

Reports in Business Central

Contents

- Reports in Business Central 1
 - Financial Business Intelligence..... 2
 - Reports in Business Central..... 3
 - Financial Reports and Analytics in Business Central..... 3
 - Accounts Receivable Reports and Analytics in Business Central 4
 - Accounts Payable Reports and Analytics in Business Central 6
 - Sales Reports and Analytics in Business Central 8
 - Purchase Reports and Analytics in Business Central 10
 - Inventory and Warehouse Reports and Analytics 12

Financial Business Intelligence

To

View actual amounts compared to budgeted amounts for all accounts and for several periods.

Create new financial reports to define financial statements for reporting or to display as charts.

Analyze your financial performance by setting up key performance indicators (KPIs) based on financial reports, which you then publish as web services. The published financial reports KPIs can be viewed on a web site or imported to Microsoft Excel using OData web services.

Set up views to analyze data using dimensions.

Create new analysis reports for sales, purchases, and inventory, and set up analysis templates.

Enable global financial reporting to international accounting organizations using the eXtensible Business Reporting Language (XBRL) standard.

Change the database access intent on reports, pages of the API type, and queries to reduce load and improve performance.

See

[Analyze Actual Amounts Versus Budgeted Amounts \(Opens in new window or tab\)](#)

[Prepare Financial Reports with Financial Data and Account Categories \(Opens in new window or tab\)](#)

[Set Up and Publish KPI Web Services Based on Financial Reports \(Opens in new window or tab\)](#)

[Analyze Data by Dimensions \(Opens in new window or tab\)](#)

[Create Analysis Reports \(Opens in new window or tab\)](#)

[Create Reports with XBRL \(Opens in new window or tab\)](#)

[Manage Database Access Intent \(Opens in new window or tab\)](#)

Reports in Business Central

Financial Reports and Analytics in Business Central

The following table describes some key financial reports.

Report	Description	ID
Trial Balance (Opens in new window or tab)	Shows the chart of accounts with balances and net changes. You can choose to see a trial balance for selected dimensions or use the report at the close of an accounting period or fiscal year.	6
Trial Balance by Period (Opens in new window or tab)	Shows the opening balance by general ledger account, the movements in the selected period of month, quarter, or year, and the resulting closing balance. Tip: Can be used to display profit and loss (P&L) with a total for each month.	38
Trial Balance/Budget (Opens in new window or tab)	Shows a trial balance in comparison to a budget. You can choose to see a trial balance for selected dimensions. Use this report at the close of an accounting period or fiscal year.	9
Detailed Trial Balance (Opens in new window or tab)	Shows a detailed trial balance for selected general ledger accounts. You can define which accounts are included in the report by setting filters. Use this report at the close of an accounting period or fiscal year.	4
Trial Balance/Previous Year (Opens in new window or tab)	Shows a trial balance in comparison to the previous year's figures. You can choose to see a trial balance for selected dimensions. Use this report at the close of an accounting period or fiscal year. <i>The previous year</i> means the same period one calendar year earlier.	7
Financial Report (Opens in new window or tab)	Financial reports can be used to display general ledger accounts in a different way than in the chart of accounts. For example, financial reports can be used to report on key figures.	25
Consolidated Trial Balance (Opens in new window or tab)	Shows a combined overview of general ledger entries for two or more companies in one consolidated company. Use this to report on consolidated financial data from multiple companies. Learn more at Set Up Company Consolidation (Opens in new window or tab) .	17
Consolidated Trial Balance (4) (Opens in new window or tab)	Shows a combined overview of general ledger entries for two or more companies in one consolidated company. This version of the report lets you display up to four business units as columns. Learn more at Set Up Company Consolidation (Opens in new window or tab) . Use this to report on consolidated financial data from multiple companies.	18

Accounts Receivable Reports and Analytics in Business Central

The following table describes some of the key reports in accounts receivable reporting.

