# Advanced Reporting System Parameters

Parameters can be used to filter and select specific data for inclusion in a report. Users can set criteria such as but not limited to date ranges, Matter or Client. In advanced reporting we have created standard parameters to help increase the useability and dynamics of our reporting. Below are the parameters and how they can be used.

## **Invoice Posted Filter**

Purpose: To let the report user choose if they want posted, unposted, or all invoices. The custom objects (POCompensation and AgedAR) need to know the answer before they begin calculations.

Prompt text: “Is Posted”

Data Objects that use this parameter:

* + POCompensation
  + AgedAR
  + Invoices (aka Bills)
    - field: Is Posted
  + Consolidated Bills
    - field: Is Posted

## **Is Cash Basis**

Prompt text: “Accounting Method”

Purpose: All accounting data objects are custom objects and they must know if the calculations should be done with “cash basis” or “accrual basis” before they begin.

Data Objects that use this parameter:

* + RegisterTransactions
  + RegisterTransactions\_Asset
  + RegisterTransactions\_Equity
  + RegisterTransactions\_IncomeExpense
  + RegisterTransactions\_Liability
  + AccountsWithBalances

**Group By**

Prompt text: “Choose how to group the report, either "Matter" or "Client””

Defaults to Matter

Purpose: Strictly for the AgedAR report so it can properly calculate. The calculations are slightly different for Matters and Clients.

Data Objects that use this parameter:

* + AgedAR

## **Include All Trust**

Prompt text: “If true, all trust accounts figure into trust account balance. If false, only the default trust account does.”

Purpose: At this time, only used on the WIP\_AR\_TrustReport data object. It is a flag similar to the system report. It helps with trust balance calculation.

Data Objects that use this parameter:

* + WIP\_AR\_TrustReport

**Is Cash Basis**

Prompt text: “Accounting Method”

Purpose: All accounting data objects are custom objects and they must know if the calculations should be done with “cash basis” or “accrual basis” before they begin.

Data Objects that use this parameter:

* + RegisterTransactions
  + RegisterTransactions\_Asset
  + RegisterTransactions\_Equity
  + RegisterTransactions\_IncomeExpense
  + RegisterTransactions\_Liability
  + AccountsWithBalances

## **Previous End Date**

Prompt text: “Previous Period End Date, for comparing two date ranges.”

Purpose: If the report user is comparing two date ranges, such as previous year and this year, this is the end date of the previous year.

No data object requests this parameter.

**Current Start Date**

Prompt text: “Current Period Start Date, for comparing two date ranges.”

Purpose: If the report user is comparing two date ranges, such as previous year and this year, this is the start date of this year.

No data object requests this parameter

**Earliest Date**

Prompt text: “Earliest possible date. If comparing two date ranges, this is Previous Period Start Date.”

Purpose: For a single date range, the report user can use this as the start date. When comparing two date ranges, the report user will use this as the oldest date to include, in other words, the start date of the previous period.

Data Objects that use this parameter:

* + Activities
    - field: Start Date
  + Allocations (custom object)
    - Allocations look at parent Payment Distribution to use field Distribution Date
  + Bank Deposits
    - field: Deposit Date
  + Billable Events
    - field: Date
  + Billing Entries
    - field: Entry Date
  + Checks
    - field: Check Date
  + Consolidated Bills
    - field: Issue Date
  + Credits
    - field: Date Issued
  + Credit Distributions
    - field: Distribution Date
  + Documents
    - field: File Date
  + FeeAllocations (custom object)
    - Allocations look at parent Payment Distribution to use field Distribution Date
  + Invoices
    - field: Issue Date
  + OriginatingFeesBilled (custom object)
    - Invoice Issue Date
  + Payments
    - field: Date Received
  + Payment Distributions
    - field: Distribution Date
  + POCompensation (custom object)
    - Invoice Issue Date
  + Refunds
    - field: Refund Date
  + RegisterTransactions (custom object)
    - Date comes from Account Register transactions
  + RegisterTransactions\_Asset (custom object)
    - Date comes from Account Register transactions
  + RegisterTransactions\_Equity (custom object)
    - Date comes from Account Register transactions
  + RegisterTransactions\_IncomeExpense (custom object)
    - Date comes from Account Register transactions
  + RegisterTransactions\_Liability (custom object)
    - Date comes from Account Register transactions
  + Trust Bank Transfers
    - field: Transfer Date
  + Trust Transactions
    - field: Transaction Date
  + Vendor Bills
    - field: Issue Date
  + Vendor Bill Credits
    - field: Date Issued
  + Vendor Bill Credit Distributions
    - field: Distribution Date
  + Vendor Bill Payments
    - field: Date Received
  + Vendor Bill Payment Distributions
    - field: Distribution Date
  + Vendor Bill Refund
    - field: Refund Date

