

### **Building Capture Reports**



coc	) Dei	mo															0
Home	CRM	Media	Financials	Commission	Reports	Website	Admin	Support									
Reports																	
								Repor	t Folders Reports Categori	es Human Names							
Record list - reports65 total records in Result - Retrieved in 238.85ms																	
					<u>Name</u>			Folder	Avail. from batch list			Ad	ld new	<u>report</u>			
		All Count	tries					n/a	<u>edit</u>	<u>run</u>	<u>PDF</u>	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>		
		Asset Lis	sting			Capture	EXPRESS		<u>edit</u>	<u>run</u>	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>		
				Bank pay	ments and re	ceipts		Capture	FINANCIALS	n/a	<u>edit</u>	<u>run</u>	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>
				Batch Sta	age Changes			Capture	SUBMISSIONS-KEYWORDER	n/a	<u>edit</u>	<u>run</u>	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>
				Best per	forming 20 as:	sets		Capture	EXPRESS		<u>edit</u>	<u>run</u>	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>
				Commis	sion Listing			Capture	CONTRIBUTORS-ROYALTIES		<u>edit</u>	<u>run</u>	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>
				Commis	sions Deferre	d		Capture	CONTRIBUTORS-ROYALTIES		<u>edit</u>	<u>run</u>	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>
		Commis	sions Due - D	etail		Capture	CONTRIBUTORS-ROYALTIES		<u>edit</u>	<u>run</u>	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>		
		Commis	sions Due - S	ummary by Co	ntributor	Capture	CONTRIBUTORS-ROYALTIES		<u>edit</u>	<u>run</u>	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>		
		Commis	sions Paid - D	etail		Capture	CONTRIBUTORS-ROYALTIES		<u>edit</u>	<u>run</u>	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>		
				Commis	sions Paid - S	ummary by Co	ontributor	Capture	CONTRIBUTORS-ROYALTIES		<u>edit</u>	<u>run</u>	<u>PDF</u>	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>



- You can use Capture reports to export data from your Capture system
- > Data records are stored using rows in tables
- > Each row is made up of fields or columns
- Tables may be linked, so a report may show fields from several linked rows across multiple tables



- > Each Capture report is based on a report category
- Report categories provide a selection of fields from a table or from two or more linked tables

Reports										
Report Folders Re	ports Catego	ries Huma	n Names							
Record list - report categories25 total records in Result - Retrieved in 226.56ms										
Name	Edit locked	Add new report categ								
Invoices		<u>edit</u>	<u>delete</u>							
Organisation (Company)		<u>edit</u>	<u>delete</u>							
Contacts		<u>edit</u>	<u>delete</u>							
Staff (Users)		<u>edit</u>	delete							
Invoice Item	✓	<u>edit</u>	delete							



Reports									
Report Folders Re	ports Catego	ries Huma	an Names						
Record list - report categories27 to	otal records in I	Result - Retr	ieved in 34.66ms						
Name	Name Edit locked Add new report category								
Invoices		edit	delete						
Organisation (Company)	<ul> <li></li> </ul>	<u>edit</u>	<u>delete</u>						
Contacts	<ul> <li></li> </ul>	<u>edit</u>	delete						
Staff (Users)		<u>edit</u>	<u>delete</u>						



COO Demo												
Home	CRM	Media	Financials	Commission	Reports	Website	Admin	Support				
Name Invoices												
User Gro	oup		Capture	e Full Access	~	)						
Using tal	ble:		F Invoid	te		~	Add Table	Mappings				
			Add Re	lated Table								
Related t	table:		Organis	ation v								
related	abre.		Contac									
			Compa	ıy 🗸								
			Current	y v								
			Sales Ir	ivoice Type 🔻								
			Letterh	iead 🗸								
			Тах	<b>~</b>								
			Saletyp	e 🗸								
			Users	<b>~</b> )								
			Paymer	nt Status 🗸								
	-		Nomina	l Account 🗸 🗸								
Show Fie	elds											

