<br/>                 Dated From/To<br/>                 Activity Type<br/>                 Subtotal by Customer/Employee<br/>                 Separate Pages</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Sort By</b></p>                                                                                                                                                                                                                       | <p>Activity</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                                            | <p>Subtotal for Activity, Customer or Employee (based on filter selection):</p> <p>Units<br/>                 Billable No.<br/>                 Billable £<br/>                 Billed £<br/>                 Balance £</p> <p>Grand Total:</p> <p>Billable £<br/>                 Billed £<br/>                 Balance £</p>                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Optional Fields</b><br/>                 additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Rate<br/>                 Job<br/>                 Notes<br/>                 Start Time<br/>                 Stop Time<br/>                 Elapsed Time<br/>                 Amount<br/>                 Adjust No.<br/>                 Adjust £<br/>                 Billed No.<br/>                 Balance No.<br/>                 Slip ID<br/>                 Unit Cost<br/>                 Est. Cost<br/>                 Est. Profit<br/>                 Days Open<br/>                 Income Acct<br/>                 Hours<br/>                 Adjust (Hours)<br/>                 Billed (Hours)<br/>                 Balance (Hours)<br/>                 Employee Card ID<br/>                 Customer Card ID</p> |
| <p><b>Drill Down to Source window</b><br/>                 roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All fields<br/> <b>Opens:</b> Enter Activity Slip window</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

# Activity Slip [Customer Summary]

*Index to Reports window > Time Billing > Customer*

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.

## Activity Slip [Customer Summary] 1/10/02 through 10/30/10/02

| Name              | Units | Adjust No. | Billable No. | Billable £ | Billed £  | Balance £  |
|-------------------|-------|------------|--------------|------------|-----------|------------|
| Annabel'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 |

### More Details about the Activity Slip (Customer Summary) Report

|                           |                                                                                                                                                                          |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Customers -- From/To<br>Custom List No.1, No.2, No.3<br>Slip Status<br>Dated From/To<br>Activity Type<br>Subtotal by Activity/Employee<br>Separate Pages    |
| <b>Sort By</b>            | Customer                                                                                                                                                                 |
| <b>Subtotals / Totals</b> | Subtotal for Activity or Employee (based on filter selection):<br><br>Billable £<br>Billed £<br>Balance £<br><br>Grand Total:<br><br>Billable £<br>Billed £<br>Balance £ |

|                                                                                                                                  |                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p> | <p>Activity ID<br/>Amount<br/>Adjust £<br/>Billed No.<br/>Balance No.<br/>Income Acct<br/>Est. Cost<br/>Est. Profit<br/>Hours<br/>Adjust (Hours)<br/>Billed (Hours)<br/>Balance (Hours)<br/>Customer Card ID</p> |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Activity Slip [Customer Detail]

*Index to Reports window > Time Billing > Customer*

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.

## Activity Slip [Customer Detail] 1/10/02 through 10/30/02

| Date                     | Employee                   | Activity                       | Units | Billable No. | Billable £ | Billed £  | Balance £  |
|--------------------------|----------------------------|--------------------------------|-------|--------------|------------|-----------|------------|
| <hr/>                    |                            |                                |       |              |            |           |            |
| Annabel's Closet         |                            | AC103                          |       |              |            |           |            |
| 22/10/02                 | Auto Spa                   | Automated Bookkeeping Services | 23.00 | 23.00        | £1,035.00  | £1,035.00 | £1,035.00  |
| 22/10/02                 | Alexander, Elaine          | Bookkeeping Services           | 2.80  | 2.80         | £90.44     | £90.44    | £90.44     |
| Annabel's Closet Total:  |                            |                                |       |              | £1,125.44  | £0.00     | £1,125.44  |
| <hr/>                    |                            |                                |       |              |            |           |            |
| Banks, Debbie            |                            | DB12                           |       |              |            |           |            |
| 3/10/02                  | 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                          |       |              |            |           |            |
| 22/10/02                 | Alexander's Beauty Supply  | Basic Consulting               | 12.00 | 12.00        | £120.00    | £120.00   | £120.00    |
| 22/10/02                 | 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                         |       |              |            |           |            |
| 22/10/02                 | Alexander, Elaine          | Bookkeeping Services           | 3.50  | 3.50         | £113.05    | £113.05   | £113.05    |
| 22/10/02                 | 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                          |       |              |            |           |            |
| 17/10/02                 | Porter, Marcie             | 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                           |       |              |            |           |            |
| 22/10/02                 | Thomas, Kurt               | Mileage @.29/mile              | 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 |

**More Details about the Activity Slip (Customer Detail) Report**

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Customers -- From/To<br>Slip Status<br>Dated From/To<br>Activity Type<br>Subtotal by Activity/Employee<br>Separate Pages                                                                                                                                                                               |
| <b>Sort By</b>                                                                                                                                                                                                     | Customer                                                                                                                                                                                                                                                                                                            |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal for Activity or Employee (based on filter selection):<br><br>Billable £<br>Billed £<br>Balance £<br><br>Grand Total:<br><br>Billable £<br>Billed £<br>Balance £                                                                                                                                            |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Activity ID<br>Rate<br>Job<br>Notes<br>Start Time<br>Stop Time<br>Elapsed Time<br>Amount<br>Adjust No.<br>Adjust £<br>Billed No.<br>Balance No.<br>Slip ID<br>Unit Cost<br>Est. Cost<br>Est. Profit<br>Days Open<br>Income Acct<br>Hours<br>Adjust (Hours)<br>Billed (Hours)<br>Balance (Hours)<br>Employee Card ID |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Enter Activity Slip window                                                                                                                                                                                                                                                |

# Activity Slip [Employee Summary]

*Index to Reports window > Time Billing > Employee*

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.

## Activity Slip [Employee Summary] 1/10/02 through 30/10/02

| Name                       | Units | Adjust No. | Billable No. | 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, Marcie             | 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 |

### More Details about the Activity Slip (Employee Summary) Report

|                           |                                                                                                                                                                          |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Employee/Suppliers -- From/To<br>Slip Status<br>Dated From/To<br>Activity Type<br>Subtotal by Activity/Customer<br>Separate Pages                           |
| <b>Sort By</b>            | Employee                                                                                                                                                                 |
| <b>Subtotals / Totals</b> | Subtotal for Activity or Customer (based on filter selection):<br><br>Billable £<br>Billed £<br>Balance £<br><br>Grand Total:<br><br>Billable £<br>Billed £<br>Balance £ |

|                                                                                                                                  |                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p> | <p>Amount<br/>Adjust £<br/>Billed No.<br/>Balance No.<br/>Income Acct<br/>Est. Cost<br/>Est. Profit<br/>Hours<br/>Adjust (Hours)<br/>Billed (Hours)<br/>Balance (Hours)<br/>Activity ID<br/>Card ID</p> |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Activity Slip [Employee Detail]

*Index to Reports window > Time Billing > Employee*

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.

## Activity Slip [Employee Detail] 1/10/02 through 30/10/02

| Date                              | Activity                       | Customer          | Units | Billable No. | Billable £ | Billed £  | Balance £  |
|-----------------------------------|--------------------------------|-------------------|-------|--------------|------------|-----------|------------|
| 123 Quick Vending Machines        |                                | 123QVM101         |       |              |            |           |            |
| 3/10//02                          | 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            |       |              |            |           |            |
| 22/10/02                          | 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             |       |              |            |           |            |
| 22/10/02                          | Bookkeeping Services           | Annabel's Closet  | 2.80  | 2.80         | £90.44     | £0.00     | £90.44     |
| 22/10/02                          | 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              |       |              |            |           |            |
| 22/10/02                          | Automated Bookkeeping Services | Annabel'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, Marcie                    |                                | *None             |       |              |            |           |            |
| 17/10/02                          | Marketing Planning             | Mitchell, Karen   | 34.00 | 34.00        | £1,366.46  | £0.00     | £1,366.46  |
| Porter, Marcie Total:             |                                |                   | 34.00 | 34.00        | £1,366.46  | £0.00     | £1,366.46  |
| Smith, Samantha                   |                                | *None             |       |              |            |           |            |
| 22/10/02                          | 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             |       |              |            |           |            |
| 22/10/02                          | Service Type Consulting        | Contracting, Ltd. | 56    | 60           | £9,359.40  | £1,559.90 | £7,799.50  |
| 22/10/02                          | Mileage @.29/mile              | 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 |

**More Details about the Activity Slip (Employee Detail) Report**

|                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Filters</b></p>                                                                                                                                                                                                                       | <p>All/Selected Employees/Suppliers -- From/To<br/>                 Slip Status<br/>                 Dated From/To<br/>                 Activity Type<br/>                 Subtotal by Customer/Employee<br/>                 Separate Pages</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Sort By</b></p>                                                                                                                                                                                                                       | <p>Employee</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                                            | <p>Subtotal for each Employee:</p> <p>Billable £<br/>                 Billed £<br/>                 Balance £</p> <p>Grand Total:</p> <p>Billable £<br/>                 Billed £<br/>                 Balance £</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Optional Fields</b><br/>                 additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Activity ID<br/>                 Rate<br/>                 Job<br/>                 Notes<br/>                 Start Time<br/>                 Stop Time<br/>                 Elapsed Time<br/>                 Amount<br/>                 Adjust No.<br/>                 Adjust £<br/>                 Billed No.<br/>                 Balance No.<br/>                 Slip ID<br/>                 Unit Cost<br/>                 Est. Cost<br/>                 Est. Profit<br/>                 Days Open<br/>                 Income Acct<br/>                 Hours<br/>                 Adjust (Hours)<br/>                 Billed (Hours)<br/>                 Balance (Hours)<br/>                 Customer Card ID</p> |
| <p><b>Drill Down to Source window</b><br/>                 roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> All fields<br/> <b>Opens:</b> Enter Activity Slip window</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

# Hourly Productivity [Summary]

*Index to Reports window > Time Billing > Productivity*

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.

## Hourly Productivity [Summary] 1/10/02 through 22/10/02

| 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, Marcie             | 34    | 0              | 0.00%      | 34         | 100.00%    | 0              | 0.00%      |
| Smith, Samantha            | 10    | 0              | 0.00%      | 10         | 100.00%    | 0              | 0.00%      |
| Thomas, Kurt               | 56    | 4              | 7.14%      | 56         | 100.00%    | 0              | 0.00%      |
| Total:                     | 153.3 | 4              | 2.61%      | 141.3      | 92.17%     | 12             | 7.83%      |

### More Details about the Hourly Productivity (Summary) Report

|                                                                                                                          |                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employee/Suppliers -- From/To Identifiers<br>Dated From/To                                                    |
| <b>Sort By</b>                                                                                                           | Employee                                                                                                                   |
| <b>Subtotals / Totals</b>                                                                                                | Subtotal:<br><br>Hours<br>Adjust (Hours)<br>% of Hours, Chargeable<br>% of Hours, Non-Chargeable<br>% of Hours, Chargeable |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Amount<br>Adjust £<br>Chargeable<br>Billed £<br>Balance £<br>Card ID                                                       |



# Hourly Productivity [Detail]

*Index to Reports window > Time Billing > Productivity*

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.

## Hourly Productivity [Detail] 1/10/02 through 22/10/02

| Activity                   | Hours     | Adjust (Hours) | % of Hours | Chargeable | % of Hours | Non-Chargeable | % of Hours |
|----------------------------|-----------|----------------|------------|------------|------------|----------------|------------|
| <hr/>                      |           |                |            |            |            |                |            |
| 123 Quick Vending Machines | 123VVM100 |                |            |            |            |                |            |
| Travel                     | 12        | 0              | 0.00%      | 0          | 0.00%      | 12             | 100.00%    |
| Total:                     | 12        | 0              | 0.00%      | 0          | 0.00%      | 12             | 100.00%    |
| <br>                       |           |                |            |            |            |                |            |
| Alexander's Beauty Supply  | ABS102    |                |            |            |            |                |            |
| Basic Consulting           | 12        | 0              | 0.00%      | 12         | 100.00%    | 0              | 0.00%      |
| Travel                     | 10        | 0              | 0.00%      | 0          | 0.00%      | 10             | 100.00%    |
| Total:                     | 22        | 0              | 0.00%      | 12         | 54.55%     | 10             | 45.45%     |
| <br>                       |           |                |            |            |            |                |            |
| Alexander, Elaine          | *None     |                |            |            |            |                |            |
| Bookkeeping Services       | 6.3       | 0              | 0.00%      | 6.3        | 100.00%    | 0              | 0.00%      |
| Total:                     | 6.3       | 0              | 0.00%      | 6.3        | 100.00%    | 0              | 0.00%      |
| <br>                       |           |                |            |            |            |                |            |
| Auto Spa                   | AS213     |                |            |            |            |                |            |
| Automated                  | 23        | 0              | 0.00%      | 23         | 100.00%    | 0              | 0.00%      |
| Bookkeeping Services       |           |                |            |            |            |                |            |
| Total:                     | 23        | 0              | 0.00%      | 23         | 100.00%    | 0              | 0.00%      |
| <br>                       |           |                |            |            |            |                |            |
| Porter, Marcie             | *None     |                |            |            |            |                |            |
| Marketing Planning         | 34        | 0              | 0.00%      | 34         | 100.00     | 0              | 0.00%      |
| Total:                     | 34        | 0              | 0.00%      | 34         | 100.00     | 0              | 0.00%      |
| <br>                       |           |                |            |            |            |                |            |
| Smith, Samantha            | SS104     |                |            |            |            |                |            |
| Bookkeeping Services       | 10        | 0              | 0.00%      | 10         | 100.00%    | 0              | 0.00%      |
| Total:                     | 10        | 0              | 0.00%      | 10         | 100.00%    | 0              | 0.00%      |
| <br>                       |           |                |            |            |            |                |            |
| Thomas, Kurt               | KT100     |                |            |            |            |                |            |
| Service Type Consulting    | 56        | 4              | 7.14%      | 56         | 100.00     | 0              | 0.00%      |
| Total:                     | 56        | 4              | 7.14%      | 56         | 100.00     | 0              | 0.00%      |

**More Details about the Hourly Productivity (Detail) Report**

|                                                                                                                                  |                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Filters</b></p>                                                                                                            | <p>All/Selected Employee/Suppliers -- From/To<br/>Identifiers<br/>Dated From/To</p>                                                                     |
| <p><b>Sort By</b></p>                                                                                                            | <p>Employee</p>                                                                                                                                         |
| <p><b>Subtotals / Totals</b></p>                                                                                                 | <p>Subtotal for each Employee:</p> <p>Hours<br/>Adjust (Hours)<br/>% of Hours, Chargeable<br/>% of Hours, Non-Chargeable<br/>% of Hours, Chargeable</p> |
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p> | <p>Activity ID<br/>Amount<br/>Adjust £<br/>Chargeable<br/>Billed £<br/>Balance £</p>                                                                    |



# Activities List

*Index to Reports window > Time Billing > Other Time Billing Reports*

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.

