

Reckon Accounts Business Advanced Reporting

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Introduction

This document will detail how to produce a number of different customized reports, and will also provide a list of the Industry Specific Reports you can find in the different Industry Editions. You can find a list of the reports included in the Table of Contents. We recommend that you memorise each of these reports for future use. In the future we may do another webinar on this subject and include some other reports.

Reckon Accounts Business Advanced Reporting

Bill Payments Report (shows what bills were paid)

This report shows what bills each bill payment was for.

- Click Reports > Banking > Cheque Detail
- Click Modify Report > set your date range > click Filters > set the following filters:
 - Accounts=All Bank Accounts
 - Amount=Any
 - Transaction Type=Bill Cheque
 - Detail Level=Summary Only
- You can change the report title on the Header/Footer tab.
- You can memorise this report by clicking Memorise at the top of the report.

Accounts Enterprise 2013							
Bill Payments Report							
July 2013							
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
► Bill Pmt -Cheq...		23/07/2013	Supplier2		ANZ		-550.00 ◀
Bill		02/07/2013			Phone Bill Expense	-200.00	200.00
			Australian Taxation Office	NCG	Tax Payable	-20.00	20.00
Bill		09/07/2013			General Expense	-300.00	300.00
			Australian Taxation Office	NCG	Tax Payable	-30.00	30.00
TOTAL						-550.00	550.00
Bill Pmt -Cheq...		30/07/2013	Supplier1		ANZ		-550.00
Bill		16/07/2013			General Expense	-100.00	100.00
			Australian Taxation Office	NCG	Tax Payable	-10.00	10.00
Bill		23/07/2013			General Expense	-400.00	400.00
			Australian Taxation Office	NCG	Tax Payable	-40.00	40.00
TOTAL						-550.00	550.00



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Purchase Orders to Bill Report

This report shows what bills each purchase order was converted to.

- Click Reports > Banking > Cheque Detail
- Click Modify Report > Set your date range > click Filters > set the following filters:
 - Accounts=All Accounts
 - Amount=Any
 - Transaction Type=Purchase Order
 - Detail Level=Summary Only
- You can change the report title on the Header/Footer tab.
- You can memorise this report by clicking Memorise at the top of the report.

Accounts Enterprise 2013							
Purchase Orders to Bill Report							
July 2013							
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
► Purchase Order	1	15/07/2013	Supplier1		Purchase Orders		-27,500.00 ◀
			Australian Taxatio...	NCG	Tax Payable	-2,500.00	2,500.00
Bill		16/07/2013		Item1	Inventory Asset	-10,000.00	10,000.00
Bill		19/07/2013		Item1	Inventory Asset	-15,000.00	15,000.00
TOTAL						-27,500.00	27,500.00
Purchase Order	2	15/07/2013	Supplier2		Purchase Orders		-5,500.00
			Australian Taxatio...	NCG	Tax Payable	-500.00	500.00
Bill		21/07/2013		Item2	Inventory Asset	-1,000.00	1,000.00
Bill		25/07/2013		Item2	Inventory Asset	-2,000.00	2,000.00
Bill		31/07/2013		Item2	Inventory Asset	-2,000.00	2,000.00
TOTAL						-5,500.00	5,500.00



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Tax Invoices & Linked Transactions

This report will show all the transactions linked to invoices, such as payments, adjustment notes, and sales orders.

*There is an issue with the amount column on paid invoices where it doubles the total. This is because the report does not display the invoices split lines on paid invoices. The amount column can be removed.

- Click Reports > Banking > Deposit Detail
- Click Modify Report > Filters > set the following filters:
 - Accounts=All
 - Amount=Any
 - Transaction Type=Tax Invoice
 - Detail Level= Summary Only
- You can change the report title on the Header/Footer tab.
- You can memorise this report by clicking Memorise at the top of the report.

Accounts Enterprise 2013					
Tax Invoices - Payments & Credits Report					
All Transactions					
Type	Num	Date	Name	Account	Amount
► Tax Invoice	1	05/07/2013	Customer1	Accounts Receiv...	2,200.00 ◀
Adjustment Note	3	12/07/2013	Customer1	Accounts Receiva...	550.00
			Customer1	Accounts Receiva...	550.00
Payment		30/07/2013	Customer1	Accounts Receiva...	650.00
			Customer1	Accounts Receiva...	650.00
Payment		31/07/2013	Customer1	Accounts Receiva...	1,000.00
			Customer1	Accounts Receiva...	1,000.00
TOTAL					4,400.00

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Sales Order & Invoices Report

This report will show the Sales orders and the invoices they are linked to.