#### Show Fields

#### Available Fields:

### F Invoice FInvID Nominal Account ID Payment Status ID Users ID Saletype ID Tax ID Tax 2 ID Tax 3 ID Letterhead ID Sales Invoice Type ID Seller ID Currency ID Department ID Company ID Contacts ID Organisation ID Organisation 2 ID Notes Committed

#### Fields to Use:

^		Organisation Name	^	
		Invoice Net		
		Invoice Gross		
		Inv No		
		Issue Date		
		Invoice Tax		
		FInvID		
		Due Date		
		Omit From Vat		Up
	Add	Vat Processed		Down
		Invoice Lctax		
		Invoice Lcnet		Remove
		Invoice Lcgross		$\square$
		Tran Type		
		Invoice Outstanding		
		Invoice Lcoutstanding		
		Term Days		
		Exchange Rate		
		Email		
~	ļ	Tel	¥	



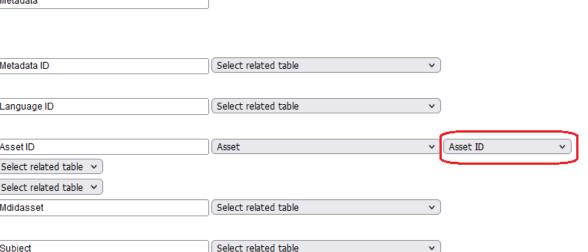
Reports								
Report Folders Reports Categories Human Names								
Record list 795 total records in Result Showing records 381 to 400 << < jump to page 20 × >>> Retrieved in 77.94ms								
Name								
Letterhead Elements	edit							
Letterhead Type	<u>edit</u>							
Licence Expiry Type	<u>edit</u>							
Licence Wording	<u>edit</u>							
Licencetype	<u>edit</u>							
Licencetype Asset	<u>edit</u>							
Licencetype Feature	<u>edit</u>							
License Asset Type Map	<u>edit</u>							
License License Type Map	<u>edit</u>							
Lightbox	<u>edit</u>							
Limit By	<u>edit</u>							
Mail Box	<u>edit</u>							
Maxmail	<u>edit</u>							
Media Type	<u>edit</u>							
Message	<u>edit</u>							
Message Type	<u>edit</u>							
Metadata	edit							
Metadata Authority	<u>edit</u>							



COO De	mo								
Home CRM	Media	Financials	Commission	Reports	Website	Admin	Support		
									Edit a Human Interface Names and Relations
Table									
metadata		Metada	ta						
Fields									
idmetadata		Metada	ta ID		Se	lect related t	table	~	)
idlanguage		Langua	age ID		Se	lect related t	table	~	)
idasset		Asset I	D		Se	lect related t	able	~	)
		Select	related table 💙						
mdidasset		Mdidas	set		Se	lect related t	table	~	)
md1		Subject	t		Se	lect related t	table	~	)
md2		Descrip	otion		Se	lect related t	table	~	)
md3		Keywor	ds		Se	lect related t	table	~	)



Table				
metadata	Metadata			
Fields				
idmetadata	Metadata ID	Select re	lated table	~
idlanguage	Language ID	Select re	lated table	~
idasset	Asset ID	Asset		~
	Select related table V	Api Impo Api Impo Api Impo		^
mdidasset	Mdidasset	Apply Co Apply Co	Table	
md1	Subject	Asset	metadata	Metadata
md2	Description	Asset Ar Asset Au	Fields	
		Asset Ba	idmetadata	Metadat
			idlanguage	Languag
			idasset	Asset ID
				Select r
			mdidasset	Mdidass
			md1	Subject





Reports									
Report Folders	Reports	Categori	es Huma	an Names					
Record list - report categories25 total records in Result - Retrieved in 25.35ms									
Name Edit locked Add new report category									
Invoices		2	<u>edit</u>	<u>delete</u>					
Organisation (Company)		2	<u>edit</u>	delete					
Contacts		2	<u>edit</u>	delete					
Staff (Users)		2	<u>edit</u>	delete					
Invoice Item		2	<u>edit</u>	delete					

