



SIDEKICK Reports

Customised reports for MYOB Accounting Software

REPORTS

Activity Slip (Job Details)
Budget Comparison (Portrait)
Budget Comparison (Landscape)
Budget Comparison (Jobs)
Budget Forecast
Budget Forecast (Jobs)
Budget Forecast (Trading Accounts)
Consolidated Balance Sheet
Consolidated Profit & Loss Statement
Card List
Customer History
Customer Order Form
Customer Payments (SP Details)
Customer Payment (SP Margins)
Customer Transactions
General Ledger Details
Inventory Aged Balances
Inventory Changes
Inventory Landed Costs
Inventory Order Summary
Inventory Price List
Inventory Stock Turn
Inventory Summary
Item Labels (Inventory Summary)
Item Labels (Sales Invoice)
Job Payables
Job Summary
Job Summary (COS Analysis)
Job Summary (WIP Analysis)
Job Syndicate Report
Job Transactions
Production Schedule
Profit & Loss (Cash)
Profit & Loss (Jobs)
Profit & Loss (Trading Accounts)
Profit & Loss (Trading Accounts LY)
Purchases Summary
Sales by Customer
Sales by Customer (COSx3)
Sales by Customer (Item)
Sales by Customer (Item and Job)
Sales by Customer (Job)
Sales by Customer (Monthly)
Sales by Item
Sales by Item (Customer and Job)
Sales by Item (Monthly)
Sales by Product Group

Sales by Salesperson (COSx3)
Sales by Salesperson (Customer)
Sales by Salesperson (Item)
Sales by Salesperson (Item Groups)
Sales by Salesperson (Jobs)
Sales by Salesperson (Summary)
Sales by Salesperson (Units)
Supplier Transactions
Weekly Sales Orders

REPORT DESCRIPTIONS

Activity Slip (Job Details)

This report prints Activity Slip details, sorted by Job within Customer. Details for each Job include Date, Employee, Activity, Notes, Units and Billable Balance.

Budget Comparison (Portrait)

This report prints details for MYOB Profit and Loss accounts. Columns include Actual Period, Actual Year to Date, Budget Year to Date, Last Year Actual and Actual/Budget Variance.

Budget Comparison (Landscape)

This report prints Actual, Budget and Variance values for Profit and Loss accounts. Figures are available for Current Period (usually month) and Year to date.

Options are available to print Sub-Totals only, or to produce an output data file, which can then be read by other applications such as MS Excel.

Budget Comparison (Jobs)

This report prints Actual, Budget and Variance values for Job Profit & Loss accounts. Figures are available for Current Period (usually current month) Year to date, and Annual Budget.

Options are available to print Sub-Totals only, or to produce an output data file, which can then be read by other applications such as MS Excel.

The report requires one report (for Actual figures) to be created in MYOB and stored in a disk file. As MYOB does not include monthly Budget figures for Jobs, monthly Budget figures for Jobs are extracted from an external file (spreadsheet).

Budget Forecast

This report prints budget and/or actual amounts in twelve monthly columns. Options are all budget, all actual or actual plus budget. There is an option to create an Excel file.

Budget Forecast (Jobs)

This report prints budget and/or actual amounts in twelve monthly columns. Options are all budget, all actual or actual plus budget. Budget figures for Jobs can be read from an Excel file, and there is an option to create an Excel file.

Budget Forecast (Trading Accounts)

This report prints budget and/or actual amounts in twelve monthly columns, on a Trading account basis. Options are all budget, all actual or actual plus budget.

Consolidated Balance Sheet

This report accumulates totals for one Balance Sheet, using details from an unlimited number of individual Balance Sheets. Details include the account number, account name and dollar value. The account number is optional.

Consolidated Profit & Loss Statement

This report accumulates totals for one Profit & Loss Statement, using details from an unlimited number of individual Profit & Loss Statements. Details include the account number, account name and dollar value. The account number is optional.

Card List

This report is ideal for any organisation that needs a list of members, sorted into specified groups. Details listed include addresses and phone numbers. Groups of Customers or Suppliers can be chosen by Identifier or Custom List

Customer History

This report provides details from Customer cards, including contact details, sales totals and custom list settings. There is an option to send output to an Excel file. Customers can be sorted or selected by custom list.

