Report List

Report Group	Report Name	Report	Query	Report Description
	Report List	Yes		Reports available in RPM.
Client	Account List	Yes	Yes	Clients with their assigned active checking accounts.
	Account List By Type	Yes	Yes	Clients with their assigned active checking accounts grouped by client type.
	Address Change	Yes		Client address changes.
	Batch Check Details for Clients	Yes		Detail line items for client batch checks.
	Birthday List	Yes		Client birthdays.
	Budget Amounts - Expenses	Yes		Client expense amounts from the Budget tab on the Clients screen.
	Budget Amounts - Income	Yes		Client income amounts from the Budget tab on the Clients screen.
	Client Count	Yes		Count of active clients on a selected date, including a detailed list of the clients added and any client status changes from that date forward.
	Client Count on Day of Month	Yes		Count of active clients on a selected day of the month for each month during the date range. The count will be the starting count for the day. Running this report for the 1st of each month will show the client count as of the end of the previous month.
	Client Information	Yes		Information entered on the Clients screen, including the Basic, Personal, Housing, Budget, Impairments, Events, Contacts, and Custom tabs.
	Client List	Yes	Yes	Client name, address, and phone number list.
	Client List By Type	Yes	Yes	Client name, address, and phone number list grouped by client type.
	Client Notes	Yes	Yes	Notes for a selected client. Includes basic notes, statement notes, and notes from the Notes tab.
	Client Statement Mailing List	Yes	Yes	Clients and contacts to whom statements will be mailed.
	Contacts	Yes		Client contact information from the Contacts tab on the Clients screen.
	Employment	Yes		Client employment information from the Employment tab on the Clients screen.
	Envelope	Yes		Client addresses to print on envelopes.
	Event Listing By Date	Yes		Client events from the Events tab on the Clients screen.
	Housing	Yes		Client housing information from the Housing tab on the Clients screen.
	Impairments	Yes		Client impairments from the Impairments tab on the Clients screen.
	Mailing Labels 5160	Yes	Yes	Client mailing labels, 3 columns per page (Avery 5160 label format).
	Mailing Labels 5161	Yes	Yes	Client mailing labels, 2 columns per page (Avery 5161 label format).
	Personal Needs Event	Yes		Totals for each category of personal needs events.
	Roommates	Yes		Client roommate information from the Housing tab on the Clients screen.
	SSN/Claim Numbers	Yes		Clients and social security and/or claim numbers.
	Test Scores By Anniversary	Yes		The increase or decrease in test scores for clients with an anniversary in the selected month. The anniversary is based on the client's Start Date from the Personal tab on the Clients screen. Both the initial and subsequent anniversaries are included on this report.
Balances	All Balances - By Client	Yes	Yes	Client total balances for all accounts or a selected account.

Report List

Report Group	Report Name	Report	Query	Report Description
Balances	All Balances - By Account	Yes	Yes	Client balances for each account and the total balance for each client.
	Average Daily Balance	Yes	Yes	Client average daily balances for a date range.
	Balances By Subcategory	Yes	Yes	Client total balances by subcategory for all accounts or a selected account.
	Balances on Day of Month	Yes	Yes	Client balances on a selected day of the month for each month during the date range. The balance will be the starting balance for the day. Running this report for the 1st of each month will show each client's balance as of the end of the previous month.
	Balances Over Amount - By Client	Yes	Yes	Client total balances that exceed a selected amount for all accounts or a selected account.
	Balances Over Amount - By Account	Yes	Yes	Client account balances that exceed a selected amount, compared to total client balances.
	Balances Under Amount - By Client	Yes	Yes	Client total balances less than a selected amount for all accounts or a selected account.
	Balances Under Amount - By Account	Yes	Yes	Client account balances less than a selected amount, compared to total client balances.
	Balances Over Limit - By Client	Yes	Yes	Client total balances that exceed the clients' limits for all accounts or a selected account. The limit amount can be entered for each client on the Basic tab of the Clients screen.
	Balances Over Limit - By Account	Yes	Yes	Client balances that exceed the clients' limits in each account. The limit amount can be entered for each client on the Basic tab of the Clients screen.
	Balances Under Minimum - By Client	Yes	Yes	Client total balances less than the clients' minimum balances for all accounts or a selected account. The minimum amount can be entered for each client on the Basic tab of the Clients screen.
	Balances Under Minimum - By Account	Yes	Yes	Client balances less than the clients' minimum balances in each account. The minimum amount can be entered for each client on the Basic tab of the Clients screen.
	Balances With Actual Deposits	Yes	Yes	The total balance for each client with the total actual deposits for one or all categories.
	Balances With Actual Deposits By Category		Yes	The total balance for each client with the total actual deposits in each category.
	Balances With Scheduled Deposits	Yes	Yes	The total balance for each client with the total active scheduled deposits for one or all categories.
	Balances With Scheduled Deposits By Category		Yes	The total balance for each client with the total active scheduled deposits, organized by category.
	Projected Balances	Yes	Yes	Projected balances based on current balances and unprocessed scheduled payments, deposits, and transfers through a date.
Transactions By Client	Client Statement	Yes	Yes	Client transactions and category totals. The date range can include both archived and current transactions.
	Client Statement (Window Envelope)	Yes	Yes	Transactions and category totals for each client. The date range can include both archived and current transactions. This report is formatted for a window envelope. Fold on the line below the "mail to" address to display the "mail to" information in a standard window envelope. A report will print for each client and contact that has the Mail Statement option checked on the Basic or Contacts tabs of the Clients screen.
	Client Statement (Detail)	Yes	Yes	Detailed client transactions and category totals. The date range can include both archived and current transactions.

