

Accounts Reports

The Accounts Report gives the users the possibility to view and print the reports for management reporting. The user can generate and print the list of the financial reports based on the selected Criteria. The following are the available reports:-

Report Description	Explanations
Financial Reports	
Trial Balance Report	Shows the opening balance, transacted debit and credit amounts and closing balance of all accounts for a selected period
Profit And Loss Report	Shows the detailed profit or loss for the company for a given period of time
Balance Sheet Report	Show the detailed Balance Sheet report of the company with account balances for a given period of time
Cash Flow Report	Shows the company's incoming and outgoing money during a given period of time
Journal Report	Show the transactions made in a journal during a given period of time
General Ledger Report	Shows the transactions posted for all accounts during a given period of time
Account Register Report	Show the transactions posted for the selected account during a given period of time
Forex Gain or Loss Report	Generates the forex gain or loss report per foreign currency account
Bank Reconciliation Report	Generates a report with the list of unreconciled transactions for the selected Bank a/c as of Selected Date
Chart Of Accounts	Shows the chart of accounts defined for the company
Customized Financial Report	Shows the customized financial report for the company for a given period of time
Business Partner Reports	
Business Partners List	Shows the list of all Business Partners (Customers, Vendors, Employees) of the Company
Business Partners Balance Report	Shows the opening balance, transacted debit and credit amounts and closing balance of all business partners for the selected period
Business Partner Detailed Report	Shows all the transactions posted for the selected business partner during the selected period
Business Partner Monthly Detailed Report	Shows the business partner detailed report for the 12 months from the selected month onwards
Statement Of Account Report	Shows the statement of account for business partner with ageing balances
Non Trade Note List	Shows the statement of account for debit and credit

A/c Receivable Reports

Receivable Ageing Balances Summary Report	Shows the statement for Receivable Ageing balances due from all Customers
Receivable Ageing Balances – Detailed Report	Shows the transaction details on Receivable Ageing balances due from a Customer
Collection Summary Report	Shows the Collection summary report of future receivables from customers
Days Sales Outstanding Report	Shows the Monthly Days Sales Outstanding summary report
Customer Curriculum Report	Shows the customer curriculum report

A/c Payable Reports

Payable Ageing Balances Summary Report	Shows the statement for Payable ageing balances due to all Vendors/Employees
Payable Ageing Balances – Detailed Report	Shows the transaction details on Payable Ageing balances due to a Vendor/Employee
Payable Summary Report	Shows the Payable summary report of payables to vendors/employees
Days Payable Outstanding Report	Shows the Monthly days Payable Outstanding summary report

Analytical Group Reports

Analytical Group – Profit And Loss Report	Generates the analytical group profit/loss report based on the selected analytical group
Analytical Group Profit And Loss – 12 Months Report	Generates the 12 Months detailed analytical group profit/loss report based on the selected analytical group
Analytical Group Details Report	Generates the analytical group detailed report based on the selected analytical group
Analytical Group Summary Report	Generates the analytical group summary report based on the selected analytical group
Analytical Group Sales Margin Report	Generates the analytical group gross to net sales margin report based on the selected analytical plan, business-unit, and category of accounts
Analytical Group Register Chart	Shows Analytical Group Register Chart

Cost Center Reports

Cost Center – Profit And Loss Report	Generates the cost center profit/loss report based on the selected cost center
Cost Center – 12 Months Report	Generates the 12 Months detailed cost center report based on the selected cost center
Cost Center Details Report	Generates the cost center details report based on the selected cost center
Cost Center Summary Report	Generates the cost center summary report based on the selected cost center


Comparison Reports

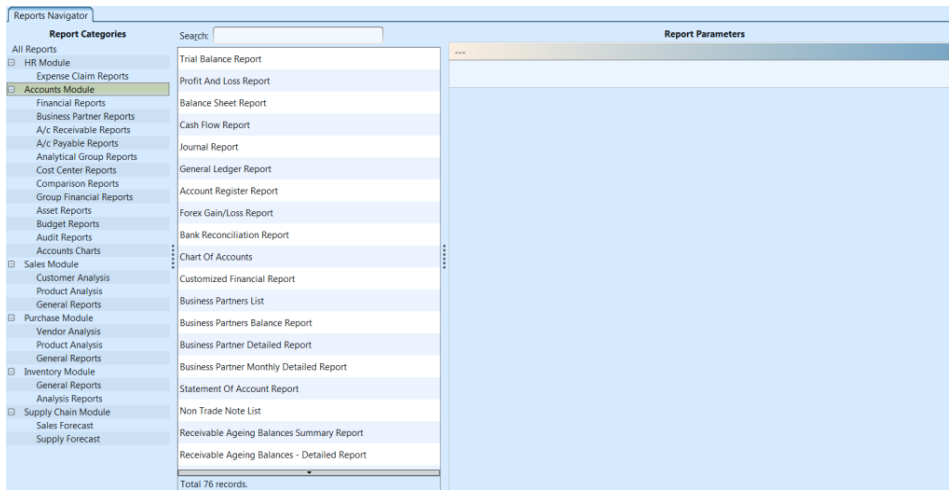
Profit And Loss – Month, Year To Date Report	Shows the detailed profit or loss report for the selected month and the year to date transactions
Profit And Loss – 2 Months Comparison Report	Shows the detailed profit or loss report for the selected months and the variations also
Profit And Loss – 3 Months Detailed Report	Shows the detailed profit or loss report for the 3 month from the selected month onwards

