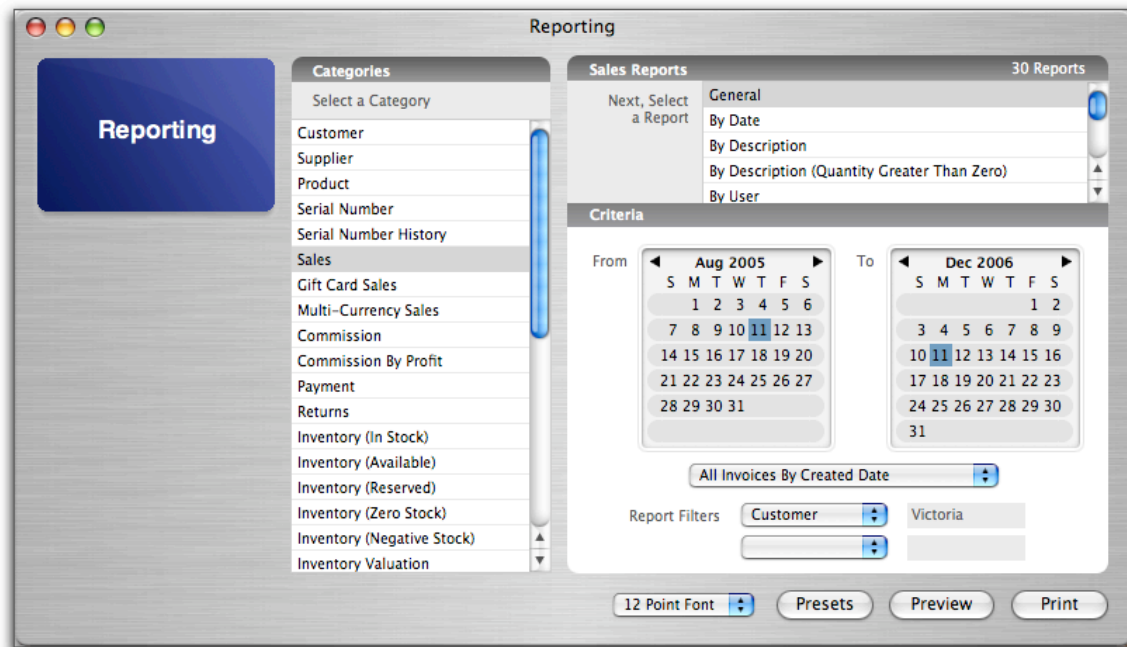**REPORTING**

As you enter data into LightSpeed, it will become increasingly important for you to create Reports based on that data. In the Reporting module, accessible through the Tools menu, you have access to over 250 Reports, searchable by date range and able to be filtered for more specific results. The results of your search may be seen in one of two formats – a printed version, or an export to tab-delimited format.

Among the many Reports available in the Reporting module, the following are some of the most common:

Accounts Receivable
The Accounts Receivable Reports give a summary or a detailed outline of the owing Invoices for a given time period for all your Customers, or just one.

Commission
LightSpeed allows you to track commissions based on either the Selling Price or the Gross Profit in the Commission or Commission by Profit categories, respectively. Set your date range, and set the rate of your Commission calculation.

Exports
The posts and exports that you perform to your accounting software can be reported on in terms of Payments, Invoices, and Supplier Invoices, and for a particular timeframe.

Inventory
To create a Report to do an inventory count, which includes all your available and out of stock inventory, select the Inventory (In Stock) category and choose the Inventory Count Report. Again, using the filters will allow you to further refine your search results.

Payment Methods
The Payment category shows you a summary of Payment Methods used over a given date range, and can be filtered based on Payment Method, Station, Customer, or User.

Price List
To create a Price List from your Products, select the Product category, and choose the Price List Report.

Sales
There are 30 Reports available in the Sales category, allowing you to run reports based on Class or Family, User, Customer, or combinations. Choosing a different Report may result in new filters becoming available.

To create a Report based on your company's sales over a date range, choose the General Report in the category Sales. Set your date range using the two calendars. The pop-up menu below allows you to indicate if you want this date range to reflect the creation date of all Invoices, the creation date of non-Posted Invoices, or the Posted date of Posted Invoice. If you wish to filter your results based on Customer or User, you can set the Report Filters at the bottom of the window.
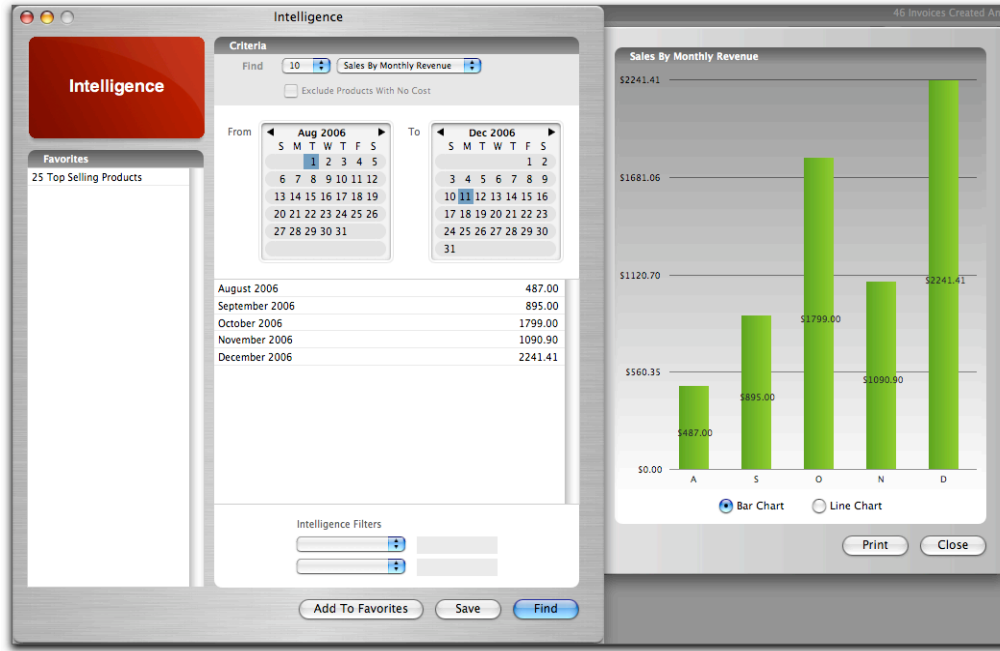
Tax
Choosing the Tax category gives you access to many options in the reporting of taxes charged on Invoices, including a breakdown of paid or owing Invoices, or by each particular tax charged.

Timesheet
Timesheets will provide an overview of the time clocked by the Users and can also be seen in terms of the time spent on Jobs created in LightSpeed.

INTELLIGENCE

The Intelligence module gives you a snapshot of the top- and bottom-producers for a given time period, including Products, Customers, and Sales Documents.

In addition, you are able to see these Reports in terms of Revenue, Margin, and Profit for each category. These Reports can be saved as a Favourite for easy-access at a later date.

To choose a particular Intelligence Report, select it from the pop-up menu at the top of the window. Select the number of results you wish to find. If you want to exclude Products with no Cost, check the checkbox below the menus. To refine the results of your search, use the filters at the bottom of the window. In the "Sales By" set of Reports, your results will be displayed in chart form. You have the option to view the data as a bar chart or a line chart.

There is an Inventory Valuation By Date Report which you can save as a tab-delimited file to your hard drive. For Apple authorized resellers, the Apple GDV Inventory Report shows the levels of Apple inventory you have in stock in the time frame you specify.