Chapter 13 Reports

This section allows you to view and print up-to-date reports based on your selected criteria.

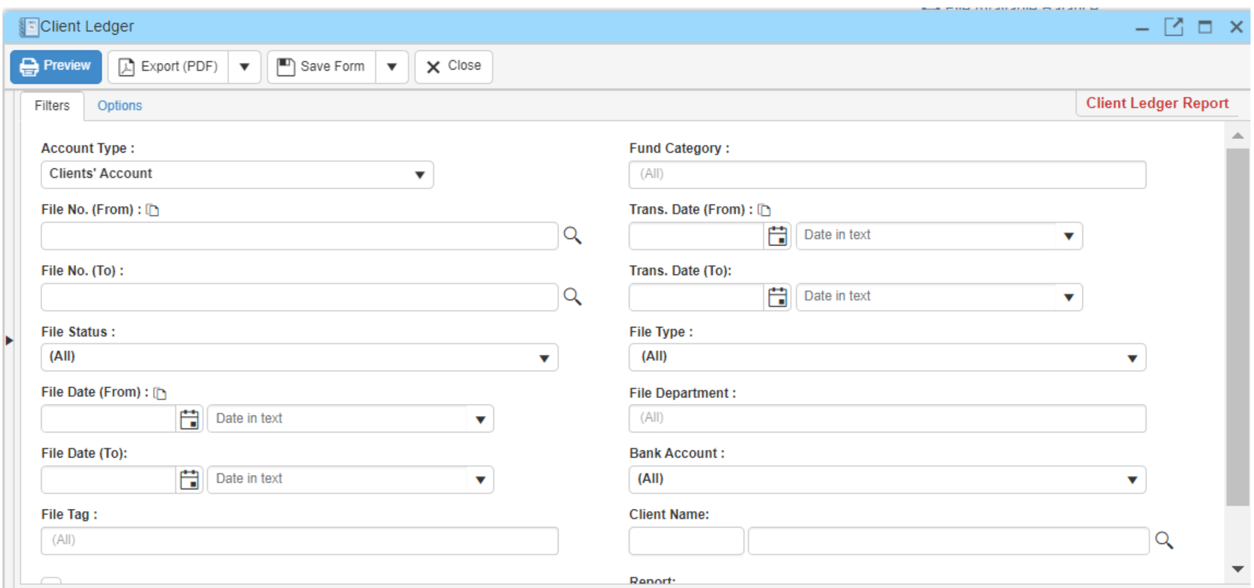
In This Chapter:

13.1 Account Reports – Clients' Account

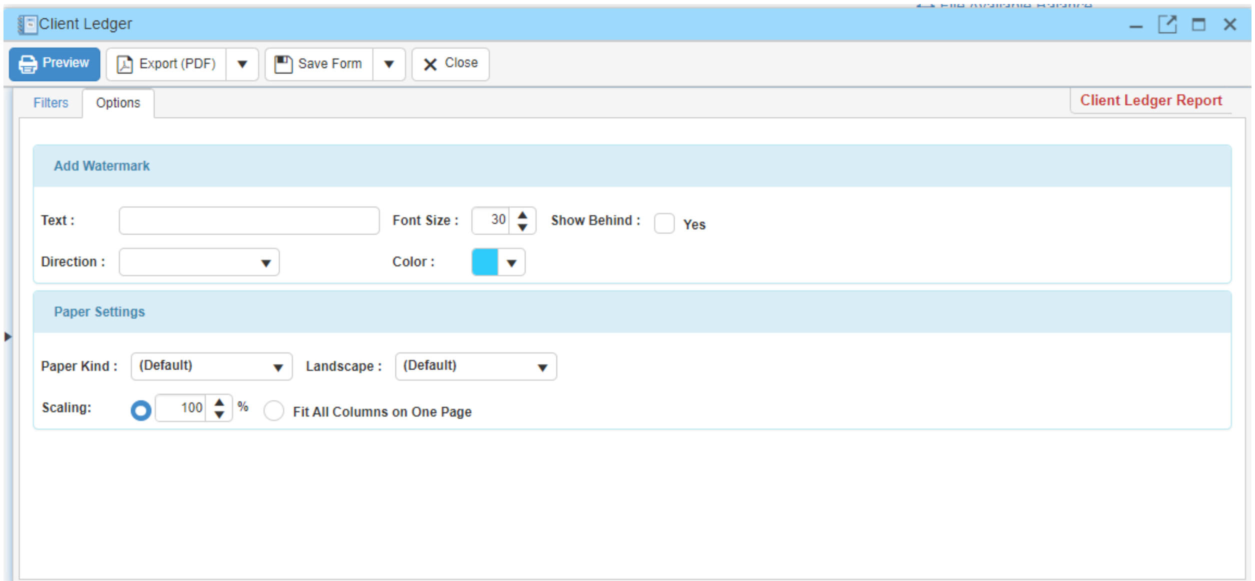
13.1.1 Client Ledger

This enables you to view and print client ledger report. This ledger provides GL transaction listing for the client.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Client Ledger**' and a window will pop-up as the picture below.



- To begin, choose an account type and fill in your criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

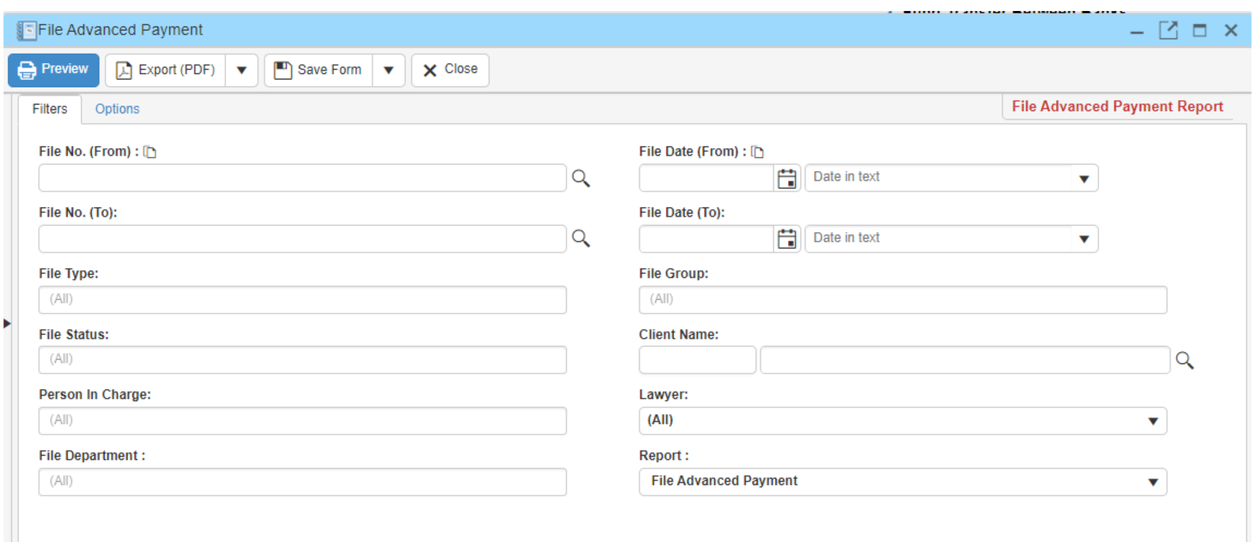


- Click ‘**Preview**’ to view and print out the client ledger report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

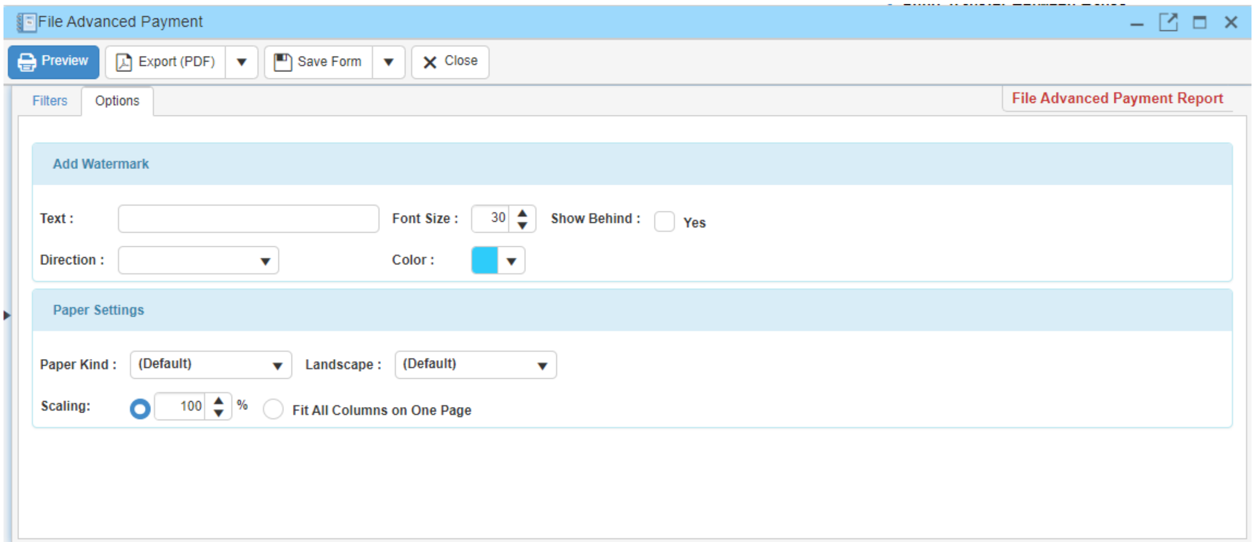
13.1.2 File Advanced Payment

This enables you to view and print file advanced payment report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Clients’ Account**’.
- Click ‘**File Advanced Payment Report**’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

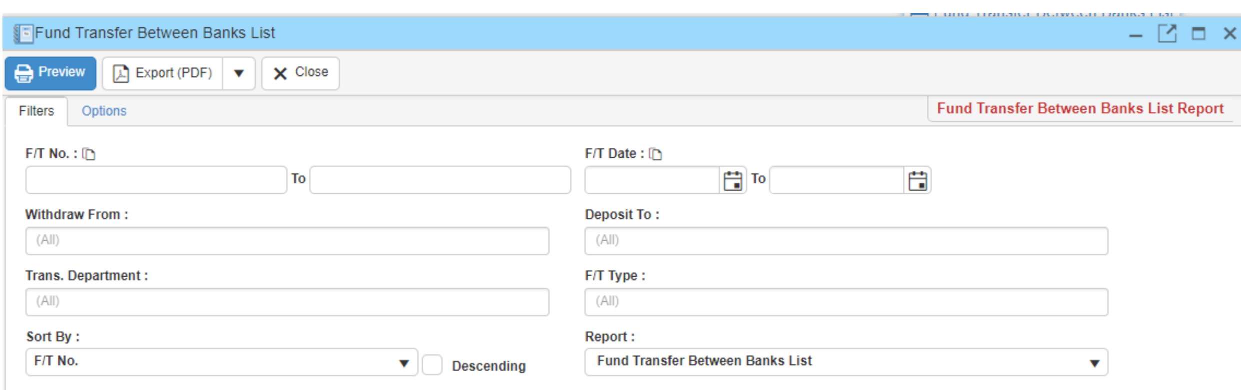


- Click ‘**Preview**’ to view and print out the file advanced payment report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

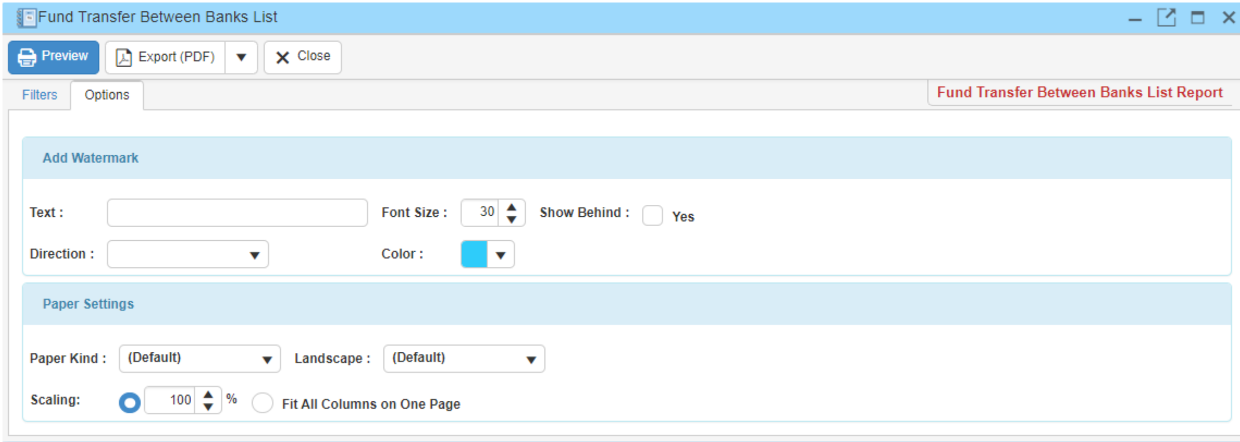
13.1.3 Fund Transfer Between Bank List

This enables you to view and print fund transfer between bank list report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Clients’ Account**’.
- Click ‘**Client Ledger**’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

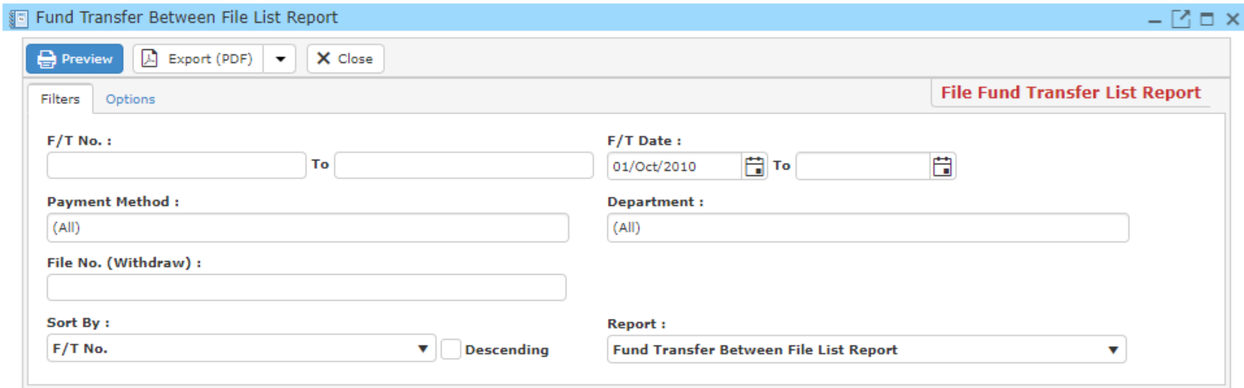


- Click '**Preview**' to view and print out the funds transfer between bank list report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

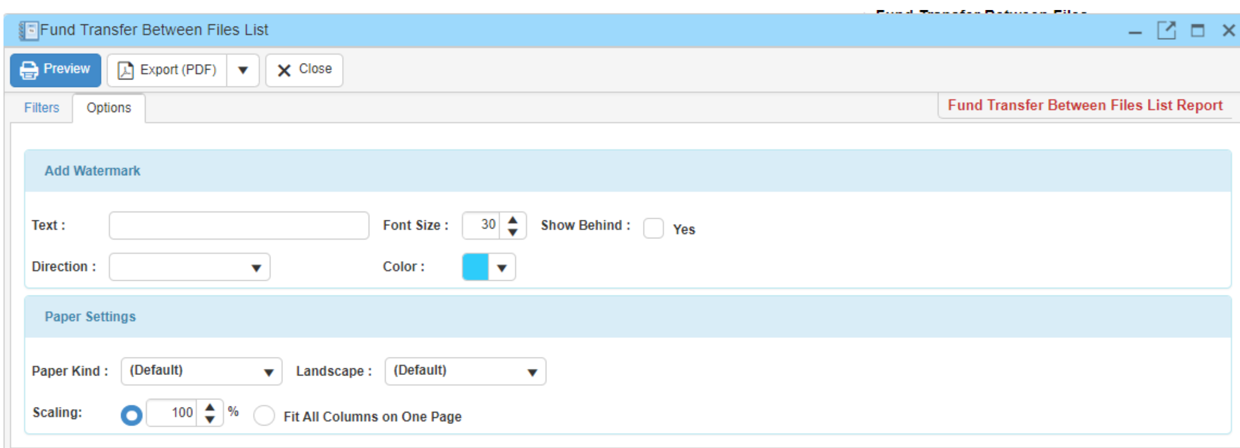
13.1.4 Fund Transfer Between File List Report

This enables you to view and print fund transfer between file list report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Client Ledger**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

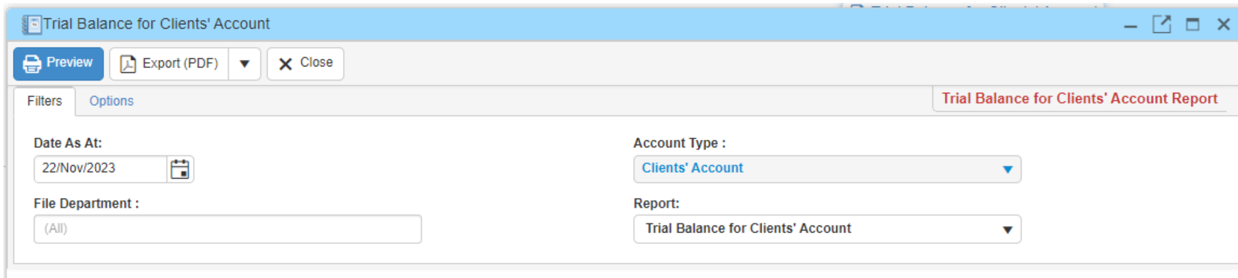


- Click '**Preview**' to view and print out the fund transfer between file list report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

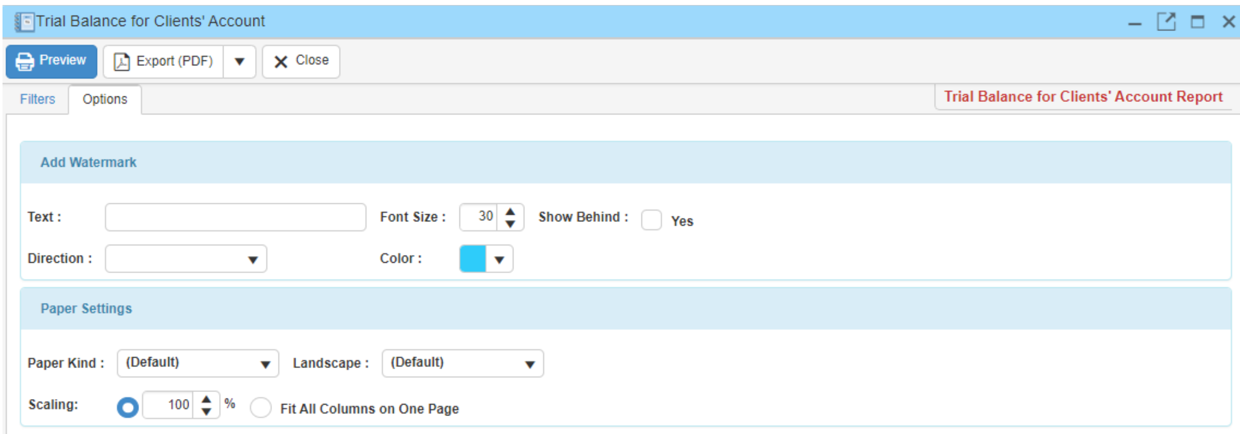
13.1.5 Trial Balance for Clients' Account

This enables you to view and print trial balance for clients' account report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Client Ledger**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



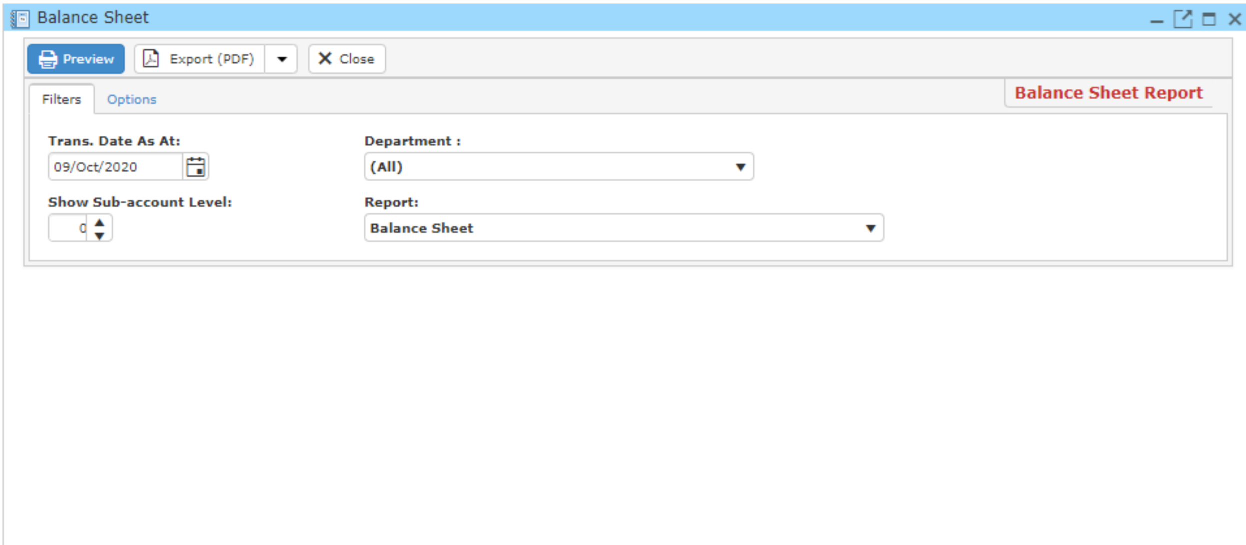
- Click '**Preview**' to view and print out the trial balance for clients' account report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2 Account Reports – Office Account

13.2.1 Balance Sheet

This enables you to view and print trial balance for clients' account report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Client Ledger**' and a window will pop-up as the picture below.



