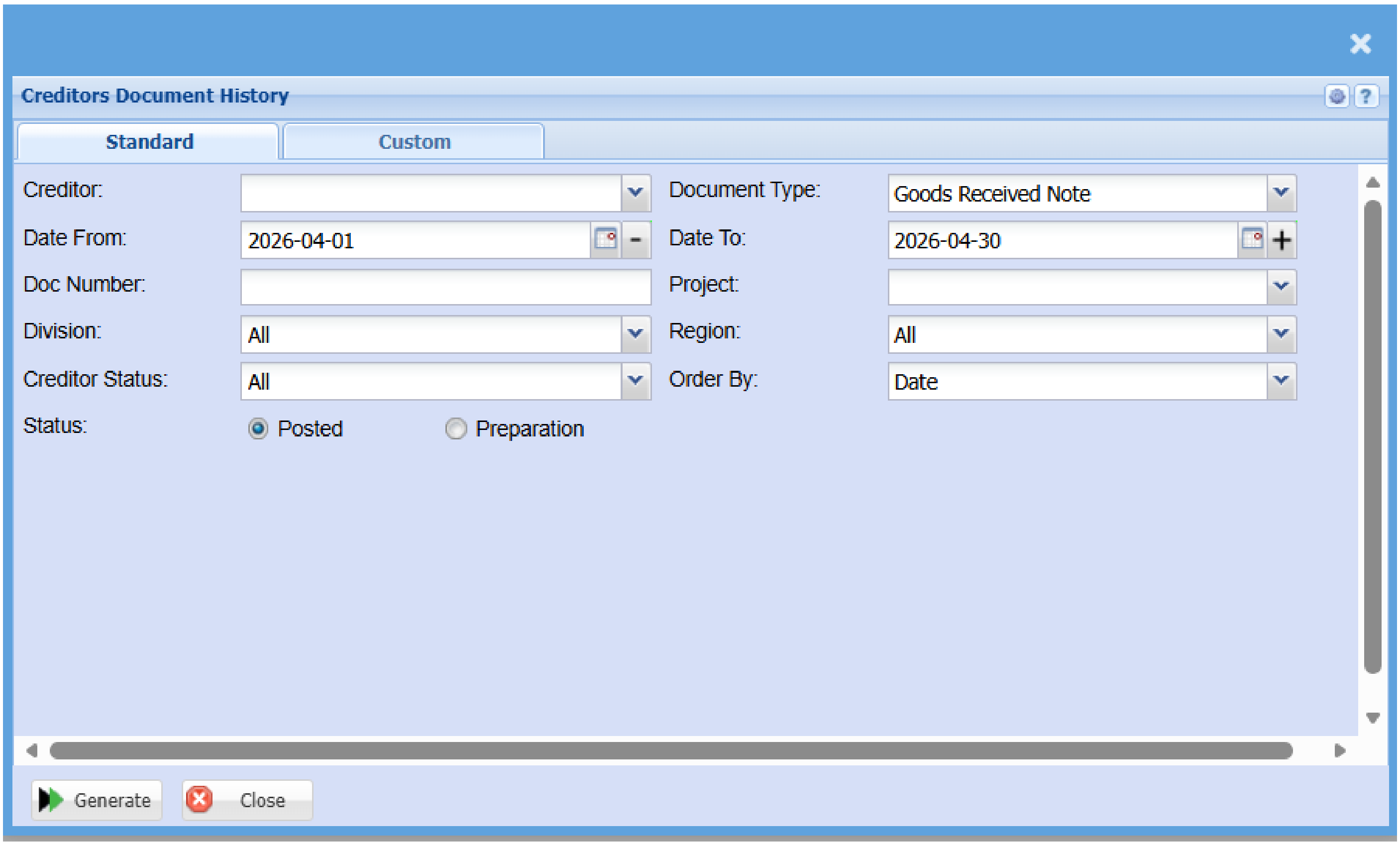
Auditors Reports

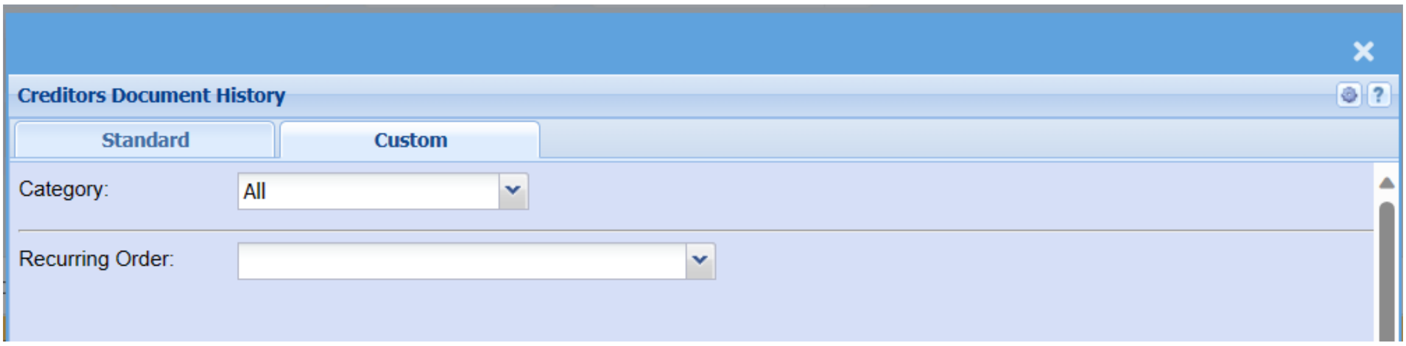
- Creditors Document History
- Creditors Journal Transactions Report
- Debtors Document History
- Debtors Journal Trans Report
- GL Cashbook
- GL Summary Income Report
- Inventory Valuation
- Inventory Valuation Back Dated
- Tax Report
- Users Security Report

Creditors Document History

Gives a full report on Creditors Documents which have been posted. Report is filtered by Document type and date.



