



# EBANKBOOKS

*A FREE Cloud Application for Small Business*

## HOW TO:



### **25. Use REPORTS**

Revision IV, April 2013

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## 25. How to Use Reports

Reports here is an umbrella term that is used to refer to any printable/publishable information you can generate in ebankbooks. They can include Invoices, Quotes and Purchase Orders as well as the financial summaries that allow you look at the actual figures for various aspects of your business. There are a number of different reports and they come under following headings:

- Sales
- Purchases
- Accounts Summary and Export
- Budgets
- Job Costing

Each section has its own list of reports and these reports once on screen can be printed or emailed.

This section offers a growing list of PDF reports that you can generate and there is also a list of export functions that are being created so that you can share data with other systems.

### Report Settings

To customise Sales and Expense Reports, such as Invoices and Purchase Orders, you can go to the External Report Settings Menu. There you can specify what your Sales and Purchase Invoices, Quotes and Purchase Orders are to be called on printed reports (since ebankbooks has become an internationally used system, we endeavour to give you enough flexibility to suit your country's accounting practices).

The screenshot shows the ebankbooks user interface. At the top, there is a navigation bar with icons for 'ebb News', 'Sales', 'Purchases', 'Money', and 'Settings'. Below this, there are several menu items: 'Your Sponsors', 'News', 'Expense Budget Cats.', 'Sales Budget Cats.', 'Item Categories', 'National', 'Regional', 'Company Details', 'Sales Tax/VAT/Currency', and 'Modules'. The 'Ext. Report Settings' option is highlighted in a light blue box. A green callout box with a white border points to this option, containing the text: 'Click here to access External Report Settings'.



You can also specify whether Discount and/or Tax fields are to be displayed on your reports by checking (un-checking) the check boxes on the form below.

### External Report Settings

**External Report Titles**

**Sales Quote:**  This title that will appear on Reports.

**Invoice:**  This title will appear on Invoice Reports.

Hide Discount on Invoice/Quote Reports     Hide Tax on Invoice/Quote Reports

**Purchase Quote:**  The title will appear on Purchases flagged as a quote.

**Purchase Order:**  The title will appear on Purchases Orders.

Hide Tax on Purchase/Quote Reports


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**Conditions**

**Sales:**  This information is displayed on the Sales Quote and Invoice reports as conditions of sale.

**Purchase:**  This information is displayed on the Purchase Quote and Order reports as condition of purchase.

Remember to save your changes.



Type displayed report Titles in the fields below.

Check this box to display tax amounts in sales reports.

Type displayed conditions of sales here. Do the same for purchases below.

Remember to save your changes.

Invoice is displayed in Landscape format to allow longer Item Descriptions.

The screenshot shows a 'Tax Invoice/Sales Invoice' for 'Demonstration Account for eBankBooks'. The invoice is dated 10 / Jan / 2013 and is for 'Business Consulting Services' with a total of €550.00. Callouts highlight: 'Customised report title' (the invoice title), 'Tax and Discount may or may not be included' (the Tax and Discount columns), 'Conditions of Sale show here' (the 'Goods remain property of the vendor until fully paid' note), and 'Pay to: Bank: ANZ' (the payment details).