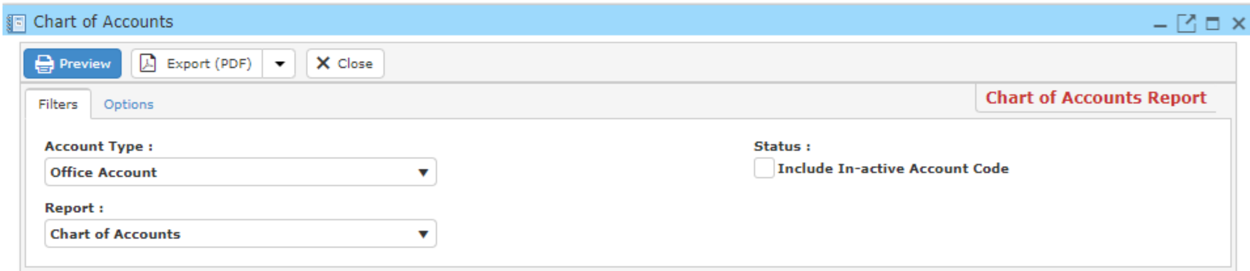
- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the trial balance for clients' account report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

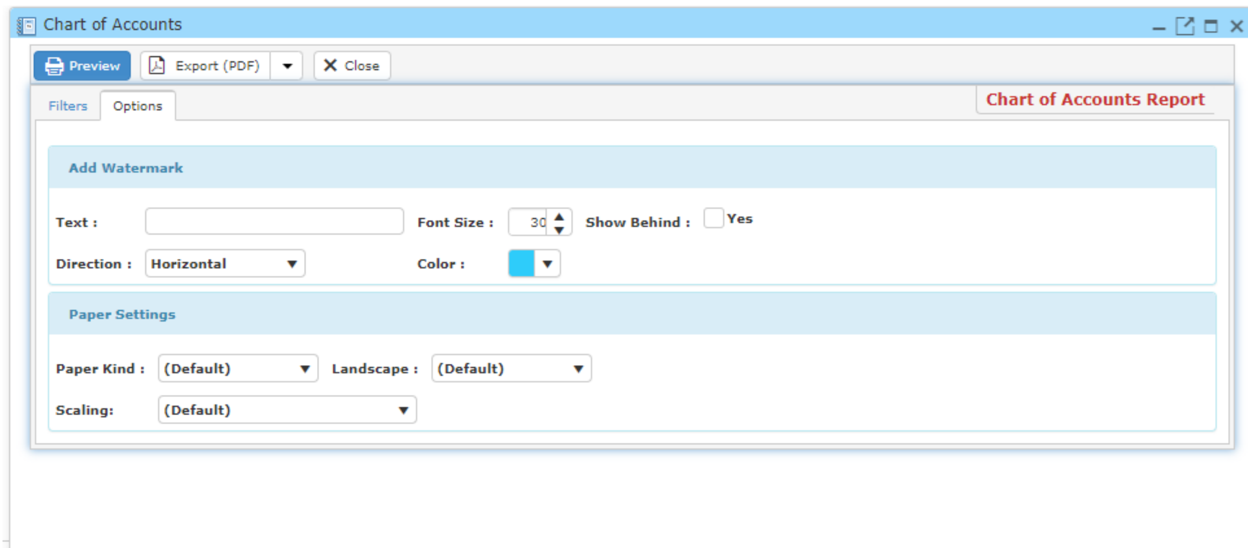
13.2.2 Chart of Accounts

This enables you to view and print Chart of Accounts report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Chart of Accounts**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

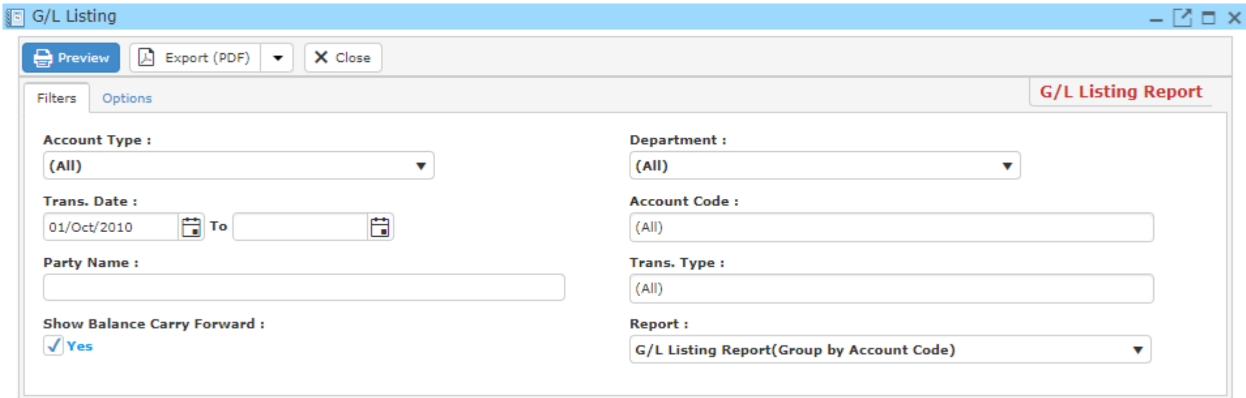


- Click ‘**Preview**’ to view and print out the Chart of Account report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

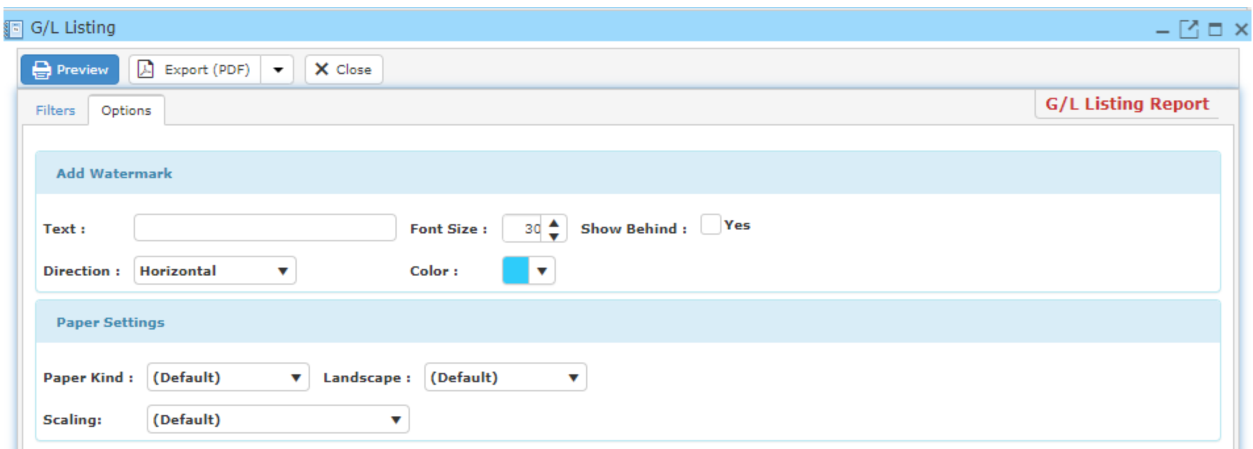
13.2.3 G/L Listing

This enables you to view and print G/L Listing report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Office’s Account**’.
- Click ‘**G/L Listing**’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

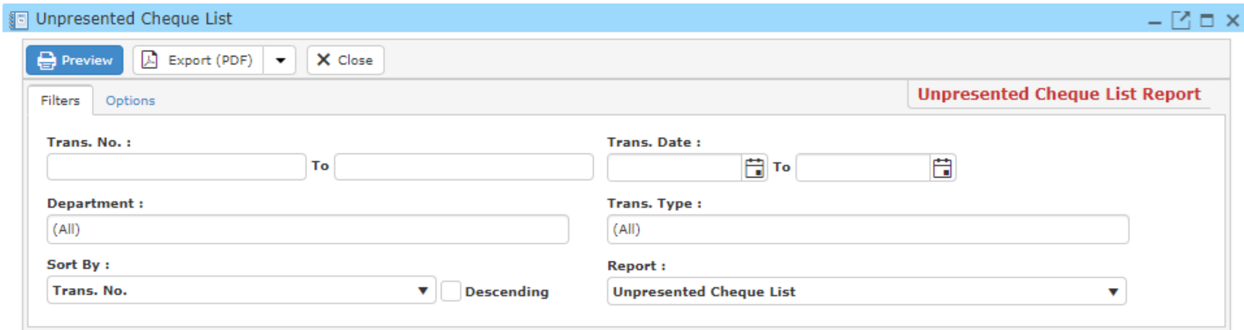


- Click '**Preview**' to view and print out the G/L Listing report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

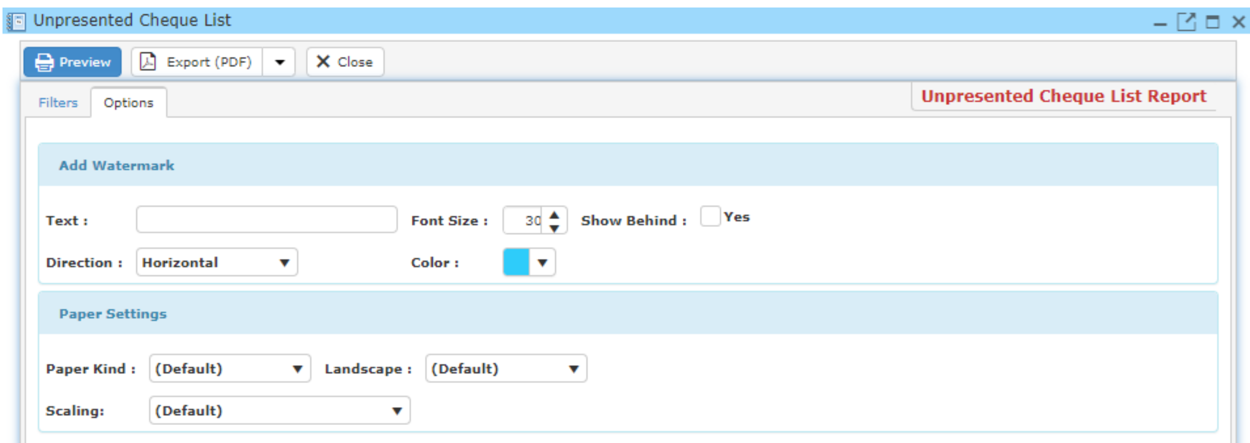
13.2.4 Unpresented Cheque List

This enables you to view and print Unpresented Cheque List report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Unpresented Cheque List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

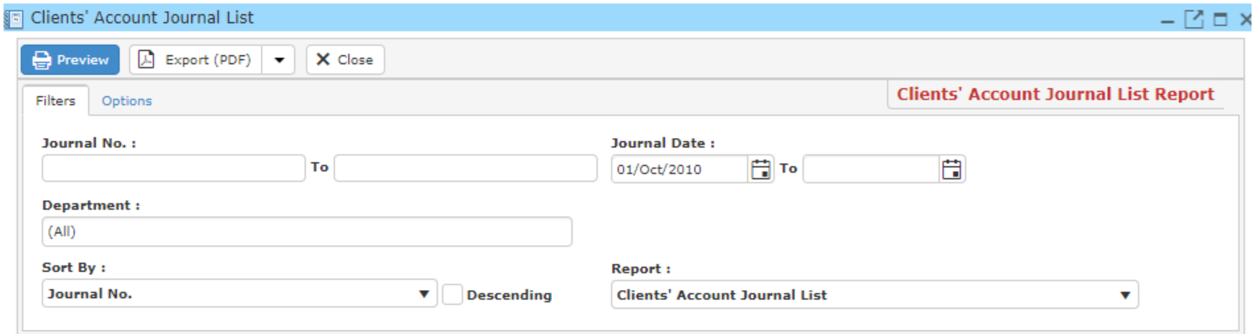


- Click '**Preview**' to view and print out the Unpresented Cheque Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

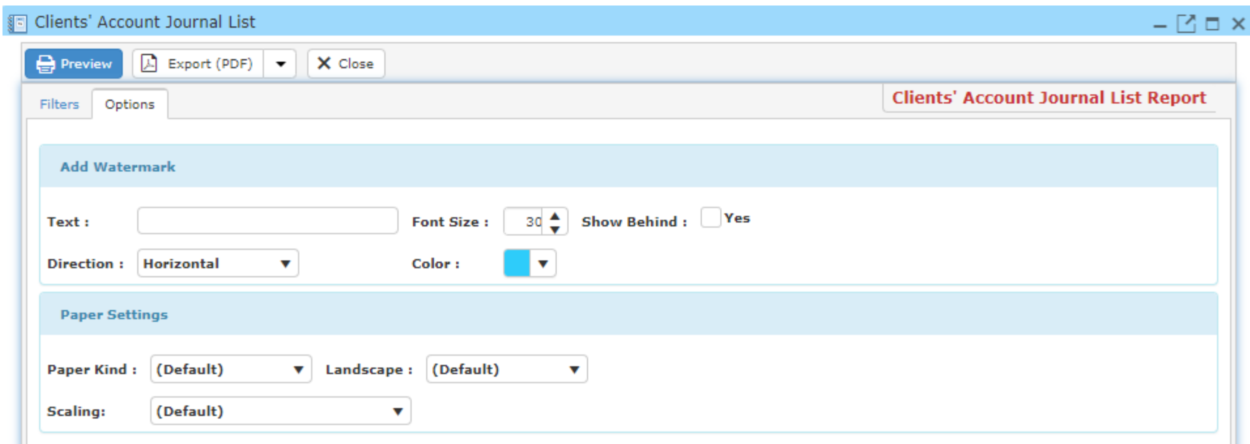
13.2.5 Clients' Account Journal List

This enables you to view and print Clients' Account Journal List report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click **'Clients' Account Journal List'** and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

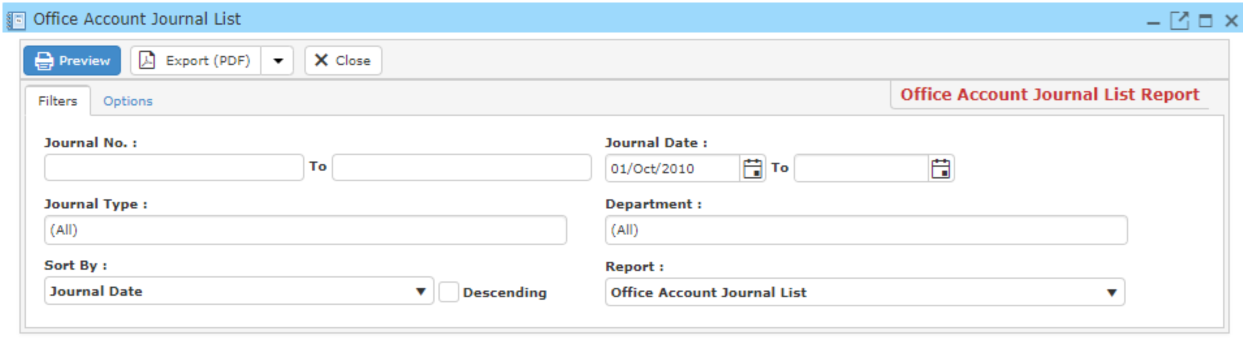


- Click '**Preview**' to view and print out the Clients' Account Journal Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

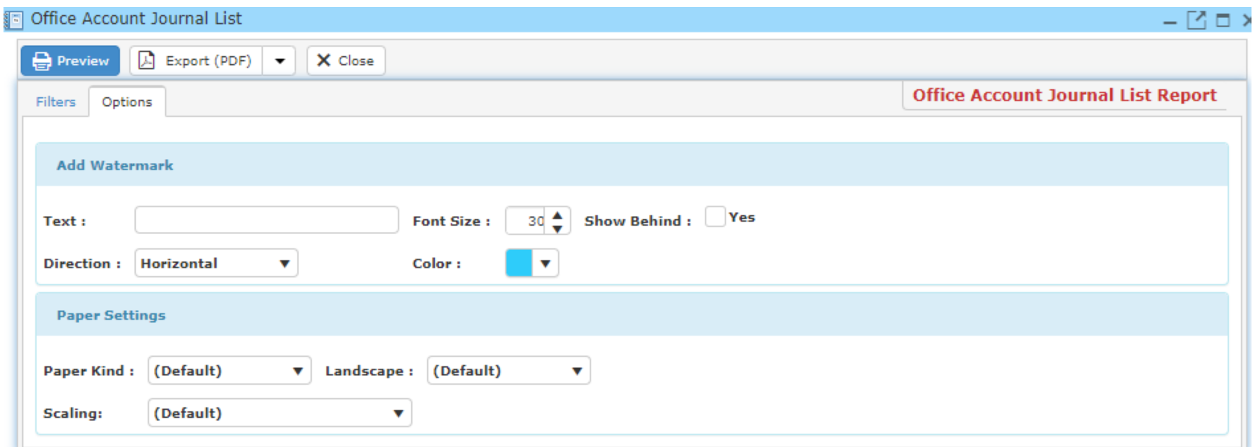
13.2.6 Office Account Journal List

This enables you to view and print Office Account Journal List report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Office Account Journal List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

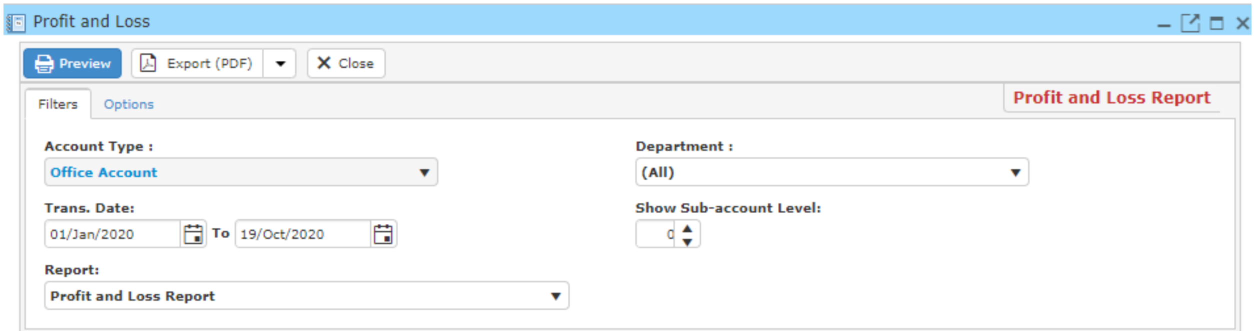


- Click '**Preview**' to view and print out the Office Account Journal Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

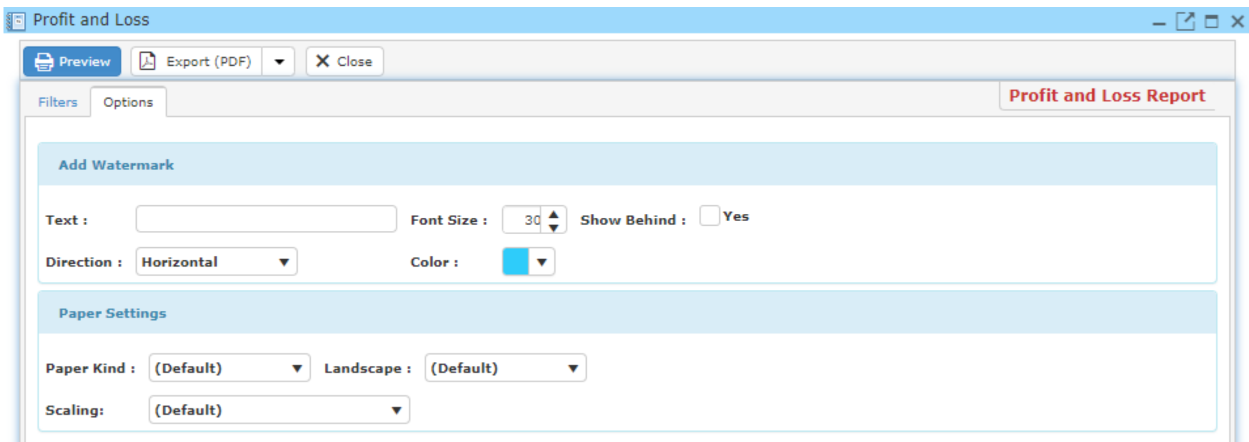
13.2.7 Profit and Loss

This enables you to view and print Profit and Loss report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Profit and Loss**'and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

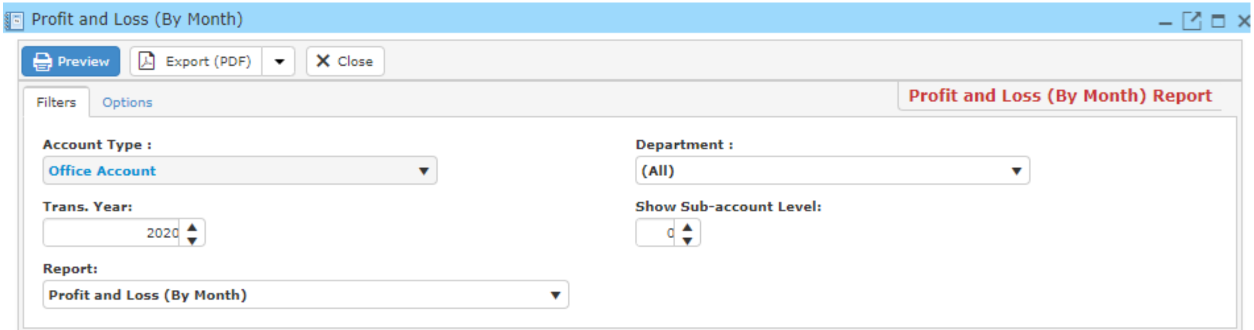


- Click '**Preview**' to view and print out the Profit and Lossreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

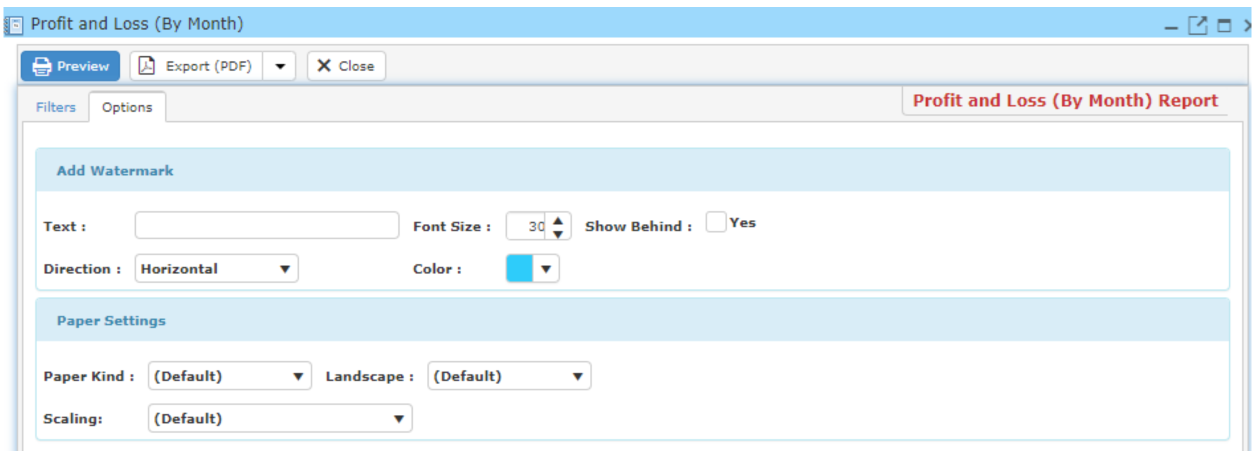
13.2.8 Profit and Loss (By Month)

