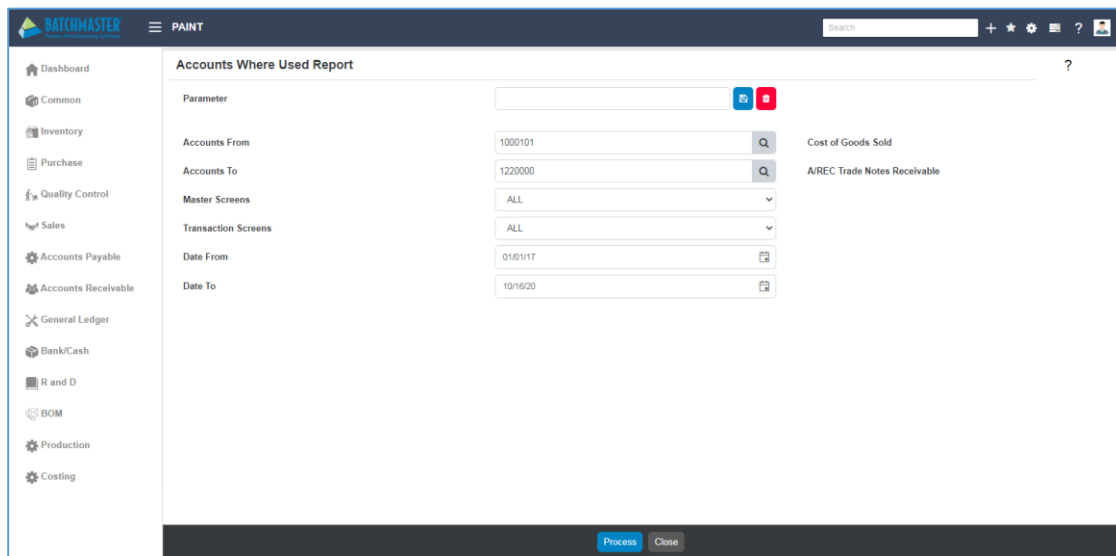


Accounts Where Used Report

If an account has been used anywhere in BatchMaster WEB (on Masters or in generating GL transactions), this report will show that.

Go To: General Ledger → GL Reports → Account Where Used Report.

Clicking on the *Account Where Used Report* option displays the *Account Where Used Report* window.

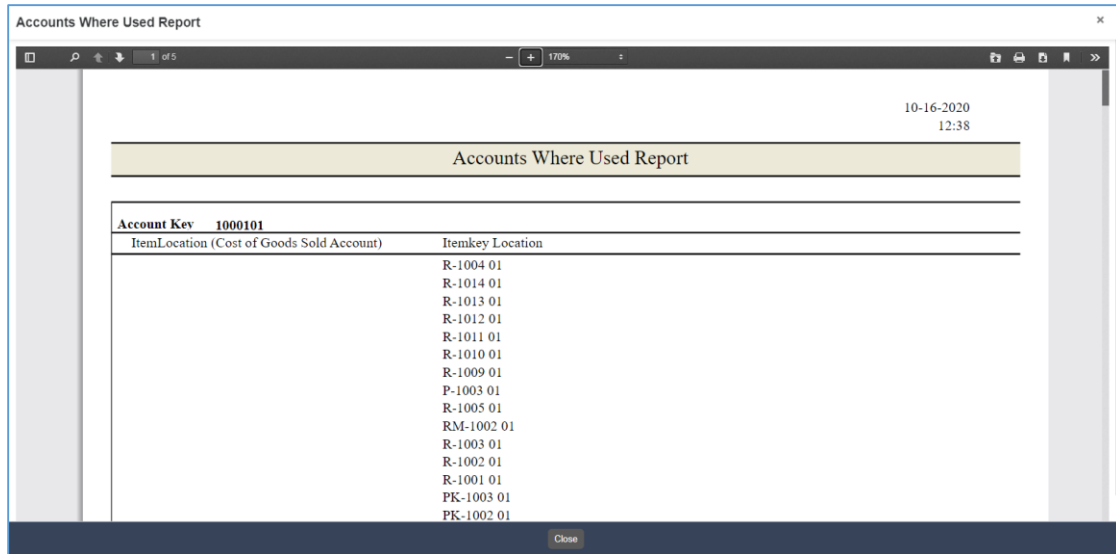


The screenshot shows the BatchMaster web application interface. On the left is a navigation menu with icons for Dashboard, Common, Inventory, Purchase, Quality Control, Sales, Accounts Payable, Accounts Receivable, General Ledger, Bank/Cash, R and D, BOM, Production, and Costing. The main area is titled "Accounts Where Used Report". It contains several input fields: "Parameter" (empty), "Accounts From" (1000101), "Accounts To" (1220000), "Master Screens" (ALL), "Transaction Screens" (ALL), "Date From" (01/01/17), and "Date To" (10/16/20). To the right of these fields are two checkboxes: "Cost of Goods Sold" and "A/REC Trade Notes Receivable". At the bottom of the form are "Process" and "Close" buttons.

Generating an Accounts Where Used Report

1. Open the *Account Where Used Report* window.
2. Use the lookups next to the *Account From* and *To* fields to enter the lower and upper limits, respectively, of the range of accounts to be filtered and displayed on the account where used report.
3. Select the master screen name using the drop down next to the field.
4. Select the transaction screen name using the drop down provided next to the field.
5. Use the lookups next to the *Date From* and *To* fields to enter the lower and upper limits, respectively, of the range of dates to be filtered and displayed on the account where used report.
6. Click the *Process* button to generate the report.

An example of a generated *Account Where Used Report* is displayed below.



10-16-2020
12:38

Accounts Where Used Report

Account Key 1000101	
ItemLocation (Cost of Goods Sold Account)	Itemkey Location
	R-1004 01
	R-1014 01
	R-1013 01
	R-1012 01
	R-1011 01
	R-1010 01
	R-1009 01
	P-1003 01
	R-1005 01
	RM-1002 01
	R-1003 01
	R-1002 01
	R-1001 01
	PK-1003 01
	PK-1002 01

Close