Business Sensor ERP

USER GUIDE

ACCOUNT REPORT MANUAL
Everything you need to know about account report

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Business Sensor Accounting Report

Business Sensor account report is a comprehensive document summarizing key financial information related to a specific account. It typically includes details such as account balances, transaction history, and other pertinent financial data. Account reports serve as valuable tools for individuals and businesses to track and analyze their financial activities.

Balance Sheet Till Date

This report provides an overview of a business or organization's assets, liabilities, and capital at a specific moment in time. It outlines the balance between income and expenditure over the previous period. To access this report, follow these steps:

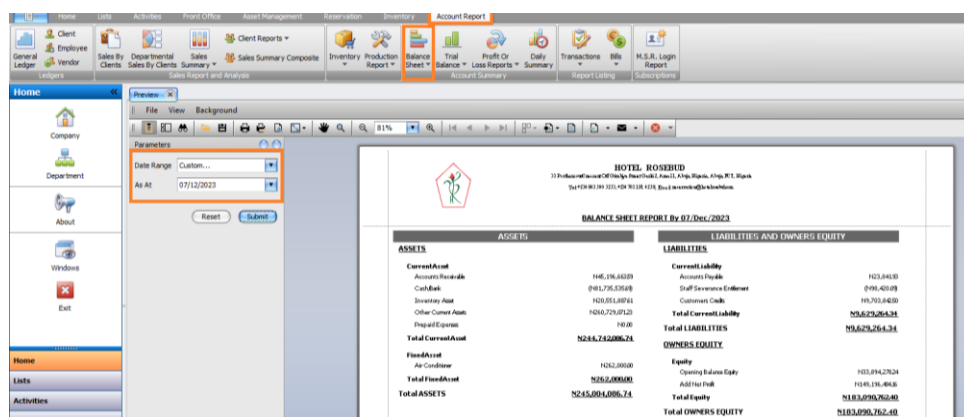**Step 1.**

Go to the **Account Report menu** and select Balance Sheet from the drop-down options. Choose **Balance Sheet Till Date** to access the specific report.
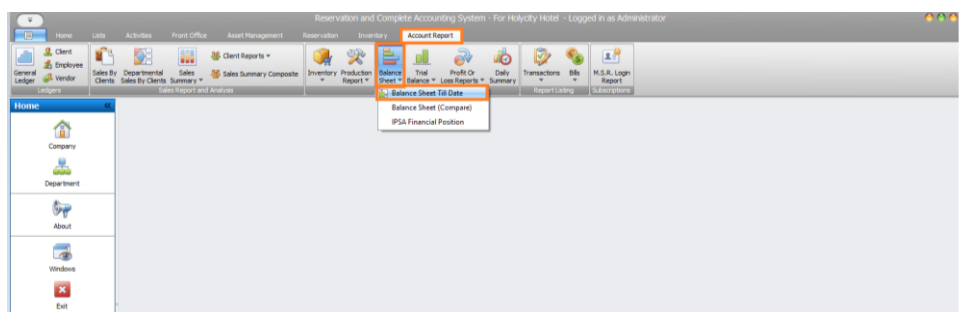
Step 2.

Select "Date Range", Modify the date by using the dropdown for preset dates or choose "**Custom**" to input specific dates manually. Click "**Submit**" to load the page with the selected date range.

Balance Sheet (Compare)

This report presents a comparative view of a business or organization's assets, liabilities, and capital at a specific point in time, highlighting the balance between income and expenditure over the preceding period. To access this report, follow these steps.

Step 1.

Open the Account Report menu, choose Balance Sheet, and then select Balance Sheet (Compare) from the dropdown options.
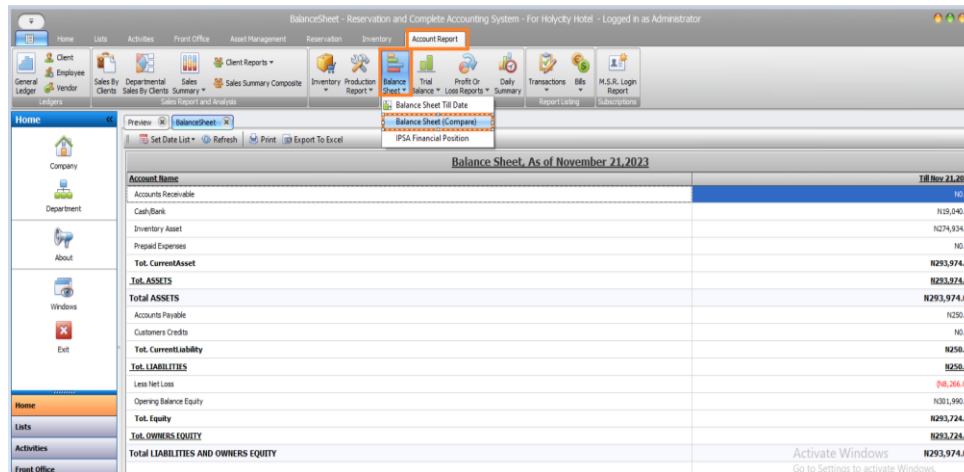
Step 2

- Click on **'Set Date List'** to access the date panel.
- The default mode is *'Till Specific End Date'* in the time range mode.
- In the 'Time Interval Mode,' choose your preferred interval.
- Select the specific 'Starting From' month and year.
- Choose the 'Number of Time Interval' you desire.
- Click the 'Generate Time' button to load the selected time interval.
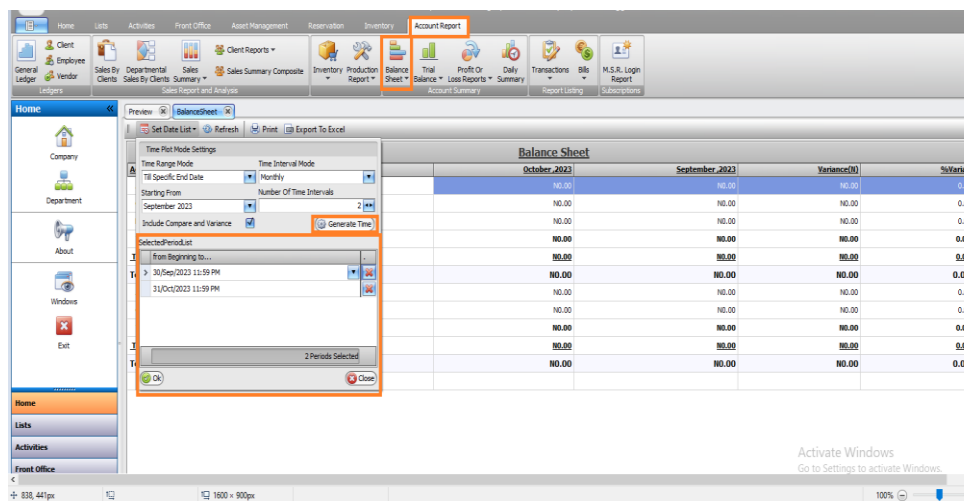
Step 3.

In **Selected Period List**, the selected date and the period or interval will be displayed, which you can customize if you want. Then click on **OK** button to load the report.

Step 4.

Once loaded, the report from the selected date will appear, showing any variances. To print or export to Excel, use the 'Print' or 'Export to Excel' button respectively.

IPSA Financial Position

This is International Public Sector Accounting Standard (IPSAS) report which shows the financial statement from specific period of time. To view this report, follow these steps:

Step 1.

Click on Account Report menu, navigate to Balance Sheet and click to access the drop-down, and then select IPSA Financial Position

Step 2.

- Open the date panel by selecting **'Set Date List**.'
- Choose your desired interval in the **'Time Interval Mode.'**
- Select the starting month and year from which you want to begin.
- Specify the number of time intervals you require.
- Click the **'Generate Time'** button to load the selected time interval.
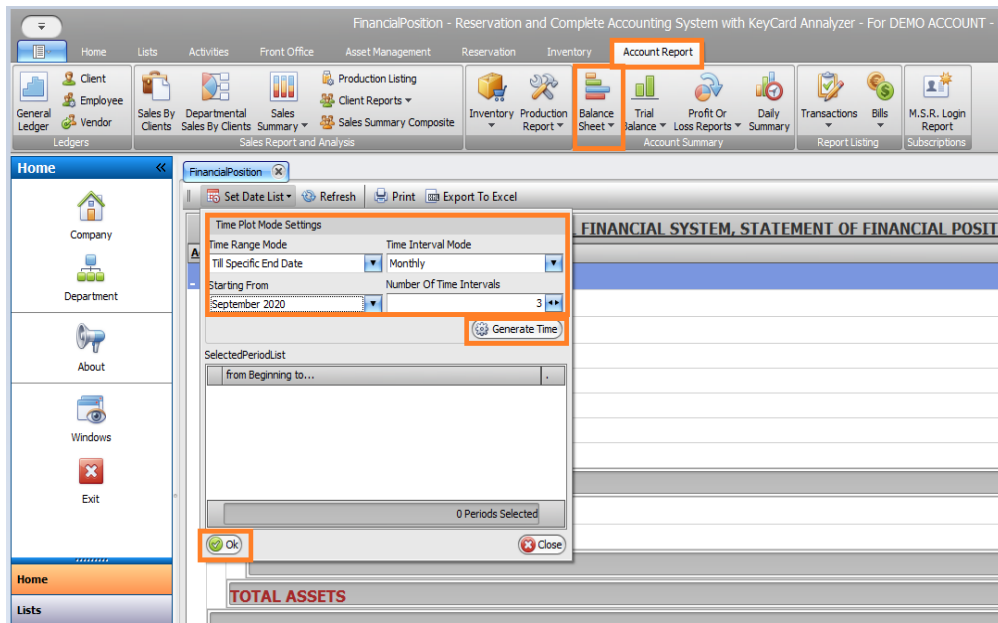
Step 3.

When it loads, then you will see the report from selected date, with the variance. Then click the **Okay** button.

Print or export to excel by clicking the button **Print** or **Export to Excel respectively**
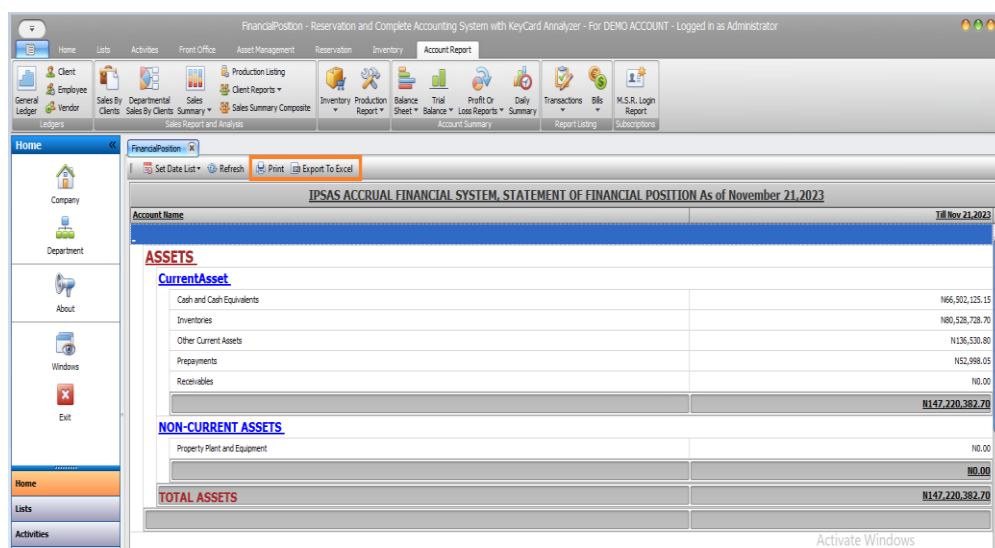
Paid Bills

This report displays all bills that have been paid within a specified period. Follow these steps to view the report:
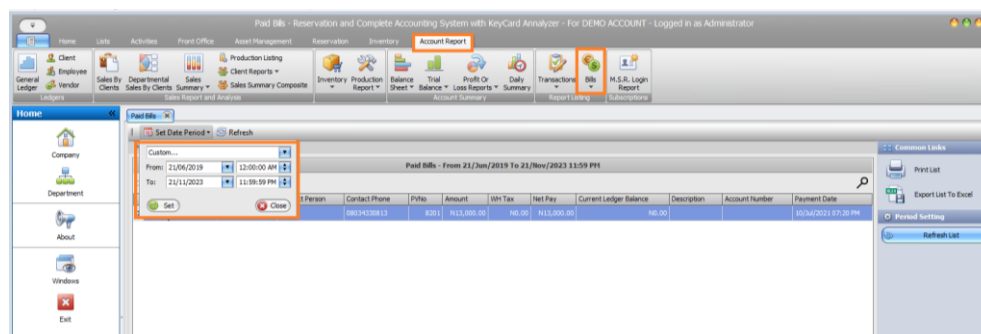
Step 1.

Access the **Account Report menu**, choose '**Bills'** from the dropdown, select 'Paid Bills'.

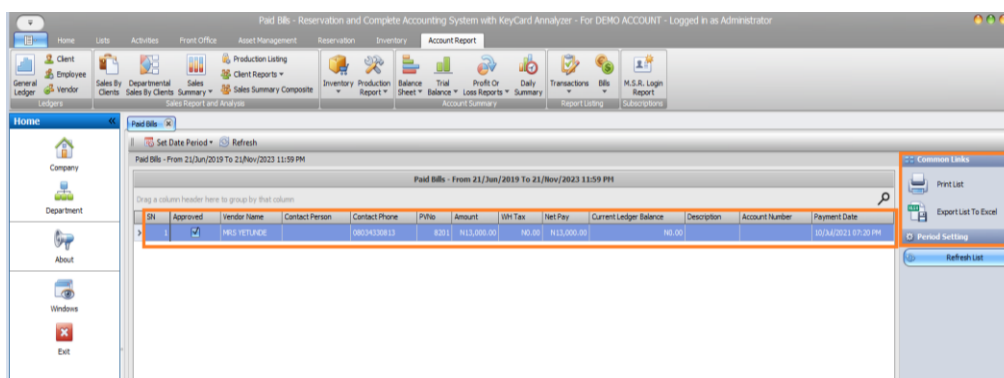
Step 2.

Open the date panel by selecting **'Set Date Period'**. you can adjust it by clicking on the field or using the small arrow to choose from preset dates.

You also have the option to select 'Custom', to manually input the date before clicking 'Set

Step 3.

Once the page finishes loading, navigate to the sidebar and select the Print button to either print or export the list.
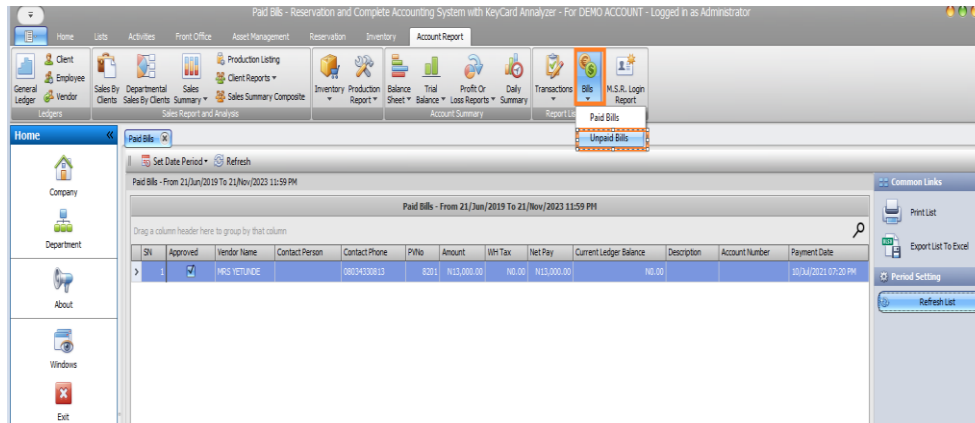
Unpaid Bills Report

This report displays all bills that remain unpaid within a specified period. Follow these steps to view the report.

Step 1.

Access the **Account Report** menu, choose '**Bills**' from the dropdown, select **'Unpaid Bills'**

Step 2.

- Open the date panel by clicking **'Set Date Period'**.
- Modify the date by selecting the field or using the small arrow to view preset date options.
- Optionally, choose **'Custom'** to manually input the date.
- Click 'Set' to apply the selected date configuration.
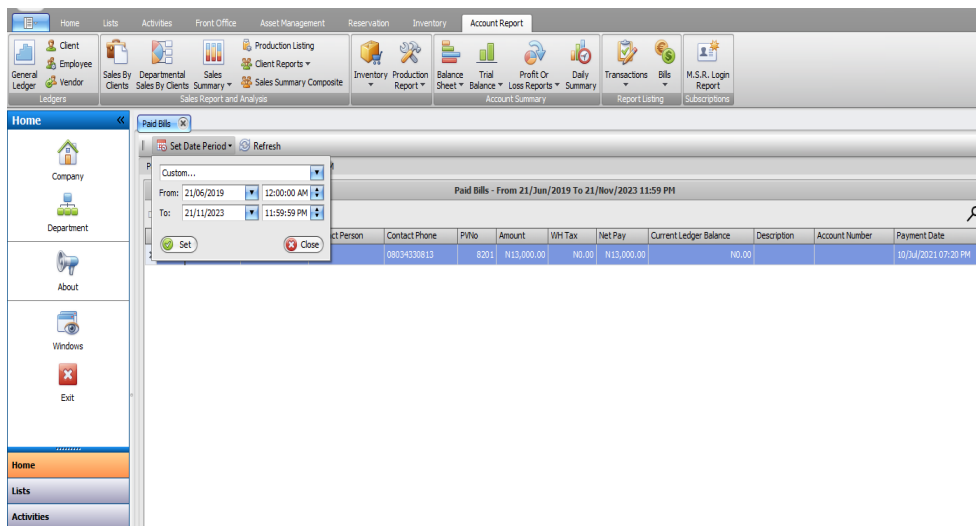
Step 3.

After loading, you have the option to sort, group, or filter the data before printing.

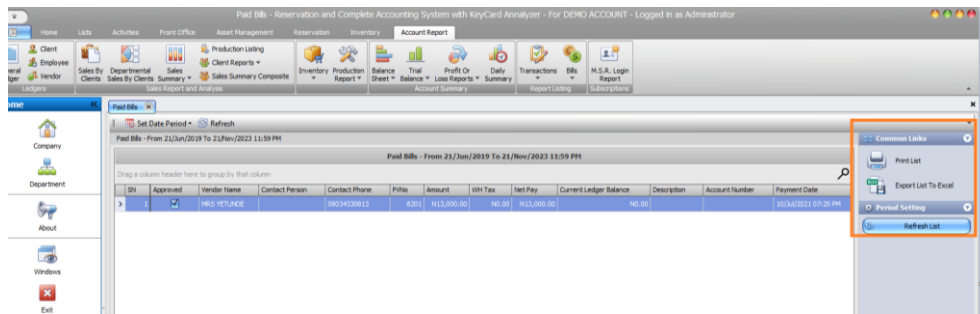Note: To perform sorting, grouping, or filtering, refers to the instructions in "How To Work with Grid Report."
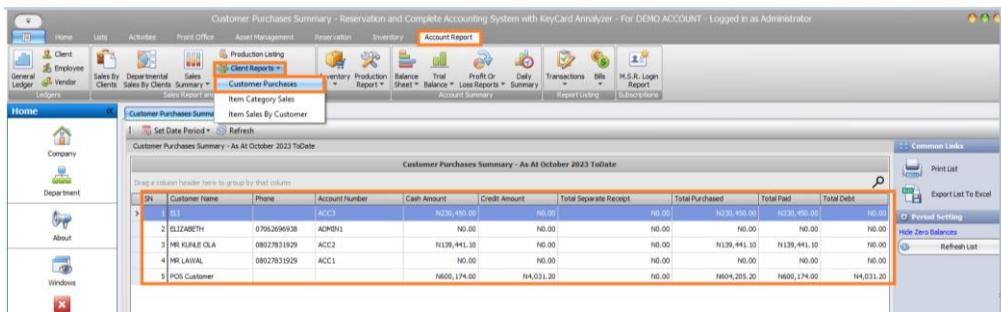

Customer Purchases

This report displays all customer purchases recorded within a specific time frame. Follow these steps to access the report.

Step 1.

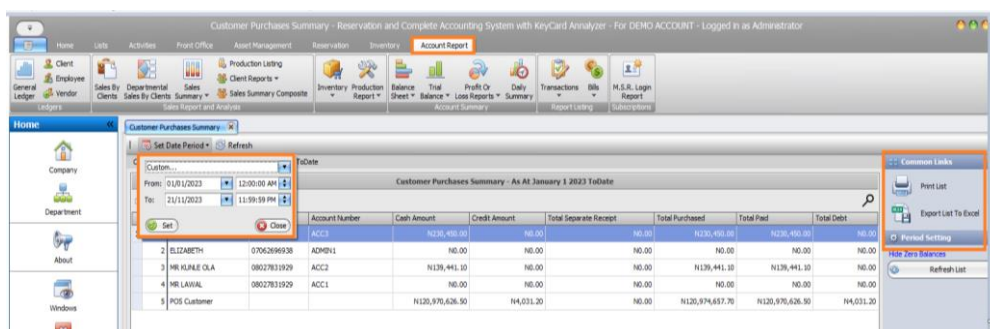Click on **Account Report** menu, navigate to **Client Reports** and click to access the drop-down, and then select **Customer Purchases.**

Step 2.

- Click on "**Set Date Period"** to open the date panel.
- **Modify the date** by selecting the field or use the small arrow to see preset date options.
- Alternatively, choose **"Custom"** to manually input the date.
- Click **"Set"** to confirm the selected date.

Step 3.

After loading, you'll have the option to sort, group, or filter the data before printing.

*Note: For instructions on sorting, grouping, or filtering, refer to the "**How To Work with Grid Report**" guidelines below*

Item Category Sales

This report displays all sales recorded within a specific category of item during a specified time frame. Follow these steps to access the report:"

Step 1.

Go to the **Account Report** menu, select **Client Reports**, and choose **Item Category Sales** from the dropdown.
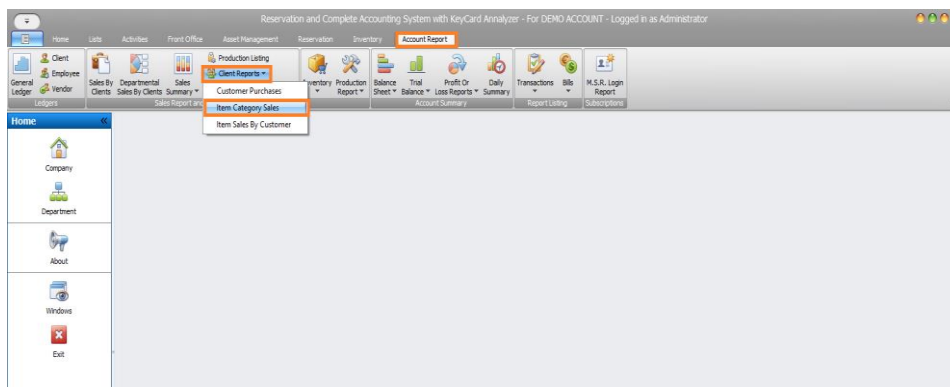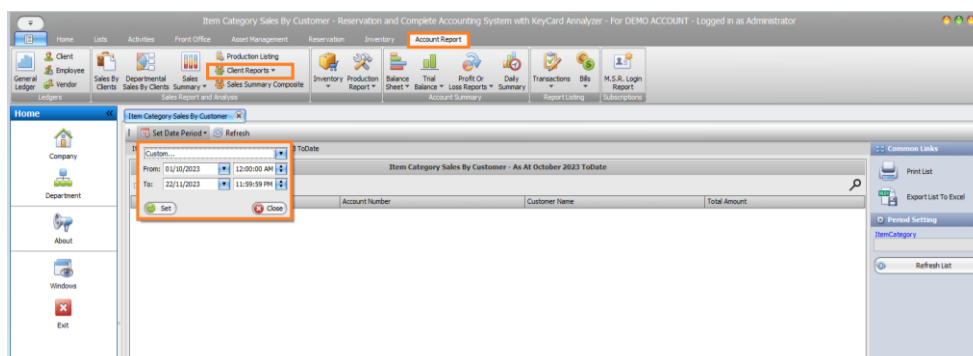

Step 2.

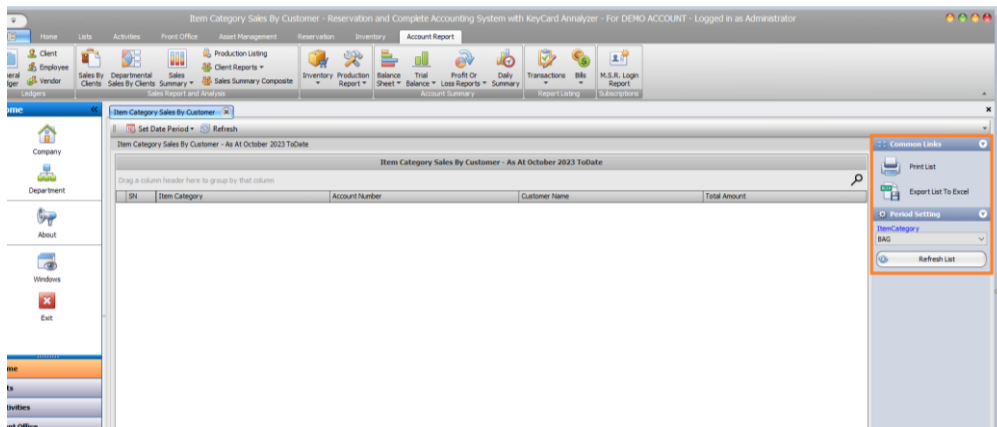Click on **"Set Date Period"** to access the date panel.

Modify the date by selecting the field or using the dropdown for preset dates. Alternatively, choose "**Custom**" to input the date manually.

Click "**Set**" after adjusting the date to confirm your selection.

Step 3.

Navigate to the side bar and choose the desired **Item Category** and click the "**Refresh List**" button to update the page.

