



Red Cherries Accounting (Open Source)

Accounts Manager

Reports User Guide

Version 1.1



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Introduction

This user guide aims at giving you the information required to work with “Reports Section” of “Accounts Manager”. This user guide can be downloaded from “Reports Help” screen shown in **Figure 2** which is accessible from “Reports → Help” menu as shown in **Figure 1**.

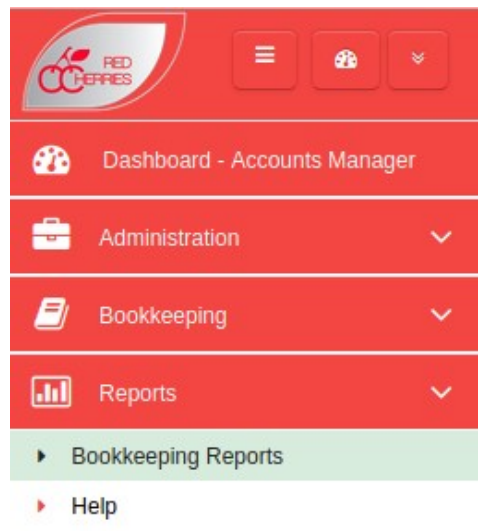


Figure 1

Reports Help

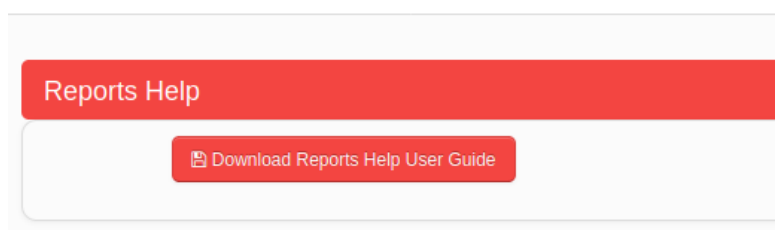


Figure 2



Top Navigation Bar

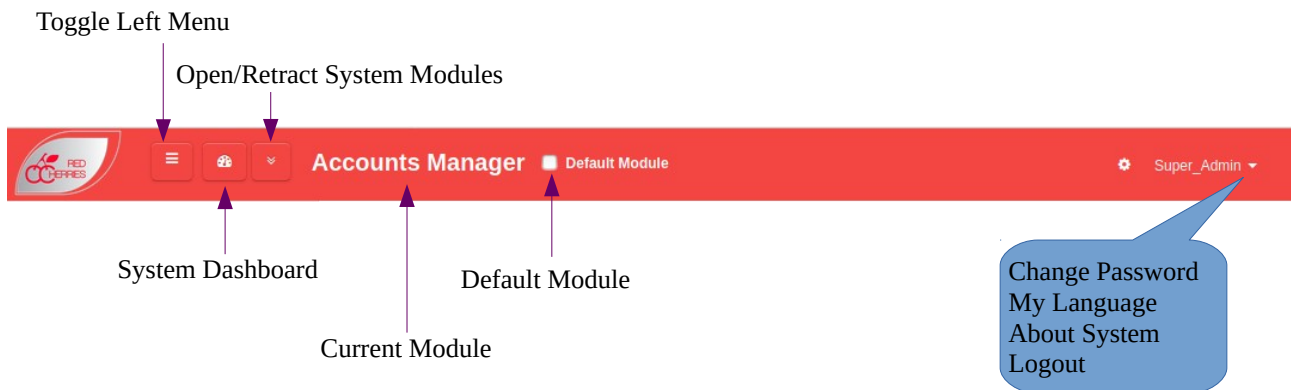


Figure 3

- **Toggle Left Menu** : Show/hide left menu
- **Open/Retract System Modules** : Open/retract system module dashboard. Previous screen preserves if user does not select any module.
- **System Dashboard** : Opens the system modules dashboard. Previous screen does not preserved.
- **Current Module** : Shows the current module that user has selected.
- **Default Module** : Selecting current module as default module will allow to go directly to that module on login to the system.



