Sample Reports

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Chapter 1

The MYOB Report Advisor

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

Tracking down a transaction

In 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 Plus drill-down feature. In the report display, click on a line to view the underlying transaction.

The reports to use for tracking down a transaction are:

"Account Transactions" on page 24
"Job Transactions" on page 50
"Invoice Transactions" on page 190
"Bill Transactions" on page 154
"Card Transactions" on page 112
"Payroll Category Transactions" on page 135

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

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

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

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

"Accounts List [Detail]" on page 18
"Activities List" on page 228
"Activity Slip [Activity Detail]" on page 233
"Card File [Detail]" on page 109
"Items List [Summary]" on page 120
"Payroll Activity [Detail]" on page 139
"Aged Receivables [Detail]" on page 182
"Aged Payables [Detail]" on page 151
"Trial Balance [Summary]" on page 75

Daily Reports

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

"To Do List [Expiring Discounts]" on page 251

Weekly Reports

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

"Cash Disbursements Journal" on page 260
"Cash Receipts Journal" on page 262
"Sales & Receivables Journal" on page 271
"Aged Receivables [Detail]" on page 182
"Aged Payables [Detail]" on page 151
"Bank Register" on page 101
"To Do List [Orders to be Shipped & Received]" on page 252
"Analyze Inventory [Summary]" on page 98

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 national and local authorities. For help in preparing remittance reports, see:

"Payroll Tax Reporting and Deposits" on page 9

Monthly Reports

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

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

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

Note: Once you settle on the list of reports you like to run every month, consider creating a report batch for them. Refer to "What's a Report Batch?" on page 16 for more information.

"To Do List [Recurring Transactions]" on page 258
"Trial Balance [Summary]" on page 75
"Profit & Loss" on page 55
"Balance Sheet" on page 26
"Receivables Reconciliation [Detail]" on page 192
"Payables Reconciliation [Detail]" on page 156
"Bank Register" on page 101

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" on page 55
"Profit & Loss [Last Year Analysis]" on page 69

If you use the 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]” on page 252
“Analyze Inventory [Summary]” on page 98

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 national and local authorities. For help in preparing remittance reports, see:

“Payroll Tax Reporting and Deposits” on page 9

Quarterly Reports

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

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

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

“Profit & Loss [Spreadsheet]” on page 59
“Balance Sheet” on page 26
“Receivables Reconciliation [Summary]” on page 194
“Payables Reconciliation [Summary]” on page 158
“Trial Balance [Summary]” on page 75

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 national and local authorities. For help in preparing remittance reports, see:

“Payroll Tax Reporting and Deposits” on page 9

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” on page 55
“Profit & Loss [with Last Year]” on page 61
“Balance Sheet” on page 26
“Balance Sheet [Last Year Analysis]” on page 32
“Receivables Reconciliation [Summary]” on page 194

"Payables Reconciliation [Summary]" on page 158
"Trial Balance [Summary]" on page 75

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 national and local athorities. For help in preparing remittance reports, see:

"Payroll Tax Reporting and Deposits" on page 9

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" on page 55
"Profit & Loss [with Last Year]" on page 61
"Profit & Loss [Budget Analysis]" on page 67
"Balance Sheet" on page 26
"Receivables Reconciliation [Summary]" on page 194
"Payables Reconciliation [Summary]" on page 158

Overview Reports for Your Accountant

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

Most accountants will want to see the following reports:

"Trial Balance [Summary]" on page 75
"Profit & Loss [with Year to Date]" on page 63
"Balance Sheet" on page 26
"Receivables Reconciliation [Summary]" on page 194
"Payables Reconciliation [Summary]" on page 158

Sales Tax Reporting and Deposits

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

Note: 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]" on page 221

For a detailed view use:

"Sales Tax [Detail]" on page 223

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" on page 129
"941 Report" on page 131
"Payroll Summary" on page 137
"Tax Liabilities" on page 150

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]” on page 184

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

“Aged Receivables [Detail]” on page 182

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

“Customer Payments [Closed Invoices]” on page 185

For the payment history of a single invoice, print:

“Invoice Transactions” on page 190

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

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

“Sales [Customer Summary]” on page 203

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

“Sales [Customer Detail]” on page 201

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

“Analyze Sales [Customer - FY Comparison]” on page 83
“Analyze Sales [Customer Spreadsheet]” on page 84

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.

Looking at Jobs: Are you Making a Profit?

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

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

“Job Transactions” on page 50

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

“Job Profit & Loss” on page 47

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

“Jobs [Budget Analysis]” on page 52

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

“Customer Reimbursable Expenses” on page 189

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 payablesis the most important way to maintain good vendor relations. In 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]” on page 153

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

“Purchases [Vendor Summary]” on page 165

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

“Vendor Payments” on page 174

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

“Bill Transactions” on page 154

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]" on page 207
"Sales [Item Detail]" on page 205

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

"Sales [Customer Detail]" on page 201

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

"Sales [Item Detail]" on page 205

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

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]" on page 98

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

"Analyze Inventory [Detail]" on page 97

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.

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 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 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]" on page 35
"Balance Sheet [Budget Spreadsheet]" on page 30
"Profit & Loss [Spreadsheet]" on page 59
"Profit & Loss [Budget Spreadsheet]" on page 57
"Analyze Sales [Activity Spreadsheet]" on page 81
"Analyze Sales [Item Spreadsheet]" on page 89
"Analyze Sales [Customer Spreadsheet]" on page 84
"Analyze Sales [Salesperson Spreadsheet]" on page 92

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, Plus needs to know about certain recurring transactions (recurring bills and recurring income). Plus can then combine that information with your outstanding payables and receivables and project your account balance.

Before you can print the Cash Flow Analysis report, you need to run the Cash Flow Analysis. It can be found in the MYOB Analyst in the Banking 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.

Check to see if your recurring transactions are entered:

- Save your regular checks (telephone 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" on page 103

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" on page 55
"Profit & Loss [Last Year Analysis]" on page 69
"Profit & Loss [Budget Analysis]" on page 67

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

Analyzing Sales

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

To analyze item sales, print:

"Analyze Sales [Item]" on page 85
"Analyze Sales [Item - FY Comparison]" on page 87

To analyze time billing activity sales, print:

"Analyze Sales [Activity]" on page 77
"Analyze Sales [Activity - FY Comparison]" on page 79

To analyze customer sales, print:

"Analyze Sales [Customer]" on page 82
"Analyze Sales [Customer - FY Comparison]" on page 83

To analyze salesperson sales, print:

"Analyze Sales [Salesperson]" on page 90
"Analyze Sales [Salesperson - FY Comparison]" on page 91

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]" on page 212

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

"Sales [Salesperson Detail]" on page 209

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

"Customer Payments [Salesperson]" on page 187

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 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" on page 122

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

"Items List [Summary]" on page 120

To review the pricing of your items, print:

“Price Analysis” on page 159

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.

Chapter 2

Sample Reports

Account History [OfficeLink]

Index to Reports window > Accounts > Accounts

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

More Details about the Account History (OfficeLink) Report

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

Accounts List [Detail]

Index to Reports window > Accounts > Accounts

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

Accounts List [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	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	Taxs	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

Accounts List (Detail) Report - Sample Report

More Details about the Accounts List (Detail) Report

Filters

All/Selected Accounts -- From/To
Report Level
As of Date
Include 0.00 balances
Detail Accounts Only

Sort By

Account Type

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

Accounts List [Summary]

Index to Reports window > Accounts > Accounts

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

Accounts List [Summary]

Account				Current Balance
1-0000	Assets			$153,101.11
	1-1000	Cash Accounts		$13,819.83
		1-1100	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	Trade Creditors		$10,627.02
		2-1210	Bank Indebtedness	$100,000.00
	2-1300	Tax Liabilities		$4,763.26
		2-1310	Tax 1 Collected	$2,414.58
		2-1330	Tax 2 Collected	$2,348.68
	2-1400	Payroll Liabilities		$15,291.75
		2-1410	Payroll Liabilities	$13,919.25
		2-1420	Income Tax Deductions	$0.00
		2-1475	Payroll Tax Payable	$105.00
		2-1480	Group Insurance	$0.00
		2-1490	Garnishees, and other	$0.00
		2-1496	Vacation Payable	$1,267.50
	2-1500	Accrued Employer Expenses		$0.00

	2-1600	Deposits from Customers		$500.00
3-0000	Equity			$17,719.08
	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	Taxs		$100.00
	6-2700	Travel, Meals & Entertainment		$1,000.00

	6-2710	Travel	$0.00
	6-2720	Meals & Entertainment	$1,000.00
	6-2800	Utilities	$900.00
	6-2900	Wages Paid	$1,500.00
	6-3020	Finance Charges Paid	$0.00
	6-5100	Payroll	$37,119.93
	6-5110	Wages	$33,174.99
	6-5120	Vacation Pay Expense	$1,699.50
	6-5130	Employer Expenses	$2,245.44
	6-6000	Other Expenses	$0.00
8-0000	Other Income		$0.00
	8-1000	Lottery Winnings	$0.00
9-0000	Other Expenses		$0.00
	9-1000	Corporate Tax	$0.00

More Details about the Accounts List (Summary) Report

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

Account Transactions

Index to Reports window > Accounts > Accounts

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

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

Account Transactions
1/1/01 To 12/31/01

Account	ID #	Src	Date	Memo	Debit	Credit	Job
1-1110 Checking Account							
	21	CD	1/3/01	Postage		$500.00	
	19	CD	1/4/01	Commission Payment		$1,000.00	
	20	CD	1/4/01	Interest Payment		$750.00	
	15	CD	5/6/01	Monthly Insurance		$45.00	
	16	CD	5/6/01	Monthly Utility Bill		$450.00	
	17	CD	5/6/01	Paycheck		$600.00	
	CR000004	CR	5/6/01	Sam Iam, Rebate	$400.00		
					$400.00	$3,345.00	

More Details about the Account Transactions Report

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

Drill Down to Source window

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

Click: Account # / Account Name or any Totals
Opens: Account view of Find Transactions window

Click: Any of the Transaction information
Opens: Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window
CD - Spend Money, Pay Employees or Pay Vendor window
CR - Prepare Bank Deposit or Receive Payments window
SJ - Sales window
PJ - Purchases window
IFJ - No drill down

Balance Sheet

Index to Reports window > Accounts > Balance Sheet

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

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

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

Balance Sheet
As of December 2001

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

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

More Details about the Balance Sheet Report

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

Balance Sheet [Budget Analysis]

Index to Reports window > Accounts > Balance Sheet

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

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

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

Balance Sheet [Budget Analysis]
October 2001

	Selected Period	Budgeted	$ Difference	% Difference
Assets				
Cash Accounts				
Checking Account	$16,664.83	$34,878.91	($18,214.08)	(52.2%)
Petty Cash	$100.00	$100.00	$0.00	0.0%
Total Cash Accounts	$16,764.83	$34,978.91	($18,214.08)	(52.1%)
Inventory				
Raw Materials	$3,400.00	$3,400.00	$0.00	0.0%
Finished Goods	$75,129.62	$5,400.00	$69,729.62	1,291.3%
Total Inventory	$78,529.62	$8,800.00	$69,729.62	792.4%
Accounts Receivable	$37,264.78	$32,000.00	$5,264.78	16.5%
Deposits Paid Vendors	$100.00	$100.00	$0.00	0.0%
Office Equipment				
Office Equip., Original Cost	$12,000.00	$12,000.00	$0.00	0.0%
Office Equip., Amortization	($4,000.00)	($4,000.00)	$0.00	0.0%
Total Office Equipment	$8,000.00	$8,000.00	$0.00	0.0%
Vehicles				
Vehicles, Original Cost	$32,000.00	$32,000.00	$0.00	0.0%
Vehicles, Amortization	($16,500.00)	($16,500.00)	$0.00	0.0%
Total Vehicles	$15,500.00	$15,500.00	$0.00	0.0%
Other Assets	$500.00	$500.00	$0.00	0.0%
Total Assets	156,659.23	$99,878.91	$56,780.32	56.8%
Liabilities				
Credit Cards				
MasterCard	$3,200.00	$3,200.00	$0.00	0.0%
Visa	$1,000.00	$1,000.00	$0.00	0.0%
Total Credit Cards	$4,200.00	$4,200.00	$0.00	0.0%
Accounts Payable	$10,615.14	$21,000.00	($10,384.86)	(49.5%)
Bank Indebtedness	$100,000.00	$100,000.00	$0.00	0.0%
Tax Liabilities				
Tax 1 Collected	$2,214.58	$354.98	$1,859.60	523.9%
Tax 2 Collected	$2,348.68	$452.00	$1,896.68	419.6%

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

More Details about the Balance Sheet (Budget Analysis) Report

Filters

Include Account Numbers
Report Level
Jan -- Dec Range (and P13 for 13th Accounting Period)
Include 0.00 Balances
Rounding
Separate Pages

Sort By

Dependent on Header information:

Total Assets
Liabilities
Equity
Liability & Equity

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

None

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

Click: Account Name
Opens: Edit Accounts window

Click: Selected Period or Budgeted amounts
Opens: History and Budgets window

Balance Sheet [Budget Spreadsheet]

Index to Reports window > Accounts > Balance Sheet

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

With this screen report displayed, roll the cursor arrow over any detail account in the Accounts column or over the dollar amount for any detail account in the Amounts column and the arrow changes to a magnifying glass. Click while the magnifying glass is displayed to open the History and Budgets window where you can view or make changes to your budget for that account.

Balance Sheet [Budget Spreadsheet]
October 2001 through December 2001

	October	November	December
Assets			
Cash Accounts			
Checking Account	$13,719.83	$13,719.83	$13,719.83
Petty Cash	$100.00	$100.00	$100.00
Total Cash Accounts	$13,819.83	$13,819.83	$13,819.83
Inventory			
Raw Materials	$3,400.00	$3,400.00	$3,400.00
Finished Goods	$75,141.50	$75,141.50	$75,141.50
Total Inventory	$78,541.50	$78,541.50	$78,541.50
Accounts Receivable	$37,264.78	$37,264.78	$37,264.78
Deposits Paid Vendors	$100.00	$100.00	$100.00
Office Equipment			
Office Equip., Original Cost	$12,000.00	$12,000.00	$12,000.00
Office Equip., Amortization	($4,125.00)	($4,125.00)	($4,125.00)
Total Office Equipment	$7,875.00	$7,875.00	$7,875.00
Vehicles			
Vehicles, Original Cost	$32,000.00	$32,000.00	$32,000.00
Vehicles, Amortization	$(17,000.00)	$(17,000.00)	$(17,000.00)
Total Vehicles	$15,000.00	$15,000.00	$15,000.00
Other Assets	$500.00	$500.00	$500.00
Total Assets	$153,101.11	$153,101.11	$153,101.11
Liabilities			
Credit Cards			
MasterCard	$3,200.00	$3,200.00	$3,200.00
Visa	$1,000.00	$1,000.00	$1,000.00
Total Credit Cards	$4,200.00	$4,200.00	$4,200.00
Accounts Payable	$10,627.02	$10,627.02	$10,627.02
Bank Indebtedness	$100,000.00	$100,000.00	$100,000.00
Tax Liabilities			
Tax 1 Collected	$2,414.58	$2,414.58	$2,414.58
Tax 2 Collected	$2,348.68	$2,348.68	$2,348.68
Total Tax Liabilities	$4,763.26	$4,763.26	$4,763.26
Payroll Liabilities			
Payroll Liabilities	$13,919.25	$13,919.25	$13,919.25
Payroll Tax Payable	$105.00	$105.00	$105.00

Vacation Payable	$1,267.50	$1,267.50	$1,267.50
Total Payroll Liabilities	$15,291.75	$15,291.75	$15,291.75
Deposits from Customers	$500.00	$500.00	$500.00
Total Liabilities	$135,382.03	$135,382.03	$135,382.03
Equity			
Paid in Capital	$110,000.00	$110,000.00	$110,000.00
Retained Earnings	($88,510.92)	($88,510.92)	($88,510.92)
Current Year Earnings	$(3,770.00)	($3,770.00)	($3,770.00)
Total Equity	$17,719.08	$17,719.08	$17,719.08
Total Liability & Equity	$153,101.11	153,101.11	$153,101.11

More Details about the Balance Sheet (Budget Spreadsheet) Report

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

Balance Sheet [Last Year Analysis]

Index to Reports window > Accounts > Balance Sheet

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

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

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

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 2001

	This Year	Last Year	$ Difference	% Difference
Assets				
Cash Accounts				
Checking Account	$16,664.83	$34,878.91	($18,214.08)	(52.2%)
Petty Cash	$100.00	$100.00	$0.00	0.0%
Total Cash Accounts	$16,764.83	$34,978.91	($18,214.08)	(52.1%)
Inventory				
Raw Materials	$3,400.00	$3,400.00	$0.00	0.0%
Finished Goods	$75,129.62	$5,400.00	$69,729.62	1,291.3%
Total Inventory	$78,529.62	$8,800.00	$69,729.62	792.4%
Accounts Receivable	$37,264.78	$32,000.00	$5,264.78	16.5%
Deposits Paid Vendors	$100.00	$100.00	$0.00	0.0%
Office Equipment				
Office Equip., Original Cost	$12,000.00	$12,000.00	$0.00	0.0%
Office Equip., Amortization	($4,000.00)	($4,000.00)	$0.00	0.0%
Total Office Equipment	$8,000.00	$8,000.00	$0.00	0.0%
Vehicles				
Vehicles, Original Cost	$32,000.00	$32,000.00	$0.00	0.0%
Vehicles, Amortization	($16,500.00)	($16,500.00)	$0.00	0.0%
Total Vehicles	$15,500.00	$15,500.00	$0.00	0.0%
Other Assets	$500.00	$500.00	$0.00	0.0%
Total Assets	$156,659.23	$99,878.91	$56,780.32	56.8%

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

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

Filters

Include Account Numbers
Report Level
Jan -- Dec Range (and P13 for 13th Accounting Period)
Include 0.00 Balances
Rounding
Separate Pages

Sort By

Dependent on Header information:

Total Assets
Liabilities
Equity
Liability & Equity

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

None

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

Click: Account Name
Open: Edit Accounts window

Click: This Year or Last Year amounts
Open: History and Budgets window

Balance Sheet [Spreadsheet]

Index to Reports window > Accounts > Balance Sheet

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

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

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

Balance Sheet [Spreadsheet]
October 2001 through December 2001

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

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

More Details about the Balance Sheet (Spreadsheet) Report

Filters

Include Account Numbers
Report Level
This Year/Last Year/Next Year
Jan -- Dec Range (and P13 for 13th Accounting Period)
Include 0.00 Balances
Rounding
Separate Pages

Sort By

Dependent on Header information:

- Total Assets
- Liabilities
- Equity
- Liability & Equity

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

None

Currency List

Index to Reports window > Accounts > Currency

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

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

Currency List

Currency List Report - Sample Report

Name	Code	Symbol	Exchange Rate
Australian Dollars	AUD	A$	0.611863
Canadian Dollars	CAD	Can$	0.645966
European Union Euro	EUR	EUR	1.172230
Great Britain Pound	GBP	£	1.677840
Hong Kong Dollars	HKD	HKS	0.129093
Japanese Yen	JPY	¥	0.008681
Mexican Nuevo Pesos	MXP	Mex$	0.104600
New Zealand Dollars	NZD	NZ$	0.520941
United States Dollars	USD	$	1.000000

More Details about the Currency List Report

Filters	None
Sort By	Currency Name
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None

Currency Realized Gain/Loss

Index to Reports window > Accounts > Currency

This report shows the money your company has made or lost as a result of exchange rate fluctuations that have affected sales and purchases you've made using foreign currencies. Gains and losses occur when the exchange rate used when paying for a purchase differs from the rate used for the purchase itself. Gains and losses are 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 Plus's Multicurrency feature.

