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11235 SE 6th Street, Suite 140
Bellevue, WA 98004

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Customer Management Reports

With the wide variety of reports for the Customer Management module, you can monitor and analyze sales opportunities and determine which lead source displays the largest number of conversions.

Because the Customer Management module is tightly integrated with other modules, such as Accounts Receivable, you can find and analyze the exact information you need. By using flexible selection options and data links, you can easily drill down from a report to any supporting details.

All Customer Management reports can be generated in multiple formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Customer Management Reports

The Customer Management module includes the following reports:

- **Leads**

- [Lead Pipeline by Owner](#) (CR621010): Displays the statistics for leads at each stage.
- [Lead Pipeline by Workgroup](#) (CR621020): Displays the statistics for leads at each stage for each workgroup.
- [Lead Statistics by Owner](#) (CR621110): Displays the lead statistics for each employee who owns the leads.
- [Lead Statistics by Workgroup](#) (CR621120): Displays the lead statistics for each workgroup that owns the leads.
- [Lead Statistics by Class ID](#) (CR621130): Displays the statistics on lead conversion for each lead class.
- [Lead Statistics by Source](#) (CR621140): Displays statistics on lead conversion for each lead source.
- [Chart: Lead Count Statistics by Owner](#) (CR621210): Shows statistics on leads won and lost by owners.
- [Chart: Lead Conversion Statistics By Owner](#) (CR621220): Shows statistics on lead conversion by owners.

- **Opportunities**

- [Opportunity Pipeline by Owner](#) (CR624010): For each opportunity owner, displays information about opportunities at each stage.
- [Opportunity Pipeline by Workgroup](#) (CR624020): For each workgroup that owns opportunities, displays information about opportunities at each stage.
- [Opportunity Statistics by Owner](#) (CR624110): For each opportunity owner, displays information about opportunities of all stages.
- [Opportunity Statistics by Workgroup](#) (CR624120): For each workgroup, displays information about opportunities of all stages.
- [Opportunity Statistics by Class ID](#) (CR624130): For each opportunity class, displays information about opportunities of this class in all stages.
- [Opportunity Statistics by Source](#) (CR624140): Displays information about opportunities currently available in each stage, grouped by lead source.

- [Opportunity Statistics by Stage](#) (CR624150): Displays statistics on opportunities in each stage.
- [Opportunity Stage Statistics by Owner](#) (CR624160): For each opportunity owner, displays statistics on opportunities at each stage.
- [Opportunity Stage Statistics by Workgroup](#) (CR624170): For each workgroup, displays statistics on opportunities at each stage.
- [Chart: Opportunity Count Statistics by Owner](#) (CR624210): Compares the opportunities counted for each employee
- [Chart: Opportunity Amount Statistics by Owner](#) (CR624220): Shows the opportunity amounts for each employee.
- [Chart: Opportunity Amount Conversion Statistics by Owner](#) (CR624230): Shows the amounts of opportunities converted by each owner.
- [Chart: Opportunity Quantity Conversion Statistics by Owner](#) (CR624240): Compares the quantities of opportunities converted by each owner.
- **Cases**
 - [Case Pipeline by Owner](#) (CR626010): Displays statistics for cases owned by different employees.
 - [Case Pipeline by Workgroup](#) (CR626020): Displays statistics for cases owned by specific workgroups.
 - [Case Statistics by Owner](#) (CR626110): Displays statistics for a specific date range on cases owned by employees.
 - [Case Statistics by Workgroup](#) (CR626120): Displays statistics for a specific date range on cases owned by different workgroups.
 - [Case Statistics by Class ID](#) (CR626130): Displays statistics for cases of a specific class.
 - [Chart: Case Count Statistics by Owner](#) (CR626210): Presents the statistics for cases owned by different employees.
 - [Chart: Case Rate Statistics by Owner](#) (CR626220): Provides data you can use to compare case resolution rates for cases owned by different employees.
 - [Chart: Case Due Statistics by Owner](#) (CR626230): Displays statistics on case resolution dates for cases owned by different employees.
 - [Chart: Case Average Resolve Time Statistics by Owner](#) (CR626240): Displays statistics on case resolution dates for cases owned by different employees.
 - [Chart: Case Average Initial Response Time Statistics By Owner](#) (CR626250): Displays statistics on initial responses to cases owned by different employees.
- **Business Accounts**
 - [Business Accounts Pipeline by Owner](#) (CR623010): Displays statistics, grouped by owner, for business accounts of different types.
 - [Business Accounts Pipeline by Workgroup](#) (CR623020): Displays statistics, grouped by workgroup, for business accounts of different types.

Business Accounts Pipeline by Owner

Form ID: (CR623010)

This report displays statistics for business accounts of different types grouped by owner.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which is one of the following options:
 - *Detailed:* To view the complete list of business accounts grouped by owner
 - *Summary:* To view the number of business accounts owned by each employee
- **Class ID:** The class of business accounts for which you want to view information. Leave the box blank to view information on all business account classes.
- **Type:** The type of business accounts. Select a type to view information only on this type, or leave the box blank to view information on business accounts of all types.
- **Owner:** The user name of the specific employee who owns the business accounts you want to view. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view business accounts owned by all workgroups.

Business Accounts Pipeline by Workgroup

Form ID: (CR623020)

This report displays statistics for business accounts of different types grouped by workgroup.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which is one of the following options:
 - *Detailed:* To view the complete list of business accounts grouped by workgroup
 - *Summary:* To view the number of business accounts owned by each workgroup
- **Class ID:** The class of business accounts for which you want to view information. Leave the box blank to view information on all business account classes.
- **Type:** The type of business accounts. Select a type to view information only on this type, or leave the box blank to view information on business accounts of all types.
- **Owner:** The user name of the specific employee who owns the business accounts you want to view. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view business accounts owned by all workgroups.

Case Pipeline by Owner

Form ID: (CR626010)

This report displays statistics for cases owned by different employees.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which is one of the following options:
 - *Detailed:* To view the complete list of cases grouped by owner
 - *Summary:* To view the number of cases owned by each owner
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view cases owned by all workgroups.

Case Pipeline by Workgroup

Form ID: (CR626020)

This report displays statistics for cases owned by specific workgroups.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which is one of the following options:
 - *Detailed:* To view the complete list of cases grouped by owner
 - *Summary:* To view the number of cases owned by each owner
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view cases owned by all workgroups.

Case Statistics by Class ID

Form ID: (CR626130)

This report displays statistics for cases of different classes.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Case Statistics by Owner

Form ID: (CR626110)

This report displays statistics for a specific date range on cases owned by employees.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Case Statistics by Workgroup

Form ID: (CR626120)

This report displays statistics for a specific date range on cases owned by different workgroups.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.

- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Case Average Initial Response Time Statistics By Owner

Form ID: (CR626250)

This chart displays statistics on initial responses to cases owned by different employees.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Case Average Resolve Time Statistics by Owner

Form ID: (CR626240)

This chart displays statistics on case resolution dates for cases owned by different employees.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Case Count Statistics by Owner

Form ID: (CR626210)

This bar chart presents the statistics for cases owned by different employees.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Case Due Statistics by Owner

Form ID: (CR626230)

This chart displays statistics on case resolution dates for cases owned by different employees.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Case Rate Statistics by Owner

Form ID: (CR626220)

By using this bar chart, you can compare case resolution rates for cases owned by different employees.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Lead Conversion Statistics By Owner

Form ID: (CR621220)

This bar chart shows statistics on lead conversion by owners.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Source:** The lead source for which you want to view information. Leave the box blank to view information on all sources.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Lead Count Statistics by Owner

Form ID: (CR621210)

This bar chart shows statistics on leads won and lost by their owners.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.

- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Source:** The lead source for which you want to view information. Leave the box blank to view information on all sources.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Opportunity Amount Conversion Statistics by Owner

Form ID: (CR624230)

This bar chart shows the amounts of opportunities converted by each owner.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Lead Source:** The lead source for which you want to view information. Leave the box blank to view information on all sources.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Opportunity Amount Statistics by Owner

Form ID: (CR624220)

This bar chart shows the opportunity amounts for each employee.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.

- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Lead Source:** The lead source for which you want to view information. Leave the box blank to view information on all sources.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Opportunity Count Statistics by Owner

Form ID: (CR624210)

This bar chart compares the opportunities counted for each employee.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.
- **Lead Source:** The lead source for which you want to view information. Leave the box blank to view information on all sources.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Chart: Opportunity Quantity Conversion Statistics by Owner

Form ID: (CR624240)

This bar chart compares the quantities of opportunities converted by each owner.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of cases for which you want to view information. Leave the box blank to view information of all case classes.

- **Lead Source:** The lead source for which you want to view information. Leave the box blank to view information on all sources.
- **Owner:** The user name of specific employee who owns the cases to be reported on. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup that owns the cases to be reported on. Leave the box blank to view cases owned by all workgroups.

Lead Pipeline by Owner

Form ID: (CR621010)

This report displays statistics for leads at each stage. By using this report, you can see whether your company has enough leads at the different stages. The prospecting stage is of particular interest in most companies; a small number of leads at this stage may hamper your company's sales flow in the future.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which is one of the following options:
 - *Detailed:* To view the complete list of leads grouped by owner
 - *Summary:* To view the number of leads owned by each owner
- **Class ID:** The class of leads for which you want to view information. Leave the box blank to view information on all lead classes.
- **Lead Source:** The lead source you want to view information on. Leave the box blank to view information on all sources.
- **Owner:** The user name of the specific employee who owns the leads. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view leads owned by all workgroups.

Lead Pipeline by Workgroup

Form ID: (CR621020)

This report displays statistics for leads at each stage for each workgroup. By using this report, you can see whether each workgroup has enough leads at each stage.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which is one of the following options:
 - *Detailed:* To view the complete list of leads grouped by workgroup

- *Summary:* To view the number of leads owned by each workgroup
- **Class ID:** The class of leads for which you want to view information. Leave the box blank to view information on all lead classes.
- **Lead Source:** The lead source you want to view information on. Leave the box blank to view information on all sources.
- **Owner:** The user name of the specific employee who owns the leads. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view leads owned by all workgroups.

Lead Statistics by Class ID

Form ID: (CR621130)

This report displays statistics on lead conversion available for each lead class.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of leads for which you want to view information. Leave the box blank to view information on all lead classes.
- **Source:** The lead source you want to view information on. Leave the box blank to view information on all sources.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view leads owned by all workgroups.
- **Owner:** The user name of the specific employee who owns the leads. Leave the box blank to view information related to other employees too.

Lead Statistics by Owner

Form ID: (CR621110)

This report displays lead statistics available for each employee who owns the leads. Using this report, you can view how many leads were converted, lost, and how much time was spent on average by each of the employee.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.

- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of leads for which you want to view information. Leave the box blank to view information on all lead classes.
- **Source:** The lead source you want to view information on. Leave the box blank to view information on all sources.
- **Owner:** The user name of the specific employee who owns the leads. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view leads owned by all workgroups.

Lead Statistics by Source

Form ID: (CR621140)

This report displays statistics on lead conversion available for each lead source.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of leads for which you want to view information. Leave the box blank to view information on all lead classes.
- **Source:** The lead source you want to view information on. Leave the box blank to view information on all sources.
- **Owner:** The user name of the specific employee who owns the leads. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view leads owned by all workgroups.

Lead Statistics by Workgroup

Form ID: (CR621120)

This report displays lead statistics available for each workgroup which owns the leads. Using this report, you can view how many leads were converted, lost, and how much time was spent on average by each of the workgroups

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.

- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of leads for which you want to view information. Leave the box blank to view information on all lead classes.
- **Source:** The lead source you want to view information on. Leave the box blank to view information on all sources.
- **Owner:** The user name of the specific employee who owns the leads. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view leads owned by all workgroups.

Opportunity Pipeline by Owner

Form ID: (CR624010)

This report displays information about opportunities with the *New* or *Open* status, with a breakdown by opportunity owner. By using this report, you can see whether your company has ample opportunities with respect to various opportunity stages. The prospecting stage is of particular interest in most companies; a small number of opportunities at this stage may hamper your company's sales flow in the future.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which is one of the following options:
 - *Detailed:* To view the complete list of opportunities grouped by workgroup
 - *Summary:* To view the number of opportunities owned by each workgroup
- **Class ID:** The class of opportunities for which you want to view information. Leave the box blank to view information on all opportunity classes.
- **Lead Source:** The lead source, if you want to view information related to a specific lead source. Leave the box blank to view information on all sources.
- **Owner:** The user name of the specific employee who owns the leads. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view opportunities owned by all workgroups.

Opportunity Pipeline by Workgroup

Form ID: (CR624020)

This report displays information about opportunities with the *New* or *Open* status, with a breakdown by owning workgroup.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which is one of the following options:
 - *Detailed:* To view the complete list of opportunities grouped by workgroup
 - *Summary:* To view the number of opportunities owned by each workgroup
- **Class ID:** The class of opportunities for which you want to view information. Leave the box blank to view information on all opportunity classes.
- **Lead Source:** The lead source, if you want to view information related to a specific lead source. Leave the box blank to view information on all sources.
- **Owner:** The user name of the specific employee who owns the leads. Leave the box blank to view information related to other employees too.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view opportunities owned by all workgroups.

Opportunity Statistics by Class ID

Form ID: (CR624130)

This report displays, for each opportunity class, information about opportunities of this class that are currently available in all stages.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of opportunities for which you want to view information. Leave the box blank to view information of all opportunity classes.
- **Lead Source:** The lead source, if you want to view information related to specific lead source. Leave the box blank to view information on all sources.
- **Owner:** The user name of the employee who owns the opportunities.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view opportunities owned by all workgroups.

Opportunity Statistics by Owner

Form ID: (CR624110)

This report displays, for each opportunity owner, information about opportunities in all stages.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of opportunities for which you want to view information. Leave the box blank to view information of all opportunity classes.
- **Lead Source:** The lead source, if you want to view information related to specific lead source. Leave the box blank to view information on all sources.
- **Owner:** The user name of the employee who owns the opportunities.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view opportunities owned by all workgroups.

Opportunity Statistics by Source

Form ID: (CR624140)

This report displays information about currently available opportunities in each stage, which are grouped by lead source.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of opportunities for which you want to view information. Leave the box blank to view information of all opportunity classes.
- **Lead Source:** The lead source, if you want to view information related to specific lead source. Leave the box blank to view information on all sources.
- **Owner:** The user name of the employee who owns the opportunities.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view opportunities owned by all workgroups.

Opportunity Statistics by Workgroup

Form ID: (CR624120)

This report displays, for each workgroups owning opportunities, information about opportunities in all stages.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of opportunities for which you want to view information. Leave the box blank to view information of all opportunity classes.
- **Lead Source:** The lead source, if you want to view information related to specific lead source. Leave the box blank to view information on all sources.
- **Owner:** The user name of the employee who owns the opportunities.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view opportunities owned by all workgroups.

Opportunity Statistics by Stage

Form ID: (CR624150)

This report displays statistics on opportunities in each stage.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The date that starts the date range for which you want to view the data.
- **End Date:** The date that ends the date range for which you want to view the data.
- **Class ID:** The class of opportunities for which you want to view information. Leave the box blank to view information of all opportunity classes.
- **Lead Source:** The lead source, if you want to view information related to specific lead source. Leave the box blank to view information on all sources.
- **Owner:** The user name of the employee who owns the opportunities.
- **Workgroup:** The workgroup for which you want to view information. Leave the box blank to view opportunities owned by all workgroups.

Opportunity Stage Statistics by Owner

Form ID: (CR624160)

This report displays, for each opportunity owner, statistics on opportunities at each stage.

The report has no report-specific elements. For more information about using other elements on the report form, see [Reports](#).

Opportunity Stage Statistics by Workgroup

Form ID: (CR624170)

This report displays, for each workgroup, statistics on opportunities at each stage.

The report has no report-specific elements. For more information about using other elements on the report form, see [Reports](#).

Project Reports

By using the reports of the Projects module, you can get detailed information about projects and tasks.

The reports can be generated in multiple formats, including PDF and HTML. Also, you can print the report you generated or send the report by email. Some reports generated as PDF may require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

- **Balance**

- [Project Balance](#) (PM621000): Lists the project task balance broken down by project income, expense, and asset.
- [Project Profitability](#) (PM624000): Lists the projects along with their income, expense, and margin.

- **Audit**

- [Projects](#) (PM631000): Lists the projects broken down by customers.
- [Project Tasks](#) (PM632000): Lists either all the project tasks grouped by customer or only the project tasks for the customer you select.
- [Employee Hours](#) (PM622000): Lists the regular and overtime hours, broken down by customer, spent by employees on the selected project.
- [Employee Hours by Project and Task](#) (PM623000): Lists the regular and overtime hours, broken down by projects and tasks, spent by the selected employee.
- [Project Transactions](#) (PM633000): Lists the project transactions broken down by project and customer.

- **Forms**

- [Pro Forma Invoice](#) (PM642000): Prints the pro forma invoice form.

Change Order

Form ID: (PM643000)

By using this report, you can view and print the selected document.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Reference Number:** The reference number of the document. You must select a document.

Employee Hours

Form ID: (PM622000)

This report displays the work hours your employees have spent on specific projects. The report records are grouped by task, and for each project, the spent and billable time and overtime are listed.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Project ID:** The project for which you want to view information. Select a project, or make no selection to request information for all projects.
- **Include Unreleased Activities:** A check box you select to include the information of the unreleased activities in the report.

Employee Hours by Project and Task

Form ID: (PM623000)

This report displays the work hours your employees have spent on different project tasks. The report records are grouped by project broken down by project task, and for each project task, the spent and billable time and overtime are listed.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Owner:** The employee for which you want to view information. Select an employee, or make no selection to request information for all employees.
- **Include Unreleased Activities:** Select this check box to include the information of the unreleased activities in the report.

Pro Forma Invoice

Form ID: (PM642000)

By using this report, you can view and print the selected document.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Reference Number:** The reference number of the document. You must select a document.

Project Balance

Form ID: (PM621000)

This report lists all the account group balances for project tasks (grouped by project). The balances are listed along with their projected, revised, and actual quantities and amount.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Project:** The project whose balance you want to view.
- **Task:** The project task whose balance you want to view.

Project Profitability

Form ID: (PM624000)

This report displays profitability for either completed projects or all the projects in the system. The projects are listed along with their customer, project status, income, expense, and profit margin.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Include Active Projects:** A check box you select to include the information of the active projects in the report.

Project Tasks

Form ID: (PM632000)

This report lists either all the project tasks grouped by customer or only the project tasks for the customer you select. The report provides the list of projects with the breakdown to individual project tasks. The project tasks are listed, along with their description, status, and start date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Customer ID:** The customer whose projects and project tasks you want to view. If you leave this parameter empty, the report will include all the projects in the system along with the project tasks; the projects and project tasks will be grouped by customer.

Project Transactions

Form ID: (PM633000)

This report lists the project transactions for the project you select. The project transactions are listed along with their key properties.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Project:** The project whose transactions you want to view. This is a mandatory parameter.

Projects

Form ID: (PM631000)

This report lists either all the projects grouped by customer or only the projects for the customer you select. The projects are listed along with their descriptions, statuses, and start dates.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Customer ID:** The customer whose projects you want to view. If you leave this parameter empty, the report will include all the projects in the system grouped by customer.

Time and Expenses Reports

With the reports available for the Time and Expenses module, you can promptly get detailed information about expense claims, review the data, and track expense claims for different branches, departments, and employees.

Because the Time and Expenses module is tightly integrated with other modules, such as Organization Structure, you can find and analyze the exact information you need. You can use flexible selection options and data links to easily drill down from a financial report to any supporting details.



: Time and Expenses reports are generated by user request. They run on only those accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Time and Expenses reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Time and Expenses Reports

The Time and Expenses module includes the following reports:

- **Audit**
 - [Expense Claim Details](#) (EP613000): Displays details on expense receipts grouped by expense claims.
 - [Expense Claim Details by Employee](#) (EP614020): Displays information about claimed expenses grouped by employee.
 - [Expense Claim Details by Department](#) (EP614010): Displays information about claimed expenses grouped by department.

Expense Claim Details

Form ID: (EP613000)

This report displays details on expense receipts grouped by expense claims. All amounts in the report are displayed in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

You use the following optional parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view data.
By default, the current branch is selected.
- **Start Date:** The date that starts the date range for which you want to view data.
By default, the first date of the current year is selected.
- **End Date:** The date that ends the date range for which you want to view data.
By default, the current business date is selected.
- **Department:** The department for which you want to view data.

- **Employee:** The employee for whom you want to view data.
- **Expense ID:** The identifier of the expense item for which you want to view data.
- **Include Unreleased:** A check box that indicates (if selected) that all expense claims that match the specified criteria will be included in the report, regardless of their status.

Expense Claim Details by Department

Form ID: (EP614010)

This report displays information about claimed expenses grouped by department. The format of the displayed data depends on the **Format** parameter.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

You use the following optional parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which can be one of the following options:
 - *By Department:* To view the list of claimed expenses grouped by department
 - *By Department and Expense ID:* To view the list of claimed expenses grouped by department and broken down by expense item
- **Branch:** The branch for which you want to view data.
By default, the current branch is selected.
- **Start Date:** The date that starts the date range for which you want to view data.
By default, the first date of the current year is selected.
- **End Date:** The date that ends the date range for which you want to view data.
By default, the current business date is selected.
- **Department:** The department for which you want to view data.
- **Employee:** The employee for whom you want to view data.
- **Expense ID:** The identifier of the expense item for which you want to view data.

Expense Claim Details by Employee

Form ID: (EP614020)

This report displays information about claimed expenses grouped by employee. The format of the displayed data depends on the **Format** parameter.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

You use the following optional parameters to select the information to be displayed on the report:

- **Format:** The format of the report, which can be one of the following options:
 - *By Employee:* To view the list of claimed expenses grouped by employee

- *By Employee and Expense ID*: To view the list of claimed expenses grouped by employee and broken down by expense item
- **Branch**: The branch for which you want to view data.
By default, the current branch is selected.
- **Start Date**: The date that starts the date range for which you want to view data.
By default, the first date of the current year is selected.
- **End Date**: The date that ends the date range for which you want to view data.
By default, the current business date is selected.
- **Department**: The department for which you want to view data.
- **Employee**: The employee for whom you want to view data.
- **Expense ID**: The identifier of the expense item for which you want to view data.

General Ledger Reports

With the wide variety of reports for the General Ledger module, you can promptly get vital information, analyze financial data by various criteria, review transactions efficiently, and track data edits.

Because the General Ledger module is tightly integrated with other modules—such as Accounts Receivable, Accounts Payable, and Cash Management—you can find and analyze the exact information you need. By using flexible selection options and data links, you can easily drill down from a financial report to any supporting details.



:

Because the General Ledger reports can be generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All General Ledger reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

General Ledger Reports

The General Ledger module includes the following reports:

- **Balance**
 - [Trial Balance Summary](#) (GL632000): Displays the account balances for the period.
 - [Trial Balance Detailed](#) (GL632500): For the selected period, displays the balances of the accounts, detailed to subaccounts.
 - [Transactions for Period](#) (GL633000): Displays the list of transactions that occurred during the specified period.
 - [Transactions for Account](#) (GL633500): Shows activities on the account and under the specified subaccount during the range of periods.
- **Financial Statements**
 - [Balance Sheet](#) (GL634000): Displays the company's balance sheet as of the start of the specified financial period. Assets are shown against liabilities.
 - [Balance Sheet - Comparative](#) (GL634500): Displays the company's balance sheet by quarter. Assets are shown against liabilities.
 - [Profit & Loss](#) (GL635000): Displays your company's profits and losses for the specified period in period-to-date (PTD) and year-to-date (YTD) amounts, versus the PTD and YTD amounts of the previous year as calculated for the same date.
 - [Profit & Loss - Comparative](#) (GL635500): Displays your company profits and losses in YTD amounts for each quarter. The amounts for the previous year are shown for comparison.
 - [Profit & Loss - Quarterly](#) (GL636000): Displays your company's profits and losses in year-to-date amounts for each quarter.
 - [Cash Flow](#) (GL636500): Contains the cash flow statement of your company.
- **Audit**

- [GL Budget Edit](#) (GL612001): Displays the list of budget articles with their requested and released amounts in the selected ledger for the specified branch and for the specified financial year.
- [GL Edit Summary](#) (GL611500): Displays the list of transactions that were entered but not released during the specified financial period.
- [GL Edit Detailed](#) (GL610500): Shows transactions entered but not released for different accounts during the specified period (or all open periods).
- [GL Edit Account Distribution](#) (GL611000): Displays the list of transactions, with their details, that were entered but not released during the specified financial period.
- [GL Register](#) (GL620500): Displays the list of all the batches released and posted to General Ledger during the specified financial period.
- [GL Register Detailed](#) (GL621000): Displays the list of all the batches released and posted to General Ledger during the specified financial period. Batch details include accounts, subaccounts, currency, and amounts.
- [GL Recurring Transactions](#) (GL641500): Displays a schedule or the list of schedules created for recurring transactions.
- [GL Recurring Transactions Detailed](#) (GL640500): Displays the details of a schedule or schedules to which recurring transactions are assigned.
- [GL Reversing Batches](#) (GL690010): Displays the list of reversing batches with their details which have been generated for the selected batch.

Balance Sheet

This report displays the company's balance sheet for the selected ledger and financial period. Assets are shown against liabilities.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Ledger:** The ledger to be reported on. You must select a ledger.
- **Financial Period:** The financial period for which you want to view the company's balance sheet; you must specify a period. The list of periods contains all the periods, including the closed ones.

Balance Sheet - Comparative

This report displays the company's balance sheet as of the start of the specified financial period. Assets are shown against liabilities.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Ledger:** The ledger to be reported on. You must select a ledger.
- **Financial Period:** The financial period for which the company's balance sheet will be displayed; you must specify a period. The list of periods contains all periods, including closed ones.

Cash Flow

This report contains the cash flow statement of your company.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Ledger:** The ledger to be reported on. You must select a ledger.
- **Start Financial Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **End Financial Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.

GL Budget Edit

Form ID: (GL612001)

This report displays the list of budget articles with their released amounts in the selected ledger for the specified financial year and for the selected branch. Also the report lists the user names of employees who last updated each article.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger which stores the budget. You must select a ledger.
- **Financial Year:** The financial year for which you want to view information. Select a financial year from the list, which includes the closed years. By default, the current business year is specified.
- **Created By:** The user who created a budget.
- **Last Modified By:** The user who last modified the budget.

GL Edit Account Distribution

Form ID: (GL611000)

This report shows transactions entered but not released for different accounts during the specified period (or all open periods). Batches are grouped by account–subaccount pair, and for each pair they are listed by date.

All amounts are shown in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. You must select a ledger. By default, the actual ledger is selected.
- **From Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is selected.
- **To Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is selected.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Transactions on Hold:** A check box that you select to include into report transactions that have the **Hold** status.