**Customised report title**

**Tax and Discount may or may not be included**

**Conditions of Sale show here**

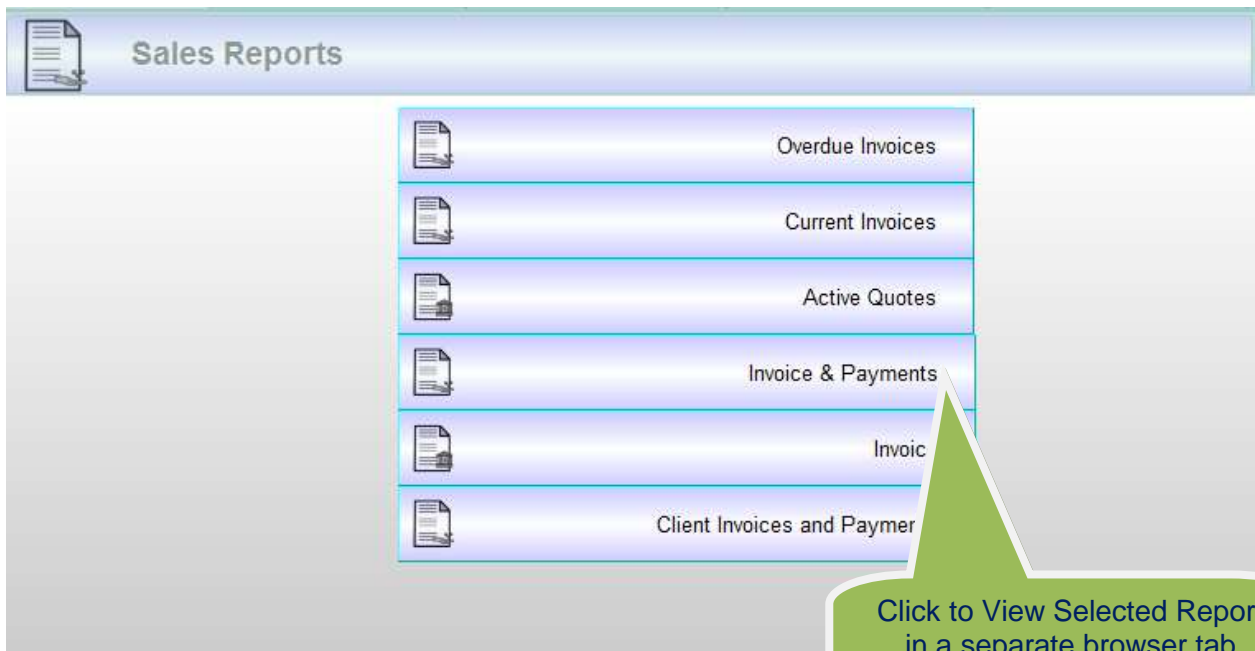
Item/Description	Price	Qty	Tax	Discount	Totals
Business Consulting Services	€100.00	5	€00.00	€0.00	€500.00
			Tax :		€50.00
			Total :		€550.00

Pay to: Bank: ANZ  
Account: Acme Pty Ltd

## Sales Reports

Summary of reports:

- **Overdue Invoices:** List of all invoices due, grouped by client and includes payment details. Invoice is overdue when date printed exceeds invoice date plus payment terms for client.
- **Current Invoices:** Invoices in system that are not over due
- **Quotes:** Active quotes in system
- **Invoice and Payments:** Printed a specific invoice with payment details
- **Invoice:** Print selected invoice
- **Client Invoices and Payments:** Print all invoices and payments for selected client



**Example:** Overdue invoice report grouped by client showing amount due, owing and paid thus far.

Client #	7235	Client :	Aaron A. Dalton
Phone #	999999	Email :	aaron.a.dalton@hotmail.com

Invoice #	Due Date	Over Due	Supplier Ref #	Paid	Owing	Invoiced	Sales Category
33014	07 / Jun / 2011	353	12	\$0.00	\$163.93	\$163.93	None
33067	16 / Jun / 2011	344		\$0.00	\$16.50	\$16.50	None
33083	23 / Jun / 2011	337	17 June	\$0.00	\$275.00	\$275.00	None
33084	24 / Jun / 2011	336	17 June	\$0.00	\$22.00	\$22.00	None
33100	29 / Jun / 2011	331	12345	\$0.00	\$22.00	\$22.00	None
33105	29 / Jun / 2011	331	1234	\$0.00	\$275.00	\$275.00	None
33120	30 / Jun / 2011	330	123456	\$0.00	\$275.00	\$275.00	None
33129	21 / Jun / 2011	339	124789	\$0.00	\$158.40	\$158.40	None
33132	02 / Jul / 2011	328	1234567	\$0.00	\$22.00	\$22.00	None
33168	13 / Jul / 2011	317	1234	\$0.00	\$407.00	\$407.00	None
32086	08 / Jan / 2011	503	23456	\$0.00	\$198.00	\$198.00	Products

Client : Aaron A. Dalton	Total Invoiced	\$1,834.83
	Total Paid	\$0.00
	Total Outstanding	\$1,834.83

Client #	8046	Client :	Aaron A. Lawrence
Phone #	999999	Email :	aaron.a.lawrence@hotmail.com

Invoice #	Due Date	Over Due	Supplier Ref #	Paid	Owing	Invoiced	Sales Category
6001	23 / Mar / 2011	429	Ref: 867806	\$60.00	-\$5.00	\$55.00	Interest Eamed

## Purchase / Expense Reports

Summary of reports:

- **Overdue payments:** List of all invoices due, grouped by client and includes payment details. Invoice is overdue when date printed exceeds invoice date plus payment terms for client.
- **Current Bills:** Expenses in system that are not over due
- **Quotes:** Active quotes in system
- **Purchase order and Payments:** Printed a specific invoice with payment details
- **Purchase Order:** Print selected invoice
- **Supplier Orders and Payments:** Print all invoices and payments for selected supplier.





## Purchasing/Expense Reports



Overdue Bills



Current Bills



Purchase/Expense by PO #




Purchase/Expense & Payments by PO#



Purchases/Expenses & Payments by Supplier

Click to View Selected Report  
in a separate browser tab



	<b>Demonstration Account for eBankBooks</b>		<b>Address:</b> 1234567	
			<b>City:</b> Melbourne	
		<b>Region:</b> Carlton		<b>Post Code:</b> 3012
<b>ABN#</b> 123456888		<b>Phone:</b> 03-98237843		<b>Fax:</b>
		<b>Email:</b> paradigm@parasoft.com.au		

<b>Supplier #</b>	9982	<b>Supplier :</b>	Anne Loewe
<b>Phone #</b>		<b>Email :</b>	accounts@annelow.com.au

PO #	Due Date	Over Due	Supplier Inv. #	Paid	Due	BillExpense Category
33310	06 / Aug / 2012	134		\$733.50	\$20.00	\$753.50 None

Supplier : Anne Loewe

<b>Total Bill</b>	\$753.50
<b>Total Paid</b>	\$733.50
<b>Total Outstanding</b>	\$20.00

<b>Supplier #</b>	12	<b>Supplier :</b>	Blackmores
<b>Phone #</b>	037272839494	<b>Email :</b>	accounts@blackmores.com.au

PO #	Due Date	Over Due	Supplier Inv. #	Paid	Due	BillExpense Category
33282	25 / Aug / 2012	175		\$75.90	\$1.10	\$77.00 Business Developm
19110	28 / Sep / 2010	872	124234243	\$349.97	\$2.03	\$352.00 External Consultant

Supplier : Blackmores

<b>Total Bill</b>	\$429.00
<b>Total Paid</b>	\$425.87
<b>Total Outstanding</b>	\$3.13

<b>Supplier #</b>	9979	<b>Supplier :</b>	Joseph Bernard
<b>Phone #</b>	0403184323	<b>Email :</b>	jbernard@parasoft.com.au

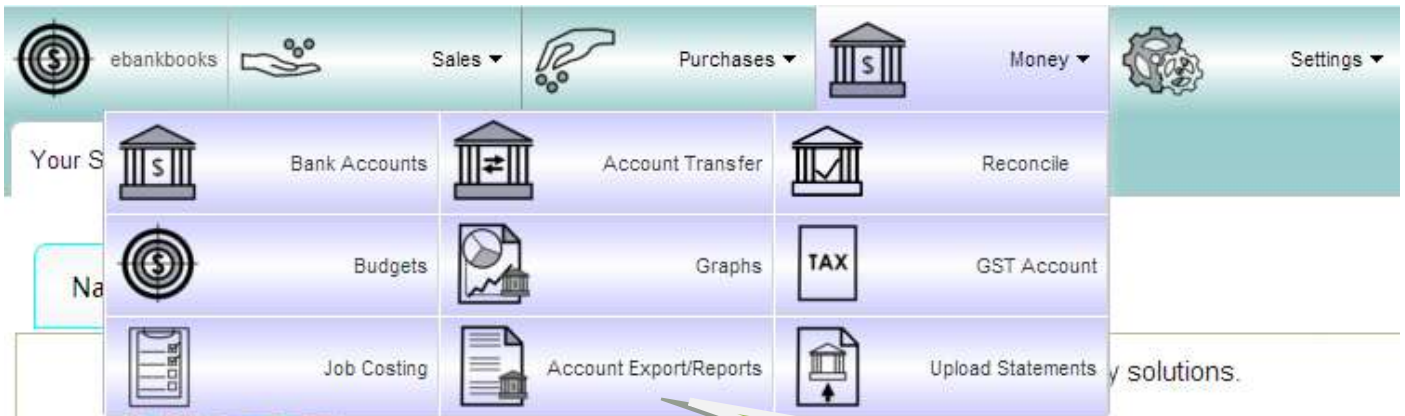
PO #	Due Date	Over Due	Supplier Inv. #	Paid	Due	BillExpense Category
19097	22 / Jul / 2010	904	0777909090	\$60.00	-\$5.00	\$55.00 External Consultant

Supplier : Joseph Bernard

<b>Total Bill</b>	\$55.00
<b>Total Paid</b>	\$60.00
<b>Total Outstanding</b>	-\$5.00

## Accounts Summary and Export

To generate report for all the payments made from a specific account, go to Money menu and click "Account Export/Reports" button.



The form below generates the list of payments based on date range, Invoice #, reconciled status, budget and reversed status. Once the criteria have been set, click on "Detail Payments Report" to generate a detailed list, click on "Abbrev. Payments Report" to generate an abbreviated list in separate browser tab.

Click on "Export Data" to have the account data sent in the email as a text attachment.

The screenshot shows the 'Account Reports & Export' form. It includes a dropdown menu for 'Account' (set to 'ANZ - Acme Pty Ltd'), search criteria checkboxes (Date, Invoice#, Reconciled, Budget, Inc. Open Balance), date range fields (From: 01 Nov 2012, To: 28 Mar 2013), and radio buttons for 'Reconciled' (No, Yes). At the bottom, there are four buttons: 'Detail Payments Report', 'Abbrev. Payments Report', 'Export Data', and 'P&L Income Statement'. Green callout bubbles provide instructions: 'Select bank account' points to the account dropdown; 'Choose criteria for the list of payments' points to the search criteria checkboxes; 'Click here to view summary report' points to 'Detail Payments Report'; 'Click here export data as text file' points to 'Export Data'; and 'Click to open Profit and Loss (Income) Statement' points to 'P&L Income Statement'.



Example of a Detailed Payments Report:

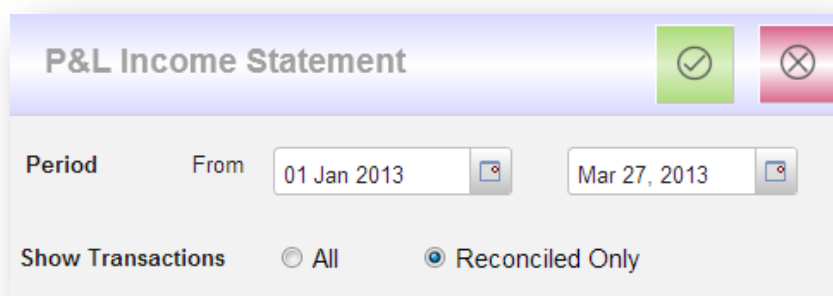
Detailed Payments Report						
Payment #	19363	Date	20-07-2012	Type	Type	
Invoice#	0	Budget	None	Paid by	Bank Adjustment	
Comment	Bank Adjustment	Inv. Desc.	N/A	Ref.	( Reference )	
Pay Desc.	Bank Adjustment	<input type="checkbox"/> Reconciled		<input type="checkbox"/> Reversed		
				Debit		Credit
				\$0.00		\$12,000.00
<hr/>						
Payment #	19375	Date	06-08-2012	Type	Type	
Invoice#	33308	Budget	Business Administration	Paid by	Bank Transfer	
Comment		Inv. Desc.		Ref.	( Reference )	
Pay Desc.		<input type="checkbox"/> Reconciled		<input type="checkbox"/> Reversed		
				Debit		Credit
				\$10.00		\$0.00
<hr/>						
Payment #	19378	Date	06-08-2012	Type	Type	
Invoice#	33309	Budget	Business Administration	Paid by	Bank Transfer	
Comment		Inv. Desc.		Ref.	( Reference )	
Pay Desc.		<input type="checkbox"/> Reconciled		<input type="checkbox"/> Reversed		
				Debit		Credit
				\$10.00		\$0.00



Example of an Abbreviated Payments Report:



Abbreviated Payments Report								
Account	ANZ - Acme Pty Ltd							
Date	Pay. #	Invoice #	Type	Budget	Rec.	Rev.	Debit	Credit
27-09-2011	-1	0	Open.Bal.	Opening Balance	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$1,355,202.81
06-10-2011	19320	33194	Bank	Delivery Charges	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$30.00
12-10-2011	19322	33196	Bank	External Consultants	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00	\$0.00
16-07-2012	19348	33285	Bank	Interest Earned	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$12.90
16-07-2012	19351	33285	Bank	Interest Earned	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$12.90
16-07-2012	19352	33285	Bank	Interest Earned	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$12.90
16-07-2012	19347	33285	Bank	Interest Earned	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$12.90
16-07-2012	19349	33285	Bank	Interest Earned	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$12.90
16-07-2012	19350	33285	Bank	Interest Earned	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$12.90

## Example of Profit and Loss Statement (Income Statement)

1. Select date range and type of payments



**P&L Income Statement**  

Period      From              

Show Transactions       All       Reconciled Only



2. View P&L statement in the new browser tab

<b>P&amp;L Income Statement</b>		
Period from 01/12/2012 to 02/04/2013		
<b>Carryover P&amp;L Income</b>		
	Total Carryover P&L Income	\$1,464,277.26
<b>Income</b>		
Purchase of stock	\$2.15	
Service Charges	\$32.00	
Business Development	\$52.50	
External Consultants	\$54.09	
Baloons	\$95.45	
Business Administration	\$103.27	
Operational Expenses	\$126.24	
Employment Expenses	\$959.10	
Products	\$1,725.00	
Interest Earned	\$1,739.09	
Credit Charges	\$2,000.00	
Consulting Incomes	\$3,713.80	
Services	\$3,974.40	
Delivery Charges	\$12,000.00	
None	\$102,391.86	
	<b>Total Income</b>	<b>\$128,968.95</b>
<b>Expenses</b>		
Products	\$1.82	
Service Charges	\$3.11	
Purchase of stock	\$23.66	
Interest Earned	\$54.58	
Business Development	\$75.90	
Credit Charges	\$181.82	
	<b>Total Expenses</b>	<b>\$77,084.33</b>
<b>Net P&amp;L Income for Period</b>		
	<b>Total Net P&amp;L Income for Period</b>	<b>\$51,802.80</b>
<b>Net P&amp;L Income Inc Carryover P&amp;L</b>		
	<b>Total Net P&amp;L Income Inc Carryover P&amp;L</b>	<b>\$1,516,080.06</b>

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Consulting Incomes	\$201.88
External Consultants	\$333.00
Services	\$371.86
Baloons	\$1,050.00
Delivery Charges	\$1,090.91
Business Administration	\$1,155.12
Operational Expenses	\$1,400.77
Employment Expenses	\$10,550.00
None	\$60,589.90

## Budget Reports

These reports allow you to view, print and export Account transactions according to selected criteria. They are useful for Tax reporting and sending to your accountant for processing.



Click to view Budgeted vs Actuals Projections



Click to view Budget Report in \*.PDF format

Budget Allocations		Budget Report
Expense Budget Categories		
Budget Category	Frequency	
Advertising & Marketing	<input type="checkbox"/> Variable Month	
Business Administration	<input type="checkbox"/> Variable Week	

### Budget Report Actual compared with Budgeted

Ordered by Budget

Type	Expense	Month	Year	Actual	Budgeted	Actual - Budget
Budget	Business Administration					
Budget		Month	Year	Actual	Budgeted	Actual - Budget
	Business Administration	7	2012	\$67.70	\$0.00	\$67.70
	Business Administration	8	2012	\$469.20	\$0.00	\$469.20
	Business Administration	9	2012	\$297.70	\$0.00	\$297.70
	<b>Business Administration Totals</b>			<b>\$834.60</b>	<b>\$0.00</b>	<b>\$834.60</b>
Budget	Employment Expenses					
Budget		Month	Year	Actual	Budgeted	Actual - Budget
	Employment Expenses	7	2012	\$14,176.50	\$14,000.00	\$176.50
	Employment Expenses	8	2012	\$13,750.00	\$14,000.00	-\$250.00
	Employment Expenses	9	2012	\$13,200.00	\$14,000.00	-\$800.00
	Employment Expenses	11	2012	\$66.00	\$14,000.00	-\$13,934.00
	<b>Employment Expenses Totals</b>			<b>\$41,192.50</b>	<b>\$56,000.00</b>	<b>-\$14,807.50</b>
Budget	Operational Expenses					
Budget		Month	Year	Actual	Budgeted	Actual - Budget
	Operational Expenses	7	2012	\$3,092.46	\$0.00	\$3,092.46
	Operational Expenses	8	2012	\$2,705.26	\$0.00	\$2,705.26
	Operational Expenses	9	2012	\$2,492.30	\$0.00	\$2,492.30
	<b>Operational Expenses Totals</b>			<b>\$8,290.02</b>	<b>\$0.00</b>	<b>\$8,290.02</b>
	<b>Expense Totals</b>			<b>\$50,317.12</b>	<b>\$56,000.00</b>	<b>-\$5,682.88</b>

## ebankbooks Forums

Please feel free to visit our forums and leave your suggestions and comments at:

<http://ebankbooks.blogspot.com.au/2012/06/ebankbooks-how-to-25-use-reports.html>

## Supported Browsers:

100 % rating on latest FireFox browser version

100 % rating on latest Safari browser version

96% rating on Google chrome browser

99% rating on Microsoft Windows Internet Explorer (IE) 9

80% rating on IE10 (see Release Notes in Help menu)

Note:

- ✓ Enable Javascript
- ✓ Enable pop ups for ebankbooks site.

## Technology description

ebankbooks is a sexy browser-based JavaScript application so it should be able to run on all platforms using the supported browsers.

AJAX technology is designed for mobility technology because rest state means only communicate when required. This minimizes bandwidth requires (costs) and increases reliability because software connections survive drop outs.

Database backend is a SQL database that allows for multiple concurrent users and multiple user client sessions. Each account has their own database which means user data is isolated from other business accounts.

Client databases are backed up daily

How cool is it when you can use everything from your sexy smart phone through to your brute desk top pc.

## Mobility compliance

- ✓ touch and gesture compliance to apple iPad standard.
- ✓ Icons designed and screen functions designed for touch
- ✓ iPad, iPhone,
- ✓ Android tablets and phones
- ✓ Samsung Galaxy III

## Operating System

- ✓ Window 7,8, XP and all windows version that support IE9
- ✓ All Apple operating systems: iOS, Mac OS, OSX
- ✓ Linux OS:
- ✓ Android smart phones and tablets