A List of Reports In MYOB Accounting

The following is a list of the reports and their corresponding OfficeLink templates available in MYOB Accounting.

General Ledger Reports

Report	Description	OfficeLink template
Account History (OfficeLink)	Displays all account activity and budget information for the current and previous fiscal year. This report is intended to for export to spreadsheet software only.	accthist.xlt
Account Inquiry	Displays only the (debit or credit) piece of any transaction that is attached to the selected account, in the selected source journal and within the date range. It does not display the entire transaction (see journal reports). This report allows wildcarding.	accting.xlt
Balance Sheet	Displays the balance of your Asset, Liability and Equity accounts as of the end of the selected period.	balsht.xlt
Balance Sheet [Spreadsheet]	Provides the balance sheet for multiple periods in spreadsheet format.	balshts.xlt
Balance Sheet [Budget Spreadsheet]	Provides the monthly budgeted amounts for balance sheet accounts in spreadsheet format.	balshtbs.xlt
Balance Sheet [Last Year Analysis]	Compares your current balance sheet as of the end of the selected period with your balance sheet as of the same period last year.	balshtla.xlt
Balance Sheet [Budget Analysis]	Compares your actual balance sheet as of the end of the selected period with a simulation of what your balance sheet would have looked like if you had met your budgeted activity every month of the year.	balshtba.xlt
Chart of Accounts [Summary]	A listing of all your accounts and their balances.	coasum.xlt
Chart of Accounts [Detail]	A listing of all your accounts with type, level, cheque status and current balance.	coadet.xlt
General Journal	Displays the transactions assigned to the General Journal within the date range selected.	genjrl.xlt
General Ledger [Summary]	For each selected account, displays a single line with the account balance at the beginning of the date range, the total debits and credits within the date range, net activity, and the balance at the end of the date range. This report allows wildcarding.	genjrls.xlt
General Ledger [Detail]	For each selected account, displays the account balance at the beginning of the date range, a line for each transaction within the date range, the total debits and credits within the date range, and the balance at the end of the date range.	genjrld.xlt
Job Activity [Summary]	Displays the totals of every job within all accounts or the selected account for a given date range and journal(s). Note: Job reports do not include purged transactions or information from prior years.	jobacts.xlt
Job Activity [Detail]	Displays every transaction assigned to a job within the given date range and journal(s) for each selected account. Note: Job reports do not include purged transactions or information from prior years.	jobactd.xlt
Job Budget History (OfficeLink)	Displays the budgeted amount for the job by account, as well as the total job activity for the previous and current fiscal years. Intended for export to spreadsheet software only.	jobbudhi.xlt