This enables you to view and print Profit and Loss (By Month) report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Profit and Loss (By Month)**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

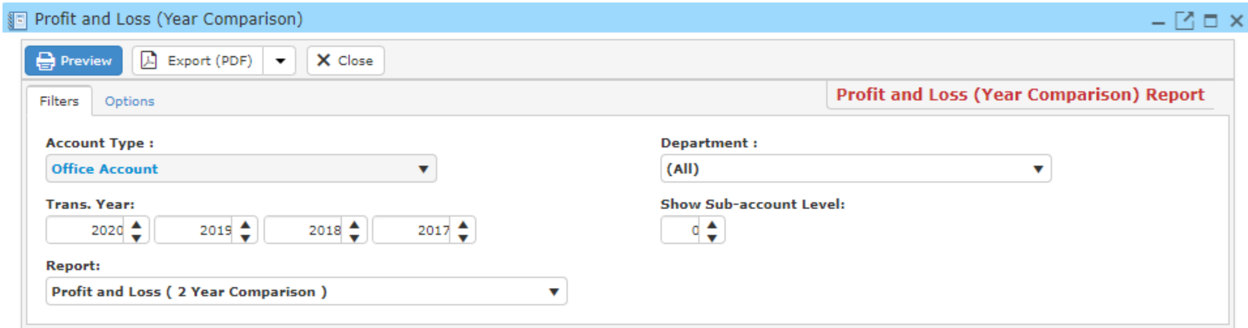


- Click ‘**Preview**’ to view and print out the Profit and Loss (By Month)report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

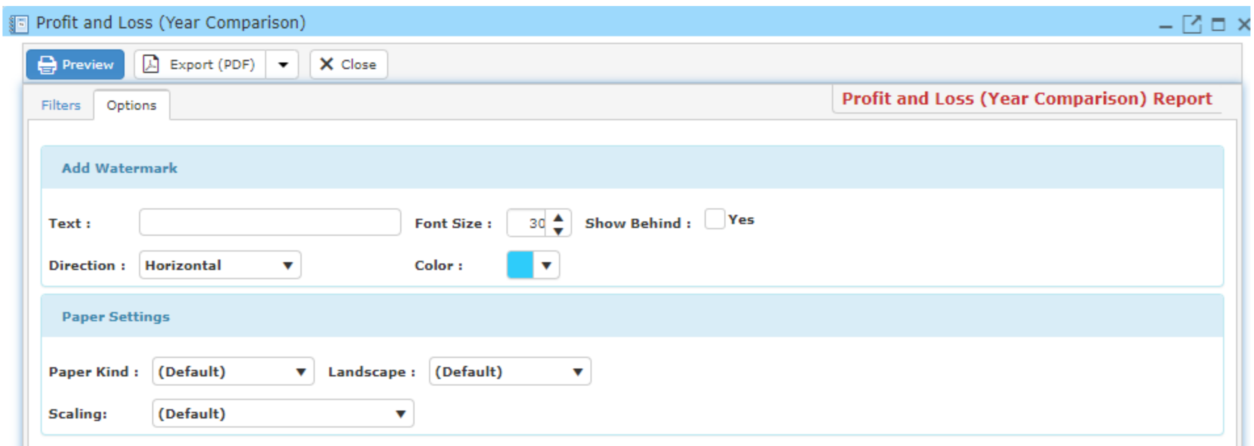
13.2.9 Profit and Loss (Year Comparison)

This enables you to view and print Profit and Loss (Year Comparison) report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Office’s Account**’.
- Click ‘**Profit and Loss (Year Comparison)**’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

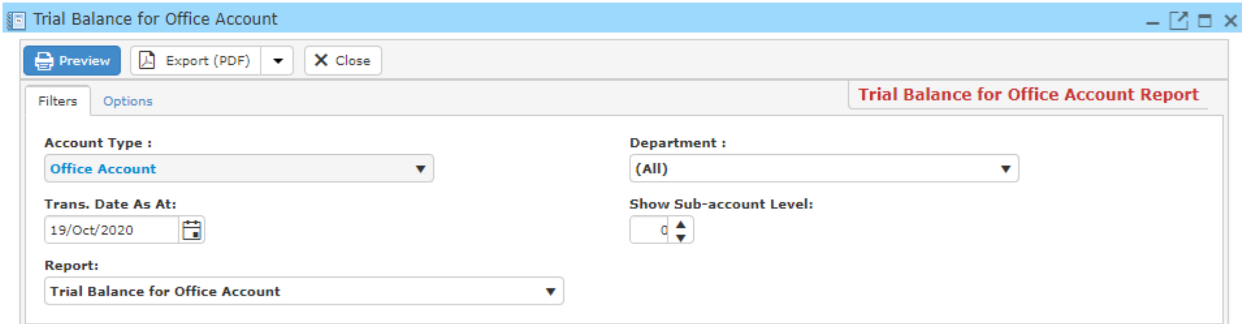


- Click '**Preview**' to view and print out the Profit and Loss (Year Comparison) report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

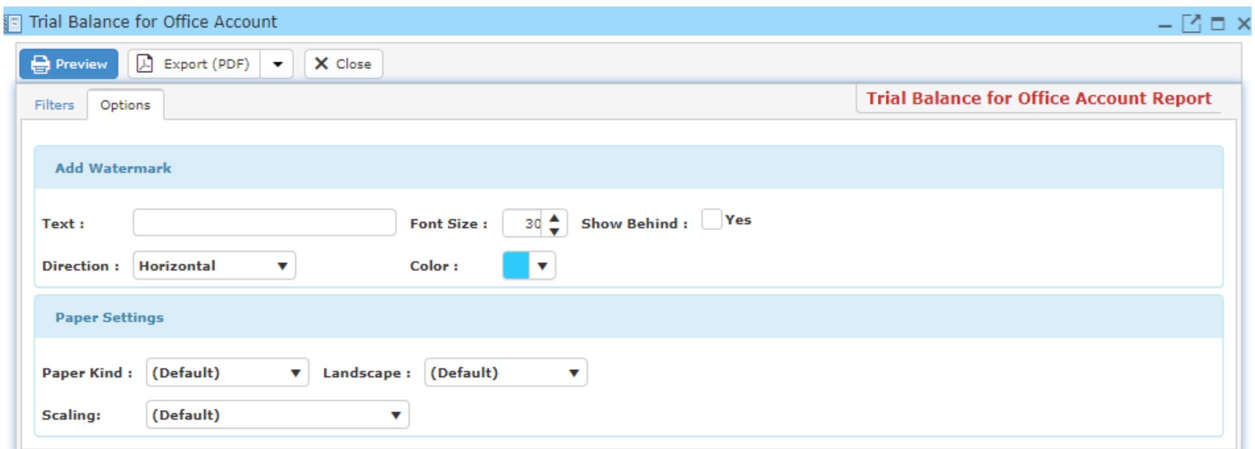
13.2.10 Trial Balance for Office Account

This enables you to view and print Trial Balance for Office Account report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Trial Balance for Office Account**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



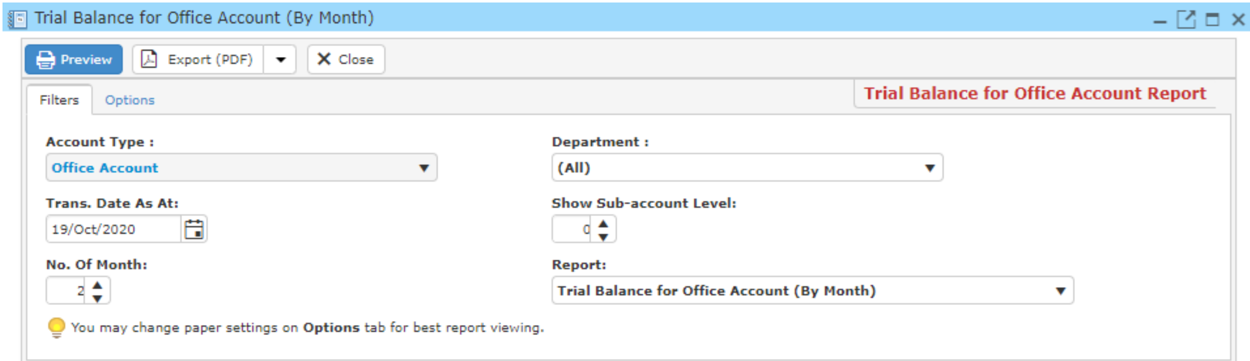
- Click '**Preview**' to view and print out the Trial Balance for Office Account report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.11 Trial Balance for Office Account (By Month)

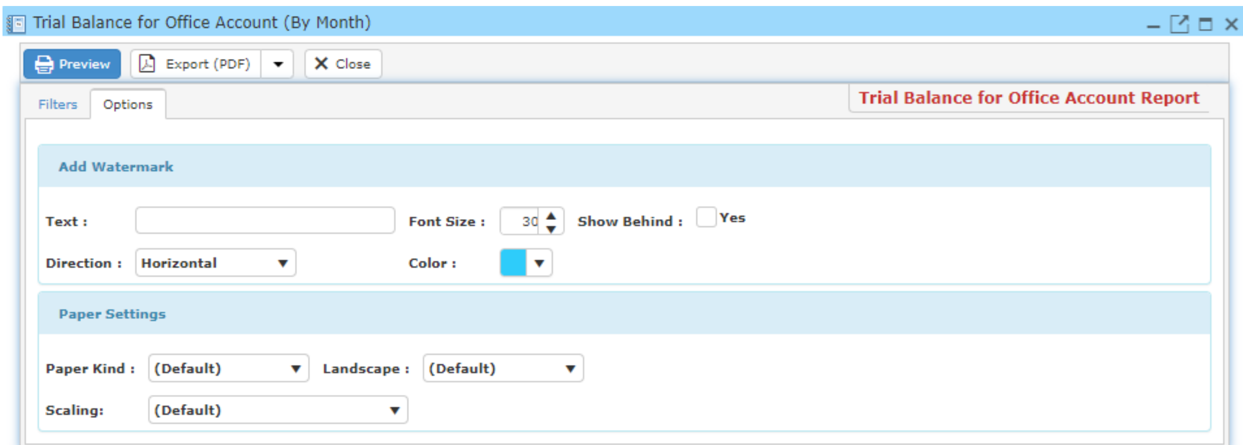
This enables you to view and print Trial Balance for Office Account (By Month)report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.

- Click '**Trial Balance for Office Account (By Month)**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



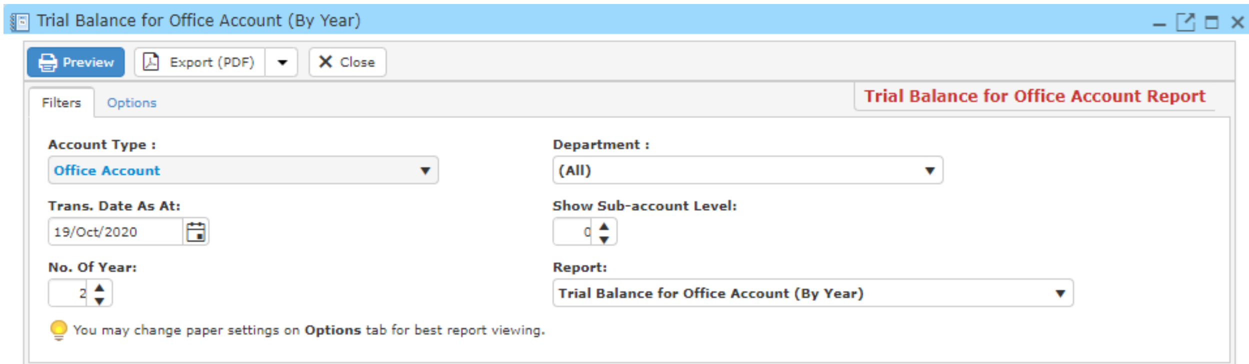
- Click '**Preview**' to view and print out the Trial Balance for Office Account (By Month) report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.12 Trial Balance for Office Account (By Year)

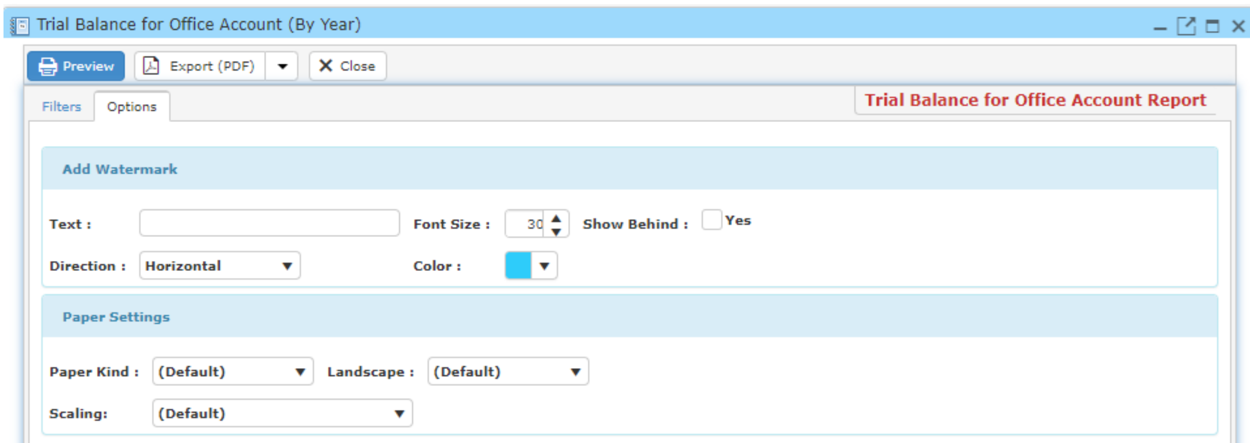
This enables you to view and print Trial Balance for Office Account (By Year)report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.

- Click '**Trial Balance for Office Account (By Year)**'and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



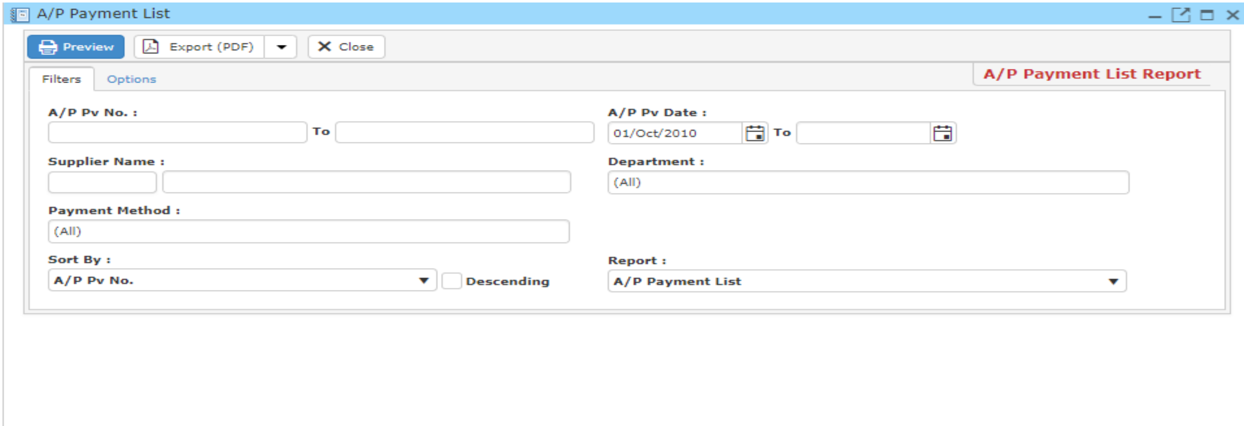
- Click '**Preview**' to view and print out the Trial Balance for Office Account (By Year)report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.3 Account Reports – Payment Voucher

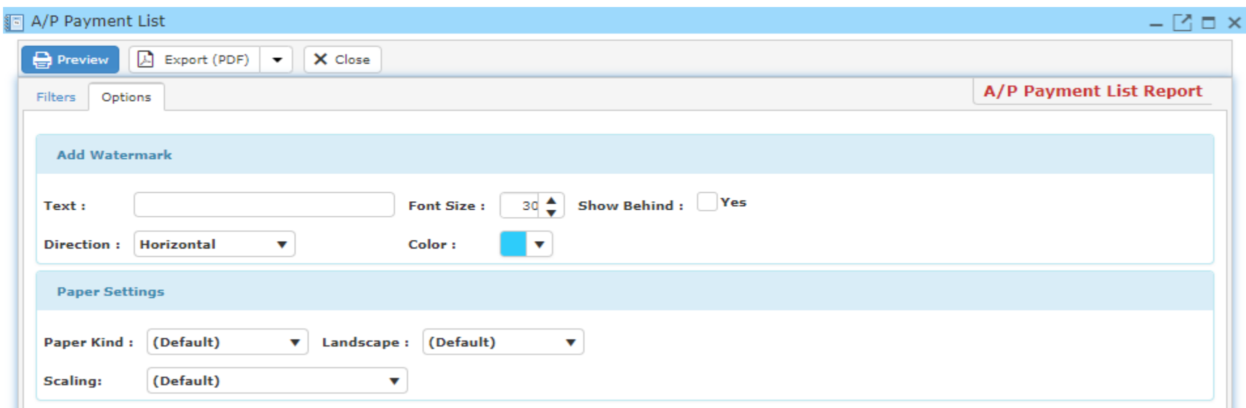
13.3.1 A/P Payment List Report

This enables you to view and print A/P Payment List report.

- On the '**Report**' Menu, click '**Account Reports – Payment Voucher**'.
- Click 'A/P Payment List Report' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

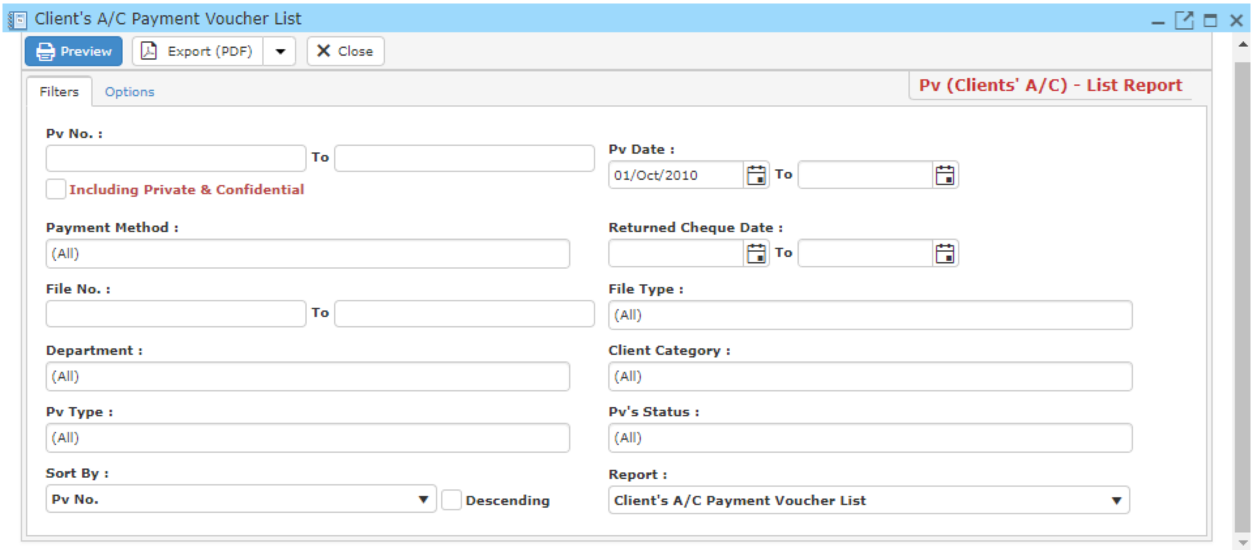


- Click '**Preview**' to view and print out the A/P Payment List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

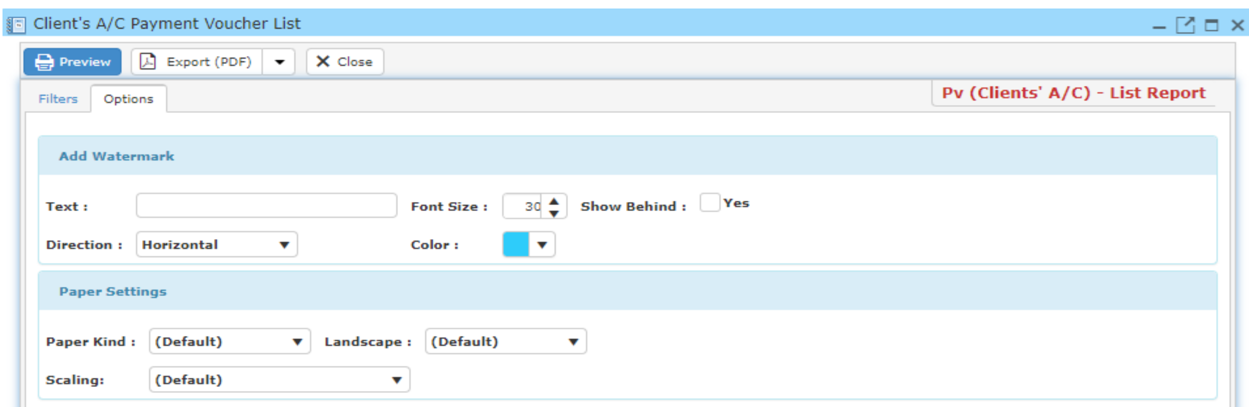
13.3.2 Client's A/C Payment Voucher List

This enables you to view and print Clients' A/C Payment Voucher List report.