## 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/mile   | 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  |

### More Details about the Activities List Report

|                                                                                                                                                                                                                    |                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Activities -- From/To<br>Activity Type<br>Sort by ID/Name<br>Include Inactive Activities |
| <b>Sort By</b>                                                                                                                                                                                                     | Name or ID Number based on filter selection                                                           |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Income Acct<br>Description<br>Status                                                                  |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Profile view of Activity Information window                 |



# Rate Exceptions

*Index to Reports window > Time Billing > Other Time Billing Reports*

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.

## Rate Exceptions 23/10/02

| Date                      | Customer          | Activity             | Billable No. | Normal Rate | Rate Billed | Unit Diff. | Total Diff. |
|---------------------------|-------------------|----------------------|--------------|-------------|-------------|------------|-------------|
| Alexander's Beauty Supply |                   |                      |              |             |             |            |             |
| 23/10/02                  | Contracting, Ltd. | Basic Consulting     | 12           | £0.00       | 10.00       | £10.00     | £120.00     |
|                           |                   | Total:               |              |             |             |            | £120.00     |
| Porter, Marcie            |                   |                      |              |             |             |            |             |
| 23/10/02                  | Mitchell, Karen   | Marketing Planning   | 34           | £40.00      | 50.00       | £10.00     | £340.00     |
|                           |                   | Total:               |              |             |             |            | £10.00      |
| Smith, Samantha           |                   |                      |              |             |             |            |             |
| 23/10/02                  | Fix It Harry      | Bookkeeping Services | 10           | £0.00       | 56.00       | £56.00     | £560.00     |
|                           |                   | Total:               |              |             |             |            | £560.00     |

### More Details about the Rate Exceptions Report

|                           |                                                                                                       |
|---------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Employees/Suppliers -- From/To Identifiers<br>Dated From/To<br>Activity Type             |
| <b>Sort By</b>            | Employee, Date                                                                                        |
| <b>Subtotals / Totals</b> | Subtotals:<br><br>Billable Units<br>Normal Rate<br>Rate Billed<br>Unit Difference<br>Total Difference |

---

**Optional Fields**

additional fields that can appear in this report by selecting them in the Report Design window

Units  
Adjust No.  
Amount  
Adjust £  
Billable £  
Billed No.  
Billed £  
Balance No.  
Balance £  
Slip ID  
Hours  
Adjust (Hours)  
Billed (Hours)  
Balance (Hours)  
Customer Card ID

# Aged Creditors [Summary]

*Index to Reports window > Purchases > Creditors*

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.

## Aged Creditors [Summary]

31/12/02

| 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%      |

### More Details about the Aged Creditors (Summary) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Suppliers<br>Identifiers<br>Custom List #1, #2, #3<br>Ageing Method<br>Ageing Date<br>Include 0.00 balances                                                                        |
| <b>Sort By</b>                                                                                                                                                                                                     | Supplier (alphabetical)                                                                                                                                                                         |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals:<br><br>Total Due<br>Each Ageing date<br>Ageing Percent                                                                                                                               |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3                                                                                                                                    |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name<br><b>Opens:</b> Profile view of Card Information window<br><br><b>Click:</b> Total Due and Ageing columns<br><b>Opens:</b> Supplier Detail view of Analyse Creditors window |



# Aged Creditors [Detail]

*Index to Reports window > Purchases > Creditors*

For specific suppliers, this report displays the current balance due followed by a list of your open purchases, with the amount due in the appropriate ageing column.

## Aged Creditors [Detail] 31/12/02

| Name                                                   | ID No.   | Date     | Total Due  | 0-30      | 31 - 60 | 61 - 90 | 90+       |
|--------------------------------------------------------|----------|----------|------------|-----------|---------|---------|-----------|
| Wholesale Supply Co.<br>01254 889079 ext.345<br>Net 30 |          |          | WSC399     |           |         |         |           |
|                                                        | 00000002 | 1/12/02  | £6,880.00  | £6,880.00 |         |         |           |
|                                                        | 00000007 | 2/12/02  | £2,246.40  | £2,246.40 |         |         |           |
|                                                        | 00000009 | 5/12/02  | £11.88     | £11.88    |         |         |           |
|                                                        |          | Total:   | £9,138.28  | £9,138.28 | £0.00   | £0.00   | £0.00     |
| World of Widgets<br>01242 287654 ext. 98<br>Net 30     |          |          | WW376      |           |         |         |           |
|                                                        | 00000003 | 1/10/02  | £1,128.60  |           |         |         | £1,128.60 |
|                                                        | 00000004 | 11/11/02 | £964.44    |           | £964.44 |         |           |
|                                                        | 00000005 | 1/12/02  | £332.13    | £332.13   |         |         |           |
|                                                        | 00000008 | 12/12/02 | (£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%      |

### More Details about the Aged Creditors (Detail) Report

*Creditors*

|                           |                                                                                                                                            |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Suppliers<br>Identifiers<br>Custom List #1, #2, #3<br>Ageing Method<br>Ageing Date<br>Include 0.00 balances<br>Separate Pages |
| <b>Sort By</b>            | Supplier (alphabetical)                                                                                                                    |
| <b>Subtotals / Totals</b> | Subtotals:<br><br>Total Due<br>Each Ageing date<br><br>Grand Totals:<br><br>Total Due<br>Each Ageing date<br>Ageing Percent                |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Original Amount<br/>Paid to Date<br/>Contact<br/>Supplier's Inv. No.<br/>Volume Discount<br/>Due Date<br/>Promised Date<br/>Terms<br/>Custom List #1, #2, #3<br/>Custom Field #1, #2, #3</p>                                                                                                                        |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Name, Phone, Card ID, Contact<br/><b>Opens:</b> Profile view of Card Information window</p> <p><b>Click:</b> ID No., Date<br/><b>Opens:</b> Source window (Purchases window)</p> <p><b>Click:</b> Total Due and Ageing columns<br/><b>Opens:</b> Purchase Detail view of Analyse Creditors window</p> |



# Creditors Reconciliation [Summary]

*Index to Reports window > Purchases > Creditors*

This report displays a list of creditors 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.

## Creditors Reconciliation [Summary] 31/12/02

| 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%     |

### More Details about the Creditors Reconciliation (Summary) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Suppliers<br>Identifiers<br>Custom List #1, #2, #3<br>Ageing Method<br>Creditors As Of<br>Include 0.00 balances                                                                    |
| <b>Sort By</b>                                                                                                                                                                                                     | Supplier (alphabetical)                                                                                                                                                                         |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals:<br><br>Total Due<br>Each Ageing date<br>Ageing Percent<br>Creditors Account<br>Out of Balance Account                                                                                |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3                                                                                                                                    |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name<br><b>Opens:</b> Profile view of Card Information window<br><br><b>Click:</b> Total Due and Ageing columns<br><b>Opens:</b> Supplier Detail view of Analyse Creditors window |



# Creditors Reconciliation [Detail]

*Index to Reports window > Purchases > Creditors*

For each selected supplier, this report displays the current balance due followed by a listing of your open purchase orders (one line per purchase), 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.

## Creditors Reconciliation [Detail] 30/9/02

| Name                                         | ID No.   | Date    | Total Due       | 0 - 30 | 31 - 60 | 61 - 90 | 90+        |
|----------------------------------------------|----------|---------|-----------------|--------|---------|---------|------------|
| Wholesale Supply Co.<br>01254 889079 ext.345 |          |         | WSC102          |        |         |         |            |
|                                              | 00000002 | 12/6/02 | £6,880.00       |        |         |         | £6,880.00  |
|                                              | 00000007 | 12/6/02 | £2,246.40       |        |         |         | £2,246.40  |
|                                              | 00000009 | 13/6/02 | <u>£11.88</u>   |        |         |         | 11.88      |
|                                              |          | Total:  | £9,138.28       | £0.00  | £0.00   | £0.00   | £9,138.28  |
| World of Widgets<br>01242 287654 ext. 98     |          |         | *None           |        |         |         |            |
|                                              | 00000003 | 1/9/02  | £1,128.60       |        |         |         | £1,128.60  |
|                                              | 00000004 | 1/9/02  | £964.44         |        |         |         | £964.44    |
|                                              | 00000005 | 1/9/02  | £332.13         |        |         |         | £332.13    |
|                                              | 00000008 | 3/9/02  | <u>(£56.43)</u> |        |         |         | (£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 |
| Ageing Percent:                              |          |         |                 | 0.0%   | 0.0%    | 0.0%    | 100%       |

### More Details about the Creditors Reconciliation (Detail) Report

|                |                                                                                                                                                |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b> | All/Selected Suppliers<br>Identifiers<br>Custom List #1, #2, #3<br>Ageing Method<br>Creditors As Of<br>Include 0.00 balances<br>Separate Pages |
| <b>Sort By</b> | Supplier (alphabetical)                                                                                                                        |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Subtotals / Totals</b></p>                                                                                                                                                                                           | <p>Subtotals:</p> <p>Total Due<br/>Each Ageing date</p> <p>Grand Totals:</p> <p>Creditors Account<br/>Ageing Percent</p>                                                                                                                                                                                               |
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Their Inv./P.O.No.<br/>Due Date<br/>Promised Date<br/>Custom List #1, #2, #3<br/>Custom Field #1, #2, #3</p>                                                                                                                                                                                                        |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Name, Phone, Card ID, Contact<br/><b>Opens:</b> Profile view of Card Information window</p> <p><b>Click:</b> ID No., Date<br/><b>Opens:</b> Source window (Purchases window)</p> <p><b>Click:</b> Total Due and Ageing columns<br/><b>Opens:</b> Purchase Detail view of Analyse Creditors window</p> |

# Purchases [Item Summary]

*Index to Reports window > Purchases > Item*

This report displays the total quantity bought and sum spent, summarised by supplier, for selected items within the period range.

## Purchases [Item Summary] 1/12/02 through 31/12/02

| 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 |

### More Details about the Purchases (Item Summary) Report

|                                                                                                                                                                                                                    |                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Items<br>Custom List #1, #2, #3<br>Purchase Status<br>Dated From/To<br>Separate Pages |
| <b>Sort By</b>                                                                                                                                                                                                     | Item No. (alphabetical)                                                                            |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotals for each Item No.:<br><br>Quantity<br>Amount                                             |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Item Description<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3                              |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Item No. and Name<br><b>Opens:</b> Profile view of Item Information window           |



# Purchases [Item Detail]

*Index to Reports window > Purchases > Item*

This report displays the quantity and purchase amount on an purchase-by-purchase basis for specific items within the period range.

## Purchases [Item Detail] 1/12/02 through 31/12/02

| Name                 | ID No.   | Date            | Quantity | Amount    | Status | Promised Date |
|----------------------|----------|-----------------|----------|-----------|--------|---------------|
| <hr/>                |          |                 |          |           |        |               |
| Widgets 100-101A5    |          |                 |          |           |        |               |
| World of Widgets     | 00000005 | 12/12/02        | -5       | (£52.25)  | Debit  |               |
|                      |          | Widgets Total:  | -5       | (£52.25)  |        |               |
| <hr/>                |          |                 |          |           |        |               |
| Gadgets 200-101A5    |          |                 |          |           |        |               |
| World of Widgets     | 00000005 | 1/2/02          | 10       | £199.50   | Open   |               |
|                      |          | Gadgets Total:  | 10       | £199.50   |        |               |
| <hr/>                |          |                 |          |           |        |               |
| Whoosies 300-101B6   |          |                 |          |           |        |               |
| World of Widgets     | 00000005 | 1/12/02         | 2        | £62.70    | Open   |               |
|                      |          | Whoosies Total: | 2        | £62.70    |        |               |
| <hr/>                |          |                 |          |           |        |               |
| Gizmos600-101G8      |          |                 |          |           |        |               |
| Wholesale Supply Co. | 00000007 | 12/12/02        | 40       | £2,080.00 | Open   |               |
|                      |          | Gizmos Total:   | 40       | £2,080.00 |        |               |

### More Details about the Purchases (Item Detail) Report

|                           |                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Items<br>Custom List #1, #2, #3<br>Dated From/To<br>From ID - To<br>Print Card Totals<br>Separate Pages |
| <b>Sort By</b>            | Item No.                                                                                                             |
| <b>Subtotals / Totals</b> | Subtotal for each Item No.:<br><br>Quantity<br>Amount                                                                |

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>         additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Supplier Item No.<br/>         Units on Hand<br/>         Buy Unit<br/>         Sell Unit<br/>         Last Cost<br/>         Average Cost<br/>         Sell Price<br/>         Last Buy Price<br/>         Supplier's Inv. No.<br/>         Address 1<br/>         Address 1 PhoneNo.1<br/>         Address 1 Contact<br/>         Notes<br/>         Terms<br/>         Credit Limit<br/>         Volume Disc. %<br/>         Amount Paid<br/>         Current Balance<br/>         VAT ID<br/>         Freight<br/>         Memo<br/>         Comments<br/>         Deliver Via<br/>         Job<br/>         Due Date<br/>         Item Description<br/>         Custom List #1, #2, #3<br/>         Custom Field #1, #2, #3<br/>         Supplier Card ID</p> |
| <p><b>Drill Down to Source window</b><br/>         roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Item No. and Name<br/> <b>Opens:</b> Profile view of Item Information window<br/> <br/> <b>Click:</b> Supplier Name, Purchase No., Date, Quantity, Amount, Status, Promised Date<br/> <b>Opens:</b> Source window (Purchases window)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

# Analyse Purchases [Item Spreadsheet]

*Index to Reports window > Purchases > Item*

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 purchases, not including orders or quotes. Note: This report is also available for *units purchased* analysis.