Currency Realized Gain/Loss
3/1/01 To 3/11/01

Settle Date	ID #	Payable Amount	Original Rate	Payment Rate	Gain/Loss
1-3200	Accounts Receivable—CAD				
3/3/01	CR000021	$5.33			
3/11/01	CR000023	$4,994.67			$683.92
3/12/01	CR000025	$2,255.33			$0.00
	Total:	$7,255.33			$
2-1250	Accounts Payable—CAD				
3/10/01	2047	$300.00			$0.00
3/11/01	2048	$6,000.00			($821.58)
	Total:	$6,300.00			($821.58)
	Grand Total:				($141.28)

More Details about the Currency Realized Gain/Loss Report

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

Currency Unrealized Gain/Loss

Index to Reports window > Accounts > Currency

This report shows the money each foreign currency account has made or lost as a result of exchange rate fluctuations that have affected sales and purchases you've made. Gains and losses occur when the exchange rate used when paying for a purchase differs from the rate used for the purchase itself, for example. Gains and losses are 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 Plus's Multicurrency feature.

Currency Unrealized Gains/Losses
3/11/01

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

More Details about the Currency Unrealized Gain/Loss Report

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

Job Activity [Detail]

Index to Reports window > Accounts > Jobs

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

Note: The report does not include purged transactions.

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

Job Activity [Detail]
1/1/01 To 12/31/01

Job #	Name	ID #	Src	Date	Memo	Debit	Credit
6-1920	Other Interest						
02	New Whoosie Project	20	CD	12/1/01	Interest Payment	$750.00	
02	New Whoosie Project	35	CD	12/2/0101	Interest Payment	$750.00	
02	New Whoosie Project	36	CD	12/3/01	Interest Payment	$750.00	
02	New Whoosie Project	37	CD	12/4/01	Interest Payment	$850.00	
				02 New Whoosie Project Total:		$3,100.00	$0.00
				6-1920 Other Interest Net Activity:		$3,100.00	$0.00
6-2100	Office Expenses						
01	Anderson	21	CD	1/3/01	Postage	$500.00	
01	Anderson	16	CD	5/6/01	Monthly Utility Bill	$450.00	
					01 Anderson Total:	$950.00	$0.00
			6-2100 Office Expenses Net Activity:			$950.00	$0.00

More Details about the Job Activity (Detail) Report

Filters	All/Selected Accounts Source Journal Date From/To From Job - To From Customer - To Include Balance Sheet Accounts Separate Pages
Sort By	Account

Subtotals / Totals	Subtotals for each Job, Account: Debit Credit Net Activity
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Job Description Beginning Balance Start Date Finish Date Manager Contact Linked Customer Card Name Address Shipping Address Phone Fax Notes Their Inv/P.O.#
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Job #, Job Name **Opens**: Edit Job window **Click**: All Others **Opens**: Transaction Source window

Job Activity [Summary]

Index to Reports window > Accounts > Jobs

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

Note: This report does not include purged transactions.

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

Job Activity (Summary)
1/1/01 To 12/31/01

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	$750.00	$0.00	$750.00
	Total:	$860.00	$0.00	$860.00
6-2100	Office Expenses			
01	Anderson	$500.00	$0.00	$500.00
02	New Whoosie Project	$450.00	$0.00	$450.00
	Total:	$950.00	$0.00	$950.00
	Grand Total:	$1810.00	$0.00	$1,810.00

More Details about the Job Activity (Summary) Report

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

Job Budget History [OfficeLink]

Index to Reports window > Accounts > Jobs

This report displays the budgeted amount for a job by account, as well as the total job activity for the previous and current 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. Because of the width of this report, a comprehensive sample can't be reproduced here.

More Details about the Job Budget History (OfficeLink) Report

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

Job History [OfficeLink]

Index to Reports window > Accounts > Jobs

This report displays all of the income, cost and expense information for each job for the current and previous 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. Because of the width of this report, a comprehensive sample can't be reproduced here.

More Details about the Job History (OfficeLink) Report

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

Job Profit & Loss

Index to Reports window > Accounts > Jobs

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

Job Profit & Loss Statement
12/1/01 through12/31/01

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

More Details about the Job Profit & Loss Report

Filters

All/Selected Accounts -- From/To
Report Level
As of Date
Include 0.00 balances
Detail Accounts Only

Sort By

Job

Subtotals / Totals

Subtotals for each Job:

Total Income
Cost of Sales
Expenses

Grand Total: Net Profit (Loss)

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

Account #
Beginning Balance
Budgeted

Job Reimbursable Expenses

Index to Reports window > Accounts > Jobs

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

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

Job Reimbursable Expenses - To Be Reimbursed

Vendor Name	Description	Date	Cost
01 Anderson			
Acme Sales Inc.	Dinner with Bob	12/2/01	$1,000.00
Acme Sales Inc.	Advice on Software	112/2/01	_$178.90
		Total:	$1,178.90

More Details about the Job Reimbursable Expenses Report

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

Job Transactions

Index to Reports window > Accounts > Jobs

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

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

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

- The Debit column should list all expenses and costs and the credit column should list all income. A positive Net Activity amount means you've made money during the period.
- The Beginning Balance field in the summary section of the report adds any opening balance amounts entered in Setup Job Opening Balances to the net activity for the job prior to the selected date range for this report.

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

Job Transactions
1/1/01 To 12/31/01

Job	ID #	Src	Date	Memo	Account #	Debit	Credit
02	New Whoosie Project						
	20	CD	1/1/01	Interest Payment	6-1920	$750.00	
	35	CD	2/2/01	Interest Payment	6-1920	$750.00	
	36	CD	3/3/01	Interest Payment	6-1920	$750.00	
	37	CD	4/4/01	Interest Payment	6-1920	$850.00	
	15	CD	5/6/01	Monthly Insurance	6-1800	$45.00	
	16	CD	5/6/01	Monthly Utility Bill	6-2800	$450.00	
						$3,595.00	$0.00

Beggining Balance:	$12,098.67
Net Activity:	($3,595.00)
Ending Balance:	$8503.67

More Details about the Job Transactions Report

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

Subtotals / Totals

Subtotals for each Job:

Total Debits
Total Credits
Ending Balance

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

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

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

Click: Job, Beginning Balance, Net Activity, Ending Balance,
Opens: Job view of the Find Transactions window

Click: Transaction fields (ID #, Src, Date, Memo, Account#, Debit Credit)
Opens: transaction source window

Jobs [Budget Analysis]

Index to Reports window > Accounts > Jobs

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

Report Tip:
Sometimes, as you're working through a job, money is being spent and received in fits and starts. It can be difficult to figure out whether you're ahead or behind on the job. This is where job budgeting can be very useful. If your 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, Plus will help you determine the status of the job

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

Jobs (Budget Analysis)

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

More Details about the Jobs (Budget Analysis) Report

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

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

Jobs List

Index to Reports window > Accounts > Jobs

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

Jobs List

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

More Details about the Job List Report

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

Profit & Loss

Index to Reports window > Accounts > Profit & Loss

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

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

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

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 Customization window.

Profit & Loss Statement
12/1/01 through 12/31/01

Income		
Sales		
Retail Sales	$5,318.00	
Wholesale Sales	$1,567.50	
Consignment Sales	$2,000.00	
Total Income	$8,885.50	
Cost of Sales		
Retail Cost of Sales	$3,419.31	
Wholesale Cost of Sales	$1,001.33	
Total Cost of Sales	$4,420.64	
Gross Profit	$4,464.86	
Expenses		
Car & Truck Expenses	$100.00	
Freight Paid		$48.95
Insurance (other than health)		$45.00
Interest		
Other Interest	$750.00	
Legal & Professional Services		$178.90
Lease Expenses		
Machinery & Equipment	$100.00	
Other Business Property	$12.00	
Supplies		$150.00
Taxes		$50.00

Travel, Meals & Entertainment			
Meals & Entertainment	$1,000.00		
Utilities		$450.00	
Wages Paid		$750.00	
Other Expenses			
Total Expenses			$3,634.85
Operating Profit			$830.01
Other Income			
Other Expenses			
Net Profit/(Loss)			$830.01

More Details about the Profit & Loss Report

Filters

Include Account Numbers
Report Level
Last Year/This Year/Next Year
Dated From/To
Jan -- Dec Range (and P13 for 13th Accounting Period)
Include 0.00 Balances
Rounding
Separate Pages

Subtotals / Totals

Subtotals:

Total Income
Cost of Sales
Gross Profit
Total Expenses
Operating Profit
Other Income
Other Expenses

Grand Total: Net Profit/(Loss)

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

None

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

Click: Account Name
Opens: Edit Accounts window

Click: Amounts
Opens: History & Budgets window

Profit & Loss [Budget Spreadsheet]

Index to Reports window > Accounts > Profit & Loss

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

With this screen report displayed, roll the cursor arrow over any detail account in the Accounts column or over the corresponding dollar amount in the Amounts column and the arrow changes to a magnifying glass. Click while the magnifying glass is displayed to open the History and Budgets window, where you can view or make changes to your budget for that account.

Profit & Loss [Budget]
November 2001 through December 2001

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

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

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

Profit & Loss [Spreadsheet]

Index to Reports window > Accounts > Profit & Loss

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

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

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

Profit & Loss Statement
November 2001 through December 2001

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

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

More Details about the Profit & Loss (Spreadsheet) Report

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

Profit & Loss [with Last Year]

Index to Reports window > Accounts > Profit & Loss

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

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

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

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 Customization window.

Profit & Loss Statement
December 2001

	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	$18,706.75	100.0%	$7,900.00	100.0%
Cost of Sales				
Retail Cost of Sales	$3,215.81	17.2%	$3,400.00	43.0%
Wholesale Cost of Sales	$1,071.36	5.7%	$800.00	10.1%
Consignment Cost of Sales	$5,946.20	31.8%	0.00	0.0%
Total Cost of Sales	$10,233.37	54.7%	$4,200.00	53.2%
Gross Profit	$8,473.38	45.3%	$3,700.00	6.8%
Expenses				
Car & Truck Expenses	$100.00	0.5%	$100.00	1.3%
Freight Paid	$48.95	0.3%	$50.00	0.6%
Insurance (other than health)	$45.00	0.2%	$75.00	0.9%
Interest				
Other Interest	$750.00	4.0%	$750.00	9.5%
Legal & Professional Services	$178.90	1.0%	$100.00	1.3%
Lease Expenses				

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

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

Filters

Include Account Numbers
Report Level
Jan -- Dec Range (and P13 for 13th Accounting Period)
Include 0.00 Balances
Rounding
Separate Pages

Subtotals / Totals

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

- Total Income
- Cost of Sales
- Gross Profit
- Total Expenses
- Operating Profit
- Other Income
- Other Expenses

Grand Total: Net Profit/(Loss)

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

None

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

Click: Account Name
Opens: Edit Accounts window

Click: This Year or Last Year Amounts
Opens: History & Budgets window

Profit & Loss [with Year to Date]

Index to Reports window > Accounts > Profit & Loss

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

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

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

Profit & Loss Statement
December 2001

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Sales				
Retail Sales	$4,989.85	26.7%	$7,227.10	30.5%
Wholesale Sales	$1,671.90	8.9%	$3,723.90	15.7%
Consignment Sales	$12,045.00	64.4%	$12,757.50	53.8%
Total Income	$18,706.75	100.0%	$23,708.50	100.0%
Cost of Sales				
Retail Cost of Sales	$3,215.81	17.2%	$4,622.97	19.5%
Wholesale Cost of Sales	$1,071.36	5.7%	$2,371.49	10.0%
Consignment Cost of Sales	$5,946.20	31.8%	$6,392.11	27.0%
Total Cost of Sales	$10,233.37	54.7%	$13,386.57	56.5%
Gross Profit	$8,473.38	45.3%	$10,321.93	43.5%
Expenses				
Car & Truck Expenses	$100.00	0.5%	$100.00	0.4%
Freight Paid	$48.95	0.3%	$48.95	0.2%
Insurance (other than health)	$45.00	0.2%	$45.00	0.2%
Interest				
Other Interest	$750.00	4.0%	$750.00	3.2%
Legal & Professional Services	$178.90	1.0%	$178.90	0.8%
Lease Expenses				
Machinery & Equipment	$100.00	0.5%	$100.00	0.4%
Other Business Property	$12.00	0.1%	$12.00	0.1%
Supplies	$150.00	0.8%	$150.00	0.6%
Taxes	$50.00	0.3%	$50.00	0.2%
Travel, Meals & Entertainment				
Meals & Entertainment	$1,000.00	5.3%	$1,000.00	4.2%
Utilities	$450.00	2.4%	$450.00	1.9%
Wages Paid	$750.00	4.0%	$750.00	3.2%
Payroll				

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

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

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

Profit & Loss [% Sales Analysis]

Index to Reports window > Accounts > Profit & Loss

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

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

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 Customization window.

Profit & Loss Statement
December 2001

	Selected Period	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%

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

Filters

Include Account Numbers
Report Level
Jan -- Dec Range (and P13 for 13th Accounting Period)
Include 0.00 Balances
Separate Pages

Subtotals / Totals

Subtotals for:

This Year Selected Period
This Year Budgeted Amount
This Year Difference
Last Year Selected Period
Last Year Budgeted Amount
Last Year Difference

- Total Income
- Cost of Sales
- Gross Profit
- Total Expenses
- Operating Profit
- Other Income
- Other Expenses

Grand Total: Net Profit/(Loss)

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

None

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

Click: Account Name
Opens: Edit Accounts window

Profit & Loss [Budget Analysis]

Index to Reports window > Accounts > Profit & Loss

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

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

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

Profit & Loss Statement
December 2001

	Selected Period	Budgeted	$ Difference	% Difference
Income				6
Sales				
Retail Sales	$5,318.00	$5,000.00	$318.00	6.3%
Wholesale Sales	$1,567.50	$1,500.00	$67.50	6.3%
Consignment Sales	$2,000.00	$2,500.00	($500.00)	(2.0%)
Total Income	$8,885.50	$9,000.00	($114.50)	(1.2%)
Cost of Sales				
Retail Cost of Sales	$3,419.31	$3,000.00	$419.31	1.4%
Wholesale Cost of Sales	$1,001.33	$1,000.00	$1.33	0.01%
Total Cost of Sales	$4,420.64	$4,000.00	$420.64	10.5%
Gross Profit	$4,464.86	$5,000.00	($535.14)	(10.7%)
Expenses				
Car & Truck Expenses	$100.00	$125.00	($25.00)	(20.5%
Freight Paid	$48.95	$75.00	($26.05)	(34.7%)
Insurance (other than health)	$45.00	$50.00	($5.00)	(10.0%)
Interest				
Other Interest	$750.00	$750.00	$0.00	NA
Legal & Professional Services	$178.90	$250.00	($71.10)	(28.4%)
Lease Expenses				
Machinery & Equipment	$100.00	$120.00	($20.00)	(16.7%)
Other Business Property	$12.00	$20.00	($8.00)	(40.0%)
Supplies	$150.00	$150.00	$0.00	NA
Taxes	$50.00	$75.00	($25.00)	(33.3%)
Travel, Meals & Entertainment				
Meals & Entertainment	$1,000.00	$1,500.00	($500.00)	(33.3%)
Utilities	$450.00	$400.00	$50.00	12.5%
Wages Paid	$750.00	$700.00	$50.00	7.1%
Total Expenses	$3,634.85	$4,215.00	($580.15)	(13.8%)

Operating Profit	$830.01	$785.00	$45.01	5.7%
Other Income				
Other Expenses				
Net Profit/(Loss)	$830.01	$785.00	$45.01	5.7%

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

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

Profit & Loss [Last Year Analysis]

Index to Reports window > Accounts > Profit & Loss

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

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

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

Profit & Loss Statement
December 2001

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

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

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

Filters

Include Account Numbers
Report Level
Jan -- Dec Range (and P13 for 13th Accounting Period)
Include 0.00 Balances
Rounding
Separate Pages

Subtotals / Totals

Subtotals for:

This Year
Last Year
$ Difference
% Difference

Total Income
Cost of Sales
Gross Profit
Total Expenses
Operating Profit
Other Income
Other Expenses

Grand Total: Net Profit/(Loss)

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

None

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

Click: Account Name
Opens: Edit Accounts window

Click: This Year or Last Year Amounts
Opens: History & Budgets window

Session Report

Index to Reports window > Accounts > Session Audit Trail

Contains journal activity since the 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	12/1/01	Pre-conversion sale					
		000003	1-3000	Accounts Receivable	$10,000.00		
		000003	1-3000	Accounts Receivable		$10,000.00	
CR	12/1/01	Payment; Acme Sales, Inc.					
		CR000001	1-1100	Checking Account	$6,000.00		
		CR000001	1-3000	Accounts Receivable		$6,000.00	
CD	12/1/01	Gasoline					
		3	1-1100	Checking Account		$100.00	
		3	6-1200	Car & Truck Expenses	$100.00		
CD	12/2/0101	Advice on Software					
		4	1-1100	Checking Account		$178.90	
		4	6-2000	Legal & Professional	$178.90		01
CD	12/2/0101	Monthly Insurance					
		5	1-1100	Checking Account		$45.00	
		5	6-1800	Insurance	$45.00		
PJ	12/1/01	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	12/1/01	Purchase; World of Widgets					
		00000005	2-1200	Accounts Payable		$307.52	
		00000005	2-1200	Accounts Payable		$24.61	
		00000005	1-2200	Finished Goods	$283.18		
		00000005	6-1700	Freight Paid	$48.95		
				Grand Total:	$28,536.03	$28,536.03	

More Details about the Session Report

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

Trial Balance [Detail]

Index to Reports window > Accounts > Trial Balance

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
1/12/1/01 through 31/12/31/01

ID #	Src	Date	Memo	Debit	Credit	Net Activity	Ending Balance
1-1100	Checking Account						
Beginning Balance:		$3,050.73					
3	CD	12/1/01	Gasoline		$100.00		
CR000001	CR	12/1/01	Payment; Acme Sales, Inc.	$6,000.00			
4	CD	12/2/01	Advice on Software		$178.90		
5	CD	12/2/01	Monthly Insurance		$45.00		
			Total:	$6,000.00	$323.90	$5,676.10	$8,726.83
1-2200	Finished Goods						
Beginning Balance:		$77,077.11					
00000005	PJ	12/1/01	Purchase; World of Widgets	$283.18			
			Total:	$283.18	$0.00	$283.18	$77,360.29
1-3000	Accounts Receivable			Beginning Balance:			
Beginning Balance:		$49,046.46					
000003	SJ	12/1/01	Pre-conversion sale	$10,000.00			
000003	SJ	12/1/01	Pre-conversion sale		$10,000.00		
CR000001	CR	12/1/01	Payment; Acme Sales, Inc.		$6,000.00		
			Total:	$10,000.00	$16,000.00	$6,000.00	cr $43,046.46
2-1200	Accounts Payable						cr
Beginning Balance:		$13,093.04					
00000002	PJ	12/1/01	Pre-conversion purchase		$11,000.00		cr
00000002	PJ	12/1/01	Pre-conversion purchase		$880.00		cr
00000002	PJ	12/1/01	Pre-conversion purchase	$11,880.00			cr
00000005	PJ	12/1/01	Purchase; World of Widgets		$307.52		cr
00000005	PJ	12/1/01	Purchase; World of Widgets		$24.61		cr
			Total:	$11,880.00	$12,212.13	$332.13	cr $13,425.17 cr
6-1200	Car & Truck Expenses						
Beginning Balance:		$0.00					
3	CD	12/1/01	Gasoline	$100.00			
			Total:	$100.00	$0.00	$100.00	$100.00
6-1700	Freight Paid						
Beginning Balance:		$0.00					

00000005	PJ	12/1/01	Purchase; World of Widgets	$48.95			
			Total:	$48.95	$0.00	$48.95	$48.95
6-1800	Insurance (other than health)						
Beginning Balance:		$0.00					
5	CD	12/2/0101	Monthly Insurance	$45.00			
			Total:	$45.00	$0.00	$45.00	$45.00
6-2000	Legal & Professional Services						
Beginning Balance:		$0.00					
4	CD	12/2/01	Advice on Software	$178.90			
			Total:	$178.90	$0.00	$178.90	$178.90
			Grand Total:	$28,536.03	$28,536.03		

More Details about the Trial Balance (Detail) Report

Filters

All/Selected Accounts
Sorted by Date/ID
Dated From/To
Include 0.00 Balance
Separate Pages

Sort By

Account

Subtotals / Totals

Subtotals:

Debit
Credit
Net Activity
Ending Balance

Grand Total: Debit & Credit

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

Name

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

Click: Any of the Transaction information
Opens: Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window
CD - Spend Money, Pay Employees or Pay Vendor window
CR - Prepare Bank Deposit or Receive Payments window
SJ - Sales window
PJ - Purchases window
IFJ - No drill down

Trial Balance [Summary]

Index to Reports window > Accounts > Trial Balance

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

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

Roll the cursor arrow over the dollar amount for any detail account in any of the Amount columns and the arrow changes to a magnifying glass. Click while the magnifying glass is displayed to open the Account view of the Find Transactions window where you can view summary information about each of the transactions that makes up the current balance of the individual accounts. The Find Transactions window also allows you to zoom to the transaction entry windows in which individual transactions were entered.