*There is an issue with the amount column on sales orders converted to invoices where it doubles the total. This is because the report does not display the sales order split lines if converted to an invoice. The amount column can be removed.

- Click Reports > Banking > Deposit Detail
- Click Modify Report > Filters > set the following filters:
 - Accounts=All
 - Amount=Any
 - Transaction Type=Sales Order
 - Detail Level= Summary Only
- You can change the report title on the Header/Footer tab.
- You can memorise this report by clicking Memorise at the top of the report.



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Accounts Enterprise 2013					
Sales Order & Invoices Report					
July 2013					
Type	Num	Date	Name	Account	Amount
► Sales Order	1	07/07/2013	Customer1	Sales Orders	27,500.00 ◀
Tax Invoice	5	14/07/2013		Sales	12,500.00
				Sales	12,500.00
			Australian Taxatio...	Tax Payable	1,250.00
Tax Invoice	6	21/07/2013		Sales	12,500.00
				Sales	12,500.00
			Australian Taxatio...	Tax Payable	1,250.00
TOTAL					52,500.00
Sales Order	2	08/07/2013	Customer2	Sales Orders	8,250.00
Tax Invoice	7	15/07/2013		Sales	1,500.00
				Sales	1,500.00
			Australian Taxatio...	Tax Payable	150.00
Tax Invoice	8	18/07/2013		Sales	3,750.00
				Sales	3,750.00
			Australian Taxatio...	Tax Payable	375.00
Tax Invoice	9	25/07/2013		Sales	2,250.00
				Sales	2,250.00
			Australian Taxatio...	Tax Payable	225.00
TOTAL					15,750.00

Components of Inventory Assembly Build

This report will show what items and how many were used in an Assembly Build.

- Click Reports > Banking > Deposit Detail
- Click Modify Report > Filters > set the following filters:

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Disclaimer: While we try and provide you the solution you need by providing the information set out above, we can't promise that what we set out is totally error free or will necessarily solve any problem.



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- Accounts=All
- Amount=Any
- Transaction Type=Build Assembly
- Detail Level=Summary Only
- Click Display > from the columns list tick the following:
 - Item or Item Description
 - Qty
 - Untick the Name and Account columns.
- You can change the report title on the Header/Footer tab.
- You can memorise this report by clicking Memorise at the top of the report.

Accounts Enterprise 2013						
Components of Inventory Assembly Build						
July 2013						
Type	Num	Date	Item	Account	Qty	Amount
► Build	1	28/07/2013	Assembly1	Inventory Asset	5	1,150.00 ◀
			Item1	Inventory Asset	-10	-500.00
			Item2	Inventory Asset	-15	-150.00
			Service2	Service2 Expenses	-10	-500.00
TOTAL						-1,150.00

Profit and Loss Comparisons Report

This report is a P&L report comparing different periods

- Click Reports > Company & Financial > Profit and Loss Standard



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- Select a date range
- Select what type of period to compare using the Columns field, for example Year, Quarter, Month, etc.
- You can change the report title on the Header/Footer tab.
- You can memorise this report by clicking Memorise at the top of the report.

Accounts Enterprise 2013						
Profit and Loss Comparisons Report						
July 2013						
	◊ Jul 1 - 6, 13	◊ Week of Jul 7, 13	◊ Week of Jul 14, 13	◊ Week of Jul 21, 13	◊ Jul 28 - 31, 13	◊ TOTAL
Income						
Sales	2,000.00	2,500.00	17,000.00	14,750.00	0.00	36,250.00
Total Income	2,000.00	2,500.00	17,000.00	14,750.00	0.00	36,250.00
Cost of Goods Sold						
Cost of Goods Sold	0.00	0.00	16,000.00	14,000.00	0.00	30,000.00
Total COGS	0.00	0.00	16,000.00	14,000.00	0.00	30,000.00
Gross Profit	2,000.00	2,500.00	1,000.00	750.00	0.00	6,250.00
Expense						
General Expense	0.00	300.00	100.00	400.00	0.00	800.00
Phone Bill Expense	200.00	0.00	0.00	0.00	0.00	200.00
Service2 Expenses	0.00	0.00	0.00	0.00	-500.00	-500.00
Total Expense	200.00	300.00	100.00	400.00	-500.00	500.00
Net Income	<u>1,800.00</u>	<u>2,200.00</u>	<u>900.00</u>	<u>350.00</u>	<u>500.00</u>	<u>5,750.00</u>

