

# General Ledger Reports

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

## G/L Reports

- **Trial Balance** – The Trial Balance report lists GL Accounts and their *Debit* or *Credit* balance. Options are available to *Group/Subtotal*, *Exclude zero balance accounts*, *Include Profit Center*, etc.
- **General Journal Listing** – This report lists both sides of Journal Entries based on the range indicated. Details such as the *Reference*, *Account*, and *Debit* and *Credit* amounts are displayed. Additional filtering options are available such as the *Dollar Amt* which shows only Journal Entries with that specific amount entered. This report is a great tool for researching Journal Entries or investigating issues.
- **Account Detail** – The Account Detail report lists one side of the Journal Entries entered within the specified timeframe and groups by GL Account to show the *Debits* and *Credits* as well as the account *Balance*.
- **Recurring Journal Listing** – This report lists **Template Journal Entries** that have been set up which are used for repetitive General Journal Entries where the Account IDs are the same, but the dollar amount changes each time.
- **Chart of Accounts** – This report lists General Ledger Accounts, their *Subtotal Acct*, *Profit Center* (if applicable), if it is a normal *Debit/Credit*, and the *P&L Category*.
- **Labels** – This report lists the Account ID, Profit Center, and GL Account Name in a layout that can be printed on labels.
- **Monthly Totals** – The Monthly Totals report lists GL Accounts with the *Beginning* balance, months 1-6 or 7-12 (depending on what was selected on the *Report Criteria* screen) and the 6-month balance. The *Total Debits* and *Total Credits* are available at the end of the report for each column.
- **Budget Analysis** – The Budget Analysis report groups accounts by P/L Category (Direct Income, Direct Expense, Overhead Expense, Other Income, Other Expense, and Taxes) and provides the *YTD Total*, *Budget Total*, *Remaining*, and *Percent* ( $YTD Total / Budget Total * 100$ ). The total for each P/L Category is displayed and the *Net Profit YTD* totals are shown on the last page of the report.
- **Monthly Budget** – This report lists GL Accounts grouped by P/L Category with columns for *Beginning*, six months, then *Total*. There are four different *Styles* of this report with different purposes/information. The months listed 1-6 or 7-12 depend on what was selected on the *Report Criteria* screen. Budget amounts can be entered on individual **GL Accounts** or with the G/L Budget Utility.
  - The *Worksheet* option provides blank lines so the report can be printed and values can be written on those blank lines.
  - The *Budget Amounts* option displays each account's budget dollar amounts as well as the 6-month *Total*.

- The *Next Year's Budget Amounts* option displays each account's budget amounts for the next fiscal year as well as the 6-month *Total*.
  - The *Budget Units* option displays each account's budget unit amounts as well as the 6-month *Total*.
- **Admin Split Values** – This report lists the Profit Center ID/Desc as well as the Amount and Grand Total for Journal Entries posted using the **Post Administrative G/L Splits** function under the G/L menu in Accounting.

## Financial Reports

- **Balance Sheet** – The Balance Sheet report groups GL Accounts by P/L Category and lists the current balance in that account for the fiscal month selected. Totals are then given for each P/L Category. Additional options are available on the *Report Criteria* screen like *Include Account IDs*, *Subtotals Only*, and *Profit Center Breakdown*.
- **Income Statement** – The Income Statement report (*Income*, *Cost of Sales*, *Overhead Expenses*, *Other Income*, and *Other Expenses*) provides the financial overview of the company for the selected *Fiscal Month*. The *Total Income* and *Total Expenses* are then shown at the end of the report which is used to calculate the *Net Profit/Loss*. The values provided are based on the fiscal month selected on the *Report Criteria* screen.
- **Cash Flow** – This report shows the cash inflow from operations and financial investments as well as the cash outflow that pays for business activities and investments.

**Note:** Some setup must be completed before this report can be run.

- **Definable Gross Margin** – This report gives the ability to set up a format and choose which *Income* and *Expense* accounts to include in the report as well as group by *Category* and *Subcategory*. Running the report provides the *Quant Sold* (if checked to include in the setup), *Sales(\$)*, *\$/Unit*, *Cost(\$)*, *Profit(\$)*, *Profit/Unit*, and *Margin* for the selected Accounts in the fiscal month chosen. If Categories/Subcategories were included in the setup, totals for each of the column headings will be available for the accounts within those Categories/Subcategories.
- **Definable Profit and Loss** – This report allows the option to define a customized profit and loss statement.
- **Budget Variance** – The Budget Variance report lists GL Accounts grouped by P/L Category. The first three columns show the *Budget*, *Actual*, and *Variance* amounts for the fiscal month selected. The last three columns show the *Budget*, *Actual*, and *Variance* amounts *YTD*. On the last page of the report, *Net Income* totals are available for all six columns as well as *Margins*. Additional options for this report are *Include Account IDs*, *Group/Subtotal*, and *P & L Selection*. *Current*, *Forecast*, or *Next Year* can be selected as the *Budget Year* to determine what *Budget* amounts are displayed.
- **Forecast** – The Forecast report lists GL Accounts grouped by P/L Category as of the fiscal month selected. The *Actual* amounts are given for the first fiscal month through the fiscal month selected. Then, the Budget amounts are listed for the remaining months as well as a *Forecast* column and total *Budget* column. The *Budget* column is the total budget of all months for that GL Account. The *Forecast* is the total of all months. The *Net Income* totals are available at the end of the report (before and after taxes) as well as a section for *Margins*. Additional options for this report are *Include Account IDs*, *Group/Subtotal*, and *P & L Selection*. *Current*, *Forecast*,

or *Next Year* can be selected as the *Budget Year* to determine what *Budget* amounts are displayed. This report can also be run using *All* as the Fiscal Month to display the budgeted amounts for each month.

- **Statement of Operations** – This report summarizes financial operations during a specified period and shows income and expenses as well as payment of earnings and additions to reserves.

**Note:** Some setup must be completed before this report can be run.

## G/L Splits

- **G/L Split Reference List** – The G/L Split Reference List displays the *Split ID*, *Description*, *G/L Account*, *Desc*, and *split Percent* for **G/L Splits**.

## Future Journal Entries

- **Future Journal Listing** – The Future Journal Listing report lists **Future Journal Entries** falling within the range indicated and gives details such as the *JE#*, *Type*, *User* who entered, *Reference*, *Account*, *Debit*, and *Credit*.