

**Microsoft®**  
**Business**  
**Solutions**



Microsoft® Business Solutions–Great Plains®  
**Sample Reports**

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# Bank Reconciliation sample reports

This section includes information about and instructions for creating the most common Bank Reconciliation reports. Samples of each report also are included.

The following reports are explained:

- [Checkbook Register Report](#)
- [Bank Transaction Posting Journal](#)
- [Reconciliation Posting Journal](#)
- [Bank Deposit Posting Journal](#)
- [Reconciliation Edit List](#)
- [Bank Transaction History Report](#)
- [Distribution Detail History Report](#)
- [Voided Receipts Removal Report](#)
- [Voided Transactions Removal Report](#)
- [Bank Deposit Worksheet](#)
- [Outstanding Transactions Report](#)

# Checkbook Register Report

---

## Report Writer name

Checkbook Register

## Report tables

CM Transaction

CM Transaction Type Setup

CM Checkbook Master

## Ranges

Checkbook ID

Description

Date

Number

Type

User-Defined 1

## Sorting options

Number

Date

User-Defined 1

## Include

Reconciled transactions

Unreconciled transactions

Voided transactions

The Checkbook Register Report displays the transactions for each payment and deposit. The number, date, type, paid-to or received-from information, reconciliation information, and origin are listed for each transaction along with the payment or deposit amount. The checkbook's current balance and user-defined information also are displayed on the report. If you choose to view the functional currency and the currency assigned to the checkbook is not the functional currency, the Current Balance field and heading will not print.

## Printing Instructions

To print the Checkbook Register Report for an individual checkbook:

1. Choose Inquiry >> Financial >> Checkbook Register to open the Checkbook Register Inquiry window.
2. Enter or select a checkbook ID.
3. Choose File >> Print.

To print the Checkbook Register Report for multiple checkbooks:

1. Choose Reports >> Financial >> Checkbook to open the Checkbook Reports window.
2. Select Checkbook Register from the Reports list and choose New to open the Checkbook Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can choose to include reconciled, unreconciled, and voided transactions on the report.
4. Choose Destination. Select a printing destination and choose OK. The Checkbook Report Options window will be redisplayed.
5. Choose Print.

You can print the Checkbook Register Report from either the Checkbook Reports window or the Checkbook Report Options window. You also can save the report option and print later.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Checkbook Register Report

System: 5/21/2008 1:26:08 PM  
 User Date: 5/20/2008

Fabrikam, Inc.  
 CHECKBOOK REGISTER REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Ranges: From: Petty CASH To: Petty CASH  
 Description: Petty Cash-Uptown Trust Petty Cash-Uptown Trust  
 User-Defined 1  
 Sorted By: Number  
 Include Trx: Reconciled, Unreconciled, Voided  
 \* Voided transaction ^ Cleared amount is different than posted amount

| Checkbook ID                       | Description          | User-Defined 1                   | Current Balance                   |
|------------------------------------|----------------------|----------------------------------|-----------------------------------|
| Number                             | Date                 | Type Paid To/Rcvd From           | Reconciled Origin Payment Deposit |
| PETTY CASH Petty Cash-Uptown Trust |                      |                                  | (\$100,683.49)                    |
| 00000000000000000001               | 1/31/2009            | DEP                              | No CMDEP00000005 \$119.54         |
| * 00000000000000000001             | 2/8/2011             | CHK Associated Insurance Inc.    | Yes PMCHK00000002 \$50.25         |
| 00000000000000000002               | 2/8/2011             | CHK Associated Insurance Inc.    | No PMCHK00000003 \$141.84         |
| 00000000000000000003               | 2/12/2011            | CHK Advanced Tech Satellite Syst | No PMCHK00000004 \$90.25          |
| 00000000000000000004               | 2/16/2011            | CHK Central Communications LTD   | No PMCHK00000005 \$93.55          |
| 00000000000000000005               | 1/5/2011             | CHK Advanced Office Systems      | No PMCHK00000006 \$103.79         |
| 00000000000000000006               | 2/22/2011            | CHK American Science Museum      | No PMCHK00000007 \$271.62         |
| 00000000000000000007               | 2/4/2011             | CHK Greenway Foods               | No PMCHK00000008 \$607.60         |
| 00000000000000000008               | 2/25/2011            | CHK Magnificent Office Images    | No PMCHK00000009 \$1,262.50       |
| 00000000000000000009               | 3/5/2011             | CHK Crawfords, Inc.              | No PMCHK00000010 \$1,255.26       |
| 00000000000000000010               | 2/28/2011            | CHK Comtel-Page Inc.             | No PMCHK00000011 \$698.45         |
| 00000000000000000011               | 3/2/2011             | CHK American Electrical Contract | No PMCHK00000012 \$1,858.00       |
| 00000000000000000012               | 3/4/2011             | CHK Castle Inn Resort            | No PMCHK00000013 \$12,065.30      |
| 00000000000000000013               | 3/17/2011            | CHK Crawfords, Inc.              | No PMCHK00000014 \$6,927.46       |
| 00000000000000000014               | 3/14/2011            | CHK Crawfords, Inc.              | No PMCHK00000015 \$3,064.76       |
| 00000000000000000015               | 3/15/2011            | CHK Crawfords, Inc.              | No PMCHK00000016 \$1,255.26       |
| 00000000000000000016               | 3/12/2011            | CHK Contoso, Ltd.                | No PMCHK00000017 \$64,925.00      |
| 00000000000000000017               | 3/16/2011            | CHK American Science Museum      | No PMCHK00000018 \$1,063.55       |
| 00000000000000000018               | 8/3/2011             | CHK Advanced Office Systems      | No PMCHK00000027 \$313.06         |
| 00000000000000000019               | 4/14/2011            | CHK Crawfords, Inc.              | No PMCHK00000028 \$142.30         |
| 00000000000000000020               | 4/9/2011             | CHK Advanced Office Systems      | No PMCHK00000029 \$28.46          |
| 00000000000000000021               | 4/11/2011            | CHK Advanced Office Systems      | No PMCHK00000030 \$142.30         |
| 00000000000000000022               | 4/13/2011            | CHK Advanced Office Systems      | No PMCHK00000031 \$284.60         |
| 00000000000000000023               | 4/22/2011            | CHK Crawfords, Inc.              | No PMCHK00000032 \$28.46          |
| 00000000000000000024               | 4/16/2011            | CHK Advanced Office Systems      | No PMCHK00000033 \$85.38          |
| 00000000000000000025               | 4/17/2011            | CHK Advanced Office Systems      | No PMCHK00000034 \$28.46          |
| 00000000000000000026               | 4/18/2011            | CHK Advanced Office Systems      | No PMCHK00000035 \$56.92          |
| 00000000000000000027               | 4/19/2011            | CHK Advanced Office Systems      | No PMCHK00000036 \$15.00          |
| 00000000000000000028               | 4/30/2011            | CHK Crawfords, Inc.              | No PMCHK00000037 \$90.25          |
| 00000000000000000029               | 4/25/2011            | CHK Advanced Office Systems      | No PMCHK00000038 \$180.50         |
| 00000000000000000030               | 4/26/2011            | CHK Advanced Office Systems      | No PMCHK00000039 \$90.25          |
| 00000000000000000031               | 4/29/2011            | CHK Super Foods Plus             | No PMCHK00000040 \$1,329.92       |
| 00000000000000000032               | 4/30/2011            | CHK Super Foods Plus             | No PMCHK00000041 \$1,329.92       |
| 00000000000000000033               | 4/12/2011            | CHK Sinclair State University    | No PMCHK00000042 \$1,173.06       |
| IAJ000000009                       | 1/15/2009            | IAJ                              | No CMTRX00000001 \$25.00          |
| 35                                 | Transaction(s)       |                                  |                                   |
| 35                                 | Total Transaction(s) |                                  |                                   |

# Bank Transaction Posting Journal

---

## Report Writer name

Bank Transaction Posting  
Journal

## Report tables

CM Journal  
CM Transaction  
CM Receipt  
CM Distribution  
Account Master  
CM Transaction Type Setup

## Ranges

Audit Trail Code  
Posting Date

## Sorting option

Audit Trail Code

The Bank Transaction Posting Journal shows detailed information about posted transactions, including the checkbook that was updated, the transaction type, number, transaction and posting dates, transaction amount, paid-to or received-from information, description, and General Ledger distributions. Voided transactions are marked with an asterisk (\*). The Bank Transaction Posting Journal also indicates if a transaction hasn't been posted because of an error.

The Bank Transaction Posting Journal will be printed automatically when you close the Bank Transaction Entry window after posting a document. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.

You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.

The Bank Transaction Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

To reprint a Bank Transaction Posting Journal:

1. Choose Reports >> Financial >> Bank Posting Journals to open the Financial Posting Journals window.
2. Select Bank Transaction Journal from the Reports list and choose New to open the Financial Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Financial Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Bank Transaction Posting Journal

System: 6/22/00 7:03:17 PM  
 User Date: 6/22/00

Fabrikam, Inc.  
 BANK TRANSACTION POSTING JOURNAL - REPRINT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Audit Trail Code: CMTRX00000001  
 \* Voided transactions

| Checkbook ID   | Type                      | Number       | Date        | Posting Date | Amount      |
|--|---------------------------|--------------|-------------|--------------|-------------|
| -----  |                           |              |             |              |             |
| Uptown Trust   | Increase Adjustment       | IAJ000000017 | 1/30/99     | 1/30/99      | \$488.54    |
| -----  |                           |              |             |              |             |
| Account Number   | Account Description       |              | Debit       | Credit       |             |
| 000-1100-00  | Cash - Operating Account  |              | \$488.54    | \$0.00       |             |
| 000-7040-00  | Miscellaneous Income      |              | \$0.00      | \$488.54     |             |
| -----  |                           |              |             |              |             |
| Uptown Trust   | Decrease Adjustment       | DAJ000000003 | 1/30/99     | 1/30/99      | \$37,000.00 |
| -----  |                           |              |             |              |             |
| Account Number   | Account Description       |              | Debit       | Credit       |             |
| 000-1100-00  | Cash - Operating Account  |              | \$0.00      | \$37,000.00  |             |
| 999-9999-99  | Transfer Suspense Account |              | \$37,000.00 | \$0.00       |             |
| -----  |                           |              |             |              |             |
| Uptown Trust   | Decrease Adjustment       | DAJ000000012 | 1/30/99     | 1/30/99      | \$2,120.00  |
| -----  |                           |              |             |              |             |
| Account Number   | Account Description       |              | Debit       | Credit       |             |
| 000-1100-00  | Cash - Operating Account  |              | \$0.00      | \$2,120.00   |             |
| 999-9999-99  | Transfer Suspense Account |              | \$2,120.00  | \$0.00       |             |
| -----  |                           |              |             |              |             |
| Uptown Trust   | Decrease Adjustment       | DAJ000000016 | 1/30/99     | 1/30/99      | \$161.20    |
| -----  |                           |              |             |              |             |
| Account Number   | Account Description       |              | Debit       | Credit       |             |
| 000-1100-00  | Cash - Operating Account  |              | \$0.00      | \$161.20     |             |
| 000-6780-00  | Miscellaneous Expense     |              | \$161.20    | \$0.00       |             |
| -----  |                           |              |             |              |             |
| Uptown Trust   | Decrease Adjustment       | DAJ000000018 | 1/30/99     | 1/30/99      | \$1,118.99  |
| -----  |                           |              |             |              |             |
| Account Number   | Account Description       |              | Debit       | Credit       |             |
| 000-1100-00  | Cash - Operating Account  |              | \$0.00      | \$1,118.99   |             |
| 000-2410-00  | Freight Payable           |              | \$579.98    | \$0.00       |             |
| 000-2420-00  | Brokerage Fees Payable    |              | \$326.87    | \$0.00       |             |
| 000-2430-00  | Miscellaneous Payable     |              | \$212.14    | \$0.00       |             |
| -----  |                           |              |             |              |             |
|  |                           |              | \$1,118.99  | \$1,118.99   |             |
| -----  |                           |              |             |              |             |
| System: 6/22/00 7:03:17 PM Fabrikam, Inc. Page: 2                                  |                           |              |             |              |             |
| User Date: 6/22/00 BANK TRANSACTION POSTING JOURNAL - REPRINT User ID: LESSONUSER1 |                           |              |             |              |             |
| Bank Reconciliation  |                           |              |             |              |             |
| FLEX BENEFITS  | Increase Adjustment       | IAJ000000013 | 1/30/99     | 1/30/99      | \$2,120.00  |
| -----  |                           |              |             |              |             |
| Account Number   | Account Description       |              | Debit       | Credit       |             |
| 000-1110-00  | Cash - Payroll            |              | \$76,800.00 | \$0.00       |             |
| 999-9999-99  | Transfer Suspense Account |              | \$0.00      | \$76,800.00  |             |
| -----  |                           |              |             |              |             |
| PAYROLL  | Increase Adjustment       | IAJ000000004 | 1/30/99     | 1/30/99      | \$37,000.00 |
| -----  |                           |              |             |              |             |
| Account Number   | Account Description       |              | Debit       | Credit       |             |
| 000-1110-00  | Cash - Payroll            |              | \$37,000.00 | \$0.00       |             |
| 999-9999-99  | Transfer Suspense Account |              | \$0.00      | \$37,000.00  |             |
| -----  |                           |              |             |              |             |
| PETTY CASH   | Increase Adjustment       | IAJ000000009 | 1/15/99     | 1/15/99      | \$25.00     |
| -----  |                           |              |             |              |             |
| Account Number   | Account Description       |              | Debit       | Credit       |             |
| 000-1130-00  | Petty Cash                |              | \$25.00     | \$0.00       |             |
| 999-9999-99  | Transfer Suspense Account |              | \$0.00      | \$25.00      |             |
| -----  |                           |              |             |              |             |
|  |                           |              | \$25.00     | \$25.00      |             |
| -----  |                           |              |             |              |             |

Total Transactions: 8

# Reconciliation Posting Journal

---

**Report Writer name**

Reconcile Journal

**Report tables**

CM Reconcile Header  
CM Checkbook Master

**Range**

Audit Trail Code

**Sorting option**

Audit Trail Code

The Reconciliation Posting Journal shows detailed information about balances as of the last reconciliation, including statement ending balance, outstanding check amount, deposits in transit amount, adjusted bank balance, checkbook balance, adjustments, and the adjusted book balance. The Reconciliation Posting Journal also indicates if a transaction hasn't been posted because of an error.

The Reconciliation Posting Journal will be printed automatically when you close the Reconcile Bank Statements window after reconciling a statement. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.

You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.

The Reconciliation Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

To reprint the Reconciliation Posting Journal:

1. Choose Reports >> Financial >> Bank Posting Journals to open the Financial Posting Journals window.
2. Select Reconciliation Journal from the Reports list and choose New to open the Financial Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Financial Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Reconciliation Posting Journal

---

System: 5/10/02 12:15:16 PM  
User Date: 5/10/02

Fabrikam, Inc.  
RECONCILIATION POSTING JOURNAL  
Bank Reconciliation

Page: 1  
User ID: LESSONUSER1

Audit Trail Code: CMADJ00000002  
Checkbook ID: PAYROLL  
Description: Payroll-Lakes Bank

Bank Statement Ending Balance: \$76,935.65  
Bank Statement Ending Date: 4/2/02  
Cutoff Date: 4/2/02

|                                |              |
|--------------------------------|--------------|
| Statement Ending Balance       | \$76,935.65  |
| Outstanding Checks (-)         | \$2,765.54   |
| Deposits in Transit (+)        | \$54,068.13  |
|                                | -----        |
| Adjusted Bank Balance          | \$128,238.24 |
|                                | -----        |
| Checkbook Balance as of Cutoff | \$128,248.24 |
| Adjustments                    | (\$10.00)    |
|                                | -----        |
| Adjusted Book Balance          | \$128,238.24 |
|                                | -----        |
| Difference                     | \$0.00       |
|                                | =====        |

# Bank Deposit Posting Journal

---

## Report Writer name

Bank Deposit Posting Journal  
- Reprint

## Report tables

CM Journal  
CM Receipt  
CM Transaction  
CM Transaction Type Setup

## Range

Audit Trail Code

## Sorting option

Audit Trail Code

The Checkbook Posting Journal shows detailed information about the transactions entered in another module that updated Bank Reconciliation when posted. The checkbook ID, payment type, number, date, amount, who the payment was made to or received from, and the transaction description are displayed for each transaction. The Checkbook Posting Journal also indicates if a transaction hasn't been posted because of an error. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.

You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.

The Checkbook Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

To reprint a Checkbook Posting Journal:

1. Choose Reports >> Financial >> Bank Posting Journals to open the Financial Posting Journals window.
2. Select Checkbook Journal from the Reports list and choose New to open the Financial Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Financial Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Checkbook Posting Journal

System: 6/22/00 7:13:46 PM  
 User Date: 6/22/00

Fabrikam, Inc.  
 BANK DEPOSIT POSTING JOURNAL - REPRINT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Audit Trail Code: CMDEP00000002

\* Voided deposits

| Checkbook ID                | Type          | Number   | Description               | Deposit Date     | Deposit Amount |
|-----------------------------|---------------|----------|---------------------------|------------------|----------------|
| Uptown Trust                | With Receipts | 20005    | RMFIRST deposit           | 1/31/99          | \$17,567.11    |
| -----                       |               |          |                           |                  |                |
| Receipt Type                | Date          | Number   | Received From             | Checkbook Amount |                |
| Check                       | 1/31/99       | 38222    | Associated Insurance Inc. | \$6,847.75       |                |
| Check                       | 1/31/99       | 9228     | Advanced Office Systems   | \$10,719.36      |                |
| Totals:                     |               |          |                           |                  |                |
| ----- Number of -----       |               |          | ----- Amount -----        |                  |                |
| Checks                      | Credit Cards  | Currency | Total                     | Checks           | Credit Cards   |
| 2                           | 0             | 0        | 2                         | \$17,567.11      | \$0.00         |
| Total Receipts: 2           |               |          |                           | Currency         | Coin           |
| Deposit Amount: \$17,567.11 |               |          |                           | \$0.00           | \$0.00         |
| Total Deposits: 1           |               |          |                           | Total            |                |
|                             |               |          |                           | \$17,567.11      |                |

# Reconciliation Edit List

---

## Report Writer name

Reconcile Journal

## Report tables

CM Reconcile Header

CM Checkbook Master

The Reconciliation Edit List displays the balances for the statement ending balance, outstanding check amount, deposits in transit amount, adjusted bank balance, checkbook balance, adjustments, and the adjusted book balance. This report also shows any difference between the adjusted bank balance and adjusted book balance. If this difference is not zero, you can't complete the reconciliation.

To print the Reconciliation Edit List before reconciling, choose File >> Print in the Select Bank Transactions window. In the Print Reconciliation Reports window, mark Reconciliation Edit List and choose OK.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Reconciliation Edit List

---

System: 1/31/99 12:07:41 PM  
User Date: 1/31/99

Fabrikam, Inc.  
RECONCILIATION EDIT LIST  
Bank Reconciliation

Page: 1  
User ID: LESSONUSER1

Audit Trail Code:  
Checkbook ID: PAYROLL  
Description: Payroll - Lakes Bank

Bank Statement Ending Balance: \$76,935.65  
Bank Statement Ending Date: 2/2/99  
Cutoff Date: 2/2/99

|                                |              |
|--------------------------------|--------------|
| Statement Ending Balance       | \$76,935.65  |
| Outstanding Checks (-)         | \$2,765.54   |
| Deposits in Transit (+)        | \$54,068.13  |
|                                | -----        |
| Adjusted Bank Balance          | \$128,238.24 |
|                                | -----        |
| Checkbook Balance as of Cutoff | \$128,248.24 |
| Adjustments                    | (\$10.00)    |
|                                | -----        |
| Adjusted Book Balance          | \$128,238.24 |
|                                | -----        |
| Difference                     | \$0.00       |
|                                | =====        |

# Bank Transaction History Report

---

## Report Writer name

Bank Transaction History  
Report

## Report tables

CM Journal  
CM Transaction  
CM Transaction Type Setup

## Ranges

Number  
Audit Trail Code  
Checkbook ID  
Type

## Sorting options

Number  
Date

The Bank Transaction History Report shows detailed information for reconciled transactions. The checkbook ID, type, number, date, posting date, amount, paid-to or received-from information, description, and audit trail code information are listed for each transaction.

## Printing Instructions

1. Choose Reports >> Financial >> Bank History to open the Financial History Reports window.
2. Select Bank Transaction History from the Reports list and choose New to open the Financial History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Financial History Report Options window will be redisplayed.
5. Choose Print.

You can print the Bank Transaction History Report from either the Financial History Reports window or the Financial History Report Options window. You also can save the report option and print later.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Bank Transaction History Report

System: 5/21/2012 1:44:43 PM  
 User Date: 5/20/2012

Fabrikam, Inc.  
 BANK TRANSACTION HISTORY REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Number First Last  
 Audit Trail Code First Last  
 Checkbook ID PETTY CASH PETTY CASH  
 Type First Last

Sorted By: Number  
 \* Voided transaction  
 Checkbook ID Type

| Number  | Date     | Posting Date | Cleared Amount | Trx Amount |
|---|----------|--------------|----------------|------------|
| 00000000000000000001  | 2/8/2011 | 2/8/2011     | \$0.00         | \$50.25    |
| Description: Associated Insurance Inc.<br>Audit Trail Code: PMCHK00000002<br>1 Transaction(s) |          |              |                |            |

# Distribution Detail History Report

---

## Report Writer name

Distribution Detail History  
Report

## Report tables

CM Distribution  
CM Journal  
CM Transaction Type Setup  
Account Master

## Ranges

Number  
Audit Trail Code  
Checkbook ID  
Posting Date  
Type  
Account Number  
Segment ID

## Sorting option

Account Number

The Distribution Detail History Report displays account distribution information for transactions that have been entered and posted in Bank Reconciliation. This report shows the transaction type, number, posting date, checkbook ID, audit trail code, and debit or credit amount posted to each account in the selected range.

## Printing Instructions

1. Choose Reports >> Financial >> Bank History to open the Financial History Reports window.
2. Select Bank Distribution History from the Reports list and choose New to open the Financial History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. Be sure to mark the Detailed option.
4. Choose Destination. Select a printing destination and choose OK. The Financial History Report Options window will be redisplayed.
5. Choose Print.

You can print the Distribution Detail History Report from either the Financial History Reports window or the Financial History Report Options window. You also can save the report option and print later.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Distribution Detail History Report

System: 8/10/99 11:40:41 AM  
 User Date: 8/10/99

Fabrikam, Inc.  
 DISTRIBUTION DETAIL HISTORY REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER2

|                  |              |              |              |       |      |
|------------------|--------------|--------------|--------------|-------|------|
| Ranges:          | From:        | To:          |              | From: | To:  |
| Number           | First        | Last         | Type         | First | Last |
| Audit Trail Code | First        | Last         | Posting Date | First | Last |
| Checkbook ID     | Uptown Trust | Uptown Trust |              |       |      |
| Account Number   | From: - -    |              |              |       |      |
|                  | To: - -      |              |              |       |      |

Sorted By: Account Number  
 \* Voided transaction

| Account Number | Description               |              |              |                  | Debit       | Credit      |
|----------------|---------------------------|--------------|--------------|------------------|-------------|-------------|
| Type           | Number                    | Posting Date | Checkbook ID | Audit Trail Code |             |             |
| 000-1100-00    | Cash - Operating Account  |              |              |                  |             |             |
| DAJ            | DAJ000000003              | 1/30/99      | Uptown Trust | CMTRX00000001    |             | \$37,000.00 |
| DAJ            | DAJ000000012              | 1/30/99      | Uptown Trust | CMTRX00000001    |             | \$2,120.00  |
| DAJ            | DAJ000000016              | 1/30/99      | Uptown Trust | CMTRX00000001    |             | \$161.20    |
| DAJ            | DAJ000000018              | 1/30/99      | Uptown Trust | CMTRX00000001    |             | \$1,118.99  |
| IAJ            | IAJ000000017              | 1/30/99      | Uptown Trust | CMTRX00000001    | \$488.54    | \$0.00      |
| Totals:        |                           |              |              |                  | \$488.54    | \$40,400.19 |
| 000-2410-00    | Freight Payable           |              |              |                  |             |             |
| DAJ            | DAJ000000018              | 1/30/99      | Uptown Trust | CMTRX00000001    | \$579.98    | \$0.00      |
| Totals:        |                           |              |              |                  | \$579.98    | \$0.00      |
| 000-2420-00    | Brokerage Fees Payable    |              |              |                  |             |             |
| DAJ            | DAJ000000018              | 1/30/99      | Uptown Trust | CMTRX00000001    | \$326.87    | \$0.00      |
| Totals:        |                           |              |              |                  | \$326.87    | \$0.00      |
| 000-2430-00    | Miscellaneous Payable     |              |              |                  |             |             |
| DAJ            | DAJ000000018              | 1/30/99      | Uptown Trust | CMTRX00000001    | \$212.14    | \$0.00      |
| Totals:        |                           |              |              |                  | \$212.14    | \$0.00      |
| 000-6780-00    | Miscellaneous Expense     |              |              |                  |             |             |
| DAJ            | DAJ000000016              | 1/30/99      | Uptown Trust | CMTRX00000001    | \$161.20    | \$0.00      |
| Totals:        |                           |              |              |                  | \$161.20    | \$0.00      |
| 000-7040-00    | Miscellaneous Income      |              |              |                  |             |             |
| IAJ            | IAJ000000017              | 1/30/99      | Uptown Trust | CMTRX00000001    |             | \$488.54    |
| Totals:        |                           |              |              |                  | \$0.00      | \$488.54    |
| 999-9999-99    | Transfer Suspense Account |              |              |                  |             |             |
| DAJ            | DAJ000000003              | 1/30/99      | Uptown Trust | CMTRX00000001    | \$37,000.00 | \$0.00      |
| DAJ            | DAJ000000012              | 1/30/99      | Uptown Trust | CMTRX00000001    | \$2,120.00  | \$0.00      |
| Totals:        |                           |              |              |                  | \$39,120.00 | \$0.00      |
| Report Totals: |                           |              |              |                  | \$40,888.73 | \$40,888.73 |

# Voided Receipts Removal Report

---

## Report Writer name

Voided Receipts Removal  
Report

## Report tables

CM Receipt  
CM Journal  
CM Distribution Duplicate  
Account Master

## Ranges

Checkbook ID  
Voided Receipt Number

The Voided Receipts Removal Report shows historical receipts that were removed if you chose to remove voided receipts from history. The checkbook ID, type, number, date, amount, account number, posting date, audit trail code, and whether the amount was debited or credited are displayed for each voided receipt.

Before printing the Voided Receipts Removal Report or removing history, back up your company data.

## Printing Instructions

To print the Voided Receipts Removal Report before removing history:

1. Choose Tools >> Utilities >> Financial >> Remove Bank History to open the Remove Bank History window.
2. Mark the Print Report Only option, select Voided Receipts as the history type and select a range of transactions.
3. Choose Process.
4. Select a printing destination and choose OK.

After reviewing the report, you can remove history. Mark the Remove History option and select a range, then choose Process. The Voided Receipts Removal Report prints when the removal is complete. This report should be kept with your permanent records.

Once you've removed history, you won't be able to print bank history reports or reprint posting journals for the transactions you've removed.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Voided Receipts Removal Report

System: 8/10/99 1:58:53 PM  
 User Date: 8/11/99

Fabrikam, Inc.  
 VOIDED RECEIPTS REMOVAL REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Checkbook ID                      From:                      To:  
   Uptown Trust                PETTY CASH  
 Voided Receipt Number        First                      Last

| Checkbook ID   | Type          | Number       | Date             | Amount   |          |
|----------------|---------------|--------------|------------------|----------|----------|
| Account Number |               | Posting Date | Audit Trail Code | Debit    | Credit   |
| PETTY CASH     | Check Receipt | RCT000000020 | 8/11/99          |          | \$100.50 |
| 000-1130-00    |               | 8/11/99      | CMTRX00000004    | \$100.50 | \$0.00   |
| 000-7040-00    |               | 8/11/99      | CMTRX00000004    | \$0.00   | \$100.50 |
| 000-1130-00    |               | 8/11/99      | CMTRX00000005    | \$0.00   | \$100.50 |
| 000-7040-00    |               | 8/11/99      | CMTRX00000005    | \$100.50 | \$0.00   |
|                |               |              |                  | -----    | -----    |
|                |               |              |                  | \$201.00 | \$201.00 |

1 Receipts(s)

# Voided Transactions Removal Report

---

## Report Writer name

Voided Transactions Removal  
Report

## Report tables

CM Transaction  
CM Journal  
CM Transaction Type Setup  
CM Distribution Duplicate  
Account Master

## Ranges

Checkbook ID  
Reconcile Audit Trail Code  
Statement Ending Date

The Voided Transactions Removal Report shows historical transactions that were removed if you chose to remove voided transactions from history. The checkbook ID, type, number, date, amount, account number, posting date, audit trail code, and whether the amount was debited or credited are displayed for each voided transaction.

Before printing the Voided Transaction Removal Report or removing history, back up your company data.

## Printing Instructions

To print the Voided Transactions Removal Report before removing history:

1. Choose Tools >> Utilities >> Financial >> Remove Bank History to open the Remove Bank History window.
2. Mark Voided Transactions as the history type, mark the Print Report Only option, and select a range of transactions.
3. Choose Process.
4. Select a printing destination and choose OK.

After reviewing the report, you can remove history. Mark the Remove History option and select a range, then choose Process. The Voided Transactions Removal Report prints when the removal is complete. This report should be kept with your permanent records.

Once you've removed history, you won't be able to print bank history reports or reprint posting journals for the transactions you've removed.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Voided Transactions Removal Report

System: 8/10/99 1:54:15 PM  
 User Date: 8/11/99

Fabrikam, Inc.  
 VOIDED TRANSACTIONS REMOVAL REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Checkbook ID                      From:                      To:  
     Uptown Trust                   Uptown Trust                PETTY CASH  
 Voided Transaction Number      First                      Last

| Checkbook ID   | Type    | Number               | Date             | Amount   |             |
|----------------|---------|----------------------|------------------|----------|-------------|
| Account Number |         | Posting Date         | Audit Trail Code | Debit    | Credit      |
| Uptown Trust   | Deposit | 20005                | 1/31/99          |          | \$17,567.11 |
|                |         |                      | CMDEP00000002    |          |             |
| PETTY CASH     | Check   | 00000000000000000001 | 8/10/99          |          | \$75.00     |
| 000-1130-00    |         | 8/10/99              | CMTRX00000002    | \$0.00   | \$75.00     |
| 000-7040-00    |         | 8/10/99              | CMTRX00000002    | \$75.00  | \$0.00      |
| 000-1130-00    |         | 8/10/99              | CMTRX00000003    | \$75.00  | \$0.00      |
| 000-7040-00    |         | 8/10/99              | CMTRX00000003    | \$0.00   | \$75.00     |
|                |         |                      |                  | -----    | -----       |
|                |         |                      |                  | \$150.00 | \$150.00    |

2 Transaction(s)

# Bank Deposit Worksheet

---

## Report Writer name

Bank Deposit Worksheet

## Report tables

CM Deposit Work

CM Checkbook Master

Account Master

Company Location Master

Bank Master

CM Receipt

The Bank Deposit Worksheet lists the receipts assigned to a deposit. The report includes the receipt type, date, number, whom the receipt was received from, amount, and totals information as entered or displayed in the Deposit Totals window.

To print this report, choose File >> Print while working in the Bank Deposit Entry window.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Bank Deposit Worksheet

System: 6/22/00 7:32:40 PM  
 User Date: 6/22/00

Fabrikam, Inc.  
 BANK DEPOSIT WORKSHEET  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Checkbook ID: Uptown Trust  
 Description: Computer-Uptown Trust  
 Bank Account Number: 07200360604

Deposit Number: 20009  
 Deposit Description:  
 Deposit Date: 6/22/00  
 Deposit Type: Deposit With Receipts

| Receipt Type    | Date         | Number            | Received From         | Checkbook     | Amount       |
|-----------------|--------------|-------------------|-----------------------|---------------|--------------|
| Cash            | 2/15/99      | PYMNT000000000023 | Aaron Fitz Electrical |               | \$117.65     |
| <b>Totals:</b>  |              |                   |                       |               |              |
|                 |              | <b>Number of</b>  |                       | <b>Amount</b> |              |
| Checks          | Credit Cards | Currency          | Total                 | Checks        | Credit Cards |
| 0               | 0            | 1                 | 1                     | \$0.00        | \$0.00       |
| Deposit Amount: |              | \$117.65          |                       | Currency      | Coin         |
|                 |              |                   |                       | \$117.00      | \$0.65       |
|                 |              |                   |                       | Total         |              |
|                 |              |                   |                       | \$117.65      |              |

# Outstanding Transactions Report

---

## Report Writer name

Outstanding Transactions  
Report

## Report tables

CM Unreconciled TEMP  
CM Transaction Type Setup  
CM Reconcile Header

The Outstanding Transactions Report displays the transactions not marked as cleared in the Select Bank Transactions window. The transaction type, number, date, paid-to or received-from information, and transaction amounts are displayed for each outstanding transaction.

To print the Outstanding Transactions Report before reconciling, choose File >> Print in the Select Bank Transactions window. In the Print Reconciliation Reports window, mark Outstanding Transactions Report and choose OK.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation (Help >> Printable Manuals).

# Outstanding Transactions Report

---

System: 8/10/99 12:08:56 PM  
 User Date: 8/10/99

Fabrikam, Inc.  
 OUTSTANDING TRANSACTIONS REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Checkbook ID: PAYROLL  
 Description: Payroll-Lakes Bank  
 Sorted By: Type

| Type | Number               | Date    | Paid To/Rcvd From | Trx Amount  |
|------|----------------------|---------|-------------------|-------------|
| DEP  | 00000000000000000001 | 2/2/99  |                   | \$54,068.13 |
| CHK  | 10045                | 1/31/99 | Payroll Check     | (\$660.80)  |
| CHK  | 10046                | 1/31/99 | Payroll Check     | (\$818.53)  |
| CHK  | 10050                | 1/31/99 | Payroll Check     | (\$755.30)  |
| CHK  | 10053                | 1/31/99 | Payroll Check     | (\$530.91)  |

5 Transaction(s)

Totals:  
 Number of Payments 4  
 Amount of Payments \$2,765.54  
 Number of Deposits 1  
 Amount of Deposits \$54,068.13



# Bill of Materials sample reports

This document includes information about and instructions for creating the most common Bill of Materials reports. Samples of each report also are included.

The following reports are explained:

- [Assembly Analysis](#)
- [Assembly History Removal Report](#)
- [Assembly Lot Number History](#)
- [Assembly Posting Journal](#)
- [Assembly Serial Number History](#)
- [Component Where Used Report](#)
- [Document Inquiry Report](#)
- [Gross Requirements](#)
- [Indented Bill of Materials](#)

# Assembly Analysis

---

## Report Writer names

BM Assembly Analysis  
Detailed Report  
BM Assembly Analysis  
Detailed Report by Bill  
Number  
BM Assembly Analysis Report  
BM Assembly Analysis Report  
by Bill Number

## Report tables

Assembly Transaction History  
Assembly Component History  
Assembly Report Header  
Temp

## Ranges

Bill Number  
Document Date  
Document Number  
Site ID

## Sorting options

Document Number  
Document Date  
Bill Number  
Site ID

The Assembly Analysis report includes posted assembly items and can be used to analyze items that have been produced. The item is produced when the assembly transaction is posted. You can choose the following options for printing:

- Print in detail or in summary.
- If printing in detail, select how many component levels to include on the report.

## Printing Instructions

1. Choose Reports >> Inventory >> Analysis to open the Inventory Analysis Reports window.
2. Select Assembly Analysis from the Reports list and choose New to open the Inventory Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Assembly Analysis report from either the Inventory Analysis Reports window or the Inventory Analysis Report Options window. You also can save the report option and print later.

For more information about printing Bill of Materials reports, refer to the Bill of Materials documentation.

# Assembly Analysis

System: 5/21/2007 4:21:06 PM  
 User Date: 5/21/2007

Fabrikam, Inc.  
 ASSEMBLY ANALYSIS  
 Bill of Materials

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Bill Number First Last  
 Document Date First Last  
 Document Number ASM000000000000001 ASM000000000000007  
 Site ID WAREHOUSE WAREHOUSE

Sorted By: Document Number  
 Number of Levels: 10  
 Print: Detail

| Document Number              | Document Date | Batch ID     | Bill Number    | Description                    | Ext. Actual Cost   | Ext. Standard Cost | Cost Variance |
|------------------------------|---------------|--------------|----------------|--------------------------------|--------------------|--------------------|---------------|
| ASM000000000000001           | 5/5/2007      | LESSON USER1 | PHON-RCV-0002  | Receiver-Hands Free Single Ear |                    |                    |               |
| 5/5/2007                     | 0/0/0000      | WAREHOUSE    | Each           | 30                             | \$1,256.40         | \$0.00             | \$1,256.40    |
| Component Item               |               | U of M       | Stock Quantity | Assemble Quantity              | Ext. Standard Qty  | Quantity Variance  |               |
| Description                  |               |              |                | Ext. Actual Cost               | Ext. Standard Cost | Cost Variance      |               |
| - ACCS-CRD-12WH              |               | Each         | 30             | 0                              | 30                 | 0                  |               |
| Phone Cord - 12' White       |               |              |                | \$98.70                        | \$0.00             | \$98.70            |               |
| - ACCS-HDS-1EAR              |               | Each         | 30             | 0                              | 30                 | 0                  |               |
| Headset-Single Ear           |               |              |                | \$1,157.70                     | \$0.00             | \$1,157.70         |               |
| ASM000000000000003           | 3/16/2007     | LESSON USER1 | PHON-FGD-0001  | Phones-Hands Free Dual Ear     |                    |                    |               |
| 3/16/2007                    | 0/0/0000      | WAREHOUSE    | Each           | 25                             | \$1,430.50         | \$0.00             | \$1,430.50    |
| Component Item               |               | U of M       | Stock Quantity | Assemble Quantity              | Ext. Standard Qty  | Quantity Variance  |               |
| Description                  |               |              |                | Ext. Actual Cost               | Ext. Standard Cost | Cost Variance      |               |
| - PHON-RCV-0001              |               | Each         | 25             | 0                              | 25                 | 0                  |               |
| Receiver-Hands Free Dual Ear |               |              |                | \$1,131.75                     | \$0.00             | \$1,131.75         |               |
| - PHON-BAS-0001              |               | Each         | 25             | 0                              | 25                 | 0                  |               |
| Phone Base                   |               |              |                | \$298.75                       | \$0.00             | \$298.75           |               |
| ASM000000000000007           | 2/14/2007     | LESSON USER1 | HDWR-SBD-0001  | Switchboard                    |                    |                    |               |
| 2/14/2007                    | 0/0/0000      | WAREHOUSE    | Each           | 3                              | \$44,404.36        | \$0.00             | \$44,404.36   |
| Component Item               |               | U of M       | Stock Quantity | Assemble Quantity              | Ext. Standard Qty  | Quantity Variance  |               |
| Description                  |               |              |                | Ext. Actual Cost               | Ext. Standard Cost | Cost Variance      |               |
| - HDWR-FGC-0001              |               | Each         | 3              | 0                              | 3                  | 0                  |               |
| Data Card Assembly           |               |              |                | \$227.97                       | \$0.00             | \$227.97           |               |
| - HDWR-CAB-0001              |               | Each         | 3              | 0                              | 3                  | 0                  |               |
| Central Cabinet              |               |              |                | \$20,765.64                    | \$0.00             | \$20,765.64        |               |
| - HDWR-SWM-0100              |               | Each         | 3              | 0                              | 3                  | 0                  |               |
| Switching Module (<100)      |               |              |                | \$23,340.75                    | \$0.00             | \$23,340.75        |               |
| - ASMB-LBR-0001              |               | Hour         | 2.00           | 0.00                           | 2.00               | 0.00               |               |
| Labor, Parts Assembly        |               |              |                | \$70.00                        | \$0.00             | \$70.00            |               |

Total Documents: 3

# Assembly History Removal Report

---

## Report Writer name

BM Assembly History  
Removal

## Report tables

Assembly Transaction History  
Assembly Component History

## Ranges

Document Number  
Document Date  
Bill Number  
Site ID  
Audit Trial Code

The Assembly History Removal Report displays the historical assembly transactions that have been removed. This report lists the assembly number, site, bill number, audit trail code, assembled quantity, and all components used for the assembly. Removing history makes room for new information to be stored.



*Before printing this report or removing assembly history, make a backup of the company's Inventory folder.*

You can print an Assembly History Removal Report without removing history. Choose Tools >> Utilities >> Inventory >> Remove Assembly History to open the Remove Assembly History window. Select Transaction, enter a range of transactions, mark only the Print Report option, and choose OK.

After reviewing the report, you can remove assembly history. In the Remove Assembly History window, select Transaction and enter a range of transactions to remove. Mark the Remove History and Print Report options and choose Process. The report will be printed when the removal is complete. This report should be kept with your permanent records.

Once you've removed assembly history, you will not be able to reprint posting journals for transactions that have been removed. These transactions also will not be included on Serial/Lot History reports or the Assembly Analysis report.

For more information about printing Bill of Materials reports, refer to the Bill of Materials documentation.

# Assembly History Removal Report

System: 4/24/2007 2:43:54 PM  
 User Date: 4/24/2007

Fabrikam, Inc.  
 ASSEMBLY HISTORY REMOVAL REPORT  
 Bill of Materials

Page: 1  
 User ID: LessonUser1

Ranges: From: To: From: To:  
 Document Number ASM000000000000001 ASM000000000000007 Site ID First Last  
 Document Date First Last Audit Trail Code First Last  
 Bill Number First Last

Sorted By: Document Number

| Document Number              | Document Date    | Posting Date | Bill Number       | Description                    |                |
|------------------------------|------------------|--------------|-------------------|--------------------------------|----------------|
| Batch ID                     | Audit Trail Code | Site ID      | U Of M            | Assemble Qty                   |                |
| ASM000000000000001           | 5/5/2006         | 5/5/2006     | PHON-RCV-0002     | Receiver-Hands Free Single Ear |                |
| LESSON USER1                 | BMASM000000001   | WAREHOUSE    | Each              | 30                             |                |
| Component Item               |                  | U of M       | Standard Quantity | Assemble Quantity              | Stock Quantity |
| Description                  |                  |              |                   |                                |                |
| - ACCS-CRD-12WH              |                  | Each         | 30                | 0                              | 30             |
| Phone Cord - 12' White       |                  |              |                   |                                |                |
| - ACCS-HDS-1EAR              |                  | Each         | 30                | 0                              | 30             |
| Headset-Single Ear           |                  |              |                   |                                |                |
| ASM000000000000003           | 6/16/2006        | 6/16/2006    | PHON-FGD-0001     | Phones-Hands Free Dual Ear     |                |
| LESSON USER1                 | BMASM000000001   | WAREHOUSE    | Each              | 25                             |                |
| Component Item               |                  | U of M       | Standard Quantity | Assemble Quantity              | Stock Quantity |
| Description                  |                  |              |                   |                                |                |
| - PHON-RCV-0001              |                  | Each         | 25                | 0                              | 25             |
| Receiver-Hands Free Dual Ear |                  |              |                   |                                |                |
| - PHON-BAS-0001              |                  | Each         | 25                | 0                              | 25             |
| Phone Base                   |                  |              |                   |                                |                |
| ASM000000000000007           | 8/14/2006        | 8/14/2006    | HDWR-SBD-0001     | Switchboard                    |                |
| LESSON USER1                 | BMASM000000001   | WAREHOUSE    | Each              | 3                              |                |
| Component Item               |                  | U of M       | Standard Quantity | Assemble Quantity              | Stock Quantity |
| Description                  |                  |              |                   |                                |                |
| - HDWR-FGC-0001              |                  | Each         | 3                 | 0                              | 3              |
| Data Card Assembly           |                  |              |                   |                                |                |
| - HDWR-CAB-0001              |                  | Each         | 3                 | 0                              | 3              |
| Central Cabinet              |                  |              |                   |                                |                |
| - HDWR-SWM-0100              |                  | Each         | 3                 | 0                              | 3              |
| Switching Module (<100)      |                  |              |                   |                                |                |
| - ASMB-LBR-0001              |                  | Hour         | 2.00              | 0.00                           | 2.00           |
| Labor, Parts Assembly        |                  |              |                   |                                |                |

Total Documents: 3

# Assembly Lot Number History

---

## Report Writer name

BM Assembly Lot Number  
History Report

The Assembly Lot Number History report lists the lot numbers used during the assembly process. This report provides an audit trail to trace specific lot numbers used or assembled for a transaction.

## Report tables

Assembly Serial Lot Report  
Header Temp  
Item Master

## Ranges

Lot Number  
Item Number  
Document Date  
Document Number  
Site ID

## Sorting option

Item Number

## Printing Instructions

1. Choose Reports >> Inventory >> History to open the Inventory History Reports window.
2. Select Assembly Lot Number History from the Reports list and choose New to open the Inventory History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory History Report Options window will be redisplayed.
5. Choose Print.

You can print the Assembly Lot Number History report from either the Inventory History Reports window or the Inventory History Report Options window. You also can save the report option and print later.

For more information about printing Bill of Materials reports, refer to the Bill of Materials documentation.



# Assembly Posting Journal

---

## Report Writer names

BM Assembly Posting Journal  
BM Assembly Posting Journal  
Reprint

## Report tables

Posting Definitions Master  
Assembly Transaction  
Assembly Component  
Assembly Posting Journal  
Temp  
Assembly Serial Lot  
Assembly Batch History  
Assembly Transaction History  
Assembly Component History  
Assembly Posting Journal  
Temp  
Assembly Serial Lot History

## Ranges

Audit Trail Code  
Batch ID  
Posting Date

## Sorting option

Audit Trail Code

The Assembly Posting Journal shows detailed information about posted assembly transactions, including posting accounts, costs, and item information. This report also indicates if a transaction hasn't been posted because of an error. The Assembly Posting Journal will be printed automatically when you close the Assembly Entry window after posting. This report is part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. For more information, refer to your System Setup Instructions (Help >> Contents >> select Setting up the system).



*You can print the posting journal to a file as well as to the printer, in case of a printer error. The contents of this file can be printed at any time.*

Posting journals printed for individually posted transactions are generally the same as posting journals printed for batch transactions. However, the reports for individually posted transactions contain information only for the transactions that were entered and posted since the Assembly Entry window was last opened.

You can reprint the Assembly Posting Journal at any time, as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

To reprint an Assembly Posting Journal:

1. Choose Reports >> Inventory >> Posting Journals to open the Reprint Inventory Journals window.
2. Select Assembly Posting Journal from the Reports list and choose New to open the Reprint Inventory Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Mark the Assembly Journal option. Ranges and sorting options are available only for reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Reprint Inventory Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Bill of Materials reports, refer to the Bill of Materials documentation.



# Assembly Serial Number History

---

## Report Writer name

BM Assembly Serial Number  
History Report

## Report tables

Assembly Serial Lot Report  
Header Temp  
Item Master

## Ranges

Serial Number  
Item Number  
Document Date  
Document Number  
Site ID

## Sorting option

Item Number

The Assembly Serial Number History report lists the serial numbers used during the assembly process. This report provides an audit trail to trace specific serial numbers used or assembled for a transaction.

## Printing Instructions

1. Choose Reports >> Inventory >> History to open the Inventory History Reports window.
2. Select Assembly Serial Number History from the Reports list and choose New to open the Inventory History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory History Report Options window will be redisplayed.
5. Choose Print.

You can print the Assembly Serial Number History report from either the Inventory History Reports window or the Inventory History Report Options window. You also can save the report option and print later.

For more information about printing Bill of Materials reports, refer to the Bill of Materials documentation.

# Assembly Serial Number History

System: 5/21/2007 4:39:49 PM  
 User Date: 5/21/2007

Fabrikam, Inc.  
 ASSEMBLY SERIAL NUMBER HISTORY  
 Bill of Materials

Page: 1  
 User ID: LessonUser1

|                 |               |               |               |       |      |
|-----------------|---------------|---------------|---------------|-------|------|
| Ranges:         | From:         | To:           | Document Date | From: | To:  |
| Serial Number   | First         | Last          | Site ID       | First | Last |
| Item Number     | HDWR-ACC-0100 | WIRE-MCD-0001 |               | First | Last |
| Document Number | First         | Last          |               |       |      |

Sorted By: Item Number/Serial Number/Document Number

| Item Number      | Description           | Document Number | Document Date | Site ID    | Type     |
|------------------|-----------------------|-----------------|---------------|------------|----------|
| -----            |                       |                 |               |            |          |
| Serial Number    | Description           | Document Number | Document Date | Site ID    | Type     |
| -----            |                       |                 |               |            |          |
| Used to Assemble | Description           |                 |               | Linked To  |          |
| -----            |                       |                 |               |            |          |
| HDWR-FGC-0001    | Data Card Assembly    |                 |               |            |          |
| 4978174          | ASM000000000000007    |                 | 4/14/2006     | WAREHOUSE  | Stock    |
| HDWR-SBD-0001    | Switchboard           |                 |               | Not Linked |          |
| 4978175          | ASM000000000000007    |                 | 4/14/2006     | WAREHOUSE  | Stock    |
| HDWR-SBD-0001    | Switchboard           |                 |               | Not Linked |          |
| 4978176          | ASM000000000000007    |                 | 4/14/2006     | WAREHOUSE  | Stock    |
| HDWR-SBD-0001    | Switchboard           |                 |               | Not Linked |          |
| 4978177          | ASM000000000000008    |                 | 4/20/2006     | WAREHOUSE  | Stock    |
| HDWR-SBD-0001    | Switchboard           |                 |               | Not Linked |          |
| 4978178          | ASM000000000000008    |                 | 4/20/2006     | WAREHOUSE  | Assemble |
| HDWR-SBD-0001    | Switchboard           |                 |               | Not Linked |          |
| RESR-COM-68KM    | Resistor-68KM Revised |                 |               |            |          |
| 13471            | ASM000000000000008    |                 | 4/20/2006     | WAREHOUSE  | Stock    |
| HDWR-FGC-0001    | Data Card Assembly    |                 |               | 4978178    |          |

Total Serial Numbers: 6

# Component Where Used Report

---

## Report Writer name

BM Component Where-Used  
Report

## Report table

Bill of Materials Component  
Where Used Report Temp

## Ranges

Component Item  
Bill Number

## Sorting option

Component Item

The Component Where Used Report is sorted by component and lists all existing bills that contain the component. Within each component, the bills are sorted by bill number, then by bill status. This report lists the unit of measure, status, design quantity, scrap percentage, effective date, and obsolete dates of the component for each bill. You can include bills and components with Active, Pending, or Obsolete statuses.

## Printing Instructions

1. Choose Reports >> Inventory >> Setup to open the Inventory Setup Reports window.
2. Select Component Where Used from the Reports list and choose New to open the Inventory Setup Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Component Where Used Report from either the Inventory Setup Reports window or the Inventory Setup Report Options window. You also can save the report option and print later.

For more information about printing Bill of Materials reports, refer to the Bill of Materials documentation.

# Component Where Used Report

System: 4/12/2007 4:15:46 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 COMPONENT WHERE USED REPORT  
 Bill of Materials

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Component Item ACCS-RST-DXBK HDWR-CAB-0001  
 Bill Number First Last

Sorted By: Component Item/Bill Number/Status  
 Bill Status: Active, Pending, Obsolete  
 Component Status: Active, Pending, Obsolete

| Component Item                            | Description      |   |               |               | Status          |                   |
|---|------------------|---|---------------|---------------|-----------------|-------------------|
| Bill Number                               | Bill Description |   |               |               | Status          |                   |
| Component Status                          | Component U of M | Effective Date  | Obsolete Date | Scrap Percent | Design Quantity | Standard Quantity |
| ACCS-RST-DXBK<br>PHAN-PHN-0001<br>Active  | Each             | Shoulder Rest-Deluxe Black<br>Standard Phone Package  |               | 0.00%         | 1               | 1                 |
| PHAN-PHN-0001<br>Pending                  | Each             | Standard Phone Package                                |               | 0.00%         | 1               | 1                 |
| ANSW-ATT-1000<br>VMSY-FG2-0001<br>Active  | Each             | Attractive Answering System 1000<br>Voice Mail System |               | 0.00%         | 1               | 1                 |
| VMSY-FG2-0001<br>Pending                  | Each             | Voice Mail System                                     |               | 0.00%         | 1               | 1                 |
| ASMB-LBR-0001<br>HDWR-SBD-0001<br>Active  | Hour             | Labor, Parts Assembly<br>Switchboard                  |               | 0.00%         | 2.00            | 2.00              |
| FAXX-RIC-060E<br>PHAN-FAX-0001<br>Pending | Each             | Richelieu Fax 60E<br>Fax Machine Package              |               | 0.00%         | 1               | 1                 |
| PHAN-FAX-0001<br>Obsolete                 | Each             | Fax Machine Package                                   |               | 0.00%         | 1               | 1                 |
| HDWR-CAB-0001<br>HDWR-SBD-0001<br>Active  | Each             | Central Cabinet<br>Switchboard                        |               | 0.00%         | 1               | 1                 |
| HDWR-SBD-0001<br>Pending                  | Each             | Switchboard   |               | 0.00%         | 1               | 1                 |
| HDWR-SBD-0001<br>Obsolete                 | Each             | Switchboard   |               | 0.00%         | 1               | 1                 |
| <b>Total Components:</b>                  |                  | <b>5</b>  |               |               |                 |                   |

# Document Inquiry Report

---

## Report Writer names

BM Document Inquiry Work  
BM Document Inquiry Work  
by Bill  
BM Document Inquiry Hist  
BM Document Inquiry Hist by  
Bill

## Report tables

Assembly Transaction  
Assembly Component  
Assembly Transaction History  
Assembly Component History

## Ranges

Document Number  
Document Date  
Bill Number

The Document Inquiry Report lists the assembly document number, bill number, status, site ID, and assembly quantity for a range of assembly documents, dates, or bill numbers.

## Printing Instructions

To print the Document Inquiry Report:

1. Choose Inquiry >> Inventory >> Assembly Documents to open the Assembly Document Inquiry window.
2. Select a range of documents to print.
3. Mark to display either Unposted or History documents.
4. Choose File >> Print to print the report containing the information selected in the window.

For more information about printing Bill of Materials reports, refer to the Bill of Materials documentation.

# Document Inquiry Report

System: 4/12/2004 4:43:11 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 DOCUMENT INQUIRY REPORT  
 Bill of Materials

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Document Number First Last  
 Bill Number First Last  
 Document Date First Last

Sorted By: Document Number Include: Unposted

| Document Number                                  | Bill Number   | Doc. Date                 | U of M            | Assemble Quantity |
|--|---------------|---------------------------|-------------------|-------------------|
| Bill Description                                 | Status        | Site ID                   | Batch ID          |                   |
| ASM00000000000012<br>Desktop Fax System          | FAXX-FG3-0001 | 2/15/2007<br>Released     | Each<br>WAREHOUSE | ASSEMBLY 1<br>1   |
| ASM00000000000013<br>Phone-Hands Free Single Ear | PHON-FGS-0002 | 2/28/2007<br>Released     | Each<br>WAREHOUSE | ASSEMBLY 1<br>1   |
| ASM00000000000014<br>Data Card Assembly          | HDWR-FGC-0001 | 4/12/2007<br>Not Released | Each<br>WAREHOUSE | ASSEMBLY 1<br>1   |
| ASM00000000000015<br>Phone System 1              | PSYS-FG1-0001 | 4/12/2007<br>Not Released | Each<br>WAREHOUSE | ASSEMBLY 1<br>1   |

Total Documents: 4

# Gross Requirements

---

## Report Writer names

BM Gross Requirements  
Report By Item Number  
BM Gross Requirements  
Report By Site ID

## Report tables

Assembly Report Gross  
Requirements Temp  
Assembly Report Component  
Temp

## Ranges

Component Item  
Site ID  
Document Date

## Sorting options

Component Item  
Site ID

The Gross Requirements report displays components and the standard quantities for selected transactions. Only transactions with a status of Not Released will be included. The standard quantities are compared to the quantities available in inventory and any shortages are shown. Use this report to make purchasing decisions for the components in your inventory.

## Printing Instructions

1. Choose Reports >> Inventory >> Analysis to open the Inventory Analysis Reports window.
2. Select Gross Requirements from the Reports list and choose New to open the Inventory Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can include all components or just components with shortages.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Gross Requirements report from either the Inventory Analysis Reports window or the Inventory Analysis Report Options window. You also can save the report option and print later.

For more information about printing Bill of Materials reports, refer to the Bill of Materials documentation.

# Gross Requirements

System: 4/20/2007 4:27:13 PM  
 User Date: 4/20/2007

Fabrikam, Inc.  
 GROSS REQUIREMENTS  
 Bill of Materials

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Component Item CAP100 TRAN-STR-N394  
 Site ID First Last  
 Document Date First Last

Sorted By: Component Item/Site ID Print: All

^ Default Site

| Component Item | Description                 | Site ID   | Document Number   | Document Date | Start Date | U of M | Quantity Required | Quantity Available | Shortage |
|----------------|-----------------------------|-----------|-------------------|---------------|------------|--------|-------------------|--------------------|----------|
| HDWR-CAB-0001  | Central Cabinet             | WAREHOUSE | ASM00000000000015 | 4/12/2007     | 4/12/2007  | Each   | 1                 | (1)                | 2        |
|                |                             |           |                   |               |            |        |                   | Site Shortage:     | 2        |
|                |                             |           |                   |               |            |        |                   | Item Shortage:     | 2        |
| HDWR-FGC-0001  | Data Card Assembly          | WAREHOUSE | ASM00000000000015 | 4/12/2007     | 4/12/2007  | Each   | 1                 | 0                  | 1        |
|                |                             |           |                   |               |            |        |                   | Site Shortage:     | 1        |
|                |                             |           |                   |               |            |        |                   | Item Shortage:     | 1        |
| HDWR-SWM-0100  | Switching Module (<100)     | WAREHOUSE | ASM00000000000015 | 4/12/2007     | 4/12/2007  | Each   | 1                 | 1                  | 0        |
|                |                             |           |                   |               |            |        |                   | Site Shortage:     | 0        |
|                |                             |           |                   |               |            |        |                   | Item Shortage:     | 0        |
| ITCT-CIR-CD85  | Integrated Circuit, PCD85-1 | WAREHOUSE | ASM00000000000014 | 4/12/2007     | 4/12/2007  | Each   | 2                 | 36                 | 0        |
|                |                             |           |                   |               |            |        |                   | Site Shortage:     | 0        |
|                |                             |           |                   |               |            |        |                   | Item Shortage:     | 0        |
| PHON-FGD-0001  | Phones-Hands Free Dual Ear  | WAREHOUSE | ASM00000000000015 | 4/12/2007     | 4/12/2007  | Each   | 3                 | 23                 | 0        |
|                |                             |           |                   |               |            |        |                   | Site Shortage:     | 0        |
|                |                             |           |                   |               |            |        |                   | Item Shortage:     | 0        |
| RESR-COM-68KM  | Resistor-68KM Revised       | WAREHOUSE | ASM00000000000014 | 4/12/2007     | 4/12/2007  | Each   | 1                 | 12                 | 0        |
|                |                             |           |                   |               |            |        |                   | Site Shortage:     | 0        |
|                |                             |           |                   |               |            |        |                   | Item Shortage:     | 0        |
| RMTL-CAP-10MF  | Capacitor, .10mF            | WAREHOUSE | ASM00000000000014 | 4/12/2007     | 4/12/2007  | Each   | 1                 | 42                 | 0        |
|                |                             |           |                   |               |            |        |                   | Site Shortage:     | 0        |
|                |                             |           |                   |               |            |        |                   | Item Shortage:     | 0        |
| TRAN-STR-N394  | Transistor, 2N394           | WAREHOUSE | ASM00000000000014 | 4/12/2007     | 4/12/2007  | Each   | 1                 | 36                 | 0        |
|                |                             |           |                   |               |            |        |                   | Site Shortage:     | 0        |
|                |                             |           |                   |               |            |        |                   | Item Shortage:     | 0        |

Total Items: 8

# Indented Bill of Materials

---

## Report Writer name

BM Bill of Materials

## Report tables

Bill of Materials Report  
Header Temp  
Bill of Materials Report Detail  
Temp  
Record Notes Master

## Range

Bill Number

## Sorting option

Bill Number

The Indented Bill of Materials report lists all of the subassemblies and components needed to produce the finished product, down to the tenth level. This report gives the unit of measure, status, cost type, design quantity, effective date, and obsolete date for each component. You can include the following:

- Bills and components with Active, Pending, or Obsolete statuses
- Items types of Misc Charges, Services, or Flat Fees
- Notes attached to bills and components
- Standard or current cost
- Number of levels of components
- Subassemblies by Active Only Subassemblies or Comparison Date

## Printing Instructions

To print from the View Indented Bill window:

1. Choose Inquiry >> Inventory >> View Indented Bill to open the View Indented Bill window.
2. Select the bill to print and choose File >> Print.

To print from the Inventory Setup Reports window:

1. Choose Reports >> Inventory >> Setup to open the Inventory Setup Reports window.
2. Select Indented Bill of Materials from the Reports list and choose New to open the Inventory Setup Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Indented Bill of Materials report from either the Inventory Setup Reports window or the Inventory Setup Reports Options window. You also can save the report option and print later.

For more information about printing Bill of Materials reports, refer to the Bill of Materials documentation.

# Indented Bill of Materials

System: 4/21/2007 2:58:42 PM  
 User Date: 4/21/2007

Fabrikam, Inc.  
 INDENTED BILL OF MATERIALS  
 Bill of Materials

Page: 1  
 User ID: LessonUser1

Ranges: From: FAXX-FG3-0001  
 Bill Number

To: FAXX-FG3-0001

Sorted By: Bill Number/Status  
 Bill Status: Active  
 Component Status: Active, Pending, Obsolete  
 Number of Levels: 10

Include Components: Misc Charges, Services, Flat Fee  
 Notes: Bill, Component  
 Print:  
 Select Subassemblies By: Active Only

| Bill Number                 | Description        | Status   | Stock Method | Effective  | Obsolete  |
|-----------------------------|--------------------|----------|--------------|------------|-----------|
| Component Item              | U of M             | Status   | Cost Type    | Effective  | Obsolete  |
| Component Item Description  | Design             | Quantity | Scrap        | Standard   | Quantity  |
| FAXX-FG3-0001               | Desktop Fax System | Active   | Build        | 1/1/2007   | 7/31/2007 |
| - HDWR-FGC-0001             | Each               | Active   | Per Unit     | 11/15/2006 | 11/1/2007 |
| Data Card Assembly          |                    |          | 1            | 0.00%      | 1         |
| -- ITCT-CIR-CD85            | Each               | Active   | Per Unit     |            |           |
| Integrated Circuit, PCD85-1 |                    |          | 2            | 0.00%      | 2         |
| -- TRAN-STR-N394            | Each               | Active   | Per Unit     |            |           |
| Transistor, 2N394           |                    |          | 1            | 0.00%      | 1         |
| -- RMTL-CAP-10MF            | Each               | Active   | Per Unit     |            |           |
| Capacitor, .10mF            |                    |          | 1            | 0.00%      | 1         |
| -- RESR-COM-68KM            | Each               | Active   | Per Unit     |            |           |
| Resistor-68KM Revised       |                    |          | 1            | 0.00%      | 1         |
| - PHAN-FAX-0001             | Each               | Active   | Per Unit     | 6/30/2006  | 4/31/2007 |
| Fax Machine Package         |                    |          | 1            | 0.00%      | 1         |
| -- SPLN-TWO-0002            | Quarter            | Active   | Per Unit     |            |           |
| Service Plans - Equipment   |                    |          | 4.00         | 0.00%      | 4.00      |
| -- FAXX-RIC-060E            | Each               | Pending  | Per Unit     |            |           |
| Richelieu Fax 60E           |                    |          | 1            | 0.00%      | 1         |
| - WIRE-SCD-0001             | Foot               | Active   | Per Unit     |            |           |
| Single conductor wire       |                    |          | 60.50        | 2.00%      | 61.74     |
| - INST-TWO-0001             | Hour               | Active   | Per Unit     |            |           |
| Installation                |                    |          | 8.00         | 0.00%      | 8.00      |
| - HDWR-PRO-4862             | Each               | Obsolete | Per Unit     |            |           |
| Pro processor 4S            |                    |          | 1            | 0.00%      | 1         |
| - HDWR-PNL-0001             | Each               | Active   | Per Unit     |            |           |
| Control Panel               |                    |          | 1            | 0.00%      | 1         |
| Total Bills:                |                    | 1        |              |            |           |



# General Ledger sample reports

This section includes information about and instructions for creating the most common General Ledger reports. Samples of each report also are included.

The following reports are explained:

- [\*Detail Inquiry Report\*](#)
- [\*Budget vs Actual Inquiry Report\*](#)
- [\*Accounts List\*](#)
- [\*Category List\*](#)
- [\*Budget List\*](#)
- [\*Cross-Reference Report by Journal Entry\*](#)
- [\*Detailed Trial Balance\*](#)
- [\*Quick Trial Balance Summary\*](#)
- [\*Reconcile Report\*](#)
- [\*General Posting Journal\*](#)
- [\*Account Category List\*](#)
- [\*Clearing Entry Edit List\*](#)
- [\*Profit and Loss Statement\*](#)
- [\*Transaction History\*](#)
- [\*Account History\*](#)
- [\*Year-End Closing Report\*](#)

# Detail Inquiry Report

---

## Report Writer name

GL Detail Inquiry

## Report tables

Year-to-Date Transaction  
Open  
Account Master

## Ranges

Date  
Source Document  
Currency ID

The Detail Inquiry Report shows the same information displayed in the Detail Inquiry window for a selected account. This report shows the transaction date, journal entry number, reference, audit trail code, and debit or credit amount for each transaction posted to the account. Voided transactions will be marked with an asterisk (\*).

## Printing Instructions

1. Choose Inquiry >> Financial >> Detail to open the Detail Inquiry window.
2. Select an account, an open year, and any additional restrictions.
3. Choose File >> Print.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Detail Inquiry Report

System: 5/13/2012 10:03:15 AM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 DETAIL INQUIRY REPORT FOR 2011  
 General Ledger

Page: 1  
 User ID: LESSONUSER2

Account: 000-1130-00

Petty Cash

Ranges: From: To:  
 Date First Last  
 Source Document First Last  
 Currency ID First Last

To:  
 Last  
 Last  
 Last

Sorted By: Transaction Date

Account Balance: (\$101,003.03)

| Trx Date  | Jrnl No. | Source Doc | Audit Code    | Reference           | Currency ID | Debit   | Credit      |
|-----------|----------|------------|---------------|---------------------|-------------|---------|-------------|
| 2/4/2011  | 847      | PMCHK      | GLTRX00000055 | Computer Checks     | Z-US\$      |         | \$607.60    |
| 2/8/2011  | 827      | PMCHK      | GLTRX00000055 | Computer Checks     | Z-US\$      |         | \$50.25     |
| 2/8/2011  | *828     | PMVPY      | GLTRX00000056 | Void Historical Trx | Z-US\$      | \$50.25 |             |
| 2/8/2011  | 832      | PMCHK      | GLTRX00000055 | Computer Checks     | Z-US\$      |         | \$141.84    |
| 2/12/2011 | 835      | PMCHK      | GLTRX00000055 | Computer Checks     | Z-US\$      |         | \$90.25     |
| 2/16/2011 | 838      | PMCHK      | GLTRX00000055 | Computer Checks     | Z-US\$      |         | \$93.55     |
| 2/20/2011 | 841      | PMCHK      | GLTRX00000055 | Computer Checks     | Z-US\$      |         | \$103.79    |
| 2/22/2011 | 844      | PMCHK      | GLTRX00000055 | Computer Checks     | Z-US\$      |         | \$271.62    |
| 2/25/2011 | 850      | PMCHK      | GLTRX00000055 | Computer Checks     | Z-US\$      |         | \$1,262.50  |
| 2/28/2011 | 856      | PMCHK      | GLTRX00000062 | Computer Checks     | Z-US\$      |         | \$698.45    |
| 3/2/2011  | 859      | PMCHK      | GLTRX00000062 | Computer Checks     | Z-US\$      |         | \$1,858.00  |
| 3/4/2011  | 862      | PMCHK      | GLTRX00000062 | Computer Checks     | Z-US\$      |         | \$12,065.30 |
| 3/5/2011  | 853      | PMCHK      | GLTRX00000059 | Computer Checks     | Z-US\$      |         | \$1,255.26  |
| 3/12/2011 | 874      | PMCHK      | GLTRX00000069 | Computer Checks     | Z-US\$      |         | \$64,925.00 |
| 3/14/2011 | 868      | PMCHK      | GLTRX00000069 | Computer Checks     | Z-US\$      |         | \$3,064.76  |
| 3/15/2011 | 871      | PMCHK      | GLTRX00000069 | Computer Checks     | Z-US\$      |         | \$1,255.26  |
| 3/16/2011 | 877      | PMCHK      | GLTRX00000069 | Computer Checks     | Z-US\$      |         | \$1,063.55  |
| 3/17/2011 | 865      | PMCHK      | GLTRX00000069 | Computer Checks     | Z-US\$      |         | \$6,927.46  |
| 4/3/2011  | 903      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$313.06    |
| 4/9/2011  | 909      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$28.46     |
| 4/11/2011 | 912      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$142.30    |
| 4/12/2011 | 950      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$1,173.06  |
| 4/13/2011 | 915      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$284.60    |
| 4/14/2011 | 906      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$142.30    |
| 4/16/2011 | 921      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$85.38     |
| 4/17/2011 | 924      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$28.46     |
| 4/18/2011 | 927      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$56.92     |
| 4/19/2011 | 930      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$15.00     |
| 4/22/2011 | 918      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$28.46     |
| 4/25/2011 | 938      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$180.50    |
| 4/26/2011 | 941      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$90.25     |
| 4/29/2011 | 944      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$1,329.92  |
| 4/30/2011 | 935      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$90.25     |
| 4/30/2011 | 947      | PMCHK      | GLTRX00000104 | Computer Checks     | Z-US\$      |         | \$1,329.92  |

Totals: \$50.25 \$101,053.28

Total Transactions: 34

# Budget vs Actual Inquiry Report

---

**Report Writer name**

Budget vs Actual Inquiry

**Report table**

Budget Actual Report  
Temporary

**Display**

Period Balances  
Net Change

The Budget vs Actual Inquiry Report shows the same information displayed in the Budget vs Actual Inquiry window for a selected account. This report lists the actual account balance, the budget amount, and the variance for each period.

**Printing Instructions**

1. Choose Inquiry >> Financial >> Budget vs. Actual to open the Budget vs Actual Inquiry window.
2. Select an account, a budget ID, and any additional restrictions.
3. Choose File >> Print.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Budget vs Actual Inquiry Report

System: 5/13/2012 10:04:36 AM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 BUDGET VS ACTUAL INQUIRY REPORT  
 General Ledger

Page: 1  
 User ID: LESSONUSER2

Account: 000-1100-00 Cash - Operating Account  
 Budget ID: BUDGET3 budget 3  
 Year: 2009  
 Display: Net Change

| Period            | Actual       | Budget         | Variance         | Variance Percent |
|-------------------|--------------|----------------|------------------|------------------|
| Beginning Balance | \$338,562.25 | \$338,562.00   | \$0.25           | 0.00%            |
| Period 1          | \$241,957.41 | \$18,242.33    | \$223,715.08     | 1226.35%         |
| Period 2          | \$117.65     | \$43,984.00    | (\$43,866.35)    | (99.73)%         |
| Period 3          | \$0.00       | \$249,556.67   | (\$249,556.67)   | (100.00)%        |
| Period 4          | \$0.00       | \$190,520.00   | (\$190,520.00)   | (100.00)%        |
| Period 5          | \$28,000.00  | \$167,511.67   | (\$139,511.67)   | (83.29)%         |
| Period 6          | \$0.00       | \$175,018.33   | (\$175,018.33)   | (100.00)%        |
| Period 7          | \$0.00       | \$238,130.00   | (\$238,130.00)   | (100.00)%        |
| Period 8          | \$0.00       | \$461,421.67   | (\$461,421.67)   | (100.00)%        |
| Period 9          | \$0.00       | \$450,714.00   | (\$450,714.00)   | (100.00)%        |
| Period 10         | \$0.00       | \$273,721.00   | (\$273,721.00)   | (100.00)%        |
| Period 11         | \$0.00       | \$342,559.00   | (\$342,559.00)   | (100.00)%        |
| Period 12         | \$0.00       | \$361,620.00   | (\$361,620.00)   | (100.00)%        |
|                   | -----        | -----          | -----            | -----            |
|                   | \$608,637.31 | \$3,311,560.67 | (\$2,702,923.36) | (81.62)%         |
|                   | =====        | =====          | =====            | =====            |

# Accounts List

---

## Report Writer name

Accounts

## Report tables

Account Master

Account Category Master

## Ranges

Segment ID

Account description

## Sorting options

Segment ID

Account Description

## Include

Inactive Accounts

The Accounts List shows all posting, unit, fixed, and variable allocation accounts in the chart of accounts. You can print the Accounts List whenever you want to review all the accounts you've set up in Great Plains.

## Printing Instructions

1. Choose Reports >> Financial >> Account to open the Chart of Accounts Report window.
2. Select All Accounts from the Reports list and choose New to open the Chart of Accounts Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You also can include inactive accounts in the report.
4. Choose Destination. Select a printing destination and choose OK. The Chart of Accounts Report Options window will be redisplayed.
5. Choose Print.

You can print the Accounts List from either the Chart of Accounts Report window or the Chart of Accounts Report Options window. You also can save the report option and print later.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Accounts List

System: 5/13/2012 10:07:21 AM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 ACCOUNTS LIST  
 General Ledger

Page: 1  
 User ID: LESSONUSER2

Ranges: From: To:  
 Account -1100- -1140-  
 Account Description Cash - Operating Account Petty Cash  
 Sorted By: Segment1  
 Account Description Alias  
 Account Entry

| Category        | Description                   | Active | Account Type    | Posting Type   | Typical Balance |
|-----------------|-------------------------------|--------|-----------------|----------------|-----------------|
| User-Defined 1  | User-Defined 2                |        | User-Defined 3  | User-Defined 4 |                 |
| 000-1100-00     | Cash - Operating Account      | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        | \$OA            | Yes            |                 |
| 000-1101-00     | Cash in Bank - Canada         | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        |                 | Yes            |                 |
| 000-1102-00     | Cash in Bank - Australia      | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        |                 | Yes            |                 |
| 000-1103-00     | Cash in Bank - New Zealand    | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        |                 | Yes            |                 |
| 000-1104-00     | Cash in Bank - Germany        | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        |                 | Yes            |                 |
| 000-1105-00     | Cash in Bank - United Kingdom | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        |                 | Yes            |                 |
| 000-1106-00     | Cash in Bank - South Africa   | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        |                 | Yes            |                 |
| 000-1107-00     | Cash in Bank - Singapore      | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        |                 | Yes            |                 |
| 000-1110-00     | Cash - Payroll                | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        | \$PR            | Yes            |                 |
| 000-1130-00     | Petty Cash                    | Yes    | Posting Account | Balance Sheet  | Debit           |
| Cash            |                               |        | \$PC            | Yes            |                 |
| Total Accounts: | 10                            |        |                 |                |                 |

# Category List

---

## Report Writer name

Category

## Report tables

Account Master

Account Category Master

## Ranges

Segment ID

Category

## Include

Inactive Accounts

The Category List shows all posting accounts sorted by account category. Print this report to review how accounts will be arranged on the financial statements. This report also includes account descriptions and the total number of accounts assigned to each category.

## Printing Instructions

1. Choose Reports >> Financial >> Account to open the Chart of Accounts Report window.
2. Select Category from the Reports list and choose New to open the Chart of Accounts Report Options window.
3. Enter an option name and create a report option to restrict the report. You also can include inactive accounts in the report.
4. Choose Destination. Select a printing destination and choose OK. The Chart of Accounts Report Options window will be redisplayed.
5. Choose Print.

The Category List can be printed from either the Chart of Accounts Report window or the Chart of Accounts Report Options window. You also can save the report option and print later.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Category List

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5/13/2012 10:08:42 AM

Fabrikam, Inc.  
Category List

1

| Category          | Account                | Description                   | Alias   |     |
|-------------------|------------------------|-------------------------------|---------|-----|
| Cash              | 000-1100-00            | Cash - Operating Account      | \$OA    |     |
|                   | 000-1101-00            | Cash in Bank - Canada         |         |     |
|                   | 000-1102-00            | Cash in Bank - Australia      |         |     |
|                   | 000-1103-00            | Cash in Bank - New Zealand    |         |     |
|                   | 000-1104-00            | Cash in Bank - Germany        |         |     |
|                   | 000-1105-00            | Cash in Bank - United Kingdom |         |     |
|                   | 000-1106-00            | Cash in Bank - South Africa   |         |     |
|                   | 000-1107-00            | Cash in Bank - Singapore      |         |     |
|                   | 000-1110-00            | Cash - Payroll                | \$PR    |     |
|                   | 000-1120-00            | Cash - Flex Benefits Program  | \$FB    |     |
|                   | 000-1130-00            | Petty Cash                    | \$PC    |     |
|                   |                        | Total Accounts:               | 11      |     |
|                   | Short-Term Investments | 000-1140-00                   | Savings | \$S |
|                   | Total Accounts:        | 1                             |         |     |
| Total Categories: | 2                      |                               |         |     |

# Budget List

---

## Report Writer name

Detailed Budget

## Report tables

Budget Master

Budget Summary Master

Account Master

General Ledger Budget Period

Names Temporary

## Ranges

Budget ID

Description

Account

Segment ID

## Sorting options

Budget ID

Description

## Include

Posting

Unit Accounts

Inactive Accounts

The Budget List shows the budgets being maintained in General Ledger. For each budget, the report shows the budget ID, beginning balance, budget total, and amount budgeted for each account included in the budget. The Budget List can be sorted by budget ID or description, and restricted to include budget information for specific budget IDs, descriptions, or account segments.

## Printing Instructions

1. Choose Reports >> Financial >> Budget to open the Budget Report window.
2. Choose New to open the Budget Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You also can include inactive, posting, or unit accounts.
4. Choose Destination. Select a printing destination and choose OK. The Budget Report Options window will be redisplayed.
5. Choose Print.

The Budget List can be printed from either the Budget Report window or the Budget Report Options window. You also can save the report option and print later.

You also can print a Budget List by choosing File >> Print in the Budget Maintenance window.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Budget List

System: 5/13/2012 10:13:10 AM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 BUDGET LIST  
 General Ledger

Page: 1  
 User ID: LESSONUSER2

Ranges: From: To:  
 Budget ID BUDGET3 BUDGET3  
 Description First Last  
 Account -1100- -1140-

Sorted By: Budget ID/Account  
 Include: Posting  
 ^ Inactive Account

| Budget ID | Description | Account Type |
|-----------|-------------|--------------|
|-----------|-------------|--------------|

| Account     | Description              | Account Type    |
|-------------|--------------------------|-----------------|
| BUDGET3     | budget 3                 |                 |
| 000-1100-00 | Cash - Operating Account | Posting Account |
|             | Budget Figures:          |                 |
|             | Beginning Balance        | \$338,562.00    |
|             | Period 1                 | \$18,242.33     |
|             | Period 2                 | \$43,984.00     |
|             | Period 3                 | \$249,556.67    |
|             | Period 4                 | \$190,520.00    |
|             | Period 5                 | \$167,511.67    |
|             | Period 6                 | \$175,018.33    |
|             | Period 7                 | \$238,130.00    |
|             | Period 8                 | \$461,421.67    |
|             | Period 9                 | \$450,714.00    |
|             | Period 10                | \$273,721.00    |
|             | Period 11                | \$342,559.00    |
|             | Period 12                | \$361,620.00    |
|             | Budget Total:            | \$3,311,560.67  |
| 000-1101-00 | Cash in Bank - Canada    | Posting Account |
|             | Budget Figures:          |                 |
|             | Beginning Balance        | \$10,510.00     |
|             | Period 1                 | (\$2,000.00)    |
|             | Period 2                 | (\$2,000.00)    |
|             | Period 3                 | (\$2,000.00)    |
|             | Period 4                 | \$500.00        |
|             | Period 5                 | \$500.00        |
|             | Period 6                 | (\$500.00)      |
|             | Period 7                 | \$1,000.00      |
|             | Period 8                 | \$1,000.00      |
|             | Period 9                 | \$1,000.00      |
|             | Period 10                | (\$500.00)      |
|             | Period 11                | \$2,500.00      |
|             | Period 12                | (\$1,000.00)    |
|             | Budget Total:            | \$9,010.00      |
| 000-1102-00 | Cash in Bank - Australia | Posting Account |
|             | Budget Figures:          |                 |
|             | Beginning Balance        | \$6,574.00      |
|             | Period 1                 | \$10,000.00     |
|             | Period 2                 | \$8,000.00      |
|             | Period 3                 | \$500.00        |
|             | Period 4                 | \$5,000.00      |
|             | Period 5                 | \$5,000.00      |
|             | Period 6                 | (\$1,000.00)    |
|             | Period 7                 | (\$1,000.00)    |
|             | Period 8                 | \$500.00        |
|             | Period 9                 | (\$1,000.00)    |
|             | Period 10                | \$2,000.00      |
|             | Period 11                | \$2,000.00      |
|             | Period 12                | \$2,000.00      |
|             | Budget Total:            | \$38,574.00     |

Total Budgets: 1  
 Total Accounts: 12

# Cross-Reference Report by Journal Entry

---

## Report Writer name

Cross Reference by Journal Entry  
Cross Reference by Journal Entry History

## Report tables

Year-to-Date Transaction Open  
Account Transaction History  
Account Master

## Ranges

Journal Entry  
Source Document  
Audit Trail Code  
Date  
Account  
Segment ID

## Include

Posting Accounts  
Unit Accounts

The Cross-Reference Report by Journal Entry shows posted and voided transactions by journal entry number. This report can be used to re-create the posting journals for individual journal entries. Voided transactions will be marked with an asterisk (\*). The report can be printed for any open year or historical year, and for posting accounts, unit accounts, or both.

## Printing Instructions

1. Choose Reports >> Financial >> Cross-Reference to open the Cross-Reference Report window.
2. Select Journal Entry from the Reports list and choose New to open the Cross-Reference Report Options window.
3. Enter an option name and mark to include posting or unit accounts in the report. (If you don't mark either posting or unit, a report with only headings and totals will print.)
4. Choose Destination. Select a printing destination and choose OK. The Cross-Reference Report Options window will be redisplayed.
5. Choose Print.

The Cross-Reference Report by Journal Entry can be printed from either the Cross-Reference Report window or the Cross-Reference Report Options window. You also can save the report option and print later.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Cross-Reference Report by Journal Entry

System: 5/13/2012 10:17:00 AM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 CROSS-REFERENCE REPORT BY JOURNAL ENTRY FOR 2011  
 General Ledger

Page: 1  
 User ID: LESSONUSER2

Ranges: From: To: From: To:  
 Journal Entry First Last Date First Last  
 Source Document First Last Account -1100- -1105-  
 Audit Trail Code First Last  
 Include: Posting, Unit Sort by: Journal Entry  
 Journal Entry Trx Date Source Document Audit Trail Code

| Account  | Description              | Debit              | Credit     |
|--|--------------------------|--------------------|------------|
| 880 3/20/2011 PMCHK GLTRX00000082<br>000-1100-00 | Cash - Operating Account |                    | \$368.52   |
| Total Distributions: 1                           |                          | Totals: \$0.00     | \$368.52   |
| 883 3/23/2011 PMCHK GLTRX00000085<br>000-1100-00 | Cash - Operating Account |                    | \$11.96    |
| Total Distributions: 1                           |                          | Totals: \$0.00     | \$11.96    |
| 886 3/25/2011 PMCHK GLTRX00000088<br>000-1100-00 | Cash - Operating Account |                    | \$419.80   |
| Total Distributions: 1                           |                          | Totals: \$0.00     | \$419.80   |
| 889 3/26/2011 PMCHK GLTRX00000091<br>000-1100-00 | Cash - Operating Account |                    | \$300.00   |
| Total Distributions: 1                           |                          | Totals: \$0.00     | \$300.00   |
| 892 3/9/2011 PMCHK GLTRX00000094<br>000-1100-00  | Cash - Operating Account |                    | \$4,405.10 |
| Total Distributions: 1                           |                          | Totals: \$0.00     | \$4,405.10 |
| 895 3/30/2011 PMCHK GLTRX00000097<br>000-1100-00 | Cash - Operating Account |                    | \$22.75    |
| Total Distributions: 1                           |                          | Totals: \$0.00     | \$22.75    |
| 898 4/8/2011 PMCHK GLTRX00000100<br>000-1100-00  | Cash - Operating Account |                    | \$90.25    |
| Total Distributions: 1                           |                          | Totals: \$0.00     | \$90.25    |
| 901 4/2/2011 PMCHK GLTRX00000103<br>000-1100-00  | Cash - Operating Account |                    | \$50.25    |
| Total Distributions: 1                           |                          | Totals: \$0.00     | \$50.25    |
| 952 2/1/2011 CRJ GLTRX00000138<br>000-1100-00    | Cash - Operating Account | \$3,049.75         |            |
| Total Distributions: 1                           |                          | Totals: \$3,049.75 | \$0.00     |
| 954 2/1/2011 CRJ GLTRX00000139<br>000-1100-00    | Cash - Operating Account | \$1,139.70         |            |
| Total Distributions: 1                           |                          | Totals: \$1,139.70 | \$0.00     |
| 956 2/2/2011 CRJ GLTRX00000140<br>000-1100-00    | Cash - Operating Account | \$1,139.70         |            |
| Total Distributions: 1                           |                          | Totals: \$1,139.70 | \$0.00     |
| 958 2/2/2011 CRJ GLTRX00000141<br>000-1100-00    | Cash - Operating Account | \$479.80           |            |
| Total Distributions: 1                           |                          | Totals: \$479.80   | \$0.00     |
| 960 2/3/2011 CRJ GLTRX00000142<br>000-1100-00    | Cash - Operating Account | \$379.90           |            |
| Total Distributions: 1                           |                          | Totals: \$379.90   | \$0.00     |
| 962 2/4/2011 CRJ GLTRX00000143<br>000-1100-00    | Cash - Operating Account | \$959.95           |            |
| Total Distributions: 1                           |                          | Totals: \$959.95   | \$0.00     |
| 964 2/4/2011 CRJ GLTRX00000144<br>000-1100-00    | Cash - Operating Account | \$399.75           |            |
| Total Distributions: 1                           |                          | Totals: \$399.75   | \$0.00     |
| 966 2/5/2011 CRJ GLTRX00000145<br>000-1100-00    | Cash - Operating Account | \$299.90           |            |
| Total Distributions: 1                           |                          | Totals: \$299.90   | \$0.00     |
| 968 2/4/2011 CRJ GLTRX00000146<br>000-1100-00    | Cash - Operating Account | \$359.85           |            |

Total Journal Entries: 124 Grand Totals: \$316,528.35 \$5,668.63

# Detailed Trial Balance

---

## Report Writer name

Trial Balance Detail  
Trial Balance History  
Multicurrency Trial Balance  
Detail  
Multicurrency Trial Balance  
History

## Report tables

General Ledger Trial Balance  
Temporary  
Account Master  
Year-to-Date Transaction  
Open  
Account Transaction History

## Ranges

Date  
Account  
Segment ID  
Currency ID

## Sorting options

Segment ID

## Include

Posting Accounts  
Unit Accounts  
Inactive Accounts  
Zero Balance/No Trx  
Multicurrency Info

## Subtotal by

No Subtotals  
Month  
Period

The Detailed Trial Balance report lists General Ledger account balances and all transactions that affect each account for the period specified. This report also confirms that debits and credits are equal for the specified time period. Print this report to review account activity for a specific range of accounts for an open or historical year.