Open Invoices Ageing # Days

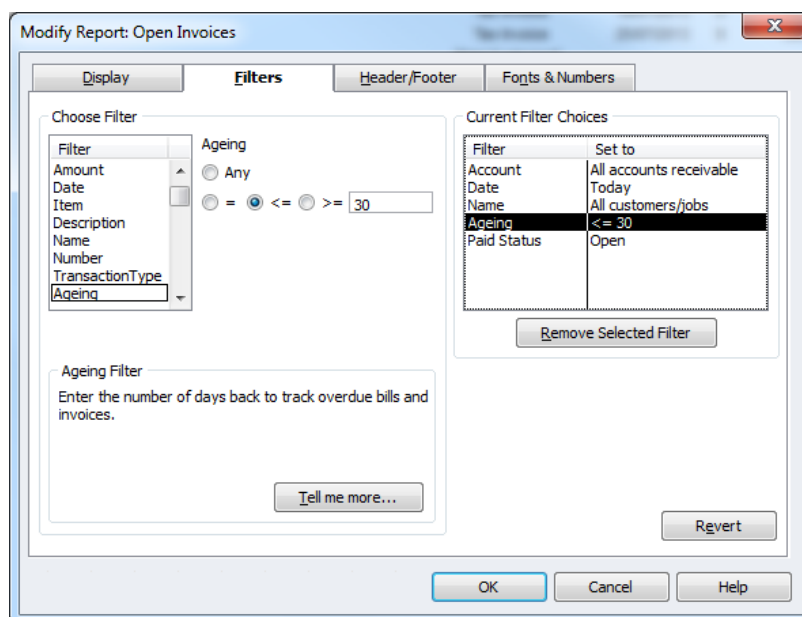
This report shows you the invoices that are open since a certain number of days

- Click Reports > Customers & Receivables > Open Invoice
- Click Modify Report > Filters > set the following filters:
 - Ageing <= "number of days" – eg: 30



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- Remove any columns you don't need.
- You can change the report title on the Header/Footer tab.
- You can memorise this report by clicking Memorise at the top of the report.



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Accounts Enterprise 2013						
Open Invoices Ageing 30 Days						
As of August 12, 2013						
◇ Type ◇	◇ Date ◇	◇ Num ◇	◇ Terms ◇	◇ Due Date ◇	◇ Ageing ◇	◇ Open Balance ◇
Customer1						
Tax Invoice	12/02/2013	10	Net 30	14/03/2013	181	2,200.00
Tax Invoice	14/07/2013	5	Net 30	13/08/2013	29	13,750.00
Tax Invoice	21/07/2013	6	Net 30	20/08/2013	22	13,750.00
Total Customer1						29,700.00
Customer2						
▶ Tax Invoice	15/07/2013	7	Net 30	14/08/2013	28	1,650.00 ◀
Tax Invoice	18/07/2013	8	Net 30	17/08/2013	25	4,125.00
Tax Invoice	25/07/2013	9	Net 30	24/08/2013	18	2,475.00
Total Customer2						8,250.00
TOTAL						37,950.00

RESC Amount by Employee

This report shows super amounts by employees, the type of super and the RESC amount if any. This is helpful when troubleshooting RESC issues on Payment Summaries.

- Click Reports > Employees and Payroll > Super Report By Employee
- Click Modify Report > on the Display tab tick the following:
 - RESC Amount
 - Name
- Untick any columns you don't want to show, for example:
 - Product Name
 - Fund Name



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- Product ID
- Member Number
- Fund Scheme
- Set your reporting period, eg: This Financial Year.
- You can change the report title on the Header/Footer tab.
- You can memorise this report by clicking Memorise at the top of the report.

Accounts Enterprise 2013						
RESC Amount By Employee						
July 2013						
Date	Payroll Item	Fund Name	Member Number	Amount	RESC Amount	Contribution Type
John Smith						
05/07/2013	AMP Super	AMP Superannuation Savings Trust	100	92.50	0.00	SA
05/07/2013	AMP Salary Sacrifice	AMP Superannuation Savings Trust	100	100.00	100.00	SS
12/07/2013	AMP Super	AMP Superannuation Savings Trust	100	92.50	0.00	SA
12/07/2013	AMP Salary Sacrifice	AMP Superannuation Savings Trust	100	100.00	100.00	SS
19/07/2013	AMP Super	AMP Superannuation Savings Trust	100	92.50	0.00	SA
19/07/2013	AMP Salary Sacrifice	AMP Superannuation Savings Trust	100	100.00	100.00	SS
26/07/2013	AMP Super	AMP Superannuation Savings Trust	100	92.50	0.00	SA
26/07/2013	AMP Salary Sacrifice	AMP Superannuation Savings Trust	100	100.00	100.00	SS
Total John Smith				770.00	400.00	
TOTAL				770.00	400.00	

Leave Taken Report

This report shows what leave one or more employees have taken, this is just the pay period the leave was taken in, not the exact day or days.