Step 4.

Upon loading, utilize sorting, grouping, or filtering options before printing.
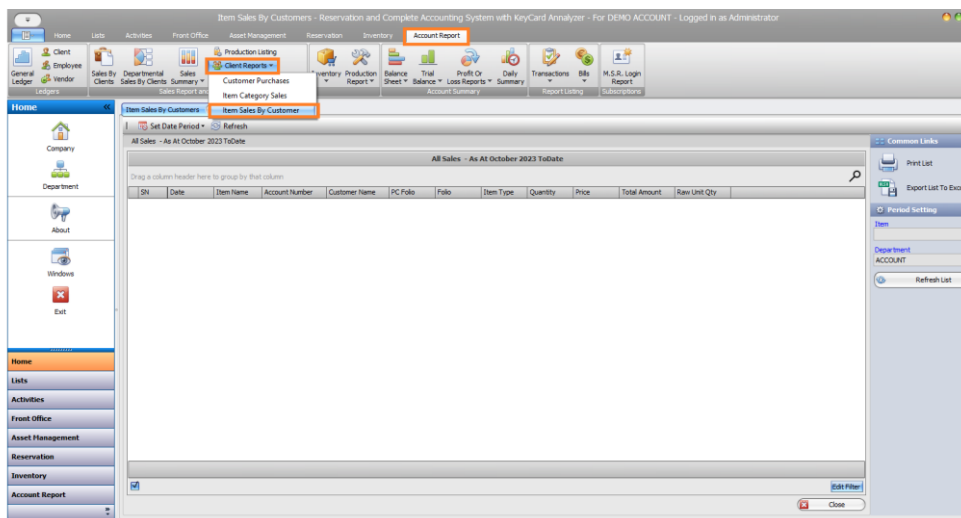
Refer to "How To Work with Grid Report" for guidance on sorting, grouping, or filtering below.

Item Sales By Customer

This report details item sales per customer within a set timeframe. Access it using the following steps:
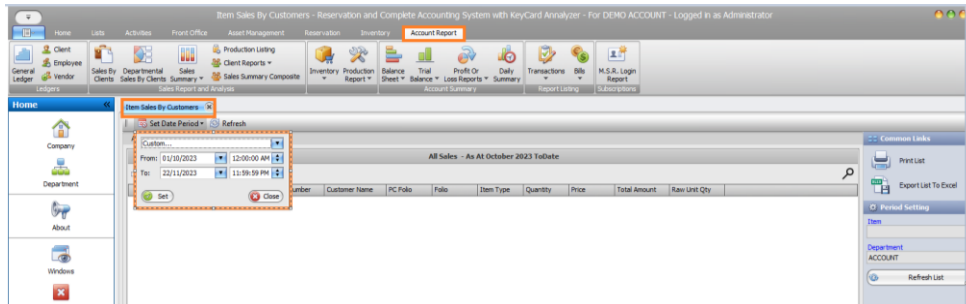
Step 1.

Access the **Account Report menu**, go to **Client Reports,** open the drop-down, and choose "**Item Sales By Customer.**
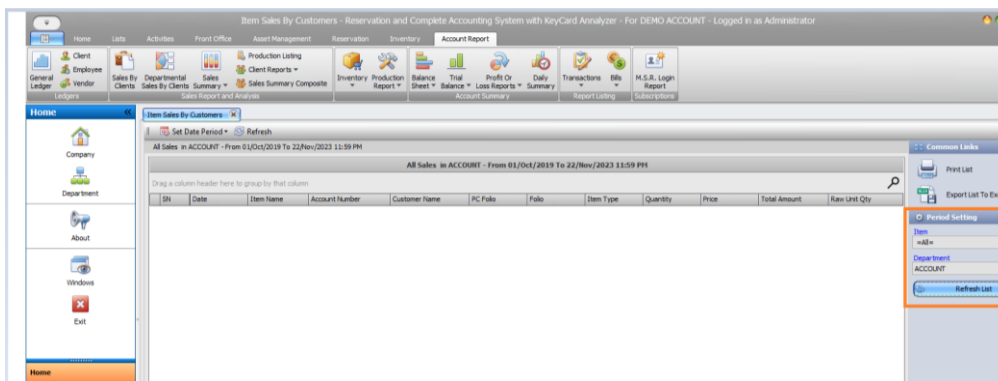
Step 2.

Click "**Set Date Period**" to access the date panel. Modify the date by either selecting the field or using the dropdown for preset dates. Choose "**Custom**" to manually input the date, then click "**Set**."
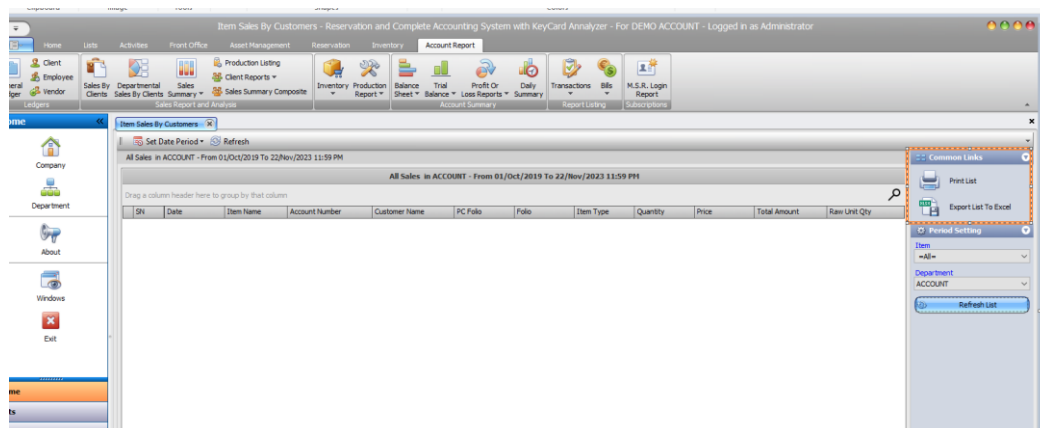

Step 3.

By the side bar, choose a specific Item name or select "**All**" for a comprehensive view. Then, pick the **Department** and click the **"Refresh List"** button to refresh the page.

Step 4.

When it loads, you can sort, group or filter before printing.

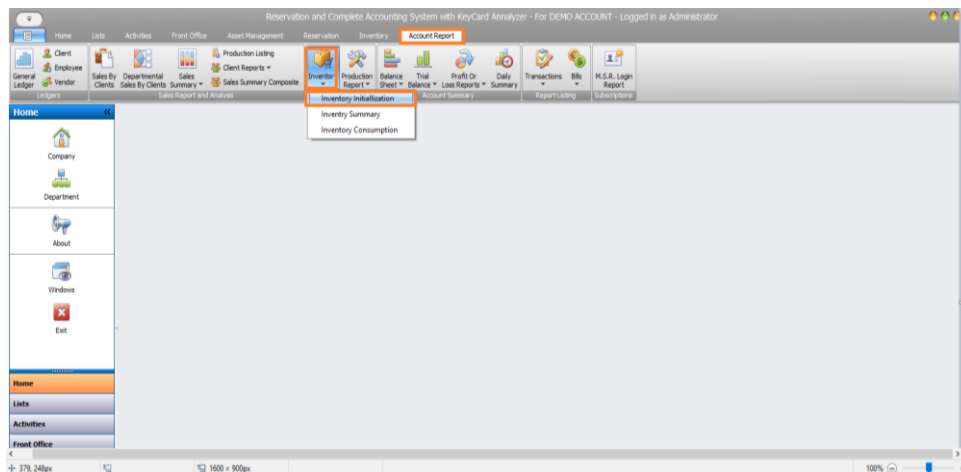*Note: To Sort, Group or Filter, go to "How To Work with Grid Report" below.*

Inventory Initialization

This report illustrates all inventory initialization across departments. Access it by following these steps.
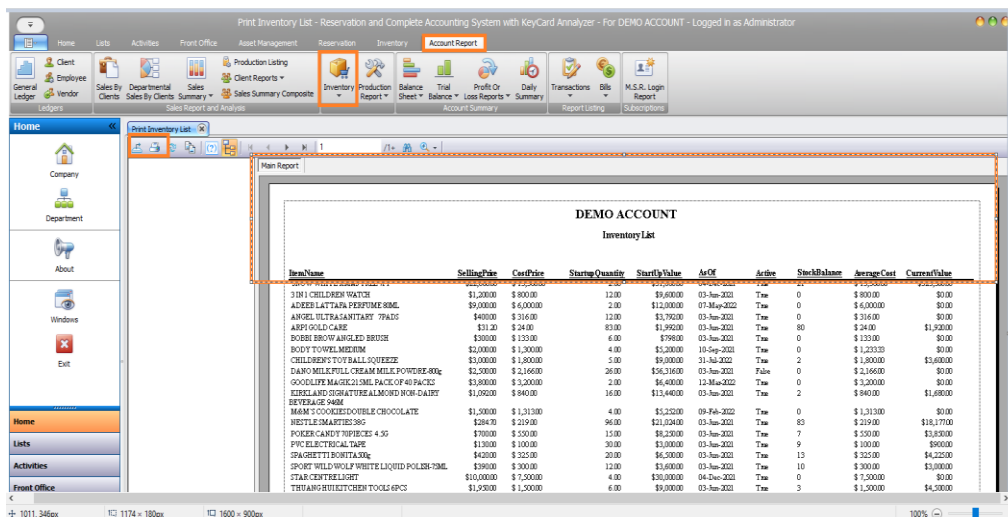
Step 1.

Access the **Account Report** menu, navigate to **Inventory**, click and scroll to **"Inventory Initialization."**

Step 2.

Export to various formats like **Excel, PDF,** and others by clicking the first icon. Alternatively, use the **print icon to directly print** the file.
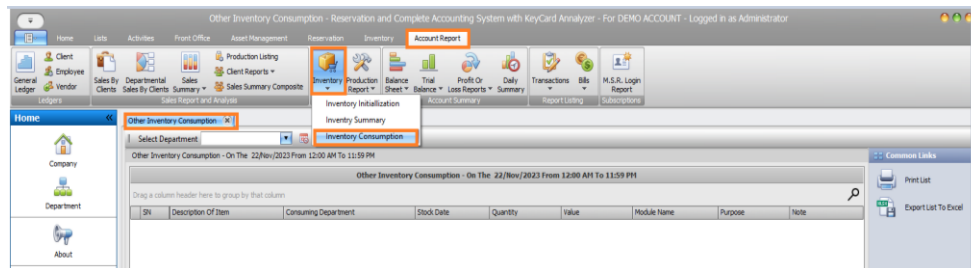
Inventory Consumption

This report displays the consumption of inventory within a specific timeframe. Access it by following these steps:

Step 1:

Go to the **Account Report** menu and select **Inventory,** from the dropdown, choose **"Inventory Consumption."**

Step 2.

- Choose the **specific Department or select All** for all departments.

- Click **"Set Date Period"** to access the date panel.

- Modify the date by using the dropdown for preset dates or choose **"Custom"** to input the date manually.

- Click **"Refresh"** to update the report.
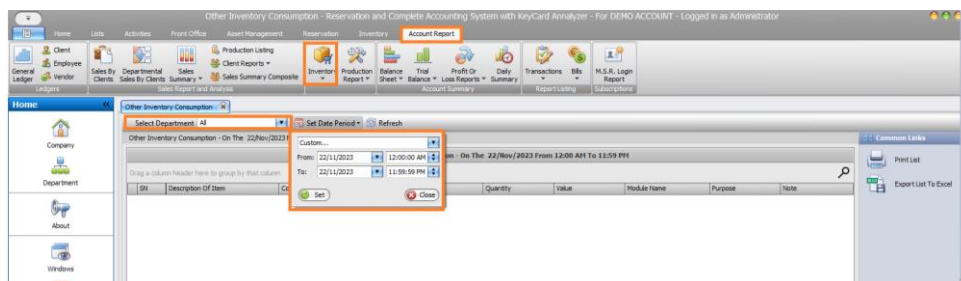
Step 3.

After loading, utilize sorting, grouping, or filtering options before printing.

Refer to "How To Work with Grid Report" for guidance on sorting, grouping, or filtering.
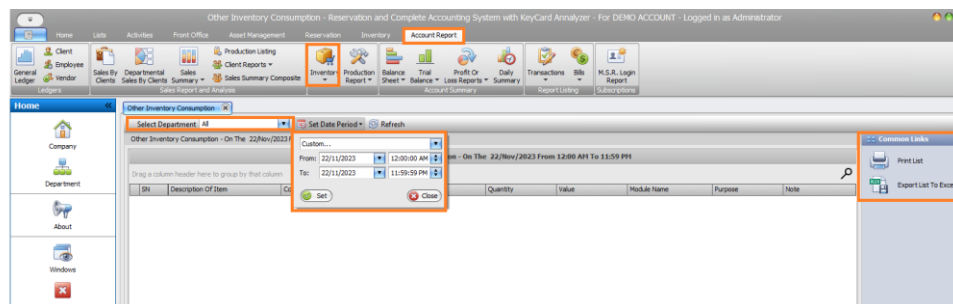
Inventory Summary

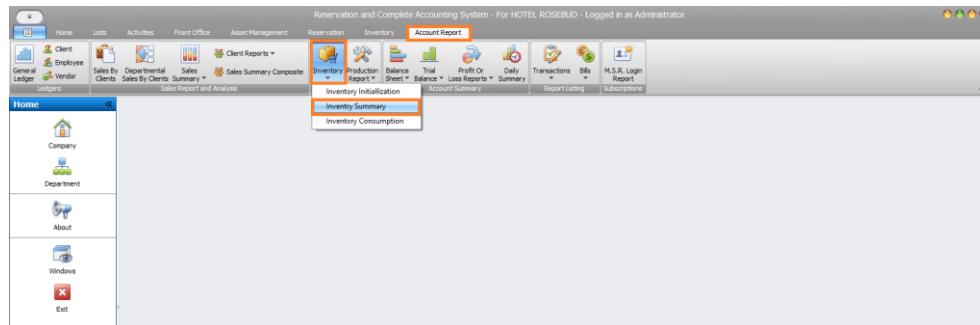This report summarizes recorded inventory items within a specified period. Obtain it by following these steps:
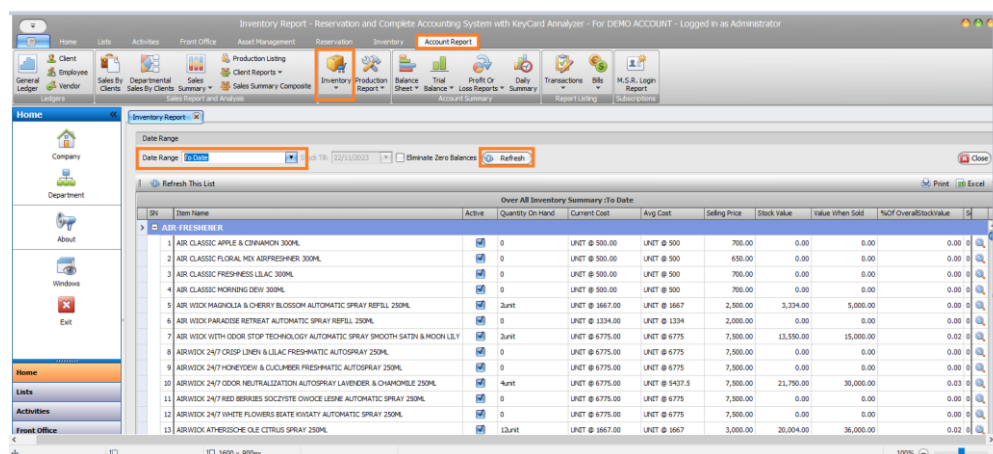
Step 1:

Access the **Account Report menu,** click on **Inventory** and select **"Inventory Summary."**

Step 2.

Access the date panel by clicking on **Date Range**, you can change the date by clicking on the **small arrow** to access the drop-down pre-set date of your choice. You can also select **Custom**, to enter the date manually and then click Refresh.

Step 3.

Upon loading, perform sorting, grouping, or filtering before printing.

Refer to "How To Work with Grid Report" for instructions on sorting, grouping, or filtering below.

Profit or Loss with Departmental Trading Gross Only

The Profit and Loss Report (P&L) summarizes total Income and Expenses within a specific timeframe, displaying your net Profit or loss. It details Gross and Net profit per selected department. Follow these steps to access this report:
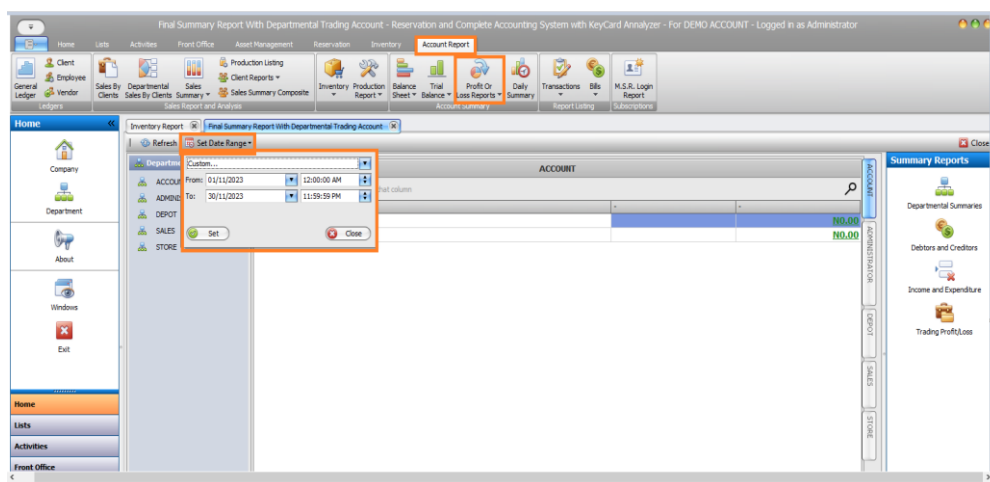
Step 1.

- Open the **Account Report menu.**
- Navigate to **Profit Or Loss Reports**.
- Click the dropdown and select "**With Departmental Trading Gross Only."**
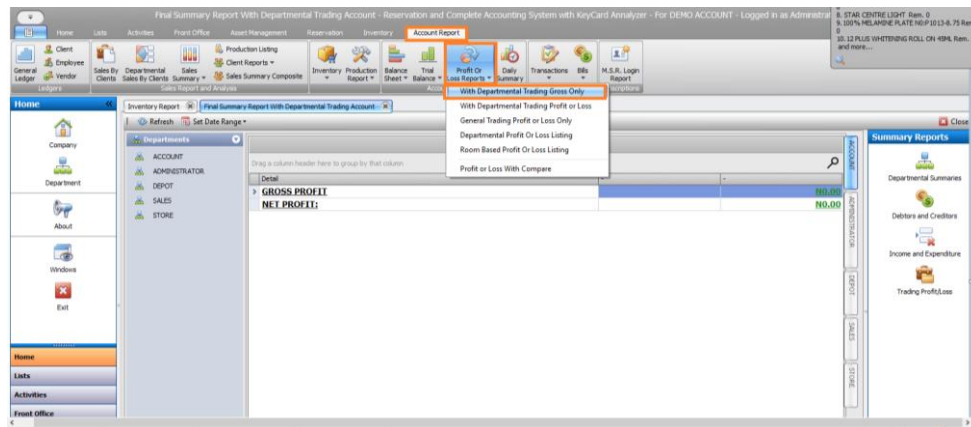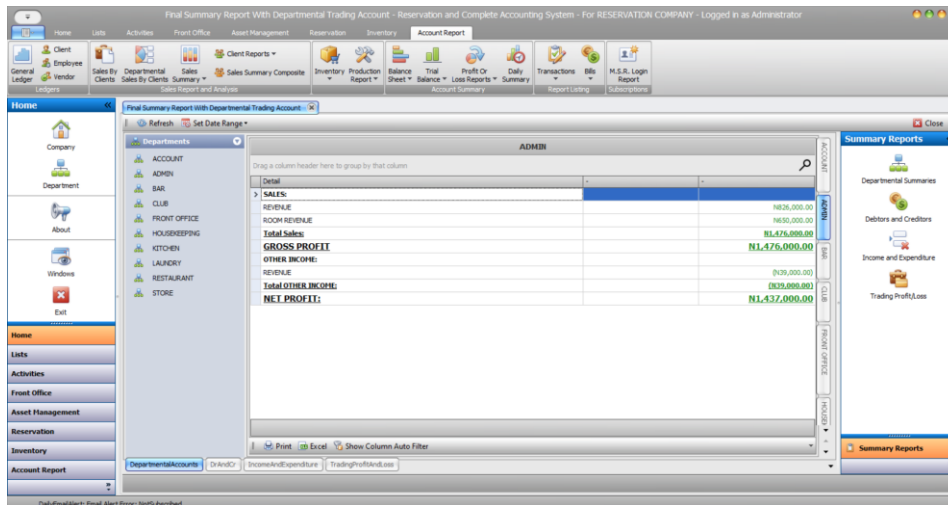

Step 2.

- Access the date panel by clicking **"Set Date Range",**
- Modify the date by selecting the field or using the dropdown arrow for preset dates.
- Choose **"Custom"** to manually enter the date, then click **"Set."**

Step 3.

Choose the **Department** whose Gross you wish to view. By default, it displays the first departmental summaries, but you can switch to any department you prefer to see.
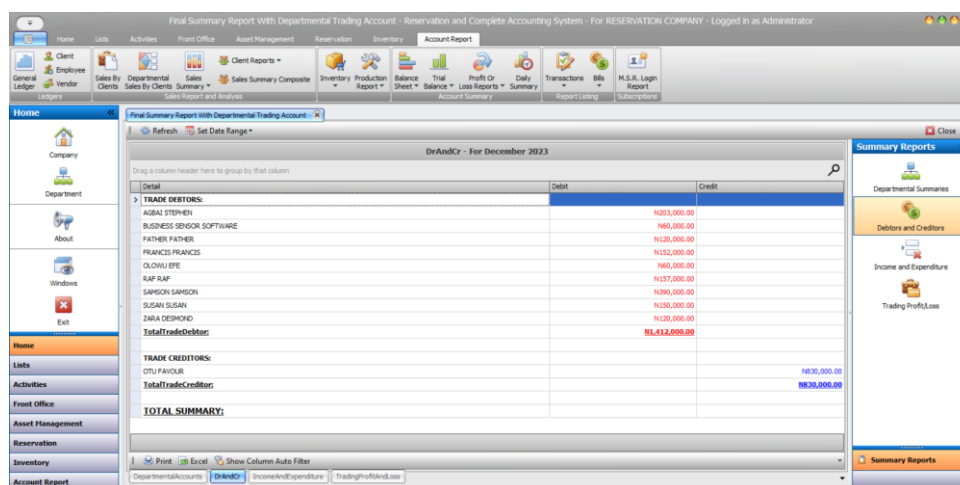

Step 4.

By default, it displays **Departmental Summaries**, which you can print or export to Excel by clicking on **Print or Excel button** respectively.
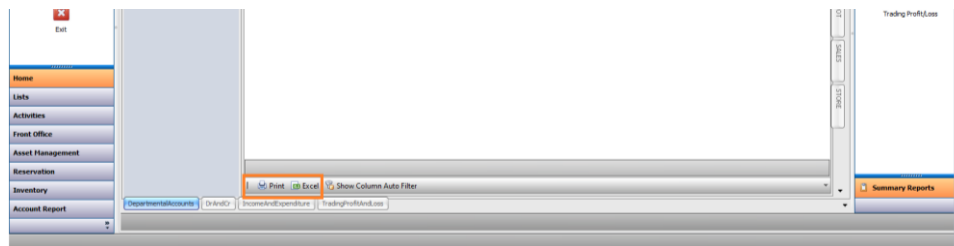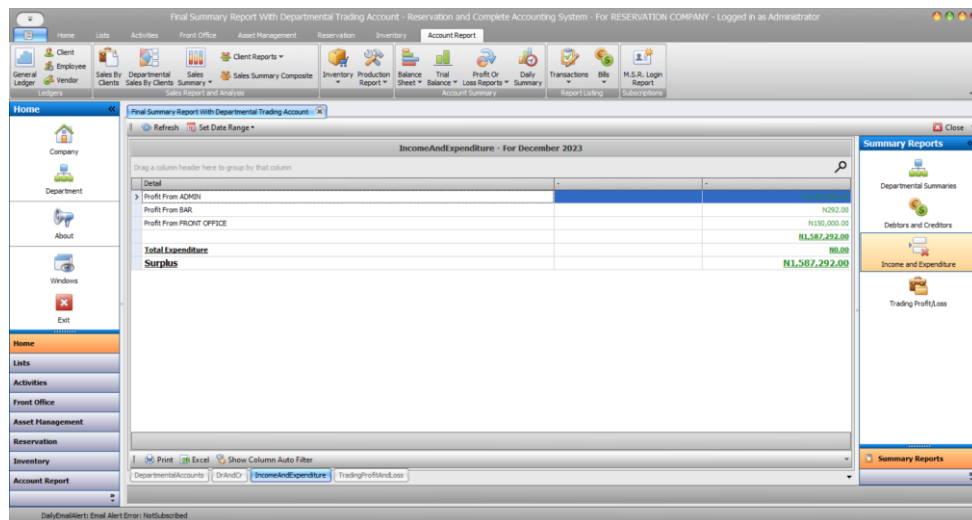

Step 5.