GL Edit Detailed

Form ID: (GL610500)

This report displays the list of transactions that were entered but not released during the specified financial period. Transactions, which are shown with all details, are grouped by module and listed for each module by the date of the batch.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. You must select a ledger. By default, the actual ledger is selected.
- **From Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is selected.
- **To Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is selected.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Transactions on Hold:** A check box that you select to include into report transactions that have the *Hold* status.

GL Edit Summary

Form ID: (GL611500)

This report displays the list of all the transactions that were entered but not released during the specified financial period. Transactions are shown with their status and with batch control totals in the base currency. Transactions are grouped by period and by module of origin; for each module, they are listed by date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. You must select a ledger. By default, the actual ledger is selected.
- **From Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Transactions on Hold:** A check box that you select to include into report transactions that have the **Hold** status.

GL Recurring Transactions

Form ID: (GL641500)

This report displays a schedule or the list of schedules created for recurring transactions.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Schedule:** A schedule which data should be displayed in the report. You can leave this box empty to view data on all schedules in the report.
- **Show Active Schedules Only:** A check box that indicates (if selected) that the data of the active schedules only will be used in the report.

GL Recurring Transactions Detailed

Form ID: (GL640500)

This report displays the details of a schedule or schedules to which recurring transactions are assigned.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Schedule:** A schedule which details should be displayed in the report. You can leave this box empty to view data on all schedules in the report.
- **Show Active Schedules Only:** A check box that indicates (if selected) that the data of the active schedules only will be used in the report.
- **Print Schedules on Separate Pages:** A check box that indicates (if selected) that information on each schedule will be displayed on a separate page of the report.

GL Register

Form ID: (GL620500)

This report displays the list of all batches released in the General Ledger module for the specified financial period. Transactions are listed by their date and shown with batch control totals in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. You must select a ledger. By default, the actual ledger is selected.
- **From Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Unposted Transactions:** A check box that you select to include into report transactions that are not posted.

GL Register Detailed

Form ID: (GL621000)

This report displays the list of all batches posted to General Ledger during the specified financial period. Batch details in the report include accounts, subaccounts, currency, and debit and credit amounts. Transactions are grouped by period and by module of origin; for each module, they are listed by date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. You must select a ledger. By default, the actual ledger is selected.
- **From Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Unposted Transactions:** A check box that you select to include into report transactions that are not posted.

GL Reversing Batches

Form ID: (GL690010)

This report displays the details of reversing batches for the specified batch.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Module:** The module the batch originated from. You must select a module.
- **Batch Number:** The number of a batch for which you want to view reversing batches. You must select a batch.

Profit & Loss

This report displays your company profits and losses for the specified period in period-to-date (PTD) and year-to-date (YTD) amounts, versus the PTD and YTD amounts of the previous year as calculated for the same date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Ledger:** The ledger to be reported on. You must select a ledger.
- **Financial Period:** The financial period for which you want to view information. You must select a period from the list, which contains all the periods, including the closed ones.

Profit & Loss - Comparative

This report displays your company's profits and losses in year-to-date amounts for each quarter. The total amounts for the previous year are shown for comparison.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Ledger:** The ledger to be reported on. You must select a ledger.
- **Financial Period:** The financial period for which you want to view information. By default, the current period is selected. You can select a different period from the list, which contains all the periods, including the closed ones.

Profit & Loss - Quarterly

This report displays your company's profits and losses in year-to-date amounts for each quarter.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Ledger:** The ledger to be reported on. You must select a ledger.
- **Financial Period:** The financial period for which you want to view information. By default, the current period is selected. You can select a different period from the list, which contains all the periods, including the closed ones.

Transactions for Account


Form ID: (GL633500)

This report shows activities on the account and under the specified subaccount during the range of periods. Transactions and documents are listed by date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. You must select a ledger. By default, the actual ledger is selected.
- **From Period:** The first financial period in the range of periods for which you want to view information; you must specify a start period. The list of periods contains all the periods, including closed ones.
- **To Period:** The last financial period in the range of periods for which you want to view information; you must specify a period here.
- **Account:** The account for which you want to view information. The selection list contains only accounts that you are authorized to work with. You must specify an account.
- **Subaccount:** The subaccount for which you want to view information.
 : This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Module:** Acumatica ERP module for which you want to view information.
- **Include Foreign Currency Details:** A check box you select to display the report in multi-currency format. If you select this check box, for accounts denominated in foreign currencies, all amounts are shown in both the base currency and the currency of denomination. (Foreign currency transactions on other accounts are also shown in two currencies.) If you clear the check box, all transactions (including foreign currency transactions) are shown in only the base currency.
- **Include Reclassified Transactions:** A check box that you select to include the transactions that have been reclassified into the report.

Transactions for Period

Form ID: (GL633000)

This report displays the list of transactions that occurred during the specified period. Transactions are grouped by account-subaccount pair, with each pair listed by the transaction date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. You must select a ledger. By default, the actual ledger is selected.
- **From Period:** The financial period that starts a range of periods for which you want to view information. The list of periods contains all the periods, including the closed ones. By default, the financial period of the current business date is selected.

- **To Period:** The financial period that ends a range of periods for which you want to view information. By default, the financial period of the current business date is selected.
- **From Account:** The first account number in the range for which you want to view information. Enter a starting and ending account to include only a range of accounts in the report; leave these boxes blank to report on all accounts.
- **To Account:** The last account number in the range for which you want to view information. Enter a starting and ending account to include only a range of accounts in the report; leave these boxes blank to report on all accounts.
- **From Subaccount:** The starting subaccount number in the range for which you want to view information. Enter a starting and ending subaccount to include only a range of subaccounts in the report; leave these boxes blank to report on all accounts.



: This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **To Subaccount:** The ending subaccount number in the range for which you want to view information. Enter a starting and ending subaccount to include only a range of subaccounts in the report; leave these boxes blank to report on all accounts.



: This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.

- **Include Foreign Currency Details:** A check box you select to display the report in multi-currency format. If you select this check box, for accounts denominated in foreign currencies, all amounts are shown in both the base currency and the currency of denomination. (Foreign currency transactions on other accounts are also shown in two currencies.) If you clear the check box, all transactions (including foreign currency transactions) are shown in only the base currency.
- **Include Accounts with Transactions Only:** A check box that you select to remove from the report accounts that have no transactions recorded during the specified period (periods).
- **Include Reclassified Transactions:** A check box that you select to include the transactions that have been reclassified into the report.

Trial Balance Detailed

Form ID: (GL632500)

This period-end report displays the balances for accounts, including subaccount details, for the chosen period. Types of accounts are listed according to the order specified on the [General Ledger Preferences](#) (10.20.00) form. Accounts of the same type are listed in alphanumeric order, and subaccounts are listed according to the alphanumeric order of segment values, starting with the leftmost segment.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. You must select a ledger. By default, the actual ledger is selected.

- **Financial Period:** The financial period for which you want to view information. The list of periods contains all the periods, including the closed ones. You must specify a period.
- **Suppress Zero Balances:** A check box that you select to remove from the report accounts that have all zero values (beginning and ending balance, credits, and debits separately or combined).

Trial Balance Summary

Form ID: (GL632000)

This period-end report displays the account balances for the selected period. The report includes the beginning and ending balances, as well as the period's total debits and credits. Accounts are grouped by their types (*Assets, Liabilities, Income, and Expenses*), and these groups of accounts are listed according to the order specified on the [General Ledger Preferences](#) (GL102000) form. Accounts of the same type are listed in alphanumeric order.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. You must select a ledger. By default, the actual ledger is selected.
- **Financial Period:** The financial period for which you want to view information, which you must specify. The list of periods contains all the periods, including the closed ones.
- **Suppress Zero Balances:** A check box that you select to remove from the report accounts that have all zero values (beginning and ending balance, credits, and debits separately or combined).

Cash Management Reports

With the wide variety of reports for the Cash Management module, you can make periodic or daily cash flow projections, view the current balances of cash accounts, monitor results of consolidations, and produce period-end audit reports.

The Cash Management module is tightly integrated with the General Ledger, Accounts Receivable, Accounts Payable, and Currency Management modules. With this integration, you can find and analyze the exact information you need. By using flexible selection options and data links, you can easily drill down from a financial report to any supporting details.



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Because the Cash Management reports are generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Cash Management reports can be generated in various formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for details.

Before you use reports, see [Reports](#) for more information.

Cash Management Reports

The Cash Managements module includes the following reports:

- **Balance**
 - [Cash Account Summary](#) (CA633000): Gives summary information about cash account balances during the specified time interval.
 - [Cash Account Details](#) (CA633500): Shows all activities on the selected cash account during the specified time interval. Cash transactions (receipts and disbursements) are listed by the transaction date.
 - [Reconciliation Statement](#) (CA627000): Provides the list of cash accounts with information about reconciliations performed for the accounts.
- **Forms**
 - [Deposit Slip](#) (CA656500): Displays details of the selected deposit along with complete information about the destination bank.
- **Audit**
 - [CA Edit](#) (CA612000): Shows all unreleased cash documents, entered up to the current business date, affecting cash accounts.
 - [CA Edit Detailed](#) (CA612500): Shows the details of all unreleased cash documents, entered up to the current business date, affecting cash accounts.
 - [CA Register](#) (CA625000): Displays the list of all cash documents released in the system for the specified financial period.
 - [CA Register Detailed](#) (CA624500): Provides the details of cash documents of all types released in the system for the specified financial period.
 - [Reconciliation Register](#) (CA623500): Summarizes reconciliations for all cash accounts or for the selected one.
 - [Reconciliation Register Details](#) (CA624000): Displays details of reconciliations performed for the selected cash account during the specified period of time.

- [CA Batch Register](#) (CA620500): Displays the list of all batches released in the Cash Management module for the specified financial period.
- [CA Batch Register Detailed](#) (CA621000): Provides the details of all batches released in the Cash Management module for the specified financial period.
- [Undeposited Payments](#) (CA657000): Provides the list of payments that haven't been deposited until the specified date.

Other Reports

- [Cash Flow Forecast](#): Provides the details of a 30-day cash flow forecast. The system opens this form when you click the **View as a Report** button on the form toolbar of the [Cash Flow Forecast](#) (CA401000) form.

CA Batch Register

Form ID: (CA620500)

This report displays all the batches released in the Cash Management module for the specified financial period. Batches are listed by their dates and are shown with their control totals. The list also shows the users who created and edited the batches.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger:** The ledger for which you want to display data. You must select a ledger. By default, the actual ledger is selected.
- **From Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Unposted Transactions:** A check box that indicates (if selected) that information about unposted transactions will be included in the report.

CA Batch Register Detailed

Form ID: (CA621000)

This report displays the details of all batches released in the Cash Management module for the specified financial period. Batches are listed by their dates and are shown with all their details, including the users who created and edited the batches.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger:** The ledger for which you want to display data. You must select a ledger. By default, the actual ledger is selected.
- **From Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Unposted Transactions:** A check box that you select to include information about unposted transactions in the report.

CA Edit

Form ID: (CA612000)

This report shows all the unreleased cash documents dated up to the current business date. The report can display documents affecting a particular cash account or all cash accounts. Cash documents (receipts and disbursements) are listed by document date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Cash Account:** The cash account whose documents will be included in the report. Leave the box blank to request information on all cash accounts.
- **Include Transactions on Hold:** A check box you select to include transactions with the *On Hold* status.

CA Edit Detailed

Form ID: (CA612500)

This report shows the details of all unreleased cash documents, dated up to the current business date, affecting cash accounts. Cash documents (receipts and disbursements) are listed by document date and are shown with all details.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Cash Account:** The cash account whose documents will be included in the report. Leave the box blank to request information on all cash accounts.
- **Include Transactions on Hold:** A check box you select to include transactions with the *On Hold* status.

CA Register

Form ID: (CA625000)

This report displays all cash documents released in the system during the specified financial period. Documents, which are listed by their dates, are shown with amounts in the document currency and the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Financial Period:** The financial period the report will cover. All periods, including closed ones, are available for selection, and a period must be specified. By default, the current financial period is used.

CA Register Detailed

Form ID: (CA624500)

This report displays the details of the cash documents of all types released in the system for the specified financial period. Documents are listed by their dates and are shown with all the details and the amounts in the document currency and in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Document Type:** The document type, which can be *Transfer Out*, *Transfer In*, *Expense Entry*, *Cash Entry*, or *CA Deposit*. Select a type, or leave the box blank to display documents of all types.
- **Reference Number:** The reference number of the specific document. Leave the box blank to display all the documents of the specified type (or of all types).
- **Financial Period:** The financial period the report will cover. All periods, including closed ones, are available for selection, and a period must be specified. By default, the current financial period is used.

Cash Account Details

Form ID: (CA633500)

This report shows all the activities on the selected cash account during the specified date range, which need not coincide with financial periods. Cash transactions (receipts and disbursements) are listed by transaction date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Date:** The start date of the date range the report will cover; a start date must be specified. By default, the first date of the current period is selected.
- **To Date:** The end date of the date range; an end date must be specified. By default, the current business date is selected.
- **Cash Account:** The cash account whose activities will be included in the report. Select an account to see its details.
- **Include Not Cleared:** A check box you select to include transactions not cleared by the reconciliation.
- **Include Not Released:** A check box you select to include transactions that were not released during the specified date range.

Cash Account Summary

Form ID: (CA633000)

This report displays summary information about cash account balances during the specified date range. (The date range you specify does not need to coincide with financial periods.) Information can be detailed up to the cash transactions incurred during the specified date range. Accounts are listed in the order of their account numbers or IDs.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report will cover. Select a branch, or leave the box blank to view information about all branches. By default, the current branch is selected.
- **From Date:** The start date of the date range for which you want to obtain information. By default, the first date of the current period is selected.
- **To Date:** The end date of the date range. By default, the current business date is selected.
- **Cash Account:** The cash account for which the report will display information. Leave the box blank to obtain information on all cash accounts.
- **Include Not Cleared:** A check box you select to include transactions not cleared by the reconciliation.

- **Include Not Released:** A check box you select to include transactions that were not released during the specified date range.
- **Hide Details:** A check box you select to display only summary lines for cash accounts and hide the details of the cash transactions.

Cash Flow Forecast

This report shows the details of a 30-day cash flow forecast. The report is opened from the [Cash Flow Forecast](#) (CA401000) form and is generated based on the parameters selected on this form.

The forecast shows the following information for each day of a 30-day period for each of the accounts:

- The projected balance of the cash account in the **Cash Summary** section
- The total amount of customer payments to be received this day in the **Cash Receipts** section
- The total amount of outgoing payments to be sent this day in the **Cash Paid Out** section

The **Cash Summary** section provides the following information:

- *Cash On Hand:* The cash position at the beginning of the day; namely a forecast balance carried forward from the previous day
- *Cash Available:* The sum of the projected receipts and cash position at the beginning of the day (Cash On Hand + total of Cash Receipts)
- *Cash Position:* The cash position at the end of the day; namely the difference between the available cash and the total amount of the projected outgoing payments (Cash Available – total of Cash Paid Out)

Deposit Slip

Form ID: (CA656500)

By using this report, you can select a particular deposit, view its information, and print the document as the list of customer payments to be actually deposited to a specific bank. The document provides information about destination bank and information about customer payments included in the deposit.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Document Type:** The type of deposit you want to view. Select *CA Deposit* or *CA Voided Deposit*.
- **Reference Number:** The reference number of the deposit.

Reconciliation Register

Form ID: (CA623500)

This report shows the summary of reconciliations for all cash accounts or for a selected account during the specified date range. For each cash account or the selected one, all reconciliations performed during the specified date range are listed with cleared transaction totals.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Date:** The start date of the date range. By default, the first date of the current period is selected.
- **To Date:** The end date of the date ranges. By default, the current business date is selected.
- **Cash Account:** The cash account for which reconciliations will be listed. Select a cash account, or leave the box blank to view a broader range of data.

Reconciliation Register Details

Form ID: (CA624000)

This report shows details of reconciliations performed for the selected cash account (or for all accounts) during the specified date range. For each cash account, reconciliations performed during the specified date range are listed detailed to cash transaction amounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Date:** The start date of the date range. By default, the first date of the current period is selected.
- **To Date:** The end date of the date range. By default, the current business date is selected.
- **Cash Account:** The cash account for which reconciliations will be listed. Select a cash account, or leave the box blank to view a broader range of data.
- **Reference Number:** The reference number assigned to the reconciliation. You can leave this box blank to view a broader range of data.

Reconciliation Statement

Form ID: (CA627000)

This report displays the list of cash accounts, with information about reconciliations performed for the accounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period the report will cover. The list of available periods contains all periods, including closed ones, and a period must be specified. By default, the current financial period is used.
- **Cash Account:** The cash account for which the report will display information. Leave the box blank to obtain information on all cash accounts.

Undeposited Payments

Form ID: (CA657000)

This report displays the details of all undeposited (through the specified date) payment documents recorded to clearing accounts. The report lists documents by clearing accounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Deposit Date:** Select any date to view payments that were not deposited as of the date. By default, the current business date is selected.
- **Payment Method:** Select a payment method to view undeposited payments made by this payment method. Leave the box blank to view non-deposited payments made by all payment methods.

Accounts Payable Reports

With the wide variety of reports for the Accounts Payable module, you can promptly get vital information, analyze financial data by various criteria, review transactions efficiently, and track data edits. Some reports have both a standard version and a multi-currency (MC) version.

Because the Accounts Payable is tightly integrated with other modules, such as General Ledger and Cash Management, you can find and analyze the exact information you need. Flexible selection options and data links allow you to easily drill down from a financial report to any supporting details.



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Because the Accounts Payable reports are generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Accounts Payable reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Accounts Payable Reports

The Accounts Payable module includes the following reports:

- **Balance**
 - [AP Balance by GL Account](#) (AP632000): For the chosen period, displays the balances of the Accounts Payable accounts and activities on the account.
 - [AP Balance by Vendor](#) (AP632500): Displays the vendor balances for each account related to the vendor.
 - [AP Balance by Vendor MC](#) (AP633000): Displays the vendor balances in each of the currencies used.
 - [AP Aged Past Due](#) (AP631000): Lists the vendors with past due balances, breaking down balances by days past due.
 - [AP Aged Past Due MC](#) (AP631100): Lists the vendors with past due balances, breaking down balances by days past due. The balances are shown in the currencies of the documents and in the base currency.
 - [AP Aged Outstanding](#) (AP631500): Shows the list of vendors with outstanding balances, arranging totals by aging categories.
 - [AP Aged Outstanding MC](#) (AP631600): Shows the list of vendors with outstanding balances in all currencies used, arranging totals by aging categories.
 - [AP Aged Period Sensitive](#) (AP630500): Displays the list of vendors with past-due balances. The balances are arranged by days past due on the last day of the specified period.
- **Payment Processing**
 - [Cash Requirements](#) (AP612000): Shows the cash requirements, grouped by pay date and vendor. The amounts due are calculated for released documents and for documents approved for payment.
 - [Bills Pending Approval](#) (AP611000): Shows all the released documents that have yet to be approved for payment for the selected vendor or all vendors.

- *Bills Pending Payment* (AP611500): Shows documents approved for payment but not paid. You can limit these documents to those for a selected cash account, payment, or vendor.
- *Payments Pending Processing* (AP651000): Displays the cash requirements to the cash account imposed by the outstanding documents of all vendors or only a selected one.
- *Checks Pending Printing* (AP612500): Displays the payments for which checks need to be printed.
- **Forms**
 - *Check Form* (AP640500): Prints a check.
 - *Check Form with Remittance* (AP641000): Prints a check with remittance.
 - *Additional Remittance Form* (AP642000): Prints check stubs.
 - *1099-MISC Form* (AP653000): Displays the 1099-MISC form for the chosen 1099 year.
- **Audit**
 - *Vendor Summary* (AP655000): Lists all the vendors with their default currency, credit terms, tax zone, and other related information.
 - *Vendor Details* (AP655500): Shows all the information from the database about a specific vendor or all vendors.
 - *Vendor History Summary* (AP652100): Shows a summary of balance history for vendors whose balance has been changing during the date range you specify.
 - *Vendor History* (AP652000): Displays the vendor's balance history over the specified time interval.
 - *AP Edit* (AP610700): Lists the Accounts Payable documents that were entered but not released.
 - *AP Edit Detailed* (AP610500): Displays, with all details, the list of Accounts Payable documents of the chosen type that were entered but not released.
 - *AP Register* (AP621500): Lists all the documents released in Accounts Payable for the specified financial period and for the selected vendor (or all vendors).
 - *AP Register Detailed* (AP622000): Shows the details of documents of the selected type (or all types) released in Accounts Payable for the specified financial period.
 - *AP Payment Register* (AP622500): Shows the payments (of all types or a selected type) released in Accounts Payable for the specified financial period.
 - *AP Batch Register* (AP620500): Displays the list of all batches released in Accounts Payable during the specified financial period.
 - *AP Batch Register Detailed* (AP621000): Lists all batches released in Accounts Payable, with details posted, during the specified financial period.
 - *Open 1099 Payments* (AP656500): Displays the list of all open payment documents in the system.
 - *1099 Year Summary* (AP654000): Displays the list of all 1099 vendors, with 1099 box amounts for all the boxes defined in the system and company totals for the 1099 boxes.
 - *1099 Year Details* (AP654500): Displays the list of all 1099 vendors with related payment documents.

Other Reports

- **Unreleased AP Documents:** Provides the list of Accounts Payable documents that are not yet released in the specified range of financial periods. The system opens this form when you click the **Unreleased Documents** button on the form toolbar of the *Close Financial Periods* (AP506000) form.

1099-MISC Form

Form ID: (AP653000)



: This report is available only if the *1099 Reporting* feature is enabled on the *Enable/Disable Features* (CS100000) form.

This report displays the 1099-MISC (Miscellaneous) form for the selected 1099 year. If the amount in Box 9 exceeds its minimum reporting amount specified in the **Minimum Report Amount** box on the **1099 Settings** tab on the *Accounts Payable Preferences* (AP101000) form, the report displays X for this box.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see *Reports*.

Report Parameters

On the **Report Parameters** tab, you use the following parameters to select the information to be displayed on the report:

- **Company:** The company for which you want to view information. By default, the current company is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the *Enable/Disable Features* (CS100000) form.
- **1099 Year:** The 1099 year for which the 1099-MISC form will be displayed. Select the year from the list, which contains both open and closed 1099 years.

1099 Year Details

Form ID: (AP654500)



: This report is available only if the *1099 Reporting* feature is enabled on the *Enable/Disable Features* (CS100000) form.

This report displays the list of all 1099 vendors and the related payment documents for each. For each vendor, the report shows the amounts paid for the AP bill lines that have the 1099 box specified.



: The **Pay Date** column of the report shows the date when the listed bill should have been paid (not the date of the actual payment). That is, the report displays the **Pay Date** of the bill, which is displayed on the **Financial Details** tab of the *Bills and Adjustments* (AP301000) form. The date when the payment was made is displayed in the **Payment Date** box on the **Financial Details** tab on the *Checks and Payments* (AP302000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see *Reports*.

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch, or make no selection to view information about all branches. By default, the current branch is selected. This

box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.

- **1099 Year:** The 1099 year for which information will be displayed. Select a year from the list, which contains both open and closed 1099 years.

1099 Year Summary

Form ID: (AP654000)



: This report is available only if the *1099 Reporting* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the list of all 1099 vendors, with amounts for all the 1099 boxes defined in the system and company totals for the 1099 boxes.



: The report shows the amount in a 1099 box if the amount is greater than or equal to the minimum specified for the 1099 box on the **1099 Settings** tab of the [Accounts Payable Preferences](#) (AP101000) form. Otherwise, the report shows zero in the box.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch, or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **1099 Year:** The 1099 year for which information will be displayed. Select the year from the list, which contains both open and closed 1099 years.

Additional Remittance Form

Form ID: (AP642000)

This report can be used to print check stubs. To do this, on the [Payment Methods](#) (CA204000) form, select the **Print Remittance Report** check box and select this report as the **Remittance Report**. Check stubs will be printed for specified payment method and the specified cash account for all printed checks starting the check with the selected number. For details on modifying the report, see the [Acumatica Report Designer Guide](#).

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Cash Account:** The cash account associated with a payment method that requires printing of checks.
- **Payment Method:** The payment method that requires printing of checks.
- **From Check Number:** The starting number of checks for which stubs should be printed.

- **To Check Number:** The ending number of checks for which stubs should be printed.

AP Aged Outstanding

Form ID: (AP631500)

This report displays the list of vendors with outstanding balances. The overdue balances are displayed in the **Past Due** column, while the balances that are not overdue are arranged by days outstanding. The report can be shown in summary format or in detail format with the documents that created the balance. The amounts are shown in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Select one of the following options:
 - *Detailed* (default): To view outstanding documents on the selected aging date.
 - *Summary*: To view outstanding balances on the selected aging date.
- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Vendor Class:** The vendor class whose vendors will be included in the report. Select a vendor class from the list of vendor classes, or make no selection to view information about all classes.
- **Vendor:** The vendor the report will cover. Select a vendor from the list of active vendors, or make no selection to view information about all vendors.
- **Aging Date:** The date the system will use to calculate the aging categories for the documents; you must select a date.



: If some documents do not have a due date specified, the system sets due date for such documents to a value of **Aging Date**. The balances of documents that are due on the aging date of the report are included in the first aging period of the report.

AP Aged Outstanding MC

Form ID: (AP631600)

This form is available only if the *Multi-Currency Accounting* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This multi-currency report displays the list of vendors with outstanding balances. The overdue balances are displayed in the **Past Due** column, while the balances that are not overdue are arranged by days outstanding. The report can be shown in summary format or in detail format with documents that created the balance. The amounts are shown in the currency of the document and in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Select one of the following options:
 - *Detailed* (default): To view outstanding documents on the selected aging date.
 - *Summary*: To view outstanding balances on the selected aging date.
- **Branch:** The branch for which balances will be displayed. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Vendor Class:** The vendor class whose vendors will be included in the report. Select a vendor class from the list of vendor classes, or make no selection to view information about all classes.
- **Vendor:** The vendor the report will cover. Select a vendor from the list of active vendors, or make no selection to view information about all vendors.
- **Aging Date:** The date the system will use to calculate the aging categories for the documents. By default, the current business date is selected.



: If some documents do not have a due date specified, the system sets due date for such documents to a value of **Aging Date**. The balances of documents that are due on the aging date of the report are included in the first aging period of the report.

AP Aged Past Due

Form ID: (AP631000)

This report lists the vendors with past due balances. The balances that are not overdue are displayed in the **Current** column of the report. The overdue balances are broken down by days past due, based on the aging periods defined on the [Accounts Payable Preferences](#) (AP101000) form. All the amounts are shown in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Select one of the following options:
 - *Summary*: To view past due balances on the selected aging date.
 - *Detailed* (default): To view past due documents and their balances on the selected aging date.
 - *Detailed with Retainage*: To view past due documents and their unreleased retainage on the selected aging date.



