

ODBC Reporting Suite Guide

Part 1: Accounts Reporting Suite



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This guide is part of the ODBC Reporting Suite Guide Series, which explains how to access and use the reports available within the ODBC Reporting Suite.

The series includes:

- Part 1 – Accounts Reporting Suite
- Part 2 – Parts Reporting Suite
- Part 3 – Workshop Reporting Suite
- Part 4 – Sales Reporting Suite

1. ACCOUNTS REPORTING SUITE

The Accounts Reporting Suite provides a set of structured reports designed to support financial oversight and data accuracy within the Accounts department. These reports enable teams to monitor key financial controls, review outstanding balances and identify potential issues within customer data.

By presenting financial and customer information in a clear and accessible format, the suite helps improve visibility, streamline reconciliation processes and support more informed financial decision-making.

The Accounts Reporting Suite includes the following reports:

- Accounts Control Checks Summary
- Customer Database Integrity Tool
- Aged Debt Reporting
- Customer Activity Overview

1.1 Accounts Control Checks Summary

The Accounts Control Checks Summary report provides a clear overview of all control accounts and highlights any discrepancies that require attention.

1. Select the **Refresh Data** button to update the report and ensure the latest information is displayed. Visual indicators show whether any control accounts are out of balance. Green indicates OK and red indicates that the account should be checked.

Control Account	Differences Found	Status
Sales Ledger	0	Sales Ledger OK
Purchase Ledger	0	Purchase Ledger OK
Cash Books	No Cashbook Found	No Cashbook Found
Suspense	0	Suspense OK
TB	0	TB OK
Plant Hire	No Plant Hire Found	No Plant Hire Found
Wholegood Accruals	2	Check Wholegood Accruals
Wholegood Prepaid Purchase	0	Wholegood Prepaid Purchase OK
Wholegood Prepaid Sales	0	Wholegood Prepaid Sales OK
Wholegood Stock	1	Check Wholegood Stock
Warranty	6	Check Warranty
Fixed Assets	No Fixed Assets Found	No Fixed Assets Found

2. Open the **Control Check** sheet for account status. Each control account is evaluated individually within this sheet. Green indicates the account is balanced. Red indicates the account is out of balance and requires investigation.

Sales Ledger Checks						
Cur	Country	SI Nominal	SI BC OS Value	NI BC Value	BC Check	SI FC OS Value
GBP	United Kingdom	1850100	1,713,220.37	1,713,220.37	0.00	1,713,220.37

Purchase Ledger Checks						
Cur	Country	PI Nominal	PI BC OS Value	NI BC Value	BC Check	PI FC OS Value
GBP	United Kingdom	2126100	-1,950,521.92	-1,950,521.92	0.00	-1,950,521.92

Cashbook Checks						
Nominal	Cur	Debit	Credit	Unleared FC	Cl. Bal FC	No. Bal
		0.00	0.00	0.00	0.00	0.00

Plant Hire Checks						
Asset	Calculated Value	Nominal Value	Difference	Calculated Value	Nominal Value	Difference
	0.00	0.00	0.00	0.00	0.00	0.00

Nominal Checks						
Nominal	Disc	Opening Bal	Current	Closing	Deffered	Total
9999991		0.00	0.00	0.00	0.00	0.00
9999992		0.00	0.00	0.00	0.00	0.00
9999993		0.00	0.00	0.00	0.00	0.00
9999997		0.00	0.00	0.00	0.00	0.00
9999998		0.00	0.00	0.00	0.00	0.00
9999999		0.00	0.00	0.00	0.00	0.00

Wholegood Stock Checks						
Nominal	Disc	Calculated Value	Nominal Value	Difference		
1204101		3,096,418.45	3,096,418.45	0.00		
1204102		0.00	0.00	0.00		
1204201		0.00	0.00	0.00		
1204202		0.00	0.00	0.00		
1204301		632,075.58	632,075.58	0.00		
1204302		0.00	0.00	0.00		
1204401		4,918.71	4,918.71	0.00		
1204402		0.00	0.00	0.00		
1204501		16,465.00	16,465.00	0.00		
1204502		0.00	0.00	0.00		
1204601		600.00	600.00	0.00		
1204602		0.00	0.00	0.00		
1204701		2,397.50	2,397.50	0.00		
1204702		0.00	0.00	0.00		
1204801		0.00	0.00	0.00		
1204802		0.00	0.00	0.00		
1204901		185,955.42	185,955.42	0.00		
1204902		0.00	0.00	0.00		
1205001		406,886.78	406,886.78	0.00		
1206001		247,141.67	247,141.67	0.00		
1206002		0.00	0.00	0.00		
1608201		1,113,600.08	1,113,600.48	0.40		
1608202		0.00	0.00	0.00		
1608203		7,200.00	7,200.00	0.00		



Did you know?

