A/R Reports

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The following reports are found at *Accounting Reports / Accounts Receivable.* Below, find a brief description of each A/R report along with use cases and links to additional information.

Customers

Accounting Reports / Accounts Receivable / Customers

- **Reference List –** This group of reports displays the Customer setup information including Address, pricing defaults, CRM documents to delivery, etc.
- **Credit Information –** This report provides information similar to the Reference List but includes additional credit information like the Customer's *Credit Limit*, *High Balance This Year/Last Year*, and *Months Over Credit Limit This Year/Last Year*.
  Note: This information comes from the Customer's *Credit* tab.
- **Labels –** Customer information is displayed to be printed on Avery 5160 or Avery 5385 labels.
- **Federal Permits –** The Federal Permits report lists Customers with Federal Permits saved on their Profile along with the permit information. Optionally filter to *Expired Only* to see permits no longer valid.
- **State/County Permits –** The State/County Permits report lists Customers with State/County Permits saved on their Profile along with the permit information. Optionally filter to *Expired Only* to see permits no longer valid.
- **Technology License Numbers –** This report lists Customers with Technology License Numbers saved on their Profile along with the Technology License information.
- **Credit Statuses –** This report is similar to the Reference List but also includes and groups by Credit Status.
- **Classifications –** The Classifications report gives the ability to choose specific Customer Classifications and see which Customers are included in those Classifications. This can be used to cross-reference or check against the selected Customer set.
- **Extra Charges –** The Extra Charges report gives the ability to choose specific Extra Charges and see which Customers are included on the Extra Charges set up at *Accounting / Setup / A/R / Extra Charges*.
- **Sales Tax License –** This report lists Customers and indicates if they are *Sales Taxable*. The *Exempt Type*, *Sales Tax ID*, and *Expiration* are displayed if this information has been saved on their Profile.

A/R Status

Accounting Reports / Accounts Receivable / A/R Status

- **Customer Balances –** This report lists Customers and different balance types depending on the *Style* selected.

- **Payment Register –** The Payment Register report can be used to assist with daily cash drawer reconciliation or provide Customer Payment history for a given timeframe.
- **Statements –** The Statements report shows what affected the Customer's Regular Balance. Customer Statements can be run with the *Balance Forward* or *Open item* style. ***Open item*** shows only Invoices that are open when the Statement is processed. This style is ideal for Customers requesting to see open Invoices or for fast-moving accounts with a lot of activity to help verify available discounts.
  Note: Check the *Print Prepay Statement* option to see Invoices covered in full by Prepay.
- **Combo Statement** – Some features of the Combo Statement include payment detail, imported ticket numbers, a detailed Sales Class recap, Prepay and Booking recaps, and the *Include Grain Balances* and *Include Grain Settlement Activity* options. More information is available for **Alternate 2**, **Alternate 3**, and **Alternate 4** styles.
- **Customer Change Log –** This report shows what changes were made to a Customer along with the User ID of who made the change.
- **Cash Receipts Projection** – The Cash Receipts Projection report lists Customers along with their *Current* and *Past Due* balances (and the Invoices making up those balances) as well as projections for the next 5 weeks.
- **Volume Statement –** The Volume Statement provides the *Quantity* and dollar *Amount* for each *Category Description* (set on the **Inventory Department**).
- **Customer Credits** – This report lists Customers with a credit balance or with dollars in UAC along with the transaction number and User who entered the transaction causing the credit balance.
- **Card Activity** – This report displays sales information by Customer/Account #/Card #.
- **Driver/Salesperson Aging –** This report displays aging by Salesperson/Customer.

Sales Reports

Sales

Accounting Reports / Accounts Receivable / Sales

- **Sales Register –** This report shows what Customers have bought/what was sold and includes sales tax.
- **Sales Analysis** – The Sales Analysis report is commonly used to view Sales for Customers, Products, and/or Fields based on a wide variety of filtering options.
- **Product Rebate** – This report provides information commonly requested during a state audit including EPA numbers, Permit numbers, and Tech License numbers. This report can also be used for Restricted Use reporting if the state being reported is not listed at *Accounting Reports / Accounts Receivable / Restricted Use Pesticide*.
- **County Permit (CA)** – This report displays Customers in California with permits set up up under **State Permits** on the Customer file grouped by county.

- **Gross Sales Report** – The Gross Sales Report shows *Gross Units Sold* and *Gross Sales of Product* grouped by Department.
- **Vehicle/Applicator** – The Vehicle/Applicator report shows Invoices grouped by Vehicle/Applicator and provides the acres recorded for each Invoice as well as the total for each Vehicle/Applicator.
- **Sales Tax Summary** – This report provides a breakdown of State/Adj Codes as well as total Taxes collected. Additionally, a Sales Tax Exemption Breakdown section is included that displays Total Non-Taxable Sales.
- **Coop Commission** – The Coop Commission report includes *Total Possible Commission*, *Actual Commission Charged*, and the *Difference* between the two.
- **Comparative Gross Sales** – This report gives totals by Department for the *Current Year* and *Prior Year* selected for a side-by-side comparison.
- **Ticket Reconciliation Journal** – This report lists Blend and/or Delivery Tickets along with the corresponding Invoice as well as dates for each transaction and the *Customer Name/Field Id*.
- **Discountable Sales** – This report at *Accounting Reports / Accounts Receivable / Sales* displays information regarding discounts on Invoices and can be used to find net sales after discounts.
- **Discount Allocation** – The Discount Allocation report displays the total discounts taken by Product and Department for the selected Customer(s) and Product(s).
- **Price Changes Log** – The Price Changes Log report displays price overrides and the reasons for the overrides.
- **Consolidated Sales Analysis** – The Consolidated Sales Analysis report groups sales by Department Category and Product ID to show sales across Locations. An advantage of this report is it automatically includes Products with identical Product IDs and Department Categories when only selecting the Product from one Location.