Customer Order Form

A sales order form is printed for each customer. Purchases by the customer are itemised over a date range determined by the user. Customers can be filtered by Custom List settings in MYOB.

Customer Payments (SP Quantities)

This report prints details of invoiced quantities based on customer payments. i.e. quantities will be shown for paid invoices. Customer invoices are grouped and totalled for each Salesperson.

Customer Payment (SP Margins)

This report prints details of invoices, sorted by salesperson, and based on customer payments. It shows the customer, inventory item, sales, cost of sales, profit and margin % for each paid invoice, and units sold for each salesperson. There are options to sort the report by customer or inventory item.

Customer Transactions

This report prints details of transactions for Customers. Details shown include transaction reference(ID), Source, Date, Memo, Account, Debit, Credit and Balance.

The report is very similar to the "Card Transactions" report in MYOB, except that this report shows only one line per transaction (ie is GST inclusive), and is in portrait format.

General Ledger Details

This report prints general ledger details for MYOB accounts. Details include GST exclusive values, GST values, Total values and the GST Code on each line.

Inventory Aged Balances

This report prints quantities and values for inventory items on hand, and then splits those totals into Age bands, which can be on a monthly, quarterly, six monthly or yearly basis. The items must be set up "I Inventory" in MYOB.

Inventory Changes

This report prints details for inventory items bought and sold and the net change. The items do not need to be set up "I Inventory" in MYOB.

Inventory Landed Costs

This report provides two options:

- you can print details of landed costs for imported Inventory Items.
- you can have the details imported into your MYOB data file

The user can enter groups of item quantities and values in batches. The value of landed costs is entered as one total. The system then calculates the percentage of the landed costs to allocate based on the sub-total for the batch divided by the total value of landed costs.

Inventory Order Summary

This report prints details for inventory items including the quantity on hand, sales order quantity and values, purchase order quantities and values, and the resulting surplus or deficit.

The Items must be set up as "I Inventory" in MYOB.

Inventory Price List

This report prints selling prices for inventory items, including quantity breaks. You can choose a range of items, or select a stock category. Items can be sorted by item or category. You can select one price level or all price levels.

Inventory Stock Turn

This report prints two formats:

- 1) details for the rate of stock turnover, including inventory items sold, the quantity on hand, the average value of stock on hand and the rate of turnover. Turnover is defined as the sales value divided by the average stock value for the specified period.
- 2) details for inventory items sold, the quantity on hand, the average sale quantity per month and the projected future time span for the stock on hand.

The items must be set up "I Inventory" in MYOB.

Inventory Summary

This report prints details for inventory items purchased, sold, and on hand, over the chosen date range. Because the on hand figures are based on the MYOB Inventory system, the items must be set up as "I Inventory" in MYOB.

Item Labels (Inventory Summary)

This report prints labels for inventory Items. It is designed to print the Item Number, Item Name and a third detail such as Item Category (from a Custom List box).

Item Labels (Sales Invoice)

This report prints labels for items on sale invoices. It is designed to print details such as the Customer name, the Customer address, Quantity sold, Item Code, Ship Via, Comments, Promised Date and Item Description. The user can specify how many labels are required.

Job Payables

This report prints details of outstanding Purchases, sorted by Job and Supplier. Two format options are available:

- 1) a Summary format showing one total for each Supplier within a Job
- 2) a Detailed format showing separate purchase invoices

Job Summary

This report prints details for Jobs, each Job summarised onto one line. Details shown for each Job include Opening Balance, Income, Cost of Sales, Expenses and Closing Balance.

Month and Year to Date figures are shown for Income, Cost of Sales and Expenses.

Job Summary (COS Analysis)

This report prints details for Jobs, each Job summarised onto one line. Details shown for each Job include Opening Balance, Income, Cost of Sales and Closing Balance. The Cost of Sales accounts are split into two groups specified by the user.

Month and Year to Date figures are shown for Income and Cost of Sales.

Job Summary (WIP Analysis)

This report prints details of Work in Progress (WIP) for Jobs, each Job summarised onto one line. Details shown for each Job include two Cost of Sales groups, a WIP total to date, Income totals and Closing Balance of WIP. The Cost of Sales accounts are split into two groups specified by the user.