Profit And Loss – 12 Months Detailed Report	Shows the detailed profit or loss report for the 12 months from the selected month onwards
Profit And Loss – Previous Year Comparison Report	Shows the profit or loss for the company compared to previous years for the selected period intervals
Group Financial Reports	
Group Currency – Trial Balance Report	Shows the opening balance, transacted debit and credit amounts and closing balance of all accounts for a selected period
Group Currency – Profit And Loss Report	Shows the detailed profit or loss for the company for a given period of time
Group Currency – Balance Sheet Report	Shows the detailed Balance Sheet report of the company with account balances for a given period of time
Group Currency – Business Partner Balance Report	Shows the opening balance, transacted debit and credit amounts and closing balance of all business partners for the selected period
Group Currency – Account Register Report	Shows the transactions posted for the selected Groups Account during a given period of time
Group Currency – Business Partner Detailed Report	Shows all the transactions posted for the selected business partner during the selected period
Group Currency – Receivable Ageing Balances Summary	Shows the statement for Receivable Ageing balances due from a Customer
Group Currency – Payable Ageing Balances Summary	Shows the statement for Payable ageing balances due to all Vendors/Employees
Group Currency – Forex Gain/Loss Report	Generates the Forex Gain/Loss report per account and translates gain/loss amounts to Group Currency using average rate
Group Currency – Translation Gain/Loss Report	Generates the Translation gain or loss report per account
Chart Of Accounts Mapping Report	Shows all the Char of Accounts mapping
Hyperion Data Export	Export the Financial Data (FMI & BMI) to a csv file in Hyperion format
Asset Reports	
Asset Summary Report	Generates the Asset Summary Report for the selected asset group, location, supplier and date range
Asset Detail Report	Generates the Asset Detail Report for the selected asset group, location, supplier and date range
12 Months Asset Summary Report	Generates the 12 Months Asset Summary Report for the selected asset group, location, supplier and date range
Asset Acquisition Report	Generates the Asset Acquisition Report for the selected asset group, location, supplier and date range
Asset List Report	Generates the Asset List Report for the selected asset group, location, supplier and date range
Budget Reports	
Budget Report – Profit And Loss	Generates Profit and Loss Budget
Budget Report – Balance Sheet	Generates Balance Sheet Budget

Actual Vs Budget Monthly Comparison Report – Profit And Loss	Generates the profit and loss monthly comparison report for Actual vs Budgeted amounts for the selected actual month against the selected budgeted month
Actual Vs Budget Monthly Comparison Report – Balance Sheet	Generates the balance sheet monthly comparison report for Actual vs Budgeted amounts for the selected actual month against the selected budgeted month
Actual Vs Budget Yearly Comparison Report – Profit And Loss	Generates the profit and loss yearly comparison report for Actual vs Budgeted amounts for the selected actual year against the selected budget
Actual Vs Budget Yearly Comparison Report – Balance Sheet	Generates the balance sheet yearly comparison report for Actual vs Budgeted amounts for the selected actual year against the selected budget
Budget Year To Go Report – Profit And Loss	Generates the profit and loss year to go report
Budget Year To Go Report – Balance Sheet	Generates the balance sheet year to go report
Audit Reports	
Journal Audit Trail Report	Generates the Audit Trail Report for the selected journal, accounts, modified by user and date range
Customer Audit Trail Report	Generates the Audit Trail Report for the changes logged for the selected customer
Authorisation Audit Report	Generates the Authorisation Audit Report showing roles assigned to Users
User Roles Audit Report	Generates the audit of all the roles assigned for the selected user and date range
Role Features Report	Generates the role feature report for the selected user
GST Audit File Export	Generates the Malaysia GST audit report file based on the selected date range
Accounts Charts	
Accounts Management Pie Chart	Shows Accounts Management Pie Chart
Accounts Management Line Charts	Shows Accounts Management Line Charts
Treasury Weekly Balance Chart	Shows Treasury Weekly Balance Chart
Treasury Monthly Balance Chart	Shows Treasury Monthly Balance Chart

