

Reports Table of Contents

[Reports Overview](#)
[Report Finder](#)
[The MYOB Report Advisor](#)

Finding reports

[To find a report](#)

Choosing preference settings for reports and forms

[To choose preferences for reports and forms](#)

Choosing settings for a specific report

[To choose a font for a specific report](#)
[To choose a font for all reports](#)
[To filter a report](#)
[To design a report](#)
[To format a report](#)
[To change a report back to its original format](#)
[To save a report as a custom report](#)
[To print a report showing entries identified by user IDs](#)
[To print a report showing your entries for the session](#)
[To automatically print a report showing your entries for the session](#)

Choosing what you want to do with the report

[To display a report on your computer screen](#)
[To print a report](#)
[To save a report as a file on a disk](#)

Using report batches

[To create a report batch](#)
[To print a report batch](#)
[To change a report batch](#)
[To remove a report batch](#)

[Reports Table of Contents](#)

Reports Overview

[Finding reports](#)

[Choosing preference settings for reports and forms](#)

[Choosing settings for a specific report](#)

[Choosing what you want to do with the report](#)

See also [Using report batches](#)

See also [Printing Overview](#)

See also [Emailing Overview](#)

In MYOB Accounting Plus, *reports* are documents that provide various types of reference about the information you've entered in the MYOB system.

Over 100 MYOB Accounting Plus reports provide you with comprehensive information about your business. Using reports, you can view detailed or summary lists of your information and examine related information that allows you to analyze your business activity. Typical reports include balance sheets, account lists and sales analysis reports.

Finding reports

The [Index to Reports window](#) provides a single location for you to work with your reports. Using the Index to Reports, you can:

- View lists of all the reports in the MYOB system
- View a short description of each report
- View an on-screen version of the selected report
- Save the selected report as a file on your hard disk or other disk
- Begin the process of printing the selected report on your printer
- Choose the information you want to appear on the selected report
- Select the fields you want to print on the selected report
- Make changes to the appearance of the selected report
- Begin the process of exporting report information using OfficeLink
- Begin the process of emailing a report

Click below for the step-by-step procedure:

[To find a report](#)

Choosing preference settings for reports and forms

You've got a number of options within MYOB Accounting Plus with which you can personalize your printed documents, as well as the process by which you print reports and forms. Some options can be chosen that affect all reports and other options can be chosen that affect specific reports.

The following preference settings affect all reports and forms. See [Choosing printer settings that affect all reports and forms](#) for more information about choosing printer settings. See [Choosing settings for a specific report](#) for overview information about choosing settings for specific reports. See [Customizing forms](#) for overview information about choosing settings for specific forms.

Using Reports and Forms Preferences

Using the [Reports & Forms view](#) of the Preferences window, you can make a few settings that can make working with reports and forms easier.

- Specify the aging periods that will be used for your sales and purchases transactions. You can use either daily or monthly aging periods. See [Understanding user-defined aging for sales and purchases](#) for more information about the user-defined aging feature.
- Mark the Include Currency Symbols option if you wish to display currency symbols next to the financial amounts on your reports.
- Mark the Include Currency Symbols in Forms option if you wish to display currency symbols next to financial amounts on statements, sales, checks and other forms.
- Mark the Always Display Filters Before Printing Reports option if you want the Report Filters window to appear each time you click the Print or Display buttons in the Index to Reports window. This feature eliminates the need for clicking the Filters button to determine the information you want on your reports.
- Mark Include all Payroll Categories with YTD amount on Paycheck stubs if you wish to show a payroll category YTD amount, even if no amount for the category is included in the current paycheck.

If you wish to choose a different default font for all of your reports or forms, click the Reports button or the Forms button at the bottom of the window. Make your changes in the [Change Default Forms Font window](#) for forms or the [Customize Reports window](#) for reports, then click OK to redisplay the [Reports & Forms view](#) of the Preferences window.

Click below for the step-by-step procedure:

[To choose preferences for reports and forms](#)

[To choose a font for all reports](#)

Understanding user-defined aging for sales and purchases

With MYOB Accounting Plus, you can choose to use daily aging periods of any length you like; you also can use monthly aging periods. The selections you make will affect the way information is displayed in the Analyze Receivables and Analyze Payables windows, on plain-paper statements and on the summary and detail versions of the following reports: Aged Receivables, Aged Payables, Receivables Reconciliation and Payables Reconciliation.

If you choose to use daily aging, you can use any number of days you like, up to 999 days. For example, if aging periods of 7, 14 and 21 days are common in your industry, enter 7 for the first aging period, 14 for the second aging period, and so on.

If you choose to use monthly aging, you can identify your aging periods by either month name or month number. If you choose month names, reports and windows will include transactions in the months they came due. If you choose month numbers, reports and windows will categorize transactions by the number of months they are overdue.

See the detailed examples of monthly aging in the next several tables.

If you don't select any aging options using the Preferences window, your transactions will continue to be aged at 30-, 60- and 90-day intervals as they have been in previous versions of MYOB software.

Examples of monthly aging

Customer	Date	Amount	Terms	Due
A-Z Stationery	Jul 1 00	\$123.45	21 days from Inv	Jul 22 00
A-Z Stationery	Jul 14 00	200.50	21 days from Inv	Aug 4 00
Chelsea Mosset	Jul 2 00	400.24	C.O.D.	Jul 2 00
Footloose Dance Studio	Apr 30 00	25.00	30 days from Inv	May30 00
Footloose Dance Studio	May 12 00	112.30	30 days from Inv	Jun 11 00
Footloose Dance Studio	Jun 29 00	149.30	30 days from Inv	Jul 29 00
Footloose Dance Studio	Jun 30 00	20.35	30 days from Inv	Jul 30 00
Footloose Dance Studio	Jul 6 00	90.70	30 days from Inv	Aug 5 00
Footloose Dance Studio	Jul 21 00	85.12	30 days from Inv	Aug20 00
My Town Realty	May 26 00	210.45	7 days from EOM	Jun 7 00
My Town Realty	Jun 10 00	142.40	7 days from EOM	Jul 7 00

Aging by invoice date using month names

Assume you chose to age on a monthly basis and selected to identify your aging periods by month names. If you age these invoices by invoice date (by choosing Calculate Number of Days Since Invoice Date from the Aging Method list in

the Report Filters window) using any date in July 2000, the invoices will be aged in the following fashion.

	Total	July	June	May	Pre-May
A-Z Stationery	323.95	323.95			
Chelsea Mosset	400.24	400.24			
Footloose Dance Studio	482.77	175.82	169.65	112.30	25.00
My Town Realty	352.85		142.40	210.45	
Totals	1,559.81	900.01	312.05	322.75	25.00
Aging Percent		57.7%	20.0%	20.7%	1.6%

In the example above, each aging period represents the month in which the invoice came due.

Aging by invoice date using month numbers

Assume you chose to identify your aging periods by month numbers. The results would be the same as in the previous example, but with different headings, as follows:

	Total	1 Month	2 Months	3 Months	3+ Months
A-Z Stationery	323.95	323.95			
Chelsea Mosset	400.24	400.24			
Footloose Dance Studio	482.77	175.82	169.65	112.30	25.00
My Town Realty	352.85		142.40	210.45	
Totals	1,559.81	900.01	312.05	322.75	25.00
Aging Percent		57.7%	20.0%	20.7%	1.6%

In this example, each aging period represents the number of months by which the invoices assigned to the period are overdue.

Aging by month name using invoice terms

If you were to age the transactions based on their invoice terms, the results would be similar to those in the previous example. However, your report or window would show the month in which the invoice falls due.

	Total	Current	July	June	Pre-June
A-Z Stationery	323.95	200.50	123.45		
Chelsea Mosset	400.24		400.24		
Footloose Dance Studio	482.77	175.82	169.65	112.30	25.00
My Town Realty	352.85		142.40	210.45	
Totals	1,559.81	376.32	835.74	322.75	25.00
Aging Percent		24.1%	53.6%	20.7%	1.6%

Aging by month number using invoice terms

If you were to age the example transactions based on their invoice terms and using month numbers, the results would look like this:

	Total	Current	1 Month	2 Months	2+ Months
A-Z Stationery	323.95	200.50	123.45		
Chelsea Mosset	400.24		400.24		
Footloose Dance Studio	482.77	175.82	169.65	112.30	25.00
My Town Realty	352.85		142.40	210.45	
Totals	1,559.81	376.32	835.74	322.75	25.00
Aging Percent		24.1%	53.6%	20.7%	1.6%

Click below for the step-by-step procedure:

[To choose preferences for reports and forms](#)

Choosing settings for a specific report

You have a number of options within MYOB Accounting Plus with which you can personalize your printed documents, as well as the process by which you print reports. Some options can be chosen that affect all reports and other options can be chosen that affect specific reports.

The following settings affect specific reports. See [Choosing preference settings for reports and forms](#) for overview information about choosing settings for all reports.

MYOB Accounting Plus gives you complete control of the content and appearance of your MYOB Accounting Plus reports. You can use Filters, Design and Format in any combination to customize your reports. If you want, you can customize a report, print it immediately, then revert the report back to its original settings. Or, if you wish to retain a report's modifications, you can customize the report and save the changed report. When you save a customized report, the report is known as a *custom report*.

Click below for the step-by-step procedure:

[To save a report as a custom report](#)

[To choose a font for a specific report](#)

[To design a report](#)

[To format a report](#)

[To change a report back to its original format](#)

Filtering reports

Use the Report Filters window to determine the amount of information you want to include on a report. Filters allow you to choose specific pieces or ranges of data that can be included on a single report. For example, if you want to print a Customer Payment History Report for customer Eileen Martin for the months of May through July, you can use filters to select those criteria only.

You can use filters for reports you print on your printer, as well as reports you display on your computer screen.

Click the Filter button to open the Report Filters window. The window varies, depending upon the report you're filtering.

- Typically, the top section allows you to choose the topics that will be included on the report.
- Typically, the middle section allows you to choose ranges of criteria, such as dates, that will be included on the report.

Wildcards are special characters that give you more flexibility in selecting various records, such as account numbers and invoice numbers, to print on reports that use that type of information.

You can use two wildcard characters, the asterisk (*) and the question mark (?), in the Report Filters window.

The asterisk Using the asterisk in the Report Filters window allows you to print a report for a specific group of records. For example, if you want to print an Account Inquiry Report for all accounts whose account numbers begin with 1, you can use the asterisk wildcard to do so. (Without the asterisk wildcard, you could print the report only for a single account or for all your accounts.)

To select only the accounts whose numbers begin with 1, enter 1* in the Selected field in the Report Filters window for the Account Inquiry Report.

When you print the report, only the accounts whose numbers begin with 1 will be included on the report.

You can use the asterisk in other locations in an account, item or job number in the Selected field, as well. For example, if you have several item numbers whose numbers end in SVC (to indicate the items are service items), you can enter *SVC in the Selected field to print a report that includes only the items whose numbers end in SVC.

The question mark The question mark wildcard allows you to restrict a report even further than the asterisk. Using the question mark, you can limit your report to elements that contain only a specific number of characters.

For example, say you want to print a Job Inquiry Report for the Cadwell Corporation. All Cadwell job numbers are three characters long and begin with the letter C. However, you have other jobs that start with the letter C and you don't want those jobs to appear on the report. In the Selected field of the Job Inquiry Report's Report Filters window, enter C?? to limit the report to three-character jobs that begin with C.

Like the asterisk wildcard, the question mark can be used in other locations in account, item, purchase, sale and card

names, as well.

Click below for the step-by-step procedure:

[To filter a report](#)

Designing reports

Use the Report Design window to choose the type of information to include on a report.

Since MYOB Accounting Plus's reports are already set up to be comprehensive enough for most businesses, you may want to consider printing a report or displaying it on your computer screen before you design it, just to check to see whether the report already contains the information you want.

Click the Design button to open the Report Design window. This window lists all of the fields that are available for the report. You can simply choose the fields you want to print on specific reports. For example, if you want to print tax amounts on a sales report, you can choose to do so by designing the report so it includes tax amounts. You can also choose the order in which information is printed on your reports when you design them.

A message may appear advising you that the report you have chosen is too wide to fit on the screen or that the report you have chosen is too wide to fit on the paper because of report customizations. You can choose to display or print the report with only the information that will fit on the screen or paper, or you may want to recustomize the report. If you want to recustomize the report, try some of these suggestions, then try to redisplay or reprint the report.

- Hide some of the fields using the report design feature; include only the fields you need.
- Change the order of the fields using the report design feature; the fields display and print in the order that they appear in the Field Name list in the Report Design window.
- Change the page orientation from portrait to landscape using the Print Setup command on the File menu.
- Reduce the size of the font chosen for the report by using the report format feature.

Click below for the step-by-step procedure:

[To design a report](#)

Formatting reports

Use the Formatting Reports window to modify the look of individual reports by using different font styles, sizes, colors, alignments and effects, and by changing the reports' page margins. Click the Format button to open the Report Format window.

If you wish to use fonts other than the default font on individual reports, keep in mind that the new fonts may dramatically change the appearance of your reports.

When you choose a font in the Report Format window, MYOB Accounting Plus calculates the approximate number of columns that will fit on a printed page, using the fonts you've selected and your current print setup selections.

The widest MYOB Accounting Plus report is 106 columns. If your font and print setup selections cause a report's calculated number of columns to be greater than 106, it may not fit on a printed page. When this happens, you must either change your page settings using the Print Setup window to accommodate a wider page or choose another font that fits better. (Consider using the 8-point Arial font.)

If you've formatted a report and want to change it back to its original format, you can simply click the Default button located at the bottom of the Report Format window.

Click below for the step-by-step procedure:

[To format a report](#)

[To change a report back to its original format](#)

Saving custom reports

If you plan to use a specific report's design and format many times in the future, you can customize the report once and save the changes so you can use the modified report whenever you want.

When you save a report's changes, you create a *custom report*. Custom reports appear in the Custom section of the Index to Reports window, and can be printed, displayed and saved as files, just like any other MYOB Accounting Plus

reports.

Since the report name you provide will eventually appear in the Index to Reports window, so you may want to enter a name that's easy for you to recognize in the future. The report name can be a maximum length of 27 character.

You can perform the same tasks with custom reports as you do with any other MYOB Accounting Plus reports, including printing them, displaying them on your computer screen, saving them as files on a disk and emailing them.

See also

[To display a report on your computer screen](#)

[To print a report](#)

[To save a report as a file on a disk](#)

[Emailing Overview](#)

Click below for the step-by-step procedure:

[To save a report as a custom report](#)

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Note: Use caution in designing reports you plan to export to Excel If you plan to use MYOB OfficeLink to export the report you're working with to Microsoft Excel, avoid moving or adding fields to your report since these changes can cause the information that appears in Excel to be wrong, or to be formatted inappropriately. If you wish to move the information in your report around, we suggest that you do so using Excel after the report has been exported.

For more information about OfficeLink, refer to [OfficeLink Overview](#). **Note: Formatting changes won't appear in reports exported to Excel** Any formatting changes you make to your report in MYOB Accounting Plus will not appear in Excel, if you export the report to Excel using MYOB OfficeLink. If you plan to export your report, we suggest you make formatting changes in Excel after the report has been exported.

For more information about OfficeLink, see [OfficeLink Overview](#). **Note: Where are my custom reports stored?**

When you save a custom report using the steps in the previous section, the report's customization information is stored in a special folder on your computer's hard disk. This folder is named CUSTOM, and is located inside the folder in which the MYOB program is located. For example, if MYOB Accounting Plus is installed in C:\MYOBAccounting Plus, your custom reports will be stored in C:\MYOBAccounting Plus\CUSTOM.

Be very careful when you use Windows Explorer with the CUSTOM folder; if you delete or rename this location, you won't be able to use your custom reports in the Index to Reports window.

Choosing what you want to do with the report

Once you've chosen the report you want to print and have made the customizations you need, you're ready to see the finished product. In MYOB Accounting Plus, there are many ways to work with a report:

- [Displaying reports on your computer screen](#)
- [Printing reports](#)
- [Saving reports as files on a disk](#)
- [Emailing the report - \[Emailing Overview\]\(#\)](#)
- [Viewing MYOB Accounting Plus reports in Microsoft Excel using OfficeLink](#)

Displaying reports on your computer screen

Like printing a report on paper, displaying a report on your computer screen is affected by your entries and selections in the Print Setup window. If necessary, use the scroll bars in the Screen Reports window to view the entire report.

You can display only one report on your computer screen at a time. If you attempt to display a report when another report already is displayed on the screen, the first report's Screen Reports window will close before the second report is displayed.

If you want to email, fax or save to disk the report that's displayed, you can use the Send To button; the Filters button allows you to determine how much information you want to print; the Design button allows you to choose the fields you want to print; and the Format button allows you to change a report's appearance.

If you chose to use Microsoft Excel with MYOB OfficeLink when you installed MYOB Accounting Plus, you can click the Excel button to automatically display your report in Excel. To learn more about using OfficeLink to display reports in Excel, see [To view Accounting Plus reports in Excel](#).

You can also view more detail about a particular report by "zooming" to the detail from the Screen Reports window. To do this, move your mouse pointer over a piece of information in the Screen Reports window about which you want to see more detail. The mouse pointer will change into a magnifying glass.

When you see this magnifying glass, click your mouse button; the window used to enter the information you clicked on will appear, displaying the report information in more detail. When you're finished viewing the detailed information, close the window to return to the Screen Reports window.

Click below for the step-by-step procedure:

[To display a report on your computer screen](#)

Printing reports

Once you've properly set up your MYOB system, your computer and your printer, and you've filtered, designed and formatted the report you want to print, printing the MYOB Accounting Plus report is a simple task: click the Print button!

There are a number of Print buttons available in windows throughout MYOB Accounting Plus; only in the Index to Reports window, however, will you have the ability to print all the reports in the MYOB system.

If you're not sure whether a particular report is the report you want, we suggest that you display the report on your computer screen before you attempt to print the report. If you decide that you want to print the report when you're viewing it on the screen, you'll be able to print the report immediately. This feature allows you to preview a report and avoid wasting paper if decide you don't want the report.

See [To display a report on your computer screen](#), to learn how to preview your report before you print it.

Regardless of the window in which you find a Print button, clicking Print will probably open the standard Print window for your computer and printer, unless you set up your computer to print documents immediately. (If, however, you marked the Always Display Filters Before Printing Reports selection in the

Preferences window, the Report Filters window for the report will appear before the standard Print window appears.) The Print window varies, depending upon the type of computer and printer you use; however, many Print windows allow you to choose a range of pages to print.

When you're satisfied with the information in the Print window, click the OK button to begin printing the report.

Click below for the step-by-step procedure:

[To print a report](#)

[Printing Overview](#)

Saving reports as files on a disk

If you don't want to print a report on your printer or display it on your computer screen, you can save it as a file on a disk. When you save a report as a file, you have the flexibility to do whatever you want with the report: you can further modify it using a word-processing program, move it to another computer for printing or simply save it for your permanent records.

Reports can be saved in the following formats:

Tab-Delimited Text File When you save a report in tab-delimited format, the individual pieces of information in the report are separated by tab characters. For example, if the last name *Martin* and the address *300 Roundhill Drive* appears in a report of customer names, a tab character will appear between *Martin* and *300 Roundhill Drive* in the file.

Comma-Separated Text File When you save a report in comma-separated format, the individual pieces of information in the report are separated by commas. For example, if the last name *Martin* and the address *300 Roundhill Drive* appears in a report of customer names, a comma will appear between *Martin* and *300 Roundhill Drive* in the file. (Individual pieces of information that actually contain commas are surrounded by quotation marks.)

Text When you save a report in text format, the individual pieces of information are separated by spaces so the appearance of the report is as similar as possible to a printed version of the report. (The amount of similarity between the file's appearance and the report's printed appearance depends upon the type of computer and fonts you're using in the report.)

HTML Formatted Text File When you save a report in HTML (Hypertext Markup Language) format, the report is saved in a format capable of being viewed in World Wide Web browsers such as Netscape Navigator and Microsoft Internet Explorer.

PDF (Portable Document Format) When you save information in a PDF file format, the information can be viewed using Adobe Acrobat Reader, a free application distributed by Adobe Systems -- www.adobe.com.

Click below for the step-by-step procedure:

[To save a report as a file on a disk](#)

Viewing MYOB Accounting Plus reports in Microsoft Excel using OfficeLink

While MYOB Accounting Plus provides a wide range of reports, there may be times when you'll find it more convenient to use Microsoft Excel to create what-if scenarios, budgets and the like. With OfficeLink, you can transfer reports to Excel as easily as you can print them. For more information, see [OfficeLink Overview](#).

Click below for the step-by-step procedure:

[To view MYOB Accounting Plus reports in Excel](#)

Using report batches

Report batches are groups of reports you set up that allow you to print several reports at a time. You can set up report batches to serve a number of purposes. For example, you may wish to create a report batch that contains all your regular monthly financial statements; with a few clicks of the mouse, you can start the printing process so the reports print while you work on other important tasks. Report batches are created and maintained in the Report Batches and New/Edit Batch windows.

Please note that this task requires single-user access. See [Single-user file locking](#) for more information.

Printing a report batch is slightly different than printing an individual report. Instead of making entries and selections in a Report Filters window before you print, you'll use the Report Batches window to choose the reporting period for the batches you want to print.

In the Period list field in the Report Batches window, you can choose any of the months or quarters in the current fiscal year, or you can choose to print information for the entire year to date.

Your selection in the Period list affects different types of reports in different ways. As an example, say you chose January from the Period list.

- Activity reports, such as the Job Activity Report, show job activity information from January 1 through January 31
- Balance sheet reports show information as of January 31.
- Sales and purchases reports show information about your sales and purchase balances as of January 31.

Click below for the step-by-step procedure:

[To create a report batch](#)

[To print a report batch](#)

Reports Overview

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Note: If you can't make entries in your print selection window If you're unable to make entries or selections in your print window, your printer driver software may not be up to date. See [Checking your Windows printer driver software](#) for more information about printer drivers. **Note: Some reports can't be put in batches** Some reports, such as the Reconciliation Report, can't be added to report batches because you need to specify information to be printed each time you want to print the report. If you attempt to add a report that can't be included in a batch, an alert message will appear.

To find a report

If you haven't already read the Reports Overview, see [Finding reports](#) for more information.

The [Index to Reports window](#) should be displayed.

1. At the top of the window, click the name of the command center that applies to the report you're looking for.
2. Highlight the name of the report.

See also

[Choosing preference settings for reports and forms](#)

[Choosing settings for a specific report](#)

[Choosing what you want to do with the report](#)

To find a report

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To choose preferences for reports and forms

If you haven't already read the Reports Overview, see [Using Reports and Forms Preferences](#) for more information.

1. From the Setup menu, choose Preferences.
2. Click the Reports & Forms tab.
3. When you've made the selections you want, click OK to record the changes you made.

To choose preferences for reports and forms

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To choose a font for a specific report

If you haven't already read the Reports Overview, see [Choosing settings for a specific report](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the report whose fonts you want to change, then click the Format button.
2. The left side of the Report Format window contains a representation of the sections that will be printed on your report.

To make changes to a section of a report, click the section in the left side of the window to highlight the section, then make selections from the lists and boxes in the top half of the right side of the window.

See also

[To choose a font for all reports](#)

[To format a report](#)

To choose a font for a specific report or form

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Note: Formatting changes won't appear in reports exported to Excel Any formatting changes you make to your report in MYOB Accounting Plus will not appear in Excel, if you export the report to Excel using MYOB OfficeLink. If you plan to export your report, we suggest you make formatting changes in Excel after the report has been exported.

For more information about OfficeLink, see [OfficeLink Table of Contents](#).

To choose a font for all reports

If you haven't already read the Reports Overview, see [Choosing preference settings for reports and forms](#) for more information.

1. Choose Default Fonts from the File menu.
2. Click the Reports button.
3. Choose the font and size you wish and then click OK.

To filter a report

If you haven't already read the Reports Overview, see [Filtering reports](#) for more information.

The [Index to Reports window](#) should be displayed.

1. When you find the report you want to use, highlight it, then click the Filters button at the bottom of the window.
2. Make entries and selections in the Report Filters window, then click OK. You can now print or display the report with the filters you selected.

To filter a report

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Warning: Filters aren't saved! Filters you set up for an individual report are used only if you print or display the report immediately after you set up the filters. If you don't print or display a report after you set up its filters and then change a different report's filters, the first report's filters won't be saved. You'll need to set up the filters again before you attempt to print the report.

To design a report

If you haven't already read the Reports Overview, see [Designing reports](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the report you want to design, then click the Design button at the bottom of the window.
2. Mark the Display column next to the fields that you want to display on the report.
3. Click a field name and drag the field in the window to indicate the order in which you want the fields to be printed on the report. The fields at the top of the Report Design window will appear at the leftmost end of the report.
4. Click OK to close the window.

To design a report

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To format a report

If you haven't already read the Reports Overview, see [Formatting reports](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the report you want to format, then click the Format button.
2. The left side of the Report Format window contains a representation of the sections that will be printed on your report.

To make changes to a section of a report, click the section in the left side of the window to highlight the section, then make selections from the lists and boxes in the top half of the right side of the window.

3. Mark the Company Name and the Report Date selections if you want to include the name of your company and the current date on the report.
4. If you wish to change the printed area of your report, make changes to the Left Margin and Top Margin fields in the bottom right corner of the Report Format window. You'll need to close the Report Format window and choose Print Setup from the File menu to make additional page settings changes.
5. Click OK.

See also

[Choosing preference settings for reports and forms](#)

To format a report

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Note: Formatting changes won't appear in reports exported to Excel Any formatting changes you make to your report in MYOB Accounting Plus will not appear in Excel, if you export the report to Excel using MYOB OfficeLink. If you plan to export your report, we suggest you make formatting changes in Excel after the report has been exported.

For more information about OfficeLink, see OfficeLink.

To change a report back to its original format

If you haven't already read the Reports Overview, see [Formatting reports](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the report you want to reformat, then click the Format button.
2. Click the Default button.
3. A message appears asking you to confirm your selection. Click OK.

To change a report back to its original format

To save a report as a custom report

If you haven't already read the Reports Overview, see [Saving custom reports](#) for more information.

1. Display to the screen the report you wish to save as a custom report and click the Save As button.
2. Enter a name and a brief description of the custom report. Click OK.
3. The Screen Reports window appears again. Click Close.
4. To view your custom reports, click the Custom tab at the top of the Index to Reports window.