Reports								
Report Folders Re	ports Catego	ries Huma	n Names					
Record list - report categories25 total records in Result - Retrieved in 25.35ms								
Name	Edit locked	Add new r	eport category					
Invoices		<u>edit</u>	delete					
Organisation (Company)	<b>~</b>	<u>edit</u>	delete					
Create S Based on Existing Mapping	Report Cat s	egory	0.11					
C Create New Table Mappings	s Cancel							
N Ta			1					



COO Demo												
Home	CRM	Media	Financials	Commission	Reports	Website	Admin	Support				
New Reports Category												
Name												
User Gro	up Sys	tem administ	trators	~								
Using tab	ole: Me	tadata			<ul> <li>Add Relation</li> </ul>	ted Table						
Related t	able:	ssage 		·	^							
Show Fi	old	ssage Type tadata										
	Me	tadata Autho	ority					Sub	mit	Reset	Cancel	
	Me	tadata Confi <u>o</u>	9					_				
	Me	tadata Inter	change									

Name	Asset metadata	
User Group	System administrators 🗸 🗸	
Using table:	Metadata	<ul> <li>Add Related Table</li> </ul>
Related table:	Related tables V	
Show Fields	Related tables	
(	Asset	
	Contacts	



Name Asset metadata			
User Group System administrators	<b>v</b>		
Using table: Metadata	<ul> <li>Add Related Table</li> </ul>	Name	Asset metadata
Related table: Asset v		User Group	System administrators
Contacts v		Using table:	Metadata    Add Table Mappings
Show Fields			Add Related Table
Available Fields:	Fields to Use:	Related table:	Asset  V Contacts V
Metadata A Metadata ID	`	Show Fields	
Language ID		Available Fields:	Fields to Use:
Asset ID Mdidasset Subject Description Keywords Date created City Province/State Country Instructions Creator Credit Asset reference Ethnicity Age Gender Number of people	Add Temove	Asset Status ID Copyright Hubkey Completed Min Credits Exclusive Code Base Credit Asset Creditcategory ID Asset Asset ID Ppb Pricecategory ID Collection ID Publication Status ID Approveusers ID Contacts ID Jobs ID Tax ID Users ID Company ID Filename File Extension	Add Asset ID Subject Description Keywords Date created Org Filename Filesize Height Width First Name Last Name Contacts ID Remove



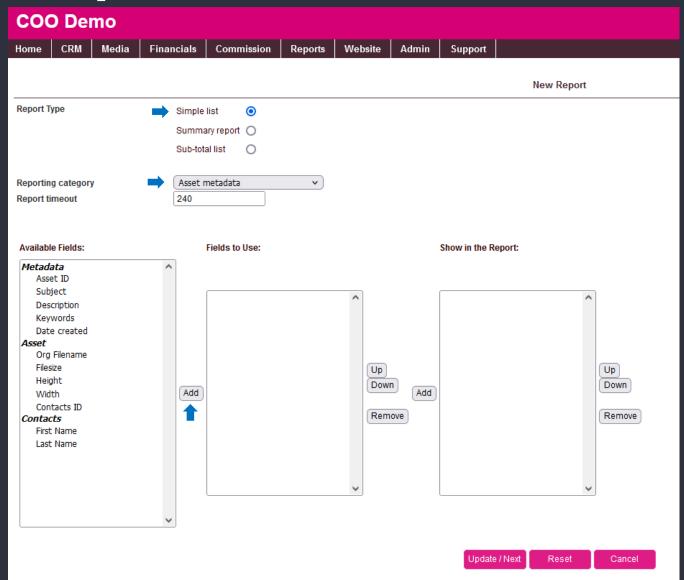
Reports										
ports Catego	ories Huma	an Names								
tal records in I	Result - Retr	ieved in 47.86ms								
Edit locked	Add new	report category								
	<u>edit</u>	<u>delete</u>								
	<u>edit</u>	delete								
<ul> <li></li> </ul>	<u>edit</u>	<u>delete</u>								
	<u>edit</u>	<u>delete</u>								
<ul> <li>Image: A start of the start of</li></ul>	<u>edit</u>	<u>delete</u>								
	ports Catego tal records in I Edit locked	ports     Categories     Huma       tal records in Result - Retr       Edit locked     Add new       edit       edit       edit       edit       edit       edit								

