Deferred Income Creation

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The Deferred Income Creation Report is used to print a detailed listing of all transactions posted to the deferred income account 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.

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

Date Selection - 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.

Grouping Options - Four options are available for grouping data on this report.

· *Item* - Selecting this option will print group subtotals by Invoice Item for all un-earned invoices and credits memos.

· *G/L Account* - Selecting this option will print group subtotals by G/L Account for all un-earned items.

· *Item Type* - 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.

· *Summary Report* - Selecting this option will summarize the report with totals by the Grouping Option selected above.

Sort By - This option is only available when the Summary Report option above is not selected. The default for sorting is by Transaction Date. you may select from one of the other three options: Customer Number, Customer Name or Reference Number.