Read Report Totals, Signs, Running Balances, and Age Buckets

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Overview

This guide will help you interpret report values correctly before making an operational or accounting decision.

You can explain reported values and distinguish real exceptions from presentation conventions.

Who can do this

You need access to View access to the report and its underlying business scope.

Before you start

Know report grain, account/transaction type, date scope, unit/currency, set up decimal places, and expected normal balance.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open and filter the selected report.

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Step 1: Identify whether each row is a transaction, item, document, party,

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Step 2: Confirm unit and currency

Step 3: Determine how returns, refunds, credits, reversals, and negative quantities are

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Step 4: Recalculate one running balance from opening plus movements

Step 5: Verify subtotal and grand-total grouping

Step 6: For ageing, inspect due-date basis and bucket boundaries

Check your work

Representative row, subtotal, running balance, and ageing bucket reproduce from source data.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not assume parentheses, credit, or negative signs mean the same thing across reports.
- Investigate rounding at line, document, and grouped levels.

Related guides

- Drill from a Report into a Source Transaction
- Reconcile Two Muhasib Reports Safely
- Set Report Date, Company, Location, Terminal, and Entity Filters

What to do next

> **Drill from a Report into a Source Transaction**.

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