

Reports

To Run a Report:

- 1) From the top menu bar select Reports. For a list of memorized reports, choose Memorized Reports and double click on the desired report or select a report from one of the other categories; some common reports are

Company & Financial

Balance Sheet Standard

Profit & Loss Standard

Customers & Receivables

A/R Aging Detail

A/R Aging Summary

Customer Balance Detail

Customer Balance Summary

Customer Contact List

Vendors & Payables

A/P Aging Summary

Unpaid Bills Detail

Vendor Balance Detail

Accountant & Taxes

General Ledger

- 2) To drill down to transaction detail on a report, move the cursor to the desired balance or transaction; if drilling down is possible a 'zoom' magnifying glass will appear
- 3) Double click and the underlying transaction will be displayed

Workflow

To Modify (and Memorize) the Report:

- 1) Click Modify Report — change dates, add columns and/or fields, change the basis (from cash to accrual), filter the data, change header and footers, etc.
- 2) After modifying the report you may wish to memorize for future use — click on Memorize and you are given the choice to replace an existing memorized report or to create a new one

To Print the Report:

- 1) Click Print
- 2) Check the print settings including report orientation (landscape or portrait) and Fit Report to 1(or more) pages wide

To Export the Report to Excel:

- 1) Click Export, a pop up window Export Report will appear
- 2) Choose if the data should be export as a csv file, should be exported to an existing Excel Workbook or to a new Excel Workbook, click Export