Report List

Report Group	Report Name	Report	Query	Report Description
Transactions By Client	Client Statement By Subcategory	Yes	Yes	Client transactions and subcategory totals.
	Actual Vs. Budget Totals	Yes	Yes	Client actual and budget category totals.
	Actual and Projected Vs. Budget Totals	Yes	Yes	Client actual and projected totals versus budget totals. Projected totals are based on a client's unprocessed scheduled transactions for a date range.
	Actual and Projected Detail	Yes		Actual and projected transactions based on a client's processed and unprocessed scheduled transactions for a date range.
	Budget Detail	Yes	Yes	Client monthly and annual detailed budget amounts.
	Budget Summary	Yes	Yes	Client monthly and annual budget amounts by category.
	Projected Balance Detail	Yes		Projected transactions and balances based on a client's current balance and unprocessed scheduled payments, deposits, and transfers through a date.
	Scheduled Payments By Client	Yes	Yes	Client scheduled payments.
	Scheduled Payment Transactions	Yes		Transactions processed for a scheduled payment.
	Transaction Detail	Yes	Yes	Client transaction details.
	Transaction Totals	Yes	Yes	Client transaction category totals.
	Transaction Totals By Group	Yes	Yes	Client transaction category totals by report group. The Report Group can be assigned for each Deposit and Payment Category on the List Maintenance screen.
	Archived Transactions	Yes		Detailed transactions and totals for archived transactions.
Transactions	Transactions By Date	Yes		Detailed client transactions and totals for a date range.
	Transactions By Category	Yes	Yes	Transactions for a selected category.
	Transactions By Payment Method	Yes	Yes	Transactions for a selected payment method.
	Transactions By Subcategory	Yes	Yes	Transactions for a selected subcategory.
	Balance and Income Statement	Yes		Overall client balances and deposit and payment category totals.
	Batch Check Details - Clients	Yes		Detail line items for client batch checks for a selected print run.
	Batch Check Details - Vendors	Yes	Yes	Detail line items for vendor batch checks for a selected print run. This report will print automatically following a check run if the "Print Batch Check Details Report after Checks" option is checked on the Check Layout screen.
	Daily Transactions	Yes		Transactions on a single date.
	Deposits Actual Vs. Expected	Yes	Yes	Differences between expected and actual client deposits for a date range. The expected deposit categories and amounts can be entered under Monthly Income on the Budget tab of the Clients screen.
	EFT Transactions	Yes	Yes	EFT transaction details. This can be used for entering transactions into online banking.
	Exportable Transactions	Yes	Yes	XEFT and Export Transfer transactions with export statuses.
	Exported Transactions	Yes	Yes	Transactions that have been exported using the Export XEFT Transactions screen.
	Imported Deposits	Yes		Deposits imported with a selected import process using the Import ACH Deposits screen.
	Missing Scheduled Deposit	Yes		Clients who do not have a scheduled deposit for a selected category.