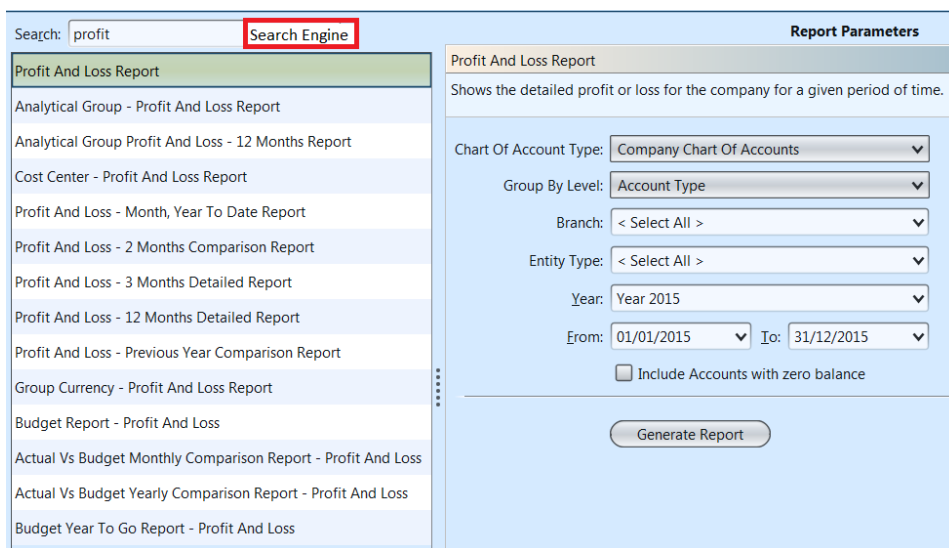
Below actions are available under **“Accounts Reports”**:

 View reports for the Accounts modules, print and export reports as pdf or excel file. The report can be generated by different groups, department, expense category, year and date range.





View and Search Reports for Accounts 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 **“Branch”**, time period

4. Some reports allow multiple entry selection for its parameters, denoted by  button next to the list. Click  button next to drop-down list to select multiple items (i.e. certain partner groups). On the pop-up window, tick the box(es) of items to be included in the report, then click **“OK”** button

Search:

Report Parameters

Report Name	Partner Group	Business Partner	Representative	Collector	Year	From
Receivable Ageing Balances Summary Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Receivable Ageing Balances - Detailed Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Collection Summary Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Days Sales Outstanding Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Customer Curriculum Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Payable Ageing Balances Summary Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Payable Ageing Balances - Detailed Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Payable Summary Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Days Payable Outstanding Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Analytical Group - Profit And Loss Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015
Analytical Group Profit And Loss - 12 Months Report	< Select All >	< Select All >	< Select All >	< Select All >	Year 2015	January 2015

Application Dialog [X]

Multiple Entry Selection

i Multiple Entry Selection

Company Chart Of Accounts	
<input type="checkbox"/>	4110.011/GU001 - Guardian - HQ
<input type="checkbox"/>	4110.011/LU001 - Luxola
<input type="checkbox"/>	4110.011/ME001 - Metro
<input type="checkbox"/>	4110.011/MU001 - Mustafa
<input type="checkbox"/>	4110.011/RO001 - Robinson
<input type="checkbox"/>	4110.011/SA001 - Sasa - HQ
<input type="checkbox"/>	4110.011/SA002 - Sasa - Gateway
<input type="checkbox"/>	4110.011/SA003 - Sasa - Changi
<input type="checkbox"/>	4110.011/SA004 - Sasa - Bugis
<input type="checkbox"/>	4110.011/SE001 - Sephora
<input type="checkbox"/>	4110.011/TA001 - Tang's Department Store
<input type="checkbox"/>	4110.011/TA002 - Takashimaya
<input type="checkbox"/>	4110.011/WA001 - Watsons - HQ

5. 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

Report Parameters

Profit And Loss Report

Shows the detailed profit or loss for the company for a given period of time.