To save a report as a custom report

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To display a report on your computer screen

If you haven't already read the Reports Overview, see [Displaying reports on your computer screen](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the report you want to display, then click the Display button.
2. Use the scroll bars in the Screen Reports window to view the entire report, if necessary.

See also

[To filter a report](#)

[To design a report](#)

[To format a report](#)

To display a report on your computer screen

To print a report

If you haven't already read the Reports Overview, see [Printing reports](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the report you want to print.
2. Click the Print button. Clicking Print will probably open the standard Print window for your computer and printer, unless you set up your computer to print documents immediately.

(If, however, you marked the Always Display Filters Before Printing Reports selection in the Preferences window, the Report Filters window for the report will appear before the standard Print window appears.)

3. When you're satisfied with the information in the Print window, click the OK button to begin printing the report.

To print a report

To save a report as a file on a disk

If you haven't already read the Reports Overview, see [Saving reports as files on a disk](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the report you want to display, then click the Disk button.
2. A window appears, listing five formats in which you can save the file. Choose the format you wish to use, then click Save.
3. In the Save As window, enter a name for the file you're creating and specify a location for the file.
4. When you're finished using the Save As window, click OK to save the report as a fileclick OK.

To save a report as a file on a disk

To create a report batch

If you haven't already read the Reports Overview, see [Using report batches](#) for more information.

Please note that this task requires single-user access. See [Single-user file locking](#) for more information.

The [Index to Reports window](#) should be displayed.

1. To begin creating a new batch, click the New button.
2. Enter a name for the batch in the Batch Name field.
3. Choose the reports that belong to the batch by clicking the name of each report. A mark will appear next to each selected report, indicating that it's included in the new batch.

To remove a report from the batch, click the name a second time.

4. Click OK. The Report Batches window will appear again, displaying the name of the new batch in its scrolling list.

To create a report batch

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To print a report batch

If you haven't already read the Reports Overview, see [Using report batches](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the report batch you want to print.
2. From the Period list, choose the reporting period you wish to include on the reports in the batch.
3. Click the Print button to display the Print window for your computer, make the selections you want, and click OK. The information you enter in the Print window, such as number of copies and page orientation, will be applied to each report in the batch.

To print a report batch

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To change a report batch

If you haven't already read the Reports Overview, see [Using report batches](#) for more information.

Please note that this task requires single-user access. See [Single-user file locking](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the name of the batch you want to change and click the Edit button.
2. In the New/Edit Batch window, you can change the batch's name and the reports contained in the batch.
3. Click OK to save your changes.

To change a report batch

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To remove a report batch

If you haven't already read the Reports Overview, see [Using report batches](#) for more information.

Please note that this task requires single-user access. See [Single-user file locking](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the name of the batch you want to remove
2. Click Delete Batch from the Edit menu.

To remove a report batch

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Report Finder

Welcome to the Accounting Plus Report Finder! To view a sample of a report, along with a brief description of the report contents, click on the report's name in the following list.

- [940 Report](#)
- [941 Report](#)
- [Account History \[OfficeLink\]](#)
- [Account Inquiry](#)
- [Accrual Balance \[Detail\]](#)
- [Accrual Balance \[Summary\]](#)
- [Activity List](#)
- [Activity Log Detail](#)
- [Activity Log Diary](#)
- [Activity Slip \[Activity Detail\]](#)
- [Activity Slip \[Activity Summary\]](#)
- [Activity Slip \[Customer Detail\]](#)
- [Activity Slip \[Customer Summary\]](#)
- [Activity Slip \[Employee Detail\]](#)
- [Activity Slip \[Employee Summary\]](#)
- [Address List](#)
- [Aged Payables \[Detail\]](#)
- [Aged Payables \[Summary\]](#)
- [Aged Receivables \[Detail\]](#)
- [Aged Receivables \[Summary\]](#)
- [Analyze Inventory \[Detail\]](#)
- [Analyze Inventory \[Summary\]](#)
- [Analyze Purchases \[Item Spreadsheet\]](#)
- [Analyze Purchases \[Vendor\]](#)
- [Analyze Purchases \[Vendor FY Comparison\]](#)
- [Analyze Purchases \[Vendor Spreadsheet\]](#)
- [Analyze Sales \[Activity\]](#)
- [Analyze Sales \[Activity - FY Comparison\]](#)
- [Analyze Sales \[Activity Spreadsheet\]](#)
- [Analyze Sales \[Customer\]](#)
- [Analyze Sales \[Customer - FY Comparison\]](#)
- [Analyze Sales \[Customer Spreadsheet\]](#)
- [Analyze Sales \[Item\]](#)
- [Analyze Sales \[Item - FY Comparison\]](#)
- [Analyze Sales \[Item Spreadsheet\]](#)
- [Analyze Sales \[Salesperson\]](#)
- [Analyze Sales \[Salesperson - FY Comparison\]](#)
- [Analyze Sales \[Salesperson Spreadsheet\]](#)
- [Auto-Build](#)
- [Balance Sheet](#)
- [Balance Sheet \[Budget Analysis\]](#)
- [Balance Sheet \[Budget Spreadsheet\]](#)
- [Balance Sheet \[Last Year Analysis\]](#)
- [Balance Sheet \[Spreadsheet\]](#)
- [Bank Deposit](#)
- [Bill Inquiry](#)
- [Card File \[Detail\]](#)
- [Card File \[Summary\]](#)
- [Card Inquiry](#)
- [Cash Disbursements Journal](#)
- [Cash Flow Analysis](#)
- [Cash Receipts Journal](#)
- [Chart of Accounts \[Detail\]](#)
- [Chart of Accounts \[Summary\]](#)
- [Checkbook Register](#)
- [Contact Log](#)

[Currency List](#)
[Currency Realized Gain/Loss](#)
[Currency Unrealized Gain/Loss](#)
[Customer Payments \[Closed Invoices\]](#)
[Customer Payments \[Salesperson\]](#)
[Customer Reimbursable Expenses](#)
[Employee Payroll List](#)
[General Journal](#)
[Hourly Productivity \[Detail\]](#)
[Hourly Productivity \[Summary\]](#)
[Identifiers](#)
[Inventory Count Sheet](#)
[Inventory Journal](#)
[Invoice Inquiry](#)
[Item Sales History \[OfficeLink\]](#)
[Items List \[Detail\]](#)
[Items List \[Summary\]](#)
[Job Activity \[Detail\]](#)
[Job Activity \[Summary\]](#)
[Job Budget History \[OfficeLink\]](#)
[Job History \[OfficeLink\]](#)
[Job Inquiry](#)
[Job Profit & Loss](#)
[Job Reimbursable Expenses](#)
[Jobs \[Budget Analysis\]](#)
[Jobs List](#)
[Payables Reconciliation \[Detail\]](#)
[Payables Reconciliation \[Summary\]](#)
[Payroll Activity \[Detail\]](#)
[Payroll Activity \[Summary\]](#)
[Payroll Category Inquiry](#)
[Payroll Earnings](#)
[Payroll Journal](#)
[Payroll Register \[Detail\]](#)
[Payroll Register \[Summary\]](#)
[Payroll Summary](#)
[Price Analysis](#)
[Price List \[Detail\]](#)
[Price List \[Summary\]](#)
[Profit & Loss](#)
[Profit & Loss \[% Sales Analysis\]](#)
[Profit & Loss \[Budget Analysis\]](#)
[Profit & Loss \[Budget Spreadsheet\]](#)
[Profit & Loss \[Last Year Analysis\]](#)
[Profit & Loss \[Spreadsheet\]](#)
[Profit & Loss \[with Last Year\]](#)
[Profit & Loss \[with Year to Date\]](#)
[Purchase History by Vendor \[OfficeLink\]](#)
[Purchases & Payables Journal](#)
[Purchases \[Item Detail\]](#)
[Purchases \[Item Summary\]](#)
[Purchases \[Vendor Detail\]](#)
[Purchases \[Vendor Summary\]](#)
[Purchases Register \[All Purchases\]](#)
[Purchases Register \[Closed Bills\]](#)
[Purchases Register \[Open Bills and Orders\]](#)
[Purchases Register \[Quotes\]](#)
[Purchases Register \[Returns & Debits\]](#)
[Quarterly Tax Totals](#)
[Rate Exceptions](#)
[Receivables Reconciliation \[Detail\]](#)

[Receivables Reconciliation \[Summary\]](#)
[Reconciliation Report](#)
[Recurring Checks](#)
[Recurring Deposits](#)
[Recurring General Journal Entries](#)
[Recurring Paychecks](#)
[Recurring Purchase Templates](#)
[Recurring Sales Templates](#)
[Referral Source](#)
[Sales & Receivables Journal](#)
[Sales \[Activity Detail\]](#)
[Sales \[Activity Summary\]](#)
[Sales \[Customer Detail\]](#)
[Sales \[Customer Summary\]](#)
[Sales \[Item Detail\]](#)
[Sales \[Item Summary\]](#)
[Sales \[Salesperson Detail\]](#)
[Sales \[Salesperson Summary\]](#)
[Sales History by Customer \[OfficeLink\]](#)
[Sales History by Salesperson \[OfficeLink\]](#)
[Sales Register \[All Sales\]](#)
[Sales Register \[Closed Invoices\]](#)
[Sales Register \[Open Invoices and Orders\]](#)
[Sales Register \[Quotes\]](#)
[Sales Register \[Returns & Credits\]](#)
[Sales Tax \[Detail\]](#)
[Sales Tax \[Detail - Cash\]](#)
[Sales Tax \[Summary\]](#)
[Sales Tax \[Summary - Cash\]](#)
[Sales Tax Exceptions \[Checkbook\]](#)
[Sales Tax Exceptions \[Sales/Purchases\]](#)
[Session Report](#)
[Tax Code List](#)
[Tax Detail \[Employee\]](#)
[Tax Liabilities](#)
[To Do List \[Expiring Discounts\]](#)
[To Do List \[Orders to be Shipped & Received\]](#)
[To Do List \[Overdue Contacts\]](#)
[To Do List \[Payables\]](#)
[To Do List \[Receivables\]](#)
[To Do List \[Recurring Purchases\]](#)
[To Do List \[Recurring Sales\]](#)
[To Do List \[Recurring Transactions\]](#)
[To Do List \[Stock Alerts\]](#)
[Trial Balance \[Detail\]](#)
[Trial Balance \[Summary\]](#)
[Vendor Payment History](#)
[Vendor Payments](#)

940 Report

Index to Reports: Payroll Tab

This report contains information required to fill out the Federal 940 (FUTA) report.

940 Report 1st Quarter

Total Wages Paid:	\$58,746.00
Wages in Excess of \$7,000.00:	\$37,746.00
Wages Subject to FUTA:	\$21,000.00
FUTA Tax Rate:	0.80000%
FUTA:	\$168.00

941 Report

Index to Reports: Payroll Tab

Information required to fill out Federal IRS Form 941.

941 Report 1st Quarter

Total Federal Wages and Tips (Box 2):	\$55,938.00	
Total Federal Tax Withheld (Box 3, 5):	\$10,940.79	
Total Social Security Wages (Box 6a):	\$58,746.00 * 12.40% =	\$7,284.50
Total Social Security Tips (Box 6b):	\$0.00 * 12.40% =	\$0.00
Total Medicare Wages and Tips (Box 7):	\$58,746.00 * 2.90% =	\$1,703.63
Total Social Security and Medicare Tax (Box 8):	\$8,988.13	
Total Taxes Excluding Adjustments (Box 11):	\$19,928.92	
Advanced Earned Income Credit (Box 12):	\$0.00	
Net Taxes Excluding Adjustments (Box 13):	\$19,928.92	

Account History [OfficeLink]

Index to Reports: General Ledger Tab

Displays all account activity and budget information for the current and previous fiscal year.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature only. We suggest that you do not attempt to display this report using the Screen Reports window.

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

To learn more about using OfficeLink, see [Viewing reports in Microsoft Excel](#).

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Account Inquiry

Index to Reports: General Ledger Tab

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 Inquiry 1/1/00 To 12/31/00

Account	ID#	Src	Date	Memo	Debit	Credit	Job
1-1110 Checking Account							
	21	CD	1/3/00	Postage		\$500.00	
	19	CD	1/4/00	Commission Payment		\$1,000.00	
	20	CD	1/4/00	Interest Payment		\$750.00	
	15	CD	5/6/00	Monthly Insurance		\$45.00	
	16	CD	5/6/00	Monthly Utility Bill		\$450.00	
	17	CD	5/6/00	Paycheck		\$600.00	
	CR000004	CR	5/6/00	Sam Iam, Rebate	\$400.00		
					\$400.00	\$3,345.00	

Accrual Balance [Detail]

Index to Reports: Payroll Tab

For the selected accounting period range and employee, lists the detail of accrual expense amounts, sorted either by employee or by expense.

Accrual Balance (Detail)			
January			
Employee		Hours	Value
Berry, Chuck	*None		
	Sick Leave Accrual	30	\$692.31
	Vacation Leave Accrual	42	\$969.23
	Total:	72	\$1,661.54

Accrual Balance [Summary]

Index to Reports: Payroll Tab

For each selected employee and period, lists the total number of hours accrued (regardless of accrual type) and the total value of the accrual. (For salaried employees, the value of one accrued hour is their weekly salary divided by the number of hours in the default work week.)

Accrual Balance (Summary)

Year-to-Date

Employee	Hours	Amount
Berry, Chuck	72	\$1,661.54
Domino, Fats	70	\$1,540.00

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Activity List

Index to Reports window: Time Billing tab

Displays your time billing activities. Information for each activity on this report includes activity ID number, name, type, units of measure, status and rate. You can choose to view activities by type and then sort by ID or Name.

Activity List					
Activity ID	Activity	Type	Units of Measure	Status	Rate
HCE000011	Financial Planning	Hourly	Hour	Chargeable	\$0.00
HNA000015	Travel	Hourly	Hour	Non-Chargeable	\$0.00
HNC000014	Financial Analysis	Hourly	Hour	Non-Chargeable	\$0.00
HNE000013	Marketing Research	Hourly	Hour	Non-Chargeable	\$0.00
NCA000018	Consulting Type A	Non-Hourly	week	Chargeable	\$20.25
NCC000017	Additional Research	Non-Hourly	week	Chargeable	\$33.33
NCE000016	Mileage @.29/mile	Non-Hourly	year	Chargeable	\$45.66
NNC000020	Breaks	Non-Hourly	day	Non-Chargeable	\$0.00
NNE000019	Lunch Time	Non-Hourly	month	Non-Chargeable	\$0.00

Activity Log Detail

Index to Reports window: Time Billing tab

Displays your Activity Log for specific employees and vendors within the period range. You can also choose to view activity slip information for activities of a specific type and status. This report also includes summary billing information about activity slips. Totals only appear for hourly activity types.

Activity Log - Detail 10/1/00 through 10/30/00

Date	Slip ID	Customer	Activity	Units	Adjust #	Billable #	Billed #	Balance #
123 Quick Vending Machines				123QVM101				
10/03/00	AS000006	Banks, Debbie	Travel	<u>12.00</u>	<u>0.00</u>	<u>12.00</u>	<u>0.00</u>	<u>12.00</u>
				Total:	12.00	0.00	12.00	0.00
Alexander's Beauty Supply				ABS120				
10/22/00	AS000001	Contracting, Inc.	Consultation	<u>12.00</u>	<u>0.00</u>	<u>12.00</u>	<u>0.00</u>	<u>12.00</u>
				Total:	12.00	0.00	12.00	0.00
Porter, Marcie				*None				
10/17/00	AS000002	Mitchell, Karen	Marketing Planning	<u>34.00</u>	<u>0.00</u>	<u>34.00</u>	<u>0.00</u>	<u>34.00</u>
				Total:	34.00	0.00	34.00	0.00
Smith, Samantha				*None				
10/22/00	AS000003	Fix It Harry	Bookkeeping	<u>10.00</u>	<u>0.00</u>	<u>10.00</u>	<u>0.00</u>	<u>10.00</u>
				Total:	10.00	0.00	10.00	0.00
Thomas, Kurt				*None				
10/22/00	AS000004	We ReDo!	Mileage @.29/mile	25.00	0.00	25.00	0.00	25.00
10/22/00	AS000007	Contracting, Inc.	Service Type Consulting	<u>56.00</u>	<u>4.00</u>	<u>60.00</u>	<u>10.00</u>	<u>50.00</u>
				Total:	81.00	4.00	85.00	10.00

Activity Log Diary

Index to Reports window: Time Billing tab

Displays your Activity Log for specific employees and vendors within the period range. You can also choose to view activity slip information for activities of a specific type and status. This report also includes elapsed time and any notes you enter on activity slips.

Activity Log Diary 10/1/00 through 10/30/00

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

Activity Slip [Activity Detail]

Index to Reports window: Time Billing tab

Displays activity slip detail information by activity for a period range. The information that appears on this report includes activity ID numbers and names, customer and employee names and billing and adjustment information. You can print sub-totals by customer or employee, if you want. You also can filter this report by activity slip status or activity type.

Activity Slip [Activity Detail] 10/1/00 through 10/30/00

Date	Employee	Customer	Units	Billable #	Billable \$	Billed \$	Balance \$
HCA000012		Marketing Planning					
10/17/00	Porter, Marcie	Mitchell, Karen	<u>34.00</u>	<u>34.00</u>	<u>\$1,366.46</u>	<u>\$0.00</u>	<u>\$1,366.46</u>
		Marketing Planning Total:	34.00	34.00	\$1,366.46	\$0.00	\$1,366.46
HCC000004		Service Type Consulting					
10/22/00	Thomas, Kurt	Contracting, Inc.	<u>56.00</u>	<u>60.00</u>	<u>\$9,359.40</u>	<u>\$1,559.90</u>	<u>\$7,799.50</u>
		Service Type Consulting Total:	56.00	60.00	\$9,359.40	\$1,559.90	\$7,799.50
HCC000010		Automated Bookkeeping Services					
10/22/00	Auto Spa	Annabel's Closet	<u>23.00</u>	<u>23.00</u>	<u>\$1,035.00</u>	<u>\$0.00</u>	<u>\$1,035.00</u>
		Automated Bookkeeping Services Total:	23.00	23.00	\$1,035.00	\$0.00	\$1,035.00
HCE000003		Basic Consulting					
10/22/00	Alexander's Beauty Supply	Contracting, Inc.	<u>12.00</u>	<u>12.00</u>	<u>\$120.00</u>	<u>\$0.00</u>	<u>\$120.00</u>
		Basic Consulting Total:	12.00	12.00	\$120.00	\$0.00	\$120.00
HCE000009		Bookkeeping Services					
10/22/00	Smith, Samantha	Fix It Harry	10.00	10.00	\$560.00	\$0.00	\$560.00
10/22/00	Alexander, Elaine	Annabel's Closet	2.80	2.80	\$90.44	\$0.00	\$90.44
10/22/00	Alexander, Elaine	Fix It Harry	3.50	3.50	\$113.05	\$0.00	\$113.05
		Bookkeeping Services Total:	16.30	16.30	\$763.49	\$0.00	\$763.49
HNA000015		Travel					
10/03/00	123 Quick Vending Machines	Banks, Debbie	<u>12.00</u>	<u>12.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
		Travel Total:	12.00	12.00	\$0.00	\$0.00	\$0.00
NCE000016		Mileage @.29/mile					
10/22/00	Thomas, Kurt	We ReDo!	<u>25.00</u>	<u>25.00</u>	<u>\$1,141.50</u>	<u>\$0.00</u>	<u>\$1,141.50</u>
		Mileage @.29/mile Total:	25.00	25.00	\$1,141.50	\$0.00	\$1,141.50
Grand Total:					\$13,785.85	\$1,559.90	\$12,225.95

Activity Slip [Activity Summary]

Index to Reports window: Time Billing tab

Displays summary activity slip information by activity for a period range. The information that appears on this report includes activity names and billing and adjustment information. You can print sub-totals by customer or employee, if you want. You also can filter this report by activity slip status or activity type. In this example, sub-totals are displayed for each employee or vendor.

Activity Slip [Activity Summary]

10/1/00 through 10/30/00

Name	Units	Adjust #	Billable #	Billable \$	Billed \$	Balance \$
Marketing Planning						
Porter, Marcie	34.00	0.00	34.00	<u>\$1,366.46</u>	<u>\$0.00</u>	<u>\$1,366.46</u>
Total:	34.00	0.00	34.00	\$1,366.46	\$0.00	\$1,366.46
Service Type Consulting						
Thomas, Kurt	56.00	4.00	60.00	<u>\$9,359.40</u>	<u>\$1,559.90</u>	<u>\$7,799.50</u>
Total:	56.00	4.00	60.00	\$9,359.40	\$1,559.90	\$7,799.50
Basic Consulting						
Alexander's Beauty Supply	12.00	0.00	12.00	<u>\$120.00</u>	<u>\$0.00</u>	<u>\$120.00</u>
Total:	12.00	0.00	12.00	\$120.00	\$0.00	\$120.00
Bookkeeping Services						
Alexander, Elaine	6.30	0.00	6.30	\$203.49	\$0.00	\$203.49
Smith, Samantha	10.00	0.00	10.00	<u>\$560.00</u>	<u>\$0.00</u>	<u>\$560.00</u>
Total:	16.30	0	16.30	\$763.49	\$0.00	\$763.49
Travel						
123 Quick Vending Machines	12.00	0.00	12.00	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total:	12.00	0.00	12.00	\$0.00	\$0.00	\$0.00
Mileage @.29/mile						
Thomas, Kurt	25.00	0.00	25.00	<u>\$1,141.50</u>	<u>\$0.00</u>	<u>\$1,141.50</u>
Total:	25.00	0.00	25.00	\$1,141.50	\$0.00	\$1,141.50
Grand Total:				<u>\$12,750.85</u>	<u>\$1,559.90</u>	<u>\$11,190.95</u>

Activity Slip [Customer Detail]

Index to Reports window: Time Billing tab

Displays activity slip detail information by customer for a period range. The information that appears on this report includes customer names, employee and vendor names, activity names, actual units and billing information. A sub-total appears for each customer. You can print sub-totals by activity or employee, if you want. You also can filter this report by activity slip status or activity type.

Activity Slip [Customer Detail]

10/1/00 through 10/30/00

Date	Employee	Activity	Units	Billable #	Billable \$	Billed \$	Balance \$
<hr/>							
Annabel's Closet		AC103					
10/22/00	Auto Spa	Automated Bookkeeping Services	23.00	23.00	\$1,035.00	\$1,035.00	\$1,035.00
10/22/00	Alexander, Elaine	Bookkeeping Services	2.80	2.80	<u>\$90.44</u>	<u>\$90.44</u>	<u>\$90.44</u>
		Annabel's Closet Total:			\$1,125.44	\$0.00	\$1,125.44
<hr/>							
Banks, Debbie		DB12					
10/03/00	123 Quick Vending Machines	Travel	12.00	12.00	\$0.00	\$0.00	\$0.00
		Banks, Debbie Total:			\$0.00	\$0.00	\$0.00
<hr/>							
Contracting, Inc.		CI145					
10/22/00	Alexander's Beauty Supply	Basic Consulting	12.00	12.00	\$120.00	\$120.00	\$120.00
10/22/00	Thomas, Kurt	Service Type Consulting	56.00	60.00	<u>\$9,359.40</u>	<u>\$9,359.40</u>	<u>\$7,799.50</u>
		Contracting, Inc. Total:			\$9,479.40	\$1,559.90	\$7,919.50
<hr/>							
Fix It Harry		FIH102					
10/22/00	Alexander, Elaine	Bookkeeping Services	3.50	3.50	\$113.05	\$113.05	\$113.05
10/22/00	Smith, Samantha	Bookkeeping Services	10.00	10.00	<u>\$560.00</u>	<u>\$560.00</u>	<u>\$560.00</u>
		Fix It Harry Total:			\$673.05	\$0.00	\$673.05
<hr/>							
Mitchell, Karen		*None					
10/17/00	Porter, Marcie	Marketing Planning	34.00	34.00	<u>\$1,366.46</u>	<u>\$1,366.46</u>	<u>\$1,366.46</u>
		Mitchell, Karen Total:			\$1,366.46	\$0.00	\$1,366.46
<hr/>							
We ReDo!		WR12					
10/22/00	Thomas, Kurt	Mileage @.29/mile	25.00	25.00	<u>\$1,141.50</u>	<u>\$1,141.50</u>	<u>\$1,141.50</u>
		We ReDo! Total:			\$1,141.50	\$0.00	\$1,141.50
<hr/>							
		Grand Total:			\$13,785.85	\$1,559.90	\$12,225.95

Activity Slip [Customer Summary]

Index to Reports window: Time Billing tab

Displays summary activity slip information by customer for a period range. The information that appears on this report includes customer names, actual units and billing and adjustment information. You can print sub-totals by activity or employee, if you want. You also can filter this report by activity slip status or activity type.

Activity Slip [Customer Summary]

10/1/00 through 10/30/00

Name	Units	Adjust #	Billable #	Billable \$	Billed \$	Balance \$
Annabel's Closet	25.80	0.00	25.80	\$1,125.44	\$0.00	\$1,125.44
Banks, Debbie	12.00	0.00	12.00	\$0.00	\$0.00	\$0.00
Contracting, Inc.	68.00	4.00	72.00	\$9,479.40	\$1,559.90	\$7,919.50
Fix It Harry	13.50	0.00	13.50	\$673.05	\$0.00	\$673.05
Mitchell, Karen	34.00	0.00	34.00	\$1,366.46	\$0.00	\$1,366.46
We ReDo!	25.00	0.00	25.00	\$1,141.50	\$0.00	\$1,141.50
Grand Total:				\$13,785.85	\$1,559.90	\$12,225.95

Activity Slip [Employee Detail]

Index to Reports window: Time Billing tab

Displays activity slip detail information by employee or vendor for a period range. The information that appears on this report includes employee names, customer names, activity names, actual units and billing information. A sub-total appears for each employee or vendor. You can print sub-totals by activity or customer, if you want. You also can filter this report by activity slip status or activity type.

