



Accounting Plus

Sample Reports

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

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

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

“Profit & Loss [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:

“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

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 and 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

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

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 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 Collected	£0.00
	4-3300	Miscellaneous Income	£400.00
5-0000	Cost of Sales		£13,386.57
5-1000	Retail Cost of Sales		£4,622.97
5-2000	Wholesale Cost of Sales		£2,371.49
5-3000	Consignment Cost of Sales		£6,392.11
5-4000	Wages for Production Labor		£0.00
5-5000	Materials & Supplies		£0.00
5-6000	Other Costs		£0.00
	5-6100	Discounts Taken	£0.00
	5-6150	Discounts Given	£0.00
6-0000	Expenses		£44,924.78
6-1000	Advertising		£0.00
6-1200	Vehicle Expenses		£100.00
6-1300	Commissions Paid		£1,000.00
6-1500	Amortisation Expense		£625.00
6-1700	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

Filters	Report Level Print Account Balances
Sort By	Account Type
Subtotals / Totals	Dependent on Header information: Total Assets Total Liabilities Total Equity Liability & Equity
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Status
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 # and Name Opens: 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

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

Subtotals / Totals	<p>Dependent on Header information:</p> <p>Total Assets Liabilities Equity Liability & Equity</p>
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	<p>Status</p>
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	<p>Click: All Fields Opens: 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

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

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

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

Filters	All Accounts / Selected From/To Accounts Report Level Include 0.00 Balances
Sort By	Account
Optional Fields 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
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
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
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
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
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
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	£3,622.70 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	\$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's

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

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

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

Filters	All/Selected Accounts Dated From/To Include Accounts with No Activity
Sort By	Account
Subtotals / Totals	Totals: Total Debit & Total Credit
Optional Fields 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: Account No., Account Name Opens: Account Information window Click: Beginning Balance, Total Debits, Total Credits, Net Activity, Ending Balance Opens: 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	

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

Filters	All/Selected Accounts Dated From/To Include Accounts with No Activity
Sort By	Account
Subtotals / Totals	Totals: Total Debit, Total Credit
Optional Fields 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	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

Filters	Report Level This Year/Last Year/Next Year As of ____ Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Sort By	Dependent on Header information: Total Assets Liabilities Equity Liability & Equity
Optional Fields 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
Assets			
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
Liabilities			
Credit Cards			
American Express	£3,200.00	£3,200.00	£3,200.00
Visa	£1,000.00	£1,000.00	£1,000.00
Total Credit Cards	£4,200.00	£4,200.00	£4,200.00
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
Total Liability & Capital	£153,101.11	£153,101.11	£153,101.11

More Details about the Balance Sheet (Spreadsheet) Report

Filters	Report Level This Year/Last Year/Next Year Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Sort By	Dependent on Header information: Total Assets Liabilities Equity Liability & Equity
Optional Fields 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
Assets			
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
Liabilities			
Credit Cards			
American Express	£3,200.00	£3,200.00	£3,200.00
Visa	£1,000.00	£1,000.00	£1,000.00
Total Credit Cards	£4,200.00	£4,200.00	£4,200.00
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
Total Liability & Capital	£153,101.11	153,101.11	£153,101.11

More Details about the Balance Sheet (Budget Spreadsheet) Report

Filters	Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Sort By	Dependent on Header information: Total Assets Liabilities Equity Liability & Equity
Optional Fields 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: Detail Account Name or line amounts Opens: 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
Assets				
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%
Total Assets	£156,659.23	£99,878.91	£56,780.32	56.8%
Liabilities				
Credit Cards				
American Express	£3,200.00	£3,200.00	£0.00	0.0%
Visa	£1,000.00	£1,000.00	£0.00	0.0%
Total Credit Cards	£4,200.00	£4,200.00	£0.00	0.0%
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%)
<hr/>				
Total Liability & Capital	£156,659.23	£99,878.91	£56,780.32	56.8%

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

Filters	Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Sort By	Dependent on Header information: Total Assets Liabilities Equity Liability & Equity
Optional Fields 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: Account Name Open: Edit Accounts window Click: This Year or Last Year amounts Open: 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
Assets				
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%
Total Assets	156,659.23	£99,878.91	£56,780.32	56.8%
Liabilities				
Credit Cards				
American Express	£3,200.00	£3,200.00	£0.00	0.0%
Visa	£1,000.00	£1,000.00	£0.00	0.0%
Total Credit Cards	£4,200.00	£4,200.00	£0.00	0.0%
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

Filters	Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Sort By	Dependent on Header information: Total Assets Liabilities Equity Liability & Equity
Optional Fields 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: Account Name Opens: Edit Accounts window Click: Selected Period or Budgeted amounts Opens: History and Budgets window

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

Income		
Sales		
Retail Sales	£5,318.00	
Wholesale Sales	£1,567.50	
Consignment Sales	£2,000.00	
Total Income	£8,885.50	
Cost of Sales		
Retail Cost of Sales	£3,419.31	
Wholesale Cost of Sales	£1,001.33	
Total Cost of Sales	£4,420.64	
Gross Profit	£4,464.86	
Expenses		
Car & Truck Expenses	£100.00	
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		
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

Filters	Report Level Last Year/This Year/Next Year Dated From/To Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Subtotals / Totals	Subtotals: Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses Grand Total: Net Profit/(Loss)
Optional Fields 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: Account Name Opens: Edit Accounts window Click: Amounts Opens: History & Budgets window

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
<hr/>			
Income			
Sales			
Retail Sales	(£328.15)	£5,318.00	£4,989.85
Wholesale Sales	£104.40	£1,567.50	£1,671.90
Consignment Sales	£10,045.00	£2,000.00	£12,045.00
Total Income	£9,821.25	£8,885.50	£18,706.75
Cost of Sales			
Retail Cost of Sales	(£203.50)	£3,419.31	£3,215.81
Wholesale Cost of Sales	£70.03	£1,001.33	£1,071.36
Consignment Cost of Sales	£5,946.20	£0.00	£5,946.20
Total Cost of Sales	£5,812.73	£4,420.64	£10,233.37
Gross Profit	£4,008.52	£4,464.86	£8,473.38
Expenses			
Car & Truck Expenses	£0.00	£100.00	£100.00
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

Filters	Report Level Last Year/This Year/Next Year Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Subtotals / Totals	Subtotals: Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses Grand Total: Net Profit/(Loss)
Optional Fields 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: Account Name Opens: Edit Accounts window Click: Amounts Opens: History & Budgets window

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	
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

Filters	Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Subtotals / Totals	Subtotals: Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses Grand Total: Net Profit/(Loss)
Optional Fields 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: Account Name Opens: Edit Accounts window Click: Amounts Opens: History & Budgets window

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
Income				
Sales				
Retail Sales	£4,989.85	26.7%	£7,227.10	30.5%
Wholesale Sales	£1,671.90	8.9%	£3,723.90	15.7%
Consignment Sales	£12,045.00	64.4%	£12,757.50	53.8%
Total Income	£18,706.75	100.0%	£23,708.50	100.0%
Cost of Sales				
Retail Cost of Sales	£3,215.81	17.2%	£4,622.97	19.5%
Wholesale Cost of Sales	£1,071.36	5.7%	£2,371.49	10.0%
Consignment Cost of Sales	£5,946.20	31.8%	£6,392.11	27.0%
Total Cost of Sales	£10,233.37	54.7%	£13,386.57	56.5%
Gross Profit	£8,473.38	45.3%	£10,321.93	43.5%
Expenses				
Car & Truck Expenses	£100.00	0.5%	£100.00	0.4%
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%
Total Payroll	£0.00	0.0%	£37,119.93	156.6%
Total Expenses	£3,634.85	19.4%	£40,754.78	171.9%
Operating Profit	£4,838.53	25.9%	(£30,432.85)	(128.4%)
Other Income				

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

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

Filters	Report Level Last Year/This Year/Next Year Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Subtotals / Totals	Subtotal (for Selected Period, % of Sales, Year to Date, % of Year to Date): Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses Grand Total: Net Profit/(Loss)
Optional Fields 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: Account Name Opens: Edit Accounts window Click: Amounts Opens: 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	
Income					
Sales					
Retail Sales	£4,989.85	26.7%	£5,000.00	63.3%	
Wholesale Sales	£1,671.90	8.9%	£1,500.00	19.0%	
Consignment Sales	£12,045.00	64.4%	£1,400.00	17.7%	
Total Income	£18,706.75	100.0%	£7,900.00	100.0%	
Cost of Sales					
Retail Cost of Sales	£3,215.81	17.2%	£3,400.00	43.0%	
Wholesale Cost of Sales	£1,071.36	5.7%	£800.00	10.1%	
Consignment Cost of Sales	£5,946.20	31.8%	0.00	0.0%	
Total Cost of Sales	£10,233.37	54.7%	£4,200.00	53.2%	
Gross Profit	£8,473.38	45.3%	£3,700.00	6.8%	
Expenses					
Car & Truck Expenses	£100.00	0.5%	£100.00	1.3%	
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