Report	Description	OfficeLink template
Job History (OfficeLink)	Displays all of the income, cost and expense information for each job for the previous and current fiscal year. Intended for export to spreadsheet software only.	jobhist.xlt
Job Inquiry	Displays all the transaction pieces that have been linked to the selected job(s). This report allows wildcarding. Note: Job reports do not include purged transactions or information from prior years.	jobinq.xlt
Job Profit & Loss	A P&L report totalling only those transactions assigned to the selected job. Note: Job reports do not include purged transactions or information from prior years.	jobpl.xlt
Job Reimbursable Expenses	Displays all the reimbursable expenses that have been linked to the selected job(s).	jobreexp.xlt
Jobs [Budget Analysis]	Compares your current profit for the selected job(s) with your adjusted budgeted amounts, the adjusted budget taking account of the completion percentage for each job.	jobba.xlt
Jobs List	List of your jobs including job-to-date revenue, expenses and profit.	joblist.xlt
Profit & Loss	Report of your income, cost of sales, expense, other income, and other expense accounts for the selected period(s).	pl.xlt
Profit & Loss [Spreadsheet]	Provides the P&L for multiple periods in spreadsheet format.	pls.xlt
Profit & Loss [Budget Spreadsheet]	Provides the monthly budgeted amounts for P&L accounts in spreadsheet format.	plbs.xlt
Profit & Loss [with Year to Date]	Compares the activity of your income, cost of sales, expense, other income, and other expense accounts for the selected period(s) to the year-to-date activity.	plytd.xlt
Profit & Loss [with Last Year]	Compares the net activity of your income, cost of sales, expense, other income and other expense accounts for the selected period(s) to the activity for the same period(s) last year.	plly.xlt
Profit & Loss [% Sales Analysis]	Calculates all your P&L accounts as a percent of sales, then compares the percents for the selected period with: 1.What the percentages would have been if you had met your budgeted activity during the same period. 2.What the percentages were for the same period last year.	plsa.xlt
Profit & Loss [Last Year Analysis]	Compares your P&L for the selected period in the current financial year with your P&L for the same period last year.	pllya.xlt
Profit & Loss [Budget Analysis]	Compares your actual P&L for the selected period with a simulation of what your P&L would have looked like if you had met your budgeted activity during the same period.	plba.xlt
Recurring General Journal Entries	Displays the name of the recurring transaction, date last posted, frequency and date next due.	recgj.xlt
Session Report	A journal report of all transactions and changes you have entered into the data file since you have opened the file.	session.xlt
Trial Balance	For the selected period and year-to-date, lists every account (by name and/or account number) and its balance in either the debit or credit column depending on the account's balance.	tribal.xlt

Chequebook Reports

Report	Description	OfficeLink template
Bank Deposit Slip	Displays a list of all deposits for the selected cheque account within a date range.	bds.xlt
Cash Disbursements Journal	Displays the transactions assigned to the Cash Disbursements Journal within the date range.	cdjrnl.xlt
Cash Flow Analysis	Provides a printed copy of the on-screen cash flow analysis.	cashflw.xlt
Cash Receipts Journal	Displays the transactions assigned to the Receipts journal within the date range.	crjrnl.xlt
Chequebook Register	Displays every cheque, withdrawal and deposit for the selected cheque account within the date range. A running balance is provided. This report allows wildcarding and can be sorted by cheque number.	chkbkreg.xlt
Electronic Payments Register	Displays every processed electronic payment for the selected account within the specified date range.	epayp.xlt
Reconciliation Report	This report effectively reprints previous historical reconciliations, giving current balance, and listing all the reconciled and unreconciled cheques and deposits of the specified reconciliation, with totals at the end of the report. Note: the standard Reconciliation report is run from the **Reconcile Accounts** window in the **Chequebook** window.	reconcil.xlt
Recurring Cheques	Displays the name of the recurring transaction, date last posted, frequency and date next due.	recchk.xlt
Recurring Deposits	Displays the name of the recurring transaction, date last posted, frequency and date next due.	recdep.xlt
To Do List [Recurring Transactions]	Displays the list of recurring cheques, deposits and General Journal entries from the To Do List window	tdlrectn.xlt

GST/Sales Tax Reports

Report	Description	OfficeLink template
Business Activity Statement	Displays GST, Payroll and Income information necessary for completion of the Business Activity Statement - for use with Excel.	baslink.xlt
GST [Summary-Accrual]	Provides a summary of GST charged (but not necessarily collected or paid) on sales or purchases within a date range, sorted by tax code.	saltxsa.xlt
GST [Summary-Cash]	Provides a summary of GST - sales tax collected and GST - sales tax paid for the selected payment date range, sorted by tax code.	saltxsca.xlt
GST [Detail-Accrual]	Provides a listing of invoices and/or purchases with the GST - sales tax amounts (charged, but not necessarily collected or paid) for the selected date range, sorted by tax code.	saltxd.xlt
GST [Detail-Cash]	Provides a listing of invoices and/or purchases with the GST - sales tax collected and/paid for the selected payment date range, sorted by tax code.	saltxdc.xlt
Tax Code Exceptions [Cash Transactions]	Provides a listing of make a deposit and/or write cheque transactions with no tax code allocated for the selected data range.	tcect.xlt