- Additionally, On the **side bar** access the second tab to view the **Debtors and Creditors report**.
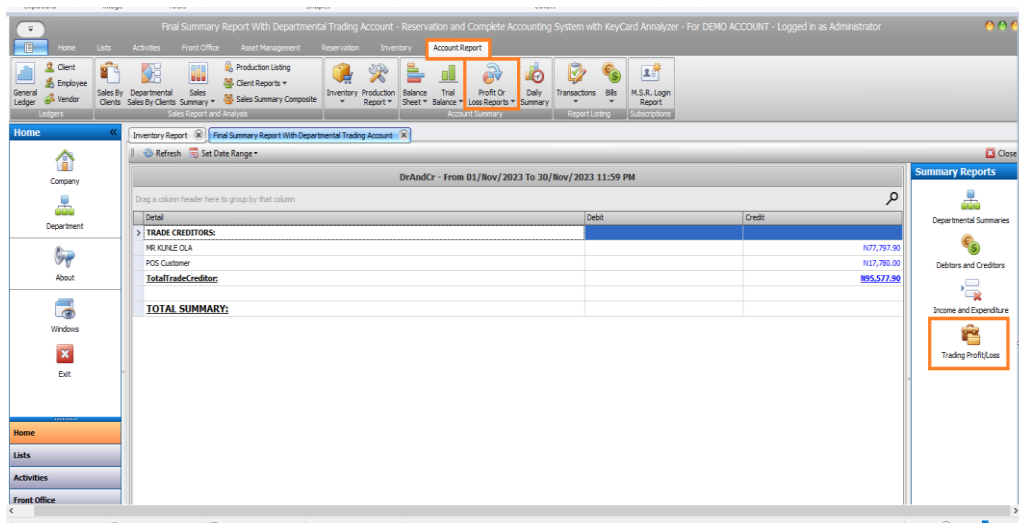- You can print or export it to Excel by clicking on Print or Excel.

Step 6.

Click on the third tab to view **Income and Expenditure** report. You can also print or export to excel by clicking the **Print** or **Excel button respectively.**

Similarly, click on the following tab to access the **Trading Profit or Loss report**. You can print or export it to Excel by selecting Print or Excel.


Profit Or Loss Report With Departmental Trading Profit or Loss

The Profit and Loss Report (P&L) displays total Income and Expenses within a specific timeframe, revealing your net Profit or loss. It details the Trading Profit or Loss per selected department. Follow these steps to access this report:
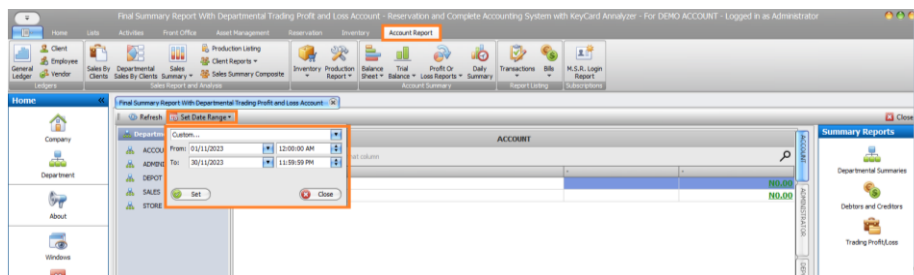
Step 1.

Access the **Account Report** menu, choose "**Profit Or Loss Reports,"** and select "**With Departmental Trading Profi**t or **Loss"** from the dropdown options.
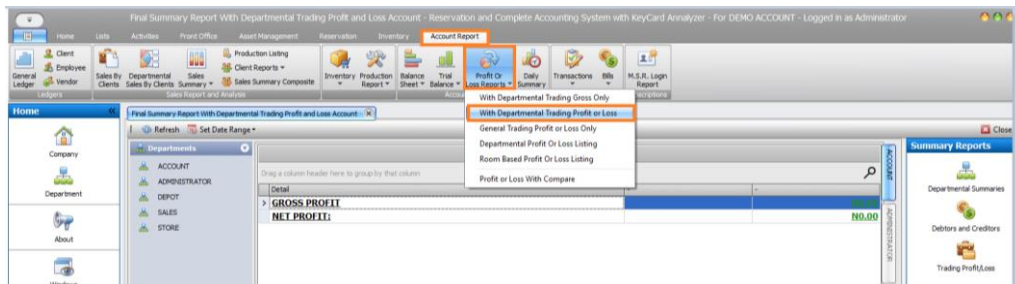
Step 2

- Open the date panel by clicking "**Set Date Range**."
- Modify the date by choosing from the dropdown of preset dates or select "**Custom**" to input the date manually.
- Click **"Set"** to confirm the chosen date.

- Choose the Department to view its Profit or Loss report. By default, it displays the first departmental summaries, but you can switch to any department you wish to view.
- Click on **Print or Excel** to print or export to Excel, respectively.
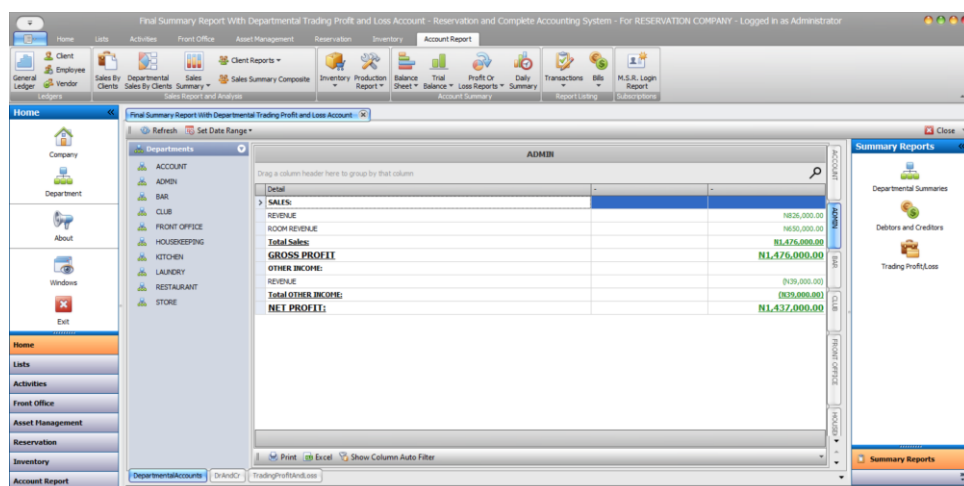
Step 4.

You can also click on the second tab to view **Debtors and Creditors** report. You can print or export to excel by clicking the **Print** or **Excel.**

Step 5.

Similarly, navigate to the next tab to access the **Trading Profit or Loss report.** You can print or export it to Excel by selecting **Print or Excel.**

General Trading Profit or Loss Report

This report displays the overall trading profit or loss from all recorded transactions. Access it through these steps.

Step 1.

Access the **Account Report** menu, click on **Profit Or Loss Reports**, and select **"General Trading Profit or Loss Only"** from the dropdown menu.
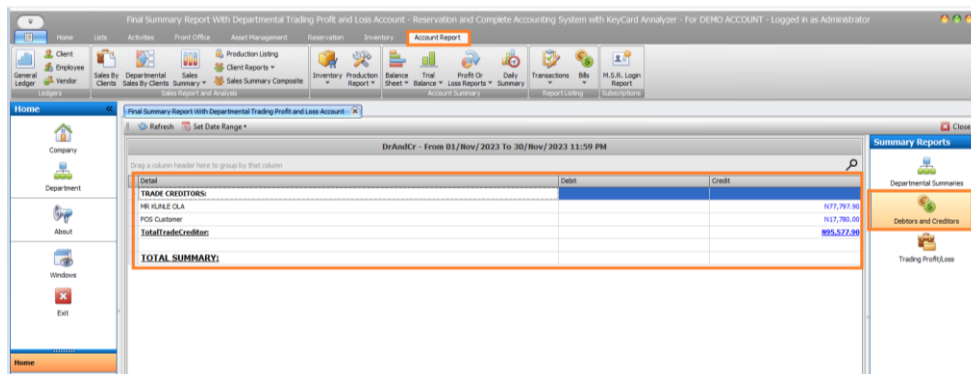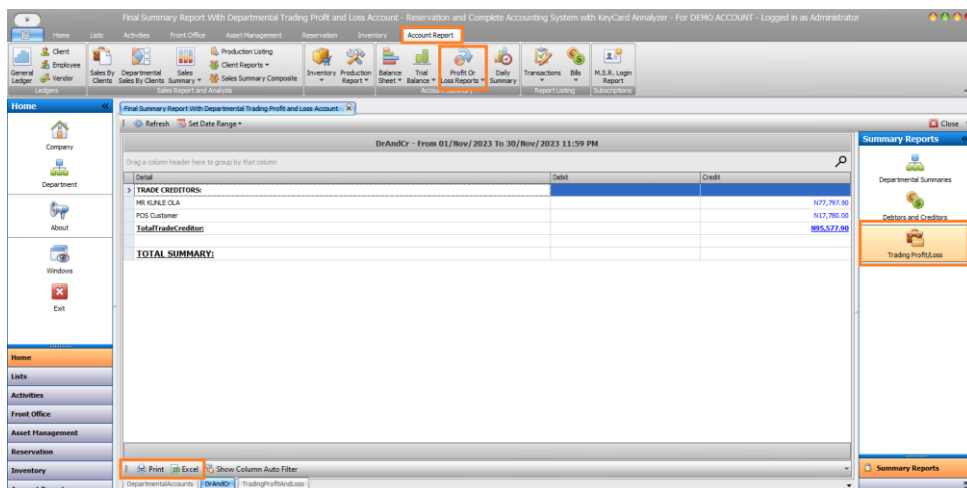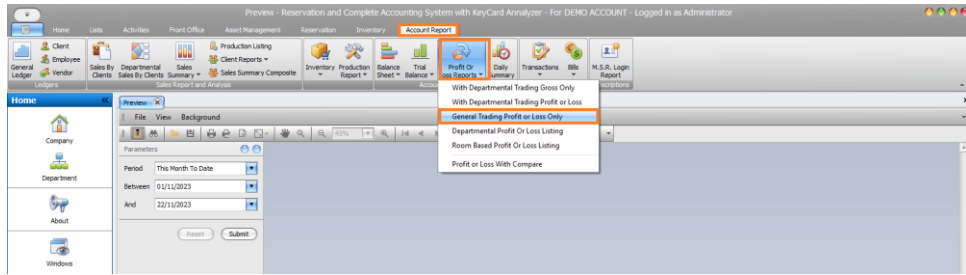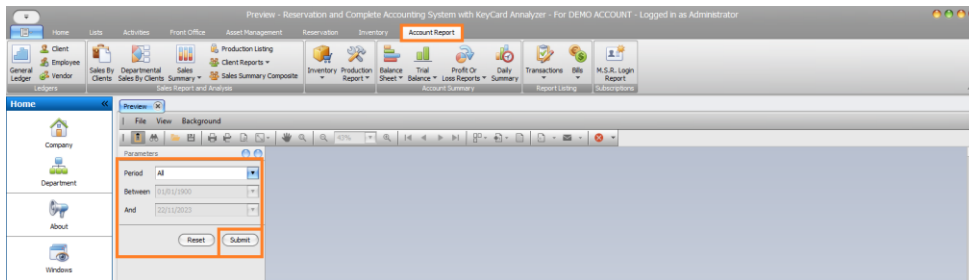
Step 2.

Access date panel. Modify the date by choosing from the dropdown of preset dates or select **"Custom"** for manual entry. Click "Submit" button to confirm changes or "Reset" button to clear the field.

Step 3.

When it loads, you can click on print icon to print this report

Departmental Profit Or Loss Listing

The Departmental Profit or Loss Listing report displays department-wise profit and loss, detailing expenses, income, profit, and loss per department. Access this report by following these steps.

Step 1.

Access the **Account Report** menu, go to **Profit Or Loss Reports**, and select "**Departmental Profit or Loss Listing**" from the dropdown options.
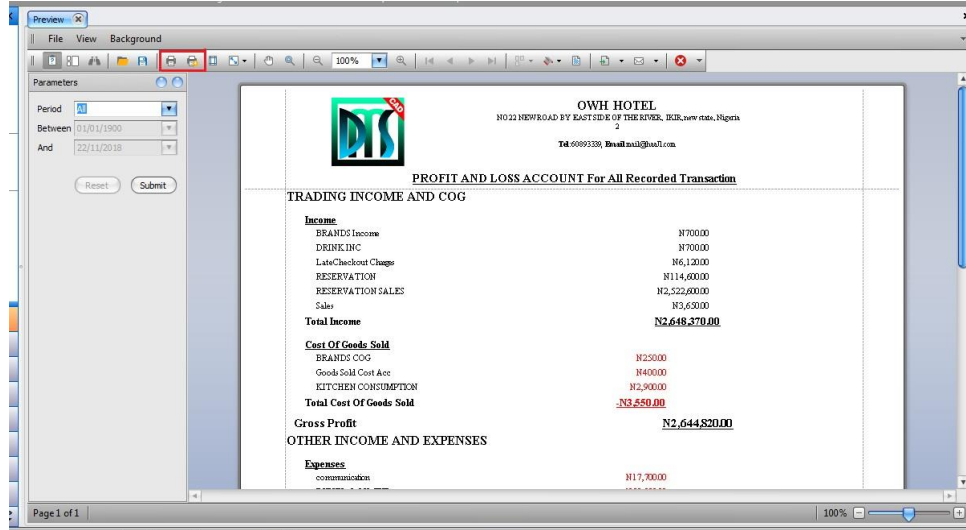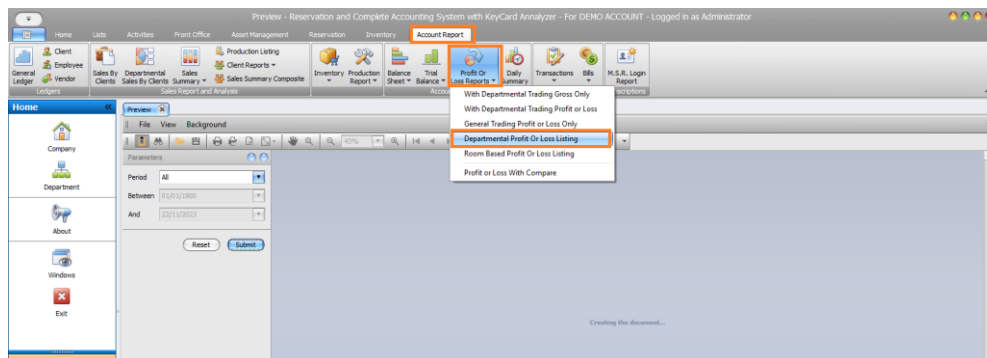

Step 2.
- Open the **date panel** by clicking "**Set Date Range.**"

- Modify the date by selecting the field or using the dropdown for preset dates.

- Opt for "**Custom**" to manually input the date, then click **"Set"** to load the report.

Step 3.

When it loads, you will see the Expenses made, Income, Profit and loss report.

Step 4.

Within the report, use the search icon on the right side to drill down into the details behind the figures. Additionally, click the Print or Excel icon to print or export the report to Excel.
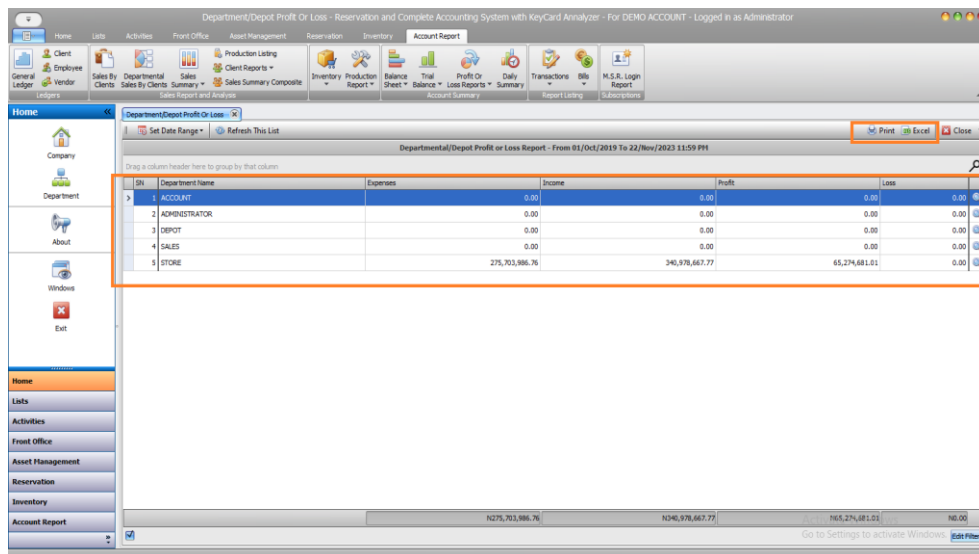
Step 5.

Lastly, you can print this report by clicking **Print** icon or **Excel** icon to export to excel.
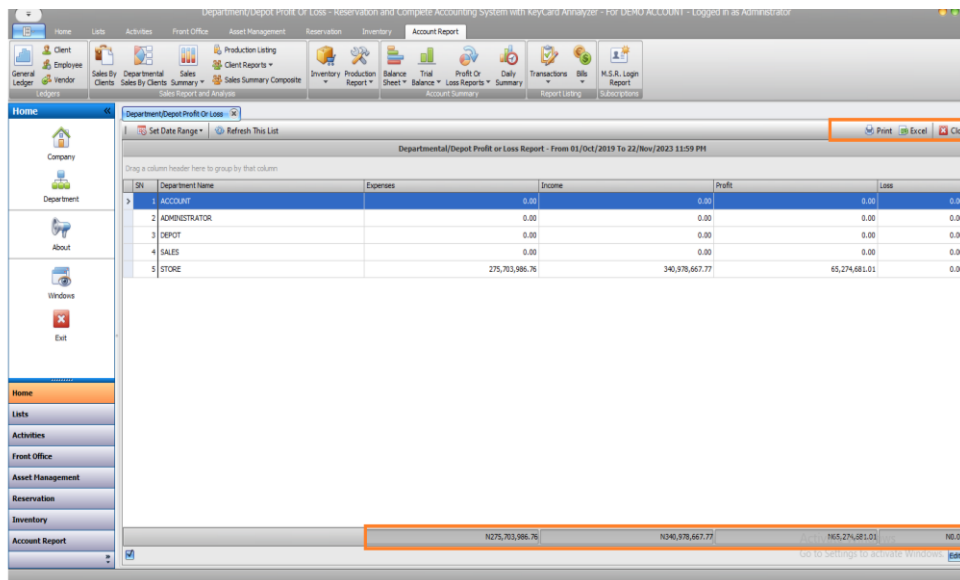
Room Based Profit Or Loss Listing.

The Room Based Profit or Loss Listing report details profit and loss per room. To access this report, follow these steps:
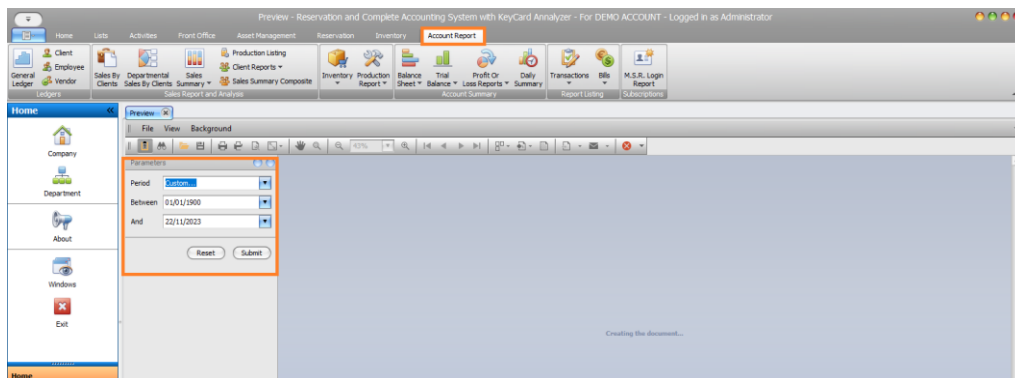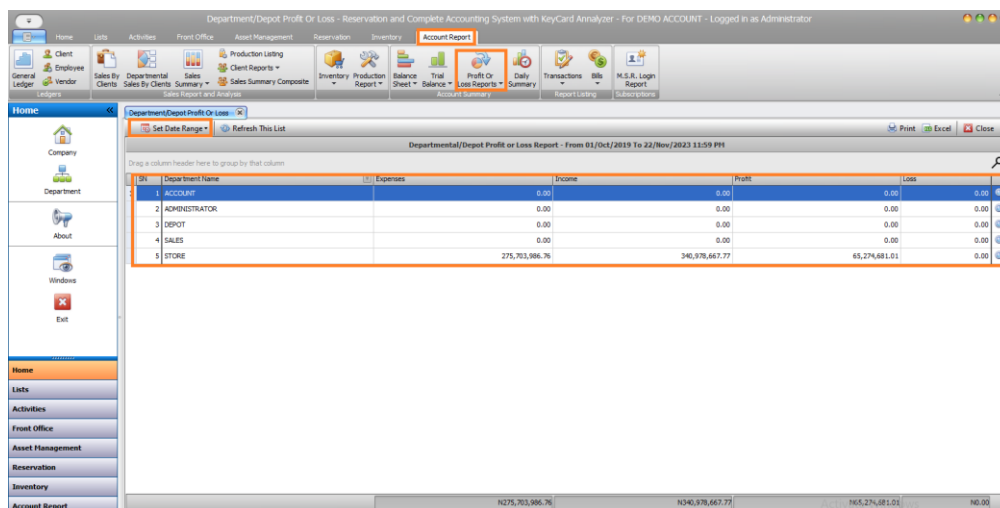
Step 1.

Access the **Account Report menu**, navigate to **Profit Or Loss Reports**, and select **"Room Based Profit or Loss Listing"** from the dropdown options.

Step 2.

Open the date panel by selecting **"Set Date Range",** choose the date by clicking the date field or use the dropdown for preset dates or select "**Custom**" to manually input the date, then click "**Set**" to load the report.
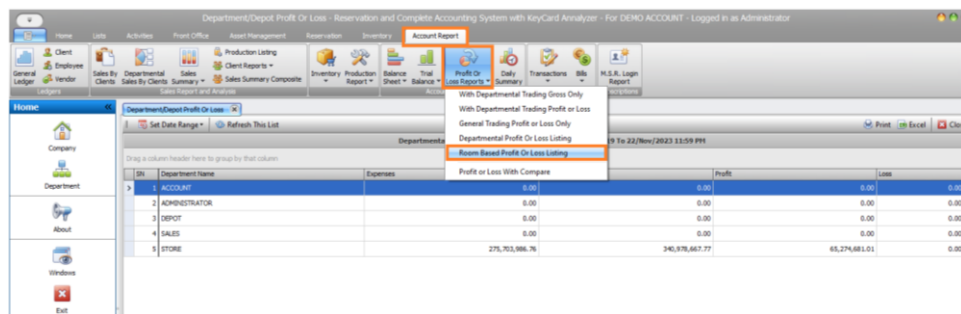

Step 3.

Utilize the **search** icon for more detailed information. Print the report via the Print icon or export it to Excel using Excel icon

Step 4.

Click the **search** icon to view the report in the format below. Print the report by clicking on the Print icon.

Step 5.

Finally, the report can be printed by clicking on the **print icon** or **export to excel** by clicking excel icon.

Note: To Sort, Group or Filter in Grid report, go to ***"How To Work with Grid Report"***

Profit Or Loss With Compare

The Comparison of Profit or Loss report presents a comparative view of profit and loss based on the selected date. Access this report by following these steps.

Step 1.

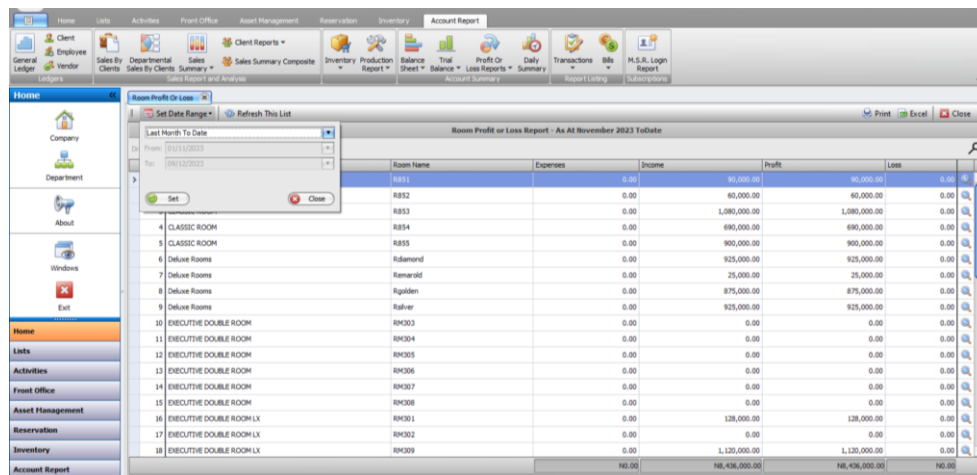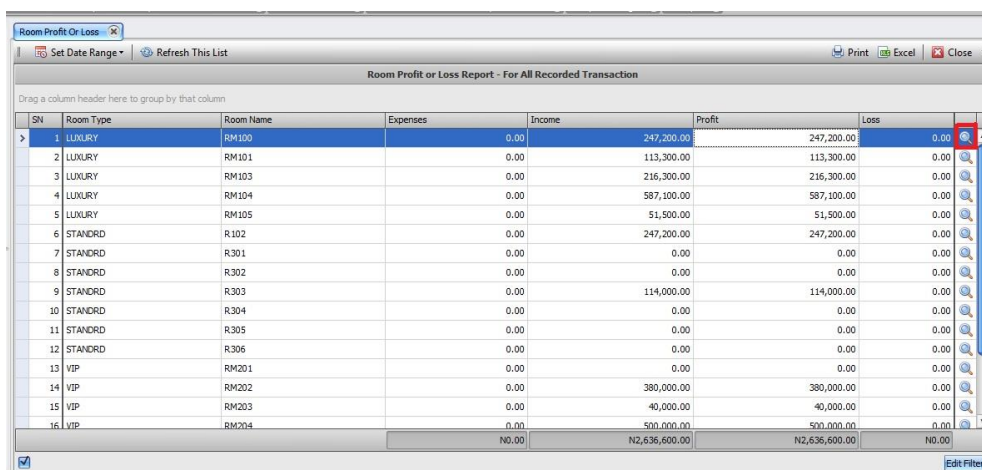Access the **Account Report** menu, go to **Profit Or Loss Reports**, and select **"Profit or Loss With Compare"** from the dropdown options.
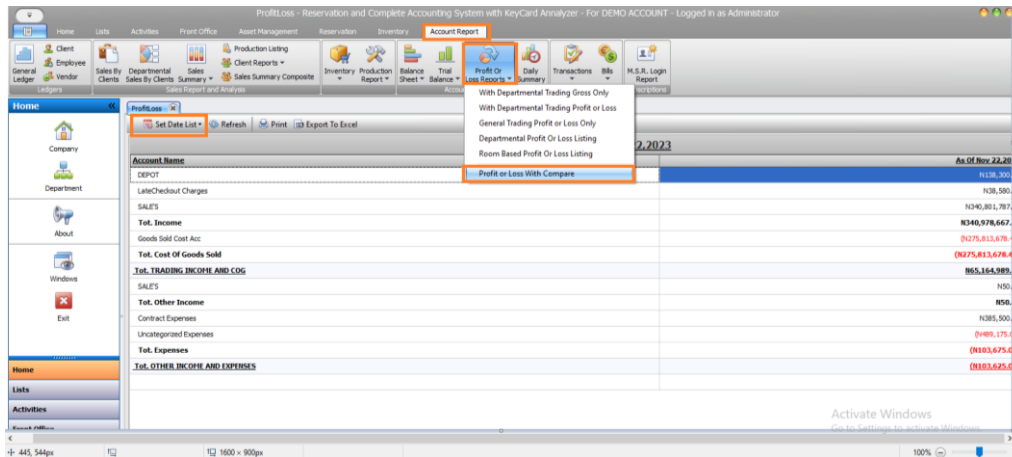

Step 2.

