



# Reports

About Reports



Report Type	Report Name	What the Report Shows
Sales		
	Sales by Catalog Item Detail	How many of each catalog item has been sold during a particular time period including the transaction detail and the total revenue generated by each item.
	Sales by Catalog Item Summary	How many of each sales catalog item has been sold during a particular time period and the total revenue generated by each item.
	Sales by Customer Detail	Total sales and each transaction during a particular time period for each customer.
	Sales by Customer Summary	Total sales generated by a particular customer for a specific time period. The report gives a total revenue amount for each customer.
	Sales by Inventory Item Detail	How many of each inventory item has been sold during a particular time period including the transaction detail and the total revenue generated by each item.
	Sales by Inventory Item Summary	How many of each inventory item has been sold during a particular time period and the total revenue generated by each item.
	Sales by Rep Detail	Total amount sold by a representative subtotaled for a specific time period, and shows the transaction detail for each representative.
	Sales by Rep Summary	Total amount sold by a representative subtotaled for a specific time period. The report also displays the total sales, summarizing the amount column. The Sales by Rep reports are used to help sales people meet their goals and help management track sales person performance.

Report Type	Report Name	What the Report Shows
<b>Receivables</b>		
	A/R Aging Detail	Every open invoice, grouped into one of 5 time-based categories: Current, 1-30, 31-60, 61-90, >90. A total is given for each category.
	A/R Aging Summary	For each customer, the sum of invoices outstanding, grouped into one of 5 time-based categories: Current, 1-30, 31-60, 61-90, >90
	Customer Balance Detail	Each transaction for a customer during a specific time period. This would include payments, invoices, returns, credits, etc. Also shows the total due for this time period.
<b>Payables</b>		
	A/P Aging Detail	Each transaction related to vendors for the current period and what your company still owes from previous periods. This information is grouped by date range.
	A/P Aging Summary	Summary of the status of unpaid bills and unapplied vendor credits in accounts payable. For each vendor your company owes money to, the report shows what your company owes for the current period and what your company still owes from previous periods.
	Purchases by Vendor Detail	Each purchased inventory item, by vendor. Shows who you order your inventory items from and how much you spend on those items in a particular time period.
	Purchases by Vendor Summary	Total amount spent with each vendor for the specified time period.
	Sales Tax Liability	Summary of sales tax collected on your taxable sales, by state and locality.
	Vendor Balance Detail	Every transaction during the specific time period and total amount due to each vendor.
	Vendor Balance Summary	Total amount due to each vendor for a particular time period.

Report Type	Report Name	What the Report Shows
<b>Inventory</b>		
	Inventory Stock Status	What you have in stock of each item, the preferred vendor, what point you should reorder the item, as well as what you have already ordered, if any, of that item. This report is useful to help you manage inventory levels, keeping in mind customer orders to be fulfilled.
	Inventory Valuation Summary	Quantity of each inventory item you have in stock, what the asset value is, (what it cost you) and what it is worth, or the retail value.
	Lot Report	Information about the specified Lot including the description, all Lots that were used to produce the Lot, and all items that used the Lot.
	Production Valuation Summary	Production items you have in stock, what the asset value is, (what it cost you) and what it is worth, or the retail value. It is exactly like the Inventory Value Report, except it reports on the production account. Also used to report on periodic interim quantities from batch productions.
<b>Financial</b>		
		A Balance Sheet is a statement of the financial position of a business (the assets, liabilities, and owners' equity) at a particular point in time. The Balance Sheet illustrates a business's net worth. Net worth is the total assets minus the total liability of a company. All accounts in the Chart of Accounts are categorized as an asset, a liability, or equity. The relationship between them is expressed in this equation: $Assets = Liabilities + Equity$ .
	Balance Sheet Detail	Transaction level detail for each asset account, liability account, and equity account.
	Balance Sheet Summary	Total amount for each asset account, liability account, and equity account.
	Profit and Loss Detail	Transaction level detail for each income & expense account on the Chart of Accounts.
	Profit and Loss Summary	Totals of transactions for each income & expense account on the Chart of Accounts. This helps you assess the performance of the business—are you operating at a profit or a loss?



Report Type	Report Name	What the Report Shows
<b>Contacts</b>		
	Customer List	Each customer's phone number, email and billing address, and other contact information.
	Employee List	Each employee's phone number, address, and other contact information.
	Vendor List	Vendor name, billing contact name, phone number, and balance due for each vendor.
<b>Banking</b>		
	Reconciliation Detail	Every single transaction after reconciling a bank account, and also includes all the information from the summary report.
	Reconciliation Summary	High level summary after reconciliation that includes a summary of the transactions and the opening and ending balance.
<b>Accounting</b>		
	General Ledger	All transactions that occurred in each account in your chart of accounts, over a period of time. It includes the beginning balance and total for each account.
	Journal Report	Every transaction and the accounts affected for the specified time period.
	Transaction Detail by Account	Every transaction for a particular time period for each account. It also gives the balance of that account.