Reports

Users can generate Trial Balance, Sales Payment Details, Debtors and Creditors reports under Management Reports as shown in **Figure 4**. Balance Sheet and Profit & Loss reports can be generated under Financial Reports as shown in **Figure 4**.

Reports

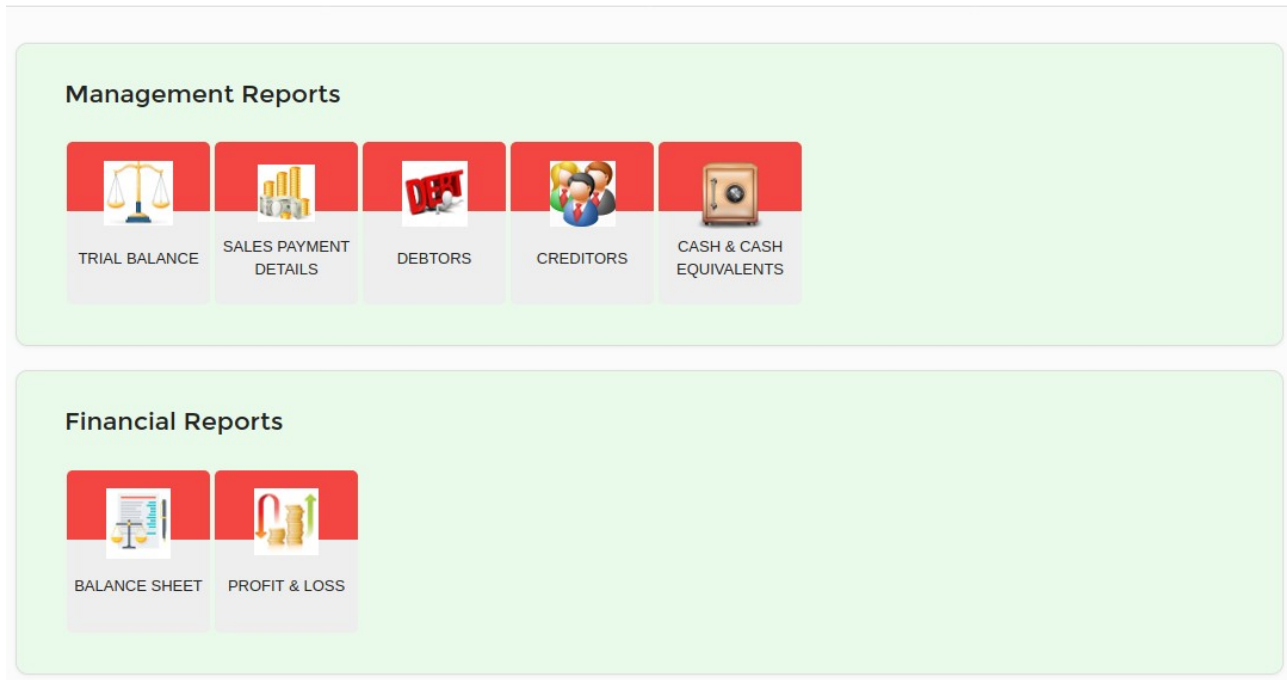


Figure 4



Management Reports

Trial Balance

Trial balance report can be generated under following scenarios as shown in **Figure 5**.

- Users can select a date, location and an accounting method and generate the report. The report will show the as at date information for the selected location and the accounting method.
- Users can select a date, year, location and an accounting method and generate the report. The report will show the information from 1st of January of selected year till the selected date, for the selected location and the accounting method.
- Users can select a date range, location and an accounting method and generate the report. The report will show the information for the selected date range, location and the accounting method.
- Users can select a year, month, location and an accounting method and generate the report. The report will show the information for the selected year and month, location and the accounting method.
- Further the report generates according to the configuration settings specified under system configurations screen for trial balance.
- **Figure 6** shows a sample layout of the trial balance.