Filters	Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Subtotals / Totals	Subtotal (for This Year, % of Sales, Last Year, Last Year, % of Sales): Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses Grand Total: Net Profit/(Loss)
Optional Fields 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: Account Name Opens: Edit Accounts window Click: This Year or Last Year Amounts Opens: 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 Period	Budgeted	TY Diff	LY Sel Period	Last Year	LY Diff	
Income							
Sales							
Retail Sales	59.9%	55.6%	4.3%	59.9%	63.3%	(3.4%)	
Wholesale Sales	17.6%	16.7%	1.0%	17.6%	19.0%	(1.3%)	
Consignment Sales	22.5%	27.8%	(5.3%)	22.5%	17.7%	4.8%	
Total Income	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%	
Cost of Sales							
Retail Cost of Sales	38.5%	33.3%	5.1%	38.5%	43.0%	(4.6%)	
Wholesale Cost of Sales	11.3%	11.1%	0.2%	11.3%	10.1%	1.1%	
Total Cost of Sales	49.8%	44.4%	5.3%	49.8%	53.2%	(3.4%)	
Gross Profit	50.2%	55.6%	(5.3%)	50.2%	46.8%	3.4%	
Expenses							
Car & Truck Expenses	1.1%	1.4%	(0.3%)	1.1%	1.3%	(0.1%)	
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 Services	2.0%	2.8%	(0.8%)	2.0%	1.3%	0.7%	
Lease Expenses							
Machinery & Equipment	1.1%	1.3%	(0.2%)	1.1%	1.1%	0.0%	
Other Business Property	0.1%	0.2%	(0.1%)	0.1%	0.2%	0.0%	
Supplies	1.7%	1.7%	0.0%	1.7%	1.3%	0.4%	

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

Filters	Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Separate Pages
Subtotals / Totals	Subtotals (for This Year Selected Period, This Year, Budgeted Amount, This Year Difference, Last Year, Selected Period, Last Year Budgeted Amount, Last Year Difference): Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses Grand Total: Net Profit/(Loss)
Optional Fields 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: Account Name Opens: 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	£ Difference	% Difference
Income				
Sales				
Retail Sales	£5,318.00	£5,000.00	£318.00	6.4%
Wholesale Sales	£1,567.50	£1,500.00	£67.50	4.5%
Consignment Sales	£2,000.00	£1,400.00	£600.00	42.9%
Total Income	£8,885.50	£7,900.00	£985.50	12.5%
Cost of Sales				
Retail Cost of Sales	£3,419.31	£3,400.00	£19.31	0.6%
Wholesale Cost of Sales	£1,001.33	£800.00	£201.33	25.2%
Total Cost of Sales	£4,420.64	£4,200.00	£220.64	5.3%
Gross Profit	£4,464.86	£3,700.00	£764.86	20.7%
Expenses				
Car & Truck Expenses	£100.00	£100.00	£0.00	0.0%
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%
Total Expenses	£3,634.85	£3,352.00	£282.85	8.4%
Operating Profit	£830.01	£348.00	£482.01	138.5%

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

Filters	Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Subtotals / Totals	Subtotals (for This Year , Last Year , \$ Difference, % Difference): Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses Grand Total: Net Profit/(Loss)
Optional Fields 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: Account Name Opens: Edit Accounts window Click: This Year or Last Year Amounts Opens: 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 Period	Budgeted	£ Difference	% Difference
Income				6
Sales				
Retail Sales	£5,318.00	£5,000.00	£318.00	6.3%
Wholesale Sales	£1,567.50	£1,500.00	£67.50	6.3%
Consignment Sales	\$2,000.00	£2,500.00	(£500.00)	(2.0%)
Total Income	£8,885.50	£9,000.00	(£114.50)	(1.2%)
Cost of Sales				
Retail Cost of Sales	£3,419.31	£3,000.00	£419.31	1.4%
Wholesale Cost of Sales	£1,001.33	£1,000.00	£1.33	0.01%
Total Cost of Sales	£4,420.64	£4,000.00	£420.64	10.5%
Gross Profit	\$4,464.86	£5,000.00	(£535.14)	(10.7%)
Expenses				
Car & Truck Expenses	£100.00	£125.00	(£25.00)	(20.5%)
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

Filters	Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages
Subtotals / Totals	Subtotals for Selected Period , Budgeted , \$ Difference, % Difference): Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses Grand Total: Net Profit/(Loss)
Optional Fields 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: Account Name Opens: Edit Accounts window Click: Selected Period or BudgetedAmounts Opens: 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
Portuguese 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

Filters	None
Sort By	Currency Name
Optional Fields 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

Filters	All/Selected Accounts Dated From/To
Optional Fields 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

Filters	Gain/Loss As Of Include 0.00 Balances
Sort By	Account #
Subtotals / Totals	Subtotal for Gain/Loss by Account Number
Optional Fields 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, 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

Filters	All/Selected User IDs Source Journal Transaction Date From/To Session Date From/To
Sort By	ID# Journal (same as filter order) Date
Subtotals / Totals	Grand Total: Debit and Credit
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	User ID Session Date Reconciled Date
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: Any of the Transaction information Opens: Transaction source window; dependent on the SRC Journal type: GJ - Nominal Journal Entry window CD - Spend Money, Pay Employees or Pay Supplier window CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window PJ - Purchases window IJ - 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

Filters	All/Selected Accounts Source Journal Dated From/To From Job/To From Customer/To Include Balance Sheet Accounts Separate Pages
Sort By	Account
Subtotals / Totals	Subtotals for each Account: Debit Credit Net Activity Grand Total for Debit, Credit, Net Activity
Optional Fields 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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Job Description Beginning Balance Start Date Finish Date Manager Contact Linked Customer Card Name Address Delivery Address Phone Fax Notes Their Inv/P.O.#</p>
<p>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</p>	<p>Click: Job #, Job Name Opens: Edit Job window Click: All Others Opens: 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

Filters	All/Selected Jobs -- From/To Include 0.00 balances
Sort By	Job and Account
Optional Fields 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

Filters	All/Selected Jobs -- From/To
Sort By	Job
Optional Fields 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

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

Subtotals / Totals	Subtotals for each Job: Total Debits Total Credits Ending Balance
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Account Name Salesperson Comments Promised Date Due Date Their Inv/P.O.# Terms Customer Name Deliver Via
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: Job, Beginning Balance, Net Activity, Ending Balance, Opens: Job view of the Find Transactions window Click: Transaction fields (ID #, Src, Date, Memo, Account#, Debit Credit) Opens: transaction source window

Job 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
<hr/>		
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

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

Filters	All/Selected Jobs -- From/To Consolidated Reimbursable Reimbursed/Removed Separate Pages
Sort By	Job
Subtotals / Totals	Subtotal for each Job: Cost
Optional Fields 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: Job #, Job Name Opens: Edit Job window Click: Supplier Name, Description, Date, Cost) Opens: 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.

Jobs (Budget Analysis)					
Account	Budget	Adjusted Budget	Actual	Difference	% Difference
01 Anderson					
Income					85.00%
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

Filters	All/Selected Jobs -- From/To Report Level Consolidated Separate Pages
Sort By	Job
Subtotals / Totals	Subtotals for: each Job: Total Income Cost of Sales Expenses 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 Install Widget network in branch office.	£6,165.50	£3,900.88	£1,678.90	£585.72
02	New Whoosie Project R&D on Mylar Whoosie	£3,700.00	£1,014.60	£1,245.00	£1,440.40

More Details about the Job List Report

Filters	All/Selected Jobs -- From/To All/Selected Customers -- From/To Include 0.00 Balances Exclude 100% Completed Jobs
Sort By	Job
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Status
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: 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.