- On the '**Report**' Menu, click '**Account Reports – Payment Voucher**'.
- Click '**Client's A/C Payment Voucher List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



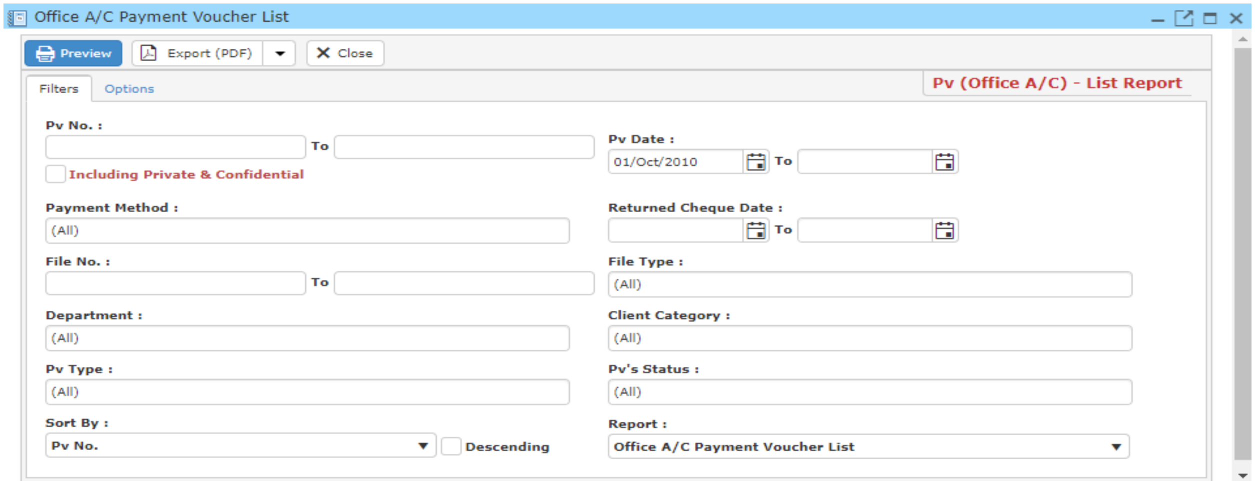
- Click '**Preview**' to view and print out the Clients' A/C Payment Voucher List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.3.3 Office A/C Payment Voucher List

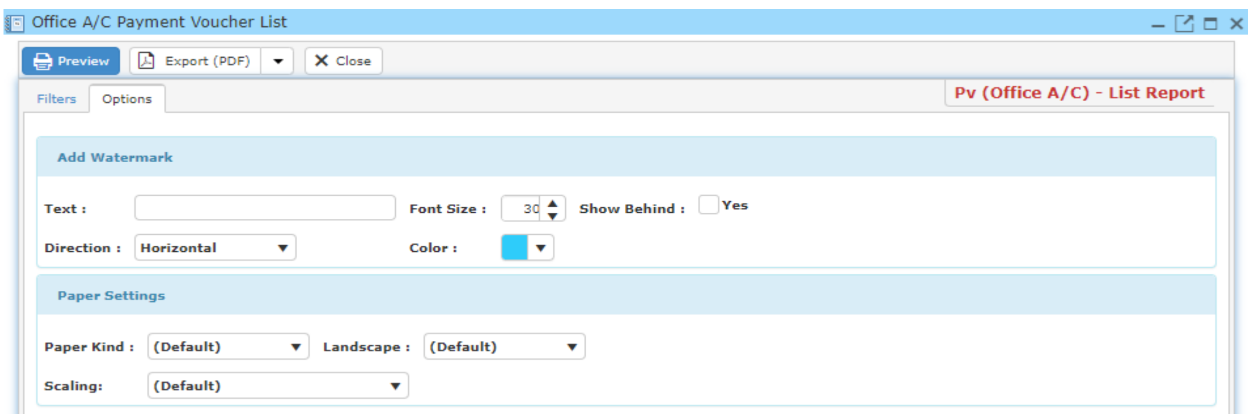
This enables you to view and print Office A/C Payment Voucher List report.

- On the '**Report**' Menu, click '**Account Reports – Payment Voucher**'.

- Click ‘Office A/C Payment Voucher List’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.



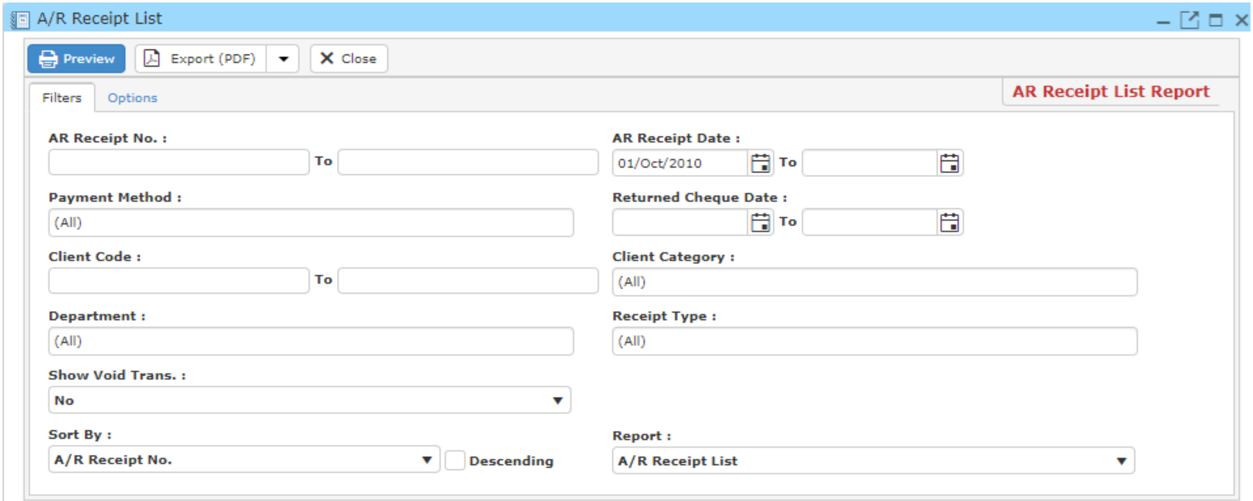
- Click ‘**Preview**’ to view and print out the Office A/C Payment Voucher Listreport.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

13.4 Account Reports – Receipt / AR Receipt

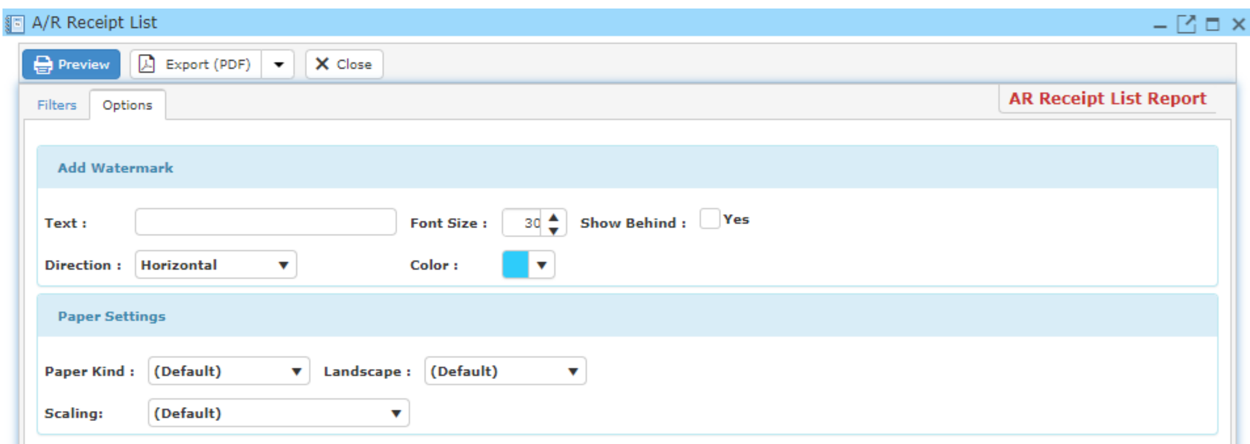
13.4.1 A/R Receipt List

This enables you to view and print A/R Receipt List report.

- On the '**Report**' Menu, click '**Account Reports – Receipt / AR Receipt**'.
- Click '**A/R Receipt List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



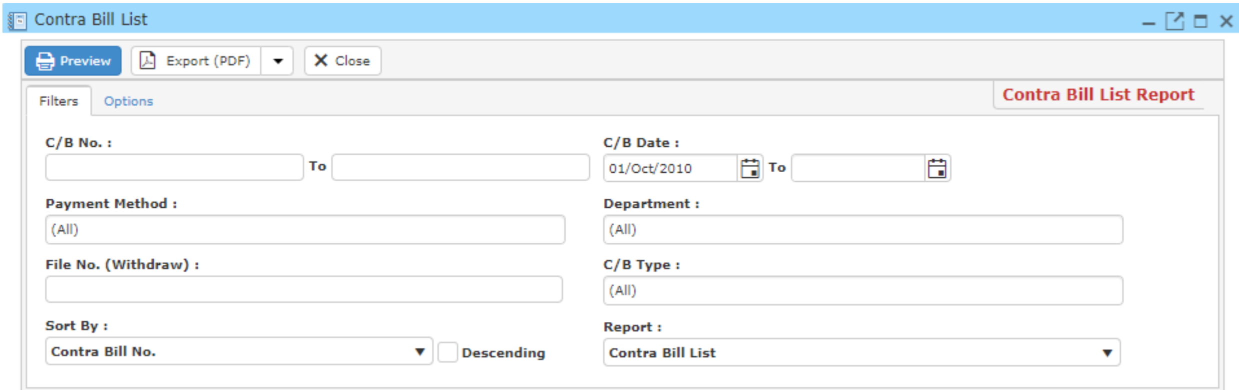
- Click '**Preview**' to view and print out the A/R Receipt List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.4.2 Contra Bill List

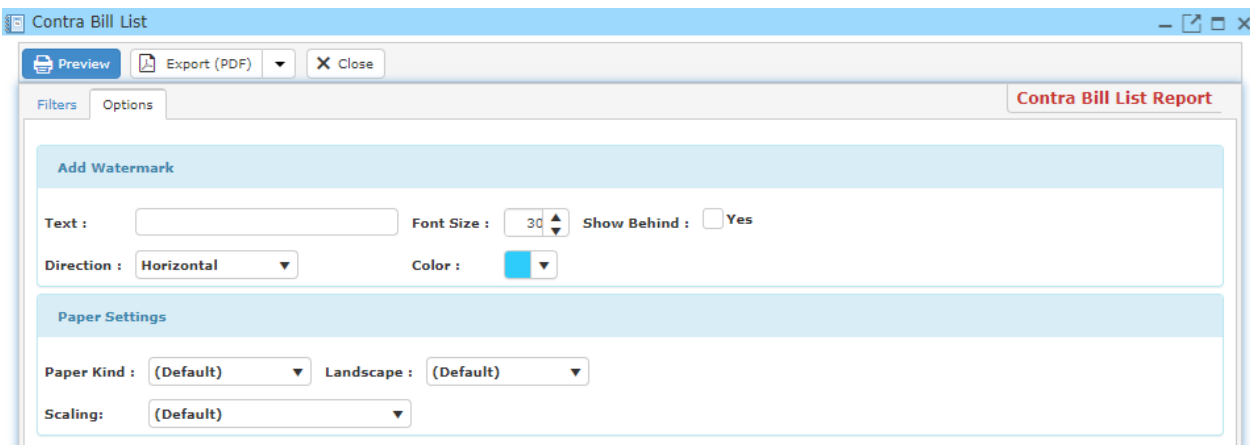
This enables you to view and print Contra Bill List report.

- On the '**Report**' Menu, click '**Account Reports – Receipt / AR Receipt**'.

- Click '**Contra Bill List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



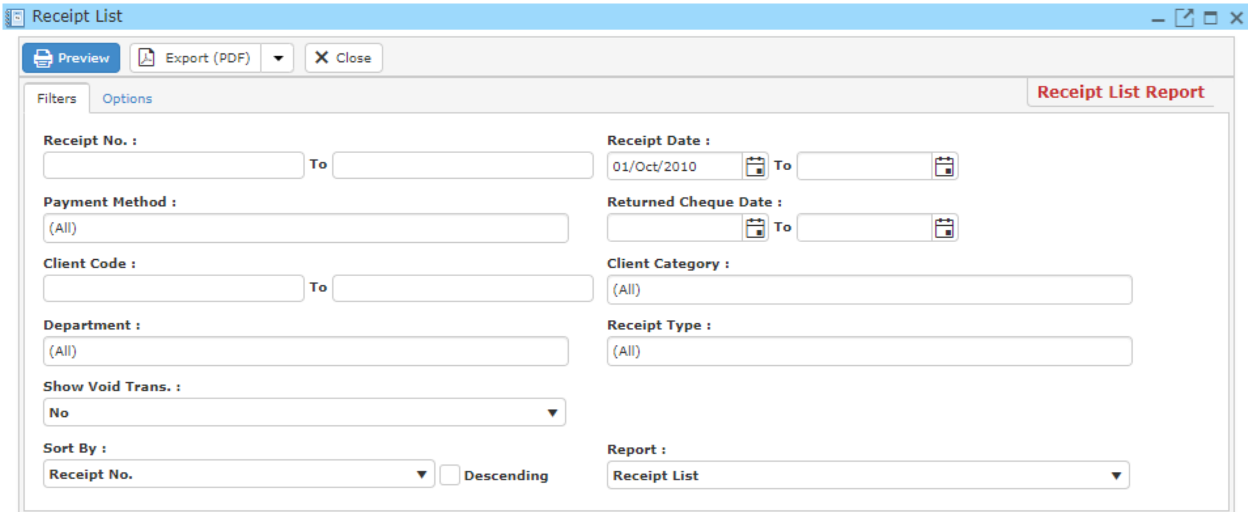
- Click '**Preview**' to view and print out the Contra Bill List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.4.3 Receipt List Report

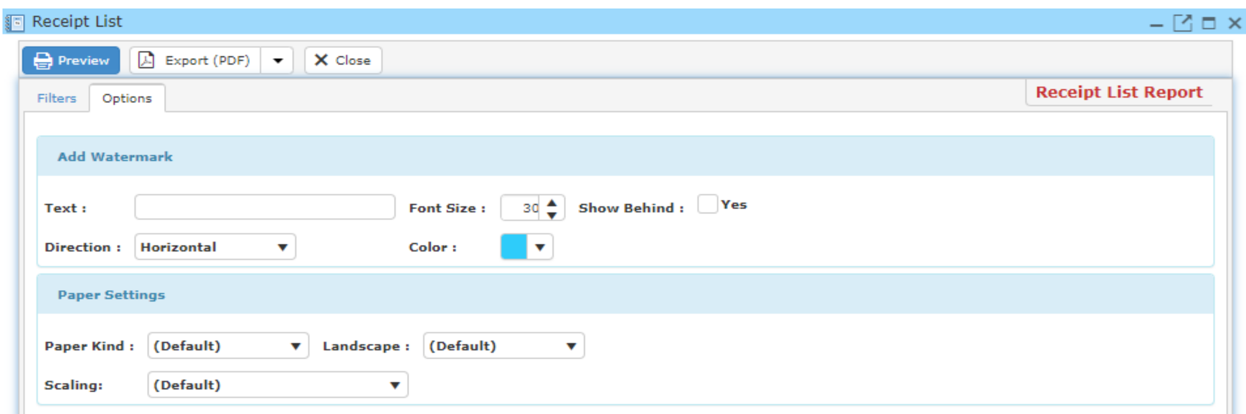
This enables you to view and print Receipt List report.

- On the '**Report**' Menu, click '**Account Reports – Receipt / AR Receipt**'.

- Click '**Receipt List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



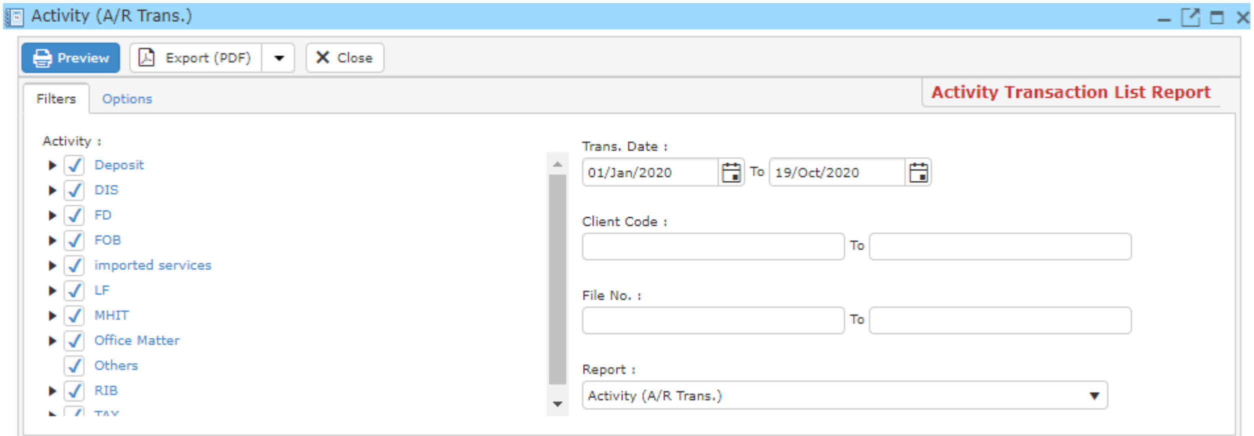
- Click '**Preview**' to view and print out the Receipt List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.4.4 Activity (A/R Trans)

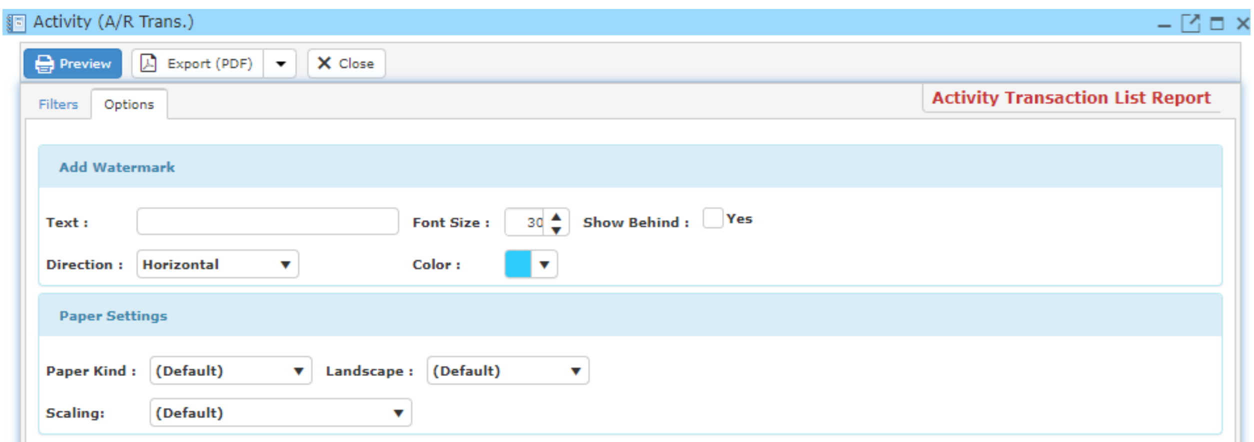
This enables you to view and print Activity (A/R Trans) report.

- On the '**Report**' Menu, click '**Account Reports – Receipt / AR Receipt**'.

- Click ‘**Activity (A/R Trans)**’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.



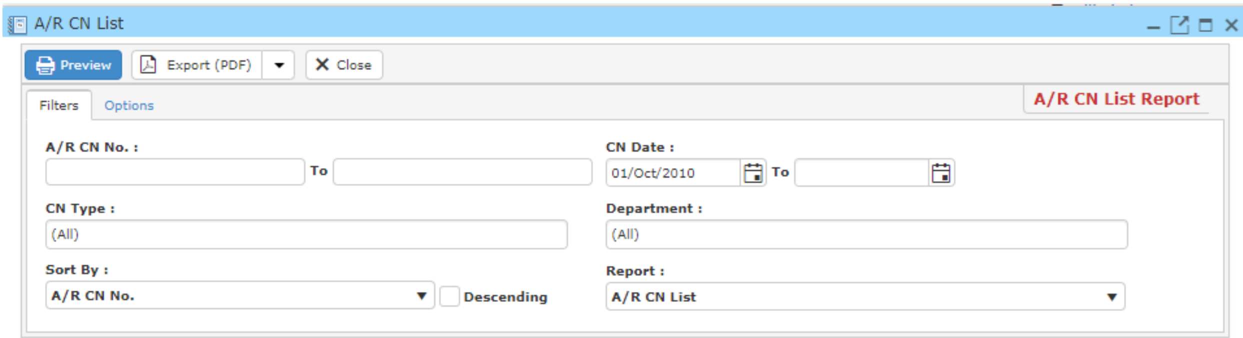
- Click ‘**Preview**’ to view and print out the Activity (A/R Trans) report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

13.5 Account Reports – Sales / Quotation

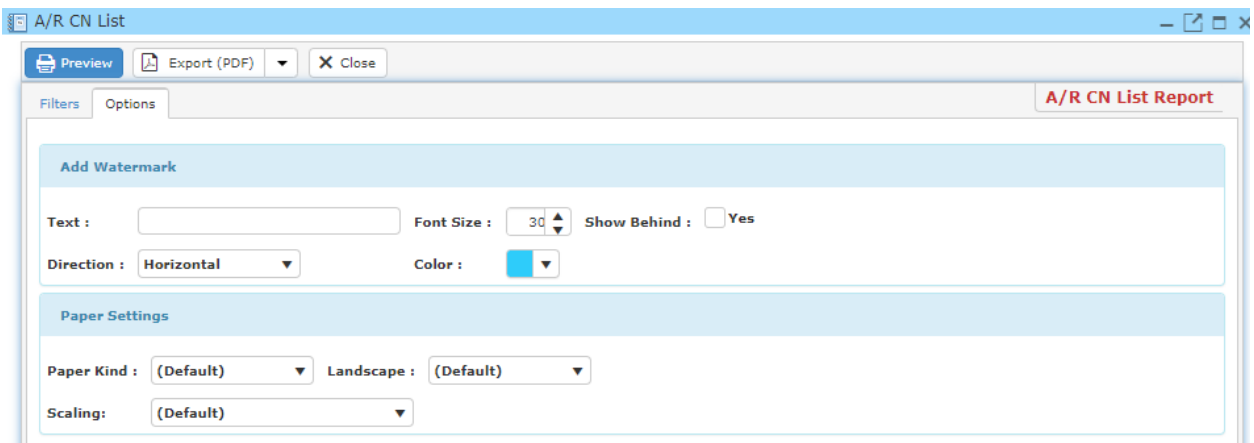
13.5.1 A/R CN List

This enables you to view and print A/R CN List report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.
- Click '**A/R CN List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



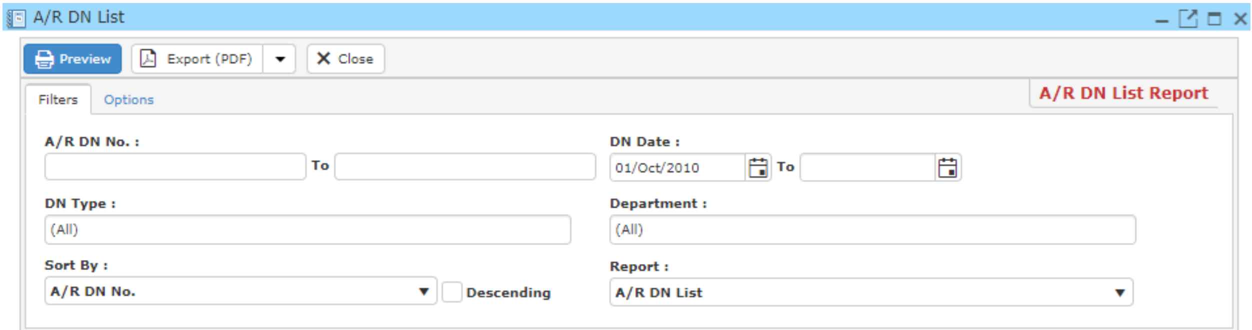
- Click '**Preview**' to view and print out the A/R CN Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.5.2 A/R DN List

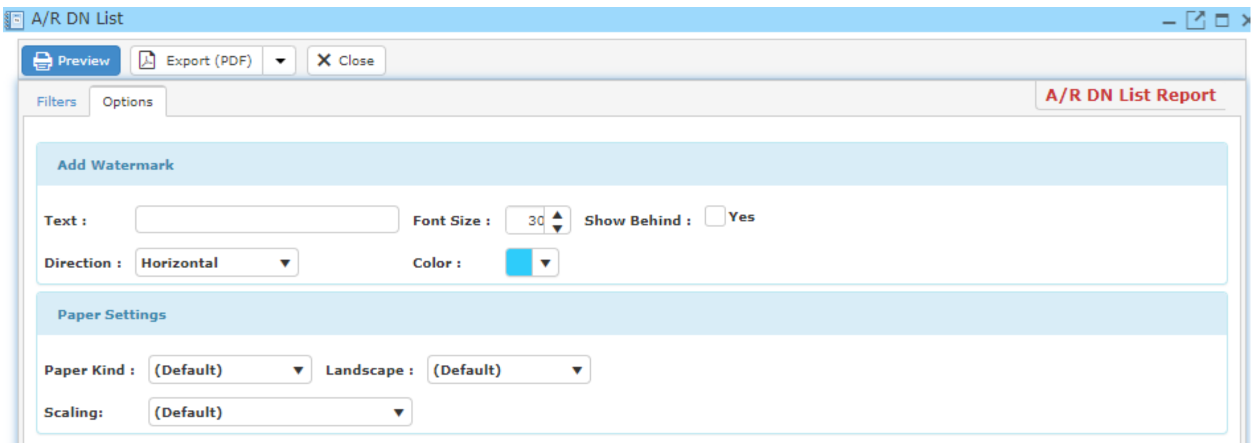
This enables you to view and print A/R DN List report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.