- Click **"Set Date List"** to access the date panel.

- On the **Time range mode,** select **"Till Specific End Date"** or **"Within a Start Date and an End Date"**.

- Select the desired time interval (monthly or yearly) in the Time Interval Mode.

- Use **"Starting From"** to select the month or year based on the chosen Time Interval Mode.

- Specify the **Number Of Time Interval** required.

- Click **"Generate Time button "** to load the time intervals accordingly.
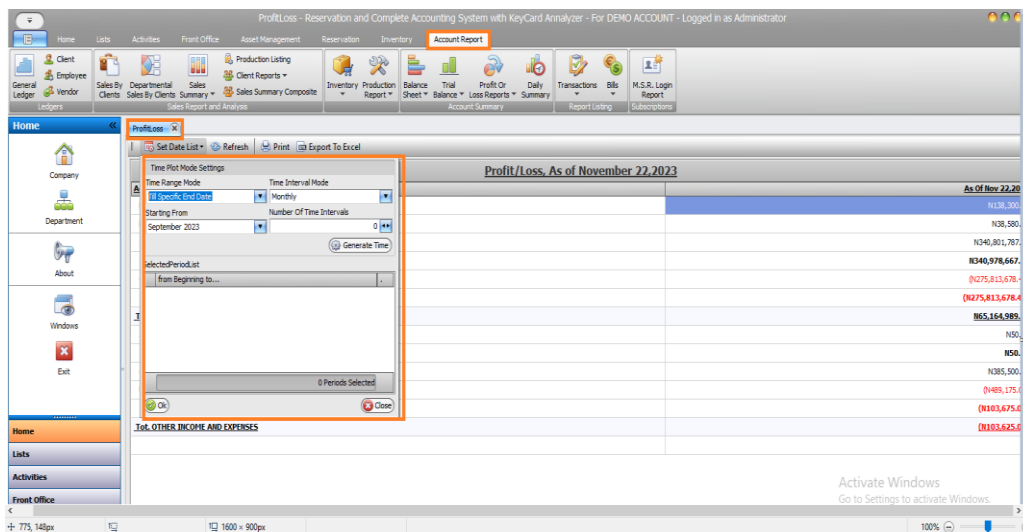
Step 3.

Review the displayed date and interval in the **Selected Period List**, customize if necessary and click the **OK** button to load the report with the selected settings.
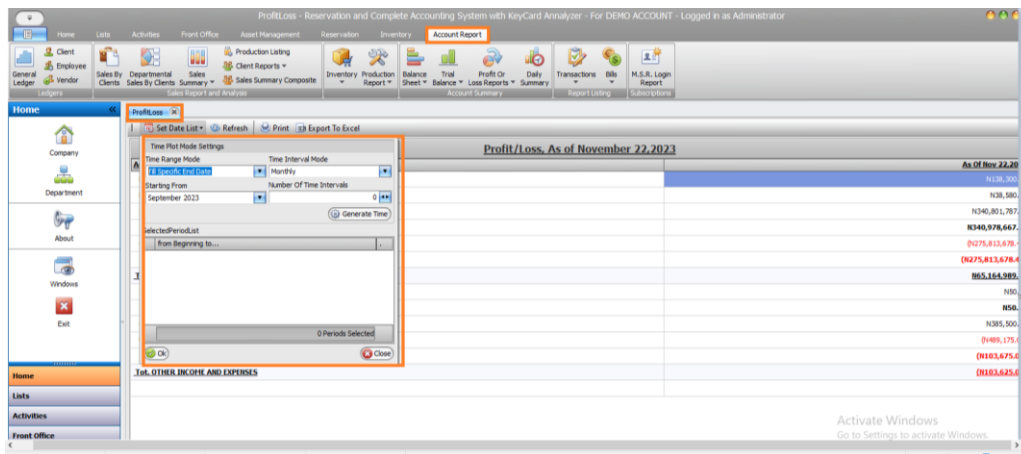
Step 4.

Once loaded, the report from the selected date will be displayed. You can print or export it to Excel by clicking the respective buttons labeled **Print or Export to Excel**.

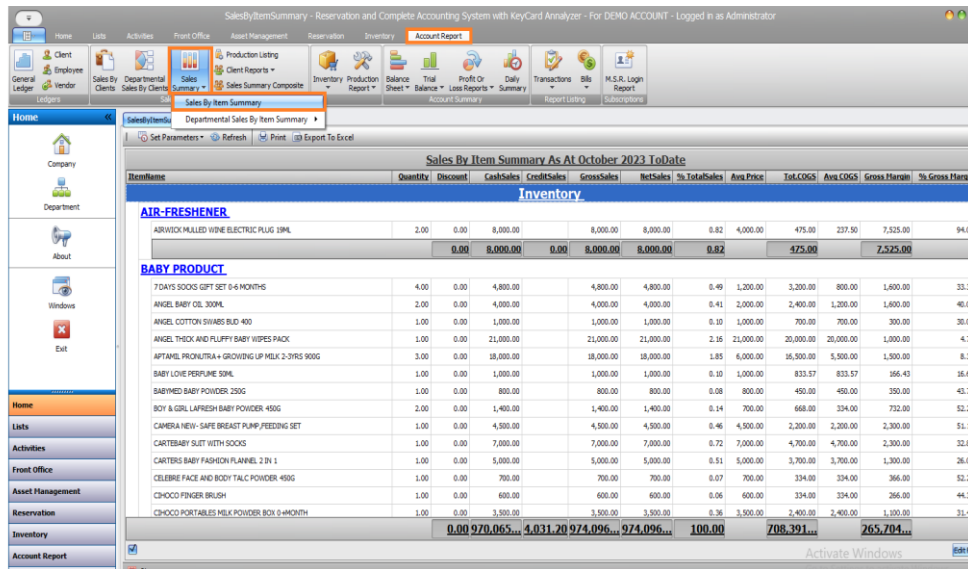## Sales By Item Summary

The Sales by Item Summary report displays all recorded items sold within a specific timeframe. To view this report, follow these steps:

Step 1.

Access the **Account Report menu**, click on Sales Summary, and select **"Sales By Item Summary"** from the dropdown options.

Step 2.

Click on the **set parameter tab**

- Choose **Item Type** or select **All** to cover all items.

- Similarly, choose **Item Category** or select **All** to include the entire category.

- Access the date panel by clicking **Set Date Range.**

- Modify the date by selecting the field or using the dropdown for preset dates.

- Optionally click on **Custom** to manually input the date, and then click on **Set button.**
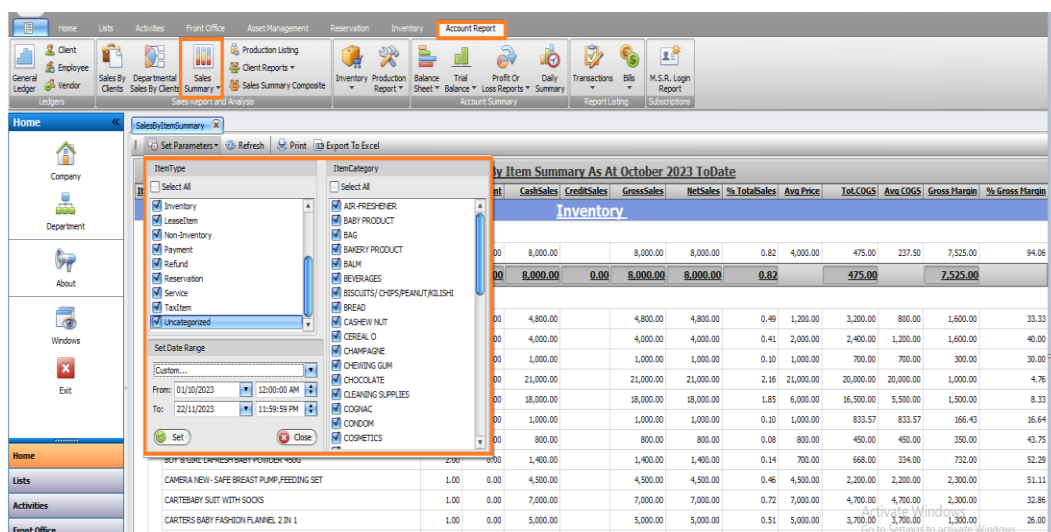
When it loads, you can **sort, group or filter** before printing.

Note: To Sort, Group or Filter, go to ***"How To Work with Grid Report".***
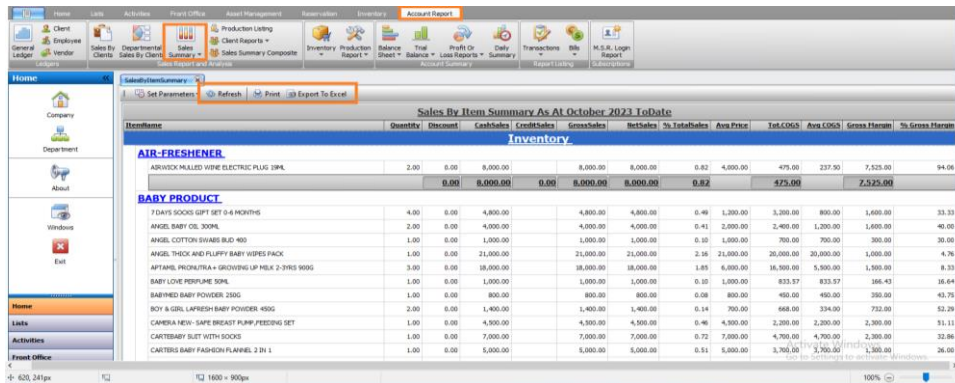
Departmental Sales By Item Summary

The Departmental Sales by Item Summary report illustrates all recorded departmental sales items within a specified timeframe. To view this report, follow these steps:

Step 1.

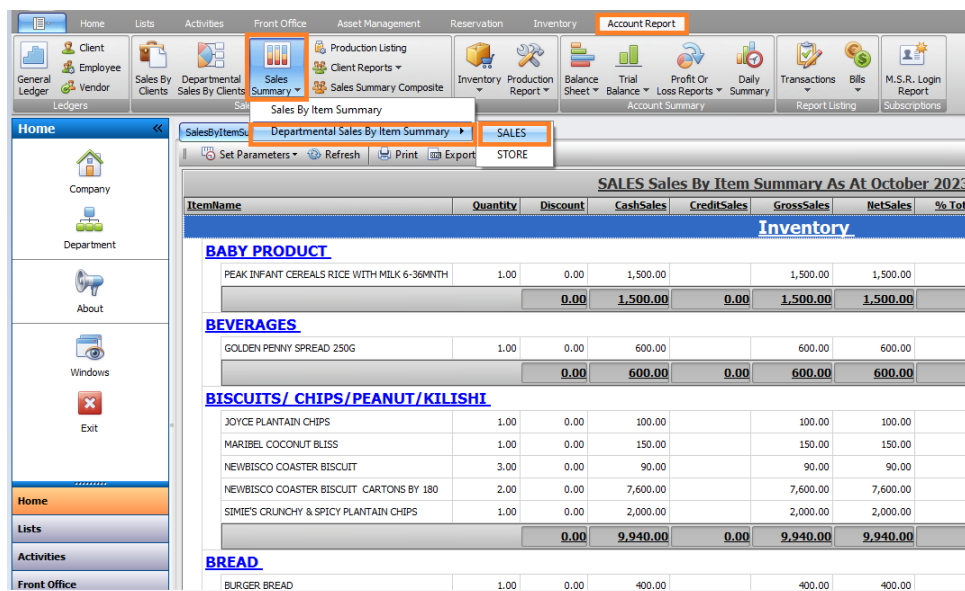Access the **Account Report** menu, click on **Sales Summary**, then select "**Departmental Sales By Item Summary**," and finally choose the specific department you want to view.


Step 2.

To set parameter: Determine whether you need to check individual item types or select all items. Similarly, decide whether you need to check specific **item categories** or **select all categories.**

Access the **Date Panel** by clicking on "**Set Date Range**." Within the date panel, you have several options for modifying the date:

- To change the date, **select the field** or **click the small arrow** to choose from preset dates in the dropdown menu.
- Alternatively, choose "**Custom**" to manually enter the desired date range.
- Once you've set the date, click "**Set**" to confirm the changes.
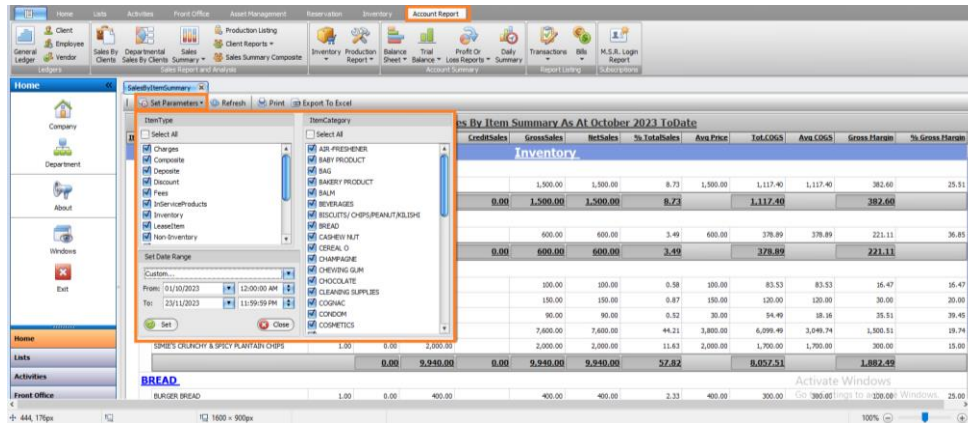
Step 3.

When it loads, you can **sort, group or filter before printing.**

*Note: To Sort, Group or Filter, go to **"How To Work with Grid Report" below.***
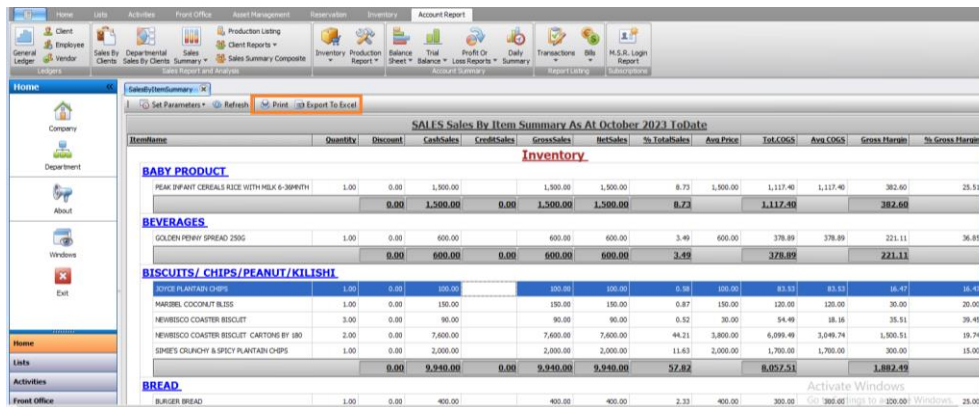
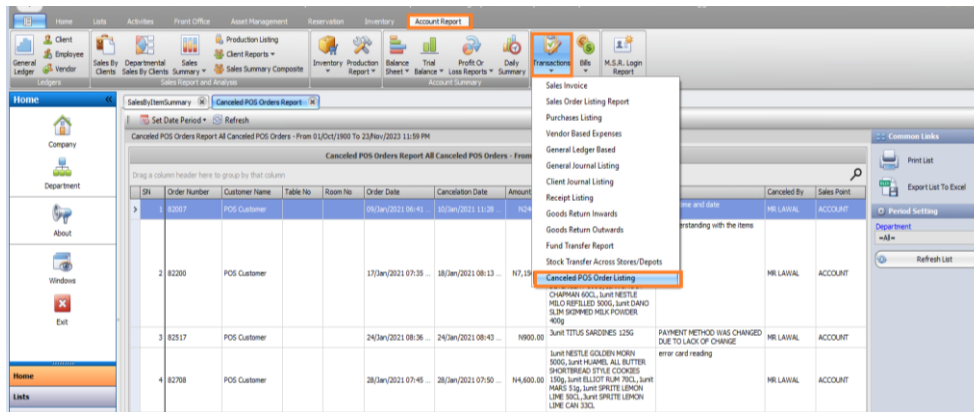## Cancelled POS Order Listing

This is the report that shows all the recorded cancelled POS order within a specified period of time. To view this report, these are the steps

Step 1.

Click on **Account Report** menu, navigate to **Transactions** and click to access the drop-down, and then select **Cancelled POS Order Listing.**

Step 2.

Click on "**Set Date Period**", then modify the date by selecting the field or using the dropdown for pre-set date options.

Alternatively, select "**Custom**" to manually enter the desired date range and click "**Set**" to apply the changes.
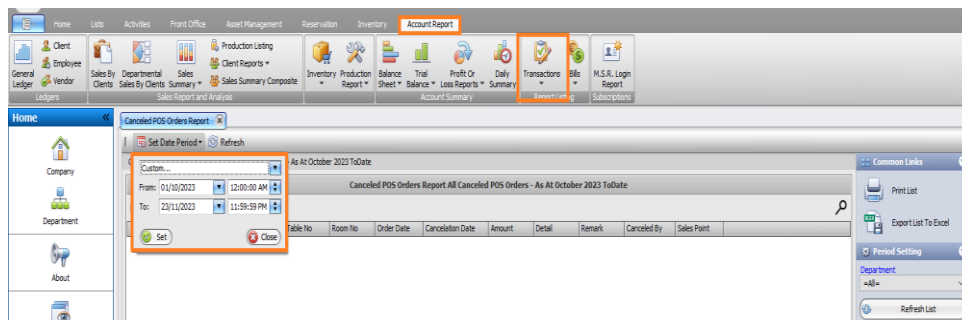
Step 3.

Choose the specific department responsible for the **cancelled** or select "**All"** to view all receipts and then, click on the "**Refresh List"** button to reload the page and update the displayed information accordingly.
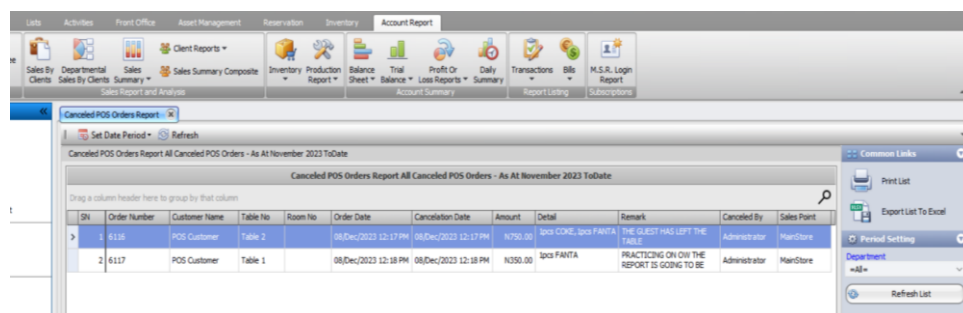
Step 4.

When it loads, you can **sort, group or filter** before **printing.**

Note: To Sort, Group or Filter in Grid report, go to ***"How To Work with Grid Report".***

Fund Transfer Report

This report displays all recorded fund transfers within a specified time frame. To access this report, follow these steps.

Step 1.

Access the **Account Report** menu and go to **Transactions, then** click to open the dropdown menu and choose the **Fund Transfer Report**.

Step 2.

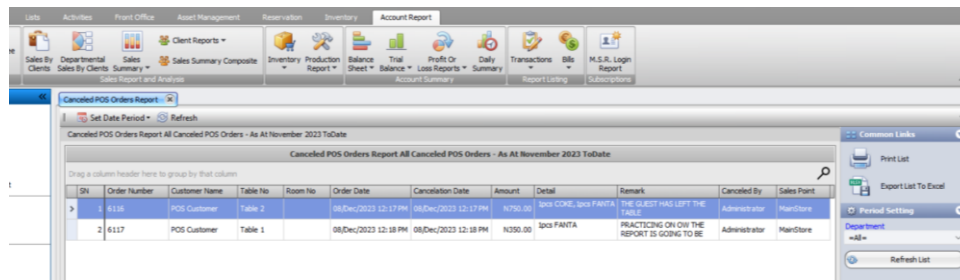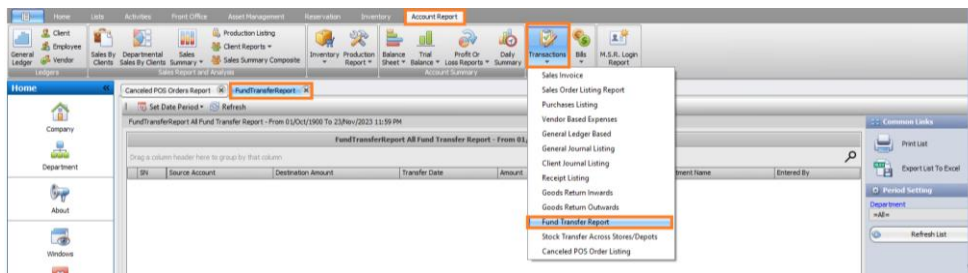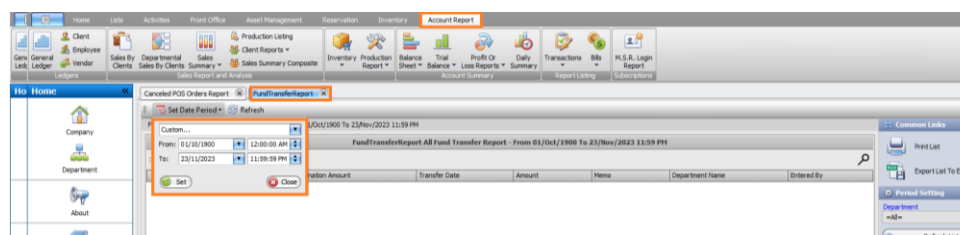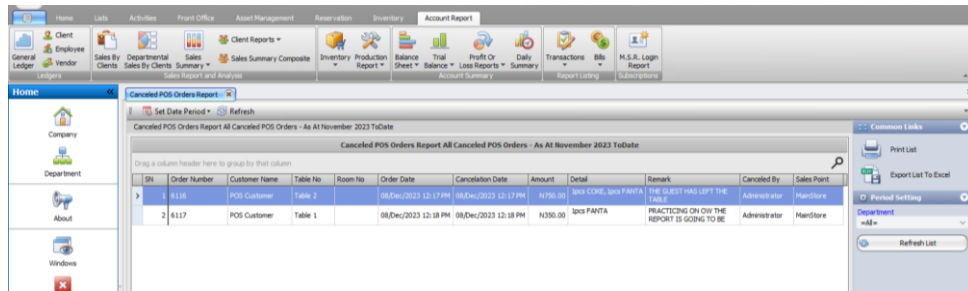- Click on "**Set Date Period"** to access the date panel and select the field or click the small arrow for a dropdown with preset dates.
- Alternatively, choose **"Custom"** to manually enter the desired date.
- Click "**Set**" to confirm the selected date.

Step 3.

Choose the department responsible for expenses or select "All" to view all receipts. Afterward, click the "**Refresh List"** button to reload the page**.**
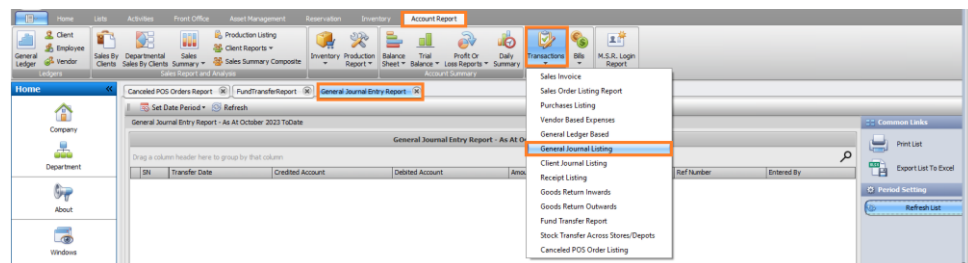

General Journal Listing

To view the report displaying recorded general journal listing within a specific period, follow these steps.

Step 1.

Access the **Account Report menu,** proceed to **Transactions**, open the dropdown menu, and select **General Journal Listing.**

Step 2.

