

REPORTS

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(Compiled for FINACS v 2.12.002)

FINACS provides the following list of reports:

Financial & GL: This section gives you an overview of your company financials through Trial Balance, Profit and Loss and Balance Sheet reports.

General Ledger: These reports list all your bank/cash transactions, journal voucher transactions and general ledger transactions within a date range.

Accounts Receivable: This section of reports list your entire customer related transactions, their outstanding invoices, their account balance etc.

Accounts Receivable - Staff: This section of reports list your entire staff related transactions, their outstanding invoices, their account balance etc.

Accounts Payable: These reports list your entire vendor related transactions, purchases, unpaid bills, vendor credits, their balances etc.

Student Billing: These reports list student and family transactions, their outstanding invoices, payments, credits, their balances etc.

Fixed Assets: These reports give information about your assets, their yearly depreciations, issues, returns etc.

Budgeting: Budget monthly and yearly comparison reports are provided for comparing actual, budgeted and other amounts.

Inventory: Reports like stock reports and stock ledger reports give complete information of all your inventory movements.

Ways To Work With Reports:

Viewing Reports:

Select the required report and [Retrieve] to populate the data. The reports can be maximized and scroll bars can be used to view more data. Click [Print Preview] to view the how the report looks when printed. If defined, the report header is also displayed in the preview of the report.

Selecting Date Range:

All reports can be viewed from the start of the financial year or using a data range. By default the current month's start date and end date are displayed in the DATE FROM and DATE TO fields. These can be edited to reflect the range. However, only transactions present in the current financial can be retrieved.

Note: For quick entry, click in the empty date field and press right arrow on your keyboard. This will automatically populate the current date. Also, place the pointer in the day, month or year part of the date and press the up or down arrow to increase or decrease the dates respectively.

Note: In most of the reports, only the transactions made in the current (logged in) financial year can be viewed. To view transactions or reports in a different financial year, log into the required year and proceed.

Selecting Filters:

The data printed on the report can be controlled and viewed with the help of various filters. If the reports were printed without filters, many times there would be more data than you need. Also, filters can be applied one at a time or in combination. Each filter conditions restrict the data retrieved. For example, Invoices – By Student report displays all the student invoices created in the current month. If a particular student is selected (filter condition), then only the transactions for the selected student in the current month are displayed.

Finacs provides various filter conditions like Date, Name, Account, Account Group, Account Type, Grade, Transaction Number, Fund and Cost Center.

Refreshing the Report:

The report needs to be refreshed or repopulated if any of the filters are changed or to reflect any recent changes made. Click [Retrieve] to refresh the data. The [Retrieve] button is automatically enabled if the date range or any of the filter conditions are changed.

Previewing the Report:

All the reports can be previewed before printing. The preview gives information of what is going to be printed in the exact way. Click [Print Preview] to open the preview of the selected report.

Printing the Report:

Reports can be printed while viewing the report or can be printed from the preview screen. Click [Print] and select the necessary printer options to print the report.

Exporting To Excel:

Finacs provides you to save or print reports in a spreadsheet by exporting them to excel. Click [Export to Excel] to export the data generated in the report to an excel file. This prompts to select a location for saving the file. Make the necessary selections and save the file.

Setting up Report Header:

If you do not wish to use the default report header provided, a customized report header can be created. You can add school logo and define how and what text should appear in the header section of your report. Report header can be created in Utilities > Report Header screen.

Using Search and Lookup screens:

Search and Lookup screens are used to select a single contact or account based on which the report is generated. For example to view invoices for a single student, select the student code or name from the search or lookup screens that are provided. Both search and lookup screens allow selection of individual name, account or voucher. However, in a lookup screen [...] data is pre-populated and in a search screen data should be retrieved using the provided filters. Click on the search screen icon (button with magnifying glass) or the lookup icon (button with three dots) to open the respective screens. Select the record and click [Accept] to populate the selected record in the report. Click [Retrieve] to populate the report.

1. Financial & GL

This section gives you an overview of your company financials through Trial Balance, Profit and Loss and Balance Sheet reports. Click on a report name for more information. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

- ◆ Trial Balance by Account
- ◆ Trial Balance by Group
- ◆ Profit and Loss Standard
- ◆ Profit and Loss Detailed
- ◆ Profit and Loss Standard YTD Comparison
- ◆ Profit and Loss Detailed YTD Comparison
- ◆ Profit and Loss Standard Previous Year Comparison
- ◆ Profit and Loss Detailed Previous Year Comparison
- ◆ Balance Sheet Standard
- ◆ Balance Sheet Detailed
- ◆ Balance Sheet Standard Previous Year Comparison
- ◆ Balance Sheet Detailed Previous Year Comparison

Trial Balance by Account:

This report displays the opening balances, total credits / debits and closing balances for all accounts in your chart of accounts in the selected time period. It creates a trial balance of all the accounts. All the accounts along with the account codes that have a balance are displayed in the report. The TOTAL CREDITS and the TOTAL DEBITS in the selected date range are displayed at the bottom of the report. The matching of the total credits and the total debits indicate the correctness of your accounts. Double-click on the accounts or the account balance to view the transactions that made up the amount.

You can filter the report using the various filter conditions provided. The report can be filtered BY ACCOUNT or BY FUND. You can also select a single fund from the FUND drop-down list. Select the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Trial Balance by Group:

This report is similar to the Trial Balance by Account report except that the opening balances, total credits / debits and closing balances are displayed for the account groups instead of accounts. All the account groups along with the group codes that have a balance are displayed here. The TOTAL CREDITS and the TOTAL DEBITS in the selected date range are displayed at the bottom of the report. The matching of the total credits and the total debits indicate the correctness of your accounts. Double-click on the account groups or the group balance to view the transactions that made up the amount.

You can filter the report using the various filter conditions provided. The report can be filtered BY ACCOUNT or BY FUND. You can also select a single fund from the FUND drop-down list. Select the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Profit and Loss Standard:

This report provides the profit and loss report for your business for the selected time period. It displays all your income and expense accounts and their balances. The TOTAL INCOME and TOTAL EXPENSES are listed against the headers in bold. The NET INCOME (total of income and expenses) displays the net profit or loss in the selected date range. If the NET INCOME is a loss (more expenses than income), then the amount is displayed in brackets. Double-click on the accounts or the account balance to view the transactions that made up the amount. If

You can filter the report using the various filter conditions provided. The report can be filtered BY ACCOUNT or BY GROUP. Combination filters can be used. Select the SCHOOL, FUND, COST CENTER filter for viewing transactions present in the selection. Select a single fund or cost center from the FUND or COST CENTER drop down list. Print preview and print the report or export to excel and save the report for future reference.

Profit and Loss Detailed:

This report provides the profit and loss report for your business for the selected time period. This report lists all your income and expense accounts in their respective groups with CREDITS, DEBITS and their BALANCES. The TOTAL ACCOUNT GROUP balances are listed at the bottom of each group division. Double-click on the accounts or the account balance to view the transactions that made up the amount.

You can filter the report using the various filter conditions provided. The report can be filtered BY SCHOOL, FUND or COST CENTER. Select a single fund or cost center from the FUND or COST CENTER drop down list. Print preview and print the report or export to excel and save the report for future reference.

Profit and Loss Standard YTD Comparison:

This report provides the profit and loss report for your business for the selected time period and compares it with the current fiscal year- to date profit and loss report. This allows you to compare the profit and loss for any month with the profit and loss for the fiscal year. The NET INCOME and NET EXPENSES are listed against the headers in bold. The NET INCOME (total of income and expenses) displays the net profit or loss in the selected date range. If the NET INCOME is a loss (more expenses than income), then the amount is displayed in brackets.

The BALANCE column displays the Account or Account Group balance for the selected period. The YTD BALANCE displays the Account or Account Group balance from the start of the fiscal year till the current date. Double-click on the accounts or the account balance to view the transactions that made up the amount.

You can filter the report using the various filter conditions provided. The report can be filtered BY ACCOUNT or BY GROUP. Combination filters can be used. Select the SCHOOL, FUND, COST CENTER filter for viewing transactions present in the selection. Select a single fund or cost center from the FUND or COST CENTER drop down list. Print preview and print the report or export to excel and save the report for future reference.

Profit and Loss Detailed YTD Comparison:

This report provides the profit and loss report for your business for the selected time period. This report lists all your income and expense accounts with credits and debits and compares them with the current fiscal year-to-date credits and debits. The TOTAL CREDITS and TOTAL DEBITS for each account group are displayed at the bottom of each group division.