Chart Of Account Type: ▼

Group By Level: ▼

Branch: ▼

Entity Type: ▼

Year: ▼

From: ▼ To: ▼

Include Accounts with zero balance

Generate Report

6. 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 inventory cost reports' hyperlinks)

Reports Navigator | Inventory Cost Summary Report

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Inventory Cost Summary(By Product)

To Date : 25-May-2015 Currency : SGD All

Part Number	Product	Quantity	Standard Cost	Std Forex	Variance Cost	Var Forex	Transport Cost	Std Duty
BD01-003145	Ort-A Beauty Balm 40ml	13	170.69	0.00	0.00	0.00	0.00	0.00
BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	18	258.84	0.00	0.00	0.00	0.00	0.00
BD01-003147	Ceramidin Light Cream 90g	13	223.47	0.00	0.00	0.00	0.00	0.00
BD01-003148	Doctor's Label Red Improve Purifying Mas	284	2,308.52	0.00	0.00	0.00	0.00	0.00
BD01-003149	Ort-A Soothing Moisturizer 50g	52	585.00	0.00	0.00	0.00	0.00	0.00
BD01-003150	Ort-A Sensitive Sun Protector 40ml			0.00	0.00	0.00	0.00	0.00
BD02-002130	Jasmine Shower Gel 250ml			0.00	0.00	0.00	0.00	0.00
BD02-002131	Mint Tea Shower Gel 250ml			0.00	0.00	0.00	0.00	0.00
BD02-002132	Japanese Rose Shower gel 250ml			0.00	0.00	0.00	0.00	0.00
BD02-002133	Lip Butter 6g - Jasmine			0.00	0.00	0.00	0.00	0.00
BD02-002134	Lip Butter 6g - Wild Rose			0.00	0.00	0.00	0.00	0.00
BD03-002454	Sun Control Sensitive SPF50 Face Emulsion 50ml	25	314.25	0.00	185.75	0.00	0.00	0.00

Move To Another Report ?
Clicking on hyper link will take you to another report.Would you like to continue ?
Yes No

Reports Navigator | Product Ageing Summary Report | Inventory Cost Summary Report

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Products Ageing Summary

As On : 25-May-2015 Type : Value Currency : SGD Days In Stock : All Records Currency : SGD Product : BD01-003146 - Black Label Nourishing Beauty Balm SPF 25 (50ml)

Date	Doc No	Ref Num	Expiry Date	Unit Cost	Value In	Value Out	Balance	Day Stock
BD01-003146 - Black Label Nourishing Beauty Balm SPF 25 (50ml)								
06-Apr-2015	GRN-0005	PI-0005		14.38	920.32	661.48	258.84	49
					Total :	920.32	661.48	258.84

Move To Another Report ?
Clicking on hyper link will take you to another report.Would you like to continue ?
Yes No

Goods Receipt

Document Date: 06/04/2015 Document Number: GRN-0005 Reference Number: PI-0005 Branch: HQ - Head Office

Vendor: 6002.001/LU001 - Luxasia Currency: SGD Warehouse: TE01 - Main Warehouse Staging Locator: W01-Staging

Vendor Location: Luxasia Building Contact Person: Pamela Tan Inco Terms: EXW - Ex Works Receive Via:

Posted

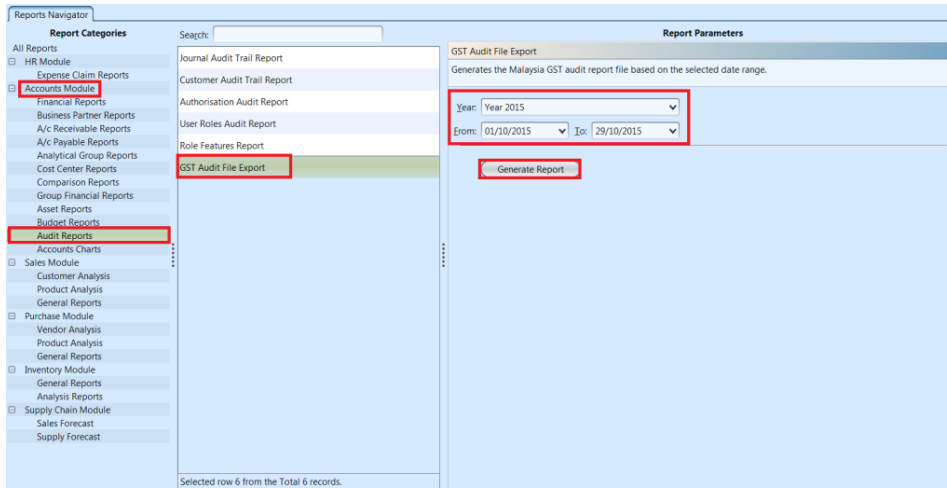
7 At the bottom of the report tab, the following options are available:

The toolbar includes the following options:

- Page 1 of 3 (Navigation icons)
- Zoom in / zoom out (125%)
- Export / Open as PDF
- Export / Open as Excel
- Print
- Parameters

Change report's parameters

(Malaysia only) GST Audit File Export



1. Select **"Audit Reports"** under **"Accounts Module"** and select **"GST Audit File Export"**
2. Select **"Year"**, **"From"** and **"To"** period of the GST audit report
3. Click **"Generate Report"** button
4. A window dialog will appear, select the folder location and click **"Save"** button to save the XML file