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

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

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

Summary Trial Balance
1/12/1/01 through 31/12/31/01

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				

More Details about the Trial Balance (Summary) Report

Filters	All/Selected Accounts Dated From/To Include 0.00 Balance
Subtotals / Totals	Grand Total: Debit & Credit
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Account # and Name **Opens**: Edit Accounts window **Click**: All Amounts **Open**s: Account tab of Find Transactions window

Analyze Sales [Activity]

Index to Reports window > Sales > Activity

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

Analyze Sales [Activity]
10/1/01 through 10/15/01

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
		$4,459.64	126.88	$4332.76	97.2%	

More Details about the Analyze Sales (Activity) Report

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

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

Click: All Fields
Opens: Profile view of Activity Information window

Analyze Sales [Activity - FY Comparison]

Index to Reports window > Sales > Activity

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

Analyze Sales [Activity - FY Comparison]
October 2001 through December 2001

Activity			This Year	FY 2001	Difference	% Difference
0000000001	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%

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

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

Analyze Sales [Activity Spreadsheet]

Index to Reports window > Sales > Activity

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

Analyze Sales [Activity Spreadsheet]
October 2001 through December 2001

Activity		October	November	December	Total
0000000001	Consulting Services	$0.01	$0.00	$0.00	$0.01
HCA000005	Hardware Consulting	$0.00	$287.50	$0.00	$287.50
HCA000012	Marketing Planning	$1,145.79	$0.00	$0.00	$1,145.79
HCC000004	Service Type Consulting	$1,300.00	$0.00	$0.00	$1,300.00
HCE000003	Basic Consulting	$120.00	$0.00	$0.00	$120.00
HCE000006	Software Consulting	$0.00	$2,700.00	$0.00	$2,700.00
HCE000009	Bookkeeping Services	$540.50	$0.00	$690.00	$1,230.50
HCE000011	Financial Planning	$0.00	$100.00	$0.00	$100.00
NCA000018	Consulting Type A	$21.37	$0.00	$162.00	$183.37
NCC000017	Additional Research	$993.23	$0.00	$0.00	$993.23
NCE000016	Mileage @.29/mile	$338.74	$0.00	$0.00	338.74
		$4,459.64	$3,087.50	$852.00	$8,399.14

More Details about the Analyze Sales (Activity Spreadsheet) Report

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

Analyze Sales [Customer]

Index to Reports window > Sales > Customer

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

Report Tip: This report gives you the relative value of each customer to your business. Be sure to run this report before important conferences with a customer.

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

Analyze Sales [Customer]
10/1/01 through 10/15/01

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

More Details about the Analyze Sales (Customer) Report

Filters	All/Selected Customers -- From/To Identifiers Custom List #1, #2. #3 Analyze Sales for Dated From/To Jan - Dec range Include 0.00 Balances
Sort By	Customer Name
Subtotals / Totals	Grand Total: Sales
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Sales **Opens**: Profile view of Card Information window

Analyze Sales [Customer - FY Comparison]

Index to Reports window > Sales > Customer

This report compares this year's sales for specific customers with sales for the same accounting period in another 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 Customization window.

Analyze Sales [Customer - FY Comparison]
October 2001 through December 2001

Name	This Year Sales	FY 2001	$ 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	$23,700.00	$18,000.00	$5,700.00	31.7%
Total:	$55,708.50	$50,600.00	$5,108.50	30.9%

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

Filters	All/Selected Customers -- From/To Identifiers Custom List #1, #2. #3 This Year vs. Jan - Dec range Include 0.00 Balances
Sort By	Customer Name
Subtotals / Totals	Grand Totals: This Year Sales Last Year Sales $ Difference % Difference
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All fields **Opens**: Profile view of Card Information window

Analyze Sales [Customer Spreadsheet]

Index to Reports window > Sales > Customer

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

Report Tip: This report lets you look at customer sales on a month-by-month sales basis.
Every few months, run this report from the beginning of the year to the current month. Scan across the rows. If any number (good or bad) jumps out at you and you can't figure out why, run the Sales [Customer Summary] report for that month.

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

Analyze Sales [Customer Spreadsheet]
October 2001 through December 2001

Name	October	November	December	Total
Acme Sales Inc.	$17,001.75	($403.75)	$1,567.50	$18,165.50
Boffo Products	$0.00	$10,225.00	$3,618.00	$13,843.00
Widgets by Smith	$0.00	$10,000.00	$13,700.00	$23,700.00
Total:	$17,001.75	$9,821.25	$18,885.50	$55,708.50

More Details about the Analyze Sales (Customer Spreadsheet) Report

Filters	All/Selected Customers -- From/To Identifiers Custom List #1, #2. #3 Analyze Sales for Jan - Dec range Include 0.00 Balances
Sort By	Customer Name
Subtotals / Totals	Subtotal: Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Periods **Opens**: Profile view of Card Information window

Analyze Sales [Item]

Index to Reports window > Sales > Item

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

Report Tip: Consider running this report every quarter. It looks at all the items you sell and calculates gross sales, cost of sales, gross profit, percent margin, units sold, and average cost per item for the selected period. Pay particular attention to percent margin. Are there items you sell that are significantly more profitable than others? Should you 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 Customization window.

Analyze Sales [Item]
10/1/01 through 10/15/01

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

More Details about the Analyze Sales (Item) Report

Filters	All/Selected Items -- From/To Custom List #1, #2. #3 Analyze Sales For Dated From/To Jan - Dec range Include 0.00 Balances
Sort By	Item #
Subtotals / Totals	Subtotals: Sales Cost of Sales Gross Profit % Margin
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List #1, #2. #3 Custom Field #1, #2. #3

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

Click: All Fields
Opens: Profile view of Item Information window

Analyze Sales [Item - FY Comparison]

Index to Reports window > Sales > Item

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

Report Tip: As with most analysis reports, focus on the percent difference. What changed from year to year? Look at items you 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 Customization window.

Analyze Sales [Item - FY Comparison]
December 2001

Item		This Year	FY 2001	Difference	% Difference
100-101A5	Widgets				
	Sales:	$1,700.00	$1,500.00	$200.00	13.3%
	Units:	100	90	10	11.1%
	Gross Profit:	$685.40	$550.00	$135.40	24.6%
	% Margin:	40.3%	36.7%	3.7%	
200-101A5	Gadgets				
	Sales:	$1,567.50	$1,600.00	($32.50)	(2.0%)
	Units:	50	55	-5	(9.1%)
	Gross Profit:	$566.17	$400.00	$166.17	41.5%
	% Margin:	36.1%	25.0%	11.1%	
400-101	Whatsits				
	Sales:	$3,618.00	$3,000.00	$618.00	20.6%
	Units:	60	40	20	50.0%
	Gross Profit:	$1,213.29	$1,000.00	$213.29	21.3%
	% Margin:	33.5%	33.3%	0.2%	

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

Filters	All/Selected Items -- From/To Custom List #1, #2. #3 This Year vs. -- Jan - Dec range Include 0.00 Balances
Sort By	Item #
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List #1, #2. #3 Custom Field #1, #2. #3

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

Click: All Fields
Opens: Profile view of Item Information window

Analyze Sales [Item Spreadsheet]

Index to Reports window > Sales > Item

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

Analyze Sales [Item Spreadsheet]
October 2001 through December 2001

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

More Details about the Analyze Sales (Item Spreadsheet) Report

Filters	All/Selected Items -- From/To Analyze Dollars Sold/Units Sold/Cost of Sales Custom List #1, #2. #3 Analyze Sales For Jan - Dec range Include 0.00 Balances
Sort By	Item #
Subtotals / Totals	Subtotals: Dollars Sold Units Sold Cost of Sales
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: Profile view of Item Information window

Analyze Sales [Salesperson]

Index to Reports window > Sales > Salesperson

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

Analyze Sales [Salesperson]
10/1/01 through 10/15/01

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

More Details about the Analyze Sales (Salesperson) Report

Filters	All/Selected Employees -- From/To Identifiers Custom List #1, #2. #3 Analyze Sales for Dated From/To Jan - Dec range Include 0.00 Balances
Sort By	Employee Name
Subtotals / Totals	Subtotal: Sales
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Employee Name, Sales **Opens**: Profile view of Card Information window

Analyze Sales [Salesperson - FY Comparison]

Index to Reports window > Sales > Salesperson

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

Report Tip: The dollar amount 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 Customization window.

Analyze Sales [Salesperson - FY Comparison]
October 2001 through December 2001

Name	This Year Sales	FY 2001	$ Difference	% Difference
Chuck Berry	$8,619.75	$8,100.00	$519.75	6.4%
Fats Domino	$1,925.00	$1,700.00	$225.00	13.2%
Sam the Sham	$11,567.50	$10,500.00	$1,067.50	10.2%
Total:	$22,112.25	$20,300.00	$1,811.25	29.8%

) Report - Sample Report

More Details about the Analyze Sales (Salesperson - FY Comparison) Report

Filters	All/Selected Employees -- From/To Identifiers Custom List #1, #2. #3 This Year vs. Jan - Dec range Include 0.00 Balances
Sort By	Employee Name
Subtotals / Totals	Grand Total: This Year Sales LY Sales $ Difference % Difference
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All fields **Opens**: Profile view of Card Information window

Analyze Sales [Salesperson Spreadsheet]

Index to Reports window > Sales > Salesperson

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

Analyze Sales [Salesperson Spreadsheet]
October 2001 through December 2001

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

More Details about the Analyze Sales (Salesperson Spreadsheet) Report

Filters	All/Selected Employees -- From/To Identifiers Custom List #1, #2. #3 This Year vs. Jan - Dec range Include 0.00 Balances
Sort By	Employee Name
Subtotals / Totals	Grand Total: Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Employee Name, Sales Period **Opens**: Profile view of Card Information window

Analyze Purchases [Item Spreadsheet]

Index to Reports window > Purchases > Item

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

Analyze Purchases [Item Spreadsheet]
October 2001 through December 2001

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

More Details about the Analyze Purchases (Item Spreadsheet) Report

Filters

All/Selected From -- To Vendors
Analyze Dollars Bought/Units Bought
Custom List #1, #2, #3
Analyze Purchases for (Year)
Jan - Dec range
Include 0.00 balances

Sort By

Item #

Subtotals / Totals

Subtotal of Dollars Bought or Units Bought, depending on filter selection

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

None

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

Click: All Fields
Opens: Profile view of Item Information window

Analyze Purchases [Vendor]

Index to Reports window > Purchases > Vendor

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]
10/1/01 through 10/15/01

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

More Details about the Analyze Purchases (Vendor) Report

Filters	All/Selected From -- To Vendors Identifiers Custom List #1, #2, #3 Analyze Purchases for (Year) Dated From/To Jan - Dec range Include 0.00 balances
Sort By	Vendor Name
Subtotals / Totals	Grand Total: Purchases
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Purchases **Opens**: Profile view of Card Information window

Analyze Purchases [Vendor FY Comparison]

Index to Reports window > Purchases > Vendor

This report 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 2001 through December 2001

Name	This Year Purchases	FY 2001	$ 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	$23,700.00	$18,000.00	$5,700.00	31.7%
Total:	$55,708.50	$50,600.00	$5,108.50	30.9%

More Details about the Analyze Purchases (Vendor FY Comparison) Report

Filters

All/Selected From -- To Vendors
Identifiers
Custom List #1, #2, #3
This Year vs.
Jan - Dec range
Include 0.00 balances

Sort By

Vendor Name

Subtotals / Totals

Grand Total:

This Year Purchases
Last Year Purchases
$ Difference
% Difference

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

Card ID
Custom List #1, #2, #3
Custom Field #1, #2, #3

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

Click: All fields
Opens: Profile view of Card Information window

Analyze Purchases [Vendor Spreadsheet]

Index to Reports window > Purchases > Vendor

This report 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 2001 through December 2001

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

More Details about the Analyze Purchases (Vendor Spreadsheet) Report

Filters	All/Selected From -- To Vendors Identifiers Custom List #1, #2, #3 Analyze Purchases for (Year) Jan - Dec range Include 0.00 balances
Sort By	Vendor Name
Subtotals / Totals	Subtotal: Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Month **Opens**: Profile view of Card Information window

Analyze Inventory [Detail]

Index to Reports window > Inventory > Items

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

Analyze Inventory [Detail]

Item	ID #	Name	Date Ordered	Date Promised	Committed	On Order	Available
100-101A5		Widgets					
	00000006	Wholesale Supply Co.	9/12/01	10/1/01	0	50	752
				Total:	0	50	752

More Details about the Analyze Inventory (Detail) Report

Filters	Item Number
Sort By	Date Promised (Ascending)
Subtotals / Totals	Subtotals: Committed On Order Available
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Contact Phone Fax Notes Terms Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3

Analyze Inventory [Summary]

Index to Reports window > Inventory > Items

This is the equivalent of tour 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

More Details about the Analyze Inventory (Summary) Report

Filters

All/Selected Accounts
Custom List #1, #2, #3
Sort By Item Number/Item Name
Include Zero Quantities

Sort By

Item Number or Item Name, based on filter selection

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

Item Description
Custom List #1, #2, #3
Custom Field #1, #2, #3

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

Click: Item #, Item Name, On Hand
Opens: Profile view of Item Information window

Bank Deposit

Index to Reports window > Banking > Checks & Deposits

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

Bank Deposit
10/15/01 through 10/22/01

ID #	Date	Name	Payment Method	Amount
1-1110 10/19/01 CR000012				
CR000011	10/19/01	John Smith	Check	$100.00
		Deposit Total:		$100.00
1-1110 10/19/01 CR000018				
CR000016	10/19/01	Anna Marie's	Master Card	$200.00
		Deposit Total:		$200.00
1-1110 10/19/01 CR000019				
CR000017	10/19/01	Elaine Alexander	Check	$32.50
		Deposit Total:		$32.50
		Grand Total:		$332.50

More Details about the Bank Deposit Report

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

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

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

Bank Register

Index to Reports window > Banking > Checks & Deposits

This report displays every check, withdrawal and deposit entered into the selected chequing 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 chequing accounts on a regular basis. Run this report for all your cash accounts. Enter the reporting date range in the Report Customization window. If everything checks out, keep the monthly report with your monthly financials.

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

Bank Register
12/1/01 To 12/31/01

Account	ID #	Src	Date	Payee	Deposit	Withdrawal	Balance
1-1100	Checking Account						
	3	CD	12/1/01	Joe's Mobil		$100.00	$2,950.73
	CR000001	CR	12/1/01	Payment; Acme Sales, Inc.	$6,000.00		$8,950.73
	4	CD	12/1/01	Joe Accountant		$178.90	$8,771.83
	5	CD	12/1/01	All Hands Insurance		$45.00	$8,726.83
	2	CD	12/2/01	Wholesale Supply Co.		$5,000.00	$3,726.83
	6	CD	12/2/01	Joe's Office Supplies		$150.00	$3,576.83
	7	CD	12/2/01	Joe's Utility Company		$450.00	$3,126.83
	8	CD	12/14/01	Chuck Berry		$600.00	$2,526.83
	10	CD	12/14/01	Joe's Equipment, Inc.		$100.00	$2,426.83
	11	CD	12/14/01	Joe's Office Leasing		$12.00	$2,414.83
	12	CD	12/17/01	Joe's Bank		$750.00	$1,664.83
	9	CD	12/18/01	Joe's Lounge		$1,000.00	$664.83
	CR000002	CR	12/21/01	Payment; Boffo Products	$5,000.00		$5,664.83
	CR000003	CR	12/21/01	Payment; Widgets by Smith	$11,000.00		$16,664.83
					$22,000.00	$8,385.90	

More Details about the Bank Register Report

Filters

All/Selected Accounts
Sorted by Date/ID#
Dated From/To
Separate Pages

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

Cash Flow Analysis

Index to Reports window > Banking > Checks & Deposits

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

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

Report Tip: Before you can print the Cash Flow Analysis report, you need to run the Cash Flow Analysis. It can be found by clicking Analysis in the Banking 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:	**General Checking Account**	**Days To Look Ahead:**	**25**
Date	**Description**	**Amount**	**Cash Available**
11/4/01			
	Current Balance		$13,719.83
11/6/01			
	Payroll Check - Domino	($1,251.59)	$12,468.24
12/1/01			
	Payroll Check - Berry	($2,575.29)	$9,892.95
	Payroll Check - Sham	($2,197.59)	$7,695.36
12/4/01			
	Payroll Check - Domino	($1,251.59)	$6,443.77
12/8/01			
	00000001 - Acme Sales Inc.	$6,000.00	$12,443.77
	00000004 - Acme Sales Inc.	$5,752.02	$18,195.79

More Details about the Cash Flow Analysis Report

Filters	Checking Account Days to look ahead
Sort By	Due Date (running balance provided)

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

Reconciliation Report

Index to Reports window > Banking > Checks & Deposits

This report 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:		2/3/2001		
Reconciled Checks				
23	1/10/2001	Chuck Berry		$2,575.29
24	1/11/2001	Fats Domino		$1,251.59
		Total:	$0.00	$3,826.88
Reconciled Deposits				
CR000013	1/9/2001	Payment; John Smith	$50.00	
		Total:	$50.00	$0.00
Outstanding Checks				
25	1/12/2001	Fats Domino		$800.00
		Total:	$0.00	$800.00
Outstanding Deposits				
CR000021	1/9/2001	Payment; Mary Jones	$620.00	
		Total:	$620.00	$0.00
Reconciliation				
		MYOB Balance on 2/3/2001:	$13,719.83	
		Add: Outstanding Checks:	$800.00	
		Subtotal:	$14,519.83	
		Deduct: Outstanding Deposits:	$620.00	
		Expected Balance on Statement:	$13,899.83	

More Details about the Reconciliation Report

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

Subtotals / Totals	Subtotal for each Deposit and Withdrawal Outstanding Checks and Deposits Grand Total: Expected Balance
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Reconciled Date
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: Transaction source window; dependent on the SRC Journal type: GJ - General Journal Entry window CD - Spend Money, Pay Employees or Pay Vendor window CR - Prepare Bank Deposit or Receive Payments window

Addresses

Index to Reports window > Card File > Cards

This report displays the card name, contact name, address and phone number for specified people and companies in your Card File.

