

Types of Reports in Sybiz Products

Please note that information in this document may have changed since this document's creation. Document Creation Date: February 2004

There are three types of reports in Sybiz Vision and Sybiz Vision Pay. Understanding which types of reports you print can assist in finding and resolving specific problems in your database.

The first type of report is a transaction based report. These reports allow the user to select a criteria being the date range they wish to report on. This allows the report to be printed at any time, the only requirement being that the transactions must be in the database so that it can be reported on. An example of this is any transaction history or pay history report.

The second type of report is a period based report. These reports allow the user to move back to a specific period (within Sybiz Vision only) and produce a report based on all the information up until the end of that period. This allows a report to be produced that contains all transactions for that period, the requirements being that the transactions exist within the database and the period is able to be selected for reporting on. An example of this is the Profit and Loss statement and the Trial Balance in Sybiz Vision's general ledger.

The third type of report is a cumulative report. These reports allow the user to print a report containing all information up until the current period regardless of the period they are in. Please note that this generally excludes future period transactions. An example of this is the Quantity and Value report in Sybiz Vision's inventory ledger.

Users need to be aware of the type of report they require and when it can and cannot be printed. As an example a user that wishes to perform a new period would need to produce the Inventory Quantity and Value report prior to that new period being processed. As the report is cumulative, once the new period has been processed and more transactions entered, then that report will not be able to be printed out again unless the user goes back to a backup. Therefore prior to a new period the user must ensure that any cumulative reports are printed. Other types of reports generally can be printed after the new period rollover. The reports that must be printed prior to the end of month also give an indication of what transactions need to be completed prior to a new period rollover. An example of this would be inventory transactions. The Quantity and Value report is cumulative and therefore any transfers and stocktake entries should be completed prior to the end of month rollover (this is not to say they must be).

Sybiz Software seem to be slowly moving away from cumulative type reports as they do not allow the flexibility of date driven or period driven reports. Recent examples of this change include the Debtors and Creditors Aged Balance List reports being modified to be able to report the Aged Balance Lists in previous periods. Prior to Sybiz Vision 2.50 these reports were cumulative.