The Detailed Trial Balance report can be printed at any time during the reporting process, but commonly is printed before and after you've made adjusting entries at the end of a period and before financial statements are prepared.

## Printing Instructions

1. Choose Reports >> Financial >> Trial Balance to open the Trial Balance Report window.
2. Select Detailed from the Reports list and choose New to open the Trial Balance Report Options window.
3. Enter an option name and mark to include posting accounts, unit accounts, or inactive accounts with zero balances in the report. (If you don't mark either posting or unit, a report with only headings and totals will print.)
4. Choose Destination. Select a printing destination and choose OK. The Cross-Reference Report Options window will be redisplayed.
5. Choose Print.

The Detailed Trial Balance report can be printed from either the Trial Balance Report window or the Trial Balance Report Options window. You also can save the report option and print later.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Detailed Trial Balance

System: 5/18/2004 4:23:12 PM  
 User Date: 4/12/2007

**DETAILED TRIAL BALANCE FOR 2007**  
 Fabrikam, Inc.  
 General Ledger

Page: 1  
 User ID: sa

Ranges: From: To: Subtotal By: No Subtotals Include: Posting, Zero Balance/No Trx  
 Date: 1/1/2007 1/31/2007 Sorted By: Segment1 Print Currency In: Functional (Z-US\$)  
 Account: 000-1200-00 000-1205-00

| Account:                    |          | Description:      |                        |                     |                            |                   | Beginning Balance:    |                    | \$0.00             |               |
|-----------------------------|----------|-------------------|------------------------|---------------------|----------------------------|-------------------|-----------------------|--------------------|--------------------|---------------|
| Trx Date                    | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name          |                   | Debit                 |                    | Credit             |               |
| 1/1/2007                    | 1,200    | SLSTE00000121     | Accounts Receivable    | STDINV2118          | Contoso, Ltd.              |                   | \$3,263.24            |                    |                    |               |
| 1/2/2007                    | 1,202    | SLSTE00000122     | Accounts Receivable    | STDINV2119          | American Science Museum    |                   | \$1,219.49            |                    |                    |               |
| 1/4/2007                    | 1,208    | SLSTE00000124     | Accounts Receivable    | STDINV2122          | Riverside University       |                   | \$406.50              |                    |                    |               |
| 1/5/2007                    | 1,210    | SLSTE00000125     | Accounts Receivable    | STDINV2123          | Aaron Fitz Electrical      |                   | \$1,027.15            |                    |                    |               |
| 1/5/2007                    | 1,211    | SLSTE00000125     | Accounts Receivable    | STDINV2124          | Aaron Fitz Electrical      |                   | \$427.74              |                    |                    |               |
| 1/6/2007                    | 1,215    | SLSTE00000127     | Accounts Receivable    | STDINV2126          | Plaza One                  |                   | \$342.30              |                    |                    |               |
| 1/6/2007                    | 1,217    | SLSTE00000128     | Accounts Receivable    | STDINV2127          | Londonberry Nursing Home   |                   | \$404.84              |                    |                    |               |
| 1/7/2007                    | 1,219    | SLSTE00000129     | Accounts Receivable    | STDINV2128          | Midland Construction       |                   | \$42.70               |                    |                    |               |
| 1/7/2007                    | 1,221    | SLSTE00000130     | Accounts Receivable    | STDINV2129          | Aaron Fitz Electrical      |                   | \$406.50              |                    |                    |               |
| 1/8/2007                    | 1,223    | SLSTE00000131     | Accounts Receivable    | STDINV2130          | Aaron Fitz Electrical      |                   | \$53.24               |                    |                    |               |
| 1/8/2007                    | 1,225    | SLSTE00000132     | Accounts Receivable    | STDINV2131          | Aaron Fitz Electrical      |                   | \$53.24               |                    |                    |               |
| 1/10/2007                   | 1,227    | SLSTE00000133     | Accounts Receivable    | STDINV2132          | Contoso, Ltd.              |                   | \$203.25              |                    |                    |               |
| 1/11/2007                   | 1,229    | SLSTE00000134     | Accounts Receivable    | STDINV2133          | Vancouver Resort Hotels    |                   | \$652.65              |                    |                    |               |
| 1/12/2007                   | 1,231    | SLSTE00000135     | Accounts Receivable    | STDINV2134          | Plaza One                  |                   | \$1,016.24            |                    |                    |               |
| 1/13/2007                   | 1,233    | SLSTE00000136     | Accounts Receivable    | STDINV2135          | Central Communications LTD |                   | \$31.95               |                    |                    |               |
| 1/14/2007                   | 1,235    | SLSTE00000137     | Accounts Receivable    | STDINV2136          | Magnificent Office Images  |                   | \$770.30              |                    |                    |               |
| 1/15/2007                   | 1,237    | SLSTE00000138     | Accounts Receivable    | STDINV2137          | Metropolitan Fiber Systems |                   | \$31.95               |                    |                    |               |
| 1/15/2007                   | 1,239    | SLSTE00000139     | Accounts Receivable    | STDINV2138          | Mahler State University    |                   | \$11,999.90           |                    |                    |               |
| 1/17/2007                   | 1,241    | SLSTE00000140     | Accounts Receivable    | STDINV2139          | Lawrence Telemarketing     |                   | \$7,415.05            |                    |                    |               |
| 1/18/2007                   | 1,243    | SLSTE00000141     | Accounts Receivable    | STDINV2140          | Blue Yonder Airlines       |                   | \$1,349.95            |                    |                    |               |
| 1/19/2007                   | 1,245    | SLSTE00000142     | Accounts Receivable    | STDINV2141          | Astor Suites               |                   | \$31.95               |                    |                    |               |
| 1/21/2007                   | 1,247    | SLSTE00000143     | Accounts Receivable    | STDINV2142          | Plaza One                  |                   | \$812.99              |                    |                    |               |
| 1/22/2007                   | 1,249    | SLSTE00000144     | Accounts Receivable    | STDINV2143          | Vancouver Resort Hotels    |                   | \$30,066.47           |                    |                    |               |
| 1/23/2007                   | 1,251    | SLSTE00000145     | Accounts Receivable    | STDINV2144          | Aaron Fitz Electrical      |                   | \$128.35              |                    |                    |               |
| 1/24/2007                   | 1,253    | SLSTE00000146     | Accounts Receivable    | STDINV2145          | Aaron Fitz Electrical      |                   | \$117.65              |                    |                    |               |
| 1/30/2007                   | 1,255    | SLSTE00000147     | Accounts Receivable    | STDINV2146          | Plaza One                  |                   | \$256.70              |                    |                    |               |
|                             |          |                   |                        |                     |                            | <b>Net Change</b> | <b>Ending Balance</b> |                    |                    |               |
| <b>Account: 000-1200-00</b> |          |                   |                        |                     |                            | <b>Totals:</b>    | <b>\$62,532.29</b>    | <b>\$62,532.29</b> | <b>\$62,532.29</b> | <b>\$0.00</b> |

| Account:                           |          | Description:      |                        |                     |                   |                   | Beginning Balance:    |               | \$0.00        |               |
|------------------------------------|----------|-------------------|------------------------|---------------------|-------------------|-------------------|-----------------------|---------------|---------------|---------------|
| Trx Date                           | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name |                   | Debit                 |               | Credit        |               |
| *No transactions for this account* |          |                   |                        |                     |                   | <b>Net Change</b> | <b>Ending Balance</b> |               |               |               |
| <b>Account: 000-1205-00</b>        |          |                   |                        |                     |                   | <b>Totals:</b>    | <b>\$0.00</b>         | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |

|                      | <u>Accounts</u> | <u>Beginning Balance</u> | <u>Net Change</u>  | <u>Ending Balance</u> | <u>Debit</u>       | <u>Credit</u> |
|----------------------|-----------------|--------------------------|--------------------|-----------------------|--------------------|---------------|
| <b>Grand Totals:</b> | <b>2</b>        | <b>\$0.00</b>            | <b>\$62,532.29</b> | <b>\$62,532.29</b>    | <b>\$62,532.29</b> | <b>\$0.00</b> |

# Quick Trial Balance Summary

---

## Range

Account

The Quick Trial Balance Summary report is a condensed version of the Trial Balance Summary report. This report includes each account's beginning balance, net change, and ending balance. Posting, unit, and inactive account balances for any open years are included. However, two fields have been excluded—the debit and credit totals for each account.

## Printing Instructions

1. Choose Reports >> Financial >> Trial Balance to open the Trial Balance Report window.
2. Select Quick Summary from the Reports list and choose New to open the Trial Balance Report Options window.
3. Enter an option name and the appropriate year.
4. Choose Destination. Select a printing destination and choose OK. The Trial Balance Report Options window will be redisplayed.
5. Choose Print.

The Quick Trial Balance Summary report can be printed from either the Trial Balance Report window or the Trial Balance Report Options window. You also can save the report option and print later.

If the report is too wide for your current printer settings, select to print the report in landscape mode or to a wide-carriage printer. You also can select a file destination for the report, open it using another application, and then print.

If you choose to print the standard Trial Balance Summary to a process server, the Quick Trial Balance Summary will be processed and printed remotely, as well.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Quick Trial Balance Summary

System: 5/13/2012 10:35:05 AM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 QUICK TRIAL BALANCE SUMMARY FOR 2011  
 General Ledger

Page: 1  
 User ID: LESSONUSER2

Ranges: From: To:  
 Account: 000-1100-00 000-1100-00  
 Sorted By: Segment1  
 Include: Posting, Unit, Inactive  
 ^ Inactive Account

| Account           | Description              | Beginning Balance | Net Change   | Ending Balance |
|-------------------|--------------------------|-------------------|--------------|----------------|
| 000-1100-00       | Cash - Operating Account | \$0.00            | \$310,859.72 | \$310,859.72   |
| Total Accounts: 1 |                          | \$0.00            | \$310,859.72 | \$310,859.72   |
| Grand Totals:     |                          | \$0.00            | \$310,859.72 | \$310,859.72   |

# Reconcile Report

---

**Report Writer name**

Reconcile Report

**Report table**

Verify Accounts Temporary

The Reconcile Report lists errors in allocation accounts or batches. This report will print automatically if you mark the allocation accounts or batches options in the reconciliation process. The reconciliation process won't correct allocation account or batch information errors; those changes must be entered manually.

If the reconcile reports are printed following the reconciliation process, they will contain either the allocation account and a description of the error that was encountered, or the batch information that was added.

Choose Tools >> Utilities >> Financial >> Reconcile to open the Reconcile Financial Information window.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Reconcile Report

---

3/10/02 2:07:33 PM

Fabrikam, Inc.

1

## Allocation Account Reconcile

| Allocation Account     | Error Description                                      |
|------------------------|--|
| 000-6190-00            | Distribution account 500-6190-00 is inactive.          |
| 000-6190-00            | Distribution accounts are of different account types.  |
| 000-6180-00            | Breakdown account 500-9010-00 cannot be an allocation. |
| <b>Total Accounts:</b> | <b>3</b>   |

# General Posting Journal

---

## Report Writer names

General Posting Journal  
Multicurrency General Posting Journal  
Cross-Reference by Journal Entry  
Cross-Reference by Journal Entry History  
YTD Transaction Reference  
YTD Transaction Reference History

## Report tables

Posting Definitions Master  
Transaction Work  
Allocation Amounts Temporary  
Currency Setup  
Year-to-Date Transaction Open  
Account Transaction History  
Account Master

## Ranges

Journal Entry  
Source Document  
Audit Trail Code  
Date  
Account  
Segment ID

## Audit trail code ranges

Audit Trail Code  
Journal Entry  
Source Document  
Date  
Account  
Segment ID  
Control Number  
Document Number  
Master ID  
Master Name

The General Posting Journal shows detail for each posted transaction. This report prints the standard, recurring, or reversing transactions entered in the Transaction Entry window. Voided transactions will be marked with an asterisk (\*). The General Posting Journal will be printed automatically when you close the Transaction Entry window after posting. The General Posting Journal also indicates if a transaction hasn't been posted because of an error. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.

You can print the posting journal to a file as well as to the printer, in case of a printer error. The contents of this file can be printed at any time.

Posting journals printed for individually posted transactions are generally the same as the posting journals printed for batches of transactions; however, the reports for individually posted transactions contain information only for the transactions you entered since you opened the Transaction Entry window.

## Printing Instructions

1. Choose Reports >> Financial >> Cross-Reference to open the Cross-Reference Report window.
2. Select Journal Entry from the Reports list to re-create a posting journal for individual journal entries. Select Audit Trail Code from the Reports list to re-create a posting journal for a batch of transactions. Choose New to open the Cross-Reference Report Options window.
3. Enter an option name and create a report option.
4. Mark Posting Accounts.
5. Choose Destination. Select a printing destination and choose OK. The Cross-Reference Report Options window will be redisplayed.
6. Choose Print.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# General Posting Journal

System: 5/13/2012 10:42:15 AM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 CROSS-REFERENCE REPORT BY AUDIT TRAIL CODE FOR 2011  
 General Ledger

Page: 1  
 User ID: LESSONUSER2

Ranges: From: To: From: To:  
 Audit Trail Code First Last Control Number First Last  
 Journal Entry First Last Document Number First Last  
 Source Document First Last Master ID First Last  
 Date First Last Master Name First Last  
 Account -1130- -1130-  
 Sorted By: Audit Trail Code  
 Include: Posting, Unit  
 Audit Trail Code

| Journal Entry          | Transaction Date | Source Document | Account     | Description | Debit                    | Credit      |
|------------------------|------------------|-----------------|-------------|-------------|--------------------------|-------------|
| <b>GLTRX00000055</b>   |                  |                 |             |             |                          |             |
| 827                    | 2/8/2011         | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$50.25     |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$50.25     |
| 832                    | 2/8/2011         | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$141.84    |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$141.84    |
| 835                    | 2/12/2011        | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$90.25     |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$90.25     |
| 838                    | 2/16/2011        | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$93.55     |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$93.55     |
| 841                    | 2/20/2011        | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$103.79    |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$103.79    |
| 844                    | 2/22/2011        | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$271.62    |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$271.62    |
| 847                    | 2/4/2011         | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$607.60    |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$607.60    |
| 850                    | 2/25/2011        | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$1,262.50  |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$1,262.50  |
| Total Journal Entries: |                  |                 |             | 8           | Audit Trail Code Totals: | \$2,621.40  |
| <b>GLTRX00000056</b>   |                  |                 |             |             |                          |             |
| *828                   | 2/8/2011         | PMVPY           | 000-1130-00 | Petty Cash  | \$50.25                  |             |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$50.25     |
| Total Journal Entries: |                  |                 |             | 1           | Audit Trail Code Totals: | \$50.25     |
| <b>GLTRX00000059</b>   |                  |                 |             |             |                          |             |
| 853                    | 3/5/2011         | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$1,255.26  |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$1,255.26  |
| Total Journal Entries: |                  |                 |             | 1           | Audit Trail Code Totals: | \$1,255.26  |
| <b>GLTRX00000062</b>   |                  |                 |             |             |                          |             |
| 856                    | 2/28/2011        | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$698.45    |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$698.45    |
| 859                    | 3/2/2011         | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$1,858.00  |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$1,858.00  |
| 862                    | 3/4/2011         | PMCHK           | 000-1130-00 | Petty Cash  |                          | \$12,065.30 |
| Total Distributions:   |                  |                 |             | 1           | Totals:                  | \$12,065.30 |
| Total Journal Entries: |                  |                 |             | 3           | Audit Trail Code Totals: | \$14,621.75 |

Total Audit Trail Codes: 6 Grand Totals: \$50.25 \$101,053.28

# Account Category List

---

**Report Writer name**

Account Category Contents

**Report table**

Account Category Master

The Account Category List displays the account categories maintained in General Ledger and includes modifications made to the default account categories provided with General Ledger. Print an Account Category List to review the category names you've set up for the Great Plains system.

**Printing Instructions**

1. Choose Reports >> Financial >> Setup to open the Setup Reports window.
2. Select Account Category from the Reports list and choose New to open the Setup Report Options window.
3. Enter an option name.
4. Choose Destination. Select a printing destination and choose OK. The Setup Report Options window will be redisplayed.
5. Choose Print.

The Account Category List can be printed from either the Setup Reports window or the Setup Report Options window. You also can save the report option and print later.

You also can print the Account Category List from the Account Category Setup window. Choose Tools >> Setup >> Financial >> Category and then choose File >> Print.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Account Category List

---

System: 5/13/2012 10:54:47 AM  
User Date: 5/13/2012

Fabrikam, Inc.  
ACCOUNT CATEGORY LIST  
General Ledger

Page: 1  
User ID: LESSONUSER2

\* User Defined Category

| Number | Category Description                   |
|--------|--|
| 1      | Cash                                   |
| 2      | Short-Term Investments                 |
| 3      | Accounts Receivable                    |
| 4      | Notes Receivable                       |
| 5      | Inventory                              |
| 6      | Work in Process                        |
| 7      | Prepaid Expenses                       |
| 8      | Long-Term Investments                  |
| 9      | Property, Plant and Equipment          |
| 10     | Accumulated Depreciation               |
| 11     | Intangible Assets                      |
| 12     | Other Assets                           |
| 13     | Accounts Payable                       |
| 14     | Notes Payable                          |
| 15     | Current Maturities of Long-Term Debt   |
| 16     | Taxes Payable                          |
| 17     | Interest Payable                       |
| 18     | Dividends Payable                      |
| 19     | Leases Payable (Current)               |
| 20     | Sinking Fund Payable (Current)         |
| 21     | Other Current Liabilities              |
| 22     | Long-Term Debt                         |
| 23     | Common Stock                           |
| 24     | Preferred Stock                        |
| 25     | Additional Paid-in Capital - Common    |
| 26     | Additional Paid-in Capital - Preferred |
| 27     | Retained Earnings                      |
| 28     | Treasury Stock                         |
| 29     | Common Dividends                       |
| 30     | Preferred Dividends                    |
| 31     | Sales                                  |
| 32     | Sales Returns and Discounts            |
| 33     | Cost of Goods Sold                     |
| 34     | Selling Expense                        |
| 35     | Administrative Expense                 |
| 36     | Salaries Expense                       |
| 37     | Other Employee Expenses                |
| 38     | Interest Expense                       |
| 39     | Tax Expense                            |
| 40     | Depreciation Expense                   |
| 41     | Income Tax Expense                     |
| 42     | Other Expenses                         |
| 43     | Other Income                           |
| 44     | Charges Not Using Working Capital      |
| 45     | Revenues Not Producing Working Capital |
| 46     | Gain/Loss on Asset Disposal            |
| 47     | Amortization of Intangible Assets      |
| 48     | Nonfinancial Accounts                  |

Total Categories: 48

# Clearing Entry Edit List

---

## Report Writer names

Clearing Edit List  
Multicurrency Clearing Edit  
List

## Report tables

Posting Definitions Master  
Transaction Work  
Currency Setup  
Allocation Amounts  
Temporary  
Account Index Master  
Account Master

The Clearing Entry Edit List displays detail for each clearing transaction you've entered and saved in a batch. This report can be printed directly from the Clearing Entry window. Transaction edit lists can't be printed for transactions entered individually.

Print an edit list before posting to verify the accuracy of the transactions you've entered in a batch. If an error appears on the edit list, you can correct the transaction and print another edit list to review your corrections before posting.

## Printing Instructions

1. Choose Transactions >> Financial >> Clearing to open the Clearing Entry window.
2. Enter a batch ID.
3. Choose File >> Print.

You also can print this report by choosing File >> Print from the Batch Entry window.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Clearing Entry Edit List

System: 8/3/2012 8:39:03 AM  
 User Date: 8/2/2012

Fabrikam, Inc.  
 CLEARING ENTRY EDIT LIST  
 General Ledger

Page: 1  
 User ID: LESSONUSER1

Batch ID: TRANS

TRX Total Actual: 1 TRX Total Control: 0  
 Approved: No Approved By: Approval Date:

| Journal Entry | Transaction Date | Source Document | Transaction Reference |
|---------------|------------------|-----------------|-----------------------|
| 838           | 8/2/02           | GJ              | Transfer balances     |

| Account              | Offset Account | Debit            | Credit   |
|----------------------|----------------|------------------|----------|
| 000-6620-00          | 000-6610-00    | \$638.01         | \$638.01 |
| Total Distributions: | 2              | Totals: \$638.01 | \$638.01 |

Total Journal Entries: 1

# Profit and Loss Statement

---

## Range

Segment ID

## Include

Zero Balances  
Unit Accounts

## Amounts

Detail  
Detail with Rollups  
Summary  
Summary with Rollups  
No Detail

## Use

Accelerator

The Profit and Loss Statement reports the profitability of your business for a stated period of time, such as a month or a year. The Profit and Loss Statement—sometimes referred to as the income statement—compares the revenues generated with the expenses incurred to produce a net income or a net loss. The net income or net loss is the net increase or decrease in capital resulting from operating costs. This report should be printed at the end of each accounting cycle, and saved with your company's permanent records.

## Printing Instructions

To create a report layout:

1. Choose Reports >> Financial >> Quick Financial to open the Quick Financial Setup window.
2. Choose the Report lookup button and select Profit and Loss. Select the columns you want to display on the report and choose Insert.
3. Choose Save to save the report layout.
4. Close the window.

To print this report:

1. Choose Reports >> Financial >> Financial Statements to open the Financial Statements Report window.
2. Choose the Report lookup button and select Profit and Loss. Choose New to open the Financial Statements Report Options window.
3. Enter an option name and create a report option to restrict the report. You also can include amount information and accounts with zero balances and unit accounts on the report.
4. Choose Destination. Select a printing destination and choose OK. The Financial Statements Report Options window will be redisplayed.
5. Choose Print.

The Profit and Loss Statement can be printed from either the Financial Statements Report window or the Financial Statements Report Options window. You also can save the report option and print later.

Use the Advanced Financial Analysis Report Layout Window to customize financial statements. You can't customize financial statements using Report Writer.

For more information about General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Profit and Loss Statement

Date: 5/20/2004

Fabrikam, Inc.  
 Profit and Loss Statement  
 For 1/1/2007 To 4/30/2007  
 For Segment1 To yyÿ  
 For Segment2 To yyÿÿ  
 For Segment3 To yÿ

Page: 1

|  | Current<br>Period | Current<br>YTD |
|--|-------------------|----------------|
| <b>Sales</b>                             |                   |                |
| Sales                                    | \$0.00            | \$539.55       |
| US Sales - Retail/Parts                  | 579.65            | 7,037.95       |
| US Sales - Finished Goods                | 220,818.15        | 472,876.05     |
| US Sales - Repair Charges                | 0.00              | 419.40         |
|  | <hr/>             | <hr/>          |
| Gross Sales                              | \$221,397.80      | \$480,872.95   |
| <b>Sales Returns and Discounts</b>       |                   |                |
|  | <hr/>             | <hr/>          |
| Total Sales Returns and Discounts        | \$0.00            | \$0.00         |
|  | <hr/>             | <hr/>          |
| Net Sales                                | \$221,397.80      | \$480,872.95   |
| <b>Cost of Goods Sold</b>                |                   |                |
| Cost of Goods Sold - Retail/Parts        | \$111,010.94      | \$243,604.43   |
| Purchases Discounts Taken                | (23.94)           | (115.44)       |
|  | <hr/>             | <hr/>          |
| Total Cost of Goods Sold                 | \$110,987.00      | \$243,488.99   |
|  | <hr/>             | <hr/>          |
| Gross Profit On Sales                    | \$110,410.80      | \$237,383.96   |
| <b>Operating Expenses</b>                |                   |                |
| <b>Selling Expense</b>                   |                   |                |
|  | <hr/>             | <hr/>          |
| Total Selling Expense                    | \$0.00            | \$0.00         |
| <b>Administrative Expense</b>            |                   |                |
| Supplies-Allocated - Consulting/Training | \$0.00            | \$15.00        |
|  | <hr/>             | <hr/>          |
| Total Administrative Expense             | \$0.00            | \$15.00        |
| <b>Salaries Expense</b>                  |                   |                |
| Salaries and Wages                       | \$29,019.39       | \$149,354.72   |
| Commissions - Sales                      | 6,641.96          | 14,426.33      |
|  | <hr/>             | <hr/>          |
| Total Salaries Expense                   | \$35,661.35       | \$163,781.05   |
| <b>Other Employee Expenses</b>           |                   |                |
| Employee Benefits - Administration       | \$1,431.83        | \$5,725.84     |
|  | <hr/>             | <hr/>          |
| Total Other Employee Expenses            | \$1,431.83        | \$5,725.84     |
| <b>Interest Expense</b>                  |                   |                |
|  | <hr/>             | <hr/>          |
| Total Interest Expense                   | \$0.00            | \$0.00         |

# Transaction History

---

## Report Writer name

Transaction History

## Report tables

Account Transaction History  
Account Master

## Ranges

Period  
Date  
Segment ID

The Transaction History report includes all General Ledger transactions that were transferred from an open year to a historical year during the year-end closing process. These historical transactions are maintained in history indefinitely. You can remove history for transactions that are no longer useful.

Back up your company data before printing this report or removing transaction history. Once you've removed transaction history, you'll no longer be able to print the Transaction History report for the period that you've cleared. Also, you won't be able to re-create audit trail reports for the dates or ranges that you've cleared.

## Printing Instructions

1. Choose Tools >> Utilities >> Financial >> Remove History to open the Remove History window.
2. To print the report before removing transaction history, mark the Print option for Transaction History.

To print the report after removing transaction history, mark the Remove and Print options for Transaction History.

3. Select a year and whether you want to print all transactions or those within a period or date range. You can further restrict the information printed on the report by entering a range of account segments.
4. Choose Process. Select a printing destination and choose OK. This report should be kept with your permanent records.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Transaction History

System: 5/13/2012 2:14:05 PM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 TRANSACTION HISTORY FOR 2008  
 General Ledger

Page: 1  
 User ID: lessonuser1

Ranges: From: To:  
 Period First Last  
 Date First Last  
 Account First Last

| Account             | Description                   |            |               |                    | Transaction Reference | Debit       | Credit      |
|---------------------|-------------------------------|------------|---------------|--------------------|-----------------------|-------------|-------------|
| Trx Date            | Audit Trail Code              | Source Doc | Journal Entry |                    |                       |             |             |
| 000-1200-00         | Accounts Receivable           |            |               |                    |                       |             |             |
| 12/31/2008          | GLTHS000000003                | BBAL       | 802           | Adjustment to Bbal |                       |             | \$206.99    |
| Total Transactions: |                               |            | 1             |                    | Totals:               | \$0.00      | \$206.99    |
| 000-1205-00         | Sales Discounts Available     |            |               |                    |                       |             |             |
| 12/31/2008          | GLTHS000000003                | BBAL       | 802           | Adjustment to Bbal |                       | \$206.99    |             |
| Total Transactions: |                               |            | 1             |                    | Totals:               | \$206.99    | \$0.00      |
| 000-2100-00         | Accounts Payable              |            |               |                    |                       |             |             |
| 12/31/2008          | GLTHS000000003                | BBAL       | 802           | Adjustment to Bbal |                       |             | \$33,478.25 |
| Total Transactions: |                               |            | 1             |                    | Totals:               | \$0.00      | \$33,478.25 |
| 000-2105-00         | Purchases Discounts Available |            |               |                    |                       |             |             |
| 12/31/2008          | GLTHS000000003                | BBAL       | 802           | Adjustment to Bbal |                       |             | \$2,705.44  |
| Total Transactions: |                               |            | 1             |                    | Totals:               | \$0.00      | \$2,705.44  |
| 000-3030-00         | Retained Earnings             |            |               |                    |                       |             |             |
| 12/31/2008          | GLTHS000000003                | BBAL       | 802           | Adjustment to Bbal |                       | \$36,183.69 |             |
| Total Transactions: |                               |            | 1             |                    | Totals:               | \$36,183.69 | \$0.00      |
| Total Accounts:     | 5                             |            |               |                    | Grand Totals:         | \$36,390.68 | \$36,390.68 |

# Account History

---

## Report Writer name

Account History  
Multicurrency Account  
History

## Report tables

Account Summary History  
Multicurrency Account  
Summary History  
Account Master  
Period Setup

## Range

Segment ID

The Account History report includes the beginning and period balances for a historical year for all accounts in the chart of accounts. These period balances are maintained in history indefinitely. You can remove history for period balances that are no longer useful.

Back up your company data before printing this report or removing account history. Once you've removed account history, you'll no longer be able to print the Account History report or a Detailed Trial Balance for the period that you've cleared.

## Printing Instructions

1. Choose Tools >> Utilities >> Financial >> Remove History to open the Remove History window.
2. To print the report before removing account history, mark the Print option for Account History.

To print the report after removing account history, mark the Remove and Print options for Account History.

3. Select a year. You can further restrict the information printed on the report by entering a range of account segments.
4. Choose Process. Select a printing destination and choose OK. This report should be kept with your permanent records.

You also can print this report for an individual account by choosing File >> Print from the Account History window.

For more information about printing General Ledger reports, refer to the General Ledger documentation (Help >> Printable Manuals).

# Account History

System: 5/13/2012 2:14:10 PM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 ACCOUNT HISTORY FOR 2008  
 General Ledger

Page: 1  
 User ID: lessonuser1

Ranges: From:  
 Account First

To:  
 Last

| Account         | Description                   |               |
|-----------------|-------------------------------|---------------|
| 000-1200-00     | Accounts Receivable           |               |
|                 | History Figures:              |               |
|                 | Period 12                     | (\$206.99)    |
|                 | Account Total:                | (\$206.99)    |
|                 |                               | =====         |
| 000-1205-00     | Sales Discounts Available     |               |
|                 | History Figures:              |               |
|                 | Period 12                     | \$206.99      |
|                 | Account Total:                | \$206.99      |
|                 |                               | =====         |
| 000-2100-00     | Accounts Payable              |               |
|                 | History Figures:              |               |
|                 | Period 12                     | (\$33,478.25) |
|                 | Account Total:                | (\$33,478.25) |
|                 |                               | =====         |
| 000-2105-00     | Purchases Discounts Available |               |
|                 | History Figures:              |               |
|                 | Period 12                     | (\$2,705.44)  |
|                 | Account Total:                | (\$2,705.44)  |
|                 |                               | =====         |
| 000-3030-00     | Retained Earnings             |               |
|                 | History Figures:              |               |
|                 | Period 12                     | \$36,183.69   |
|                 | Account Total:                | \$36,183.69   |
|                 |                               | =====         |
| Total Accounts: | 5                             |               |

# Year-End Closing Report

---

## Report Writer name

Year End Closing Journal  
Multicurrency Year End  
Closing Journal

The Year-End Closing Report lists the accounts that have been closed and the transactions used to close them during the Year-End Close process. The Year-End Closing Report is part of the audit trail and should be saved with your company's permanent records.

## Report tables

Year End Closing Report  
Temporary  
Account Master

The Year-End Closing Report will be printed automatically when the year-end closing process has finished. The report shows the accounts, descriptions, posting date, debit or credit amounts, journal entry number, source document, and the audit trail code used for closing the transactions.

For more information about the year-end closing process, refer to the General Ledger documentation (Help >> Printable Manuals).

# Year-End Closing Report

System: 5/13/2012 2:18:08 PM  
 User Date: 5/13/2012

Fabrikam, Inc.  
 YEAR-END CLOSING REPORT  
 Multicurrency Management

Page: 1  
 User ID: lessonuser1

| Journal Entry | Transaction Date | Source Document                           | Transaction Reference | Audit Trail Code   |
|---------------|------------------|---|-----------------------|--------------------|
| 1,245         | 12/31/2009       | ADJ                                       | Closing Entry         | GLTRX00000031      |
| Account       | Currency         | Description                               | Functional Amount     | Originating Amount |
|               |                  |   | Debit Credit          | Debit Credit       |
| 000-3030-00   |                  | Retained Earnings                         |                       |                    |
|               | Z-AUD            |   | \$686.21              | \$A942.37          |
|               | Z-C\$            |   | \$7,412.81            | C\$10,442.98       |
|               | Z-DM             |   | \$767.72              | 1.141,59 DM        |
|               | Z-NZD            | \$5,000.00                                |                       | \$NZ7,930.21       |
|               | Z-SA             | \$760.94                                  |                       | R2,515.51          |
|               | Z-SGD            | \$869.76                                  |                       | SGD1,346.80        |
|               | Z-UK             |   | \$2,692.84            | £1,818.63          |
|               | Z-US\$           |   | \$410,855.48          | \$410,855.48       |
| 000-4110-01   | Z-US\$           | US Sales - Retail/Parts                   | \$1,021,905.38        | \$1,021,905.38     |
| 000-4110-02   | Z-US\$           | US Sales - Finished Goods                 | \$79,464.69           | \$79,464.69        |
| 000-4111-01   | Z-C\$            | Canadian Sales - Retail/Parts             | \$5,842.15            | C\$8,363.85        |
|               | Z-US\$           |   | \$39,366.40           | \$39,366.40        |
| 000-4112-01   | Z-AUD            | Australasian Sales - Retail/Parts         | \$7,070.59            | \$A9,534.55        |
|               | Z-US\$           |   | \$89,865.98           | \$89,865.98        |
| 000-4112-02   | Z-US\$           | Australasian Sales - Finished Goods       | \$6,290.65            | \$6,290.65         |
| 000-4114-01   | Z-DM             | Germany Sales - Retail/Parts              | \$5,114.74            | 7.605,56 DM        |
| 000-4115-01   | Z-UK             | United Kingdom Sales - Retail/Parts       | \$894.12              | £622.13            |
| 000-4115-02   | Z-UK             | United Kingdom Sales - Finished Goods     | \$6,542.12            | £4,552.01          |
| 000-4116-01   | Z-SA             | South Africa - Retail/Parts               | \$5,034.33            | R16,642.41         |
| 000-4117-01   | Z-SGD            | Singapore Sales - Retail/Parts            | \$1,693.32            | SGD2,622.05        |
| 000-4117-02   | Z-SGD            | Singapore Sales - Finished Goods          | \$1,693.32            | SGD2,622.05        |
| 000-4120-00   | Z-US\$           | US Sales - Service Plans                  | \$166,894.54          | \$166,894.54       |
| 000-4122-00   | Z-US\$           | Australasian Sales - Service Plans        | \$12,500.00           | \$12,500.00        |
| 000-4130-00   | Z-US\$           | US Sales - Installation Charges           | \$211,747.78          | \$211,747.78       |
| 000-4132-00   | Z-US\$           | Australasian Sales - Installation Charges | \$11,154.59           | \$11,154.59        |
| 000-4140-00   | Z-US\$           | US Sales - Repair Charges                 | \$82,450.19           | \$82,450.19        |
| 000-4141-00   | Z-C\$            | Canadian Sales - Repair Charges           | \$4,841.26            | C\$6,748.34        |
| 000-4142-00   | Z-US\$           | Australasian Sales - Repair Charges       | \$4,359.40            | \$4,359.40         |
| 000-4180-00   | Z-US\$           | US Sales Discounts                        | \$2,473.17            | \$2,473.17         |
| 000-4183-00   | Z-US\$           | US Sales Trade Discounts                  | \$5,215.09            | \$5,215.09         |
| 000-4190-00   | Z-US\$           | US Sales Returns                          | \$49,193.53           | \$49,193.53        |
| 000-4510-01   | Z-AUD            | Cost of Goods Sold - Retail/Parts         | \$3,535.30            | \$A4,767.29        |
|               | Z-C\$            |   | \$2,921.08            | C\$4,181.93        |
|               | Z-DM             |   | \$2,557.37            | 3.802,78 DM        |
|               | Z-SA             |   | \$2,517.16            | R8,321.19          |
|               | Z-SGD            |   | \$846.66              | SGD1,311.03        |
|               | Z-UK             |   | \$447.06              | £311.06            |
|               | Z-US\$           |   | \$402,813.56          | \$402,813.56       |
| 000-4510-02   | Z-SGD            | Cost of Goods Sold - Finished Goods       | \$931.33              | SGD1,442.13        |
|               | Z-UK             |   | \$3,271.06            | £2,276.00          |
|               | Z-US\$           |   | \$34,377.15           | \$34,377.15        |
| 000-4600-00   | Z-US\$           | Purchases Discounts Taken                 | \$229.57              | \$229.57           |
| 000-4700-00   | Z-US\$           | Shrinkage and Waste                       | \$24,750.36           | \$24,750.36        |
| 000-4710-00   | Z-US\$           | Freight and Handling                      | \$11,787.95           | \$11,787.95        |
| Totals:       |                  |   | \$1,773,497.06        | \$1,773,497.06     |



# Intercompany reports

This section includes information about and instructions for creating the Intercompany Distribution Detail report. A sample of the report also is included.

# Intercompany Distribution Detail

---

## Report Writer name

PM Intercompany  
Distributions Detail  
PM Reprint Intercompany  
Distribution Detail

## Report tables

PM IC Distribution TEMP  
PM Key Master File  
Reprint Transaction Batch  
Headers  
PM Reprint Intercompany  
Distribution TEMP

## Ranges

Audit Trail Code  
Batch Source  
Batch ID  
Posted Date

## Sorting options

Audit Trail Code  
Batch Source  
Batch ID  
Posted Date

The Intercompany Distribution Detail report shows information about transactions being posted and amounts distributed to General Ledger accounts. This report is sorted by company ID, then account number, and lists the debit or credit amount for each transaction posted to the account. This report may be printed when a transaction batch is posted.

Distribution reports can be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.



*You can print the distribution report to a file as well as to the printer, in case of printer error. The contents of this file can be printed at any time.*

The Intercompany Distribution Detail report can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Setup window and have not removed history for the transactions. You also must be registered for Intercompany Processing.

## Printing Instructions

1. Choose Reports >> Purchasing >> Posting Journals to open the Purchasing Posting Journals window.
2. Select GL Distribution Detail from the Reports list and choose New to open the Purchasing Posting Journals Options window.
3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination to select a printing destination and choose Print.

For more information about printing Intercompany Processing reports, refer to the Intercompany Processing documentation.

# Intercompany Distribution Detail

System: 4/12/2007 3:31:14 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 INTERCOMPANY DISTRIBUTION DETAIL - REPRINT  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

Audit Control Code: First - Last  
 Batch Source: First - Last  
 Sorted By: Audit Trail Code

Batch ID: First - Last  
 Posted Date: First - Last

**\* Intercompany Transaction**

Batch ID: MP 1/30  
 Batch Comment: uposted batches

Batch Frequency: Single Use

Number of TRX: 1

Audit Trail Code: PMPAY00000011

Co. ID Account Description

-----  
 Type Voucher Number Vendor ID Doc Date Debit Credit Net Change  
 -----

TWO 000-1100-00 Cash - Operating Account  
 CASH 0000000000000206 ACETRAVE0001 1/30/2007 \$0.00 \$18,790.78 (\$18,790.78)

Total Distributions: 1 Subtotals: \$0.00 \$18,790.78 (\$18,790.78)

TWO 000-2100-00 Accounts Payable  
 PAY 0000000000000206 ACETRAVE0001 1/30/2007 \$18,790.78 \$0.00 \$18,790.78

Total Distributions: 1 Subtotals: \$18,790.78 \$0.00 \$18,790.78

Total Accounts: 2

Batch ID: TRX 1/29

Batch Frequency: Single Use

Number of TRX: 1

Audit Trail Code: PMTRX00000003

Batch Comment: unposted batches

Co. ID Account Description

-----  
 Type Voucher Number Vendor ID Doc Date Debit Credit Net Change  
 -----

0/0/0000 \$0.00

Total Distributions: 1 Subtotals: \$0.00 \$0.00 \$0.00

Total Accounts: 1



# Inventory Control sample reports

This document includes information about and instructions for creating the most common Inventory Control reports. Samples of each report also are included.

The following reports are explained:

- [Assign Currency Audit Report](#)
- [Cost Adjustment Audit Report](#)
- [Cost Variance Journal](#)
- [Detailed Item List](#)
- [Distribution History Report](#)
- [Historical Stock Status Report](#)
- [Item Allocation Inquiry Report](#)
- [Item Class List](#)
- [Item Period History Report](#)
- [Item Price List Options List](#)
- [Item Transaction Inquiry Report](#)
- [Lot Number List](#)
- [Physical Inventory Checklist](#)
- [Purchase Advice Report](#)
- [Purchase Receipts Inquiry Report](#)
- [Sales Summary Report](#)
- [Serial/Lot Trace Inquiry Report](#)
- [Stock Count List](#)
- [Stock Status Report](#)
- [Transaction Edit List](#)
- [Transaction History Report](#)
- [Turnover Report](#)
- [Turnover Report](#)
- [Valuation Method Change Audit Report](#)

# Assign Currency Audit Report

---

## Report Writer name

IV Item Currency Assign  
Report

## Report tables

Item Currency Assign Temp  
Item Master  
Currency Setup

## Ranges

Item Number  
Description  
Short Description  
Generic Description  
Class ID  
Price Group

The Assign Currency Audit Report is printed after the Assign Currency wizard has been completed. The report includes currency IDs, item numbers, descriptions, currency decimals, and list prices. The Assign Currency Audit Report can be printed only if you are using Multicurrency Management.

## Printing Instructions

1. Choose Tools >> Utilities >> Inventory >> Price List Utilities to open the Price List Utilities wizard. Choose Next.
2. Mark the Assign Currency Wizard and choose Next.
3. Select a currency to assign and choose Next.
4. Enter restrictions and choose Next.
5. Preview the item records to be updated and choose Next.
6. Choose Finish.
7. Select a print destination and choose OK.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Assign Currency Audit Report

System: 4/12/2007 4:45:38 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 ASSIGN CURRENCY AUDIT REPORT  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number 100XLG 32 SDRAM  
 Description First Last  
 Short Description First Last  
 Generic Description First Last  
 Class ID First Last  
 Price Group First Last  
 Sorted By: Item Number  
 \* Currency already exists  
 Currency ID Description

| Item Number  | Description      | Currency Decimals | List Price | Include |
|--------------|------------------|-------------------|------------|---------|
| Z-C\$        | Canadian Dollars |                   |            |         |
| 100XLG       | Green Phone      | 2                 | C\$1.75    | X       |
| 128 SDRAM    | 128 meg SDRAM    | 2                 | C\$1.75    | X       |
| 24X IDE      | 24x CD-ROM       | 2                 | C\$1.75    | X       |
| 256 SDRAM    | 256 meg SDRAM    | 2                 | C\$1.75    | X       |
| 32 SDRAM     | 32 meg SDRAM     | 2                 | C\$1.75    | X       |
| Total Items: | 5                |                   |            |         |

# Cost Adjustment Audit Report

---

## Report Writer name

Purchase Receipts  
Adjustment Audit List

The Cost Adjustment Audit Report displays previous and current cost information for purchase receipts you've adjusted. Adjusting the cost for purchase receipts often is done to correct an error.

## Report tables

IV Purchase Receipts ADJ  
TEMP  
Item Master  
Inventory Purchase Receipts  
Work  
IV Purchase Receipts ADJ  
Accounts TEMP

To change the cost of a receipt, choose Tools >> Utilities >> Inventory >> Adjust Costs to open the Inventory Adjust Costs window. The Cost Adjustment Audit Report will be printed automatically when you save the information you've entered and close the Inventory Adjust Costs window.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Cost Adjustment Audit Report

System: 4/12/2007 4:35:40 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 COST ADJUSTMENT AUDIT REPORT  
 Inventory Control

Page: 1  
 User ID: LessonUser1

\*Adjustments should be created/posted for the Inventory and COGS adjustments amounts

| Item Number    | Item Description         |                       |           |           | QTY Received | QTY Sold |
|----------------|--------------------------|-----------------------|-----------|-----------|--------------|----------|
| Receipt Number | Purchase Order           | Vendor Number         | Date Rec. | Site      | Old Cost     | New Cost |
| WIRE-SCD-0001  |                          | Single conductor wire |           |           | 500.00       | 0.00     |
| RCT1100        | PO2047                   | GREENLAK0001          | 1/24/2007 | WAREHOUSE | \$0.16       | \$0.19   |
| Account        | Description              | Type                  |           |           | Debit        | Credit   |
| 000-1300-01    | Inventory - Retail/Parts | Inventory             |           |           | \$15.00      |          |
|                | Offset Account           | Offset                |           |           |              | \$15.00  |
| Totals:        |                          |                       |           |           | \$15.00      | \$15.00  |

# Cost Variance Journal

---

**Report Writer name**

IV Cost Variance Report

**Report table**

Inventory Cost Variance Temp

The Cost Variance Journal is printed when you post a quantity increase to an item for which an override document exists. If an item has a negative quantity on hand (you've sold more than you have in stock), Dynamics creates an override receipt in Inventory Control to account for the negative quantity on hand. (You can view information about override receipts in the Purchase Receipts Inquiry window.)

The Cost Variance Journal lists the item, override receipt number, site ID, extended quantity, override unit cost, document unit cost, and variance. The variance represents the difference between the item cost of an override receipt and the item cost on the increase transaction. The variance is displayed in parentheses if the override unit cost is less than the document unit cost.

The Cost Variance Journal is printed as part of the posting process if there is an existing override receipt and the item cost on the override receipt is different from the item cost on the increase transaction. It can be printed when you post a transaction from the Item Transaction Entry window. It also can be printed when you post from the Inventory Batch Entry window, Inventory Series Post window, or Master Posting window.

This journal is printed only if you select to print it in the Posting Setup window. For more information, refer For more information, refer to your System Setup Instructions (Help >> Contents >> select Setting up the system).

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Cost Variance Journal

System: 4/12/2007 4:28:45 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 COST VARIANCE JOURNAL  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Audit Trail Code: IVADJ00000008

Document Number

| Item Number       | Site ID   | Override Receipt | Ext. Quantity | Override Unit Cost | Doc. Unit Cost | Variance   |
|-------------------|-----------|------------------|---------------|--------------------|----------------|------------|
| 00000000000000040 |           |                  |               |                    |                |            |
| FAXX-SLK-0172     | WAREHOUSE | INV1010          | 1             | \$674.50           | \$670.50       | \$4.00     |
|                   |           |                  |               |                    | Receipt Total  | \$4.00     |
| FAXX-SLK-0172     | WAREHOUSE | STDINV2263       | 3             | \$674.50           | \$670.50       | \$12.00    |
|                   |           |                  |               |                    | Receipt Total  | \$12.00    |
|                   |           |                  |               |                    | Report Total   | \$16.00000 |

\*\* Adjustments are not automatically created in General Ledger.  
 Enter variance adjustments to the Cost of Goods Sold/Inventory accounts for all items on this report.

# Detailed Item List

---

## Report Writer name

Detailed Item List  
Detailed Item List by Site

## Report tables

Item Master  
Item Quantity Master  
Item Vendor Master  
PM Vendor Master File

## Ranges

Item Number  
Description  
Generic Desc  
Class ID  
Six user-defined categories

## Sorting options

Item Number  
Description  
Generic Desc  
Class ID  
Item Type  
Six user-defined categories

## Include

Discontinued Items

## Items

All  
By Site

## Vendor

All  
Primary  
Nones

The Detailed Item List is a detailed reference of all items or a range of items in Inventory Control. This report lists the item number, item description, item type, primary vendor, tax schedule, unit of measure schedule ID, and quantity information.

## Printing Instructions

To print a Detailed Item List for an individual item:

1. Choose Cards >> Inventory >> Item to open the Item Maintenance window.
2. Select an item and choose File >> Print.

To print a list of items:

1. Choose Reports >> Inventory >> Item to open the Inventory Item Reports window.
2. Select Detailed Item List from the Reports list and choose New to open the Inventory Item Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. Select to print vendor information for each item, if you want. The Detailed Item List also can be printed for a range of items at a specific site.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Item Report Options window will be redisplayed.
5. Choose Print.

You can print the Detailed Item List from either the Inventory Item Reports window or the Inventory Item Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Detailed Item List

System: 5/20/2007 10:39:46 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 DETAILED ITEM LIST  
 Inventory Control

Page: 1  
 User ID: LessonUser1

|                  |        |         |         |       |      |
|------------------|--------|---------|---------|-------|------|
| Ranges:          | From:  | To:     | Style   | From: | To:  |
| Item Number      | 100XLG | 400PROC | Feature | First | Last |
| Item Description | First  | Last    |         | First | Last |
| Item Generic     | First  | Last    |         |       |      |
| Class ID         | First  | Last    |         |       |      |
| Manufacturer     | First  | Last    |         |       |      |

Sorted By: Item Number      Include Discontinued Items: No      Vendor Information: All

\* Primary Vendor

| Item Number     | Item Description   | Generic                    | Sales Tax Schedule | Purch Tax Schedule |                  |                  |                   |
|-----------------|--------------------|----------------------------|--------------------|--------------------|------------------|------------------|-------------------|
| Item Type       | Shp-Wt             | Qty On Hand                | Qty Allocated      | Qty On Order       | Qty Drop-Ship PO | Qty Back Ordered | Qty Requisitioned |
| FOB             | Vendor ID          | Vendor Name                | Vendor Item Number | U of M Schedule ID |                  |                  |                   |
| 100XLG          | Green Phone        | Phone                      | ALL DETAILS        |                    |                  |                  |                   |
| Sales Inventory | 5.00               | 30                         | 4                  | 0                  | 0                | 0                | 0                 |
| None            | ACETRAVE0001       | A Travel Company           | 100XLG             | PHONE 1-10         |                  |                  |                   |
| None            | ADVANCED0001       | Advanced Office Systems    | 100XLG             | PHONE 1-10         |                  |                  |                   |
| None            | CRUGEREN0001       | Cruger Engineering Company | 100XLG             | PHONE 1-10         |                  |                  |                   |
| 128 SDRAM       | 128 meg SDRAM      | RAM                        |                    |                    |                  |                  |                   |
| Sales Inventory | 0.00               | 51,661                     | 10                 | 0                  | 0                | 2                | 0                 |
|                 |                    |                            |                    |                    |                  | PHONE 1-10       |                   |
| 24X IDE         | 24x CD-ROM         | CD ROM                     |                    |                    |                  |                  |                   |
| Sales Inventory | 2.00               | 10                         | 10                 | 0                  | 0                | 2                | 0                 |
|                 |                    |                            |                    |                    |                  | PHONE 1-10       |                   |
| 256 SDRAM       | 256 meg SDRAM      | RAM                        |                    |                    |                  |                  |                   |
| Sales Inventory | 0.00               | 10                         | 4                  | 0                  | 0                | 0                | 0                 |
|                 |                    |                            |                    |                    |                  | PHONE 1-10       |                   |
| 32 SDRAM        | 32 meg SDRAM       | RAM                        |                    |                    |                  |                  |                   |
| Sales Inventory | 0.00               | 10                         | 3                  | 0                  | 0                | 0                | 0                 |
|                 |                    |                            |                    |                    |                  | PHONE 1-10       |                   |
| 32X IDE         | 32x CD-ROM         | CD ROM                     |                    |                    |                  |                  |                   |
| Sales Inventory | 2.00               | 10                         | 10                 | 0                  | 0                | 1                | 0                 |
|                 |                    |                            |                    |                    |                  | PHONE 1-10       |                   |
| 333PROC         | 333 Processor      | Processor                  |                    |                    |                  |                  |                   |
| Sales Inventory | 30.00              | 10                         | 8                  | 0                  | 0                | 0                | 0                 |
|                 |                    |                            |                    |                    |                  | PHONE 1-10       |                   |
| 4.5HD           | 4.5 gig Hard Drive | Drive                      |                    |                    |                  |                  |                   |
| Sales Inventory | 1.00               | 10                         | 4                  | 0                  | 0                | 0                | 0                 |
|                 |                    |                            |                    |                    |                  | PHONE 1-10       |                   |
| 400PROC         | 400 Processor      | Processor                  |                    |                    |                  |                  |                   |
| Sales Inventory | 30.00              | 10                         | 2                  | 0                  | 0                | 0                | 0                 |
|                 |                    |                            |                    |                    |                  | PHONE 1-10       |                   |

Total Number of Items: 9

# Distribution History Report

---

## Report Writer name

IV GL Distribution History  
Report

## Report tables

Inventory Distribution History  
Account Master  
Item Master

## Ranges

Item Number  
Audit Trail Code  
Date Posted  
Account Number  
Segment ID

## Sorting options

Item Number  
Audit Trail Code  
Date Posted  
Account Number  
Segment ID

The Distribution History Report displays a detailed record of how Inventory Control transactions affect the balances of General Ledger posting accounts. You can print this report if you select to maintain distribution history in the Inventory Control Setup window.

## Printing Instructions

1. Choose Reports >> Inventory >> History to open the Inventory History Reports window.
2. Select Distribution History from the Reports list and choose New to open the Inventory History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory History Report Options window will be redisplayed.
5. Choose Print.

You can print the Distribution History Report from either the Inventory History Reports window or the Inventory History Report Options window. You also can save the report option and print later.

The Distribution History Report also is printed automatically when you remove distribution history using the Remove Inventory Distribution History window.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Distribution History Report

System: 4/20/2007 3:27:23 PM  
 User Date: 4/20/2007

Fabrikam, Inc.  
 DISTRIBUTION HISTORY REPORT  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number HDWR-CIM-0001 HDWR-PRO-4862  
 Audit Trail Code First Last  
 Date Posted First Last  
 Account Number From: - -  
 To: - -

Sorted By: Item Number

| Account Number | Description                       | Type | Document Number | Post Date     | Item Number   | Audit Trail Code | Debit       | Credit      |
|----------------|-----------------------------------|------|-----------------|---------------|---------------|------------------|-------------|-------------|
| 000-1300-01    | Inventory - Retail/Parts          |      |                 |               |               |                  |             |             |
| Sale           | STDINV2245                        |      | 4/12/2007       | HDWR-CIM-0001 | SLSTE00000238 | \$0.00           | \$3,290.55  |             |
| 000-4510-01    | Cost of Goods Sold - Retail/Parts |      |                 |               |               |                  |             |             |
| Sale           | STDINV2245                        |      | 4/12/2007       | HDWR-CIM-0001 | SLSTE00000238 | \$3,290.55       | \$0.00      |             |
| 000-1300-01    | Inventory - Retail/Parts          |      |                 |               |               |                  |             |             |
| Sale           | STDINV2000                        |      | 8/3/2006        | HDWR-PNL-0001 | SLSTE00000004 | \$0.00           | \$1,507.70  |             |
| Sale           | STDINV2015                        |      | 1/11/2006       | HDWR-PNL-0001 | SLSTE00000019 | \$0.00           | \$301.54    |             |
| Sale           | STDINV2070                        |      | 2/25/2006       | HDWR-PNL-0001 | SLSTE00000073 | \$0.00           | \$301.54    |             |
| Sale           | STDINV2116                        |      | 8/14/2006       | HDWR-PNL-0001 | SLSTE00000119 | \$0.00           | \$607.70    |             |
| Sale           | STDINV2118                        |      | 1/1/2007        | HDWR-PNL-0001 | SLSTE00000121 | \$0.00           | \$1,519.25  |             |
| Sale           | STDINV2133                        |      | 1/11/2007       | HDWR-PNL-0001 | SLSTE00000134 | \$0.00           | \$303.85    |             |
| Sale           | STDINV2177                        |      | 4/11/2007       | HDWR-PNL-0001 | SLSTE00000178 | \$0.00           | \$303.85    |             |
| Sale           | STDINV2223                        |      | 4/12/2007       | HDWR-PNL-0001 | SLSTE00000224 | \$0.00           | \$607.70    |             |
| Sale           | INVPS1005                         |      | 4/12/2007       | HDWR-PNL-0001 | SLSTE00000234 | \$0.00           | \$303.85    |             |
| Return         | INV1012                           |      | 4/12/2007       | HDWR-PNL-0001 | SLSTE00000234 | \$303.85         | \$0.00      |             |
| Sale           | STDINV2240                        |      | 4/12/2007       | HDWR-PNL-0001 | SLSTE00000237 | \$0.00           | \$303.85    |             |
| 000-4510-01    | Cost of Goods Sold - Retail/Parts |      |                 |               |               |                  |             |             |
| Sale           | STDINV2000                        |      | 8/3/2006        | HDWR-PNL-0001 | SLSTE00000004 | \$1,507.70       | \$0.00      |             |
| Sale           | STDINV2015                        |      | 1/11/2006       | HDWR-PNL-0001 | SLSTE00000019 | \$301.54         | \$0.00      |             |
| Sale           | STDINV2070                        |      | 2/25/2006       | HDWR-PNL-0001 | SLSTE00000073 | \$301.54         | \$0.00      |             |
| Sale           | STDINV2116                        |      | 8/14/2006       | HDWR-PNL-0001 | SLSTE00000119 | \$607.70         | \$0.00      |             |
| Sale           | STDINV2118                        |      | 1/1/2007        | HDWR-PNL-0001 | SLSTE00000121 | \$1,519.25       | \$0.00      |             |
| Sale           | STDINV2133                        |      | 1/11/2007       | HDWR-PNL-0001 | SLSTE00000134 | \$303.85         | \$0.00      |             |
| Sale           | STDINV2177                        |      | 4/11/2007       | HDWR-PNL-0001 | SLSTE00000178 | \$303.85         | \$0.00      |             |
| Sale           | STDINV2223                        |      | 4/12/2007       | HDWR-PNL-0001 | SLSTE00000224 | \$607.70         | \$0.00      |             |
| Sale           | INVPS1005                         |      | 4/12/2007       | HDWR-PNL-0001 | SLSTE00000234 | \$303.85         | \$0.00      |             |
| Return         | INV1012                           |      | 4/12/2007       | HDWR-PNL-0001 | SLSTE00000234 | \$0.00           | \$303.85    |             |
| Sale           | STDINV2240                        |      | 4/12/2007       | HDWR-PNL-0001 | SLSTE00000237 | \$303.85         | \$0.00      |             |
| 000-1300-01    | Inventory - Retail/Parts          |      |                 |               |               |                  |             |             |
| Sale           | STDINV2020                        |      | 1/16/2006       | HDWR-PRO-4862 | SLSTE00000024 | \$0.00           | \$6,376.94  |             |
| Sale           | STDINV2021                        |      | 1/17/2006       | HDWR-PRO-4862 | SLSTE00000025 | \$0.00           | \$2,998.15  |             |
| Sale           | STDINV2138                        |      | 1/15/2007       | HDWR-PRO-4862 | SLSTE00000139 | \$0.00           | \$5,996.30  |             |
| 000-4510-01    | Cost of Goods Sold - Retail/Parts |      |                 |               |               |                  |             |             |
| Sale           | STDINV2020                        |      | 1/16/2006       | HDWR-PRO-4862 | SLSTE00000024 | \$6,376.94       | \$0.00      |             |
| Sale           | STDINV2021                        |      | 1/17/2006       | HDWR-PRO-4862 | SLSTE00000025 | \$2,998.15       | \$0.00      |             |
| Sale           | STDINV2138                        |      | 1/15/2007       | HDWR-PRO-4862 | SLSTE00000139 | \$5,996.30       | \$0.00      |             |
| Totals:        |                                   |      |                 |               |               |                  | \$25,026.62 | \$25,026.62 |
| Net:           |                                   |      |                 |               |               |                  | \$0.00      |             |

# Historical Stock Status Report

---

## Report Writer name

Historical Stock Status  
Detailed Report by Item  
Historical Stock Status  
Detailed Report by Account  
Historical Stock Status  
Detailed Report by Site  
Historical Stock Status  
Summary Report by Item  
Historical Stock Status  
Summary Report by  
Account  
Historical Stock Status  
Summary Report by Site

## Report tables

Historical Stock Status Temp  
Item Master

## Ranges

Item Number  
Description  
Generic Desc  
Account Number  
Item Class  
Six user-defined categories

## Sorting options

Item Number  
Site ID  
Description  
Generic Desc  
Account Number  
Six user-defined categories

## Include

Items with zero quantity on as  
of date

## Sites

All  
By Site

## Receipt transactions

Historical Cost  
Standard/Average Cost

## Issue transactions

Historical Cost  
Standard/Average Cost

## Print

Detail  
Summary

The Historical Stock Status Report is a list of posted transactions in Inventory Control. This report is sorted by item and includes audit trail information. You can print this report if you select to maintain transaction history in the Inventory Control Setup window.

## Printing Instructions

1. Choose Reports >> Inventory >> Activity to open the Inventory Activity Reports window.
2. Select Historical Stock Status from the Reports list and choose New to open the Inventory Activity Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Activity Report Options window will be redisplayed.
5. Choose Print.

You can print the Historical Stock Status Report from either the Inventory Activity Reports window or the Inventory Activity Report Options window. You also can save the report option and print later.

# Historical Stock Status Report

System: 5/20/2004 4:02:26 PM  
 User Date: 4/12/2007

## DETAILED HISTORICAL STOCK STATUS REPORT

Page: 1  
 User ID: LessonUser1

Fabrikam, Inc.  
 Inventory Control

As of: 4/12/2007

|                      |             |           |              |       |      |
|----------------------|-------------|-----------|--------------|-------|------|
| Ranges:              | From:       | To:       | Manufacturer | From: | To:  |
| Item Number:         | 400PROC     | 6.5HD     | Style        | First | Last |
| Site ID:             | WAREHOUSE   | WAREHOUSE | Feature      | First | Last |
| Item Description:    | First       | Last      |              | First | Last |
| Generic Description: | First       | Last      |              | First | Last |
| Item Class:          | First       | Last      |              | First | Last |
| Account Number:      | From: First | To: Last  |              |       |      |

Sorted By: Item Number

Include items with zero quantity on as of date: Yes  
 Cost for Periodic/Average Cost Items - Receipt Transactions: Historical Cost  
 Cost for Periodic/Average Cost Items - Issue Transactions: Historical Cost

^ Landed Cost Revaluation

\* Purchase Price Revaluation

| Document Date               | Document Number                        | Audit Trail                            | Mod | Site             | Quantity        | Calculated Unit Cost | Extended Amount        |
|-----------------------------|--|--|-----|------------------|-----------------|----------------------|------------------------|
| <b>Item Number: 400PROC</b> |  |  |     |                  |                 |                      |                        |
|                             | Current Quantity                       |  |     |                  |                 |                      |                        |
|                             |  |  |     | WAREHOUSE        | 10              | \$393.30             | \$3,933.00             |
|                             |  | <b>Final Inventory Value for Site:</b> |     | <b>WAREHOUSE</b> | <b>10</b>       |                      | <b>\$3,933.00</b>      |
|                             | <b>Final Inventory Value for Item:</b> | <b>400PROC</b>                         |     |                  | <b>10</b>       |                      | <b>\$3,933.00</b>      |
| <b>Item Number: 40X IDE</b> |  |  |     |                  |                 |                      |                        |
|                             | Current Quantity                       |  |     |                  |                 |                      |                        |
|                             |  |  |     | WAREHOUSE        | 10              | \$39.60              | \$396.00               |
|                             |  | <b>Final Inventory Value for Site:</b> |     | <b>WAREHOUSE</b> | <b>10</b>       |                      | <b>\$396.00</b>        |
|                             | <b>Final Inventory Value for Item:</b> | <b>40X IDE</b>                         |     |                  | <b>10</b>       |                      | <b>\$396.00</b>        |
| <b>Item Number: 450PROC</b> |  |  |     |                  |                 |                      |                        |
|                             | Current Quantity                       |  |     |                  |                 |                      |                        |
|                             |  |  |     | WAREHOUSE        | 10              | \$566.10             | \$5,661.00             |
|                             |  | <b>Final Inventory Value for Site:</b> |     | <b>WAREHOUSE</b> | <b>10</b>       |                      | <b>\$5,661.00</b>      |
|                             | <b>Final Inventory Value for Item:</b> | <b>450PROC</b>                         |     |                  | <b>10</b>       |                      | <b>\$5,661.00</b>      |
| <b>Item Number: 500PROC</b> |  |  |     |                  |                 |                      |                        |
|                             | Current Quantity                       |  |     |                  |                 |                      |                        |
|                             |  |  |     | WAREHOUSE        | 12              | \$703.67             | \$8,444.00             |
|                             |  | <b>Final Inventory Value for Site:</b> |     | <b>WAREHOUSE</b> | <b>12</b>       |                      | <b>\$8,444.00</b>      |
|                             | <b>Final Inventory Value for Item:</b> | <b>500PROC</b>                         |     |                  | <b>12</b>       |                      | <b>\$8,444.00</b>      |
| <b>Item Number: 6.5HD</b>   |  |  |     |                  |                 |                      |                        |
|                             | Current Quantity                       |  |     |                  |                 |                      |                        |
|                             |  |  |     | WAREHOUSE        | 10              | \$224.10             | \$2,241.00             |
|                             |  | <b>Final Inventory Value for Site:</b> |     | <b>WAREHOUSE</b> | <b>10</b>       |                      | <b>\$2,241.00</b>      |
|                             | <b>Final Inventory Value for Item:</b> | <b>6.5HD</b>                           |     |                  | <b>10</b>       |                      | <b>\$2,241.00</b>      |
|                             |  |  |     |                  | <u>Quantity</u> |                      | <u>Extended Amount</u> |
| <b>Grand Totals:</b>        |  |  |     |                  | <b>52.00000</b> |                      | <b>\$20,675.00</b>     |

# Item Allocation Inquiry Report

---

## Report Writer name

Inventory Class Report

## Report tables

Item Class Setup

IV Class Accounts TEMP

## Ranges

Items

Dates

Sites

## Sorting options

Item Number

Document Date

Allocated To

Item Number/Doc. Date

The Item Allocation Inquiry Report displays where item quantities have been allocated. This report lists the item number, item short description, the module the transaction originated from, document number, document type, who the quantities are allocated to, site ID, unit of measure schedule ID, and quantity allocated information.

## Printing Instructions

1. Choose Inquiry >> Inventory >> Item Allocation to open the Item Allocation Inquiry window.
2. Select a range of items and dates.
3. Select which modules to view allocated item information for.
4. Select whether to display items at all sites or a specific site and a sorting order for the items displayed.
5. Choose Redisplay and then choose File >> Print.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Item Allocation Inquiry Report

System: 5/21/2004 10:19:15 AM  
 User Date: 4/12/2007

**ITEM ALLOCATION INQUIRY REPORT**  
 Fabrikam, Inc.  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number: PHON-ATT-5354 PHON-SNY-1250  
 Document Date: First Last  
 Site ID: WAREHOUSE WAREHOUSE  
 Sorted By: Item Number

Item Number: PHON-BAS-0001 Item Short Description: Base

| Module | Document Number    | Document Type     | Date      | Allocated To  | Site ID   | U of M | Qty Allocated |
|--------|--------------------|-------------------|-----------|---------------|-----------|--------|---------------|
| BOM    | ASM000000000000013 | Assembly          | 2/28/2007 | PHON-FGS-0002 | WAREHOUSE | Each   | 1             |
| SOP    | FULORD1008         | Fulfillment Order | 4/12/2007 | AARONFIT0001  | WAREHOUSE | Each   | 2             |

Item Number: PHON-FGD-0001 Item Short Description: Phone Dual

| Module | Document Number | Document Type     | Date      | Allocated To | Site ID   | U of M | Qty Allocated |
|--------|-----------------|-------------------|-----------|--------------|-----------|--------|---------------|
| SOP    | ORDST2229       | Order             | 4/12/2007 | ALTONMAN0001 | WAREHOUSE | Each   | 1             |
| SOP    | FULORD1008      | Fulfillment Order | 4/12/2007 | AARONFIT0001 | WAREHOUSE | Each   | 1             |

Item Number: PHON-RCV-0002 Item Short Description: Receiver Single

| Module | Document Number | Document Type | Date      | Allocated To | Site ID   | U of M | Qty Allocated |
|--------|-----------------|---------------|-----------|--------------|-----------|--------|---------------|
| SOP    | ORDST2229       | Order         | 4/12/2007 | ALTONMAN0001 | WAREHOUSE | Each   | 1             |

Total Transactions: 5

# Item Class List

---

## Report Writer name

Inventory Class Report

## Report tables

Item Class Setup

IV Class Accounts TEMP

## Ranges

Class ID

Description

## Sorting options

Class ID

Description

The Item Class List displays the information entered when you set up item classes in the Item Class Setup window. This report displays detailed class information, such as the item type, valuation method, and user categories that have been selected for each class.

## Printing Instructions

To print a single item class:

1. Choose Tools >> Setup >> Inventory >> Item Class to open the Item Class Setup window.
2. Select an item class and choose File >> Print.

To print a list of item classes:

1. Choose Reports >> Inventory >> Setup to open the Inventory Setup Reports window.
2. Select Class from the Reports list and choose New to open the Inventory Setup Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Setup Report Options window will be redisplayed.
5. Choose Print.

The Item Class List can be printed from either the Inventory Setup Reports window or the Inventory Setup Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Item Class List

System: 5/12/2007 10:30:20 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 ITEM CLASS LIST  
 Inventory Control

Page: 1  
 User ID: LessonUse

Ranges: From: To:  
 Class ID  
 Description

Sorted By:

|                                      |                         |                             |                 |
|--------------------------------------|-------------------------|-----------------------------|-----------------|
| Item Class:                          | FINGOODS                | Item Type:                  | Sales Inventory |
| Description:                         | Finished Goods - B of M | Valuation Method:           | FIFO Perpetual  |
| Default Class:                       | No                      | Inventory Posting Accounts: |                 |
| Allow Backorders:                    | Yes                     | Inventory                   | 000-1300-02     |
| Sales Tax Schedule ID:               |                         | Inventory Offset            | 000-4510-02     |
| Purchase Tax Schedule ID:            |                         | Cost of Goods Sold          | 000-4510-02     |
| User Category Values:                |                         | Sales                       | 000-4110-02     |
| User Cat #1                          |                         | Markdowns                   | 000-1205-00     |
| User Cat #2                          |                         | Sales Returns               | 000-4190-00     |
| User Cat #3                          |                         | In Use                      | 000-1520-00     |
| User Cat #4                          |                         | In Service                  | 000-1300-02     |
| User Cat #5                          |                         | Damaged                     | 000-4700-00     |
| User Cat #6                          |                         | Variance                    | 000-4700-00     |
| Quantity Decimals:                   | 0                       | Drop Ship Items             | 000-2735-00     |
| Currency Decimals:                   |                         | Purchase Price Variance     | 000-4730-00     |
| U of M Schedule ID:                  | PHONE 1-10              | Unrealized Purch Price Var  |                 |
| Price Method:                        | % Markup - Current Cost | Inventory Returns           | 000-1330-02     |
| Price Group:                         |                         | Assembly Variance           | 000-4740-00     |
| Default Price Level:                 |                         | Tracking Option:            | None            |
|                                      |                         | Lot Category:               |                 |
|                                      |                         | Maintain History:           |                 |
| Revalue Inventory for Cost Variance: | Yes                     | Calendar Year               | Yes             |
| Tolerance Percentage:                | 0.000%                  | Fiscal Year                 | Yes             |
|                                      |                         | Transaction                 | Yes             |
|                                      |                         | Distribution                | Yes             |

# Item Period History Report

---

## Report Writer name

IV Item Period History by Site/  
Item  
IV Item Period History by Date

## Report tables

Inventory Sales Summary  
Period History  
Item Master  
Period Setup

## Ranges

Item Number  
Description  
Date

## Sorting options

Item Number  
Description  
Date

## Print

Calendar  
Fiscal

## Items

All  
By Site

The Item Period History Report displays detailed information about a specific item or range of items. The report includes item IDs, item descriptions, total sales quantities, total sales costs, total sales amounts, dependent usage quantities, dependent usage costs, and projected usage quantities.

## Printing Instructions

To print an individual item period history:

1. Choose Cards >> Inventory >> History to open the Item History window.
2. Select an item number that you want to view.
3. Choose File >> Print to print the report containing the information displayed in the window.

To print multiple item period history:

1. Choose Reports >> Inventory >> History to open the Inventory History Reports window.
2. Select Item Period History from the Reports list and choose New to open the Inventory History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory History Report Options window will be redisplayed.
5. Choose Print.

You can print the Item Period History Report from either the Inventory History Reports window or the Inventory History Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Item Period History Report

System: 4/20/2007 3:19:30 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 Item Period History Report  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number A100 ACCS-HDS-2EAR  
 Item Description First Last  
 Date First Last  
 Site First Last

Sorted By: Item Number

Print: Calendar

| Item Number                                 | Item Description | Site |                          |                       |                          |
|---|------------------|------|--------------------------|-----------------------|--------------------------|
| Prd/Mth                                     | Period Name      | Year | Total Sales Quantity     | Total Sales Costs     | Total Sales Amount       |
|   |                  |      | Dependent Usage Quantity | Dependent Usage Costs | Projected Usage Quantity |
| <b>ACCS-CRD-12WH Phone Cord - 12' White</b> |                  |      |                          |                       |                          |
| 4   | April            | 2004 | 8                        | \$26.32               | \$79.60                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 5   | May              | 2004 | 4                        | \$13.16               | \$39.80                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 1   | January          | 2006 | 11                       | \$36.19               | \$109.45                 |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 2   | February         | 2006 | 13                       | \$42.77               | \$129.35                 |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 3   | March            | 2006 | 6                        | \$19.74               | \$59.70                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 1   | January          | 2007 | 11                       | \$36.19               | \$109.45                 |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 2   | February         | 2007 | 13                       | \$42.77               | \$129.35                 |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 3   | March            | 2007 | 6                        | \$19.74               | \$59.70                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 4   | April            | 2007 | 4                        | \$13.16               | \$39.80                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| <b>ACCS-CRD-25BK Phone Cord - 25' Black</b> |                  |      |                          |                       |                          |
| 4   | April            | 2004 | 2                        | \$11.96               | \$39.90                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 1   | January          | 2006 | 2                        | \$11.96               | \$39.90                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 3   | March            | 2006 | 3                        | \$17.94               | \$59.85                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 1   | January          | 2007 | 2                        | \$11.96               | \$39.90                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 3   | March            | 2007 | 3                        | \$17.94               | \$59.85                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 4   | April            | 2007 | 1                        | \$5.98                | \$19.95                  |
|   |                  |      | 0                        | \$0.00                | 0                        |
| <b>ACCS-HDS-1EAR Headset-Single Ear</b>     |                  |      |                          |                       |                          |
| 2   | February         | 2006 | 12                       | \$463.08              | \$959.40                 |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 3   | March            | 2006 | 13                       | \$501.67              | \$1,039.35               |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 3   | March            | 2007 | 13                       | \$334.49              | \$1,039.35               |
|   |                  |      | 0                        | \$0.00                | 0                        |
| 4   | April            | 2007 | 2                        | \$51.41               | \$159.90                 |
|   |                  |      | 0                        | \$0.00                | 0                        |
| <b>ACCS-HDS-2EAR Headset - Dual Ear</b>     |                  |      |                          |                       |                          |
| 4   | April            | 2007 | 11                       | \$461.78              | \$989.45                 |
|   |                  |      | 0                        | \$0.00                | 0                        |

# Item Price List Options List

---

## Report Writer name

IV Item Price List Options List  
IV Item Price List Options List  
MC

## Report tables

Item Master  
Item Price List Options  
Item Currency Master

## Ranges

Item Number  
Description  
Class ID  
Price Group  
Currency ID

## Sorting options

Item Number  
Description  
Class ID

## Include

Discontinued Items

The Item Price List Options List provides detailed information about a specific item or a range of items. The list includes item IDs, price levels, units of measure, rounding amounts, and options. The Item Price List Options List also includes the total number of items printed in the report. This list can be printed with or without multicurrency information displayed.

## Printing Instructions

1. Choose Reports >> Inventory >> Item to open the Inventory Item Reports window.
2. Select Item Price List Options List from the Reports list and choose New to open the Inventory Item Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Item Report Options window will be redisplayed.
5. Choose Print.

You can print the Item Price List Options List from either the Inventory Item Reports window or the Inventory Item Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Item Price List Options List

System: 4/12/2007 10:52:26 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 ITEM PRICE LIST OPTIONS LIST  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number 400PROC A100  
 Description First Last  
 Class ID First Last  
 Price Group First Last  
 Currency ID First Last

Sorted By: Item Number

Include:

| Item Number | Description | Price Method |                    |              |                 |              |
|-------------|-------------|--------------|--------------------|--------------|-----------------|--------------|
| Currency ID | Price Level | U of M       | Selling Option     | Round Policy | Round Option    | Round Amount |
| 400PROC     |             |              | 400 Processor      |              | % of List Price |              |
| Z-US\$      | EXTPRCLVL   | Each         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | EXTPRCLVL   | Case         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | RETAIL      | Each         | Whole              | Up           | Ends in         | \$9.95       |
| Z-US\$      | RETAIL      | Case         | Whole              | Up           | Ends in         | \$9.95       |
| 40X IDE     |             |              | 40x CD-ROM         |              | % of List Price |              |
| Z-US\$      | EXTPRCLVL   | Each         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | EXTPRCLVL   | Case         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | RETAIL      | Each         | Whole              | Up           | Ends in         | \$9.95       |
| Z-US\$      | RETAIL      | Case         | Whole              | Up           | Ends in         | \$9.95       |
| 450PROC     |             |              | 450 Processor      |              | % of List Price |              |
| Z-US\$      | EXTPRCLVL   | Each         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | EXTPRCLVL   | Case         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | RETAIL      | Each         | Whole              | Up           | Ends in         | \$9.95       |
| Z-US\$      | RETAIL      | Case         | Whole              | Up           | Ends in         | \$9.95       |
| 500PROC     |             |              | 500 Processor      |              | % of List Price |              |
| Z-US\$      | EXTPRCLVL   | Each         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | EXTPRCLVL   | Case         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | RETAIL      | Each         | Whole              | Up           | Ends in         | \$9.95       |
| Z-US\$      | RETAIL      | Case         | Whole              | Up           | Ends in         | \$9.95       |
| 6.5HD       |             |              | 6.5 gig Hard Drive |              | % of List Price |              |
| Z-US\$      | EXTPRCLVL   | Each         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | EXTPRCLVL   | Case         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | RETAIL      | Each         | Whole              | Up           | Ends in         | \$0.99       |
| Z-US\$      | RETAIL      | Case         | Whole              | Up           | Ends in         | \$0.99       |
| 64 SDRAM    |             |              | 64 meg SDRAM       |              | % of List Price |              |
| Z-US\$      | EXTPRCLVL   | Each         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | EXTPRCLVL   | Case         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | RETAIL      | Each         | Whole              | Up           | Ends in         | \$0.95       |
| Z-US\$      | RETAIL      | Case         | Whole              | Up           | Ends in         | \$0.95       |
| 8.4HD       |             |              | 8.4 gig Hard Drive |              | % of List Price |              |
| Z-US\$      | EXTPRCLVL   | Each         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | EXTPRCLVL   | Case         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | RETAIL      | Each         | Whole              | Up           | Ends in         | \$9.95       |
| Z-US\$      | RETAIL      | Case         | Whole              | Up           | Ends in         | \$9.95       |
| A100        |             |              | Audio System       |              | % of List Price |              |
| Z-US\$      | EXTPRCLVL   | Each         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | EXTPRCLVL   | Case         | Whole              | None         |                 | \$0.00       |
| Z-US\$      | RETAIL      | Each         | Whole              | Up           | Ends in         | \$9.95       |
| Z-US\$      | RETAIL      | Case         | Whole              | Up           | Ends in         | \$9.95       |

Total Items: 8

# Item Transaction Inquiry Report

---

## Report Writer name

IV Item Transaction Inquiry

## Report tables

Inventory Transaction  
Amounts History

Item Master

Item Quantity Master

## Ranges

Document Number

Document Type

Module

Site ID

## Sorting option

Sort by Date

The Item Transaction Inquiry Report lists the transactions that increase or decrease the quantity for the selected item. This report lists the document number, the module the transaction originated from, and the quantity, date, and cost of each transaction.

## Printing Instructions

1. Choose Inquiry >> Inventory >> Item Transaction to open the Item Transaction Inquiry window.
2. Select an item and the documents that you want to view.
3. Choose File >> Print to print the report containing the information displayed in the window.

# Item Transaction Inquiry Report

System: 5/20/2007 3:06:50 PM  
 User Date: 5/20/2007

Fabrikam, Inc.  
 ITEM TRANSACTION INQUIRY REPORT  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Item Number: ACCS-HDS-2EAR Headset - Dual Ear

|                 |       |      |
|-----------------|-------|------|
| Ranges:         | From: | To:  |
| Document Number | First | Last |
| Document Type   | First | Last |
| Module          | First | Last |
| Site ID         | First | Last |
| Document Date   | First | Last |

Sorted By: Module

| Module              | Number           | Document Type | Date      | Vendor/Customer ID |
|---------------------|------------------|---------------|-----------|--------------------|
| Site ID             | U of M           | Quantity      | Unit Cost | Extended Cost      |
| IV                  | 0000000000000012 | Adjustment    | 1/26/2004 |                    |
| WAREHOUSE           | Each             | 10            | \$41.98   | \$419.80           |
| IV                  | 0000000000000025 | Adjustment    | 3/28/2004 |                    |
| WAREHOUSE           | Each             | 75            | \$41.98   | \$3,148.50         |
| POP                 | RCT1022          | Receipt       | 1/22/2006 | AMERICAN0002       |
| WAREHOUSE           | Each             | 6             | \$41.98   | \$251.88           |
| POP                 | RCT1044          | Receipt       | 2/13/2006 | AMERICAN0002       |
| WAREHOUSE           | Each             | 10            | \$41.98   | \$419.80           |
| POP                 | RCT1050          | Receipt       | 2/22/2006 | AMERICAN0002       |
| WAREHOUSE           | Each             | 10            | \$41.98   | \$419.80           |
| POP                 | RCT1099          | Receipt       | 1/22/2007 | AMERICAN0001       |
| WAREHOUSE           | Each             | 6             | \$41.98   | \$251.88           |
| POP                 | RCT1126          | Receipt       | 2/13/2007 | AMERICAN0001       |
| WAREHOUSE           | Each             | 10            | \$41.98   | \$419.80           |
| POP                 | RCT1130          | Receipt       | 2/22/2007 | AMERICAN0001       |
| WAREHOUSE           | Each             | 10            | \$41.98   | \$419.80           |
| SOP                 | STDINV2225       | Sale          | 4/12/2007 | ADAMPARK0001       |
| WAREHOUSE           | Each             | (1)           | \$41.98   | \$41.98            |
| SOP                 | STDINV2253       | Sale          | 4/12/2007 | AMERICAN0001       |
| WAREHOUSE           | Each             | (10)          | \$41.98   | \$419.80           |
| Total Transactions: |                  | 10            |           |                    |

# Lot Number List

---

## Report Writer name

Lot Number Report  
Lot Number Report By Site

## Report tables

Item Lot Number Master  
Item Master  
Inventory Purchase Receipts  
Work

## Ranges

Item Number  
Description  
Generic Desc  
Qty Type  
Six-user-defined categories

## Sorting options

Item Number  
Description  
Generic Description  
Six-user-defined categories

## Items

All  
By Site

The Lot Number List displays all the items set up as lot-numbered items and the associated lot numbers currently in inventory.

## Printing Instructions

1. Choose Reports >> Inventory >> Serial/Lots to open the Inventory Serial-Lot Reports window.
2. Select Lot Number from the Reports list and choose New to open the Inventory Serial-Lot Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You also can print this report for a range of lot-numbered items at a specific site.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Serial-Lot Report Options window will be redisplayed.
5. Choose Print.

