Red Cherries Accounting (Open Source)

Accounts Manager

Reports User Guide

Version 1.0 Beta 2

Table of Contents

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**.
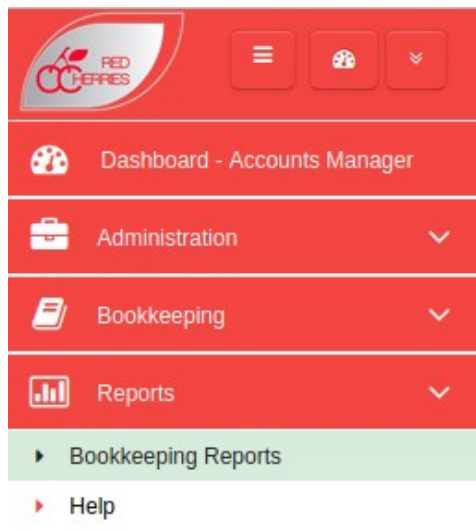

Figure 1

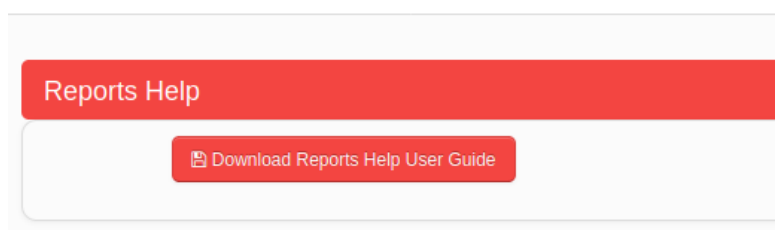**Figure 2**

Top Navigation Bar

Toggle Left Menu

Open/Retract System Modules

System Dashboard

Default Module

Current Module
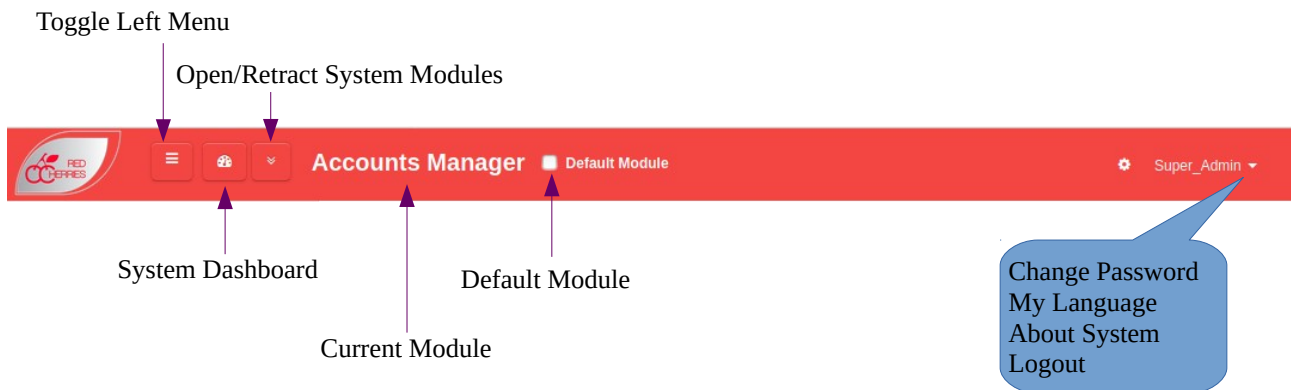
Figure 3

Change Password
My Language
About System
Logout

- **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**.