- Click Reports > Custom Transaction Detail Report
- The Modify Report window will open automatically
- On the Display tab scroll through the columns and tick the following (untick any other columns):
 - Date



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- Name
 - Payroll Item
 - Qty
 - Amount
 - Date From:
 - Date To:
- Click Filters > set the following filters:
 - Name=All Employees
 - Payroll Item=Multiple Payroll Items > select the relevant Leave payroll items - eg: Holiday Hourly, Sick Hourly, etc.
 - To view this report by employee, select Employee in the Total By field.
 - To view this report by Payroll Item, select Payroll Item Detail in the Total By field.
 - You can change the report title on the Header/Footer tab
 - You can memorise this report by clicking Memorise at the top of the report..

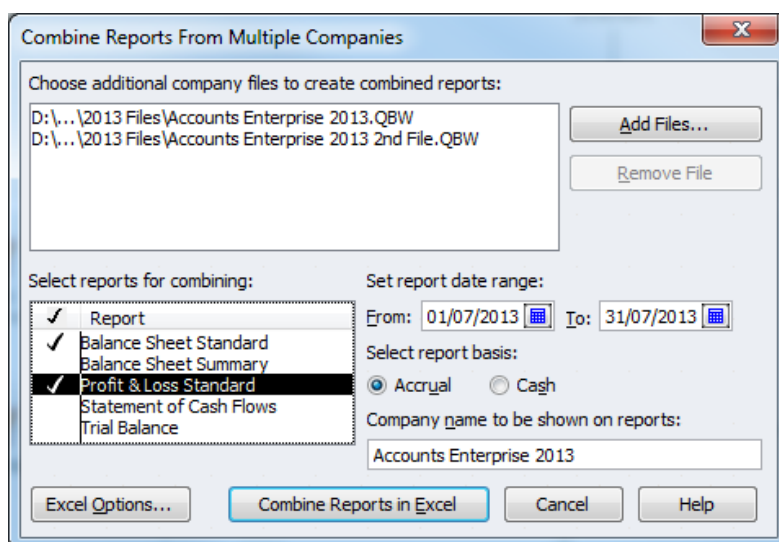
Accounts Enterprise 2013														
Leave Taken Report														
July 2013														
◇	<u>Date</u>	◇	<u>Name</u>	◇	<u>Payroll Item</u>	◇	<u>Qty</u>	◇	<u>Amount</u>	◇	<u>Date From</u>	◇	<u>Date To</u>	◇
Jul 13														
▶	05/07/2013		John Smith		Holiday Hourly		16		400.00		29/06/2013		05/07/2013	◀
	19/07/2013		John Smith		Personal Hourly		8		200.00		13/07/2013		19/07/2013	
	26/07/2013		John Smith		Holiday Hourly		8		200.00		20/07/2013		26/07/2013	
Jul 13									<u>800.00</u>					

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Multi Company Reporting (Enterprise Only)

This report is only available in Accounts Enterprise and Accounts Hosted. You can only report on Enterprise files. For this report to work with Accounts Hosted all company files being reported on need to be in the same directory, for example all on the Q drive or all in the same shared folder.

- Click Reports > Combine Reports from Multiple Companies
- Click Add Files > Browse to and select the company files you want to report on > Click Open
- Repeat for each company you want to report on
- Select the reports you want to view
- Set your date range
- Select your reporting basis
- Click Combine Reports in Excel.
- Save these reports to a location on your hard drive





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	A	B	C	D	E	F	G	H	I	J	K
1						Accounts Enterprise 2013		Accounts Enterprise 2013 2nd File		TOTAL	
2					Income						
3					Sales	36,250.00		36,250.00		72,500.00	
4					Total Income	36,250.00		36,250.00		72,500.00	
5					Cost of Goods Sold						
6					Cost of Goods Sold	30,000.00		30,000.00		60,000.00	
7					Total COGS	30,000.00		30,000.00		60,000.00	
8					Gross Profit	6,250.00		6,250.00		12,500.00	
9					Expense						
10					General Expense	800.00		800.00		1,600.00	
11					Payroll Expenses						
12					Super	370.00		370.00		740.00	
13					Payroll Expenses - Other	4,000.00		4,000.00		8,000.00	
14					Total Payroll Expenses	4,370.00		4,370.00		8,740.00	
15					Phone Bill Expense	200.00		200.00		400.00	
16					Service2 Expenses	-500.00		-500.00		-1,000.00	
17					Total Expense	4,870.00		4,870.00		9,740.00	
18					Net Income	1,380.00		1,380.00		2,760.00	
19											

Supplier Bank Details Report

This is not a standard report in Reckon Accounts so you will need to export the supplier list to an IIF file and view in Excel.

