



FirstEdge

Sample Reports

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Sample Reports

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Chapter 1

The MYOB Report Advisor

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

- “Tracking down a transaction” on page 7
- “The “I-want-a-printed-copy-of-everything” reports” on page 7
- “Weekly reports” on page 8
- “Monthly reports” on page 8
- “Quarterly reports” on page 8
- “Annual reports” on page 9
- “Overview reports for your bank” on page 9
- “Overview reports for your accountant” on page 9
- “Sales Tax reporting and deposits” on page 10
- “Collecting money: who, how much and how long” on page 10
- “Customer sales: who, what, and how much” on page 10
- “Item sales: what’s selling and who’s buying” on page 11
- “Moving your data to a spreadsheet for analysis” on page 11

Tracking down a transaction

In FirstEdge there are various Inquiry reports: Account, Job, Invoice, and Card 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 name (if any), run the Card Inquiry report. The Inquiry reports have the FirstEdge 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 20
- “Job Transactions” on page 36
- “Invoice Transactions” on page 81
- “Card Transactions” on page 64

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 13
- “Card List [Detail]” on page 62
- “Items List [Summary]” on page 67

“Analyze Receivables [Detail]” on page 76
“Trial Balance [Summary]” on page 53

Weekly reports

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

“Cash Disbursements Journal” on page 106
“Cash Receipts Journal” on page 107
“Sales & Receivables Journal” on page 109
“Analyze Receivables [Detail]” on page 76
“Bank Register” on page 56

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, first run the Trial balance and study it 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:

“Trial Balance [Summary]” on page 53
“Trial Balance [Detail]” on page 51
“Profit & Loss” on page 39
“Balance Sheet” on page 21
“Receivables Reconciliation [Detail]” on page 83
“Bank Register” on page 56

At the end of every month you may want to take some time to analyze the performance of your business. A very helpful report for this is:

“Profit & Loss” on page 39

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 43
“Balance Sheet” on page 21
“Receivables Reconciliation [Summary]” on page 85
“Trial Balance [Summary]” on page 53
“Trial Balance [Detail]” on page 51

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 39
- “Profit & Loss [with Last Year]” on page 45
- “Balance Sheet” on page 21
- “Trial Balance [Summary]” on page 53
- “Trial Balance [Detail]” on page 51

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 39
- “Profit & Loss [with Last Year]” on page 45
- “Balance Sheet” on page 21

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 [Summary]” on page 53
- “Trial Balance [Detail]” on page 51
- “Profit & Loss [with Year to Date]” on page 47
- “Balance Sheet” on page 21

Sales Tax reporting and deposits

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

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

For a summary overview of tax collected and paid use:

“Sales Tax [Summary]” on page 99

For a detailed view use:

“Sales Tax [Detail]” on page 101

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:

“Analyze Receivables [Summary]” on page 78

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

“Analyze Receivables [Detail]” on page 76

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

“Customer Payments [Closed Invoices]” on page 80

For the payment history of a single invoice, print:

“Invoice Transactions” on page 81

Customer sales: who, what, and how much

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

“Sales [Customer Summary]” on page 88

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

“Sales [Customer Detail]” on page 86

Looking at jobs: are you making a profit?

Being able to track specific jobs for a customer is a very powerful feature of FirstEdge. 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 36

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

“Job Profit & Loss” on page 35

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 92

“Sales [Item Detail]” on page 90

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

“Sales [Customer Detail]” on page 86

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

“Sales [Item Detail]” on page 90

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 FirstEdge 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 FirstEdge will NOT be recognized 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 recognize 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 30

“Balance Sheet [Budget Spreadsheet]” on page 26

“Profit & Loss [Spreadsheet]” on page 43

“Profit & Loss [Budget Spreadsheet]” on page 41

Analyzing income and expenses

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

“Profit & Loss” on page 39

Analyzing sales

To analyze customer sales, print:

“Analyze Sales [Customer Spreadsheet]” on page 79

Chapter 2

Sample Reports

Accounts List [Detail]

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

Accounts List [Detail]							
Account #	Account	Type	Normal Sign	Header/ Detail	Level	Check	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	Checking Account	Asset	Debit	Detail	3	Y	\$13,719.83
1-1200	Petty Cash	Asset	Debit	Detail	3	Y	\$100.00
1-2000	Inventory	Asset	Debit	Header	2	N	\$78,541.50
1-2100	Raw Materials	Asset	Debit	Detail	3	N	\$3,400.00
1-2200	Finished Goods	Asset	Debit	Detail	3	N	\$75,141.50
1-3000	Accounts Receivable	Asset	Debit	Detail	2	N	\$37,264.78
1-4000	Deposits Paid Vendors	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., Amortization	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, Amortization	Asset	Debit	Detail	3	N	(\$17,000.00)
1-7000	Other Assets	Asset	Debit	Detail	2	N	\$500.00
2-0000	Liabilities	Liability	Credit	Header	1	N	\$135,382.03
2-1000	Credit Cards	Liability	Credit	Header	2	N	\$4,200.00
2-1200	Accounts Payable	Liability	Credit	Detail	2	N	\$10,627.02
2-1210	Bank Indebtedness	Liability	Credit	Detail	2	N	\$100,000.00
2-1300	Tax Liabilities	Liability	Credit	Header	2	N	\$4,763.26
2-1310	Tax 1 Collected	Liability	Credit	Detail	3	N	\$2,414.58
2-1330	Tax 2 Collected	Liability	Credit	Detail	3	N	\$2,348.68
2-1400	Payroll Liabilities	Liability	Credit	Header	2	N	\$15,291.75
2-1410	Payroll Liabilities	Liability	Credit	Detail	3	N	\$13,919.25
2-1475	Payroll Tax Payable	Liability	Credit	Detail	3	N	\$105.00
2-1495	Vacation Payable	Liability	Credit	Detail	3	N	\$1,267.50
2-1600	Deposits from Customers	Liability	Credit	Detail	2	N	\$500.00
3-0000	Equity	Equity	Credit	Header	1	N	\$17,719.08
3-1000	Paid in Capital	Equity	Credit	Detail	2	N	\$110,000.00
3-8000	Retained Earnings	Equity	Credit	Detail	2	N	(\$58,078.07)
3-9000	Current Year Earnings	Equity	Credit	Detail	2	N	(\$34,202.85)

Sample Reports

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	Amortization Expense	Expense	Debit	Detail	2	N	\$625.00
6-1700	Freight Paid	Expense	Debit	Detail	2	N	\$48.95
6-1800	Insurance (other than health)	Expense	Debit	Detail	2	N	\$90.00
6-1900	Interest	Expense	Debit	Header	2	N	\$1,500.00
6-1920	Other Interest	Expense	Debit	Detail	3	N	\$1,500.00
6-2000	Legal & Professional Services	Expense	Debit	Detail	2	N	\$178.90
6-2100	Office Expenses	Expense	Debit	Detail	2	N	\$500.00
6-2300	Lease Expenses	Expense	Debit	Header	2	N	\$112.00
6-2310	Machinery & Equipment	Expense	Debit	Detail	3	N	\$100.00
6-2320	Other Business Property	Expense	Debit	Detail	3	N	\$12.00
6-2500	Supplies	Expense	Debit	Detail	2	N	\$150.00
6-2600	Taxes	Expense	Debit	Detail	2	N	\$100.00
6-2700	Travel, Meals & Entertainment	Expense	Debit	Header	2	N	\$1,000.00
6-2720	Meals & Entertainment	Expense	Debit	Detail	3	N	\$1,000.00
6-2800	Utilities	Expense	Debit	Detail	2	N	\$900.00
6-2900	Wages Paid	Expense	Debit	Detail	2	N	\$1,500.00
6-5100	Payroll	Expense	Debit	Header	2	N	\$37,119.93
6-5110	Wages	Expense	Debit	Detail	3	N	\$33,174.99
6-5120	Vacation 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	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	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 Accounts window

Accounts List [Summary]

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 Checking Account	\$13,719.83
	1-1200 Petty Cash	\$100.00
1-2000	Inventory	\$78,541.50
	1-2100 Raw Materials	\$3,400.00
	1-2200 Finished Goods	\$75,141.50
1-3000	Accounts Receivable	\$37,264.78
1-4000	Deposits Paid Vendors	\$100.00
1-5000	Office Equipment	\$7,875.00
	1-5100 Office Equip., Original Cost	\$12,000.00
	1-5200 Office Equip., Amortization	(\$4,125.00)
1-6000	Vehicles	\$15,000.00
	1-6100 Vehicles, Original Cost	\$32,000.00
	1-6200 Vehicles, Amortization	(\$17,000.00)
1-7000	Other Assets	\$500.00
2-0000	Liabilities	\$135,382.03
2-1000	Credit Cards	\$4,200.00
	2-1110 American Express	\$3,200.00
	2-1120 Visa	\$1,000.00
2-1200	Trade Creditors	\$10,627.02
	2-1210 Bank Indebtedness	\$100,000.00
2-1300	Tax Liabilities	\$4,763.26
	2-1310 Tax 1 Collected	\$2,414.58
	2-1330 Tax 2 Collected	\$2,348.68
2-1400	Payroll Liabilities	\$15,291.75
	2-1410 Payroll Liabilities	\$13,919.25
	2-1420 Income Tax Deductions	\$0.00
	2-1475 Payroll Tax Payable	\$105.00
	2-1480 Group Insurance	\$0.00
	2-1490 Garnishees, and other	\$0.00
	2-1496 Vacation Payable	\$1,267.50
2-1500	Accrued Employer Expenses	\$0.00
2-1600	Deposits from Customers	\$500.00
3-0000	Equity	\$17,719.08