Trial Balance

Date: [Date] [Calendar Icon]

From Date: [From Date] [Calendar Icon]

To Date: [To Date] [Calendar Icon]

Year: [-- Select --]

Month: [-- Select --]

Week: [-- Select --]

Generate As: [-- Select --]

Location: [-- Select --]

Accounting Method: ☐ Cash ☒ Accrual

[Search]

Figure 5



John David Company (Pvt) Ltd
Address : No: 46/B, James Road, Mitchel.
TP : - E-mail : jdavid@gmail.com

Trial Balance : For : Roxboro As Of 2020-07-07 12:00:00am


Chart of Account	Debit Amount	Credit Amount
Assets : Fixed Assets : Property, Plant and Equipment	30,600.00	
Assets : Current Assets : Inventories : Finish Good	581,952.58	
Assets : Current Assets : Cash and Cash Equivalents : Petty Cash	480.00	
Assets : Current Assets : Cash and Cash Equivalents : Cheque in Hand		0.00
Assets : Current Assets : Trade and Other Receivables : Trade Debtors	8,533.00	
Assets : Current Assets : Cash and Cash Equivalents : Cash in Hand	25,618.99	
Assets : Current Assets : Inventories : Finish Good - Market Return	843.00	
Assets : Current Assets : Cash and Cash Equivalents : Bank Balance : ACH-RB-5463215	6,421.45	
Assets : Current Assets : Cash and Cash Equivalents : Bank Balance : HDF-RB-330001245875		4,647.22
Equity : Retained Earnings		271,772.24
Equity : Opening Balance Equity		0.00
Income : Sales : Sales - Retail		50,863.82
Expense : Office Expenses	4,630.00	
Expense : Cost of Sales : Change in Inventory - COS	38,147.86	
Expense : Cost of Sales : Finish Good Discounts Given - COS	2,515.05	
Expense : Cost of Sales : Finish Good Free Issues - COS		506.15
Liabilities : Current Liabilities : Short-term Debt		1,450.00
Liabilities : Non-current Liabilities : Long-term Debt		354,652.00
Liabilities : Current Liabilities : Trade Creditors		15,850.50
Total	699,741.93	699,741.93

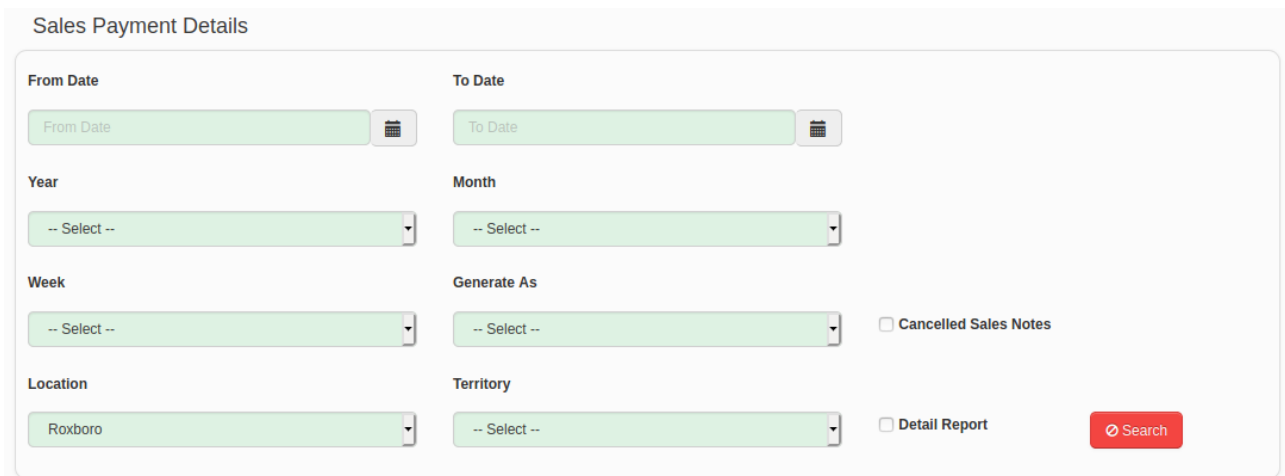
Figure 6



Sales Payment Details

Sales Payment Details report can be generated under following scenarios as shown in **Figure 7**.