Activity Slip [Employee Detail]

10/1/00 through 10/30/00

Date	Activity	Customer	Units	Billable #	Billable \$	Billed \$	Balance \$
123 Quick Vending Machines		123QVM101					
10/03//00	Travel	Banks, Debbie	12.00	12.00	\$0.00	\$0.00	\$0.00
		123 Quick Vending Machines Total:	12.00	12.00	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Alexander's Beauty Supply		ABS120					
10/22/00	Basic Consulting	Contracting, Inc.	12.00	12.00	<u>\$120.00</u>	<u>\$0.00</u>	<u>\$120.00</u>
		Alexander's Beauty Supply Total:	12.00	12.00	<u>\$120.00</u>	<u>\$0.00</u>	<u>\$120.00</u>
Alexander, Elaine		EA203					
10/22/00	Bookkeeping Services	Annabel's Closet	2.80	2.80	\$90.44	\$0.00	\$90.44
10/22/00	Bookkeeping Services	Fix It Harry	3.50	3.50	<u>\$113.05</u>	<u>\$0.00</u>	<u>\$113.05</u>
		Alexander, Elaine Total:	6.30	6.30	<u>\$203.49</u>	<u>\$0.00</u>	<u>\$203.49</u>
Auto Spa		AS21					
10/22/00	Automated Bookkeeping Services	Annabel's Closet	23.00	23.00	<u>\$1,035.00</u>	<u>\$0.00</u>	<u>\$1,035.00</u>
		Auto Spa Total:	23.00	23.00	<u>\$1,035.00</u>	<u>\$0.00</u>	<u>\$1,035.00</u>
Porter, Marcie		*None					
10/17/00	Marketing Planning	Mitchell, Karen	34.00	34.00	<u>\$1,366.46</u>	<u>\$0.00</u>	<u>\$1,366.46</u>
		Porter, Marcie Total:	34.00	34.00	<u>\$1,366.46</u>	<u>\$0.00</u>	<u>\$1,366.46</u>
Smith, Samantha		*None					
10/22/00	Bookkeeping Services	Fix It Harry	10.00	10.00	<u>\$560.00</u>	<u>\$0.00</u>	<u>\$560.00</u>
		Smith, Samantha Total:	10.00	10.00	<u>\$560.00</u>	<u>\$0.00</u>	<u>\$560.00</u>
Thomas, Kurt		*None					
10/22/00	Service Type Consulting	Contracting, Inc.	56	60	\$9,359.40	\$1,559.90	\$7,799.50
10/22/00	Mileage @.29/mile	We ReDo!	25	25	<u>\$1,141.50</u>	<u>\$0.00</u>	<u>\$1,141.50</u>
		Thomas, Kurt Total:	81	85	<u>\$10,500.90</u>	<u>\$1,559.90</u>	<u>\$8,941.00</u>
		Grand Total:			<u>\$13,785.85</u>	<u>\$1,559.90</u>	<u>\$12,225.95</u>

Activity Slip [Employee Summary]

Index to Reports window: Time Billing tab

Displays summary activity slip information by employee or vendor for a period range. The information that appears on this report includes employee and vendor names, actual units and billing and adjustment information. You can print sub-totals by activity or customer, if you want. You also can filter this report by activity slip status or activity type.

Activity Slip [Employee Summary]

10/1/00 through 10/30/00

Name	Units	Adjust #	Billable #	Billable \$	Billed \$	Balance \$
123 Quick Vending Machines	12.00	0.00	12.00	\$0.00	\$0.00	\$0.00
Alexander's Beauty Supply	12.00	0.00	12.00	\$120.00	\$0.00	\$120.00
Alexander, Elaine	6.30	0.00	6.30	\$203.49	\$0.00	\$203.49
Auto Spa	23.00	0.00	23.00	\$1,035.00	\$0.00	\$1,035.00
Porter, Marcie	34.00	0.00	34.00	\$1,366.46	\$0.00	\$1,366.46
Smith, Samantha	10.00	0.00	10.00	\$560.00	\$0.00	\$560.00
Thomas, Kurt	81.00	4.00	85.00	<u>\$10,500.90</u>	<u>\$1,559.90</u>	<u>\$8,941.00</u>
Grand Total:				\$13,785.85	\$1,559.90	\$12,225.95

Address List

Index to Reports: Card File Tab

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 Toontown NJ 07896
	Chuck Berry	555-5555	c/o Maybelline Suite 16 New City, NY 09899
Joseph Boffo	Boffo Products	902-555-8777	31 Boffo Circle Anytown, PA 90878
	Fats Domino	209-555-3892	Blueberry Hill New City, NY 09899
	Sam Iam	555-8328	Green Eggs Acres Wouldyou Couldyou NH 32111
	Joe's Bank	604-555-3546	100 Main Street Joestown ME 75665
	Sam the Sham	555-0982	14 Pharohs Way Anytown, NJ 09898
	Wholesale Supply Co.	807-555-0345	41 Makeadeal Circle Cheaptown NC 123111
	Widgets by Smith	604-555-4958	123 Broadway Nicetown NC 12309
	World of Widgets	555-3477 ext. 98	100 Hotdeal Road Discount City MI 45656

Aged Payables [Detail]

Index to Reports: Purchases Tab

For specific vendors, this report displays the current balance due followed by a list of your open bills, with the amount due in the appropriate aging column.

Aged Payables [Detail]							
12/31/00							
Name	ID#	Date	Total Due	0-30	31 - 60	61 - 90	90+
Wholesale Supply Co.			WSC399				
807-555-0345 ext.345							
Net 30							
	00000002	12/1/00	\$6,880.00	\$6,880.00			
	00000007	12/2/00	\$2,246.40	\$2,246.40			
	00000009	12/5/00	<u>\$11.88</u>	<u>\$11.88</u>			
		Total:	\$9,138.28	\$9,138.28	\$0.00	\$0.00	\$0.00
World of Widgets			WW376				
555-3477 ext. 98							
Net 30							
	00000003	10/1/00	\$1,128.60				\$1,128.60
	00000004	11/11/00	\$964.44		\$964.44		
	00000005	12/1/00	\$332.13	\$332.13			
	00000008	12/12/00	<u>(\$56.43)</u>	<u>(\$56.43)</u>			
		Total:	\$2,368.74	\$275.70	\$964.44	\$0.00	\$1,128.60
Grand Total:			\$11,507.02	\$9,413.98	\$964.44	\$0.00	\$1,128.60
Aging Percent:				<u>81.8%</u>	<u>8.4%</u>	<u>0.0%</u>	<u>9.8%</u>

Aged Payables [Summary]

Index to Reports: Purchases Tab

For specific vendors, this report displays a single line with the current balance due followed by the age of that balance.

Report Tip:

Run this report every week or so.

All businesses run through rough patches every once in awhile. When this happens, some business owners try to avoid any contact with their creditors. But the smart business people do just the opposite. They contact their creditors on a regular basis, update them on their progress, and work hard managing their creditors' expectations. When the money starts flowing again the business relationship is still solid.

Aged Payables [Summary]

12/31/00

Name	Total Due	0-30	31 - 60	61 - 90	90+
Wholesale Supply Co.	\$9,138.28	\$9,138.28	\$0.00	\$0.00	\$0.00
World of Widgets	\$2,368.74	\$275.70	\$964.44	\$0.00	\$1,128.60
Grand Total:	\$11,507.02	\$9,413.98	\$964.44	\$0.00	\$1,128.60
Aging Percent:		81.8%	8.4%	0.0%	9.8%

Aged Receivables [Detail]

Index to Reports: Sales Tab

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

Aged Receivables [Detail]

12/31/00

Name	ID#	Date	Total Due	0-30	31 - 60	61 - 90	90+
Acme Sales Inc.			ASI322				
Marvin Acme			515-555-1919				
C.O.D.							
	00000001	10/9/00	\$6,000.00				\$6,000.00
	00000004	10/9/00	\$5,752.02				\$5,752.02
	00000008	12/2/00	\$1,802.62	\$1,802.62			
	00000006	12/11/00	<u>(\$464.31)</u>		<u>(\$464.31)</u>		
		Total:	\$13,090.33	\$1,802.62	<u>(\$464.31)</u>	\$0.00	\$11,752.02
Boffo Products			BP233				
Joseph Boffo			902-555-8777				
C.O.D.							
	00000002	11/11/00	\$7,500.00		\$7,500.00		
	00000005	11/11/00	\$258.75		\$258.75		
	00000009	12/2/00	<u>\$1,660.70</u>	<u>\$1,660.70</u>			
		Total:	\$9,419.45	\$1,660.70	\$7,758.75	\$0.00	\$0.00
Widgets by Smith			WS1002				
604-555-4958			C.O.D.				
	00000007	11/11/00	\$1,000.00		\$1,000.00		
	00000003	12/1/00	\$9,500.00	\$9,500.00			
	00000010	12/2/00	\$1,955.00	\$1,955.00			
	00000011	12/2/00	<u>\$2,300.00</u>	<u>\$2,300.00</u>			
		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:				<u>46.2%</u>	<u>22.3%</u>	<u>0.0%</u>	<u>31.5%</u>

Aged Receivables [Summary]

Index to Reports: Sales Tab

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

Report Tip:

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

Aged Receivables [Summary]

Name	12/31/00				
	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	<u>\$14,755.00</u>	<u>\$13,755.00</u>	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Grand Total:	<u>\$19,045.21</u>	<u>\$17,669.52</u>	<u>\$535.69</u>	<u>\$0.00</u>	<u>\$840.00</u>
Aging Percent:		<u>92.8%</u>	<u>2.9%</u>	<u>0.0%</u>	<u>4.4%</u>

Analyze Inventory [Detail]

Index to Reports: Inventory Tab

Displays a list of all sales orders and purchases orders that include the selected item. The list includes date ordered, date promised, amount committed, amount on order and amount available for the selected item.

Analyze Inventory [Detail]							
Item	ID#	Name	Date Ordered	Date Promised	Committed	On Order	Available
100-101A5	00000006	Widgets Wholesale Supply Co.	9/12/00	10/1/00	0	50	752
Total:					0	50	752

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Analyze Inventory [Summary]

Index to Reports: Inventory Tab

Your current "order book" Using information from current sales and purchase orders, this report calculates the number of items on hand, items on order from vendors, and items promised to customers.

Analyze Inventory [Summary]					
Item #	Item Name	On Hand	Committed	On Order	Available
100101A5	Widgets	702	0	50	752
200101A5	Gadgets	516	0	0	516
300101B6	Whoosies	905	0	0	905
500101D3	Thingies	19	0	0	19
600101G8	Gizmos	118	0	0	118
700101U7	Thingamabobs	123	0	0	123
800101R9	Whachamacallits	185	0	0	185

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Analyze Purchases [Item Spreadsheet]

Index to Reports window: Purchases tab

Displays your choice of item dollar purchase amounts or quantities purchased for multiple accounting periods in spreadsheet format, based on recorded bills, not including orders or quotes. Note: This report is also available for **units purchased** analysis.

Analyze Purchases [Item Spreadsheet] October 2000 through December 2000

Item #	Item Name	October	November	December	Total
1000BSI	Widgets	\$807.50	(\$388.45)	\$1,700.00	\$2,119.05
1001BSI	Gadgets	\$156.75	\$29.70	\$1,567.50	\$1,753.95
1004BSI	Whoosies	\$237.50	\$45.00	\$0.00	\$282.50
200BSI	Whatsits	\$318.25	\$60.30	\$3,618.00	\$3,996.55
204BSI	Thingies	\$0.00	\$74.70	\$0.00	\$74.70
900APS	Gizmos	\$475.00	\$10,000.00	\$0.00	\$10,475.00
901APS	Thingamabobs	\$1,111.50	\$0.00	\$0.00	\$1,111.50
902APS	Whachamacallits	\$1,895.25	\$0.00	\$0.00	\$1,895.25
		<u>\$5,001.75</u>	<u>\$9,821.25</u>	<u>\$6,885.50</u>	<u>\$21,708.50</u>

Analyze Purchases [Vendor]

Index to Reports window: Purchases tab

Displays purchase dollar amounts and percentages of total purchases for selected vendors within the period range, based on recorded bills, not orders or quotes.

Analyze Purchases [Vendor]

10/1/00 through 10/15/00

Name	Purchases	% Total Purchases
Acme Sales Inc.	\$18,165.50	37.6%
Boffo Products	\$13,843.00	29.4%
Widgets by Smith	<u>\$23,700.00</u>	43.0%
Total:	<u>\$55,708.50</u>	

Analyze Purchases [Vendor FY Comparison]

Index to Reports window: Purchases tab

Compares this year's purchase dollar amounts for specific vendors with purchase dollar amounts for the same period range in another fiscal year, based on recorded bills, not orders or quotes.

Analyze Purchases [Vendor FY Comparison]

October 2000 through December 2000

Name	This Year Purchases	FY 1999	\$ Difference	% Difference
Acme Sales Inc.	\$18,165.50	\$19,600.00	(\$1,434.50)	(7.3%)
Boffo Products	\$13,843.00	\$13,000.00	\$843.00	6.5%
Widgets by Smith	<u>\$23,700.00</u>	<u>\$18,000.00</u>	<u>\$5,700.00</u>	<u>31.7%</u>
Total:	<u>\$55,708.50</u>	<u>\$50,600.00</u>	<u>\$5,108.50</u>	<u>30.9%</u>

Analyze Purchases [Vendor Spreadsheet]

Index to Reports window: Purchases tab

Displays purchase dollar amounts by vendor for multiple accounting periods in spreadsheet format, based on recorded bills, not orders or quotes.

Analyze Purchases [Vendor Spreadsheet]

October 2000 through December 2000

Name	October	November	December	Total
Wholesale Supply Co.	\$5,001.75	\$0.00	\$3,618.00	\$8,619.75
World of Widgets	\$0.00	\$225.00	\$1,700.00	\$1,925.00
GVC Technologies	<u>\$0.00</u>	<u>\$10,000.00</u>	<u>\$1,567.50</u>	<u>\$11,567.50</u>
Total:	<u>\$5,001.75</u>	<u>\$10,225.00</u>	<u>\$6,885.50</u>	<u>\$22,112.25</u>

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Analyze Sales [Activity]

Index to Reports window: Sales tab

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

Analyze Sales [Activity]

10/1/00 through 10/15/00

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

Analyze Sales [Activity - FY Comparison]

Index to Reports window: Sales tab

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

Analyze Sales [Activity - FY Comparison]

October 2000 through December 2000

Activity		This Year	FY 1999	Difference	% Difference
000000001	Consulting Services				
	Sales:	\$0.01	\$0.00	\$0.01	NA
	Units:	0	0	0	NA
	Gross Profit:	\$0.01	\$0.00	\$0.00	NA
	% Margin:	100.0%	NA	NA	
HCA000012	Marketing Planning				
	Sales:	\$1,145.79	\$1326.24	(\$180.45)	(13.6%)
	Units:	55.897	64.7	(8.8)	(13.6%)
	Gross Profit:	\$1,045.79	\$1326.24	(\$280.45)	(21.1%)
	% Margin:	91.3%	100.0%	(8.7%)	(8.7%)
HCC000004	Service Type Consulting				
	Sales:	\$1,300.00	\$2147.95	(\$847.95)	(39.5%)
	Units:	8.334	13.77	(5.436)	(39.5%)
	Gross Profit:	\$1,300.00	\$1581.95	(\$281.95)	(17.8%)
	% Margin:	100.0%	73.6%	26.4%	35.9%
HCC000003	Basic Consulting				
	Sales:	\$120.00	\$100.00	\$20.00	20%
	Units:	12	10	2	20%
	Gross Profit:	\$95.25	\$53.00	\$42.25	79.7%
	% Margin:	79.4%	53%	26.4%	49.8%
HCC000009	Bookkeeping Services				
	Sales:	\$540.50	\$639.59	(\$99.09)	(15.5%)
	Units:	11.493	13.6	(2.107)	(15.5%)
	Gross Profit:	\$540.50	\$556.03	(\$15.53)	(2.8%)
	% Margin:	100.0%	86.9%	13.1%	15.1%
NCA000018	Consulting Type A				
	Sales:	\$21.37	\$1762.27	(\$1740.90)	(98.8%)
	Units:	1.055	87	(85.95)	(98.8%)
	Gross Profit:	\$19.24	\$853.95	(\$834.71)	(97.7%)
	% Margin:	90.0%	48.4%	41.6%	86.0%
NCA000017	Additional Research				
	Sales:	\$993.23	\$1427.99	(\$434.76)	(30.4%)
	Units:	47.297	68	(20.703)	(30.4%)
	Gross Profit:	\$993.23	\$163.63	\$829.60	506.9%
	% Margin:	100.0%	11.46%	88.54%	7.73%
NCE000016	Mileage @.29/mile				
	Sales:	\$338.74	\$1050.14	(\$711.40)	(67.7%)
	Units:	7.419	23	(15.58)	(67.7%)

Gross Profit:	\$338.74	\$449.14	(\$110.40)	(24.6%)
% Margin:	100.0%	42.8%	57.2%	1.33%

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Analyze Sales [Activity Spreadsheet]

Index to Reports window: Sales tab

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

Analyze Sales [Activity Spreadsheet]

October 2000 through December 2000

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

Analyze Sales [Customer]

Index to Reports: Sales Tab

Displays dollar sales and percentage of total sales for selected customers within a range of accounting periods, based on recorded invoices, not including quotes or orders.

Report Tip:

This report gives you the relative value of each customer to your business. Be sure to run this report before important conferences with a customer. **To select multiple months, click and drag the month selector in the Report Filters window.**

Analyze Sales [Customer]
10/1/00 through 10/15/00

Name	Sales	% Total Sales
Acme Sales Inc.	\$18,165.50	37.6%
Boffo Products	\$13,843.00	29.4%
Widgets by Smith	<u>\$23,700.00</u>	43.0%
Total:	<u>\$55,708.50</u>	

Analyze Sales [Customer - FY Comparison]

Index to Reports: Sales Tab

Compares this year's dollar sales for specific customers with dollar sales for the same accounting period in another fiscal year, based on recorded invoices, not including orders or quotes.

Report Tip:

This report gives you a quick look at how customer sales are doing compared to the same period in a previous fiscal year. For a more detailed breakdown of the periods, set your printer to Landscape and take a look at Analyze Sales [Customer Spreadsheet].

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

Analyze Sales [Customer - FY Comparison]

October 2000 through December 2000

Name	This Year Sales	FY 2000	\$ Difference	% Difference
Acme Sales Inc.	\$18,165.50	\$19,600.00	(\$1,434.50)	(7.3%)
Boffo Products	\$13,843.00	\$13,000.00	\$843.00	6.5%
Widgets by Smith	<u>\$23,700.00</u>	<u>\$18,000.00</u>	<u>\$5,700.00</u>	<u>31.7%</u>
Total:	<u>\$55,708.50</u>	<u>\$50,600.00</u>	<u>\$5,108.50</u>	<u>30.9%</u>

Analyze Sales [Customer Spreadsheet]

Index to Reports: Sales Tab

Displays customer dollar sales for multiple accounting periods in spreadsheet format, based on recorded invoices, not including orders or quotes.

Report Tip:

This report lets you look at customer sales on a month-by-month sales basis.

Every few months, run this report from the beginning of the year to the current month. Scan across the rows. If any number (good or bad) jumps out at you and you can't figure out why, run the Sales [Customer Summary] report for that month.

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

Analyze Sales [Customer Spreadsheet]

October 2000 through December 2000

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

Analyze Sales [Item]

Index to Reports: Sales Tab

Displays dollar sales, cost of sales, gross profit, units, average cost and percent margin for specific items within a range of accounting periods, based on recorded invoices, not including quotes and orders.

Report Tip:

Consider running this report every quarter. It looks at all the items you sell and calculates gross sales, cost of sales, gross profit, percent margin, units sold, and average cost per item for the selected period.

Pay particular attention to percent margin. Are there items you sell that are significantly more profitable than others?

Should you emphasize those items over the others? What impact will this have on your inventory, your spending, or your competitive position?

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

Analyze Sales [Item]

10/1/00 through 10/15/00

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

Analyze Sales [Item - FY Comparison]

Index to Reports: Sales Tab

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

Report Tip:

As with most analysis reports, focus on the percent difference. What changed from year to year? Look at items you emphasized this year. Did any of your sales campaigns pay off? If you ran a sale, did you make more money or just sell more units? **To select multiple months, click and drag the month selector in the Report Filters window.**

Analyze Sales [Item - FY Comparison]

		December 2000			
Item		This Year	FY 1999	Difference	% Difference
100-101A5	Widgets				
	Sales:	\$1,700.00	\$1,500.00	\$200.00	13.3%
	Units:	100	90	10	11.1%
	Gross Profit:	\$685.40	\$550.00	\$135.40	24.6%
	% Margin:	40.3%	36.7%	3.7%	
200-101A5	Gadgets				
	Sales:	\$1,567.50	\$1,600.00	(\$32.50)	(2.0%)
	Units:	50	55	-5	(9.1%)
	Gross Profit:	\$566.17	\$400.00	\$166.17	41.5%
	% Margin:	36.1%	25.0%	11.1%	
400-101	Whatsits				
	Sales:	\$3,618.00	\$3,000.00	\$618.00	20.6%
	Units:	60	40	20	50.0%
	Gross Profit:	\$1,213.29	\$1,000.00	\$213.29	21.3%
	% Margin:	33.5%	33.3%	0.2%	

Analyze Sales [Item Spreadsheet]

Index to Reports: Sales Tab

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

Analyze Sales [Item Spreadsheet]

October 2000 through December 2000

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

Analyze Sales [Salesperson]

Index to Reports: Sales Tab

For a selected accounting period, this report lists every each salesperson's total dollar sales and their percentage of total sales, based on recorded invoices, not including orders or quotes.

Analyze Sales [Salesperson]

10/1/00 through 10/15/00

Name	Sales	% Total Sales
Chuck Berry	\$8,619.75	39.0%
Fats Domino	\$1,925.00	8.7%
Sam the Sham	<u>\$11,567.50</u>	52.3%
Total:	<u>\$22,112.25</u>	

Analyze Sales [Salesperson - FY Comparison]

Index to Reports: Sales Tab

Compares this year's dollar sales for specific salespeople to dollar sales for the same accounting period in another fiscal year, based on recorded invoices, not including orders or quotes.

Report Tip:

The dollar difference and percent difference fields will help you analyze if a salesperson is becoming more important or less important to your business. **To select multiple months, click and drag the month selector in the Report Filters window.**

Analyze Sales [Salesperson - FY Comparison]

October 2000 through December 2000

Name	This Year Sales	FY 1999	\$ Difference	% Difference
Chuck Berry	\$8,619.75	\$8,100.00	\$519.75	6.4%
Fats Domino	\$1,925.00	\$1,700.00	\$225.00	13.2%
Sam the Sham	<u>\$11,567.50</u>	<u>\$10,500.00</u>	<u>\$1,067.50</u>	<u>10.2%</u>
Total:	<u>\$22,112.25</u>	<u>\$20,300.00</u>	<u>\$1,811.25</u>	<u>29.8%</u>

Analyze Sales [Salesperson Spreadsheet]

Index to Reports: Sales Tab

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

Analyze Sales [Salesperson Spreadsheet]

October 2000 through December 2000

Name	October	November	December	Total
Chuck Berry	\$5,001.75	\$0.00	\$3,618.00	\$8,619.75
Fats Domino	\$0.00	\$225.00	\$1,700.00	\$1,925.00
Sam the Sham	<u>\$0.00</u>	<u>\$10,000.00</u>	<u>\$1,567.50</u>	<u>\$11,567.50</u>
Total:	<u>\$5,001.75</u>	<u>\$10,225.00</u>	<u>\$6,885.50</u>	<u>\$22,112.25</u>

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Auto-Build

Index to Reports: Inventory Tab

Displays the components and average costs for specific finished items. Items can be sorted by item number or name.

Auto-Build Items

Quantity to Build	Item #	Item Name	Sub-Assembly Quantities	Average Cost	On Hand
1	400-101	Whatsits			
		100-101A5 Widgets	2	\$20.35	702
		200-101A5 Gadgets	1	<u>\$20.03</u>	516
				\$40.38	
1	500-101D3	Thingies			
		300-101B6 Whoosies	2	<u>\$60.39</u>	905
				\$60.39	

Balance Sheet

Index to Reports: General Ledger Tab

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.

Balance Sheet As of December 2000

<hr/>			
Assets			
Cash Accounts			
Checking Account	\$13,719.83		
Petty Cash	<u>\$100.00</u>		
Total Cash Accounts		\$13,819.83	
Inventory			
Raw Materials	\$3,400.00		
Finished Goods	<u>\$75,141.50</u>		
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	<u>(\$4,125.00)</u>		
Total Office Equipment		\$7,875.00	
Vehicles, Original Cost	\$32,000.00		
Vehicles, Amortization	<u>(\$17,000.00)</u>		
Total Vehicles		\$15,000.00	
Other Assets		<u>\$500.00</u>	
Total Assets			\$153,101.11
Liabilities			
Credit Cards			
MasterCard	\$3,200.00		
Visa	<u>\$1,000.00</u>		
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	<u>\$2,348.68</u>		
Total Tax Liabilities		\$4,763.26	
Payroll Liabilities			
Default Payroll Liabilities	\$13,919.25		
Payroll Tax Payable	\$105.00		
Vacation Payable	<u>\$1,267.50</u>		
Total Payroll Liabilities		\$15,291.75	
Deposits from Customers		<u>\$500.00</u>	
Total Liabilities			\$135,382.03
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

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Balance Sheet [Budget Analysis]

Index to Reports: General Ledger Tab

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 2000

	Selected Period	Budgeted	\$ Difference	% Difference
Assets				
Cash Accounts				
Checking Account	\$16,664.83	\$34,878.91	(\$18,214.08)	(52.2%)
Petty Cash	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$0.00</u>	<u>0.0%</u>
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	<u>\$75,129.62</u>	<u>\$5,400.00</u>	<u>\$69,729.62</u>	<u>1,291.3%</u>
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	<u>(\$4,000.00)</u>	<u>(\$4,000.00)</u>	<u>\$0.00</u>	<u>0.0%</u>
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	<u>(\$16,500.00)</u>	<u>(\$16,500.00)</u>	<u>\$0.00</u>	<u>0.0%</u>
Total Vehicles	\$15,500.00	\$15,500.00	\$0.00	0.0%
Other Assets	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$0.00</u>	<u>0.0%</u>
Total Assets	156,659.23	\$99,878.91	\$56,780.32	56.8%
Liabilities				
Credit Cards				
MasterCard	\$3,200.00	\$3,200.00	\$0.00	0.0%
Visa	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>0.0%</u>
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	<u>\$2,348.68</u>	<u>\$452.00</u>	<u>\$1,896.68</u>	<u>419.6%</u>
Total Tax Liabilities	\$4,563.26	\$806.98	\$3,756.28	465.5%
Payroll Liabilities				
Default Payroll Liabilities	\$13,919.25	\$0.00	\$13,919.25	NA
Payroll Tax Payable	\$105.00	\$0.00	\$105.00	NA
Vacation Payable	<u>\$1,267.50</u>	<u>\$0.00</u>	<u>\$1,267.50</u>	<u>NA</u>
Total Payroll Liabilities	\$15,291.75	\$0.00	\$15,291.75	NA
Deposits from Customers	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$0.00</u>	<u>0.0%</u>
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	<u>(\$30,432.85)</u>	<u>\$14,285.00</u>	<u>(\$44,717.85)</u>	<u>(313.0%)</u>

Total Equity	\$21,489.08	(\$12,343.07)	\$33,832.15	(274.1%)
Total Liability & Equity	<u>\$156,659.23</u>	<u>\$114,163.91</u>	<u>\$42,495.32</u>	<u>37.2%</u>

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Balance Sheet [Budget Spreadsheet]

Index to Reports: General Ledger Tab

Displays the monthly budgeted amounts for the balance sheet accounts in spreadsheet format.