You can print the Lot Number List from either the Inventory Serial-Lot Reports window or the Inventory Serial-Lot Report Options window. You also can save the report option and print it later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Lot Number List

System: 4/12/2007 11:06:59 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 LOT NUMBER LIST  
 Inventory Control

Page: 1  
 User ID: LessonUser1

|                  |       |      |         |       |      |
|------------------|-------|------|---------|-------|------|
| Ranges:          | From: | To:  | Style   | From: | To:  |
| Item Number      | First | Last | Feature | First | Last |
| Item Description | First | Last |         | First | Last |
| Item Generic     | First | Last |         |       |      |
| Quantity Type    | First | Last |         |       |      |
| Manufacturer     | First | Last |         |       |      |

Sorted By: Item Number

= - Override Lot Number

| Item Number   | Description                    |  | Site |  | Quantity | Type | Lot Number | Bin       | Date Received | Quantity Received | Quantity Available | Days Aged | Actual Cost | Floor Plan Due Date | Days Left |
|---------------|--------------------------------|--|------|--|----------|------|------------|-----------|---------------|-------------------|--------------------|-----------|-------------|---------------------|-----------|
| -----         |                                |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| CAP100        | Capacitor                      |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| WAREHOUSE     | On Hand                        |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| LOT A         |                                |  |      |  | 10       |      |            | 6/15/2005 |               | 8                 | 666                |           | \$0.02      | 6/15/2005           | 0         |
| PHON-RCV-0001 | Receiver-Hands Free Dual Ear   |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| WAREHOUSE     | On Hand                        |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| 499915        |                                |  |      |  | 50       |      |            | 3/25/2004 |               | 25                | 1,113              |           | \$45.27     | 3/25/2004           | 0         |
| PHON-RCV-0002 | Receiver-Hands Free Single Ear |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| WAREHOUSE     | On Hand                        |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| 499901        |                                |  |      |  | 30       |      |            | 5/5/2004  |               | 29                | 1,072              |           | \$41.88     | 5/5/2004            | 0         |
| RMTL-CAP-10MF | Capacitor, .10mF               |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| WAREHOUSE     | On Hand                        |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| 14672         |                                |  |      |  | 45       |      |            | 1/1/2004  |               | 43                | 1,197              |           | \$3.93      | 1/1/2004            | 0         |
| WIRE-MCD-0001 | Multi conductor wire           |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| WAREHOUSE     | On Hand                        |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| 111155        |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 90.00             | 1,184              |           | \$0.54      | 1/14/2004           | 0         |
| 44501         |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 100.00            | 1,184              |           | \$0.54      | 1/14/2004           | 0         |
| 442266        |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 100.00            | 1,184              |           | \$0.54      | 1/14/2004           | 0         |
| 8844666       |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 100.00            | 1,184              |           | \$0.54      | 1/14/2004           | 0         |
| 00441355      |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 100.00            | 1,184              |           | \$0.54      | 1/14/2004           | 0         |
| LOT1          |                                |  |      |  | 1,000.00 |      |            | 4/18/2004 |               | 1,000.00          | 1,089              |           | \$0.54      | 4/18/2004           | 0         |
| 1             |                                |  |      |  | 1,000.00 |      |            | 1/24/2006 |               | 1,000.00          | 443                |           | \$0.54      | 1/24/2006           | 0         |
| LOT B         |                                |  |      |  | 1,000.00 |      |            | 1/24/2007 |               | 1,000.00          | 78                 |           | \$0.54      | 1/24/2007           | 0         |
| WIRE-SCD-0001 | Single conductor wire          |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| WAREHOUSE     | On Hand                        |  |      |  |          |      |            |           |               |                   |                    |           |             |                     |           |
| 12055         |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 61.71             | 1,184              |           | \$0.16      | 1/14/2004           | 0         |
| 144501        |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 88.29             | 1,184              |           | \$0.16      | 1/14/2004           | 0         |
| 2225566       |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 100.00            | 1,184              |           | \$0.16      | 1/14/2004           | 0         |
| 2228844666    |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 100.00            | 1,184              |           | \$0.16      | 1/14/2004           | 0         |
| 220044        |                                |  |      |  | 100.00   |      |            | 1/14/2004 |               | 100.00            | 1,184              |           | \$0.16      | 1/14/2004           | 0         |
| LOT1          |                                |  |      |  | 500.00   |      |            | 4/18/2004 |               | 500.00            | 1,089              |           | \$0.16      | 4/18/2004           | 0         |
| 2             |                                |  |      |  | 500.00   |      |            | 1/24/2006 |               | 500.00            | 443                |           | \$0.16      | 1/24/2006           | 0         |
| LOT C         |                                |  |      |  | 500.00   |      |            | 1/24/2007 |               | 500.00            | 78                 |           | \$0.16      | 1/24/2007           | 0         |

Total Items: 6

# Physical Inventory Checklist

---

## Report Writer name

Physical Inventory Checklist  
Physical Inventory Checklist  
By Site  
Physical Inventory Checklist  
By Site No QTY  
Physical Inventory Checklist  
No QTY

## Report tables

Item Master  
Item Quantity Master  
Inventory U of M Schedule  
Setup  
IV Serial Lot Temp

## Ranges

Item Number  
Description  
Generic Desc  
Bin  
Six user-defined categories

## Sorting options

Item Number  
Description  
Generic Desc  
Bin  
Six user-defined categories

## Include

Serial/Lot Numbers  
Item Quantities

## Sites

All  
By Site

The Physical Inventory Checklist displays current quantity information for all items, or for a range of items. This report can be used during a physical count to verify the quantity on hand for all inventory items. The Physical Inventory Checklist can be printed for all sites or a range of sites.

## Printing Instructions

1. Choose Reports >> Inventory >> Activity to open the Inventory Activity Reports window.
2. Select Physical Inventory Checklist from the Reports list and choose New to open the Inventory Activity Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Activity Report Options window will be redisplayed.
5. Choose Print.

You can print the Physical Inventory Checklist from either the Inventory Activity Reports window or the Inventory Activity Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Physical Inventory Checklist

System: 4/12/2007 11:44:17 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 PHYSICAL INVENTORY CHECKLIST  
 Inventory Control

Page: 1  
 User ID: LessonUser1

|                  |        |               |         |       |      |
|------------------|--------|---------------|---------|-------|------|
| Ranges:          | From:  | To:           | Feature | From: | To:  |
| Item Number      | CAP100 | HDWR-FGC-0001 |         | First | Last |
| Item Description | First  | Last          |         |       |      |
| Item Generic     | First  | Last          |         |       |      |
| Manufacturer     | First  | Last          |         |       |      |
| Style            | First  | Last          |         |       |      |

Sorted By: Item Number

Include Item Quantities: No  
 Include Serial/Lot Numbers: Yes

| Item Number      | Item Description                 | Base U Of M | CHK/CNT |
|------------------|----------------------------------|-------------|---------|
| CAP100           | Capacitor                        | Each        | _____   |
| -- Lot Number    | LOT A                            |             |         |
| CB100            | Circuit Board                    | Each        | _____   |
| CBA100           | Circuit Board Assembly           | Each        | _____   |
| -- Serial Number | 00001                            |             |         |
| -- Serial Number | 00002                            |             |         |
| -- Serial Number | 00003                            |             |         |
| -- Serial Number | 00004                            |             |         |
| -- Serial Number | 00005                            |             |         |
| -- Serial Number | 00006                            |             |         |
| COMPBOOK         | Computers Explained              | Each        | _____   |
| CORDG            | Green Cord                       | Each        | _____   |
| COV100G          | Green Cover                      | Each        | _____   |
| FAXX-CAN-9800    | Cantata FaxPhone 9800            | Each        | _____   |
| FAXX-FG3-0001    | Desktop Fax System               | Each        | _____   |
| FAXX-RIC-060E    | Richelieu Fax 60E                | Each        | _____   |
| FAXX-SLK-0172    | Sleek UX-172 fax                 | Each        | _____   |
| FAXX-SLK-2100    | Sleek UX-2100 fax                | Each        | _____   |
| FRHT-TWO-0001    | Freight Charges                  | Mile        | _____   |
| FTRUB            | Rubber Feet                      | Each        | _____   |
| HA100G           | Green Hand Assembly              | Each        | _____   |
| HDWR-ACC-0100    | Acclaimed Call Center System 100 | Each        | _____   |
| -- Serial Number | 7                                |             |         |
| HDWR-CAB-0001    | Central Cabinet                  | Each        | _____   |
| HDWR-CIM-0001    | Control interface/Memory         | Each        | _____   |
| -- Serial Number | 1381077                          |             |         |
| -- Serial Number | 1381079                          |             |         |
| -- Serial Number | 1381080                          |             |         |
| -- Serial Number | 1381081                          |             |         |
| -- Serial Number | 1381082                          |             |         |
| -- Serial Number | 1381083                          |             |         |
| -- Serial Number | 1381084                          |             |         |
| -- Serial Number | 1381085                          |             |         |
| -- Serial Number | 1381086                          |             |         |
| -- Serial Number | 1381087                          |             |         |
| -- Serial Number | 1381088                          |             |         |
| -- Serial Number | 1381089                          |             |         |
| -- Serial Number | 1381090                          |             |         |
| -- Serial Number | 1381091                          |             |         |
| -- Serial Number | 1381092                          |             |         |
| -- Serial Number | 1381093                          |             |         |
| -- Serial Number | 1381094                          |             |         |
| -- Serial Number | 1381095                          |             |         |
| -- Serial Number | 1381096                          |             |         |
| HDWR-DCD-0001    | Assembled Data Card              | Each        | _____   |
| HDWR-FGC-0001    | Data Card Assembly               | Each        | _____   |

19 Total Items

# Purchase Advice Report

---

## Report Writer name

Inventory Purchase Advice Report  
Inventory Purchase Advice Report By Vendor  
Inventory Purchase Advice Report By Site

## Report tables

IV Purchase Advice TEMP  
Item Master  
Item Quantity Master  
Item Vendor Master  
PM Vendor Master File  
IV Purchase Advice Vendor TEMP

## Ranges

Item Number  
Description  
Generic Desc  
Vendor ID  
Six user-defined categories

## Sorting options

Item Number  
Description  
Generic Desc  
Vendor ID  
Six user-defined categories

## Include

Quantity Requisitioned  
Zero Order Point Qty

## Items

All  
By Site

## Calculate Suggested Quantities Using

Order-Up-To-Level  
Order Point Qty

The Purchase Advice Report allows you to see at a glance which items have fallen below the suggested quantity levels. It displays all items with a quantity equal to or less than the reorder level or the maximum inventory level specified for the items.

## Printing Instructions

1. Choose Reports >> Inventory >> Analysis to open the Inventory Analysis Reports window.
2. Select Purchase Advice Report from the Reports list and choose New to open the Inventory Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can select to calculate suggested quantities using either the reorder level or the maximum inventory level. The Purchase Advice Report can be printed for all sites or a range of sites.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Purchase Advice Report from either the Inventory Analysis Reports window or the Inventory Analysis Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Purchase Advice Report

System: 4/12/2007 2:13:23 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 PURCHASE ADVICE REPORT  
 Inventory Control

Page: 1  
 User ID: LessonUser1

|                  |               |               |         |       |      |
|------------------|---------------|---------------|---------|-------|------|
| Ranges:          | From:         | To:           | Style   | From: | To:  |
| Item Number      | ACCS-HDS-2EAR | ANSW-PAN-2460 | Feature | First | Last |
| Item Description | First         | Last          |         | First | Last |
| Item Generic     | First         | Last          |         |       |      |
| Vendor ID        | First         | Last          |         |       |      |
| Site             | NORTH         | NORTH         |         |       |      |
| Manufacturer     | First         | Last          |         |       |      |

Sorted By Site By: Item Number

Include Items With Zero Order Point Qty: Yes  
 Include Quantities Requisitioned: Yes  
 Calculate Suggested Quantities Using: Order Point Qty

| Item Number                   | Item Description               | On Hand         | Allocated     | Available | Backordered   | On Order |
|-------------------------------|--------------------------------|-----------------|---------------|-----------|---------------|----------|
| * - Primary Vendor            |                                | Order Point Qty | QTY To Order  | U Of M    | Qty In U Of M |          |
| Vendor ID                     | Vendor Name                    | EOQ             | Minimum Order | Avg Lead  | Last Cost     |          |
| ACCS-HDS-2EAR                 | Headset - Dual Ear             | 0               | 0             | 0         | 0             | 0        |
|                               |                                |                 | 0             | 0         | Each          | 1        |
| AMERICAN0001                  | AmericaCharge                  | 0               | 0             | 3.00      | \$41.98       |          |
| * ATTRACTI00001               | Attractive Telephone Co.       | 0               | 1             | 3.00      | \$41.98       |          |
| * ELECTRON0001                | Electronic Services            | 0               | 1             | 3.00      | \$0.00        |          |
| ACCS-RST-DXBK                 | Shoulder Rest-Deluxe Black     | 0               | 0             | 0         | 0             | 0        |
|                               |                                |                 | 0             | 0         | Each          | 1        |
| * ELECTRON0001                | Electronic Services            | 0               | 1             | 5.00      | \$0.00        |          |
| ACCS-RST-DXWH                 | Shoulder Rest - Deluxe White   | 0               | 0             | 0         | 0             | 0        |
|                               |                                |                 | 0             | 0         | Each          | 1        |
| AMERICAN0001                  | AmericaCharge                  | 0               | 0             | 3.00      | \$4.55        |          |
| ATTRACTI00001                 | Attractive Telephone Co.       | 0               | 0             | 3.00      | \$4.55        |          |
| * ELECTRON0001                | Electronic Services            | 0               | 1             | 5.00      | \$0.00        |          |
| ANSW-ATT-1000                 | Attractive Answering System 10 | 0               | 0             | 0         | 0             | 0        |
|                               |                                |                 | 0             | 0         | Each          | 1        |
| * ATTRACTI00001               | Attractive Telephone Co.       | 0               | 0             | 0.00      | \$0.00        |          |
| ELECTRON0001                  | Electronic Services            | 0               | 1             | 5.00      | \$0.00        |          |
| ANSW-PAN-1450                 | Panache KX-T1450 answer        | 0               | 0             | 0         | 0             | 0        |
|                               |                                |                 | 0             | 0         | Each          | 1        |
| ADVANCED0001                  | Advanced Office Systems        | 0               | 0             | 3.60      | \$50.25       |          |
| ASSOCIAT0001                  | Associated Insurance Inc.      | 0               | 0             | 3.49      | \$50.25       |          |
| ATTRACTI00001                 | Attractive Telephone Co.       | 0               | 1             | 5.00      | \$0.00        |          |
| * ELECTRON0001                | Electronic Services            | 0               | 0             | 0.00      | \$0.00        |          |
| ANSW-PAN-2460                 | Panache KX-T2460 answer        | 0               | 0             | 0         | 0             | 0        |
|                               |                                |                 | 0             | 0         | Each          | 1        |
| * ELECTRON0001                | Electronic Services            | 0               | 1             | 3.00      | \$0.00        |          |
| 6 Total Items For Site: NORTH |                                |                 |               |           |               |          |

# Purchase Receipts Inquiry Report

---

## Report Writer name

IV Purchase Receipts Inquiry

## Report tables

Inventory Purchase Receipts  
Work

Item Master

Item Quantity Master

The Purchase Receipts Inquiry Report lists the receipts for an item at a particular site and date. This report also shows the vendor ID, receipt type, date received, quantity received, unit cost, extended cost, and quantity sold for each receipt.

## Printing Instructions

1. Choose Inquiry >> Inventory >> Receipts to open the Purchase Receipts Inquiry window.
2. Enter or select an item number and site ID.
3. Choose whether to view all sites and dates or a particular site and date.
4. Choose File >> Print to print the report containing the information displayed in the window.

# Purchase Receipts Inquiry Report

System: 4/12/2007 11:57:18 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 PURCHASE RECEIPTS INQUIRY REPORT  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Item Number: 100XLG Green Phone  
 Site ID: WAREHOUSE

Ranges: From: To:  
 Date: 1/1/2006 3/20/2007

Sorted By: Quantity Type/Date

| Receipt Number     | Vendor ID    | Receipt Type | Receipt Date | Quantity Received | Unit Cost | Extended Cost   |
|--------------------|--------------|--------------|--------------|-------------------|-----------|-----------------|
| Purchase Order No. | Qty Type     |              |              | Quantity Sold     |           | Value Remaining |
| 0000000000000032   | INV ADJ      | Adjustment   | 2/22/2006    | 10                | \$28.46   | \$284.60        |
| INV ADJ            | On Hand      |              |              | 10                |           | \$0.00          |
| RCT1062            | ADVANCED0001 | Receipt      | 3/3/2006     | 11                | \$28.46   | \$313.06        |
| PO2024             | On Hand      |              |              | 11                |           | \$0.00          |
| RCT1065            | ADVANCED0001 | Receipt      | 3/9/2006     | 1                 | \$28.46   | \$28.46         |
| PO2026             | On Hand      |              |              | 1                 |           | \$0.00          |
| RCT1067            | ADVANCED0001 | Receipt      | 3/11/2006    | 5                 | \$28.46   | \$142.30        |
| PO2027             | On Hand      |              |              | 5                 |           | \$0.00          |
| RCT1069            | ADVANCED0001 | Receipt      | 3/13/2006    | 10                | \$28.46   | \$284.60        |
| PO2028             | On Hand      |              |              | 10                |           | \$0.00          |
| RCT1063            | CRUGEREN0001 | Receipt      | 3/14/2006    | 5                 | \$28.46   | \$142.30        |
| PO2025             | On Hand      |              |              | 5                 |           | \$0.00          |
| RCT1073            | ADVANCED0001 | Receipt      | 3/16/2006    | 3                 | \$28.46   | \$85.38         |
| PO2030             | On Hand      |              |              | 3                 |           | \$0.00          |
| RCT1075            | ADVANCED0001 | Receipt      | 3/17/2006    | 1                 | \$28.46   | \$28.46         |
| PO2031             | On Hand      |              |              | 1                 |           | \$0.00          |
| RCT1077            | ADVANCED0001 | Receipt      | 3/18/2006    | 2                 | \$28.46   | \$56.92         |
| PO2032             | On Hand      |              |              | 2                 |           | \$0.00          |
| RCT1081            | ADVANCED0001 | Receipt      | 3/20/2006    | 5                 | \$28.46   | \$142.30        |
| PO2034             | On Hand      |              |              | 5                 |           | \$0.00          |
| RCT1071            | CRUGEREN0001 | Receipt      | 3/22/2006    | 1                 | \$28.46   | \$28.46         |
| PO2029             | On Hand      |              |              | 1                 |           | \$0.00          |
| RCT1140            | ADVANCED0001 | Receipt      | 3/2/2007     | 11                | \$28.46   | \$313.06        |
| PO2062             | On Hand      |              |              | 0                 |           | \$313.06        |
| RCT1144            | ADVANCED0001 | Receipt      | 3/13/2007    | 16                | \$28.46   | \$455.36        |
| PO2064             | On Hand      |              |              | 0                 |           | \$455.36        |
| RCT1142            | CRUGEREN0001 | Receipt      | 3/14/2007    | 5                 | \$28.46   | \$142.30        |
| PO2063             | On Hand      |              |              | 2                 |           | \$85.38         |
| Totals:            |              |              |              | 86                |           | \$2,447.56      |
|                    |              |              |              | 56                |           | \$853.80        |

Quantities: On Hand 30 Current Cost: \$28.46  
 Available 26 Standard Cost: \$55.50

Total Receipts: 14

# Sales Summary Report

---

## Report Writer name

Inventory Sales Summary  
History  
Inventory Sales Summary  
History By Site

## Report tables

Inventory Sales Summary  
Period History  
Item Master  
Period Setup

## Ranges

Item Number  
Description  
Date

## Sorting options

Item Number  
Description  
Date

## Print

Calendar  
Fiscal

## Items

All  
By Site

The Sales Summary Report contains historical item information, such as costs, quantities, and amounts. You can print this report for the calendar year or for fiscal periods, depending on the options selected in the Inventory Control Setup window.

## Printing Instructions

1. Choose Reports >> Inventory >> History to open the Inventory History Reports window.
2. Select Sales Summary from the Reports list and choose New to open the Inventory History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. The Sales Summary Report can be printed for all sites or for a range of sites.
4. Choose Destination. Select a printing destination and choose OK. The Inventory History Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Summary Report from either the Inventory History Reports window or the Inventory History Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Sales Summary Report

System: 4/20/2007 3:31:52 PM  
 User Date: 4/20/2007

Fabrikam, Inc.  
 SALES SUMMARY REPORT  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number ACCS-HDS-1EAR ANSW-ATT-1000  
 Item Description First Last  
 Date First Last

Sorted By: Item Number

Print Option: Calendar

Item Number

| Prd/Mth   | Period Name | Year | Total Quantities | Total Sales | Total Costs |
|---|-------------|------|------------------|-------------|-------------|
| <b>ACCS-HDS-1EAR Headset-Single Ear</b>               |             |      |                  |             |             |
| 2   |             | 2006 | 12               | \$959.40    | \$463.08    |
| 3   |             | 2006 | 13               | \$1,039.35  | \$501.67    |
| 3   |             | 2007 | 13               | \$1,039.35  | \$334.49    |
| 4   |             | 2007 | 2                | \$159.90    | \$51.41     |
| <b>ACCS-HDS-2EAR Headset - Dual Ear</b>               |             |      |                  |             |             |
| 4   |             | 2007 | 11               | \$989.45    | \$461.78    |
| <b>ACCS-RST-DXBK Shoulder Rest-Deluxe Black</b>       |             |      |                  |             |             |
| 4   |             | 2004 | 2                | \$19.90     | \$9.10      |
| 5   |             | 2004 | 3                | \$29.85     | \$13.65     |
| 1   |             | 2006 | 3                | \$29.85     | \$13.65     |
| 3   |             | 2006 | 39               | \$388.05    | \$177.45    |
| 1   |             | 2007 | 3                | \$29.85     | \$13.65     |
| 3   |             | 2007 | 39               | \$388.05    | \$177.45    |
| <b>ACCS-RST-DXWH Shoulder Rest - Deluxe White</b>     |             |      |                  |             |             |
| 4   |             | 2004 | 7                | \$69.65     | \$29.05     |
| 5   |             | 2004 | 4                | \$39.80     | \$18.20     |
| 1   |             | 2006 | 5                | \$49.75     | \$21.55     |
| 2   |             | 2006 | 4                | \$39.80     | \$18.20     |
| 3   |             | 2006 | 21               | \$208.95    | \$95.55     |
| 1   |             | 2007 | 5                | \$49.75     | \$22.75     |
| 3   |             | 2007 | 21               | \$208.95    | \$95.55     |
| 4   |             | 2007 | 12               | \$119.40    | \$54.60     |
| <b>ANSW-ATT-1000 Attractive Answering System 1000</b> |             |      |                  |             |             |
| 2   |             | 2004 | 1                | \$119.95    | \$59.29     |
| 1   |             | 2006 | 3                | \$359.85    | \$177.87    |
| 2   |             | 2006 | 1                | \$119.95    | \$59.29     |
| 1   |             | 2007 | 3                | \$359.85    | \$177.87    |
| 2   |             | 2007 | 1                | \$119.95    | \$59.29     |
| 4   |             | 2007 | 1                | \$119.95    | \$59.29     |

5 Items

# Serial/Lot Trace Inquiry Report

---

## Report Writer name

Serial/Lot Trace Inquiry by  
Serial/Item Number  
Serial/Lot Trace Inquiry by  
Customer ID  
Serial/Lot Trace Inquiry by  
Site ID

## Report tables

Serial/Lot Inquiry Temp

## Ranges

Serial/Lot Number  
Received Date  
Manufactured Date

## Sorting options

Item Number and Document  
Date  
Site ID and Bin  
Customer ID and Serial/Lot  
Item Number and Document  
Date

The Serial/Lot Trace Inquiry Report contains lot number or serial number information for a life cycle trace or a recall trace. A life cycle trace allows you to view how a serial- or lot-numbered item is used from the day it was received by your business to the day it left your business. A recall trace can show which customers purchased an item with a specific serial or lot number and where the items with serial or lot numbers are located.

The type of life cycle trace or recall trace you select determines the type of information displayed on the report.

## Printing Instructions

To print a Serial/Lot Trace Inquiry Report for life cycle serial or lot number trace:

1. Choose Inquiry >> Inventory >> Serial/Lot Trace to open the Serial/Lot Trace Inquiry window.
2. Select a life cycle trace option.
3. Select or enter an item number if you know the number of the item to trace serial or lot information for. Depending on the life cycle trace you've selected in the I Need To field, enter or select a customer ID or vendor ID.
4. Enter or select the range of serial or lot numbers and a range of dates.
5. Choose Resdisplay and then choose File >> Print.

To print Serial/Lot Trace Inquiry Report for a recall serial and lot number trace:

1. Choose Inquiry >> Inventory >> Serial/Lot Trace to open the Serial/Lot Trace Inquiry window.
2. Select a recall trace option.
3. Select or enter an item number and enter a vendor ID if you know the vendor that you want to trace serial or lot information for.
4. Enter or select the range of serial or lot numbers and a range of dates.
5. Choose Resdisplay and then choose File >> Print.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Serial/Lot Trace Inquiry Report

System: 5/20/2004 5:15:54 PM  
 User Date: 4/12/2007

**SERIAL/LOT TRACE INQUIRY REPORT**  
 Fabrikam, Inc.  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From:  
 Serial/Lot Number: 111155  
 Manufactured Date: 4/1/2007

To:  
 14672  
 5/1/2007

Options:  
 Item Number: All  
 Vendor ID: All  
 Customer ID: All

Trace: Find all transactions for a lot number  
 Sorted By: Serial/Lot Number/Item Number/ Doc. Date

**Serial/Lot Number:** 111155  
**Item Number:** WIRE-MCD-0001 **Item Description:** Multi conductor wire

**Transaction Source:** Sales Transaction Entry  
**Document Type:** Sale  
**Status:** Unposted  
**Date:** 4/12/2007  
**Document Number:** ORDST2229  
**Site ID:** WAREHOUSE  
**Master ID:** ALTONMAN0001

**Serial/Lot Number:** 12055  
**Item Number:** WIRE-SCD-0001 **Item Description:** Single conductor wire

**Transaction Source:** Sales Transaction Entry  
**Document Type:** Sale  
**Status:** Unposted  
**Date:** 4/12/2007  
**Document Number:** ORDST2229  
**Site ID:** WAREHOUSE  
**Master ID:** ALTONMAN0001

**Transaction Source:** Sales Transaction Entry  
**Document Type:** Sale  
**Status:** Unposted  
**Date:** 4/12/2007  
**Document Number:** ORDST2231  
**Site ID:** WAREHOUSE  
**Master ID:** ADAMPARK0001

**Serial/Lot Number:** 144501  
**Item Number:** WIRE-SCD-0001 **Item Description:** Single conductor wire

**Transaction Source:** Sales Transaction Entry  
**Document Type:** Sale  
**Status:** Unposted  
**Date:** 4/12/2007  
**Document Number:** ORDST2229  
**Site ID:** WAREHOUSE  
**Master ID:** ALTONMAN0001

**Transaction Source:** Sales Transaction Entry  
**Document Type:** Sale  
**Status:** Unposted  
**Date:** 4/12/2007  
**Document Number:** ORDST2231  
**Site ID:** WAREHOUSE  
**Master ID:** ADAMPARK0001

**Serial/Lot Number:** 14672  
**Item Number:** RMTL-CAP-10MF **Item Description:** Capacitor, .10mF

**Transaction Source:** Sales Transaction Entry  
**Document Type:** Sale  
**Status:** Unposted  
**Date:** 4/12/2007  
**Document Number:** ORDST2229  
**Site ID:** WAREHOUSE  
**Master ID:** ALTONMAN0001

**Total Serial/Lots:** 4

# Stock Count List

---

## Report Writer name

IV Stock Count List

## Report tables

Stock Count Line

Item Quantity Master

Item Master

Stock Count

Stock Count Forms Temp

## Range

Stock Count ID

## Sorting options

Item Number/Site ID

Site ID/Item Number

The Stock Count List displays information that is entered in the Stock Count Entry window. The list includes stock count IDs, stock count descriptions, statuses, item numbers, item descriptions, site IDs, overdue stock counts, on-hand quantities, dates, and times.

## Printing Instructions

1. Choose Reports >> Inventory >> Activity to open the Inventory Activity Reports window.
2. Select Stock Count List from the Reports list and choose New to open the Inventory Activity Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Stock Count List from either the Inventory Activity Reports window or the Inventory Activity Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Stock Count List

System: 4/12/2007 2:05:10 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 STOCK COUNT LIST  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: STOCK COUNT 1 To: STOCK COUNT 3  
 Stock Count ID

Sort By: Item Number / Site ID / Bin

| Stock Count ID         | Stock Count Description  | Status         | Reuse Stock Count | Last Used Date          |
|------------------------|--------------------------|----------------|-------------------|-------------------------|
| Item Number            | Site ID                  | U of M         | Overdue           | On Hand Quantity        |
| Item Description       | Bin                      | Cycle Interval | Last Count Date   | Last Count Time         |
| STOCK COUNT 1          | Stock count - South site | Available      | Yes               | 0/0/0000                |
| 100XLG                 | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| Green Phone            |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 128 SDRAM              | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 128 meg SDRAM          |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 24X IDE                | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 24x CD-ROM             |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 256 SDRAM              | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 256 meg SDRAM          |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 32 SDRAM               | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 32 meg SDRAM           |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 32X IDE                | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 32x CD-ROM             |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 333PROC                | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 333 Processor          |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 4.5HD                  | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 4.5 gig Hard Drive     |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 400PROC                | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 400 Processor          |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 40X IDE                | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 40x CD-ROM             |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 450PROC                | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 450 Processor          |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 500PROC                | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 500 Processor          |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 6.5HD                  | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 6.5 gig Hard Drive     |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 64 SDRAM               | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 64 meg SDRAM           |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| 8.4HD                  | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| 8.4 gig Hard Drive     |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| A100                   | SOUTH                    | Each           | No                | 0 0/0/0000 12:00:00 AM  |
| Audio System           |                          |                |                   | 0 0/0/0000 12:00:00 AM  |
| ACCS-CRD-12WH          | SOUTH                    | Each           | No                | 0 5/24/2007 8:00:00 AM  |
| Phone Cord - 12' White |                          |                |                   | 30 0/0/0000 12:00:00 AM |

# Stock Status Report

---

## Report Writer name

Inventory Stock Status  
Inventory Stock Status By Site

## Report tables

IV Stock Status TEMP  
Item Master  
Account Master  
Item Quantity Master  
IV Serial Lot Temp

## Ranges

Item Number  
Description  
Generic Desc  
Bin  
Six user-defined categories  
Account Number  
Segment ID

## Sorting options

Item Number  
Description  
Generic Desc  
Bin  
Six user-defined categories  
Segment ID

## Include

Zero or Negative Quantities  
Serial/Lot Numbers

## Sites

All  
By Site

The Stock Status Report can be printed at any time for an at-a-glance report of the current status of your inventory. This report includes the quantity on hand, quantity allocated, quantity back-ordered, quantity on order, current cost, and extended cost for each item.

## Printing Instructions

1. Choose Reports >> Inventory >> Activity to open the Inventory Activity Reports window.
2. Select Stock Status from the Reports list and choose New to open the Inventory Activity Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. The Stock Status Report can be printed for all sites or a range of sites.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Activity Report Options window will be redisplayed.
5. Choose Print.

You can print the Stock Status Report from either the Inventory Activity Reports window or the Inventory Activity Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Stock Status Report

System: 5/20/2004 1:42:50 PM  
 User Date: 4/12/2007

**STOCK STATUS REPORT**  
 Fabrikam, Inc.  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: To: Manufacturer: From: To:  
 Item Number: BA100G CBA100 First Last  
 Item Description: First Last  
 Item Generic: First Last  
 Bin: First Last  
 Account Number: From: - -  
 To: - -

Sorted By: Item Number

Include Items With Zero Quantities: No  
 Include Serial/Lot Numbers: Yes

| Item Number:        | BA100G           | Item Description:        | Base Assembly                 |             |               |              |                 |  |  |
|---------------------|------------------|--------------------------|-------------------------------|-------------|---------------|--------------|-----------------|--|--|
|                     | Qty Back Ordered | Qty On Order             | Qty Requisitioned             | Qty On Hand | Qty Allocated | Current Cost | Inventory Value |  |  |
|                     | 0                | 0                        | 0                             | 10          | 4             | \$14.14      | \$273.70        |  |  |
| -- Serial Number    | 00001            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00002            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00003            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00004            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00005            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00006            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00007            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00008            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00009            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00010            |                          |                               |             |               |              |                 |  |  |
| <b>Item Number:</b> | <b>BELL100</b>   | <b>Item Description:</b> | <b>Phone Bellisimo</b>        |             |               |              |                 |  |  |
|                     | Qty Back Ordered | Qty On Order             | Qty Requisitioned             | Qty On Hand | Qty Allocated | Current Cost | Inventory Value |  |  |
|                     | 0                | 0                        | 0                             | 10          | 4             | \$2.00       | \$20.00         |  |  |
| <b>Item Number:</b> | <b>BK MOUSE</b>  | <b>Item Description:</b> | <b>Black Mouse</b>            |             |               |              |                 |  |  |
|                     | Qty Back Ordered | Qty On Order             | Qty Requisitioned             | Qty On Hand | Qty Allocated | Current Cost | Inventory Value |  |  |
|                     | 0                | 0                        | 0                             | 10          | 3             | \$9.00       | \$90.00         |  |  |
| <b>Item Number:</b> | <b>BOT100G</b>   | <b>Item Description:</b> | <b>Handset Bottom</b>         |             |               |              |                 |  |  |
|                     | Qty Back Ordered | Qty On Order             | Qty Requisitioned             | Qty On Hand | Qty Allocated | Current Cost | Inventory Value |  |  |
|                     | 0                | 0                        | 0                             | 10          | 9             | \$1.20       | \$12.00         |  |  |
| <b>Item Number:</b> | <b>CAP100</b>    | <b>Item Description:</b> | <b>Capacitor</b>              |             |               |              |                 |  |  |
|                     | Qty Back Ordered | Qty On Order             | Qty Requisitioned             | Qty On Hand | Qty Allocated | Current Cost | Inventory Value |  |  |
|                     | 0                | 0                        | 0                             | 10          | 2             | \$0.02       | \$0.20          |  |  |
| -- Lot Number       | LOT A            |                          |                               | 10          |               |              |                 |  |  |
| <b>Item Number:</b> | <b>CB100</b>     | <b>Item Description:</b> | <b>Circuit Board</b>          |             |               |              |                 |  |  |
|                     | Qty Back Ordered | Qty On Order             | Qty Requisitioned             | Qty On Hand | Qty Allocated | Current Cost | Inventory Value |  |  |
|                     | 0                | 0                        | 0                             | 10          | 3             | \$1.50       | \$15.00         |  |  |
| <b>Item Number:</b> | <b>CBA100</b>    | <b>Item Description:</b> | <b>Circuit Board Assembly</b> |             |               |              |                 |  |  |
|                     | Qty Back Ordered | Qty On Order             | Qty Requisitioned             | Qty On Hand | Qty Allocated | Current Cost | Inventory Value |  |  |
|                     | 0                | 0                        | 0                             | 10          | 4             | \$14.14      | \$155.00        |  |  |
| -- Serial Number    | 00001            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00002            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00003            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00004            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00005            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00006            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00007            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00008            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00009            |                          |                               |             |               |              |                 |  |  |
| -- Serial Number    | 00010            |                          |                               |             |               |              |                 |  |  |

|                      |              |                        |
|----------------------|--------------|------------------------|
|                      | <u>Items</u> | <u>Inventory Value</u> |
| <b>Grand Totals:</b> | <b>7</b>     | <b>\$565.90</b>        |

# Transaction Edit List

---

## Report Writer name

Inventory Adjustments Edit  
List

## Report tables

Inventory Transaction Work  
Posting Definitions Master  
Inventory Transaction  
Amounts Work  
Item Master  
IV\_Posting\_TEMP  
Inventory Serial and Lot  
Number Work

The Transaction Edit List displays details for each adjustment or variance transaction entered in a batch and saved in the Item Transaction Entry window. Transaction edit lists can't be printed for transactions entered individually.

Print an edit list before posting to verify the accuracy of the batch transactions you've entered. If an error appears on the edit list, you can correct the transaction and print another edit list to review your corrections before posting.

## Printing Instructions

To print a Transaction Edit List from the Item Transaction Entry window, choose File >> Print after saving the transaction. A batch ID must be displayed in the Batch ID field.

You also can print the Transaction Edit List using the Inventory Batch Entry window. Choose Transactions >> Inventory >> Batches to open the Inventory Batch Entry window. Select a batch and choose File >> Print.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Transaction Edit List

System: 4/20/2007 4:05:55 PM  
 User Date: 4/20/2007

Fabrikam, Inc.  
 TRANSACTION EDIT LIST  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Batch ID: INVENTORY BATCH Comment: Inventory batch  
 Frequency: Single Use GL Posting Date: 4/21/2007  
 Trx Total- Actual: 1 Control: 0  
 Qty Total- Actual: 32.00000 Control: 0.00000  
 Approved: No Approved By: Approved Date: 0/0/0000

| Document Number        | Document Date | GL Posting Date | Document Type |                   |           |                |  |
|------------------------|---------------|-----------------|---------------|-------------------|-----------|----------------|--|
| Item Number            | U of M        | Quantity        | Site          |                   | Unit Cost | Extended Cost  |  |
| Description            |               |                 |               | Inventory Account |           | Offset Account |  |
| Serial/Lot Number      |               | Quantity        |               |                   |           |                |  |
| 000000000000000035     | 4/21/2007     | 0/0/0000        | Adjustment    |                   |           |                |  |
| 100XLG                 | Each          | 10              | WAREHOUSE     |                   | \$55.50   | \$555.00       |  |
| Green Phone            |               |                 |               | 000-1300-02       |           | 000-1312-00    |  |
| SERIAL 1               |               | 1               |               |                   |           |                |  |
| SERIAL 2               |               | 1               |               |                   |           |                |  |
| SERIAL 3               |               | 1               |               |                   |           |                |  |
| SERIAL 4               |               | 1               |               |                   |           |                |  |
| SERIAL 5               |               | 1               |               |                   |           |                |  |
| SERIAL 6               |               | 1               |               |                   |           |                |  |
| SERIAL 7               |               | 1               |               |                   |           |                |  |
| SERIAL 8               |               | 1               |               |                   |           |                |  |
| SERIAL 9               |               | 1               |               |                   |           |                |  |
| SERIAL 10              |               | 1               |               |                   |           |                |  |
| 256 SDRAM              | Each          | 2               | WAREHOUSE     |                   | \$247.50  | \$495.00       |  |
| 256 meg SDRAM          |               |                 |               | 000-1300-01       |           | 000-2735-00    |  |
| ACCS-CRD-12WH          | Each          | 20              | NORTH         |                   | \$3.29    | \$65.80        |  |
| Phone Cord - 12' White |               |                 |               | 000-1300-01       |           | 000-4510-01    |  |

Total Items: 3

Total Documents: 1

# Transaction History Report

---

## Report Writer name

IV Transaction History Report

## Report tables

Inventory Transaction  
Amounts History  
Item Master  
Inventory Transaction Detail  
History

## Ranges

Item Number  
Document Type  
Document Number  
Module

## Sorting option

Item Number

The Transaction History Report is a list of posted transactions in Inventory Control. This report is sorted by item and includes audit trail information. You can print this report if you select to maintain transaction history in the Inventory Control Setup window.

## Printing Instructions

1. Choose Reports >> Inventory >> History to open the Inventory History Reports window.
2. Select Transaction History from the Reports list and choose New to open the Inventory History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory History Report Options window will be redisplayed.
5. Choose Print.

You can print the Transaction History Report from either the Inventory History Reports window or the Inventory History Report Options window. You also can save the report option and print later.

The Transaction History Report also is printed automatically when you remove transaction history using the Remove Inventory Transaction History window.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Transaction History Report

System: 4/20/2007 3:41:06 PM  
 User Date: 4/20/2007

Fabrikam, Inc.  
 TRANSACTION HISTORY REPORT  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number RMTL-CAP-10MF WIRE100  
 Document Type First Last  
 Document Number First Last  
 Module First Last

Sorted By: Item Number

| Item Number   | Item Description |                       |                    |                  |             |        |                  |               |  |  |
|---------------|------------------|-----------------------|--------------------|------------------|-------------|--------|------------------|---------------|--|--|
| Site          | To Site          | Audit Trail           | Document Number    | Mod Date         | Type        | U Of M | Quantity         | Extended Cost |  |  |
|               |                  |                       |                    | Receipt Document | Receipt Qty |        | Receipt Ext Cost |               |  |  |
| RMTL-CAP-10MF |                  | Capacitor, .10mF      |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000005         | 00000000000000026  | IV 1/1/2004      | Adjustment  | Each   | 45               | \$176.85      |  |  |
| WAREHOUSE     |                  | BMASM00000001         | ASM000000000000008 | BOM 8/20/2004    | Assembly    | Each   | (1)              | \$3.93        |  |  |
| SCAN100F      |                  | Scanner               |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000005         | 00000000000000029  | IV 6/15/2005     | Adjustment  | Each   | 10               | \$675.00      |  |  |
|               |                  |                       | 00000000000000029  |                  |             |        | 10               |               |  |  |
| SOFT-PHM-0001 |                  | Phone Mail System     |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | SLSTE00000240         | STDINV2248         | SOP 4/12/2007    | Sale        | Each   | (1)              | \$34,550.00   |  |  |
|               |                  |                       | Override           |                  |             |        | 1                | \$34,550.00   |  |  |
| WAREHOUSE     |                  | SLSTE00000240         | STDINV2249         | SOP 4/12/2007    | Sale        | Each   | (1)              | \$34,550.00   |  |  |
|               |                  |                       | Override           |                  |             |        | 1                | \$34,550.00   |  |  |
| SOLDER        |                  | Solder                |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000006         | 00000000000000030  | IV 6/15/2005     | Adjustment  | Foot   | 10.00            | \$0.10        |  |  |
| TOP100G       |                  | Handset Top           |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000006         | 00000000000000030  | IV 6/15/2005     | Adjustment  | Each   | 10               | \$12.00       |  |  |
| TRAN-STR-N394 |                  | Transistor, 2N394     |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000005         | 00000000000000026  | IV 1/1/2004      | Adjustment  | Each   | 45               | \$441.45      |  |  |
| WAREHOUSE     |                  | SLSTE00000236         | INVPS1007          | SOP 4/12/2007    | Sale        | Each   | (5)              | \$49.05       |  |  |
|               |                  |                       | 00000000000000026  |                  |             |        | 5                | \$49.05       |  |  |
| WAREHOUSE     |                  | BMASM00000001         | ASM000000000000008 | BOM 8/20/2004    | Assembly    | Each   | (1)              | \$9.81        |  |  |
| TRANS100      |                  | Transistor            |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000006         | 00000000000000030  | IV 6/15/2005     | Adjustment  | Each   | 10               | \$0.20        |  |  |
| TRANSF100     |                  | Transformer           |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000006         | 00000000000000030  | IV 6/15/2005     | Adjustment  | Each   | 10               | \$50.00       |  |  |
| WIRE-MCD-0001 |                  | Multi conductor wire  |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000001         | 00000000000000004  | IV 1/14/2004     | Adjustment  | Foot   | 500.00           | \$270.00      |  |  |
| WAREHOUSE     |                  | RECVG00000001         | RCT1000            | POP 4/18/2004    | Receipt     | Foot   | 1,000.00         | \$540.00      |  |  |
| WAREHOUSE     |                  | RECVG00000009         | RCT1024            | POP 1/24/2006    | Receipt     | Foot   | 1,000.00         | \$540.00      |  |  |
|               |                  |                       | RCT1024            |                  |             |        | 1,000.00         | \$540.00      |  |  |
| WAREHOUSE     |                  | RECVG00000051         | RCT1100            | POP 1/24/2007    | Receipt     | Foot   | 1,000.00         | \$540.00      |  |  |
|               |                  |                       | RCT1100            |                  |             |        | 1,000.00         | \$540.00      |  |  |
| WIRE-SCD-0001 |                  | Single conductor wire |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000001         | 00000000000000004  | IV 1/14/2004     | Adjustment  | Foot   | 500.00           | \$80.00       |  |  |
| WIRE100       |                  | Phone Wire            |                    |                  |             |        |                  |               |  |  |
| WAREHOUSE     |                  | IVADJ00000006         | 00000000000000030  | IV 6/15/2005     | Adjustment  | Foot   | 10.00            | \$0.10        |  |  |

11 Items

# Turnover Report

---

## Report Writer name

Inventory Turnover Report  
Inventory Turnover Report By  
Site

## Report tables

IV Turnover Temp  
Item Master

## Ranges

Item Number  
Description  
Generic Desc  
Six user-defined categories

## Sorting options

Item Number  
Description  
Generic Desc  
Six user-defined categories

## Items

All  
By Site

The Turnover Report shows how quickly inventory items are selling, and indicates when to modify the reorder levels entered for selected items.

## Printing Instructions

1. Choose Reports >> Inventory >> Analysis to open the Inventory Analysis Reports window.
2. Select Turnover Report from the Reports list and choose New to open the Inventory Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. The Turnover Report can be printed for all sites or a range of sites.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Turnover Report from either the Inventory Analysis Reports window or the Inventory Analysis Report Options window. You also can save the report option and print later.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Turnover Report

System: 4/12/2007 2:55:02 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 TURNOVER REPORT  
 Inventory Control

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number 4.5HD ACCS-HDS-2EAR Feature First Last  
 Item Description First Last  
 Item Generic First Last  
 Manufacturer First Last  
 Style First Last

Sorted By: Item Number

| Item Number   | Item Description   |                       |                   |                   |                     |              |
|---------------|--------------------|-----------------------|-------------------|-------------------|---------------------|--------------|
|               | Number Of Receipts | Quantity Received YTD | Average Inventory | Quantity Sold YTD | Number Of Turns YTD | Annual Turns |
| 4.5HD         | 0                  | 0                     | 2                 | 0                 | 0.00                | 0.00         |
| 400PROC       | 0                  | 0                     | 2                 | 0                 | 0.00                | 0.00         |
| 40X IDE       | 0                  | 0                     | 2                 | 0                 | 0.00                | 0.00         |
| 450PROC       | 0                  | 0                     | 2                 | 0                 | 0.00                | 0.00         |
| 500PROC       | 1                  | 2                     | 2                 | 0                 | 0.00                | 0.00         |
| 6.5HD         | 0                  | 0                     | 2                 | 0                 | 0.00                | 0.00         |
| 64 SDRAM      | 0                  | 0                     | 2                 | 0                 | 0.00                | 0.00         |
| 8.4HD         | 0                  | 0                     | 2                 | 0                 | 0.00                | 0.00         |
| A100          | 0                  | 0                     | 2                 | 0                 | 0.00                | 0.00         |
| ACCS-CRD-12WH | 3                  | 8                     | (7)               | 34                | (4.85)              | (17.38)      |
| ACCS-CRD-25BK | 3                  | 32                    | 30                | 6                 | 0.20                | 0.71         |
| ACCS-HDS-1EAR | 2                  | 23                    | 16                | 15                | 0.93                | 3.35         |
| ACCS-HDS-2EAR | 3                  | 26                    | 31                | 11                | 0.35                | 1.26         |

13 Items

# Valuation Method Change Audit Report

---

## Report Writer name

Valuation Method Change  
Audit List

## Report tables

Item Master Change Audit  
Temp File  
Item Master

The Valuation Method Change Audit Report displays the items affected when you change the valuation method. If you've checked with your tax adviser and decide to change valuation methods, this report is printed automatically when the item records are updated. This report includes the previous valuation method and the new valuation method that will be used for all items common to the ranges you've entered.

Choose Tools >> Utilities >> Inventory >> Change Valuation to open the Change Valuation Method window. Select the new valuation method and the range of items to change.

You can print the Valuation Method Change Audit Report before completing the procedure by choosing File >> Print while you're working in the Change Valuation Method window.

After reviewing the Valuation Method Change Audit Report, choose Process in the Change Valuation Method window. This report will be printed again automatically.

For more information about printing Inventory reports, refer to the Inventory Control documentation.

# Valuation Method Change Audit Report

System: 4/12/2007 4:35:40 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 VALUATION METHOD CHANGE AUDIT REPORT  
 Inventory Control

Page: 1  
 User ID: LESSONUS

| Item      | Description  | Old Valuation Method | New Valuation Method | Status    | Old Current Cost | New Current Cost |
|-----------|--|----------------------|----------------------|-----------|------------------|------------------|
| 100XLG    | Green Phone  | LIFO Periodic        | FIFO Perpetual       |           | \$28.46          | \$28.46          |
| 128 SDRAM | 128 meg SDRAM  | FIFO Perpetual       | FIFO Perpetual       |           | \$152.10         | \$152.10         |
| 24X IDE   | 24x CD-ROM   | FIFO Perpetual       | FIFO Perpetual       |           | \$45.00          | \$45.00          |
| 256 SDRAM | 256 meg SDRAM  | FIFO Perpetual       | FIFO Perpetual       | No Change | \$247.50         | \$247.50         |
|           | Item exists on Sales Order Processing transactions and could not be updated. |                      |                      |           |                  |                  |
| 32 SDRAM  | 32 meg SDRAM   | FIFO Perpetual       | FIFO Perpetual       |           | \$40.50          | \$40.50          |
| 32X IDE   | 32x CD-ROM   | FIFO Perpetual       | FIFO Perpetual       |           | \$49.50          | \$49.50          |
| 333PROC   | 333 Processor  | FIFO Perpetual       | FIFO Perpetual       |           | \$238.50         | \$238.50         |
| 4.5HD     | 4.5 gig Hard Drive   | FIFO Perpetual       | FIFO Perpetual       |           | \$184.50         | \$184.50         |
| 400PROC   | 400 Processor  | FIFO Perpetual       | FIFO Perpetual       |           | \$393.30         | \$393.30         |
| 40X IDE   | 40x CD-ROM   | FIFO Perpetual       | FIFO Perpetual       |           | \$39.60          | \$39.60          |
| 450PROC   | 450 Processor  | FIFO Perpetual       | FIFO Perpetual       |           | \$566.10         | \$566.10         |
| 500PROC   | 500 Processor  | FIFO Perpetual       | FIFO Perpetual       |           | \$702.00         | \$702.00         |
| 6.5HD     | 6.5 gig Hard Drive   | FIFO Perpetual       | FIFO Perpetual       |           | \$224.10         | \$224.10         |
| 64 SDRAM  | 64 meg SDRAM   | FIFO Perpetual       | FIFO Perpetual       |           | \$80.10          | \$80.10          |
| 8.4HD     | 8.4 gig Hard Drive   | FIFO Perpetual       | FIFO Perpetual       |           | \$292.50         | \$292.50         |
| A100      | Audio System   | FIFO Perpetual       | FIFO Perpetual       |           | \$36.00          | \$36.00          |
| BA100G    | Base Assembly  | LIFO Periodic        | FIFO Perpetual       |           | \$14.14          | \$27.37          |
| BELL100   | Phone Bellisimo  | LIFO Periodic        | FIFO Perpetual       |           | \$2.00           | \$2.00           |
| BK MOUSE  | Black Mouse  | FIFO Perpetual       | FIFO Perpetual       |           | \$9.00           | \$9.00           |
| BOT100G   | Handset Bottom   | LIFO Periodic        | FIFO Perpetual       |           | \$1.20           | \$1.20           |
| CAP100    | Capacitor  | LIFO Periodic        | FIFO Perpetual       |           | \$0.02           | \$0.02           |
| CB100     | Circuit Board  | LIFO Periodic        | FIFO Perpetual       |           | \$1.50           | \$1.50           |
| CBA100    | Circuit Board Assembly   | LIFO Periodic        | LIFO Periodic        | No Change | \$14.14          | \$14.14          |
|           | Item exists on Sales Order Processing transactions and could not be updated. |                      |                      |           |                  |                  |
| COMPBOOK  | Computers Explained  | FIFO Perpetual       | FIFO Perpetual       |           | \$6.75           | \$6.75           |

Number of Items Read: 103



# Invoicing sample reports

This section includes information about and instructions for creating the most common Invoicing reports. Samples of each report also are included.

The following reports are explained:

- [\*Invoice\*](#)
- [\*Inventory Sales Report\*](#)
- [\*Item Inquiry Report\*](#)
- [\*Distribution Detail History Report\*](#)
- [\*Invoicing Transaction History Report\*](#)
- [\*Invoicing Serial/Lot History Report\*](#)
- [\*Inventory Sales Register\*](#)
- [\*Invoicing Posting Journal\*](#)
- [\*Transaction Removal Report\*](#)

# Invoice

---

## Report Writer names

Blank History Invoice Form  
Blank History Invoice Form  
with options  
Blank Invoice Form  
Blank Invoice Form with  
options  
Long Invoice Form  
Long Invoice Form with  
options  
Short Invoice Form  
Short Invoice Form with  
options  
Short History Invoice Form  
with options  
Short History Invoice Form  
Long History Form with  
options  
Long History Invoice Form

## Report tables

Invoicing Transaction Work  
RM Customer MSTR  
Customer Master Address  
File  
Invoicing Document Setup  
Invoicing Transaction  
Amounts Work  
Item Master  
Invoicing Line Comments  
Invoicing Serial and Lot  
Number Work  
Invoicing Transaction History  
Invoicing Transaction  
Amounts History.

An invoice is the printed record of a sale. Each invoice includes the items sold, quantities of each item, the customer, and the total amount sold.

## Printing Instructions

To print the entire batch of invoices:

1. Choose Transactions >> Sales >> Invoicing Batches to open the Invoice Batch Entry window.
2. Select a batch ID.
3. Choose Extras >> Options >> Print Invoice or Return and then choose Print.

To print a posted invoice:

1. Choose Inquiry >> Sales >> Invoice to open the Invoicing Document Inquiry window.
2. Mark the History option and choose Redisplay.
3. Select the invoice you want to print and click the Document Number link to open the Invoice Inquiry window.
4. Choose Print.

For more information about printing Invoicing reports, refer to the Invoicing documentation.

# Invoice

Fabrikam, Inc.  
 4277 West Oak Parkway  
 Chicago IL 60601-4277

|                |           |
|----------------|-----------|
| <b>INVOICE</b> | IVC26     |
| <b>Type</b>    |           |
| <b>Date</b>    | 4/12/2007 |
| <b>Page</b>    | 1         |

**Bill to:**

|   |
|---|
| Alton Manufacturing<br>P.O. Box 3343<br>Detroit MI 48233-3343 |
|---|

**Ship to:**

|  |
|--|
| Alton Manufacturing<br>348 23 East Ave<br>Detroit MI 48233 |
|--|

| Purchase Order ID     |             | Customer ID   | Salesperson ID | Shipping Method |            | Payment Terms ID |  |
|-----------------------|-------------|---------------|----------------|-----------------|------------|------------------|--|
|                       |             | ALTONMAN0001  | GREG E.        | GROUND          |            | 2% 10/Net 30     |  |
| Quantity              | Item Number | Description   | U Of M         | Discount        | Unit Price | Ext. Price       |  |
| 2                     | 333PROC     | 333 Processor | Each           | \$0.00          | \$239.95   | \$479.90         |  |
| 2                     | 40X IDE     | 40x CD-ROM    | Each           | \$0.00          | \$39.95    | \$79.90          |  |
| <b>Subtotal</b>       |             |               |                |                 |            | \$559.80         |  |
| <b>Misc</b>           |             |               |                |                 |            | \$0.00           |  |
| <b>Tax</b>            |             |               |                |                 |            | \$0.00           |  |
| <b>Freight</b>        |             |               |                |                 |            | \$0.00           |  |
| <b>Trade Discount</b> |             |               |                |                 |            | \$0.00           |  |
| <b>Total</b>          |             |               |                |                 |            | \$559.80         |  |

# Inventory Sales Report

---

## Report Writer name

Invoicing Inventory Sales  
History Report

## Report tables

Invoicing Transaction  
Amounts History  
Invoicing Transaction History  
Item Master

## Sorting option

by Item Number

## Ranges

Item Number  
Document Number  
Document Date

The Inventory Sales Report displays information for each item sold. The customer name, quantity sold, price per unit, and extended price are displayed for each item. Use this report to analyze sales activity for your inventory.

## Printing Instructions

1. Choose Reports >> Sales >> Analysis to open the Sales Analysis Reports window.
2. Select Inventory Sales Report - IVC from the Reports list and choose New to open the Sales Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Sales Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Inventory Sales Report from either the Sales Analysis Reports window or the Sales Analysis Report Options window. You also can save the report option and print later.

For more information about printing Invoicing reports, refer to the Invoicing documentation.

# Inventory Sales Report

System: 5/17/2004 3:21:43 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 INVENTORY SALES REPORT  
 Invoicing

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Item Total: First Last  
 Document Number: First Last  
 Document Date: First Last

| Item Number            | Item Description   | Document Number | Date | Customer ID | Customer Name | Unit | Qty Invoiced | Unit Price  | Markdown | Ext Price   |
|------------------------|--|-----------------|------|-------------|---------------|------|--------------|-------------|----------|-------------|
| 24X IDE<br>IVC21       | 24x CD-ROM<br>ADVANCED0002 Advanced Tech Satellite Sy                  | 5/8/2007        |      |             |               | Each | 10           | \$40.00     | \$0.00   | \$400.00    |
|                        | Item Total:  |                 |      |             |               |      | 10.00000     |             |          | \$400.00    |
| 32X IDE<br>IVC21       | 32x CD-ROM<br>ADVANCED0002 Advanced Tech Satellite Sy                  | 5/8/2007        |      |             |               | Each | 10           | \$49.95     | \$0.00   | \$499.50    |
|                        | Item Total:  |                 |      |             |               |      | 10.00000     |             |          | \$499.50    |
| 40X IDE<br>IVC23       | 40x CD-ROM<br>AMERICAN0001 American Science Museum                     | 5/23/2007       |      |             |               | Each | 1            | \$39.95     | \$0.00   | \$39.95     |
|                        | Item Total:  |                 |      |             |               |      | 1.00000      |             |          | \$39.95     |
| 450PROC<br>IVC25       | 450 Processor<br>AMERICAN0001 American Science Museum                  | 4/12/2007       |      |             |               | Each | 2            | \$75.00     | \$0.00   | \$150.00    |
|                        | Item Total:  |                 |      |             |               |      | 2.00000      |             |          | \$150.00    |
| ACCS-CRD-12WH<br>IVC10 | Phone Cord - 12' White<br>MARGIEST0001 Margie's Travel                 | 4/15/2004       |      |             |               | Each | 3            | \$9.95      | \$0.00   | \$29.85     |
| IVC22                  | UNIFIEDW0001 Unified Wire and Cable Sys                                | 5/23/2007       |      |             |               | Each | 1            | \$9.95      | \$0.00   | \$9.95      |
|                        | Item Total:  |                 |      |             |               |      | 4.00000      |             |          | \$39.80     |
| ACCS-RST-DXBK<br>IVC09 | Shoulder Rest-Deluxe Black<br>PULASKIE0001 Pulaski Enterprises Inc.    | 4/15/2004       |      |             |               | Each | 2            | \$9.95      | \$0.00   | \$19.90     |
|                        | Item Total:  |                 |      |             |               |      | 2.00000      |             |          | \$19.90     |
| ACCS-RST-DXWH<br>IVC08 | Shoulder Rest - Deluxe White<br>LASERMES0001 Laser Messenger Service   | 4/15/2004       |      |             |               | Each | 2            | \$9.95      | \$0.00   | \$19.90     |
|                        | Item Total:  |                 |      |             |               |      | 2.00000      |             |          | \$19.90     |
| ANSW-PAN-1450<br>IVC07 | Panache KX-T1450 answer<br>DIRECTMA0001 Direct Marketers               | 4/15/2004       |      |             |               | Each | 1            | \$109.95    | \$0.00   | \$109.95    |
| IVC12                  | HOLLINGC0001 Holling Communications Inc                                | 4/15/2004       |      |             |               | Each | 1            | \$109.95    | \$0.00   | \$109.95    |
|                        | Item Total:  |                 |      |             |               |      | 2.00000      |             |          | \$219.90    |
| BOT100G<br>IVC22       | Handset Bottom<br>UNIFIEDW0001 Unified Wire and Cable Sys              | 5/23/2007       |      |             |               | Each | 1            | \$9.95      | \$0.00   | \$9.95      |
|                        | Item Total:  |                 |      |             |               |      | 1.00000      |             |          | \$9.95      |
| FAXX-RIC-060E<br>IVC04 | Richelieu Fax 60E<br>SSPROPER0001 S & S Properties                     | 4/15/2004       |      |             |               | Each | 1            | \$959.95    | \$0.00   | \$959.95    |
|                        | Item Total:  |                 |      |             |               |      | 1.00000      |             |          | \$959.95    |
| HDWR-CAB-0001<br>IVC06 | Central Cabinet<br>BERRYMED0001 Berry Medical Center                   | 4/15/2004       |      |             |               | Each | 1            | \$13,849.95 | \$0.00   | \$13,849.95 |
|                        | Item Total:  |                 |      |             |               |      | 1.00000      |             |          | \$13,849.95 |
| HDWR-SRG-0001<br>IVC15 | Surge Protector Panel<br>PACIFICD0001 Pacific Digital                  | 4/10/2004       |      |             |               | Each | 3            | \$39.95     | \$0.00   | \$119.85    |
|                        | Item Total:  |                 |      |             |               |      | 3.00000      |             |          | \$119.85    |
| PHON-ATT-53BK<br>IVC03 | Cordless-Attractive 5352-Black<br>RAINBOWR0001 Rainbow Research        | 4/15/2004       |      |             |               | Each | 3            | \$189.95    | \$0.00   | \$569.85    |
|                        | Item Total:  |                 |      |             |               |      | 3.00000      |             |          | \$569.85    |
| PHON-ATT-53RD<br>IVC02 | Cordless-Attractive 5352-Red<br>COHOWINE0001 Coho Wintery              | 4/15/2004       |      |             |               | Each | 3            | \$189.95    | \$0.00   | \$569.85    |
|                        | Item Total:  |                 |      |             |               |      | 3.00000      |             |          | \$569.85    |
| PHON-ATT-53WH<br>IVC01 | Cordless-Attractive 5352-White<br>HEARTLAN0001 Heartland Tower Systems | 4/15/2004       |      |             |               | Each | 3            | \$189.95    | \$0.00   | \$569.85    |
|                        | Item Total:  |                 |      |             |               |      | 3.00000      |             |          | \$569.85    |
| PHON-PAN-3155<br>IVC05 | Panache KX-T3155 desk<br>WESTSIDE0001 Westside Cable Service           | 4/15/2004       |      |             |               | Each | 1            | \$59.95     | \$0.00   | \$59.95     |
| IVC11                  | CENTRALI0001 Central Illinois Hospital                                 | 4/15/2004       |      |             |               | Each | 2            | \$59.95     | \$0.00   | \$119.90    |
|                        | Item Total:  |                 |      |             |               |      | 3.00000      |             |          | \$179.85    |
|                        | Report Total:  |                 |      |             |               |      | 51.00000     |             |          | \$18,218.05 |

# Item Inquiry Report

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## Report Writer name

Invoicing Item Inquiry  
Invoicing Item History Inquiry

## Report tables

Invoicing Transaction  
Amounts Work  
Invoicing Document Setup  
Invoicing Transaction Work  
Item Master  
Invoicing Transaction  
Amounts History  
Invoicing Transaction History

## Sorting options

by Document Type  
by Document No.  
by Item No.

## Include

Unposted  
History

The Item Inquiry Report shows the same information displayed in the Invoicing Item Inquiry window for a selected range of items sorted by type, document number, or item number. This report lists the items, site IDs, quantities, and extended prices for each document.

## Printing Instructions

1. Choose Inquiry >> Sales >> Invoiced Items to open the Invoicing Item Inquiry window.
2. Select a range of items, and whether to view unposted or historical information.
3. Choose File >> Print.

For more information about printing Invoicing reports, refer to the Invoicing documentation.

# Item Inquiry Report

System: 5/17/2004 3:41:59 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 ITEM INQUIRY REPORT  
 Invoicing

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Document Type First Last  
 Document No. First Last  
 Item Number First Last  
 Sorted By: Document Type/Document Number Include: Unposted  
 \* Voided

| Document Number  | Type | Date                       | Customer ID  | Customer Name                    |        |          |                |  |
|------------------|------|----------------------------|--------------|----------------------------------|--------|----------|----------------|--|
| Item Number      |      | Description                |              | Site ID                          | U of M | Quantity | Extended Price |  |
| IVC26<br>333PROC | IVC  | 4/12/2007<br>333 Processor | ALTONMAN0001 | Alton Manufacturing<br>WAREHOUSE | Each   |          | \$479.90       |  |
| IVC26<br>40X IDE | IVC  | 4/12/2007<br>40x CD-ROM    | ALTONMAN0001 | Alton Manufacturing<br>WAREHOUSE | Each   |          | \$79.90        |  |
| Total Documents: | 2    |                            |              |                                  |        |          |                |  |

# Distribution Detail History Report

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## Report Writer name

Invoicing Distribution Detail  
History Report

## Report tables

Invoicing Distributions  
Invoicing Transaction History  
Invoicing Document Setup  
Account Master

## Sorting option

by Account

## Ranges

Document Type  
Document Number  
Post Date  
Audit Trail Code  
Customer ID  
Account  
Segment ID

The Distribution Detail History Report shows historical amounts for specific distribution accounts. Use this report to review the accounts that have been updated from previous invoice transactions.

## Printing Instructions

1. Choose Reports >> Sales >> History to open the Sales History Reports window.
2. Select Invoice Distribution History from the Reports list and choose New to open the Sales History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. Be sure the In Detail option is marked.
4. Choose Destination. Select a printing destination and choose OK. The Sales History Report Options window will be redisplayed.
5. Choose Print.

You can print the Distribution Detail History Report from either the Sales History Reports window or the Sales History Report Options window. You also can save the report option and print later.

For more information about printing Invoicing reports, refer to the Invoicing documentation.

# Distribution Detail History Report

System: 5/17/2004 4:07:37 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 DISTRIBUTION DETAIL HISTORY REPORT  
 Invoicing

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Document Type: First Last  
 Document Number: First Last  
 Posting Date: First Last  
 Audit Trail Code: First Last  
 Customer ID: AARONFIT0001 BERRYMED0001  
 Account Number From: First To: Last

Sorted by: Account Number  
 Account Number

| Type        | Document Number                     | Post Date | Customer Number | Audit Trail Code | Debit       | Credit      |
|-------------|-------------------------------------|-----------|-----------------|------------------|-------------|-------------|
| -----       |                                     |           |                 |                  |             |             |
| 000-1200-00 | Accounts Receivable                 |           |                 |                  |             |             |
| IVC         | IVC06                               | 4/15/2004 | BERRYMED0001    | INVCE00000002    | \$14,819.45 | \$0.00      |
| IVC         | IVC21                               | 5/8/2007  | ADVANCED0002    | INVCE00000004    | \$899.50    | \$0.00      |
| IVC         | IVC23                               | 5/23/2007 | AMERICAN0001    | INVCE00000003    | \$39.95     | \$0.00      |
| IVC         | IVC25                               | 4/12/2007 | AMERICAN0001    | INVCE00000006    | \$150.00    | \$0.00      |
| 000-1300-01 | Inventory - Retail/Parts            |           |                 |                  |             |             |
| IVC         | IVC06                               | 4/15/2004 | BERRYMED0001    | INVCE00000002    | \$0.00      | \$6,921.88  |
| IVC         | IVC21                               | 5/8/2007  | ADVANCED0002    | INVCE00000004    | \$0.00      | \$945.00    |
| IVC         | IVC23                               | 5/23/2007 | AMERICAN0001    | INVCE00000003    | \$0.00      | \$39.60     |
| IVC         | IVC25                               | 4/12/2007 | AMERICAN0001    | INVCE00000006    | \$0.00      | \$1,132.20  |
| 000-2120-00 | Commissions Payable                 |           |                 |                  |             |             |
| IVC         | IVC06                               | 4/15/2004 | BERRYMED0001    | INVCE00000002    | \$0.00      | \$415.50    |
| IVC         | IVC21                               | 5/8/2007  | ADVANCED0002    | INVCE00000004    | \$0.00      | \$26.99     |
| IVC         | IVC23                               | 5/23/2007 | AMERICAN0001    | INVCE00000003    | \$0.00      | \$1.20      |
| IVC         | IVC25                               | 4/12/2007 | AMERICAN0001    | INVCE00000006    | \$0.00      | \$4.50      |
| 000-2300-00 | IL State Sales Tax Payable          |           |                 |                  |             |             |
| IVC         | IVC06                               | 4/15/2004 | BERRYMED0001    | INVCE00000002    | \$0.00      | \$831.00    |
| 000-2310-00 | Chicago City Sales Tax Payable      |           |                 |                  |             |             |
| IVC         | IVC06                               | 4/15/2004 | BERRYMED0001    | INVCE00000002    | \$0.00      | \$138.50    |
| 000-4100-00 | Sales                               |           |                 |                  |             |             |
| IVC         | IVC21                               | 5/8/2007  | ADVANCED0002    | INVCE00000004    | \$0.00      | \$400.00    |
| IVC         | IVC23                               | 5/23/2007 | AMERICAN0001    | INVCE00000003    | \$0.00      | \$39.95     |
| IVC         | IVC25                               | 4/12/2007 | AMERICAN0001    | INVCE00000006    | \$0.00      | \$150.00    |
| 000-4110-02 | US Sales - Finished Goods           |           |                 |                  |             |             |
| IVC         | IVC06                               | 4/15/2004 | BERRYMED0001    | INVCE00000002    | \$0.00      | \$13,849.95 |
| IVC         | IVC21                               | 5/8/2007  | ADVANCED0002    | INVCE00000004    | \$0.00      | \$499.50    |
| 000-4510-01 | Cost of Goods Sold - Retail/Parts   |           |                 |                  |             |             |
| IVC         | IVC06                               | 4/15/2004 | BERRYMED0001    | INVCE00000002    | \$6,921.88  | \$0.00      |
| IVC         | IVC21                               | 5/8/2007  | ADVANCED0002    | INVCE00000004    | \$495.00    | \$0.00      |
| IVC         | IVC23                               | 5/23/2007 | AMERICAN0001    | INVCE00000003    | \$39.60     | \$0.00      |
| IVC         | IVC25                               | 4/12/2007 | AMERICAN0001    | INVCE00000006    | \$1,132.20  | \$0.00      |
| 000-4510-02 | Cost of Goods Sold - Finished Goods |           |                 |                  |             |             |
| IVC         | IVC21                               | 5/8/2007  | ADVANCED0002    | INVCE00000004    | \$450.00    | \$0.00      |
| 300-5130-00 | Commissions - Sales                 |           |                 |                  |             |             |
| IVC         | IVC06                               | 4/15/2004 | BERRYMED0001    | INVCE00000002    | \$415.50    | \$0.00      |
| IVC         | IVC21                               | 5/8/2007  | ADVANCED0002    | INVCE00000004    | \$26.99     | \$0.00      |
| IVC         | IVC23                               | 5/23/2007 | AMERICAN0001    | INVCE00000003    | \$1.20      | \$0.00      |
| IVC         | IVC25                               | 4/12/2007 | AMERICAN0001    | INVCE00000006    | \$4.50      | \$0.00      |
| Totals:     |                                     |           |                 |                  | \$25,395.77 | \$25,395.77 |
|             |                                     |           |                 |                  | =====       | =====       |

# Invoicing Transaction History Report

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## Report Writer names

Invoicing Detail Sales History Report  
Invoicing Detail Sales History Report With Options

## Report tables

Invoicing Transaction Amounts History  
Invoicing Transaction History  
Invoicing Document Setup Item Master  
Invoicing Detail Sales TEMP  
Invoicing Taxes  
Invoicing Payments Work

## Sorting options

by Document Number  
by Customer ID

## Ranges

Document Number  
Document Date  
Customer ID

## Include

Tax Details  
Payments/Deposits

## Transaction statuses

All  
Posted  
Voided

The Invoicing Transaction History Report shows detailed information for invoices and returns. You can view tax details and include payments with the invoices. You also can analyze your company's past sales activity.

## Printing Instructions

1. Choose Reports >> Sales >> History to open the Sales History Reports window.
2. Select Invoicing Transaction History from the Reports list and choose New to open the Sales History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Sales History Report Options window will be redisplayed.
5. Choose Print.

You can print the Invoicing Transaction History Report from either the Sales History Reports window or the Sales History Report Options window. You also can save the report option and print later.

For more information about printing Invoicing reports, refer to the Invoicing documentation.

# Invoicing Transaction History Report

System: 5/18/2004 10:31:44 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 INVOICING TRANSACTION HISTORY REPORT

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Document Number: IVC01 IVC22  
 Customer ID: First Last  
 Document Date: First Last

\* - Indicates voided transaction

Sorted By: Document Number

| Document Number  | Date                 | Type      | Customer ID  | Customer Name             | Payment Terms  | Salesperson   | Audit Trail Code |        |  |
|------------------|----------------------|-----------|--------------|---------------------------|----------------|---------------|------------------|--------|--|
| Item Number      | Description          | Site      | U of M       | Quantity                  | Extended Price | Extended Cost | Profit           | Margin |  |
| IVC01            | 4/15/2004            | IVC       | HEARTLAN0001 | Heartland Tower Systems   | Net 30         | PAUL W.       | INVC00000002     |        |  |
| PHON-ATT-53WH    | Cordless-Attractive  | NORTH     | Each         | 3                         | \$569.85       | \$272.64      | \$297.21         | 52.15% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$569.85       | \$272.64      | \$297.21         |        |  |
| IVC02            | 4/15/2004            | IVC       | COHOWINE0001 | Coho Wintery              | Net 30         | PAUL W.       | INVC00000002     |        |  |
| PHON-ATT-53RD    | Cordless-Attractive  | NORTH     | Each         | 3                         | \$569.85       | \$274.77      | \$295.08         | 51.78% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$569.85       | \$274.77      | \$295.08         |        |  |
| IVC03            | 4/15/2004            | IVC       | RAINBOWR0001 | Rainbow Research          | Net 30         | PAUL W.       | INVC00000002     |        |  |
| PHON-ATT-53BK    | Cordless-Attractive  | NORTH     | Each         | 3                         | \$569.85       | \$274.77      | \$295.08         | 51.78% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$569.85       | \$274.77      | \$295.08         |        |  |
| IVC04            | 4/15/2004            | IVC       | SSPROPER0001 | S & S Properties          | Net 30         | GREG E.       | INVC00000002     |        |  |
| FAXX-RIC-060E    | Richelieu Fax 60E    | WAREHOUSE | Each         | 1                         | \$959.95       | \$479.05      | \$480.90         | 50.09% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$959.95       | \$479.05      | \$480.90         |        |  |
| IVC05            | 4/15/2004            | IVC       | WESTSIDE0001 | Westside Cable Service    | Net 30         | GREG E.       | INVC00000002     |        |  |
| PHON-PAN-3155    | Panache KX-T3155 des | NORTH     | Each         | 1                         | \$59.95        | \$29.75       | \$30.20          | 50.37% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$59.95        | \$29.75       | \$30.20          |        |  |
| IVC06            | 4/15/2004            | IVC       | BERRYMED0001 | Berry Medical Center      | Net 30         | SANDRA M.     | INVC00000002     |        |  |
| HDWR-CAB-0001    | Central Cabinet      | NORTH     | Each         | 1                         | \$13,849.95    | \$6,921.88    | \$6,928.07       | 50.02% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$13,849.95    | \$6,921.88    | \$6,928.07       |        |  |
| IVC07            | 4/15/2004            | IVC       | DIRECTMA0001 | Direct Marketers          | Net 30         | SANDRA M.     | INVC00000002     |        |  |
| ANSW-PAN-1450    | Panache KX-T1450 ans | WAREHOUSE | Each         | 1                         | \$109.95       | \$50.25       | \$59.70          | 54.29% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$109.95       | \$50.25       | \$59.70          |        |  |
| IVC08            | 4/15/2004            | IVC       | LASERMES0001 | Laser Messenger Service   | Net 30         | SANDRA M.     | INVC00000002     |        |  |
| ACCS-RST-DXWH    | Shoulder Rest - Delu | WAREHOUSE | Each         | 2                         | \$19.90        | \$8.30        | \$11.60          | 58.29% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$19.90        | \$8.30        | \$11.60          |        |  |
| IVC09            | 4/15/2004            | IVC       | PULASKIE0001 | Pulaski Enterprises Inc.  | Net 30         | SANDRA M.     | INVC00000002     |        |  |
| ACCS-RST-DXBK    | Shoulder Rest-Deluxe | WAREHOUSE | Each         | 2                         | \$19.90        | \$9.10        | \$10.80          | 54.27% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$19.90        | \$9.10        | \$10.80          |        |  |
| IVC10            | 4/15/2004            | IVC       | MARGIEST0001 | Margie's Travel           | Net 30         | SANDRA M.     | INVC00000002     |        |  |
| ACCS-CRD-12WH    | Phone Cord - 12' Whi | WAREHOUSE | Each         | 3                         | \$29.85        | \$9.87        | \$19.98          | 66.93% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$29.85        | \$9.87        | \$19.98          |        |  |
| IVC11            | 4/15/2004            | IVC       | CENTRALI0001 | Central Illinois Hospital | Net 30         | PAUL W.       | INVC00000003     |        |  |
| PHON-PAN-3155    | Panache KX-T3155 des | NORTH     | Each         | 2                         | \$119.90       | \$55.96       | \$63.94          | 53.32% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$119.90       | \$55.96       | \$63.94          |        |  |
| IVC12            | 4/15/2004            | IVC       | HOLLINGC0001 | Holling Communications    | In Net 30      | PAUL W.       | INVC00000003     |        |  |
| ANSW-PAN-1450    | Panache KX-T1450 ans | WAREHOUSE | Each         | 1                         | \$109.95       | \$50.25       | \$59.70          | 54.29% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$109.95       | \$50.25       | \$59.70          |        |  |
| IVC15            | 4/10/2004            | IVC       | PACIFICD0001 | Pacific Digital           | Net 30         | PAUL W.       | INVC00000004     |        |  |
| HDWR-SRG-0001    | Surge Protector Pane | WAREHOUSE | Each         | 3                         | \$119.85       | \$61.35       | \$58.50          | 48.81% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$119.85       | \$61.35       | \$58.50          |        |  |
| IVC20            | 4/10/2004            | IVC       | JOHNSONK0001 | Johnson, Kimberly         | Net 30         | PAUL W.       | INVC00000001     |        |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$0.00         | \$0.00        | \$0.00           | 0.00%  |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$0.00         | \$0.00        | \$0.00           |        |  |
| IVC21            | 5/8/2007             | IVC       | ADVANCED0002 | Advanced Tech Satellite S | Net 30         | GARY W.       | INVC00000004     |        |  |
| 24X IDE          | 24x CD-ROM           | WAREHOUSE | Each         | 10                        | \$400.00       | \$450.00      | (\$50.00)        | 12.50% |  |
| 32X IDE          | 32x CD-ROM           | WAREHOUSE | Each         | 10                        | \$499.50       | \$495.00      | \$4.50           | 0.90%  |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$899.50       | \$945.00      | (\$45.50)        |        |  |
| IVC22            | 5/23/2007            | IVC       | UNIFIEDW0001 | Unified Wire and Cable    | Sy Net 30      | GREG E.       | INVC00000003     |        |  |
| ACCS-CRD-12WH    | Phone Cord - 12' Whi | WAREHOUSE | Each         | 1                         | \$9.95         | \$3.29        | \$6.66           | 66.93% |  |
| BOT100G          | Handset Bottom       | WAREHOUSE | Each         | 1                         | \$9.95         | \$1.20        | \$8.75           | 87.94% |  |
| DOCUMENT TOTALS: |                      |           |              |                           | \$19.90        | \$4.49        | \$15.41          |        |  |
| INVOICE TOTALS:  |                      |           |              |                           | \$18,028.10    | \$9,447.43    |                  |        |  |
| RETURN TOTALS:   |                      |           |              |                           | \$0.00         | \$0.00        |                  |        |  |
| REPORT TOTAL:    |                      |           |              |                           | \$18,028.10    | TOTAL PROFIT: | \$8,580.67       |        |  |

16 Document(s)

REPORT SUMMARY:  
 TRADE DISCOUNT: \$0.00  
 FREIGHT: \$0.00  
 MISCELLANEOUS: \$0.00  
 TAX: \$1,199.80

# Invoicing Serial/Lot History Report

---

## Report Writer name

Invoicing Serial/Lot History  
Report

## Report tables

Invoicing Serial and Lot  
Number Work  
Invoicing Transaction  
Amounts History  
Invoicing Transaction History  
Item Master

## Sorting option

by Item Number

## Ranges

Item Number  
Customer ID  
Serial/Lot Number  
Document Date

The Invoicing Serial/Lot History Report displays information for each serial- or lot-numbered item sold. Use this report to identify customers who have purchased items with a specific serial number or lot number.

## Printing Instructions

1. Choose Reports >> Sales >> History to open the Sales History Reports window.
2. Select Invoice Serial/Lot History from the Reports list and choose New to open the Sales History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Sales History Report Options window will be redisplayed.
5. Choose Print.

You can print the Invoicing Serial/Lot History Report from either the Sales History Reports window or the Sales History Report Options window. You also can save the report option and print later.

For more information about printing Invoicing reports, refer to the Invoicing documentation.

# Invoicing Serial/Lot History Report

System: 5/18/04 9:10:00 AM  
 User Date: 4/12/07

Fabrikam, Inc.  
 INVOICING SERIAL/LOT HISTORY REPORT  
 Invoicing

Page: 1  
 User ID: LESSONUSER2

|                    |       |      |
|--------------------|-------|------|
| Ranges:            | From: | To:  |
| Item Number:       | First | Last |
| Customer ID:       | First | Last |
| Serial/Lot Number: | First | Last |
| Document Date:     | First | Last |

Item Number

| Date          | Received | Serial/Lot Number | Selling Price | Unit Cost  | Customer ID  | Customer Name             |
|---------------|----------|-------------------|---------------|------------|--------------|---------------------------|
| HDWR-PRO-4862 |          |                   |               |            |              |                           |
| 4/15/04       | 1/16/04  | 1080811           | \$5,999.95    | \$3,188.47 | AMERICAN0001 | American Science Museum   |
| HDWR-PRO-4866 |          |                   |               |            |              |                           |
| 4/15/04       | 3/28/04  | 3EW430023         | \$6,759.95    | \$3,379.25 | MAGNIFIC0001 | Magnificent Office Images |
| WIRE-MCD-0001 |          |                   |               |            |              |                           |
| 4/15/04       | 1/14/04  | 44501             | \$0.35        | \$0.54     | MAGNIFIC0001 | Magnificent Office Images |
| 4/15/04       | 1/14/04  | 44501             | \$0.35        | \$0.54     | AMERICAN0001 | American Science Museum   |
| WIRE-SCD-0001 |          |                   |               |            |              |                           |
| 4/15/04       | 1/14/04  | 12055             | \$0.35        | \$0.16     | MAGNIFIC0001 | Magnificent Office Images |

# Inventory Sales Register

---

## Report Writer name

Invoicing Inventory Sales Register  
Invoicing Inventory Sales Register Reprint

The Inventory Sales Register shows detailed information about sales transactions that were posted, including customer name, quantity sold, price per unit, and extended price for each item. The Inventory Sales Report will be printed automatically when you close the Invoice Entry window.

## Report table

Invoicing Transaction Amounts Work  
Item Master  
Invoicing Transaction Work  
Invoicing Transaction Amounts History  
Invoicing Transaction History

Posting reports can be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.



*You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.*

## Sorting options

by Audit Trail Code  
by Origin  
by Posting Date  
by Batch ID

Posting reports printed for individually posted transactions are generally the same as posting reports printed for batch transactions. However, the reports for individually posted transactions contain information only for the transactions that you entered and posted since you opened the Invoice Entry window.

## Ranges

Audit trail code  
Batch ID  
Origin  
Posting date

The Inventory Sales Report can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Print

Posting Journal  
Detail Breakdown Register  
Summary Breakdown Register

## Printing Instructions

1. Choose Reports >> Sales >> Posting Journals to open the Sales Posting Journals window.
2. Select Invoicing Posting Journal from the Reports list and choose New to open the Sales Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Mark the Inventory Sales Register option. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Sales Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Invoicing reports, refer to the Invoicing documentation.

# Inventory Sales Register

System: 5/18/2004 6:33:57 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 INVENTORY SALES REGISTER  
 Invoicing

Page: 1  
 User ID: LESSONUSER2

Audit Trail Code: INVCE00000003

| Item Number     |         | Item Description |                       | Unit | Qty Invoiced | Unit Price | Markdown | Ext Price |
|-----------------|---------|------------------|-----------------------|------|--------------|------------|----------|-----------|
| Document Number | Date    | Customer ID      | Customer Name         |      |              |            |          |           |
| HDWR-SRG-0001   |         |                  | Surge Protector Panel |      |              |            |          |           |
| IVC15           | 4/10/04 | PACIFICD0001     | Pacific Digital       | Each | 3            | \$39.95    | \$0.00   | \$119.85  |
| Item Totals:    |         |                  |                       |      | 3.00000      |            |          | \$119.85  |
| Report Totals:  |         |                  |                       |      | 3.00000      |            |          | \$119.85  |

# Invoicing Posting Journal

---

## Report Writer name

Invoicing Posting Journal  
Invoicing Posting Journal  
Reprint

## Report tables

Posting Definitions Master  
Invoicing Transaction Master  
Invoicing Document Setup  
Invoicing Posting Journal  
Temp  
Invoicing Transaction History  
Invoicing Batch History

## Sorting options

by Audit Trail Code  
by Origin  
by Posting Date  
by Batch ID

## Ranges

Audit Trail Code  
Batch ID  
Origin  
Posting Date

## Print

Posting Journal  
Detail Breakdown Register  
Summary Breakdown  
Register

The Invoicing Posting Journal shows detailed information about posted transactions, including posting account, tax, and commission distributions. This report also indicates if a transaction hasn't been posted because of an error. The Invoicing Posting Journal will be printed automatically when you close the Invoice Entry window after posting a document. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.



*You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.*

Posting journals printed for individually posted transactions are generally the same as posting journals printed for batch transactions. However, the reports for individually posted transactions contain information only for the transactions that you entered and posted since you opened the Invoice Entry window.

The Invoicing Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

1. Choose Reports >> Sales >> Posting Journals to open the Sales Posting Journals window.
2. Select Invoicing Posting Journal from the Reports list and choose New to open the Sales Posting Journal Options window.
3. Enter a report option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals. Be sure Posting Journal is marked.
4. Choose Destination. Select a printing destination and choose OK. The Sales Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Invoicing reports, refer to the Invoicing documentation.

