

DGL Reports

- [Financial Performance Menu](#)
 - [Financial Performance \(Income Statement\)](#)
- [Trial Balance Menu](#)
 - [Trial Balance Report](#)
- [Financial Position Menu](#)
 - [Financial Position \(Balance Sheet\) Report](#)
- [Audit Trail Menu](#)
 - [Audit Trail](#)
- [GL Report List Menu](#)
 - [Account List](#)
 - [Balance Enquiry](#)
 - [BankIt Report](#)
 - [Cash Book Report](#)
 - [Cash Flow Report](#)
 - [Customer Link Financial Performance](#)
 - [Export Bank Manager Data](#)
 - [Financial Performance by Cost Centre](#)
 - [Financial Performance by Period](#)
 - [Financial Performance Summary Report](#)
 - [Financial Performance with Cost Centres](#)
 - [General Ledger Budget Summary](#)
 - [GL Cashbook Recon Report](#)
 - [GL Cashbook Report](#)

- [GL Journal Report](#)
- [GL Transaction Report](#)
- [GL Transaction Report \(No1\)](#)
- [GL Transaction with Balances \(No2\)](#)
- [GL Tree Report](#)
- [Ledger Graph](#)
- [Post Dated Cheques](#)
- [Project Group Profit and Loss Report](#)
- [Project Line Profit and Loss Report](#)
- [Report Displaying All Unprocessed Documents](#)
- [Sales Profit Analysis](#)
- [Statistics Report](#)
- [Trial Balance By Period](#)
- [View the Transaction Lines for a Specific Document](#)

- [Dashboard Display Menu](#)
 - [Dashboard Display](#)

- [Report Request Menu](#)
 - [Report Request](#)

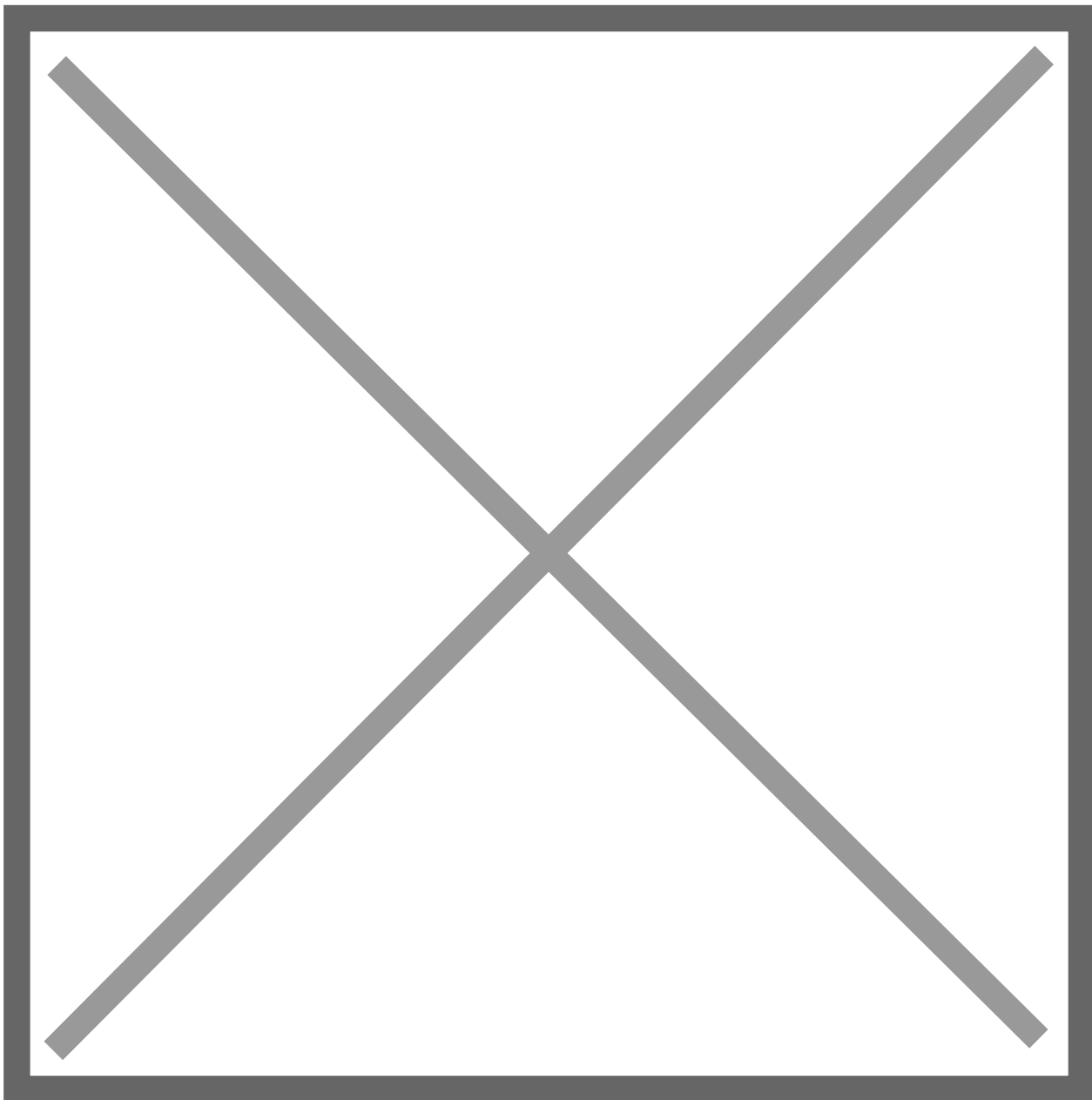
- [VAT / GST Reports Menu](#)
 - [Tax Payment Method Preparations](#)
 - [VAT / GST Report - Payment Method](#)

Financial Performance Menu

Financial Performance (Income Statement)

Run a quick view of your financial Performance, Profit and Loss or Income statement report

[Go to General Ledger Module > Reports > Financial Performance](#)



Check that you are running the correct date range

The system defaults to Level 1, should you wish to see more details on your income statement change this to higher levels.

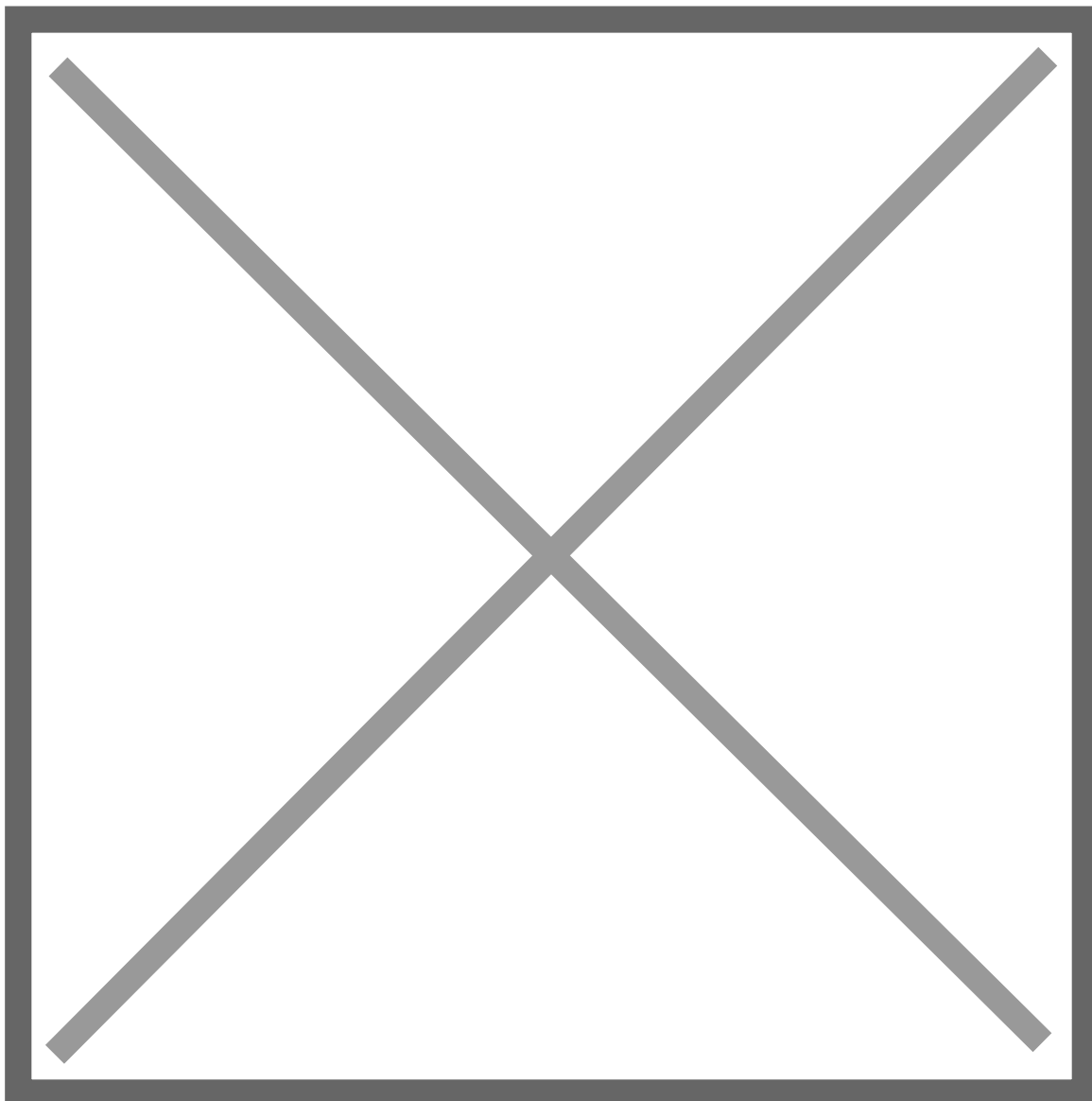
Print Type – is set to standard layout by default, one can change this to see Budget View, Year to Date and compare a period last year.

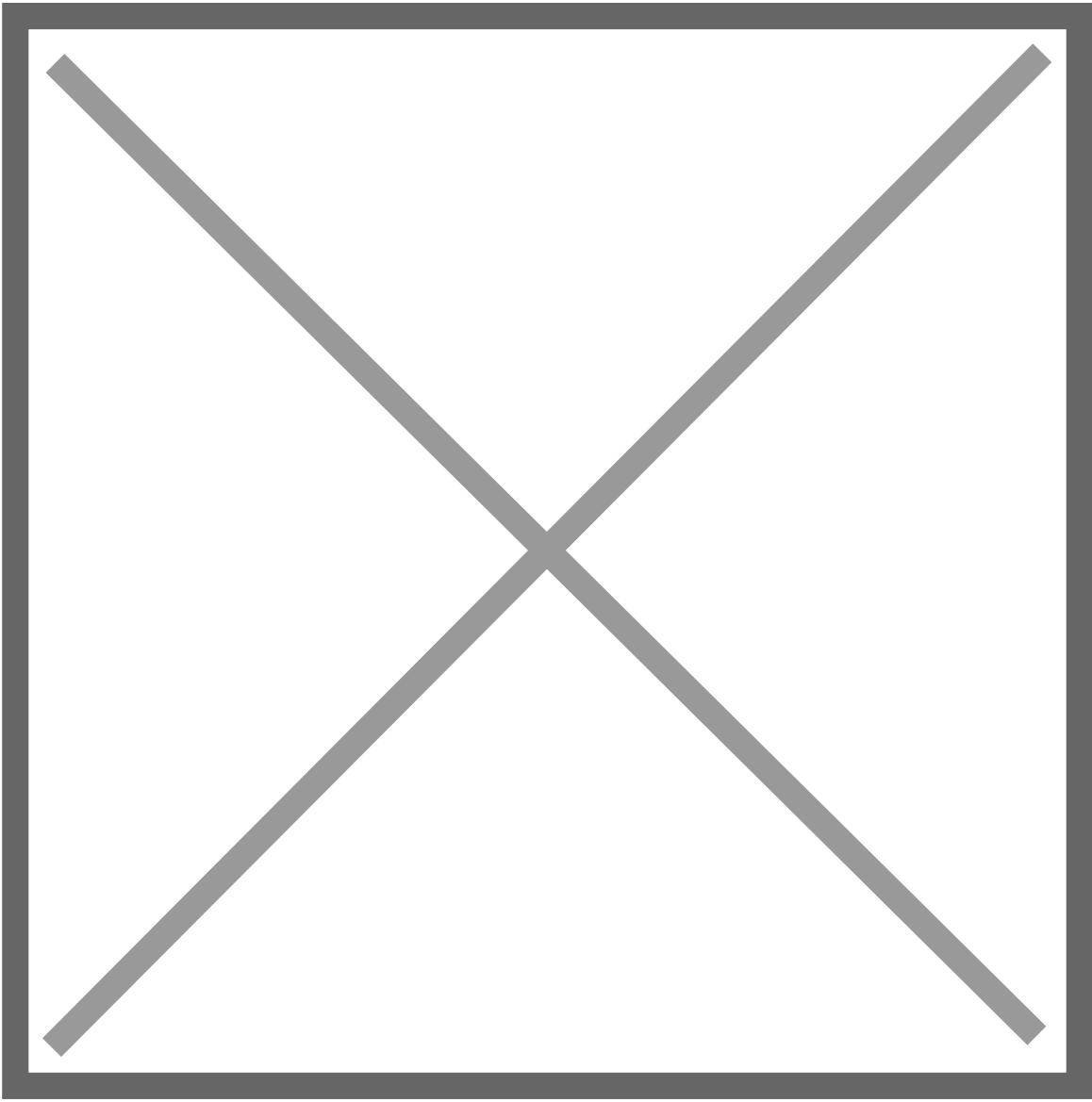
Click on the search button.

On screen is a summary of your Financial Performance , on the right column the system gives you the year to date figures.

Click on the Print button to view the Financial Performance

The user can click on the account name to view related transaction that amounted to the figures shown.