- Users can select a date range, location and territory and generate the report. The report will show the information for the selected date range, location and the territory.
- Users can select a year, month, location and territory and generate the report. The report will show the information for the selected year and month, location and the territory.
- Users can select “Cancelled Sales Note” check box and filter the cancelled Sales Notes.
- Users can select “Detail Report” check box and generate the Sales Note Detail report. The report will show all cash and cheque payment transactions of each Sales Note.
- The report data can be exported to Excel by clicking on  button shown in right hand top corner of **Figure 8**.
- **Figure 8** shows a sample data of the Sales Payment Details report.



The screenshot shows the 'Sales Payment Details' report generation interface. It features a grid of input fields for filtering the report. The 'From Date' and 'To Date' fields are at the top, each with a calendar icon. Below them are 'Year' and 'Month' dropdown menus. The 'Week' dropdown is on the left, and the 'Generate As' dropdown is on the right. To the right of 'Generate As' is a checkbox for 'Cancelled Sales Notes'. Below these are 'Location' and 'Territory' dropdown menus. To the right of 'Territory' is a checkbox for 'Detail Report'. A red 'Search' button is located at the bottom right of the form.

Figure 7



Sales Note Payment Summary : For Date Range From 2020-07-01 To 2020-07-07 And For Location : Roxboro

10 records per page Export to Search:

Sales Note No	Date	Sales Total Amount	Discount	Free Issue Amount	Customer Saleable Return Amount	Customer Market Return Amount	Total Payable	Cash Payment	Cheque Payment	Credit Card Payment	Claimed Customer Returns	Credit Payment
SN-1	2020-07-05	4,620.35	235.00	125.00	0	0	4,385.35	2,907.49	107.86	0.00	1,370.00	0.00
SN-2	2020-07-05	10,468.59	576.45	320.00	0	0	9,892.14	0.00	6,392.14	3,500.00	0.00	-0.00
SN-4	2020-07-05	7,432.68	354.15	300.00	0	0	7,078.53	5,605.23	1,473.30	0.00	0.00	0.00
SN-5	2020-07-05	15,347.90	825.00	450.00	0	0	14,522.90	0.00	14,522.90	0.00	0.00	0.00
SN-7	2020-07-05	4,638.80	135.00	0.00	0	0	4,503.80	0.00	4,003.80	500.00	0.00	0.00
SN-8	2020-07-05	9,500.00	0.00	654.00	0	0	9,500.00	0.00	0.00	9,500.00	0.00	0.00
SN-9	2020-07-05	6,254.00	389.45	0.00	0	0	5,864.55	2,146.55	0.00	0.00	3,718.00	0.00

Showing 1 to 7 of 7 entries Previous 1 Next

Sales Note Payment Summary Details

Sales Note Grand Total

58,262.32

Total Discount	Free Issue Total	Customer Saleable Return Total	Customer Market Return Total
2,515.05	1,849.00	0.00	0.00

Total Payable	Total Cash Payment	Total Cheque Payment	Total Credit Card Payment	Total Customer Returns Claimed	Total Credit Payment
55,747.27	10,659.27	26,500.00	13,500.00	5,088.00	0.00

Print

Figure 8



Debtors

Debtors report can be generated under following scenarios as shown in **Figure 9**.