- Click '**A/R DN List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



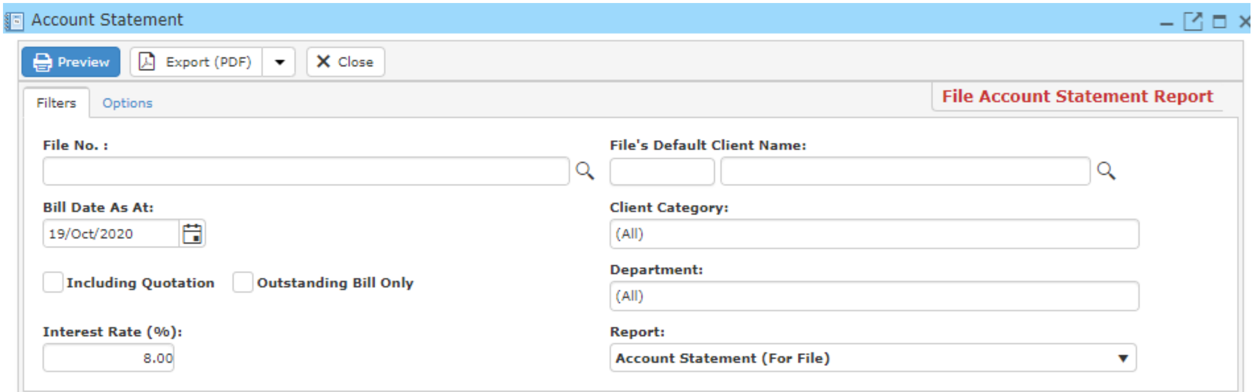
- Click '**Preview**' to view and print out the A/R DN List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.5.3 Account Statement

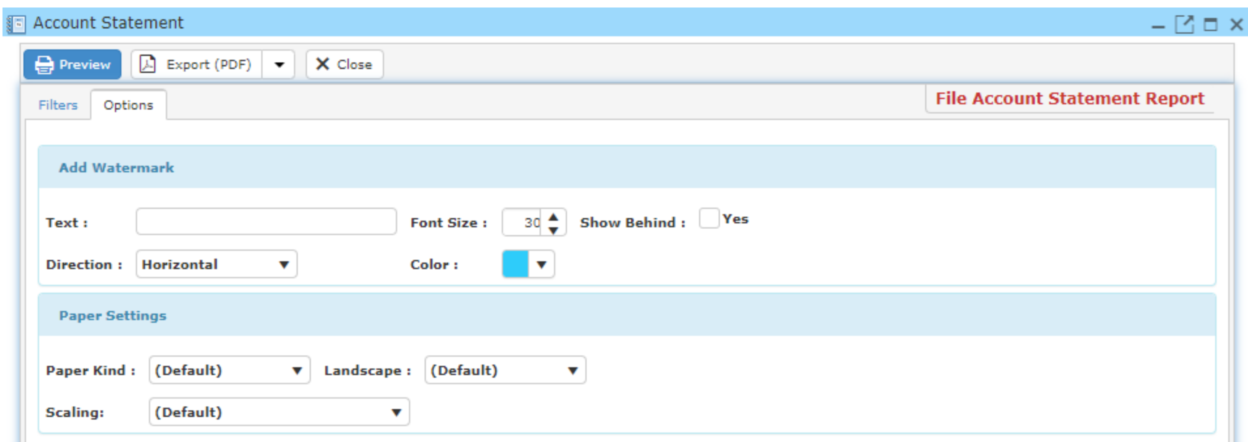
This enables you to view and print Account Statement report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.

- Click ‘**Account Statement**’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.



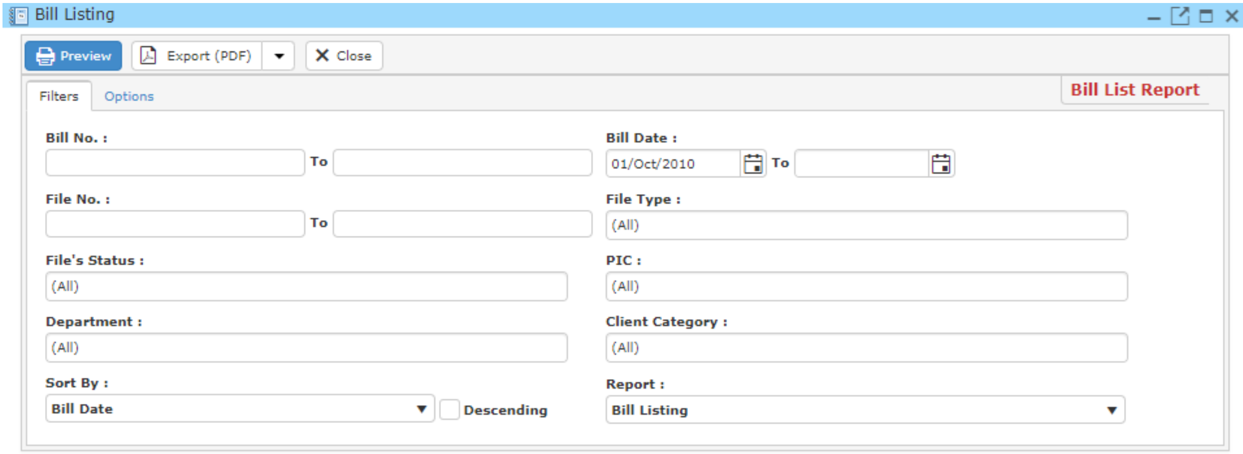
- Click ‘**Preview**’ to view and print out the Account Statementreport.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

13.5.4 Bill Listing

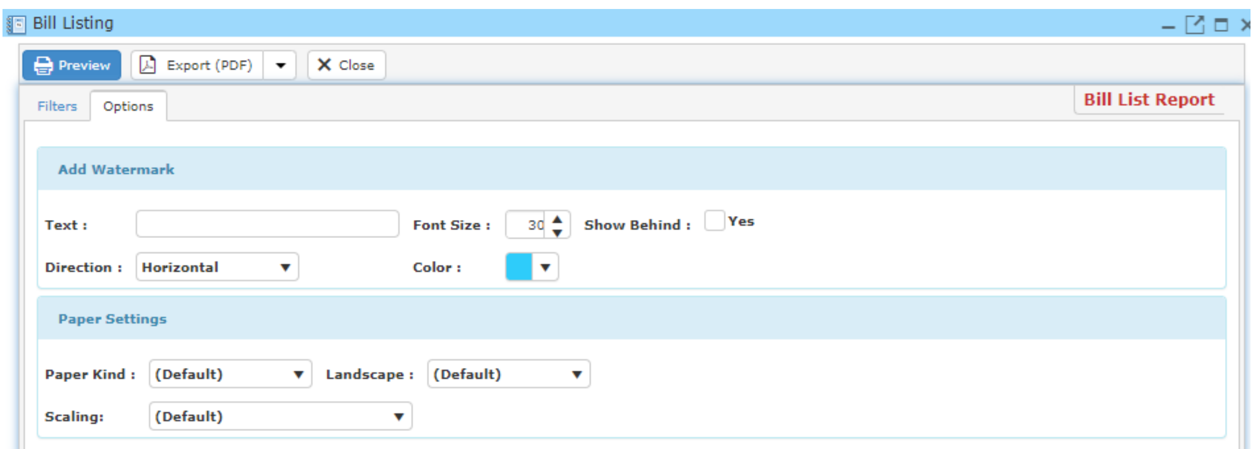
This enables you to view and print Bill Listing report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Sales / Quotation**’.

- Click '**Bill Listing**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



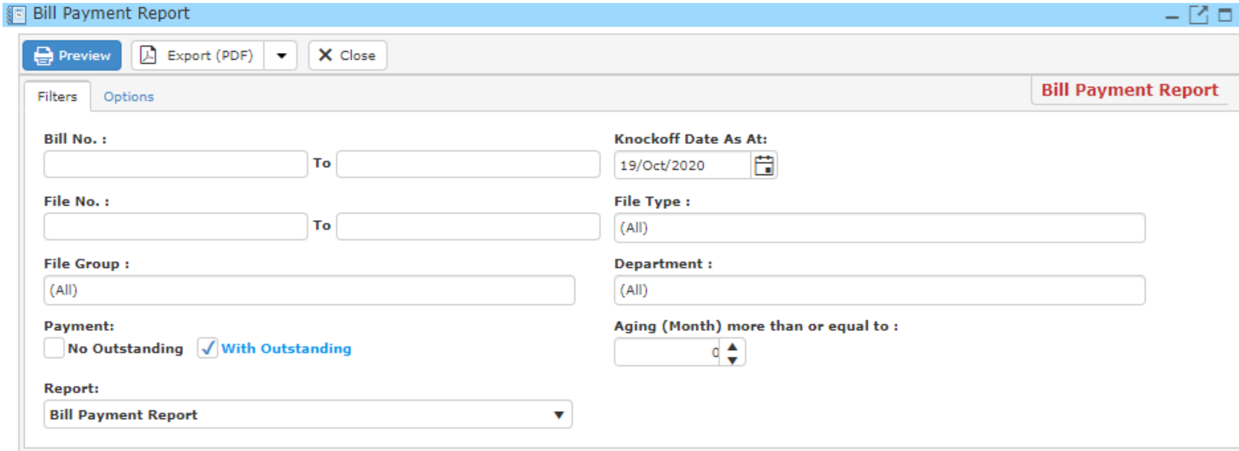
- Click '**Preview**' to view and print out the Bill Listingreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.5.5 Bill Payment

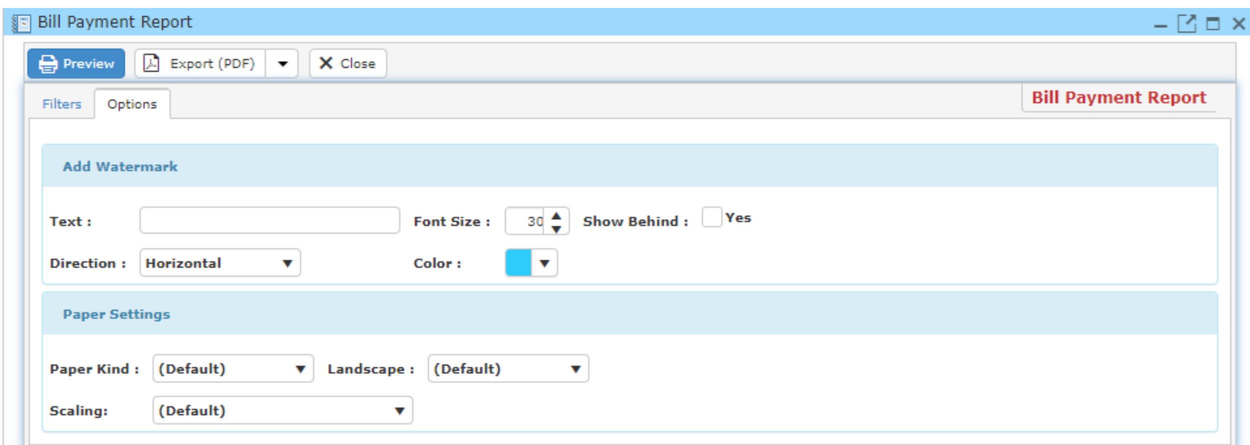
This enables you to view and print Bill Payment report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.

- Click '**Bill Payment**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



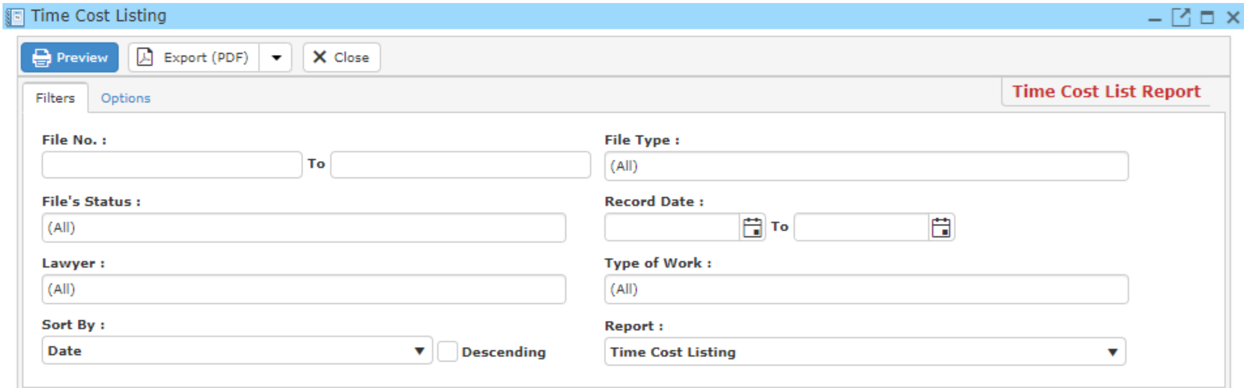
- Click '**Preview**' to view and print out the Bill Payment report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.5.6 Time Cost Listing

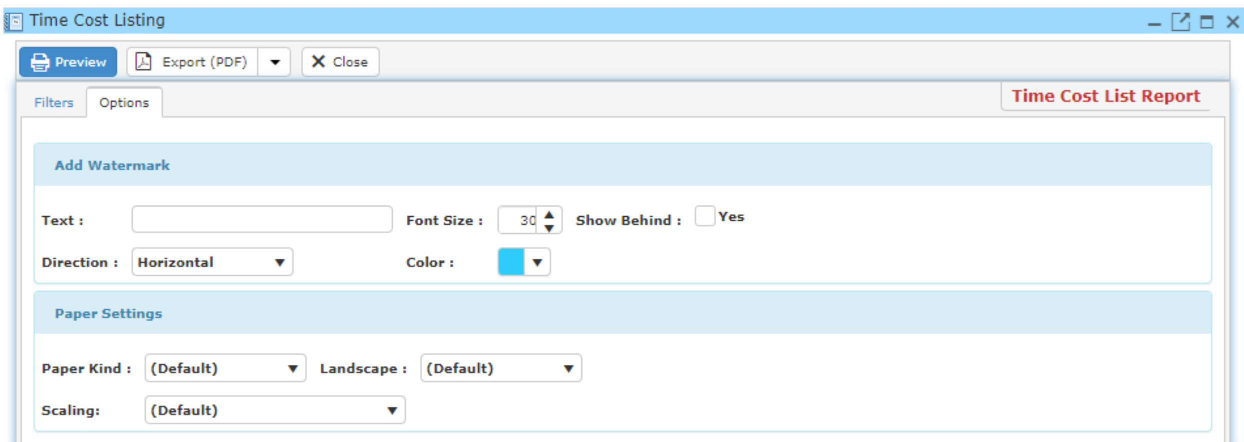
This enables you to view and print Time Cost Listing report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.

- Click '**Time Cost Listing**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



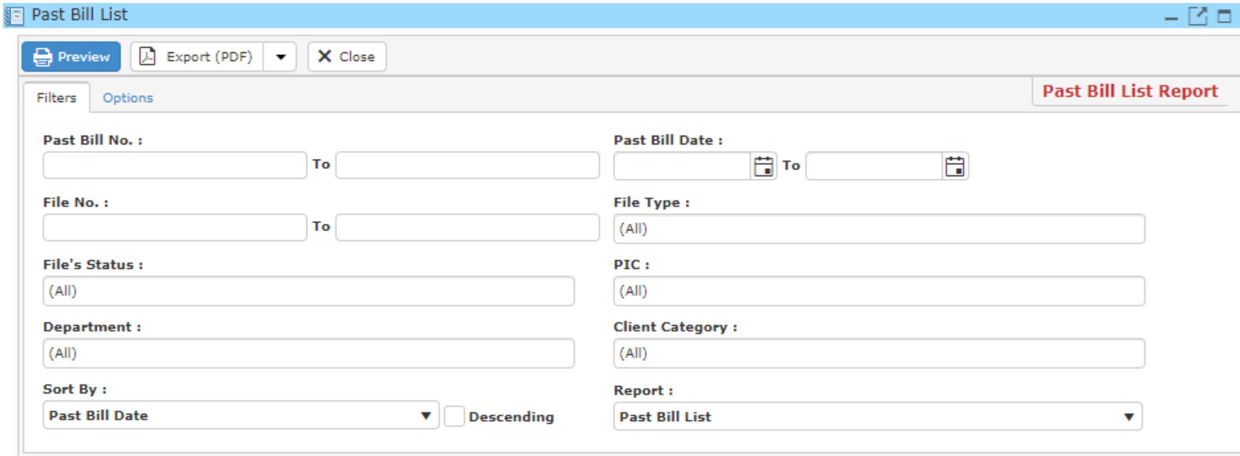
- Click '**Preview**' to view and print out the Time Cost Listingreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.5.7 Past Bill List

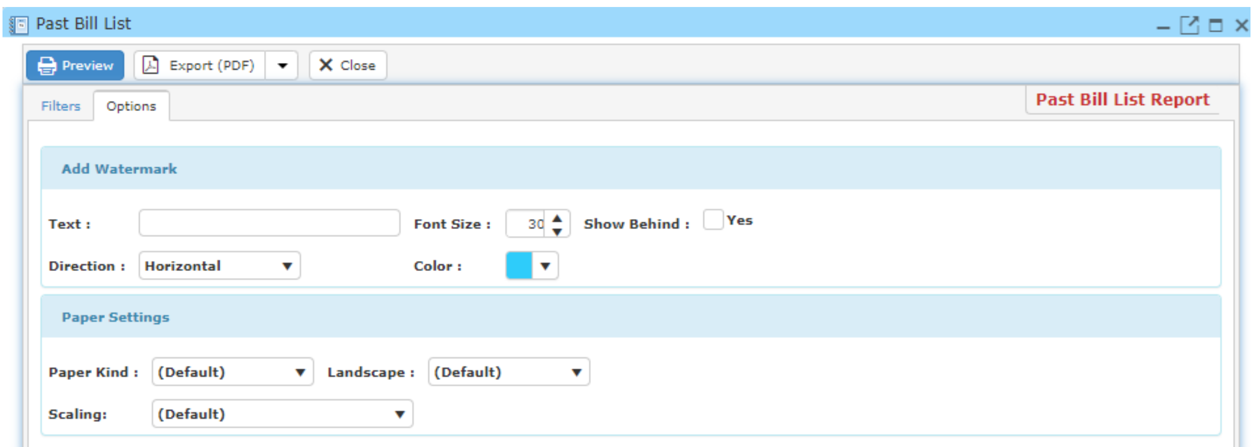
This enables you to view and print Past Bill List report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.

- Click ‘**Past Bill List**’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.