## Analyse Purchases [Item Spreadsheet] October 2002 through December 2002

| Item No. | 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 |

### More Details about the Analyse Purchases (Item Spreadsheet) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected From -- To Suppliers<br>Analyse Dollars Bought/Units Bought<br>Custom List #1, #2, #3<br>Analyse Purchases for (Year)<br>Jan - Dec range<br>Include 0.00 balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Item No.                                                                                                                                                                       |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal of Dollars Bought or Units Bought, depending on filter selection                                                                                                      |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                           |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Profile view of Item Information window                                                                                              |

# Purchases [Supplier Summary]

*Index to Reports window > Purchases > Supplier*

This report displays the original purchase amount, the VAT 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.).

## Purchases [Supplier Summary] 1/12/02 through 31/12/02

| Name                 | ID No. | Original Date | Purchase Amount | Tax       | Current Balance | Status | Due Date |
|----------------------|--------|---------------|-----------------|-----------|-----------------|--------|----------|
| Wholesale Supply Co. |        |               |                 |           |                 |        |          |
| 00000002             |        | 1/12/02       | £11,000.00      | £880.00   | £6,880.00       | Open   | 1/12/02  |
| 00000007             |        | 12/12/02      | £2,080.00       | £166.40   | £2,246.40       | Open   | 15/12/02 |
|                      |        |               | £13,080.00      | £1,046.40 | £9,126.40       |        |          |
| World of Widgets     |        |               |                 |           |                 |        |          |
| 00000005             |        | 1/12/02       | £307.52         | £24.61    | £332.13         | Open   | 1/12/02  |
| 00000008             |        | 12/12/02      | (£52.25)        | (£4.18)   | (£56.43)        | Debit  |          |
|                      |        |               | £255.27         | £20.43    | £275.70         |        |          |
| Grand Total:         |        |               | £13,335.27      | £1,066.83 | £9,402.10       |        |          |

### More Details about the Purchases (Supplier Summary) Report

|                           |                                                                                                                                                     |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Suppliers<br>Identifiers<br>Custom List No.1, No.2, No.3<br>Purchase Status<br>Dated From/To<br>Separate Pages                         |
| <b>Sort By</b>            | Supplier                                                                                                                                            |
| <b>Subtotals / Totals</b> | Subtotals for each Supplier:<br><br>Purchase Amount<br>VAT<br>Current Balance<br><br>Grand Totals:<br><br>Purchase Amount<br>VAT<br>Current Balance |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Promised Date<br/>Card ID<br/>Custom List No.1, No.2, No.3<br/>Custom Field No.1, No.2, No.3</p>                                                                                                                                  |
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Supplier Name<br/><b>Opens:</b> Profile view of Card Information window<br/><br/><b>Click:</b> IDNo., Original Date, Purchase Amount, VAT, Current Balance, Status, Due Date<br/><b>Opens:</b> Purchases window</p> |

# Purchases [Supplier Detail]

*Index to Reports window > Purchases > Supplier*

This report displays the purchase line items, including quantity purchased, for all purchases from specific suppliers within the period range.

## Purchases [Supplier Detail] 1/12/02 through 31/12/02

| ID No.               | Date     | Quantity | Item/Acct | Description             | Amount     | Tax | Status |
|----------------------|----------|----------|-----------|-------------------------|------------|-----|--------|
| Wholesale Supply Co. |          |          |           |                         |            |     |        |
| 00000002             | 1/12/02  |          | 2-1200    | Outstanding Balance Due | £11,000.00 | P   | Open   |
| 00000007             | 12/12/02 | 40       | 600-101G8 | Gizmos                  | £2,080.00  | P   | Open   |
|                      |          |          |           | Wholesale Supply Co.    | £13,080.00 |     |        |
|                      |          |          |           | Total:                  |            |     |        |
| World of Widgets.    |          |          |           |                         |            |     |        |
| 00000008             | 12/12/02 | -5       | 100-101A5 | Widgets                 | (£52.25)   | P   | Debit  |
| 00000005             | 1/12/02  | 10       | 200-101A5 | Gadgets                 | £199.50    | P   | Open   |
| 00000005             | 1/12/02  | 2        | 300-101B6 | Whoosies                | £62.70     | P   | Open   |
|                      |          |          |           | World of Widgets Total: | £209.95    |     |        |
|                      |          |          |           | Grand Total:            | £13,289.95 |     |        |

### More Details about the Purchases (Supplier Detail) Report

|                           |                                                                                                                                                                   |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Suppliers<br>Identifiers<br>Custom List No.1, No.2, No.3<br>Purchase Status<br>Dated From/To<br>From ID -- To<br>Print Item Totals<br>Separate Pages |
| <b>Sort By</b>            | Supplier                                                                                                                                                          |
| <b>Subtotals / Totals</b> | Subtotal for each Supplier: Amount<br><br>Grand Total: Amount                                                                                                     |

|                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/> additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | Supplier Inv No.<br>Address 1<br>Address 1 PhoneNo.1<br>Address 1 Contact Identifiers<br>Notes<br>Terms<br>Credit Limit<br>Volume Disc. %<br>Amount Paid<br>Current Balance<br>VAT Amount<br>Price + VAT<br>Deliver Via<br>Memo<br>Carriage<br>Comments<br>Job<br>Job Description<br>Due Date<br>Promised Date<br>Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3 |
| <p><b>Drill Down to Source window</b><br/> roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Supplier Name, Card ID<br/> <b>Opens:</b> Profile view of Card Information window</p> <p><b>Click:</b> IDNo., Date, Quantity, Item/Acct, Description, Amount, VAT, Status<br/> <b>Opens:</b> Purchases window</p>                                                                                                                                                                  |

# Analyse Purchases [Supplier]

*Index to Reports window > Purchases > Supplier*

Displays purchase sums and percentages of total purchases for selected suppliers within the period range, based on recorded purchases, not orders or quotes.

## Analyse Purchases [Supplier] 1/10/02 through 15/10/02

| 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 |                   |

### More Details about the Analyse Purchases (Supplier) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected From -- To Suppliers<br>Identifiers<br>Custom List No.1, No.2, No.3<br>Analyse Purchases for (Year)<br>Dated From/To<br>Jan - Dec range<br>Include 0.00 balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Supplier Name                                                                                                                                                                 |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Grand Total: Purchases                                                                                                                                                        |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3                                                                                                      |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name, Purchases<br><b>Opens:</b> Profile view of Card Information window                                                                                        |

# Analyse Purchases [Supplier FY Comparison]

*Index to Reports window > Purchases > Supplier*

This report compares this year's purchase sums for specific suppliers with purchase sums for the same period range in another financial year, based on recorded purchases, not orders or quotes.

## Analyse Purchases [Supplier FY Comparison] October 2002 through December 2002

| Name             | This Year Purchases | FY 2002    | £ 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%        |

### More Details about the Analyse Purchases (Supplier FY Comparison) Report

|                                                                                                                                                                                                                    |                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected From -- To Suppliers<br>Identifiers<br>Custom List No.1, No.2, No.3<br>This Year vs.<br>Jan - Dec range<br>Include 0.00 balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Supplier Name                                                                                                                                 |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Grand Total:<br><br>This Year Purchases<br>Last Year Purchases<br>£ Difference<br>% Difference                                                |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3                                                                      |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Profile view of Card Information window                                                             |

# Analyse Purchases [Supplier Spreadsheet]

*Index to Reports window > Purchases > Supplier*

This report displays purchase sums by supplier for multiple accounting periods in spreadsheet format, based on recorded purchases, not orders or quotes.

## Analyse Purchases [Supplier Spreadsheet] October 2002 through December 2002

| 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 |

### More Details about the Analyse Purchases (Supplier Spreadsheet) Report

|                                                                                                                                                                                                                    |                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected From -- To Suppliers Identifiers<br>Custom List No.1, No.2, No.3<br>Analyse Purchases for (Year)<br>Jan - Dec range<br>Include 0.00 balances |
| <b>Sort By</b>                                                                                                                                                                                                     | Supplier Name                                                                                                                                             |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal: Amount                                                                                                                                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                      |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name, Month<br><b>Opens:</b> Profile view of Card Information window                                                                        |



# Purchase Register [All Purchases]

*Index to Reports window > Purchases > Purchase Register*

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.

## Purchase Register [All Purchases] 1/1/02 through 31/1/02

| Date    | PO No.  | Supplier Inv No. | Supplier Name        | Amount    | Amount Due | Status |
|---------|---------|------------------|----------------------|-----------|------------|--------|
| 05/1/02 | 0054087 | J98077           | Acme Sales           | £1,500.00 | £0.00      | Quote  |
| 11/1/02 | 0054134 | 80009            | Widgets by Smith     | £200.00   | £0.00      |        |
| 12/1/02 | 0054256 | 00-8999          | Boffo Products       | £295.99   | £195.99    | Open   |
| 15/1/02 | 0060987 |                  | Boffo Products       | £200.00   | £100.00    | Order  |
| 15/1/02 | 0062339 | 80257            | Widgets by Smith     | £1,289.76 | £0.00      |        |
| 21/1/02 | 0065435 | A-765C           | Wholesale Supply Co. | £874.54   | £295.99    | Open   |

### More Details about the Purchase Register (All Purchases) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Suppliers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Sort By PONO./Date/Supplier Name<br>Include 0.00 balances                                                        |
| <b>Sort By</b>                                                                                                                                                                                                     | PONO., Date, Supplier Name based on filter selection                                                                                                                                        |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Comment<br>Deliver Via<br>Promised Date<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3 |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date, PO No., Amount, Amount Due, Status<br><b>Opens:</b> Purchases window<br><br><b>Click:</b> Supplier Name<br><b>Opens:</b> Profile view of Card Information window        |

# Purchase Register [Closed Purchases]

*Index to Reports window > Purchases > Purchase Register*

This report displays a listing of all closed purchases, for all suppliers or a selected supplier, within a specified period range.

## Purchase Register [Closed Purchases] 1/1/02 through 31/1/02

| Date    | PO No.  | Supplier Inv No. | Supplier Name    | Amount  | Date Closed |
|---------|---------|------------------|------------------|---------|-------------|
| 11/1/02 | 0054134 | 80009            | Widgets by Smith | £395.00 | 22/1/02     |

### More Details about the Purchase Register (Closed Purchases) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Suppliers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Sort By PO No./Date/Supplier Name                                                                                |
| <b>Sort By</b>                                                                                                                                                                                                     | PO No., Date, Supplier Name based on filter selection                                                                                                                                       |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Comment<br>Deliver Via<br>Promised Date<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3 |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date, PO No., Amount, Date Closed<br><b>Opens:</b> Purchases window<br><br><b>Click:</b> Supplier Name<br><b>Opens:</b> Profile view of Card Information window               |

# Purchase Register [Open Purchase and Orders]

*Index to Reports window > Purchases > Purchase Register*

This report displays a listing of all open purchases and orders, for all suppliers or a selected supplier, within a specified period range.

## Purchases Register [Open Purchases and Orders] 1/1/02 through 31/1//02

| Date    | PO No. | Supplier Inv No. | Supplier Name        | Amount  | Amount Due | Promised Date |
|---------|--------|------------------|----------------------|---------|------------|---------------|
| 12/1/02 | 54256  | 00-8999          | Boffo Products       | £295.99 | £295.99    | 1/02/02       |
| 21/1/02 | 65435  | A-765C           | Wholesale Supply Co. | £874.54 | £374.54    | 21/1/02       |

### More Details about the Purchase Register (Closed Purchase and Orders) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Suppliers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Sort By PONo./Date/Supplier Name                                                                                 |
| <b>Sort By</b>                                                                                                                                                                                                     | PONo., Date, Supplier Name based on filter selection                                                                                                                                        |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Status<br>Comment<br>Deliver Via<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3        |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date. PO No., Amount, Amount Due, Promised Date<br><b>Opens:</b> Purchases window<br><br><b>Click:</b> Supplier Name<br><b>Opens:</b> Profile view of Card Information window |

# Purchase Register [Quotes]

*Index to Reports window > Purchases > Purchase Register*

This report displays a listing of all quotes, for all suppliers or a selected supplier, within a specified period range.

## Purchases Register [Quotes] 1/1/02 through 31/1//02

| Date    | PO No. | Supplier Inv No. | Supplier Name | Amount    | Promised Date |
|---------|--------|------------------|---------------|-----------|---------------|
| 05/1/02 | 54087  | J98077           | Acme Sales    | £4,395.00 | 05/02/02      |

### More Details about the Purchase Register (Quotes) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Suppliers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Sort By PONO./Date/Supplier Name                                                                     |
| <b>Sort By</b>                                                                                                                                                                                                     | PONO., Date, Supplier Name based on filter selection                                                                                                                            |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Comment<br>Deliver Via<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3      |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date, PO No., Amount, Promised Date<br><b>Opens:</b> Purchases window<br><br><b>Click:</b> Supplier Name<br><b>Opens:</b> Profile view of Card Information window |

# Purchase Register [Returns & Debits]

*Index to Reports window > Purchases > Purchase Register*

This report displays a listing of all returns and debits, for all suppliers or a selected supplier, within a specified period range.