- Click File > Utilities > Export > Lists to IIF Files > Select Supplier List and click OK > Select a location to save the IIF file to > click Save.
- Open the IIF file in Excel (double click on the IIF File > Select a program from the list > select Excel)
- Look in column A for “!VEND” - Remove all rows above that row as it is not needed for this report.
- The Supplier Bank Details start in column AV with the column headings ACCNTNAME (account name), ACCNTNUM (account number), BRANCHNUM (branch number/BSB) and BANKNAME (Bank Name/Financial Institution).

Disclaimer: While we try and provide you the solution you need by providing the information set out above, we can't promise that what we set out is totally error free or will necessarily solve any problem.

Reckon Accounts Business Advanced Reporting

- Remove the columns except NAME and those showing the bank details mentioned above.
- Rename the column headings to something more relevant.
- Remove any Suppliers you don't need in this report for example Australian Taxation Office.
- Apply any formatting you like to make it look nice.
- Save the report as an Excel spreadsheet.

	A	B	C	D	E	F
1	Supplier Name	Account Name	Account Number	BSB	Financial Institution	
2	Supplier1	Supplier1	777888999	100-200	ANZ	
3						

Employee Bank Details

The Employee Bank Details report is done the same way as the Supplier Bank Details report.

- Click File > Utilities > Export > Lists to IIF Files > Select Employee List and click OK > Select a location to save the IIF file to > click Save.
- Open the IIF file in Excel (double click on the IIF File > Select a program from the list > select Excel)
- Look in column A for “!QBP EMPLOYEE” - Remove all rows above that row as it is not needed for this report. Also remove the rows beneath that with !CUSTOMPI, !HOURLYPI, !LOCALPI, and !ENDQBPEMP in the first column, and the bottom entry in column A “ENDQBPEMP”.
- The Employee bank details start in column BQ with the column headings BKACNTNAME (account name), BKACNTNO (account number), BKNAME (bank name/financial institution), BSBCODE (BSB), BSPLITAMT(split amount). If the employee has more than one bank account there are more columns after that with the same name except with 2 or 3 in the column name for example B2KACNTNAME (2nd account name) and B2KACNTNO (2nd account number) etc.
- Remove all columns except Name and those which display the bank details mentioned above.

Reckon Accounts Business Advanced Reporting

- Remove any rows under the employees and their bank details.
- Rename the column headings to something more relevant.
- Save as an Excel Spreadsheet.

	A	B	C	D	E	F
1	Employee Name	Account Name	Account Number	Finacial Institution	BSB	
2	John Smith	John Smith	111222333	ANZ	100-200	
3						

Customer Price Levels Report

This report is done the same way as the Supplier and Employee Bank Details reports.

- Click File > Utilities > Export > Lists to IIF Files > Select Customer List and click OK > Select a location to save the IIF file to > click Save.
- Open the IIF file in Excel (double click on the IIF File > Select a program from the list > select Excel).
- Look in column A for “!CUST” - Remove all rows above that row as it is not needed for this report.
- The Price Levels are listed in the last column, so remove all columns except for NAME and the PRICELEVEL.
- Rename the column headings to be something relevant.
- Save as an Excel Spreadsheet.

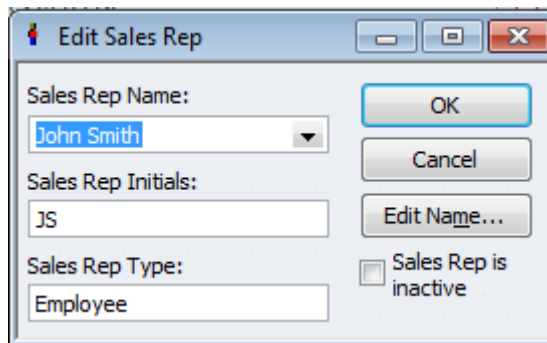
	A	B	C
1	Customer Name	Price Level	
2	Customer1	50% Off	
3	Customer2	25% Off	
4			

