



# Tech Info Library

## BusinessWorks: List of Available Reports

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Security: Everyone

BusinessWorks: List of Available Reports

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### General Ledger:

- Chart of Accounts
- List of Account Budgets
- List of Previous Months' Account Balances
- Departments List
- List of Recurring Journal Entries
- Income Statement
  - Comparative Income Statement
- Budget Variance Income Statement
- Balance Sheet
  - Comparative Balance Sheet
- Source and Use of Funds Statement
- Trial Balance (detailed and summary)
- Journal Detail Report
- Account Detail Report

### Accounts Payable:

- Vendor List
- Checks with detailed stubs
- Check Register
- Handcheck Register
- Monthly Check Register
- Accounts Payable Detail Report
- Aging Report (detailed and summary)
- Open Invoice Report
- Monthly Purchases Journal
- Cash Flow Report based on due date
- Cash Flow Report based on discount date
- Cash Requirements Report
- Reconciliation Worksheet
  - Payment Selection Report
- Discount Analysis Report
- 1099 Worksheet
- List of Recurring Invoices
- Flash Report

Accounts Receivable:

- Customer Master List
- Customer Name List
- List of Recurring Invoices
- Sales Representative List
- Invoice
- Credit and Debit Memos
- Customer Statements
- Finance Charge Calculation Report
- Accounts Receivable Detail Report
  - Aging Report (detailed and summary)
- Monthly Invoice Register
- Monthly Cash Receipts Register
- Monthly Adjustments Register
- Cash Flow Report
- Open Invoice Report
- Credit Limit Report
- Open Credit Report
- Delinquent Accounts Report
- Customer Worksheet
- Sales Analysis by Customer
- Sales Analysis by Sales Rep
- Flash Report

Inventory Control:

- Master Parts List
- Cost and Price Lists
- Purchase Order
  - Physical Inventory Worksheet
- Physical Inventory Analysis
- Stock Status Report
  - On Hand Detail Report
- Margin Analysis Report
- ABC Analysis Report
- Transaction Registers
- Order Recommendations Report
- Low Stock Report
- Overstock Report
- On Order Report
- Open Purchase Order Report
- Inventory Performance Report
- Transaction Detail Report
- Flash Report

Payroll:

- Employee Master List
- Employee Address List
- Employee Phone List
- Employee Earnings Summary
- Employee Compensation History
- Vacation and Sick Pay Report
- Company Totals Report

Current Balance Report  
Posting Report  
Commission List  
Deduction List  
Job Code List  
Standard Rates List  
QTD and YTD Commission Report  
QTD and YTD Deduction Report  
QTD and YTD Job Code Report  
Time Card Entries List  
    Standard Time Card Entries List  
    Payroll Register  
Paycheck and check stub  
Check Register  
    Handcheck Register  
    Voided Check Register  
Overtime Report  
Commission Period Activity Report  
    Deduction Period Activity Report  
    Job Code Period Activity Report  
Vacation and Sick Pay Period Activity Report  
Overtime Period Activity Report  
Hours Exception Report  
W-2 forms and W-3 Report  
940 and 941 reports  
    Tax Tables  
State Abbreviation List  
State Tax Information Report  
Verifiy Initial Balances Report  
Flash Report

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