## Purchase Register - Returns & Debits 1/1/02 through 31/1//02

| Date    | PO No. | Supplier Inv No. | Supplier Name    | Amount     | Debit Amount | Promised Date |
|---------|--------|------------------|------------------|------------|--------------|---------------|
| 15/1/02 | 62339  | 80257            | Widgets by Smith | (£1289.76) | £            |               |

### More Details about the Purchase Register (Returns & Debits) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Suppliers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Sort By PONo./Date/Supplier Name\                                                                          |
| <b>Sort By</b>                                                                                                                                                                                                     | PONo., Date, Supplier Name based on filter selection                                                                                                                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout<br>Comment<br>Deliver Via<br>Original Amount<br>Carriage Amt<br>VAT Amt<br>Journal Memo<br>Card ID<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3            |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Date, PO No., Debit Amount, Promised Date<br><b>Opens:</b> Purchases window<br><br><b>Click:</b> Supplier Name<br><b>Opens:</b> Profile view of Card Information window |

---

# Recurring Purchase Templates

*Index to Reports window > Purchases > Purchase Register*

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.

## Recurring Purchase Templates

| Template Name                  | Status | Frequency | Last Posted | Next Due |
|--------------------------------|--------|-----------|-------------|----------|
| Gizmos Reorder                 | Order  | Monthly   | 12/11/02    | 12/12/02 |
| Purchase; Wholesale Supply Co. | Order  | Monthly   | 12/11/02    | 12/12/02 |

### More Details about the Recurring Purchase Templates Report

|                                                                                                                                                                                                                    |                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Recurring Type<br>Purchase Status                          |
| <b>Sort By</b>                                                                                                                                                                                                     | Template Name (alphabetical)                               |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Layout                                                     |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Purchases window |



# Supplier Payment History

*Index to Reports window > Purchases > Payments*

This report shows all the purchases that were included in each payment you've made to your suppliers during a specified period of time.

## Supplier Payment History 1/3/02 through 30/11/02

| Name                  | Cheque No. | PO No.   | Date    | Supplier's Purchase Total<br>Inv. No. | Amt.      | Amount Applied |
|-----------------------|------------|----------|---------|---------------------------------------|-----------|----------------|
| Bob's Kit 'n Kaboodle |            |          |         |                                       |           |                |
|                       | 19         |          | 14/4/02 |                                       |           |                |
|                       |            | 00000013 | 24/3/02 |                                       | £5,715.00 | £500.00        |
|                       |            |          |         | Total for Payment 19:                 |           | £500.00        |
|                       |            |          |         |                                       |           |                |
|                       | 21         |          | 14/7/02 |                                       |           |                |
|                       |            | 00000013 | 24/3/02 |                                       | £5,715.00 | £1,000.00      |
|                       |            |          |         | Total for Payment 21:                 |           | £1,000.00      |
|                       |            |          |         |                                       |           |                |
| Ken's Kycle Kentre    |            |          |         |                                       |           |                |
|                       | 20         |          | 14/6/02 |                                       |           |                |
|                       |            | 00000014 | 24/4/02 |                                       | £1,100.00 | £400.00        |
|                       |            | 00000016 | 15/5/02 |                                       | £1,300.00 | £400.00        |
|                       |            |          |         | Total for Payment 20:                 |           | £800.00        |
|                       |            |          |         |                                       |           |                |
|                       | 22         |          | 14/9/02 |                                       |           |                |
|                       |            | 00000014 | 24/4/02 |                                       | £1,100.00 | £200.00        |
|                       |            |          |         | Total for Payment 22:                 |           | £200.00        |

### More Details about the Supplier Payment History Report

|                                                                                                                          |                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected From Identifiers<br>Cheques Dated From/To<br>Cheque Numbers From/To<br>From PONo. -- To<br>From Supplier Invoice No. -- To<br>Separate Pages |
| <b>Sort By</b>                                                                                                           | Supplier Name, then Cheque No.                                                                                                                            |
| <b>Subtotals / Totals</b>                                                                                                | Subtotal for each Payment: Amount Applied                                                                                                                 |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Balance Due<br>Reconciled Date<br>YTD Debits<br>YTD Discounts                                                                                             |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Name, Purchases<br/><b>Opens:</b> Profile view of Card Information window</p> <p><b>Click:</b> Cheque No., P.O.No., Date, Supplier's Inv. No., Purchase Total Amt, Amount Applied<br/><b>Opens:</b> Pay Purchases window</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Supplier Payments

*Index to Reports window > Purchases > Payments*

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.]

## Supplier Payments 1/9/02 through 31/12/02

| Recipient            | Address 1                                               | Supplier VAT ID | Amount Paid |
|----------------------|---------------------------------------------------------|-----------------|-------------|
| Wholesale Supply Co. | 41 Makeadeal Circle<br>Bracknell, Berkshire Rg12<br>1DF |                 | £1,211.76   |
| World of Widgets     | 100 Hotdeal Road<br>Bracknell, Berkshire Rg12<br>1DF    | 12-12-12-00     | £43.09      |

### More Details about the Supplier Payments Report

|                                                                                                                                                                                                                    |                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Suppliers<br>Identifiers<br>Custom List No.1, No.2, No.3<br>Dated From/To<br>Separate Pages                                             |
| <b>Sort By</b>                                                                                                                                                                                                     | Supplier                                                                                                                                             |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Address 1 PhoneNo.1<br>Address 1 Contact<br>Terms<br>Credit Limit<br>Balance<br>Job<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3 |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Recipient, Address 1, Supplier VAT ID<br><b>Opens:</b> Profile view of Card Information window                                         |



# Purchase Transactions

*Index to Reports window > Purchases > Other Purchase Reports*

This report displays all purchases 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.

## Purchase Transactions 1/12/02 through 31/12/02

| P.O. No. | ID No.               | Src | Date     | Memo                       | Account No. | Payments  | Charges    |
|----------|----------------------|-----|----------|----------------------------|-------------|-----------|------------|
| 00000002 | Wholesale Supply Co. |     |          | WSC317                     |             |           |            |
| 00000002 |                      | PJ  | 1/12/02  | Pre-conversion purchase    | 2-1200      |           | £11,000.00 |
| 00000002 |                      | PJ  | 1/12/02  | Pre-conversion purchase    | 2-1200      |           | £880.00    |
|          | 2                    | CD  | 12/12/02 | Payment; Wholesale Supply  | 2-1200      | £5,000.00 |            |
|          |                      |     |          |                            |             | £5,000.00 | £11,880.00 |
| 00000005 | World of Widgets     |     |          | WW210                      |             |           |            |
|          | 00000005             | PJ  | 1/12/02  | Purchase; World of Widgets | 2-1200      |           | £307.52    |
|          | 00000005             | PJ  | 1/12/02  | Purchase; World of Widgets | 2-1200      |           | £24.61     |
|          |                      |     |          |                            |             | £0.00     | £332.13    |
| 00000007 | Wholesale Supply Co. |     |          | WSC317                     |             |           |            |
|          | 00000007             | PJ  | 12/12/02 | Purchase; Wholesale Supply | 2-1200      |           | £2,080.00  |
|          | 00000007             | PJ  | 12/12/02 | Purchase; Wholesale Supply | 2-1200      |           | £166.40    |
|          |                      |     |          |                            |             | £0.00     | £2,246.40  |
| 00000008 | World of Widgets     |     |          | WW210                      |             |           |            |
|          | 00000008             | PJ  | 12/12/02 | Purchase; World of Widgets | 2-1200      | £52.25    |            |
|          | 00000008             | PJ  | 12/12/02 | Purchase; World of Widgets | 2-1200      | £4.18     |            |
|          |                      |     |          |                            |             | £56.43    | £0.00      |

### More Details about the Purchase Transactions Report

|                           |                                                                                                                                      |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Bills<br>All/Selected Suppliers<br>Source Journal<br>Dated From/To<br>From Supplier Invoice No. -- To<br>Separate Pages |
| <b>Sort By</b>            | Purchase Order (date order)                                                                                                          |
| <b>Subtotals / Totals</b> | Subtotals: Payments, Charges                                                                                                         |

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>         additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Supplier's Invoice No.<br/>         Address 1 Contact<br/>         Address 1 PhoneNo.1<br/>         Account Name<br/>         Status<br/>         Terms<br/>         Due Date<br/>         Promised Date</p>                                                                                                                       |
| <p><b>Drill Down to Source window</b><br/>         roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> P.O. No., Supplier Name, Card ID<br/> <b>Opens:</b> Bill view of Find Transactions window</p> <p><b>Click:</b> ID No., Src (CD), Date, Memo Account No., Payments<br/> <b>Opens:</b> Pay Bills window</p> <p><b>Click:</b> ID No., Src (PJ), Date, Memo Account No., Charges<br/> <b>Opens:</b> Purchases window</p> |



## Purchase History by Supplier [OfficeLink]

*Index to Reports window > Purchases > Other Purchase Reports*

This report displays the total purchase sums, 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. Because of the width of this report, a comprehensive sample can't be reproduced here.

### More Details about the Purchase History by Supplier (OfficeLink) Report

|                                                                                                                          |                                                                   |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Suppliers -- From/To<br>Custom List No.1, No.2, No.3 |
| <b>Sort By</b>                                                                                                           | Supplier                                                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                              |

# Purchases Ledger Journal

*Index to Reports window > Purchases > Transaction Journals*

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.

## Purchases Ledger Journal 1/12/02 through 31/12/02

| Src          | Date     | ID No.                         | Acct No. | Account Name    | Debit     | Credit     | Job |
|--------------|----------|--------------------------------|----------|-----------------|-----------|------------|-----|
| PJ           | 1/12/02  | Pre-conversion purchase        |          |                 |           |            |     |
|              |          | 00000005                       | 2-1200   | Trade Creditors |           | £307.52    |     |
|              |          | 00000005                       | 2-1200   | Trade Creditors |           | £24.61     |     |
|              |          | 00000005                       | 1-2200   | Finished Goods  | £283.18   |            |     |
|              |          | 00000005                       | 6-1700   | Carriage Paid   | £48.95    |            |     |
| PJ           | 1/12/02  | Purchase; Wholesale Supply Co. |          |                 |           |            |     |
|              |          | 00000007                       | 2-1200   | Trade Creditors |           | £2,080.00  |     |
|              |          | 00000007                       | 2-1200   | Trade Creditors |           | £166.40    |     |
|              |          | 00000007                       | 1-2200   | Finished Goods  | £2,246.40 |            |     |
| PJ           | 12/12/02 | Purchase; World of Widgets.    |          |                 |           |            |     |
|              |          | 00000008                       | 2-1200   | Trade Creditors | £52.25    |            |     |
|              |          | 00000008                       | 2-1200   | Trade Creditors | £4.18     |            |     |
|              |          | 00000008                       | 1-2200   | Finished Goods  |           | £56.43     |     |
| Grand Total: |          |                                |          |                 | £2,634.96 |            |     |
|              |          |                                |          |                 |           | £2,6344.96 |     |

### More Details about the Purchases Ledger Report

|                                                                                                                          |                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected User IDs<br>Source Journal<br>Transaction Date From/To<br>Session Date From/To |
| <b>Sort By</b>                                                                                                           | ID No.                                                                                      |
| <b>Subtotals / Totals</b>                                                                                                | Grand Totals: Debit and Credit                                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | User ID<br>Session Date                                                                     |

|                                                                                                                                                                                                                            |                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> ID No., Account No., Account Name, Debit, Credit, Job<br/><b>Opens:</b> Purchases window</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

# To Do List [Creditors]

*Index to Reports window > Purchases > To Do List*

This report displays a list of open payables from the To Do List window.

## To Do List - Creditors 31/12/02

| Name                 | ID No.   | Due Date | Balance Due   |
|----------------------|----------|----------|---------------|
| World of Widgets     | 00000003 | 9/12/02  | £1,128.60     |
| World of Widgets     | 00000004 | 9/12/02  | £964.44       |
| Wholesale Supply Co. | 00000002 | 9/12/02  | £6,880.00     |
| World of Widgets     | 00000005 | 9/12/02  | £332.13       |
| Wholesale Supply Co. | 00000007 | 9/12/02  | £2,246.40     |
| Wholesale Supply Co. | 00000009 | 9/12/02  | <u>£11.88</u> |
|                      |          | Total:   | £11,563.45    |

### More Details about the To Do List (Creditors) Report

|                                                                                                                                                                                                                    |                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | As of<br>Overdue Balances Only                                                                                          |
| <b>Sort By</b>                                                                                                                                                                                                     | Due Date                                                                                                                |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal: Balance Due                                                                                                   |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Address 1<br>Address 1 PhoneNo.1<br>Address 1 Contact<br>Original Amount<br>Amount Paid<br>Their Inv/P.O.No.<br>Card ID |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name, Purchases<br><b>Opens:</b> A/P view of To Do List window                                            |



# To Do List [Recurring Purchases]

*Index to Reports window > Purchases > To Do List*

This report displays a list of recurring purchase transactions from the To Do List window.

## To Do List - Recurring Purchases 31/12/02

| Supplier Name        | Template Name                  | Frequency | Last Posted | Next Due |
|----------------------|--------------------------------|-----------|-------------|----------|
| Wholesale Supply Co. | Monthly Supplies               | Monthly   | 11/11/02    | 12/12/02 |
| Wholesale Supply Co. | Purchase; Wholesale Supply Co. | Monthly   | 11/11/02    | 12/12/02 |
| Wholesale Supply Co. | Purchase; Wholesale Supply Co. | Monthly   | 11/11/02    | 12/12/02 |
| Wholesale Supply Co. | Gizmos Reorder                 | Monthly   | 11/11/02    | 12/12/02 |

### More Details about the To Do List (Recurring Purchases) Report

|                                                                                                                                                                                                                    |                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | As of                                                      |
| <b>Sort By</b>                                                                                                                                                                                                     | Transaction Name (alphabetical)                            |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Status                                                     |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Purchases window |

## To Do List [Expiring Discounts]

*Index to Reports window > Purchases > To Do List*

This report displays a list of purchases with expiring discounts from the To Do List window.

