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# 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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

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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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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](#).

# Change Order

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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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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 Quote

---

Form ID: (PM604500)

With this form, you can display the selected quote as a ready-to-print document. You invoke this form by clicking **Actions > Print Quote** on the form toolbar of the [Project Quotes](#) (PM304500) form or by selecting a project quote on the **Quotes** tab on the [Opportunities](#) (CR304000) form and clicking **Print Quote** on the table toolbar.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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:

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

# 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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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.



# 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 of the report form. 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 of the report form. 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 of the report form. 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.

# Balance Sheet

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Form ID: (GL634000)

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 of the report form. 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:

- **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 available for selection contains all the periods defined in your system, including the closed ones.

By default, the current financial period is selected.

# Balance Sheet - Comparative

---

Form ID: (GL634500)

This report displays the company's balance sheet at 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 of the report form. 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:

- **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 available for selection contains all periods defined in the system, including closed ones.

By default, the current financial period is selected.

# Cash Flow

---

Form ID: (GL636500)

This report displays the cash flow statement of your company.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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:

- **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 selected.

- **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 selected.

# 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 the selected branch. Also, the report lists the user names of the employees who last updated each article.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.

By default, the current company is selected.

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

- **Ledger:** The ledger that 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 closed years.
- **Created By:** The user who created the 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 of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.  
By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **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 which you want to view information.
- **Last Modified By:** The user who last modified a batch for which you want to view information.
- **Include Transactions on Hold:** A check box that you select to include in the 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 submodule and listed for each submodule by the date of the batch.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.  
By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **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 which you want to view information.
- **Last Modified By:** The user who last modified a batch for which you want to view information.
- **Include Transactions on Hold:** A check box that you select to include in the 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 the submodule of origin; for each submodule, they are listed by date.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.  
By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **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 which you want to view information.
- **Last Modified By:** The user who last modified a batch for which you want to view information.
- **Include Transactions on Hold:** A check box that you select to include in the report transactions that have the *Hold* status.

# GL Recurring Transactions

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Form ID: (GL641500)

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

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.  
By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Schedule:** The schedule whose data should be displayed in the report. You can leave this box empty to view data on all schedules that meet the selection criteria.
- **Show Active Schedules Only:** A check box that indicates (if selected) that the data of only active schedules will be used in the report.

# GL Recurring Transactions Detailed

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Form ID: (GL640500)

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

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.  
By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Schedule:** The schedule whose details should be displayed in the report. You can leave this box empty to view data on all schedules that meet the selection criteria.
- **Show Active Schedules Only:** A check box that indicates (if selected) that the data of only active schedules 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 submodule 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 of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.  
By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **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 the batch for which you want to view information.
- **Last Modified By:** The user who last modified the batch for which you want to view information.
- **Include Unposted Transactions:** A check box that you select to include in the report transactions that are not posted.

# GL Register Detailed

---

Form ID: (GL621000)

This report displays the list of all batches posted to the General Ledger submodule 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 the submodule of origin; for each submodule, they are listed by date.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.  
By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **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 the batch for which you want to view information.
- **Last Modified By:** The user who last modified the batch for which you want to view information.
- **Include Unposted Transactions:** A check box that you select to include in the 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 of the report form. 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:

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

# Profit & Loss

---

Form ID: (GL635000)

This report 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.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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:

- **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 defined in the system, including the closed ones.

By default, the current financial period is selected.



# Profit & Loss - Comparative

---

Form ID: (GL635500)

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

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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:

- **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 can select a different period from the list, which contains all the periods defined in the system, including the closed ones.

By default, the current period is selected.

# Profit & Loss - Quarterly

---

Form ID: (GL636000)

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 of the report form. 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:

- **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 can select a different period from the list, which contains all the periods defined in the system, including the closed ones.

By default, the current period is selected.

# Transactions for Account

---

Form ID: (GL633500)

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

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.

By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **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 from period. The list of periods available for selection contains all the periods defined in the system, including closed ones.

By default, the financial period of the current business date is selected.
- **To Period:** The last financial period in the range of periods for which you want to view information; you must specify a period here.

By default, the financial period of the current business date is selected.
- **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. Leave these boxes blank to report on all subaccounts.

 : This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.
- **Module:** The Acumatica ERP submodule for which you want to view transactions or documents.
- **Include Foreign Currency Details:** A check box that 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 both 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 in the report the transactions that have been reclassified.

# Transactions for Period

---

Form ID: (GL633000)

This report displays the list of transactions that occurred during the period you specify. 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 of the report form. 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 the report should cover. Select a company, or leave the box blank to view data on all companies.