Report	Description	Id
Aged Accounts Receivables (Opens in new window or tab)	Shows the amount outstanding with customers broken down into time intervals for the overdue time. The report also displays the part of the customers' balance that is not due and can be shown with or without document details for each customer. This report is the main report for reconciling customer ledger to G/L. Assuming you have not allowed direct posting to the accounts used in the customer posting groups' receivables account, this report is a specification of the amounts you find in G/L.	120
Customer Statement (Opens in new window or tab)	Generates a customer statement for a specified time interval. It's usually sent to the customers to give them an overview of outstanding amounts and also as a reminder to pay any overdue amounts. You can choose to show the overdue amounts in a separate section. You can include an aging band similar to the one used in the Aged Receivables report. For the aging band, you typically set <i>30D</i> , which means 30 days intervals such as 30, 60, 90, and 90+ days overdue, from the ending date, or <i>1M+CM</i> , which will be the current month in a separate interval and then monthly intervals for the preceding months. Note: In the customer list, this report also has a separate action, Scheduled Statements . This option does not filter to the customer you have selected. It's the same report but used when you want to send statement to all/more customers. You can filter the report so that it shows only entries that are still open for the customer. To apply the filter when you're setting up the report, in the Statement Style field, choose Open Items .	1316
Customer - Balance to Date (Opens in new window or tab)	Shows the open customer ledger entries until the ending date. This report shows similar content as the customer statement but with no indication if the entry is overdue. Note: The date filter will be applied to the detailed customer ledger entries. This means that if you have payments later than the ending date that have been applied to invoices in within the date range, the invoices will appear in the report as they have not been closed as per the ending date.	121
Customer - Trial Balance (Opens in new window or tab)	Shows the net changes for customers for the period specified in the date filter as well as the net change year-to-date for the fiscal year corresponding to the period selected. The report is grouped by customer posting groups and will give a different view of the customer ledger than the Aged Account Receivables report. Note: If you haven't set up any accounting period, the system will not know what fiscal year to use and will either show year-to-date from the most recent fiscal year defined or just select the period, which may or may not be from beginning of a year.	129
Customer - Detail Trial Balance (Opens in new window or tab)	Shows all the customer ledger entries within the specified date filter. This report is generally used to check that all entries for a specific customer are accounted for, or other internal checks on customer ledgers.	104
Customer - Payment Receipt (Opens in new window or tab)	Creates a payment receipt for each customer ledger entry of type Payment . If the payment has been applied to invoices, the invoices will be specified; otherwise, it will just state the payment amount as unapplied. This report is used to send to customers that want documentation for receipt of payment.	211

Report	Description	Id
Reconcile Customer and Vendor Accounts (Opens in new window or tab)	Shows the G/L entries resulting from posting customer and vendor entries split per G/L account and posting groups. This report is used for reconciling the balances on customer and vendor ledgers to general ledger balances.	33
Customer - Summary Aging Simp. (Opens in new window or tab)	<p>This is a legacy version of an accounts receivables aging report. We recommend you use the Aged Accounts Receivables report instead.</p> <p>Shows amounts for sales, profit, invoice discount, and payment discount in LCY, and the profit percentage for each customer. The costs and profits are given as both the original and adjusted amounts. The original costs and profits are those values that were calculated at the time of posting, and the adjusted costs and profits reflect changes to the original costs of the items in the sales. The cost adjustment amount shown in the report is the difference between the original cost and the adjusted cost.</p>	109
Sales Statistics (Opens in new window or tab)	<p>The figures are divided into three periods. You can select the length of the period, starting on a selected date. There are also columns for amounts before and after the three periods. Use the report to analyze earnings from an individual customer and earnings trends, for example.</p> <p>In the US, Canada, and Mexico, this report is not available. Instead, use the Customer Sales Statistics (10047 (Opens in new window or tab)) report.</p> <p>This report can also be used in accounts receivable as it's easier to do a quick look-up of posted payments, discounts, and sales for a given customer.</p>	112
Customer List (Opens in new window or tab)	Shows various kinds of basic information for customers, such as customer posting group, discount group, finance charge and payment information, salesperson, the customer's default currency and credit limit in your local currency (LCY), and the customer's current balance (in LCY). The report can be used, for example, to maintain the information in the Customer table.	101

Accounts Payable Reports and Analytics in Business Central

The following table describes some of the key reports in accounts payable reporting.

Report	Description	ID
Aged Accounts Payable (Opens in new window or tab)	Shows overdue balances for vendors in overdue time intervals. The overdue amounts can be shown by due date, posting date, or by document date as needed. You can choose to show the amounts in local currency (LCY) and print details of the overdue documents. The time intervals can have headings with dates or with number of dates overdue, relative to the specified aging by type. This report is the main report for reconciling vendor ledger to G/L. Assuming that you don't post directly to the payables account for the vendor posting group, this report is a specification of the amounts in the general ledger. Shows the vendor balance by the ending date of the specified date range. You can choose to display the vendor balance in your local currency (LCY). Select the Include Unapplied Entries field to show entries that have been closed by the ending date but have been un-applied (opened) at a later date. Select the Show Entries with Zero Balance to show vendors with a balance of zero by the ending date of the date filter. The date filter applies to the detailed vendor ledger entries for the entries in the report. If a payment was made after the ending date, and the payment was applied to invoices within the date range, the report includes the invoice. The report includes the invoice because it wasn't closed before the ending date.	322
Vendor - Balance to Date (Opens in new window or tab)	Shows the net changes for vendors for the period specified in the date filter, and the net change year-to-date for the corresponding fiscal year. The report is grouped by vendor posting groups and will give a different view of the vendor ledger than the Aged Accounts Payable report. Note: If you haven't set up accounting periods, Business Central won't know which fiscal year to use. It will either show the year-to-date from the most recent fiscal year or just select the period. The date might not be from the beginning of a year.	321
Vendor - Trial Balance (Opens in new window or tab)	Shows all the vendor ledger entries within the specified date filter. The report shows the vendor's beginning balances relative to the date filter.	329
Vendor - Detail Trial Balance (Opens in new window or tab)	Shows purchase statistics for each vendor. This includes information for five periods, starting on the date that you specify. The report includes the total purchases, payments, finance charges, and discount information including the payment discounts taken and lost. Statistics are calculated for purchases before the date entered, at three one-month intervals from the date entered, and for a period including all purchases made after the third one-month interval.	304
Purchase Statistics (Opens in new window or tab)	This report can also be used in accounts payable as it's easier to do a quick look-up of posted payments, discounts, and other transactions for a given vendor.	312
Vendor - Summary Aging (Opens in new window or tab)	Legacy report for aged accounts payable. We recommend that you use Aged Accounts Payables report instead. You can choose a period length and a date to use as set <i>overdue per date</i> .	305
Payments on Hold (Opens in new window or tab)	Shows vendor ledger entries where the On Hold field is not blank.	319

Report	Description	ID
Vendor Pre-Payment Journal (Opens in new window or tab)	Shows the payment journal with payment discount and tolerance information. The report can be used to check payments before creating payment files and posting the journal. Note: The report will show payment discounts incorrectly when multiple credit memos have been used in an application. In this case, the payment discount for the extra credit memos will be shown as an un-applied amount.	317
Vendor - List (Opens in new window or tab)	Shows basic information for vendors, such as the vendor posting group, discount and payment information, priority level and the vendor's default currency, and the vendor's current balance (in LCY). Use the report, for example, to maintain information about the vendor.	301

Sales Reports and Analytics in Business Central

The following table describes some of the key reports in sales reporting.