**Report Tip:** If you're pumping a lot of purchases through Accounting Plus 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 Do List - Expiring Discounts 12/9/02

| Name                 | ID No.   | Due Date | Balance Due |
|----------------------|----------|----------|-------------|
| Wholesale Supply Co. | 00000002 | 1/12/02  | £6,000.00   |
| Wholesale Supply Co. | 00000007 | 2/12/02  | £1,976.00   |
| Wholesale Supply Co. | 00000009 | 10/12/02 | £11.00      |
|                      |          | Total:   | £7,987.00   |

#### More Details about the To Do List (Expiring Discounts) Report

|                                                                                                                                                                                                                    |                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | As of                                                                                                                   |
| <b>Sort By</b>                                                                                                                                                                                                     | Expiring Discount Date                                                                                                  |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal: Balance Due                                                                                                   |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Address 1<br>Address 1 PhoneNo.1<br>Address 1 Contact<br>Original Amount<br>Amount Paid<br>Their Inv/P.O.No.<br>Card ID |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields<br><b>Opens:</b> Expiring Discounts view of To Do List window                                  |

# Payroll Category Transactions

*Index to Reports window > Payroll > Payroll Categories*

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 Accounting Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

## Payroll Category Transactions 1/1/02 through 31/12/02

| Name                     | ID No. | Src | Date    | Memo                            | Account No. | Debit      | Credit  | Job |
|--------------------------|--------|-----|---------|---------------------------------|-------------|------------|---------|-----|
| 4% Holiday Pay - Accrued |        |     |         |                                 |             |            |         |     |
| 07                       |        | CD  | 12/1/02 | Sham, Sam the; Employer Expense | 6-5120      | £125.00    |         |     |
| 07                       |        | CD  | 12/1/02 | Sham, Sam the; Employer Expense | 2-1495      |            | £125.00 |     |
| 11                       |        | CD  | 12/2/02 | Sham, Sam the; Employer Expense | 6-5120      | £125.00    |         |     |
| 11                       |        | CD  | 12/2/02 | Sham, Sam the; Employer Expense | 2-1495      |            | £125.00 |     |
| 15                       |        | CD  | 12/3/02 | Sham, Sam the; Employer Expense | 6-5120      | £125.00    |         |     |
| 15                       |        | CD  | 12/3/02 | Sham, Sam the; Employer Expense | 2-1495      |            | £125.00 |     |
|                          |        |     |         |                                 |             | £375.00    | £375.00 |     |
| 6% Holiday Pay - Accrued |        |     |         |                                 |             |            |         |     |
| 005                      |        | CD  | 12/1/02 | Berry, Chuck; Employer Expense  | 6-5120      | £297.50    |         |     |
| 05                       |        | CD  | 12/1/02 | Berry, Chuck; Employer Expense  | 2-1495      |            | £297.50 |     |
| 10                       |        | CD  | 12/2/02 | Berry, Chuck; Employer Expense  | 6-5120      | £297.50    |         |     |
| 10                       |        | CD  | 12/2/02 | Berry, Chuck; Employer Expense  | 2-1495      |            | £297.50 |     |
| 14                       |        | CD  | 12/3/02 | Berry, Chuck; Employer Expense  | 6-5120      | £297.50    |         |     |
| 14                       |        | CD  | 12/3/02 | Berry, Chuck; Employer Expense  | 2-1495      |            | £297.50 |     |
|                          |        |     |         |                                 |             | £892.50    | £892.50 |     |
| Base Hourly              |        |     |         |                                 |             |            |         |     |
| 24                       |        | CD  | 12/1/02 | Paycheque                       | 6-5110      | £1,800.00  |         |     |
| 26                       |        | CD  | 12/1/02 | Paycheque                       | 6-5110      | £1,800.00  |         |     |
| 27                       |        | CD  | 12/2/02 | Paycheque                       | 6-5110      | £1,800.00  |         |     |
| 30                       |        | CD  | 12/2/02 | Paycheque                       | 6-5110      | £1,800.00  |         |     |
| 31                       |        | CD  | 12/3/02 | Paycheque                       | 6-5110      | £1,800.00  |         |     |
| 34                       |        | CD  | 12/3/02 | Paycheque                       | 6-5110      | £1,800.00  |         |     |
|                          |        |     |         |                                 |             | £10,800.00 | £0.00   |     |

### More Details about the Payroll Category Transactions Report

| Filters |                       |
|---------|-----------------------|
|         | All/Selected Accounts |
|         | Source Journal        |
|         | Dated From/To         |
|         | From ID - To          |
|         | Separate Pages        |

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sort By</b>                                                                                                                                                                                                     | Payroll Category                                                                                                                                                                                                                                                        |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal for each Payroll Category:<br><br>Debit and Credit                                                                                                                                                                                                             |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Employee<br>Card ID<br>Phone<br>Address<br>NI Number                                                                                                                                                                                                                    |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name, Debit & Credit totals<br><b>Opens:</b> Payroll Category view of Find Transactions window<br><br><b>Click:</b> ID No., Src, Date, Memo, Account No., Debit, Credit, Job<br><b>Opens:</b> Source window, based on the Src (CD - Pay Employees window) |

# Payroll Summary

*Index to Reports window > Payroll > Payroll Categories*

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 Accounting Plus payroll transactions.

## Payroll Summary January

| Category                        | January    |
|---------------------------------|------------|
| <b>Wages</b>                    |            |
| 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 |
| <b>Taxes</b>                    |            |
| Employee Contribution           |            |
| Income Tax                      | £296.98    |
| UI - Employee Contribution      | £3,331.79  |
|                                 | £297.50    |
| Total:                          | £3,926.27  |
| <b>Expenses</b>                 |            |
| 4% Holiday Pay - Accrued        | £125.00    |
| 6% Holiday Pay - Accrued        | £297.50    |
| Employer Contribution           | £296.98    |
| Expense for Company Car         | £35.00     |
| UI - Employer Contribution      | £416.50    |
| Total:                          | £1,170.98  |

### More Details about the Payroll Summary Report

|                           |                                                                                                     |
|---------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | Category Type<br>Period<br>Dated From/To<br>Separate Pages                                          |
| <b>Sort By</b>            | Payroll Category                                                                                    |
| <b>Subtotals / Totals</b> | Subtotal for each Payroll Category:<br><br>Wages<br>Deductions<br>Taxes<br>Expenses<br>Entitlements |

|                                                                                                                                  |             |
|----------------------------------------------------------------------------------------------------------------------------------|-------------|
| <p><b>Optional Fields</b><br/>additional fields that can appear in this report by selecting them in the Report Design window</p> | <p>None</p> |
|----------------------------------------------------------------------------------------------------------------------------------|-------------|



# Employee Payroll List

*Index to Reports window > Payroll > Employees*

This report lists employee information, tax status and pay basis.

## Employee Payroll List

|                |                                     |                                      |            |
|----------------|-------------------------------------|--------------------------------------|------------|
| Name:          | Chuck Berry                         | NI Number:                           | JP459086Q  |
| Card ID        | *None                               | NI Category Letter                   | A          |
| First Address: | 23 Main Street<br>Bucks<br>MK43 OPT | Cost per Hr:                         | N/A        |
|                |                                     | Base Pay:                            | £35,000.00 |
|                |                                     | Pay Basis:                           | Salary     |
| Country:       | UK                                  | Pay Frequency:                       | Monthly    |
| Phone No. 1:   | 09938 53451722                      | VAT Code                             | S          |
|                |                                     | Week1/Month1 Tax<br>Basis Indicator: | NO         |
| Phone No.2:    |                                     |                                      |            |
| Phone No.3:    |                                     | SCON Number:                         | 54321      |
| FAX No.:       |                                     |                                      |            |
| E-mail:        |                                     | Director Indicator:                  | NO         |
| WWW:           |                                     |                                      |            |
| Start Date:    | 1/1/99                              | Tax period when last<br>paid:        | Week 34    |
| Leaving Date:  | N/A                                 | :                                    |            |
| Birth Date:    |                                     | :                                    |            |

### More Details about the Employee Payroll List

|                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Employees<br>Identifiers<br>Custom List #1, #2, #3                                                                                                                                       |
| <b>Sort By</b>                                                                                                                                                                                                     | Employee                                                                                                                                                                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Address 2<br>Address 2 Phone #1, #2, #3<br>Address 2 Fax<br>Address 2 Email<br>Address 2 WWW<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3                                                     |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All fields in left column<br><b>Opens:</b> Profile view of Card Information window<br><br><b>Click:</b> All fields in right column<br><b>Opens:</b> Employee Payroll Information window |

# Payroll Activity [Summary]

*Index to Reports window > Payroll > Employees*

For the selected date range, this report lists the total wages, taxes, deductions, accruals 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 Accounting Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

## Payroll Activity (Summary) 1/1/02 through 31/12/02

| Employee      | Wages      | Deductions | Entitlements | Taxes      | Expenses   |
|---------------|------------|------------|--------------|------------|------------|
| Berry, Chuck  | £20,000.00 | £1,600.00  | £0.00        | £5,948.90  | £2,930.00  |
| Domino, Fats  | £15,928.00 | £120.00    | £0.00        | £4,987.60  | £2,489.44  |
| Sham, Sam the | £42,400.00 | £3,512.00  | £0.00        | £16,966.26 | £7,983.60  |
| Total:        | £78,328.00 | £5,232.00  | £0.00        | £27,902.76 | £13,403.04 |

### More Details about the Payroll Activity (Summary) Report

|                                                                                                                          |                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees<br>Identifiers<br>Custom List #1, #2, #3<br>Dated From/To<br>Separate Pages                                                                                                                        |
| <b>Sort By</b>                                                                                                           | Employee                                                                                                                                                                                                                  |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals:<br><br>Wages<br>Deductions<br>Expenses<br>Entitlements                                                                                                                                                         |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Card ID<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3<br>Net Pay<br>SSP<br>SMP<br>Student Loan<br>PAYE Tax<br>Tax Credits<br>Employee NIC<br>Employer NIC<br>NIC (EE's and ER'S)<br>NIC EE Rebate<br>NIC ER Rebate |

|                                                                                                                                                                                                                            |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <p><b>Drill Down to Source window</b><br/>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p>None</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|

# Payroll Activity [Detail]

*Index to Reports window > Payroll > Employees*

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 Accounting Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

## Payroll Activity (Detail) 1/1/02 through 31/12/02

| Employee            | Category                  |           |
|---------------------|---------------------------|-----------|
| Berry, Chuck<br>102 |                           |           |
|                     | Wages                     |           |
|                     | Base Salary               | £3,000.00 |
|                     | Total:                    | £3,000.00 |
|                     | Taxes                     |           |
|                     | PAYE Income Tax           | £298.74   |
|                     | NI Employee Contributions | £91.80    |
|                     | Total:                    | £1,020.54 |
|                     | Expenses                  |           |
|                     | NI Employer Contribution  | £345.50   |
|                     | Total:                    | £345.50   |

### More Details about the Payroll Activity (Detail) Report

|                           |                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Employees<br>Identifiers<br>Custom List #1, #2, #3<br>Dated From/To<br>Separate Pages |
| <b>Sort By</b>            | Employee                                                                                           |
| <b>Subtotals / Totals</b> | Subtotals:<br><br>Wages<br>Deductions<br>Expenses<br>Entitlements                                  |

|                                                                                                                          |      |
|--------------------------------------------------------------------------------------------------------------------------|------|
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None |
|--------------------------------------------------------------------------------------------------------------------------|------|



# Payroll Register [Summary]

*Index to Reports window > Payroll > Employees*

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 Accounting Plus payroll transactions.

## Payroll Register (Summary) January

| Employee      | Wages      | Deductions | Entitlements | Taxes     | Expenses  |
|---------------|------------|------------|--------------|-----------|-----------|
| Berry, Chuck  | £4,958.33  | £0.00      | 0            | £1,758.04 | £607.06   |
| Domino, Fats  | £3,744.00  | £0.00      | 0            | £1,240.82 | £230.94   |
| Sham, Sam the | £3,125.00  | £0.00      | 0            | £927.41   | 332.98    |
| Total:        | £11,827.33 | £0.00      | 0            | £3,926.27 | £1,170.98 |

### More Details about the Payroll Register (Summary) Report

|                                                                                                                          |                                                                           |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees<br>Identifiers<br>Custom List #1, #2, #3<br>Period |
| <b>Sort By</b>                                                                                                           | Employee                                                                  |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals:<br><br>Wages<br>Deductions<br>Expenses<br>Entitlements         |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Card ID<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3              |



# Payroll Register [Detail]

*Index to Reports window > Payroll > Employees*

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 Accounting Plus payroll transactions.