By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **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 the range of periods for which you want to view information. The list of periods available for selection contains all the periods defined in the system, 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.
- **From Account:** The first account number in the range for which you want to view information. Enter a from and to account to include 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 from and to account to include 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 from and to subaccount to include only a range of subaccounts in the report; leave these boxes blank to report on all subaccounts.

 : This box is available only if the *Subaccounts* feature is enabled on the [Enable/Disable Features](#) form.
- **To Subaccount:** The ending subaccount number in the range for which you want to view information. Enter a from and to subaccount to include only a range of subaccounts in the report; leave these boxes blank to report on all subaccounts.



: 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 both 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 or periods.
- **Include Reclassified Transactions:** A check box that you select to include in the report the transactions that have been reclassified.

# Trial Balance Detailed

---

Form ID: (GL632500)

This period-end report displays the balances for accounts, including subaccount details, for the selected period.

Types of accounts are listed in 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 of the report form. 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 the report should cover. You select a company or leave the box blank to view data on all companies.  
By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **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 available for selection contains all the periods defined in the system, 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 (for the beginning and ending balance, credits, and debits).

# 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 in 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 of the report form. 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 the report should cover. You select a company or leave the box blank to view data on all companies.  
By default, the current company is selected.
- **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 appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger:** The ledger to be reported on. You must select a ledger.  
By default, the actual ledger is selected.
- **Financial Period:** The financial period, which you must specify, for which you want to view information. The list of periods available for selection contains all the periods defined in the system, including the closed ones.
- **Suppress Zero Balances:** A check box that you select to remove from the report accounts that have all zero values (for the beginning and ending balance, credits, and debits).

# CA Batch Register

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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 of the report form. 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

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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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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.

# 1099-MISC Form

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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 of the report form. 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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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 into report transactions that have the **Hold** status.

# AP Edit Detailed

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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 of the report form. 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 in report transactions that have the **Hold** status.

# AP Open Documents by Vendor

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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 of the report form. 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

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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 of the report form. 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

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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

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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

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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 of the report form. 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

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Form ID: (AP656500)

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 of the report form. 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.

# 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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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](#).

# AR Aged Outstanding

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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Form ID: (AR634000)

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 of the report form. 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: (AR634100)

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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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Form ID: (AR634500)

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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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.

# Acquisitions

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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 of the report form. 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

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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 of the report form. 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 of the report form. 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 of the report form. 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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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 of the report form. 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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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.

# 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view balances for all periods. 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](#) 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view balances for all periods. 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](#) 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

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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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.

# 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.

# DE Projected Balance by Vendor

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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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.

# DE Projected Recognition by Component

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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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.
- **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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.
- **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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.
- **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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view information on all periods. 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view information on all periods. 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](#) 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view information on all periods. 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](#) 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 based on draft schedules of each type of deferrals and generated for all the company branches.

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

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which the balances will be shown; this is a required.
- **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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view balances for all periods. 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view balances for all periods. 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.

# 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.



# 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.

# 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.
- **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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.
- **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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report-Specific Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **From Period:** The period that starts the date range for the report.
- **To Period:** The period that ends the date range for the report.
- **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

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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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to run the report. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to run the report. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view information on all periods. 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to see balances. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to see balances. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view information on all periods. 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](#) 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 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 of the report form. For more information about using other elements on the report form, see [Reports](#).

## Report Parameters

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

- **Company:** The company for which you want to see balances. Select a company, or leave the box blank to view data on all companies within the tenant. By default, the current company is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Branch:** The company branch for which you want to see balances. Select a branch, or leave the box blank to view data on all branches. By default, the current branch is selected. This box appears on the report form if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) form.
- **Financial Period:** The financial period for which balances will be shown. Select a period, or leave the box blank to view information on all periods. 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](#) 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.

# Tax Details

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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.

# CM Batch Register

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Form ID: (CM620500)

This report displays all the batches released in the Currency Management module for the specified branch (if more than one branch is configured in the company) and financial period or range of periods. Batches are listed by the batch number and shown with their control totals.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 to be reported on. By default, the current company is selected.
- **Branch:** The branch to be reported on. By default, the current branch is selected.  
 : This box appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger ID:** The identifier of 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. By default, the period of the business date is used.
- **To Period:** The last financial period of the period range the report will cover. By default, the period of the business date is used.