Balance Sheet [Budget Spreadsheet]

October 2000 through December 2000

	October	November	December
Assets			
Cash Accounts			
Checking Account	\$13,719.83	\$13,719.83	\$13,719.83
Petty Cash	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
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	<u>\$75,141.50</u>	<u>\$75,141.50</u>	<u>\$75,141.50</u>
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	<u>(\$4,125.00)</u>	<u>(\$4,125.00)</u>	<u>(\$4,125.00)</u>
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	<u>\$17,000.00)</u>	<u>\$17,000.00)</u>	<u>\$17,000.00)</u>
Total Vehicles	\$15,000.00	\$15,000.00	\$15,000.00
Other Assets	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$500.00</u>
Total Assets	\$153,101.11	\$153,101.11	\$153,101.11
Liabilities			
Credit Cards			
MasterCard	\$3,200.00	\$3,200.00	\$3,200.00
Visa	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
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	<u>\$2,348.68</u>	<u>\$2,348.68</u>	<u>\$2,348.68</u>
Total Tax Liabilities	\$4,763.26	\$4,763.26	\$4,763.26
Payroll Liabilities			
Default Payroll Liabilities	\$13,919.25	\$13,919.25	\$13,919.25
Payroll Tax Payable	\$105.00	\$105.00	\$105.00
Vacation Payable	<u>\$1,267.50</u>	<u>\$1,267.50</u>	<u>\$1,267.50</u>
Total Payroll Liabilities	\$15,291.75	\$15,291.75	\$15,291.75
Deposits from Customers	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$500.00</u>
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	<u>\$3,770.00)</u>	<u>(\$3,770.00)</u>	<u>(\$3,770.00)</u>

Total Equity	\$17,719.08	\$17,719.08	\$17,719.08
Total Liability & Equity	<u>\$153,101.11</u>	<u>153,101.11</u>	<u>\$153,101.11</u>

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Balance Sheet [Last Year Analysis]

Index to Reports: General Ledger Tab

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 2000

	This Year	Last Year	\$ Difference	% Difference
Assets				
Cash Accounts				
Checking Account	\$16,664.83	\$34,878.91	(\$18,214.08)	(52.2%)
Petty Cash	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$0.00</u>	<u>0.0%</u>
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	<u>\$75,129.62</u>	<u>\$5,400.00</u>	<u>\$69,729.62</u>	<u>1,291.3%</u>
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	<u>(\$4,000.00)</u>	<u>(\$4,000.00)</u>	<u>\$0.00</u>	<u>0.0%</u>
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	<u>(\$16,500.00)</u>	<u>(\$16,500.00)</u>	<u>\$0.00</u>	<u>0.0%</u>
Total Vehicles	\$15,500.00	\$15,500.00	\$0.00	0.0%
Other Assets	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$0.00</u>	<u>0.0%</u>
Total Assets	\$156,659.23	\$99,878.91	\$56,780.32	56.8%
Liabilities				
Credit Cards				
MasterCard	\$3,200.00	\$3,200.00	\$0.00	0.0%
Visa	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>0.0%</u>
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	<u>\$2,348.68</u>	<u>\$452.00</u>	<u>\$1,896.68</u>	<u>419.6%</u>
Total Tax Liabilities	\$4,563.26	\$806.98	\$3,756.28	465.5%
Payroll Liabilities				
Default Payroll Liabilities	\$13,919.25	\$0.00	\$13,919.25	NA
Payroll Tax Payable	\$105.00	\$0.00	\$105.00	NA
Vacation Payable	<u>\$1,267.50</u>	<u>\$0.00</u>	<u>\$1,267.50</u>	<u>NA</u>

Total Payroll Liabilities	\$15,291.75	\$0.00	\$15,291.75	NA
Deposits from Customers	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$0.00</u>	<u>0.0%</u>
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	<u>(\$30,432.85)</u>	<u>\$348.00</u>	<u>(\$30,780.85)</u>	<u>(8,845.1%)</u>
Total Equity	\$21,489.08	(\$26,628.07)	\$48,117.15	(180.7%)
Total Liability & Equity	<u>\$156,659.23</u>	<u>\$99,878.91</u>	<u>\$56,780.32</u>	<u>56.8%</u>

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Balance Sheet [Spreadsheet]

Index to Reports: General Ledger Tab

Displays the balance sheet for multiple periods in spreadsheet format.

Balance Sheet [Spreadsheet] October 2000 through December 2000

	October	November	December
Assets			
Cash Accounts			
Checking Account	\$13,719.83	\$13,719.83	\$13,719.83
Petty Cash	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
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	<u>\$75,141.50</u>	<u>\$75,141.50</u>	<u>\$75,141.50</u>
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	<u>(\$4,125.00)</u>	<u>(\$4,125.00)</u>	<u>(\$4,125.00)</u>
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	<u>(\$17,000.00)</u>	<u>(\$17,000.00)</u>	<u>(\$17,000.00)</u>
Total Vehicles	\$15,000.00	\$15,000.00	\$15,000.00
Other Assets	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$500.00</u>
Total Assets	\$153,101.11	\$153,101.11	\$153,101.11
Liabilities			
Credit Cards			
MasterCard	\$3,200.00	\$3,200.00	\$3,200.00
Visa	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
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	<u>\$2,348.68</u>	<u>\$2,348.68</u>	<u>\$2,348.68</u>
Total Tax Liabilities	\$4,763.26	\$4,763.26	\$4,763.26
Payroll Liabilities			
Default Payroll Liabilities	\$13,919.25	\$13,919.25	\$13,919.25
Payroll Tax Payable	\$105.00	\$105.00	\$105.00
Vacation Payable	<u>\$1,267.50</u>	<u>\$1,267.50</u>	<u>\$1,267.50</u>
Total Payroll Liabilities	\$15,291.75	\$15,291.75	\$15,291.75
Deposits from Customers	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$500.00</u>
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	<u>(\$88,510.92)</u>	<u>(\$88,510.92)</u>	<u>(\$88,510.92)</u>
Current Year Earnings	<u>(\$3,770.00)</u>	<u>(\$3,770.00)</u>	<u>(\$3,770.00)</u>

Total Equity	\$17,719.08	\$17,719.08	\$17,719.08
Total Liability & Equity	<u>\$153,101.11</u>	<u>\$153,101.11</u>	<u>\$153,101.11</u>

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Bank Deposit

Index to Reports: Checkbook Tab

Displays transactions deposited to selected checking accounts withing a period range.s in your Card File.

Bank Deposit

10/15/00 through 10/22/00

ID #	Date	Name	Payment Method	Amount
1-1110 10/19/00 CR000012 CR000011	10/19/00	John Smith	Check	\$100.00
			Deposit Total:	\$100.00
1-1110 10/19/00 CR000018 CR000016	10/19/00	Anna Marie's	Master Card	\$200.00
			Deposit Total:	\$200.00
1-1110 10/19/00 CR000019 CR000017	10/19/00	Elaine Alexander	Check	\$32.50
			Deposit Total:	\$32.50
			Grand Total:	\$332.50

Card File [Detail]

Index to Reports: Card File Tab

Displays a comprehensive list of all people and companies in your Card File.

Card File

Acme Sales Inc.	Vendor	Balance:	\$2,629.51
Card ID:	ASI1002	Currency:	USD
First Address:	Main Street	Second Address:	400 Warehouse Road.
City:	Toontown	City:	Toontown
State:	NJ	State:	NJ
ZIP Code:	0789609786	Zip Code:	0789609786
Phone #1:	515-555-1919	Phone #1:	515-555-1920
Phone #2:	515-555-9115	Phone #2:	
Phone #3:	Acme@acmenet.com	Phone #3:	
FAX #:	Nice guy, loves toons	FAX #:	
E-mail:		E-mail:	
WWW:		WWW:	
Salutation:		Salutation:	
Contact:		Contact:	
Notes:			
Custom List #1:	Cust L 1	Custom Field #1:	Cust F 1
Custom List #2:	Cust L 2	Custom Field #2:	Cust F 2
Custom List #3:	Cust L 3	Custom Field #3:	Cust F 3
Identifiers:	CR	Inv/PO Type:	Service
Price Level:	Base Selling Price	Account:	4-4000
Salesperson:	Best Way	Inv/PO Comment:	Thanks for the order!
Ship Method:	\$11.56	Printed Form:	MYOB Plain Paper PO
Billing Rate:	\$12.56	Pynt Method:	5
Cost per Hr:	Prepaid	Freight Tax Code:	10.00%
Payment Due:	30	Discount Days/Date:	JLS9899
Due Days/Date:	\$15,000	Prompt Payment Discount:	STE
Credit Limit:	25%	Tax ID:	
Volume Discount:		Tax Code:	

Card File [Summary]

Index to Reports: Card File Tab

Displays a list of all people and companies in your Card File.

Card File				
Name	Phone	Type	Current Balance	Identifiers
Acme Sales Inc.	515-555-1919	Customer	\$2,629.51	CR
Chuck Berry	555-5555	Employee		AC
Boffo Products	902-555-8777	Customer	\$1,660.70	
Fats Domino	209-555-3892	Employee		C
Sam Iam	555-8328	Personal		AC
Joe's Bank	604-555-3546	Personal		A
Sam the Sham	555-0982	Employee		C
Wholesale Supply Co.	807-555-0345 ext.345	Vendor	\$9,138.28	
Widgets by Smith	604-555-4958	Customer	\$14,755.00	
World of Widgets	555-3477 ext. 98	Vendor	\$2,368.74	E

Card Inquiry

Index to Reports: Card File Tab

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 Inquiry

9/1/00 To 12/31/00

Name	ID#	Src	Date	Memo	Account	Debit	Credit
<hr/>							
Wholesale Supply Co.		Vendor					
WSC231							
	35	CD	9/12/00	Payment; Wholesale Supply	2-1200	\$142.56	
	35	CD	9/12/00	Payment; Wholesale Supply	2-1200	<u>\$1,069.20</u>	
						\$1,211.76	\$0.00
<hr/>							
Widgets by Smith		Customer					
WS324							
	CR000005	CR	9/12/00	Monthly License Fee	1-1100	<u>\$125.00</u>	
						\$125.00	\$0.00
<hr/>							
World of Widgets		Vendor					
WW213							
	36	CD	9/12/00	Payment; World of Widgets	2-1200	<u>\$43.09</u>	
						\$43.09	\$0.00

Cash Disbursements Journal

Index to Reports: Checkbook Tab

All transactions entered in Write Checks, Refund Checks, Bill Payments, or Write Paychecks within a period range.

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

Cash Disbursements Journal

12/1/00 To 12/31/00

Src	Date	ID#	Acct#	Account Name	Debit	Credit	Job
CD	12/1/00	Gasoline					
		3	1-1100	Checking Account		\$100.00	
		3	6-1200	Car & Truck Expenses	\$100.00		
CD	12/2/00	Advice on Software					
		4	1-1100	Checking Account		\$178.90	
		4	6-2000	Legal & Professional	\$178.90		01
CD	12/2/00	Monthly Insurance					
		5	1-1100	Checking Account		\$45.00	
		5	6-1800	Insurance (other than health)	\$45.00		
CD	12/2/00	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	

Cash Flow Analysis

Index to Reports: Checkbook Tab

For a specified number of days to look ahead, based on bills and invoices, and recurring transactions when recorded, displays what the available cash will be at the end of each day.

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

Report Tip:

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

Cash Flow Analysis

Checking Account: Date	General Checking Account Description	Days To Look Ahead: 25 Amount	Cash Available
11/4/00	Current Balance		\$13,719.83
11/6/00	Payroll Check - Domino	(\$1,251.59)	\$12,468.24
12/1/00	Payroll Check - Berry	(\$2,575.29)	\$9,892.95
	Payroll Check - Sham	(\$2,197.59)	\$7,695.36
12/4/00	Payroll Check - Domino	(\$1,251.59)	\$6,443.77
12/8/00	00000001 - Acme Sales Inc.	\$6,000.00	\$12,443.77
	00000004 - Acme Sales Inc.	\$5,752.02	\$18,195.79

Cash Receipts Journal

Index to Reports: Checkbook Tab

All transactions entered in Receive Money, Deposit Refund Check, and Customer Payments.

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

Cash Receipts Journal

12/1/00 To 12/31/00

Src	Date	ID#	Acct#	Account Name	Debit	Credit	Job
CR	12/1/00			Payment; Acme Sales, Inc.			
			CR000001	1-1100 Checking Account	\$6,000.00		Claire
			CR000001	1-3000 Accounts Receivable		\$6,000.00	Claire
CR	12/2/00			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	12/2/00			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:					<u>\$22,000.00</u>	<u>\$22,000.00</u>	

Chart of Accounts [Detail]

Index to Reports: General Ledger Tab

A list of all accounts with types, level, checking status and current balances.

Chart of Accounts [Detail]

Account #	Account	Type	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
2-1110	MasterCard	Liability	Credit	Detail	3	Y	\$3,200.00
2-1120	Visa	Liability	Credit	Detail	3	Y	\$1,000.00
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	Default 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)
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

Chart of Accounts [Summary]

Index to Reports: General Ledger Tab

A list of all accounts and current balances.

Chart of Accounts [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 MasterCard	\$3,200.00
	2-1120 Visa	\$1,000.00
	2-1130 American Express	\$0.00
2-1200	Accounts Payable	\$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 Default 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
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	Car & Truck 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

Checkbook Register

Index to Reports: Checkbook Tab

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

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

Report Tip:

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

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

Checkbook Register

12/1/00 To 12/31/00

Account	ID#	Src	Date	Payee	Deposit	Withdrawal	Balance
1-1100	Checking Account						
	3	CD	12/1/00	Joe's Mobil		\$100.00	\$2,950.73
	CR000001	CR	12/1/00	Payment; Acme Sales, Inc.	\$6,000.00		\$8,950.73
	4	CD	12/1/00	Joe Accountant		\$178.90	\$8,771.83
	5	CD	12/1/00	All Hands Insurance		\$45.00	\$8,726.83
	2	CD	12/2/00	Wholesale Supply Co.		\$5,000.00	\$3,726.83
	6	CD	12/2/00	Joe's Office Supplies		\$150.00	\$3,576.83
	7	CD	12/2/00	Joe's Utility Company		\$450.00	\$3,126.83
	8	CD	12/14/00	Chuck Berry		\$600.00	\$2,526.83
	10	CD	12/14/00	Joe's Equipment, Inc.		\$100.00	\$2,426.83
	11	CD	12/14/00	Joe's Office Leasing		\$12.00	\$2,414.83
	12	CD	12/17/00	Joe's Bank		\$750.00	\$1,664.83
	9	CD	12/18/00	Joe's Lounge		\$1,000.00	\$664.83
	CR000002	CR	12/21/00	Payment; Boffo Products	\$5,000.00		\$5,664.83
	CR000003	CR	12/21/00	Payment; Widgets by Smith	\$11,000.00		\$16,664.83
					<u>\$22,000.00</u>	<u>\$8,385.90</u>	

Contact Log

Index to Reports: Card File Tab

Displays your Contact Log for specific people and companies within the period range. It also contains totals of elapsed time.

Contact Log

1/9/00 To 12/31/00

Date	Time	Recontact	Notes
Wholesale Supply Co.		WSC317	Vendor
9/12/00	:00		Paid \$1,069.20; ID #35
9/12/00	:00		Paid \$142.56; ID #35
9/12/00	<u>:00</u>		Purchase #00000010 for \$142.56
Total:	:00		
Widgets by Smith		WS110	Customer
9/12/00	<u>:00</u>		Received \$125.00; ID #CR000005
Total:	:00		
World of Widgets		WW32	Vendor
9/12/00	:00		Paid \$43.09; ID #36
9/12/00	<u>:00</u>		Purchase #00000011 for \$43.09

Currency List

Index to Reports window: General Ledger Tab

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

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

Currency List

Name	Code	Symbol	Exchange Rate
Australian Dollars	AUD	A\$	0.611863
Canadian Dollars	CAD	\$	0.645966
European Union Euro	EUR	EUR	1.172230
Great Britain Pound	GBP	£	1.677840
Hong Kong Dollars	HKD		0.129093
Japanese Yen	JPY		0.008681
New Zealand Dollars	NZD	₳	0.520941
United States Dollars (Local)	USD	NZ\$	1.000000
		US\$	

Currency Realized Gain/Loss

Index to Reports window: General Ledger Tab

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

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

Currency Realized Gain/Loss

3/1/00 To 3/11/00

Settle Date	ID#	Payable Amount	Original Rate	Payment Rate	Gain/Loss
1-3200	Accounts Receivable-CAD				
3/3/00	CR000021	\$5.33	0.645966	0.635765	(\$0.05)
3/11/00	CR000023	\$4,994.67	0.645966	0.782897	\$683.92
3/12/00	CR000025	<u>\$2,255.33</u>	0.645966	0.645966	<u>\$0.00</u>
	Total:	\$7,255.33			\$683.87
2-1250	Accounts Payable-CAD				
3/10/00	2047	\$300.00	0.645966	0.645966	\$0.00
3/11/00	2048	\$6,000.00	0.645966	0.509037	<u>(\$821.58)</u>
	Total:	6,300.00			<u>(\$821.58)</u>
				Grand Total:	(\$141.28)

Currency Unrealized Gain/Loss

Index to Reports window: General Ledger Tab

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

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

Currency Unrealized Gains/Losses

3/11/00

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

Customer Payments [Closed Invoices]

Index to Reports: Sales Tab

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]

1/1/00 To 12/31/00

ID#	Original Date	Sale Amount	Tax	Days `til Paid
Acme Sales Inc.	ASI123			
00000001	10/1/00	\$12,000.00		61
00000004	10/1/00	<u>\$5,001.75</u>	<u>\$750.27</u>	<u>45</u>
		\$17,001.75	\$750.27	53
Boffo Products	BP112			
00000002	11/1/00	\$10,000.00		59
00000005	11/1/00	<u>\$225.00</u>	<u>\$33.75</u>	<u>14</u>
		\$10,225.00	\$33.75	37

Customer Payments [Salesperson]

Index to Reports: Sales Tab

Displays a listing of payments made on invoices and orders within the period range, sorted and totaled by specific salespeople.

Report Tip:

Use this report if you pay commissions on a cash-received basis. For all your salespeople, this reports on the cash received during the reporting period.

Note: This report lists the sale amount without tax and freight. It shows tax in a separate column. If you want to display freight as well, select the Design dialog and check the Freight field.

Customer Payments (Salesperson)

1/1/00 To 12/31/00

ID#	Date	Memo	Sale Amount	Tax	Amount Paid
Chuck Berry		*None			
CR000007	12/1/201/00	Payment; Acme Sales Inc.	\$5,001.75	\$750.27	\$5,752.02
CR000002	12/2/2000	Payment; Boffo Products	<u>\$3,618.00</u>	<u>\$542.70</u>	<u>\$2,500.00</u>
		Total:	\$8,619.75	\$1,292.97	\$8,252.02
Fats Domino		1002			
CR000009	12/201/00	Payment; Boffo Products	<u>\$225.00</u>	<u>\$33.75</u>	<u>\$258.75</u>
		Total:	\$225.00	\$33.75	\$258.75
Sam the Sham		1043			
CR000003	12/2/201/00	Payment; Widgets by Smith	<u>\$10,000.00</u>	<u>\$1,500.00</u>	<u>\$10,500.00</u>
		Total:	\$10,000.00	\$1,500.00	\$10,500.00

Customer Reimbursable Expenses

Index to Reports: Sales Tab

Displays all the reimbursable expenses that have been entered for the selected customer(s). You can choose to view what needs to be reimbursed, or what has been removed/reimbursed.

Report Tip:

Many businesses bill expenses on a regular, usually monthly, basis. Some wait until the outstanding amount becomes significant enough to spend the time billing the customer. If you are among the latter group, run this report every few weeks. Identify any significant balances and prepare an invoice for the customer.

Customer Reimbursable Expenses - To Be Removed

Vendor Name	Description	Date	Job	Cost
Brian Wilson	*None			
Acme Sales Inc.				
	Supplies	9/11/00	01	\$125.00
	Postage	12/1/00	01	\$500.00

Employee Payroll List

Index to Reports: Payroll Tab

Lists employee information, tax status and pay basis.

Employee Payroll List

Name:	Chuck Berry	Social Security #:	111-22-3333
Card ID:	*None	Tax Table:	PAPH
First Address:	23 Main Street	Hire Date:	1/1/99
City:	Memphis	Terminate Date:	N/A
State:	TN	Cost per Hr:	N/A
Zip CodeCountry:	98220	Base Pay:	\$35,000.00
Phone #1:	555-6565	Pay Basis:	Salary
Phone #2:		Pay Frequency:	24
Phone #3:		Federal Allowances:	\$1,200.00
FAX #:		Federal Extra Withheld:	\$0.00
E-mail:			
WWW:			
Birth Date:			

General Journal

Index to Reports: General Ledger Tab

Displays all transactions entered via the General Journal Entry window and all imported transactions.

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

General Journal

1/1/00 To 12/31/00

Src	Date	ID#	Acct#	Account Name	Debit	Credit	Job	User ID
GJ	5/6/00			Depreciation, Equipment				
			GJ000002	1-5200 Office Equip., Amortization		\$125.00		Kathy
			GJ000002	6-1500 Amortization Expense	\$125.00			Kathy
GJ	5/6/00			Depreciation, Vehicles				
			GJ000003	1-6200 Vehicles, Amortization		\$500.00		Kathy
			GJ000003	6-1500 Amortization Expense	\$500.00			Kathy
Grand Total:					\$625.00	\$625.00		

Hourly Productivity [Detail]

Index to Reports window: Time Billing tab

Displays activity slip information by employee and vendor for a period range. For each employee and vendor, this report displays the total number of actual hours entered on hourly activity slips, the total of adjustments, the total of chargeable hours, and the total of non-chargeable hours. Adjustments, chargeable hours and non-chargeable hours also are displayed as percentages of actual hours. Totals and percentages also are displayed by hourly activity for each employee or vendor.

Hourly Productivity [Detail]

10/1/00 through 10/22/00

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

Hourly Productivity [Summary]

Index to Reports window: Time Billing tab

Displays activity slip information by employee and vendor for a period range. For each employee and vendor, this report displays the total number of actual hours entered on hourly activity slips, the total of adjustments, the total of chargeable hours, and the total of non-chargeable hours. Adjustments, chargeable hours and non-chargeable hours also are displayed as percentages of actual hours.

Hourly Productivity [Summary]

10/1/00 through 10/22/00

Name	Hours	Adjust (Hours)	% of Hours	Chargeable	% of Hours	Non-Chargeable	% of Hours
123 Quick Vending Machines	12	0	0.00%	0	0.00%	12	100.00%
Alexander's Beauty Supply	12	0	0.00%	12	100.00%	0	0.00%
Alexander, Elaine	6.3	0	0.00%	6.3	100.00%	0	0.00%
Auto Spa	23	0	0.00%	23	100.00%	0	0.00%
Porter, Marcie	34	0	0.00%	34	100.00%	0	0.00%
Smith, Samantha	10	0	0.00%	10	100.00%	0	0.00%
Thomas, Kurt	<u>56</u>	<u>4</u>	<u>7.14%</u>	<u>56</u>	<u>100.00%</u>	<u>0</u>	<u>0.00%</u>
Total:	153.3	4	2.61%	141.3	92.17%	12	7.83%

Identifiers

Index to Reports: Card File Tab

Displays a list of your identifiers and their descriptions.

Identifiers	
ID#	Description
A	
B	
C	College buddy
D	
E	Eastern Sales Region
F	
G	
H	Holiday list
I	
J	
K	
L	
M	
N	Northeast Sales Region
O	
P	Prospect
Q	
R	
S	Southeastern Sales Region
T	
U	
V	
W	Western Sales Region
X	
Y	
Z	

Inventory Count Sheet

Index to Reports: Inventory Tab

A helpful form for recording your physical inventory when taking an inventory.

Inventory Count Sheet

Item #	Item Name	On Hand	Units	1 st Count	2 nd Count
100-101A5	Widgets	702	each	_____	_____
200-101A5	Gadgets	516	each	_____	_____
300-101B6	Whoosies	905	each	_____	_____
400-101	Whatsits	0	each	_____	_____
500-101D3	Thingies	19	each	_____	_____
600-101G8	Gizmos	118	1	_____	_____
700-101U7	Thingamabobs	123	1	_____	_____
800-101R9	Whachamacallits	185	1	_____	_____

Inventory Journal

Index to Reports: Inventory Tab

Displays the transactions assigned to the inventory journal within a period range.

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

Inventory Journal 9/1/00 To 12/31/00

Src	Date	ID#	Acct#	Account Name	Debit	Credit	Job
IJ	9/9/00			Opening Inventory Count			
		IJ000001	1-2200	Finished Goods		\$83,950.00	
		IJ000001	1-2200	Finished Goods	\$83,950.00		
IJ	12/12/00			Build; 51 400-101, -102 100-101A5, -51 200-101A5			
		IJ000002	1-2200	Finished Goods	\$2,044.71		
		IJ000002	1-2200	Finished Goods		\$2,044.71	
Grand Total:					<u>\$85,994.71</u>	<u>\$85,994.71</u>	

Invoice Inquiry

Index to Reports: Sales Tab

Displays all the transactions that affect the current balance of the sale, including the original transaction, sales tax, customer payments, discounts and customer deposits.