Session Report							
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		01
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

Filters	None
Sort By	Account Type
Subtotals / Totals	Grand Total: Debit and Credit
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	User ID Session Date Reconciled Date
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#, Account #, Account Name, Debit, Credit, Job Opens: Transaction source window; dependent on the SRC Journal type: GJ - Nominal Journal Entry window CD - Spend Money, Pay Employees or Pay Supplier window CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window PJ - Purchases window IJ - No drill down

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

Filters	Recurring Type
Sort By	Transaction Name (alphabetical)
Optional Fields 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: 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

Filters	All/Selected Accounts Sorted by Date/ID# Dated From/To Separate Pages
Sort By	Date or ID#

Subtotals / Totals	Subtotal for each Account: Deposit and Withdrawal (running balance provided)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Payment Method Notes Credit Card Number Name on Credit Card Exp Date
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: Transaction source window; dependent on the SRC Journal type: GJ - Nominal Journal Entry window CD - Spend Money, Pay Employees or Pay Supplier window CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window PJ - Purchases window IJ - No drill down

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 19/10/02 CR000012				
CR000011	19/10/02	John Smith	Cheque	£100.00
		Deposit Total:		£100.00
1-1110 19/10/02 CR000018				
CR000016	19/10/02	Anna Marie's	Master Card	£200.00
		Deposit Total:		£200.00
1-1110 19/10/02 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

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

<p>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</p>	<p>Click: ID#, Payment Method, Amount Opens: Prepare Bank Deposits window</p>
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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

Filters	All/Selected Accounts From/To Sorted by Date/ID# Date of Bank Statement Separate Pages
Sort By	Date or ID#

Subtotals / Totals	Subtotal for each Deposit and Withdrawal Outstanding Cheques and Deposits Grand Total: Expected Balance
Optional Fields 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: Transaction source window; dependent on the SRC Journal type: GJ - Nominal Journal Entry window CD - Spend Money, Pay Employees or Pay Supplier window CR - Prepare Bank Deposit or Receive Payments window

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: Date	General Bank Account Description	Days To Look Ahead: Amount	25 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

Filters	Bank Account Days to look ahead
Sort By	Due Date (running balance provided)
Optional Fields 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

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

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: Transaction source window; dependent on the SRC Journal type: GJ - General Journal Entry window CD - Spend Money, Pay Employees or Pay Supplier window CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window PJ - Purchases window IJ - No drill down
--	--

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

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

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: Transaction source window; dependent on the SRC Journal type: GJ - Nominal Journal Entry window CD - Spend Money, Pay Employees or Pay Supplier window CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window PJ - Purchases window IJ - No drill down
--	--

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

Filters	Recurring Type
Sort By	Transaction name (alphabetical)
Optional Fields 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: Transaction source window; dependent on the Recurring Type filter.

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

Filters	Recurring Type
Sort By	Transaction name (alphabetical)
Optional Fields 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: Transaction source window; dependent on the Recurring Type filter.

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

Filters	As of Date
Sort By	Overdue Date
Optional Fields 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: 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

Filters	All/Selected Customers - From/To Identifiers Custom Lists Analyse Sales for selected year Dated From/To Jan - Dec range Include 0.00 Balances
Sort By	Customer
Subtotals / Totals	Totals: Number of lines
Optional Fields 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: Customer, VAT Registration No. Opens: Card Information window Click: Total Value of Supplies Opens: 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

Filters	All/Selected VAT Codes Identifiers Collected/Paid Dated From/To
Sort By	VAT Code
Subtotals / Totals	Subtotal for each VAT Code: By: Output Value, Input Value, VAT Collected, VAT Paid Grand Total: VAT Collected, VAT Paid
Optional Fields 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>			
					<u>£619.05</u>	
			Total:		£619.05	£0.00

More Details about the VAT (Summary - Cash) Report

VAT > VAT Reports

Filters	All/Selected VAT Codes Identifiers Collected/Paid Dated From/To
Sort By	VAT Code
Subtotals / Totals	Subtotal for each VAT Code By: Output Value, Input Value, VAT Collected, VAT Paid Grand Total: VAT Collected, VAT Paid
Optional Fields 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
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
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Sort By	VAT Code
Subtotals / Totals	Subtotal for each VAT Code By: Output Value, Input Value, VAT Collected, VAT Paid Grand Total: Output Value, Input Value, VAT Collected, VAT Paid
Optional Fields 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: Sales or Purchases window

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

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

<p>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</p>	<p>Click: All Fields Opens: Pay Bills or Receive Payments window</p>
--	--

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

Filters	Identifiers Dated From/To
Sort By	Ordered by the lines of the Return
Subtotals / Totals	Total for each line
Optional Fields 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

Filters	Identifiers Dated From/To
Sort By	Ordered by the lines of the Return
Subtotals / Totals	Value for each line of Return
Optional Fields 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
<hr/>								
VAT	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
<hr/>								
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

Filters	All/Selected VAT Codes Display Sales/Receipts Variances or Purchases/ Disbursement Variances Dated From/To Separate Pages
Sort By	VAT Code, then Date, then Transaction Type
Subtotals / Totals	None
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Account 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: Opens:

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

Filters	Transaction Type Dated From/To
Sort By	Cheque/CRNo.
Optional Fields 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: 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

Filters	Transaction Type Sale Status Dated From/To
Sort By	Invoice/PONo. Name
Optional Fields additional fields that can appear in this report by selecting them in the	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: 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

Filters	All/Selected VAT Codes VAT Type Sort by VAT Code Sort by Description
Sort By	VAT Code or Description (based on filter selection)
Optional Fields additional fields that can appear in this report by selecting them in the	VAT Collected Collected Description VAT Paid Paid Description Linked Card
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: 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

Filters	All/Selected Accounts This Year/Next Year Jan - Dec range Include 0.00 Balances Separate Pages
Sort By	VAT Code
Subtotals / Totals	Subtotals: VAT Collected, VAT Paid
Optional Fields 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: Account number, Account name Opens: Account Information window Click: Code, Description Opens: VAT Code Information window Click: Actual Account Balance Opens: 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 S	VAT Due 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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Card</p>
<p>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</p>	<p>Click: Account number, Account name Opens: Account Informaiton window</p> <p>Click: Code, Description Opens: VAT Code Informaiton window</p> <p>Click: Date, ID No., Name, Rate, VAT Collected, VAT Paid Opens: 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

Filters	All/Selected Customers Identifiers Custom List No.1, No.2. No.3 Ageing Method Ageing Date Include 0.00 balances
Sort By	Customer (alphabetical)
Subtotals / Totals	Subtotal: Total Due Ageing Date Ageing Percent
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List No.1, No.2. No.3 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

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+
<hr/>							
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
<hr/>							
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
<hr/>							
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
<hr/>							
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 PayablePurchase 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

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

Sort By	Customer (alphabetical)
Subtotals / Totals	Subtotals: Total Due Ageing Date Grand Totals: Total Due Debtors Account Ageing Percent
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Original Amount Paid to Date Contact Customers's POno. Volume Discount Due Date Promised Date Terms Custom List No.1, No.2. No.3 Custom Field No.1, No.2. No.3 Salesperson
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, Card ID, Contact, PhoneNo., Terms Opens: Profile view of Card Information window Click: IDNo., Date Opens: Sales window Click: Total Due, Ageing columns Opens: Analyse Debtors window

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

Filters	All/Selected Items Custom List No.1, No.2. No.3 Sale Status Dated From/To Separate Pages
Sort By	Item No.
Subtotals / Totals	Subtotals for each Item No.: Quantity, Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List No.1, No.2. No.3 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: Customer Name Opens: 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

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

Opens: Sales window

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

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

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

<p>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</p>	<p>Click: Item Name and No. Opens: Profile view of Item Information window</p> <p>Click: Sales, Cost of Sales, Gross Profit, % Margin, Units Sold, Average Cost Opens: History view of Item Information window</p>
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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

Filters	All/Selected Items -- From/To Analyse Value Sold/Units Sold/Cost of Sales Custom List No.1, No.2. No.3 Analyse Sales For Jan - Dec range Include 0.00 Balances
Sort By	Item No.
Subtotals / Totals	Subtotals: Value Sold Units Sold Cost of Sales
Optional Fields 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: Item Name and No. Opens: Profile view of Item Information window Click: Amount for each Month Opens: 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
0000000001	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
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Sort By	Activity
Subtotals / Totals	Subtotals for each Activity: Units, Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List No.1, No.2. No.3 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