The CREDIT and DEBIT columns display the sum of all the credits and the debits in each of the Account or Account Group for the selected period. The YTD CREDIT and YTD DEBIT columns display the sum of all the credits and the debits from the start of the year till the current date. The individual accounts in each group display their respective credits and debits for the selected period. Double-click on the accounts or the account balance to view the transactions that made up the amount.

You can filter the report using the various filter conditions provided. Select the SCHOOL, FUND, COST CENTER filter for viewing transactions present in the selection. Select a single fund or cost center from the FUND or COST CENTER drop down list. Print preview and print the report or export to excel and save the report for future reference.

Profit and Loss Standard Previous Year Comparison:

This report provides the profit and loss report for your business for the selected time period and compares it with the same time period's profit and loss report in the previous fiscal year. For example you can view the income and expenses for the any month in this year and

compare it with the income and expenses for the same month in the previous year. This allows you to know the performance of your business in terms of profits and losses compared to last year's performance.

The NET INCOME, NET PREVIOUS YEAR'S INCOME, NET EXPENSES and NET PREVIOUS YEAR'S EXPENSES are listed against the headers in bold. The NET INCOME (total of income and expenses) displays the net profit or loss in the selected date range. If the NET INCOME is a loss (more expenses than income), then the amount is displayed in brackets.

The BALANCE column displays the Account or Account Group balance for the selected period. The PREVIOUS YEAR'S BALANCE displays the Account or Account Group balance for the selected period in the previous financial year. Double-click on the accounts or the account balance to view the transactions that made up the amount.

You can filter the report using the various filter conditions provided. The report can be filtered BY ACCOUNT or BY GROUP. Combination filters can be used. Select the SCHOOL, FUND, COST CENTER filter for viewing transactions present in the selection. Select a single fund or cost center from the FUND or COST CENTER drop down list. Print preview and print the report or export to excel and save the report for future reference.

Profit and Loss Detailed Previous Year Comparison:

This report provides the profit and loss report for your business along with credits and debits for the selected time period and compares it with the with the credits and debits for same time period in the previous fiscal year. This allows you to know the performance of your business in terms of credits and debits compared to last year's performance.

The CREDIT and DEBIT columns display the sum of all the credits and the debits in each of the Account or Account Group for the selected period. The PREVIOUS YEAR'S CREDIT and PREVIOUS YEAR'S DEBIT columns display the sum of all the credits and the debits from the same time period in the previous financial years. Double-click on the accounts or the account balance to view the transactions that made up the amount.

You can filter the report using the various filter conditions provided. Select the SCHOOL, FUND, COST CENTER filter for viewing transactions present in the selection. Select a single fund or cost center from the FUND or COST CENTER drop down list. Print preview and print the report or export to excel and save the report for future reference.

Balance Sheet Standard:

This report shows presents the overview of your company's financial status as on a specific date. It displays the balances of your assets (money you own), liabilities (money you owe) and equity as of the selected month-end. By default, the report is calculated for the current month. This can be changed to any date for an overview as on the selected date.

Assets include your current assets like cash, bank, accounts receivable accounts etc. and your fixed assets. Liabilities include all your accounts payable accounts to whom you owe money. The NET ASSETS and NET LIABILITIES are listed against the headers in bold. The TOTAL ASSETS and the TOTAL LIABILITIES should be equal with the RESERVES & SURPLUS account displaying the gross surplus/ deficit. Each account group displays the group balance and the accounts it comprises. The individual accounts in each group display their respective balances for the selected period. Double-click on the accounts or the account balance to view the transactions that made up the amount.

Enter a different As On date to view the balance sheet as per the entered date. You can filter the report using the various filter conditions provided. The report can be filtered BY ACCOUNT or BY GROUP. Combination filters can be used. Select the SCHOOL, FUND, COST CENTER filter for viewing transactions present in the selection. Select a single fund or cost center from the FUND or COST CENTER drop down list. Print preview and print the report or export to excel and save the report for future reference.

Balance Sheet Detailed:

This report presents the overview of your company's financial status as on a specific date. It displays the credits and debits of your asset, liability and equity accounts as of the selected month-end. By default, the report is calculated for the current month. This can be changed to any date for an overview as on the selected date.

Assets include your current assets like cash, bank, accounts receivable accounts etc. and your fixed assets. Liabilities include all your accounts payable accounts to whom you owe money. The TOTAL CREDITS and TOTAL DEBITS for each account group are displayed at the bottom of each group division. The individual accounts in each group display their respective credits and debits for the selected period. Double-click on the accounts or the account balance to view the transactions that made up the amount.

Enter a different As On date to view the balance sheet as per the entered date. You can filter the report using the various filter conditions provided. The report can be filtered BY SCHOOL, FUND or COST CENTER. Select a single fund or cost center from the FUND or COST CENTER drop down list. Print preview and print the report or export to excel and save the report for future reference.

Balance Sheet Standard Previous Year Comparison:

This report compares your company's financial status as on a specific date to the financial status as on the same date previous year. It displays the balances of your assets (money you own), liabilities (money you owe) and equity as of the selected month-end and compares it with the previous year's balances as on the same date.

The NET ASSETS, NET PREVIOUS YEAR'S ASSETS, NET LIABILITIES and NET PREVIOUS YEAR'S LIABILITY are listed against the headers in bold. The TOTAL ASSETS and the TOTAL LIABILITIES should be equal with the RESERVES & SURPLUS account displaying the gross surplus/ deficit.

The BALANCE column displays the Account or Account Group balance for the selected period. The PREVIOUS YEAR'S BALANCE displays the Account or Account Group balance for the selected period in the previous financial year. Double-click on the accounts or the account balance to view the transactions that made up the amount.

Enter a different As On date to view the balance sheet as per the entered date. You can filter the report using the various filter conditions provided. The report can be filtered BY ACCOUNT or BY GROUP. Combination filters can be used. Select the SCHOOL, FUND, COST CENTER filter for viewing transactions present in the selection. Select a single fund or cost center from the FUND or COST CENTER drop down list. Print preview and print the report or export to excel and save the report for future reference.

Balance Sheet Detailed Previous Year Comparison:

This report compares your company's financial status as on a specific date to the financial status as on the same date previous year. It displays the credits and debits of your assets (money you own), liabilities (money you owe) and equity as of the selected month-end and compares it with the previous year's credits/debits as on the same date.

The CREDIT and DEBIT columns display the sum of all the credits and the debits in each of the Account or Account Group for the selected period. The PREVIOUS YEAR'S CREDIT and PREVIOUS YEAR'S DEBIT columns display the sum of all the credits and the debits from the same time period in the previous financial year. Double-click on the accounts or the account balance to view the transactions that made up the amount.

Enter a different As On date to view the balance sheet as per the entered date. The report can be filtered BY SCHOOL or FUND. Select a single fund from the FUND drop down list. Print preview and print the report or export to excel and save the report for future reference.

Note: Finacs supports both local and dollar currency transactions. This is mainly necessary for schools that work in their local currency and in dollar currency at the same time. All transactions can be viewed, edited and created in both currencies.

Every transaction screen has an 'In \$' field representing the currency mode in which the transaction is made. If checked, all the amounts in the screen are displayed in Dollars (\$) and the transaction is being made in dollar currency. Else if unchecked, the amounts and the transaction is in local currency. Refer 'Dual Currency Transactions' help for more information.

2. General Ledger

These reports list all your bank/cash transactions, journal voucher transactions and general ledger transactions within a date range. Click on a report name for more information. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

- ◆ Journals
- ◆ General Ledger
- ◆ Bank Payments
- ◆ Bank Receipts
- ◆ Cash Payments
- ◆ Cash Receipts
- ◆ Daily Closing Cash/Bank Balance
- ◆ Monthly Balance Comparison

Journals:

This report lists all the Journal Vouchers created through the Journal Entries screen and the other transaction (Deposit, Reconciliation, Depreciation and Payroll) screens where JVs are created. Each voucher displays the accounts and the amounts credited/debited in that particular transaction. The total debits/credits for each JV are displayed at the end of the voucher.

You can filter the report using the various filter conditions provided. The report can be filtered by a single transaction using the VOUCHER NUMBER lookup [...]. Select the date range for which you wish to see the report. By default all the vouchers present in the entered date range are displayed. Print preview and print the report or export to excel and save the report for future reference.

General Ledger:

This report displays a list of all transactions for the selected ledger account in a date range. It displays the opening balance before the selected date, transactions along with the debits, credits and the closing balance. You can view transactions for an account group, account or a sub ledger account.

You can filter the report using the various filter conditions provided. The report can be filtered by a single FUND or COST CENTER. Select the date range for which you wish to see the report. By default the report is populated with the ledger transactions in the current month. Print preview and print the report or export to excel and save the report for future reference.

