



# **e-ER Planner**

## **Accounts Manager**

### **Reports User Guide**

Version 5.0 Beta 6



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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**.

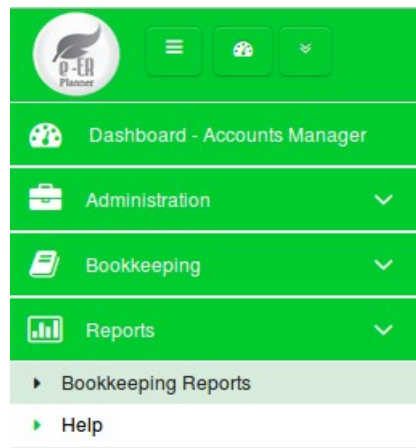


Figure 1

## Reports Help

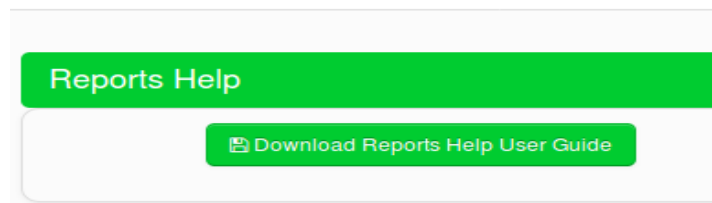


Figure 2

## Top Navigation Bar

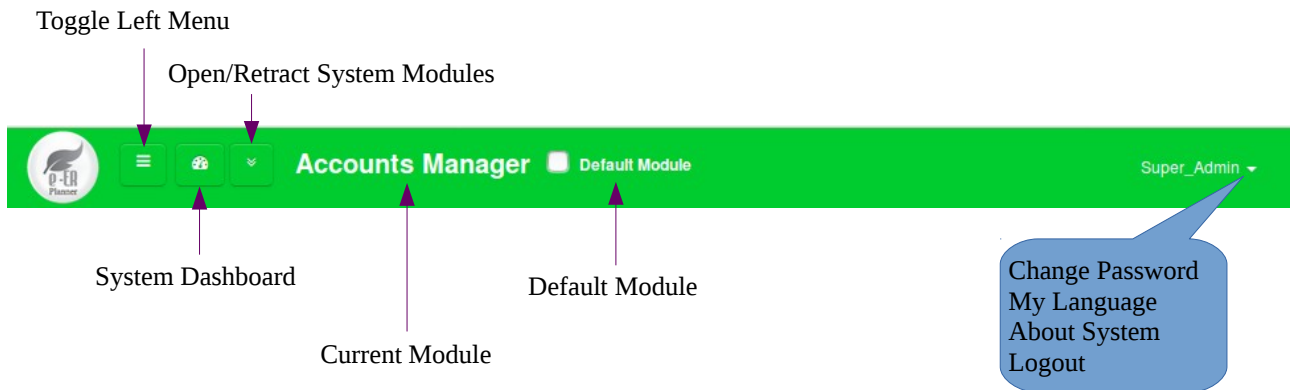


Figure 3

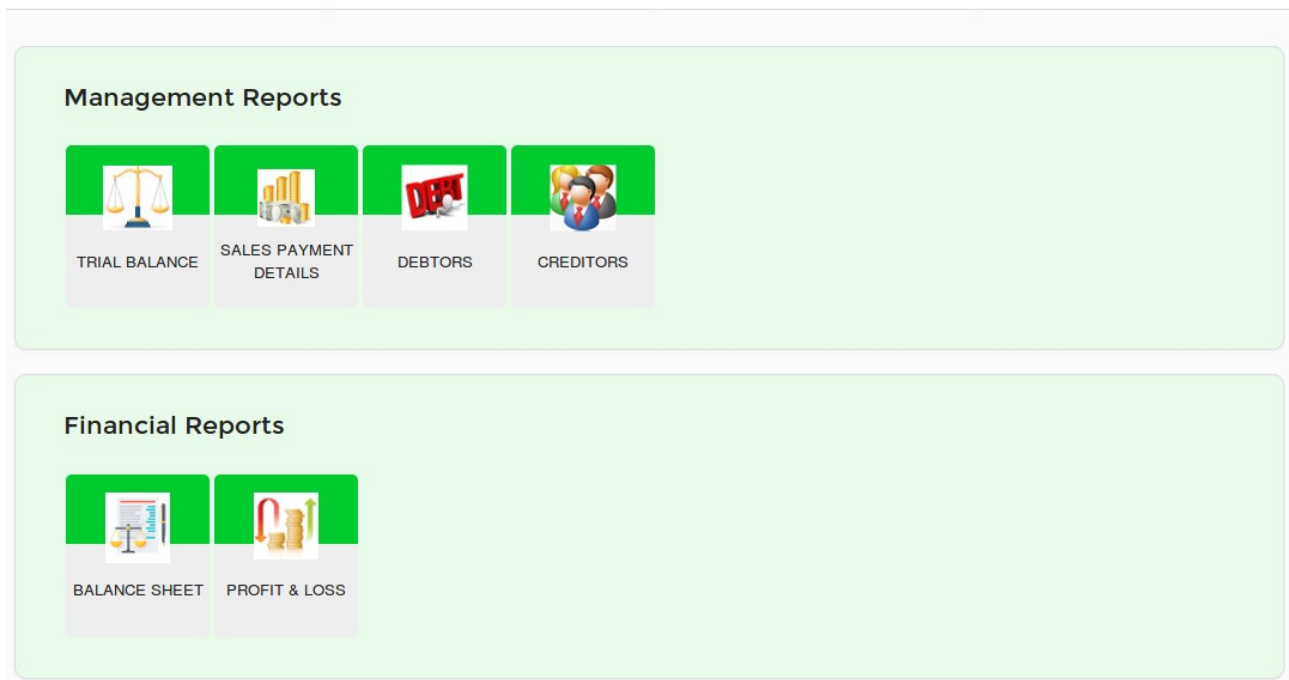
- **Toggle Left Menu** : Show/hide left menu
