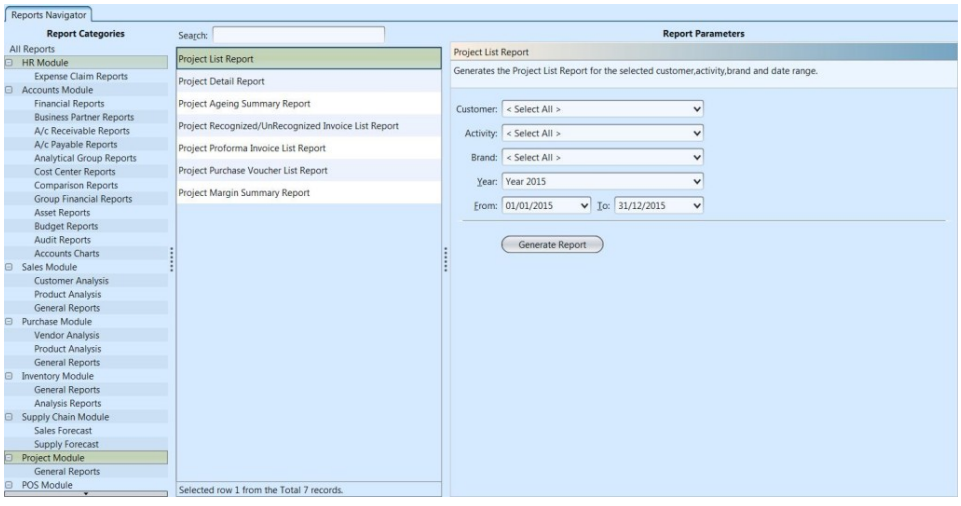
Project Reports

In Project Reports view, user is able to generate general and analysis reports of projects. The user can generate and print the list of the project reports based on there selected Criteria. The following are the available reports:-

Report Description	Explanations
General Reports	
Project List Report	Generate the Project List Report for the selected Customer, Activity, Brand and Date range
Project Detail Report	Generate the Project Detail Report for the selected Customer, Activity, Brand and Date Range
Project Ageing Summary Report	Generate the Project Ageing Summary Report for the selected Customer, Activity, Brand as on the selected As on Date
Project Recognized/Unrecognized Invoice List Report	Generate the Project Recognized/Unrecognized Invoice List Report for the selected Customer, Activity, Brand and the Date Range.
Project Proforma Invoice List Report	Generate the Project Proforma Invoice List Report for the selected Customer, Activity, Brand and Date Range
Project Purchase Voucher List Report	Generate the Project Purchase Voucher List Report for the selected Customer, Activity, Brand and Date Range
Project Margin Summary Report	Generate the Project Margin Summary Report for the selected Customer, Activity, Brand and Date Range

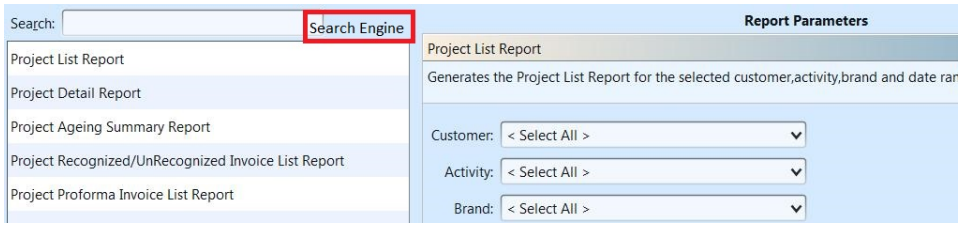
Below actions are available under ***“Project Reports”:***