: This format is available only if the *Retainage Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Branch:** The branch for which past due balances will be displayed. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.

- **Vendor Class:** The vendor class for which past due balances will be listed. Select a vendor class from the list of vendor classes, or make no selection to view information about all classes.
- **Vendor:** The vendor the report will cover. Select a vendor from the list of active vendors, or make no selection to view information about all vendors.
- **Aging Date:** The date the system will use when calculating the aging categories for the documents. By default, the current business date is selected.



: If some documents do not have a due date specified, the system sets due date for such documents to a value of **Aging Date**. The balances of these documents are included in the **Current** column of the report.

AP Aged Past Due MC

Form ID: (AP631100)

This form is available only if the *Multi-Currency Accounting* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This multi-currency report lists the vendors with past due balances. The balances that are not overdue are displayed in the **Current** column of the report. The overdue balances are broken down by days past due, based on the aging periods defined on the [Accounts Payable Preferences](#) (AP101000) form. The amounts are shown in the currencies of the documents and in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Select one of the following options:
 - *Detailed* (default): To view outstanding customer documents.
 - *Summary*: To view outstanding customer balances.
- **Branch:** The branch for which past due balances will be displayed. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Vendor Class:** The vendor class whose balances will be included in the report. Select a vendor class from the list of vendor classes, or make no selection to view information about all classes.
- **Vendor:** The vendor the report will cover. Select a vendor from the list of active vendors, or make no selection to view information about all vendors.
- **Aging Date:** The date the system will use when calculating the aging categories for the documents. By default, the current business date is selected.



: If some documents do not have a due date specified, the system sets due date for such documents to a value of **Aging Date**. The balances of these documents are included in the **Current** column of the report.

AP Aged Period Sensitive

Form ID: (AP630500)

This report displays the list of vendors with past due balances. The balances are arranged by days past due on the last day of the specified period. All the amounts are shown in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Choose one of the following options:
 - *Detailed* (Default): To view past due documents on the last day of the selected period.
 - *Summary*: To view past due balances on the last day of the selected period.
- **Branch:** The branch for which information will be displayed. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Financial Period:** The financial period the system will use to calculate the aging categories for the documents. By default, the current business period is selected.
- **Vendor Class:** The vendor class for which you want to view information. Select a vendor class, or make no selection to view information about all classes.

AP Balance by GL Account

Form ID: (AP632000)

This report displays the balances of the Accounts Payable accounts and activities on the accounts for the selected period. Documents are grouped by account, subaccount, and vendor.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** The report format, which in this case indicates the documents to be reported on. Select one of the following options:
 - *Account Summary*: To view documents total that are open at the end of the reporting period grouped by Accounts Payable account and subaccount.
 - *Vendor Summary*: To view account documents total split by documents total of the of the vendors.
 - *Open Documents*: To view the list of documents that are open at the end of the reporting period grouped by Accounts Payable account, subaccount, and vendor account.
 - *Open + Current Period*: To view documents that are open at the end of the reporting period along with documents posted or closed during the reporting period grouped by Accounts Payable account, subaccount, and vendor account.
- **Branch:** The branch for which balances will be shown. You can select a branch or make no selection to view information about all branches.

- **Financial Period:** The financial period for which balances will be shown. You must select a financial period from the list of periods, which contains all the periods (including the closed ones).
- **Include Applications:** A check box you select to include applied documents. That is, for each vendor, outgoing payments that were applied against vendor bills are listed.

AP Balance by Vendor

Form ID: (AP632500)

This report displays the vendor balances for each account related to the vendor. You can control which documents you view and whether they are matched against payments. All the amounts are shown in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** An indicator of the documents to be reported on. Select one of the following options:
 - *Account Summary:* To view documents total of a vendor account that are open at the end of the reporting period grouped by Accounts Payable account and subaccount.
 - *Open Documents:* To view the list of documents that are open at the end of the reporting period.
 - *Open + Current Period:* To view documents that are open at the end of the reporting period along with documents posted or closed during the reporting period.
 - *All Documents (Vendor Required):* To view all documents that have been posted before the end of the reporting period. You must specify a vendor if you select this option.
- **Branch:** The branch whose balances will be included in the report. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Financial Period:** The financial period for which information will be displayed. You must select a financial period from the list of periods, which contains all the periods (including the closed ones). By default, the current financial period is used.
- **Vendor:** The vendor whose balances will be included in the report. Either select a vendor from the list of active vendors or make no selection to view information about all vendors.
- **Include Applications:** A check box that you select to include payment application in the report.

AP Balance by Vendor MC

Form ID: (AP633000)

This form is available only if the *Multi-Currency Accounting* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This multi-currency report displays the vendor balances in each of the currencies used. You can control which documents you view and whether they are matched against payments. Total amounts are also shown in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** An indicator of the documents to be reported on. Select one of the following options:
 - *Account Summary:* To view documents total of a vendor account that are open at the end of the reporting period grouped by Accounts Payable account and subaccount.
 - *Open Documents:* To view the list of documents that are open at the end of the reporting period.
 - *Open + Current Period:* To view documents that are open at the end of the reporting period along with documents posted or closed during the reporting period.
 - *All Documents (Vendor Required):* To view all documents that have been posted before the end of the reporting period. You must specify a vendor if you select this option.
- **Branch:** The branch for which balances will be displayed. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Financial Period:** The financial period for which information will be displayed. You must select a financial period from the list of periods, which contains all the periods (including the closed ones). By default, the current financial period is used.
- **Vendor:** The vendor to be reported on. Either select a vendor from the list of active vendors or make no selection to view information about all vendors.
- **Include Applications:** A check box that you select to include payment application to the report.

AP Batch Register

Form ID: (AP620500)

This report lists all the batches released in Accounts Payable for the specified financial period. Transactions are listed by their date and shown with batch control totals in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger:** The ledger to be reported on. You must select a ledger.
- **From Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.

- **To Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **Created By:** The user who created a batch which information you want to view.
- **Last Modified By:** The user who last modified a batch which information you want to view.
- **Include Unposted Transactions:** A check box that you select to include into report transactions that are not posted.

AP Batch Register Detailed

Form ID: (AP621000)

This report displays all the Accounts Payable batches, listed by date, posted during the specified financial period. Batch details include accounts, subaccounts, document reference numbers, and debit and credit amounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger:** The ledger to be reported on. You must select a ledger.
- **From Period:** The first financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. You must select a period. By default, the current financial period is used.
- **Created By:** The user who created a batch which information you want to view.
- **Last Modified By:** The user who last modified a batch which information you want to view.
- **Include Unposted Transactions:** A check box that you select to include into report transactions that are not posted.

AP Edit

Form ID: (AP610700)

This report lists the Accounts Payable documents that were entered but not released. You can narrow the information by vendor, branch, or both criteria. Documents are listed by document type, financial period, and document date.



: If the *Vendor Relations* feature is enabled on the [Enable/Disable Features](#) (CS100000) form, the additional **Supplied-by Vendor** and **Supplied-by Vendor Name** columns are displayed in the report. Those supplied-by vendors are grouped by the vendors (**Vendor**) that are defined as pay-to vendors in the system.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The first financial period of the period range the report will cover. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. By default, the current financial period is used.
- **Vendor:** The vendor whose documents you want to view. Select a specific vendor or make no selection to view all vendor documents.
- **Created By:** A user who created a batch which information you want to view.
- **Last Modified By:** A user who last modified a batch which information you want to view.
- **Include Transactions on Hold:** A check box that you select to include Accounts Payable documents with the *Hold* status.
- **Include Pre-Released Transactions:** A check box that you select to include Accounts Payable documents with the *Pre-Released* status.

AP Edit Detailed

Form ID: (AP610500)

This report displays the list of Accounts Payable documents, shown with all details, that were entered but not released. Documents are listed by the financial period, the document date, and the vendor on the document.



: If the *Vendor Relations* feature is enabled on the [Enable/Disable Features](#) (CS100000) form, the additional **Supplied-by Vendor** and **Supplied-by Vendor Name** columns are displayed in the report. Those supplied-by vendors are grouped by the vendors (**Vendor**) that are defined as pay-to vendors in the system.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The first financial period of the period range the report will cover. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. By default, the current financial period is used.

- **Document Type:** The document type the report should cover. Select a document type to view only checks, debit adjustments, credit adjustments, bills, or prepayments. Make no selection to view information on documents of all types.
- **Reference Number:** The reference number of a particular document. Select a document by its reference number, or make no selection to view all documents.
- **Created By:** A user who created a document which information you want to view.
- **Last Modified By:** A user who last modified a document which information you want to view.
- **Include Transactions on Hold:** A check box that you select to include Accounts Payable documents with the *Hold* status.
- **Include Pre-Released Transactions:** A check box that you select to include Accounts Payable documents with the *Pre-Released* status.

AP Open Documents by Vendor

Form ID: (AP634000)

This report displays the list of open at the end of the selected period Accounts Payable documents for the selected company, branch and vendor. The documents are grouped by vendor, and then, if the **Require Single Project per Document** check box is selected on the [Accounts Payable Preferences](#) (AP101000) form, by project. Within the group, the documents are sorted by period, date, document type, and reference number. All amounts are displayed in the base currency.



: This report is available only if the *Retainage Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed in the report:

- **Company:** The company whose balances will be included in the report. You can select a company or make no selection to view information about all companies. By default, the company you are signed in is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The branch whose balances will be included in the report. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which information will be displayed. You must select a financial period from the list of periods, which contains all the periods (including the closed ones). By default, the financial period of the current business date is selected.
- **Vendor:** The vendor whose balances will be included in the report. Either select a vendor from the list of active vendors or make no selection to view information about all vendors.
- **Include Retainage Bills:** A check box that you select to include retainage bills in the report.

AP Open Documents by Project

Form ID: (AP634100)

This report displays the list of open at the end of the selected period Accounts Payable documents for the selected company, branch and vendor. The documents are grouped by project first, then by vendor. Within the group the documents are sorted by period, date, document type, and reference number. All amounts are displayed in the base currency.



: This report is available only if the *Retainage Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed in the report:

- **Company:** The company whose balances will be included in the report. You can select a company or make no selection to view information about all companies. By default, the company you are signed in is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The branch whose balances will be included in the report. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which information will be displayed. You must select a financial period from the list of periods, which contains all the periods (including the closed ones). By default, the financial period of the current business date is selected.
- **Vendor:** The vendor whose balances will be included in the report. Either select a vendor from the list of active vendors or make no selection to view information about all vendors.
- **Project:** The project whose balances will be included in the report. Either select a project from the list or make no selection to view information for all projects.



: This box is available only if the **Require Single Project per Document** check box is selected on the [Accounts Payable Preferences](#) (AP101000) form.

- **Include Retainage Bills:** A check box that you select to include retainage bills in the report.

AP Payment Register

Form ID: (AP622500)

This report shows the details of payments (of all types or the selected type) released in Accounts Payable for the specified financial period, including prepayments with the *Reserved* status. Payment documents are arranged by type, date, and vendor, to make it easier for you to comprehend larger amounts of data. Document amounts are shown in the original currencies.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This

box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.

- **From Period:** The financial period that starts the range of periods for which you want to view information. The list of periods contains all the periods, including the closed ones. By default, the current financial period is used.
- **To Period:** The financial period that ends the range of periods for which you want to view information. By default, the current financial period is used.
- **Document Type:** The document type to be viewed. Select one of the available types, or make no selection to view payments of all types.
- **Reference Number:** The reference number of the payment. Select a specific payment by its reference number, or make no selection to view all payments of the chosen type.

AP Register

Form ID: (AP621500)

This report lists all the documents released in Accounts Payable for the specified financial period and for the selected vendor (or all vendors). Documents are arranged by type, date, and vendor. Document amounts are shown in the original currency and in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The financial period that starts the range of periods for which you want to view information. The list of periods contains all the periods, including the closed ones. By default, the current financial period is used.
- **To Period:** The financial period that ends the range of periods for which you want to view information. By default, the current financial period is used.
- **Document Type:** The type of documents to be viewed. Select a type, or make no selection to view documents of all types.
- **Vendor:** The vendor the report will cover. Select a vendor, or make no selection to view documents of all vendors.
- **Created By:** A user who created the documents.
- **Last Modified By:** A user who last modified the documents.

AP Register Detailed

Form ID: (AP622000)

This report shows the details of documents released in Accounts Payable for the specified financial period, including prepayments with the *Reserved* status. Documents are arranged by type, date, and

vendor. The details include the batch number and batch transactions. Document amounts are shown in the original currencies.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The first financial period of the period range the report will cover. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. By default, the current financial period is used.
- **Document Type:** The document type for which you want to display information. Select one of the available types, or make no selection to view documents of all types.
- **Reference Number:** The reference number of the particular document you want to view. Select a document by its reference number, or make no selection to view all documents of the chosen type.
- **Created By:** A user who created a batch which information you want to view.
- **Last Modified By:** A user who last modified a batch which information you want to view.

AP Retainage Register

Form ID: (AP634500)

This report displays the list of all Accounts Payable bills and debit adjustments with retainage for the selected company, branch and vendor posted within the selected period range. The documents are grouped by project if the **Require Single Project per Document** check box is selected on the [Accounts Payable Preferences](#) (AP101000) form, and by vendor. All amounts are displayed in the base currency.



: This report is available only if the *Retainage Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed in the report:

- **Company:** The company whose balances will be included in the report. You can select a company or make no selection to view information about all companies. By default, the company you are signed in is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This

box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) form.

- **From Period:** The financial period that starts the range of periods for which you want to view information. The list of periods contains all the periods, including the closed ones. By default, the financial period of the current business date is selected.
- **To Period:** The financial period that ends the range of periods for which you want to view information. By default, the financial period of the current business date is selected.
- **Project:** The project whose balances will be included in the report. Either select a project from the list or make no selection to view information for all projects.



: This box is available only if the **Require Single Project per Document** check box is selected on the [Accounts Payable Preferences](#) (AP101000) form.

- **Vendor:** The vendor whose balances will be included in the report. Either select a vendor from the list of active vendors or make no selection to view information about all vendors.
- **Include Unreleased Documents:** A check box that you select to include unreleased bills with retainage and debit adjustments in the report.

Bills Pending Approval

Form ID: (AP611000)

This report shows released documents that have yet to be approved for payment. Documents matching the parameters you specify are listed by the document type and date.



: If the *Vendor Relations* feature is enabled on the [Enable/Disable Features](#) (CS100000) form, the additional **Supplied-by Vendor** and **Supplied-by Vendor Name** columns are displayed in the report. Those supplied-by vendors are grouped by the vendors (**Vendor**) that are defined as pay-to vendors in the system.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Cash Account:** The cash account to be displayed. Select a cash account, or make no selection to view information for all cash accounts.
- **Payment Method:** The payment method for which you want to view information. Select a payment method, or make no selection to view documents of all payment methods.
- **Vendor:** The vendor whose bills you want to view. You can select a vendor or make no selection to view documents of all vendors.
- **Report Date:** The date used for this report. By default, the current business date is used.

Bills Pending Payment

Form ID: (AP611500)

This report shows documents that have been approved for payment but not paid. Documents are listed by cash account, document date, and vendor.



: If the *Vendor Relations* feature is enabled on the [Enable/Disable Features](#) (CS100000) form, the additional **Supplied-by Vendor** and **Supplied-by Vendor Name** columns are displayed in the report. Those supplied-by vendors are grouped by the vendors (**Vendor**) that are defined as pay-to vendors in the system.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Cash Account:** The cash account for which you want to view information. Select an account, or make no selection to request information for all cash accounts.
- **Payment Method:** The payment method whose documents you want to view. Select a payment method, or make no selection to view documents of all payment methods.
- **Vendor:** The vendor whose documents you want to view. You can select a vendor or make no selection to view information about all vendors.
- **Report Date:** The date used for this report. By default, the current business date is used.

Cash Requirements

Form ID: (AP612000)

This report shows the cash requirements grouped by pay date and by vendor. The amounts due are calculated for released documents and for documents approved for payment.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Choose one of the following options:
 - *Detailed:* To view the list of documents itemized by reference numbers, pay date, due date, vendor and other details.
 - *Summary:* To view the account balances divided by the pay date.
- **Branch:** The branch for which you want to view cash requirements. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Cash Account:** The cash account for which you want to view cash requirements. Select the cash account, or make no selection to display the cash requirements for all cash accounts.

- **Payment Method:** The payment method for which you want to view information. You can select a payment method or make no selection to display all payment methods.
- **Vendor:** The vendor for which you want to view cash requirements. Select a vendor from the list of active vendors, or make no selection to view information about all vendors.

Check Form

Form ID: (AP640500)

This report is used to print checks by using the [Process Payments / Print Checks](#) (AP505000) form. Checks will be printed for all the payment documents selected on the form. For more information on modifying the check form used for printing, see the [Acumatica Report Designer Guide](#).

The report has no report-specific elements. For more information about using other elements on the report form, see [Reports](#).

Check Form with Remittance

Form ID: (AP641000)

You can use this report to print checks with remittance by using the [Process Payments / Print Checks](#) (AP505000) form. Checks will be printed for all the payment documents selected on the form. For details on modifying the check form used for printing, see the [Acumatica Report Designer Guide](#).

The report has no report-specific elements. For more information about using other elements on the report form, see [Reports](#).

Checks Pending Printing

Form ID: (AP612500)

This report displays the checks pending printing for a particular cash account or for all cash accounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Cash Account:** The cash account for which you want to view checks. Make no selection to view checks pending printing for all cash accounts.

Open 1099 Payments

Form ID: (AP654500)

This report displays the list of the open payment documents for the specified 1099 year. Payment documents are arranged by type, date, and vendor, to make it easier for you to comprehend larger amounts of data.

See below for a description of each parameter on the **Report Parameters** tab. For details about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Company:** The company for which information will be displayed. By default, the company of the current branch is specified. If the box is empty, the report will be generated for all companies within the tenant.
- **1099 Year:** The 1099 year for which information will be displayed. Select a year from the list, which contains both open and closed 1099 years.

Payments Pending Processing

Form ID: (AP651000)

This report displays the payments pending processing, which you can filter by cash account, payment method, vendor, and date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Cash Account:** The cash account for which information will be displayed. Make no selection to view cash requirements to all accounts.
- **Payment Method:** The payment method for which cash requirements will be displayed. If you make no selection, you will view cash requirements for all payment methods.
- **Vendor:** The vendor to be reported on. Select a vendor to view cash requirements for the vendor's outstanding documents to be paid with the selected method (if specified). Make no selection to view cash requirements for all vendors.
- **Pay Date:** The date of payment, which must be selected. By default, this is the current date.

Unreleased AP Documents

Form ID: (AP656000)

By using this report, you can view and print the list of Accounts Payable documents that are not yet released in the specified range of financial periods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Period:** The financial period starting which you want to view information.
- **To Period:** The financial period ending which you want to view information.

Vendor Details

Form ID: (AP655500)

This report shows all the details (from the database) of a selected vendor account or all vendor accounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Vendor:** The vendor whose details will be reported on, by its ID. Select a vendor, or make no selection to view details of all the vendors.

Vendor History

Form ID: (AP652000)

This report displays the vendor's balance history during the date range you specify.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The start period for the date range of the vendor history.
- **To Period:** The end period for the date range of the vendor history.
- **Vendor:** The vendor the report will cover. Select a vendor from the list of active vendors, or make no selection to view historical information about all vendors.
- **Include Prepayments into YTD Balance:** A check box that you select to include balance of prepayments to a vendor's YTD balance.

Vendor History Summary

Form ID: (AP652100)

This report displays a summary of balance history for vendors whose balance has been changing during the date range you specify.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The first financial period for the date range the report will cover.
- **To Period:** The last period for the date range the report will cover.
- **Include Prepayments into YTD Balance:** A check box that you select to include balance of prepayments to a vendor's YTD balance.
- **Show vendors with no changes:** A check box that you select to include vendor accounts with no changes in balance history for the selected period.

Vendor Summary

Form ID: (AP655000)

This report lists all vendors with their default currency, credit terms, tax zone, and other basic information.

The report has no report-specific elements. For more information about using other elements on the report form, see [Reports](#).

Accounts Receivable Reports

With the wide variety of reports available for the Accounts Receivable module, you can promptly get vital information, analyze financial data by various criteria, review transactions efficiently, and track data edits. Some reports have a standard version and a multi-currency (MC) version.

Because the Accounts Receivable module is tightly integrated with other modules, such as General Ledger and Cash Management, you can find and analyze the exact information you need. By using flexible selection options and data links, you can easily drill down from a financial report to any supporting details.



: Because the Accounts Receivable reports are generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Accounts Receivable reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Accounts Receivable Reports

The Accounts Receivable module includes the following reports:

- **Balance**

- [AR Balance by GL Account](#) (AR632000): Displays the balances of the Accounts Receivable accounts and activities on the accounts for the chosen period. Documents are grouped by account and subaccount pair and listed by their reference numbers.
- [AR Balance by Customer](#) (AR632500): Displays the outstanding balances of the selected customer (or all customers) during the chosen period. For each customer, documents are grouped by account and subaccount pair and listed by their reference numbers. All the amounts are shown in the base currency.
- [AR Balance by Customer MC](#) (AR633000): Displays the outstanding foreign currency balances of the selected customer (or all customers) during the chosen period.
- [AR Aged Past Due](#) (AR631000): Lists the customers with outstanding balances, which are broken down by days past due.
- [AR Aged Past Due MC](#) (AR631100): Displays the customers with outstanding foreign currency balances. The balances are broken down by days past due.
- [AR Aged Outstanding](#) (AR631500): Shows the list of customers with outstanding balances, with balances arranged by days outstanding.
- [AR Aged Outstanding MC](#) (AR631600): Displays the list of customers with outstanding balances, with balances arranged by days outstanding. The foreign currency balances and amounts are shown in their original currency.
- [AR Aged Period Sensitive](#) (AR630500): Displays the list of customers with outstanding balances. The balances are arranged by days past due on the last day of the specified period.



: For details on using AR aging reports, see [Using AR Aging Reports](#).

- **Forms**

- [Invoice/Memo](#) (AR641000): Prints the invoice or memo form.

- *Dunning Letter* (AR661000): Displays dunning letters that have been generated.
- **Audit**
 - *Customer Summary* (AR650500): Lists all the customers with their current balances, default currency, credit terms, tax zone, and other related information.
 - *Customer Details* (AR651000): Shows all the details from the database of the selected customer account or all customer accounts.
 - *Customer History Summary* (AR652100): Shows a summary of balance history for customers whose balance has been changing during the date range you specify.
 - *Customer History* (AR652000): Shows the customer's balance history for the specified period of time. All the amounts are shown in the base currency.
 - *AR Edit* (AR611000): Lists the Accounts Receivable documents that were entered but not released. You can choose a specific customer or view the documents for all customers.
 - *AR Edit Detailed* (AR610500): Displays, with all details, the list of Accounts Receivable documents of the chosen type that were entered but not released.
 - *AR Register* (AR621500): Lists all the documents released in Accounts Receivable for the specified financial period and for the selected customer (or all customers).
 - *AR Register Detailed* (AR622000): Shows the details of documents of the selected type (or all types) released in Accounts Receivable for the specified financial period. The details include the batch number and batch transactions.
 - *AR Batch Register* (AR620500): Displays the list of all batches released in Accounts Receivable during the specified financial period.
 - *AR Batch Register Detailed* (AR621000): Lists all batches (with details) released in Accounts Receivable during the specified financial period.
- **Analysis**
 - *Daily Sales Profitability* (AR676000): Displays the net sales amounts, costs, margins, and margin percents calculated on the sales to each customer during the specified date range. The report in detailed format shows the profitability data for each day within the specified date range.
 - *Sales Profitability by Salesperson and Customer* (AR673000): Shows the net sales amounts, costs, margins, and margin percents calculated for the sales performed by particular salespersons during the specified date range. The report in detailed format shows the data broken down by customer.
 - *Sales Profitability by Customer and Order* (AR672000): Shows the net sales amounts, costs, margins, and margin percents on all sales to each customer during the specified date range. The report in detailed format shows the data broken down by sales order.
 - *Sales Profitability by Customer Class and Customer* (AR675000): Displays the net sales amounts, costs, margins, and margin percents on all sales to customers of each customer class during the specified date range. In detailed format, this report shows the data broken down by sales to particular customers.
 - *Sales Profitability by Item and Order* (AR671000): Displays the net sales amounts, costs, margins, and margin percents for the items that were listed on the sales orders created in Acumatica ERP during the specified date range. The report in detailed format shows the data broken down by sales orders.
 - *Sales Profitability by Item Class and Item* (AR674000): Shows the net sales amounts, costs, margins, and margin percents calculated on item class basis on the sales occurred during

the specified date range. The report in detailed format shows the data broken down by inventory items.

Other Reports

- [Unreleased AR Documents](#): Provides the list of Accounts Receivable documents that are not yet released in the specified range of financial periods. The system opens this form when you click the **Unreleased Documents** button on the form toolbar of the [Close Financial Periods](#) (AR509000) form.

AR Aged Outstanding

Form ID: (AR631500)

This report is designed to show when you should expect to get payments for the outstanding documents. The report shows all open documents recorded in the system, regardless of the current business date or the date specified in the **Aging Date** box on this report form. That is, the reports show open Accounts Receivable documents, even if they are posted to periods later than the aging date period. The documents are grouped by statement cycle and by customer, broken down by aging periods or financial periods, depending on the settings of the statement cycle specified for a customer. The amounts are shown in the base currency.

Calculating Aging Periods

The system calculates aging periods for this report based on the date you specify in the **Aging Date** box on the **Report Parameters** tab of this report form and on the statement cycle settings specified on the [Statement Cycles](#) (AR202800) form as follows:

- If the **Use Financial Periods For Aging** check box is selected for the statement cycle, the system will use aging buckets that correspond to the financial periods; the zero aging period (the *Past Due* column) is the financial period of the **Aging Date** on the **Report Parameters** tab.
- If the **Use Financial Periods For Aging** check box is cleared for the statement cycle, the system will show aging buckets that are specified in the statement cycle.

Aging Outstanding Documents

The system distributes the open invoices, debit memos, and overdue charges over the financial periods or aging periods depending on the statement cycle settings on the [Statement Cycles](#) (AR202800) form:

- If *Due Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the due dates of outstanding documents with the **Aging Date** you specify on this report form. The overdue balances are displayed in the zero aging period (the **Past Due** column on the report), while the balances that aren't overdue are grouped by the aging periods or financial periods specified for the statement cycle.
- If *Document Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the document dates of outstanding documents with the **Aging Date** you specify on this report form. The balances of the documents with dates earlier than the aging date are displayed in the zero aging period on the report; other outstanding balances are broken down by the number of days from the **Aging Date** date of the report through the document date.

For more information, see [Using AR Aging Reports](#).