- **Open/Retract System Modules** : Open/retract system module dashboard. Previous screen preserves if user does not select any module.
- **System Dashboard** : Opens the system modules dashboard. Previous screen does not preserved.
- **Current Module** : 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



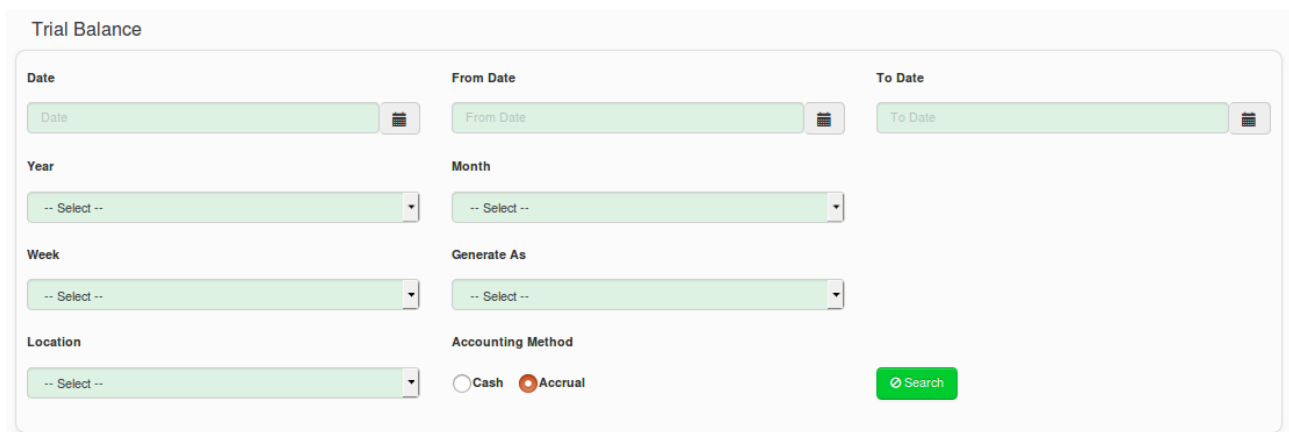
**Figure 4**

## 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 1<sup>st</sup> 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**





