LibertyAccounts.com online accounting solutions

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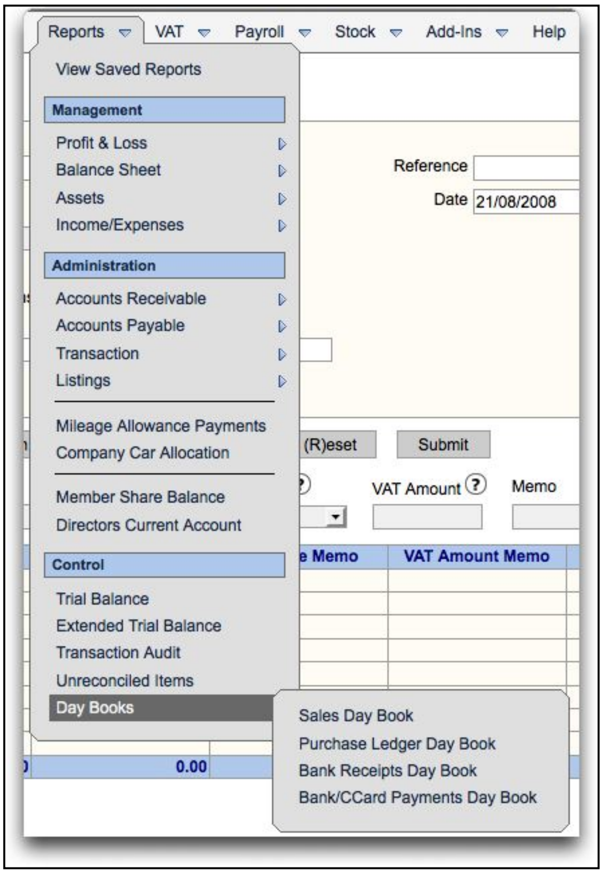
Preparing Reports

A full range of reports are available: -



- Profit and Loss and Balance Sheet reports in various formats.
- Reports detailing sales activities and outstanding receivables.
- Reports on all purchasing activities and outstanding bills.
- Reports for tracking all transactions entered into the system
- Where appropriate full reports for dealing with all aspects of VAT are available
- Reports listing items with in your business, such as customers, suppliers, employees etc
- Audit and Trial balance reports are available both for you and your accountant.

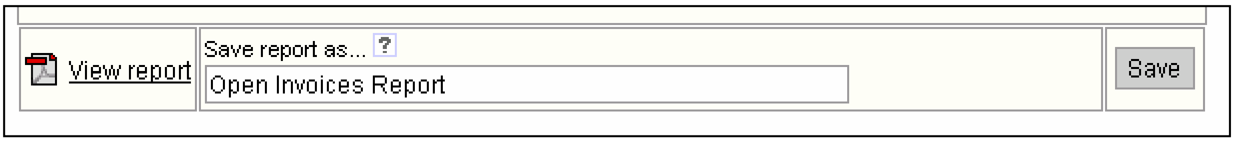
Reports are accessed via the **REPORTS** menu. There are sub-menus for some items, which are displayed when the cursor moves over the main item. Selecting and clicking on the displayed sub-menu provides access to the report.

VAT reports are under the VAT menu (if VAT registered)

Stock reports are under the Stock menu (if used)

Payroll reports are under the Payroll menu (if used)

Reports can be saved locally to your computer, or within the system database. If you are viewing a report in Adobe Acrobat you can save it by clicking on the file save icon within



the Adobe Acrobat reader application.

If you are on the report parameters screen after generating a report you will see some extra options displayed as above. To save the report pdf file to your computer right-click on the "view report" link next to the Adobe file icon and select the **"Save target as"** menu option. If you want to save the report within the system database simply give the report a meaningful name by editing the suggested report name then click the "**Save**" button. Reports saved this way can be viewed at a later date via the menu option **REPORTS → VIEW SAVED REPORTS**.

The quickest way to learn about reports is to prepare, view and use them, you will soon find which is the most useful to you.

