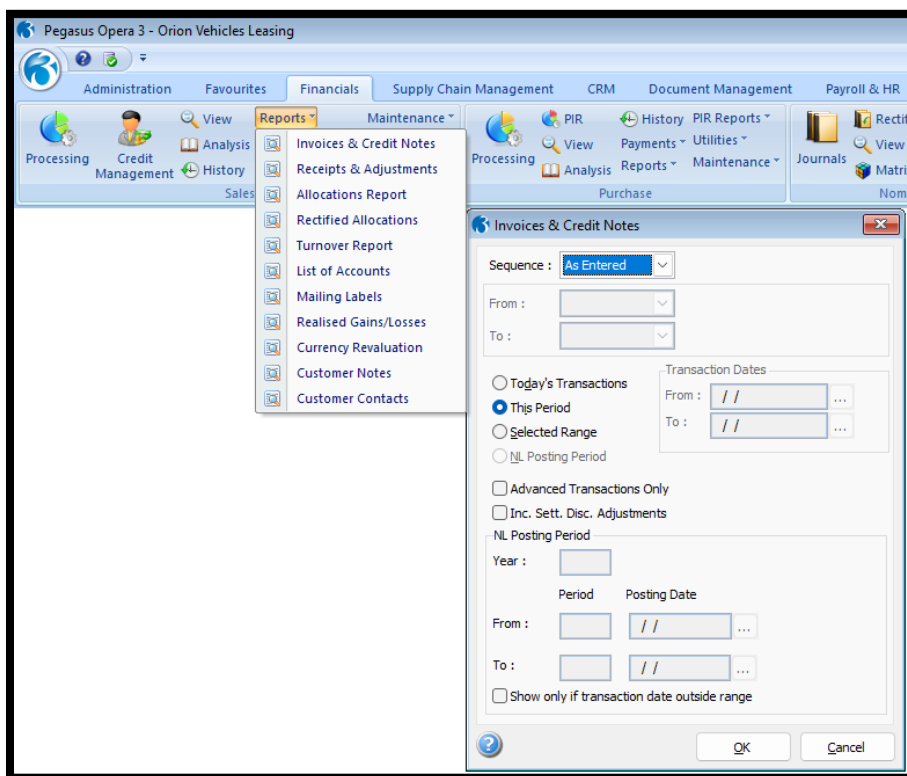


Period Reporting vs Transaction reports

Use the option buttons to determine the range of transactions you want included in the report. You can select one of 'Today's Transactions', 'This Period', 'Selected Range', or 'NL Posting Period'.

If you select the Selected Range option, enter the from and to dates under Transaction Dates.



This is a useful tip where you might notice a difference in the transactional figures you are accounting for. If your period report has less, you can select the start and end dates of the month as the transactions missing might be excluded from the period report but included in the Transaction date report.

Reports that offer this are as follows:

Sales Ledger	Purchase Ledger	Costing
Invoice & Credit Notes Receipts and Adjustments Allocations Reports Rectified Allocations	Invoice & Credit Notes Payments & Allocations Allocations Reports Rectified Allocations	Transaction Report Cost Report Profitability Subcontractors Report Labour Analysis