Creditor	to select the creditor
Date From	to select the date from which the report will run from
Doc Number	to enter document number
Division	to select the division from the drop-down arrow
Creditor Status	to select the status from the drop-down arrow
Status	to select the document status - Posted or Preparation
Document Type	to select the document type from the drop-down arrow
Date To	select the date to
Project	to select a project
Region	to select the region from the drop-down arrow
Order By	to arrange the document history by selecting order by from the drop-down arrow



Category	
Recurring Order	

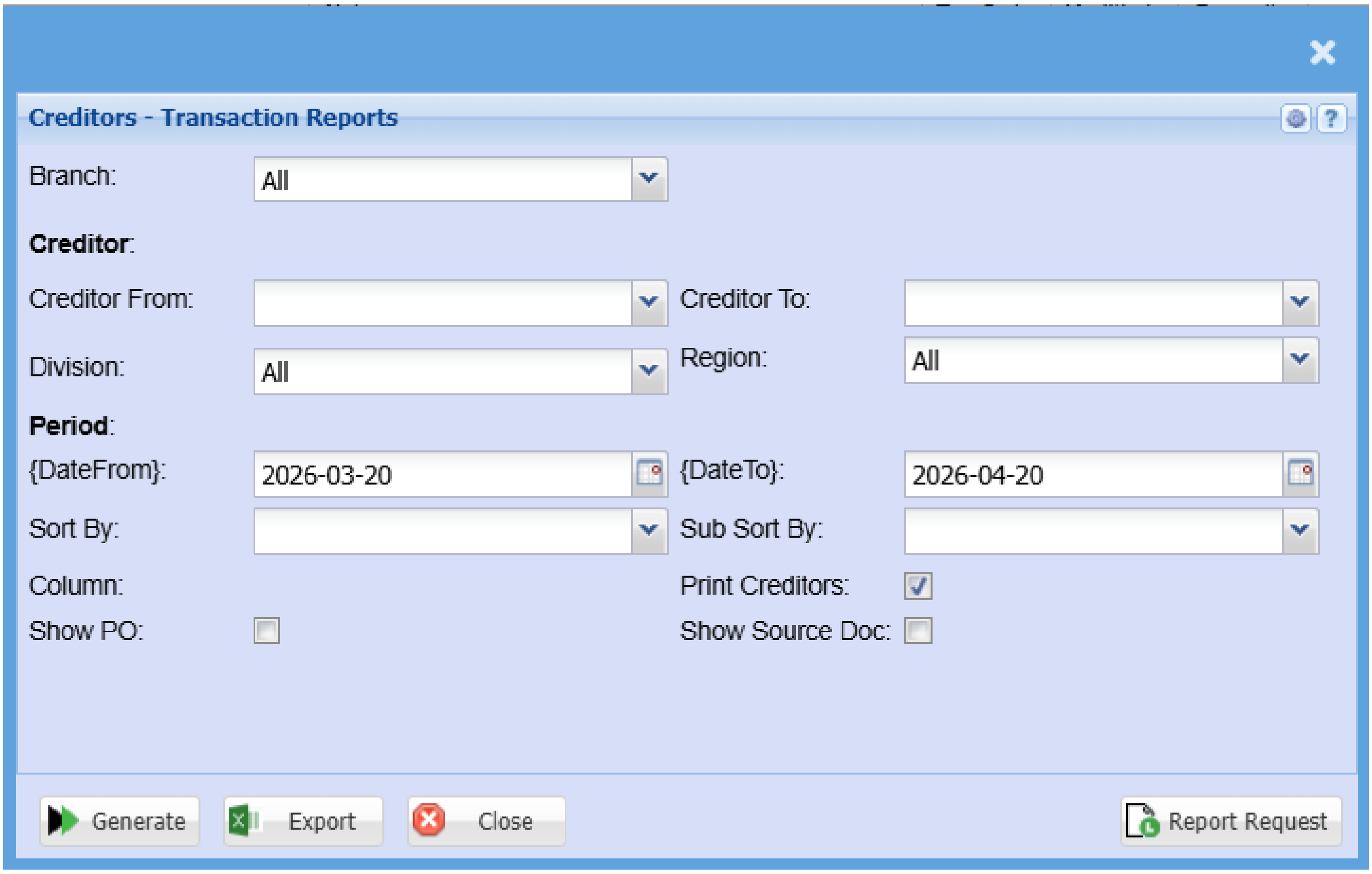
Creditors Journal Transactions Report

Creditors> Reports> Report List

Full transactional history of all postings done within Creditors. With the opening and closing balance per creditor and movement between dates specified.

The "Print Creditors" tick is a filter to include creditors that have a closing balance but do not have any transactions within the selected date range that the report is generated for.