Report	Description	Id
Customer - Order Summary (Opens in new window or tab)	Shows the order detail with the quantity not yet shipped for each customer in three periods of 30 days each, starting from the specified date. There are also columns with orders to be shipped before and after the three periods and a column with the total order detail for each customer. Use the report to analyze a company's expected sales volume.	107
Customer - Top 10 list (Opens in new window or tab)	Shows information on customers' purchases and balances for a selected period. You can choose the number of customers that will be included in the report. Only customers that have either purchases during the period or a balance at the end of the period will be included. The customers are sorted in order of amount, and you can choose whether they are sorted by sales amount or balance. The report gives a quick overview of the customers that purchase the most or that owe the most.	111
Customer/Item Sales (Opens in new window or tab)	Shows a list of item sales for each customer during a selected time period. The report contains information on quantity, sales amount, profit, and possible discounts. It can be used, for example, to analyze a company's customer groups.	113
Inventory - Customer Sale (Opens in new window or tab)	An overview from the perspective of the warehouse sight. This is a different view compared to the Customer/Item sale report, and it shows the item first and then the customer who bought this product.	713
Customer - Sales list (Opens in new window or tab)	Shows customer sales for a period. You use it to report to the customs and tax authorities. You can choose to include only customers with total sales that exceed a minimum amount. You can also specify whether you want the report to show address details for each customer. The report is based on recorded sales (LCY) from customer ledger entries. At the bottom of the report, the total reported sales are shown in LCY. The total is based on the customers you have included in the report, that is the customers that are within the filters on the Customer FastTab and that have total sales greater than the amount specified in the Amounts (LCY) Greater Than field on the Options FastTab.	119
Customer - Balance to date (Opens in new window or tab)	Shows a detailed balance for selected customers. Use the report at the close of an accounting period or fiscal year, for example.	121
Customer - Trial Balance (Opens in new window or tab)	Shows a detail balance for selected customers. You can use the report to verify that the balance for a customer posting group is equal to the balance on the corresponding G/L account on a certain date. Use the report at the close of an accounting period or fiscal year, for example. If you need a more detailed version of this type of report, use the Customer Detail Trial Balance (104) report.	129
Sales Statistics (Opens in new window or tab)	Shows amounts for sales, profit, invoice discount, and payment discount in LCY, and the profit percentage for each customer. The costs and profits are given as both the original and adjusted amounts. The original costs and profits are those values that were calculated at the time of posting, and the adjusted costs and profits reflect changes to the original costs of the items in the sales. The cost adjustment amount shown in the report is the difference between the original cost and the adjusted cost. The figures are divided into three periods. You can select the length of the period,	112

Report	Description	Id
	<p>starting on a selected date. There are also columns for amounts before and after the three periods. Use the report to analyze earnings from an individual customer and earnings trends, for example.</p> <p>In the US, Canada, and Mexico, this report is not available. Instead, use the Customer Sales Statistics (10047) report.</p> <p>Shows the availability of items for shipment on sales documents. You determine whether the report indicates the status of each document or of each sales line.</p> <p>When you print the report, you can also update the quantity that is available for shipment in the Qty. to Ship field on the sales lines. Then you can use the report to determine which documents to post.</p> <p>There is also a capability with which you could set the amount of goods to be shipped. Note: This report is not available for advanced warehouse functionality. This report can be used for all locations where the Require Shipment field is selected. The Warehouse Shipment Status report shows you all unposted warehouse shipment documents, including the locations, bin codes, document status, quantities, and so on. This report is perfect to get an overview.</p> <p>Displays a list of the sales orders in which an item is included. The following information is shown for each item: Sales order line with the name of the customer, variant code, location code, bin code, shipment date, quantity to be shipped, and unit of measure. The quantity to be shipped is totaled for each item.</p> <p>The report can be used when items will be collected from the inventory.</p> <p>Note: This report is not available for advanced warehouse functionality.</p> <p>Shows a list with the order lines whose shipment date has been exceeded. The following information is shown for the individual orders for each item: number, customer name, customer's telephone number, shipment date, order quantity and quantity on back order. The report also shows whether there are other items for the customer on back order.</p> <p>Displays a list of the orders that have not yet been shipped and the items in the orders. It shows the order number, customer's name, shipment date, order quantity, delayed quantity, outstanding quantity, and unit price, as well as any potential discount percentage and amount. The quantity on back order and outstanding quantity and amount are totaled for each item. Use the report to find out whether there are currently shipment problems or any can be expected.</p>	209
Sales Reservation Avail. (Opens in new window or tab)		
Warehouse Shipment Status (Opens in new window or tab)		7313
Inventory Picking List (Opens in new window or tab)		813
Inventory Sales Back Orders (Opens in new window or tab)		718
Inventory Order Details (Opens in new window or tab)		708

