

## Accounting Reports

### Overview

This document details how to generate accounting reports in CMPOnline

### Generating Reports

- Navigate to Accounting > Reports.
- Select the report you wish to generate from the Acctg Report dropdown menu.
- Select the bank account you wish to report on from the Bank Account dropdown menu.
- Depending on the report selected, either enter a Start Date and End Date or enter an As Of Date.
- If you wish to break down reports further with more information, some reports also allow you to Include File Numbers by checking the box if available.
- Click Preview Report.

Reports

Acctg Report

Bank Account

Start Date

End Date

Include File Numbers?

[Preview Report](#)

**Total: \$19,729.00**

Report Results

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Trans Date	User Name	Deposit ID	Deposit Type	File Number	Client Code	Type	Code	Payment Form	Amount
01/28/2022	gwilson	20041093		20190006	HID001	DP	NM	CK	\$100.00
03/01/2022	cnall	20041100	Branch	20220003	TES121	DP	NM	VS	\$100.00
03/14/2022	gwilson	20041102	Branch	20190006	HID001	DP	NM	MO	\$500.00
03/14/2022	gwilson	20041102	Branch	20190006	HID001	CF	CL	CK	\$500.00
03/14/2022	gwilson	20041102	Branch	20200012	STI599	DP	NM	CA	\$175.00
03/14/2022	gwilson	20041102	Branch	20200016	GRE201	DP	NM	CA	\$200.00
03/14/2022	gwilson	20041103	ACH	20200012	STI599	DP	NM	CK	\$500.00

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### Questions?

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