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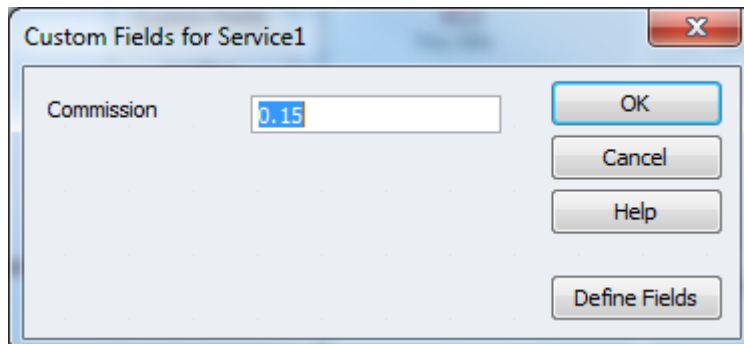
Sales Rep Commission Tracking Report

This report will give you the commission on each sale for your sales rep. It needs to be exported to Excel to use a formula to calculate the commission amount on each sale and total commission per sales rep. You may need some prior knowledge of Excel to use this report.

- Create a sales rep if you haven't already



- Create a new Item List custom field called Commission



- Customize your invoice or sales receipt template to display the REP field in the header and the Commission field in the columns.



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Header	Columns	Footer	Print	
Service Date	Screen	Print	Order	Title
Service Date	<input type="checkbox"/>	<input type="checkbox"/>	0	Served
Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Item
Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Description
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Qty
Tax Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	Tax
Other 1	<input type="checkbox"/>	<input type="checkbox"/>	0	
Other 2	<input type="checkbox"/>	<input type="checkbox"/>	0	
Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Rate
Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	Amount
TAX AMT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6	TAX Amt
Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7	Commission

- Create a sales receipt or invoice using the template you just customized and add an item and the commission percentage rate, and the sale rep.

Customer: Job [50% Off]

Template
Print Preview

Customer 1

Shanes Sales Receipt

Date
13/08/2013

Sale No.
1

Sold To

Cheque No.

Payment Method

Rep

Item

Description

Tax

Qty

Rate

TAX Amt

Commission

Amount

Service1	Service1 - Used on Sales Only	GST		50.00	5.00	0.15	50.00
Total Tax							5.00
Total							55.00

Customer Message

- Open the Sales by Rep Detail report – Click Reports > Sales > Sales by Rep Detail.

Disclaimer: While we try and provide you the solution you need by providing the information set out above, we can't promise that what we set out is totally error free or will necessarily solve any problem.

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- Click Modify Report > add the Commission and Rep columns > click OK.

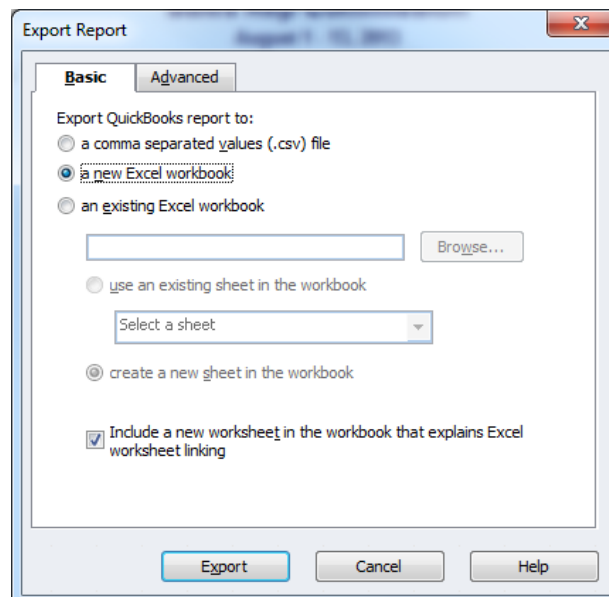
12:53 PM
13/08/13

Accounts Enterprise 2013
Sales by Rep Detail
August 13, 2013

Accrual Basis

Type	Date	Num	Name	Commission	Item	Rep	Qty	Sales Price	Amount	Balance
John Smith										
Tax Invoice	13/08/2013	11	Customer1	0.15	Service1	JS	1	50.00	50.00	50.00
Sales Receipt	13/08/2013	1	Customer2	0.15	Service1	JS	1	75.00	75.00	125.00
Total John Smith									125.00	125.00
TOTAL									125.00	125.00

- Export this report to Excel – click Export > a new Excel workbook > Export



- The report will open in Excel. Add a column heading for Commission Amount and use the formula of commission x amount (EG: =U3*W3) to get the commission amount on each sale.
- Once you have the commission per sale you can use the Auto Sum feature to get the sales rep total commission.
- Save the report as an Excel Spreadsheet.