Report	Description	OfficeLink template
Tax Code Exceptions [Invoice Transactions]	Provides a listing of sale invoice and/or purchase order transactions with no tax code allocated for the selected data range.	tceit.xlt
Tax Code List	Displays your tax codes and descriptions, tax type , rate and linked card for payment of selected tax codes.	txcodlst1.xlt
WST Recovered	Displays a list in which WST was recovered during the Transition process and data used for calculating the credit.	wstrec.xlt
Transitional Price Changes	Dispays a list of items in which an adjustment was made to the Selling Price during the Transition process and the data used in calculating the new price.	tpc.xlt

Sales Reports

Report	Description	OfficeLink template
Aged Receivables [Summary]	For each selected customer, displays a single line with the customer’s current balance followed by the aging of that balance.	agedars.xlt
Aged Receivables [Detail]	For each selected customer, displays the contact name, phone number and credit terms, followed by a listing of their open invoices with the amount due in the appropriate aging column, together with their current balance.	agedard.xlt
Analyse Sales [Item]	Displays dollar sales, cost of sales, gross profit, units, average cost and percent margin for the selected items within the selected period range.	zsalit.xlt
Analyse Sales [Item - FY Comparison]	Compares this year’s dollar sales, units, gross profit, and percent margin for the selected items to the same figures for the same period in the selected year. This report allows wildcarding.	zsalitly.xlt
Analyse Sales [Item Spreadsheet]	Provides a choice of item dollar sales, item quantities sold, or item cost of sales for multiple periods in spreadsheet format. This report allows wildcarding.	zsalits.xlt
Analyse Sales [Customer]	Displays dollar sales and percent of total sales for selected customers within the period range.	zsalc.xlt
Analyse Sales [Customer - FY Comparison]	Compares this year’s dollar sales for the selected customers to dollar sales for the same period in the selected year.	zsalcly.xlt
Analyse Sales [Customer Spreadsheet]	Provides customer dollar sales for multiple periods in spreadsheet format.	zsalcs.xlt
Analyse Sales [Salesperson]	Displays dollar sales and percent of total sales for selected salespeople within the period range.	zsalsp.xlt
Analyse Sales [Salesperson - FY Comparison]	Compares this year’s dollar sales for the selected salespeople to dollar sales for the same period in the selected year.	zsalsply.xlt
Analyse Sales [Salesperson Spreadsheet]	Provides salesperson dollar sales for multiple periods in spreadsheet format.	zsalsps.xlt
Customer Payment History	Lists closed (fully paid) invoices sorted by customer. Notes the amount of the invoice and the elapsed number of days from the invoice date until final payment.	custpyh.xlt
Customer Payments [Salesperson]	Provides a list of cash payments made on invoices within a selected date range, sorted and totalled by the selected salesperson(s).	custpysp.xlt