## Payroll Register (Detail) January

| Employee     | Category                  | January     |
|--------------|---------------------------|-------------|
| Berry, Chuck | CB102                     |             |
|              | Wages                     |             |
|              | Base Salary               | (£3,000.00) |
|              | Total:                    | (£3,000.00) |
|              | Taxes                     |             |
|              | PAYE Income Tax           | (£928.74)   |
|              | NI Employee Contributions | (£91.80)    |
|              | NI Employee Rebate        | £0.00       |
|              | Total:                    | (£1,020.54) |
|              | Expenses                  |             |
|              | NI Employer Contribution  | (£345.50)   |
|              | Total:                    | (£345.50)   |
| Smith, John  | *None                     |             |
|              | Wages                     |             |
|              | New Wages Category        | (£1,000.00) |
|              | Total:                    | (£1,000.00) |
|              | Taxes                     |             |
|              | PAYE Income Tax           | (£264.17)   |
|              | NI Employee Contributions | (£45.90)    |
|              | NI Employee Rebate        | £0.00       |
|              | Total:                    | (£310.07)   |
|              | Expenses                  |             |
|              | NI Employer Contribution  | (£111.75)   |
|              | Total:                    | (£111.75)   |

---

### More Details about the Payroll Register (Detail) Report

|                                                                                                                          |                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees<br>Identifiers<br>Custom List #1, #2, #3<br>Period<br>Dated From/To<br>Separate Pages |
| <b>Sort By</b>                                                                                                           | Employee                                                                                                     |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals:<br><br>Wages<br>Deductions<br>Expenses<br>Entitlements                                            |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                                         |

# Payroll Earnings

*Index to Reports window > Payroll > Employees*

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 Accounting Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

## Payroll Earnings 1/1/02 to 8/1/02

|               |              |           |
|---------------|--------------|-----------|
| Joan Harper   | Cheque No:   | 243       |
| Widgets, Ltd. | Cheque Date: | 8/10/02   |
|               | Gross Pay:   | £2,000.00 |
| Weekly        | Net Pay:     | £1,289.83 |

| Description              | Hours | Calc. Rate | Amount    | YTD       | Type  |
|--------------------------|-------|------------|-----------|-----------|-------|
| Base Salary              |       |            | £2,000.00 | £2,000.00 | Wages |
| PAYE Income Tax          |       |            | (£664.17) | (£664.17) | Taxes |
| NI Employee Contribution |       |            | (£45.90)  | (£45.90)  | Taxes |

|                |              |           |
|----------------|--------------|-----------|
| Joey Outsource | Cheque No:   | 244       |
| Widgets, Ltd.  | Cheque Date: | 8/10/02   |
|                | Gross Pay:   | £1,000.00 |
| Weekly         | Net Pay:     | £689.93   |

| Description              | Hours | Calc. Rate | Amount    | YTD       | Type  |
|--------------------------|-------|------------|-----------|-----------|-------|
| New Wages Category       | 0     | £0.00      | £1,000.00 | £1,000.00 | Wages |
| PAYE Income Tax          |       |            | (£264.17) | (£264.17) | Taxes |
| NI Employee Contribution |       |            | (£45.90)  | (£45.90)  | Taxes |

### More Details about the Payroll Earnings Report

|                                                                                                                          |                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees<br>Custom List #1, #2, #3<br>Dated From/To<br>Separate Pages |
| <b>Sort By</b>                                                                                                           | Employee                                                                            |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                |



|                                                                                                                                                                                                                    |      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | None |

---

# Entitlement Balance [Summary]

*Index to Reports window > Payroll > Entitlements*

For each selected employee or expense category, this report lists the total hours and value of entitlement expenses. The report can be printed either by employee or by employer expense.

**Note:** The data in this report is based on any information you enter in the Pay History window as well as MYOB Accounting Plus payroll transactions.

## Entitlement Balance (Summary) Year-to-Date

| Employee     | Amount    |
|--------------|-----------|
| Berry, Chuck | £1,661.54 |
| Domino, Fats | £1,540.00 |

### More Details about the Entitlement Balance (Summary) Report

|                                                                                                                          |                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees<br>Identifiers<br>Custom List #1, #2, #3<br>Period<br>Sort by Employee/Entitlement |
| <b>Sort By</b>                                                                                                           | Employee or Entitlement based on filter selection                                                         |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Card ID<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3                                              |

## Entitlement Balance [Detail]

*Index to Reports window > Payroll > Entitlements*

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 Accounting Plus payroll transactions.

### Entitlement Balance (Detail) January

| Employee     | Amount    |
|--------------|-----------|
| Berry, Chuck | £1,661.54 |
| Domino, Fats | £1,540.00 |

#### More Details about the Entitlement Balance (Detail) Report

|                                                                                                                          |                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees<br>Identifiers<br>Custom List #1, #2, #3<br>Period<br>Sort by Employee/Entitlement |
| <b>Sort By</b>                                                                                                           | Employee or Entitlement (based on filter selection)                                                       |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Custom List #1, #2, #3<br>Custom Field #1, #2, #3                                                         |

# BOBS Report

Lists payments to be made to employees, using Barclays Branch-Originated BACS Service (BOBS) for a user specified date range.

| Account Name                | Sort Code           | Acc. No.                 | A     | T                                           | B/D/C | Amount    |                     |
|-----------------------------|---------------------|--------------------------|-------|---------------------------------------------|-------|-----------|---------------------|
|                             |                     |                          | A     | = Account Type                              |       |           |                     |
|                             |                     |                          | T     | = Transaction Code                          |       |           |                     |
|                             |                     |                          | B/B/C | = Beneficiary/Debtor Number + 1 check Digit |       |           |                     |
| Customer Name:              | Application Number: | Due Date: ..../..../.... |       |                                             |       |           | Sub Batch Number: 1 |
| Customer Number             | £1,329.95           |                          |       |                                             |       |           |                     |
| Total Value:                |                     |                          |       |                                             |       |           |                     |
| Account Name                | Sort Code           | Acc.No.                  | A     | T                                           | B/D/C | Amount    |                     |
| Bill Jones\                 |                     |                          | 0     | 99                                          | 13465 | £1,329.95 |                     |
| Total                       |                     |                          |       |                                             |       | £1,329.95 |                     |
| Signature of Customer ..... |                     | Date ..../..../....      |       |                                             |       |           |                     |

## More Details about the BOBS Report

|                                                                                                                          |                                                       |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees<br>Identifiers<br>Date From/To |
| <b>Sort By</b>                                                                                                           | Employee                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                  |



# Employer's Payment Record (P32)

*Index to Reports window* This report provides a summary of VAT due and claimed (but not necessarily collected or paid) on sales and purchases for the selected date range, based on the VAT codes used.

## Employer's Payment Record (P32) Includes/DOES NOT INCLUDE Class 1A Contributions Current Tax Year 2001-2002 Period 10 through 12

| Period   | PAYE Tax | Load Ded | Tax Credits | Net Tax | Gross NIC | SSP rec | SMP rec | SMP comp | NIC reb | Tot NIC Ded | Net NIC | Total Due |
|----------|----------|----------|-------------|---------|-----------|---------|---------|----------|---------|-------------|---------|-----------|
| Month 12 |          |          |             |         |           |         |         |          |         |             |         |           |
| W52      | 0.00     | 0.00     | 0.00        | 0.00    | 276.26    | 0.00    | 0.00    | 0.00     | 0.69    | 0.69        | 277.57  | 277.57    |
| M12      | 12.10    | 0.00     | 0.00        | 12.10   | 26.72     | 0.00    | 0.00    | 0.00     | 0.00    | 0.00        | 26.72   | 38.82     |
| Total    | 12.10    | 0.00     | 0.00        | 12.10   | 304.98    | 0.00    | 0.00    | 0.00     | 0.69    | 0.69        | 304.29  | 316.39    |
|          | 12.10    | 0.00     | 0.00        | 12.10   | 304.98    | 0.00    | 0.00    | 0.00     | 0.69    | 0.69        | 304.29  | 316.39    |

### Notes

| Column | Title       | Contents                                |
|--------|-------------|-----------------------------------------|
| 1      | PAYE Tax    | Income Tax                              |
| 2      | Load Ded    | Student Loan Deductions                 |
| 3      | Tax Credits | Tax Credits Paid                        |
| 4      | Net Tax     | Net Income Tax (col 1 + 2 - 3)          |
| 5      | Gross NIC   | Gross National Insurance                |
| 6      | SSP rec     | Statutory Sick Pay (SSP) recovered      |
| 7      | SMP rec     | Statutory Maternity Pay (SMP) recovered |
| 8      | SMP comp    | NIC compensation on SMP (if due)        |
| 9      | NIC reb     | NIC rebate claimed                      |
| 10     | Tot NIC Ded | Total NIC deductions (add cols 6-9)     |
| 11     | Net NIC     | Net National Insurance (col 5-10)       |
| 12     | Total Due   | Total Amount Due (col 4 + 11)           |

1A Contributions - or - DOES NOT INCLUDE 1A Contributions  
(based on choice made in Report Customisation window)

### More Details about the Employer's Payment Record Report

|                                                                                                                          |                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | Tax Period - Month 1-12/Quarter 1-4/Year-to-Date<br>Pay Frequency - All/Weekly/ Monthly<br>Include Class 1A contributions in the year, unless paid by Alternative Payment Method |
| <b>Sort By</b>                                                                                                           | Chronologically by pay period.                                                                                                                                                   |
| <b>Subtotals / Totals</b>                                                                                                | Subtotal for each column for each tax period<br>Total for each column for all tax periods.                                                                                       |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                                                                                                             |



# P11 PAYE

*Index to Reports window* This report displays P11 Deduction Working Sheet PAYE information.

## P11 Deduction Working Sheet (Tax)

| Period                             | Pay    | Pay TD | Free Pay TD | Addnl pay TD                       | Taxable TD | Tax due TD  | K tax due | K reg limit         | Tax ded | K tax not ded | Tax credits |
|------------------------------------|--------|--------|-------------|------------------------------------|------------|-------------|-----------|---------------------|---------|---------------|-------------|
| Employee: Lee, Peter               |        |        |             |                                    |            |             |           |                     |         |               |             |
| National Insurance No.: 12345      |        |        |             | Date of Birth: 2/01/70             |            |             |           | Start Date: 10/5/01 |         |               |             |
| Tax Code: : 453L                   |        |        |             |                                    |            | Leave Date: |           |                     |         |               |             |
| Tax Code: : 453L                   |        |        |             |                                    |            |             |           |                     |         |               |             |
| W52                                | 682.69 | 682.69 | 4,539.08    | 0.00                               | 0.00       | 0.00        | 0.00      | 0.00                | 0.00    | 0.00          | 0.00        |
| Pay in previous employments: £0.00 |        |        |             | Tax in previous employments: £0.00 |            |             |           |                     |         |               |             |
| Pay in this employment: £682.69    |        |        |             | Tax in this employment: £0.00      |            |             |           |                     |         |               |             |

|                                    |        |      |        |                                    |        |             |      |                     |       |      |      |
|------------------------------------|--------|------|--------|------------------------------------|--------|-------------|------|---------------------|-------|------|------|
| Employee: Robol, Michelle          |        |      |        |                                    |        |             |      |                     |       |      |      |
| National Insurance No.: 98765      |        |      |        | Date of Birth: 6/021/81            |        |             |      | Start Date: 9/12/99 |       |      |      |
| Tax Code: : 453L                   |        |      |        |                                    |        | Leave Date: |      |                     |       |      |      |
| Tax Code: : 453L                   |        |      |        |                                    |        |             |      |                     |       |      |      |
| M12                                | 500.00 | 0.00 | 378.25 | 0.00                               | 121.75 | 0.00        | 0.00 | 0.00                | 12.10 | 0.00 | 0.00 |
| Pay in previous employments: £0.00 |        |      |        | Tax in previous employments: £0.00 |        |             |      |                     |       |      |      |
| Pay in this employment: £500.00    |        |      |        | Tax in this employment: £12.10     |        |             |      |                     |       |      |      |

### More Details about the P11 PAYE Report

|                                                                                                                          |                                       |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees Identifiers    |
| <b>Sort By</b>                                                                                                           | Alphabetical by employees' last names |
| <b>Subtotals / Totals</b>                                                                                                | None                                  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                  |



# P11 NIC

*Index to Reports window* This report displays P11 Deduction Working Sheet National Insurance Contributions information.

## P11 Deduction Working Sheet (NIC)

| Period                              | LEL Pay | pay LEL<br>to TD | pay TD to<br>UEL       | ER's +<br>EE's | EE's  | EE's NIC<br>Reb | ER's NIC<br>Reb    | SSP   | SMP   | Load ded |
|-------------------------------------|---------|------------------|------------------------|----------------|-------|-----------------|--------------------|-------|-------|----------|
| Employee: Jones, Ray                |         |                  |                        |                |       |                 |                    |       |       |          |
| National Insurance No.: 4937897     |         |                  | Date of Birth: 8/03/68 |                |       |                 | Start Date: 5/5/98 |       |       |          |
| Tax Code: : 453L                    |         |                  |                        |                |       |                 | Leave Date:        |       |       |          |
| NIC Table Letter: A                 |         |                  |                        |                |       |                 |                    |       |       |          |
| W52                                 | 72      | 15.00            | 488.00                 | 119.69         | 48.80 | 0.00            | 0.00               | 0.00  | 0.00  | 0.00     |
| Total                               | 72      | 15.00            | 488.00                 | 119.69         | 48.80 |                 |                    |       |       |          |
| Total (includes manual adjustments) |         |                  |                        |                |       | £0.00           | £0.00              | £0.00 | £0.00 | £0.00    |
|                                     |         |                  |                        |                |       | Total Rebate    | 0.00               |       |       |          |

|                                     |     |       |                         |       |       |              |                     |       |       |       |
|-------------------------------------|-----|-------|-------------------------|-------|-------|--------------|---------------------|-------|-------|-------|
| Employee: Robol, Michelle           |     |       |                         |       |       |              |                     |       |       |       |
| National Insurance No.: 98765       |     |       | Date of Birth: 6/021/81 |       |       |              | Start Date: 9/12/99 |       |       |       |
| Tax Code: : 453L                    |     |       |                         |       |       |              | Leave Date:         |       |       |       |
| TNIC Table Letter: A                |     |       |                         |       |       |              |                     |       |       |       |
| M12                                 | 312 | 66.00 | 122.00                  | 26.72 | 12.20 | 0.00         | 0.00                | 0.00  | 0.00  | 0.00  |
| Total                               | 312 | 66.00 | 122.00                  | 26.72 | 12.20 |              |                     |       |       |       |
| Total (includes manual adjustments) |     |       |                         |       |       | £0.00        | £0.00               | £0.00 | £0.00 | £0.00 |
|                                     |     |       |                         |       |       | Total Rebate | 0.00                |       |       |       |

### More Details about the P11 NIC Report

|                                                                                                                          |                                           |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees Identifiers        |
| <b>Sort By</b>                                                                                                           | Alphabetical by employees' last names     |
| <b>Subtotals / Totals</b>                                                                                                | Each column and Rebates for each employee |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                      |



# P35(CS) Annual Return Continuation Information

*Index to Reports window* This report displays a summary of Income Tax and National Insurance Contributions for the current payroll year.

