

# Reports

Last Modified on 11/08/2016 10:21 pm EST

Click "Reports" on the top of the page to run different reports for your business.

## ABC Company

[Home](#) | [Barbie](#) | [Support Center](#) | [AlarmBill](#) | [Logout](#)

Customers | Customer Search: name - cust #

[Customers](#) | [Invoices](#) | [Payments](#) | [RMR](#) | [Work Orders](#) | [Proposals](#) | [Calendar](#) | [GL](#) | **Reports** | [Setup](#) | [Accounting](#)

### Open Receivables & Aging Past Due

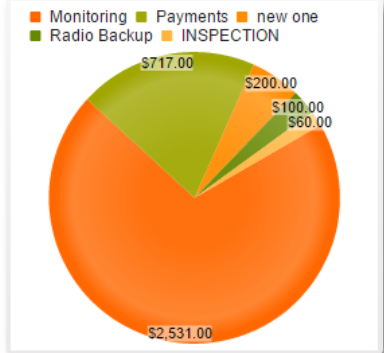
Current:	\$2,640.26
1 - 30 Days:	\$3,224.11
31 - 60 Days:	\$6,075.55
61 - 90 Days:	\$15,236.77
Over 90 Days:	\$276,914.92
Open Invoices:	\$304,091.61
Open Credits:	(\$4,137.74)
Unapplied Cash:	(\$3,860.33)
Net AR Due:	\$296,093.54

My Time Zone: Eastern Standard Time

### Notifications to Process

Unassigned Mobile Payments:	0
Credit Cards:	10
eChecks:	0
Forte Error Transactions:	0
Open Work Orders:	105
Open Appointments:	105
Accepted Proposals:	0
Next Recurring to Process:	Jan-2016
Accounting Lockdown Date:	Jan-01-2014
Support Tickets:	3
Invoices/Credits Not Sent:	31

### Top 5 RMR By Item



A page listing all the reports you can run will appear.

Customers | Customer Search: name - cust #

[Customers](#) | [Invoices](#) | [Payments](#) | [RMR](#) | [Work Orders](#) | [Proposals](#) | [Calendar](#) | [GL](#) | **Reports** | [Setup](#) | [Accounting](#)

Accounts Receivable	Accounting	Sales	Customer
<a href="#">Aging Report</a>	<a href="#">Sales Tax Report</a>	<a href="#">Detailed Sales Report</a>	<a href="#">Customer Listing Report</a>
<a href="#">Customer Statements</a>	<a href="#">GL Posting Report</a>	<a href="#">Cash Based Sales Report</a>	<a href="#">RMR Distribution</a>
<a href="#">Invoice/Credit Register</a>	<a href="#">Chart of Accounts</a>	<a href="#">Cash Sales Tax Report</a>	<a href="#">RMR Cancellation Report</a>
<a href="#">Credit Reasons Report</a>	<a href="#">Trial Balance</a>	<a href="#">Customer Sales Report</a>	<a href="#">RMR In Force Report</a>
<a href="#">Funded Transactions</a>	<a href="#">Working Trial Balance</a>		<a href="#">Current RMR Listing</a>
<b>Accounts Payable</b>	<a href="#">Profit and Loss</a>		<a href="#">RMR Audit Tracking</a>
<a href="#">Aging Report</a>	<a href="#">Balance Sheet</a>		<a href="#">Expired Credit Card Report</a>
			<a href="#">Mail/Email Summary</a>
			<a href="#">Customer Auto Pay</a>
			<a href="#">Tech Time Report</a>

# Report Basics

Click on the report you wish to run.

The report will appear with pre-populated parameters based on the side bar to the right of the report.

Customer #	Name	Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Open Credits	Unapplied Cash	Net Due
5555	A & N Construction, Inc.	0.00	6.00	30.00	264.27	746.64	1,046.91	-50.00	0.00	996.91
1063	Barka, Henry	0.00	20.50	0.00	555.00	4,816.29	5,391.79	0.00	0.00	5,391.79
1064	Barka, Henry	0.00	0.00	0.00	210.00	1,830.67	2,040.67	0.00	0.00	2,040.67
1121	Bob's Home Builder	0.00	120.00	0.00	150.00	1,508.19	1,778.19	0.00	0.00	1,778.19
1081-H	Brads Security	90.00	0.00	150.00	0.00	695.00	935.00	0.00	0.00	935.00
1034	Collier, Connie	0.00	44.10	0.00	220.50	1,216.52	1,481.12	0.00	0.00	1,481.12
1145	Connolly, Lauren	0.00	0.00	589.69	0.00	4.84	594.53	0.00	0.00	594.53
1022	Cusick, Tom	0.00	0.00	0.00	0.00	5,989.52	5,989.52	-662.50	0.00	5,327.02
1065	Devey Tree	0.00	0.00	140.00	0.00	70,962.49	71,102.49	0.00	0.00	71,102.49
1072	dunkin bagels	0.00	0.00	0.00	75.00	4,267.76	4,342.76	0.00	0.00	4,342.76
0003	Fishman, test	0.00	165.00	0.00	748.00	1,616.92	2,529.92	0.00	-210.00	2,279.92
1004-555	Frank, Brett	0.00	35.00	0.00	187.90	43,648.27	43,871.17	-444.00	0.00	43,427.17
1138	Gefen, Mike	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	-1,000.00
1028	Grossman, Matt	653.57	2,485.51	2,362.25	555.00	20,283.91	26,340.24	-1,366.39	-1,260.00	23,713.85
30001	Guisie, Sharon	0.00	0.00	0.00	139.75	0.00	139.75	0.00	0.00	139.75
1125	Hall, Rebecca	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-150.00	-150.00
1126	Hall, Rebecca	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	-500.00
1057	Hem, Sam	0.00	0.00	0.00	171.29	0.00	171.29	0.00	0.00	171.29
1132	hey, Jo	0.00	0.00	0.00	30.00	1,901.59	1,931.59	0.00	0.00	1,931.59
1025	Herman, Mark	0.00	0.00	0.00	644.95	1,874.67	2,519.62	0.00	0.00	2,519.62
222	Hoeffner, Robert	0.00	0.00	0.00	0.00	0.00	0.00	-331.50	0.00	-331.50
rer	Hoeffner, Robert	0.00	0.00	0.00	0.00	0.00	0.00	-331.50	0.00	-331.50
1002	Jackson, Ross	0.00	0.00	0.00	2,920.50	65,101.68	68,022.18	0.00	0.00	68,022.18
999	J. Jo	0.00	0.00	435.00	0.00	1,762.45	2,197.45	0.00	0.00	2,197.45
1113	Joe Plumbing	0.00	0.00	0.00	175.00	277.90	452.90	0.00	0.00	452.90

If you would like, you can adjust these parameters and click "Run Report" on the right side of the page to update.

Run Report

As of  
7/22/2016

Order By  
Customer Number  
Customer Name  
Net Due

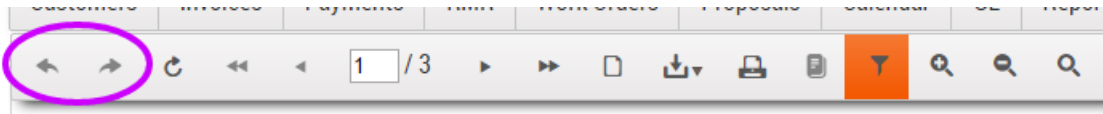
Sort Descending

Include Future Transactions

Invoice Type  
All  
Manual  
Recurring  
WorkOrder

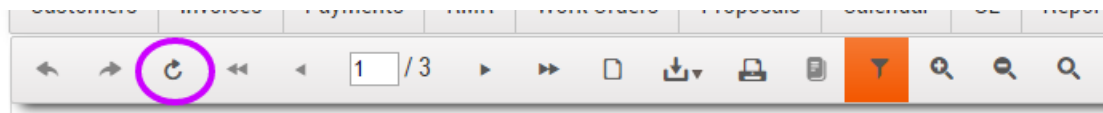
## Undo/Redo

Undo or Redo your last action.



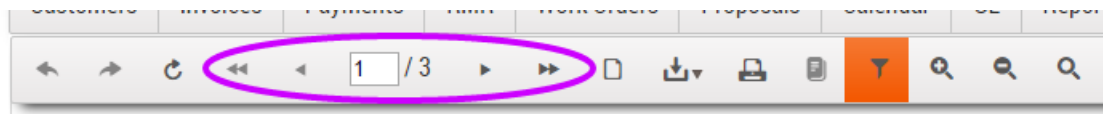
## Refresh

click the circle arrow icon to refresh the report page



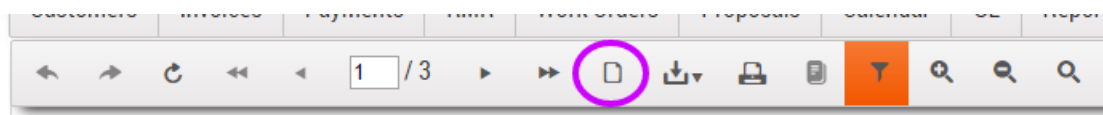
## Pages

Toggle through the different pages of the report using these arrows.



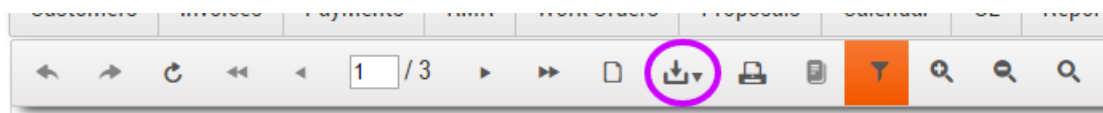
## Print Preview

Click this button to view a print preview of the report



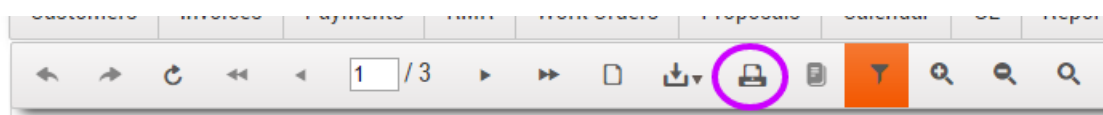
## Download

Download the report to your documents by scrolling over the download icon and selecting which program you would like the report in.