Purchase Reports and Analytics in Business Central

The following table describes some of the key reports in purchase reporting.

Report	Description	Id
Purchase statistics (Opens in new window or tab)	Shows purchase statistics for each vendor. This includes information for five periods, starting on the date that you specify. The report includes the total purchases, payments, finance charges, and discount information including the payment discounts taken and lost. Statistics are calculated for purchases before the date entered, at three one-month intervals from the date entered, and for a period including all purchases made after the third one-month interval.	312
Vendor - Top 10 list (Opens in new window or tab)	Shows information on purchases from vendors for a selected period. You can choose the number of vendors that are included in the report. The vendors are sorted in order of amount, and you can choose whether they are sorted by purchase amount or balance. The report gives a quick overview of the vendors from which you purchase the most or to which you owe the most.	311
Vendor Item catalog (Opens in new window or tab)	Displays a list of the vendors for the selected items or items for selected vendors. For each combination of item and vendor, it shows direct unit cost, lead time calculation and the vendor's item number.	320
Item/vendor catalog (Opens in new window or tab)	In the US, Canada, and Mexico, this report is not available. Instead, use the Item/Vendor Catalog (10164) report. Displays a list of the vendors for the selected items or items for selected vendors. For each combination of item and vendor, it shows direct unit cost, lead time calculation and the vendor's item number.	720
Vendor/Item Purchases (Opens in new window or tab)	In the US, Canada, and Mexico, this report is not available. Instead, use the Item/Vendor Catalog (10164) report. Shows a list of item entries for each vendor in a selected period. The report contains information on invoiced quantity, amount and possible discounts. It can be used, for example, to analyze a company's item purchases and to show whether there is a relationship between discounts and item purchases.	313
Inventory Cost and price list (Opens in new window or tab)	Displays a list of price information for the selected items or stockkeeping units: direct unit cost, last direct cost, unit price, profit percentage, and profit.	716
Inventory Availability Plan (Opens in new window or tab)	If you would like to have an overview about specific items/stockkeeping units and their availability. This report will show you cumulated values such as gross requirements, scheduled and planned receipts, the inventory, and so on.	707
Inventory Vendor Purchases (Opens in new window or tab)	Displays a list of the vendors that your company has purchased items from within a selected period. It shows invoiced quantity, amount and discount. The report can be used to analyze a company's item purchases.	714
Inventory Purchase Orders (Opens in new window or tab)	Displays a list of items on order from vendors. It also shows the expected receipt date and the quantity and amount on back orders. For example, use the report to see when items should be received, and whether a reminder of a back order should be issued	709
Purchase Reservation Availability (Opens in new window or tab)	Shows the availability of items for shipment on purchase documents, for example return orders. You determine whether the report indicates the status of each document or of each purchase line. When you print the report, you can also update the quantity that is available for shipment in the Qty. to Receive field on the purchase lines. On purchase credit	409

Report**Description****Id**

memos and negative purchase order lines, the **Qty. to Receive** field contains the quantity to ship.. Then you can use the report to determine which documents to ship. **Note:** This report is not available for advanced warehouse functionality.

[Inventory and Warehouse Reports and Analytics](#)

The following table describes some of the key reports in inventory and warehouse management.