## P35(CS) Annual Return Continuation Information (Includes Class 1A Contributions)

| Employee        | NIC (EE's and ER's) | Income Tax |
|-----------------|---------------------|------------|
| Allen, Pete     | 127.70              |            |
| Jones, Ray      | 119.69              |            |
| Robol, Michelle | 26.72               | 12.10      |
| Total           | 274.11              | 12.10      |

### More Details about the P35(CS) Annual Return Continuation Information Report

|                                                                                                                          |                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Employees Identifiers<br>Include Class 1A contributions in the year, unless paid by Alternative Payment Method |
| <b>Sort By</b>                                                                                                           | Alphabetical by employees' last names                                                                                       |
| <b>Subtotals / Totals</b>                                                                                                | Total: NIC and Income Tax                                                                                                   |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | SSP<br>SMP                                                                                                                  |







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# Payroll Journal

*Index to Reports window > Payroll > Transaction Journals*

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 Accounting Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

## Payroll Journal 8/1/02 through 15/1/02

| ID No.  | Account No. | Account Name                    | Hours | Debit     | Credit      | Job |
|---------|-------------|---------------------------------|-------|-----------|-------------|-----|
| 1/12/02 | Chuck Berry |                                 | CB102 |           | 111-22-3333 |     |
| 23      | 1-1100      | Chebank 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   |     |
| 2/12/02 | Chuck Berry |                                 | CB102 |           | 111-22-3333 |     |
| 28      | 1-1100      | Chebank 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   |     |
| 3/12/02 | Chuck Berry |                                 | CB102 |           | 111-22-3333 |     |
| 32      | 1-1100      | Chebank 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   |     |

**More Details about the Payroll Journal**

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Filters</b></p>                                                                                                                                                                                                               | <p>All/Selected Accounts<br/>         Custom List #1, #2, #3<br/>         Dated From/To<br/>         Separate Pages</p>                                                                                                                   |
| <p><b>Sort By</b></p>                                                                                                                                                                                                               | <p>Date</p>                                                                                                                                                                                                                               |
| <p><b>Optional Fields</b><br/>         additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>None</p>                                                                                                                                                                                                                               |
| <p><b>Drill Down to Source window</b><br/>         roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Date, Employee name, Card ID,<br/> <b>Opens:</b> Profile view of Card Information window<br/><br/> <b>Click:</b> ID #, Account No., Account Name, Hours, Debit, Credit, Job<br/> <b>Opens:</b> Pay Employees window)</p> |

# Recurring Paycheques

*Index to Reports window > Payroll > Recurring Transactions*

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.

## Recurring Paycheques

| Template Name      | Frequency | Last Posted | Next Due |
|--------------------|-----------|-------------|----------|
| Paycheque - Berry  | Monthly   | 11/3/02     | 12/4/02  |
| Paycheque - Domino | Bi-Weekly | 11/3/02     | 12/4/02  |
| Paycheque - Sham   | Monthly   | 11/3/02     | 12/4/02  |

### More Details about the Recurring Paycheques Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Recurring Type                                                                                                                                                                                                                                                                               |
| <b>Sort By</b>                                                                                                                                                                                                     | Transaction Name (alphabetical)                                                                                                                                                                                                                                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | None                                                                                                                                                                                                                                                                                         |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Transaction source window based on the transaction type selected as the filter:<br><br>General Journal - General Journal window<br>Cheques -- Spend Money window<br>Deposits -- Prepare Bank Deposits window<br>Paycheques -- Pay Employees window |



# Items List [Summary]

*Index to Reports window > Stock > Items*

This report displays your items, including their main suppliers, units on hand, total value of items in stock and the current selling prices.

| Items List [Summary] |                      |               |             |              |               |
|----------------------|----------------------|---------------|-------------|--------------|---------------|
| Item                 | Main 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  |              |               |

## More Details about the Items List (Summary) Report

|                                                                                                                          |                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts -- From/To<br>Custom List No.1, No.2, No.3<br>Include Items Only Bought/Only Sold/Only Stocked/<br>All<br>Sort By Item Number/Item Name<br>Include Suppliers All/Selected<br>Display Sale Price As Recorded/Tax Inclusive/Tax<br>Exclusive<br>Include Zero Quantities<br>Include Inactive Items |
| <b>Sort By</b>                                                                                                           | Item Number or Item Name, based on filter selection                                                                                                                                                                                                                                                                   |
| <b>Subtotals / Totals</b>                                                                                                | Grand Total: Total Value                                                                                                                                                                                                                                                                                              |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Price Status<br>Status<br>Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3                                                                                                                                                                                                           |

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** Main Supplier

**Opens:** Profile view of Card Information window

**Click:** All Other Fields

**Opens:** Profile view of Item Information window

# Items List [Detail]

Index to Reports window > Stock > Items

This report displays your items and most corresponding item information.

## Items List [Detail]

| Asset | Income | Exp./COS | Sell Price | Sell Unit | S/ No.per | S/VAT | Last Buy Price | Buy Unit | B/ No.per | B/VAT | 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 |
|--------|--------|--------|--------|------|---|---|--------|------|---|---|---|---|

### More Details about the Items List (Detail) Report

|                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                 | All/Selected Accounts -- From/To<br>Custom List No.1, No.2, No.3<br>Include Items Only Bought/Only Sold/Only Stocked/<br>All<br>Sort By Item Number/Item Name<br>Include Suppliers All/Selected<br>Display Sale Price As Recorded/Tax Inclusive/Tax<br>Exclusive<br>Display Last Buy Price Tax Inclusive/Tax Exclusive<br>Include Zero Quantities<br>Include Inactive Items |
| <b>Sort By</b>                                                                                                                 | Item Number or Item Name, based on filter selection                                                                                                                                                                                                                                                                                                                         |
| <b>Optional Fields</b><br>additional fields that can appear in this<br>report by selecting them in the Report<br>Design window | Price Status<br>Phone<br>Fax<br>Contact<br>Notes<br>Terms<br>Average Cost<br>Status<br>Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3                                                                                                                                                                                                    |

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** Supplier

**Opens:** Profile view of Card Information window

**Click:** All Other Fields

**Opens:** Profile view of Item Information window



# Analyse Stock [Summary]

*Index to Reports window > Stock > Items*

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.

## Analyse Stock [Summary]

| Item No. | 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       |

### More Details about the Analyse Stock (Summary) Report

|                                                                                                                                                                                                                    |                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Accounts<br>Custom List No.1, No.2, No.3<br>Sort By Item Number/Item Name<br>Include Zero Quantities |
| <b>Sort By</b>                                                                                                                                                                                                     | Item Number or Item Name, based on filter selection                                                               |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3                                 |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Item No., Item Name, On Hand<br><b>Opens:</b> Profile view of Item Information window               |

# Analyse Stock [Detail]

*Index to Reports window > Stock > Items*

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.

## Analyse Stock [Detail]

| Item      | ID No.   | Name                 | Date Ordered | Date Promised | Committed | On Order | Available |
|-----------|----------|----------------------|--------------|---------------|-----------|----------|-----------|
| 100-101A5 |          | Widgets              |              |               |           |          |           |
|           | 00000006 | Wholesale Supply Co. | 12/9/02      | 1/10/02       | 0         | 50       | 752       |
| Total:    |          |                      |              |               | 0         | 50       | 752       |

### More Details about the Analyse Stock (Detail) Report

|                                                                                                                          |                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | Item Number                                                                                                                    |
| <b>Sort By</b>                                                                                                           | Date Promised (Ascending)                                                                                                      |
| <b>Subtotals / Totals</b>                                                                                                | Subtotals:<br><br>Committed<br>On Order<br>Available                                                                           |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Contact<br>Phone<br>Fax<br>Notes<br>Terms<br>Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3 |

# Auto-Build

*Index to Reports window > Stock > Items*

This report displays the components and average costs for specific finished items. Items can be sorted by item number or name.

## Auto-Build Items

| Quantity to Build | Item No.  | 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        |         |

### More Details about the Auto-Build Report

|                                                                                                                                                                                                                    |                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Accounts<br>Custom List No.1, No.2, No.3<br>Sort By Item Number/Item Name<br>Separate Pages |
| <b>Sort By</b>                                                                                                                                                                                                     | Item Number or Item Name, based on filter selection                                                      |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Grand Total: Total Value                                                                                 |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3                        |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Profile view of Item Information window                        |

# Stock Count Sheet

*Index to Reports window > Stock > Items*

This is a helpful form for recording your physical stock when taking inventory.

## Stock Count Sheet

| Item No.  | Item Name       | On Hand | Units | 1 <sup>st</sup> Count | 2 <sup>nd</sup> 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     | _____                 | _____                 |

### More Details about the Stock Count Sheet

|                                                                                                                                                                                                                    |                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Accounts<br>Custom List No.1, No.2, No.3<br>Sort By Item Number/Item Name<br>Include Inactive Items |
| <b>Sort By</b>                                                                                                                                                                                                     | Item Number or Item Name (based on filter selection)                                                             |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3                                |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Item No., Item Name, On Hand, Units<br><b>Opens:</b> Profile view of Item Information window       |

## Item Sales History [OfficeLink]

*Index to Reports window > Stock > Items*

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

### More Details about the Items Sales History (OfficeLink) Report

|                                                                                                                          |                                                       |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts<br>Custom List No.1, No.2, No.3 |
| <b>Sort By</b>                                                                                                           | Item Number                                           |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                  |

# Price List [Summary]

*Index to Reports window > Stock > Pricing*

This report displays a list of your items and the price you currently charge for them.

## Price List [Summary]

| Item No.  | 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       |

### More Details about the Price List (Summary) Report

|                                                                                                                          |                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts<br>Custom List No.1, No.2, No.3<br>Sort By Item Number/Item Name<br>Include Suppliers All/Selected<br>Display Sell Price As Recorded/Tax Inclusive/Tax Exclusive<br>Include Zero Prices |
| <b>Sort By</b>                                                                                                           | Item Number or Item Name, based on filter selection                                                                                                                                                           |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Price Status<br>Units on Hand<br>Min. Level<br>Main Supplier<br>Phone<br>Fax<br>Reorder<br>Buy Unit<br>VAT<br>Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3               |



# Price List [Detail]

*Index to Reports window > Stock > Pricing*

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.

## Price List [Detail]

| Item No.       | 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   |                         |        |

## Sample Reports

|         |         |
|---------|---------|
| 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   |        |      |

### More Details about the Price List (Detail) Report

|                                                                                                                                                                                                                    |                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Accounts<br>Custom List No.1, No.2, No.3<br>Price Level<br>Sort By Item Number/Item Name<br>Include Zero Prices                                                    |
| <b>Sort By</b>                                                                                                                                                                                                     | Item Number or Item Name, based on filter selection                                                                                                                             |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Units on Hand<br>Min. Level<br>Main Supplier<br>Phone<br>Fax<br>Reorder<br>Buy Unit<br>VAT<br>Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3 |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Profile view of Item Information window                                                                                               |

# Price Analysis

*Index to Reports window > Stock > Pricing*

This report displays a calculation of the gross profit, percent margin, and percent markup of your stock items using either average cost or last cost. This report may be sorted by Item No. or Item Name.

## Price Analysis

| Item No.  | 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       |

Price Analysis Report - Sample Report

### More Details about the Price Analysis Report

|                                                                                                                                                                                                                    |                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Accounts<br>Custom List No.1, No.2, No.3<br>Sort By Item Number/Item Name<br>Select Cost Basis<br>Include Zero Prices |
| <b>Sort By</b>                                                                                                                                                                                                     | Item Number or Item Name, based on filter selection                                                                                |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3                                                  |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Profile view of Item Information window                                                  |

# Stock Journal

*Index to Reports window > Stock > Transaction Journals*

This report displays the transactions assigned to the stock journal within a period range.

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

## Stock Journal 1/9/02 To 31/12/02

| Src          | Date     | ID No.                  | Acc No. | Account Name   | Debit      | Credit     | Job |
|--------------|----------|-------------------------|---------|----------------|------------|------------|-----|
| IJ           | 9/9/02   | Opening Stock Count     |         |                |            |            |     |
|              |          | IJ000001                | 1-2200  | Finished Goods |            | £83,950.00 |     |
|              |          | IJ000001                | 1-2200  | Finished Goods | £83,950.00 |            |     |
| IJ           | 12/12/02 | 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 |     |

### More Details about the Stock Journal

|                                                                                                                          |                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | All/Selected Accounts<br>Source Journal<br>Transaction Date From/To<br>Session Date From/To |
| <b>Sort By</b>                                                                                                           | IDNo.                                                                                       |
| <b>Subtotals / Totals</b>                                                                                                | Grand Total: Debit and Credit                                                               |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | User ID<br>Session Date<br>Reconciled Date                                                  |



## To Do List [Stock Alert]

*Index to Reports window > Stock > To Do List*

This report displays the items that need reordering [or auto-building] from the To Do List window.

### To Do List - Items to Reorder or Build

| Item No.  | Name     | On Hand | On Order | Committed |
|-----------|----------|---------|----------|-----------|
| 400-101   | Whatsits | 0       | 0        | 0         |
| 500-101D3 | Thingies | 19      | 0        | 0         |

### More Details about the To Do List (Stock Alert) Report

|                                                                                                                                                                                                                    |                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | None                                                                                                                                            |
| <b>Sort By</b>                                                                                                                                                                                                     | Item Number                                                                                                                                     |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Supplier Name<br>Contact<br>Phone<br>Fax<br>Notes<br>Terms<br>Item Description<br>Custom List No.1, No.2, No.3<br>Custom Field No.1, No.2, No.3 |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> A/R view of To Do List window                                                                         |



# Card File [Summary]

*Index to Reports window > Card > Cards*

This report displays a list of all people and companies in your Card File.

