

All of these reports should be printed, saved as PDF and the PDFs uploaded to AdvantEDGE via "Reports/ Uploads/ Year Specific" ready for audit.

PDF File Name	Reports menu option	Report with criteria
<b>SUMMARY</b>		
01 Annual Return	Financial Status/ Period - Year End Statements	I & E Annual Return
02 Trial Balance	Financial Status/ Period - Year End Statements	Trial Balance
03 Balance Sheet	Financial Status/ Period - Year End Statements	Consolidated Balance Sheet
04 VAT Summary		
05 Cash Book		
06 End of Year Bank Reconciliation	Financial Status/ Period - Year End Statements	End of Year Bank Reconciliation
<b>ANALYSIS</b>		
10 Income & Expenditure Account	Financial Status/ Period - Year End Statements	Income & Expenditure Account
11 Income & Expenditure Accounts Analysis	Financial Status/ Period - Year End Statements	Accounts Analysis
12 Income and Expenditure by Budget Heading	Financial Status/ Period - Year End Statements	Income and Exp by budget heading
13 I&E Return Analysis	Financial Status/ Period – Year End Statements	I&E Annual Return Analysis
14 Financial Comparison	Financial Status/ Comparisons	Comparison - 01/04 to 31/03 - Select report layout required

PDF File Name	Reports menu option	Report with criteria
<b>CASH ACCOUNTS</b>		
20 Cashbook	Financial Status/ Cashbook	Summary - 01/04 to 31/03 - Tick "Include reserves"
21 Cashbook Statement	Financial Status/ Cashbook	Brief Statement - 01/04 to 31/03
22 Reserves	Assets	Reserves Movements
23 Section 137	Expenditure/ Transactions	Section 137
24 Section 106	Expenditure/ Transactions	Section 106
25 Related party	Income or Expenditure/ Transactions	Related party
<b>BANK RECONCILIATION</b>		
30 Bank Rec Summary	Bank/ Statements/ Reconciliation Reports	Reconciliations Summary
31 Bank Rec Latest	Bank/ Statements/ Reconciliation Reports	Latest Reconciliations
32 Bank Rec - <account name>	Bank/ Statements/ Reconciled	Statement(s) - Select account and leave 1 <sup>st</sup> / last blank - Save PDF with account name

PDF File Name	Reports menu option	Report with criteria
<b>OPENING DEBTORS and CREDITORS</b>		
40 Opening Debtors	Income/ Customer Ledger	Opening Debtors
41 Opening Creditors	Expenditure/ Supplier Ledger	Opening Creditors
42 Opening Receipts in advance	Income/ Transactions/ Accrual & Prepayments	Opening
43 Opening Payments in advance	Expenditure/ Transactions/ Accrual & Prepayments	Opening
<b>CLOSING DEBTORS and CREDITORS</b>		
45 Closing Debtors	Income/ Customer Ledger	Closing Debtors
46 Closing Creditors	Expenditure/ Supplier Ledgers	Closing Creditors
47 Closing Receipts in advance	Income /Transactions/ Accrual & Prepayments	Closing
48 Closing Payments in advance	Expenditure/ Transactions/ Accrual & Prepayments	Closing
<b>AGED DEBTORS and CREDITORS</b>		
50 Aged Debtors	Income/ Customer Ledger	Aged debtors
51 Aged Creditors	Expenditure/ Supplier Ledger	Aged creditors

PDF File Name	Reports menu option	Report with criteria
<b>V.A.T.</b>		
60 VAT Summary	Financial Status	VAT Summary
61 VAT YY-MM-DD Details	Processes/ VAT Return/ VAT Reconciliations	Return Details - Click required reconciliation - Save PDF with period end date in YY-MM-DD format e.g. 31/03/21 is 21-03-21
62 VAT YY-MM-DD Management	Processes/ VAT Return/ VAT Reconciliations	Management Return Details - Same instructions as 61 VAT Details
<b>ASSETS</b>		
70 Fixed Assets	Assets	Fixed asset list
71 Fixed Assets Purchased	Assets	Fixed assets purchased
72 Fixed Assets Disposed	Assets	Fixed assets disposed
73 Current Assets	Assets	Current assets
<b>AUDIT TRAILS</b>		
<b>TRIAL BALANCE analyzed by BUDGET HEADING</b>		
12 Income and Expenditure by Budget Heading	Financial Status/ Period - Year End Statements	Income and Exp by budget heading

PDF File Name	Reports menu option	Report with criteria
<b>TRANSACTIONS by INCOME &amp; EXPENDITURE HEADING</b>		
80 Income by I&E Heading	Budgets/ Headings	Income by I&E head
81 Expenditure by I&E Heading	Budgets/ Headings	Expenditure by I&E head
<b>TRANSACTIONS by BUDGET HEADING</b>		
82 Income by Budget Heading	Budgets/ Headings	Income by budget head
83 Expenditure by Budget Heading	Budgets/ Headings	Expenditure by budget head
<b>TRANSACTIONS by TRANSACTION NUMBER</b>		
84 Income by Transaction Number	Budgets/ Headings	Income transaction index
85 Expenditure by Transaction Number	Budgets/ Headings	Expenditure transaction index
<b>TRANSACTIONS grouped by REFERENCE</b>		
86 Paying in list	Income/ Transactions	Paying in reference list
87 Cheque list	Expenditure/ Transactions	Cheque report
<b>TRANSACTIONS by CUSTOMER or SUPPLIER</b>		
88 Income ledger by Customer	Income/ Customer Ledger	Income Ledger - 01/04 to 31/03
89 Expenditure ledger by Supplier	Expenditure/ Supplier Ledger	Expenditure Ledger - 01/04 to 31/03