

# 10k Report

## Overview

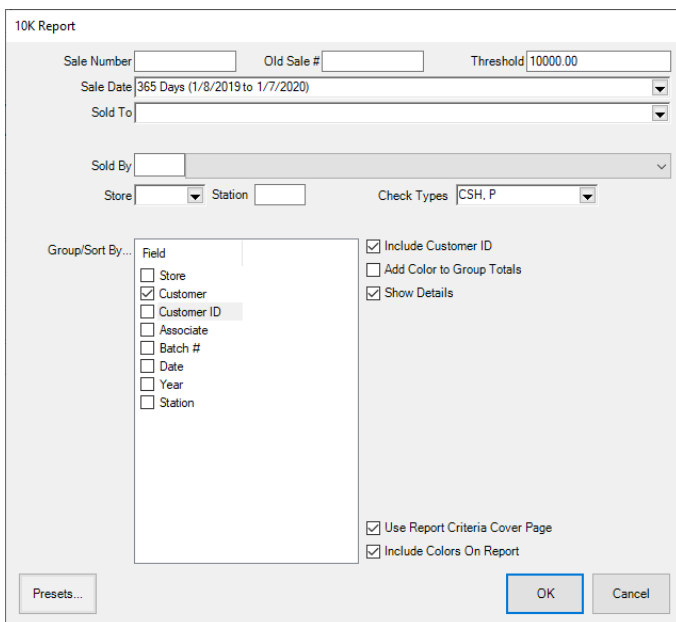
The IRS requires any business that receives more than \$10,000 in cash or check payment from one customer, either in a single payment or series of connected transactions, must file [Form 8300](#). This is part of their anti-money laundering (AML) program.

The **10k Report** has been added to help you comply with this. The report allows you to specify a dollar threshold and choose a date range. Any customers whose total tender exceeded the threshold will be displayed along with their payment details.

## Running the Report

To run the **10k Report**:

1. Click **Reports > Activity > Tender Detail > 10K**.



The screenshot shows the '10K Report' configuration dialog box. It includes the following fields and options:

- Sale Number**: [ ]
- Old Sale #**: [ ]
- Threshold**: 10000.00
- Sale Date**: 365 Days (1/8/2019 to 1/7/2020)
- Sold To**: [ ]
- Sold By**: [ ]
- Store**: [ ]
- Station**: [ ]
- Check Types**: CSH, P
- Group/Sort By...**:
  - Field:
    - Store
    - Customer
    - Customer ID
    - Associate
    - Batch #
    - Date
    - Year
    - Station
- Include Customer ID
- Add Color to Group Totals
- Show Details
- Use Report Criteria Cover Page
- Include Colors On Report

Buttons: Presets..., OK, Cancel

2. In the top right, specify a dollar **Threshold**. Only customers who exceed this value for the date range given will appear.
3. Specify the **Sale Date** range to analyze.
4. Use the **Check Types** drop-down to choose check types to include.
5. For **Group/Sort By**, check **Customer**.
6. Check **Include Customer ID**.
7. Check **Show Details**.
8. Click **OK** to generate the report.

10K Report

Sale #	Date	Customer	Total Tender	Cash	Checks
<b>Caratunk, Bob 001-1000461</b>					
001-126428	11/1/2019	Caratunk, Bob 001-1000461	1.00	1.00	
001-126434	11/21/2019	Caratunk, Bob 001-1000461	637.04	637.04	
001-126435	11/21/2019	Caratunk, Bob 001-1000461	8,138.65	8,138.65	
001-126436	11/21/2019	Caratunk, Bob 001-1000461	637.04	637.04	
001-126438	11/21/2019	Caratunk, Bob 001-1000461	9,889.49	9,889.49	
001-126443	11/22/2019	Caratunk, Bob 001-1000461	637.04	637.04	
001-126446	10/22/2019	Caratunk, Bob 001-1000461	1,414.46	1,414.46	
001-126481	12/11/2019	Caratunk, Bob 001-1000461	3,402.14	3,402.14	
001-126482	12/11/2019	Caratunk, Bob 001-1000461	1,275.14	1,275.14	
		<b>Caratunk, Bob 001-1000461</b>	<b>9</b>	<b>26,032.00</b>	<b>26,032.00</b>
<b>Mastri, Dominick 001-12686</b>					
001-126442	11/22/2019	Mastri, Dominick 001-12686	530.69	530.69	
001-126449	11/22/2019	Mastri, Dominick 001-12686	319.05	319.05	
001-126451	11/27/2019	Mastri, Dominick 001-12686	393.50	393.50	
001-126453	11/27/2019	Mastri, Dominick 001-12686	393.50	393.50	
001-126454	11/27/2019	Mastri, Dominick 001-12686	2,225.91	2,225.91	
001-126456	12/2/2019	Mastri, Dominick 001-12686	1.00	1.00	
001-126457	12/3/2019	Mastri, Dominick 001-12686	850.74	850.74	
001-126458	12/3/2019	Mastri, Dominick 001-12686	530.69	530.69	
001-126459	12/3/2019	Mastri, Dominick 001-12686	637.04	637.04	
001-126486	1/3/2020	Mastri, Dominick 001-12686	777.03	777.03	
001-126487	1/3/2020	Mastri, Dominick 001-12686	1,390.56	1,390.56	
001-126488	1/3/2020	Mastri, Dominick 001-12686	743.39	743.39	
001-126490	1/3/2020	Mastri, Dominick 001-12686	786.99	786.99	
001-126491	1/6/2020	Mastri, Dominick 001-12686	1,324.06	1,324.06	
001-126492	1/6/2020	Mastri, Dominick 001-12686	849.74	849.74	
001-126500	1/6/2020	Mastri, Dominick 001-12686	500.00	500.00	
		<b>Mastri, Dominick 001-12686</b>	<b>16</b>	<b>12,253.89</b>	<b>12,253.89</b>
<b>Phelan, Ray 001-12696</b>					
001-126461	12/4/2019	Phelan, Ray 001-12696	49.75	49.75	
001-126462	12/4/2019	Phelan, Ray 001-12696	49.75	49.75	
001-126463	12/4/2019	Phelan, Ray 001-12696	137.25	137.25	
001-126464	12/4/2019	Phelan, Ray 001-12696	51.75	51.75	
001-126465	12/4/2019	Phelan, Ray 001-12696	223.75	223.75	
001-126474	12/6/2019	Phelan, Ray 001-12696	317.99	317.99	
001-126475	12/6/2019	Phelan, Ray 001-12696	3,083.09	3,083.09	
001-126476	12/6/2019	Phelan, Ray 001-12696	1,966.41	1,966.41	
001-126477	12/6/2019	Phelan, Ray 001-12696	2,338.64	2,338.64	
001-126478	12/6/2019	Phelan, Ray 001-12696	637.04	637.04	
001-126479	12/6/2019	Phelan, Ray 001-12696	530.69	530.69	
001-126480	12/6/2019	Phelan, Ray 001-12696	2,018.52	2,018.52	
		<b>Phelan, Ray 001-12696</b>	<b>12</b>	<b>11,404.63</b>	<b>11,404.63</b>
<b>Grand Total..</b>			<b>37</b>	<b>49,690.52</b>	<b>49,690.52</b>

The report will display any customer who exceeded the dollar threshold specified for the sale date range chosen. It then displays each transaction along with the payment type and amount collected.