# Invoicing Posting Journal

System: 5/18/2004 10:59:52 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 INVOICING POSTING JOURNAL - REPRINT  
 Invoicing

Page: 1  
 User ID: LESSONUSER1

Batch ID: LESSON USER1      Audit Trail Code: INVCE00000001      Batch Frequency: Single Use  
 Batch Comment:

Batch Total Actual: \$0.00      Batch Total Control: \$0.00  
 Trx Total Actual: 0      Trx Total Control: 0

Approved: No      Approved By:      Approval Date: 0/0/0000  
 Type Document Number      Doc Date      Post Date      Customer ID      Name      Salesperson

| Subtotal  | Trade Discount | Freight Amount | Misc Amount  | Tax Amount        | Document Total | Discount Avail |
|-----------|----------------|----------------|--------------|-------------------|----------------|----------------|
| IVC IVC20 | 4/10/2004      | 1/1/1970       | JOHNSONK0001 | Johnson, Kimberly | PAUL W.        |                |
| \$19.95   | \$0.00         | \$0.00         | \$0.00       | \$1.40            | \$21.35        | \$0.00         |

Account Distributions

| Account Number | Account Description               | Account Type | Debit Amount | Credit Amount |
|----------------|-----------------------------------|--------------|--------------|---------------|
| 000-2300-00    | IL State Sales Tax Payable        | TAXES        | 0.00         | 1.20          |
| 000-2310-00    | Chicago City Sales Tax Payable    | TAXES        | 0.00         | 0.20          |
| 000-1200-00    | Accounts Receivable               | RECV         | 21.35        | 0.00          |
| 000-4110-02    | US Sales - Finished Goods         | SALES        | 0.00         | 19.95         |
| 300-5130-00    | Commissions - Sales               | COMMEXP      | 0.60         | 0.00          |
| 000-2120-00    | Commissions Payable               | COMMPAY      | 0.00         | 0.60          |
| 000-1300-01    | Inventory - Retail/Parts          | INV          | 0.00         | 5.98          |
| 000-4510-01    | Cost of Goods Sold - Retail/Parts | COGS         | 5.98         | 0.00          |
|                |                                   |              | 27.93        | 27.93         |

|         |        |        |        |        |         |        |
|---------|--------|--------|--------|--------|---------|--------|
| \$19.95 | \$0.00 | \$0.00 | \$0.00 | \$1.40 | \$21.35 | \$0.00 |
|---------|--------|--------|--------|--------|---------|--------|

# Transaction Removal Report

---

## Report Writer name

Invoicing Transaction  
Removal Report

## Report tables

Item Master  
Invoicing Transaction History  
Invoicing Document Setup  
Invoicing Transaction  
Amounts History

## Ranges

Document Number  
Customer ID  
Audit Trail Code  
Date

The Transaction Removal Report displays the posted transactions removed during the remove invoice process. Transaction history can be maintained for an unlimited number of years. You can remove history for transaction history that is no longer useful. When you remove transaction history, the sales tax history and commission history also is removed for the transactions.



*Before printing the Transaction Removal Report or removing history, make a backup of the company's Sales folder.*

## Printing Instructions

1. Choose Tools >> Utilities >> Sales >> Remove Invoice History to open the Remove Invoicing History window.
2. Select Transaction as the history type, mark the Report option, and unmark the Transaction option. Select a range to remove.
3. Choose Process.
4. Select a printing destination and choose OK

After reviewing the report, you can reconcile by marking the Reconcile option and choosing Process in the Remove Invoicing History window. If you marked the Print Report option, the Transaction Removal Report prints when the reconcile is complete. This report should be kept with your permanent records.

Once you've removed transaction history, you won't be able to reprint posting journals for the transactions you've removed. Also, the removed transactions will not appear on invoicing history and analysis reports.

For more information about printing Invoicing reports, refer to the Invoicing documentation.

# Transaction Removal Report

System: 5/18/2004 11:06:07 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 TRANSACTION REMOVAL REPORT  
 Invoicing

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Document Number: IVC01 IVC12  
 Customer ID: First Last  
 Audit Trail Code: First Last  
 Document Date: First Last

\* - Indicates voided transaction

Sorted By: Document Number

| Document Number        | Date        | Type | Customer ID                    | Customer Name             | Payment Terms  | Salesperson   | Audit Trail Code |            |        |
|------------------------|-------------|------|--------------------------------|---------------------------|----------------|---------------|------------------|------------|--------|
| Item Number            | Description | Site | U of M                         | Quantity                  | Extended Price | Extended Cost | Profit           | Margin     |        |
| IVC01<br>PHON-ATT-53WH | 4/15/2004   | IVC  | HEARTLAN0001                   | Heartland Tower Systems   | Net 30         | PAUL W.       | INVC00000002     |            |        |
|                        |             |      | Cordless-Attractive NORTH      | Each                      | 3              | \$569.85      | \$272.64         | \$297.21   | 52.15% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$569.85       | \$272.64      | \$297.21         |            |        |
| IVC02<br>PHON-ATT-53RD | 4/15/2004   | IVC  | COHOWINE0001                   | Coho Wintery              | Net 30         | PAUL W.       | INVC00000002     |            |        |
|                        |             |      | Cordless-Attractive NORTH      | Each                      | 3              | \$569.85      | \$274.77         | \$295.08   | 51.78% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$569.85       | \$274.77      | \$295.08         |            |        |
| IVC03<br>PHON-ATT-53BK | 4/15/2004   | IVC  | RAINBOWR0001                   | Rainbow Research          | Net 30         | PAUL W.       | INVC00000002     |            |        |
|                        |             |      | Cordless-Attractive NORTH      | Each                      | 3              | \$569.85      | \$274.77         | \$295.08   | 51.78% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$569.85       | \$274.77      | \$295.08         |            |        |
| IVC04<br>FAXX-RIC-060E | 4/15/2004   | IVC  | SSPROPER0001                   | S & S Properties          | Net 30         | GREG E.       | INVC00000002     |            |        |
|                        |             |      | Richelieu Fax 60E WAREHOUSE    | Each                      | 1              | \$959.95      | \$479.05         | \$480.90   | 50.09% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$959.95       | \$479.05      | \$480.90         |            |        |
| IVC05<br>PHON-PAN-3155 | 4/15/2004   | IVC  | WESTSIDE0001                   | Westside Cable Service    | Net 30         | GREG E.       | INVC00000002     |            |        |
|                        |             |      | Panache KX-T3155 des NORTH     | Each                      | 1              | \$59.95       | \$29.75          | \$30.20    | 50.37% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$59.95        | \$29.75       | \$30.20          |            |        |
| IVC06<br>HDWR-CAB-0001 | 4/15/2004   | IVC  | BERRYMED0001                   | Berry Medical Center      | Net 30         | SANDRA M.     | INVC00000002     |            |        |
|                        |             |      | Central Cabinet NORTH          | Each                      | 1              | \$13,849.95   | \$6,921.88       | \$6,928.07 | 50.02% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$13,849.95    | \$6,921.88    | \$6,928.07       |            |        |
| IVC07<br>ANSW-PAN-1450 | 4/15/2004   | IVC  | DIRECTMA0001                   | Direct Marketers          | Net 30         | SANDRA M.     | INVC00000002     |            |        |
|                        |             |      | Panache KX-T1450 ans WAREHOUSE | Each                      | 1              | \$109.95      | \$50.25          | \$59.70    | 54.29% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$109.95       | \$50.25       | \$59.70          |            |        |
| IVC08<br>ACCS-RST-DXWH | 4/15/2004   | IVC  | LASERMES0001                   | Laser Messenger Service   | Net 30         | SANDRA M.     | INVC00000002     |            |        |
|                        |             |      | Shoulder Rest - Delu WAREHOUSE | Each                      | 2              | \$19.90       | \$8.30           | \$11.60    | 58.29% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$19.90        | \$8.30        | \$11.60          |            |        |
| IVC09<br>ACCS-RST-DXBK | 4/15/2004   | IVC  | PULASKIE0001                   | Pulaski Enterprises Inc.  | Net 30         | SANDRA M.     | INVC00000002     |            |        |
|                        |             |      | Shoulder Rest-Deluxe WAREHOUSE | Each                      | 2              | \$19.90       | \$9.10           | \$10.80    | 54.27% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$19.90        | \$9.10        | \$10.80          |            |        |
| IVC10<br>ACCS-CRD-12WH | 4/15/2004   | IVC  | MARGIEST0001                   | Margie's Travel           | Net 30         | SANDRA M.     | INVC00000002     |            |        |
|                        |             |      | Phone Cord - 12' Whi WAREHOUSE | Each                      | 3              | \$29.85       | \$9.87           | \$19.98    | 66.93% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$29.85        | \$9.87        | \$19.98          |            |        |
| IVC11<br>PHON-PAN-3155 | 4/15/2004   | IVC  | CENTRALI0001                   | Central Illinois Hospital | Net 30         | PAUL W.       | INVC00000003     |            |        |
|                        |             |      | Panache KX-T3155 des NORTH     | Each                      | 2              | \$119.90      | \$55.96          | \$63.94    | 53.32% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$119.90       | \$55.96       | \$63.94          |            |        |
| IVC12<br>ANSW-PAN-1450 | 4/15/2004   | IVC  | HOLLINGC0001                   | Holling Communications    | In Net 30      | PAUL W.       | INVC00000003     |            |        |
|                        |             |      | Panache KX-T1450 ans WAREHOUSE | Each                      | 1              | \$109.95      | \$50.25          | \$59.70    | 54.29% |
| DOCUMENT TOTALS:       |             |      |                                |                           | \$109.95       | \$50.25       | \$59.70          |            |        |
| INVOICE TOTALS:        |             |      |                                |                           | \$16,988.85    | \$8,436.59    |                  |            |        |
| RETURN TOTALS:         |             |      |                                |                           | \$0.00         | \$0.00        |                  |            |        |
| REPORT TOTAL:          |             |      |                                |                           | \$16,988.85    | TOTAL PROFIT: | \$8,552.26       |            |        |

12 Document(s)

REPORT SUMMARY:  
 TRADE DISCOUNT: \$0.00  
 FREIGHT: \$0.00  
 MISCELLANEOUS: \$0.00  
 TAX: \$1,189.30



# Multidimensional Analysis sample report

This section includes information about and instructions for creating an Account Analysis Report. A sample of the report also is included.

# Account Analysis Report

---

## Report Writer names

Account Analysis Report  
Detail  
Account Analysis Report  
Summary

## Report tables

Analysis Reports TEMP  
Transaction Analysis Codes  
Analysis Codes Master  
Analysis Group Master  
Account Master  
Account Analysis Groups

## Ranges

Segment ID  
Transaction Date  
Posting Date  
Analysis Group ID  
Analysis Code ID

## Include

Unposted  
Open  
History

The Account Analysis Report provides detailed or summary information about transactions recorded against your analysis groups and codes. These reports can include both posted and unposted transactions.

## Printing Instructions

1. Choose Reports >> Financial >> Multidimensional Analysis to open the Multidimensional Analysis Reports window.
2. Select Account Analysis from the Reports list and choose New to open the Multidimensional Analysis Report Options window.
3. Enter an option name and create a report option to restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Multidimensional Analysis Report Options window will be redisplayed.
5. Choose Print.

The Account Analysis Report can be printed from either the Multidimensional Analysis Reports window or the Multidimensional Analysis Report Options window. You also can save the report option and print later.

For more information about printing multidimensional analysis reports, refer to the Multidimensional Analysis documentation.

# Account Analysis Report

System: 4/12/2007 12:42:18 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 ACCOUNT ANALYSIS REPORT DETAIL  
 Multidimensional Analysis

Page: 1  
 User ID: LESSONUSER1

|                   |                |                |
|-------------------|----------------|----------------|
| Ranges:           | From:          | To:            |
| Account           | First          | Last           |
| Transaction Date  | First          | Last           |
| Posting Date      | First          | Last           |
| Analysis Group ID | TRAVEL EXPENSE | TRAVEL EXPENSE |
| Analysis Code ID  | First          | Last           |

Include: Open

| Analysis Group ID          | Group Description         |           |              |          |          |
|----------------------------|---------------------------|-----------|--------------|----------|----------|
| Analysis Code ID           | Code Description          |           |              |          |          |
| Account                    | Account Description       |           |              |          |          |
| Document Reference         | Posting Description       | Trx Date  | Posting Date | Quantity | Amount   |
| TRAVEL EXPENSE             | Travel expenses           |           |              |          |          |
| ENTERTAIN                  | Entertainment             |           |              |          |          |
| 1000-1000-0000-5095-0000   | EMPLOYEE BUSINESS EXPENSE |           |              |          |          |
| 000000000000000005         | Entertainment expense     | 3/21/2007 | 3/30/2007    | 0        | \$37.50  |
|                            |                           |           |              | -----    | -----    |
| Account Totals:            |                           |           |              | 0        | \$37.50  |
| Code ENTERTAIN Totals:     |                           |           |              |          | \$37.50  |
| MEALS                      | Meals                     |           |              |          |          |
| 1000-1000-0000-5095-0000   | EMPLOYEE BUSINESS EXPENSE |           |              |          |          |
| 000000000000000005         | Meals expense             | 3/21/2007 | 3/30/2007    | 0        | \$75.00  |
|                            |                           |           |              | -----    | -----    |
| Account Totals:            |                           |           |              | 0        | \$75.00  |
| Code MEALS Totals:         |                           |           |              |          | \$75.00  |
| MILEAGE                    | Mileage                   |           |              |          |          |
| 1000-1000-0000-5095-0000   | EMPLOYEE BUSINESS EXPENSE |           |              |          |          |
| 000000000000000005         | Mileage expense           | 3/21/2007 | 3/30/2007    | 0        | \$37.50  |
|                            |                           |           |              | -----    | -----    |
| Account Totals:            |                           |           |              | 0        | \$37.50  |
| Code MILEAGE Totals:       |                           |           |              |          | \$37.50  |
| Group TRAVEL EXPENSE Total |                           |           |              | 0        | \$150.00 |
|                            |                           |           |              | =====    | =====    |
| Total Groups:              | 1                         |           |              |          |          |



# Multicurrency Management sample reports

This document includes information about and instructions for creating some of the more common Multicurrency Management reports. Samples of each report also are included.



*To print multicurrency versions of your reports, open the Posting Setup window and mark Include Multicurrency Info. When that option is marked, the option to print multicurrency information is available in some report option windows.*

The following reports are discussed:

- [Account History](#)
- [Accounts List](#)
- [Detailed Trial Balance](#)
- [Exchange Rate List](#)
- [General Posting Journal](#)
- [Revaluation Report](#)
- [Year-End Closing Report](#)

# Account History

---

## Report Writer name

Multicurrency Account History

## Report tables

Multicurrency Account Summary History  
Account Master  
Period Setup

## Ranges

Segment ID

The Multicurrency version of the Account History report includes the originating and functional amounts in period balances for the previous year. These period balances are maintained in history indefinitely. You can remove history for period balances that are no longer useful.

Before printing this report or removing history, make a backup of the finance folder for the company.

You can print the Account History report before removing account history. Choose Tools >> Utilities >> Financial >> Remove History to open the Remove History window. Mark Print for Account History and leave Remove unmarked. Select a year. You can further restrict the information printed on the report by selecting a range.

After reviewing the report, you can remove account history. Mark the Remove and Print options for Account History, select a year, select a range (optional), and choose Process. The Account History report will be printed when the removal is complete. This report should be kept with your permanent records.

Once you've removed account history, you'll no longer be able to print the Account History report or a Detailed Trial Balance for the period you've cleared.

You also can print the Account History report for an individual account using the Multicurrency Account History window. Choose Cards >> Financial >> Currency Account History. Select an account and a year and choose File >> Print.

For more information about removing history and printing multicurrency reports, refer to the Multicurrency Management documentation.

# Account History

System: 4/12/2007 2:56:17 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 ACCOUNT HISTORY  
 Multicurrency Management

Page: 1  
 User ID: LessonUser1

Year: 2005

Ranges:

Account From: 000-1300-01  
 To: 000-1300-01

| Account         | Description              | Functional Amount | Originating Amount |
|-----------------|--------------------------|-------------------|--------------------|
| -----           |                          |                   |                    |
| Currency        |                          |                   |                    |
| -----           |                          |                   |                    |
| Period Name     |                          | Functional Amount | Originating Amount |
| -----           |                          |                   |                    |
| 000-1300-01     | Inventory - Retail/Parts |                   |                    |
| Z-AUD           |                          |                   |                    |
| Period 1        |                          | (\$3,535.30)      | (\$A4,767.29)      |
| Currency Total: |                          | (\$3,535.30)      | (\$A4,767.29)      |
| Z-C\$           |                          |                   |                    |
| Period 1        |                          | (\$2,921.08)      | -C\$4,181.93       |
| Currency Total: |                          | (\$2,921.08)      | -C\$4,181.93       |
| Z-SA            |                          |                   |                    |
| Period 1        |                          | (\$2,517.16)      | R-8,321.19         |
| Currency Total: |                          | (\$2,517.16)      | R-8,321.19         |
| Z-SGD           |                          |                   |                    |
| Period 1        |                          | (\$846.66)        | (SGD1,311.03)      |
| Currency Total: |                          | (\$846.66)        | (SGD1,311.03)      |
| Z-UK            |                          |                   |                    |
| Period 1        |                          | (\$447.06)        | -£311.06           |
| Currency Total: |                          | (\$447.06)        | -£311.06           |
| Total Accounts: | 1                        |                   |                    |

# Accounts List

---

## Report Writer name

Multicurrency Accounts List

## Report tables

Account Master

Account Category Master

Multicurrency Account  
Master

## Ranges

Segment ID

Account Description

Category

## Sorting options

Segment ID

Account Description

Category

## Include

Inactive Accounts

The Accounts List is a detailed reference of the multicurrency information you've entered for the posting accounts for each company in the chart of accounts. This report lists the currencies selected, whether the revaluation option is marked, posting type, and typical balance for each account. The report also shows whether you have selected to post revaluation results to a posting account or financial offset account. Print this report to view a list of the multicurrency account information you've entered using the Select Account Currencies window.

## Printing Instructions

1. Choose Reports >> Financial >> Account to open the Chart of Accounts Report window.
2. Select Multicurrency Accounts from the Reports list and choose New to open the Chart of Accounts Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination to specify a printing destination.
5. Choose Print.

You can print the Accounts List from either the Chart of Accounts Report window or the Chart of Accounts Report Options window. You also can save the report option and print later.

You also can choose File >> Print while working in the Select Account Currencies window.

For more information about printing multicurrency reports, refer to the Multicurrency Management documentation.

# Accounts List

System: 4/12/2007 3:14:00 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 ACCOUNTS LIST  
 Multicurrency Management

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Account First Last  
 Description Cash in Bank - Canada Cash in Bank - Singapore  
 Category First Last

Sorted By: Segment1

| Account                               | Description                                      | Active | Revalue Option | Posting Type             | Typical Balance |
|---------------------------------------|--|--------|----------------|--------------------------|-----------------|
| Category                              |  |        |                | Post Result To           | Account Entry   |
| -----<br>Selected Currencies<br>----- |  |        |                |                          |                 |
| 000-1101-00<br>Cash                   | Cash in Bank - Canada                            | Yes    | Period Balance | Balance Sheet<br>Account | Debit<br>Yes    |
|                                       | Z-AUD<br>Z-C\$<br>Z-NZD<br>Z-SA<br>Z-SGD<br>Z-UK |        |                |                          |                 |
| 000-1103-00<br>Cash                   | Cash in Bank - New Zealand                       | Yes    | Period Balance | Balance Sheet<br>Account | Debit<br>Yes    |
|                                       | Z-AUD<br>Z-C\$<br>Z-NZD<br>Z-SA<br>Z-SGD<br>Z-UK |        |                |                          |                 |
| 000-1104-00<br>Cash                   | Cash in Bank - Germany                           | Yes    | Period Balance | Balance Sheet<br>Account | Debit<br>Yes    |
|                                       | Z-AUD<br>Z-C\$<br>Z-NZD<br>Z-SA<br>Z-SGD<br>Z-UK |        |                |                          |                 |
| 000-1107-00<br>Cash                   | Cash in Bank - Singapore                         | Yes    | Period Balance | Balance Sheet<br>Account | Debit<br>Yes    |
|                                       | Z-AUD<br>Z-C\$<br>Z-NZD<br>Z-SA<br>Z-SGD<br>Z-UK |        |                |                          |                 |

Total Accounts: 4

# Detailed Trial Balance

---

## Report Writer names

Multicurrency Trial Balance  
Detail  
Multicurrency Trial Balance  
History

## Report tables

General Ledger Trial Balance  
Temporary  
Account Master  
Year-to-Date Transaction  
Open  
Account Transaction History

## Ranges

Date  
Account  
Segment ID  
Currency ID

## Sorting option

Segment ID

## Include

Posting Accounts  
Unit Accounts  
Inactive Accounts  
Zero Balance/No Trx  
Multicurrency Info

## Subtotal by

No Subtotals  
Month  
Period

The Detailed Trial Balance report lists General Ledger account balances and all transactions that affect each account for the period specified. This report also confirms that debits and credits are equal for the specified time period. Print this report to review account activity for a specific range of accounts for an open or historical year. You can print this report in either the functional or reporting currency. The exchange rate for the reporting currency will be followed by the multiply or divide sign, depending on the rate calculation method.

You can print the Detailed Trial Balance report at any time during the reporting process, but it's commonly printed before and after you've made adjusting entries at the end of a period and before financial statements are prepared.

## Printing Instructions

1. Choose Reports >> Financial >> Trial Balance to open the Trial Balance Report window.
2. Select Detailed from the Reports list and choose New to open the Trial Balance Report Options window.
3. Enter an option name and choose to include posting, unit, or inactive accounts in the report. (If you don't mark either Posting Accounts or Unit Accounts, a report with only headings and totals is printed.)
4. Choose Destination to specify a printing destination and choose Print.

You can print the Detailed Trial Balance report using either the Trial Balance Report window or the Trial Balance Report Options window. You also can save the report option and print it later.

For more information about printing General Ledger reports, refer to the General Ledger documentation.

# Detailed Trial Balance

System: 5/18/2004 10:01:34 AM  
 User Date: 4/12/2007

**DETAILED TRIAL BALANCE FOR 2007**  
 Fabrikam, Inc.  
 General Ledger  
 Multicurrency Management

Page: 1  
 User ID: LessonUser1

Ranges: From: 4/30/2007 To: 4/30/2007  
 Date: 4/30/2007  
 Account: 000-1100-00  
 Currency ID: Z-US\$  
 Sorted By: Segment1  
 Include: Posting  
 Print Currency In: Functional (Z-US\$)

| Account: 000-1100-00 |          | Description: Cash - Operating Account |                        | Beginning Balance:   |                   | Ending Balance:                       |            |                                    |
|----------------------|----------|---------------------------------------|------------------------|----------------------|-------------------|---------------------------------------|------------|------------------------------------|
| Trx Date             | Jrnl No. | Orig. Audit Trail                     | Distribution Reference | Exchange Rate        | Orig. Debit       | Orig. Credit                          | Debit      | Credit                             |
|                      |          |                                       |                        |                      |                   |                                       |            | \$171,747.79                       |
|                      |          |                                       |                        |                      |                   |                                       |            | \$163,080.49                       |
| 4/30/2007            | 1,357    | PMCHK00000065                         | Cash                   |                      |                   | \$90.25                               |            | \$90.25                            |
| 4/30/2007            | 1,363    | PMCHK00000067                         | Cash                   |                      |                   | \$10,000.00                           |            | \$10,000.00                        |
| 4/30/2007            | 1,496    | RMCSH00000229                         | Cash                   |                      | \$1,305.30        |                                       | \$1,305.30 |                                    |
| 4/30/2007            | 1,498    | RMCSH00000230                         | Cash                   |                      | \$117.65          |                                       | \$117.65   |                                    |
|                      |          |                                       |                        | Z-US\$ Totals:       | \$1,422.95        | \$10,090.25                           | \$1,422.95 | \$10,090.25                        |
| Account: 000-1100-00 |          |                                       |                        | Totals:              |                   |                                       | \$1,422.95 | \$10,090.25                        |
|                      |          |                                       |                        | <b>Grand Totals:</b> | <u>Accounts</u> 1 | <u>Beginning Balance</u> \$171,747.79 |            | <u>Ending Balance</u> \$163,080.49 |

# Exchange Rate List

---

## Report Writer name

Multicurrency Exchange Rate  
List

## Report tables

Multicurrency Exchange Table  
Setup  
Multicurrency Exchange Rate  
Maintenance

## Ranges

Exchange Table ID  
Currency ID  
Description

## Sorting options

Exchange Table ID  
Currency ID  
Description

The Exchange Rate List displays the exchange rates you've entered for the exchange rate tables included on the report. Use this report to determine when new exchange rates need to be added to an exchange rate table and to keep a record of existing exchange rates.

## Printing Instructions

1. Choose Reports >> System >> General to open the General System Reports window.
2. Select Exchange Rates from the Reports list and choose New to open the General System Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination to specify a printing destination and choose Print.

You can print the Exchange Rate List from either the General System Reports window or the General System Report Options window. You also can save the report option and print later.

You can print this report for an individual exchange rate table by choosing File >> Print while working in the Multicurrency Exchange Rate Maintenance window.

For more information about printing multicurrency reports, refer to the Multicurrency Management documentation.

# Exchange Rate List

System: 4/12/2007 2:57:38 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 EXCHANGE RATE LIST  
 Multicurrency Management

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Exchange Table ID Z-AUD-AVG Z-AUD-SELL  
 Description First Last  
 Currency ID First Last  
 Sorted By: Exchange Table ID

Exchange Table ID: Z-AUD-AVG  
 Description: Australian-Average Source:  
 Currency ID: Z-AUD Calculation Method: Divide

| Date       | Time        | Exchange Rate | Expiration Date |
|------------|-------------|---------------|-----------------|
| 6/2/1998   | 8:00:00 AM  | 1.3649        | 1/1/2010        |
| 5/4/1998   | 9:00:00 AM  | 1.3573        | 6/4/1998        |
| 4/15/1998  | 9:00:00 AM  | 1.3692        | 5/15/1998       |
| 3/6/1998   | 8:55:00 AM  | 1.3851        | 4/6/1998        |
| 2/4/1998   | 9:00:00 AM  | 1.3428        | 3/4/1998        |
| 1/3/1998   | 10:15:00 AM | 1.3678        | 2/3/1998        |
| 12/31/1997 | 9:00:00 AM  | 1.3675        | 1/31/1998       |

Total Exchange Rates: 7

Exchange Table ID: Z-AUD-BUY  
 Description: Australian-Buy Source:  
 Currency ID: Z-AUD Calculation Method: Divide

| Date       | Time       | Exchange Rate | Expiration Date |
|------------|------------|---------------|-----------------|
| 6/2/1998   | 8:00:00 AM | 1.365         | 1/1/2010        |
| 5/4/1998   | 9:00:00 AM | 1.3575        | 6/4/1998        |
| 4/15/1998  | 9:00:00 AM | 1.3694        | 5/15/1998       |
| 3/6/1998   | 8:55:00 AM | 1.3853        | 4/6/1998        |
| 2/4/1998   | 9:00:00 AM | 1.343         | 3/4/1998        |
| 1/5/1998   | 8:15:00 AM | 1.368         | 2/5/1998        |
| 12/31/1997 | 9:00:00 AM | 1.3679        | 1/31/1998       |

Total Exchange Rates: 7

Exchange Table ID: Z-AUD-SELL  
 Description: Australian-Sell Source:  
 Currency ID: Z-AUD Calculation Method: Divide

| Date       | Time       | Exchange Rate | Expiration Date |
|------------|------------|---------------|-----------------|
| 6/2/1998   | 8:00:00 AM | 1.3647        | 1/1/2010        |
| 5/4/1998   | 9:00:00 AM | 1.3571        | 6/4/1998        |
| 4/15/1998  | 9:00:00 AM | 1.3689        | 5/15/1998       |
| 3/6/1998   | 8:55:00 AM | 1.3848        | 4/6/1998        |
| 2/4/1998   | 9:00:00 AM | 1.3425        | 3/4/1998        |
| 1/5/1998   | 8:15:00 AM | 1.3675        | 2/5/1998        |
| 12/31/1997 | 9:00:00 AM | 1.3669        | 1/31/1998       |

Total Exchange Rates: 7

Total Exchange Tables: 3

# General Posting Journal

---

## Report Writer name

Multicurrency General  
Posting Journal

## Report tables

Posting Definitions Master  
Transaction Work  
Currency Setup  
Allocation Amounts  
Temporary

The General Posting Journal shows the detailed information for each posted multicurrency transaction. This report is printed for the multicurrency transactions you've entered using the Transaction Entry window.

The General Posting Journal displays originating and functional amounts for each transaction only if you've marked Include Multicurrency Info in the Posting Setup window. Otherwise, the General Posting Journal is printed with only the functional amounts.

Posting journals can be printed only if you selected to print them in the Posting Setup window. For more information, refer your System Setup Instructions (Help >> Contents >> Setting Up the System).



*You can send the posting journal to a file and to the printer, in case of a printing error. You can print the contents of this file at any time.*

You can't reprint the multicurrency version of the General Posting Journal; however, you can use the Cross-Reference Report window (Reports >> Financial >> Cross-Reference) to reprint the version of the journal without multicurrency information. Choose the Journal Entry report to recreate a posting journal for individual journal entries. Choose the Audit Trail Code report to recreate a posting journal for a batch of transactions.

Posting journals printed for individually posted transactions are generally the same as the posting journals printed for batches of transactions; however, the reports for individually posted transactions contain information only for the transactions you entered since you opened the Transaction Entry window.

For more information about printing reports that include multicurrency information, refer to the Multicurrency Management documentation.

# General Posting Journal

System: 4/12/2007 3:10:20 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 GENERAL POSTING JOURNAL  
 Multicurrency Management

Page: 1  
 User ID: LessonUser1

\* Voided Journal Entry  
 # Intercompany Journal Entry

Batch: LessonUser1

|                |                     |        |                      |        |
|----------------|---------------------|--------|----------------------|--------|
| Approved: No   | Batch Total Actual: | \$0.00 | Batch Total Control: | \$0.00 |
| Approved by:   | Trx Total Actual:   | 0      | Trx Total Control:   | 0      |
| Approval Date: |                     |        |                      |        |

| Journal Entry | Transaction Type | Transaction Date | Reversing Date | Source Document | Transaction Reference | Audit Trail Code | Reversing Audit Trail Code |
|---------------|------------------|------------------|----------------|-----------------|-----------------------|------------------|----------------------------|
| 3,342         | Standard         | 4/12/2007        |                | GJ              | Mailing               | GLTRX00000032    |                            |
| Z-C\$         | AVERAGE          |                  | .7053          |                 |                       |                  |                            |

| Account                       | Description           | Exchange Rate | Functional/Originating Debit | Credit             |
|-------------------------------|-----------------------|---------------|------------------------------|--------------------|
| 000-6610-00                   | Advertising Expense   | .7053         | \$2,000.00                   |                    |
|                               |                       |               | C\$2,835.67                  |                    |
| 000-1101-00                   | Cash in Bank - Canada | .7053         |                              | \$2,000.00         |
|                               |                       |               |                              | C\$2,835.67        |
| <b>Total Distributions:</b>   | <b>2</b>              |               | <b>Functional Totals:</b>    | <b>\$2,000.00</b>  |
|                               |                       |               | <b>Originating Totals:</b>   | <b>C\$2,835.67</b> |
| <b>Total Journal Entries:</b> | <b>1</b>              |               |                              | <b>\$2,000.00</b>  |
|                               |                       |               |                              | <b>C\$2,835.67</b> |

# Revaluation Report

---

## Report Writer name

Multicurrency Revaluation  
Report

## Report tables

Multicurrency Revaluation  
Currency Work Temporary  
Multicurrency Revaluation  
Line TEMP  
Currency Setup  
Account Master

## Ranges

Customer ID  
Vendor ID  
Class ID  
Type  
Segment ID

## Sorting option

Currency ID

## Include

Transactions With No Rate  
Change

The Revaluation Report shows the unrealized gains and losses for each account if you were to post a revaluation. The report also lists the rate type, exchange date, exchange rate, and rate calculation method for each currency. For each account, the originating amount, functional amount, and average exchange rate is given.

Print the Revaluation Report before posting a revaluation option to verify the accuracy of the option you set up and to ensure the revaluation transaction will be posted correctly.

## Printing Instructions

1. Choose Tools >> Routines >> Financial >> Revaluation to open the Multicurrency Revaluation window.
2. Enter an option name and select the series, year, period, and currencies to revalue. Mark the Print Report Only option to print the Revaluation Report without revaluing.
3. Choose Restrictions to open the Multicurrency Revaluation Restrictions window, where you can select sorting and range restrictions. You also can mark whether to include transactions with no rate change. Choose OK. The Multicurrency Revaluation window will be redisplayed.
4. Choose Revalue to print the Revaluation Report. You also can save the revaluation option and print later.

For more information on revaluation, refer to the Multicurrency Management documentation.

# Revaluation Report

System: 4/12/2007 2:19:20 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 RECEIVABLES REVALUATION JOURNAL  
 Multicurrency Management

Page: 1  
 User ID: LessonUser1

Revalue Option: Sales Results: Post  
 Series: Sales Calculate Gain/Loss: Unrealized  
 Posting Date: 4/20/2007 Cutoff Document Date: 4/20/2007  
 Reversing Transaction: No Reversing Date:  
 Rate Types: By Currency

Document Types: Sales/Invoice, Debit Memo, Finance Charge, Service/Repair, Credit Memo, Return, Cash Receipt

Ranges: From: To:  
 Class ID First Last  
 Customer ID First Last  
 Type First Last

Sorted By: Currency ID Audit Trail Code: RMRVL00000001

Include Transactions With No Rate Change: Yes

| Currency ID      | Rate Type ID          | Exchange Date | Exchange Rate | Rate Calculation Method |                   |                 |              |           |
|------------------|-----------------------|---------------|---------------|-------------------------|-------------------|-----------------|--------------|-----------|
| Customer ID      | Name                  |               |               |                         |                   |                 |              |           |
| Doc. Type        | Document Number       | Document Date | Orig. Amt     | Revalued                | Func. Amt Before  | Func. Amt After | Gain/Loss    |           |
| Prev. Exch. Rate | Prev. Calc. Method    | Orig. Disc.   | Revalued      | Func. Disc. Before      | Func. Disc. After |                 |              |           |
| Z-AUD            | BUY                   | 3/2/2007      | 1.365         | Divide                  |                   |                 |              |           |
| AARONFIT0001     | Aaron Fitz Electrical |               |               |                         |                   |                 |              |           |
| SLS              | SALES00000001003      | 4/12/2007     | \$A10,699.99  |                         | \$7,882.13        | \$7,838.82      | (\$43.31)    |           |
| 1.3575           | Divide                |               | \$A0.00       |                         | \$0.00            | \$0.00          |              |           |
|                  |                       |               |               |                         |                   |                 | Z-AUD Total: | (\$43.31) |
| Z-C\$            | BUY                   | 3/12/2007     | .6899         | Multiply                |                   |                 |              |           |
| ADAMPARK0001     | Adam Park Resort      |               |               |                         |                   |                 |              |           |
| SLS              | SALES00000001004      | 4/12/2007     | C\$1,069.04   |                         | \$737.10          | \$737.53        | \$0.43       |           |
| .6895            | Multiply              |               | C\$0.00       |                         | \$0.00            | \$0.00          |              |           |
| SLS              | SALES00000001005      | 4/12/2007     | C\$10,699.76  |                         | \$7,377.48        | \$7,381.76      | \$4.28       |           |
| .6895            | Multiply              |               | C\$0.00       |                         | \$0.00            | \$0.00          |              |           |
|                  |                       |               |               |                         |                   |                 | Z-C\$ Total: | \$4.71    |
|                  |                       |               |               |                         |                   |                 | Total:       | (\$38.60) |

# Year-End Closing Report

---

## Report Writer name

Multicurrency Year End  
Closing Journal

## Report tables

Year End Closing Report  
Temporary  
Account Master

The Year-End Closing Report lists all the profit and loss accounts that were closed to the retained earnings account when the year-end closing process was completed. The report shows the accounts, descriptions, currencies, posting dates, debit or credit (functional and originating) amounts, journal entry numbers, source documents, and audit trail codes used for closing the transactions.

This report is printed automatically as part of the year-end closing process, and should be saved with your permanent records. This report will be printed in place of the General Ledger Year-End Closing Report if you're using Multicurrency Management.

The Year-End Closing Report will be printed automatically when the year-end closing process has finished.

For more information about the year-end closing process, refer to the Multicurrency Management and General Ledger documentation.

# Year-End Closing Report

System: 4/12/2007 2:46:42 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 YEAR-END CLOSING REPORT  
 Multicurrency Management

Page: 1  
 User ID: LessonUser1

| Journal Entry | Transaction Date | Source Document                           | Transaction Reference                  | Audit Trail Code                        |
|---------------|------------------|---|--|---|
| 1,542         | 12/31/2005       | ADJ                                       | Closing Entry                          | GLTRX00000034                           |
| Account       | Currency         | Description                               | Functional Amount<br>Debit      Credit | Originating Amount<br>Debit      Credit |
| -----         |                  |   |  |   |
| 000-3030-00   |                  | Retained Earnings                         |  |   |
| Z-AUD         |                  |   | \$686.21                               | \$A942.37                               |
| Z-C\$         |                  |   | \$7,412.81                             | C\$10,442.98                            |
| Z-NZD         |                  | \$5,000.00                                |  | \$NZ7,930.21                            |
| Z-SA          |                  | \$760.94                                  |  | R2,515.51                               |
| Z-SGD         |                  | \$869.76                                  |  | SGD1,346.80                             |
| Z-UK          |                  |   | \$2,692.84                             | £1,818.63                               |
| Z-US\$        |                  | \$18,791.53                               |  | \$18,791.53                             |
| 000-4110-01   |                  | US Sales - Retail/Parts                   |  |   |
| Z-US\$        |                  | \$1,021,905.38                            |  | \$1,021,905.38                          |
| 000-4110-02   |                  | US Sales - Finished Goods                 |  |   |
| Z-US\$        |                  | \$79,604.49                               |  | \$79,604.49                             |
| 000-4111-01   |                  | Canadian Sales - Retail/Parts             |  |   |
| Z-C\$         |                  | \$5,842.15                                |  | C\$8,363.85                             |
| Z-US\$        |                  | \$39,366.40                               |  | \$39,366.40                             |
| 000-4112-01   |                  | AustralAsian Sales - Retail/Parts         |  |   |
| Z-US\$        |                  | \$89,865.98                               |  | \$89,865.98                             |
| Z-AUD         |                  | \$7,070.59                                |  | \$A9,534.55                             |
| 000-4112-02   |                  | AustralAsian Sales - Finished Goods       |  |   |
| Z-US\$        |                  | \$6,290.65                                |  | \$6,290.65                              |
| 000-4115-01   |                  | United Kingdom Sales - Retail/Parts       |  |   |
| Z-UK          |                  | \$894.12                                  |  | £622.13                                 |
| 000-4115-02   |                  | United Kingdom Sales - Finished Goods     |  |   |
| Z-UK          |                  | \$6,542.12                                |  | £4,552.01                               |
| 000-4116-01   |                  | South Africa - Retail/Parts               |  |   |
| Z-SA          |                  | \$5,034.33                                |  | R16,642.41                              |
| 000-4117-01   |                  | Singapore Sales - Retail/Parts            |  |   |
| Z-SGD         |                  | \$1,693.32                                |  | SGD2,622.05                             |
| 000-4117-02   |                  | Singapore Sales - Finished Goods          |  |   |
| Z-SGD         |                  | \$1,693.32                                |  | SGD2,622.05                             |
| 000-4120-00   |                  | US Sales - Service Plans                  |  |   |
| Z-US\$        |                  | \$166,894.54                              |  | \$166,894.54                            |
| 000-4122-00   |                  | AustralAsian Sales - Service Plans        |  |   |
| Z-US\$        |                  | \$12,500.00                               |  | \$12,500.00                             |
| 000-4130-00   |                  | US Sales - Installation Charges           |  |   |
| Z-US\$        |                  | \$211,747.78                              |  | \$211,747.78                            |
| 000-4132-00   |                  | AustralAsian Sales - Installation Charges |  |   |
| Z-US\$        |                  | \$11,154.59                               |  | \$11,154.59                             |
| 000-4140-00   |                  | US Sales - Repair Charges                 |  |   |
| Z-US\$        |                  | \$82,450.19                               |  | \$82,450.19                             |
| 000-4141-00   |                  | Canadian Sales - Repair Charges           |  |   |
| Z-C\$         |                  | \$4,841.26                                |  | C\$6,748.34                             |
| 000-4142-00   |                  | AustralAsian Sales - Repair Charges       |  |   |
| Z-US\$        |                  | \$4,359.40                                |  | \$4,359.40                              |
| 000-4180-00   |                  | US Sales Discounts                        |  |   |
| Z-US\$        |                  |   | \$2,473.17                             | \$2,473.17                              |
| 000-4183-00   |                  | US Sales Trade Discounts                  |  |   |
| Z-US\$        |                  |   | \$5,215.09                             | \$5,215.09                              |
| 000-4190-00   |                  | US Sales Returns                          |  |   |
| Z-US\$        |                  |   | \$49,193.53                            | \$49,193.53                             |
| 000-4510-01   |                  | Cost of Goods Sold - Retail/Parts         |  |   |
| Z-SGD         |                  |   | \$846.66                               | SGD1,311.03                             |
| Z-US\$        |                  |   | \$402,877.46                           | \$402,877.46                            |
| Z-SA          |                  |   | \$2,517.16                             | R8,321.19                               |
| Z-UK          |                  |   | \$447.06                               | £311.06                                 |
| Z-C\$         |                  |   | \$2,921.08                             | C\$4,181.93                             |
| -----         |                  |   |  |   |
| 600-6520-00   |                  | Travel - Purchasing/Receiving             |  |   |
| Z-US\$        |                  |   | \$45,000.00                            | \$45,000.00                             |
| Totals:       |                  |   | \$1,787,313.65                         | \$1,787,313.656                         |



# Payables Management sample reports

This section includes information about and instructions for creating some of the more common Payables Management reports. Samples of each report also are included.

The following reports are discussed:

- [Vendor Financial Summary](#)
- [Vendor Setup List](#)
- [Aged Trial Balance with Options](#)
- [Historical Aged Trial Balance](#)
- [Payables Currency Summary Aging Report](#)
- [Cash Requirements Report](#)
- [Vendor Summary](#)
- [Vendor Check Register Report](#)
- [Computer Check Register](#)
- [Void Open Payables Transactions Posting Journal](#)
- [Payables Scheduled Payments Posting Journal](#)
- [Transaction Distribution History](#)
- [Reconcile Balances Report](#)
- [Vendor Mass Delete Report](#)
- [Year-End Closing Reports](#)

# Vendor Financial Summary

---

## Report Writer name

Vendor Financial

## Report tables

PM Vendor Master File  
PM Vendor Master Summary  
pmSummaryTemp

## Ranges

Vendor ID  
Vendor Name  
Vendor Class  
Type  
State  
ZIP Code  
Phone Number  
Vendor Contact  
Short Name  
Vendor Status  
1099 Type

## Sorting options

by Vendor ID  
by Vendor Name  
by Vendor Class  
by Type  
by State  
by ZIP Code  
by Phone Number  
by Vendor Contact  
by Short Name

The Vendor Financial Summary report provides you with a year-to-date overview of account transactions and totals for each vendor account. This report also lists discounts taken and lost, and finance charges incurred during the year.

## Printing Instructions

1. Choose Reports >> Purchasing >> Setup/Lists to open the Purchasing Setup Reports window.
2. Select Vendor Financial Summary from the Reports list and choose New to open the Purchasing Setup Report Options window.
3. Enter an option name and create a report option to sort or restrict the report by type of vendor information, such as name, ID, address, and contact.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Vendor Financial Summary report from either the Purchasing Setup Reports window or the Purchasing Setup Report Options window. You also can save the report option and print later.

For more information about printing Payables Management reports, refer to the Payables Management documentation (Help >> Printable Manuals).

# Vendor Financial Summary

System: 5/2/2012 11:13:04 AM  
 User Date: 5/2/2012

Fabrikam, Inc.  
 VENDOR FINANCIAL SUMMARY  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

|                |                             |                 |                          |
|----------------|-----------------------------|-----------------|--------------------------|
| Vendor ID:     | ACETRAVE0001 - ACETRAVE0001 | ZIP Code:       | First - Last             |
| Vendor Name:   | First - Last                | State:          | First - Last             |
| Short Name:    | First - Last                | Telephone:      | First - Last             |
| Vendor Class:  | First - Last                | Vendor Contact: | First - Last             |
| Type:          | First - Last                | Summary View:   | Amounts Since Last Close |
| Vendor Status: | First - Last                | Year:           |                          |
| Tax Type:      | First - Last                | Period:         |                          |

Sorted By: Vendor ID

| Vendor ID             | Name             | Class ID              | Type          | Status     |
|-----------------------|------------------|-----------------------|---------------|------------|
| ACETRAVE0001          | A Travel Company | AUS-NSW-M             | Other Expense | Active     |
|                       |                  | YTD                   | LYR           | LIFE       |
| Amount Billed:        |                  | \$8,163.27            | \$0.00        | \$8,163.27 |
| Amount Paid:          |                  | \$1,400.00            | \$0.00        | \$1,400.00 |
| 1099 Amount:          |                  | \$0.00                | \$0.00        | \$0.00     |
| Withholding:          |                  | \$0.00                | \$0.00        | \$0.00     |
| Terms Disc Avail:     |                  | \$0.00                | \$0.00        | \$0.00     |
| Terms Disc Taken:     |                  | \$0.00                | \$0.00        | \$0.00     |
| Terms Disc Lost:      |                  | \$0.00                | \$0.00        | \$0.00     |
| Finance Charge:       |                  | \$0.00                | \$0.00        | \$0.00     |
| Writeoffs:            |                  | \$0.00                | \$0.00        | \$0.00     |
| Returns:              |                  | \$0.00                | \$0.00        | \$0.00     |
| Trade Discounts:      |                  | \$0.00                | \$0.00        | \$0.00     |
| No. of Fin Charges:   |                  | 0                     | 0             | 0          |
| No. of Invoices:      |                  | 8                     | 0             | 8          |
| On Order:             | \$0.00           |                       |               |            |
| Current Balance:      | \$6,763.27       | Last Inv No.:         | 11006         |            |
| Highest Balance:      | \$9,612.35       | Last Inv Amount:      | \$1,054.39    |            |
| Unpaid Fin Chg:       | \$0.00           | First Purchase Date:  | 6/26/2008     |            |
| Unapplied Amt:        | \$0.00           |                       |               |            |
| Avg Days to Pay-Year: | 0                | Last Check No.:       | 10508         |            |
| Avg Days to Pay-Life: | 0                | Last Check Amount:    | \$442.21      |            |
|                       |                  | Last Check Date:      | 1/31/2009     |            |
|                       |                  | Days Checks to Clear: | 0             |            |

1 Vendor(s)

# Vendor Setup List

---

## Report Writer name

Vendor Information

## Report tables

PM Vendor Master File  
Payables Default Vendor  
Accounts Temp  
User Language Master  
Vendor Accounts  
Account Master  
PM Vendor Master Summary

## Sorting options

by Vendor ID  
by Vendor Name  
by Vendor Class  
by Type  
by State  
by ZIP Code  
by Phone Number  
by Vendor Contact  
by Short Name

## Ranges

Vendor ID  
Vendor Name  
Vendor Class  
Type  
State  
ZIP Code  
Phone Number  
Vendor Contact  
Short Name  
Vendor Status  
1099 Type

The Vendor Setup List provides comprehensive information about vendor accounts entered using the Vendor Maintenance window. Use this report to review account terms, such as payment terms or shipping methods, and to check basic information, such as names, addresses, and contacts. The Vendor Setup List also displays default posting accounts and indicates whether you're keeping history for each vendor.

## Printing Instructions

To print this report for an individual vendor:

1. Choose Cards >> Purchasing >> Vendor to open the Vendor Maintenance window.
2. Enter or select a vendor and choose File >> Print.

To print this report for multiple vendors:

1. Choose Reports >> Purchasing >> Setup/Lists to open the Purchasing Setup Reports window.
2. Select Vendor Detail from the Reports list and choose New to open the Purchasing Setup Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Vendor Setup List from either the Purchasing Setup Reports window or the Purchasing Setup Report Options window. You also can save the report option and print later.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Vendor Setup List

System: 5/2/2012 11:17:18 AM  
 User Date: 5/2/2012

Fabrikam, Inc.  
 VENDOR SETUP LIST  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

| Ranges:      | From:            | To:              | Short Name | From: | To:  |
|--------------|------------------|------------------|------------|-------|------|
| Vendor ID    | ACETRAVE0001     | ACETRAVE0001     |            | First | Last |
| Vendor Name  | A Travel Company | A Travel Company | Zip Code   | First | Last |
| Vendor Class | First            | Last             | State      | First | Last |
| Type         | First            | Last             | 1099 Type  | First | Last |
| Contact      | First            | Last             | Status     | First | Last |
| Telephone    | First            | Last             |            |       |      |

Sorted By: Vendor ID

\* Default Purchase Account

```

-----
Vendor ID: ACETRAVE0001          Hold: No
Vendor Name: A Travel Company    Status: Active
Short Name: A Travel Company     FOB: None
Check Name: A Travel Company     Class ID: AUS-NSW-M
Contact: Greg Powell             Phone 1: (298) 555-0101 Ext. 0000
Address: 123 Riley Street        Phone 2: (000) 000-0000 Ext. 0000
                                   Phone 3: (000) 000-0000 Ext. 0000
                                   Fax: (294) 555-0101 Ext. 0000

City: Sydney
State: NSW
ZIP Code: 2086
Country: Australia
Purchase: PRIMARY
Remit To: REMIT TO
Ship From: PRIMARY
Type: Other Expenses
User-Defined 2:
Account:

Checkbook ID:
Payment Priority: 1
Tax ID:
Tax Registration:
Tax Type: Not a 1099 Vendor

Default Cash Account: Checkbook
Account Number:

Accounts Payable: 000-2100-00
Terms Disc Available: 000-2105-00
Terms Disc Taken: 000-4600-00
Finance Chg Expense: 000-8010-00
Purchases: 400-6520-00
Trade Discounts:
Miscellaneous Expense: 000-6780-00
Freight Expense: 400-6500-00
Tax Expense: 000-6650-00
Writeoffs:
Accrued Purchases: 000-2111-00
Purchase Price Variance: 000-4730-00
Additional Purchase Accounts:

Total Vendors: 1
  
```

```

Tax Schedule: AUSNSWST+20
Shipping Method: OVERNIGHT
UPS Zone:
Comments:

Trade Discount: 0.00%
Payment Terms: Net 30
Discount Grace Period: 0
Due Date Grace Period: 0
Currency ID: Z-US$
Rate Type ID:
Max Inv Amount: No Maximum
Minimum Payment: No Minimum
Credit Limit: Unlimited
Writeoff: Not Allowed
Minimum Order: $0.00
Revalue Vendor: Yes
Post Result To: Payables/Discount Acct
Language: None

Maintain History
Yes Calendar Year
Yes Fiscal Year
Yes Distribution
Yes Transaction
  
```

# Aged Trial Balance with Options

---

## Report Writer names

PM Aged TB-Options-Detail  
PM Aged TB-Options-Summary

## Report tables

PM Aged Trial Balance Vendor  
Temporary File  
PM Vendor Master File  
PM Aged Trial Balance  
Document Temporary File  
PM Transaction OPEN File  
Payables Document Types  
PM Aged Trial Balance Apply  
To TEMP  
PM Apply To WORK OPEN  
File

## Vendor sorting options

Vendor ID  
Vendor Name  
Vendor Class  
Type  
Payment Priority

## Document sorting options

Due Date  
Document Date

## Ranges

Vendor ID  
Vendor Name  
Vendor Class  
Type  
Payment Priority  
Document Number  
Date

## Exclude

Credit Balance  
Zero Balance  
No Activity  
Unposted Applied Credit  
Documents  
Multicurrency Info

## Select transactions by

Document Date  
GL Posting Date

The Aged Trial Balance with Options lists Payables Management vouchers and payments entered for a selected range of vendors, and sorts outstanding amounts by aging periods. This report also allows you to exclude vendors by certain criteria and restrict this report to show specific document types. You can specify an aging date and select to view either detail or summary information.

## Printing Instructions

1. Choose Reports >> Purchasing >> Trial Balance to open the Payables Trial Balance Reports window.
2. Select Aged Trial Balance with Options from the Reports list and choose New to open the Payables Trial Balance Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can exclude vendors with zero balances. You also can print the Aged Trial Balance with Options in summary or in detail.  
 *You can print up to seven aging periods on the report, but only the first four will be printed automatically. Use Report Writer to add the remaining three.*
4. Choose Destination. Select a printing destination and choose OK. The Payables Trial Balance Report Options window will be redisplayed.
5. Choose Print.

You can print the Aged Trial Balance with Options from either the Payables Trial Balance Reports window or the Payables Trial Balance Report Options window. You also can save the report option and print later.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Aged Trial Balance with Options

System: 5/20/2004 9:02:59 AM  
 User Date: 4/12/2007

**AGED TRIAL BALANCE**  
 Fabrikam, Inc.  
 Payables Management

Page: 1  
 User ID: sa

Ranges:  
 Vendor ID: ACETRAVE0001 - ACETRAVE0001  
 Vendor Class: First - Last  
 Payment Priority: First - Last  
 Vendor Name: First - Last

Type: First - Last  
 Posting Date: First - Last  
 Document Number: First - Last

Print Option: DETAIL  
 Age By: Due Date  
 Aging Date: 2/12/2007  
 Sorted By: Vendor ID

\* - Indicates an unposted credit document that has been applied.

| Vendor ID: ACETRAVE0001 |            | Name: A Travel Company |            | Class ID: AUS-NSW-M |                       | Type: Other Expenses |            |                    |                   |               |               |               |                   |
|-------------------------|------------|------------------------|------------|---------------------|-----------------------|----------------------|------------|--------------------|-------------------|---------------|---------------|---------------|-------------------|
| Voucher/<br>Payment No. | Doc Number | Type                   | Doc Date   | Due Date            | Doc Amount            | Disc Date            | Disc Avail | Writeoff<br>Amount | Current Period    | 1 - 30 Days   | 31 - 60 Days  | 61 and Over   |                   |
| 000000000000000014      | 1000       | INV                    | 6/26/2003  | 7/26/2003           | \$657.68              |                      |            |                    |                   |               |               | \$657.68      |                   |
| 000000000000000005      |            | PMT                    |            |                     |                       |                      |            |                    |                   |               |               | (\$600.00)    |                   |
| 000000000000000015      | 1001       | INV                    | 7/9/2003   | 8/8/2003            | \$553.81              |                      |            |                    |                   |               |               | \$553.81      |                   |
| 000000000000000007      |            | PMT                    |            |                     |                       |                      |            |                    |                   |               |               | (\$400.00)    |                   |
| 000000000000000016      | 1002       | INV                    | 8/20/2003  | 9/19/2003           | \$430.72              |                      |            |                    |                   |               |               | \$430.72      |                   |
| 000000000000000008      |            | PMT                    |            |                     |                       |                      |            |                    |                   |               |               | (\$200.00)    |                   |
| 0000000000000000279     |            | PMT                    |            |                     |                       |                      |            |                    |                   |               |               | (\$50.00)     |                   |
| 000000000000000017      | 1003       | INV                    | 9/17/2003  | 10/17/2003          | \$796.03              |                      |            |                    |                   |               |               | \$796.03      |                   |
| 000000000000000009      |            | PMT                    |            |                     |                       |                      |            |                    |                   |               |               | (\$200.00)    |                   |
| 000000000000000018      | 1004       | INV                    | 10/24/2003 | 11/23/2003          | \$605.45              |                      |            |                    |                   |               |               | \$605.45      |                   |
| 000000000000000019      | 1005       | INV                    | 11/24/2003 | 12/24/2003          | \$1,906.44            |                      |            |                    |                   |               |               | \$1,906.44    |                   |
| 000000000000000020      | 1006       | INV                    | 12/18/2003 | 1/17/2004           | \$2,158.75            |                      |            |                    |                   |               |               | \$2,158.75    |                   |
| 0000000000000000302     | 11006      | INV                    | 1/28/2004  | 2/27/2004           | \$1,054.39            |                      |            |                    |                   |               |               | \$1,054.39    |                   |
| <b>Voucher(s): 8</b>    |            |                        |            |                     |                       |                      |            |                    |                   |               |               |               |                   |
|                         |            |                        |            |                     | <b>Aged Totals:</b>   |                      | <b>Due</b> |                    | <b>\$6,713.27</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$6,713.27</b> |
|                         |            |                        |            |                     | <b>Vendor Totals:</b> |                      | <b>1</b>   | <b>\$6,713.27</b>  | <b>\$0.00</b>     | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$6,713.27</b> |

# Historical Aged Trial Balance

---

## Report Writer names

PM Historical Aged TB-Detail  
PM Historical Aged TB-Summary

## Report tables

PM Aged Trial Balance Vendor  
Temporary File  
PM Vendor Master File  
PM Aged Trial Balance  
Document Temporary File  
PM Transaction OPEN File  
Payables Document Types  
PM Aged Trial Balance Apply  
To TEMP

## Vendor sorting options

Vendor ID  
Vendor Name  
Vendor Class  
Type  
Payment Priority

## Document sorting options

Due Date  
Document Date

## Ranges

Vendor ID  
Vendor Name  
Vendor Class  
Type  
Payment Priority  
Document Number  
Date

## Exclude

Credit Balance  
Fully Paid Documents  
Zero Balance  
No Activity  
Unposted Applied Credit  
Documents  
Multicurrency Info

## Select transactions by

Document Date  
GL Posting Date

The Historical Aged Trial Balance is an Aged Trial Balance for a previous period. This report displays all documents that were outstanding in the date range you select, along with payments and aging periods. The Historical Aged Trial Balance provides information you can use to clear history. Keep the printed copy as a part of your audit trail and as a valuable reference if questions should arise about past transactions.

## Printing Instructions

1. Choose Reports >> Purchasing >> Trial Balance to open the Payables Trial Balance Reports window.
2. Select Historical Aged Trial Balance from the Reports list and choose New to open the Payables Trial Balance Report Options window.
3. Enter an option name and create a report option to sort or restrict the report by document number or date, or by vendor name or ID. You can exclude vendors with zero balances. You also can print the Historical Aged Trial Balance in summary or in detail.
4. Choose Destination. Select a printing destination and choose OK. The Payables Trial Balance Report Options window will be redisplayed.
5. Choose Print.



*You can print up to seven aging periods on the report, but only the first four will be printed automatically. Use Report Writer to add the remaining three.*

You can print the Historical Aged Trial Balance from either the Payables Trial Balance Reports window or the Payables Trial Balance Report Options window. You also can save the report option and print later.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Historical Aged Trial Balance

System: 5/20/2004  
User Date: 4/12/2007

9:30:22 AM

**HISTORICAL AGED TRIAL BALANCE**  
Fabrikam, Inc.  
Payables Management

Page: 1  
User ID: sa

**Ranges:**

Vendor ID: ACETRAVE0001 - ACETRAVE0001  
Class ID: First - Last  
Payment Priority: First - Last  
Vendor Name: First - Last

Type: First - Last  
Posting Date: First - 2/15/2007  
Document Number: First - Last

Print Option: DETAIL  
Aged By: Due Date  
Aging Date: 2/15/2007

Exclude: Zero Balance, No Activity, Fully Paid Documents, Unposted Applied Credit Documents, Multicurrency Info

Sorted By: Vendor ID  
Due Date

Print Currency In: Functional (Z-US\$)

\* - Indicates an unposted credit document that has been applied.

| Vendor ID: ACETRAVE0001 |            | Name: A Travel Company |            | Class ID: AUS-NSW-M |            | Type: Other Expenses |            |                |                |                       |                    |                     |                    |
|-------------------------|------------|------------------------|------------|---------------------|------------|----------------------|------------|----------------|----------------|-----------------------|--------------------|---------------------|--------------------|
| Voucher/                | Doc Number | Type                   | Doc Date   | Due Date            | Doc Amount | Disc Date            | Disc Avail | Writeoff       | Current Period | 1 - 30 Days           | 31 - 60 Days       | 61 and Over         |                    |
| Payment No.             |            |                        |            |                     |            |                      |            | Amount         |                |                       |                    |                     |                    |
| 00000000000000000014    | 1000       | INV                    | 6/26/2003  | 7/26/2003           | \$657.68   |                      |            |                |                |                       |                    | \$657.68            |                    |
| 00000000000000000005    |            | PMT                    |            |                     |            |                      |            |                |                |                       |                    | (\$600.00)          |                    |
| 00000000000000000015    | 1001       | INV                    | 7/9/2003   | 8/8/2003            | \$553.81   |                      |            |                |                |                       |                    | \$553.81            |                    |
| 00000000000000000007    |            | PMT                    |            |                     |            |                      |            |                |                |                       |                    | (\$400.00)          |                    |
| 00000000000000000016    | 1002       | INV                    | 8/20/2003  | 9/19/2003           | \$430.72   |                      |            |                |                |                       |                    | \$430.72            |                    |
| 00000000000000000008    |            | PMT                    |            |                     |            |                      |            |                |                |                       |                    | (\$200.00)          |                    |
| 000000000000000000279   |            | PMT                    |            |                     |            |                      |            |                |                |                       |                    | (\$50.00)           |                    |
| 00000000000000000017    | 1003       | INV                    | 9/17/2003  | 10/17/2003          | \$796.03   |                      |            |                |                |                       |                    | \$796.03            |                    |
| 00000000000000000009    |            | PMT                    |            |                     |            |                      |            |                |                |                       |                    | (\$200.00)          |                    |
| 00000000000000000018    | 1004       | INV                    | 10/24/2003 | 11/23/2003          | \$605.45   |                      |            |                |                |                       |                    | \$605.45            |                    |
| 00000000000000000019    | 1005       | INV                    | 11/24/2003 | 12/24/2003          | \$1,906.44 |                      |            |                |                |                       |                    | \$1,906.44          |                    |
| 00000000000000000020    | 1006       | INV                    | 12/18/2003 | 1/17/2004           | \$2,158.75 |                      |            |                |                |                       |                    | \$2,158.75          |                    |
| 000000000000000000302   | 11006      | INV                    | 1/28/2004  | 2/27/2004           | \$1,054.39 |                      |            |                |                |                       |                    | \$1,054.39          |                    |
|                         |            |                        |            |                     |            |                      |            | <u>Due</u>     |                |                       |                    |                     |                    |
| Voucher(s): 8           |            |                        |            |                     |            |                      |            | Aged Totals:   | \$6,713.27     | \$0.00                | \$0.00             | \$0.00              | \$6,713.27         |
|                         |            |                        |            |                     |            |                      |            | <u>Vendors</u> | <u>Due</u>     | <u>Current Period</u> | <u>1 - 30 Days</u> | <u>31 - 60 Days</u> | <u>61 and Over</u> |
| <b>Vendor Totals:</b>   |            |                        |            |                     |            |                      |            | 1              | \$6,713.27     | \$0.00                | \$0.00             | \$0.00              | \$6,713.27         |

# Payables Currency Summary Aging Report

---

**Report Writer name**

MC PM Currency Summary  
Aging Report

**Report tables**

PM Aged Trial Balance  
Document Temporary File  
PM Aged Trial Balance Apply  
To TEMP

The Payables Currency Summary Aging Report shows the summary balances in each aging period for each currency used. If the exchange rate for a currency is fluctuating dramatically, use this report to determine if you have a large balance for outstanding accounts in any one currency.

This report is printed automatically when you print the multicurrency versions of the Payables Historical Aged Trial Balance or the Payables Aged Trial Balance with Options. Use the Print Currency In field to select to print these reports in functional or reporting currency.

For more information about printing multicurrency reports, refer to the Multicurrency Management (Help >> Printable Manuals).

# Payables Currency Summary Aging Report

System: 5/20/2004  
 User Date: 4/12/2007

9:35:27 AM

## PAYABLES CURRENCY SUMMARY AGING REPORT

Page: 1  
 User ID: sa

Fabrikam, Inc.  
 Multicurrency Management

Aging Date: 2/15/2007  
 Print Currency In: Functional (Z-US\$)

| Currency ID | Current Period | Functional / Originating |              |             | Outstanding Balance |
|-------------|----------------|--------------------------|--------------|-------------|---------------------|
|             |                | 1 - 30 Days              | 31 - 60 Days | 61 and Over |                     |
| Z-US\$      | \$0.00         | \$0.00                   | \$0.00       | \$6,713.27  | \$6,713.27          |
|             | \$0.00         | \$0.00                   | \$0.00       | \$0.00      | \$0.00              |

|                           | Current Period | 1 - 30 Days | 31 - 60 Days | 61 and Over | Outstanding Balance |
|---------------------------|----------------|-------------|--------------|-------------|---------------------|
| <b>Functional Totals:</b> | \$0.00         | \$0.00      | \$0.00       | \$6,713.27  | \$6,713.27          |

# Cash Requirements Report

---

## Report Writer names

Vendor Cash Requirements

## Report tables

PM Vendor MSTR TEMP

PM Vendor Master File

PM Transaction OPEN TEMP

PM Transaction OPEN File

## Sorting options

Vendor ID

Vendor Name

Vendor Class

Type

Payment Priority

## Ranges

Vendor ID

Vendor Name

Vendor Class

Type

Payment Priority

Due Date

Discount Date

The Cash Requirements Report lists payments that are due to vendors on a given date. Use this information to decide how much cash you'll need to meet payments due on the date you've selected. The Cash Requirements Report also will alert you if any of your vendor discounts are due to expire before your next scheduled check printing.

## Printing Instructions

1. Choose Reports >> Purchasing >> Analysis to open the Purchasing Analysis Reports window.
2. Select Cash Requirements from the Reports list and choose New to open the Purchasing Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Cash Requirements Report from either the Purchasing Analysis Reports window or the Purchasing Analysis Report Options window. You also can save the report option and print later.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Cash Requirements Report

System: 5/2/2012 12:23:45 PM  
 User Date: 5/2/2012

Fabrikam, Inc.  
 CASH REQUIREMENTS REPORT  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

Vendor ID: ACETRAVE0001 - ACETRAVE Payment Priority: First - Last  
 Vendor Name: First - Last Due Date: First - Last  
 Vendor Class: First - Last Discount Date: First - Last  
 Type: First - Last Payment Date: 5/2/2012

Sorted By: Vendor ID

| Vendor ID             | Vendor Name    | Class ID          | Type              | Payment Priority |               |      |
|-----------------------|----------------|-------------------|-------------------|------------------|---------------|------|
| ACETRAVE0001 A        | Travel Company | AUS-NSW-M         | Other Expenses    | 1                |               |      |
| Voucher Number        | Document       | Amount            | Amount Applied    | Valid Discount   | Discount      | Lost |
| Document Number       | Date           | Type              | Due Date          | Discount Date    | Days Old      |      |
| 000000000000000014    |                | \$657.68          | \$600.00          | \$0.00           | \$0.00        |      |
| 1000                  | 4/26/2012      | INV               | 5/26/2012         | 0/0/0000         |               | 1406 |
| 000000000000000015    |                | \$553.81          | \$400.00          | \$0.00           | \$0.00        |      |
| 1001                  | 4/9/2012       | INV               | 5/8/2012          | 0/0/0000         |               | 1393 |
| 000000000000000016    |                | \$430.72          | \$200.00          | \$0.00           | \$0.00        |      |
| 1002                  | 4/20/2012      | INV               | 5/19/2012         | 0/0/0000         |               | 1351 |
| 000000000000000017    |                | \$796.03          | \$200.00          | \$0.00           | \$0.00        |      |
| 1003                  | 4/17/2012      | INV               | 5/17/2012         | 0/0/0000         |               | 1323 |
| 000000000000000018    |                | \$605.45          | \$0.00            | \$0.00           | \$0.00        |      |
| 1004                  | 4/24/2012      | INV               | 5/23/2012         | 0/0/0000         |               | 1286 |
| 000000000000000019    |                | \$1,906.44        | \$0.00            | \$0.00           | \$0.00        |      |
| 1005                  | 4/24/2012      | INV               | 5/24/2012         | 0/0/0000         |               | 1255 |
| 000000000000000020    |                | \$2,158.75        | \$0.00            | \$0.00           | \$0.00        |      |
| 1006                  | 4/18/2012      | INV               | 5/17/2012         | 0/0/0000         |               | 1231 |
| 0000000000000000302   |                | \$1,054.39        | \$0.00            | \$0.00           | \$0.00        |      |
| 11006                 | 4/28/2012      | INV               | 5/27/2012         | 0/0/0000         |               | 1190 |
| <b>Vendor Totals:</b> |                | <b>\$8,163.27</b> | <b>\$1,400.00</b> | <b>\$0.00</b>    | <b>\$0.00</b> |      |
| -----                 |                |                   |                   |                  |               |      |
| 1 Vendor(s)           |                |                   |                   |                  |               |      |
| <b>Report Totals:</b> |                | <b>\$8,163.27</b> | <b>\$1,400.00</b> | <b>\$0.00</b>    | <b>\$0.00</b> |      |
| =====                 |                |                   |                   |                  |               |      |

# Vendor Summary

---

## Report Writer name

Vendor Summary Analysis

## Report tables

PM Vendor Master Summary  
PM Vendor Master File

## Sorting options

Vendor ID  
Amount Billed YTD

## Ranges

Vendor ID  
Amount Billed YTD

The Vendor Summary report displays a year-to-date overview of total purchases, payments made, and discounts taken or lost for your vendors.

## Printing Instructions

1. Choose Reports >> Purchasing >> Analysis to open the Purchasing Analysis Reports window.
2. Select Summary from the Reports list and choose New to open the Purchasing Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Vendor Summary report from either the Purchasing Analysis Reports window or the Purchasing Analysis Report Options window. You also can save the report option and print later.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Vendor Summary

System: 5/2/2012 12:40:42 PM  
 User Date: 5/2/2012

Fabrikam, Inc.  
 VENDOR SUMMARY  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Vendor ID: ACETRAVE0001 - ATTRACTI000 Sort By: Vendor ID  
 Amount Billed YTD: First - Last

| Vendor ID      | Vendor Name               |                            |             |                |               |
|----------------|---------------------------|----------------------------|-------------|----------------|---------------|
| ACETRAVE0001   | A Travel Company          | Amount Billed              | Amount Paid | Discount Taken | Discount Lost |
|                |                           | Year to Date: \$8,163.27   | \$1,400.00  | \$0.00         | \$0.00        |
|                |                           | Last Year: \$0.00          | \$0.00      | \$0.00         | \$0.00        |
| ADVANCED0001   | Advanced Office Systems   | Amount Billed              | Amount Paid | Discount Taken | Discount Lost |
|                |                           | Year to Date: \$81,163.52  | \$5,628.28  | \$0.00         | \$0.00        |
|                |                           | Last Year: \$0.00          | \$0.00      | \$0.00         | \$0.00        |
| ALLENSON0001   | Allenson Properties       | Amount Billed              | Amount Paid | Discount Taken | Discount Lost |
|                |                           | Year to Date: \$11,565.76  | \$0.00      | \$0.00         | \$0.00        |
|                |                           | Last Year: \$0.00          | \$0.00      | \$0.00         | \$0.00        |
| AMERICAN0001   | AmericaCharge             | Amount Billed              | Amount Paid | Discount Taken | Discount Lost |
|                |                           | Year to Date: \$28,005.72  | \$5,241.84  | \$0.00         | \$0.00        |
|                |                           | Last Year: \$0.00          | \$0.00      | \$0.00         | \$0.00        |
| ASSOCIAT0001   | Associated Insurance Inc. | Amount Billed              | Amount Paid | Discount Taken | Discount Lost |
|                |                           | Year to Date: \$6,252.72   | \$5,918.79  | \$0.00         | \$0.00        |
|                |                           | Last Year: \$0.00          | \$0.00      | \$0.00         | \$0.00        |
| ATTRACTI00001  | Attractive Telephone Co.  | Amount Billed              | Amount Paid | Discount Taken | Discount Lost |
|                |                           | Year to Date: \$97,779.60  | \$11,763.19 | \$0.00         | \$0.00        |
|                |                           | Last Year: \$0.00          | \$0.00      | \$0.00         | \$0.00        |
| <b>TOTALS:</b> |                           |                            |             |                |               |
|                |                           | Year to Date: \$232,930.59 | \$29,952.10 | \$0.00         | \$0.00        |
|                |                           | Last Year: \$0.00          | \$0.00      | \$0.00         | \$0.00        |

6 Vendor(s)

# Vendor Check Register Report

---

## Report Writer name

PM Check Register

## Report tables

Check Register TEMP

## Sorting options

by Check Number

by Check Date

by Vendor ID

by Vendor Name

by Checkbook ID

## Ranges

Check Number

Check Date

Vendor ID

Vendor Name

Checkbook ID

## Include

Voided Only

Alignments

Multicurrency Info

## Exclude

Voided

The Vendor Check Register Report provides a record of computer, manual, and voided checks issued within a given month or period. You can compare this report with your bank statement. You must keep transaction history to print a Vendor Check Register Report.

## Printing Instructions

1. Choose Reports >> Purchasing >> Check Information to open the Check Information Reports window.
2. Select Vendor Check Register from the Reports list and choose New to open the Check Information Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Check Information Report Options window will be redisplayed.
5. Choose Print.

You can print the Vendor Check Register Report from either the Check Information Reports window or the Check Information Report Options window. You also can save the report option and print later.

Two additional check registers are available, depending on the window you use to print checks. You can print the Transaction Check Register after printing a check from the Print Payables Transaction Check window. If you're printing computer checks from the Print Payables Checks window, you can print the Computer Check Register. These two check registers are audit trail reports, but are optional; you can select to print them when you set up posting options. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Vendor Check Register Report

System: 5/2/2012 12:45:55 PM  
 User Date: 5/2/2012

Fabrikam, Inc.  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

|              |       |       |              |       |
|--------------|-------|-------|--------------|-------|
| Ranges:      | From: | To:   | From:        | To:   |
| Check Number | 20001 | 20040 | Check Date   | First |
| Vendor ID    | First | Last  | Checkbook ID | First |
| Vendor Name  | First | Last  |              | Last  |

Sorted By: Check Number

\* Voided Checks

| Check Number  | Vendor ID     | Vendor Check Name          | Check Date | Checkbook ID | Audit Trail Code        | Amount       |
|---------------|---------------|----------------------------|------------|--------------|-------------------------|--------------|
| 20001         | CONTOSOL0001  | Contoso, Ltd.              | 1/31/2009  | Uptown Trust | PMPAY00000010           | \$40,000.00  |
| 20002         | SINCLAIR0001  | Sinclair State University  | 1/31/2009  | Uptown Trust | PMPAY00000010           | \$44,143.93  |
| 20003         | SINCLAIR0001  | Sinclair State University  | 1/31/2009  | Uptown Trust | PMPAY00000010           | \$3,526.98   |
| 20004         | INTERNAT0004  | International Wire         | 1/31/2009  | Uptown Trust | PMPAY00000010           | \$35,323.87  |
| 20005         | COMVEXIN0001  | ComVex, Inc.               | 1/31/2009  | Uptown Trust | PMPAY00000010           | \$15,500.50  |
| 20006         | COMVEXIN0001  | ComVex, Inc.               | 1/31/2009  | Uptown Trust | PMPAY00000010           | \$50.00      |
| 20007         | GREENLAK0001  | Green Lake Wire Company    | 1/31/2009  | Uptown Trust | PMPAY00000010           | \$11,125.88  |
| 20008         | CONTOSOL0001  | Contoso, Ltd.              | 3/20/2011  | Uptown Trust | PMCHK00000019           | \$368.52     |
| 20009         | CONTOSOL0001  | Contoso, Ltd.              | 3/23/2011  | Uptown Trust | PMCHK00000020           | \$11.96      |
| 2001.1        | CASTLEIN0001  | Castle Inn Resort          | 9/19/2008  | Uptown Trust | PMTRX00000001           | \$2,123.80   |
| 2001.2        | INLINESE0001  | Inline Service Systems     | 8/28/2008  | Uptown Trust | PMTRX00000001           | \$4,283.73   |
| 20010         | ATTRACTI00001 | Attractive Telephone Co.   | 3/25/2011  | Uptown Trust | PMCHK00000021           | \$419.80     |
| 20011         | FABRIKAM0001  | Fabrikam, Inc.             | 3/26/2011  | Uptown Trust | PMCHK00000022           | \$300.00     |
| 20012         | SINCLAIR0001  | Sinclair State University  | 3/9/2011   | Uptown Trust | PMCHK00000023           | \$4,405.10   |
| 20013         | ATTRACTI00001 | Attractive Telephone Co.   | 3/30/2011  | Uptown Trust | PMCHK00000024           | \$22.75      |
| 20014         | CRUGEREN0001  | Cruger Engineering Company | 4/8/2011   | Uptown Trust | PMCHK00000025           | \$90.25      |
| 20015         | ADVANCED0001  | Advanced Office Systems    | 4/2/2011   | Uptown Trust | PMCHK00000026           | \$50.25      |
| 20016         | AMERICAN0001  | AmericaCharge              | 2/22/2012  | Uptown Trust | PMCHK00000043           | \$955.24     |
| 20017         | GREENLAK0001  | Green Lake Wire Company    | 2/4/2012   | Uptown Trust | PMCHK00000044           | \$78.40      |
| 20018         | CRUGEREN0001  | Cruger Engineering Company | 3/5/2012   | Uptown Trust | PMCHK00000045           | \$1,255.26   |
| 20019         | CONTOSOL0001  | Contoso, Ltd.              | 2/28/2012  | Uptown Trust | PMCHK00000046           | \$698.45     |
| 2002.1        | CASTLEIN0001  | Castle Inn Resort          | 10/10/2008 | Uptown Trust | PMTRX00000001           | \$555.00     |
| 20020         | FABRIKAM0001  | Fabrikam, Inc.             | 2/25/2012  | Uptown Trust | PMCHK00000047           | \$1,262.50   |
| 20021         | CASTLEIN0001  | Castle Inn Resort          | 3/4/2012   | Uptown Trust | PMCHK00000048           | \$12,065.30  |
| 20022         | CRUGEREN0001  | Cruger Engineering Company | 3/14/2012  | Uptown Trust | PMCHK00000050           | \$3,064.76   |
| 20023         | CRUGEREN0001  | Cruger Engineering Company | 3/15/2012  | Uptown Trust | PMCHK00000051           | \$1,255.26   |
| 20024         | CONTOSOL0001  | Contoso, Ltd.              | 3/12/2012  | Uptown Trust | PMCHK00000052           | \$64,925.00  |
| 20025         | AMERICAN0001  | AmericaCharge              | 3/16/2012  | Uptown Trust | PMCHK00000053           | \$1,063.55   |
| 20026         | CONTOSOL0001  | Contoso, Ltd.              | 3/20/2012  | Uptown Trust | PMCHK00000054           | \$368.52     |
| 20027         | AMERICAN0001  | AmericaCharge              | 3/25/2012  | Uptown Trust | PMCHK00000055           | \$419.80     |
| 20028         | AMERICAN0001  | AmericaCharge              | 3/26/2012  | Uptown Trust | PMCHK00000056           | \$922.50     |
| 20029         | SINCLAIR0001  | Sinclair State University  | 3/9/2012   | Uptown Trust | PMCHK00000057           | \$4,405.10   |
| 20030         | AMERICAN0001  | AmericaCharge              | 3/30/2012  | Uptown Trust | PMCHK00000058           | \$22.75      |
| 20031         | CRUGEREN0001  | Cruger Engineering Company | 4/8/2012   | Uptown Trust | PMCHK00000059           | \$180.50     |
| 20032         | ADVANCED0001  | Advanced Office Systems    | 4/2/2012   | Uptown Trust | PMCHK00000060           | \$363.31     |
| 20033         | CRUGEREN0001  | Cruger Engineering Company | 4/14/2012  | Uptown Trust | PMCHK00000061           | \$142.30     |
| 20034         | ADVANCED0001  | Advanced Office Systems    | 4/13/2012  | Uptown Trust | PMCHK00000062           | \$455.36     |
| 20035         | CRUGEREN0001  | Cruger Engineering Company | 4/22/2012  | Uptown Trust | PMCHK00000063           | \$28.46      |
| 20036         | ADVANCED0001  | Advanced Office Systems    | 4/20/2012  | Uptown Trust | PMCHK00000064           | \$328.06     |
| 20037         | CRUGEREN0001  | Cruger Engineering Company | 4/30/2012  | Uptown Trust | PMCHK00000065           | \$90.25      |
| 20038         | ADVANCED0001  | Advanced Office Systems    | 4/26/2012  | Uptown Trust | PMCHK00000066           | \$183.79     |
| 20039         | SUPERFOO0001  | Super Foods Plus           | 4/30/2012  | Uptown Trust | PMCHK00000067           | \$10,000.00  |
| 20040         | SINCLAIR0001  | Sinclair State University  | 4/12/2012  | Uptown Trust | PMCHK00000068           | \$1,173.06   |
| Total Checks: | 43            |                            |            |              | Total Amount of Checks: | \$268,009.80 |

# Computer Check Register

---

## Report Writer name

PM Computer Check Register

The Computer Check Register shows information about all checks that were printed in a particular batch. The check number, payment number, and amount of the check is displayed.

## Report tables

Posting Definitions Master

PM Payment WORK

The Payables Computer Check Register will be printed automatically when you print checks from the Print Payables Checks window or when you reprint checks from the Post Payables Checks window.