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

Report Tip:

This report is especially helpful for reconstructing the history of an invoice when a customer calls to question the outstanding balance. And because you can drill down to the originating transaction, you can answer all their questions without putting them on hold.

Invoice Inquiry
9/1/00 To 12/31/00

Invoice	ID#	Src	Date	Memo	Account	Charges	Payments
00001	Acme Sales Inc.	AS21					
	000001 SJ		10/9/00	Pre-conversion sale	1-3000	\$12,000.00	
	CR000006 CR		10/9/00	Payment; Acme Sales	1-3000		\$6,000.00
	CR000001 CR		12/1/00	Payment; Acme Sales	1-3000		<u>\$6,000.00</u>
						\$12,000.00	\$12,000.00
00004	Acme Sales Inc.	AS21					
	00000004 SJ		10/9/00	Sale; Acme Sales	1-3000	\$5,001.75	
	00000004 SJ		10/9/00	Sale; Acme Sales	1-3000	\$750.27	
	CR000007 CR		9/1/00	Payment; Acme Sales	1-3000		<u>\$5,752.02</u>
						\$5,752.02	\$5,752.02

Item Sales History [OfficeLink]

Index to Reports: Inventory Tab

Displays the total dollar, unit and cost of sales by month for the current and previous fiscal years.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature only; we suggest that you do not attempt to display this report using the Screen Reports window.

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

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Items List [Detail]

Index to Reports: Inventory Tab

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
<hr/> Item: 100-101A5 Widgets Vendor: Wholesale On Hand: Supply Co. Value: 702 \$7,144.02												
1-2200	4-1100	5-1000	\$17.00	each	1	X		\$11.00	each	1	X	1 X
<hr/> Item: 200-101A5 Gadgets Vendor: Wholesale On Hand: Supply Co. Value: 516 \$10,336.71												
1-2200	4-1200	5-2000	\$33.00	each	1	X		\$21.00	each	1	X	1 X
<hr/> Item: 300-101B6 Whoosies Vendor: Wholesale On Hand: Supply Co. Value: 516 \$10,336.71												
1-2200	4-1300	5-3000	\$50.00	each	1	X		\$33.00	each	1	X	1 X

Items List [Summary]

Index to Reports: Inventory Tab

Displays your items, including their primary vendors, units on hand, total value of items in inventory and the current selling prices.

Items List [Summary]					
Item	Primary Vendor	Units On Hand	Total Value	Average Cost	Current Price
100-101A5	Widgets				
	World of Widgets	702	\$7,144.02	\$10.177	\$17.00
200-101A5	Gadgets				
	Wholesale Supply Co.	516	\$10,336.71	\$20.032	\$33.00
300-101B6	Whoosies				
	Wholesale Supply Co.	905	\$27,326.87	\$30.195	\$50.00
500-101D3	Thingies				
		19	\$950.00	\$50.00	\$83.00
600-101G8	Gizmos				
	World of Widgets	118	\$6,981.10	\$59.162	\$100.00
700-101U7	Thingamabobs				
	World of Widgets	123	\$8,607.85	\$69.983	\$117.00
800-101R9	Whachamacallits				
	Wholesale Supply Co.	185	\$14,800.00	\$80.00	\$133.00
CON1	Consulting				
		0	<u>\$0.00</u>	\$0.00	\$125.00
		Grand Total:	<u>\$76,146.55</u>		

Job Activity [Detail]

Index to Reports: General Ledger Tab

Displays every transaction coded to a job with the given date range and journal(s) for each selected account. Note: It does not include purged transactions.

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

Job Activity [Detail]

1/1/00 To 12/31/00

Job #	Name	ID#	Src	Date	Memo	Debit	Credit	
6-1920 Other Interest								
02	New Whoosie Project	20	CD	12/1/00	Interest Payment	\$750.00		
02	New Whoosie Project	35	CD	12/2/0000	Interest Payment	\$750.00		
02	New Whoosie Project	36	CD	12/3/00	Interest Payment	\$750.00		
02	New Whoosie Project	37	CD	12/4/00	Interest Payment	<u>\$850.00</u>		
					02 New Whoosie Project Total:	\$3,100.00	\$0.00	
						6-1920 Other Interest Net	\$3,100.00	\$0.00
						Activity:		
6-2100 Office Expenses								
01	Anderson	21	CD	1/3/00	Postage	\$500.00		
01	Anderson	16	CD	5/6/00	Monthly Utility Bill	<u>\$450.00</u>		
					01 Anderson Total:	\$950.00	\$0.00	
						6-2100 Office Expenses Net	\$950.00	\$0.00
						Activity:		

Job Activity [Summary]

Index to Reports: General Ledger Tab

Displays only the totals of every job with the selected account for the requested date range and journal(s). Note: It does not include purged transactions.

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

Job Activity (Summary)

1/1/00 To 12/31/00

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

Job Budget History [OfficeLink]

Index to Reports: General Ledger Tab

Displays the budgeted amount for a job by account, as well as the total job activity for the previous and current fiscal years.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature only; we suggest that you do not attempt to display this report using the Screen Reports window.

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

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Job History [OfficeLink]

Index to Reports: General Ledger Tab

Displays all of the income, cost and expense information for each job for the current and previous fiscal year.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature only; we suggest that you do not attempt to display this report using the Screen Reports window.

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Job Inquiry

Index to Reports: General Ledger Tab

Displays all the transactions that have been coded to the selected job(s).

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

Report Tip:

This is like a Trial Balance for your jobs. It shows all the comings and goings of money within the period. In the Report Filters 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 Inquiry
1/1/00 To 12/31/00

Job	ID#	Src	Date	Memo	Account #	Debit	Credit
02	New Whoosie Project						
	20	CD	1/1/00	Interest Payment	6-1920	\$750.00	
	35	CD	2/2/00	Interest Payment	6-1920	\$750.00	
	36	CD	3/3/00	Interest Payment	6-1920	\$750.00	
	37	CD	4/4/00	Interest Payment	6-1920	\$850.00	
	15	CD	5/6/00	Monthly Insurance	6-1800	\$45.00	
	16	CD	5/6/00	Monthly Utility Bill	6-2800	<u>\$450.00</u>	
						\$3,595.00	<u>\$0.00</u>
	Beginning Balance:		\$12,098.67				
	Net Activity:		(\$3,595.00)				
	Ending Balance:		\$8503.67				

Job Profit & Loss

Index to Reports: General Ledger Tab

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

Job Profit & Loss Statement 12/01/00 through 12/31/00

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

Job Reimbursable Expenses

Index to Reports: General Ledger Tab

Displays all the reimbursable expenses that have been linked to the selected job(s).

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

Job Reimbursable Expenses - To Be Reimbursed

Vendor Name	Description	Date	Cost
<hr/>			
01 Anderson			
Acme Sales Inc.	Dinner with Bob	12/2/0000	\$1,000.00
Acme Sales Inc.	Advice on Software	12/2/0000	<u>\$178.90</u>
		Total:	\$1,178.90

Jobs [Budget Analysis]

Index to Reports: General Ledger Tab

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

Report Tip:

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

Note: Before running this report, go the Job Information window (General Ledger command center: Jobs List: choose the job) and update the Percent Complete field.

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

Jobs List

Index to Reports: General Ledger Tab

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 Vancouver 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

Payables Reconciliation [Detail]

Index to Reports: Purchases Tab

For each selected vendor, displays the current balance due followed by a listing of your open purchase orders (one line per bill), with the amount due in the appropriate aging column **as of a selected date.**

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

Report Tip:

Enter the last day of the period as the Aging Date. The balance of your linked payables account should match the total balance of your unpaid purchases. If it doesn't, you may wish to refer to [Accounts Payable Linked Accounts window](#).

Payables Reconciliation [Detail]

9/30/00

Name	ID#	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
Wholesale Supply Co. 807-555-0345 ext.345			WSC102				
	00000002	6/12/00	\$6,880.00				\$6,880.00
	00000007	6/12/00	\$2,246.40				\$2,246.40
	00000009	6/13/00	<u>\$11.88</u>				<u>11.88</u>
		Total:	\$9,138.28	\$0.00	\$0.00	\$0.00	\$9,138.28
World of Widgets 555-3477 ext. 98			*None				
	00000003	9/1/00	\$1,128.60				\$1,128.60
	00000004	9/1/00	\$964.44				\$964.44
	00000005	9/1/00	\$332.13				\$332.13
	00000008	9/3/00	(\$56.43)				(\$56.43)
		Total:	\$2,368.74	\$0.00	\$0.00	\$0.00	\$2,368.74
Grand Total:			\$11,507.02	\$0.00	\$0.00	\$0.00	\$11,507.02
Aging Percent:				<u>0.0%</u>	<u>0.0%</u>	<u>0.0%</u>	<u>100%</u>

Payables Reconciliation [Summary]

Index to Reports: Purchases Tab

Displays a list of payables as of a specific date presented in summary [one line per vendor] format.

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

Report Tip:

Enter the last day of the period as the Aging Date. The balance of your linked payables account should match the total balance of your unpaid purchases. If it doesn't, you may wish to refer to [Accounts Payable Linked Accounts window](#)

Payables Reconciliation [Summary]

12/31/00

Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Wholesale Supply Co.	\$10,338.16	\$9,126.40	\$0.00	\$0.00	\$1,211.76
World of Widgets	\$2,411.83	\$275.70	\$964.44	\$0.00	\$1,171.69
Total:	\$12,749.99	\$9,402.10	\$964.44	\$0.00	\$2,383.45
Aging Percent:		<u>73.7%</u>	<u>7.6%</u>	<u>0.0%</u>	<u>18.7%</u>

Payroll Activity [Detail]

Index to Reports: Payroll Tab

For the selected date range, lists the detail of the wages, taxes, deductions, and employer expenses for each selected employee.

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

Payroll Activity (Detail)

1/1/00 through 12/31/00

Employee	Category	
Berry, Chuck 102		
	Wages	
	Base Salary	\$16,000.00
	Commission	\$4,000.00
		Total: \$20,000.00
	Deductions	
	401K 6%	\$1,200.00
	Dental Insurance	\$400.008
		Total: \$1,600.00
	Taxes	
	Federal Income Tax	\$2,673.40
	Federal Medical Tax	\$290.00
	Federal Social Security Tax	\$1,240.00
	New Jersey Disability Insur.	\$86.00
	New Jersey Health Care	\$103.20
	New Jersey Work Force	\$4.30
	Pennsylvania	\$560.00
	City of Philadelphia	<u>\$992.00</u>
		Total: \$5,948.90
	Expenses	
	401K 6% (50% Match)	\$600.00
	Dental Insurance	\$400.00
	FICA - Medicare Matching	\$290.00
	FICA - Soc. Sec. Matching	\$1,240.00
	FUTA	\$56.00
	SUTA - NJ	<u>\$344.00</u>
		Total: \$2,930.00

Payroll Activity [Summary]

Index to Reports: Payroll Tab

For the selected date range, lists the total wages, taxes, deductions, accruals and employer expenses for each selected employee.

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

Payroll Activity (Summary)

1/1/00 through 12/31/00

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

Payroll Category Inquiry

Index to Reports: Payroll Tab

Displays all transactions associated with a specific payroll category. Payroll categories are your lists of wages, deductions, employer expenses, and taxes.

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

Payroll Category Inquiry 1/1/00 through 12/31/00

Name	ID#	Src	Date	Memo	Account #	Debit	Credit	Job
4% Vacation Pay - Accrued								
	07	CD	1/12/00	Sham, Sam the; Employer Expen	6-5120	\$125.00		
	07	CD	1/12/00	Sham, Sam the; Employer Expen	2-1495		\$125.00	
	11	CD	2/12/00	Sham, Sam the; Employer Expen	6-5120	\$125.00		
	11	CD	2/12/00	Sham, Sam the; Employer Expen	2-1495		\$125.00	
	15	CD	3/12/00	Sham, Sam the; Employer Expen	6-5120	\$125.00		
	15	CD	3/12/00	Sham, Sam the; Employer Expen	2-1495		<u>\$125.00</u>	
						\$375.00	\$375.00	
6% Vacation Pay - Accrued								
	005	CD	1/12/00	Berry, Chuck; Employer Expense	6-5120	\$297.50		
	05	CD	1/12/00	Berry, Chuck; Employer Expense	2-1495		\$297.50	
	10	CD	2/12/00	Berry, Chuck; Employer Expense	6-5120	\$297.50		
	10	CD	2/12/00	Berry, Chuck; Employer Expense	2-1495		\$297.50	
	14	CD	3/12/00	Berry, Chuck; Employer Expense	6-5120	\$297.50		
	14	CD	3/12/00	Berry, Chuck; Employer Expense	2-1495		<u>\$297.50</u>	
						\$892.50	\$892.50	
Base Hourly								
	24	CD	1/12/00	Paycheck	6-5110	\$1,800.00		
	26	CD	1/12/00	Paycheck	6-5110	\$1,800.00		
	27	CD	2/12/00	Paycheck	6-5110	\$1,800.00		
	30	CD	2/12/00	Paycheck	6-5110	\$1,800.00		
	31	CD	3/12/00	Paycheck	6-5110	\$1,800.00		
	34	CD	3/12/00	Paycheck	6-5110	<u>\$1,800.00</u>		
						\$10,800.00	\$0.00	

Payroll Earnings

Index to Reports window: Payroll tab

Displays the details of all paychecks for the employees you choose, within the date range you specify.

Payroll Earnings

10/01/00 to 10/31/00

Joan Harper
Widgets, Inc.

Check No: 10008
Check Date: 10/25/2000
Gross Pay: \$480.77
Net Pay: \$370.14

Weekly

Description	Hours	Calc. Rate	Amount	YTD	Type
Base Salary			\$480.77	\$480.77	Wages
Federal Income Tax				\$53.51	Taxes
Federal Medicare Tax				\$6.97	Taxes
Federal Social Security Tax				\$29.81	Taxes
New Jersey Disability Insur.				\$2.40	Taxes
New Jersey Unemployment Tax				\$1.92	Taxes
New Jersey Work Force				\$.12	Taxes
New York				\$15.90	Taxes

Joey Outsource
Widgets, Inc.

Check No: 10009
Check Date: 10/25/00
Gross Pay: \$1,250.00
Net Pay: \$813.27

Weekly

Description	Hours	Calc. Rate	Amount	YTD	Type
Base Salary			\$1,250.77	\$1,250.77	Wages
Federal Income Tax				\$214.52	Taxes
Federal Medicare Tax				\$18.13	Taxes
Federal Social Security Tax				\$77.50	Taxes
New Jersey Disability Insur.				\$6.25	Taxes
New Jersey Unemployment Tax				\$5.00	Taxes
New Jersey Work Force				\$.31	Taxes
New York				\$68.14	Taxes
New York, New York City				\$46.88	Taxes

Payroll Journal

Index to Reports: Payroll Tab

Displays all transactions entered in Payroll within the period range.

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

Payroll Journal 1/1/00 through 3/31/00

ID#	Account #	Account Name	Hours	Debit	Credit	Job
1/12/00	Chuck Berry		CB102		111-22-3333	
23	1-1100	Checking Account			\$2,575.29	
	6-5110	Base Salary		\$4,333.33		
	6-5110	Company Car - Operating Expense		\$50.00		
	6-5110	Company Car - Operating Expense			\$50.00	
	6-5110	Company Car - Standby Charge		\$575.00		
	6-5110	Company Car - Standby Charge			\$575.00	
	2-1410	UI - Employee Contribution			\$105.95	
	2-1410	Employee Contribution			\$126.23	
	2-1410	Income Tax			\$1,525.86	
2/12/00	Chuck Berry		CB102		111-22-3333	
28	1-1100	Checking Account			\$2,575.29	
	6-5110	Base Salary		\$4,333.33		
	6-5110	Company Car - Operating Expense		\$50.00		
	6-5110	Company Car - Operating Expense			\$50.00	
	6-5110	Company Car - Standby Charge		\$575.00		
	6-5110	Company Car - Standby Charge			\$575.00	
	2-1410	UI - Employee Contribution			\$105.95	
	2-1410	Employee Contribution			\$126.23	
	2-1410	Income Tax			\$1,525.86	
3/12/00	Chuck Berry		CB102		111-22-3333	
32	1-1100	Checking Account			\$2,575.29	
	6-5110	Base Salary		\$4,333.33		
	6-5110	Company Car - Operating Expense		\$50.00		
	6-5110	Company Car - Operating Expense			\$50.00	
	6-5110	Company Car - Standby Charge		\$575.00		
	6-5110	Company Car - Standby Charge			\$575.00	
	2-1410	UI - Employee Contribution			\$105.95	
	2-1410	Employee Contribution			\$126.23	
	2-1410	Income Tax			\$1,525.86	

Payroll Register [Detail]

Index to Reports: Payroll Tab

For the accounting period, lists the detail of the wages, taxes, deductions, and employer expenses for each selected employee.

Payroll Register (Detail)

Year-to-Date

Employee Category	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	YTD Total
<hr/>					
Berry, Chuck 111-22-3333					
Wages					
Base Salary	\$12,000.00	\$4,000.00	\$0.00	\$0.00	\$16,000.00
Commission	\$3,000.00	\$1,000.00	\$0.00	\$0.00	4,000.00
Total:	\$15,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00
<hr/>					
Deductions					
401K 6%	\$900.00	\$300.00	\$0.00	\$0.00	\$1,200.00
Dental Insurance	\$300.00	\$100.00	\$0.00	\$0.00	\$400.00
Total:	\$1,200.00	\$400.00	\$0.00	\$0.00	\$1,600.00
<hr/>					
Taxes					
Advance Income Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Income Tax	\$2,005.05	\$668.35	\$0.00	\$0.00	\$2,673.40
Federal Medicare Tax	\$217.50	\$72.50	\$0.00	\$0.00	\$290.00
Federal Social Security Tax	\$930.00	\$310.00	\$0.00	\$0.00	\$1,240.00
New Jersey Disability Insur.	\$75.00	\$11.00	\$0.00	\$0.00	\$86.00
New Jersey Health Care	\$90.00	\$13.20	\$0.00	\$0.00	\$103.20
New Jersey Work Force	\$3.75	\$0.55	\$0.00	\$0.00	\$4.30
Total:	\$4,485.30	\$1,463.60	\$0.00	\$0.00	\$5,948.90
<hr/>					
Expenses					
401K 6% (50% Match)	\$450.00	\$150.00	\$0.00	\$0.00	\$600.00
Dental Insurance	\$300.00	\$100.00	\$0.00	\$0.00	\$400.00
FICA - Medicare Matching	\$217.50	\$72.50	\$0.00	\$0.00	\$290.00
FICA - Soc. Sec. Matching	\$930.00	\$310.00	\$0.00	\$0.00	\$1,240.00
FUTA	\$56.00	\$0.00	\$0.00	\$0.00	\$56.00
SUTA - NJ	\$300.00	\$44.00	\$0.00	\$0.00	\$344.00
Total:	\$2,253.50	\$676.50	\$0.00	\$0.00	\$2,930.00

Payroll Register [Summary]

Index to Reports: Payroll Tab

For the accounting period, lists the total wages, taxes, deductions, and employer expenses for each selected employee.

Payroll Register (Summary)

January

Employee	Wages	Deductions	Taxes	Expenses
Berry, Chuck	\$4,958.33	\$0.00	\$1,758.04	\$607.06
Domino, Fats	\$3,744.00	\$0.00	\$1,240.82	\$230.94
Sham, Sam the	<u>\$3,125.00</u>	<u>\$0.00</u>	<u>\$927.41</u>	<u>332.98</u>
Total:	<u>\$11,827.33</u>	<u>\$0.00</u>	<u>\$3,926.27</u>	<u>\$1,170.98</u>

Payroll Summary

Index to Reports: Payroll Tab

Total of wages, taxes, deductions, and employer expenses for the selected month, quarter, or year-to-date period.

Payroll Summary

January

Category	January
<hr/>	
Wages	
Base Salary	\$3,600.00
	Hours: 160
Vacation Pay - Paid Out	\$144.00
	Hours: 6.4
Base Salary	\$7,458.33
Company Car - Operating Expense	\$50.00
Company Car - Standby Charge	<u>\$575.00</u>
	Total: \$11,827.33
Taxes	
Employee Contribution	
Income Tax	\$296.98
UI - Employee Contribution	\$3,331.79
	<u>\$297.50</u>
	Total: \$3,926.27
Expenses	
4% Vacation Pay - Accrued	\$125.00
6% Vacation Pay - Accrued	\$297.50
Employer Contribution	\$296.98
Expense for Company Car	\$35.00
UI - Employer Contribution	<u>\$416.50</u>
	Total: \$1,170.98

Price Analysis

Index to Reports: Inventory Tab

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

Price List [Detail]

Index to Reports window: Inventory tab

Displays a list of your items and the pricing information for each item. The report shows each item's current price (base selling price) and base selling unit, along with prices for each of the price levels and quantity breaks you've set up in the Selling Details tab of the Item Information window.

Price List [Detail]					
Item #	Item Name			Current Price	Sell Unit
100-101A5	Widgets			\$17.00	each
<u>Quantity Over:</u>	<u>0</u>	<u>20</u>	<u>100</u>		
Level A	\$17.00	\$16.00	\$15.00		
Level B	\$16.00	\$15.00	\$14.00		
Level C	\$15.00	\$14.00	\$13.00		
Level D	\$14.50	\$14.00	\$13.00		
Level E	\$14.00	\$14.00	\$13.00		
Level F	\$13.75	\$14.00	\$13.00		
1010-200A	Dohickies			\$250.00	each
<u>Quantity Over:</u>	<u>0</u>	<u>20</u>			
Level A	\$250.00	\$240.00			
Level B	\$245.00	\$235.00			
Level C	\$240.00	\$230.00			
Level D	\$235.00	\$225.00			
Level E	\$230.00	\$220.00			
Level F	\$225.00	\$215.00			
200-101A5	Gadgets			\$17.00	each
<u>Quantity Over:</u>	<u>0</u>	<u>20</u>	<u>100</u>		
Level A	\$17.00	\$16.00	\$15.00		
Level B	\$16.00	\$15.00	\$14.00		
Level C	\$15.00	\$14.00	\$13.00		
Level D	\$14.50	\$14.00	\$13.00		
Level E	\$14.00	\$14.00	\$13.00		
Level F	\$13.75	\$14.00	\$13.00		
2010-200A5	Ratchets			\$100.00	each
<u>Quantity Over:</u>	<u>0</u>	<u>20</u>	<u>500</u>		
Level A	\$100.00	\$80.00	\$65.00		
Level B	\$100.00	\$80.00	\$65.00		
Level C	\$100.00	\$80.00	\$65.00		
Level D	\$100.00	\$80.00	\$65.00		
Level E	\$100.00	\$80.00	\$65.00		
Level F	\$100.00	\$80.00	\$65.00		
300-101B6	Whoosies			\$50.00	each
<u>Quantity Over:</u>	<u>0</u>				
Level A	\$100.00				
Level B	\$100.00				
Level C	\$100.00				
Level D	\$100.00				

Level E \$100.00
Level F \$100.00

400-101 Whatsits \$67.00 each

Quantity Over: 0
Level A \$67.00
Level B \$67.00
Level C \$67.00
Level D \$67.00
Level E \$67.00
Level F \$67.00

500-101D3 Thingies \$83.00 each

Quantity Over: 0
Level A \$83.00
Level B \$83.00
Level C \$83.00
Level D \$83.00
Level E \$83.00
Level F \$83.00

Price List [Summary]

Index to Reports: Inventory Tab

Displays a list of your items and the price you currently charge for them.

Price List [Summery]

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

Profit & Loss

Index to Reports: General Ledger Tab

Report of your income, cost of sales, expenses, other income, other expenses for the selected month(s)

Report Tip:

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

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

Profit & Loss Statement

12/1/00 through 12/31/00

Income		
Sales		
Retail Sales	\$5,318.00	
Wholesale Sales	\$1,567.50	
Consignment Sales	\$2,000.00	
Total Income		<u>\$8,885.50</u>
Cost of Sales		
Retail Cost of Sales	\$3,419.31	
Wholesale Cost of Sales	\$1,001.33	
Total Cost of Sales		<u>\$4,420.64</u>
Gross Profit		<u>\$4,464.86</u>
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		<u>\$3,634.85</u>
Operating Profit		<u>830.01</u>
Other Income		
Other Expenses		
Net Profit/(Loss)		<u>\$830.01</u>

Profit & Loss [% Sales Analysis]

Index to Reports: General Ledger Tab

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

Report Tip:

This is a very interesting Profit & Loss report because it produces no dollar amounts. This report looks at every income and expense as a percent of total sales. Most industries have guidelines for expenses as a percent of revenue. If your business is significantly over or under the industry norm, it may be a harbinger of trouble to come. For example, if your administrative expenses are 15% of total sales and your industry average is 5%, you could be at a serious disadvantage. While you're paying for that corporate masseuse, competitors could be spending 10% more than you on sales and marketing, stealing both market share and the future of your company. If you don't know your industry averages ask your accountant, or contact the editors of the most popular trade magazine for your industry.