		
<b>Sample Pharmacy &amp; Grocery</b>		
Address : David Junction, Colombo 6		
Web : - TP : 0112275148 - E-mail : samplepharmacy@gmail.com		
<hr/>		
<b>Trial Balance : As Of 2018-06-02 12:00:00am</b>		
<b>Chart of Account</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
Assets : Current Assets : Inventories : Finish Good	2,028,694.13	
Assets : Current Assets : Cash and Cash Equivalents : Petty Cash	3,450.00	
Assets : Current Assets : Cash and Cash Equivalents : Cheque in Hand	46,247.89	
Assets : Current Assets : Trade and Other Receivables : Trade Debtors	7,846.00	
Assets : Current Assets : Cash and Cash Equivalents : Cash in Hand	21,813.00	
Assets : Current Assets : Cash and Cash Equivalents : Bank Balance	768,954.14	
Equity : Opening Balance Equity		2,826,017.10
Income : Sales : Sales - Retail		9,243.35
Expense : Cost of Sales : Change in Inventory - COS	7,781.44	
Expense : Cost of Sales : Finish Good Discounts Given - COS	9.35	
Liabilities : Current Liabilities : Trade Creditors		49,535.50
<b>Total</b>	<b>2,884,795.95</b>	<b>2,884,795.95</b>

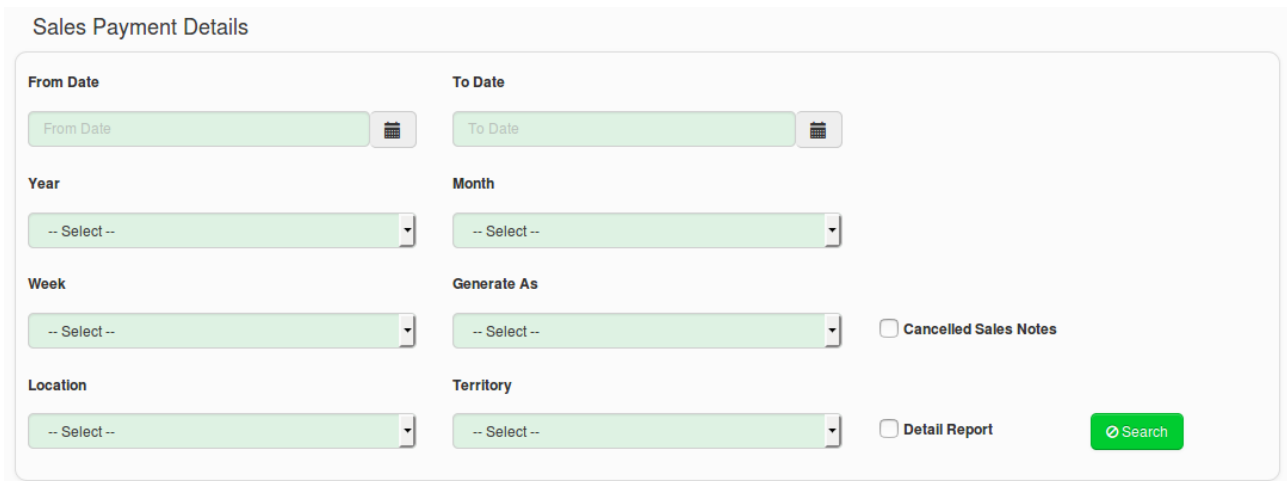
Figure 6



## 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 these are 'Year' and 'Month' dropdown menus. The 'Week' dropdown is followed by the 'Generate As' dropdown. To the right of these are two checkboxes: 'Cancelled Sales Notes' and 'Detail Report'. At the bottom, there are 'Location' and 'Territory' dropdown menus. A green 'Search' button is located at the bottom right of the form.

**Figure 7**





Sales Note Payment Summary : For Date Range From 2018-11-01 To 2018-11-05 And For Location : Sieler

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 Payment	
SN-1	2018-11-05	4,580.00	50.00	120.00	150.00	85.00	4,295.00	1,295.00	3,000.00	0.00	
SN-3	2018-11-05	1,200.00	0.00	0.00	0	0	1,200.00	1,200.00		0.00	
SN-4	2018-11-05	7,530.00	150.00	300.00	850.00	120.00	6,410.00	2,000.00	3,000.00	1,410.00	
Showing 1 to 3 of 3 entries											Previous 1 Next