Report List

Report Group	Report Name	Report	Query	Report Description
Transactions	Missing Scheduled Payment	Yes		Clients who do not have a scheduled payment for a selected category.
	Missing Transaction	Yes		Clients who do not have a transaction for a selected category during a date range.
	Printed Checks	Yes		Checks printed for a selected check run.
	Receipt Required Not Received	Yes	Yes	Payments requiring a receipt where the receipt has not been marked as received on the Transaction Details screen.
	Scheduled Deposits	Yes	Yes	Active scheduled deposits by the next deposit date. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Scheduled Payments	Yes	Yes	Active scheduled payments by the next payment date. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Scheduled Transfers	Yes	Yes	Active scheduled transfers by the next transfer date. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Transfers	Yes		Transfer transactions.
	Unprinted Checks	Yes		Unprinted checks in the order the checks will be printed.
	Void Checks	Yes		Void checks.
	Void Transactions	Yes		Void transactions for all payment methods.
	1099 Tax Form	Yes		Opens the 1099 Tax Form report screen. This screen is used to run 1099 forms for client deposits.
Reconciliation	Account Reconciliation	Yes		Reconciled transactions for each statement ending date in the selected date range.
	Account Reconciliation with Outstanding	Yes		Reconciled and outstanding transactions for each statement ending date in the selected date range.
	Account Reconciliation List	Yes		Account list including the last reconciled statement ending date for each account.
	Account Statement List	Yes		Cleared balances for each statement ending date in the selected date range.
	Bank Deposits	Yes		Bank deposits grouped by deposit ticket and date for each account.
	Missing Check Numbers	Yes		Sequential list of check numbers for a date range, with notations for missing or duplicate check numbers.
	Outstanding Deposits	Yes		Unreconciled deposits for each account. For deposits in the process of being cleared, the statement date will display.
	Outstanding Payments	Yes		Unreconciled payments for each account. For payments in the process of being cleared, the statement date will display.
	Account Reconciliation with Archive	Yes		Reconciled transactions, including archived transactions, for each statement ending date in the selected date range.

Report List

Report Group	Report Name	Report	Query	Report Description
Graphs	Expenses	Yes		Graph showing client expense totals by payment category.
	Income	Yes		Graph showing client income totals by deposit category.
	Income vs. Expense	Yes		Graph showing monthly client income and expense totals.
Vendor	Batch Check Details for Vendors	Yes	Yes	Detail line items for vendor batch checks.
	Scheduled Payments By Vendor	Yes		Active scheduled payments for a vendor.
	Vendor Envelopes	Yes		Envelopes for all active vendors. To print a single vendor address envelope, use the "Envelope" button for that address on the Vendors screen.
	Vendor List	Yes		Active vendors.
	Vendor List with Transaction Counts	Yes	Yes	Active vendors with the number of transactions and scheduled payments for each vendor.
	Vendor Transactions	Yes	Yes	Transactions for each vendor.
Assets	Asset Detail	Yes		Detailed client asset transactions.
	Asset Detail with Checking	Yes		Detailed client asset transactions, including account balances.
	Asset Detail By Date Range	Yes		Detailed client asset transactions for a date range.
	Asset Detail By Date Range with Checking	Yes		Detailed client asset transactions for a date range, including account balances.
	Asset Summary	Yes	Yes	Total value of client assets.
	Asset Summary with Checking	Yes	Yes	Total value of client assets, including account balances.
Case Notes	Case Notes By Client	Yes		Detailed case note records for each client.
	Last Contact Date	Yes	Yes	Each client's most recent case note contact date, sorted by date.
	Service Unit Log	Yes		Case note service units totaled for all clients.
	Service Unit Totals By Account Manager	Yes		A case note service unit summary for each client, grouped by account manager. To show the correct account manager, an RPM user ID must be assigned in the Account Manager list on the List Maintenance screen.
	Service Unit Totals By Client	Yes		Case notes and service unit totals for each client.
	Service Unit Totals By Client Type	Yes		Case note service unit totals for each account manager and client type. To show the correct account manager, an RPM user ID must be assigned in the Account Manager list on the List Maintenance screen.
	Archived Case Notes By Client	Yes		Archived case note records for each client.
Client Anniversary	Event Anniversaries	Yes		Event results for clients with an anniversary in the selected month. The anniversary is based on the client's Start Date from the Personal tab of the Clients screen. Only the initial anniversary is included on this report.
	Initial Anniversary Balance	Yes		Beginning and ending balances for clients with an anniversary in the selected month. The anniversary is based on the client's Start Date from the Personal tab of the Clients screen. Start dates are included from the 22nd of the previous month to the 23rd of the current month. Only the initial anniversary is included on this report.