Commission		<u>edit</u>	<u>delete</u>	
Payments		<u>edit</u>	<u>delete</u>	
Countries		<u>e dit</u>	<u>delete</u>	
Contact categories		<u>edit</u>	<u>delete</u>	
Asset metadata		<u>edit</u>	delete	
Add nev	v report categoi	Ŋ		



Reports											
Report Folders Reports Categories Human Names											
Record	Record list - reports65 total records in Result - Retrieved in 51.33ms										
Name	Folder	Avail. from batch list	t Add new report								
All Countries		n/a	<u>edit</u>	<u>run</u>	<u>PDF</u>	<u>CSV</u>	<u>HTML</u>	<u>XML</u>	<u>delete</u>		
Asset Listing	Capture EXPRESS		<u>edit</u>	<u>run</u>	<u>PDF</u>	<u>CSV</u>	HTML	XML	<u>delete</u>		
Bank payments and receipts	Capture FINANCIALS	n/a	<u>edit</u>	<u>run</u>	<u>PDF</u>	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>		







		New Report
Report Type	Simple list Summary report Sub-total list	
Reporting category Report timeout	Asset metadata v 240	)
Available Fields:	Fields to Use:	Show in the Report:
Metadata Asset ID Subject Description Keywords Date created Asset Org Filename Filesize Height Width Contacts ID Contacts First Name Last Name	Asset ID Subject Description Keywords Date created Org Filename Filesize Height Width Contacts ID First Name Last Name	Up Down Add Remove T
		Update / Next Reset Cancel



								New Repo	ort	
Report Type	Simple Summ Sub-to	ary report	)							
Reporting category Report timeout	Asset 240	metadata	<b>v</b>							
Available Fields: Metadata Asset ID Subject Description Keywords Date created Asset Org Filename Filesize Height Width Contacts ID Contacts First Name Last Name	Add	Fields to Us Asset ID Subject Description Keywords Date creat Org Filenar Filesize Height Width Contacts II First Name Last Name	ed	*	Up Down Remove	Add	Show in the Report: Asset ID Org Filename Subject Description Keywords Date created Filesize Height Width First Name Last Name		~	Up Down Remove
							Update / Next	Reset		Cancel



		Edit Report Asset data	
Report Type	Simple list <ul> <li>Summary report</li> <li>Sub-total list</li> </ul>		
Reporting category Report timeout	Asset metadata	<b>~</b>	
Available Fields: Metadata Asset ID Subject Description Keywords Date created Asset Org Filename Filesize Height Width Contacts ID Contacts First Name Last Name	Fields to Use:         Asset ID         Subject         Description         Keywords         Date created         Org Filename         Filesize         Height         Width         Contacts ID         First Name         Last Name	Show in the Report:	
		Update / Next Reset Cancel	



coc	) Der	mo												
Home	CRM	Media	Financials	Commission	Reports	Website	Admin	Support						
									New F	Report	Step 2			
Image Fie	lds		Asset ID											
			Org Filer	name 🗌										
Choose C	Columns To	o Total							Columns	Sum	Average	Lowest Value	Largest Value	Count
Specify C	riteria		Filter reg	port by date										
			None	~			Start Dat	te:		End	I Date:			
			Default §	Sort Order (Also clic	:k on column h	neadings to so	orts)							
			Asset II	ID V			Ascend	ling 🗸						
				imber of results sho	own									
			None											
				e number of charact	ers displayed	in each field								
			0 Main Rev											
				<pre>eport Filters    and    Cont</pre>	tacts ID 🗸	1	arosto	than		• 0		]		
				and      Non		1	greater equals	than						
			none			, 1	equals			ッ <u>_</u> ハニ				
			none			, 1	equals			っ っ				
			none			, 1	equals			っ っ				
			none			, 1	equals			1				
				filter to exclude or in		) (such as Asset								
			None	~				<b>v</b>		No	ne			✓ None
								Update	/ Next	Reset	Can	cel / Delete		