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
0000000001	Consulting Services				
Karen Mitchell	00002121	23/10/02	2.27	£134.13	Open
	Consulting Services Total:		2.27	£134.13	
HCA000008	Accounting Services				
Debbie Banks	00002118	23/10/02	160.447	£1,564.36	Open
	Accounting Services Total:		160.447	£1,564.36	
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	
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	

More Details about the Sales (Activity Detail) Report

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Units of Measure Billing Address Billing Address PhoneNo.1 Billing Address Contact Notes Terms Credit Limit Amount Paid Current Balance Tax ID Memo Comments Job DeliveryAddress Delivery Address Fax Delivery Address Contact Address 3 Address 3 PhoneNo.1, No.2, No.3 Address 3 Fax Address 3 Contact Address 4 Address 4 PhoneNo.1, No.2, No.3 Address 4 Fax Address 4 Contact Address 5 Address 5 PhoneNo.1, No.2, No.3 Address 5 Fax Address 5 Contact</p>
<p>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</p>	<p>Click: Activity ID and Name Opens: Profile view of Activity Information window Click: Customer Name, IDNo., Date, Units, Amount, Status, Rate Opens: 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

Filters	All/Selected Activities -- From/To Analyse Sales for Dated From/To Jan - Dec range Includes 0.00 Balances
Sort By	Activity
Subtotals / Totals	Subtotals: Sales Cost of Sales Gross Profit % Margin Units Billed
Optional Fields 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%)

	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%
<hr/>					
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

Filters	All/Selected Activities -- From/To Analyse Sales for This Year vs. Jan - Dec range Includes 0.00 Balances
Sort By	Activity IDNo.
Optional Fields 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 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

Filters	All/Selected Activities -- From/To Analyse Dollars Sold/Units Sold/Cost of Sales Analyse Sales for Jan - Dec range Includes 0.00 Balances
Sort By	Activity IDNo.
Subtotals / Totals	Amount
Optional Fields 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

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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Promised Date Customer's POno. Card ID Custom List No.1, No.2. No.3 Custom Field No.1, No.2. No.3 Salesperson Carriage Discount Total Referral Source</p>
<p>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</p>	<p>Click: Customer Name and No. Opens: Profile view of Card Information window</p> <p>Click: IDNo., Original Date, Sale Amount, VAT, Current Balance, Status, Due Date Opens: 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

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

Subtotals / Totals	Subtotal for each Customer: Amount Grand Total: Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Customer's POno. Billing Address Billing Address PhoneNo.1 Billing Address Contact Identifiers Notes Terms Credit Limit Volume Disc. % VAT Amt Price + VAT Deliver Via Memo Carriage Comments Job Job Description Due Date Promised Date Item Description Custom List No.1, No.2, No.3 Custom Field No.1, No.2, No.3 Salesperson Discount Total Referral Source
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: Customer Name and Card ID Opens: Profile view of Card Information window Click: IDNo., Date, Quantity, Item/Acct, Description, Amount, VAT, Status Opens: Sales window

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

Filters	All/Selected Customers -- From/To Custom List No.1, No.2. No.3
Sort By	Customer
Optional Fields 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

Filters	All/Selected Customers -- From/To Identifiers Custom List No.1, No.2. No.3 Analyse Sales for Dated From/To Jan - Dec range Include 0.00 Balances
Sort By	Customer Name
Subtotals / Totals	Grand Total: Sales
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List No.1, No.2. No.3 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, Sales Opens: 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

Filters	All/Selected Customers -- From/To Identifiers Custom List No.1, No.2. No.3 This Year vs. Jan - Dec range Include 0.00 Balances
Sort By	Customer Name
Subtotals / Totals	Grand Totals: This Year Sales Last Year Sales £ Difference % Difference
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List No.1, No.2. No.3 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: All fields Opens: 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

Filters	All/Selected Customers -- From/To Identifiers Custom List No.1, No.2. No.3 Analyse Sales for Jan - Dec range Include 0.00 Balances
Sort By	Customer Name
Subtotals / Totals	Subtotal: Amount
Optional Fields 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: Name, Periods Opens: 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
<hr/>				
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
<hr/>				
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

Filters	All/Selected Customers Identifiers Custom List No.1, No.2. No.3 Dated From/To Separate Pages
Sort By	Customer
Subtotals / Totals	Subtotals: Sale Amount VAT Days 'till Paid
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Customer's PONo. Custom List No.1, No.2. No.3 Custom Field No.1, No.2. No.3 Salesperson
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: Customer Name, Card ID Opens: Profile view of Card Information window Click: IDNo., Original Date, Sale Amount, VAT, Days 'till Paid Opens: 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

Filters	All/Selected Customers Custom List No.1, No.2. No.3 Reimbursable Reimbursed/Removed Separate Pages
Sort By	Customer Name
Subtotals / Totals	Subtotal: Cost
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Supplier Card ID Custom List No.1, No.2. No.3 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: Customer Name Opens: Profile view of Card Information window Click: Supplier Name, Description, Date, Job, Cost Opens: 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		
<hr/>							
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		
<hr/>							
	Total:		£23,163.75	£1,674.56	£2,338.62		
<hr/>							
	Grand Total:		£55,708.50	£356.28	£3,960.70		

More Details about the Sales (Salesperson Summary) Report

Filters	All/Selected Employees Identifiers Custom List No.1, No.2. No.3 Sale Status Dated From/To Separate Pages
Sort By	Employee
Subtotals / Totals	Subtotals for each Customer: Sale Amount VAT Current Balance Subtotals for each Employee: Sale Amount VAT Current Balance
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Promised Date Customer's POno. Employee Card ID Customer Card ID Custom List No.1, No.2. No.3 Custom Field No.1, No.2. No.3 Salesperson Carriage Discount Total Referral Source
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: Customer Name Opens: Profile view of Card Information window Click: IDNo., Original Date, Sale Amount, VAT, Current Balance, Status, Due Date Opens: 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		
100-101A5 Widgets							
00000004	1/10/02	50	100-101A5	Widgets	£807.50	B	Closed
		50			£807.50		
200-101A5 Gadgets							
00000004	1/10/02	5	200-101A5	Gadgets	£156.75	B	Closed
		5			£156.75		
300-101B6 Whoosies							
00000004	1/10/02	5	300-101B6	Whoosies	£237.50	B	Closed
		5			£237.50		
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		
600-101G8 Gizmos							
00000004	1/10/02	5	600-101G8	Gizmos	<u>£475.00</u>	B	Closed
		5			£475.00		
700-101U7 Thingamabobs							
00000004	1/10/02	10	700-101U7	Thingamabobs	£1,111.50	B	Closed
		10			£1,111.50		
800-101R9 Whachamacallits							

Sample Reports

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

Total:	£20,619.75
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Grand Total:	£20,619.75
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More Details about the Sales (Salesperson Detail) Report

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Customer's POno. Customer Name Billing Address Billing Address PhoneNo.1 Billing Address Contact Notes Terms Credit Limit Volume Disc. % Amount Paid Current Balance VAT ID Deliver Via Memo Carriage Comments Job Job Description Due Date Promised Date Item Description Customer Card ID Custom List No.1, No.2, No.3 Custom Field No.1, No.2, No.3 Delivery Address Delivery Address PhoneNo.1, No.2, No.3 Delivery Address Fax Delivery Address Contact Address 3 Address 3 PhoneNo.1, No.2, No.3 Address 3 Fax Address 3 Contact Address 4 Address 4 PhoneNo.1, No.2, No.3 Address 4 Fax Address 4 Contact Address 5 Address 5 PhoneNo.1, No.2, No.3 Address 5 Fax Address 5 Contact Discount Total Referral Source</p>
<p>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</p>	<p>Click: Employee Name Opens: Profile view of Card Information window</p> <p>Click: Item Name, Item ID No. Opens: Profile view of Item Information window</p> <p>Click: IDNo., Date, Quantity, Item/Acct, Description, Sale Amount, VAT, Status Opens: Sales window</p>

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

Filters	All/Selected Employees -- From/To Custom List No.1, No.2, No.3
Sort By	Employee
Optional Fields 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

Filters	All/Selected Employees -- From/To Identifiers Custom List No.1, No.2. No.3 Analyse Sales for Dated From/To Jan - Dec range Include 0.00 Balances
Sort By	Employee Name
Subtotals / Totals	Subtotal: Sales
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List No.1, No.2. No.3 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: Employee Name, Sales Opens: 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