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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1					Type		Date		Num		Name		Item		Rep		Qty		Sales Price		Commission		Amount		Balance		Commission Amount
2		John Smith																									
3					Tax Invoice		13/08/2013		11		Customer1		Service1		JS		1.00		50.00		0.15		50.00		50.00		7.5
4					Sales Receipt		13/08/2013		1		Customer2		Service1		JS		1.00		75.00		0.15		75.00		125.00		11.25
5		Total John Smith																					125.00		125.00		18.75
6		TOTAL																					125.00		125.00		
7																											

Reckon Accounts Business Advanced Reporting

Industry Edition Specific Reports

Contractor Edition (19 Additional Reports)

Custom-built for contractors with advanced job costing helps you make more money from your jobs.

Job Costs & Bills

Report Name	What It Answers
Job Status	What is the status of all active jobs?
Job Costs by Vendor & Job Summary	What are my company's job-related expenses for each vendor, subtotaled by job?
Job Costs by Vendor & Job Detail	What are my company's job-related expenses for each vendor, subtotaled by job? What are the transactions for those expenses?
Job Costs by Job & Vendor Summary	What are my company's job-related expenses for each job, subtotaled by vendor?
Job Costs by Job & Vendor Detail	What are my company's job-related expenses for each job, subtotaled by vendor? What are the transactions for those expenses?
Job Costs Detail	What are the expenses my company has incurred for each job?
Cost to Complete by Job Summary	What is the expected cost to complete all of my jobs? How much is each job over or under estimate?
Cost to Complete by Job Detail	What is the expected cost to complete a particular job, and what should it cost to complete each item of that job? How much is each item over or under estimate?
Unpaid Bills by Job	For each job, which bills haven't been paid?
Unpaid Job Bills by	For each vendor, which bills haven't been paid?



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Vendor	
Expenses Not Assigned to Jobs	What are the expenses that haven't been assigned to a customer or job?

Billed/Unbilled Hours

Report Name	What It Answers
By Person	How much time has each employee or subcontractor worked? What is the billable status of that time?
By Person & Job	How much time has each employee or subcontractor spent on each job? What is the billable status of that time?
By Person & Activity	How much time has each employee or subcontractor spent on each job and item? What is the billable status of that time?

Open Purchase Orders

Report Name	What It Answers
Open Purchase Orders by Vendor	What are the open purchase orders, by vendor?
Open Purchase Orders by Vendor Detail	What are the open purchase orders, by vendor, including detailed information about each transaction?



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Other

Report Name	What It Answers
Certified Payroll - Box 1 Employee Information	What is each employee's social security number and address for filling out Box 1 of a Certified Payroll Report?
Vendor Account Information	What is the detailed information about each vendor, including balance and contact information?
Customer Account Information	What is the detailed information about each customer, including billing and contact information?

Manufacturing & Wholesale Edition (11 Additional Reports)

Customized tools for manufacturers & wholesalers to streamline workflow and manage finances more effectively.

Sales

Report Name	What It Answers
Sales by Rep Detail	Which sales did each sales representative make?
Sales by Product	What are my company's best-selling products? Which products have brought in the most revenue?
Sales by Customer Type	Which group of customers provides my company with the most sales revenue?
Sales Volume by Customer	Which customers bring in the most revenue?
Sales By Class &	How much does my company make on each item type, listed by class?



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Item Type	
Profitability by Product	Which products are most profitable?

Open Sales Orders

Report Name	What It Answers
Open Sales Orders by Customer	What are the open sales orders for each customer or job?
Open Sales Orders by Item	What are the open sales orders for each item?

Other

Report Name	What It Answers
Inventory Reorder Report by Vendor	What items, from each vendor, do I need to reorder?
Assembly Bill of Materials Report	What components parts are included in my Bill of Materials? What is the cost of these components?
Open Purchase Orders by Item	What are the open purchase orders for each item?

Forms & Worksheets

Report Name	What It Answers
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Return Materials Authorization (RMA) Form	Use this form to capture data on which items are being returned, who is returning them, and why they are being returned.
Damaged Goods Log	Use this form to document inventory items that are being scrapped so that you can adjust your inventory accordingly.
Non-conforming Materials Worksheet	Use this form to document which items are being returned to your vendors, and why.
Physical Inventory Worksheet	When it's time to do a physical inventory, use this printout to record the actual quantity on the shelves and compare it to the quantity in QuickBooks.

Nonprofit Edition (9 Additional Reports)

Customized tools for Nonprofits to help them manage their organization's finances more effectively, efficiently & easily.