Report	Description	OfficeLink template
Customer Reimbursable Expenses	Displays all the reimbursable expenses that have been entered for the selected customer(s)	custrexp.xlt
Invoice Inquiry	Displays all the transaction pieces that affect the current balance of the invoice (original sale, sales tax, customer payments, discounts or customer deposits). This report allows wildcarding.	invinq.xlt
Receivables Reconciliation [Summary]	Displays a listing of the receivables as of a selected date (ignores all sales, returns and payments after the selected date). Displays a single line with the customer's balance as of that date, followed by the aging of that balance.	arrecsum.xlt
Receivables Reconciliation [Detail]	Displays a listing of the receivables as of a selected date (ignores all sales, returns and payments after the selected date). For each selected customer, displays the customer's balance at that date, followed by a listing of their open invoices with the amount due in the appropriate aging column.	arrecdtl.xlt
Recurring Sales	Displays the name of the Recurring Sale, date last posted, frequency and the date next due.	recsale.xlt
Sales & Receivables Journal	Displays the transactions assigned to the Sales & Receivables journal within the date range.	salejrnl.xlt
Sales [Customer Summary]	Displays the original sale amount, the sales tax collected, and the current balance for all sales within the date range.	salcusts.xlt
Sales [Customer Detail]	Displays the invoice line items, including quantity sold, for all sales to the selected customers within the date range.	salcustd.xlt
Sales History by Customer (OfficeLink)	Displays the total dollar sales, by month for the current and previous fiscal years, for each customer. Intended for export to spreadsheet software only.	salhiscu.xlt
Sales History by Salesperson (OfficeLink)	Displays the total dollar sales, by month for the current and previous fiscal years, for each salesperson. Intended for export to spreadsheet software only.	salhissp.xlt
Sales [Salesperson Summary]	For each salesperson lists every sale within a date range.	salsps.xlt
Sales [Salesperson Detail]	Lists every item sold, including quantity and dollar amount, for each salesperson.	salspd.xlt
Sales [Inquiry Sources]	Displays within the selected date, the dollar sales amount for the inquiry source entered on your invoices.	inqsrc.xlt
Sales [Item Summary]	Displays the sales that contain the selected items. This report allows wildcarding.	salitms.xlt
Sales [Item Detail]	Displays the sales that contain the selected item(s), including customer name, invoice date, item number, quantity and amount. This report allows wildcarding.	salitmd.xlt
To Do List [Receivables]	Displays the list of open receivables from the **To Do List** window.	saltxsa.xlt
To Do List [Recurring Sales]	Displays the list of recurring sales from the **To Do List** window.	saltxsca.xlt
To Do List [Orders to be Shipped & Received]	Displays the list of pending sales and pending purchases from the **To Do List** window.	saltxd.xlt

Report	Description	OfficeLink template
GIS Customers	Provides details of all sales to selected customers within a date range. This report is designed to be saved to disk only, for import into a Geographical Information System. Note that GIS reports are designed to be saved to disk for import into a Geographical Information System, such as EasyMap™, MapGrafix™ or MapInfo™.	saltxdc.xlt
GIS Sales	Provides details of all sales of selected items within a date range. This report is designed to be saved to disk, for import into a Geographical Information System.	tclsum.xlt

Time Billing reports

Report	Description	OfficeLink template
Activity List	Displays activity ID# and name, type, units of measure, status and rate of selected activities.	actlist.xlt
Activity Log Detail	Displays activity slips in detailed format for each employee.	actlogdl.xlt
Activity Log Diary	Displays activity slips in a diary format for each employee.	actlogdy.xlt
Activity Slip (Activity Summary)	Displays details of selected activities, activity types, slip status and date ranges, totalled by activity with selections to subtotal by customer or employee/vendor.	asactsum.xlt
Activity Slip (Activity Detail)	Displays slip details of selected activities, activity types, slip status and date ranges, totalled by activity with selections to subtotal by customer or employee.	asactdet.xlt
Activity Slip (Customer Summary)	Displays details of selected customer activities, activity types, slip status and date ranges, totalled by customer with selections to subtotal by employee or activity.	ascussum.xlt
Activity Slip (Customer Detail)	Displays activity slip details of selected customers, activity types, slip status and date ranges, totalled by customer with selections to subtotal by employee or activity.	ascusdet.xlt
Activity Slip (Employee Summary)	Displays details of selected employee activities, activity types, slip status and date ranges, totalled by employee with selections to subtotal by customer or activity.	asempsum.xlt
Activity Slip (Employee Detail)	Displays slip details of selected employee activities, activity types, slip status and date ranges, totalled by employee with selections to subtotal by customer or activity.	asempdet.xlt
Hourly Productivity (Summary)	For each employee, this report produces one total of Actual hours logged, the total adjustments, chargeable hours, non-chargeable hours, and the percent of actual hours.	hrprods.xlt
Hourly Productivity (Detail)	For each employee, this report provides a total of actual hours, total adjustments, chargeable hours, non-chargeable hours and the percent of actual hours for each activity. (Only hourly activities.)	hrprodd.xlt
Rate Exceptions	For each selected employee, this report lists the activity slips with rates that do not match the current rate for the employee/activity. (Only chargeable activities will be reported.)	rateexcp.xlt

Purchases Reports

Report	Description	OfficeLink template
Aged Payables [Summary]	For each selected vendor, displays a single line with the current balance due followed by the aging of that balance.	agedaps.xlt
Aged Payables [Detail]	For each selected vendor, displays the current balance due followed by a listing of your open purchases, with the amount due in the appropriate aging column.	agedad.xlt
Analyse Purchases (Item Spreadsheet)	Provides your choice of item dollar purchases, item quantities purchased, or item cost of sales for multiple periods in spreadsheet format.	zpurits.xlt
Analyse Purchases (Vendor)	Displays dollar purchases and percent of total purchases for selected vendors within the period range.	zpurv.xlt
Analyse Purchases (Vendor - FY Comparison)	Compares this year's dollar purchases for the selected vendors to dollar purchases for the same period in the selected year.	zpurvly.xlt
Analyse Purchases (Vendor Spreadsheet)	Provides vendor dollar purchases for multiple periods in spreadsheet format.	zpurvs.xlt
Payables Reconciliation [Summary]	Displays all outstanding payables as of the selected date (ignores all purchases, returns and payments made after the selected date).	aprecons.xlt
Payables Reconciliation [Detail)]	Displays all outstanding payables as of the selected date (ignores all purchases, returns and payments made after the selected date). For each selected vendor, displays a single line with the balance due as of the selected date, followed by the aging of that balance.	aprecond.xlt
Purchase History by Vendor (OfficeLink)	Displays the total dollar purchases, by month, for the current and previous fiscal years, for each vendor. This report for use with MS Excel.	purhisv.xlt
Purchase Order Inquiry	Displays all the transaction pieces that affect the current balance of the purchase (original purchase, payments, discounts, or deposits). This report allows wildcarding.	papjrnl.xlt
Purchases & Payables Journal	Displays the transactions assigned to the Purchases & Payables Journal within the date range.	poinq.xlt
Purchases [Vendor Summary]	Displays the original purchase amount, the sales tax paid and the current balance for all sales within the date range.	purvends.xlt
Purchases [Vendor Detail]	Displays the purchase order line items, including quantity purchased, for all purchases from the selected vendors within the date range.	purvendd.xlt
Purchases [Item Summary]	Displays the purchases that contain the selected item. This report allows wildcarding.	puritms.xlt
Purchases [Item Detail]	Displays the purchases that contain the selected item(s), including vendor name, purchase order date, number, quantity and amount. This report allows wildcarding.	puritmd.xlt
Recurring Purchase Orders	Displays the name of the recurring purchase, date last posted, frequency and date next due.	recpo.xlt
To Do List [Payables]	Displays the list of open payables from the To Do List window.	tdlap.xlt
To Do List [Recurring Purchases]	Displays the list of recurring purchase entries from the To Do List window.	tdlrecpr.xlt
To Do List [Expiring Discounts]	Displays the list of expiring discounts from the To Do List window.	tdlexpd.xlt

Report	Description	OfficeLink template
Vendor Payment History	Displays details of cash disbursements made to vendors within a date range.	vdrphy.xlt
Vendor Payments	Displays amounts of money paid to vendors for a selected date range.	vdrpyt.xlt