Aging Credit Amounts

In the report, the amounts of open payments, prepayments, and credit memos that are recorded to the future periods are aged by periods if the **Age Credits** check box is selected on the [Accounts Receivable Preferences](#) (AR101000) form. If the credit amounts are aged, they are broken down by the number of

days that will pass from the **Aging Date** date through the document date. By default, the **Age Credits** check box is cleared and the credit amounts are shown in the first aging period of the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report-Specific Parameters

Use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Select one of the following options:
 - *Detailed* (Default): To view outstanding customer documents.
 - *Summary*: To view outstanding customer balances.
- **Branch:** The branch for which you want to display data. Select a branch, or leave the box blank to view information on customers associated with all branches. By default, the current branch is selected.
- **Customer Class:** The customer class for which you want to display data. Select a customer class from the list of customer classes, or leave the box blank to view information about all classes.
- **Customer:** The customer to be reported on, if any. Select a customer by ID from the list of all but inactive customers, or leave the box blank to view information about all customers.
- **Aging Date:** The date the system will use when calculating the aging categories for the documents. By default, the current date is used, but you can select another date.
- **Group by Parent Account:** A check box you select to group customer accounts that are involved in parent-child relationship under a parent account and display consolidated balance of the group. The system will group only those child accounts that have the **Consolidate Balance** check box selected. The box is available if the *Parent-Child Customer Relationship* feature is enabled on the [Enable/Disable Features](#) (CS100000) form. For details, see [Managing Parent-Child Relationships](#).

AR Aged Outstanding MC

Form ID: (AR631600)

This form is available only if the *Multi-Currency Accounting* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This multi-currency report is designed to show when you should expect to get payments for the outstanding documents. The report shows all open documents recorded in the system, regardless of the current business date or the date specified in the **Aging Date** box on this report form. That is, the reports show open Accounts Receivable documents, even if they are posted to periods later than the aging date period. The documents are grouped by statement cycle and by customer, broken down by aging periods or financial periods, depending on the settings of the statement cycle specified for a customer. The amounts are shown in the currency of the document and in the base currency.

Calculating Aging Periods

The system calculates aging periods for this report based on the date you specify in the **Aging Date** box on the **Report Parameters** tab of this report form and on the statement cycle settings specified on the [Statement Cycles](#) (AR202800) form as follows:

- If the **Use Financial Periods For Aging** check box is selected for the statement cycle, the system will use aging buckets that correspond to the financial periods; the zero aging period (the leftmost column in the report) is the financial period of the **Aging Date** on the **Report Parameters** tab.

- If the **Use Financial Periods For Aging** check box is cleared in a particular statement cycle, the system will show aging buckets that are specified in the statement cycle.

Aging Outstanding Documents

The system distributes the open invoices, debit memos, and overdue charges over the financial periods or aging periods depending on the statement cycle settings on the [Statement Cycles](#) (AR202800) form:

- If *Due Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the due dates of outstanding documents with the **Aging Date**. The overdue balances are displayed in the zero aging period (the **Past Due** column on the report), while the balances that aren't overdue are grouped by the aging periods or financial periods specified for the applicable statement cycle.
- If *Document Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the document dates of outstanding documents with the **Aging Date** you specify on this report form. The balances of the documents with dates earlier than the aging date are displayed in the zero aging period on this report; other outstanding balances are broken down by the number of days from the **Aging Date** date of the report through the document date.

For more information, see [Using AR Aging Reports](#).

Aging Credit Amounts

In the report, the amounts of open payments, prepayments, and credit memos that are recorded to the future periods are aged by periods if the **Age Credits** check box is selected on the [Accounts Receivable Preferences](#) (AR101000) form. If the credit amounts are aged, they are broken down by the number of days that will pass from the **Aging Date** date through the document date. By default, the **Age Credits** check box is cleared and the credit amounts show up in the first aging period of the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report-Specific Parameters

Use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Select one of the following options:
 - *Detailed* (Default): To view outstanding customer documents.
 - *Summary*: To view outstanding customer balances.
- **Branch:** The branch for which you want to display data. Select a branch, or leave the box blank to view information on customers associated with all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Customer Class:** The customer class for which you want to display data. Select a customer class from the list of customer classes, or leave the box blank to view information about all classes.
- **Customer:** The customer the report will cover. Select a customer by its ID from the list of all but inactive customers or leave the box blank to view information about all customers.
- **Aging Date:** The date the system will use when calculating the aging categories for the documents. By default, the current date is used, but you can select another date.
- **Group by Parent Account:** A check box you select to group customer accounts that are involved in parent-child relationship under a parent account and display consolidated balance of the group. The system will group only those child accounts that have the **Consolidate Balance** check box selected. The box is available if the *Parent-Child Customer Relationship* feature is enabled on the [Enable/Disable Features](#) form. For details, see [Managing Parent-Child Relationships](#).

AR Aged Past Due

Form ID: (AR631000)

You use this report to determine which documents are overdue for payment and for how long. The report shows all open documents recorded in the system, regardless of the current business date or the date specified in the **Aging Date** box on this report form. That is, the report shows open Accounts Receivable documents, even if they are posted to periods later than the aging date period. The documents are grouped by statement cycle and by customer, broken down by aging periods or financial periods, depending on the settings of the statement cycle specified for a customer. The amounts are in the base currency.

Calculating Aging Periods

The system calculates aging periods for this report based on the date you select in the **Aging Date** box on the **Report Parameters** tab of this report form and on the statement cycle settings specified on the [Statement Cycles](#) (AR202800) form as follows:

- If the **Use Financial Periods For Aging** check box is selected for the statement cycle, the system will use aging buckets that correspond to the financial periods; the zero aging period (the leftmost column in the report) is the financial period of the **Aging Date** on the **Report Parameters** tab.
- If the **Use Financial Periods For Aging** check box is cleared for the statement cycle, the system will show aging buckets that are specified in the statement cycle.

Aging Outstanding Documents

The system distributes the open invoices, debit memos, and overdue charges over the financial periods or aging periods depending on the statement cycle settings on the [Statement Cycles](#) (AR202800) form:

- If *Due Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the due dates of outstanding documents with the **Aging Date** you specify on this report form. The overdue balances are grouped by the aging periods or financial periods specified for the applicable statement cycle, while the balances that aren't overdue are displayed in the **Current** column of the report.
- If *Document Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the document dates of outstanding documents with the **Aging Date** you specify on this report form. The balances of the documents with dates the same as or later than the aging date are displayed in the **Current** column on the report; other outstanding balances are broken down by the number of days from the **Aging Date** through the document date.

For more information, see [Using AR Aging Reports](#).


Aging Credit Amounts

In the report, the amounts of open payments, prepayments, and credit memos are aged by periods if the **Age Credits** check box is selected on the [Accounts Receivable Preferences](#) (AR101000) form. If the credit amounts are aged, they are broken down by the number of days that have passed from the document date through the **Aged On** date. By default, the **Age Credits** check box is cleared and the credit amounts are shown in the **Current** column of the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report-Specific Parameters

Use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Select one of the following options:
 - *Summary*: To view outstanding customer balances.
 - *Detailed* (Default): To view outstanding customer documents.
 - *Detailed with Retainage*: To view past due documents and their unreleased retainage on the selected aging date.
 -  : This format is available only if the *Retainage Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The branch for which you want to display data. Select a branch, or leave the box blank to view information on all branches. By default, the current branch is selected.
- **Customer Class:** The customer class for which you want to display data. Select a customer class from the list of customer classes, or leave the box blank to view information about all classes.
- **Customer:** The customer whose data you want to display. Select a customer from the list of all but inactive customers, or leave the box blank to view information about all customers.
- **Aging Date:** The date the system will use when calculating the aging categories for the documents. By default, the current date is used, but you can select another date.
- **Group by Parent Account:** A check box you select to group customer accounts that are involved in parent-child relationship under a parent account and display consolidated balance of the group. The system will group only those child accounts that have the **Consolidate Balance** check box selected. The box is available if the *Parent-Child Customer Relationship* feature is enabled on the [Enable/Disable Features](#) (CS100000) form. For details, see [Managing Parent-Child Relationships](#).

AR Aged Past Due MC

Form ID: (AR631100)

This form is available only if the *Multi-Currency Accounting* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

You use this multi-currency report to determine which documents are overdue for payment and for how long. The report shows all open documents recorded in the system, regardless of the current business date or the date specified in the **Aging Date** box on this report form. That is, the report shows open Accounts Receivable documents, even if they are posted to periods later than the aging date period. The documents are grouped by statement cycle and by customer, broken down by aging periods or financial periods, depending on the settings of the statement cycle specified for a customer. The amounts are shown in the currency of the document and in the base currency.

Calculating Aging Periods

The system calculates aging periods for this report based on the date you specify in the **Aging Date** box on the **Report Parameters** tab of this report form and on the statement cycle settings specified on the [Statement Cycles](#) (AR202800) form as follows:

- If the **Use Financial Periods For Aging** check box is selected for the statement cycle, the system will use aging buckets that correspond to the financial periods; the zero aging period (the leftmost column in the report) is the financial period of the **Aging Date** on the **Report Parameters** tab.
- If the **Use Financial Periods For Aging** check box is cleared for the statement cycle, the system will show aging buckets that are specified in the statement cycle.

Aging Outstanding Documents

The system distributes the open invoices, debit memos, and overdue charges over the financial periods or aging periods depending on the statement cycle settings on the [Statement Cycles](#) (AR202800) form:

- If *Due Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the due dates of outstanding documents with the **Aging Date** you specify on this report form. The overdue balances are grouped by the aging periods or financial periods specified for the applicable statement cycle, while the balances that aren't overdue are displayed in the **Current** column of the report.
- If *Document Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the document dates of outstanding documents with the **Aging Date** you specify on this report form. The balances of the documents with dates the same as or later than the aging date of the report are displayed in the **Current** column on the report; other outstanding balances are broken down by the number of days from the **Aging Date** through the document date.

For more information, see [Using AR Aging Reports](#).

Aging Credit Amounts

In the report, the amounts of open payments, prepayments, and credit memos are aged by periods if the **Age Credits** check box is selected on the [Accounts Receivable Preferences](#) (AR101000) form. If the credit amounts are aged, they are broken down by the number of days that have passed from the document date through the **Aging Date** date. By default, the **Age Credits** check box is cleared and the credit amounts are shown in the **Current** column of the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report-Specific Parameters

Use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format of the report. Select one of the following options:
 - *Detailed* (Default): To view outstanding customer documents.
 - *Summary*: To view outstanding customer balances.
- **Branch:** The branch for which you want to display data. Select a branch, or leave the box blank to view information on all branches. By default, the current branch is selected.
- **Customer Class:** The customer class for which you want to display data. Select a customer class from the list of customer classes, or leave the box blank to view information about all classes.
- **Customer:** The customer to be reported on. Select a customer by its ID from the list of all but inactive customers or leave the box blank to view information about all customers.
- **Aging Date:** The date the system will use when calculating the aging categories for the documents. By default, the current date is used.
- **Group by Parent Account:** A check box you select to group customer accounts that are involved in parent-child relationship under a parent account and display consolidated balance of the group. The system will group only those child accounts that have the **Consolidate Balance** check box selected. The box is available if the *Parent-Child Customer Relationship* feature is enabled on the [Enable/Disable Features](#) (CS100000) form. For details, see [Managing Parent-Child Relationships](#).

AR Aged Period Sensitive

Form ID: (AR630500)

You use this report to determine the state of the open documents at the end of a particular period. This report shows the documents (by statement cycle and by customer) that are outstanding at the end of the specified period, broken down by aging periods or financial periods, depending on the settings of the statement cycle specified for a customer. The balances are arranged by days past due on the last day of the specified period or by document dates. All the amounts are shown in the base currency.

Calculating Aging Periods

The system calculates aging periods for this report based on the period you select in the **Financial Period** box on the **Report Parameters** tab of this report form and on the statement cycle settings specified on the [Statement Cycles](#) (AR202800) form as follows:

- If the **Use Financial Periods For Aging** check box is selected for the statement cycle, the system will use aging buckets that correspond to the financial periods; the zero aging period (the leftmost column in the report) is the financial period you have selected on this report form.
- If the **Use Financial Periods For Aging** check box is cleared for the statement cycle, the system will use the aging buckets that are specified for this statement cycle.

On the generated report, the selected financial period is displayed in the **Fin. Period** box and the last date of the period is displayed in the **Aged On** box.

Aging Outstanding Documents

The system distributes the open invoices, debit memos, and overdue charges over the financial periods or aging periods depending on the statement cycle settings on the [Statement Cycles](#) (AR202800) form:

- If *Due Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the due dates of outstanding documents with the **Aged On** date you specify on this report form. The overdue balances are grouped by the aging periods or financial periods specified for the applicable statement cycle, while the balances that aren't overdue are displayed in the **Current** column of the report.
- If *Document Date* is selected in the **Age Based On** box for the statement cycle, the system will compare the document dates of outstanding documents with the **Aged On** date you specify on this report form. The balances of the documents with dates the same as or later than the aging date are displayed in the **Current** column on this report; other outstanding balances are broken down by the number of days from the **Aged On** of the report through the document date.

For more information, see [Using AR Aging Reports](#).

Aging Credit Amounts

In the report, the amounts of open payments, prepayments, and credit memos are aged by periods if the **Age Credits** check box is selected on the [Accounts Receivable Preferences](#) (AR101000) form. If the credit amounts are aged, they are broken down by the number of days that have passed from the document date through the **Aged On** date of the report. By default, the **Age Credits** check box is cleared and the credit amounts are shown up in the **Current** column of the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report-Specific Parameters

Use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format to be used for the report. Choose one of the following options:
 - *Detailed:* To view outstanding documents for the chosen period.
 - *Summary:* To view outstanding balances for the chosen period.

- **Branch:** The branch for which you want to display data. Select a branch, or leave the box blank to view information on customers associated with all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Financial Period:** The financial period the system will use to calculate the aging categories for the documents. By default, the current financial period is used.
- **Customer Class:** The customer class for which you want to display data. Select a customer class from the list of customer classes, or leave the box blank to view information about all classes.
- **Group by Parent Account:** A check box you select to group customer accounts that are involved in parent-child relationship under a parent account and display consolidated balance of the group. The system will group only those child accounts that have the **Consolidate Balance** check box selected. The box is available if the *Parent-Child Customer Relationship* feature is enabled on the [Enable/Disable Features](#) form. For details, see [Managing Parent-Child Relationships](#).

AR Balance by Customer

Form ID: (AR632500)

This report displays the outstanding balances of the selected customer (or all customers) during the chosen period. For each customer, documents are grouped by account-subaccount pair and listed by reference number. You can easily see each document's dates, original amount, and balance after payment application.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Report Format:** An indicator of the documents to be reported on. Choose one of the following options:
 - *Account Summary:* To view documents total of a customer that are open at the end of the reporting period grouped by Accounts Receivable account and subaccount.
 - *Open Documents:* To view the list of documents that are open at the end of the reporting period.
 - *Open + Current Period:* To view documents that are open at the end of the reporting period along with documents posted or closed during the reporting period.
 - *All Documents (Customer Required):* To view all documents that have been posted before the end of the reporting period. You must specify a customer if you select this option.
- **Branch:** The branch for which you want to display data. Select a branch, or leave the box blank to view information on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Financial Period:** The financial period for which you want to display data; you must specify a financial period. The list of periods contains all the periods, including the closed ones.
- **Customer:** The customer the report will cover. Either select a customer or leave the box blank to view data on all customers.
- **Include Applications:** A check box you select to include applied documents.

- **Consolidate Data by Parent Account:** A check box you select to view consolidated information about balances of customer accounts involved in a parent-child relationship. The system will display balance details for only parent accounts along with the consolidated balance of the group. The box is available if the *Parent-Child Customer Relationship* feature is enabled on the [Enable/Disable Features](#) (CS100000) form. For details, see [Managing Parent-Child Relationships](#).

AR Balance by Customer MC

Form ID: (AR633000)

This form is available only if the *Multi-Currency Accounting* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the outstanding foreign currency balances of the selected customer (or all customers) during the chosen period. For each customer, documents are grouped by account-subaccount pair and listed by reference number. You can easily see each document's dates, original amount, and balance after payment application.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Report Format:** An indicator of the documents to be reported on. Choose one of the following options:
 - *Account Summary:* To view documents total of a customer that are open at the end of the reporting period grouped by Accounts Receivable account and subaccount.
 - *Open Documents:* To view the list of documents that are open at the end of the reporting period.
 - *Open + Current Period:* To view documents that are open at the end of the reporting period along with documents posted or closed during the reporting period.
 - *All Documents (Customer Required):* To view all documents that have been posted before the end of the reporting period. You must specify a customer if you select this option.
- **Branch:** The branch for which you want to display data. Select a branch, or leave the box blank to view information on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Financial Period:** The financial period for which you want to display data; you must specify a financial period. The list of periods contains all the periods, including the closed ones.
- **Customer:** The customer the report should cover. Either select a customer by ID or leave the box blank to view all customers' data.
- **Include Applications:** A check box you select to include applied documents.
- **Consolidate Data by Parent Account:** A check box you select to view consolidated information about balances of customer accounts involved in a parent-child relationship. The system will display balance details for only parent accounts along with the consolidated balance of the group. The box is available if the *Parent-Child Customer Relationship* feature is enabled on the [Enable/Disable Features](#) form. For details, see [Managing Parent-Child Relationships](#).

AR Balance by GL Account


Form ID: (AR632000)

This report displays the balances of the Accounts Receivable accounts and activities on the accounts for the chosen period. Documents are grouped by account and subaccount pair and listed by their reference numbers. You can view each document's dates, original amount, and balance after payment application.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Report Format:** The report format, which indicates the documents to be reported on. Choose one of the following options:
 - *Account Summary:* To view documents total that are open at the end of the reporting period grouped by Accounts Receivable account and subaccount.
 - *Customer Summary:* To view account documents total split by documents total of the customers.
 - *Open Documents:* To view the list of documents that are open at the end of the reporting period grouped by Accounts Receivable account, subaccount, and customer account.
 - *Open + Current Period:* To view documents that are open at the end of the reporting period along with documents posted or closed during the reporting period grouped by Accounts Receivable account, subaccount, and customer account.
- **Branch:** The branch the report will cover. Select a branch, or leave the box blank to view information on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
 -  : If the branch is not specified, the report displays the sum of unrealized gains and losses for all branches.
- **Financial Period:** The financial period for which you want to display data; you must specify a financial period. The list of periods contains all the periods, including closed ones.
- **Include Applications:** A check box you select to include applied documents.
- **Group by Parent Account:** A check box you select to group customer accounts that are involved in parent-child relationship under a parent account and display consolidated balance of the group. The system will group only those child accounts that have the **Consolidate Balance** check box selected. The box is available if the *Parent-Child Customer Relationship* feature is enabled on the [Enable/Disable Features](#) form. For details, see [Managing Parent-Child Relationships](#).

AR Batch Register

Form ID: (AR620500)

This report lists all the batches released in Accounts Receivable for the specified financial period. Transactions are listed by their date and shown with batch control totals in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameter

Use the following parameter to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger:** The ledger for which you want to display data. You must select a ledger.
- **From Period:** The first financial period of the period range the report will cover.
- **To Period:** The last financial period of the period range the report will cover. By default, the current financial period is used.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Unposted Transactions:** A check box that indicates (if selected) that information about unposted transactions will be included in the report.

AR Batch Register Detailed

Form ID: (AR621000)

This report displays all Accounts Receivable batches posted during the specified financial period. Batch details include accounts, subaccounts, document reference numbers, and debit and credit amounts. The batches are listed by their dates.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameter

Use the following parameter to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger:** The ledger for which you want to display data. You must select a ledger.
- **From Period:** The first financial period of the period range the report will cover.
- **To Period:** The last financial period of the period range the report will cover. By default, the current financial period is used.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Unposted Transactions:** A check box that indicates (if selected) that information about unposted transactions will be included in the report.

AR Edit

Form ID: (AR611000)

This report lists the Accounts Receivable documents that were entered but not released. You can view the documents for all customers or select a customer for which you want to view documents. Documents are listed by document type, financial period, and document date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameter

Use the following parameter to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The first financial period of the period range the report will cover. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. By default, the current financial period is used.
- **Customer:** The customer for which you want to display data. Select a specific customer by its ID, or leave the box blank to view all the documents.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Transactions on Hold:** A check box that you select to include into report transactions that have the **Hold** status.

AR Edit Detailed

Form ID: (AR610500)

This report displays the list of Accounts Receivable documents, shown with all details, of the selected type that were entered but not released. You can select a specific document type or view all the documents. Documents are listed by the financial period, the document date, and the customer of the document.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The first financial period of the period range the report will cover. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. By default, the current financial period is used.
- **Document Type:** The document type for which you want to display data. Select one of the available document types or you can leave the box blank to view information about documents of all types.

- **Reference Number:** The reference number for which you want to display data. Select a specific document by its reference number, or leave the box blank to view all the documents.
- **Created By:** The user who created a batch for whom you want to view information.
- **Last Modified By:** The user who last modified a batch for whom you want to view information.
- **Include Transactions on Hold:** A check box that you select to include into report transactions that have the **Hold** status.

AR Open Documents by Customer

Form ID: (AP634000)

This report displays the list of open at the end of the selected period Accounts Receivable documents for the selected company, branch, and customer. The documents are grouped by customer, and then, if the **Require Single Project per Document** check box is selected on the [Accounts Receivable Preferences](#) (AR101000) form, by project. Within the group, the documents are sorted by period, date, document type, and reference number. All amounts are displayed in the base currency.



: This report is available only if the *Retainage Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed in the report:

- **Company:** The company whose balances will be included in the report. You can select a company or make no selection to view information about all companies. By default, the company you are signed in is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The branch whose balances will be included in the report. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which information will be displayed. You must select a financial period from the list of periods, which contains all the periods (including the closed ones). By default, the financial period of the current business date is selected.
- **Customer:** The customer whose balances will be included in the report. Either select a customer from the list of active customers or make no selection to view information about all customers.
- **Include Retainage Invoices:** A check box that you select to include retainage invoices in the report.

AR Open Documents by Project

Form ID: (AP634100)

This report displays the list of open at the end of the selected period Accounts Receivable documents for the selected company, branch and customer. The documents are grouped by project first, then by customer. Within the group the documents are sorted by period, date, document type, and reference number. All amounts are displayed in the base currency.



: This report is available only if the *Retainage Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed in the report:

- **Company:** The company whose balances will be included in the report. You can select a company or make no selection to view information about all companies. By default, the company you are signed in is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The branch whose balances will be included in the report. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which information will be displayed. You must select a financial period from the list of periods, which contains all the periods (including the closed ones). By default, the financial period of the current business date is selected.
- **Project:** The project whose balances will be included in the report. Either select a project from the list or make no selection to view information for all projects.



: This box is available only if the **Require Single Project per Document** check box is selected on the [Accounts Payable Preferences](#) (AP101000) form.

- **Customer:** The customer whose balances will be included in the report. Either select a customer from the list of active customers or make no selection to view information about all customers.
- **Include Retainage Invoices:** A check box that you select to include retainage invoices in the report.

AR Register

Form ID: (AR621500)

This report lists all the documents released in Accounts Receivable (that is, with statuses *Open*, *Closed*, and *Reserved*) that meet the criteria you specify. Documents are arranged by type, date, and customer. Document amounts are shown in the original currency and in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The financial period that begins the date range for which data will be displayed. The list of periods contains all the periods, including the closed ones. By default, the current financial period is used.

- **To Period:** The financial period that ends the date range for which data will be displayed. The list of periods contains all the periods, including the closed ones. By default, the current financial period is used.
- **Document Type:** The type of document you want to view. Select one of the available types, or leave the box blank to view documents of all types.
- **Customer:** The customer for which you want to display data. Select a customer, or leave the box blank to view documents of all customers.
- **Created by:** The user who created a batch for whom you want to view information.
- **Last Modified by:** The user who last modified a batch for whom you want to view information.

AR Register Detailed

Form ID: (AR622000)

This report shows the details of documents of the selected type (or of all types) released in Accounts Receivable (that is, with statuses *Open*, *Closed*, and *Reserved*) for the specified financial period. Documents are arranged by type, date, and customer. The details include the batch number and batch transactions. Document amounts are shown in the original currency and in the base currency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger:** The ledger for which you want to display data. You must select a ledger.
- **From Period:** The first financial period of the period range the report will cover.
- **To Period:** The last financial period of the period range the report will cover. By default, the current financial period is used.
- **Document Type:** The type of document you want to view. Select one of the available types or leave the box blank to view documents of all types.
- **Reference Number:** The reference number of the document you want to display. Select a document by its reference number, or leave the box blank to view all documents of the chosen type.
- **Ledger ID:** The ledger for which you want to display data. Select a specific ledger by its ID.
- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches
- **Start Period:** The start financial period of the period range the report will cover. By default, the current financial period is selected.
- **End Period:** The last financial period of the period range the report will cover. By default, the current financial period is selected.
- **Created by:** The user who created a batch for whom you want to view information.
- **Last Modified by:** The user who last modified a batch for whom you want to view information.

AR Retainage Register

Form ID: (AP634500)

This report displays the list of all Accounts Receivable invoices and debit adjustments with retainage for the selected company, branch and customer posted within the selected period range. The documents are grouped by project if the **Require Single Project per Document** check box is selected on the [Accounts Payable Preferences](#) (AP101000) form, and by customer. All amounts are displayed in the base currency.



: This report is available only if the *Retainage Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed in the report:

- **Company:** The company whose balances will be included in the report. You can select a company or make no selection to view information about all companies. By default, the company you are signed in is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The branch for which you want to view information. You can select a branch or make no selection to view information about all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) form.
- **From Period:** The financial period that starts the range of periods for which you want to view information. The list of periods contains all the periods, including the closed ones. By default, the financial period of the current business date is selected.
- **To Period:** The financial period that ends the range of periods for which you want to view information. By default, the financial period of the current business date is selected.
- **Project:** The project whose balances will be included in the report. Either select a project from the list or make no selection to view information for all projects.



: This box is available only if the **Require Single Project per Document** check box is selected on the [Accounts Payable Preferences](#) (AP101000) form.

- **Customer:** The customer whose balances will be included in the report. Either select a customer from the list of active customers or make no selection to view information about all customers.
- **Include Unreleased Documents:** A check box that you select to include unreleased invoices with retainage and debit adjustments in the report.

Customer Details

Form ID: (AR651000)

This report shows all the details (from the database) of a selected customer account or of all customer accounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameter

Use the following parameter to select the information to be displayed on the report:

- **Customer:** The customer for which you want to display data. Select the customer or leave the box blank to view information about all the customers.

Customer History

Form ID: (AR652000)

This report displays a customer's balance history over the date range you specify.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The first financial period for the date range the report will cover.
- **To Period:** The last period for the date range the report will cover.
- **Customer:** The customer by its ID. Select a customer from the list of active customers, or leave the box blank to view information about all customers.

Customer History Summary

Form ID: (AR652100)

This report displays a summary of balance history for customers whose balance has been changing during the date range you specify.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report should cover. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The first financial period for the date range the report will cover.
- **To Period:** The last period for the date range the report will cover.
- **Show customers with no changes:** A check box that you select to include customer accounts with no changes in balance history for the selected period.

