

Definable Gross Margin Report

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The Definable Gross Margin Report is found in *Accounting / Reports / General Ledger / Financial Reports* and can be run three different ways. The options include *Current Year Only*, *Compare to Budget*, or *Compare to Last Year*. The report criteria also include a fiscal month range and *Profit Center* selection.

To run this report, a format must be set up. Multiple formats may be set up to accommodate various reporting needs. To do so, select **Setup Formats**.

The *Setup Gross Margin Formats* window displays. Enter a *Format Name* for the format being created. In the *Incomes* grid, double-click in the *Account ID* field to choose the income accounts for the Inventory Departments to display on the report. Select the corresponding expense accounts in the *Expenses* grid.

The *Category* and *Subcategory* are definable and can be set up by double-clicking in the *Category* column heading. In the *Select Category* window, enter the name of the *Category* and select **Add to List**. This will then be available to choose from the drop-down in the *Setup Format* window. The *Subcategory* works the same way and both are used to help sort the report.

The report can be for as many categories and subcategories needed.