- Users can select a date, location and a debtor and generate the report. The report will show the as at date information for the selected location and the debtor.
- Users can select a date, year, location and a debtor and generate the report. The report will show the information from 1st of January of selected year till the selected date, for the selected location and the debtor.
- Users can select a date range, location and a debtor and generate the report. The report will show the information for the selected date range, location and the debtor.
- Users can select a year, month, location and a debtor and generate the report. The report will show the information for the selected year and month, location and the debtor.
- Users also can generate a summary report.
- **Figure 10** shows a sample layout of the Debtors detail report.
- **Figure 11** shows a sample layout of the Debtors summary report.

The screenshot shows a web form titled "Debtors". It has the following fields and controls:

- Date:** A text input field with a calendar icon.
- From Date:** A text input field with a calendar icon.
- To Date:** A text input field with a calendar icon.
- Year:** A dropdown menu with "-- Select --" as the selected option.
- Month:** A dropdown menu with "-- Select --" as the selected option.
- Location:** A dropdown menu with "Roxboro" as the selected option.
- Debtor:** A dropdown menu with "-- Select --" as the selected option.
- Summary Report:** A checkbox.
- Search:** A red button with a magnifying glass icon and the text "Search".

Figure 9



1 of 3 90%

John David Company (Pvt) Ltd
Address : No: 46/B, James Road, Mitchel.
TP : - E-mail : jdavid@gmail.com

Debtors : For : Roxboro As Of 2020-07-07 12:00:00am

Date	Reference Number	Debtor	Description	Amount	Due Date	Reference Transaction	Amount	Balance
2020-07-01		Michael	Trade Debtor opening balance for Michael for Roxboro.	751.00				751.00
2020-07-01		Harry	Trade Debtor opening balance for Harry for Roxboro.	2,361.00				2,361.00
2020-07-01		Robert	Trade Debtor opening balance for Robert for Roxboro.	5,421.00				5,421.00
2020-07-01		David	Trade Debtor opening balance for David for Roxboro.	254.00		Journal entry for Receive Payment number : RP-4	254.00	0.00
2020-07-05	SN-9	David	Journal entry for sales note sales entry for Sales Note number : SN-9	6,254.00		Journal entry for sales note discount for Sales Note number : SN-9	389.45	5,865.00
2020-07-05						Journal entry for sales note claim transaction for Sales Note number : SN-9 [Claim : CRN-3]	1,058.00	4,807.00
2020-07-05						Journal entry for sales note claim transaction for Sales Note number : SN-9 [Claim : CRN-4]	790.00	4,017.00
2020-07-05						Journal entry for sales note claim transaction for Sales Note number : SN-9 [Claim : CRN-6]	520.00	3,497.00
2020-07-05						Journal entry for sales note claim transaction for Sales Note number : SN-9 [Claim : CRN-8]	1,350.00	2,147.00
2020-07-05						Journal entry for Receive Payment number : RP-4	2,146.55	0.00
2020-07-05	SN-5	David	Journal entry for sales note sales entry for Sales Note number : SN-5	15,347.90		Journal entry for sales note discount for Sales Note number : SN-5	825.00	14,523.00
2020-07-05						Journal entry for Receive Payment number : RP-3	1,026.70	13,496.00
2020-07-05						Journal entry for Receive Payment number : RP-3	5,000.00	8,496.00

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Figure 10

1 of 1 Automatic Zoom

John David Company (Pvt) Ltd
Address : No: 46/B, James Road, Mitchel.
TP : - E-mail : jdavid@gmail.com

Debtors : For : Roxboro As Of 2020-07-07 12:00:00am

Debtor	Balance
Michael	751.00
Harry	2,361.00
Robert	5,421.00
Adam	4,868.00
Total Balance Amount	13,401.00

Figure 11



Creditors

Creditors report can be generated under following scenarios as shown in **Figure 12**.