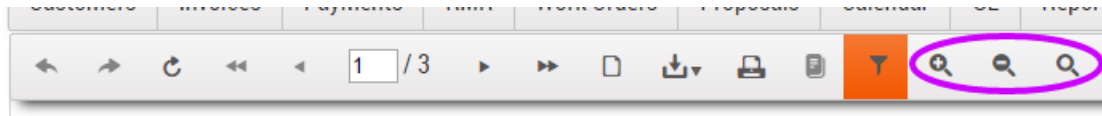
## Print

Print the report by clicking the printing icon.



## Zooming

Zoom in and out of the report to view details more closely.



## Report Descriptions

The following provides a brief Description of each report.

### Accounts Receivable

#### Aging Report

The Aging Report will generate an Accounts Receivable Aging report based on several criteria options available. This report is a snapshot in time as of the time the report is generated. You can also retro-age an accounting period that had been closed by changing the "As of" date.

#### Customer Statements

When you click the "Customer Statements" report you will be taken to a page where you can edit statement rules. Click "Generate Preview" in the upper right corner to view a list of all customers with past due balances. Select which customers you would like to send statements to by checking the box(es) to the left of the customers and clicking print and deliver in the upper right corner. Statements will be delivered via that customer's selected delivery method.

#### Invoice/Credit Register

The Invoice/Credit Register lists Invoices and/or Credits which meet the criteria of the options selected.

#### Credit Reasons Report

Listing of credits categorized by credit reason that occurred during selected dates.

#### Funded Transactions

Listing of funded, rejected, and/or pending transactions that occurred during selected dates

### Accounts Payable

#### Aging Report

The Aging Report will generate an Accounts Payable Aging report sorted by Vendor based on several criteria options available. This report is a snapshot in time as of the time the report is generated. You can also retro-age an accounting period that had been closed by adjusting the "As of" date.

# Accounting

## Sales Tax Report

A breakout of taxable sales per tax code during selected dates.

## GL Posting Report

Listing of GL entries categorized by GL account during selected dates.

## Chart of Accounts

Click "Chart of Accounts" to access the GL Chart of Accounts.

## Trial Balance

The Trial Balance Report is a worksheet listing the balance at a certain date, of each GL Account in two columns; debits and credits. Under the double-entry system, in any transaction the total of any debits must equal the total of any credits, so in a Trial Balance the total of the debit side should always be equal to the total of the credit side. The trial balance thus serves as a tool to detect errors, which can result in the totals not being equal. Often credits will be represented as a negative, in which case the total of the trial balance should be 0.

## Working Trial Balance

The Working Trial Balance Report is a worksheet listing the balance between selected dates, of each GL Account in two columns; debits and credits. Beginning balance and end balance of GL accounts is also listed.

## Profit & Loss

Summarizes Income, costs, and expenses during selected dates.

## Balance Sheet

The Balance Sheet Report is used to view the balances in all Balance Sheet accounts as of a particular date.

# Sales

## Detailed Sales Report

The detailed sales report shows Items and Parts you invoiced customers for during a selected time period.

## Cash Based Sales Report

Cash based sales report sorted by items and parts during a selected time period.

## Cash Based Sales Tax Report

The Cash Based Taxable Report generates a listing of invoices customers have paid and the amount of tax due on each

invoice within the period of time selected for the report. These invoices are sorted by tax code.

## **Customer Sales Report**

This report shows a breakdown of total sales for each customer during a selected time period.

## **Customer**

### **Customer Listing Report**

Listings of active, prospect, terminated, or master customers.

### **RMR Distribution**

The RMR Distribution Report is a snapshot in time report which will display the total active recurring line amounts by Cycle Date and Billing Cycle. This report is calculated from the monthly recurring amount on each active recurring line.

### **RMR Cancellation Report**

A detailed listing of RMR cancellations categorized by recurring reason during a selected time period.

### **RMR In Force Report**

Listing of recurring amounts categorized by item that have been active since a select start date.

### **Current RMR Listing Report**

Listing of recurring amounts categorized by customer that have been active since a select start date.

### **RMR Audit Tracking**

This Report tracks changes in RMR during a selected time period.

### **Expired Credit Card Report**

Listing of customer's expired credit cards since the selected run date.

### **Mail/Email Summary**

Click "Mail/Email Summary" to view all outgoing and incoming AlarmBiller Emails and all Outgoing AlarmBiller Mail. Outgoing emails provide a list of emails you have sent to customers through alarmbiller. View the body of these emails or refresh the status of these emails by clicking to corresponding icons to the right of the email. View rejected emails (that did not send) by clicking the "Show Rejected" box. Incoming emails show a list of emails sent to you through AlarmBiller. Outgoing mail shows a list of paper mail you have sent to customer's through AlarmBiller.

### **Customer Auto Pay Report**

List of customers that pay RMR through auto pay.

## Tech Time Report

Billable minutes and Labor Cost totals sorted by technician during a selected time period.