



Commonly-used Reckon Accounts reports

Click the report name to learn more about what the report tells you and how to find and run it.

Use these reports To find out how well your company is doing

| | |
|--|--|
| Profit & loss standard | How much money your company made or lost over a specific period of time. This report is also called an income statement. |
| Profit & loss by class | How much money your company made or lost on each business segment that is tracked through Reckon Accounts classes. |
| Balance sheet standard | The value of your company (its assets, liabilities, and equity), showing the individual balances for each account. |
| Statement of cash flows | The cash inflow (from profit and additional cash received) and cash outflow (cash spent) during a specific period of time. |

Use these reports To find out how much your customers owe and when it is due.

| | |
|--|--|
| Open invoices | Which customer invoices or statement charges haven't been paid and when they're due. |
| Customer balance detail | The payments and invoices that make up each customer's current balance. |
| Accounts receivable ageing summary | How much each customer owes and how much of each customer's balance is overdue. |

Use these reports To find out how much money your company owes and how much of it is overdue

| | |
|---|---|
| Supplier balance detail | Your company's company's total purchases, broken down by transaction, from each supplier. |
| Purchases by supplier summary | Your company's total purchases from each supplier. |
| Unpaid bills detail | How much your company owes each supplier, and whether any payments are overdue. |

Use this report To find out about account activity

| | |
|---|---|
| Transaction detail by account | Recent transactions (and their subtotals) for each account in your Chart of Accounts. |
|---|---|

Use these reports To find information about your employees, payroll, and payroll-related expenses

| | |
|--|---|
| Payroll summary | The accumulated totals for the payroll items (taxes withheld, and so on) on each employee's recent pay cheques. |
| Payroll item detail | The line-by-line breakdown of each recent payroll transaction, by item. |
| Payroll transaction detail | The line-by-line breakdown of each recent payroll transaction, by employee. |

See also

- [Using FastReports](#)