Customer Statement

Form ID: (AR641500)

This report displays a customer statement for a selected customer, or statements for customers associated with the selected statement cycle (if you leave the **Customer ID** box blank on this report form).

You generate this report from the [Prepare Statements](#) (AR503500) form, the [Statement History Details](#) (AR404300) form, or the [Customer Statement History](#) (AR404600) form. To navigate to this report form and change the parameters of the report, you can click the **Parameters** button on the report toolbar of the generated report.



: If **Consolidate Statements** is selected on the **Billing Settings** tab of the [Customers](#) (AR303000) form for the selected customer, the customer statement report will include parent-child companies in this report

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report-Specific Parameters

Use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch for which you want to display data. Select a branch to view only customers associated with the branch, or leave the box blank to view customers associated with all branches.
- **Statement Date:** The statement date. By default, it is the date of the statement whose row you clicked on the [Customer Statement History](#) (AR404600) form (before clicking **Print Statement**) or the date you specified on the [Prepare Statements](#) (AR503500) form or the [Statement History Details](#) (AR404300) form.
- **Statement Cycle ID:** The statement cycle by its ID.
- **Customer ID:** The customer for which the statement will be printed. Select a customer from the list of active customers, or leave the box blank to generate the statements of about all customers. You can view all the generated customer statements by clicking the navigation buttons on the report toolbar.
- **Message to Customer:** The note for the customer or customers (depending on whether the report has been generated for one customer or multiple customers). In this box, you type the text to be displayed in the report.

Customer Summary

Form ID: (AR650500)

This report lists customers with their current balances, default currency, credit terms, tax zone, and other related information.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to control the amount of to be displayed on the report:

- **Suppress Zero Balances:** A check box that you select to exclude from the report customers with balances of zero.
- **Suppress Inactive Customers:** A check box that you select to exclude from the report customers that are inactive—that is, customers for which the **Active** check box is cleared on the [Customers](#) (AR303000) form.

Daily Sales Profitability

Form ID: (AR676000)

This report (available in the *Summary* and *Detailed* formats) displays the net sales amounts, costs, margins, and margin percents calculated on the specific transactions to each customer during the specified date range. Additionally, you can filter the data by transaction type, warehouse, and inventory item.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, you can use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format to be used for the report. Select one of the following options:
 - *Detailed:* To view the profitability information for each transaction in each day within the specified date range.
 - *Summary:* To view the summary data for each customer for the specified date range.
- **Branch:** The branch for which you want to display the data. The current branch is selected by default. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Date:** The start date of the date range of the report. By default, the first date of the current period is selected.
- **To Date:** The end date of the date range. By default, the current date is selected.
- **Document Type:** The type of document for which you want to view information. The following options are available: *Invoice*, *Debit Memo*, *Credit Memo*, *Cash Sale*, and *Cash Return*. Leave the box blank to view a broader range of data.
- **Warehouse:** The warehouse for which you want to view information. Leave the box blank to view information on all warehouses. (This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) form.)
- **Customer:** The customer for which you want to view information. Leave the box blank to view the data of multiple customers.
- **Inventory:** The inventory item for which you want to view information. Leave the box blank to view the sales profitability information for all inventory items.
- **Released Transactions Only:** A check box you select to include in the report only the released transactions. To view a broader range of data, make sure the check box is clear.
- **Completed Transactions Only:** A check box you select to include in the report only the completed transactions. To view a broader range of data, make sure the check box is clear.

Dunning Letter

Form ID: (AR661000)

Using this report, you can view dunning letters that were generated by using the [Prepare Dunning Letters](#) (AR521000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameter

Use the following parameter to select the information to be displayed on the report:

- **Dunning Letter ID:** The dunning letter you want to view. You can select a letter or leave this box blank to view a broader range of data.

Invoice/Memo

Form ID: (AR641000)

By using this report, you can view and print the current documents of the selected type.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Document Type:** The document type. Select one of the following options: *Invoice, Debit Memo, Credit Memo, Fin. Charge, Cash Sale, and Void Cash Sale*.
- **Reference Number:** The reference number of the document. You must select a document.

Sales Profitability by Customer and Order

Form ID: (AR672000)

This report (available in the *Summary* and *Detailed* formats) shows the net sales amounts, costs, margins, and margin percents of the sales to each customer during the specified date range. Additionally, you can filter the data by inventory item.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

The form is available if the *Distribution* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

Report Parameters

On the **Report Parameters** tab, you can use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format to be used for the report. Select one of the following options:
 - *Detailed:* To view the profitability data for each document during the specified date range.
 - *Summary:* To view the summary data for each customer during the specified date range.
- **Branch:** The branch for which you want to display the data. The current branch is selected by default. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Date:** The start date of the date range of the report. By default, the first date of the current period is selected.
- **To Date:** The end date of the date range. By default, the current business date is selected.
- **Customer:** The customer for which you want to view information. Leave the box blank to view information for all customers.

- **Inventory:** The inventory item for which you want to view information. Leave the box blank to view the sales profitability information for all inventory items.
- **Released Transactions Only:** A check box that you select to include in the report only the released transactions. To view a broader range of data, make sure the check box is cleared.
- **Completed Transactions Only:** A check box that you select to include in the report only the completed transactions. To view a broader range of data, make sure the check box is cleared.

Sales Profitability by Customer Class and Customer

Form ID: (AR675000)

This report (available in the *Summary* and *Detailed* formats) displays the net sales amounts, costs, margins, and margin percents of all sales to each customer class and each customer during the specified date range. Additionally, you can filter the data by inventory item.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, you can use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format to be used for the report. Select one of the following options:
 - *Detailed:* To view the profitability information on the sales to particular customers of each class during the specified period.
 - *Summary:* To view the summary data for each customer class for the specified date range.
- **Branch:** The branch for which you want to display the data. The current branch is selected by default. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Date:** The start date of the date range of the report. By default, the first date of the current period is selected.
- **To Date:** The end date of the date range. By default, the current business date is selected.
- **Customer Class:** A particular customer class. Select the customer class to view the sales data for only customers of this class, or leave it blank to view a broader range of data.
- **Customer:** The customer for which you want to view information. Leave the box blank to view data for all customers.
- **Inventory:** The inventory item for which you want to view information. Leave the box blank to view the sales profitability information for all inventory items.
- **Released Transactions Only:** A check box you select to include in the report only the released transactions. To view a broader range of data, make sure the check box is cleared.
- **Completed Transactions Only:** A check box you select to include in the report only the completed transactions. To view a broader range of data, make sure the check box is cleared.

Sales Profitability by Item and Order

Form ID: (AR671000)

This report (available in the *Summary* and *Detailed* formats) displays the net sales amounts, costs, margins, and margin percents for the items that were listed on the sales orders created in Acumatica ERP during the specified date range. Additionally, you can filter the data by customer.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

The form is available if the *Distribution* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

Report Parameters

On the **Report Parameters** tab, you can use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format to be used for the report. Select one of the following options:
 - *Detailed:* To view the profitability information for each order in the specified date range.
 - *Summary:* To view the summary data for each item for the specified date range.
- **Branch:** The branch for which you want to display the data. The current branch is selected by default. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Date:** The start date of the date range of the report. By default, the first date of the current period is selected.
- **To Date:** The end date of the date range. By default, the current business date is selected.
- **Customer:** The customer for which you want to view information. Leave the box blank to view data for all customers.
- **Inventory:** The inventory item for which you want to view information. Leave the box blank to view the sales profitability information for all inventory items.
- **Released Transactions Only:** A check box you select to include in the report only the released transactions. To view a broader range of data, make sure the check box is cleared.
- **Completed Transactions Only:** A check box you select to include in the report only the completed transactions. To view a broader range of data, make sure the check box is cleared.

Sales Profitability by Item Class and Item

Form ID: (AR674000)

This report (available in the *Summary* and *Detailed* formats) shows the net sales amounts, costs, margins, and margin percents calculated for each inventory item and item class based on the sales that occurred during the specified date range. Additionally, you can filter the data by customer.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, you can use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format to be used for the report. Select one of the following options:
 - *Detailed:* To view the profitability information on sales of particular items during the specified date range.
 - *Summary:* To view the summary data per item class for the specified date range.

- **Branch:** The branch for which you want to display the data. The current branch is selected by default. This box is available only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **From Date:** The start date of the date range of the report. By default, the first date of the current period is selected.
- **To Date:** The end date of the date range. By default, the current business date is selected.
- **Item Class:** A particular item class. Select the item class to view the sales data for only this item class, or leave it blank to view a broader range of data. If the item class that you selected has child item classes, the report will display information for the items of the selected class along with information for the items of these child classes.
- **Inventory:** The inventory item for which you want to view information. Leave the box blank to view the sales profitability information for all inventory items.
- **Customer:** The customer for which you want to view information. Leave the box blank to view data for all customers.
- **Released Transactions Only:** A check box that you select to include in the report only the released transactions. To view a broader range of data, make sure the check box is cleared.
- **Completed Transactions Only:** A check box that you select to include in the report only the completed transactions. To view a broader range of data, make sure the check box is cleared.

Sales Profitability by Salesperson and Customer

Form ID: (AR673000)

This report (available in the *Summary* and *Detailed* formats) shows the net sales amounts, costs, margins, and margin percents calculated for the sales performed by particular salespersons during the specified date range. The report in detailed format shows the data broken down by customer. Additionally, you can filter the data by inventory item.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

The report is available if the *Commissions* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

Report Parameters

On the **Report Parameters** tab, you can use the following parameters to select the information to be displayed on the report:

- **Report Format:** The format to be used for the report. Select one of the following options:
 - *Detailed:* To view the profitability information on the sales performed by each salesperson to particular customers during the specified date range.
 - *Summary:* To view the summary data for each salesperson for the specified date range.
- **Branch:** The branch for which you want to display the data. The current branch is selected by default. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Date:** The start date of the date range of the report. By default, the first date of the current period is selected.
- **To Date:** The end date of the date range. By default, the current business date is selected.

- **Salesperson:** The salesperson for which you want to view information. Leave the box blank to view information on all salespersons.
- **Customer:** The customer for which you want to view information. Leave the box blank to view information for all customers.
- **Inventory:** The inventory item for which you want to view information. Leave the box blank to view the sales profitability information for all inventory items.
- **Released Transactions Only:** A check box that you select to include in the report only the released transactions. To view a broader range of data, make sure the check box is cleared.
- **Completed Transactions Only:** A check box that you select to include in the report only the completed transactions. To view a broader range of data, make sure the check box is cleared.

Unreleased AR Documents

Form ID: (AR656000)

With this report, you can view and print the list of Accounts Receivable documents that are not yet released in the specified range of financial periods.



: The report includes unreleased documents that belong to deleted customer accounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameter

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Period:** The financial period starting which you want to view information.
- **To Period:** The financial period ending which you want to view information.

Fixed Assets Reports

With the wide variety of reports for the Fixed Assets module, you can promptly get detailed information about fixed asset acquisitions, disposals, depreciation, net value, and transactions grouped by accounts, classes, assets, or periods. Fixed asset reports provide you with asset balance projections by account and by class. You can also track fixed assets for different locations, custodians, and departments.

Because the Fixed Assets module is tightly integrated with other modules, such as Accounts Payable, you can find and analyze the exact information you need. You can use flexible selection options and data links to easily drill down from a financial report to any supporting details.



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Fixed Assets reports are generated by user request. They run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Fixed Assets reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Fixed Assets Reports

The Fixed Assets module includes the following reports:

- **Balances**
 - [FA Balance](#) (FA630000): Displays information related to the asset's balance as of the current date.
 - [FA Balance by GL Account](#) (FA643000): Displays the balance of the selected account used in the Fixed Assets module as the Fixed Asset account or the Accumulated Depreciation account at the end of the specified period. The report can display either the total account balance, or the balance itemized by each particular fixed asset.
 - [FA Balance Projection by Account](#) (FA670010): Displays the projection of fixed asset balances, grouped by accounts, for the specified financial period.
 - [FA Balance Projection by Class](#) (FA670020): Displays the projection of fixed asset balances, grouped by classes, for the specified financial period.
 - [FA Balance Projection by Branch](#) (FA670030): Displays the projection of fixed asset balances, grouped by location, for the specified financial period
 - [Fixed Assets Net Value](#) (FA613000): Displays information about the net value of fixed assets assigned to the specified book for the specified financial period (or all periods).
 - [Fixed Assets Cost by Class](#) (FA691101): Displays information about the additions and disposals of fixed assets assigned to the specified book for the specified financial period.
- **Audit**
 - [Fixed Assets List](#) (FA610500): Lists summary information about fixed assets for the specified time interval.
 - [Acquisitions](#) (FA611000): Displays details of the fixed asset acquisitions for the specified financial period (or all periods).
 - [Additions](#) (FA691002): Displays information about the additions and added costs of fixed assets for the specified financial period.

- [Additions Monthly](#) (FA691001): Displays information about the additions and added costs of fixed asset accounts and subaccounts for the specified financial period.
- [Splits](#) (FA641000): Displays information about the list of transactions of fixed asset splits assigned to the specified financial period.
- [Transfers](#) (FA640000): Displays information about the fixed asset account and subaccount changes, transactions of fixed asset cost and accumulated depreciation, and other changes for the branch, department, and building.
- [Depreciation](#) (FA615010): Displays depreciation details of assets assigned to the specified book for the specified financial period (or all periods).
- [Disposals](#) (FA612010): Displays the disposal list for the specified financial period (or all periods).
- [Transactions by Account](#) (FA631010): Displays information related to fixed asset transactions grouped by accounts for the specified financial period (or all periods).
- [Transactions by Period](#) (FA631015): Displays information related to fixed asset transactions for the specified financial period (or all periods).
- [Transactions by Class](#) (FA631025): Displays information related to the fixed asset transactions grouped by classes for the specified financial period (or all periods).
- [Transactions by Asset](#) (FA631020): Displays information related to fixed asset transactions grouped by assets for the specified financial period (or all periods).
- [Transfer Transactions](#) (FA642000): Displays information about the list of transactions for fixed asset splits assigned to the specified financial period.
- [Mass Disposal Preview](#) (FA680010): Displays information about the transactions that will be posted to General Ledger after the release.
- [Non-Depreciated Fixed Assets](#) (FA652000): Shows the assets that must be depreciated before you can close a financial period.
- [Unreleased FA Documents](#) (FA651000): Shows the fixed asset transaction documents that must be released before you can close a financial period.
- [Unreconciled Transactions for Period](#) (FA620010): Shows all GL transactions posted to the selected account (and subaccount, if any) within the specified range of periods that are not reconciled yet.
- [Reconciliation History by Account](#) (FA620020): Shows the list of transactions posted to the selected account (and subaccount, if any) within the specified period range along with fixed assets linked to the transactions.
- [Reconciliation History by Assets](#) (FA620030): Shows the list of assets that were placed in service within the selected period range along with all GL transactions linked to the asset.

Acquisitions

Form ID: (FA611000)

This report displays details of the fixed asset acquisitions for the specified financial period (or all periods). The information can be filtered by book, fixed asset class, department, location, and custodian. The report displays the company information, acquisition cost, and debit and credit accounts and subaccounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report will cover. Select a branch from the list, or leave the box blank to view the information about new assets of all the branches.

By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Book:** The depreciation book to which the acquired assets to be listed were assigned. You must select a book.

By default, the posting book is used.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.
- **Class:** The class assigned to the acquired assets to be displayed. Select a fixed asset class from the list, or leave the box blank to view acquisitions of all fixed asset classes.
- **Department:** The department to which the acquired assets belong. Select a department from the list, or leave the box blank to view new assets of all departments.
- **Custodian:** The person who is responsible for keeping the acquired assets safe. Select a person from the list, or leave the box blank to view acquisitions for all custodians.

Additions

Form ID: (FA691002)

This report displays information about the additions and added costs of fixed assets for the specified financial period. Fixed assets are grouped by department, class, and branch on the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period the report will cover. By default, the current business period is used.

Additions Monthly

Form ID: (FA691001)

This report displays information about the additions and added costs of fixed assets accounts and subaccounts for the specified financial period. Fixed assets are grouped by department, class, and branch on the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period the report will cover.
By default, the current business period is used.

Depreciation

Form ID: (FA615010)

This report displays depreciation details of assets assigned to the specified book for the specified financial period (or all periods). The information can also be filtered by fixed asset class, department, and location. The report shows the acquisition amount, depreciation basis, beginning and ending depreciation amount, depreciation per period, net value, and debit and credit account and subaccount. Fixed assets can be grouped by classes on the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report will cover. Select a branch from the list, or leave the box blank to view the information about depreciation of assets of all the branches.
By default, the current branch is selected.
This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Book:** The book to which the assets to be reported on were assigned. You must select a book.
By default, the posting book is used.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **Fixed Asset Account:** The account (an asset account) used to post the cost of fixed assets.
- **Fixed Asset Sub.:** The subaccount for the specified fixed assets account.
This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.
- **Accumulated Depreciation Account:** The account used to post accumulated depreciation (an asset account).
- **Accumulated Depreciation Sub.:** The subaccount for the specified accumulated depreciation account.

This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.

- **Class:** The class of the assets to be included in the report. Select a class from the list, or leave the box blank to view information about depreciation of assets of all classes.
- **Department:** The department to which the assets belonged. Select a department from the list, or leave the box blank to view information about depreciation of assets of all departments.
- **Custodian:** The responsible employee. Select a person from the list, or leave the box blank to view information for all custodians.

Disposals

Form ID: (FA612010)

This report displays the disposal list for the specified financial period or periods. The information can be filtered by book, fixed asset class, department, and location. The report shows the disposal amount, debit and credit accounts, debit and credit subaccounts, capital gain, and gain on sale of assets. Fixed assets can be grouped by classes on the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch of the assets to be listed in the report. Select a branch from the list, or leave the box blank to view the information about disposals in all the branches.

By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.

- **Book:** The depreciation book to which the disposed assets to be reported on were assigned. You must select a book.

By default, the posting book is used.

- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.

- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.

- **Class:** The class of the assets to be listed in the report. Select a fixed asset class from the list, or leave the box blank to view information on disposals for all fixed asset classes.
- **Department:** The department to which the assets belonged. Select a department from the list, or leave the box blank to view disposals performed for all departments.
- **Custodian:** The person responsible for assets disposal. Select a person from the list, or leave the box blank to view disposals for all custodians.

FA Balance

Form ID: (FA630000)

This report lists fixed assets and shows the status of the asset balance, the useful life, the depreciation method, the last depreciation period, the business use (expressed as a percentage), the acquisition cost, the basis amount, the accumulated depreciation, and the net value.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- Branch:** The branch the report will cover. Select a branch from the list, or leave the box blank to view the information about assets of all branches.

By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- Book:** The book to which the assets (covered in the report) are assigned (selected by default). You can change the default value, or leave the box blank to view fixed assets associated with all books.

By default, the posting book is used.
- Class:** The fixed asset class of the assets to be included in the report. Select a class from the list, or leave the box blank to view fixed assets of all classes.
- Department:** The department to which the assets belong. Select a department from the list, or leave the box blank to view assets of all departments.
- Custodian:** The person who is responsible for keeping the assets safe. Select a person from the list, or leave the box blank to view assets of all custodians.

FA Balance by GL Account

Form ID: (FA643000)

On this form, you can generate a report that shows the balances of the accounts used in the Fixed Assets module (as the Fixed Asset account and Accumulated Depreciation account) at the end of the selected period. You can generate either the report that shows the total accounts balances posted by all fixed assets during the selected period (the *Summary* report), or the report that shows the list of fixed assets under each account with the amount posted to the account by each particular fixed asset (the *Detailed* report).

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- Report Format:** The report format, which in this case indicates the level of detail of data in the report to be generated. The following options are available:

- **Detailed** (default): The balance of each account (subaccount) is itemized by fixed assets—that is, the total amount posted to each account (subaccount) is shown for each particular fixed asset.
- **Summary**: The balance of each account (subaccount) at the end of the selected period are shown.
- **Branch**: The branch the report will cover.
By default, the current branch is selected.
This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Financial Period**: The required financial period.
By default, the current business period is selected.
- **Account**: The account which balance will be shown in the report.
- **Subaccount**: The subaccount related to the selected account which balance will be shown in the report.
This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.

FA Balance Projection by Account

Form ID: (FA670010)

This report displays the projection of fixed asset balances for the specified financial periods. Fixed assets are grouped by account–subaccount pairs on the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch**: The branch to which the assets belong. Select a branch from the list, or leave the box blank to view the information about all branches.
By default, the current branch is selected.
This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Book**: The depreciation book to which the assets to be included in the report were assigned. You must specify a book.
By default, the posting book is used.
- **From Period**: The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period**: The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **Fixed Asset Account**: The fixed asset account to be reported on. Select a fixed asset account from the list, or leave the box blank to view a broader range of data.

- **Fixed Asset Sub.:** The fixed asset subaccount to be reported on. Select a subaccount from the list, or leave the box blank to view a broader range of data.
This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.
- **Accumulated Depreciation Account:** The accumulated depreciation account to be reported on. Select one of the accumulated depreciation accounts from the list, or leave the box blank to view a broader range of data.
- **Accumulated Depreciation Sub.:** The accumulated depreciation subaccount to be reported on. Select a subaccount from the list, or leave the box blank to view a broader range of data.
This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.
- **Class:** The class of the assets included in the report. Select a fixed asset class from the list, or leave the box blank to view the fixed assets of all classes.
- **Department:** The department to which the assets belong. Select a department from the list, or leave the box blank to view all the data for all departments.
- **Custodian:** The person who is responsible for keeping the assets safe. Select a person from the list, or leave the box blank to the data related to all custodians.

FA Balance Projection by Branch

Form ID: (FA670030)

This report displays the projection of fixed asset balances for the specified financial periods. The report groups fixed assets by location.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report will cover. Select a branch from the list, or leave the box blank to view the information about assets of all the branches.
By default, the current branch is selected.
This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Book:** The book to which the assets to be reported on were assigned. You must specify a book.
By default, the posting book is used.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **Fixed Asset Account:** The fixed asset account of the fixed assets to be reported on. Select an account from the list, or leave the box blank to view a broader range of data.

- **Fixed Asset Sub.:** The fixed asset subaccount. Select a subaccount from the list, or leave the box blank to view a broader range of data.

This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.

- **Accumulated Depreciation Account:** The accumulated depreciation account to be reported on. Select an account from the list, or leave the box blank to view a broader range of data.

- **Accumulated Depreciation Sub.:** The accumulated depreciation subaccount. Select a subaccount from the list, or leave the box blank to view a broader range of data.

This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.

- **Class:** The class of the assets the report will cover. Select a fixed asset class from the list, or leave the box blank to view information about assets of all fixed asset classes.

- **Department:** The department to which the assets belong. Select a department from the list, or leave the box blank to view information about assets of all departments.

- **Custodian:** The person who is responsible for keeping the assets safe. Select a person from the list, or leave the box blank to view information about assets of all custodians.

FA Balance Projection by Class

Form ID: (FA670020)

This report displays the projection of fixed asset balances for the specified range of the financial periods. Fixed assets are grouped by class.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch to which the assets belong. Select a branch from the list, or leave the box blank to view the information about assets of all the branches.

By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.

- **Book:** The book to which the assets to be reported on were assigned. You must specify a book.

By default, the posting book is used.

- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.

- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.

- **Fixed Asset Account:** The fixed asset account to be reported on. Select an account from the list, or leave the box blank to view a broader range of data.

- **Fixed Asset Sub.:** The fixed asset subaccount to be reported on. Select a subaccount from the list, or leave the box blank to view a broader range of data.
This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.
- **Accumulated Depreciation Account:** The accumulated depreciation account to be reported on. Select an account from the list, or leave the box blank to view a broader range of data.
- **Accumulated Depreciation Sub.:** The accumulated depreciation subaccount to be reported on. Select a subaccount from the list, or leave the box blank to view a broader range of data.
This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.
- **Class:** The class to which the reported-on assets were assigned. Select a fixed asset class from the list, or leave the box blank to view information about assets of all classes.
- **Department:** The department to which the assets belong. Select a department from the list, or leave the box blank to view information about assets of all departments.
- **Custodian:** The person who is responsible for keeping the assets safe. Select a person from the list, or leave the box blank to view information about assets of all custodians.

Fixed Assets Cost by Class

Form ID: (FA691101)

This report displays information about the additions and disposals of fixed assets assigned to a specified book for the specified financial period. On the report, fixed assets are grouped by class on the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch to be reported on. You must specify a branch.
By default, the current branch is selected.
This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Book:** The book the asset transactions are posted to. You must specify a book.
By default, the posting book is used.
- **Financial Period:** The financial period that the report will cover. You must specify a period.
By default, the current financial period is used.

Fixed Assets List

Form ID: (FA610500)

This report lists summary information about fixed assets, listed by their IDs, for the specified range of dates. You can select fixed assets by class, department, location, or custodian. The report provides company information, as well as the types, receipt dates, and statuses of the assets.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch this report will cover. Select a branch from the list, or leave the box blank to view the information about assets of all the branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Date:** The start date of the date range covered by the report. You must select a date. By default, the first date of the current period is used.
- **To Date:** The end date of the date range. You must select a date. By default, the current business date is used.
- **Class:** The class to which the assets to be displayed are assigned. Select a fixed asset class from the list, or leave the box blank to view fixed assets of all classes.
- **Department:** The department to which the assets to be shown belong. Select a department from the list, or leave the box blank to view assets of all departments.
- **Custodian:** The person who is responsible for the keeping the assets to be shown. Select a person from the list, or leave the box blank to view assets of all custodians.

Fixed Assets Net Value

Form ID: (FA613000)

This report displays information about the net value of fixed assets assigned to the specified book for the specified financial period (or all periods). The information can also be filtered by fixed asset class, department, location, and custodian. The report shows the beginning and ending net values, addition amount per period, disposal amount per period, beginning and ending depreciation, and depreciation per period. Fixed assets can be grouped by classes on the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report will cover. Select a branch from the list, or leave the box blank to view the net values of assets of all the branches. By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Book:** The depreciation book to which the disposed assets to be reported on were assigned. You must specify the book. By default, the posting book is used.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period. By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.

- **Class:** The class of the assets to be listed in the report. Select a fixed asset class from the list, or leave the box blank to view net values of assets of all classes.
- **Department:** The department to which the assets belong. Select a department from the list, or leave the box blank to view the net values of assets of all departments.
- **Custodian:** The person who is responsible for keeping the assets safe. Select a person from the list, or leave the box blank to view the net values of assets of all custodians.