Bank Payments:

This report lists all your check payments for a selected bank in a date range. Each payment displays the check number, voucher number, the accounts and the amounts that are credited and debited. The total debits/credits for each transaction are displayed at the end of the voucher. To view the list of transactions for a different bank, select the appropriate bank from the BANK drop down list.

Select the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular payment, enter the voucher number or select the required voucher from the [Voucher Number] lookup screen [...]. Click [Retrieve] to repopulate the report.

Bank Receipts:

This report lists all your check receipts for a selected bank in a date range. Each receipt displays the check number, voucher number, the accounts and the amounts that are credited and debited. The total debits/credits for each transaction are displayed at the end of

the voucher. To view the list of transactions for a different bank, select the appropriate bank from the BANK drop down list.

Select the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular receipt, enter the voucher number or select the required voucher from the [Voucher Number] lookup screen [...]. Click [Retrieve] to repopulate the report.

Cash Payments:

This report lists all your cash payments for a selected cash account in a date range. Each payment displays the voucher number, the accounts and the amounts that are credited and debited. The total debits/credits for each transaction are displayed at the end of the voucher. To view the list of transactions for a different account, select the appropriate cash account from the ACCOUNT drop down list.

Select the date range and the various filters for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular payment, enter the voucher number or select the required voucher from the [Voucher Number] lookup screen [...]. Click [Retrieve] to repopulate the report.

Cash Receipts:

This report lists all your cash receipts for a selected cash account in a date range. Each receipt displays the voucher number, the accounts and the amounts that are credited and debited. The total debits/credits for each transaction are displayed at the end of the voucher. To view the list of transactions for a different account, select the appropriate cash account from the ACCOUNT drop down list.

Select the date range and the various filters for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular receipt, enter the voucher number or select the required voucher from the [Voucher Number] lookup screen [...]. Click [Retrieve] to repopulate the report.

Daily Closing Cash/Bank Balance:

This report lists all your cash and bank accounts with their closing balances as on a specified date. By default it lists the closing balance of all these accounts as on the current date. You can change the date to view the balance on any particular day. The total debits and credits for all these accounts are listed at the bottom of the list.

This report lists all your check receipts for a selected bank in a date range. Each receipt displays the check number, voucher number, the accounts and the amounts that are credited and debited. The total debits/credits for each transaction are displayed at the end of the voucher.

You can filter the report using the various filter conditions provided. The report can be filtered by a single FUND or by ACCOUNT. Select the date range for which you wish to see the report. By default the report is populated with the ledger transactions in the current month. Print preview and print the report or export to excel and save the report for future reference.

Monthly Balance Comparison:

This report displays the monthly balances for all accounts in your chart of accounts as on a specific date. The GRAND TOTAL displays the balance for each of these accounts for each month in the current financial year. You can specify the filters to view all accounts or only balance sheet accounts or only P&L accounts.

You can filter the report using the various filter conditions provided. The report can be filtered to view only BALANCE SHEET ACCOUNTS or only INCOME & EXPENSE ACCOUNTS. A detailed or a summarized report can be generated. Print preview and print the report or export to excel and save the report for future reference.

Note: Finacs supports both local and dollar currency transactions. This is mainly necessary for schools that work in their local currency and in dollar currency at the same time. All transactions can be viewed, edited and created in both currencies.

Every transaction screen has an 'In \$' field representing the currency mode in which the transaction is made. If checked, all the amounts in the screen are displayed in Dollars (\$) and the transaction is being made in dollar currency. Else if unchecked, the amounts and the transaction is in local currency. Refer 'Dual Currency Transactions' help for more information.

3. Accounts Receivable

This section of reports list your entire customer related transactions, their outstanding invoices, their account balance etc. Click on a report name for more information. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

- ◆ Other Customer Aging Detailed
- ◆ Other Customer Aging Summarized
- ◆ Family/Sponsor Aging Detailed
- ◆ Family/Sponsor Aging Summarized
- ◆ All Customers' Aging Detailed
- ◆ All Customers' Aging Summarized
- ◆ Customer Balance Detailed
- ◆ Customer Balance Summary
- ◆ Customer Invoices
- ◆ Outstanding Invoices
- ◆ Customer Credits
- ◆ Customer Transactions
- ◆ Cash/Bank Receipt with Adjustment

Other Customer Aging Detailed:

The report lists all unpaid invoices, JV debits and debit opening balances for all your other customers, their balances and the over dues in the category they fit into as on a specified date. The 0-30, 31-60, 61-90, 91-120, >120 columns indicate the number of days the invoice is overdue. For example, a customer with invoice \$3000 and over-due for more than 30 days will have the particular invoice listed in the 31-60 days overdue column. The invoices and other debits that are open but not due are listed under the NOT YET DUE column. Vouchers not adjusted (advance payments, JV credits and credit opening balance) are listed in the UNAPPLIED column. The TOTAL due for each customer is summarized at the end of the customer section. The TOTAL amount due by all the customers is displayed at the end of the report. The intermediate lines for each customer indicate the number of over due invoices.

Note that Other Customers include all your customers other than students and family/sponsors. Enter a different As On date to view the aging report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

Other Customer Aging Summarized:

This report displays the outstanding amounts due for all your other customers as on a specified date. The 0-30, 31-60, 61-90, 91-120, >120 columns indicate the number of days the balance is overdue. For example, a customer with \$3000 over-due for more than 30 days will have the amount listed in the 31-60 days overdue column. The invoice or other debit amounts that are present against the family/sponsor but not due are listed under the NOT YET DUE column. Amounts that are not adjusted are listed in the UNAPPLIED column. The TOTAL amount due by all the customers in the respective overdue column is displayed at the end of the report.

Note that Other Customers include all your customers other than students and family/sponsors. Enter a different As On date to view the aging report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

Family/Sponsor Aging Detailed:

The report lists all the unpaid invoices, JV debits and debit opening balances for all your Family/Sponsors, their balances and the over dues in the category they fit into as on a specified date. The 0-30, 31-60, 61-90, 91-120, >120 columns indicate the number of days the invoice is overdue. For example, a family/sponsor with invoice \$3000 and over-due for more than 30 days will have the particular invoice listed in the 31-60 days overdue column. The invoices and other debits that are open but not due are listed under the NOT YET DUE

column. Vouchers not adjusted (advance payments, JV credits and credit opening balance) are listed in the UNAPPLIED column. The TOTAL due for each family/sponsor is summarized at the end of the customer section. The TOTAL amount due by all the family/sponsors is displayed at the end of the report. The intermediate lines for each family/sponsor indicate the over due invoices.

Enter a different As On date to view the aging report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

Family/Sponsor Aging Summarized:

This report displays the outstanding amounts due for all your Family/Sponsors as on a specified date. The 0-30, 31-60, 61-90, 91-120, >120 columns indicate the number of days the balance is overdue. For example, a family/sponsor with \$3000 over-due for more than 30 days will have the amount listed in the 31-60 days overdue column. The invoice or other debit amounts that are present against the family/sponsor but not due are listed under the NOT YET DUE column. Amounts that are not adjusted are listed in the UNAPPLIED column. The TOTAL amount due by all the family/sponsors in the respective overdue column is displayed at the end of the report.

Enter a different As On date to view the aging report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

All Customers' Aging Detailed:

The report lists all the unpaid invoices, JV debits and debit opening balances for all your customers (students, family/sponsors, other customers and staff), their balances and the over dues in the category they fit into as on a specified date. The 0-30, 31-60, 61-90, 91-120, >120 columns indicate the number of days the invoice is overdue. For example, a customer with invoice \$3000 and over-due for more than 30 days will have the particular invoice listed in the 31-60 days overdue column. The invoices and other debits that are open but not due are listed under the NOT YET DUE column. Vouchers not adjusted (advance payments, JV credits and credit opening balance) are listed in the UNAPPLIED column. The TOTAL due for each customer is summarized at the end of the customer section. The TOTAL amount due by all the customers is displayed at the end of the report. The intermediate lines for each customer indicate the number of over due invoices.

Note that Other Customers include all your customers other than students and family/sponsors. Enter a different As On date to view the aging report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

All Customers' Aging Summarized:

This report displays the outstanding amounts due for all your customers (students, family/sponsors, other customers and staff) as on a specified date. The 0-30, 31-60, 61-90, 91-120, >120 columns indicate the number of days the balance is overdue. For example, a customer with \$3000 over-due for more than 30 days will have the amount listed in the 31-60 days overdue column. The invoice or other debit amounts that are present against the customer but not due are listed under the NOT YET DUE column. Amounts that are not adjusted are listed in the UNAPPLIED column. The TOTAL amount due by all the customers in the respective overdue column is displayed at the end of the report.

