



REPORTS/REPORTING

Detailed or Summary Reports of how well your company is doing, includes AR, AP, GL and PR provided on predetermined schedules, frequencies or upon special requests; available reports are as follows:

Accountant & Taxes

1. Accountant Only
 - a) Adjusted Trial Balance
 - b) Adjusting Journal Entries
2. Account Activity
 - a) Trial Balance
 - b) General Ledger
 - c) Transaction Detail by Account
 - d) Journal
 - e) Audit Trail
 - f) Closing Date Exception Report
 - g) Voided/Deleted transactions
 - h) Transaction List by Date
3. Listings
 - a) Account Listing
 - b) Fixed Asset Listing
4. Income Tax
 - a) Preparation
 - b) Detail and Summary

Banking

1. Check Detail
2. Deposit Detail
3. Missing Checks
4. Previous Reconciliation
5. Reconciliation Discrepancy

Budgets & Forecasts

1. Budgets
 - a) Budget Overview
 - b) Budget vs. Actual
 - c) Budget vs. Actual Graph
 - d) Profit & Loss Budget Performance
2. Forecasting
 - a) Forecast Overview
 - b) Forecast vs. Actual

Company & Financial

1. Balance Sheet & Net Worth
 - a) Standard - Shows individual balances for each account
 - i) *Detailed* - shows transactions, beginning and ending balances for each account
 - ii) *Summary* - shows the total balance for each type of account (e.g. assets, liabilities, etc)
 - b) Previous Year Comparison
 - c) Net Worth Graph
2. Cash Flow
 - a) Statement of Cash Flows
 - b) Cash Flow Forecast
3. Income & Expense
 - a) Income by Customer Detail or Summary
 - b) Expenses by Vendor Detail or Summary
 - c) Income & Expense Graph
4. Profit & Loss (Income Statement)
 - a) Standard and Detailed
 - b) YTD Comparison and Previous Year Comparisons
 - c) By Job or Classification

Customers & Receivables

1. A/R Aging
 - a) A/R Graph
 - b) Collections
 - c) Detailed / Summary
 - d) Open Invoices
2. Customer Balance
 - a) Detailed / Summary
 - b) Transaction List by Customer
 - c) Unbilled Costs by Job
3. Lists
 - a) Customer Contact List
 - b) Customer Phone List
 - c) Item Price List

Employee & Payroll

1. Employee
 - a) Employee Contact List
 - b) Employee Withholding
 - c) Paid Time Off List
2. Payroll
 - a) Employee Earning Summary
 - b) Employee State Taxes Detail
 - c) Judgments/Garnishments
 - d) Payroll Detailed and Summary
 - e) Payroll Detail Review
 - f) Payroll Item Listing
 - g) Payroll Liability Balances
 - h) Payroll Transactions by Payee
 - i) Payroll Transaction Detail

Inventory

1. Inventory Stock Status
 - a) By Item
 - b) By Vendor
 - c) Physical Inventory Worksheets
 - d) Pending Builds (*if you sell products that you assemble*)
2. Inventory Valuation – Detailed/Summary

Job, Time & Mileage

1. Job Estimates
 - a) Estimates by Job
 - b) Item Estimates vs. Actual
 - c) Job Estimates vs. Actual Detailed/Summary
 - d) Job Progress Invoices vs. Estimates
 - e) Open Purchase Orders by Job
2. Jobs & Profitability
 - a) Job Profitability Detailed/Summary
 - b) Item/Service Profitability
 - c) Profit & Loss by Job
 - d) Unbilled Costs by Job
3. Mileage
 - a) By Job Detail
 - b) By Job Summary
 - c) By Vehicle Detail/Summary
4. Time
 - a) By Item
 - b) By Job Detail/Summary
 - c) By Name

Lists

1. Customer – Contact and Phone
2. Employee – Contact
3. Other Names – Contact and Phone
 - a) Account List
 - b) Fixed Asset Listing
 - c) Item Price
 - d) Item Price List
 - e) Items with Units of Measure
 - f) Other Lists
 - g) Payroll Item Listing
 - h) Terms Listing
 - i) Unit of Measure Set Listing
 - j) U/M Sets with Related Units
4. Vendor – Contact and Phone

Purchases

1. Open Purchase Orders
 - a) Open Purchase Orders
 - b) Open Purchase Orders by Job
2. Purchases by Item – Detailed/Summary
3. Purchases by Vendor – Detailed/Summary

Sales

1. Sales by Customer
 - a) Detailed / Summary
 - b) Pending Sales
 - c) Sales Graph
2. Sales by Item (*or Service*)
 - a) Detailed/Summary
3. Sales by Representative (*ideal if you have commissioned sales people*)
 - a) Detailed/Summary

Vendors & Payables

1. 1099s
 - a) Detailed/Summary
2. A/P Aging (due and overdue bills)
 - a) AP Graph
 - b) Detailed/Summary
3. Lists
 - a) Vendor Contact List
 - b) Vendor Phone List
4. Sales Tax
 - a) Sales Tax Liability
 - b) Sales Tax Revenue Summary
5. Vendor Balances
 - a) Detailed / Summary
 - b) Transaction List by Vendor
 - c) Unpaid Bills Detail

OTHER REPORTS BY BUSINESS FUNCTION

Contractor

1. Billed/Unbilled Hours
 - a) By Person
 - b) By Person & Activity
 - c) By Person & Job
2. Job Costs & Bills
 - a) Cost to Complete by Job Detail/Summary
 - b) Expenses Not Assigned to Jobs
 - c) Job Costs by Job & Vendor Details/Summary
 - d) Job Costs by Vendor & Job Details/Summary
 - e) Job Costs Detail
 - f) Job Status
 - g) Unpaid Bills by Job
 - h) Unpaid Job Bills by Vendor
3. Open Purchase Orders
 - a) By Vendor
 - b) By Vendor Detail
4. Other
 - a) Certified Payroll – Box 1 Employee Information
 - b) Customer Account Information
 - c) Vendor Account Information

Manufacturing and Wholesale

1. Open Orders
 - a) Open Purchase Orders by Item
2. Inventory
 - a) Inventory Reorder by Vendor
 - b) Physical Inventory Worksheet
3. Sales
 - a) By Class & Item Types
 - b) By Customer Type
 - c) By Product
 - d) By Representative Detail
 - e) Profitability by Product
 - f) Volume by Customer

Professional Services

1. Billed/Unbilled Hours
 - a) By Person
 - b) By Person & Activity
 - c) By Person & Project
2. Job Costs & Bills
 - a) Cost to Complete by Job Detail/Summary
 - b) Job Costs by Job & Vendor Detail/Summary
 - c) Job Costs by Vendor & Job Detail/Summary
3. Projects
 - a) A/R Aging Detail by Class
 - b) Billed vs. Proposal by Project
 - c) Expenses Not Assigned to Projects
 - d)
 - e) Open Balances by Customer/Project
 - f) Project Contact List
 - g) Project Cost Detail
 - h) Project Status
 - i) Unbilled Expenses by Project

Retail

1. Company
 - a) Balance Sheet Monthly Comparison
 - b) Profit & Loss Monthly Comparison
2. Customer
 - a) Customer Payments by Payment Item
 - b) Estimates by Customer
3. Sales
 - a) Gross Margin by Inventory Item
 - b) Monthly Sales by Customer
 - c) Sales Graph
4. Vendor
 - a) Account Payable Graph
 - b) Bills by Due Date
 - c) Open Purchase Order by Vendor
 - d) Purchase Volume by Vendor
 - e) Sales Tax Liability
 - f) Vendor Returns Detail / Summary