Opening Balance, Current Month and Year to Date figures are shown for the two Cost of Sales groups and Income.

Job Syndicate Report

This report can be used for all entities with multiple stakeholders. It can be for Syndicates or Body Corporates for example. The syndicate is set up as a Job in MYOB and the stakeholders as Card entries. Each stakeholder can have a different percentage share of the total. The report prints a separate page for each stakeholder, showing Capital accounts to date, and the Profit & Loss result, with a closing share of the entity.

Job Transactions

This report prints ID, Source, Date, Memo, Debit and Credit for each transaction. Sale and Purchase Orders can be included in the Sidekick report.

Production Schedule

This report prints details for Invoices or Orders. Details include Date, Order No, Customer, Purchase Order No, Job, Promised Date and Balance Due. There are options to sort the report by Date, Customer, Promised Date or Job.

Profit & Loss (Cash)

This report prints a Profit and Loss report based on cash payments and receipts in the MYOB data file. Entries included come from "Spend Money", "Receive Money", "Customer Payments" and "Supplier Payments". If there is more than one account on an invoice, payments are apportioned pro-rata from the payment amount.

Profit & Loss (Jobs)

This report prints details of Income, Cost of Sales and Expenses for Jobs, showing values for each month in columns across the page.

Profit & Loss (Trading Accounts)

This report prints a Profit & Loss format, but shows groups of income and related cost of sales accounts, to give gross profits for each group. Expenses may also be included. Budget figures are included, and the variance can be shown as a dollar figure or as a percentage.

Profit & Loss (Trading Accounts LY)

This report prints a Profit & Loss format, but shows groups of income and related cost of sales accounts, to give gross profits for each group. The report shows Month and YTD columns for last year, with Actual and Budget for this month, and Actual and Budget for the year to date.

Purchases Summary

This report prints details for Purchase Invoices or Orders. Details include Date, Order ID No, Supplier name, Supplier's Invoice No, Amount, Job, and Comments.

Each invoice is summarised onto one line.

Sales by Customer

This report prints details of Sales by Customer, showing Sales, Cost of Sales, Profit, Margin % and Units sold. Costs of sale are obtained from Item sales invoices.

The report can be sorted by Customer or by Sales value.

Sales by Customer (COSx3)

This report is sorted by Customer, and prints details of Sales, Cost of Sales, Profit and Margin % per Job. It uses data from the Job Transactions file, which includes all transactions allocated to a particular job. The customer is derived from the "Linked Customer" in the Job record.

Sales by Customer (Item)

This report prints details of Sales by Items sold per Customer, showing Sales, Cost of Sales, Profit and Margin %, Units sold and Average Price for each Item sold. There is an option to use the invoice Shipping address as the Customer name. Another option provides for Item Groups to be used rather than individual customers.

Sales by Customer (Item and Job)

This report prints details of Sales by Items sold per Customer, showing Sales, Cost of Sales, Profit and Margin %, Units sold and Average Price for each Item sold. Details can be sorted by Customer, Item or Job. Another option provides for Item Groups to be used rather than individual customers.

Sales by Customer (Job)

This report prints details of Sales by Customer, sorted by Job. Details shown include Sales, Cost of Sales, Profit and Margin %.

Two formats are available - summarised and detailed.

Sales by Customer (Monthly)

This report provides sales details for each Customer, in monthly columns, by Item description. Details may be either Units sold or Value sold. The report may be filtered for a range of customers, and a range of items, both at the same time if required.

There is a further option to report by Customer Groups or Item Groups.

Sales by Item

This report provides a summary of Inventory Items sold, showing details of Sales, Cost of Sales, Profit and Margin % for each Item. Details can be sorted by Item, Customer or Job. There is also an option to report sales by Customer Group.

Sales by Item (Customer and Job)

This report provides a summary of Inventory Items sold, showing details of Sales, Cost of Sales, Profit and Margin % for each Item. It can be sorted by Item Number or by Item Name, and filtered for a range of Items.

There is also an option to report sales by Customer Group.

Sales by Item (Monthly)

This report provides sales details for each Item, in monthly columns, by Item description. Details may be either Units sold or Value sold. The report may be filtered for a range of Items, and a range of customers, both at the same time if required.