### Sales Note Payment Summary Details

#### Sales Note Grand Total

13,310.00

#### Total Discount

200.00

#### Free Issue Total

420.00

#### Customer Saleable Return Total

1,000.00

#### Customer Market Return Total

205.00

#### Total Payable

11,905.00

#### Total Cash Payment

4,495.00

#### Total Cheque Payment

6,000.00

#### Total Credit Payment

1,410.00

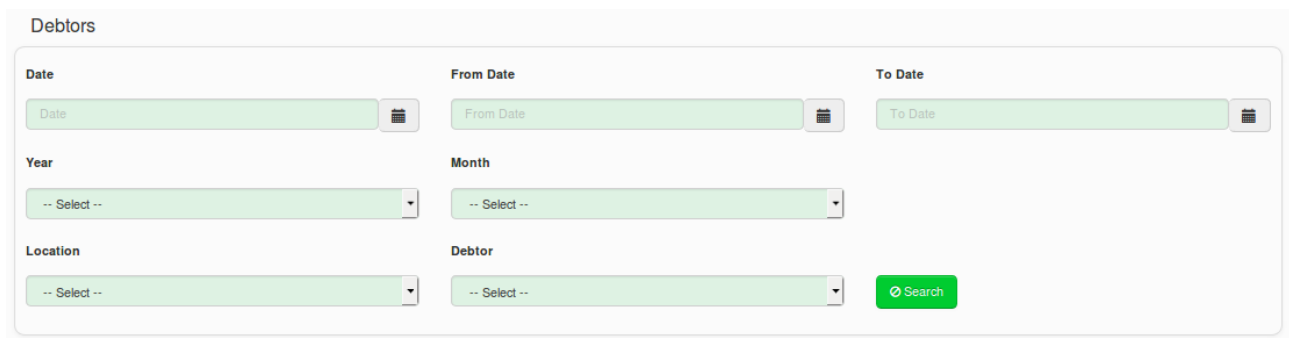
Print

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 1<sup>st</sup> 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.
- **Figure 10** shows a sample layout of the Debtors report.



The screenshot shows a web form titled "Debtors". It contains several input fields and a search button. The form is organized into three main sections: Date, Year, and Location. The Date section has three fields: "Date", "From Date", and "To Date", each with a calendar icon. The Year section has two dropdown menus: "Year" and "Month". The Location section has two dropdown menus: "Location" and "Debtor". A green "Search" button is located at the bottom right of the form.

**Figure 9**


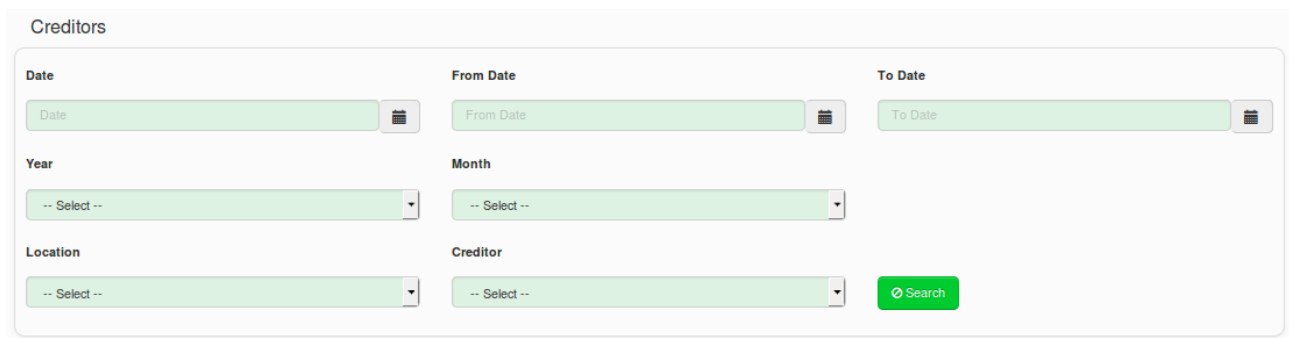
<div>  <div> <b>John David Company (Pvt) Ltd</b>  Address : 87369, E Wheeler Rd, Moses Lake, WA 88376, USA  Web : <a href="http://www.jdavid.com">http://www.jdavid.com</a> - TP : 8347690275 - E-mail : <a href="mailto:info@jdavid.com">info@jdavid.com</a> </div> </div>								
Debtors : For Date Range From : 2018-08-01 To : 2018-08-31								
Date	Reference Number	Debtor	Description	Amount	Due Date	Reference Transaction	Amount	Balance
2018-08-06	SI-75		Journal entry for finish good sales invoice number : SI-75 for sales invoice credit payment sales entry	222.90		Journal entry for finish good sales invoice number : SI-75 for sales invoice cash payment	222.90	0.00
2018-08-06	SI-74		Journal entry for finish good sales invoice number : SI-74 for sales invoice credit payment sales entry	98.60		Journal entry for finish good sales invoice number : SI-74 for sales invoice discount	5.00	94.00
						Journal entry for finish good sales invoice number : SI-74 for sales invoice cash payment	93.60	0.00
2018-08-06	SI-73		Journal entry for finish good sales invoice number : SI-73 for sales invoice credit payment sales entry	185.30		Journal entry for finish good sales invoice number : SI-73 for sales invoice discount	20.00	165.00
						Journal entry for finish good sales invoice number : SI-73 for sales invoice cash payment	165.30	0.00
2018-08-06	SI-72		Journal entry for finish good sales invoice number : SI-72 for sales invoice credit payment sales entry	126.62		Journal entry for finish good sales invoice number : SI-72 for sales invoice discount	2.53	124.00
						Journal entry for finish good sales invoice number : SI-72 for sales invoice cash payment	124.09	0.00
2018-08-06	SI-71		Journal entry for finish good sales invoice number : SI-71 for sales invoice credit payment sales entry	277.40		Journal entry for finish good sales invoice number : SI-71 for sales invoice discount	5.55	272.00
						Journal entry for finish good sales invoice number : SI-71 for sales invoice cash payment	271.85	0.00