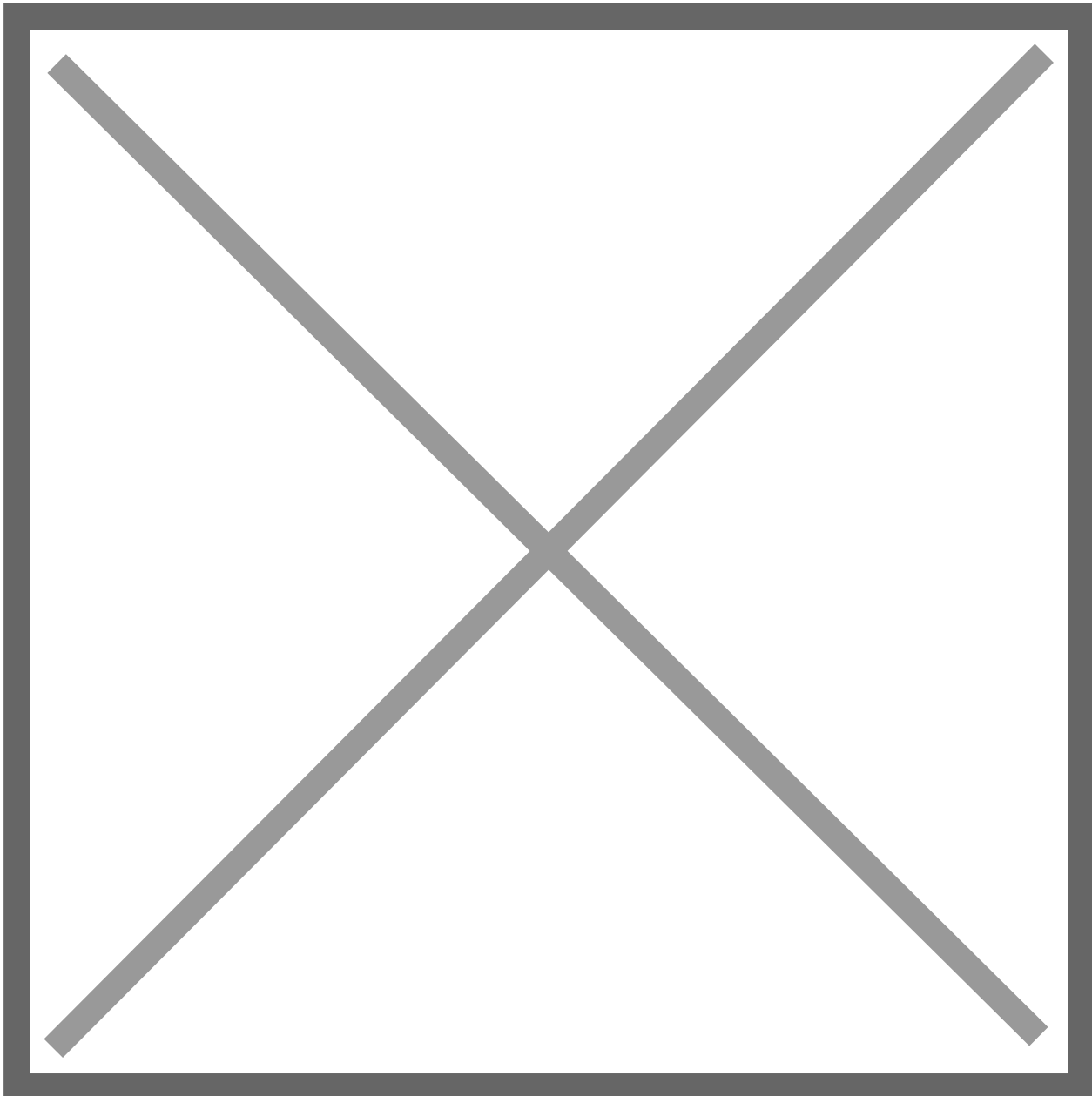
Trial Balance Menu

Trial Balance Menu

Trial Balance Report

Run the Trail balance report

General Ledger>Reports>Trial Balance

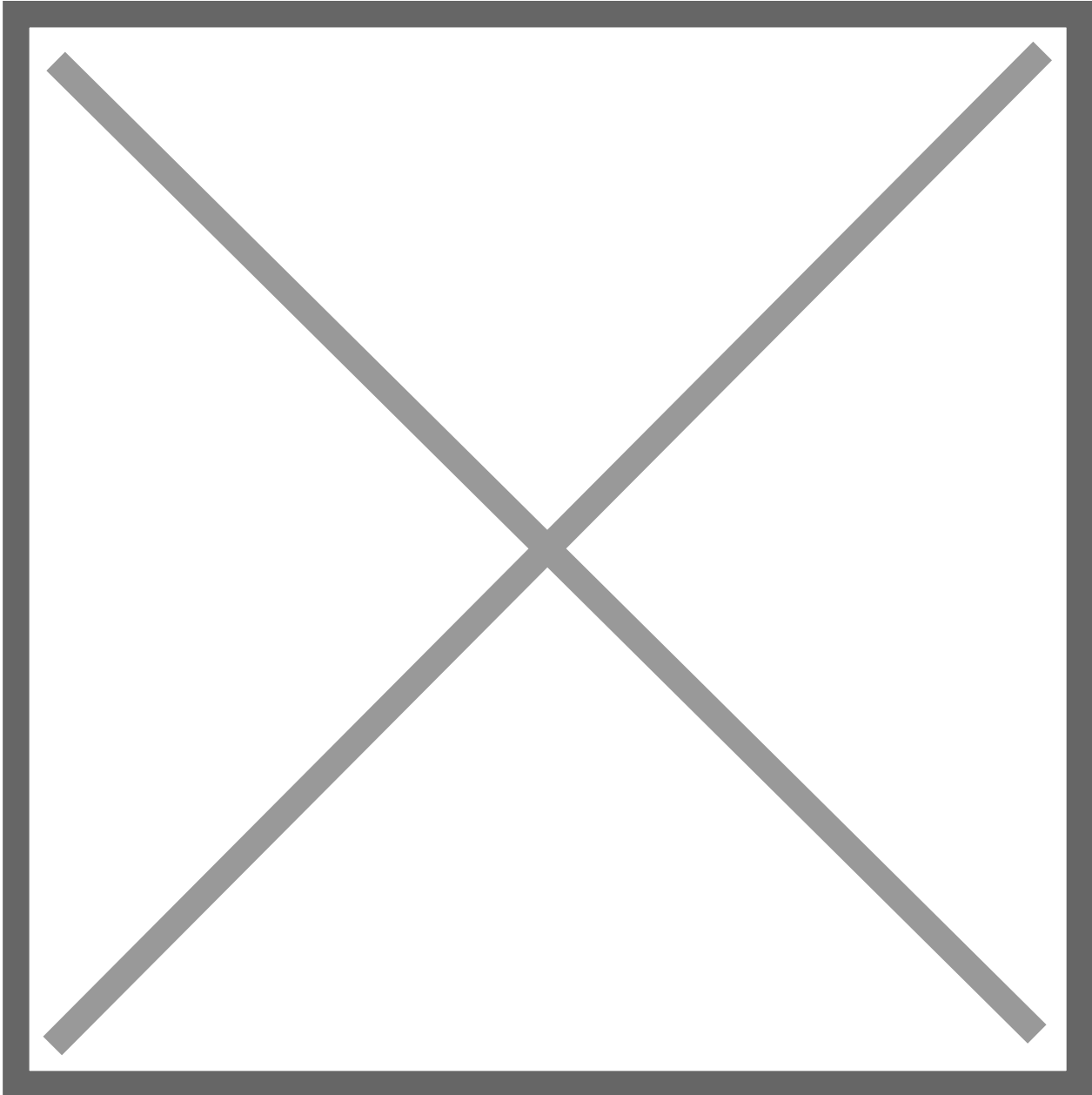


Check that you are running the correct date range

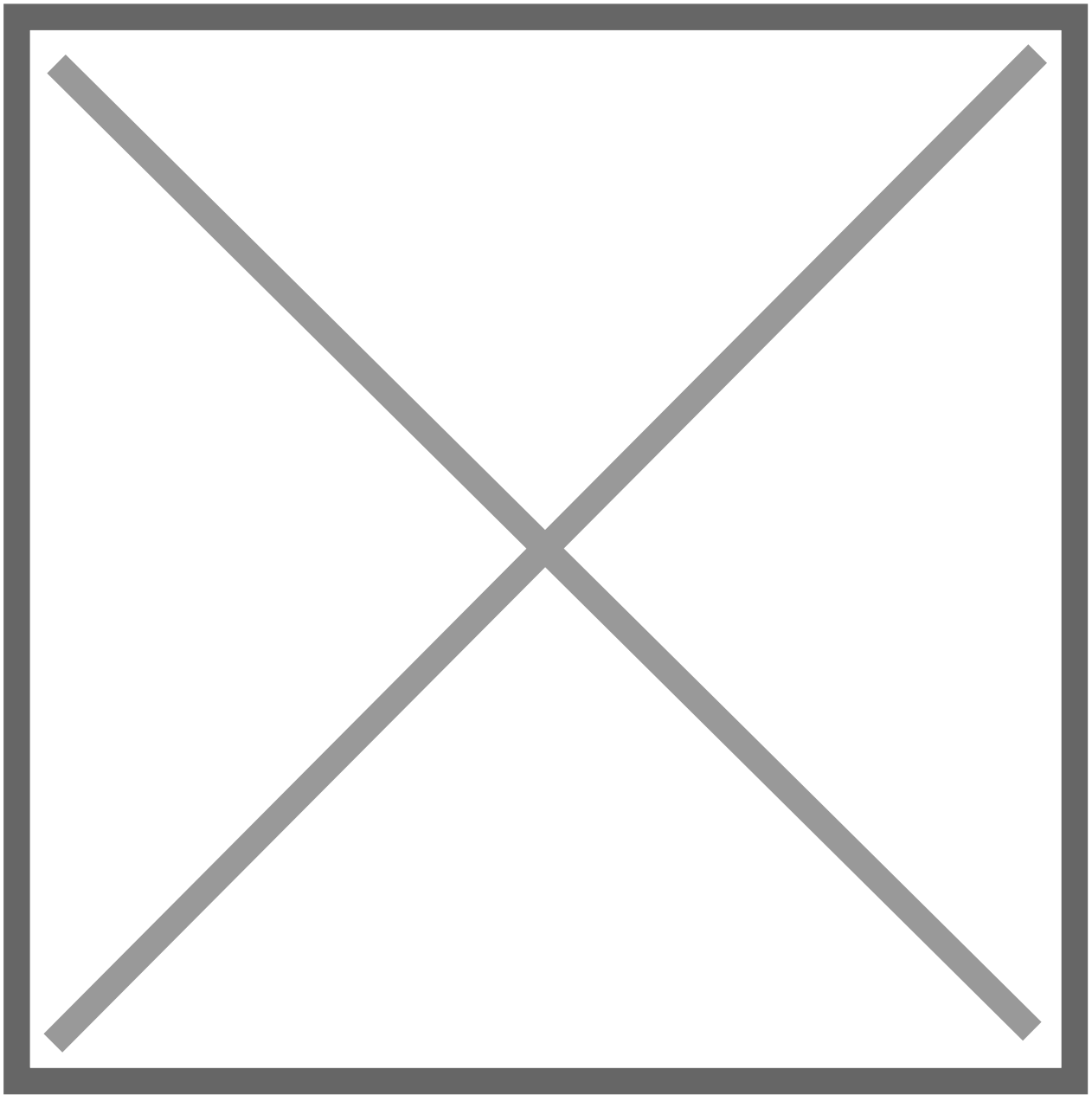
Click on Search Button

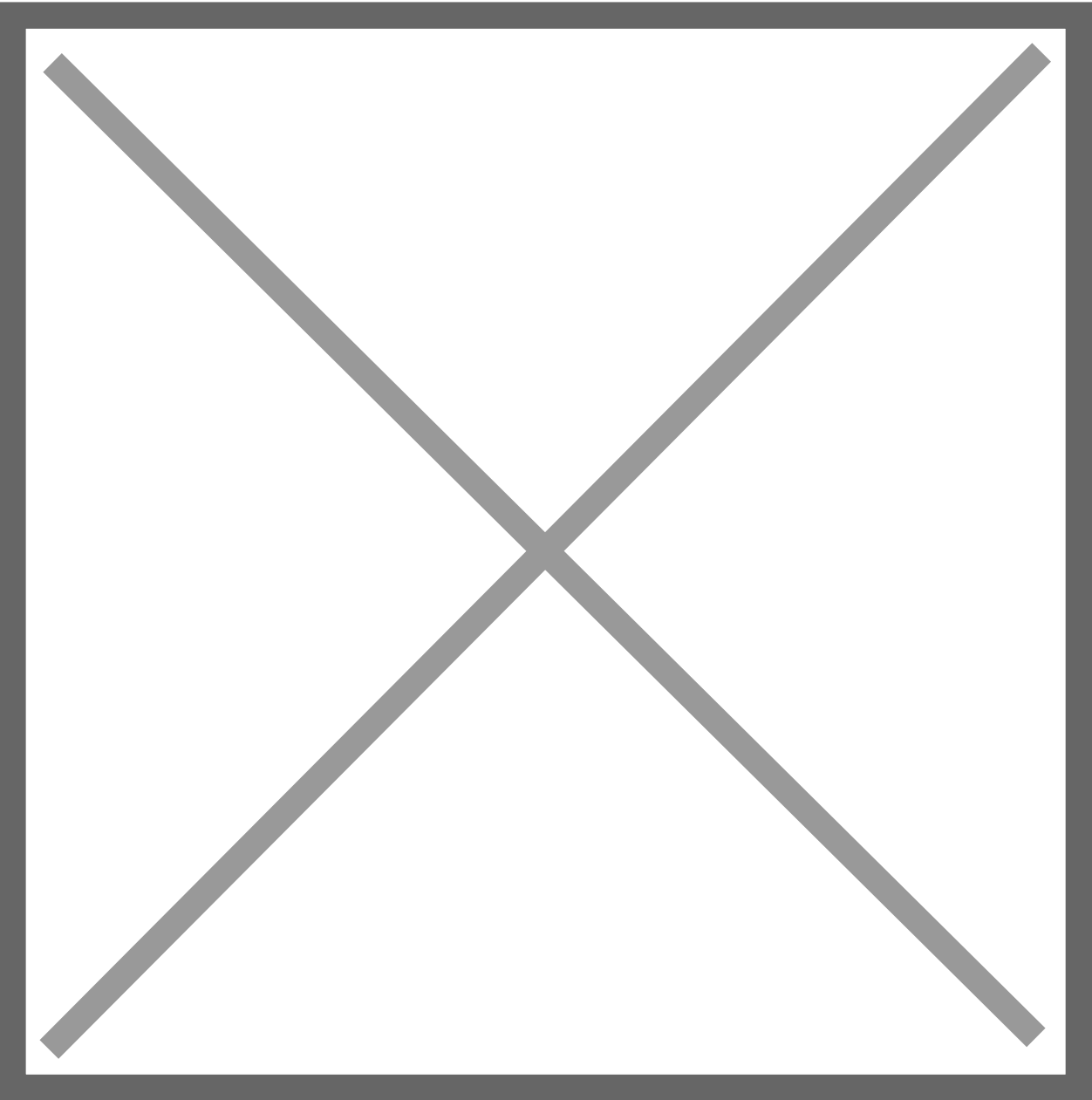
The on-screen sorts by Name A-Z by default.

To change this to sort by Account Type click on the Account Type Column Header.



Click on the Print button to view the Trial Balance.

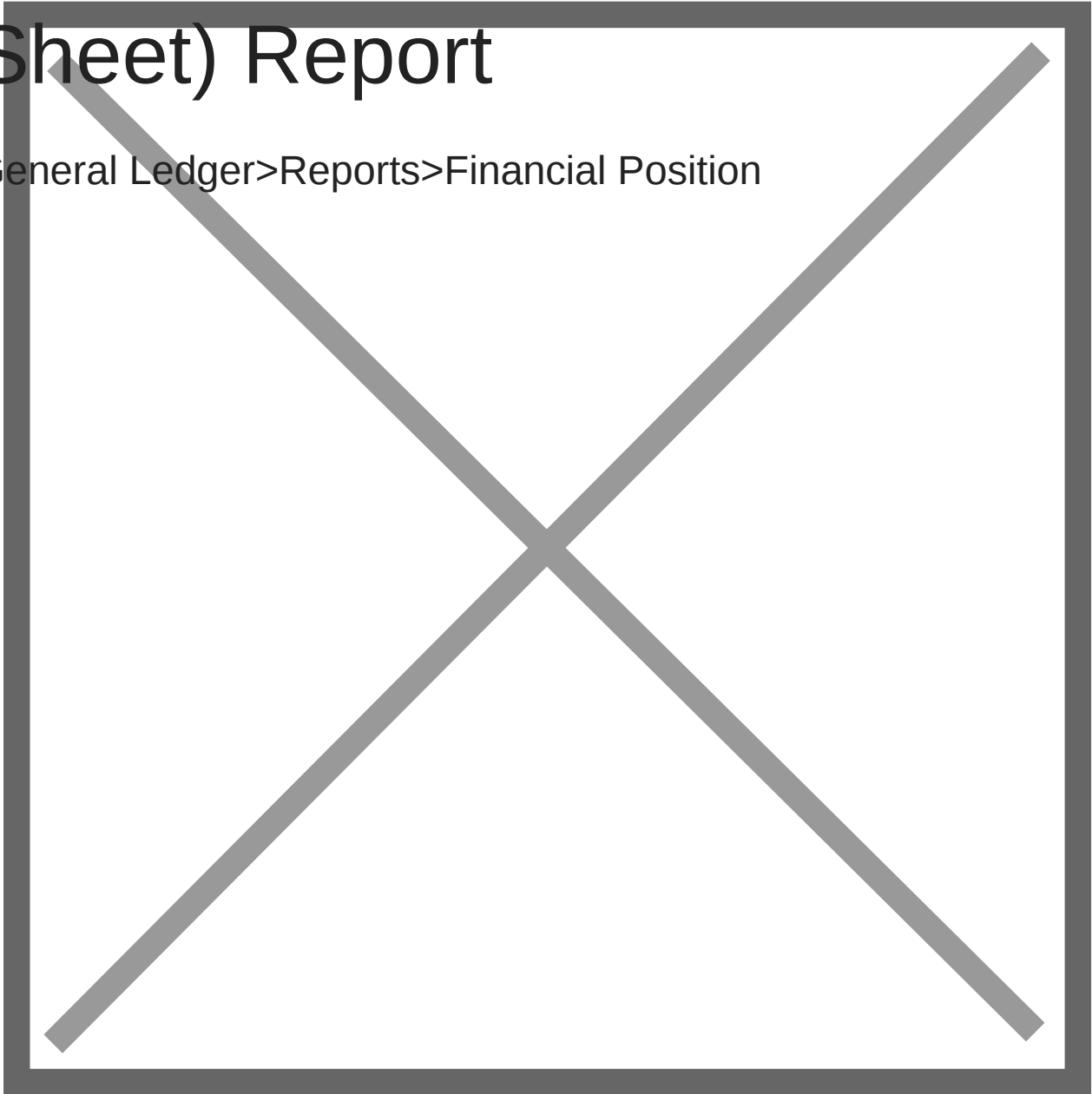




Financial Position Menu

Financial Position (Balance Sheet) Report

General Ledger>Reports>Financial Position



The statement of financial position (sometimes called the balance sheet) presents an entity's assets, liabilities and equity as of a specific date—the end of the reporting period.

The statement of financial position can be searched and printed by using the Search button and the Print button.

To search for a certain statement of financial position, the user has to select from the drop down arrows necessary fields

The user must check that he/she is running the correct date range

The system defaults to Level 1, should the user wish to see more details on the statement of financial position, change this to higher levels.

Search button:

When searching, on the screen is a summary of statement of financial position.

Print button

Click on the Print button to view the statement of financial system

After printing to screen, one can print to a printer, email the document or copy to clipboard to take to Excel.