Sample Reports

3-1000	Paid in Capital	\$110,000.00
3-2000	Owner's Draw	\$0.00
3-8000	Retained Earnings	(\$58,078.07)
3-9000	Current Year Earnings	(\$34,202.85)
3-9999	Historical Balancing	\$0.00
4-0000	Income	\$24,108.50
4-1000	Sales	\$23,708.50
4-1100	Retail Sales	\$7,227.10
4-1200	Wholesale Sales	\$3,723.90
4-1300	Consignment Sales	\$12,757.50
4-3000	Other Income	\$400.00
4-3100	Freight Income	\$0.00
4-3200	Finance Charges Collected	\$0.00
4-3300	Miscellaneous Income	\$400.00
5-0000	Cost of Sales	\$13,386.57
5-1000	Retail Cost of Sales	\$4,622.97
5-2000	Wholesale Cost of Sales	\$2,371.49
5-3000	Consignment Cost of Sales	\$6,392.11
5-4000	Wages for Production Labor	\$0.00
5-5000	Materials & Supplies	\$0.00
5-6000	Other Costs	\$0.00
5-6100	Discounts Taken	\$0.00
5-6150	Discounts Given	\$0.00
6-0000	Expenses	\$44,924.78
6-1000	Advertising	\$0.00
6-1200	Vehicle Expenses	\$100.00
6-1300	Commissions Paid	\$1,000.00
6-1500	Amortization Expense	\$625.00
6-1700	Freight Paid	\$48.95
6-1800	Insurance (other than health)	\$90.00
6-1900	Interest	\$1,500.00
6-1910	Mortgage Interest	\$0.00
6-1920	Other Interest	\$1,500.00
6-2000	Legal & Professional Services	\$178.90
6-2100	Office Expenses	\$500.00
6-2300	Lease Expenses	\$112.00
6-2310	Machinery & Equipment	\$100.00
6-2320	Other Business Property	\$12.00
6-2400	Repairs	\$0.00
6-2500	Supplies	\$150.00
6-2600	Taxes	\$100.00
6-2700	Travel, Meals & Entertainment	\$1,000.00
6-2710	Travel	\$0.00
6-2720	Meals & Entertainment	\$1,000.00
6-2800	Utilities	\$900.00

6-2900	Wages Paid	\$1,500.00
6-3020	Finance Charges Paid	\$0.00
6-5100	Payroll	\$37,119.93
6-5110	Wages	\$33,174.99
6-5120	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 Tax	\$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

Account Transactions

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 12/31/02

Account	ID #	Src	Date	Memo	Debit	Credit	Job
1-1110 Checking Account							
	21	CD	1/3/02	Postage		\$500.00	
	19	CD	1/4/02	Commission Payment		\$1,000.00	
	20	CD	1/4/02	Interest Payment		\$750.00	
	15	CD	5/6/02	Monthly Insurance		\$45.00	
	16	CD	5/6/02	Monthly Utility Bill		\$450.00	
	17	CD	5/6/02	Paycheck		\$600.00	
	CR000004	CR	5/6/02	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 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 CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window

Balance Sheet

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

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 dollar amount 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		
Checking Account	\$13,719.83	
Petty Cash	\$100.00	
Total Cash Accounts	\$13,819.83	
Inventory		
Raw Materials	\$3,400.00	
Finished Goods	\$75,141.50	
Total Inventory	\$78,541.50	
Accounts Receivable	\$37,264.78	
Deposits Paid Vendors		\$100.00
Office Equipment		
Office Equip., Original Cost	\$12,000.00	
Office Equip., Amortization	(\$4,125.00)	
Total Office Equipment		\$7,875.00
Vehicles, Original Cost	\$32,000.00	
Vehicles, Amortization	(\$17,000.00)	
Total Vehicles		\$15,000.00
Other Assets		\$500.00
Total Assets		\$153,101.11
Liabilities		
Credit Cards		
American Express	\$3,200.00	
Visa	\$1,000.00	
Total Credit Cards		\$4,200.00
Accounts Payable		\$10,627.02
Bank Indebtedness		\$100,000.00
Tax Liabilities		
Tax 1 Collected	\$2,414.58	
Tax 2 Collected	\$2,348.68	
Total Tax Liabilities		\$4,763.26
Payroll Liabilities		
Payroll Liabilities	\$13,919.25	

Sample Reports

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
Equity		
Paid in Capital		\$110,000.00
Retained Earnings		(\$88,510.92)
Current Year Earnings		<u>(\$3,770.00)</u>
Total Equity		\$17,719.08
Total Liability & Equity		\$153,101.11

More Details about the Balance Sheet Report

<p>Filters</p>	<p>Include Account Numbers 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</p>
<p>Sort By</p>	<p>Dependent on Header information:</p> <p>Total Assets Liabilities Equity Liability & Equity</p>
<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>None</p>

Balance Sheet [Budget Analysis]

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				
Checking Account	\$16,664.83	\$34,878.91	(\$18,214.08)	(52.2%)
Petty Cash	\$100.00	\$100.00	\$0.00	0.0%
Total Cash Accounts	\$16,764.83	\$34,978.91	(\$18,214.08)	(52.1%)
Inventory				
Raw Materials	\$3,400.00	\$3,400.00	\$0.00	0.0%
Finished Goods	\$75,129.62	\$5,400.00	\$69,729.62	1,291.3%
Total Inventory	\$78,529.62	\$8,800.00	\$69,729.62	792.4%
Accounts Receivable	\$37,264.78	\$32,000.00	\$5,264.78	16.5%
Deposits Paid Vendors	\$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., Amortization	(\$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, Amortization	(\$16,500.00)	(\$16,500.00)	\$0.00	0.0%
Total Vehicles	\$15,500.00	\$15,500.00	\$0.00	0.0%
Other Assets	\$500.00	\$500.00	\$0.00	0.0%
Total Assets	156,659.23	\$99,878.91	\$56,780.32	56.8%
Liabilities				
Credit Cards				
American Express	\$3,200.00	\$3,200.00	\$0.00	0.0%
Visa	\$1,000.00	\$1,000.00	\$0.00	0.0%
Total Credit Cards	\$4,200.00	\$4,200.00	\$0.00	0.0%
Accounts Payable	\$10,615.14	\$21,000.00	(\$10,384.86)	(49.5%)
Bank Indebtedness	\$100,000.00	\$100,000.00	\$0.00	0.0%
Tax Liabilities				
Tax 1 Collected	\$2,214.58	\$354.98	\$1,859.60	523.9%
Tax 2 Collected	\$2,348.68	\$452.00	\$1,896.68	419.6%
Total Tax Liabilities	\$4,563.26	\$806.98	\$3,756.28	465.5%
Payroll Liabilities				
Payroll Liabilities	\$13,919.25	\$0.00	\$13,919.25	NA
Payroll Tax Payable	\$105.00	\$0.00	\$105.00	NA
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%

Equity				
Paid in Capital	\$110,000.00	\$110,000.00	\$0.00	0.0%
Retained Earnings	(\$58,078.07)	(\$136,628.07)	\$78,550.00	(57.5%)
Current Year Earnings	(\$30,432.85)	\$14,285.00	(\$44,717.85)	(313.0%)
Total Equity	\$21,489.08	(\$12,343.07)	\$33,832.15	(274.1%)
Total Liability & Equity	\$156,659.23	\$114,163.91	\$42,495.32	37.2%

More Details about the Balance Sheet (Budget Analysis) Report

Filters	Include Account Numbers 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

Balance Sheet [Budget Spreadsheet]

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

	October	November	December
Balance Sheet [Budget Spreadsheet]			
October 2002 through December 2002			
	October	November	December
Assets			
Cash Accounts			
Checking Account	\$13,719.83	\$13,719.83	\$13,719.83
Petty Cash	\$100.00	\$100.00	\$100.00
Total Cash Accounts	\$13,819.83	\$13,819.83	\$13,819.83
Inventory			
Raw Materials	\$3,400.00	\$3,400.00	\$3,400.00
Finished Goods	\$75,141.50	\$75,141.50	\$75,141.50
Total Inventory	\$78,541.50	\$78,541.50	\$78,541.50
Accounts Receivable	\$37,264.78	\$37,264.78	\$37,264.78
Deposits Paid Vendors	\$100.00	\$100.00	\$100.00
Office Equipment			
Office Equip., Original Cost	\$12,000.00	\$12,000.00	\$12,000.00
Office Equip., Amortization	(\$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, Amortization	\$(17,000.00)	\$(17,000.00)	\$(17,000.00)
Total Vehicles	\$15,000.00	\$15,000.00	\$15,000.00
Other Assets	\$500.00	\$500.00	\$500.00
Total Assets	\$153,101.11	\$153,101.11	\$153,101.11
Liabilities			
Credit Cards			
American Express	\$3,200.00	\$3,200.00	\$3,200.00
Visa	\$1,000.00	\$1,000.00	\$1,000.00
Total Credit Cards	\$4,200.00	\$4,200.00	\$4,200.00
Accounts Payable	\$10,627.02	\$10,627.02	\$10,627.02
Bank Indebtedness	\$100,000.00	\$100,000.00	\$100,000.00
Tax Liabilities			
Tax 1 Collected	\$2,414.58	\$2,414.58	\$2,414.58
Tax 2 Collected	\$2,348.68	\$2,348.68	\$2,348.68
Total Tax Liabilities	\$4,763.26	\$4,763.26	\$4,763.26
Payroll Liabilities			
Payroll Liabilities	\$13,919.25	\$13,919.25	\$13,919.25
Payroll Tax Payable	\$105.00	\$105.00	\$105.00
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

Equity			
Paid in Capital	\$110,000.00	\$110,000.00	\$110,000.00
Retained Earnings	(\$88,510.92)	(\$88,510.92)	(\$88,510.92)
Current Year Earnings	\$(3,770.00)	\$(3,770.00)	\$(3,770.00)
Total Equity	\$17,719.08	\$17,719.08	\$17,719.08
	<hr/>	<hr/>	<hr/>
Total Liability & Equity	\$153,101.11	153,101.11	\$153,101.11

More Details about the Balance Sheet (Budget Spreadsheet) Report

Filters	Include Account Numbers 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]

