

# Cash Based Revenue

Last Modified on 01/18/2023 5:24 pm EST

The Cash Based Revenue Report prints customer payments applied to invoices within a particular accounting year, broken down by accounting period and group totals by invoice item code. This report may be used to calculate the amount of sales tax to remit to states which allow the payment of sales tax based on when payments are collected from your customers.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

## Report Selections

**Branch** - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

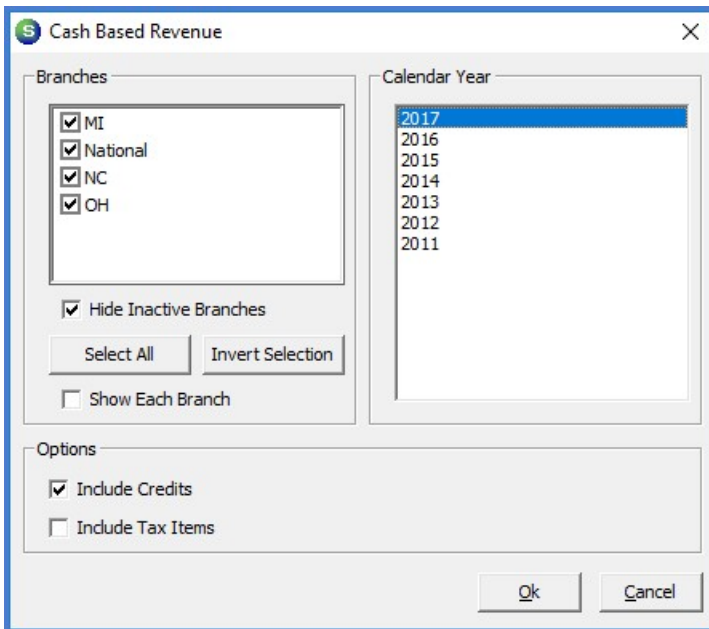
- Hide Inactive Branches - If data is not to be listed for inactive Branches, select this option.

- Break out by Branch - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

**Calendar Year** - Highlight the calendar year desired for the report.

**Include Credits** - This option is selected by default. If the amounts for credit memos are to be included in the report, select this option.

**Include Tax Items** - If this option is selected, invoice lines with an item type of tax will be included; typically this option is not selected.



The screenshot shows a dialog box titled "Cash Based Revenue" with a close button (X) in the top right corner. The dialog is divided into three main sections: "Branches", "Calendar Year", and "Options".

- Branches:** A list box containing "MI", "National", "NC", and "OH", each with a checked checkbox. Below the list box is a checked checkbox for "Hide Inactive Branches". At the bottom of this section are two buttons: "Select All" and "Invert Selection". Below these buttons is an unchecked checkbox for "Show Each Branch".
- Calendar Year:** A list box containing the years "2017", "2016", "2015", "2014", "2013", "2012", and "2011". The year "2017" is highlighted with a blue background.
- Options:** A section containing two checkboxes: "Include Credits" (checked) and "Include Tax Items" (unchecked).

At the bottom right of the dialog box are two buttons: "Ok" and "Cancel".