Note that Other Customers include all your customers other than students and family/sponsors. Enter a different As On date to view the aging report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

Customer Balance Detailed:

This report displays the opening and closing balances for all your customers in a date range. Balance displayed under the debit column indicates a positive value and the balance displayed in the credit column indicates a negative value. To view balances for customers linked to a different account, select the appropriate account from the RECEIVABLES ACCOUNT drop down list.

Note that Other Customers include all your customers other than students and family/sponsors. By default, the report displays the balances as per the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Customer Balance Summary:

This report displays balances for all your customers in a date range. The DR and CR against the customer balances indicate a debit or a credit balance. To view balances for customers linked to a different account, select the appropriate account from the RECEIVABLES ACCOUNT drop down list.

Note that Other Customers include all your customers other than students and family/sponsors. By default, the report displays the balances as per the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Customer Invoices:

This reports lists all the (other) customer invoices that are present in the specified date range. It displays the Tax Amount, Total Amount and the Amount Due for each invoice. Invoices are grouped by customers i.e. multiple invoices for a particular customer are grouped together and displayed under his name. The TOTAL AMOUNT and the TOTAL AMOUNT DUE for each customer is displayed at the end of the customer section. The TOTAL amount due by all the customers is displayed at the end of the report.

By default, the report displays all the invoices that occurred in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Outstanding Invoices:

This report lists outstanding invoices for all your customers in the specified date range. It displays details like Invoice Number, Invoice Amount, Paid, Credit Amount and Amount Due for each invoice. The TOTAL outstanding amount due by all the customers is displayed at the end of the report.

By default, the report displays all the outstanding invoices in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Customer Credits:

This report lists all your customer credits present in the specified date range. Each credit transaction displays the voucher number, voucher date, the accounts and the amounts that are credited and debited. The total debits/credits for each transaction are displayed at the end of the voucher.

By default, the report lists the customer credits that occurred in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular credit transaction, enter the voucher number or select the required voucher from the [Voucher Number] lookup screen [...]. Click [Retrieve] to repopulate the report.

Customer Transactions:

This report lists all customer related transactions (invoices, credits, payments) occurred in a date range. Select the customer from the customer lookup screen and click [Retrieve] to list the transactions for the selected customer. It displays, the transaction details like Voucher Number, Voucher Date, Transaction type, Debit, Credit amounts etc. Double-click on the transaction to view the full details. Print preview and print the report or export to excel and save the report for future reference.

Cash/Bank Receipt with Adjustment:

This report displays the cash/bank receipt and the invoices matched against it. Select the customer from the customer drop-down list and the receipt from the reference number lookup screen and click [Print Preview] to list all the invoices matched against the selected cash/bank receipt. It displays, the transaction details like Voucher Number, Voucher Date, Transaction type, Debit, Credit amounts etc. Double-click on the transaction to view the full details.

Note: Finacs supports both local and dollar currency transactions. This is mainly necessary for schools that work in their local currency and in dollar currency at the same time. All transactions can be viewed, edited and created in both currencies.

Every transaction screen has an 'In \$' field representing the currency mode in which the transaction is made. If checked, all the amounts in the screen are displayed in Dollars (\$) and the transaction is being made in dollar currency. Else if unchecked, the amounts and the transaction is in local currency. Refer 'Dual Currency Transactions' help for more information.

4. Accounts Receivable - Staff

This section of reports list your entire staff related transactions, their outstanding invoices, their account balance etc. Click on a report name for more information. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

- ◆ [Staff Aging Detailed](#)
- ◆ [Staff Aging Summarized](#)
- ◆ [Staff Balance Detailed](#)
- ◆ [Staff Balance Summary](#)
- ◆ [Staff Invoices](#)
- ◆ [Staff Outstanding Invoices](#)
- ◆ [Staff Transactions](#)
- ◆ [Cash/Bank Receipt with Adjustment](#)

Staff Aging Detailed:

The report lists all unpaid invoices, JV debits and debit opening balances for all your staff, their balances and the over dues in the category they fit into as on a specified date. The 0-30, 31-60, 61-90, 91-120, >120 columns indicate the number of days the invoice is overdue. For example, a staff with invoice \$3000 and over-due for more than 30 days will have the particular invoice listed in the 31-60 days overdue column. The invoices and other debits that are open but not due are listed under the NOT YET DUE column. Vouchers not adjusted (advance payments, JV credits and credit opening balance) are listed in the UNAPPLIED column. The TOTAL due for each staff is summarized at the end of the customer section. The TOTAL amount due by all the staff is displayed at the end of the report. The intermediate lines for each staff indicate the number of over due invoices.

Enter a different As On date to view the aging report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

Staff Aging Summarized:

This report displays the outstanding amounts due for all your other staff as on a specified date. The 0-30, 31-60, 61-90, 91-120, >120 columns indicate the number of days the balance is overdue. For example, a staff with \$3000 over-due for more than 30 days will have the amount listed in the 31-60 days overdue column. The invoice or other debit amounts that are present against the staff but not due are listed under the NOT YET DUE column. Amounts that are not adjusted are listed in the UNAPPLIED column. The TOTAL amount due by all the staff in the respective overdue column is displayed at the end of the report.

Enter a different As On date to view the aging report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

Staff Balance Detailed:

This report displays the opening and closing balances for all your staff in a date range. Balance displayed under the debit column indicates a positive value and the balance displayed in the credit column indicates a negative value. To view balances for staff linked to a different account, select the appropriate account from the RECEIVABLES ACCOUNT drop down list.

By default, the report displays the balances as per the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Staff Balance Summary:

This report displays balances for all your staff in a date range. The DR and CR against the staff balances indicate a debit or a credit balance. To view balances for staff linked to a different account, select the appropriate account from the RECEIVABLES ACCOUNT drop down list.

By default, the report displays the balances as per the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Staff Invoices:

This reports lists all the (other) staff invoices that are present in the specified date range. It displays the Tax Amount, Total Amount and the Amount Due for each invoice. Invoices are grouped by customers i.e. multiple invoices for a particular customer are grouped together and displayed under his name. The TOTAL AMOUNT and the TOTAL AMOUNT DUE for each staff is displayed at the end of the staff section. The TOTAL amount due by all the staff is displayed at the end of the report.

By default, the report displays all the invoices that occurred in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Outstanding Invoices:

This report lists outstanding invoices for all your staff in the specified date range. It displays details like Invoice Number, Invoice Amount, Paid, Credit Amount and Amount Due for each invoice. The TOTAL outstanding amount due by all the staff is displayed at the end of the report.

By default, the report displays all the outstanding invoices in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Staff Transactions:

This report lists all staff related transactions (invoices, credits, payments) occurred in a date range. Select the customer from the customer lookup screen and click [Retrieve] to list the transactions for the selected customer. It displays, the transaction details like Voucher Number, Voucher Date, Transaction type, Debit, Credit amounts etc. Double-click on the transaction to view the full details. Print preview and print the report or export to excel and save the report for future reference.

Cash/Bank Receipt with Adjustment:

This report displays the cash/bank receipt and the invoices matched against it. Select the staff from the staff drop-down list and the receipt from the reference number lookup screen and click [Print Preview] to list all the invoices matched against the selected cash/bank receipt. It displays, the transaction details like Voucher Number, Voucher Date, Transaction type, Debit, Credit amounts etc. Double-click on the transaction to view the full details.

Note: Finacs supports both local and dollar currency transactions. This is mainly necessary for schools that work in their local currency and in dollar currency at the same time. All transactions can be viewed, edited and created in both currencies. Every transaction screen has an 'In \$' field representing the currency mode in which the transaction is made. If checked, all the amounts in the screen are displayed in Dollars (\$) and the transaction is being made in dollar currency. Else if unchecked, the amounts and the transaction is in local currency. Refer 'Dual Currency Transactions' help for more information.

5. Accounts Payable

These reports list your entire vendor related transactions, purchases, unpaid bills, vendor credits, their balances etc. Click on a report name for more information. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

- ◆ Purchase Orders
- ◆ Vendor Payments
- ◆ Vendor Invoice Listing
- ◆ Outstanding Invoices
- ◆ Vendor Aging
- ◆ Vendor Credits
- ◆ Purchases By Vendor
- ◆ Purchases By Items
- ◆ Vendor Balance Summary
- ◆ Vendor Balance Detail
- ◆ Vendor Transactions

Purchase Orders:

This report lists all the purchase orders that are present in the specified date range. Each transaction displays the voucher number, voucher date, the accounts and the amounts that are credited and debited. The total debits/credits for each transaction are displayed at the end of the voucher.