Sales Commission

Accounting Reports / Accounts Receivable / Sales Commission

- **Detailed Commission** – This report breaks down commission earned by Salesperson and includes information such as *QTY*, *Cost*, *Profit*, and *Profit Margin*.
- **Monthly Commission** – The Monthly Commission report gives the ability to see *Quantity*, *$ Sales*, *Profit*, and *%GM* for each Salesperson per month for *This Year* and *Prior Year* selected.
  Note: The month listed is the Fiscal Month.
- **Commission Product Totals** – This report shows what Products each Salesperson sold for the timeframe indicated.

Sales Margin Exceptions

Accounting Reports / Accounts Receivable / Sales Margin Exceptions

- **Sales Margin Exceptions Report** – The Sales Margin Exceptions Report gives the ability to enter a *Low*

Margin/High Margin for any Department(s) and displays Invoices (from within the specified date range) with Products from Departments with margins entered where the margin is outside the *Low Margin/High Margin* range along with the *Gross Margin*.

Sales Summary

Accounting Reports / Accounts Receivable / Sales Summary

- **A/R Sales Summary** – This report provides a summary of Sales per Customer for each Department and can be used to find the top Customers based on sales. This report exports well to Excel.

Bookings

Accounting Reports / Accounts Receivable / Bookings

- **Booking Status** – This report provides information including how much was ordered, how much remains on the Booking, if the Booking was paid, etc.
- **Booking Analysis** – The Booking Analysis report shows how much product was ordered as well as the price and total price charged to the Customer. The amount the Customer has paid is also included.
- **Booking/Prepay Reconciliation** – This report provides a breakdown of what was *Booked*, what has been *Used*, and the *Balance* remaining.
- **Booking Usage** – This report shows which Invoices consumed each Booking.

Tonnage Reports

Tonnage Tax

Accounting Reports / Accounts Receivable / Tonnage Tax

- **A/R Tonnage Reports** – The Tonnage Tax report is designed on a state-by-state basis to meet the specific tonnage tax report requirements of each state. The report is based on sales of fertilizer Products during the reporting period.

Tonnage by Fertilizer Codes

Accounting Reports / Accounts Receivable / Tonnage by Fertilizer Codes

- **A/R Fertilizer Codes** – To simplify the setup and maintenance required for accurate reporting of the tonnage, the Tonnage by Fertilizer Codes utilizes codes established on each fertilizer product. The report format is not intended to be filed directly with the state, but only a source document to be used to fill in the information on the actual state form. Therefore, it requires the information to be transferred to the actual report document before filing the tonnage tax return.

Restricted Use Pesticides

Accounting Reports / Accounts Receivable / Restricted Use Pesticides

- **A/R Restricted Use Pesticides** – The Restricted Use Pesticides report is designed on a state-by-state basis to meet specific requirements of those states and is used to report sale of Products designated as Restricted Use Pesticides.

Credit Reports

Accounting Reports / Accounts Receivable / Credit Reports

- **Credit Action Report –** Credit Actions are used to track communication with the Customer and record the *Date* and *Type* of communication as well as (optionally) an *Amount* and *Follow-up Date*. This report shows the types of communications that have taken place in the past or can be run by a *Follow-up Date* to see which actions need follow up activity.
- **Print Credit Letter –** The Print Credit Letter report is used to print reminder letters for Customers with a balance due. Additionally, the Display all AR Balances option can be checked and the report can then be used for promotional/informational letters for all Customers or by Customer Classification.
  Note: Options available under *Select Letter* are set up in Accounting at *Setup / A/R / Credit Letters*. This will be the text printed on the report.
- **Over Credit Limit Invoices** – The Over Credit Limit Invoices report displays Customers with Invoices that caused their account balance to go over their credit limit.
- **Credit Override Log –** This report shows which Users saved/approved which transactions requiring a credit override.
- **Days To Pay Report** – This report shows Customers with lines of credit who have open Invoices and the number of *Days To Pay*.
- **Current Credit Line –** The Current Credit Line report shows a running total of how much of the Credit Line (set on the Customer Profile) has been used. Invoices with Products falling under the Credit Line are included.
- **Customer Credit Analysis –** The Customer Credit Analysis report provides details on where Customers stand with their credit (*Credit Status*, *Credit Limit*, *Available Credit*, etc.) as well as their current *Prepay* and *Regular Balance.*
- **Print Book Credit Letter –** Similar to the Print Credit Letter report, this report gives the ability to print reminder letters for Customers with unpaid Bookings.
  Note: Options available under *Select Letter* are set up in Accounting at *Setup / A/R / Credit Letters*. This will be

the text printed on the report.