Filters	Identifiers Jan - Dec range Include 0.00 Balances
Sort By	Employee Name
Subtotals / Totals	Grand Total: This Year Sales LY Sales £ Difference % Difference
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List No.1, No.2. No.3 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: All fields Opens: 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

Filters	Identifiers Last Year/This Year Jan - Dec range Include 0.00 Balances
Sort By	Employee Name
Subtotals / Totals	Grand Total: Amount
Optional Fields 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: Employee Name, Sales Period Opens: 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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Customer's POno. Customer Name Billing Address Billing Address PhoneNo.1 Billing Address Contact Notes Terms Credit Limit Volume Disc. % Current Balance VAT ID Carriage Sales Layout Promised Date Due Date Comments Deliver Via Job Customer Card ID Custom List No.1, No.2, No.3 Custom Field No.1, No.2, No.3 Discount Amount Payment Method Payment Notes Name on Credit Card Credit Card Number Exp Date Auth. No. Cheque No.</p>
<p>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</p>	<p>Click: Employee Name , Card ID Opens: Profile view of Card Information window Click: Item ID No., Date, Memo, Sale Amount, VAT, Amount Paid Opens: 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 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

Filters	All/Selected Customers Custom List No.1, No.2, No.3 Dated From/To Sort By InvoiceNo./Date/Customer Name
Sort By	InvoiceNo., Date, Customer Name based on filter selection
Subtotals / Totals	Subtotals: Amount, Amount Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Deliver Via Promised Date Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 Custom Field No.1, No.2, No.3 Salesperson Referral
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: Date, Invoice No., Amount, Amount Due, Status Opens: Sales window Click: Customer Name Opens: 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

Filters	All/Selected Customers Custom List No.1, No.2, No.3 Dated From/To Sort By InvoiceNo./Date/Customer Name
Sort By	InvoiceNo., Date, Customer Name based on filter selection
Subtotals / Totals	Subtotal: Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Deliver Via Promised Date Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 Custom Field No.1, No.2, No.3 Days Till Paid Salesperson Referral
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: Date, Invoice No., Amount, Date Closed Opens: Sales window Click: Customer Name Opens: 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 PO No.	Customer Name	Original 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	£295.99	21/1/02

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

Filters	All/Selected Customers Custom List No.1, No.2, No.3 Sale Status Dated From/To Sort By InvoiceNo./Date/Customer Name
Sort By	InvoiceNo., Date, Customer Name based on filter selection
Subtotals / Totals	Subtotals: Amount, Amount Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Deliver Via Promised Date Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 Custom Field No.1, No.2, No.3 Salesperson Referral
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: Date, Invoice No., Amount, Amount Due, Promised Date Opens: Sales window Click: Customer Name Opens: 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

Filters	All/Selected Customers Custom List No.1, No.2, No.3 Dated From/To Sort By InvoiceNo./Date/Customer Name
Sort By	InvoiceNo., Date, Customer Name based on filter selection
Subtotals / Totals	Subtotal: Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Deliver Via Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 Custom Field No.1, No.2, No.3 Salesperson Referral
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: Date, Invoice No., Amount, Promised Date Opens: Sales window Click: Customer Name Opens: 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

Filters	All/Selected Customers Custom List No.1, No.2, No.3 Dated From/To Sort By InvoiceNo./Date/Customer Name
Sort By	InvoiceNo., Date, Customer Name based on filter selection
Subtotals / Totals	Subtotals: Amount, Credit Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Deliver Via Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 Custom Field No.1, No.2, No.3 Salesperson Referral
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: Date, Invoice No., Amount, Credit Amount, Promised Date Opens: Sales window Click: Customer Name Opens: 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

Filters	Recurring Type Sale Status
Sort By	Template Name
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout
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: 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 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

Filters	
Sort By	
Optional Fields 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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Customer's PO No. Billing Address PhoneNo.1 Billing Address Contact Account Name Status Terms Due Date Promised Date Salesperson Payment Method Payment Notes Name on Credit Card Credit Card Number Exp Date Auth. No. Cheque No.</p>
<p>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</p>	<p>Click: Invoice No., Customer Name, Card ID Opens: Invoice view of Find Transactions window</p> <p>Click: IDNo., Src, Date, Memo, Account, Charges, Payments Opens: 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

Filters	All/Selected Referral Sources Sale Status Dated From/To
Sort By	Referral Source
Subtotals / Totals	Subtotal for each Referral Source: Sales Grand Total: Sales
Optional Fields 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: Referral Source Opens: 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

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

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: IDNo., AcctNo. , Account Name, Debit, Credit, Job

Opens: Sales window

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

Filters	As of - date Overdue Balances Only
Sort By	Due Date
Subtotals / Totals	Subtotals: Balance Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Billing Address Billing Address PhoneNo.1 Billing Address Contact Original Amount Amount Paid Their Inv/P.O.No. Card ID
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: 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

Filters	As of - date
Sort By	Transaction Name
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Status
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: 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

Filters	As of - date Include Orders Without Promise Dates
Sort By	Orders to be delivered, then Orders to be Received; in Promised Date order
Subtotals / Totals	Subtotals: Balance Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Billing Address Billing Address Contact Billing Address PhoneNo.1 Terms Salesperson Original Amount Amount Paid Customer's P.O.No. Card ID
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: 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/ 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

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

Subtotals / Totals	Subtotal for each Employee: Actual Adjust No. Billable £ Billed No. Balance No.
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Activity ID Amount Adjust £ Billable £ Billed £ Balance £ Job Rate Notes Hours Adjust (Hours) Billed (Hours) Balance (Hours) Customer Card ID
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: Enter Activity Slip window

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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Activity ID Units Amount Adjust No. Adjust £ Billable No. Billable £ Billed No. Billed £ Balance No. Balance £ Job Slip ID Hours Adjust (Hours) Billed (Hours) Balance (Hours) Customer Card ID</p>
<p>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</p>	<p>Click: All fields Opens: 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 £
Marketing Planning						
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
Service Type Consulting						
Thomas, Kurt	56.00	4.00	60.00	£9,359.40	£1,559.90	£7,799.50
Total:	56.00	4.00	60.00	£9,359.40	£1,559.90	£7,799.50
Basic Consulting						
Alexander's Beauty Supply	12.00	0.00	12.00	£120.00	£0.00	£120.00
Total:	12.00	0.00	12.00	£120.00	£0.00	£120.00
Bookkeeping Services						
Alexander, Elaine	6.30	0.00	6.30	£203.49	£0.00	£203.49
Smith, Samantha	10.00	0.00	10.00	£560.00	£0.00	£560.00
Total:	16.30	0	16.30	£763.49	£0.00	£763.49
Travel						
123 Quick Vending Machines	12.00	0.00	12.00	£0.00	£0.00	£0.00
Total:	12.00	0.00	12.00	£0.00	£0.00	£0.00
Mileage @.29/mile						
Thomas, Kurt	25.00	0.00	25.00	£1,141.50	£0.00	£1,141.50
Total:	25.00	0.00	25.00	£1,141.50	£0.00	£1,141.50
Grand Total:				£12,750.85	£1,559.90	£11,190.95

More Details about the Activity Slip (Activity Summary) Report

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

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 £
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
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
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
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
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
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
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
Grand Total:					£13,785.85	£1,559.90	£12,225.95

More Details about the Activity Slip (Activity Detail) Report

Filters	All/Selected Activities -- From/To Slip Status Dated From/To Activity Type Subtotal by Customer/Employee Separate Pages
Sort By	Activity
Subtotals / Totals	Subtotal for Activity, Customer or Employee (based on filter selection): Units Billable No. Billable £ Billed £ Balance £ Grand Total: Billable £ Billed £ Balance £
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Rate Job Notes Start Time Stop Time Elapsed Time Amount Adjust No. Adjust £ Billed No. Balance No. Slip ID Unit Cost Est. Cost Est. Profit Days Open Income Acct Hours Adjust (Hours) Billed (Hours) Balance (Hours) Employee Card ID Customer Card ID
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: Enter Activity Slip window

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

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

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

Filters	All/Selected Customers -- From/To Slip Status Dated From/To Activity Type Subtotal by Activity/Employee Separate Pages
Sort By	Customer
Subtotals / Totals	Subtotal for Activity or Employee (based on filter selection): Billable £ Billed £ Balance £ Grand Total: Billable £ Billed £ Balance £
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Activity ID Rate Job Notes Start Time Stop Time Elapsed Time Amount Adjust No. Adjust £ Billed No. Balance No. Slip ID Unit Cost Est. Cost Est. Profit Days Open Income Acct Hours Adjust (Hours) Billed (Hours) Balance (Hours) Employee Card ID
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: 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