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

Profit & Loss Statement

December 2000

SelectedPeriod Budgeted TY Difference LY Sel Period Last Year LY Diff

	SelectedPeriod	Budgeted	TY Difference	LY Sel Period	Last Year	LY Diff
Income						
Sales						
Retail Sales	59.9%	55.6%	4.3%	59.9%	63.3%	(3.4%)
Wholesale Sales	17.6%	16.7%	1.0%	17.6%	19.0%	(1.3%)
Consignment Sales	22.5%	27.8%	(5.3%)	22.5%	17.7%	4.8%
Total Income	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%
Cost of Sales						
Retail Cost of Sales	38.5%	33.3%	5.1%	38.5%	43.0%	(4.6%)
Wholesale Cost of Sales	11.3%	11.1%	0.2%	11.3%	10.1%	1.1%
Total Cost of Sales	49.8%	44.4%	5.3%	49.8%	53.2%	(3.4%)
Gross Profit	50.2%	55.6%	(5.3%)	50.2%	46.8%	3.4%
Expenses						
Car & Truck Expenses	1.1%	1.4%	(0.3%)	1.1%	1.3%	(0.1%)
Freight Paid	0.6%	0.8%	(0.3%)	0.6%	0.6%	(0.1%)
Insurance (other than health)	0.5%	0.6%	0.0%	0.5%	0.9%	(0.4%)
Interest						
Other Interest	8.4%	8.3%	0.1%	8.4%	9.5%	(1.1%)
Legal & Professional Services	2.0%	2.8%	(0.8%)	2.0%	1.3%	0.7%
Lease Expenses						
Machinery & Equipment	1.1%	1.3%	(0.2%)	1.1%	1.1%	0.0%
Other Business Property	0.1%	0.2%	(0.1%)	0.1%	0.2%	0.0%
Supplies	1.7%	1.7%	0.0%	1.7%	1.3%	0.4%
Taxes	0.6%	0.8%	(0.3%)	0.6%	0.9%	(0.4%)
Travel, Meals & Entertainment						
Meals & Entertainment	11.3%	16.7%	(5.4%)	11.3%	11.4%	(0.1%)
Utilities	5.1%	4.4%	0.6%	5.1%	5.1%	0.0%
Wages Paid	8.4%	7.8%	0.7%	8.4%	8.9%	(0.4%)
Total Expenses	0.9%	46.8%	(5.9%)	40.9%	42.4%	(1.5%)
Operating Profit	9.3%	8.7%	0.6%	9.3%	4.4%	4.9%
Other Income						
Other Expenses						
Net Profit/(Loss)	9.3%	8.7%	0.6%	9.3%	4.4%	4.9%

Profit & Loss [Budget Analysis]

Index to Reports: General Ledger Tab

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

Profit & Loss Statement

December 2000

Selected Period	Budgeted	\$ Difference	% Difference
Income			
Sales			
Retail Sales	\$5,318.00	\$5,000.00	\$318.00
Wholesale Sales	\$1,567.50	\$1,500.00	\$67.50
Consignment Sales	\$2,000.00	\$2,500.00	(\$500.00)
Total Income	<u>\$8,885.50</u>	<u>\$9,000.00</u>	<u>(\$114.50)</u>
Cost of Sales			
Retail Cost of Sales	\$3,419.31	\$3,000.00	\$419.31
Wholesale Cost of Sales	\$1,001.33	\$1,000.00	\$1.33
Total Cost of Sales	<u>\$4,420.64</u>	<u>\$4,000.00</u>	<u>\$420.64</u>
Gross Profit	<u>\$4,464.86</u>	<u>\$5,000.00</u>	<u>(\$535.14)</u>
Expenses			
Car & Truck Expenses	\$100.00	\$125.00	(\$25.00)
Freight Paid	\$48.95	\$75.00	(\$26.05)
Insurance (other than health)	\$45.00	\$50.00	(\$5.00)
Interest			
Other Interest	\$750.00	\$750.00	\$0.00
Legal & Professional Services	\$178.90	\$250.00	(\$71.10)
Lease Expenses			
Machinery & Equipment	\$100.00	\$120.00	(\$20.00)
Other Business Property	\$12.00	\$20.00	(\$8.00)
Supplies	\$150.00	\$150.00	\$0.00
Taxes	\$50.00	\$75.00	(\$25.00)
Travel, Meals & Entertainment			
Meals & Entertainment	\$1,000.00	\$1,500.00	(\$500.00)
Utilities	\$450.00	\$400.00	\$50.00
Wages Paid	\$750.00	\$700.00	\$50.00
Total Expenses	<u>\$3,634.85</u>	<u>\$4,215.00</u>	<u>(\$580.15)</u>
Operating Profit	<u>\$830.01</u>	<u>\$785.00</u>	<u>\$45.01</u>
Other Income			
Other Expenses			
Net Profit/(Loss)	<u>\$830.01</u>	<u>\$785.00</u>	<u>\$45.01</u>

Profit & Loss [Budget Spreadsheet]

Index to Reports: General Ledger Tab

Provides the monthly budgeted amounts for profit and loss accounts in spreadsheet format.

	November	December	Total
Profit & Loss [Budget]			
November 2000 through December 2000			
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	<u>\$11,600.00</u>	<u>\$9,000.00</u>	<u>\$20,600.00</u>
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	<u>\$11,050.00</u>	<u>\$5,000.00</u>	<u>\$16,050.00</u>
Gross Profit	<u>\$550.00</u>	<u>\$4,000.00</u>	<u>\$4,550.00</u>
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	<u>\$0.00</u>	<u>\$4,215.00</u>	<u>\$4,215.00</u>
Operating Profit	\$11,050.00	\$785.00	\$11,835.00
Other Income			
Other Expenses			
Net Profit/(Loss)	<u>\$11,050.00</u>	<u>\$785.00</u>	<u>\$11,835.00</u>

Profit & Loss [Last Year Analysis]

Index to Reports: General Ledger Tab

Compares your P&L for the selected month(s) of the current fiscal year to the same month(s) of the last fiscal year.

Profit & Loss Statement December 2000

	This Year	Last Year	\$ Difference	% Difference
<hr/>				
Income				
Sales				
Retail Sales	\$5,318.00	\$5,000.00	\$318.00	6.4%
Wholesale Sales	\$1,567.50	\$1,500.00	\$67.50	4.5%
Consignment Sales	\$2,000.00	\$1,400.00	\$600.00	42.9%
Total Income	<u>\$8,885.50</u>	<u>\$7,900.00</u>	<u>\$985.50</u>	<u>12.5%</u>
Cost of Sales				
Retail Cost of Sales	\$3,419.31	\$3,400.00	\$19.31	0.6%
Wholesale Cost of Sales	\$1,001.33	\$800.00	\$201.33	25.2%
Total Cost of Sales	<u>\$4,420.64</u>	<u>\$4,200.00</u>	<u>\$220.64</u>	<u>5.3%</u>
Gross Profit	<u>\$4,464.86</u>	<u>\$3,700.00</u>	<u>\$764.86</u>	<u>20.7%</u>
Expenses				
Car & Truck Expenses	\$100.00	\$100.00	\$0.00	0.0%
Freight Paid	\$48.95	\$50.00	(\$1.05)	(2.1%)
Insurance (other than health)	\$45.00	\$75.00	(\$30.00)	(40.0%)
Interest				
Other Interest	\$750.00	\$750.00	\$0.00	0.0%
Legal & Professional Services	\$178.90	\$100.00	\$78.90	78.9%
Lease Expenses				
Machinery & Equipment	\$100.00	\$90.00	\$10.00	11.1%
Other Business Property	\$12.00	\$12.00	\$0.00	0.0%
Supplies	\$150.00	\$100.00	\$50.00	50.0%
Taxes	\$50.00	\$75.00	(\$25.00)	(33.3%)
Travel, Meals & Entertainment				
Meals & Entertainment	\$1,000.00	\$900.00	\$100.00	11.1%
Utilities	\$450.00	\$400.00	\$50.00	12.5%
Wages Paid	\$750.00	\$700.00	\$50.00	7.1%
Total Expenses	<u>\$3,634.85</u>	<u>\$3,352.00</u>	<u>\$282.85</u>	<u>8.4%</u>
Operating Profit	<u>\$830.01</u>	<u>\$348.00</u>	<u>\$482.01</u>	<u>138.5%</u>
Other Income				
Other Expenses				
Net Profit/(Loss)	<u>\$830.01</u>	<u>\$348.00</u>	<u>\$482.01</u>	<u>138.5%</u>

Profit & Loss [Spreadsheet]

Index to Reports: General Ledger Tab

Provides the P&L for a selected period range in spreadsheet format.

Profit & Loss Statement November 2000 through December 2000

	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	<u>\$9,821.25</u>	<u>\$8,885.50</u>	<u>\$18,706.75</u>
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	<u>\$5,812.73</u>	<u>4,420.64</u>	<u>\$10,233.37</u>
Gross Profit	<u>\$4,008.52</u>	<u>\$4,464.86</u>	<u>\$8,473.38</u>
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	<u>\$0.00</u>	<u>\$3,634.85</u>	<u>\$3,634.85</u>
Operating Profit	<u>\$4,008.52</u>	<u>\$830.01</u>	<u>\$4,838.53</u>
Other Income			
Other Expenses			
Net Profit/(Loss)	<u>\$4,008.52</u>	<u>\$830.01</u>	<u>\$4,838.53</u>

Profit & Loss [with Last Year]

Index to Reports: General Ledger Tab

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

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

Profit & Loss Statement

December 2000

	This Year	% of Sales	Last Year	% 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	<u>\$18,706.75</u>	<u>100.0%</u>	<u>\$7,900.00</u>	<u>100.0%</u>
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	<u>\$10,233.37</u>	<u>54.7%</u>	<u>\$4,200.00</u>	<u>53.2%</u>
Gross Profit	<u>\$8,473.38</u>	<u>45.3%</u>	<u>\$3,700.00</u>	<u>6.8%</u>
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	<u>\$3,634.85</u>	<u>19.4%</u>	<u>\$3,352.00</u>	<u>42.4%</u>
Operating Profit	<u>4,838.53</u>	<u>25.9%</u>	<u>\$348.00</u>	<u>4.4%</u>
Other Income				
Other Expenses				
Net Profit/(Loss)	<u>\$4,838.53</u>	<u>25.9%</u>	<u>\$348.00</u>	<u>4.4%</u>

Profit & Loss [with Year to Date]

Index to Reports: General Ledger Tab

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

Profit & Loss Statement

December 2000

	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	<u>\$18,706.75</u>	<u>100.0%</u>	<u>\$23,708.50</u>	<u>100.0%</u>
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	<u>\$10,233.37</u>	<u>54.7%</u>	<u>\$13,386.57</u>	<u>56.5%</u>
Gross Profit	<u>\$8,473.38</u>	<u>45.3%</u>	<u>\$10,321.93</u>	<u>43.5%</u>
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	<u>\$3,634.85</u>	<u>19.4%</u>	<u>\$40,754.78</u>	<u>171.9%</u>
Operating Profit	<u>\$4,838.53</u>	<u>25.9%</u>	<u>(\$30,432.85)</u>	<u>(128.4%)</u>
Other Income				
Other Expenses				
Net Profit/(Loss)	<u>\$4,838.53</u>	<u>25.9%</u>	<u>(\$30,432.85)</u>	<u>(128.4%)</u>

Purchase History by Vendor [OfficeLink]

Index to Reports window: Purchases Tab

Displays the total purchase dollar amounts, by month for the current and previous fiscal years, for each vendor.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature only; we suggest that you do not attempt to display this report using the Screen Reports window.

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

To learn more about using OfficeLink, see [Viewing reports in Microsoft Excel](#).

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Bill Inquiry

Index to Reports: Purchases Tab

Displays all bills that affect the current balance of the purchase, including the original transaction, payments, discounts and deposits.

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

Report Tip:

This report is especially helpful for reconstructing the history of a purchase order when a vendor calls to question a payment amount or date. And because you can drill down to the originating transaction, you can settle the matter without putting them on hold.

Bill Inquiry

12/1/00 through 12/31/00

P.O.#	ID#	Src	Date	Memo	Account #	Payments	Charges
<hr/>							
00000002		Wholesale Supply Co.		WSC317			
	00000002	PJ	12/1/00	Pre-conversion purchase	2-1200		\$11,000.00
	00000002	PJ	12/1/00	Pre-conversion purchase	2-1200		\$880.00
	2	CD	12/12/00	Payment; Wholesale Supply	2-1200	\$5,000.00	
						\$5,000.00	\$11,880.00
<hr/>							
00000005		World of Widgets		WW210			
	00000005	PJ	12/1/00	Purchase; World of Widgets	2-1200		\$307.52
	00000005	PJ	12/1/00	Purchase; World of Widgets	2-1200		\$24.61
						\$0.00	\$332.13
<hr/>							
00000007		Wholesale Supply Co.		WSC317			
	00000007	PJ	12/12/00	Purchase; Wholesale Supply	2-1200		\$2,080.00
	00000007	PJ	12/12/00	Purchase; Wholesale Supply	2-1200		\$166.40
						\$0.00	\$2,246.40
<hr/>							
00000008		World of Widgets		WW210			
	00000008	PJ	12/12/00	Purchase; World of Widgets	2-1200	\$52.25	
	00000008	PJ	12/12/00	Purchase; World of Widgets	2-1200	\$4.18	
						\$56.43	\$0.00

Purchases & Payables Journal

Index to Reports: Purchases Tab

Displays the transactions assigned to the Purchases Journal within the period range.

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

Purchases & Payables Journal

12/1/00 through 12/31/00

Src	Date	ID#	Acct#	Account Name	Debit	Credit	Job
PJ	12/1/00	Pre-conversion purchase					
		00000005	2-1200	Accounts Payable		\$307.52	
		00000005	2-1200	Accounts Payable		\$24.61	
		00000005	1-2200	Finished Goods	\$283.18		
		00000005	6-1700	Freight Paid	\$48.95		
PJ	12/1/00	Purchase; Wholesale Supply Co.					
		00000007	2-1200	Accounts Payable		\$2,080.00	
		00000007	2-1200	Accounts Payable		\$166.40	
		00000007	1-2200	Finished Goods	\$2,246.40		
PJ	12/12/00	Purchase; World of Widgets.					
		00000008	2-1200	Accounts Payable	\$52.25		
		00000008	2-1200	Accounts Payable	\$4.18		
		00000008	1-2200	Finished Goods		\$56.43	
Grand Total:					\$2,634.96	\$2,634.96	

Purchases [Item Detail]

Index to Reports: Purchases Tab

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

Purchases [Item Detail] 12/01/00 through 12/31/00

Name	ID#	Date	Quantity	Amount	Status	Promised Date
<hr/>						
Widgets 100-101A5						
World of Widgets	00000005	12/12/00	-5	(\$52.25)	Debit	
		Widgets Total:	-5	(\$52.25)		
<hr/>						
Gadgets 200-101A5						
World of Widgets	00000005	12/1/00	10	\$199.50	Open	
		Gadgets Total:	10	\$199.50		
<hr/>						
Whoosies 300-101B6						
World of Widgets	00000005	12/1/00	2	\$62.70	Open	
		Whoosies Total:	2	\$62.70		
<hr/>						
Gizmos600-101G8						
Wholesale Supply Co.	00000007	12/12/00	40	\$2,080.00	Open	
		Gizmos Total:	40	\$2,080.00		

Purchases [Item Summary]

Index to Reports: Purchases Tab

Displays the total quantity bought and dollars spent, summarized by vendor, for selected items within the period range.

Purchases [Item Summary] 12/01/00 through 12/31/00			
Item	Name	Quantity	Amount
100-101A5	Widgets		
	World of Widgets	<u>-5</u>	<u>(\$52.25)</u>
	Widgets Total:	-5	(\$52.25)
200-101A5	Gadgets		
	World of Widgets	<u>10</u>	<u>\$199.50</u>
	Gadgets Total:	10	\$199.50
300-101B6	Whoosies		
	World of Widgets	<u>2</u>	<u>\$62.70</u>
	Whoosies Total:	2	\$62.70
600-101G8	Gizmos		
	Wholesale Supply Co.	<u>40</u>	<u>\$2,080.00</u>
	Gizmos Total:	40	\$2,080.00

Purchases [Vendor Detail]

Index to Reports: Purchases Tab

Displays the purchase line items, including quantity purchased, for all purchases from specific vendors within the period range.

Purchases [Vendor Detail]							
12/01/00 through 12/31/00							
ID#	Date	Quantity	Item/Acct	Description	Amount	Tax	Status
Wholesale Supply Co.							
00000002	12/1/00		2-1200	Outstanding Balance Due	\$11,000.00	P	Open
00000007	12/12/00	40	600-101G8	Gizmos	\$2,080.00	P	Open
				Wholesale Supply Co. Total:	<u>\$13,080.00</u>		
World of Widgets.							
00000008	12/12/00	-5	100-101A5	Widgets	(\$52.25)	P	Debit
00000005	12/1/00	10	200-101A5	Gadgets	\$199.50	P	Open
00000005	12/1/00	2	300-101B6	Whoosies	\$62.70	P	Open
				World of Widgets Total:	\$209.95		
				Grand Total:	<u>\$13,289.95</u>		

Purchases [Vendor Summary]

Index to Reports: Purchases Tab

Displays the original purchase amount, the sales tax paid and the current balance for all purchasing transactions within the period range.

Report Tip:

This report lists all purchases made from your vendors. If you've made an impressive amount of purchases from a single vendor, use this information when renegotiating business terms (pricing, payment terms, etc.).

**Purchases [Vendor Summary]
12/01/00 through 12/31/00**

Name	ID#	Original Date	Purchase Amount	Tax	Current Balance	Status	Due Date
<hr/>							
Wholesale Supply Co.							
	00000002	12/1/00	\$11,000.00	\$880.00	\$6,880.00	Open	12/1/00
	00000007	12/12/00	<u>\$2,080.00</u>	<u>\$166.40</u>	<u>\$2,246.40</u>	Open	12/15/00
			\$13,080.00	\$1,046.40	\$9,126.40		
<hr/>							
World of Widgets							
	00000005	12/1/00	\$307.52	\$24.61	\$332.13	Open	12/1/00
	00000008	12/12/00	<u>(\$52.25)</u>	<u>(\$4.18)</u>	<u>(\$56.43)</u>	Debit	
			\$255.27	\$20.43	\$275.70		
<hr/>							
		Grand Total:	<u>\$13,335.27</u>	<u>\$1,066.83</u>	<u>\$9,402.10</u>		

Quarterly Tax Totals

Index to Reports: Payroll Tab

Federal, state and local taxes withheld and wages subject to taxes for the quarter.

Quarterly Tax Totals

1st Quarter

	Wage Basis	Withheld	Wage Max	Wage > Max	Tax ID
Federal Taxes					
Advance Earned Income Credit	\$55,938.00	\$0.00			111-222-333
Federal Income Tax	\$55,938.00	\$10,940.79			111-222-333
Federal Medicare Tax	\$58,746.00	\$851.82			111-222-333
Federal Social Security Tax	\$58,746.00	\$3,642.24	\$61,200.00		111-222-333
FICA - Medicare Matching	\$58,746.00	\$851.82			111-222-333
FICA - Soc. Sec. Matching	\$58,746.00	\$3,642.24	\$61,200.00		111-222-333
FUTA	\$58,746.00	\$168.00	\$7,000.00	\$37,746.00	111-222-333
State Taxes					
Connecticut	\$11,946.00	\$227.43			
New Jersey Disability Insur.	\$58,746.00	\$220.73	\$17,600.00	\$14,200.00	333-222-111
New Jersey Health Care	\$58,746.00	\$264.87	\$17,600.00	\$14,200.00	333-222-111
New Jersey Work Force	\$58,746.00	\$11.05	\$17,600.00	\$14,200.00	333-222-111
SUTA - NJ	\$58,746.00	\$882.92	\$17,600.00	\$14,200.00	333-222-111
New York	\$31,800.00	\$2,374.11			
Pennsylvania	\$15,000.00	\$420.00			
Local Taxes					
New York, New York City	\$31,800.00	\$1,302.03			
City of Philadelphia	\$15,000.00	\$744.00			

Rate Exceptions

Index to Reports window: Time Billing tab

Displays activity slips whose rates don't match the rates you entered for the employees or activities. Activity slips are listed by employee or vendor. This report includes chargeable activities only.

Rate Exceptions

10/23/00

Date	Customer	Activity	Billable #	Normal Rate	Rate Billed	Unit Diff.	Total Diff.
<hr/>							
Alexander's Beauty Supply							
10/23/00	Contracting, Inc.	Basic Consulting	12	\$0.00	10.00	\$10.00	<u>\$120.00</u>
		Total:					<u>\$120.00</u>
<hr/>							
Porter, Marcie							
10/23/00	Mitchell, Karen	Marketing Planning	34	\$40.00	50.00	\$10.00	<u>\$340.00</u>
		Total:					<u>\$10.00</u>
<hr/>							
Smith, Samantha							
10/23/00	Fix It Harry	Bookkeeping Services	10	\$0.00	56.00	\$56.00	<u>\$560.00</u>
		Total:					<u>\$560.00</u>
<hr/>							

Receivables Reconciliation [Detail]

Index to Reports: Sales Tab

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.

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

Report Tip:

Enter the last day of the period as the Aging Date. The balance of your linked receivables account should match the total balance of your unpaid invoices. If it doesn't, you may wish to refer to [Accounts Payable Linked Accounts window](#).

Receivables Reconciliation [Detail]

12/31/00

Name	ID#	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
Acme Sales Inc. Marvin Acme 515-555-1919			*None				
	00000008	12/1/00	\$1,802.62	\$1,802.62			
	00000006	11/11/00	(\$464.31)		\$464.31		
		Total:	\$1,338.31	\$1,802.62	(\$464.31)	\$0.00	\$0.00
Boffo Products Joseph Boffo 902-555-8777			BP123				
	00000009	12/2/00	\$1,660.70	\$1,660.70			
		Total:	\$1,660.70	\$1,660.70	\$0.00	\$0.00	\$0.00
Widgets by Smith 604-555-4958			*None				
	00000007	11/11/00	\$1,000.00		\$1,000.00		
	00000003	12/2/0000	\$9,500.00	\$9,500.00			
	00000010	12/1/00	\$1,955.00	\$1,955.00			
	00000011	12/24/00	\$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%

Receivables Reconciliation [Summary]

Index to Reports: Sales Tab

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

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

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. If it doesn't, you may wish to refer to [Accounts Payable Linked Accounts window](#).

Receivables Reconciliation [Summary]

Name	12/31/00				
	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	<u>\$14,755.00</u>	<u>\$13,755.00</u>	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total:	<u>\$17,754.01</u>	<u>\$17,218.32</u>	<u>\$535.69</u>	<u>\$0.00</u>	<u>\$0.00</u>
Aging Percent:		<u>96.0%</u>	<u>3.0%</u>	<u>0.0%</u>	<u>0.0%</u>
Receivables Account:	\$17,754.01				
Out of Balance Amount:	\$0.00				

Reconciliation Report

Index to Reports: Checkbook Tab

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

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

Reconciliation Report

ID#	Date	Payee	Deposit	Withdrawal
Checking Account:		1-11100 Checking Account		
Date of Bank Statement:		2/3/2000		
Reconciled Checks				
23	01/10/2000	Chuck Berry		\$2,575.29
24	01/11/2000	Fats Domino		<u>\$1,251.59</u>
Total:			\$0.00	\$3,826.88
Reconciled Deposits				
CR000013	01/9/2000	Payment; John Smith	<u>\$50.00</u>	
Total:			\$50.00	\$0.00
Outstanding Checks				
25	01/12/2000	Fats Domino		<u>\$800.00</u>
Total:			\$0.00	\$800.00
Outstanding Deposits				
CR000021	01/9/2000	Payment; Mary Jones	<u>\$620.00</u>	
Total:			\$620.00	\$0.00
Reconciliation				
MYOB Balance on 2/3/2000:			\$13,719.83	
Add: Outstanding Checks:			<u>\$800.00</u>	
Subtotal:			\$14,519.83	
Deduct: Outstanding Deposits:			<u>\$620.00</u>	
Expected Balance on Statement:			<u>\$13,899.83</u>	

Recurring Checks

Index to Reports: Checkbook Tab

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	12/1/00	12/31/00
Interest Payment	Monthly	12/1/00	12/31/00
Monthly Insurance	Monthly	12/1/00	12/31/00
Monthly Utility Bill	Monthly	12/1/00	12/31/00
Postage for meter	Monthly	12/1/00	12/31/00

Recurring Deposits

Index to Reports: Checkbook Tab

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	9/11/00	10/12/00
Sam Iam, Misc.	Monthly	5/6/00	6/6/00

Recurring General Journal Entries

Index to Reports: General Ledger Tab

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	5/6/00	5/12/00
Depreciation, Vehicles	Monthly	5/6/00	5/12/00

Recurring Paychecks

Index to Reports: Payroll Tab

Displays the names of each recurring payroll check transaction, the date last posted, the frequency of posting, and the next due date for posting the transaction.

Recurring Paychecks			
Template Name	Frequency	Last Posted	Next Due
Paycheck - Berry	Monthly	3/11/00	4/12/00
Paycheck - Domino	Bi-Weekly	3/11/00	4/12/00
Paycheck - Sham	Monthly	3/11/00	4/12/00

Recurring Purchase Templates

Index to Reports: Purchases Tab

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	11/12/00	12/12/00
Purchase; Wholesale Supply Co.	Order	Monthly	11/12/00	12/12/00

Purchases Register [All Purchases]

Index to Reports window: Purchases tab

Displays a listing of all quotes, orders, bills (open, closed, debit) within a specified period range. Recurring purchases are not included in this report unless they have been recorded.

Purchases Register [All Purchases] 01/01/00 through 01/31/00

Date	PO #	Vendor Inv #	Vendor Name	Original Amount	Amount Due	Status
01/05/00	0054087	J98077	Acme Sales	\$1,500.00	\$0.00	Quote
01/11/00	0054134	80009	Widgets by Smith	\$200.00		
01/12/00	0054256	00-8999	Boffo Products	\$295.99	\$195.99	Open
01/15/00	0060987		Boffo Products	\$200.00	\$100.00	Order
01/15/00	0062339	80257	Widgets by Smith	\$1,289.76		
01/21/00	0065435	A-765C	Wholesale Supply Co.	\$874.54	\$295.99	Open

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Purchases Register [Closed Bills]

Index to Reports window: Purchases tab

Displays a listing of all closed bills, for all customers or a selected customer, within a specified period range.

Purchases Register [Closed Bills] 01/01/00 through 01/31/00

Date	PO #	Vendor Inv #	Vendor Name	Original Amount	Date Closed
01/11/00	0054134	80009	Widgets by Smith	\$395.00	01/22/00

Purchases Register [Open Bills and Orders]

Index to Reports window: Purchases tab

Displays a listing of all open bills and orders, for all customers or a selected customer, within a specified period range.

Purchases Register [Open Bills and Orders] 01/01/00 through 01/31/00

Date	PO #	Vendor Inv #	Vendor Name	Original Amount	Amount Due	Promised Date
01/12/00	54256	00-8999	Boffo Products	\$295.99	\$295.99	02/01/00
01/21/00	65435	A-765C	Wholesale Supply Co.	\$874.54	\$374.54	01/21/00

Purchases Register [Quotes]

Index to Reports window: Purchases tab

Displays a listing of all quotes, for all customers or a selected customer, within a specified period range.