By default, the report displays all the purchase orders that occurred in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular purchase order transaction, enter the voucher number or select the required voucher from the [Voucher Number] lookup screen [...]. Click [Retrieve] to repopulate the report.

Vendor Payments:

This reports lists all the vendor payments that occurred in the specified date range. Payments are grouped by vendors i.e. multiple payments for a particular vendor are grouped together and displayed under his name. The TOTAL AMOUNT paid by the vendor is displayed at the end of the customer section.

By default, the report displays all the payments that occurred in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular purchase order transaction, enter the voucher number or select the required voucher from the [Voucher Number] lookup screen [...]. Click [Retrieve] to repopulate the report.

Vendor Invoice Listing:

This report lists invoices for all your vendors in the specified date range. It displays details like Invoice Number, Invoice Amount, Paid, Credit Amount and Amount Due for each invoice. The TOTAL outstanding amount due by all the customers is displayed at the end of the report.

By default, the report displays all the invoices that occurred in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Outstanding Invoices:

This report lists outstanding invoices for all your vendors in the specified date range. It displays details like Invoice Number, Invoice Amount, Paid, Credit Amount and Amount Due

for each invoice. The TOTAL outstanding amount due by all the customers is displayed at the end of the report.

By default, the report displays all the outstanding invoices present in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Vendor Aging:

The report lists all the unpaid bills, JV credits and credit opening balance for all your vendors, their balances and the over dues in the category they fit into as on a specified date. The 0-30, 31-60, 61-90, 91-120, >120 columns indicate the number of days the invoice is overdue. For example, a vendor with invoice \$3000 and over-due for more than 30 days will have the particular invoice listed in the 31-60 days overdue column. The bills and other credits that are open but not due are listed under the NOT YET DUE column. Vouchers not adjusted (advance payments, JV debits and debit opening balance) are listed in the UNAPPLIED column. The TOTAL due for each vendor is summarized at the end of the customer section. The TOTAL amount due to all the vendors is displayed at the end of the report. The intermediate lines for each vendor indicate the number of over due invoices.

Enter a different As On date to view the aging report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

Vendor Credits:

This report lists all your vendor credits present in the specified date range. Each vendor credit transaction displays the voucher number, voucher date, the accounts and the amounts that are credited and debited. The total debits/credits for each transaction are displayed at the end of the voucher.

By default, the report lists the vendor credits that occurred in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular credit transaction, enter the voucher number or select the required voucher from the [Voucher Number] lookup screen [...]. Click [Retrieve] to repopulate the report.

Purchases By Vendor:

This report lists invoices - item wise for all your vendors in the specified date range. It displays details like Items, Invoice Number, Invoice Amount, Quantity, Discount and Net Amount for each invoice. The TOTAL outstanding amount for all vendors is displayed at the end of the report. You can view detailed or summarized format of the report by choosing one of the option buttons.

By default, the report displays all the invoices that occurred in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Purchases By Items:

This report lists items and the invoices billed against them in the specified date range. It displays details like Item Name, Invoice Number, Vendor Name, Invoice Amount, Quantity, Discount and Net Amount for each item. The TOTAL amount for all items is displayed at the end of the report. You can view detailed or summarized format of the report by choosing one of the option buttons.

By default, the report displays all the items that are billed in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Vendor Balance Summary:

This report displays balances for all your vendors in a date range. The DR and CR against the customer balances indicate a debit or a credit balance. By default it displays all

vendors linked to the first Accounts Payable account. To view balances for vendors linked to a different account, select the appropriate account from the PAYABLES ACCOUNT drop down list.

By default, the report displays the balances as per the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Vendor Balance Detail:

This report displays the opening and closing balances for all your vendors in a date range. Balance displayed under the debit column indicates a positive value and the balance displayed in the credit column indicates a negative value. By default it displays the opening and closing balances for all your all vendors linked to the first Accounts Payable account. To view balances for vendors linked to a different account, select the appropriate account from the PAYABLES ACCOUNT drop down list.

By default, the report displays the balances as per the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Vendor Transactions:

This report lists all vendor related transactions (invoices, credits, payments) occurred in a date range. Select the vendor from the vendor lookup screen and click [Retrieve] to list the transactions for the selected vendor. It displays, the transaction details like Voucher Number, Voucher Date, Transaction type, Debit, Credit amounts etc. Double-click on the transaction to view the full details. Print preview and print the report or export to excel and save the report for future reference.

Note: Finacs supports both local and dollar currency transactions. This is mainly necessary for schools that work in their local currency and in dollar currency at the same time. All transactions can be viewed, edited and created in both currencies. Every transaction screen has an 'In \$' field representing the currency mode in which the transaction is made. If checked, all the amounts in the screen are displayed in Dollars (\$) and the transaction is being made in dollar currency. Else if unchecked, the amounts and the transaction is in local currency. Refer 'Dual Currency Transactions' help for more information.

6. Student Billing

These reports list student and family transactions, their outstanding invoices, payments, credits, their balances etc. Click on a report name for more information. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

- ◆ Collection
- ◆ Credits
- ◆ Invoice Statement Printing
- ◆ Combined Invoice
- ◆ Invoices – By Family
- ◆ Invoices – By Student
- ◆ Payments – By Family
- ◆ Payments (matched) – By Student
- ◆ Credits – By Family
- ◆ Credits (matched) – By Student
- ◆ Payments & Credits – By Family
- ◆ Payments & Credits (matched) – By Student
- ◆ Outstanding Invoices – By Family
- ◆ Outstanding Invoices – By Student
- ◆ Family Invoice Statement
- ◆ Invoices for a Period
- ◆ Daily Charges & Debits
- ◆ Billing Statistics
- ◆ Billing Statistics – By Summary Code
- ◆ Billing Statistics – By Payments & Credits
- ◆ Invoice Statement – By Student
- ◆ Past Due Report – By Student
- ◆ Past Due Report – By Family
- ◆ Invoice Settlements – By Family
- ◆ Family/Sponsor – Student Linking

Collection:

This report displays all the receipts (cash/bank/credit card/all) received from family/sponsors in the specified date range. Transactions are grouped according to receipts types for each day. The CASH TOTAL, CHECK TOTAL and CREDIT CARD TOTAL for receipts are displayed at the bottom of each group division. The TOTAL COLLECTION for a particular day is displayed at the end of the day transaction. The intermediate lines in the report indicate the receipt transactions. Family/Sponsor Name, Receipt Number, Type of Transaction and Amount are listed against each receipt. The GRAND TOTAL displays the cash, check and credit card collection received in the specified date range.

You can specify the filters to view all collections or only cash, check or credit card receipts. By default all receipts received in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Credits:

This report displays all the credits applied to invoices in the specified date range. Each credit transaction displays the Credit Number, Credit Date, Invoice Number, Student Name, Billing Service Description Amount and Credit Amount. The total credit amount is displayed at the end of the report.

By default, the credit entries made in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Invoice Statement Printing:

This reports lists all the student invoices, credits and payments that are created in the specified date range. It displays details like Transaction Number, Type, Billing Service Description, Invoice Amount, Charge Date, Due Date and Bill To against each transaction. The summary of the totals for all the students is displayed at the end of the report.

By default, the reports lists student transactions in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular student transaction, enter the student code or select the student using the STUDENT CODE lookup screen [...]. Click [Retrieve] to repopulate the report.

Combined Invoice:

This reports lists all the invoices that are created for the selected family/sponsor in the specified date range. It displays details like Invoice Number, Billing Service Description, Invoice Amount, Charge Date, Due Date and Bill To for each invoice. Invoices are grouped by family/sponsors i.e. multiple invoices for all the students present linked to a family/sponsor are grouped together. The summary of the TOTAL AMOUNT for the family/sponsor is displayed at the end of the family/sponsor section. To view payments or credits applied against the invoices, select the corresponding checkboxes present at the bottom of the report.

By default invoices that occurred in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Invoices – By Family:

This reports lists all the family/sponsor invoices that are created in the specified date range. It displays details like Invoice Number, Billing Service Description, Student Name, Charge Date, Due Date and Invoice Amount against each invoice. Invoices are grouped by family/sponsors i.e. multiple invoices for all the students present linked to a family/sponsor are grouped together. The summary of the TOTAL AMOUNT for the family/sponsor is displayed at the end of the family/sponsor section. The intermediate lines in the report indicate invoices and the billing services that made up the invoice.

By default family invoices occurred in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the family/sponsor code or select from the [Family Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Invoices – By Student:

This reports lists all the student invoices that are created in the specified date range. It displays details like Invoice Number, Billing Service Description, Charge Date, Due Date, Invoice Amount and Bill To against each invoice. Invoices are grouped by student i.e. multiple invoices present against the student are grouped together. The TOTAL amount due for each student is displayed at the bottom of each student division. The intermediate lines in the report indicate invoices and the billing services that made up the invoice.