View and search reports for Project module



View and Search Reports for Project Module

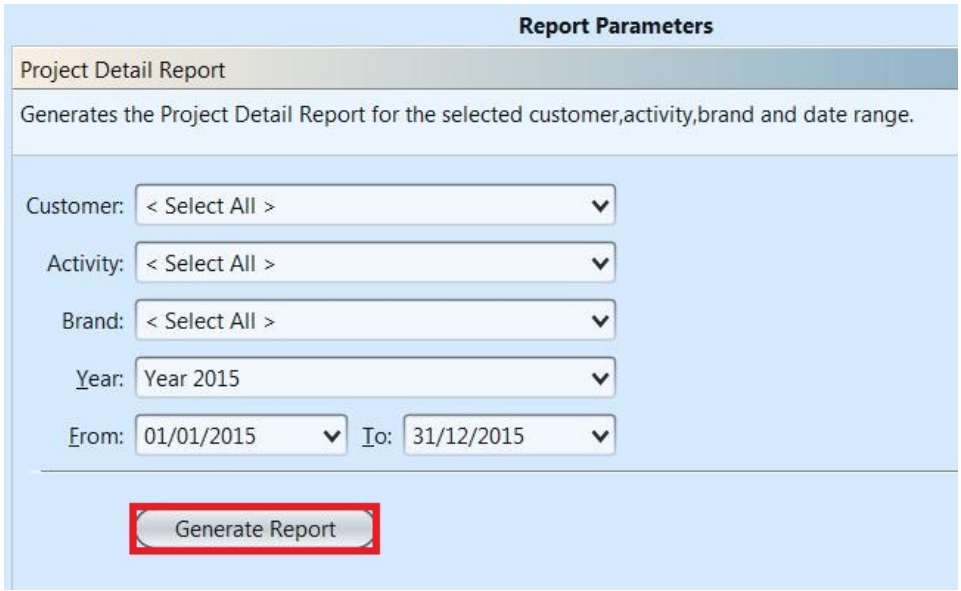
1. Enter search parameter to filter the result, i.e. type in the report name in the search textfield box at the top of the screen



2. Select a report from the list of reports available

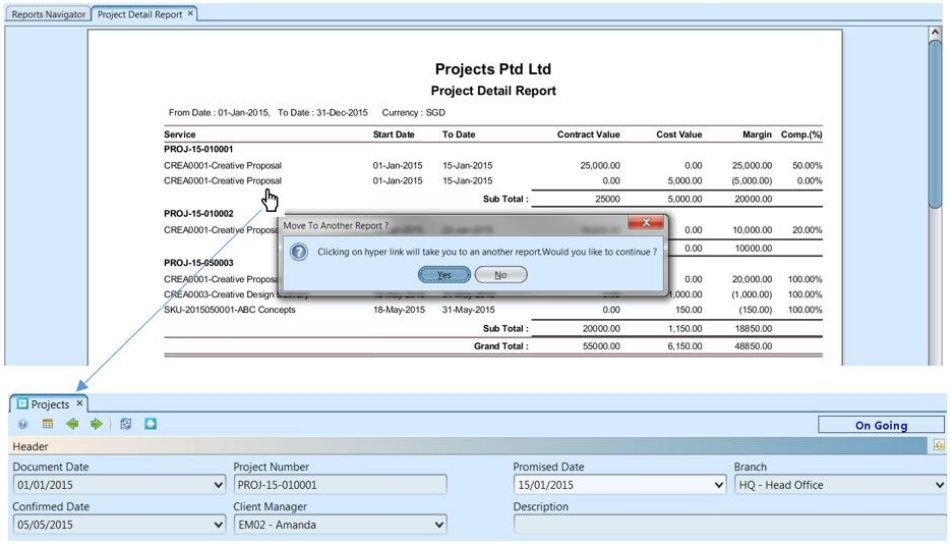
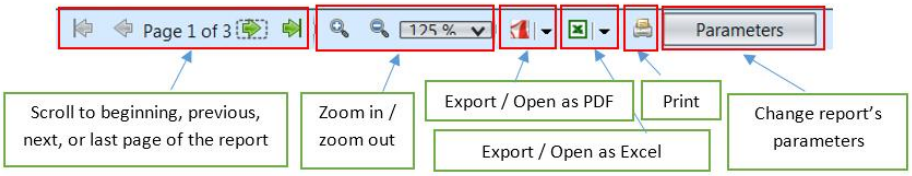
3. Select the parameters to filter the report, i.e. by specific "***Brand***", time period

4. Click ***"Generate Report"*** button at the bottom right of the screen to generate the report; it will open a new tab with the selected report



5. On the selected report tab, some records are clickable – in this case the mouse pointer will change to a hand pointer – it is possible to click on these hyperlink records to open another report for that particular record or show transaction details of the record (see pictures below for an example of

project reports’ hyperlinks)



6. At the bottom of the report tab, the following options are available: