

Reports and audit work

September 15, 2026

Reports and audit work

What these reports are for

Reports and audit work turn accounting activity into views you can use for daily review, financial review, partner balances, tax work, journal review, audit history, product margins, cash-flow work, accounting tests, and product categories. Use this page when you need to choose a report, set its reporting options, run it, or understand a report-related validation message.

The work moves from accounting activity to review:

If you need to...	Go to
Review journals, bank activity, or daily movements	Accounting journals and bank activity and Run a daily report
Choose and run a financial, partner, tax, or ledger report	Find the report you need , then Run financial, partner, tax, and ledger reports
Review analysis, audit history, margins, categories, or tests	Review analysis, audit, margin, category, and test surfaces
Configure report access and administrative report work	Configure reports and audit work
Understand the accounting hub before choosing a report	Accounting dashboard
Resolve a message that is not specific to these reports	General error messages and Common issues and solutions

Before you start

Prerequisites

- Have the reporting period ready. Shared report options use **Start Date** and **End Date**.

- Know which **Journals** and **Company** provide the accounting activity for the report.
- Know whether the report needs **Target Moves**, a partner, an account, an analytic account, or another report-specific filter.
- Have the access required by the destination. The **Company** column in Invoice Analysis requires multi-company access. Accounting Tests requires technical access. Multi-currency options in Journals Audit and Partner Ledger require multi-currency access.

The common report options use **Target Moves**, **Start Date**, **End Date**, the journal selection, and **Company**. **Company** is hidden on the report option form; the journal choices are constrained by the selected company.

Find the report you need

Use the Accounting reporting destinations to open the report that answers your question.

Prerequisites

- You know whether you need a daily, financial, partner, tax, journal, audit, analysis, margin, category, or test report.
- You have the access described in [Before you start](#).

Steps

1. Open the reporting destination that matches your question.

If you need to...	Open
Analyse invoice amounts and dimensions	Invoice Analysis , the invoice review surface
Review cash-flow forecasts	Cash Flow Forecast
Open saved generated reports	Generated Reports
Work with report templates	Custom Report Templates
Run accounting tests	Accounting Tests
Maintain account reports	Account Reports

If you need to...	Open
Run a daily, partner, tax, journal, ledger, or balance report	Open the named report from the corresponding Reporting destination, then continue with Run a daily report or Run financial, partner, tax, and ledger reports .

Result: The report destination matching your question is open.

Run a daily report

A daily report reviews movements for a selected period. Bank Book, Cash Book, and Day Book each provide report options and a **Print** action.

Prerequisites

- You have opened **Bank Book**, **Cash Book**, or **Day Book**.
- You know the period and the journals to include.

Steps

1. Choose the daily report you need.

If you need to review...	Use
Bank activity	Bank Book
Cash activity	Cash Book
Day-level activity	Day Book

2. Set the report options.

Report	Options
Bank Book	Target Moves, Sort by, Display Account, Initial Balance, Start Date, End Date, Accounts, and Journals
Cash Book	Target Moves, Sort by, Display Account, Initial Balance, Start Date, End Date, Accounts, and Journals
Day Book	Target Moves, Start Date, End Date, Journals, and Accounts

3. Choose the action that matches what you want to do.

If you want to...	Select
Submit the daily report options	Print
Close the report options without submitting	Cancel

Result: The selected daily report options are submitted.

Run financial, partner, tax, and ledger reports

These reports apply shared period and journal options to financial statements, partner balances, tax work, journal review, and ledger review.

Prerequisites

- You have opened **Aged Partner Balance, Balance Sheet, General Ledger, Journals Audit, Partner Ledger, Tax Reports, or Trial Balance**.
- You know the reporting period and the journals to include.
- For **Aged Partner Balance**, have a positive **Period Length (days)** and a **Start Date**.

Steps

1. Choose the report that answers your question.

If you need to review...	Use
Balances by partner and ageing periods	Aged Partner Balance
A financial statement	Balance Sheet
Account movements	General Ledger
Journal entries	Journals Audit
Partner movements	Partner Ledger
Tax activity	Tax Reports
Account balances	Trial Balance

2. Set the shared options **Target Moves, Start Date, End Date, Journals, and Company**.
3. Set the report-specific options.

Report	Additional options and conditions
Aged Partner Balance	Period Length (days), Receivable, and Partners. Period Length (days) defaults to 30, and Start Date defaults to the current date.

Report	Additional options and conditions
Balance Sheet	Account Report , Enable Filter , Debit/Credit , Label Filter , Comparison , Comparison Start Date , and Comparison End Date . Label Filter is required when Enable Filter is true. Debit/Credit is hidden when Enable Filter is true. Comparison Start Date and Comparison End Date are required when Comparison is set to the date filter.
General Ledger	Analytic Accounts , Accounts , Partners , Sort by , Display Account , and Initial Balance . An initial balance requires Start Date .
Journals Audit	Multi-currency and Sort by . Multi-currency requires multi-currency access.
Partner Ledger	Partners , Receivable/Payable , Multi-currency , and Reconciled . Multi-currency requires multi-currency access.
Tax Reports	Use the shared options.
Trial Balance	Display Account and Analytic Accounts .

4. Choose the action that matches what you want to do.

If you want to...	Select
Submit the report options	Print
Close the report options without submitting	Cancel

Result: The selected financial, partner, tax, journal, ledger, or balance report options are submitted.

Review analysis, audit, margin, category, and test surfaces

Each surface answers a different review question:

If you need to review...	Surface and reader-facing information
Invoice amounts and invoice dimensions	Invoice Analysis provides Invoice Number , Journal, Customer, Country, Invoice Date , Due Date , Salesperson, Product Category, Product, Company, Average Price, Quantity, Untaxed Total, Total, Margin, Inventory Value, Status, Payment Status, and Type. It offers graph and pivot views.
Changes recorded in the audit history	Audit Trail provides Record, Date, Author, Name, Preview, Move, Account, Tax, Partner, and Company.

If you need to review...	Surface and reader-facing information
Product margin options	Product Margins provides From , To , and Invoice State , then Open Margins and Cancel .
Product categories	Product Categories provides Products , Category , Parent , and Product Category .
Account-report definitions	Account Reports provides Name, Parent, Sequence, Type, Sign, Style Overwrite, Display Detail, Account Report, Accounts, Account Types, and Child Reports.
Accounting test definitions	Accounting Tests provides Sequence, Name, Description, Active, and Code. Access requires technical access.

When you select **Type**, the account-report form shows either **Accounts** or **Account Types** according to that selection.

On Product Categories, select **Products** to open the related products. On Product Margins, select **Open Margins** after setting **From**, **To**, and **Invoice State**. Use the related configuration pages when your work is about accounts, taxes, or journals rather than the report view itself: [Accounts](#), [taxes](#), and [currencies](#) and [Accounting journals and bank activity](#).

The report destinations may open the application shell or an empty surface instead of a report form. When that happens, the shell is not the report screen.

The application shell includes these controls:

Area	Controls
Appearance	Menu Style , Font Type , Preloader Option , and Theme Colors
Colours	Brand Color , Background Color , and Sidebar Color
Discussion	Chatter Position
Shell settings	Save and Reset To Default

Handle validation and rendering problems

Use the exact message on screen to choose the correction.

Message	What to do
You must define a Start Date	In General Ledger, set Start Date when you select Initial Balance .
You must set a period length greater than 0.	In Aged Partner Balance, enter a positive value in Period Length (days) .
You must set a start date.	In Aged Partner Balance, enter Start Date .
Form content is missing, this report cannot be printed.	The report cannot be printed while this message appears.

These report conditions change what you enter:

- **Label Filter** is required when **Enable Filter** is true.
- **Comparison Start Date** and **Comparison End Date** are required when the comparison filter uses a date.
- **Initial Balance** in General Ledger requires **Start Date**.

Result: You know which value to correct before selecting **Print** again.

Know what to do next

Continue your accounting review from the report question that led you here:

- For journal, bank, and cash activity, continue with [Accounting journals and bank activity](#).
- For account and tax reference data, continue with [Accounts, taxes, and currencies](#).
- For administrative access and report configuration, continue with [Configure reports and audit work](#).
- For a general loading or access problem, continue with [Common issues and solutions](#).