

# Printing Financial Reports


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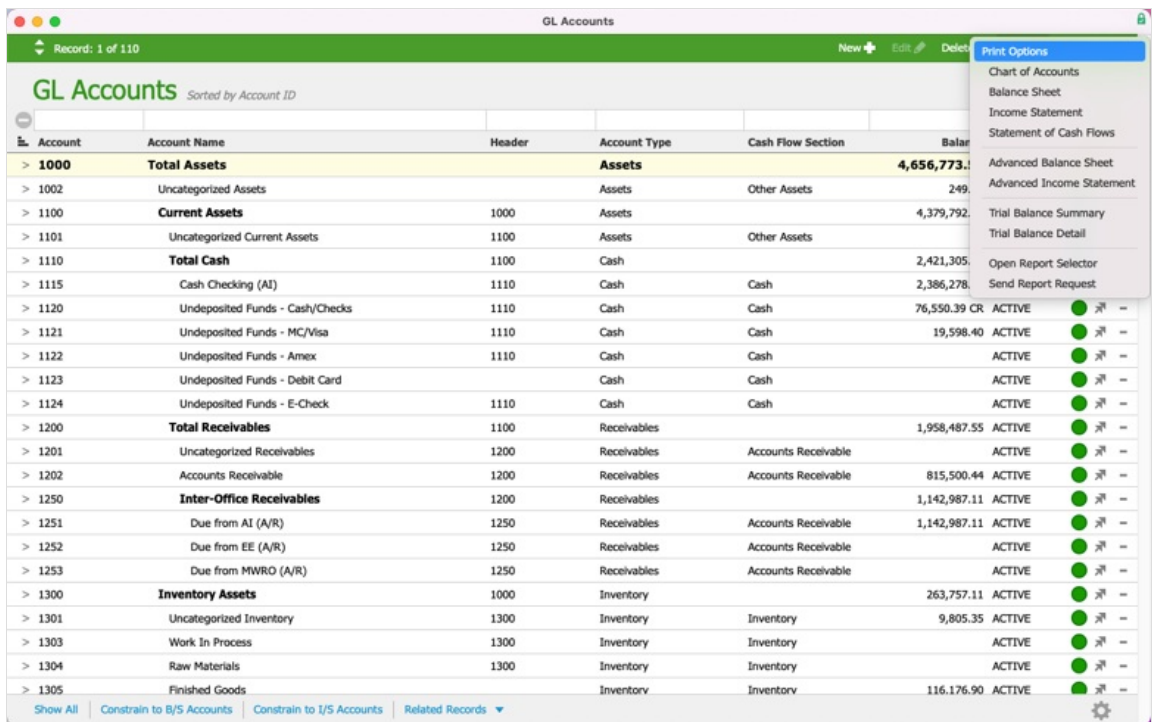
This guide provides information about where to access financial reports. It is intended for general users.

aACE provides easy access to a wide variety of financial reports to help you manage your bookkeeping and accounting activities. The most common bookkeeping and accounting reports include:

- Purchases module: Payable aging and past-due reports
- Invoices module: Customer statements, invoice aging reports, sales summaries, and sales tax reports
- GL Accounts module: Chart of accounts, balance sheets, income statements, and trial balances

## Quick Access to Common Financial Reports

In the accounting-related modules, the menu bar Print (  ) option provides direct navigation to the most commonly used reports.



The screenshot shows the 'GL Accounts' window with a table of accounts. A 'Print Options' dropdown menu is open, listing various report types. The table below is a simplified representation of the data shown in the screenshot.

Account	Account Name	Header	Account Type	Cash Flow Section	Balance	Status
> 1000	<b>Total Assets</b>		<b>Assets</b>		<b>4,656,773.1</b>	
> 1002	Uncategorized Assets		Assets	Other Assets	249.	
> 1100	<b>Current Assets</b>	1000	Assets		4,379,792.	
> 1101	Uncategorized Current Assets	1100	Assets	Other Assets		
> 1110	<b>Total Cash</b>	1100	Cash		2,421,305.	
> 1115	Cash Checking (AI)	1110	Cash	Cash	2,386,278.	
> 1120	Undeposited Funds - Cash/Checks	1110	Cash	Cash	76,550.39	CR ACTIVE
> 1121	Undeposited Funds - MC/Visa	1110	Cash	Cash	19,598.40	ACTIVE
> 1122	Undeposited Funds - Amex	1110	Cash	Cash		ACTIVE
> 1123	Undeposited Funds - Debit Card		Cash	Cash		ACTIVE
> 1124	Undeposited Funds - E-Check	1110	Cash	Cash		ACTIVE
> 1200	<b>Total Receivables</b>	1100	Receivables		1,958,487.55	ACTIVE
> 1201	Uncategorized Receivables	1200	Receivables	Accounts Receivable		ACTIVE
> 1202	Accounts Receivable	1200	Receivables	Accounts Receivable	815,500.44	ACTIVE
> 1250	<b>Inter-Office Receivables</b>	1200	Receivables		1,142,987.11	ACTIVE
> 1251	Due from AI (A/R)	1250	Receivables	Accounts Receivable	1,142,987.11	ACTIVE
> 1252	Due from EE (A/R)	1250	Receivables	Accounts Receivable		ACTIVE
> 1253	Due from MWRO (A/R)	1250	Receivables	Accounts Receivable		ACTIVE
> 1300	<b>Inventory Assets</b>	1000	Inventory		263,757.11	ACTIVE
> 1301	Uncategorized Inventory	1300	Inventory	Inventory	9,805.35	ACTIVE
> 1303	Work In Process	1300	Inventory	Inventory		ACTIVE
> 1304	Raw Materials	1300	Inventory	Inventory		ACTIVE
> 1305	Finished Goods		Inventory	Inventory	116,176.90	ACTIVE

## Additional Financial Reports

In the accounting-related modules, you can also access more report options from Print > Open Report Selector. For example, the GL Accounts module provides these additional reports:

