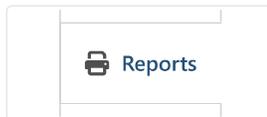


Reports

The **Reports** tab in Manager.io houses a variety of financial reports essential for understanding and managing your business's financial health. This guide provides an overview of each report available, helping you navigate and utilize them effectively.



Overview of Available Reports

Tax Reports

- **Tax Transactions:** Shows a list of tax transactions for a specific period. Useful for reviewing all taxable events. See [Tax Transactions](#) for more information.
- **Tax Summary:** Provides balances of tax amounts for a specific period, helping you track tax liabilities or refunds. See [Tax Summary](#) for more information.
- **Tax Reconciliation:** Offers an overview of how tax amounts from tax codes, payments, and refunds impact tax accounts. Essential for ensuring tax records are accurate. See [Tax Reconciliation](#) for more information.
- **Tax Audit:** Summarizes how transactions have been categorized across tax codes for a specific period, assisting in compliance and auditing processes. See [Tax Audit](#) for more information.
- **Taxable Sales per Customer:** Provides a detailed summary of taxable transactions with each customer, aiding in sales tax reporting. See [Taxable Sales per Customer](#) for more information.
- **Taxable Purchases per Supplier:** Offers a detailed summary of taxable transactions with each supplier, useful for input tax credit claims. See [Taxable Purchases per Supplier](#) for more information.

Supplier Reports

- **Supplier Summary:** Provides a comprehensive overview of all transactions and balances with your suppliers. Monitor outstanding invoices and payments made to

manage supplier relationships effectively. See [Supplier Summary](#) for more information.

- **Supplier Statements (Unpaid Invoices):** Lists all unpaid invoices from suppliers, helping you keep track of outstanding obligations. See [Supplier Statements \(Unpaid Invoices\)](#) for more information.
- **Supplier Statements (Transactions):** Details all transactions between your business and its suppliers, facilitating reconciliation and payment tracking. See [Supplier Statements \(Transactions\)](#) for more information.
- **Aged Payables:** Breaks down outstanding supplier invoices by the length of time they have remained unpaid, assisting in managing cash flow and supplier relationships. See [Aged Payables](#) for more information.

Sales Reports

- **Sales Invoice Totals by Item:** Provides a breakdown of total sales amounts for each item sold, helping analyze product performance. See [Sales Invoice Totals by Item](#) for more information.
- **Sales Invoice Totals by Customer:** Summarizes all sales invoices grouped by each customer over a period, useful for assessing customer value and sales trends. See [Sales Invoice Totals by Customer](#) for more information.
- **Sales Invoice Totals by Custom Field:** Categorizes sales invoices by custom fields, allowing for tailored analysis suited to your business needs. See [Sales Invoice Totals by Custom Field](#) for more information.

Payroll Reports

- **Payslip Totals per Item and Employee:** Breaks down payroll earnings, deductions, and contributions, summarizing amounts for each payslip item by employee. Useful for detailed payroll analysis. See [Payslip Totals per Item and Employee](#) for more information.
- **Payslip Summary:** Provides an overview of payslips, showing earnings, deductions, and contributions for all employees over a period. Assists in overall payroll management. See [Payslip Summary](#) for more information.
- **Employee Summary:** Offers a comprehensive view of employee payslips, allowing you to track payroll expenses per employee. See [Employee Summary](#) for more information.

Inventory Reports

- **Inventory Value Summary:** Shows the total value of your inventory items, helping you manage inventory costs effectively. See [Inventory Value Summary](#) for more information.
- **Inventory Quantity Summary:** Provides an overview of quantities on hand for inventory items, aiding in stock level management. See [Inventory Quantity Summary](#) for more information.
- **Inventory Quantity by Location:** Details inventory levels across multiple locations, enabling efficient stock distribution tracking. See [Inventory Quantity by Location](#) for more information.
- **Inventory Profit Margin:** Analyzes the profitability of inventory items by calculating the margin between sales and cost prices. See [Inventory Profit Margin](#) for more information.
- **Inventory Price List:** Lists current prices for all inventory items, assisting in pricing strategies and updates. See [Inventory Price List](#) for more information.

Asset Reports

- **Intangible Asset Summary:** Provides an overview of intangible assets, including acquisition costs, amortization, and current book values. Essential for tracking non-physical assets. See [Intangible Asset Summary](#) for more information.
- **Amortization Calculation Worksheet:** A tool for calculating amortization amounts for intangible assets, ensuring accurate financial reporting. See [Amortization Calculation Worksheet](#) for more information.
- **Fixed Asset Summary:** Offers a comprehensive view of fixed assets, detailing acquisition costs, depreciation, and book values. Critical for managing physical assets. See [Fixed Asset Summary](#) for more information.
- **Depreciation Calculation Worksheet:** Helps calculate depreciation amounts for fixed assets, facilitating accurate expense reporting. See [Depreciation Calculation Worksheet](#) for more information.

Financial Statements

- **Profit and Loss Statement:** Details revenues, expenses, and profits over a specific period, evaluating profitability and operational efficiency. See [Profit and Loss Statement](#) for more information.
- **Profit and Loss Statement (Actual vs Budget):** Compares actual financial performance against budgeted figures, highlighting variances for informed decision-making. See [Profit and Loss Statement \(Actual vs Budget\)](#) for more information.

- **Forecast Profit & Loss Statement:** Projects future financial health by predicting revenue, expenses, and profitability. Key for strategic planning. See [Forecast Profit & Loss Statement](#) for more information.
- **Cash Flow Statement:** Provides an overview of cash inflows and outflows, crucial for monitoring liquidity and assessing financial stability. See [Cash Flow Statement](#) for more information.
- **Balance Sheet:** Offers a snapshot of financial position, detailing assets, liabilities, and equity to assess overall financial health. See [Balance Sheet](#) for more information.
- **Statement of Changes in Equity:** Shows how the equity of your business has evolved over a period, reflecting adjustments and movements. See [Statement of Changes in Equity](#) for more information.

Ledger Reports

- **Trial Balance:** Lists all ledger account balances, ensuring debits and credits are balanced. Vital for financial accuracy. See [Trial Balance](#) for more information.
- **General Ledger Transactions:** Provides a detailed overview of all activities in the general ledger, offering a comprehensive transaction history. See [General Ledger Transactions](#) for more information.
- **General Ledger Summary:** Summarizes financial transactions in the general ledger over a specified period. Useful for quick financial assessments. See [General Ledger Summary](#) for more information.

Receipts and Payments

- **Receipts & Payments Summary:** Summarizes all cash inflows and outflows within a specified period, offering insights into financial activity. See [Receipts & Payments Summary](#) for more information.
- **Bank Account Summary:** Provides an overview of a bank account's financial activity over a specific period, aiding in bank reconciliation. See [Bank Account Summary](#) for more information.

Customer Reports

- **Customer Summary:** Overviews customer interactions and transactions to manage relationships and financial performance. See [Customer Summary](#) for more information.
- **Customer Statements (Unpaid Invoices):** Lists all outstanding invoices for each customer, showing amounts owed and due dates. See [Customer Statements \(Unpaid Invoices\)](#) for more information.

- **Customer Statements (Transactions):** Details all transactions with customers, useful for account reconciliation. See [Customer Statements \(Transactions\)](#) for more information.
- **Aged Receivables:** Provides an overview of outstanding invoices, helping track overdue payments and manage receivables effectively. See [Aged Receivables](#) for more information.

Capital Accounts

- **Capital Accounts Summary:** Offers a comprehensive overview of capital accounts, detailing balances and transactions to understand financial positions. See [Capital Accounts Summary](#) for more information.

Expense Claims

- **Expense Claims Summary:** Summarizes all recorded expense claims over a period, aiding in reimbursement and tracking business expenses. See [Expense Claims Summary](#) for more information.

Division Reports

- **Division Exception Report:** Identifies transactions not associated with any division, useful for businesses using divisional accounting to ensure all transactions are properly assigned. See [Division Exception Report](#) for more information.

Billable Time

- **Billable Time Summary:** Overviews time recorded for billable activities, helping track and manage invoicing and project costs efficiently. See [Billable Time Summary](#) for more information.

Advanced Reporting

In addition to standard reports, Manager.io allows you to create custom reports using **Advanced Queries**. This feature lets you tailor reports to suit specific needs, unlocking ultimate reporting flexibility by tapping into almost any data within the system. See [Advanced Queries](#) for more information.

By utilizing these reports, you can gain valuable insights into every aspect of your business's financial operations. Regularly reviewing and analyzing this information will empower you to make informed decisions, optimize performance, and ensure the financial health of your business.