By default student invoices occurred in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the student code or select from the [Student Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Payments – By Family:

This report displays all the payment receipts (cash/bank/credit card/all) received from family/sponsors in the specified date range. Transactions are grouped according to receipts received for each day. The TOTAL receipt amount for a particular day is displayed at the end of the day transaction. The intermediate lines in the report indicate the receipt transactions.

Family/Sponsor Name, Receipt Number, Type of Transaction and Amount are listed against each receipt. The NET TOTAL displays the combined receipt amounts received in the specified date range.

You can specify the filters to view specific receipts (cash/check/credit card) or all receipts. By default all receipts received in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the family/sponsor code or select from the [Family Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Payments (matched) – By Student:

This report displays all the payment receipts (cash/bank/credit card/all) received from family/sponsors against student invoices in the specified date range. This reports lists only payments that are matched with the invoices. Unmatched and unadjusted payments are not listed. Transactions are grouped according to receipts received for each day. The TOTAL receipt amount for a particular day is displayed at the end of the day transaction. The intermediate lines in the report indicate the receipt transactions. Student Name, Receipt Number, Type of Transaction, Amount and the Invoice Number against which the payment is matched are listed against each receipt. The NET TOTAL displays the combined receipt amounts received in the specified date range.

You can specify the filters to view specific receipts (cash/check/credit card) or all receipts. By default all receipts received in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the student code number or select from the [Student Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Credits – By Family:

This report displays all the credits applied to invoices in the specified date range. Transactions are grouped by student i.e. multiple invoices present against the student are grouped together. The TOTAL amount due for each family/sponsor is displayed at the bottom of each family/sponsor division. The intermediate lines in the report indicate the credit transactions. Credit Number, Credit Date, Invoice Number, Student Name, Billing Service Description Amount and Credit Amount are listed against each receipt. The NET TOTAL displays the combined credit amount applied to invoices in the specified date range.

By default all receipts received in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the family/sponsor code or select from the [Family Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Credits (matched) – By Student:

This report displays all the credits applied to student invoices in the specified date range. . This reports lists only payments that are matched with the invoices. Unmatched and unadjusted payments are not listed. The intermediate lines in the report indicate credit transactions. Credit Number, Credit Date, Invoice Number, Student Name, Billing Service Description Amount and Credit Amount are listed against each receipt. The NET TOTAL displays the combined credit amount applied to invoices in the specified date range.

By default all receipts received in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view credits applied to a particular student, enter the student code or select from the [Student Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Payments & Credits – By Family:

This report displays all the payment receipts (cash/bank/credit card) received from family/sponsors and the credits applied to invoices in the specified date range. Transactions are grouped according to payments and credits for each day. The TOTAL payments and credits for a particular day are displayed at the end of the day transaction. The intermediate lines in the report indicate the payments or credit transactions. Family/Sponsor Name, Receipt Number, Type of Transaction and Amount are listed against each receipt. The NET TOTAL displays the combined payments and credit amounts received in the specified date range.

By default all payments and credit transactions in the current month are displayed. Select a different date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the family/sponsor code or select from the [Family Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Payments & Credits (matched) – By Student:

This report displays all the payment receipts (cash/bank/credit card) received from family/sponsors and the credits applied to invoices in the specified date range. This reports lists only payments and credits that are matched with the invoices. Unmatched and unadjusted payments/credits are not listed. Transactions are grouped according to transactions occurred for each day. The TOTAL payments and credits for a particular day are displayed at the end of the day transaction. The intermediate lines in the report indicate the payments or credit transactions. Student Name, Receipt Number, Type of Transaction, Amount and the Invoice Number against which the payment is matched are listed against each receipt. The NET TOTAL displays the combined payments and credit amounts received in the specified date range.

By default all payments and credit transactions in the current month are displayed. Select a different date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular student invoices, enter the student code or select from the [Student Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Outstanding Invoices – By Family:

This report lists outstanding invoices for all your family/sponsors as on a specified date. Transactions are grouped according to invoices for each family/sponsor. The INVOICE TOTAL includes the sum of all billing services and is displayed at the end of the each invoice. The TOTAL amount over due for the family/sponsor is displayed at the end of the family/sponsor section. The intermediate lines in the report indicate individual billing services present in invoices that are outstanding. It displays details like Invoice Number, Student Name, Charge Date, Due Date, Invoice Amount, Paid/Credit Amount and Amount Due against each service.

By default all outstanding invoices as on the current date are displayed. Enter a different As On date to view invoices as per the selected date. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the family code or select from the [Family Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Outstanding Invoices – By Student:

This report lists outstanding invoices for all your students as on a specified date. Transactions are grouped according to invoices for each student. The INVOICE TOTAL includes the sum of all billing services and is displayed at the end of the each invoice. The TOTAL amount outstanding for the student is displayed at the end of the student section. The intermediate lines in the report indicate individual billing services present in invoices that are outstanding. It displays details like Invoice Number, Charge Date, Due Date, Invoice Amount, Paid/Credit Amount, Amount Due and Bill To against each service.

By default all outstanding invoices as on the current date are displayed. Enter a different As On date to view invoices as per the selected date. Print preview and print the report or export

to excel and save the report for future reference. To view a particular student invoices, enter the student code or select from the [Student Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Family Invoice Statement:

This report lists invoices for all your family/sponsors as on a specified date. Transactions are grouped according to invoices for each family/sponsor. The INVOICE TOTAL includes the sum of all billing services and is displayed at the end of the each invoice. The total charges and total amount due for the family/sponsor is displayed at the end of the family/sponsor section. The intermediate lines in the report indicate individual billing services present in invoices that are overdue. It displays details like Invoice Number, Student Name, Charge Date, Due Date, Invoice Amount, Paid/Credit Amount and Amount Due against each service. Select the SHOW FUTURE CHARGES checkbox to include future charges in the report.

By default all invoices as on the current date are displayed. Enter a different As On date to view invoices as per the selected date. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the family code or select from the [Family Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Invoices for a Period:

This report displays the invoices and any matched payments and credits. Select the family/sponsor code from the Family Code lookup [...] drop-down list and enter the date range for which you wish to view the report and click [Print Preview] to list all the invoices and its payments and credits. It displays, the transaction details Invoice Number, Student Name, Charge Date, Due Date, Invoice Amount, Payments, Credits etc. Select the SHOW FUTURE CHARGES checkbox to include future charges in the report.

Daily Charges & Debits:

This report displays the daily charges and debits (other charges) grouped by the dates for the selected students. Select the grade from the grade drop-down list and the student from the Student ID lookup screen and click [Print Preview] to list the charges and debits. To list the charges present for the entire grade, then just select the grade from the grade drop-down list and click [Print Preview]. It displays transaction details like Student ID, Student Name, Invoice Number, Billing Service Description, Charge Date, Due Date and Amount.

Billing Statistics:

This report displays the statistical information for all your billing services (Billing/Debit/Credit/Payment). It lists billing services, its type and the amount against them in the specified date range. The Total Billing and Other Charges, Total Credits and Total Payments are displayed at the end of the report.

You can view detailed or summarized format of the report by choosing one of the option buttons. Also, to view the report for a particular payment code, select the billing service type from the 'Report on Which Code' drop-down list and the required code from the code lookup [...] screen. To view the report according to a particular grade/student/family, select the required options from the 'Report By' drop-down list.

By default, the report displays all the billing services that are used in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Billing Statistics – By Summary Code:

This report displays the statistical information for all summary codes. It lists codes, its description and the amount against them in the specified date range. You can view detailed or summarized format of the report by choosing one of the option buttons. Also, to view the report for a particular code, select the code from the Summary Code drop-down list and the required code from the code lookup [...] screen. To view the report according to a particular grade/student/family, select the required options from the 'Report By' drop-down list.

By default, the report displays all the billing services that are used in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Billing Statistics – By Payments & Credits:

This report displays statistical information for all your payment and credit codes. In other words, this report displays the amount of money collected against each payment or credit code in the specified date range. It also displays the billing service against which the payment or credit is applied. For example, you can find out the amount of money collected in each grade or paid by each student or obtained from each family/sponsor against Field Trip (billing service).

Transactions are grouped by each payment and credit code. The sub groups include each billing service against which the payment/credit code is applied. The Total (Billing Service) amount received for each service is displayed at the bottom of each sub group division. The Total (Payment/Credit Code) is displayed at the bottom of the respective code division. The TOTAL PAYMENTS received by all the payment and credit codes is displayed at the end of the report.