Figure 10

## Creditors

Creditors report can be generated under following scenarios as shown in **Figure 11**.

- 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 1<sup>st</sup> 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.
- **Figure 12** shows a sample layout of the Creditors report.



The screenshot shows a web form titled "Creditors". It contains several input fields for filtering the report:

- 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 placeholder.
- Month:** A dropdown menu with "-- Select --" as the placeholder.
- Location:** A dropdown menu with "-- Select --" as the placeholder.
- Creditor:** A dropdown menu with "-- Select --" as the placeholder.
- Search:** A green button with a magnifying glass icon and the text "Search".

**Figure 11**



<div><div></div><div><b>John David Company (Pvt) Ltd</b> Address : 87369, E Wheeler Rd, Moses Lake, WA 88376, USA Web : <a href="http://www.jdavid.com">http://www.jdavid.com</a> - TP : 8347690275 - E-mail : <a href="mailto:info@jdavid.com">info@jdavid.com</a></div></div>								
<b>Creditors :</b> For Date Range From : 2018-08-01 To : 2018-08-31								
Date	Reference Number	Creditor	Description	Amount	Due Date	Reference Transaction	Amount	Balance
2018-08-06	GRN-14		Journal entry for finish good GRN number : GRN-14	105.50				105.50
2018-08-06	GRN-13		Journal entry for finish good GRN number : GRN-13	173.75				173.75
2018-08-06	GRN-12		Journal entry for finish good GRN number : GRN-12	167.00				167.00
2018-08-13	GRN-15		Journal entry for finish good GRN number : GRN-15	189.00				189.00
2018-08-13	GRN-16		Journal entry for finish good GRN number : GRN-16	229.25				229.25
2018-08-13	GRN-17		Journal entry for finish good GRN number : GRN-17	55.00				55.00
2018-08-13	GRN-18		Journal entry for finish good GRN number : GRN-18	96.00				96.00
							<b>Total Credit Amount</b>	1,015.50
							<b>Total Amount Paid</b>	0.00
							<b>Total Balance Amount</b>	1,015.50