Address List

Address 1 Contact	Name	Address 1 Phone	Address 1
Marvin Acme	Acme Sales 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 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	100 Hotdeal Road Discount City MI 45656

More Details about the Addresses Report

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Address 1 Phone#2, #3 Address 1 Fax Address 1 Email Address 1 WWW Address 2, 3, 4, 5 Address 2, 3, 4, 5 Phone#1, #2, #3 Address 2, 3, 4, 5 Fax Address 2, 3, 4, 5 Email Address 2, 3, 4, 5 WWW Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: Profile view of Card Information window

Card File [Detail]

Index to Reports window > Card File > Cards

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

Card File

Acme Sales	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:	07896	ZIP Code:	07896
Phone #1:	515-555-1919	Phone #1:	515-555-1920
Phone #2:	515-555-9115	Phone #2:	
Phone #3:		Phone #3:	
FAX #:		FAX #:	
E-mail:	Acme@acmenet.com	E-mail:	
WWW:		WWW:	
Salutation:		Salutation:	
Contact:		Contact:	
Notes:	Nice guy, loves toons		
Custom List #1:	Cust L 1	Custom Field #1:	Cust F 1
Custom List #2:	Cust L 2	Custom Field #2:	Cust F 2
Custom List #3:	Cust L 3	Custom Field #3:	Cust F 3
Identifiers	CR	Inv/PO Layout:	Service
Price Level:	Base Selling Price	Account:	4-4000
Salesperson:		Inv/PO Comment	Thanks for the order!
Shipping Method:	Best Way	Printed Form:	MYOB Plain Paper PO
Billing Rate:	$11.56	Pymt Method:	
Cost per Hr:	$12.56	Freight Tax Code:	
Payment Due:	Prepaid	Discount Days/Date:	5
Due Days/Date:	30	Prompt Payment Discount:	10.00%
		Tax ID:	JLS9899
Credit Limit:	$15,000	Tax Code:	STE
Volume Discount:	25%		

More Details about the Card File (Detail) Report

Filters	Card Type Identifier Last Contact Before Recontact On/Before ZIP Code From/To Separate Pages Include Inactive Cards
Sort By	Card (Alphabetical)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None

Drill Down to Source window

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

Click: All Fields
Opens: Profile view of Card Information window

Card File [Summary]

Index to Reports window > Card File > Cards

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

Card File

Name	Phone	Type	Current Balance	Identifiers
Acme Sales 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	209-555-3874	Employee		C
Sam Iam	555-8877	Personal		AC
Joe's Bank	604-555-3546	Personal		A
Sam the Sham	555-0982	Employee		C
Wholesale Supply Co.	807-555-0345	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

More Details about the Card File (Summary) Report

Filters	Card Type Identifier Last Contact Before Recontact On/Before ZIP Code From/To Include Inactive Cards
Sort By	Card (Alphabetical)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Status Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: Profile view of Card Information window

Card Transactions

Index to Reports window > Card File > Cards

This report displays all the transactions that are linked to specific people and companies in your Card File.

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

Card Transactions
9/1/01 To 12/31/01

Name	ID #	Src	Date	Memo	Account	Debit	Credit
Wholesale Supply Co.	WSC231	Vendor					
	35	CD	9/12/01	Payment; Wholesale Supply	2-1200	$142.56	
	35	CD	9/12/01	Payment; Wholesale Supply	2-1200	$1,069.20	
						$1,211.76	$0.00
Widgets by Smith	WS324	Customer					
	CR000005	CR	9/12/01	Monthly License Fee	1-1100	$125.00	
						$125.00	$0.00
World of Widgets	WW213	Vendor					
	36	CD	9/12/01	Payment; World of Widgets	2-1200	$43.09	
						$43.09	$0.00

More Details about the Card Transactions Report

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

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

Balance
Amount Paid
Address 1 Contact
Address 1 Phone#1
Address 1 Fax
Terms
Credit Limit
Their Inv/P.O.#
Salesperson
Due Date
Promised Date
Address 1
Custom List #1, #2, #3
Custom Field #1, #2, #3
Address 2, 3, 4, 5
Address 2, 3, 4, 5 Contact

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

Click: Name, Card Subtotals
Opens: Card view of Find Transactions window

Click: ID#, Date, Memo, Account, Debit, Credit
Opens: Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window
CD - Spend Money, Pay Employees or Pay Vendor window
CR - Prepare Bank Deposit or Receive Payments window
SJ - Sales window
PJ - Purchases window
IJ - No drill down

Contact Log

Index to Reports window > Card File > Cards

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

Contact Log
1/9/01 To 12/31/01

Date	Time	Recontact	Notes
Wholesale Supply Co.		WSC317	Vendor
9/12/01	:00		Paid $1,069.20; ID #35
9/12/01	:00		Paid $142.56; ID #35
9/12/01	:00		Purchase #00000010 for $142.56
Total:	:00		
Widgets by Smith		WS110	Customer
9/12/01	:00		Received $125.00; ID #CR000005
Total:	:00		
World of Widgets		WW32	Vendor
9/12/01	:00		Paid $43.09; ID #36
9/12/01	:00		Purchase #00000011 for $43.09

More Details about the Contact Log Report

Filters	All/Selected Cards Identifier Dated From/To Separate Pages
Sort By	Card (Alphabetical), then by Contact Date (descending)
Subtotals / Totals	Subtotal: Time
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Contact Address 1 Phone#1 Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Type **Opens**: View Contact Log window **Click**: Date, Time, Recontact, Notes **Opens**: Contact Log Entry window

Identifiers

Index to Reports window > Card File > Cards

This report 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	

More Details about the Identifiers Report

Filters	None
Sort By	ID#
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None

Drill Down to Source window

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

Click: All Fields
Opens: Identifiers window

Auto-Build

Index to Reports window > Inventory > Items

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

Auto-Build Items

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

More Details about the Auto-Build Report

Filters	All/Selected Accounts Custom List #1, #2, #3 Sort By Item Number/Item Name Separate Pages
Sort By	Item Number or Item Name, based on filter selection
Subtotals / Totals	Grand Total: Total Value
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: Profile view of Item Information window

Items List [Detail]

Index to Reports window > Inventory > Items

This report displays your items and most corresponding item information.

Items List [Detail]

Asset	Income	Exp./COS	Sell Price	Sell Unit	S/#per	S/Tax	Last Buy Price	Buy Unit	B/#per	B/Tax	Reorder	Min. Level
Item:	100-101A5		Widgets									
Vendor:	Wholesale Supply Co.											
On Hand:	702											
Value:	$7,144.02											
1-2200	4-1100	5-1000	$17.00	each	1	X	$11.00	each	1	X	1	X
Item:	200-101A5		Gadgets									
Vendor:	Wholesale Supply Co.											
On Hand:	516											
Value:	$10,336.71											
1-2200	4-1200	5-2000	$33.00	each	1	X	$21.00	each	1	X	1	X
Item:	300-101B6		Whoosies									
Vendor:	Wholesale Supply Co.											
On Hand:	516											
Value:	$10,336.71											
1-2200	4-1300	5-3000	$50.00	each	1	X	$33.00	each	1	X	1	X

More Details about the Items List (Detail) Report

Filters

All/Selected Accounts -- From/To
Custom List #1, #2, #3
Include Items Only Bought/Only Sold/Only Inventoried/All
Sort By Item Number/Item Name
Include Vendors All/Selected
Include Zero Quantities
Include Inactive Items

Sort By

Item Number or Item Name, based on filter selection

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

Price Status
Phone
Fax
Contact
Notes
Terms
Average Cost
Status
Item Description
Custom List #1, #2, #3
Custom Field #1, #2, #3

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

Click: Vendor
Opens: Profile view of Card Information window

Click: All Other Fields
Opens: Profile view of Item Information window

Items List [Summary]

Index to Reports window > Inventory > Items

This report 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		Thingamabob s				
	World of Widgets		123	$8,607.85	$69.983	$117.00
800-101R9		Whachamacal lits				
	Wholesale Supply Co.		185	$14,800.00	$80.00	$133.00
CON1		Consulting				
			0	$0.00	$0.00	$125.00
			Grand Total:	$76,146.55		

More Details about the Items List (Summary) Report

Filters	All/Selected Accounts -- From/To Custom List #1, #2, #3 Include Items Only Bought/Only Sold/Only Inventoried/All Sort By Item Number/Item Name Include Vendors All/Selected Include Zero Quantities Include Inactive Items
Sort By	Item Number or Item Name, based on filter selection
Subtotals / Totals	Grand Total: Total Value
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Price Status Status Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3

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

Click: Primary Vendor
Opens: Profile view of Card Information window

Click: All Other Fields
Opens: Profile view of Item Information window

Inventory Count Sheet

Index to Reports window > Inventory > Items

This is a helpful form for recording your physical inventory when taking inventory.

Inventory Count Sheet

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

More Details about the Inventory Count Sheet

Filters	All/Selected Accounts Custom List #1, #2, #3 Sort By Item Number/Item Name Include Inactive Items
Sort By	Item Number or Item Name (based on filter selection)
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Item #, Item Name, On Hand, Units **Opens**: Profile view of Item Information window

Item Sales History [OfficeLink]

Index to Reports window > Inventory > Items

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

More Details about the Items Sales History (OfficeLink) Report

Filters	All/Selected Accounts Custom List #1, #2, #3
Sort By	Item Number
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None

Price List [Detail]

Index to Reports window > Inventory > Pricing

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

Price List [Detail]

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

Level B	$100.00
Level C	$100.00
Level D	$100.00
Level E	$100.00
Level F	$100.00

400-101		Whatsits	$67.00	each
Quantity Over:	0			
Level A	$67.00			
Level B	$67.00			
Level C	$67.00			
Level D	$67.00			
Level E	$67.00			
Level F	$67.00			

500-101D3		Thingies	$83.00	each
Quantity Over:	0			
Level A	$83.00			
Level B	$83.00			
Level C	$83.00			
Level D	$83.00			
Level E	$83.00			
Level F	$83.00			

More Details about the Price List (Detail) Report

Filters	All/Selected Accounts Custom List #1, #2, #3 Price Level Sort By Item Number/Item Name Include Zero Prices
Sort By	Item Number or Item Name, based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Units on Hand Min. Level Primary Vendor Phone Fax Reorder Buy Unit Tax Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: Profile view of Item Information window

Price List [Summary]

Index to Reports window > Inventory > Pricing

This report 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

More Details about the Price List (Summary) Report

Filters	All/Selected Accounts Custom List #1, #2, #3 Sort By Item Number/Item Name Include Vendors All/Selected Include Zero Prices
Sort By	Item Number or Item Name, based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Price Status Units on Hand Min. Level Primary Vendor Phone Faz Reorder Buy Unit Tax Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3

940 Report

Index to Reports window > Payroll > Tax & Compliance

This report contains information required to fill out the Federal 940 (FUTA) report. The Box numbers indicate the box locations on the actual 940 Form; simply re-enter the balances in the report in the corresponding boxes on the form.

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

940 Report
1st Quarter

The

Total Wages Paid (Box 1):	$58,746.00
Wages in Excess of $7,000.00 (Box 3):	$37,746.00
Wages Subject to FUTA (Box 5):	$21,000.00
FUTA Tax Rate:	0.80000%
FUTA:	$168.00

More Details about the 940 Report

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

941 Report

Index to Reports window > Payroll > Tax & Compliance

This report contains information required to fill out Federal IRS Form 941.

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

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

More Details about the 941 Report

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

Accrual Balance [Detail]

Index to Reports window > Payroll > Employer Accruals

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

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

Accrual Balance (Detail)
January

	Employee	Hours	Value
Berry, Chuck	*None		
	Sick Leave Accruall	30	$692.31
	Vacation Leave Accrual	42	$969.23
	Total:	72	$1,661.54

More Details about the Accrual Balance (Detail) Report

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

Accrual Balance [Summary]

Index to Reports window > Payroll > Employer Accruals

For each selected employee and period, this report 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.)

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

Accrual Balance (Summary)
Year-to-Date

Employee	Hours	Amount
Berry, Chuck	72	$1,66154
Domino, Fats	70	$1,540.00

More Details about the Accrual Balance (Summary) Report

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

Employee Payroll List

Index to Reports window> Payroll > Employees

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

Employee Payroll List

Name:	Chuck Berry	Social Security #:	111-22-3333
Card ID:	*None	Tax Table:	PAPH
First Address:	23 Main Street	Hire Date:	1/1/99
		Terminate Date:	N/A
City:	Toontown	Cost per Hr:	N/A
State:	NJ	Base Pay:	$35,000.00
ZIP Code:	07896	Pay Basis:	Salary
Country:		Frequency:	Monthly
Phone #1:		Federal Allowances:	$1,200.00
Phone #2:	555-5555	Extra Withheld:	$0.00
Phone #3:			
FAX #:			
E-mail:			
WWW:			
Birth Date:			

More Details about the Employee Payroll List

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

Payroll Category Transactions

Index to Reports window > Payroll > Payroll Categories

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

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

Note: The data in this report is based only on MYOB Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

Payroll Category Transactions
1/1/01 through 12/31/01

Name	ID #	Src	Date	Memo	Account #	Debit	Credit	Job
4% Vacation Pay - Accrued								
	07	CD	1/12/01	Sham, Sam the; Employer Expen	6-5120	$125.00		
	07	CD	1/12/01	Sham, Sam the; Employer Expen	2-1495		$125.00	
	11	CD	2/12/01	Sham, Sam the; Employer Expen	6-5120	$125.00		
	11	CD	2/12/01	Sham, Sam the; Employer Expen	2-1495		$125.00	
	15	CD	3/12/01	Sham, Sam the; Employer Expen	6-5120	$125.00		
	15	CD	3/12/01	Sham, Sam the; Employer Expen	2-1495		$125.00	
						$375.00	$375.00	
6% Vacation Pay - Accrued								
	005	CD	1/12/01	Berry, Chuck; Employer Expense	6-5120	$297.50		
	05	CD	1/12/01	Berry, Chuck; Employer Expense	2-1495		$297.50	
	10	CD	2/12/01	Berry, Chuck; Employer Expense	6-5120	$297.50		
	10	CD	2/12/01	Berry, Chuck; Employer Expense	2-1495		$297.50	
	14	CD	3/12/01	Berry, Chuck; Employer Expense	6-5120	$297.50		
	14	CD	3/12/01	Berry, Chuck; Employer Expense	2-1495		$297.50	
						$892.50	$892.50	
Base Hourly								
	24	CD	1/12/01	Paycheck	6-5110	$1,800.00		
	26	CD	1/12/01	Paycheck	6-5110	$1,800.00		
	27	CD	2/12/01	Paycheck	6-5110	$1,800.00		
	30	CD	2/12/01	Paycheck	6-5110	$1,800.00		
	31	CD	3/12/01	Paycheck	6-5110	$1,800.00		
	34	CD	3/12/01	Paycheck	6-5110	$1,800.00		
						$10,800.00	$0.00	

More Details about the Payroll Category Transactions Report

Filters

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

Sort By	Payroll Category
Subtotals / Totals	Subtotal for each Payroll Category: Debit and Credit
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Employee Card ID Phone Address Social Security #
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Debit & Credit totals **Opens**: Payroll Category view of Find Transactions window **Click**: ID #, Src, Date, Memo, Account #, Debit, Credit, Job **Opens**: Source window, based on the Src (CD - Pay Employees window)

Payroll Summary

Index to Reports window > Payroll > Payroll Categories

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

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

Payroll Summary
January

Category		January
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		$575.00
	Total:	$11,827.33
Taxes		
Employee Contribution		
Income Tax		$296.98
UI - Employee Contribution		$3,331.79
		$297.50
	Total:	$3,926.27
Expenses		
4% Vacation Pay - Accrued		$125.00
6% Vacation Pay - Accrued		$297.50
Employer Contribution		$296.98
Expense for Company Car		$35.00
UI - Employer Contribution		$416.50
	Total:	$1,170.98

More Details about the Payroll Summary Report

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

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

Payroll Activity [Detail]

Index to Reports window > Payroll > Employees

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

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

Note: The data in this report is based only on MYOB Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

Payroll Activity (Detail)
1/1/01 through 12/31/01

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	$992.00
		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	$344.00
		Total:	$2,930.00

More Details about the Payroll Activity (Detail) Report

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

Payroll Activity [Summary]

Index to Reports window > Payroll > Employees

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

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

Note: The data in this report is based only on MYOB Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

Payroll Activity (Summary)
1/1/01 through 12/31/01

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

More Details about the Payroll Activity (Summary) Report

Filters

All/Selected Employees
Identifiers
Custom List #1, #2, #3
Dated From/To
Separate Pages

Sort By

Employee

Subtotals / Totals

Subtotals:

- Wages
- Deductions
- Expenses
- Accruals

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

Card ID
Custom List #1, #2, #3
Custom Field #1, #2, #3

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

Click: Name, Debit & Credit totals
Opens: Payroll Category view of Find Transactions window

Click: ID #, Src, Date, Memo, Account #, Debit, Credit, Job
Opens: Source window, based on the Src (CD - Pay Employees window)

Payroll Earnings

Index to Reports window > Payroll > Employees

This report displays the details of all paychecks for the employees you choose, within the date range you specify.

Note: The data in this report is based only on MYOB Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

Payroll Earnings
10/1/01 to 10/31/01

Joan Harper				Check No:	10008
Widgets, Inc.				Check Date:	10/25/2000
				Gross Pay:	$480.77
Weekly				Net Pay:	$370.14
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				Check No:	10009
Widgets, Inc.				Check Date:	10/25/01
				Gross Pay:	$1,250.00
Weekly				Net Pay:	$813.27
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

More Details about the Payroll Earnings Report

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

Payroll Register [Detail]

Index to Reports window > Payroll > Employees

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

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

Payroll Register (Detail)
Year-to-Date

Employee	Category	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
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
	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
	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
	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

More Details about the Payroll Register (Detail) Report

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

Payroll Register [Summary]

Index to Reports window > Payroll > Employees

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

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

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	$3,125.00	$0.00	$927.41	332.98
Total:	$11,827.33	$0.00	$3,926.27	$1,170.98

More Details about the Payroll Register (Summary) Report

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

Quarterly Tax Totals

Index to Reports window > Payroll > Tax & Compliance

This report displays federal, state and local taxes withheld and wages subject to taxes for the quarter.

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

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			

More Details about the Quarterly Tax Totals Report

Filters	Period Separate Pages
Sort by	Tax
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None

Tax Detail [Employee]

Index to Reports window > Payroll > Tax & Compliance

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

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

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

More Details about the Tax Detail (Employee) Report

Filters

All/Selected Tax Categories
Period
Separate Pages

Sort By

Tax

Subtotals / Totals

Subtotals for each Tax:

- Gross Wages
- Wage Basis
- Withheld
- Wage Max
- Wage > Max

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

None

Tax Liabilities

Index to Reports window> Payroll Tab > Tax & Compliance

This report displays federal tax liabilities for the selected period.

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

Note: The data in this report is based only on MYOB Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

Tax Liabilities
1/1/01 through 12/31/01

	Category	Amount	Total
	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

More Details about the Tax Liabilities Report

Filters	Jurisdiction Dated From/To
Sort By	Jurisdiction
Subtotals / Totals	Grand Total: Total Liabilities
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Account #

Aged Payables [Detail]

Index to Reports window > Purchases > Payables

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]
12/31/01

Name	ID #	Date	Total Due	0-30	31 - 60	61 - 90	90+
Wholesale Supply Co.			WSC399				
515-555-1919 ext.345							
Net 30							
	00000002	12/1/01	$6,880.00	$6,880.00			
	00000007	12/2/01	$2,246.40	$2,246.40			
	00000009	12/5/01	$11.88	$11.88			
		Total:	$9,138.28	$9,138.28	$0.00	$0.00	$0.00
World of Widgets			WW376				
555-3477 ext. 98							
Net 30							
	00000003	10/1/01	$1,128.60				$1,128.60
	00000004	11/11/01	$964.44		$964.44		
	00000005	12/1/01	$332.13	$332.13			
	00000008	12/12/01	($56.43)	($56.43)			
		Total:	$2,368.74	$275.70	$964.44	$0.00	$1,128.60
Grand Total:			$11,507.02	$9,413.98	$964.44	$0.00	$1,128.60
Aging Percent:				81.8%	8.4%	0.0%	9.8%

More Details about the Aged Payables (Detail) Report

Filters

All/Selected Vendors
Identifiers
Custom List #1, #2, #3
Aging Method
Aging Date
Include 0.00 balances
Separate Pages

Sort By

Vendor (alphabetical)

Subtotals / Totals

Subtotals:

Total Due
Each Aging date

Grand Totals:

Total Due
Each Aging date
Aging Percent

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Original Amount Paid to Date Contact Vendor's Inv. # Volume Discount Due Date Promised Date Terms Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Phone, Card ID, Contact **Opens**: Profile view of Card Information window **Click**: ID #, Date **Opens**: Source window (Purchases window) **Click**: Total Due and Aging columns **Opens**: Purchase Detail view of Analyze Payables window

Aged Payables [Summary]

Index to Reports window > Purchases > Payables

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]
12/31/01

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%

More Details about the Aged Payables (Summary) Report

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

Bill Transactions

Index to Reports window > Purchases & Payables > Other Purchase Reports

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

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

Report Tip: This report is especially helpful for reconstructing the history of a purchase order when a 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 Transactions
12/1/01 through 12/31/01

P.O. #	ID #	Src	Date	Memo	Account #	Payments	Charges
00000002	Wholesale Supply Co.			WSC317			
00000002		PJ	12/1/01	Pre-conversion purchase	2-1200		$11,000.00
00000002		PJ	12/1/01	Pre-conversion purchase	2-1200		$880.00
	2	CD	12/12/01	Payment; Wholesale Supply	2-1200	$5,000.00	
						$5,000.00	$11,880.00
00000005	World of Widgets			WW210			
	00000005	PJ	12/1/01	Purchase; World of Widgets	2-1200		$307.52
	00000005	PJ	12/1/01	Purchase; World of Widgets	2-1200		$24.61
						$0.00	$332.13
00000007	Wholesale Supply Co.			WSC317			
	00000007	PJ	12/12/01	Purchase; Wholesale Supply	2-1200		$2,080.00
	00000007	PJ	12/12/01	Purchase; Wholesale Supply	2-1200		$166.40
						$0.00	$2,246.40
00000008	World of Widgets			WW210			
	00000008	PJ	12/12/01	Purchase; World of Widgets	2-1200	$52.25	
	00000008	PJ	12/12/01	Purchase; World of Widgets	2-1200	$4.18	
						$56.43	$0.00

More Details about the Bill Transactions Report

Filters	All/Selected Bills All/Selected Vendors Source Journal Dated From/To From Vendor Invoice # -- To Separate Pages
Sort By	Purchase Order (date order)

Subtotals / Totals	Subtotals: Payments, Charges
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Vendor's Invoice # Address 1 Contact Address 1 Phone#1 Account Name Status Terms Due Date Promised Date
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: P.O. #, Vendor Name, Card ID **Opens**: Bill view of Find Transactions window **Click**: ID #, Src (CD), Date, Memo Account #, Payments **Opens**: Pay Bills window **Click**: ID #, Src (PJ), Date, Memo Account #, Charges **Opens**: Purchases window

Payables Reconciliation [Detail]

Index to Reports window > Purchases > Payables

For each selected vendor, this report displays the current balance due followed by a listing of your open purchase orders (one line per bill), with the amount due in the appropriate 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 PayablePurchase Ledger Linked Accounts window.

