REPORTS DIRECTORY

A COMPREHENSIVE LIST OF REPORTS & VIEWS AVAILABLE IN SOLUNO®

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To learn more about generating reports, review the *Navigating Reports* document.

This document contains all the reports & views available up to Soluno version 1.2.29. Additional views may have been added since publication.

OPERATING BANK JOURNAL

FOUND IN: Views and Reports → Banking → Operating Bank

VIEWS AVAILABLE:

cash in	A list of all payments with a payment method of cash that exceeds $7,500 that have come in from any or all operating accounts in the selected duration. Note: the amount threshold can be changed in the advanced report options.
history	All activity <u>plus</u> any changes made to the entries during a specified period for any or all operating account(s).
op	All activity for any or all operating accounts during a specified period.

TRUST BANK JOURNAL

FOUND IN: Views and Reports → Banking → Trust Bank

VIEWS AVAILABLE:

cash in	A list of all payments with a payment method of cash that exceeds $7,500 that have come in from any or all trust accounts in the selected duration. Note: the amount threshold can be changed in the advanced report options.
history	All activity <u>plus</u> any changes made to the entries during a specified period for any or all trust account(s).
op	All activity for any or all trust accounts during a specified period.

TRANSFER JOURNAL

FOUND IN: Views and Reports → Banking → Transfer

VIEWS AVAILABLE:

history	Transfer history <u>plus</u> any changes made to the entries during a specified period for any or all bank account(s).
op f to f	File-to-file transfers made to any or all operating accounts during the specified date range.
op to op	All operating-to-operating bank transfers for any or all accounts during the specified date range.
op to tr	All operating-to-trust transfers by specified date or account.
payments	Shows any entries where operating retainer monies were applied against receivables within the specified date range.

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tr f to f	File-to-file transfers made to any or all trust accounts during the specified date range.
tr to op	Displays all trust-to-operating transfers by date or account.
tr to tr	All file-to-file transfers made to the trust account for the range specified.
transfer	Shows all transfers made during a specified period for any or all bank account(s). Changes made to entries are not shown.

CONTACT, FILE, AND VENDOR LISTINGS

FOUND IN: Views and Reports → Contact → Contacts

VIEWS AVAILABLE:

all	Lists all contacts plus their associated files. Filter by date range opened, file, and fee earner.
contacts	Contacts by date range opened, file, and/or by fee earner.
files	Displays all files by date range opened, file, and/or by fee earner.
hold stat	Lists all contacts with files and includes their hold status. Filter by date range, file, and by fee earner.
vendor	Lists all vendors by date range opened, file, and/or by fee earner.

LEDGER REPORTS

FOUND IN: Views and Reports → Contact → Ledger

VIEWS AVAILABLE:

cash in	Creates a Cash In report that lists all files that have received a cash payment over a specified amount (default = $7,500.00). Note: the amount threshold can be changed in the advanced report options.
fee	Produces a Fee Listing report showing files that have time/fees against them.
ledger	A detailed Client Ledger report of all client contact files. Filter by date range, file, and responsible fee earner.
ledger tr	Generates a Trust Ledger report that shows all contacts and files with an associated trust balance plus a detailed view of all trust transactions that have occurred. Filter by date range, file, and responsible fee earner.

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listing tr	Produces a Trust Listing report which provides all contacts and files that have a trust balance associated with them. Filter by date range, file, and fee earner.
summary	Creates a Client Summary report of all client contact files by date range, file, and/or responsible fee earner.
tl cash in	A Trust Listing report that displays any files that received a cash payment into the trust bank over a specified amount (default = $7,500.00). Note: the amount threshold can be changed in the advanced report options.
wip detail	Shows unbilled charges by file; how long the file(s) have been open, and details of all entries. Filter by date range, file, and/or fee earner.
wip summ	Provides a Work in Progress summary by fee earner of unbilled charges.

BILLING REPORTS

FOUND IN: Views and Reports → Receivables → Receivables

VIEWS AVAILABLE:

billed co	Shows all invoices by contact and file along with the collecting fee earner.
billed cr	Displays all invoices by contact and file along with the credit fee earner.
billings	All invoices created during the specified date range.