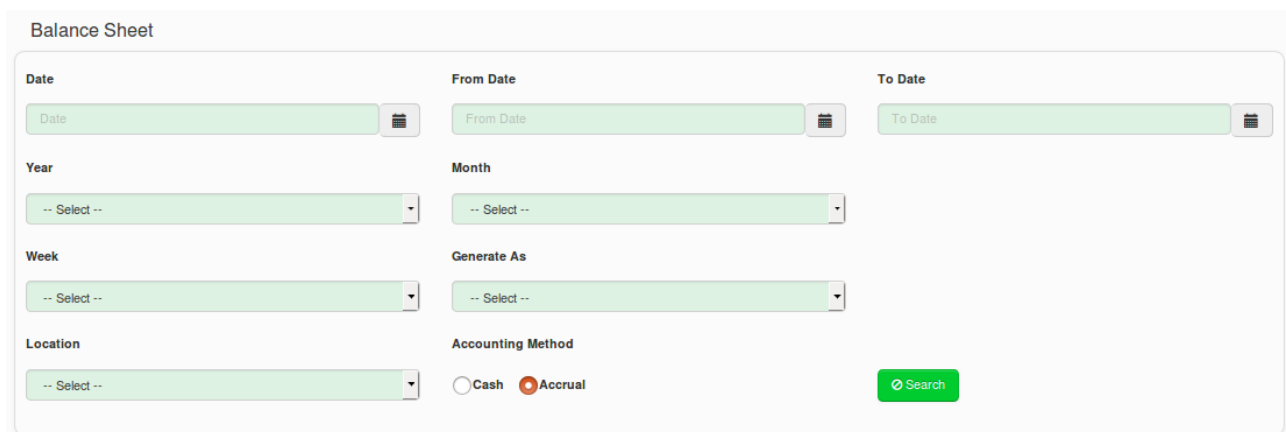
Figure 12

## Financial Reports

### Balance Sheet

Balance sheet report can be generated under following scenarios as shown in **Figure 13**.

- 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 1<sup>st</sup> 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 14** shows a sample layout of the balance sheet.



The form is titled "Balance Sheet" and contains several input fields and a search button. It is organized into two main columns. The left column includes fields for "Date", "Year", "Week", and "Location". The right column includes fields for "From Date", "Month", "Generate As", and "Accounting Method". The "Date" field is a date picker. The "From Date" field is a date picker. The "To Date" field is a date picker. The "Year" field is a dropdown menu. The "Month" field is a dropdown menu. The "Week" field is a dropdown menu. The "Location" field is a dropdown menu. The "Generate As" field is a dropdown menu. The "Accounting Method" field has two radio buttons: "Cash" and "Accrual". A green "Search" button is located at the bottom right of the form.

**Figure 13**




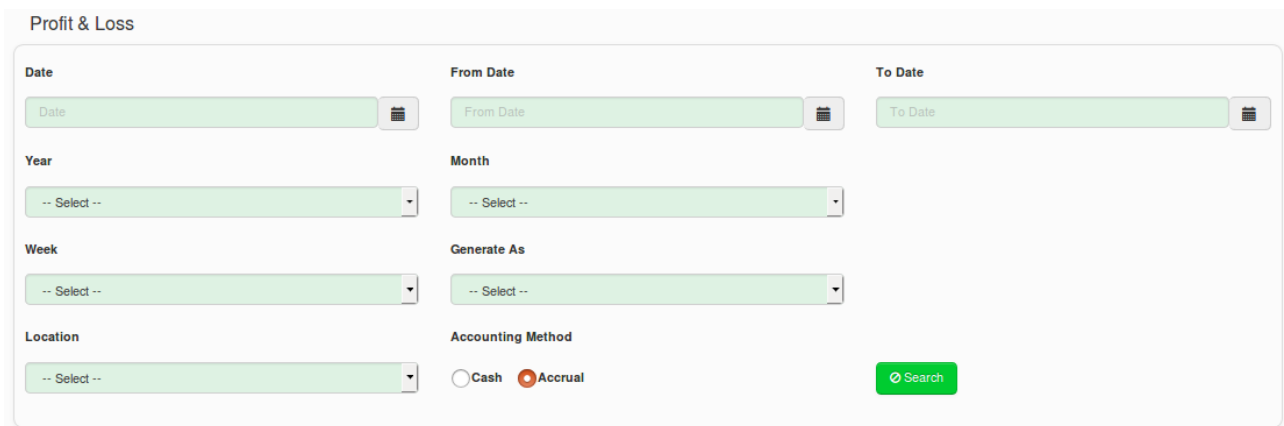
	
<b>Sample Pharmacy &amp; Grocery</b>	
Address : David Junction, Colombo 6	
Web : - TP : 0112275148 - E-mail : samplepharmacy@gmail.com	
<hr/>	
<b>Statement of Financial Position : As Of 2018-06-02 12:00:00am</b>	
<b>Chart of Account</b>	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Inventories	2,028,694.13
Cash and Cash Equivalents	840,465.03
Trade and Other Receivables	7,846.00
<b>Current Assets Total</b>	<b>2,877,005.16</b>
<b>Assets Total</b>	<b>2,877,005.16</b>
<b>EQUITY AND LIABILITIES</b>	
<b>Equity</b>	
Net Profit	1,452.56
Opening Balance Equity	2,826,017.10
<b>Equity Total</b>	<b>2,827,469.66</b>
<b>Current Liabilities</b>	
Trade Creditors	49,535.50
<b>Current Liabilities Total</b>	<b>49,535.50</b>
<b>Equity and Liabilities Total</b>	<b>2,877,005.16</b>

Figure 14

## Profit and Loss

Profit and loss report can be generated under following scenarios as shown in **Figure 15**.