You can print check registers only if you selected to print them in the Posting Setup window. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Computer Check Register

System: 5/2/2012 12:56:00 PM  
 User Date: 5/2/2012

Fabrikam, Inc.  
 COMPUTER CHECK REGISTER  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

Batch ID: CHECKS  
 Batch Comment: Computer checks 01  
 Checkbook ID: Uptown Trust  
 \* Voided Checks

Audit Trail Code: PMCHK00000002  
 Posting Date: 5/2/2012

| Check Number | Date     | Payment Number      | Vendor ID          | Check Name                         | Amount                |
|--------------|----------|---------------------|--------------------|------------------------------------|-----------------------|
| 20042        | 5/2/2012 | 0000000000000259    | ACETRAVE0001       | A Travel Company                   | \$6,763.27            |
| 20043        | 5/2/2012 | 0000000000000260    | ADVANCED0001       | Advanced Office Systems            | \$75,095.14           |
| 20044        | 5/2/2012 | 0000000000000261    | ALLENSON0001       | Allenson Properties                | \$11,565.76           |
| 20045        | 5/2/2012 | 0000000000000262    | AMERICAN0001       | AmericaCharge                      | \$22,763.88           |
| 20046        | 5/2/2012 | 0000000000000263    | ASSOCIAT0001       | Associated Insurance Inc.          | \$333.93              |
| 20047        | 5/2/2012 | 0000000000000264    | ATTRACTI00001      | Attractive Telephone Co.           | \$86,016.41           |
| 20048        | 5/2/2012 | 0000000000000265    | BEAUMONT0001       | Beaumont Construction              | \$9,274.45            |
| 20049        | 5/2/2012 | 0000000000000266    | BURNETT0001        | Burnett Travel Associates          | \$10,697.38           |
| 20050        | 5/2/2012 | 0000000000000267    | BUSINESS MAG       | Business Magazine                  | \$50.00               |
| 20051        | 5/2/2012 | 0000000000000268    | BUSINESS0001       | Business Equipment Center          | \$9,939.30            |
| 20052        | 5/2/2012 | 0000000000000269    | CASTLEIN0001       | Castle Inn Resort                  | \$46,826.77           |
| 20053        | 5/2/2012 | 0000000000000270    | CARLSONS0001       | Carlson Specialties                | \$1,112.89            |
| 20054        | 5/2/2012 | 0000000000000271    | CENTRALC0001       | Central Cellular, Inc.             | \$7,031.81            |
| 20055        | 5/2/2012 | 0000000000000272    | CHICAGOR0001       | Chicago Rent-All                   | \$3,615.11            |
| 20056        | 5/2/2012 | 0000000000000273    | CIRCUITD0001       | Circuit Distributing West          | \$99,927.81           |
| 20057        | 5/2/2012 | 0000000000000274    | COMPUTER0001       | Computer Training Systems          | \$9,718.70            |
| 20058        | 5/2/2012 | 0000000000000275    | CONTOSOL0001       | Contoso, Ltd.                      | \$25,601.92           |
| 20059        | 5/2/2012 | 0000000000000276    | CONSUMER MAG       | Consumer Magazine                  | \$55.00               |
| 20060        | 5/2/2012 | 0000000000000277    | CONTINEN0001       | Continental Connectors             | \$65,932.66           |
| 20061        | 5/2/2012 | 0000000000000278    | CRUGEREN0001       | Cruger Engineering Company         | \$6,947.43            |
| 20062        | 5/2/2012 | 0000000000000279    | DISTANTI0001       | Distant Inns-Canada                | \$10,418.10           |
| 20063        | 5/2/2012 | 0000000000000280    | DOLECKIC0001       | Dolecki Catering                   | \$3,819.11            |
| 20064        | 5/2/2012 | 0000000000000281    | ELECTRON0001       | Electronic Services                | \$105,976.21          |
| 20065        | 5/2/2012 | 0000000000000282    | FABRIKAM0001       | Fabrikam, Inc.                     | \$123,973.64          |
| 20066        | 5/2/2012 | 0000000000000283    | GARDNERS0001       | Gardner Services                   | \$12,000.00           |
| 20067        | 5/2/2012 | 0000000000000284    | GKCLEANI0001       | G & K Cleaning                     | \$1,286.74            |
| 20068        | 5/2/2012 | 0000000000000285    | GREENLAK0001       | Green Lake Wire Company            | \$29,265.50           |
| 20069        | 5/2/2012 | 0000000000000286    | HILLSBRO0001       | Hill                               | \$1,985.66            |
| 20070        | 5/2/2012 | 0000000000000287    | IMAGEMAK0001       | Image Makers Advertising           | \$8,512.23            |
| 20071        | 5/2/2012 | 0000000000000288    | INLINESE0001       | Inline Service Systems             | \$19,426.88           |
| 20072        | 5/2/2012 | 0000000000000289    | INNERCIT0001       | Inner City Electric                | \$7,827.87            |
| 20073        | 5/2/2012 | 0000000000000290    | INTEGRAT0001       | Integrated Systems                 | \$66,809.85           |
| 20074        | 5/2/2012 | 0000000000000291    | INTERNAT0001       | International TeleCom Assoc.       | \$105,507.71          |
| 20075        | 5/2/2012 | 0000000000000292    | INTERNAT0002       | International TeleCom Assoc.       | \$126,265.67          |
| 20076        | 5/2/2012 | 0000000000000293    | INTERNAT0003       | International Telephone            | \$13,589.76           |
| 20077        | 5/2/2012 | 0000000000000294    | KNOPFLER0001       | Knopfler Management                | \$9,588.19            |
| 20078        | 5/2/2012 | 0000000000000295    | LEAFRIVE0001       | Leaf River Paging Systems          | \$19,153.02           |
| 20079        | 5/2/2012 | 0000000000000296    | LINDELLB0001       | Lindell Brokerage                  | \$4,385.98            |
| 20080        | 5/2/2012 | 0000000000000297    | MERITSYS0001       | Merit System                       | \$55,163.88           |
| 20081        | 5/2/2012 | 0000000000000298    | METROBUS0001       | Metro Business Equipment           | \$4,737.33            |
| 20082        | 5/2/2012 | 0000000000000299    | MIDWESTA0001       | Midwest Accounts, Inc.             | \$1,749.65            |
| 20083        | 5/2/2012 | 0000000000000300    | MIDWESTT0001       | Midwest Travel Center              | \$45,167.91           |
| 20084        | 5/2/2012 | 0000000000000301    | MITCHELL0001       | Mitchell Transport                 | \$3,777.96            |
| 20085        | 5/2/2012 | 0000000000000302    | MULTINAT0001       | Multinational Communications       | \$11,536.00           |
| 20086        | 5/2/2012 | 0000000000000303    | NORTHERN0001       | Northern Travel                    | \$19,237.74           |
| 20087        | 5/2/2012 | 0000000000000304    | OFFICEDE0001       | Office Design Systems, Ltd         | \$12,141.53           |
| 20088        | 5/2/2012 | 0000000000000305    | OFFICESP0001       | Office Specialists                 | \$8,642.21            |
| 20089        | 5/2/2012 | 0000000000000306    | PAGEMAST0001       | PageMaster                         | \$46,256.75           |
| 20090        | 5/2/2012 | 0000000000000307    | PROFESSI0001       | Professional Travel Consultant     | \$3,924.24            |
| 20091        | 5/2/2012 | 0000000000000308    | READYREN0001       | Ready Rentals                      | \$3,866.05            |
| 20092        | 5/2/2012 | 0000000000000309    | REVENUEC0001       | Revenue Canada                     | \$9,532.12            |
| 20093        | 5/2/2012 | 0000000000000310    | SERV SPEC          | SERV SPEC                          | \$950.00              |
| 20094        | 5/2/2012 | 0000000000000311    | SHIPPING0001       | Shipping Specialists               | \$4,945.53            |
| 20095        | 5/2/2012 | 0000000000000312    | SINCLAIR0001       | Sinclair State University          | \$16,011.43           |
| 20096        | 5/2/2012 | 0000000000000313    | SIGNATUR0002       | Signature Services                 | \$24,361.81           |
| 20097        | 5/2/2012 | 0000000000000314    | SKYLABS0001        | SkyLab Satellite Inc.              | \$39,357.05           |
| 20098        | 5/2/2012 | 0000000000000315    | SOFTTEL000001      | SofTel, Inc.                       | \$32,261.70           |
| 20099        | 5/2/2012 | 0000000000000316    | STRATEGI0001       | Strategic Communications           | \$28,019.55           |
| 20100        | 5/2/2012 | 0000000000000317    | SUPERIOR0001       | Superior Telephone Systems         | \$44,994.93           |
| 20101        | 5/2/2012 | 0000000000000318    | SUPERSALES INC.    | SUPERSALES INC.                    | \$450.00              |
| 20102        | 5/2/2012 | 0000000000000319    | TELECONN0001       | Teleconnect Systems Inc.           | \$21,500.00           |
| 20103        | 5/2/2012 | 0000000000000320    | TIMELYSH0001       | Timely Shipping Service            | \$344.50              |
| 20104        | 5/2/2012 | 0000000000000321    | TRAINING0001       | Training Systems                   | \$68,358.91           |
| 20105        | 5/2/2012 | 0000000000000322    | TREYRESE0001       | Trey Research                      | \$12,723.11           |
| 20106        | 5/2/2012 | 0000000000000323    | VISIONAD0001       | Vision Advertising Inc.            | \$1,918.61            |
| 20107        | 5/2/2012 | 0000000000000324    | VISTATRA0001       | Vista Travel                       | \$8,547.23            |
| 20108        | 5/2/2012 | 0000000000000325    | WESTAMER0001       | WestAmerica Telephone Co.          | \$5,134.06            |
| 20109        | 5/2/2012 | 0000000000000326    | WESTJUNC0001       | West Junction Service              | \$990.89              |
| 20110        | 5/2/2012 | 0000000000000327    | ACETRAVE0001       | A Travel Company                   | \$350.00              |
| 20111        | 5/2/2012 | 0000000000000328    | AUTOFINA0001       | Auto Financing                     | \$789.00              |
| 20112        | 5/2/2012 | 0000000000000329    | INTERNAT0004       | International Wire                 | \$5,654.00            |
| * 20041      | 5/2/2012 | Alignment0000000001 | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | 99,999,999,999,999.99 |

Total Checks: 72

Checks Total: \$1,712,457.42

# Void Open Payables Transactions Posting Journal

---

## Report Writer names

Voided Vouchers  
Voided Vouchers Reprint

## Report tables

PM Void Transaction WORK  
Temporary File  
PM Vendor Master File  
Payables Document Types  
Payables Journal  
Distributions Temporary  
File  
Reprint Transaction Batch  
Headers  
PM Reprint Void Transaction  
WORK

## Sorting options

Audit Trail Code  
Batch Source  
Batch ID  
Posted Date

## Ranges

Audit Trail Code  
Batch Source  
Batch ID  
Posted Date

The Void Open Payables Transactions Posting Journal shows detailed information about the transactions and payments that were voided using the Void Open Payables Transactions window. Transactions and payments that are posted, but not fully applied, are voided using this window. This report shows any offsetting distributions that were created when the transaction was voided. The Void Open Payables Transactions Posting Journal also indicates if a transaction hasn't been posted because of an error.

The Void Open Payables Transactions Posting Journal will be printed automatically when you close the Void Open Payables Transactions window. This report is part of the audit trail and should be kept as part of your permanent records.

Posting journals will be printed only if you selected to print them in the Posting Setup window. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.

You can send the posting journal to a file and to the printer, in case of a printing error. The contents of this file can be printed at any time.

You can reprint the Void Open Payables Transaction Posting Journal at any time as long as you've marked Reprint in the Audit Trail Setup window and you haven't removed history for the transactions.

## Printing Instructions

1. Choose Reports >> Purchasing >> Posting Journals to open the Purchasing Posting Journals window.
2. Select Void Open Trx from the Reports list and choose New to open the Purchasing Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Void Open Payables Transactions Posting Journal

System: 5/14/2012 12:24:45 PM  
 User Date: 5/14/2012

Fabrikam, Inc.  
 VOID OPEN PAYABLES TRANSACTIONS POSTING JOURNAL  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

| Type            | Voucher Number            | Date             | Vendor ID    | Audit Trail Code | Document Amount    | Total Payment          |
|-----------------|---------------------------|------------------|--------------|------------------|--------------------|------------------------|
| Document Number |                           | Purchases Amount |              | Terms Disc Avail | Terms Disc Taken   | Disc Date Checkbook ID |
| INV             | 00000000000000018<br>1004 | 10/24/2008       | ACETRAVE0001 | PMTRX00000001    | \$605.45<br>\$0.00 | \$0.00<br>0/0/0000     |

Trade Discount: \$0.00 Messages:  
 Freight Amount: \$0.00  
 Misc Charges: \$0.00 Void Date: 10/24/2008  
 Tax Amount: \$100.91 Posting Date: 1/1/2009

| Payables Distributions Account | Account Type | Transaction Source | Debit Amount | Credit Amount |
|--------------------------------|--------------|--------------------|--------------|---------------|
| 500-6530-00                    | PURCH        | PMVVR000000003     | \$0.00       | \$504.54      |
| 000-6630-00                    | TAXES        | PMVVR000000003     | \$0.00       | \$100.91      |
| 000-2100-00                    | PAY          | PMVVR000000003     | \$605.45     | \$0.00        |
| Totals:                        |              |                    | \$605.45     | \$605.45      |

| Payables Taxes Account | Tax Detail ID | Tax Amount |
|------------------------|---------------|------------|
| 000-6650-00            | AUSSTE+PS0N0  | \$0.00     |
| 000-6630-00            | USASTE+PS6N0  | \$100.91   |

| Type            | Voucher Number            | Date             | Vendor ID    | Audit Trail Code | Document Amount      | Total Payment          |
|-----------------|---------------------------|------------------|--------------|------------------|----------------------|------------------------|
| Document Number |                           | Purchases Amount |              | Terms Disc Avail | Terms Disc Taken     | Disc Date Checkbook ID |
| INV             | 00000000000000019<br>1005 | 11/24/2008       | ACETRAVE0001 | PMTRX000000001   | \$1,906.44<br>\$0.00 | \$0.00<br>0/0/0000     |

Trade Discount: \$0.00 Messages:  
 Freight Amount: \$0.00  
 Misc Charges: \$0.00 Void Date: 11/24/2008  
 Tax Amount: \$317.74 Posting Date: 1/1/2009

| Payables Distributions Account | Account Type | Transaction Source | Debit Amount | Credit Amount |
|--------------------------------|--------------|--------------------|--------------|---------------|
| 500-6530-00                    | PURCH        | PMVVR000000003     | \$0.00       | \$1,588.70    |
| 000-6630-00                    | TAXES        | PMVVR000000003     | \$0.00       | \$317.74      |
| 000-2100-00                    | PAY          | PMVVR000000003     | \$1,906.44   | \$0.00        |
| Totals:                        |              |                    | \$1,906.44   | \$1,906.44    |

| Payables Taxes Account | Tax Detail ID | Tax Amount |
|------------------------|---------------|------------|
| 000-6650-00            | AUSSTE+PS0N0  | \$0.00     |
| 000-6630-00            | USASTE+PS6N0  | \$317.74   |

| Type            | Voucher Number            | Date             | Vendor ID    | Audit Trail Code | Document Amount      | Total Payment          |
|-----------------|---------------------------|------------------|--------------|------------------|----------------------|------------------------|
| Document Number |                           | Purchases Amount |              | Terms Disc Avail | Terms Disc Taken     | Disc Date Checkbook ID |
| INV             | 00000000000000020<br>1006 | 12/18/2008       | ACETRAVE0001 | PMTRX000000001   | \$2,158.75<br>\$0.00 | \$0.00<br>0/0/0000     |

Trade Discount: \$0.00 Messages:  
 Freight Amount: \$0.00  
 Misc Charges: \$0.00 Void Date: 12/18/2008  
 Tax Amount: \$359.79 Posting Date: 1/1/2009

| Payables Distributions Account | Account Type | Transaction Source | Debit Amount | Credit Amount |
|--------------------------------|--------------|--------------------|--------------|---------------|
| 500-6530-00                    | PURCH        | PMVVR000000003     | \$0.00       | \$1,798.96    |
| 000-6630-00                    | TAXES        | PMVVR000000003     | \$0.00       | \$359.79      |
| 000-2100-00                    | PAY          | PMVVR000000003     | \$2,158.75   | \$0.00        |
| Totals:                        |              |                    | \$2,158.75   | \$2,158.75    |

| Payables Taxes Account | Tax Detail ID | Tax Amount |
|------------------------|---------------|------------|
| 000-6650-00            | AUSSTE+PS0N0  | \$0.00     |
| 000-6630-00            | USASTE+PS6N0  | \$359.79   |

3 Voucher(s)

# Payables Scheduled Payments Posting Journal

---

## Report Writer names

PM Scheduled Payments  
Posting Journal

## Report tables

PM Transaction OPEN File  
PM Scheduled Payments  
Header  
PM Vendor Master File

The Payables Scheduled Payments Posting Journal displays detailed information about scheduled payments documents that are posted using the Payables Scheduled Payments Entry window. This posting journal is printed automatically when you post transactions, and then close the window.

You can print posting journals only if you selected to print them in the Posting Setup window. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.

## Printing Instructions

1. Choose Transactions >> Purchasing >> Scheduled Payments to open the Payables Scheduled Payments Entry window.
2. Enter scheduled payments information and choose Post to post the transactions. Close the window. The Payables Scheduled Payments Posting Journal is printed.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Payables Scheduled Payments Posting Journal

System: 5/20/2004 10:23:14 AM  
 User Date: 4/12/2007

PAYABLES SCHEDULED PAYMENTS POSTING JOURNAL  
 Fabrikam, Inc.

Page: 1  
 User ID: sa

Audit Trail Code: PMTRX00000003

| Schedule Number                       | Description  | Vendor ID       | Vendor Name             |                                    |            |
|---------------------------------------|--------------|-----------------|-------------------------|------------------------------------|------------|
| Document Date                         | Posting Date | Schedule Amount | Interest Rate           | Frequency                          | Start Date |
| SCHED000000000001<br>1/30/2004        | 1/30/2004    | \$42,121.46     | ADVANCED0001<br>6.5000% | Advanced Office Systems<br>Monthly | 1/30/2004  |
| Original Document Number: 1           |              |                 |                         |                                    |            |
| Credit Memo Created: 0000000000000459 |              |                 |                         |                                    |            |

# Transaction Distribution History

---

## Report Writer name

PM Transaction Distribution  
History

## Report tables

PM Distribution History File  
PM Vendor Master File  
PM Key Master File  
Account Master

## Sorting option

Voucher Number

## Ranges

Voucher Number  
Audit Trail Code  
Vendor ID  
Posting Date  
Document Type  
Account Number  
Segment ID

The Transaction Distribution History report shows detailed distribution account information for each transaction or payment. Use this report to analyze the purchasing activities of your company. Keep the printed copy as part of your audit trail and as a reference if questions arise about past transactions posted to General Ledger.

## Printing Instructions

1. Choose Reports >> Purchasing >> History to open the Purchasing History Reports window.
2. Select Transaction Distribution Hist from the Reports list and choose New to open the Purchasing History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing History Report Options window will be redisplayed.
5. Choose Print.

You can print the Transaction Distribution History report from either the Purchasing History Reports window or the Purchasing History Report Options window. You also can save the report option and print later.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Transaction Distribution History

System: 5/2/2012 1:26:34 PM  
 User Date: 5/2/2012

Fabrikam, Inc.  
 TRANSACTION DISTRIBUTION HISTORY  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

Voucher Number: 0000000000000005 - 0000000000000000 Document Date: First - Last  
 Audit Trail Code: First - Last Document Type: First - Last  
 Vendor ID: First - Last Account Number: First - Last

Sorted By: Voucher Number

| Voucher Number        | Vendor ID    | Vendor Name                 | GL Posting Date | Account Number | Audit Trail Code | Debit Amount        | Credit Amount       |
|-----------------------|--------------|-----------------------------|-----------------|----------------|------------------|---------------------|---------------------|
| 0000000000000005      | INTERNAT0002 | International TeleCom Assoc | 1/1/2012        | 000-2100-00    | PMTRX00000001    | \$500.00            | \$0.00              |
|                       |              |                             |                 | 400-5600-00    | PMTRX00000001    | \$0.00              | \$500.00            |
|                       |              |                             |                 |                |                  | -----               | -----               |
|                       |              |                             |                 |                |                  | \$500.00            | \$500.00            |
| 0000000000000006      | INTERNAT0002 | International TeleCom Assoc | 1/1/2012        | 000-2100-00    | PMTRX00000001    | \$0.00              | \$20,749.50         |
|                       |              |                             |                 | 400-5600-00    | PMTRX00000001    | \$19,575.00         | \$0.00              |
|                       |              |                             |                 | 000-6630-00    | PMTRX00000001    | \$1,174.50          | \$0.00              |
|                       |              |                             |                 |                |                  | -----               | -----               |
|                       |              |                             |                 |                |                  | \$20,749.50         | \$20,749.50         |
| 0000000000000007      | INTERNAT0002 | International TeleCom Assoc | 1/1/2012        | 000-2100-00    | PMTRX00000001    | \$0.00              | \$30,475.00         |
|                       |              |                             |                 | 400-5600-00    | PMTRX00000001    | \$28,750.00         | \$0.00              |
|                       |              |                             |                 | 000-6630-00    | PMTRX00000001    | \$1,725.00          | \$0.00              |
|                       |              |                             |                 |                |                  | -----               | -----               |
|                       |              |                             |                 |                |                  | \$30,475.00         | \$30,475.00         |
| 0000000000000008      | INTERNAT0002 | International TeleCom Assoc | 1/1/2012        | 000-2100-00    | PMTRX00000001    | \$0.00              | \$69,695.00         |
|                       |              |                             |                 | 400-5600-00    | PMTRX00000001    | \$65,750.00         | \$0.00              |
|                       |              |                             |                 | 000-6630-00    | PMTRX00000001    | \$3,945.00          | \$0.00              |
|                       |              |                             |                 |                |                  | -----               | -----               |
|                       |              |                             |                 |                |                  | \$69,695.00         | \$69,695.00         |
| 0000000000000009      | STRATEGI0001 | Strategic Communications    | 1/1/2012        | 000-2100-00    | PMTRX00000001    | \$0.00              | \$2,380.22          |
|                       |              |                             |                 | 400-5600-00    | PMTRX00000001    | \$2,115.75          | \$0.00              |
|                       |              |                             |                 | 000-6630-00    | PMTRX00000001    | \$264.47            | \$0.00              |
|                       |              |                             |                 |                |                  | -----               | -----               |
|                       |              |                             |                 |                |                  | \$2,380.22          | \$2,380.22          |
| 0000000000000010      | STRATEGI0001 | Strategic Communications    | 1/1/2012        | 000-2100-00    | PMTRX00000001    | \$145.26            | \$0.00              |
|                       |              |                             |                 | 400-5600-00    | PMTRX00000001    | \$0.00              | \$129.12            |
|                       |              |                             |                 | 000-6650-00    | PMTRX00000001    | \$0.00              | \$16.14             |
|                       |              |                             |                 |                |                  | -----               | -----               |
|                       |              |                             |                 |                |                  | \$145.26            | \$145.26            |
| <b>Report Totals:</b> |              |                             |                 |                |                  | <b>\$123,944.98</b> | <b>\$123,944.98</b> |
|                       |              |                             |                 |                |                  | =====               | =====               |

# Reconcile Balances Report

---

## Report Writer name

PM Reconcile

## Report tables

PM Vendor MSTR TEMP

## Ranges

Vendor ID

Vendor Name

Vendor Class

Type

Payment Priority

The Reconcile Balances Report is printed after you complete the reconciliation procedure. This report lists any discrepancies between the posted records for all vendors and the totals for unapplied payments, unpaid finance charges, and current balances as they're displayed in the Vendor Credit Summary window. If discrepancies are found, the balances in the Vendor Credit Summary window will be updated to reflect the posted payments and transactions. The Reconcile Balances Report will display the old and new values for each vendor.

To open the Reconcile Payables Accounts window, choose Tools >> Utilities >> Purchasing >> Reconcile. Mark Print Report. The Reconcile Balances Report will be printed after the reconciliation process is finished and the Reconcile Payables Accounts window is closed.

You also can choose File >> Print from the Reconcile Payables Accounts window to print this report.

For more information about printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Reconcile Balances Report

System: 5/2/2012 2:40:48 PM  
 User Date: 5/2/2012

Fabrikam, Inc.  
 RECONCILE BALANCES REPORT  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

Ranges:

Vendor ID: ACETRAVE0001 - ATTRACTI0001      Payment Priority: First - Last  
 Vendor Name: First - Last                      Type: First - Last  
 Class ID: First - Last

| Vendor                                    | Before Reconciliation   |             | After Reconciliation    |             |
|---|-------------------------|-------------|-------------------------|-------------|
| ACETRAVE0001<br>A Travel Company          | Current Balance:        | \$8,038.89  | Current Balance:        | \$8,538.89  |
|   | Unapplied Payments:     | \$1,000.00  | Unapplied Payments:     | \$1,000.00  |
|   | Unpaid Finance Charges: | \$0.00      | Unpaid Finance Charges: | \$0.00      |
|   | On Order:               | \$0.00      | On Order:               | \$0.00      |
| ADVANCED0001<br>Advanced Office Systems   | Current Balance:        | \$50.00     | Current Balance:        | \$50.00     |
|   | Unapplied Payments:     | \$0.00      | Unapplied Payments:     | \$0.00      |
|   | Unpaid Finance Charges: | \$0.00      | Unpaid Finance Charges: | \$0.00      |
|   | On Order:               | \$0.00      | On Order:               | \$0.00      |
| ALLENSON0001<br>Allenson Properties       | Current Balance:        | \$0.00      | Current Balance:        | \$0.00      |
|   | Unapplied Payments:     | \$0.00      | Unapplied Payments:     | \$0.00      |
|   | Unpaid Finance Charges: | \$0.00      | Unpaid Finance Charges: | \$0.00      |
|   | On Order:               | \$0.00      | On Order:               | \$0.00      |
| AMERICAN0001<br>AmericaCharge             | Current Balance:        | \$18,400.94 | Current Balance:        | \$19,048.94 |
|   | Unapplied Payments:     | \$0.00      | Unapplied Payments:     | \$0.00      |
|   | Unpaid Finance Charges: | \$0.00      | Unpaid Finance Charges: | \$0.00      |
|   | On Order:               | \$0.00      | On Order:               | \$0.00      |
| ASSOCIAT0001<br>Associated Insurance Inc. | Current Balance:        | \$7,827.87  | Current Balance:        | \$7,827.87  |
|   | Unapplied Payments:     | \$0.00      | Unapplied Payments:     | \$0.00      |
|   | Unpaid Finance Charges: | \$0.00      | Unpaid Finance Charges: | \$0.00      |
|   | On Order:               | \$0.00      | On Order:               | \$0.00      |
| ATTRACTI0001<br>Attractive Telephone Co.  | Current Balance:        | \$0.00      | Current Balance:        | \$0.00      |
|   | Unapplied Payments:     | \$0.00      | Unapplied Payments:     | \$0.00      |
|   | Unpaid Finance Charges: | \$0.00      | Unpaid Finance Charges: | \$0.00      |
|   | On Order:               | \$0.00      | On Order:               | \$0.00      |

6 Vendor(s)

# Vendor Mass Delete Report

---

**Report Writer name**

PM Mass Delete Report

**Report tables**

PM Vendor MSTR TEMP

**Ranges**

Vendor ID

Vendor Name

Vendor Class

Type

Payment Priority

Vendor Status

The Vendor Mass Delete Report shows the vendor records removed using the Vendor Mass Delete window. The report will be printed after you delete a group of vendor records, and should be saved with your permanent records as part of the audit trail. This report also displays information about why a vendor record can't be deleted. You can print this report before deleting vendor records to verify your ranges.

Back up your company data before printing this report or deleting vendors.

**Printing Instructions**

1. Choose Tools >> Utilities >> Purchasing >> Mass Vendor Delete to open the Vendor Mass Delete window.
2. Select a range of vendors to delete and choose File >> Print.

After reviewing the report, you can delete vendors. In the Vendor Mass Delete window, mark Print Report, and then choose Process. The report will be printed after the mass deletion is processed.

For more information about deleting vendors or printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Vendor Mass Delete Report

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System: 5/2/2012 1:42:45 PM  
User Date: 5/2/2012

Fabrikam, Inc.  
VENDOR MASS DELETE REPORT  
Payables Management

Page: 1  
User ID: LESSONUSER1

**Ranges:**

|              |                             |                   |              |
|--------------|-----------------------------|-------------------|--------------|
| Vendor ID:   | ACETRAVE0001 - CASTLEIN0001 | Type:             | First -      |
| Vendor Name: | First -                     | Vendor Status:    | First - Last |
| Class ID:    | First -                     | Payment Priority: | First -      |

| Vendor ID     | Messages   |
|---------------|--|
| ACETRAVE0001  | Vendor has related OPEN records<br>Vendor has related HISTORY records            |
| ADVANCED0001  | Vendor has related HISTORY records<br>Vendor is assigned to an Item in Inventory |
| ALLENSON0001  | Vendor has related HISTORY records<br>Vendor is assigned to an Item in Inventory |
| AMERICAN0001  | Vendor has related HISTORY records<br>Vendor is assigned to an Item in Inventory |
| ASSOCIAT0001  | Vendor has related HISTORY records<br>Vendor is assigned to an Item in Inventory |
| ATTRACTI00001 | Vendor has related HISTORY records<br>Vendor is assigned to an Item in Inventory |
| AUSTRALIA     | Deleted  |
| AUTOFINA0001  | Vendor has related OPEN records<br>Vendor has related HISTORY records            |
| BEAUMONT0001  | Vendor has 1099 amount<br>Vendor has related HISTORY records                     |
| BERGERON0001  | Deleted  |
| BLOOMING0001  | Vendor has related HISTORY records   |
| BURNETT0001   | Vendor has related HISTORY records   |
| BUSINESS MAG  | Deleted  |
| BUSINESS0001  | Vendor has related OPEN records<br>Vendor has related HISTORY records            |
| CASTLEIN0001  | Vendor has related HISTORY records<br>Vendor is assigned to an Item in Inventory |

15 Vendor(s)

# Year-End Closing Reports

---

## Report Writer names

Payables Year-End Fiscal  
Close (closing fiscal year)  
Payables Year-End Calendar  
Close (closing calendar  
year)  
Payables Year-End Fiscal/  
Calendar Close (closing  
both fiscal and calendar  
years)

## Report table

PM Vendor Master Summary

The year-end closing reports are an important part of your audit trail and permanent records. These reports display the transaction totals that were moved from the current year to the previous year.

The report name changes, depending on the type of year you close:

- If you close the calendar year, the report is called the Payables Year-End Calendar Close Report and shows 1099 amounts moved to the Last Year amount in the Vendor Yearly Summary window.
- If you close the fiscal year, the report is called the Year-End Closing Report and shows vendor financial information cleared from the Vendor Yearly Summary window.
- If you close both the calendar year and the fiscal year at the same time, the report is called the Payables Year-End Fiscal/Calendar Closing Report, and shows all of the information for both types of year.

Choose Tools >> Routines >> Purchasing >> Year-End Close to open the Payables Year-End Closing window. To generate the report, mark Print Report. The Year-End Closing report is printed after you've closed the fiscal or calendar year.

For more information about closing a year or printing Payables Management reports, refer to the Payables Management (Help >> Printable Manuals).

# Year-End Closing Report

System: 5/28/2012 12:12:53 PM  
 User Date: 5/28/2012

Fabrikam, Inc.  
 YEAR-END FISCAL/CALENDAR CLOSING REPORT  
 Payables Management

Page: 1  
 User ID: LESSONUSER1

Vendor ID

-----

ACETRAVE0001

|                  |            |                            |        |
|------------------|------------|----------------------------|--------|
| Amount Billed:   | \$2,438.24 | Discounts Available:       | \$0.00 |
| Amount Paid:     | \$1,400.00 | Discounts Taken:           | \$0.00 |
| 1099 Amount:     | \$0.00     | Discounts Lost:            | \$0.00 |
| Withholding:     | \$0.00     |                            |        |
| Finance Charges: | \$0.00     | Number of Finance Charges: | 0      |
| Write Offs:      | \$0.00     | Number of Invoices:        | 4      |
| Returns:         | \$0.00     |                            |        |
| Trade Discounts: | \$0.00     |                            |        |

ADVANCED0001

|                  |             |                            |          |
|------------------|-------------|----------------------------|----------|
| Amount Billed:   | \$81,057.02 | Discounts Available:       | \$307.66 |
| Amount Paid:     | \$5,628.28  | Discounts Taken:           | \$0.00   |
| 1099 Amount:     | \$0.00      | Discounts Lost:            | \$0.00   |
| Withholding:     | \$0.00      |                            |          |
| Finance Charges: | \$0.00      | Number of Finance Charges: | 0        |
| Write Offs:      | \$0.00      | Number of Invoices:        | 25       |
| Returns:         | \$0.00      |                            |          |
| Trade Discounts: | \$0.00      |                            |          |

ALLENSON0001

|                  |             |                            |        |
|------------------|-------------|----------------------------|--------|
| Amount Billed:   | \$11,565.76 | Discounts Available:       | \$0.00 |
| Amount Paid:     | \$0.00      | Discounts Taken:           | \$0.00 |
| 1099 Amount:     | \$0.00      | Discounts Lost:            | \$0.00 |
| Withholding:     | \$0.00      |                            |        |
| Finance Charges: | \$0.00      | Number of Finance Charges: | 0      |
| Write Offs:      | \$0.00      | Number of Invoices:        | 1      |
| Returns:         | \$0.00      |                            |        |
| Trade Discounts: | \$0.00      |                            |        |

AMERICAN0001

|                  |             |                            |        |
|------------------|-------------|----------------------------|--------|
| Amount Billed:   | \$27,741.84 | Discounts Available:       | \$0.00 |
| Amount Paid:     | \$5,241.84  | Discounts Taken:           | \$0.00 |
| 1099 Amount:     | \$0.00      | Discounts Lost:            | \$0.00 |
| Withholding:     | \$0.00      |                            |        |
| Finance Charges: | \$0.00      | Number of Finance Charges: | 0      |
| Write Offs:      | \$0.00      | Number of Invoices:        | 8      |
| Returns:         | \$0.00      |                            |        |
| Trade Discounts: | \$0.00      |                            |        |

ASSOCIAT0001

|                  |            |                            |        |
|------------------|------------|----------------------------|--------|
| Amount Billed:   | \$6,252.72 | Discounts Available:       | \$0.00 |
| Amount Paid:     | \$5,918.79 | Discounts Taken:           | \$0.00 |
| 1099 Amount:     | \$0.00     | Discounts Lost:            | \$0.00 |
| Withholding:     | \$0.00     |                            |        |
| Finance Charges: | \$0.00     | Number of Finance Charges: | 0      |
| Write Offs:      | \$0.00     | Number of Invoices:        | 7      |
| Returns:         | \$0.00     |                            |        |
| Trade Discounts: | \$0.00     |                            |        |

ATTRACTI00001

|                  |             |                            |            |
|------------------|-------------|----------------------------|------------|
| Amount Billed:   | \$97,779.60 | Discounts Available:       | \$1,045.88 |
| Amount Paid:     | \$11,763.19 | Discounts Taken:           | \$0.00     |
| 1099 Amount:     | \$0.00      | Discounts Lost:            | \$0.00     |
| Withholding:     | \$0.00      |                            |            |
| Finance Charges: | \$0.00      | Number of Finance Charges: | 0          |
| Write Offs:      | \$0.00      | Number of Invoices:        | 11         |
| Returns:         | \$0.00      |                            |            |
| Trade Discounts: | \$0.00      |                            |            |

6 Vendor(s)



# Payroll sample reports

This section includes information about and instructions for creating some of the more common Payroll reports. Samples of each report also are included.

The following reports are discussed:

- [Detailed Employee List](#)
- [Employees Without Pay Codes List](#)
- [Employee List by Department](#)
- [Employee List by Location](#)
- [Employee List by Supervisor](#)
- [Vacation/Sick Time Available List](#)
- [Earnings Register](#)
- [Employee Pay History Report](#)
- [Check Register](#)
- [Department Posting Journal](#)
- [Vacation/Sick Time Accrual Register](#)
- [Company Benefits List](#)
- [Department Codes List](#)
- [Supervisor Codes List](#)
- [Benefit Summary](#)
- [Payroll Summary](#)
- [Position Summary](#)
- [FUTA Summary](#)
- [Quarterly 941 Preparation Report](#)
- [Calculate Checks Report](#)
- [Year End Employee Wage Report](#)
- [W-2 Statement](#)
- [Direct Deposit \(detail list\)](#)

# Detailed Employee List

---

## Report Writer name

Detailed Employee List  
Cross Company Detailed  
Employee List

## Report tables

Payroll Master  
Payroll Tax Information  
Master  
Payroll Employee Summary  
Payroll Temp Employee List  
Payroll Setup  
uprCrossCompanyEmpMstrT  
emp1

## Ranges

Employee ID  
Employee Name  
Employee Class  
Department

## Sorting options

by Employee ID  
by Employee Name  
by Employee Class  
by Department

## Include

Inactive Employees  
Employee Information  
Employee Summary  
Pay Codes  
Deductions  
Benefits  
Tax Information  
State Tax  
Local Tax

The Detailed Employee List contains all the pay, deduction, benefit, state, and local tax codes, and monthly, quarterly, and yearly totals for each employee. The report also provides wage and withholding information. Print the Detailed Employee List to review all the employee records you've set up in Payroll.

## Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.
2. Select Detailed Employee List from the Reports list and choose New to open the Employee Lists Options window.



*To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and Detailed Employee List from the Sub-reports list.*

3. Enter an option name and create a report option to sort or restrict the report. Select the month to print the report for and mark whether to include inactive employees.
4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
5. Choose Print.

You can print the Detailed Employee List from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Detailed Employee List

System: 5/2/2007 2:16:23 PM  
 User Date: 5/2/2007

Fabrikame, Inc.  
 DETAILED EMPLOYEE LIST  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

Tax Flags: 1=Federal, 2=FICA/Social Security, 3=Medicare, 4=State, 5=Local, 6=FUTA, 7=SUTA  
 Frequency: 1=Weekly, 2=Biweekly, 3=Semimonthly, 4=Monthly, 5=Quarterly, 6=Semiannually, 7=Annually, 8=Daily/Misc.  
 TSA Flags: 1=Federal, 2=FICA, 3=State, 4=Local  
 Exemptions: 1=Self, 2=Spouse, 3=Blind, 4=Blind Spouse, 5=Over 65, 6=Spouse Over 65, 7=Special  
 Record Flags: \*=Inactive, +=Lifetime Maximum Reached, v=Transaction Required

Ranges:

Employee ID DIAZ0001 - DIAZ0001  
 Employee Name First - Last  
 Employee Class First - Last  
 Department First - Last

Sort By: Employee ID

Month-Ending: May

Employee ID: DIAZ0001 Name: Diaz, Brenda Class: INST \*Active\*  
 Soc Sec Number: 484-66-9938 Department: INST SUTA State: MI  
 Hire Date: 11/17/1997 Position: TEC W/Comp Code: MIWC01  
 Adjusted Hire Date: 11/17/1997 Location: Employment Type: Full Time Regular  
 Last Day Worked: 0/0/0000 Supervisor: Work Hours/Year: 2080  
 Date Inactivated: 0/0/0000 Calc Min Wage Bal: No  
 Last Rev. Date:  
 Spouse:  
 Accrue Vacation: Yes Accrue Sick Time: Yes  
 Based On: Hours Worked Based On: Hours Worked  
 Amount: 80.00 Amount: 40.00  
 Warning: Yes Warning: Yes

Employee Summary:

Last Check: Date: 1/30/2007 Amount: \$964.48

|                   | -- MTD -- | -- QTD --  | -- YTD --  |
|-------------------|-----------|------------|------------|
| Gross Wages       | \$0.00    | \$2,416.00 | \$2,416.00 |
| Federal Wages     | \$0.00    | \$2,416.00 | \$2,416.00 |
| Net Wages         | \$0.00    | \$1,928.00 | \$1,928.00 |
| Soc Sec Wages     | \$0.00    | \$2,406.00 | \$2,406.00 |
| Soc Sec Withheld  | \$0.00    | \$149.17   | \$149.17   |
| Medicare Wages    | \$0.00    | \$2,406.00 | \$2,406.00 |
| Medicare Withheld | \$0.00    | \$34.89    | \$34.89    |
| Federal Withheld  | \$0.00    | \$216.84   | \$216.84   |
| Futa Wages        | \$0.00    | \$2,416.00 | \$2,416.00 |
| Suta Wages        | \$0.00    | \$2,416.00 | \$2,416.00 |

Tax Information:

Federal Filing Status: Single Default State: MI Statutory Employee: No  
 EIC Filing Status: Not Eligible Default Local: MI Retirement Plan: No  
 Number of Exemptions: 1 MQGE: No  
 Additional Federal W/H: \$0.00 Household Empl: No  
 Estimated Federal W/H: \$0.00 W/H NY Diff: No

State Tax Records:

| Tax Code | Filing Status | Exmpt. | #Dep | #Add | Add W/H | Est W/H | MTD W/H | QTD W/H | YTD W/H |
|----------|---------------|--------|------|------|---------|---------|---------|---------|---------|
| MI       | NA            | 1      | 0    | 0    | \$0.00  | \$0.00  | \$0.00  | \$0.00  | \$0.00  |
|          |               |        |      |      |         |         | -----   | -----   | -----   |
|          |               |        |      |      |         |         | \$0.00  | \$0.00  | \$0.00  |
|          |               |        |      |      |         |         | =====   | =====   | =====   |

Pay Records:

| Pay Code | Rate Unit | Freq   | Tax Flags | Vac | Sick | W/Comp | SUTA | MTD Wages | QTD Wages  | YTD Wages  |
|----------|-----------|--------|-----------|-----|------|--------|------|-----------|------------|------------|
| BONS     | \$0.00    | 8      | 123467    | N   | N    | MIWC01 | MI   | \$0.00    | \$0.00     | \$0.00     |
| HOLI     | \$17.10   | Hourly | 3 123467  | Y   | Y    | MIWC01 | MI   | \$0.00    | \$120.80   | \$120.80   |
| HOUR     | \$17.10   | Hourly | 3 123467  | Y   | Y    | MIWC01 | MI   | \$0.00    | \$2,295.20 | \$2,295.20 |
| SICK     | \$17.10   | Hourly | 3 123467  | Y   | Y    | MIWC01 | MI   | \$0.00    | \$0.00     | \$0.00     |
|          |           |        |           |     |      |        |      | -----     | -----      | -----      |
|          |           |        |           |     |      |        |      | \$0.00    | \$2,416.00 | \$2,416.00 |
|          |           |        |           |     |      |        |      | =====     | =====      | =====      |

Deduction Records:

| Ded Code          | Amount | Method  | Freq | TSA Flags | From       | To       | MTD Amount | QTD Amount | YTD Amount |
|-------------------|--------|---------|------|-----------|------------|----------|------------|------------|------------|
| 401K              | %3.00  | % Gross | 3    | 134       | 6/18/2006  | 0/0/0000 | \$0.00     | \$0.00     | \$0.00     |
| Based On Pay: ALL |        |         |      |           |            |          |            |            |            |
| EPU               | \$0.00 | Fixed   | 3    |           | 11/17/2006 | 0/0/0000 | \$0.00     | \$0.00     | \$0.00     |
| Based On Pay: ALL |        |         |      |           |            |          |            |            |            |
| MED               | \$5.00 | Fixed   | 3    | 1234      | 1/1/2007   | 0/0/0000 | \$0.00     | \$10.00    | \$10.00    |
| Based On Pay: ALL |        |         |      |           |            |          |            |            |            |
|                   |        |         |      |           |            |          | -----      | -----      | -----      |
|                   |        |         |      |           |            |          | \$0.00     | \$10.00    | \$10.00    |
|                   |        |         |      |           |            |          | =====      | =====      | =====      |

Benefit Records:

| Ben Code                 | Amount  | Method | Freq | Tax Flags | From      | To       | MTD Amount | QTD Amount | YTD Amount |
|--------------------------|---------|--------|------|-----------|-----------|----------|------------|------------|------------|
| 401K                     | %5.00   | % Ded  | 3    |           | 6/18/2006 | 0/0/0000 | \$0.00     | \$0.00     | \$0.00     |
| Based on Deduction: 401K |         |        |      |           |           |          |            |            |            |
| INS                      | \$49.36 | Fixed  | 3    |           | 6/1/2006  | 0/0/0000 | \$0.00     | \$98.72    | \$98.72    |
| Based on Pay: ALL        |         |        |      |           |           |          |            |            |            |
|                          |         |        |      |           |           |          | -----      | -----      | -----      |
|                          |         |        |      |           |           |          | \$0.00     | \$98.72    | \$98.72    |
|                          |         |        |      |           |           |          | =====      | =====      | =====      |

# Employees Without Pay Codes List

---

## Report Writer name

Employees Without Pay  
Codes List

Cross Company Employee  
Without Pay Codes

## Report tables

Payroll Temp Employee List

Payroll Master

uprCrossCompanyEmpMstrT  
emp1

Company Master

The Employees Without Pay Codes List displays the names and ID numbers of employees who are not assigned to pay codes.

## Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.
2. Select Empl w/o Pay Codes from the Reports list and choose New to open the Employee Lists Options window.



*To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and Empl w/o Pay Codes from the Sub-reports list.*

3. Enter an option name.
4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
5. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Employees Without Pay Codes List

---

System: 5/2/2007 3:38:20 PM  
User Date: 5/2/2007

Fabrikam, Inc.  
EMPLOYEES WITHOUT PAY CODES LIST  
U.S. Payroll

Page: 1  
User ID: LESSONUSER2

\*=Inactive

| Employee ID | Name            |
|-------------|-----------------|
| -----       | -----           |
| ACKE001     | Ackerman, Pilar |
| FLOO001     | Flood, Kathie   |
| MARU001     | Harui, Roger    |
| LEVY001     | Levy, Steven B. |

Total Employees: 4

# Employee List by Department

---

## Report Writer name

Employee List By Department  
Cross Company Employee  
List By Department

## Report tables

Payroll Master  
Payroll Department Setup  
Payroll Position Setup  
uprCrossCompanyEmpMstrT  
emp1  
Company Master

## Ranges

Employee ID  
Department

## Include

Inactive Employees

The Employee List by Department provides a list of departments and the employees assigned to each department. The name, employee number, and position is given for each employee.

## Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.
2. Select List By Department from the Reports list and choose New to open the Employee Lists Options window.



*To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and List By Department from the Sub-reports list.*

3. Enter an option name and create a report option to restrict the report. You can mark whether to include inactive employees.
4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
5. Choose Print.

You can print the Employee List by Department from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Employee List by Department

System: 5/2/2007  
 User Date: 5/2/2007

Fabrikam, Inc.  
 EMPLOYEE LIST BY DEPARTMENT  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Employee ID: First - Last  
 Department: First - Last

Sort By: Employee ID

\*=Inactive

| Department | Position                    | Employee ID | Name                    |
|------------|-----------------------------|-------------|-------------------------|
| -----      |                             |             |                         |
| ACCT       | Accounting                  |             |                         |
| ATC        | Accounting Clerk            | DELA0001    | Delaney, Aidan          |
| ATC        | Accounting Clerk            | DOYL0001    | Doyle, Patricia         |
| SUP        | Supervisor                  | LEVY0001    | Levy, Steven B.         |
|            |                             | -----       |                         |
|            |                             | 3           | Employees in Department |
| ADMN       | Administration              |             |                         |
| ADA        | Administrative Assistant    | REEV0001    | Reeves, Randy           |
| CEO        | President                   | STEW0001    | Stewart, Jim            |
|            |                             | -----       |                         |
|            |                             | 2           | Employees in Department |
| INST       | Installation                |             |                         |
| SUP        | Supervisor                  | BONI0001    | Bonifaz, Luis           |
| SUP        | Supervisor                  | CLAY0001    | Clayton, Jane           |
| TEC        | Technician                  | BARB0001    | Barbariol, Angela       |
| TEC        | Technician                  | BARR0001    | Barr, Adam              |
| TEC        | Technician                  | DTAZ0001    | Diaz, Brenda            |
| TEC        | Technician                  | HARU0001    | Harui, Roger            |
| TEC        | Technician                  | TIAN0001    | Tiano, Mike             |
|            |                             | -----       |                         |
|            |                             | 7           | Employees in Department |
| PCRC       | Purchasing/Receiving        |             |                         |
| APA        | Assistant Purchasing Agent  | KAHN0001    | Kahn, Wendy Beth        |
| PRA        | Purchasing Agent            | JAMI0001    | Jamison, Jay            |
|            |                             | -----       |                         |
|            |                             | 2           | Employees in Department |
| SALE       | Sales                       |             |                         |
| ADA        | Administrative Assistant    | KENN0001    | Kennedy, Kevin          |
| FSR        | Field Sales Representative  | BUCH0001    | Buchanan, Nancy         |
| FSR        | Field Sales Representative  | ERIC0001    | Erickson, Gregory J.    |
| FSR        | Field Sales Representative  | MART0001    | Martinez, Sandra I.     |
| FSR        | Field Sales Representative  | WEST0001    | West, Paul              |
| ISR        | Inside Sales Representative | CHEN0001    | Chen, John Y.           |
| ISR        | Inside Sales Representative | LYON0001    | Lyon, Robert            |
| ISR        | Inside Sales Representative | LYSA0001    | Lysaker, Jenny          |
| ISR        | Inside Sales Representative | MUGH0001    | Mughal, Salman          |
|            |                             | -----       |                         |
|            |                             | 9           | Employees in Department |
| SPTS       | Support Services            |             |                         |
| CSP        | Consultant/Support          | ACKE0001    | Ackerman, Pilar         |
| CSP        | Consultant/Support          | FLOO0001    | Flood, Kathie           |
| CSP        | Consultant/Support          | TIBB0001    | Tibbott, Diane          |
| CSP        | Consultant/Support          | YOUN0001    | Young, Rob              |
|            |                             | -----       |                         |
|            |                             | 4           | Employees in Department |
|            |                             | -----       |                         |
|            |                             | 27          | Employees               |
|            |                             | =====       |                         |

# Employee List by Location

---

## Report Writer name

Employee List By Location  
Cross Company Employee  
List By Location

## Report tables

Payroll Master  
Record Notes Master  
uprCrossCompanyEmpMstrT  
emp1  
Company Master

## Ranges

Employee ID  
Location

## Include

Inactive Employees

The Employee List by Location includes the locations of each employee in the company.

## Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.
2. Select List By Location from the Reports list and choose New to open the Employee Lists Options window.



*To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and List By Location from the Sub-reports list.*

3. Enter an option name and create a report option to restrict the report. Mark whether to include inactive employees.
4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
5. Choose Print.

You can print the Employee List by Location from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Employee List by Location

System: 6/9/2007 10:19:11 AM  
 User Date 4/12/2007

## EMPLOYEE LIST BY LOCATION Fabrikam, Inc. Payroll

Page: 1  
 User ID: sa

Ranges: Employee ID: From: First To: Last Sorted By: Employee ID  
 Location: First Last \*=Inactive

| Location                  | Description         | Name                 |
|---------------------------|---------------------|----------------------|
| Employee ID               |                     |                      |
| PRIMARY                   | Fabrikam, Inc.      |                      |
| ACKE0001                  |                     | Ackerman, Pilar      |
| Employees in Location: 1  |                     |                      |
| Primary                   | Fabrikam, Inc.      |                      |
| BARB0001                  |                     | Barbariol, Angela    |
| BARR0001                  |                     | Barr, Adam           |
| Employees in Location: 2  |                     |                      |
| PRIMARY                   | Fabrikam, Inc.      |                      |
| BUCH0001                  |                     | Buchanan, Nancy      |
| CHEN0001                  |                     | Chen, John Y.        |
| DELA0001                  |                     | Delaney, Aidan       |
| DIAZ0001                  |                     | Diaz, Brenda         |
| DOYL0001                  |                     | Doyle, Jenny         |
| ERIC0001                  |                     | Erickson, Gregory J. |
| HARU0001                  |                     | Harui, Roger         |
| JAMI0001                  |                     | Jamison, Jay         |
| KAHN0001                  |                     | Kahn, Wendy Beth     |
| KENN0001                  |                     | Kennedy, Kevin       |
| LEVY0001                  |                     | Levy, Steven B.      |
| LYON0001                  |                     | Lyon, Robert         |
| LYSA0001                  |                     | Lysaker, Jenny       |
| MART0001                  |                     | Martinez, Sandra I.  |
| MUGH0001                  |                     | Mughal, Salmon       |
| NAGA0001                  |                     | Nagata, Suanne       |
| REEV0001                  |                     | Reeves, Randy        |
| STEW0001                  |                     | Stewart, Jim         |
| TIAN0001                  |                     | Tiano, Mike          |
| TIBB0001                  |                     | Tibbott, Diane       |
| WEST0001                  |                     | West, Paul           |
| YOUN0001                  |                     | Young, Rob           |
| Employees in Location: 22 |                     |                      |
| WAREHOUSE                 | TWO, Inc. Warehouse |                      |
| HASSMARK0001              |                     | Hassall, Mark        |
| Employees in Location: 1  |                     |                      |
| <b>Employees:</b>         |                     | <b>26</b>            |

# Employee List by Supervisor

---

## Report Writer name

Employee List By Supervisor  
Cross Company Employee  
List By Supervisor

## Report tables

Payroll Master  
Payroll Setup Supervisor  
Payroll Position Setup  
uprCrossCompanyEmpMstrT  
emp1  
Company Master

## Ranges

Employee ID  
Supervisor

## Include

Inactive Employees

The Employee List by Supervisor includes the supervisor of each employee in the company.

## Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.
2. Select List By Supervisor from the Reports list and choose New to open the Employee Lists Options window.



*To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and List By Supervisor from the Sub-reports list.*

3. Enter an option name and create a report option to restrict the report. Also, choose whether to include inactive employees.
4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
5. Choose Print.

You can print the Employee List by Supervisor from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Employee List by Supervisor

System: 6/9/2007 10:19:47 AM  
 User Date: 4/12/2007

**EMPLOYEE LIST BY SUPERVISOR**  
 Fabrikam, Inc.  
 Payroll

Page: 1  
 User ID: sa

Ranges: Employee ID: From: To: Supervisor: First First Last Last  
 Sorted by: Supervisor  
 \*=Inactive

| Supervisor | Position               | Employee ID | Name            |
|------------|------------------------|-------------|-----------------|
| SUPMGR     | Support Manager        | FLOO0001    | Flood, Kathie   |
|            | TEC Technician         | BARR0001    | Barr, Adam      |
|            | CSP Consultant/Support | ACKE0001    | Ackerman, Pilar |
|            | CSP Consultant/Support | TIBB0001    | Tibbott, Diane  |
|            | CSP Consultant/Support | YOUN0001    | Young, Rob      |

Employees under Supervisor: 4

|        |                    |          |                   |
|--------|--------------------|----------|-------------------|
| TECMGR | Technician Manager | BARR0001 | Barr, Adam        |
|        | TEC Technician     | BARB0001 | Barbariol, Angela |
|        | TEC Technician     | DIAZ0001 | Diaz, Brenda      |
|        | TEC Technician     | HARU0001 | Harui, Roger      |
|        | TEC Technician     | TIAN0001 | Tiano, Mike       |

Employees under Supervisor: 4

Employees: 8

# Vacation/Sick Time Available List

---

## Report Writer name

Vacation/Sick Time Available List  
Cross Company Vacation/Sick Time Available List

## Report table

Payroll Master  
uprCrossCompanyEmpMstrT emp1  
Company Master

## Ranges

Employee ID  
Employee Name  
Employee Class  
Department

## Sorting options

by Employee ID  
by Employee Name  
by Employee Class  
by Department

## Include

Inactive Employees

The Vacation/Sick Time Available List displays the amount of vacation and sick time available for employees who are eligible to receive vacation benefits and sick time.

## Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.
2. Select Vacation/Sick Time List from the Reports list and choose New to open the Employee Lists Options window.



*To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and Vacation/Sick Time List from the Sub-reports list.*

3. Enter an option name and create a report option to sort or restrict the report. You can include inactive employees.
4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
5. Choose Print.

You can print the Vacation/Sick Time Available List from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Vacation/Sick Time Available List

System: 5/2/2007  
 User Date: 5/2/2007

Fabrikam, Inc.  
 VACATION/SICK TIME AVAILABLE LIST  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

Ranges: From  
 Employee ID ACKE0001 - ERIC0001  
 Employee Name First - Last  
 Employee Class First - Last  
 Department First - Last

Sorted By: Employee ID

\*=Inactive

| Department | Employee Name          | Employee ID | Social Security Number | Sick Time Available | Vacation Available |
|------------|------------------------|-------------|------------------------|---------------------|--------------------|
| -----      |                        |             |                        |                     |                    |
| SPTS       | Ackerman, Pilar        | ACKE0001    | 917-23-9833            | 43.34               | 86.66              |
|            | Totals for Department: | 1           |                        | 43.34               | 86.66              |
| INST       | Barbariol, Angela      | BARB0001    | 986-22-5953            | 43.08               | 86.16              |
|            | Barr, Adam             | BARR0001    | 944-22-9198            | 43.08               | 78.16              |
|            | Bonifaz, Luis          | BONI0001    | 982-58-1991            | 43.34               | 78.66              |
|            | Totals for Department: | 3           |                        | 129.50              | 242.98             |
| SALE       | Buchanan, Nancy        | BUCH0001    | 816-93-2541            | 43.34               | 86.66              |
|            | Chen, John Y.          | CHEN0001    | 000-92-2390            | 43.34               | 86.66              |
|            | Totals for Department: | 2           |                        | 86.68               | 173.32             |
| INST       | Clayton, Jane          | CLAY0001    | 944-56-3896            | 43.34               | 86.66              |
|            | Totals for Department: | 1           |                        | 43.34               | 86.66              |
| ACCT       | Delaney, Aidan         | DELA0001    | 000-20-9416            | 35.34               | 86.66              |
|            | Totals for Department: | 1           |                        | 35.34               | 86.66              |
| INST       | Diaz, Brenda           | DIAZ0001    | 484-66-9938            | 35.08               | 86.16              |
|            | Totals for Department: | 1           |                        | 35.08               | 86.16              |
| ACCT       | Doyle, Patricia        | DOYL0001    | 983-05-7712            | 43.34               | 86.66              |
|            | Totals for Department: | 1           |                        | 43.34               | 86.66              |
| SALE       | Erickson, Gregory J.   | ERIC0001    | 952-04-4294            | 43.34               | 86.66              |
|            | Totals for Department: | 1           |                        | 43.34               | 86.66              |
|            | Total Employees:       | 11          |                        | 459.96              | 935.76             |
|            |                        | =====       |                        | =====               | =====              |

# Earnings Register

---

**Report Writer name**

Earnings Register

**Report tables**

Payroll Temp Earning Report

Payroll Master

**Range**

Employee ID

The Earnings Register lists monthly, quarterly, and yearly gross-to-net wage summary information for each employee. This report also lists tips wages and tips taxes information.

**Printing Instructions**

1. Choose Reports >> Payroll >> Wage and Hour to open the Wage and Hour Reports window.
2. Select Earnings Register from the Reports list and choose New to open the Wage and Hour Report Options window.
3. Enter an option name and create a report option to restrict the report. Enter the dates to print information for.
4. Choose Destination. Select a printing destination and choose OK. The Wage and Hour Report Options window will be redisplayed.
5. Choose Print.

You can print the Earnings Register from either the Wage and Hour Reports window or the Wage and Hour Report Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Earnings Register

System: 5/28/2007 11:48:53 AM  
 User Date: 5/28/2007

Fabrikam, Inc.  
 EARNINGS REGISTER  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Employee ID: First - Last  
 Sort By: Employee ID  
 Date From-To: 1/1/2007 - 4/30/2007

| Employee ID      | Name              | Social Security Number |                                  |
|------------------|-------------------|------------------------|----------------------------------|
| BARB0001         | Barbariol, Angela | 986-22-5953            |                                  |
|                  | Gross Wages       | \$6,840.00             | Net Wages \$4,920.40             |
|                  | FICA Soc Sec Tax  | \$422.53               | Charged Tips \$0.00              |
|                  | FICA Medicare Tax | \$98.82                | Reported Tips \$0.00             |
|                  | Federal Tax       | \$901.42               | FICA Soc Sec Tax on Tips \$0.00  |
|                  | State Tax         | \$266.63               | FICA Medicare Tax on Tips \$0.00 |
|                  | Local Tax         | \$0.00                 | Federal Tax on Tips \$0.00       |
|                  | Deductions        | \$230.20               |                                  |
| BARR0001         | Barr, Adam        | 944-22-9198            |                                  |
|                  | Gross Wages       | \$4,600.96             | Net Wages \$3,390.24             |
|                  | FICA Soc Sec Tax  | \$256.45               | Charged Tips \$0.00              |
|                  | FICA Medicare Tax | \$59.97                | Reported Tips \$0.00             |
|                  | Federal Tax       | \$336.70               | FICA Soc Sec Tax on Tips \$0.00  |
|                  | State Tax         | \$92.85                | FICA Medicare Tax on Tips \$0.00 |
|                  | Local Tax         | \$0.00                 | Federal Tax on Tips \$0.00       |
|                  | Deductions        | \$464.75               |                                  |
| BONI0001         | Bonifaz, Luis     | 982-58-1991            |                                  |
|                  | Gross Wages       | \$6,070.20             | Net Wages \$4,850.82             |
|                  | FICA Soc Sec Tax  | \$374.80               | Charged Tips \$0.00              |
|                  | FICA Medicare Tax | \$87.66                | Reported Tips \$0.00             |
|                  | Federal Tax       | \$540.54               | FICA Soc Sec Tax on Tips \$0.00  |
|                  | State Tax         | \$191.38               | FICA Medicare Tax on Tips \$0.00 |
|                  | Local Tax         | \$0.00                 | Federal Tax on Tips \$0.00       |
|                  | Deductions        | \$25.00                |                                  |
| BUCH0001         | Buchanan, Nancy   | 816-93-2541            |                                  |
|                  | Gross Wages       | \$5,327.56             | Net Wages \$3,897.23             |
|                  | FICA Soc Sec Tax  | \$313.23               | Charged Tips \$0.00              |
|                  | FICA Medicare Tax | \$78.98                | Reported Tips \$0.00             |
|                  | Federal Tax       | \$489.68               | FICA Soc Sec Tax on Tips \$0.00  |
|                  | State Tax         | \$110.29               | FICA Medicare Tax on Tips \$0.00 |
|                  | Local Tax         | \$0.00                 | Federal Tax on Tips \$0.00       |
|                  | Deductions        | \$99.12                |                                  |
| Report Totals:   |                   |                        |                                  |
|                  | Gross Wages       | \$22,828.72            | Net Wages \$17,058.69            |
|                  | FICA Soc Sec Tax  | \$1,367.01             | Charged Tips \$0.00              |
|                  | FICA Medicare Tax | \$325.43               | Reported Tips \$0.00             |
|                  | Federal Tax       | \$2,268.34             | FICA Soc Sec Tax on Tips \$0.00  |
|                  | State Tax         | \$661.15               | FICA Medicare Tax on Tips \$0.00 |
|                  | Local Tax         | \$0.00                 | Federal Tax on Tips \$0.00       |
|                  | Deductions        | \$819.07               |                                  |
| Total Employees: | 4                 |                        |                                  |

# Employee Pay History Report

---

## Report Writer name

Employee Pay History Report

## Report tables

Payroll Transaction History

Payroll Earnings History

Payroll Master

Payroll Pay Code Setup

## Ranges

Employee ID

Pay Code

Pay Date

Department

## Sorting options

by Employee ID/Pay Code

by Employee ID/Pay Date

The Employee Pay History Report shows the pay code, pay date, department, job, hours worked, days worked, weeks worked, pay rate, and amount paid to each employee. Print this report to review the pay history of each employee.

## Printing Instructions

1. Choose Reports >> Payroll >> History to open the Payroll History Reports window.
2. Select Employee Pay History from the Reports list and choose New to open the Payroll History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Payroll History Report Options window will be redisplayed.
5. Choose Print.

You can print the Employee Pay History Report from either the Payroll History Reports window or the Payroll History Report Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Employee Pay History Report

System: 5/2/2007 3:01:32 PM  
 User Date: 5/2/2007

Fabrikam, Inc.  
 EMPLOYEE PAY HISTORY REPORT  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Employee ID ACKE0001 - CLAY0001  
 Pay Code First - Last  
 Pay Date First - Last  
 Department First - Last

Sort By: Employee ID/Pay Date

| Employee ID         | Code | Pay Date  | Dept | Position | Amount     | Hours       | Pay Rate    | Days   | Weeks | W/Comp | SUTA | FUTA |
|---------------------|------|-----------|------|----------|------------|-------------|-------------|--------|-------|--------|------|------|
| ACKE0001            | SALY | 1/15/2007 | SPTS | CSP      | \$850.96   | 78.67       | \$10.81     | 9.00   | 1.90  | ILWC01 | IL   | Y    |
| ACKE0001            | SALY | 1/31/2007 | SPTS | CSP      | \$937.50   | 86.67       | \$22,500.00 | 9.00   | 1.90  | ILWC01 | IL   | Y    |
| Total Transactions: |      |           |      |          | 2          | \$1,788.46  | 165.34      | 18.00  | 3.80  |        |      |      |
| BARB0001            | HOLI | 1/15/2007 | INST | TEC      | \$120.80   | 8.00        | \$15.10     | 0.00   | 0.00  | INWC01 | IN   | Y    |
| BARB0001            | HOUR | 1/15/2007 | INST | TEC      | \$1,087.20 | 72.00       | \$15.10     | 9.00   | 18.00 | INWC01 | IN   | Y    |
| BARB0001            | HOUR | 1/31/2007 | INST | TEC      | \$1,208.00 | 80.00       | \$15.10     | 10.00  | 2.00  | INWC01 | IN   | Y    |
| Total Transactions: |      |           |      |          | 3          | \$2,416.00  | 160.00      | 19.00  | 20.00 |        |      |      |
| BARR0001            | HOLI | 1/15/2007 | INST | TEC      | \$128.80   | 8.00        | \$16.10     | 0.00   | 0.00  | WIWC01 | WI   | Y    |
| BARR0001            | HOUR | 1/15/2007 | INST | TEC      | \$1,030.40 | 64.00       | \$16.10     | 8.00   | 1.60  | WIWC01 | WI   | Y    |
| BARR0001            | VACN | 1/15/2007 | INST | TEC      | \$128.80   | 8.00        | \$16.10     | 0.00   | 0.00  | WIWC01 | WI   | Y    |
| BARR0001            | HOUR | 1/31/2007 | INST | TEC      | \$1,288.00 | 80.00       | \$16.10     | 10.00  | 20.00 | WIWC01 | WI   | Y    |
| Total Transactions: |      |           |      |          | 4          | \$2,576.00  | 160.00      | 18.00  | 21.60 |        |      |      |
| BONI0001            | SALY | 1/15/2007 | INST | SUP      | \$1,191.35 | 78.67       | \$15.14     | 9.00   | 1.90  | ILWC02 | IL   | Y    |
| BONI0001            | SALY | 1/31/2007 | INST | SUP      | \$1,191.35 | 78.67       | \$15.14     | 9.00   | 1.90  | ILWC02 | IL   | Y    |
| Total Transactions: |      |           |      |          | 2          | \$2,382.70  | 157.34      | 18.00  | 3.80  |        |      |      |
| BUCH0001            | SALY | 1/15/2007 | SALE | FSR      | \$756.41   | 78.67       | \$9.61      | 9.00   | 1.90  | NEWC01 | NE   | Y    |
| BUCH0001            | SALY | 1/31/2007 | SALE | FSR      | \$833.33   | 86.67       | \$20,000.00 | 9.00   | 1.90  | NEWC01 | NE   | Y    |
| Total Transactions: |      |           |      |          | 2          | \$1,589.74  | 165.34      | 18.00  | 3.80  |        |      |      |
| CHEN0001            | SALY | 1/15/2007 | SALE | ISR      | \$627.67   | 78.67       | \$7.97      | 9.00   | 1.90  | ILWC01 | IL   | Y    |
| CHEN0001            | SALY | 1/31/2007 | SALE | ISR      | \$691.50   | 86.67       | \$16,596.00 | 9.00   | 1.90  | ILWC01 | IL   | Y    |
| Total Transactions: |      |           |      |          | 2          | \$1,319.17  | 165.34      | 18.00  | 3.80  |        |      |      |
| CLAY0001            | SALY | 1/15/2007 | INST | SUP      | \$1,191.35 | 78.67       | \$15.14     | 9.00   | 1.90  | NEWC01 | NE   | Y    |
| CLAY0001            | SALY | 1/31/2007 | INST | SUP      | \$1,312.50 | 86.67       | \$31,500.00 | 9.00   | 1.90  | NEWC01 | NE   | Y    |
| Total Transactions: |      |           |      |          | 2          | \$2,503.85  | 165.34      | 18.00  | 3.80  |        |      |      |
| Total Employees:    |      |           |      |          | 7          | \$14,575.92 | 1138.70     | 127.00 | 60.60 |        |      |      |

# Check Register

---

## Report Writer names

Check Register  
Reprint Check Register

## Report table

Payroll Check History  
Payroll Master  
Payroll Distribution History  
Header  
Payroll Work Check

The Check Register shows detailed information for each payroll check in a computer check run or each manual check. The employee ID, employee name, department, Social Security number, gross pay, deductions, and net pay are shown for each check. The tax withholding and liability amounts for a pay run are summarized at the end of the report. The Payroll Check Register will be printed automatically after you post a check run. This report is part of the audit trail code and should be kept with your permanent records.

You can print posting reports only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can reprint the Check Register at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and you haven't removed history for the transactions.

## Printing Instructions

1. Choose Reports >> Payroll >> Reprint Journals to open the Reprint Payroll Posting Journals window.
2. Select Check Register from the Reports list and choose New to open the Reprint Payroll Posting Journal Report Options window.
3. Enter or select an audit trail code and create a report option.
4. Choose Destination. Select a printing destination and choose OK. The Reprint Payroll Posting Journal Report Options window will be redisplayed.
5. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Check Register

System: 5/2/2007 3:08:42 PM  
 User Date: 5/2/2007

Fabrikam, Inc.  
 REPRINT CHECK REGISTER  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

Check Date: 1/15/2007  
 Checkbook ID: PAYROLL  
 Batch ID:

Audit Trail Code: UPRCC00000001

Trx Total Actual:  
 Employee Total Actual:  
 Approved: No  
 \*=Voided

Trx Total Control:  
 Employee Total Control:  
 Approved By:  
 Approval Date:

| Employee ID<br>for Voiding | Employee Name       | Dept | SSN         | Gross Pay   | Deductions | Net Pay     | Check Number | Reason |
|----------------------------|---------------------|------|-------------|-------------|------------|-------------|--------------|--------|
| DIAZ0001                   | BRENDA DIAZ         | INST | 484-66-9938 | \$1,368.00  | \$390.22   | \$977.78    | 10000        |        |
| ACKE0001                   | PILAR ACKERMAN      | SPTS | 917-23-9833 | \$850.96    | \$225.04   | \$625.92    | 10001        |        |
| BARB0001                   | ANGEAL BARBARIOL    | INST | 986-22-5953 | \$1,208.00  | \$243.52   | \$964.48    | 10002        |        |
| BARR0001                   | ADAM BARR           | INST | 944-22-9198 | \$1,288.00  | \$355.98   | \$932.02    | 10003        |        |
| BUCH0001                   | NANCY BUCHANAN      | SALE | 816-93-2541 | \$756.41    | \$153.95   | \$602.46    | 10004        |        |
| BONI0001                   | LUIS BONIFAZ        | INST | 982-58-1991 | \$1,191.35  | \$305.01   | \$886.34    | 10005        |        |
| CLAY0001                   | JANE CLAYTON        | INST | 944-56-3896 | \$1,191.35  | \$319.70   | \$871.65    | 10006        |        |
| DELA0001                   | AIDAN DELANEY       | ACCT | 000-20-9416 | \$824.91    | \$253.22   | \$571.69    | 10007        |        |
| DOYL0001                   | PATRICIA DOYLE      | ACCT | 983-05-7712 | \$808.76    | \$169.75   | \$639.01    | 10008        |        |
| ERIC0001                   | GREGORY J. ERICKSON | SALE | 952-04-4294 | \$907.70    | \$244.55   | \$663.15    | 10009        |        |
| FLOO0001                   | KATHIE FLOOD        | SPTS | 831-19-5071 | \$828.27    | \$188.59   | \$639.68    | 10010        |        |
| MARU0001                   | ROGER HARUI         | SALE | 000-16-9812 | \$907.70    | \$180.80   | \$726.90    | 10011        |        |
| JAMI0001                   | JAY JAMISON         | PCRC | 000-43-9112 | \$1,229.17  | \$348.08   | \$881.09    | 10012        |        |
| KENN0001                   | KEVIN KENNEDY       | SALE | 983-37-3903 | \$914.43    | \$219.69   | \$694.74    | 10013        |        |
| LEVY0001                   | STEVEN B. LEVY      | ACCT | 000-44-4808 | \$1,146.49  | \$337.20   | \$809.29    | 10014        |        |
| LYSA0001                   | JENNY LYSAKER       | SALE | 000-55-2831 | \$679.07    | \$165.01   | \$514.06    | 10015        |        |
| LYON0001                   | ROBERT LYON         | SALE | 980-67-3414 | \$659.29    | \$155.46   | \$503.83    | 10016        |        |
| MART0001                   | SANDRA I. MARTINEZ  | INST | 912-63-0331 | \$1,256.00  | \$349.73   | \$906.27    | 10017        |        |
| REEV0001                   | RANDY REEVES        | ADMN | 943-94-3391 | \$985.49    | \$238.84   | \$746.65    | 10018        |        |
| STEW0001                   | JIM STEWART         | ADMN | 921-29-4788 | \$1,840.13  | \$555.46   | \$1,284.67  | 10019        |        |
| TIBB0001                   | DIANE TIBBOTT       | SPTS | 000-64-2921 | \$898.62    | \$292.90   | \$605.72    | 10020        |        |
| TIAN0001                   | MIKE TIANO          | INST | 000-73-8127 | \$1,128.00  | \$265.02   | \$862.98    | 10021        |        |
| WEST0001                   | PAUL WEST           | SALE | 000-94-3444 | \$907.70    | \$218.74   | \$688.96    | 10022        |        |
| CHEN0001                   | JOHN Y. CHEN        | SALE | 000-92-2390 | \$627.67    | \$146.57   | \$481.10    | 10023        |        |
| YOUN0001                   | ROB YOUNG           | SPTS | 000-55-9183 | \$805.58    | \$198.70   | \$606.88    | 10024        |        |
| KAHN0001                   | WENDY BETH KAHN     | SALE | 000-36-2841 | \$652.75    | \$169.55   | \$483.20    | 10025        |        |
| Totals:                    |                     |      |             | \$25,861.80 | \$6,691.28 | \$19,170.52 |              |        |

|                  |                 |                   |                  |                      |              |               |
|------------------|-----------------|-------------------|------------------|----------------------|--------------|---------------|
| Payroll Summary: | Federal Tax W/H | FICA Medicare W/H | FICA Soc Sec W/H | Employer FICA Owed   | Advanced EIC | Payments Made |
|                  | \$2,563.97      | \$372.05          | \$1,590.92       | \$1,962.97           |              | \$0.00        |
|                  | Uncollected:    | FICA Medicare Tax | FICA Soc Sec Tax |                      |              |               |
|                  |                 | \$0.00            | \$0.00           |                      |              |               |
|                  |                 |                   |                  | Total Tax Liability: |              | \$6,489.91    |

# Department Posting Journal

---

## Report Writer names

Department Register  
Reprint Department Register

## Report tables

Payroll Transaction History  
Payroll Work Pay Code  
Payroll Work Master  
Payroll Department Setup

The Department Posting Journal shows the hour and dollar amounts for each department included in a pay run. The Department Posting Journal will be printed automatically when you post a check run. This report is a part of the audit trail and should be kept with your permanent records.

You can print posting journals only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.



*You can send the posting journal to a file and to the printer, in case of a printer error. You can print the contents of this file at any time.*

Posting journals printed for individually posted transactions generally are the same as posting journals printed for batch transactions. However, the reports for individually posted transactions contain information only for the transactions you entered and posted since you opened the Payroll Transaction Entry window.

You can reprint the Department Posting Journal at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

1. Choose Reports >> Payroll >> Reprint Journals to open the Reprint Payroll Posting Journals window.
2. Select Department Register from the Reports list and choose New to open the Reprint Payroll Posting Journal Report Options window.
3. Enter or select an audit trail code and create a report option.
4. Choose Destination. Select a printing destination and choose OK. The Reprint Payroll Posting Journal Report Options window will be redisplayed.
5. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Department Posting Journal

---

System: 5/2/2007 3:20:47 PM  
 User Date: 5/2/2007

Fabrikam, Inc.  
 REPRINT DEPARTMENT POSTING JOURNAL  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Audit Trail Code UPRCC00000001

| Department |                      | Pay Period Hours | Pay Period Dollars |
|------------|----------------------|------------------|--------------------|
| ACCT       | Accounting           | 314.68           | \$3,550.41         |
| ADMN       | Administration       | 157.34           | \$2,825.62         |
| INST       | Installation         | 557.34           | \$8,630.70         |
| PCRC       | Purchasing/Receiving | 78.67            | \$1,229.17         |
| SALE       | Sales                | 708.03           | \$7,012.72         |
| SPTS       | Support Services     | 314.68           | \$3,383.43         |
| -----      |                      | -----            | -----              |
| 6          | Department Code(s)   | Totals: 2,130.74 | \$26,632.05        |
| =====      |                      | =====            | =====              |

# Vacation/Sick Time Accrual Register

---

## Report Writer name

Reprint Vac/Sick Accrual Register

## Report tables

Payroll Check History  
Payroll Master  
Payroll Tax Liability

The Vacation/Sick Time Accrual Register shows the amount of vacation benefits and sick time accrued for eligible employees during a pay period. The Vacation/Sick Time Accrual Register is printed automatically when you post a check run. This report is a part of the audit trail and should be kept with your permanent records.

You can print posting reports only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.



*You can send the posting report to a file and to the printer, in case of a printing error. The contents of this file can be printed at any time.*

Posting reports printed for individually posted transactions generally are the same as posting reports printed for batch transactions. However, the reports for individually posted transactions contain information only for the transactions you entered and posted since you opened the Payroll Transaction Entry window.

You can reprint the Vacation/Sick Time Accrual Register at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and you haven't removed history for the transactions.

## Printing Instructions

1. Choose Reports >> Payroll >> Reprint Journals to open the Reprint Payroll Posting Journals window.
2. Select Vac/Sick Time Accrual Register from the Reports list and choose New to open the Reprint Payroll Posting Journal Report Options window.
3. Enter or select an audit trail code and create a report option.
4. Choose Destination. Select a printing destination and choose OK. The Reprint Payroll Posting Journal Report Options window will be redisplayed.
5. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Vacation/Sick Time Accrual Register

System: 5/2/2007 3:25:22 PM  
 User Date: 5/2/2007

Fabrikam, Inc.  
 REPRINT VACATION/SICK TIME ACCRUAL REGISTER  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Audit Trail Code UPRCC00000001

\*\*\*=Multiple or no vacation/sick pay records exist

| Department | Employee ID            | Employee Name       | SSN         | Accrued<br>Vac Hrs | Accrued<br>Vac Liab | Vacation<br>Available | Accrued<br>Sick Hours | Accrued<br>Sick Liab | Sick Time<br>Available |
|------------|------------------------|---------------------|-------------|--------------------|---------------------|-----------------------|-----------------------|----------------------|------------------------|
| -----      |                        |                     |             |                    |                     |                       |                       |                      |                        |
| ACCT       | **** DELA0001          | AIDAN DELANEY       | 000-20-9416 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** DOYL0001          | PATRICIA DOYLE      | 983-05-7712 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** LEVY0001          | STEVEN B. LEVY      | 000-44-4808 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | Totals for Department: |                     |             | 9.99               | \$0.00              | 249.99                | 5.01                  | \$0.00               | 125.01                 |
| ADMN       | **** REEV0001          | RANDY REEVES        | 943-94-3391 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** STEW0001          | JIM STEWART         | 921-29-4788 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | Totals for Department: |                     |             | 6.66               | \$0.00              | 166.66                | 3.34                  | \$0.00               | 83.34                  |
| INST       | **** DIAZ0001          | BRENDA DIAZ         | 484-66-9938 | 3.08               | \$0.00              | 83.08                 | 1.54                  | \$0.00               | 41.54                  |
|            | **** BARB0001          | ANGELA BARBARIOL    | 986-22-5953 | 3.08               | \$0.00              | 83.08                 | 1.54                  | \$0.00               | 41.54                  |
|            | **** BARR0001          | ADAM BARR           | 944-22-9198 | 3.08               | \$49.59             | 83.08                 | 1.54                  | \$0.00               | 41.54                  |
|            | **** BONI0001          | LUIS BONIFAZ        | 982-58-1991 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** CLAY0001          | JANE CLAYTON        | 944-56-3896 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** HARU0001          | ROGER HARUI         | 000-16-9812 | 3.08               | \$0.00              | 83.08                 | 1.54                  | \$24.18              | 41.54                  |
|            | **** TIAN0001          | MIKE TIANO          | 000-73-8127 | 3.08               | \$0.00              | 83.08                 | 1.54                  | \$0.00               | 41.54                  |
|            | Totals for Department: |                     |             | 22.06              | \$49.59             | 582.06                | 11.04                 | \$24.18              | 291.04                 |
| PCRC       | **** JAMI0001          | JAY JAMISON         | 000-43-9112 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | Totals for Department: |                     |             | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
| SALE       | **** BUCH0001          | NANCY BUCHANAN      | 816-93-2541 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** ERIC0001          | GREGORY J. ERICKSON | 952-04-4294 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** MART0001          | SANDRA I. MARTINEZ  | 912-63-0331 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** KENN0001          | KEVIN KENNEDY       | 983-37-3903 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** LYSA0001          | JENNY LYSAKER       | 000-55-2831 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** LYON0001          | ROBERT LYON         | 980-67-3414 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** WEST0001          | PAUL WEST           | 000-94-3444 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** CHEN0001          | JOHN Y. CHEN        | 000-92-2390 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** MUGH0001          | SALMAN MUGHAL       | 912-12-9448 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | Totals for Department: |                     |             | 29.97              | \$0.00              | 749.97                | 15.03                 | \$0.00               | 375.03                 |
| SPTS       | **** ACKE0001          | PILAR ACKERMAN      | 917-23-9833 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** FLOO0001          | KATHIE FLOOD        | 831-19-5071 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** TIBB0001          | DIANE TIBBOTT       | 000-64-2921 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | **** YOUN0001          | ROB YOUNG           | 000-55-9183 | 3.33               | \$0.00              | 83.33                 | 1.67                  | \$0.00               | 41.67                  |
|            | Totals for Department: |                     |             | 13.32              | \$0.00              | 333.32                | 6.68                  | \$0.00               | 166.68                 |
| -----      |                        |                     |             | -----              |                     |                       |                       |                      |                        |
|            | 26                     | Employee(s)         | Totals:     | 85.33              | \$49.59             | 2165.33               | 42.77                 | \$24.18              | 1082.77                |
| =====      |                        |                     |             | =====              |                     |                       |                       |                      |                        |

# Company Benefits List

---

**Report Writer name**

Company Benefits List

The Company Benefits List provides a list of the company benefits set up in Payroll.

**Report table**

Payroll Benefit Setup

**Printing Instructions**

1. Choose Reports >> Payroll >> Setup to open the Payroll Setup Reports window.
2. Select Benefit Codes from the Reports list and choose New to open the Payroll Setup Report Options window.
3. Enter an option name.
4. Choose Destination. Select a printing destination and choose OK. The Payroll Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Company Benefits List from either the Payroll Setup Reports window or the Payroll Setup Report Options window. You also can save the report option and print later.

You also can choose File >> Print while working in the Benefit Setup window.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Company Benefits List

---

System: 5/2/2007 3:28:36 PM  
User Date: 5/2/2007

Fabrikam, Inc.  
COMPANY BENEFITS LIST  
U.S. Payroll

Page: 1  
User ID: LESSONUSER1

\* = Inactive

| Code | Description | Taxable |
|------|-------------|---------|
|------|-------------|---------|

---

|      |                   |  |
|------|-------------------|--|
| 401K | 401(K)            |  |
| INS  | Insurance Premium |  |
| LIFE | Life Insurance    |  |

-----  
3      Benefit Code(s)

=====

# Department Codes List

---

## Report Writer name

Department List

The Department Codes List displays a list of the department codes set up in Payroll, along with their descriptions.

## Report tables

Payroll Department Setup  
Record Notes Master

## Printing Instructions

1. Choose Reports >> Payroll >> Setup to open the Payroll Setup Reports window.
2. Select Department Codes from the Reports list and choose New to open the Payroll Setup Report Options window.
3. Enter an option name.
4. Choose Destination. Select a printing destination and choose OK. The Payroll Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Department Codes List from either the Payroll Setup Reports window or the Payroll Setup Report Options window. You also can save the report option and print later.

You also can choose File >> Print while working in the Department Setup window to print the Department Codes List.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Department Codes List

---

System: 5/2/2007 3:30:36 PM  
User Date: 5/2/2007

Fabrikam, Inc.  
DEPARTMENT CODES LIST  
U.S. Payroll

Page: 1  
User ID: LESSONUSER1

Code Description

-----  
ACCT Accounting  
ADMN Administration  
INST Installation  
PCRC Purchasing/Receiving  
SALE Sales  
SPTS Support Services

-----  
6 Department Code(s)  
=====

# Supervisor Codes List

---

## Report Writer name

Supervisor Codes List

The Supervisor Codes List displays a list of all the supervisor codes set up in Payroll, along with their descriptions.

## Report tables

Payroll Setup Supervisor

## Printing Instructions

1. Choose Reports >> Payroll >> Setup to open the Payroll Setup Reports window.
2. Select Supervisor Codes from the Reports list and choose New to open the Payroll Setup Report Options window.
3. Enter an option name.
4. Choose Destination. Select a printing destination and choose OK. The Payroll Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Supervisor Codes List from either the Payroll Setup Reports window or the Payroll Setup Report Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Supervisor Codes List

---

System: 6/9/2004  
User Date: 4/12/2007

10:21:14 AM

## SUPERVISOR CODES LIST

Fabrikam, Inc.  
Payroll

Page: 1  
User ID: sa

---

| Code:  | Description:       |
|--------|--------------------|
| SUPMGR | Support Manager    |
| TECMGR | Technician Manager |

---

Supervisor Code(s): 2

# Benefit Summary

---

## Report Writer name

Monthly Benefit Summary  
Report  
Cross Company Period End  
Benefit Summary

## Report table

Payroll Temp Benefit  
Summary  
uprCrossCompanyEmpMstrT  
emp3  
Company Master

## Ranges

Employee ID  
Class ID  
Department  
Position

The Benefit Summary report lists the totals for each benefit for a specified period.

## Printing Instructions

To print information for one company using the Period-End Payroll Reports window:

1. Choose Reports >> Payroll >> Period-End to open the Period-End Payroll Reports window.
2. Enter range information to restrict the report.
3. Enter the dates to print the report for and select Benefit Summary from the Reports list.
4. Mark whether to post liabilities to FUTA, SUTA, or Workers' Compensation Tax, and enter a posting date.
5. Choose Process.
6. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.
2. Select Period End from the Reports list and Benefit Summary from the Sub-reports list.
3. Choose New to open the Payroll Cross-Company Options window.
4. Enter an option name and create a report option to sort or restrict the report. Enter the dates to print the report for.
5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
6. Choose Print.

You can print as many period-end reports as you want.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Benefit Summary

---

System: 3/15/2007 11:26:46 AM  
User Date: 3/15/2007

Fabrikam, Inc.  
Benefit Summary  
U.S. Payroll

Page: 1  
User ID: LESSONUSER1

Ranges:

Employee ID: First - Last  
Class ID: First - Last  
Department: First - Last  
Position: First - Last

Date From: 1/1/2007  
Date To: 1/31/2007

\* Indicates Taxable

| Benefit Code | Total      |
|--------------|------------|
| 401K         | \$354.41   |
| INS          | \$2,665.44 |
|              | -----      |
|              | \$3,019.85 |
|              | =====      |

# Payroll Summary

---

## Report Writer name

Monthly Payroll Summary  
Cross Company Period End  
Payroll Summary

## Report table

Payroll Temp Payroll  
Summary  
uprCrossCompanyEmpMstrT  
emp3  
Company Master

## Ranges

Employee ID  
Class ID  
Department  
Position

The Payroll Summary report lists the amounts for gross wages, advance earned income credit payments, federal taxes withheld, FICA wages, FICA taxes withheld, and net wages for a specified period.

## Printing Instructions

To print information for one company using the Period-End Payroll Reports window:

1. Choose Reports >> Payroll >> Period-End to open the Period-End Payroll Reports window.
2. Enter range information to restrict the report.
3. Enter the dates to print the report for and select Payroll Summary from the Reports list.
4. Mark whether to post liabilities to FUTA, SUTA, or Workers' Compensation Tax, and enter a posting date.
5. Choose Process.
6. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.
2. Select Period End from the Reports list and Payroll Summary from the Sub-reports list.
3. Choose New to open the Payroll Cross-Company Options window.
4. Enter an option name and create a report option to sort or restrict the report. Enter the dates to print the report for.
5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
6. Choose Print.

You can print as many period-end reports as you want.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Payroll Summary

---

System: 3/15/2007 11:32:34 AM  
User Date: 3/15/2007

Fabrikam, Inc.  
Payroll Summary  
U.S. Payroll

Page: 1  
User ID: LESSONUSER1

Ranges:

Employee ID: First - Last  
Class ID: First - Last  
Department: First - Last  
Position: First - Last

Date From: 1/1/2006  
Date To: 12/31/2006

| Description            | Total       |
|------------------------|-------------|
| Gross Wages            | \$54,665.39 |
| Federal Wages          | \$0.00      |
| Advanced EIC Payments  | \$0.00      |
| Federal Taxes Withheld | \$5,352.79  |
| FICA Soc Sec Wages     | \$52,720.49 |
| FICA Soc Sec Withheld  | \$3,268.67  |
| FICA Medicare Wages    | \$52,720.49 |
| FICA Medicare Withheld | \$764.46    |
| Net Wages              | \$40,545.33 |

# Position Summary

---

## Report Writer name

Monthly Position Summary  
Report  
Cross Company Period End  
Position Summary

## Report tables

Payroll Temp Job Summary  
uprCrossCompanyEmpMstrT  
emp3  
Company Master

## Ranges

Employee ID  
Class ID  
Department  
Position

The Position Summary report lists the wages and hours for each position code in a specified period.