You can view detailed or summarized format of the report by choosing one of the option buttons. The summarized report lists the invoice number and the payment/credit transaction number along with the other details. Also, to view the report for a particular code, select the payment or credit type from the 'Statistics For' drop-down list and the required code from the code lookup [...] screen. To view the report according to a particular grade/student/family, select the required options from the 'Report On' drop-down list.

By default, the report displays all the payments and credits that are applied in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Invoice Statement – By Student:

This reports lists all the student invoices that are created in the specified date range. It displays details like Invoice Number, Billing Service Description, Invoice Amount, Charge Date, Due Date and Bill To for each invoice. The TOTAL AMOUNT due by all the students is displayed at the end of the report.

To view invoices for a single student, enter the student code or select the code from the Student Code search screen. To view payments or credits applied against the invoices, select the corresponding checkboxes present at the bottom of the report.

By default invoices with charge dates in the current month are displayed. Select a different date range and the various filters for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Past Due Report – By Student:

This report lists past due invoices for all your students as on a specified date. Transactions are grouped according to invoices for each student. The TOTAL invoice amount paid / credited and past due for the student is displayed at the end of the student section. The intermediate lines in the report indicate individual billing services present in invoices that are past due. It displays details like Invoice Number, Charge Date, Due Date, Invoice Amount, Paid/Credit Amount, Amount Due and Bill To against each service.

By default all past due invoices as on the current date are displayed. Enter a different As On date to view over due invoices as per the selected date. Print preview and print the report or export to excel and save the report for future reference. To view a particular student invoices, enter the student code or select from the [Student Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Past Due Report – By Family:

This report lists past due invoices for all your family/sponsors as on a specified date. Transactions are grouped according to invoices for each family/sponsor. The TOTAL invoice amount, paid / credited and past due for the family/sponsor is displayed at the end of the family/sponsor section. The intermediate lines in the report indicate individual billing services present in invoices that are past due. It displays details like Invoice Number, Student Name, Charge Date, Due Date, Invoice Amount, Paid/Credit Amount and Amount Due against each service.

By default all past due invoices as on the current date are displayed. Enter a different As On date to view over due invoices as per the selected date. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the family code or select from the [Family Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Invoice Settlements – By Family:

This reports lists all the family/sponsor invoices that are created in the specified date range. It displays details like Invoice Number, Billing Service Description, Student Name, Charge Date, Due Date and Invoice Amount against each invoice. It also displays the payments / credits information like Transaction Date, Number, Payment/Credit Description, Amount Applied and the Balance Invoice Amount against each invoice. Invoices are grouped by family/sponsors i.e. multiple invoices for all the students linked to a family/sponsor are grouped together. The TOTAL balance for the family/sponsor is displayed at the end of the family/sponsor section. The intermediate lines in the report indicate invoices and the billing services that made up the invoice.

By default family invoices occurred in the current month are displayed. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference. To view a particular family invoices, enter the family/sponsor code or select from the [Family Code] lookup screen [...]. Click [Retrieve] to repopulate the report.

Family/Sponsor – Student Linking:

This report list all the students linked to the selected family/sponsor. It displays Family/Sponsor Code, Family/Sponsor Name, Student ID & Name for each student. By default all family/sponsors are displayed. To view a particular family/sponsor, enter the code or select from the [Family Code] search screen. Click [Retrieve] to populate the report. Print preview and print the report or export to excel and save the report for future reference.

Note: Finacs supports both local and dollar currency transactions. This is mainly necessary for schools that work in their local currency and in dollar currency at the same time. All transactions can be viewed, edited and created in both currencies. Every transaction screen has an 'In \$' field representing the currency mode in which the transaction is made. If checked, all the amounts in the screen are displayed in Dollars (\$) and the transaction is being made in dollar currency. Else if unchecked, the amounts and the transaction is in local currency. Refer 'Dual Currency Transactions' help for more information.

7. Fixed Assets

These reports give information about your assets, their yearly depreciations, issues, returns etc. Click on a report name for more information. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

- ◆ [Asset Detailed Listing](#)
- ◆ [Asset Yearly Depreciation](#)
- ◆ [Asset Issue](#)
- ◆ [Asset Return](#)

Asset Detailed Listing:

This report lists the yearly depreciation amounts for all your assets. The yearly depreciation includes the total of all the monthly-depreciated amounts. The TOTAL depreciated amount for all assets in a group for each year is displayed at the end of the asset group section. The TOTAL depreciated amount for all assets is displayed at the end of the report. The last column in the report indicates the current value of the asset as per the specified year. The Before Depreciation value indicates the value of the asset when initially bought.

By default details for ALL assets in the current financial year are listed. To view assets belonging to a particular asset group, select the group from the Asset Group drop-down list. And, to view depreciation details up to a particular financial year, enter the year in the Financial Year textbox. Note that assets should be depreciated using the 'Depreciation Process' screen. Print preview and print the report or export to excel and save the report for future reference.

Asset Yearly Depreciation:

This report lists all your assets and the depreciation amounts for each month in the selected financial year. The TOTAL depreciated amount for all assets in a group for each month is displayed at the end of the asset group section. The TOTAL depreciated amount for all assets is displayed at the end of the report.

By default, details for ALL assets in the current financial year are listed. To view assets belonging to a particular asset group, select the group from the Asset Group drop-down list. And, to view depreciation details in a particular financial year, select the year from the Financial Year drop-down list. Note that assets should be depreciated using the 'Depreciation Process' screen. Print preview and print the report or export to excel and save the report for future reference.

Asset Issue:

This reports lists all the assets that are issued to students/staff in a date range. It displays, the transaction details like Issue Date, Student/Staff ID, Student/Staff Name, Asset Description and Quantity Issued.

By default, the report displays the assets issued in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Asset Return:

This reports lists all the assets that are returned to students/staff in a date range. It displays, the transaction details like Issue Date, Student/Staff ID, Student/Staff Name, Asset Description and Quantity Issued.

By default, the report displays the assets issued in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Note: Finacs supports both local and dollar currency transactions. This is mainly necessary for schools that work in their local currency and in dollar currency at the same time. All transactions can be viewed, edited and created in both currencies.

Every transaction screen has an 'In \$' field representing the currency mode in which the transaction is made. If checked, all the amounts in the screen are displayed in Dollars (\$) and the transaction is being made in dollar currency. Else if unchecked, the amounts and the transaction is in local currency. Refer 'Dual Currency Transactions' help for more information.

8. Budgeting

These reports give information and allow you to compare the budgeted and actual values. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

- ◆ Budget Vs Actual Monthly Comparison
- ◆ Budget Vs Actual Yearly Comparison
- ◆ Budget Vs Actual Previous Year Comparison
- ◆ Budget Vs P & L Comparison
- ◆ Budget Vs Actual Monthly and YTD Comparison
- ◆ Budget Vs Encumbered Comparison

Budget Vs Actual Monthly Comparison:

This report displays all your budgeted accounts and compares the actual and the budgeted amounts for the selected financial year. Four types of budget combinations are allowed. Budget can be created only for (Accounts) or (Accounts + Fund) or (Accounts + Cost Center) or for (Accounts + Fund + Cost Center). Based on the type of the budget created in the Budget Management screen, select the fund and cost center from the respective drop down lists. The BUDGET and ACTUAL amounts for each month are displayed against each budgeted account. The DIFFERENCE column indicates the percentage difference between the budgeted and actual amounts. The SUB TOTALS for each group (Account or Accounts + Fund or Accounts + Cost Center or Accounts + Fund + Cost Center) are displayed at the end of each group division. The GRAND TOTAL displays the total budgeted and total actual amount for each month.

You can specify the filters to view the report for only a single fund / cost center or account. By default, the report lists the budgeted accounts. Print preview and print the report or export to excel and save the report for future reference.

Budget Vs Actual Yearly Comparison:

This report displays all your budgeted accounts and compares the actual and the budgeted amounts for the logged in financial year. Four types of budget combinations are allowed. Budget can be created only for (Accounts) or (Accounts + Fund) or (Accounts + Cost Center) or for (Accounts + Fund + Cost Center). Based on the type of the budget created in the Budget Management screen, select the fund and cost center from the respective drop down lists. The BUDGET and ACTUAL amounts for the current year are displayed against each budgeted account. The DIFFERENCE column indicates the percentage difference between the budgeted and actual amounts. The SUB TOTALS for each group (Account or Accounts + Fund or Accounts + Cost Center or Accounts + Fund + Cost Center) are displayed at the end of each group division. The GRAND TOTAL displays the total budgeted and total actual amounts.

You can specify the filters to view the report for only a single fund / cost center or account. By default, the report lists the budgeted accounts. Print preview and print the report or export to excel and save the report for future reference.