Payables Reconciliation [Detail]
9/30/01

Name	ID #	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
Wholesale Supply Co.			WSC102				
807-555-0345 ext.345							
	00000002	6/12/01	$6,880.00				$6,880.00
	00000007	6/12/01	$2,246.40				$2,246.40
	00000009	6/13/01	$11.88				11.88
		Total:	$9,138.28	$0.00	$0.00	$0.00	$9,138.28
World of Widgets			*None				
555-3477 ext. 98							
	00000003	9/1/01	$1,128.60				$1,128.60
	00000004	9/1/01	$964.44				$964.44
	00000005	9/1/01	$332.13				$332.13
	00000008	9/3/01	($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:			0.0%	0.0%	0.0%	100%

More Details about the Payables Reconiliation (Detail) Report

Filters

All/Selected Vendors
Identifiers
Custom List #1, #2, #3
Aging Method
Payables As Of
Include 0.00 balances
Separate Pages

Sort By

Vendor (alphabetical)

Subtotals / Totals

Subtotals:

Total Due
Each Aging date

Grand Totals:

Payables Account
Aging Percent

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

Their Inv./P.O.#
Due Date
Promised Date
Custom List #1, #2, #3
Custom Field #1, #2, #3

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

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

Click: ID #, Date
Opens: Source window (Purchases window)

Click: Total Due and Aging columns
Opens: Purchase Detail view of Analyze Payables window

Payables Reconciliation [Summary]

Index to Reports window > Purchases > Payables

This report 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 PayablePurchase Ledger Linked Accounts window.

Payables Reconciliation [Summary]
12/31/01

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:		73.7%	7.6%	0.0%	18.7%

More Details about the Payables Reconciliation (Summary) Report

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

Purchase History by Vendor [OfficeLink]

Index to Reports window > Purchases > Other Purchase Reports

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

More Details about the Purchase History byVendor (OfficeLink) Report

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

Purchases [Item Detail]

Index to Reports window > Purchases > Item

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

Purchases [Item Detail]
12/1/01 through 12/31/01

Name	ID #	Date	Quantity	Amount	Status	Promised Date
Widgets 100-101A5						
World of Widgets	00000005	12/12/01	-5	($52.25)	Debit	
		Widgets Total:	-5	($52.25)		
Gadgets 200-101A5						
World of Widgets	00000005	2/1/01	10	$199.50	Open	
		Gadgets Total:	10	$199.50		
Whoosies 300-101B6						
World of Widgets	00000005	12/1/01	2	$62.70	Open	
		Whoosies Total:	2	$62.70		
Gizmos600-101G8						
Wholesale Supply Co.	00000007	12/12/01	40	$2,080.00	Open	
		Gizmos Total:	40	$2,080.00		

More Details about the Purchases (Item Detail) Report

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Vendor Item # Units on Hand Buy Unit Sell Unit Last Cost Average Cost Sell Price Last Buy Price Vendor's Inv. # Address 1 Address 1 Phone#1 Address 1 Contact Notes Terms Credit Limit Volume Disc. % Amount Paid Current Balance Tax ID Freight Memo Comments Ship Via Job Due Date Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3 Vendor Card ID
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Item # and Name **Opens**: Profile view of Item Information window **Click**: Vendor Name, Purchase #, Date, Quantity, Amount, Status, Promised Date **Opens**: Source window (Purchases window)

Purchases [Item Summary]

Index to Reports window > Purchases > Item

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

Purchases [Item Summary]
12/1/01 through 12/31/01

Item	Name		Quantity	Amount
100-101A5	Widgets			
	World of Widgets		-5	($52.25)
	Widgets Total:	-5		($52.25)
200-101A5	Gadgets			
	World of Widgets		10	$199.50
	Gadgets Total:	10		$199.50
300-101B6	Whoosies			
	World of Widgets		2	$62.70
	Whoosies Total:	2		$62.70
600-101G8	Gizmos			
	Wholesale Supply Co.		40	$2,080.00
	Gizmos Total:	40		$2,080.00

More Details about the Purchases (Item Summary) Report

Filters	All/Selected Items Custom List #1, #2, #3 Purchase Status Dated From/To Separate Pages
Sort By	Item # (alphabetical)
Subtotals / Totals	Subtotals for each Item #: Quantity Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Item # and Name **Opens**: Profile view of Item Information window

Purchases [Vendor Detail]

Index to Reports window > Purchases > Vendor

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

Purchases [Vendor Detail]
12/1/01 through 12/31/01

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

More Details about the Purchases (Vendor Detail) Report

Filters	All/Selected Vendors Identifiers Custom List #1, #2, #3 Purchase Status Dated From/To From ID -- To Print Item Totals Separate Pages
Sort By	Vendor
Subtotals / Totals	Subtotal for each Vendor: Amount Grand Total: Amount

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Vendor Inv # Address 1 Address 1 Phone#1 Address 1 Contact Identifiers Notes Terms Credit Limit Volume Disc. % Amount Paid Current Balance Tax Amount Price + Tax Ship Via Memo Freight Comments Job Job Description Due Date Promised Date Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Vendor Name, Card ID **Opens**: Profile view of Card Information window **Click**: ID#, Date, Quantity, Item/Acct, Description, Amount, Tax, Status **Opens**: Purchases window

Purchases [Vendor Summary]

Index to Reports window > Purchases > Vendor

This report displays the original purchase amount, the tax paid and the current balance for all purchasing transactions within the period range.

Report Tip: This report lists all purchases made from your 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]
12/1/01 through 12/31/01

Name	ID #	Original Date	Purchase Amount	Tax	Current Balance	Status	Due Date
Wholesale Supply Co.							
00000002		12/1/01	$11,000.00	$880.00	$6,880.00	Open	12/1/01
00000007		12/12/01	$2,080.00	$166.40	$2,246.40	Open	12/15/01
			$13,080.00	$1,046.40	$9,126.40		
World of Widgets							
00000005		12/1/01	$307.52	$24.61	$332.13	Open	12/1/01
00000008		12/12/01	($52.25)	($4.18)	($56.43)	Debit	
			$255.27	$20.43	$275.70		
Grand Total:			$13,335.27	$1,066.83	$9,402.10		

More Details about the Purchases (Vendor Summary) Report

Filters	All/Selected Vendors Identifiers Custom List #1, #2, #3 Purchase Status Dated From/To Separate Pages
Sort By	Vendor
Subtotals / Totals	Subtotals for each Vendor: Purchase Amount Tax Current Balance Grand Totals: Purchase Amount Tax Current Balance

Optional Fields

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

Promised Date
Vendor's Inv. #
Card ID
Custom List #1, #2, #3
Custom Field #1, #2, #3

Drill Down to Source window

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

Click: Vendor Name
Opens: Profile view of Card Information window

Click: ID#, Original Date, Purchase Amount, Tax, Current Balance, Status, Due Date
Opens: Purchases window

Purchases Register [All Purchases]

Index to Reports window > Purchases > Purchase Register

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

Purchases Register [All Purchases]
1/1/01 through 1/31/01

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

More Details about the Purchases Register (All Purchases) Report

Filters	All/Selected Vendors Custom List #1, #2, #3 Dated From/To Sort By PO#/Date/Vendor Name Include 0.00 balances
Sort By	PO#, Date, Vendor Name based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Ship Via Promised Date Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date. PO #, Amount, Amount Due, Status **Opens**: Purchases window **Click**: Vendor Name **Opens**: Profile view of Card Information window

Purchases Register [Closed Bills]

Index to Reports window > Purchases > Purchase Register

This report displays a listing of all closed bills, for all vendors or a selected vendor, within a specified period range.

Purchases Register [Closed Bills]
1/1/01 through 1/31/01

Date	PO #	Vendor Inv #	Vendor Name	Original Amount	Date Closed
1/11/01	0054134	80009	Widgets by Smith	$395.00	1/22/01

More Details about the Purchases Register (Closed Bills) Report

Filters

All/Selected Vendors
Custom List #1, #2, #3
Dated From/To
Sort By PO#/Date/Vendor Name

Sort By

PO#, Date, Vendor Name based on filter selection

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

Layout
Comment
Ship Via
Promised Date
Original Amount
Freight Amt
Tax Amt
Journal Memo
Card ID
Custom List #1, #2, #3
Custom Field #1, #2, #3

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

Click: Date. PO #, Amount, Date Closed
Opens: Purchases window

Click: Vendor Name
Opens: Profile view of Card Information window

Purchases Register [Open Bills and Orders]

Index to Reports window > Purchases > Purchases Register

This report displays a listing of all open bills and orders, for all vendors or a selected vendor, within a specified period range.

Purchases Register [Open Bills and Orders]
1/1/01 through 1/31/01

Date	PO #	Vendor Inv #	Vendor Name	Original Amount	Amount Due	Promised Date
1/12/01	54256	00-8999	Boffo Products	$295.99	$295.99	02/1/01
1/21/01	65435	A-765C	Wholesale Supply Co.	$874.54	$374.54	1/21/01

More Details about the Purchases Register (Closed Bills and Orders) Report

Filters	All/Selected Vendors Custom List #1, #2, #3 Dated From/To Sort By PO#/Date/Vendor Name
Sort By	PO#, Date, Vendor Name based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Status Comment Ship Via Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date. PO #, Amount, Amount Due, Promised Date **Opens**: Purchases window **Click**: Vendor Name **Opens**: Profile view of Card Information window

Purchases Register [Quotes]

Index to Reports window > Purchases > Purchases Register

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

Purchases Register [Quotes]
1/1/01 through 1/31/01

Date	PO #	Vendor Inv #	Vendor Name	Amount	Promised Date
1/05/01	54087	J98077	Acme Sales	$4,395.00	02/05/01

More Details about the Purchases Register (Quotes) Report

Filters	All/Selected Vendors Custom List #1, #2, #3 Dated From/To Sort By PO#/Date/Vendor Name
Sort By	PO#, Date, Vendor Name based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Ship Via Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date. PO #, Amount, Promised Date **Opens**: Purchases window **Click**: Vendor Name **Opens**: Profile view of Card Information window

Purchases Register [Returns & Debits]

Index to Reports window > Purchases > Purchases Register

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

Purchases Register - Returns & Debits
1/1/01 through 1/31/01

Date	PO #	Vendor Inv #	Vendor Name	Original Amount	Debit Amount	Promised Date
1/15/01	62339	80257	Widgets by Smith	($1289.76)	$	

More Details about the Purchases Register (Returns & Debits) Report

Filters	All/Selected Vendors Custom List #1, #2, #3 Dated From/To Sort By PO#/Date/Vendor Name\
Sort By	PO#, Date, Vendor Name based on filter selection
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Ship Via Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date. PO #, Debit Amount, Promised Date **Opens**: Purchases window **Click**: Vendor Name **Opens**: Profile view of Card Information window

Vendor Payment History

Index to Reports window > Purchases > Payments

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

Vendor Payment History
3/1/01 through 11/30/01

Name	Check #	PO #	Date	Vendor's Inv. #	Purchase Total Amt.	Amount Applied
Bob's Kit 'n Kaboodle						
	19		4/14/01			
		00000013	3/24/01		$5,715.00	$500.00
				Total for Payment 19:		$500.00
	21		7/14/01			
		00000013	3/24/01		$5,715.00	$1,000.00
				Total for Payment 21:		$1,000.00
Ken's Kycle Kenter						
	20		6/14/01			
		00000014	4/24/01		$1,100.00	$400.00
		00000016	5/15/01		$1,300.00	$400.00
				Total for Payment 20:		$800.00
	22		9/14/01			
		00000014	4/24/01		$1,100.00	$200.00
				Total for Payment 22:		$200.00

More Details about the Vendor Payment History Report

Filters	All/Selected From Identifiers Checks Dated From/To Check Numbers From/To From PO# -- To From Vendor Invoice # -- To Separate Pages
Sort By	Vendor Name, then Check #
Subtotals / Totals	Subtotal for each Payment: Amount Applied
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Balance Due Reconciled Date YTD Debits YTD Discounts

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

Click: Name, Purchases
Opens: Profile view of Card Information window

Click: Check #, P.O.#, Date, Vendor's Inv. #, Purchase Total Amt, Amount Applied
Opens: Pay Bills window

Vendor Payments

Index to Reports window > Purchases > Payments

This report 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 company file backup.]

Vendor Payments
9/1/01 through 12/31/01

Recipient	Address 1	Vendor Tax ID	Amount Paid
Wholesale Supply Co.	41 Makeadeal Circle Anytown, PA 90878		$1,211.76
World of Widgets	100 Hotdeal Road Discount City New City, NY 09899	12-12-12-00	$43.09

More Details about the Vendor Payments Report

Filters	All/Selected Vendors Identifiers Custom List #1, #2, #3 Dated From/To Separate Pages
Sort By	Vendor
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Address 1 Phone#1 Address 1 Contact Terms Credit Limit Balance Job Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Recipient, Address 1, Vendor Tax ID **Opens**: Profile view of Card Information window

Recurring Checks

Index to Reports window > Banking > Recurring Transactions

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

Recurring Checks

Template Name	Frequency	Last Posted	Next Due
Commission Payment	Monthly	12/1/01	12/31/01
Interest Payment	Monthly	12/1/01	12/31/01
Monthly Insurance	Monthly	12/1/01	12/31/01
Monthly Utility Bill	Monthly	12/1/01	12/31/01
Postage for meter	Monthly	12/1/01	12/31/01

More Details about the Recurring Checks Report

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

Recurring Deposits

Index to Reports window > Banking > Recurring Transactions

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

Recurring Deposits

Template Name	Frequency	Last Posted	Next Due
Monthly License Fee	Monthly	9/11/01	10/12/01
Sam Iam, Misc.	Monthly	5/6/01	6/6/01

More Details about the Recurring Deposits Report

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

Recurring General Journal Entries

Index to Reports window > Accounts > Recurring Transactions

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

Recurring General Journal Entries

Transaction Name	Frequency	Last Posted	Next Due
Depreciation, Equipment	Monthly	5/6/01	5/12/01
Depreciation, Vehicles	Monthly	5/6/01	5/12/01

More Details about the Recurring General Journal Entries Report

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

Recurring Paychecks

Index to Reports window > Payroll > Transaction Journals

This report displays the names of each recurring paycheck 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	3/11/01	4/12/01
Paycheck - Domino	Bi-Weekly	3/11/01	4/12/01
Paycheck - Sham	Monthly	3/11/01	4/12/01

More Details about the Recurring Paychecks Report

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

Recurring Purchase Templates

Index to Reports window > Purchases > Purchase Register

This report displays the names of each recurring purchase template, its status, the date last posted, the frequency of posting, and the next due date for posting the transaction.

Recurring Purchase Templates

Template Name	Status	Frequency	Last Posted	Next Due
Gizmos Reorder	Order	Monthly	11/12/01	12/12/01
Purchase; Wholesale Supply Co.	Order	Monthly	11/12/01	12/12/01

More Details about the Recurring Purchase Templates Report

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

Recurring Sales Templates

Index to Reports window > Sales > Sales Register

This report displays the names of each recurring sales template, the date last recorded, the frequency of recording, and the next due date for recording the transaction.

Recurring Sales Templates

Template Name	Status	Frequency	Last Posted	Next Due
Boffo: Supply Order	Order	Monthly	8/11/01	9/12/01
Widgets on Consignment	Invoice	Monthly	8/11/01	9/12/01

More Details about the Recurring Sales Templates Report

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

Aged Receivables [Detail]

Index to Reports windowFor each customer, this report displays the customer's current balance followed by a list of their open sales with the amount due in the appropriate aging column.

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

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

Aged Receivables [Detail]
12/31/01

Name	ID #	Date	Total Due	0-30	31 - 60	61 - 90	90+
Acme Sales Inc.			ASI322				
Marvin Acme							
555-3477							
C.O.D.							
	00000001	10/9/01	$6,000.00				$6,000.00
	00000004	10/9/01	$5,752.02				$5,752.02
	00000008	12/2/01	$1,802.62	$1,802.62			
	00000006	12/11/01	($464.31)		($464.31)		
		Total:	$13,090.33	$1,802.62	($464.31)	$0.00	$11,752.02
Boffo Products			BP233				
Joseph Boffo							
555-3477							
C.O.D.							
	00000002	11/11/01	$7,500.00		$7,500.00		
	00000005	11/11/01	$258.75		$258.75		
	00000009	12/2/01	$1,660.70	$1,660.70			
		Total:	$9,419.45	$1,660.70	$7,758.75	$0.00	$0.00
Widgets by Smith			WS1002				
555-5555							
C.O.D.							
	00000007	11/11/01	$1,000.00		$1,000.00		
	00000003	12/1/01	$9,500.00	$9,500.00			
	00000010	12/2/01	$1,955.00	$1,955.00			
	00000011	12/2/01	$2,300.00	$2,300.00			
		Total:	$14,755.00	$13,755.00	$1,000.00	$0.00	$0.00
	Grand Total:		$37,264.78	$17,218.32	$8,294.44	$0.00	$11,752.02
	Aging Percent:			46.2%	22.3%	0.0%	31.5%

More Details about the Aged Receivables (Detail) Report

Filters	All/Selected Customers Identifiers Custom List #1, #2. #3 Aging Method Aging Date Include 0.00 balances Separate Pages
Sort By	Customer (alphabetical)
Subtotals / Totals	Subtotal: Total Due, Aging Date Grand Total: Total Due, Aging Date, Aging Percent
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Original Amount Paid to Date Contact Customers's PO# Volume Discount Due Date Promised Date Terms Custom List #1, #2. #3 Custom Field #1, #2. #3 Salesperson
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Card ID, Contact, Phone#, Terms **Opens**: Profile view of Card Information window **Click**: ID#, Date **Opens**: Sales window **Click**: Total Due, Aging columns **Opens**: Analyze Receivables window

Aged Receivables [Summary]

Index to Reports window > Sales > Receivables

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]
12/31/01

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

More Details about the Aged Receivables (Summary) Report

Filters

All/Selected Customers
Identifiers
Custom List #1, #2. #3
Aging Method
Aging Date
Include 0.00 balances

Sort By

Customer (alphabetical)

Subtotals / Totals

Subtotal:

Total Due
Aging Date
Aging Percent

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

Card ID
Custom List #1, #2. #3
Custom Field #1, #2. #3

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

Click: Name
Opens: Profile view of Card Information window

Click: Total Due, Aging columns
Opens: Analyze Receivables window

Customer Payments [Closed Invoices]

Index to Reports window > Sales > Customer

This report lists the closed (fully paid) invoices sorted by customer. Includes the amount for the invoice and the elapsed number of days from the invoice date to final payment.