Removing this tick will return only creditors that have transactions within the report date range.



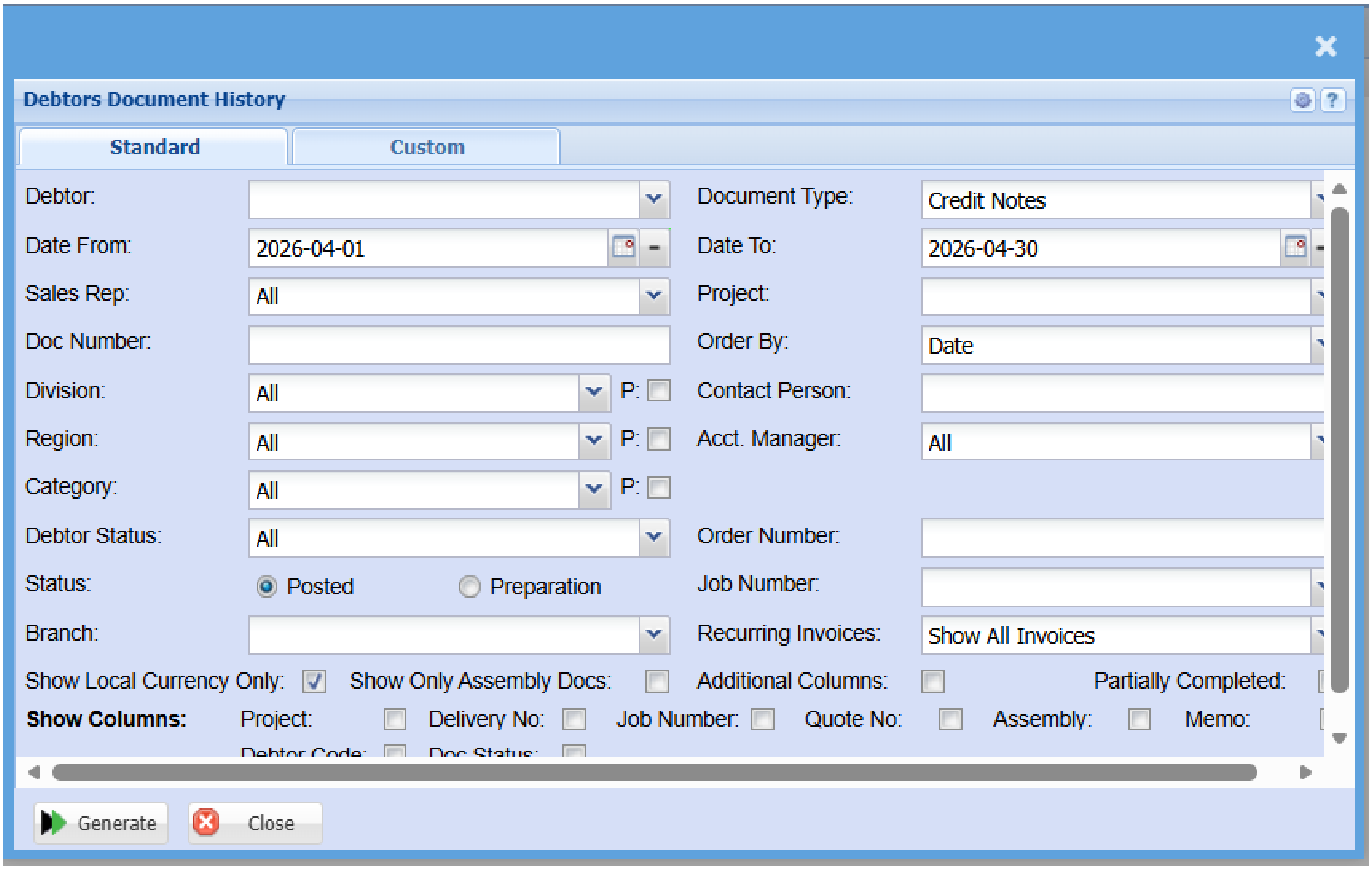
Branch	
Creditor From	
Creditor To	
Division	
Region	

From Year	
To Year	
From Period	
To Period	
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 By	
Show PO Tick	
Print Creditors Tick	
Show Source Doc Tick	

Debtors Document History

Debtors> Reports> Report list

Gives a full report on Debtors Documents which are posted. Report is filtered by document type and date.