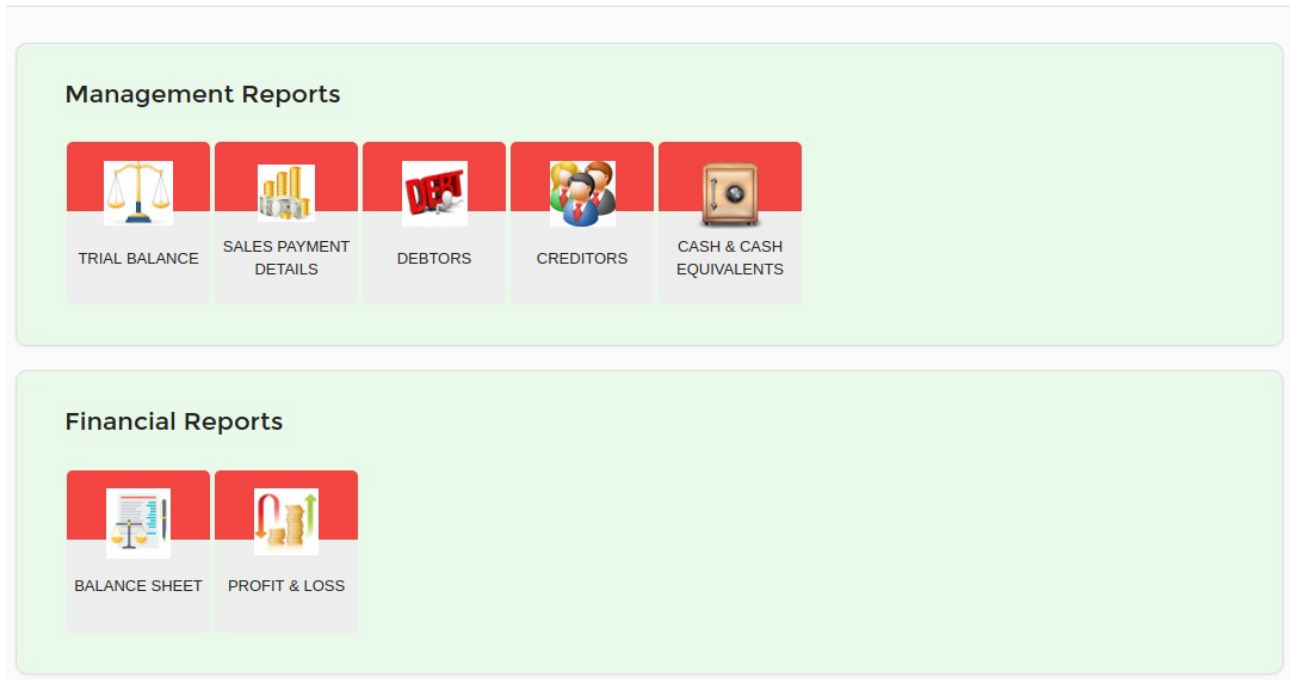

Figure 4

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.

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

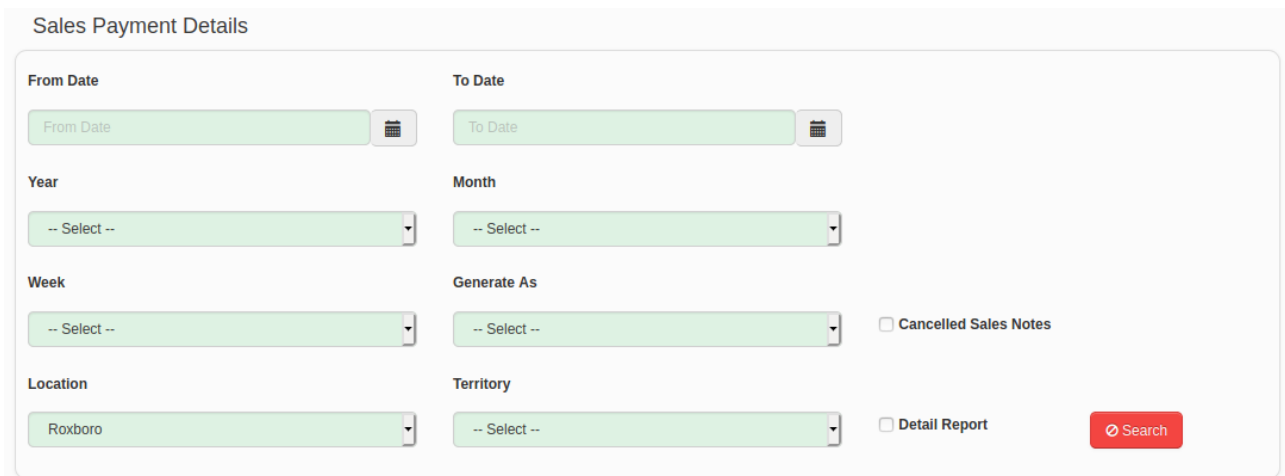| Chart of Account	Debit Amount	Credit Amount
Assets : Fixed Assets : Property, Plant and Equipment	30,600.00	
Assets : Current Assets : Inventories : Finish Good	581,952.58	
Assets : Current Assets : Cash and Cash Equivalents : Petty Cash	480.00	
Assets : Current Assets : Cash and Cash Equivalents : 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.