- 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 1<sup>st</sup> 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 16** shows a sample layout of the profit and loss.



The screenshot shows the 'Profit & Loss' report generation interface. It features several input fields and a search button. The fields are organized as follows:

- Date:** A date picker field.
- From Date:** A date picker field.
- To Date:** A date picker field.
- Year:** A dropdown menu with '-- Select --'.
- Month:** A dropdown menu with '-- Select --'.
- Week:** A dropdown menu with '-- Select --'.
- Location:** A dropdown menu with '-- Select --'.
- Generate As:** A dropdown menu with '-- Select --'.
- Accounting Method:** Radio buttons for 'Cash' and 'Accrual'.
- Search:** A green button with a magnifying glass icon.

**Figure 15**



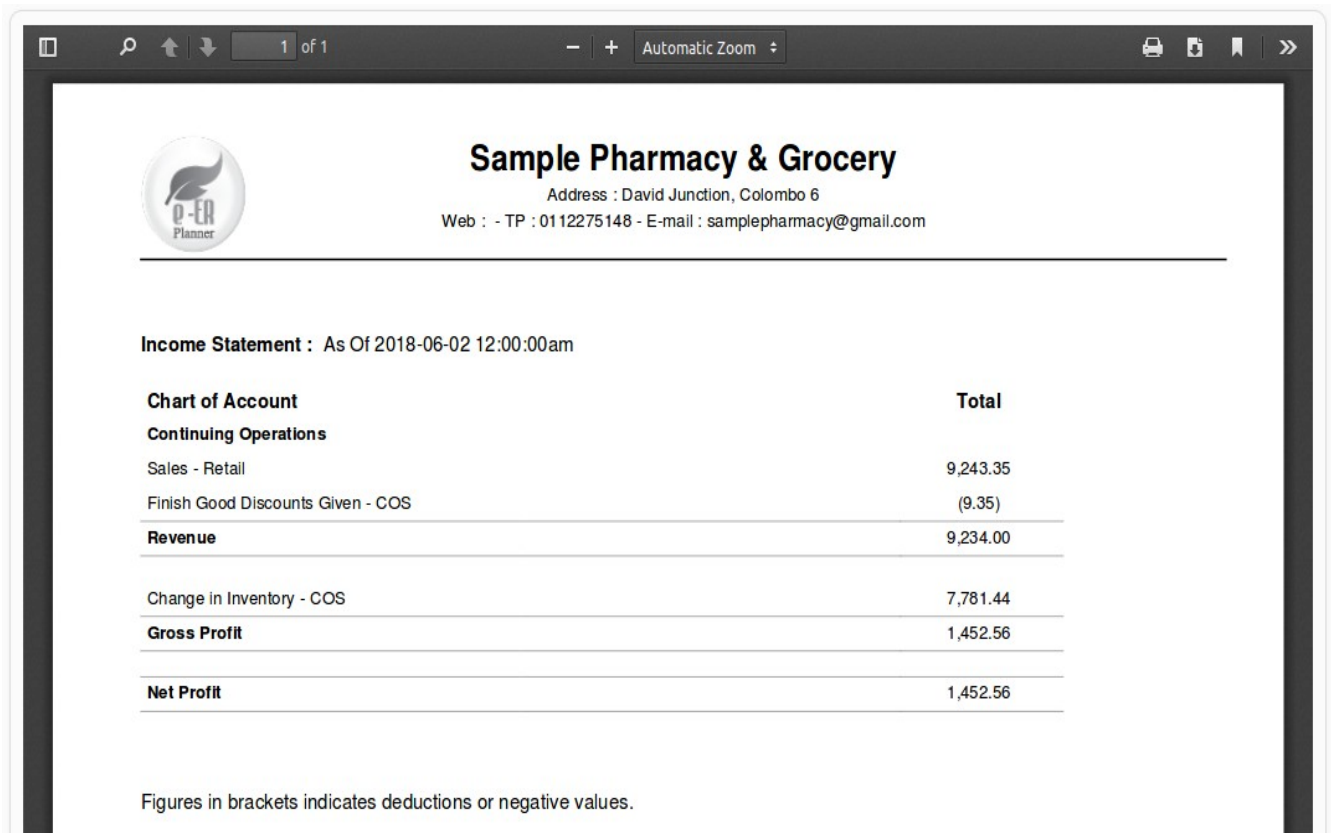


Figure 16