

Overview of Important Reports

As part of the implementation process, you will want to decide which reports are important for your company. Several reports are available in the software already. Following is a list of the important reports available in each application. Commonly used reports are also listed in the application Workflow Centers available within the Sage Timberline Desktop.

Important General Ledger Reports

These two reports will be an important part of your month-end reconciliation.

Current Ledger Report

The Current Ledger report shows the account balance and lists the current period detail entries. The ledger is in balance when the grand totals equal zero for the beginning and ending balances.

Trial Balance Report

The Trial Balance report shows the account balances and net activity for the current period. The Trial Balance is in proof when the report totals equal zero.

Important Cash Management Reports

Register

This report lists all transactions for a bank account along with the beginning and ending balance for the specified date range.

Open Worksheet

This report is used to view all transactions that are open for a bank account.

Cleared Register

This report is used to view all transactions (adjustments, deposits, etc.) that have cleared the bank during a specified date range.

Important Accounts Payable Reports

Open Invoices

This report provides a list of all open invoices. A report prompt is used to determine whether the amount of retainage currently open on an invoice should print. This report is sorted in vendor and invoice order.

Open Invoice with Cutoff

This report can be used to view all open invoices as of a specified cut-off date. The only invoices that print are those with an open balance as of the cut-off date. This report is sorted in vendor, invoice, then distribution sequence order, and summarized up to the invoice level.

Invoices Selected For Payment

This report can be used to verify your payment selection before you print checks. The only invoices that print are those that have been selected for payment. Invoices are selected for payment from **Tasks > Select Invoices to Pay**.

Invoice Aging

This report can be used to indicate the amount of time you have been holding an open invoice. The report ages the non-retainage portion of the invoice into 30-day aging columns. The invoices are aged based on the invoice date.

Important Job Cost Reports

Entries by Job

This report lists all transactions for all transaction types that have been entered in Job Cost. You can use the new, current, or history transaction file when you print this report.

Job Cost as of a Specific Date

This report helps you analyze the overall job status in regard to estimates, commitments (subcontracts and purchase orders), actual costs and budget variance. These values are broken out by category for each cost code and job.

Committed Cost with Detail

This report shows the status of each commitment (subcontract or purchase order) by listing each item on the commitment and the individual invoices that have been entered against the commitment items.

Important Accounts Receivable Reports

Aging Detail By Customer

This report reflects an aging of Accounts Receivable amounts outstanding for all transactions posted as of a specific date. This aging date is prompted before the report is printed. Information is presented in customer order.

Aging Detail By Job

This report reflects an aging of Accounts Receivable amounts outstanding for all transactions posted as of a specific date. This aging date is prompted before the report is printed. Information is presented in job and customer order.

Aging Detail By Contract

This report reflects an aging of Accounts Receivable amounts outstanding for all transactions posted as of a specific date. This aging date is prompted before the report is printed. Information is presented in contract and customer order.

Important Contracts Reports

Contract Billing Summary

The Contract Billing Summary report is a summary of the billing information by contract. The original and revised contract amounts, billed amount, retainage balance, balance to bill and cash receipts are included. The Additional Charges/Deductions column and the Tax Billed column are optional.

Contract Change Order Log

This report shows the contract change order item detail for each change order. The report page breaks by contract.

Contract Schedule of Work in Progress

This report shows estimate, cost, profit, billing, and percentage complete information for each job on a contract. The JTD Work Billed amount can optionally include add-ons and deductions and sales tax.

Important Contract-Based Billing Reports

Invoice Status

The BL Invoice Status report prints invoice information by customer and contract. The generation date, billing contact, status, cost, and invoice amount are printed for each invoice. You can also include **Retainage Held** and **Retainage Billed** columns.

Contract Invoice Worksheet

This report lets you review contract-based billings after the invoices have been generated.

Percent Complete Comparison

You can use this report, based on cost transactions sent to Billing, to gauge the progress of a contract-based contract. Create this report after you make worksheet entries in Billing to evaluate reported percentage complete entries.

Important Payroll Reports

Deposit Summary Report

This report prints a summary for each tax ID that includes contribution (tax withheld), taxable amount, and subject-to amount split between employee and employer portions. It should be used in the preparation of tax payments to the appropriate taxing authorities and can also be helpful in the reconciliation of General Ledger accounts.

Check Activity Report

This report prints a summary of checks issued to each employee for a user defined range of period end dates. This information can be very helpful in answering employment history inquiries from inside or outside sources.

Reconciliation Reports

Reconciliation is the process by which you balance your sub-ledgers to the general ledger so that your financial reporting and period-end balances are correct. Sage Timberline Office comes with a reconciliation tool that provides reports for Accounts Payable, Accounts Receivable, Job Cost, Cash Management, and General Ledger. These reports as well as the reconciliation instructions are available through Sage Timberline Office Desktop.