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.

• • •		GL	Accounts					
Record: 1 o	¢ 110			New 💠	Edit 🖋 Delet	Print Options		
GL Acc	ounts Sorted by Account ID					Chart of Acco Balance Shee Income State	et	
in Account	Account Name	Header	Account Type	Cash Flow Section	Balar	Statement of Cash Flows		
> 1000	Total Assets		Assets		4,656,773.	Advanced Balance Sheet Advanced Income Statem		et
> 1002	Uncategorized Assets		Assets	Other Assets	249.			eme
> 1100	Current Assets	1000	Assets		4,379,792.	Trial Balance	Summary	
> 1101	Uncategorized Current Assets	1100	Assets	Other Assets		Trial Balance	Detail	
> 1110	Total Cash	1100	Cash		2,421,305	Open Report	Selector	
> 1115	Cash Checking (AI)	1110	Cash	Cash	2,386,278	Send Report	Request	
> 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	۳ 🔴	
> 1122	Undeposited Funds - Amex	1110	Cash	Cash		ACTIVE	R	
> 1123	Undeposited Funds - Debit Card		Cash	Cash		ACTIVE	F	
> 1124	Undeposited Funds - E-Check	1110	Cash	Cash		ACTIVE	R 🔴	
> 1200	Total Receivables	1100	Receivables		1,958,487.55	ACTIVE	۳, 🔴	
> 1201	Uncategorized Receivables	1200	Receivables	Accounts Receivable		ACTIVE	۳, 🔴	
> 1202	Accounts Receivable	1200	Receivables	Accounts Receivable	815,500.44	ACTIVE	۳ 🌒	
> 1250	Inter-Office Receivables	1200	Receivables		1,142,987.11	ACTIVE	R 🔵	
> 1251	Due from AI (A/R)	1250	Receivables	Accounts Receivable	1,142,987.11	ACTIVE	F	
> 1252	Due from EE (A/R)	1250	Receivables	Accounts Receivable		ACTIVE	ج 🔵	
> 1253	Due from MWRO (A/R)	1250	Receivables	Accounts Receivable		ACTIVE	۳, 🔴	
> 1300	Inventory Assets	1000	Inventory		263,757.11	ACTIVE	۳ 🔴	
> 1301	Uncategorized Inventory	1300	Inventory	Inventory	9,805.35	ACTIVE	F	<u>ا</u>
> 1303	Work In Process	1300	Inventory	Inventory		ACTIVE	۳ 🔴	
> 1304	Raw Materials	1300	Inventory	Inventory		ACTIVE	۳ 🔴	•
> 1305	Finished Goods		Inventory	Inventory	116.176.90	ACTIVE	*	
Show All Co	Instrain to B/S Accounts Constrain to I/S Accounts Related	Records V					-0	Ł.

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:

Reports	
Month-End and YTD Income Statement	?
Month-End, YTD, and Priors Income Statement	0
Payables and Receivables Historical	8
Payables and Receivables Summary	8
Payables and Receivables Daily	8
Trial Balance Detail	
Trial Balance Detail: Daily Balance Summary	
Monthly Income Statement	0
Monthly Balance Sheet	0
Monthly Net Activity	0
Income Statement Excluding Detail Accounts	0
Department Income Statement by Detail GL Account	0
Summary Income Statement by Department	0
Summary Income Statement by Category Type	0
Summary Income Statement by Sales Rep	0
Summary Income Statement by Customer	0
Summary Income Statement by Order	0