This is a full report of posted documents of a selected debtor

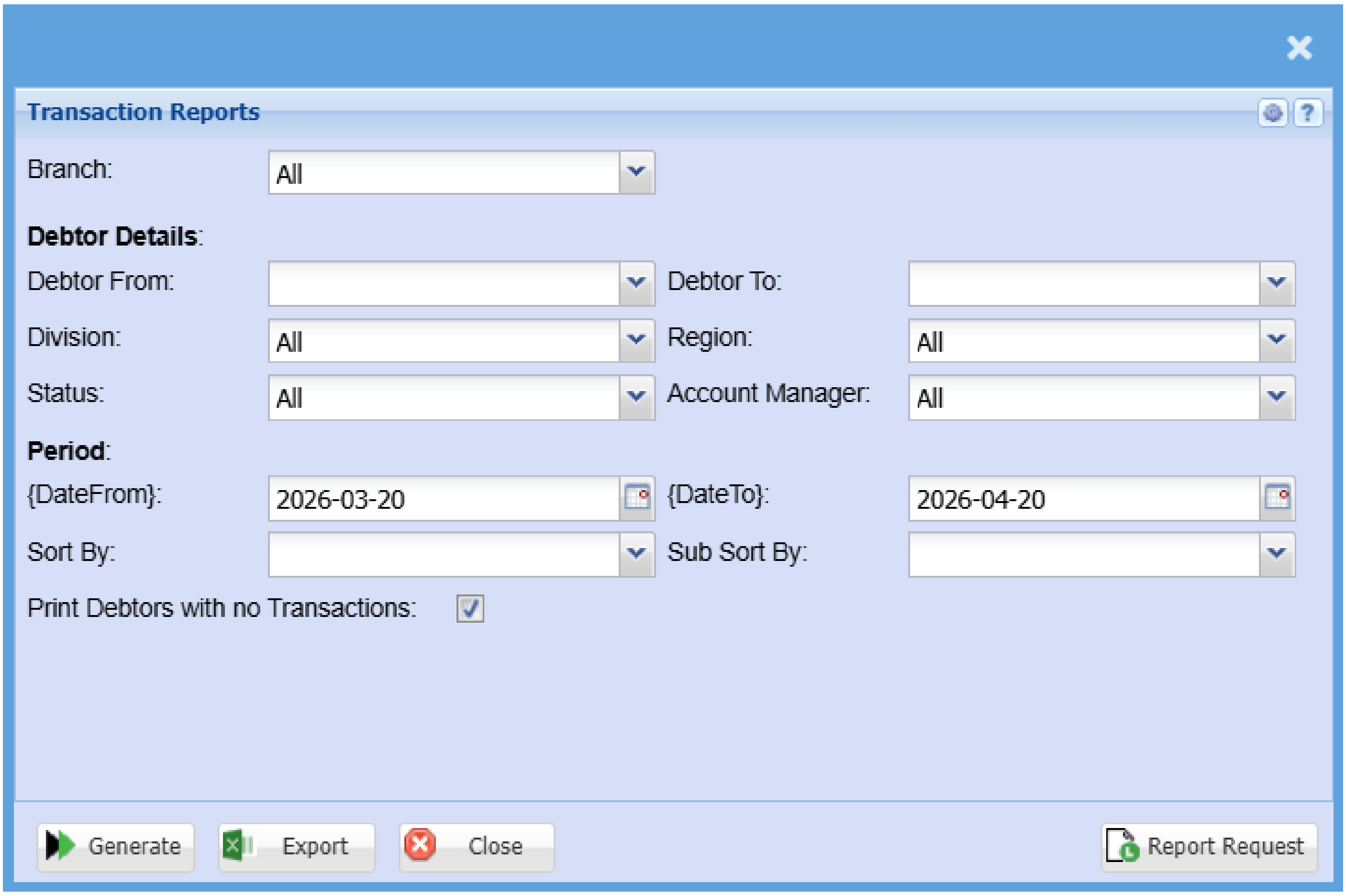
Debtor	to select the debtor
Date From	to select the date from which the report will run from
Sales Rep	
Doc Number	to enter document number
Division	to select the division from the drop down arrow
Region	to select the region from the drop down arrow
Category	
Debtor Status	to select the status from the drop down arrow
Status - Posted or Preparation	to select the document status

Branch	
Show Local Currency Only	
Document Type	to select the document type from the drop down arrow
Date To	select the date to
Project	to select a project
Order By	to arrange the document history by selecting order by from the drop down arrow
Contact Person	
Acct. Manager	
Order Number	
Job Number	
Recurring Invoices	
Show Columns	

Debtors Journal Trans Report

Debtors> Reports> Report list

Full transactional history of all postings in debtors with opening and closing balance per debtor and movement between dates specified.



This is a debtor’s full transactional history of posted documents

Branch	to select the branch from the drop down arrow
Debtor From	to select the debtor from which the transaction report will run from
Division	to select the division from the drop down arrow
Status	to select the report status from the drop down arrow
Debtor To	to limit debtors report by selecting the debtor to
Region	to select the region from the drop down arrow
Account Manager	to select the account manager from the drop down arrow
Year From	to select year from and Year To from the drop down arrow