Purchases Register [Quotes] 01/01/00 through 01/31/00

Date	PO #	Vendor Inv #	Vendor Name	Amount	Promised Date
01/05/00	54087	J98077	Acme Sales	\$4,395.00	02/05/00

Purchases Register [Returns & Debits]

Index to Reports window: Purchases tab

Displays a listing of all returns and debits, for all customers or a selected customer, within a specified period range.

Purchases Register - Returns & Debits 01/01/00 through 01/31/00

Date	PO #	Vendor Inv #	Vendor Name	Original Amount	Debit Amount	Promised Date
01/15/00	62339	80257	Widgets by Smith		(\$1289.76)	

Recurring Sales Templates

Index to Reports: Sales Tab

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	8/11/00	9/12/00
Widgets on Consignment	Invoice	Monthly	8/11/00	9/12/00

Sales Register [All Sales]

Index to Reports window: Sales tab

Displays a listing of all quotes, orders and invoices (open, closed, credit) within a specified period range. Recurring sales are not included on this list unless they are recorded.

Sales Register [All Sales] 01/01/00 through 01/31/00

Date	Invoice #	Customer PO #	Customer Name	Original Amount	Amount Due	Status
01/05/00	54087	J98077	Acme Sales	\$4,395.00	\$0.00	Quote
01/11/00	54134	80009	Widgets by Smith	\$395.00		
01/12/00	54256	00-8999	Boffo Products	\$295.99	\$295.99	Open
01/15/00	60987		Alexander's Beauty Supply	\$200.00	\$100.00	Order
01/15/00	62339	80257	Widgets by Smith	\$1289.76		
01/21/00	65435	A-765C	Wholesale Supply Co.	\$874.54	\$295.99	Open

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Sales Register [Closed Invoices]

Index to Reports window: Sales tab

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

Sales Register [Closed Invoices] 01/01/00 through 01/31/00

Date	Invoice #	Customer PO #	Customer Name	Original Amount	Date Closed
01/11/00	54134	80009	Widgets by Smith	\$395.00	01/22/00

Sales Register [Open Invoices and Orders]

Index to Reports window: Sales tab

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

Sales Register [Open Invoices and Orders] 01/01/00 through 01/31/00

Date	Invoice #	Customer PO #	Customer Name	Original Amount	Amount Due	Promised Date
01/12/00	54256	00-8999	Boffo Products	\$295.99	\$295.99	02/01/00
01/21/00	65435	A-765C	Wholesale Supply Co.	\$874.54	\$295.99	01/21/00

Sales Register [Quotes]

Index to Reports window: Sales tab

Displays a listing of all saved quotes within a specified period range.

Sales Register [Quotes]					
01/01/00 through 01/31/00					
Date	Invoice #	Customer PO #	Customer Name	Amount	Promised Date
01/05/00	54087	J98077	Acme Sales	\$4,395.00	02/05/00

Sales Register [Returns & Credits]

Index to Reports window: Sales tab

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 01/01/00 to 01/31/00

Date	Invoice #	Customer PO #	Customer Name	Original Amount	Credit Amount	Promised Date
01/15/00	62339	80257	Widgets by Smith		(\$1289.76)	

Referral Source

Index to Reports: Sales Tab

Displays the total of sales attributed to each referral source within the selected period range.

Referral Source	
1/1/00 through 1/31/00	
Referral Source	Sales
Advertisement	\$4,768.98
Brochure	\$12,987.00
Dealer/Consultant	\$34,999.98
Friend/Colleague	\$250.00
Trade Show	\$5,678.76
Yellow Pages	\$567.98
Unknown	<u>\$2,987.00</u>
Grand Total:	<u>\$62,239.70</u>

Sales & Receivables Journal

Index to Reports: Sales Tab

Displays the transactions entered through the Sales Command Center within a specified date range.

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

Sales & Receivables Journal

9/1/00 through 12/31/00

Src	Date	ID#	Acct#	Account Name	Debit	Credit	Job
SJ	10/11/00	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	10/12/00	Pre-conversion sale					
		000001	1-3000	Accounts Receivable	\$12,000.00		
		000001	1-3000	Accounts Receivable		\$12,000.00	
Grand Total:					<u>\$20,905.22</u>	<u>\$20,905.22</u>	

Sales [Activity Detail]

Index to Reports window: Sales Tab

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

Sales [Activity Detail]					
10/23/00					
Name	ID#	Date	Units	Amount	Status
<hr/>					
000000001	Consulting Services				
Karen Mitchell	00002121	10/23/00	<u>2.27</u>	<u>\$134.13</u>	Open
	Consulting Services Total:		2.27	\$134.13	
<hr/>					
HCA000008	Accounting Services				
Debbie Banks	00002118	10/23/00	<u>160.447</u>	<u>\$1,564.36</u>	Open
	Accounting Services Total:		160.447	\$1,564.36	
<hr/>					
HCA000012	Marketing Planning				
Debbie Banks	00002128	10/23/00	12	\$482.28	Open
Karen Mitchell	00002121	10/23/00	<u>32.346</u>	<u>\$1300.00</u>	Open
	Marketing Planning Total		44.346	\$1,782.28	
<hr/>					
HCC000007	Network Consulting and Service				
Annabel's Closet	00002119	10/23/00	<u>30.888</u>	<u>\$262.55</u>	Open
	Network Consulting and Service Total:		30.888	\$262.55	
<hr/>					

Sales [Activity Summary]

Index to Reports window: Sales Tab

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

Sales [Activity Summary]

10/23/00

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

Sales [Customer Detail]

Index to Reports: Sales Tab

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	10/1/00		1-3000	Outstanding Balance Due	\$12,000.00		Closed
00000004	10/1/00	50	100-101A5	Widgets	\$807.50	B	Closed
00000006	10/1/00	-25	100-101A5	Widgets	(\$403.75)	B	Credit
00000004	10/1/00	5	200-101A5	Gadgets	\$156.75	B	Closed
00000004	10/1/00	5	300-101B6	Whoosies	\$237.50	B	Closed
00000004	10/1/00	5	400-101	Whatsits	\$318.25	B	Closed
00000004	10/1/00	5	600-101G8	Gizmos	\$475.00	B	Closed
00000004	10/1/00	10	700-101U7	Thingamabobs	\$1,111.50	B	Closed
00000004	10/1/00	15	800-101R9	Whachamacallits	<u>\$1,895.25</u>	B	Closed
Acme Sales Inc. Total:					\$16,598.00		
Boffo Products							
00000002	11/1/00		1-3000	Outstanding Balance Due	\$10,000.00		Closed
00000005	11/1/00	1	100-101A5	Widgets	\$15.30	B	Closed
00000005	11/1/00	1	200-101A5	Gadgets	\$29.70	B	Closed
00000005	11/1/00	1	300-101B6	Whoosies	\$45.00	B	Closed
00000005	11/1/00	1	400-101	Whatsits	\$60.30	B	Closed
00000005	11/1/00	1	500-101D3	Thingies	<u>\$74.70</u>	B	Closed
Boffo Products Total:					\$10,225.00		
Widgets by Smith							
00000007	11/1/00	100	600-101G8	Gizmos	<u>\$10,000.00</u>	B	Open
Widgets by Smith Total:					\$10,000.00		
Grand Total:					<u>\$36,823.00</u>		

Sales [Customer Summary]

Index to Reports: Sales Tab

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

Sales [Customer Summary] 11/01/00 through 12/15/00

Name	ID#	Original Date	Sale Amount	Tax	Current Balance	Sale Status	Due Date
Acme Sales Inc.							
	00000006	11/11/00	(\$403.75)	(\$60.56)	(\$464.31)	Credit	
	00000001	12/10/00	\$12,000.00	\$0.00	\$0.00	Closed	
	00000004	12/10/00	\$5,001.75	\$750.27	\$0.00	Closed	
			\$16,598.00	\$689.71	(\$464.31)		
Boffo Products							
	00000002	11/11/00	\$10,000.00	\$0.00	\$0.00	Closed	
	00000005	11/11/00	\$225.00	\$33.75	\$0.00	Closed	
			\$10,225.00	\$33.75			
Widgets by Smith							
	00000007	11/12/00	\$10,000.00	\$1,500.00	\$1,000.00	Open	9/12/00
			\$10,000.00	\$1,500.00	\$1,000.00		
Grand Total:			\$36,823.00	\$2,223.46	\$535.69		

Sales [Item Detail]

Index to Reports: Sales Tab

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

Sales [Item Detail]

10/01/00 through 12/15/00

Name	ID#	Date	Quantity	Amount	Status	Promised Date
<hr/>						
100-101A5	Widgets					
Acme Sales Inc.	00000004	10/1/00	50	\$807.50	Closed	12/12/00
Acme Sales Inc.	00000006	11/1/00	-25	(\$403.75)	Credit	
Boffo Products	00000005	11/1/00	1	\$15.30	Closed	
Widgets by Smith	00000010	12/12/00	<u>100</u>	<u>\$1,700.00</u>	Open	
	Widgets Total:		126	\$2,119.05		
<hr/>						
200-101A5	Gadgets					
Acme Sales Inc.	00000004	10/1/00	5	\$156.75	Closed	12/12/00
Acme Sales Inc.	00000008	10/12/00	50	\$1,567.50	Open	
Boffo Products	00000005	11/12/00	<u>1</u>	<u>\$29.70</u>	Closed	
	Gadgets Total:		56	\$1,753.95		
<hr/>						
300-101B6	Whoosies					
Acme Sales Inc.	00000004	10/1/00	5	\$237.50	Closed	12/12/00
Boffo Products	00000005	11/1/00	<u>1</u>	<u>\$45.00</u>	Closed	
	Whoosies Total:		6	\$282.50		
<hr/>						

Sales [Item Summary]

Index to Reports: Sales Tab

Displays the total quantity and dollar sales, summarized by customer, for specific items within the period range.

Sales [Item Summary] 10/01/00 through 12/15/00

Item	Name	Quantity	Amount
100-101A5	Widgets		
	Acme Sales Inc.	25	\$403.75
	Boffo Products	1	\$15.30
	Widgets by Smith	<u>100</u>	<u>\$1,700.00</u>
	Widgets Total:	126	\$2,119.05
200-101A5	Gadgets		
	Acme Sales Inc.	55	\$1,724.25
	Boffo Products	<u>1</u>	<u>\$29.70</u>
	Gadgets Total:	56	\$1,753.95
300-101B6	Whoosies		
	Acme Sales Inc.	5	\$237.50
	Boffo Products	<u>1</u>	<u>\$45.00</u>
	Whoosies Total:	6	\$282.50
400-101	Whatsits		
	Acme Sales Inc.	5	\$318.25
	Boffo Products	<u>61</u>	<u>\$3,678.30</u>
	Whatsits Total:	66	\$3,996.55
500-101D3	Thingies		
	Boffo Products	<u>1</u>	<u>\$74.70</u>
	Thingies Total:	1	\$74.70
600-101G8	Gizmos		
	Acme Sales Inc.	5	\$475.00
	Widgets by Smith	<u>100</u>	<u>\$10,000.00</u>
	Gizmos Total:	105	\$10,475.00
700-101U7	Thingamabobs		
	Acme Sales Inc.	<u>10</u>	<u>\$1,111.50</u>
	Thingamabobs Total:	10	\$1,111.50
800-101R9	Whachamacallits		
	Acme Sales Inc.	<u>15</u>	<u>\$1,895.25</u>
	Whachamacallits Total:	15	\$1,895.25

Sales [Salesperson Detail]

Index to Reports: Sales Tab

For each salesperson, this report displays every item sold within the period range.

Report Tip:

Use this report to break down the items sold by the salesperson during the reporting period.

This report calculates gross sales (not including sales tax or freight charges) for each item sold by your salespeople for the reporting period. Be sure to check the Sales Status in the Report Filters window.

Sales [Salesperson Detail]

1/1/00 through 12/31/00

ID#	Date	Quantity	Item/Acct	Description	Sale Amount	Tax	Status
Chuck Berry			*None				
00000002	11/1/00		1-3000	Outstanding Balance Due	\$10,000.00		Closed
00000011	12/12/00			Sale of blue widgets	\$0.00		Open
00000011	12/12/00			Be sure to ship in cardboard.	\$0.00		Open
00000011	12/12/00		4-1300	ribbons	\$2,000.00	B	Open
					\$12,000.00		
<hr/>							
100-101A5 Widgets							
00000004	10/1/00	<u>50</u>	100-101A5	Widgets	\$807.50	B	Closed
		50			\$807.50		
<hr/>							
200-101A5 Gadgets							
00000004	10/1/00	<u>5</u>	200-101A5	Gadgets	\$156.75	B	Closed
		5			\$156.75		
<hr/>							
300-101B6 Whoosies							
00000004	10/1/00	<u>5</u>	300-101B6	Whoosies	\$237.50	B	Closed
		5			\$237.50		
<hr/>							
400-101 Whatsits							
00000004	10/1/00	<u>5</u>	400-101	Whatsits	\$318.25	B	Closed
00000004	12/12/00	<u>60</u>	400-101	Whatsits	\$3,618.00	B	Open
		65			\$3,936.25		
<hr/>							
600-101G8 Gizmos							
00000004	10/1/00	<u>5</u>	600-101G8	Gizmos	\$475.00	B	Closed
		5			\$475.00		
<hr/>							
700-101U7 Thingamabobs							
00000004	10/1/00	<u>10</u>	700-101U7	Thingamabobs	\$1,111.50	B	Closed
		10			\$1,111.50		
<hr/>							
800-101R9 Whachamacallits							
00000004	10/1/00	<u>15</u>	800-101R9	Whachamacallits	\$1,895.25	B	Closed
		15			\$1,895.25		
					Total:	\$20,619.75	
					Grand Total:	\$20,619.75	

Sales [Salesperson Summary]

Index to Reports: Sales Tab

For each salesperson, this report displays every sale (sorted by customer) within a selected range of dates.

Report Tip:

Use this report if you calculate commissions based on when the sale was made. If you base commissions on when the customer pays, see the report called Customer Payments [Salesperson].

This report calculates gross sales (not including sales tax or freight charges) attributed to your salespeople for the reporting period. Be sure to check the Sales Status in the Report Filters window. If you commission your salespeople based on the items they sold during the period, run the Sales [Salesperson Detail] report.

Sales [Salesperson Summary]

1/1/00 through 12/31/00

Name	ID#	Original Date	Sale Amount	Tax	Current Balance	Status	Due Date
<hr/>							
Chuck Berry							
Acme Sales Inc.							
	00000004	10/1/00	<u>\$5,001.75</u>	<u>\$750.27</u>	<u>\$0.00</u>	Closed	
			\$5,001.75	\$750.27			
<hr/>							
Boffo Products							
	00000002	11/1/00	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	Closed	
	00000009	12/12/00	<u>\$3,618.00</u>	<u>\$542.70</u>	<u>\$1,660.70</u>	Open	12/12/00
			\$13,618.00	\$542.70	\$1,660.70		
<hr/>							
Widgets by Smith							
	00000011	12/12/00	<u>\$2,000.00</u>	<u>\$300.00</u>	<u>\$2,300.00</u>	Open	12/12/00
			\$2,000.00	\$300.00	\$2,300.00		
<hr/>							
		Total:	\$20,619.75	\$1,592.97	\$3,960.70		
<hr/>							
Fats Domino							
Boffo Products							
	00000005	11/1/00	<u>\$225.00</u>	<u>\$33.75</u>	<u>\$0.00</u>	Closed	
			\$225.00	\$33.75	\$0.00		
<hr/>							
Widgets by Smith							
	00000003	10/12/00	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$9,500.00</u>	Open	10/12/00
	00000010	12/12/00	<u>\$1,700.00</u>	<u>\$255.00</u>	<u>\$1,955.00</u>	Open	12/12/00
			\$11,700.00	\$255.00	\$11,455.00		
<hr/>							
		Total:	\$11,925.00	\$288.75	\$11,455.00		
<hr/>							
Sam the Sham							
Acme Sales, Inc.							
	00000001	10/1/00	<u>\$12,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	Closed	
	00000006	11/1/00	<u>(\$403.75)</u>	<u>(\$60.56)</u>	<u>(\$464.31)</u>	Credit	
	00000008	12/12/00	<u>\$1,567.50</u>	<u>\$235.12</u>	<u>\$1,802.62</u>	Open	12/12/00
			\$13,163.75	\$174.56	\$1,338.31		
<hr/>							
Widgets by Smith							
	00000007	11/1/00	<u>\$10,000.00</u>	<u>\$1,500.00</u>	<u>\$1,000.00</u>	Open	11/12/00
			\$10,000.00	\$1,500.00	\$1,000.00		
<hr/>							

Total: \$23,163.75 \$1,674.56 \$2,338.62

Grand Total: \$55,708.50 \$356.28 \$3,960.70

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Sales History by Customer [OfficeLink]

Index to Reports: Sales Tab

Displays the total dollar sales, by month for the current and previous fiscal years, for each customer.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature only; we suggest that you do not attempt to display this report using the Screen Reports window.

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

To learn more about using OfficeLink, see [Viewing reports in Microsoft Excel](#).

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Sales History by Salesperson [OfficeLink]

Index to Reports: Sales Tab

Displays the total dollar sales, by month for the current and previous fiscal years, for each salesperson.

This is an extremely large report; it contains many columns and it can include a great deal of information. For best results, use this report with the OfficeLink feature only; we suggest that you do not attempt to display this report using the Screen Reports window.

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

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Sales Tax [Detail]

Index to Reports: Sales Tab

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

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

Sales Tax [Detail]

9/1/00 through 12/31/00

Date	Invoice/PO #	Name	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
	Exempt						
9/15/00	00000001	World of Widgets	0.000%		\$10,000.00		
10/1/00	00000001	Acme Sales, Inc.	0.000%	\$12,000.00			
10/1/00	00000003	World of Widgets	0.000%		\$1,045.00		
11/1/00	00000002	Boffo Products	0.000%	\$10,000.00			
11/1/00	00000004	World of Widgets	0.000%		\$893.00		
12/1/00	00000002	Wholesale Supply	0.000%		\$11,000.00		
12/1/00	00000003	Widgets by Smith	0.000%	\$10,000.00			
12/1/00	00000005	World of Widgets	0.000%		\$262.20		
12/30/00	00000007	Wholesale Supply	0.000%		\$2,080.00		
12/30/00	00000008	World of Widgets	0.000%		(\$52.25)		
		Total:		\$32,000.00	\$25,227.95	\$0.00	\$0.00
	A 5% Tax						
10/1/00	00000004	Acme Sales, Inc.	5.000%	\$5,001.75		\$250.09	
11/1/00	00000005	Boffo Products	5.000%	\$225.00		\$11.25	
11/1/00	00000006	Acme Sales, Inc.	5.000%	(\$403.75)		(\$20.19)	
11/1/00	00000007	Widgets by Smith	5.000%	\$10,000.00		\$500.00	
12/15/00	00000008	Acme Sales, Inc.	5.000%	\$1,567.50		\$78.38	
12/15/00	00000009	Boffo Products	5.000%	\$3,618.00		\$180.90	
12/15/00	00000010	Widgets by Smith	5.000%	\$1,700.00		\$85.00	
12/15/00	00000011	Widgets by Smith	5.000%	\$2,000.00		\$100.00	
		Total:		\$23,708.50	\$0.00	\$1,185.43	\$0.00
		Grand Total:				\$1,185.43	\$0.00

Sales Tax [Detail - Cash]

Index to Reports: Sales Tab

Provides a listing of customer payments, vendor payments, checks and deposits, with the tax collected or paid, for the selected payment date range, sorted by tax code.

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

Sales Tax [Detail - Cash]

9/1/00 through 12/31/00

Date	ID#	Name	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
X		Exempt					
12/1/00	001	World of Widgets	0.000%		\$10,000.00		
12/1/00	002	Wholesale Supply Co.	0.000%		\$5,000.00		
12/1/00	CR000001	Acme Sales, Inc.	0.000%	\$6,000.00			
12/30/00	CR000002	Boffo Products	0.000%	\$2,500.00			
12/30/00	CR000003	Widgets by Smith	0.000%	<u>\$500.00</u>			
		Total:		\$9,000.00	\$15,000.00	\$0.00	\$0.00
A		5% Taxable					
12/30/00	CR000002	Boffo Products	5.000%	\$2,380.95		\$119.05	
12/30/00	CR000003	Widgets by Smith	5.000%	<u>\$10,000.00</u>		<u>\$500.00</u>	
		Total:		\$12,380.95	\$0.00	\$619.05	\$0.00
		Grand Total:		<u>\$21,380.95</u>	<u>\$15,000.00</u>	<u>\$619.05</u>	<u>\$0.00</u>

Sales Tax [Summary]

Index to Reports: Sales Tab

Provides a summary of sales tax charged on invoices, bills (not necessarily collected or paid), checks and deposits within a date range, sorted by tax code.

Sales Tax [Summary]						
9/1/00 through 12/31/00						
Code	Description	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
X	Exempt	0.000%	\$32,000.00	\$25,227.95		
A	5% Taxable	5.000%	\$23,708.50		<u>\$1,185.43</u>	
				Total:	\$1,185.43	<u>\$0.00</u>

Sales Tax [Summary - Cash]

Index to Reports: Sales Tab

Provides a summary of sales tax collected or paid from customer payments, vendor payments, checks and deposits for the selected payment date range, sorted by tax code.

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

Sales Tax [Summary - Cash]

9/1/00 through 12/31/00

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

Sales Tax Exceptions [Checkbook]

Index to Reports: Sales Tab

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

Sales Tax Exceptions [Checkbook]

9/1/00 through 9/18/00

Date	Check/CR #	Name	Amount
9/1/00	000207	Acme Computer Sales	\$295.00
9/12/00	000234	Basics Office Equipment	\$15.00

Sales Tax Exceptions [Sales/Purchases]

Index to Reports: Sales Tab

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

Sales Tax Exceptions [Sales/Purchases]

12/1/00 through 12/31/00

Date	Invoice/PO #	Name	Amount	Status	Their Inv/PO #
12/1/00	000008	Boffo Products	\$156.36	Open	
12/1/00	000008	Boffo Products	\$250.00	Open	
12/1/00	000008	Boffo Products	\$117.25	Open	
12/1/00	000010	Acme Sales	\$400.00	Open	
12/1/00	000010	Acme Sales	\$56.95	Open	
12/1/00	000015	Widgets by Smith	(\$112.00)	Credit	
12/12/00	000025	Anabela's Closets	\$425.00	Open	
12/12/00	PJ000012	Wholesale Supply	\$250.95	Open	
12/12/00	PJ000012	Wholesale Supply	\$12.50	Open	

Session Report

Index to Reports: General Ledger Tab

Contains journal activity since the Accounting Plus system was last started.

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

Report Tip:

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

Session Report

Src	Date	ID#	Acct#	Account Name	Debit	Credit	Job
SJ	12/1/00	Pre-conversion sale					
		000003	1-3000	Accounts Receivable	\$10,000.00		
		000003	1-3000	Accounts Receivable		\$10,000.00	
CR	12/1/00	Payment; Acme Sales, Inc.					
		CR000001	1-1100	Checking Account	\$6,000.00		
		CR000001	1-3000	Accounts Receivable		\$6,000.00	
CD	12/1/00	Gasoline					
		3	1-1100	Checking Account		\$100.00	
		3	6-1200	Car & Truck Expenses	\$100.00		
CD	12/2/0000	Advice on Software					
		4	1-1100	Checking Account		\$178.90	
		4	6-2000	Legal & Professional	\$178.90		01
CD	12/2/0000	Monthly Insurance					
		5	1-1100	Checking Account		\$45.00	
		5	6-1800	Insurance	\$45.00		
PJ	12/1/00	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	12/1/00	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	

Tax Code List

Index to Reports window: Sales Tab

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
AA	4% Taxable	Sales Tax	4.000%
BB	5% Taxable	Sales Tax	5.000%
CC	5.5% Taxable	Sales Tax	5.500%
DD	6% Taxable	Sales Tax	6.000%
EE	6.5% Taxable	Sales Tax	6.500%
FF	7% Taxable	Sales Tax	7.000%
GG	7.5% Taxable	Sales Tax	7.500%
GPT	8% Taxable	Sales Taxd	8.000%
GQT	8.5% Taxable	Sales Tax	8.500%
GST	9% Taxable	Sales Tax	9.000%
XMT	Exempt	Sales Tax	0.000%

Tax Detail [Employee]

Index to Reports: Payroll Tab

For each tax category, lists all employees, their gross wages, wages subject to tax, the annual wage maximum for that tax, and the wages paid exceeding that maximum.

Tax Detail (Employee)

Year-to-Date

Name	Gross Wages	Wage Basis	Withheld	Wage Max	Wage > Max
Federal Income Tax					
Berry, Chuck 111-22-3333	\$20,000.00	\$18,800.00	\$2,673.40	\$0.00	\$0.00
Domino, Fats 098-76-5432	\$15,928.00	\$15,928.00	\$3,286.68	\$0.00	\$0.00
Sham, Sam the 102-30-0987	\$42,400.00	\$39,856.00	\$8,627.64	\$0.00	\$0.00
Total:	\$78,328.00	\$74,584.00		\$0.00	\$0.00

Tax Liabilities

Index to Reports: Payroll Tab

Federal and provincial tax liabilities for the selected period.

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

Tax Liabilities

1/1/00 through 12/31/ 00

Category	Amount	Total
<hr/>		
Federal Liabilities		
FED Federal Income Tax	\$14,587.72	
FMED Federal Medicare Tax	\$1,135.76	
FSOC Federal Social Security Tax	\$4,856.32	
FICA - Medicare Matchine	\$1,135.76	
FICA - Soc. Sec. Matching	\$4,856.32	
FUTA	\$168.00	
		\$26, 739.88

To Do List [Expiring Discounts]

Index to Reports: Purchases Tab

Displays a list of bills with expiring discounts from the To Do List window.

Report Tip:

If you're pumping a lot of purchases through Accounting Plus and your vendors offer prompt-payment discounts, you should run this report often. Jumping on these discounts (cash permitting), can add up to big bucks by the end of the year.