Mass Disposal Preview

Form ID: (FA680010)

If the disposal transactions are not released automatically, this report displays the unreleased disposal transactions. Transactions on the report are grouped by asset, account, and subaccount.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Report Format:** The report format, which in this case indicates the level of detail of data in the report to be generated. The following options are available:
 - *Detailed* (default): The balance of each account (subaccount) is itemized by fixed assets—that is, the total amount posted to each account (subaccount) is shown for each particular fixed asset.
 - *Summary*: The balance of each account (subaccount) at the end of the selected period are shown.
- **From Date:** The starting date of the date range the report will cover.
By default, the first date of the current period is used.
- **To Date:** The end date of the date range.
By default, the current business date is used.

Non-Depreciated Fixed Assets

Form ID: (FA652000)

By using this report, you can view the assets that must be depreciated before you can close a financial period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.

By default, the current financial period is used.

- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.

By default, the current financial period is used.

Reconciliation History by Account

Form ID: (FA620020)

On this form, you can generate a report that shows the list of transactions posted to the **Account** (**Sub.**, if any) within the specified period range along with fixed assets linked to the transactions. This report helps you to define, which assets were created in the system from a particular purchase.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report will cover. Select the required branch from the list.
By default, the current branch is selected.
This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **Account:** The account to which the transactions are posted. You must select an account.
- **Subaccount:** The subaccount to which the transactions are posted. You must select a subaccount.
This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.
- **Module:** The identifier of the Acumatica ERP module in which the transactions are posted.
- **Batch Number:** The number of the batch that you select if you need to view specific transactions.

Reconciliation History by Assets

Form ID: (FA620030)

On this form, you can generate a report that helps you to find out the purchase transaction or transactions related to a selected asset. The report shows the list of assets that were placed in service within the selected period range along with all GL transactions linked to the asset.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report will cover. Select the required branch from the list.
By default, the current branch is selected. This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **Fixed Asset:** A fixed asset which the report will cover.
- **Show Assets with Unreconciled Amount Only:** A check box that indicates (if selected) that the report will show only those fixed assets whose cost is not fully reconciled yet.
By default, the check box is cleared.

Splits

Form ID: (FA641000)

This report displays information about the split transactions assigned to the specified financial period. The split transactions are displayed in the normalized form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Show Transactions:** The type of transaction to be displayed. The following options are available: *All, Released, or Unreleased*.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period. By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period. By default, the current business period is used.

Transactions by Account

Form ID: (FA631010)

This report displays information related to fixed asset transactions for the specified financial period (or all periods). Fixed asset transactions are grouped by account on the report, which shows the debit and credit accounts and subaccounts, the transaction amount and type, and the reference number and description of the asset.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Book:** The depreciation book where the transactions to be reported on were entered. You must select a book.
By default, the posting book is used.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.

Transactions by Asset

Form ID: (FA631020)

This report displays information related to fixed asset transactions. Fixed asset transactions are grouped by assets. The information can be filtered by book and by financial period. The report shows the debit and credit accounts and subaccounts, as well as the transaction amount and type.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Book:** The depreciation book where the transactions to be reported on were entered. You must select a book.
By default, the posting book is used.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.

Transactions by Class

Form ID: (FA631025)

This report displays information related to the fixed asset transactions for the specified financial periods (or all periods). Fixed asset transactions are grouped by classes on the report.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch to which the assets belong. Select a branch from the list, or leave the box blank to view the information about assets of all branches.

By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Book:** The depreciation book where the transactions to be reported on were entered. You must select a book.

By default, the posting book is used.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.
- **Class:** The class to which the assets to be viewed were assigned. Select a fixed asset class from the list, or leave the box blank to view information about fixed assets of all classes.
- **Department:** The department to which the assets belong. Select a department from the list, or leave the box blank to view information about assets of all the departments.
- **Custodian:** The person who is responsible for keeping the assets safe. Select a person from the list, or leave the box blank to view information about assets of all custodians.
- **View Asset:** A check box you select to display the asset reference numbers and descriptions in the report.

Transactions by Period

Form ID: (FA631015)

This report displays information related to fixed asset transactions for the specified financial periods (or all periods).

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch to which the assets belong. Select a branch from the list, or leave the box blank to view the information about assets of all branches.

By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **Book:** The depreciation book to which the assets to be reported on were assigned. You must select a book.

By default, the posting book is used.

- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.

- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.

By default, the current business period is used.

- **Class:** The class of the assets the report will cover. Select a fixed asset class from the list, or leave the box blank to view transactions for fixed assets of all classes.
- **Department:** The department to which the assets belong. Select a department the list, or leave the box blank to view information about assets of all departments.
- **Custodian:** The person who is responsible for keeping the assets safe. Select a person from the list, or leave the box blank to view information about assets of all custodians.
- **View Asset:** A check box that you select if the report should include asset reference numbers and descriptions.

Transfer Transactions

Form ID: (FA642000)

This report displays information about the transfers of the fixed assets in the specified range of financial periods. The transfer transactions are displayed in the normalized form. The information in the report is grouped by assets.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Show Transactions:** The transactions to be displayed. The following options are available: *All*, *Released*, or *Unreleased*.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.

Transfers

Form ID: (FA640000)

This report displays information about the fixed assets account and subaccount changes, transactions of fixed asset cost and accumulated depreciation, and other changes assigned for the specified financial period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.

Unreconciled Transactions for Period

Form ID: (FA620010)

On this form, you can generate a report that shows all GL transactions posted to the selected **Account** (and **Sub.**, if any) within the specified range of periods that are not reconciled yet. You can use this report to define the purchases that are not converted to assets yet, and to verify the balance of the **Account** at the end of the selected period (**Period To**).

For partially reconciled transactions, the report shows the list of fixed assets linked to the transactions that were placed in service before the financial period selected in the **Period To** box.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch the report will cover. Select the required branch from the list.
By default, the current branch is selected.
This box is available only if the *Multi-Branch Support* feature is enabled in your system on the [Enable/Disable Features](#) (CS100000) form.
- **From Period:** The starting financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **To Period:** The ending financial period of the range of periods the report will cover. You must select a period.
By default, the current business period is used.
- **Account:** The list of transactions posted to the account selected in this box will be shown in the report.
- **Subaccount:** The list of transactions posted to the subaccount selected in this box will be shown in the report.
This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.
- **Module:** The identifier of the Acumatica ERP module, in which the transactions are posted.
- **Batch Number:** The number of the batch that you select if you need to view specific transactions.

Unreleased FA Documents

Form ID: (FA651000)

On this report, you can view the depreciation transaction documents that must be released before you can close a financial period. You can navigate to this report directly, or it is displayed when you click **Show Open Documents** on the [Close Financial Periods](#) (FA509000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Period:** The first financial period of the period range the report will cover. By default, the current financial period is used.
- **To Period:** The last financial period of the period range the report will cover. By default, the current financial period is used.

Deferred Revenue Reports

The Deferred Revenue reports show projections of revenue and expenses by periods.

Because the Deferred Revenue module is tightly integrated with other modules, such as Accounts Payable and Accounts Receivable, you can find and analyze the exact information you need. By using flexible selection options and data links, you can easily drill down from a report to any supporting details.



Because the reports are generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Deferred Revenue reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Deferred Revenue Reports

The Deferred Revenue module includes the following reports:

- **Balance**

- [DR Balance by Account](#) (DR630010): Shows the beginning and ending balances of the deferred revenue accounts in the specified period.
- [DR Balance by Customer](#) (DR630012): Shows the beginning and ending balances of the deferred revenue accounts in the specified period, broken down by customer within each account.
- [DR Balance by Component](#) (DR630014): Shows the beginning and ending balances of the deferred revenue accounts in the specified period, broken down by component within each account.
- [DE Balance by Account](#) (DR630015): Presents the beginning and ending balances of the deferred expense accounts in the specified financial period.
- [DE Balance by Vendor](#) (DR630017): Shows the beginning and ending balances of the deferred expense accounts in the specified period, broken down by vendor within each account.
- [DE Balance by Component](#) (DR630019): Shows the beginning and ending balances of the deferred expense accounts in the specified period, broken down by component within each account.

- **Projection**

- [DR Projected Balance by Account](#) (DR660070): Over the specified range of periods, shows the projection of deferred amounts by deferral account-subaccount pair.
- [DR Projected Balance by Customer](#) (DR660030): Over the specified range of periods, gives information by customer on the movement of funds in deferred revenue accounts.
- [DR Projected Balance by Component](#) (DR660040): Over the specified range of periods, displays by component the movement of funds in deferred revenue accounts.
- [DR Projected Recognition by Account](#) (DR660080): Displays, by sales account-subaccount pair, the projection of revenue recognized in the selected range of periods.

- [DR Projected Recognition by Customer](#) (DR660050): Displays by customer the projection of revenue recognized in the selected range of periods.
 - [DR Projected Recognition by Component](#) (DR660060): Lists, by component of packages sold, the projection of revenue recognized in the selected range of periods.
 - [DE Projected Balance by Account](#) (DR660075): Presents, by deferral account-subaccount pair, the projection of deferred expense amounts in the specified range of periods.
 - [DE Projected Balance by Vendor](#) (DR660035): Shows, by vendor, the movement of funds in deferred expense accounts over the specified range of periods.
 - [DE Projected Balance by Component](#) (DR660045): Displays, by component, the movement of funds in deferred expense accounts over the specified range of periods.
 - [DE Projected Recognition by Account](#) (DR660085): Displays, by expense account-subaccount pair, the projection of deferred expense amounts in the specified range of periods.
 - [DE Projected Recognition by Vendor](#) (DR660055): Displays, by vendor, the projection of recognized expenses in the specified range of periods.
 - [DE Projected Recognition by Component](#) (DR660065): Shows, by component of packages purchased, the projection of expenses recognized in the selected range of periods.
- **Audit**
 - [Draft Schedules](#) (DR630030): Displays the balances of deferral accounts generated based on draft schedules of each type of deferrals.
 - [Deferral Schedule Summary](#) (DR650040): Displays summary information on deferred revenues or expenses (depending on your selection) scheduled for recognition, with the information listed by customer or vendor respectively.
 - [DR Recognition by Account](#) (DR630070): Displays the revenue recognized to a specific account during a selected financial period.
 - [DR Recognition by Customer](#) (DR630080): Displays the revenue amounts related to a specific customer that were recognized during a selected financial period.
 - [DR Recognition by Component](#) (DR630090): Displays the revenue amounts associated with a specific component recognized during a selected financial period.
 - [DE Recognition by Account](#) (DR630075): Displays the expenses recognized to a specific account during a selected financial period.
 - [DE Recognition by Vendor](#) (DR630085): Displays the expenses related to a specific vendor that were recognized during a selected financial period.
 - [DE Recognition by Component](#) (DR630095): Displays the expense amounts associated with a specific component recognized during a selected financial period.

DE Balance by Account

Form ID: (DR630015)

This report displays the beginning and ending balances of the deferred expense accounts in the specified period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period to be reported on; this is a required value.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view balances of all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view balances of all subaccounts for the specified period.
- **Suppress Zero Balances:** A check box that you select to remove from the report accounts with zero values for the beginning and ending balances.
- **Show Subaccounts:** A check box that you select to display subaccounts in the report.

DE Balance by Component

Form ID: (DR630019)

This report displays the beginning and ending balances of the deferred expense accounts in the specified period, broken down by component within each account.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view balances of all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view balances of all subaccounts for the specified period. This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Suppress Zero Balances:** A check box that you select to remove from the report accounts with zero values for the beginning and ending balances.
- **Show Subaccounts:** A check box that you select to display subaccounts in the report.

DE Balance by Vendor

Form ID: (DR630017)

This report displays the beginning and ending balances of the deferred expense accounts in the specified period, broken down by vendor within each account.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.

- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view balances of all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view the balances of all subaccounts for the specified period. This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Suppress Zero Balances:** A check box that you select to remove from the report accounts with zero values for the beginning and ending balances.
- **Show Subaccounts:** A check box that you select to display subaccounts in the report.

Deferral Schedule Summary

Form ID: (DR650040)

This report displays summary information on all deferred revenues and expenses scheduled for recognition, with the information listed by customer or vendor respectively.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Type:** The type of deferred amount you want to view information on. Select *Revenue* or *Expense*.
- **Financial Period:** The financial period the report will cover.

DE Projected Balance by Account

Form ID: (DR660075)

This report displays, by deferral account/subaccount pair, the projection of deferred expense amounts over the specified range of periods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.

DE Projected Balance by Component

Form ID: (DR660045)

This report displays, by component, the movement of funds on deferred expense accounts over the specified range of periods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.

DE Projected Balance by Vendor

Form ID: (DR660035)

This report displays, by vendor, the movement of funds on deferred expense accounts over the specified range of periods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.

DE Projected Recognition by Component

Form ID: (DR660065)

For the time interval you select, this report displays the projections of expenses recognized by component of packages purchased.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.
- **Include Expense Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DE Projected Recognition by Vendor

Form ID: (DR660055)

This report displays, by vendor, deferred expense amounts on deferral accounts over the specified range of periods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.

- **Include Expense Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DE Projected Recognition by Account

Form ID: (DR660085)

For the range of periods you select, this report shows, by account–subaccount pair, the projection of expenses recognized.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.
- **Include Expense Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DE Recognition by Account

Form ID: (DR630075)

This report displays the expenses recognized to a specific account during a selected financial period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view information on all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view information on all subaccounts for the specified period. This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Include Expense Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DE Recognition by Component

Form ID: (DR630095)

This report displays the expense amounts associated with a specific component recognized during a selected financial period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view information on all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view information on all subaccounts for the specified period. This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Include Expense Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DE Recognition by Vendor

Form ID: (DR630085)

This report displays the expenses related to a specific vendor that were recognized during a selected financial period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view information on all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view information on all subaccounts for the specified period. This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Include Expense Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed recognition of certain partial amounts in the same periods in which the original amounts were deferred.

Draft Schedules

Form ID: (DR630030)

This report displays the balances of deferral accounts generated based on draft schedules of each type of deferrals.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Type:** The type of deferral, which can be *Revenue* or *Expense*.

DR Balance by Account

Form ID: (DR630010)

This report displays the beginning and ending balances of the deferred revenue account (or multiple accounts) in the specified period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which the balances will be shown; this is a required value.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view balances of all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view balances of all subaccounts for the specified period.
- **Suppress Zero Balances:** A check box that you select to remove from the report accounts with zero values for the beginning and ending balances.
- **Show Subaccounts:** A check box that you select to display subaccounts in the report.

DR Balance by Component

Form ID: (DR630014)

This report displays the beginning and ending balances of the deferred revenue accounts in the specified period, broken down by component within each account.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view balances of all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view balances of all subaccounts for the specified period. This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Suppress Zero Balances:** A check box that you select to remove from the report accounts with zero values for the beginning and ending balances.
- **Show Subaccounts:** A check box that you select to display subaccounts in the report.

DR Balance by Customer

Form ID: (DR630012)

This report displays the beginning and ending balances of the deferred revenue accounts in the specified period, broken down by customer within each account.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view balances of all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view balances of all subaccounts for the specified period. This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Suppress Zero Balances:** A check box that you select to remove from the report accounts with zero values for the beginning and ending balances.
- **Show Subaccounts:** A check box that you select to display subaccounts in the report.

DR Projected Balance by Account

Form ID: (DR660070)

This report displays, by deferral account–subaccount pair, the projection of deferred revenue amounts in the specified range of periods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.

DR Projected Balance by Component

Form ID: (DR660040)

This report, over the specified range of periods, displays by component the movement of funds on deferred revenue accounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.

DR Projected Balance by Customer

Form ID: (DR660030)

This report, over the specified range of periods, displays by customer the movement of funds on deferred revenue accounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.

DR Projected Recognition by Account

Form ID: (DR660080)

This report displays, by account–subaccount pair, the projection of revenue recognized in the specified range of periods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.
- **Include Revenue Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DR Projected Recognition by Component

Form ID: (DR660060)

This report displays, by component of packages sold, the projection of revenue recognized in the specified range of periods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.

- **Include Revenue Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DR Projected Recognition by Customer

Form ID: (DR660050)

This report displays by customer the projection of revenue recognized in the selected range of periods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report-Specific Parameters

Use the following parameters to select the information to be displayed on the report:

- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report; this is a required value.
- **Include Revenue Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DR Recognition by Account

Form ID: (DR630070)

This report displays the revenue recognized to a specific account during a selected financial period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view information on all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view information on all subaccounts for the specified period. This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Include Revenue Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DR Recognition by Component

Form ID: (DR630090)

This report displays the revenue amounts associated with a specific component recognized during a selected financial period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.
- **Include Revenue Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

DR Recognition by Customer

Form ID: (DR630080)

This report displays the revenue amounts related to a specific customer that were recognized during a selected financial period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

Use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which balances will be shown; this is a required value. By default, the current period is used.
- **Account:** The account for which you want to see balances. Select an account, or leave the box blank to view information on all accounts for the specified period.
- **Subaccount:** The subaccount for which you want to see balances. Select a subaccount, or leave the box blank to view information on all subaccounts for the specified period. This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Include Revenue Recognized in the Same Period as Deferred:** A check box that you select to include transactions that performed the recognition of certain partial amounts in the same periods in which the original amounts were deferred.

Taxes Reports

By using the reports for the Taxes module, you can view key tax-related information.



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Because the Taxes reports are generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All reports in the Taxes module can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Taxes Reports

The Taxes module includes the following reports:

- **Balances**
 - [Tax Summary](#) (TX621000): For the selected tax agency and tax period, displays the report lines and the respective amounts.
 - [Tax Details](#) (TX620500): For the selected tax agency and tax period, displays the report lines and the supporting documents for each line.
 - [Tax Summary by GL Account by Date](#) (TX623000): For the selected tax agency, displays taxable totals and tax totals, grouped by General Ledger account-subaccount pair and by tax.
 - [Tax Details by GL Account by Date](#) (TX622500): For the selected tax agency, displays taxable transactions, grouped by General Ledger account-subaccount pair, tax, and module.
 - [Tax Summary by GL Account by Period](#) (TX622000): For the selected tax agency and tax period, lists totals of taxable transactions by account and by tax.
 - [Tax Details by GL Account by Period](#) (TX621500): Displays tax information for the selected tax agency, grouped by General Ledger account and by tax. Transactions are listed by transaction date.
 - [VAT Pending Recognition](#) (TX631000): Displays the list of the documents that have a value-added tax (VAT) balance pending recognition at the end of the selected financial period

Tax Details

Form ID: (TX620500)

On this form, you can prepare the detailed tax report for the specified closed or prepared tax reporting period for the selected tax agency. The report contains the list of report lines itemized by the list of documents that were used to compute the amount in a report line.

The report uses the currency of the selected tax agency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Company:** The company for which the report will be prepared.
By default, the current company is selected.
- **Branch:** The branch for which the report will be prepared. Select the required branch from the list.
By default, the current branch is selected.
This box is available only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form and only if the company selected in the **Company** box above has the *With Branches Requiring Balancing* type, with the **File Taxes by Branches** check box selected on the [Companies](#) (CS101500) form.
- **Tax Agency:** The tax agency. Select a tax agency, or leave this box empty to view information on all tax agencies.
- **Reporting Period:** The period to be reported on. Select a period, or leave the box blank to view information on all closed or prepared tax periods.

Tax Details by GL Account by Date

Form ID: (TX622500)

This report displays tax information for the selected tax agency, grouped by General Ledger account and by tax. Transactions are listed by tax period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Company:** The company for which the report will be prepared.
By default, the current company is selected.
- **Branch:** The branch for which the report will be prepared. Select the required branch from the list.
By default, the current branch is selected.
This box is available only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form and only if the company selected in the **Company** box above has the *With Branches Requiring Balancing* type, with the **File Taxes by Branches** check box selected on the [Companies](#) (CS101500) form.
- **From Date:** The start date of the date range for which you want to view tax information.
- **To Date:** The end date of the date range for which you want to view tax information.
- **Tax Agency:** The tax agency for which tax information will be displayed. Select a tax agency, or leave this box empty to view information on all tax agencies.
- **Tax:** The tax for which you want to view information. Select a tax, or leave the box blank to view information on all taxes associated with the tax agency.

Tax Details by GL Account by Period

Form ID: (TX621500)

This report displays tax information for the selected tax agency, grouped by General Ledger account and by tax. Transactions are listed by tax period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Company:** The company for which the report will be prepared.
By default, the current company is selected.
- **Branch:** The branch for which the report will be prepared. Select the required branch from the list.
By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form and only if the company selected in the **Company** box above has the *With Branches Requiring Balancing* type, with the **File Taxes by Branches** check box selected on the [Companies](#) (CS101500) form.
- **Tax Agency:** The tax agency to be reported. Select a tax agency, or leave this box empty to view information on all tax agencies.
- **Reporting Period:** The reporting period the report will cover. Select a period, or leave the box blank to view information on all closed or prepared tax periods.
- **Tax:** The tax (by its ID) for which you want to view information. Select a tax, or leave the box blank to view information on all taxes associated with the tax agency.

Tax Summary

Form ID: (TX621000)

On this form, you can prepare a report that shows the summary tax information for the specified closed or prepared tax reporting period for the selected tax agency. The report lists the tax report lines with their respective amounts. The report uses the currency of the tax agency.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Company:** The company for which the report will be prepared.
By default, the current company is selected.
- **Branch:** The branch for which the report will be prepared. Select the required branch from the list.
By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form and only if the company selected in the **Company** box above has the *With Branches Requiring Balancing* type, with the **File Taxes by Branches** check box selected on the [Companies](#) (CS101500) form.

- **Tax Agency:** The tax agency. Select a tax agency, or leave this box empty to view information on all tax agencies.
- **Reporting Period:** The period to be reported on. Select a period, or leave the box blank to view information on all closed or prepared tax periods.

Tax Summary by GL Account by Date

Form ID: (TX623000)

This report displays tax information for the selected tax agency and time interval. Transactions are listed by General Ledger account, tax, module, and date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Company:** The company for which the report will be prepared.
By default, the current company is selected.
- **Branch:** The branch for which the report will be prepared. Select the required branch from the list.
By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form and only if the company selected in the **Company** box above has the *With Branches Requiring Balancing* type, with the **File Taxes by Branches** check box selected on the [Companies](#) (CS101500) form.
- **From Date:** The start date of the date range for which you want to view tax information.
- **To Date:** The end date of the date range for which you want to view tax information.
- **Tax Agency:** The tax agency for which tax information will be displayed. Select a tax agency, or leave this box empty to view information on all tax agencies.
- **Tax:** The tax for which you want to view information. Select a tax, or leave the box blank to view information on all taxes associated with the tax agency.

Tax Summary by GL Account by Period

Form ID: (TX622000)

By using this report, you can select a tax agency, specify a closed or prepared tax period, and view the taxable and tax amounts by General Ledger account.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Company:** The company for which the report will be prepared.
By default, the current company is selected.

- **Branch:** The branch for which the report will be prepared. Select the required branch from the list.

By default, the current branch is selected.

This box is available only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form and only if the company selected in the **Company** box above has the *With Branches Requiring Balancing* type, with the **File Taxes by Branches** check box selected on the [Companies](#) (CS101500) form.

- **Tax Agency:** The tax agency to be reported. Select a tax agency, or leave this box empty to view information on all tax agencies.
- **Reporting Period:** The reporting period the report will cover. Select a period, or leave the box blank to view information on all closed or prepared tax periods.
- **Tax:** The tax (by its ID) for which you want to view information. Select a tax, or leave the box blank to view information on all taxes associated with the tax agency.

VAT Pending Recognition

Form ID: (TX631000)

On this report form, you can prepare a report that lists the documents that have a value-added tax (VAT) balance pending recognition at the end of the selected financial period. (For details about recognition of the pending VAT, see [Recognition of Pending VAT](#).)

By using this report, you can reconcile the documents that have unrecognized VAT amounts with the balances of the Pending Tax Payable and Pending Tax Claimable accounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select data to be displayed in the report:

- **Report Format:** The format, which defines which taxes the report should cover. The following options are available:
 - *Output VAT:* The report should include documents that are subject to pending VAT of the *Output* reporting group—that is, VAT that must be reported to a tax agency.
 - *Input VAT:* The report should include documents that are subject to pending VAT of the *Input* reporting group—that is, the taxes that can be claimed from a tax agency.
- **Company:** The company for which the report will be prepared.
By default, the current company is selected.
- **Branch:** The branch for which the report should be prepared. To have all documents with VAT pending recognition be included in the report, leave this box empty.
This box is available only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form and only if the company selected in the **Company** box above has the *With Branches Requiring Balancing* type, with the **File Taxes by Branches** check box selected on the [Companies](#) (CS101500) form.
- **Financial Period:** The tax period that the report should cover. To include all documents with VAT balance pending recognition, clear this box.
By default, the period of the current business date is used.

- **Account:** The account whose tax amounts pending recognition should be included in the report. Accounts that hold tax amounts pending recognition are those specified for value-added taxes in the **Pending Tax Payable Account** or **Pending Tax Claimable Account** box on the **GL Accounts** tab on the [Taxes](#) (TX205000) form. Leave this box blank to view VAT amounts pending recognition for all accounts.
- **Subaccount:** The subaccount whose VAT amounts pending recognition should be included in the report. Subaccounts that hold tax amounts pending recognition are those specified for value-added taxes in the **Pending Tax Payable Subaccount** or **Pending Tax Claimable Subaccount** box on the **GL Accounts** tab on the [Taxes](#) form. Leave this box blank to view VAT amounts pending recognition for all subaccounts.

This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.

Currency Management Reports

With the reports for the Currency Management module, you gain better visibility into your financials. You can view the history of foreign currency rates, evaluate unrealized currency gains and losses by revaluing Accounts Payable and Accounts Receivable accounts, view translation details, and track the history of batch modifications.

Because the Currency Management module is tightly integrated with other modules—such as Accounts Receivable, Accounts Payable, and General Ledger—you can find and analyze the exact information you need. By using flexible selection options and data links, you can easily drill down from a report to any supporting details.



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Because the Currency Management reports are generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Currency Management reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Currency Management Reports

The Currency Management module includes the following reports:

- **Audit**
 - [Currency Rate History by Date](#) (CM651000): Shows fluctuations of the selected currency exchange rate during the date range you select.
 - [Currency Rate History by ID](#) (CM650500): Shows the fluctuations of the selected currency exchange rate, as recorded in the database during the specified date range.
 - [Translation Details](#) (CM651500): Shows the details of the selected translation.
 - [CM Batch Register](#) (CM620500): Displays all batches released in the Currency Management module for the specified financial period.
 - [CM Batch Register Detailed](#) (CM621000): Displays the details of all batches released in the Currency Management module for the specified financial period.

CM Batch Register

Form ID: (CM620500)

This report displays all the batches released in the Currency Management module for the specified financial period and branch, and posted to the selected ledger. Batches are listed by their dates and shown with their control totals. The list also shows the users who created and edited the batches.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch to be reported on. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. By default, the actual ledger is selected.
- **From Period:** The first financial period of the period range the report will cover; a period must be specified. Select a period from the list. By default, the period of the system business date is used.
- **To Period:** The last financial period of the period range the report will cover; a period must be specified. Select a period from the list. By default, the period of the system business date is used.

