

Spotlight Reporting – Report Codes List

Profit & Loss Report Codes

Revenue

Trading Revenue
Investment Revenue
Other Revenue

REV

REV.TRA
REV.INV
REV.OTH

Cost of Sales

Purchases
Direct Wages
Opening Inventory
Closing Inventory

EXP.COS

EXP.COS.PUR
EXP.COS.WAG
EXP.COS.OPE
EXP.COS.CLO

Expenses

Amortisation of Intangibles
Audit Fees
Bad Debts
Bank Fees
Contractor Payments
Depreciation
Directors/Trustee Fees
Donations
Entertainment
Foreign Currency Gains and Losses
Fringe Benefit Tax
Impairment Loss
Income Tax Expense
Insurance
Interest and Finance Charges
Legal Expenses
Loss on Disposal of Property, Plant and Equipment
Non Recurring Items
Other Non-Deductible Items
Rates
Rental and Lease Payments
Repairs & Maintenance
Research and Development
Travel and Accommodation
 International Travel and Accommodation
 National Travel and Accommodation
Vehicle Expenses
Wages and Salaries

EXP

EXP.AMO
EXP.AUD
EXP.BAD
EXP.BAN
EXP.CON
EXP.DEP
EXP.DIR
EXP.DON
EXP.ENT
EXP.FOR
EXP.FBT
EXP.IMP
EXP.TAX
EXP.INS
EXP.INT
EXP.LEG
EXP.LOS
EXP.ENT
EXP.NON
EXP.RAT
EXP.REN
EXP.REP
EXP.RES
EXP.TRA
 EXP.TRA.INT
 EXP.TRA.NAT
EXP.VEH
EXP.WAG

Balance Sheet Report Codes

Assets

Current Assets
Bank
Inventories
Investments (current)
Loans to Directors (current)
Trade and Other Receivables
Non-Current Asset
Owned Fixed Assets
Accumulated Depreciation – Owned Fixed Assets
Buildings at Cost
Accumulated Depreciation – Buildings
Buildings Revaluation
Furniture & Fittings
Accumulated Depreciation – Furniture & Fittings
Land at Cost
Land Revaluation
Owned Fixed Assets Revaluation
Plant & Machinery Owned
Accumulated Depreciation – Plant & Machinery
Vehicles Owned
Accumulated Depreciation – Vehicles
Intangibles
Investment Properties
Investments (non-current)
Investments in Subsidiaries and Associates
Leased Fixed Assets
Loans to Directors (non-current)
Related party Receivables/(Payables) – (non-current)

Liabilities

Current Liabilities
Finance Leases (current)
Loans
Provisions
Tax
GST
Income Tax
Trade and Other Payables
Non-Current Liabilities
Financial Leases (non-current)
Loans
Loans from Directors (non-current)
Secured Loans (non-current)
Unsecured Loans (non-current)
Proprietorship/Shareholder Advance Accounts
Drawings

Equity

Preference Shares
Reserves
Retained Earnings
Current Year Earnings
Dividends Paid
Share Capital

ASS

ASS.CUR
ASS.CUR.BAN
ASS.CUR.INY
ASS.CUR.INV
ASS.CUR.DIR
ASS.CUR.REC
ASS.NCA
ASS.NCA.FIX.OWN
ASS.NCA.FIX.OWN.ACC
ASS.NCA.FIX.OWN.BUC
ASS.NCA.FIX.OWN.BUC.ACC
ASS.NCA.FIX.OWN.BUR
ASS.NCA.FIX.OWN.FUR
ASS.NCA.FIX.OWN.FUR.ACC
ASS.NCA.FIX.OWN.LAC
ASS.NCA.FIX.OWN.LAR
ASS.NCA.FIX.OWN.REV
ASS.NCA.FIX.OWN.PLA
ASS.NCA.FIX.OWN.PLA.ACC
ASS.NCA.FIX.OWN.VEH
ASS.NCA.FIX.OWN.VEH.ACC
ASS.NCA.INT
ASS.NCA.PRO
ASS.NCA.INV
ASS.NCA.BUS
ASS.NCA.LEA
ASS.NCA.DIR
ASS.NCA.REL

LIA

LIA.CUR
LIA.CUR.FIN
LIA.CUR.LOA
LIA.CUR.PRO
LIA.CUR.TAX
LIA.CUR.TAX.GST
LIA.CUR.TAX.INC
LIA.CUR.PAY
LIA.NCL
LIA.NCL.FIN
LIA.NCL.LOA
LIA.NCL.LOA.DIR
LIA.NCL.LOA.SEC
LIA.NCL.LOA.UNS
LIA.NCL.ADV
LIA.NCL.ADV.DRA

EQU

EQU.PRE
EQU.RES
EQU.RET
EQU.RET.CUR
EQU.RET.DIV
EQU.SHA

KPIs/Targets Report Codes

Cash	KPI.CAS
Cash In YTD	KPI.CASH.INF
Cash Out YTD	KPI.CASH.OUT
Equity	KPI.EQU
Gross Profit %	KPI.GPP
Net Operating Profit %	KPI.NOP
Profit	KPI.PRO
Revenue	KPI.REV

Non-Financial Report Codes

Customer Satisfaction	OPR.CSR
New Customers	CUS.NEW
Sales – Closed	SAL.CLO
Sales – Enquiries	SAL.ENQ
Sales – Leads	SAL.LEA
Staff – Departures	STA.DEP
Staff - Total	STA.TOT
Time - Billable	TIM.BIL
Time – Non-Billable	TIM.NON
Website – Hits	ATT.WEB.HIT
Website – Visitors	ATT.WEB.VOR
Website – Visits	ATT.WAB.VIS