- Click on "**Set Date Period"** to access the date panel.
- To modify the date, either select the field or use the small arrow to open a dropdown with preset date options.
- Alternatively, choose "**Custom"** to manually input the desired **date range.**
- Finally, click on "**Set"** to confirm the chosen date.
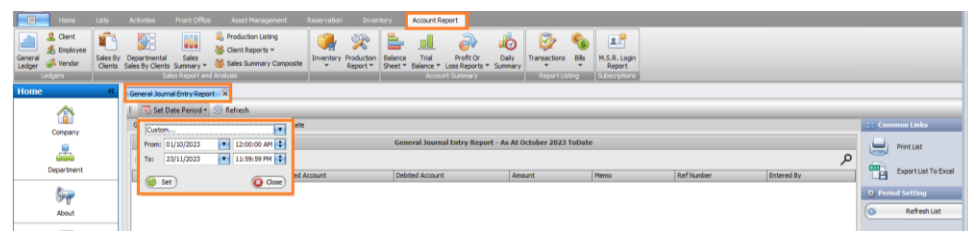
Step 3.

When it loads, you can sort, group or filter before printing.

*Note: To Sort, Group or Filter in Grid report, go to "**How To Work with Grid Report**" below.*

General Ledger Based Expenses

This report displays all recorded expenses from the general ledger within a specified period. Follow these steps to view the report.
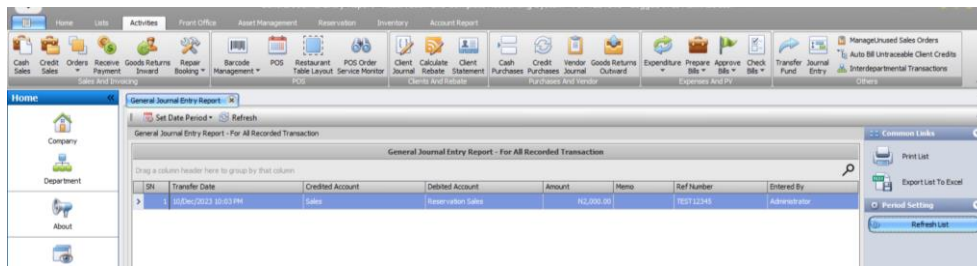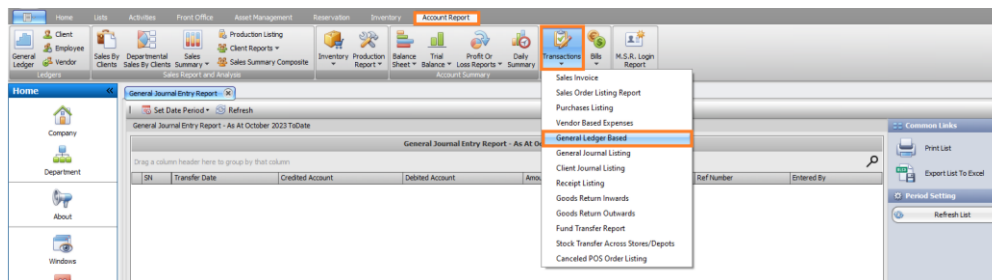
Step 1.

Open the **Account Report** menu, go to **Transactions**, then click to open the dropdown menu, and select "**General Ledger Based**.

Step 2.

Click on "**Set Date Period**" to access the date panel.

- Modify the date by selecting the field or using the small arrow to open a dropdown with preset date options.
- Alternatively, choose "**Custom**" to manually input the desired date.
- Click "**Set**" to confirm the chosen date.
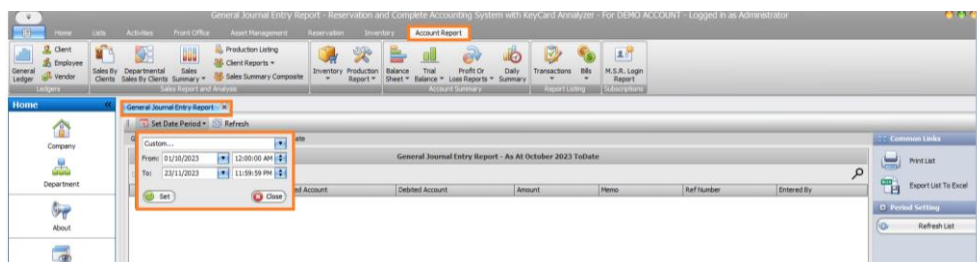
Step 3.

When it loads, you can sort, group or filter before printing.

*Note: To Sort, Group or Filter in Grid report, go to "**How To Work with Grid Report**" below.*

Goods Returned Inwards

This report displays all recorded returns of goods from customers within a specified timeframe.
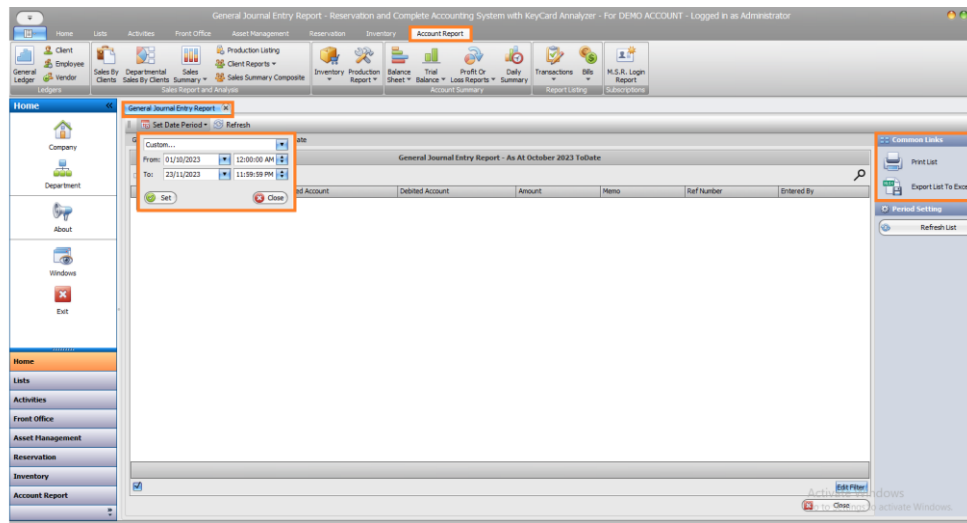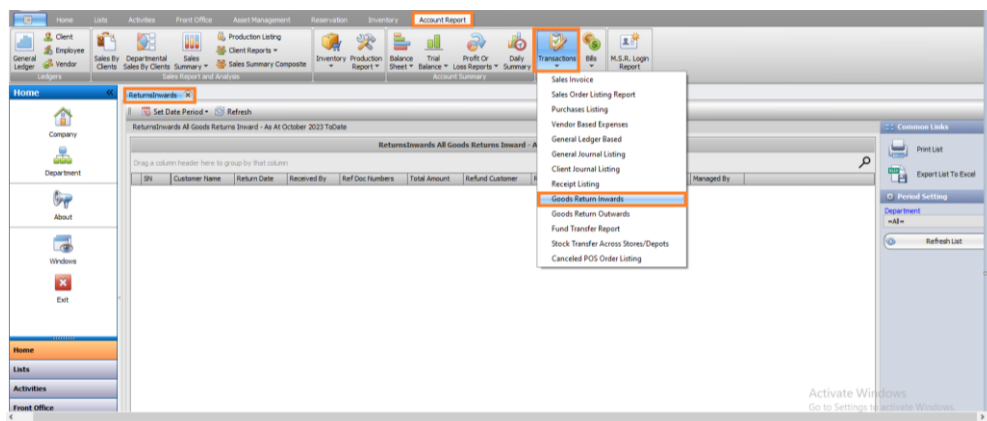Here are the steps to access this report.

Step 1.

Open the **Account Report** menu, go to **Transactions** and click to open the dropdown menu.
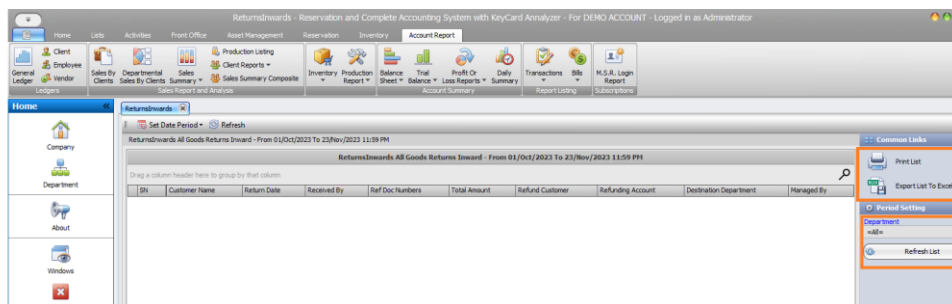Select "**Goods Returned Inwards**".

Step 2.

Click on "**Set Date Period**" to access the date panel, change it by selecting the field or click on the small arrow for a dropdown with preset date options or alternatively, choose "**Custom**" to manually input the desired date then, click "**Set**" to confirm the selected date.
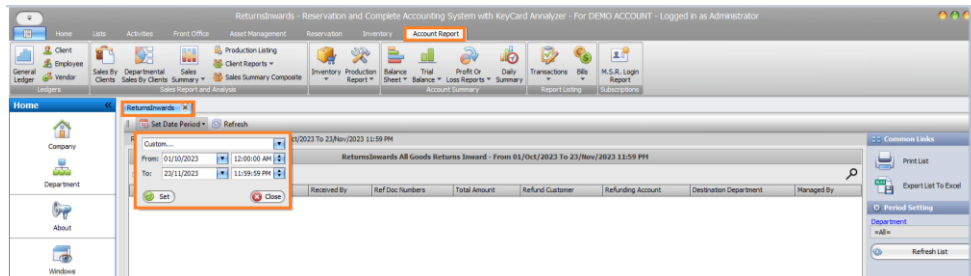
Step 3.

Choose the **department** responsible for expenses or select "**All**" to view all receipts.

Afterward, click the "**Refresh List**" button to reload the page.

Step 4.

Once loaded, you have the **option to sort, group, or filter** the data before printing.

*Note: For instructions on sorting, grouping, or filtering in the Grid report, refer to "**How To Work with Grid Report**" below.*
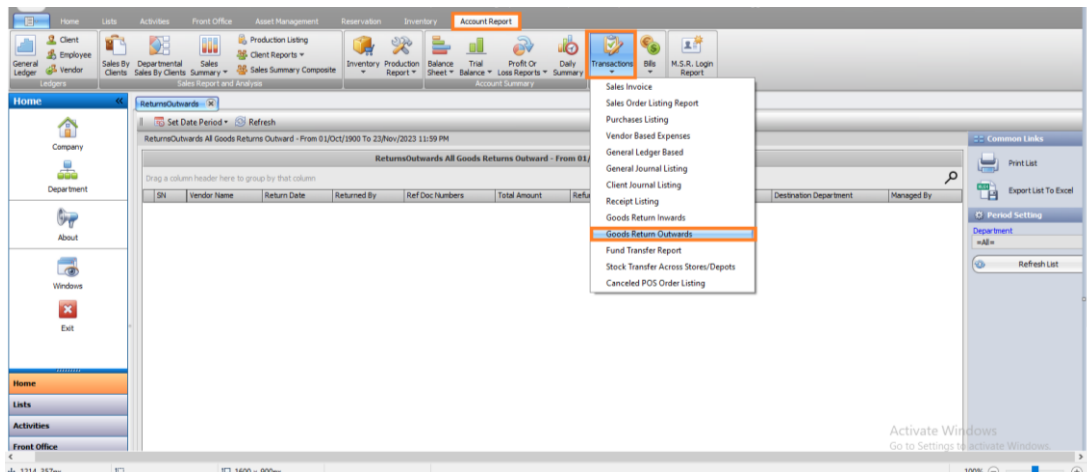
Goods Returned Outwards

To access the report displaying all goods returned outward to the supplier within a specified period, follow these steps:"
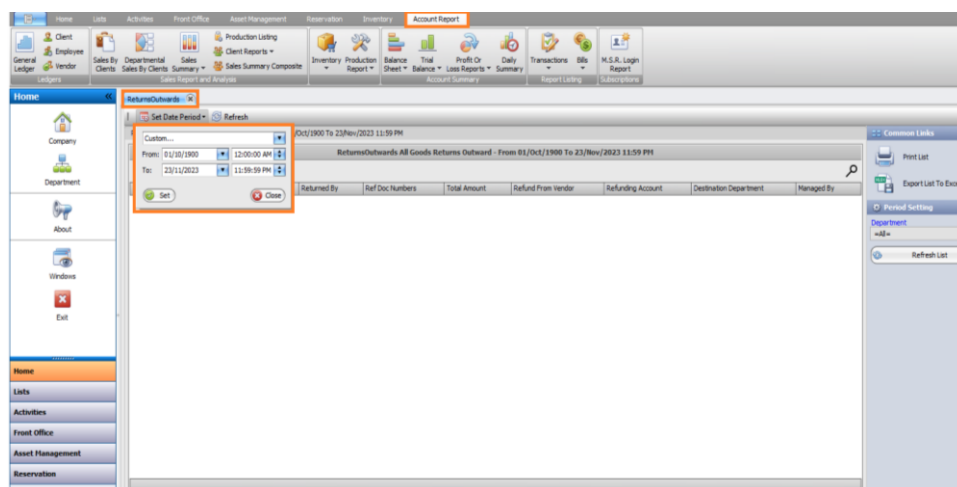
Step 1.

Open the **Account Report menu**, go to **Transactions**, click the dropdown, and select "**Goods Returned Outwards**."
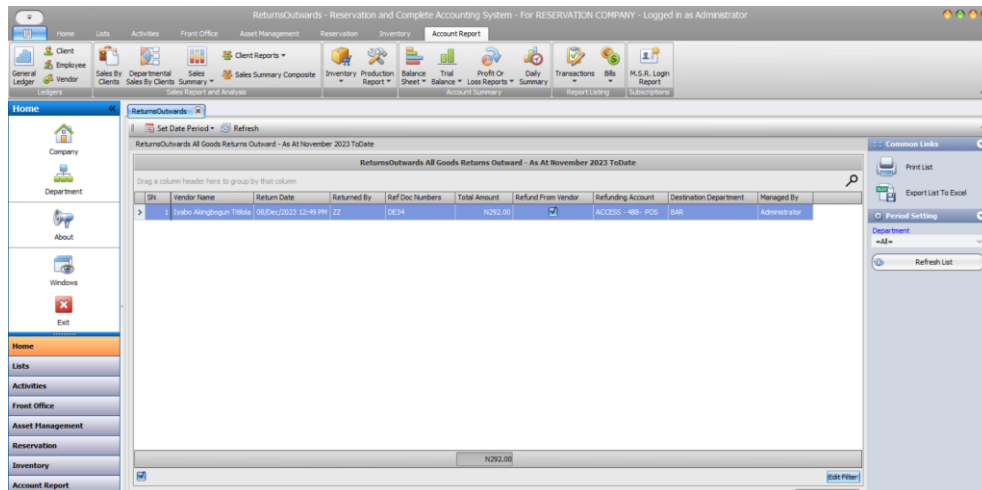

Step 2.

- Click on "**Set Date Period"** to access the date panel.

- To change it, select the field or click the small arrow for a dropdown with preset date options.

- Alternatively, choose "**Custom"** to manually input the desired date.

- Finally, click "**Set"** to confirm the selected date.

Step 3.

Choose the department responsible for the **Good returned** or select **"All"** to view all report. Afterward, click the "Refresh List" button to reload the page. When it **loads, you can sort, group or filter** before printing.

Note: To Sort, Group or Filter in Grid report, go to ***"How To Work with Grid Report".***

Purchase Listing

This report displays all purchase transactions recorded within a specified period. Follow these steps to view the report:

Step 1.

Access the **Account Report menu,** go to **Transactions** and Click the dropdown menu and choose "**Purchase Listing."**

Step 2.

- Click on "**Set Date Period"** to open the date panel.

- select the field or use the small arrow to open a dropdown with preset date options.

- Alternatively, choose **"Custom**" to manually enter the desired date.

- Finally, click "**Set" to confirm your chosen date.**

Step 3.

When it **loads, you can sort, group or filter** before printing.

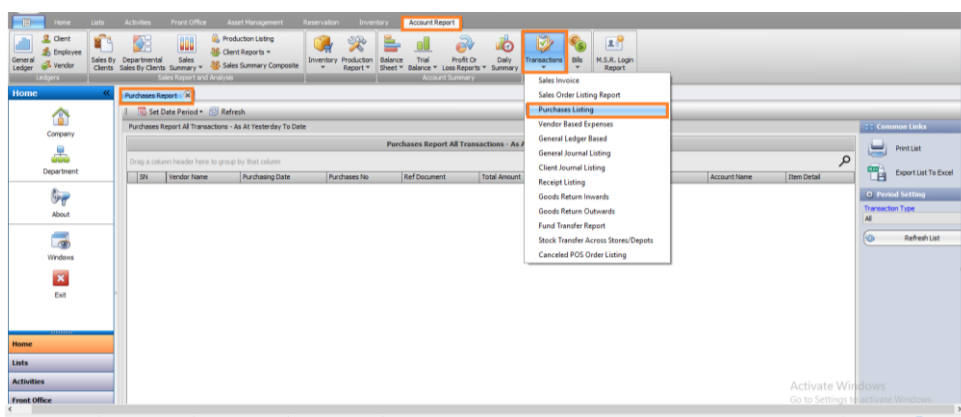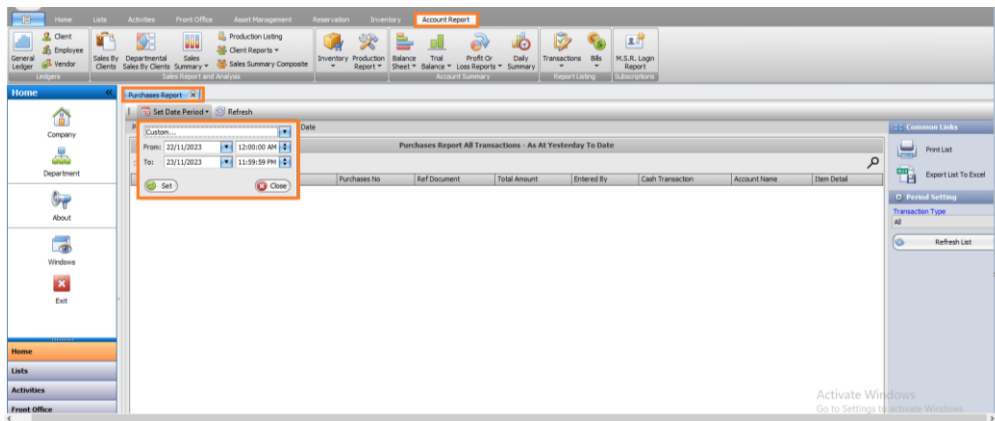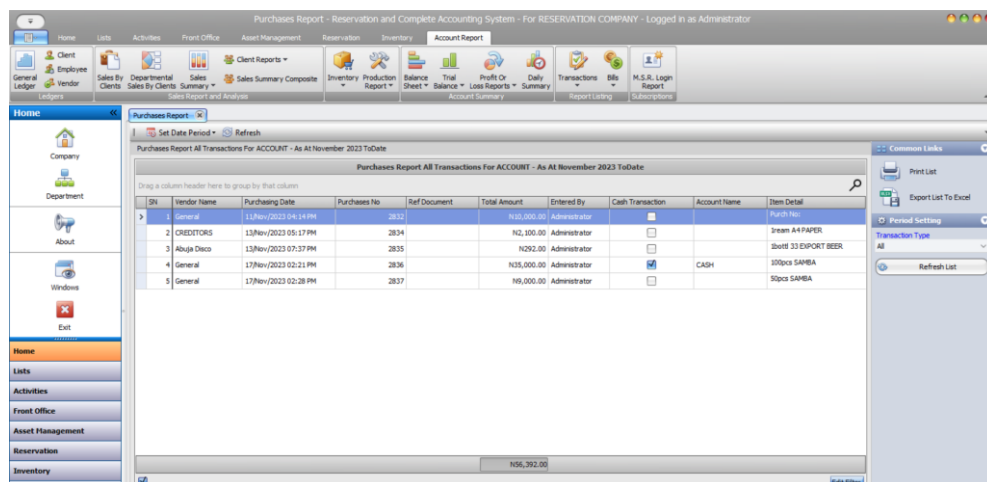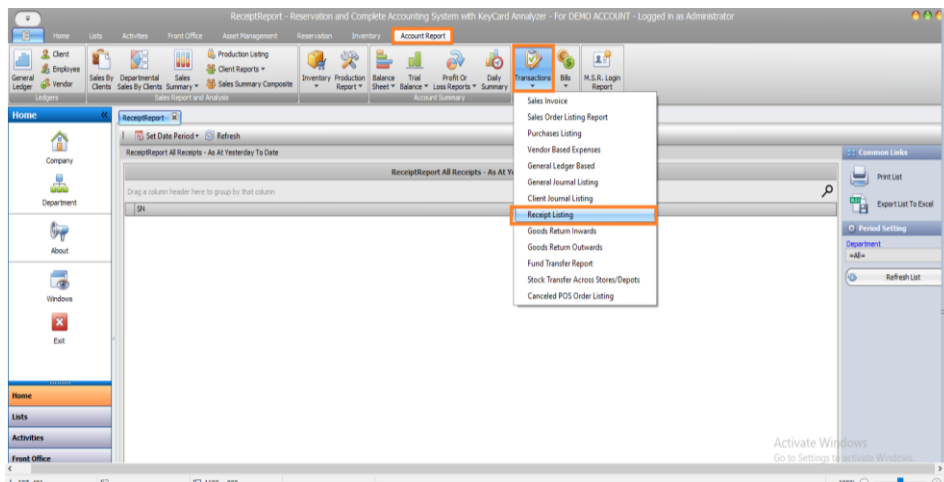*Note: To Sort, Group or Filter in Grid report, go to* **"How To Work with Grid Report" below.**

Receipt Listing

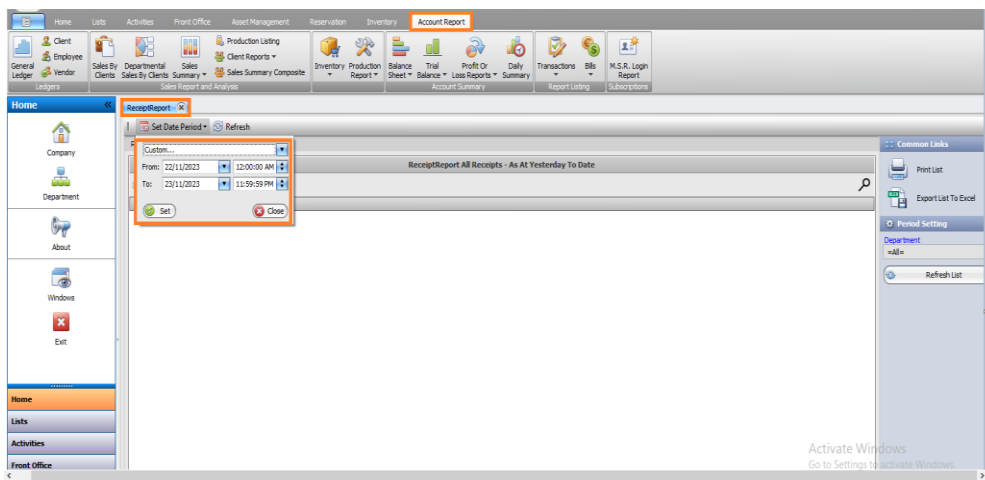This report displays all recorded sales receipts within a specified period. Follow these steps to view the report:"

Step 1.

Open the **Account Report menu**, go to **Transactions**, click the dropdown, and select "**Receipt Listing."**

Step 2.

- Modify the date by selecting the field or using the small arrow for preset **date options** in the dropdown.

- Alternatively, choose **"Custom"** to manually enter the date.

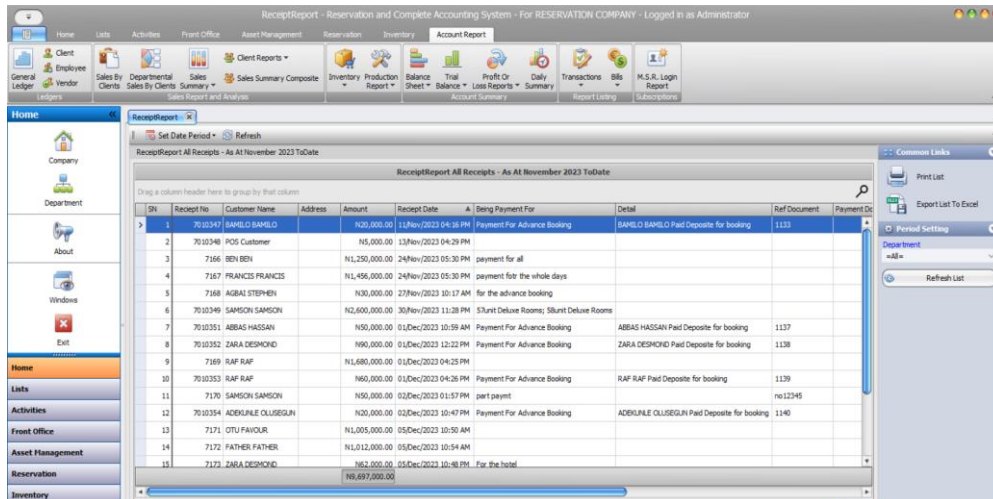- Click **"Set"** to confirm the chosen date.

Step 3.

Choose the department responsible for **receipt** or select "**All"** to view all receipts. Afterwards, click the "**Refresh List"** button to reload the page.

Step 4.