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

2,515.05

Free Issue Total

1,849.00

Customer Saleable Return Total

0.00

Customer Market Return Total

0.00

Total Payable

55,747.27

Total Cash Payment

10,659.27

Total Cheque Payment

26,500.00

Total Credit Card Payment

13,500.00

Total Customer Returns Claimed

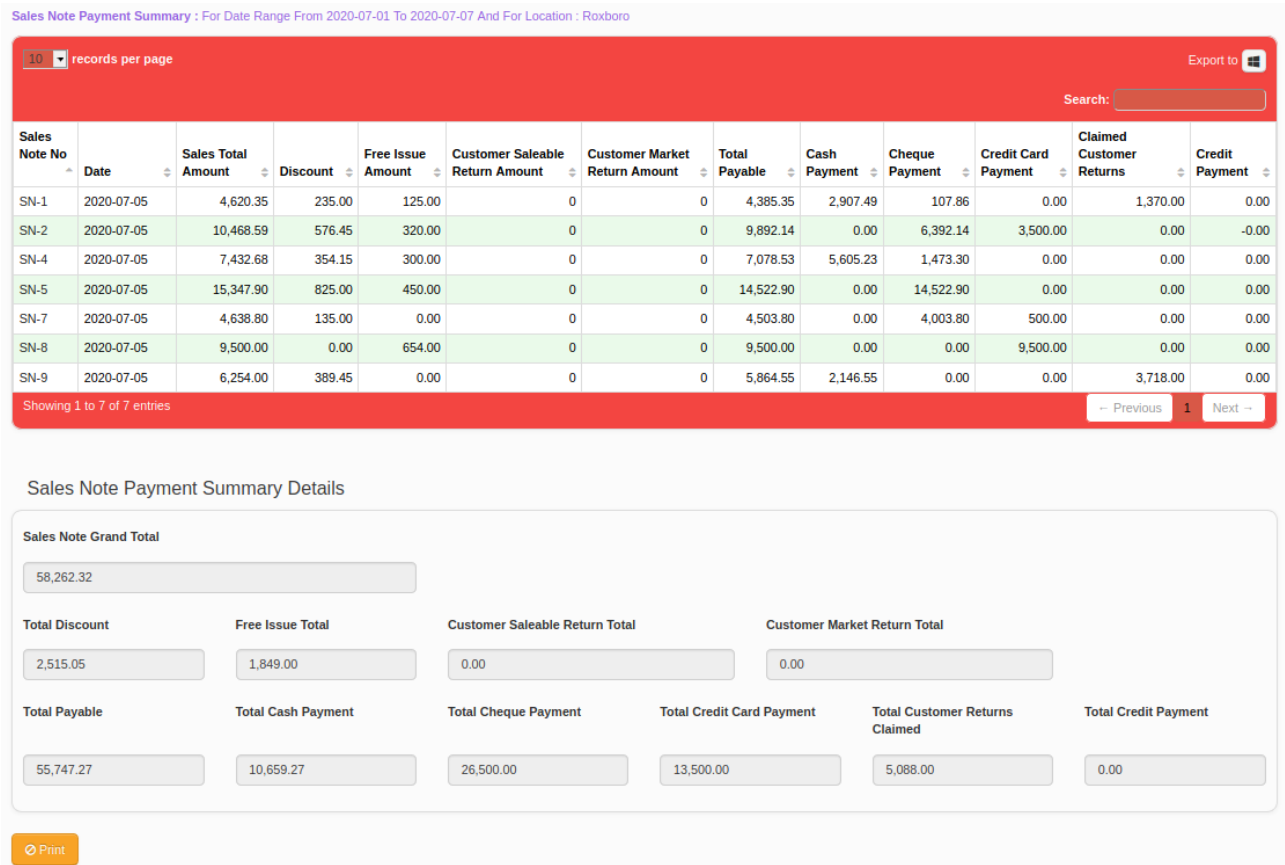5,088.00

Total Credit Payment

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.

Figure 9

Figure 10

Figure 11

Page 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.

Figure 12

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

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**.

Figure 15

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.

Figure 17

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

Statement of Financial Position : For : Roxboro As Of 2020-07-07 12:00:00am

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 Debit	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.

Figure 19

Figure 20