View Detail

64.048,105.7248

Fixed Assets Break Down



Break Down Details



Close

Page 1 of 1

Displaying 1 - 1 of 1

#	Account Code	Name	Balance
1	7000	Fixed Asset	588,667.8171

View Detail

View Detail

View Detail

View Detail

5,261.9129

View Detail

View Detail

View Detail

View Detail

View Detail

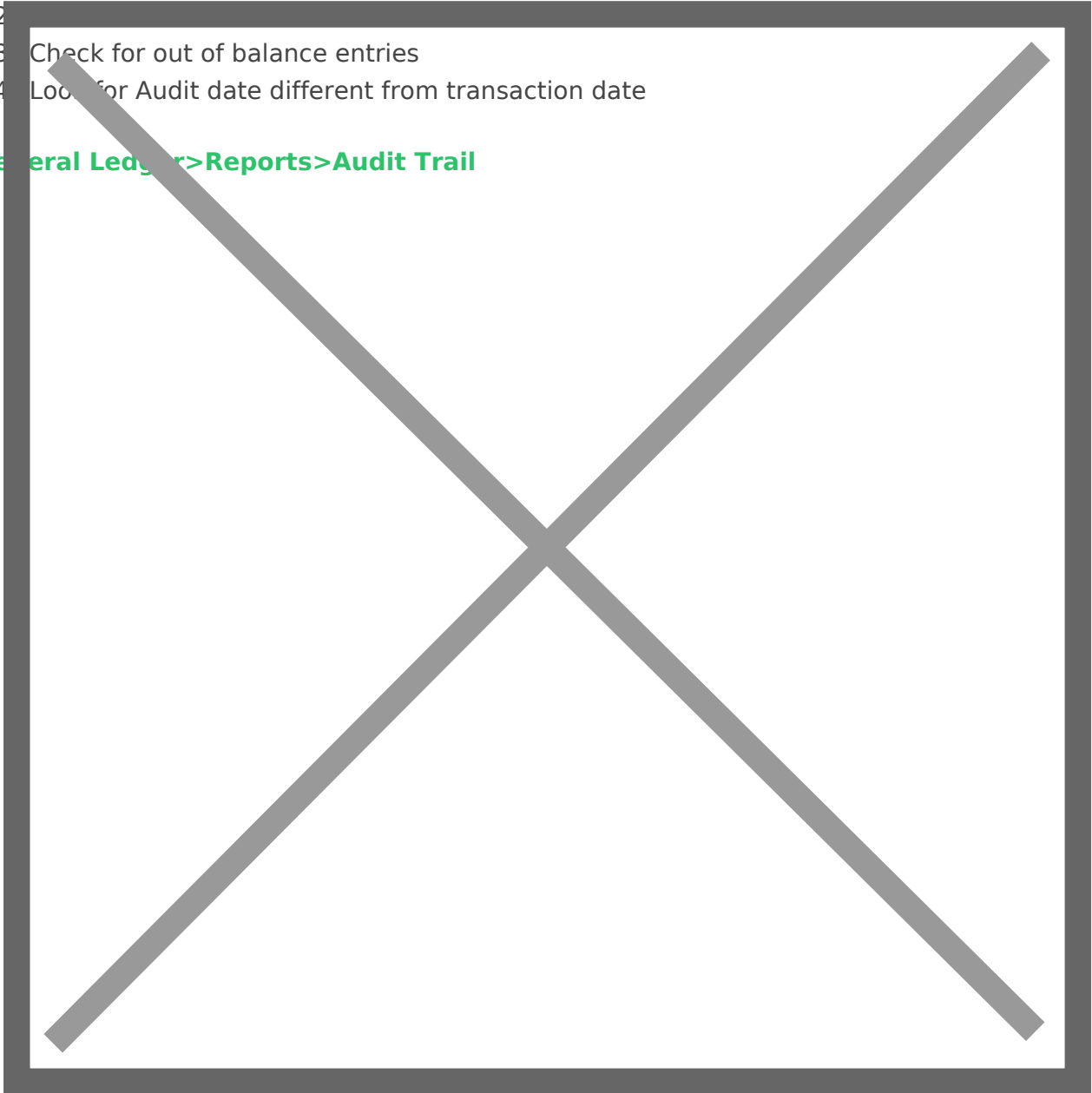
Audit Trail Menu

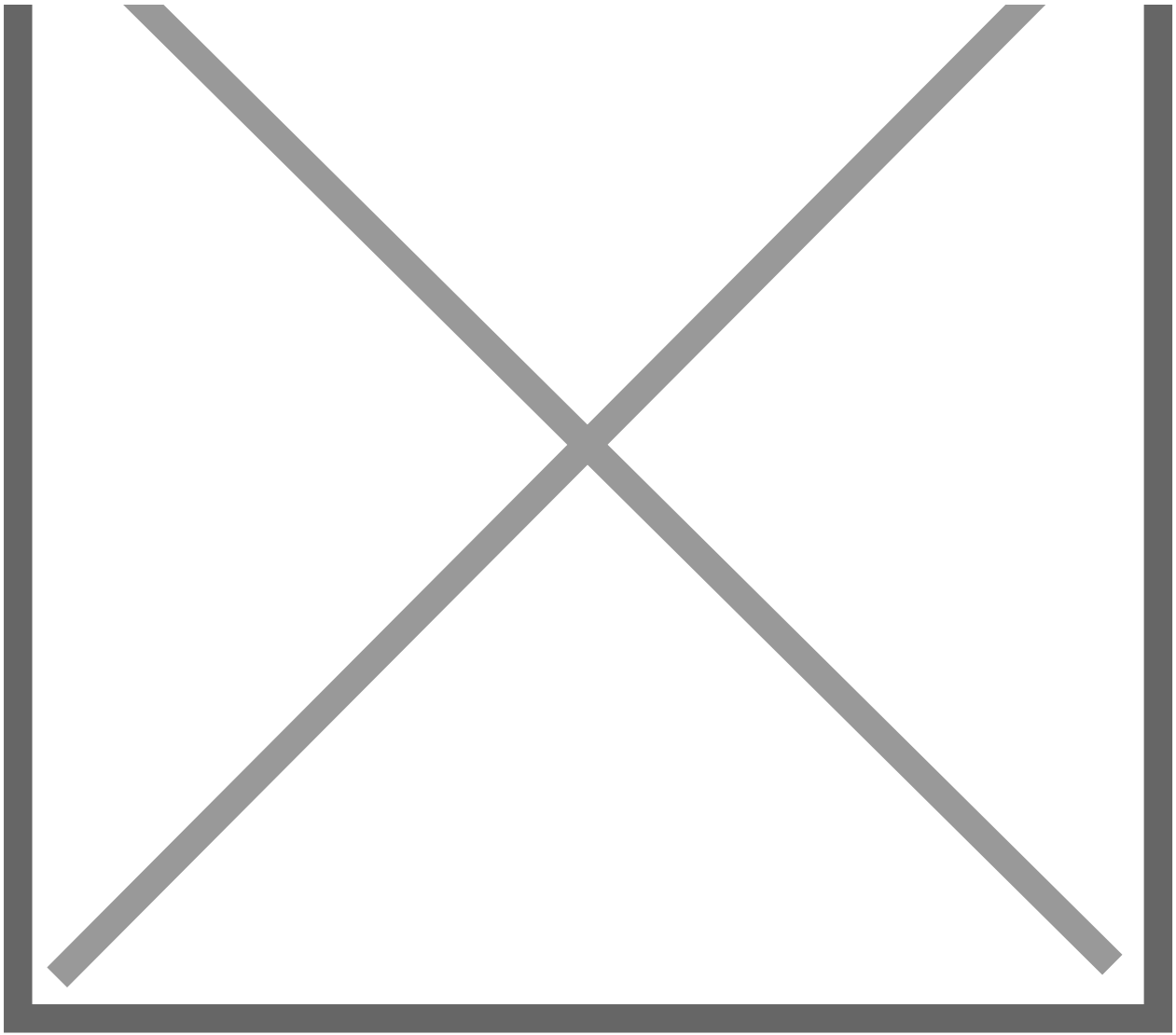
Audit Trail

Run the audit trail to which shows all transactions in the system.

1. Verify transactions
- 2.
3. Check for out of balance entries
4. Look for Audit date different from transaction date

General Ledger>Reports>Audit Trail





[View Source Document](#)

Audit Trail

Search [View Source Document](#)

Audit Trail Expand

Date From:

Document Type: All

Show Errors Only: ☐ Audit Date

Exclude Tax Type: All

#	Doc No	Type	Audit No
1	1000	Invoice	1000....
2	1000	Invoice	1000....
3	1000	Invoice	1000....
4	1000	Invoice	1000....
5	1000	Invoice	1000....
6	1001	Purchase Order	1001....
7	1001	Purchase Order	1001....
8	1002	Delivery Note	1002....
9	1002	Delivery Note	1002....
10	1002	Delivery Note	1002....
11	1002	Delivery Note	1002....
12	1003	Goods Received...	1003....
13	1003	Goods Received...	1003....
14	1003	Goods Received...	1003....
15	1004	Debtors Journal	1004....
16	1004	Debtors Journal	1004....
17	1004	Debtors Journal	1004....
18	1005	Stock Level Adj...	1005....
19	1005	Stock Level Adj...	1005....
20	1005	Stock Level Adj...	1005....
21	1005	Stock Level Adj...	1005....

Invoice

Attachments Memo Create Reminder Check Stock Qtys Functions Import Order History

Invoice Number: **INV808152** **SO10230** Invoice Status: **Posted**

Customer: **OTS001** Description: **Test SO Steps**

Customer Name: **Otsile** Reference: **SO10230**

Sales Rep.: **Company** Order Number: **SO10230**

Invoice Date: **2022-01-31** Currency View: **Document Currency**

Due Date: **2022-01-20** 20 Day Of Month 1 Exchange Rate: **1** R - Rand South Africa

Debtor Status: Comment:

Items

#	Line Ref.	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Qty	Unit Sale	Pricing level
1		1			Stock	GLA001	Glass Tube	Master Wareho...	3	323.5	Default

Footer

Promotion Value: 0.0000 Clear Discount

Discount %: **0** Amt: **0.00**

Service Month: **January**

Internal Contact: **Imraan Saljee**

Pricing Analysis

	Total	Selling
Margin %	33.3	
Mark-up %	50.0	
Cost Ex VAT	646.9	
Profit	323.5	
Payments	0.0000	
Sub Total	970.4	
Discount	0.0	
Ex VAT	970.4	
VAT	145.6	
Inc VAT	1,116.0	

Attachments Memo Create Reminder Check Stock Qtys Functions Import

Invoice

Detail Address Extras Link

Invoice Number: **INV808152** **SO10230** Invoice

Customer: **OTS001** Description

Customer Name: **Otsile** Reference

Sales Rep.: **Company** Order

Invoice Date: **2022-01-31** Currer

Due Date: **2022-01-20** 20 Day Of Month 1 Exchange Rate:

Functions

- Create Stock Request
- Change Warehouse
- Update Recurring
- Create RFQ
- Create Purchase Order
- Import Creditors Doc
- Create SO Back Order

Manage Stock Request Storeman

Stock Request - Storeman

Storeman:

Date Required By:

2024-06-30

Exclude Custom Items:

☒

Continue

Cancel

Report Request

Document | Related Transactions | Export | Print | **Report Request**

Report Request : Audit Trail Enquiry

Report Request Setup

Report Description: Audit Trail Enquiry

Report Date: 2024-06-30

Report Category: General Ledger

Report Time: 00:52

Report Owner: Paige Granville

Include PDF: ☐

Landscape: ☐

Share:

Available

Page 1 of 1

#	Employee Name
1	Acck Support
2	Andrew Skene
3	Arlecia van Rooyen
4	Chris Stone
5	Chris1 L
6	First name Last name
7	Gavin F
8	Gerrit van Rooyen
9	Harry Jones
10	Imraan Salijee
11	Malcolm Granville
12	Otsile Loate

Selected

Page 0 of 0

#	Employee Name
---	---------------

Submit

Close

Keyboard quick keys for Invoice Detail

Quick keys help access functions using the keyboard

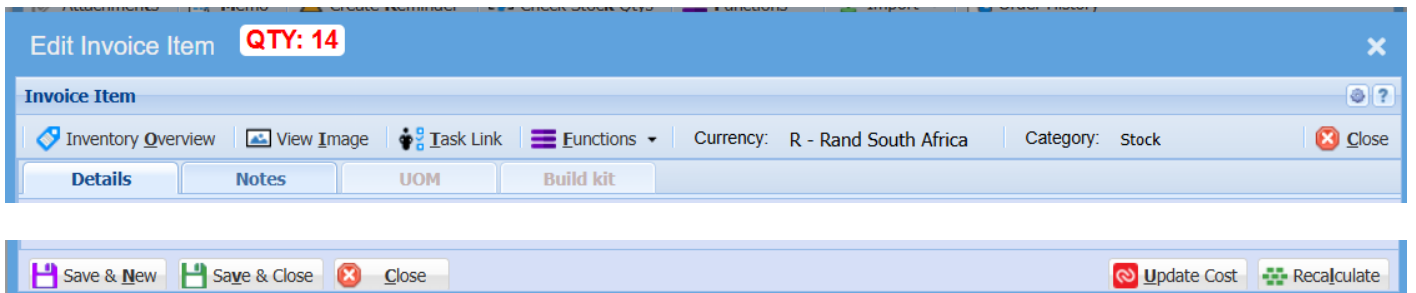
Used with Alt + Letter

Q uick Add	Alt + q	Opens the quick add window to add an invoice line to the invoice
B arcode	Alt + b	Opens the barcode scan window to add an invoice line to the invoice
Attachment button	Alt + 0	Set the focus to the Attachment button
Tab Invoice Detail	Alt + 1	Sets the tab notebook to the Quote Detail tab
	Alt + 2	Pressing Alt + 2 repeatedly will step through the various tabs in the tabnotebook

Keyboard quick keys for Invoice Line Item Detail

Quick keys help access functions using the keyboard

Used with Alt + Letter



I nventory Overview	Alt + t	Opens the Inventory Overview window
V iew Image	Alt + i	Opens the View Image window
T ask Link	Alt + t	Opens the Task Link window
F unctions	Alt + f	Focus on the Function split button
C lose	Alt + c	Closes the quote window
R eminder	Alt + r	Opens the Reminder window
S ave & N ew	Alt + n	Saves the Quote Item Detail window and opens a new Quote Item window
S ave & C lose	Alt + v	Saves the Quote Item Detail window and then closes the window
U ppdate Cost	Alt + u	Updates the cost of the selected item to the latest cost price
R ecalculat	Alt + l	Recalculates the Inventory Item Value
Inventory Overview button	Alt + 0	Sets the focus on the Inventory Overview button

Tab Invoice Item Detail	Alt + 1	Sets the tab notebook to the Invoice Item Detail tab
	Alt + 2	Pressing Alt + 2 repeatedly will step through the various tabs in the tab notebook

GL Report List Menu

Account List

General Ledger>Reports>Report List

Report on all general ledger accounts and the structure path which have being added to the general ledger Setup.

This is a list of all the accounts
Accounts can be sorted out according to the user’s preference before they are generated

Account List

Sort By:

Description

Sub Sort:

Code

Account Type:

Transaction Allowed

Division:

☒

Region:

☒

Branch:

☒

COS Link:

☒

Generate

Close

Sort By	Sort the report by selecting one option from the drop-down arrow. Options area: by Code, Description, Group Code or Bin Location
Sub Sort	Select a sub sort by Code from the drop-down menu to narrow down the search, select from Description, Group Code or Bin Location
Account Type	select account type from the drop-down arrow
Division	If you have Divisions, this will add Divisions to the report.
Region	If you have Regions, this will add Regions to the report.

Branch	If you have Branches, this will add Branches to the report.
COS Link	

Balance Enquiry

General Ledger>Reports>Report List

This Report has been modified, will open on chrome and edge.
has no export button as yet but can be copied to excel.

Balances by period for year Financial Year

Report that allows the user to check the performance and balance of the subaccounts
Select account from which the report will run from and the account to

×

Balance Enquiry

⚙️ ↺ ?

Account From:

▼

Account To:

▼

Financial Year:

Year 4

▼

Display Type:

Periodic

▼

Generate

Close

Account From / To	Select the account from which you want to run the report from and to.
Financial Year	select the year for running the report
Display Type	to select the type of display form the drop-down arrow

Print

Email

Copy

Balance Enquiry

Dev HSOF & Co

Close

Report Date: 2021-04-18 21:52:04
 Date From : 2020-04-01

Date To : 2021-03-31

<u>Period</u>	<u>This Year</u>	<u>Last Year</u>
1-1000 - Bank Account Main		
April 2020	6 479.00	--
May 2020	5 916.93	--
June 2020	30 508.25	--
July 2020	8 393.75	--
August 2020	8 393.75	--
September 2020	8 393.75	--
October 2020	8 393.75	--
November 2020	8 393.75	--
December 2020	8 393.75	--
January 2021	8 393.75	--
February 2021	--	--
March 2021	7 200.00	--
Totals for :1-1000	108 880.43	--
1-1100 - Stock/ Inventory Control		
April 2020	(17 050.00)	--
May 2020	(16 725.00)	--
June 2020	(16 725.00)	--
July 2020	2 505.00	--
August 2020	2 840.00	--
September 2020	(14 450.00)	--
October 2020	2 505.00	--
November 2020	2 545.00	--
December 2020	(7 120.00)	--
January 2021	2 725.00	--
February 2021	(3 168 675.00)	--
March 2021	(340 453.00)	--
Totals for :1-1100	(3 568 078.00)	--

BankIt Report

General Ledger>Reports>Report List

Bank It Report

GL Bank Accounts:

Date From:

2023-04-18

Date To:

2023-05-18

Processed:

☒ Both

☐ Yes

☐ No

Transaction Type:

All

Generate

Close

GL Bank Accounts	Choose the account you want to run the report for.
Date From / To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Processed	Select weather you want to run the report for Processed or unprocessed transactions or both.
Transaction Type	Select the type of transactions you want to run the report for.

Cash Book Report

General Ledger>Reports>Report List

Cash Book Report printed from the Cash Book not from the Transaction table.

Cash Book Report

Bank Account:

Cash Book Line Date:

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Select:

☒ Posted

☐ Preparation

☐ Both

Sort By:

Date

Select All:

☐

Include Division:

☐

Include Region:

☐

{chkShowSplit}:

☐

Generate

Export

Close

Bank Account	Select the bank account for which you would like to run the report.
Date From / To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Select	Select whether you want to pull a report for Posted transactions, Transactions still in preparation or both.
Sort By	Sort the report by selecting one option from the drop-down arrow. Options area: by Code, Description, Group Code or Bin Location
Select All	Select all filters
Include Division	Include Division in your report
Include Region	Include Region in your report

Cash Flow Report

General Ledger>Reports>Report List

Cash flow is a financial statement that shows how changes in balance sheet accounts and income affect cash and cash equivalents, and breaks the analysis down to operating, investing, and financial activities.

The user has to select the Year, From Period and To Period in order to generate a report

Cash Flow Report

Year:Year 4

From Period:2023-04-01

To Period:2023-04-30

Generate

Cancel

Year	Select the year you would like to pull a report for
From Period / To Period	Select the from and to period for your report. The From Period will always be the first of the month you select and the To Period will always be the last day of that month.