## Printing Instructions

To print information for one company using the Period-End Payroll Reports window:

1. Choose Reports >> Payroll >> Period-End to open the Period-End Payroll Reports window.
2. Enter range information to restrict the report.
3. Enter the dates to print the report for and select Position Summary from the Reports list.
4. Mark whether to post liabilities to FUTA, SUTA, or Workers' Compensation Tax, and enter a posting date.
5. Choose Process.
6. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.
2. Select Period End from the Reports list and Position Summary from the Sub-reports list.
3. Choose New to open the Payroll Cross-Company Options window.
4. Enter an option name and create a report option to sort or restrict the report. Enter the dates to print the report for.
5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
6. Choose Print.

You can print as many period-end reports as you want.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Position Summary

---

System: 3/15/2007 11:47:14 AM  
User Date: 3/15/2007

Fabrikam, Inc.  
Position Summary  
U.S. Payroll

Page: 1  
User ID: LESSONUSER1

Ranges:

Employee ID: First - Last  
Class ID: First - Last  
Department: First - Last  
Position: First - Last

Date From: 1/1/2006  
Date To: 12/31/2006

Position  
Code

Wages

|      |             |
|------|-------------|
| ACCT | \$2,409.57  |
| ADA  | \$3,993.05  |
| APA  | \$0.00      |
| ATC  | \$4,968.41  |
| CEO  | \$3,493.13  |
| CSP  | \$7,110.93  |
| FSR  | \$7,220.54  |
| ISR  | \$5,503.87  |
| MGR  | \$2,512.00  |
| PRA  | \$2,583.34  |
| SUP  | \$4,886.55  |
| TEC  | \$9,984.00  |
|      | -----       |
|      | \$54,665.39 |
|      | =====       |

# FUTA Summary

---

## Report Writer name

Monthly FUTA Report  
Cross Company Period End  
FUTA Summary

## Report tables

Payroll Temp Mthly Futa Print  
uprCrossCompanySummRpts  
Temp  
Company Master

## Ranges

Employee ID  
Class ID  
Department  
Position

The FUTA Summary report is an audit trail report that totals compensation and taxable wages for a specified period. This report lists the period and taxable wages for the employee. The report also provides the total FUTA tax due.

## Printing Instructions

To print information for one company using the Period-End Payroll Reports window:

1. Choose Reports >> Payroll >> Period-End to open the Period-End Payroll Reports window.
2. Enter range information to restrict the report.
3. Enter the dates to print the report for and select FUTA Summary from the Reports list.
4. Mark whether to post liabilities to FUTA, SUTA, or Workers' Compensation Tax, and enter a posting date.
5. Choose Process.
6. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.
2. Select Period End from the Reports list and FUTA Summary from the Sub-reports list.
3. Choose New to open the Payroll Cross-Company Options window.
4. Enter an option name and create a report option to sort or restrict the report. Enter the dates to print the report for.
5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
6. Choose Print.

You can print as many period-end reports as you want.

For more information about printing Payroll reports, refer to the Payroll documentation.

# FUTA Summary

System: 3/15/2007 11:53:18 AM  
 User Date: 3/15/2007

Fabrikam, Inc.  
 FUTA Summary  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

Employee ID: First - Last  
 Class ID: First - Last  
 Department: First - Last  
 Position: First - Last

Date From: 1/1/2006  
 Date To: 12/31/2006

(Does not include Tax Sheltered Annuities)

| SOC-SEC-NUM                                | Employee Name        | Wages       | Weeks  | YTD Wages<br>for the Period | Taxable<br>Wages | YTD Taxable<br>Wages<br>for the Period |
|--|----------------------|-------------|--------|-----------------------------|------------------|--|
| 917-23-9833                                | Ackerman, Pilar      | \$1,602.56  | 3.80   | \$1,602.56                  | \$1,602.56       | \$1,602.56                             |
| 986-22-5953                                | Barbariol, Angela    | \$2,406.00  | 20.00  | \$2,406.00                  | \$2,406.00       | \$2,406.00                             |
| 944-22-9198                                | Barr, Adam           | \$2,462.96  | 21.60  | \$2,462.96                  | \$2,462.96       | \$2,462.96                             |
| 982-58-1991                                | Bonifaz, Luis        | \$2,301.22  | 3.80   | \$2,301.22                  | \$2,301.22       | \$2,301.22                             |
| 816-93-2541                                | Buchanan, Nancy      | \$1,532.05  | 3.80   | \$1,532.05                  | \$1,532.05       | \$1,532.05                             |
| 000-92-2390                                | Chen, John Y.        | \$1,269.59  | 3.80   | \$1,269.59                  | \$1,269.59       | \$1,269.59                             |
| 944-56-3896                                | Clayton, Jane        | \$2,297.80  | 3.80   | \$2,297.80                  | \$2,297.80       | \$2,297.80                             |
| 000-20-9416                                | Delaney, Aidan       | \$1,397.92  | 3.80   | \$1,397.92                  | \$1,397.92       | \$1,397.92                             |
| 484-66-9938                                | Diaz, Brenda         | \$2,643.92  | 3.70   | \$2,643.92                  | \$2,643.92       | \$2,643.92                             |
| 983-05-7712                                | Doyle, Patricia      | \$1,689.76  | 3.80   | \$1,689.76                  | \$1,689.76       | \$1,689.76                             |
| 952-04-4294                                | Erickson, Gregory J. | \$1,840.47  | 3.80   | \$1,840.47                  | \$1,840.47       | \$1,840.47                             |
| 831-19-5071                                | Flood, Kathie        | \$1,554.87  | 3.80   | \$1,554.87                  | \$1,554.87       | \$1,554.87                             |
| 000-16-9812                                | Harui, Roger         | \$2,502.00  | 3.60   | \$2,502.00                  | \$2,502.00       | \$2,502.00                             |
| 000-43-9112                                | Jamison, Jay         | \$2,495.83  | 3.80   | \$2,495.83                  | \$2,495.83       | \$2,495.83                             |
| 983-37-3903                                | Kennedy, Kevin       | \$1,719.86  | 3.80   | \$1,719.86                  | \$1,719.86       | \$1,719.86                             |
| 000-44-4808                                | Levy, Steven B.      | \$2,127.29  | 3.80   | \$2,127.29                  | \$2,127.29       | \$2,127.29                             |
| 980-67-3414                                | Lyon, Robert         | \$1,334.05  | 3.80   | \$1,334.05                  | \$1,334.05       | \$1,334.05                             |
| 000-55-2831                                | Lysaker, Jenny       | \$1,241.30  | 3.80   | \$1,241.30                  | \$1,241.30       | \$1,241.30                             |
| 912-63-0331                                | Martinez, Sandra I.  | \$1,740.94  | 3.80   | \$1,740.94                  | \$1,740.94       | \$1,740.94                             |
| 912-12-9448                                | Mughal, Salman       | \$1,320.73  | 3.80   | \$1,320.73                  | \$1,320.73       | \$1,320.73                             |
| 943-94-3391                                | Reeves, Randy        | \$2,061.20  | 3.80   | \$2,061.20                  | \$2,061.20       | \$2,061.20                             |
| 921-29-4788                                | Stewart, Jim         | \$3,132.57  | 3.80   | \$3,132.57                  | \$3,132.57       | \$3,132.57                             |
| 000-73-8127                                | Tiano, Mike          | \$2,246.00  | 3.70   | \$2,246.00                  | \$2,246.00       | \$2,246.00                             |
| 000-64-2921                                | Tibbott, Diane       | \$1,676.06  | 3.80   | \$1,676.06                  | \$1,676.06       | \$1,676.06                             |
| 000-94-3444                                | West, Paul           | \$1,744.57  | 3.80   | \$1,744.57                  | \$1,744.57       | \$1,744.57                             |
| 000-55-9183                                | Young, Rob           | \$1,507.18  | 3.80   | \$1,507.18                  | \$1,507.18       | \$1,507.18                             |
| Federal Totals                             |                      | \$49,848.70 | 132.40 | \$49,848.70                 | \$49,848.70      | \$49,848.70                            |
| 26 Employee(s) Listed                      |                      |             |        | FUTA Tax Rate               | 8.00000%         |  |
| Maximum Taxable Wages/Employee: \$7,000.00 |                      |             |        | FUTA Tax Due                | \$3,987.90       |  |

# Quarterly 941 Preparation Report

---

## Report Writer name

Quarterly 941 Preparation  
Report  
Cross Company Quarter End  
941 Preparation Report

## Report table

Payroll Temp 941 Totals  
uprCrossCompanySummRpts  
Temp  
Company Master

The Quarterly 941 Preparation Report helps you prepare Form 941 for quarterly federal tax returns. This report lists the amount of FICA wages, total quarterly compensation, federal tax withheld, and FICA taxes due. Use this report to verify the accuracy of data before printing the actual Form 941. This is an audit trail report and should be kept for your records.

## Printing Instructions

To print information for one company using the Quarter-End Payroll Reports window:

1. Choose Reports >> Payroll >> Quarter-End to open the Quarter-End Payroll Reports window.
2. Mark 941 Preparation Report, and then select the quarter to print the report for.
3. Choose Process.
4. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.
2. Select Quarter End from the Reports list and 941 Preparation Report from the Sub-reports list.
3. Choose New to open the Payroll Cross-Company Options window.
4. Enter an option name and create a report option to sort or restrict the report. Select the quarter to print the report for.
5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.
6. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Quarterly 941 Preparation Report

---

System: 5/2/2007 3:43:34 PM Fabrikam, Inc. Page: 1  
 User Date: 5/2/2007 QUARTERLY 941 PREPARATION REPORT User ID: LESSONUSER1  
 U.S. Payroll

Quarter-Ending: 3/31/2007

```

-----
1 Number of Employees 27
2 Total wages and tips, plus other compensation $132,550.59
3 Total Income Tax Withheld $13,800.63
4
5 Adjusted Total of Income Tax Withheld $13,800.63
6 Taxable Social Security Wages $136,091.00 x 12.4000% = $16,875.28
  Taxable Social Security tips $0.00 x 12.4000% = $0.00
7 Taxable Medicare Wages and Tips $136,091.00 x 2.9000% = $3,946.64
8 Total Social Security and Medicare Taxes $20,821.92
9 Adjustment of Social Security and Medicare Taxes Fraction Error 0.02
  0.00
10 Adjusted Total of Social Security and Medicare Taxes $20,821.94
11 Total taxes $34,622.57
12 Advanced earned income credit $0.00
13 Net taxes $34,622.57
  
```

\* Semiweekly depositors: Complete Schedule B and check here . . . . . X

Liability for Month First Month Second Month Third Month Total For Quarter

# Calculate Checks Report

---

## Report Writer name

Precheck Report

## Report tables

Payroll Temp Precheck Report

Payroll Master

The Calculate Checks Report is printed when you calculate paychecks using the Calculate Payroll Checks window. It includes specific information such as tax amounts, deduction, and benefit amounts. Use this report to verify the dollar amounts and other information that will be printed on employee paychecks to ensure there are no errors.

You must print this report before you print paychecks and after you build paychecks.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Calculate Checks Report

System: 5/15/2007 11:59:54 AM  
 User Date: 5/15/2007

Fabrikam, Inc.  
 CALCULATE CHECKS REPORT  
 U.S. Payroll

Page: 1  
 User ID: LESSONUSER1

| Employee ID | Name              | Soc Sec #   | Pay Rate                    | Amount/Units | Gross Wages | Ben/Ded/Tax | Net Wages |
|-------------|-------------------|-------------|-----------------------------|--------------|-------------|-------------|-----------|
| -----       | -----             | -----       | -----                       | -----        | -----       | -----       | -----     |
| ACKE0001    | Ackerman, Pilar   | 917-23-9833 |                             |              |             |             |           |
| SALY        | Salary SPTS CSP   |             | \$937.50                    |              | \$937.50    |             |           |
|             |                   |             |                             |              | -----       |             |           |
|             |                   |             |                             |              | \$937.50    |             |           |
|             | Benefits:         | INS         | Insurance Premium           |              |             | \$49.36     |           |
|             |                   |             |                             |              |             | -----       |           |
|             |                   |             |                             |              |             | \$49.36     |           |
|             | Deductions:       | INS2        | Insurance (family coverage) |              |             | \$72.95     |           |
|             |                   | MED         | Medical Flex                |              |             | \$20.00     |           |
|             |                   |             |                             |              |             | -----       |           |
|             |                   |             |                             |              |             | \$92.95     |           |
|             | Taxes On Wages:   | FICA        | Soc Sec Withheld            |              |             | \$52.36     |           |
|             |                   | FICA        | Medicare Withheld           |              |             | \$12.25     |           |
|             |                   | Federal     | Withheld                    |              |             | \$69.50     |           |
|             |                   | IL State    | Withheld                    |              |             | \$19.09     |           |
|             |                   |             |                             |              |             | -----       |           |
|             |                   |             |                             |              |             | \$153.20    |           |
|             |                   |             |                             |              |             |             | -----     |
|             |                   |             |                             |              |             |             | \$641.99  |
|             |                   |             |                             |              |             |             | =====     |
| BARB0001    | Barbariol, Angela | 816-93-2541 |                             |              |             |             |           |
| SALY        | Salary SALE FSR   |             | \$833.33                    |              | \$833.33    |             |           |
|             |                   |             |                             |              | -----       |             |           |
|             |                   |             |                             |              | \$833.33    |             |           |
|             | Benefits:         | 401K        | 401(K)                      |              |             | \$9.53      |           |
|             |                   | INS         | Insurance Premium           |              |             | \$49.36     |           |
|             |                   |             |                             |              |             | -----       |           |
|             |                   |             |                             |              |             | \$58.89     |           |
|             | Deductions:       | 401K        | 401(k) Deduction            |              |             | \$28.60     |           |
|             |                   | MED         | Medical Flex                |              |             | \$5.00      |           |
|             |                   |             |                             |              |             | -----       |           |
|             |                   |             |                             |              |             | \$33.60     |           |
|             | Taxes On Wages:   | FICA        | Soc Sec Withheld            |              |             | \$51.39     |           |
|             |                   | FICA        | Medicare Withheld           |              |             | \$12.02     |           |
|             |                   | Federal     | Withheld                    |              |             | \$67.01     |           |
|             |                   | NE State    | Withheld                    |              |             | \$17.77     |           |
|             |                   | MDC         | Local Withheld              |              |             | \$6.10      |           |
|             |                   |             |                             |              |             | -----       |           |
|             |                   |             |                             |              |             | \$154.29    |           |
|             |                   |             |                             |              |             |             | -----     |
|             |                   |             |                             |              |             |             | \$586.55  |
|             |                   |             |                             |              |             |             | =====     |

-----

REPORT TOTALS:

|               |             |
|---------------|-------------|
| WAGES         | \$22,456.92 |
| REPORTED TIPS | \$270.00    |
| BENEFITS      | \$1,274.93  |
| DEDUCTIONS    | \$1,610.00  |
| TAXES         | \$4,393.02  |
| NET WAGES     | \$16,453.90 |

# Year End Employee Wage Report

---

## Report Writer name

Year End Employee Wage  
Report

## Report tables

Payroll Temp Wage Report  
Additional Records  
Payroll Year End Wage  
Payroll Year End Header

## Range

Employee ID

## Sorting options

MQGE/Employee ID  
MQGE/Employee Name  
MQGE/Dept./Name  
MQGE/Employee SSN

The Year End Employee Wage Report contains the information you created during the create year-end files process. This report contains the information that will be printed on employee W-2 statements. You can use the report to review the information before printing the actual W-2 statements.

## Printing Instructions

1. Choose Tools >> Routines >> Payroll >> Year-End Wage Rpt to open the Year-End Wage Report window.
2. Select the year and enter or select a range of employees.
3. Choose Print.
4. Select a printing destination and choose OK.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Year-End Employee Wage Report

System: 5/2/2007 12:00:16 PM  
 User Date: 5/2/2007

Fabrikam, Inc.  
 YEAR END EMPLOYEE WAGE REPORT  
 U.S. Payroll

Page 1  
 User ID: JSMITH

FICA Soc Sec Tax Rate: 6.2%  
 FICA Soc Sec Wage Limit: 57,600.00  
 FICA/Medicare Tax Rate: 1.45%  
 EIC Maximum Withholding: 0.00

Ranges:  
 Reporting Year: 2006  
 Employee ID:

Sort by:

```

-----
Employee ID STEW0001      Wages,Tips,Other Comp:    $4659.12      Federal Income Tax Withheld: $1149.07
Jim Stewart              Social Security Wages:    $1200.00      Social Security Tax Withheld: $744.00
7916 South Rose Creek    Medicare Wages $ Tips:    $1200.00      Medicare Tax Withheld:       $174.00
                          Social Security Tips:     $0.00         Allocated Tips:              $0.00
                          Advance EIC Payments:      $0.00         Dependent Care Benefits:     $0.00
Lake Forest, IL 60045-7916 Nonqualified Plans:       $0.00
  
```

Employee SSN: 917-23-9833

Employment Type:  
 Department: ADMN

W-2 Check Boxes:  
 Statutory Employee Retirement Plan

|                        |                        |
|------------------------|------------------------|
| Special Items Box:     | Other Items Box:       |
| Box Number Code Amount | Box Number Code Amount |
|                        | 14 401k 0.00           |

|       |               |             |            |                    |            |                |
|-------|---------------|-------------|------------|--------------------|------------|----------------|
| State | Employer's ID | Wages       | Income Tax | Taxing Entity Code | Other Data | Control Number |
| IL    | 320923213989  | \$22,980.00 | \$331.93   |                    |            |                |

|          |          |       |            |
|----------|----------|-------|------------|
| Locality | Tax Type | Wages | Income Tax |
|----------|----------|-------|------------|

|                          |             |                               |           |
|--------------------------|-------------|-------------------------------|-----------|
| Number of Employees:     | 27          | Federal Income Tax Withheld:  | \$5352.79 |
| Wages, Tips, Other Comp: | \$51,457.53 | Social Security Tax Withheld: | \$3268.67 |
| Social Security Wages:   | \$52,720.49 | Medicare Tax Withheld:        | \$764.46  |
| Medicare Wages & Tips:   | \$52,720.49 | Allocated Tips:               | \$0.00    |
| Social Security Tips:    | \$0.00      | Dependent Care Benefits:      | \$0.00    |
| Advance EIC Payment:     | \$0.00      |                               |           |
| Nonqualified Plans:      | \$0.00      |                               |           |

|                    |                  |
|--------------------|------------------|
| Special Items Box: | Other Items Box: |
|                    | 401k \$0.00      |

|       |             |          |          |       |     |
|-------|-------------|----------|----------|-------|-----|
| State | Wages       | Tax      | Locality | Wages | Tax |
| IL    | \$31,785.39 | \$833.60 |          |       |     |
| IN    | \$4246.47   | \$135.88 |          |       |     |
| WI    | \$2462.96   | \$145.36 |          |       |     |
| NE    | \$3829.85   | \$89.18  |          |       |     |
| MI    | \$2643.92   | \$107.54 |          |       |     |
| IA    | \$2502.00   | \$106.02 |          |       |     |
| MN    | \$1740.94   | \$32.70  |          |       |     |
| MO    | \$2246.00   | \$76.00  |          |       |     |

# W-2 Statement

---

## Report Writer names

- W-2 Laser Form
- W-2 Magnetic Media Summary Report
- W-2 One-Wide Form
- W-2 Two-Wide Form

## Report table

- Payroll Temp W-2 Forms

## Range

- Employee ID

## Sorting options

- MOGE/Employee ID
- MOGE/Employee Name
- MOGE/Dept./Name
- MOGE/Employee SSN

W-2 Statement reports are distributed to your employees for use in preparing federal, state, and local tax returns. This statement shows income earned and taxes deducted for the employee. For detailed information, refer to the Payroll manual.

Before you can print W-2 Statements, you must create the Year-End Wage File. You can edit W-2 information by choosing Tools >> Routines >> Payroll >> Edit W-2s. In the Edit W-2 Information window, choose an employee and make any necessary changes.

To print W-2 Statements, choose Tools >> Routines >> Payroll >> Print W-2s. Mark W-2 Forms Alignment to verify that the fields are aligned with the form. Mark W-2 Forms to print the W-2 Statements.

Because forms for reporting employee wages change frequently, a sample of this report hasn't been included.

For more information about printing Payroll reports, refer to the Payroll documentation.

## W-2 Statement

---

Because forms for reporting employee wages change frequently, a sample of this report isn't included here.

# Direct Deposit (detail list)

---

## Report Writer name

Direct Deposit Detail List

The Direct Deposit detail list is a summary of the accounts that are involved in Payroll Direct Deposit.

## Report tables

Direct Deposit Employee  
Account Master

Direct Deposit Employee  
Master

Payroll Master

## Printing Instructions

1. Choose Transactions >> Payroll >> Generate ACH File to open the Generate ACH File window.
2. Choose Accounts Master. The Report Destination window opens.
3. Select a printing destination and choose OK. The Direct Deposit detail list report will be printed.

For more information about printing Payroll reports, refer to the Payroll documentation.

# Direct Deposit (detail list)

System 5/2/2007  
 User Date 5/2/2007

Fabrikam, Inc.  
 Accounts Master  
 Direct Deposit for Payroll

Page: 1  
 User ID: LESSONUSER2

| Employee ID | Employee Name  | Dept. | SSN         | Routing# | Account Number | Acct. Type | Status  | Prenotes Remaining |
|-------------|----------------|-------|-------------|----------|----------------|------------|---------|--------------------|
| ACKE0001    | Pilar Ackerman | INST  | 917-23-9833 | 12       | 654321         | Checking   | Active  | 1                  |
| ACKE0001    | Pilar Ackerman | INST  | 917-23-9833 | 12       | 765430         | Checking   | Active  | 2                  |
| BARR0001    | Adam Barr      | INST  | 944-22-9198 | 87       | 098098         | Savings    | Active  | 1                  |
| BARR0001    | Adam Barr      | INST  | 944-22-9198 | 87       | 678764         | Checking   | Active  | 2                  |
| LYSA0001    | Jenny Lysaker  | SALE  | 000-55-2831 | 12       | 453214         | Checking   | Active  | 1                  |
| YOUN0001    | Rob Young      | SPTS  | 000-55-9183 | 12       | 987986         | Checking   | Active  | 1                  |
| YOUN0001    | Rob Young      | SPTS  | 000-55-9183 | 12       | 865685         | Savings    | Prenote | 1                  |
| YOUN0001    | Rob Young      | SPTS  | 000-55-9183 | 12       | 122213         | Savings    | Prenote | 1                  |



# Purchase Order Processing sample reports

This document includes information about and instructions for creating some of the more common Purchase Order Processing reports. Samples of each report also are included.

The following reports are discussed:

- [Back-Ordered Items Received Report](#)
- [Blanket Purchase Order Delivery Schedule](#)
- [Completed PO Removal Report](#)
- [Distribution Detail History Report](#)
- [Expected Shipments Report](#)
- [Invoice Cost Variance Journal](#)
- [Purchase Order](#)
- [Purchase Order Analysis Report](#)
- [Purchase Order History Report \(Detail\)](#)
- [Purchase Orders Generated](#)
- [Purchasing Invoice Distribution Detail](#)
- [Purchasing Invoice Edit List](#)
- [Purchasing Invoice Posting Journal](#)
- [Received/Not Invoiced Report](#)
- [Receivings Posting Journal](#)
- [Receivings Trx History Report \(Detail\)](#)
- [Reconcile Purchasing Documents](#)
- [Suggested Purchase Orders Report](#)

# Back-Ordered Items Received Report

---

## Report Writer names

POP Back Ordered Items  
Received  
POP Back Ordered Items  
Received by Site

## Report table

Purchasing Back Ordered  
Items Temp

## Range

Item Number

## Sorting options

Item Number  
Item Number/Site ID

The Back-Ordered Items Received Report shows items that you've received from vendors and that are back ordered in Sales Order Processing. This report indicates which items were received and which documents contain a back order for the item.

For posted transactions, the Back-Ordered Items Received Report is printed as part of the posting process in the Receivings Transaction Entry window.

## Printing Instructions

1. Choose Reports >> Purchasing >> Analysis to open the Purchasing Analysis Reports window.
2. Select Back-Ordered Items Received from the Reports list. Choose New to open the Purchasing Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Back-Ordered Items Received Report from either the Purchasing Analysis Reports window or the Purchasing Analysis Report Options window. You also can save the report option and print later.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Back-Ordered Items Received Report

System: 5/12/2007 10:22:33 AM  
 User Date: 5/12/2007

Fabrikam, Inc.  
 BACK-ORDERED ITEMS RECEIVED REPORT  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

Ranges: From: PHON-GTE-5043 To: PHON-GTE-5043  
 Item Number

Sorted By: Item Number Transactions: Unposted

^ Sales Order Processing Document Commitment

| Item Number                                  | Description     |                             |              |                     |           |        |               | Quantity Received |
|--|-----------------|-----------------------------|--------------|---------------------|-----------|--------|---------------|-------------------|
| Receipt Number                               | Receipt Date    | Site ID                     | Base U of M  |                     |           |        |               | Quantity          |
| Document Type                                | Document Number | Document Date               | Customer ID  | Requested Ship Date | Site ID   | U of M | New Unit Cost | Quantity          |
| PHON-GTE-5043<br>RCT1161                     |                 | Cordless-Grand<br>4/21/2007 | S5043        |                     | WAREHOUSE | Each   |               | 2                 |
| Total Quantity Received in Base U of M: Each |                 |                             |              |                     |           |        |               | 2                 |
| Invoice                                      | STDINV2261      | 3/12/2007                   | AARONFIT0001 | 3/12/2007           | WAREHOUSE | Each   |               | 5                 |
| Total Quantity in Base U of M: Each          |                 |                             |              |                     |           |        |               | 5                 |

# Blanket Purchase Order Delivery Schedule

---

## Report Writer names

POP Purchase Order Delivery  
Schedule

## Report tables

Purchase Order Line  
Purchase Order Work  
POP\_POLineTemp

The Blanket Purchase Order Delivery Schedule is an estimated delivery schedule for blanket purchase orders and drop-ship blanket purchase orders. Printing the delivery schedule won't release the items to the vendor. To release items to the vendor, print a purchase order.

## Printing Instructions

To print an individual purchase order delivery schedule:

1. Choose Transactions >> Purchasing >> Purchase Order Entry to open the Purchase Order Entry window. Enter or select a purchase order. Choose File >> Print to open the Purchase Order Print Options window.
2. Mark Delivery Schedule and select the currency you want to print delivery schedule in. Choose Print.

To print a range of purchase order delivery schedules:

1. Choose Transactions >> Purchasing >> Print Purchasing Documents to open the Print Purchasing Documents window.
2. Mark Delivery Schedules.
3. Select the select the currency you want to print delivery schedules ins and enter a range of purchase orders. Choose Print.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Blanket Purchase Order Delivery Schedule

Date: 4/12/2007

## BLANKET PURCHASE ORDER DELIVERY SCHEDULE

Vendor:

A Travel Company  
123 Riley Street  
Sydney NSW 2086

Ship To:

Fabrikam, Inc.  
  
\* Address listed with item below

PO Number: PO2071  
Buyer ID:

Contract Number:

Item Number: 100XLG  
Item Description: Green Phone

Reference Number: 100XLG

**ATTENTION: THIS IS AN ESTIMATED DELIVERY SCHEDULE ONLY -- NOT A PURCHASE ORDER.  
PURCHASE ORDER RELEASES WILL BE SEPARATE DOCUMENTS.**

| Line             | Quantity | U Of M                                     | Required Date | Unit Price | Ext. Price |
|------------------|----------|--|---------------|------------|------------|
| 1                | 100      | Each                                       | 4/12/2007     | \$28.46    | \$2,846.00 |
| 2                | 100      | Each                                       | 5/1/2007      | \$28.46    | \$2,846.00 |
| 3                | 100      | Each                                       | 6/1/2007      | \$28.46    | \$2,846.00 |
| 4                | 100      | Each                                       | 7/1/2007      | \$28.46    | \$2,846.00 |
| 5                | 100      | Each                                       | 8/1/2007      | \$28.46    | \$2,846.00 |
| 6                | 100      | Each                                       | 9/1/2007      | \$28.46    | \$2,846.00 |
| 7                | 100      | Each                                       | 10/1/2007     | \$28.46    | \$2,846.00 |
| 8                | 100      | Each                                       | 11/1/2007     | \$28.46    | \$2,846.00 |
| 9                | 100      | Each                                       | 12/1/2007     | \$28.46    | \$2,846.00 |
| 10               | 100      | Each                                       | 1/1/2008      | \$28.46    | \$2,846.00 |
| 11               | 100      | Each                                       | 2/1/2008      | \$28.46    | \$2,846.00 |
| 12               | 100      | Each                                       | 3/1/2008      | \$28.46    | \$2,846.00 |
| Shipping Method: |          | OVERNIGHT                                  |               |            |            |
| Deliver To:      |          | 4300 West Elm St.<br>Chicago IL 60601-4300 |               |            |            |

Total Quantity: 1,200

Total Cost: \$34,152.00

# Completed PO Removal Report

---

## Report Writer name

POP Completed PO Removal  
Report

## Report table

Purchasing Process  
Documents List

## Ranges

PO Number  
Vendor ID  
Vendor Name  
Document Date  
Created By

The Completed PO Removal Report displays the closed and canceled purchase orders that were removed or moved to history. If you chose to maintain history in Purchase Order Processing Setup, the purchase orders are moved to history. If you didn't choose to maintain history, the purchase orders are removed during the Remove Completed Purchase Orders process.

## Printing Instructions

1. Choose Tools >> Routines >> Purchasing >> Remove Completed Purchase Orders.
2. Select a document range restriction to include the information you want on the report. Choose Restrictions to edit the range restrictions.
3. Choose Process.
4. Select a printing destination and choose OK.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Completed PO Removal Report

---

System: 4/12/2007 10:06:06 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 COMPLETED PO REMOVAL REPORT  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

Ranges: From To From To  
 PO Number: PO0997 PO02073 Document Date: First Last  
 Vendor ID: First Last Created By: First Last  
 Name: First Last

Sorted By: PO Number

^Document In Use

| PO Number    | Document Date        | Created By   | Vendor ID    | Name                    | PO Status |
|--------------|----------------------|--------------|--------------|-------------------------|-----------|
| PO0997       | 4/10/2006            | LESSON USER1 | ADVANCED0001 | Advanced Office Systems | Closed    |
| PO2073       | 4/12/2006            | LessonUser1  | ACETRAVE0001 | A Travel Company        | Closed    |
| Grand Totals | 2 Purchase Orders(s) |              |              |                         |           |

# Distribution Detail History Report

---

**Report Writer name**

POP Distribution Detail  
History Report

**Report tables**

Purchasing Distribution  
History  
Account Master  
Purchasing Receipt History

**Range**

Audit Trail Code

**Sorting option**

Account Number

The Distribution Detail History Report shows historical amounts for distribution accounts for receipts. Print this report to review the accounts updated by previously posted receipts. For example, print this report to view the balances posted to your accounts payable and inventory accounts.

**Printing Instructions**

1. Choose Reports >> Purchasing >> History to open the Purchasing History Reports window.
2. Select Receivings Distribution from the Reports list and choose New to open the Purchasing History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing History Report Options window will be redisplayed.
5. Choose Print.

You can print the Distribution Detail History Report from either the Purchasing History Reports window or the Purchasing History Report Options window. You also can save the report option and print later.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Distribution Detail History Report

System: 4/12/2007 9:53:06 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 DISTRIBUTION HISTORY DETAIL  
 Payables Management

Page: 1  
 User ID: LessonUser1

|                  |               |               |                |       |      |
|------------------|---------------|---------------|----------------|-------|------|
| Ranges:          | From:         | To:           | Document Type  | From: | To:  |
| Vendor ID        | First         | Last          | First          | First | Last |
| Audit Trail Code | POIVC00000001 | POIVC00000002 | Voucher Number | First | Last |
| Account Number   | First         | Last          | Posting Date   | First | Last |

Sorted By: Account Number

| Account Number |                   | Description                           |              |                  |          | Debit    | Credit |
|----------------|-------------------|---------------------------------------|--------------|------------------|----------|----------|--------|
| Type           | Voucher Number    | Posting Date                          | Vendor ID    | Audit Trail Code |          |          |        |
| 000-2100-00    |                   | Accounts Payable                      |              |                  |          |          |        |
| INV            | 00000000000000380 | 4/15/2006                             | CENTRALC0001 | POIVC00000001    | \$0.00   | \$93.55  |        |
| INV            | 00000000000000381 | 4/20/2006                             | ASSOCIAT0001 | POIVC00000002    | \$0.00   | \$141.84 |        |
| Net Change:    |                   |                                       | (\$235.39)   | Account Totals:  | \$0.00   | \$235.39 |        |
| 000-2111-00    |                   | Accrued Purchases                     |              |                  |          |          |        |
| INV            | 00000000000000381 | 4/20/2006                             | ASSOCIAT0001 | POIVC00000002    | \$141.84 | \$0.00   |        |
| Net Change:    |                   |                                       | \$141.84     | Account Totals:  | \$141.84 | \$0.00   |        |
| 000-2735-00    |                   | Purchases Clearing Acct for Inventory |              |                  |          |          |        |
| INV            | 00000000000000380 | 4/15/2006                             | CENTRALC0001 | POIVC00000001    | \$93.55  | \$0.00   |        |
| Net Change:    |                   |                                       | \$93.55      | Account Totals:  | \$93.55  | \$0.00   |        |
| Report Totals: |                   |                                       |              |                  | \$235.39 | \$235.39 |        |

# Expected Shipments Report

---

## Report Writer names

POP Expected Shipments by  
Item  
POP Expected Shipments by  
Vendor ID

## Report tables

Purchase Order Line  
Purchase Order Work  
Item Master

## Ranges

Item Number  
Vendor ID  
Promised Date  
Required Date  
Site ID  
Buyer ID

## Sorting options

Item Number/Site ID  
Item Number/Promised Date  
Item Number/Vendor ID  
Vendor ID

## Print

Days Overdue

## Include

New  
Received  
Released  
Closed  
Change Order  
Canceled

The Expected Shipments Report provides a list of shipments expected within a range of dates you specify. Use this report to determine when orders will be filled, so you can inform your customers or provide information to employees about items they ordered.

## Printing Instructions

1. Choose Reports >> Purchasing >> Analysis to open the Purchasing Analysis Reports window.
2. Choose Expected Shipments from the Reports list and choose New to open the Purchasing Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can print days overdue and include closed items and canceled items on the report.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Expected Shipments Report from either the Purchasing Analysis Reports window or the Purchasing Analysis Report Options window. You also can save the report option and print later.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Expected Shipments Report

System: 3/10/2007 10:28:35 AM  
 User Date: 3/10/2007

Fabrikam, Inc.  
 EXPECTED SHIPMENTS REPORT  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number 100XLG ANSW-PAN-1450  
 Vendor ID First Last  
 Promised Date First Last  
 Required Date First Last  
 Site ID First Last  
 Buyer ID First Last

Sorted By: Item Number/Site ID Print:  
 Include PO Line Status: Released, Change Order, Received

+ New Line ~ Change Order Line > Received Line ^ Closed Line \* Canceled Line & On Hold # Default Site

| Item Number                         | Description   | Vendors     | Item Number | Quantity Ordered | Quantity Shipped | Quantity Expected | Promised Date          | Required Date          |
|-------------------------------------|---|-------------|-------------|------------------|------------------|-------------------|------------------------|------------------------|
| ACCS-CRD-12WH<br>>PO0999            | Phone Cord - 12' White<br>ADVANCED0001 WAREHOUSE Each   | CRD-12WH    |             | 1                | 1                | 0                 | 4/10/2007              | 4/10/2007              |
| Total for Item in Base U of M       |   |             |             | 1                | 1                | 0                 |                        |                        |
| ACCS-CRD-25BK<br>>PO1012<br>>PO2056 | Phone Cord - 25' Black<br>COMVEXIN0001 WAREHOUSE Each<br>COMVEXIN0001 WAREHOUSE Each          | 25CORD      |             | 2<br>2           | 2<br>2           | 0                 | 3/13/2007<br>4/11/2007 | 3/13/2007<br>4/11/2007 |
| Total for Item in Base U of M       |   |             |             | 4                | 4                | 0                 |                        |                        |
| ACCS-HDS-1EAR<br>>PO1005            | Headset-Single Ear<br>COMVEXIN0001 WAREHOUSE Each   | HDST-SINGLE |             | 15               | 15               | 0                 | 4/1/2007               | 4/1/2007               |
| Total for Item in Base U of M       |   |             |             | 15               | 15               | 0                 |                        |                        |
| ACCS-HDS-2EAR<br>PO1013<br>>PO2046  | Headset - Dual Ear<br>LESSONUSER1 ATTRACTI00001 WAREHOUSE Each<br>AMERICAN0001 WAREHOUSE Each | HDST-Dual   |             | 10<br>6          | 0<br>6           | 10                | 5/8/2007<br>2/19/2007  | 5/8/2007<br>2/19/2007  |
| Total for Item in Base U of M       |   |             |             | 16               | 6                | 10                |                        |                        |
| ACCS-RST-DXWH<br>PO1016             | Shoulder Rest - Deluxe White<br>LESSONUSER1 ATTRACTI00001 WAREHOUSE Each                      | PREST-W126  |             | 5                | 0                | 5                 | 5/8/2007               | 5/8/2007               |
| Total for Item in Base U of M       |   |             |             | 5                | 0                | 5                 |                        |                        |
| ANSW-PAN-1450<br>>PO0999            | Panache KX-T1450 answer<br>ADVANCED0001 WAREHOUSE Each  | PAN-T1450   |             | 2                | 2                | 0                 | 4/10/2007              | 4/10/2007              |
| Total for Item in Base U of M       |   |             |             | 2                | 2                | 0                 |                        |                        |
| Total Items:                        |   |             |             | 6                |                  |                   |                        |                        |

# Invoice Cost Variance Journal

---

## Report Writer name

POP Invoice Cost Variance  
Journal

## Report tables

Inventory Cost Variance Temp  
Purchasing Receipt Line  
Purchasing Shipment Invoice  
Apply  
Purchasing Cost Variance  
Temp  
Purchasing Receipt Line  
History

The Invoice Cost Variance Journal is printed if the cost on the invoice receipt is different than the cost posted on the shipment the invoice was matched to. The report shows the cost difference between the invoice and shipment receipt, and the amount posted to General Ledger for those goods that were sold at the incorrect cost.

This journal is printed automatically when you close the Purchasing Invoice Entry window. It also is printed when you post from the Purchasing Batches window, Series Post window, or Master Posting window. You can't reprint this journal.

You can print this journal only if you selected to print the Invoice Cost Variance Journal in the Posting Setup window. For more information, refer to your System Setup Instructions (Help >> Contents >> select Setting up the system).

You can send the posting journal to a file and to the printer, in case of a printing error. The contents of this file can be printed at any time.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Invoice Cost Variance Journal

System: 5/1/2007 11:36:27 PM  
 User Date: 5/1/2007

Fabrikam, Inc.  
 INVOICE COST VARIANCE JOURNAL  
 Purchase Order Processing

Page: 1  
 User ID: LESSONUSER1

\* Item is using the Average Perpetual valuation method. # Landed Cost

| Invoice Receipt Number                 | Vendor ID              | Vendor Document Number |                               |                      |                  |                              |                        |                  |
|--|------------------------|------------------------|-------------------------------|----------------------|------------------|------------------------------|------------------------|------------------|
| Item Number                            | PO Number              | Matched To             | Site                          | U of M               | Quantity         | Shipment                     | Invoice                | Purchase         |
|  |                        | Shipment               | Receipt                       |                      | Matched          | Unit Cost                    | Unit Cost              | Variance         |
| Inventory Purchase<br>Receipt Revalued | COGS/INV<br>Adjustment | Created                | Inventory Purchase<br>Receipt | Purchase<br>Quantity | Quantity<br>Sold | INV Purchase<br>Receipt Cost | COGS/INV<br>Adj Amount |                  |
| RCT1160                                | AMERICAN0001           | 56456465               |                               |                      |                  |                              |                        |                  |
| ACCS-HDS-2EAR                          | PO2046                 | RCT1099                | WAREHOUSE                     | Each                 | 6                | \$41.98                      | \$43.98                | \$12.00          |
| Yes                                    | No                     |                        |                               | 6                    | 0                | \$41.98                      | \$0.00                 |                  |
|  |                        |                        |                               |                      |                  |                              |                        | -----<br>\$12.00 |

# Purchase Order

---

## Report Writer names

POP Purchase Order Blank Form  
POP Purchase Order Other Form  
POP Purchase Order Rollup Blank Form  
POP Purchase Order Rollup Other Form

## Report tables

Print Documents List  
Purchase Order Work  
Company Location Master  
PM Address MSTR  
Purchase Order Comment  
Purchasing Comment  
Purchase Order Line TEMP  
Purchase Order Line Rollup Temp  
PM Vendor Master File  
Purchasing Manufacturer Numbers

A purchase order is a document that's sent to your vendor and that lists the items and quantities you want delivered to a specified site. The vendor item ID and vendor item description are used on the purchase order. The order also contains the ship-to and bill-to addresses for your company, the unit price for the items, and the required date when you need the items. You can print standard purchase orders, blanket purchase orders, drop-ship purchase orders, and blanket drop-ship purchase orders.

You can use two predefined document formats to print purchase orders: blank paper and other forms. To modify an existing format, use Report Writer.

## Printing Instructions

To print an individual purchase order as you enter it:

1. Choose Transactions >> Purchasing >> Purchase Order Entry to open the Purchase Order Entry window. Enter or select a purchase order. Choose File >> Print to open the Purchase Order Print Options window.
2. Mark Purchase Order and select a format and other options. Choose Print.



*You also can print an individual historical purchase order, which is a closed or canceled purchase order that has been moved to history. To print an historical purchase order, you must use the Purchase Order Inquiry Zoom window to open the Purchase Order Print Options window.*

To print a range of purchase orders:

1. Choose Transactions >> Purchasing >> Print Purchasing Documents to open the Print Purchasing Documents window.
2. Mark Purchase Orders or Historical Purchase Orders.
3. Select the format to use and other options. Enter a range of purchase orders and choose Print.

You also can print an alignment form to ensure that the information is printed in the correct fields on the document. To print an alignment form, select the Alignment Form option and the document format to print an alignment form for, and then choose Print in Purchase Order Print Options window or the Print Purchasing Documents window.

If a purchase order is on hold, **\*\*\*ON HOLD\*\*\*** will be printed above the PO Number on the purchase order.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Purchase Order

|                           |           |
|---------------------------|-----------|
| <b>Purchase Order</b>     |           |
| <b>Purchase Order No.</b> | PO2074    |
| <b>Date</b>               | 4/24/2007 |
|                           |           |

**Vendor:**

Advanced Office Systems  
 678 Sherwood Park South  
 Arlington Heights IL 60004-2922

**Ship To:**

4300 West Elm St.  
 Chicago IL 60601-4300

**Contract Number:**

^ Changed Since the Previous Revision

| Shipping Method |                            | Payment Terms                       | Confirm With |      |         | Page       |            |
|-----------------|----------------------------|-------------------------------------|--------------|------|---------|------------|------------|
|                 |                            | Net 30                              |              |      |         | 1          |            |
| L/N             | Item / Ship Method         | Description / Reference Number      | Req. Date    | U/M  | Ordered | Unit Price | Ext. Price |
| 1               | FAXX-SLK-0172<br>DROP SHIP | Sleek UX-172 fax<br>FAXX-SLK-0172   | 4/12/2007    | Each | 1       | \$674.50   | \$674.50   |
| 2               | PHON-BUS-1250<br>DROP SHIP | Handset,multi-line<br>PHON-BUS-1250 | 4/12/2007    | Each | 1       | \$179.85   | \$179.85   |

|                       |          |
|-----------------------|----------|
| <b>Subtotal</b>       | \$854.35 |
| <b>Trade Discount</b> | \$0.00   |
| <b>Freight</b>        | \$0.00   |
| <b>Miscellaneous</b>  | \$0.00   |
| <b>Tax</b>            | \$0.00   |
| <b>Order Total</b>    | \$854.35 |

# Purchase Order Analysis Report

---

## Report Writer name

POP Purchase Order  
Shipment Date Analysis by  
Item  
POP Purchase Order  
Shipment Date Analysis by  
Vendor

## Report tables

PO Analysis Temp

## Ranges

Item Number  
Vendor ID  
Purchase Order Date  
Buyer ID

## Sorting options

Item Number  
Vendor ID

## Compare

Promised/Actual Shipments  
PO/Invoice Costs

## Include

New  
Received  
Released  
Closed  
Change Order  
Canceled

The Purchase Order Analysis Report provides a comparison between promised and actual receiving dates and purchase order and invoice costs. Use this report to analyze how well your vendors meet their shipping schedules and quoted prices.

## Printing Instructions

1. Choose Reports >> Purchasing >> Analysis to open the Purchasing Analysis Reports window.
2. Choose Purchase Order Analysis from the Reports list and choose New to open the Purchasing Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You also can include closed line items, canceled line items and open line items.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Purchase Order Analysis Report from either the Purchasing Analysis Reports window or the Purchasing Analysis Report Options window. You also can save the report option and print later.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Purchase Order Analysis Report

System: 5/12/2007 10:34:04 AM  
 User Date: 5/12/2007

Fabrikam, Inc.  
 PURCHASE ORDER ANALYSIS REPORT  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Item Number First Last  
 Vendor ID First Last  
 Purchase Order Date First Last  
 Buyer ID LESSONUSER1 LESSONUSER1

Sorted By: Item Number

Include PO Line Status: New, Released, Change Order, Received, Closed, Canceled Compare: Promised/Actual Shipments  
 & On Hold

| Item Number             | Description      |   |                |                       |                          |  | Line Status |
|-------------------------|------------------|---|----------------|-----------------------|--------------------------|--|-------------|
| PO Number               | PO Date          | Buyer ID                                      | PO Qty Ordered | Vendor ID             | Vendor Name              |  | Line Status |
| Shipment Receipt Number | Quantity Shipped | Quantity Rejected                             | Promised Date  | Shipment Receipt Date | Days Difference          |  |             |
| ACCS-HDS-2EAR<br>PO1013 | 5/8/2007         | Headset - Dual Ear<br>LESSONUSER1             | 10             | ATTRACTI00001         | Attractive Telephone Co. |  | Released    |
| ACCS-RST-DXWH<br>PO1016 | 5/8/2007         | Shoulder Rest - Deluxe White<br>LESSONUSER1   | 5              | ATTRACTI00001         | Attractive Telephone Co. |  | Released    |
| FAXX-SLK-2100<br>PO1015 | 5/8/2007         | Sleek UX-2100 fax<br>LESSONUSER1              | 5              | SIGNATUR0001          | Signature Systems        |  | Released    |
| PHON-ATT-53BK<br>PO1006 | 5/2/2004         | Cordless-Attractive 5352-Black<br>LESSONUSER1 | 10             | ATTRACTI00001         | Attractive Telephone Co. |  | Released    |
| PHON-ATT-53BL<br>PO1006 | 5/2/2007         | Cordless-Attractive 5352-Blue<br>LESSONUSER1  | 10             | ATTRACTI00001         | Attractive Telephone Co. |  | Released    |
| PHON-GTE-3458<br>PO1014 | 5/8/2007         | Memory-Grand M3458<br>LESSONUSER1             | 4              | FABRIKAM0001          | Fabrikam, Inc.           |  | Released    |

# Purchase Order History Report (Detail)

---

**Report Writer name**

POP Purchase Order History  
Report - Detailed

**Report tables**

Purchase Order History  
Purchase Order Line History  
Item Master

**Range**

PO Number

**Sorting option**

PO Number

The Purchase Order History Report lists closed and canceled purchased orders that currently exist in the Purchase Order History table. This report lists the purchase order, vendor ID, vendor name, date, and purchase order type. For each purchase order, the report lists the items included on the purchase order, quantity ordered, quantity canceled, unit cost, and extended cost. The subtotals and totals for each purchase order also are included.

**Printing Instructions**

1. Choose Reports >> Purchasing >> History to open the Purchasing History Reports window.
2. Select Purchase Order History from the Reports list and choose New to open the Purchasing History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. Mark Detailed Report.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing History Report Options window will be redisplayed.
5. Choose Print.

You can print the Purchase Order History Report from either the Purchasing History Reports window or the Purchasing History Report Options window. You also can save the report option and print later.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.



# Purchase Orders Generated

---

## Report Writer name

POP PO Generated

## Report tables

Purchase Order TEMP

Purchase Order Line

Purchase Order Generator

Suggested PO Detail Temp

The Purchase Orders Generated report lists the purchase orders that were created in Purchase Order Processing. This report is printed automatically when you create purchase orders using the Suggested Purchase Orders Preview window.

## Printing Instructions

1. Choose Transactions >> Purchasing >> Purchase Order Generator to open the Generate Suggested Purchase Orders window.
2. Enter range restrictions and select options. Choose Suggest Purchase Orders to open the Suggested Purchase Orders Preview window.
3. Click Generate Purchase Orders. Select a printing destination and choose OK.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Purchase Orders Generated

---

System: 5/19/2004 11:10:29 AM  
User Date: 4/12/2007

**PURCHASE ORDERS GENERATED**  
Fabrikam, Inc.  
Purchase Order Processing

Page: 1  
User ID: LessonUser1

Purchase Order Date: 4/12/2007

| Item Number  | Description              | Site ID | Purchasing U of M | Order Quantity | Originating Unit Cost |
|--|--------------------------|---------|-------------------|----------------|-----------------------|
| <b>Purchase Order Number:</b> PO2075 <b>Vendor ID:</b> ACETRAVE0001 <b>Ship To Address ID:</b> Primary <b>Buyer ID:</b>  |                          |         |                   |                |                       |
| 500PROC  | 500 Processor            | NORTH   | Each              | 10             | \$712.00              |
| <b>Purchase Order Number:</b> PO2076 <b>Vendor ID:</b> ATTRACTI00001 <b>Ship To Address ID:</b> Primary <b>Buyer ID:</b> |                          |         |                   |                |                       |
| ACCS-CRD-25BK  | Phone Cord - 25' Black   | NORTH   | Each              | 4              | \$6.00                |
| PHON-ATT-5354  | Cordless-Attractive 5354 | SOUTH   | Each              | 20             | \$115.85              |

**Total Purchase Orders Created: 2**  
**Total Purchase Order Lines: 3**

# Purchasing Invoice Distribution Detail

---

## Report Writer name

POP Receivings Distribution  
Detail  
POP Receivings Distribution  
Detail - Reprint

The Purchasing Invoice Distribution Detail report shows detailed information about the debit and credit amounts you posted to each General Ledger posting account. The Purchasing Invoice Distribution Detail report is part of the audit trail and should be kept with your permanent records.

## Report tables

Purchasing Distribution Work  
Account Master  
Purchasing Receipt Work  
Purchasing Distribution  
History  
Purchasing Receipt History

You can print posting reports only if you selected to print them in the Posting Setup window. For more information, refer to your System Setup Instructions (Help >> Contents >> select Setting up the system).

You can send the posting journal to a file and to the printer, in case of a printing error. You can print the contents of this file at any time.

## Ranges

Audit Trail Code  
Batch ID  
Posted Date

Posting reports printed for individually posted transactions generally are the same as posting reports printed for batch transactions. However, the reports for individually posted transactions contain information for only the transactions you entered and posted since you opened the Purchasing Invoice Entry window.

## Sorting options

Audit Trail Code  
Batch ID  
Posted Date

You can reprint the Purchasing Invoice Distribution Detail report at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and you haven't removed history for the transactions.

## Printing Instructions

1. Choose Reports >> Purchasing >> Posting Journals to open the Purchasing Posting Journals window.
2. Select Purchasing Invoice Posting Jrnl from the Reports list and choose New to open the Purchasing Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Mark Distribution Detail. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Purchasing Invoice Distribution Detail

System: 4/12/2007 3:28:33 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 PURCHASING INVOICE DISTRIBUTION DETAIL  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

Audit Trail Code: POIVC00000053

| Account     | Description  |                          |              |            |            |              |  |
|-------------|--------------|--------------------------|--------------|------------|------------|--------------|--|
| Receipt No. | Vendor ID    | Doc. Date                | Posting Date | Debit      | Credit     | Net          |  |
| 000-1300-01 |              | Inventory - Retail/Parts |              |            |            |              |  |
| RCT1164     | ACETRAVE0001 | 4/12/2007                | 4/12/2007    | \$20.00    | \$0.00     | \$20.00      |  |
|             |              | Totals:                  |              | \$20.00    | \$0.00     | \$20.00      |  |
| 000-2100-00 |              | Accounts Payable         |              |            |            |              |  |
| RCT1164     | ACETRAVE0001 | 4/12/2007                | 4/12/2007    | \$0.00     | \$1,424.00 | (\$1,424.00) |  |
|             |              | Totals:                  |              | \$0.00     | \$1,424.00 | (\$1,424.00) |  |
| 000-2111-00 |              | Accrued Purchases        |              |            |            |              |  |
| RCT1164     | ACETRAVE0001 | 4/12/2007                | 4/12/2007    | \$1,404.00 | \$0.00     | \$1,404.00   |  |
|             |              | Totals:                  |              | \$1,404.00 | \$0.00     | \$1,404.00   |  |
|             |              | Report Totals:           |              | \$1,424.00 | \$1,424.00 | \$0.00       |  |

# Purchasing Invoice Edit List

---

## Report Writer names

POP Receivings Posting  
Journal  
MC POP Receivings Posting  
Journal

## Report tables

Posting Definitions Master  
Purchasing Receipt Work  
Purchasing Posting Journal  
TEMP

The Purchasing Invoice Edit List shows invoice receipts that are saved, but not yet posted. The report includes posting account information and errors that would prevent documents from being posted.

Print the Purchasing Invoice Edit List before you post batches to verify the accuracy of the transactions you've entered. If an error appears on the edit list, you can correct the transactions and print another edit list to review your corrections before posting.

To print the Purchasing Invoice Edit List from the Purchasing Invoice Entry window or the Purchasing Batch Entry window, choose File >> Print. A batch ID must be displayed in the Batch ID field.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Purchasing Invoice Edit List

System: 4/21/2004 9:49:08 AM  
 User Date: 4/21/2007

Fabrikam, Inc.  
 PURCHASING INVOICE EDIT LIST  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

Batch ID: ENTER/MATCH  
 Batch Comment: Invoices

Audit Trail Code:

| Type        | Receipt No. | Doc. Date | Post Date      | Vendor ID    | Name                    | Vendor Doc. No. |            |          |                |
|-------------|-------------|-----------|----------------|--------------|-------------------------|-----------------|------------|----------|----------------|
| Voucher No. |             | Subtotal  | Trade Discount | Freight      | Amount                  | Misc Amount     | Tax Amount | Total    | Discount Avail |
| IVC         | RCT1160     | 4/21/2007 | 4/21/2007      | ADVANCED0001 | Advanced Office Systems | 234             |            |          |                |
|             |             | \$103.79  | \$0.00         | \$0.00       | \$0.00                  | \$0.00          | \$0.00     | \$103.79 | \$0.00         |

| Item          | Description             | Quantity Shipped | Quantity Invoiced | U of M | Quantity Rejected | Unit Cost | PO Number | Extended Cost |
|---------------|-------------------------|------------------|-------------------|--------|-------------------|-----------|-----------|---------------|
| Vendor Item   |                         |                  |                   |        |                   |           |           |               |
| ACCS-CRD-12WH | Phone Cord - 12' White  |                  |                   | Each   |                   |           | PO0999    |               |
| CRD-12WH      |                         | 0                | 1                 |        | 0                 | \$3.29    |           | \$3.29        |
| ANSW-PAN-1450 | Panache KX-T1450 answer |                  |                   | Each   |                   |           | PO0999    |               |
| PAN-T1450     |                         | 0                | 2                 |        | 0                 | \$50.25   |           | \$100.50      |
|               |                         |                  |                   |        |                   |           | Subtotal: | \$103.79      |

| Account     | Account Description | Account Type | Debit    | Credit   |
|-------------|---------------------|--------------|----------|----------|
| 000-2100-00 | Accounts Payable    | PAY          | 0.00     | 103.79   |
| 000-2111-00 | Accrued Purchases   | ACCRUED      | 103.79   | 0.00     |
|             |                     |              | \$103.79 | \$103.79 |

| Subtotal | Trade Discount | Freight Amount | Misc Amount | Tax Amount | Total    | Discount Avail |
|----------|----------------|----------------|-------------|------------|----------|----------------|
| \$103.79 | \$0.00         | \$0.00         | \$0.00      | \$0.00     | \$103.79 | \$0.00         |

# Purchasing Invoice Posting Journal

---

## Report Writer names

POP Receivings Posting Journal  
POP Receivings Posting Journal - Reprint  
MC POP Receivings Posting Journal  
MC POP Receivings Posting Journal - Reprint

## Report tables

Posting Definitions Master  
Purchasing Receipt Work  
Purchasing Posting Journal TEMP  
Purchasing Batch History  
Purchasing Receipt History

## Ranges

Audit Trail Code  
Batch ID  
Posted Date

## Sorting options

Audit Trail Code  
Batch ID  
Posted Date

The Purchasing Invoice Posting Journal shows detailed information about invoice receipts that have been entered and posted. The Purchasing Invoice Posting Journal also alerts you if a transaction hasn't been posted because of errors. The Purchasing Invoice Posting Journal is printed automatically when you close the Purchasing Invoice Entry window after posting a document. This journal is a part of the audit trail and should be kept with your permanent records.

You can print posting journals only if you selected to print them in the Posting Setup window. For more information, refer to your System Setup Instructions (Help >> Contents >> select Setting up the system).

You can send the posting journal to a file and to the printer, in case of a printing error. You can print the contents of this file at any time.

Posting journals printed for individually posted transactions are generally the same as posting journals printed for batch transactions. However, the reports for individually posted transactions contain information for only the transactions you entered and posted since you opened the Purchasing Invoice Entry window.

You can reprint the Purchasing Invoice Posting Journal at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and you haven't removed history for the transactions.

## Printing Instructions

1. Choose Reports >> Purchasing >> Posting Journals to open the Purchasing Posting Journals window.
2. Select Purchasing Invoice Posting Jrnl from the Reports list and choose New to open the Purchasing Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Mark Posting Journal. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Purchasing Invoice Posting Journal

System: 4/12/2007 3:24:54 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 PURCHASING INVOICE POSTING JOURNAL  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

Batch ID: LessonUser1  
 Batch Comment:

Audit Trail Code: POIVC00000053

| Type              | Receipt No. | Doc. Date  | Post Date      | Vendor ID    | Name             | Vendor Doc. No. |            |            |                |
|-------------------|-------------|------------|----------------|--------------|------------------|-----------------|------------|------------|----------------|
| Voucher No.       |             | Subtotal   | Trade Discount | Freight      | Amount           | Misc Amount     | Tax Amount | Total      | Discount Avail |
| IVC               | RCT1164     | 4/12/2007  | 4/12/2007      | ACETRAVE0001 | A Travel Company |                 | WTFWRFW    |            |                |
| 00000000000000459 |             | \$1,424.00 | \$0.00         | \$0.00       | \$0.00           | \$0.00          | \$0.00     | \$1,424.00 | \$0.00         |

| Item    | Description   | Quantity Shipped | Quantity Invoiced | U of M | Quantity Rejected | Unit Cost | PO Number | Extended Cost |
|---------|---------------|------------------|-------------------|--------|-------------------|-----------|-----------|---------------|
| 500PROC | 500 Processor | 0                | 2                 | Each   | 0                 | \$712.00  | PO2073    | \$1,424.00    |
| 500PROC |               |                  |                   |        |                   |           | Subtotal: | \$1,424.00    |

| Subtotal   | Trade Discount | Freight Amount | Misc Amount | Tax Amount | Total      | Discount Avail |
|------------|----------------|----------------|-------------|------------|------------|----------------|
| \$1,424.00 | \$0.00         | \$0.00         | \$0.00      | \$0.00     | \$1,424.00 | \$0.00         |

# Received/Not Invoiced Report

---

## Report Writer name

POP Received/Not Invoiced  
MC POP Received/Not  
Invoiced  
POP Received/Not Invoiced  
By Vendor  
MC POP Received/Not  
Invoiced By Vendor

## Report tables

Purchasing Received Not  
Invoiced Temp  
Purchasing Landed Cost  
Report Temp

## Ranges

PO Number  
Receipt Date  
Vendor ID

## Sorting options

PO Number  
Vendor ID

## Include

Functional Currency

The Received/Not Invoiced Report lists the purchase order line items that have been received against but not invoiced by the vendor. This report should detail the amount in the accrued purchases account in General Ledger. The accrued purchases account shows expected liability for the value of goods received, but not yet invoiced.

## Printing Instructions

1. Choose Reports >> Purchasing >> Analysis to open the Purchasing Analysis Reports window.
2. Choose Received/Not Invoiced from the Reports list and choose New to open the Purchasing Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Received/Not Invoiced Report from either the Purchasing Analysis Reports window or the Purchasing Analysis Report Options window. You also can save the report option and print later.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Received/Not Invoiced Report

System: 5/12/2007 10:39:44 AM  
 User Date: 5/12/2007

Fabrikam, Inc.  
 RECEIVED/NOT INVOICED REPORT  
 Purchase Order Processing  
 Multicurrency Management

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 PO Number PO0999 PO1008  
 Receipt Date First Last  
 Vendor ID First Last

Sorted By: PO Number

Include: Functional Currency

\*\*\*\*\* Received without a Purchase Order

| PO Number                       | Currency ID      | Document Date | Vendor ID    | Vendor Name                | Qty Ordered  | U of M                                | Functional / Originating PO Unit Cost |
|---------------------------------|------------------|---------------|--------------|----------------------------|--------------|---------------------------------------|---------------------------------------|
| -----                           |                  |               |              |                            |              |                                       |                                       |
| Item Number                     | Item Description |               |              | Qty Ordered                | U of M       | Functional / Originating PO Unit Cost |                                       |
| -----                           |                  |               |              |                            |              |                                       |                                       |
| Receipt No.                     | Receipt Date     | Site ID       | U of M       | Qty Shipped                | Qty Invoiced | Shipment Unit Cost                    | Amt Not Invoiced                      |
| -----                           |                  |               |              |                            |              |                                       |                                       |
| PO1002<br>PHON-GTE-5043         | Z-US\$           | 4/17/2007     | FABRIKAM0001 | Fabrikam, Inc.             | 10           | Each                                  | \$81.25                               |
| RCT1001                         | 4/18/2007        | WAREHOUSE     | Each         | 8                          | 0            | \$81.25                               | \$650.00                              |
|                                 |                  |               |              |                            |              |                                       | -----                                 |
| Functional Amount Not Invoiced: |                  |               |              |                            |              |                                       | \$650.00                              |
|                                 |                  |               |              |                            |              |                                       |                                       |
| PO1005<br>ACCS-HDS-1EAR         | Z-US\$           | 4/24/2007     | COMVEXIN0001 | ComVex, Inc.               | 15           | Each                                  | \$38.59                               |
| RCT1004                         | 4/30/2007        | WAREHOUSE     | Each         | 15                         | 10           | \$38.59                               | \$192.95                              |
|                                 |                  |               |              |                            |              |                                       | -----                                 |
| Functional Amount Not Invoiced: |                  |               |              |                            |              |                                       | \$192.95                              |
|                                 |                  |               |              |                            |              |                                       |                                       |
| PO1008<br>HDWR-PRO-4866         | Z-US\$           | 4/12/2007     | CRUGEREN0001 | Cruger Engineering Company | 2            | Each                                  | \$3,379.25                            |
| RCT1162                         | 4/15/2007        | WAREHOUSE     | Each         | 2                          | 0            | \$3,379.25                            | \$6,758.50                            |
| HDWR-T1I-0001                   |                  |               |              | T1 Interface Kit           | 2            | Each                                  | \$1,495.00                            |
| RCT1162                         | 4/15/2007        | WAREHOUSE     | Each         | 2                          | 0            | \$1,495.00                            | \$2,990.00                            |
| HDWR-TPS-0001                   |                  |               |              | Tape Unit/Mass Storage     | 1            | Each                                  | \$1,224.64                            |
| RCT1162                         | 4/15/2007        | WAREHOUSE     | Each         | 1                          | 0            | \$1,224.64                            | \$1,224.64                            |
|                                 |                  |               |              |                            |              |                                       | -----                                 |
| Functional Amount Not Invoiced: |                  |               |              |                            |              |                                       | \$10,973.14                           |

# Receivings Posting Journal

---

## Report Writer names

POP Receivings Posting Journal  
POP Receivings Posting Journal - Reprint  
MC POP Receivings Posting Journal  
MC POP Receivings Posting Journal - Reprint

## Report tables

Posting Definitions Master  
Purchasing Receipt Work  
Purchasing Posting Journal TEMP  
Purchasing Batch History  
Purchasing Receipt History

## Ranges

Audit Trail Code  
Batch ID  
Posted Date

## Sorting options

Audit Trail Code  
Batch ID  
Posted Date

The Receivings Posting Journal shows detailed information about posted receipts, including serial and lot numbers. The posting journal also alerts you if a transaction hasn't been posted because of errors. The Receivings Posting Journal is printed automatically when you close the Receivings Transaction Entry window. The Receivings Posting Journal is a part of the audit trail and should be kept with your permanent records.

You can print posting journals only if you selected to print them in the Posting Setup window. For more information, refer to your System Setup Instructions (Help >> Contents >> select Setting up the system).

You can send the posting journal to a file and to the printer, in case of a printing error. You can print the contents of this file at any time.

Posting journals printed for individually posted transactions are generally the same as posting journals printed for batch transactions. However, the reports for individually posted transactions contain information for only the transactions you entered and posted since you opened the Receivings Transaction Entry window.

You can reprint the Receivings Posting Journal at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

1. Choose Reports >> Purchasing >> Posting Journals to open the Purchasing Posting Journals window.
2. Select Receivings Posting Journal from the Reports list and choose New to open the Purchasing Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Mark Posting Journal. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Receivings Posting Journal

System: 4/12/2007 9:42:08 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 RECEIVINGS POSTING JOURNAL - REPRINT  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

Ranges: From: To:  
 Audit Trail Code RECVG00000001 RECVG00000002  
 Batch ID First Last  
 Posted Date First Last

Sort By: Audit Trail Code

Batch ID: LESSON USER1

Audit Trail Code: RECVG00000002

| Type        | Receipt No. | Doc. Date | Post Date      | Vendor ID    | Name                      | Vendor Doc. No. |            |          |                |
|-------------|-------------|-----------|----------------|--------------|---------------------------|-----------------|------------|----------|----------------|
| Voucher No. |             | Subtotal  | Trade Discount | Freight      | Amount                    | Misc Amount     | Tax Amount | Total    | Discount Avail |
| SHP         | RCT1007     | 4/15/2006 | 4/15/2006      | ASSOCIAT0001 | Associated Insurance Inc. | 342             |            |          |                |
|             |             | \$141.84  | \$0.00         |              | \$0.00                    | \$0.00          | \$0.00     | \$141.84 | \$0.00         |

| Item          | Description                  | Quantity Shipped | Quantity Invoiced | U of M            | Site ID   | PO Number | Unit Cost | Extended Cost      |
|---------------|------------------------------|------------------|-------------------|-------------------|-----------|-----------|-----------|--------------------|
| Vendor Item   |                              |                  |                   | Quantity Rejected |           |           |           |                    |
| PHON-ATT-53RD | Cordless-Attractive 5352-Red |                  |                   | Each              | WAREHOUSE | PO0996    |           |                    |
| ATT-53RD      |                              | 1                |                   | 0                 | 0         |           | \$91.59   | \$91.59            |
| ANSW-PAN-1450 | Panache KX-T1450 answer      |                  |                   | Each              | WAREHOUSE | PO0996    |           |                    |
| PAN-T1450     |                              | 1                |                   | 0                 | 0         |           | \$50.25   | \$50.25            |
|               |                              |                  |                   |                   |           |           |           | Subtotal: \$141.84 |

|     |         |           |           |              |                         |        |        |          |        |
|-----|---------|-----------|-----------|--------------|-------------------------|--------|--------|----------|--------|
| SHP | RCT1009 | 4/18/2006 | 4/18/2006 | ADVANCED0001 | Advanced Office Systems | 321    |        |          |        |
|     |         | \$103.79  | \$0.00    |              | \$0.00                  | \$0.00 | \$0.00 | \$103.79 | \$0.00 |

| Item          | Description             | Quantity Shipped | Quantity Invoiced | U of M            | Site ID   | PO Number | Unit Cost | Extended Cost      |
|---------------|-------------------------|------------------|-------------------|-------------------|-----------|-----------|-----------|--------------------|
| Vendor Item   |                         |                  |                   | Quantity Rejected |           |           |           |                    |
| ACCS-CRD-12WH | Phone Cord - 12' White  |                  |                   | Each              | WAREHOUSE | PO0999    |           |                    |
| CRD-12WH      |                         | 1                |                   | 0                 | 0         |           | \$3.29    | \$3.29             |
| ANSW-PAN-1450 | Panache KX-T1450 answer |                  |                   | Each              | WAREHOUSE | PO0999    |           |                    |
| PAN-T1450     |                         | 2                |                   | 0                 | 0         |           | \$50.25   | \$100.50           |
|               |                         |                  |                   |                   |           |           |           | Subtotal: \$103.79 |

| Subtotal | Trade Discount | Freight Amount | Misc Amount | Tax Amount | Total    | Discount Avail |
|----------|----------------|----------------|-------------|------------|----------|----------------|
| \$245.63 | \$0.00         | \$0.00         | \$0.00      | \$0.00     | \$245.63 | \$0.00         |

# Receivings Trx History Report (Detail)

---

## Report Writer name

POP Receivings Trx History  
Report - Detailed

## Report tables

Purchasing Receipt History  
Purchasing Receipt Line  
Quantities  
Purchasing Receipt Line  
History  
Purchasing Landed Cost  
Report Temp

## Range

Receipt Number

## Sorting option

Receipt Number

## Include

Serial/Lot Numbers

The Receivings Trx History Report lists the shipment, shipment/invoice, and invoice receipts that currently exist in history. This report lists the receipt number, vendor document number, vendor name, and vendor ID. For each receipt, the report lists the items included on the receipt, quantity shipped, quantity invoiced, quantity rejected, and cost. The totals and subtotals also are given for each receipt.

## Printing Instructions

1. Choose Reports >> Purchasing >> History to open the Purchasing History Reports window.
2. Select Receivings Trx History from the Reports list and choose New to open the Purchasing History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. Mark Detailed Report, and Serial/Lot Numbers to include serial and lot numbers.
4. Choose Destination. Select a printing destination and choose OK. The Purchasing History Report Options window will be redisplayed.
5. Choose Print.

You can print the Receivings Trx History Report from either the Purchasing History Reports window or the Purchasing History Report Options window. You also can save the report option and print later.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Receivings Trx History Report (Detail)

System: 4/12/2007 9:59:20 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 RECEIVINGS TRX HISTORY REPORT  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

Ranges: From: Receipt Number RCT1001 To: RCT1003

Sorted By: Receipt Number Print Option: Detailed Display: Serial/Lot Numbers

# Non-Inventoried Item \* Voided Transactions ^ Invoice Landed Cost

| Receipt Number             | Vendor Doc. No.                 | Document Date | Vendor ID   | Name                      | Audit Trail Code |        |             |              |              |                |               |
|----------------------------|---------------------------------|---------------|-------------|---------------------------|------------------|--------|-------------|--------------|--------------|----------------|---------------|
| Item                       | Description                     | Vendor Item   | PO Number   | Site ID                   | Bin              | U Of M | Qty Shipped | Qty Invoiced | Qty Rejected | Unit Cost      | Extended Cost |
| RCT1001                    | 528                             | 4/18/2006     | FABRIKAM001 | Fabrikam, Inc.            |                  |        |             |              |              | RECVG00000045  |               |
| PHON-GTE-5043<br>WAREHOUSE | Cordless-Grand S5043<br>Each    | GTES5043      | PO1002      |                           |                  |        | 8           | 0            | 0            | \$81.25        | \$650.00      |
| PHON-GTE-3458<br>WAREHOUSE | Memory-Grand M3458<br>Each      | GTEM3458      | PO1002      |                           |                  |        | 6           | 0            | 0            | \$75.00        | \$450.00      |
|                            |                                 |               |             |                           |                  |        |             |              |              | Subtotal       | \$1,100.00    |
|                            |                                 |               |             |                           |                  |        |             |              |              | Trade Discount | \$0.00        |
|                            |                                 |               |             |                           |                  |        |             |              |              | Freight        | \$0.00        |
|                            |                                 |               |             |                           |                  |        |             |              |              | Miscellaneous  | \$0.00        |
|                            |                                 |               |             |                           |                  |        |             |              |              | Tax            | \$0.00        |
|                            |                                 |               |             |                           |                  |        |             |              |              | Total          | \$1,100.00    |
| RCT1002                    | 45993                           | 4/29/2006     | CRUGEREN001 | Cruger Engineering Compan |                  |        |             |              |              | RECVG00000001  |               |
| HDWR-TPS-0001<br>NORTH     | Tape Unit/Mass Storage<br>Each  | TAPEMASS      | PO1003      |                           |                  |        | 1           | 1            | 0            | \$1,224.64     | \$1,224.64    |
|                            |                                 |               |             |                           |                  |        |             |              |              | Subtotal       | \$1,224.64    |
|                            |                                 |               |             |                           |                  |        |             |              |              | Trade Discount | \$0.00        |
|                            |                                 |               |             |                           |                  |        |             |              |              | Freight        | \$48.00       |
|                            |                                 |               |             |                           |                  |        |             |              |              | Miscellaneous  | \$0.00        |
|                            |                                 |               |             |                           |                  |        |             |              |              | Tax            | \$73.48       |
|                            |                                 |               |             |                           |                  |        |             |              |              | Total          | \$1,346.12    |
| *RCT1003                   | 7474                            | 4/30/2006     | CIRCUITD001 | Circuit Distributing West |                  |        |             |              |              | RECVT00000001  |               |
| HDWR-SWM-0100<br>WAREHOUSE | Switching Module (<100)<br>Each | SMSWITCH      | PO1004      |                           |                  |        | 1           | 1            | 0            | \$7,780.25     | \$7,780.25    |
| HDWR-SRG-0001<br>WAREHOUSE | Surge Protector Panel<br>Each   | SURGEPNL      | PO1004      |                           |                  |        | 6           | 6            | 0            | \$18.65        | \$111.90      |
|                            |                                 |               |             |                           |                  |        |             |              |              | Subtotal       | \$7,892.15    |
|                            |                                 |               |             |                           |                  |        |             |              |              | Trade Discount | \$0.00        |
|                            |                                 |               |             |                           |                  |        |             |              |              | Freight        | \$0.00        |
|                            |                                 |               |             |                           |                  |        |             |              |              | Miscellaneous  | \$0.00        |
|                            |                                 |               |             |                           |                  |        |             |              |              | Tax            | \$473.53      |
|                            |                                 |               |             |                           |                  |        |             |              |              | Total          | \$8,365.68    |

Grand Totals: 3 Receipt(s)

# Reconcile Purchasing Documents

---

## Report Writer name

POP Reconcile Purchasing  
Documents Report

## Report tables

Purchasing Print Exception  
List Temp

## Range

PO Number

The Reconcile Purchasing Documents report lists purchase orders that were reconciled during the reconcile process. A purchase order is considered reconciled if the quantity or dollar field on the purchase order is adjusted.

Choose Tools >> Utilities >> Purchasing >> Reconcile Purchasing Documents. Indicate whether to reconcile information for all purchase orders or for a selected range.

You can print the Reconcile Purchasing Documents report before reconciling documents. Tools >> Utilities >> Purchasing >> Reconcile Purchasing Documents. Mark Print Report Only, select a range of purchase orders, and choose Process.

After reviewing the report, you can reconcile the documents. Mark Reconcile and Print Report, select a range of purchase orders, and choose Process. The Reconcile Purchasing Documents report is printed when the reconcile process is complete.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Reconcile Purchasing Documents

---

System: 5/10/2007 10:12:26 AM  
User Date: 5/10/2007

Fabrikam, Inc.  
RECONCILE PURCHASING DOCUMENTS  
Purchase Order Processing

Page: 1  
User ID: LESSON USER1

Ranges:                   From:                   To:  
          PO Number        First                   Last

Sorted By: PO Number

| Document Number | Item Number   | Error Message   |
|-----------------|---------------|---|
| PO1000          |               | **ERROR: The status of the purchase order has been changed from Open to New |
| PO1006          | PHON-ATT-53BL | **ERROR: Line item status is Open. Verify that the status is correct.       |
| Grand Totals    |               | 2 Purchase Order(s)   |

# Suggested Purchase Orders Report

---

## Report Writer name

POP PO Gen Suggested PO

## Report tables

Purchase Order Generator  
Suggested PO Temp

Purchase Order Generator  
Suggested PO Detail Temp

## Ranges

Item Number  
Site ID  
Buyer ID  
Vendor ID  
Item Class ID

## Include

Demand from Subordinate  
Sites  
Orders with No Vendor ID

The Suggested Purchase Orders Report lists the purchase orders that were suggested during the purchase order generation process. The values included on the report are the values that were displayed in the Suggested Purchase Orders Preview window.

## Printing Instructions

1. Choose Transactions >> Purchasing >> Purchase Order Generator to open the Generate Suggested Purchase Orders window.
2. Enter range restrictions and select options. Choose Suggest Purchase Orders to open the Suggested Purchase Orders Preview window.
3. Choose File >> Print. Select a printing destination and choose OK.

For more information about printing Purchase Order Processing reports, refer to the Purchase Order Processing documentation.

# Suggested Purchase Orders Report

System: 5/19/2004 10:54:30 AM  
 User Date: 4/12/2007

**SUGGESTED PURCHASE ORDERS REPORT**  
 Fabrikam, Inc.  
 Purchase Order Processing

Page: 1  
 User ID: LessonUser1

**Ranges:**                      **From:**                                      **To:**                                      **Purchase Order Date:** 4/12/2007  
 Item Number:                  First                                      Last  
 Site ID:                              First                                      Last  
 Buyer ID:                              First                                      Last  
 Vendor ID:                              First                                      Last  
 Class ID:                              First                                      Last

| Include | Vendor ID<br>Item Number<br>Vendor Item Number | Vendor Name<br>Item Description<br>Site ID                 | Buyer ID<br>Item Class ID<br>Ship To Address ID | Promised Date<br>Base U of M<br>Purchasing U of M | Unit Cost<br>Required Quantity<br>Order Quantity |
|---------|--|--|---|---|--|
| Yes     | ADVANCED0001<br>ACCS-CRD-12WH<br>CRD-12WH      | Advanced Office Systems<br>Phone Cord - 12' White<br>NORTH | RETAIL<br>Primary                               | 4/12/2007<br>Each<br>Each                         | \$3.29<br>20<br>20                               |
| Yes     | ACETRAVE0001<br>PHON-ATT-5354<br>PHON-ATT-5354 | A Travel Company<br>Cordless-Attractive 5354<br>SOUTH      | ATT CORD<br>Primary                             | 4/12/2007<br>Each<br>Each                         | \$115.85<br>20<br>20                             |



# Receivables Management sample reports

This section includes information about and instructions for creating some of the more common Receivables Management reports. Samples of each report also are included.

The following reports are discussed:

- [Customer Setup List](#)
- [Salesperson List](#)
- [Aged Trial Balance with Options](#)
- [Receivables Currency Summary Aging Report](#)
- [Accounts Due Report](#)
- [Sales Analysis Report](#)
- [Receivables Posting Journal](#)
- [Receivables Voided/Waived/NSF Transaction Posting Journal](#)
- [Receivables Scheduled Payments Posting Journal](#)
- [Transaction History Report](#)
- [Commission Distribution List by Salesperson](#)
- [Reconcile Customer Balances](#)
- [Year-End Closing Report](#)

# Customer Setup List

---

## Report Writer names

RM Customer Report  
RM Customer List

## Report tables

RM Customer MSTR  
Customer Master Summary  
RM Period Setup  
RM Customer/Class Report  
TEMP  
Customer Statements E-mail  
Addresses Temp  
User Language Master

## Ranges

Customer ID  
Customer Name  
Class ID  
Type  
Salesperson ID  
Sales Territory ID  
Short Name  
Contact Person  
State  
ZIP Code  
Phone Number

## Sorting options

by Customer ID  
by Customer Name  
by Class ID  
by Type  
by Salesperson ID  
by Sales Territory ID  
by Short Name  
by Contact Person  
by State  
by ZIP Code  
by Phone Number

The Customer Setup List includes the information entered for individual customers using the Customer Maintenance window. The report includes address and shipping information and year-to-date, last-year, and life-to-date financial information, such as cash received, discounts taken, and sales amounts.

## Printing Instructions

To print this report for an individual customer:

1. Choose Cards >> Sales >> Customer to open the Customer Maintenance window.
2. Enter or select a customer and choose File >> Print.

To print this report for a group of customers:

1. Choose Reports >> Sales >> Setup to open the Sales Setup Reports window.
2. Select Customer Setup from the Reports list and choose New to open the Sales Setup Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You also can print the report in summary or detail.
4. Choose Destination. Select a printing destination and choose OK. The Sales Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Customer Setup List from either the Sales Setup Reports window or the Sales Setup Report Options window. You also can save the report option and print later.

For more information about printing Receivables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Customer Setup List

System: 5/3/2012 9:28:12 AM  
 User Date: 5/3/2012

Fabrikam, Inc.  
 CUSTOMER SETUP LIST - DETAIL  
 Receivables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

Customer ID: AARONFIT0001 - AARONFIT0001 Short Name: Aaron Fitz Elec - Aaron Fitz Elec  
 Salesperson ID: PAUL W. - PAUL W. ZIP Code: 60603-0776 - 60603-0776 Sorted: by Customer ID  
 Customer Class: USA-ILMO-T1 - USA-ILMO-T1 State: IL - IL  
 Type: Retail - Retail Telephone: 31255501010000 - 31255501010000  
 Sales Territory: TERRITORY 1 - TERRITORY 1 Contact:  
 Customer Name: Aaron Fitz Electrical - Aaron Fitz Electrical

Customer ID: AARONFIT0001 Hold: No  
 Customer Name: Aaron Fitz Electrical Inactive: No  
 Short Name: Aaron Fitz Elec Parent Customer ID:  
 Statement Name: Aaron Fitz Electrical Class ID: USA-ILMO-T1  
 Address ID: PRIMARY Phone 1: (312) 555-0101 Ext. 0000  
 Contact Person: Phone 2: (000) 000-0000 Ext. 0000  
 Address: 11403 13th Avenue South Phone 3: (000) 000-0000 Ext. 0000  
 Fax: (312) 555-0101 Ext. 0000

City: Chicago UPS Zone:  
 State: IL Shipping Method: LOCAL DELIVERY  
 ZIP Code: 60603-0776 Tax Schedule: USASTCITY-6\*  
 Country: USA

**Comments:**

Ship To: WAREHOUSE  
 Bill To: PRIMARY Trade Discout: 0.00%  
 Statement To: PRIMARY Payment Terms: Net 30  
 Salesperson: PAUL W. Discount Grace Period: 0  
 Territory: TERRITORY 1 Due Date Grace Period: 0  
 Type: Retail Price Level:  
 User-Defined 2: Currency ID: Z-US\$  
 Checkbook ID: Uptown Trust Balance Type: Open Item  
 Default Cash Account: Checkbook Finance Charge: Percent 1.50%  
 Tax Exempt 1: Minimum Payment: No Minimum  
 Tax Exempt 2: Maximum Writeoff: Maximum \$25.00  
 Tax Registration: Credit Limit: Amount \$35,000.00

**Maintain History**

Calendar Year: Yes  
 Fiscal Year: Yes  
 Transaction: Yes  
 Distribution: Yes

Credit Card ID:  
 Credit Card No:  
 Expiration Date: 0/0/0000  
 Bank Name:  
 Bank Branch:  
 Revalue Customer: Yes  
 Post Result To: Receivables/Discount Acct  
 Language: None

Statement Cycle: Monthly  
 E-mail Statements: No

**Statement Addresses:**

| Period Description:  | Current      | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days |
|----------------------|--------------|--------------|--------------|---------------|
| Period Balance:      | \$3,434.09   | \$0.00       | \$0.00       | \$0.00        |
|                      | Year-to-Date | Last Year    | Life-to-Date |               |
| Number of Sales Docs | 53           | 0            | 53           |               |
| No. of Paid Invoices | 42           | 0            | 42           |               |
| Sales:               | \$58,689.97  | \$0.00       | \$58,689.97  |               |
| Cost:                | \$18,545.80  | \$0.00       | \$18,545.80  |               |
| Cash Received:       | \$35,557.10  | \$0.00       | \$35,557.10  |               |
| Returns:             | \$0.00       | \$0.00       | \$0.00       |               |
| Writeoffs:           | \$0.00       | \$0.00       | \$0.00       |               |
| Discounts Taken:     | \$0.00       | \$0.00       | \$0.00       |               |
| High Balance:        | \$33,024.56  | \$0.00       | \$33,024.56  |               |

|                      | Account Number | Account Number                         |
|----------------------|----------------|--|
| Cash:                |                | Terms Discounts Available: 000-1205-00 |
| Accounts Receivable: | 000-1200-00    | Terms Discounts Taken: 000-4180-00     |
| Sales:               | 000-4110-01    | Finance Charges: 000-7010-00           |
| Cost of Sales:       | 000-4510-01    | Writeoffs: 000-6700-00                 |
| Inventory:           | 000-1300-01    | Sales Order Returns:                   |

# Salesperson List

---

## Report Writer names

RM Salesperson Report  
RM Salesperson List

## Report table

RM Salesperson Master

## Ranges

Salesperson ID  
Salesperson Name  
Sales Territory ID  
City  
State  
ZIP Code  
Phone  
Vendor ID  
Employee

## Sorting options

by Salesperson ID  
by Salesperson Name  
by Sales Territory ID  
by State  
by ZIP Code  
by Phone Number  
by Year-To-Date Commissions  
by Last Year Commissions

The Salesperson List displays the information entered using the Salesperson Maintenance window. This report includes a list of salesperson IDs, sales territories, commission percentages, and the total number of salespeople. If printed with detail information, the report also provides last-year and year-to-date commission information.

## Printing Instructions

To print this report for an individual salesperson:

1. Choose Cards >> Sales >> Salesperson to open the Salesperson Maintenance window.
2. Enter or select a salesperson ID and choose File >> Print.