			New Re	eport Step 2		
lmage Fields	Asset ID 🔽					
	Org Filename					
Choose Columns To Total			Columns	Sum Average	Lowest Value	Largest Value Count
Specify Criteria	Filter report by date					
	None v	Start Date:		End Date:		
	Default Sort Order (Also click on column heading			L		
	Asset ID V	Ascending 🗸				
	Limit number of results shown					
	None V					
	Limit the number of characters displayed in eac	h field				
	0					
	Main Report Filters					
	( v and v Contacts ID v	greater than	~	0		
	) v or v Asset ID v	greater than	~	200		
	none v and v None v	equals	~			
	none v and v None v	equals	~			
	none v and v None v	equals	~			
	none v and v None v	equals	~			
	Special filter to exclude or include items (such a	is Asset not sold)				
	None v	in v		None		v None v
		Update	/ Next	Reset Can	cel / Delete	



COO De	mo										
Home CRM	Media	Financials	Commission	Reports	Website	Admin	Support				
							I	Edit Report Asset data	a - Step 3		
Name Description Choose Folder Choose Letterhead Available in batche Click button to rena fields	s list?	Report	tata				Asset ID Last Na Contact Height Org File Keyword Subject	Asset ID me Last Name s ID Contacts ID Height name Filename ds Keywords		Rename Field	



### COO Demo

Home	CRM	Media	Finan	cials	Commission	Reports	Website	Admin	Support				
									I	Edit Report Asset o	lata - Step 3		
Name			(	Asset dat	ta								
Descripti	ion		ſ										
							11.						
Choose I	Folder		(	Capture	EXPRESS	`	· )						
Choose I	Letterhead	I	(	Report le	etterhead		~						
Available	in batches	s list?									_		
Click but	ton to renar	me the repo	rt's (	Rename	Field						-		
fields										Previous	Update / Finish	Reset	Cancel



coc	) Der	no																	
Home	CRM	Media	Financials	Commission	Reports	Website	Admin	Support											
							Reports												
							Report Folders     Reports     Categories     Human Names												
							Record list - reports66 total records in Result - Retrieved in 29.99ms												
							Name Folder Avail. from batch list						list Add new report						
						All Co	untries				n/a	<u>edit</u>	run	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>	
						Asset	data			Capture EXPRESS		<u>edit</u>	run	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>	
						Asset	Listing			Capture EXPRESS		<u>edit</u>	run	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>	
						Bank	payments an	d receipts		Capture FINANCIALS	n/a	<u>edit</u>	run	PDF	<u>CSV</u>	HTML	<u>XML</u>	<u>delete</u>	
						Batch	Stage Chan	jes		Capture SUBMISSIONS-KEYWORDER	n/a	<u>edit</u>	run	PDF	<u>CSV</u>	HTML	<u>XML</u>	delete	
						Bestp	erforming 20	) assets		Capture EXPRESS		<u>edit</u>	run	PDF	<u>CSV</u>	HTML	XML	<u>delete</u>	