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

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

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

Filters	All/Selected Employees/Suppliers -- From/To Slip Status Dated From/To Activity Type Subtotal by Customer/Employee Separate Pages
Sort By	Employee
Subtotals / Totals	Subtotal for each Employee: Billable £ Billed £ Balance £ Grand Total: Billable £ Billed £ Balance £
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Activity ID Rate Job Notes Start Time Stop Time Elapsed Time Amount Adjust No. Adjust £ Billed No. Balance No. Slip ID Unit Cost Est. Cost Est. Profit Days Open Income Acct Hours Adjust (Hours) Billed (Hours) Balance (Hours) Customer Card ID
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: Enter Activity Slip window

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

Filters	All/Selected Employee/Suppliers -- From/To Identifiers Dated From/To
Sort By	Employee
Subtotals / Totals	Subtotal: Hours Adjust (Hours) % of Hours, Chargeable % of Hours, Non-Chargeable % of Hours, Chargeable
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Amount Adjust £ Chargeable Billed £ Balance £ 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 Machines123VVM100							
Travel	12	0	0.00%	0	0.00%	12	100.00%
Total:	12	0	0.00%	0	0.00%	12	100.00%
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%
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%
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%
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%
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%
Thomas, Kurt KT100							
Service Type	56	4	7.14%	56	100.00	0	0.00%
Consulting							
Total:	56	4	7.14%	56	100.00	0	0.00%

More Details about the Hourly Productivity (Detail) Report

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

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

Filters	All/Selected Activities -- From/To Activity Type Sort by ID/Name Include Inactive Activities
Sort By	Name or ID Number based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Income Acct Description Status
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

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

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

Filters	All/Selected Suppliers Identifiers Custom List #1, #2, #3 Ageing Method Ageing Date Include 0.00 balances
Sort By	Supplier (alphabetical)
Subtotals / Totals	Subtotals: Total Due Each Ageing date Ageing Percent
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2, #3 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: Name Opens: Profile view of Card Information window Click: Total Due and Ageing columns Opens: 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.			WSC399				
01254 889079 ext.345							
Net 30							
	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			WW376				
01242 287654 ext. 98							
Net 30							
	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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Original Amount Paid to Date Contact Supplier's Inv. No. Volume Discount Due Date Promised Date Terms Custom List #1, #2, #3 Custom Field #1, #2, #3</p>
<p>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</p>	<p>Click: Name, Phone, Card ID, Contact Opens: Profile view of Card Information window</p> <p>Click: ID No., Date Opens: Source window (Purchases window)</p> <p>Click: Total Due and Ageing columns Opens: 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

Filters	All/Selected Suppliers Identifiers Custom List #1, #2, #3 Ageing Method Creditors As Of Include 0.00 balances
Sort By	Supplier (alphabetical)
Subtotals / Totals	Subtotals: Total Due Each Ageing date Ageing Percent Creditors Account Out of Balance Account
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2, #3 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: Name Opens: Profile view of Card Information window Click: Total Due and Ageing columns Opens: 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.			WSC102				
01254 889079 ext.345							
	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			*None				
01242 287654 ext. 98							
	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

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

Subtotals / Totals	Subtotals: Total Due Each Ageing date Grand Totals: Creditors Account Ageing Percent
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Their Inv./P.O.No. Due Date Promised Date Custom List #1, #2, #3 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: Name, Phone, Card ID, Contact Opens: Profile view of Card Information window Click: ID No., Date Opens: Source window (Purchases window) Click: Total Due and Ageing columns Opens: Purchase Detail view of Analyse Creditors window

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

Filters	All/Selected Items Custom List #1, #2, #3 Purchase Status Dated From/To Separate Pages
Sort By	Item No. (alphabetical)
Subtotals / Totals	Subtotals for each Item No.: Quantity Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List #1, #2, #3 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: Item No. and Name Opens: 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
Widgets 100-101A5						
World of Widgets	00000005	12/12/02	-5	(£52.25)	Debit	
		Widgets Total:	-5	(£52.25)		
Gadgets 200-101A5						
World of Widgets	00000005	1/2/02	10	£199.50	Open	
		Gadgets Total:	10	£199.50		
Whoosies 300-101B6						
World of Widgets	00000005	1/12/02	2	£62.70	Open	
		Whoosies Total:	2	£62.70		
Gizmos 600-101G8						
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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Supplier Item No. Units on Hand Buy Unit Sell Unit Last Cost Average Cost Sell Price Last Buy Price Supplier's Inv. No. Address 1 Address 1 PhoneNo.1 Address 1 Contact Notes Terms Credit Limit Volume Disc. % Amount Paid Current Balance VAT ID Freight Memo Comments Deliver Via Job Due Date Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3 Supplier Card ID</p>
<p>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</p>	<p>Click: Item No. and Name Opens: Profile view of Item Information window Click: Supplier Name, Purchase No., Date, Quantity, Amount, Status, Promised Date Opens: 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

Filters	All/Selected From -- To Suppliers Analyse Dollars Bought/Units Bought Custom List #1, #2, #3 Analyse Purchases for (Year) Jan - Dec range Include 0.00 balances
Sort By	Item No.
Subtotals / Totals	Subtotal of Dollars Bought or Units Bought, depending on filter selection
Optional Fields 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 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

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Promised Date Card ID Custom List No.1, No.2, No.3 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 Name Opens: Profile view of Card Information window Click: IDNo., Original Date, Purchase Amount, VAT, Current Balance, Status, Due Date Opens: Purchases window

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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Supplier Inv No. Address 1 Address 1 PhoneNo.1 Address 1 Contact Identifiers Notes Terms Credit Limit Volume Disc. % Amount Paid Current Balance VAT Amount Price + VAT Deliver Via Memo Carriage Comments Job Job Description Due Date Promised Date Item Description Custom List No.1, No.2, No.3 Custom Field No.1, No.2, No.3</p>
<p>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</p>	<p>Click: Supplier Name, Card ID Opens: Profile view of Card Information window Click: IDNo., Date, Quantity, Item/Acct, Description, Amount, VAT, Status Opens: 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

Filters	All/Selected From -- To Suppliers Identifiers Custom List No.1, No.2, No.3 Analyse Purchases for (Year) Dated From/To Jan - Dec range Include 0.00 balances
Sort By	Supplier Name
Subtotals / Totals	Grand Total: Purchases
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List No.1, No.2, No.3 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, Purchases Opens: 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

Filters	All/Selected From -- To Suppliers Identifiers Custom List No.1, No.2, No.3 This Year vs. Jan - Dec range Include 0.00 balances
Sort By	Supplier Name
Subtotals / Totals	Grand Total: This Year Purchases Last Year Purchases £ Difference % Difference
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List No.1, No.2, No.3 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: All fields Opens: 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

Filters	All/Selected From -- To Suppliers Identifiers Custom List No.1, No.2, No.3 Analyse Purchases for (Year) Jan - Dec range Include 0.00 balances
Sort By	Supplier Name
Subtotals / Totals	Subtotal: Amount
Optional Fields 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: Name, Month Opens: 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

Filters	All/Selected Suppliers Custom List No.1, No.2, No.3 Dated From/To Sort By POno./Date/Supplier Name Include 0.00 balances
Sort By	POno., Date, Supplier Name based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Deliver Via Promised Date Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 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: Date, PO No., Amount, Amount Due, Status Opens: Purchases window Click: Supplier Name Opens: 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

Filters	All/Selected Suppliers Custom List No.1, No.2, No.3 Dated From/To Sort By PO No./Date/Supplier Name
Sort By	PO No., Date, Supplier Name based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Deliver Via Promised Date Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 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: Date, PO No., Amount, Date Closed Opens: Purchases window Click: Supplier Name Opens: 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

Filters	All/Selected Suppliers Custom List No.1, No.2, No.3 Dated From/To Sort By PONO./Date/Supplier Name
Sort By	PONO., Date, Supplier Name based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Status Comment Deliver Via Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 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: Date. PO No., Amount, Amount Due, Promised Date Opens: Purchases window Click: Supplier Name Opens: 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

Filters	All/Selected Suppliers Custom List No.1, No.2, No.3 Dated From/To Sort By PONo./Date/Supplier Name
Sort By	PONo., Date, Supplier Name based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Deliver Via Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 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: Date, PO No., Amount, Promised Date Opens: Purchases window Click: Supplier Name Opens: 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