Customer Link Financial Performance

General Ledger>Reports>Report List

Customer Link financial performance report monthly

Customer Link Financial Performance

Debtor From:

Debtor To:

Year:

Year 4

Account Level:

Level - 6

From Period:

2023-04-01

To Period:

2023-04-30

Division:

Region:

Sort By:

Code

Excl. Customer Zero:

☒

Customer By Column:

☐

Division or Region:

None

Generate

Close

Debtor From / To	Select a Customer/Debtor you wish to view the report from / Select the Customer/Debtor you wish to see up to in the report.
Year	Select the financial year you are running the report for
From Period / Period To	Select the period From and the period to from the drop-down arrow
Division	If you have multiple Divisions, by selecting this will add this column to your report.
Sort By	Sort the report by selecting one option from the drop-down arrow. Options area: by Code, Description, Group Code or Bin Location
Division or Region	Select if you are wanting to pull your report by Division or Region
Account Level	
Region	If you have Regions, this will add Regions to the report.
Excl. Customer Zero	

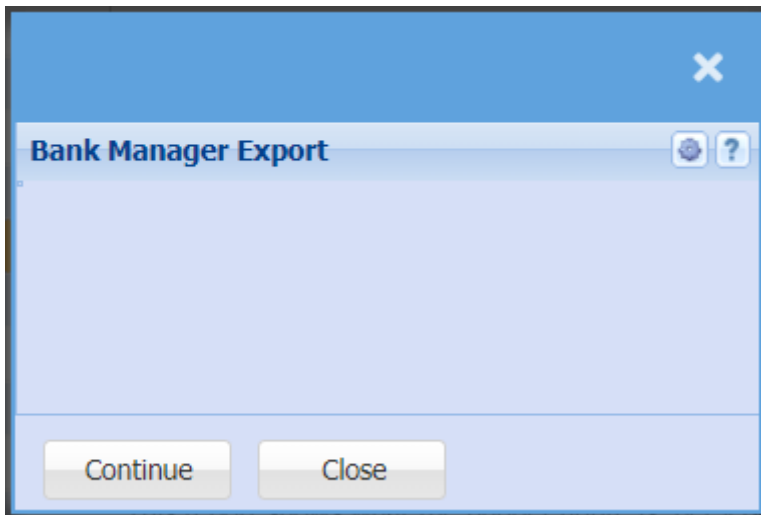
Customer By Column	
--------------------	--

GL Report List Menu

Export Bank Manager Data

General Ledger>Reports>Report List

Pressing continue will download the report



Financial Performance by Cost Centre

General Ledger>Reports>Report List

Financial performance by Cost Centre

Year:

Year 4

Period From:

April 2023

Cost Centre:

Division

Account Level:

Level - 6

Show Zero:

Month Budget:

Period To:

March 2024

Budget Type:

Budget

Sort By:

Code

Show Prior Year:

Show Variance:

Show Budget:

Generate

Close

Year	Select the financial year you are running the report for
Period From / Period To	Select the period From and the period to from the drop-down arrow
Cost Centre	Select which cost centre you want to enable for division and region. Division and region is disabled until a cost centre is stipulated
Account Level	Select the level that you want to report on, the lower the number the more roll up will occur. Default is always the last level
Budget Type	
Sort By	Sort the report by selecting one option from the drop-down arrow. Options area: by Code, Description, Group Code or Bin Location

Show Zero	
Month Budget	
Show Variance	
Show Prior Year	
Show Budget	

Financial Performance by Period

General Ledger > Reports > Report List

View a year of Financial Performance per period in one report, one can also drill down on the values to the detail

Report is also known as Financial Performance / Income Statement or Profit and Loss

Financial Performance By Period

Budget Type: Budget

Cost Centre:

Division: All

Region: All

Year From: Year 4

Year To: Year 4

Period From: April 2023

Period To: April 2023

Period Replace:

Period From:

Period To:

Account Level: Level - 6

Sort By: Code

Period Name: None

Branch: All

Show Prior Year:

Show Zero:

Operational View:

Show Budget:

Month Budget:

Show Variance:

Show Category:

Show Financial Position:

BS Show Zero:

Generate

Close

Report criteria defined

Budget Type	View the budget or the revised budget for this report Budget is the default
Cost Centre	Select which cost centre you want to enable for division and region Division and region is disabled until a cost centre is stipulated
Division	Run the report for a specific division
Region	Run the report for a specific region

Year From	Select the year from to start your report
Period From	Select the period from which is derived from your year from
Year To	Select the year To for the end of your report
Period To	Select the period from which is derived from your year To
Period Replace	Enable period replace so that your budgets replace the months that are still to come. Great report if you're looking at the whole year and you still have a few months to go to the end of the financial year.
Period From	Select the period from that you want budgets to replace actuals
Period To	Select the period To that you want budgets to replace actuals
Account Level	Select the level that you want to report on, the lower the number the more roll up will occur. Default is always the last level
Sort By	Allow the report to sort by General Ledger code or by General Ledger name
Period Name	These are three customizable names to run reports, mainly used in the dairy farming industry.
Branch	Filter the report by branch
Show Prior Year	Show the prior year for the same time in that period
Show Zero	Enable show zero to show all accounts that have not had a movement in them within the period that you have selected
Operational View	This is a great report for operational managers, it splits the profit and loss into two versions, operational profit and loss and then general profit and loss. There is a tick on each ledger account to enable the ledger account to be in the operational view
Show Budget	Show the budget total at the end of the report Shows total variance between actual and budget
Month Budget	Show the monthly budget
Show Variance	Show the variance between your actual and budget per month
Show Category	Show the category of each ledger account Good to have when you're exporting and want to summarise by category

Show Financial Position	Show the financial position / Balance sheet at the bottom of the profit and loss report. This will show as a monthly movement with each month. The report shows the opening balance sheet balance and closing balance sheet balance with the movement in between
Show BS show zero	Show all accounts in the balance sheet that have not had a movement in that month

Report example

The report allows for drill downs to source data

Click on a value to transaction detail

Print

Email

Export

Copy

Close

Statement of Financial Performance By Period

Huge ERP System

Report Date: 2023-07-31 08:17:13

Branch: All

Date From: 2022-04-01

Date To: 2022-05-31

[Click on value to drill down for more information](#)

	April 2022	May 2022	Actual YTD
Turnover	22 350.00	10 361.00	32 711.00
1000/1001 Sales - General	22 350.00	10 361.00	32 711.00
Cost of Sales	970.00	100.00	1 070.00
2000/1001 Cost of Sales/Purchases - General	(50.00)	100.00	50.00
2000/1015 Hardware COS	(50.00)		(50.00)
2000/1020 Labour COS	500.00		500.00
2000/6000 Job Costing Gain or Loss	570.00		570.00
Gross Profit	21 380.00	10 261.00	31 641.00
Income			
Expenses	60.00		60.00
4015/0000 Advertising	60.00		60.00
Net Profit	21 320.00	10 261.00	31 581.00
Taxation			
Dividends			
Retained Income	21 320.00	10 261.00	31 581.00

click on value to see transaction detail

Click on the Date for Document T-Accounts debit and credits

Click on the Document number to view the source document

Print

Email

Copy

Related Transactions

Huge ERP System

Close

Account Code: 1000/1001

Report Date: 2023-07-31 08:19:19

Account Name: Sales - General

Please note that Balance sheet accounts will only show transactions from the beginning of the current year the report has been run for.

1	2022-04-20	INV138	Project B	Invoice	CROSSING	The Crossing	1 850.00
2	2022-04-25	INV139	SLA 12 months	Invoice	ABC0010	ABC Company	10 500.00
3	2022-04-25	INV140	SLA 12 months	Invoice	ABC0010	ABC Company	10 000.00
Totals:							0.00 22 350.00

Date shows document GL transaction detail

Related Transactions

Transaction Detail Print Grid Print T Acct. Close

Transaction List

View T Accounts

Page 1 of 1

Displaying 1 - 9 of 9

#	Date	Account Code	Name	Reference	Description	Document Reference	Debit	Credit	Stock Type
1	2022-04-20	1000/1001	Sales - General	INV138	Invoice INV138	JOB1012		1 850.00	
2	2022-04-20	2000/1001	Cost of Sales/Purchases - General	INV138	Invoice INV138	JOB1012		500.00	
3	2022-04-20	2000/1001	Cost of Sales/Purchases - General	INV138	Invoice INV138	JOB1012	450.00		
4	2022-04-20	2000/1015	Hardware COS	INV138	Invoice INV138	JOB1012		50.00	
5	2022-04-20	7800/0000	Stock - Inventory Control	INV138	Invoice INV138	JOB1012		410.00	
6	2022-04-20	7850/0000	Work in Progress	INV138	Invoice INV138	JOB1012	960.00		
7	2022-04-20	7850/0000	Work in Progress	INV138	Invoice INV138	JOB1012		450.00	
8	2022-04-20	8000/0000	Debtors/Accounts Receivable Control	INV138	Invoice INV138	JOB1012	2 127.50		
9	2022-04-20	8900/0000	GST Control	INV138	Invoice INV138	JOB1012		277.50	

Debit Total:

3 537.50

Credit Total:

3 537.50

Close

Click on the tab for T-Account view

Related Transactions		
Transaction Detail	Print Grid	Print T Acct.
Transaction List	View T Accounts	Close
Dr	Cost of Sales/Purchases - General	Cr
	500.00	
Dr	Stock - Inventory Control	Cr
	410.00	
Dr	Hardware COS	Cr
	50.00	
Dr	Work in Progress	Cr
960.00		
Dr	Debtors/Accounts Receivable Control	Cr
2 127.50		
Dr	Sales - General	Cr
	1 850.00	
Dr	GST Control	Cr
	277.50	
Dr	Work in Progress	Cr
	450.00	
Dr	Cost of Sales/Purchases - General	Cr
450.00		

Click on the document number to view the source document

Job Percentage Invoice

Search | Attachments | Memo | Create Reminder | Terms & Conditions | Job Total Analysis | Job Estimate | Print | Collect / Deliver

Job No: **JOB1012** Debtors: **The Crossing**

Items: Percentage Line, All Invoice Lines, Stock Lines, Service Lines, Custom Lines, Tasks Lines

Basic | Filter | Extras | Address | Currency | Custom Fields

Invoice No.: **INV138** Short Details: Project B

Delivery Note No.: Reference: JOB1012

Invoice Date: 2022-04-20 Order No.: M78

Debtors Code: CROSSING Is Performa Invoice: ☐

Sales Rep: DEALER - DEALER Asset Item:

Invoice Method: **Estimate**

Quoted & Scope Creep | Cost To Company

Page 1 of 1 | Remove Paging: ☐ | Edit Line | Serial No. | Edit Percentage

#	Line Ref	Category	Cost Type	Stock Code	Item Description	Qty Available
1		Service	Quote	LAB/CONS01	Consulting	10
2		Stock	Quote	COM/MON	Monitor HP	2
3		Custom	Quote	COM/POWCAB	Power Cable	10

Show Profit and Loss and Financial Position

Display both profit and loss and financial position in one report by selecting two ticks.

The Financial position will show at the bottom of the report

Report List

Search

Open

Printing Status

Permissions

Manage Reports

Category:General Ledger

Description:

Note:

Page 1 of 1

#	Category	Favourite
1	General Ledger	☐
2	General Ledger	☒
3	General Ledger	☐
4	General Ledger	☐
5	General Ledger	☐
6	General Ledger	☐
7	General Ledger	☐
8	General Ledger	☐
9	General Ledger	☐
10	General Ledger	☐
11	General Ledger	☐
12	General Ledger	☒
13	General Ledger	☐
14	General Ledger	☐
15	General Ledger	☐
16	General Ledger	☐
17	General Ledger	☐
18	General Ledger	☐
19	General Ledger	☒
20	General Ledger	☐

Profit & loss By Period

Budget Type:Budget

Cost Centre:

Division:All

Region:All

Year From:FY 2022

Year To:FY 2022

Period From:April 2021

Period To:March 2022

Period Replace:☐

Period From:

Period To:

Account Level:Level - 6

Sort By:Code

Period Name:None

Branch:All

Show Prior Year:☐

Show Zero:☐

Operational View:☐

Show Budget:☐

Month Budget:☐

Show Variance:☐

Show Category:☐

Show Financial Position:☒

BS Show Zero:☒

Generate

Close

Profit & loss by Period

View a year of Profit & loss per period in one report, one can also

Profit & loss with Cost Centres

Profit & loss with Cost Centres

Financial Performance Summary Report

General Ledger > Reports > Report List

Gives a monthly to yearly summary per financial period of Turnover less Cost of sales giving Gross Profit plus Income less expenses to Nett Profit. Can also be viewed as a summary income statement.

Income statement report shows an income statement for the selected month or a financial period The user has to select to generate a report or graph report type then select the following from the drop down arrows

Summary Income Report

Help

Report Type

Branch

From Year

To Year

From Period

To Period

Standard

Options

Generate

Close

Options Tab has one button

Recalculate button	to recalculate the report
--------------------	---------------------------

Financial Performance with Cost Centres

General Ledger > Reports > Report List

This is a financial performance report with cost centres and can be printed on screen to view financial performance with cost centre analysis.

Before printing the report, the user has to select from the following

Financial Performance with Cost Centres

Year:Year 4

From Period:2023-04-01

To Period:2023-04-30

GL Group:

Branch:All

Account Level:3

☒ Region

☐ Division

Generate

Cancel

Year	to select from the drop down arrow
To Period	select From period and To period from the drop down arrow
Branch	to select branch from the drop down arrow
From Period	select From period and To period from the drop down arrow
GL Group	to select general ledger group from the drop down arrow
Account Level	Select the level from the drop down arrow
Region or Division	Select either Region or Division

General Ledger Budget Summary

General Ledger > Reports > Report List

This report shows what the budget figure is, per ledger account, per financial period, setup under the GL activity budget setup.

Budget Summary

Accounts:

Account From:

Account To:

Region:

All

Division:

All

Periods:

From Year:

Year 4

To Year:

Year 4

From Period:

2023-04-01

To Period:

2023-04-30

Account Type:

All

Budget Type:

Budget

Show Zero:

Select:

Account Code

Account Name

Code & Name

Generate

Close

Account From	to select the account from which the report will run from
Account To	to select the account from which the report will stop at, to limit the report run
Region	
Division	
From Year / To Year	to select the year from and the year to from the drop down arrow

From Period / To Period	to select the period from and the period to
Account Type	
Budget Type	
Show Zero	
Select	Select either account code and account name or both

GL Cashbook Recon Report

General Ledger > Reports > Report List

This report looks at unposted cashbooks, journals and documents which affect the bank and put onto a report with cashbook balance forward and all transactions which would affect the bank

This is a GL cashbook recon report

×

GL Cashbook Recon Report

Bank Accounts:

▼

Period:

Year From:

Year 4

▼

Year To:

Year 4

▼

Period From:

2023-04-01

▼

Period To:

2023-04-30

▼

Sort By:

Date

▼

Generate

Close

Bank Accounts	to select the bank account from the drop down arrow
To select the Year From and Year To	for generating the report
To select Period From and Period To	for generating the report
Sort By	to sort the report by selecting from the drop down arrow

GL Cashbook Report

General Ledger > Reports > Report List

Lists all transactions by a specific bank account and also shows whether the transaction has been reconciled or not, gives the opening and closing balance based on the date selected.

This is a report that lists all transactions by a specific bank account and also shows whether the transactions has been reconciled or not.

GL Cashbook Report

Account:

Division:

All

Region:

All

Period:

From Year:

Year 4

To Year:

Year 4

From Period:

2023-04-01

To Period:

2023-04-30

Sort By:

Date

Generate

Close

Account	to select the account from the drop down arrow
Division	to select the division from the drop down arrow
Region	to select the region from the drop down arrow
From Year	to select the year from which the GL cashbook report will run from and year to, for limiting the report run
From Period	to select the period from which the GL cashbook report will run from and the period to, for limiting the report run
Sort By	to sort the report by selecting from the drop down arrow

GL Journal Report

General Ledger >Reports >Report List

This report is a combination of multiple journals that have being posted put into one report with debits and credits. It will show the user which journal the transaction came from.

Journal report provides a summary of general ledger transactions sorted by a variety of user defined criteria

The report will allow you to choose different criteria's

Select Posted under Journal Status

Take your date from far back

If you want to see the additional notes on the journal lines, tick the Additional Comments.

GL Journal Report

Journal No:

Journal Status:

Posted

Date From:

2023-04-01

Date To:

2023-04-30

Order By:

Date

Detail:

Detail

Additional Comments:

Generate

Close

Journal No.	enter journal number to view a certain detailed journal report
Journal Status	to select status from the drop down arrow
Date From / Date To	to select the date from and the date to for running a report
Order By	to select order by, from the drop down arrow
Detail	to run the report by either detail or summary from the drop down arrow
Additional Comments	tick the box to include additional comments on the report

GL Transaction Report

General Ledger >Reports >Report List

Full transactional history of all postings in all ledger accounts with the opening and closing balance per Ledger Account and movement between specified dates.

This is a full transactional history of all postings against all ledger accounts with the opening and closing balance per Ledger accounts and movement between dates specified

Ledger Accounts	select the start account and the end account for the report
Periods	select the year, period from, period to, from the drop down arrow
Options	select sheet type, sort by and sub sort by options from the drop down arrow

GL Transaction Report (No1)

Ledger Accounts:

Account Group: All

From Account:

To Account:

Period:

From Year: Year 4

From Period: 2023-04-01

To Period: 2023-04-30

Options:

Sheet Type: All

Sort By: Account Name

Sub Sort By: Date

Division:

Region:

Projects:

Print Accounts:

Trial Balance Format:

Show Customer Link:

Show Division:

Show Region:

Show CO Code:

Generate

Export

Close

Report Request

Account Group	
From Account	
To Account	
From Year	
From Period	
To Period	
Sheet Type	
Sort By	
Sub Sort By	
Division	
Region	

Projects	if these options are selected, the accounts with no transactions and projects will be included in the report
Trail Balance Format	This button allows you to run the report in a Trial Balance Format. i.e., If the account has a debit opening balance, the report will open with a positive value. It will add each debit transaction and subtract each credit transaction. If the account opening balance is a credit, the report will reflect each asset account as a positive opening balance if the opening balance is a debit. It will also reflect each liability account as a positive if the opening balance is a credit.
Show Division	
Print Accounts	if these options are selected, the accounts with no transactions and projects will be included in the report
Show Customer Link	
Show Region	
Show CO Code	

GL Transaction Report (No1)

General Ledger >Reports >Report List

Full transactional history of all postings in all ledger accounts with the opening and closing balance per Ledger Account and movement between specified dates report No1

GL Transaction Report (No1)

Report

Footer Note

Account Group:All

From Account:

From Year:Year 4

From Period:2023-04-01

Sort By:Code

Division:

Trial Balance Format:☒

Projects:☐

Exclude Control Accs:☐

Sheet Type:All

To Account:

To Period:2023-04-30

Sub Sort By:Date

Region:

With No Transactions:☐

Include Footer Note:☐

Summary Report:☐

Show Customer Link:☐

Show Division:☐

Show CO Code:☐

Show Region:☐

Generate

Export

Close

Report Request

Account Group	
From Account	
From Year	
From Period	
Sort By	
Division	
Sheet Type	
To Account	
To Period	
Sub Sort By	
Region	

Trial Balance Format Tick	
Projects Tick	
Exclude Control Accs Tick	
With No Transactions Tick	
Include Footer Note Tick	
Summary Report Tick	
Show Customer Link Tick	
Show Division Tick	
Show CO Code Tick	
Show Region Tick	

GL Transaction Report (No1)

Report

Footer Note

Notes:

Generate

Export

Close

Report Request

GL Transaction with Balances (No2)

General Ledger >Reports >Report List

This report is similar to the GL Transaction Report (No1) except that the income statement values show the opening balance from Year 1 of operating the package.
It does not reset to zero on each financial year like the GL Transaction Report (No1).

×

GL Transaction with Balances (No2)

From Account:

To Account:

From Year:

To Year:

From Period:

To Period:

Sheet Type:

Sort By:

Sub Sort By:

Division:

Region:

Projects:

With No Transactions:

Project:

Show Division:

Show Region:

Show CO Code:

Generate

Export

Close

From Account	
From Year	
From Period	
Sheet Type	
Sort By	
Division	
To Account	
To Year	
To Period	
Sub Sort By	
Region	

Project	
Projects Tick	
Show Division Tick	
With No Transactions Tick	
Show Region Tick	
Show CO Code Tick	

GL Tree Report

General Ledger >Reports >Report List

Gives a report using the tree structure of the general ledger setup to find the values of all children account values under the main structure.

The report that gives a tree structure of all general ledger accounts. Select one of the accounts first and generate the report to get detailed view of the select account report.