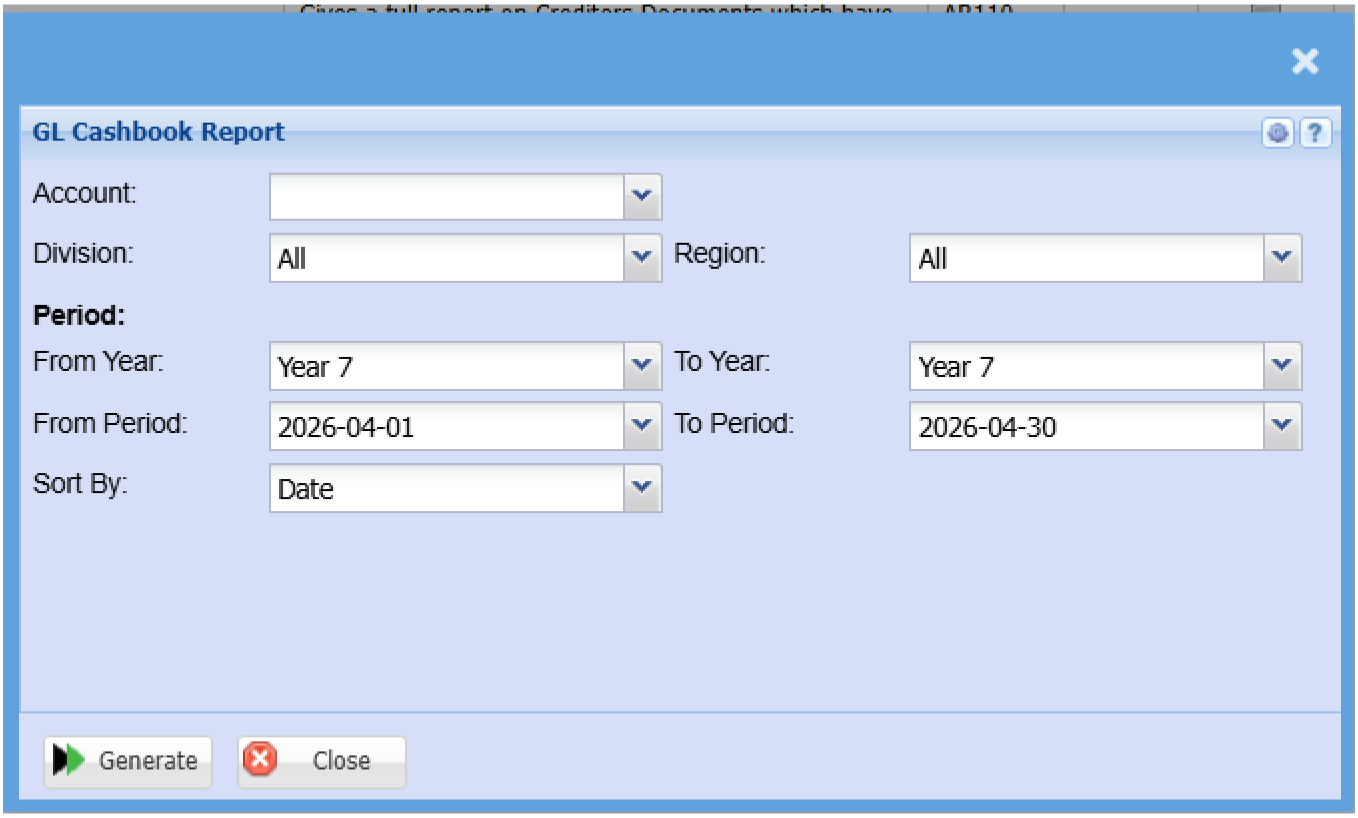
Period From	to select the period from and the period To from the drop down arrow
Sort By	to sort the report by selecting from the drop down arrow
Print Debtors with no Transactions	to tick the box in order to include debtors with no transactions
Year To	to select year from and Year To from the drop down arrow
Period To	to select the period from and the period To from the drop down arrow
Sub Sort By	to select sub sort from the drop down arrow

GL Cashbook

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.

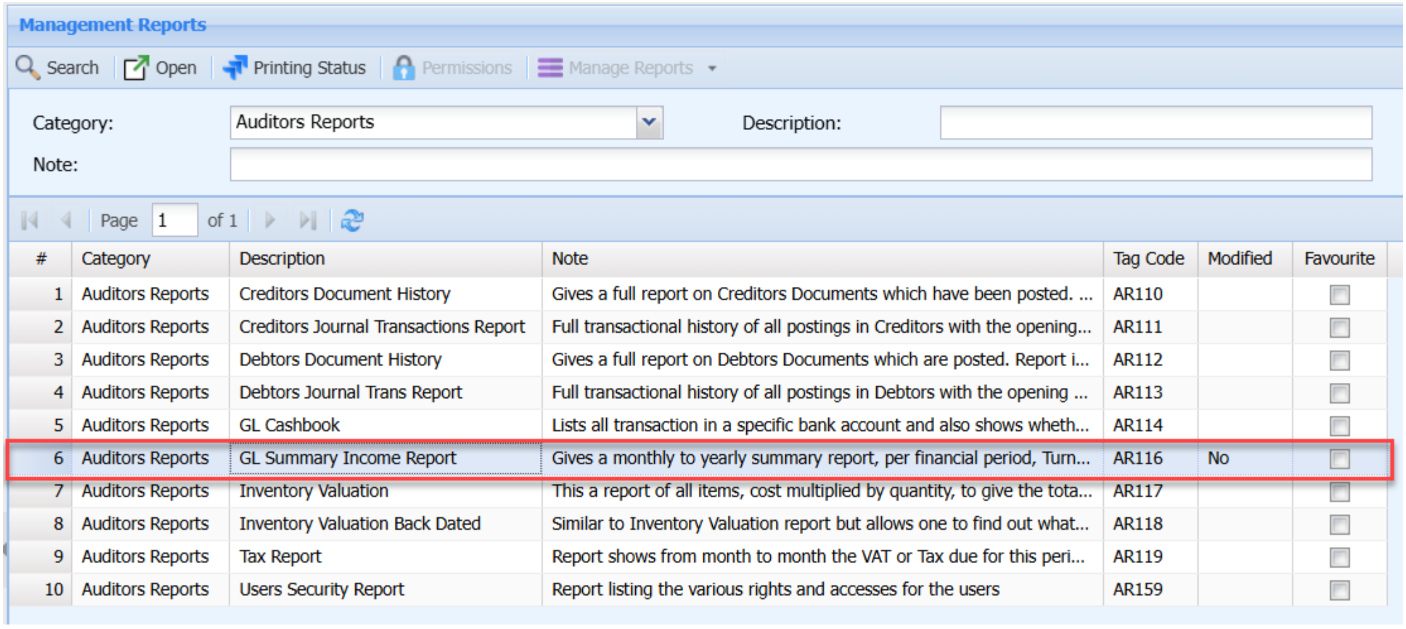
This is a report that lists all transactions by a specific bank account and also shows whether the transactions has been reconciled or not.