Report List

Report Group	Report Name	Report	Query	Report Description
Client Anniversary	Subsequent Anniversary Balance	Yes		Beginning and ending balances for clients with an anniversary in the selected month. The anniversary is based on the client's Start Date from the Personal tab of the Clients screen. Start dates are included from the 22nd of the previous month to the 23rd of the current month. Only subsequent anniversaries are included on this report.
	Payee Goals	Yes		Total deposits and checks paid to clients with an anniversary in the selected month. The anniversary is based on the client's Start Date from the Personal tab of the Clients screen. Only the initial anniversary is included on this report.
Miscellaneous	Check Layout	Yes		Check layout settings.
	Company List	Yes		Company database list for multi-company license.
	Data Statistics	Yes		Record count information for your data.
	Error Messages	Yes	Yes	Errors encountered by users.
	List Maintenance	Yes		Values of lists on the List Maintenance screen.
	Payment Method List	Yes		Payment methods available in RPM.
Audit	Audit Event List	Yes		Audit event list with descriptions.
	Audit Events By Check Number	Yes		Audit events for transactions that were previously assigned to a selected check number. This can be used to see the history of a specific check number.
	Audit Events By Client	Yes		Audit events for individual clients.
	Audit Events By Date	Yes		Audit events by the date and time of the event.
	Audit Events By Event	Yes		Audit events by the type of event.
	Audit Events By Statement	Yes		Audit events by statement date.
	Audit Events By Transaction	Yes		Audit events for transactions by the transaction date.
	Audit Events By User	Yes		Audit events for each user.
	Audit Events By Vendor	Yes		Audit events for vendors.
	Transaction Audit - By Date Entered	Yes		Detailed transactions with audit information for all clients. Transactions are organized by entry date.
	Transaction Audit - By Transaction Date	Yes		Detailed transactions with audit information for all clients. Transactions are organized by transaction date.
	Transaction Audit By Client - By Date Entered	Yes		Detailed transactions with audit information, sorted by client. Transactions are organized by entry date.
	Transaction Audit By Client - By Transaction Date	Yes		Detailed transactions with audit information, sorted by client. Transactions are organized by transaction date.
Security	Security by Menu	Yes		Users and their assigned security levels by menu option.
	Security by User	Yes		Users and their assigned security levels.
	Security Option List	Yes		Security options and descriptions.
	User List	Yes		Active user list with current and last login information.
	User Login Counts	Yes		Active user login counts for a date range.

Report List

Report Group	Report Name	Report	Query	Report Description
Security	User Rights to Mass Accounts	Yes		Client types and support types for clients in mass accounts.
	User Schedule	Yes		Users and their allowed login schedule.
Custom	Custom Report Column List	Yes		Available columns for each custom report in RPM.
	Accounts		Yes	Selected columns for client accounts.
	Assets		Yes	Selected columns for asset information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Audit		Yes	Selected columns for audit information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Audit Archived		Yes	Selected columns for archived audit information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Budget Amounts List - Expenses		Yes	Selected columns for client budget expense information.
	Budget Amounts List - Income		Yes	Selected columns for client budget income information.
	Case Notes		Yes	Selected columns for case note information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Case Notes Archived		Yes	Selected columns for archived case note information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Clients		Yes	Selected columns for client information. The Thru Date and Account selections apply only to the Balance column.
	Clients By Date Range		Yes	Selected columns for clients active during the date range. Clients are included who have a Start Date within the date range and a Term Date that is within the date range (or blank). The Balance column will be as of the end date. The Account selection applies only to the Balance column.
	Client Documents		Yes	Selected columns for client documents.
	Client SSN/Claim Numbers		Yes	Selected columns for client SSN and claim number information.
	Contacts List		Yes	Selected columns for information on clients' contacts.

Report List

Report Group	Report Name	Report	Query	Report Description
Custom	Employment List		Yes	Selected columns for client employment information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Events		Yes	Selected columns for client events. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Housing List		Yes	Selected columns for client housing information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Impairments List		Yes	Selected columns for client impairments.
	Roommate List		Yes	Selected columns for client roommate information.
	Scheduled Deposits List		Yes	Selected columns for scheduled deposit information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Scheduled Payments List		Yes	Selected columns for scheduled payment information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Scheduled Payments Archived		Yes	Selected columns for archived scheduled payment information.
	Scheduled Transfers List		Yes	Selected columns for scheduled transfer information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Test Scores		Yes	Selected columns for client test scores. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Transactions		Yes	Selected columns for transaction information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Transactions Archived		Yes	Selected columns for archived transaction information. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.

Report List

Report Group	Report Name	Report	Query	Report Description
Custom	Transaction Documents		Yes	Selected columns for transaction documents. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Transaction Documents Archived		Yes	Selected columns for archived transaction documents. Enter a date range to show results between two dates. Leave the date range blank to show all dates. Enter only a begin date to show all results on or after the begin date. Enter only an end date to show all results on or before the end date.
	Vendors		Yes	Selected columns for vendor information.