Report Tip: This report shows every fully paid sale within the selected date range and computes the days it took before it was paid in full. It then computes the average number of days for each customer.
This report helps you separate late payers from prompt payers. To cure chronically late payers use either a "carrot" or a "stick". The carrot approach offers them a prompt-payment discount. The stick approach slaps them with late fees. The choice is yours, but remember, good cash flow is critical to maintaining a healthy business.

Customer Payments [Closed Invoices]
1/1/01 To 12/31/01

	ID #	Original Date	Sale Amount	Tax	Days 'til Paid
Acme Sales Inc.		ASI123			
	00000001	10/1/01	$12,000.00		61
	00000004	10/1/01	$5,001.75	$750.27	45
			$17,001.75	$750.27	53
Boffo Products		BP112			
	00000002	11/1/01	$10,000.00		59
	00000005	11/1/01	$225.00	$33.75	14
			$10,225.00	$33.75	37

More Details about the Customer Payments (Closed Invoices) Report

Filters

All/Selected Customers
Identifiers
Custom List #1, #2. #3
Dated From/To
Separate Pages

Sort By

Customer

Subtotals / Totals

Subtotals:

Sale Amount
Tax
Days 'till Paid

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

Customer's PO#
Custom List #1, #2. #3
Custom Field #1, #2. #3
Salesperson

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

Click: Customer Name, Card ID
Opens: Profile view of Card Information window

Click: ID#, Original Date, Sale Amount, Tax, Days 'till Paid
Opens: Sales window

Customer Payments [Salesperson]

Index to Reports window > Sales > Salesperson

Displays a listing of payments made on invoices and orders within the period range, sorted and 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)
1/1/01 To 12/31/01

	ID #	Date	Memo	Sale Amount	Tax	Amount Paid
Chuck Berry			*None			
	CR000007	12/1/01	Payment; Acme Sales Inc.	$5,001.75	$750.27	$5,752.02
	CR000002	12/2/01	Payment; Boffo Products	$3,618.00	$542.70	$2,500.00
			Total:	$8,619.75	$1,292.97	$8,252.02
Fats Domino			1002			
	CR000009	12/1/01	Payment; Boffo Products	$225.00	$33.75	$258.75
			Total:	$225.00	$33.75	$258.75
Sam the Sham			1043			
	CR000003	12/2/01	Payment; Widgets by Smith	$10,000.00	$1,500.00	$10,500.00
			Total:	$10,000.00	$1,500.00	$10,500.00

More Details about the Customer Payments (Salesperson) Report

Filters	All/Selected Employees Identifiers Custom List #1, #2, #3 Dated From/To Separate Pages
Sort By	Customer
Subtotals / Totals	Subtotals: Sale Amount Tax Amount Paid

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

Customer's PO#
Customer Name
Billing Address
Billing Address Phone#1
Billing Address Contact
Notes
Terms
Credit Limit
Volume Disc. %
Current Balance
Tax ID
Freight
Sales Layout
Promised Date
Due Date
Comments
Ship Via
Job
Customer Card ID
Custom List #1, #2, #3
Custom Field #1, #2, #3
Discount Amount
Payment Method
Payment Notes
Name on Credit Card
Credit Card Number
Exp Date
Auth. No.
Check No.

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

Click: Employee Name , Card ID
Opens: Profile view of Card Information window

Click: Item ID #, Date, Memo, Sale Amount, Tax, Amount Paid
Opens: Receive Payments window

Customer Reimbursable Expenses

Index to Reports window > Sales > Customer

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

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

Customer Reimbursable Expenses - To Be Reimbursed

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

Customer Reimbursable Expenses - To Be Removed

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

More Details about the Customer Reimbursable Expenses Report

Filters	All/Selected Customers Custom List #1, #2. #3 Reimbursable Reimbursed/Removed Separate Pages
Sort By	Customer Name
Subtotals / Totals	Subtotal: Cost
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Vendor Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Customer Name **Opens**: Profile view of Card Information window **Click**: Vendor Name, Description, Date, Job, Cost **Opens**: Purchases window

Invoice Transactions

Index to Reports window > Sales > Other Sales Reports

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

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

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

Invoice Transactions
9/1/01 To 12/31/01

Invoice	ID #	Src	Date	Memo	Account	Charges	Payments
00001	Acme Sales Inc.		AS21				
	000001	SJ	10/9/01	Pre-conversion sale	1-3000	$12,000.00	
	CR000006	CR	10/9/01	Payment; Acme Sales	1-3000		$6,000.00
	CR000001	CR	12/1/01	Payment; Acme Sales	1-3000		$6,000.00
						$12,000.00	$12,000.00
00004	Acme Sales Inc.		AS21				
	00000004	SJ	10/9/01	Sale; Acme Sales	1-3000	$5,001.75	
	00000004	SJ	10/9/01	Sale; Acme Sales	1-3000	$750.27	
	CR000007	CR	9/1/01	Payment; Acme Sales	1-3000		$5,752.02
						$5,752.02	$5,752.02

More Details about the Invoice Transactions Report

Filters	All/Selected Invoices All/Selected Customers Source Journal Dated From/To From Customer PO# -- To Separate Pages
Sort By	Invoice #
Subtotals / Totals	Subtotal for each Invoice #: Charges, Payments

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

Receivables Reconciliation [Detail]

Index to Reports window > Sales > Receivables

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

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 PayablePurchase Ledger Linked Accounts window.

Receivables Reconciliation [Detail]
12/31/01

Name	ID #	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
Acme Sales Inc.			*None				
Marvin Acme							
515-555-1919							
	00000008	12/1/01	$1,802.62	$1,802.62			
	00000006	11/11/01	($464.31)		$464.31)		
		Total:	$1,338.31	$1,802.62	($464.31)	$0.00	$0.00
Boffo Products			BP123				
Joseph Boffo							
902-555-8777							
	00000009	12/2/01	$1,660.70	$1,660.70			
		Total:	$1,660.70	$1,660.70	$0.00	$0.00	$0.00
Widgets by Smith			*None				
604-555-4958							
	00000007	11/11/01	$1,000.00		$1,000.00		
	00000003	12/2/0101	$9,500.00	$9,500.00			
	00000010	12/1/01	$1,955.00	$1,955.00			
	00000011	12/24/01	$2,300.00	$2,300.00			
		Total:	$14,755.00	$13,755.00	$1,000.00	$0.00	$0.00
	Grand Total:		$17,754.01	$17,218.32	$535.69	$0.00	$0.00
	Aging Percent:			96.0%	3.0%	0.0%	0.0%

More Details about the Receivables Reconciliation (Detail) Report

Filters	All/Selected Customers Identifiers Custom List #1, #2. #3 Aging Method Receivables As Of Include 0.00 balances Separate Pages
Sort By	Customer (alphabetical)
Subtotals / Totals	Subtotals: Total Due Aging Date Grand Totals: Total Due Receivables Account Aging Percent
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Original Amount Paid to Date Contact Customers's PO# Volume Discount Due Date Promised Date Terms Custom List #1, #2. #3 Custom Field #1, #2. #3 Salesperson
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Card ID, Contact, Phone#, Terms **Opens**: Profile view of Card Information window **Click**: ID#, Date **Opens**: Sales window **Click**: Total Due, Aging columns **Opens**: Analyze Receivables window

Receivables Reconciliation [Summary]

Index to Reports window > Sales > Receivables

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

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

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

Receivables Reconciliation [Summary]
12/31/01

Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Acme Sales Inc.	$1,338.31	$1,802.62	($464.31)	$0.00	$0.00
Boffo Products	$1,660.70	$1,660.70	$0.00	$0.00	$0.00
Widgets by Smith	$14,755.00	$13,755.00	$1,000.00	$0.00	$0.00
Total:	$17,754.01	$17,218.32	$535.69	$0.00	$0.00
Aging Percent:	___________	96.0%	3.0%	0.0%	0.0%
Receivables Account:	$17,754.01				
Out of Balance Amount:	$0.00				

More Details about the Receivables Reconciliation (Summary) Report

Filters	All/Selected Customers Identifiers Custom List #1, #2. #3 Aging Method Receivables As Of Include 0.00 balances
Sort By	Customer (alphabetical)
Subtotals / Totals	Subtotals: Total Due Aging Date Aging Percent Receivables Account Out of Balance Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3

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

Click: Name
Opens: Profile view of Card Information window

Click: Total Due, Aging columns
Opens: Analyze Receivables window

Referral Source

Index to Reports window > Sales > Other Sales Reports

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

Referral Source
1/1/01 through 31/1/31/01

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

More Details about the Referral Source Report

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

Sales [Activity Detail]

Index to Reports window > Sales > Activity

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

Sales [Activity Detail]
10/23/01

	Name	ID #	Date	Units	Amount	Status
0000000001		Consulting Services				
	Karen Mitchell	00002121	10/23/01	2.27	$134.13	Open
		Consulting Services Total:		2.27	$134.13	
HCA000008		Accounting Services				
	Debbie Banks	00002118	10/23/01	160.447	$1,564.36	Open
		Accounting Services Total:		160.447	$1,564.36	
HCA000012		Marketing Planning				
	Debbie Banks	00002128	10/23/01	12	$482.28	Open
	Karen Mitchell	00002121	10/23/01	32.346	$1300.00	Open
		Marketing Planning Total		44.346	$1,782.28	
HCC000007		Network Consulting and Service				
	Annabel's Closet	00002119	10/23/01	30.888	$262.55	Open
	Network Consulting and Service Total:			30.888	$262.55	

More Details about the Sales (Activity Detail) Report

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Units of Measure Billing Address Billing Address Phone#1 Billing Address Contact Notes Terms Credit Limit Amount Paid Current Balance Tax ID Memo Comments Job Shipping Address Shipping AddressPhone#1 Shipping AddressPhone#2 Shipping AddressPhone#3 Shipping Address Fax Shipping Address Contact Address 3 Address 3 Phone#1 Address 3 Phone#2 Address 3 Phone#3 Address 3 Fax Address 3 Contact Address 4 Address 4 Phone#1 Address 4 Phone#2 Address 4 Phone#3 Address 4 Fax Address 4 Contact Address 5 Address 5 Phone#1 Address 5 Phone#2 Address 5 Phone#3 Address 5 Fax Address 5 Contact
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Activity ID and Name **Opens**: Profile view of Activity Information window **Click**: Customer Name, ID#, Date, Units, Amount, Status, Rate **Opens**: Sales window

Sales [Activity Summary]

Index to Reports window > Sales> Activity

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

Sales [Activity Summary]
10/23/01

Activity ID		Name	Units	Amount
0000000001	Consulting Services			
		Karen Mitchell	2.27	$134.13
Consulting Services Total:			2.27	$134.13
HCA000008	Accounting Services			
		Debbie Banks	160.447	$1,564.36
	Accounting Services Total:		160.447	$1,564.36
HCA000012	Marketing Planning			
	Debbie Banks		12.000	$482.28
	Karen Mitchell		32.346	$1,300.00
	Marketing Planning Total:		44.346	$1,782.28
HCC000007	Network Consulting and Service			
	Annabel's Closet		30.888	$262.55
Network Consulting and Service Total:			30.888	$262.55
HCC000010	Automated Bookkeeping Services			
	Annabel's Closet		23.000	$1,035.00
Automated Bookkeeping Services Total:			23.000	$1,035.00
HCE000009	Bookkeeping Services			
	Annabel's Closet		2.800	$90.44
Bookkeeping Services Total:			2.800	$90.44
NCA000018	Consulting Type A			
	Debbie Banks		14.815	$300.00
Consulting Type A Total:			14.815	$300.00
NCC000017	Additional Research			
	George's World		47.619	$1000.00
Additional Research Total:			47.619	$1000.00

More Details about the Sales (Activity Summary) Report

Filters	All/Selected Customers Identifiers Custom List #1, #2. #3 Aging Method Aging Date Includes 0.00 Balances
Sort By	Activity
Subtotals / Totals	Subtotals for each Activity: Units, Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name **Opens**: Profile view of Card Information window **Click**: Total Due, Aging columns **Opens**: Analyze Receivables window

Sales [Customer Detail]

Index to Reports window > Sale & Receivables > Customer

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

Sales [Customer Detail]

	ID #	Date	Quantity	Item/Acct	Description	Amount	Tax	Status
Acme Sales Inc.			ASI102					
	00000001	10/1/01		1-3000	Outstanding Balance Due	$12,000.00		Closed
	00000004	10/1/01	50	100-101A5	Widgets	$807.50	B	Closed
	00000006	10/1/01	-25	100-101A5	Widgets	($403.75)	B	Credit
	00000004	10/1/01	5	200-101A5	Gadgets	$156.75	B	Closed
	00000004	10/1/01	5	300-101B6	Whoosies	$237.50	B	Closed
	00000004	10/1/01	5	400-101	Whatsits	$318.25	B	Closed
	00000004	10/1/01	5	600-101G8	Gizmos	$475.00	B	Closed
	00000004	10/1/01	10	700-101U7	Thingamabobs	$1,111.50	B	Closed
	00000004	10/1/01	15	800-101R9	Whachamacallits	$1,895.25	B	Closed
				Acme Sales Inc. Total:		$16,598.00		
Boffo Products								
	00000002	11/1/01		1-3000	Outstanding Balance Due	$10,000.00		Closed
	00000005	11/1/01	1	100-101A5	Widgets	$15.30	B	Closed
	00000005	11/1/01	1	200-101A5	Gadgets	$29.70	B	Closed
	00000005	11/1/01	1	300-101B6	Whoosies	$45.00	B	Closed
	00000005	11/1/01	1	400-101	Whatsits	$60.30	B	Closed
	00000005	11/1/01	1	500-101D3	Thingies	$74.70	B	Closed
				Boffo Products Total:		$10,225.00		
Widgets by Smith								
	00000007	11/1/01	100	600-101G8	Gizmos	$10,000.00	B	Open
				Widgets by Smith Total:		$10,000.00		
					Grand Total:	$36,823.00		

More Details about the Sales (Customer Detail) Report

Filters	All/Selected Customers Identifiers Custom List #1, #2, #3 Sale Status Dated From/To From ID -- To Print Item Totals Separate Pages
Sort By	Customer

Subtotals / Totals	Subtotal for each Customer: Amount Grand Total: Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Customer's PO# Billing Address Billing Address Phone#1 Billing Address Contact Identifiers Notes Terms Credit Limit Volume Disc. % Tax Amt Price + Tax Ship Via Memo Freight Comments Job Job Description Due Date Promised Date Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3 Salesperson Discount Total Referral Source
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Customer Name and Card ID **Opens**: Profile view of Card Information window **Click**: ID#, Date, Quantity, Item/Acct, Description, Amount, Tax, Status **Opens**: Sales window

Sales [Customer Summary]

Index to Reports window > Sales > Customer

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

Sales [Customer Summary]
11/1/01 through 12/15/01

Name	ID #	Original Date	Sale Amount	Tax	Current Balance	Sale Status	Due Date
Acme Sales Inc.							
	00000006	11/11/01	($403.75)	($60.56)	($464.31)	Credit	
	00000001	12/10/01	$12,000.00	$0.00	$0.00	Closed	
	00000004	12/10/01	$5,001.75	$750.27	$0.00	Closed	
			$16,598.00	$689.71	($464.31)		
Boffo Products							
	00000002	11/11/01	$10,000.00	$0.00	$0.00	Closed	
	00000005	11/11/01	$225.00	$33.75	$0.00	Closed	
			$10,225.00	$33.75			
Widgets by Smith							
	00000007	11/12/01	$10,000.00	$1,500.00	$1,000.00	Open	9/12/01
			$10,000.00	$1,500.00	$1,000.00		
		Grand Total:	$36,823.00	$2,223.46	$535.69		

More Details about the Sales (Customer Summary) Report

Filters	All/Selected Customers Identifiers Custom List #1, #2. #3 Sale Status Dated From/To Separate Pages
Sort By	Customer
Subtotals / Totals	Subtotals for each Customer: Sale Amount Tax Current Balance Grand Totals: Sale Amount Tax Current Balance

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Promised Date Customer's PO# Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3 Salesperson Freight Discount Total Referral Source
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Customer Name and # **Opens**: Profile view of Card Information window **Click**: ID#, Original Date, Sale Amount, Tax, Current Balance, Status, Due Date **Opens**: Sales window

Sales [Item Detail]

Index to Reports window > Sales > Item

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

Sales [Item Detail]
10/1/01 through 12/15/01

Name	ID #	Date	Quantity	Amount	Status	Promised Date
100-101A5	Widgets					
Acme Sales Inc.	00000004	10/1/01	50	$807.50	Closed	12/12/01
Acme Sales Inc.	00000006	11/1/01	-25	($403.75)	Credit	
Boffo Products	00000005	11/1/01	1	$15.30	Closed	
Widgets by Smith	00000010	12/12/01	100	$1,700.00	Open	
		Widgets Total:	126	$2,119.05		
200-101A5	Gadgets					
Acme Sales Inc.	00000004	10/1/01	5	$156.75	Closed	12/12/01
Acme Sales Inc.	00000008	10/12/01	50	$1,567.50	Open	
Boffo Products	00000005	11/12/01	1	$29.70	Closed	
		Gadgets Total:	56	$1,753.95		
300-101B6	Whoosies					
Acme Sales Inc.	00000004	10/1/01	5	$237.50	Closed	12/12/01
Boffo Products	00000005	11/1/01	1	$45.00	Closed	
	Whoosies Total:		6	$282.50		

More Details about the Sales (Item Detail) Report

Filters	All/Selected Items Custom List #1, #2. #3 Sale Status Dated From/To From ID -- To Print Card Totals Separate Pages
Sort By	Item #
Subtotals / Totals	Subtotals for each Item #: Quantity, Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List #1, #2. #3 Custom Field #1, #2. #3

Drill Down to Source window

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

Click: Item Name and #
Opens: Profile view of Item Information window

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

Sales [Item Summary]

Index to Reports window > Sales > Item

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

Sales [Item Summary]
10/1/01 through 12/15/01

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

More Details about the Sales (Item Summary) Report

Filters	All/Selected Items Custom List #1, #2. #3 Sale Status Dated From/To Separate Pages
Sort By	Item #
Subtotals / Totals	Subtotals for each Item #: Quantity, Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Item Description Custom List #1, #2. #3 Custom Field #1, #2. #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Item Name and # **Opens**: Profile view of Item Information window **Click**: Customer Name **Opens**: Profile view of Card Information window

Sales [Salesperson Detail]

Index to Reports window Sales > Salesperson

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

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

This report calculates gross sales (not including 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 Customization window.