Budget Vs Actual Previous Year Comparison

This report displays all your budgeted accounts and compares the actual and the budgeted accounts for the previous financial year. Five types of budget combinations are allowed. Budget can be created only for the (Previous Year) or (Previous Year + Accounts) or (Previous Year + Accounts + Fund) or (Previous Year + Accounts + Fund + Cost Center). Select the previous Financial Year that you want to view the report for. Based on the type of the budget created in the Budget Management screen, select the number of financial years you want to show; the fund and cost center from the respective drop down lists. The BUDGET and ACTUAL amounts for the selected year are displayed against each budgeted account. The GRAND TOTAL displays the total budgeted and total actual amounts.

Budget Vs P & L Comparison

This report displays the budget for a given time period to calculate the Profit and Loss incurred by the school. The budget combinations can be classified into 2 categories. They are BY ACCOUNT or BY GROUP. The respective combinations can be (Account/ Group + For School) or (Account/ Group + For Fund) or (Account/ Group + For Cost Center).

In the FROM and TO fields enter the time period for which you want to view the Profit and Loss report for. Select any of the Budget Combinations mentioned previously. Based on the type of the budget created in the Budget Management screen, select the fund or cost center from the respective drop down lists. The BUDGET and BALANCE amounts for the selected time period are displayed against the INCOME or EXPENSES account. The NET INCOME displays the profit or loss encountered by that school.

Budget Vs Actual Monthly and YTD Comparison

This report displays all your budgeted accounts and compares the actual and the budgeted accounts for the previous financial year. Five types of budget combinations are allowed. Budget can be created only for the (Previous Year) or (Previous Year + Accounts) or (Previous Year + Accounts + Fund) or (Previous Year + Accounts + Fund + Cost Center). Select the previous Financial Year that you want to view the report for. Based on the type of the budget created in the Budget Management screen, select the number of financial years you want to show; the fund and cost center from the respective drop down lists. The BUDGET and ACTUAL amounts for the selected year are displayed against each budgeted account. The GRAND TOTAL displays the total budgeted and total actual amounts.

Budget Vs Encumbered Comparison

This report displays all your budgeted accounts and compares the actual, budgeted and encumbered accounts for the selected financial year. Four types of budget combinations are allowed. Budget can be created only for (Financial Year) or (Financial Year+ Accounts) or (Financial Year+ Accounts + Fund) or for (Financial Year+ Accounts + Fund + Cost Center). Based on the type of the budget created in the Budget Management screen, select the account, fund and cost center from the respective drop down lists. The ACTUAL, BUDGET and ENCUMBERED amounts for the selected year are displayed against the selected budgeted account. The GRAND TOTAL displays the total actual, total budgeted and total encumbered amounts.

Note: Finacs supports both local and dollar currency transactions. This is mainly necessary for schools that work in their local currency and in dollar currency at the same time. All transactions can be viewed, edited and created in both currencies.

Every transaction screen has an 'In \$' field representing the currency mode in which the transaction is made. If checked, all the amounts in the screen are displayed in Dollars (\$) and the transaction is being made in dollar currency. Else if unchecked, the amounts and the transaction is in local currency. Refer 'Dual Currency Transactions' help for more information.

9. Inventory

These reports give information about your inventory transaction. Click on a report name for more information. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

- ◆ Stock Report
- ◆ Stock Ledger Report
- ◆ Stock Ledger Summary Report

Stock Report:

This report lists the current stock details for all your inventory items. The Stock value indicates the opening stock and all the receipt / issue transactions. The Rate (average cost price) and the Value are displayed against each inventory item.

By default, the report lists the inventory details as on the current date. Select a different As On date to view the inventory report as per the entered date. Print preview and print the report or export to excel and save the report for future reference.

Stock Ledger Report:

This report lists all the transactions (opening / issues/ receipts) for the selected inventory item. Select the item from the Item Code lookup screen [...] and click [Retrieve]. It displays transaction details like Voucher Number, Type, Receipts or Issues made and the Balance.

By default, the report displays transactions made in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Stock Ledger Summary Report:

This reports lists the transaction (opening / issues / receipts) summary for all your inventory items. Inventory STOCK and VALUE details like Opening, Closing; Total Issues, Total Receipts and Average Cost are displayed.

By default, the report displays transactions made in the current month. You can also choose a different the date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.

Note: Finacs supports both local and dollar currency transactions. This is mainly necessary for schools that work in their local currency and in dollar currency at the same time. All transactions can be viewed, edited and created in both currencies. Every transaction screen has an 'In \$' field representing the currency mode in which the transaction is made. If checked, all the amounts in the screen are displayed in Dollars (\$) and the transaction is being made in dollar currency. Else if unchecked, the amounts and the transaction is in local currency. Refer 'Dual Currency Transactions' help for more information.

10. Lists

These reports display a list of various items regarding your company. Click on a report name for more information. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

List of Students – By Grade:

This report displays a list of all students present in the school. It displays the students by grade. Print preview and print the report or export to excel and save the report for future reference.

List of Students – All – Grouped By Grade:

This report displays a list of students present in the selected grade. Select grade from the grade drop-down list, to view students from a different grade. Print preview and print the report or export to excel and save the report for future reference.

List of Students (Mailing Labels):

This report displays mailing labels for all your students present in the school. The mailing labels contain Student ID, Student Name and Student Address in the same order. You can sort and view the labels according to Name or Grade or Postal Code or State Code. Print preview and print the report or export to excel and save the report for future reference.

Family/Sponsor Listing:

This report displays a list of all family/sponsors present in the school. It also displays family/sponsor details like Code, Customer Name, Contact Person Name, Address, Phone, Email and Website Address. Print preview and print the report or export to excel and save the report for future reference.

Customer Listing:

This report displays a list of all customers present in the school. It also displays customer details like Code, Customer Name, Contact Person Name, Address, Phone, Email and Website Address. Print preview and print the report or export to excel and save the report for future reference.

Staff Listing:

This report displays a list of all staff members present in the school. It also displays staff details like Code, Staff Name, Contact Person Name, Address, Phone, Email and Website Address. Print preview and print the report or export to excel and save the report for future reference.

Vendor Listing:

This report displays a list of all vendors to your school. It also displays vendor details like Code, Vendor Name, Contact Person Name, Address, Phone, Email and Website Address. Print preview and print the report or export to excel and save the report for future reference.

Chart of Accounts:

This report displays a list of all accounts from your Chart of Accounts. It also displays account details like Account Code, Account Name, Account Group and Control type. You can sort and view the labels according to Name or Code or Group Name or Group Code. Print preview and print the report or export to excel and save the report for future reference.

Funds:

This report lists all the funds present in your school. It also displays the fund name and the status against each fund. Print preview and print the report or export to excel and save the report for future reference.

Cost Centers:

This report lists all the cost centers present in your school. It also displays the cost center name and the status against each item. Print preview and print the report or export to excel and save the report for future reference. See the 'Ways To Work With Reports' section for more details to work with various filters and report options.

Billing Services:

This report lists all the billing services present in your student-billing module. The services are grouped according to Billing Codes, Other Charge Codes, Credit Codes and Payment Codes. The report displays the code, description, amount, ledger account and amount/percent type against each service item. Print preview and print the report or export to excel and save the report for future reference.

Items:

This report displays a list of all items. It also displays item details like Code, Description, Price, Taxable, Purchase Account Name, Revenue Account Group and Fund. Print preview and print the report or export to excel and save the report for future reference.

Units of Measurements:

This report lists all the units of measurement codes present in your school. It also displays the name and the status against each item. Print preview and print the report or export to excel and save the report for future reference.

State Codes:

This report lists all the states present/entered in FINACS. It also displays the state code, name and the country where the state is located. Print preview and print the report or export to excel and save the report for future reference.

Country Codes:

This report lists all the countries present/entered in FINACS. It also displays the name and the status against each country code. Print preview and print the report or export to excel and save the report for future reference.

Tax Codes:

This report displays a list of all tax codes. It also displays tax item details like Code, Description, Rate, Account Name and Status. Print preview and print the report or export to excel and save the report for future reference.

Payment Terms:

This report displays a list of all payment terms. It also displays details like Code, Description, Rate, Number of Days and Status. Print preview and print the report or export to excel and save the report for future reference.

Asset Listing:

This report displays a list of all assets. It also displays asset details like Code, Description, Unit, Purchase Date, Cost Price and Current Book Value for each asset. Print preview and print the report or export to excel and save the report for future reference.

Voided Transactions:

This report displays a list of all voided transactions that occurred in a date range. Each transaction displays Voucher Number, Date, Type, Voided By and Voided On details. Select a different date range for which you wish to see the report. Print preview and print the report or export to excel and save the report for future reference.