Period: this allows the user to select the year and period for running the report

☐

GL Tree Report

Help|....

Ledger Accounts

Period

From Year

▼

To Year

▼

From Period

▼

To Period

▼

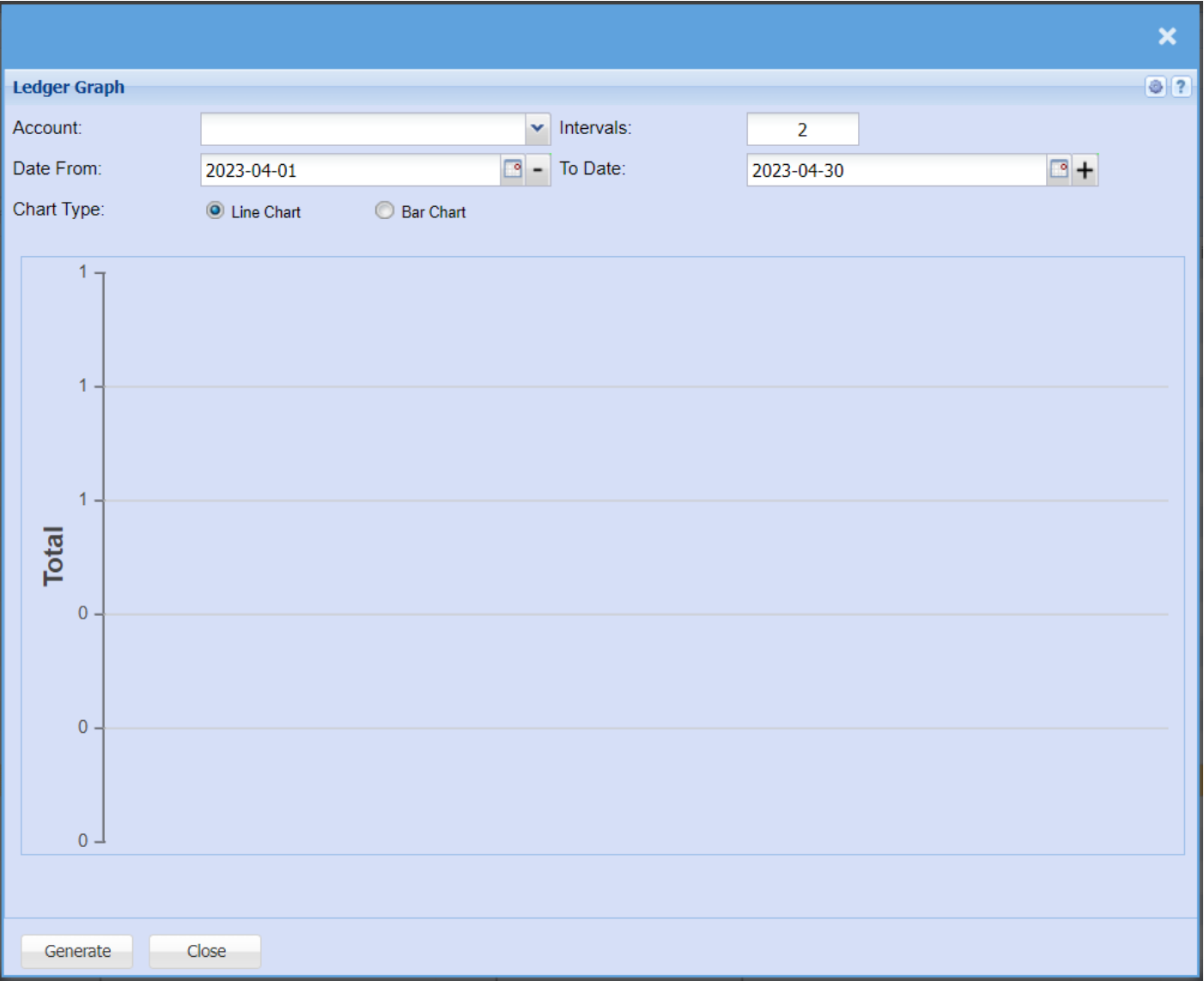
Generate

Close

Ledger Graph

General Ledger > Reports > Report List

Displays a line or bar graph of all values of debits less credits depending on the specific general ledger account. Day intervals can be specified.





Ledger Graph



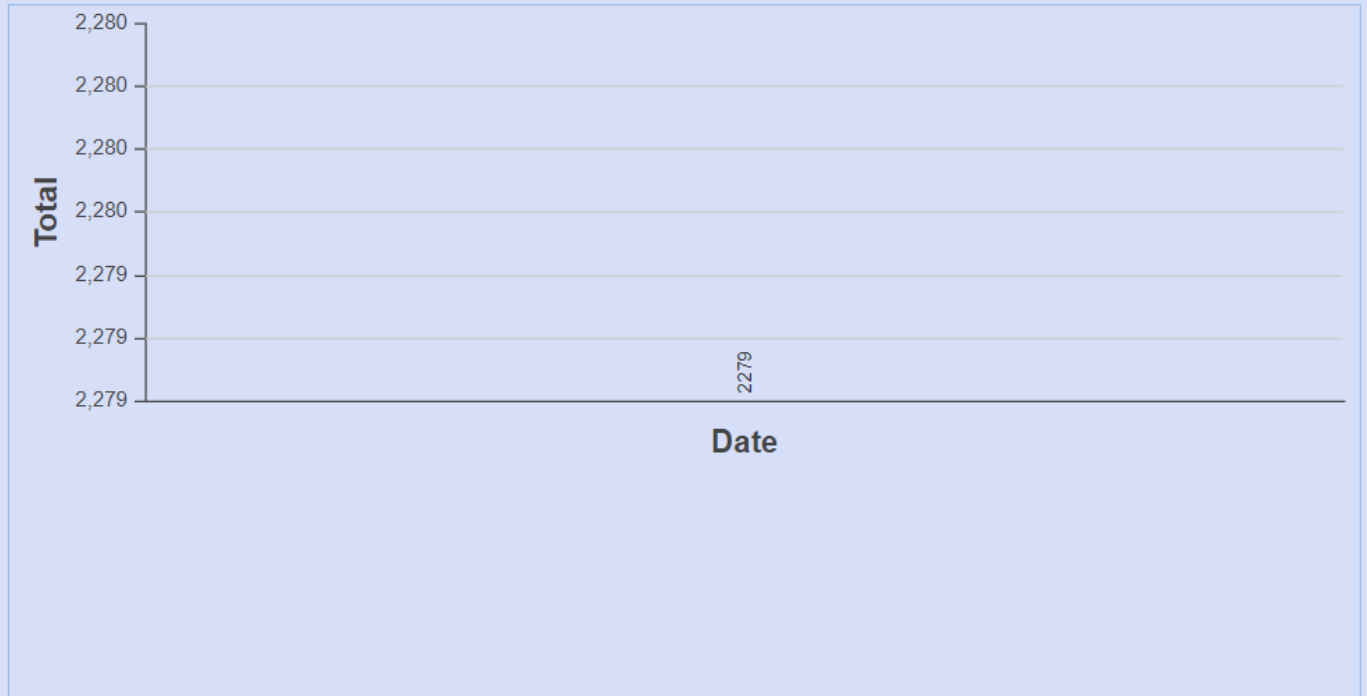
Account: 1-1000 Bank Account Main & (R) ▼

Intervals: 2

Date From: 2023-04-01

To Date: 2023-04-30

Chart Type: ☐ Line Chart ☒ Bar Chart



Generate

Close

Post Dated Cheques

General Ledger > Reports > Report List

This report shows all post-dated cheques that were selected by a tick to show up in this report.

Post Dated Cheques

Bank Account Details:

Bank Account:

View:

Processed

Periods:

From Year:

Year 4

To Year:

Year 4

From Period:

2023-04-01

To Period:

2023-04-30

View Criteria:

Sort By:

Date

Select:

☒ Summary

☐ Detail

Generate

Close

Bank Account	
View	
Periods	
From Year / To Year	
From Period / To Period	
View Criteria	
Sort By	

Select	select either summary or detail
--------	---------------------------------

Project Group Profit and Loss Report

General Ledger > Reports > Report List

Gives an income statement report based on the project group selected. Project groups can have many project lines within it.

This is an income statement report based on the project group selected

Note: If the report returns zeros. Then please check that the GL Account setup (Sales Accounts) has a linked cost of sales account.

Project Group Profit & Loss Report

Period:

From Year:

Year 4

To Year:

Year 4

From Period:

2023-04-01

To Period:

2023-04-30

Project Groups:

Decimal Place:

0

Generate

Close

From Year / To Year	To run the report, the user has to select the year from which the report will run from, and the year to
From Period / To Period	Select the period from and report to
Project Groups	Select group from the drop down arrow
Decimal Place	

Project Line Profit and Loss Report

General Ledger >Reports >Report List

Shows an income statement report based on the project line selected.

Project lines are singular projects setup and are not part of a group.

The report comes in summary and detail

×

Project Line Profit & Loss Report

?

From Year:

Year 4

▼

To Year:

Year 4

▼

From Period:

2023-04-01

▼

To Period:

2023-04-30

▼

Project:

▼

Show Detail:

☐

Generate

Close

From Year / To Year	To run the report, the user has to select the year from, and the year to
From Period / To Period	select the period from and report to
Project	select project from the drop down arrow
Show Detail	Tick the Show detail to have the detail report or Remove the tick to run the summary report

Report is found under General Ledger

Report List

Search Open Printing Status Permissions Manage Reports

Category: General Ledger Description: Note:

Page 1 of 1

#	Category	Favourite	Description	Note
1	General Ledger	☐	Account List	Report on all general ledger accounts and the structure
2	General Ledger	☐	Cash Book Report	Cash Book Report printed from the Cash Book not from
3	General Ledger	☐	Debtors Link Profit & loss	Debtors Link Profit & loss report monthly
4	General Ledger	☐	GL Cashbook Recon Report	This report looks at unposted cashbooks, journals and
5	General Ledger	☐	GL Cashbook Report	Lists all transactions by a specific bank account and als
6	General Ledger	☐	GL Journal Report	This report is a combination of multiple journals that ha
7	General Ledger	☒	GL Transaction Report (No1)	Full transactional history of all postings in all ledger acc
8	General Ledger	☐	GL Transaction with Balances (No2)	This report is similar to the GL Transaction Report (No1
9	General Ledger	☐	Post Dated Cheques	This report shows all post dated cheques that were sel
10	General Ledger	☐	Profit & loss by Cost Centre	GL282Note
11	General Ledger	☒	Profit & loss by Period	View a year of Profit & loss per period in one report, or
12	General Ledger	☐	Project Line Profit and Loss Report	Shows a profit & loss report based on the project line s
13	General Le			
14	General Le			
15	General Le			
16	General Le			
17	General Le			

Project Line Profit & Loss Report

From Year: Year 2 - FY 2020 To Year: Year 7 - FY 2024

From Period: 2019-04-01 To Period: 2023-05-31

Project: K Toyota Hilux - L Show Detail: ☐

Run Summary and detail

Generate Close

Summary report

Project:	K: [REDACTED]	Generated on:	2023-07-21 09:36:09
Date From:	2019-04-01	Date To:	2023-05-31
Turnover Income			0.00
[4-1415] - Sales Workshop	K: [REDACTED]	0.00	
Cost of Sales Expense			195.25
[5-1415] - COS Workshop	K: [REDACTED]	167.89	
[5-4305] - COS Consumables	K: [REDACTED]	27.36	
Gross Profit			(195.25)
Other Expenses			11 755.49
[6-1200] - Advertising & Marketing	K: [REDACTED]	941.04	
[6-2570] - Repairs & Maintenance	K: [REDACTED]	434.78	
[6-3400] - Low Value (Small) Assets under \$1000	K: [REDACTED]	538.45	
[6-3600] - Subscriptions	K: [REDACTED]	374.25	
[6-6100] - Motor Vehicle Registration	K: [REDACTED]	334.26	
[6-6150] - Motor Vehicle RUC	K: [REDACTED]	551.83	
[6-6200] - Motor Vehicles Insurance	K: [REDACTED]	401.31	
[6-6300] - Motor Vehicles Fuel/Oil	K: [REDACTED]	2 184.88	
[6-6400] - Motor Vehicles Maintenance	K: [REDACTED]	2 135.69	
[9-2300] - Depreciation: Motor Vehicle	K: [REDACTED]	3 859.00	
Nett Profit Before Income			(11 950.74)
Other Income			0.00
Nett Profit After Income			(11 950.74)
Taxation			0.00
Dividends			0.00
Retained Income			(11 950.74)

Detail report

Project:	K: [REDACTED]	Generated on:	2023-07-21 09:42:40
Date From:	2019-04-01	Date To:	2023-05-31
Turnover Income			0.00
[4-1415] - Sales Workshop	KZ [REDACTED]	0.00	
2022-09-20 Invoice INV811835	Stock for [REDACTED]	0.00	
Cost of Sales Expense			195.25
[5-1415] - COS Workshop	K [REDACTED]	167.89	
2022-09-20 Invoice INV811835	Stock for [REDACTED]	167.89	
[5-4305] - COS Consumables	K [REDACTED]	27.36	
2022-09-23 Goods Received Note GRV4045	Painters Rags	14.46	
2022-09-28 Goods Received Note GRV4047	Plumb Bob 500G	12.90	
Gross Profit			(195.25)
Other Expenses			11 755.49
[6-1200] - Advertising & Marketing	K [REDACTED]	941.04	
2023-05-19 Goods Received Note GRV6209	[REDACTED] Company Vehicles	941.04	
[6-2570] - Repairs & Maintenance	K [REDACTED]	434.78	
2022-05-20 Goods Received Note GRV3163	Excess on Repair: [REDACTED]	434.78	
[6-3400] - Low Value (Small) Assets under \$1000	K [REDACTED]	538.45	
2023-03-22 Goods Received Note GRV5617	La [REDACTED]	538.45	
[6-3600] - Subscriptions	K [REDACTED]	374.25	
2022-03-31 Goods Received Note GRV2755	Monthly GPS Tracking	24.95	
2022-04-30 Goods Received Note GRV2989	Monthly GPS Tracking Subscription	24.95	
2022-05-31 Goods Received Note GRV3261	Monthly GPS Tracking Subscription	24.95	
2022-06-30 Goods Received Note GRV3427	Monthly GPS Tracking Subscription	24.95	
2022-07-31 Goods Received Note GRV3619	Monthly GPS Tracking Subscription	24.95	
2022-08-31 Goods Received Note GRV3855	Monthly GPS Tracking Subscription	24.95	

Report Displaying All Unprocessed Documents

General Ledger >Reports >Report List

×

Reporting All Unprocessed Documents

Select All:	☐						
Select All Debtor:	☐	Select All Creditor:	☐		Select All Stock:	☐	
Debtor Journal:	☐	Creditor Journal:	☐	GL Journal:	☐	Stock Request:	☐
Debtor Cashbook:	☐	Creditor Cashbook:	☐	GL Cashbook:	☐	Stock Level Adj:	☐
Debtor Quote:	☐	Purchase Order:	☐			Stock Value Adj:	☐
Sales Order:	☐	Delivery Note:	☐	JC Quote:	☐	Stock Take:	☐
Invoice:	☐	Goods Received Note:	☐	JC Invoice:	☐	Warehouse Trans:	☐
Credit Note:	☐	Goods Returned Note:	☐	JC Delivery Note:	☐	Bill Of Material:	☐

Generate

Close

Sales Profit Analysis

General Ledger > Reports > Report List

Sales Profit Analysis Report

From Year:

Year 4

To Year:

Year 4

From Period:

2023-04-01

To Period:

2023-04-30

Division:

Region:

Sales Group:

Include Margin:

Sort By:

Name

Generate

Cancel

From Year / To Year	
From Period / To Period	
Division	
Region	
Sales Group	
Include Margin Tick	
Sort By	

Statistics Report

General Ledger >Reports >Report List

This report shows statistics for a certain period on basic information

It's a report on collection of methods used to process accounts amounts of data and report overall trends.

Statistics Report

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Select All:

☐

Debtors:

☐

Creditors:

☐

Job:

☐

Time Sheets:

☐

Assets:

☐

Generate

Close

Date From / Date To	To generate the report, the user has to select the date from which the report will run from and the date to
Select Ticks	select the debtors, creditors, job, time sheets, assets or select all of them.

Trial Balance By Period

General Ledger > Reports > Report List

View a year of Trial Balances per period in one report, one can also drill down on the values to the detail

Trial Balance

Year:

Year 4

From Period:

2023-04-01

To Period:

2023-04-30

Sort By:

Name

Incl Category:

Incl Type:

Show Open Bal:

Summary:

Generate

Cancel

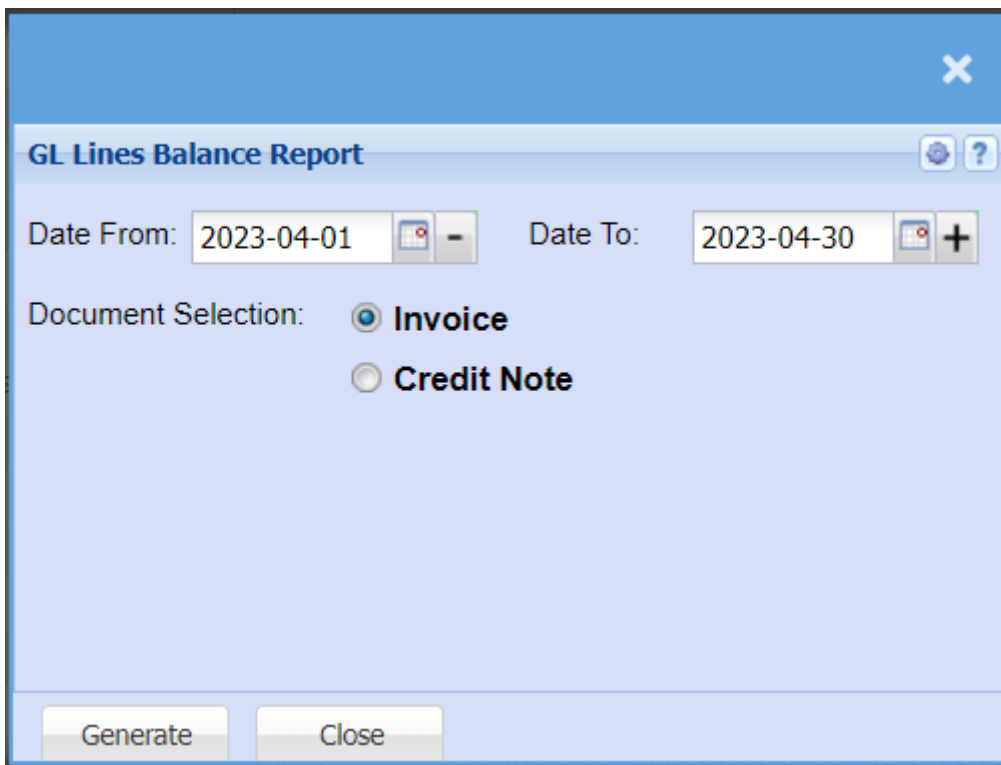
Year	
From Period / To Period	
Sort By	
Incl. Category	
Incl. Type	
Show Open Bal	

Summary	
---------	--

View the Transaction Lines for a Specific Document

General Ledger > Reports > Report List

View the transaction lines for a specific document type and date range.