Sales [Salesperson Detail]
1/1/01 through 12/31/01

	ID #	Date	Quantity	Item/Acct	Description	Sale Amount	Tax	Status
Chuck Berry				*None				
	00000002	11/1/01		1-3000	Outstanding Balance Due	$10,000.00		Closed
	00000011	12/12/01			Sale of blue widgets	$0.00		Open
	00000011	12/12/01			Be sure to ship in cardboard.	$0.00		Open
	00000011	12/12/01		4-1300	ribbons	$2,000.00	B	Open
						$12,000.00		
100-101A5 Widgets								
00000004		10/1/01	50	100-101A5	Widgets	$807.50	B	Closed
			50			$807.50		
200-101A5 Gadgets								
00000004		10/1/01	5	200-101A5	Gadgets	$156.75	B	Closed
			5			$156.75		
300-101B6 Whoosies								
00000004		10/1/01	5	300-101B6	Whoosies	$237.50	B	Closed
			5			$237.50		
400-101 Whatsits								
00000004		10/1/01	5	400-101	Whatsits	$318.25	B	Closed
00000004		12/12/01	60	400-101	Whatsits	$3,618.00	B	Open
			65			$3,936.25		
600-101G8 Gizmos								
	00000004	10/1/01	5	600-101G8	Gizmos	$475.00	B	Closed
			5			$475.00		
700-101U7 Thingamabobs								
	00000004	10/1/01	10	700-101U7	Thingamabobs	$1,111.50	B	Closed
			10			$1,111.50		
800-101R9 Whachamacallits								

00000004	10/1/01	15	800-101R9	Whachamacallits	$1,895.25	B	Closed
		15			$1,895.25		
				Total:	$20,619.75		
				Grand Total:	$20,619.75		

More Details about the Sales (Salesperson Detail) Report

Filters	All/Selected Employees Identifiers Custom List #1, #2, #3 Sale Status Dated From/To From ID -- To Separate Pages
Sort By	Employee
Subtotals / Totals	Subtotal for each Account, Item #, Activity #: Sale Amount Grand Total for each Employee: Sale Amount

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

Customer's PO#
Customer Name
Billing Address
Billing Address Phone#1
Billing Address Contact
Notes
Terms
Credit Limit
Volume Disc. %
Amount Paid
Current Balance
Tax ID
Ship Via
Memo
Freight
Comments
Job
Job Description
Due Date
Promised Date
Item Description
Customer Card ID
Custom List #1, #2, #3
Custom Field #1, #2, #3
Shipping Address
Shipping Address Phone#1, #2, #3
Shipping Address Fax
Shipping Address Contact
Address 3
Address 3 Phone#1, #2, #3
Address 3 Fax
Address 3 Contact
Address 4
Address 4 Phone#1, #2, #3
Address 4 Fax
Address 4 Contact
Address 5
Address 5 Phone#1, #2, #3
Address 5 Fax
Address 5 Contact
Discount
Total
Referral Source

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

Click: Employee Name
Opens: Profile view of Card Information window

Click: Item Name, Item ID #
Opens: Profile view of Item Information window

Click: ID#, Date, Quantity, Item/Acct, Description, Sale Amount, Tax, Status
Opens: Sales window

Sales [Salesperson Summary]

Index to Reports window > Sales > Salesperson

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

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

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

Sales [Salesperson Summary]
1/1/01 through 12/31/01

Name	ID #	Original Date	Sale Amount	Tax	Current Balance	Status	Due Date
Chuck Berry							
Acme Sales Inc.							
	00000004	10/1/01	$5,001.75	$750.27	$0.00	Closed	
			$5,001.75	$750.27			
Boffo Products							
	00000002	11/1/01	$10,000.00	$0.00	$0.00	Closed	
	00000009	12/12/01	$3,618.00	$542.70	$1,660.70	Open	12/12/01
			$13,618.00	$542.70	$1,660.70		
Widgets by Smith							
	00000011	12/12/01	$2,000.00	$300.00	$2,300.00	Open	12/12/01
			$2,000.00	$300.00	$2,300.00		
		Total:	$20,619.75	$1,592.97	$3,960.70		
Fats Domino							
Boffo Products							
	00000005	11/1/01	$225.00	$33.75	$0.00	Closed	
			$225.00	$33.75	$0.00		
Widgets by Smith							
	00000003	10/12/01	$10,000.00	$0.00	$9,500.00	Open	10/12/01
	00000010	12/12/01	$1,700.00	$255.00	$1,955.00	Open	12/12/01
			$11,700.00	$255.00	$11,455.00		
		Total:	$11,925.00	$288.75	$11,455.00		
Sam the Sham							
Acme Sales, Inc.							
	00000001	10/1/01	$12,000.00	$0.00	$0.00	Closed	
	00000006	11/1/01	($403.75)	($60.56)	($464.31)	Credit	
	00000008	12/12/01	$1,567.50	$235.12	$1,802.62	Open	12/12/01

		$13,163.75	$174.56	$1,338.31		
Widgets by Smith						
00000007	11/1/01	$10,000.00	$1,500.00	$1,000.00	Open	11/12/01
		$10,000.00	$1,500.00	$1,000.00		
	Total:	$23,163.75	$1,674.56	$2,338.62		
	Grand Total:	$55,708.50	$356.28	$3,960.70		

More Details about the Sales (Salesperson Summary) Report

Filters	All/Selected Employees Identifiers Custom List #1, #2. #3 Sale Status Dated From/To Separate Pages
Sort By	Employee
Subtotals / Totals	Subtotals for each Customer: Sale Amount Tax Current Balance Subtotals for each Employee: Sale Amount Tax Current Balance
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Promised Date Customer's PO# Employee Card ID Customer Card ID Custom List #1, #2. #3 Custom Field #1, #2. #3 Salesperson Freight Discount Total Referral Source
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Customer Name **Opens**: Profile view of Card Information window **Click**: ID#, Original Date, Sale Amount, Tax, Current Balance, Status, Due Date **Opens**: Sales window

Sales History by Customer [OfficeLink]

Index to Reports window> Sales > Customer

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

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

Filters	All/Selected Customers -- From/To Custom List #1, #2. #3
Sort By	Customer
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None

Sales History by Salesperson [OfficeLink]

Index to Reports window > Sales > Salesperson

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

More Details about the Sales History by Salesperson (OfficeLink) Report

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

Sales Register [All Sales]

Index to Reports window > Sales > Sales Register

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

Sales Register [All Sales]
1/1/01 through 1/31/01

Date	Invoice #	Customer's PO #	Customer Name	Amount	Amount Due	Status
1/05/01	54087	J98077	Acme Sales	$4,395.00	$0.00	Quote
1/11/01	54134	80009	Widgets by Smith	$395.00	$	
1/12/01	54256	00-8999	Boffo Products	$295.99	$295.99	Open
1/15/01	60987		Alexander's Beauty Supply	$200.00	$100.00	Order
1/15/01	62339	80257	Widgets by Smith	$1289.76	$	
1/21/01	65435	A-765C	Wholesale Supply Co.	$874.54	$295.99	Open
			Total.	$7,450.29	($597.78)	

More Details about the Sales Register (All Sales) Report

Filters	All/Selected Customers Custom List #1, #2, #3 Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, Date, Customer Name based on filter selection
Subtotals / Totals	Subtotals: Amount, Amount Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Ship Via Promised Date Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3 Salesperson Referral
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date. Invoice #, Amount, Amount Due, Status **Opens**: Sales window **Click**: Customer Name **Opens**: Profile view of Card Information window

Sales Register [Closed Invoices]

Index to Reports window > Sales > Sales Register

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

Sales Register [Closed Invoices]
1/1/01 through 1/31/01

Date	Invoice #	Customer PO #	Customer Name	Original Amount	Date Closed
1/11/01	54134	80009	Widgets by Smith	$395.00	1/22/01

More Details about the Sales Register (Closed Invoices) Report

Filters	All/Selected Customers Custom List #1, #2, #3 Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, Date, Customer Name based on filter selection
Subtotals / Totals	Subtotal: Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Ship Via Promised Date Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3 Days Till Paid Salesperson Referral
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date. Invoice #, Amount, Date Closed **Opens**: Sales window **Click**: Customer Name **Opens**: Profile view of Card Information window

Sales Register [Open Invoices and Orders]

Index to Reports window > Sales > Sales Register

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

Sales Register [Open Invoices and Orders]
1/1/01 through 1/31/01

Date	Invoice #	Customer PO #	Customer Name	Original Amount	Amount Due	Promised Date
1/12/01	54256	00-8999	Boffo Products	$295.99	$295.99	02/1/01
1/21/01	65435	A-765C	Wholesale Supply Co.	$874.54	$295.99	1/21/01

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

Filters	All/Selected Customers Custom List #1, #2, #3 Sale Status Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, Date, Customer Name based on filter selection
Subtotals / Totals	Subtotals: Amount, Amount Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Ship Via Promised Date Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3 Salesperson Referral
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date. Invoice #, Amount, Amount Due, Promised Date **Opens**: Sales window **Click**: Customer Name **Opens**: Profile view of Card Information window

Sales Register [Quotes]

Index to Reports window > Sales > Sales Register

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

Sales Register [Quotes]
1/1/01 through 1/31/01

Date	Invoice #	Customer PO #	Customer Name	Amount	Promised Date
1/05/01	54087	J98077	Acme Sales	$4,395.00	02/05/01

More Details about the Sales Register (Quotes) Report

Filters	All/Selected Customers Custom List #1, #2, #3 Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, Date, Customer Name based on filter selection
Subtotals / Totals	Subtotal: Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Ship Via Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3 Salesperson Referral
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date. Invoice #, Amount, Promised Date **Opens**: Sales window **Click**: Customer Name **Opens**: Profile view of Card Information window

Sales Register [Returns & Credits]

Index to Reports window > Sales > Sales Register

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

Sales Register - Returns & Credits
Dates From 1/1/01 to 1/31/01

Date	Invoice #	Customer PO #	Customer Name	Original Amount	Credit Amount	Promised Date
1/15/01	62339	80257	Widgets by Smith	($1289.76)	$	

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

Filters	All/Selected Customers Custom List #1, #2, #3 Dated From/To Sort By Invoice#/Date/Customer Name
Sort By	Invoice#, Date, Customer Name based on filter selection
Subtotals / Totals	Subtotals: Amount, Credit Amount
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Layout Comment Ship Via Original Amount Freight Amt Tax Amt Journal Memo Card ID Custom List #1, #2, #3 Custom Field #1, #2, #3 Salesperson Referral
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date. Invoice #, Amount, Credit Amount, Promised Date **Opens**: Sales window **Click**: Customer Name **Opens**: Profile view of Card Information window

Sales Tax [Summary]

Index to Reports window > Sales > Sales Tax

This report 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]
9/1/01 through 12/31/01

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

More Details about the Report

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

Sales Tax [Summary - Cash]

Index to Reports window > Sales > Sales Tax

This report 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]
9/1/01 through 12/31/01

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%	$12,380.95		$619.05	
				Total:	$619.05	$0.00

More Details about the) Report

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

Sales Tax [Detail]

Index to Reports window > Sales > Sales Tax

This report 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]
9/1/01 through 12/31/01

Date	Invoice/PO #	Name	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
	Exempt						
9/15/01	00000001	World of Widgets	0.000%		$10,000.00		
10/1/01	00000001	Acme Sales, Inc.	0.000%	$12,000.00			
10/1/01	00000003	World of Widgets	0.000%		$1,045.00		
11/1/01	00000002	Boffo Products	0.000%	$10,000.00			
11/1/01	00000004	World of Widgets	0.000%		$893.00		
12/1/01	00000002	Wholesale Supply	0.000%		$11,000.00		
12/1/01	00000003	Widgets by Smith	0.000%	$10,000.00			
12/1/01	00000005	World of Widgets	0.000%		$262.20		
12/30/01	00000007	Wholesale Supply	0.000%		$2,080.00		
12/30/01	00000008	World of Widgets	0.000%		($52.25)		
			Total:	$32,000.00	$25,227.95	$0.00	$0.00
A	5% Tax						
10/1/01	00000004	Acme Sales, Inc.	5.000%	$5,001.75		$250.09	
11/1/01	00000005	Boffo Products	5.000%	$225.00		$11.25	
11/1/01	00000006	Acme Sales, Inc.	5.000%	($403.75)		($20.19)	
11/1/01	00000007	Widgets by Smith	5.000%	$10,000.00		$500.00	
12/15/01	00000008	Acme Sales, Inc.	5.000%	$1,567.50		$78.38	
12/15/01	00000009	Boffo Products	5.000%	$3,618.00		$180.90	
12/15/01	00000010	Widgets by Smith	5.000%	$1,700.00		$85.00	
12/15/01	00000011	Widgets by Smith	5.000%	$2,000.00		$100.00	
			Total:	$23,708.50	$0.00	$1,185.43	$0.00
					Grand Total:	$1,185.43	$0.00

More Details about the Report

Filters	All/Selected Tax Codes Identifiers Collected/Paid Dated From/To Separate Pages
Sort By	Tax Code
Subtotals / Totals	Subtotal for each Tax Code By: Sale Value, Purchae Value, Tax Collected, Tax Paid Grand Total: Sale Value, Purchae Value, Tax Collected, Tax Paid
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Their Inv/P.O. #
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: Sales or Purchases window

Sales Tax [Detail - Cash]

Index to Reports window > Sales > Sales Tax

This report 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]
9/1/01 through 12/31/01

Date	ID #	Name	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
X	Exempt						
12/1/01	001	World of Widgets	0.000%		$10,000.00		
12/1/01	002	Wholesale Supply Co.	0.000%		$5,000.00		
12/1/01	CR000001	Acme Sales, Inc.	0.000%	$6,000.00			
12/30/01	CR000002	Boffo Products	0.000%	$2,500.00			
12/30/01	CR000003	Widgets by Smith	0.000%	$500.00			
			Total:	$9,000.00	$15,000.00	$0.00	$0.00
A	5% Taxable						
12/30/01	CR000002	Boffo Products	5.000%	$2,380.95		$119.05	
12/30/01	CR000003	Widgets by Smith	5.000%	$10,000.00		$500.00	
			Total:	$12,380.95	$0.00	$619.05	$0.00
		Grand Total:		$21,380.95	$15,000.00	$619.05	$0.00

More Details about the Report

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Their Inv/P.O. #
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: Pay Bills or Receive Payments window

Tax Code List

Index to Reports window > Sales > Sales Tax

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

Tax Code List

Tax Code	Description	Tax Type	Rate
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%

More Details about the Tax Code List

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

Activities List

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

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

Activities List

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

More Details about the Activities List Report

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

Activity Log Detail

Index to Reports window > Time Billing > Activity Log

This report 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
10/1/01 through 10/30/01

Date	Slip ID	Customer	Activity	Units	Adjust #	Billable #	Billed #	Balance #
123 Quick Vending Machines			123QVM101					
10/03/01	AS000006	Banks, Debbie	Travel	12.00	0.00	12.00	0.00	12.00
			Total:	12.00	0.00	12.00	0.00	12.00
Alexander's Beauty Supply			ABS120					
10/22/01	AS000001	Contracting, Inc.	Consultation	12.00	0.00	12.00	0.00	12.00
			Total:	12.00	0.00	12.00	0.00	12.00
Porter, Marcie			*None					
10/17/01	AS000002	Mitchell, Karen	Marketing Planning	34.00	0.00	34.00	0.00	34.00
			Total:	34.00	0.00	34.00	0.00	34.00
Smith, Samantha			*None					
10/22/01	AS000003	Fix It Harry	Bookkeeping	10.00	0.00	10.00	0.00	10.00
			Total:	10.00	0.00	10.00	0.00	10.00
Thomas, Kurt			*None					
10/22/01	AS000004	We ReDo!	Mileage @.29/ mile	25.00	0.00	25.00	0.00	25.00
10/22/01	AS000007	Contracting, Inc.	Service Type Consulting	56.00	4.00	60.00	10.00	50.00
			Total:	81.00	4.00	85.00	10.00	75.00

More Details about the Activity Log Detail Report

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

Subtotals / Totals	Subtotal for each Employee: Actual Adjust # Billable $ Billed # Balance #
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Activity ID Amount Adjust $ Billable $ Billed $ Balance $ Job Rate Notes Hours Adjust (Hours) Billed (Hours) Balance (Hours) Customer Card ID
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All fields **Opens**: Enter Activity Slip window

Activity Log Diary

Index to Reports window > Time Billing > Activity Log

This report displays your Activity Log for specific employees and 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
10/1/01 through 10/30/01

Date	Start	Stop	Elapsed	Activity	Customer	Notes
10/03/01			:00	Travel	Banks, Debbie	
Total:			:00			
Alexander's Beauty Supply						
10/22/01			:00	Basic Consulting	Contracting, Inc.	
Total:			:00			
Alexander, Elaine						
10/22/01	1:00 PM	4:30 PM	03:30	Bookkeeping Services	Fix It Harry	
10/22/01	2:46 PM	5:34 PM	02:48	Bookkeeping Services	Annabel's Closet	Call to follow up.
Total:			06:18			
Porter, Marcie						
10/17/01			:00	Marketing Planning	Mitchell, Karen	
Total:			:00			
Smith, Samantha						
10/22/01			:00	Bookkeeping Services	Fix It Harry	
Total:			:00			
Thomas, Kurt						
10/22/01			:00	Mileage @.29/mile	We ReDo!	
10/22/01			:00	Service Type Consulting	Contracting, Inc.	
Total:			:00			

More Details about the Activity Log Diary

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Activity ID Units Amount Adjust # Adjust $ Billable # Billable $ Billed # Billed $ Balance # Balance $ Job Slip ID Hours Adjust (Hours) Billed (Hours) Balance (Hours) Customer Card ID
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All fields **Opens**: Enter Activity Slip window

Activity Slip [Activity Detail]

Index to Reports window > Time Billing > Activity

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

Activity Slip [Activity Detail]
10/1/01 through 10/30/01

Date	Employee	Customer	Units	Billable #	Billable $	Billed $	Balance $
HCA000012	Marketing Planning						
10/17/01	Porter, Marcie	Mitchell, Karen	34.00	34.00	$1,366.46	$0.00	$1,366.46
Marketing Planning Total:			34.00	34.00	$1,366.46	$0.00	$1,366.46
HCC000004	Service Type Consulting						
10/22/01	Thomas, Kurt	Contracting, Inc.	56.00	60.00	$9,359.40	$1,559.90	$7,799.50
Service Type Consulting Total:			56.00	60.00	$9,359.40	$1,559.90	$7,799.50
HCC000010	Automated Bookkeeping Services						
10/22/01	Auto Spa	Annabel's Closet	23.00	23.00	$1,035.00	$0.00	$1,035.00
Automated Bookkeeping Services Total:			23.00	23.00	$1,035.00	$0.00	$1,035.00
HCE000003	Basic Consulting						
10/22/01	Alexander's Beauty Supply	Contracting, Inc.	12.00	12.00	$120.00	$0.00	$120.00
Basic Consulting Total:			12.00	12.00	$120.00	$0.00	$120.00
HCE000009	Bookkeeping Services						
10/22/01	Smith, Samantha	Fix It Harry	10.00	10.00	$560.00	$0.00	$560.00
10/22/01	Alexander, Elaine	Annabel's Closet	2.80	2.80	$90.44	$0.00	$90.44
10/22/01	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//01	123 Quick Vending Machines	Banks, Debbie	12.00	12,00	$0.00	$0.00	$0.00
Travel Total:			12.00	12,00	$0.00	$0.00	$0.00
NCE000016	Mileage @.29/mile						
10/22/01	Thomas, Kurt	We ReDo!	25.00	25.00	$1,141.50	$0.00	$1,141.50
Mileage @.29/mile Total:			25.00	25.00	$1,141.50	$0.00	$1,141.50

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

More Details about the Activity Slip (Activity Detail) Report

Filters	All/Selected Activities -- From/To Slip Status Dated From/To Activity Type Subtotal by Customer/Employee Separate Pages
Sort By	Activity
Subtotals / Totals	Subtotal for Activity, Customer or Employee (based on filter selection): Units Billable # Billable $ Billed $ Balance $ Grand Total: Billable $ Billed $ Balance $
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Rate Job Notes Start Time Stop Time Elapsed Time Amount Adjust # Adjust $ Billed # Balance # Slip ID Unit Cost Est. Cost Est. Profit Days Open Income Acct Hours Adjust (Hours) Billed (Hours) Balance (Hours) Employee Card ID Customer Card ID

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

Click: All fields
Opens: Enter Activity Slip window

Activity Slip [Activity Summary]

Index to Reports window > Time Billing > Activity

This report displays summary activity slip information by activity for a period range. The information that appears on this report includes activity names and billing and adjustment information. You can print sub-totals by customer or employee, if you want. You also can customize 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]
10/1/01 through 10/30/01

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

More Details about the Activity Slip (Activity Summary) Report

Filters	All/Selected Activities -- From/To Slip Status Dated From/To Activity Type Subtotal by Customer/Employee Separate Pages
Sort By	Activity
Subtotals / Totals	Subtotal for Customer or Employee (based on filter selection): Units Adjust # Billable # Billable $ Billed $ Balance $ Grand Total: Billable $ Billed $ Balance $
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Activity ID Amount Adjust $ Billed # Balance # Income Acct Est. Cost Ext. Profit Hours Adjust (Hours) Billed (Hours) Balance (Hours)

Activity Slip [Customer Detail]

Index to Reports window > Time Billing > Customer

This report displays activity slip detail information by customer for a period range. The information that appears on this report includes customer names, employee and 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 customize this report by activity slip status or activity type.