## Card File

| Name                 | Phone        | Type     | Current Balance | Identifiers |
|----------------------|--------------|----------|-----------------|-------------|
| Acme Sales Ltd.      | 01254 889079 | Customer | £2,629.51       | CR          |
| Chuck Berry          | 01254 889089 | Employee |                 | AC          |
| Boffo Products       | 01254 882020 | Customer | £1,660.70       |             |
| Fats Domino          | 01254 883030 | Employee |                 | C           |
| Sam Lee              | 01254 884040 | Personal |                 | AC          |
| Joe's Bank           | 01254 885050 | Personal |                 | A           |
| Sam Sham             | 01254 886060 | Employee |                 | C           |
| Wholesale Supply Co. | 01254 887070 | Supplier | £9,138.28       |             |
| Widgets by Smith     | 01254 888080 | Customer | £14,755.00      |             |
| World of Widgets     | 01254 889090 | Supplier | £2,368.74       | E           |

### More Details about the Card File (Summary) Report

|                                                                                                                                                                                                                    |                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | Card Type<br>Identifier<br>Last Contact Before<br>Recontact On/Before<br>Postal Code From/To<br>Include Inactive Cards |
| <b>Sort By</b>                                                                                                                                                                                                     | Card (Alphabetical)                                                                                                    |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Status<br>Card ID<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3                                                 |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Profile view of Card Information window                                      |



# Card File [Detail]

*Index to Reports window > Card > Cards*

This report displays a comprehensive list of all people and companies in your Card File.

## Card File

|                   |                       |                          |                       |
|-------------------|-----------------------|--------------------------|-----------------------|
| Acme Sales        | Supplier              | Balance:                 | £2,629.51             |
| Card ID:          | ASI1002               | Currency:                | GBP                   |
| First Address:    | Main Street           | Second Address:          | 400 Warehouse Road.   |
| City:             | Toontown              | City:                    | Toontown              |
| County:           | Bucks                 | County:                  | Bucks                 |
| Postal Code:      | MK43 OPT              | Postal Code:             | MK43 OPT              |
| Phone No.1:       | 515-555-1919          | Phone No.1:              | 515-555-1920          |
| Phone No.2:       | 515-555-9115          | Phone No.2:              |                       |
| Phone No.3:       |                       | Phone No.3:              |                       |
| FAX No.:          |                       | FAX No.:                 |                       |
| E-mail:           | Acme@acmenet.com      | E-mail:                  |                       |
| WWW:              |                       | WWW:                     |                       |
| Salutation:       |                       | Salutation:              |                       |
| Contact:          |                       | Contact:                 |                       |
| Notes:            | Nice guy, loves toons |                          |                       |
| Custom List No.1: | Cust L 1              | Custom Field No.1:       | Cust F 1              |
| Custom List No.2: | Cust L 2              | Custom Field No.2:       | Cust F 2              |
| Custom List No.3: | Cust L 3              | Custom Field No.3:       | Cust F 3              |
| Identifiers       | CR                    | Inv/PO Layout:           | Service               |
| Price Level:      | Base Selling Price    | Account:                 | 4-4000                |
| Salesperson:      |                       | Inv/PO Comment           | Thanks for the order! |
| Delivery Method:  | Best Way              | Printed Form:            | MYOB Plain Paper PO   |
| Billing Rate:     | £11.56                | Pymt Method:             |                       |
| Cost per Hr:      | £12.56                | Carriage VAT Code:       |                       |
| Payment Due:      | Prepaid               | Discount Days/Date:      | 5                     |
| Due Days/Date:    | 30                    | Prompt Payment Discount: | 10.00%                |
|                   |                       | VAT ID:                  | JLS9899               |
| Credit Limit:     | £15,000               | VAT Code:                | S                     |
| Volume Discount:  | 25%                   |                          |                       |

### More Details about the Card File (Detail) Report

|                                                                                                                          |                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | Card Type<br>Identifier<br>Last Contact Before<br>Recontact On/Before<br>Postal Code From/To<br>Separate Pages<br>Include Inactive Cards |
| <b>Sort By</b>                                                                                                           | Card (Alphabetical)                                                                                                                      |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                                                                     |

---

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** All Fields

**Opens:** Profile view of Card Information window

# Addresses

*Index to Reports window > Card > Cards*

This report displays the card name, contact name, address and phone number for specified people and companies in your Card File.

## Address List

| Address 1 Contact | Name                 | Address 1 Phone | Address 1                                                   |
|-------------------|----------------------|-----------------|-------------------------------------------------------------|
| Marvin Acme       | Acme Sales Ltd.      | 01254 889079    | Main Street<br>Bracknell, Berkshire Rg12 1DF                |
|                   | Chuck Berry          | 01254 889089    | c/o Maybelline<br>Suite 16<br>Bracknell, Berkshire Rg12 1DF |
| Joseph Boffo      | Boffo Products       | 01254 882020    | 31 Boffo Circle<br>Bracknell, Berkshire Rg12 1DF            |
|                   | Fats Domino          | 01254 883030    | Blueberry Hill<br>Bracknell, Berkshire Rg12 1DF             |
|                   | Sam Lee              | 01254 884040    | Green Eggs Acres<br>Bracknell, Berkshire Rg12 1DF           |
|                   | Joe's Bank           | 01254 885050    | 100 Main Street<br>Bracknell, Berkshire Rg12 1DF            |
|                   | Sam Sham             | 01254 886060    | 14 Pharohs Way<br>Bracknell, Berkshire Rg12 1DF             |
|                   | Wholesale Supply Co. | 01254 887070    | 41 Makeadeal Circle<br>Bracknell, Berkshire Rg12 1DF        |
|                   | Widgets by Smith     | 01254 888080    | 123 Broadway<br>Bracknell, Berkshire Rg12 1DF               |
|                   | World of Widgets     | 01254 889090    | 100 Hotdeal Road<br>Bracknell, Berkshire Rg12 1DF           |

## More Details about the Addresses Report

|                                                                                                                          |                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | Card Type<br>Identifier<br>Last Contact Before<br>Recontact On/Before<br>Postal Code From/To                                                                                                                                                                                           |
| <b>Sort By</b>                                                                                                           | Card (Alphabetical)                                                                                                                                                                                                                                                                    |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | Address 1 Phone#2, #3<br>Address 1 Fax<br>Address 1 Email<br>Address 1 WWW<br>Address 2, 3, 4, 5<br>Address 2, 3, 4, 5 Phone#1, #2, #3<br>Address 2, 3, 4, 5 Fax<br>Address 2, 3, 4, 5 Email<br>Address 2, 3, 4, 5 WWW<br>Card ID<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3 |

---

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** All Fields

**Opens:** Profile view of Card Information window



# Card Transactions

*Index to Reports window > Card > Cards*

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.

## Card Transactions 1/9/02 To 31/12/02

| Name                 | ID No.   | Src      | Date    | Memo                      | Account | Debit     | Credit |
|----------------------|----------|----------|---------|---------------------------|---------|-----------|--------|
| Wholesale Supply Co. | WSC231   | Supplier |         |                           |         |           |        |
|                      | 35       | CD       | 12/9/02 | Payment; Wholesale Supply | 2-1200  | £142.56   |        |
|                      | 35       | CD       | 12/9/02 | Payment; Wholesale Supply | 2-1200  | £1,069.20 |        |
|                      |          |          |         |                           |         | £1,211.76 | £0.00  |
| Widgets by Smith     | WS324    | Customer |         |                           |         |           |        |
|                      | CR000005 | CR       | 12/9/02 | Monthly Licence Fee       | 1-1100  | £125.00   |        |
|                      |          |          |         |                           |         | £125.00   | £0.00  |
| World of Widgets     | WW213    | Supplier |         |                           |         |           |        |
|                      | 36       | CD       | 12/9/02 | Payment; World of Widgets | 2-1200  | £43.09    |        |
|                      |          |          |         |                           |         | £43.09    | £0.00  |

### More Details about the Card Transactions Report

|                           |                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------|
| <b>Filters</b>            | All/Selected Card Identifiers<br>Source Journal<br>Dated From/To<br>From ID - To<br>Separate Pages |
| <b>Sort By</b>            | Card (Alphabetical), then by ID#                                                                   |
| <b>Subtotals / Totals</b> | For Debit and Credit<br>Subtotal by Card                                                           |

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Optional Fields</b><br/>         additional fields that can appear in this report by selecting them in the Report Design window</p>                                                                                           | <p>Balance<br/>         Amount Paid<br/>         Address 1 Contact<br/>         Address 1 Phone#1<br/>         Address 1 Fax<br/>         Terms<br/>         Credit Limit<br/>         Their Inv/P.O.#<br/>         Salesperson<br/>         Due Date<br/>         Promised Date<br/>         Address 1<br/>         Custom List #1, #2, #3<br/>         Custom Field #1, #2, #3<br/>         Address 2, 3, 4, 5<br/>         Address 2, 3, 4, 5 Contact</p>                                                                      |
| <p><b>Drill Down to Source window</b><br/>         roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window</p> | <p><b>Click:</b> Name, Card Subtotals<br/> <b>Opens:</b> Card view of Find Transactions window</p> <p><b>Click:</b> ID#, Date, Memo, Account, Debit, Credit<br/> <b>Opens:</b> Transaction source window; dependent on the SRC Journal type:</p> <p>GJ - Nominal Journal Entry window<br/>         CD - Spend Money, Pay Employees or Pay Supplier window<br/>         CR - Prepare Bank Deposit or Receive Payments window<br/>         SJ - Sales window<br/>         PJ - Purchases window<br/>         IJ - No drill down</p> |

# Contact Log

*Index to Reports window > Card > Cards*

This report displays your Contact Log for specific people and companies within the period range. It also contains totals of elapsed time.

## Contact Log 9/1/02 To 31/12/02

| Date                 | Time | Recontact | Notes                            |
|----------------------|------|-----------|----------------------------------|
| Wholesale Supply Co. |      | WSC317    | Supplier                         |
| 12/9/02              | :00  |           | Paid £1,069.20; ID No.35         |
| 12/9/02              | :00  |           | Paid £142.56; ID No.35           |
| 12/9/02              | :00  |           | Purchase No.00000010 for £142.56 |
| Total:               | :00  |           |                                  |
| Widgets by Smith     |      | WS110     | Customer                         |
| 12/9/02              | :00  |           | Received £125.00; ID No.CR000005 |
| Total:               | :00  |           |                                  |
| World of Widgets     |      | WW32      | Supplier                         |
| 12/9/02              | :00  |           | Paid £43.09; ID No.36            |
| 12/9/02              | :00  |           | Purchase No.00000011 for £43.09  |

### More Details about the Contact Log Report

|                                                                                                                                                                                                                    |                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | All/Selected Cards<br>Identifier<br>Dated From/To<br>Separate Pages                                                                                           |
| <b>Sort By</b>                                                                                                                                                                                                     | Card (Alphabetical),<br>then by Contact Date (descending)                                                                                                     |
| <b>Subtotals / Totals</b>                                                                                                                                                                                          | Subtotal: Time                                                                                                                                                |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Contact<br>Address 1 Phone#1<br>Custom List #1, #2, #3<br>Custom Field #1, #2, #3                                                                             |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> Name, Type<br><b>Opens:</b> View Contact Log window<br><br><b>Click:</b> Date, Time, Recontact, Notes<br><b>Opens:</b> Contact Log Entry window |

# Identifiers

*Index to Reports window > Card > Cards*

This report displays a list of your identifiers and their descriptions.

| <b>Identifiers</b> |                           |
|--------------------|---------------------------|
| ID No.             | Description               |
| A                  |                           |
| B                  |                           |
| C                  | College 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                  |                           |

## More Details about the Identifiers Report

|                                                                                                                          |      |
|--------------------------------------------------------------------------------------------------------------------------|------|
| <b>Filters</b>                                                                                                           | None |
| <b>Sort By</b>                                                                                                           | ID#  |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None |

---

**Drill Down to Source window**

roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window

**Click:** All Fields

**Opens:** Identifiers window



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# GIS Card File

*Index to Reports window > Card > Cards*

This report provides information from the card file. This report is designed to be saved to disk only, for import into a GIS.

## GIS Card File

| Name            | Phone        | Type     | Current Balance | Identifiers | County 1  | Post Code 1 |
|-----------------|--------------|----------|-----------------|-------------|-----------|-------------|
| Acme Sales Ltd. | 01254 889079 | Customer | £2,629.51       | CR          | Bucks     | MK43 OPT    |
| Chuck Berry     | 01254 889089 | Employee |                 | AC          | London    | SS9 9KK     |
| Boffo Products  | 01254 882020 | Customer | £1,660.70       |             | Herts     | EN11 8HY    |
| Fats Domino     | 01254 883030 | Employee |                 | C           | Keynes    | MK99 0LL    |
| Sam Lee         | 01254 884040 | Personal |                 | AC          | Anycounty | AN2 345     |

### More Details about the GIS Card File Report

|                                                                                                                          |                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Filters</b>                                                                                                           | Card Type<br>Identifier<br>Last Contact Before<br>Recontact On/Before<br>Postal Code From/To |
| <b>Sort By</b>                                                                                                           | Card (Alphabetical)                                                                          |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window | None                                                                                         |

# To Do List [Overdue Contacts]

*Index to Reports window > Card > To Do List*

This report displays a list of overdue Contact Log reminders from the To Do List window.

## To Do List - Overdue Contacts

12/9/02

| Name                                                         | Type     | Date   | Recontact Date |
|--------------------------------------------------------------|----------|--------|----------------|
| Acme Sales Ltd.                                              | Customer | 1/8/02 | 31/8/02        |
| Asked about new line of Widgets. Call when materials arrive. |          |        |                |

### More Details about the To Do List (Overdue Contacts) Report

|                                                                                                                                                                                                                    |                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Filters</b>                                                                                                                                                                                                     | As of Date                                                         |
| <b>Sort By</b>                                                                                                                                                                                                     | Overdue Date                                                       |
| <b>Optional Fields</b><br>additional fields that can appear in this report by selecting them in the Report Design window                                                                                           | Contact<br>Address 1 Phone#1                                       |
| <b>Drill Down to Source window</b><br>roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window | <b>Click:</b> All Fields<br><b>Opens:</b> Contact Log Entry window |