Additional background worksheets are included within the file. These sheets can be unhidden when required to support further investigation and assist with the reconciliation of any discrepancies.

1.2 Aged Debt Reporting

The Aged Debt Reporting suite provides both summary and detailed insights into outstanding customer balances, helping Accounts teams monitor overdue debt and manage credit exposure.

1. Review the **Summary** worksheet to view key account-level information, including **Account Status**, **Customer Credit Limits** and **Cash Accounts with Outstanding Balances**. Use this view to quickly identify customers with overdue balances or accounts that may require further review.

2. Open the **Detailed** worksheet to see a transaction-level breakdown of outstanding balances. Debt is categorised into user-defined ageing bands, allowing analysis based on internal credit control policies.

3. Open the **OS Wgd Invoices** worksheet to view unpaid wholegood sales invoices, including relevant item information to quickly identify outstanding balances related specifically to wholegood sales.

3. Use the report to review the customer's historical interactions to support account management, customer service enquiries and financial investigations.

Source	Type
General	Bacs
Sales	C/Cd
Service	Cash
	Chq
	Crm
	Disc
	Inv
	Jrnl
	O/Py

AC#	Name	Date	Period No	Type	Ref	Description	Value	VAT	Nett Value
1001	Name_1001	06/10/2017	201710	C/Cd	S2578	PAYMENT-THANK YOU	-£278.13	£0.00	-£278.13
		06/10/2017	201710	Inv	15846	Seals	£2.39	£0.00	£1.99
		06/10/2017	201710	Inv	15845	Hyd Qrc	£6.23	£1.04	£5.19
		06/10/2017	201710	Inv	15845	Boots	£68.00	£0.00	£68.00
		12/10/2017	201710	C/Cd	S2585	PAYMENT-THANK YOU	-£1,064.86	£0.00	-£1,064.86
		12/10/2017	201710	Inv	15859	Alternator	£310.80	£51.80	£259.00
		12/10/2017	201710	Inv	15859	Times	£567.36	£94.56	£472.80
		12/10/2017	201710	Inv	15858	Model 1050	£64.30	£10.72	£53.58
		12/10/2017	201710	Inv	15858	Cable	£122.40	£20.40	£102.00
		12/10/2017	201710	Inv	15858	Boltscash Sales	£5.28	£0.88	£4.40
		13/10/2017	201710	C/Cd	S2585	PAYMENT-THANK YOU	-£54.20	£0.00	-£54.20
		13/10/2017	201710	Inv	15860	OIL	£61.44	£10.24	£51.20
		13/10/2017	201710	Inv	15859	Overall	£54.20	£9.03	£45.17
		13/10/2017	201710	Inv	15859	Hyd Fittings	£74.16	£12.36	£61.80
		14/10/2017	201710	Inv	15860	Overall	£25.42	£0.00	£25.42
		14/10/2017	201710	Inv	15860	Kr Pen Keyring	£2.00	£0.34	£1.66
		14/10/2017	201710	Inv	15860	Fenit Bruder	£34.00	£5.67	£28.33
		21/10/2017	201710	C/Cd	S2592	PAYMENT-THANK YOU	-£538.61	£0.00	-£538.61
		21/10/2017	201710	Inv	15865	Overall	£55.44	£3.07	£52.37
		21/10/2017	201710	Inv	15865	Overall	£45.60	£7.60	£38.00
		21/10/2017	201710	Inv	15865	Boots	£138.00	£0.00	£138.00
		21/10/2017	201710	Inv	15865	Wellingtons	£13.80	£2.30	£11.50
		21/10/2017	201710	Inv	15865	Jacket	£66.00	£11.00	£55.00
		21/10/2017	201710	Inv	15865	Overall	£42.00	£7.00	£35.00
		21/10/2017	201710	Inv	15865	Overalls	£103.27	£17.21	£86.06
		21/10/2017	201710	Inv	15864	Workboots	£74.50	£0.00	£74.50
		21/10/2017	201710	Inv	15864	Gasket	£1.92	£0.32	£1.60
		28/10/2017	201710	Inv	15868	Cash Sales	£38.26	£6.38	£31.88

2. USEFUL INFORMATION



Support Number:
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Press Option 1



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