- Users can select a date, location and a creditor and generate the report. The report will show the as at date information for the selected location and the creditor.
- Users can select a date, year, location and a creditor and generate the report. The report will show the information from 1st of January of selected year till the selected date, for the selected location and the creditor.
- Users can select a date range, location and a creditor and generate the report. The report will show the information for the selected date range, location and the creditor.
- Users can select a year, month, location and a creditor and generate the report. The report will show the information for the selected year and month, location and the creditor.
- Users also can generate a summary report.
- **Figure 13** shows a sample layout of the Creditors detail report.
- **Figure 14** shows a sample layout of the Creditors summary report.

Creditors

Date: [Date] [Calendar Icon] From Date: [From Date] [Calendar Icon] To Date: [To Date] [Calendar Icon]

Year: [-- Select --] Month: [-- Select --] ☐ Summary Report

Location: [Roxboro] Creditor: [-- Select --] [Search]

Figure 12



1 of 3 Automatic Zoom

John David Company (Pvt) Ltd
Address : No: 46/B, James Road, Mitchel.
TP : - E-mail : jdavid@gmail.com

Creditors : For : Roxboro As Of 2020-07-07 12:00:00am

Date	Reference Number	Creditor	Description	Amount	Due Date	Reference Transaction	Amount	Balance
2020-07-01		Hudson	Trade Creditor opening balance for Hudson for Roxboro.	8,424.00				8,424.00
2020-07-01		Adam	Trade Creditor opening balance for Adam for Roxboro.	1,541.00				1,541.00
2020-07-01		Brown	Trade Creditor opening balance for Brown for Roxboro.	3,321.00				3,321.00
2020-07-01		Tony	Trade Creditor opening balance for Tony for Roxboro.	254.00				254.00
2020-07-04	PN-1	Adam	Journal entry for receiving sales items for Purchase Note number : PN-1	15,860.00		Journal entry for purchase note claim transaction for Purchase Note number : PN-1 (Claim : SRN-2)	865.20	14,995.00
						Journal entry for purchase note claim transaction for Purchase Note number : PN-1 (Claim : SRN-3)	1,357.80	13,637.00
						Journal entry for Make Payment number : MP-1	5,000.00	8,637.00
						Journal entry for Make Payment number : MP-1	5,000.00	3,637.00
						Journal entry for Make Payment number : MP-1	3,637.00	0.00
2020-07-05	PN-11	Adam	Journal entry for receiving sales items for Purchase Note number : PN-11	18,311.25		Journal entry for Make Payment number : MP-6	18,311.25	0.00
2020-07-05		CEB	Journal entry for receive electricity bill	4,630.00		Journal entry for Make Payment number : MP-7	4,630.00	0.00
2020-07-05	PN-10	Adam	Journal entry for receiving sales items for Purchase Note number : PN-10	8,763.46		Journal entry for Make Payment number : MP-4	3,999.42	4,764.00
						Journal entry for Make Payment number : MP-6	3,075.29	1,688.00

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Figure 13

1 of 1 Automatic Zoom

John David Company (Pvt) Ltd
Address : No: 46/B, James Road, Mitchel.
TP : - E-mail : jdavid@gmail.com

Creditors : For : Roxboro As Of 2020-07-07 12:00:00am

Creditor	Balance
Hudson	8,424.00
Adam	1,540.00
Brown	3,321.00
Tony	254.00
David	3,680.50

Total Credit Amount	100,873.79
Total Amount Paid	83,653.29
Total Debit Amount	0.00
Total Balance Amount	17,219.50

Figure 14



Cash & Cash Equivalents

Cash & Cash Equivalents report can be generated under following scenarios as shown in **Figure 15**.

- Users can select a location and generate the report. The report will show the as at date information for the selected location as shown in **Figure 16**.