Payroll reports

Report	Description	OfficeLink template
Employee Payroll List	Lists Employee Information, Tax Status and Pay Basis.	emprylst.xlt
Entitlements Balance (Summary)	Lists the total hours and value of accrued entitlements for each selected employee, for the selected accounting period.	ebs.xlt
Entitlements Balance (Detail)	Lists the detail of accrued entitlements by hours and value (sorted by employee and entitlement) for the selected accounting period and employee.	ebd.xlt
Payroll Activity (Summary)	Lists the total wages, entitlements, deductions, employee expenses and taxes for each selected employee, for the selected date range.	payacts.xlt
Payroll Activity (Detail)	Lists the detail of the wages, entitlements, deductions, employee expenses and taxes for each selected employee for the selected date range.	paycatd.xlt
Payroll Advice	Produces a Pay Advice for each selected employee providing Gross and Net pay, hours and rates worked and other pay details. Includes year-to-date figures for all payroll categories with a non-zero amount.	pradv.xlt
Payroll Category Inquiry	Displays all the transactions that are linked to the selected payroll category.	paycatiq.xlt
Payroll Journal	Lists all the debit and credit transactions for each payroll account, and other pay details for the selected date range.	payjrnl.xlt
Payroll Register (Summary)	Lists employee name, total of wages, entitlements, deductions, employee expenses and taxes for each employee for the selected period.	payregs.xlt
Payroll Register (Detail)	Lists employee and each wages, entitlements, deductions, employee expenses and taxes category for that employee for the selected period.	payregd.xlt
Payroll Summary	Displays total of wages, entitlements, deductions, employee expenses and taxes for the selected period.	paysum.xlt
Recurring Paycheques	Displays the name of the recurring paycheque, date last posted, frequency and date next due.	recpychk.xlt
Superannuation Remittance	Lists each employee that has contributed to a superannuation fund within the specified time period (month or quarter), with the superannuation remittance amount, sorted by superannuation fund.	superrem.xlt

Inventory Reports

Report	Description	OfficeLink template
Analyse Inventory [Summary]	Your current "order book." Looks at your pending sales and pending purchases to figure out items on hand, items on order from vendors and items promised to customers. This report allows wildcarding.	zinvs.xlt
Analyse Inventory [Detail]	Displays a list of pending invoices and pending purchase orders that include that item. This report allows wildcarding.	zinvd.xlt
Auto-Build	Displays the sub-items and costs for selected manufactured items.	autobld.xlt
Inventory Count Sheet	A helpful form for recording your physical inventory. This report allows wildcarding.	invctst.xlt
Inventory Journal	Displays the transactions assigned to the Inventory Journal within the date range.	invjrnl.xlt
Item Sales History [OfficeLink]	Displays th e total dollar, unit and cost of sales by month for the current and previous financial years.	itemsalh.xlt
Items List [Summary]	Displays your items, including the primary vendor, units on hand, total value of items in inventory and the current selling price of the item.	itmls.xlt
Items List [Detail]	Displays your items and most corresponding item information.	itmld.xlt
Price Analysis	Calculates the gross profit, percent margin, and percent markup of your items. This report allows wildcarding.	pricez.xlt
Price List	Displays a list of item selling prices.	prclsst.xlt
To Do List [Stock Alert]	Displays the list of items needing to be re-ordered (or auto-built) from the To Do List window.	prclstdt.xlt

Card File Reports

Report	Description	OfficeLink template
Address List	Lists card name, contact name, address and phone number for selected card(s)	addlst.xlt
Card File [Summary]	A list of the cards in your card file.	cfsum.xlt
Card File [Detail]	A list of the cards with most card information.	cfdet.xlt
Card Inquiry	Displays all the transaction pieces that have been linked to the selected card(s).	cfinq.xlt
Contact Log	Your contact log for selected card(s) within a date range. Totals elapsed time.	clog.xlt
Identifiers	A list of your identifiers and their descriptions.	ids.xlt
To Do List [Overdue Contacts]	Displays the list of overdue contact log reminders from the To Do List window.	tdloc.xlt
GIS Card File	Provides location and balance details of all or selected cards. This report is designed to be saved to disk, for import into a Geographical Information System (GIS).	giscf.xlt