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

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

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

Balance Sheet [Last Year Analysis] October 2002

	This Year	Last Year	\$ Difference	% Difference
Assets				
Cash Accounts				
Checking Account	\$16,664.83	\$34,878.91	(\$18,214.08)	(52.2%)
Petty Cash	\$100.00	\$100.00	\$0.00	0.0%
Total Cash Accounts	\$16,764.83	\$34,978.91	(\$18,214.08)	(52.1%)
Inventory				
Raw Materials	\$3,400.00	\$3,400.00	\$0.00	0.0%
Finished Goods	\$75,129.62	\$5,400.00	\$69,729.62	1,291.3%
Total Inventory	\$78,529.62	\$8,800.00	\$69,729.62	792.4%
Accounts Receivable	\$37,264.78	\$32,000.00	\$5,264.78	16.5%
Deposits Paid Vendors	\$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., Amortization	(\$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, Amortization	(\$16,500.00)	(\$16,500.00)	\$0.00	0.0%
Total Vehicles	\$15,500.00	\$15,500.00	\$0.00	0.0%
Other Assets	\$500.00	\$500.00	\$0.00	0.0%
Total Assets	\$156,659.23	\$99,878.91	\$56,780.32	56.8%
Liabilities				
Credit Cards				
American Express	\$3,200.00	\$3,200.00	\$0.00	0.0%
Visa	\$1,000.00	\$1,000.00	\$0.00	0.0%
Total Credit Cards	\$4,200.00	\$4,200.00	\$0.00	0.0%
Accounts Payable	\$10,615.14	\$21,000.00	(\$10,384.86)	(49.5%)
Bank Indebtedness	\$100,000.00	\$100,000.00	\$0.00	0.0%
Tax Liabilities				
Tax 1 Collected	\$2,214.58	\$354.98	\$1,859.60	523.9%
Tax 2 Collected	\$2,348.68	\$452.00	\$1,896.68	419.6%

Total Tax Liabilities	\$4,563.26	\$806.98	\$3,756.28	465.5%
Payroll Liabilities				
Payroll Liabilities	\$13,919.25	\$0.00	\$13,919.25	NA
Payroll Tax Payable	\$105.00	\$0.00	\$105.00	NA
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%
Equity				
Paid in Capital	\$110,000.00	\$110,000.00	\$0.00	0.0%
Retained Earnings	(\$58,078.07)	(\$136,976.07)	\$78,898.00	(57.6%)
Current Year Earnings	(\$30,432.85)	\$348.00	(\$30,780.85)	(8,845.1%)
Total Equity	\$21,489.08	(\$26,628.07)	\$48,117.15	(180.7%)
Total Liability & Equity	\$156,659.23	\$99,878.91	\$56,780.32	56.8%

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

Filters	Include Account Numbers 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 [Spreadsheet]

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			
Checking Account	\$13,719.83	\$13,719.83	\$13,719.83
Petty Cash	\$100.00	\$100.00	\$100.00
Total Cash Accounts	\$13,819.83	\$13,819.83	\$13,819.83
Inventory			
Raw Materials	\$3,400.00	\$3,400.00	\$3,400.00
Finished Goods	\$75,141.50	\$75,141.50	\$75,141.50
Total Inventory	\$78,541.50	\$78,541.50	\$78,541.50
Accounts Receivable	\$37,264.78	\$37,264.78	\$37,264.78
Deposits Paid Vendors	\$100.00	\$100.00	\$100.00
Office Equipment			
Office Equip., Original Cost	\$12,000.00	\$12,000.00	\$12,000.00
Office Equip., Amortization	(\$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, Amortization	(\$17,000.00)	(\$17,000.00)	(\$17,000.00)
Total Vehicles	\$15,000.00	\$15,000.00	\$15,000.00
Other Assets	\$500.00	\$500.00	\$500.00
Total Assets	\$153,101.11	\$153,101.11	\$153,101.11
Liabilities			
Credit Cards			
American Express	\$3,200.00	\$3,200.00	\$3,200.00
Visa	\$1,000.00	\$1,000.00	\$1,000.00
Total Credit Cards	\$4,200.00	\$4,200.00	\$4,200.00
Accounts Payable	\$10,627.02	\$10,627.02	\$10,627.02
Bank Indebtedness	\$100,000.00	\$100,000.00	\$100,000.00
Tax Liabilities			
Tax 1 Collected	\$2,414.58	\$2,414.58	\$2,414.58
Tax 2 Collected	\$2,348.68	\$2,348.68	\$2,348.68
Total Tax Liabilities	\$4,763.26	\$4,763.26	\$4,763.26
Payroll Liabilities			
Payroll Liabilities	\$13,919.25	\$13,919.25	\$13,919.25
Payroll Tax Payable	\$105.00	\$105.00	\$105.00
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

Equity			
Paid in Capital	\$110,000.00	\$110,000.00	\$110,000.00
Retained Earnings	(\$88,510.92)	(\$88,510.92)	(\$88,510.92)
Current Year Earnings	(\$3,770.00)	(\$3,770.00)	(\$3,770.00)
Total Equity	\$17,719.08	\$17,719.08	\$17,719.08
<hr/>			
Total Liability & Equity	\$153,101.11	\$153,101.11	\$153,101.11

More Details about the Balance Sheet (Spreadsheet) Report

Filters	Include Account Numbers 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

Job Activity [Detail]

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.

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

Job #	Name	ID #	Src	Date	Memo	Debit	Credit	
6-1920	Other Interest							
02	New Design Project	20	CD	12/1/02	Interest Payment	\$750.00		
02	New Design Project	35	CD	12/2/0202	Interest Payment	\$750.00		
02	New Design Project	36	CD	12/3/02	Interest Payment	\$750.00		
02	New Design Project	37	CD	12/4/02	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	1/3/02	Postage	\$500.00		
01	Anderson	16	CD	5/6/02	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 Linked Customer Card Name Address Shipping 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 Activity [Summary]

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.

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

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 Profit & Loss

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

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

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

More Details about the Job Profit & Loss Report

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

Job Transactions

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

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 Customization 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 12/31/02

Job	ID #	Src	Date	Memo	Account #	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	5/6/02	Monthly Insurance	6-1800	\$45.00	
	16	CD	5/6/02	Monthly Utility Bill	6-2800		
							\$450.00
							\$3,595.00
						\$0.00	\$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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Account Name Comments Promised Date Due Date Their Inv/P.O.# Terms Customer Name Ship Via</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, 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</p>

Jobs List

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 Include Inactive 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

Profit & Loss

This is a report of your income, cost of sales and expense accounts for the selected month(s)

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

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

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	
Freight Paid		\$48.95
Insurance (other than health)		\$45.00
Interest		
Other Interest	\$750.00	
Legal & Professional Services		\$178.90
Lease Expenses		
Machinery & Equipment	\$100.00	
Other Business Property	\$12.00	
Supplies		\$150.00
Taxes		\$50.00
Travel, Meals & Entertainment		
Meals & Entertainment	\$1,000.00	
Utilities		\$450.00
Wages Paid		\$750.00
Other Expenses		
Total Expenses		\$3,634.85
Operating Profit		\$830.01
Other Income		

Other Expenses

Net Profit/(Loss)

\$830.01

More Details about the Profit & Loss Report

<p>Filters</p>	<p>Include Account Numbers 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</p>
<p>Subtotals / Totals</p>	<p>Subtotals:</p> <p>Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses</p> <p>Grand Total: Net Profit/(Loss)</p>
<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>None</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 Name Opens: Edit Accounts window</p> <p>Click: Amounts Opens: History & Budgets window</p>

Profit & Loss [Budget Spreadsheet]

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

Profit & Loss [Budget] November 2002 through December 2002

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

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

<p>Filters</p>	<p>Include Account Numbers Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages</p>
<p>Subtotals / Totals</p>	<p>Subtotals:</p> <p>Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses</p> <p>Grand Total: Net Profit/(Loss)</p>
<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>None</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 Name Opens: Edit Accounts window</p> <p>Click: Amounts Opens: History & Budgets window</p>

Profit & Loss [Spreadsheet]

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
Income			
Sales			
Retail Sales	(\$328.15)	\$5,318.00	\$4,989.85
Wholesale Sales	\$104.40	\$1,567.50	\$1,671.90
Consignment Sales	\$10,045.00	\$2,000.00	\$12,045.00
Total Income	\$9,821.25	\$8,885.50	\$18,706.75
Cost of Sales			
Retail Cost of Sales	(\$203.50)	\$3,419.31	\$3,215.81
Wholesale Cost of Sales	\$70.03	\$1,001.33	\$1,071.36
Consignment Cost of Sales	\$5,946.20	\$0.00	\$5,946.20
Total Cost of Sales	\$5,812.73	\$4,420.64	\$10,233.37
Gross Profit	\$4,008.52	\$4,464.86	\$8,473.38
Expenses			
Car & Truck Expenses	\$0.00	\$100.00	\$100.00
Freight Paid	\$0.00	\$48.95	\$48.95
Insurance (other than health)	\$0.00	\$45.00	\$45.00
Interest			
Other Interest	\$0.00	\$750.00	\$750.00
Legal & Professional Services	\$0.00	\$178.90	\$178.90
Lease Expenses			
Machinery & Equipment	\$0.00	\$100.00	\$100.00
Other Business Property	\$0.00	\$12.00	\$12.00
Supplies	\$0.00	\$150.00	\$150.00
Taxes	\$0.00	\$50.00	\$50.00
Travel, Meals & Entertainment			
Meals & Entertainment	\$0.00	\$1,000.00	\$1,000.00
Utilities	\$0.00	\$450.00	\$450.00
Wages Paid	\$0.00	\$750.00	\$750.00
Total Expenses	\$0.00	\$3,634.85	\$3,634.85
Operating Profit	\$4,008.52	\$830.01	\$4,838.53
Other Income			
Other Expenses			
Net Profit/(Loss)	\$4,008.52	\$830.01	\$4,838.53

More Details about the Profit & Loss (Spreadsheet) Report

<p>Filters</p>	<p>Include Account Numbers Report Level Last Year/This Year/Next Year Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages</p>
<p>Subtotals / Totals</p>	<p>Subtotals:</p> <p style="padding-left: 40px;">Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses</p> <p>Grand Total: Net Profit/(Loss)</p>
<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>None</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 Name Opens: Edit Accounts window</p> <p>Click: Amounts Opens: History & Budgets window</p>