**Latest Date**

Prompt text: “Latest possible date. If comparing two date ranges, this is Current Period End Date.”

Purpose: For a single date range, the report user can use this as the end date. When comparing two date ranges, the report user will use this as the most recent date to include, in other words, the end date of the current period.

A few data objects **only** have Latest Date (and no Earliest Date). Latest Date acts as “As of Date” in this case.

Data Objects that use this parameter:

* + AccountsWithBalances (custom object)
    - acts as “As of Date”
    - Date comes from Account Register transactions
  + Activities
    - field: End Date
  + Allocations (custom object)
    - Allocations look at parent Payment Distribution to use field Distribution Date
  + AgedAR (custom object)
    - acts as “As of Date”
    - As in the system report:
      * Invoice field Issue Date uses the date value.
      * Payment Distribution field Distribution Date uses the date value.
      * Payments field Payment Date uses the date value.
        + For unallocated payments
  + Bank Deposits
    - field: Deposit Date
  + Billable Events
    - field: Date
  + Billing Entries
    - field: Entry Date
  + Checks
    - field: Check Date
  + Consolidated Bills
    - field: Issue Date
  + Credits
    - field: Date Issued
  + Credit Distributions
    - field: Distribution Date
  + Documents
    - field: File Date
  + FeeAllocations (custom object)
    - Allocations look at parent Payment Distribution to use field Distribution Date
  + Invoices
    - field: Issue Date
  + OriginatingFeesBilled (custom object)
    - Invoice Issue Date
  + Payments
    - field: Date Received
  + Payment Distributions
    - field: Distribution Date
  + POCompensation (custom object)
    - Invoice Issue Date
  + Refunds
    - field: Refund Date
  + RegisterTransactions (custom object)
    - Date comes from Account Register transactions
  + RegisterTransactions\_Asset (custom object)
    - Date comes from Account Register transactions
  + RegisterTransactions\_Equity (custom object)
    - Date comes from Account Register transactions
  + RegisterTransactions\_IncomeExpense (custom object)
    - Date comes from Account Register transactions
  + RegisterTransactions\_Liability (custom object)
    - Date comes from Account Register transactions
  + RetainerAccounts (custom object)
    - acts as “As of Date”
    - Date comes from Trust/Retainer Transaction field Transaction Date
  + TrustAccounts (custom object)
    - acts as “As of Date”
    - Date comes from Trust Transaction field Transaction Date
  + Trust Bank Transfers
    - field: Transfer Date
  + Trust Transactions
    - field: Transaction Date
  + Vendor Bills
    - field: Issue Date
  + Vendor Bill Credits
    - field: Date Issued
  + Vendor Bill Credit Distributions
    - field: Distribution Date
  + Vendor Bill Payments
    - field: Date Received
  + Vendor Bill Payment Distributions
    - field: Distribution Date
  + Vendor Bill Refund
    - field: Refund Date

# Examples

**Single Date Range**

* Earliest Date = Start Date, such as Jan 1, 2020
* Latest Date = End Date, such as Dec 31, 2020

**Two Date Ranges**

* Earliest Date = Previous Start Date, such as Jan 1, 2020
* Previous End Date, such as Dec 31, 2020
* Current Start Date, such as Jan 1, 2021
* Latest Date = Current End Date, such as Dec 31, 2021

**Why does Earliest Date default to 1900?**

Express Reports do not give users the opportunity to change parameter values. To keep them from being confused about missing data, the date range is very big.

We have not found a way at this time to save values, except when you make a Dashboard. Dashboards let you save values for parameters.