After loading, you have the option to **sort, group, or filter** before printing.
*Note: To Sort, Group, or Filter in the Grid report, refer to the "**How To Work with Grid Report"**
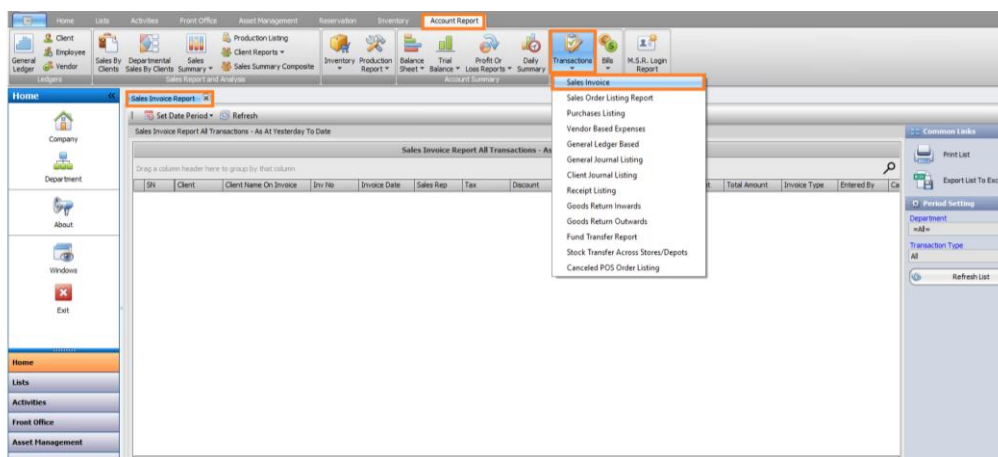below**.**

Sales Invoice Report

This report displays all recorded sales transactions within a specified time frame. To obtain
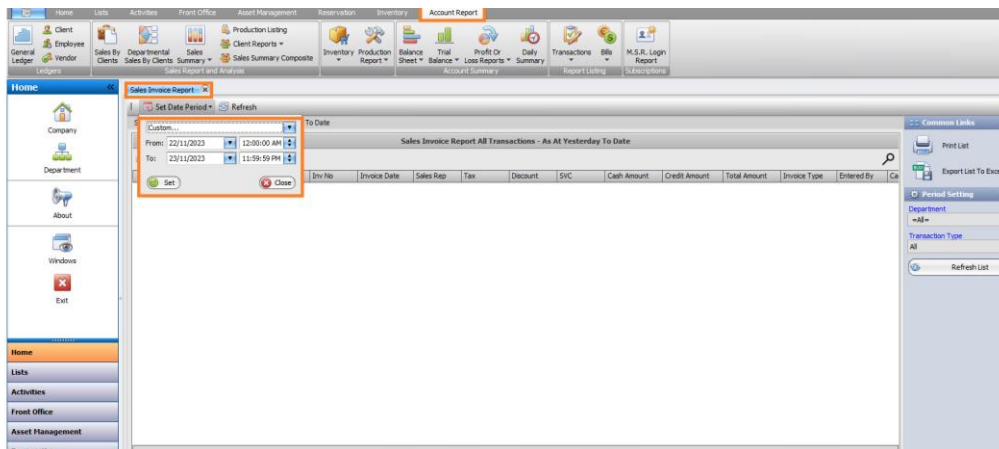this report, follow these steps:"

Step 1.

Open the **Account Report menu**, click on **Transactions**, access the dropdown menu, and
select **"Sales invoice".**

Step 2.
Click on "**Set Date Period**" to open the date panel.

- Modify it by either selecting the field or using the small arrow in the dropdown for preset dates.
- Alternatively, choose "**Custom**" to manually enter the date.
- Finally, click "**Set**" to confirm your chosen date.

Step 3.

When it loads, you can **sort, group or filter** before printing.

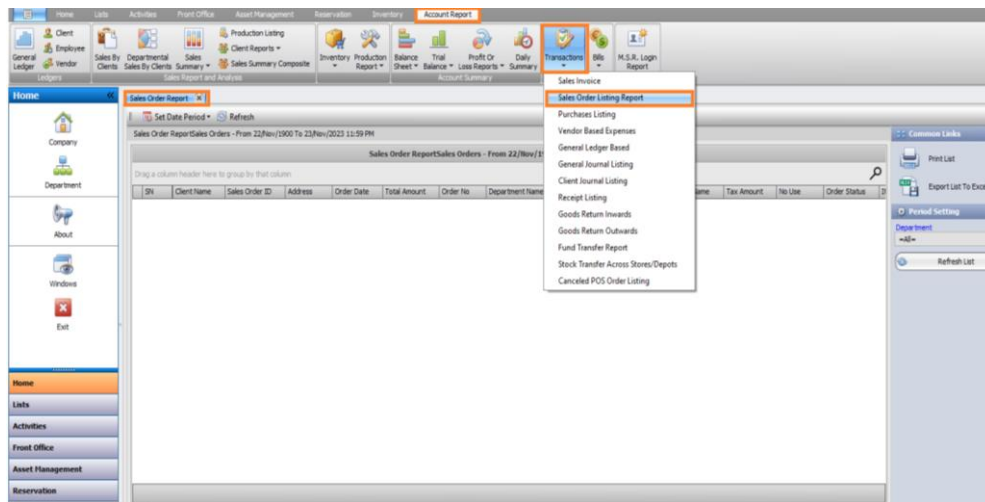*Note: To Sort, Group or Filter in Grid report, go to "How To Work with Grid Report below".*
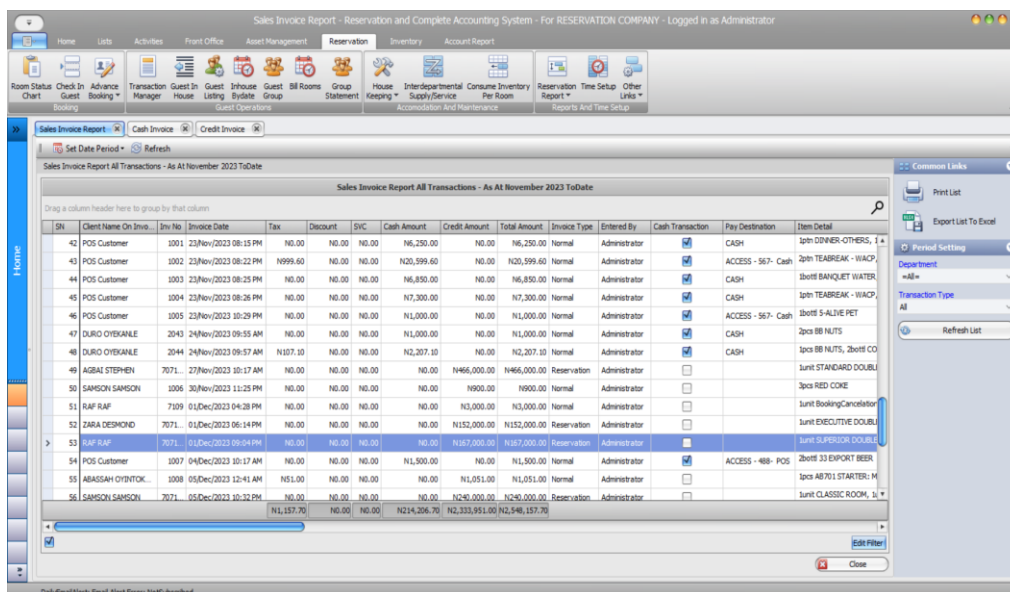
Sales Order Listing Report

This report displays all recorded sales order transactions within a specified time frame. Follow these steps to access this report.
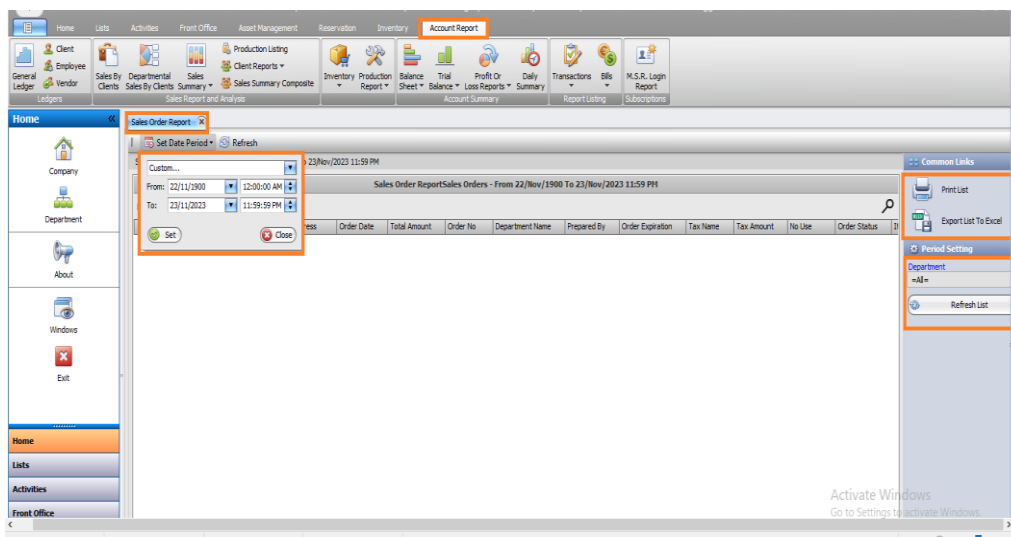
Step 1.

Open the **Account Report menu**, click on the **Transactions** tab, access the dropdown menu, and select "**Sales Order Listing Report."**
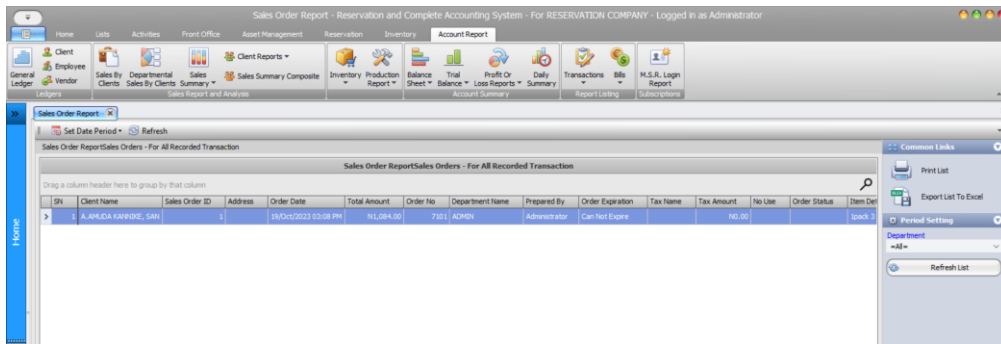

Step 2.

- Click on "**Set Date Period**" to access the date panel.

- By default, the date is set to yesterday.

- To modify it, either select the field or use the small arrow for a dropdown with preset date options.

- Alternatively, choose "**Custom"** to manually input the desired date.

- Finally, click "**Set"** to confirm your selected date.

Step 3.

When it loads, you **can sort, group or filter** before printing.

*Note: To Sort, Group or Filter in Grid report, go to **"How To Work with Grid Report** below".*
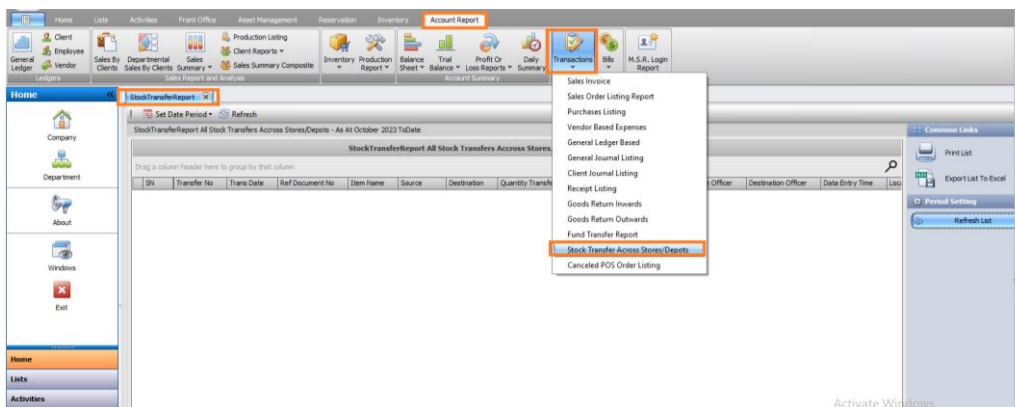

Stock Transfer across Stores, Depots or Departments

This report displays all recorded stock transfers between stores or depots within a specified time frame. Follow these steps to view the report:"

Step 1.

Open the **Account Report menu**, click **Transactions** tab, access the dropdown menu, and select "**Stock Transfer Across Stores/Depots.**"
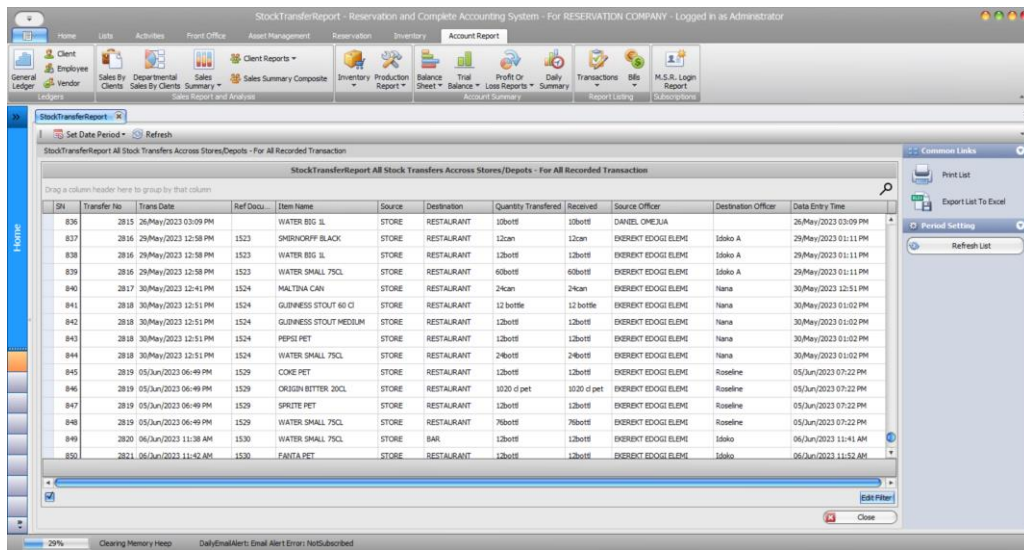

Step 2.

- Click on "**Set Date Period**" to access the date panel.
- To modify it, select the field or use the small arrow for a dropdown with preset date options.
- Alternatively, choose "**Custom**" to manually input the desired date.
- Finally, click "**Set**" to confirm the selected date.

Step 3.

After the page loads, you have the option to **sort, group, or filter the** data before printing.

Note: For instructions on sorting, grouping, or filtering in the Grid report, refer to **"How To Work with Grid Report".**
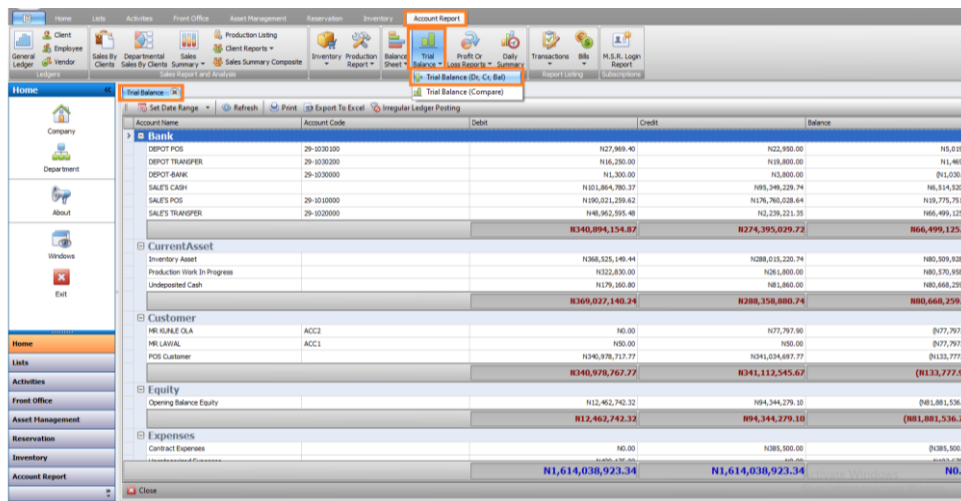

Trial Balance (Dr, Cr, Bal)

The trial balance summarizes all debits and credits in a double-entry accounting system. To access this report, follow these steps

Step 1.

Click on **Account** Report menu, navigate to **Trial Balance** and click to access the drop-down, and then select **Trial Balance (Dr, Cr, Bal).**

Step 2.

Click on **"Set Date Range"** to access the date panel. modify the date by selecting the field or use the small arrow for a dropdown with preset date options. Alternatively, choose **"Custom"** to manually input the date. Click **"Set"** to confirm your chosen date.

Step 3.

Click on the **Print** icon to print or **Export To Excel** to have it in excel format.

Trial Balance (Compare)

This is a comparison of the trial balance, displaying all debits and credits in a double-entry accounting system. To access this report, follow these steps:"

Step 1.

Open the **Account Report menu**, click on Trial Balance, access the dropdown menu, and select **"Trial Balance (Compare)."**
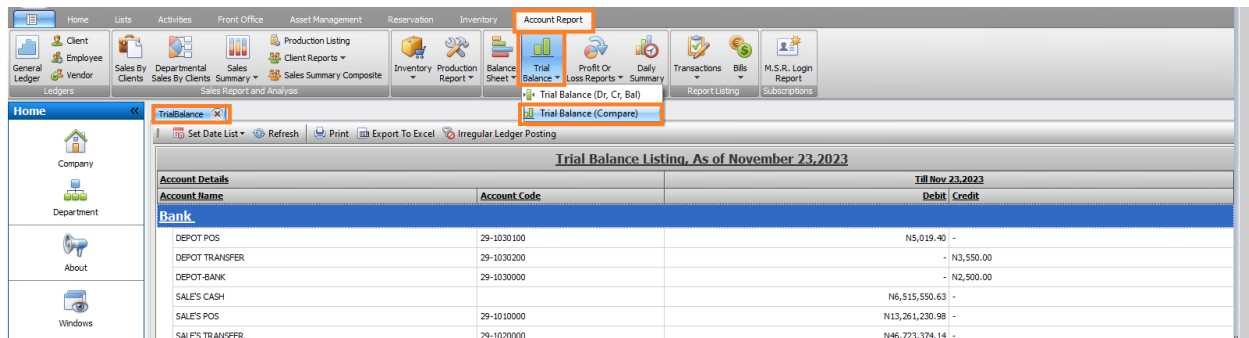
Step 2.

Access the date panel by clicking "**Set Date List."**

- Find the time range mode: choose either "**Till Specific End Date**" or "**Within a Start Date** and **an End Date**."

- In Time Interval Mode, select the desired interval (monthly or yearly).

- Click "**Starting From**" to select the starting month or year based on the **Time Interval Mode**.

- Choose the number **of time intervals** required.

- Click "Generate Time button" to load the specified time intervals.
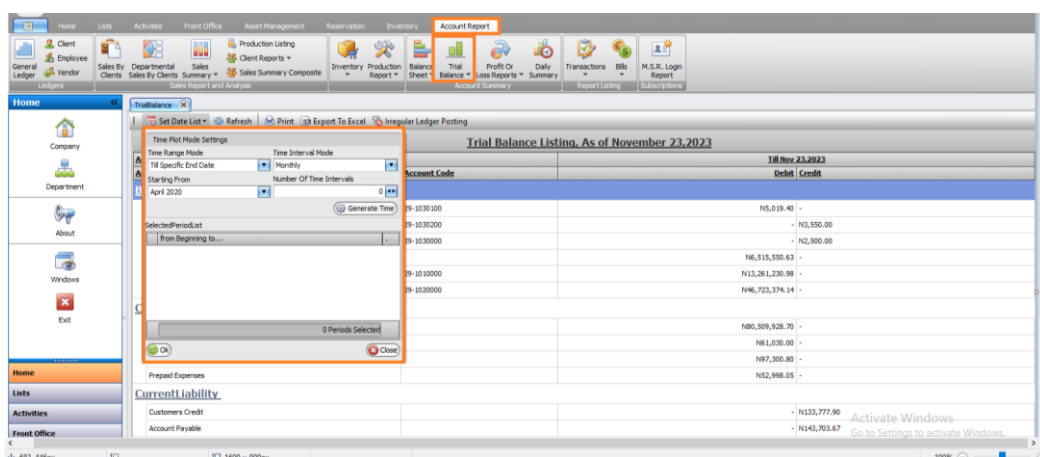
Step 3.

Review the **Selected Period List**, which displays the chosen date and interval. Customize it if needed. **Click the "OK" button to load the report.**
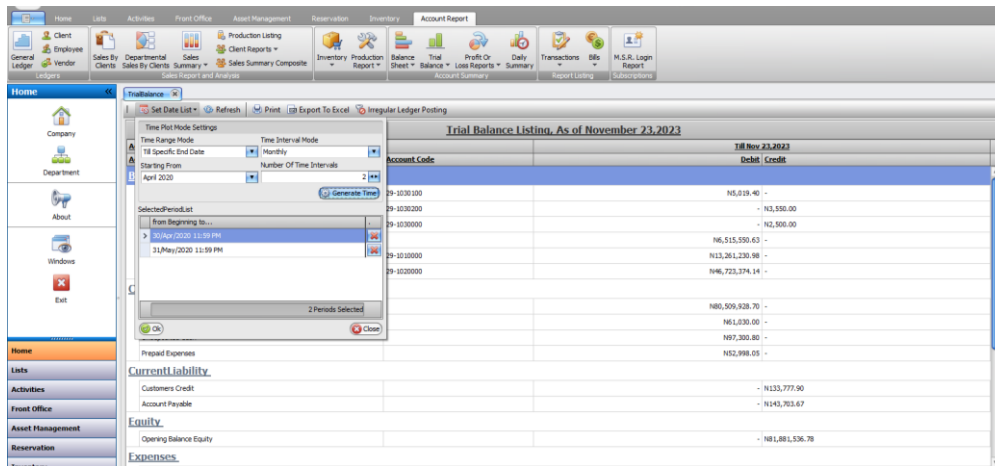
Step 4.

Once the report loads, it will display information from the selected date. You can print or export it to Excel by clicking the respective buttons labeled **"Print" or "Export to Excel**."
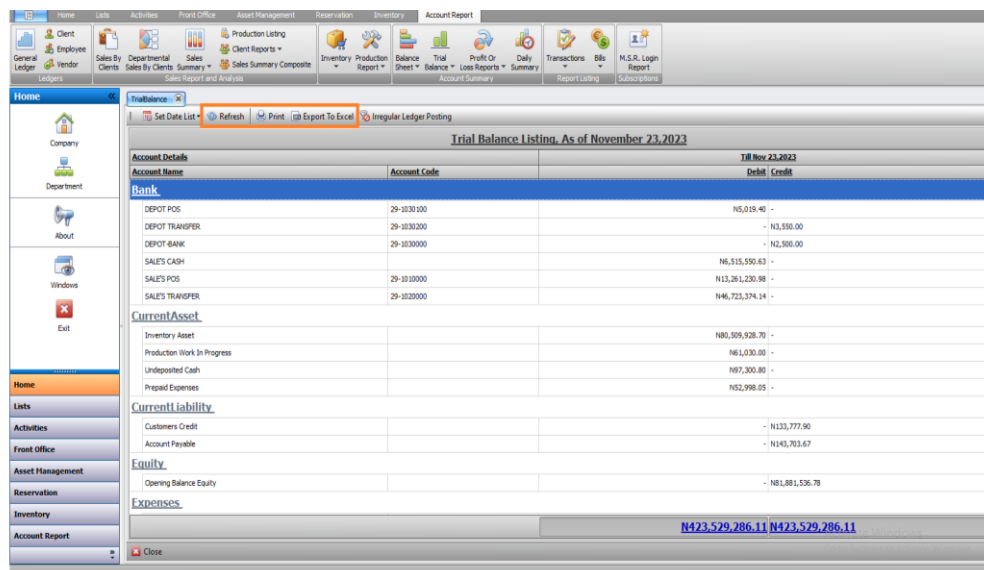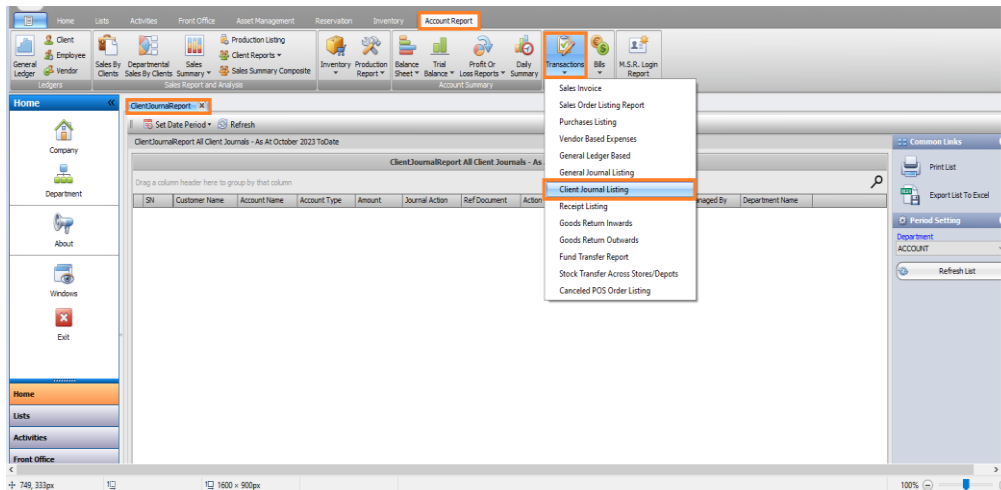

Client Journal Listing

This is the report that shows all recorded client journal expenses within a specified period of time. These are the steps to view this report.
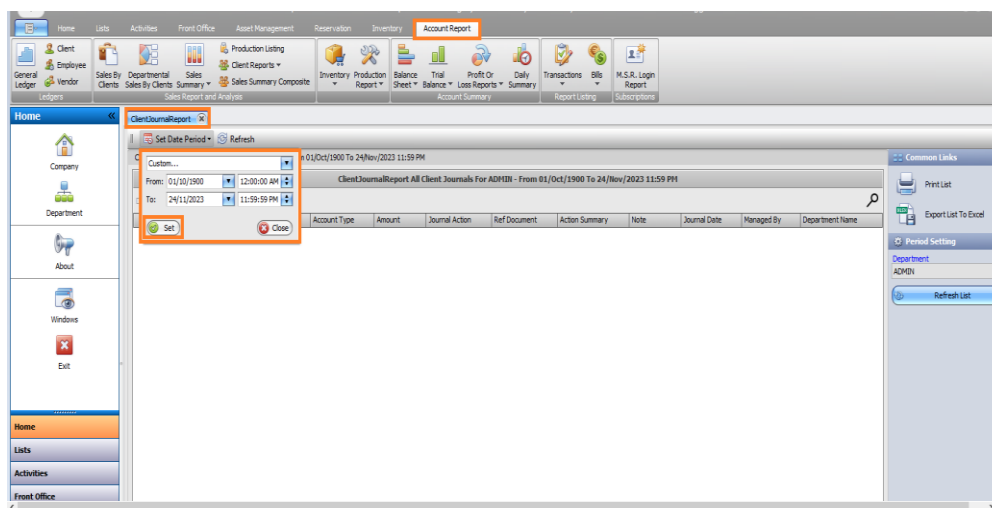
Step 1.