Cash & Cash Equivalents

Location

Roxboro

Search

Figure 15

John David Company (Pvt) Ltd
Address : No: 46/B, James Road, Mitchel.
TP : - E-mail : jdavid@gmail.com

Cash And Cash Equivalents : For : Roxboro As Of 2020-07-07 12:00:00am

Account	Balance
Assets : Current Assets : Cash and Cash Equivalents : Bank Balance : ACH-RB-5463215	6,421.45
Assets : Current Assets : Cash and Cash Equivalents : Bank Balance : HDF-RB-330001245875	-4,647.22
Assets : Current Assets : Cash and Cash Equivalents : Cash in Hand	25,618.99
Assets : Current Assets : Cash and Cash Equivalents : Petty Cash	480.00

Figure 16



Financial Reports

Balance Sheet

Balance sheet report can be generated under following scenarios as shown in **Figure 17**.

- Users can select a date, location and an accounting method and generate the report. The report will show the as at date information for the selected location and the accounting method.
- Users can select a date, year, location and an accounting method and generate the report. The report will show the information from 1st of January of selected year till the selected date, for the selected location and the accounting method.
- Users can select a date range, location and an accounting method and generate the report. The report will show the information for the selected date range, location and the accounting method.
- Users can select a year, month, location and an accounting method and generate the report. The report will show the information for the selected year and month, location and the accounting method.
- Further the report generates according to the configuration settings specified under system configurations screen for balance sheet.
- **Figure 18** shows a sample layout of the balance sheet.

The screenshot shows a 'Balance Sheet' report generation interface. It features several input fields and a search button. The 'Date' field is set to '2020-07-07'. The 'From Date' and 'To Date' fields are empty. The 'Year' field is set to '-- Select --'. The 'Month' field is set to '-- Select --'. The 'Week' field is set to '-- Select --'. The 'Generate As' field is set to '-- Select --'. The 'Location' field is set to 'Roxboro'. The 'Accounting Method' section has two radio buttons: 'Cash' and 'Accrual', with 'Accrual' selected. A red 'Search' button is located at the bottom right.

Figure 17



The screenshot displays the Red Cherries Accounting software interface. At the top, there is a navigation bar with icons for home, search, and other functions. The main content area shows a financial statement for John David Company (Pvt) Ltd. The statement is titled "Statement of Financial Position : For : Roxboro As Of 2020-07-07 12:00:00am". The statement is organized into sections: ASSETS, EQUITY AND LIABILITIES, and a final summary row. The ASSETS section includes Non-current Assets (Property, Plant and Equipment) and Current Assets (Inventories, Cash and Cash Equivalents, Trade and Other Receivables). The EQUITY AND LIABILITIES section includes Equity (Net Profit, Retained Earnings, Opening Balance Equity) and Liabilities (Non-current Liabilities: Long-term Debt; Current Liabilities: Short-term Debt, Trade Creditors). The final summary row shows the total for Assets, Equity, and Liabilities, all amounting to 649,801.80.

Chart of Account	Total
ASSETS	
Non-current Assets	
Property, Plant and Equipment	30,600.00
Non-current Assets Total	30,600.00
Current Assets	
Inventories	582,795.58
Cash and Cash Equivalents	27,873.22
Trade and Other Receivables	8,533.00
Current Assets Total	619,201.80
Assets Total	649,801.80
EQUITY AND LIABILITIES	
Equity	
Net Profit	6,077.06
Retained Earnings	271,772.24
Opening Balance Equity	0.00
Equity Total	277,849.30
Non-current Liabilities	
Long-term Debt	354,652.00
Non-current Liabilities Total	354,652.00
Current Liabilities	
Short-term Debt	1,450.00
Trade Creditors	15,850.50
Current Liabilities Total	17,300.50
Equity and Liabilities Total	649,801.80

Figure 18



Profit and Loss

Profit and loss report can be generated under following scenarios as shown in **Figure 19**.

