Step1 Reporting Capabilities & Query Overview

The STEP1 Report Capabilities session will cover the four areas where you can find reports in STEP1:

1. Reports "built in" to the modules.
2. "Extra" Reports found in the Report Manager Module (Reports.exe).
3. Reporting using Query (Query.exe)
4. Custom Reports using Report Builder

By the end of this session you should have basic knowledge of these reporting tools and be able to start using them in your daily routine. If you pay close attention you will also learn a few secrets to success with each of these tools.

1. "Built in" Reports

The majority of the "built in" reports are found under the reports menu in each module. They are heavily used reports that have been so highly requested by all the STEP1 users that they have been built right into the modules. For a list of these reports look on the back of this document at the blue column.

The secret of built in reports is the 'Print save to file" button located in select areas of most modules. With this option you can take the information on your screen and print it or save it to excel, pdf and other formats.

2. "Extra" Reports

The "Extra" reports are found in the Reports module. They are not as popular as the "Built In" reports but are very useful reporting tools. For a list of these reports look on the back of this document for the black columns. Notice that there are more of these extra reports than there are built in reports.

The secret of the extra reports is that you can easily make them available to your staff in any module.

3. Reporting using Query

Let's go through an interactive demo of a few techniques we want to show you on how to use Query.

The secret of Query is that you can make any query available to your staff in any module.
(To learn more about query you can go to tomorrow's session on Advanced Query, Part 1.)

4. Custom reports using Report Builder

If we have not been able to meet your needs with the tools above a custom report can always be designed using report builder.

The secret of Report Builder is that with this optional STEP1 module you design your own reports. Before setting out to design your own reports make sure you have begun to master the material in the session on Advanced Query, Part 2.

"Built In" Reports - by Module

A/P
A/P Aging Reports
- AP Aging Detail
- AP Aging Detail (Historical)
- AP Aging Summary
- AP Aging Summary(Historical)

A/P Checks
Payment Reports
- Pending Payments Report

Check History Tab

A/R
Customer Payment Reports
- Payment Summary Report
- Payment Detail Report

A/R Aging Reports
- AR Aging Detail
- AR Aging Detail (Historical)
- AR Aging Summary
- AR Aging Summary (Historical)
- AR Aging Summary by Sman
- AR Aging Detail by Sman

Billing
Billing Reports
- Counter Sales by Pmt Type
- Counter Sales Activity
- Sales Tax Area Summary

Commission Reports
- Commission Chargeback
- Commission Payable Detail
- Commission Payable Summary
- Commission Recap

Rebate Reports
- Rebate Contract Report
- Rebate Summary

GL
Financial Reports TAB (Not from the reports menu)
- Trial Balance
- Balance Sheet
- Consolidated Income Statement
- Comparative Balance Sheet
- Comparative Income Statement
- Income Statement with Budgets
- Budget Variance Report
- Quarterly Budget Forecast
- Bank A/R Aging summary
- Bank A/P Aging Summary
- Inventory Valuation – By G/L Acct
  - List Item Stock Detail Option

"Extra" Reports from Report Manager

A/P
AP Open Invoice Summary
Check Register
Check Register - Detailed
Expense Distribution Report
Received PO's, Not Invoiced
Vendor Invoice Activity Report-CurMonth

A/R
AR Open Invoice List Summary
Customer Balance Adjustment Activity
Customer Contact List-Detailed
Customer Ledger Listing-Current Month
Customer Ledger Listings Current Year
Customer Ledger Listings Prompted
Customer List - With Ship To's
Customer Payment Summary-ByPmtType
Customer Product Order Form
Customer Product Order Form - No Price
Customer Reference List
Customer Reference List - With Contacts
Customer Service Charge Activity
Customer Statement Contact Listing
Sales Tax Area Summary - By City
Sales Tax Report - Custom Tax Codes

Management Reports
Sales & Profit Summary Report
Salesrep Sales & Profit Summary
Customer Current Year Sales - By Invoice
Customer Current Year Sales - By Invoice/Pmt Group
Customer Current Year Sales - By Invoice/Pmt Group Prompted
Customer FYTD Sales Activity Detail Report
Customer FYTD Sales Activity Detail Report - Prompted
Customer Group Sales & Profit Summary-Prompted
Customer Product Quantity & Profit - By Sales Rep-Prompted
Customer Product Quantity Sold History Report
Customer Product Quantity Sold History Report-Prompted
Customer Product Quantity-By Sales Rep-Prompted
Customer Product Rebates - by Vendor
Customer Product Sales & Profit - by Repp
Customer Sales & Profit - By Category
Customer Sales & Profit Report - By Rep
Customer Sales & Profit Report-By Rep

General Ledger
Detailed General Ledger Listing
Journal Listing-Current Month
Journal Listing-Current Year
Journal Listing-Prompted
Journal Listing-Without AR & AP Prompted
Ledger Listings - Prompted
Major Account Balances By Fiscal Year

Inventory Control
IC Stock Adjustment Activity - Select Month
Inventory Stock Sheet - Prompted Bin
Inventory Stock Sheet - Prompted WH/Bin#
Category Sales & Profit Report-Selectws Months
Category Sales & Profit Report-Current Month
Category Sales & Profit Report-Current Year
Category Sales & Profit Report-Prompted
Category Sales & Profit-By SalesRep By Cust
Inventory Valuation
Inventory Valuation
Inventory Valuation - By Supplier
Inventory Valuation Summary - By Category
Inventory Valuation Summary by Sub Cat
Inventory Valuation- By WH
Inventory Item Cost/Price List Summary 1-8
Inventory Item Price List Brackets By SubCat
Inventory Item Price List-List Price Only
Incoming Cost Deviations
Item Quantity Sold History Report - By Vendor
Purchase Order Worksheet – Prompted

Order Desk
Customer Order Form
Customer Order Form-Extended Description
Order Review Sheets – Detailed
Pending Order Summary Report
Pre-Billing Detail Report
Customer Machine Service & Repair Report
Customer Machine Service & Repair Report
Company Employee Contact Directory