Reports Available

- Profit and Loss
  - Detail
    Displays profit & loss for the selected date range; the default range is the current financial year, but may be amended as required. Comparatives may be added by selecting the comparative date range. This report may be exported as a data export file to say a spreadsheet such as EXCEL.
  - Period Detail
    Displays two profit & loss columns, the year to date (YTD) to the selected date (defaults to today, but can amend as necessary) and the month to date (MTD).
- Balance Sheet
  - Detail- Shows all a balance accounts for which there are values
  - Comparative- shows comparatives with the prior year balance sheet
- Assets
  - Asset Net Book Value
  - Asset Net Book Value Summary
- Income/Expenses
  - Income by Account - The Income recorded in the selected account
  - Income by Customer - The Income recorded for a selected Customer
  - Income by Sales Item - Income recorded by sales item
  - Income by Branch - Income attributable to a branch (if set up)
  - Expenses by Account - The expenses recorded in the selected account
  - Expenses by Supplier - The expenses incurred with the selected supplier
  - Expenses by Branch – Expenses attributed to a branch (if set up)
- Accounts Receivable
  - Open Invoices- details all sales invoices which have not yet been paid. This report may be exported as a data export file to say a spreadsheet such as EXCEL.
  - Customer statements, which can be mailed to customers. Credit Control Tool
  - Aged debtors. Credit Control Tool
  - AR Listing, details of all transactions in a customer account. Credit Control Tool
  - Receipt Allocations – Displays how receipts and credit notes were allocated to sales invoices. Credit Control Tool
  - Reimbursable expenses- Lists expenses reimbursable by customers.
- Accounts Payable

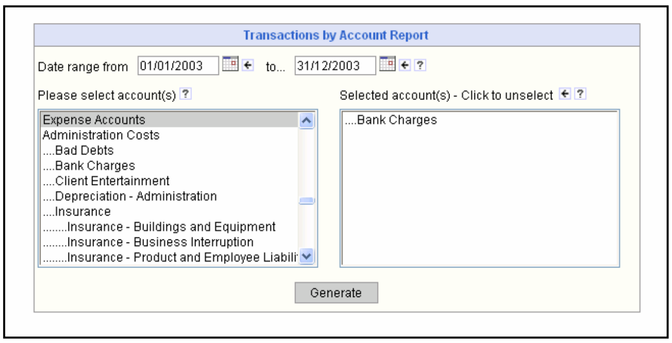
  Unpaid Bills- details all bills that have not yet been paid. This report may be exported as a data export file to say a spreadsheet such as EXCEL.
  - Aged creditors
  - AP Listing, details of all transactions in a Supplier account
  - Payment Allocations – Displays how payments were allocated to bills.

- Transactions
  - Transactions by date- Shows all transactions entered between the selected dates. This report may be exported as a data export file to say a spreadsheet such as EXCEL.
  - Transactions by Account – Details all the transactions recorded in the selected account. This report may be exported as a data export file to say a spreadsheet such as EXCEL.
  - Account Analysis - Reports all transactions within a date range for a selected account. The report brings forward the opening balance and provides a running balance total. If the account has child accounts the report includes all the transactions from the child accounts in transaction date order but not grouped by child account. This report may be exported as a data export file to say a spreadsheet such as EXCEL.
  - Transactions by Asset- Shows all the transactions recorded for the selected fixed asset
  - Transactions by Lease- Shows all the transactions recorded for the selected operating lease.
  - Reports on expenses subject to IR35, if being used
- Listings.
  - Accounts- Provides a list of all accounts or accounts by account type
  - Contacts- A list of all Customers, Suppliers and Branches (If relevant) This report may be exported as a data export file in CSV format
  - Sales Item- A list of all sales Items
- P11D Reports (If being used)
  - P11D Expense transactions
  - Mileage allowance payments
  - Company car allocation
- In the case of a Limited Company a member's share holding report is available. In the case of an LLP the member's interest is available. No report exists for a sole trading entity.
- Trial Balance - Produces a trial balance report at the selected date. This report may be exported as a data export file to say a spreadsheet such as EXCEL.
- Extended Trial Balance – Displays movements between two selected dates.
- Transaction Audit- shows an audit history of all transactions for a selected period, sorted either by transaction date or activity date.
- Un-reconciled Items – Provides list of all un-reconciled items in a bank account
- Day Books
  - Sales day book
  - Purchase ledger day book
  - Bank receipts day book
  - Bank/CCard payments day book

Production of Reports

When accessing a report it is common that some form of selection is required.

- A specific date or a date range
- Where a selection from a list is needed, the list is offered, clicking on



the item required makes the selection.

- Once the selections are made, clicking on **GENERATE** will produce the report.
- The report is presented in a few seconds as a printable PDF file (see comments above)