Filters	All/Selected Suppliers Custom List No.1, No.2, No.3 Dated From/To Sort By POno./Date/Supplier Name\
Sort By	POno., Date, Supplier Name based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Deliver Via Original Amount Carriage Amt VAT Amt Journal Memo Card ID Custom List No.1, No.2, No.3 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: Date, PO No., Debit Amount, Promised Date Opens: Purchases window Click: Supplier Name Opens: 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

Filters	Recurring Type Purchase Status
Sort By	Template Name (alphabetical)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout
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: 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 Inv. No.	Amount 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

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

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, Purchases

Opens: Profile view of Card Information window

Click: Cheque No., P.O.No., Date, Supplier's Inv. No., Purchase Total Amt, Amount Applied

Opens: Pay Purchases window

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 Bracknell, Berkshire Rg12 1DF		£1,211.76
World of Widgets	100 Hotdeal Road Bracknell, Berkshire Rg12 1DF	12-12-12-00	£43.09

More Details about the Supplier Payments Report

Filters	All/Selected Suppliers Identifiers Custom List No.1, No.2, No.3 Dated From/To Separate Pages
Sort By	Supplier
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Address 1 PhoneNo.1 Address 1 Contact Terms Credit Limit Balance Job Custom List No.1, No.2, No.3 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: Recipient, Address 1, Supplier VAT ID Opens: 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

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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Supplier's Invoice No. Address 1 Contact Address 1 PhoneNo.1 Account Name Status Terms Due Date Promised Date</p>
<p>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</p>	<p>Click: P.O. No., Supplier Name, Card ID Opens: Bill view of Find Transactions window</p> <p>Click: ID No., Src (CD), Date, Memo Account No., Payments Opens: Pay Bills window</p> <p>Click: ID No., Src (PJ), Date, Memo Account No., Charges Opens: 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

Filters	All/Selected Suppliers -- From/To Custom List No.1, No.2, No.3
Sort By	Supplier
Optional Fields 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	£2,634.96	

More Details about the Purchases Ledger Report

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

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., Account No., Account Name, Debit, Credit, Job

Opens: Purchases window

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

Filters	As of Overdue Balances Only
Sort By	Due Date
Subtotals / Totals	Subtotal: Balance Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Address 1 Address 1 PhoneNo.1 Address 1 Contact Original Amount Amount Paid Their Inv/P.O.No. Card ID
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, Purchases Opens: 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

Filters	As of
Sort By	Transaction Name (alphabetical)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Status
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: 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

Filters	As of
Sort By	Expiring Discount Date
Subtotals / Totals	Subtotal: Balance Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Address 1 Address 1 PhoneNo.1 Address 1 Contact Original Amount Amount Paid Their Inv/P.O.No. Card ID
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: 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
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Sort By	Payroll Category
Subtotals / Totals	Subtotal for each Payroll Category: Debit and Credit
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Employee Card ID Phone Address NI Number
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, Debit & Credit totals Opens: Payroll Category view of Find Transactions window Click: ID No., Src, Date, Memo, Account No., Debit, Credit, Job Opens: 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
Wages	
Base Salary	£3,600.00
Hours:	160
Holiday Pay - Paid Out	£144.00
Hours:	6.4
Base Salary	£7,458.33
Company Car - Operating Expense	£50.00
Company Car - Standby Charge	£575.00
Total:	£11,827.33
Taxes	
Employee Contribution	
Income Tax	£296.98
UI - Employee Contribution	£3,331.79
	£297.50
Total:	£3,926.27
Expenses	
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

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None
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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	Cost per Hr:	N/A
	Bucks	Base Pay:	£35,000.00
	MK43 OPT	Pay Basis:	Salary
Country:	UK	Pay Frequency:	Monthly
Phone No.1:	09938 53451722	VAT Code	S
Phone No.2:		Week1/Month1 Tax	NO
Phone No.3:		Basis Indicator:	
FAX No.:		SCON Number:	54321
E-mail:		Director Indicator:	NO
WWW:			
Start Date:	1/1/99	Tax period when last paid:	Week 34
Leaving Date:	N/A	:	
Birth Date:		:	

More Details about the Employee Payroll List

Filters	All/Selected Employees Identifiers Custom List #1, #2, #3
Sort By	Employee
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Address 2 Address 2 Phone #1, #2, #3 Address 2 Fax Address 2 Email Address 2 WWW Custom List #1, #2, #3 Custom Field #1, #2, #3
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 in left column Opens: Profile view of Card Information window Click: All fields in right column Opens: 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

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

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	None
--	------

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 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

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None
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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

Filters	All/Selected Employees Identifiers Custom List #1, #2, #3 Period
Sort By	Employee
Subtotals / Totals	Subtotals: Wages Deductions Expenses Entitlements
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2, #3 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	
Smith, John	NI Employer Contribution	(£345.50)
	Total:	(£345.50)
	*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

Filters	All/Selected Employees Identifiers Custom List #1, #2, #3 Period Dated From/To Separate Pages
Sort By	Employee
Subtotals / Totals	Subtotals: Wages Deductions Expenses Entitlements
Optional Fields 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

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

Autopay Report

Lists payments to be made to employees, using NatWest Autopay Service for user specified date range.

Name of Beneficiary	Amount of payment	Autopay reference number
---------------------	-------------------	--------------------------

For Customer use only

To NatWestBranch

Please make the following payments by means of the NatWest Autopay Service.
The names of the beneficiaries and the respective payment amounts and autopay
reference numbers are detailed below.

Date to be remitted Must be 2 working days before beneficiaries to be
Please debit the sum of credited.
£1,379.46 to our account at your branch or debit at our
account at Bank.

Name of account to be debited

.....

Authorised Signature(s)

.....

.

For completion by Customer

Final total to be debited

Account Number

NAR DR £1,379.46

AUTOPAY SERVICE

NAR CR

Name of Beneficiary

Amount of payment

Autopay reference number

John Smith

£1,379.46

90876

Total

£1,379.46

For Bank Use Only

Initial

Initial

Signature confirmed

.....

Account checked for funds

.....

Date to be keyed checked

.....

For Facsimile Instructions

Call back made by

.....

Indemnity held? Yes/No

.....

Name of customer contact

.....

Keyed by:

Waste and sequence number of final credit entry

Retain with Day's Work

More Details about the Autopay List

Filters	All/Selected Employees Identifiers Dated From/To
Sort By	Employee

Optional Fields 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	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

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

Filters	All/Selected Employees Identifiers Custom List #1, #2, #3 Period Sort by Employee/Entitlement
Sort By	Employee or Entitlement (based on filter selection)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Custom List #1, #2, #3 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:						
Customer Number	Application Number:	Due Date: / /			Sub Batch Number: 1	
Total Value:	£1,329.95					
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

Filters	All/Selected Employees Identifiers Date From/To
Sort By	Employee
Optional Fields 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

Filters	Tax Period - Month 1-12/Quarter 1-4/Year-to-Date Pay Frequency - All/Weekly/ Monthly Include Class 1A contributions in the year, unless paid by Alternative Payment Method
Sort By	Chronologically by pay period.
Subtotals / Totals	Subtotal for each column for each tax period Total for each column for all tax periods.
Optional Fields 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

Filters	All/Selected Employees Identifiers
Sort By	Alphabetical by employees' last names
Subtotals / Totals	None
Optional Fields 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 to TD	pay TD to UEL	ER's + EE's	EE's	EE's NIC Reb	ER's NIC 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	<u>312</u>	<u>66.00</u>	<u>122.00</u>	<u>26.72</u>	<u>12.20</u>					
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

Filters	All/Selected Employees Identifiers
Sort By	Alphabetical by employees' last names
Subtotals / Totals	Each column and Rebates for each employee
Optional Fields 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

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

P45 Details of employee leaving work

Index to Reports window This report displays details for employees who are leaving your employment.