To print this report for a group of salespeople:

1. Choose Reports >> Sales >> Setup to open the Sales Setup Reports window.
2. Select Salesperson from the Reports list and choose New to open the Sales Setup Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can print in detail or summary.
4. Choose Destination. Select a printing destination and choose OK. The Sales Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Salesperson List from either the Sales Setup Reports window or the Sales Setup Report Options window. You also can save the report option and print later.

For more information about printing Receivables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Salesperson List

System: 5/3/2012 9:40:09 AM  
 User Date: 5/3/2012

Fabrikam, Inc.  
 SALESPERSON LIST - DETAIL  
 Receivables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

|                     |                      |              |              |
|---------------------|----------------------|--------------|--------------|
| Salesperson ID:     | NANCY B. - SANDRA M. | Employee ID: | First - Last |
| Salesperson Name:   | First - Last         | Vendor ID:   | First - Last |
| Sales Territory ID: | First - Last         | ZIP Code:    | First - Last |
| Telephone:          | First - Last         | State:       | First - Last |
| City:               | First - Last         |              |              |

Sorted: by Salesperson ID

| Salesperson ID | Name (Last, First, Middle) | Employee ID             | Territory ID      | Vendor ID | Inactive |
|----------------|----------------------------|-------------------------|-------------------|-----------|----------|
| NANCY B.       | Buchanan, Nancy            | BUCH0001                | TERRITORY 3       |           | No       |
| Address:       | 913 North Vine Hill Road   |                         | Year-to-Date      | Last Year |          |
|                |                            | Total Commissions:      | \$13,544.23       | \$0.00    |          |
| City:          | Omaha                      | Commissioned Sales:     | \$451,470.74      | \$0.00    |          |
| State:         | NE                         | Non-Commissioned Sales: | \$0.00            | \$0.00    |          |
| ZIP Code:      | 68556                      | Cost of Sales:          | \$143,007.65      | \$0.00    |          |
| Country:       | USA                        | Maintain History        | Commission Code:  |           |          |
| Phone 1:       | (402) 555-0102 Ext. 0000   | Calendar Year: Yes      | Percent: 3.00%    |           |          |
| Phone 2:       | (000) 000-0000 Ext. 0000   | Fiscal Year: Yes        | Applied To: Sales |           |          |
| Phone 3:       | (000) 000-0000 Ext. 0000   |                         |                   |           |          |
| Fax:           | (402) 555-0102 Ext. 0000   |                         |                   |           |          |
| PAUL W.        | West, Paul                 | WEST0001                | TERRITORY 1       |           | No       |
| Address:       | 8411 Wellington Dr         |                         | Year-to-Date      | Last Year |          |
|                |                            | Total Commissions:      | \$29,621.83       | \$0.00    |          |
| City:          | Lake Forest                | Commissioned Sales:     | \$987,389.25      | \$0.00    |          |
| State:         | IL                         | Non-Commissioned Sales: | \$0.00            | \$0.00    |          |
| ZIP Code:      | 60045-8411                 | Cost of Sales:          | \$202,015.02      | \$0.00    |          |
| Country:       | USA                        | Maintain History        | Commission Code:  |           |          |
| Phone 1:       | (312) 555-0108 Ext. 0000   | Calendar Year: Yes      | Percent: 3.00%    |           |          |
| Phone 2:       | (000) 000-0000 Ext. 0000   | Fiscal Year: Yes        | Applied To: Sales |           |          |
| Phone 3:       | (000) 000-0000 Ext. 0000   |                         |                   |           |          |
| Fax:           | (312) 555-0108 Ext. 0000   |                         |                   |           |          |
| SANDRA M.      | Martinez, Sandra I         | MART0001                | TERRITORY 4       |           | No       |
| Address:       | 1522 West Minnetonka       |                         | Year-to-Date      | Last Year |          |
|                |                            | Total Commissions:      | \$21,568.78       | \$0.00    |          |
| City:          | Excelsior                  | Commissioned Sales:     | \$718,955.54      | \$0.00    |          |
| State:         | MN                         | Non-Commissioned Sales: | \$0.00            | \$0.00    |          |
| ZIP Code:      | 55983                      | Cost of Sales:          | \$237,689.47      | \$0.00    |          |
| Country:       | USA                        | Maintain History        | Commission Code:  |           |          |
| Phone 1:       | (612) 555-0107 Ext. 0000   | Calendar Year: Yes      | Percent: 3.00%    |           |          |
| Phone 2:       | (000) 000-0000 Ext. 0000   | Fiscal Year: Yes        | Applied To: Sales |           |          |
| Phone 3:       | (000) 000-0000 Ext. 0000   |                         |                   |           |          |
| Fax:           | (612) 555-0107 Ext. 0000   |                         |                   |           |          |

Total Salespersons: 3

# Aged Trial Balance with Options

---

## Report Writer names

RM Detail Aged Trial Balance-Options  
RM Summary Aged Trial Balance-Options

## Report tables

RM Customer TEMP  
RM Customer MSTR  
RM Period Setup  
RM Document Temporary File  
Receivables Apply Document Temp

## Ranges

Customer ID  
Customer Name  
Class ID  
Salesperson ID  
Sales Territory ID  
Short Name  
State  
ZIP Code  
Phone  
Date  
Type

## Customer sorting options

by Customer ID  
by Customer Name  
by Class ID  
by Type  
by Salesperson ID  
by Sales Territory ID  
by Short Name  
by State  
by Zip Code  
by Phone Number

## Document sorting options

by Document Number  
by Document Date  
by Due Date

## Exclude

Credit Balance  
Fully Paid Documents  
Zero Balance  
No Activity  
Unposted Applied Credit Documents  
Multicurrency Info

The Aged Trial Balance with Options report shows the balances for each aging period as of the last aging date for a selected range of customers. Use this report to view the outstanding transactions and aging period balances for each customer.

With the Aged Trial Balance with Options report, you can exclude accounts with no activity, a zero balance, or a credit balance. You also can exclude certain types of documents, such as fully paid documents, and you can include unposted applied credits documents. These types of documents are unposted, but are applied to other posted documents.

## Printing Instructions

1. Choose Reports >> Sales >> Trial Balance to open the Receivables Trial Balance Reports window.
2. Select Aged Trial Balance w/Options from the Reports list and choose New to open the Receivables Trial Balance Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can include open item, balance forward, or all accounts. You also can print the report in summary or in detail.



*You can print up to seven aging periods on the report, but only the first four will be printed automatically. Use Report Writer to add the remaining three.*

4. Choose Destination. Select a printing destination and choose OK. The Receivables Trial Balance Report Options window will be redisplayed.
5. Choose Print.

You can print the Aged Trial Balance With Options report from either the Receivables Trial Balance Reports window or the Receivables Trial Balance Reports Options window. You also can save the report option and print later.

For more information about printing Receivables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Aged Trial Balance with Options

System: 5/20/2004 10:28:17 AM  
 User Date: 4/12/2007

**AGED TRIAL BALANCE WITH OPTIONS - DETAIL**  
 Fabrikam, Inc.  
 Receivables Management

Page: 1  
 User ID: sa

Ranges:  
 Customer ID: AARONFIT0001 - AARONFIT0001      Type: First - Last  
 Customer Class: First - Last      Customer Name: First - Last  
 Salesperson ID: First - Last      Short Name: First - Last  
 Sales Territory: First - Last      Posting Date: First - Last  
 ZIP Code: First - Last  
 State: First - Last  
 Telephone: First - Last

Account Type: All  
 Customer: by Customer ID  
 Document: by Document Number  
 Print Currency In: Functional (Z-US\$)  
 Exclude: Zero Balance, No Activity, Fully Paid Documents, Unposted Applied Credit Documents, Multicurrency Info

\* - Indicates an unposted credit document that has been applied.

| Document Number      | Type | Date      | Amount       | Discount | Writeoff | Current           | 31 - 60 Days      | 61 - 90 Days  | 91 - 120 Days | Balance            |                    |
|----------------------|------|-----------|--------------|----------|----------|-------------------|-------------------|---------------|---------------|--------------------|--------------------|
| DM20005              | DR   | 1/27/2004 | \$2,500.00   |          |          |                   |                   |               |               |                    |                    |
| FC20010              | FIN  | 1/23/2004 | \$20.00      |          |          |                   |                   |               |               |                    |                    |
| RTN20015             | RTN  | 1/23/2004 | (\$2,568.00) |          |          | (\$2,568.00)      |                   |               |               |                    |                    |
| SLS11012             | SLS  | 1/21/2004 | \$5,872.41   |          |          |                   |                   |               |               |                    |                    |
| PMT11001             |      | 1/16/2004 |              |          |          |                   |                   |               |               |                    |                    |
| SLS11015             | SLS  | 1/27/2004 | \$833.33     |          |          |                   |                   |               |               |                    |                    |
| SLS11016             | SLS  | 1/30/2004 | \$5,000.00   |          |          |                   |                   |               |               |                    |                    |
| SLS20000             | SLS  | 1/27/2004 | \$2,461.00   |          |          |                   |                   |               |               |                    |                    |
| STDINV2227           | SLS  | 4/12/2007 | \$171.10     |          |          | \$171.10          |                   |               |               |                    |                    |
| STDINV2228           | SLS  | 4/12/2007 | \$128.30     |          |          | \$128.30          |                   |               |               |                    |                    |
| STDINV2252           | SLS  | 4/12/2007 | \$5,702.69   |          |          | \$5,702.69        |                   |               |               |                    |                    |
| SVC1000              | SVC  | 6/12/2003 | \$4,322.98   |          |          |                   |                   |               |               |                    |                    |
| CM1000.1             |      | 6/15/2003 |              |          |          |                   |                   |               |               |                    |                    |
| PMT1000.2            |      | 9/8/2003  |              |          |          |                   |                   |               |               |                    |                    |
| PMT11007             |      | 1/12/2004 |              |          |          |                   |                   |               |               |                    |                    |
| SVC1001              | SVC  | 10/7/2003 | \$2,155.79   |          |          |                   |                   |               |               |                    |                    |
| SVC11004             | SVC  | 1/12/2004 | \$1,859.63   |          |          |                   |                   |               |               |                    |                    |
| SVC11013             | SVC  | 1/26/2004 | \$2,356.89   |          |          |                   |                   |               |               |                    |                    |
| <b>Totals:</b>       |      |           |              |          |          | <b>\$3,434.09</b> | <b>\$0.00</b>     | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$25,613.13</b> |                    |
| <b>Grand Totals:</b> |      |           |              |          |          | <b>1</b>          | <b>\$3,434.09</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>      | <b>\$25,613.13</b> |

# Receivables Currency Summary Aging Report

---

**Report Writer name**

MC RM Currency Summary  
Aging Report

**Report tables**

RM Document Temporary File  
Receivables Apply Document  
Temp

The Receivables Currency Summary Aging Report shows the summary balances in each aging period for each currency you've used other than the functional currency for your company. If the exchange rate for a currency is fluctuating dramatically, you can use this report to determine whether you have a large balance for outstanding accounts in any one currency.

This report will be printed automatically when you print the multicurrency versions of the Receivables Historical Aged Trial Balance or the Receivables Aged Trial Balance with Options. Use the Print Currency In field to select whether to print these reports in functional or reporting currency.

For more information about printing receivables reports, refer to the Receivables Management (Help >> Printable Manuals).

# Receivables Currency Summary Aging Report

System: 5/20/2004 10:30:54 AM  
 User Date: 4/12/2007

**RECEIVABLES CURRENCY SUMMARY AGING REPORT**  
 Fabrikam, Inc.  
 Multicurrency Management

Page: 1  
 User ID: sa

Print Currency In: Functional (Z-US\$)

| Currency ID               | Current           | Originating / Functional |               |               | Outstanding Balance |
|---------------------------|-------------------|--------------------------|---------------|---------------|---------------------|
|                           |                   | 31 - 60 Days             | 61 - 90 Days  | 91 - 120 Days |                     |
| Z-US\$                    | \$3,434.09        | \$0.00                   | \$0.00        | \$0.00        | \$25,613.13         |
|                           | \$3,434.09        | \$0.00                   | \$0.00        | \$0.00        | \$25,613.13         |
| <b>Functional Totals:</b> | <b>\$3,434.09</b> | <b>\$0.00</b>            | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$25,613.13</b>  |

# Accounts Due Report

---

## Report Writer names

RM Accounts Due Report  
RM Accounts Due Report  
Summary

## Report tables

RM Customer TEMP  
RM Customer MSTR  
Customer Master Summary  
RM Period Setup  
RM Document Temporary File  
RM Open File  
Document Type Setup File

## Ranges

Customer ID  
Customer Name  
Aging Period  
Document Type  
Document Number  
Date  
Salesperson ID  
Sales Territory ID

## Sorting options

by Customer ID  
by Customer Name  
by Class ID  
by Type  
by Salesperson ID  
by Sales Territory ID  
by Short Name  
by Contact Person  
by State  
by ZIP Code  
by Phone Number  
by Balance Due  
by Document Number  
by Document Type  
by Document Date  
by Due Date

## Exclude

No Activity  
Past Due  
Zero Balance

The Accounts Due Report shows the amount your customers owe. If printed with detail information, the report shows the number of days each outstanding invoice is past due. The report also displays the dates of the most recent payment and sales transaction for each customer.

## Printing Instructions

1. Choose Reports >> Sales >> Analysis to open the Sales Analysis Reports window.
2. Select Accounts Due from the Reports list and choose New to open the Sales Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can include open item accounts, balance forward accounts, or all accounts, and exclude accounts with no activity, zero balances, or past due amounts. You also can sort or restrict by due date.
4. Choose Destination. Select a printing destination and choose OK. The Sales Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Accounts Due Report from either the Sales Analysis Reports window or the Sales Analysis Reports Options window. You also can save the report option and print later.

For more information about printing Receivables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Accounts Due Report

System: 5/3/2012 10:20:16 AM  
 User Date: 5/3/2012

Fabrikam, Inc.  
 ACCOUNTS DUE REPORT - DETAIL  
 Receivables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

Customer ID: ADAMPARK0001 - ADVANCED0002      Date: First - Last  
 Document Number: First - Last      Salesperson ID: First - Last  
 Aging Period: First - Last      Sales Territory: First - Last  
 Document Type: First - Last      Due as of: 5/3/2012  
 Account Type: All      Exclude:  
 Customer Name: First - Last

Sorted: by Phone Number

| Customer ID           | Name                   | Balance Type | Telephone      | Salesperson       | Territory   | Last Invoice               | Last Payment          |             |
|-----------------------|------------------------|--------------|----------------|-------------------|-------------|----------------------------|-----------------------|-------------|
| ADVANCED0001          | Advanced Paper Co.     | Open Item    | (312) 555-0103 | Ext. 0000 PAUL W. | TERRITORY 1 | 3/7/2012                   | 2/2/2012              |             |
|                       |                        |              |                | Discounts/        |             |                            | Days                  |             |
| Type                  | Document Number        | Date         | Due Date       | Original Amount   | Write Offs  | Applied Amount             | Amount Remaining      | Past Due    |
| SLS                   | SLS3000                | 3/7/2012     | 4/6/2012       | \$3,099.57        | \$0.00      | \$3,065.35                 | \$34.22               | 1,335       |
| SLS                   | STDINV2121             | 1/3/2012     | 2/2/2012       | \$256.59          | \$0.00      | \$256.59                   | \$0.00                | 0           |
| SVC                   | SVC13013               | 1/13/2012    | 2/12/2012      | \$1,684.79        | \$0.00      | \$0.00                     | \$1,684.79            | 1,176       |
| SVC                   | SVC3002                | 11/28/2011   | 12/28/2011     | \$1,288.12        | \$0.00      | \$0.00                     | \$1,288.12            | 1,222       |
| SVC                   | SVC3003                | 12/20/2011   | 1/19/2012      | \$1,319.95        | \$0.00      | \$0.00                     | \$1,319.95            | 1,200       |
| PMT                   | PYMNT00000000144       | 2/2/2012     |                | (\$256.59)        | \$0.00      | \$256.59                   | \$0.00                | 0           |
| Sub-Total:            |                        |              | \$7,392.43     | \$0.00            |             | \$4,327.08                 |                       |             |
|                       |                        |              |                |                   |             | Discounts Available:       | \$0.00                |             |
|                       |                        |              |                |                   |             | Net Amount Due:            | \$4,327.08            |             |
| ADAMPARK0001          | Adam Park Resort       | Open Item    | (317) 555-0102 | Ext. 0000 GREG E. | TERRITORY 2 | 1/29/2012                  | 2/24/2011             |             |
|                       |                        |              |                | Discounts/        |             |                            | Days                  |             |
| Type                  | Document Number        | Date         | Due Date       | Original Amount   | Write Offs  | Applied Amount             | Amount Remaining      | Past Due    |
| SLS                   | SLS13014               | 1/23/2012    | 2/22/2012      | \$8,500.00        | \$0.00      | \$0.00                     | \$8,500.00            | 1,166       |
| SLS                   | SLS13015               | 1/29/2012    | 2/28/2012      | \$5,470.19        | \$0.00      | \$0.00                     | \$5,470.19            | 1,160       |
| SLS                   | SLS3004                | 11/23/2011   | 12/23/2011     | \$2,535.76        | \$0.00      | \$0.00                     | \$2,535.76            | 1,227       |
| SVC                   | SVC3007                | 12/17/2011   | 1/16/2012      | \$689.41          | \$0.00      | \$0.00                     | \$689.41              | 1,203       |
| Sub-Total:            |                        |              | \$17,195.36    | \$0.00            |             | \$17,195.36                |                       |             |
|                       |                        |              |                |                   |             | Discounts Available:       | \$0.00                |             |
|                       |                        |              |                |                   |             | Net Amount Due:            | \$17,195.36           |             |
| ADVANCED0002          | Advanced Tech Satellit | Open Item    | (416) 555-0104 | Ext. 0000 GARY W. | TERRITORY 6 | 1/27/2012                  | 1/31/2011             |             |
|                       |                        |              |                | Discounts/        |             |                            | Days                  |             |
| Type                  | Document Number        | Date         | Due Date       | Original Amount   | Write Offs  | Applied Amount             | Amount Remaining      | Past Due    |
| SLS                   | SLS11074               | 1/27/2012    | 2/26/2012      | \$5,718.44        | \$0.00      | \$0.00                     | \$5,718.44            | 1,162       |
| RTN                   | INV1013                | 4/27/2012    |                | (\$1,016.24)      | \$0.00      | \$0.00                     | (\$1,016.24)          | 0           |
| Sub-Total:            |                        |              | \$4,702.20     | \$0.00            |             | \$4,702.20                 |                       |             |
|                       |                        |              |                |                   |             | Discounts Available:       | \$0.00                |             |
|                       |                        |              |                |                   |             | Net Amount Due:            | \$4,702.20            |             |
|                       |                        |              |                |                   |             | Amount Remaining:          | \$26,224.64           |             |
|                       |                        |              |                |                   |             | Total Discounts Available: | \$0.00                |             |
| Discounts/Write Offs: |                        |              |                |                   |             | \$0.00                     | Total Net Amount Due: | \$26,224.64 |
|                       |                        |              |                |                   |             | =====                      | =====                 |             |

# Sales Analysis Report

---

## Report Writer name

RM Sales Summary Report

## Report table

Customer Master Summary  
Temp

## Customer sorting options and ranges

Customer ID  
Customer Name  
Class ID  
Type  
Salesperson ID  
Sales Territory ID  
Gross Profit  
Profit Margin  
State

## Class sorting options and ranges

Class ID  
Gross Profit  
Profit Margin

## Salesperson sorting options and ranges

Salesperson ID  
Gross Profit  
Profit Margin  
State

## Sales Territory sorting options and ranges

Sales Territory ID  
Gross Profit  
Profit Margin

## Type sorting options and ranges

Type  
Gross Profit  
Profit Margin

The Sales Analysis Report shows the sales activity of your customers. You can show customer activity for a range of customers or information summarized by class, salesperson, sales territory, or a user-defined option. The report provides year-to-date, last-year, and life-to-date sales information; the report also compares the last-year sales to the current-year sales.

## Printing Instructions

1. Choose Reports >> Sales >> Analysis to open the Sales Analysis Reports window.
2. Select Receivables Sales Analysis from the Reports list and choose New to open the Sales Analysis Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can print the report by customer, class, salesperson, sales territory, or the user-defined option. You also can restrict these reports; the options available vary, depending upon the sorting method you've selected.
4. Choose Destination. Select a printing destination and choose OK. The Sales Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Analysis Report from either the Sales Analysis Reports window or the Sales Analysis Report Options window. You also can save the report option and print later.

For more information about printing Receivables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Sales Analysis Report

System: 5/3/2012 10:33:29 AM  
 User Date: 5/3/2012

Fabrikam, Inc.  
 SALES ANALYSIS REPORT - by Customer ID  
 Receivables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

|                     |                             |                |                |
|---------------------|-----------------------------|----------------|----------------|
| Customer ID:        | AARONFIT0001 - ADVANCED0001 | Sorted:        | by Customer ID |
| Sales Territory ID: | First - Last                |                |                |
| Class ID:           | First - Last                | Gross Profit:  | First - Last   |
| Type:               | First - Last                | Profit Margin: | First - Last   |
| Salesperson ID:     | First - Last                | State:         | First - Last   |
| Customer Name:      | First - Last                |                |                |
| Summary View:       | Amounts Since Last Close    |                |                |
| Year:               |                             |                |                |
| Period:             |                             |                |                |

| ID               | Name                  |           | Gross Profit | Profit Margin |
|------------------|-----------------------|-----------|--------------|---------------|
| AARONFIT0001     | Aaron Fitz Electrical |           | \$40,144.17  | 68.40%        |
|                  | Year To Date          | Last Year | % Last Year  | Life To Date  |
| Number Invoices: | 53                    | 0         | 0.00%        | 53            |
| Sales:           | \$58,689.97           | \$0.00    | 0.00%        | \$58,689.97   |
| Cost:            | \$18,545.80           | \$0.00    | 0.00%        | \$18,545.80   |
| Cash:            | \$35,557.10           | \$0.00    | 0.00%        | \$35,557.10   |
| Returns:         | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Writeoffs:       | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Discounts:       | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Finance Charges: | \$20.00               | \$0.00    | 0.00%        | \$20.00       |
| Waived:          | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| ADAMPARK0001     | Adam Park Resort      |           | \$21,260.89  | 83.75%        |
|                  | Year To Date          | Last Year | % Last Year  | Life To Date  |
| Number Invoices: | 13                    | 0         | 0.00%        | 13            |
| Sales:           | \$25,385.68           | \$0.00    | 0.00%        | \$25,385.68   |
| Cost:            | \$4,124.79            | \$0.00    | 0.00%        | \$4,124.79    |
| Cash:            | \$6,306.29            | \$0.00    | 0.00%        | \$6,306.29    |
| Returns:         | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Writeoffs:       | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Discounts:       | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Finance Charges: | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Waived:          | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| ADVANCED0001     | Advanced Paper Co.    |           | \$14,312.08  | 75.48%        |
|                  | Year To Date          | Last Year | % Last Year  | Life To Date  |
| Number Invoices: | 8                     | 0         | 0.00%        | 8             |
| Sales:           | \$18,961.03           | \$0.00    | 0.00%        | \$18,961.03   |
| Cost:            | \$4,648.95            | \$0.00    | 0.00%        | \$4,648.95    |
| Cash:            | \$15,661.36           | \$0.00    | 0.00%        | \$15,661.36   |
| Returns:         | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Writeoffs:       | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Discounts:       | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Finance Charges: | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Waived:          | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
|                  | Year To Date          | Last Year | % Last Year  | Life To Date  |
| Number Invoices: | 74                    | 0         | 0.00%        | 74            |
| Sales:           | \$103,036.68          | \$0.00    | 0.00%        | \$103,036.68  |
| Cost:            | \$27,319.54           | \$0.00    | 0.00%        | \$27,319.54   |
| Cash:            | \$57,524.75           | \$0.00    | 0.00%        | \$57,524.75   |
| Returns:         | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Writeoffs:       | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Discounts:       | \$0.00                | \$0.00    | 0.00%        | \$0.00        |
| Finance Charges: | \$20.00               | \$0.00    | 0.00%        | \$20.00       |
| Waived:          | \$0.00                | \$0.00    | 0.00%        | \$0.00        |

# Receivables Posting Journal

---

## Report Writer name

RM Sales Posting Journal

## Report tables

Posting Definitions Master  
RM Sales Work File  
Document Type Setup File  
Receivable Journal  
Distributions

## Ranges

Audit Trail Code  
Batch ID  
Origin  
Posting Date

## Sorting options

by Origin  
by Audit Trail Code  
by Posting Date  
by Batch ID

## Print

Posting Journal  
Detail Breakdown Register  
Summary Breakdown  
Register

The Receivables Posting Journal shows detailed information about the transactions being posted, including the posting accounts affected by each transaction, tax, applied amounts, and commission distributions. The Receivables Posting Journal also indicates if a transaction hasn't been posted because of errors.

The Receivables Posting Journal will be printed automatically when you close the Receivables Transaction Entry window. This journal is part of the audit trail and should be kept with your permanent records.

You can print posting journals only if you selected to print them in the Posting Setup window. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.



*You can print the posting journal to a file and to the printer, in case of a printing error. You can print the contents of this file at any time.*

Posting journals printed for individually posted transactions generally are the same as the posting journals printed for batch transactions. However, the reports for individually posted transactions contain information only for the transactions you entered since you last opened the transaction entry window.

You can reprint the Receivables Posting Journal at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and haven't removed history on the transactions.

## Printing Instructions

1. Choose Reports >> Sales >> Posting Journals to open the Sales Posting Journals window.
2. Select Receivables Posting Journal from the Reports list and choose New to open the Sales History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals. Mark Detail Breakdown Register.
4. Choose Destination. Select a printing destination and choose OK. The Sales Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Receivables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Receivables Posting Journal

System: 5/3/2012 11:00:24 AM  
 User Date: 5/3/2012

Fabrikam, Inc.  
 RECEIVABLES POSTING JOURNAL

Page: 1  
 User ID: LESSONUSER1

Batch ID: LESSONUSER1      Audit Trail Code: RMSLS00000004      Batch Frequency: Single Use  
 Posting Date: 0/0/0000      Batch Comment:  
 Trx Total Actual: 0      Trx Total Control: 0  
 Batch Total Actual: \$0.00      Batch Total Control: \$0.00  
 Approved: NO      Approved By:      Approval Date: 0/0/0000

| Type Document Number | Doc Date | Post Date | Customer ID  | Name                    | Salesperson |
|----------------------|----------|-----------|--------------|-------------------------|-------------|
| SLS SALES00000001003 | 5/3/2012 | 5/3/2012  | AMERICAN0001 | American Science Museum | PAUL W.     |
| \$458.76             | \$0.00   | \$0.00    | \$0.00       | \$32.12                 | \$490.88    |
|                      |          |           |              |                         | \$0.00      |

General Ledger Distributions

| Account Number | Account Description            | Account Type | Debit Amount | Credit Amount |
|----------------|--------------------------------|--------------|--------------|---------------|
| 000-4510-01    | Cost of Goods Sold - Retail/Pa | COGS         | 490.88       | 0.00          |
| 000-1300-01    | Inventory - Retail/Parts       | INV          | 0.00         | 490.88        |
| 000-4110-01    | US Sales - Retail/Parts        | SALES        | 0.00         | 458.76        |
| 000-2300-00    | IL State Sales Tax Payable     | TAXES        | 0.00         | 27.53         |
| 000-2310-00    | Chicago City Sales Tax Payable | TAXES        | 0.00         | 4.59          |
| 000-1200-00    | Accounts Receivable            | RECV         | 490.88       | 0.00          |
| 300-5130-00    | Commissions - Sales            | COMMEXP      | 13.76        | 0.00          |
| 000-2120-00    | Commissions Payable            | COMMPAY      | 0.00         | 13.76         |
|                |                                |              | 995.52       | 995.52        |

Tax Detail Distributions

| Tax Detail ID | Tax Detail Description | Tax Amount |
|---------------|------------------------|------------|
| USASTE-PS6N0  | State Sales Tax        | 27.53      |
| USCITY-PS1N0  | Chicago City Sales Tax | 4.59       |
|               |                        | 32.12      |

Commissions Split

| Salesperson Name | Sales Territory ID | Comm % | % of Sale | Sales Amount | Commission Amount |
|------------------|--------------------|--------|-----------|--------------|-------------------|
| West Paul        | TERRITORY 1        | 3.00%  | 100.00%   | 458.76       | 13.76             |
|                  |                    |        |           | 458.76       | 13.76             |

|          |        |        |        |         |          |        |
|----------|--------|--------|--------|---------|----------|--------|
| \$458.76 | \$0.00 | \$0.00 | \$0.00 | \$32.12 | \$490.88 | \$0.00 |
|----------|--------|--------|--------|---------|----------|--------|

# Receivables Voided/Waived/NSF Transaction Posting Journal

---

## Report Writer name

RM Modify Posted TRX  
Journal

## Report tables

RM Document Temporary File  
RM Batch History  
RM Customer MSTR  
Document Type Setup File  
Receivable Journal  
Distributions

## Ranges

Audit trail code  
Batch ID  
Origin  
Posting date

## Sorting options

by Origin  
Audit Trail Code  
by Posting Date  
by Batch ID

## Print

Posting Journal  
Detail Breakdown Register  
Summary Breakdown  
Register

The Receivables Voided/Waived/NSF Transaction Posting Journal shows the posting accounts affected when an NSF charge has been assessed, a finance charge has been waived, or a document has been voided using the Receivables Posted Transactions Maintenance window. The receivables Voided/Waived/NSF Transaction Posting Journal also indicates if a transaction hasn't been posted because of errors.

The Receivables Voided/Waived/NSF Transaction Posting Journal will be printed automatically when you close the Receivables Posted Transactions Maintenance window. This journal is part of the audit trail and should be kept with your permanent records.

Posting journals will be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager Setup manual.



*You can print the posting journal to a file and to the printer, in case of a printer error. You can print the contents of this file at any time.*

You can reprint the Receivables Voided/Waived/NSF Posting Journal at any time as long as you've marked Reprint in the Audit Trail Codes Setup window.

## Printing Instructions

1. Choose Reports >> Sales >> Posting Journals to open the Sales Posting Journals window.
2. Select Receivables Voided/Waived/NSF from the Reports list and choose New to open the Sales Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Sales Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Receivables Management reports, refer to the Receivables Management documentation (Help >> Printable Manuals).

# Receivables Voided/Waived/NSF Transaction Posting Journal

System: 5/3/2012 11:03:53 AM Fabrikam, Inc. Page: 1  
 User Date: 5/3/2012 RECEIVABLES VOIDED/WAIVED/NSF TRANSACTION POSTING JOURNAL - REPRINT User ID: LESSONUSER1

Ranges:

Audit Trail Code: First - Last Batch ID: First - Last  
 Batch Origin: First - Last

Sorted: by Origin

| Type | Document Number | Description | Date | Customer ID | Customer Name |
|------|-----------------|-------------|------|-------------|---------------|
|------|-----------------|-------------|------|-------------|---------------|

| Batch ID | Audit Trail Code | Original Amount | Void Date | Posting Date |
|----------|------------------|-----------------|-----------|--------------|
|----------|------------------|-----------------|-----------|--------------|

| Account Number | Account Description            | Applied Distribution | Debit Amount | Credit Amount |
|----------------|--------------------------------|----------------------|--------------|---------------|
| 000-1200-00    | Accounts Receivable            | RECV                 | \$0.00       | \$1,433.75    |
| 000-4110-02    | US Sales - Finished Goods      | SALES                | \$1,339.95   | \$0.00        |
| 000-2300-00    | IL State Sales Tax Payable     | TAXES                | \$80.40      | \$0.00        |
| 000-2310-00    | Chicago City Sales Tax Payable | TAXES                | \$13.40      | \$0.00        |
| 300-5130-00    | Commissions - Sales            | COMMEXP              | \$0.00       | \$40.20       |
| 000-2120-00    | Commissions Payable            | COMMPAY              | \$40.20      | \$0.00        |
| 000-1300-01    | Inventory - Retail/Parts       | INV                  | \$698.12     | \$0.00        |
| 000-4510-01    | Cost of Goods Sold - Retail/Pa | COGS                 | \$0.00       | \$698.12      |
|                |                                |                      | -----        | -----         |
|                |                                |                      | \$2,172.07   | \$2,172.07    |

Tax Detail Distributions

| Tax Detail ID | Tax Detail Description | Tax Amount |
|---------------|------------------------|------------|
| USASTE-PS6N0  | State Sales Tax        | (\$80.40)  |
| USCITY-PS1N0  | Chicago City Sales Tax | (\$13.40)  |
|               |                        | -----      |
|               |                        | (\$93.80)  |

Total: \$1,433.75  
 =====

| Account Number | Account Description      | Applied Distribution | Debit Amount | Credit Amount |
|----------------|--------------------------|----------------------|--------------|---------------|
| 000-1100-00    | Cash - Operating Account | CASH                 | \$0.00       | \$1,433.75    |
| 000-1200-00    | Accounts Receivable      | RECV                 | \$1,433.75   | \$0.00        |
|                |                          |                      | -----        | -----         |
|                |                          |                      | \$1,433.75   | \$1,433.75    |

Total: \$1,433.75  
 =====

2 Document(s)

# Receivables Scheduled Payments Posting Journal

---

## Report Writer names

RM Scheduled Payments  
Posting Journal

## Report tables

RM Open File  
RM Scheduled Payment  
Header  
RM Customer MSTR

The Receivables Scheduled Payments Posting Journal displays detailed information about scheduled payments documents that are posted using the Receivables Scheduled Payments Entry window. This posting journal is printed automatically when you post transactions, and then close the window.

You can print posting journals only if you selected to print them in the Posting Setup window. See the System Setup documentation (Help >> Contents >> Setting Up The System) for more information.

To open the Receivables Scheduled Payments Entry window, choose Transactions >> Sales >> Scheduled Payments. Enter scheduled payments information and choose Post to post the transactions. Close the window. The Receivables Scheduled Payments Posting Journal is printed.

For more information about printing Payables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Receivables Scheduled Payments Posting Journal

---

System: 5/20/2004  
User Date: 4/12/2007

10:34:59 AM

RECEIVABLES SCHEDULED PAYMENTS POSTING JOURNAL

Page: 1  
User ID: sa

Fabrikam, Inc.

Audit Trail Code: RMSLS00000003

| Schedule Number                | Description               | Customer ID       | Customer Name           |   |            |  |
|--------------------------------|---------------------------|-------------------|-------------------------|---|------------|--|
| Document Date                  | Posting Date              | Schedule Amount   | Interest Rate           | Frequency                               | Start Date |  |
| SCHPY000000000001<br>1/13/2004 | 1/13/2004                 | \$397.64          | ASSOCIAT0001<br>6.5000% | Associated Insurance Company<br>Monthly | 1/13/2004  |  |
|                                | Original Document Number: | SVC11020          |                         |   |            |  |
|                                | Credit Memo Created:      | CREDT000000000001 |                         |   |            |  |

# Transaction History Report

---

## Report Writer names

RM Transaction History  
Report-Detailed  
RM Transaction History  
Report-Summary

## Report tables

RM History File  
Document Type Setup File  
RM Customer MSTR  
RM Apply History File  
Document Type Setup File

## Ranges

Document Type  
Document Number  
Document Date  
Audit Trail Code  
Customer ID  
Salesperson ID  
Sales Territory ID

## Sorting options

by Document Order  
by Document Date  
by Audit Trail Code  
by Customer ID  
by Salesperson ID  
by Sales Territory ID

## Include

Multicurrency

The Transaction History Report displays transactions that are in history. Print the report to analyze past customer, salesperson, and sales territory activity. The Transaction History Report will be printed automatically when you remove transaction history using the Remove Receivables Transaction History window.

## Printing Instructions

1. Choose Reports >> Sales>> History to open the Sales History Reports window.
2. Select Receivables Trx History from the Reports list and choose New to open the Sales History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You also can print in summary or detail.
4. Choose Destination. Select a printing destination and choose OK. The Sales History Report Options window will be redisplayed.
5. Choose Print.

You can print the Transaction History Report from either the Sales History Reports window or the Sales History Reports Options window. You also can save the report option and print later.

For more information about printing Receivables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Transaction History Report

System: 5/3/2012 11:13:57 AM  
 User: 5/3/2012

Fabrikam, Inc.  
 TRANSACTION HISTORY REPORT - DETAILED  
 Receivables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

|  |                                  |
|--|----------------------------------|
| Salesperson ID: First - Last                     | Document Date: First - Last      |
| Document Type: SchedulePayment - Finance Charges | Post Date: First - Last          |
| Sales Territory: First - Last                    | Document Number: First - Last    |
| Customer ID: First - Last                        | Transaction Source: First - Last |

Sorted: by Document Order

| Type | Document Number | Doc Date  | Description        | Customer Number | Salesperson     | Writeoff       | Invoice Amount |
|------|-----------------|-----------|--------------------|-----------------|-----------------|----------------|----------------|
|      |                 | Post Date | Discount Available | Short Name      | Sales Territory | Discount Taken | Payments       |
| DR   | DM1000          | 6/12/2011 |                    | COMPUTEC0001    |                 | \$0.00         | \$158.21       |
|      |                 | 1/1/2012  | \$0.00             | Compu-Tech Solu |                 | \$0.00         | \$0.00         |
| Type | Apply Document  | Date      | Apply Amount       | Discount Taken  |                 | Writeoff       |                |
| PMT  | PMT11030        | 1/31/2012 | \$158.21           | \$0.00          |                 | \$0.00         |                |
| DR   | DM5000          | 6/28/2011 |                    | VISTATRA0001    |                 | \$0.00         | \$471.34       |
|      |                 | 1/1/2012  | \$0.00             | Vista Travel    |                 | \$0.00         | \$0.00         |
| Type | Apply Document  | Date      | Apply Amount       | Discount Taken  |                 | Writeoff       |                |
| PMT  | PMT15050        | 1/31/2012 | \$471.34           | \$0.00          |                 | \$0.00         |                |
| DR   | DM8001          | 8/31/2011 |                    | DIALDIRE0001    |                 | \$0.00         | \$2,083.54     |
|      |                 | 1/1/2012  | \$0.00             | Dial Direct Pag |                 | \$0.00         | \$0.00         |
| Type | Apply Document  | Date      | Apply Amount       | Discount Taken  |                 | Writeoff       |                |
| PMT  | PMT18004        | 1/31/2012 | \$2,083.54         | \$0.00          |                 | \$0.00         |                |
| FIN  | FC5001          | 6/28/2011 |                    | VISTATRA0001    |                 | \$0.00         | \$20.00        |
|      |                 | 1/1/2012  | \$0.00             | Vista Travel    |                 | \$0.00         | \$0.00         |
| Type | Apply Document  | Date      | Apply Amount       | Discount Taken  |                 | Writeoff       |                |
| PMT  | PMT15050        | 1/31/2012 | \$20.00            | \$0.00          |                 | \$0.00         |                |
| FIN  | FC8002          | 8/31/2011 |                    | DIALDIRE0001    |                 | \$0.00         | \$25.00        |
|      |                 | 1/1/2012  | \$0.00             | Dial Direct Pag |                 | \$0.00         | \$0.00         |
| Type | Apply Document  | Date      | Apply Amount       | Discount Taken  |                 | Writeoff       |                |
| PMT  | PMT180001       | 1/31/2012 | \$25.00            | \$0.00          |                 | \$0.00         |                |

# Commission Distribution List by Salesperson

---

## Report Writer name

RM Salesperson Commission  
Summary

The Commission Distribution List by Salesperson shows the commissions entered for individual salespeople.

## Report tables

RM Commissions Report File  
Sales Territory Master File  
RM Customer MSTR  
RM Salesperson Master  
Document Type Setup File  
RM Key File

## Printing Instructions

1. Choose Reports >> Sales >> Commissions to open the Sales Commissions Reports window.
2. Select Commission Dist by Salesperson from the Reports list and choose New to open the Sales Commissions Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You also can exclude commissions already transferred to payroll.
4. Choose Destination. Select a printing destination and choose OK. The Sales Commissions Report Options window will be redisplayed.
5. Choose Print.

## Ranges

Customer ID  
Salesperson ID  
Sales Territory ID  
Document Date

You can print the Commission Distribution List by Salesperson from either the Sales Commissions Reports window or the Sales Commissions Reports Options window. You also can save the report option and print later.

## Sorting option

by Salesperson ID

For more information about printing distribution lists, refer to the Receivables Management (Help >> Printable Manuals).

# Commission Distribution List by Salesperson

System: 5/3/2012 11:20:10 AM  
 User Date: 5/3/2012

Fabrikam, Inc.  
 COMMISSION DISTRIBUTION LIST BY SALESPERSON  
 Receivables Management

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

Customer ID: AARONFIT0001 - AARONFIT0001  
 Salesperson ID: First - Last

Sales Territory ID: First - Last  
 Document Date: First - Last

Sorted: by Salesperson ID

| Territory               | Type | Document Number   | Date      | Comm Sales Amt | Comm Amt   | Non-Comm Amt | Sales % | Comm % |
|-------------------------|------|-------------------|-----------|----------------|------------|--------------|---------|--------|
| Salesperson ID: PAUL W. |      | Name: West, Paul  |           |                |            |              |         |        |
| TERRITORY 1             | SLS  | INV1024           | 2/10/2011 | \$119.95       | \$3.60     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | INV1025           | 2/15/2011 | \$109.95       | \$3.30     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | SALES000000001000 | 5/3/2012  | \$425.00       | \$12.75    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | SLS1002           | 12/4/2010 | \$8,121.58     | \$243.65   | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | SLS11012          | 1/21/2011 | \$5,488.23     | \$164.65   | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | SLS11014          | 1/27/2011 | \$3,300.70     | \$99.02    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | SLS11015          | 1/27/2011 | \$833.33       | \$25.00    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | SLS11016          | 1/30/2011 | \$5,000.00     | \$150.00   | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | SLS20000          | 1/27/2011 | \$2,300.00     | \$69.00    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2002        | 1/3/2012  | \$1,139.70     | \$34.19    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2005        | 1/5/2012  | \$959.95       | \$28.80    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2006        | 1/5/2012  | \$399.75       | \$11.99    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2010        | 1/7/2012  | \$379.90       | \$11.40    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2011        | 1/8/2012  | \$49.75        | \$1.49     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2012        | 1/8/2012  | \$49.75        | \$1.49     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2026        | 1/23/2012 | \$119.95       | \$3.60     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2027        | 1/24/2012 | \$109.95       | \$3.30     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2029        | 1/26/2012 | \$599.50       | \$17.99    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2030        | 1/27/2012 | \$119.90       | \$3.60     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2044        | 2/7/2012  | \$299.75       | \$8.99     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2057        | 2/19/2012 | \$2,399.95     | \$72.00    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2058        | 2/19/2012 | \$319.80       | \$9.59     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2069        | 2/25/2012 | \$379.90       | \$11.40    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2082        | 3/4/2012  | \$239.90       | \$7.20     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2083        | 3/4/2012  | \$219.90       | \$6.60     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2095        | 3/14/2012 | \$119.40       | \$3.58     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2096        | 3/14/2012 | \$358.20       | \$10.75    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2112        | 3/27/2012 | \$189.95       | \$5.70     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2113        | 3/28/2012 | \$39.80        | \$1.19     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2115        | 3/30/2012 | \$569.85       | \$17.10    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2120        | 1/3/2012  | \$1,139.70     | \$34.19    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2123        | 1/5/2012  | \$959.95       | \$28.80    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2124        | 1/5/2012  | \$399.75       | \$11.99    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2129        | 1/7/2012  | \$379.90       | \$11.40    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2130        | 1/8/2012  | \$49.75        | \$1.49     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2131        | 1/8/2012  | \$49.75        | \$1.49     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2144        | 1/23/2012 | \$119.95       | \$3.60     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2145        | 1/24/2012 | \$109.95       | \$3.30     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2166        | 2/19/2012 | \$2,719.75     | \$81.59    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2176        | 2/25/2012 | \$379.90       | \$11.40    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2189        | 3/4/2012  | \$239.90       | \$7.20     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2190        | 3/4/2012  | \$219.90       | \$6.60     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2202        | 3/14/2012 | \$119.40       | \$3.58     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2203        | 3/14/2012 | \$358.20       | \$10.75    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2219        | 3/27/2012 | \$189.95       | \$5.70     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2220        | 3/28/2012 | \$39.80        | \$1.19     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2222        | 3/30/2012 | \$569.85       | \$17.10    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2227        | 4/12/2012 | \$159.90       | \$4.80     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2228        | 4/12/2012 | \$119.90       | \$3.60     | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SLS  | STDINV2252        | 4/12/2012 | \$5,329.60     | \$159.89   | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SVC  | SVC1000           | 6/12/2010 | \$4,322.98     | \$129.69   | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SVC  | SVC1001           | 10/7/2010 | \$2,155.79     | \$64.67    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SVC  | SVC11004          | 1/12/2011 | \$1,859.63     | \$55.79    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | SVC  | SVC11013          | 1/26/2011 | \$2,356.89     | \$70.71    | \$0.00       | 100.00% | 3.00%  |
| TERRITORY 1             | RTN  | RTN20015          | 1/23/2011 | (\$2,400.00)   | (\$72.00)  | \$0.00       | 100.00% | 3.00%  |
| Sub-Totals              |      |                   |           | -----          | -----      | -----        |         |        |
| Totals                  |      |                   |           | =====          | =====      | =====        |         |        |
|                         |      |                   |           | \$56,713.28    | \$1,701.44 | \$0.00       |         |        |
|                         |      |                   |           | \$56,713.28    | \$1,701.44 | \$0.00       |         |        |

# Reconcile Customer Balances

---

## Report Writer name

RM Reconcile Report

## Report tables

RM Customer TEMP

RM Customer MSTR

Customer Master Summary

## Ranges

by Customer ID

by Name

by Class

by Type

by Salesperson ID

by Sales Territory ID

The Reconcile Customer Balances report shows the customer aging periods that were reconciled. The Reconcile Customer Balances Report lists customers whose aging period balances changed. You can reconcile open item, balance forward, or all accounts. Each customer is listed with the balances before and after reconciling.

## Printing Instructions

1. Choose Tools >> Utilities >> Sales >> Reconcile to open the Reconcile Receivables Amounts window.
2. Mark Current Customer Information and Print Report. Unmark Reconcile.
3. Select a range of customers, a reconcile date, and an account type to reconcile. Choose Process.
4. Select a printing destination and choose OK.

After reviewing the report, you can reconcile by marking the Reconcile option and choosing Process in the Reconcile Receivables Amounts window. If you marked the Print Report option, the Reconcile Customer Balances report prints after the reconcile is complete.

For more information about printing Receivables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Reconcile Customer Balances

System: 5/3/2012 11:31:50 AM  
 User Date: 5/3/2012

Fabrikam, Inc.  
 RECONCILE CUSTOMER BALANCES  
 Receivables Management

Page: 1  
 User ID: LESSONUSER1

|                |              |            |                    |              |            |
|----------------|--------------|------------|--------------------|--------------|------------|
| <b>Ranges:</b> | <b>From:</b> | <b>To:</b> | <b>Class</b>       | <b>From:</b> | <b>To:</b> |
| Customer ID    | First        | Last       |                    | First        | Last       |
| Name           | First        | Last       | Salesperson ID     | First        | Last       |
| Type           | First        | Last       | Sales Territory ID | First        | Last       |

Sorted By: Customer ID      Account Type: All  
 Reconcile Date: 5/3/2012      Statement Cycles: No Statement, Weekly, Biweekly, Semimonthly, Monthly, Bimonthly, Quarterly  
 Option: Print Report Only

| Customer ID             | Name                    | Account Type     |                   |                  |                 |
|-------------------------|-------------------------|------------------|-------------------|------------------|-----------------|
| MAHLERST0001            | Mahler State University | Open Item        |                   |                  |                 |
|                         |                         |                  | Unposted:         | Before Reconcile | After Reconcile |
|                         |                         |                  | Sales/Debits      | \$0.00           | \$0.00          |
|                         |                         |                  | Cash Credits      | \$0.00           | \$0.00          |
|                         |                         |                  | Other Sales       | \$0.00           | \$0.00          |
|                         |                         |                  | Other Cash        | \$0.00           | \$0.00          |
|                         |                         |                  | On Order          | \$0.00           | \$0.00          |
|                         |                         |                  | Deposits Received | \$0.00           | \$0.00          |
|                         |                         |                  | Aging Period      | Before Reconcile | After Reconcile |
|                         |                         |                  | Current           | \$9.90           | \$0.00          |
|                         |                         |                  | 31 - 60 Days      | \$0.00           | \$0.00          |
|                         |                         |                  | 61 - 90 Days      | \$0.00           | \$0.00          |
|                         |                         |                  | 91 - 120 Days     | \$0.00           | \$9.90          |
|                         |                         |                  | 121 - 150 Days    | \$0.00           | \$0.00          |
|                         |                         |                  | 151 - 180 Days    | \$0.00           | \$0.00          |
|                         |                         |                  | 181 and Over      | \$34,279.40      | \$34,279.40     |
|                         |                         |                  |                   | -----            | -----           |
|                         |                         | Customer Balance |                   | \$34,289.30      | \$34,289.30     |
| PLACEONE0001            | Place One Suites        | Open Item        |                   |                  |                 |
|                         |                         |                  | Unposted:         | Before Reconcile | After Reconcile |
|                         |                         |                  | Sales/Debits      | \$0.00           | \$0.00          |
|                         |                         |                  | Cash Credits      | \$0.00           | \$0.00          |
|                         |                         |                  | Other Sales       | \$0.00           | \$0.00          |
|                         |                         |                  | Other Cash        | \$0.00           | \$0.00          |
|                         |                         |                  | On Order          | \$0.00           | \$0.00          |
|                         |                         |                  | Deposits Received | \$0.00           | \$0.00          |
|                         |                         |                  | Aging Period      | Before Reconcile | After Reconcile |
|                         |                         |                  | Current           | \$342.30         | \$0.00          |
|                         |                         |                  | 31 - 60 Days      | \$0.00           | \$0.00          |
|                         |                         |                  | 61 - 90 Days      | \$0.00           | \$0.00          |
|                         |                         |                  | 91 - 120 Days     | \$0.00           | \$342.30        |
|                         |                         |                  | 121 - 150 Days    | \$0.00           | \$0.00          |
|                         |                         |                  | 151 - 180 Days    | \$0.00           | \$0.00          |
|                         |                         |                  | 181 and Over      | \$41,362.52      | \$41,362.52     |
|                         |                         |                  |                   | -----            | -----           |
|                         |                         | Customer Balance |                   | \$41,704.82      | \$41,704.82     |
| <b>Total Customers:</b> |                         | 2                |                   |                  |                 |

# Year-End Closing Report

---

## Report Writer names

RM Year End Close Fiscal-  
Calendar  
RM Year End Close - Sales  
Territory  
RM Year End Close -  
Salesperson  
RM Year End Close Calendar  
RM Year End Close Fiscal

## Report tables

RM Customer MSTR  
Customer Master Summary  
RM Salesperson Master  
Sales Territory Master File

The Year-End Closing Report lists all customer IDs, along with year-to-date, last-year, and life-to-date sales amounts for the customers. The report shows the sales information as it appeared before the year was closed. The Year-End Closing Report is printed automatically as part of the year-end closing process. Because year-to-date figures are cleared after this process, we recommend you print this report for your records.

## Printing Instructions

1. Choose Tools >> Routines >> Sales >> Year-End Close to open the Receivables Year-End Closing window.
2. Mark whether to close the fiscal year, calendar year, or both.
3. Mark Print Report and choose Process.
4. Select a printing destination and choose OK.

For more information about printing Receivables Management reports, refer to the Receivables Management (Help >> Printable Manuals).

# Year-End Closing Report

System: 5/3/2012 11:35:59 AM  
 User Date: 5/3/2012

Fabrikam, Inc.  
 YEAR-END CLOSING REPORT  
 Fiscal / Calendar

Page: 1  
 User ID: LESSONUSER1

| Customer ID  | Name                      | Account Type | Year To Date | Last Year | Life To Date |
|--------------|---------------------------|--------------|--------------|-----------|--------------|
| AARONFIT0001 | Aaron Fitz Electrical     | Open Item    |              |           |              |
|              | Average Days To Pay:      |              | 17           | 0         | 17           |
|              | High Balance:             |              | \$33,024.56  | \$0.00    | \$33,024.56  |
|              | NSFs:                     |              | 0            | 0         | 0            |
|              | Number Finance Charges:   |              | 1            | 0         | 1            |
|              | Finance Charges:          |              | \$20.00      | \$0.00    | \$20.00      |
|              | Waived Finance Charges:   |              | \$0.00       | \$0.00    | \$0.00       |
|              | Unpaid Finance Charges:   |              | \$20.00      |           |              |
|              | Calendar Finance Charges: |              | \$0.00       | \$20.00   |              |
|              | Number Invoices:          |              | 54           | 0         | 54           |
|              | Bad Debt:                 |              | \$0.00       | \$0.00    | \$0.00       |
|              | Cash Received:            |              | \$35,557.10  | \$0.00    | \$35,557.10  |
|              | Cost:                     |              | \$19,000.55  | \$0.00    | \$19,000.55  |
|              | Discounts Available:      |              | \$0.00       |           |              |
|              | Discounts Taken:          |              | \$0.00       | \$0.00    | \$0.00       |
|              | Sales:                    |              | \$59,114.97  | \$0.00    | \$59,114.97  |
|              | Returns:                  |              | \$0.00       | \$0.00    | \$0.00       |
|              | Writeoffs:                |              | \$0.00       | \$0.00    | \$0.00       |
| ADAMPARK0001 | Adam Park Resort          | Open Item    |              |           |              |
|              | Average Days To Pay:      |              | 88           | 0         | 88           |
|              | High Balance:             |              | \$21,790.18  | \$0.00    | \$21,790.18  |
|              | NSFs:                     |              | 0            | 0         | 0            |
|              | Number Finance Charges:   |              | 0            | 0         | 0            |
|              | Finance Charges:          |              | \$0.00       | \$0.00    | \$0.00       |
|              | Waived Finance Charges:   |              | \$0.00       | \$0.00    | \$0.00       |
|              | Unpaid Finance Charges:   |              | \$0.00       |           |              |
|              | Calendar Finance Charges: |              | \$0.00       | \$0.00    |              |
|              | Number Invoices:          |              | 14           | 0         | 14           |
|              | Bad Debt:                 |              | \$0.00       | \$0.00    | \$0.00       |
|              | Cash Received:            |              | \$6,306.29   | \$0.00    | \$6,306.29   |
|              | Cost:                     |              | \$4,353.29   | \$0.00    | \$4,353.29   |
|              | Discounts Available:      |              | \$0.00       |           |              |
|              | Discounts Taken:          |              | \$0.00       | \$0.00    | \$0.00       |
|              | Sales:                    |              | \$25,599.22  | \$0.00    | \$25,599.22  |
|              | Returns:                  |              | \$0.00       | \$0.00    | \$0.00       |
|              | Writeoffs:                |              | \$0.00       | \$0.00    | \$0.00       |
| ADVANCED0001 | Advanced Paper Co.        | Open Item    |              |           |              |
|              | Average Days To Pay:      |              | 39           | 0         | 39           |
|              | High Balance:             |              | \$15,033.26  | \$0.00    | \$15,033.26  |
|              | NSFs:                     |              | 0            | 0         | 0            |
|              | Number Finance Charges:   |              | 0            | 0         | 0            |
|              | Finance Charges:          |              | \$0.00       | \$0.00    | \$0.00       |
|              | Waived Finance Charges:   |              | \$0.00       | \$0.00    | \$0.00       |
|              | Unpaid Finance Charges:   |              | \$0.00       |           |              |
|              | Calendar Finance Charges: |              | \$0.00       | \$0.00    |              |
|              | Number Invoices:          |              | 8            | 0         | 8            |
|              | Bad Debt:                 |              | \$0.00       | \$0.00    | \$0.00       |
|              | Cash Received:            |              | \$15,661.36  | \$0.00    | \$15,661.36  |
|              | Cost:                     |              | \$4,648.95   | \$0.00    | \$4,648.95   |
|              | Discounts Available:      |              | \$0.00       |           |              |
|              | Discounts Taken:          |              | \$0.00       | \$0.00    | \$0.00       |
|              | Sales:                    |              | \$18,961.03  | \$0.00    | \$18,961.03  |
|              | Returns:                  |              | \$0.00       | \$0.00    | \$0.00       |
|              | Writeoffs:                |              | \$0.00       | \$0.00    | \$0.00       |



# Sales Order Processing sample reports

This section includes information about and instructions for creating some of the more common Sales Order Processing reports. Samples of each report also are included.

The following reports are discussed:

- [Allocation/Fulfillment Exception Report](#)
- [Automatic Order Allocation Report](#)
- [Deposits Removal Report](#)
- [Inventory Sales Report](#)
- [Order](#)
- [Picking Ticket](#)
- [Packing Slip](#)
- [Sales Document Inquiry Report](#)
- [Sales Document Status Report](#)
- [Sales Edit List](#)
- [Sales History Register](#)
- [Sales Open Order Report](#)
- [Sales Order Setup List](#)
- [Sales Process Holds Setup List](#)
- [Sales Transaction History Report](#)
- [Sales Transfer Log](#)

# Allocation/Fulfillment Exception Report

---

**Report Writer name**

SOP Allocate Fulfill Exception  
Report

**Report table**

Sales Log TEMP

The Allocation/Fulfillment Exception Report will be printed when you allocate or fulfill a batch of documents using the Sales Allocation/Fulfillment window, and the process couldn't be completed for all quantities. The report lists only the documents that couldn't be allocated or fulfilled.

For more information about allocating and fulfilling quantities, refer to the Sales Order Processing documentation.

# Allocation/Fulfillment Exception Report

---

System: 5/17/2004 2:45:36 PM  
User Date: 4/12/2007

Fabrikam, Inc.  
Allocation/Fulfillment Exception Report  
Sales Order Processing

Page: 1  
User ID: sa

Batch ID: SAMPLE  
Batch Comment:

\* Component Item

| Document Number | Item Number   | Message   |
|-----------------|---------------|---|
| ORDPH1009       | 100XLG        | Additional serial numbers must be assigned for item number 100XLG.    |
| ORDPH1010       | 32X IDE       | Additional bin selections are required for item number 32X IDE.       |
| ORDPH1011       | ACCS-CRD-12WH | Additional bin selections are required for item number ACCS-CRD-12WH. |

3 Exception(s)

# Automatic Order Allocation Report

---

# Automatic Order Allocation Report

System: 6/9/2004 10:41:49 AM  
 User Date: 4/12/2007

**AUTOMATIC ORDER ALLOCATION REPORT**  
**Fabrikam, Inc.**  
 Sales Order Processing

Page: 1  
 User ID: sa

|                  |              |            |                      |            |              |
|------------------|--------------|------------|----------------------|------------|--------------|
| <b>Ranges:</b>   | <b>From:</b> | <b>To:</b> |                      | <b>To:</b> | <b>From:</b> |
| Batch ID:        | First        | Last       | Priority:            | First      | Last         |
| Customer ID:     | First        | Last       | Requested Ship Date: | First      | Last         |
| Customer Class:  | First        | Last       | Site ID:             | First      | Last         |
| Document ID:     | First        | Last       | Shipping Method:     | First      | Last         |
| Document Date:   | First        | Last       | Document Origin:     | First      | Last         |
| Document Number: | First        | Last       |                      |            |              |

Sorted by:

|                                      |   |                                    |
|--------------------------------------|---|------------------------------------|
| <b>Customer Number:</b> ALTONMAN0001 | <b>Customer Name:</b> Alton Manufacturing | <b>Document ID:</b> STDORD         |
| <b>Priority:</b> 99                  | <b>Document Number:</b> ORDST2229         | <b>Document Origin:</b>            |
|                                      | <b>Document Date:</b> 4/12/2007           | <b>Customer Class:</b> USA-INMI-T2 |

|  |                     |                           |                                |                             |
|--|---------------------|---------------------------|--------------------------------|-----------------------------|
| <b>Item Number:</b> 128 SDRAM          | <b>U of M:</b> Each | <b>Site ID:</b> WAREHOUSE | <b>Shipping Method:</b> GROUND | <b>Territory:</b> TERRITORY |
| <b>Item Description:</b> 128 meg SDRAM |                     |                           |                                |                             |
| <b>Requested Ship Date:</b> 4/12/2007  |                     |                           |                                |                             |
| <b>Qty To Back Order:</b>              | 1                   |                           |                                |                             |
| <b>Qty To Allocate:</b>                | 0                   |                           |                                |                             |
| <b>Qty Left on Back Order:</b>         | 1                   |                           |                                |                             |
| <b>Qty Fulfilled:</b>                  | 0                   |                           |                                |                             |
| <b>Serial/Lot/Bin Needed:</b>          |                     |                           |                                |                             |

|                                       |                     |                           |                                |                             |
|---------------------------------------|---------------------|---------------------------|--------------------------------|-----------------------------|
| <b>Item Number:</b> 24X IDE           | <b>U of M:</b> Each | <b>Site ID:</b> WAREHOUSE | <b>Shipping Method:</b> GROUND | <b>Territory:</b> TERRITORY |
| <b>Item Description:</b> 24x CD-ROM   |                     |                           |                                |                             |
| <b>Requested Ship Date:</b> 4/12/2007 |                     |                           |                                |                             |
| <b>Qty To Back Order:</b>             | 1                   |                           |                                |                             |
| <b>Qty To Allocate:</b>               | 0                   |                           |                                |                             |
| <b>Qty Left on Back Order:</b>        | 1                   |                           |                                |                             |
| <b>Qty Fulfilled:</b>                 | 0                   |                           |                                |                             |
| <b>Serial/Lot/Bin Needed:</b>         |                     |                           |                                |                             |

|   |                     |                           |                                |                             |
|---|---------------------|---------------------------|--------------------------------|-----------------------------|
| <b>Item Number:</b> ACCS-CRD-12WH               | <b>U of M:</b> Each | <b>Site ID:</b> WAREHOUSE | <b>Shipping Method:</b> GROUND | <b>Territory:</b> TERRITORY |
| <b>Item Description:</b> Phone Cord - 12' White |                     |                           |                                |                             |
| <b>Requested Ship Date:</b> 4/12/2007           |                     |                           |                                |                             |
| <b>Qty To Back Order:</b>                       | 1                   |                           |                                |                             |
| <b>Qty To Allocate:</b>                         | 0                   |                           |                                |                             |
| <b>Qty Left on Back Order:</b>                  | 1                   |                           |                                |                             |
| <b>Qty Fulfilled:</b>                           | 0                   |                           |                                |                             |
| <b>Serial/Lot/Bin Needed:</b>                   |                     |                           |                                |                             |

|   |                     |                           |                                |                             |
|---|---------------------|---------------------------|--------------------------------|-----------------------------|
| <b>Item Number:</b> ACCS-RST-DXBK                   | <b>U of M:</b> Each | <b>Site ID:</b> WAREHOUSE | <b>Shipping Method:</b> GROUND | <b>Territory:</b> TERRITORY |
| <b>Item Description:</b> Shoulder Rest-Deluxe Black |                     |                           |                                |                             |
| <b>Requested Ship Date:</b> 4/12/2007               |                     |                           |                                |                             |
| <b>Qty To Back Order:</b>                           | 1                   |                           |                                |                             |
| <b>Qty To Allocate:</b>                             | 0                   |                           |                                |                             |
| <b>Qty Left on Back Order:</b>                      | 1                   |                           |                                |                             |
| <b>Qty Fulfilled:</b>                               | 0                   |                           |                                |                             |
| <b>Serial/Lot/Bin Needed:</b>                       |                     |                           |                                |                             |

|   |                     |                           |                                |                             |
|---|---------------------|---------------------------|--------------------------------|-----------------------------|
| <b>Item Number:</b> ACCS-RST-DXWH                     | <b>U of M:</b> Each | <b>Site ID:</b> WAREHOUSE | <b>Shipping Method:</b> GROUND | <b>Territory:</b> TERRITORY |
| <b>Item Description:</b> Shoulder Rest - Deluxe White |                     |                           |                                |                             |
| <b>Requested Ship Date:</b> 4/12/2007                 |                     |                           |                                |                             |
| <b>Qty To Back Order:</b>                             | 2                   |                           |                                |                             |
| <b>Qty To Allocate:</b>                               | 0                   |                           |                                |                             |
| <b>Qty Left on Back Order:</b>                        | 2                   |                           |                                |                             |
| <b>Qty Fulfilled:</b>                                 | 0                   |                           |                                |                             |
| <b>Serial/Lot/Bin Needed:</b>                         |                     |                           |                                |                             |

# Deposits Removal Report

---

## Report Writer name

SOP Deposits Removal Report

## Report table

Sales Deposit History

## Ranges

Document Number

Customer ID

Audit Trail Code

Payment Date

The Deposits Removal Report displays historical deposit information that was removed during the Remove Sales History process, including the payment type, posting accounts updated, and account distributions removed. You can maintain deposit information for an unlimited number of years. You can remove history for deposit information that is no longer useful.

You should keep this report with your permanent records.



*Before removing history or printing this report, make a backup of the Sales folder for your company.*

## Printing Instructions

1. Choose Tools >> Utilities >> Sales >> Remove Sales History to open the Remove Sales History window.
2. Select Deposit as the history type.
3. Mark Report and unmark Deposit. Select a range to remove and choose Process.
4. Select a printing destination and choose OK.

After reviewing the report, you can remove deposit history. Mark Deposit and choose Process. The Deposits Removal Report is printed when the removal is complete.

Once you've removed deposit history, you can't reprint posting journals for the deposits you've removed.

For more information about removing history or printing sales reports, refer to the Sales Order Processing documentation.

# Deposits Removal Report

System: 5/17/2004 3:00:46 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 DEPOSITS REMOVAL REPORT  
 Sales Order Processing

Page: 1  
 User ID: sa

Ranges: From: To:  
 Audit Trail Code: First Last  
 Customer Number: First Last  
 Document Number: BKO1001 STDINV2261  
 Payment Date: First Last  
 Sorted by: Audit Trail Code

| Type           | Document Number   | Doc. Date    | Customer Number | Customer Name              | Audit Trail Code |                     |
|----------------|-------------------|--------------|-----------------|----------------------------|------------------|---------------------|
| Payment Number | Type              | Payment Date | Post Date       | Card Name                  | Check Book ID    | Deposit Amount      |
| Order          | ORDST1015         | 5/28/2004    | METROPOL0001    | Metropolitan Fiber Systems | SLSDP00000001    |                     |
|                | PYMNT000000000003 | Check        | 5/28/2004       | 5/28/2004                  | Uptown Trust     | \$500.00            |
| Order          | ORD1003           | 5/7/2004     | OFFICEDE0001    | Office Design Systems Ltd  | SLSDP00000002    |                     |
|                | PYMNT000000000005 | Check        | 5/7/2004        | 5/7/2004                   | Uptown Trust     | \$15,000.00         |
| Order          | ORD1004           | 5/18/2004    | VISIONIN0001    | Vision Inc.                | SLSDP00000002    |                     |
|                | PYMNT000000000006 | Check        | 5/18/2004       | 5/18/2004                  | Uptown Trust     | \$7,000.00          |
| Back Order     | BKO1001           | 5/10/2004    | CONTOSOL0001    | Contoso, Ltd.              | SLSDP00000002    |                     |
|                | PYMNT000000000007 | Check        | 5/10/2004       | 5/10/2004                  | Uptown Trust     | \$5,500.00          |
| 4 Deposit(s)   |                   |              |                 |                            |                  | Totals: \$28,000.00 |

# Inventory Sales Report

---

## Report Writer name

SOP Inventory Sales History  
Report

## Report tables

Sales Transaction Amounts  
History  
Sales Transaction History  
Item Master

## Ranges

Item Number  
Document Date  
Document Number

## Sorting option

by Item Number

The Inventory Sales Report displays sales information for each item sold. The customer name, quantity sold, price per unit, and extended price are displayed for each item. Print this report to analyze sales activity for your inventory.

## Printing Instructions

1. Choose Reports >> Sales >> Analysis to open the Sales Analysis Reports window.
2. Select SOP Inventory Sales Report from the Reports list and choose New to open the Sales Analysis Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Inventory Sales Report from either the Sales Analysis Reports window or the Sales Analysis Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Inventory Sales Report

System: 5/17/2004 1:47:14 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 INVENTORY SALES REPORT  
 Sales Order Processing

Page: 1  
 User ID: sa

Ranges: From: To:  
 Document Date: First Last  
 Document Number: First Last  
 Item Number: First Last  
 Sort By: Item Number  
 = Kit Component

| Item Number                                 | Item Description |              |                         |      |               |            |          |            |
|---|------------------|--------------|-------------------------|------|---------------|------------|----------|------------|
| Document Number                             | Date             | Customer ID  | Customer Name           | Unit | Qty Invoiced  | Unit Price | Markdown | Ext Price  |
| <b>100XLG Green Phone</b>                   |                  |              |                         |      |               |            |          |            |
| STDINV2215                                  | 3/23/2007        | BLUEYOND0001 | Blue Yonder Airlines    | Each | 1             | \$59.95    | \$0.00   | \$59.95    |
| STDINV2216                                  | 3/24/2007        | ASTORSUI0001 | Astor Suites            | Each | 8             | \$59.95    | \$0.00   | \$479.60   |
| STDINV2169                                  | 2/21/2006        | MAGNIFIC0001 | Magnificent Office Imag | Each | 4             | \$59.95    | \$0.00   | \$239.80   |
| STDINV2170                                  | 2/22/2006        | METROPOL0001 | Metropolitan Fiber Syst | Each | 1             | \$59.95    | \$0.00   | \$59.95    |
| STDINV2108                                  | 3/23/2006        | BLUEYOND0001 | Blue Yonder Airlines    | Each | 1             | \$59.95    | \$0.00   | \$59.95    |
| STDINV2109                                  | 3/24/2006        | ASTORSUI0001 | Astor Suites            | Each | 8             | \$59.95    | \$0.00   | \$479.60   |
| STDINV2043                                  | 2/6/2006         | VANCOUVE0001 | Vancouver Resort Hotels | Each | 2             | \$59.95    | \$0.00   | \$119.90   |
| STDINV2044                                  | 2/7/2006         | AARONFIT0001 | Aaron Fitz Electrical   | Each | 5             | \$59.95    | \$0.00   | \$299.75   |
| STDINV2061                                  | 2/21/2006        | MAGNIFIC0001 | Magnificent Office Imag | Each | 4             | \$59.95    | \$0.00   | \$239.80   |
| STDINV2062                                  | 2/22/2006        | METROPOL0001 | Metropolitan Fiber Syst | Each | 1             | \$59.95    | \$0.00   | \$59.95    |
| STDINV2028                                  | 1/25/2006        | ADAMPARK0001 | Adam Park Resort        | Each | 10            | \$59.95    | \$0.00   | \$599.50   |
| STDINV2029                                  | 1/26/2006        | AARONFIT0001 | Aaron Fitz Electrical   | Each | 10            | \$59.95    | \$0.00   | \$599.50   |
| STDINV2030                                  | 1/27/2006        | AARONFIT0001 | Aaron Fitz Electrical   | Each | 2             | \$59.95    | \$0.00   | \$119.90   |
| STDINV2031                                  | 1/28/2006        | CONTOSOL0001 | Contoso, Ltd.           | Each | 5             | \$59.95    | \$0.00   | \$299.75   |
| STDINV2032                                  | 1/29/2006        | VANCOUVE0001 | Vancouver Resort Hotels | Each | 1             | \$59.95    | \$0.00   | \$59.95    |
| STDINV2034                                  | 1/31/2006        | CENTRALC0001 | Central Communications  | Each | 5             | \$59.95    | \$0.00   | \$299.75   |
| STDINV2035                                  | 2/1/2006         | MAGNIFIC0001 | Magnificent Office Imag | Each | 10            | \$59.95    | \$0.00   | \$599.50   |
| STDINV2261                                  | 4/12/2007        | AMERICAN0002 | American Electrical Con | Each | 1             | \$60.00    | \$0.00   | \$60.00    |
|   |                  |              |                         |      | Item Total:   | 79.00000   |          | \$4,736.10 |
| <b>ACCS-CRD-12WH Phone Cord - 12' White</b> |                  |              |                         |      |               |            |          |            |
| INV1014                                     | 5/10/2004        | CENTRALC0001 | Central Communications  | Each | 3             | \$9.95     | \$0.00   | \$29.85    |
| INV1016                                     | 5/10/2004        | METROPOL0001 | Metropolitan Fiber Syst | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2204                                  | 3/15/2007        | PLAZAONE0001 | Plaza One               | Each | 4             | \$9.95     | \$0.00   | \$39.80    |
| STDINV2228                                  | 4/12/2007        | AARONFIT0001 | Aaron Fitz Electrical   | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2246                                  | 4/12/2007        | COMMUNIC0002 | Communication Connectio | Each | 3             | \$9.95     | \$0.00   | \$29.85    |
| STDINV2163                                  | 2/17/2007        | ASTORSUI0001 | Astor Suites            | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2188                                  | 3/4/2007         | VANCOUVE0001 | Vancouver Resort Hotels | Each | 2             | \$9.95     | \$0.00   | \$19.90    |
| STDINV2130                                  | 1/8/2007         | AARONFIT0001 | Aaron Fitz Electrical   | Each | 5             | \$9.95     | \$0.00   | \$49.75    |
| STDINV2135                                  | 1/13/2007        | CENTRALC0001 | Central Communications  | Each | 3             | \$9.95     | \$0.00   | \$29.85    |
| STDINV2137                                  | 1/15/2007        | METROPOL0001 | Metropolitan Fiber Syst | Each | 3             | \$9.95     | \$0.00   | \$29.85    |
| STDINV2147                                  | 2/2/2007         | METROPOL0001 | Metropolitan Fiber Syst | Each | 5             | \$9.95     | \$0.00   | \$49.75    |
| STDINV2148                                  | 2/3/2007         | MAHLERST0001 | Mahler State University | Each | 2             | \$9.95     | \$0.00   | \$19.90    |
| STDINV2149                                  | 2/3/2007         | LAWRENCE0001 | Lawrence Telemarketing  | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2150                                  | 2/3/2007         | BLUEYOND0001 | Blue Yonder Airlines    | Each | 2             | \$9.95     | \$0.00   | \$19.90    |
| STDINV2151                                  | 2/4/2007         | ASTORSUI0001 | Astor Suites            | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2153                                  | 2/5/2007         | PLAZAONE0001 | Plaza One               | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2081                                  | 3/4/2006         | VANCOUVE0001 | Vancouver Resort Hotels | Each | 2             | \$9.95     | \$0.00   | \$19.90    |
| STDINV2097                                  | 3/15/2006        | PLACEONE0001 | Place One Suites        | Each | 4             | \$9.95     | \$0.00   | \$39.80    |
| STDINV2039                                  | 2/3/2006         | LAWRENCE0001 | Lawrence Telemarketing  | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2040                                  | 2/3/2006         | BLUEYOND0001 | Blue Yonder Airlines    | Each | 2             | \$9.95     | \$0.00   | \$19.90    |
| STDINV2041                                  | 2/4/2006         | ASTORSUI0001 | Astor Suites            | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2042                                  | 2/5/2006         | PLAZAONE0001 | Plaza One               | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2054                                  | 2/17/2006        | ASTORSUI0001 | Astor Suites            | Each | 1             | \$9.95     | \$0.00   | \$9.95     |
| STDINV2011                                  | 1/8/2006         | AARONFIT0001 | Aaron Fitz Electrical   | Each | 5             | \$9.95     | \$0.00   | \$49.75    |
| STDINV2017                                  | 1/13/2006        | CENTRALC0001 | Central Communications  | Each | 3             | \$9.95     | \$0.00   | \$29.85    |
| STDINV2019                                  | 1/15/2006        | METROPOL0001 | Metropolitan Fiber Syst | Each | 3             | \$9.95     | \$0.00   | \$29.85    |
| STDINV2036                                  | 2/2/2006         | METROPOL0001 | Metropolitan Fiber Syst | Each | 5             | \$9.95     | \$0.00   | \$49.75    |
| STDINV2038                                  | 2/3/2006         | MAHLERST0001 | Mahler State University | Each | 2             | \$9.95     | \$0.00   | \$19.90    |
|   |                  |              |                         |      | Item Total:   | 68.00000   |          | \$676.60   |
|   |                  |              |                         |      | Report Total: | 147.00000  |          | \$5412.70  |

# Order

---

## Report Writer names

SOP Blank History Options Order Form  
SOP Blank History Order Form  
SOP Blank Options Order Form  
SOP Blank Order Form  
SOP Long History Options Order Form  
SOP Long History Order Form  
SOP Long Options Order Form  
SOP Long Order Form  
SOP Other History Options Order Form  
SOP Other History Order Form  
Item Master  
SOP Other Options Order Form  
SOP Other Order Form  
SOP Short History Options Order Form  
SOP Short History Order Form  
SOP Short Options Order Form  
SOP Short Order Form

## Report tables

Sales Document Header Temp  
Sales Transaction Work  
Customer Master Address File  
Sales User-Defined Work History  
Sales Transaction Amounts Work  
Sales Line Comment Work and History  
Sales Serial/Lot Work and History  
Sales Transaction History  
Sales Document Temp  
Sales Transaction Amounts History

## Ranges

Document Number  
Document Date

## Sorting options

Doc Type/Number  
Doc Type/Customer

An order expresses a commitment by a customer to purchase items from you. The items, their prices, and the total amount owed appear on the order. You can print orders on four predefined document formats: blank paper, short form, long form, or other form. To modify an existing format, use Report Writer.



*You can print an alignment form to ensure that the information is printed in the correct fields on the document. To print an alignment form, mark Alignment Form in the Sales Document Print Options window. Choose Print.*

## Printing Instructions

To print an individual order as you enter it:

1. Choose Transactions >> Sales >> Sales Transaction Entry to open the Sales Transaction Entry window. Select Order from the Type list. Choose File >> Print to open the Sales Document Print Options window.
2. Mark Orders and select a format and other options. Choose Print.

To print all orders contained in a batch:

1. Choose Transactions >> Sales >> Sales Batches to open the Sales Batch Entry window.
2. Enter or select a batch and choose File >> Print.
3. Mark Documents and Orders. Select a document format and sorting options. Mark any printing options and choose Print. If you have printed any of the orders before, mark Reprint Previously Printed.

To print a range of orders:

1. Choose Transactions >> Sales >> Print Sales Documents to open the Print Sales Documents window.
2. Select Order as the document type, mark Document, select a sorting option, and enter a range of documents. Choose Print. To reprint any orders that already have been printed, mark Reprint Previously Printed.

Orders are moved to history when they are transferred to another document or voided. To print an order from history:

1. Choose Inquiry >> Sales >> Sales Documents to open the Sales Order Processing Document Inquiry window. Mark History, select a document type range of Orders, and choose Redisplay.
2. Select the order to print and choose the Document Number link to open the Sales Transaction Inquiry Zoom window. Choose File >> Print.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Order

Fabrikam, Inc.  
 4277 West Oak Parkway  
 Chicago IL 60601-4277

|       |           |
|-------|-----------|
| Order | ORDST2229 |
| Date  | 4/12/2007 |
| Page  | 1         |

**Bill To:**

|   |
|---|
| Alton Manufacturing<br>P.O. Box 3343<br>Detroit MI 48233-3343 |
|---|

**Ship To:**

|  |
|--|
| Alton Manufacturing<br>348 23 East Ave<br>Detroit MI 48233 |
|--|

| Purchase Order No. |         | Customer ID  | Salesperson ID                   | Shipping Method                  | Payment Terms | Req Ship Date | Master No.  |
|--------------------|---------|--------------|----------------------------------|----------------------------------|---------------|---------------|-------------|
|                    |         | ALTONMAN0001 | GREG E.                          | GROUND                           | 2% 10/Net 30  | 4/12/2007     | 328         |
| Ordered            | Shipped | B/O          | Item Number                      | Description                      | Discount      | Unit Price    | Ext. Price  |
| 1                  | 0       | 1            | 128 SDRAM                        | 128 meg SDRAM                    | \$0.00        | \$135.20      | \$135.20    |
| 1                  | 1       | 0            | 4.5HD                            | 4.5 gig Hard Drive               | \$0.00        | \$189.95      | \$189.95    |
| 2                  | 2       | 0            | 40X IDE                          | 40x CD-ROM                       | \$0.00        | \$39.95       | \$79.90     |
| 1                  | 1       | 0            | 500PROC                          | 500 Processor                    | \$0.00        | \$749.95      | \$749.95    |
| 2                  | 2       | 0            | 64 SDRAM                         | 64 meg SDRAM                     | \$0.00        | \$72.95       | \$145.90    |
| 3                  | 3       | 0            | ACCS-CRD-25BK                    | Phone Cord - 25' Black           | \$0.00        | \$19.95       | \$59.85     |
| 1                  | 1       | 0            | ACCS-HDS-2EAR                    | Headset - Dual Ear               | \$0.00        | \$89.95       | \$89.95     |
| 1                  | 1       | 0            | ANSW-ATT-1000                    | Attractive Answering System 1000 | \$0.00        | \$119.95      | \$119.95    |
| 1                  | 1       | 0            | ANSW-PAN-2460                    | Panache KX-T2460 answer          | \$0.00        | \$149.95      | \$149.95    |
| 2                  | 2       | 0            | BOT100G                          | Handset Bottom                   | \$0.00        | \$9.95        | \$19.90     |
| 1                  | 1       | 0            | HDWR-CIM-0001<br>1381076         | Control interface/Memory         | \$0.00        | \$6,589.95    | \$6,589.95  |
| 1                  | 1       | 0            | HDWR-SBD-0001                    | Switchboard                      | \$0.00        | \$29,559.95   | \$29,559.95 |
| 2                  | 2       | 0            | KB104                            | Keyboard                         | \$0.00        | \$19.95       | \$39.90     |
| 1                  | 1       | 0            | M2100<br>001                     | 21" Monitor                      | \$0.00        | \$999.95      | \$999.95    |
| 2                  | 2       | 0            | PHON-ATT-0712                    | Attractive 712 wall phone        | \$0.00        | \$79.95       | \$159.90    |
| 1                  | 1       | 0            | PHON-FGD-0001                    | Phones-Hands Free Dual Ear       | \$0.00        | \$119.95      | \$119.95    |
| 1                  | 1       | 0            | PHON-RCV-0002<br>499901          | Receiver-Hands Free Single Ear   | \$0.00        | \$89.95       | \$89.95     |
| 5                  | 5       | 0            | RES100                           | Resistor                         | \$0.00        | \$9.95        | \$49.75     |
| 1                  | 1       | 0            | RESR-COM-68KM<br>13473           | Resistor-68KM Revised            | \$0.00        | \$19.95       | \$19.95     |
| 1                  | 1       | 0            | RMTL-CAP-10MF<br>14672           | Capacitor, .10mF                 | \$0.00        | \$8.25        | \$8.25      |
| 1.00               | 1.00    | 0.00         | SOLDER                           | Solder                           | \$0.00        | \$0.35        | \$0.35      |
| 2                  | 2       | 0            | TRAN-STR-N394                    | Transistor,2N394                 | \$0.00        | \$19.95       | \$39.90     |
| 1                  | 1       | 0            | TRANS100                         | Transistor                       | \$0.00        | \$9.95        | \$9.95      |
| 1                  | 1       | 0            | TRANSF100                        | Transformer                      | \$0.00        | \$19.95       | \$19.95     |
| 10.00              | 10.00   | 0.00         | WIRE-MCD-0001<br>111155          | Multi conductor wire             | \$0.00        | \$0.35        | \$3.50      |
| 25.00              | 25.00   | 0.00         | WIRE-SCD-0001<br>12055<br>144501 | Single conductor wire            | \$0.00        | \$0.35        | \$8.75      |
| 2.00               | 2.00    | 0.00         | WIRE100                          | Phone Wire                       | \$0.00        | \$0.35        | \$0.70      |

# Picking Ticket

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## Report Writer names

SOP Blank Options Picking Ticket Form  
SOP Blank Picking Ticket Form  
SOP Long Options Picking Ticket Form  
SOP Long Picking Ticket Form  
SOP Short Options Picking Ticket Form  
SOP Short Picking Ticket Form  
SOP Blank Picking Ticket Bin Sequenced

## Report tables

Sales Document Header Temp  
Sales Transaction Work  
Customer Master Address File  
Sales User-Defined Work History  
Item Master  
Sales Document Temp  
Sales Transaction Amounts Work  
Sales Line Comment Work and History  
Sales Serial/Lot Work and History

## Ranges

Document Date  
Document Number

## Sorting options

Doc Type/Number  
Doc Type/Customer

A picking ticket displays the items and quantities needed to fulfill an order, invoice, or return, and the site. Warehouse personnel typically use picking tickets when assembling the items for a document.

You can use three predefined document formats to print picking tickets: blank paper, short form, or long form. To modify an existing format, use Report Writer.



*You can print an alignment form to ensure that the information is printed in the correct fields on the document. To print an alignment form, mark Alignment Form in the Sales Document Print Options window. Choose Print.*

## Printing Instructions

To print an individual picking ticket as you enter it:

1. Choose Transactions >> Sales >> Sales Transaction Entry to open the Sales Transaction Entry window. Select Return, Order, or Invoice from the Type list. Choose File >> Print to open the Sales Document Print Options window.
2. Mark Picking Tickets. Select a format and other options. Choose Print.

To print all picking tickets contained in a batch:

1. Choose Transactions >> Sales >> Sales Batches to open the Sales Batch Entry window.
2. Enter or select a batch and choose File >> Print. Mark Documents and Picking tickets, and select a document format and sorting options. Mark any printing options and choose Print. If you have printed any of the picking tickets before, mark Reprint Previously Printed.
3. Select a printing destination and choose OK.

To print a range of picking tickets:

1. Choose Transactions >> Sales >> Print Sales Documents to open the Print Sales Documents window.
2. Select Return, Order, or Invoice as the document type and mark Picking Ticket. Select a sorting option and a range of documents. Choose Print. To reprint any picking tickets that already have been printed, mark Reprint Previously Printed.