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 Summary Income Report

Gives a monthly to yearly summary report, per financial period, Turnover less cost of sales, giving gross profit plus income less expenses to nett profit. Can also be viewed as a summary income statement.

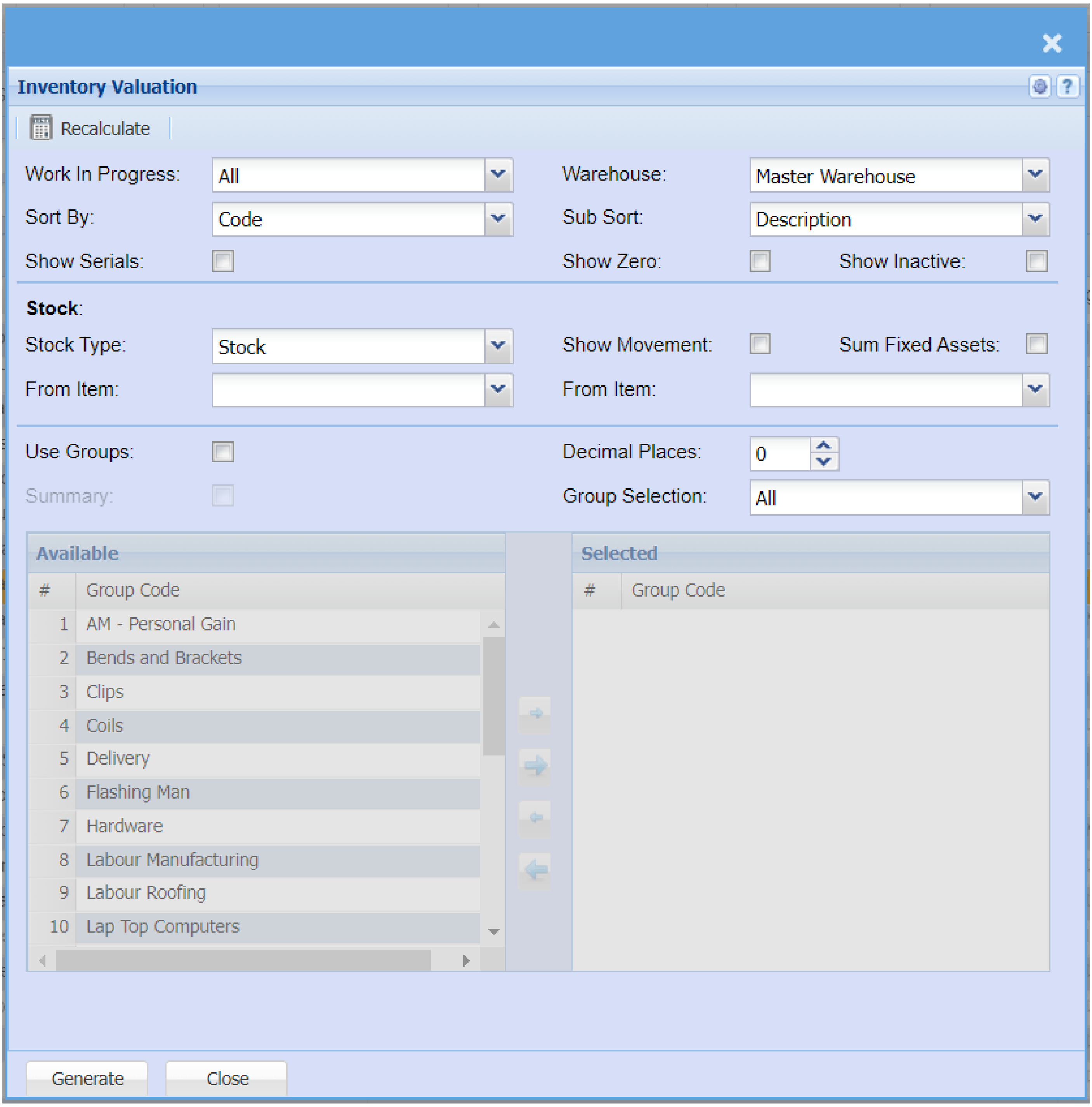


#	Category	Description	Note	Tag Code	Modified	Favourite
1	Auditors Reports	Creditors Document History	Gives a full report on Creditors Documents which have been posted. ...	AR110		
2	Auditors Reports	Creditors Journal Transactions Report	Full transactional history of all postings in Creditors with the opening...	AR111		
3	Auditors Reports	Debtors Document History	Gives a full report on Debtors Documents which are posted. Report i...	AR112		
4	Auditors Reports	Debtors Journal Trans Report	Full transactional history of all postings in Debtors with the opening ...	AR113		
5	Auditors Reports	GL Cashbook	Lists all transaction in a specific bank account and also shows wheth...	AR114		
6	Auditors Reports	GL Summary Income Report	Gives a monthly to yearly summary report, per financial period, Turn...	AR116	No	
7	Auditors Reports	Inventory Valuation	This a report of all items, cost multiplied by quantity, to give the tota...	AR117		
8	Auditors Reports	Inventory Valuation Back Dated	Similar to Inventory Valuation report but allows one to find out what...	AR118		
9	Auditors Reports	Tax Report	Report shows from month to month the VAT or Tax due for this peri...	AR119		
10	Auditors Reports	Users Security Report	Report listing the various rights and accesses for the users	AR159		