CM Batch Register Detailed

Form ID: (CM621000)

This report displays the details of all batches released in the Currency Management module for the specified financial period and branch, and posted to the selected ledger. Batches are listed by their dates and are shown with their control totals. The list also shows the users who created and edited the batches.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Branch:** The branch to be reported on. By default, the current branch is selected.
- **Ledger:** The ledger to be reported on. By default, the actual ledger is selected.
- **From Period:** The first financial period of the period range the report will cover; a period must be specified. Select a period from the list. By default, the period of the system business date is used.
- **To Period:** The last financial period of the period range the report will cover; a period must be specified. Select a period from the list. By default, the period of the system business date is used.

Currency Rate History by Date

Form ID: (CM651000)

This report shows the fluctuations of the selected currency exchange rate, as recorded in the database during the date range you select. Exchange rates are listed by the date and the rate type.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Date:** The start date of the date range to be used for the report; by default, the first date of the current period is used.
- **To Date:** The end date of the date range; by default, the current business date is used.
- **Currency:** The currency to be reported on, by its ID.
- **Rate Type:** The rate type to be used for the report. Select a rate type, or leave this box blank to view information on all rate types.

Currency Rate History by ID

Form ID: (CM650500)

This report shows the fluctuations of the selected currency exchange rate, as recorded in the database during the date range you choose. Exchange rates are listed by rate type and by the date of the record.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Date:** The start date of the range for which data will be displayed; by default, the first date of the current period is used.
- **To Date:** The end date of the date range; by default, the current business date is used.
- **Currency:** The currency to be used for the report, by its ID.
- **Rate Type:** A particular rate type. Select a rate type, or leave this box blank to view information on all rate types.

Translation Details

Form ID: (CM651500)

This report shows the details of the selected translation.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

This form is available only if the *Translation of Financial Statements* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The particular financial period. A period must be specified.
- **Translation Number:** The translation for which you want to see details. Select the translation by its ID and financial period; if you do not select a translation, translation details for the selected period will be shown.

Inventory Reports

By using the wide variety of reports for the Inventory module, you can promptly get detailed information about inventory and warehouses, as well as inventory revaluation data. You can also analyze the data by various criteria, and track inventory operations for different warehouses and locations. Many of the reports in this module have both summary and detailed versions; you can decide which version best meets your current needs.

Because the Inventory module is tightly integrated with other modules—such as Purchase Orders, Sales Orders, and General Ledger—you can find and analyze the exact information you need. By using flexible selection options and data links, you can easily drill down from a financial report to any supporting details.



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Because the Inventory reports are generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Inventory reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Inventory Reports

The Inventory module includes the following reports:

- **Balances**

- [Inventory Balance](#) (IN615000): Displays detailed, up-to-date information about the quantities and unit costs of inventory items at different warehouses and locations.
- [Historical Inventory Balance](#) (IN616000): For the selected period, presents detailed information about the beginning and ending quantities of inventory items at different warehouses and locations.
- [Inventory Valuation](#) (IN615500): Displays information about the quantities on hand and the total cost of inventory by inventory account, with details for different warehouses.
- [Historical Inventory Valuation](#) (IN617000): For the selected period, displays information about how the balances of the inventory accounts and the costs of the inventory items at different warehouses change during the period.
- [Goods in Transit](#) (IN616500): Shows up-to-date information about the goods in transit, their total quantities, and their total cost.
- [Lot/Serial Numbers](#) (IN613000): Displays displays information about inventory items with lot or serial numbers: expiration dates, unit costs, quantities available, and expired quantities as calculated for the selected aging date.

This report is available only if the *Lot/Serial Tracking* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Physical Count**

- [Physical Count Tags](#) (IN621000): Generates physical count tags for the selected physical inventory.
- [Physical Count Sheets](#) (IN620500): Generates physical count sheets for the selected physical inventory.
- [Physical Count Variance Preview](#) (IN621500): Lists the inventory items included in physical inventory, and displays the book quantities and the count results for the items.

- **Forms**

- [Inventory Item Labels](#) (IN619200): Generates labels for inventory items received according to a particular receipt.
- [Location Labels](#) (IN619000): Generates labels for locations within specific warehouse with an inventory item or item class specified.

- **Audit**

- [Standard Cost Change Preview](#) (IN617500): Gives you estimates of the changes in the total cost of inventory items stored at various warehouses before you perform updating of the standard costs of the items.
- [Inventory Register](#) (IN614000): Presents up-to-date, detailed information about inventory operations in different warehouses within the selected financial period (or all periods).
- [Inventory Account Distribution](#) (IN611500): Provides details of journal entries of the batches generated on release of inventory documents for the specified financial period (or all periods).
- [Inventory Edit Summary](#) (IN610500): Displays current summary information about unreleased inventory documents: receipts, issues, adjustments, and transfers.
- [Inventory Edit Details](#) (IN611000): Displays up-to-date summary information about every generated inventory document (receipt, issue, adjustment, or transfer).

Other Reports

- [Unreleased Inventory Documents](#): Provides the list of inventory documents that are not yet released in the specified range of financial periods. The system opens this form when you click the **Unreleased Documents** button on the form toolbar of the [Close Financial Periods](#) (IN509000) form.
- [Unposted to IN Documents](#) (IN656500): Provides the list of documents that have to be posted to the Inventory module before closing the selected financial periods. The system opens this form when you click the **Unposted to IN Documents** button on the form toolbar of the [Close Financial Periods](#) (IN509000) form.

Goods in Transit

Form ID: (IN616500)



: This report is available only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays information about the quantities of inventory items in transit. These are the items that were transferred to other warehouses in two steps and were not yet received at the destination warehouse.

The report is available in two formats: summary and detailed. The summary format shows only the quantities of the inventory items in transit. The detailed format provides detailed information about each transit operation with a reference to the original transfer document.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Dest. Warehouse ID:** The destination warehouse the report will cover. Select a destination warehouse ID to limit the data displayed in the report to only the items in transit transferred to this destination warehouse; leave the box blank to view data for all destination warehouses.
- **Inventory ID:** The inventory item the report will cover, by its ID. Select an ID to view only data about the selected item, or leave the box blank to view a broader range of data.
- **Inventory Subitem:** The inventory subitem for which you want to view data. Select a subitem to view only data related to it, or leave the box blank to view a broader range of data.

This box is available only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Format:** The format to be used for the report: *Summary* (default) or *Detail*.

Historical Inventory Balance

Form ID: (IN616000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays beginning and ending quantities of inventory items at the warehouses for the selected period. The report is available in two formats: summary and detailed. For the summary format, only the quantities of inventory items are shown for each type of operation performed with this inventory item within the selected period. For the detailed format, the report displays the details of the transactions performed with the inventory items during the selected period. The data in both report formats is grouped by inventory ID.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format to be used for the report: *Summary* or *Detail*.
- **Branch:** The branch the report will cover. Select a branch, or leave the box blank to include information on all branches.
- **Start Period:** The start period for the report.
- **End Period:** The end period for the report.
- **Inventory ID:** The inventory ID for which data will be displayed. Select an ID to display only data related to this inventory item, or leave the box blank to display a broader range of data.

Historical Inventory Valuation

Form ID: (IN617000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays information about how the balances of the inventory accounts and the costs of the inventory items at different warehouses have changed in the selected time interval. The report is available in two formats: summary and detail. In the summary format, the report displays summary data for each inventory account/subaccounts resulting from operations with inventory items. In the detailed format, the report displays information about each cost subitem in each warehouse involved,

and includes the quantities and costs of the items with subitems moving through the warehouse during the selected period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format for the report, which can be *Summary* or *Detail*.
- **Start Period:** The starting period for the report.
- **End Period:** The ending period for the report.
- **Inventory ID:** The inventory ID of the item the report will cover. Select an ID to view only data related to this item, or leave the box blank to view a broader range of data.
- **Branch:** The branch for which the report should include data. Select a branch to view only data for this branch, or leave the box blank to view data from all branches.

Inventory Account Distribution

Form ID: (IN611500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays details of journal entries of the batches generated on release of inventory documents for the specified financial period (or all periods).

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period. Select a financial period to view only the data related to the financial period, or leave the box blank to view a broader range of data.
- **Document Type:** The document type for which information will be displayed. Select a document type to view information on only documents with that type, or leave the box blank to view a broader range of data.
- **Reference Number:** The reference number of the document whose information you want to view. Select a reference number to view detailed data on only the document with this reference number, or leave the box blank to view a broader range of data.

Inventory Balance

Form ID: (IN615000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays up-to-date information about the inventory items stocked at different warehouses. The information includes the warehouse ID, unit cost, quantity on hand, unavailable quantity, quantity of expired items, and available quantity. The inventory items are listed by inventory ID.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Inventory ID:** A particular inventory item. Select an inventory ID to view the inventory balance related to only this inventory item, or leave it blank to view a broader range of data.
- **Inventory Class:** A particular item class. Select the item class to view the inventory balance for only this item class, or leave it blank to view a broader range of data. If the item class that you selected has child item classes, the report will display information for the items of the selected class along with information for the items of these child classes.
- **Inventory Subitem:** A specific subitem. Select the inventory subitem to view the inventory balance calculated for only this subitem, or leave it blank to view a broader range of data.
This box is available only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Warehouse:** The warehouse for which you want to view inventory balance information. Select the warehouse to view the inventory balance calculated for only this warehouse, or leave it blank to view a broader range of data.
This box is available only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) form.
- **Location Details:** A check box that you select to include in the report warehouse location details.
This box is available only if the *Multiple Warehouse Locations* feature is enabled on the [Enable/Disable Features](#) form.
- **Lot/Serial Details:** A check box that you select to include in the report lot or serial numbers for each inventory ID, subitem, and warehouse ID combination.
- **Allocation Details:** A check box that you select to include in the report allocation information for each combination of inventory ID, subitem, and warehouse ID.
- **Branch:** The branch for which you want to view inventory balance information.

Inventory Edit Details

Form ID: (IN611000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays detailed information about inventory documents with the *Balanced* status. You use this report to view document dates, amounts, and user names of the persons who created and modified the documents.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Document Type:** The document type for which you want to display information. Select a document type to view information on only documents with that type, or leave the box blank to view a broader range of data.
- **Reference Number:** The reference number of the particular document whose information you want to view. Select a reference number to view detailed data on only this document, or leave the box blank to view a broader range of data.

Inventory Edit Summary

Form ID: (IN610500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays summary information about inventory documents that have the *Balanced* status. You use this report to view who prepared and modified documents.

The report displays the following data: document type, reference number, document date and period, status of the document, name of the person who created and modified the document, and total quantity and total amount of the operation.

The report has no report-specific elements. For more information about using other elements on the report form, see [Reports](#).

Inventory Item Labels

Form ID: (IN619200)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the labels generated for the items listed on the selected receipt. A label includes the inventory ID of the item, subitem if available, description, the warehouse and location where this item is stored, and information about receipt (the reference number and the date). If the lot/serial numbers are assigned to the item on receipt, separate labels are generated for each serial or lot number used for the received quantity of the item.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Receipt Ref. Number:** The reference number of a particular receipt. Select a receipt by its reference number to view and print labels for this inventory receipt.

Inventory Register

Form ID: (IN614000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

The report shows you detailed information about inventory operations in different warehouses within the selected financial period (or all periods). The report provides details about each document, including lot and serial numbers assigned to units of the inventory items involved in the operations, and the accounts and subaccounts whose balances are updated by these operations.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Financial Period:** The financial period for which you want to view information. Select a financial period, or leave the box blank to view a broader range of data.
- **Document Type:** The document type the report will cover. Select a document type to view the information only on documents with this type, or leave the box blank to view a broader range of data.
- **Reference Number:** The reference number of the document for which you want to view data. Select a number to view detailed data on only this document, or leave the box blank to view a broader range of data.

Inventory Valuation

Form ID: (IN615500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays information about the quantities on hand and the total cost of inventory by inventory account, with details for different warehouses. The report is available in two formats: summary and detailed. The report in the summary format displays only summary data for each warehouse. The detailed report displays information about the operations performed for each inventory item in each warehouse; it includes the beginning and ending quantities and costs, and the reference numbers of the relevant inventory documents.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Inventory ID:** The inventory item the report will cover. Select an inventory item to view only data related to this item, or leave the box blank to view a broader range of data.
- **Inventory Class:** The item class for which you want to display information. Select an item class to view only its data, or leave the box blank to view a broader range of data. If the item class that you selected has child item classes, the report will display information for the items of the selected class along with information for the items of these child classes.
- **Inventory Subitem:** The subitem the report will cover. Select a subitem to view only data related to this subitem, or leave the box blank to view a broader range of data.

This box is available only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Warehouse:** The warehouse for which you want to display data. Select a warehouse to view only data for this warehouse, or leave the box blank to view a broader range of data.

This box is available only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) form.

- **Report Format:** The format for the report, which can be *Summary* or *Detail*.
- **Branch:** The branch of the organization for which you want to display data. Select a branch, or leave the box blank to view information for all branches.

Location Labels

Form ID: (IN619000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the inventory labels for each warehouse, location, and primary item-primary item class combination. (The primary item is the item that is issued or received the most often or stored at this location in the highest volumes.) The report uses data from the **Location Table** tab of the [Warehouses](#) (IN204000) form. Use this report to preview and print the location labels for a warehouse or all warehouses.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Warehouse:** The warehouse the report will cover. Select a warehouse to display and print only the labels for it, or leave the box blank to display and print labels for all warehouses.

Lot/Serial Numbers

Form ID: (IN613000)



: This report is available only if the *Lot/Serial Tracking* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays information about inventory items with lot or serial numbers: expiration dates, unit costs, quantities available, and expired quantities as calculated for the selected aging date. The expiration dates are displayed for only inventory items whose lot/serial class has the **Track Expiration Date** check box selected.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Aging Date:** The aging date. Select a date to view only the inventory items having an expiration date before or equal to the selected aging date; leave the box blank to view a broader range of data.
- **Expired Items Only:** A check box that you select to limit the data displayed in the report to only expired inventory items.
- **Warehouse:** The warehouse. Select a warehouse to limit the data displayed in the report to only inventory items located at this warehouse, or leave the box blank to view a broader range of data. This box appears only if the *Multiple Warehouse* feature is enabled on the [Enable/Disable Features](#) form.
- **Location:** The location for which data will be displayed. Select a location to view only data on the inventory items available on this location, or leave the box blank to view a broader range of data. This box appears only if the *Multiple Warehouse Locations* feature is enabled on the [Enable/Disable Features](#) form.
- **Inventory ID:** The inventory item the report will cover. Select an inventory ID to view data on only this item, or leave the box blank to view a broader range of data.
- **Subitem:** The subitem the report will cover. Select a subitem to limit the data displayed in the report to only this subitem; leave the box blank to view a broader range of data. This box is available only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.
- **Serial Number:** The serial number the report will cover. Select a serial number to view only data for this serial number, or leave the box blank to view a broader range of data.

Physical Count Sheets

Form ID: (IN620500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the physical count sheets generated for the physical inventory. You run this report to preview and print the sheets for physical count to be used to enter the data during inventory counting.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Reference Nbr.:** The reference number of the physical inventory.

Physical Count Tags

Form ID: (IN621000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the physical count tags generated for the physical inventory. This run this report to preview and print the physical count tags you will use for the physical inventory.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Reference Nbr.:** The reference number of the physical inventory.

Physical Count Variance Preview

Form ID: (IN621500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report lists the inventory items included into physical inventory, and displays the book quantities (the on-hand quantities from which the quantities on unreleased issues and the quantities on confirmed shipments are deducted) and count results for the items.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Reference Nbr.:** The reference number of the physical inventory document.

Standard Cost Change Preview

Form ID: (IN617500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

By using this report, you can estimate the changes in the total cost of inventory items stored at various warehouses before you update the standard cost of the items.

The report displays the quantity on hand, current standard cost, effective date, pending cost, pending date, total cost, cost change, and pending total for each inventory item listed in the report. It also shows the total cost, cost change, and pending total for the warehouse.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Pending Date:** The latest date for pending cost dates; the report will include the cost changes up to the date selected in this box.

Unposted to IN Documents

Form ID: (IN656500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

By using this report, you can view and print a list of the documents for which the inventory transactions have not been posted in the specified period range. The following documents, if they have a document date that belongs to the specified financial period or periods, are included in the report:

- Unreleased Sales Orders invoices whose document lines contain at least one shipped stock item for which the corresponding shipment has not been posted to the Inventory module.
- Confirmed shipments whose document lines contain at least one stock item for which the invoice has not been created and the inventory transaction has not been posted to the Inventory module.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Period:** The starting financial period for which you want to view information.
- **To Period:** The ending financial period for which you want to view information.

Unreleased Inventory Documents

Form ID: (IN656000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

By using this report, you can view and print a list of open inventory documents that were to be posted in the specified period.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **From Period:** The financial period starting which you want to view information.
- **To Period:** The financial period ending which you want to view information.

Sales Orders Reports

Acumatica ERP provides reports for the Sales Orders module that meet your organization's reporting needs. The reports can also be customized.

Because the Sales Orders module is tightly integrated with other modules—including Inventory, Accounts Receivable, and Purchase Orders—you can find and analyze the exact information you need. By using flexible selection options and data links, you can easily drill down from a report to any supporting details.



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Because the Sales Orders reports are generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Sales Orders reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Sales Orders Reports

The Sales Orders module includes the following reports:

- **Forms**

- [Quote](#) (SO641000): Presents the selected sales quote in a ready-to-print form. You can print the document or send it by email.
- [Sales Order](#) (SO641010): Presents the selected sales order in a ready-to-print form. You can print the document or send it by email.
- [Pick List](#) (SO644000): Displays the pick list created for a selected shipment in a ready-to-print form. The document can be printed or sent by email.
- [Shipment Confirmation](#) (SO642000): Generates the shipment confirmation form created for the selected shipment in a ready-to-print form. The document can be printed or sent by email.
- [Carrier Labels](#) (SO645000): Displays ready-to-print carrier labels generated for a particular shipment.
- [Invoice & Memo](#) (SO643000): Displays invoices and memos in a ready-to-print form.

- **Audit**

- [Sales Order Summary](#) (SO610500): Provides summary information on sales orders, ordered by order type, reference number, and date.
- [Sales Order Details by Customer](#) (SO611000): Displays information on open sales orders, ordered by customer. The data can be filtered by warehouse, inventory item, and document date.
- [Sales Order Details by Inventory Item](#) (SO611500): Shows information on open sales orders, ordered by inventory item.
- [Shipment Summary](#) (SO620500): Gives you information on shipments with all statuses, ordered by customer. Shipment information can be filtered by warehouse, inventory item, and document date.

- [Shipment Details by Customer](#) (SO621000): Shows information on shipments, ordered by customer. Shipment information can be filtered by warehouse, inventory item, and document date.
- [Shipment Details by Inventory Item](#) (SO621500): Displays shipment information, ordered by inventory item. Shipment information can be filtered by warehouse, inventory item, and document date.
- [Order Register](#) (SO612000): Displays the list of sales orders recorded in Acumatica ERP during the specified period. Order information can be filtered by warehouse, customer, and order type.
- [Shipment Register](#) (SO612500): Displays the list of shipments during the specified period. Shipment information can be filtered by warehouse, customer, and carrier.

Carrier Labels

Form ID: (SO645000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

You use this report to generate and print the carrier labels for a particular shipment.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Shipment Nbr.:** The reference number of the shipment document for which you will generate carrier labels.

Invoice & Memo

Form ID: (SO643000)

This report displays the selected invoice or memo as a ready-to-print document. The document provides the company information (in the upper left), the bill-to and ship-to addresses of the customer, the required customer information, and the itemized list of goods being shipped, along with the prices.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Document Type:** The document type for which information will be generated: *Invoice, Debit Memo, Credit Memo, Fin. Charge, Cash Sale, or Void Cash Sale*. Select a type, or leave the box blank to bring up multiple types.
- **Reference Number:** The reference number of the document to be generated. If you don't select a number, multiple invoices or memos will be generated, each on its own page.

Order Register

Form ID: (SO612000)

This report displays the list of sales orders registered in Acumatica ERP during the specified period. Information can be filtered by warehouse, customer, and order type.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range. A start date must be specified.
- **End Date:** The end date of the date range. An end date must be specified.
- **Order Type:** The order type for which you want to view information. Leave the box blank to view information on all order types.
- **Customer:** The customer (by its ID) for which you want to view information. Leave the box blank to view information on all customers.
- **Warehouse:** The warehouse for which you want to view information. Leave the box blank to view information on all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

Pick List

Form ID: (SO644000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays a pick list for the selected sales order as a ready-to-print document. The document provides the list of items to be picked from various locations for the selected shipment. Quantity, weight, and volume information is provided for each item, and the total weight and volume are specified at the bottom of the document.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Shipment Number:** The shipment number; select one of the open shipments to prepare the pick list for it.

Quote

Form ID: (SO641000)

With this report, you can display the selected quote as a ready-to-print document. The document provides the company information (in the top left), the ship-to and bill-to address of the customer, the pertinent shipping information, and the itemized information about goods to be shipped.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Order Type:** The type of sales order you want to view; a type must be specified. (Although by default the type of sales order is a quote on this report form, you can select any type.)
- **Order Number:** The order number you want to view. Select a number, or leave the box blank to view all orders of the specified type, each on a separate page.

Sales Order

Form ID: (SO641010)

By using this report, you can display the selected sales order as a ready-to-print document. The document provides the company information (in the top left), the ship-to and bill-to address of the customer, the pertinent shipping information, and the itemized information about goods shipped.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Order Type:** The type of sales order you want to view. For this report form, the default type is a sales order, but you can select any type.
- **Order Number:** The order number. Select a number, or leave the box blank to view all orders of the specified type, each on a separate page.

Sales Order Details by Customer

Form ID: (SO611000)

This report displays information on open sales orders, ordered by customer. The data can be filtered by warehouse, inventory item, and document date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, you use the following parameters to select the information to be displayed on the report:

- **Summary:** A check box that you select to display only a summary by customer.
- **Uncompleted Lines Only:** A check box that you select to include only uncompleted lines of the orders.
- **Start Date:** The start date of the report date range; a date must be specified here.

- **End Date:** The end date of the date range; an end date must be specified.
- **Customer ID:** The customer (by its ID) for which you want to view information. Leave the box blank to view information on all customers.
- **Warehouse:** The warehouse for which you want to view information. Leave the box blank to view information on all warehouses.
This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Inventory ID:** The inventory item for which you want to view information. Leave the box blank to view information on all inventory items.
- **Subitem:** The subitem code for which you want to view information for the inventory item.
This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Sales Order Details by Inventory Item

Form ID: (SO611500)

This report displays information on open sales orders grouped by inventory item. The data can be displayed for a specific inventory item (stock item, non-stock item, stock kit, or non-stock kit) or it can be filtered by customer, warehouse, and document date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Summary:** A check box that you select to display only a summary by customer.
- **Uncompleted Lines Only:** A check box that you select to include only uncompleted lines of the orders.
- **Start Date:** The start date of the date range of the report; a date must be specified here.
- **End Date:** The end date of the date range; a date must be specified here.
- **Customer ID:** The customer (by its ID) for which you want to view information. Leave the box blank to view information on all customers.
- **Warehouse:** The warehouse for which you want to view information. Leave the box blank to view information on all warehouses.
This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Inventory ID:** The inventory item for which you want to view information. You can select among stock and non-stock items including stock and non-stock kits. Leave the box blank to view information on all inventory items.
- **Subitem:** The subitem code for which you want to view information for the inventory item.
This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Sales Order Summary

Form ID: (SO610500)

This report displays summary information about all sales orders, grouped by order type, reference number, and date. You can select sales orders by a customer, warehouse, or inventory item with a subitem code, and you can easily drill down to the details of each sales order.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range; a start date must be specified.
- **End Date:** The end date of the date range; an end date must be specified.
- **Customer ID:** The customer (by its ID) for which you want to view information. Leave the box blank to view information on all customers.
- **Warehouse:** The warehouse for which you want to view information. Leave the box blank to view information on all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory item for which you want to view information. Leave the box blank to view information on all inventory items.
- **Subitem** The subitem code for which you want to view information for the inventory item.

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

- **Open Orders Only:** A check box that you select to view only open sales orders.

Shipment Confirmation

Form ID: (SO642000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the shipment confirmation form as a ready-to-print document for the selected shipment. The document provides the company information (on the top left), the ship-to address of the customer, the required shipping information, and the itemized information about goods being shipped.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Shipment Nbr.:** The shipment number for which a confirmation form will be displayed when you run the report. Select a shipment to display and print its confirmation.

Shipment Details by Customer

Form ID: (SO621000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays information on shipments of all statuses, ordered by customer. Information can be filtered by warehouse, by inventory item, and by document date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the date range of the report. A start date must be specified.
- **End Date:** The end date of the date range. An end date must be specified.
- **Customer ID:** The customer (by its ID) for which you want to view information. Leave the box blank to view information on all customers.
- **Warehouse:** The warehouse for which you want to view information. Leave the box blank to view information on all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory item for which you want to view information. Leave the box blank to view information on all inventory items.
- **Subitem:** The subitem code for which you want to view information for the inventory item.

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Shipment Details by Inventory Item

Form ID: (SO621500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays shipment details, grouped by inventory item. Information can be filtered by warehouse, by inventory item, and by document date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the date range of the report. A start date must be specified.
- **End Date:** The end date of the date range; an end date must be specified.

- **Customer ID:** The customer (by its ID) for which you want to view information. Leave the box blank to view information on all customers.
- **Warehouse:** The warehouse for which you want to view information. Leave the box blank to view information on all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory item for which you want to view information. Leave the box blank to view information on all inventory items.
- **Subitem:** The subitem code for which you want to view information for the inventory item. Leave the box blank to view data on all codes.

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Shipment Register

Form ID: (SO612500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the list of shipments registered in Acumatica ERP during the specified period. You can filter the list by customer, warehouse, and carrier.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, you use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the date range of the report. A start date must be specified.
- **End Date:** The end date of the date range. An end date must be specified.
- **Customer:** The customer (by its ID) for which you want to view information. Leave the box blank to view information on all customers.
- **Carrier:** The carrier which provides shipping services. Leave the box blank to view information on all carriers.
- **Warehouse:** The warehouse for which you want to view information. Leave the box blank to view information on all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

Shipment Summary

Form ID: (SO620500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays information on shipments with all statuses, ordered by customer. Information can be filtered by warehouse, by inventory item, and by document date.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the time interval of interest; a date must be specified.
- **End Date:** The end date of the time interval of interest; an end date must be specified.
- **Customer ID:** The customer (by its ID) for which you want to view information. Leave the box blank to view information on all customers.
- **Warehouse:** The warehouse for which you want to view information. Leave the box blank to view information on all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory item for which you want to view information. Leave the box blank to view information on all inventory items.
- **Subitem:** The subitem code for which you want to view information for the inventory item.

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Purchase Orders Reports

With the wide variety of reports for the Purchase Orders module, you can promptly get detailed information about the purchase orders, purchase receipts, and returns. You can also analyze the data by various criteria and track the purchase of goods at different warehouses and locations.

Because the Purchase Orders module is tightly integrated with other modules—such as Accounts Payable, Sales Orders, General Ledger, and Taxes—you can find and analyze the precise information you need. Flexible selection options and data links allow you to easily drill down from a financial report to any supporting details.



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Because the Purchase Orders reports are generated by user request, they run on only accounts and subaccounts that the user is authorized to access, based on the user's roles and membership in restriction groups.

All Purchase Orders reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Purchase Orders Reports

The Purchase Orders module includes the following reports:

- **Forms**

- [Purchase Order](#) (PO641000): Displays the purchase orders created in the Purchase Orders module; you can print and email them.
- [Purchase Receipt](#) (PO646000): Displays the purchase receipts created in the Purchase Orders module; you can print and email them.

- **Audit**

- [Blanket Purchase Order Summary](#) (PO641500): Displays summary information about blanket purchase orders.
- [Blanket Purchase Order Details by Vendor](#) (PO642000): Gives you detailed information about blanket purchase orders. The data in this report is grouped by vendor.
- [Blanket Purchase Order Details by Inventory Item](#) (PO642500): Shows detailed information about blanket purchase orders. The data in this report is grouped by inventory item.
- [Purchase Order Summary](#) (PO610500): For the time interval you select, shows summary information about purchase orders that are neither closed nor canceled.
- [Purchase Order Details by Vendor](#) (PO611000): For the time interval you select, displays detailed information about purchase orders that are neither closed nor canceled. The data in this report is grouped by vendor.
- [Purchase Order Details by Inventory Item](#) (PO611500): For the time interval you select, gives you detailed information about purchase orders that are neither closed nor canceled. The data in this report is grouped by inventory item.
- [Purchase Order Details by Account](#) (PO612000): For the time interval you select, gives you detailed information about purchase order lines with non-stock items. The data in this report is grouped by expense accounts (and expense subaccounts) specified in purchase orders.

- [Purchase Receipt Summary](#) (PO620500): Displays detailed information about purchase receipts and returns created in the Purchase Orders module.
- [Purchase Receipt Details By Vendor](#) (PO621000): Presents detailed information about purchase receipts and returns created in the Purchase Orders module, with the data grouped by vendor.
- [Purchase Receipt Billing Details](#) (PO632000): Displays detailed information for the bills generated upon the purchase receipts and returns.
- [Purchase Receipt Billing Summary](#) (PO631500): Provides summary information for the bills generated upon the purchase receipts and returns.
- [Purchase Receipt Accrual Details](#) (PO631000): Shows detailed information for the purchase receipts and returns by the accounts they used.
- [Purchase Receipt Accrual Summary](#) (PO630500): Displays summary information for the purchase receipts and returns by the accounts they used.
- [Purchase Receipt History](#) (PO643000): Shows detailed information about the receipts performed on purchase orders.
- [Purchase Receipt Allocated and Backordered](#) (PO622000): Displays detailed information on allocations related to the items listed on receipts (of all statuses) for transfer and purchase orders.

Blanket Purchase Order Details by Inventory Item

Form ID: (PO642500)

This report displays detailed information about the blanket purchase orders that are neither closed nor canceled. This report, generated for a certain time period, groups data by the inventory item for which the purchase orders were created.

This report is available only if the *Blanket and Standard Purchase Orders* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range; a start date must be specified.
- **End Date:** The end date of the date range; an end date must be specified. Only purchase orders having dates falling within the specified date range will be included in the report.
- **Expires After:** The date displayed purchase orders expire after. Purchase orders with expiration dates on or after the date you specified will be included in the report.
- **Expires Before:** The date displayed purchase orders expire before. Purchase orders with expiration dates on or before the date you specified will be included in the report.
- **Vendor ID:** The vendor for which you want to view blanket purchase order information. Select a vendor, or leave the box blank to view a wider range of data.
- **Warehouse:** The warehouse where the goods are received. Select a warehouse, or leave the box blank to view a wider range of data.

This box is available only if the *Multiple Warehouses* features is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory ID of the purchased item. Select an item, or leave the box blank to view a wider range of data.
- **Subitem:** The subitem code for the purchased item. Select a subitem, or leave the box blank to view a wider range of data.

This box is available only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Blanket Purchase Order Details by Vendor

Form ID: (PO642000)

This report displays the detailed information about the blanket purchase orders that are neither closed nor canceled. This report, generated for a certain time period, groups data by the vendor for which the purchase orders were created.

This report is available only if the *Blanket and Standard Purchase Orders* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range; a start date must be specified.
- **End Date:** The end date of the date range; an end date must be specified. Only purchase orders having dates falling within the specified date range will be included in the report.
- **Expires After:** The date displayed purchase orders expire after. Purchase orders with expiration dates on or after the date you specified will be included in the report.
- **Expires Before:** The date displayed purchase orders expire before. Purchase orders with expiration dates on or before the date you specified will be included in the report.
- **Vendor ID:** The vendor for which you want to view blanket purchase order information. Select a vendor, or leave the box blank to view a wider range of data.
- **Warehouse:** The warehouse where the goods are received. Select a warehouse, or leave the box blank to view a wider range of data.

This box is available only if the *Multiple Warehouses* features is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory ID of the purchased item. Select an item, or leave the box blank to view a wider range of data.
- **Subitem:** The subitem code for the purchased item. Select a subitem, or leave the box blank to view a wider range of data.

This box is available only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Blanket Purchase Order Summary

Form ID: (PO641500)

This report displays, for the date range you select, summary information about the blanket purchase orders that are neither closed nor canceled.

This report is available only if the *Blanket and Standard Purchase Orders* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range; a start date must be specified.
- **End Date:** The end date of the date range; an end date must be specified. Only purchase orders having dates falling within the specified date range will be included in the report.
- **Expires After:** The date displayed purchase orders expire after. Purchase orders with expiration dates on or after the date you specified will be included in the report.
- **Expires Before:** The date displayed purchase orders expire before. Purchase orders with expiration dates on or before the date you specified will be included in the report.
- **Vendor ID:** The vendor for which you want to view blanket purchase order information. Select a vendor, or leave the box blank to view a wider range of data.
- **Warehouse:** The warehouse where the goods are received. Select a warehouse, or leave the box blank to view a wider range of data.

This box is available only if the *Multiple Warehouses* features is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory ID of the purchased item. Select an item, or leave the box blank to view a wider range of data.
- **Subitem:** The subitem code for the purchased item. Select a subitem, or leave the box blank to view a wider range of data.

This box is available only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Purchase Order

Form ID: (PO641000)

By using this report, you can look through, print, and email the purchase orders created in the Purchase Orders module. You can select a certain type of purchase order you want to view, or select an order number to view a particular purchase order.

The selected purchase orders are displayed as they will be printed. Report lines that have the same inventory ID, line description, unit of measure, and unit price are aggregated. If multiple purchase orders are selected for the report, each order is displayed on a separate page.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Order Type:** The type of purchase orders you want to view in the report. You can select one of the types—*Normal*, *Drop Ship*, *Blanket*, or *Standard*—to limit the purchase orders to only those of the selected type.



: The *Blanket* option is available only if the *Blanket and Standard Purchase Orders* feature is enabled in your system.

- **Order Number:** The number of the order to be displayed. Select an order number to display only this order, or leave the box blank if you want to view all purchase orders of the selected type.

Purchase Order Details by Account

Form ID: (PO612000)

This report displays, for a certain date range, detailed information about purchase order lines that include non-stock items. The data in the report is grouped by general ledger accounts and subaccounts specified for non-stock items in the purchase order lines (in the **Account** and **Sub.** columns, respectively). The report includes purchase orders with any statuses except for *Closed* and *Canceled*. The report specifies the total open balance for each account and for all listed purchase order lines.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range; a start date must be specified.
- **End Date:** The end date of the date range; a date must be specified here as well. Only purchase orders having dates falling within the specified interval will be included in the report.
- **Vendor ID:** The vendor for which you want to view purchase order information, by its ID. You can select a vendor to view only purchase orders created for this vendor, or leave the box blank to view a broader range of data.
- **Warehouse:** The warehouse for which you want to view purchase order information, by its ID. Select a warehouse to view only purchase orders created for purchasing goods to be received at this warehouse. Or you can leave the box blank to view a broader range of data.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory item for which you want to view purchase order information. Select an inventory ID to view only purchase orders created for purchasing this inventory item.
- **Subitem:** The subitem code for which you want to view purchase order information. Select a subitem code to limit the volume of data displayed in the report, or leave the box blank to view a broader range of data.

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Include Unreleased Receipts:** A check box that you select if the data from unreleased purchase receipts should be taken into account when the **Open Qty.** value is calculated for each purchase order included in the report.

Purchase Order Details by Inventory Item

Form ID: (PO611500)

This report displays, for a certain date range, the detailed information about purchase orders that are neither closed nor canceled. The data in the report is grouped by inventory item.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range; a start date must be specified.
- **End Date:** The end date of the date range; a date must be specified here as well. Only purchase orders having dates falling within the specified interval will be included in the report.
- **Vendor ID:** The vendor for which you want to view purchase order information, by its ID. You can select a vendor to view only purchase orders created for this vendor, or leave the box blank to view a broader range of data.
- **Warehouse:** The warehouse for which you want to view purchase order information, by its ID. Select a warehouse to view only purchase orders created for purchasing goods to be received at this warehouse. Or you can leave the box blank to view a broader range of data.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory item for which you want to view purchase order information. Select an inventory ID to view only purchase orders created for purchasing this inventory item.
- **Subitem:** The subitem code for which you want to view purchase order information. Select a subitem code to limit the volume of data displayed in the report, or leave the box blank to view a broader range of data.

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Include Unreleased Receipts:** A check box that you select if the data from unreleased purchase receipts should be taken into account when the **Open Qty.** value is calculated for each purchase order included in the report.

Purchase Order Details by Vendor

Form ID: (PO611000)

This report displays, for a certain date range, detailed information about purchase orders that are neither closed nor canceled. The data in the report is grouped by the vendors for which the purchase orders were created.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range; a start date must be specified.

- **End Date:** The end date of the date range; a date must be specified here as well. Only purchase orders having dates falling within the specified interval will be included in the report.
- **Vendor ID:** The vendor for which you want to view purchase order information, by its ID. You can select a vendor to view only purchase orders created for this vendor, or leave the box blank to view a broader range of data.
- **Warehouse:** The warehouse for which you want to view purchase order information, by its ID. Select a warehouse to view only purchase orders created for purchasing goods to be received at this warehouse. Or you can leave the box blank to view a broader range of data.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory item for which you want to view purchase order information. Select an inventory ID to view only purchase orders created for purchasing this inventory item.
- **Subitem:** The subitem code for which you want to view purchase order information. Select a subitem code to limit the volume of data displayed in the report, or leave the box blank to view a broader range of data.

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Include Unreleased Receipts:** A check box that you select if the data from unreleased purchase receipts should be taken into account when the **Open Qty.** value is calculated for each purchase order included in the report.

Purchase Order Summary

Form ID: (PO610500)

This report shows, for a certain time interval, summary information about the purchase orders that are neither closed nor canceled. The information presented for each purchase order includes the type, reference number, order date, status, currency, vendor ID and name, ordered quantity, open quantity, line total, and open amount. It also includes total values (for all purchase orders included in the report) for ordered quantity, open quantity, line total, and open amount.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the date range to be reported on. A start date must be selected.
- **End Date:** The end date of the date range; an end date must be selected. Only the purchase orders having dates falling within the specified interval will be included in the report.
- **Vendor ID:** The vendor for which you want to view purchase order information, by its ID. You can select a vendor to view only purchase orders created for this vendor, or leave the box blank to view a broader range of data.
- **Warehouse:** The warehouse for which you want to view purchase order information, by its ID. Select a warehouse to view only purchase orders created for purchasing goods to be received at this warehouse. Or you can leave the box blank to view a broader range of data.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory item for which you want to view purchase order information. Select an inventory ID to view only purchase orders created for purchasing this inventory item.
- **Subitem:** The subitem code for which you want to view purchase order information. Select a subitem code to limit the volume of data displayed in the report, or leave the box blank to view a broader range of data.

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

Purchase Receipt

Form ID: (PO646000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

By using this report, you can view, print, and email the purchase receipts created in the Purchase Orders module. You can select a certain type of purchase receipt to examine, or select a receipt number to view a particular purchase receipt.

The selected purchase receipts are displayed as they will be printed. If multiple purchase receipts are selected for the report, each receipt is displayed on a separate page.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Type:** The type of purchase receipts you want to view in the report. You can select one of the types—*Receipt* or *Return*—to limit the purchase receipts to only those of the selected type.
- **Receipt Nbr.:** The number of the receipt to be displayed. You can select a number to display only that receipt, or leave the box blank if you want to view all receipts of the type.

Purchase Receipt Accrual Details

Form ID: (PO631000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays detailed data for the purchase receipt and return documents, with subtotals calculated for each unique account and subaccount combination. The data in the report is grouped by the account and subaccount used to accumulate the purchased goods' value, and the details on each purchased item are displayed.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Account ID:** The account used to accumulate the purchased goods' value. Specify an account or leave the box blank to view data for all accounts.

- **Subaccount ID:** The subaccount used to accumulate the purchased goods' value. Specify a subaccount or leave the box blank to view data for all subaccounts.
- **Vendor ID:** The vendor from which the goods are purchased. Specify a vendor or leave the box blank to view data for all vendors.
- **Warehouse:** The warehouse from which the goods are purchased. Specify a warehouse or leave the box blank to view data for all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory ID of the purchased item. Specify an item or leave the box blank to view data for all items.
- **Subitem:** The subitem code for the purchased item. Specify a subitem or leave the box blank to view all subitems for the item (if specified).

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Purchase Receipt Accrual Summary

Form ID: (PO630500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays summary data for the purchase receipts and returns, with subtotals calculated for each unique account and subaccount combination. The data in the report is grouped by the account and subaccount numbers used to accumulate the value of the purchased goods.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Account:** The account used to accumulate the purchased goods' value. Specify an account or leave the box blank to view data for all accounts.
- **Subaccount:** The subaccount used to accumulate the purchased goods' value. Specify a subaccount or leave the box blank to view data for all subaccounts.
- **Vendor ID:** The vendor from which the goods are purchased. Specify a vendor or leave the box blank to view data for all vendors.
- **Warehouse:** The warehouse from which the goods are purchased. Specify a warehouse or leave the box blank to view data for all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory ID of the purchased item. Specify an item or leave the box blank to view data for all items.
- **Subitem:** The subitem code for the purchased item. Specify a subitem or leave the box blank to view all subitems for the item (if specified).

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Purchase Receipt Allocated and Backordered

Form ID: (PO622000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the detailed information about the items currently on receipts in any statuses. This report, generated for a certain time period, for each item (listed on a receipt) provides you with detailed information on related inventory allocations—that is, information on the linked sales order lines (those that were marked for purchasing and for which the purchase orders were generated) and, if the **Include Backordered Items Received** check box is selected, on the lines of sales orders in the *Open* and *Back Order* statuses and on uncompleted transfer orders.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range.
- **End Date:** The end date of the date range. Only receipts having dates within the specified interval will be included in the report.
- **Vendor ID:** The vendor the report will cover. Specify a vendor or leave the box blank to view data for all vendors.
- **Include Backordered Items Received:** A check box you select to include information on the received items that are listed on sales orders with the *Open* and *Back Order* statuses and also on uncompleted transfer orders.

Purchase Receipt Billing Details

Form ID: (PO632000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays, for the selected financial period, summary information about the billed quantities and billed amounts for the released purchase receipts and information about adjustments made for returns.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Post Period:** The financial period for which you want to view billing details about the released receipts or returns. The post period is not required if you select a particular receipt by its reference number in the **Receipt Number** element.
- **Receipt Number:** The reference number of the released purchase receipt or return document. Specify a reference number, or leave the box blank to view a wider range of data.

- **Vendor ID:** The vendor from which the goods are purchased. Specify a vendor or leave the box blank to view data for all vendors.
- **Warehouse:** The warehouse from which the goods are purchased. Specify a warehouse or leave the box blank to view data for all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory ID of the purchased item. Specify an item or leave the box blank to view data for all items.
- **Subitem:** The subitem code for the purchased item. Specify a subitem or leave the box blank to view all subitems for the item (if specified).
This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.
- **Detailed:** A check box that you select to generate the report with information about particular bills linked to the listed purchase receipts and particular adjustments linked to returns.

Purchase Receipt Billing Summary

Form ID: (PO631500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays summary information about the bills linked to the purchase receipts and the adjustments linked to returns.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Vendor ID:** The vendor from which the goods are purchased. Specify a vendor or leave the box blank to view data for all vendors.
- **Warehouse:** The warehouse from which the goods are purchased. Specify a warehouse or leave the box blank to view data for all warehouses.
This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Inventory ID:** The inventory ID of the purchased item. Specify an item or leave the box blank to view data for all items.
- **Subitem:** The subitem code for the purchased item. Specify a subitem or leave the box blank to view all subitems for the item (if specified).
This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Purchase Receipt Details By Vendor

Form ID: (PO621000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays detailed information about the purchase receipts for the specified date range. The data in the report is grouped by the vendor for which the purchase receipts were created.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The start date of the report date range; a date must be specified here.
- **End Date:** The end date of the date range; an end date must be specified. Only purchase receipts with dates falling within the specified interval will be included in the report.
- **Vendor ID:** The vendor from which the goods are purchased. Specify a vendor or leave the box blank to view data for all vendors.
- **Warehouse:** The warehouse from which the goods are purchased. Specify a warehouse or leave the box blank to view data for all warehouses.

This box appears only if the *Multiple Warehouses* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

- **Inventory ID:** The inventory ID of the purchased item. Specify an item or leave the box blank to view data for all items.
- **Subitem:** The subitem code for the purchased item. Specify a subitem or leave the box blank to view all subitems for the item (if specified).

This box appears only if the *Inventory Subitems* feature is enabled on the [Enable/Disable Features](#) form.

Purchase Receipt History

Form ID: (PO643000)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

You use this report to view, print, and email the data on receipts for each normal or drop-ship purchase order created in the Purchase Orders module.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Order Type:** The type of purchase order, *Normal* or *Drop Ship*, you want to view in the report. A type must be selected.
- **Order Nbr.:** The number of the order to be displayed in the report. Select an order number to display only this order, or leave the box blank if you want to view a broader range of data.

Purchase Receipt Summary

Form ID: (PO620500)



: This report is available only if the *Inventory* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the summary information about the purchase receipts.

The information is detailed up to the total quantity, lines total, and tax total for each purchase receipt included in the report. The report includes total values (for all purchase receipts in the report) on received quantities, lines totals, and tax total. The records in the reports are grouped by the currency used in the purchase receipt documents, and totals are calculated in each currency used.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Start Date:** The starting date of the time interval you want to view; a start date must be specified.
- **End Date:** The ending date of the time interval you want to view; an ending date must be specified.
- **Vendor ID:** The vendor for which you want to view purchase receipt information, by its ID. Select a vendor or leave the box blank to view a broader range of data.

Purchase Requisitions Reports

With the reports for the Purchase Requisitions module, you can view and print requests for proposals sent to vendors that can participate in the bidding process, and you can view information about requests and requisitions.

Because the Purchase Requisitions module is integrated with other modules, such as Purchase Orders and Sales Orders, you can find and analyze the exact information you need.



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Because the Purchase Requisitions reports are generated by user request, the user can run them on only accounts and subaccounts that the user may access, based on the user's roles and membership in restriction groups.

All Purchase Requisitions reports can be generated in different formats, including PDFs, and can be printed or sent by email. Some reports generated as PDFs require digital signatures; see [Security Policies in Acumatica ERP](#) for more details.

Before you use reports, see [Reports](#) for more information.

Purchase Requisitions Reports

The Purchase Requisitions module includes the following reports:

- **Forms**
 - [Item Request](#) (RQ641000): Displays a request document in a ready-to-print form. You can send this document by email or print it.
 - [Request for Proposal](#) (RQ611000): Displays the request for proposal document in a ready-to-print form. You can send this document by email or print it.
- **Audit**
 - [Request Details](#) (RQ613000): Displays information on requests. Requests can be filtered by document date, request class, and department.
 - [Requisition Details](#) (RQ612000): Shows details of the requisitions to which the selected vendor was assigned. Requisitions can be filtered by document date and by vendor.

Item Request

Form ID: (RQ641000)



: This report is available only if the *Purchase Requisitions* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays a request document in a ready-to-print form. The information can be filtered by order number. The report provides the company information, the itemized information about the requested goods or services, the shipping instructions, and the information on the vendor and requester.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameter to select the information to be displayed on the report:

- **Order Number:** The order number of the request to be shown. Select a request, or leave this box blank to view all the requests, each on a separate page.

Request Details

Form ID: (RQ613000)



: This report is available only if the *Purchase Requisitions* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays the details of the request documents. You can filter the information by request class, department, and document date. The report displays the date of the creation of requests, the status of documents, the requester, the itemized information about goods and services requested, the total amount of the request, and the total amounts for each request class.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Request Class:** The request class for which information will be displayed. To view requests of all classes, grouped by request class, leave this box blank.
- **Department:** The department of the employees who created requests. Select a department, or leave the box blank to view all requests related to the selected date range and request class, if one is specified.
- **Date From:** The start date of the report date range.
By default, this is the current date.
- **Date To:** The end date of the date range.
By default, this is the current date.

Request for Proposal

Form ID: (RQ611000)



: This report is available only if the *Purchase Requisitions* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

By using this report, you can view and print requests for proposal to the vendors specified on the **Bidding** tab of the [Requisitions](#) (RQ302000) form. The document is displayed in a ready-to-print form. Each request for proposal provides the company information, the itemized information about the requested goods or services, the shipping instructions, and the information about the vendor.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Vendor:** The vendor (by its ID) to which the request for proposal was sent. Select a vendor from the list, or leave this box blank to view all requests for proposal sent, each on a separate page.

- **Ref. Nbr.:** The reference number of the request for proposal to be reported on. Select a number, or leave the box blank to view all requests for proposal for the selected vendor, each on a separate page.

Requisition Details

Form ID: (RQ612000)



: This report is available only if the *Purchase Requisitions* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

This report displays a list of requisition documents and their details. The information can be filtered by vendor and document date. For the requisitions, you can view the creation dates, statuses, creator names, assigned vendors, itemized information about goods and services requested, and total amounts.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Vendor:** The vendor that was assigned to the requisitions to be displayed. Select a vendor from the list, or leave the box blank to view all requisitions created for the specified time interval.
- **Date From:** The start date of the report date range. A date must be specified.
By default, this is the current date.
- **Date To:** The end date of the date range.
By default, this is the current date.

User Security Reports

The reports available in the User Security module provide information that can be useful for employees who manage users, roles, and access rights to the system objects. You can use these reports, for example, for analyzing, optimizing, and restructuring user accounts, user roles, and access rights.

All User Security reports can be generated in various formats, including PDF, and can be printed or sent by email.

For more information about reports, see [Reports](#).

User Security Reports

The User Security module includes the following reports, which contain information about users, roles, and access rights:

- [User List](#) (SM650500): Lists the existing user accounts and the properties of the accounts in summary or detailed format.
- [Role List](#) (SM651000): Lists the roles available in the system and shows the list of user accounts assigned to each role.
- [Access Rights by Screen](#) (SM651700): Lists all system forms with the user roles for which access rights to the form have been set up explicitly at the form, module, or suite level. For each role, its level of access rights to the form is displayed.
- [Access Rights by Role](#) (SM651500): Lists the roles available in the system and their access rights to system forms. Only those forms for which access rights were set up explicitly at the form, module, or suite level are displayed in the report.

Access Rights by Role

Form ID: (SM651500)

This report lists the roles available in the system and their access rights to system forms. Only those forms for which access rights were set up explicitly at the form, module, or suite level are displayed in the report.

The report has no report-specific elements. For more information about using other elements on the report form, see [Reports](#).

Access Rights by Screen

Form ID: (SM651700)

This report lists all system forms with the user roles for which access rights to the form have been set up explicitly at the form, module, or suite level. Each role's level of access rights to the form is displayed.

The report has no report-specific elements. For more information about using other elements on the report form, see [Reports](#).

Role List

Form ID: (SM651000)

This report lists the roles available in the system and shows the user accounts assigned to each role. The report can be created in summary or detailed format.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The format to be used for the report. Select one of the following options:
 - *Detailed:* Displays the list of roles with the description of each role and the total number of users with the role assigned. For each role, lists the users with the role assigned and the basic information, including email address, for each user.
 - *Summary:* Displays the list of roles with the description of each role and the total number of users who have the role assigned.

User List

Form ID: (SM650500)

This report displays the existing user accounts and their key properties. The report can be created in a summary or detailed format.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Format:** The preferred format of the report. Select one of the following options:
 - *Detailed:* Displays the complete list of user accounts with key account properties (such as first and last name and password security options). For each account, the report lists the roles assigned to the account.
 - *Summary:* Displays the complete list of user accounts with key account properties (such as first and last name and password security options).

Document Management Reports

The audit reports available in the Document Management module provide statistics on wiki articles, which may be filtered by author, time interval, and type of article content.

All reports can be generated in various formats, including PDF, and can be printed or sent by email.

For more information about reports, see [Reports](#).

Document Management Reports

The Document Management module includes the following reports, which present statistics about wiki articles:

- [Wiki Articles by Status](#) (SM652500): Lists all articles created or modified during the specified time interval.
- [Wiki Article Statistics](#) (SM652000): Shows a list of all articles created or modified by the selected user during the specified time interval.

Wiki Article Statistics

Form ID: (SM652000)

This report lists all articles created or modified by the selected user during the specified date range.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, you use the following parameters to select the information to be displayed on the report:

- **User:** The user for which you want to view statistics of article modifications; you must select a user.
- **Start Date:** The start date of the date range to be reported on; a start date must be specified.
- **End Date:** The end date of the date range; an end date must be specified.

Wiki Articles by Status

Form ID: (SM652500)

This report lists all articles of the selected wiki created by the selected user. Also, you can select articles by the status, category, and language of the article.

See below for a description of each parameter on the **Report Parameters** tab. For more information about using other elements on the report form, see [Reports](#).

Report Parameters

On the **Report Parameters** tab, use the following parameters to select the information to be displayed on the report:

- **Wiki:** The wiki from which articles should be selected; leave the box blank to view the data for all the wikis.

- **Category:** The category of articles you want to view; leave the box blank to view the data for articles of all categories.
- **Status:** The status of articles you want to view; leave the box blank to view articles with all statuses.
- **Created By:** The user who created the articles you want to view; leave the box blank to view articles created by all users.
- **Language:** The language of the articles you want to view; a language must be selected.