RECEIVABLES REPORTS

FOUND IN: Views and Reports → Receivables → Receivables

VIEWS AVAILABLE:

by client	All accounts receivable balances by contact and file for the selected time period.
by lawyer	All accounts receivable balances by fee earner for the selected time period.

ADJUSTMENT REPORTS

FOUND IN: Views and Reports → Receivables → Adjustment

VIEWS AVAILABLE:

adjustment	Lists all invoice adjustments by order of entry.
by client	Lists all invoice adjustments by contact.

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PAYMENT ALLOCATION REPORTS

FOUND IN: Views and Reports → Receivables → Payment

VIEWS AVAILABLE:

payment	Shows how each invoice payment was applied to fees, costs, taxes and interests.
by client	Displays where payments were applied to invoices by contact.

PAYABLE REPORTS

FOUND IN: Views and Reports → Payables → Payables

VIEWS AVAILABLE:

discount	Creates a Discount listing that identifies payables with the potential to be discounted based on the terms of the vendor.
futuredue	A list of payables arranged by their due date from the vendor.
overdue	Lists the payables owed to vendors that are past due.
payable	Provides a list of all outstanding payables.
purchases	A list of all payables in the selected time period.

PAYMENT LISTING

FOUND IN: Views and Reports → Contact → Payment

VIEWS AVAILABLE:

payment	A payment listing all the payables that have been paid or partially paid.

VENDOR PAYMENT REPORTS

FOUND IN: Views and Reports → Receivables → Vendor

VIEWS AVAILABLE:

vendor	A vendor ledger listing the history of a vendor and their transactions, including payables and payments posted to the vendor.
ven+t+o	A vendor ledger listing the history of a vendor and their transactions, including payables and payments posted to the vendor, including payments made through Trust and Operating checks.

TIME REPORTS

FOUND IN: Views and Reports → Other → Time

VIEWS AVAILABLE:

daily time	A listing of time entries by entry date for the selected time range.
ebill	Lists time entries by entry date that are part of an electronic bill (e-bill).
time	Provides the hours, rate, and total amount for all time listings for the selected date range plus the user who made the entry.

EXPENSE REPORTS

FOUND IN: Views and Reports → Other → Expense

VIEWS AVAILABLE:

expense	Creates a client cost listing with all the costs applied to clients in the specified date range, file, or responsible fee earner.

AUDIT TRAIL

FOUND IN: Views and Reports → Other → Audit Trail

VIEWS AVAILABLE:

audit	An audit trail of all entries and any changes made to them, plus the user, date, and status of the listing.
by entry	Provides all entries and any changes made to them, plus the user, date, and status of the entry. The entries will be listed in they order they were entered.
op cash in	Produces entries and changes by date, user, and status of all entries created or modified in the operating account.
tr cash in	Produces entries and changes by date, user, and status of all entries created or modified in the trust account.

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For full details about generating financial reports, review the *Reporting: Financials* document.

GENERAL LEDGER

FOUND IN: Financials → General Ledger

VIEWS AVAILABLE:

basic	Shows all entries posted to any or all GL account(s) plus a running GL account balance. Entries are listed by account number and divided into debits and credits.
payee	Shows all entries posted to any or all GL account(s), their associated payees, and a running GL account balance. Entries are listed by account number and divided into debits and credits.

BALANCE SHEET

FOUND IN: Financials → Balance Sheet

VIEWS AVAILABLE:

3 columns	A balance sheet listing balance, section, and area.
4 columns	A balance sheet listing balance, sub-section, section, and area.

TRIAL BALANCE

FOUND IN: Financials → Trial Balance

VIEWS AVAILABLE:

trial bal	Displays a trial balance of the firm, debit and credit balances of all GL accounts, and overall balance.

PROFIT AND LOSS

FOUND IN: Financials → Profit and Loss

VIEWS AVAILABLE:

p and l	The firm's revenue vs. expense comparison for the selected time period as well as the year to date.
yoy	The firm's revenue vs. expense comparison for the selected time period, the year to date, the previous year, and matching period for the previous year.