You can't print picking tickets for posted documents.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Picking Ticket

**Fabrikam, Inc.**  
 4277 West Oak Parkway  
 Chicago IL 60601-4277

|                          |                      |
|--------------------------|----------------------|
| <b>Picking Ticket</b>    | ORDST2229            |
| <b>Document Date</b>     | 4/12/2007            |
| <b>Page</b>              | 1                    |
| <b>Who Printed</b>       | sa                   |
| <b>Date Time Printed</b> | 4/12/2007 1:01:10 PM |

\*\*\* REPRINT \*\*\*

**Bill To:**

Alton Manufacturing  
 P.O. Box 3343  
 Detroit MI 48233-3343

**Ship To:**

Alton Manufacturing  
 348 23 East Ave  
 Detroit MI 48233

\* Printed Previously on Individual Ticket  
 \*\* Printed Previously on Bulk Ticket

Bin Break: 0

| Purchase Order No. | Customer ID     | Salesperson ID                      | Shipping Method | Payment Terms | Req Ship Date | Master No. |
|--------------------|-----------------|-------------------------------------|-----------------|---------------|---------------|------------|
|                    | ALTONMAN0001    | GREG E.                             | GROUND          | 2% 10/Net 30  | 4/12/2007     | 328        |
| Bin No.            | Item Number     | Description                         | Pick Qty        | UOM           | Qty Picked    |            |
| Site ID: WAREHOUS  |                 |                                     |                 |               |               |            |
| Bin not found      | * 256 SDRAM     | 256 meg SDRAM                       | 1               | Each          | _____         |            |
| Bin not found      | * 32 SDRAM      | 32 meg SDRAM                        | 2               | Each          | _____         |            |
| Bin not found      | * 333PROC       | 333 Processor                       | 1               | Each          | _____         |            |
| Bin not found      | * 4.5HD         | 4.5 gig Hard Drive                  | 1               | Each          | _____         |            |
| Bin not found      | * 400PROC       | 400 Processor                       | 1               | Each          | _____         |            |
| Bin not found      | * 40X IDE       | 40x CD-ROM                          | 2               | Each          | _____         |            |
| Bin not found      | * 450PROC       | 450 Processor                       | 1               | Each          | _____         |            |
| Bin not found      | * 500PROC       | 500 Processor                       | 1               | Each          | _____         |            |
| Bin not found      | * 6.5HD         | 6.5 gig Hard Drive                  | 1               | Each          | _____         |            |
| Bin not found      | * 64 SDRAM      | 64 meg SDRAM                        | 2               | Each          | _____         |            |
| Bin not found      | * ACCS-CRD-25BK | Phone Cord - 25' Black              | 3               | Each          | _____         |            |
| Bin not found      | * ACCS-HDS-1EAR | Headset-Single Ear                  | 1               | Each          | _____         |            |
| Bin not found      | * ACCS-HDS-2EAR | Headset - Dual Ear                  | 1               | Each          | _____         |            |
| Bin not found      | * ANSW-ATT-1000 | Attractive Answering Syste          | 1               | Each          | _____         |            |
| Bin not found      | * ANSW-PAN-2460 | Panache KX-T2460 answer             | 1               | Each          | _____         |            |
| Bin not found      | * BOT100G       | Handset Bottom                      | 2               | Each          | _____         |            |
| Bin not found      | * HDWR-CIM-0001 | Control interface/Memory<br>1381076 | 1               | Each          | _____         |            |
| Bin not found      | * HDWR-SBD-0001 | Switchboard                         | 1               | Each          | _____         |            |

# Packing Slip

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## Report Writer names

SOP Blank Options Packing Slip Form  
SOP Blank Packing Slip Form  
SOP Long Options Packing Slip Form  
SOP Long Packing Slip Form  
SOP Short Options Packing Slip Form  
SOP Short Packing Slip Form

## Report tables

Sales Document Header Temp  
Sales Transaction Work  
Customer Master Address File  
Sales User-Defined Work History  
Item Master  
Sales Document Temp  
Sales Transaction Amounts Work  
Sales Line Comment Work and History  
Sales Serial/Lot Work and History

A packing slip displays the items and quantities included on an order or invoice. Packing slips typically are attached to each order you ship.

You can use three predefined document formats to print packing slips: blank paper, short form, or long form. To modify an existing format, use Report Writer.



*You can print an alignment form to ensure that the information is printed in the correct fields on the document. To print an alignment form, mark Alignment Form in the Sales Document Print Options window. Choose Print.*

## Printing Instructions

To print an individual packing slip as you enter it:

1. Choose Transactions >> Sales >> Sales Transaction Entry to open the Sales Transaction Entry window. Select Order or Invoice from the Type list.
2. Choose File >> Print to open the Sales Document Print Options window.
3. Mark Packing Slips. Select a format and other options. Choose Print.

To print all packing slips contained in a batch:

1. Choose Transactions >> Sales >> Sales Batches to open the Sales Batch Entry window.
2. Enter or select a batch and choose File >> Print. Mark Documents and Packing Slips, and select a document format and sorting options. Mark any printing options and choose Print. If you have printed any of the packing slips before, mark Reprint Previously Printed.
3. Select a printing destination and choose OK.

To print a range of packing slips:

1. Choose Transactions >> Sales >> Print Sales Documents to open the Print Sales Documents window.
2. Select Order or Invoice as the document type, mark Packing Slip, and select a sorting option and a range of documents. Choose Print. To reprint any packing slips that already have been printed, mark Reprint Previously Printed.

You can't print packing slips for posted documents.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Packing Slip

Fabrikam, Inc.  
4277 West Oak Parkway  
Chicago IL 60601-4277

|                          |                       |
|--------------------------|-----------------------|
| <b>Packing Slip</b>      | ORDST2229             |
| <b>Document Date</b>     | 4/12/2007             |
| <b>Page</b>              | 1                     |
| <b>Who Printed</b>       | sa                    |
| <b>Date/Time Printed</b> | 5/17/2004 12:58:52 PM |

\*\*\* REPRINT \*\*\*

**Bill To:**

Alton Manufacturing  
P.O. Box 3343  
Detroit MI 48233-3343

**Ship To:**

Alton Manufacturing  
348 23 East Ave  
Detroit MI 48233

\* Item Shipped Directly from Vendor

| Purchase Order No. |         | Customer ID  | Salesperson ID                   | Shipping Method                  | Payment Terms  | Reg Ship Date | Master No. |
|--------------------|---------|--------------|----------------------------------|----------------------------------|----------------|---------------|------------|
|                    |         | ALTONMAN0001 | GREG E.                          | GROUND                           | 2% 10/Net 30   | 4/12/2007     | 328        |
| Ordered            | Shipped | B/O          | Item Number                      | Description                      |                | Site          | UOM        |
| 1                  | 0       | 1            | 128 SDRAM                        | 128 meg SDRAM                    |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | 4.5HD                            | 4.5 gig Hard Drive               |                | WAREHOUSE     | Each       |
| 2                  | 2       | 0            | 40X IDE                          | 40x CD-ROM                       |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | 500PROC                          | 500 Processor                    |                | WAREHOUSE     | Each       |
| 2                  | 2       | 0            | 64 SDRAM                         | 64 meg SDRAM                     |                | WAREHOUSE     | Each       |
| 3                  | 3       | 0            | ACCS-CRD-25BK                    | Phone Cord - 25' Black           |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | ACCS-HDS-2EAR                    | Headset - Dual Ear               |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | ANSW-ATT-1000                    | Attractive Answering System 1000 |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | ANSW-PAN-2460                    | Panache KX-T2460 answer          |                | WAREHOUSE     | Each       |
| 2                  | 2       | 0            | BOT100G                          | Handset Bottom                   |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | HDWR-CIM-0001<br>1381076         | Control interface/Memory         | 1              | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | HDWR-SBD-0001                    | Switchboard                      |                | WAREHOUSE     | Each       |
| 2                  | 2       | 0            | KB104                            | Keyboard                         |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | M2100<br>001                     | 21" Monitor                      | 1              | WAREHOUSE     | Each       |
| 2                  | 2       | 0            | PHON-ATT-0712                    | Attractive 712 wall phone        |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | PHON-FGD-0001                    | Phones-Hands Free Dual Ear       |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | PHON-RCV-0002<br>499901          | Receiver-Hands Free Single Ear   | 1              | WAREHOUSE     | Each       |
| 5                  | 5       | 0            | RES100                           | Resistor                         |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | RESR-COM-68KM<br>13473           | Resistor-68KM Revised            | 1              | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | RMTL-CAP-10MF<br>14672           | Capacitor, .10mF                 | 1              | WAREHOUSE     | Each       |
| 1.00               | 1.00    | 0.00         | SOLDER                           | Solder                           |                | WAREHOUSE     | Foot       |
| 2                  | 2       | 0            | TRAN-STR-N394                    | Transistor,2N394                 |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | TRANS100                         | Transistor                       |                | WAREHOUSE     | Each       |
| 1                  | 1       | 0            | TRANSF100                        | Transformer                      |                | WAREHOUSE     | Each       |
| 10.00              | 10.00   | 0.00         | WIRE-MCD-0001<br>111155          | Multi conductor wire             | 10.00          | WAREHOUSE     | Foot       |
| 25.00              | 25.00   | 0.00         | WIRE-SCD-0001<br>12055<br>144501 | Single conductor wire            | 13.29<br>11.71 | WAREHOUSE     | Foot       |
| 2.00               | 2.00    | 0.00         | WIRE100                          | Phone Wire                       |                | WAREHOUSE     | Foot       |

# Sales Document Inquiry Report

---

## Report Writer name

SOP Document Inquiry Report  
by Range

## Report table

Sales Inquiry Header Temp

## Ranges

Master Number  
Item Number  
Document Type  
Type ID  
Document Number  
Document Date  
Customer ID  
Customer Name  
Phone Number  
Quote Exp Date  
Requested Ship Date  
Salesperson ID  
Document Origin  
Commitment Status

## Sorting options

by Document Type  
by Customer ID  
by Document Date  
by Document Number

## Display

Unposted  
History

The Sales Document Inquiry Report contains the document type, document number, document date, salesperson, customer name, ID, phone number, and document amount for a range of documents. The report also displays which documents are not posted and which have been moved to history. The Sales Document Inquiry Report can be used to list all orders entered for a date range or all orders entered for a customer.

## Printing Instructions

1. Choose Inquiry >> Sales >> Restrict Sales Documents to open the Sales Inquiry Restrictions window.
2. Enter an inquiry name and mark the documents to display.
3. Select sorting options and enter restrictions and choose Save.
4. Reenter or select the inquiry name.
5. Choose Inquiry to open the Sales Document Range Inquiry window.
6. Choose File >> Print.

You also can save the inquiry ID and print it later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Document Inquiry Report

System: 5/17/2004 3:05:45 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 Sales Document Inquiry Report - by Range  
 Sales Order Processing

Page: 1  
 User ID: sa

|                  |        |         |                        |                |
|------------------|--------|---------|------------------------|----------------|
| Ranges:          | From:  | To:     | From:                  | To:            |
| Customer ID:     | First  | Last    | Phone Number:          | 00000000000000 |
| Customer Name:   | First  | Last    | Quote Expiration Date: | First          |
| Document Date:   | First  | Last    | Requested Ship Date:   | First          |
| Document Number: | First  | Last    | Salesperson ID:        | First          |
| Document Type:   | First  | Last    | Type ID:               | First          |
| Item Number:     | 100XLG | 500PROC | Document Origin:       | First          |
| Master Number:   | First  | Last    | Commitment Status:     | First          |

Sorted By: Document Type

\* Voided # Unposted ^ History

| Doc. Type           | Type ID                    | Document Number | Document Date    | Document Amount  |
|---------------------|----------------------------|-----------------|------------------|------------------|
| Customer ID         | Customer Name              | Salesperson ID  | Requested Ship   | Quote Expiration |
| Master Number       | Phone                      | Document Origin | Document Status  |                  |
| # Order             | STDORD                     | ORDST2226       | 4/12/2007        | \$930.20         |
| AARONFIT0001        | Aaron Fitz Electrical      | PAUL W.         | 4/12/2007        | 0/0/0000         |
| 325                 | (312) 555-0102 Ext. 0000   |                 | New              |                  |
| # Order             | STDORD                     | ORDST2227       | 4/12/2007        | \$1,683.35       |
| BERRYMED0001        | Berry Medical Center       | SANDRA M.       | 4/12/2007        | 0/0/0000         |
| 326                 | (414) 555-0123 Ext. 0000   |                 | New              |                  |
| # Order             | STDORD                     | ORDST2228       | 4/12/2007        | \$571.65         |
| CELLULAR0001        | Cellular Express           | PAUL W.         | 4/12/2007        | 0/0/0000         |
| 327                 | (312) 555-0133 Ext. 0000   |                 | New              |                  |
| # Order             | STDORD                     | ORDST2229       | 4/12/2007        | \$43,982.01      |
| ALTONMAN0001        | Alton Manufacturing        | GREG E.         | 4/12/2007        | 0/0/0000         |
| 328                 | (313) 555-0109 Ext. 0000   |                 | New              |                  |
| # Invoice           | STDINV                     | STDINV2259      | 4/12/2007        | \$89,198.87      |
| CENTRALC0001        | Central Communications LTD | PAUL W.         | 4/12/2007        | 0/0/0000         |
| 329                 | (312) 555-0137 Ext. 0000   |                 |                  |                  |
| # Return            | RTN                        | STDINV2258      | 3/5/2007         | \$349.65         |
| AMERICAN0001        | American Science Museum    | PAUL W.         | 3/5/2007         | 0/0/0000         |
| 321                 | (314) 555-0110 Ext. 0000   |                 |                  |                  |
| # Fulfillment Order | FULORD                     | FULORD1000      | 4/12/2007        | \$358.25         |
| AARONFIT0001        | Aaron Fitz Electrical      | PAUL W.         | 4/12/2007        | 0/0/0000         |
| 330                 | (312) 555-0102 Ext. 0000   |                 | Ready to Print   | Picking Ticket   |
| # Fulfillment Order | FULORD                     | FULORD1001      | 4/12/2007        | \$522.60         |
| ADAMPARK0001        | Adam Park Resort           | GREG E.         | 4/12/2007        | 0/0/0000         |
| 331                 | (317) 555-0102 Ext. 0000   |                 | Ready to Print   | Picking Ticket   |
| Grand Totals        | Documents:                 | 8               | Document Totals: | \$137,596.58     |

# Sales Document Status Report

---

## Report Writer name

SOP Document Status Report

## Report tables

Sales Transaction Work  
Sales User-Defined Work  
History  
Sales Transaction Amounts  
Work  
Item Master  
Sales Serial/Lot Work and  
History

## Ranges

Customer ID  
Document Date  
Document Number  
Document Type  
Requested Ship Date  
Type ID

## Sorting options

Customer ID  
Document Date  
Document Number  
Document Type

## Display

User Defined  
Serial/Lot Numbers/Bins

The Sales Document Status Report displays the items remaining on a document that require further processing. This report lists items that haven't been allocated or need serial/lot numbers assigned to them.

## Printing Instructions

1. Choose Reports >> Sales >> Activity to open the Sales Activity Reports window.
2. Select Sales Document Status from the Reports list and choose New to open the Sales Activity Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Activity Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Document Status Report from either the Sales Activity Reports window or the Sales Activity Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Document Status Report

System: 4/12/2007 1:21:53 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 SALES DOCUMENT STATUS REPORT  
 Sales Order Processing

Page: 1  
 User ID: sa

Ranges: From: To:  
 Customer ID: First Last  
 Document Date: First Last  
 Document Number: First Last  
 Document Type: First Last  
 Sorted By: by Customer ID  
 Display: User-defined, Serial/Lot Number

+ Serial/Lot Numbers Needed \* Allocation Needed = Kit Component  
 Document Number Doc Type Type ID Document Date Req Ship Date Customer ID Document Status

| Item Number          | Item Description               | Site | U of M | Ordered       | Remaining | Fulfilled    | Allocated                     |
|----------------------|--------------------------------|------|--------|---------------|-----------|--------------|-------------------------------|
| FULORD1000           | Fulfillment Order FULORD       |      |        | 4/12/2007     | 4/12/2007 | AARONFIT0001 | Ready to Print Picking Ticket |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| FULORD1003           | Fulfillment Order FULORD       |      |        | 4/12/2007     | 4/12/2007 | AARONFIT0001 | Unconfirmed Pack              |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| FULORD1006           | Fulfillment Order FULORD       |      |        | 4/12/2007     | 4/12/2007 | AARONFIT0001 | Shipped                       |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| FULORD1008           | Fulfillment Order FULORD       |      |        | 4/12/2007     | 4/12/2007 | AARONFIT0001 | Shipped                       |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| ORDST2226            | Order STDORD                   |      |        | 4/12/2007     | 4/12/2007 | AARONFIT0001 | New                           |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| STDINV2260           | Invoice STDINV                 |      |        | 4/12/2007     | 4/12/2007 | AARONFIT0001 |                               |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| FULORD1001           | Fulfillment Order FULORD       |      |        | 4/12/2007     | 4/12/2007 | ADAMPARK0001 | Ready to Print Picking Ticket |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| FULORD1005           | Fulfillment Order FULORD       |      |        | 4/12/2007     | 4/12/2007 | ADAMPARK0001 | Unconfirmed Pack              |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| FULORD1007           | Fulfillment Order FULORD       |      |        | 4/12/2007     | 4/12/2007 | ADAMPARK0001 | Shipped                       |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| FULORD1002           | Fulfillment Order FULORD       |      |        | 4/12/2007     | 4/12/2007 | ADVANCED0001 | Confirm Pick/Ready to Pack    |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| FULORD1004           | Fulfillment Order FULORD       |      |        | 4/12/2007     | 4/12/2007 | ADVANCED0001 | Confirm Pick/Ready to Pack    |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| ORDST2229            | Order STDORD                   |      |        | 4/12/2007     | 4/12/2007 | ALTONMAN0001 | New                           |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| INVSP1005<br>+ M1700 | Invoice SPECINV<br>17" Monitor |      |        | 4/21/2007     | 4/21/2007 | ASTORSUI0001 |                               |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| ORDST2227            | Order STDORD                   |      |        | 4/12/2007     | 4/12/2007 | BERRYMED0001 | New                           |
|                      | Document Origin:               |      |        | Confirmation: |           |              | Quote Sent Date:              |
|                      | List 2:                        |      |        | Ordered by:   |           |              | Date Field 2:                 |
|                      | List 3:                        |      |        | Text Field 4: |           |              |                               |
|                      | Priority:                      |      |        | Text Field 5: |           |              |                               |
| ORDST2228            | Order STDORD                   |      |        | 4/12/2007     | 4/12/2007 | CELLULAR0001 | New                           |
| Grand Totals:        | Documents:                     |      |        | 19            |           |              |                               |

# Sales Edit List

---

## Report Writer name

SOP Posting Journal

## Report tables

Posting Definitions Master  
Sales Transaction Work  
Sales Document Setup  
Sales Posting Journal Temp

The Sales Edit List shows invoice and return documents in a selected batch, including all distributions and any errors that would prevent documents from being posted.



*We recommend you print the Sales Edit List before you post batches to verify the accuracy of the transactions you've entered. If an error appears on the edit list, you can correct the transactions and print another edit list to review your corrections before posting.*

## Printing Instructions

To print from the Sales Batch Entry window:

1. Choose Transactions >> Sales >> Sales Batches to open the Sales Batch Entry window.
2. Enter or select a batch and choose File >> Print.
3. Mark Edit List and choose Print.

To print from the Sales Transaction Entry window:

1. Choose Transactions >> Sales >> Sales Transaction Entry to open the Sales Transaction Entry window.
2. Enter a batch ID in the Batch ID field. Enter customer and item information.
3. Choose File >> Print to open the Sales Document Print Options window.
4. Mark Edit List and choose Print.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Edit List

System: 5/17/2004 1:52:32 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 SALES EDIT LIST  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Batch ID: 05/17/04  
 Batch Comment:

Audit Trail Code:

Approved: Batch Total Actual: \$1,872.36 Batch Total Control: \$0.00  
 Approved By: Trx Total Actual: 4 Trx Total Control: 0  
 Approval Date: 0/0/0000

| Type | Document Number | Doc Date  | Post Date | Customer ID | Name               | Salesperson | Subtotal | Trade Discount | Freight Amount | Misc Amount | Tax Amount | Document Total | Discount Avail |
|------|-----------------|-----------|-----------|-------------|--------------------|-------------|----------|----------------|----------------|-------------|------------|----------------|----------------|
| INV  | STDINV2255      | 5/17/2004 | 5/17/2004 | ADVANCED001 | Advanced Paper Co. | PAUL W.     | \$209.85 | \$0.00         | \$32.56        | \$5.00      | \$2.64     | \$250.05       | \$0.00         |

\*\*ERROR: This document contains one or more posting holds.

| Item Number | Description | U of M | Site      | Quantity | Unit Price | Extended Price |
|-------------|-------------|--------|-----------|----------|------------|----------------|
| SCAN100F    | Scanner     | Each   | WAREHOUSE | 3        | \$69.95    | \$209.85       |
|             | 001         |        | 002       |          |            | \$209.85       |

| Account Number | Account Description            | Account Type | Debit Amount | Credit Amount |
|----------------|--------------------------------|--------------|--------------|---------------|
| 000-1200-00    | Accounts Receivable            | RECV         | \$250.05     | \$0.00        |
| 000-4100-00    | Sales                          | SALES        | \$0.00       | \$209.85      |
| 000-2300-00    | IL State Sales Tax Payable     | TAXES        | \$0.00       | \$2.26        |
| 000-2310-00    | Chicago City Sales Tax Payable | TAXES        | \$0.00       | \$0.38        |
| 000-7041-00    | Freight Income                 | FREIGHT      | \$0.00       | \$32.56       |
| 000-7040-00    | Miscellaneous Income           | MISC         | \$0.00       | \$5.00        |
| 300-5130-00    | Commissions - Sales            | COMMEXP      | \$6.30       | \$0.00        |
| 000-2120-00    | Commissions Payable            | COMMPAY      | \$0.00       | \$6.30        |
|                |                                |              | \$256.35     | \$256.35      |

| Salesperson Name | Sales Territory ID | Comm % | % of Sale | Sales Amount | Commission Amount |
|------------------|--------------------|--------|-----------|--------------|-------------------|
| West, Paul       | TERRITORY 1        | 3.00%  | 100.00%   | 209.85       | 6.30              |
|                  |                    |        |           | \$209.85     | \$6.30            |

| Tax Detail ID | Tax Detail Description | Tax Amount |
|---------------|------------------------|------------|
| USASTE-PS6N0  | State Sales Tax        | 2.26       |
| USCITY-PS1N0  | Chicago City Sales Tax | 0.38       |
|               |                        | \$2.64     |

| INV | STDINV2256 | 5/6/2002 | 5/6/2002 | AMERICAN001 | American Science Museum | PAUL W. | Subtotal | Trade Discount | Freight Amount | Misc Amount | Tax Amount | Document Total | Discount Avail |
|-----|------------|----------|----------|-------------|-------------------------|---------|----------|----------------|----------------|-------------|------------|----------------|----------------|
|     |            |          |          |             |                         |         | \$0.00   | \$0.00         | \$0.00         | \$0.00      | \$0.00     | \$0.00         | \$0.00         |

\*\*One or more line items contain warnings or errors.

| Item Number   | Description                        | U of M | Site      | Quantity | Unit Price  | Extended Price |
|---------------|------------------------------------|--------|-----------|----------|-------------|----------------|
| FAXX-FG3-0001 | Desktop Fax System                 | Each   | WAREHOUSE | 0        | \$10,219.95 | \$0.00         |
|               | Item has quantities to back order. |        |           |          |             |                |

| Subtotal | Trade Discount | Freight Amount | Misc Amount | Tax Amount | Document Total | Discount Avail |
|----------|----------------|----------------|-------------|------------|----------------|----------------|
| \$209.85 | \$0.00         | \$32.56        | \$5.00      | \$2.64     | \$250.05       | \$0.00         |

# Sales History Register

---

**Report Writer name**

SOP Sales History Register

**Report table**

Sales Transaction History

**Ranges**

Document Number

Customer ID

Document Date

**Sorting options**

by Document Number

by Customer ID

by Document Date

**Include**

Multicurrency

**Transaction statuses**

All

Posted

Voided

The Sales History Register displays the document type, document number, customer ID, and amount for each historical invoice and return. You can view voided transactions, posted transactions, or all transactions.

**Printing Instructions**

1. Choose Reports >> Sales >> History to open the Sales History Reports window.
2. Select Sales History Register from the Reports list and choose New to open the Sales History Report Options window.
3. Enter an option name and create a report option to sort and restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Sales History Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales History Register using either the Sales History Reports window or the Sales History Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales History Register

System: 5/17/2004 2:53:51 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 SALES HISTORY REGISTER  
 Sales Order Processing

Page: 1  
 User ID: sa

Ranges: From: To:  
 Customer ID: First Last  
 Document Date: First Last  
 Document Number: BK01001 INVPS1006

| Document Type | Document Number | Customer ID  | Customer Name                  | * Voided Transaction | Amount       |
|---------------|-----------------|--------------|--------------------------------|----------------------|--------------|
| Invoice       | INV1010         | ISNINDUS0001 | ISN Industries                 |                      | \$1,444.45   |
| Return        | INV1011         | MENDOTAU0001 | Mendota University             |                      | (\$189.95)   |
| Return        | INV1012         | KELLYCON0001 | Kelly Consulting               |                      | (\$731.94)   |
| Return        | INV1013         | ADVANCED0002 | Advanced Tech Satellite System |                      | (\$1,016.24) |
| Invoice       | INV1014         | CENTRALC0001 | Central Communications LTD     |                      | \$31.95      |
| Invoice       | INV1015         | MAGNIFIC0001 | Magnificent Office Images      |                      | \$385.15     |
| Invoice       | INV1016         | METROPOL0001 | Metropolitan Fiber Systems     |                      | \$10.65      |
| Invoice       | INV1017         | MAHLERST0001 | Mahler State University        |                      | \$5,999.95   |
| Invoice       | INV1018         | LAWRENCE0001 | Lawrence Telemarketing         |                      | \$9.37       |
| Invoice       | INV1019         | BLUEYOND0001 | Blue Yonder Airlines           |                      | \$1,349.95   |
| Invoice       | INV1020         | ASTORSUI0001 | Astor Suites                   |                      | \$31.95      |
| Invoice       | INV1022         | PLAZAONE0001 | Plaza One                      |                      | \$812.99     |
| Invoice       | INV1023         | VANCOUVE0001 | Vancouver Resort Hotels        |                      | \$25,679.47  |
| Invoice       | INV1024         | AARONFIT0001 | Aaron Fitz Electrical          |                      | \$128.35     |
| Invoice       | INV1025         | AARONFIT0001 | Aaron Fitz Electrical          |                      | \$117.65     |
| Invoice       | INVPS1001       | HOLLINGC0001 | Holling Communications Inc.    |                      | \$203.25     |
| Invoice       | INVPS1002       | BREAKTHR0001 | Breakthrough Telemarketing     |                      | \$42.59      |
| Invoice       | INVPS1003       | HOLLINGC0001 | Holling Communications Inc.    |                      | \$128.30     |
| Invoice       | INVPS1004       | LECLERC0001  | LeClerc & Associates           |                      | \$1,320.82   |
| Invoice       | INVPS1005       | BOYLESCO0001 | Boyle's Country Inn's          |                      | \$731.94     |
| Invoice       | INVPS1006       | CONTOSOL0001 | Contoso, Ltd.                  |                      | \$117.65     |
| Grand Totals  |                 |              | Document Amounts:              |                      | \$36,608.30  |

# Sales Open Order Report

---

## Report Writer names

SOP Activity Order Detail Report  
SOP Activity Order Item Summary Report  
SOP Activity Order Summary Report

## Report tables

Sales Transaction Work  
Sales User-Defined Work History  
Sales Transaction Amounts Work  
Item Master  
Sales Serial/Lot Work and History  
Inventory U of M Schedule Setup  
Sales Process Holds Work and History  
Sales Process Holds Master

## Ranges

Customer ID  
Customer Name  
Document Date  
Document Number  
Master Number  
Requested Ship Date  
Salesperson ID  
Type ID

## Sorting options

Customer ID  
Document Date  
Document Number  
Type ID

## Display

Kit Components  
User Defined  
Process Holds  
Serial/Lot Numbers/Bins  
Multicurrency

## Exclude

Kit Components

## Print currency in

Functional  
Reporting

You can use the Sales Open Order Report to view the statuses of order documents you've entered. For example, if customers call and want to know whether the items they've ordered have been invoiced, this report displays both the original and the remaining quantities. The Sales Open Order Report lists only the orders that haven't been fully transferred to invoices.

## Printing Instructions

1. Choose Reports >> Sales >> Activity to open the Sales Activity Reports window.
2. Select Sales Open Order from the Reports list. Choose New to open the Sales Activity Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Activity Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Open Order Report from either the Sales Activity Reports window or the Sales Activity Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Open Order Report

System: 5/17/2004 1:19:24 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 SALES OPEN ORDER REPORT  
 Sales Order Processing

Page: 1  
 User ID: sa

Ranges: From: To: From: To:  
 Customer ID: First Last Master Number: First Last  
 Customer Name: First Last Req. Ship Date: First Last  
 Document Date: First Last Salesperson ID: First Last  
 Document Number: First Last Type ID: First Last  
 Sorted By: by Customer ID Print Option: Detailed

Display: Kit Components, User-defined, Serial/Lot Number  
 Print Currency In: Functional (Z-US\$)

| Document Number     | Master Number | Type ID   | Document Date | Customer ID  | Customer Name         |
|---------------------|---------------|-----------|---------------|--------------|-----------------------|
| ORDST2226           |               |           | 4/12/2007     | AARONFIT0001 | Aaron Fitz Electrical |
| 128 SDRAM           |               | WAREHOUSE | Each          | 2            | \$135.20              |
| 333PROC             |               | WAREHOUSE | Each          | 1            | \$239.95              |
| 4.5HD               |               | WAREHOUSE | Each          | 2            | \$189.95              |
| 40X IDE             |               | WAREHOUSE | Each          | 1            | \$39.95               |
| Remaining Subtotal: |               |           |               | \$930.20     | Order Subtotal:       |
|                     |               |           |               |              | Trade Discount:       |
|                     |               |           |               |              | Freight:              |
|                     |               |           |               |              | Misc:                 |
|                     |               |           |               |              | Tax:                  |
|                     |               |           |               |              | Total:                |
|                     |               |           |               |              | \$930.20              |

Document Origin: Confirmation: Quote Sent Date:  
 List 2: Ordered by: Date Field 2:  
 List 3: Text Field 4:  
 Priority: Text Field 5:

| Document Number | Master Number | Type ID   | Document Date | Customer ID  | Customer Name       |
|-----------------|---------------|-----------|---------------|--------------|---------------------|
| ORDST2229       |               |           | 4/12/2007     | ALTONMAN0001 | Alton Manufacturing |
| 128 SDRAM       |               | WAREHOUSE | Each          | 1            | \$135.20            |
| 4.5HD           |               | WAREHOUSE | Each          | 1            | \$189.95            |
| 40X IDE         |               | WAREHOUSE | Each          | 2            | \$39.95             |
| 500PROC         |               | WAREHOUSE | Each          | 1            | \$749.95            |
| 64 SDRAM        |               | WAREHOUSE | Each          | 2            | \$72.95             |
| ACCS-CRD-25BK   |               | WAREHOUSE | Each          | 3            | \$19.95             |
| ACCS-HDS-2EAR   |               | WAREHOUSE | Each          | 1            | \$89.95             |
| ANSW-ATT-1000   |               | WAREHOUSE | Each          | 1            | \$119.95            |
| ANSW-PAN-2460   |               | WAREHOUSE | Each          | 1            | \$149.95            |
| BOT100G         |               | WAREHOUSE | Each          | 2            | \$9.95              |
| HDWR-CIM-0001   |               | WAREHOUSE | Each          | 1            | \$6,589.95          |
| HDWR-SBD-0001   |               | WAREHOUSE | Each          | 1            | \$29,559.95         |
| KB104           |               | WAREHOUSE | Each          | 2            | \$19.95             |
| M2100           |               | WAREHOUSE | Each          | 1            | \$999.95            |
| PHON-ATT-0712   |               | WAREHOUSE | Each          | 2            | \$79.95             |
| PHON-FGD-0001   |               | WAREHOUSE | Each          | 1            | \$119.95            |
| PHON-RCV-0002   |               | WAREHOUSE | Each          | 1            | \$89.95             |
| RES100          |               | WAREHOUSE | Each          | 5            | \$9.95              |
| RESR-COM-68KM   |               | WAREHOUSE | Each          | 1            | \$19.95             |
| RMTL-CAP-10MF   |               | WAREHOUSE | Each          | 1            | \$8.25              |

# Sales Order Setup List

---

**Report Writer name**

SOP Order Setup Report

**Report tables**

Sales Type ID Setup  
Sales Default Process Holds  
Setup  
Sales Process Holds Master

**Range**

Type ID

**Sorting option**

by Type ID

The Sales Order Setup List displays the information entered using the Sales Order Setup window. This report lists the setup options for order type IDs, such as the default document format, the allocation and transfer options, and the passwords selected for each order type ID.

**Printing Instructions**

To print an individual order:

1. Choose Tools >> Setup >> Sales >> Sales Order Processing >> Order button to open the Sales Order Setup window.
2. Enter or select an order ID.
3. Choose File >> Print.

To print a group of orders:

1. Choose Reports >> Sales >> Setup to open the Sales Setup Reports window.
2. Select Sales Order Setup from the Reports list and choose New to open the Sales Setup Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Order Setup List from either the Sales Setup Reports window or the Sales Setup Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Order Setup List

---

System: 5/17/2004 12:37:21 PM Fabrikam, Inc. Page: 1  
User Date: 4/12/2007 SALES ORDER SETUP LIST User ID: sa  
Sales Order Processing

Ranges: From To Sorted By: Type ID  
Type ID First Last

Order ID: BLKORD Order ID Next Number:  
Comment ID: Document Format: Blank Paper

Transfer: Use Type ID:  
Order to Back Order Yes BKORD  
Order to Fulfillment Order/Invoice Yes STDINV

Allocate By: None  
Use Separate Fulfillment Process: No  
Allow Repeating Documents: No  
Allow All Back Ordered Items to Print on Invoice: No  
Credit Limit Hold ID:  
Override Quantity to Invoice with Quantity Fulfilled: No  
Enable Quantity to Back Order in Sales Order Fulfillment: No  
Enable Quantity Canceled in Sales Order Fulfillment: No

Options: Allow: Password:  
Allow Invoicing of Unfulfilled or Partially Fulfilled Orders Yes  
Delete Documents Yes  
Edit Printed Documents Yes  
Override Document Numbers Yes  
Void Documents Yes

Order ID: PHNORD Order ID Next Number: ORDPH1009  
Comment ID: Document Format: Blank Paper

Transfer: Use Type ID:  
Order to Back Order Yes BKORD  
Order to Fulfillment Order/Invoice Yes POSINV

Allocate By: Document/Batch  
Use Separate Fulfillment Process: No  
Allow Repeating Documents: No  
Allow All Back Ordered Items to Print on Invoice: No  
Credit Limit Hold ID:  
Override Quantity to Invoice with Quantity Fulfilled: No  
Enable Quantity to Back Order in Sales Order Fulfillment: No  
Enable Quantity Canceled in Sales Order Fulfillment: No

Options: Allow: Password:  
Allow Invoicing of Unfulfilled or Partially Fulfilled Orders Yes  
Delete Documents Yes  
Edit Printed Documents Yes  
Override Document Numbers Yes  
Void Documents Yes

Order ID: REPORD Order ID Next Number: ORDRP1001  
Comment ID: Document Format: Blank Paper

Transfer: Use Type ID:  
Order to Back Order Yes BKORD  
Order to Fulfillment Order/Invoice Yes SERVINV

Allocate By: Document/Batch  
Use Separate Fulfillment Process: No  
Allow Repeating Documents: Yes  
Allow All Back Ordered Items to Print on Invoice: No  
Credit Limit Hold ID:  
Override Quantity to Invoice with Quantity Fulfilled: No  
Enable Quantity to Back Order in Sales Order Fulfillment: No  
Enable Quantity Canceled in Sales Order Fulfillment: No

Options: Allow: Password:  
Allow Invoicing of Unfulfilled or Partially Fulfilled Orders Yes  
Delete Documents Yes  
Edit Printed Documents Yes  
Override Document Numbers Yes  
Void Documents Yes

# Sales Process Holds Setup List

---

**Report Writer name**

SOP Process Holds Report

**Report table**

Sales Process Holds Master

**Range**

Process Hold ID

**Sorting option**

by Process Hold ID

The Sales Process Holds Setup List displays the information entered using the Sales Process Holds Setup window. This report lists the setup options selected for process hold IDs, such as the description, password to remove the hold, and the process the hold is applied to.

**Printing Instructions**

To print an individual process hold:

1. Choose Tools >> Setup >> Sales >> Process Holds to open the Sales Process Holds Setup window.
2. Enter or select a process hold ID.
3. Choose File >> Print.

To print a group of process holds:

1. Choose Reports >> Sales >> Setup to open the Sales Setup Reports window.
2. Select Process Holds Setup from the Reports list and choose New to open the Sales Setup Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Process Holds Setup List from either the Sales Setup Reports window or the Sales Setup Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Process Holds Setup List

System: 5/17/2004 12:43:00 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 SALES PROCESS HOLDS SETUP LIST  
 Sales Order Processing

Page: 1  
 User ID: sa

| Process Hold ID | Description            | Fulfilling Documents | Printing Documents | Transferring Documents | Posting | Workflow Advancement |
|-----------------|------------------------|----------------------|--------------------|------------------------|---------|----------------------|
| ADDRESS ACCESS  | Address Verification   |                      | X                  |                        |         |                      |
| APPROVAL ACCESS | Sales Manager Approval |                      |                    | X                      |         |                      |
| CREDIT ACCESS   | Credit Check           |                      |                    | X                      | X       |                      |
| QUALITY ACCESS  | Quality Assurance      | X                    |                    |                        |         |                      |
|                 |                        |                      |                    | X                      |         |                      |

# Sales Transaction History Report

---

## Report Writer names

SOP Sales Transaction Detail  
History Options Report  
SOP Sales Transaction Detail  
History Report  
SOP Sales Transaction  
History Summary History  
Report

## Report tables

Sales Detail Sales Temp  
Sales Transaction History  
Sales User-Defined Work  
History  
Sales Transaction Amounts  
History  
Item Master  
Sales Serial/Lot Work and  
History  
Sales Process Holds Work and  
History

## Ranges

Document Number  
Document Date  
Customer ID

## Sorting options

by Document Number  
by Customer ID

## Include

Tax Details  
User Defined  
Payments/Deposits  
Multicurrency

## Transaction statuses

All  
Posted  
Voided

The Sales Transaction History Report displays detailed or summarized transaction information for historical invoice and return documents. You can include tax details, payments, and user-defined information for voided transactions, posted transactions, or both.

## Printing Instructions

1. Choose Reports >> Sales >> History to open the Sales History Reports window.
2. Select Sales Transaction History from the Reports list and choose New to open the Sales History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Sales History Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Transaction History Report using either the Sales History Reports window or the Sales History Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Transaction History Report

System: 5/17/2004 2:37:42 PM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 SALES TRANSACTION HISTORY REPORT  
 Sales Order Processing

Page: 1  
 User ID: sa

Ranges: From: To:  
 Customer ID: First Last  
 Document Date: First Last  
 Document Number: BKO1001 INV1018  
 Sorted By: Document Number

Display: Print Option: Detailed  
 \* Voided Transactions Include:

| Document Number | Master Number | Type ID            | Document Date | Salesperson ID | Customer ID      | Customer Name                  |              |            |                   |
|-----------------|---------------|--------------------|---------------|----------------|------------------|--------------------------------|--------------|------------|-------------------|
| INV1010         |               | 50 STDINV          | 5/17/2004     | PAUL W.        | ISNINDUS0001     | ISN Industries                 |              |            |                   |
| FAXX-SLK-0172   |               | Sleek UX-172 fax   | WAREHOUSE     | Each           | 1                | \$1,349.95                     | \$674.50     | \$675.45   | 50.04%            |
|                 |               |                    |               |                | DOCUMENT TOTALS: |                                | \$1,349.95   | \$674.50   | \$675.45          |
| INV1011         |               | 53 RTN             | 5/19/2004     | GREG E.        | MENDOTAU0001     | Mendota University             |              |            |                   |
| PHON-ATT-53WH   |               | Cordless-Attractiv | WAREHOUSE     | Each           | (1)              | (\$189.95)                     | (\$91.25)    | (\$98.70)  | 51.96%            |
|                 |               |                    |               |                | DOCUMENT TOTALS: |                                | (\$189.95)   | (\$91.25)  | (\$98.70)         |
| INV1012         |               | 54 RTN             | 5/27/2004     | IAN M.         | KELLYCON0001     | Kelly Consulting               |              |            |                   |
| HDWR-PNL-0001   |               | Control Panel      | WAREHOUSE     | Each           | (1)              | (\$609.95)                     | (\$303.85)   | (\$306.10) | 50.18%            |
|                 |               |                    |               |                | DOCUMENT TOTALS: |                                | (\$609.95)   | (\$303.85) | (\$306.10)        |
| INV1013         |               | 55 RTN             | 5/27/2004     | GARY W.        | ADVANCED0002     | Advanced Tech Satellite System |              |            |                   |
| PHON-ATT-53BL   |               | Cordless-Attractiv | WAREHOUSE     | Each           | (5)              | (\$949.75)                     | (\$467.75)   | (\$482.00) | 50.75%            |
|                 |               |                    |               |                | DOCUMENT TOTALS: |                                | (\$949.75)   | (\$467.75) | (\$482.00)        |
| INV1014         |               | 18 STDINV          | 5/10/2004     | PAUL W.        | CENTRALC0001     | Central Communications LTD     |              |            |                   |
| ACCS-CRD-12WH   |               | Phone Cord - 12' W | WAREHOUSE     | Each           | 3                | \$29.85                        | \$9.87       | \$19.98    | 66.94%            |
|                 |               |                    |               |                | DOCUMENT TOTALS: |                                | \$29.85      | \$9.87     | \$19.98           |
| INV1015         |               | 22 STDINV          | 5/10/2004     | GARY W.        | MAGNIFIC0001     | Magnificent Office Images      |              |            |                   |
| PHON-BUS-1250   |               | Handset,multi-line | WAREHOUSE     | Each           | 1                | \$359.95                       | \$165.85     | \$194.10   | 53.92%            |
|                 |               |                    |               |                | DOCUMENT TOTALS: |                                | \$359.95     | \$165.85   | \$194.10          |
| INV1016         |               | 27 STDINV          | 5/10/2004     | SANDRA M.      | METROPOL0001     | Metropolitan Fiber Systems     |              |            |                   |
| ACCS-CRD-12WH   |               | Phone Cord - 12' W | WAREHOUSE     | Each           | 1                | \$9.95                         | \$3.29       | \$6.66     | 66.94%            |
|                 |               |                    |               |                | DOCUMENT TOTALS: |                                | \$9.95       | \$3.29     | \$6.66            |
| INV1017         |               | 24 STDINV          | 5/10/2004     | SANDRA M.      | MAHLERST0001     | Mahler State University        |              |            |                   |
| HDWR-PRO-4862   |               | Processor 486/25MH | WAREHOUSE     | Each           | 1                | \$5,999.95                     | \$2,998.15   | \$3,001.80 | 50.03%            |
| 1082592         |               | 1                  |               |                |                  |                                |              |            |                   |
|                 |               |                    |               |                | DOCUMENT TOTALS: |                                | \$5,999.95   | \$2,998.15 | \$3,001.80        |
| INV1018         |               | 25 STDINV          | 5/10/2004     | NANCY B.       | LAWRENCE0001     | Lawrence Telemarketing         |              |            |                   |
| WIRE-SCD-0001   |               | Single conductor w | WAREHOUSE     | Foot           | 25.00            | \$8.75                         | \$4.00       | \$4.75     | 54.29%            |
| 12055           |               | 25.00              |               |                |                  |                                |              |            |                   |
|                 |               |                    |               |                | DOCUMENT TOTALS: |                                | \$8.75       | \$4.00     | \$4.75            |
|                 |               |                    |               |                | INVOICE TOTALS   |                                | \$7,758.40   | \$3,855.66 |                   |
|                 |               |                    |               |                | RETURN TOTALS    |                                | (\$1,749.65) | (\$862.85) |                   |
|                 |               |                    |               |                | REPORT TOTALS    |                                | \$6,008.75   | \$2,992.81 | PROFIT \$3,015.94 |
|                 |               |                    |               |                | REPORT SUMMARY:  |                                |              |            |                   |
|                 |               |                    |               |                | SUBTOTAL:        |                                |              | \$6,008.75 |                   |
|                 |               |                    |               |                | TRADE DISCOUNT:  |                                |              | \$0.00     |                   |
|                 |               |                    |               |                | FREIGHT:         |                                |              | \$0.00     |                   |
|                 |               |                    |               |                | MISCELLANEOUS:   |                                |              | \$0.00     |                   |
|                 |               |                    |               |                | TAX:             |                                |              | (\$65.36)  |                   |
|                 |               |                    |               |                | TOTAL:           |                                |              | \$5,943.39 |                   |
| Grand Totals:   | Documents:    | 9                  |               |                |                  |                                |              |            |                   |

# Sales Transfer Log

---

**Report Writer name**

SOP Transfer Log

**Report table**

Sales Log TEMP

The Sales Transfer Log is printed automatically after documents have been transferred using the Sales Transfer Documents window. This report shows which documents were transferred and displays any errors that occurred during the transfer process. For example, the Sales Transfer Log will alert you if a document hasn't been transferred because a transfer hold exists on the document.

For more information about transferring documents or printing sales reports, refer to the Sales Order Processing documentation.

# Sales Transfer Log

---

System: 5/17/2004 12:23:52 PM  
User Date: 4/12/2007

Fabrikam, Inc.  
Sales Transfer Log  
Sales Order Processing

Page: 1  
User ID: LESSONUSER1

Order ORDST2223 successfully transferred to Invoice STDINV2258.

0 Error(s) during transfer  
1 Document(s) transferred successfully



# System Manager sample reports

This document includes information about and instructions for creating some of the more common System Manager reports. Samples of each report also are included.

The following reports are discussed:

- [Check Links Report](#)
- [Company Access Report](#)
- [Company Addresses Report](#)
- [Fiscal Periods List](#)
- [Payment Terms Report](#)
- [Posting Accounts Report](#)
- [Internet Information Report](#)
- [User Security Report](#)
- [Tax Detail ID Report](#)

# Check Links Report

---

**Report Writer name**

File Maintenance Error Report

**Report table**

File Maintenance Error Log

The Check Links Report contains information about records that were recreated from the table group selected in the Check Links window. The specific type of information printed depends on the table group you selected.

**Printing Instructions**

1. Choose File >> Maintenance >> Check Links to open the Check Links window.
2. Select a series from the list. Select one or more tables and choose Insert.
3. Choose OK. Select a printing destination and choose OK.



*Because you can't reprint this report, print the report to a file and the printer, in case of a printer error. You can print the contents of this file at any time.*

Check links, clear data, reconciliation, and other data recovery procedure reports are printed using information from the File Maintenance Error Log Table, and each is titled File Maintenance Error Log Report. These reports are referred to as the Check Links Report, Clear Data Report, and Reconcile Report to clarify the procedure completed when the report was printed.

For more information about printing System Manager reports, refer to the System Manager documentation.

# Check Links Report

---

System: 4/12/2004 2:21:26 PM  
User Date: 4/12/2004

Fabrikam, Inc.

Page: 1  
User ID: LESSONUSER1

## FILE MAINTENANCE ERROR LOG REPORT

### File Name

### Error Message

#### Purchasing Non-IV Item Currency Setup

The non-inventoried currency decimals record for currency Z-AUD has been updated.

The non-inventoried currency decimals record for currency Z-C\$ has been updated.

The non-inventoried currency decimals record for currency Z-DM has been updated.

The non-inventoried currency decimals record for currency Z-NZD has been updated.

The non-inventoried currency decimals record for currency Z-SA has been updated.

The non-inventoried currency decimals record for currency Z-SGD has been updated.

The non-inventoried currency decimals record for currency Z-UK has been updated.

The non-inventoried currency decimals record for currency Z-US\$ has been updated.

# Company Access Report

---

**Report Writer name**

User Companies

**Report tables**

User-Company Access

Company Master

**Range**

User ID

The Company Access Report lists the companies each user has access to. Print this report for your records when significant changes to company access are made using the User Access Setup window.

**Printing Instructions**

1. Choose Reports >> System >> Users to open the User Reports window.
2. Select Company Access from the Reports list and choose New to open the User Report Options window.
3. Enter an option name and create a report option to restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The User Report Options window will be redisplayed.
5. Choose Print.

You can print the Company Access Report from either the User Reports window or the User Report Options window. You also can save the report option and print later.

For more information about printing System Manager reports, refer to the System Manager documentation.

# Company Access Report

---

Company: Fabrikam, Inc.  
System: 4/12/2004 2:27:49 PM  
User Date: 4/12/2004

Page: 1  
User ID: LESSONUSER1

## COMPANY ACCESS REPORT

| User ID     | Companies      |
|-------------|----------------|
| LESSONUSER1 | Fabrikam, Inc. |
| LESSONUSER2 | Fabrikam, Inc. |

# Company Addresses Report

---

## Report Writer names

Company Addresses Report  
Company Address Report  
With Notes

## Report tables

Company Location Master  
Record Notes Master

## Ranges

Address ID  
Address Name  
Address Contact  
State  
ZIP Code

## Sorting options

Address ID  
Address Name  
Address Contact

The Company Addresses Report lists all company addresses set up for the current company. Print this report for your records when significant changes are made using the Company Addresses Setup window.

## Printing Instructions

To print this report for an individual address:

1. Choose Tools >> Setup >> Company >> Company >> Address button to open the Company Addresses Setup window.
2. Enter or select an address ID.
3. Choose File >> Print.

To print this report for multiple addresses:

1. Choose Reports >> Company >> Setup to open the Setup Reports window.
2. Select Addresses from the Reports list and choose New to open the Company Setup Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Company Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Company Addresses Report from either the Setup Reports window or the Company Setup Report Options window. You also can save the report option and print later.

For more information about printing System Manager reports, refer to the System Manager documentation.

(Fix the address and name info on the report on next page to comply with sample data regulations.)

# Company Addresses Report

System: 4/12/2004 2:31:06 PM  
User Date: 4/12/2004

Fabrikam, Inc.  
COMPANY ADDRESSES REPORT  
Company

Page: 1  
User ID: LESSONUSER1

-----  
Location ID: INTERNATIONAL-A  
Name: International TeleCom Assoc.  
Contact: Katie Jordan  
Address: 416 Glen Eira Place  
Suite 32  
  
City: Sydney  
State: NSW  
ZIP Code: 2086  
County:  
Country: Australia  
Phone 1: (02-) 555--0103 Ext. 0000  
Phone 2: (205) 555-0103 Ext. 0000  
Phone 3: (000) 000-0000 Ext. 0000  
Fax: (215) 555-1030 Ext. 0000

Location ID: INTERNATIONAL-C  
Name: David Richards  
Contact: David Richards  
Address: 38 Ave South  
Suite 32  
  
City: Winnipeg  
State: MB  
ZIP Code: R35 8T4  
County:  
Country: Canada  
Phone 1: (205) 555-1020 Ext. 0000  
Phone 2: (205) 555-1020 Ext. 0000  
Phone 3: (000) 000-0000 Ext. 0000  
Fax: (215) 555-1020 Ext. 0000

Location ID: Primary  
Name: Fabrikam, Inc.  
Contact: Taylor Stewart-Cray  
Address: 4277 West Oak Parkway  
Suite 32  
  
City: Chicago  
State: IL  
ZIP Code: 60601-4277  
County:  
Country: United States  
Phone 1: (312) 555-2671 Ext. 0000  
Phone 2: (000) 000-0000 Ext. 0000  
Phone 3: (000) 000-0000 Ext. 0000  
Fax: (312) 555-2896 Ext. 0000

Location ID: WAREHOUSE  
Name: TWO, Inc. Warehouse  
Contact: Susanne Nagata  
Address: 4300 West Elm St.  
  
City: Chicago  
State: IL  
ZIP Code: 60601-4300  
County:  
Country: United States  
Phone 1: (312) 555-0101 Ext. 0000  
Phone 2: (000) 000-0000 Ext. 0000  
Phone 3: (000) 000-0000 Ext. 0000  
Fax: (312) 555-0101 Ext. 0000

Total Locations: 4

# Fiscal Periods List

---

**Report Writer name**

Fiscal Periods Report-Series

**Report table**

Period Setup

**Range**

Year

**Sorting option**

Year

The Fiscal Periods List contains information about the fiscal periods for the current company, including the name and starting date of each period and whether each series is marked as closed for that period. Print this list for your records whenever significant changes are made using the Fiscal Period Setup window.

**Printing Instructions**

To print this report for an individual year:

1. Choose Tools >> Setup >> Company >> Fiscal Periods to open the Fiscal Periods Setup window.
2. Select a year.
3. Choose File >> Print.

To print this report for multiple years:

1. Choose Reports >> Company >> Setup to open the Setup Reports window.
2. Select Fiscal Periods from the Reports list and choose New to open the Company Setup Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Company Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Fiscal Periods List from either the Setup Reports window or the Company Setup Report Options window. You also can save the report option and print later.

For more information about printing System Manager reports, refer to the System Manager documentation.

# Fiscal Periods List

System: 4/12/2004 2:35:08 PM  
 User Date: 4/12/2004

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

## Fiscal Periods List

Year: 2004

| Period | Name      | Starting Date | Financial Series Closed | Sales Series Closed | Purchasing Series Closed | Inventory Series Closed | Payroll Series Closed | Project Series Closed |
|--------|-----------|---------------|-------------------------|---------------------|--------------------------|-------------------------|-----------------------|-----------------------|
| 1      | Period 1  | 1/1/2004      | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 2      | Period 2  | 2/1/2004      | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 3      | Period 3  | 3/1/2004      | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 4      | Period 4  | 4/1/2004      | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 5      | Period 5  | 5/1/2004      | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 6      | Period 6  | 6/1/2004      | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 7      | Period 7  | 7/1/2004      | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 8      | Period 8  | 8/1/2004      | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 9      | Period 9  | 9/1/2004      | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 10     | Period 10 | 10/1/2004     | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 11     | Period 11 | 11/1/2004     | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |
| 12     | Period 12 | 12/1/2004     | Yes                     | Yes                 | Yes                      | Yes                     | Yes                   | Yes                   |

Year: 2005

| Period | Name      | Starting Date | Financial Series Closed | Sales Series Closed | Purchasing Series Closed | Inventory Series Closed | Payroll Series Closed | Project Series Closed |
|--------|-----------|---------------|-------------------------|---------------------|--------------------------|-------------------------|-----------------------|-----------------------|
| 1      | Period 1  | 1/1/2005      | No                      | No                  | No                       | No                      | No                    | No                    |
| 2      | Period 2  | 2/1/2005      | No                      | No                  | No                       | No                      | No                    | No                    |
| 3      | Period 3  | 3/1/2005      | No                      | No                  | No                       | No                      | No                    | No                    |
| 4      | Period 4  | 4/1/2005      | No                      | No                  | No                       | No                      | No                    | No                    |
| 5      | Period 5  | 5/1/2005      | No                      | No                  | No                       | No                      | No                    | No                    |
| 6      | Period 6  | 6/1/2005      | No                      | No                  | No                       | No                      | No                    | No                    |
| 7      | Period 7  | 7/1/2005      | No                      | No                  | No                       | No                      | No                    | No                    |
| 8      | Period 8  | 8/1/2005      | No                      | No                  | No                       | No                      | No                    | No                    |
| 9      | Period 9  | 9/1/2005      | No                      | No                  | No                       | No                      | No                    | No                    |
| 10     | Period 10 | 10/1/2005     | No                      | No                  | No                       | No                      | No                    | No                    |
| 11     | Period 11 | 11/1/2005     | No                      | No                  | No                       | No                      | No                    | No                    |
| 12     | Period 12 | 12/1/2005     | No                      | No                  | No                       | No                      | No                    | No                    |

Year: 2006

| Period | Name      | Starting Date | Financial Series Closed | Sales Series Closed | Purchasing Series Closed | Inventory Series Closed | Payroll Series Closed | Project Series Closed |
|--------|-----------|---------------|-------------------------|---------------------|--------------------------|-------------------------|-----------------------|-----------------------|
| 1      | Period 1  | 1/1/2006      | No                      | No                  | No                       | No                      | No                    | No                    |
| 2      | Period 2  | 2/1/2006      | No                      | No                  | No                       | No                      | No                    | No                    |
| 3      | Period 3  | 3/1/2006      | No                      | No                  | No                       | No                      | No                    | No                    |
| 4      | Period 4  | 4/1/2006      | No                      | No                  | No                       | No                      | No                    | No                    |
| 5      | Period 5  | 5/1/2006      | No                      | No                  | No                       | No                      | No                    | No                    |
| 6      | Period 6  | 6/1/2006      | No                      | No                  | No                       | No                      | No                    | No                    |
| 7      | Period 7  | 7/1/2006      | No                      | No                  | No                       | No                      | No                    | No                    |
| 8      | Period 8  | 8/1/2006      | No                      | No                  | No                       | No                      | No                    | No                    |
| 9      | Period 9  | 9/1/2006      | No                      | No                  | No                       | No                      | No                    | No                    |
| 10     | Period 10 | 10/1/2006     | No                      | No                  | No                       | No                      | No                    | No                    |
| 11     | Period 11 | 11/1/2006     | No                      | No                  | No                       | No                      | No                    | No                    |
| 12     | Period 12 | 12/1/2006     | No                      | No                  | No                       | No                      | No                    | No                    |

# Payment Terms Report

---

## Report Writer names

Payment Terms Report  
Payment Terms Report With  
Notes

## Report tables

Payment Terms Master  
Record Notes Master

## Range

Payment Term

## Include

Notes

The Payment Terms Report contains information about the payment terms used in the current company and discount information for each payment term. The terms are granted by the company to customers and by vendors to the company.

## Printing Instructions

1. Choose Reports >> Company >> Setup to open the Setup Reports window.
2. Select Payment Terms from the Reports list and choose New to open the Company Setup Report Options window.
3. Enter an option name and create a report option to restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Company Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Payment Terms Report from either the Setup Reports window or the Company Setup Report Options window. You also can save the report option and print later.

You also can print this report by choosing File >> Print while working in the Payment Terms Setup window.

For more information about printing System Manager reports, refer to the System Manager documentation.

# Payment Terms Report

System: 4/12/2004 2:37:55 PM  
 User Date: 4/12/2004

Fabrikam, Inc.  
 PAYMENT TERMS REPORT  
 Company

Page: 1  
 User ID: LESSONUSER1

Payment Terms: 2% 10/Net 30  
 Due: Net Days Date/Days: 30  
 Discount Type: Days Date/Days: 10  
 Discount Currency Amount:  
 Discount Percent: 2.00%

Calculate Discount On:  
 Sale/Purchase:Yes  
 Discount: No  
 Freight: No  
 Misc: No  
 Tax: No

Options:  
 Use Customer/Vendor Grace Periods for Date/EOM Payment Terms: No  
 Payment Terms: 2% EOM/Net 15th Calculate Discount On:  
 Due: Date Date/Days: 15 Sale/Purchase:Yes  
 Discount Type: EOM Date/Days: 0 Discount: No  
 Discount Currency Amount: Freight: No  
 Discount Percent: 2.00% Misc: No  
 Tax: No

Options:  
 Use Customer/Vendor Grace Periods for Date/EOM Payment Terms: No  
 Payment Terms: 2% EOM/Net 30 Calculate Discount On:  
 Due: Net Days Date/Days: 30 Sale/Purchase:Yes  
 Discount Type: EOM Date/Days: 0 Discount: No  
 Discount Currency Amount: Freight: No  
 Discount Percent: 2.00% Misc: No  
 Tax: No

Options:  
 Use Customer/Vendor Grace Periods for Date/EOM Payment Terms: No  
 Payment Terms: 3% 15th/Net 30 Calculate Discount On:  
 Due: Net Days Date/Days: 30 Sale/Purchase:Yes  
 Discount Type: Date Date/Days: 15 Discount: No  
 Discount Currency Amount: Freight: No  
 Discount Percent: 3.00% Misc: No  
 Tax: No

Options:  
 Use Customer/Vendor Grace Periods for Date/EOM Payment Terms: No  
 Payment Terms: C.O.D. Calculate Discount On:  
 Due: Net Days Date/Days: 0 Sale/Purchase:Yes  
 Discount Type: Days Date/Days: 0 Discount: No  
 Discount Currency Amount: Freight: No  
 Discount Percent: Misc: No  
 Tax: No

Options:  
 Use Customer/Vendor Grace Periods for Date/EOM Payment Terms: No  
 Payment Terms: Cash Calculate Discount On:  
 Due: Net Days Date/Days: 0 Sale/Purchase:Yes  
 Discount Type: Days Date/Days: 0 Discount: No  
 Discount Currency Amount: Freight: No  
 Discount Percent: Misc: No  
 Tax: No

Options:  
 Use Customer/Vendor Grace Periods for Date/EOM Payment Terms: No  
 Payment Terms: Check Calculate Discount On:  
 Due: Net Days Date/Days: 0 Sale/Purchase:Yes  
 Discount Type: Days Date/Days: 0 Discount: No  
 Discount Currency Amount: Freight: No  
 Discount Percent: Misc: No  
 Tax: No

Options:  
 Use Customer/Vendor Grace Periods for Date/EOM Payment Terms: No  
 Payment Terms: Credit Card Calculate Discount On:  
 Due: Net Days Date/Days: 0 Sale/Purchase:Yes  
 Discount Type: Days Date/Days: 0 Discount: No  
 Discount Currency Amount: Freight: No  
 Discount Percent: Misc: No  
 Tax: No

Options:  
 Use Customer/Vendor Grace Periods for Date/EOM Payment Terms: No  
 Payment Terms: Due 20th Calculate Discount On:  
 Due: Date Date/Days: 20 Sale/Purchase:Yes  
 Discount Type: Days Date/Days: 0 Discount: No  
 Discount Currency Amount: Freight: No  
 Discount Percent: Misc: No  
 Tax: No

Options:  
 Use Customer/Vendor Grace Periods for Date/EOM Payment Terms: No  
 Payment Terms: EOM Calculate Discount On:  
 Due: Net Days Date/Days: 0 Sale/Purchase:Yes  
 Discount Type: EOM Date/Days: 0 Discount: No  
 Discount Currency Amount: Freight: No  
 Discount Percent: Misc: No  
 Tax: No

# Posting Accounts Report

---

**Report Writer name**

Posting Accounts Report

**Report tables**

Posting Account Master  
Account Master

**Range**

Series

The Posting Accounts Report contains information about the default posting accounts set up for the current company. Default posting accounts are defined for each type of account used during posting in each series. The default accounts are used only if an account has not been assigned to the customer, vendor, item, or employee affected by the transaction.

**Printing Instructions**

1. Choose Reports >> Company >> Setup to open the Setup Reports window.
2. Select Posting Accounts from the Reports list and choose New to open the Company Setup Report Options window.
3. Enter an option name and create a report option to restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Company Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Posting Accounts Report from either the Setup Reports window or the Company Setup Report Options window. You also can save the report option and print later.

You also can print this report by choosing File >> Print from the Posting Accounts Setup window.

For more information about printing System Manager reports, refer to the System Manager documentation.

# Posting Accounts Report

System: 4/12/2004 2:44:26 PM Fabrikam, Inc.  
 User Date: 4/12/2004

Page: 1  
 User ID: LESSONUSER1

## POSTING ACCOUNTS REPORT

| Posting Account Description | Account Number | Description                             |
|-----------------------------|----------------|---|
| <b>Series: Financial</b>    |                |   |
| Realized Gain               | 000-7100-00    | Realized Gain on MC Transactions        |
| Realized Loss               | 000-8200-00    | Realized Loss on MC Transactions        |
| Unrealized Gain             | 000-7200-00    | Unrealized Gain on MC Transactions      |
| Unrealized Loss             | 000-8300-00    | Unrealized Loss on MC Transactions      |
| Financial Offset            | 000-1800-00    | Revaluation Offset for Fin. Revaluation |
| Sales Offset                | 000-1270-00    | Accounts Receivable-MC Trx              |
| Purchasing Offset           | 000-2101-00    | Accounts Payable-MC Trx                 |
| Rounding Writeoff           | 000-7300-00    | Rounding Writeoff due to MC Trx         |
| Rounding Difference         | 000-7400-00    | Rounding Difference due to MC Trx       |
| <b>Series: Sales</b>        |                |   |
| Cash                        | 000-1100-00    | Cash - Operating Account                |
| Accounts Receivable         | 000-1200-00    | Accounts Receivable                     |
| Cost of Goods Sold          | 000-4510-01    | Cost of Goods Sold - Retail/Parts       |
| Credit Memos                | 000-4110-01    | US Sales - Retail/Parts                 |
| Debit Memos                 | 000-7040-00    | Miscellaneous Income                    |
| Term Discounts Taken        | 000-4180-00    | US Sales Discounts                      |
| Trade Discounts             | 000-4183-00    | US Sales Trade Discounts                |
| Term Discounts Available    | 000-1205-00    | Sales Discounts Available               |
| Finance Charges             | 000-7010-00    | Finance Charge Income                   |
| Inventory                   | 000-1300-01    | Inventory - Retail/Parts                |
| NSF Charges                 | 000-7040-00    | Miscellaneous Income                    |
| Sales                       | 000-4100-00    | Sales                                   |
| Sales Returns               | 000-4190-00    | US Sales Returns                        |
| Services                    | 000-4120-00    | US Sales - Service Plans                |
| Warranties                  | 000-1300-01    | Inventory - Retail/Parts                |
| Warranty Expenses           | 000-6790-00    | Warranty Expense                        |
| Writeoffs                   | 000-6701-00    | Write-Off Expense                       |
| Miscellaneous               | 000-7040-00    | Miscellaneous Income                    |
| Freight                     | 000-7041-00    | Freight Income                          |
| Taxes                       | 000-2300-00    | IL State Sales Tax Payable              |
| PPS                         | 000-6651-00    | PST Expense                             |
| Commissions Payable         | 000-2120-00    | Commissions Payable                     |
| Commissions Expense         | 300-5130-00    | Commissions - Sales                     |
| Non-Inventoried Items       | 000-1320-01    | Non-inventoried item                    |
| Deposits Received           | 000-2740-00    | Advances from Customers                 |
| Drop Ship Items             | 000-2730-00    | Purchases Clearing Account              |
| <b>Series: Purchasing</b>   |                |   |
| Cash                        | 000-1100-00    | Cash - Operating Account                |
| Accounts Payable            | 000-2100-00    | Accounts Payable                        |
| Discounts Available         | 000-2105-00    | Purchases Discounts Available           |
| Discounts Taken             | 000-4600-00    | Purchases Discounts Taken               |
| Finance Charges             | 000-8010-00    | Finance Charge Expense                  |
| Purchases                   | 000-1300-01    | Inventory - Retail/Parts                |
| Trade Discounts             | 000-4601-00    | Purchases Trade Discounts               |
| Miscellaneous               | 000-6780-00    | Miscellaneous Expense                   |
| Freight                     | 000-4710-00    | Freight and Handling                    |
| Tax                         | 000-6630-00    | IL State Sales Tax Expense              |
| Writeoffs                   | 000-6701-00    | Write-Off Expense                       |
| Drop Ship Items             | 000-2735-00    | Purchases Clearing Acct for Inventory   |
| Accrued Purchases           | 000-2111-00    | Accrued Purchases                       |
| Purch. Price Variance       | 000-4730-00    | Purchase Price Variance - Unrealized    |
| Withholding Offset          | 000-4731-00    | Withholding offset                      |

# Internet Information Report

---

**Report Writer name**

Internet Information Report

The Internet Information Report displays information set up for companies, employees, customers, vendors, and items in the Internet Information window.

**Report table**

Internet Addresses

**Printing Instructions**

1. Choose Reports >> Company >> General to open the General Reports window.
2. Select Internet Information from the Reports list and choose New to open the Company General Report Options window.
3. Enter an option name.
4. Choose Destination. Select a printing destination and choose OK. The Company General Report Options window will be redisplayed.
5. Choose Print.

You can print the Internet Information Report from either the General Reports window or the Company General Report Options window. You also can save the report option and print later.

You also can print this report by choosing File >> Print while in the Internet Information window.

For more information about printing System Manager reports, refer to the System Manager documentation.

# Internet Information Report

---

System: 4/12/2004 9:38:59 AM  
User Date: 4/12/2004

Fabrikam, Inc.  
INTERNET INFORMATION REPORT

Page: 1  
User ID: LESSONUSER1

Range: ID From: First To: Last

| ID   | Description         | Address ID |
|--|---------------------|------------|
| -----  |                     |            |
| TWO  | Fabrikam, Inc.      | Primary    |
| E-mail   | someone@example.com |            |
| Home Page  |                     |            |
| FTP Site   |                     |            |
| Image  |                     |            |
| Login  |                     |            |
| Password   |                     |            |
| User Defined 1   |                     |            |
| User Defined 2   |                     |            |
| Additional Info:   |                     |            |
| Currently setting up Web site. Should be available soon. |                     |            |
| Grand Total  | 1 Record(s)         |            |

# User Security Report

---

**Report Writer name**

User Security

**Report table**

Security Report Temp

**Ranges**

User ID

Series

Company Name

**Include**

Accessible items

Non-accessible items

Both

The User Security Report displays the items you've granted access to, denied access to, or both, for individual users in all companies. The Alias column on the report indicates when class access was modified.

**Printing Instructions**

1. Choose Reports >> System >> Users to open the User Reports window.
2. Select User Security from the Reports list and choose New to open the User Report Options window.
3. Enter an option name and create a report option to restrict the report.



*To shorten printing time, we recommend you include only non-accessible items.*

4. Choose Destination. Select a printing destination and choose OK. The User Report Options window will be redisplayed.
5. Choose Print.

You can print the User Security Report from either the User Reports window or the User Report Options window. You also can save the report option and print later.

For more information about printing System Manager reports, refer to the System Manager documentation.

# User Security Report

System: 4/12/2004 10:01:32 AM  
 User Date: 4/12/2004

USER SECURITY REPORT

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 User ID First Last  
 Series Financial Financial  
 Company Name First Last

Include: Non-accessible Items

Company: Fabrikam, Inc.  
 User ID: LESSONUSER1  
 Product: Great Plains  
 Series: Financial

| Resource Name             | Access | Alias |
|---------------------------|--------|-------|
| Accounts                  | No     | No    |
| Analysis Codes            | No     | No    |
| Analysis Groups           | No     | No    |
| Bank Audit Trail Codes    | No     | No    |
| Bank Receipts             | No     | No    |
| Bank Transactions         | No     | No    |
| Bank Transfers            | No     | No    |
| Banks                     | No     | No    |
| Batch IDs                 | No     | No    |
| Budgets                   | No     | No    |
| Categories                | No     | No    |
| Checkbooks                | No     | No    |
| Columns                   | No     | No    |
| Currencies                | No     | No    |
| Exchange Rates            | No     | No    |
| Exchange Tables           | No     | No    |
| Financial Reports         | No     | No    |
| Intercompany Accounts     | No     | No    |
| Intercompany Rate Types   | No     | No    |
| Journal Entry             | No     | No    |
| Open Year Journal Entries | No     | No    |
| Quick Journal Entries     | No     | No    |
| Quick Journal IDs         | No     | No    |
| Rate Types                | No     | No    |
| Rate Types                | No     | No    |
| Segments                  | No     | No    |
| Unposted Bank Deposits    | No     | No    |

User ID: LESSONUSER2  
 Product: Great Plains  
 Series: Financial

| Resource Name             | Access | Alias |
|---------------------------|--------|-------|
| Accounts                  | No     | No    |
| Analysis Codes            | No     | No    |
| Analysis Groups           | No     | No    |
| Bank Audit Trail Codes    | No     | No    |
| Bank Receipts             | No     | No    |
| Bank Transactions         | No     | No    |
| Bank Transfers            | No     | No    |
| Banks                     | No     | No    |
| Batch IDs                 | No     | No    |
| Budgets                   | No     | No    |
| Categories                | No     | No    |
| Checkbooks                | No     | No    |
| Columns                   | No     | No    |
| Currencies                | No     | No    |
| Exchange Rates            | No     | No    |
| Exchange Tables           | No     | No    |
| Financial Reports         | No     | No    |
| Intercompany Accounts     | No     | No    |
| Intercompany Rate Types   | No     | No    |
| Journal Entry             | No     | No    |
| Open Year Journal Entries | No     | No    |
| Quick Journal Entries     | No     | No    |
| Quick Journal IDs         | No     | No    |
| Rate Types                | No     | No    |
| Rate Types                | No     | No    |
| Segments                  | No     | No    |
| Unposted Bank Deposits    | No     | No    |

# Tax Detail ID Report

---

## Report Writer names

Tax Detail Report  
Tax Detail List

## Report tables

Sales/Purchases Tax Master  
Sales/Purchases Tax  
Summary Master  
Account Master

## Ranges

Tax Detail ID  
Tax Detail Description  
Tax Detail Type  
Tax ID Number

## Sorting options

Tax Detail ID  
Tax Detail Description  
Tax Detail Type  
Tax ID Number

The Tax Detail ID Report provides an overview of your tax details, including the tax detail description, sales or purchase type, tax ID number, posting account, and percentage or amount that is calculated for the detail. If printed in detail, the report provides all the information set up for each tax detail, including the taxable amount minimum and maximum, tax amount minimum and maximum, the tax base of calculation, and the total tax amounts that have been calculated for the year to date and previous year.

## Printing Instructions

1. Choose Reports >> Company >> Taxes to open the Company Taxes Reports window.
2. Select Tax Details from the Reports list and choose New to open the Company Taxes Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Company Taxes Report Options window will be redisplayed.
5. Choose Print.

You can print the Tax Detail ID Report from either the Company Taxes Reports window or the Company Taxes Report Options window. You also can save the report option and print later.

You also can print this report for a single tax detail ID by choosing File >> Print while working in the Tax Detail Setup window.

For more information about printing System Manager reports, refer to the System Manager documentation.

# Tax Detail ID Report

System: 4/12/2004 10:05:24 AM  
 User Date: 4/12/2004

Fabrikam, Inc.  
 TAX DETAIL ID REPORT - DETAIL  
 Company

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Detail ID: CANGST-PS7N0 - CANGST-PS7T0  
 Detail Type: First - Last  
 Tax ID Number: First - Last  
 Description: First - Last

Sorted By: Tax Detail ID

Tax Detail ID: CANGST-PS7N0 Description: Nontaxable GST-Canada  
 Detail Type: Sales Tax ID Number: RC5252-808011  
 Detail Account: 000-2310-00  
 Based On: Percent of Sale/Purchase Percentage: 7.00000%  
 Round: Up to the Next Currency Decimal Digit Based on Detail:  
 Taxable Amount Tax Amount  
 Minimum: \$0.00 Minimum: \$0.00  
 Maximum: \$0.00 Maximum: \$0.00  
 Include: Full Amount Taxable Tax: No  
 Qualifiers: Unit Amount Print On Documents: Yes  
 Detail Base: Percent of Sale/Purchase Print Character: G  
 Name: Revenue Canada Phone 1: (413) 555-0110 Ext. 3333  
 Contact: Receiver General Phone 2: (413) 555-0110 Ext. 0000  
 Address: 416 River Way Phone 3: (000) 000-0000 Ext. 0000  
 Fax: (412) 555-0110 Ext. 0000

City: Ottawa  
 State: ONT  
 ZIP Code: Z3t 4H2  
 Country: Canada

|                | Year-to-Date | Last Year |
|----------------|--------------|-----------|
| Total Sales:   | \$0.00       | \$0.00    |
| Taxable Sales: | \$0.00       | \$0.00    |
| Sales Taxes:   | \$0.00       | \$0.00    |

Tax Detail ID: CANGST-PS7T0 Description: Taxable GST-Canada  
 Detail Type: Sales Tax ID Number: RC1112022788  
 Detail Account: 000-2320-00  
 Based On: Percent of Sale/Purchase Percentage: 7.00000%  
 Round: Up to the Next Currency Decimal Digit Based on Detail:  
 Taxable Amount Tax Amount  
 Minimum: \$0.00 Minimum: \$0.00  
 Maximum: \$0.00 Maximum: \$0.00  
 Include: Full Amount Taxable Tax: Yes  
 Qualifiers: Unit Amount Print On Documents: Yes  
 Detail Base: Percent of Sale/Purchase Print Character: G  
 Name: Revenue Canada Phone 1: (413) 555-0111 Ext. 3333  
 Contact: Receiver General Phone 2: (413) 555-0111 Ext. 0000  
 Address: 416 River Way Phone 3: (000) 000-0000 Ext. 0000  
 Fax: (412) 555-0111 Ext. 0000

City: Ottawa  
 State: ONT  
 ZIP Code: Z3T 4H2  
 Country: Canada

|                | Year-to-Date | Last Year |
|----------------|--------------|-----------|
| Total Sales:   | \$624,957.86 | \$0.00    |
| Taxable Sales: | \$624,957.86 | \$0.00    |
| Sales Taxes:   | \$43,780.18  | \$0.00    |



# Value-added Tax reports

This section includes information about and instructions for creating the most common Value-added Tax reports. Samples of each report also are included.

- [EC Sales List](#)
- [VAT Report](#)
- [Intrastat Trade Report](#)
- [Country Code List](#)
- [Transport Mode List](#)
- [Transaction Nature List](#)
- [Value Basis List](#)
- [Process Type List](#)
- [Commodity Code List](#)

# EC Sales List

---

**Report Writer name**

VAT-EC Sales List

**Report table**

VAT\_INTRA\_WORK

**Ranges**

Debtor ID/Creditor ID

Tax Date

**Sorting option**

Debtor ID/Creditor ID

The EC Sales List displays the total output tax accumulated for each debtor and total input tax accumulated for each creditor for a given time. Print this report to provide the statistical information required by the European Union. Debtors and creditors are identified by their tax registration numbers.

**Printing Instructions:**

1. Choose Reports >> Company >> Taxes to open the Company Taxes Reports window.
2. Select EC Sales List from the Reports List and choose New to open the Company Tax Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Company Tax Report Options window will be redisplayed.
5. Choose Print.

You can print the EC Sales List from either the Company Taxes Reports window or the Company Tax Report Options window. You also can save the report option and print later.

For more information about printing VAT reports, refer to the VAT and Intrastat documentation.

# EC Sales List

---

Because VAT and Intrastat reports vary from country to country, an example of this report hasn't been included here.

# VAT Report

---

## Report Writer names

VAT Report-Detail  
VAT Report-Summary

## Report tables

VAT\_REPORT\_TEMP  
Sales/Purchases Tax Master  
PM Vendor Master File  
RM Customer MSTR

## Ranges

Tax Detail ID  
Tax Date

## Sorting option

Tax Detail ID

The VAT Report displays a breakdown of the goods value and tax on total sales and purchases and on EU sales and purchases. These amounts are compiled for each creditor or debtor that you do business with. Print this report to provide the statistical information required by the European Union.

## Printing Instructions:

1. Choose Reports >> Company >> Taxes to open the Company Taxes Reports window.
2. Select VAT Report from the Reports List and choose New to open the Company Tax Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You also can select to print in detail or summary.
4. Choose Destination. Select a printing destination and choose OK. The Company Tax Report Options window will be redisplayed.
5. Choose Print.

You can print the VAT Report from either the Company Taxes Reports window or the Company Tax Report Options window. You also can save the report option and print later.

For more information about printing VAT reports, refer to the VAT and Intrastat documentation.

# VAT Report

---

Because VAT and Intrastat reports vary from country to country, an example of this report hasn't been included here.

# Intrastat Trade Report

---

**Report Writer name**

VAT-Intrastat Report

**Report table**

VAT\_INTRA\_WORK

**Ranges**

Debtor ID/Creditor ID

Tax Date

**Sorting option**

Debtor ID/Creditor ID

The Intrastat Trade Report displays the statistical information that you entered using the Intrastat Entry window, the Invoice Intrastat Entry window and the Sales Intrastat Entry window. Print this report to provide the statistical information required by the European Union.

**Printing Instructions:**

1. Choose Reports >> Company >> Taxes to open the Company Taxes Reports window.
2. Select Intrastat from the Reports List and choose New to open the Company Tax Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose Print. The Company Tax Report Options window will be redisplayed.
5. Choose Print.

You can print the Intrastat Trade Report from either the Company Taxes Reports window or the Company Tax Report Options window. You also can save the report option and print later.

For more information about printing VAT reports, refer to the VAT and Intrastat documentation.

# Intrastat Trade Report

---

Because VAT and Intrastat reports vary from country to country, an example of this report hasn't been included here.

# Country Code List

---

**Report Writer name**

VAT-Country Code List

The Country Code List shows all the country codes set up to keep Intrastat records. Use this report to verify your entries.

**Report table**

VAT Country Code MSTR

To print a Country Code List, choose File >> Print from the Country Code Maintenance window.

For more information about printing Intrastat reports, refer to the VAT and Intrastat documentation.

# Country Code List

---

System: 10/23/98  
User Date: 10/23/98

Country Code List  
The World Online, Inc.

Page: 1  
User ID: LESSONUSER1

| Country Code | EU Member | Description    |
|--------------|-----------|----------------|
| BE           | X         | Belgium        |
| DE           | X         | Germany        |
| DK           |           | Denmark        |
| EL           | X         | Greece         |
| ES           | X         | Spain          |
| FR           | X         | France         |
| GB           | X         | United Kingdom |
| IE           | X         | Ireland        |
| IT           |           | Italy          |
| LU           | X         | Luxembourg     |
| NL           |           | Netherlands    |
| PT           | X         | Portugal       |
| TK           |           | Turkey         |

Record Count: 13

# Transport Mode List

---

**Report Writer name**

VAT-Transport Mode List

**Report table**

VAT Transport Mode MSTR

The Transport Mode List shows all the transport mode codes set up to identify the shipping methods you use to transport goods to or receive goods from European Union member states. Use this report to verify your entries.

To print a Transport Mode List, choose File >> Print from the Transport Mode Maintenance window.

For more information about printing Intrastat reports, refer to the VAT and Intrastat documentation.

# Transport Mode List

---

System: 10/23/98 The World Online, Inc. Page: 1  
User Date: 10/23/98 Transport Mode List User ID: LESSONUSER1

| Transport Mode Code | Description                   |
|---------------------|-------------------------------|
| 1                   | Sea Freight                   |
| 2                   | Rail Freight                  |
| 3                   | Road Freight                  |
| 4                   | Air Freight                   |
| 5                   | Post                          |
| 7                   | Fixed Transport Installations |
| 8                   | Inland Waterway               |
| 9                   | Own Propulsion                |

Record Count: 8

# Transaction Nature List

---

**Report Writer name**

VAT-Transaction Nature List

**Report table**

VAT Transaction Nature MSTR

The Transaction Nature List shows all the transaction nature codes set up to identify the types of transactions that you usually enter for European Union creditor/suppliers or debtors. Use this report to verify your entries.

To print a Transaction Nature List, choose File >> Print from the Transaction Nature Maintenance window.

For more information about printing Intrastat reports, refer to the VAT and Intrastat documentation.

# Transaction Nature List

---

System: 10/23/98 The World Online, Inc. Page: 1  
User Date: 10/23/98 Transaction Nature List User ID: LESSONUSER1

| Transaction Nature List | Description                    |
|-------------------------|--------------------------------|
| 10                      | Sale of Goods/Services Invoice |
| 16                      | Sale of Goods/Services Credit  |
| 20                      | Return Goods/Services Invoice  |
| 26                      | Return Goods/Services Credit   |
| 30                      | Free of Charge Supply Invoice  |
| 36                      | Free of Charge Supply Credit   |
| 40                      | Goods for Processing or Repair |
| 50                      | Goods Returned after Process   |
| 60                      | Goods Movement-No Owner Change |
| 90                      | Other Transactions             |

Record Count: 10

# Value Basis List

---

**Report Writer name**

VAT Value Basis

The Value Basis List shows all the value basis codes set up to identify the delivery methods and the modes of pricing used for transactions. Use this report to verify your entries.

**Report table**

VAT Value Basis

To print a Value Basis List, choose File >> Print from the Value Basis Maintenance window.

For more information about printing Intrastat reports, refer to the VAT and Intrastat documentation.

# Value Basis List

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System: 10/23/98 The World Online, Inc. Page: 1  
User Date: 10/23/98 Value Basis List User ID: LESSONUSER1

| Value Basis Code | Description                    |
|------------------|--------------------------------|
| CIF              | Carriage Insurance and Freight |
| DDU              | Delivered Domicile             |
| EXW              | Ex Works                       |
| FOB              | Free on Board                  |

Record Count: 4

# Process Type List

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**Report Writer name**

VAT-Process Type List

**Report table**

VAT Process Type MSTR

The Process Type List shows all the process type codes set up to identify transactions involving repairing or processing goods. Use this report to verify your entries.

To print a Process Type List, choose File >> Print from the Process Type Maintenance window.

For more information about printing Intrastat reports, refer to the VAT and Intrastat documentation.

# Process Type List

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System: 10/29/98 The World Online, Inc.  
User Date: 10/29/98 Process Type List

Page: 1  
User ID: LESSONUSER1

| Process Type Code | Description               |
|-------------------|---------------------------|
| 0                 | Repair of Goods           |
| 1                 | Goods Sent for Processing |

Record Count: 2

# Commodity Code List

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**Report Writer name**

VAT-Commodity Code List

**Report table**

VAT Tax Comm Code MSTR

The Commodity Code List shows all the commodity codes set up for products or services you either sell or purchase. Commodity codes for goods and services are defined in the EU Combined Nomenclature. Use this report to verify your entries.

To print a Commodity Code List, choose File >> Print from the Tax Commodity Code Maintenance window.

For more information about printing Intrastat reports, refer to the VAT and Intrastat documentation.

# Commodity Code List

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Because tax commodity codes vary from country to country, an example of this report hasn't been included here.