Activity Slip [Customer Detail]
10/1/01 through 10/30/01

Date	Employee	Activity	Units	Billable #	Billable $	Billed $	Balance $
Annabel's Closet		AC103					
10/22/01	Auto Spa	Automated Bookkeeping Services	23.00	23.00	$1,035.00	$1,035.00	$1,035.00
10/22/01	Alexander, Elaine	Bookkeeping Services	2.80	2.80	$90.44	$90.44	$90.44
Annabel's Closet Total:					$1,125.44	$0.00	$1,125.44
Banks, Debbie		DB12					
10/03/01	123 Quick Vending Machines	Travel	12.00	12.00	$0.00	$0.00	$0.00
Banks, Debbie Total:					$0.00	$0.00	$0.00
Contracting, Inc.		CI145					
10/22/01	Alexander's Beauty Supply	Basic Consulting	12.00	12.00	$120.00	$120.00	$120.00
10/22/01	Thomas, Kurt	Service Type Consulting	56.00	60.00	$9,359.40	$9,359.40	$7,799.50
Contracting, Inc. Total:					$9,479.40	$1,559.90	$7,919.50
Fix It Harry		FIH102					
10/22/01	Alexander, Elaine	Bookkeeping Services	3.50	3.50	$113.05	$113.05	$113.05
10/22/01	Smith, Samantha	Bookkeeping Services	10.00	10.00	$560.00	$560.00	$560.00
Fix It Harry Total:					$673.05	$0.00	$673.05
Mitchell, Karen		*None					
10/17/01	Porter, Marcie	Marketing Planning	34.00	34.00	$1,366.46	$1,366.46	$1,366.46
Mitchell, Karen Total:					$1,366.46	$0.00	$1,366.46
We ReDo!		WR12					
10/22/01	Thomas, Kurt	Mileage @.29/mile	25.00	25.00	$1,141.50	$1,141.50	$1,141.50
We ReDo! Total:					$1,141.50	$0.00	$1,141.50
Grand Total:					$13,785.85	$1,559.90	$12,225.95

More Details about the Activity Slip (Customer Detail) Report

Filters	All/Selected Customers -- From/To Slip Status Dated From/To Activity Type Subtotal by Activity/Employee Separate Pages
Sort By	Customer
Subtotals / Totals	Subtotal for Activity or Employee (based on filter selection): Billable $ Billed $ Balance $ Grand Total: Billable $ Billed $ Balance $
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Activity ID Rate Job Notes Start Time Stop Time Elapsed Time Amount Adjust # Adjust $ Billed # Balance # Slip ID Unit Cost Est. Cost Est. Profit Days Open Income Acct Hours Adjust (Hours) Billed (Hours) Balance (Hours) Employee Card ID
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All fields **Opens**: Enter Activity Slip window

Activity Slip [Customer Summary]

> Time Billing > Customer

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

Activity Slip [Customer Summary]
10/1/01 through 10/30/01

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

More Details about the Activity Slip (Customer Summary) Report

Filters	All/Selected Customers -- From/To Custom List #1, #2, #3 Slip Status Dated From/To Activity Type Subtotal by Activity/Employee Separate Pages
Sort By	Customer
Subtotals / Totals	Subtotal for Activity or Employee (based on filter selection): Billable $ Billed $ Balance $ Grand Total: Billable $ Billed $ Balance $

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Activity ID Amount Adjust $ Billed # Balance # Income Acct Est. Cost Est. Profit Hours Adjust (Hours) Billed (Hours) Balance (Hours) Customer Card ID

Activity Slip [Employee Detail]

Index to Reports window> Time Billing > Employee

This report 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 customize this report by activity slip status or activity type.

Activity Slip [Employee Detail]
10/1/01 through 10/30/01

Date	Activity	Customer	Units	Billable #	Billable $	Billed $	Balance $
123 Quick Vending Machines		123QVM101					
10/03//01	Travel	Banks, Debbie	12.00	12.00	$0.00	$0.00	$0.00
123 Quick Vending Machines Total:			12.00	12.00	$0.00	$0.00	$0.00
Alexander’s Beauty Supply		ABS120					
10/22/01	Basic Consulting	Contracting, Inc.	12.00	12.00	$120.00	$0.00	$120.00
Alexander’s Beauty Supply Total:			12.00	12.00	$120.00	$0.00	$120.00
Alexander, Elaine		EA203					
10/22/01	Bookkeeping Services	Annabel’s Closet	2.80	2.80	$90.44	$0.00	$90.44
10/22/01	Bookkeeping Services	Fix It Harry	3.50	3.50	$113.05	$0.00	$113.05
Alexander, Elaine Total:			6.30	6.30	$203.49	$0.00	$203.49
Auto Spa		AS21					
10/22/01	Automated Bookkeeping Services	Annabel’s Closet	23.00	23.00	$1,035.00	$0.00	$1,035.00
Auto Spa Total:			23.00	23.00	$1,035.00	$0.00	$1,035.00
Porter, Marcie		*None					
10/17/01	Marketing Planning	Mitchell, Karen	34.00	34.00	$1,366.46	$0.00	$1,366.46
Porter, Marcie Total:			34.00	34.00	$1,366.46	$0.00	$1,366.46
Smith, Samantha		*None					
10/22/01	Bookkeeping Services	Fix It Harry	10.00	10.00	$560.00	$0.00	$560.00
Smith, Samantha Total:			10.00	10.00	$560.00	$0.00	$560.00
Thomas, Kurt		*None					
10/22/01	Service Type Consulting	Contracting, Inc.	56	60	$9,359.40	$1,559.90	$7,799.50
10/22/01	Mileage @.29/mile	We ReDo!	25	25	$1,141.50	$0.00	$1,141.50
Thomas, Kurt Total:			81	85	$10,500.90	$1,559.90	$8,941.00
Grand Total:					$13,785.85	$1,559.90	$12,225.95

More Details about the Activity Slip (Employee Detail) Report

Filters	All/Selected Employees/Vendors -- From/To Slip Status Dated From/To Activity Type Subtotal by Customer/Employee Separate Pages
Sort By	Employee
Subtotals / Totals	Subtotal for each Employee: Billable \$ Billed \$ Balance \$ Grand Total: Billable \$ Billed \$ Balance \$
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Activity ID Rate Job Notes Start Time Stop Time Elapsed Time Amount Adjust # Adjust \$ Billed # Balance # Slip ID Unit Cost Est. Cost Est. Profit Days Open Income Acct Hours Adjust (Hours) Billed (Hours) Balance (Hours) Customer Card ID
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All fields **Opens**: Enter Activity Slip window

Activity Slip [Employee Summary]

Index to Reports window> Time Billing > Employee

This report displays summary activity slip information by employee or 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 customize this report by activity slip status or activity type.

Activity Slip [Employee Summary]
10/1/01 through 10/30/01

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	$10,500.90	$1,559.90	$8,941.00
Grand Total:				$13,785.85	$1,559.90	$12,225.95

More Details about the Activity Slip (Employee Summary) Report

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Amount Adjust $ Billed # Balance # Income Acct Est. Cost Est. Profit Hours Adjust (Hours) Billed (Hours) Balance (Hours) Activity ID Card ID

Hourly Productivity [Detail]

Index to Reports window > Time Billing > Productivity

This report 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]
10/1/01 through 10/22/01

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

More Details about the Hourly Productivity (Detail) Report

Filters	All/Selected Employee/Vendors -- From/To Identifiers Dated From/To

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

Hourly Productivity [Summary]

Index to Reports window > Time Billing > Productivity

This report 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]
10/1/01 through 10/22/01

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

More Details about the Hourly Productivity (Summary) Report

Filters

All/Selected Employee/Vendors -- From/To
Identifiers
Dated From/To

Sort By

Employee

Subtotals / Totals

Subtotal:

- Hours
- Adjust (Hours)
- % of Hours, Chargeable
- % of Hours, Non-Chargeable
- % of Hours, Chargeable

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

Amount
Adjust $
Chargeable
Billed $
Balance $
Card ID

Rate Exceptions

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

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

Rate Exceptions
10/23/01

Date	Customer	Activity	Billable #	Normal Rate	Rate Billed	Unit Diff.	Total Diff.
Alexander's Beauty Supply							
10/23/01	Contracting, Inc.	Basic Consulting	12	$0.00	10.00	$10.00	$120.00
		Total:					$120.00
Porter, Marcie							
10/23/01	Mitchell, Karen	Marketing Planning	34	$40.00	50.00	$10.00	$340.00
		Total:					$10.00
Smith, Samantha							
10/23/01	Fix It Harry	Bookkeeping Services	10	$0.00	56.00	$56.00	$560.00
		Total:					$560.00

More Details about the Rate Exceptions Report

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

Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Units Adjust # Amount Adjust $ Billable $ Billed # Billed $ Balance # Balance $ Slip ID Hours Adjust (Hours) Billed (Hours) Balance (Hours) Customer Card ID

To Do List [Expiring Discounts]

Index to Reports window > Purchases > To Do List

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

Report Tip: If you're pumping a lot of purchases through 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
9/12/01

Name	ID #	Due Date	Balance Due
Wholesale Supply Co.	00000002	12/1/01	$6,000.00
Wholesale Supply Co.	00000007	12/2/01	$1,976.00
Wholesale Supply Co.	00000009	12/10/01	$11.00
		Total:	$7,987.00

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

Filters	As of
Sort By	Expiring Discount Date
Subtotals / Totals	Subtotal: Balance Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Address 1 Address 1 Phone#1 Address 1 Contact Original Amount Amount Paid Their Inv/P.O.# Card ID
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All fields **Opens**: Expiring Discounts view of To Do List window

To Do List [Orders to be Shipped & Received]

Index to Reports window > Sales > To Do List

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

Report Tip: When you backorder an item or items, or create an item order, it means that you're expecting a sale or purchase to be 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
12/31/01

Name	ID #	Promised Date	Balance Due
Orders to be Received			
Wholesale Supply Co.	00000006	1/10/01	$635.58
		Total:	$635.58

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

Filters

As of - date
Include Orders Without Promise Dates

Sort By

Orders to be Shipped, then Orders to be Received; in Promised Date order

Subtotals / Totals

Subtotals: Balance Due

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

Billing Address
Billing Address Contact
Billing Address Phone#1
Terms
Salesperson
Original Amount
Amount Paid
Customer's P.O.#
Card ID

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

Click: All fields
Opens: Orders view of To Do List window

To Do List [Overdue Contacts]

Index to Reports window> Card File > To Do List

This report displays a list of overdue Contact Log reminders from the To Do List window.

To Do List - Overdue Contacts
9/12/01

Name	Type	Date	Recontact Date
Acme Sales Inc.	Customer	8/1/01	8/31/01

Asked about new line of Widgets. Call when materials arrive.

More Details about the To Do List (Overdue Contacts) Report

Filters	As of Date
Sort By	Overdue Date
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Contact Address 1 Phone#1
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: Contact Log Entry window

To Do List [Payables]

Index to Reports window > Purchases > To Do List

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

To Do List - Payables
12/31/01

Name	ID #	Due Date	Balance Due
World of Widgets	00000003	12/9/01	$1,128.60
World of Widgets	00000004	12/9/01	$964.44
Wholesale Supply Co.	00000002	12/9/01	$6,880.00
World of Widgets	00000005	12/9/01	$332.13
Wholesale Supply Co.	00000007	12/9/01	$2,246.40
Wholesale Supply Co.	00000009	12/9/01	$11.88
		Total:	$11,563.45

More Details about the To Do List (Payables) Report

Filters	As of Overdue Balances Only
Sort By	Due Date
Subtotals / Totals	Subtotal: Balance Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Address 1 Address 1 Phone#1 Address 1 Contact Original Amount Amount Paid Their Inv/P.O.# Card ID
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Name, Purchases **Opens**: A/P view of To Do List window

To Do List [Receivables]

Index to Reports window > Sales > To Do List

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

To Do List - Receivables
12/31/01

Name	ID #	Due Date	Balance Due
Acme Sales Inc.	00000001	9/12/01	$840.00
Widgets by Smith	00000007	9/12/01	$1,000.00
Widgets by Smith	00000003	9/12/01	$9,500.00
Acme Sales Inc.	00000008	9/12/01	$1,802.62
Boffo Products	00000009	9/12/01	$1,660.70
Widgets by Smith	00000010	9/12/01	$1,955.00
Widgets by Smith	00000011	9/12/01	$2,300.00
		Total:	$11,563.45

More Details about the To Do List (Receivables) Report

Filters	As of - date Overdue Balances Only
Sort By	Due Date
Subtotals / Totals	Subtotals: Balance Due
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Billing Address Billing Address Phone#1 Billing Address Contact Original Amount Amount Paid Their Inv/P.O.# Card ID
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All fields **Opens**: A/R view of To Do List window

To Do List [Recurring Purchases]

Index to Reports window> Purchases > To Do List

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

To Do List - Recurring Purchases
12/31/01

Vendor Name	Template Name	Frequency	Last Posted	Next Due
Wholesale Supply Co.	Monthly Supplies	Monthly	11/11/01	12/12/01
Wholesale Supply Co.	Purchase; Wholesale Supply Co.	Monthly	11/11/01	12/12/01
Wholesale Supply Co.	Purchase; Wholesale Supply Co.	Monthly	11/11/01	12/12/01
Wholesale Supply Co.	Gizmos Reorder	Monthly	11/11/01	12/12/01

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

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

To Do List [Recurring Sales]

Index to Reports window > Sales > To Do List

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

To Do List - Recurring Sales
12/31/01

Customer Name	Template Name	Frequency	Last Posted	Next Due
Acme Sales Inc.	Sale; Acme Sales, Inc.	Monthly	10/1/01	11/2/01
Widgets by Smith	Sale; Widgets by Smith	Monthly	11/1/01	12/2/01

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

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

To Do List [Recurring Transactions]

Index to Reports window > Banking > To Do List

This report 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 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 Customization 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 Plus's recurring transaction feature.

To Do List - Recurring Transactions
12/31/01

Template Name	Frequency	Last Posted	Next Due
Paycheck - Domino	Bi-Weekly	3/11/01	3/23/01
Paycheck - Berry	Monthly	3/11/01	4/12/01
Paycheck - Sham	Monthly	3/11/01	4/12/01

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

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

To Do List [Stock Alert]

Index to Reports window > Inventory > To Do List

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

To Do List - Items to Reorder or Build

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

More Details about the To Do List (Stock Alert) Report

Filters	None
Sort By	Item Number
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	Vendor Name Contact Phone Fax Notes Terms Item Description Custom List #1, #2, #3 Custom Field #1, #2, #3
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: All Fields **Opens**: A/R view of To Do List window

Cash Disbursements Journal

Index to Reports window > Banking > Transaction Journals

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

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

Cash Disbursements Journal
12/1/01 To 12/31/01

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

More Details about the Cash Disbursements Journal

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

Drill Down to Source window

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

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

GJ - General Journal Entry window
CD - Spend Money, Pay Employees or Pay Vendor window
CR - Prepare Bank Deposit or Receive Payments window
SJ - Sales window
PJ - Purchases window
IFJ - No drill down

Cash Receipts Journal

Index to Reports window > Banking > Transaction Journals

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

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

Cash Receipts Journal
12/1/01 To 12/31/01

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
CR	12/1/01	Payment; Acme Sales, Inc.					
		CR000001	1-1100	Checking Account	$6,000.00		Claire
		CR000001	1-3000	Accounts Receivable		$6,000.00	Claire
CR	12/2/01	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	12/2/01	Payment; Smith					
		CR000003	1-1100	Checking Account	$11,000.00		Claire
		CR000003	1-3000	Accounts Receivable		$10,500.00	Claire
		CR000003	1-3000	Accounts Receivable		$500.00	Claire
				Grand Total:	$22,000.00	$22,000.00	

More Details about the Cash Receipts Journal

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

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

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

GJ - General Journal Entry window
CD - Spend Money, Pay Employees or Pay Vendor window
CR - Prepare Bank Deposit or Receive Payments window
SJ - Sales window
PJ - Purchases window
IFJ - No drill down

General Journal

Index to Reports window > Accounts > Transaction Journals

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

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

General Journal
6/1/01 To 6/6/01

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job	User ID
GJ	6/6/01	Depreciation, Equipment						
		GJ000002	1-5200	Office Equip., Amortization		$125.00		Kathy
		GJ000002	6-1500	Amortization Expense	$125.00			Kathy
GJ	6/6/01	Depreciation, Vehicles						
		GJ000003	1-6200	Vehicles, Amortization		$500.00		Kathy
		GJ000003	6-1500	Amortization Expense	$500.00			Kathy
				Grand Total:	$625.00	$625.00		

More Details about the General Journal Report

Filters	All/Selected User IDs Source Journal Transaction Date From/To Session Date From/To
Sort By	ID# Journal (same as filter order) Date
Subtotals / Totals	Grand Total: Debit and Credit
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	User ID Session Date Reconciled Date

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

Click: Any of the Transaction information
Opens: Transaction source window; dependent on the SRC Journal type:

GJ - General Journal Entry window
CD - Spend Money, Pay Employees or Pay Vendor window
CR - Prepare Bank Deposit or Receive Payments window
SJ - Sales window
PJ - Purchases window
IFJ - No drill down

Inventory Journal

Index to Reports window > Inventory > Transaction Journals

This report displays the transactions assigned to the inventory journal within a period range.

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

Inventory Journal
9/1/01 To 12/31/01

Src	Date	ID #	Acc #	Account Name	Debit	Credit	Job
IJ	9/9/01	Opening Inventory Count					
		IJ000001	1-2200	Finished Goods		$83,950.00	
		IJ000001	1-2200	Finished Goods	$83,950.00		
IJ	12/12/01	Build; 51 400-101, -102 100-101A5, -51 200-101A5					
		IJ000002	1-2200	Finished Goods	$2,044.71		
		IJ000002	1-2200	Finished Goods		$2,044.71	
				Grand Total:	$85,994.71	$85,994.71	

More Details about the Inventory Journal

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

Purchases & Payables Journal

Index to Reports window > Purchases > Transaction Journals

This report displays the transactions assigned to the Purchases Journal within the period range.

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

Purchases & Payables Journal
12/1/01 through 12/31/01

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
PJ	12/1/01	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	12/1/01	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	12/12/01	Purchase; World of Widgets.					
		00000008	2-1200	Accounts Payable	$52.25		
		00000008	2-1200	Accounts Payable	$4.18		
		00000008	1-2200	Finished Goods		$56.43	
				Grand Total:	$2,634.96	$2,6344.96	

More Details about the Purchases & Payables Report

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

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

Click: ID #, Account #, Account Name, Debit, Credit, Job
Opens: Purchases window

Payroll Journal

Index to Reports window> Payroll > Transaction Journals

This report displays all transactions entered in Payroll within the period range.

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

Note: The data in this report is based only on MYOB Plus payroll transactions; it is *not* affected by any information you enter in the Pay History window.

Payroll Journal
1/8/01 through 1/15/01

ID #	Account #	Account Name	Hours	Debit	Credit	Job
1/12/01	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	
2/12/01	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	
3/12/01	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	

More Details about the Payroll Journal

Filters	All/Selected Accounts Custom List #1, #2, #3 Dated From/To Separate Pages
Sort By	Date
Optional Fields additional fields that can appear in this report by selecting them in the Report Design window	None
Drill Down to Source window roll the cursor arrow over the field[s] identified here and the arrow changes to a magnifying glass; click while the magnifying glass is displayed to open the source window	**Click**: Date, Employee name, Card ID, Social Security # **Opens**: Profile view of Card Information window **Click**: ID #, Account #, Account Name, Hours, Debit, Credit, Job **Opens**: Pay Employees window)

Sales & Receivables Journal

Index to Reports window > Sales > Transaction Journals

This report 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
9/1/01 through 12/31/01

Src	Date	ID #	Acct #	Account Name	Debit	Credit	Job
SJ	10/11/01	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	10/12/01	Pre-conversion sale					
		000001	1-3000	Accounts Receivable	$12,000.00		
		000001	1-3000	Accounts Receivable		$12,000.00	
				Grand Total:	$20,905.22	$20,905.22	

More Details about the Sales & Receivables Journal Report

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

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

Click: ID#, Account#, Account Name, Debit, Credit, Job
Opens: Sales window