Donors/Grants

Report Name	What It Answers
Biggest Donors / Grants	Who are my biggest donors and what were their total contributions?
Budget vs. Actual by Donors / Grants	How much money was contributed by each donor, and how much of that money has been spent versus what was budgeted?
Donors / Grants Report	How much money was contributed by each donor or grant and how much of that money has been spent?
Donor Contribution Summary	How much money was contributed by each donor or grant?

Disclaimer: While we try and provide you the solution you need by providing the information set out above, we can't promise that what we set out is totally error free or will necessarily solve any problem.



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Programs/Projects

Report Name	What It Answers
Budget vs. Actual by Program / Projects	How much money was contributed to and spent on each program versus what was budgeted?
Programs / Projects Report	How much money was contributed to and spent on each program?

Other

Report Name	What It Answers
Statement of Financial Income & Expense	What money came in (income) and how it was spent (expense)?
Statement of Financial Position	What is the financial position of my organization at any point in time?
Statement of Functional Expenses (990)	What are my expenses and how can I show that information to my board, major donors, and other important funders?

Reckon Accounts Business Advanced Reporting

Professional Services Edition (17 Additional Reports)

Perfect for Consultants, Engineers, Architects, Attorneys, Designers, Ad Agencies, and more.

Projects

Report Name	What It Answers
Project Costs Detail	What expenses has my company incurred for each project?
Unbilled Expenses by Project	What expenses incurred for each project haven't been billed?
Expenses Not Assigned to Projects	What expenses haven't been assigned to a customer or project?
Billed vs. Proposal by Project	How well did estimated income match actual income for each project?
Open Balances by Customer / Project	Which invoices or statement charges haven't been paid, and when are they due?
A/R Aging Detail by Class	For each class (for example, for each partner), which invoices or statement charges are due and overdue?
Project Status	What is the status of all active projects?
Project Contact List	What is the contact information and balance for each customer or project?

Billed/Unbilled Hours

Report Name	What It Answers
Billed / Unbilled	How much time has each employee or subcontractor worked? What is the billable



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Hours by Person	status of that time?
Billed / Unbilled Hours by Person & Project	How much time has each employee or subcontractor spent on each project? What is the billable status of that time?
Billed / Unbilled Hours by Person & Activity	How much time has each employee or subcontractor spent on each job and item? What is the billable status of that time?

Job Costs & Bills

Report Name	What It Answers
Job Costs by Vendor & Job Summary	What are my company's job-related expenses for each vendor, subtotaled by job?
Job Costs by Vendor & Job Detail	What are my company's job-related expenses for each vendor, subtotaled by job? What are the transactions for those expenses?
Job Costs by Job & Vendor Summary	What are my company's job-related expenses for each job, subtotaled by vendor?
Job Costs by Job & Vendor Detail	What are my company's job-related expenses for each job, subtotaled by vendor? What are the transactions for those expenses?
Cost to Complete by Job Summary	What is the expected cost to complete all of my jobs? How much is each job over or under estimate?
Cost to Complete by Job Detail	What is the expected cost to complete a particular job, and what should it cost to complete each item of that job? How much is each item over or under estimate?

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Retail Edition (14 Additional Reports)

Designed specifically to help retailers manage sales, inventory and customer information.

Company & Financial

Report Name	What It Answers
Profit & Loss Monthly Comparison	How does my company's profit and loss for this month compare to last month?
Balance Sheet Monthly Comparison	How does my company's balance sheet compare to last month? Is my company's financial condition improving?

Sales

Report Name	What It Answers
Sales Graph	Which month has the highest sales revenue? Which items, customers, or sales reps bring in the most income?
Monthly Sales by Customer	If my company tracks sales by customer, who were the best customers and what was their sales activity over the last fiscal year?
Gross Margin by Inventory Item	If my company records each sales transaction, what is its gross margin for each inventory item?

Customers & Receivables

Report Name	What It Answers
Customer	What methods are my customers using to provide payment? What are the monthly



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Payments by Payment Item	payments trends from the past year?
Estimates by Customer	What outstanding estimates does my company have for each customer?

Vendors

Report Name	What It Answers
Bills by Due Date	What bills are due and when? Which bills are due first?
Sales Tax Liability	For my company's total sales, how much is taxable, at what rate, and how much sales tax is currently due to be paid?
Purchase Volume by Vendor	From which vendors does my company purchase the most goods?
Vendor Returns Summary	Which vendors generate the largest volume of returned goods?
Vendor Returns Detail	What goods are most commonly returned to each vendor?
Open Purchase Orders by Vendor	What are the open purchase orders, by vendor?
Accounts Payable Graph	For the total amount owed to vendors, what proportion of that amount is overdue?