



QT9 ERP Standard Reports

QT9 ERP includes a broad library of standard reports for manufacturing operations and accounting. Most reports use customizable grid views, so users can filter, sort, group, summarize and organize information as needed. Export report data to CSV, Excel or PDF for analysis, sharing and recordkeeping. Selected canned reports generate directly as formatted PDFs for printing or electronic distribution.

Available reports:

- Standard Operations Reports – Manufacturing, Purchasing, Sales, Jobs, Shipping, Inventory
- Standard Accounting Reports – Payables, Receivables, General Ledger, Financial Statements

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Operations reports

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Accounting reports

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Common export formats

Standard Operations Reports

MAINTAIN

REPORT	CAPABILITY
BOM Compare	Compares BOM component quantities across selected items and revisions in a filterable, sortable grid.
BOM Breakdowns	Compiles the primary-revision BOM for every manufactured item from the top level through all lower levels.
Standard Cost Tool	Compares standard and average costs for purchased and manufactured items and supports cost updates by amount or percentage.
Item Pricing	Centralizes customer and supplier item pricing in searchable, sortable, and filterable grids.
Used In	Identifies which finished products use selected purchased or manufactured items in a filterable grid that can be exported to Excel.

United States

+1 866 913-5022

Europe

+353 64 665 6594

Asia-Pacific

+61 03 8652 8677

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PURCHASING

REPORT	CAPABILITY
PO History	Shows purchasing history by item with filtering, grouping, summaries, averages, Excel export, and access to purchase-order details.
Purchasing Reporting	Builds detailed reports from items on order or purchasing history with advanced filtering, summaries, saved layouts, exports, and purchasing charts.

VENDOR RETURNS

REPORT	CAPABILITY
Vendor Returns History	Shows shipped and closed vendor returns and supports reviewing records and reprinting or emailing bills of lading and packing lists.

SALES ORDERS

REPORT	CAPABILITY
Open Orders	Lists orders awaiting shipment and supports order review, inventory breakdowns, job-status checks, splitting, editing, printing, and cancellation.
SO History	Shows closed sales orders with filtering, grouping, aggregates, Excel export, record review, and document reprinting or emailing.
Sales Reporting	Creates detailed analyses from invoiced sales history by representative, date, customer, item, and other filterable criteria.

CUSTOMER RETURNS

REPORT	CAPABILITY
RGA History	Shows closed, received return-goods authorizations with expected and received quantities, dates, related orders, and return details.

JOBS

REPORT	CAPABILITY
Contract Service History	Filters completed contract-service shipments by date and opens the related shipping record or purchase order for review.



REPORT	CAPABILITY
Job History	Analyzes completed jobs across job, routing, material, contract-service, rate, and labor data with filtering, grouping, and cost summaries.
Labor Reporting	Tracks job labor by date, employee, item, machine, hours, hourly rates, and total labor cost with exportable saved views.

SHIPPING

REPORT	CAPABILITY
Shipping Queue	Shows orders awaiting shipment and supports daily shipping lists, inventory assignment, shipment preparation, labels, packing lists, and bills of lading.
Shipping History	Shows completed shipments by date range with filtering, sorting, grouping, lot-level quantities, and links to shipment or invoice details.

INVENTORY

REPORT	CAPABILITY
Lot History	Provides a historical view of manufactured and purchased inventory lots with their transactions, notes, cost changes, attachments, and audit timeline.
Manufactured Item Inventory Breakdown	Shows current inventory, BOM availability, manufacturable quantities, open demand, job usage, purchase orders, and shipping history for manufactured items.
Purchased Item Inventory Breakdown	Shows current inventory, item usage, open demand, purchase orders, receiving history, job requirements, and where purchased items are used.
Work In Process	Shows materials and manufactured inventory allocated to open work, including production stage, quantities, inventory cost, labor cost, rates, and partial orders.
Inventory by Lot/Serial Number	Locates and displays inventory records by lot or serial number for targeted traceability and review.
Minimum Stock Dashboard	Identifies purchased and manufactured items at or beyond minimum-stock thresholds and compares them with current available inventory.
Inventory Transactions	Tracks all item inventory changes by company, site, and date range with filtering, deleted-record review, saved layouts, and Excel export.
Purchased Inventory Cost Evaluator	Summarizes purchased inventory cost changes by date range and highlights variances between transaction unit cost and standard cost.

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REPORT	CAPABILITY
Inventory Reporting	Produces as-of-date manufactured or purchased inventory reports filterable by customer or item category and exportable in multiple formats.

Standard Accounting Reports

ACCOUNTS PAYABLE

REPORT	CAPABILITY
A/P Aging	Shows unpaid bills and debit memos by supplier or payee in current, 1–30, 31–60, 61–90, and 91+ day aging buckets using document or transaction dates.
Supplier/Payee Transactions	Consolidates bills, debit memos, and disbursements by vendor, date range, and transaction type, with options for 1099 and zero-balance reporting.

ACCOUNTS RECEIVABLE

REPORT	CAPABILITY
A/R Aging	Shows unpaid invoices and credit memos by customer in current, 1–30, 31–60, 61–90, and 91+ day aging buckets using document or transaction dates.
Customer Transactions	Consolidates invoices, credit memos, and cash receipts by customer, date range, and transaction type for activity review and general-ledger reconciliation.

GENERAL LEDGER

REPORT	CAPABILITY
Account Transactions	Shows journal-entry history, debits, credits, and the running ledger balance for one selected account and site over a specified date range.
Ledger Transactions	Shows detailed debit and credit activity across all general-ledger accounts for a site and date range, with drill-down to complete journal entries.

FINANCIAL REPORTING

REPORT	CAPABILITY
Balance Sheet	Reports asset, liability, and equity account balances as of a selected date in summary or detailed parent-and-subaccount formats.



REPORT	CAPABILITY
Trial Balance	Lists current balances for every chart-of-accounts account in a selected fiscal year, including net income or loss and optional class grouping.
Profit and Loss	Summarizes income, cost of goods sold, expenses, and net profit or loss by fiscal period, date comparison, period, or class.
Cash Flow Statement	Reports operating activities and related net-income adjustments for a selected fiscal year and period range, with an optional period breakdown.
Accounting Transactions	Lists all accounting transactions within selected fiscal years and periods and can be filtered to specific general-ledger accounts.

Note: Report availability and presentation may vary based on licensed modules, permissions, configuration, and product updates.