Report	Description	ID
Inventory Availability Plan (Opens in new window or tab)	<p>Get an overview of specific items and stock-keeping units, and their availability.</p> <p>This report shows accumulated values such as gross requirements, scheduled and planned receipts, inventory, and so on.</p> <p>Displays inventory valuation for selected items in your inventory. The report also shows information about the value of increases and decreases in inventory over time.</p> <p>The report will also print the expected cost of entries that have been posted as received or shipped, depending on whether you enable the Include Expected Cost toggle.</p>	707
Inventory Valuation (Opens in new window or tab)	<p>If you enable Include Expected Cost, the report groups entries and shows a group total of invoiced and expected costs for each Inventory Posting Group.</p> <p>You can also narrow your report output with the Location and Variant Filters. However, as the report is built on top of a value entry, you can't use Bin Filter.</p> <p>To ensure that the Inventory Valuation report is up-to-date, it is recommended to run the Adjust Cost - Item Entries batch job prior to running this report.</p> <p>In the US, Canada, and Mexico, this report is not available. Instead, use the localized version of Inventory Valuation (10139) report.</p> <p>Get an overview of the quantities of selected items in inventory with expiration dates in a certain period. The list shows the number of units of the selected item that will expire in a given time period. For each of the items you specify, the report shows the number of units that will expire during each of three periods of equal length and the total inventory quantity.</p>	1001
Item Expiration - Quantity (Opens in new window or tab)	<p>Use filters to specify what the report includes. If you don't set filters, the report will include all your records. The quantities in the report reflect only the quantities of the item for which expiration dates are defined.</p> <p>Get an overview of the current age composition of selected items in your inventory. This report categorizes the on-hand quantity for selected items into three period buckets. You can specify the end date of the last bucket and duration of time buckets (period). The report analyzes the remaining quantity of open item ledger entries that are usually a result of purchases, output, or positive adjustments.</p>	5809
Item Age Composition - Quantity (Opens in new window or tab)	<p>Get an overview of the current age composition of selected items in your inventory. This report categorizes the on-hand quantity for selected items into three period buckets. You can specify the end date of the last bucket and duration of time buckets (period). The report analyzes the remaining quantity of open item ledger entries that are usually a result of purchases, output, or positive adjustments.</p>	5807
Item Age Composition - Value (Opens in new window or tab)	<p>Get an overview of the current age composition of selected items in your inventory. This report categorizes the on-hand value for selected items into three period buckets. You can specify the end date of the last bucket and duration of time buckets (period). The report analyzes the remaining quantity of open item ledger entries that are usually a result of purchases, output, or positive adjustments.</p>	5808

Report	Description	ID
Inventory Cost and price list (Opens in new window or tab)	Displays a list of price information for the selected items or stock-keeping units: direct unit cost, last direct cost, unit price, profit percentage, and profit.	716
Warehouse Bin List (Opens in new window or tab)	Get an overview of warehouse bins, their setup, and the quantity of items within the bins. This report can cover all locations at which bins are mandatory.	7319
Warehouse Shipment Status (Opens in new window or tab)	Get an overview of source documents that are open and have items shipped or due for shipping per location. This report can be used for all locations that require shipments, and it shows locations, bin codes, document status, quantities.	7313
Inventory Picking List (Opens in new window or tab)	Displays a list of the sales orders that include a selected item. It shows the following information for each item: sales order line with the customer's name, variant code, location code, bin code, shipment date, quantity to ship, and unit of measure. The quantity to be shipped is totaled for each item. Use the report when you need to pick items from inventory.	813
Warehouse Adjustment Bin (Opens in new window or tab)	<p>NOTE: This report isn't available for advanced warehouse functionality. This report is meant only for an advanced warehouse. It shows the remaining quantities that are stored in the adjustment bin itself. Typically, the adjustment bin should be empty. There are two reasons for it to contain quantities. When it's the result of physical counting process, or if quantities are removed or added to the warehouse.</p>	7320