Deferred Income Audit

The Deferred Income Audit Report is used to print a listing of all un-posted deferred income for invoices and credit memos posted as of a particular accounting period cut-off date. Amounts listed are grouped by the Accounting Period in which they will be earned. The totals on this report should balance to the general ledger.

This report has a branch option; if multiple branches are selected, a new report will print for each unique branch.

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

As of Date - This option will default to the Current Accounting period. If a different Accounting Period is desired, make a selection from the drop-down list.

Branch - The report default is to print data for all active Branches. If it is desired to print the data associated with one or multiple Branches, you may select the checkbox to the left of each branch desired.

· *Hide Inactive Branches* - By default this option is selected; If data is to be listed for inactive Branches, de-select this option.

· *Show Each 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.

Options

· *Monthly Summary* - Selecting this option will print totals by Accounting Period for all un-earned invoices and credits memos.

· *Detail by Transaction* - Selecting this option will print each invoice/credit memo within an Accounting Period for all un-earned items.

· *Monthly Summary by Account/Item* - Selecting this option will print totals by Invoice Item or GL Income Account within each Accounting Period for all un-earned invoices and credits memos.

· *Customer Distribution* - Selecting this option will print totals of invoices and credits for un-earned items and is broken down into 7 amount columns; the current month (the month of the As of Date selected) plus the next 5 months then a Future column for the total of any amounts beyond the 5th month column. Total Deferred is printed for each Customer row in the report, and then a grand total at the end of the report.

Sort By - This option is only available when selecting the Detail by Transaction option above. The default for sorting is by Invoice Number. you may select from one of the other three options: Invoice Date, Customer Number or Customer Name.

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Date Selection

As of: [10   10/1/2017 - 10/31/2017   ▼]

Branches

- ☑ A1
- ☑ MI
- ☑ National
- ☑ OH

☑ Hide Inactive Branches

[Select All]   [Invert]

☐ Show Each Branch

Options

[Monthly Summary by Account/Item   ▼]

☑ Report by Item

Sort By

[Invoice Number   ▼]

[Ok]   [Cancel]