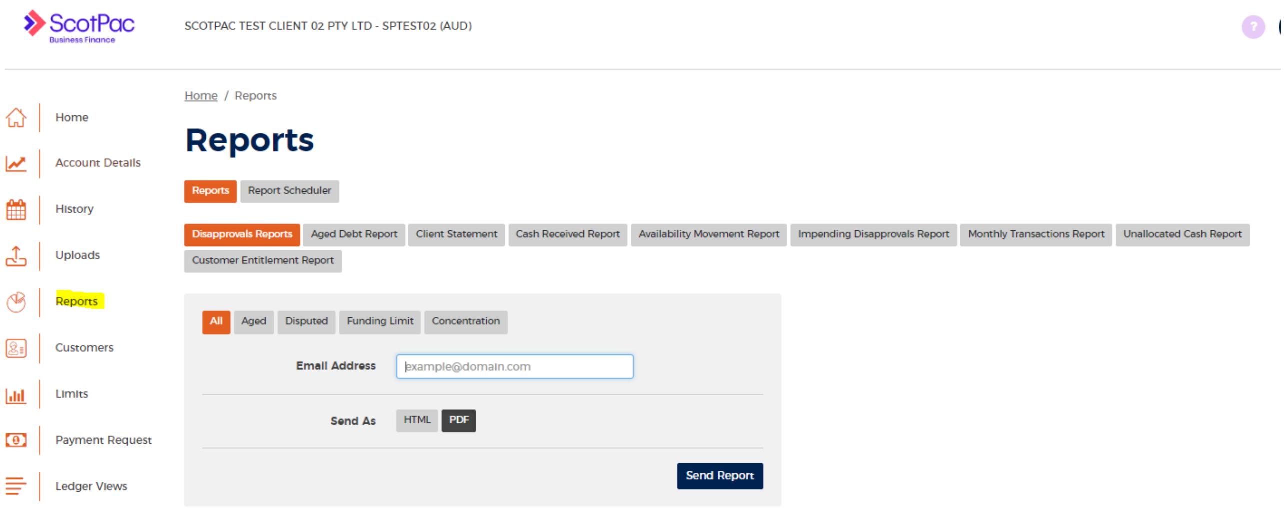
Reporting

All reports can be generated via the 'reports' menu item. The reporting suite allows you to request reports to be emailed to a specific email address. Available reports are listed at the top of the screen.



See below for an overview of the information you'll see on each of the reports

Disapprovals Reports	Lists disapproved ledger items. Can be requested to show all disapproved items or optionally Aged, disputed, funding limit or concentration disapprovals
Client statement	Produces a client statement for the selected month
Aged debt	Shows all debt broken down into age brackets (0-30, 31-60, 61-90, 91-120 days). Can be requested as a full detailed report or summary only
Cash received	Provides a breakdown of collections received from your customers for a given date range (maximum range 15 days) NOTE: if you opt to schedule the Cash Received Report daily – please note that the reports are scheduled at 6am each day, before the current day's cash receipts have been processed. Please schedule the report to list the prior days transactions – alternatively log in and view today's receipts in E3 on the Collections List (via History Tab).
Availability movement	Details changes to your availability for the date range specified, including, among other, invoice, credit, reassignment, disapproval, payment and collection totals

Impending disapprovals	Shows all items due to be disapproved for age within the given date range. Can be configured to report on impending disapprovals within the next 7 days (default) or within a period selected
Monthly transactions	Displays transaction totals by type for the selected month
Unallocated cash	Shows on account cash that has not been allocated