

# How to View Detailed Report Data with Included Documents (Recorder)

## Question:

- which documents are included in the report;
- which documents form the report;
- what transactions or documents created the report values;
- source documents behind report balances, quantities, or amounts.



The screenshot shows a software interface for a report titled "PURCHASES BY COMPANY". The title bar includes navigation arrows, a star icon, and the text "Purchases by Company (details)". Below the title bar is a toolbar with a yellow "Generate" button, a search field labeled "Find...", and several icons for printing, zooming, and sending. The main content area displays a table with the following data:

Document	Quantity	Amount
Invoice Received #EI00-000025 from February 14, 2018	23.000	64,195.30
<b>Total</b>	<b>23.000</b>	<b>64,195.30</b>

In FirstBit reports, you can view the underlying source documents by using the **Recorder** or **Document** field.

The **Recorder** functionality allows users to drill down into report data and see which documents created the corresponding movements or register entries in the system. This helps users understand how report figures were formed and identify the exact transactions affecting the report.

## How to Open Detailed Information

1. Open the required report.
2. Find the needed:
  - quantity value,
  - amount value,
  - balance,
  - or other indicator.
3. Double-click on the required value.
4. A detailed dialog window will open.
5. Select:
  - **Recorder**, or
  - **Document**.

The system will display the list of source documents related to the selected report value.

Purchases by Company

Generates Find... Quick Settings More actions

Accounting Currency: AED

### PURCHASES BY COMPANY

Company	Item	SKU	UOM	Quantity	Amount
<b>AED</b>				<b>2,947.500</b>	<b>1,637,966.80</b>
<b>WM-Service Limited</b>				264.000	428.470.57
	27" ASUS PG279Q   2560x1440   4 ms   HDMI, DP   LED	157045	Pcs	75.000	258.218.21
	16Vslia GTX 1080   8192Mb GDDR5   MSI GTX 1080 GAMING X 8G	157718	Pcs	56.000	66.137.65
	KLIPPAN	702.886.68	Pcs	23.000	64.195.90
	ASUS MAXIMUS VIII HERO, Socket 1151, Z170, 144555	144555	Pcs	56.000	27.177.12
	Delivery Services		Kilometer	3.000	8.208.44
	TYAN S5512G2NR-LE Socket 1155, Intel C202	107300	Pcs	51.000	4.534.29
<b>Good Furniture ME</b>				661.000	357.979.54
	Swivel chair, Unnered Unnered grey	403.155.69	Pcs	82.000	68.425.00
	Swivel chair, Vissle beige	203.097.29	Pcs	103.000	50.500.00
	Swivel chair, Vissle grey	302.800.04	Pcs	105.000	46.350.00
	Conference chair	200.646.23	Pcs	89.000	34.800.00
	Swivel chair, Blekinge white	402.367.12	Pcs	123.000	24.000.00
	KLIMPEN	690.624.00	Pcs	25.000	18.962.50
	SOLSTA	100.871.06	Pcs	32.000	15.214.50
	Furniture		Pcs	1.000	15.000.00
	KLIMPEN / LALLE	590.472.08	Pcs	20.000	12.870.00
	LINMON / ALEX	490.471.19	Pcs	35.000	12.205.00
	Sofa Set		Pcs	1.000	12.000.00
	FRIHETEN	302.430.35	Pcs	6.000	10.811.00
	Sofa Set - 2 Seater		Pcs	12.000	10.800.00
	Boardroom Table		Pcs	1.000	8.000.00
	Cozal Round Coffee Table		Pcs	20.000	7.000.00
	Local Transportation Services		Pcs	1.000	5.000.00
	KLIPPAN	702.886.68	Pcs	3.000	3.361.50
	Television		Pcs	1.000	2.000.00
	Delivery Services		Kilometer	1.000	1.000.00
<b>MG China Import</b>				378.000	196.000.00

Period: Select field

Available fields:

- Amount (Cur.)
- Amount (Excl. VAT) (Cur.)
- Batch
- Batch
- Characteristic
- Characteristics
- Contract
- Document
- Entity
- Period, day
- Period, half year
- Period, month
- Period, quarter
- Period, week
- Period, year
- Project
- Project Task
- Purchase Order
- Recorder

Select Cancel ?

Thank you for being FirstBIT customer!