Inventory Valuation

Inventory module> Reports> Reports List

Gives a report of all items cost, multiplied by quantity, to give the total value of stock. This can be given by warehouse, group codes and by various Work in Progress areas.



Work In Progress	
Sort By	

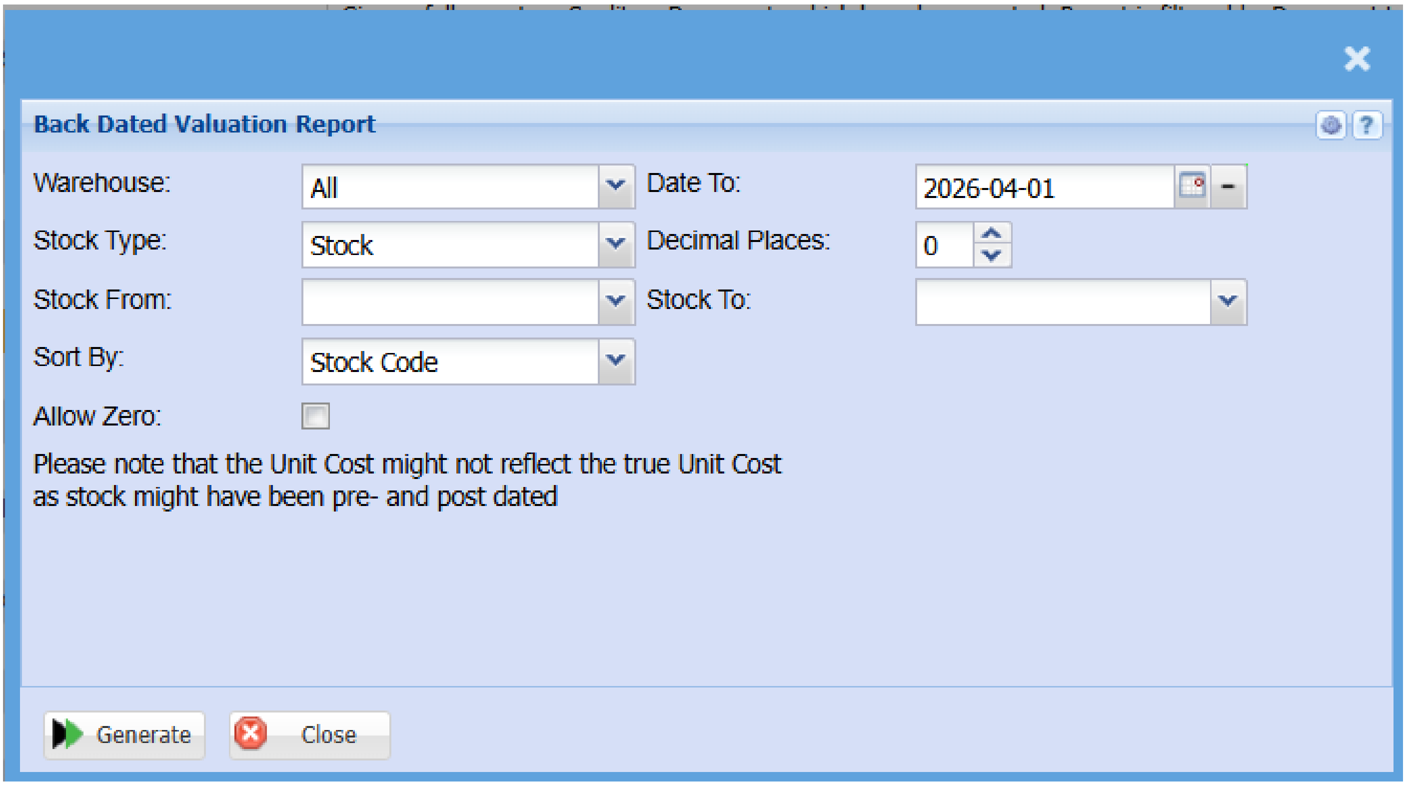
Show Serials	
Warehouse	
Sub Sort	
Show Zero	
Show Inactive	
Stock Type	
From Item	
Show Movement	
From Item	
Sum Fixed Assets	
Use Groups	
Summary	
Decimal Places	
Group Selection	

Inventory Valuation Back Dated

Auditors Reports >Inventory Valuation Back Dated Report

Similar to Inventory Valuation report but allows one to find out what the quantity and cost of items on a specific date.

> TAKE NOTE: This report could possibly not be accurate due to back dating of transactions.