There is a further option to report by Customer Groups or Item Groups.

Sales by Product Group

This report is sorted by Product Category, and prints details of Sales, Cost of Sales, Profit and Margin % per Job. It provides totals for all Jobs for each Product Category.

Sales by Salesperson (COSx3)

This report is sorted first by Salesperson, then by Job Name. It prints details of Sales, Cost of Sales, Profit and Margin % per Job. It uses data from the Job Transactions file, which includes all transactions allocated to a particular job. The Salesperson is derived from the "Contact" in the Job record. This is because Purchases and Banking entries do not have a salesperson specified.

Sales by Salesperson (Commission)

This report provides details of Sales invoices and payments, and calculates the commission for each Salesperson over a given date range. The report is sorted in order of Payment date within each Salesperson.

Commission is calculated on the net value of the sales invoice - after tax and freight have been deducted from the total owing.

Sales by Salesperson (Customer)

This report provides a detailed summary for each Salesperson, and prints details of Sales, Cost of Sales, Profit and Margin % for each Customer.

Sales by Salesperson (Item)

This report provides a detailed summary for each Salesperson, and prints details of Sales, Cost of Sales, Profit and Margin % for each Item.

Sales by Salesperson (Item Groups)

This report provides a detailed summary for each Salesperson, and prints details of Sales, Cost of Sales, Profit and Margin % for each Item with an Item Group.

It is sorted by Item Group. Item Groups are set up in the Custom List settings in MYOB.

Sales by Salesperson (Jobs)

This report is sorted first by Salesperson, then by Job Name. It prints details of Sales, Cost of Sales, Profit and Margin % per Job.

Sales by Salesperson (Summary)

This report provides a one line summary for each Salesperson, and prints details of Sales, Cost of Sales, Profit, Margin %, Units sold and Average Cost per Salesperson.

Sales by Salesperson (Units)

This report provides a one line summary for each Salesperson, and prints details of the customer, item sold and number of units sold. It can be sorted by Customer or by Item.

Sales Detail

This report prints details for Sales Invoices or Orders. Details include Date, Order No, Customer, Purchase Order No, Job, Promised Date, Quantity, Item and Balance Due.

Each invoice is split into several lines, one for each item invoiced..

Sales Receivable

This report is intended for use where the Accounts Receivable are for the "Shipping Address" on sales invoices.

If you use a generic customer such as 'Credit Sales' for invoiced sales, you can use this report to assist with debt recovery from the customer quoted in the shipping address

Sales Summary

This report prints details similar to the one above. Each invoice is summarised onto one line.

Supplier Transactions

This report prints details of transactions for Suppliers . Details shown for include transaction reference(ID), Source, Date, Memo, Account, Debit, Credit and Balance.

The report is very similar to the "Card Transactions" report in MYOB, except that this report shows only one line per transaction (ie is GST inclusive), and is in portrait format.

Time Billing (Job Detail)

This report prints Activity Slip details, sorted by Job within Customer. Details for each Job can include Date, Employee, Activity, Notes, Units, Hours, Rate and Billable Balance.

Time Billing (Summary)

This report prints Activity Slip details, summarising either hours or dollar value of work done. The report can be in a Daily, Weekly or Monthly format.

You can select whether to print Hours or the Billable dollar balance.

Weekly Sales Orders

This report prints details of Item Sales Orders for any given week. The report shows the quantity of each item ordered for each day.

The report can use Custom List groups set up for the items in MYOB.

NOTES:

- 1) Sidekick can be used with no restrictions on the MYOB Clearwater data file.
 - (a) install the software
 - (b) use Setup / MYOB Data file and connect to the Clearwater data file.
- 2) To use Sidekick on your own data file:
 - (a) the data file must be registered for use with ODBC
 - (b) Sidekick must be paid for and registered
- 3) To register your data file for ODBC please contact your software provider.
- 4) To purchase Sidekick, please contact your MYOB consultant, or the suppliers of Sidekick (details below).

NEED MORE DETAILS ?

You can download a free trial version from www.computingsolutions.co.nz

COMPUTING SOLUTIONS LTD

Phone (03) 332 3050

Fax (03) 332 4050

P O Box 12-101, Christchurch

E-mail info@computingsolutions.co.nz