COO Demo								Welcome <u>C</u>	apture L	imited	- <u>Log ou</u>	<u>t</u> - 🕐 <u>Help</u> edit
Home CRM Media Financials Commission	Reports Website Admi	n Support										
Report:Asset data		Descri	ption:									
Filter Report by Date		Main R	eport Filters									
None V Start Date: End Date:		(	✓ and ✓ Contacts ID ✓	greater than 🗸	0							
Default sort order (Also click on column headings to sorts)		)	✓ or ✓ Asset ID ✓	greater than 🗸	200							
Asset ID v Ascending v				equals v								
Limit number of results shown				equals V								
None V				equals v								
Limit the number of characters displayed in each field 0			I filter to exclude or include items									
Run Again Back PDF CSV	Print	None			V None V							
219 total records in Result Showing records 1 to 70 jump to page 1 v >>>												
<u>Asset ID</u>	<u>Filename</u>	<u>Subject</u>		Description			Date created	<u>File size</u>	<u>Height</u>	<u>Width</u>	<u>First</u> <u>Name</u>	<u>Last Name</u>
17 30575.jpg		Walk through a volcanic reserve.	People engulfed in steam walkin	ng along a path through the atmospheric	: Whakarewarewa The	ermal Reserve.	25-07-1986	3300635	2331	3508	Abbie	Enock
18 49514.jpg		Victoria Memorial reflected in a lake,	The Victoria Memorial is a memo Kolkata.	orial building dedicated to Victoria Queen	n of the United Kingdo	m and Empress of India in	16-08-2009	17432584	3562	5443	Abbie	Enock



COO Demo							
Home CRM Media F	inancials	Commission	Reports	Website	Admin	Support	
						Ed	it Report Asset data
Report Type	Simple Summa Sub-tota	ry report 🧿					
Reporting category Report timeout	Asset n 240 v	netadata	v				
Available Fields:	I	Fields to Use:				Show in the Report:	
Metadata Asset ID Subject Description Keywords Date created Asset Org Filename Filesize Height Width Contacts ID Contacts First Name Last Name	Add	Asset ID Subject Description Date created Org Filename Filesize Height Width Contacts ID First Name Last Name Keywords		↓ Up Do	_	First Name Last Name	Up Down Remove



		Edit Report Asset data - Step 2
Specify Grouping	Grouping 1 Contacts ID V Grouping 2 None V Grouping 3 None V	
Count per Line Image Fields	Asset ID Org Filename	
Choose Columns To Total		Columns Sum Average Lowest Value Largest Value Count
Specify Criteria	Filter report by date         None          Default Sort Order (Also click on column headings to sorts)         None          Limit number of results shown         None          Limit the number of characters displayed in each field         0         Main Deced Filter	End Date:
	Main Report Filters         none v and v Contacts ID v       greater than         none v and v None v       equals         None v       equals         None v       equals         None v       in v	
	Previous	Update / Next Reset Cancel



#### Description:

#### Main Report Filters

none v and v Contacts ID	<ul> <li>✓ greater than</li> </ul>	▼ 0
none v and v None	✓ equals	•
none v and v None	✓ equals	•
none v and v None	✓ equals	•
none v and v None	✓ equals	•
none v and v None	✓ equals	•

### Special filter to exclude or include items (such as Asset not sold)

None v in v None v No	one 🗸
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3 total records in Result							
<u>First Name</u>	Last Name	<u>Count</u>					
Abbie	Enock	48					
Paige	Vickers	2					
Peter	Photographer	2					



### COO Demo

Home	CRM	Media	Financials	Commission	Reports	Website	Admin	Support	
Report	:Invoice	s and Cre	dit Notes List	t (Customer)					Description: simple list of quaternar invalance and are ditinated
									Description:simple list of customer invoices and credit notes
Filter Re	port by Dat	e							Main Report Filters
Issue D	ate 🗸 St	art Date: 01	I-01-2021 🚺 🚺 E	End Date: 31-12-2	023 🛄				none v and v Inv No v greater than v
Default s	ort order (/	Also click on	column heading	is to sorts)					( v and v Tran Type v equals v
Inv No			<ul> <li>Ascending</li> </ul>	•					) v or v Tran Type v equals v
Limit nur	mber of res	ults shown							none v and v None v equals v
None	<b>~</b>								none v and v None v equals v
Limit the	number of	f characters	displayed in eac	h field					none v and v None v equals v
0									Special filter to exclude or include items (such as Asset not sold)
Run A	gain	Back	PDF	CSV	Print				None   None  None
			<u>^</u>						