P45 Details of employee leaving work

PAYE Reference: Office number: 324 Reference number: A999

Employee's National Insurance number NI123456D

Surname: Kendall

First name(s): Amy

Leaving date: 25/08/2002

Tax code at leaving date 461L Week 1/Month 1 Basis: NO

Last entries on: Week or month number M5

Deductions:

Working Sheet (P11)

Total pay to date:

Total tax to date:

Total pay in this employment: £10,000.00

Total tax in this employment: £1,682.49

Employer's name Widgets Ltd.,
address and 100 High Street,
postcode: Anytown, Anycounty AN1 123

Employee's private 16 Church Road,
address and Anycounty
postcode: AN1 12NA

More Details about the P45 Details of employees leaving work Report

Filters	All/Selected Employees Identifiers Custom List No. 1, 2, 3
Sort By	Alphabetical by employees' last names
Subtotals / Totals	None
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None

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

Filters	All/Selected Accounts Custom List #1, #2, #3 Dated From/To Separate Pages
Sort By	Date
Optional Fields 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: Date, Employee name, Card ID, Opens: Profile view of Card Information window Click: ID #, Account No., Account Name, Hours, Debit, Credit, Job Opens: Pay Employees window)

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

Filters	Recurring Type
Sort By	Transaction Name (alphabetical)
Optional Fields 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: Transaction source window based on the transaction type selected as the filter: General Journal - General Journal window Cheques -- Spend Money window Deposits -- Prepare Bank Deposits window Paycheques -- Pay Employees window

Items List [Summary]

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

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

Filters	All/Selected Accounts -- From/To Custom List No.1, No.2, No.3 Include Items Only Bought/Only Sold/Only Stocked/ All Sort By Item Number/Item Name Include Suppliers All/Selected Display Sale Price As Recorded/Tax Inclusive/Tax Exclusive Display Last Buy Price Tax Inclusive/Tax Exclusive Include Zero Quantities Include Inactive Items
Sort By	Item Number or Item Name, based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Price Status Phone Fax Contact Notes Terms Average Cost Status Item Description Custom List No.1, No.2, No.3 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

Filters	All/Selected Accounts Custom List No.1, No.2, No.3 Sort By Item Number/Item Name Include Zero Quantities
Sort By	Item Number or Item Name, based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List No.1, No.2, No.3 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 No., Item Name, On Hand Opens: 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

Filters	Item Number
Sort By	Date Promised (Ascending)
Subtotals / Totals	Subtotals: Committed On Order Available
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Contact Phone Fax Notes Terms Item Description Custom List No.1, No.2, No.3 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

Filters	All/Selected Accounts Custom List No.1, No.2, No.3 Sort By Item Number/Item Name Separate Pages
Sort By	Item Number or Item Name, based on filter selection
Subtotals / Totals	Grand Total: Total Value
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List No.1, No.2, No.3 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: All Fields Opens: 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 st Count	2 nd Count
100-101A5	Widgets	702	each	_____	_____
200-101A5	Gadgets	516	each	_____	_____
300-101B6	Whoosies	905	each	_____	_____
400-101	Whatsits	0	each	_____	_____
500-101D3	Thingies	19	each	_____	_____
600-101G8	Gizmos	118	1	_____	_____
700-101U7	Thingamabobs	123	1	_____	_____
800-101R9	Whachamacallits	185	1	_____	_____

More Details about the Stock Count Sheet

Filters	All/Selected Accounts Custom List No.1, No.2, No.3 Sort By Item Number/Item Name Include Inactive Items
Sort By	Item Number or Item Name (based on filter selection)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List No.1, No.2, No.3 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 No., Item Name, On Hand, Units Opens: 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

Filters	All/Selected Accounts Custom List No.1, No.2, No.3
Sort By	Item Number
Optional Fields 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

Filters	All/Selected Accounts Custom List No.1, No.2, No.3 Sort By Item Number/Item Name Include Suppliers All/Selected Display Sell Price As Recorded/Tax Inclusive/Tax Exclusive Include Zero Prices
Sort By	Item Number or Item Name, based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Price Status Units on Hand Min. Level Main Supplier Phone Fax Reorder Buy Unit VAT Item Description Custom List No.1, No.2, No.3 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

Filters	All/Selected Accounts Custom List No.1, No.2, No.3 Price Level Sort By Item Number/Item Name Include Zero Prices
Sort By	Item Number or Item Name, based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Units on Hand Min. Level Main Supplier Phone Fax Reorder Buy Unit VAT Item Description Custom List No.1, No.2, No.3 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: All Fields Opens: 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

Filters	All/Selected Accounts Custom List No.1, No.2, No.3 Sort By Item Number/Item Name Select Cost Basis Include Zero Prices
Sort By	Item Number or Item Name, based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List No.1, No.2, No.3 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: All Fields Opens: 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

Filters	All/Selected Accounts Source Journal Transaction Date From/To Session Date From/To
Sort By	IDNo.
Subtotals / Totals	Grand Total: Debit and Credit
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	User ID Session Date 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

Filters	None
Sort By	Item Number
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Supplier Name Contact Phone Fax Notes Terms Item Description Custom List No.1, No.2, No.3 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: All Fields Opens: 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

Filters	Card Type Identifier Last Contact Before Recontact On/Before Postal Code From/To Include Inactive Cards
Sort By	Card (Alphabetical)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Status Card ID Custom List #1, #2, #3 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 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

Filters	Card Type Identifier Last Contact Before Recontact On/Before Postal Code From/To Separate Pages Include Inactive Cards
Sort By	Card (Alphabetical)
Optional Fields 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 Bracknell, Berkshire Rg12 1DF
	Chuck Berry	01254 889089	c/o Maybelline Suite 16 Bracknell, Berkshire Rg12 1DF
Joseph Boffo	Boffo Products	01254 882020	31 Boffo Circle Bracknell, Berkshire Rg12 1DF
	Fats Domino	01254 883030	Blueberry Hill Bracknell, Berkshire Rg12 1DF
	Sam Lee	01254 884040	Green Eggs Acres Bracknell, Berkshire Rg12 1DF
	Joe's Bank	01254 885050	100 Main Street Bracknell, Berkshire Rg12 1DF
	Sam Sham	01254 886060	14 Pharohs Way Bracknell, Berkshire Rg12 1DF
	Wholesale Supply Co.	01254 887070	41 Makeadeal Circle Bracknell, Berkshire Rg12 1DF
	Widgets by Smith	01254 888080	123 Broadway Bracknell, Berkshire Rg12 1DF
	World of Widgets	01254 889090	100 Hotdeal Road Bracknell, Berkshire Rg12 1DF

More Details about the Addresses Report

Filters	Card Type Identifier Last Contact Before Recontact On/Before Postal Code From/To
Sort By	Card (Alphabetical)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Address 1 Phone#2, #3 Address 1 Fax Address 1 Email Address 1 WWW Address 2, 3, 4, 5 Address 2, 3, 4, 5 Phone#1, #2, #3 Address 2, 3, 4, 5 Fax Address 2, 3, 4, 5 Email Address 2, 3, 4, 5 WWW Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3

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

Filters	All/Selected Card Identifiers Source Journal Dated From/To From ID - To Separate Pages
Sort By	Card (Alphabetical), then by ID#
Subtotals / Totals	For Debit and Credit Subtotal by Card

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Balance Amount Paid Address 1 Contact Address 1 Phone#1 Address 1 Fax Terms Credit Limit Their Inv/P.O.# Salesperson Due Date Promised Date Address 1 Custom List #1, #2, #3 Custom Field #1, #2, #3 Address 2, 3, 4, 5 Address 2, 3, 4, 5 Contact</p>
<p>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</p>	<p>Click: Name, Card Subtotals Opens: Card view of Find Transactions window</p> <p>Click: ID#, Date, Memo, Account, Debit, Credit Opens: Transaction source window; dependent on the SRC Journal type:</p> <p>GJ - Nominal Journal Entry window CD - Spend Money, Pay Employees or Pay Supplier window CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window PJ - Purchases window IJ - 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

Filters	All/Selected Cards Identifier Dated From/To Separate Pages
Sort By	Card (Alphabetical), then by Contact Date (descending)
Subtotals / Totals	Subtotal: Time
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Contact Address 1 Phone#1 Custom List #1, #2, #3 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: Name, Type Opens: View Contact Log window Click: Date, Time, Recontact, Notes Opens: Contact Log Entry window

Identifiers

Index to Reports window > Card > Cards

This report displays a list of your identifiers and their descriptions.

Identifiers	
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

Filters	None
Sort By	ID#
Optional Fields 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

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

Filters	Card Type Identifier Last Contact Before Recontact On/Before Postal Code From/To
Sort By	Card (Alphabetical)
Optional Fields 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

Filters	As of Date
Sort By	Overdue Date
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Contact Address 1 Phone#1
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: Contact Log Entry window