| Report Needed          | Soluno Report Function Name | How to Get There  | View Title        |
|------------------------|-----------------------------|---|-------------------|
| •                      | · .                         |   |                   |
| Accounts Receivable    | Receivables by Client       | Reports → Receivables → Receivables                         | by client         |
| Balance Sheet          | Balance Sheet               | Financials → Balance Sheet                                  | 3 columns         |
| Billings               | Billings Journal            | Reports $\rightarrow$ Receivables $\rightarrow$ Receivables | billings          |
| Client Expense Journal | Client Costs Listing        | Reports $\rightarrow$ Other $\rightarrow$ Expense           | expense           |
| Client Summary         | Client Summary - All Files  | Reports → Contact → Ledger                                  | summaryall        |
| Client Trust Ledger    | Client Trust Ledger         | Reports → Contact → Ledger                                  | ledger tr         |
| Client Trust Listing   | Trust Listing               | Reports → Contact → Ledger                                  | listing tr        |
| General Bank Journal   | Operating Bank Journal      | Reports → Banking → Operating Bank                          | ор                |
| General Journal        | List of Entries             | Financials → General Journal                                | general           |
| General Ledger         | General Ledger              | Financials → General Ledger                                 | basic             |
| Income Statement       | Profit and Loss             | Financials → Profit and Loss                                | p and l           |
| Operating Bank Rec     | Operating Bank Rec          | Bank Admin → Feeds and Reconciliation                       | operating account |
| Trial Balance          | Trial Balance               | Financials → Trial Balance                                  | trial bal         |
| Trust Bank Journal     | Trust Bank Journal          | Reports → Banking → Trust Bank                              | trust             |
| Trust Bank Rec         | Trust Bank Rec              | Bank Admin $ ightarrow$ Feeds and Reconciliation            | trust account     |
| Trust Transfer         | Transfer Journal            | Reports → Banking → Transfer                                | transfer          |
| WIP – work in progress | Work In Progress - detail   | Reports → Contact → Ledger                                  | wip detail        |
| Write up/write down    | Adjustment Listing          | Reports → Receivables → Adjustment                          | adjustment        |