Profit & Loss [with Last Year]

This report compares the net activity of your income, cost of sales and expense accounts for the selected period of this fiscal year with the same period of last fiscal 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

To select multiple months, click and drag the month selector in the Report Customization 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%
Freight Paid	\$48.95	0.3%	\$50.00	0.6%
Insurance (other than health)	\$45.00	0.2%	\$75.00	0.9%
Interest				
Other Interest	\$750.00	4.0%	\$750.00	9.5%
Legal & Professional Services	\$178.90	1.0%	\$100.00	1.3%
Lease Expenses				
Machinery & Equipment	\$100.00	0.5%	\$90.00	1.1%
Other Business Property	\$12.00	0.1%	\$12.00	0.2%
Supplies	\$150.00	0.8%	\$100.00	1.3%
Taxes	\$50.00	0.3%	\$75.00	0.9%
Travel, Meals & Entertainment				
Meals & Entertainment	\$1,000.00	5.3%	\$900.00	11.4%
Utilities	\$450.00	2.4%	\$400.00	5.1%
Wages Paid	\$750.00	4.0%	\$700.00	8.9%
Total Expenses	\$3,634.85	19.4%	\$3,352.00	42.4%
Operating Profit	4,838.53	25.9%	\$348.00	4.4%
Other Income				
Other Expenses				

Sample Reports

Net Profit/(Loss) \$4,838.53 25.9% \$348.00 4.4%

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

<p>Filters</p>	<p>Include Account Numbers Report Level Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages</p>
<p>Subtotals / Totals</p>	<p>Subtotal (for This Year, % of Sales, Last Year, Last Year, % of Sales):</p> <p style="padding-left: 40px;">Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses</p> <p>Grand Total: Net Profit/(Loss)</p>
<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>None</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 Name Opens: Edit Accounts window</p> <p>Click: This Year or Last Year Amounts Opens: History & Budgets window</p>

Profit & Loss [with Year to Date]

This report compares your income, cost of sales and expense accounts 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%
Freight Paid	\$48.95	0.3%	\$48.95	0.2%
Insurance (other than health)	\$45.00	0.2%	\$45.00	0.2%
Interest				
Other Interest	\$750.00	4.0%	\$750.00	3.2%
Legal & Professional Services	\$178.90	1.0%	\$178.90	0.8%
Lease Expenses				
Machinery & Equipment	\$100.00	0.5%	\$100.00	0.4%
Other Business Property	\$12.00	0.1%	\$12.00	0.1%
Supplies	\$150.00	0.8%	\$150.00	0.6%
Taxes	\$50.00	0.3%	\$50.00	0.2%
Travel, Meals & Entertainment				
Meals & Entertainment	\$1,000.00	5.3%	\$1,000.00	4.2%
Utilities	\$450.00	2.4%	\$450.00	1.9%
Wages Paid	\$750.00	4.0%	\$750.00	3.2%
Payroll				
Wages	\$0.00	0.0%	\$33,174.99	139.9%
Vacation 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

<p>Filters</p>	<p>Include Account Numbers Report Level Last Year/This Year/Next Year Jan -- Dec Range (and P13 for 13th Accounting Period) Include 0.00 Balances Rounding Separate Pages</p>
<p>Subtotals / Totals</p>	<p>Subtotal (for Selected Period, % of Sales, Year to Date, % of Year to Date):</p> <p style="padding-left: 40px;">Total Income Cost of Sales Gross Profit Total Expenses Operating Profit Other Income Other Expenses</p> <p>Grand Total: Net Profit/(Loss)</p>
<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>None</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 Name Opens: Edit Accounts window</p> <p>Click: Amounts Opens: History & Budgets window</p>

Session Report

This report contains journal activity since the FirstEdge system was last started.

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 #	Acct #	Account Name	Debit	Credit	Job
SJ	12/1/02	Pre-conversion sale					
		000003	1-3000	Accounts Receivable	\$10,000.00		
		000003	1-3000	Accounts Receivable		\$10,000.00	
CR	12/1/02	Payment; Acme Sales, Inc.					
		CR000001	1-1100	Checking Account	\$6,000.00		
		CR000001	1-3000	Accounts Receivable		\$6,000.00	
CD	12/1/02	Gasoline					
		3	1-1100	Checking Account		\$100.00	
		3	6-1200	Car & Truck Expenses	\$100.00		
CD	12/2/0202	Advice on Software					
		4	1-1100	Checking Account		\$178.90	
		4	6-2000	Legal & Professional	\$178.90		01
CD	12/2/0202	Monthly Insurance					
		5	1-1100	Checking Account		\$45.00	
		5	6-1800	Insurance	\$45.00		
PJ	12/1/02	Pre-conversion purchase					
		00000002	2-1200	Accounts Payable		\$11,000.00	
		00000002	2-1200	Accounts Payable		\$880.00	
		00000002	2-1200	Accounts Payable	\$11,880.00		
PJ	12/1/02	Purchase; World of Widgets					
		00000005	2-1200	Accounts Payable		\$307.52	
		00000005	2-1200	Accounts Payable		\$24.61	
		00000005	1-2200	Finished Goods	\$283.18		
		00000005	6-1700	Freight Paid	\$48.95		
Grand Total:					\$28,536.03	\$28,536.03	

More Details about the Session Report

Filters	None
Sort By	Account Type

<p>Subtotals / Totals</p>	<p>Grand Total: Debit and Credit</p>
<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Session Date Reconciled 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: ID#, Account #, Account Name, Debit, Credit, Job Opens: Transaction source window; dependent on the SRC Journal type:</p> <ul style="list-style-type: none"> GJ - General Journal Entry window CD - Spend Money CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window

Trial Balance [Detail]

Within the period range, for each account, this report displays the beginning balance, a line for each transaction, the total debits and credits and the ending balance.

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

Detail Trial Balance 12/1/02 through 12/31/02

ID #	Src	Date	Memo	Debit	Credit	Net Activity	Ending Balance
<hr/>							
1-1100	Checking Account						
Beginning Balance:		\$3,050.73					
3	CD	12/1/02	Gasoline		\$100.00		
CR000001	CR	12/1/02	Payment; Acme Sales, Inc.	\$6,000.00			
4	CD	12/2/02	Advice on Software		\$178.90		
5	CD	12/2/02	Monthly Insurance		\$45.00		
Total:				\$6,000.00	\$323.90	\$5,676.10	\$8,726.83
<hr/>							
1-2200	Finished Goods						
Beginning Balance:		\$77,077.11					
00000005	PJ	12/1/02	Purchase; World of Widgets	\$283.18			
Total:				\$283.18	\$0.00	\$283.18	\$77,360.29
<hr/>							
1-3000	Accounts Receivable			Beginning Balance:			
Beginning Balance:		\$49,046.46					
000003	SJ	12/1/02	Pre-conversion sale	\$10,000.00			
000003	SJ	12/1/02	Pre-conversion sale		\$10,000.00		
CR000001	CR	12/1/02	Payment; Acme Sales, Inc.		\$6,000.00		
Total:				\$10,000.00	\$16,000.00	\$6,000.00 cr	\$43,046.46
<hr/>							
2-1200	Accounts Payable						cr
Beginning Balance:		\$13,093.04					
00000002	PJ	12/1/02	Pre-conversion purchase		\$11,000.00		cr
00000002	PJ	12/1/02	Pre-conversion purchase		\$880.00		cr
00000002	PJ	12/1/02	Pre-conversion purchase	\$11,880.00			cr
00000005	PJ	12/1/02	Purchase; World of Widgets		\$307.52		cr
00000005	PJ	12/1/02	Purchase; World of Widgets		\$24.61		cr
Total:				\$11,880.00	\$12,212.13	\$332.13 cr	\$13,425.17cr
<hr/>							
6-1200	Car & Truck Expenses						
Beginning Balance:		\$0.00					
3	CD	12/1/02	Gasoline	\$100.00			
Total:				\$100.00	\$0.00	\$100.00	\$100.00
<hr/>							
6-1700	Freight Paid						
Beginning Balance:		\$0.00					
00000005	PJ	12/1/02	Purchase; World of Widgets	\$48.95			

Sample Reports

Total: \$48.95 \$0.00 \$48.95 \$48.95

6-1800 Insurance (other than health)

Beginning Balance: \$0.00

5	CD	12/2/02	Monthly Insurance	\$45.00		
Total:				\$45.00	\$0.00	\$45.00 \$45.00

6-2000 Legal & Professional Services

Beginning Balance: \$0.00

4	CD	12/2/02	Advice on Software	\$178.90		
Total:				\$178.90	\$0.00	\$178.90 \$178.90

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

More Details about the Trial Balance (Detail) Report

Filters	All/Selected Accounts Sorted by Date/ID Dated From/To Include Accounts with No Activity Separate Pages
Sort By	Account
Subtotals / Totals	Subtotals: Debit Credit Net Activity Ending Balance Grand Total: 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: Any of the Transaction information Opens: Transaction source window; dependent on the SRC Journal type: GJ - General Journal Entry window CD - Spend Money CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window

Trial Balance [Summary]

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

Report Tip: This calculates the changes in your account balances for the month. Look at the Net Activity column and try to spot errors (amounts way out of whack). To check for omissions, be sure to check the Include \$0.00 Balances checkbox in the Report Customization window. If a normally active account has zero activity for the month, you probably forgot to make an entry.

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

Enter the first day and last day of the month in the Date Range fields. Run the report for all accounts. To be complete, check the Include \$0.00 Balances checkbox.