Access the Account Report menu, click on **Transactions**, Access the drop-down menu, and choose **Client Journal Listing.**

Step 2.

- Click on **'Set Date Period'** to access the date panel.

- Modify the date by clicking on the field or the small arrow for pre-set date options.

- Alternatively, select **'Custom'** to input dates manually.

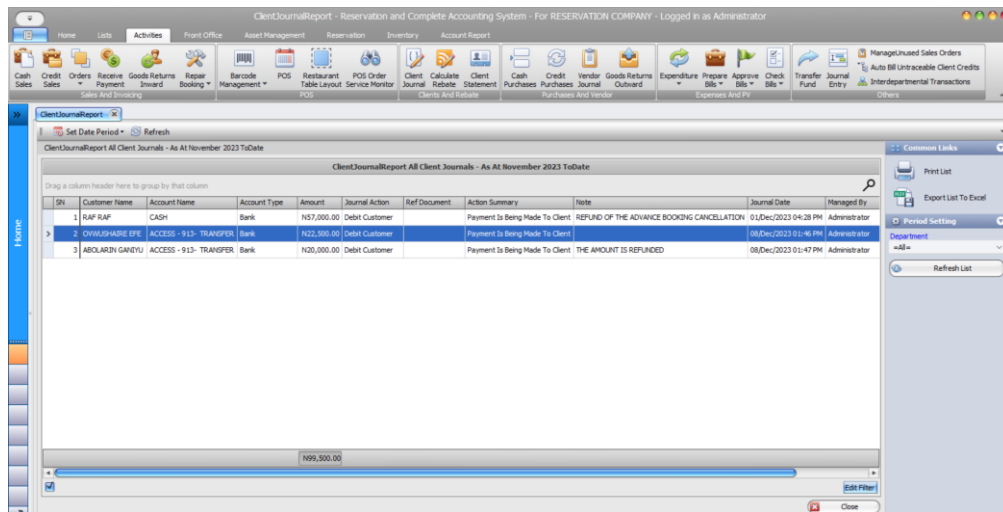- Click on **'Set'** to confirm your chosen date range.

Step 3.

Select the **Department** that made the transaction or you can select **All**. Then click **Refresh** button to reload the page.

Step 4.

When it loads, you can **sort, group or filter** before printing.

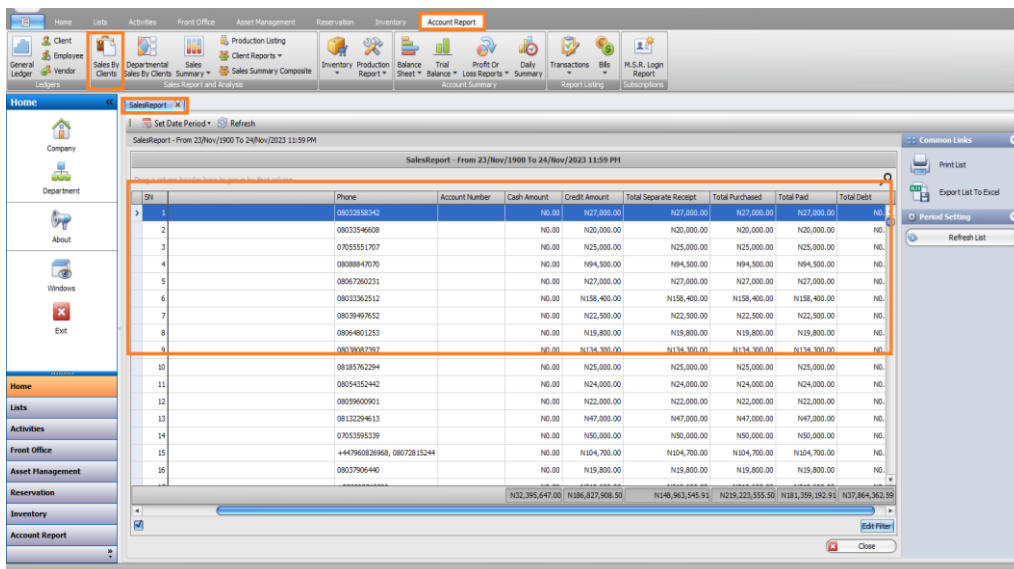*Note: To Sort, Group or Filter in Grid report, go to "**How To Work with Grid Report**" below.*

Sales by Client Report

This report displays all recorded sales for clients within a designated time frame. To access the sales by client report, follow these steps.
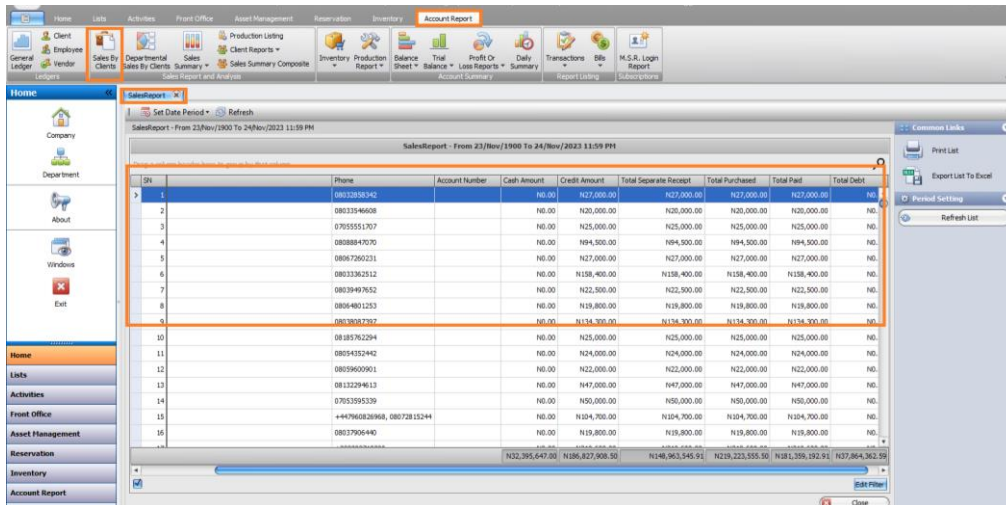
Step 1.

Access the **Account Report** menu and navigate to **'Sales By Clients'**.

Step 2.

- Click on **'Set Date Period'** to access the date panel.
- Modify it by selecting the field or clicking the small arrow for preset date options.

- Alternatively, choose '**Custom**' to input dates manually.
- Click '**Set**' after entering the desired date range.

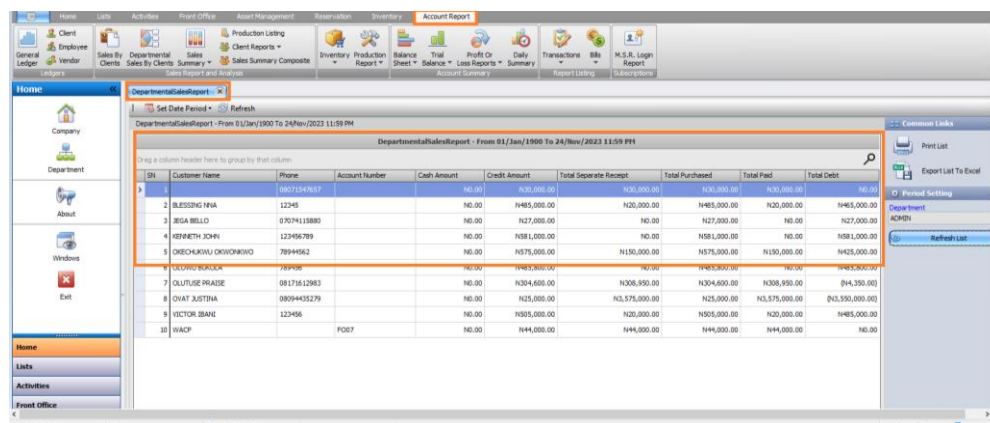When it loads, you can **sort, group or filter** before printing.

*Note: To Sort, Group or Filter, go to "**How To Work with Grid Report**" below.*

Departmental Sales By Clients

This report details all departmental sales by client within a specific timeframe. To access the sales by client report, here are the steps to follow:
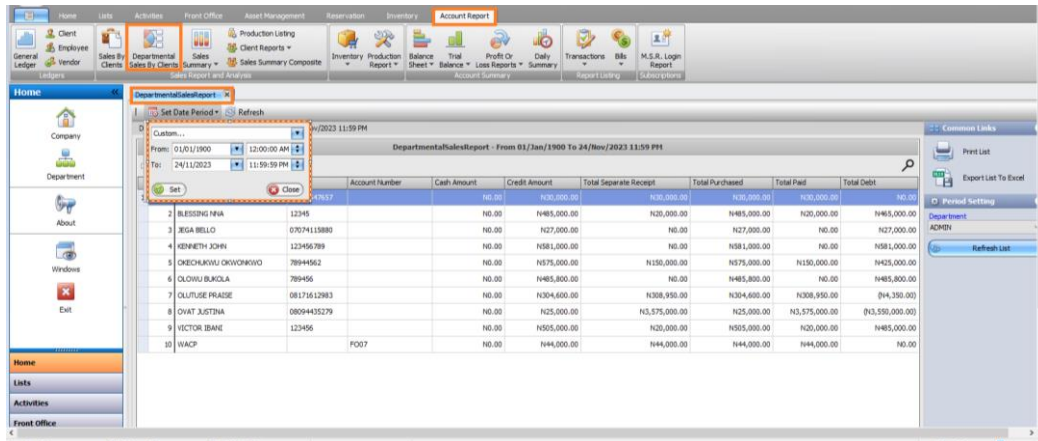
Step 1.

Access the **Account Report menu,** navigate to '**Departmental Sales By Clients**' and click.

Step 2.
- Click on '**Set Date Period**' to open the date panel.
- Adjust it by selecting the field or clicking the small arrow for preset date options.
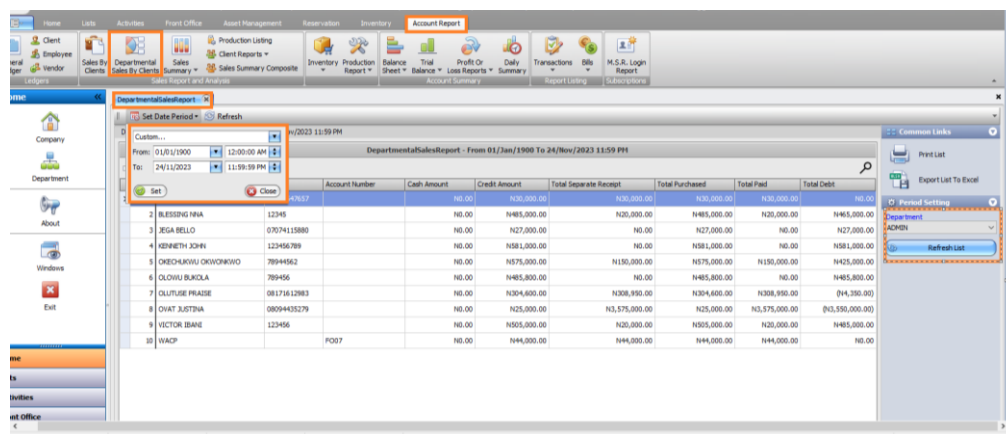
- Alternatively, choose '**Custom**' to input dates manually.
- Click '**Set**' after finalizing the date range.

Step 3.

on the side bar, select the department. When it loads, **sort, group or filter** before printing.

*Note: To Sort, Group or Filter in Grid report, go to* **"How To Work with Grid Report"** *below*.

Working with Grid Report.

How to work with grid report

In this session, we'll cover sorting, grouping, and filtering in the Grid Report for better documentation and printing. Follow these steps to work with this report.
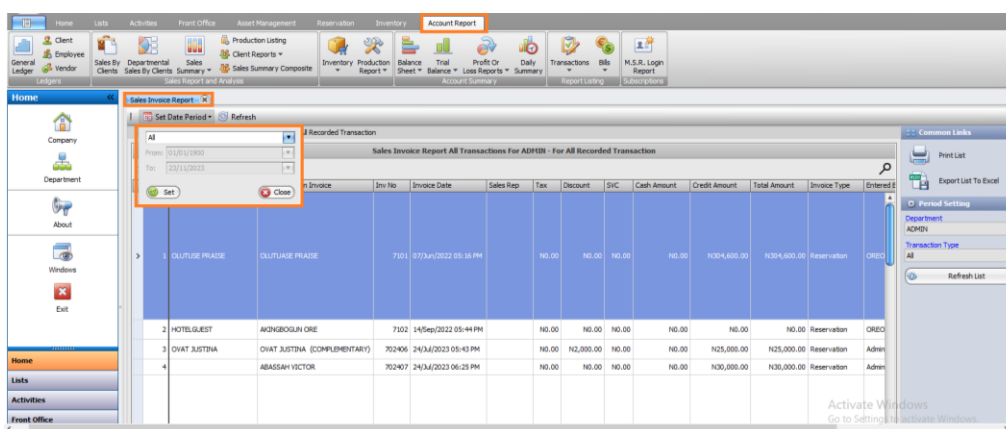
Step 1:

Open the **Account Report menu**, click on **Transactions**, and access the dropdown menu, and select "Sales Report."
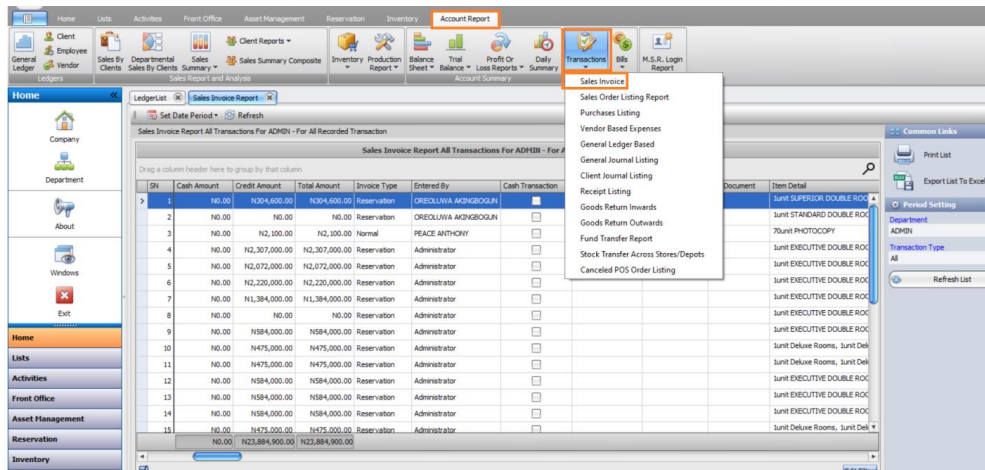
Step 2.

Click on "**Set Date Period"** to open the date panel.

- Modify it by selecting the field to access a dropdown with preset date options.

- Choose your desired date from the dropdown or, if preferred, select a custom date.
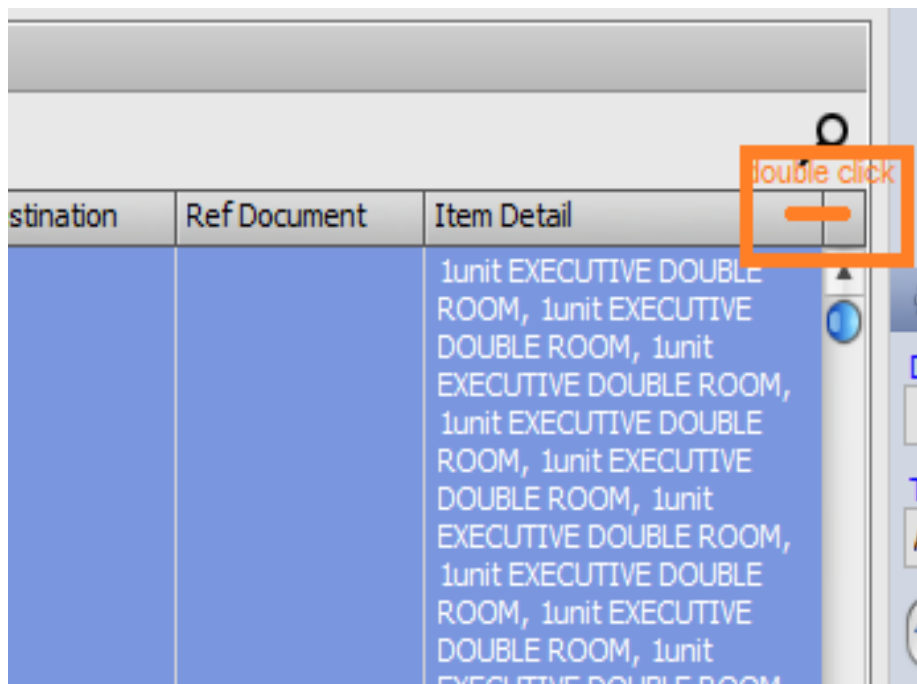
- Click "**Set**" to confirm the selected date.

Step 3.

The report is going to be displayed.

*Note: The report might look scattered, because the sales invoice contains many items. You can **double click** on the last column in the **Item Detail** to expand the column.*
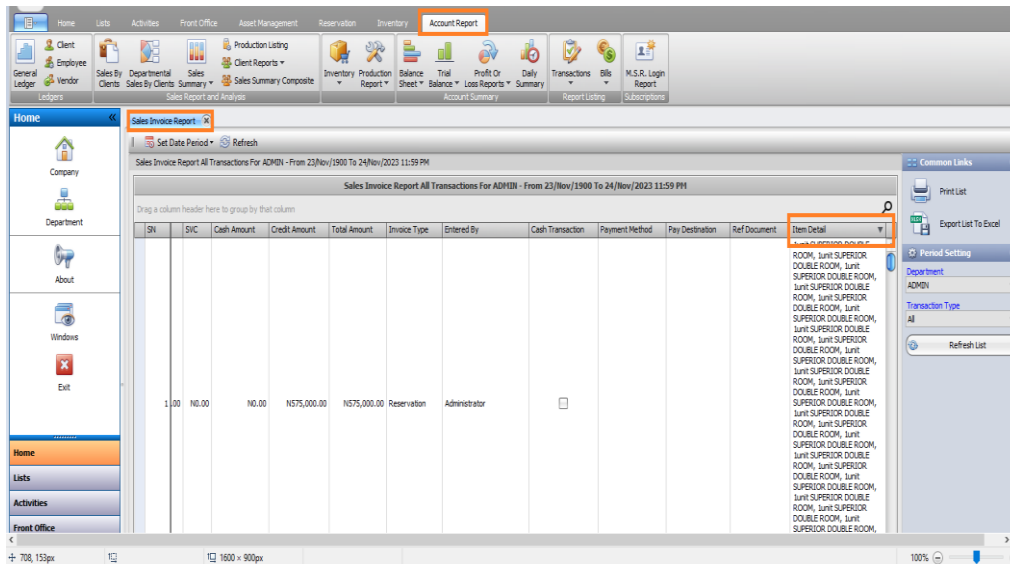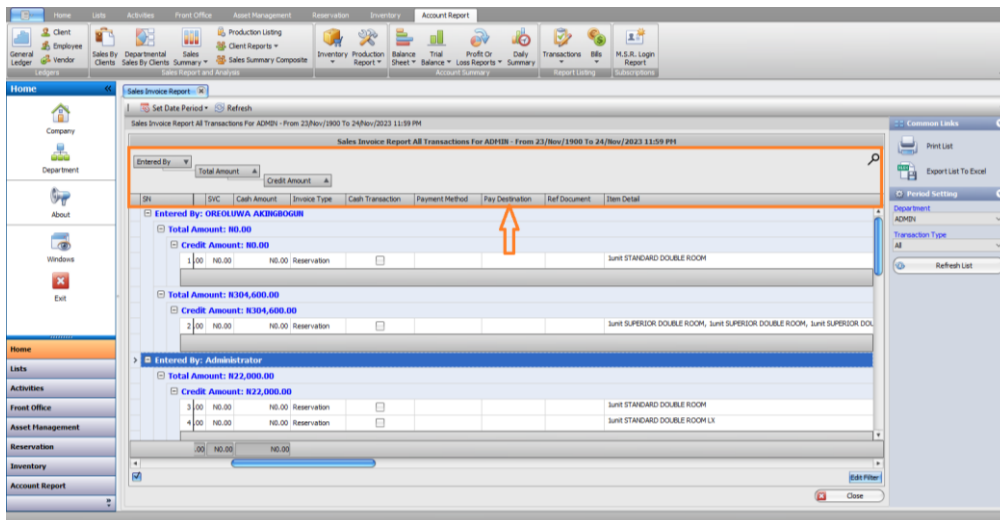

Double click on the mark to expand

Step 4.

- Eliminate unwanted column(s) by dragging the column headers upwards until a cancel sign appears, or rearrange them by dragging left or right for sorting purposes.

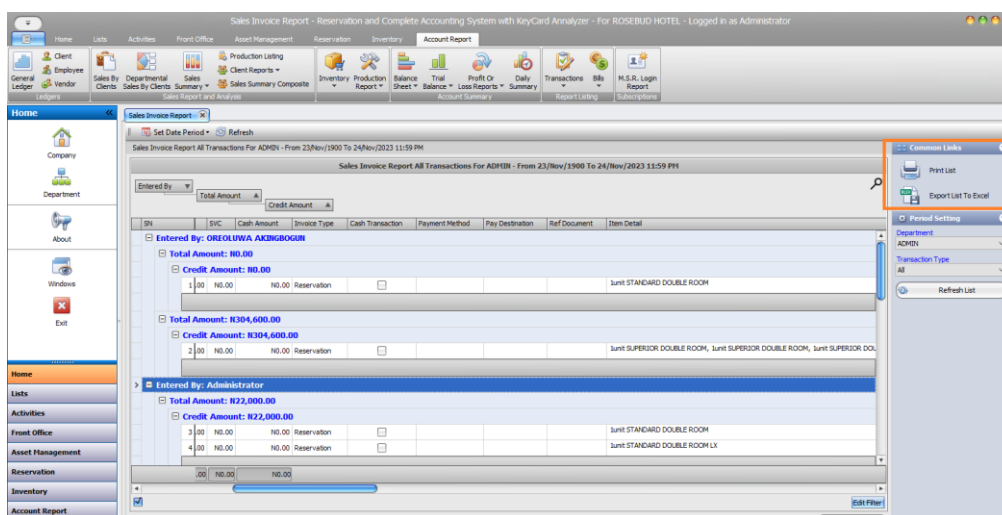- Once organized, prepare a readable report suitable for printing.

Step 5.

Print the report by clicking on **'Print List'**, alternatively, choose **'Export List To Excel'.**

Step 6.

Upon clicking the **'Print List'** button, an interface will display, allowing you to proceed by clicking on '**Print'.**
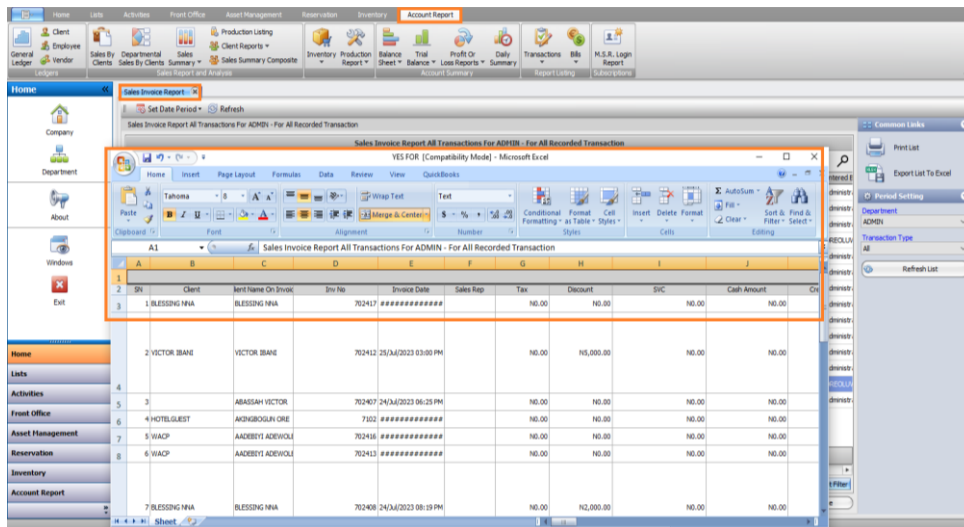

Step 7.