The screenshot shows a software window titled "GL Lines Balance Report" with a blue header bar containing a close button (X). Below the header, there are two date input fields: "Date From:" with the value "2023-04-01" and a minus sign button, and "Date To:" with the value "2023-04-30" and a plus sign button. Below these, the "Document Selection:" section has two radio button options: "Invoice" (which is selected) and "Credit Note". At the bottom of the window, there are two buttons: "Generate" and "Close".

Dashboard Display Menu

Dashboard Display Menu

Dashboard Display

Run dashboard for the system

General Ledger > Reports > Dashboard Display

Allows the user to select and display desired dashboards.

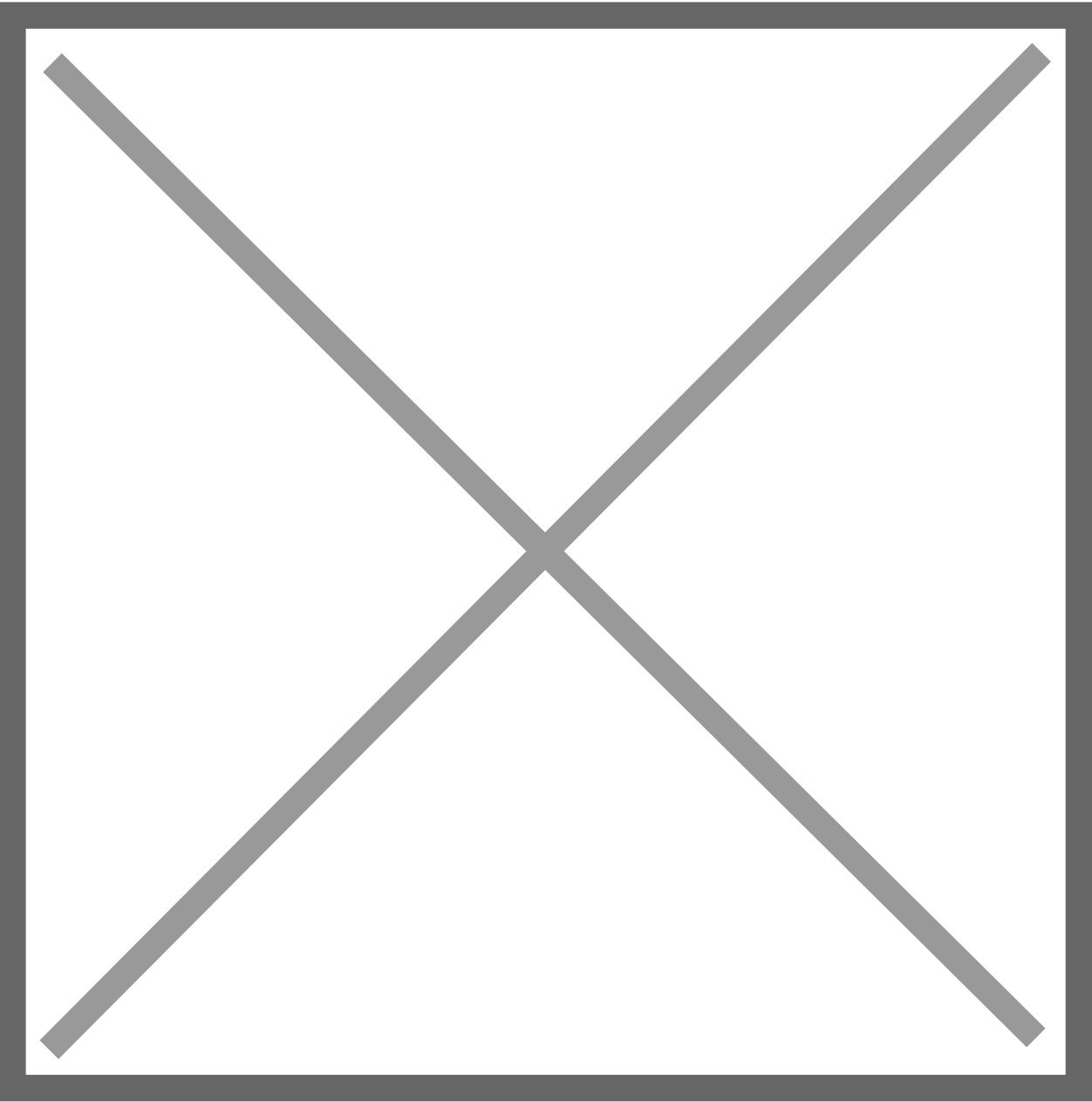
Under "select Dashboard" - you will select from the drop-down menu the desired dashboard

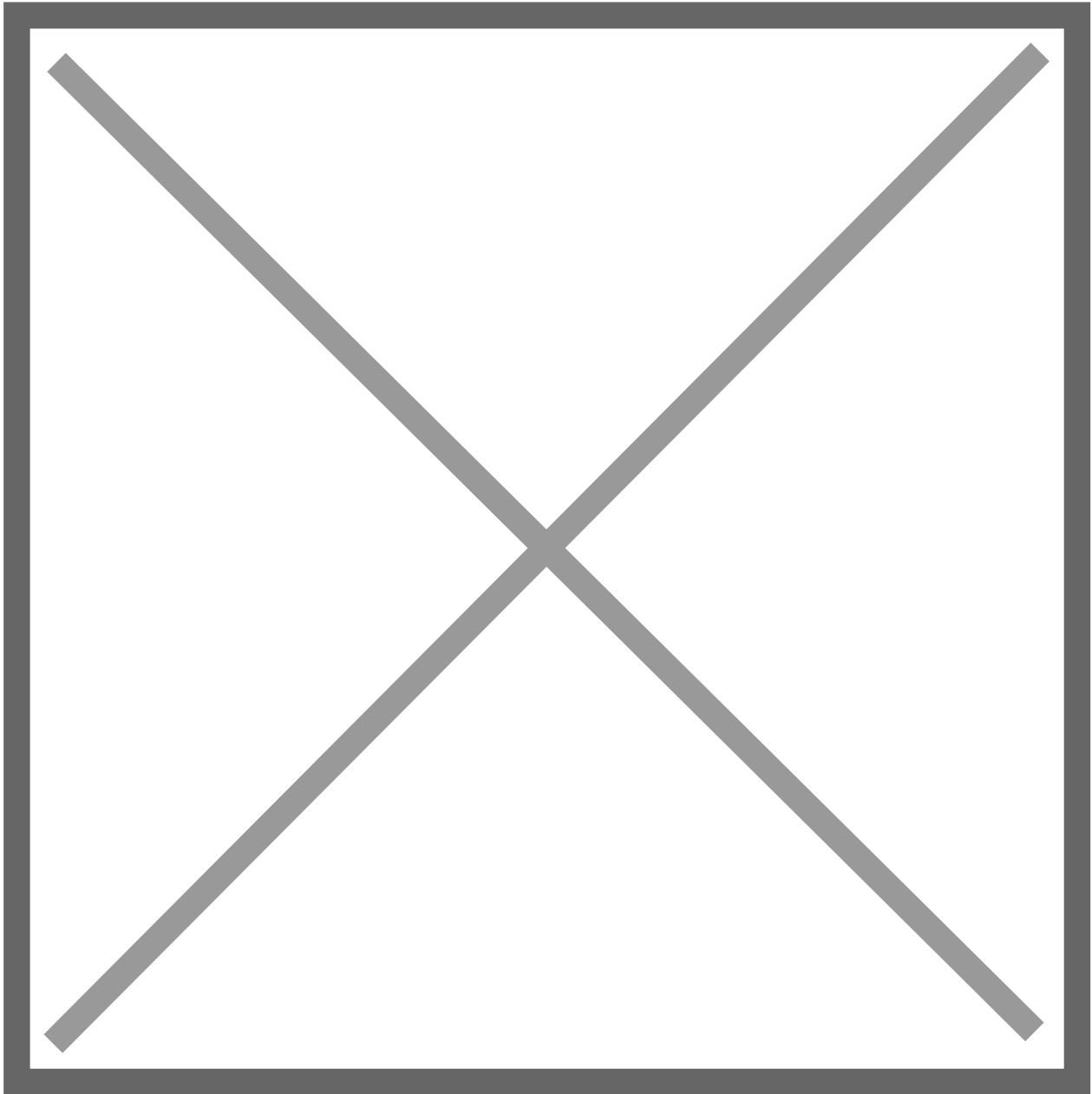
The User will be required to enter the password - This is the password that was also added under the setup

Click enter key on your keyboard to activate the password

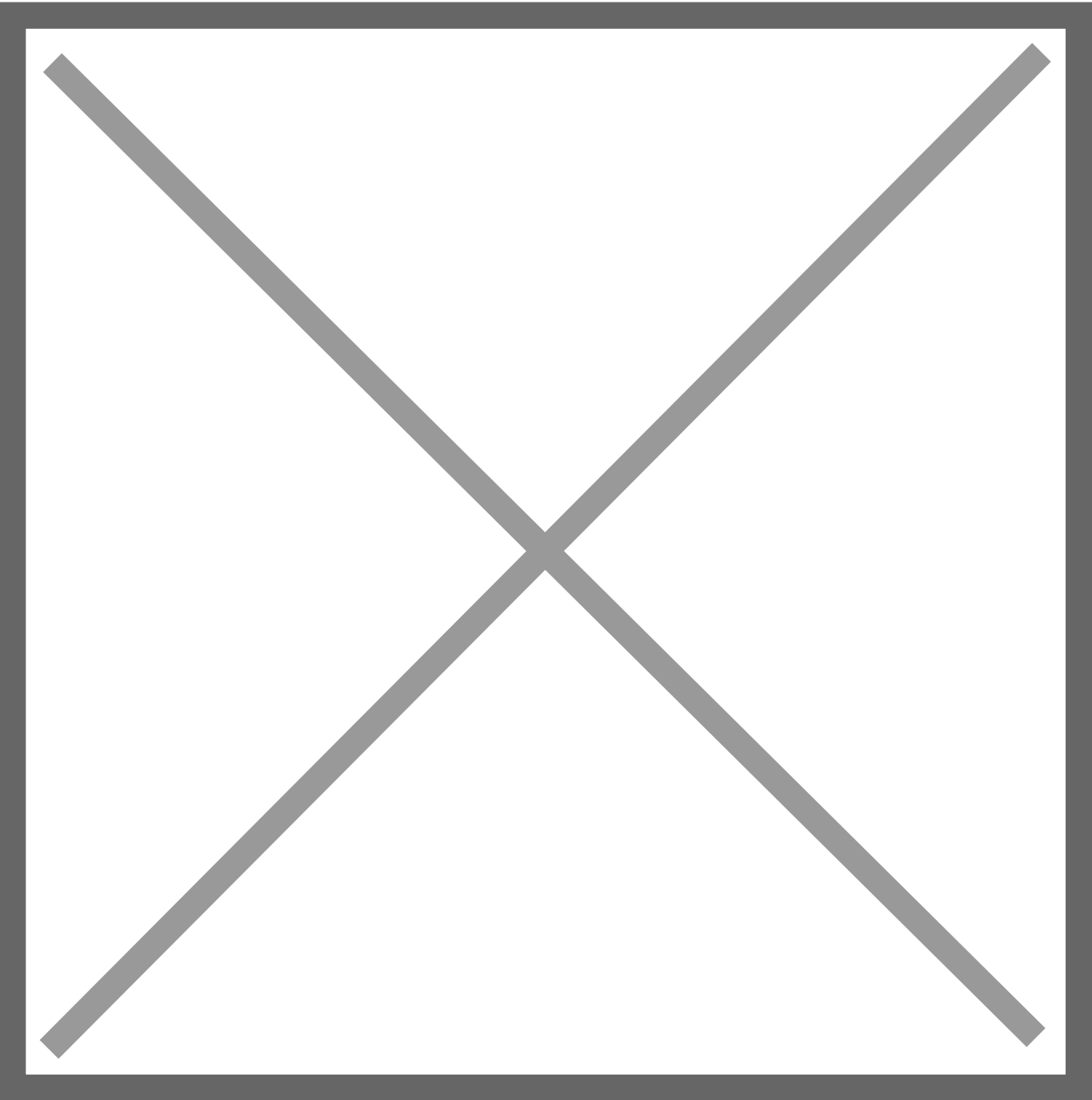
Once this is done the start button will be activated

you can then click start and it will display the information.





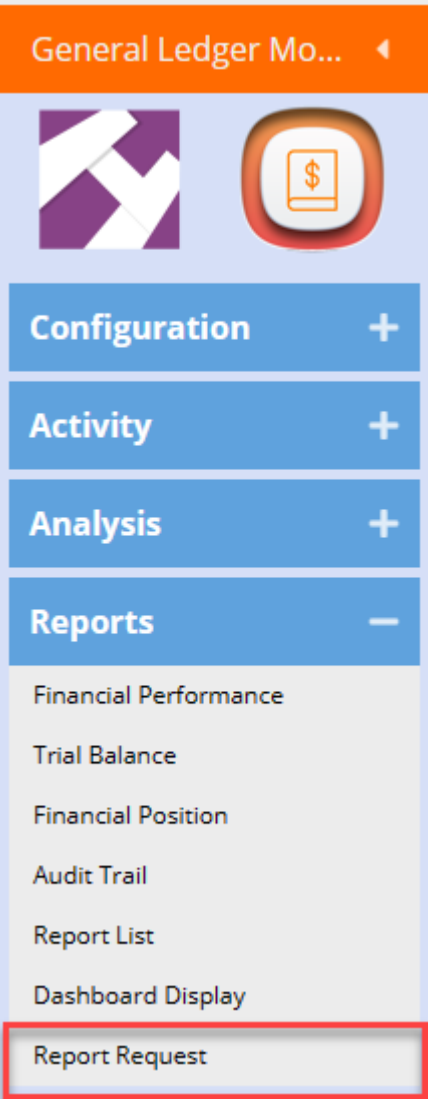
The Dashboard can be created by various departments in the company and display information that is relevant to that department.



Report Request Menu

Report Request

Download Reports which were generated and assigned to you



Report download PDF or CSV file

Search for the file, highlight and download

Report Request Search

 Search  Download Report  Send To  Delete

Please Note:

Only if a requested report has been completed will it appear in the grid.

If the requested report is not in the grid and it is expected to have been completed at this time click on search repeatedly until it appears in the grid.

Report Name:

Category:

From Report Date:

To Report Date:

Page 1 of 1

#	Report Name	Category	Report Owner	Report Date
1	GL Transaction Report (No1)	General Ledger	Malcolm Granville	2021-04-09
2	Weekly Debt Movement Summary	Debtors	Malcolm Granville	2022-01-17
3	Weekly Debt Movement Summary	Debtors	Malcolm Granville	2022-01-17
4	GL Transaction Report (No1)	General Ledger	Malcolm Granville	2022-03-10

VAT / GST Reports Menu

Tax Payment Method Preparations

Payment method works strictly through bank account cashbooks.

Whenever you are correcting values to a customer or supplier, you should do this via the GL cashbook.

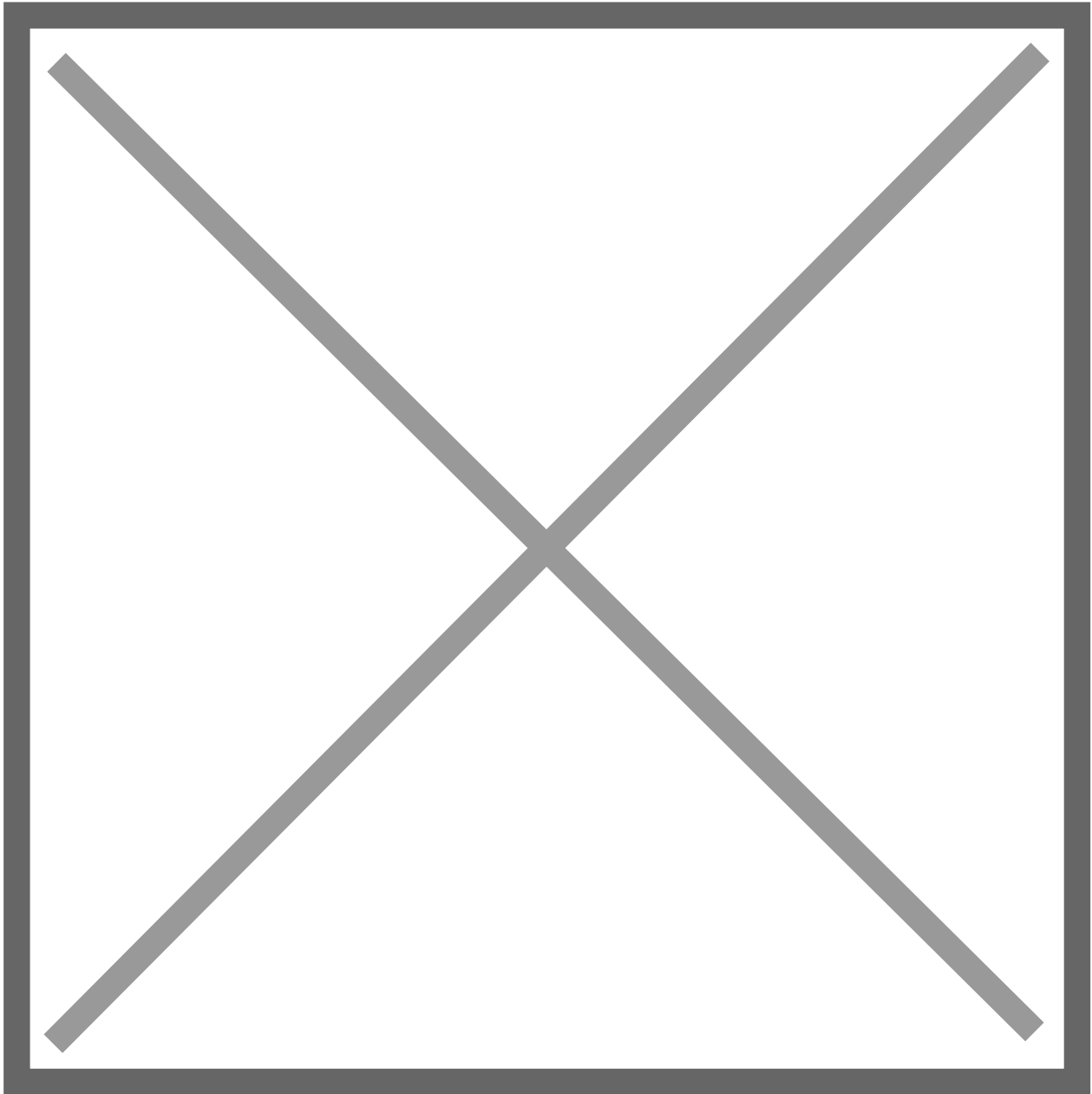
This is because the customer and supplier transaction journals are not picked up via the payment method report.