Summary Trial Balance 12/1/02 through 12/31/02

Account #	Account Name	Beginning Balance	Total Debit	Total Credit	Net Activity	Ending Balance
1-1100	Checking Account	\$3,050.73	\$6,000.00	\$323.90	\$5,676.10	\$8,726.83
1-2200	Finished Goods	\$77,077.11	\$283.18	\$0.00	\$283.18	\$77,360.29
1-3000	Accounts Receivable	\$49,046.46	\$10,000.00	\$16,000.00	\$6,000.00	cr \$43,046.46
2-1200	Accounts Payable	\$13,093.04	cr \$11,880.00	\$12,212.13	\$332.13	cr \$13,425.17
6-1200	Car & Truck Expenses	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00
6-1700	Freight Paid	\$0.00	\$48.95	\$0.00	\$48.95	\$48.95
6-1800	Insurance (other than health)	\$0.00	\$45.00	\$0.00	\$45.00	\$45.00
6-2000	Legal & Professional Services	\$0.00	\$178.90	\$0.00	\$178.90	\$178.90
		Total:	\$28,536.03	\$28,536.03		

More Details about the Trial Balance (Summary) Report

Filters	All/Selected Accounts Dated From/To Include Accounts with No Activity
Subtotals / Totals	Grand Total: Debit & 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 # and Name

Opens: Edit Accounts window

Click: All Amounts

Opens: Account tab of Find Transactions window

Bank Deposit

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

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

ID #	Date	Name	Payment Method	Amount
1-1110 10/19/02 CR000012				
CR000011	10/19/02	John Smith	Check	\$100.00
		Deposit Total:		\$100.00
1-1110 10/19/02 CR000018				
CR000016	10/19/02	Anna Marie's	Master Card	\$200.00
		Deposit Total:		\$200.00
1-1110 10/19/02 CR000019				
CR000017	10/19/02	Elaine Alexander	Check	\$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. Check No.
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	Click: ID#, Payment Method, Amount Opens: Prepare Bank Deposits window

Bank Register

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

Report Tip: It's always a good idea to review the money in and out of your checking accounts on a regular basis. Run this report for all your cash accounts. Enter the reporting date range in the Report Customization 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 FirstEdge's wildcard feature - enter 1-110* in the Selected field in the Report Customization window - to generate this report for all cash accounts at once.

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

Account	ID #	Src	Date	Payee	Deposit	Withdrawal	Balance
1-1100	Checking Account						
	3	CD	12/1/02	Joe's Repairs		\$100.00	\$2,950.73
	CR00000	CR	12/1/02	Payment; Acme Sales, Inc.	\$6,000.00		\$8,950.73
	1				0		
	4	CD	12/1/02	Joe Accountant		\$178.90	\$8,771.83
	5	CD	12/1/02	All Hands Insurance		\$45.00	\$8,726.83
	2	CD	12/2/02	Wholesale Supply Co.		\$5,000.00	\$3,726.83
	6	CD	12/2/02	Joe's Office Supplies		\$150.00	\$3,576.83
	7	CD	12/2/02	Joe's Utility Company		\$450.00	\$3,126.83
	8	CD	12/14/02	Chuck Berry		\$600.00	\$2,526.83
	10	CD	12/14/02	Joe's Equipment, Inc.		\$100.00	\$2,426.83
	11	CD	12/14/02	Joe's Office Leasing		\$12.00	\$2,414.83
	12	CD	12/17/02	Joe's Bank		\$750.00	\$1,664.83
	9	CD	12/18/02	Joe's Computers		\$1,000.00	\$664.83
	CR00000	CR	12/21/02	Payment; Boffo Products	\$5,000.00		\$5,664.83
	2				0		
	CR00000	CR	12/21/02	Payment; Widgets by Smith	\$11,000.00		\$16,664.83
	3				00		3
					\$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)

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Reconciled Date Payment Method Notes Credit Card Number Name on Credit Card Exp 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: All Fields Opens: Transaction source window; dependent on the SRC Journal type:</p> <p>GJ - General Journal Entry window CD - Spend Money CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window</p>

Reconciliation Report

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

Reconciliation Report

ID #	Date	Payee	Deposit	Withdrawal
Checking Account:		1-11100	Checking Account	
Date of Bank Statement:		2/3/2002		
Reconciled Checks				
23	1/10/2002	Chuck Berry		\$2,575.29
24	1/11/2002	Fats Domino		\$1,251.59
		Total:	\$0.00	\$3,826.88
Reconciled Deposits				
CR000013	1/9/2002	Payment; John Smith	\$50.00	
		Total:	\$50.00	\$0.00
Outstanding Checks				
25	1/12/2002	Fats Domino		\$800.00
		Total:	\$0.00	\$800.00
Outstanding Deposits				
CR000021	1/9/2002	Payment; Mary Jones	\$620.00	
		Total:	\$620.00	\$0.00
Reconciliation				
		MYOB Balance on 2/3/2002:	\$13,719.83	
		Add: Outstanding Checks:	\$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 Checks and Deposits Grand Total: Expected Balance
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	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: All Fields

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

GJ - General Journal Entry window

CD - Spend Money window

CR - Prepare Bank Deposit or Receive Payments window

Addresses

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 Inc.	515-555-1919	Main Street Parsippany, NJ 07860
	Chuck Berry	515-555-1212	c/o Maybelline Suite 16 Parsippany, NJ 07860
Joseph Boffo	Boffo Products	515-555-2020	31 Boffo Circle Parsippany, NJ 07860
	Fats Domino	515-555-3030	Blueberry Hill Parsippany, NJ 07860
	Sam Lee	515-555-4040	Green Eggs Acres Parsippany, NJ 07860
	Joe's Bank	515-555-5050	100 Main Street Parsippany, NJ 07860
	Sam Sham	515-555-6060	14 Pharohs Way Parsippany, NJ 07860
	Wholesale Supply Co.	515-555-7070	41 Makeadeal Circle Parsippany, NJ 07860
	Widgets by Smith	515-555-8080	123 Broadway Parsippany, NJ 07860
	World of Widgets	515-555-9090	100 Hotdeal Road Parsippany, NJ 07860

More Details about the Addresses Report

Filters	Card Type ZIP 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 List [Detail]

This report displays a comprehensive list of all people and companies in your Card File.

Card File

Acme Sales	Customer	Balance:	\$2,629.51
Card ID:	ASI1002		
First Address:	Main Street	Second Address:	400 Warehouse Road.
City:	Toontown	City:	Toontown
State:	NJ	State:	NJ
ZIP Code:	07896	ZIP Code:	07896
Phone #1:	515-555-1919	Phone #1:	515-555-1920
Phone #2:	515-555-9115	Phone #2:	
Phone #3:		Phone #3:	
FAX #:		FAX #:	
E-mail:	Acme@acmenet.com	E-mail:	
WWW:		WWW:	
Salutation:		Salutation:	
Contact:		Contact:	
Notes:	Nice guy, loves toons		
Custom List #1:	Cust L 1	Custom Field #1:	Cust F 1
Custom List #2:	Cust L 2	Custom Field #2:	Cust F 2
Custom List #3:	Cust L 3	Custom Field #3:	Cust F 3
I	CR	Inv Layout:	Service
Shipping Method:	Best Way	Account:	4-4000
		Inv Comment	Thanks for you business
		Printed Form:	MYOB Plain Paper PO
Payment Due:	Prepaid	Pymt Method:	
		Freight Tax Code:	
Credit Limit:	\$15,000		
		Tax ID:	JLS9899
		Tax Code:	STE

More Details about the Card File (Detail) Report

Filters	Card Type ZIP 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 List [Summary]

This report displays a list of all people and companies in your Card File.

Card File

Name	Phone	Type	Current Balance
Acme Sales Inc.	515-555-1919	Customer	\$2,629.51
Chuck Berry	515-555-1212	Employee	
Boffo Products	515-555-2020	Customer	\$1,660.70
Fats Domino	515-555-3030	Employee	
Sam Lee	515-555-4040	Personal	
Joe's Bank	515-555-5050	Personal	
Sam Sham	515-555-6060	Employee	
Wholesale Supply Co.	515-555-7070	Vendor	\$9,138.28
Widgets by Smith	515-555-8080	Customer	\$14,755.00
World of Widgets	515-555-9090	Vendor	\$2,368.74

More Details about the Card File (Summary) Report

Filters	Card Type ZIP 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 Transactions

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 9/1/02 To 12/31/02

Name	ID #	Src	Date	Memo	Account	Debit	Credit
Wholesale Supply Co.	WSC231	Vendor					
	35	CD	9/12/02	Payment; Wholesale Supply	2-1200	\$142.56	
	35	CD	9/12/02	Payment; Wholesale Supply	2-1200	\$1,069.20	
						\$1,211.76	\$0.00
Widgets by Smith	WS324	Customer					
	CR000005	CR	9/12/02	Monthly License Fee	1-1100	\$125.00	
						\$125.00	\$0.00
World of Widgets	WW213	Vendor					
	36	CD	9/12/02	Payment; World of Widgets	2-1200	\$43.09	
						\$43.09	\$0.00

More Details about the Card Transactions Report

Filters	All/Selected Card 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
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	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

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 Subtotals

Opens: Card view of Find Transactions window

Click: ID#, Date, Memo, Account, Debit, Credit

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

GJ - General Journal Entry window

CD - Spend Money

CR - Prepare Bank Deposit or Receive Payments window

SJ - Sales window

Items List [Detail]

This report displays your items and most corresponding item information.

Items List [Detail]

Asset	Income	Exp./COS	Sell Price	Sell Unit	S/#per	S/Tax	Last Buy Price	Buy Unit	B/#per	B/Tax	Reorder	Min. Level
Item: 100-101A5 Widgets Vendor: 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 Vendor: 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 Vendor: 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 Include Items Only Bought/Only Sold/Only Inventoried/All Sort By Item Number/Item Name Include Vendors All/Selected 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	Phone Fax Contact Notes Terms Average Cost 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: Vendor Opens: Profile view of Card Information window Click: All Other Fields Opens: Profile view of Item Information window

Items List [Summary]

This report displays your items and the current selling prices.

Items List [Summary]

Item	Current Price		
100-101A5		Widgets	
	\$17.00		
200-101A5		Gadgets	
	\$33.00		
300-101B6		Whoosies	
	\$50.00		
500-101D3		Thingies	
	\$83.00		0
600-101G8		Gizmos	
	\$100.00		
700-101U7		Thingamabobs	
	\$117.00		
800-101R9		Whachamacallits	
	\$133.00		
CON1		Consulting	
	\$125.00		

More Details about the Items List (Summary) Report

Filters	All/Selected Items -- From/To Sort By Item Number/Item Name Include Inactive Items
Sort By	Item Number or Item Name, based on filter selection
Subtotals / Totals	None
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	StatusItem 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: Primary Vendor Opens: Profile view of Card Information window Click: All Other Fields Opens: Profile view of Item Information window

Price Analysis

This report displays a calculation of the gross profit, percent margin, and percent markup of your inventory items using either average cost or last cost. This report may be sorted by Item # or Item Name.

Price Analysis

Item #	Item Name	Current Price	Cost Basis	Gross Profit	% Margin	% Markup
100-101A5	Widgets	\$17.00	\$10.177	\$6.82	40.1%	67.0%
200-101A5	Gadgets	\$33.00	\$20.032	\$12.97	39.3%	64.7%
300-101B6	Whoosies	\$50.00	\$30.195	\$19.80	39.6%	65.6%
400-101	Whatsits	\$67.00	\$0.00	\$67.00	100.0%	NA
500-101D3	Thingies	\$83.00	\$50.00	\$33.00	39.8%	66.0%
600-101G8	Gizmos	\$100.00	\$59.162	\$40.84	40.8%	69.0%
700-101U7	Thingamabobs	\$117.00	\$69.983	\$47.02	40.2%	67.2%
800-101R9	Whachamacallits	\$133.00	\$80.00	\$53.00	39.8%	66.3%
CON1	Consulting	\$125.00	\$0.00	\$125.00	100.0%	NA

More Details about the Price Analysis Report

Filters	All/Selected Accounts 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	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

Price List

This report displays a list of your items and the price you currently charge for them.

Price List

Item #	Item Name	Current Price
100-101A5	Widgets	\$17.00
200-101A5	Gadgets	\$33.00
300-101B6	Whoosies	\$50.00
400-101	Whatsits	\$67.00
500-101D3	Thingies	\$83.00
600-101G8	Gizmos	\$100.00
700-101U7	Thingamabobs	\$117.00
800-101R9	Whachamacallits	\$133.00
CON1	Consulting	\$125.00

More Details about the Price List Report

Filters	All/Selected Accounts Custom List #1, #2, #3 Sort By Item Number/Item Name IInclude 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	Tax

Recurring Checks

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

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

More Details about the Recurring Checks 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

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 License Fee	Monthly	9/11/02	10/12/02
Sam Lee, Misc.	Monthly	5/6/02	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.

Recurring General Journal Entries

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

Recurring General Journal Entries

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

More Details about the Recurring General 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 or Spend Money window, dependent on the filter

Recurring Purchase Templates

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	11/12/02	12/12/02
Purchase; Wholesale Supply Co.	Order	Monthly	11/12/02	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

Recurring Sales Templates

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	8/11/02	9/12/02
Widgets on Consignment	Invoice	Monthly	8/11/02	9/12/02

More Details about the Recurring Sales Templates Report

Filters	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

Analyze Receivables [Detail]

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 aging 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 Customization 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 FirstEdge screen while calling, use the customer's contact log to make your notes.

Analyze Receivables [Detail]

12/31/02

Name	ID #	Date	Total Due	0-30	31 - 60	61 - 90	90+
Acme Sales Inc.			ASI322				
Marvin Acme			555-3477				
C.O.D.							
	00000001	10/9/02	\$6,000.00				\$6,000.00
	00000004	10/9/02	\$5,752.02				\$5,752.02
	00000008	12/2/02	\$1,802.62	\$1,802.62			
	00000006	12/11/02	(\$464.31)		(\$464.31)		
		Total:	\$13,090.33	\$1,802.62	(\$464.31)	\$0.00	\$11,752.02
Boffo Products			BP233				
Joseph Boffo			555-3477				
C.O.D.							
	00000002	11/11/02	\$7,500.00		\$7,500.00		
	00000005	11/11/02	\$258.75		\$258.75		
	00000009	12/2/02	\$1,660.70	\$1,660.70			
		Total:	\$9,419.45	\$1,660.70	\$7,758.75	\$0.00	\$0.00
Widgets by Smith			WS1002				
555-5555			C.O.D.				
	00000007	11/11/02	\$1,000.00		\$1,000.00		
	00000003	12/1/02	\$9,500.00	\$9,500.00			
	00000010	12/2/02	\$1,955.00	\$1,955.00			
	00000011	12/2/02	\$2,300.00	\$2,300.00			
		Total:	\$14,755.00	\$13,755.00	\$1,000.00	\$0.00	\$0.00
Grand Total:			\$37,264.78	\$17,218.32	\$8,294.44	\$0.00	\$11,752.02
Aging Percent:				46.2%	22.3%	0.0%	31.5%

More Details about the Analyze Receivables (Detail) Report

Filters	All/Selected Customers Custom List #1, #2. #3 Aging Method Aging Date Include 0.00 balances Separate Pages
Sort By	Customer (alphabetical)
Subtotals / Totals	Subtotal: Total Due, Aging Date Grand Total: Total Due, Aging Date, Aging 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 PO# Due Date Promised Date Terms 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, Card ID, Contact, Phone#, Terms Opens: Profile view of Card Information window Click: ID#, Date Opens: Sales window Click: Total Due, Aging columns Opens: Analyze Receivables window

Analyze Receivables [Summary]

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

Analyze Receivables [Summary] 12/31/02

Name	Total Due	0-30	31 - 60	61 - 90	90+
Acme Sales Inc.	\$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
Aging Percent:		92.8%	2.9%	0.0%	4.4%

More Details about the Analyze Receivables (Summary) Report

Filters	All/Selected Customers Custom List #1, #2. #3 Aging Method Aging Date Include 0.00 balances
Sort By	Customer (alphabetical)
Subtotals / Totals	Subtotal: Total Due Aging Date Aging 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, Aging columns Opens: Analyze Receivables window

Analyze Sales [Customer Spreadsheet]

This report displays customer sales for multiple accounting periods in spreadsheet format, based on recorded invoices, not including 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 Customization window.

Analyze Sales [Customer Spreadsheet] October 2002 through December 2002

Name	October	November	December	Total
Acme Sales Inc.	\$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 Analyze Sales (Customer Spreadsheet) Report

Filters	All/Selected Customers -- From/To Custom List #1, #2, #3 Analyze 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 Payments [Closed Invoices]

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 12/31/02

ID #	Original Date	Sale Amount	Tax	Days Until Paid
<hr/>				
Acme Sales Inc.	ASI123			
00000001	10/1/02	\$12,000.00		61
00000004	10/1/02	\$5,001.75	\$750.27	45
		\$17,001.75	\$750.27	53
<hr/>				
Boffo Products	BP112			
00000002	11/1/02	\$10,000.00		59
00000005	11/1/02	\$225.00	\$33.75	14
		\$10,225.00	\$33.75	37

More Details about the Customer Payments (Closed Invoices) Report

Filters	All/Selected Customers Custom List #1, #2, #3 Dated From/To Separate Pages
Sort By	Customer
Subtotals / Totals	Subtotals: Sale Amount Tax Days 'till Paid
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Customer's PO# 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: Customer Name, Card ID Opens: Profile view of Card Information window Click: ID#, Original Date, Sale Amount, Tax, Days 'till Paid Opens: Sales window

Invoice Transactions

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.

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 9/1/02 To 12/31/02

Invoice	ID #	Src	Date	Memo	Account	Charges	Payments
00001	Acme Sales Inc.	AS21					
	000001	SJ	10/9/02	Pre-conversion sale	1-3000	\$12,000.00	
	CR000006	CR	10/9/02	Payment; Acme Sales	1-3000		\$6,000.00
	CR000001	CR	12/1/02	Payment; Acme Sales	1-3000		\$6,000.00
						\$12,000.00	\$12,000.00
00004	Acme Sales Inc.	AS21					
	00000004	SJ	10/9/02	Sale; Acme Sales	1-3000	\$5,001.75	
	00000004	SJ	10/9/02	Sale; Acme Sales	1-3000	\$750.27	
	CR000007	CR	9/1/02	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 PO# -- To Separate Pages
Sort By	Invoice #
Subtotals / Totals	Subtotal for each Invoice #: Charges, Payments
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Customer's PO # Billing Address Phone#1 Billing Address Contact Account Name Status Terms Due Date Promised Date Payment Method Payment Notes Name on Credit Card Credit Card Number Exp Date Auth. No. Check 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: Invoice #, Customer Name, Card ID Opens: Invoice view of Find Transactions window</p> <p>Click: ID#, Src, Date, Memo, Account, Charges, Payments Opens: Sales window</p>
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Receivables Reconciliation [Detail]

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

Report Tip: Enter the last day of the period as the Aging Date. The balance of your linked receivables account should match the total balance of your unpaid invoices.

Receivables Reconciliation [Detail] 12/31/02

Name	ID #	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
Acme Sales Inc.			*None				
Marvin Acme 515-555-1919							
	00000008	12/1/02	\$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	12/2/02	\$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	12/2/02	\$9,500.00	\$9,500.00			
	00000010	12/1/02	\$1,955.00	\$1,955.00			
	00000011	12/24/02	\$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
Aging Percent:				96.0%	3.0%	0.0%	0.0%

More Details about the Receivables Reconciliation (Detail) Report

Filters	All/Selected Customers Custom List #1, #2, #3 Aging Method Receivables As Of Include 0.00 balances Separate Pages
Sort By	Customer (alphabetical)

<p>Subtotals / Totals</p>	<p>Subtotals:</p> <p style="padding-left: 40px;">Total Due Aging Date</p> <p>Grand Totals:</p> <p style="padding-left: 40px;">Total Due Receivables Account Aging Percent</p>
<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Their Inv # Due Date Promised Date 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, Card ID, Contact, Phone#, Terms Opens: Profile view of Card Information window</p> <p>Click: ID#, Date Opens: Sales window</p> <p>Click: Total Due, Aging columns Opens: Analyze Receivables window</p>

Receivables Reconciliation [Summary]

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

Report Tip: Enter the last day of the period as the Aging Date. The balance of your linked receivables should match the total balance of your unpaid invoices. If it doesn't, you may wish to refer to the Sales Linked Accounts window.

Receivables Reconciliation [Summary] 12/31/02

Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Acme Sales Inc.	\$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
Aging Percent:		96.0%	3.0%	0.0%	0.0%
Receivables Account:	\$17,754.01				
Out of Balance Amount:	\$0.00				

More Details about the Receivables Reconciliation (Summary) Report

Filters	All/Selected Customers Custom List #1, #2. #3 Aging Method Receivables As Of Include 0.00 balances
Sort By	Customer (alphabetical)
Subtotals / Totals	Subtotals: Total Due Aging Date Aging Percent Receivables 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 #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, Aging columns Opens: Analyze Receivables window

Sales [Customer Detail]

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 #	Date	Quantity	Item/Acct	Description	Amount	Tax	Status
Acme Sales Inc.		ASI102					
00000001	10/1/02		1-3000	Outstanding Balance Due	\$12,000.00		Closed
00000004	10/1/02	50	100-101A5	Widgets	\$807.50	B	Closed
00000006	10/1/02	-25	100-101A5	Widgets	(\$403.75)	B	Credit
00000004	10/1/02	5	200-101A5	Gadgets	\$156.75	B	Closed
00000004	10/1/02	5	300-101B6	Whoosies	\$237.50	B	Closed
00000004	10/1/02	5	400-101	Whatsits	\$318.25	B	Closed
00000004	10/1/02	5	600-101G8	Gizmos	\$475.00	B	Closed
00000004	10/1/02	10	700-101U7	Thingamabobs	\$1,111.50	B	Closed
00000004	10/1/02	15	800-101R9	Whachamacallits	\$1,895.25	B	Closed
Acme Sales Inc. Total:					\$16,598.00		
Boffo Products							
00000002	11/1/02		1-3000	Outstanding Balance Due	\$10,000.00		Closed
00000005	11/1/02	1	100-101A5	Widgets	\$15.30	B	Closed
00000005	11/1/02	1	200-101A5	Gadgets	\$29.70	B	Closed
00000005	11/1/02	1	300-101B6	Whoosies	\$45.00	B	Closed
00000005	11/1/02	1	400-101	Whatsits	\$60.30	B	Closed
00000005	11/1/02	1	500-101D3	Thingies	\$74.70	B	Closed
Boffo Products Total:					\$10,225.00		
Widgets by Smith							
00000007	11/1/02	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 Custom List #1, #2, #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

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	Customer's PO# Billing Address Billing Address Phone#1 Billing Address Contact Notes Terms Credit Limit Amount Paid Current Balance Tax Amt Price + Tax Ship Via Memo Freight Comments Job Job Description Due Date Promised Date Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3 Total
<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 Card ID Opens: Profile view of Card Information window</p> <p>Click: ID#, Date, Quantity, Item/Acct, Description, Amount, Tax, Status Opens: Sales window</p>

Sales [Customer Summary]

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] 11/1/02 through 12/15/02

Name	ID #	Original Date	Sale Amount	Tax	Current Balance	Status	Due Date
Acme Sales Inc.							
	00000006	11/11/02	(\$403.75)	(\$60.56)	(\$464.31)	Credit	
	00000001	12/10/02	\$12,000.00	\$0.00	\$0.00	Closed	
	00000004	12/10/02	\$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	11/12/02	\$10,000.00	\$1,500.00	\$1,000.00	Open	9/12/02
			\$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 Custom List #1, #2, #3 Sale Status Dated From/To Separate Pages
Sort By	Customer
Subtotals / Totals	Subtotals for each Customer: Sale Amount Tax Current Balance Grand Totals: Sale Amount Tax Current Balance

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	Promised Date Customer's PO# Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3 Freight Total
<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 # Opens: Profile view of Card Information window</p> <p>Click: ID#, Original Date, Sale Amount, Tax, Current Balance, Status, Due Date Opens: Sales window</p>

Sales [Item Detail]

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

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

Name	ID #	Date	Quantity	Amount	Status	Promised Date
100-101A5	Widgets					
Acme Sales Inc.	00000004	10/1/02	50	\$807.50	Closed	12/12/02
Acme Sales Inc.	00000006	11/1/02	-25	(\$403.75)	Credit	
Boffo Products	00000005	11/1/02	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 Inc.	00000004	10/1/02	5	\$156.75	Closed	12/12/02
Acme Sales Inc.	00000008	10/12/02	50	\$1,567.50	Open	
Boffo Products	00000005	11/12/02	1	\$29.70	Closed	
	Gadgets Total:		56	\$1,753.95		
300-101B6	Whoosies					
Acme Sales Inc.	00000004	10/1/02	5	\$237.50	Closed	12/12/02
Boffo Products	00000005	11/1/02	1	\$45.00	Closed	
	Whoosies Total:		6	\$282.50		

More Details about the Sales (Item Detail) Report

Filters	All/Selected Items Custom List #1, #2. #3 Sale Status Dated From/To From ID -- To Print Card Totals Separate Pages
Sort By	Item #
Subtotals / Totals	Subtotals for each Item #: Quantity, Amount

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design windowv#</p>	<p>Sell Unit Sell Price Customer's PO # Billing Address Billing Address Phone #1 Billing Address Contact Notes Terms Credit Limit Amount Paid Current Balance Tax ID Freight Memo Comments Ship Via Job Due Date Item Description Custom List #1, #2. #3 Custom Field #1, #2. #3 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: Item Name and # Opens: Profile view of Item Information window</p> <p>Click: Customer Name, ID#, Date, Quantity, Amount, Status, Promised Date Opens: Sales window</p>

Sales [Item Summary]

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

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

Item	Name	Quantity	Amount
100-101A5	Widgets		
	Acme Sales Inc.	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 Inc.	55	\$1,724.25
	Boffo Products	1	\$29.70
	Gadgets Total:	56	\$1,753.95
300-101B6	Whoosies		
	Acme Sales Inc.	5	\$237.50
	Boffo Products	1	\$45.00
	Whoosies Total:	6	\$282.50
400-101	Whatsits		
	Acme Sales Inc.	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 Inc.	5	\$475.00
	Widgets by Smith	100	\$10,000.00
	Gizmos Total:	105	\$10,475.00
700-101U7	Thingamabobs		
	Acme Sales Inc.	10	\$1,111.50
	Thingamabobs Total:	10	\$1,111.50
800-101R9	Whachamacallits		
	Acme Sales Inc.	15	\$1,895.25
	Whachamacallits Total:	15	\$1,895.25

More Details about the Sales (Item Summary) Report

Filters	All/Selected Items Custom List #1, #2. #3 Sale Status Dated From/To Separate Pages
Sort By	Item #
Subtotals / Totals	Subtotals for each Item #: 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 Name and # Opens: Profile view of Item Information window Click: Customer Name Opens: Profile view of Card Information window

Sales Register [All Sales]

This report displays a listing of all quotes 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 1/31/02

Date	Invoice #	Customer's PO #	Customer Name	Amount	Amount Due	Status
1/05/02	54087	J98077	Acme Sales	\$4,395.00	\$0.00	Quote
1/11/02	54134	80009	Widgets by Smith	\$395.00	\$	
1/12/02	54256	00-8999	Boffo Products	\$295.99	\$295.99	Open
1/15/02	60987		Alexander's Beauty Supply	\$200.00	\$100.00	Order
1/15/02	62339	80257	Widgets by Smith	\$1289.76	\$	
1/21/02	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 #1, #2, #3 Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, 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 Ship Via Promised Date Original Amount Freight Amt Tax Amt Journal Memo 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: Date, Invoice #, Amount, Amount Due, Status Opens: Sales window Click: Customer Name Opens: Profile view of Card Information window

Sales Register [Closed Invoices]

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 1/31/02

Date	Invoice #	Customer's PO #	Customer Name	Original Amount	Date Closed
1/11/02	54134	80009	Widgets by Smith	\$395.00	1/22/02

More Details about the Sales Register (Closed Invoices) Report

Filters	All/Selected Customers Custom List #1, #2, #3 Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, 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 Ship Via Promised Date Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3 Days Till Paid
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 #, Amount, Date Closed Opens: Sales window Click: Customer Name Opens: Profile view of Card Information window

Sales Register [Open Invoices]

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] 1/1/02 through 1/31/02

Date	Invoice #	Customer's PO #	Customer Name	Amount	Amount Due	Promised Date
1/12/02	54256	00-8999	Boffo Products	\$295.99	\$295.99	02/1/02
1/21/02	65435	A-765C	Wholesale Supply Co.	\$874.54	\$295.99	1/21/02

More Details about the Sales Register (Open Invoices) Report

Filters	All/Selected Customers Custom List #1, #2, #3 Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, 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 Status Comment Ship Via Original Amount Freight Amt Tax Amt Journal Memo 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: Date, Invoice #, Amount, Amount Due, Promised Date Opens: Sales window Click: Customer Name Opens: Profile view of Card Information window

Sales Register [Quotes]

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

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

Date	Invoice #	Customer's PO #	Customer Name	Amount	Promised Date
1/05/02	54087	J98077	Acme Sales	\$4,395.00	02/05/02

More Details about the Sales Register (Quotes) Report

Filters	All/Selected Customers Custom List #1, #2, #3 Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, 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 Ship Via Original Amount Freight Amt Tax Amt Journal Memo 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: Date, Invoice #, Amount, Promised Date Opens: Sales window Click: Customer Name Opens: Profile view of Card Information window

Sales Register [Returns & Credits]

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 1/31/02

Date	Invoice #	Customer's PO #	Customer Name	Amount	Credit Amount	Promised Date
1/15/02	62339	80257	Widgets by Smith	(\$1289.76)	\$	

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

Filters	All/Selected Customers Custom List #1, #2, #3 Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, 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 Ship Via Original Amount Freight Amt Tax Amt Journal Memo 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: Date, Invoice #, Amount, Credit Amount, Promised Date Opens: Sales window Click: Customer Name Opens: Profile view of Card Information window

Sales Tax [Summary]

This report provides a summary of sales tax charged on invoices within a date range, sorted by tax code.

