

Displaying a report

AccountRight has [many reports](#) that help you see where your business is at, and what you need to give attention to. If a report you need isn't there, you can have a go at customising one of the default reports to include the information you need. Or, [export the information](#) you need and open the export file in Excel.

Having an issue displaying a report? [Check the FAQs](#) below.

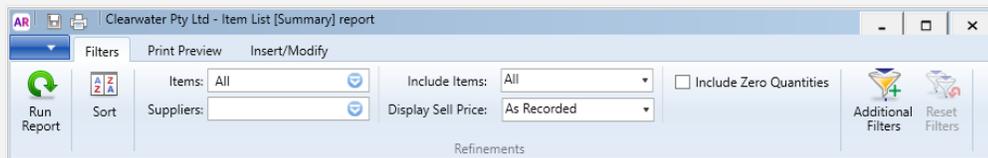
To display a report

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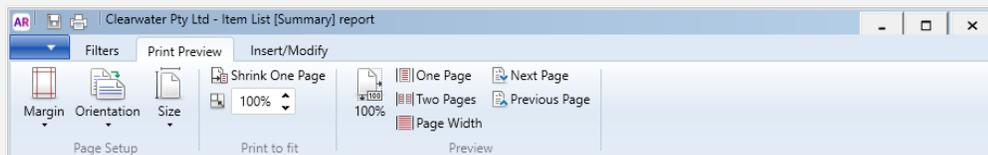
1. Go to the **Reports** menu (at the top of the AccountRight window) and choose **Index to Reports**. The **Index to Reports** window appears.
2. Click the tab corresponding to the type of report you want to display. A list of report headings appears.
3. Click the required report group and then click the report you want to display.
4. Enter or select the date range or period for which you want to view the report. Note that this option is not available for some reports.

If you want to select more report filters before generating the report, click **Advanced Filters** in the **Index to Reports** window. This might be a good idea if you're reporting for a wide date range, or have lots of transactions or records.

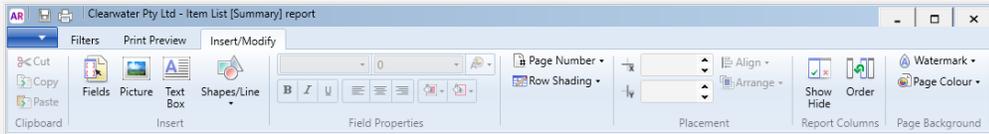
5. Click **Display Report**. The **Report** window appears.
6. You can now filter and modify the report. Click the appropriate tab in the **Report** window's ribbon:
 - Click the **Filters** tab to [sort and filter the information](#) that appears on the report. After selecting your filters, click **Run Report** to apply the changes.



- Click the **Print Preview** tab to change the page or margin size of the document, and to see how the report will print or be saved.



- Click the **Insert/Modify** tab to add or remove report fields and columns, insert a picture or include additional text. See [Customising reports](#).



7. Click the **Print Preview** tab to see how your changes look if the report is printed, exported or emailed.
8. You can [save the changes](#) you've made to the report's appearance, so that it's available in the same format next time.
9. You can [print or email the report](#), or [export the report information](#) to an Excel, text or PDF file.

FAQs

Where is the session report that was in AccountRight v19?

How do I print account numbers on reports?

Why do I see the "No information to display" message when running a report?

Why is the Export to Excel button greyed out?

Why won't reports print on a specific printer?

Why do I receive an error when sending my report to excel?

Related topics

[Filter and sort a report](#)

[Printing and emailing reports](#)

[Exporting reports](#)

[Customising reports](#)

[Report groups](#)

From the community

Timeout error when trying to run an Inventory report

Accountingright 2019.2.1 unable to display account number in trial balance

Displaying reports in the originating currency

Profit and loss report empty accounts showing

New Multicurrency AR and AP Reconciliation Summary Reports omit FX balances if run in originating currency

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