



Tech Info Library

Business Accountant: List of Available Reports

General Ledger:

- Chart of Accounts
- Accounts with budget data
- Accounts with comparative data
 - Departments List
 - List of Recurring Journal Entries

Income Statement

- Comparative Income Statement
- Budget Variance Income Statement
- Balance Sheet
 - Comparative Balance Sheet
 - Source and Use of Funds Statement
- Trial Balance (detailed and summary)
- Journal Detail Report
- Account Detail Report

Accounts Payable:

- Vendor List
- Checks with detailed stubs
- Check Register
- Handcheck Register
- Accounts Payable Detail Report
 - Aging Report (detailed and summary)
- Open Invoice Report
 - Cash Flow Report based on due date
 - Cash Flow Report based on discount date
- Payment Selection Report
- Discount Analysis Report

Accounts Receivable:

- Customer List
- Invoice
- Debit and Credit Memos
- Customer Statement
 - Finance Charge Calculation Report
 - Accounts Receivable Detail Report
 - Aging Report (detailed and summary)
- Monthly Invoice Register
- Monthly Cash Receipts Register
- Cash Flow Report
- Open Invoice Report

Credit LLimit Report
Delinquent Accounts Report
Customer Worksheet

Inventory Control:

Parts List
Purchase Order
Physical Inventory Worksheet
Physical Inventory Analysis
Stock Status Report (detail and summary)
Inventory Margin Analysis Report
ABC Analysis Report
Transaction Register
Transaction Summary
Order Recommendations Report
Low Stock Report
On Order Report
Surplus on Order Report

Payroll:

Employee Master List
Employee Address List
Employee Phone List
Employee Summary Report
Company Totals Report
Current Balance Report
Posting Report
Commission List
Deduction List
Job Code List
Standard and Overtime Rates List
QTD and YTD Commission Report
QTD and YTD Deduction Report
QTD and YTD Job Code Report
Time Card Entries List
Payroll Register
Paycheck and check stub
Check Register
Commission Period Activity Report
Deduction Period Activity Report
Job Code Period Activity Report
W-2 forms and W-3 Report
940 and 941 reports
Tax Tables
State Abbreviation List

NOTE: Apple Computer, Inc. is not responsible for the contents of this article.

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Keywords: <None>

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This information is from the Apple Technical Information Library.

19960215 11:05:19.00

Tech Info Library Article Number: 1954