Sales Tax [Summary] 9/1/02 through 12/31/02

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

More Details about the Sales Tax (Summary) Report

Filters	All/Selected Tax Codes Dated From/To
Sort By	Tax Code
Subtotals / Totals	Subtotal for each Tax Code: By: Sale Value, Purchase Value, Tax Collected, Tax Paid Grand Total: Tax Collected, Tax Paid
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None

Sales Tax [Summary - Cash]

This report provides a summary of sales tax collected from customer payments, for the selected payment date range, sorted by tax code.

Sales Tax [Summary - Cash] 9/1/02 through 12/31/02

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

More Details about the Sales Tax (Summary - Cash) Report

Filters	All/Selected Tax Codes Dated From/To
Sort By	Tax Code
Subtotals / Totals	Subtotal for each Tax Code By: Sale Value, Purchase Value, Tax Collected, Tax Paid Grand Total: Tax Collected, Tax Paid
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None

Sales Tax [Detail]

This report provides a listing of invoices with the tax amounts for the selected date range sorted by tax code.

Sales Tax [Detail] 9/1/02 through 12/31/02

Date	Invoice #	Name	Rate	Sale Value	Tax Collected
Exempt					
9/15/02	00000001	World of Widgets	0.000%		
10/1/02	00000001	Acme Sales, Inc.	0.000%	\$12,000.00	
10/1/02	00000003	World of Widgets	0.000%		
11/1/02	00000002	Boffo Products	0.000%	\$10,000.00	
11/1/02	00000004	World of Widgets	0.000%		
12/1/02	00000002	Wholesale Supply	0.000%		
12/1/02	00000003	Widgets by Smith	0.000%	\$10,000.00	
12/1/02	00000005	World of Widgets	0.000%		
12/30/02	00000007	Wholesale Supply	0.000%		
12/30/02	00000008	World of Widgets	0.000%		
			Total:	\$32,000.00	\$0.00

A 5% Tax					
10/1/02	00000004	Acme Sales, Inc.	5.000%	\$5,001.75	\$250.09
11/1/02	00000005	Boffo Products	5.000%	\$225.00	\$11.25
11/1/02	00000006	Acme Sales, Inc.	5.000%	(\$403.75)	(\$20.19)
11/1/02	00000007	Widgets by Smith	5.000%	\$10,000.00	\$500.00
12/15/02	00000008	Acme Sales, Inc.	5.000%	\$1,567.50	\$78.38
12/15/02	00000009	Boffo Products	5.000%	\$3,618.00	\$180.90
12/15/02	00000010	Widgets by Smith	5.000%	\$1,700.00	\$85.00
12/15/02	00000011	Widgets by Smith	5.000%	\$2,000.00	
					\$100.00
			Total:	\$23,708.50	\$1,185.43

Grand Total: \$1,185.43

More Details about the Sales Tax (Detail Report)

Filters	All/Selected Tax Codes Dated From/To Separate Pages
Sort By	Tax Code
Subtotals / Totals	Subtotal for each Tax Code By: Sale Value, Tax Collected Grand Total: Sale Value, Tax Collected

<p>Optional Fields additional fields that can appear in this report by selecting them in the Report Design window</p>	<p>Memo 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: All Fields Opens: Sales window</p>

Sales Tax [Detail - Cash]

This report provides a listing of customer payments with the tax collected for the selected payment date range, sorted by tax code.

Sales Tax [Detail - Cash] 9/1/02 through 12/31/02

Date	ID #	Name	Rate	Sale Value	Tax Collected	
<hr/>						
X	Exempt					
12/1/02	001	World of Widgets	0.000%			
12/1/02	002	Wholesale Supply Co.	0.000%			
12/1/02	CR000001	Acme Sales, Inc.	0.000%	\$6,000.00		
12/30/02	CR000002	Boffo Products	0.000%	\$2,500.00		
12/30/02	CR000003	Widgets by Smith	0.000%	<u>\$500.00</u>		
		Total:		\$9,000.00	\$0.00	
<hr/>						
A	5% Taxable					
12/30/02	CR000002	Boffo Products	5.000%	\$2,380.95	\$119.05	
12/30/02	CR000003	Widgets by Smith	5.000%	\$10,000.00	\$500.00	
		Total:		\$12,380.95	\$619.05	
<hr/>						
		Grand Total:		<u>\$21,380.95</u>	<u>\$619.05</u>	\$0.00
Date	ID #	Name	Rate	Sale Value	Tax Collected	
<hr/>						
X	Exempt					
12/1/02	001	World of Widgets	0.000%			
12/1/02	002	Wholesale Supply Co.	0.000%			
12/1/02	CR000001	Acme Sales, Inc.	0.000%	\$6,000.00		
12/30/02	CR000002	Boffo Products	0.000%	\$2,500.00		
12/30/02	CR000003	Widgets by Smith	0.000%	<u>\$500.00</u>		
		Total:		\$9,000.00	\$0.00	
<hr/>						
A	5% Taxable					
12/30/02	CR000002	Boffo Products	5.000%	\$2,380.95	\$119.05	
12/30/02	CR000003	Widgets by Smith	5.000%	\$10,000.00	\$500.00	
		Total:		\$12,380.95	\$619.05	
<hr/>						
		Grand Total:		<u>\$21,380.95</u>	<u>\$619.05</u>	

More Details about the Sales Tax (Detail - Cash) Report

Filters	All/Selected Tax Codes Dated From/To Separate Pages
Sort By	Tax Code
Subtotals / Totals	Subtotal for each Tax Code By: Sale Value, Tax Collected Grand Total: Sale Value, Tax Collected
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Memo Their Inv/P.O. #
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: Receive Payments window

Tax Code List

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

Tax Code List

Tax Code	Description	Tax Type	Rate
EXM	Exempt	Sales Tax	0.000%
STE	State Sales Tax	Sales Tax	0.000%

More Details about the Tax Code List

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

Cash Disbursements Journal

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

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

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
CD	12/1/02	Gasoline					
		3	1-1100	Checking Account		\$100.00	
		3	6-1200	Car & Truck Expenses	\$100.00		
CD	12/2/02	Advice on Software					
		4	1-1100	Checking Account		\$178.90	
		4	6-2000	Legal & Professional	\$178.90		01
CD	12/2/02	Monthly Insurance					
		5	1-1100	Checking Account		\$45.00	
		5	6-1800	Insurance (other than health)	\$45.00		
CD	12/2/02	Payment; Supply Co.					
		2	1-1100	Checking Account		\$5,000.00	
		2	2-1200	Accounts Payable	\$5,000.00		
Grand Total:					\$5,323.90	\$5,323.90	

More Details about the Cash Disbursements Journal

Filters	Source Journal Transaction Date From - To Session Date From - To
Sort By	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	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: All Fields Opens: Transaction source window; dependent on the SRC Journal type: GJ - General Journal Entry window CD - Spend Money CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window

Cash Receipts Journal

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

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

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
CR	12/1/02	Payment; Acme Sales, Inc.					
		CR000001	1-1100	Checking Account	\$6,000.00		Claire
		CR000001	1-3000	Accounts Receivable		\$6,000.00	Claire
CR	12/2/02	Payment; Boffo Products					
		CR000002	1-1100	Checking Account	\$5,000.00		
		CR000002	1-3000	Accounts Receivable		\$2,500.00	Claire
		CR000002	1-3000	Accounts Receivable		\$2,500.00	Claire
CR	12/2/02	Payment; Smith					
		CR000003	1-1100	Checking Account	\$11,000.00		Claire
		CR000003	1-3000	Accounts Receivable		\$10,500.00	Claire
		CR000003	1-3000	Accounts Receivable		\$500.00	Claire
Grand Total:					\$22,000.00	\$22,000.00	

More Details about the Cash Receipts Journal

Filters	Source Journal Transaction Date From - To Session Date From - To
Sort By	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	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: All Fields Opens: Transaction source window; dependent on the SRC Journal type: GJ - General Journal Entry window CD - Spend Money CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window

General Journal

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

General Journal 6/1/02 To 6/6/02

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
GJ	6/6/02	Depreciation, Equipment					
		GJ000002	1-5200	Office Equip., Amortization		\$125.00	
		GJ000002	6-1500	Amortization Expense	\$125.00		
GJ	6/6/02	Depreciation, Vehicles					
		GJ000003	1-6200	Vehicles, Amortization		\$500.00	
		GJ000003	6-1500	Amortization Expense	\$500.00		
Grand Total:					\$625.00	\$625.00	

More Details about the General Journal Report

Filters	Source Journal Transaction Date From/To Session Date From/To
Sort By	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	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 - General Journal Entry window CD - Spend Money CR - Prepare Bank Deposit or Receive Payments window SJ - Sales window

Sales & Receivables Journal

This report displays the transactions entered through the Sales Command Center within a specified date range.

Sales & Receivables Journal 9/1/02 through 12/31/02

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
SJ	10/11/02	Sale; Acme Sales, Inc.					
		00000004	1-3000	Accounts Receivable	\$5,001.75		
		00000004	1-3000	Accounts Receivable	\$750.27		
		00000004	4-1100	Retail Sales		\$2,237.25	
		00000004	4-1200	Wholesale Sales		\$2,052.00	
		00000004	4-1300	Consignment Sales		\$712.50	
		00000004	2-1310	Tax 1 Collected		\$350.13	
		00000004	2-1330	Tax 2 Collected		\$400.14	
		00000004	5-1000	Retail Cost of Sales	\$1,407.16		
		00000004	1-2200	Finished Goods		\$3,153.20	
		00000004	5-2000	Wholesale Cost of Sales	\$1,300.13		
		00000004	5-3000	Consignment Cost	\$445.91		
SJ	10/12/02	Pre-conversion sale					
		000001	1-3000	Accounts Receivable	\$12,000.00		
		000001	1-3000	Accounts Receivable		\$12,000.00	
Grand Total:					\$20,905.22	\$20,905.22	

More Details about the Invoice Transactions Report

Filters	Source Journal Transaction Date From/To Session Date From/To
Sort By	ID #
Subtotals / Totals	Grand Total: Debit, Credit
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	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#, Acct# , Account Name, Debit, Credit, Job Opens: Sales window