Before we start running the VAT / GST reports, we need to exclude some of the suppliers from the VAT / GST claim.

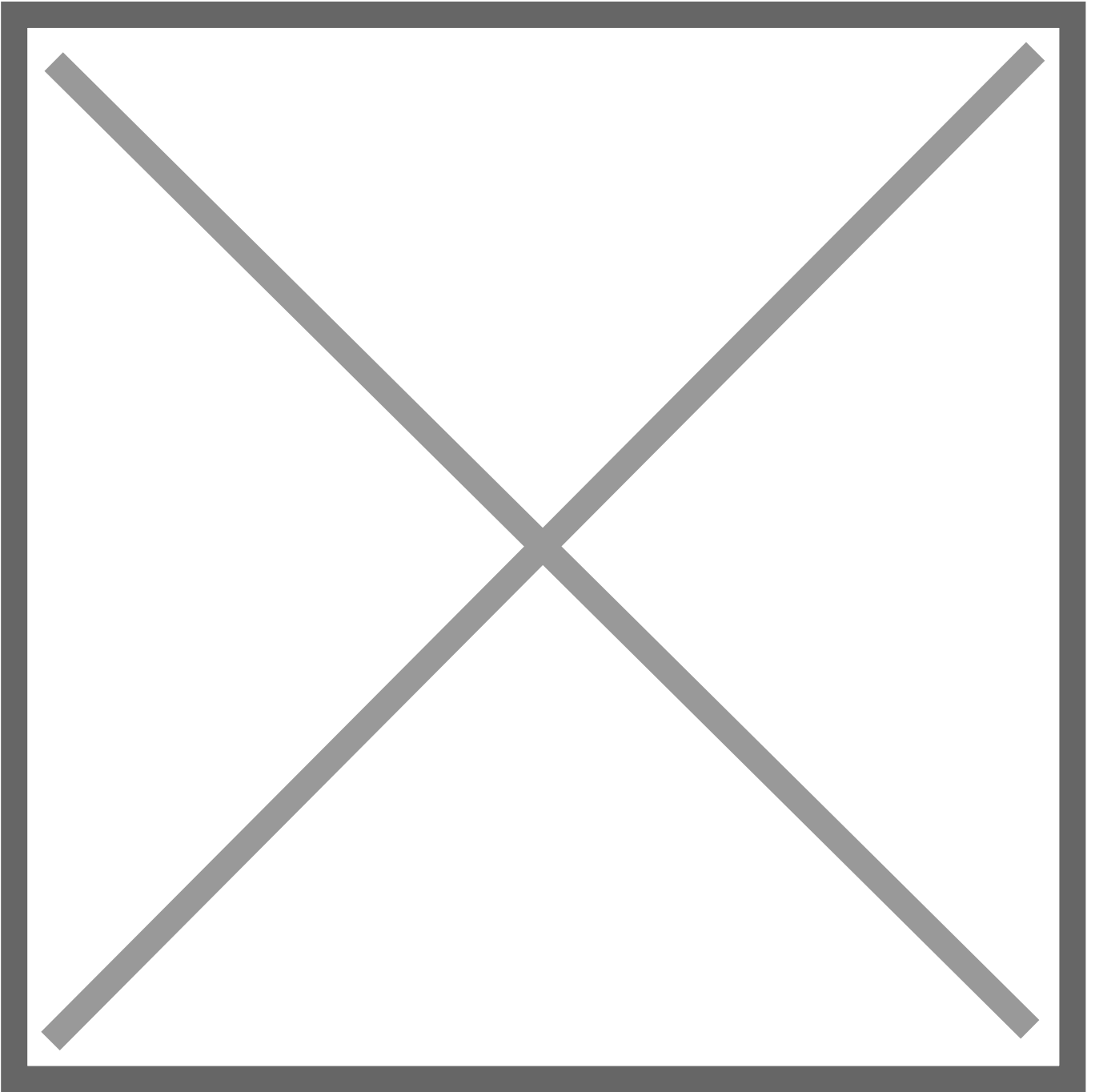
Herewith a snip of some of the suppliers setup in the system which need to be excepted from the VAT / GST payment method report.

The same process can be done for the customers.

This is the report that is run to look at all the transactions running through the banks

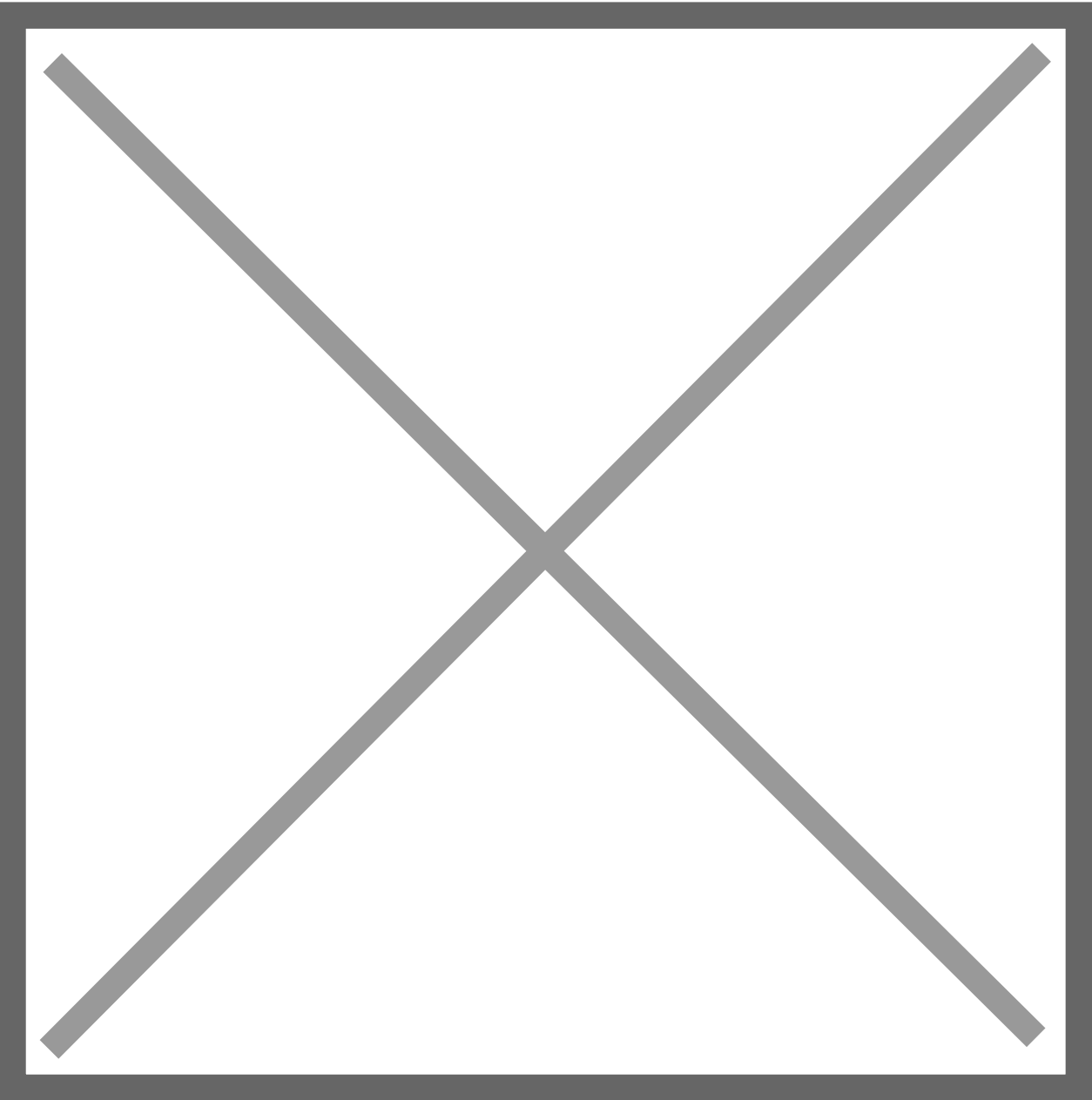


Report for suppliers



At the supplier setup, mark the supplier to be a 07 Non GST account.

This will then exclude the payment values in the report



VAT / GST Report - Payment Method

This report is a more complex payment method report.

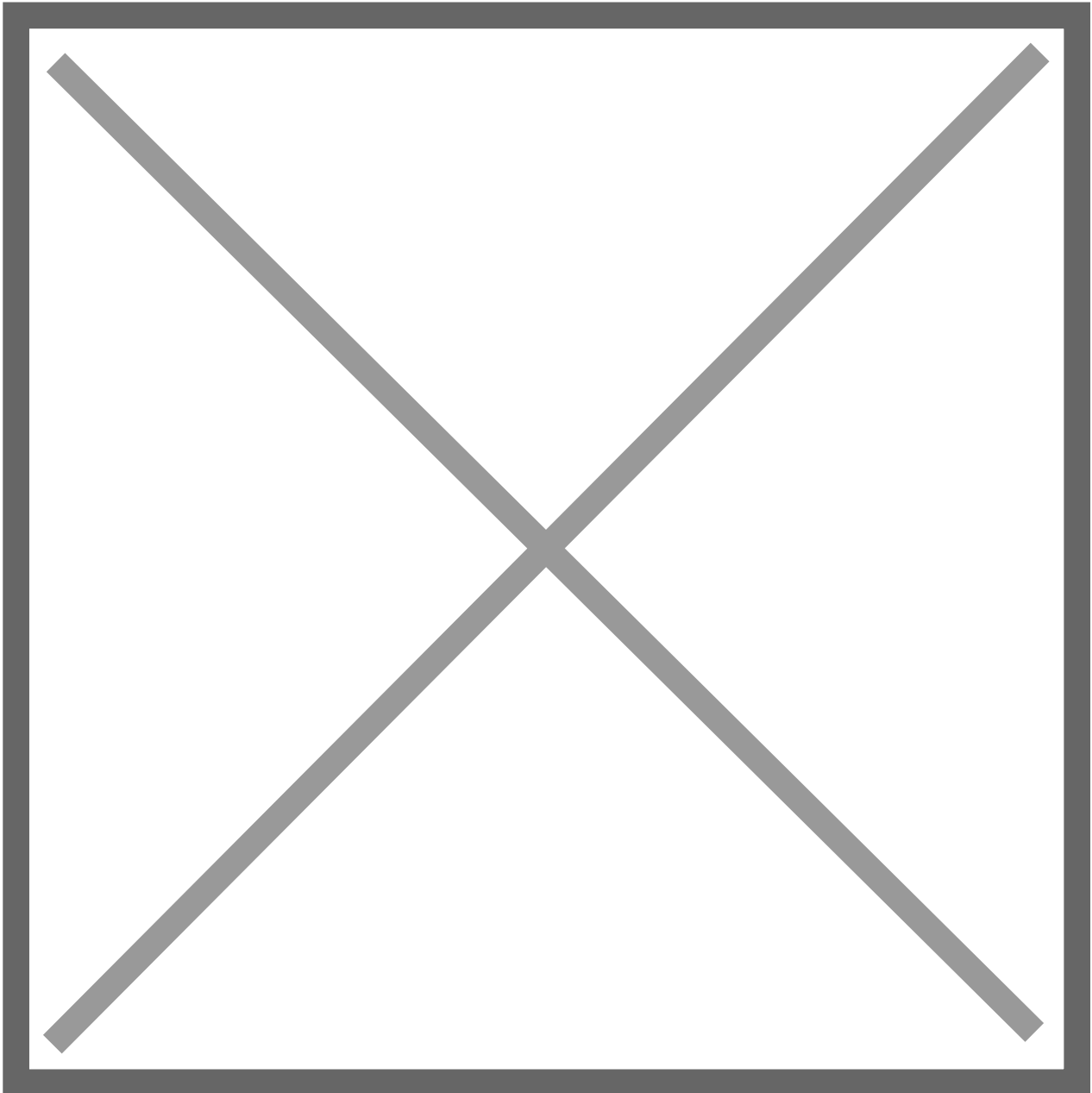
It relies on allocations been completed successfully in order to work.

It also relies on VAT / GST periods been completed after each submission.

The VAT / GST Payment method report looks at all payments and deposits made within the period.

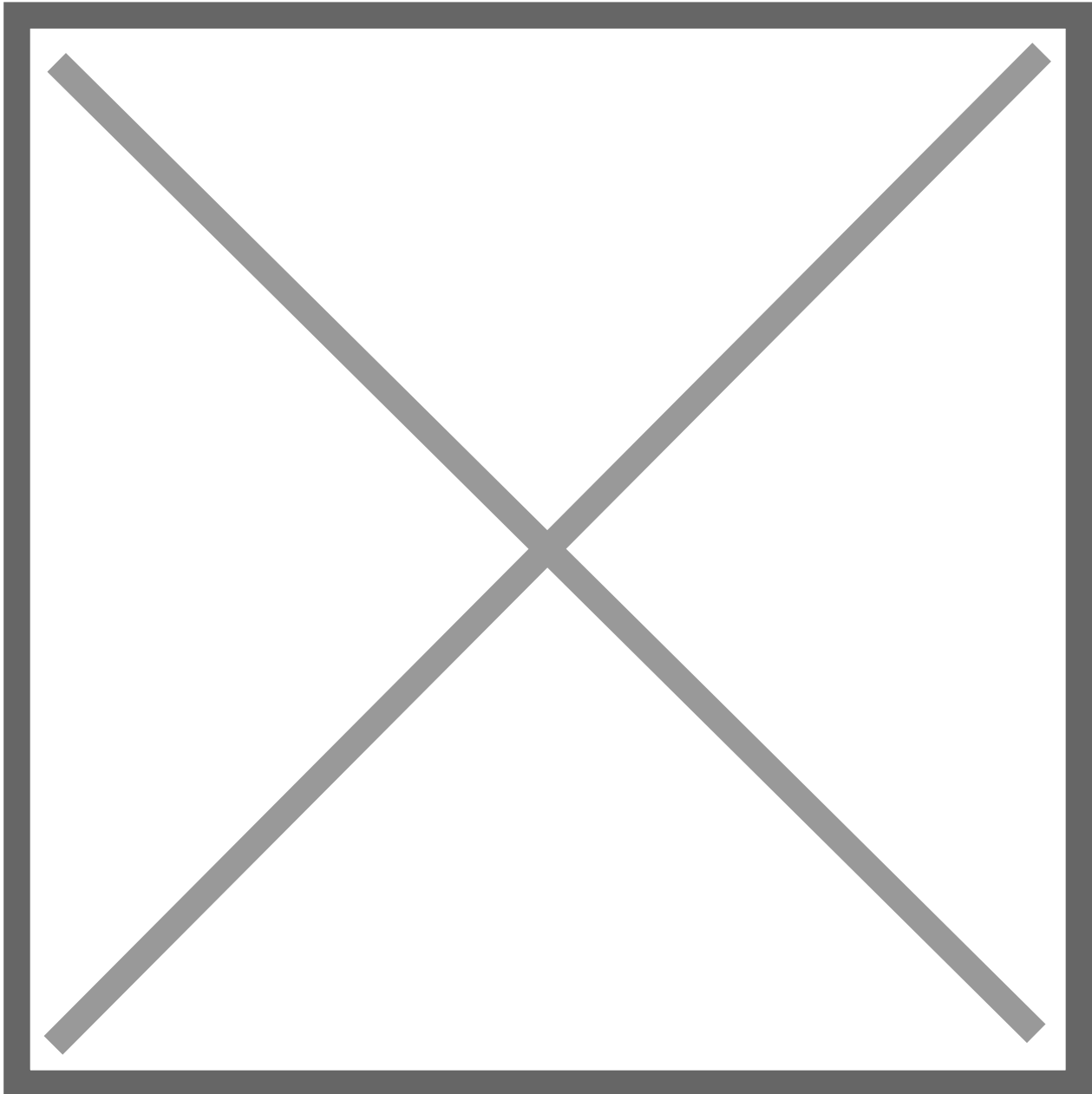
These payments and deposits are specific to the customer and supplier module and look at fully allocated transactions.

Go to Reports menu group > Report List > VAT / GST Category > VAT / GST Report - Payment method



When running the report, check your period

Should the period be wrong, check the financial periods and VAT / GST period closes.