# CM Batch Register Details

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Form ID: (CM621000)

This report displays the details of all batches released in the Currency Management module for the specified branch (if more than one branch has been configured in the company) and financial period or range of periods. Batches are listed by the batch number and are shown with their control totals.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 to be reported on. By default, the current company is selected.
- **Branch:** The branch to be reported on. By default, the current branch is selected.  
 : This box appears on the form only if the *Multi-Branch Support* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.
- **Ledger ID:** The identifier of 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. By default, the period of the business date is used.
- **To Period:** The last financial period of the period range the report will cover. By default, the period of the business date is used.



# Currency Rate History by Date

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Form ID: (CM651000)

This report shows the fluctuations of the exchange rate of the selected currency during the date range you select. Exchange rates are listed by the effective date and the rate type.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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:

- **From Date:** The start date of the date range to be used for the report; by default, the current date is filled in.
- **To Date:** The end date of the date range; by default, the box holds the current date.
- **Currency:** The currency to be reported on, by its identifier. If you leave this box empty, exchange rates for all the foreign currencies will be listed in the report.
- **Rate Type:** A rate type of exchange rates to be shown in the report. Select a rate type to review the exchange rates of the particular rate type, or leave this box blank to view information on all rate types.

# Currency Rate History by ID

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Form ID: (CM650500)

This report shows the fluctuations of the exchange rate of the selected currency during the date range you select. Exchange rates are grouped by the currency ID and rate type.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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:

- **Form Date:** The start date of the range for which data will be displayed; by default, this box contains the current date.
- **To Date:** The end date of the date range; by default, this box holds the current date.
- **Currency:** The currency to be reported on, by its ID. If you leave this box empty, exchange rates for all foreign currencies will be listed in the report.
- **Rate Type:** The rate type of exchange rates to be shown in the report. Select a rate type to review the exchange rates of the particular rate type, or leave this box blank to view information on all rate types.

# Translation Details

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Form ID: (CM651500)

This report shows the details of the translation worksheets for the selected financial period, or the details of the selected translation worksheet.



: This form is available only if the *Translation of Financial Statements* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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:

- **Financial Period:** The particular financial period for which the details of the prepared translations should be shown. If this box is empty, all the translation worksheets that have been prepared in the system will be shown in the report.
- **Translation Number:** The translation worksheet for which you want to see details. If you do not select a particular translation worksheet, the translation details for the selected financial period (if applicable) will be shown.

# Goods in Transit

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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 of the report form. 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

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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 of the report form. 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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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.

# Carrier Labels

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 items, 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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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.

# Blanket Purchase Order Details by Inventory Item

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Form ID: (PO642500)


This report displays detailed information about the open lines of blanket purchase orders that are neither closed nor canceled. This report, which is generated for a certain date range, groups data by the inventory item for which the purchase orders were created. The report also shows the open balance subtotal for each inventory item, and the total open balance for all purchase orders in the report.

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 of the report form. 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 documents with dates that occur within the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.
- **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

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Form ID: (PO642000)


This report displays the detailed information about the open lines of 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. The report also shows the open balance subtotal of each vendor, and the total open balance of all purchase orders in the report.

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 of the report form. 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 documents with dates that occur within the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.

- **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

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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. The summary information includes the open quantity and open amount of each purchase order in the report.

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 of the report form. 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 documents with dates that occur within the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.
- **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

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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 of the report form. 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

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Form ID: (PO612000)

This report displays, for a certain date range, detailed information about open 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 also shows the unbilled amount, and the unbilled total of all involved accounts.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 documents with dates falling that occur the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.
- **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 line included in the report.

# Purchase Order Details by Inventory Item

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Form ID: (PO611500)

This report displays, for a certain date range, the detailed information about the open lines of the purchase orders of the *Normal* or *Drop-Ship* type. The data in the report is grouped by inventory item. The report also shows the unbilled amount for each inventory item, and the unbilled total of all inventory items shown in the report.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 documents with dates that occur within the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.

- **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 line included in the report.



# Purchase Order Details by Vendor

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Form ID: (PO611000)

This report displays, for a certain date range, detailed information about the open lines of the purchase orders of the *Normal* or *Drop-Ship* type. The data in the report is grouped by the vendors for which the purchase orders were created. The report also shows the unbilled amount for each vendor, and the unbilled total of all vendors shown in the report.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 documents with dates that occur within the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.

- **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 line included in the report.

# Purchase Order Summary

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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 of the purchase order, reference number, order date, status, currency, vendor ID and name, ordered quantity, line total, open quantity, unbilled quantity, and unbilled amount. It also includes total values (for all purchase orders included in the report) for ordered quantity, line total, open quantity, unbilled quantity and unbilled amount.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 documents with dates that occur within the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.

- **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. Or you can leave the box blank to view a broader range of data.
- **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

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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 a particular purchase receipt, purchase return, or transfer receipt created in the Purchase Orders module. You have to select a certain type of document (purchase receipt, purchase return, or transfer receipt) to be reported on, and select a document reference number.

The selected receipt or return is displayed as it will be printed.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 document you want to view in the report. You can select one of the types —*Receipt, Return, or Transfer Receipt*
- **Receipt Nbr.:** The reference number of the document to be displayed.

# Purchase Accrual Details

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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 purchase return documents that have not been billed in full. 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; subtotals are calculated for each unique account and subaccount combination.



: The received cost and quantity are updated in the report after the purchase receipt release regardless of the release of the corresponding inventory transaction and GL batch.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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.

- **Show All:** A check box that you clear to view the data only for purchase returns and purchase receipts that have unbilled amounts. Select this check box to view all purchase receipts and purchase returns.

# Purchase Accrual Summary

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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 purchase returns that haven't been billed in full. The data in the report is grouped by the account and subaccount numbers used to accumulate the value of the purchased goods; subtotals are calculated for each unique account and subaccount combination.



: The received cost and quantity are updated in the report after the purchase receipt release regardless of the release of the corresponding inventory transaction and general ledger batch.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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.

- **Show All:** A check box that you clear to view the data only for purchase returns and purchase receipts that have unbilled amounts. Select this check box to view all purchase receipts and purchase returns.

# Purchase Receipt Allocated and Backordered

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Form ID: (PO622000)



: 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 items currently on receipts with any status. The report, which is generated for a certain date range, 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)—for each item listed on a receipt. Also, if the **Include Backordered Items Received** check box is selected on the report form, the report provides information 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 of the report form. 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 documents with dates that occur within the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.

- **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 that 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

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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 or detailed information about the billed quantities and billed amounts for the released purchase receipts and information about debit adjustments made for returns. Also, the report shows the purchase price variance amount allocated for the document.



: This report does not include purchase receipts linked to purchase orders that have the **Allow AP Bill Before Receipt** check box selected on the [Purchase Orders](#) (PO301000) form.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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. If no post period is selected, the report shows information for the documents over all financial periods.
- **Receipt Number:** The reference number of the released purchase receipt or purchase 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 or to which the goods are returned. Specify a vendor or leave the box blank to view data for all vendors.
- **Warehouse:** The warehouse from which the goods are purchased or to which the goods are returned. 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 or returned item. Specify an item or leave the box blank to view data for all items.
- **Subitem:** The subitem code for the purchased or returned 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 debit adjustments linked to returns. If this check box is cleared, the report shows only the summary information for each receipt or return line.

# Purchase Receipt Billing Summary

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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 debit adjustments linked to purchase returns. Also, the report shows the totals of receipt quantity, receipt cost, billed quantity, and billed amount for all documents in the report.



: This report does not include purchase receipts linked to purchase orders that have the **Allow AP Bill Before Receipt** check box selected on the [Purchase Orders](#) (PO301000) form.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 or to which the goods are returned. Specify a vendor or leave the box blank to view data for all vendors.
- **Warehouse:** The warehouse from which the goods are purchased or to which the goods are returned. 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 or returned item. Specify an item or leave the box blank to view data for all items.
- **Subitem:** The subitem code for the purchased or returned 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

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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 and purchase returns for the specified date range. The data in the report is grouped by the vendor for which the documents were created. The report also shows the total cost of all documents listed for each vendor, and the total cost for all vendors. All total costs are shown in the base currency.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 documents with dates that occur within the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.

- **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 Order Receipt and Billing History

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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 purchase receipts and bills for each normal or drop-ship purchase order. The report shows the order information, including the open and unbilled quantities, line total, and tax total. For each particular line of a purchase order, the report shows the related purchase receipts and bills.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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

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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 and purchase returns within the specified period.

The report shows the total quantity and total cost for each purchase receipt or purchase return included in the report. The report also includes the total quantity and total cost (calculated in the base currency) for all documents in the report.

See below for a description of each parameter on the **Report Parameters** tab of the report form. 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 documents with dates that occur within the specified date range will be included in the report. If **Start Date** and **End Date** are not specified, the report shows the information for all financial periods.

- **Vendor ID:** The vendor for which you want to view purchase receipt and purchase return information, by its ID. Select a vendor or leave the box blank to view a broader range of data.

# Item Request

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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

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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 of the report form. 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.

# Access Rights by Role

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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

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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

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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 of the report form. 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

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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 of the report form. 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).

# Wiki Article Statistics

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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 of the report form. 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

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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 of the report form. 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.