To Do List - Expiring Discounts

9/12/00

Name	ID#	Due Date	Balance Due
Wholesale Supply Co.	00000002	12/1/00	\$6,000.00
Wholesale Supply Co.	00000007	12/2/00	\$1,976.00
Wholesale Supply Co.	00000009	12/10/00	<u>\$11.00</u>
		Total:	\$7,987.00

To Do List [Orders to be Shipped & Received]

Index to Reports: Sales Tab

Displays the list of both sales and purchases from the To Do List window.

Report Tip:

When you backorder an item or items, or create an item order, it means that you're expecting a sale or purchase to be finalized. Run this report every week and check to see if the sale came through or the purchase was completed. If they were, call up the sale or purchase order, make any changes and record it.

To Do List - Orders to be Shipped/Received

12/31/00

Name	ID#	Promised Date	Balance Due
<hr/>			
Orders to be Received			
Wholesale Supply Co.	00000006	1/10/00	<u>\$635.58</u>
		Total:	<u>\$635.58</u>

To Do List [Overdue Contacts]

Index to Reports: Card File Tab

Displays a list of overdue Contact Log reminders from the To Do List window.

To Do List - Overdue Contacts

9/12/00

Name	Type	Date	Recontact Date
Acme Sales Inc.	Customer	8/1/00	8/31/00
Asked about new line of Widgets. Call when materials arrive.			

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To Do List [Payables]

Index to Reports: Purchases Tab

Displays a list of open payables from the To Do List window.

To Do List - Payables

12/31/00

Name	ID#	Due Date	Balance Due
World of Widgets	00000003	12/9/00	\$1,128.60
World of Widgets	00000004	12/9/00	\$964.44
Wholesale Supply Co.	00000002	12/9/00	\$6,880.00
World of Widgets	00000005	12/9/00	\$332.13
Wholesale Supply Co.	00000007	12/9/00	\$2,246.40
Wholesale Supply Co.	00000009	12/9/00	<u>\$11.88</u>
		Total:	\$11,563.45

To Do List [Receivables]

Index to Reports: Sales Tab

Displays the list of open receivables from the To Do List window.

To Do List - Receivables

12/31/00

Name	ID#	Due Date	Balance Due
Acme Sales Inc.	00000001	9/12/00	\$840.00
Widgets by Smith	00000007	9/12/00	\$1,000.00
Widgets by Smith	00000003	9/12/00	\$9,500.00
Acme Sales Inc.	00000008	9/12/00	\$1,802.62
Boffo Products	00000009	9/12/00	\$1,660.70
Widgets by Smith	00000010	9/12/00	\$1,955.00
Widgets by Smith	00000011	9/12/00	<u>\$2,300.00</u>
		Total:	\$11,563.45

To Do List [Recurring Purchases]

Index to Reports: Purchases Tab

Displays a list of recurring purchase transactions from the To Do List window.

To Do List - Recurring Purchases

12/31/00

Vendor Name	Template Name	Frequency	Last Posted	Next Due
Wholesale Supply Co.	Monthly Supplies	Monthly	11/11/00	12/12/00
Wholesale Supply Co.	Purchase; Wholesale Supply Co.	Monthly	11/11/00	12/12/00
Wholesale Supply Co.	Purchase; Wholesale Supply Co.	Monthly	11/11/00	12/12/00
Wholesale Supply Co.	Gizmos Reorder	Monthly	11/11/00	12/12/00

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To Do List [Recurring Sales]

Index to Reports: Sales Tab

Displays the list of sales saved as recurring from the To Do List window.

To Do List - Recurring Sales

12/31/00

Customer Name	Template Name	Frequency	Last Posted	Next Due
Acme Sales Inc.	Sale; Acme Sales, Inc.	Monthly	10/1/00	11/2/00
Widgets by Smith	Sale; Widgets by Smith	Monthly	11/1/00	12/2/0000

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To Do List [Recurring Transactions]

Index to Reports: Checkbook Tab

Displays a list of recurring checks, deposits and General Journal entries from the To Do List window.

Report Tip:

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

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

To Do List - Recurring Transactions

12/31/00

Template Name	Frequency	Last Posted	Next Due
Paycheck - Domino	Bi-Weekly	3/11/00	3/23/00
Paycheck - Berry	Monthly	3/11/00	4/12/00
Paycheck - Sham	Monthly	3/11/00	4/12/00

To Do List [Stock Alerts]

Index to Reports: Inventory Tab

Displays the items that need reordering [or auto-building] from the To Do List window.

To Do List - Items to Reorder or Build

Item #	Name	On Hand	On Order	Committed
400-101	Whatsits	0	0	0
500-101D3	Thingies	19	0	0

Trial Balance [Detail]

Index to Reports: General Ledger Tab

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

12/1/00 To 12/31/00

ID #	Src	Date	Memo	Debit	Credit	Net Activity	Ending Balance
<hr/>							
1-1100	Checking Account						
	Beginning Balance:			\$3,050.73			
3	CD	12/1/00	Gasoline		\$100.00		
CR000001	CR	12/1/00	Payment; Acme Sales, Inc.	\$6,000.00			
4	CD	12/2/00	Advice on Software		\$178.90		
5	CD	12/2/00	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	12/1/00	Purchase; World of Widgets	\$283.18			
			Total:	\$283.18	\$0.00	\$283.18	\$77,360.29
<hr/>							
1-3000	Accounts Receivable						
	Beginning Balance:			\$49,046.46			
000003	SJ	12/1/00	Pre-conversion sale	\$10,000.00			
000003	SJ	12/1/00	Pre-conversion sale		\$10,000.00		
CR000001	CR	12/1/00	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						
	Beginning Balance:			\$13,093.04			
00000002	PJ	12/1/00	Pre-conversion purchase		\$11,000.00		cr
00000002	PJ	12/1/00	Pre-conversion purchase		\$880.00		cr
00000002	PJ	12/1/00	Pre-conversion purchase	\$11,880.00			cr
00000005	PJ	12/1/00	Purchase; World of Widgets		\$307.52		cr
00000005	PJ	12/1/00	Purchase; World of Widgets		\$24.61		cr
			Total:	\$11,880.00	\$12,212.13	\$332.13 cr	\$13,425.17 cr
<hr/>							
6-1200	Car & Truck Expenses						
	Beginning Balance:			\$0.00			
3	CD	12/1/00	Gasoline	\$100.00			
			Total:	\$100.00	\$0.00	\$100.00	\$100.00
<hr/>							
6-1700	Freight Paid						
	Beginning Balance:			\$0.00			
00000005	PJ	12/1/00	Purchase; World of Widgets	\$48.95			
			Total:	\$48.95	\$0.00	\$48.95	\$48.95
<hr/>							
6-1800	Insurance (other than health)						

Beginning Balance:	\$0.00						
5	CD 12/2/0000 Monthly Insurance		<u>\$45.00</u>				
		Total:	\$45.00	\$0.00	\$45.00		\$45.00
<hr/>							
6-2000	Legal & Professional Services						
Beginning Balance:	\$0.00						
4	CD 12/2/00 Advice on Software		<u>\$178.90</u>				
		Total:	\$178.90	\$0.00	\$178.90		\$178.90
<hr/>							
	Grand Total:		<u>\$28,536.03</u>	<u>\$28,536.03</u>			

Trial Balance [Summary]

Index to Reports: General Ledger Tab

For each account, 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 Filters 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

12/1/00 through 12/31/00

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 cr
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		

Vendor Payment History

Index to Reports: Purchases Tab

Shows all the purchases that were included in each payment you've made to your vendors during a specified period of time.

Vendor Payment History

3/1/00 through 11/30/00

Name	Check #	PO #	Date	Vendor's Inv. #	Purchase Total Amt.	Amount Applied
<hr/>						
Bob's Kit 'n Kaboodle						
	19		4/14/00			
		00000013	3/24/00		\$5,715.00	<u>\$500.00</u>
					Total for Payment 19:	\$500.00
<hr/>						
	21		7/14/00			
		00000013	3/24/00		\$5,715.00	<u>\$1,000.00</u>
					Total for Payment 21:	\$1,000.00
<hr/>						
Ken's Kycle Kenter						
	20		6/14/00			
		00000014	4/24/00		\$1,100.00	\$400.00
		00000016	5/15/00		\$1,300.00	<u>\$400.00</u>
					Total for Payment 20:	\$800.00
<hr/>						
	22		9/14/00			
		00000014	4/24/00		\$1,100.00	<u>\$200.00</u>
					Total for Payment 22:	\$200.00
<hr/>						

Vendor Payments

Index to Reports: Purchases Tab

Totals all cash disbursements made to vendors within the period range. [Note: If you've purged journal entries during the year, add this total to the total from your pre-purged data file backup.]

Vendor Payments

9/1/00 through 12/31/00

Recipient	Address 1	Vendor Tax ID	Amount Paid
Wholesale Supply Co.	41 Makeadeal Circle Cheaptown NJ 07896		\$1,211.76
World of Widgets	100 Hotdeal Road Discount City NY 10098	12-12-12-00	\$43.09

The MYOB Report Advisor

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

[Tracking down a transaction](#)

[The "I-want-a-printed-copy-of-everything" reports](#)

[Daily Reports](#)

[Weekly Reports](#)

[Monthly Reports](#)

[Quarterly Reports](#)

[Annual Reports](#)

[Overview Reports for Your Bank](#)

[Overview Reports for Your Accountant](#)

[Sales Tax Reporting and Deposits](#)

[Payroll Tax Reporting and Deposits](#)

[Collecting Money: Who, How Much, and How Long](#)

[Customer Sales: Who, What, and How Much](#)

[Looking at Jobs: Are you Making a Profit?](#)

[Owing Money: Who, How Much, and How Long](#)

[Item Sales: What's Selling and Who's Buying](#)

[Items: What's Here, What's Promised, What's on Order](#)

[Moving Your Data to a Spreadsheet for Analysis](#)

[Analyzing Your Cash Flow](#)

[Analyzing Income and Expenses](#)

[Analyzing Sales](#)

[Calculating Salesperson Commissions](#)

[Counting, Valuing, and Analyzing Your Inventory](#)

[What's a Report Batch?](#)

Tracking down a transaction

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

The reports to use for tracking down a transaction are:

[Account Inquiry](#)

[Job Inquiry](#)

[Invoice Inquiry](#)

[Bill Inquiry](#)

[Card Inquiry](#)

[Payroll Category Inquiry](#)

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The "I-want-a-printed-copy-of-everything" reports

Paper copies are no replacement for sound backup procedures! But, even after making current backups, archived backups, and off-site backups, you still believe that your computer will crash and your adorable golden retriever puppy will chew up all your backup disks, then these reports will help you re-create your books from scratch.

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:

- [Chart of Accounts \[Detail\]](#)
- [Activity List](#)
- [Activity Slip \[Activity Detail\]](#)
- [Card File \[Detail\]](#)
- [Items List \[Summary\]](#)
- [Payroll Activity \[Detail\]](#)
- [Aged Receivables \[Detail\]](#)
- [Aged Payables \[Detail\]](#)
- [Trial Balance \[Detail\]](#)

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Daily Reports

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

[Sales Tax Exceptions \[Checkbook\]](#)

[To Do List \[Expiring Discounts\]](#)

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Weekly Reports

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

[Cash Disbursements Journal](#)

[Cash Receipts Journal](#)

[Sales & Receivables Journal](#)

[Aged Receivables \[Detail\]](#)

[Aged Payables \[Detail\]](#)

[Checkbook Register](#)

[To Do List \[Orders to be Shipped & Received\]](#)

[Analyze Inventory \[Summary\]](#)

Note: Depending upon the amount of tax you withhold from your employee paychecks, you may be required to report and/or remit money to the government according to the schedule sent to you by both federal and state authorities. For help in preparing remittance reports, see:

[Payroll Tax Reporting and Deposits](#)

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Monthly Reports

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

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

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

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

[To Do List \[Recurring Transactions\]](#)

[Trial Balance \[Summary\]](#)

[Trial Balance \[Detail\]](#)

[Profit & Loss](#)

[Balance Sheet](#)

[Receivables Reconciliation \[Detail\]](#)

[Payables Reconciliation \[Detail\]](#)

[Checkbook Register](#)

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

[Profit & Loss \[Budget Analysis\]](#)

[Profit & Loss \[Last Year Analysis\]](#)

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

[To Do List \[Orders to be Shipped & Received\]](#)

[Analyze Inventory \[Summary\]](#)

Note: Depending upon the amount of tax you withhold from your employee paychecks, you may be required to report and/or remit money to the government according to the schedule sent to you by both federal and state authorities. For help in preparing remittance reports, see:

[Payroll Tax Reporting and Deposits](#)

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 (phone 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 \[Spreadsheet\]](#)

[Balance Sheet](#)

[Receivables Reconciliation \[Summary\]](#)

[Payables Reconciliation \[Summary\]](#)

[Trial Balance \[Summary\]](#)

Note: Depending upon the amount of tax you withhold from your employee paychecks, you may be required to report and/or remit money to the government according to the schedule sent to you by both federal and state authorities. For help in preparing remittance reports, see:

[Payroll Tax Reporting and Deposits](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

Annual Reports

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

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

Here's our recommended list of annual reports:

[Profit & Loss](#)

[Profit & Loss \[with Last Year\]](#)

[Balance Sheet](#)

[Balance Sheet \[Last Year Analysis\]](#)

[Receivables Reconciliation \[Summary\]](#)

[Payables Reconciliation \[Summary\]](#)

[Trial Balance \[Summary\]](#)

Note: Depending upon the amount of tax you withhold from your employee paychecks, you may be required to report and/or remit money to the government according to the schedule sent to you by both federal and state authorities. For help in preparing remittance reports, see:

[Payroll Tax Reporting and Deposits](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

Overview Reports for Your Bank

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

For your banker, prepare the following reports:

[Profit & Loss](#)

[Profit & Loss \[with Last Year\]](#)

[Profit & Loss \[Budget Analysis\]](#)

[Balance Sheet](#)

[Receivables Reconciliation \[Summary\]](#)

[Payables Reconciliation \[Summary\]](#)

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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 \[Summary\]](#)

[Profit & Loss \[with Year to Date\]](#)

[Balance Sheet](#)

[Receivables Reconciliation \[Summary\]](#)

[Payables Reconciliation \[Summary\]](#)

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Sales Tax Reporting and Deposits

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

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

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

For a summary overview of tax collected and paid use:

[Sales Tax \[Summary\]](#)

For a detailed view use:

[Sales Tax \[Detail\]](#)

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

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

Payroll Tax Reporting and Deposits

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

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

[940 Report](#)

[941 Report](#)

[Payroll Summary](#)

[Quarterly Tax Totals](#)

[Tax Liabilities](#)

[940 Report](#)

[941 Report](#)

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Collecting Money: Who, How Much, and How Long

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

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

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

[Aged Receivables \[Summary\]](#)

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

[Aged Receivables \[Detail\]](#)

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

[Customer Payments \[Closed Invoices\]](#)

For the payment history of a single invoice, print:

[Invoice Inquiry](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

Customer Sales: Who, What, and How Much

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

[Sales \[Customer Summary\]](#)

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

[Sales \[Customer Detail\]](#)

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

[Analyze Sales \[Customer - FY Comparison\]](#)

[Analyze Sales \[Customer Spreadsheet\]](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

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Looking at Jobs: Are you Making a Profit?

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

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

[Job Inquiry](#)

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

[Job Profit & Loss](#)

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

[Jobs \[Budget Analysis\]](#)

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

[Customer Reimbursable Expenses](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

Owing Money: Who, How Much, and How Long

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

To find out how much you owe someone, print:

[Aged Payables \[Summary\]](#)

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

[Purchases \[Vendor Summary\]](#)

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

[Vendor Payments](#)

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

[Bill Inquiry](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

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

Here's where you look at your items in the Items List and decide what's hot and what's not. To find out how many of a particular item you sold, print:

[Sales \[Item Summary\]](#)

[Sales \[Item Detail\]](#)

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

[Sales \[Customer Detail\]](#)

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

[Sales \[Item Detail\]](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

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

Accounting Plus allows you to book sales and purchase orders that have not yet been recorded. By using this feature, you can create an inventory "order book" that shows you what's on hand, what's on order from vendors, and what's been promised to customers.

To see your entire order book, print:

[Analyze Inventory \[Summary\]](#)

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

[Analyze Inventory \[Detail\]](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

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Moving Your Data to a Spreadsheet for Analysis

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

Save one of the following reports to disk by clicking the Send to button in the Reports window. Name the disk file and save it somewhere you'll remember later. Then launch your spreadsheet and open the file. (The report file created by Accounting Plus will NOT be 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 \[Spreadsheet\]](#)
- [Balance Sheet \[Budget Spreadsheet\]](#)
- [Profit & Loss \[Spreadsheet\]](#)
- [Profit & Loss \[Budget Spreadsheet\]](#)
- [Analyze Sales \[Activity Spreadsheet\]](#)
- [Analyze Sales \[Item Spreadsheet\]](#)
- [Analyze Sales \[Customer Spreadsheet\]](#)
- [Analyze Sales \[Salesperson Spreadsheet\]](#)

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Analyzing Your Cash Flow

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

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

Check to see if your recurring transactions are entered:

- Save your regular checks (phone bill, rent, etc.) as Recurring Checks in the Spend Money window.
- Save your paychecks as recurring.

Remember you only need to save something as a recurring transaction once, not every time you enter it.

For more information, see:

[Cash Flow Analysis](#)

Analyzing Income and Expenses

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

[Profit & Loss](#)

[Profit & Loss \[Last Year Analysis\]](#)

[Profit & Loss \[Budget Analysis\]](#)

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

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Analyzing Sales

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

To analyze item sales, print:

[Analyze Sales \[Item\]](#)

[Analyze Sales \[Item - FY Comparison\]](#)

To analyze time billing activity sales, print:

[Analyze Sales \[Activity\]](#)

[Analyze Sales \[Activity - FY Comparison\]](#)

To analyze customer sales, print:

[Analyze Sales \[Customer\]](#)

[Analyze Sales \[Customer - FY Comparison\]](#)

To analyze salesperson sales, print:

[Analyze Sales \[Salesperson\]](#)

[Analyze Sales \[Salesperson - FY Comparison\]](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

Calculating Salesperson Commissions

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

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

[Sales \[Salesperson Summary\]](#)

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

[Sales \[Salesperson Detail\]](#)

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

[Customer Payments \[Salesperson\]](#)

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to [What's a Report Batch?](#) for more information.

Counting, Valuing, and Analyzing Your Inventory

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

To help in counting your inventory, print:

[Inventory Count Sheet](#)

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

[Items List \[Summary\]](#)

To review the pricing of your items, print:

[Price Analysis](#)

What's a Report Batch?

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

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Graphs Table of Contents

[Graphs Overview](#)

Displaying graphs

[To display a graph](#)

[To modify your graphs](#)

[To view details in a graph](#)

Using advanced graph tools

[To make details stand out in a pie graph](#)

[To use the graph toolbar](#)

[To adjust the three-dimensional characteristics of a graph](#)

[Graphs Table of Contents](#)

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Graphs Overview

[Displaying graphs](#)

[Using advanced graph tools](#)

Staying in touch with your company's financial activity must be one of your most important tasks. Using the full-featured graphs in the Analyze Balance Sheet, Analyze Profit & Loss and Analyze Sales windows, you can gain a quick and accurate picture of your company's financial health.

You can filter, display, print and modify the look of your MYOB Accounting Plus graphs.

Displaying graphs

Displaying a graph in MYOB Accounting Plus is as easy as opening any other type of Accounting Plus window. When you display a graph, you can also specify a number of criteria to show the data you want by clicking the graph buttons.

Graphs can be displayed in the following windows:

- **Analyze Sales graph** In any command center, choose Sales from the MYOB Analyst list. The Analyze Sales window will appear.
- **Analyze Profit & Loss graph** In any command center, choose Profit & Loss from the MYOB Analyst list. The Analyze Profit & Loss window will appear.
- **Analyze Balance Sheet graph** In any command center, choose Balance Sheet from the MYOB Analyst list. The Analyze Balance Sheet window will appear.

Click below for the step-by-step procedure:

[To display a graph](#)

Using advanced graph tools

Your graph capabilities are strongly enhanced by a series of specialized tools that allow you to view your graph information more closely, change the appearance of your graphs on your computer screen and print your graphs.

You can also change the appearance of a graph and work with the information in a graph using the graph toolbar at the top of the graph window.

Click below for the step-by-step procedure:

[To view details in a graph](#)

[To make details stand out in a pie graph](#)

[To use the graph toolbar](#)

[To adjust the three-dimensional characteristics of a graph](#)

Graphs Overview

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Note: If a pie graph doesn't show every item or account MYOB Accounting Plus pie graphs can be divided into 13 sections only. The 12 largest amounts are shown individually. Everything else is represented by a 13th section. **Warning: Be mindful of the colors in your graph** If you plan to print a graph, keep in mind that some colors don't print well on white paper. Lighter colors, such as yellow, may not show up well at all, regardless of whether you're printing with a black-and-white printer or a color printer.

To display a graph

If you haven't already read the Graphs Overview, see [Displaying graphs](#) for more information.

1. Open one of the three windows in which a graph can be displayed. (To learn which windows display a graph, see [Displaying graphs](#).)
2. Use the Filters button to select a range of dates, as well as other criteria, to group the data.

To display a graph

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Note: If a pie graph doesn't show every item or account MYOB Accounting Plus pie graphs can be divided into 13 sections only. The 12 largest amounts are shown individually. Everything else is represented by a 13th section.

To view details in a graph

If you haven't already read the Graphs Overview, see [Using advanced graph tools](#) for more information.

1. Display the graph you want to view.
2. Double-click the element in the graph you want to view and additional information about that element of the graph will be displayed.

To view details in a graph

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To make details stand out in a pie graph

If you haven't already read the Graphs Overview, see [Using advanced graph tools](#) for more information.

You can highlight important parts of a pie graph by separating slices of the pie graph from the rest of the graph.

1. Position the mouse pointer over the slice of the pie graph you want to separate from the rest of the graph.
2. Hold down the mouse button, then drag the slice of the graph away from the rest of the graph.

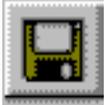
To make details stand out in a pie graph

To use the graph toolbar

If you haven't already read the Graphs Overview, see [Using advanced graph tools](#) for more information.

Click a button to perform one the tasks in the following list. You can also learn the purpose of each button in the graph toolbar by pressing the right mouse button when the mouse pointer is over a button on the toolbar.

Export Chart Create an export file of the data in the graph you're viewing.



Copy as Bitmap Copy the graph you're viewing as a bitmap graphic onto the Clipboard.



Copy as Data Copy the data represented by the graph you're viewing onto the Clipboard.



Print Print the graph you're viewing. If you're viewing a graph and its legend, you'll print the legend and the graph.



Change Color Change the color of a portion of the graph you're viewing. Select a color from the palette that appears; then drag the color from the Change Color box to the portion of the graph you want to change. You can change the color of any part of the graph you're viewing, including the graph's background and the legend's background.



3D-2D Toggle between a two-dimensional and three dimensional view of the graph.



Rotate Open the 3D View Properties window, where you can choose your perspective of a three-dimensional graph. You can also add depth and shadow to a three-dimensional graph using this window. See [To adjust the three-dimensional characteristics of a graph](#) for more information about these features.



Z-Clustered Series Add a Z axis to a three-dimensional bar graph.



Zoom Hold down the button to drag a rectangle around the section of the graph you want to view in greater detail. Click the Zoom button again to return to normal view.



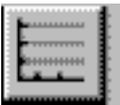
Show/Hide Legend Show or hide the graph's legend box.



Vertical Grid Display a bar graph with a vertical grid.



Horizontal Grid Display a bar graph with a horizontal grid.



Edit Titles Open the Titles window, where you can enter, edit or delete titles for the graph you're viewing. Click the Apply button in the Titles window to apply your changes to the graph titles. Click OK in the Titles window to apply your changes to the graph titles and close the Titles window.



Change Text Fonts Change the font characteristics of text in the graph window. Choose the text you want to change from the menu that appears, then change the font characteristics in the Font dialog box and click OK.



Tools By choosing commands from the Tools menu, you can show or hide the legend box, the Palette Bar, the Pattern Bar or the Data Editor.



- The **legend box** is a key that identifies the sections of the graph according to color and pattern.

To show the legend box, click the Tools button and choose Legend from the Tools menu. You can also show and hide the legend box clicking the Show/Hide Legend button on the graph toolbar.

- The **Palette Bar** allows you to change the color of a portion of the graph you're viewing.

To show the Palette Bar, click the Tools button and choose Palette Bar from the Tools menu. Drag the color from the Palette Bar to the portion of the graph you want to change. You can change the color of any part of the graph you're viewing, including the graph's background and the legend's background. Use the arrows at the left of the Palette Bar to scroll through the available colors. You can double-click a color on the Palette Bar to open the Color window, where you can define custom color.

- The **Pattern Bar** allows you to add a pattern to the graph you're viewing.

To show the Pattern Bar, click the Tools button and choose Pattern Bar from the Tools menu. Drag the pattern from the Pattern Bar to the portion of the graph you want to change. To edit a pattern, double-click the pattern in the Pattern Bar. Click a pixel in the Pattern Bitmap section of the window to activate or deactivate it. When you're finished, click OK.

- The **Data Editor** allows you to change the information represented by the graph you're viewing so you can plot projected goals, predicted sales, and so on.

To show the Data Editor, click the Tools button and choose Data Editor. You can change amounts represented in the graph and the legend names. When you're satisfied with your changes, click the Tools button and choose Data Editor to return to graph view. Any changes you make to the graph using the Data Editor won't affect your data file.

To use the graph toolbar

To adjust the three-dimensional characteristics of a graph

If you haven't already read the Graphs Overview, see [Using advanced graph tools](#) for more information.

Click the Rotate button, shown to the left, on the graph toolbar to open the 3D View Properties window. A few of the features of the window are:

- Remove the mark in the 3D field to change the view to a two-dimensional view.
- Mark the Full 3D View box if you want to set your own perspective of the three dimensional graph. When you mark this selection the X Angle and the Y Angle fields become active.
- You can adjust perspective by dragging the red and blue markers in the box on the left. (Mark the full 3D View box to make this area active.)
- Enter the angles of the perspective relative to the axis in the X Angle and Y Angle fields..
- Preview the graph in the box on the right.
- Increase the depth of the graph by dragging the slider under the preview window on the right.

To apply the changes, click Apply. To apply the changes and close the 3D View Properties window, click OK.