	19 total records in Result										
<u>FInvID</u>	<u>Tran Type</u>	<u>Inv No</u>	Issue Date	Organisation Name	Invoice Net	Invoice Tax	Invoice Gross	Payment Status Description	Invoice Outstanding		
14	SI	20000	02-12-2022	Capture	64.80	12.96	77.76	paid	0.00		
15	SI	20001	02-12-2022	Capture	450.00	90.00	540.00	paid	0.00		
18	SI	20002	13-12-2022	Capture	153.00	30.60	183.60	paid	0.00		
19	SI	20003	13-12-2022	Capture	153.00	30.60	183.60	paid	0.00		
20	SI	20004	20-12-2022	Capture	153.00	30.60	183.60	paid	0.00		
23	SI	20005	20-12-2022	Capture	200.50	40.10	240.60	paid	0.00		



<b>COO</b>	Den	no										
Home (	CRM	Media	Financ	cials	Commission	Reports	Web	osite A	dmin	Support		
									Edit	t Report VAT MOSS Detailed	Sales	nvoices & Credit Notes
Report Type	÷			Simple Summa Sub-tot	ary report 🔘							
Reporting c	ategory		ſ	Invoice	5	~						
Report time			ĩ	30 ~								
-			^		Fields to Use: Eu Name Issue Date		^			Show in the Report: Eu Name Tax Code	^	
Contac Are Ag Email Tel VAT Nu <b>F Invoice</b> Invoice	t Catego iency umber e Net				Inv No Tran Type Organisation Name Tax Code Tax Rate Vat Moss Code Invoice Net			Up Down		Tax Rate Issue Date Inv No Order ID Tran Type Organisation Name Invoice Net Invoice Tax		Up Down
	Date 2 Tax ate rom Vat ocessed 2 Lctax			Add	Invoice Tax Invoice Gross Invoice Lcnet Invoice Lctax Invoice Lcgross Vat Evidence Order ID			Remove	Add )	Invoice Gross Code Invoice Lcnet Invoice Lctax Invoice Lcgross Vat Evidence		Remove
			$\checkmark$				~				$\checkmark$	

Update / Next Reset Cancel



coc	) Der	no												
Home	CRM	Media	Financials	Commission	Reports	Website	Admin	Suppor	t					
							Edit Repo	ort VAT MC	OSS Detailed Sa	les In	voices &	Credit Notes -	Step 2	
Specify G	rouping		Groupin	ng 1 Tax Code		~								
			Groupin	ng 2 None		~								
			Groupin	ng 3 None		<b>v</b>								
Choose C Total	Columns To	o Total and S	Sub-						Columns	Sum	Average	Lowest Value	Largest Value	Count
									Invoice Net					
									Invoice Tax	~				
									Invoice Gross	<b>~</b>				
									Invoice Lcnet					
									Invoice Lctax					
									Invoice Lcgross					
Specify C	criteria		Filter re	port by date										
1			Issue [	Date 🗸			Start Da	ate: 01-01-2	2016	End	Date: 31-12	2-2023		
			Default	Sort Order (Also cli	ck on column	headings to s	orts)							
			Tax Co	ode 🗸			Ascen	ding 🗸						



Print

#### Report:VAT MOSS Detailed Sales Invoices & Credit Notes

#### Filter Report by Date

Issue Date 🗸 Start Date: 01-01-2016 🛄 End Date: 31-12-2023 🧾

#### Default sort order (Also click on column headings to sorts)

Tax Code 🗸 🗸 🗸 🗸

Limit number of results shown

None 🗸

0

Limit the number of characters displayed in each field

Run Again Back PDF CSV

#### Description:Detailed List of VAT MOSS sales Invoices & Credit Notes

#### Main Report Filters

none v and	▼ Inv No	greater than	v 1
( × and	▼ Tran Type            ▼	equals	▼ SI
) v or	▼ Tran Type	equals	▼ SC
none v and	✓ Vat Moss ✓	equals	v 1
none v and	v None v	equals	•
none v and	v None v	equals	•

