

Report Favorites

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Favorites

Video training manual 2019 - [Click Here](#)

Check on the column with the tick box with the report that you'd like to add to your favourites list.

Go to the category and select favourites to view and filter all the selected reports that you have chosen.

System Configurati...

Administration +

General +

General Ledger... +

Security +

Reports -

User Access Report

Report List

Dashboard Display

Report Request

Document Management

Management Reports

Search Open Printing Status Permissions Manage Reports

Category: General Ledger Description: Note:

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#	Category	Description	Note	Tag Code	Modified	Favourite
1	General Ledger	Account List	Report on all general ledger accounts and the structure path which have being added to the general led...	GL49		☐
2	General Ledger	Balance Enquiry	Balances by period for year Financial Year	GL173		☐
3	General Ledger	BankIt Report	BankIt Report	GL342		☐
4	General Ledger	Cash Book Report	Cash Book Report printed from the Cash Book not from the Transaction table.	GL280		☐
5	General Ledger	Cash Flow Report	Cash Flow Report	GL184		☐
6	General Ledger	Customer Link Financial Performance	Customer Link financial performance report monthly	GL197		☐
7	General Ledger	Export Bank Manager Data	Export Bank Manger Data	GL198		☐
8	General Ledger	Financial Performance by Cost Centre	View a year of financial performance per period by cost centres	GL282		☐
9	General Ledger	Financial Performance by Period	View a year of Financial Performance per period in one report, one can also drill down on the values to ...	GL175		☐
10	General Ledger	Financial Performance Summary Report	Gives a monthly to yearly summary per financial period of Turnover less Cost of sales giving Gross Profi...	GL40	No	☐
11	General Ledger	Financial Performance with Cost Centres	Financial Performance with Cost Centres	GL164		☐
12	General Ledger	General Ledger Budget Summary	This report shows what the budget figure is, per ledger account, per financial period, setup under the G...	GL77		☐
13	General Ledger	GL Cashbook Recon Report	This report looks at unposted cashbooks, journals and documents which affect the bank and put onto a...	GL153		☐
14	General Ledger	GL Cashbook Report	Lists all transactions by a specific bank account and also shows whether the transaction has been recon...	GL34		☐
15	General Ledger	GL Journal Report	This report is a combination of multiple journals that have being posted put into one report with debits ...	GL129		☐
16	General Ledger	GL Transaction Report	Full transactional history of all postings in all ledger accounts with the opening and closing balance per ...	GL244		☐
17	General Ledger	GL Transaction Report (No1)	Full transactional history of all postings in all ledger accounts with the opening and closing balance per ...	GL115		☒
18	General Ledger	GL Transaction with Balances (No2)	This report is similar to the GL Transaction Report (No1) except that the income statement values show...	GL33		☐
19	General Ledger	GL Tree Report	Gives a report using the tree structure of the general ledger setup to find the values of all children acco...	GL99	No	☐

Search	
Open	
Printing Status	
Permissions	
Manage Reports (Drop-down)	
Category	
Description	
Note	

Setting User Report Favourite

Once you have checked on the column with the tick box with the report that you'd like to add to your favourites list.

One can set the favourite report category to open up automatically.

System Configuration > General > User Setup

The screenshot shows the 'Edit Employee Info' window with the 'User Management' tab selected. The 'Module Access' sub-tab is active, showing a grid of module access settings. The 'Default Favourites Report' checkbox is highlighted with a red box.

Module Access			
System Configuration Module:	No Access	Reports And Security Role:	No Access
General Ledger Module:	No Access	Shortcut Role:	No Access
Debtors Module:	No Access	Form Security:	Full Access
Creditors Module:	No Access	CRM:	No Access
Inventory Management Module:	No Access	Asset:	No Access
Job costing Module:	No Access	Lab Module:	No Access
Energy Module:	No Access	Production Module:	No Access

Below the grid, there are several checkboxes and dropdowns for user settings:

- Allow Multiple Module Windows: ☒
- Show Column Selector: ☒
- View Security Button: ☐
- Allow Statement Export: ☐
- Storeman: ☐
- Change Control Manager: ☐
- Supplier Bank Acct. Change: ☐
- Sales Order Status: ☐
- Default Favourites Report: ☒ (highlighted)
- Module Dashboard: ☐
- Job Supervisor: ☐
- Financial Supervisor: ☐
- Change Control Supervisor: ☐
- Password Supervisor: ☐
- Purchase Supervisor: ☐
- Messages Supervisor: ☐
- Sales Margin Supervisor: ☐
- Hide Slider Menu: ☐
- Internal User Popup: ☐
- Mobile Access: ☐
- Mobile Role:
- Exclude CRM: ☐
- Preferred Users:
- Warehouse Access:
- Default Warehouse:
- Default Storeman:
- Process by Internal User: ☐

When accessing your report list, this will default to the Favourites category

Management Reports

 Search  Open  Printing Status  Permissions  Manage Reports ▼

Category: Favourites ▼

Description:

Note:

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#	Category	Description	Note	Tag Code	Modified	Favourite
1	Auditors Reports	Inventory Valuation	This a report of all items, cost multiplied by quantity, t...	AR117		☒
2	Creditors	Approved Purchase Order Detail	Shows a report on approved Purchase Orders.	CM132		☒
3	Creditors	Creditors Graph	Shows a line or bar graph of all GRVs less Return to S...	CM42		☒
4	Creditors	Document History	Shows a full report of Creditors Documents which hav...	CM104		☒
5	Creditors	Sales By Creditor	Sales By Creditor	CM380		☒
6	Creditors	Supplier Listing	Report on all Creditors which have being added to the...	CM6		☒