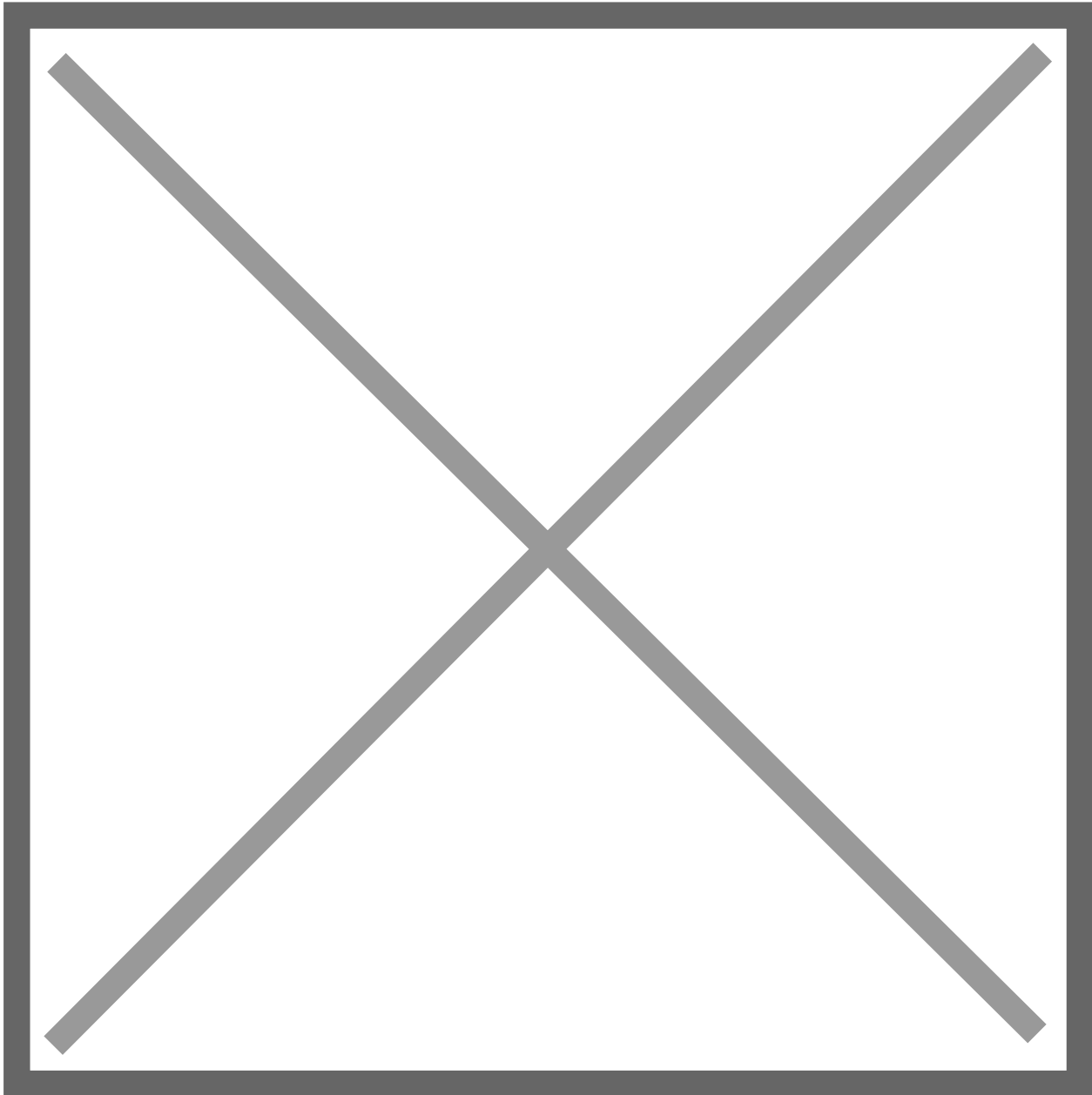


Run the Summary and Detail report and ensure you print the reports before completing and closing off the periods.

Once the complete has run, the current period report will not show.

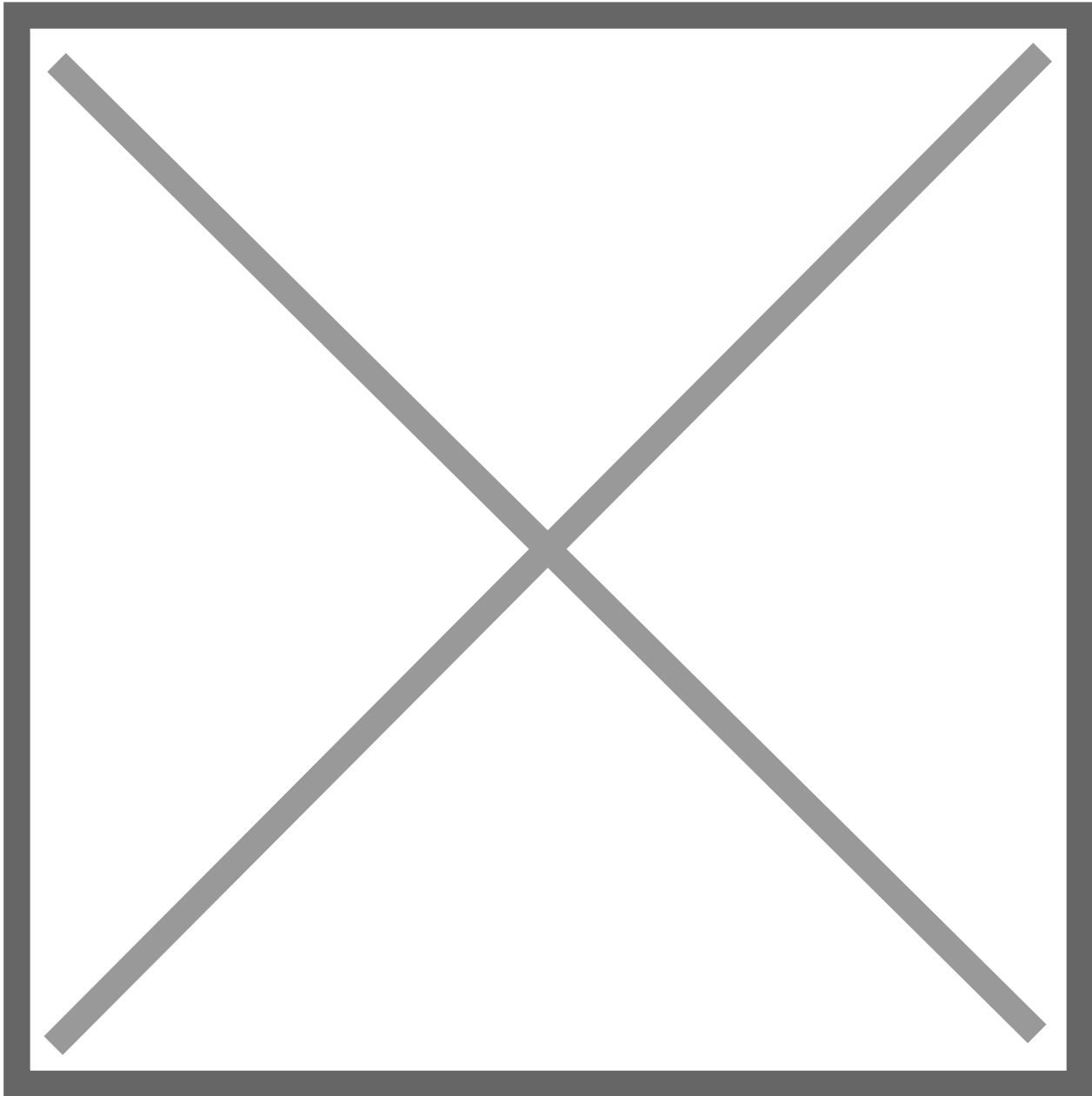
Summary report

Breaks down the Tax types into categories



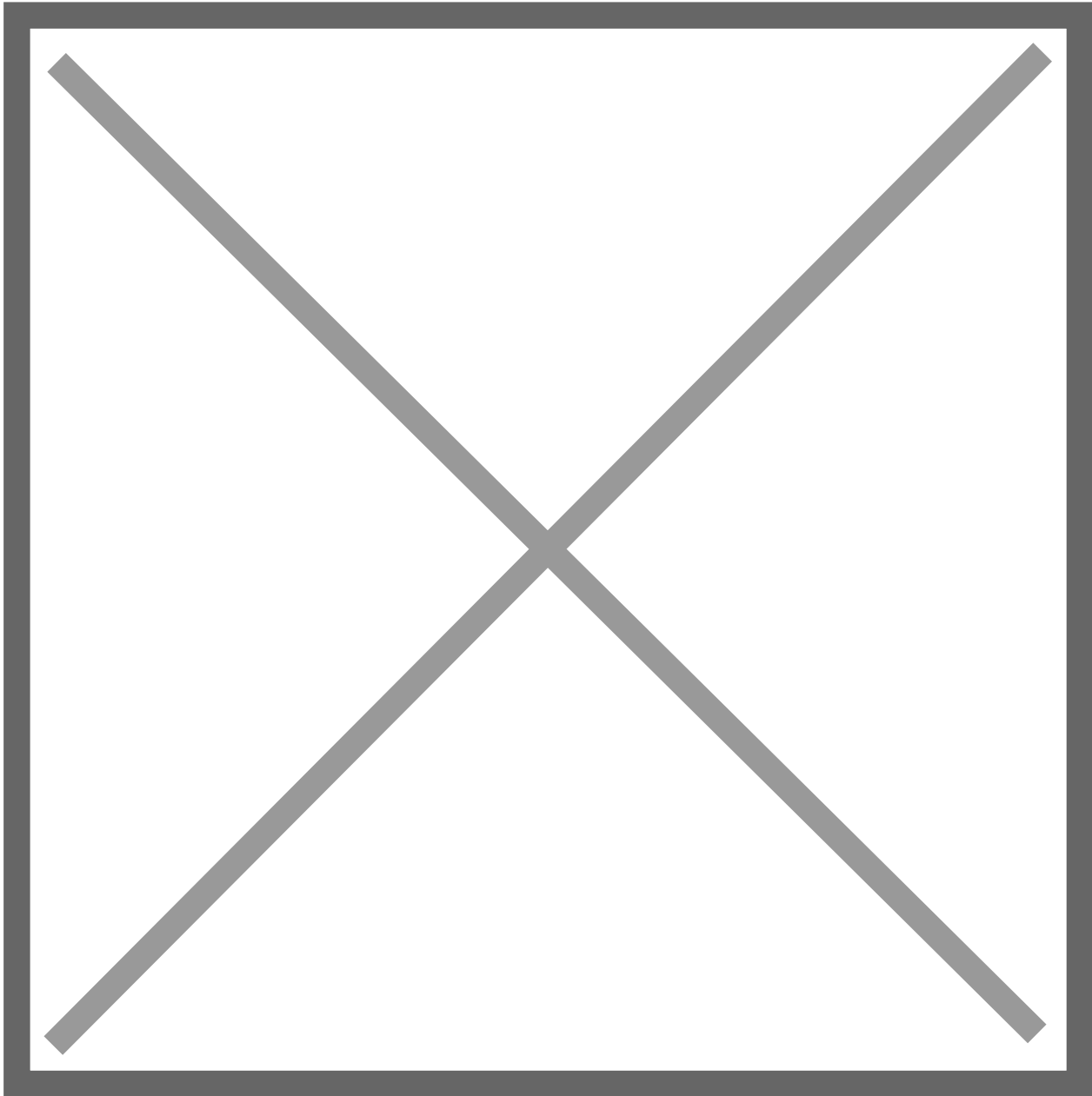
Detail report

This is a detail report showing line transaction for tax report claim



Run the complete VAT / GST flag

This will flag all the transaction lines on the report, so that it will not show on the next report.



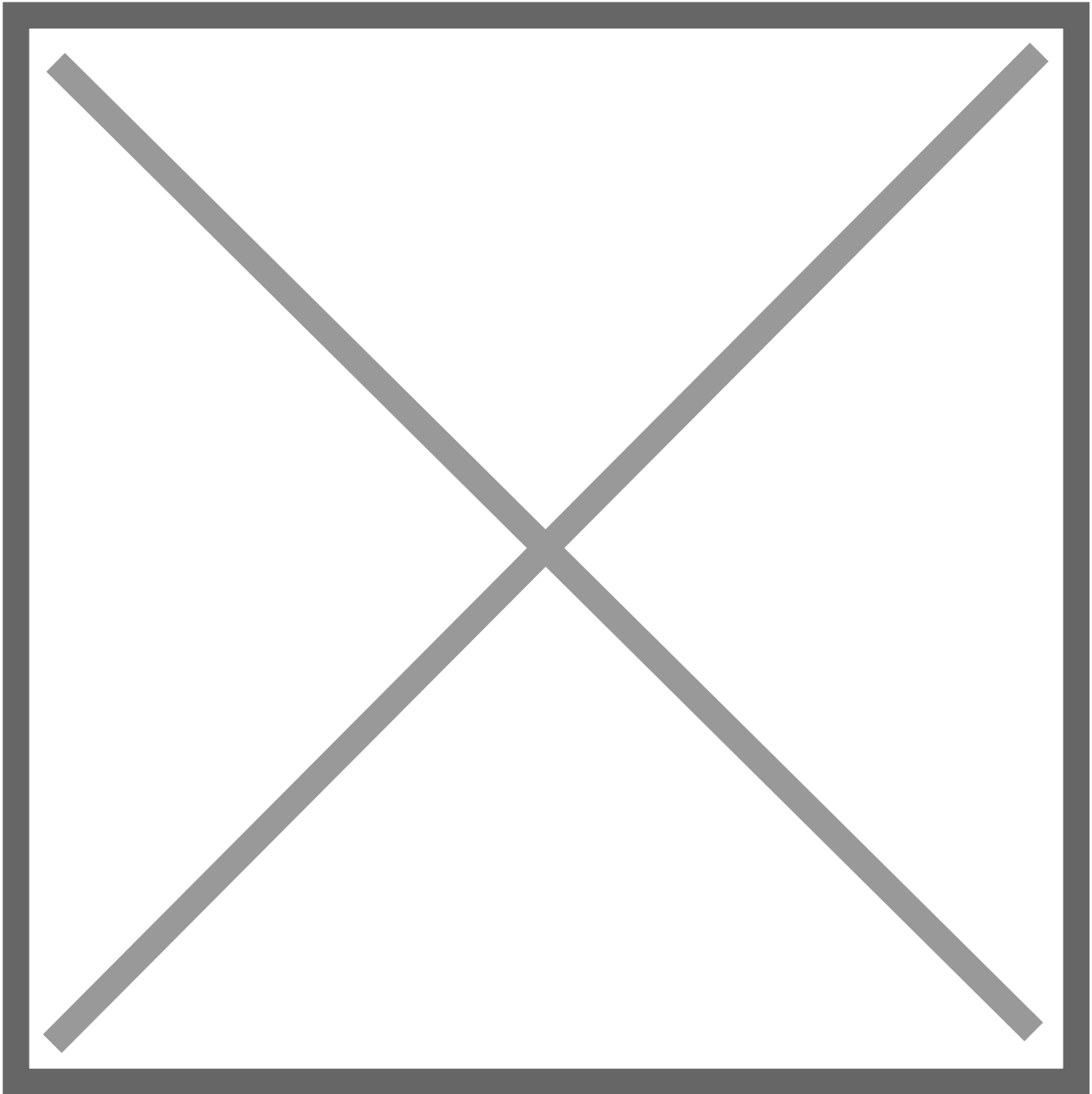
VAT / GST close period

Go to System Configuration > Administration > Financial periods

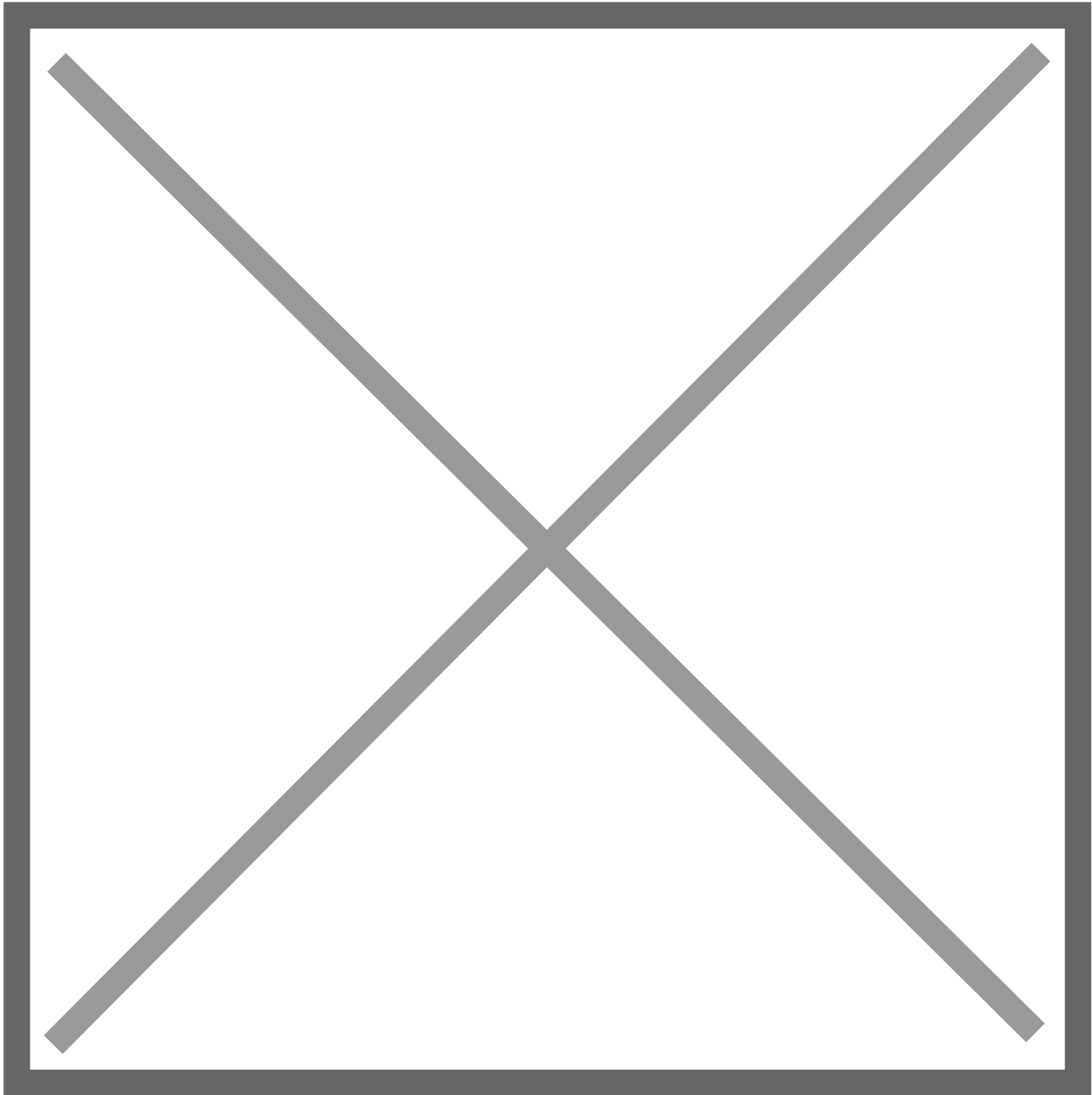
When on a payment method and you have not flagged completed transaction lines on report.

The close period will not be allowed.

After the complete has run, then the period can be closed.



Run the Complete VAT / GST close period before Closing VAT / GST period



Unallocation of Customers and Suppliers after completing the VAT / GST complete WILL NOT ALLOW one to unallocate if this was part of the closed period.