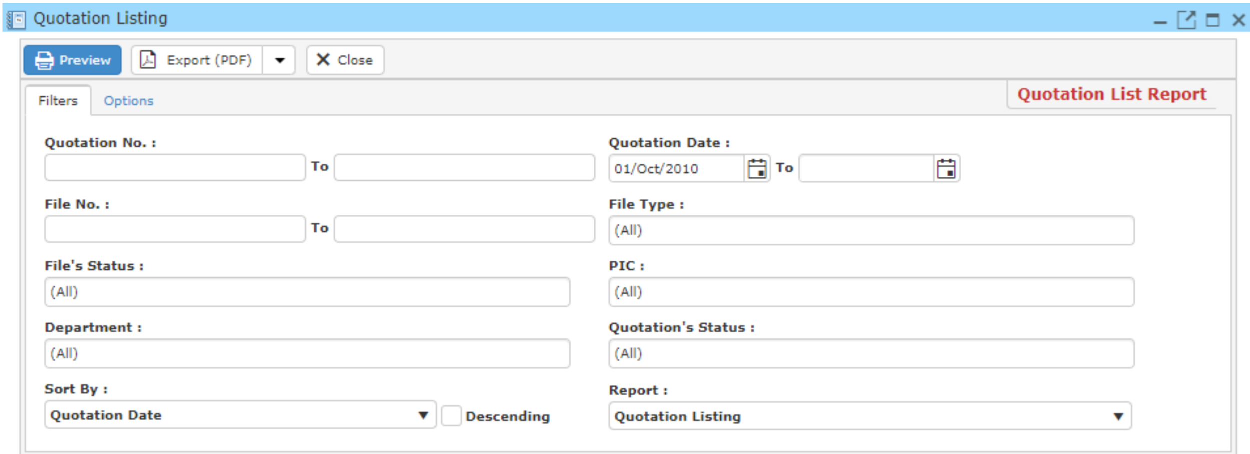
- Click ‘**Preview**’ to view and print out the Past Bill List report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

13.5.8 Quotation Listing

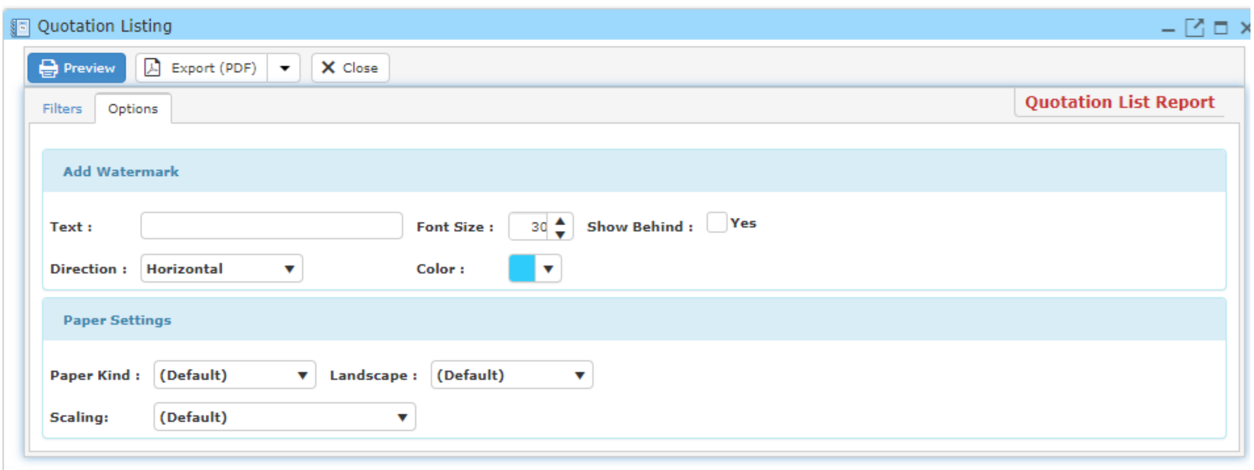
This enables you to view and print Quotation Listing report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Sales / Quotation**’.

- Click '**Quotation Listing**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



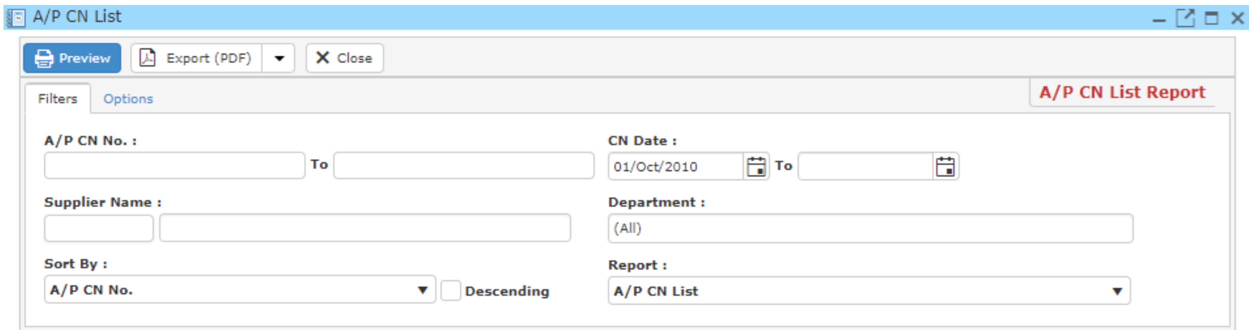
- Click '**Preview**' to view and print out the Quotation Listing report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.6 Account Reports – Supplier

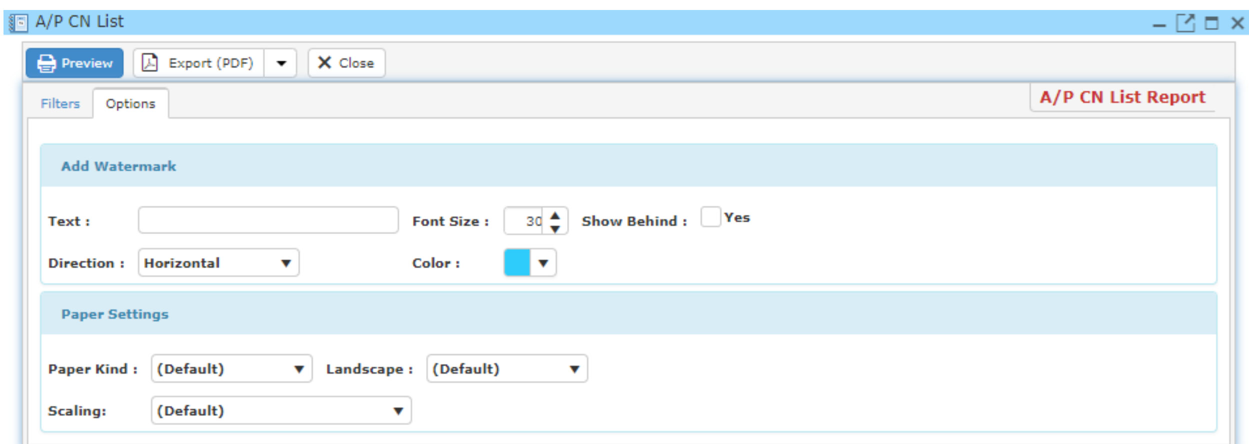
13.6.1 A/P CN List

This enables you to view and print A/P CN List report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**A/P CN List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

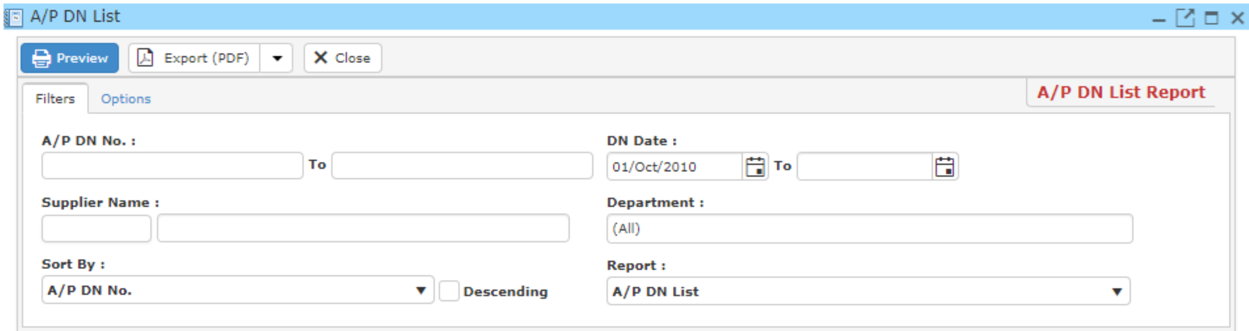


- Click '**Preview**' to view and print out the A/P CN Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

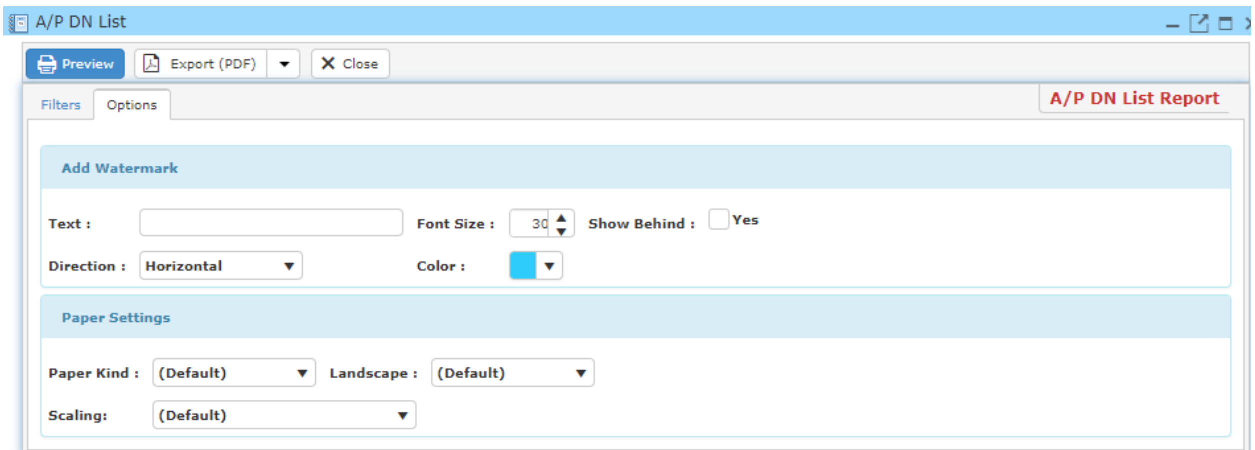
13.6.2 A/P DN List

This enables you to view and print A/P DN List report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**A/P DN List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

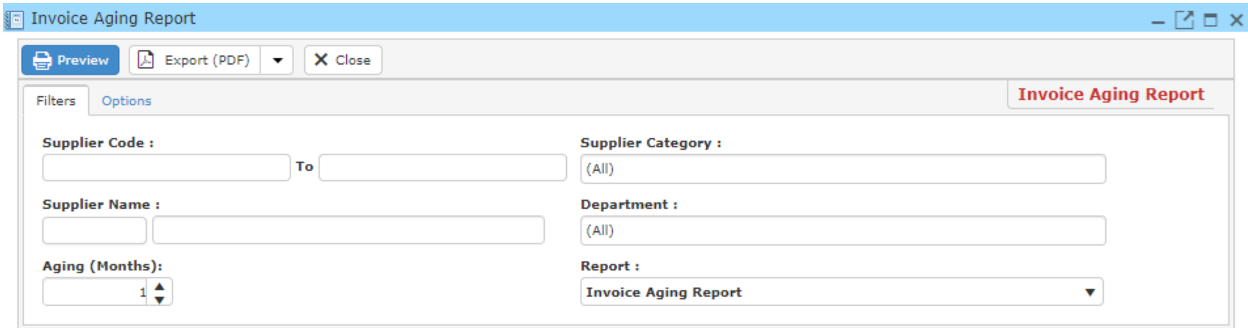


- Click '**Preview**' to view and print out the A/P DN List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

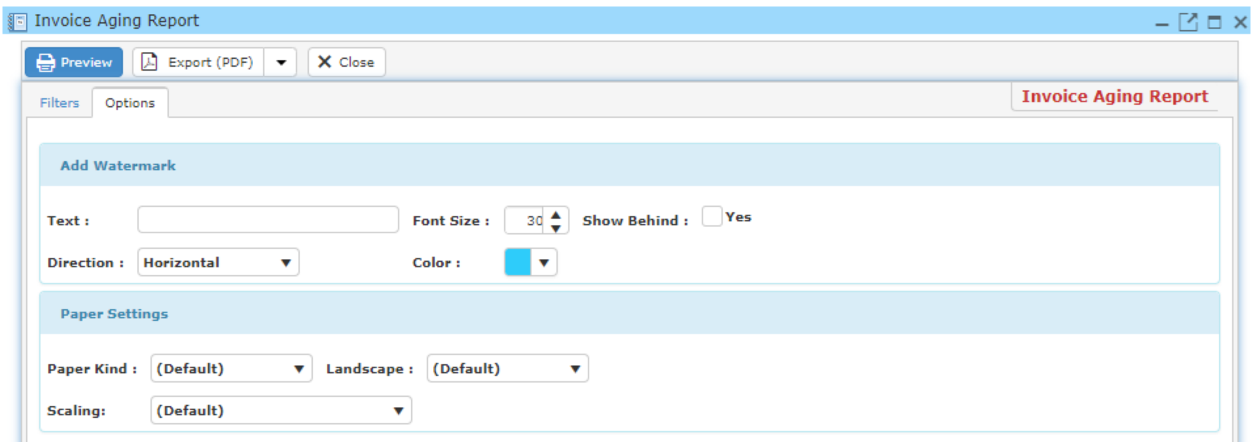
13.6.3 Invoice Aging Report

This enables you to view and print Invoice Aging Report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**Invoice Aging Report**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

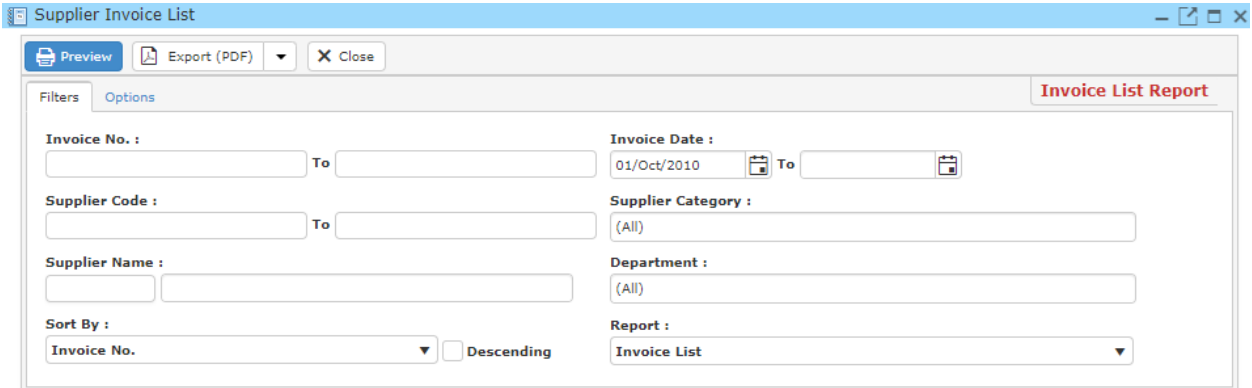


- Click '**Preview**' to view and print out the Invoice Aging Report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

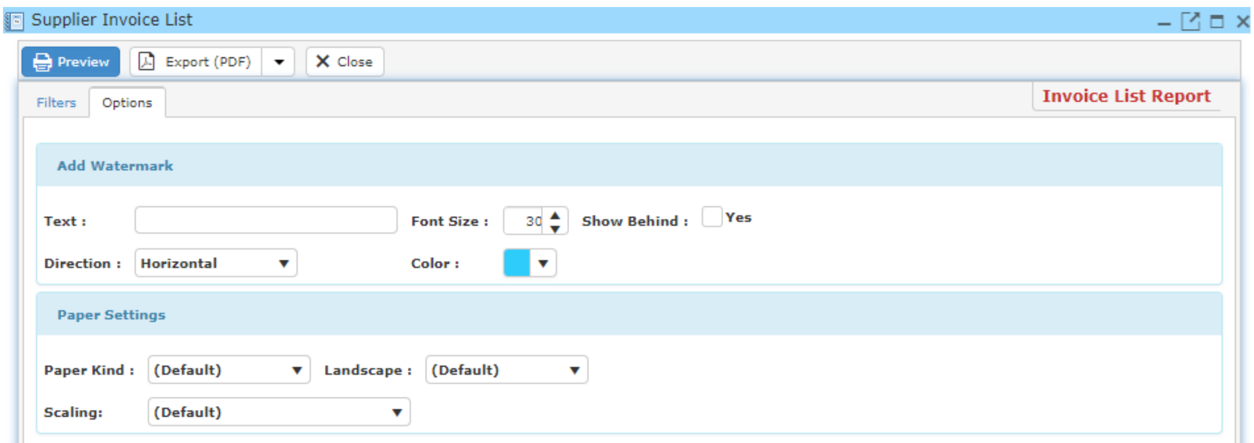
13.6.4 Supplier Invoice List

This enables you to view and print Supplier Invoice List report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**Supplier Invoice List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

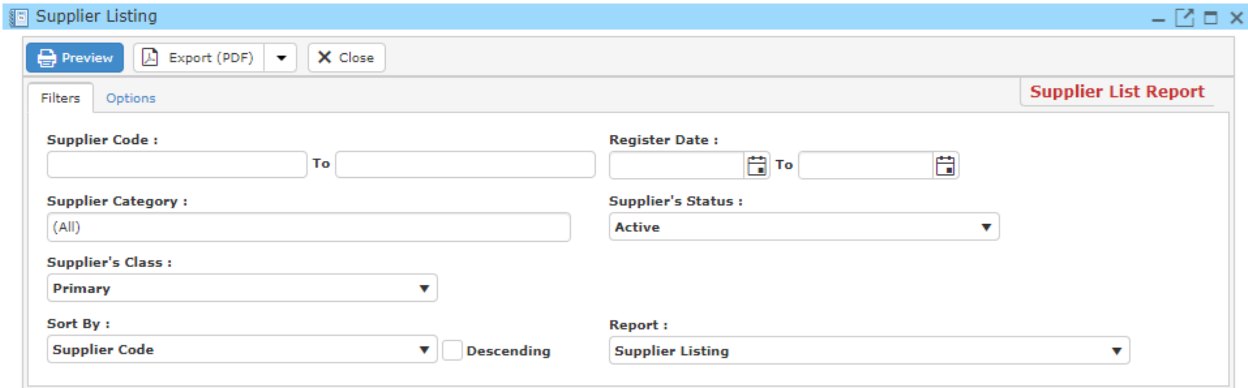


- Click '**Preview**' to view and print out the Supplier Invoice Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

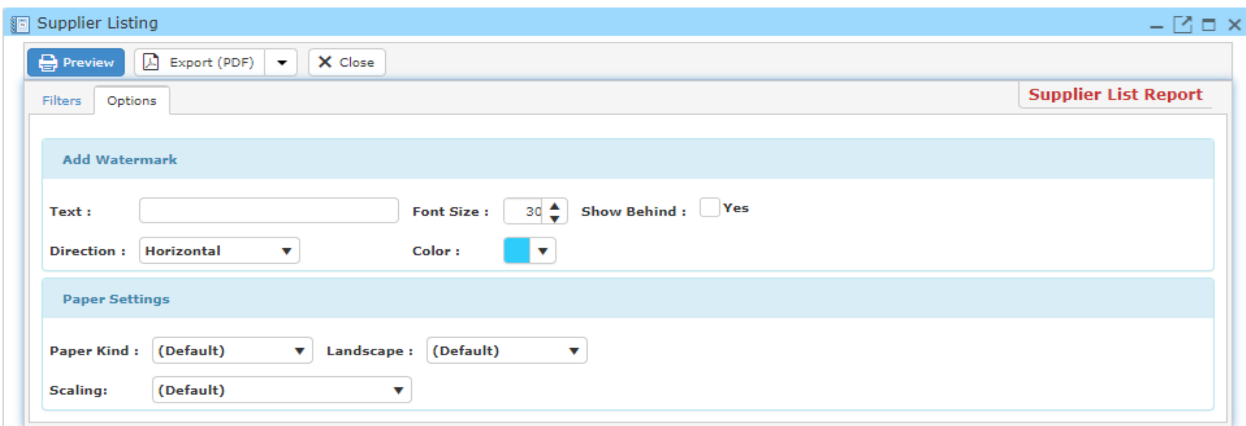
13.6.5 Supplier Listing

This enables you to view and print Supplier Listing report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**Supplier Listing**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



- Click '**Preview**' to view and print out the Supplier Listingreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.7 Account Reports – Tax

13.7.1 GST Form 03

This enables you to view and print GST Form 03 report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Tax**’.
- Click ‘**GST Form 03**’ and a window will pop-up as the picture below.

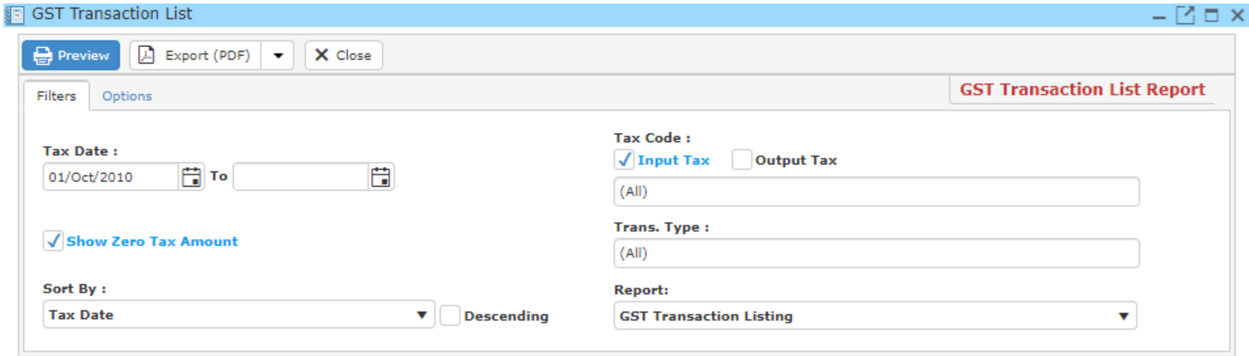
- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

- Click ‘**Preview**’ to view and print out the GST Form 03 report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

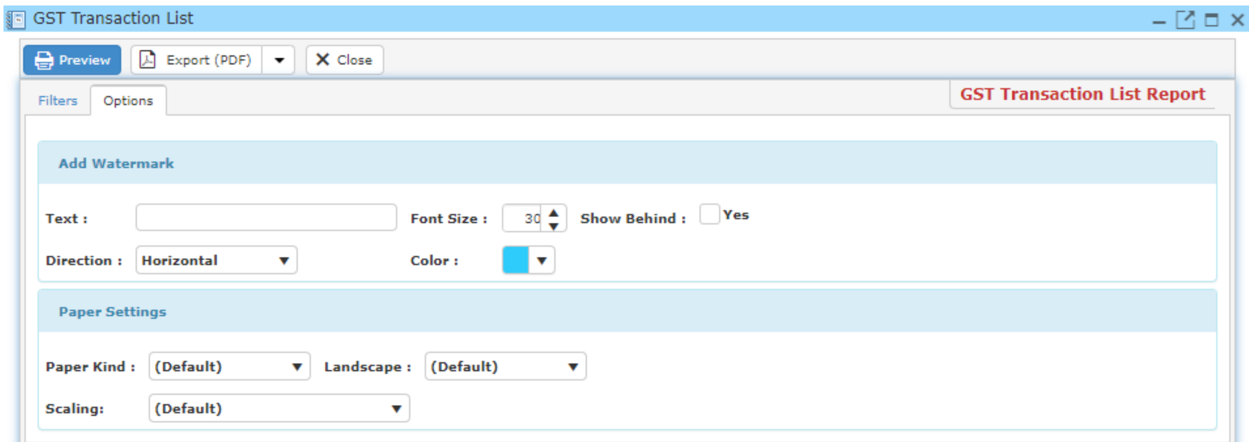
13.7.2 GST Transaction List

This enables you to view and print GST Transaction List report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Tax**’.
- Click ‘**GST Transaction List**’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



- Click '**Preview**' to view and print out the GST Transaction List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.7.3 SST 02 Form

This enables you to view and print SST 02 Form report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Tax**’.
- Click ‘**SST 02 Form**’ and a window will pop-up as the picture below.

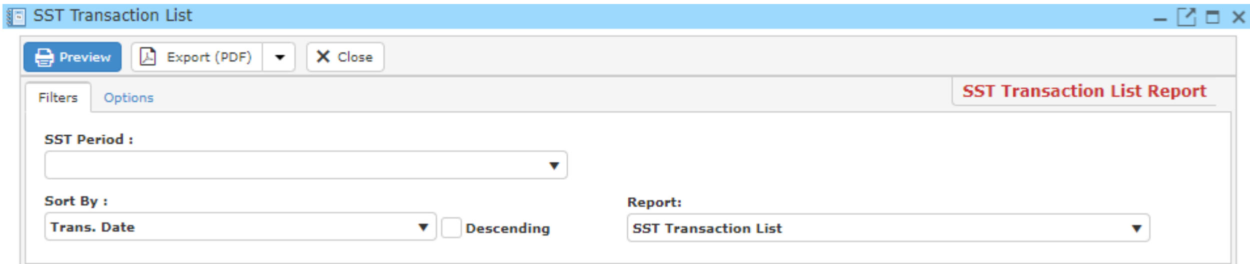
- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

- Click ‘**Preview**’ to view and print out the SST 02 Form report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

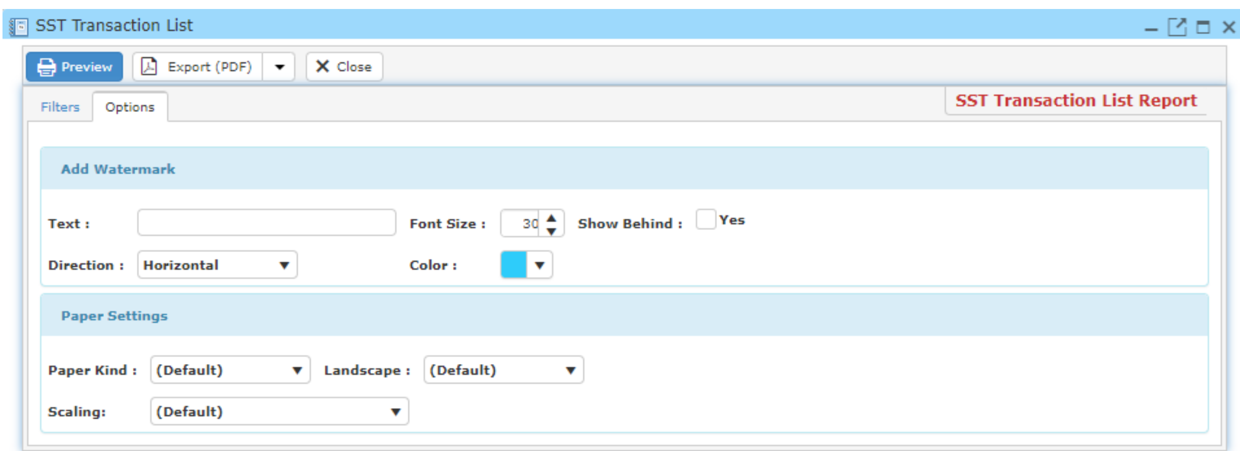
13.7.4 SST Transaction List

This enables you to view and print SST Transaction List report.

- On the '**Report**' Menu, click '**Account Reports – Tax**'.
- Click '**SST Transaction List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



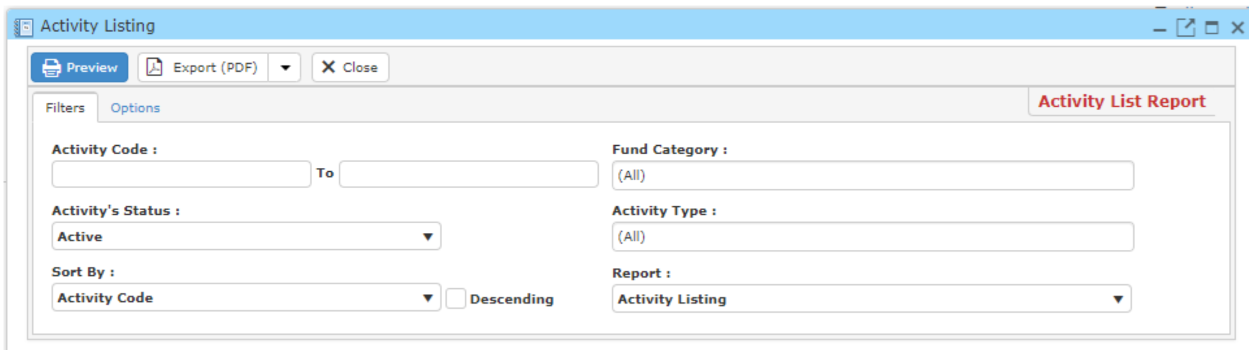
- Click '**Preview**' to view and print out the SST Transaction List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8 General Reports

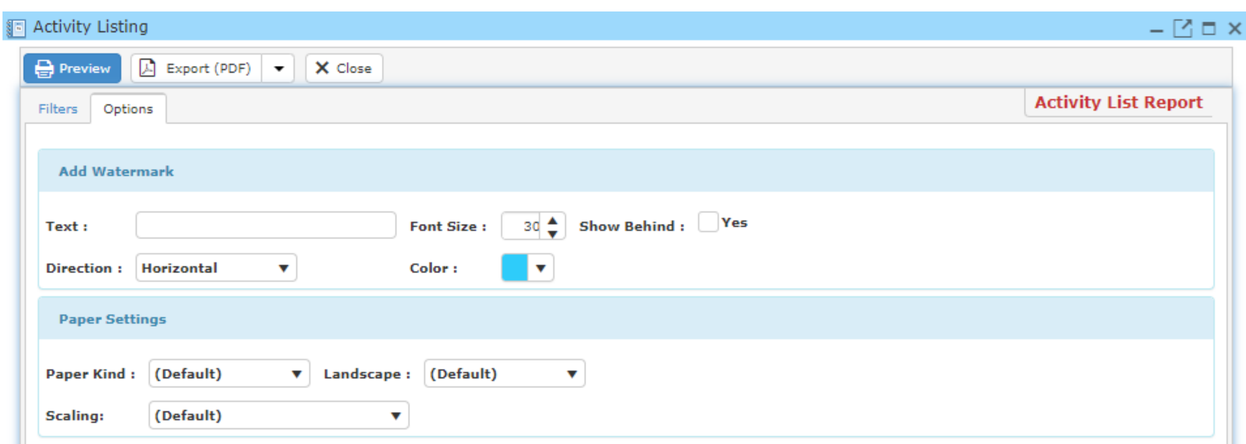
13.8.1 Activity Listing

This enables you to view and print Activity Listing report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**Activity Listing**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

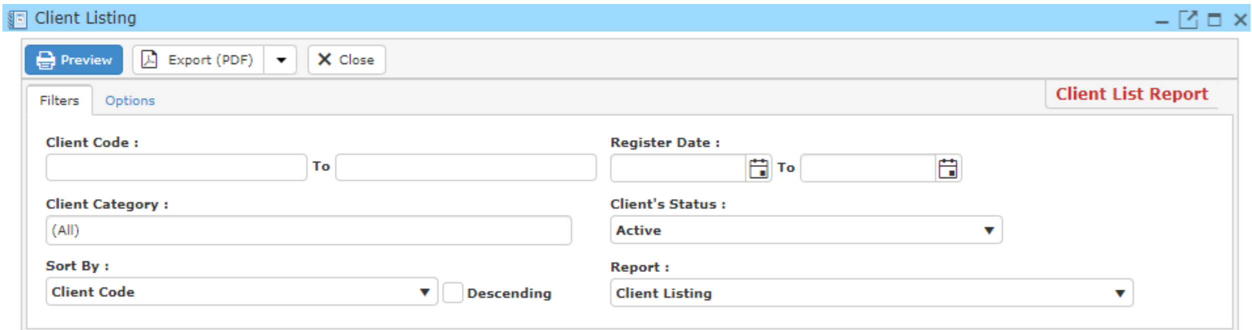


- Click '**Preview**' to view and print out the Activity Listing report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

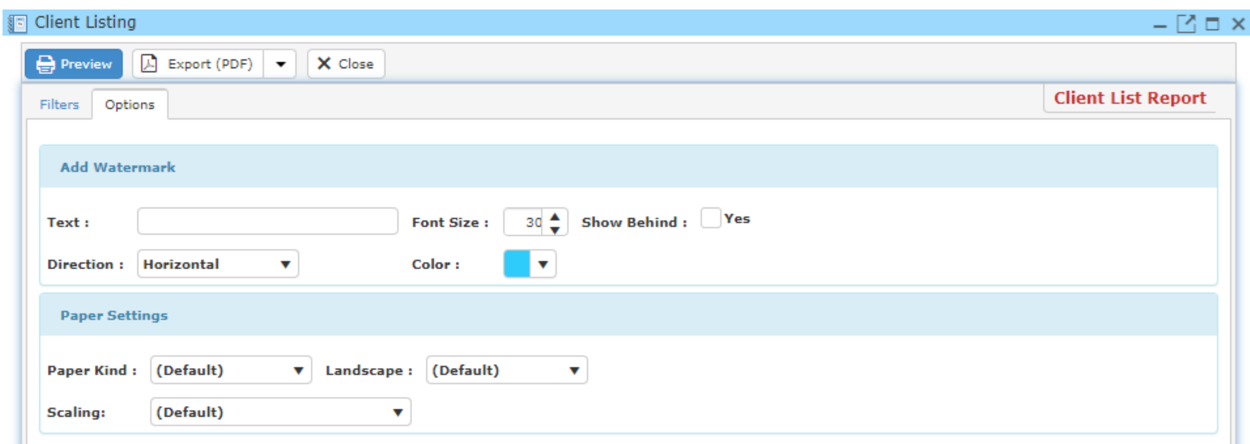
13.8.2 Client Listing

This enables you to view and print Client Listing report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**Client Listing**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

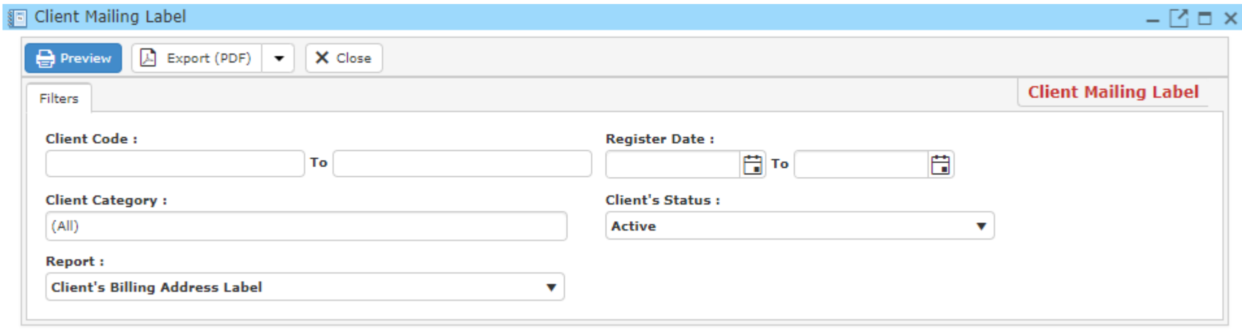


- Click '**Preview**' to view and print out the ClientListingreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8.3 Client Mailing Label

This enables you to view and print Client Mailing Label report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**Client Mailing Label**' and a window will pop-up as the picture below.



- Click '**Preview**' to view and print out the Client Mailing Labelreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8.4 File Detail Spreadsheet

This enables you to view and print File Detail Spreadsheet report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**File Detail Spreadsheet**' and a window will pop-up as the picture below.

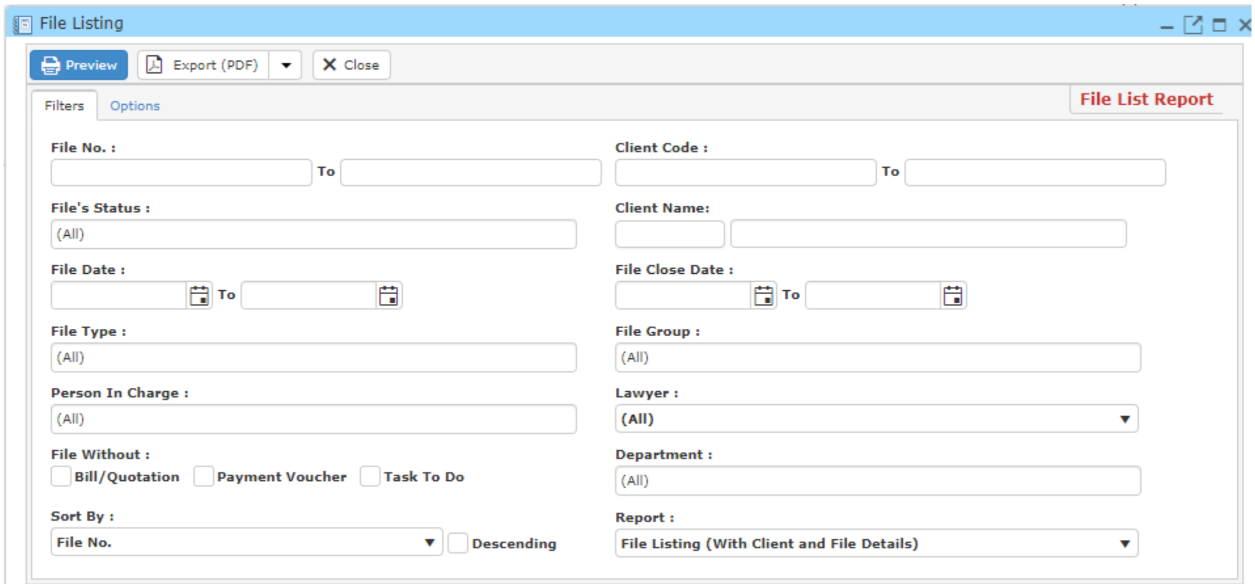
- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the File Detail Spreadsheet report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

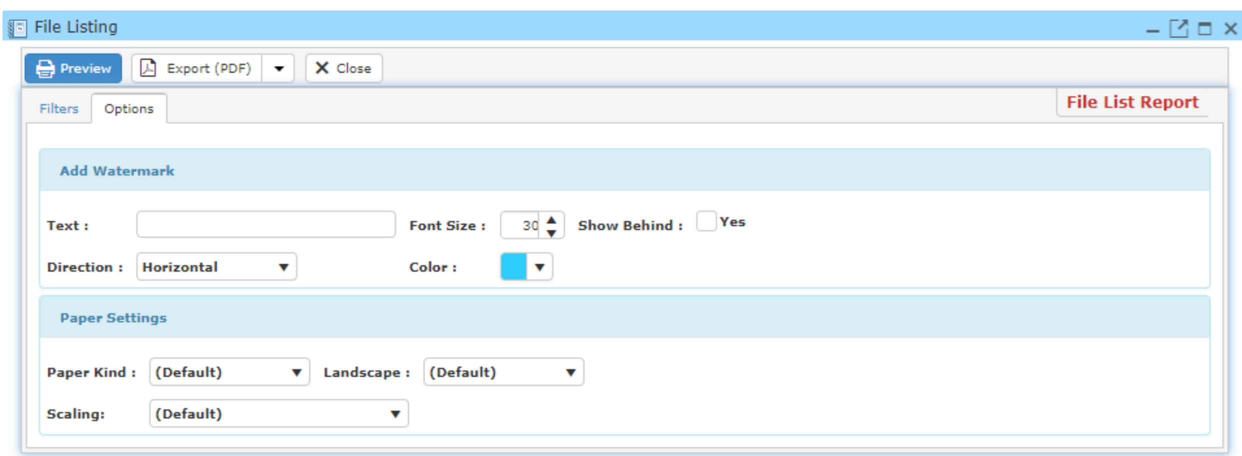
13.8.5 File Listing

This enables you to view and print File Listing report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**File Listing**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



- Click '**Preview**' to view and print out the File Listing report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8.6 File Summary

This enables you to view and print File Summary report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**File Summary**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

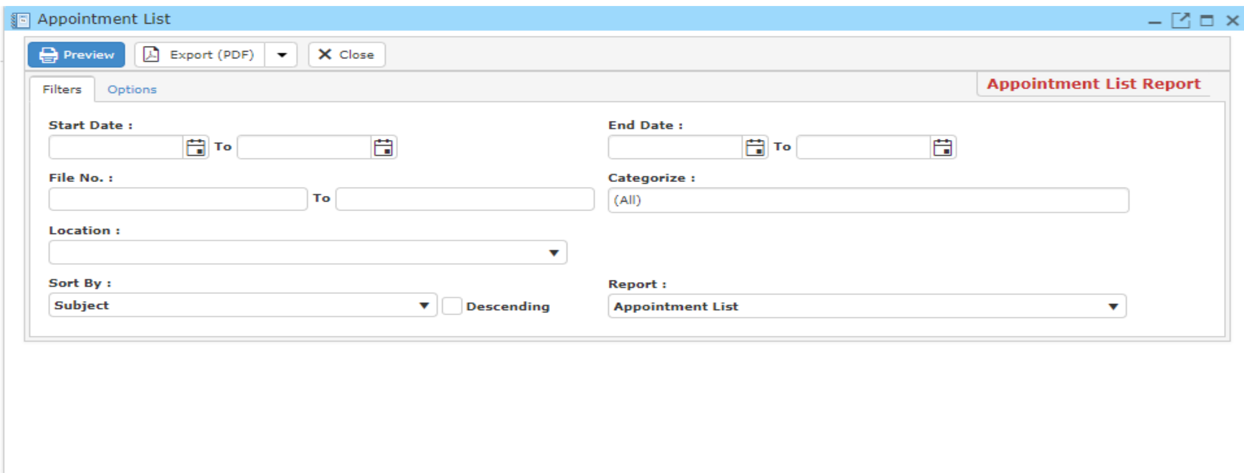
- Click '**Preview**' to view and print out the File Summary report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.9 Task/Workflow Report

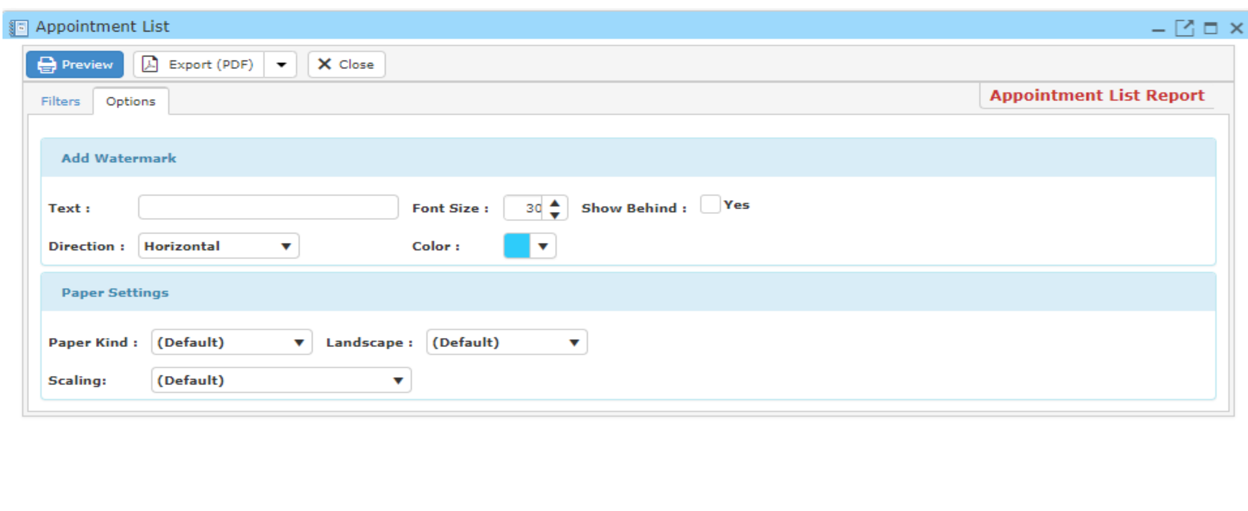
13.9.1 Appointment List

This enables you to view and print appointment record listing.

- On the '**Report**' Menu, click '**Task/Workflow Reports**'.
- Click '**Appointment List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

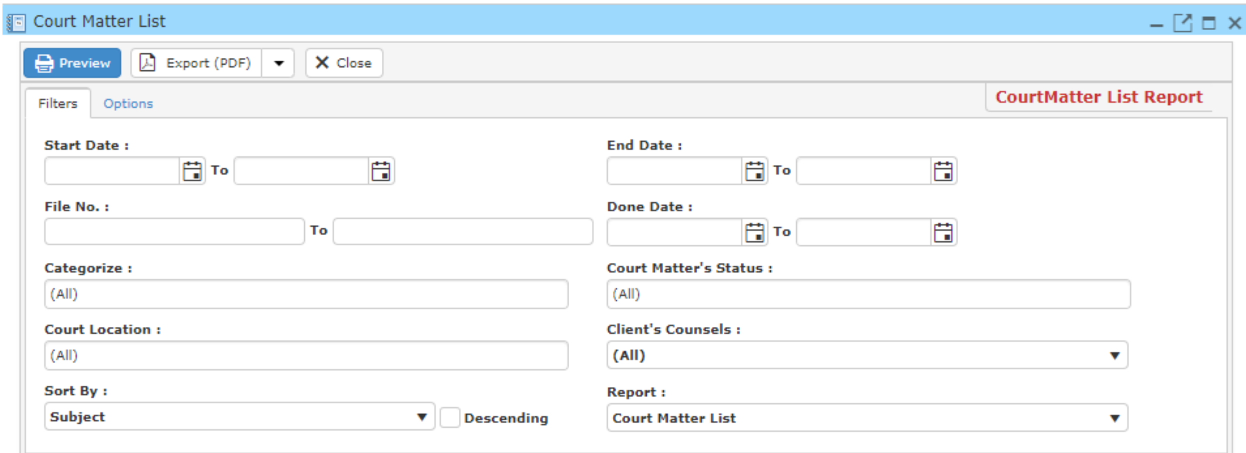


- Click '**Preview**' to view and print out the Appointment List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

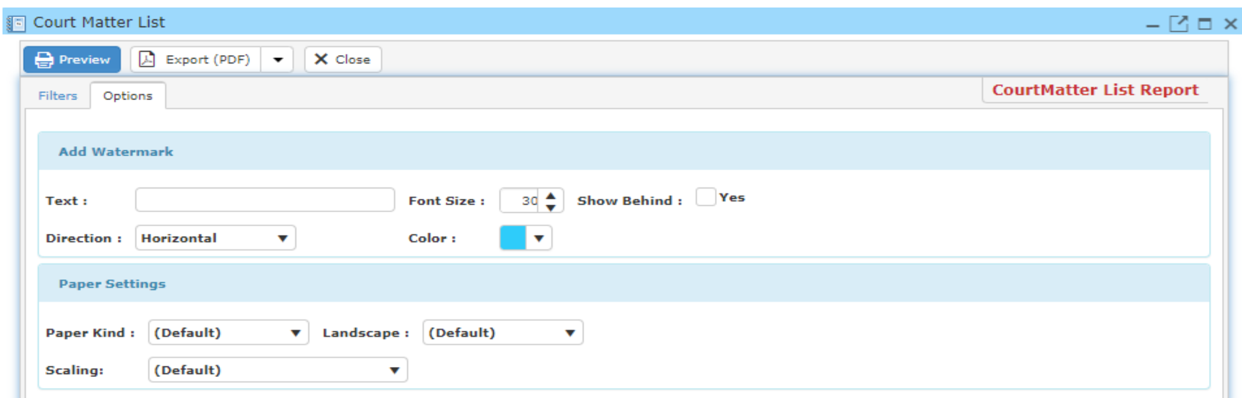
13.9.2 Court Matter List

This enables you to view and print Court Matter record listing.

- On the '**Report**' Menu, click '**Task/Workflow Reports**'.
- Click '**Court Matter List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

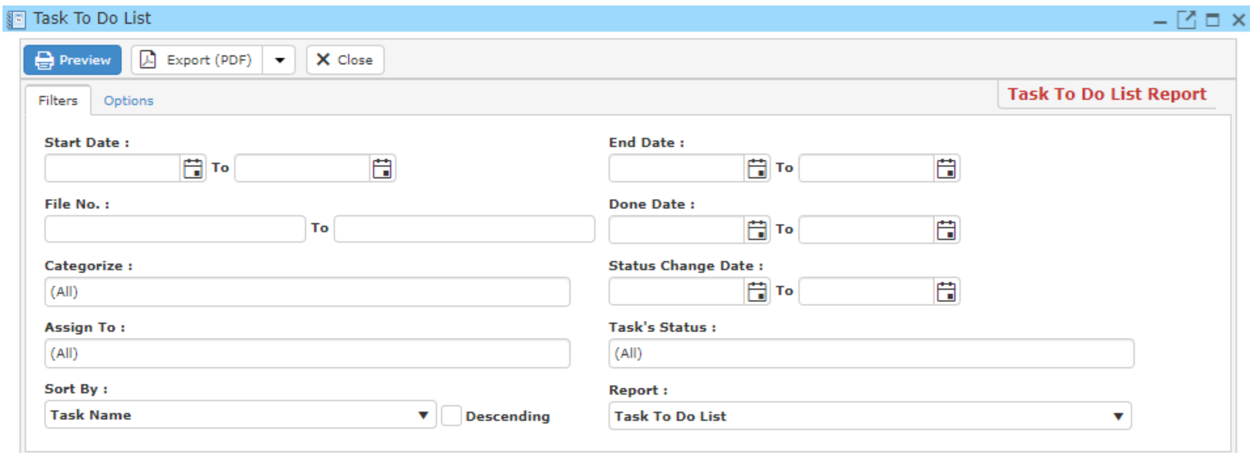


- Click '**Preview**' to view and print out the court matter report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

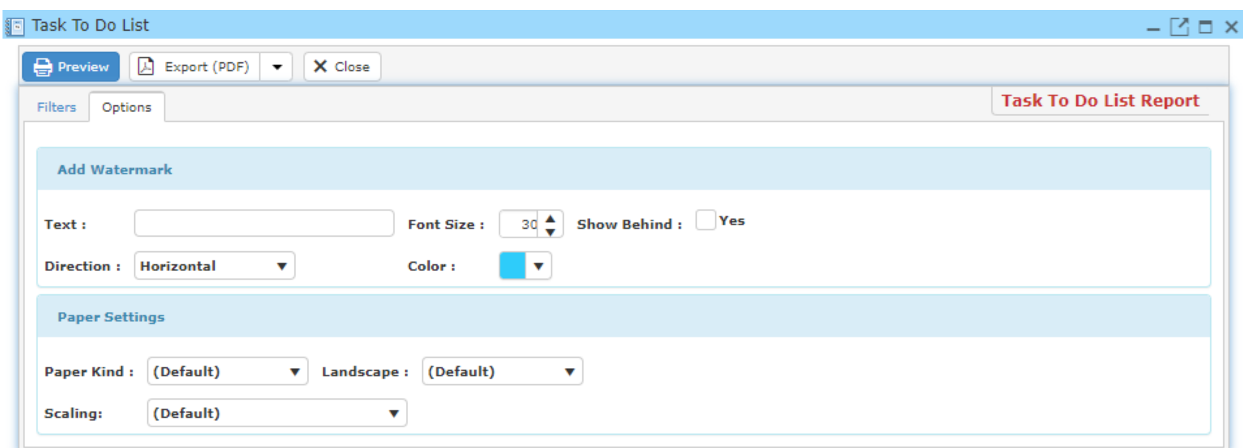
13.9.3 Task To Do List

This enables you to view and print task to do record listing.

- On the ‘**Report**’ Menu, click ‘**Task/Workflow Reports**’.
- Click ‘**Appointment List**’ and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

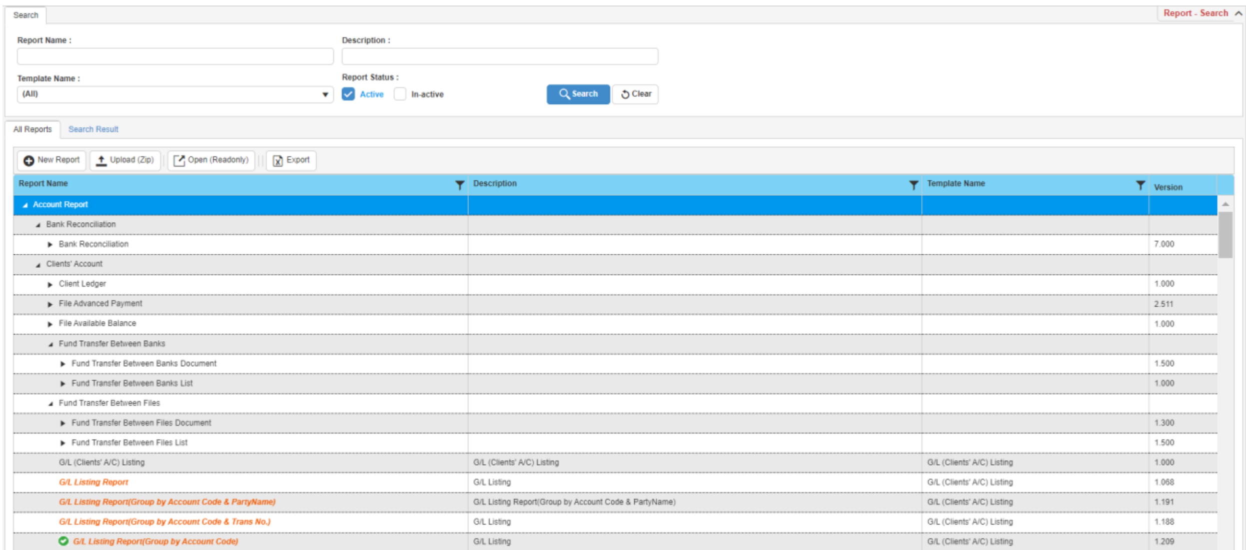


- Click ‘**Preview**’ to view and print out the task to do list report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

13.10 Manage Report

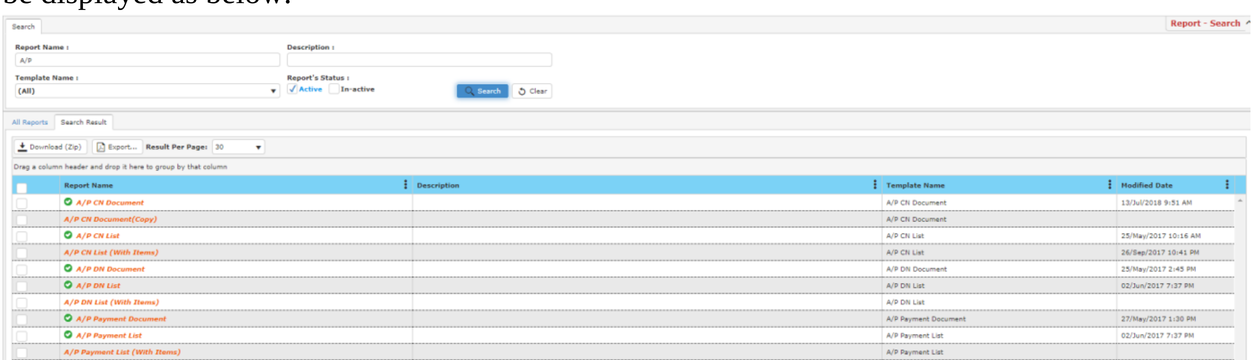
This option enables you to manage report.

- On the '**Report**' Menu, click '**Manage Report**'.
- A window will pop-up as the picture below.



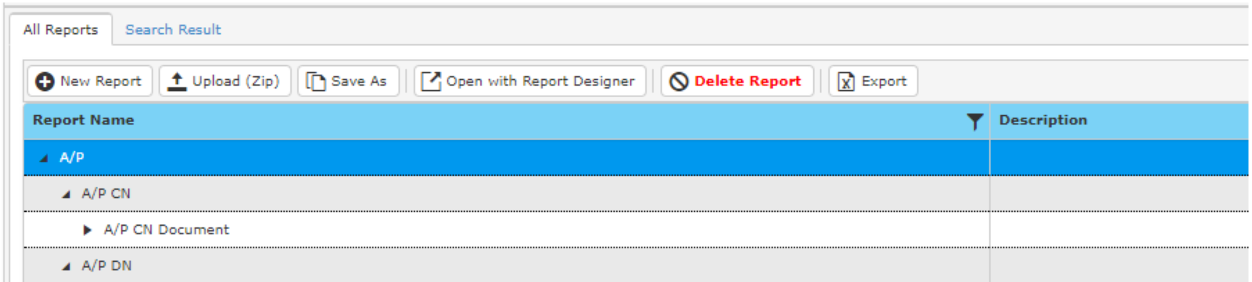
Search Report

- To search for a report, type in your search criteria and click **Search** and a result list will be displayed as below.

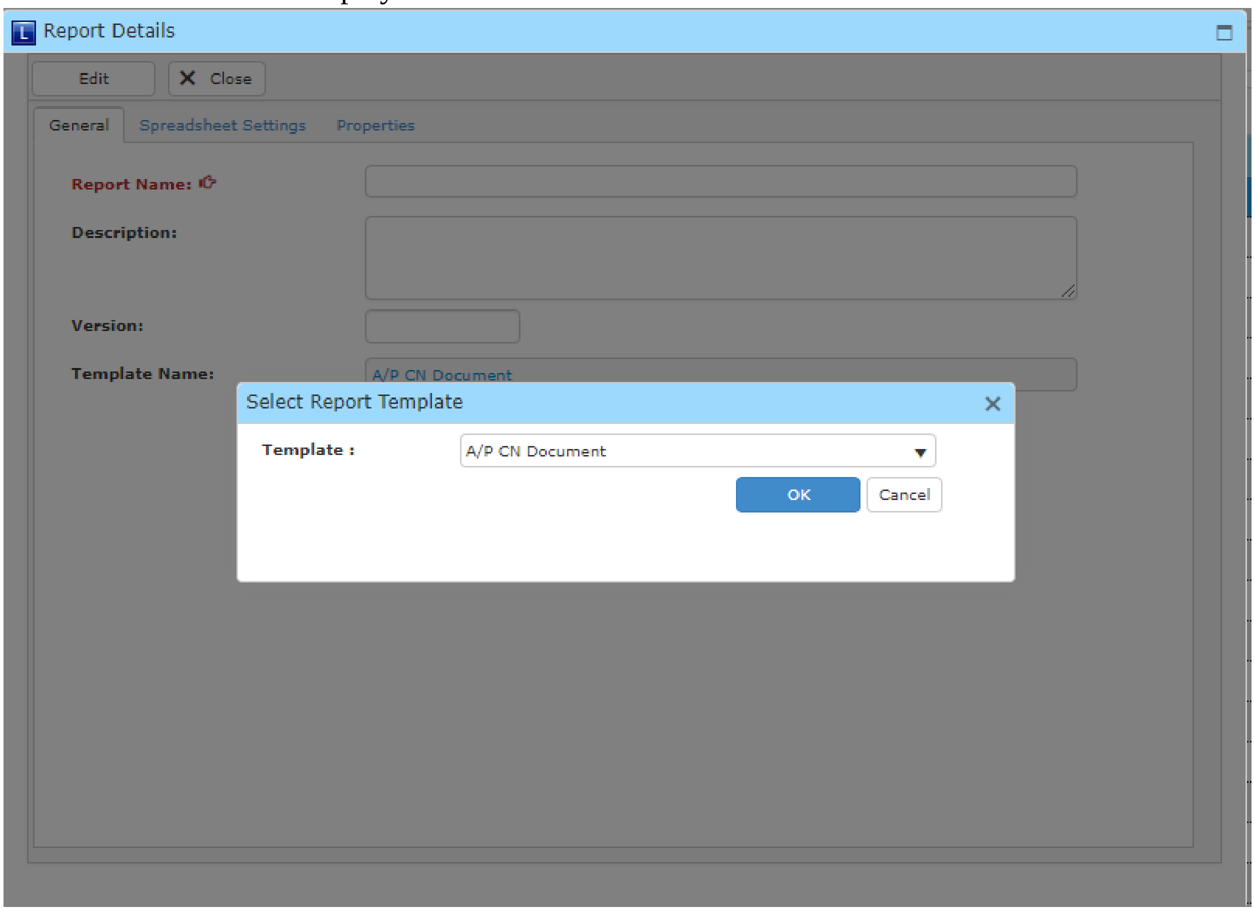


Creating New Report

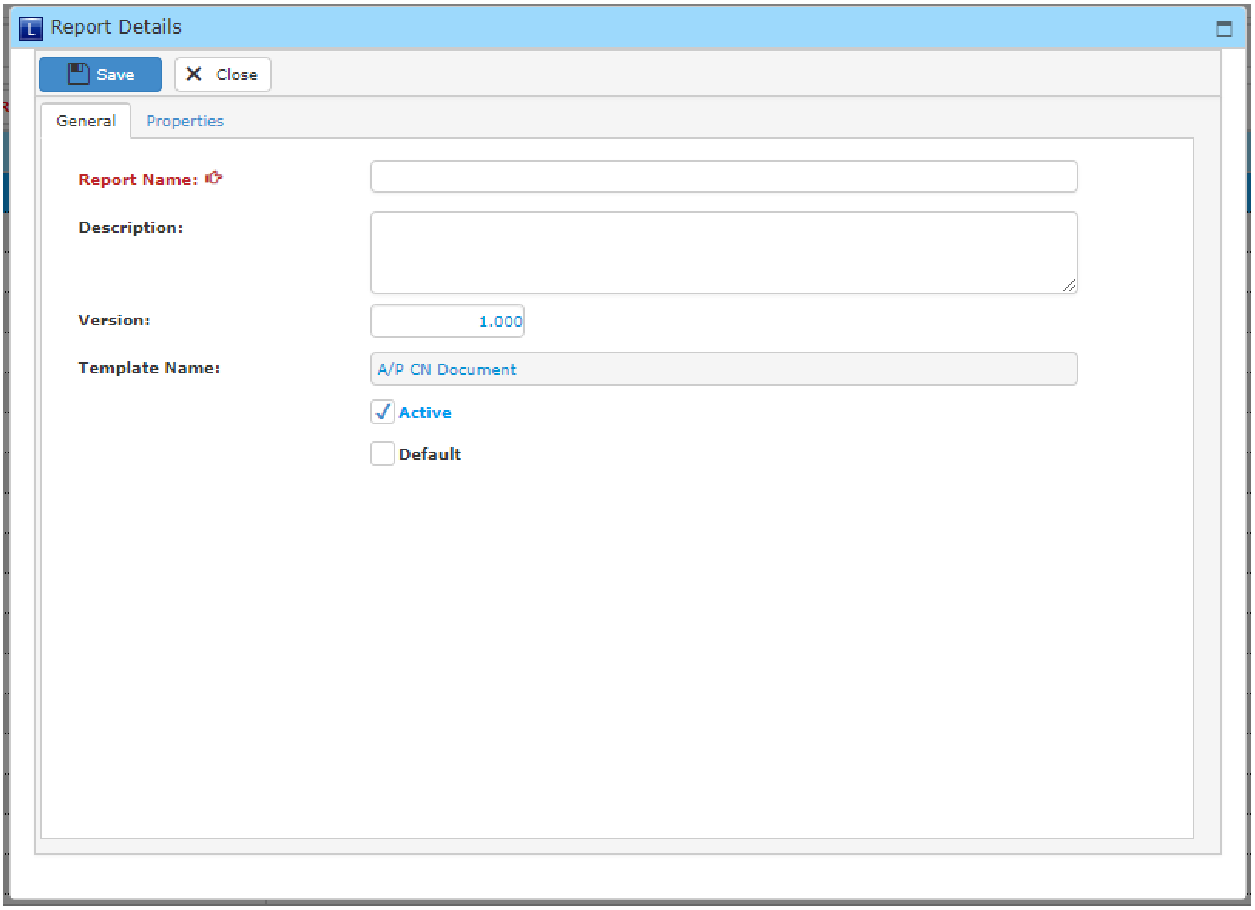
- To create a new report, click **New Report** in **All Report** tab.



- A new window will be displayed.



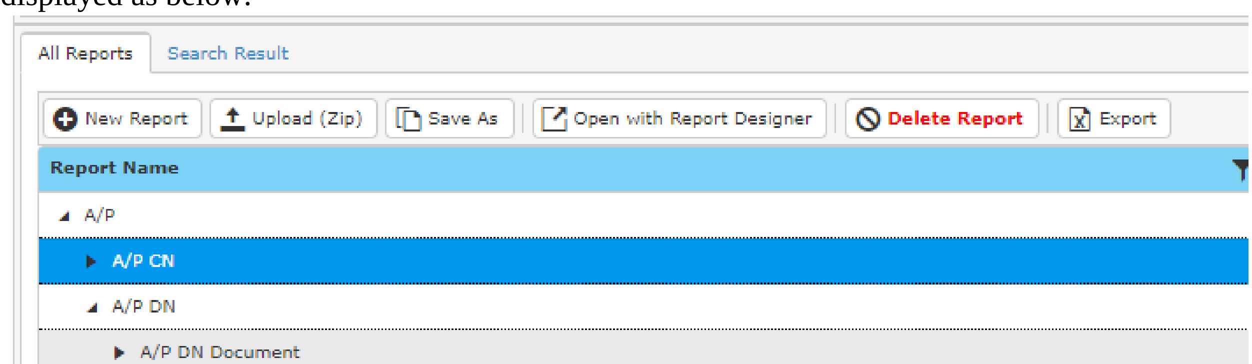
- To begin, choose a template type.

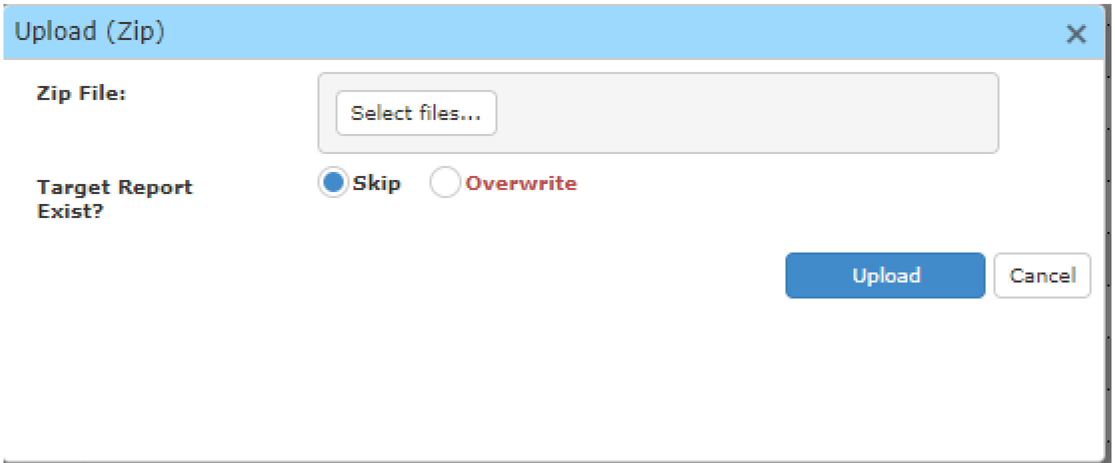


- Fill in the fields below and click **Save** once you have completed.

Upload Report

- To upload a report, click **Upload (ZIP)** in **All Reports** tab and a new window will be displayed as below.





- Click **Select Files** to choose a file from your computer.
- **You** may choose skip if you wish to keep the existing report and the to-be-uploaded report.
- Click **Upload** to upload the report.