#### Special filter to exclude or include items (such as Asset not sold)

None	✓ [in	✓ None	✓ None ✓

Sub-Total	<u>Eu Name</u>	Tax Code	<u>Tax Rate</u>	Issue Date	<u>Inv No</u>	<u>Order ID</u>	<u>Tran Type</u>	Organisation Name	Invoice Net	Invoice Tax	Invoice Gross	<u>Code</u>	Invoice Lcnet	Invoice Lctax	Invoice Lcgross	Vat Evidence
	Croatia	HR1	25.00	20-03-2023	20017	61	SI	MariTay Co SL	337.50	0.00	337.50	GBP	337.50	0.00	337.50	-
	Croatia	HR1	25.00	17-03-2023	20014	54	SI	MariTay Co SL	234.60	0.00	234.60	EUR	304.98	0.00	304.98	-
	Croatia	HR1	25.00	20-03-2023	20018	62	SI	MariTay Co SL	225.00	0.00	225.00	GBP	225.00	0.00	225.00	-
Tax Code - HR1 SUM :									797.10	0.00	797.10					
Tax Code - HR1 COUNT :									3							

Name	SUM	COUNT
Invoice Gross	797.10	
Invoice Tax	0.00	
Invoice Net	797.10	3



Reports								
Report Folders     Reports     Categories     Human Names								
Record list - report folders5 total records in Result - Retrieved in 43.71ms								
Name	Description	Add new report folder						
Capture FINANCIALS	Reports for commercial systems where content is being licensed.	<u>run</u>	<u>edit</u>	<u>delete</u>				
Capture EXPRESS	Reports that ship by default with Capture EXPRESS and cover digital assets and basic interactions with the CRM.	<u>run</u>	<u>edit</u>	<u>delete</u>				
Capture CONTRIBUTORS-ROYALTIES	Listings and analysis of contributors' performance.	<u>run</u>	<u>edit</u>	delete				
Capture SUBMISSIONS-KEYWORDER	Workflow report showing asset passing through various stages of submissions and keywording.	<u>run</u>	<u>edit</u>	delete				
Capture CRM	CRM-specific reports.	<u>run</u>	<u>edit</u>	delete				
Add new report folder								



	Run Re	ports in Folder
Select reports to run		
Asset data 🗹		
Asset Listing 🗹		
Best performing 20 assets 🛛 🗸		
CRM All Contacts List		
CRM Company (Organisation) List		
CRM Customer details		
Null searches		
Search details summary		
Searches - quick		
Staff (Users) details		
User permissions		
Web user download - by asset type		
Web user download - by order		
Web user download - by user and asset 🗌		
Web User Log In		
Web User Registrations		
Choose export options		
HTML 🧿		
PDF O		
csv O .		
XML O		
Zip options		
Zip file		
	Submit	Cancel



Reports												
Asset data Asset Listing Best performing 20 assets												
	Print											
Report: Asset data												
Description:												
Showing 219 records of 219 total records												
Asset ID	Filename	Subject	Description	Date created	File size	Height	Width	First Name	Last Name			
22	111838.jpg	Sheep grazing in hilly pastureland under mountains.	Flocks of sheep graze on undulating land close to snow-capped mountains.	01-08-1988	4209724	2311	3508	Abbie	Enock			
17	30575.jpg	Walk through a volcanic reserve.	People engulfed in steam walking along a path through the atmospheric Whakarewarewa Thermal Reserve.	25-07-1986	3300635	2331	3508 .	Abbie	Enock			
18 18	49514.jpg	Victoria Memorial reflected in a lake,	The Victoria Memorial is a memorial building dedicated to Victoria Queen of the United Kingdom and Empress of India in Kolkata.	16-08-2009	17432584	3562	5443 .	Abbie	Enock			



# **Questions?**