



Table of Contents

---

- General Accounting Reports..... 3**
  - Selecting a Report .....3
  - Activate Sort Definition Area .....4
  - Report Parameters .....7
  - Export a Report .....9
  - Name and Save a Sort.....11
  - Share a Sort .....11
  - Delete a Sort .....11
- View and Export..... 12**
  - Creating a Quick View .....12
  - Activate Sort Definition Area .....13
  - Export a Report .....18
  - Name and Save your Sort .....19
  - Share a Sort .....19
  - Delete a Sort .....20