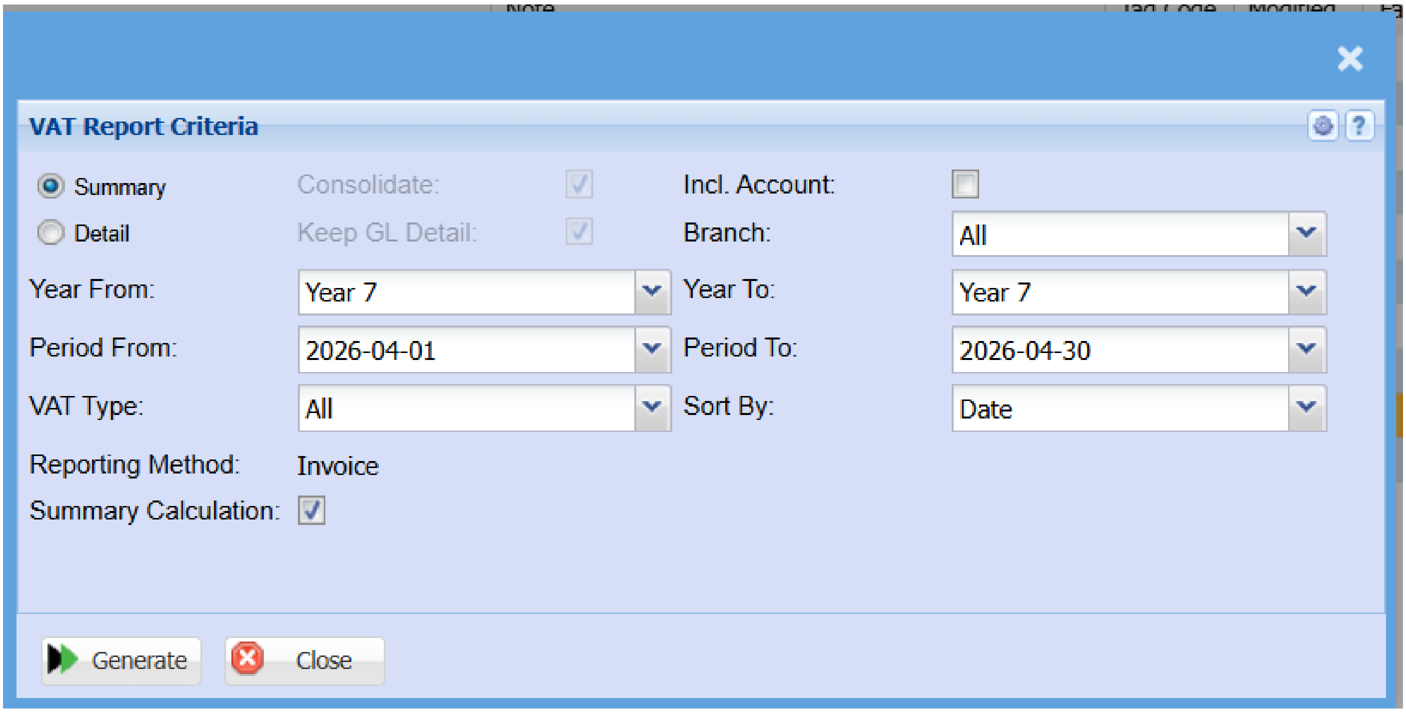


Warehouse	
Stock Type	
Stock From	
Sort By	
Date To	
Decimal Places	
Stock To	

Allow Zero Tick	

Tax Report

Report shows from month to month the VAT or Tax due for this period. It is possible to view a summary or detail of VAT allocated.

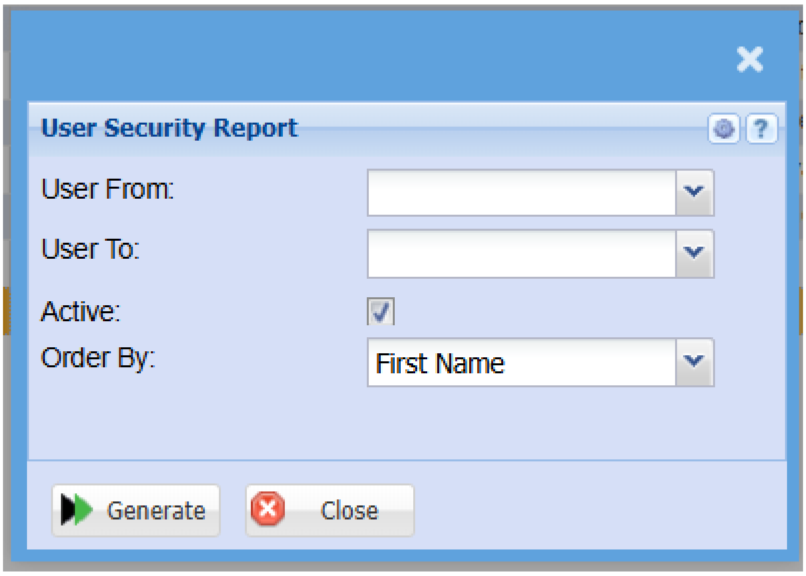


Summary	
Detail	
Year From	
Period From	
VAT Type	
Summary Calculation	
Incl. Account	
Branch	
Year To	
Period To	
Sort By	

Users Security Report

Auditors Reports >Users Security Report

Report listing the various rights and accesses for the users



User From	
User To	
Active Tick	
Order By	