- Users can select a date, location and an accounting method and generate the report. The report will show the as at date information for the selected location and the accounting method.
- Users can select a date, year, location and an accounting method and generate the report. The report will show the information from 1st of January of selected year till the selected date, for the selected location and the accounting method.
- Users can select a date range, location and an accounting method and generate the report. The report will show the information for the selected date range, location and the accounting method.
- Users can select a year, month, location and an accounting method and generate the report. The report will show the information for the selected year and month, location and the accounting method.
- Further the report generates according to the configuration settings specified under system configurations screen for profit and loss.
- **Figure 20** shows a sample layout of the profit and loss.

Profit & Loss

Date: [Date] [Calendar Icon]

From Date: [From Date] [Calendar Icon]

To Date: [To Date] [Calendar Icon]

Year: [-- Select --]

Month: [-- Select --]

Week: [-- Select --]

Generate As: [-- Select --]

Location: [Roxboro]

Accounting Method: ☐ Cash ☒ Accrual

[Search]

Figure 19

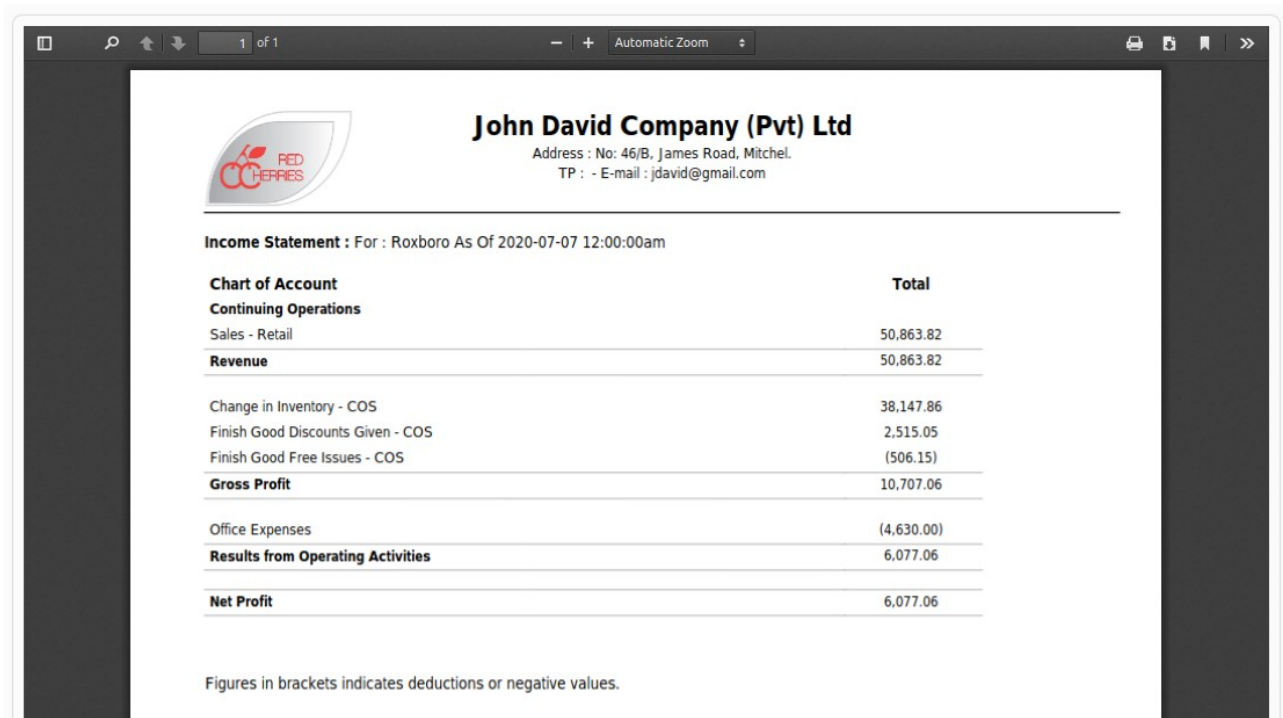


Figure 20