- Select **'Export List** To Excel'.
- Choose the destination to save the file.
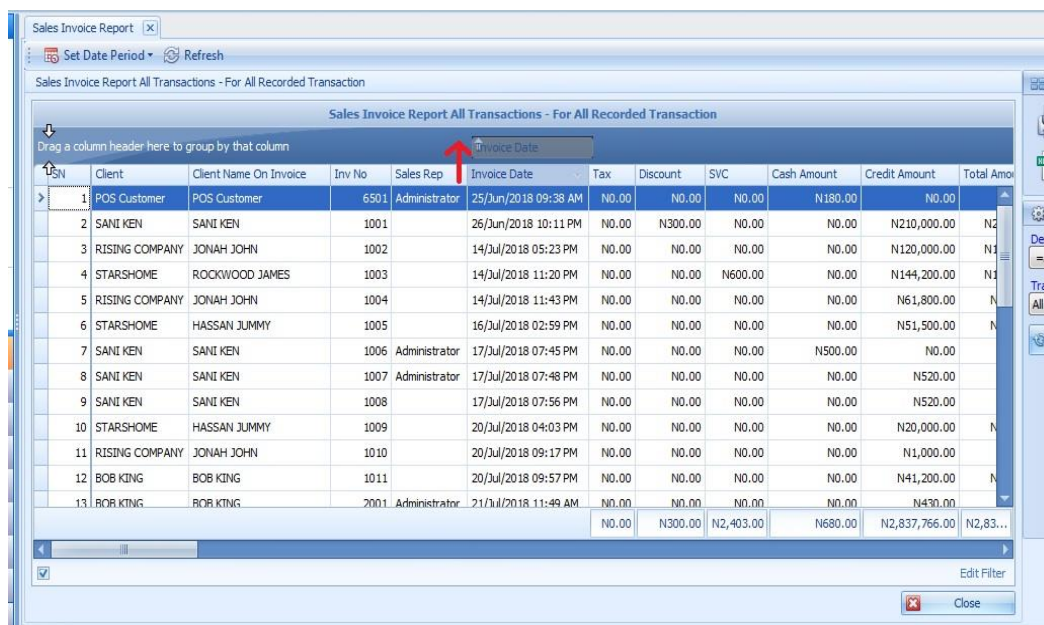- Specify the **File name**.

- Click '**Save**' to preserve the file in the designated location.

Grouping and Filtering the Grid Report

Step 9.

You can also group the report by the column you want, this can be done by dragging the column just above the column header. For example, we are grouping by invoice date, and you can group yours by any column you want

Step 10.

- The invoices will be grouped based on the date.
- To calculate the sum of the sub-column:

  a. Right-click on the column footer.

  b. Select 'Sum' or other desired options from the menu.

- Once adjustments are made, proceed to either printing or exporting to Excel.

*Note: To **print**, go to **step 5 and step 6**.*

Step 11.

- Create a group and sub-group in the grid report by dragging the column headers upward sequentially.

  a) Drag the **'Client'** column header up for grouping.

  b) Similarly, drag the 'Invoice Date' column header up to establish a sub-group.

- To revert columns to their original positions:

  a) Drag the column header back to its initial position.

  b) Alternatively, click the '**Refresh**' button to reset the view.

Daily Summary Report

The daily summary report encapsulates all business activities, encompassing sales, reservations, journals, purchases, and more. Within this report, you can opt to send it to your email either automatically or manually. To access this report, follow these steps:

Step 1.

Click on the **Account Report menu,** and navigate to **'Daily Summary'**. and click
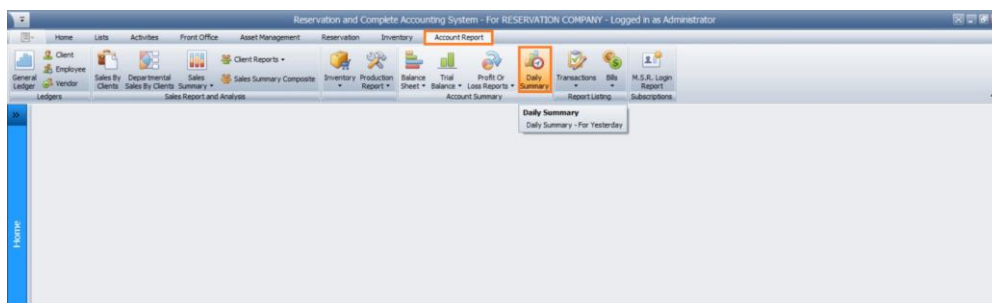
Step 2.

You can set the date by clicking on the small arrow in front of the date to select the date you want. By default, it shows yesterday's report but it can be changed to suit your need, then **click Refresh button** to reload the report

Step 3.

- If you're subscribed to daily email alerts, this report will be delivered to your inbox every day.

- If not, you'll need to visit this section to manually view the report.

- Additionally, for manual report delivery, utilize the 'Re-Send Email' option. Alternatively, if you wish to send it to a specific email address, enter the email in the **'Send To'** field and click the small icon to dispatch the report

General Ledger

The General Ledger serves as the primary accounting record, containing a comprehensive history of all financial transactions throughout the company's existence. It encompasses accounts for assets, liabilities, equity, revenues, and expenses. To access this report, follow these steps.

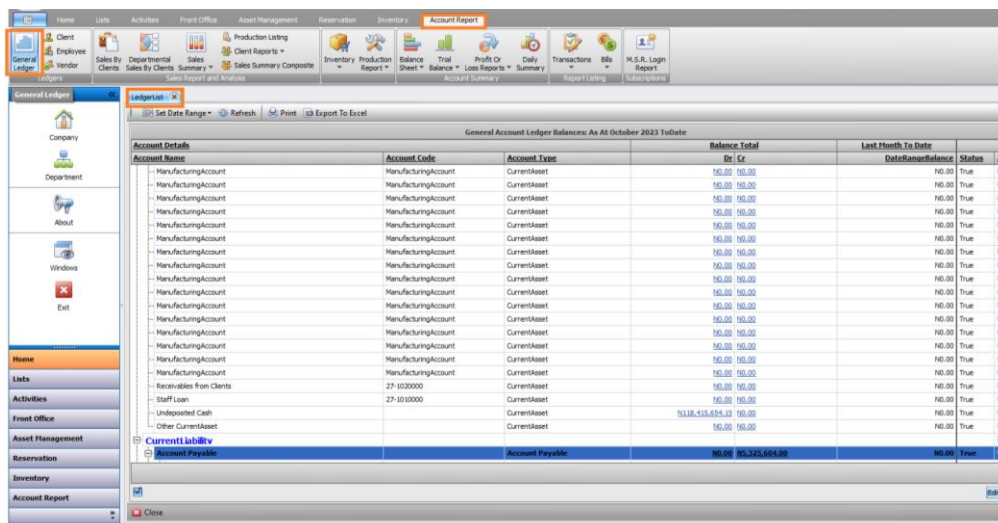**Step 1.**

Click on the **Account Report menu**, navigate to **'General Ledger'** and click
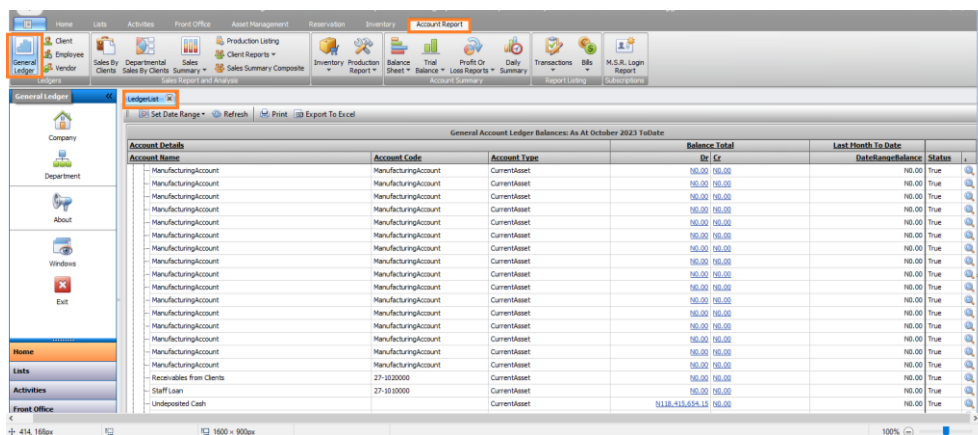
Step 2.

- Click on **'Set Date Range'** to access the date panel.

- Use the date field or the small arrow for preset date options.

- Alternatively, choose **'Custom'** to input dates manually.

- Click the **'Set' button** to load the report with the selected **date range.**

Step 3.

- Upon loading the report, you'll find details on current assets, current liabilities, equity, expenses, and more.

- Explore further by drilling down into each account to understand the components contributing to the figures displayed.

Step 4

- Locate the **search icon** corresponding to each category.

- Click on the **search icon** to investigate the breakdown of each number. For instance, clicking on the icon next to 'Office Consumable Expenses' will generate the detailed report for that category.
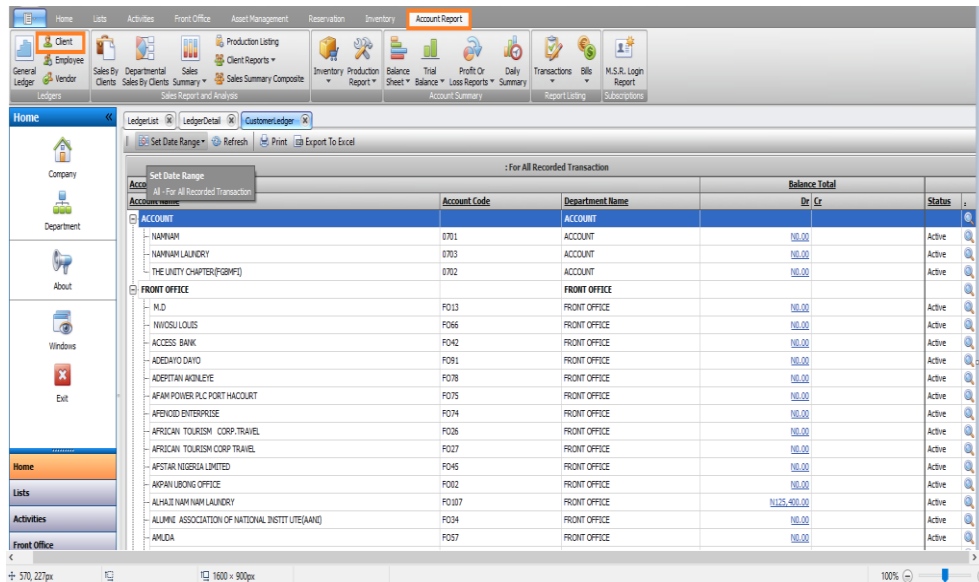
Client Ledger

The Client Ledger offers a detailed account record of financial transactions specific to a customer, showcasing both the debit and credit reports. To access this report, follow these steps.
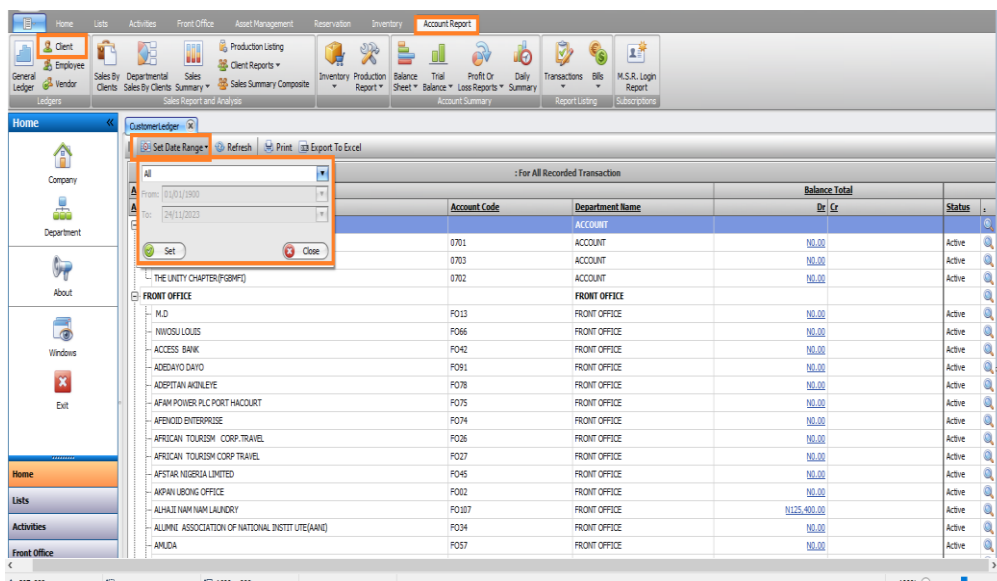
Step 1.

Click on the **Account Report** menu, navigate to '**Client**' and click


Step 2.

1. Click **'Set Date Range'** to access the date panel.

2. Select the date field or use the small arrow for preset options. Alternatively, pick '**Custom**' to manually input the date.

3. Click **'Set'** to load the report with the selected date range.

Step 3.

- After the report loads, observe the account name, account code, customer's department, and the balance displayed.

- To explore further: Dive Deeper into each account to understand its composition and review the transactions linked to the account for detailed insights.
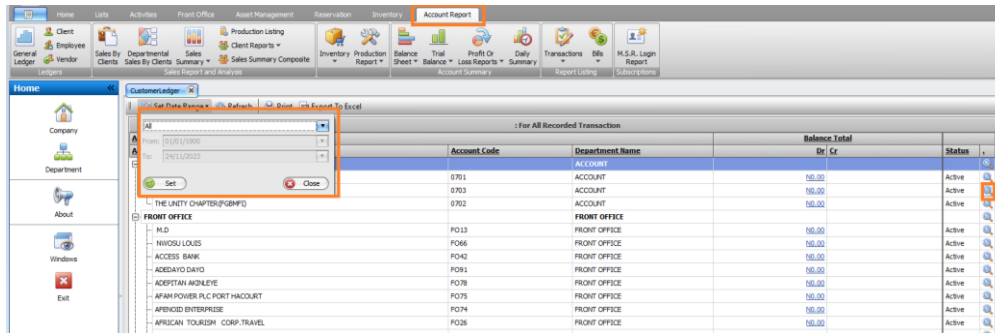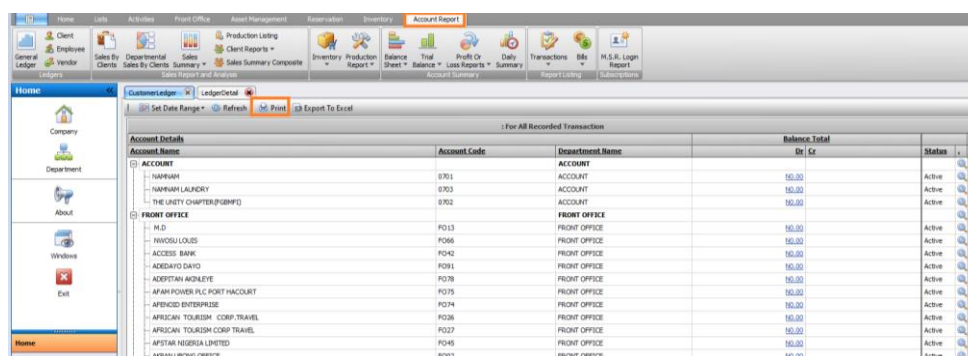

Step 4.

When the search icon was clicked, it opens in the second tab which shows the details account, also you can still drill down to see the transaction.
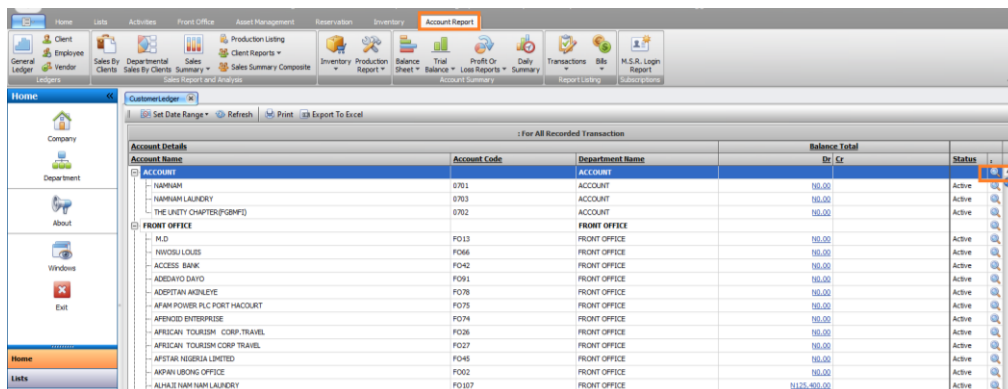
Step 6.

Lastly, you could print the statement of the report by clicking the **Print** icon or export to excel by clicking the **Export To Excel** button.
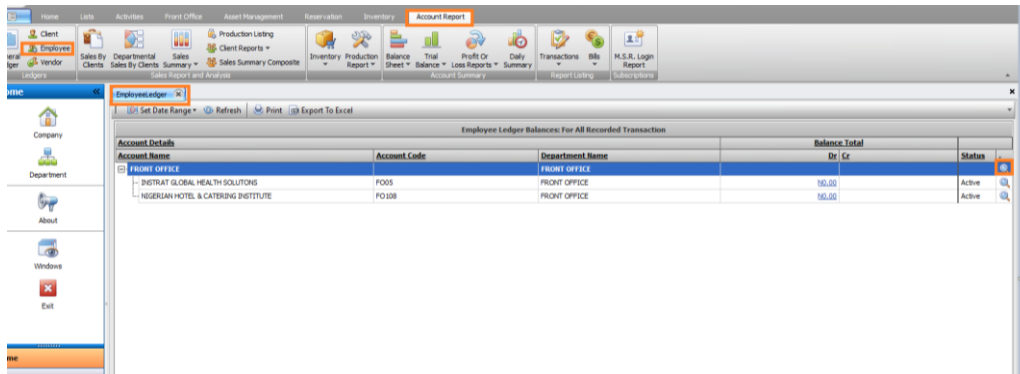
Employee Ledger

The Employee Ledger presents a comprehensive account record of financial transactions for each client. To access this report, follow these steps.
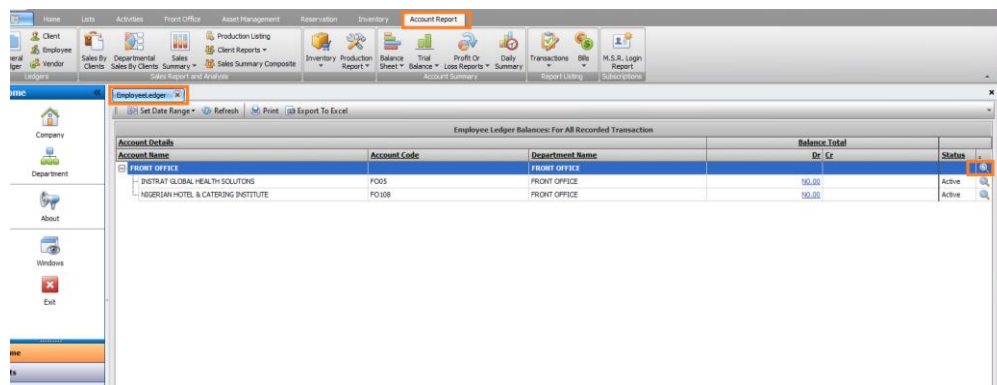
Step 1.

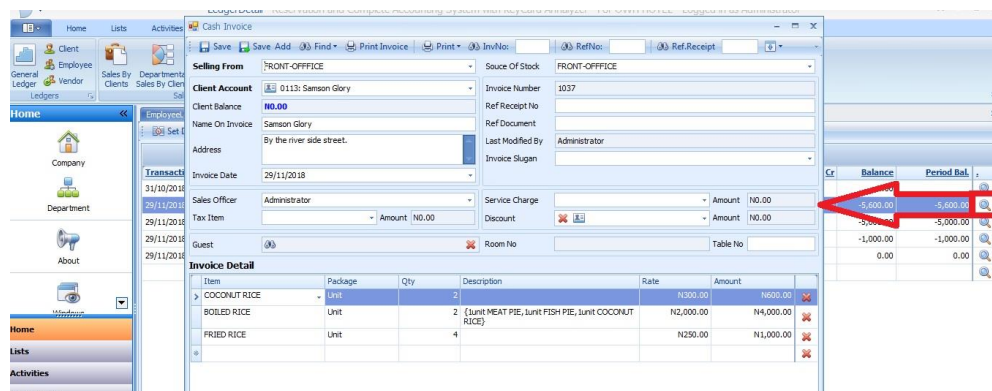Access the **Account Report menu,** click on **'Employee tab '.**

Step 2.

- Click on **'Set Date Range'** to access the date panel.

- Select from the date field or use the small arrow for preset options. Alternatively, pick **'Custom'** to manually input the date.

- Click **'Set'** to load the report with the chosen date range.

Step 4.

After its opening, click on the **search icon** of any transactions to see the invoice details
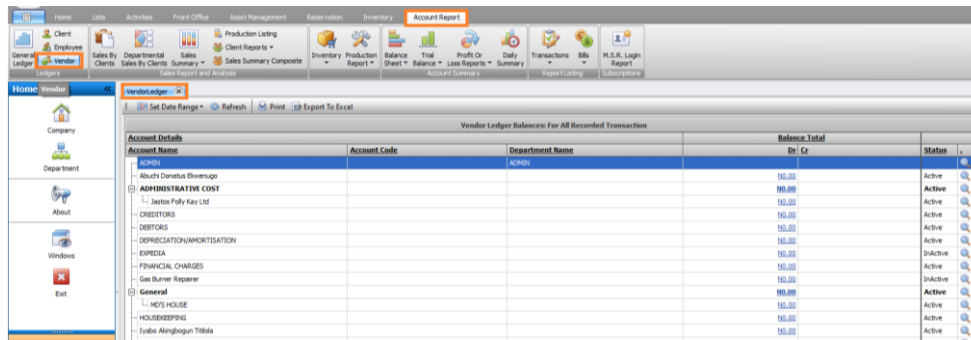
Vendor Ledger

This report contains the financial transaction history of each vendor. To access it, follow these.
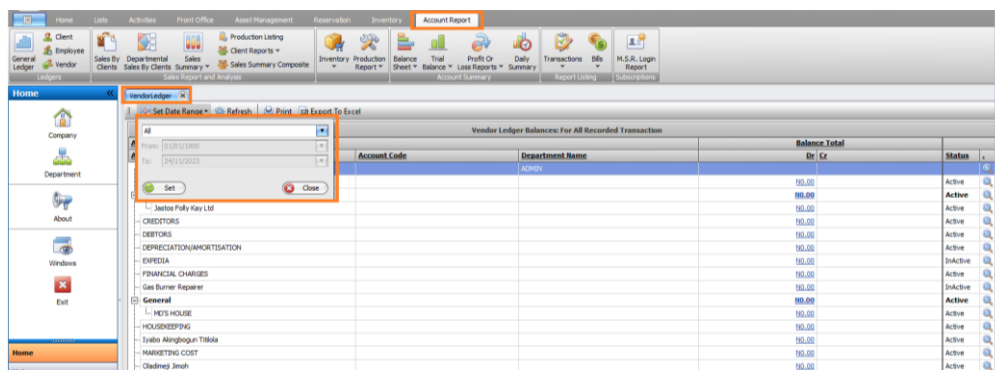
Step 1.

Navigate to **Account Report** menu and click on **Vendor.**

Step 2.

- Click on **'Set Date Range'** to access the date panel.
- Select from the date field or use the small arrow for preset options. Alternatively, pick **'Custom'** to manually input the date.
- Click **'Set'** to load the report with the chosen date range.

When it loads, you are going to see the list of the entire vendor with their ledger record for all transactions. You can click on any **Search** Icon to see all the transactions of the vendor.
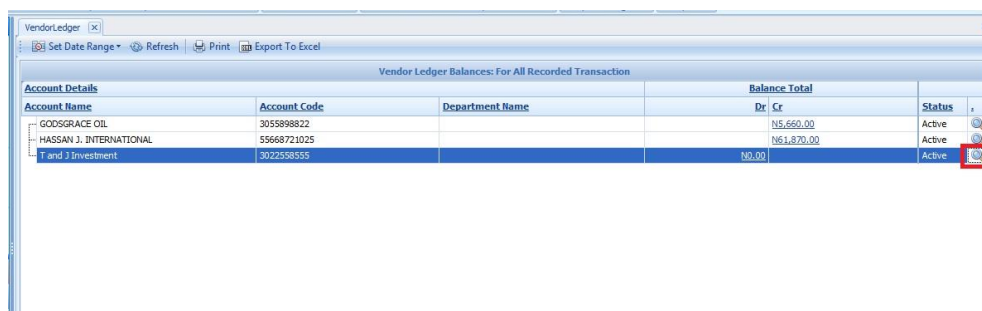
- Click the search icon to open the details in another tab.

- In the new tab, access the date panel by clicking **'Set Date Range'.**

- Select the date field or use the small arrow for preset options. Alternatively, select **'Custom'** to input the date manually.

- Click **'Set'** to load the report with the selected date range.
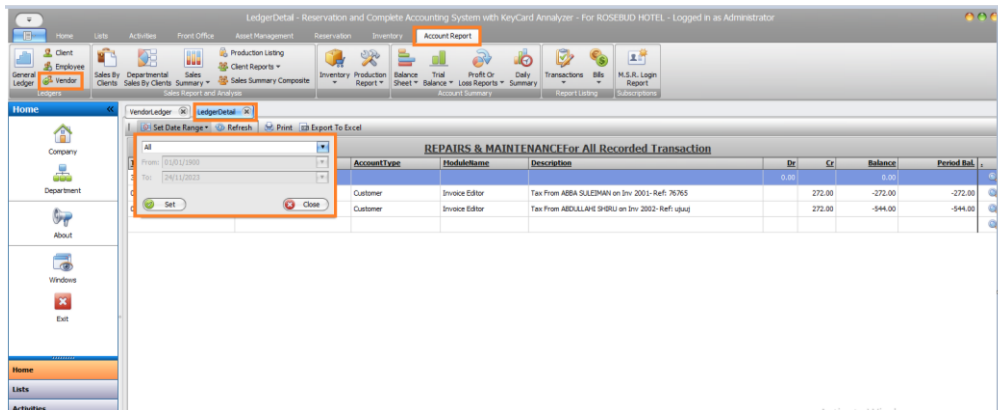
Step 5:

Once loaded, you'll gain access to all vendor transactions, which can still be further explored to view specific transaction details.

Step 6:

Upon loading, the details of the bill payment will be presented, showcasing the specifics of the transactions made within that payment.

Business Sensor ERP

Business Sensor ERP